

How to access student submissions via the Brightspace Grades tool



Below are the steps you need to follow to review students' assessments via the Brightspace Grades tool.

Before you start, ...

1. Make sure that you have the names and IDs of students whose assessments you are supposed to review.
2. Make sure you know which module / unit / course you will find the assessments in.
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 Grades tool](#)
3. [Step 3 – Finding and reviewing a student's assessments via the Brightspace Grades tool](#)
4. [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).



 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).

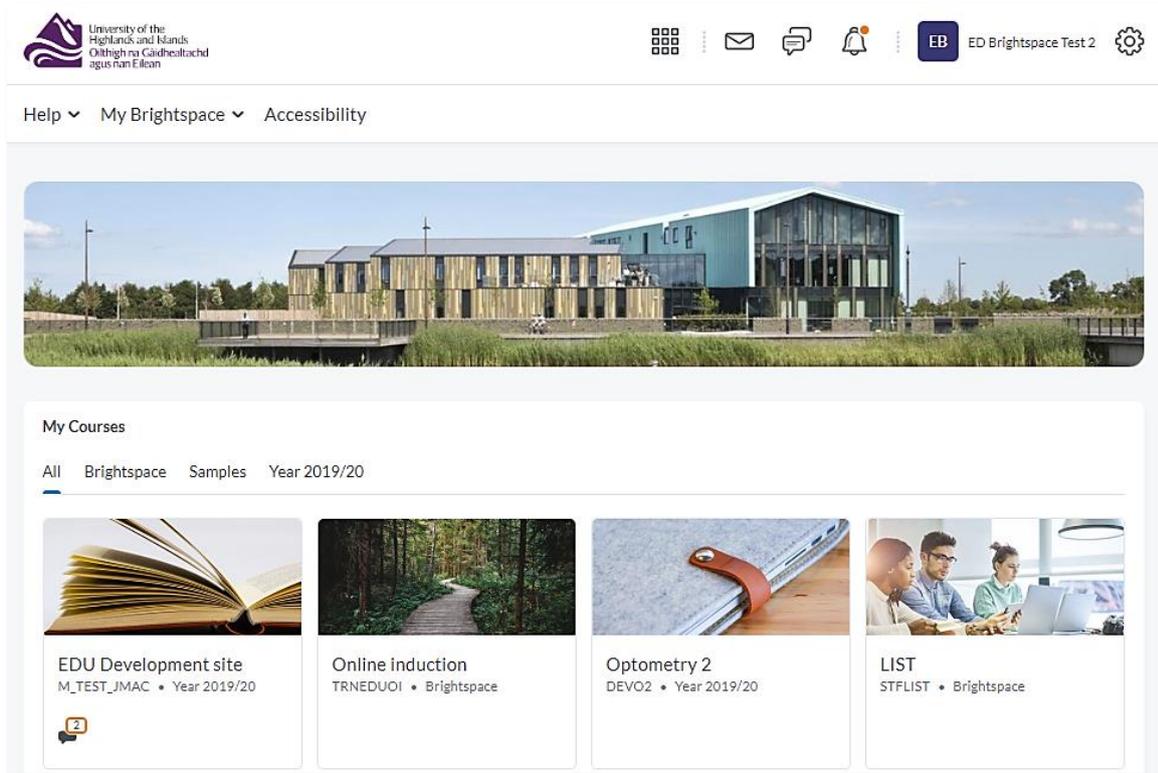


Figure 2: UHI Brightspace homepage

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 Grades tool



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

If you need to access assessments via the Brightspace Grades 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 Grades from the drop-down menu (Figure 4).

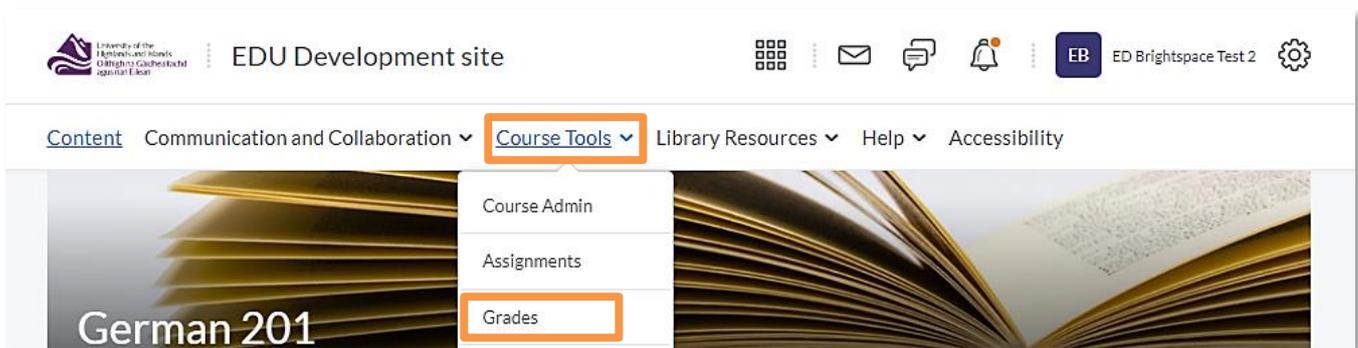


Figure 4: Module / Unit / Course homepage with Course Tools drop-down menu and link to the Grades tool

Step 3 – Finding and reviewing a student’s assessments in the Brightspace Grades tool

Once you are in the Grades tool, you will see an overview of students (1) as well as the assessments they completed (2; Figure 5).

Note:

You must not use any of the features of the Grades tool you see above the actual gradebook. This means that you should stay on the Enter Grades page and must not use the Import, Export, and More Actions buttons nor must you use the Manage Grades, Schemes and Setup Wizards tabs at the top of the page.

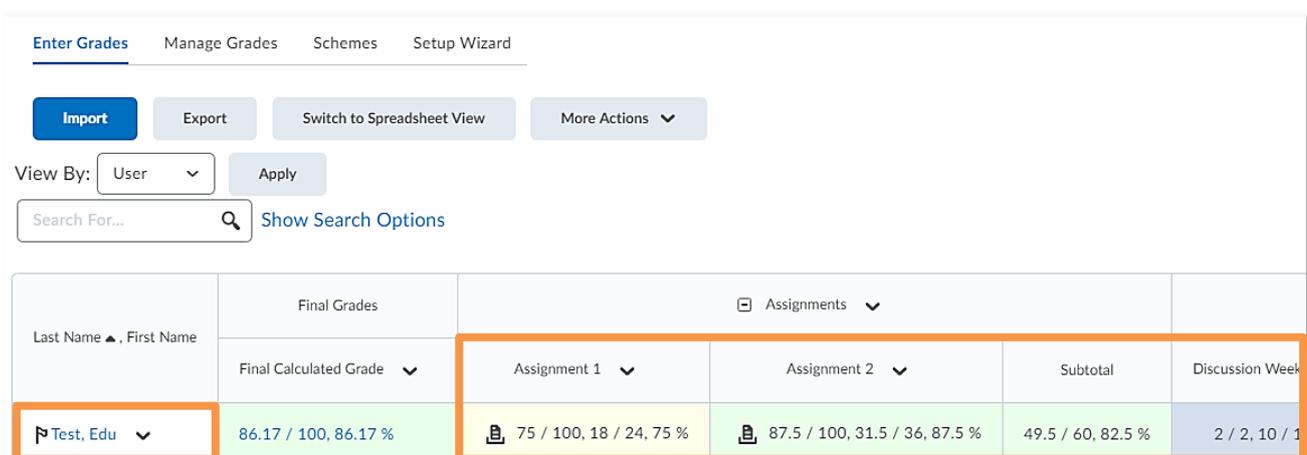


Figure 5: Enter Grades overview page

To see a particular student's assessments at once, simply enter their student ID or name in the Search For box (Figure 6). You will now see this student's assessments only.

You will now be able to review their assessment as follows:

Last Name, First Name	Final Grades	Assignments			Discussions			MCQ 1
	Final Calculated Grade	Assignment 1	Assignment 2	Subtotal	Discussion Week 2	Discussion Week 4	Subtotal	
Test, Edu	86.17 / 100, 86.17 %	75 / 100, 18 / 24, 75 %	87.5 / 100, 31.5 / 36, 87.5 %	49.5 / 60, 82.5 %	2 / 2, 10 / 10, 100 %	2 / 2, 10 / 10, 100 %	20 / 20, 100 %	10 / 12, 8.33 / 10, 83.33 %

Figure 6: Enter Grades overview page for a particular student

Assignment submissions

When an assignment is linked to a grade item, you will be able to access it from the gradebook via the little Assignment icon in front of the mark (Figure 7). Click on this icon and the student's submission will open in a new tab.

Assignment 1	Assignment 2
 75 / 100, 18 / 24, 75 %	 87.5 / 100, 31.5 / 36, 87.5 %

Figure 7: Assignment icon in front of a mark in a grade item

You will now be able to review the assignment as well as 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

The screenshot shows a submission for 'Assignment 1' on 'EDU Development site'. The main content is a text document with several annotations (1) in yellow. On the right-hand side, there is a 'valuation and Feedback' panel. This panel includes a 'Rubrics' section with an 'Assignment rubric' (2) showing a 'Level achieved: Meets expectations'. Below the rubric, the 'Score' is displayed as '75 / 100' (3), and the 'Grade Item: Assignment 1' is shown. At the bottom of the panel, there is a 'Feedback' section (4) with the text 'Great job, EDU. Have a look again at...'. The submission date is '31 May 2020 1:29 PM'.

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

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 quiz attempt.

To get back to the gradebook overview page with all the student's assessments, simply close the tab.

Note: You must never click on either the Update or Retract buttons in the bottom right-hand side corner of the screen (Figure 9).



Figure 9: Update and Retract buttons in the bottom right-hand side corner of the screen

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 10).

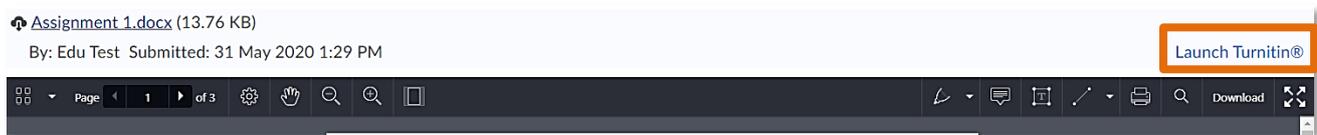


Figure 10: Student assignment submission page with Launch Turnitin link in the top right-hand side corner

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 11).

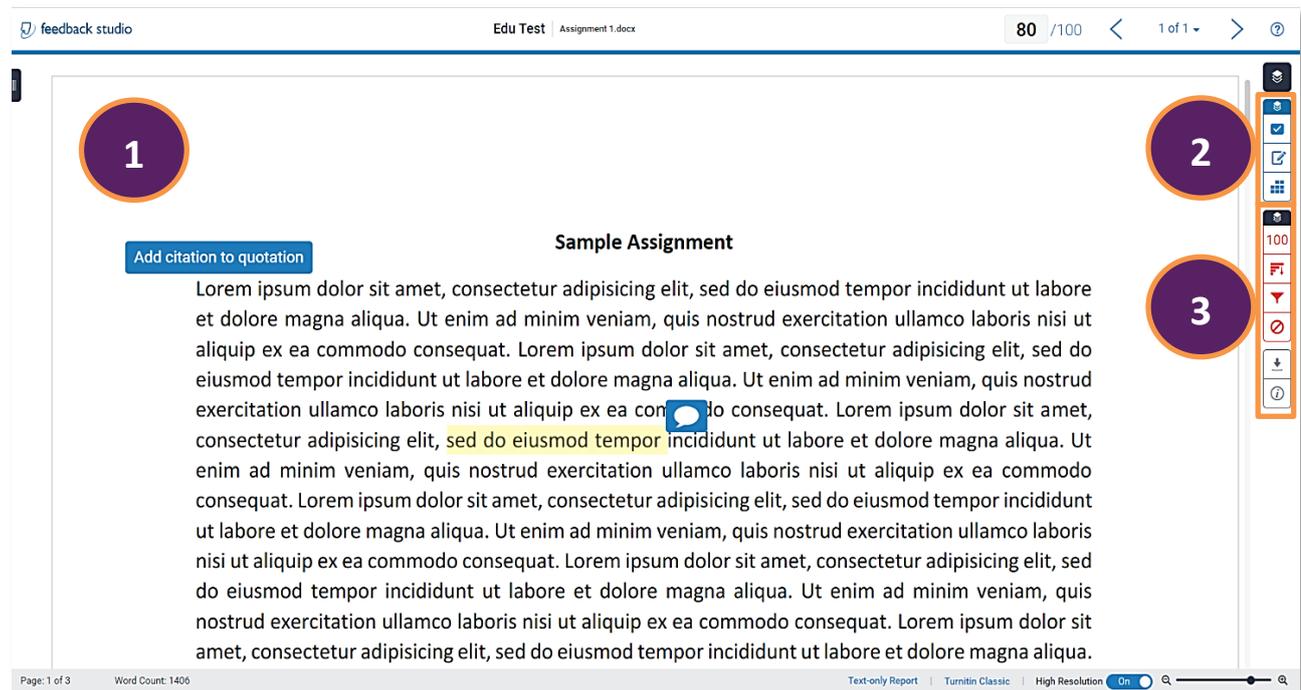


Figure 11: Turnitin Feedback studio homepage with student submission

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

To get back to the gradebook overview page with all the student's assessments, simply close this tab together with the previous assignment submission tab.

Discussion posts

When a discussion topic is linked to a grade item, you will be able to access it from the gradebook via the little Discussion icon in front of the mark (Figure 12). Click on this icon and the student's discussion contribution will open in a pop-up window.

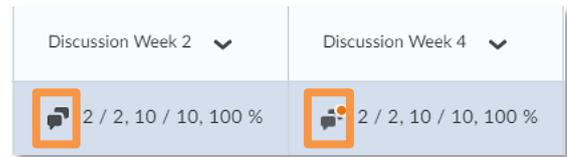


Figure 12: Discussion icon in front of a mark in a grade item

Criteria	Yes 2 points	No 0 points	
Summary and Question	Student provided a summary of what they have learned about the grammar topic so far and posed a question. ✓	Student did not provide a discussion of what they have learned about the grammar topic so far and posed a question.	2 / 2
Criterion Feedback	Great job, EDU.		×
Total			2 / 2

Overall Score

Discussion completed
2 points minimum ✓

Figure 13: Discussion topic assessment pop-up window with rubric

At the top of the window, you will see any rubric which might have been used to score the discussion post (1; Figure 13).

Below that you will see a feedback box with any general comments the original marker might have left (1) and below that you will see the student's discussion post(s) (3; Figure 14).

General Feedback

Great job, Edu.

Post

Adjective Endings, EDU - 31 May 2020 1:36 PM

This week, we read about adjective endings in German. I learned that the adjective ending is dependent on the gender of the noun the adjective describes. But it gets more complicated. The adjective ending is also dependent on the case the noun is in.

I am wondering if there is a some sort of table to figure our the adjective ending more quickly. I also would like to know how the adjective ending changes with different personal pronouns in front of different nouns.

Figure 14: Discussion topic assessment pop-up window with General Feedback and original student post(s)

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

To get back to the gradebook overview page with all the student's assessments, simply close the pop-up window.

Note: You must never click on either the Update or Retract buttons in the bottom left-hand side corner of the pop-up window (Figure 15).



Figure 15: Update and Retract buttons in the bottom left-hand side corner of the pop-up window

Quiz attempts

When a quiz is linked to a grade item, you will be able to access it from the gradebook via the little Quiz icon in front of the mark (Figure 16). Click on this icon and the student's quiz attempt(s) will open in a pop-up window.

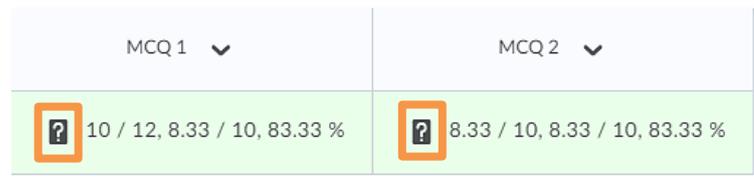


Figure 16: Screenshot of Quiz icon in front of a mark in a grade item

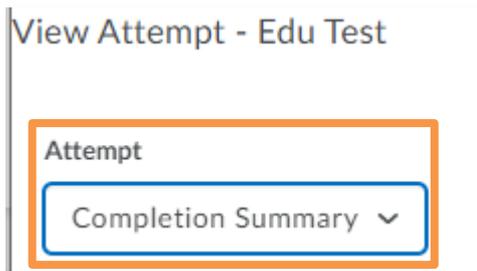


Figure 17: Quiz submission pop-up window with option to toggle between attempts

By default, you will be taken to the completion summary which does not have any details about the individual attempts. Open the drop-down menu at the top and select the attempt you would like to see details for (Figure 17).

Once you have toggled to a particular attempt, you will be able to see the overall score (1) as well as the overall feedback given (2; Figure 18)

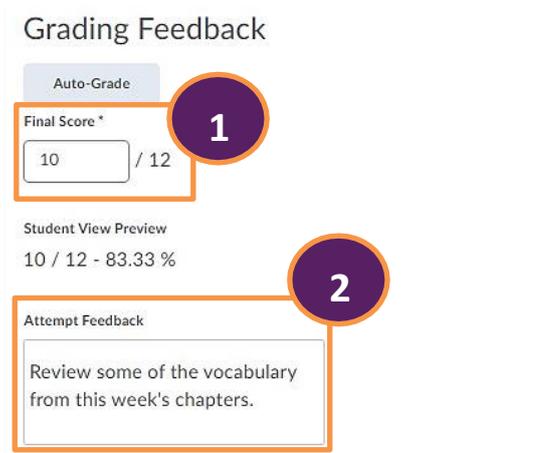


Figure 18: Attempt overview with Final Score and Attempt Feedback

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 19).

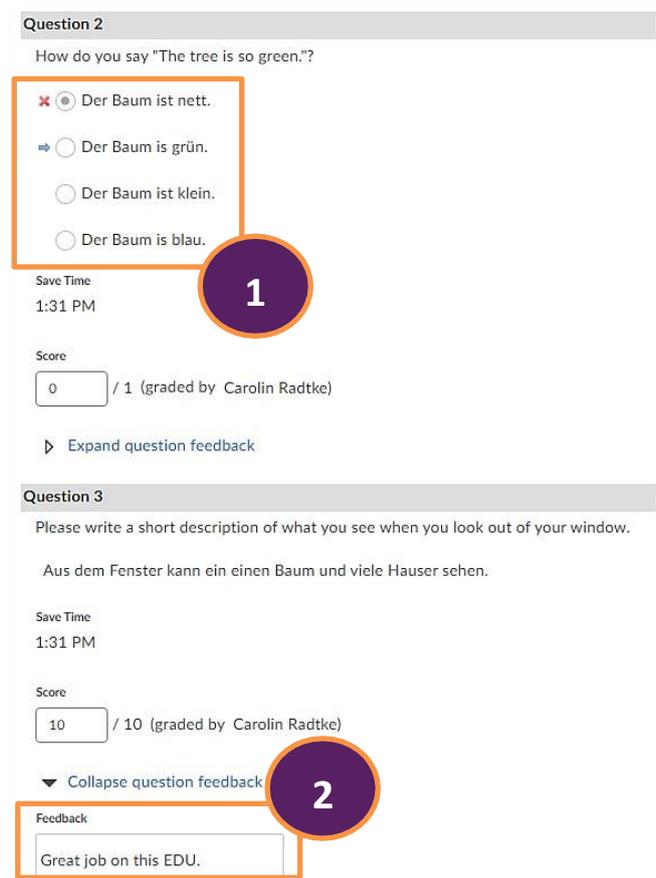


Figure 19: Attempt details, including student answers and correct answers as well as individual question feedback

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

To get back to the gradebook overview page with all the student's assessments, simply close the pop-up window.

Note: You must never click on either the Update or Retract buttons in the bottom left-hand side corner of the pop-up window (Figure 20).



Figure 20: Update and Retract buttons in the bottom right-hand side corner of the pop-up window

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 21).



Figure 21: 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 22).

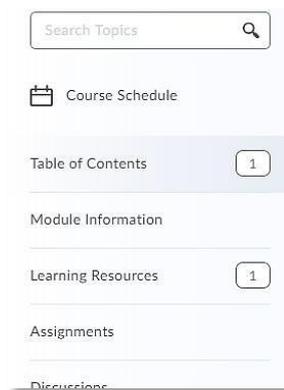


Figure 22: Table of contents on the left-hand side of the content area