Assessment on Brightspace

Workshop 3, Digital Teaching Series

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Assessment: Formative & Summative

Formative

◈ Assessment **FOR** learning.

◈ Low-stakes assessment, does not affect module grade.

◈ Can be used to practice new/unfamiliar assessment types.

Summative

◈ Assessment **OF** learning.

◈ Contributes to module grade.

Define Assessment as Summative on Brightspace

Add a grade item while creating the assessment.

Creating a Summative Assessment on Brightspace
Adding a grade item to an assessment (Part I)

Create an associated grade item when creating the assessment:

Grade Out Of

0 points

Not in Grade Book ⌄ ❓

Description

Edit or Link to Existing

Add to Grade Book

For Assignments, click on the Ungraded text box to access the Not in Grade Book dropdown.

Click on the Choose Grade Scheme link (it will be called Choose Grade Type & Scheme for assignments) to view and select additional settings.

Edit or Link to Existing

⦿ Create and link to a new grade item

🔑 Untitled

Choose Grade Category   Choose Grade Scheme

Creating a Summative Assessment on Brightspace
Adding a grade item to an assessment (Part II)

A grade item consists of 2 components:

Edit or Link to Existing

○ Create and link to a new grade item

♟ **Assignment**
Points: 25

Grade Category

No Category ▾

Grade Type

◉ Numeric
Grade users by assigning a value out of a specified total number of points.
E.g. 8/10

○ Selectbox
Grade users by selecting the grade scheme level that best matches their achievement.
E.g. "Very Good" or "B+"

Grade Scheme

(Default) 40% Pass Standard Letter/Numeric (NM) ▾

○ Link to an existing grade item

OK   Cancel

Grade Type
How the grading is applied.
It will either be a number (Numeric) or a letter grade (Selectbox).
It is automatically selected as Numeric for quizzes.

Grade Scheme
The grading framework applied to the chosen grade type. It defines at what point on the scale each letter grade starts and ends.
(A⁻=70% for 40% Pass Standard Letter/Numeric).

Grade Scheme

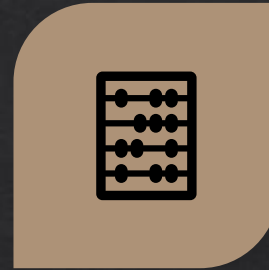Check the parameters of the grade scheme via Assessment > Grades and the Schemes tab.

Grade Items
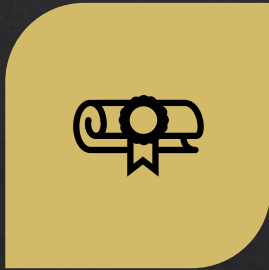
Grade items can be created when creating the assessment itself.

Once created, the assessment will be added to the Grades section, where each student's grades will display.

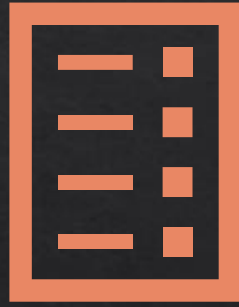Grade items can be added after the assessment has been created.

Edit a grade item via Grades > Manage Grades.

Assessment Types on Brightspace

Assignments

Quizzes

Discussions

Common Features of All Assessment Types

Add a grade item to classify it as a summative assessment, in the Grades section.

Use the Brightspace editor to include details about the assessment. This can include images/hyperlinks, or uploading files.

Access and submission to the assessment can be managed using a Due Date, and also Start and End Dates.

The assessment can either be visible to students, or hidden.

Manage special access feature to grant differing/ separate access to individual students when required.

Assignments

Assignments

Add the grade item by clicking on this Grade Out Of textbox.

Use this section to define when the assignment is available to students, and manage special access.

Back to Manage Assignments | New Assignment

Name*

Assignment

Grade Out Of

Ungraded

Add the final date for submission.

Due Date

DD/MM/YYYY

Availability Dates & Conditions

Always available

Instructions

Paragraph | B | I | U | A | list | bullet | media | link | image | + | ...

Lato (Recom...) | 19px ...

Record Audio | Record Video

Submission & Completion

File submission

Use this section to define how the students will submit the assignment.

Evaluation & Feedback

No rubric added

Use this section to define how the assignment will be graded.

Save and Close | Save | Cancel | Hidden

Assignments will automatically be Hidden.

Assignments: Availability Dates & Conditions

Availability Dates & Conditions ▼

Start Date

📅 DD/MM/YYYY

End Date

📅 DD/MM/YYYY

The Start and End Dates define when the submit option for the assignment will be available to students. You can also add a time to these dates.

Release Conditions

Users are not able to access or view the assignment unless they meet the release conditions.

Add Release Condition ⌄

You can add a release condition.

Special Access

Special Access allows activities to be available to only a select group of users or individualized due dates for certain users.

Manage Special Access

Manage Special Access can be used to give individual students access differing from the overall access e.g. a different start/end date.

Assignments: Submission & Completion

Submission & Completion

Assignment Type
- ⦿ Individual Assignment
- ○ Group Assignment

You can set the assignment as Individual or Group. You will need to create Groups for a group assignment.

Submission Type

File submission ⌄

Files Allowed Per Submission
- ⦿ Unlimited
- ○ One File

Select how you would like the assignment to be submitted. On paper submission or Observed in person don't require submissions and can be used to record a score for assignments completed outside Brightspace.

Allowable File Extensions ❓

No Restrictions ⌄

Submissions
- ⦿ All submissions are kept
- ○ Only one submission allowed
- ○ Only the most recent submission is kept

There are options to restrict file type submission, or select the number of submissions permitted.

Notification Email

Enter an email or multiple emails separated by a comma, to receive notifications when an assignment is submitted.

Assignments: Evaluation & Feedback

Evaluation & Feedback ▼

Rubrics

Add Rubric ▼

Learning Objectives

No learning objectives

Manage Learning Objectives

Annotation Tools

☑ Make annotation tools available for assessment

Evaluators

1 evaluator can give feedback

Edit Evaluators

You can add a rubric to assist with grading.

Annotation Tools are automatically enabled – these can be used to leave feedback directly on the assignment when grading.

Edit Evaluators allows you to assign graders to grade specific assignments, and select who has publishing permission.

Assignments: Accessing Grading

Module homepage

Updates ∨

📄 **1** New Assignment Submissions

❓ **1** Ungraded Quiz Attempts

Or, select this number to go directly to grading the new submissions.

Assignments

	Assignment	New Submissions
☐		
	No Category	
☐	**Test Assignment** ∨ 🔑 📇	1

Click on the assignment name to view the class list and students' submissions.

Assignments: Grading

Annotation tools: click to expand. Use a pen/highlighter, sticky notes, textbox to leave feedback directly on the assignment.

Add grade: this will depend on grade item type (Numeric will add a number into textbox, Selectbox will select letter grade from dropdown).

Provide overall feedback in textbox. There is also option to upload files, or record audio/video.

Save Draft button will save grade and feedback, but not release them to student.

Publish button will release grade and feedback to student.

AS Aoife Test Student1   Fitzmaurice_2021_How.pdf

Back to User Submissions

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lecturers in higher education used particular technology to adjust to emergency remote teaching during the initial months of the COVID-19 pandemic. Specifically, this paper addresses the following research questions:

(1) What hardware and software were most commonly used by mathematics lecturers before the pandemic compared with during emergency remote teaching?
(2) Why did lecturers choose to conduct live online sessions, pre-recorded sessions or other approaches during emergency remote teaching?
(3) What training and support did staff receive in the use of hardware and software?

In order to address these research questions, an online survey was designed and distributed to a wide range of mathematics lecturers in May–June 2020 as detailed below.

2. Background

Research into the impact of the COVID-19 pandemic upon university education is starting with several publications focusing on how lecturers and students reacted to emergency remote either in individual universities or regions (Bao, 2020; Bawa, 2020; Jena, 2020; Oyediran Rahiem, 2020) or specific subject areas, particularly in STEM fields (Alqurshi, 2020; Ba Delgado et al., 2020; Jabbar et al., 2021; Tan et al., 2020). There has been, as of yet, only a sm of publications in relation to the teaching and learning of mathematics in higher education COVID-19 pandemic although more are beginning to emerge. Several of these papers have the education of prospective mathematics teachers and how the students adapted to the use resources for mathematics (Mulenga & Marbán, 2020a, 2020b; Naidoo, 2020). A number suggest alternative approaches to assessment in mathematics that are appropriate for remo (Iannone, 2020; Jungic, 2020; Videnovic, 2020; Seaton, 2020). Other reports detail how support in higher education adapted during the emergency remote teaching (Hodds, 2020; Joh 2021), highlighting in particular the 'drastically reduced' numbers engaging with the services time. Others consider how the community of mathematics post-secondary educators can learn from their experience

been created to assist lec

Prior to technology 2011), inclu Hernández various math to mathema question of over a deca in relation to
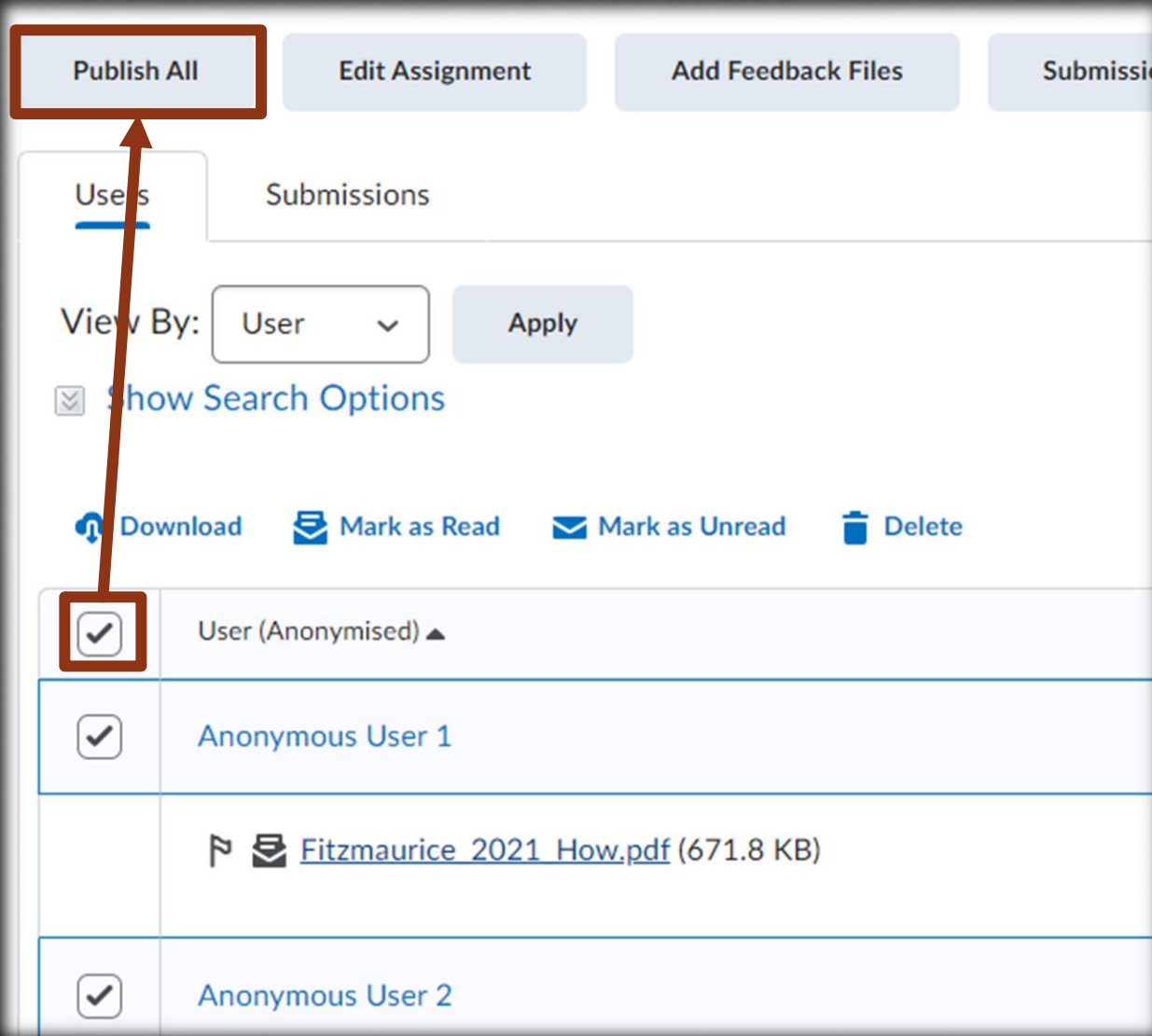
Overall Grade
None

Overall Feedback

Paragraph   B   Lato (Recom...   19px ...

Record Audio   Record Video

Publish   Save Draft

Assignments: Publishing Grades
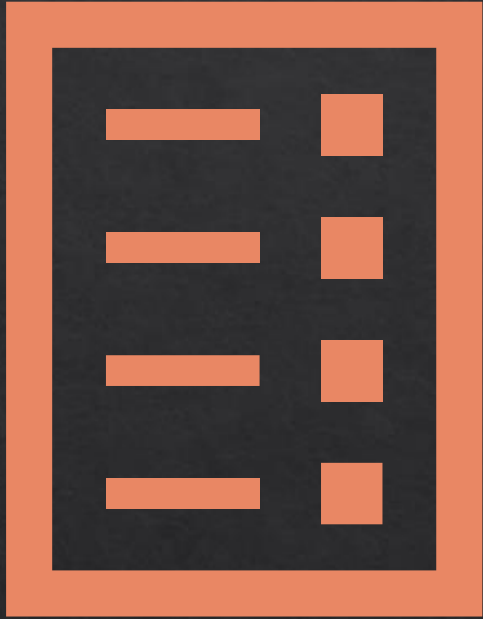
Assessment > **Assignments** > **[Assignment name]**

◈ Select all students at once using the checkbox.

◈ Note that **Publish All** only applies to the assignments currently displayed on the page; display more students per page &/or scroll through and repeat **Publish All**.

◈ Grades must be published to appear in the **Grades** section.

Quizzes

Quizzes: Question Library

◈ Good practice to create all quiz questions in the **Question Library** (rather than directly in the quiz).

◈ Can create a directory, using **Sections** to organise questions.

◈ Store all module quiz questions here, and import to quizzes.
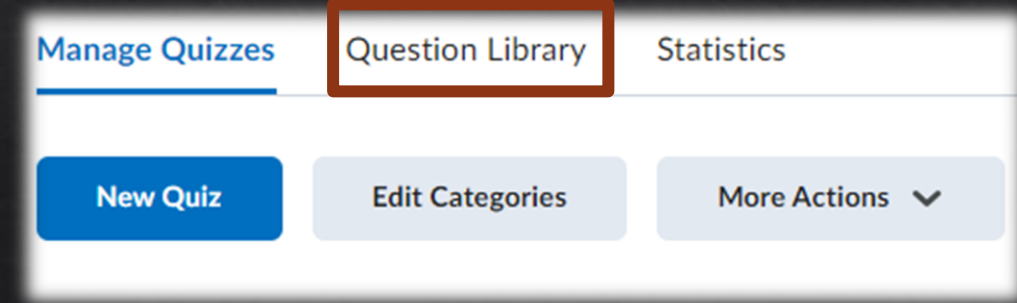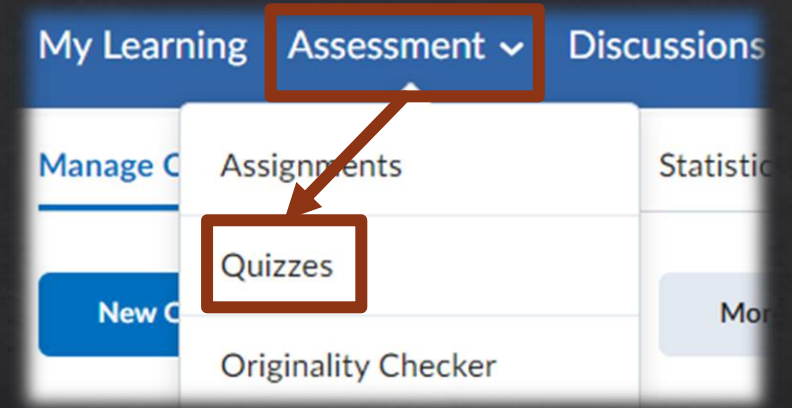
Quizzes

Add the grade item by clicking on this Not in Grade Book dropdown.

Add the final date for submission.

Use this section to define when the quiz is available to students, and manage special access. Start and End Dates define when students can take the quiz.

‹ Back to Manage Quizzes | New Quiz

Name *

Quiz

Availability Dates & Conditions ▷

Always available

Grade Out Of

0 points | Not in Grade Book ⌄ | ⑦

Due Date

📅 DD/MM/YYYY

Timing & Display ▷

No time limit

Use this section to set a time limit and how the quiz will display.

Description

Add the quiz questions using these buttons.

Questions

🔍 Preview

Attempts & Completion ▷

1 attempt allowed

Use this section to set the parameters for completing the quiz.

Add Existing ⌄ | **Create New** ⌄

Evaluation & Feedback ▷

Auto-publish results
1 result display

Ready to begin adding quiz content?

Click Add Existing or Create New to get started

Quizzes will automatically be Hidden.

Use this section to define how the quiz will be graded, and the results will be released to students.

Save and Close | Save | Cancel | ◯ 🚫 Hidden

Quizzes: Adding Quiz Questions

New Question

Section

Question Pool

Add individual questions – select from the list of question types.

Add a Section – this can help with structure.

Add a Question Pool. This gives students a random selection of questions from a defined group when taking the quiz. It can help to reduce the likelihood of answer sharing.

Questions

Ea Preview

Add Existing ∨   **Create New** ∨

Upload a File

Browse Question Library

begin adding quiz content?

Click Add Existing or Create New to get started

Browse Question Library to import questions from your Question Library. You can import individual questions, or entire sections.

Quizzes: Availability Dates & Conditions

The settings in this section are the same as for an assignment:

- ❖ **Start** and **End Dates** define when students can enter the quiz.

- ❖ **Release condition**.

- ❖ **Manage special access.** For timed quizzes, this can be used to give students a reasonable accommodation of 5 additional minutes per 30 minutes of exam.

Availability Dates & Conditions ▼

Start Date

📅 DD/MM/YYYY

End Date

📅 DD/MM/YYYY

Release Conditions

Users are not able to access or view the quiz unless they meet the release conditions.

Add Release Condition ▼

Special Access

Special Access allows quizzes to be available to only a select group of users or individualized due dates for certain users.

Manage Special Access

Password

Only users who enter this password will be granted access to write this quiz.

IP Restrictions

Manage IP Restrictions

Quizzes: Timing & Display

Timing & Display

☐ Set time limit

Paging

All questions displayed together ∨

Shuffle Quiz

☐ Shuffle questions and sections within the quiz. Does not cascade to sub-sections.

Display

☐ Allow hints

☐ Disable Email, Instant Messages, and Alerts within Brightspace ⍰

Header and Footer

Manage Header and Footer

Set time limit: the time allowed for the quiz. It can also be set as synchronous or asynchronous.
(More options will appear here once you check this box).

Paging: how many questions displayed at once. Useful to break up long quizzes.

Shuffle questions so they are presented to students in different orders.

Quizzes: Attempts & Completion

Manage the number of times students can complete the quiz.
This could be infinite for formative quizzes.
For multiple attempts, you can select which score will be counted.

Attempts & Completion ▼

Attempts

1 attempt allowed

Manage Attempts

Notification Email

To receive notifications when a quiz is attempted, enter an email address or multiple email addresses separated by a comma.

Quizzes: Evaluation & Feedback

Evaluation & Feedback ▼

☑ Auto-publish attempt results immediately upon completion

Results are set to auto-publish upon completion: uncheck if you don't want this.

☑ Synchronize to grade book on publish

Greyed out as this quiz does not have a grade item attached.

When published, display to learners:

☑ Attempt grade

Also automatically releases the grade upon publishing. Will need to uncheck to keep letter grade hidden.

and

No questions

Set that no quiz questions/answers are released upon publishing. Use this dropdown to manage this.

Customize Quiz Results Displays

Open a new window to further manage release of results.
This allows you to set a date/time to release quiz answers and correct responses in the future (rather than at quiz submission).

Learning Objectives

No learning objectives

Manage Learning Objectives

Quizzes: Online Exam Entry

*Asynchronous quizzes start the timer when the student enters the quiz.

There are two settings used *in conjunction* to ensure students access timed, synchronous online exams at the same time:

Availability Dates & Conditions ▼

Start Date

📅 04/01/2024   10:00

End Date

📅 04/01/2024   10:10

☑ Add availability dates to Calendar

Timing & Display ▼

☑ Set time limit

Time Limit *

120   minute(s)

Timer starts 10:00 04/01/2024

Auto-submit when time is up

Timer Settings

Start and End Date provide a short window of time to enter the quiz.

Time limit defines how long the quiz will run.
Set to Synchronous to start timer at a specific time.

Quizzes: Question Shuffling

To shuffle the order in which questions are presented to students:

Within a Section:

Edit Section

Section Title *

Sample Questions - Biology

☐ Hide Section Title from learners

Section Text

☐ Hide Section Text from learners

☑ **Shuffle questions in this section**
Also shuffles sections and question pools in this section

Within the question itself (MCQ):

Question Text *

What is the only continent with land in all four hemispheres?

Answers *

○ Australia ✕

○ South America ✕

✓ Africa ✕

Add Answer

☑ Randomise answer order

Default Points *

1

As part of a Question Pool:

New Question Pool

Question Pool Title *

Question Pool

Number of Questions to Select *		Points per Question *
2	from 5	1

Browse Question Library

Questions & Sections:

Timing & Display ▼

Shuffle Quiz

☑ Shuffle questions and sections within the quiz. Does not cascade to sub-sections.

Quizzes: Accessing Grading

Updates ∨

💬 **2** Unread Discussion Posts

📄 **3** New Assignment Submissions

❓ **1** Ungraded Quiz Attempts

Quizzes

Available on 18 Septemb

Copy

Grade

Untitled ∨ 🗩

Setup Reports

Untitled ∨ 🗩

View Reports

Untitled ∨ 🗩

Statistics

Past Quizzes

Attempt Logs

Advanced Quiz Settings ∨ 🔑 🔑

Timer starts 08 September 2023 09:20

Available on 08 September 2023 09:20 until 08 Septemb

🗑 Reset   🔓 Publish   🔑 Retract Feedback

☐ First Name ▲ , Last Name

☐ Aoife Test Student1

☐ attempt 1

overall grade (highest attempt)

Select a student's *attempt* to review individual answers to quiz questions.
Question type that requires manual grading (written response) graded here.
You can also manually change question grades.

Quizzes: Publishing Grades

Assessment > **Quizzes** > **downwards arrow beside [Quiz name]** > **Grade**

◈ Select all students at once using the checkbox.

◈ Note that **Publish** only applies to the assignments currently displayed on the page; display more students per page &/or scroll through and repeat **Publish** for large classes.

◈ Grades must be published to appear in the **Grades** section.

Discussions

Discussions

◈ Create a **Forum** and then a **Topic**.

Add the grade item by clicking on this Not in Grade Book dropdown.

Use this section to define when the discussion is available to students. Start and End Dates define when students can contribute to the Discussion.

< Back to Manage Discussions   New Topic

Topic Title *

Discussion

Forum: Creating a forum for this topic   Change Forum

Grade Out Of

Ungraded

Manage the Forum this topic is associated with.

Description

Paragraph ⌄   B I U ⌄ A⁄ ☰ ⌄ ☰ ⌄ ▷☰ ⸜ ▣ + ⌄ ⋯ ⤢

Lato (Recom... ⌄   19px ... ⌄ ⌸ ✎ ☰ Ea ‹/› ↺ ↻

Availability Dates & Conditions   ▷

Always available

Use this section to define settings for posting.
You can offer students the option to post anonymously.

Post & Completion   ▷

No settings applied

Evaluation & Feedback   ▷

No rubric added

Discussions will automatically be Visible.

Use this section to define how the discussion will be graded, and whether students can provide feedback on others' posts.

Save and Close   Save   Cancel   ⬤◯ Visible

Discussions: Availability Dates & Conditions

The settings in this section are very similar to an assignment/quiz:

◈ **Start** and **End Dates** define when students can enter the discussion.

◈ **Release conditions**.

Availability Dates & Conditions ▼

Start Date

📅 DD/MM/YYYY

End Date

📅 DD/MM/YYYY

Release Conditions

Users are not able to access or view the discussion topic unless they meet the release conditions.

Add Release Condition ⌄

Group and Section Restrictions

Restrict this topic by group or section

Manage Restrictions

Manage Restrictions allows you to make this topic available to just specific Groups or group sets.

Discussions: Post & Completion

Post & Completion ▼

- ○ Default participation
- ● Allow learners to hide their name from other learners
- ○ Learners must start a thread before they can view or reply to other threads

☐ Posts must be approved before they display in the topic

Select an option on how students will create their posts.

Check this box to require individual post approval before they are visible to other students.

Discussions: Evaluation & Feedback

Evaluation & Feedback

Rubrics

Add Rubric ▼

Learning Objectives

No learning objectives

Manage Learning Objectives

Evaluate Posts

☐ Allow evaluation of individual posts

☐ Allow learners to rate posts

You can add a Rubric.

Evaluate Posts option enabled only when the Grade Out Of box has been populated.
Select from the dropdown how the score will be calculated.

Learners can rate the posts of others – using five-star rating, up/down voting, or just upvoting.

Discussions: Accessing Grading

Module homepage

Updates ⌄

💬 2 Unread Discussion Posts

📄 3 New Assignment Submissions

❓ 1 Ungraded Quiz Attempts

Discussions

Edit Topic

Hide from Users

View Topic Statistics

Assess Topic

Heading ⌄

Subscribe

Delete

Graded Discus

Topic		Threads	Posts
Graded Discussion ⌄		3	5 (2)
🔑 Includes assessment.			

Select a topic score to review individual answers.
All the student's contributions (responses and new threads) will be displayed together and can be scored individually.

🔖 Publish   🔖 Retract Feedback

	First Name, Last Name	Score
☐		
	Aoife Test Student1	
☐	**Topic Score**	5 / 10 (50%)

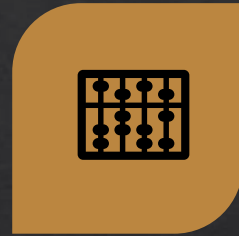Transferring Grades to InfoHub Grade Entry

Brightspace to Grade Entry

◈ There is an option to directly transfer grades, but they need to be set up correctly on Brightspace first.
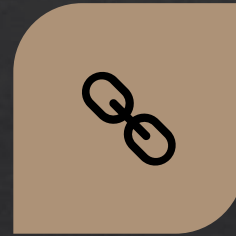
Preparing your Brightspace Assessments for Transfer

Assessment set-up on Brightspace needs to match the assessments in the Module Descriptor.

For assessments with sub-components, you can combine them using a calculated grade item.

Attach a grade item to the assessment to make it visible to Grade Entry.

Ensure you have used a Grade Scheme *other than* percentage (Grade Entry doesn't recognise this).

Publish grades.

Calculated Grade Items

These can be used to combine sub-components and calculate an overall grade for a component.

E.g. 4 x Lab Reports are contained within the module's Continuous Assessment component, worth 40%.

Suggestion

Fully set up all your assessments – grade items, calculated grade items etc. – at the beginning of the module to reduce work/revising at the end.

Module content can be copied (imported) to the next year's module, so it is a once-off time expenditure.

Resources

- How do I create groups in my classlist?
- Setting up large groups (>50) in Brightspace
- Quiz timing options
- Manage quiz questions
- Responding to possible student issues during a quiz
- Change a quiz question and update completed quiz attempts

Any Questions?