



Access and Grade Assignment Submissions in Brightspace

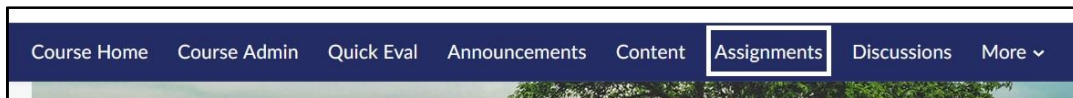
In Brightspace, assignment submissions can be accessed in three ways:

- On the **Assignments** page
- On the **Quick Eval** page
- On the **Enter Grades** page

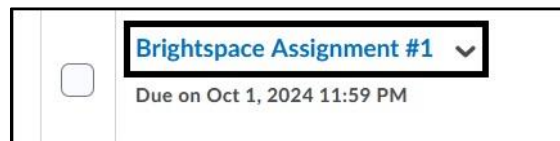
Note: These instructions are for Brightspace assignments *only*. Turnitin LTI assignments and course assessments created with other third-party external tools will not display on the Assignments page or in Quick Eval.

Accessing submissions through the Assignments page

1. In your course, select **Assignments** on the Course navbar.

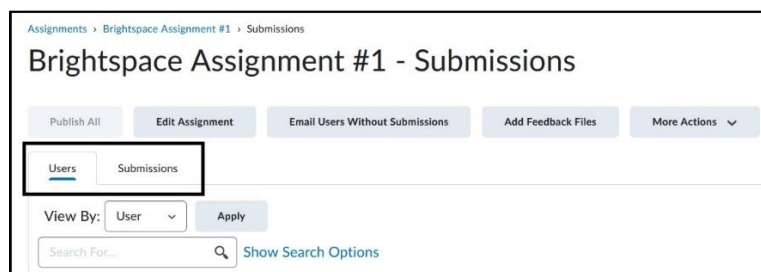


2. On the Assignments page, click on the **Assignment Name** in blue.

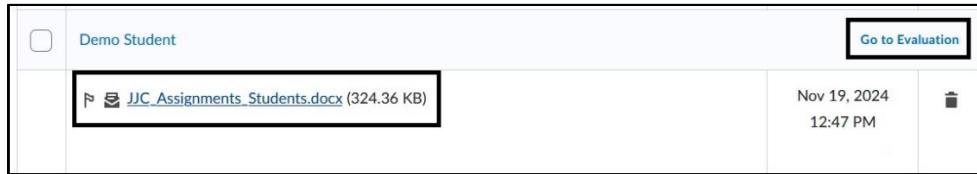


Note: You can also access the Submissions page by selecting the Actions drop-down button to the right of the assignment name and select **View Submissions**.

3. On the **Submissions** page, you can view student submissions by **User** or by **Submission**.

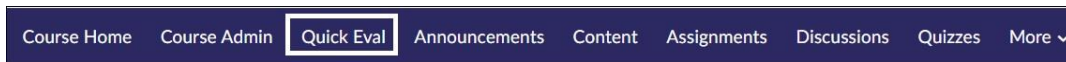


4. If the student submitted an attachment, click on the **Attachment Name** to be brought to the grading page. You can also select **Go to Evaluation** if there is not a submission listed.



Accessing submissions through Quick Eval

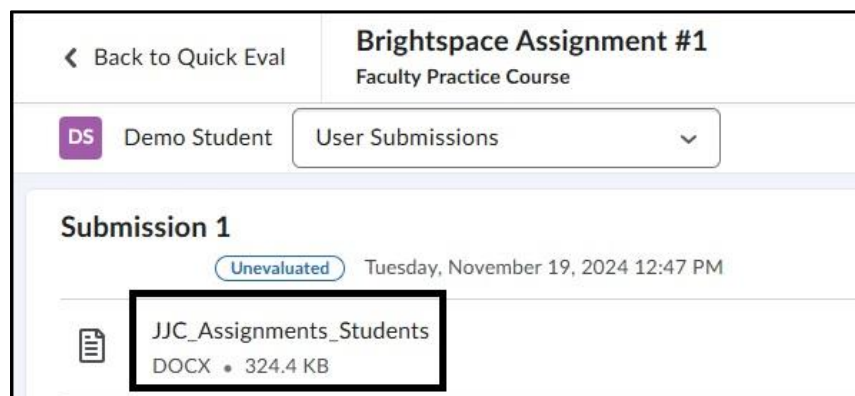
1. Select **Quick Eval** on the course navbar.



2. Select **View by: Submissions**. Select the **student's name** in blue.



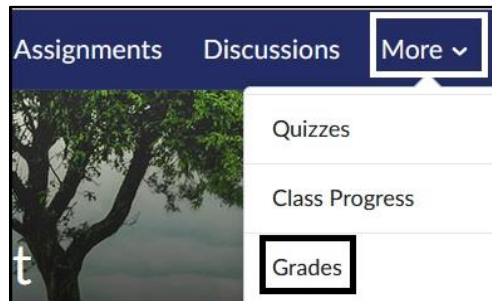
3. Select the **student's file attachment** to view submission.



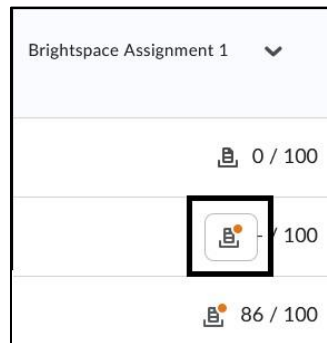
Note: Depending on the Submission Type chosen, this view could look different. For more information access [Customize Submission Type](#).

Accessing submissions through Grades

1. Select **More** on the course navbar. Select **Grades** from the drop-down menu.

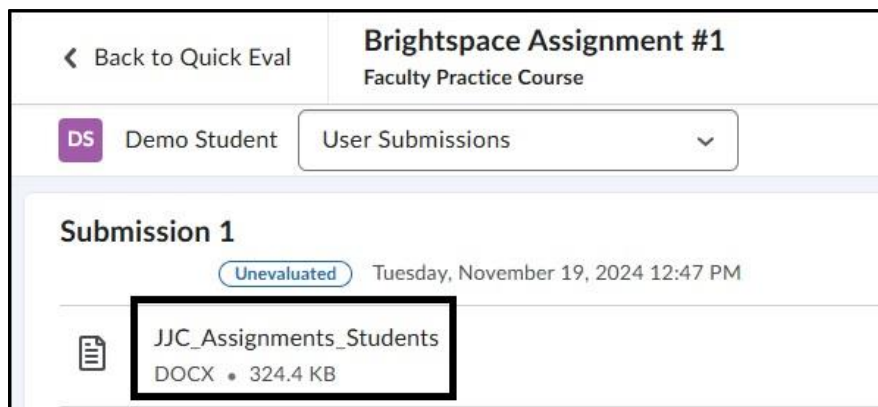


2. On the **Enter Grades** page, scroll to the **Grade Item** for the assignment. Select the **Unread File Submission** icon.



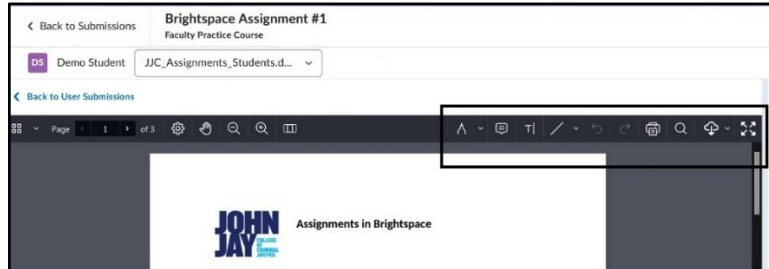
Access the Brightspace [Glossary of Icons](#) for information on course iconography.

3. Select the **student's file submission** to view attachment.



Grading Submissions

1. On the Submission page the file will display, and annotation tools can be used to mark the paper.

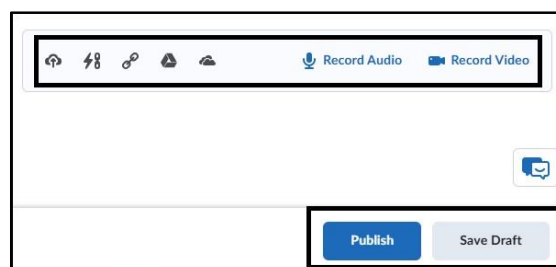


Access [Evaluate using annotations](#) on the Brightspace Community **Evaluate assignments using the Assignments tool** page for more information.

2. The score for the assessment can be entered in the **Overall Grade** box. The **Overall Feedback** text editor allows for additional comments and has the same capabilities as the general Brightspace text editor.



3. Instructors can also upload additional documents, add links to existing activities, attach files from **Google Drive** and **OneDrive** and insert **Audio or Video Feedback**. Instructors can move through submissions by selecting the **back-and-forth arrows in the top right corner**. Once a score and feedback are entered, select **Draft** to save the entered grade and feedback. **Note:** saving a Draft will not release the grade and feedback to students. Select **Publish** if the assignment grade is ready to be released to the student.

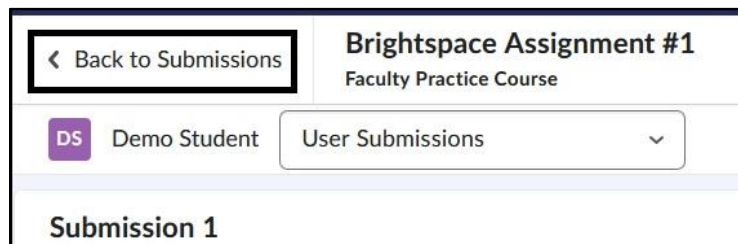


4. Once the student's submission is Published the button will change to **Update**. Published means that the student will see their score and be able to access their feedback for the assignment through the Assignment page and on the Grades page.

If any further changes or feedback are added to the assignment, make sure to select **Update** to save those changes. **Retract** can be selected if you want the submission reverted to Draft mode. Once an assignment is retracted it will have to be published again for the student to see the grade and feedback.



5. Select **Back to Submissions** in the upper left to go back to the main Submission page for the assignment.



For more information and assistance, please email Department of Online Education and Support - Learning Management System Support at LMS.faculty@jjay.cuny.edu.