

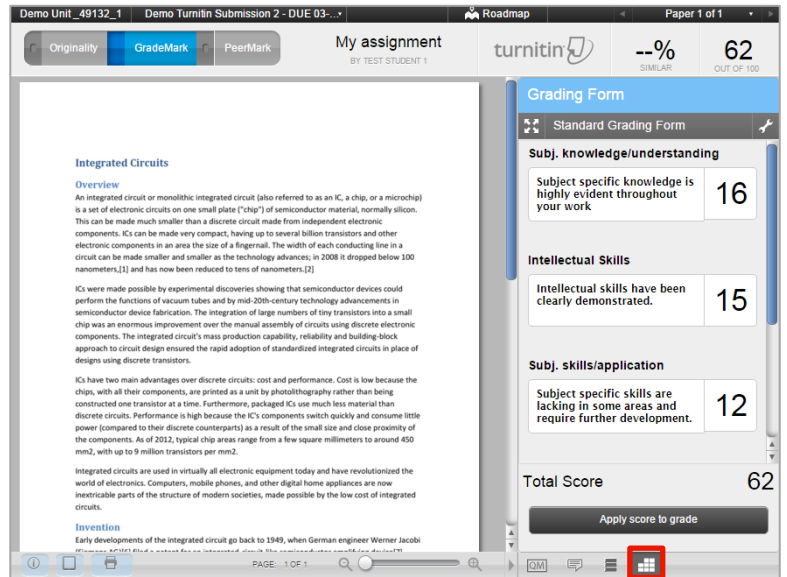
Overview

A Grading Form allows you to create a list of criteria with corresponding free text response fields and the optional ability to score each criterion. They can make the marking process more efficient and help ensure consistency across marking if this is done by several people.

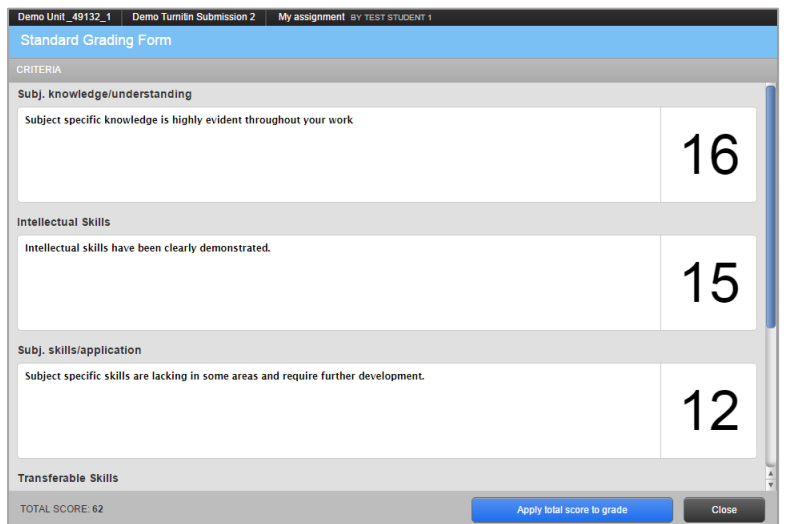
Grading Forms are accessible to staff and students via the rubrics panel in the document viewer.

This Grading Form shows free text responses under a set of pre-defined criteria. A score has been added to each criterion which has been totalled and applied to the overall grade.

Grading Form criteria support 1000 words per box.



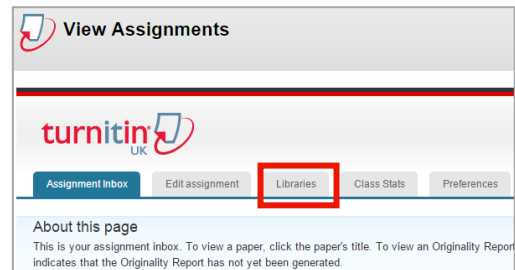
Expanded view of a Grading Form shows comments and scores for each criteria.



Open the Rubric / Form manager

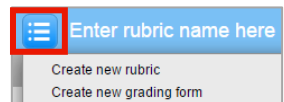
Grading Forms are created and edited from **GradeMark's Rubric / Form Manager**.

1. Access your chosen unit in myBU
2. From the Control (Under the left hand unit menu) click **Unit Tools** and then **Turnitin Assignments**.
3. Click on an assignment box
4. Click on the **Libraries** tab
5. Click **Rubric/Form Manager**.

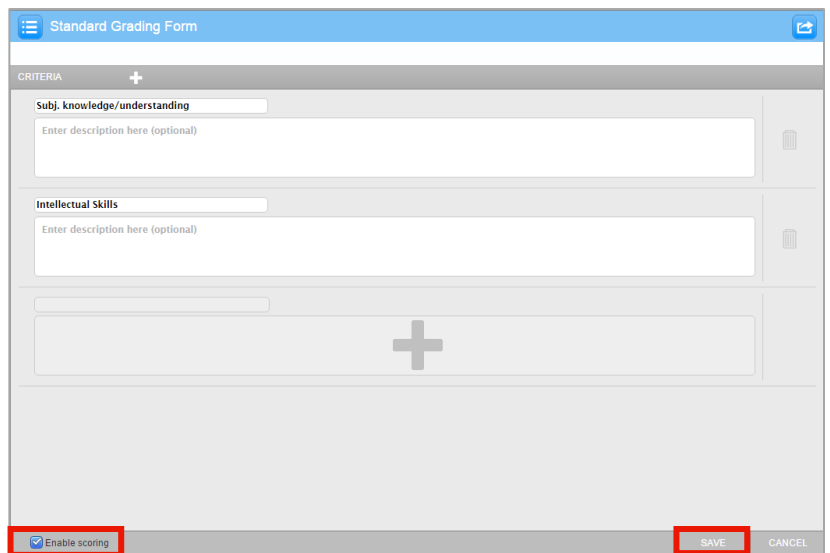


Creating a Grading Form

1. From the **Rubric/Form Manager** click the **bulleted** icon located in the top left corner and select **Create new Grading Form**. This will load a blank Grading Form.



2. Populate the grading form by first adding the grading form name. Click on **Enter Grading Form name here**, type in the title of the grading form and press **enter**.



3. Click in the **Criterion 1** box, and type the **name** of your criterion and also a description if necessary.

4. Click in the '+' to add further criteria as required.

5. If you wish to enable scoring then tick the '**Enable Scoring**' option in the bottom left hand corner. This allows each criterion to contain a score which will be automatically summed up.

6. When you are happy with your Grading Form click on **Save** at the bottom right corner.



Note: A standard grading form might include the following headings:

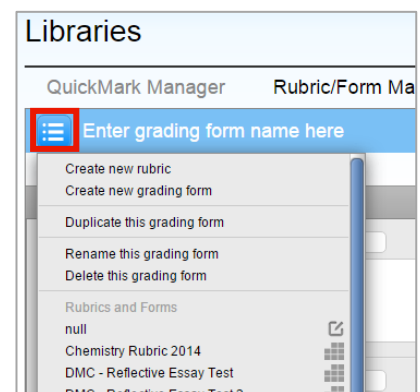
- Subject Knowledge / Understanding
- Intellectual Skills
- Subject Skills / Application
- Transferable Skills
- Overall Comment
-

Duplicate a grading form

If you wish to create a new Grading Form based on an existing grading form:

1. Open an existing Grading Form in the Grading Form Viewer via the bullet list icon menu.
2. Click on the bullet list icon again and **click Duplicate this Grading Form**.

Note: Grading Forms are indicated in the menu with the pen icon . Rubrics are indicated by the squares icon .

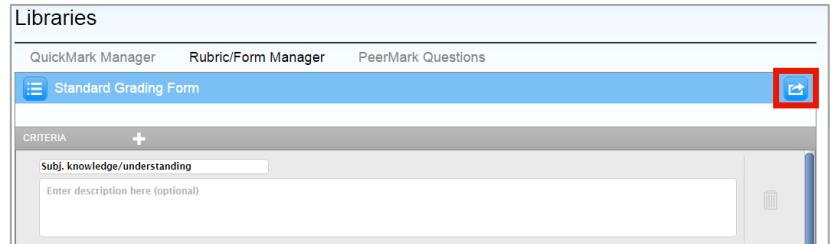


Exporting and importing Grading Form files

When you create a Grading Form it will only be visible on your own account (unless you have attached it to an assignment). In order to share with colleagues you must use the Import / Export options.

To export a Grading Form:

1. Click on the **Import /Export button** from the **Rubric / Form Manager**.
2. Click **Export** from the drop down menu
3. Save the (.rbc) file.



To import a Grading Form:

1. Click on the **Import /Export button** from the **Rubric / Form Manager**.
2. Click **Import** from the drop down menu
3. Click **Select files** and browse to locate the Grading Form file, or drag the file into the Import window.

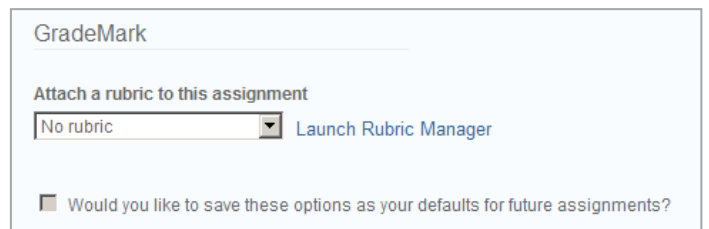
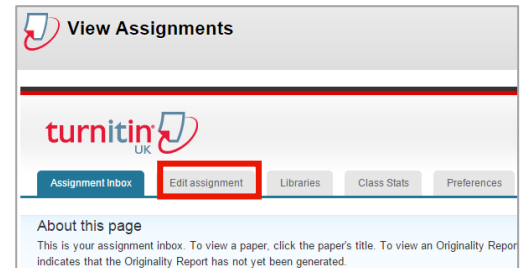
Note: Grading forms cannot be imported from Excel.

Attach a Grading Form to an assignment

Before you can use a Grading Form to mark an assignment it must first be attached to the assignment. This can be done via the Edit assignment page or the document viewer.

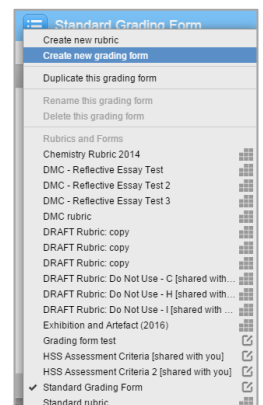
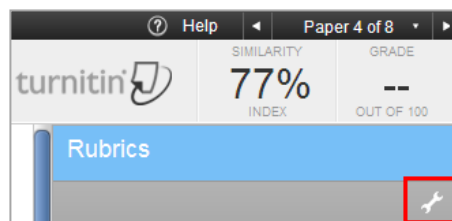
Via the Edit Assignment page:

1. Access your chosen unit in myBU
2. From the Control (Under the left hand unit menu) click **Unit Tools** and then **Turnitin Assignments**.
3. Click on an assignment box
4. Click on the **Edit Assignment** tab
5. Under **Optional settings** you have the choice to **Attach a rubric to the assignment**. From the drop down list you can select your Grading Form.




Attaching a Grading Form via the Document Viewer:

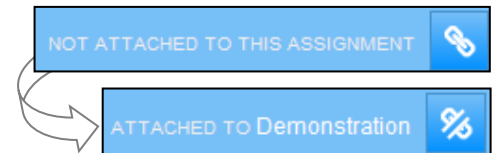
1. When viewing a student's paper, click the rubric icon located at the bottom of the screen.
2. Click the **Spanner** icon near the top of the screen.
3. Click the **bulleted** list at the top left and select the Grading Form you want to use from the dropdown list.



4. Click the chain link icon to the right of the words **'Not attached to this assignment'**.
5. The icon changes and the words now read **'Attached to'** plus the name of the assignment.
6. Click **Close** on the Grading Form Manager.

Removing a Grading Form

1. When viewing a student's paper, click the **rubric icon** located at the bottom of the screen.
2. Click the **Spanner** icon  in the top right of the rubric panel.
3. Click the icon beside **'Attached to assignment'**.
4. A warning message will appear asking you to confirm that you wish to detach the Grading Form.
5. Click **Yes** and the Grading Form will be removed.



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.