

Overview

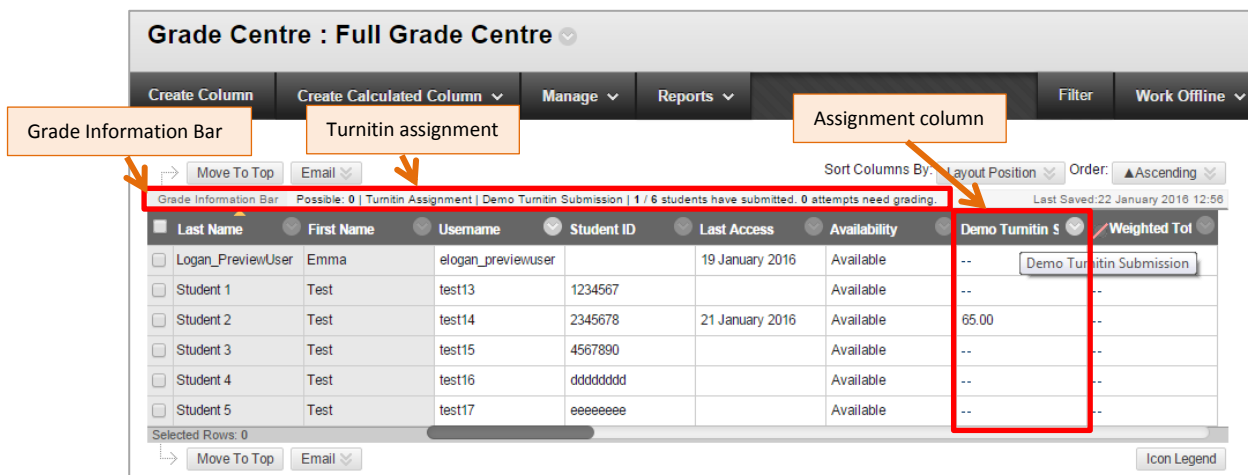
Turnitin's GradeMark offers a range of feedback tools which are generally recommended as they provide ease of use, consistency and clarity for the students. However, some assignments and feedback techniques require additional flexibility that can only be met with a specific file like a Word document or Excel Spreadsheet.

There is not a tool in GradeMark that supports uploading of feedback files but this can be done in the Grade Center in myBU.

Attaching feedback files for Turnitin assignments

Once you have a feedback file for each student you can upload the files individually in the Grade Center as follows:


1. Enter the unit which contains the assignment that you are feeding back on.
2. From the Control Panel (under the left hand unit menu), expand the **Grade Centre** and click **Full Grade Centre**.
3. Locate the correct Grade Center column and check that it is a Turnitin Assignment by mousing over the column heading and checking the **Grade Information Bar**.

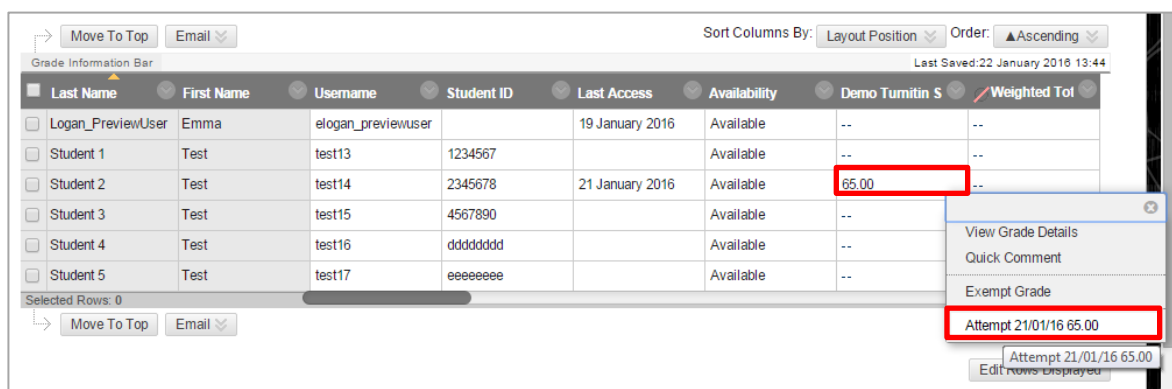


Grade Centre : Full Grade Centre

Grade Information Bar: Possible: 0 | Turnitin Assignment | Demo Turnitin Submission | 1 / 6 students have submitted. 0 attempts need grading. Last Saved: 22 January 2016 12:56

Last Name	First Name	Username	Student ID	Last Access	Availability	Demo Turnitin S	Weighted Tot
Logan_PreviewUser	Emma	elogan_previewuser		19 January 2016	Available	--	
Student 1	Test	test13	1234567		Available	--	
Student 2	Test	test14	2345678	21 January 2016	Available	65.00	
Student 3	Test	test15	4567890		Available	--	
Student 4	Test	test16	dddddddd		Available	--	
Student 5	Test	test17	eeeeeeee		Available	--	

4. Add a grade score by left clicking on the cell corresponding to the chosen student and the assignment, then type in the student's grade score.
5. Now mouse over the same cell and, click on the chevron icon  to display the cell menu and then click on the Attempt **dd/mm/yy** option.



Grade Information Bar: Possible: 0 | Turnitin Assignment | Demo Turnitin Submission | 1 / 6 students have submitted. 0 attempts need grading. Last Saved: 22 January 2016 13:44

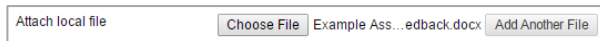
Last Name	First Name	Username	Student ID	Last Access	Availability	Demo Turnitin S	Weighted Tot
Logan_PreviewUser	Emma	elogan_previewuser		19 January 2016	Available	--	
Student 1	Test	test13	1234567		Available	--	
Student 2	Test	test14	2345678	21 January 2016	Available	65.00	
Student 3	Test	test15	4567890		Available	--	
Student 4	Test	test16	dddddddd		Available	--	
Student 5	Test	test17	eeeeeeee		Available	--	

Attempt 21/01/16 65.00

6. This will now open the **Modify Grade** page. Scroll down to the **FEEDBACK TO USER** section and click **Choose File**.

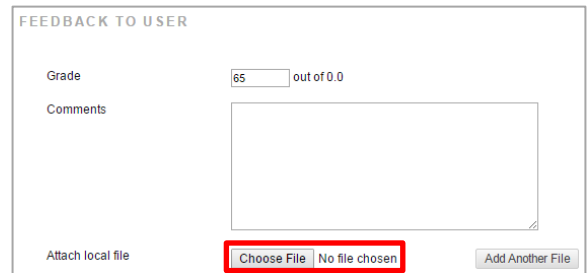
7. Select the file you wish to attach, click **Open**.

The file name will now be displayed next the Choose File button.



Attach local file Example Ass...edback.docx

8. Click **Submit**. Click OK.



FEEDBACK TO USER

Grade out of 0.0

Comments

Attach local file No file chosen

Note: The file attachment will not be displayed on the Grade Details page but will be visible when clicking on **'Grade Attempt'** button.

Attempts	Manual Override	Column Details	Grade History			
Date Created	Date Submitted (or Saved)	Value	Feedback to Learner	Grading Notes	Actions	
21-Jan-2016 16:35:22	21-Jan-2016 16:35:22 (Completed)	65.00			<input type="button" value="Grade Attempt"/>	<input type="button" value="Edit Grade"/>

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.