



University College Dublin  
IT Services – Seirbhísí TF

# EXTERN EXAMINER GUIDE TO BRIGHTSPACE

Quick Guide for External Examiners on how to navigate Brightspace

## ACCESS

To access Brightspace, go to [www.ucd.ie/connect](http://www.ucd.ie/connect) and click on the Brightspace icon in the top right corner:



On the Brightspace landing page, you will see a tile for each module to which you have been enrolled. To access a module click on the **module name**:

The screenshot shows the Brightspace user interface. At the top, there is a navigation menu with items: Help, My Brightspace, Data Access, Insights Portal, Assessment Summary, and Explore. Below the menu is a red-bordered warning banner that reads: "Grades may be displayed to you in Brightspace in advance of provisional and final results release via SISweb. These grades are considered indicative only." The main content area is divided into two columns. The left column, titled "My Modules", displays a grid of module tiles. The first tile, "GRC20030-Early Roman Empire-2019/20 Spring", is highlighted with a red box. Other visible tiles include "Brightspace LE Instructor Training FULL", "Becoming a Better Univ Teacher Migrated", "Ag Extension&Innovation Online Migrated", "Tricia Mountjoy - Sandbox", and "Getting Started with Brightspace". The right column contains three sections: "COVID-19: Faculty Updates", "COVID-19: Student Updates", and "My Announcements". The "My Announcements" section features a "Live Exam Support - Faculty (only)" announcement.

## MODULE LANDING PAGE

You will then be brought to the **Module Landing Page**, all modules have the same layout:

The screenshot shows a Brightspace interface for a module. At the top, the UCD logo and the module title 'GRC20030-Early Roman Empire-2019/20 Spring' are visible. A navigation bar includes 'My Learning', 'Assessment', 'Discussions', 'My Class', and 'Library'. A 'Waffle Icon' is used to access a 'List of Modules'. The main content area features 'My Learning' (Module Learning Materials) and 'Assessment' (Assignments & Quizzes). A 'Calendar' widget shows the current date as Friday, 15 May 2020, and an upcoming event on May 16 at 11:30 PM: 'Second Assignment - Due'. An 'Updates' widget shows 74 unread discussion posts, 66 new assignment submission files, and 26 broken links. A 'My Announcements' widget displays a welcome message for the module. A 'Module Descriptor' widget provides a view of the module descriptor from the CMS, showing details for 'Early Roman Empire (GRC20030)'. A callout box points to a 'Module Descriptor' link that opens this view.

**UCD Logo**  
Brightspace Home Page

**Module Title**  
Return to Module Landing Page

**Waffle Icon**  
List of Modules

**My Learning**  
Module Learning Materials

**Assessment**  
Assignments & Quizzes

**Module Descriptor**  
View of the Module Descriptor from the CMS

**Calendar**

Friday, 15 May 2020

Upcoming events

MAY 11:30 PM  
16 Second Assignment - Due

**Updates**

74 Unread Discussion Posts

66 New Assignment Submission Files

26 Broken Links

**My Announcements**

Welcome to GRC20030 Early Roman Empire!

Posted Wednesday, January 22nd, 2020 at 11:00 AM

The first lecture is on Thursday 23rd January in NTh1, downstairs in the Arts Block. Tutorials will start in Weeks 2 and 3 – please make sure that you have registered for a tutorial group.

Show All Announcements

**Module Descriptor**

UCD Course Search  
Cúrsaí in UCD

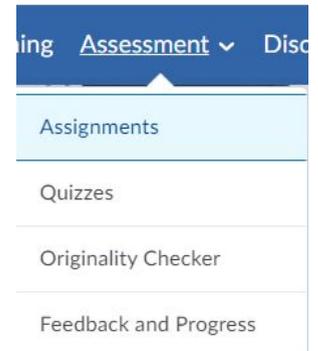
Early Roman Empire (GRC20030)

SUBJECT:	Greek & Roman Civilization
COLLEGE:	Arts & Humanities
SCHOOL:	Classics
LEVEL:	2 (Intermediate)
CREDITS:	5.0
TRIMESTER:	Spring

## VIEWING ASSESSMENTS (ASSIGNMENTS & QUIZZES)

The **Assessment** menu gives you access to Assignments, Quizzes and Grades for the module.

To view assignment submissions, select **Assignments** from the Assessment menu and click on the Assignment you will be reviewing:



The screenshot shows the 'Assignments' page. At the top is a dark blue navigation bar with 'My Learning Assessment ▾ Discussions My Class ▾ Library ▾ Module Tools ▾'. Below the bar is the title 'Assignments' and a 'Help' icon. A 'More Actions ▾' button is visible. The main content is a table with the following data:

Assignment	New Submissions	Completed	Evaluated	Feedback Published	Due Date
No Category					
Uploading images to assignments test ?	1	1/11	1/11	1/11	
8 May Urkund test ?		1/11	1/11	0/11	

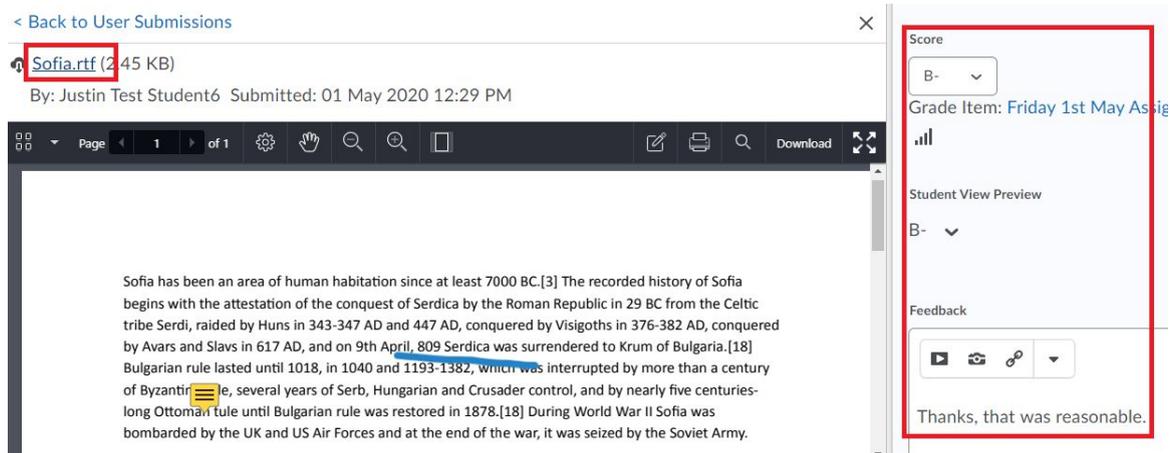
Click on the **student name** to view their submission:

The screenshot shows the 'Submissions' page. At the top are tabs for 'Users' and 'Submissions'. Below are controls for 'View By: User ▾' and an 'Apply' button. There is a search bar with 'Search For...' and a 'Show Search Options' link. Action buttons include 'Download', 'Email', 'Mark as Read', 'Mark as Unread', 'Delete', and 'Publish Feedback'. The table below shows the following data:

<input type="checkbox"/>	First Name, Last Name	Submission Date ▲
<input type="checkbox"/>	Justin Test Student1	Draft Saved: 10 December 2019
<input type="checkbox"/>	Sofia.rtf (2.45 KB)	10 December 2019 10:32 AM
<input type="checkbox"/>	Justin Test Student3	Draft Saved: 10 December 2019

Click on the **filename** to view (*opens in viewer*).

Annotations, if used, will be visible as well as grade and feedback in the right-hand pane (*if graded within Brightspace*):



< Back to User Submissions

**Sofia.rtf** (2.45 KB)

By: Justin Test Student6 Submitted: 01 May 2020 12:29 PM

Page 1 of 1

Sofia has been an area of human habitation since at least 7000 BC.[3] The recorded history of Sofia begins with the attestation of the conquest of Serdica by the Roman Republic in 29 BC from the Celtic tribe Serdi, raided by Huns in 343-347 AD and 447 AD, conquered by Visigoths in 376-382 AD, conquered by Avars and Slavs in 617 AD, and on 9th April, 809 Serdica was surrendered to Krum of Bulgaria.[18] Bulgarian rule lasted until 1018, in 1040 and 1193-1382, which was interrupted by more than a century of Byzantine rule, several years of Serb, Hungarian and Crusader control, and by nearly five centuries-long Ottoman rule until Bulgarian rule was restored in 1878.[18] During World War II Sofia was bombarded by the UK and US Air Forces and at the end of the war, it was seized by the Soviet Army.

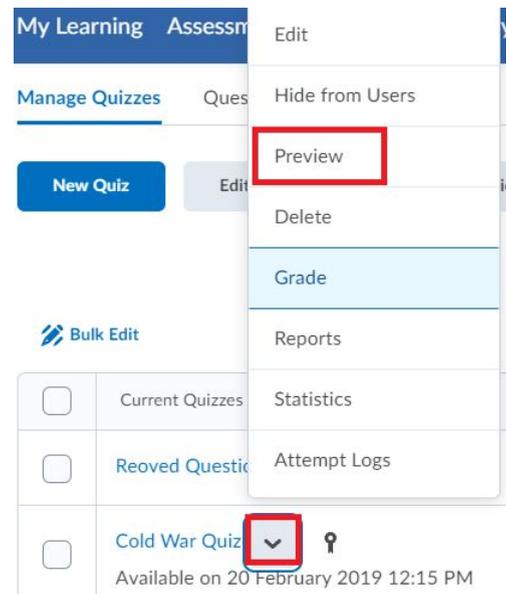
Score: B-

Grade Item: Friday 1st May Assignment

Student View Preview: B-

Feedback: Thanks, that was reasonable.

To view the Quiz, select **Quizzes** from the Assessment menu, click on the down-arrow beside the Quiz you will be reviewing and select **Preview**:



My Learning Assessment

Manage Quizzes

New Quiz

Preview

Delete

Grade

Reports

Statistics

Attempt Logs

<input type="checkbox"/>	Current Quizzes	Statistics
<input type="checkbox"/>	Reoved Question	Attempt Logs
<input type="checkbox"/>	Cold War Quiz	Available on 20 February 2019 12:15 PM

To view the Quiz Statistics, click on the down-arrow beside the Quiz and select **Statistics**.

