

How to access student submissions via the Brightspace Assignments tool



Below are the steps you need to follow to review students' submissions via the Brightspace Assignments tool.

Before you start, ...

1. Make sure that you have the names and IDs of students whose submissions you are supposed to review.
2. Make sure you know which module / unit / course you will find the submissions in and what the assignment folder 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](#)
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3. [Step 3 – Finding a student's assignment submission in the Brightspace Assignments tool](#)
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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).



 University of the
Highlands and Islands
Oilthigh na Gàidhealtachd
agus nan Eilean

To access this resource please login using your
UHI username

Username
edubrighttest2

Password
.....

Login

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).

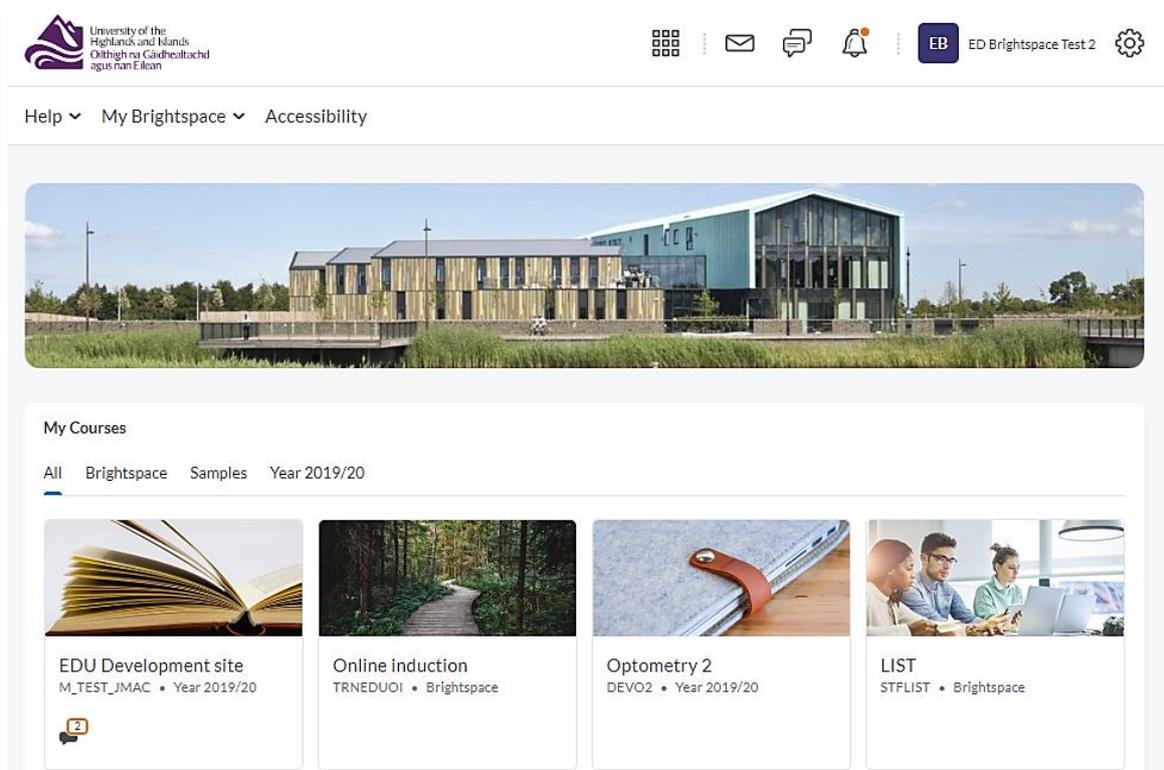


Figure 2: UHI Brightspace homepage

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 Assignments tool

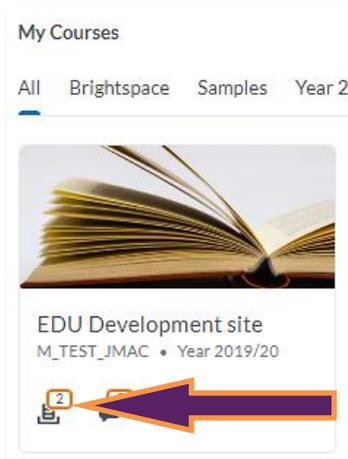


Figure 3: Module / Unit / Course tile on the Brightspace homepage

If you need to access students' assessments via the Brightspace assignments tool, there are two ways to get to them. Option 1 is to locate the module / unit / course tile on the homepage. You will find the name of the module / unit / course below the module / unit / course banner.

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

Below the module / unit / course name, you should see a little Assignment icon (document in a box). Click on the icon for direct access to the Brightspace Assignment tool (Figure 3).

Alternatively, click on the tile of the module / unit / course to enter it. Once you are inside the module / unit / course, click on Course Tools in the navigation menu and select Assignments from the drop-down menu (Figure 4).

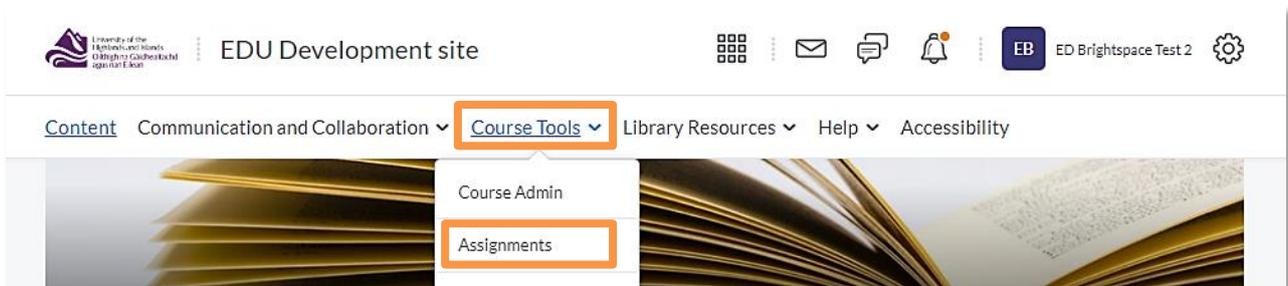


Figure 4: Module / Unit / Course homepage with Course Tools drop-down menu and link to the Assignments tool

Step 3 - Finding a student's assignment submission in the Brightspace Assignments tool

Once you are in the Assignments tool, you will see the assignment folder students submitted to (Figure 5).

Note:

You must not use any of the editing features for any of the assignments you see. This means that you must not use the New Assignment, Edit Categories and More Actions buttons at the top of the page.

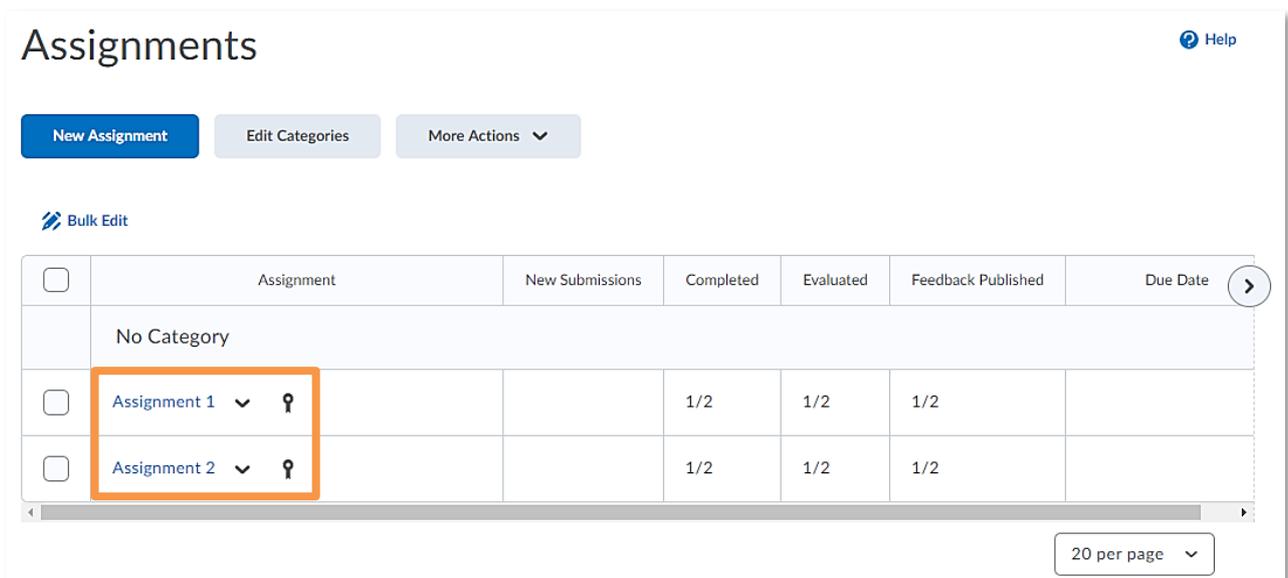


Figure 5: Brightspace Assignment tool homepage with assignment submission folders

To find students' submissions, access the assignment folder you were told to look at. To do so, click on the blue assignment folder link in the Assignment column (Figure 6).

Assignment	New Submissions	Completed	Evaluated	Feedback Published	Due Date
No Category					
Assignment 1	1	1/2	0/2	0/2	
Assignment 2	1	1/2	0/2	0/2	

Figure 6: Brightspace Assignment tool homepage with assignment submission folders

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

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

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

Figure 7: Assignment submission homepage with option to search for student

Step 4 - Reviewing a student's assignment submission

Once you have opened the student's assignment submission, you will be able to see their assignment submission with any annotations the original marker might have made. If there are any annotations, simply hover over them or click on them to see what the original marker wrote (1).

On the right-hand side, you will also see the rubric if one was used. Click on the rubric to open it in a pop-up window to view the marking details and any rubric feedback from the original marker (2). Below the rubric, you will be able to see the overall score (3) and any overall feedback for the submission from the original marker (4; Figure 8).

Note: You must not edit or change any score or feedback for the assignment submission.

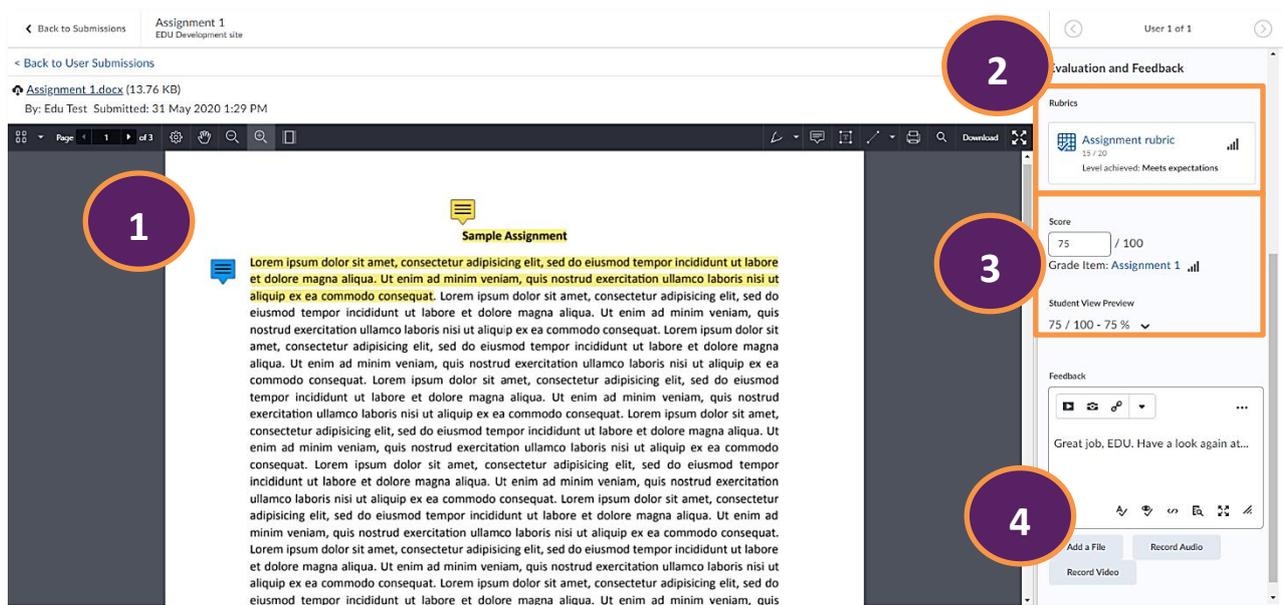


Figure 8: Student assignment submission with annotations, rubric, score and feedback



Figure 9: Back to Submissions button in the top left-hand side corner of the screen

To get back to the submission overview page, use the Back to Submissions button in the top left-hand side corner of the screen next to the name of the assignment (Figure 9).

Note: You must never click on either the Update or Retract buttons in the bottom right-hand side corner of the screen (Figure 10).



Figure 10: Update and Retract buttons in the bottom right-hand side corner of the screen



Figure 11: Assignments link back to the Assignments tool homepage

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

navigate back to the Assignment tool homepage to review submissions in a different assignment by clicking on the Assignments link in the bread crumb trail above the assignment name (Figure 11).

Turnitin

If the assignment is linked to Turnitin, you will be able to access any Turnitin feedback via the Launch Turnitin link in the top right-hand side corner above the menu of the Brightspace Annotation tool (Figure 12).

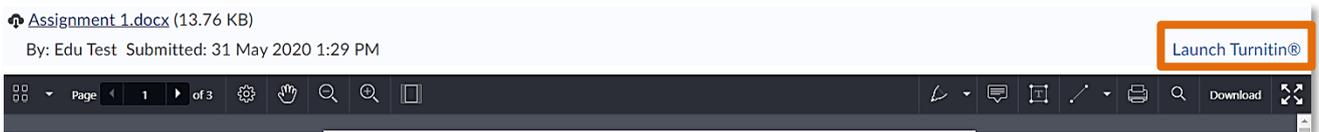


Figure 12: Student assignment submission page with Launch Turnitin link in the top right-hand side corner

This will open the Turnitin Feedback studio in a new tab. Once you are in Turnitin, you can review the student's submission and any annotations (1) as well as rubrics and other feedback (2) and originality information (3; Figure 13).

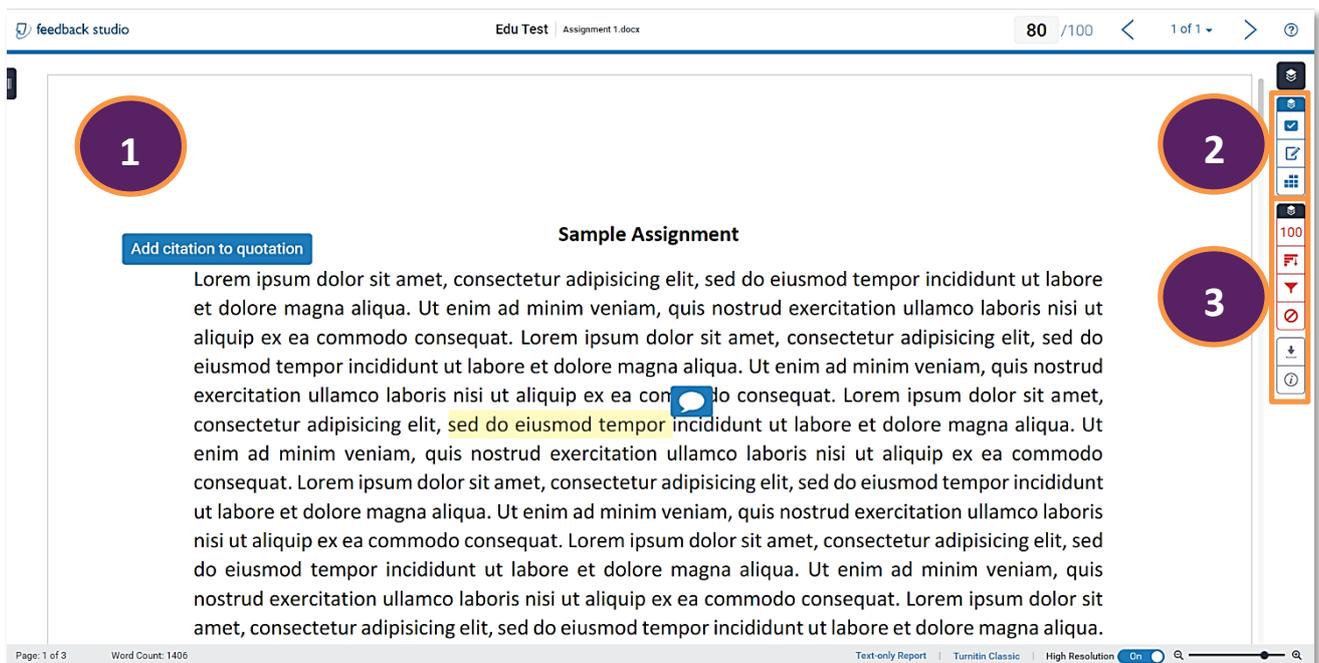


Figure 13: Turnitin Feedback studio homepage with student submission

Note: You must not edit or change any score or feedback for the assignment submission.

To get back to Brightspace simply close the Turnitin Feedback studio tab.

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 14).



Figure 14: 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 15).

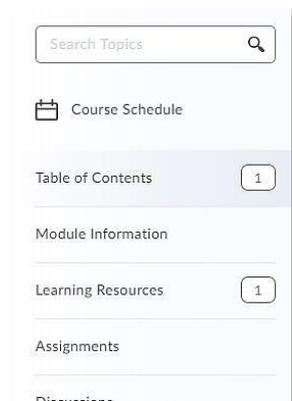


Figure 15: Table of contents on the left-hand side of the content area