Brightspace Learning Environment
10.6+

Assessments - Learner Guide
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# Document Change History

This version of the document replaces all previous versions. The following table describes the most recent changes to this document.

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Summary of Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 1, 2016</td>
<td>• Added Viewing Grade Item Exemptions topic to Grades section.</td>
</tr>
<tr>
<td>November 3, 2016</td>
<td>• Updated formatting for consistency.</td>
</tr>
<tr>
<td></td>
<td>• Updated topics throughout Class Progress section to reflect tool name change from User Progress to Class Progress.</td>
</tr>
<tr>
<td>April 7, 2016</td>
<td>• Updated Quizzes section topic Take a quiz.</td>
</tr>
<tr>
<td></td>
<td>• Updated Grades topic View your grades.</td>
</tr>
<tr>
<td>December 3, 2015</td>
<td>• Added Brightspace ePortfolio to the locations where learners can share their awards.</td>
</tr>
<tr>
<td>September 3, 2015</td>
<td>• Added new section of topics for Awards tool.</td>
</tr>
<tr>
<td>August 6, 2015</td>
<td>• Updated the Take a quiz topic to add information related to Respondus LockDown Browser.</td>
</tr>
<tr>
<td>June 18, 2015</td>
<td>• Removed information related to Respondus LockDown Browser from the Take a quiz topic.</td>
</tr>
<tr>
<td></td>
<td>• Due to a recently identified issue, this feature has been pulled from the release and deferred to a subsequent release in Q3 2015. In the meantime, the existing Respondus LockDown Browser workflow is still available.</td>
</tr>
<tr>
<td>June 4, 2015</td>
<td>• Added information related to Respondus LockDown Browser for the Take a quiz topic.</td>
</tr>
<tr>
<td>May 7, 2015</td>
<td>• Initial release.</td>
</tr>
</tbody>
</table>

The content in this guide is applicable to the most recent version of Brightspace Learning Environment unless otherwise noted.
Awards

About My Awards

The My Awards tool enables learners to see merit-based awards granted by instructors of a course. There are two types of awards: Badges and Certificates.

Badges are awarded based on any criteria determined by the instructor. They are meant to provide digital markers that represent accomplishment throughout a course or program. Badges do not contribute to achieving a passing grade; however, badges are awarded for achievements that also can contribute to the type of work ethic that results in a passing grade. For example, an instructor might create a badge that is based on posting 15 discussion posts in the first month of a course, or on perfect attendance, or on academic excellence. These items are the types of trends that can help a learner to succeed in a course or program.

Certificates are also awarded based on criteria determined by the instructor. Certificates are similar to Badges, however, they include a PDF that learners can print. Certificates typically indicate an official statement of certification or award at the end of a program, but can be awarded during the course for other criteria as well. Certificates can be awarded based on achieving a milestone that a learner can use for further academic or career success, such as passing a practical exam. Certificates also do not contribute to achieving a passing grade.

You can see the awards you have been granted as well as the available awards that you can earn in your course by selecting Awards on the navbar.

Viewing My Awards

You can view the awards you've earned and the awards available to be earned in the My Awards tool. All awards are displayed as images and you can click on an image to view more details.

1. On the navbar, click Awards.
2. To see the awards you've already earned, click My Awards.
3. To filter the awards that appear, click All, Badges, or Certificates.
4. To view all the awards you've earned in the courses you have participated in, select Include awards from other courses.
5. To view the other awards that you have not yet earned in the course, click View Available Awards.

About new award notifications

When you earn a new award, you are notified in Brightspace Learning Environment, and depending on how your instructor has configured the notification, you may also get a notification email.

When you log into the course offering in which you earned the new award, a popup appears to congratulate you. You can click View Awards to open the My Awards tool and view all your awards. All awards are displayed as images and...
you can click on an image to view more details. If you have earned more than one award, a Next button appears on the pop-up so you can move ahead to view subsequent awards.

Subscriptions alerts on the minibar also displays a notification about new awards.

### About award expiry notifications

When your award is expiring, you are notified in Brightspace Learning Environment, and depending on how your instructor has configured the notification, you may also get a notification email.

When you log into the course offering, in which you earned the award, a pop-up appears informing you that your award is expiring. You can click View Awards to open the My Awards tool and view all your awards. All awards are displayed as images and you can click on an image to view more details.

Subscriptions alerts on the minibar also displays a notification about expiring awards.

### Sharing earned awards

Earning awards in a course is a great accomplishment. You can share the good Announcements with others by sharing the award to your Brightspace Learning Environment user profile, Brightspace ePortfolio or to Mozilla Backpack.

**Note:** An administrator must turn on the ability to share awards to Brightspace ePortfolio or Mozilla Backpack.

1. On the navbar, click **Awards**.
2. Find the awards that you want to share.
3. If you want to filter awards to the specific course you are currently viewing, clear the **Include awards from other courses** check box.
4. Click the **Share** link on the award you want to share.
5. Select the location where you want to share the award.
6. Click **Close**.
Assignments

What is Assignments?
Learners use the Assignments tool to upload and submit assignment submissions to assignment submission folders in Brightspace Learning Environment, eliminating the need to mail, fax, or email their work to instructors.

Instructors use the Assignments tool to see users’ submission times, download assignment submission folders to their computer, view submissions on the Evaluate Submission page, associate assignment submission folders to rubrics and competencies, and return submissions with grades and feedback.

In the Folder Submissions area, instructors can view users' submissions and submission dates, eliminating the need to collect assignments and making it easy to track when files were submitted.

Instructors can create categories to group and organize assignment submission folders. They can also restrict access to assignment submission folders by date and time, group membership, or special access permissions.

Submit assignments
1. From the navbar, click Assignments.
2. On the Assignment submission folders page, click on the folder you want to submit to.
3. To browse for the file you want to submit, click Add a File. You can attach files from your local computer or storage device, a personal locker, a group locker or Brightspace ePortfolio.
4. You can select Add a File, Record Video, or Record Audio to add feedback. When you finish a recording, click Add.
5. Enter any comments you want to submit with the file.
6. Click Submit.

Any rubrics with which submissions are evaluated are listed on the submission page so you can see how submissions are evaluated.

View feedback in Assignments
1. From the navbar, click Assignments.
2. On the Assignment submission folders page, click View in the Feedback column beside the folder containing your submission.
3. View your grade, rubric assessment, and feedback comments.
4. To download feedback attachments, click Download All Files.
5. When you are finished viewing feedback, click Done.
Understanding due dates and end dates

A due date is the submission deadline of an assignment in your course. This date is specific to assignments only.

End dates are attached to Assignment submission folders. The end date is the final date an Assignments submission folder is available for you to submit assignments to, regardless of the due date. Once the end date of the folder is past, you are no longer able to submit an assignment, no matter what the assignment’s due date is.

Class Progress

Class Progress overview

The Class Progress interface consists of three main areas:

- The User Information area.
- The Reports List area. (If you accessed Class Progress from My Home, the Reports List area also includes all courses that you are actively enrolled in.)
- The Report Details area.
You can access the Class Progress tool from My Home and at the course level in the Classlist tool.

Figure 1: The Reports List area of Class Progress shows other courses you can check when you access it from My Home.
Reasons to use the Class Progress tool

The Class Progress tool helps track your progress in a course by measuring the completion of 9 different progress indicators. Instructors can use the Class Progress tool to track your overall progress in the course and prepare progress reports.

You may want to use the Class Progress tool to keep track of your course-specific assignments and feedback. Progress reports are available for the following progress indicators:

- Grades
- Objectives
- Content
- Discussions
- Assignment submission folders
- Quizzes
- Checklist
- Surveys
- Login History
Quizzes

Take a quiz

1. On the navbar, click quizzes.
2. On the Quiz List page, click on the quiz you want to take.
3. Read the instructions and details for the quiz, and when you’re ready, click Start Quiz!
4. Answer each question. As a best practice, save each answer after you have entered it. You can see which questions you have saved answers to in the Questions section of the quiz’s left panel. You can also click the question number in the quiz’s left panel to go back to the question.
5. To navigate between pages, click Next Page or Previous Page.
6. Click Go to Submit Quiz after you answer all quiz questions.
7. When you are ready to submit the quiz, click Submit Quiz.

Note: Your organization may require you to use the Respondus LockDown Browser® to take quizzes. You can click the Respondus LockDown Browser link in the Quiz Requirements section to download and install it for free. You can then launch your quiz. If you have installed the Respondus LockDown Browser already, the Start Quiz page will open automatically within it.
Rubrics

How rubrics relate to your grade

Rubrics are used to assess your achievement on assignments in your course, based on predefined achievement levels and assessment criteria. They help ensure that activities are evaluated fairly and consistently, and enable you to view the grading criteria in advance of submitting assignments.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Level 4 (4 points)</th>
<th>Level 3 (3 points)</th>
<th>Level 2 (2 points)</th>
<th>Level 1 (1 point)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge and Understanding</td>
<td>Student completely understands the fundamentals of their topic with lots of relevant facts.</td>
<td>Student understands the fundamentals of their topic with lots of relevant facts.</td>
<td>Student understands some of the fundamentals of their topic with lots of relevant facts.</td>
<td>Student understands, minimally, the fundamentals of their topic with lots of relevant facts.</td>
</tr>
<tr>
<td>Writing style</td>
<td>Student conveys their knowledge and understanding with exceptional coherence, logic, and writing is enjoyable to read.</td>
<td>Student conveys their knowledge and understanding with moderate coherence, logic, and writing is enjoyable to read.</td>
<td>Student conveys their knowledge and understanding with satisfactory coherence, logic.</td>
<td>Student conveys their knowledge and understanding with little coherence, logic, and writing is hard to read.</td>
</tr>
<tr>
<td>Grammar</td>
<td>Student has exceptional grammar.</td>
<td>Student has good grammar.</td>
<td>Student has satisfactory grammar.</td>
<td>Student has poor grammar.</td>
</tr>
<tr>
<td>Overall Score</td>
<td>Level 4: 11 or more</td>
<td>Level 3: 8 or more</td>
<td>Level 2: 5 or more</td>
<td>Level 1: 0 or more</td>
</tr>
</tbody>
</table>

Table 1: Sample rubric

Rubrics are associated directly with Assignment submission folders, so you can view the criteria used to assess your assignment when you submit your work. Your instructor can enter personalized feedback for you on the rubric, which will appear to you in the feedback area of the folder.

Self Assessments

Complete a self assessment

Self assessments are a series of questions, similar to quizzes, that provide the opportunity to reflect on your learning and course material comprehension. Responses to self assessments are not graded; they are meant to help your instructor evaluate student learning and their course material on an informal basis.

1. From the navbar, click Self Assessments.
2. On the Self Assessment List page, click on the self assessment you want to take.
3. Answer the questions.
4. Click Submit.

Why can't I change or delete a self assessment?
If you need to make a change to your self assessment response, contact your course instructor.

Surveys

Why can't I create a survey?
The Surveys tool is designed to be an assessment tool in courses and provide a way for instructors to solicit feedback from participants regarding any aspect of a course.

If you want to create a survey for your classmates, you can use Brightspace Wiggio. Brightspace Wiggio enables group communication and collaboration. Using Wiggio, you can solicit feedback from other course participants by creating a poll.

Anonymous participation in a survey
If a survey is anonymous, your user data is hidden in survey results. The responses to survey questions are available for all users, but the system does not report who made which response.

Note: You cannot associate anonymous survey activities with learning objectives.

Grades

How do I know when my grades are available?
You can sign up to receive immediate text or email notifications when a grade item is released or updated.

Note: You must set up a contact method before subscribing to notifications.
1. From your personal menu on the minibar, click Notifications.
2. Select if you want to receive Email, SMS, or, if available, Campus Life notifications for the option Grades - grade item released or Grades - grade item updated.
3. Click Save.
View your grades

Use the Grades tool on the navbar to check your grades on assignments and tests. You can see your individual grades, as well as the grade formula used to evaluate you. Depending on how your grades are set up, you might be able to view comments and overall class performance statistics as well.

Note: Bonus grade items are displayed without the grade formula because they are added to the final grade after other calculations and may not adhere to the established grade scheme. Therefore you can only view the numeric value and possibly the weight of a bonus grade.

Viewing Grade Item Exemptions

Learners can view the grade item exemptions in several locations in Brightspace Learning Environment. On the My Grades page, exemptions are listed in the Grade column. Points and weights that appear on the Grades page are controlled by instructors; however, the Grade column always shows exempted grade items.
About D2L

A global leader in EdTech, D2L is the creator of Brightspace, the world’s first integrated learning platform.

The company partners with thought-leading organizations to improve learning through data-driven technology that helps deliver a personalized experience to every learner, regardless of geography or ability. D2L’s open and extensible platform is used by more than 1,100 clients and almost 15 million individual learners in higher education, K–12, healthcare, government, and the enterprise sector—including Fortune 1000 companies.

The company has operations in the United States, Canada, Europe, Australia, Brazil, and Singapore.


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