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## Quick Eval

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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. Scroll all the way to the bottom of the page, and under the Assessment section, **Click** on Quick Eval.

A screenshot of a web application's navigation menu. The menu is enclosed in a black rectangular border and is organized into four main sections: "Learner Manage", "Assessment", "Communication", and "News". The "Assessment" section is highlighted, and a red arrow points to the "Quick Eval" option within it. The "Learner Manage" section includes "Attendance", "Classlist", "Seating Chart", and "Self-Registration". The "Assessment" section includes "Awards", "Checklists", "Competencies", "Dropbox", "Quick Eval", "Quizzes", "Rubrics", "Self Assessments", and "Surveys". The "Communication" section includes "Discussions", "Intelligent Agents", and "News".

**Learner Manage**

- Attendance
- Classlist
- Seating Chart
- Self-Registration

**Assessment**

- Awards
- Checklists
- Competencies
- Dropbox
- Quick Eval
- Quizzes
- Rubrics
- Self Assessments
- Surveys

**Communication**

- Discussions
- Intelligent Agents
- News

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

# Quick Eval

View by: **Submissions** Activities

Filters ▾ Search  

First Name, Last Name Activity Name Course Submission Date ▲



## You're all caught up!

There are no submissions that need your attention.

Check back often for new submissions.

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:

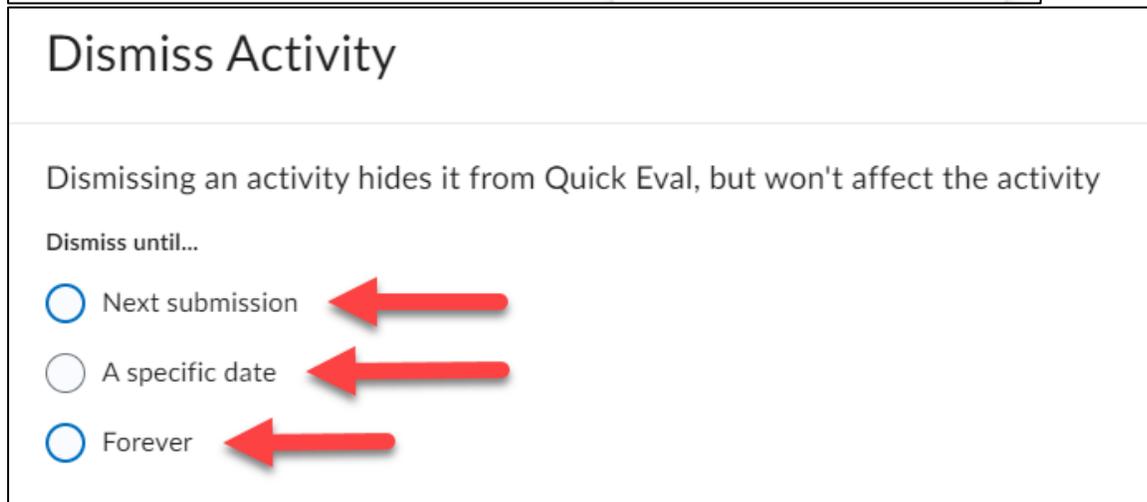
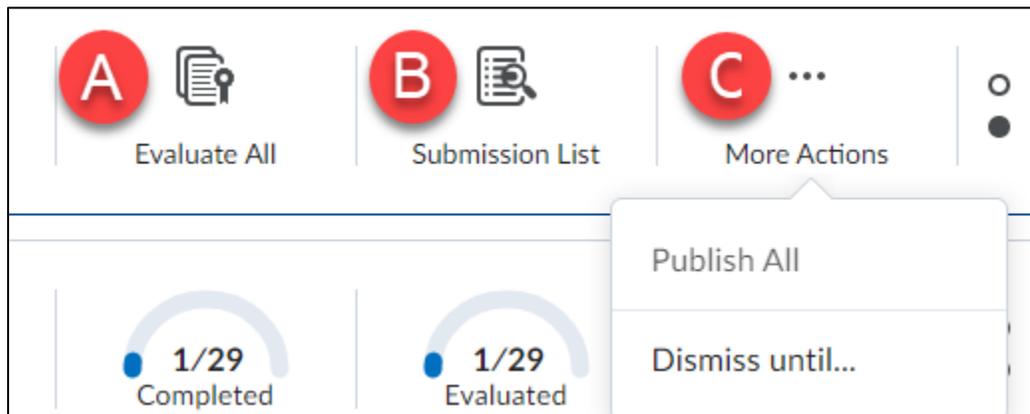
- Orientation Introduction** (Discussion): 29 posts, 13/29 Completed, 7/29 Evaluated, 7/29 Published.
- Rubric Discussion Grading - Cassandra** (Discussion): 1/29 Completed, 1/29 Evaluated, 1/29 Published.
- Orientation to Course Tools Assignment** (Assignment): 1 New Submission, 13/29 Completed, 13/29 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 is 'Orientation Introduction' (Discussion) with 29 New Posts. A red circle with the letter 'A' is positioned over the 'Evaluate All' button. A second red circle with the letter 'B' is positioned over the 'Completed' progress indicator of the second item, 'Rubric Discussion Grading - Cassandra' (Discussion), which shows 1/29 Completed, 1/29 Evaluated, and 1/29 Published.

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)**.

The image shows a screenshot of a web application interface. At the top, there is a search bar with the text "Search" and a magnifying glass icon. To the left of the search bar is a "Filters" button with a downward arrow. A red circle with the number "1" is placed over the "Filters" button. Below the "Filters" button, a dropdown menu is open, displaying the following options: "Clear All", "Activity Name", "Course", and "Date". Each option has a right-pointing chevron icon. A red circle with the number "2" is placed over the "Course" option. The background shows a table with columns labeled "Course" and "Date". The table contains several rows of data, including "Online Co", "Online Co", "Online Co", and "Online Course tools tour".