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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?](#)



Welcome to ibms

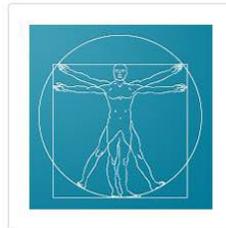
Log in to view your courses, explore tools and features, and customize your eLearning experience.

Username *

Password *

[Log In](#)

[Forgot your password?](#)



D2L BRIGHTSPACE

Powered by the award-winning Brightspace LMS

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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

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

Your name will appear at the top

IBMS Website Help ▾ Quick Eval Awards Awards Transcript Locker

My Courses
All Pinned

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

Urinary Tract

Principles and Practice of Diagnostic Cytology

Serous Cavities

Respiratory Tract

Cancer, Stratified Medicine and the Role of Artificial Intelligence in Diagnostic Cytology

Diagnostic Cytology Sample Preparation

Announcements ▾

Issue for Training Officers Accessing Portfolio

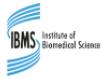
Donna Torrance posted on Jan 16, 2026 8:25 AM
Edited

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.



Examiner 13
Impersonating



Quick Eval

View by: **Submissions** Activities

Type the name or part of the name of the individual you are examining to filter only their submitted evidence.

Filters Search

First Name , Last Name	Activity Name	Course	Submission Date
Micro Biology	Submission of Evidence	Anaerobic Bacteriology	1/22/2025 10:45 AM
Micro Biology	Submission of Evidence	Upper Respiratory Tract Infection	1/24/2025 9:55 AM
Micro Biology	Submission of Evidence	Bone, Joint and Orthopaedic Infections	1/24/2025 12:06 PM
Micro Biology	Reflective Statement and cand...	Bone, Joint and Orthopaedic Infections	1/24/2025 12:10 PM
Micro Biology	Submission of Evidence	Urinary Tract Infections	2/4/2025 1:32 PM
Learner 6	Submission of Evidence	Serous Cavities	8/1/2025 9:15 AM
Learner 6	Reflective Statement and cand...	Serous Cavities	8/1/2025 9:18 AM

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 screenshot shows the 'Submission of Evidence' page for the module 'Serous Cavities'. At the top, there is a navigation bar with a 'Back to Quick Eval' link, the title 'Submission of Evidence', and 'Serous Cavities'. A user indicator shows 'User 1 of 15'. Below the navigation bar, there is a section for 'Learner 6' with a 'User Submissions' dropdown menu. The main content area displays 'Submission 1' with a status of 'Unevaluated' and a timestamp of 'Friday, August 1, 2025 9:15 AM'. Underneath, two documents are listed: 'HF IDA Quiz 110924' (DOCX, 14.8 KB) and 'SOP for Candidate' (DOCX, 3.9 MB). A 'Download all files' button is located below the list. On the right side, there is an 'Overall Feedback' section with a rich text editor toolbar and a text area containing the message: 'DO NOT use feedback or publish functions'. At the bottom right, there are 'Publish' and 'Save Draft' buttons.

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.

The screenshot shows a web browser window with the URL <https://ibms.brightspace.com/d2l/le/activities/iterator/26897?ou=7276¤tActorActivityUsage=VG1wWmQwNXNPSGxOUkVGM1dlcEpNMDVCTGpjeU56WS51c2VyXzk5Mg&cfi=sort~ey...>. The page title is "Submission of Evidence" for "Serous Cavities". The user is identified as "User 1 of 15". The document being viewed is "HF IDA Quiz 110924.docx" by "Learner 6".

The document viewer toolbar includes icons for zoom in (+), zoom out (-), full page (two rectangles), and download (downward arrow). A callout box points to the zoom in icon with the text: "Zoom can be used to enlarge the document or can be made full page." Another callout box points to the download icon with the text: "Documents can be downloaded here".

The document content is titled "Iron Deficiency Anaemia Quiz" and includes the following text:

Name:
Date:

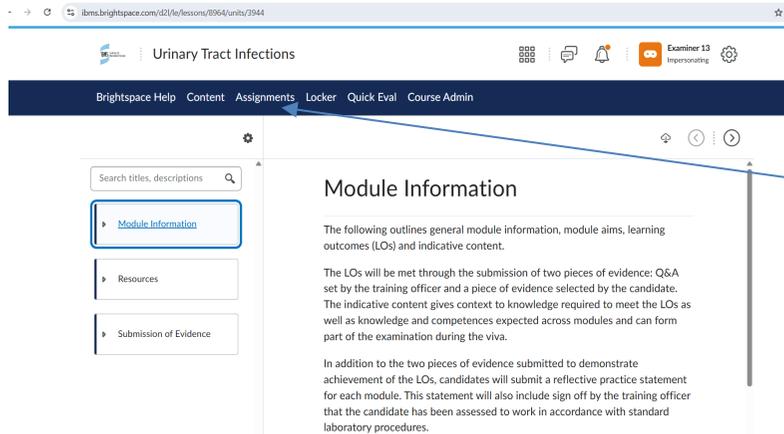
1. Define iron deficiency anaemia and use an example of results you have processed to demonstrate the impact on full blood count results.
Iron deficiency anaemia is caused by a lack of iron in the body which means inadequate haemoglobin is synthesised, haemoglobin is the protein in red cells responsible for carrying oxygen around the body.
Results in Fig.1 are from a female patient, 32 years old.

On the right side, there is an "Overall Feedback" form with a text area and a "Publish" button. At the bottom right, there are "Publish" and "Save Draft" buttons.

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



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

<input type="checkbox"/>	Learner ▲	Submission Date
<input type="checkbox"/>	6, Learner	Go to Evaluation
<input type="checkbox"/>	<ul style="list-style-type: none"> Spider web 2.jpg (3.26 MB) S2M4quiz 15.docx (26.1 KB)	Aug 1, 2025 9:19 AM

20 per page ▼

Select the evidence, this will open as in p8.

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

The screenshot shows a web browser window with the URL ibms.brightspace.com/d2l/le/activities/iterator/27067?cft=assignment-submissions&ou=7275¤tActorActivityUsage=VG1wWmQwNXNPSGxOUkVGM1dlcEpNMDEzTGpjeU56VS51c2VyXzk5Mg. The page title is "Submission of Evidence" with the subject "Urinary Tract". The user is identified as "Learner 6". A dropdown menu is open, showing "Spider web 2.jpg" as the selected evidence. A callout box points to the "Back to Submissions" link, stating "Select to go back to assignments to view the reflection submission". Another callout points to the dropdown menu, stating "Select from dropdown other evidence in this submission". The main content area displays a photograph of a spider web on a dark surface. On the right, there is an "Overall Feedback" section with a rich text editor and a "Publish" button. At the bottom right, there are "Publish" and "Save Draft" buttons.

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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