College of Arts, Humanities and Social Sciences
Electronic submission and return of feedback project
Marking Instructions

For courses using Turnitin/Grademark: Marking on a course with multiple markers

eMarking - instructions for markers (by groups)

This document covers the marking and moderating of assignments using Turnitin's GradeMark tool (through Learn). They are for markers who are using 'Turnitin by Groups'. This is typically for large courses with multiple markers.

Find your assignments for marking

Go to your course site in Learn and click on the arrow (to the left) to expand the **Course Tools** part of the left-hand menu.

Click on **Turnitin Assignments by Groups** and click on the assignment you wish to mark. You'll be presented with a dropdown list where you'll need to select which group of assignments you are marking. Select the appropriate group and press **Go**.

You'll be presented with a list of the submissions.

Q		Show	10	▼
Student Name (Last, First)	Title	Grade	Originality Score/Report	Download	
Enabled, Anonymous Marking	B012345 Essay	–	61%	◇	Remove

A bug/feature of Turnitin means that the **Grade** column doesn't appear filled in until after the work is deanonymised! This is a pain for you as a marker but also for the moderator. For this reason, we are requesting that at this point in the process that you copy and paste the table from Learn into a spreadsheet. This works pretty well, if you select the table as a whole by dragging over it, copy it and then paste into Excel, all the formatting should come with it. It means you can type the grade into the grade column as you mark so at least you can keep track of where you are. It also means you can pass it to the moderator, who can then see the grades by tutor BEFORE deanonymisation (which happens late on in the process).

If you want to look at the similarity report that Turnitin produces for each student, click on the percentage given under *Originality Score/Report.* Your School will provide you with guidance on how to interpret these.

Click on the title of the assignment file under the **Title** column to start marking assignments. (Any assignment with a double dash hasn't been submitted.)

This will open up the **Feedback Studio** where you will mark the assignment.
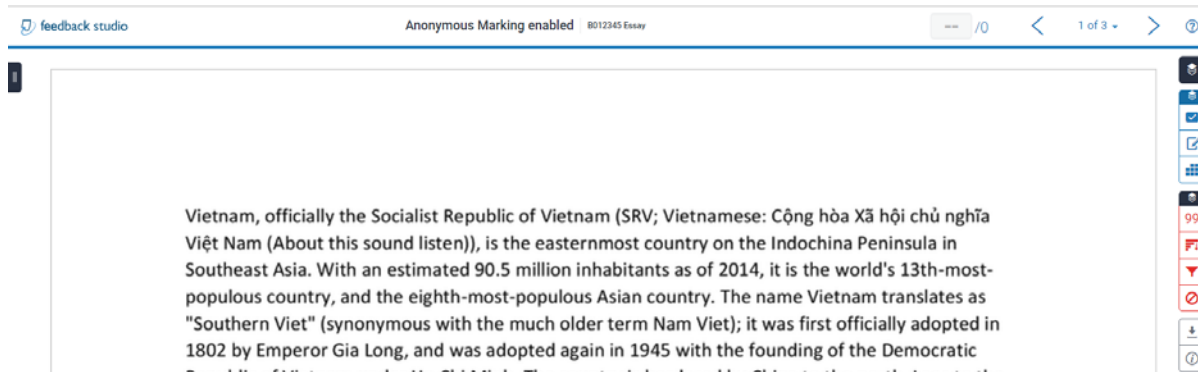
The Feedback Studio

Marking the assignment

The Feedback Studio system contains several tools to assist with marking. These are:

- comments – short comments, like you might scribble in the margins of a paper
- inline comments - comments directly onto the paper (overlaid text) – they don't hide, so need to be careful where you put them.
- QuickMark comments – commonly used remarks that can be reused
- rubrics - simple marking sheets (these need to be set up when assignment is set up otherwise you won't have access to use them unless you create one yourself)
- feedback summary – longer, more general comments on the assignment as a whole.

There is a toolbar in the Feedback Studio which gives you access to these tools plus more.

 The tool is split into 'layers'. We are in the *Grading* layer at the moment. We can switch into the *Similarity* layer by pressing on this button and checking the box.

 These are the grading tools available: QuickMarks, Feedback Summary, Rubric

 Similarity report tools

 Download: choice of marked version, digital receipt or the original file submitted

 Information about the submission: exact date/time of submission, no of pages, word count etc.

To add comments to the paper, highlight the text the comment you are creating relates to or click on the paper at the location you want the comment to be placed. You'll get a pop up menu which will allow you to choose the types of comments you wish to use. If you highlight the text first, the comment will be attached to that text.


Pop-up menu to choose comment type. Information about options below:

☑ Access QuickMarks: these are reusable comments which you can then drag and drop onto the paper. You can also access these by pressing the QuickMarks button in the toolbar.

💬 Create a new comment. These comments can be converted to QuickMarks.

T Create inline comment.

If you highlight text before you create a comment, you'll also be given the option to strikethrough the text.
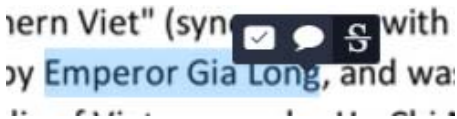
When you select to add a QuickMark comment, a pop up window opens which contains the QuickMarks which are available within that category of QuickMarks.
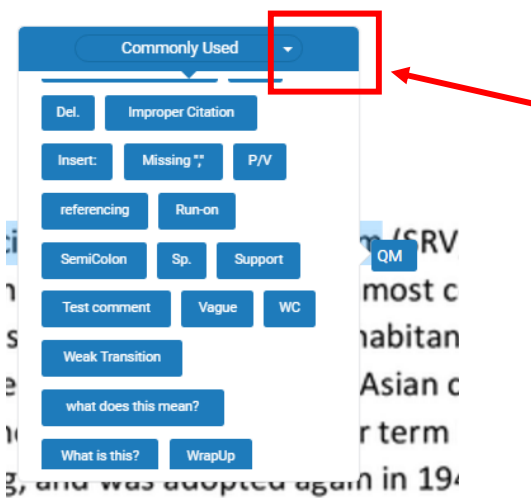
You can change the category of QuickMarks you are viewing by clicking on the dropdown in the category name at the top of the pop-up, and select another. You can also open the **QuickMark Manager** from this menu. We'll go into that in more detail later in the manual.

To place a QuickMark, simply drag it into the document. You can then move it around the document and add further details by clicking in and then typing into the **Add comment** area. Please note you can use formatting and links in these comments. There is also a spell-checker (although it is currently set with a US dictionary). Hyperlinks can't just be pasted directly in if you want them to be clickable, you'll need to insert them using the icon in the comments box.

Add a hyperlink
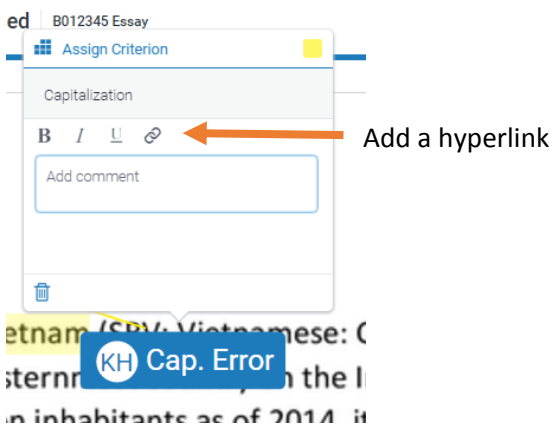
Create a new comment

To create a brand new comment (which you can add to QuickMarks if you want), select the middle button on the comments pop up when you click on the document. Remember, you can highlight the text the comment relates to if that would be useful.

The comment box works the same as adding a comment to a QuickMark. Again, you can add formatting to the text and hyperlinks.

If you selected text before adding the comment, you can choose a colour to highlight the text in.

Choose colour for highlighting

Convert to QuickMark
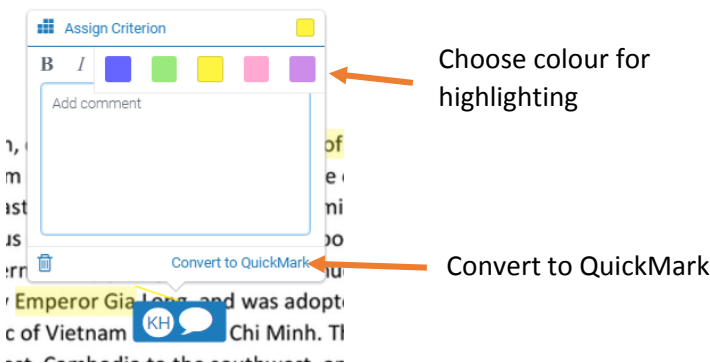
There is a **Convert to QuickMark** link at the bottom of the comment box which allows you to add it to your collection of reusable comments. If you click on that link, it asks you for a name for the comment and which category or 'set' of comments you want it to be added to.
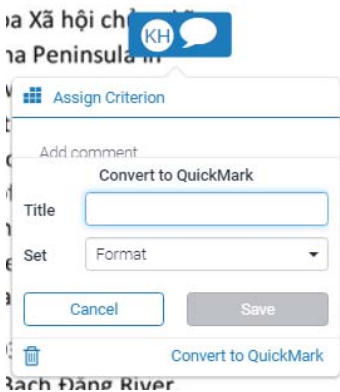

Press the **Save** button to save it to the bank of comments.

Comments can be up to 1600 characters long.

The box will be minimised so it is a bubble icon at the appropriate location on the paper. If you click on it with your mouse you'll see the full box. Click on the comment to edit it.

After your comment is saved, you can move it or delete it. Drag the blue top bar to move it. Open the comment and then click on the bin icon to delete it.
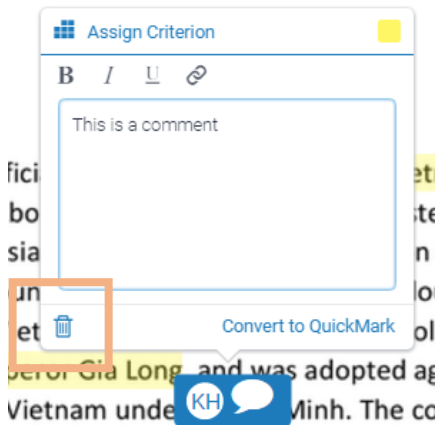
Create an inline comment

Put your mouse where you want to type inline text and click and select the appropriate option from the pop-up menu. Then start typing in the box that appears.
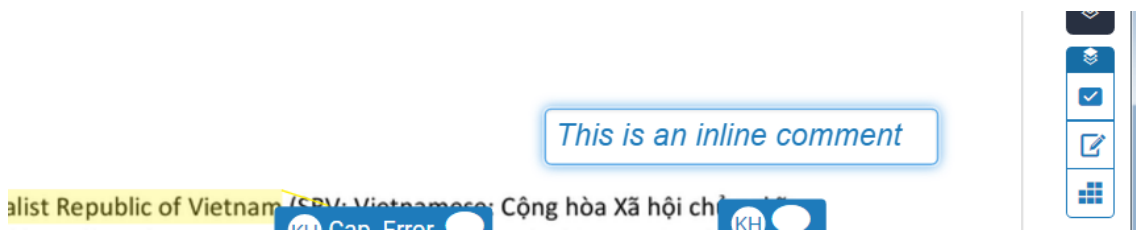
You can click into it now to edit and when you hover over it, a bin icon pops-up when you hover over it and allows you to delete it.

Managing QuickMark comments

You can access the QuickMark comments either via the pop-up menu on the text itself or by clicking in the QuickMark icon in the toolbar on the right-hand side of the marking screen. Doing the latter means that a new side panel is made visible with the QuickMarks displayed. It would be helpful to keep this panel visible if you use QuickMarks regularly.
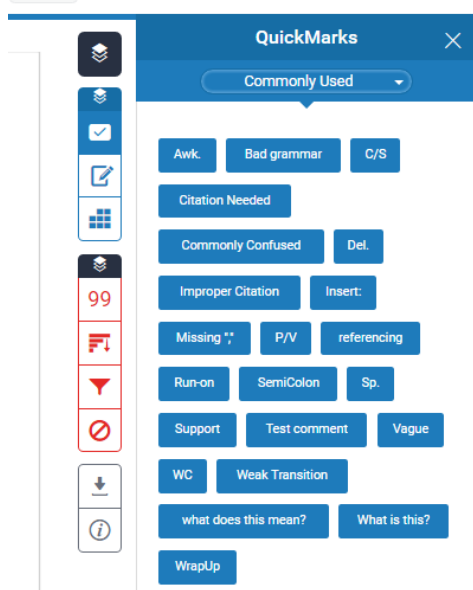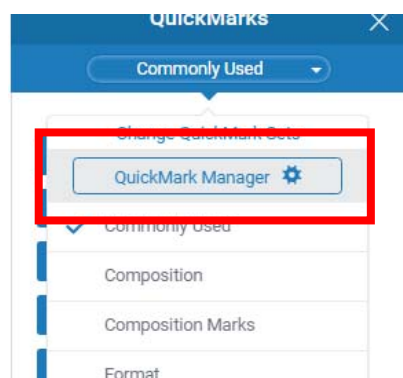
These comments are stored in sets – in the example on the left, the set shown above is called *Commonly Used*.

Click on the drop down arrow beside the name to change to show another set.
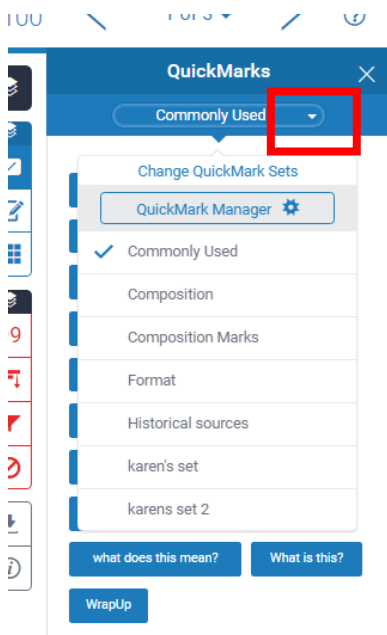
You can use the default sets supplied but you'll probably want to create your own sets.

To create your own categories or 'sets' of QuickMarks, choose **QuickMark manager** from the dropdown list.


The manager will open up in the set of QuickMarks you are currently showing. To change this or see other options, there is an icon (three horizontal lines) at the top left of the manager screen. Click on it.
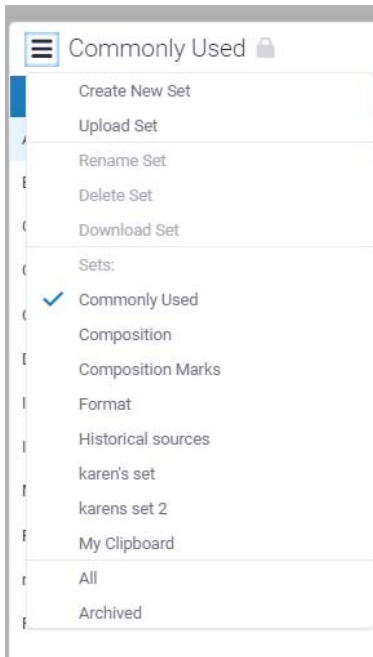
Please note, the QuickMark set you are looking for may be at the bottom of the list (and hidden from view). Use the scroll button on your mouse to scroll through the full list.

You can choose another set of QuickMarks from here or you can create an entirely new set, or upload a set from somewhere/someone else.
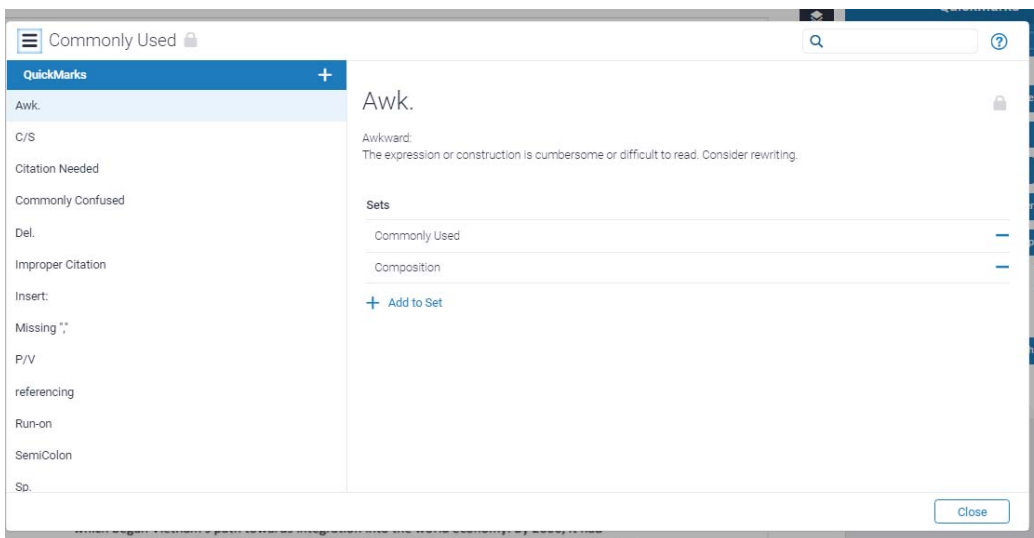
When managing a QuickMark set, the left hand panel shows the titles of the QuickMarks. The right hand panel shows the actual comment, which sets the comment is in (which you can press the '-' button to remove the comment from the set) and allows to you **Add to Set**.

Some sets have a padlock next to their name when you open them up for editing – you can add to these sets or remove comments from them but you can't delete the sets or change the name. Sets like 'Commonly Used' fall into this category.

Any set with a pencil icon next to the name, you can edit more such as changing the name and deleting.
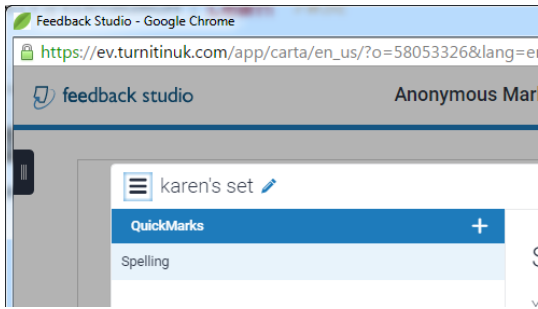
Click on the pencil icon to edit the name.
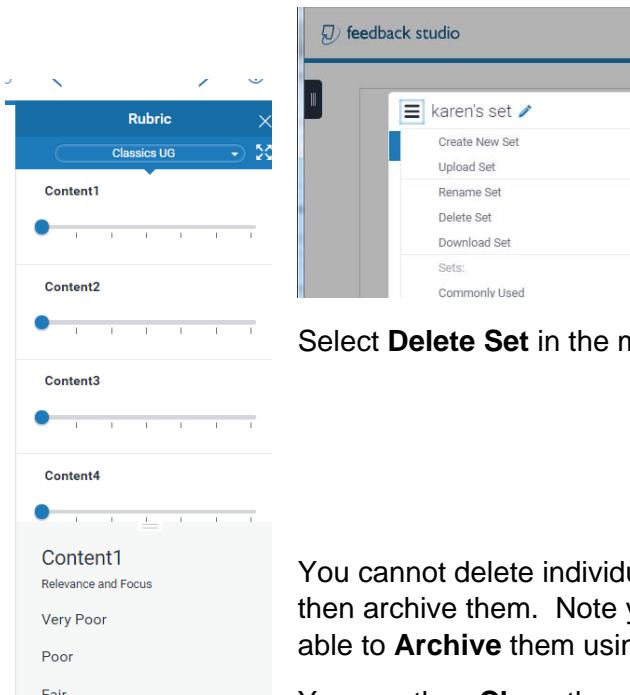
Select **Delete Set** in the menu to delete it all.

You cannot delete individual QuickMarks, you need to remove them from all sets and then archive them. Note you can only do this with your own QuickMarks. You'll be able to **Archive** them using the option in **Actions** under **Other**.

You can then **Close** the window when you are finished managing your QuickMarks.

To use a QuickMark, drag (and drop) it onto the appropriate part of the essay. Once it is set, you can **Add additional comments** only when you **Edit**. If you want to edit it, you can do it via the QuickMark manager, but be aware, it will be edited in all locations it is used.

Rubrics

When marking on paper, most markers would normally fill in a feedback form for each assignment they've marked. Turnitin doesn't support complicated feedback sheets so we have to do a work around where we simplify the grid part of the feedback form and the tutor follows guidance on the general feedback given.

The rubric/grid for this course should have already been set up, so you don't have to worry about that – you just need to fill it in. Please refer to the marking guidance before you start this. If the rubric isn't available, please discuss with your course administrator.

To use the rubric, click on the rubric icon in the toolbar.

A set of scales will be visible, fill it in by dragging to the value on the scale you wish to suggest.

Please note, the scales are generic but if you click on the scale, you can see the description in the panel below it.

_Feedback Summary

Voice Comment 0:00 / 3:00

Edit Text 0/5000

B I U 🔗

Presentation2
Fair

Presentation2
Grammar, spelling and use of English

Very Poor

Poor

Fair
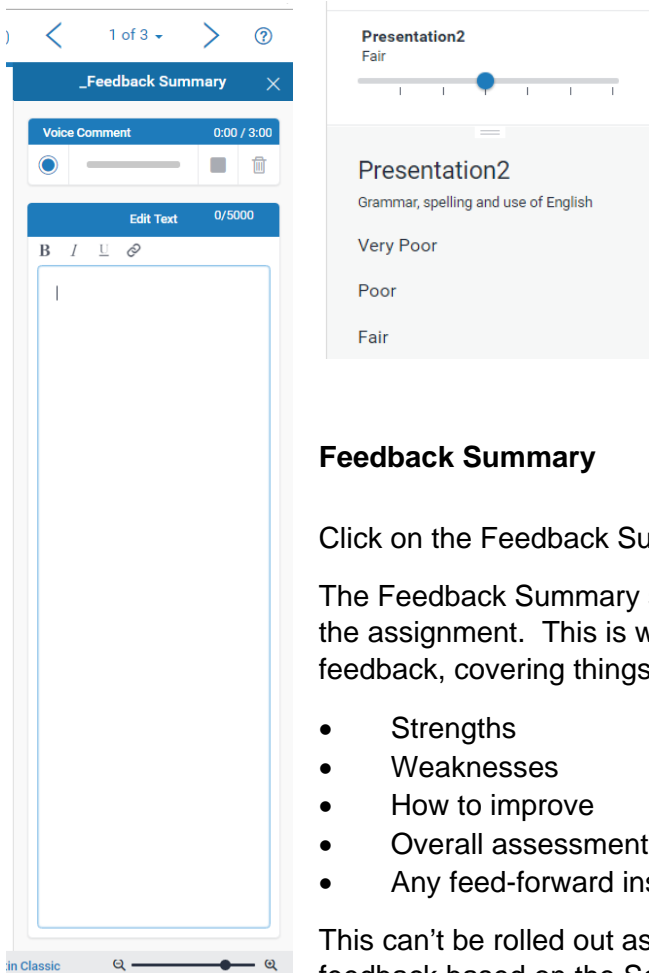
Feedback Summary

Click on the Feedback Summary icon in the toolbar.

The Feedback Summary space is what you'll use to give general feedback about the assignment. This is where you might cover your standard School template for feedback, covering things like:

- Strengths
- Weaknesses
- How to improve
- Overall assessment
- Any feed-forward instruction you wish to provide

This can't be rolled out as a template so it is up to the marker to provide structure feedback based on the School requirements for the feedback.

Click in the comments box and start to type. You'll see, similar to the comments, you can use basic formatting and use hyperlinks.

You can leave a 3 minute audio recording if you would like (optional).

Assigning a mark

Once you are happy the feedback is complete, you need to add your mark. This is done in the top right hand corner of the screen, beside the similarity percentage. Just put your mouse on the **- -** and click, and then type your mark.

-- /100   56 /100

Press enter or move your mouse elsewhere to save the mark.

At this point, please copy the mark over into your spreadsheet.

Marking the next essay

You must close the tab that essay is in, you'll go back to the list and then select the next one which you haven't marked.

Please do not use the previous/next buttons in the Feedback Studio to move between assignments. It may take you to an assignment that isn't in your group!

Once you have completed your marking, please pass the spreadsheet to the course's moderator, copying in the course administrator. This will give them information about the grades but also alert them to the fact you are finished.

Moderating

Moderation is completed on paper in a variety of different ways and at different times during the assessment process. Please note that each assignment submitted is given a **Paper ID** by Turnitin, which you can use as a reference number when anonymity is on.

Markers should email moderators, on multiple marker courses, with a spreadsheet showing the grades they've assigned to their cohort. This should make them easier to see (Turnitin doesn't show grades until the assignment is deanonymised, currently).

If you want to moderate within Turnitin:
The moderator can add comment bubbles to the assignment. We'd suggest they start the comment with (mod) or something similar if they need to be distinct from the first marker's comments.
The moderator can add general comments to the paper, but should do it right at the bottom and provide a note that the comments aren't the markers.

You can view the list of assignments through the **Turnitin Assignments** link which will show you all course assignments, or you can use **Turnitin Assignments by Group** to show you them broken into groups – this is where you'll need the markers spreadsheet.

If you want to moderate offline:
Continue to do the moderation as before. You can agree on the final wording of feedback and the marker or moderator can change it on Turnitin. Make sure you iron out any disagreements and update the feedback/mark before it is returned to the student.

Finished?

Once you have done all the marking please, pass your completed spreadsheet to the moderator, copying the course administrator in. This is a vital step – although it might seem obvious, the course administrator (and moderator) needs you to confirm that the marks in Learn are your final marks and that you have finished with them.