

# Grading Assessments using Quick Eval

This tutorial will show you how to use the Quick Eval from your course to grade assessments.

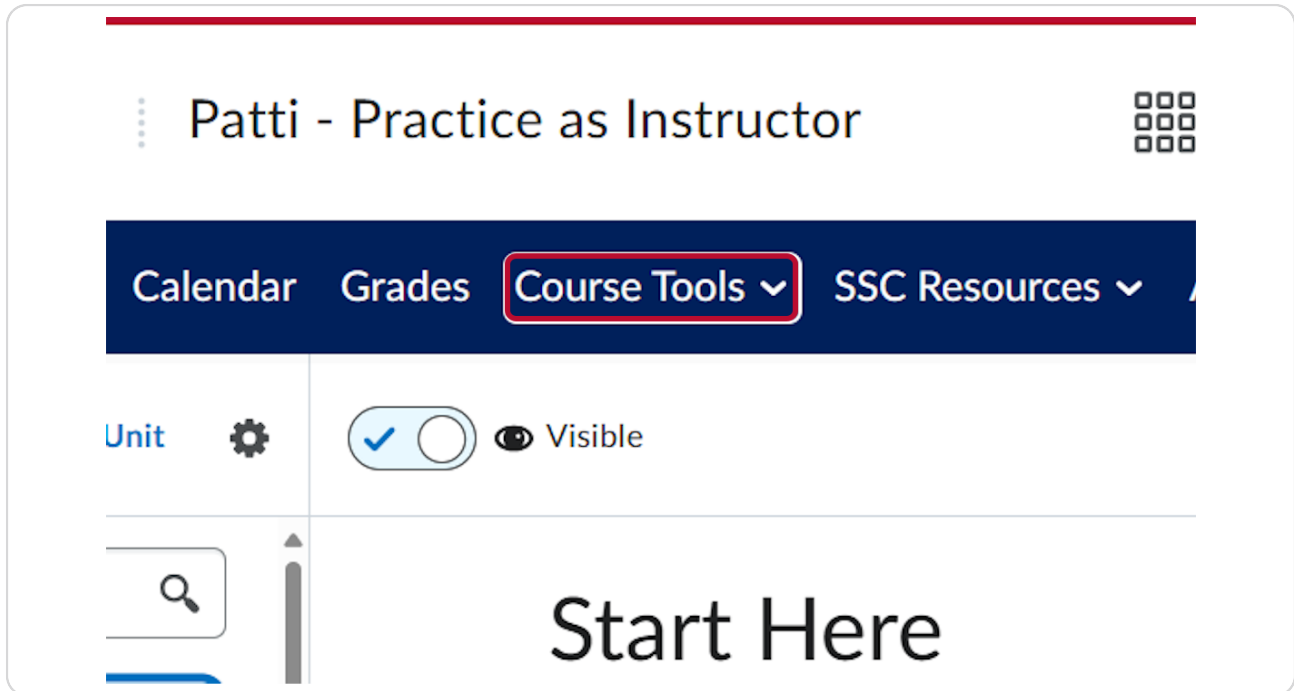
15 Steps [View most recent version](#) 

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Created by	Creation Date	Last Updated
Patti Brown	Sep 08, 2025	Sep 08, 2025

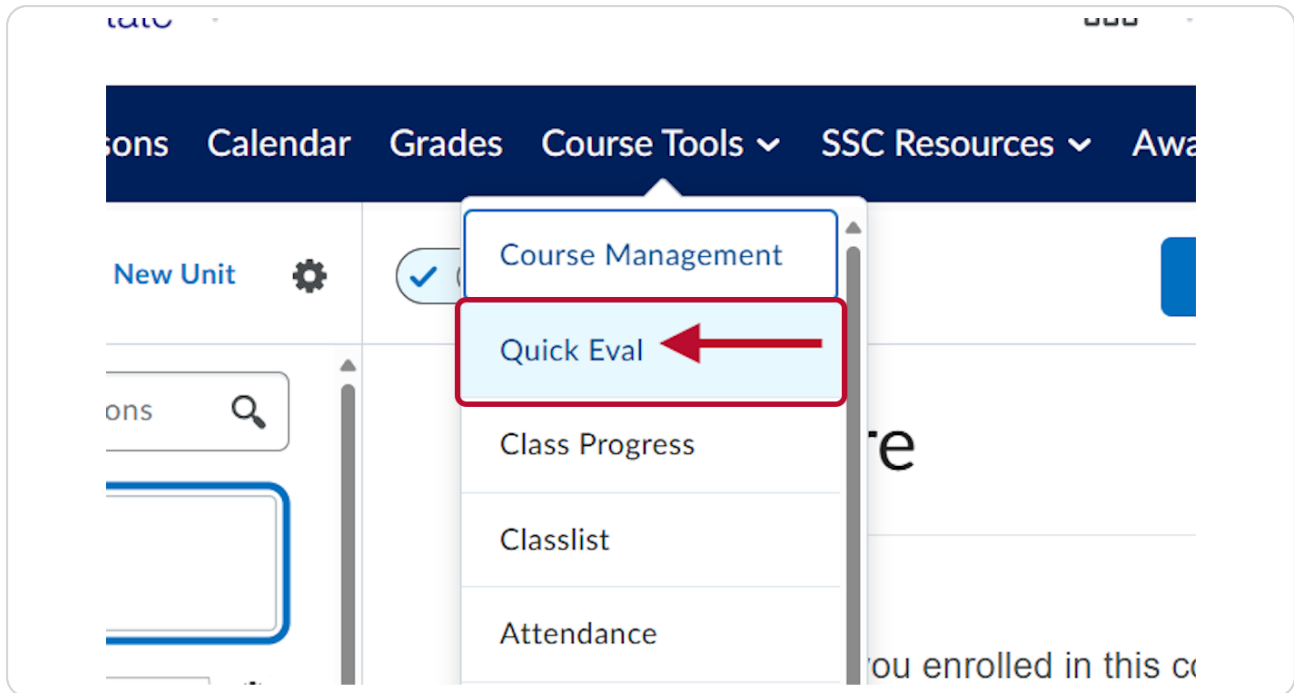
## STEP 1

### Click on Course Tools



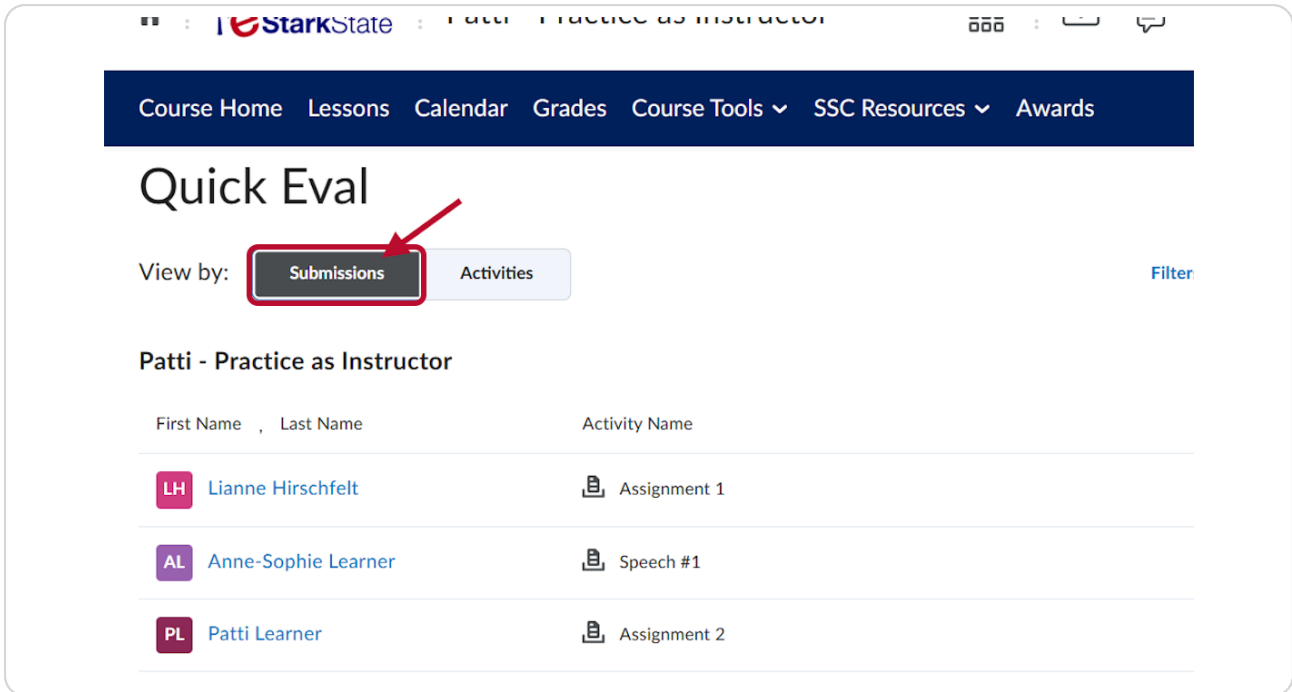
## STEP 2

### Click on Quick Eval



### STEP 3

**You have two View By options. Click Submissions to see each individual submission**



The screenshot shows the StarkState 'Quick Eval' interface. At the top is a navigation bar with links: Course Home, Lessons, Calendar, Grades, Course Tools, SSC Resources, and Awards. Below this is the 'Quick Eval' title. Under 'View by:', there are two buttons: 'Submissions' (highlighted with a red box and a red arrow) and 'Activities'. To the right of these buttons is a 'Filter' link. Below the buttons is the section title 'Patti - Practice as Instructor'. This section contains a table with two columns: 'First Name , Last Name' and 'Activity Name'. The table lists three entries:




First Name , Last Name	Activity Name
LH Lianne Hirschfelt	Assignment 1
AL Anne-Sophie Learner	Speech #1
PL Patti Learner	Assignment 2

#### STEP 4

Click on the student you want to grade. In our example, we clicked on a sample student named Lianne Hirschfelt

# Patti - Practice as Instructor

Yo

First Name , Last Name	Activity Name
<div>LH</div> <div>Lianne Hirschfelt</div>	<div></div> Assignment
<div>AL</div> <div>Anne-Sophie Learner</div>	<div></div> Speech #1
<div>PL</div> <div>Patti Learner</div>	<div></div> Assignment

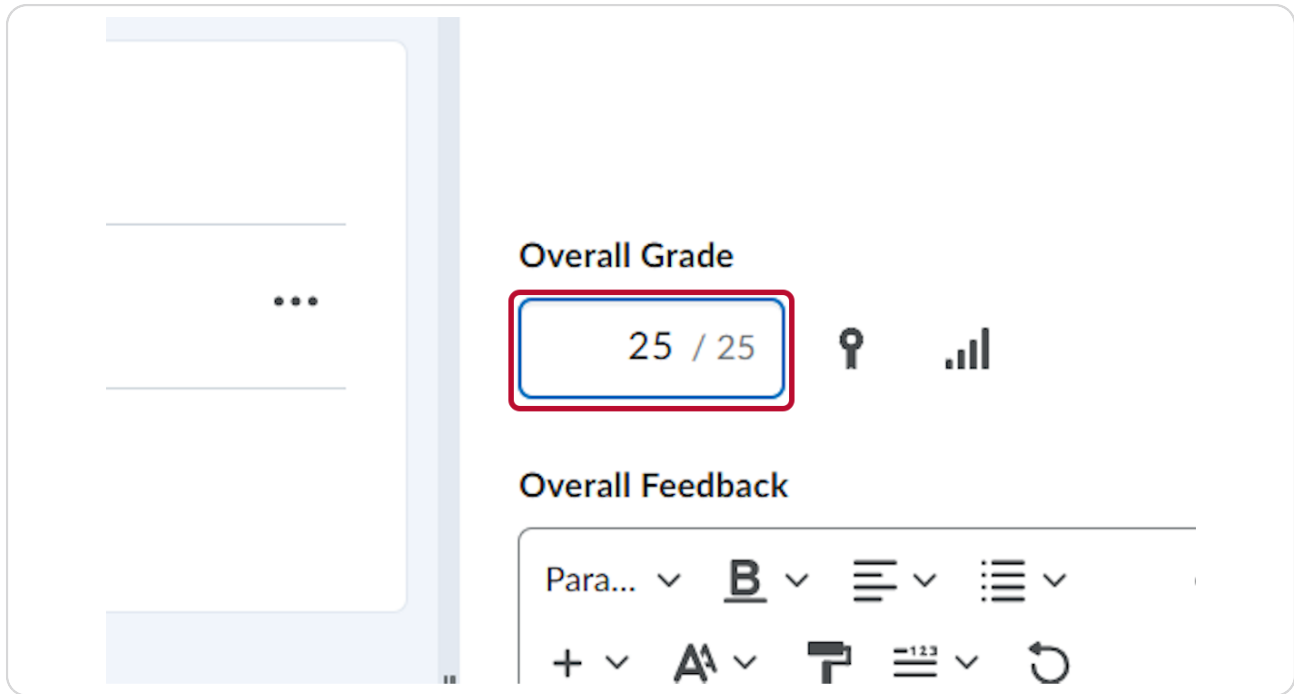
## STEP 5

**Click on their file to view it in the submission field.**

The screenshot displays a web interface for managing assignments. At the top, there's a navigation bar with a 'Back to Quick Eval' link, the assignment title 'Assignment 1' by 'Patti - Practice as Instructor', and a user profile 'User 1'. Below this, a dropdown menu shows 'User Submissions'. The main content area features 'Submission 1' by 'Lianne Hirschfelt' (LH), which is 'Unevaluated' and dated 'Tuesday, October 8, 2024 9:51 AM'. A file named 'Loki.JPG' (1.7 MB) is attached, highlighted by a red box with a red arrow pointing to it. Below the file, a 'Comments' section contains the text 'Attached is my homework.' and a 'Download all files' link. On the right side, there's a feedback section with an 'Overall Grade' of '25 / 25', an 'Overall Feedback' text area containing 'Great job!', and a toolbar with various editing tools.

## STEP 6

Click on Overall grade to give them a score. Note: If you have a rubric, you can use the rubric to populate the Overall Grade field.



The screenshot shows a user interface for grading. On the left is a vertical sidebar with a light blue header and footer, and a central area with three horizontal lines and three dots. The main content area on the right has a title 'Overall Grade' above a text input field containing '25 / 25'. This field is highlighted with a red rectangular border. To the right of the field are two icons: a key icon and a bar chart icon. Below the 'Overall Grade' section is the 'Overall Feedback' section, which contains a rich text editor toolbar with various icons for text formatting and editing.

## STEP 7

### Click on Overall Feedback

Back to Quick Eval

**Assignment 1**  
Patti - Practice as Instructor

User 1 of 5

LH Lianne Hirschfelt User Submissions

**Submission 1**  
Unevaluated Tuesday, October 8, 2024 9:51 AM

Loki  
JPG • 1.7 MB

Comments  
Attached is my homework.

Download all files

You can add feedback here.

Overall Grade  
25 / 25

Overall Feedback

Para... B + A P ...

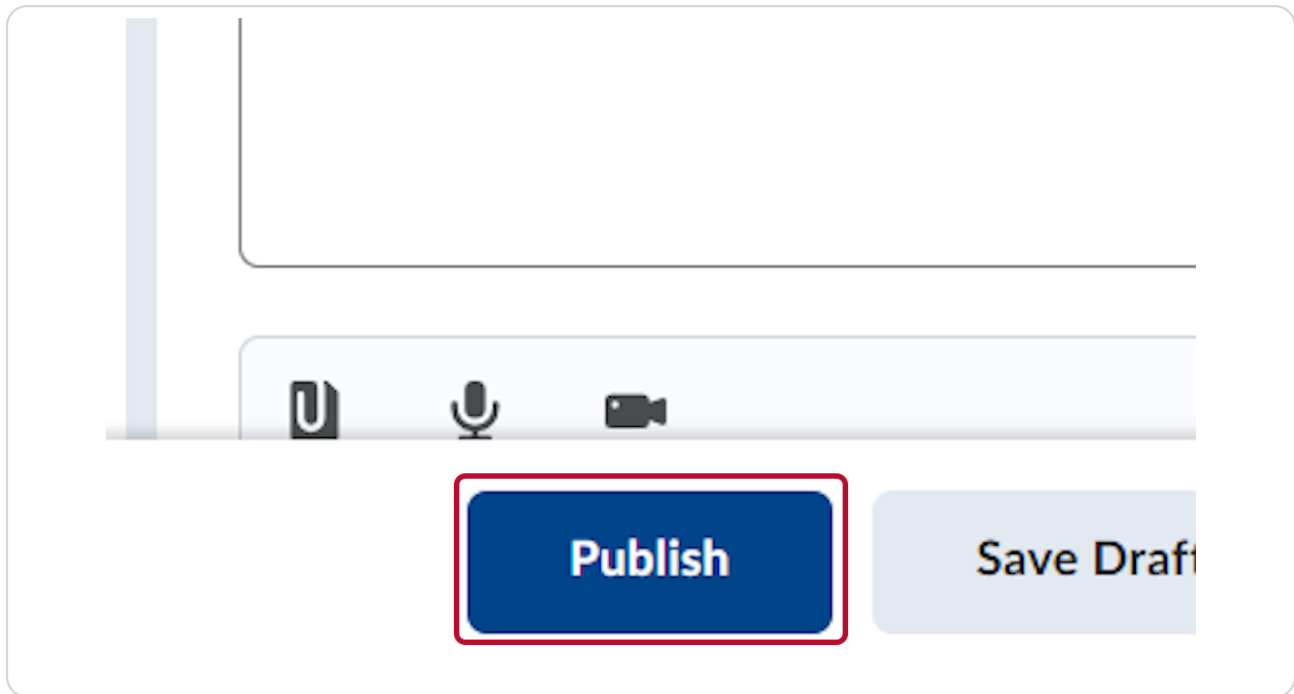
Great job!

Publish Save Draft



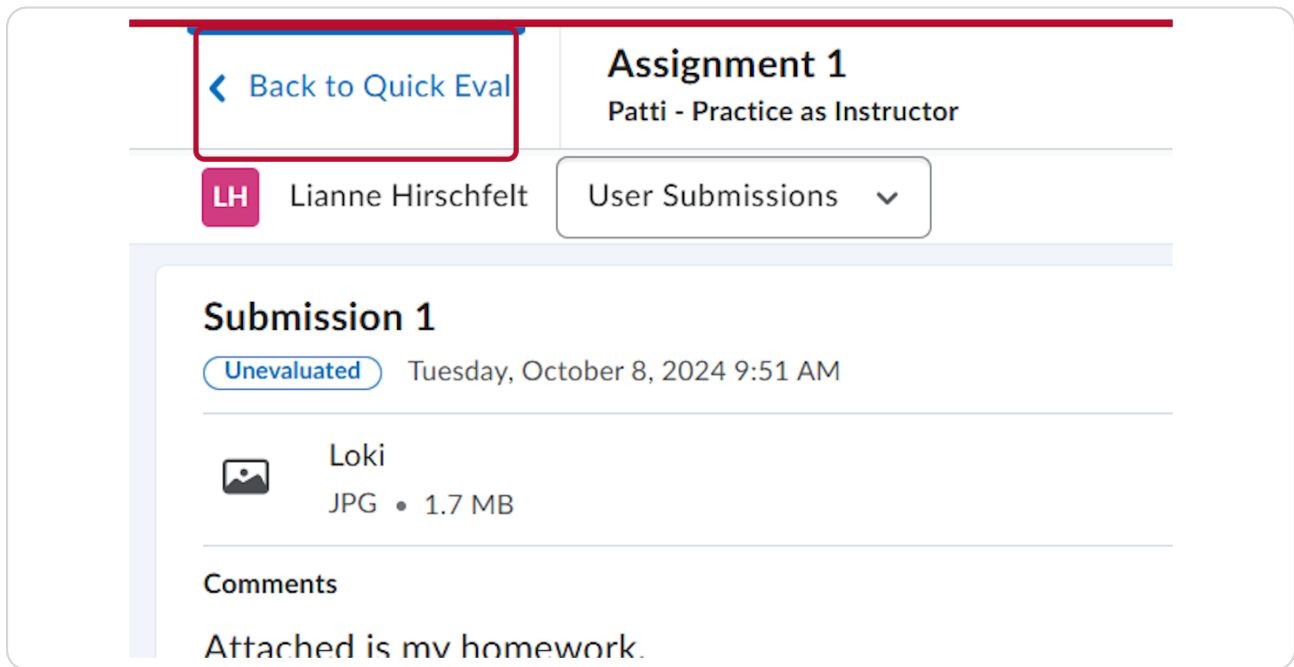
## STEP 8

When you are done grading and adding feedback, click Publish to push the grades to the grade book. **NOTE:** You can also Save Draft and come back later to complete your grading. Once all grading is complete, you will need to click Publish.



## STEP 9

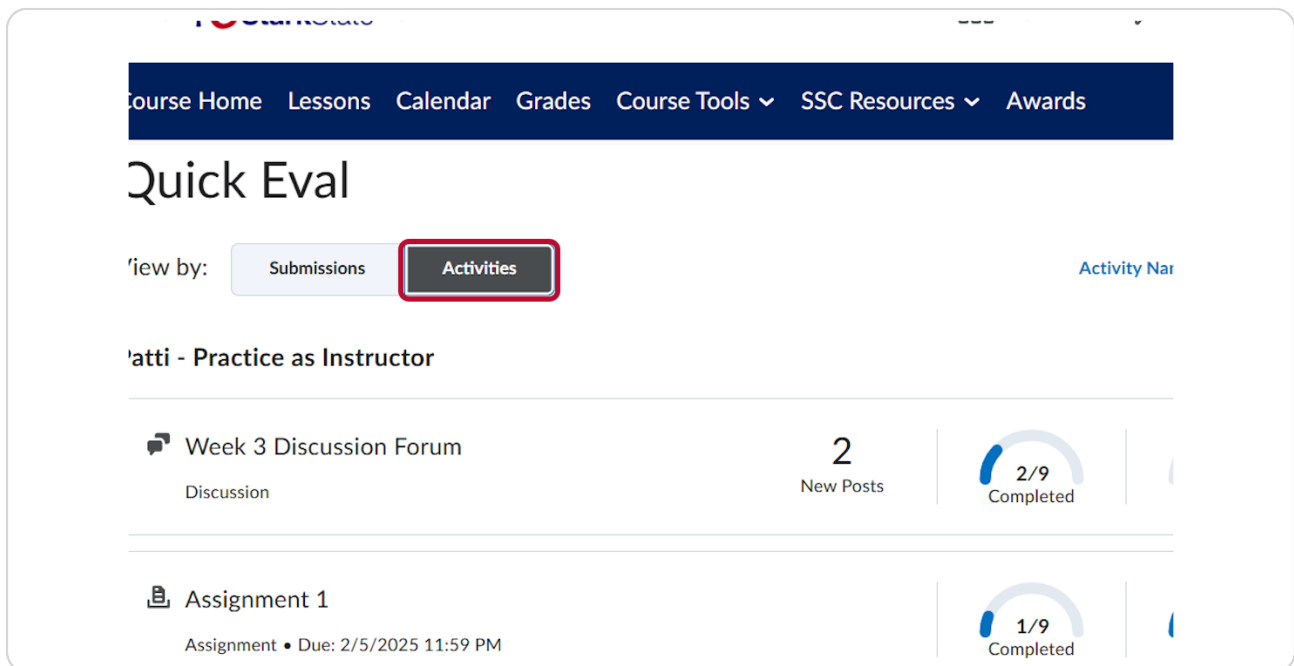
### Click on Back to Quick Eval



The screenshot shows the 'Assignment 1' page for 'Patti - Practice as Instructor'. At the top left, there is a button labeled '< Back to Quick Eval' which is highlighted with a red rectangular box. Below this, the user 'LH Lianne Hirschfelt' is shown next to a 'User Submissions' dropdown menu. The main content area displays 'Submission 1' with a status of 'Unevaluated' and a timestamp of 'Tuesday, October 8, 2024 9:51 AM'. Below the submission details, there is a section for 'Comments' showing a comment: 'Attached is mv homework.'.

## STEP 10

### You can also view the assessments using the Activities button.



The screenshot shows the 'Quick Eval' page. At the top, there is a navigation bar with links: 'Course Home', 'Lessons', 'Calendar', 'Grades', 'Course Tools', 'SSC Resources', and 'Awards'. Below the navigation bar, the page title 'Quick Eval' is displayed. Underneath, there is a 'View by:' section with two buttons: 'Submissions' and 'Activities'. The 'Activities' button is highlighted with a red rectangular box. To the right of these buttons, there is a link labeled 'Activity Nar'. Below this, the user 'Patti - Practice as Instructor' is shown. The main content area lists two activities: 'Week 3 Discussion Forum' and 'Assignment 1'. For 'Week 3 Discussion Forum', it shows '2 New Posts' and a progress indicator '2/9 Completed'. For 'Assignment 1', it shows '1/9 Completed' and a due date 'Due: 2/5/2025 11:59 PM'.

## STEP 11

On the Activities page, you will see all the activities that have submissions. Click on the specific activity to view all the submissions.

The screenshot shows the 'Quick Eval' page in the eStarkState system. The page header includes the eStarkState logo, the user name 'Patti - Practice as Instructor', and various navigation icons. A dark blue navigation bar contains links for 'Course Home', 'Lessons', 'Calendar', 'Grades', 'Course Tools', 'SSC Resources', and 'Awards'. Below this, the 'Quick Eval' section has a 'View by:' dropdown set to 'Activities' and a search bar. The main content area lists three activities:

Activity Name	Submissions	Completed	Evaluated	Published	More Actions
<b>Week 3 Discussion Forum</b> Discussion	2 New Posts	1/9 Completed	1/9 Evaluated	0/9 Published	...
Assignment 1 Assignment • Due: 2/5/2025 11:59 PM		1/9 Completed	1/9 Evaluated	0/9 Published	...
Speech #1 Assignment	1 New Submissions	3/9 Completed	2/9 Evaluated	2/9 Published	...

The 'Week 3 Discussion Forum' activity is highlighted with a red box, indicating it is the focus of the step.

## STEP 12

Click on new submissions on the left or you can view all submission

The screenshot shows the 'Quick Eval' page for 'Patti - Practice as Instructor'. The top navigation bar includes 'Course Home', 'Lessons', 'Calendar', 'Grades', 'Course Tools', 'SSC Resources', and 'Awards'. Below this, the 'View by:' tabs are set to 'Submissions' and 'Activities'. A search bar is available with the placeholder 'Activity Name'. The main content area lists activities: 'Week 3 Discussion Forum' (Discussion), 'Assignment 1' (Assignment), and 'Speech #1' (Assignment). For 'Week 3 Discussion Forum', there are buttons for 'New Posts' (with a red annotation 'Click here to grade new submissions' and a tooltip '2 threads or replies'), 'Evaluate All' (with a red annotation 'Click these to see ALL submissions'), and 'Submission List'. Progress indicators for 'Completed', 'Evaluated', and 'Published' are shown for each activity.

## STEP 13

Click on highlight

The screenshot shows the 'Week 3 Discussion Forum' page. The top navigation bar includes 'Back to Quick Eval' and 'Weekly Discussions - Patti - Practice as Instructor'. The user is 'User 1 of 2'. The post is by 'Anne-Sophie Learner' and is titled 'Anne Sophie's Speech'. The post content is 'Here is my speech called [How the Telephone was Invented](#)'. A red annotation 'Read the posts on this window.' points to the post content. On the right side, there is a sidebar for grading and feedback. It includes an 'Overall Grade' section with a red annotation 'Add the score' pointing to the '10 / 10' grade. Below this is an 'Overall Feedback' section with a red annotation 'Add feedback here.' pointing to the text area containing 'Good job.'. At the bottom of the sidebar are 'Publish' and 'Save Draft' buttons.

**STEP 14**

**Click on Publish when you are done grading.**



**STEP 15**

**Click on Next to go to the next student.**

