

Quick Eval

Last updated: 05 September 2022

What is the Quick Eval Tool?















Quick Eval offers evaluators a single location to view all student submissions that are awaiting evaluation. Submissions made to Assignments, Quizzes, and Discussions are displayed in a sortable list and can be selected to take you directly to the relevant page. Lecturers can sort, filter, and search submissions to prioritise their evaluation work.

When accessing Quick Eval from a specific course, the list of activities to evaluate is pre-filtered to only show items from that course. Click the ellipses icon and select **Multi-Course Quick Eval** to view submissions from all available courses. Evaluators only see submissions from students in sections they are enrolled in.

Submissions View in Quick Eval

In **Submissions** view, clicking on a student's name opens an evaluation screen directly from the Quick Eval list where the evaluator can complete their assessment. The search function in Quick Eval allows evaluators to locate submissions for evaluation by searching for a specific student, assignment, quiz, discussion topic, or course. Once you complete an evaluation, publish your feedback or save it as a draft and then return to the Quick Eval list to continue evaluating. Any assessment awaiting evaluation, or with its evaluation saved in draft status displays in Quick Eval.

Submissions view supports anonymous marking for assignments created with the **Hide student names during assessment** option selected. Student names and profile images do not display and are replaced by a generic profile image, and the name column shows **Anonymous User**.

Quick Eval			
View by:	Filter		Search
Submissions	Activities		
First Name, Last Name	Activity Name	Course	Submission Date
 Jacob Chung	 Text Submission	Science 1	5/22/2020 5:11 PM
 Jacob Chung	 File Submission	Science 1	5/22/2020 5:12 PM
 Jacob Chung	 On Paper Submission	Science 1	5/22/2020 5:18 PM
 Jacob Chung	 Observed In Person Submission	Science 1	5/29/2020 6:59 PM
 Jacob Chung	 Week 2: Marine Mammals	Science 1	3/8/2022 4:38 PM
 Jacob Chung	 Week 3: Marine Ecosystems	Science 1	3/8/2022 4:42 PM
 Joseph Chapman	 Week 2: Marine Mammals	Science 1	3/9/2022 12:15 PM

Assignment Submissions

Assignment submissions are listed when a student submits a file or text or marks an assignment as complete. They remain visible until an evaluator publishes feedback for the submission. If a resubmission is made by the student, it is added to the Quick Eval list. Submissions with their feedback in draft status display a draft icon to indicate their status. For assignments with the completion type **Automatically on due date** all submissions display in Quick Eval when the due date passes. Assignments with the completion type **Automatically on Evaluation** are not displayed in Quick Eval.

Quiz Submissions

Quiz submissions are listed when a student completes a quiz that requires manual grading. Once the quiz attempt is graded and saved, it is considered evaluated and no longer displays in Quick Eval. If a quiz is setup without the **Automatic Export to Grades** setting, then a quiz attempt evaluation from Quick Eval does not export to Grades. The evaluator must navigate to the Quizzes tool and select the quiz attempts to publish to the gradebook.

Discussion Submissions

Discussion submissions are listed when assessable discussion topics have a post or a reply written by a student. When the feedback on a discussion post is saved or published, the student submission is no longer displayed in Quick Eval. Submissions with feedback in draft status display a draft icon to indicate their status.

Activities View in Quick Eval

In Quick Eval, select **Activities** view to display a list of any assessable activities that have one or more submissions, regardless of the submission status. This view makes it easy to complete all assessments for one assignment, discussion, or quiz before moving on to the next task.

Activities view displays indicators to show:

- Student progress on submissions
- Lecturer progress on evaluations
- Lecturer progress on publishing feedback to students

It also includes links to the evaluation page, submission page, and a publish all action.

An activity shows up in Quick Eval's **Activities** view when there is an assessable activity that has one or more submissions, regardless of the submission status (i.e. either **awaiting evaluation status** or **evaluated**).

Quick Eval

View by: **Submissions** **Activities** Filter Search

Course3

Test 2 - Module 2 Quiz	1/7 Completed	1/7 Evaluated	1/7 Published	⋮
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Science 1

Week 2: Marine Mammals Discussion	2 New Posts	2/2 Completed	0/2 Evaluated	0/2 Published	⋮
Week 3: Marine Ecosystems Discussion	1 New Posts	1/2 Completed	0/2 Evaluated	0/2 Published	⋮
Text Submission Assignment	1 New Submissions	1/4 Completed	0/4 Evaluated	0/4 Published	⋮

Dismiss and Restore Activities

Dismissing an activity hides it from Quick Eval but won't affect the activity. The activity remains dismissed until the selected condition is met, or you manually restore it using the ellipsis icon in Quick Eval. A dismissed activity is still available for evaluation from its own tool (Assignments, Quizzes, Discussions).

To dismiss an activity

- In Quick Eval, from the **View by** options, click **Activities**.
- Hover over the activity you want to dismiss and click **More Actions > Dismiss until**.
- Select one of the following:
 - A specific date** and set how long you want to dismiss the activity for
 - Forever**
 - Dismiss Until Next Submission**
- Select **Dismiss Activity**.

To restore an activity

- Click on the ellipsis icon in Quick Eval and select **Dismissed activities**.
- Select the check box of the item you want to restore and click **Restore**.

Quick Eval Widget

The Quick Eval widget can be added to a course homepage and allows lecturers to view and access any submissions awaiting evaluation. The Quick Eval widget displays a list of up to six activities with submissions to evaluate. The activities are sorted by due date, with the earliest date first. The icon

Facebook: /CILT.UCT **Web:** www.cilt.uct.ac.za **Service Portal:** uct.service-now.com **Email:** cilt-helpdesk@uct.ac.za **Phone:** 021 650 5500

indicator in the widget shows the type of activity (assignment, discussion, or quiz), and the number of unevaluated submissions for each activity.

If the Quick Eval widget is placed on the organisation level homepage it displays information from all active courses.