

Accessing assignments

- Log in to myBU <https://mybu.bournemouth.ac.uk> using the **username** and **password** provided by the Learning Technology team
- Under **My Units** you will see a list of units you have been given access to, click on the appropriate unit
- Within the unit, on the left, you will see the **unit menu**
- Click on **Assessment** to view details of the assignment brief etc. (if provided by the lecturer).

View this short demonstration: <https://goo.gl/J16wPI> (0:29 mins)




Accessing feedback

- Under **Control Panel** click on **Unit Tools** and then **Turnitin Assignments**
- Click on the **name** of the Assignment to access the **Turnitin Assignment Inbox**.

Grouping marks:

- Click on the **GRADE** column. This will sort the grades in an ascending or descending order
- Click again to reverse the order.

Viewing feedback:

- Click on the **Grade** next to each student's name to view their **GradeMark** report and feedback, this may open in a new window that may not appear automatically. You will need to find it in the taskbar.
- In line comments will be shown with this icon . Click the speech bubble to expand the comment.
- Click on the **Feedback Summary** icon  to view further feedback if provided.
- Click the **Rubric** icon  to view associated rubric comments.
- Use the **Paper navigation** (in the top right corner) to move to the next student's assignment.

View this short demonstration: <http://bit.ly/2kZp8dU> (0:53 mins)

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



Turnitin Originality reports

If the plagiarism element of Turnitin has been enabled, the originality reports can be viewed within the **Turnitin Assignment Inbox**:

- Click on the **Similarity** percentage next to each student's name.
- Click on the **Match Overview** value. The originality report will display the percentage match and the source.

View this short demonstration: <http://bit.ly/2zCDJ2m> (0:32 mins)

Accessing the Grade Centre

If feedback has been given via the **Grade Centre** tool in myBU:

- Under **Control Panel** click on **Grade Centre**
- Click on **Full Grade Centre** to view a list of students, assignments and marks given
- Locate the appropriate assignment column and click on the drop down arrow next to the mark
- Click on **View Grade Details**
- Click **Grade Attempt** to view full details and the markers' comments

View this short demonstration: <https://goo.gl/4FiJjm> (0:56 mins)

Accessing Mahara ePortfolios

Assessed portfolios are submitted via a "group" 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**

View this short demonstration: <https://goo.gl/SXQqqs> (1.17 mins)

Further support

- If further assistance is required please contact learningtechnology@bournemouth.ac.uk