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.

Assessment

- Assignments
- Competencies
- Rubrics
- Awards
- Grades
- Self Assessments
- Checklists
- Quizzes
- Surveys
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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Type Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1. The voltage applied at the input to a circuit is [v] V. The output ...</td>
<td>2 + 2.5</td>
</tr>
<tr>
<td>Q2. Apply the Laplace Transform of the following function...</td>
<td>MC 2.5</td>
</tr>
<tr>
<td>Q3. The following is a Bode plot (for magnitude)...</td>
<td>MC 2.5</td>
</tr>
<tr>
<td>Q4. The following circuit has R1 = [R1] ohms, R2 = [R2] ohm...</td>
<td>2 + 2.5</td>
</tr>
</tbody>
</table>
3. Enter a score for the first student and click on **Expand question Feedback** to add in any 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.

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.
2. 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.

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

7. Click **Save**.

![Save buttons]

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]

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.

![Display number selection]

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.
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.

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.