

BRIGHTSPACE – CLASS PROGRESS TOOL



Teaching and Learning Support Service, uOttawa

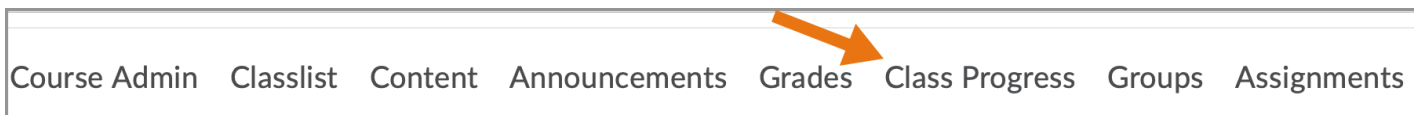
CONTEXT

Brightspace provides a way for students and their professors to view their progress within the course via the “**Class Progress**” tab. This covers all elements within the course at an individual student level, including how much course content the student has viewed, how many assessments and activities (e.g. quizzes, assignments, and discussions) the student has completed, and how many times the student has accessed specific items within the course.

Important: Information presented within the “**Class Progress**” tool is view-only; grades and feedback cannot be edited through “**Class Progress**”.

I. ACCESSING CLASS PROGRESS (SUMMARY SECTION)

1. Within the Brightspace platform, access the course where you would like to view the students’ progress. Then in the navigation bar for that course, click on **Class Progress**.



- A. **Student view:** the “**Class Progress**” tab will display the individual progress information in the course for the student who is accessing it.

Progress Summary Print Help

Grades

Grades Received: 9

Objectives

Learning Objectives Passed
0 % (0/0)

In Progress: 0

Passed: 0

Needs Remediation: 0













Content

Topics Visited	Total Visits	Time Spent
37 / 48	117	0d 11h 57m 19s

77 % Completed: 37 / 48

Topics Visited: 37

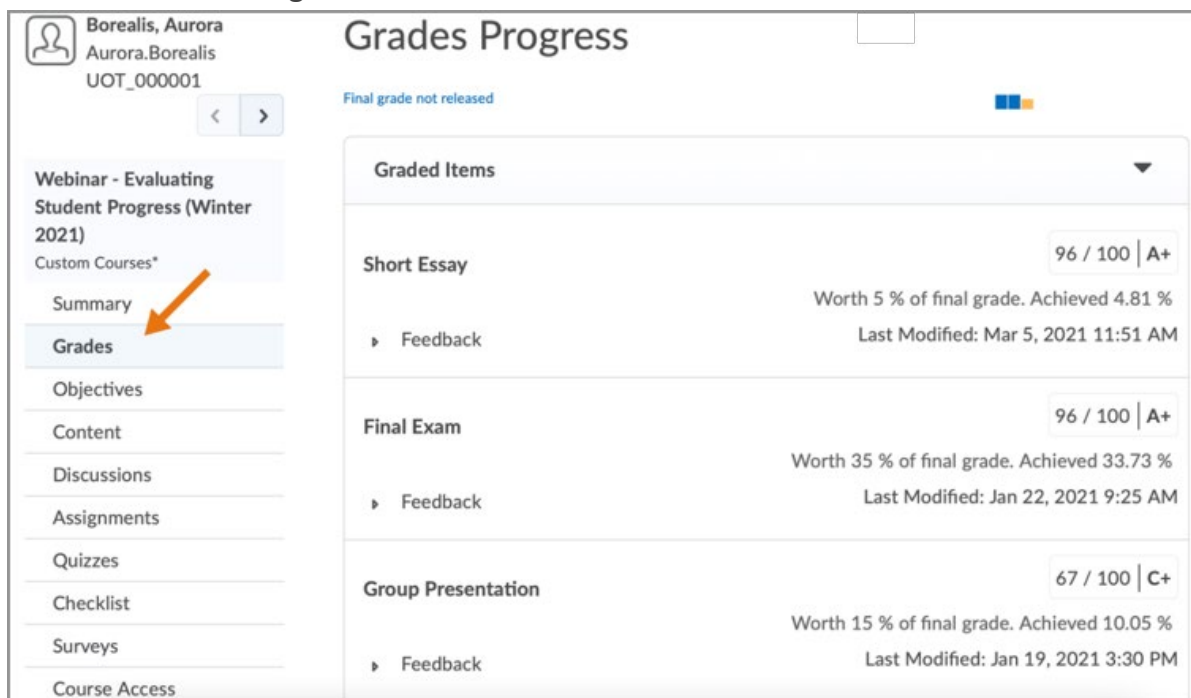
- B. **Professor/Teaching Assistant view:** the “Class Progress” tab will display information for all students (“All Users”) in the course. Information for individual students can be accessed by clicking on the hyperlink associated with the student’s name.

Name ▲	Content Completed	Objectives	Logins	Grades
 Borealis, Aurora Aurora.Borealis UOT_000001	<div style="width: 80%;"><div style="background-color: #0070C0; height: 10px;"></div></div> 80 % Completed: 8 / 10	No objectives	No logins	
 Opus, Magnum Magnum.Opus UOT000002	<div style="width: 80%;"><div style="background-color: #0070C0; height: 10px;"></div></div> 80 % Completed: 8 / 10	No objectives	No logins	
 Student 21, Étudiant evaltssdemo21 0123421	<div style="width: 0%;"><div style="background-color: #0070C0; height: 10px;"></div></div> 0 % Completed: 0 / 10	No objectives	No logins	
 Student 22, Étudiant evaltssdemo22 0123422	<div style="width: 0%;"><div style="background-color: #0070C0; height: 10px;"></div></div> 0 % Completed: 0 / 10	No objectives	No logins	
 Student 23, Étudiant evaltssdemo23 0123423	<div style="width: 0%;"><div style="background-color: #0070C0; height: 10px;"></div></div> 0 % Completed: 0 / 10	No objectives	No logins	
 Student 24, Étudiant evaltssdemo24 0123424	<div style="width: 0%;"><div style="background-color: #0070C0; height: 10px;"></div></div> 0 % Completed: 0 / 10	No objectives	No logins	

Note: In the initial “All Users” view, the four progress “Indicator” columns presented are, by default, “Content Completed”, “Objectives”, “Logins” and “Grades”. This display can be modified to show other information by clicking on **Settings** in the top right-hand corner, and then clicking on the downward pointing arrow beside the “Indicator” you wish to change, and selecting **Replace**. You can then choose from the eight options presented.

II. VIEWING ALL GRADED ITEMS AND FEEDBACK (GRADES SECTION)

1. While viewing an individual student’s progress record, click on **Grades** via the left-hand menu to view the student’s “Grades Progress” within the course.



Grades Progress

Final grade not released

Graded Items

- Short Essay** 96 / 100 | A+
Worth 5 % of final grade. Achieved 4.81 %
Last Modified: Mar 5, 2021 11:51 AM
- Final Exam** 96 / 100 | A+
Worth 35 % of final grade. Achieved 33.73 %
Last Modified: Jan 22, 2021 9:25 AM
- Group Presentation** 67 / 100 | C+
Worth 15 % of final grade. Achieved 10.05 %
Last Modified: Jan 19, 2021 3:30 PM

2. All graded assessments that are visible (i.e. not hidden) will be listed. To the right of the assessment's title, a grade will be presented.

Graded Items	
Short Essay ▶ Feedback	<div style="text-align: right;">96 / 100 A+</div> Worth 5 % of final grade. Achieved 4.81 % Last Modified: Mar 5, 2021 11:51 AM
Final Exam ▶ Feedback	<div style="text-align: right;">96 / 100 A+</div> Worth 35 % of final grade. Achieved 33.73 % Last Modified: Jan 22, 2021 9:25 AM
Group Presentation ▶ Feedback	<div style="text-align: right;">67 / 100 C+</div> Worth 15 % of final grade. Achieved 10.05 % Last Modified: Jan 19, 2021 3:30 PM
Quizzes The lowest score is dropped from this category ▶ Feedback	Worth 0 % of final grade. Achieved 0 %

3. To see the “**Feedback**” provided on an assessment item, click on the downward pointing arrow to the left of **Feedback**. You will then have access to any general feedback that has been provided, as well as any links to associated materials (e.g. rubrics and documents with inline annotations).

Graded Items	
Short Essay ▼ Feedback Good overall but... 📄 View Inline Feedback for Example - Essay (EN).pdf 📄 View Graded Rubric	<div style="text-align: right;">96 / 100 A+</div> Worth 5 % of final grade. Achieved 4.81 % Last Modified: Mar 5, 2021 11:51 AM 25 / 26 Exceeds Expectations
Final Exam ▶ Feedback	<div style="text-align: right;">96 / 100 A+</div> Worth 35 % of final grade. Achieved 33.73 % Last Modified: Jan 22, 2021 9:25 AM

- To “**View Inline Feedback**” or “**View Graded Rubric**”, click on the hyperlink associated with that item.

Graded Items

Short Essay 96 / 100 | A+
 Worth 5 % of final grade. Achieved 4.81 %
 Last Modified: Mar 5, 2021 11:51 AM

Feedback

Good overall but...

[View Inline Feedback](#) for Example - Essay (EN).pdf

[View Graded Rubric](#) 25 / 26 Exceeds Expectations

Final Exam 96 / 100 | A+
 Worth 35 % of final grade. Achieved 33.73 %
 Last Modified: Jan 22, 2021 9:25 AM

Feedback

III. VIEWING PROGRESS ON CONTENT (CONTENT SECTION)

- While viewing an individual student’s record, click on **Content** via the left-hand menu to view the student’s “**Content Progress**” within the course. This shows what course “**Content**” the student has accessed and includes all materials (e.g. modules, assessment activities, videos, and documents) added to the “**Content**” section of the course. This tool can support students and evaluators in visualising what course material has or hasn’t been accessed by a given student. Accordingly, we recommend placing all course items within the “**Content**” sections of a course including all types of activities (e.g. discussion boards, assignments, quizzes). You will then be able to see if a student accessed something like a discussion board, even if they didn’t complete it.

Borealis, Aurora
 Aurora.Borealis
 UOT_000001

Content Progress

Topics Visited: 0 / 10 | Total Visits: 0 | Time Spent: 0d 0h 0m 0s | 80 % Completed: 8 / 10

Webinar - Evaluating Student Progress (Winter 2021)
 Custom Courses*

Summary

Grades

Objectives

Content

Discussions

Assignments

Quizzes

Checklist

Surveys

Table of Contents

Rubrics 100 % Completed: 3 / 3

3 Topics, 0 Modules | Last Visited: Mar 20, 2021 4:32 PM

Evaluations 100 % Completed: 5 / 5

5 Topics, 0 Modules | Last Visited: Feb 12, 2021 10:44 AM

- To view the progress data for a specific course “**Content**” item, click on the downward pointing arrow to the left of “**# Topics**” that corresponds to the module of interest. This will list the items within the module and

provide information regarding if the item has been accessed and, if so, for what length of time. **Important:** students may download material or share downloaded course material with colleagues, and the time spent reviewing materials offline is not part of the calculation here. Accordingly, this information should be interpreted with caution.

The screenshot shows a 'Table of Contents' page with a 'Rubrics' section. A blue progress bar is at 100%, with 'Completed: 3 / 3' on the right. Below the bar, it says '3 Topics, 0 Modules' and 'Last Visited: May 3, 2021 1:34 PM'. An orange arrow points to the '3 Topics, 0 Modules' text. Below this are three items: 'Essay (Holistic Rubric)' (4 visits, 0d 0h 1m 32s, last visited Mar 17, 2021 8:20 PM), 'Module 2 - Post-Class Discussion: Learning Outcomes In-Class and Online' (3 visits, 0d 0h 1m 34s, last visited Mar 20, 2021 4:32 PM), and 'Short Essay - Supporting Positive Classroom Interactions' (3 visits, 0d 0h 1m 5s, last visited Jan 24, 2021 2:15 PM).

IV. VIEWING PROGRESS ON DISCUSSION BOARD ACTIVITIES (DISCUSSIONS SECTION)

Note: Typically, discussion activities are best accessed through the “**Discussions**” tool, so they can be reviewed in situ with other students’ responses; however, access through “**Class Progress**” allows you to view feedback and “**Graded Rubrics**”.

1. While viewing an individual student’s record, click on **Discussions** via the left-hand menu to view the student’s “**Discussions Progress**” within the course.

The screenshot shows a student's profile for 'Borealis, Aurora' (Aurora.Borealis, UOT_000001). The 'Discussions Progress' section shows 'Posts Read: 1', 'Threads Created: 1', and 'Replies Posted: 1'. Below this, there are two categories: 'Graded Discussions' (Posts Read: 1, Threads Created: 1, Replies Posted: 1) with '1 Topic' listed below it, and 'Non-Graded Discussions' (Posts Read: 0, Threads Created: 0, Replies Posted: 0) with '3 Topics' listed below it. An orange arrow points to the 'Discussions' menu item in the left-hand navigation bar.

- A list of all “**Discussion**” activities available within the course will be presented. This includes all individual or group, and all graded or ungraded “**Discussions**” that the student has access to, regardless of the student’s participation.
- Once a “**Discussion**” activity has been graded and the grades have been published, the grade can be viewed under the “**Graded Discussions**” section by clicking on the arrow next to “**Topic**”, and then on the specific “**Discussion**” activity.
- To see any “**Feedback**” that has been provided on a “**Discussion**” activity, click on the downward pointing arrow to the left of **Details**. You will then have access to any general feedback that has been provided, as well as links to any associated materials (e.g. rubrics) and posts that the student has made within the discussion topic board.

- If a rubric was completed for a given “**Discussion**” topic, you can click on **View Graded Rubric** to access the associated rubric.
- Under the “**Posts**” area, all posts made by an individual student, both initial posts and replies, for the given “**Discussion**” activity will be presented. Click on the title of the individual post to review specific elements. **Note:** posts cannot be graded through “**Class Progress**”.

Part 1 - Initial Post	Demonstrates Excellence 10 points	Demonstrates Competence 8 points	Suggests a Lack of Competence 5 points	Demonstrates a Lack of Competence 1 point	Criterion Score
Activity Alignment	Completely addresses the task. In-class and online activities are closely aligned with selected learning outcome and are described sufficiently to demonstrate connectivity. ✓	Partially addresses the task. In-class and online activities are somewhat aligned with selected learning outcome, description of activity outcomes are somewhat vague.	Minimally addresses the task. Alignment of activities with selected learning outcome is not clear.	Fails short of addressing the task. Activities are not aligned with learning outcome.	10 / 10
Activity Exploration	Completely addresses the task. Post includes a clear, detailed, discussion of all of these topics: <ul style="list-style-type: none"> Learning space choice Potential logistic concerns Learning outcome achievement 	Partially addresses the task. Post includes limited discussion of all of these topics: <ul style="list-style-type: none"> Learning space choice Potential logistic concerns Learning outcome achievement 	Minimally addresses the task. Post includes some discussion of one of these topics: <ul style="list-style-type: none"> Learning space choice Potential logistic concerns Learning outcome achievement ✓	Fails short of addressing the task. Post does not include any discussion of activities selected.	5 / 10
Clarity	Arguments are clearly detailed and supported by organisation, elaboration and clarity. ✓	Content organisation is clear and demonstrates a logical progression.	Content is somewhat disorganised, but arguments are comprehensible.	Falls short in communication meaning due to lack of organisation.	10 / 10

V. VIEWING PROGRESS ON ASSIGNMENTS (ASSIGNMENTS SECTION)

1. While viewing an individual student's record, click on **Assignments** via the left-hand menu to view the student's "**Assignments Progress**" within the course.
2. A list of all the "**Assignments**" available to the student within the course will be presented. This will include all individual, group, graded and ungraded "**Assignments**".

Borealis, Aurora
Aurora.Borealis
UOT_000001

Assignments Progress

Assignment Submissions: 60 % (3/5) | Late Submissions: 0 | Awaiting Grade: 0 | Overall Progress: 80 %

- Assignments**
 - Infographic - What is Blended Learning?**
Files Allowed: 1
 - Short Essay - Supporting Positive Classroom Interactions**
Files Submitted: 1 | 25 / 26 A+
 - Group Presentation**
Completion Date: Jan 19, 2021 3:30 PM | 67 / 100 C+

3. If the "**Assignment**" has been graded, a grade will display to the right of the particular assignment.

Assignments ▼

Infographic - What is Blended Learning?
Files Allowed: 1

Short Essay - Supporting Positive Classroom Interactions 25 / 26 A+
Files Submitted: 1

▶ Details

Group Presentation 67 / 100 C+
Completion Date: Jan 19, 2021 3:30 PM

▶ Details

- To see any **“Feedback”** that has been provided on an **“Assignment”**, click on the downward pointing arrow to the left of **Details**. You will then have access to any general feedback that has been provided, as well as links to any associated materials (e.g. rubrics and documents with inline annotations).
- To **“View Inline Feedback”** or **“View Graded Rubric”**, click on the hyperlink associated with that item under the particular assignment.
- Under the **“Submissions”** area, all documents submitted by the student for the particular **“Assignment”** will be presented. Click on the title of the submission to review the item. **Note**: submissions cannot be graded through **“Class Progress”**.

Short Essay - Supporting Positive Classroom Interactions 25 / 26 A+
Files Submitted: 1

4 ▼ Details

Feedback
Good overall but...

5 [View Inline Feedback](#) for Example - Essay (EN).pdf

5 [View Graded Rubric](#) 25 / 26 Exceeds Expectations

Submissions

6 [Example - Essay \(EN\).pdf](#)
Jan 19, 2021 12:52 PM

VI. VIEWING QUIZ PROGRESS (QUIZZES SECTION)

1. While viewing an individual student's record, click on **Quizzes** via the left-hand menu to view the student's "**Quizzes Progress**" within the course.
2. A list of all the "**Quizzes**" available to the student within the course will be presented. This will include all graded and ungraded quizzes.

Borealis, Aurora
Aurora.Borealis
UOT_000001

Quizzes Progress

Quizzes Completed: 33.33 % (2/6) | Attempts Awaiting Grade: 1

Evaluating

- Quiz 1**
Attempts: 1 / Unlimited | Highest Attempt
Details
- Quiz 3**
Attempts: 0 / Unlimited | Highest Attempt
- Midterm Exam**
Attempts: 0 / Unlimited | Highest Attempt | Ended: Jan 29, 2021 11:07 PM
- Final Exam**
Attempts: 1 / 1 | Highest Attempt

3. To see any "**Feedback**" and grading information that has been provided on a "**Quiz**", click on the downward pointing arrow to the left of **Details**. **Note:** If the "**Quiz**" has been graded and the grades have been published, a grade will display to the right of the particular quiz.
4. A list of the "**Quiz**" attempts that have been completed by the student will be displayed. Click on the **Attempt** that you would like to see the "**Feedback**" for.

Quiz 1
Attempts: 1 / Unlimited | Highest Attempt

3 → Details

4 → [Attempt 1](#)

Submitted: Jan 19, 2021 12:57 PM

5. The information presented in this section will depend on the type of feedback that the professor has provided access to. By default only the overall grade is displayed. In order for students to see detailed feedback (e.g., their response to the question, the individual score obtained on each question, the correct answer to the question, the general as well as targeted feedback, etc.) the professor will need to set up a "**Submission View**". "**Submission View**" settings allow the professor to specify what information students can see after completing ("submitting") a "**Quiz**", as well as precisely when they can see this information. For example, if the professor has set up a "**Submission View**" that allows the student to see the "**Quiz**" questions with the student's answer and the correct answer, it will be displayed in a manner similar to what is presented in the

screenshot below. If extensive feedback is provided for a quiz question, it will be available by clicking on **View Feedback**. To learn more about setting up a “**Submission View**”, please refer to our separate [resource](#) that covers that topic.

Question 2

Which animal cannot be seen using night-vision goggles?

Caribou

Bat

Polar Bear

[▶ View Feedback](#)

VII. VIEWING COURSE ACCESS DATA

Course access data provides the professor with information regarding when the student accessed the course. Please keep in mind that students may view content with colleagues in a course, so this may not be fully representative of their access data.

1. While viewing an individual student’s record, click on **Course Access** via the left-hand menu to view the student’s “**Course Access**” within the course.

Borealis, Aurora
Aurora.Borealis
UOT_000001

< >

Webinar - Evaluating Student Progress (Winter 2021)
Custom Courses*

- Grades
- Objectives
- Content
- Discussions
- Assignments
- Quizzes
- Checklist
- Surveys
- Course Access**
- Login History
- System Access History

Course Access Progress

[Print](#) [Help](#)

Days Visited (Last 30 Days) Last Accessed
16 3/31/2021

Days Visited: 16

Last 30 Days	
Mar 31, 2021	Absent period: 0
Mar 30, 2021	Absent period: 0
Mar 27, 2021	Absent period: 1
Mar 25, 2021	Absent period: 0
Mar 24, 2021	Absent period: 0
Mar 23, 2021	Absent period: 0
Mar 22, 2021	Absent period: 0
Mar 20, 2021	Absent period: 0

For questions regarding the other tabs available within the “**Class Progress**” tool, such as “**Objectives**”, “**Checklist**”, “**Surveys**” and “**System Access History**”, please contact the [TLSS](#).