

Accessing student assignment information

- Log in to **Brightspace** (<https://brightspace.bournemouth.ac.uk>) using the **username** and **password** emailed to you from the Bournemouth University's Academic Quality team
- From the homepage select a unit you are required to access containing assignment submissions
- The structure of each unit will vary. Where available the 'Overview' area may contain the unit guide and an 'Assessment area' may contain assessment information such as the assignment brief, provided by the lecturer.

[Video walkthrough](#) (1:30 mins)

Accessing students' marks and feedback (Turnitin submissions)

1. From the Unit Navbar, click on '**Grades**'
2. This will display the **Gradebook** for the unit. There will be a column for each assignment, which will contain icons indicating each student's submitted work and mark
3. To access a submission, click on the view submission icon  next to the grade
4. On the subsequent **Evaluate Submission** screen you will see details of the submission, including a link to the submitted file, the date / time of submission and the given score. You will also see the Turnitin Similarity percentage and a link to the originality report showing the percentage match and the source.

Viewing feedback:

1. To view the marked file which will include any annotations and feedback, click on the Turnitin GradeMark icon.  This will open Turnitin GradeMark (now known as feedback studio) in a new window
2. The mark given will appear at the top of the screen 
3. Annotation will be highlighted in blue. To expand a comment, mouse-over each one
4. Click on the **Feedback summary** icon  to view any general feedback provided
5. Click the **Rubric** icon  to view any **associated** rubric comments
6. The internal Turnitin paper navigation (in the top right corner) is not recommended. To move to the next student close Turnitin GradeMark and click on **Next Student** in the top right corner of the **Evaluate Submission** screen. Alternatively, close the browser tab to return to the **Gradebook** and select another student.

[Video walkthrough](#) (2:52 mins)

Note: Ensure that you **do not** click on or type anything within Turnitin GradeMark, including rubrics, as any changes would be automatically saved.



Accessing students' marks and feedback (large file submissions)

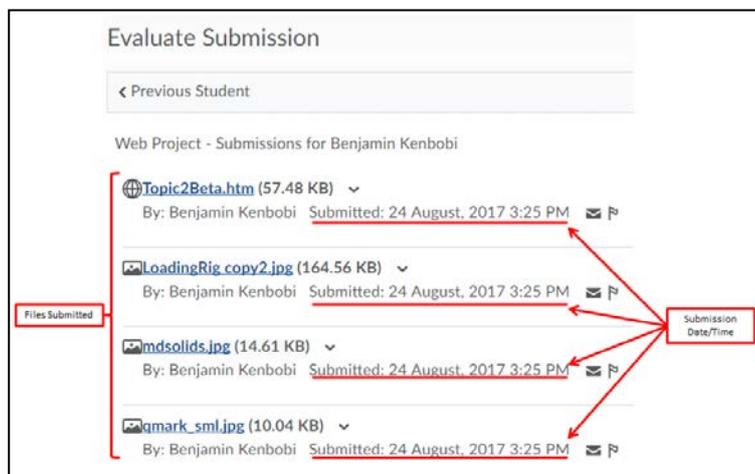
Large File Submissions in Brightspace means submissions of student work including media files, multi-file submissions, and any files over 40MB but less than 1GB.

1. From the Unit Navbar, click on '**Grades**'
2. This will display the **Gradebook** for the unit. There will be a column for the assignment you need to view, which will contain icons indicating each student who has submitted work. Any student not showing such an icon has not submitted work.

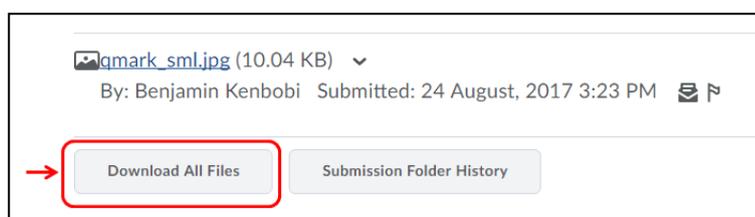
Email		Final Grades	Coursework	Subtotal
Last Name, First Name, Org Defined ID		Final Calculated Grade	Essay 1	
	  Windwho, Max (Id: Teststudent5)	0 % 	 0 %	0 / 50, 0 %
	  Weasel, Zoe (Id: Teststudent10)	0 % 	0 %	0 / 50, 0 %
	  Student, D2L.Demo (Id: Demo.Student)	0 % 	 0 %	0 / 50, 0 %
	  Skysleeper, Luke (Id: Teststudent2)	0 % 	 0 %	0 / 50, 0 %

3. To access a student's work, click on the submission  icon shown next to the grade.
4. On the resulting screen you will see information about the student's submission. If the student has submitted more than once - in order to 'overwrite' their earlier submissions - you will see files of the same name with different submission dates on this page. Unless you have a particular reason to review an earlier version of a file, you should access the most recently submitted files only. These will be the first submissions listed.

- To access the student's work for review, you can either click on the file name(s) to download them, or scroll to the bottom of the screen to download all of the files. Note: Downloading all of the files will create a zip file containing files from all the submissions the student has made to this assignment.



- Once you have looked through the student's work you can return to the Evaluate screen (1-5 above). In the panel to the right of this screen, you can see the grade and feedback given. Comments from the academic can be seen in the Feedback box, or attached as a file.



[Video walkthrough](#) (2:36 mins)

Accessing students' marks and feedback (Mahara ePortfolios)

Assessed ePortfolios are submitted to a group area within Mahara. **You will require a separate logon** to access Mahara, which should be pre-arranged by the academic / administrative team.

- Log in to Mahara** using your Mahara account <https://maharabu.bournemouth.ac.uk>
- Click on the name of the **submission group** located under **My Groups** on the **Dashboard** page
- A list of submissions will be displayed under **Submissions to this group**
- Marks and feedback is provided within Brightspace units within the **Assignment Submission** area located on the **Unit Navbar**
- Within the Mahara submission folder select **Show everyone** from the **Submissions** drop down list and then click the search icon  to view the list of students
- Click **Evaluate** to view the mark and feedback given

[Video walkthrough](#) (2.19 mins)

Further support

- If you experience any technical difficulties or need help, please contact the [IT Service Desk](#), or by calling 01202 965515. Your query will be assigned to the appropriate team and will help make improvements to BU's collective user experience.