

BRIGHTSPACE - QUIZZES: GRADING



Teaching and Learning Support Service, uOttawa

CONTEXT

Brightspace provides a way for students to take a quiz, exam, or test within the platform and for instructors to grade and give feedback on that quiz via the **Quizzes** Tool. Please note that certain question types (e.g., multiple-choice question) can be automatically graded by the system, and for those question types, the overall grade for the quiz can be set to automatically release. This resource covers how to manually grade questions, as well as how to release the overall grade for the quiz once those questions are graded. However, to learn more about the question types offered within the system, as well as how to set up the automatic grading and automatic release of the overall grade for a quiz that contains automatically graded question types, please refer to our **Quizzes: Create** resource.

This document presents two ways to access and manually grade a student's quiz submission. Namely, the **Grade by Question** method and the **Grade by User** method. The **Grade by Question** method provides you with a way to grade the same question across all the students. This helps ensure grading consistency. The **Grade by User** method entails grading the entire quiz for a student before moving on to the next student.

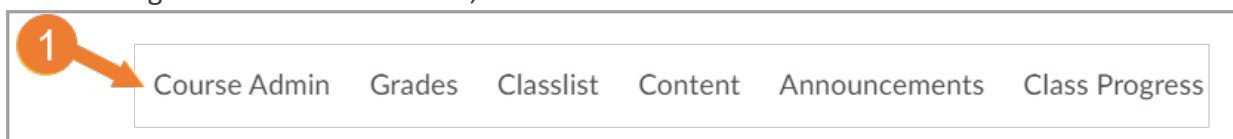
Important: Students will only see their overall grade on a quiz when the quiz results are published by following the steps in this resource. They will not see their full quiz results. In order for students to see their full quiz results including any feedback, the correct answers to the questions, as well as the individual grades that they were awarded per question, you will need to create and apply a "Submission View". Once a "Submission View" is set and applied, students will then be able to access their full results via the **Class Progress** tab. To create a "Submission View", please consult our **Quizzes: Providing students with detailed quiz feedback via a submission view** resource once you have completed the grading.

Note: We use the term "Quiz" throughout this document to refer to anything that can be created using the **Quizzes** tool (e.g. an exam, quiz, test, etc.). We also use the term "User" to refer to the individual's who submitted the quiz. In this context, the term **User** typically refers to a student.

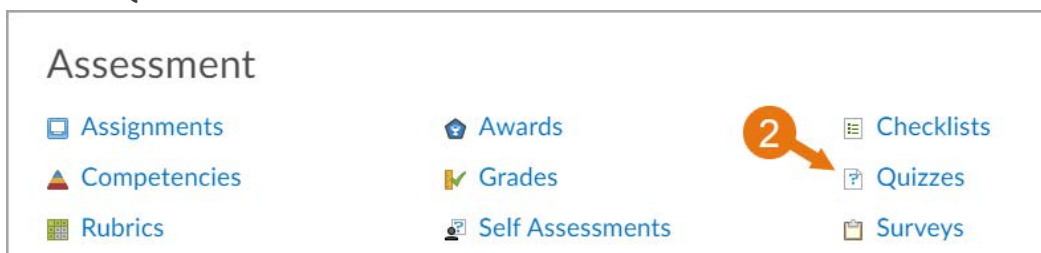
ACCESSING A QUIZ SUBMISSION FOR GRADING

The first step to grading a quiz is to access the quiz submissions. Within the Brightspace platform, access the course that you would like to grade a quiz for and then:

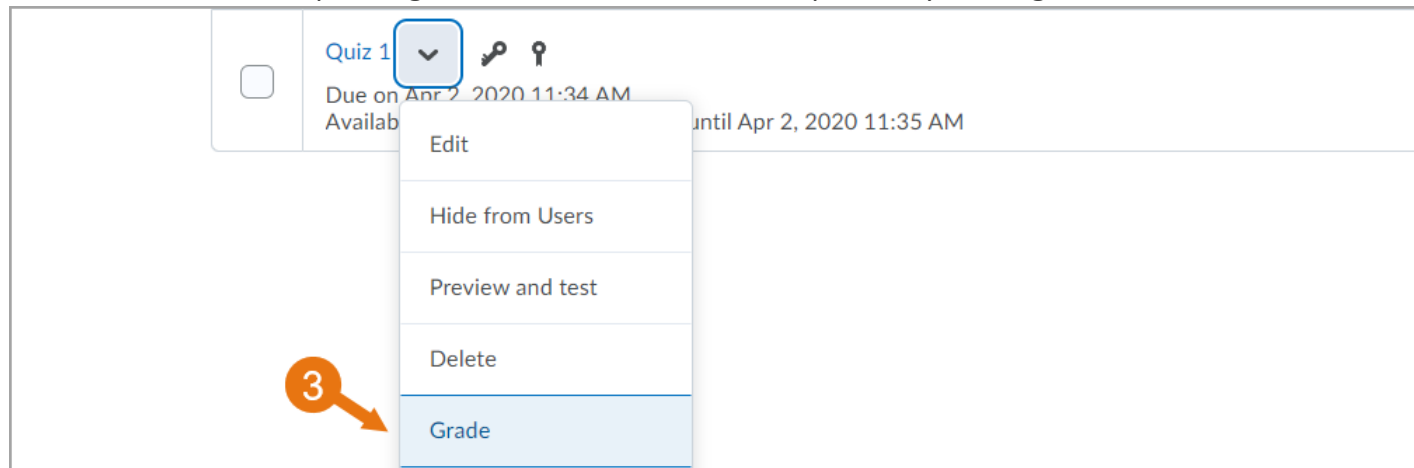
1. In the Navigation bar for the course, click on **Course Admin**.



2. Click on **Quizzes**.



3. Click on the downward pointing arrow beside the title of the quiz that you will grade and select **Grade**.



ASSESS A QUIZ

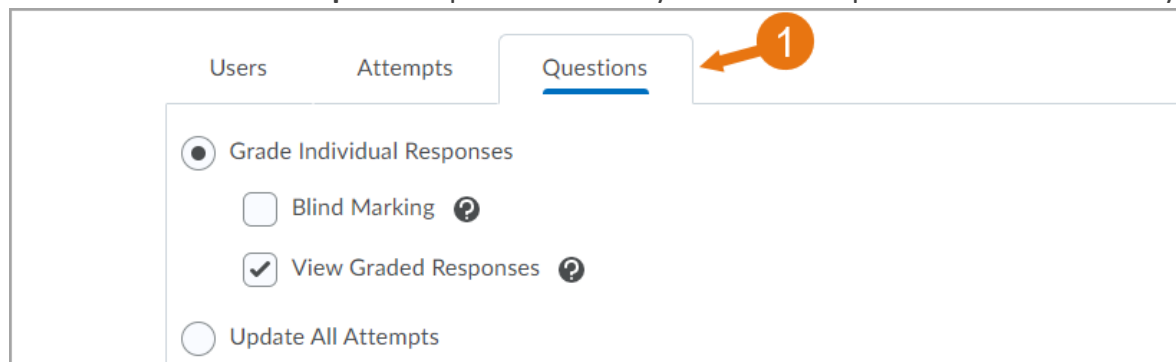
In this section, we present two different ways to grade quizzes. The first entails grading the same question for each student, which helps ensure grading consistency, while the second method entails grading the entire quiz for an individual student before moving on to the next student. Depending on your preferences and/or needs, please follow the steps presented in the [Grade by Question](#) method, or the [Grade by User](#) method.

GRADE BY QUESTION METHOD

1. Click on the **Questions** tab and set the options under **Grade Individual Responses**.

Selecting the:

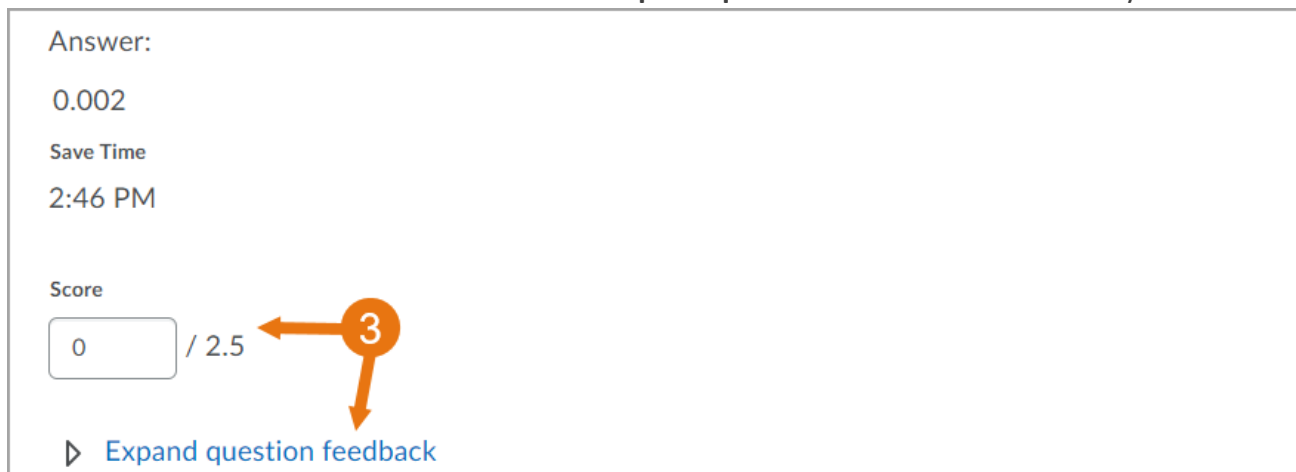
- **Blind Marking** option will hide the student names while marking.
- **View Graded Responses** option will allow you to view responses that have already been graded.



2. You will be presented with the questions that make up the quiz. Click on a question title to access user responses for that question.

Name	Type	Points
Q1. The voltage applied at the input to a circuit is {v} V. The output ...	2+2	2.5
Q2. Apply the Laplace Transform of the following funct...	MC	2.5
Q3. The following is a Bode plot (for magnitude)...	MC	2.5
Q4. The following circuit has, R1= {R1} ohms, R2={R2} ohm...	2+2	2.5

3. Enter a score for the first student and click on **Expand question Feedback** to add in any feedback.



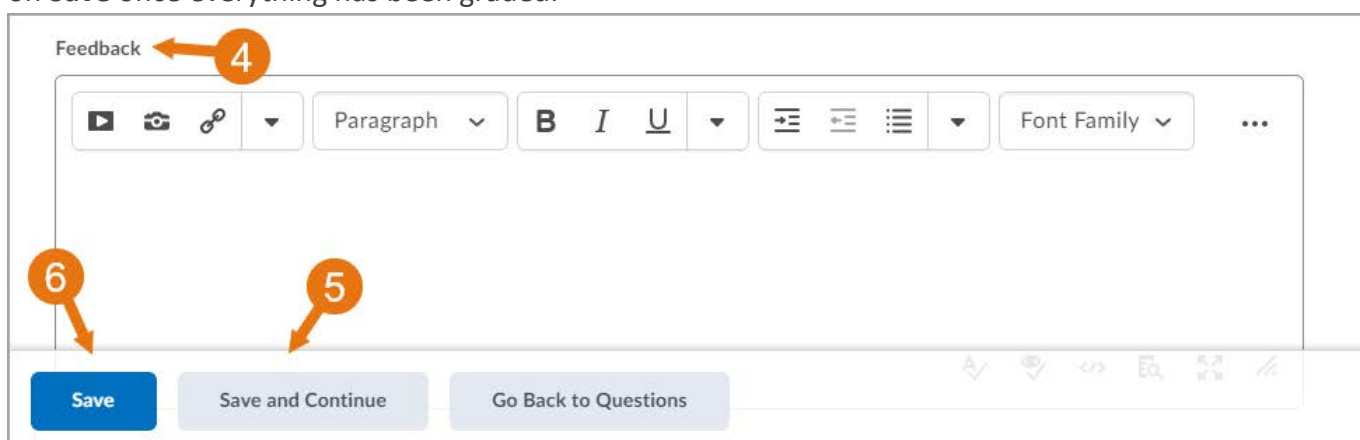
Answer:
0.002
Save Time
2:46 PM

Score
0 / 2.5

▶ Expand question feedback

The screenshot shows a quiz question interface. At the top, it displays the answer '0.002' and the save time '2:46 PM'. Below this, the score is shown as '0 / 2.5'. An orange circle with the number '3' is positioned above the score, with arrows pointing to the '0' and the '2.5'. At the bottom, there is a blue button with a right-pointing triangle and the text 'Expand question feedback'.

4. Add feedback in the text box as you see fit. Using the HTML editor, you can also add links to course material, upload documents or images, or share a link to a webpage (optional).
5. Click **Save and Continue** to grade each student's responses to the question.
6. Once all **User** responses have been graded for that question, click on **Save** and then repeat the previous steps for each of the remaining questions until all questions for all the User's have been graded. Make sure to click on **Save** once everything has been graded.



Feedback

6 5 4

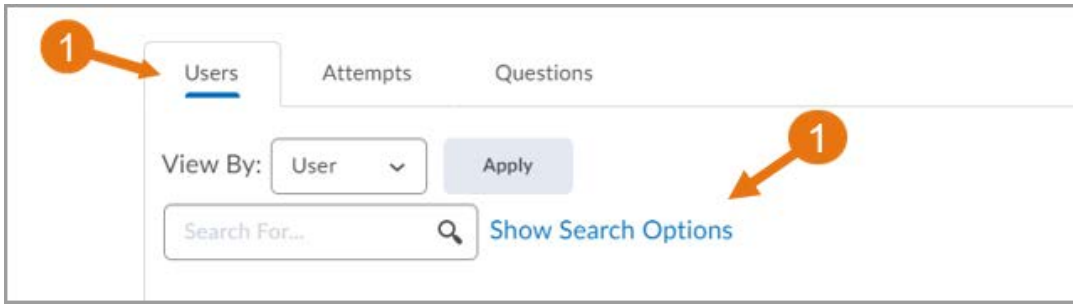
Save Save and Continue Go Back to Questions

The screenshot shows the feedback editor interface. At the top, the word 'Feedback' is displayed. Below it is a rich text editor toolbar with various icons for text formatting (bold, italic, underline), alignment, and font family. Below the toolbar are three buttons: 'Save' (blue), 'Save and Continue' (light blue), and 'Go Back to Questions' (light blue). Three orange circles with numbers '4', '5', and '6' are overlaid on the interface. Circle '4' points to the 'Feedback' label. Circle '5' points to the 'Save and Continue' button. Circle '6' points to the 'Save' button.

7. Even though the grading has been saved, the grades are not published, and therefore students will not see their overall quiz grade until you manually publish the grading. Please proceed to the [Publish all Quiz Grades](#) section.

GRADE BY USER METHOD

1. Click on the **Users** tab and set the options and criteria under **Show Search Options**. Here you can select whether the **First Name**, **Last Name**, and **Student Number** are displayed, as well as use the "Restrict to" drop-down to view and grade different types of submissions. **Note:** If a student does not submit their quiz (e.g. because of technical difficulties), their attempt may still be considered by the system as "in Progress". You can use the drop-down to select the "in Progress" quizzes and then click on the magnifying glass to update the list that is presented. In addition to being able to view and grade the "in Progress" submission, when necessary, you can also submit the quiz on behalf of the student. To learn more about the "in Progress" function, please consult our resource that covers that topic.



- Once all the desired options have been selected, click on an attempt under a student's name to view their responses to the quiz in question. If a student has more than one attempt, it will be listed here.

<input type="checkbox"/>	First Name ▲, Last Name	Completed	Score
<input type="checkbox"/>	Aurora Borealis		
<input type="checkbox"/>	attempt 1	Apr 1, 2020 2:46 PM	-
	overall grade (highest attempt)		-

- Enter a score for the first question and click on **Expand question Feedback** to add in any feedback.

Question 1

What is the output voltage of an inverting amplifier with $G=2$ and $V_i= 5V$?

Save Time
2:39 PM

Score
 / 2.5

[Expand question feedback](#)

- Add feedback in the text box as you see fit. Using the HTML editor, you can also add links to course material, upload documents or images, or share a link to a webpage (optional).
- After grading all the questions, click on **Publish**. You can also **Save as Draft** if you are not ready to publish.
Note: Clicking on **Publish**, will publish the grading for that **User** only. If you do not publish the grading, students will not see their overall quiz grade until you do so. Please proceed to the [Publish all Quiz Grades](#) section to publish the grades for the particular quiz in question.

Feedback

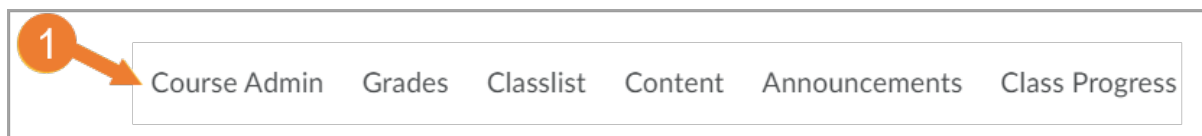
📺 📷 🔗 ▼
Paragraph ▼
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☰ ☰ ☰ ▼
⋮

Publish
Save as Draft

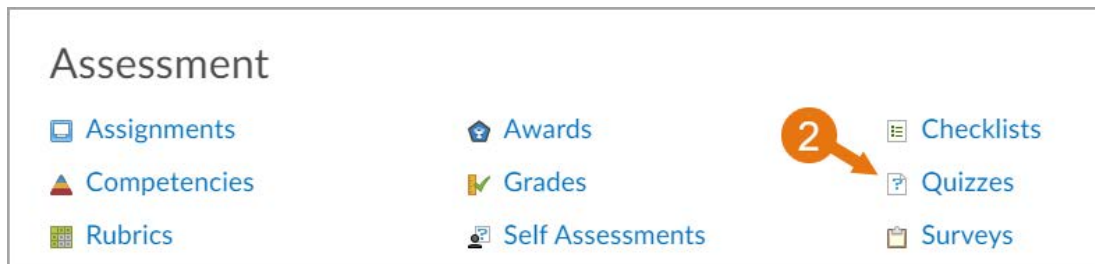
PUBLISH ALL QUIZ GRADES

In order for the quiz grades to be accessible to students and/or transferred to the **Grades** section, you need to publish the results. To publish the grades for a quiz:

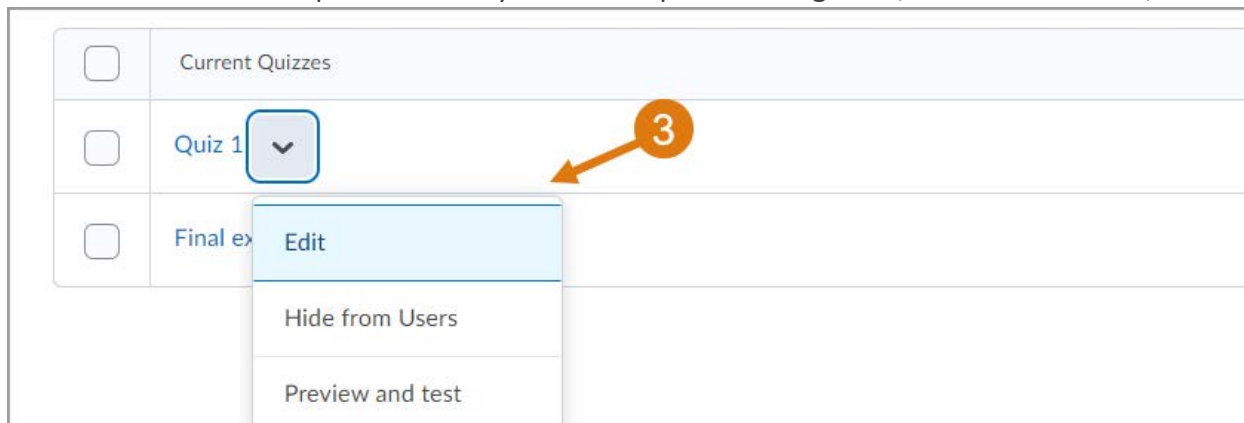
1. Within the course that you would like to publish the quiz grades for, via the Navigation bar, click on **Course Admin**.



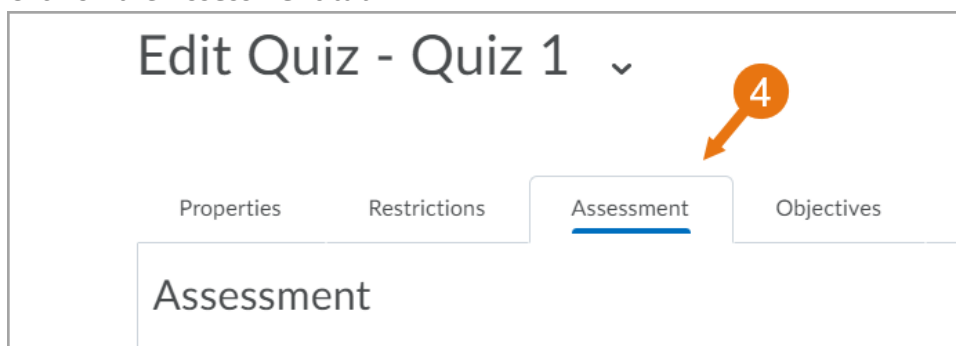
2. Click on **Quizzes**.



3. Next to the title of the quiz for which you want to publish the grades, click on the arrow, and select **Edit**.



4. Click on the **Assessment** tab.



5. If you are using the grade book and have tied or wish to tie the quiz to a **Grade Item** in the grade book (i.e. "Grades" section), under the **Grade Item** section, ensure that the quiz has been linked to a **Grade Item**, or use the drop-down to select the **Grade Item** to tie the quiz to. If you have not already created a **Grade Item** for the assessment, you can use the "add a grade item" option to create one; however, we recommend creating your complete grade book prior to creating any assessments/activities, so that you can ensure that your grade book is properly structured. Please refer to our **Creating a gradebook** resource.

6. Under the **Automatic Export to Grades** section, ensure that the box next to the “Allow automatic export to grades” option is selected. **Important:** if you do not tie the quiz to a **Grade Item** and check this box, the grade will not be sent to the grade book and students will not see their overall grade in the **Grades** section. They will still be able to view their grade via the **Class Progress** tool once you complete all 11 steps in this section.

Assessment

Automatic Grade

Allow attempt to be set as graded immediately upon completion ?

Grade Item

Quiz 1 [add grade item] ?

Auto Export to Grades

Allow automatic export to grades ?

7. Click **Save**.

Save and Close Save Cancel

8. At the top of the page, click on the downward pointing arrow beside the title of the quiz that you wish to publish the grades for and select **Grade**.

Edit Quiz - Quiz 1

Grade Reports Statistics

Properties Restrictions Assessment

9. At the bottom of the page, change the display number so that all students are displayed on one page. **Note:** a maximum of 200 Users can be presented on one page.

M 10 per page
20 per page
50 per page
100 per page
200 per page
20 per page

10. To publish the quiz grade for multiple users, check off the box in the header of the table to select **ALL** students; or check off the box next to the individuals that you wish to select.

Note: If you do not want to release a particular student’s grade, ensure that the box next to their name is not checked off before proceeding.

<input checked="" type="checkbox"/>	First Name ▲, Last Name	Completed	Score
<input checked="" type="checkbox"/>	Jane Doe		
<input checked="" type="checkbox"/>	attempt 1	Apr 2, 2020 11:48 AM	8 / 10
	overall grade (highest attempt)		8 / 10

11. Click on the **Publish Feedback** button that is located above the table. The grades will then be available in the **Grades** and the **Class Progress** section.

View By:

HOW CAN STUDENTS ACCESS THEIR RESULTS?

Students will only see their overall grade on a quiz when the quiz results are published by following the steps in this resource. They will not see their full quiz results. In order for students to see their full quiz results including any feedback, the correct answers to the questions, as well as the individual grades that they were awarded per question, you will need to create and apply a “Submission View”. Once a “Submission View” is set and applied, students will then be able to access their full results via the **Class Progress** tab. To do so, they need to click on the **Class Progress** tab, then scroll down to the **Quiz** section and click on **Details** for the quiz they wish to review. To create a “Submission View”, please consult our *Quizzes: Providing students with detailed quiz feedback via a submission view* resource once you have completed the grading.