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

For all courses: Printing out submissions to mark on paper

# Marking on paper

**This document will guide you through how to print out submissions to Turnitin.**

If you wish to read and scribble on paper copies of the assignments, that is possible, with some care and extra administrative effort.

The process for printing is as documented below.  To return the hand-written feedback to the students, you have 3 choices:

a) You type the comments into the Feedback Studio after you've read and made notes on the paper copies
b) You hand the paper copies back to the student face-to-face.   You still need to write your main comments on the electronic feedback and please return marks electronically and not on paper.
c) You scan the feedback in and return them to the student, once the initial submissions are deanonymised and you can match up the feedback with the initial submission, via a Learn assignment dropbox (where you can attach a file). NB. this will be a lot of work!

**Please note that with anonymity switched on, you may have some difficulties in matching up the feedback with the initial submission. We are relying here on the paper ID which Turnitin assigns each submission and/or the student having given their exam number in the file.**

## Printing out the submissions

You can do this in two ways – by bulk or one at a time. Please go into the **Turnitin Assignment tool** under **Course Tools** in the left hand menu.

### By Bulk

Select the assignments you wish to print by checking the boxes beside them (or using the 'select all' box which will fill all checkboxes with ticks).  A yellow bar appears along the top of the list.
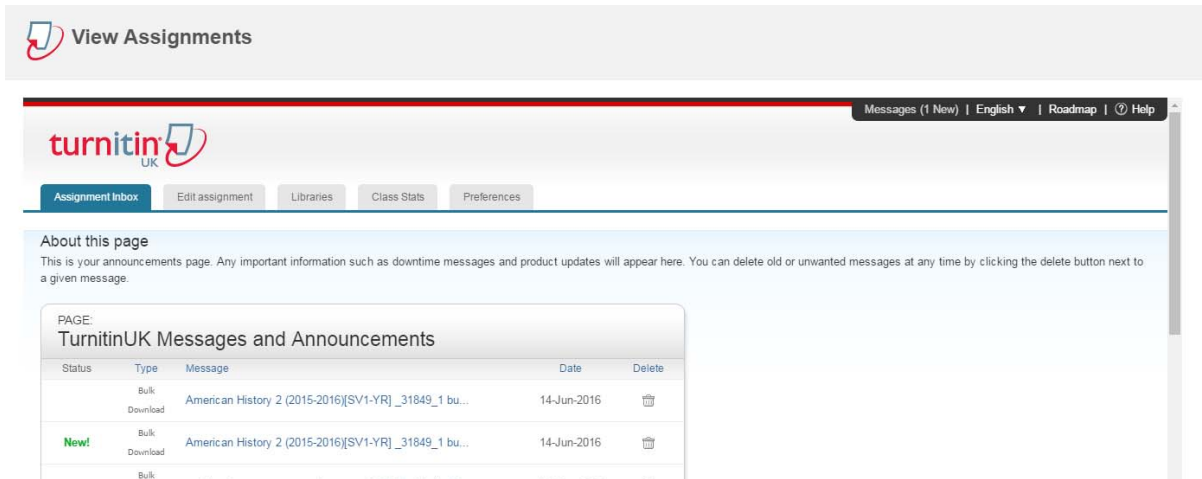


Click on **Download** and then **Original File as PDF.**  Turnitin will create a zip file for you in the background. It will be downloadable from the **Messages** tab along the top once it is created and available.

Click on the zip file you wish to download. A page will open with a link to click on to start the download. Click on it.
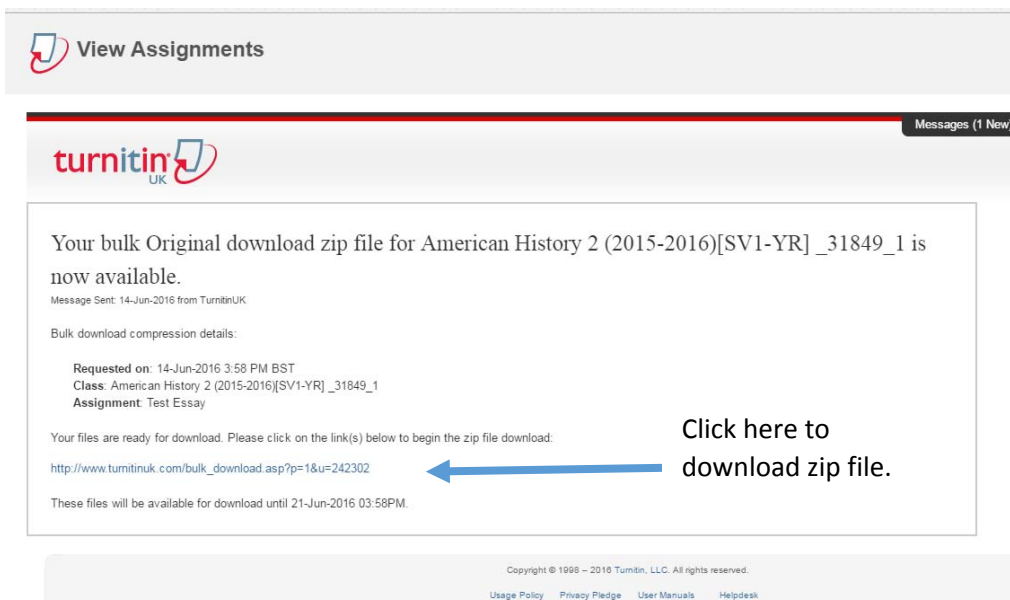


The file will download (location will depend on the browser you are using and how it is set up). You'll see that the zip file contains all of the submissions as PDF. Any which are anonymous will have the Turnitin ID in the file name. Any which have been deanonymised will have the students name in the file name.

You can now print these files. Please note: if the student has not put their exam number **within** the document, you will have no link back to the original submission. Even if the exam number is available, you, as the marker, may not be able to look at who this exam number belongs to.

In this case, the submission will effectively be anonymous. In order to match it back you'll either have to annotate the file with the filename (which has the Turnitin ID in it) or scribble on the file as you print it. You'll then either have to type up your feedback and comments in Turnitin using the ID as a reference or go back after the submissions have all been deanonymised and use the Turnitin ID to work out which student the work belongs to so you can return it.

**One at a time**

Go into the assignment dropbox so you can view the assignment submissions as a list and click on the essay title for the essay you want to.  It'll open in the Feedback Studio.



There is a download button on the layers toolbar. Click on it and you get download options. Click on the **Originally Submitted** option.  This will download the file as it was uploaded. It will have the exact same filename as was uploaded by the student (no Turnitin ID) and will be the same file type.  If the student hasn't put any identification on it, it will be difficult to link it to the original submission.