



Brightspace Training

Instructor Session 3

Dr Angélica Rísquez

Centre for Transformative Learning



ON AIR

Recorded session

Any further information that you provide during a session is optional and in doing so you give us consent to process this information.

The recording will be sent to anyone who registered for the session. Q&A is not recorded

All links and documentation will be sent after the session

Presentation with live Q&A in Chat (recoded), open microphone Q&A at the end of the session (not recorded)

Expectations

- Awareness of functionality and additional resources
- Keep it simple: not expected to apply it all!
- Interactive (through chat)
- A common learning journey



This Photo by Unknown Author is licensed under [CC BY-NC-ND](#)

Agenda for today

Grading and Feedback tools:

- Assignments (and Turnitin)
 - Discussions
 - Rubrics
 - Quizzes
 - ePortfolio
-

Grading and providing feedback efficiently: Quick Eval and Class Progress

Introduction to Grades tool (gradebook)

Assignments tool and Turnitin

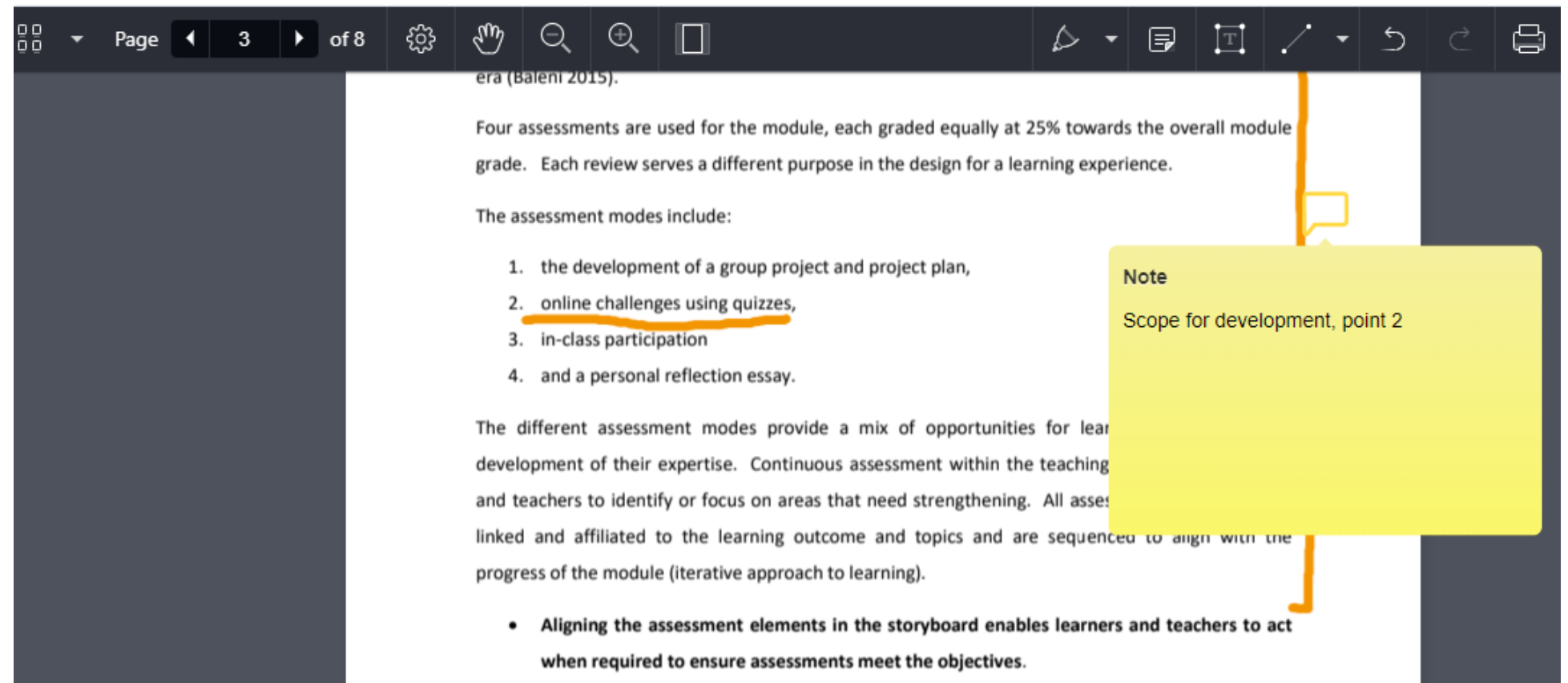


In-document feedback

Deep integration with
Turnitin

Control of the
submission process
through release
conditions

[Back to User Submissions](#)



Screenshot: Annotation tool for a file submission

Module Home Content Communication ▾ Class Organisation ▾ Course Tools ▾ Admin ▾

Sample Brightspace Module

Calendar ▾

Announcements ▾

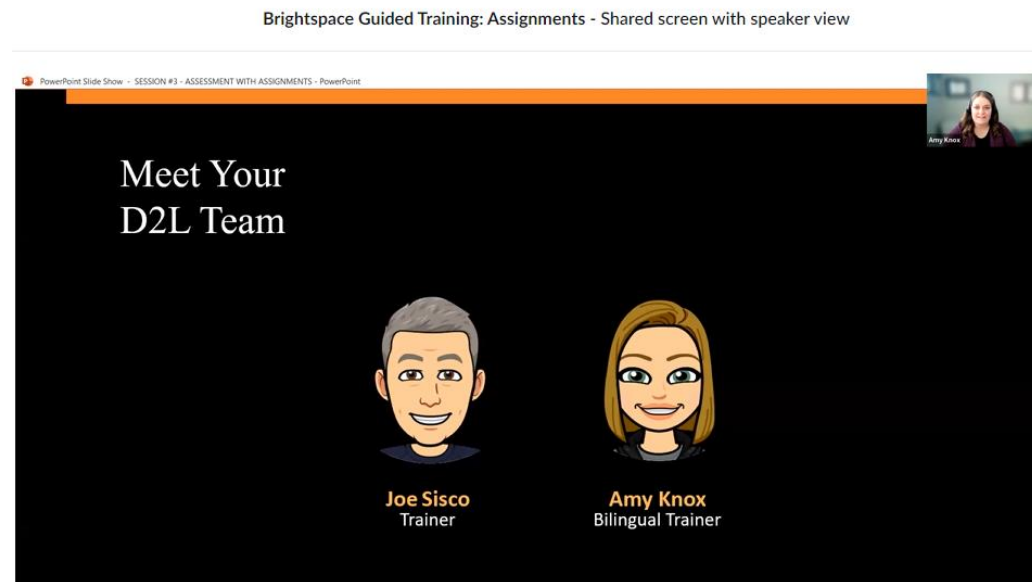
Single Profile Widget ▾

USER PROFILE

Your Name



Learn more



[Brightspace Guided Training: Assignments](#)
= Recorded webinar (45min)

Knowledge base documents

- [Assignments | University of Limerick \(ul.ie\)](#)
- Enabling Turnitin for Assignments:
https://documentation.brightspace.com/EN/le/assignments/instructor/turnitin_heading.htm



HOME > UNIVERSITY SYSTEMS > TEACHING & LEARNING SYSTEMS > TURNITIN & ONLINE ASSESSMENT

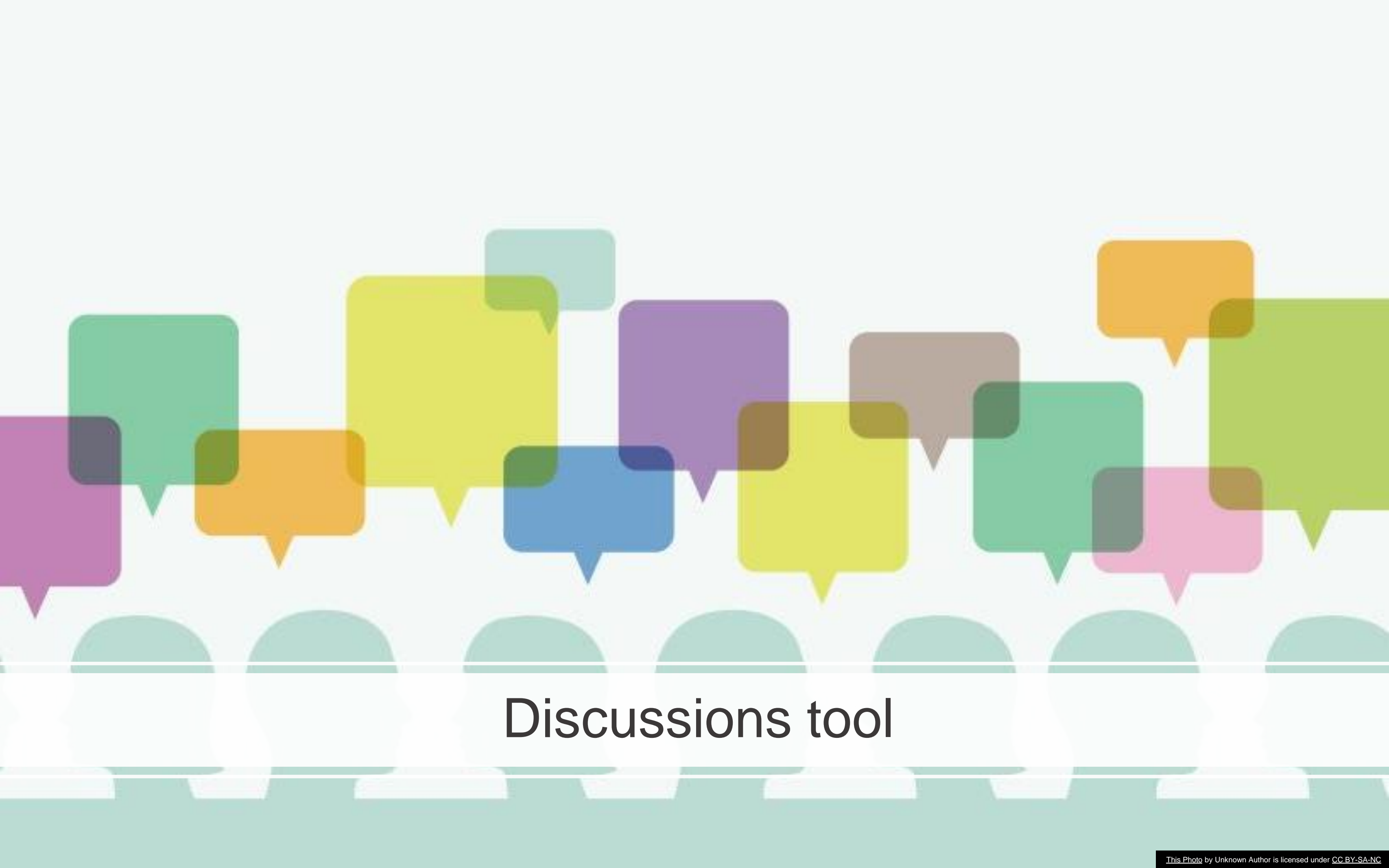
Turnitin & Online Assessment

Turnitin

Turnitin: AI Detection Add-On

Online Assessment

Online Assessment and web-based writing assessments are available in all Sulis sites.



Discussions tool



Module Home Content Communication ▾ Class Organisation ▾ Course Tools ▾ Admin ▾



Calendar ▾

Announcements ▾

Single Profile Widget ▾

USER PROFILE

Your Name





Learn more



[Brightspace Guided Training: Discussions – Recorded webinar \(40 min\)](#)



Warning: discovered an issue where DRAFT grades/feedback in Discussions are being released to students in Class Progress. Logged with D2L.

Full Documentation in Knowledge Base

[Discussions - Instructor | University of Limerick \(ul.ie\)](#)

Rubrics



Source: Picture by open.edu/openlearncreate is licensed by CC BY



Module Home Content Communication ▾ Class Organisation ▾ Course Tools ▾ Admin ▾



Calendar ▾

Announcements ▾

Single Profile Widget ▾

USER PROFILE

Your Name



Advice when using rubrics

- Keep it simple
- Criteria and levels in Rubrics cannot be edited once they are used to grade a student work (although you can edit cells). You will need to copy and edit the new version.
- You can import Rubrics from other courses you own from Admin>Course Admin>Import/Export/Copy Components.
- There is no option to download your grading in Rubric but you can print it into PDF.
- There is a co-dependency with the Competencies tool (hiding Competences tool will prevent your students from seeing the Rubric tool)

Info available on the KB on creating and editing rubrics:

<https://www.ul.ie/vle/articles/creating-a-rubric>

Quizzes





Learn more

Full documentation [Quizzes - Instructor | University of Limerick \(ul.ie\)](#)

[Brightspace Guided Training: Quizzes](#) – Recorded webinar (38 min)

Brightspace training for UL provided by D2L

- **Instructor Training – Introduction to Quizzes.** Covers creating a basic quiz, previewing from a learners perspective, manual grading, question library, question pools and more. [Content here](#).
- **Instructor Training - Advanced Quizzes session Part 1.** This session covers some of the more advanced features of the quizzes tool along with some of the other question types that can be used. [Content here](#).
- **Instructor Training - Advanced Quizzes session Part 2.** Part 2 of the Advanced Quizzes session (above) [Content here](#).

More information and videos about quizzes and assignments (including a sample quiz for you to take) can be found on Brightspace 101:

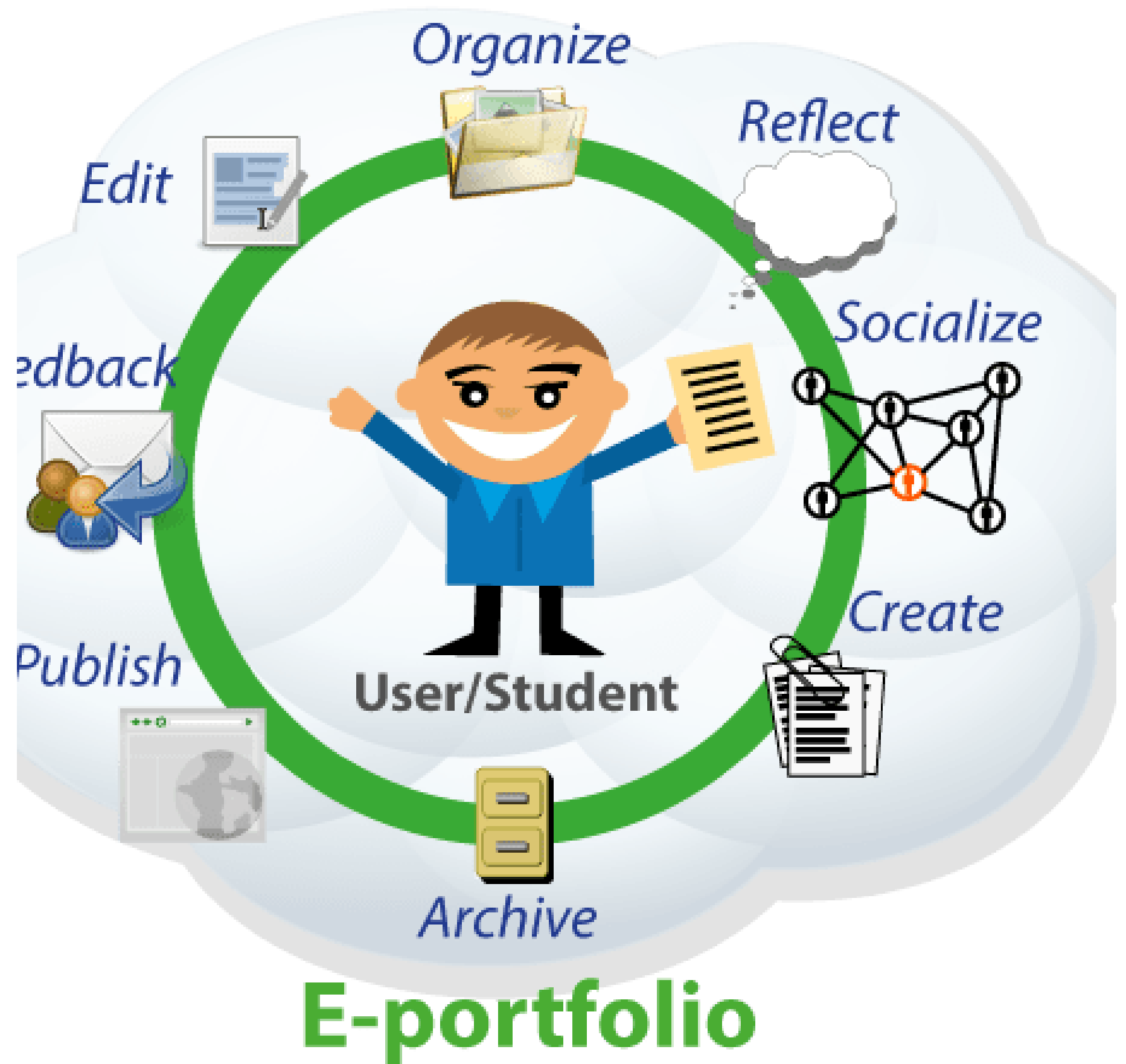
<https://learn.ul.ie/d2l/le/lessons/7304/units/13712>

More
information
to follow
from ITD
soon



This Photo by Unknown Author is licensed under [CC BY-SA](#)

ePortfolio



ePortfolio

Brightspace ePortfolio is a personal portfolio tool for storing, organizing, reflecting on, and sharing items that represent learning. It can be used both by staff and students to include items such as documents, graphics, audio files, videos, presentations, and course work to demonstrate your improvement or mastery in certain areas.



Thursday 29th June ePortfolio tool
webinar

Quick Eval

View by:

Submissions

Activities

Course3

📅 Test 2 - Module 2
Quiz



Sequence 1

📅 Week 2: Marine Mammals
Discussion

2
New Posts



📅 Week 3: Marine Ecosystems
Discussion

1
New Posts



📅 Text Submission
Assignment

1
New Submissions



Grading and
providing
feedback
efficiently:
Quick Eval and
Class Progress

What is Quick Eval?









Quick Eval provides a single space to find submissions across Assignments, Discussions and Quizzes, and grade and provide feedback from a single dashboard.

Useful to prioritize Learner submissions and to grade/provide feedback more efficiently, as you can bulk publish your scores and feedback for a single activity.

Quick Eval

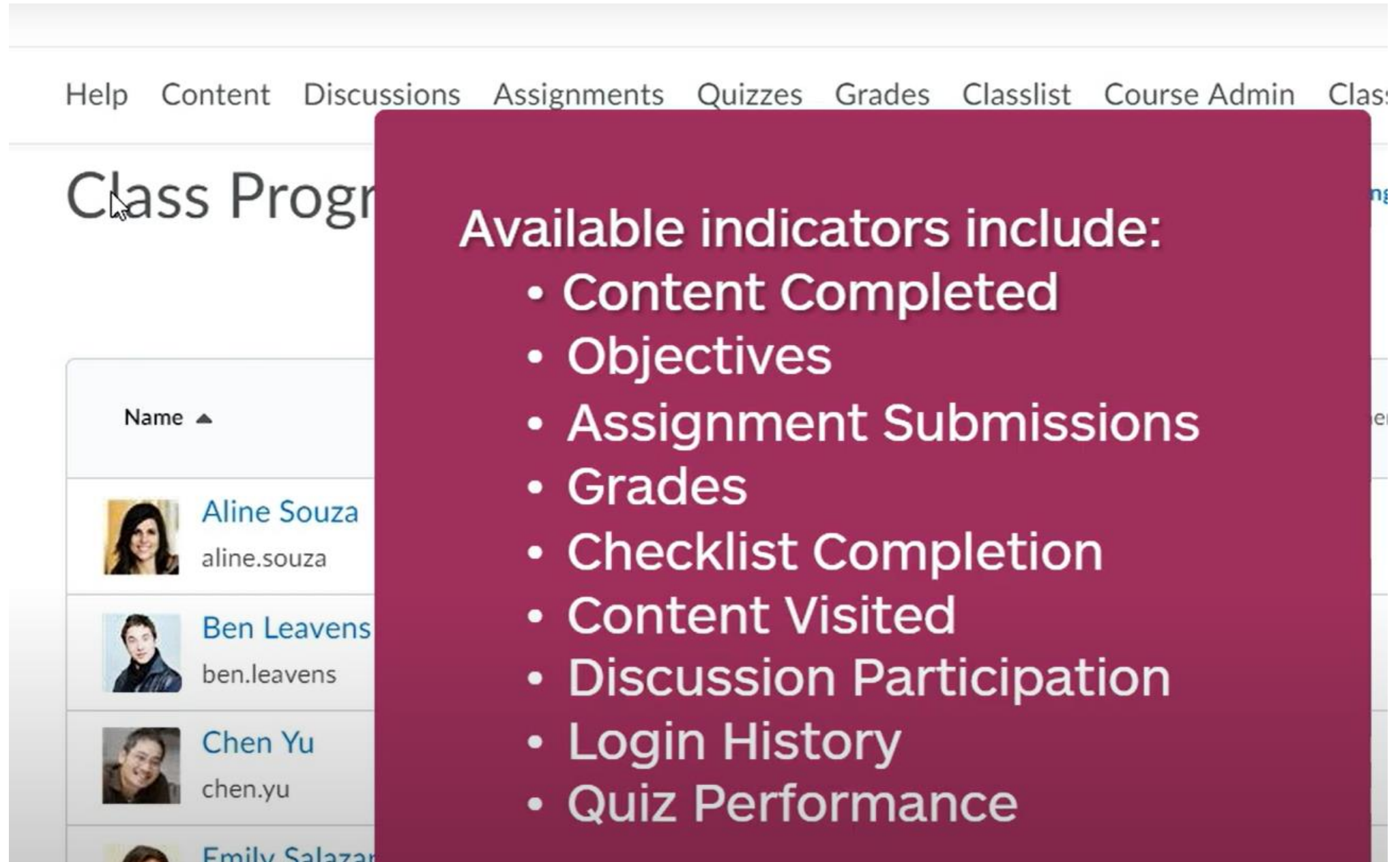
View by: Submissions Activities

Course3

 Test 2 - Module 2 Quiz		
Science 1		
 Week 2: Marine Mammals Discussion	2 New Posts	
 Week 3: Marine Ecosystems Discussion	1 New Posts	
 Text Submission Assignment	1 New Submissions	



Class Progress







The screenshot shows a course management system interface. At the top, there is a navigation bar with links: Help, Content, Discussions, Assignments, Quizzes, Grades, Classlist, Course Admin, and Class. Below this, the 'Class Progress' section is visible. It features a table with a header 'Name ▲' and a list of students: Aline Souza (aline.souza), Ben Leavens (ben.leavens), Chen Yu (chen.yu), and Emily Salazar. A large maroon overlay box on the right side of the screenshot contains the text 'Available indicators include:' followed by a bulleted list of indicators.

Help Content Discussions Assignments Quizzes Grades Classlist Course Admin Class

Class Progress

Name ▲

-  Aline Souza
aline.souza
-  Ben Leavens
ben.leavens
-  Chen Yu
chen.yu
-  Emily Salazar

Available indicators include:

- Content Completed
- Objectives
- Assignment Submissions
- Grades
- Checklist Completion
- Content Visited
- Discussion Participation
- Login History
- Quiz Performance

Class Progress

4

 Settings

 Help









Search users



1

Filter to: All Users 

Use agents to automate feedback

2	Name 	Content Completed	Objectives	Logins	Grades
	Fischer, Wil wil.fischer	<div data-bbox="1006 671 1426 717"></div> 0 % Completed: 0 / 30	No objectives	No logins	No grades
	Leavens, Ben ben.leavens	<div data-bbox="1006 830 1426 876"></div> 0 % Completed: 0 / 30	No objectives	No logins	No grades
	MacDougall, Isla isla.macdougall	<div data-bbox="1006 990 1426 1035"></div> 0 % Completed: 0 / 30	No objectives	No logins	No grades
	Mendoza, Miguel miguel.mendoza	<div data-bbox="1006 1155 1426 1200"></div> 0 % Completed: 0 / 30	No objectives	No logins	No grades
	Salazar, Emily emily.salazar	<div data-bbox="1006 1314 1426 1359"></div> 0 % Completed: 0 / 30	No objectives	No logins	No grades
	Singh, Jodi jodi.singh	<div data-bbox="1006 1473 1426 1518"></div> 0 % Completed: 0 / 30	No objectives	No logins	No grades
3		Souza, Aline aline.souza	<div data-bbox="1006 1646 1426 1691" style="width: 13%;"></div> 13 % Completed: 4 / 30	No objectives	<div data-bbox="1996 1646 2366 1691" style="width: 100%;"></div> Logins: 1



You may want to use the Class Progress tool to:

- View feedback and submissions for assignments, discussion topics, and other assessments for individual learners
- **Display grades and feedback to students in a single dashboard**
- Monitor progress for any or all users in your course
- View user profiles, email users, or instant message users
- Set up intelligent Agents for learners who are falling behind in a course

Learn more

- Find some more info on Class Progress in Brightspace 101:
<https://learn.ul.ie/d2l/le/lessons/7304/topics/14823>

Using the
Grades tool



**KEEP
CALM
AND
MODIFY YOUR
GRADEBOOK**

© 2016 KeepCalmStudio.com

This Photo by KeepCalmStudio is licensed under CC BY-SA-NC



Grades tool: potential vs need considerations

The Grades tool within Brightspace is used to track and present **coursework** assessment results, including grade calculation, release and feedback. Students can use the Grades tool to see grades and feedback and can potentially see final grade for **coursework**. Useful when:

- Many items of continuous assessment
- Weighted categories
- Need to work with Excel based documentation (import/export), e.g. large classes, or as an alternative to PostEm tool in Sulis
- Integrate other items of assessment (presentation)
- View grade statistics

It is a powerful, but complex tool requiring some learning curve!

FAQ: It does not integrate with SI module grading system, out of project scope.

Grade tool options

Grade Systems

- **Weighted:** calculate grade items as a percentage of a final grade worth 100%
- **Points:** maximum points for each grade contribution to the final grade
- **Formula:** calculate final grade using a custom formula that allows for conditions (e.g. minimum requirements in certain conditions)

Grade item types

- **Numeric** (the most common and recommended)
- **Letter grades*** (select box), e.g attendance, grade pending, etc.
- **Formula:** e.g. users who received at least 50% on all participation grade items get attendance bonus
- **Calculated**
- **Text** (provide comments)

***Important: not to be used to apply letter grades without first assigning a % to the grade item (Numeric grade item type)**

Grade schemes

Fully controlled by the instructor (no UL Grade Scheme available)

***Important: to be applied over Numeric grade item type (potential for grade distortion if used with the Letter Grades ‘Select box’ item type)**

Ranges


#	Symbol*	Start %*	Color	Assigned Value %
1	<input type="text" value="F"/>	0	<div><div></div></div>	<input type="text" value="29"/>
2	<input type="text" value="D2"/>	30	<div><div></div></div>	<input type="text" value="34"/>
3	<input type="text" value="D1"/>	35	<div><div></div></div>	<input type="text" value="39"/>
4	<input type="text" value="C3"/>	40	<div><div></div></div>	<input type="text" value="44"/>
5	<input type="text" value="C2"/>	45	<div><div></div></div>	<input type="text" value="49"/>
6	<input type="text" value="C1"/>	50	<div><div></div></div>	<input type="text" value="54"/>
7	<input type="text" value="B3"/>	55	<div><div></div></div>	<input type="text" value="59"/>
8	<input type="text" value="B2"/>	60	<div><div></div></div>	<input type="text" value="64"/>
9	<input type="text" value="B1"/>	65	<div><div></div></div>	<input type="text" value="69"/>
10	<input type="text" value="A2"/>	70	<div><div></div></div>	<input type="text" value="74"/>
11	<input type="text" value="A1"/>	75	<div><div></div></div>	<input type="text" value="80"/>

Example of possible grade distortion with Grade Schemes when applied over a ‘Select box’ item


Using Point items	Assignment 1 (50%)	Assignment 2 (50%)	Final Grade (Average)
John	75 (A1)	75 (A1)	75 (A1)
Maria	75 (A1)	60 (B2)	67 (B1)

Using Selectbox item (with Grade Scheme)	Assignment 1 (50%)	Assignment 2 (50%)	Final Grade (Average)
John	A1 (80)	A1 (80)	A1 (80)
Maria	A1 (80)	B2 (64)	72 (A2)

8	<div>B2</div>	60	<div><div></div></div>	<div>64</div>
9	<div>B1</div>	65	<div><div></div></div>	<div>69</div>
10	<div>A2</div>	70	<div><div></div></div>	<div>74</div>
11	<div>A1</div>	75	<div><div></div></div>	<div>80</div>

Module Home Content Communication  Class Organisation  Course Tools  Admin 

Gradebook Sample

Calendar 

Announcements 

Single Profile Widget 

USER PROFILE

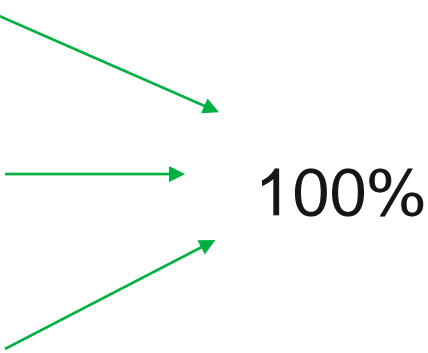
User Name



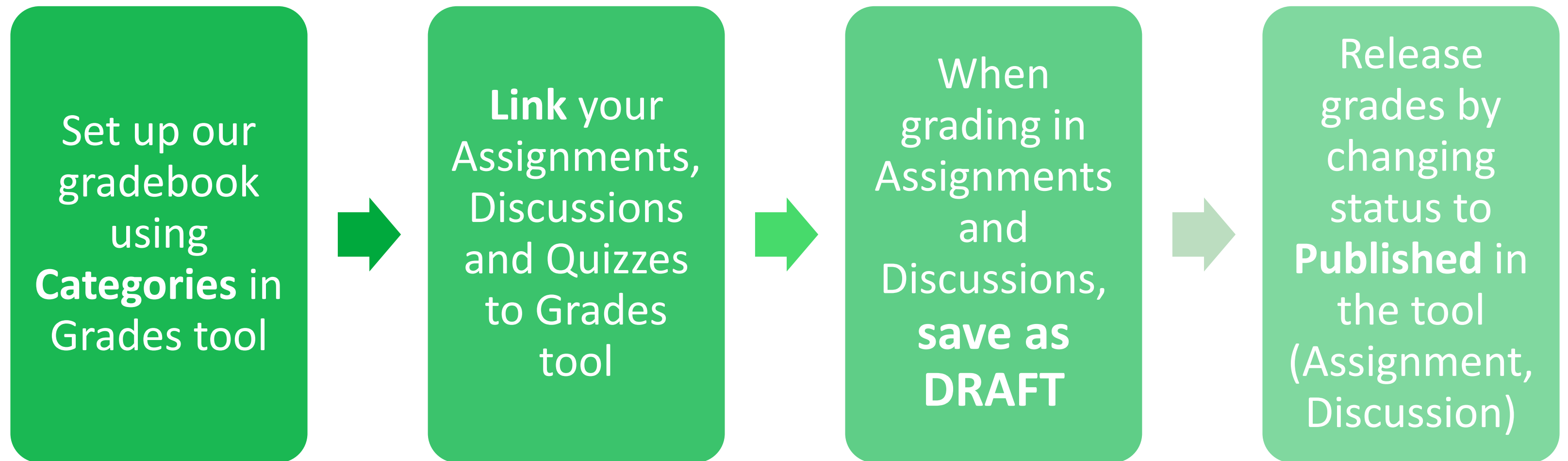
About Me

Example: weighted categories

<input type="checkbox"/>	Grade Item	Type	Association	Max. Points	Weight
<input type="checkbox"/>	Learning activities ▾			300	30
<input type="checkbox"/>	Activity 1: Your digital competence goals reflection ▾	Numeric	Assignments ?	100	33.33333333
<input type="checkbox"/>	Activity 2: What is blended learning and how does it apply to my practice? ▾	Numeric	Assignments ?	100	33.33333333
<input type="checkbox"/>	Activity 3: Redefining your online assessment practice discussion ▾	Numeric	Discussions ?	100	33.33333333
<input type="checkbox"/>	Peer Review ▾			100	30
<input type="checkbox"/>	Share your teaching plan and storyboard ▾	Numeric	Discussions ?	100	100
<input type="checkbox"/>	Final submission ▾ 🔒			100	40
<input type="checkbox"/>	Final submission ▾ 🔒	Numeric	Assignments ?	100	100
<input type="checkbox"/>	Course Work Marks ▾			500	100
<input type="checkbox"/>	Course Work Marks adjusted ▾				



Advised workflow when using Grades tool





Best practice when using Grades tool in Brightspace

* According to academic regulations, assessment may be categorised as either coursework (see 2.1.2) or examination (see 2.1.3) and may be diagnostic, summative, or formative in nature.

- Not to use the Grades tool in BS to enter **examination** grades
- Make it clear to your students that **coursework** grades in the VLE are different from module grades, which are provisional in nature – e.g. announcement at certain times of the semester
- Grade everything out of 100 both in Assignments and Rubrics, reweight in gradebook - keep it simple and consistent.

FAQ: Grading with Excel

I would like to provide quantitative and/or qualitative feedback using an Excel document, how can I do this in Brightspace?

1. In Manage Grades, set up the grade item*
2. Export the gradebook into Excel CVS, add your grades/feedback and save
3. Import into the Grades tool

**Uploading an
Excel file to
gradebook**

D2L
BRIGHTSPACE



[Watch video demo here \(Recommended workflow\)](#)

*It is also technically possible to upload a file without creating items before. See [video](#).



FAQ: release feedback and grades separately

If grading in Assignments, the instructor provides the grade and feedback (rubric and qualitative) and saves it as DRAFT until ready to release. If the assignment is linked to the Grades tool, published grades are pushed to the Grades tool AND Class Progress tool. However, what if the instructor prefers to release feedback without releasing coursework grade?

Workaround 1 – Using ungraded assignments and entering grades manually in Grades tool.

Use Assignments to provide qualitative feedback and rubrics with no points (ungraded assignment) - if using a rubric to calculate the grade within Assignments, it can be hidden from students. Store the grade in Grades separately and hide from view until ready to release.

Workaround 2 – Grading in Assignments (hidden from students) and use a ‘pending grade’ scheme in Grades tool.

Once your assignment deadline has passed, hide it from the students both in the Content and the Assignment tool. Use the Assignments tool to provide grades and feedback, publishing them to push the grades to the Grades tool. In Grades, use a 'Pending Grade' scheme in combination with restriction of the visibility of points. To show the points later, visit the grade item settings to tick the box to show points and change to an appropriate grade scheme (e.g. default). Set up letter grading through ‘Grade schemes’ and change the assignment grade item through Display Options>Student View section>tick ‘Override display options for this item’>untick ‘Points grade’.

D2L
BRIGHTSPACE

Evaluate with the Grades Tool

Brightspace Guided Training Webinars

[Recording Grades session \(June 22nd 2023\)](#)

[Brightspace Guided Training: Grades –](#)
Recorded webinar (45 min)



Full documentation [Grades - Instructor](#)
[| University of Limerick \(ul.ie\)](#)

Getting started in Brightspace Your Top 10 Steps



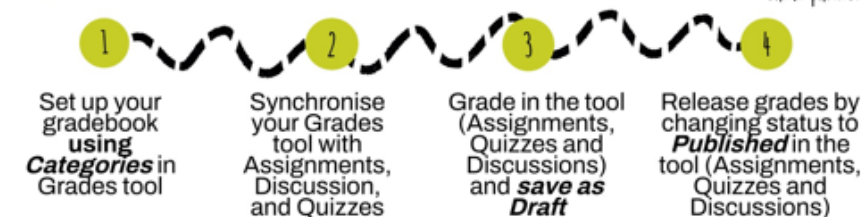
<https://www.ul.ie/brightspace/articles/getting-started-in-brightspace-your-top-ten-steps>



- 1 **Review your module structure:** Change layout of content units, lessons and folders (e.g from weeks to themes) if needed
- 2 **Add your files into Manage Files (not visible to students) and link them to your module content (visible to students).**
 - Admin>Manage Files> add files to 1-Resources-Files folder
 - If you have requested your material to be migrated from Sulis, tidy it up there
 - In Nav bar>Content, click the section you want the file to go and insert file: Add Existing>choose More (...)>Course File>1-Resource files and insert file.
 - Make the file visible/invisible until you are ready to display it and order the reading sequence.
- 3 **Develop your content in your module from Navbar>Content**
 - Select a unit, lesson or folder>click Create New>click HTML doc>click Select Template.
 - Use the **Insert link** icon  to insert course files, weblinks, checklists, assignments, discussions, etc.
 - Use the **Insert Stuff** icon  to include video and audio notes, links to videos, websites, etc
 - Select a unit, lesson or folder>click Add Existing>External Tool Activity to insert content from external tools (OneDrive, MTeams, BBB, Leganto, Panopto).
- 4 **Add additional participants (TAs and other lecturers) in Class Organisation>Classlist**
- 5 **Edit your calendar, discussion boards, etc. Unhide your content units and set up release conditions**
- 6 **Publish your site in Admin>Course Offering Information**
- 7 **Send your first announcement**
- 8 **Create your assignments (Assignments, Quizzes, Discussions and Rubrics)**
- 9 **Grade&provide feedback using Class Organisation>Quick Eval**
- 10 **IF you decide to use the Grades tool:**



TIP: promote the Brightspace Pulse app among your students so they get notifications on their phones.



TIP: Grades is most useful if you have multiple continuous assessment items to manage and display to your students, but it is important to set it up correctly **BEFORE** you start grading.

Learn more:

www.ul.ie/brightspace

If you have a query or issue using BRIGHTSPACE

STEP 01

SEARCH OUR
BRIGHTSPACE RESOURCES



[UL Brightspace
Support site](#)



[Brightspace
Community](#)



[Brightspace
YouTube Channel](#)

STEP 02

USE THE 24/7 “GET
HELP” IN BRIGHTSPACE

 Get Help

Use the chatbot, or

Chat to a live agent
within 90 seconds

If you
cannot find
the answer
to your
question:

STEP 03

LOG A CALL WITH ITD

Use the dedicated
Brightspace section to
submit your query:

[TOPDesk for Staff](#)

[TOPDesk for Students](#)

For technical calls,
and calls for Faculty
Learning Technologists



Thank you



University of Limerick,
Limerick, V94 T9PX,
Ireland.
Ollscoil Luimnigh,
Luimneach,
V94 T9PX, Éire.
+353 (0) 61 202020

ul.ie