

1. Overview	8. Using the free text tool
2. Accessing a student assignment submitted via Turnitin	9. General comments
3. The document viewer	10. Voice comments
4. Basic Annotation	11. Grading a Paper
5. Annotating with QuickMark	12. Assignment information and download options
6. Creating your own set of QuickMarks	13. Further support
7. Build QuickMarks as you mark	

1. Overview

GradeMark is part of the Turnitin toolset that allows instructors to record feedback and grade student papers online. It allows instructors to create custom sets of comments and marks for grading as well adding general comments and rubrics to mark student papers against a list of criteria.

Note: Summative Turnitin assignment boxes are created by Programme Admin/Student Support teams within myBU units which then allow for students to upload their assignments in accordance with the agreed assignment deadlines. These assignment boxes can then be directly accessed within myBU units by academics for the purpose of adding feedback and grades.

Papers must **not** be marked until after the deadline (due date), set when creating the assignment submission. Marking papers before this date will result in students, when trying to resubmit a paper, receiving a warning indicating their mark will be removed.

Once the post date of a paper has passed, and the marks have been made available to students in the Grade Centre, students are able to access the marked version of the paper and view any grades, comments, marks, or requested changes noted by the instructor within Turnitin.

Once students have submitted papers to Turnitin assignments, you can:



- Add comments within the body of the essay text
- Provide general comments at the end of the essay
- Add a marking rubric or grading form to help standardize and automate the grading
- Build up a bank of comments known as QuickMarks that you use frequently
- Take advantage of an existing bank of comments
- Add a grade to the essay that will appear in the Grade Centre and the student's My Grades section

This guide will cover adding **basic annotation** and using **QuickMarks**.

2. Accessing a student assignment submitted via Turnitin

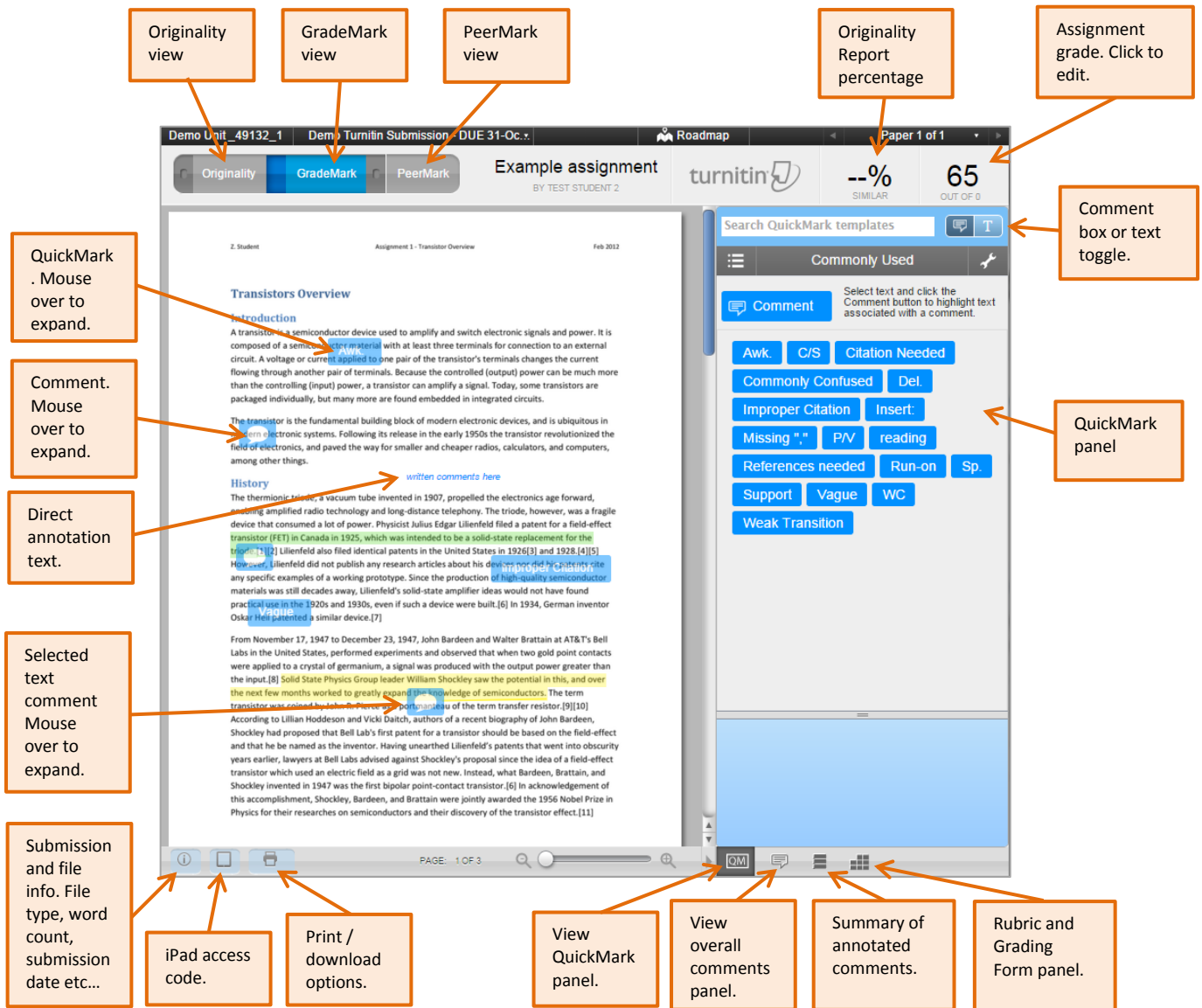
To view a student's assignment:

1. Access the unit on myBU that was used for the assignment submission.
2. Under **Control Panel** (below the left hand menu), expand **Unit Tools** and click **Turnitin Assignments**
3. This will list the assignment boxes that have been created for the unit. Click on the appropriate assignment box.
4. This will now display the assignment inbox which lists the students and their assignment submission.
5. Click on the corresponding **pencil** icon for the student whose work you wish to view and grade. This will open the submitted assignment in the **document viewer**.

<input type="checkbox"/>	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
<input type="checkbox"/>	Feyyer, David	test	--		*		12602541	09-Nov-2011

3. The document viewer

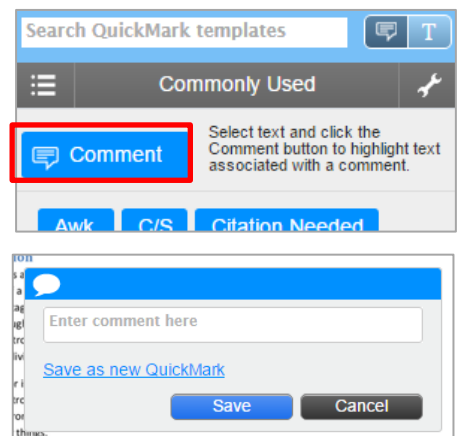
The document viewer displays a student assignment and allows feedback and a grade to be added along with providing access to the Originality Report. The view below shows GradeMark with QuickMarks for adding embedded comments.



4. Basic Annotation

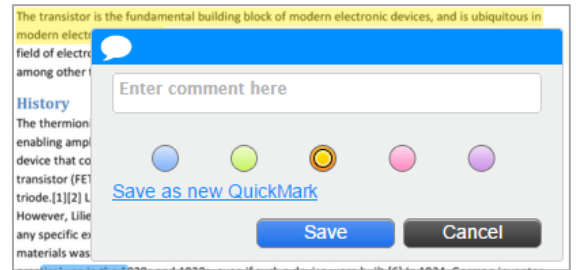
From the document viewer:

1. Click on the **Comment** button or click anywhere on the students work to annotate the document.
2. A **comment box** will appear, add your text and click **Save**.
3. By left clicking and holding, the comment box can be dragged and dropped into the appropriate place. It can also be edited or deleted as necessary.
4. A **comment icon** will be displayed on the document. Students can hover their mouse cursor over the icon to view your text



It is also possible to **highlight text** so students know exactly which section of their work you are referring to:

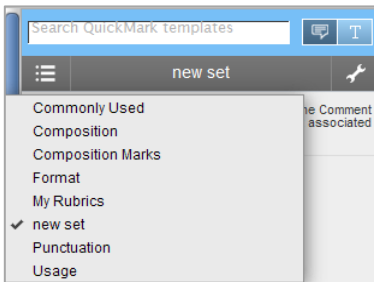
1. **Highlight** the text by holding down the left mouse button and dragging over the text.
2. Release the mouse button and click on the highlighted text. The area selected will turn yellow and a **comment box** will appear.
3. Add your text and click **Save**.



5. Annotating with QuickMark

QuickMarks allow you quickly add common comments from a bank of saved comments. There are pre-loaded sets which you can customise or you can build your own sets which will be available to you each time you grade with Turnitin.

1. To use QuickMarks, navigate to a student's assignment and open it via the document viewer.
2. QuickMarks can be added to a student assignment by left clicking and dragging them from the right hand side of the screen to the desired location on the student assignment.

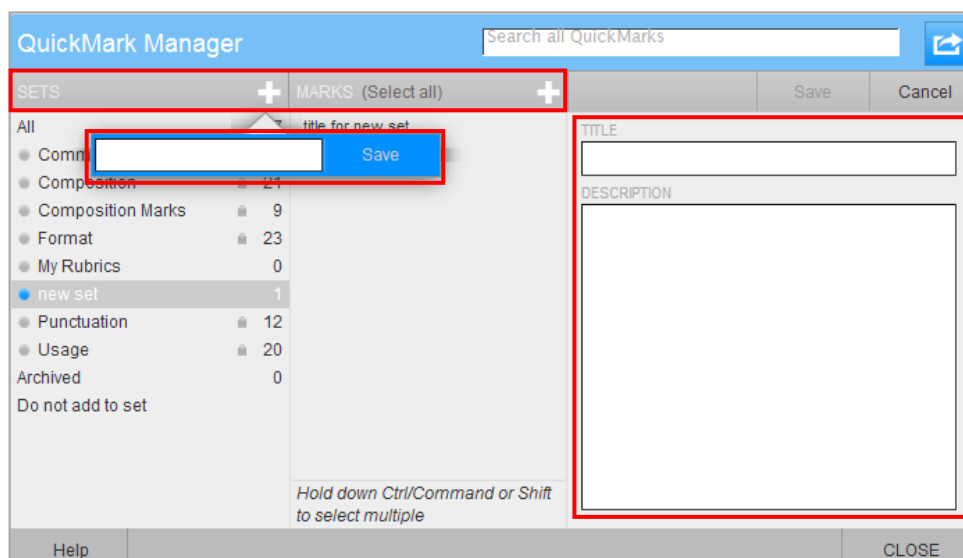
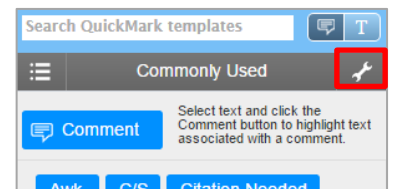


You can open different QuickMark sets by clicking on the **bulleted** list and select an appropriate **set** i.e. commonly used.

6. Creating your own set of QuickMarks

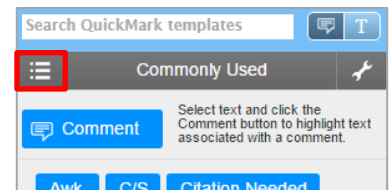
It is also possible to create **your own set** of QuickMark comments or add comments to existing sets:

1. Click on the **'spanner'** icon
2. The **QuickMark Manager** box will appear
3. Click on the **+** icon next to **SETS** and type the title of your new set, click **Save**
4. Next click on the **+** icon next to **MARKS** and add a **title** for the comment and appropriate generic wording under **description**, click **Save**
5. Continue to add additional sets and comments as necessary to build a bank
6. Click **Close** when finished



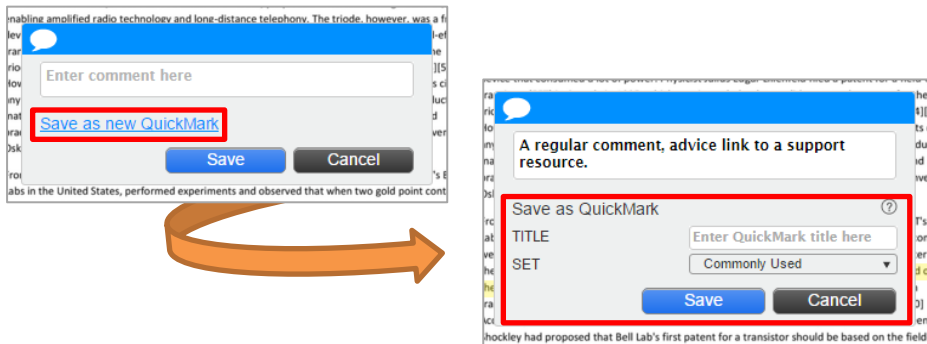
In order to use your QuickMark comments when marking an assignment:

1. Click on the **bulleted** list icon
2. Select your new QuickMark set from the list to make it available for use.



7. Build QuickMarks as you mark


1. Whilst adding a comment to a student's piece of work, click on **Save as new QuickMark** to save the comment as QuickMark comment.
2. Add the **comment** text, a **title** and select the appropriate **set** for the comment.
3. Click **Save**

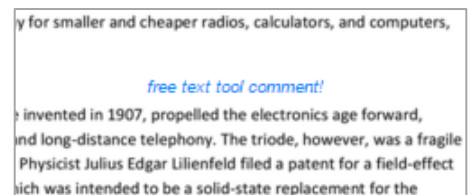


8. Using the free text tool

The free text tool allows you to add text straight on the assignment. It can be moved and repositioned as appropriate. The free text does not link to a specific section within the assignment. This tool is useful for adding one off individual feedback.

Note: These comments are not saved and so cannot be added as QuickMarks for reuse.

1. Click the **free text** icon 
2. Click on the assignment document. A text box will appear, type in your comments.

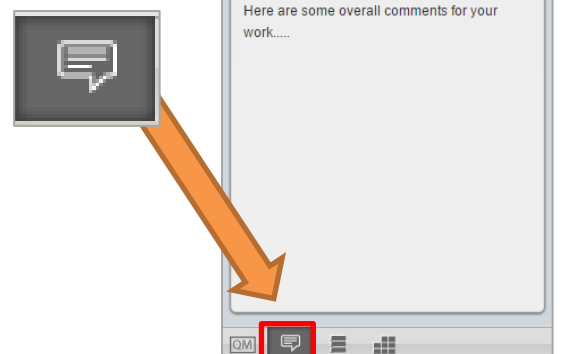


9. General comments

General comments are used for the overall summary of feedback on a student's assignment. Up to 5000 character can be added.

General comments can be added to students work by selecting the **General Comments button** at the bottom of the screen:

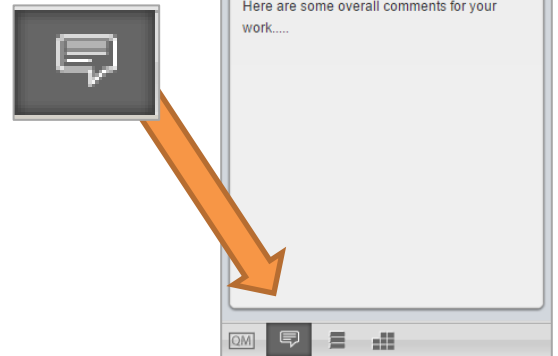
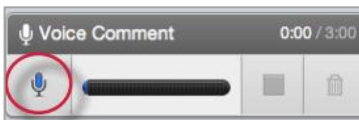
1. Click on the **General Comments** button
2. Click within the Text Comment area and add text to the **comments box**.
3. Click **Save** when finished.
4. The comments will appear in the GradeMark report that can be viewed by the students.



10. Voice comments

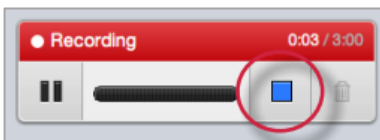
You are able to leave a voice comment of up to 3 minutes on the student's paper from within the **General Comments** sidebar. Just like the written general comment the voice comment allows the you to leave an extended comment about the paper as a whole. To leave a voice comment the instructor must first navigate to the General Comment sidebar and have a computer microphone available.

1. Click on the **General Comments** icon.
2. Check that your mic is plugged in and working.
Note: most web cams have a built in microphone.
3. Click on the record button to begin recording the voice comment.



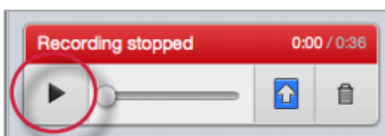
Note: An Adobe Flash player settings pop-up will appear asking for permission to allow Turnitin to use the computer's microphone. Select allow to be able to record a voice comment

4. Once you have finished recording your voice comment click on the stop button to stop recording.

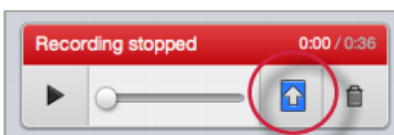


Note: A voice comment can be up to three minutes long. The length of the recording is noted in the top right corner of the Recording section.

5. To play back the recording before saving it click on the play button.



6. To save the voice comment click on the save icon.

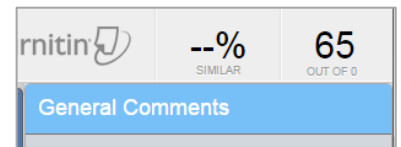


7. If you would like to rerecord a voice comment after a voice comment was already saved, you must first delete the current voice comment by clicking on the trash can icon and then repeat steps 2-5

11. Grading a Paper


The **Grade** area enables you to give an overall grade for the piece of work:

1. Click in the **Grade box** located in the top right corner and type in a mark, press the enter key when finished.
2. This mark will now be automatically sent to the **Grade Centre** and will be available to students via **My Grades** once they have been released.




Note: If the mark is changed in the **Grade Centre** it will **not** be transferred back to Turnitin.

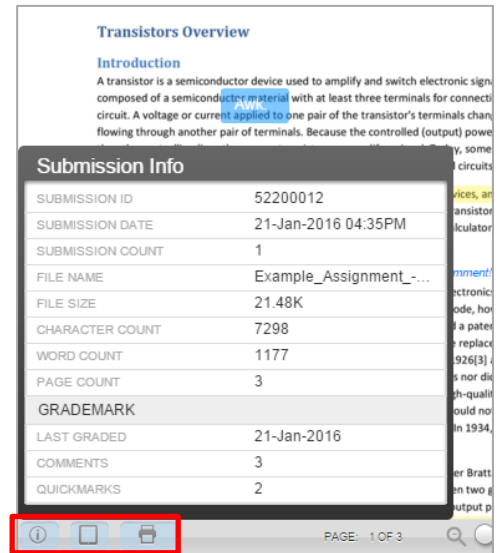
12. Assignment information and download options

GradeMark also has a **Paper Information** button  which provides a summary of the document including the paper ID, date and time of submission and a word count.

1. Click the **information icon** button located in the bottom left corner of the screen
2. The Paper information box will appear

If required the following can be download via the print icon  :

- **PDF of the current view (GradeMark / Originality)**
When on the GradeMark view, this download will provide a PDF of the assignment with the feedback and grade included.
- **PDF of the Digital Receipt**
- **Originally submitted file**



13. Further support

- Further resources and support are available in the TEL Toolkit: www.bournemouth.ac.uk/tel-toolkit
- Any technical issues should be reported to the IT Service Desk. (01202 9) 65515.