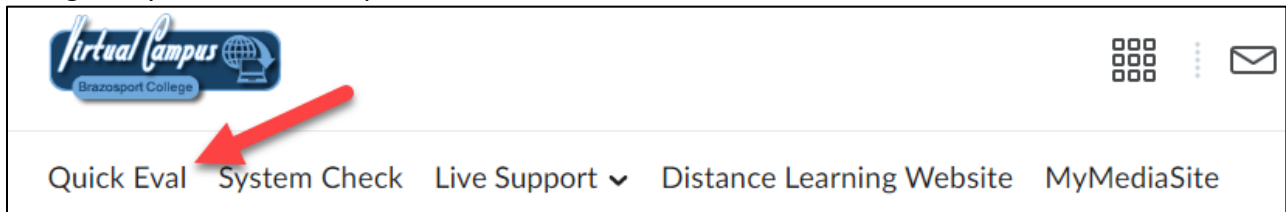




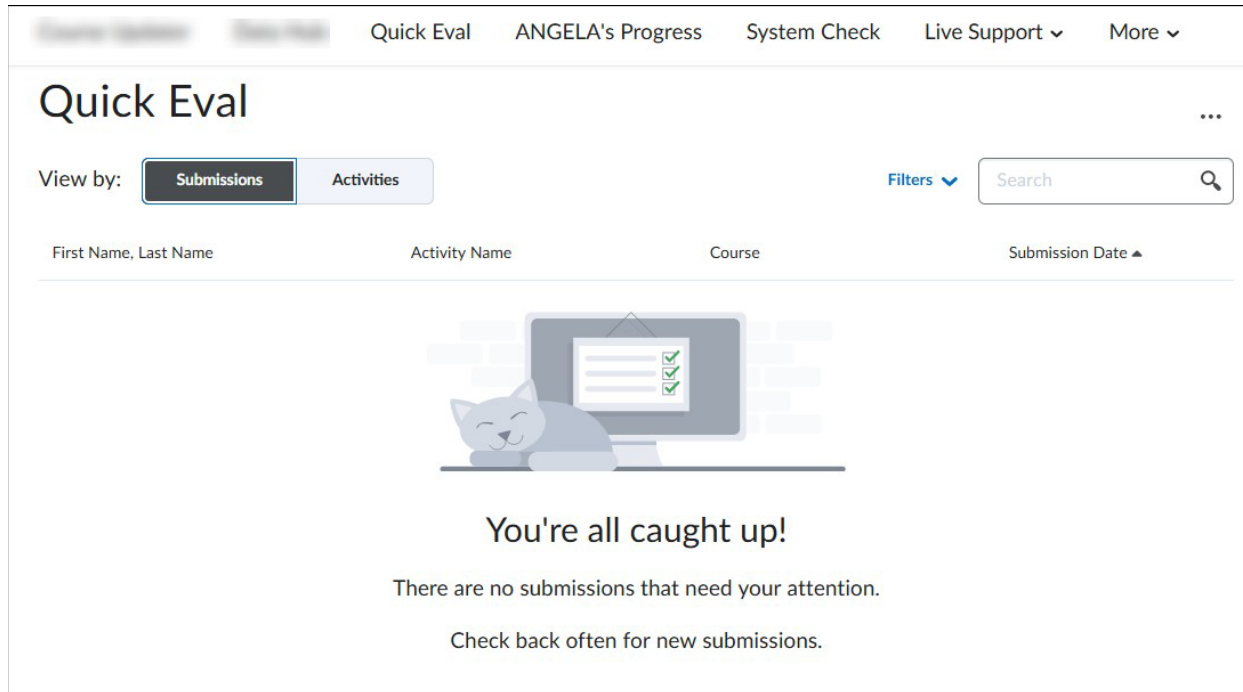
Quick Eval

Use the Quick Eval feature to see at a glance what students, what assignments, and what course have something available that needs to be viewed or graded.

1. Log into your Virtual Campus. **Click** on Quick Eval.



2. If all has been graded, the view will be an All Caught Up page.



3. The Activities button allows a view of specific assignments inside the courses. If there are multiple courses, they will show up here, along with the assignments in each one.

The screenshot shows the 'Quick Eval' interface. At the top, there are navigation links: 'Quick Eval', 'System Check', 'Live Support', 'Distance Learning Website', and 'MyMediaSite'. Below this is the 'Quick Eval' title and a 'View by:' dropdown menu with 'Submissions' and 'Activities' options. A red box labeled 'Course' has an arrow pointing to the 'Activities' tab. To the right, there is a 'Filters' dropdown and a search box. The main content area is titled 'Online Course Tools Tour' and lists three items:

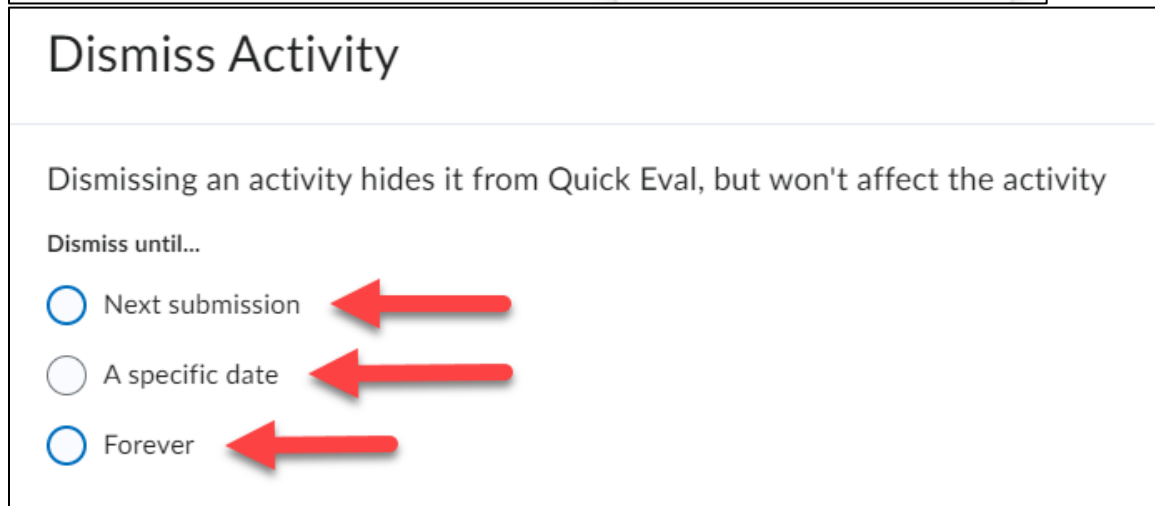
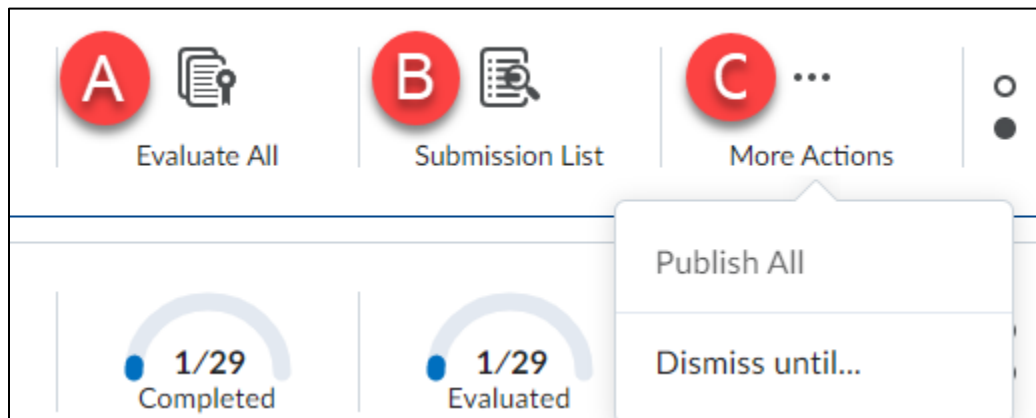
- Orientation Introduction** (Discussion): 29 posts, 13/29 Completed, 7/29 Evaluated, 7/29 Published.
- Rubric Discussion Grading - Cassandra** (Discussion): 1/29 Completed, 1/29 Evaluated, 1/29 Published.
- Orientation to Course Tools Assignment** (Assignment): 1 New Submission, 13/29 Completed, 13/29 Evaluated, 9/29 Published.

A red box labeled 'Specific assignments' has arrows pointing to the 'Orientation Introduction' and 'Rubric Discussion Grading - Cassandra' items.

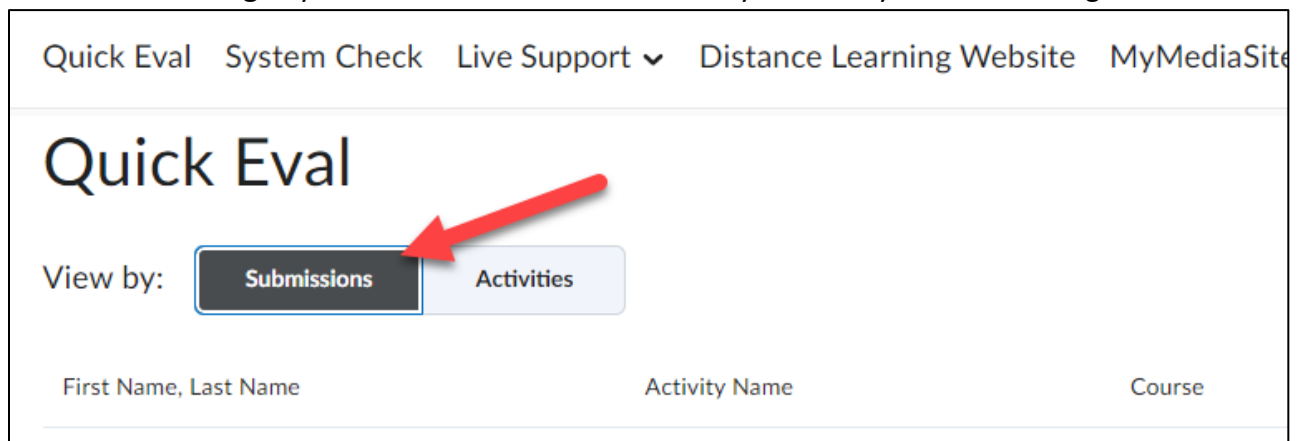
4. Hover over the area on the right side of an assignment to see options available. (A, hover view. B, normal view.)

This close-up shows the 'Online Course Tools Tour' section. The first item, 'Orientation Introduction' (Discussion), has a red circle 'A' over the '29 New Posts' text, indicating the hover view. The second item, 'Rubric Discussion Grading - Cassandra' (Discussion), has a red circle 'B' over the '1/29 Completed' progress indicator, indicating the normal view. The hover view also shows icons for 'Evaluate All', 'Submission List', and 'More Actions'.

5. **Click** Evaluate All (**A**) to go straight to the item for grading. **Click** Submission List (**B**) to view the students who have submitted/completed that particular item. **Click** More Actions (**C**) Publish All, or Dismiss the Activity until a set of options you set is chosen.



6. Viewing Quick Eval using the Submissions button allows a view of students, the activity, and the course. **Clicking** any one of the student names takes you directly to the item to grade.



7. Click Filters (1) to drill down by either Activity Name, Course Name, or Date (2).

