

Quick Eval

Guide to Identify Ungraded Submissions

Accessing Quick Eval

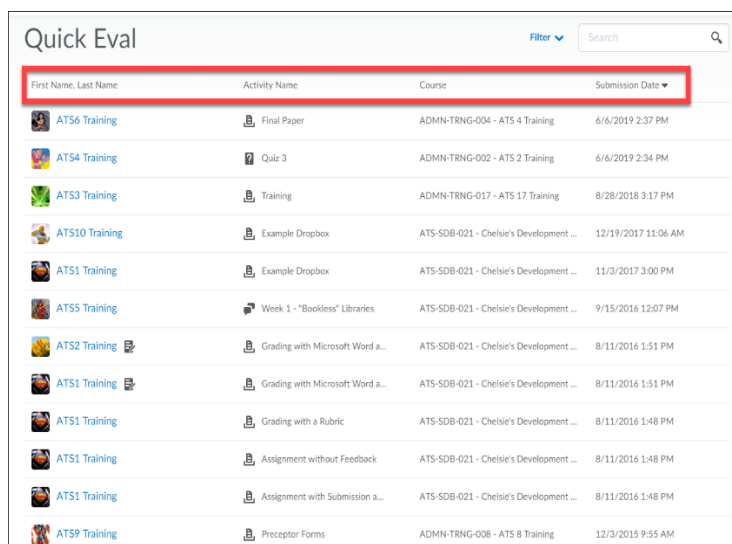
To access the Quick Eval dashboard, select the Quick Eval link on the My Home page navigation bar.



With the release of the Brightspace Quick Eval dashboard, instructors are now able to capture, in a central location, the outstanding and ungraded assignments, regardless of class or assignment type that require attention or action. This site will guide you through use-case scenarios of how the Brightspace Quick Eval tool can significantly decrease instructor grading and feedback turnaround time.

Sorting and Filtering the Quick Eval Dashboard

The dashboard is comprised of four columns: **Student Name**, **Activity Name**, **Course**, and **Submission Date**. Clicking on any of these column names will dynamically sort the data. Note that, by default, submissions are sorted by date, with the oldest submissions appearing at the top of the list.



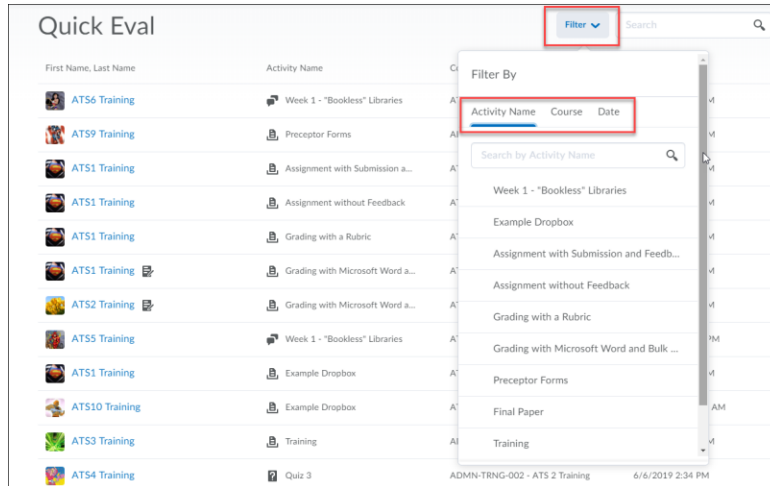
The screenshot shows the Quick Eval dashboard interface. At the top, there is a 'Filter' dropdown and a search box. Below this is a table with four columns: 'First Name, Last Name', 'Activity Name', 'Course', and 'Submission Date'. The 'Submission Date' column has a dropdown arrow. The table contains 13 rows of submission data.

First Name, Last Name	Activity Name	Course	Submission Date
AT56 Training	Final Paper	ADMN-TRNG-004 - ATS 4 Training	6/6/2019 2:37 PM
AT54 Training	Quiz 3	ADMN-TRNG-002 - ATS 2 Training	6/6/2019 2:34 PM
AT53 Training	Training	ADMN-TRNG-017 - ATS 17 Training	8/28/2018 3:17 PM
AT510 Training	Example Dropbox	ATS-SDB-021 - Chelsie's Development ...	12/19/2017 11:06 AM
AT51 Training	Example Dropbox	ATS-SDB-021 - Chelsie's Development ...	11/3/2017 3:00 PM
AT55 Training	Week 1 - "Bookless" Libraries	ATS-SDB-021 - Chelsie's Development ...	9/15/2016 12:07 PM
AT52 Training	Grading with Microsoft Word a...	ATS-SDB-021 - Chelsie's Development ...	8/11/2016 1:51 PM
AT51 Training	Grading with Microsoft Word a...	ATS-SDB-021 - Chelsie's Development ...	8/11/2016 1:51 PM
AT51 Training	Grading with a Rubric	ATS-SDB-021 - Chelsie's Development ...	8/11/2016 1:48 PM
AT51 Training	Assignment without Feedback	ATS-SDB-021 - Chelsie's Development ...	8/11/2016 1:48 PM
AT51 Training	Assignment with Submission a...	ATS-SDB-021 - Chelsie's Development ...	8/11/2016 1:48 PM
AT59 Training	Preceptor Forms	ADMN-TRNG-008 - ATS 8 Training	12/3/2015 9:55 AM

Quick Eval

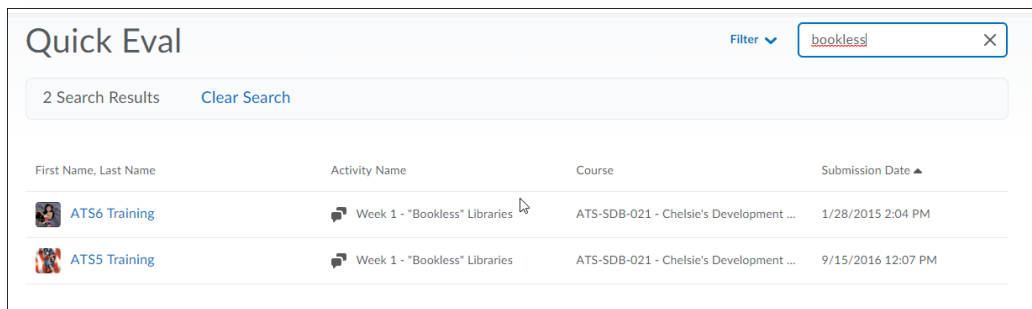
Guide to Identify Ungraded Submissions

Use the **Filter** options to pare down the results by activity name, course, or submission date. Optionally, using the search field, you can search for an ungraded submission.



Searching for Submissions

Optionally, using the search field, you can search for an ungraded submission.

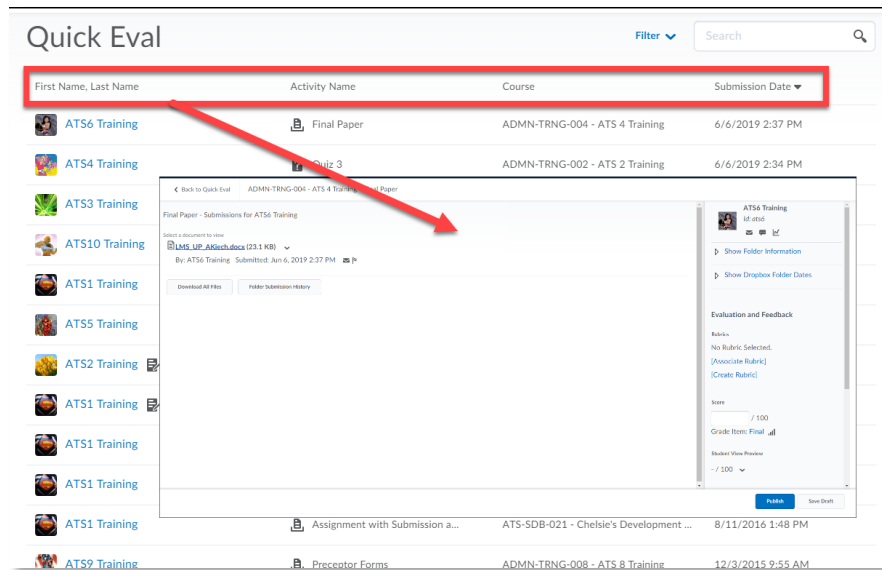


Quick Eval

Guide to Identify Ungraded Submissions

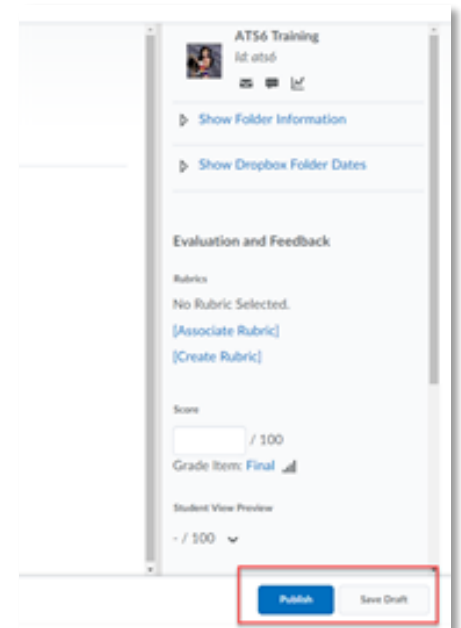
Accessing an Ungraded Student Submission

To begin the assessment of a particular submission, **simply click on the student's name**. This action will route you to the particular assessment tool within a course. The student submission will display, and from here, you can continue in your normal grading workflow.



Publishing Grades and Feedback

Once you've completed your grading of a student's submission, you can click publish to release to grade and feedback to students. Clicking publish also removes this student's submission from your Quick Eval dashboard list. Saving grades and feedback for a student submission does not remove that entry from your dashboard.



Quick Eval

Guide to Identify Ungraded Submissions

Returning to the Quick Eval Dashboard

Use the “Return to Quick Eval link, located in the topleft-hand corner of your screen to return back to your quick eval dashboard.

