August 4, 2022

Brightspace Instructor Guide

Quick Eval
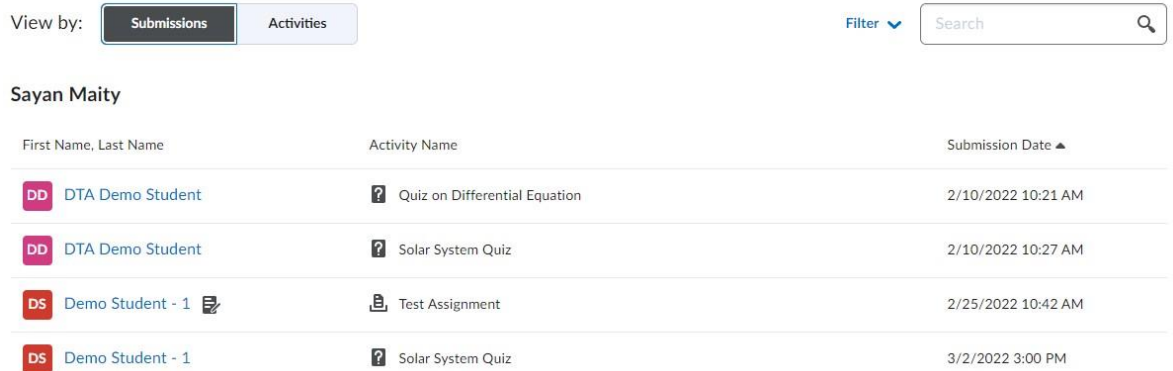
Saint Mary's University

Using Quick Eval

This is a short intro of the Quick Eval Tool and how you can use it to track pending assessments.

1. To access to the Tool, go the **Brightspace homepage** by clicking on the **home button** and click on **Quick Eval** on the Navbar. You can also access Quick eval from the widget on the Brightspace homepage or from you course homepage.

2. Once you open the Quick Eval tool, you will see a list of all the assignments that are pending assessment.

3. You can see the **student's name** as well as the **Assignment name**, the **course**, and the **submission date**.

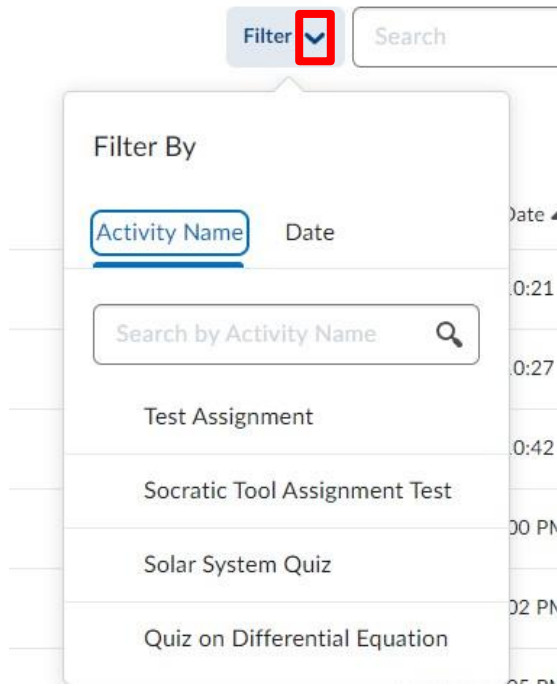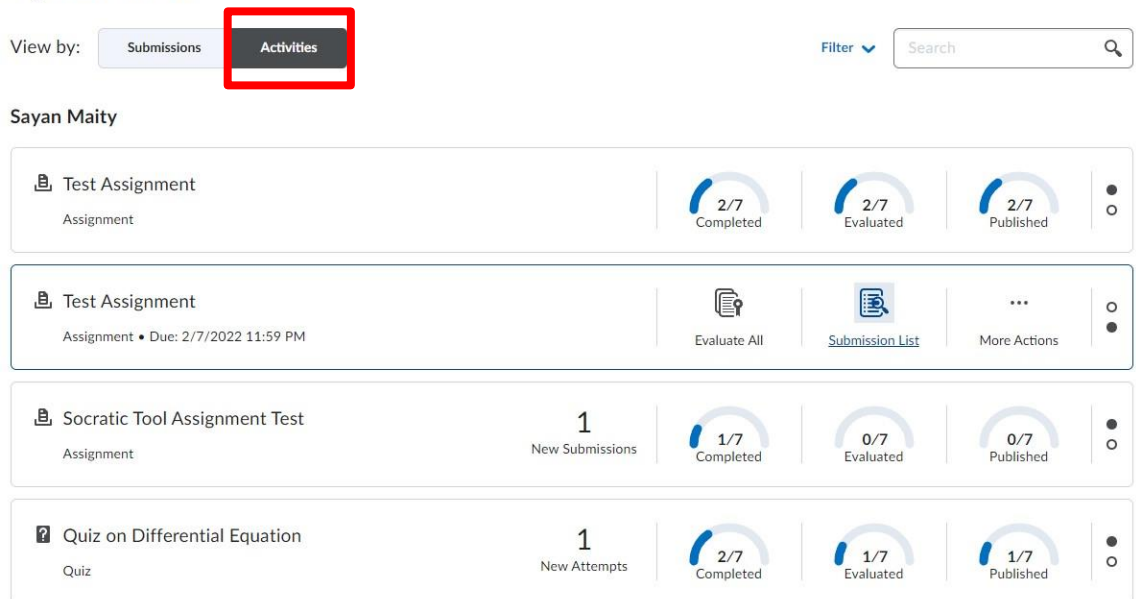4. You can filter the submissions by selecting the **Filter button** near the top right of the screen. You can filter by assignment, course, or date.
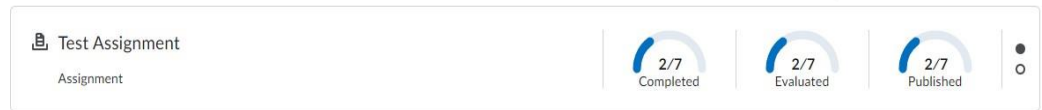
5. On the **Submission page** you can see submissions listed by student name. You can toggle over to the **Activities page** which will then list submissions by Activity (assignment) item.

6. Here you can see how many submissions there are for a particular assignment, how many have been evaluated, and how many are published. To <u>view all submissions for a particular assignment</u>:

    a. Hover your mouse over the **Evaluated** section.
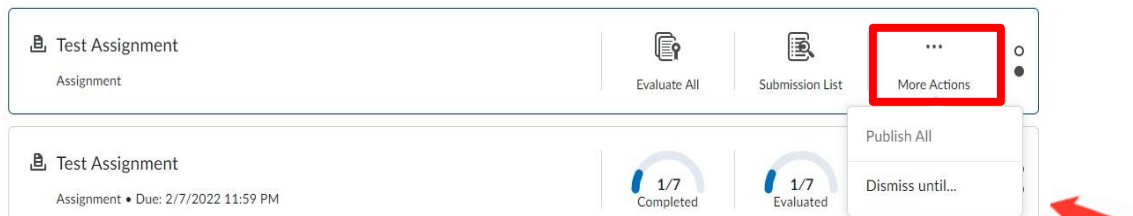

    b. Then click on the **Submission List icon** that appears. This will bring you directly into the Assignment submission folder where you can proceed with evaluating the assignments.

7. There is also an option to <u>dismiss an assignment from the Quick Eval tool</u> until a future date. To do so:

    a. Hover mouse over the assignment.

    b. Click on more actions and choose **Dismiss until**.

    c. **Select the date** you wish to dismiss until and click on **Dismiss Activity**.

Dismiss Activity

Dismissing an activity hides it from Quick Eval, but won't affect the activity

Dismiss until...

◯ Next submission

◯ A specific date

◯ Forever

Dismiss Activity　Cancel

This will remove the pending assessments from the Quick Eval tool until this future date. The assessments can always be accessed from the Assignment submission folder, even if they have been dismissed from Quick Eval.

Further Support

If you need further support with Brightspace, please contact the **Software and Application Support Centre** at sas@smu.ca.

Regular hours: Monday – Friday, 9AM – 5PM.
Summer session hours: Monday – Friday, 9AM – 4:30PM.