Turnitin® GradeMark® & Feedback Studio

Introduction:

TurnItIn allows for more than just plagiarism checking! Within its Grademark/Feedback Studio you can grade and mark up papers students submit to the Western Online Assignment drop box without having to download them! With this tool, you will be able to mark up and comment on student papers, create rubrics, and publish the score to WesternOnline. Students will be able to see their grade, your markup and comments and the rubric if one was used for grading purposes.

Table of Contents

1. Enabling Turnitin®'s GradeMark®/Feedback Studio Tool

You must turn this tool on before submissions have been made in the Western Online Assignment Folder. It will not function appropriately otherwise. The best time to turn this tool on is when you create your assignment submission folders.

A. On the course nav bar, click **Assessments** and choose **Assignments.**

I.A. → **Assessments ▾**

Assignments

Quizzes
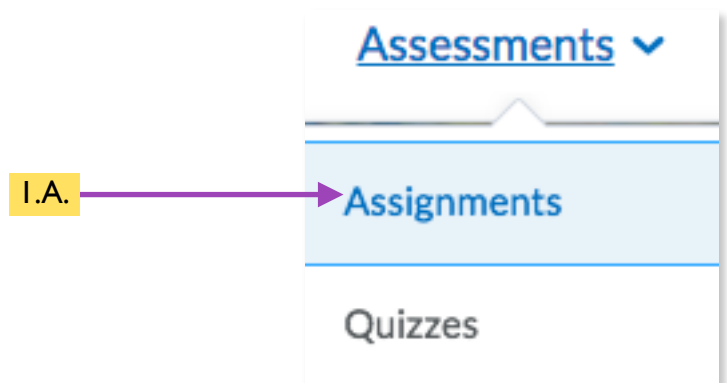
B. Click the **New Submission Folder** button.

Assignment Submission Folders

I.B. → **New Submission Folder** | More Actions ▾
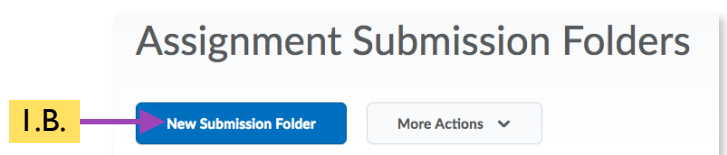
C. When the New Submission Folder window appears, enter a title for your assignment in the **Name** field.

D. Set the remaining properties on this page as necessary for your needs.

New Submission Folder

Properties | Restrictions | Objectives | Turnitin®

Folder Properties

Name *

I.C. → Assignment 6 (Example)

Folder Type

⦿ Individual submission folder ❓
◯ Group submission folder ❓

Group Category | (Dawn) Online Course Syllabi Project Groups ▾

Category

I.D. → No Category ▾ [New Category]

Grade Item

Assignment 6 ▾ [New Grade Item]

Out Of

10 ❓

New Submission Folder

I.E.

| Properties | Restrictions | Objectives | Turnitin® |

Folder Properties

Name *

Assignment 6 (Example)

Folder Type

● Individual submission folder ⊘

○ Group submission folder ⊘

Group Category   (Dawn) Online Course Syllabi Project Groups ▼

Category

No Category ▼   [New Category]

Grade Item

Assignment 6 ▼   [New Grade Item]

Out Of

10   ⊘

E. Click on the **Turnitin®** tab.

Make the changes shown below to the Turnitin settings.

F. Select **Enable GradeMark®** for this folder.

G. Select **Automatically sync grades as Draft in Brightspace** (If you want the grade to automatically be pushed into WesternOnline.)

H. Select **Enable Originality Check® for this folder**

I. Select **Allow learners to see Turnitin® similarity scores in their submission folder. THIS MUST BE SELECTED FOR THEM TO SEE THEIR MARKED UP PAPERS.**

J. Choose **Automatic originality checking on all submissions.**

K. Click **Save and Close**.

Edit Folder - Assignment 6 (Example) ⌄

| Properties | Restrictions | Objectives | **Turnitin®** |

Turnitin® Integration

GradeMark® ⊘

Evaluation

I.F. → ☑ Enable GradeMark® for this folder

Transfer

I.G. → ● Automatically sync grades as Draft in Brightspace ⊘
○ Manually sync grades as Draft in Brightspace

Originality Check® ⊘

I.H. → ☑ Enable Originality Check® for this folder

Display

I.I. → ☑ Allow learners to see Turnitin® similarity scores in their submission folder

Frequency

I.J. → ● Automatic originality checking on all submissions
○ Identify individual submissions for originality checking

More Options in Turnitin®

I.K. → **Save and Close**   Save and New   Save   Cancel
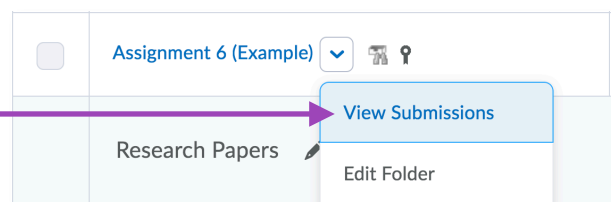

II. Grading (Marking up) a Submission

Assessments ∨

A. On the course nav bar, click **Assessments** and choose **Assignments.**

II.A. ——→ **Assignments**
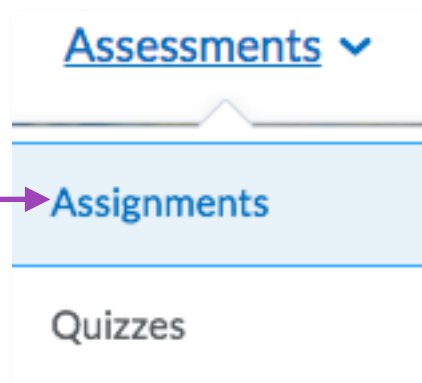
Quizzes

B. Click on the drop-down menu next to the assignment you need to grade, and choose **View Submissions**.

| Assignment 6 (Example) ∨ |
| Research Papers ✏ |

II.B. ——→ View Submissions
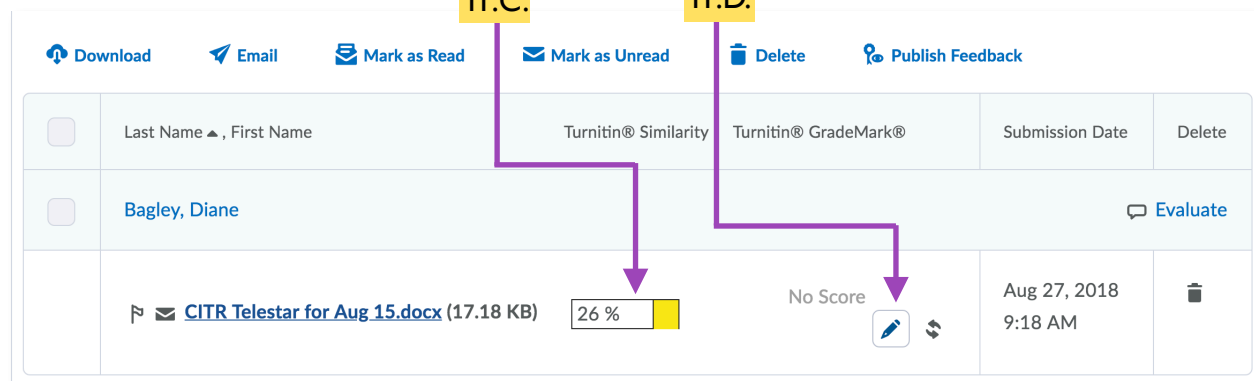
Edit Folder

Checking Similarity

Student's papers are checked against the search targets selected for the assignment; this may include billions of pages of active and archived internet content, a repository of works previously submitted to Turnitin®, and a repository of tens of thousands of periodicals, journals, and publications.

It is perfectly natural for an assignment to match against some of the Turnitin® database. If a student has referenced their paper correctly, there will be instances where a match will be found. The similarity score makes you aware of any potential problem areas in a paper.

C. To evaluate citations, quotations and plagiarism potential, click on the **Turnitin® Similarity Score.**

II.C.   II.D.

| ⬆ Download | ✈ Email | ✉ Mark as Read | ✉ Mark as Unread | 🗑 Delete | 👁 Publish Feedback |

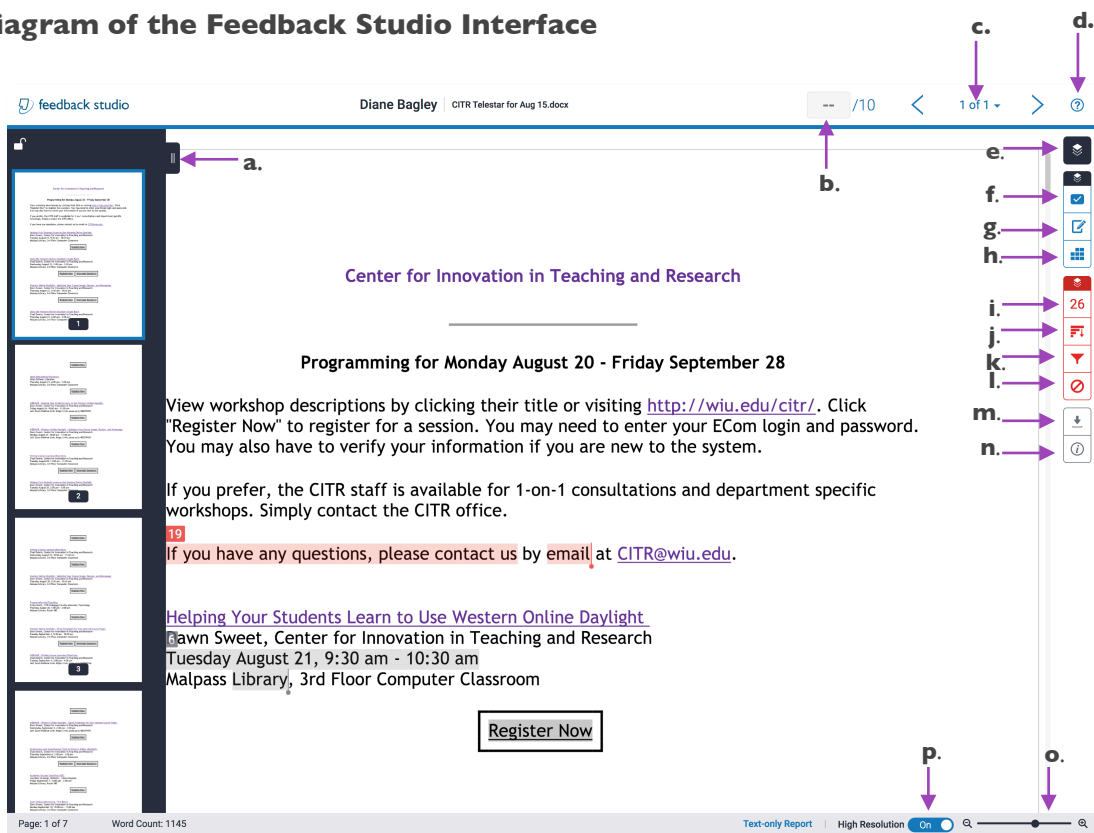|	Last Name ▲ , First Name	Turnitin® Similarity	Turnitin® GradeMark®	Submission Date	Delete
☐	Bagley, Diane				💬 Evaluate
	⚐ ✉ **CITR Telestar for Aug 15.docx** (17.18 KB)	26 %	No Score ✏ ⇅	Aug 27, 2018 9:18 AM	🗑

D. To evaluate the paper without the similarity score findings automatically turned on, click on the **Pencil** icon under the Turnitin® GradeMark® option.

Diagram of the Feedback Studio Interface

| Name	Function
(a.) Page Navigation	Opens page navigation pane so you can easily move through pages of the document.
(b.) Score Field	This is where you will enter the score after you have finished grading the paper.
(c.) Navigation	Allows you to navigate between student submissions without returning to WesternOnline between papers.
(d.) Turnitin® Help	Allows you to access help articles from Turnitin®
(e.) Layers	Allows you to open the layers pane so you can toggle between turning the similarity and grading layers on and off.
(f.) QuickMarks®	Provides access to a library of pre-formatted markup feedback. Use the search box to find a specific QuickMark®. You can also indicate a grade-level. Once you select the one you want to add, drag it to the paper and place it at the relevant location.
(g.) Feedback Summary	This provides an area where you can leave a voice comment and or text feedback about the overall paper. Voice comments are limited to individuals with a full Tunitin® account. You can still use this pane to provide text feedback to your students. When you click it the feedback pane will open. Click the X in the upper right-hand corner to exit the feedback pane.
(h.) Rubric	You can create a grading rubric within Turnitin® for grading papers. Clicking on this button will open the rubric tool where you can create a new rubric, attach an existing rubric or grade from an existing rubric.
(i.) Match Overview	Provides a list of sources where matching content was found during the similarity check.
(j.) All Sources	Provides a list of all sources that were found as matching during the similarity check.
(k.) Filters and Settings	Allows you to set filters for excluding non-pertinent information, and more.
(l.) Excluded Resources	Allows you to restore resources you have excluded.
(m.) Download	Allows you to download a copy of the paper.
(n.) Information	Allows you to see submission details for the paper you are grading.
(o.) Zoom	Allows you to zoom in and out on the paper.
(p.) Resolution	Allows you to change the resolution of the paper.

Marking up Student Papers

Follow steps A-D on page 4 to access a submission for grading. Once you are in the Feedback studio, follow the steps below to mark up and grade the paper.

E. Click on the **Layers** icon and ensure that the **Grading** layer is selected by clicking in the box next to it to select it.
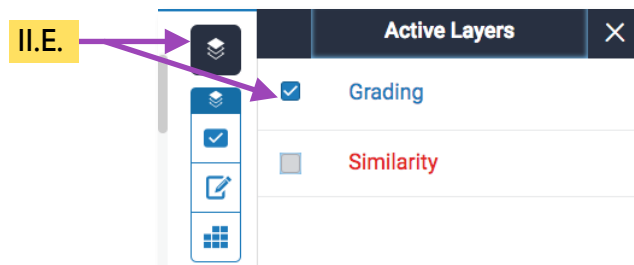
F. Click anywhere within the body of the paper to bring up the floating tools.

   i.   Click on the **QuickMark** icon to add a quick mark to the paper.

   ii. Click on the **Comment** icon to add a comment to the paper.

   iii. Click on the **T** (Text) icon to add inline text to the paper.
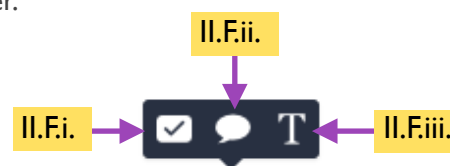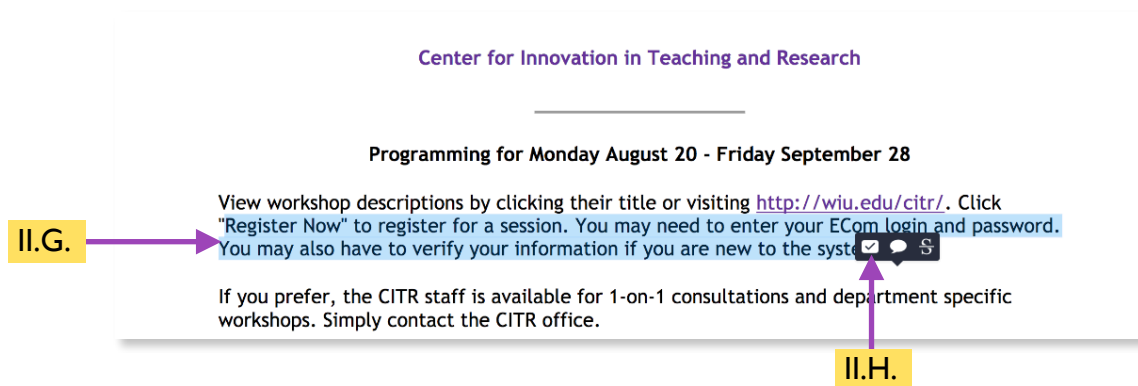

USING QUICKMARKS

QuickMarks are commonly used or standard editing marks that instructors can use when editing and grading papers. The GradeMark system provides sets of QuickMarks consisting of commonly used editing marks and standard corrections. Instructors can also create sets of their own.

A library of QuickMarks is accessible through the online floating tools shown above as well as from the toolbar pane to the right of the page (as shown in the diagram on p. 5 of this handout).

Follow these steps to add QuickMarks to a paper.

G. Click and drag your mouse over text in the document where correction is needed to select it.

H.   When the floating menu appears, click on the **QuickMark** icon to bring up bring up the library of available QuickMarks.

Center for Innovation in Teaching and Research

Programming for Monday August 20 - Friday September 28

View workshop descriptions by clicking their title or visiting http://wiu.edu/citr/. Click "Register Now" to register for a session. You may need to enter your ECom login and password. You may also have to verify your information if you are new to the system.

If you prefer, the CITR staff is available for 1-on-1 consultations and department specific workshops. Simply contact the CITR office.

When the QuickMark Library appears there are several tasks that can be performed.

I. Click on the **Sets drop-down list** to choose the appropriate QuickMark set for your needs.

J. Search for a specific MarkUp by entering a search string in the search field and clicking on the **Magnifying Glass**.

K. Click on the **QuickMark** that you would like to add to the paper to select it. The QuickMark editing window will appear.

L. If you would like to change the highlight color of the selection on the paper, click on the **color chip** in the upper left corner of the QuickMark comment box.

M. The QuickMark comment box will appear. You will notice a predefined comment. You can type your own comments in the **Add comment** field below the pre-defined comment.

N. If you need to delete this QuickMark and comment, click on the **Recycle Bin** icon in the lower left corner of the comment box.

II.I. 9th-12th Grade Analysis

II.J. [search field]

Add transition   Analyze further

Connect to claim   Develop claim

II.K. Develop idea   Explain further

Include topic sentence

Integrate quote

Maintain formal language

Maintain objective tone

II.L. [color chip]

Slow down and develop this idea fully before making a clear transition to the next. An analysis essay should complete its discussion of one specific point before moving on to the next.
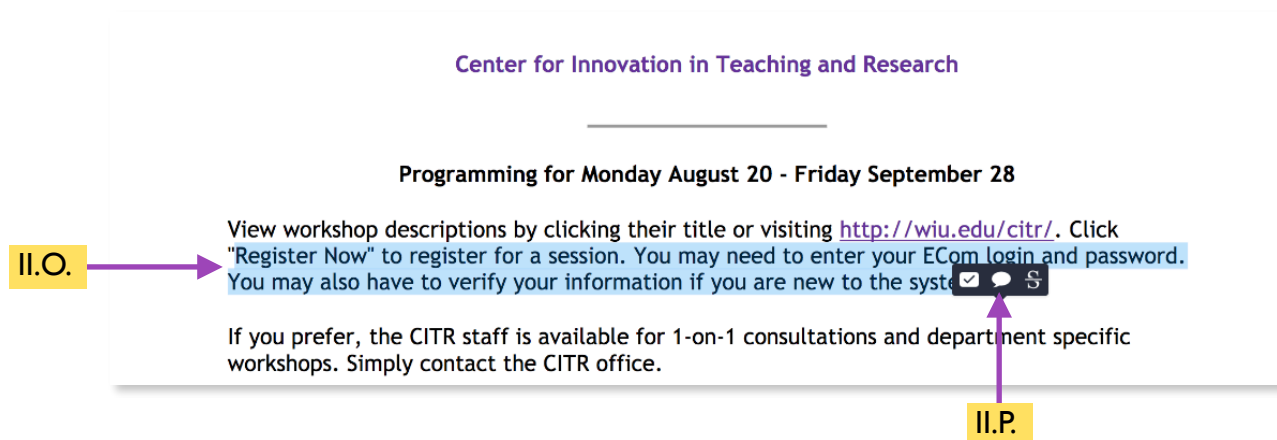
II.M.

Add comment

II.N. [recycle bin icon]

ce.

Develop idea

Follow these steps to add Comments to a paper.

O. Click and drag your mouse over text in the document where you would like to comment and select it.

P. When the floating menu appears, click on the **Comment** icon to bring up the comment window.

Q. If you would like to change the highlight color of the selection on the paper, click on the **color chip** in the upper left corner of the comment window.

R. When the comment window appears, type your comment in the space provided. You can format your text and even add a hyperlink.

S. If the comment that you have entered is something you would like to use again multiple times, you can convert it to a QuickMark and add it to the QuickMark library. Click on the **Convert to QuickMark** library link in the lower right corner of the comment box.

T. If you need to delete the comment click on the **Recycle Bin** icon in the lower left corner of the comment box.
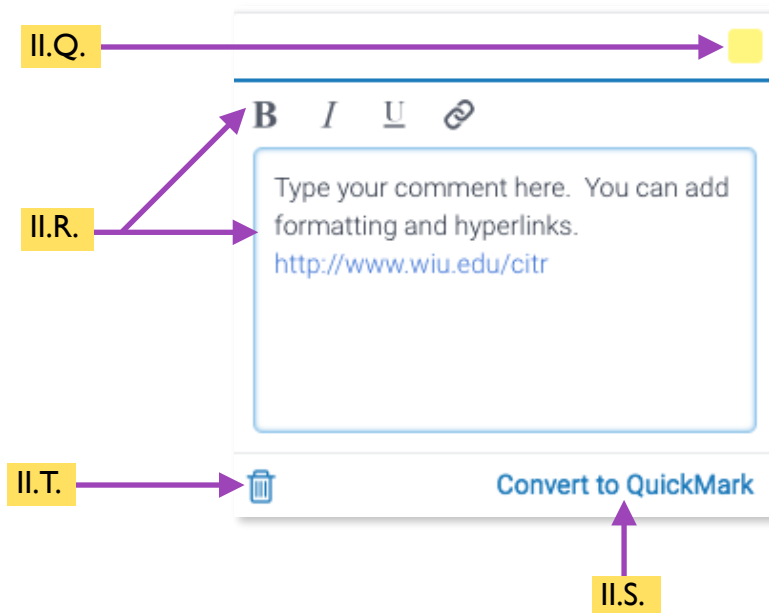
Follow these steps to add an Inline Text Comment to a paper.

U. Place your cursor in the document where you would like the inline comment to appear.

V. When the floating tools appear, click on the **T** (inline text) tool.

Helping Your Students Learn to Use Western Online Daylight
Dawn Sweet, Center for Innovation in Teaching and Research
Tuesday August 21, 9:30 am - 10:30 am
Malpass Library, 3rd Floor Computer Classroom

II.V.

W. Type your inline text comment in the field that appears. Press the tab key when you are finished typing.

Tuesday August 21, 9:30 am - 10:30 am
Malpass Library, 3rd Floor Computer Classroom

This is an inline comment. . .

II.W.

X. If you would like to move the text to a different location in the document just click and hold and drag it to the new location.

Y. To delete the inline text comment, hover over it with your mouse. When you see the **Recycle Bin** icon appear click on it to remove the comment.

Helping Your Students Learn to Use Western Online Daylight
Dawn Sweet, Center for Innovation in Teaching and Research
Tuesday August 21, 9:30 am - 10:30 am *This is an inline comment. . .*
Malpass Library, 3rd Floor Computer Classroom

II.Y.

III. Adding a Rubric

You can add a rubric within the Feedback Studio from which you can grade assignments. This brief tutorial will not cover all steps involved in setting up a rubric, but will provide the steps needed to generate and attach a rubric to an assignment within the Feedback Studio.

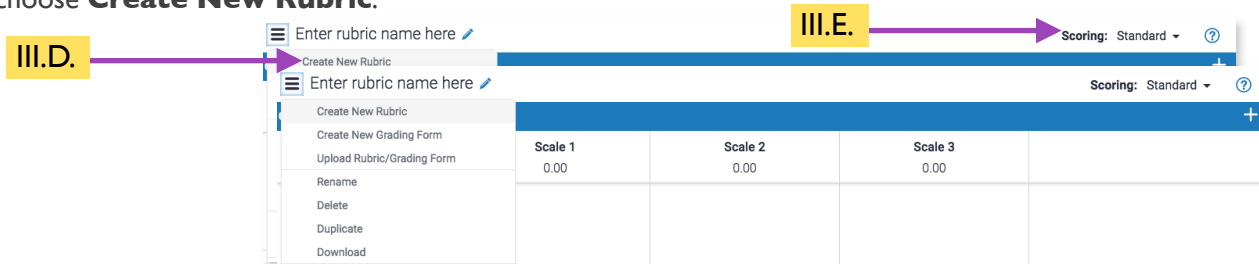A. Click on the **Rubric** icon in the navigation pane on the right side of the Feedback Studio.

III.A.
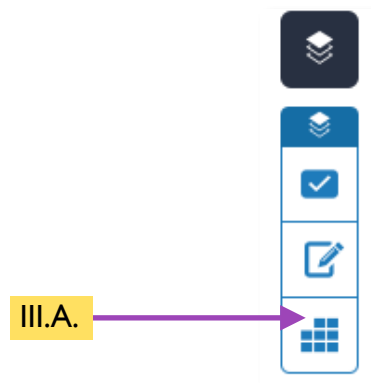
B. When the rubric settings window appears, click on the **Settings** icon in the upper right corner of the Rubric window.

C. A rubric will appear.

III.B.

No rubric or grading form is attached to this assignment.
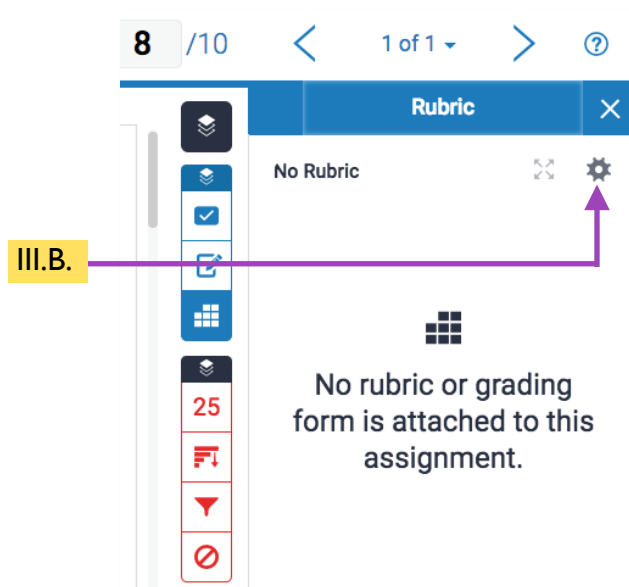
D. To create a new rubric or grading form, click on the **Menu** in the upper left corner of the rubric and choose **Create New Rubric**.

III.E.

III.D.

Enter rubric name here
Create New Rubric
Enter rubric name here   Scoring: Standard ▾
Create New Rubric
Create New Grading Form
Upload Rubric/Grading Form   Scale 1   Scale 2   Scale 3
Rename   0.00   0.00   0.00
Delete
Duplicate
Download

E. To change the scoring method, click on the **Scoring** drop-down menu in the upper left corner of the window.

F. To attach the rubric to an assignment, click the **Attach to Assignment** toggle in the lower left corner of the screen. (Note: If you have not previously saved the rubric you will need to do so now.)

Criterion 4   0 %

III.F. → Attach to Assignment ◯ Off   Save   Cancel   Close
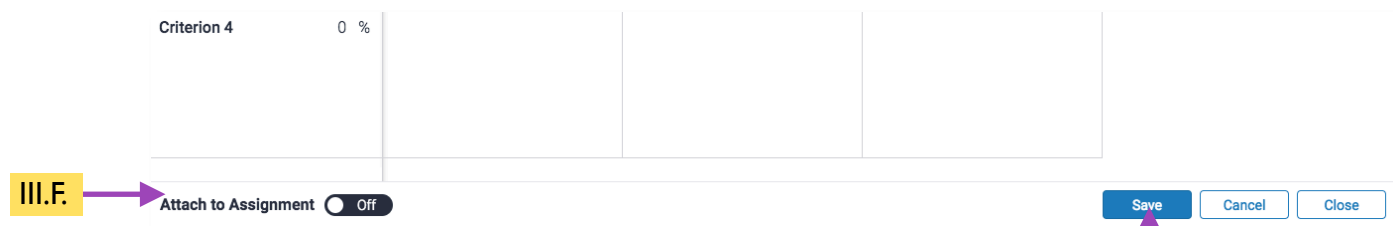
III.G.

G. To save your rubric, click the **Save** button in the lower right corner of the screen.

III.K.

H. Once you have created and attached a rubric to an assignment, you will see the rubric appear in the **Rubric** task pane to the right of the page. You can score the assignment using the rubric from there.

III.H. → **Rubric**   ✕

Untitled   ⤢   ⚙

III.J. → -- /0   Apply to Grade
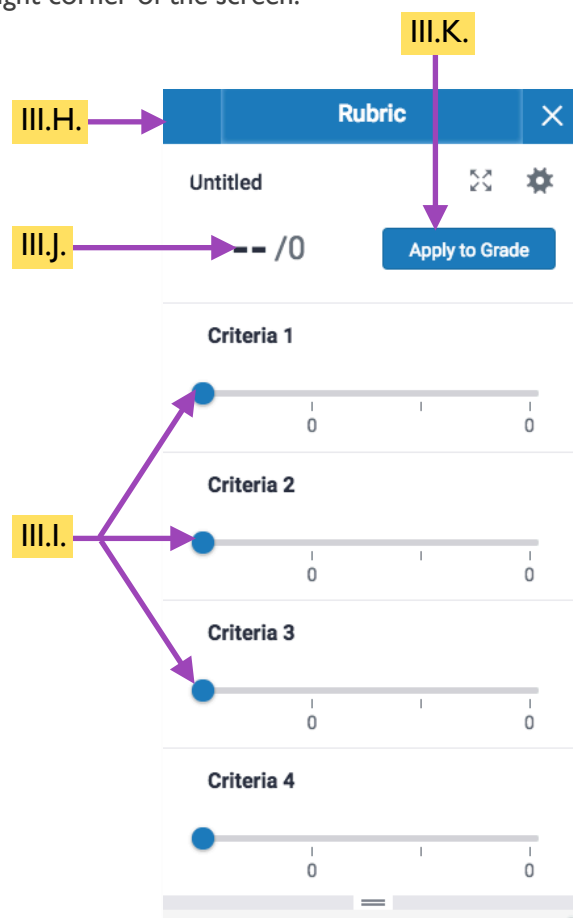
I. Slide the **Criteria** levels to assign a score for each criteria.

Criteria 1

J. You will notice that as you slide them the score will change in the **Score** field.

●────────────────
0   0

Criteria 2

III.I. → ●────────────────
0   0

K. When you have finished grading with the rubric, click the **Apply to Grade** button in the upper right corner of the **Rubric** pane.
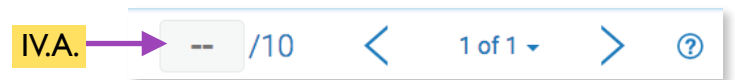
Criteria 3

●────────────────
0   0

Criteria 4

●────────────────
0   0

L. You will then see the score reflected in the **Score** field at the top of the page.

III.L. → **8** /10   <   1 of 1 ▾   >   ⑦

IV. Adding the Score to the Paper

If you are not using a rubric you can type the paper score into the score field in the upper right corner of the page.

A. Click in the blank area in the **Score Field** in the upper right corner of the window.

IV.A. → `--` /10 ‹ 1 of 1 ▾ › ⑦

B. Type the score and press tab or click out of the field to set the score. It will automatically save.
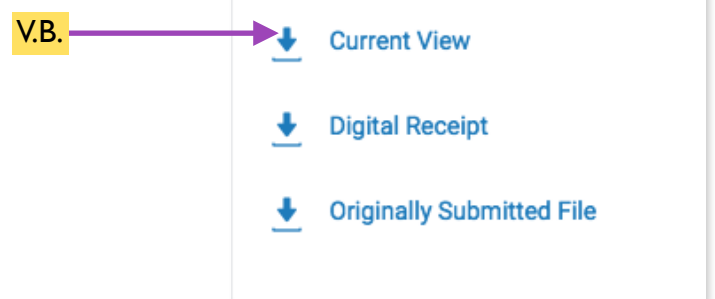
IV.B. → **8** /10 ‹ 1 of 1 ▾ › ⑦

V. Downloading a Copy of the Graded Paper

A. To download a copy of the graded paper, click on the **Download** icon on the tool pane at the right side of the window.

V.A. → ⬇ / ⓘ

B. When the Download dialog box appears, choose the file you would like to download. **Current View** will include your markup and inline text comments.

Note: Comments that were made within QuickMarks or Comment boxes will be displayed on the final pages of the downloaded document.

V.B. →

Download ✕

⬇ Current View

⬇ Digital Receipt

⬇ Originally Submitted File

VI. Publishing the Score in WesternOnline

After you have scored the paper in Turnitin you will need to return to WesternOnline to publish the score to the grade book.
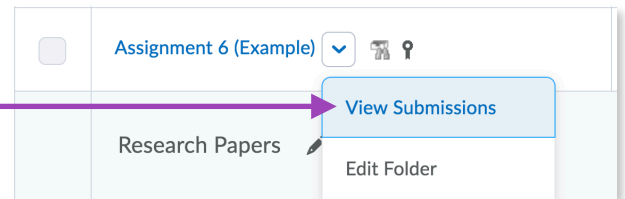
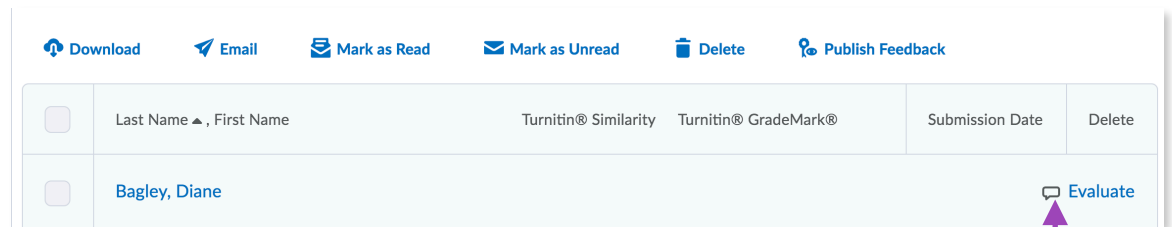A. On the course nav bar, click **Assessments** and choose **Assignments.**

VI.A. → Assessments ⌄
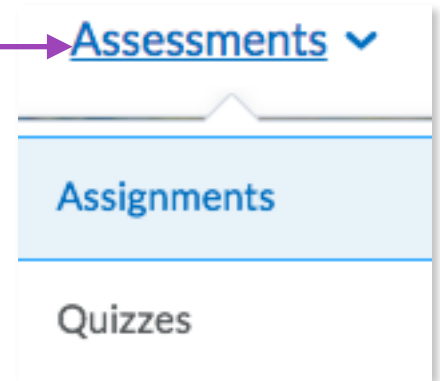
Assignments

Quizzes

B. Click on the drop-down menu next to the assignment you need to grade and choose **View Submissions**.

Assignment 6 (Example) ⌄

VI.B. → View Submissions

Research Papers ✎

Edit Folder

C. Click on the **Evaluate** link to the right of the submission you want to publish to the grade book.

⬆ Download   ✈ Email   ⬇ Mark as Read   ✉ Mark as Unread   🗑 Delete   👤 Publish Feedback

	Last Name ▲ , First Name	Turnitin® Similarity	Turnitin® GradeMark®	Submission Date	Delete
	Bagley, Diane				💬 Evaluate

VI.C.

D. When the **Evaluate Submission** window appears, click on the **Use This Score** link under the score you assigned in Turnitin®.
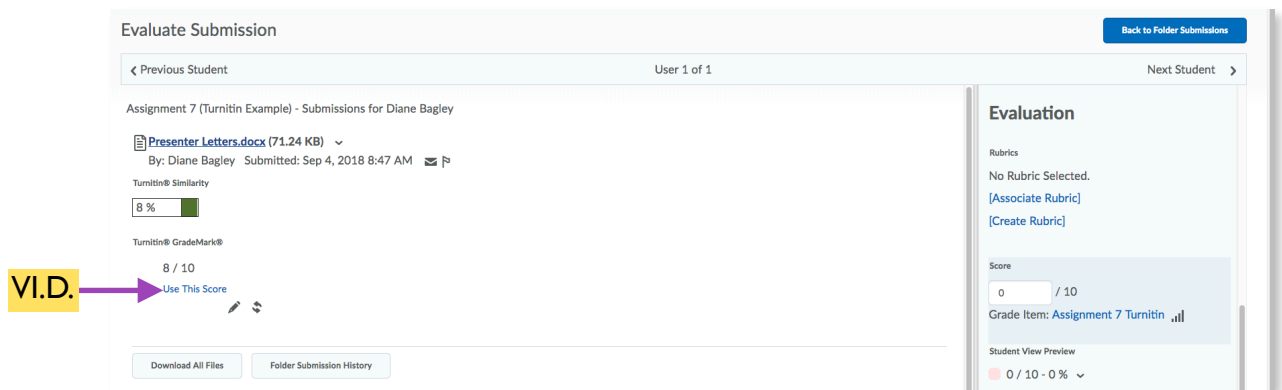
E. You will notice that the score is transferred into the **Score** field in the Evaluation pane to the right.

F.   Enter any additional information you would like to include into the **Feedback** field.

G.   Click the **Publish** button to publish the grade to the grade book.