Marking an assignment and providing feedback using GradeMark

Preparation:

- Access to a course in MOLE
- An assignment already set up in a course area in MOLE. (This does not need to be a real assignment).

Time needed: 30mins-40mins

Why Mark on-screen?
The use of Electronic marking and feedback is becoming more and more widespread in Higher Educational Institutions. One of the main reasons for this, is that students like the comprehensive feedback that products like Turnitin can give them. We can now provide students with text-written comments directly next to the student’s work (in-line comments), summary statements and even audio feedback all accessible within the assignment area. It has been found that students engage better with feedback given using e-marking. However, it is not just students who benefit from this use of learning technology.

Benefits for Staff

- **Organisation:** All the papers to be marked are in one place. No chasing down papers
- **Quick marking:** You can set up your own QuickMarks (see the Quickmark Helpsheet) to avoid re-writing the same comments over and over
- **Originality Check:** Staff can mark whilst overlaying the Originality Check results
- **Mobile Marking:** You can make use of the Turnitin iPad App to mark without needing an internet connection. There is another helpsheet available, specifically for using the iPad for marking.
- **Anonymous marking:** You can easily mark all your papers anonymously
- **Audio feedback:** You can record up to 3 minutes of audio feedback, no uploading/downloading required
- **Recording grades:** Turnitin stores all the grades you give automatically, and sends them through to the Grade Centre in MOLE.
What is GradeMark?
GradeMark consists of a GradeMark screen that allows staff to view students’ submissions, to provide audio and text feedback and to return a grade for a piece of work. This helpsheet will take you through all the features and functionality that GradeMark offers.

Step-by-step guide
This guide will show you how to mark a Turnitin assignment and place both text-based and audio feedback into the assignment. This will be done using the GradeMark viewer.

Access your Turnitin Account through MOLE

1. Go to https://www.sheffield.ac.uk/
2. At the top of the page, log into MUSE (My University of Sheffield Environment)
3. My Services (at the top of the page again) > MOLE
4. You need to have an assignment set up, which will act as a ‘door’ to your Turnitin area. You do not need to use a real assignment – it can just be one that you set up quickly to provide access to Turnitin.
5. Click on Messages, which is in the top right-hand corner of the screen
6. Click on "Assignment inbox" - You are now in your Turnitin Account.
7. In the top left-hand corner (after the words ‘Now Viewing’), you can access a drop-down menu, to select viewing ‘new papers’, ‘viewed papers’, ‘marked papers’, or ‘all papers’. This can help with your marking organisation.

8. You may have chosen to employ anonymous marking in your Turnitin assignment. If this is the case you will see large grey buttons instead of the student name.

   This feature needs to be initially activated when the assignment is set up. If you need more information on how to set up the Turnitin assignment, please see the help sheet ‘1a.Add a TurnitinUK assignment to your course in Mole.’
There are some important things to note when employing anonymous marking:

- Once you receive student submissions you cannot then switch anonymous marking off under the "edit assignment" tab options.

You can, if necessary, switch off anonymous marking, student by student. You will need to click on the grey button - "anonymous marking enabled".

- You will be asked to provide a reason for switching this off. This is a free-text box.

- Note that you cannot then switch anonymous marking back on for that student.
- Once marking is finished, you can bring the Post-date forward using the "edit assignment" tab, which will switch off anonymous marking. However, you will not be able to switch it back on by changing the post date back.

Good practice in anonymous marking

- Encourage students to use a specific naming convention in their assignment titles. This serves to remind them not to put their names into the assignment title, which of course would reveal their identity to the marker/s.
- Further to the naming convention, consider employing the use of the University registration number in the assignment title. This allows administrators to identify the student fairly quickly where absolutely necessary, but still keeps anonymity intact.

Late Submissions

9. Late submissions (if you have chosen to allow this in the set up options) are highlighted in red. All Grademark reports are date and time stamped, so there can be no quibble over when a student submitted their work.

You may have students who have agreed extended deadlines via special dispensations, and therefore will be submitting a good deal later than your other students. In this case consider
setting up a further Turnitin assignment to handle this. This will mitigate any confusion in submission and marking for both students and staff.

Marking and Feedback
10. To start marking your students papers, click on the GradeMark icon (which looks like a pen) in the GradeMark column by the first assignment. This will open the Grademark window for you.

Ways to mark work:
There are two ways to mark work:

1) Quick Marks
2) Text comments

At present, Turnitin does not support free-hand annotations, so you cannot ‘write’ comments onto an assignment.

Quick Marks

11. QuickMarks are "bubble" style boxes than can be easily dragged and dropped onto a student’s assignment. There are several sets to choose from. The image to the right shows the commonly used marks, but if you click on the menu in the top left of that box, you can access more detailed and specific comments.

To add a Quick Mark, click on it in the box on the right and drag it to where you would like it to appear on the student’s assignment.
• Start by dragging the "Comment" bubble at the top right hand side of the viewer over to the submission.
• The Quick Mark will appear on the page with an explanation of what the mark means. If you would like to add extra information to this, you can click on ‘Edit’ and add some text of your own. As soon as you move the mouse away from the box, it shrinks back to being a bubble comment.

**Turnitin’s QuickMark sets and creating your own**

If you want to know more about the full range of Quick Marks available and how to create your own, please see the helpsheet entitled "Creating your own QuickMarks in GradeMark". These points are not covered in this helpsheet.

**Associate Criterion**

You can choose to associate your QuickMarks with a Grading Form or Rubric Criterion. If you would like to do so, please see the later helpsheet on "Rubrics and Grading Forms".

**Free Text Comments**

12. Click on the word where you would like to insert a comment. Type in your comment and then click ‘Save’.

This leaves a comment box over the top of the text and when a student hovers over it with their mouse, the comment appears.
For a comment which refers to more than one word or a paragraph, select a sentence of text by left clicking and dragging across until the text is selected by showing a blue bar. e.g.

So here we can see there are two types of effect.

Now click on the highlighted text. You should see the following screen:

(You can choose which colour you wish the text to be highlighted).

Put in your free text comment and click "Save".

You can drag the comment around the page (for example, placing it in the margin) and there will be a line to the section of text to which it refers.

**Inline Text Comments**

13. You can choose to type text directly onto the assignment itself. There are some limits to this tool:

- The writing colour is locked into light blue
- The font size cannot be changed
- There is no method of anchoring the comment to a portion of text

Click on the "T" icon at the top right hand side of the screen

Now click anywhere on the assignment. You should now be able to start typing. If it is not in quite the right place, you can drag it afterwards. This is where it really helps if students’ work is double-line spaced, to allow you to type in-between the lines.

**Marking with Originality Check switched on**

14. You can choose to mark whilst the Originality Check results are in view.

At the top left hand side of the screen you will see the three Turnitin main functions, Originality, GradeMark and PeerMark. To overlay the Originality highlights, you can click the small rectangle button so that it turns red.
Providing overall feedback

15. We have covered the methods of placing in-line feedback onto a submission. Turnitin also provides us with a method of placing summary, or overview feedback next to the submission. This can take the form of text or audio feedback.

Overall comment via "General Comment"

16. At the bottom right hand side of the GradeMark viewer, locate and click on the speech bubble icon.

You will now be presented with the "General Comments" panel.

Click in the "Text Comment" box. You should be able to leave up to 5,000 characters of free text summary here. Click "Save" when you have finished, or "cancel" to go back and re-enter.
Audio Feedback via "Voice Comment"

17. The Voice comment featured is located just above the text comment summary in the same "General Comments" panel. The feature contains 4 main items:

**TIP:** When using the audio feedback "Voice Comment" feature, there is no need to worry about uploading or downloading MP3 files. The recording remains in the GradeMark interface, together with the student's assignment. This ensures that audio files do not go missing, or get attached to the wrong students work.

Benefits of audio feedback for Staff:

- No uploading/downloading of files required.
- Arguably quicker than leaving a text summary.
- Audio file is always accessible, as it is held together with the submission in Turnitin.
- You have up to 3 minutes of recording time. This ensures that the summary will be focused and short.
- You can use the iPad App to record your feedback anywhere you choose. Pick somewhere quiet, to avoid any extraneous noise.

And for students...

- Audio feedback is perceived as "more personal" and therefore students may be more likely to engage with it.
- Students may be more likely to listen to the whole piece of audio rather than trawling through the in-line comments, especially if you only reveal their grade at the end!
If you are using a desktop computer, you will need a microphone. Most headset/microphone sets are up to the task and will give you enough volume to record at a decent level.

If you are using a laptop, you may find that you do not need the microphone/headset combo, as most modern laptops have an adequate microphone built in.

If you are using the iPad App, then there is also an inbuilt microphone that you can use, so there is no need for the headphones.

**To record audio....**

18. Click on the microphone icon. When you click on this for the first time you may receive an Adobe Flash player settings dialogue box. Click "allow".

Make sure that you are getting adequate volume from your microphone or internal microphone. You can test this by looking at the volume meter when you speak. If you are getting a good volume level, you should see a blue bar darting from left to right. If not then check your connections and try again. Make sure the volume level is up if using a PC and make sure headset is plugged in properly.

To start recording, click the microphone icon "record" and the recording bar will turn red. Click the icon again to stop or pause recording.
Click the microphone icon "record" again, recording should resume.

When you have finished, click the "Stop" button and then click the save icon:  

Click the play button again to hear your recording.

If you are unhappy with the recording, click the bin icon "Delete", this will delete your recording so that you can start again.

**Grading the work**

19. Grading the piece of work is relatively simple. Note that you decide, when setting up the assignment, what total mark can be attained. The example below is out of 100, this is in line with the University's 100 point scale.

At the top right hand side of the screen, you will see a box with two dashed lines under it. Click in this box.

Enter the grade here. At the time of writing this helpsheet, you can input numerical values only.

There is no save button and the grade is saved automatically. If you need to change the grade value then click back into the box and change the value.
Marking the other papers from your class

20. Click on the left/right arrows at the top right of the page, this enables you to scroll through all the student submissions you want to mark for this assignment.

Appearance of Grades in Turnitin Account

21. After you have finished marking, close down the GradeMark viewer by clicking the X at the top right of the window. You will then see your Turnitin inbox again.

**Important:** You may not see the grades automatically appear in the Turnitin inbox. If this happens do not worry, this is all to do with the Turnitin "web call". The "web call" is communication between the GradeMark viewer and the Turnitin inbox. It should occur automatically but this does not always happen.

Depending on whether you are employing anonymous marking, the grades will either:

- Go straight through to MOLE ("anonymous marking" set to off and "reveal grades to students only on post date" set to no).

- Go through to MOLE once the post date has been reached ("anonymous marking" set to on and/or "reveal grades to students only on post date" set to yes).

If you are still experiencing problems you can also manually sync the grades.

- From the MOLE control panel select "Course tools".
- Select "TurnitinUK assignments".
- Select "Sync Grades" for the assignment that is missing the grades.
- You should see a "Grades successfully synced" message.
Other GradeMark viewer functions

22. Printing

You can choose to print out a copy of the current GradeMark view. This will print out the entire submission. This print out will include:

- Time of submission.
- Word Count.
- Submission ID.
- GradeMark comments: QuickMarks and comments are given a numerical reference, so that the in-line comment can be matched up to the compiled comments at the bottom of the document.
- Overall Grade.
- Originality report index.

To print out the GradeMark report, click on the printer icon at the bottom left hand side of the screen. Click on “download PDF of current view for printing”. Note that you can also choose to print out the digital receipt (proof of submission) and the original file here. Choose to either open, or save the resulting PDF file.

23. iPad code

The square box icon located at the bottom left hand side of the screen is the iPad Code generator.

You will need the iPad code in order to sync the iPad with a particular assignment.

Please see the Helpsheet entitled "Marking an assignment using an iPad", for full detail on use of the iPad in marking.

24. Paper Submission size slider

Locate the slider at the bottom right of the screen. Click and slide this to the left or right which will make the submission size smaller or larger.
25. Comment list and Rubric/Grading form comments

The comment list provides you with a summary of all the comments you have made on the student submission. Rubric/Grading form comments provides you with a handy overview of the number of comments that have been associated with a certain Rubric or Grading Form criterion. For more detail on Rubrics and Grading Forms please see the "Rubrics and Grading Forms" helpsheet.

Locate the comment list icon at the bottom right hand side of the screen. Click on the icon that looks like stacked books. This is your comments list.

Locate the Rubrics/Grading form icon at the bottom right hand side of the screen. Click on the icon that looks like building blocks. This is the Rubric/Grading Form area.

Need more help?
Face-to-face training courses are available through CICS. Please see the LMS for the latest availability or email TEL@shef.ac.uk