Grading Assessments using Quick Eval

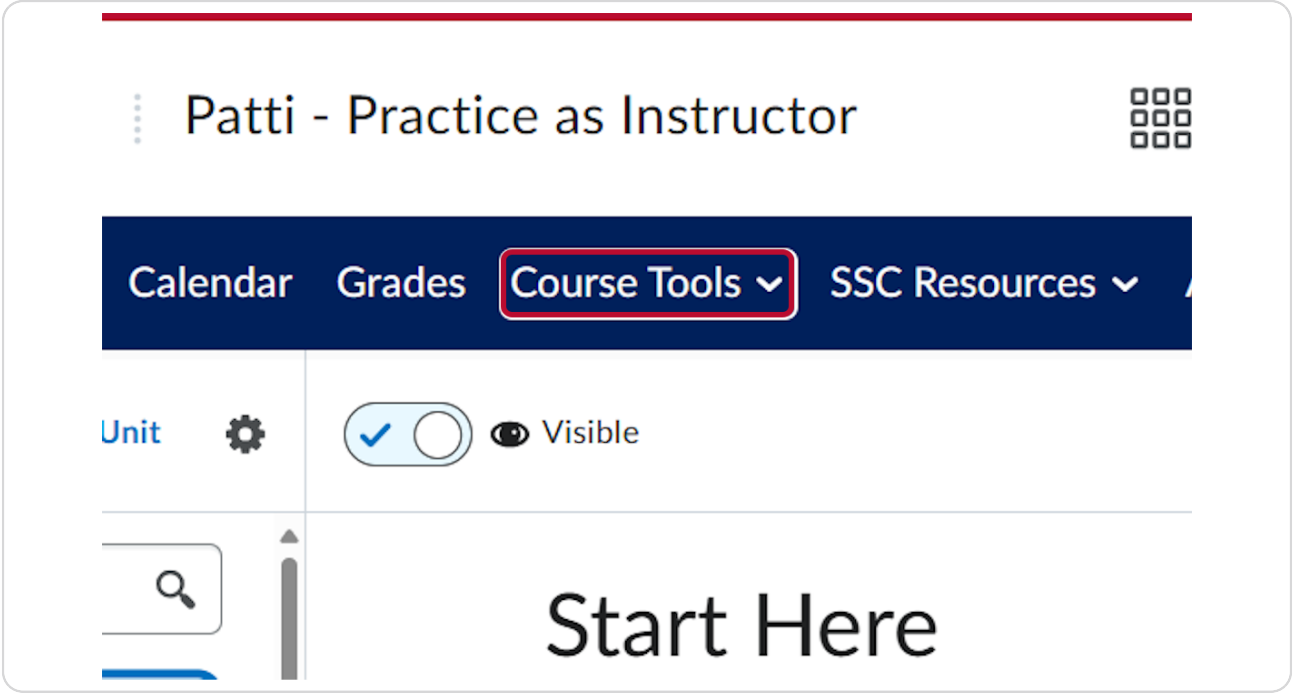
This tutorial will show you how to use the Quick Eval from your course to grade assessments.

15 Steps [View most recent version]

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

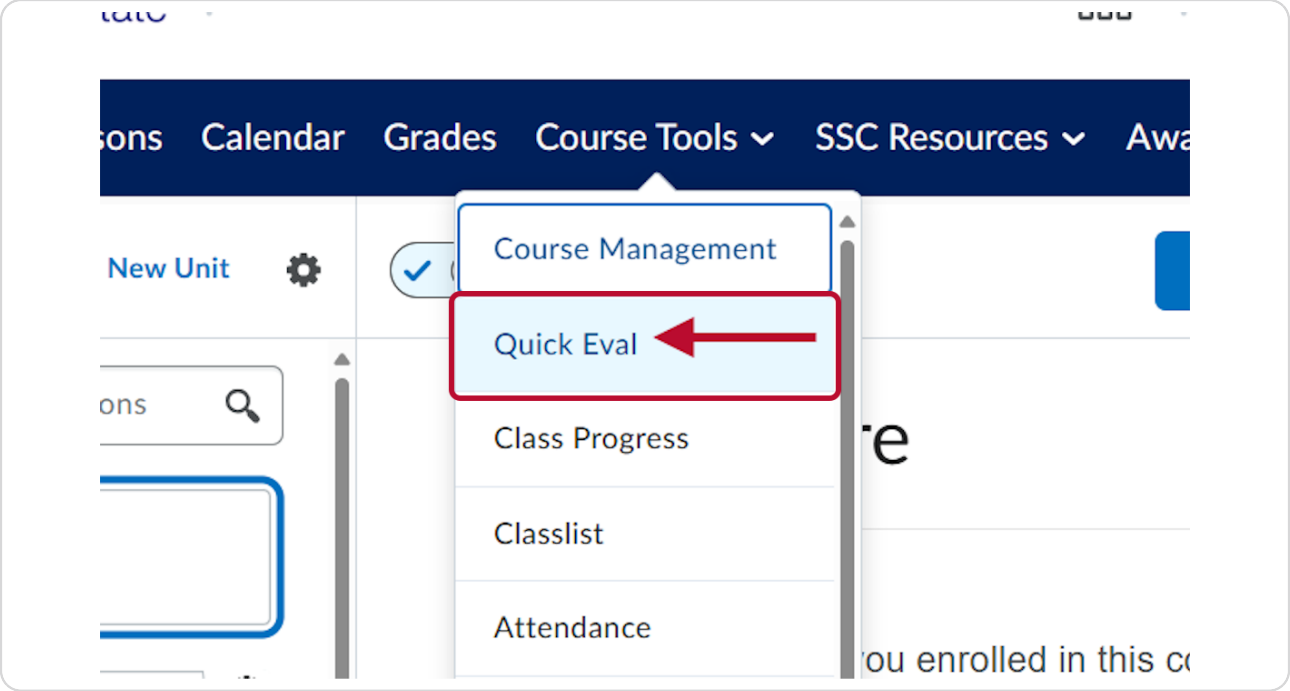
STEP 1

Click on Course Tools



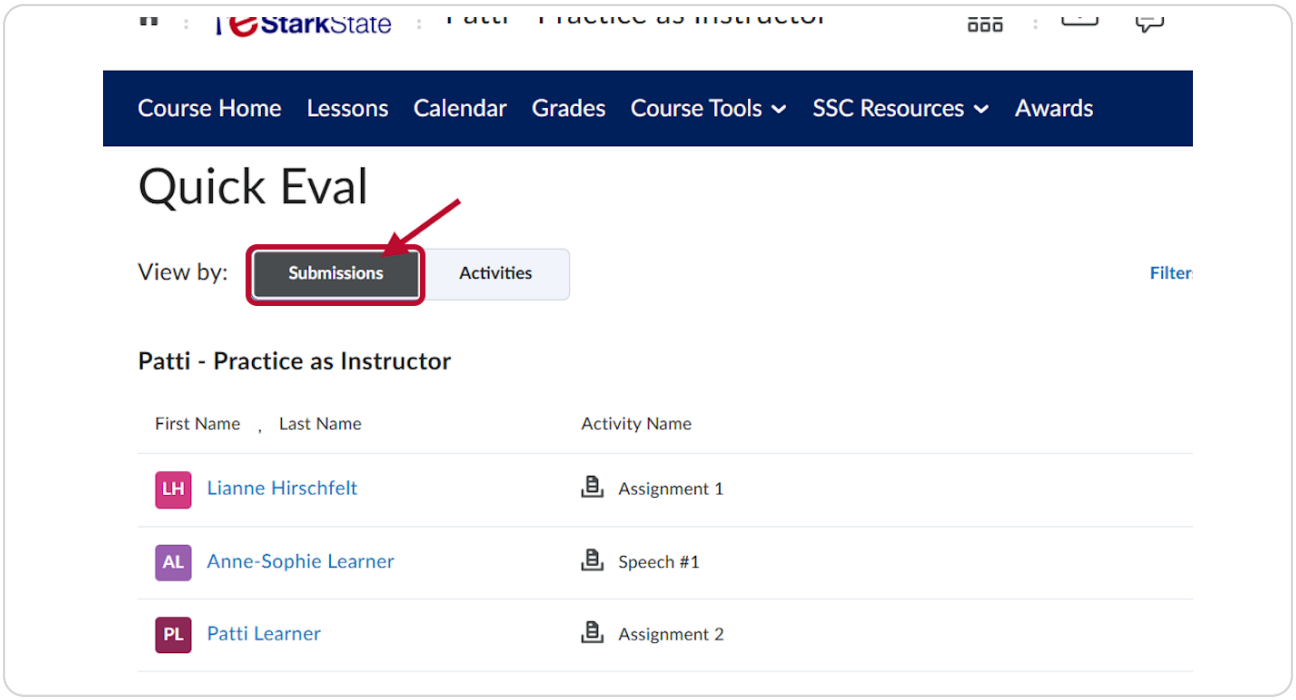
STEP 2

Click on Quick Eval



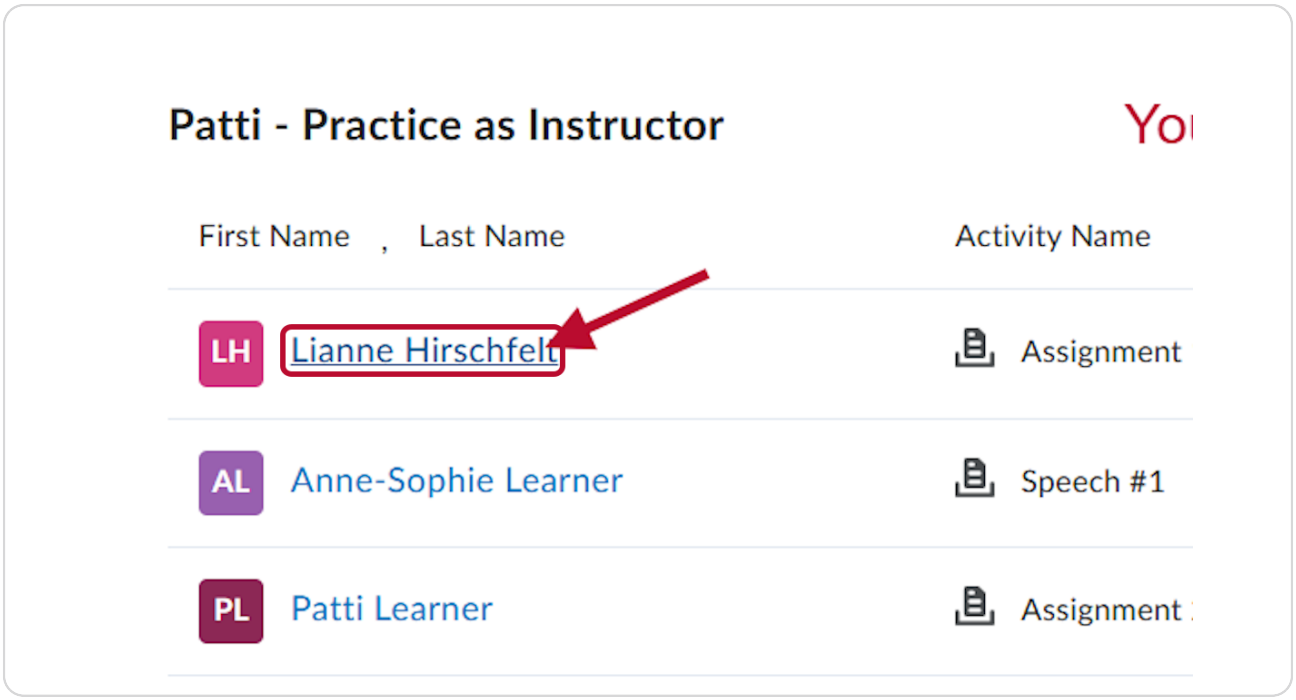
STEP 3

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



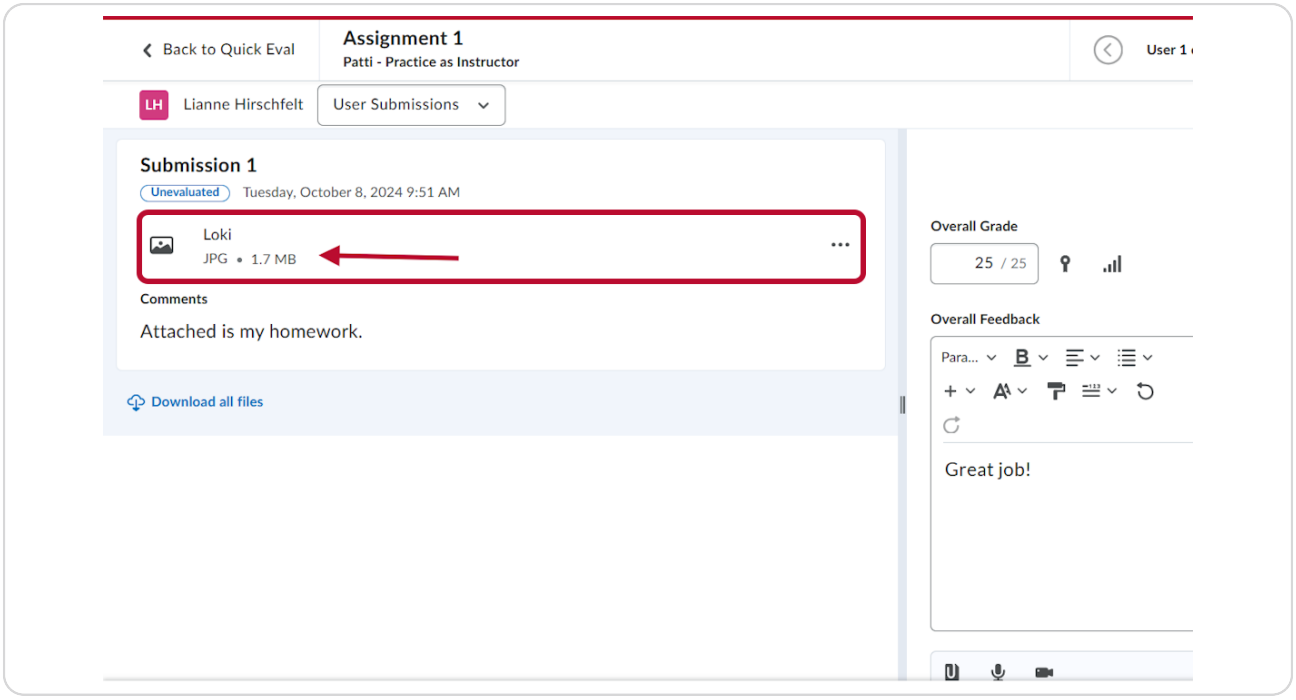
STEP 4

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



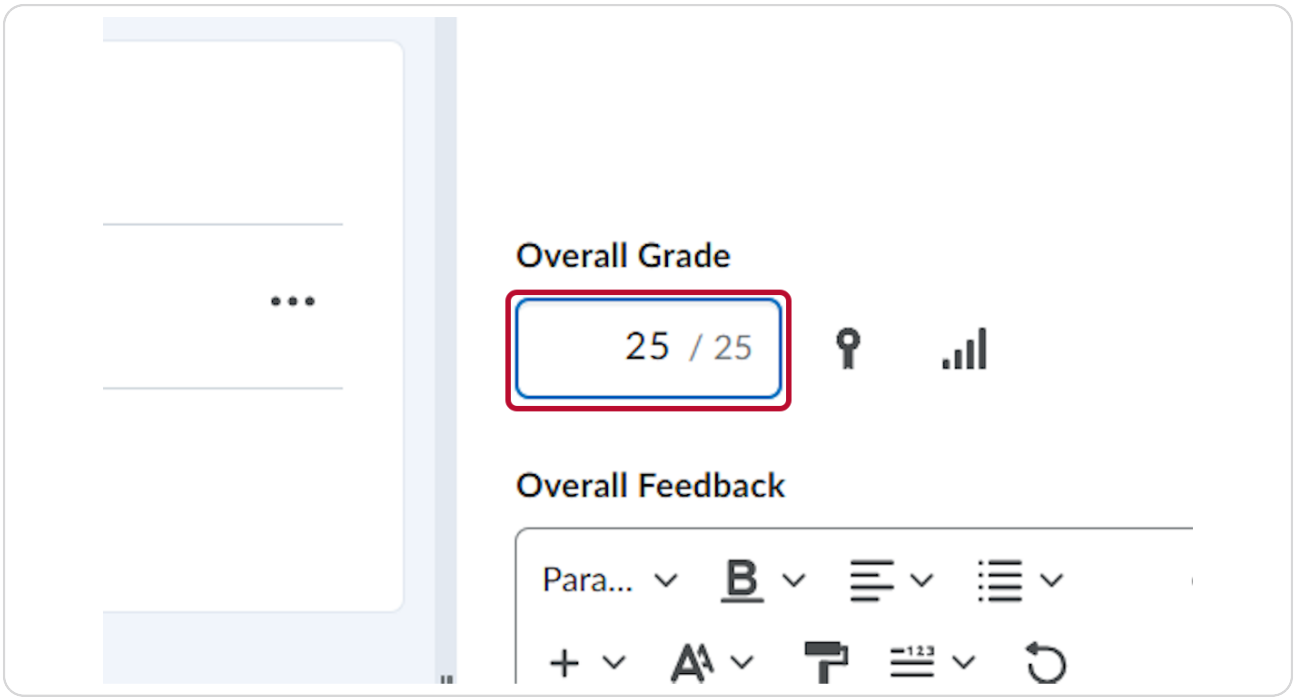
STEP 5

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



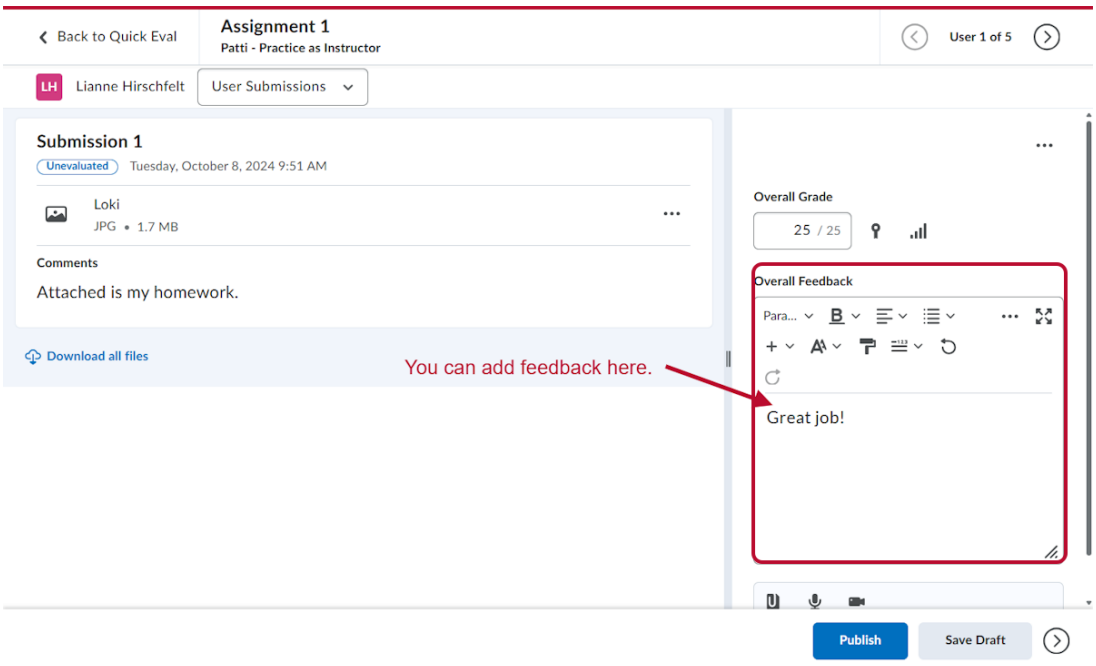
STEP 6

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.



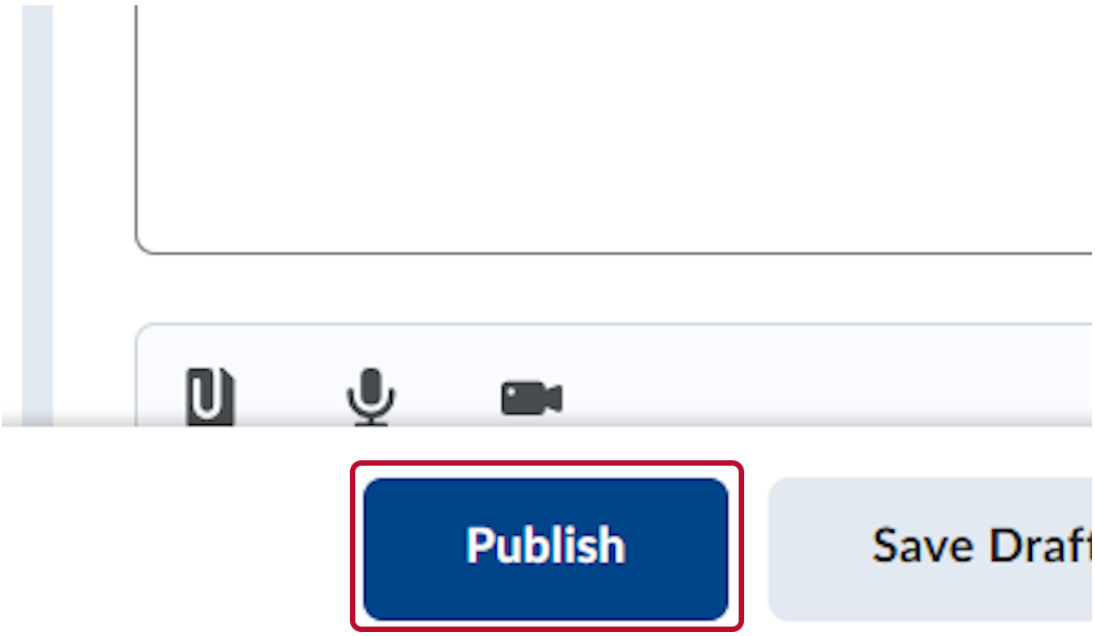
STEP 7

Click on Overall Feedback



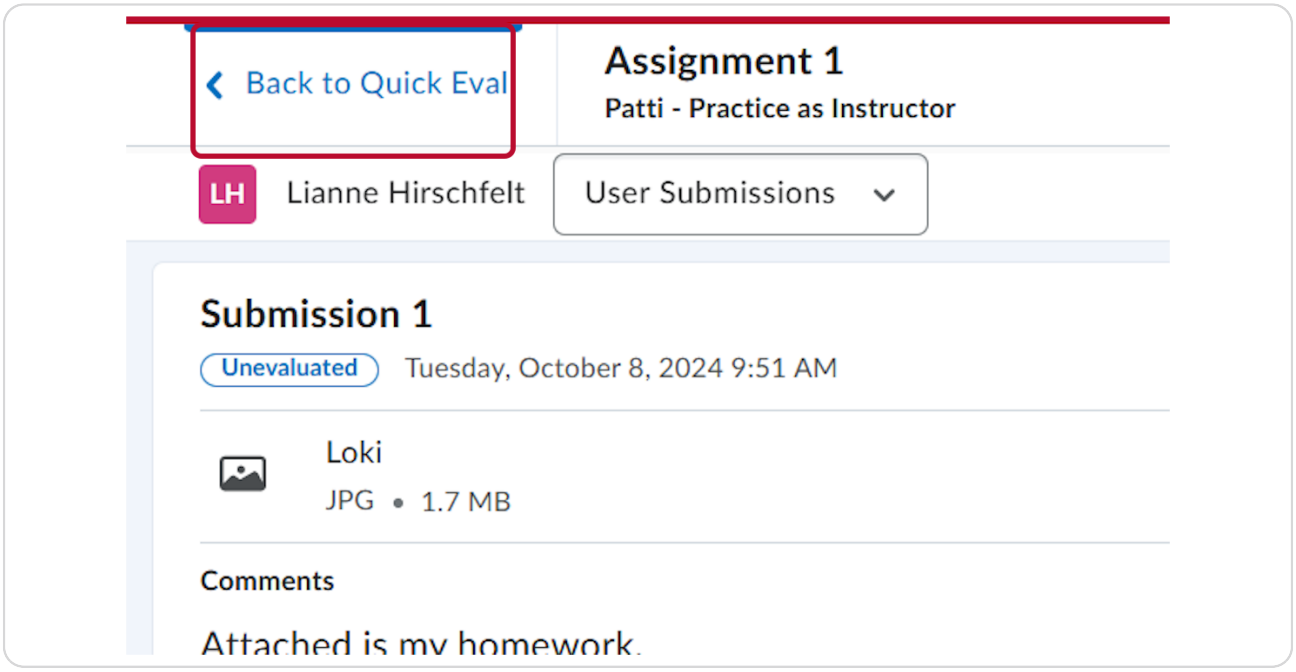
STEP 8

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.



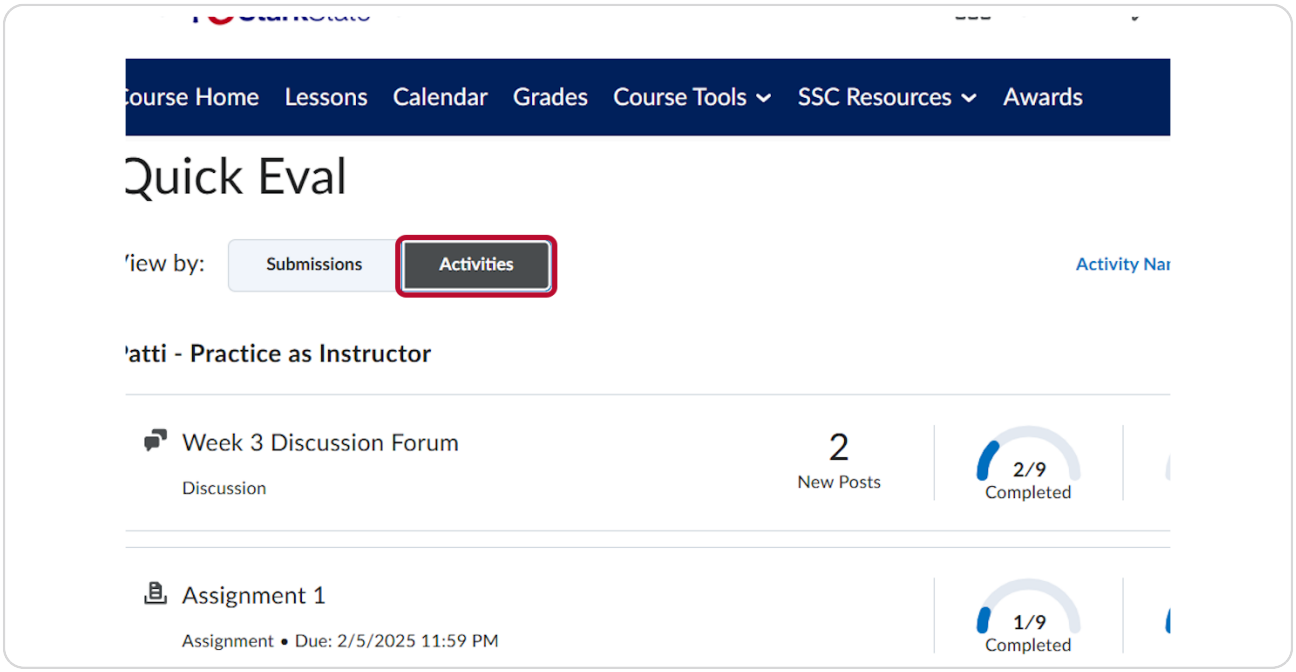
STEP 9

Click on Back to Quick Eval



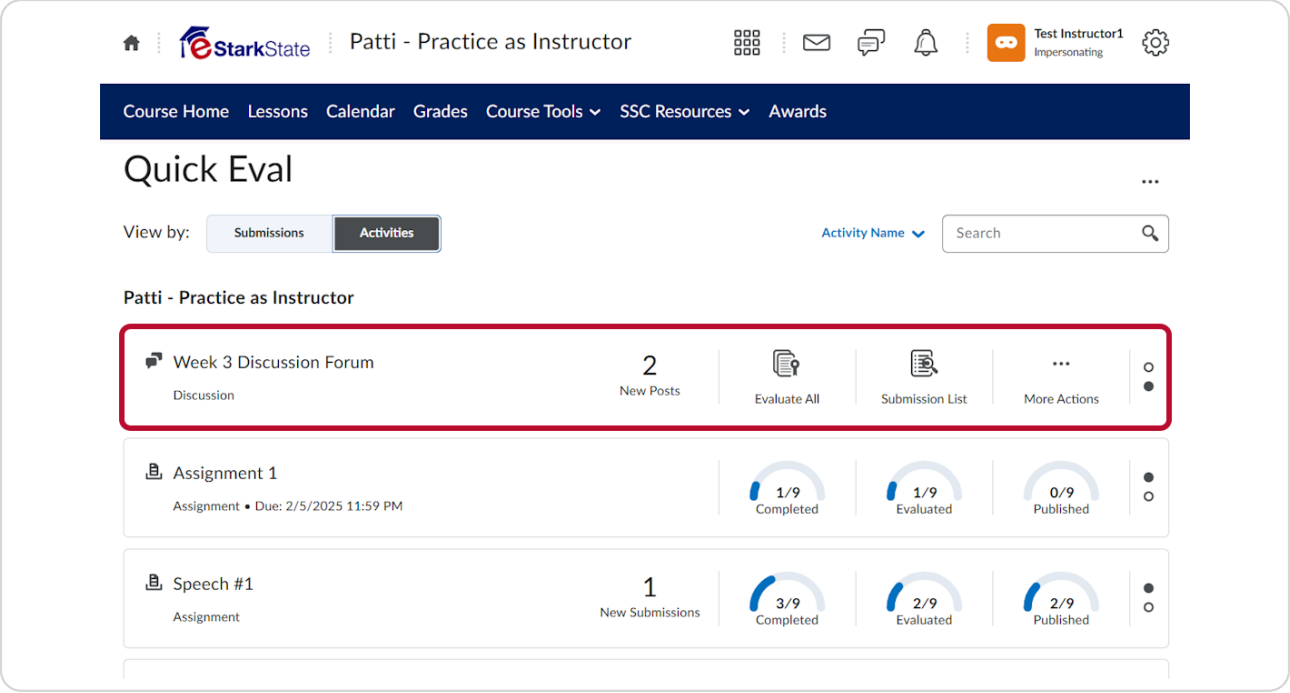
STEP 10

You can also view the assessments using the Activities button.



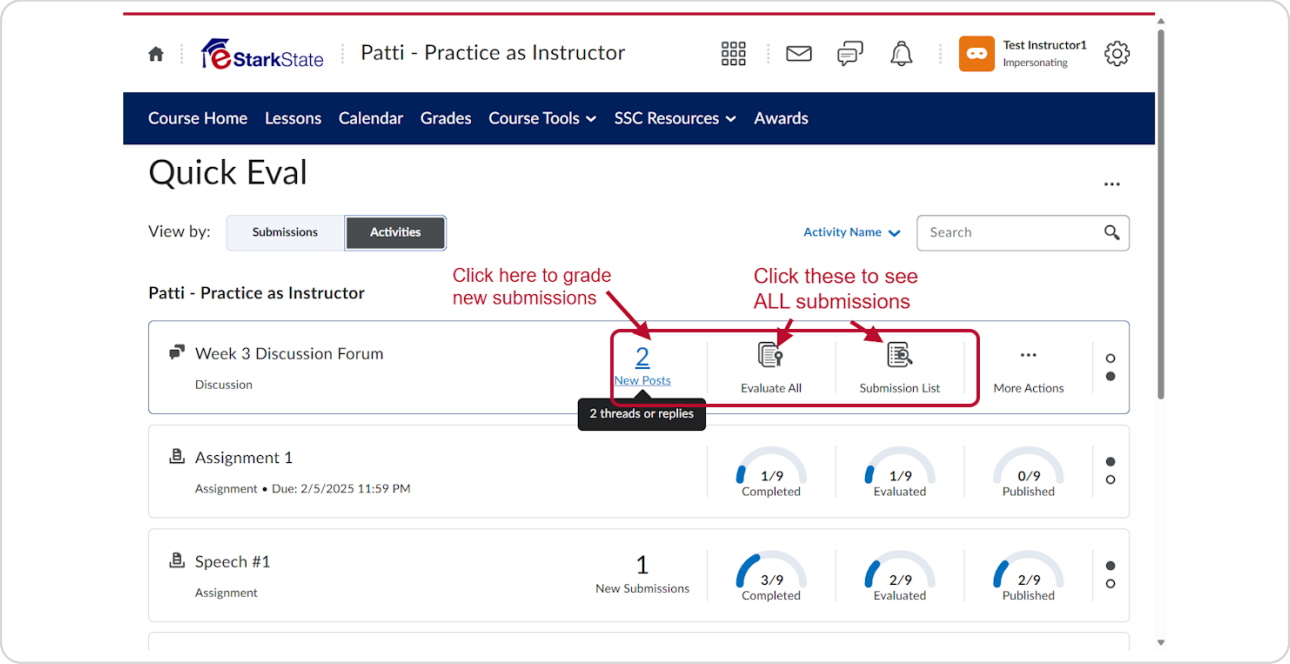
STEP 11

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



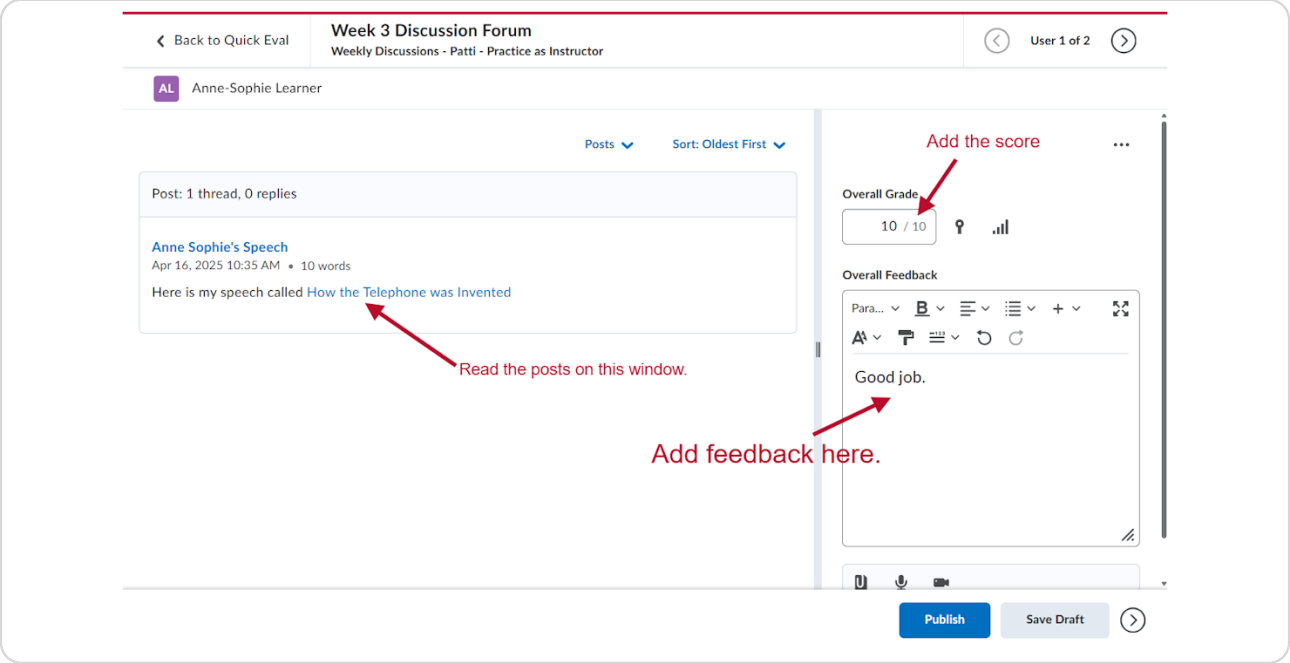
STEP 12

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



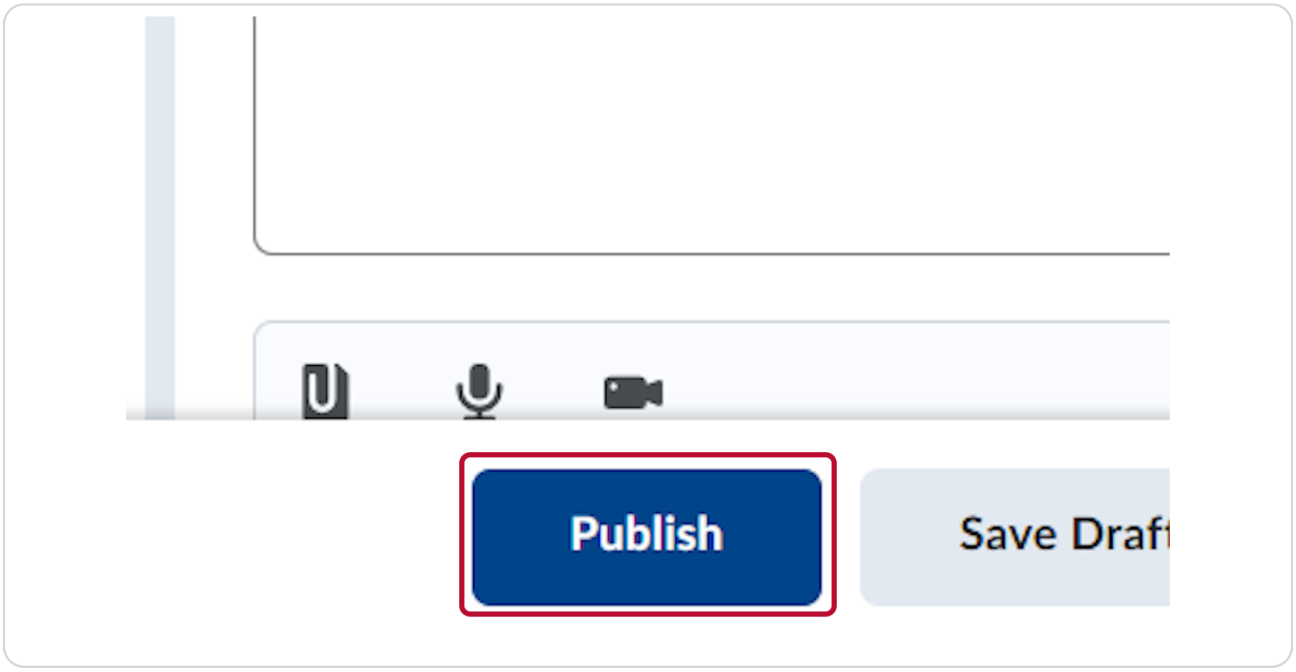
STEP 13

Click on highlight



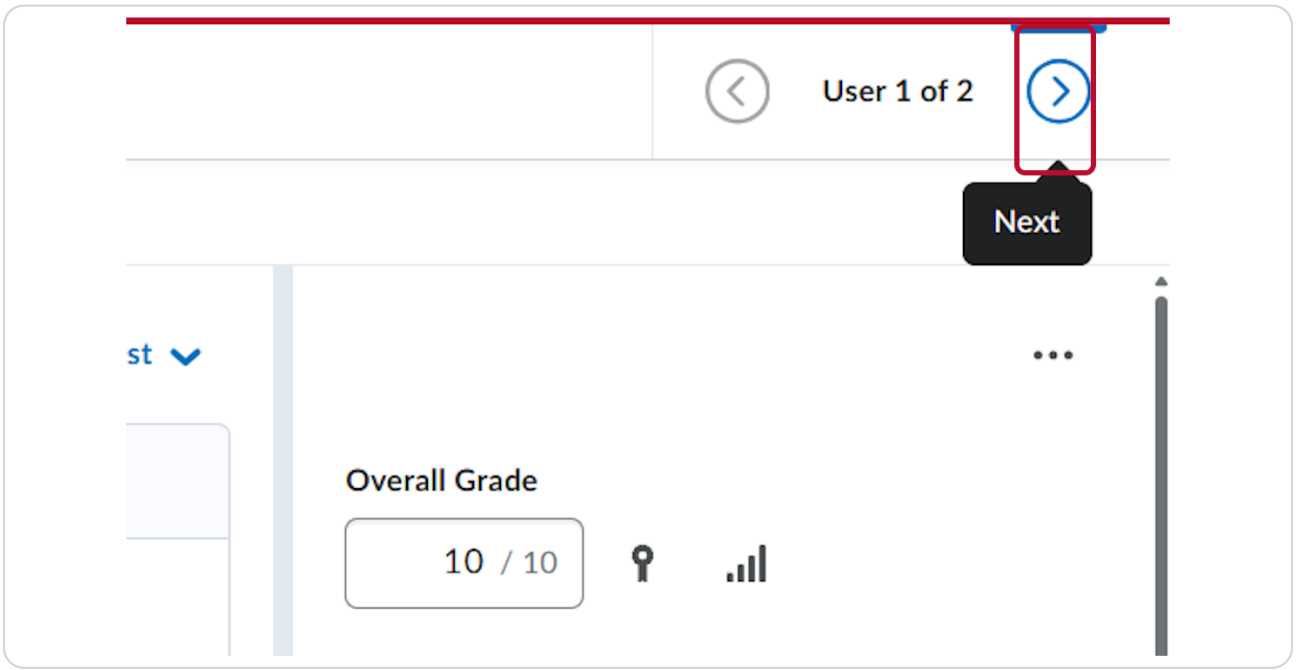
STEP 14

Click on Publish when you are done grading.



STEP 15

Click on Next to go to the next student.



StarkState