

## How to access student submissions via the Brightspace Quizzes tool



Below are the steps you need to follow to review students' quiz attempt via the Brightspace Quizzes tool.

### Before you start, ...

1. Make sure that you have the names and IDs of students whose quiz attempt you are supposed to review.
2. Make sure you know which module / unit / course you will find the quiz attempt in and what the quiz you are supposed to review is called.
3. Make sure you have a UHI ID and password to log into Brightspace.

### What you will find in this resource:

1. [Step 1 – Logging into Brightspace](#)
2. [Step 2 – Accessing the Brightspace Quizzes tool](#)
3. [Step 3 – Finding a student's quiz attempt in the Brightspace Quizzes tool](#)
4. [Step 4 – Reviewing a student's quiz attempt](#)
5. [Information on where to find module / unit / course content](#)

## Step 1 – Logging into Brightspace

Visit <https://brightspace.uhi.ac.uk>.

You will now see the UHI Brightspace login screen. Enter your UHI username/ID and password and click on the blue Login button (Figure 1).

A screenshot of the UHI Brightspace login page. At the top right, there is the University of the Highlands and Islands logo and name in both English and Gaelic. Below the logo, the text reads: "To access this resource please login using your UHI username". There are two input fields: "Username" with the text "edubrighttest2" and "Password" with a masked password ".....". A blue "Login" button is located below the password field.

Figure 1: UHI Brightspace login page

You will now see the UHI Brightspace homepage and the modules / units / courses you are enrolled on (Figure 2).

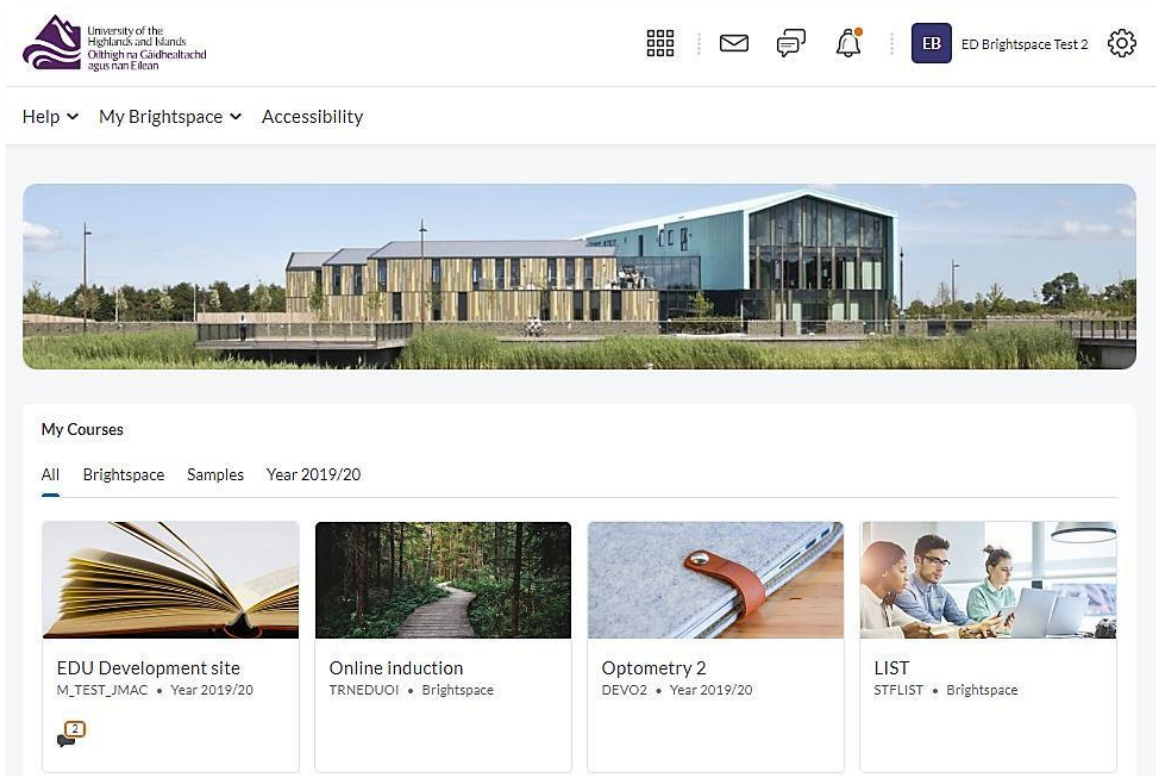


Figure 2: UHI Brightspace homepage

**Note** that your Brightspace homepage will differ from the one in Figure 2 as what you will see will depend on which modules / units / course you are enrolled on.

## Step 2 – Accessing the Brightspace Quizzes tool

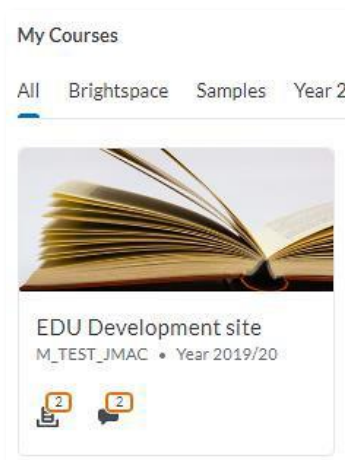


Figure 3: Module / Unit / Course tile on the Brightspace homepage

If you need to access students' quiz attempts via the Brightspace Quizzes tool, you will first need to go into the module / unit / course. To do so, click on the module / unit / course tile on the Brightspace homepage (Figure 3).

**Note:** The name of our module is EDU Development site.

Once you are inside the module / unit / course, click on Course Tools in the navigation menu and select Quizzes from the drop-down menu (Figure 4).

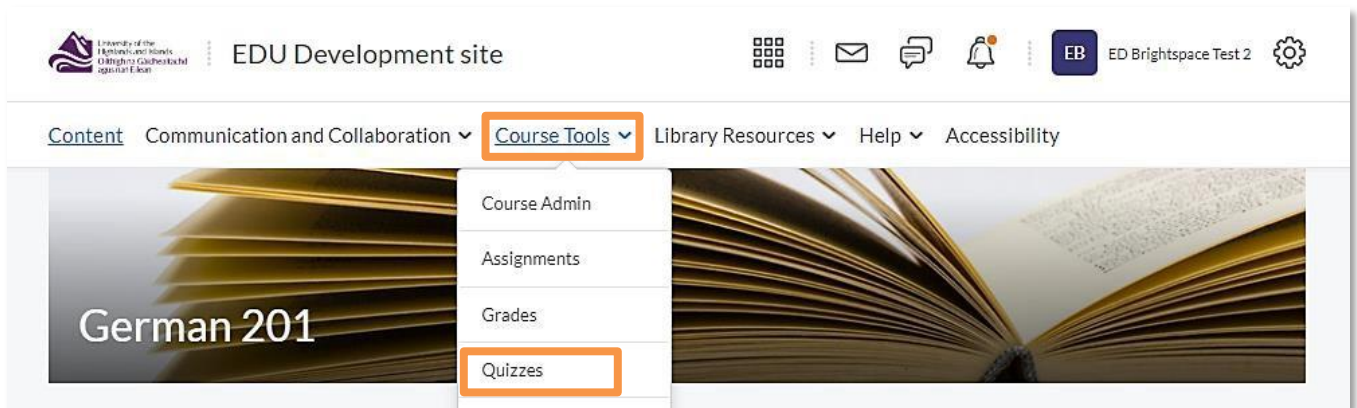


Figure 4: Module / Unit / Course homepage with Course Tools drop-down menu and link to the Quizzes tool

### Step 3 – Finding a student’s quiz attempt in the Brightspace Quizzes tool

Once you are in the Quizzes tool, you will see the quizzes students completed (Figure 5).

**Note:**

You must not use any of the editing features for any of the quizzes you see. This means that you should stay on the Manage Quizzes page and must not use the New Quiz, Edit Categories and More Actions buttons at the top of the page.

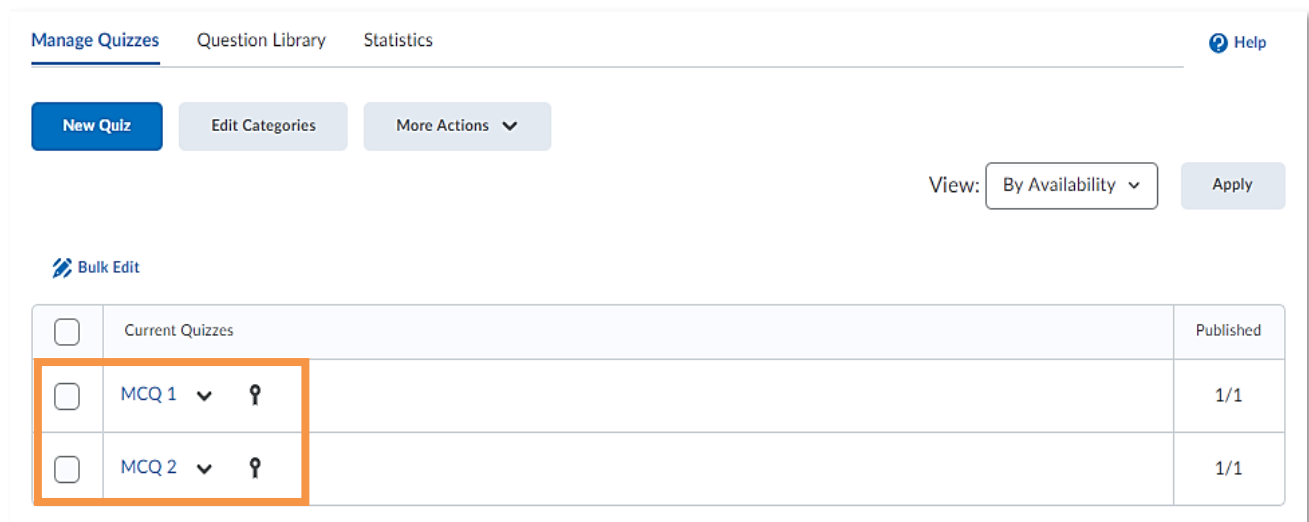


Figure 5: Brightspace Quizzes tool homepage with quizzes

To find students’ quiz attempts, locate the quiz you were told to look at. To open the quiz and see the submissions, click on the drop-down menu next to the quiz you would like to review and select Grade (Figure 6).

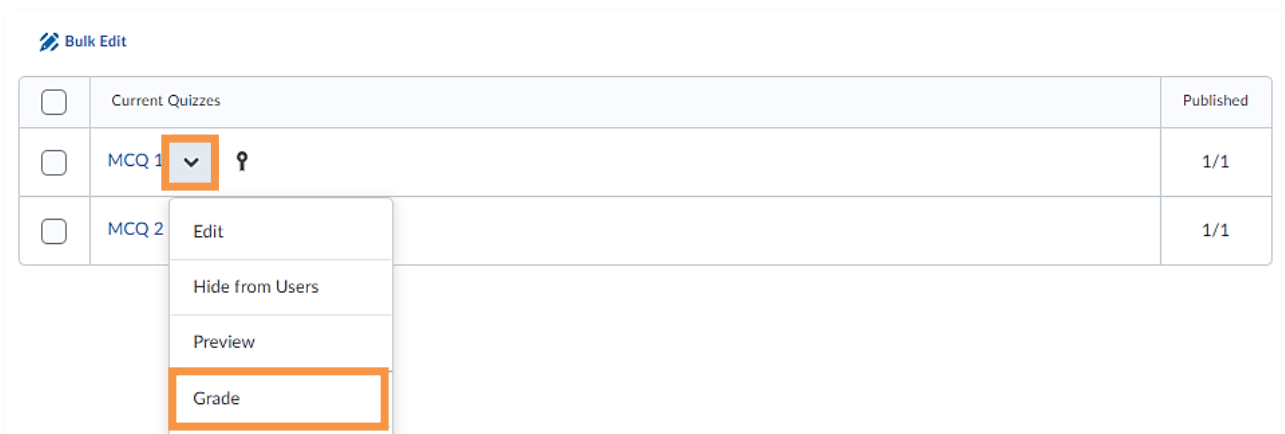


Figure 6: Brightspace quiz with drop-down menu and option to grade attempts / view graded attempts

**Note:** Please remember that you must not select any other option from this drop-down menu, particularly not the Edit option at the top.

Once you are inside the quiz, you will see the attempts of all students. Use the Search For box to search for the student(s) whose attempts you would like to review (1).

**Note:** You can only search for one student at a time.

Once you have found the student whose attempt you would like to review, click on the student's attempt (2; Figure 7).

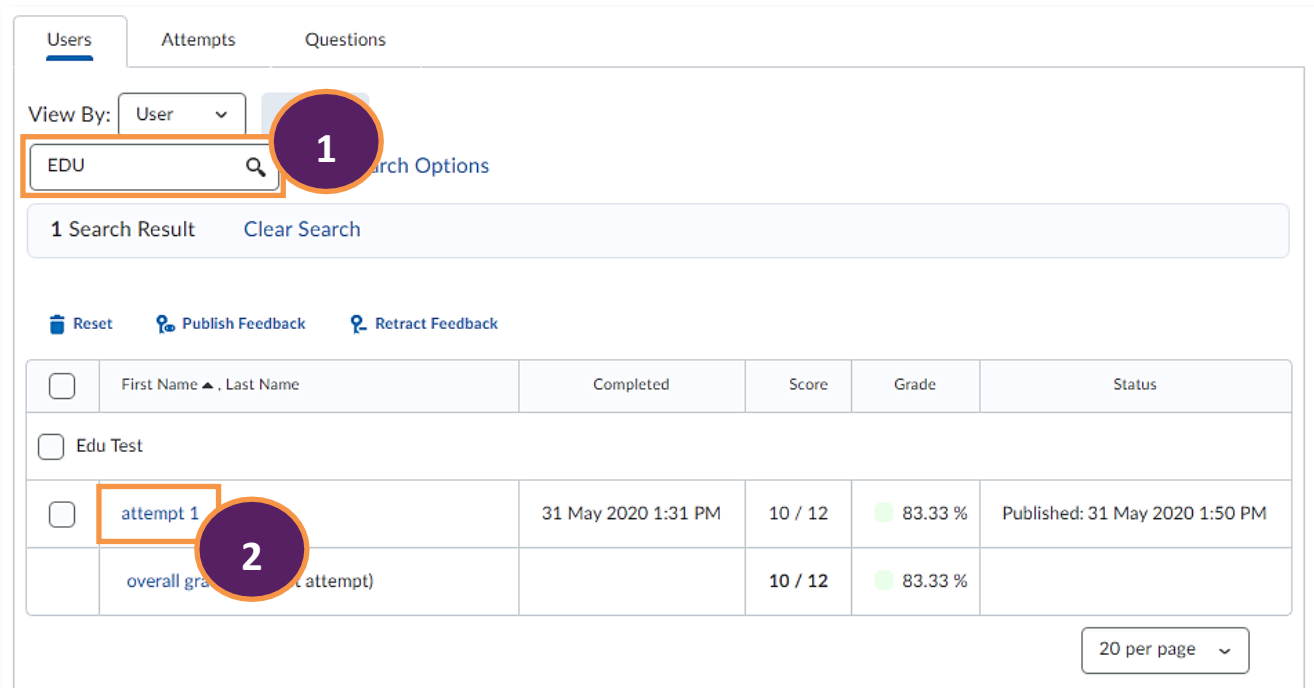


Figure 7: Quiz attempt page with option to search for student

## Step 4 - Reviewing a student's assignment submission

**Attempt 1**  
Edu Test  
Written: 31 May 2020 1:31 PM - 31 May 2020 1:31 PM  
[Quizzes Event Log](#)

**Timing**  
Time Spent: 0:00:25  
Recommended Time Limit: 2:00:00. Not exceeded

**Grading Feedback**

Auto-Grade

Final Score \* **1**  
10 / 12

Student View Preview  
10 / 12 - 83.33 %

Attempt Feedback **2**  
Review some of the vocabulary from this week's chapters.

Once you have opened the student's quiz attempt, you will be able to see the overall score (1) as well as the overall feedback given (2; Figure 8).

Figure 8: Attempt overview with Final Score and Attempt Feedback

You can now also scroll through the question details where you can see information about the student's answers as well as an indication of correct answers (1). You will also be able to see any question feedback, if the original marker left any or if there was automated feedback (2; Figure 9).

**Note: You must not edit or change any score or feedback for the quiz attempt.**

**Question 2**  
How do you say "The tree is so green."?

Der Baum ist nett. **1**  
 Der Baum is grün.  
 Der Baum ist klein.  
 Der Baum is blau.

Save Time  
1:31 PM

Score  
0 / 1 (graded by Carolin Radtke)

Expand question feedback

**Question 3**  
Please write a short description of what you see when you look out of your window.

Aus dem Fenster kann ein einen Baum und viele Hauser sehen.

Save Time  
1:31 PM

Score  
10 / 10 (graded by Carolin Radtke)

Collapse question feedback **2**

Feedback  
Great job on this EDU.

Figure 9: Attempt details, including student answers and correct answers as well as individual question feedback



Figure 10: Back button in the top left-hand side corner of the screen

To get back to the submission overview page, use the Back button in the top left-hand side corner of the screen next to the name of the quiz (Figure 10).

**Note: You must never click on either the Update or Retract buttons in the bottom right-hand side corner of the screen (Figure 11).**



Figure 11: Update and Retract buttons in the bottom right-hand side corner of the screen



Figure 12: Manage Quizzes link back to the Quiz tool homepage

Once you are back on the attempt homepage (refer back to Figure 7 on page 4), you can either search for another student whose attempt you need to review, or you can navigate back to the

Quiz tool homepage to review attempts in a different quiz by clicking on the Manage Quizzes link in the bread crumb trail above the Grade Quiz header (Figure 12).

## Information on where to find module / unit / course content

If you need to review any module / unit / course content, you can do so via the Content link in the navigation menu (Figure 10).



Figure 13: Module / Unit / Course homepage with Content link

You will now be taken to the content area. Use the menu on the left hand-side of the screen to toggle between different content folders to see the materials within these folders (Figure 11).

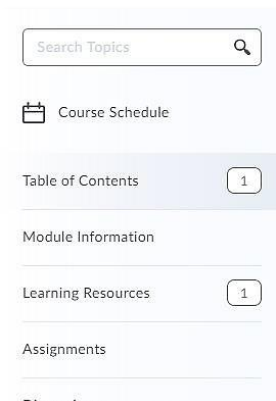


Figure 14: Table of contents on the left-hand side of the content area