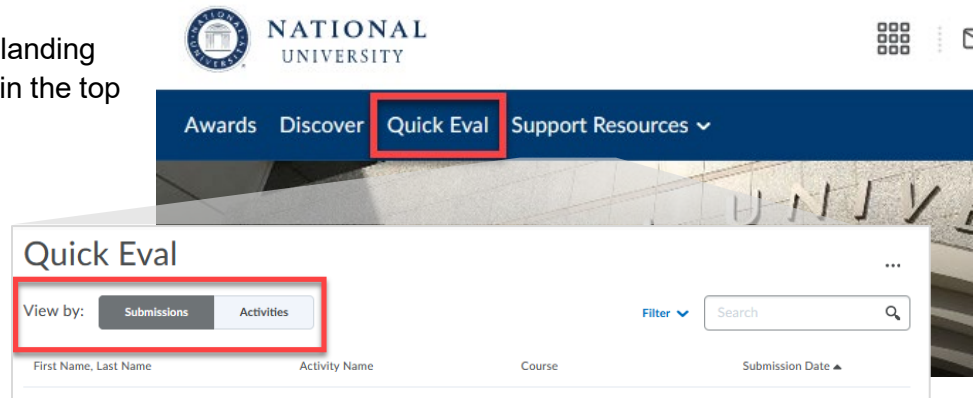




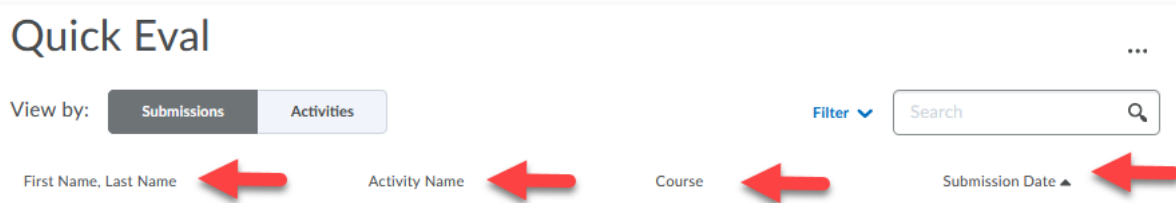
Objective: This job aid provides faculty an overview of using the Quick Eval feature in Brightspace to quickly identify and access student work that is ready to be graded.

Step 1: On your main Brightspace landing page, click on **Quick Eval** in the top navigation menu.

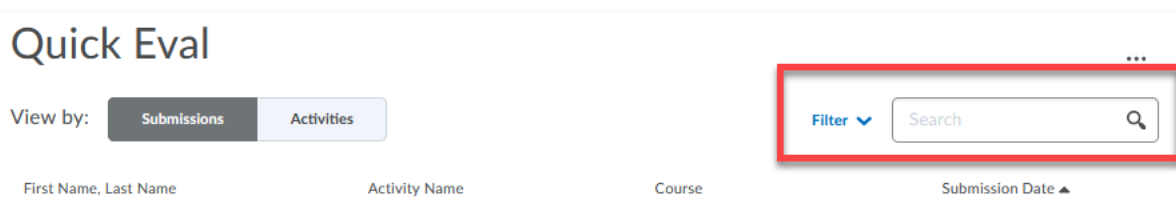
This will pull up a page that lists all ungraded submissions. You can **view** by submission or by activity, as shown here.



You can also **sort** these submissions by student name, the assignment title, the course, or by date the work was submitted. Click on the header of each of those columns (*indicated by the arrows in the image below*) to sort by that criterion.



Quick Eval also has both **search** and **filter** functions (*shown in the box below*) allowing you to access submissions based on the assignment name or date submitted.



Step 2: Click on the name of the student whose work you would like to evaluate. This will open the grading page associated with the specific assignment type ([discussion](#), [quiz](#), [assignment](#)).

Step 3: For a detailed overview of how to grade different types of student work, review the associated job aid (linked in Step 2).