

Adding comments and marks using Feedback Studio

Feedback Studio is an upgrade from GradeMark. It allows teachers to add text-based comments and marks to assignments submitted to Turnitin and also see the originality report. Students can access their grade and comments after the post-date has passed, and marked assignments can be downloaded in PDF format for archival and moderation. Note – where work is marked by multiple people, **see Warning**, end of this document.

Accessing Feedback Studio

1. From within the applicable Moodle module, click on the link to the Turnitin assignment to access the **Submission inbox** tab.
2. Navigate to the relevant student in the table and click on the **pencil (1)** icon to the right of their name. The Turnitin Document Viewer will open in a new tab.

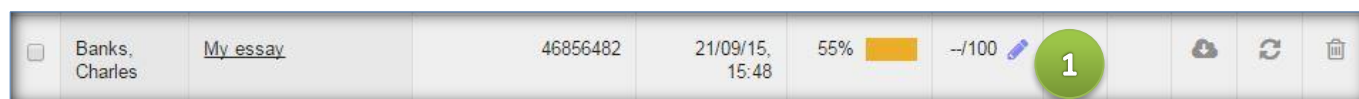


Figure 1 - Accessing GradeMark from within the submission inbox

Note: Clicking on the blue pencil icon in the absence of a submission opens the Turnitin Document Viewer with a blank grading template loaded. That view enables the grading of paperless submissions, such as dance performances, recitals and presentations. All the functionality described here is compatible with a grading template.

Using the 'classic' GradeMark view

At the bottom of the screen, a button returns you to the old interface:

[Return to Turnitin Classic](#)

From classic, a button at the top of the screen switches to Feedback Studio: [Try the new Feedback Studio](#)

Layers in the document viewer

The Document Viewer allows you to see the originality report and grading interface together, or to hide either one.

Each interface is in a layer which can be shown and hidden by using the icons shown in figure 2.

1. Choosing the 'layers' icon at the top right brings the 'Active Layers' panel on to the screen and allows you to pick which layers are shown by ticking each box. Or, individually:
2. Show/hide instructor feedback layer.
3. Show/hide similarity layer.

We suggest you switch off the originality layer while marking.

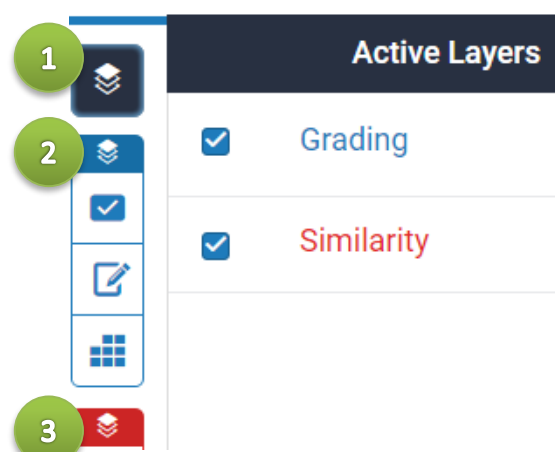


Figure 2 - Switch layers on and off

What's new in Feedback Studio?

For those used to the GradeMark interface, the layers are entirely new – previously you had to switch between seeing the originality report or the GradeMark view in turn.

Navigating the Document Viewer

The document viewer shows the student's assignment in the left of the window (1) with other options appearing on the right. Arrows at the top right of the window enable you to navigate to other assignments – note the larger number is the number of submissions, not students on the module (2). An overall mark can be added to the mark field (3). The icons on the right of the window (4) are used to add QuickMarks, write a general comment for the whole assignment and access grading forms and rubrics (where applicable). In-text comments are added by clicking into the text of the assignment.

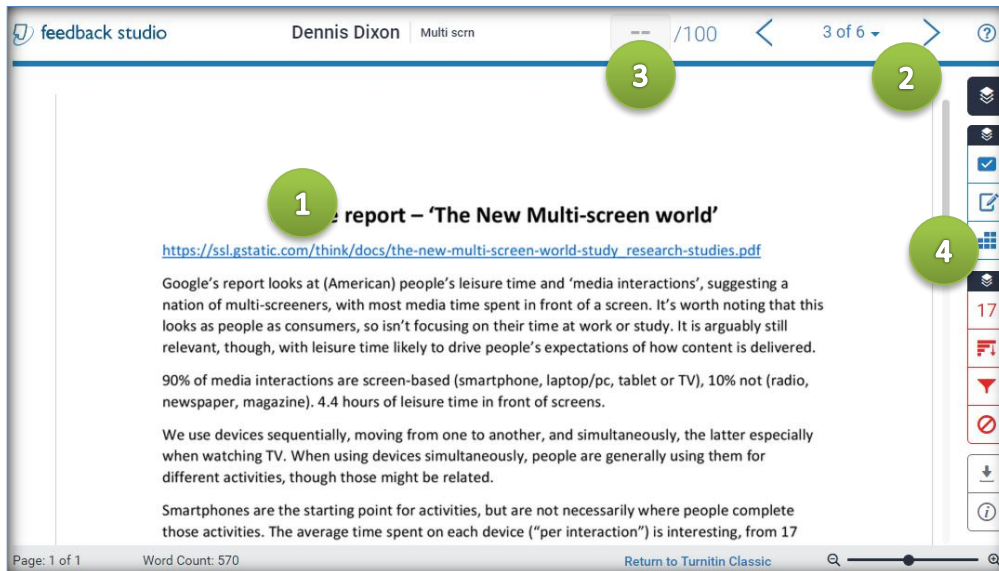


Figure 3 - The Document Viewer with GradeMark view selected

What's new in Feedback Studio?

The originality percentage is not shown at the top of the screen, only within the toolbar to the right of the assignment (the red 17, above). Access to quickmarks, comments etc is via the toolbar; in classic Turnitin, these icons were at the bottom right.

Using QuickMarks

A set of commonly used comments and phrases can be created for use when marking the student's assignment. The comments and phrases contained within this set are called **QuickMarks**.

A number of common comments are provided as QuickMark sets, under headings such as 'composition' and 'punctuation'. These can be used in addition to any QuickMarks you create.

Quickmarks can be added by selecting text and applying a comment, or by dragging them from the panel on the right. The former allows you to more clearly mark which text the comment applies to.

To use the panel:

Choose the quickmark 'tick' icon (1), use the drop-down to choose a set, then a relevant QuickMark from the QuickMark pane on the right of the screen (3). Selecting a particular QuickMark will display a description below the panel. **Click and drag** the blue QuickMark bubble onto the student assignment on the left of the screen. Within the assignment, click the comment to see the full contents.

To add a quickmark to selected text:

Click and drag to select the required text. When you release the mouse button, the mini toolbar will be shown. Choose the first icon to add a QuickMark. Use the dropdown to change the set of QuickMarks.



Figure 4 – QuickMark pane

Click on a comment to add it – you may then add a comment below the text if necessary. Click away

from the window to hide the comment.



To move:

Click and drag a QuickMark to move it around the document.

To delete:

Click on the text of the comment, then on the **trash** icon to delete.

Note: Deleting a QuickMark from an assignment does not delete the QuickMark from the QuickMark set. QuickMark management is discussed in the next section of this guide.

Managing and customising QuickMarks

To begin managing and customising QuickMarks, click on the dropdown list within the QuickMark pane to display options, then choose QuickMark Manager.



The QuickMark manager will open on screen (figure 5, below).

Comments within the current set are listed in the left-most column (1). Clicking on a particular QuickMark displays the comment and which sets it belongs to (2). Add a new QuickMark to this set by clicking on the plus icon (3). The 'three bar' icon at the top left (4) gives access to other sets and allows you to create or upload a new set. The same option

Your own QuickMark sets (not the built in ones) can be downloaded and uploaded using the relevant option within the menu (4). The exported QuickMark set downloads to your computer as a .qms file. This file can then be shared with and imported by colleagues, to standardise available comments.

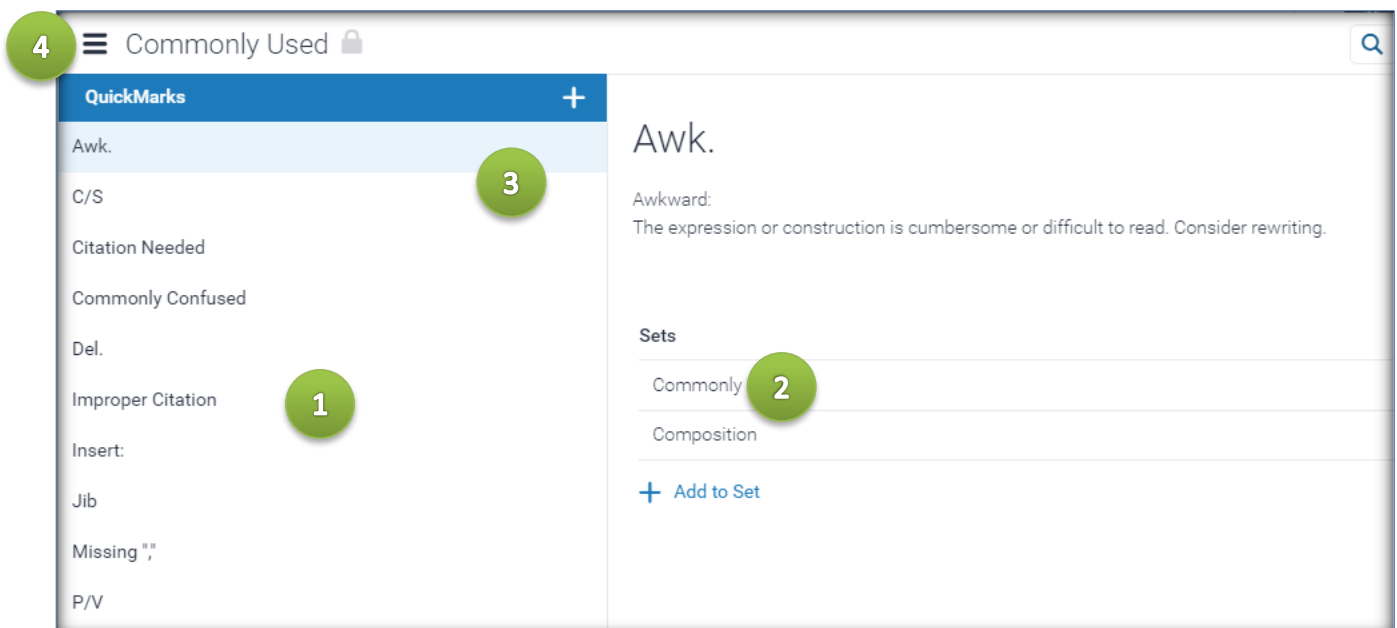


Figure 5 – QuickMark manager

Adding inline comments

To add bespoke inline comments to an assignment, either:

1. Single-click anywhere on the assignment then choose the middle icon.
- Or,**
2. Select text and then choose the middle icon.



Both of the above will then display an empty text box into which a comment can be typed (figure 6). Note that it is possible to save your comment as a new QuickMark – this is particularly useful if you plan to use this comment multiple times across multiple assignments.

The comment is saved when you click away.

As with QuickMarks, comments can be moved or deleted by hovering the mouse pointer over the comment bubble and using either the **move** icon to move, or the **trash** icon to delete.

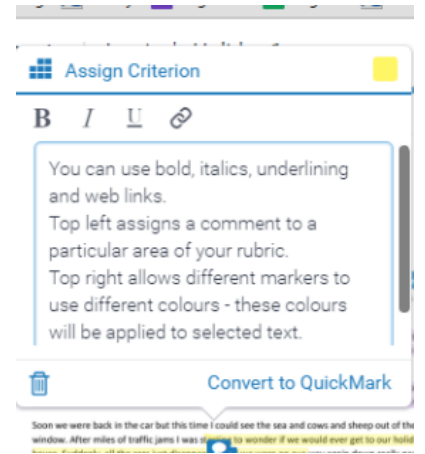


Figure 6 - adding a new inline comment

To undo the deletion of a comment, click 'undo' on the pop up window that appears after you click delete – you must do this before you make another comment.

Comment has been deleted. Undo

Adding an overall comment

To add general comments to a student's assignment, select the **feedback summary** icon in from the toolbar (1).

Text-based comments can be typed into the general comments field (2). Note that there is a 5,000-character limit for general comments.

To **delete** a general comment, click on the trash icon (it is only visible when you click away from the box, i.e. when not editing the text).

Adding voice comments

It is also possible to record up to 3 minutes of voice comments via your computer's microphone. Voice comments can be played back from within the Document Viewer.

To record a voice comment, ensure that the general comments pane is selected and then click on the **microphone icon** (3) to begin recording.

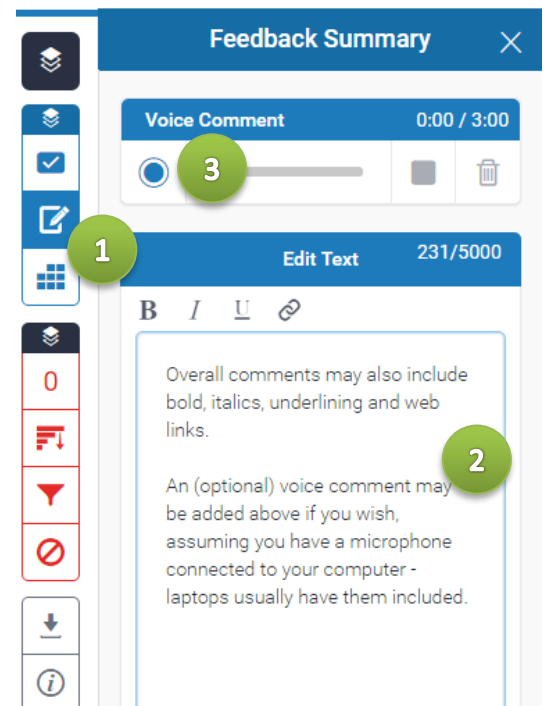


Figure 7 – Adding general comments

Whilst recording voice comments, you can click on the **pause icon** (1) to pause the recording. Click on the pause icon a second time to resume the recording. Click the **stop icon** (3) to end the recording.



When you have finished recording a voice comment, click the **play icon** (3) to review your comments. You can save the voice comment to the assignment by clicking on the **save icon** (4). To delete the voice comment, click on the **trash icon** (5).



Note: QuickMarks, comments and marks only become visible to students once an assignment post-date has passed.

What's new in Feedback Studio?

Using bold, italics and web links within comments and overall comments is at last possible. The audio recording interface is neater. Comments no longer have a save icon, but are saved when you click away from the comment box – on some browsers, such as Chrome, you will be warned when trying to navigate away with unsaved changes. If you see such a message, click 'Stay' then save the voice comment or click away from the text comment (i.e. click elsewhere on the assignment).

Bulk administration and archival

- To download all (or a selection of) marked files, navigate to the submission inbox, tick the checkbox to the left of the applicable students' names (or, tick the uppermost checkbox (1) to select **all** submissions) click on **Download** then **Selected GradeMarked Files** (2) below the Turnitin assignment summary (figure 8).

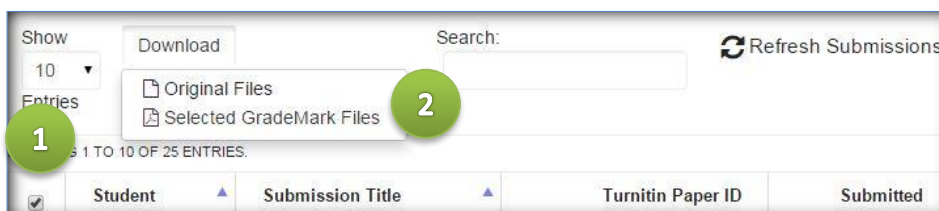
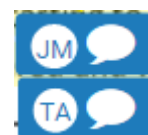


Figure 8 - Downloading GradeMarked files

Warning – multiple markers

Comments made 'inline' – within bubbles on the assignment itself – will have the marker's initials next to them, as shown on the right. **This does not apply to overall comments.**



All markers have to enter their overall text comments in the same place (see 'adding general comments', above). If two markers open the same paper at the same time, whoever saves their comments last will overwrite the other, with no way to retrieve the first set of comments. To avoid problems, second markers should never add their overall comment until they can see the first marker's comments. If you need to show who made each comment, you should add your initials immediately after the comment.

Help & Support

For general help using Moodle, contact your Faculty Learning Technologist (FLT). If you are having problems accessing Moodle, contact the Helpdesk on 01227 82 4888, or email helpdesk@kent.ac.uk. Other training guides are available on the e-learning website: www.kent.ac.uk/elearning/.

Turnitin's [user manual is on their site](#) for full information.