IBMS

Institute of Biomedical Science

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IBMS SPECIALIST PORTFOLIO BRIGHTSPACE TRAINING GUIDE FOR EXAMINERS

Brightspace SOP for Examiners

Brightspace webpage is located https://ibms.brightspace.com/d2l/login

Log in with the username given and select Forgot your password?
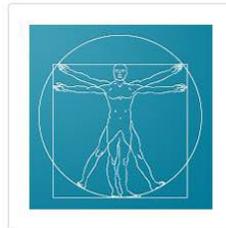
You will be asked to submit your username and a link will be sent to the email you submitted, you can then set your password, this is also the route you would take to reset your password.

Passwords should be between 8 and 50 characters.

Forgot your password? We can help!

Enter your username below and we will send you a password reset link to the email address associated with your username.

Username *

Enter the username sent in the original email.

Submit   Cancel

Choose a New Password

Enter a new password. Password must be between 8 and 50 characters in length.

Username *

New Password *

Re-enter Password *

View password requirements

Password must be between 8 and 50 characters

Submit   Cancel

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When you log in you go straight to the home page.

https://ibms.brightspace.com/d2l/home

IBMS Institute of Biomedical Science

Examiner 13
Impersonating

IBMS Website   Help ⌄   Quick Eval   Awards   Awards Transcript   Locker

My Courses

The two areas you will use as an examiner are Quick Eval and Assignments. Quick Eval is on the home page Nav bar.

All   Pinned

Urinary Tract

Principles and Practice of Diagnostic Cytology

Serous Cavities

Respiratory Tract

Cancer, Stratified Medicine and the Role of Ancillary Testing

Diagnostic Cytology Sample Preparation

Announcements ⌄

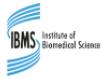## Issue for Training Officers Accessing Portfolio

✕

Donna Torrance posted on Jan 16, 2026 8:25 AM

Edited

There is a current issue whereby some training officers can't access portfolio to review candidates work. This is with Brightspace and we hope to have a resolution soon.

Show All Announcements

Courses allocated to you (and your candidates) are shown on the home page

If the publish function has been accidentally used by the training lab then you won't be able to use Quick Eval. If you are able to use Quick Eval it is the easiest way to review candidates work.

Quick Eval will show you all the candidates who have submitted completed evidence that you are associated with on Brightspace. In order to view only the candidate you are examining use the filter.

Once filtered, all the modules for the candidate will be shown. Select the learners name beside each module submission, submission of evidence and reflective statement and candidate assessed by trainer….. to view the evidence.

The candidates evidences will be shown, the module and submission area can be seen at the top.
Click on the evidences to open.

Once viewed, from this page you can move on to the next evidence.

When the evidence is opened it can be viewed in Brightspace, however if the training lab has used review functions and word/PDF comments these won't be seen and the document needs to be downloaded and opened to view. It won't need to be saved.

Go through all the evidences and make notes for the examiner feedback form. Ensure all the learning outcomes are met. If they are partially not met, is this something minor that can be covered during the examination or is additional evidence required. Converse with the training officer if further work is required, this can be uploaded into the relevant module.

Remember to look at submissions in the Final Submission module as this will contain the candidates scope of practice and training reviews.

If you don't see anything or all the modules in Quick Eval you will have to use Assignments in each module. From the home screen click on the first module to open it or search for the module you want.
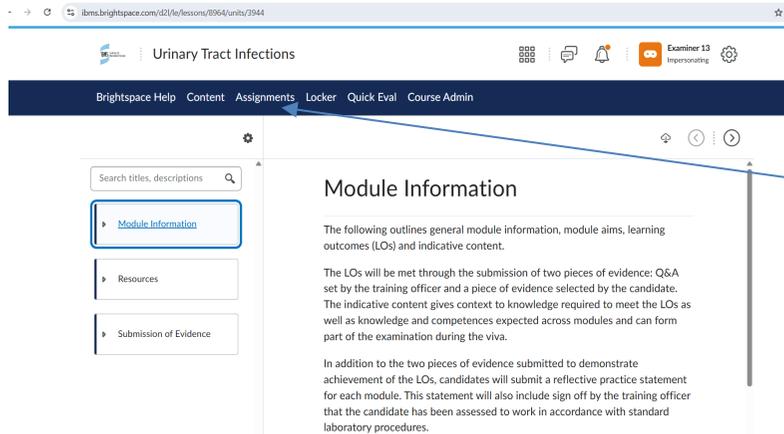
Select Assignments from the nav bar.

Select the submission you wish to view

Urinary Tract Infections

Examiner 13
Impersonating

Brightspace Help   Content   Assignments   Locker   Quick Eval   Course Admin

Assignments

Help

More Actions ⌄

Assignment	New Submissions	Completed	Evaluated	Feedback Published
No Category				
Submission of Evidence	3	1/1	0/1	0/1
Reflective Statement and candidate assessed by the trainer to work in accordance with laboratory standard procedures		0/1	0/1	0/1

20 per page ⌄

Select the evidence belonging to the candidate you are examining.

Submission of Evidence - Submissions

| Publish All | Add Feedback Files | Add Feedback to All | Submission Log |

Users   Submissions

Filter by: **Sections** ⌄   Apply

| Search For... 🔍 | **Show Search Options** |

☁ **Download**   ✉ **Mark as Read**   ✉ **Mark as Unread**   👥 **Publish Feedback**   👤 **Add Feedback**

☐	Learner ▲	Submission Date
☐	**6, Learner**	**Go to Evaluation**
	⚐ ☰ **Spider web 2.jpg** (3.26 MB) ⚐ ☰ **S2M4quiz l5.docx** (26.1 KB)	Aug 1, 2025 9:19 AM

20 per page ⌄

Select the evidence, this will open as in p8.

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From the drop down menu the additional piece of evidence in the submission of evidence can be seen.

Going back to submissions will take you back to the view shown on p10 where you can select the Reflective statement and signature by the internal assessor that states candidates are working to standard laboratory procedures. The template provided must be used.

Ensure all module evidence has been checked, complete the examination form regarding the evidence and determine questions to be asked during the examination, these will be based on general discipline requirements, the portfolio evidence and candidates scope of practice.

After the examination, completed forms must be returned to specialistportfolio@ibms.org

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