August 4, 2022

Brightspace Instructor Guide

Quick Eval





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**.

Quick Eval				
View by: Submissions Activities		Filter 🗸	Search	Q
Sayan Maity				
First Name, Last Name	Activity Name		Submission Date	
 DD DTA Demo Student	Quiz on Differential Equation		2/10/2022 10:21 AM	
DD DTA Demo Student	Solar System Quiz		2/10/2022 10:27 AM	
Ds Demo Student - 1 🛃	📙 Test Assignment		2/25/2022 10:42 AM	
DS Demo Student - 1	Solar System Quiz		3/2/2022 3:00 PM	

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.



	Filter	
	Filter By	
	Activity Name Date)ate 4
	Search by Activity Name	.0:21
	Search by Activity Name	.0:27
	Test Assignment	0:42
	Socratic Tool Assignment Test	NA OC
_	Solar System Quiz	02 PN
_	Quiz on Differential Equation	05.01

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.

Quick Eval						
View by: Submissions Activities		F	ilter 🗸 Search	0	٩	
Sayan Maity						
E Test Assignment Assignment		2/7 Completed	2/7 Evaluated	2/7 Published	•	
Test Assignment Assignment • Due: 2/7/2022 11:59 PM		Evaluate All	Submission List	••• More Actions	0	
Socratic Tool Assignment Test Assignment	1 New Submissions	1/7 Completed	0/7 Evaluated	0/7 Published	• 0	
Quiz on Differential Equation	1 New Attempts	2/7 Completed	1/7 Evaluated	1/7 Published	•	



- 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.

🚊 Test Assignment	F	Submission List	0
Assignment	Evaluate All	Submission List More Actions	•

- 7. There is also an option to <u>dismiss an assignment from the Quick Eval</u> <u>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...





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 <u>sas@smu.ca</u>.

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

Software & Application Support Centre Studio for Teaching and Learning