

## Adding comments and marks using GradeMark

GradeMark is Turnitin's online marking tool, allowing teachers to add text-based comments and marks to assignments submitted to Turnitin. Students can access their grade and comments after the post-date has passed, and GradeMarked 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 GradeMark

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 submission table and click on the **pencil (1)** icon to the right of their name. The Turnitin Document Viewer will now open in a new tab with the GradeMark view selected.

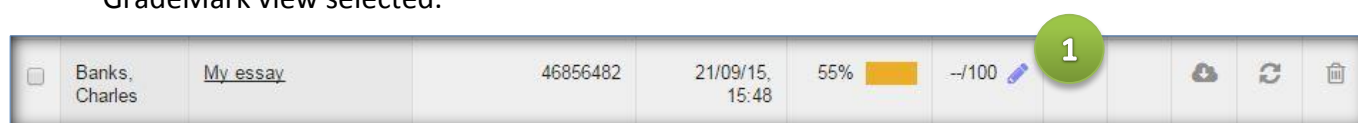


Figure 1 - Accessing GradeMark from within the submission inbox

**Note:** Clicking on the blue pencil icon in the absence of a submission opens the Turnitin Document Viewer with a blank grading template loaded. Grading templates enable the grading of paperless submissions, such as dance performances, recitals and presentations. **All GradeMark functionality is compatible with a grading template.**

### Navigating the Document Viewer in GradeMark view

The Document Viewer in GradeMark view (figure 2) provides a workspace for you to assign comments and marks to a piece of submitted work. The student's assignment appears to the left of the window (1). Controls in the top right of the window enable you to navigate to other submissions within the Turnitin inbox (2). An overall mark can be added to the mark field (3) and, in the bottom right of the window, four icons (4) enable you to add QuickMarks, write general comments and access grading forms and rubrics (where applicable).

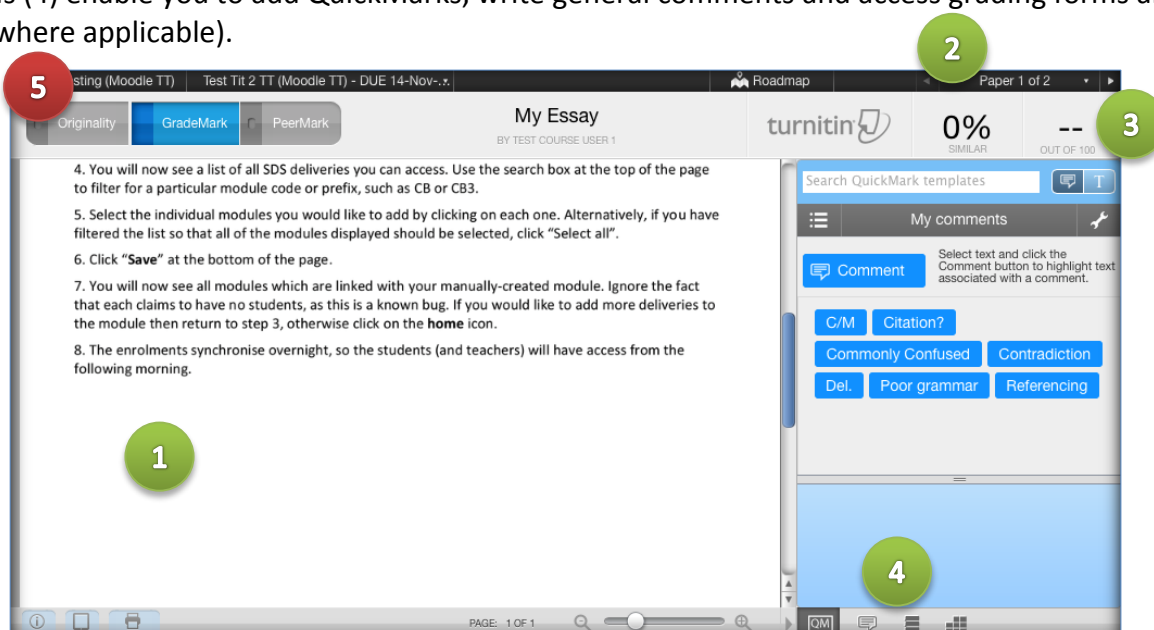


Figure 2 - The Document Viewer with GradeMark view selected

**Note:** Although the Turnitin originality score is displayed in the top right of the window, it is possible to toggle the Document Viewer between Originality view and GradeMark view using the toggle switches in the top left corner of the window (5).

## Using QuickMarks

In GradeMark, a set of commonly used comments and phrases can be created - enabling the marker to draw from this set as they mark the student's assignment. The comments and phrases contained within this set are called **QuickMarks**. Using QuickMarks can save a considerable amount of time when marking a student's assignment.

Turnitin also provides a number of common comments as QuickMark sets, such as composition and punctuation. These can be used in addition to any QuickMarks created by the marker themselves.

To add a QuickMark to a student assignment, firstly, choose a relevant QuickMark from the QuickMark pane on the right of the screen (figure 3). You can use the QuickMark dropdown menu to select different sets of QuickMarks, including sets you have created yourself (1). Alternatively, you can use the search box to search for a particular QuickMark (2). Hovering your mouse pointer over a particular QuickMark will display a description within the QuickMark description field (3).

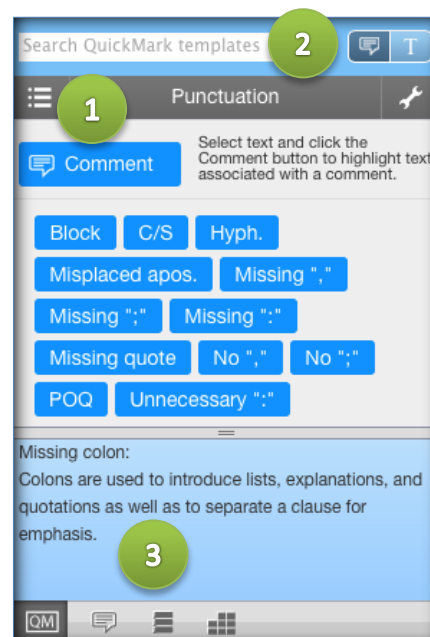




Figure 3 – QuickMark pane


Once you have chosen the relevant QuickMark to add, **click and drag** the blue QuickMark bubble onto the student assignment on the left of the screen. The QuickMark bubble can be dropped anywhere onto the student's assignment. Repeat the above process for adding any subsequent QuickMarks to the assignment. Hovering your mouse pointer over a particular QuickMark within the student's assignment will expand the QuickMark bubble to reveal the QuickMark description.

To attribute a QuickMark to a **portion of text** within an assignment, select the required text and then click on the relevant QuickMark in the QuickMark pane.

QuickMarks can be moved or deleted by hovering the mouse pointer over the QuickMark bubble and using either the **move** icon  to move, or 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 **wrench** icon within the QuickMark pane. The QuickMark manager will open on screen (figure 4, overleaf). 

All available QuickMarks appear within the QuickMark manager. QuickMark sets are listed in the left-most column (1). Clicking on particular QuickMark set displays the QuickMarks contained within (2). You can add new QuickMark sets or new individual QuickMarks by clicking on the plus icons (3 and 4, respectively). To designate a particular QuickMark set as the *active set*, click 'make this the active set' (5) – this will now be the default QuickMark set appearing within the Document Viewer.

QuickMark sets can be exported and imported using the export/import tool (6). The exported QuickMark set downloads to your computer as a .json file. This file can then be shared with and imported by colleagues, meaning that QuickMark sets can be standardised across a programme or

School.

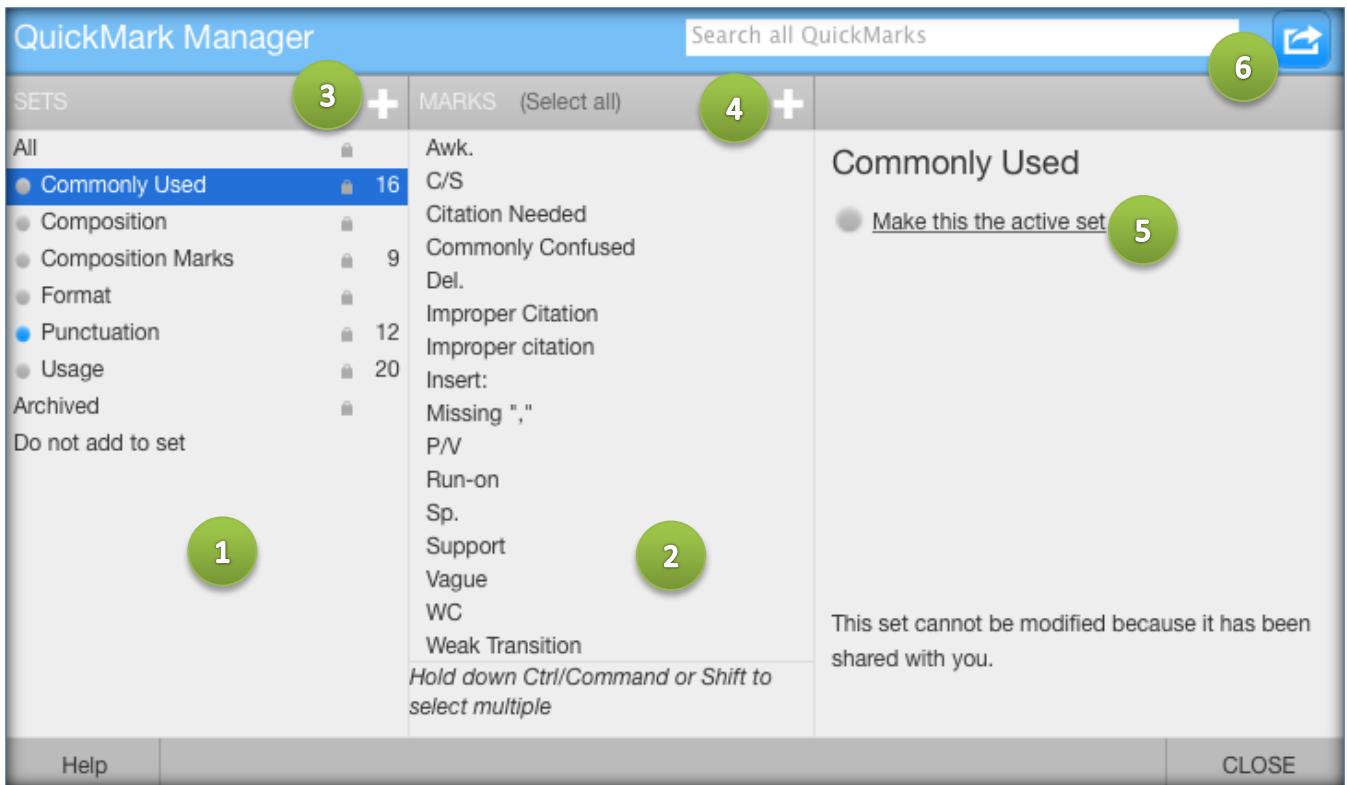


Figure 4 - QuickMark manager

**Note:** It is also possible to access the QuickMark manager by clicking on the QuickMark icon (1) from within the Turnitin inbox

Title	Start Date	Due Date	Post Date	Marks Available	Export	
Turnitin is newly updated. (Part 1)	21 Sep 2015 - 15:43	28 Sep 2015 - 15:43	28 Oct 2015 - 15:43	100		

## Adding inline comments

To add bespoke inline comments to an assignment, either:

1. Single-click anywhere on the assignment.

**Or,**

2. Click and drag the 'comment' bubble onto the assignment from the QuickMark pane.



Both of the above will then display an empty text box into which a comment can be typed (figure 5). 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.

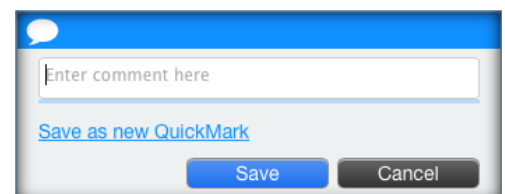




Figure 5 - adding a new inline comment

When you have added your comment, click 'save'.

To attribute a comment to a **portion of text** within an assignment, select the required text and then single-click anywhere on the highlighted portion of text. Alternatively, select a portion of text and then click on the 'comment' bubble in the QuickMark pane. Note that comments attributed to portions of

text can be colour-coded.

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.

Comment has been deleted Undo

To undo the deletion of a comment, click 'undo' at the bottom of the screen.

### Adding general comments

To add general text-based comments to a student's assignment, select the **general comments** icon in the bottom right corner of the screen (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 **edit** an existing comment, click on the pencil icon (3)

To **delete** a general comment, click on the trash icon (4).



Figure 6 – Adding general comments

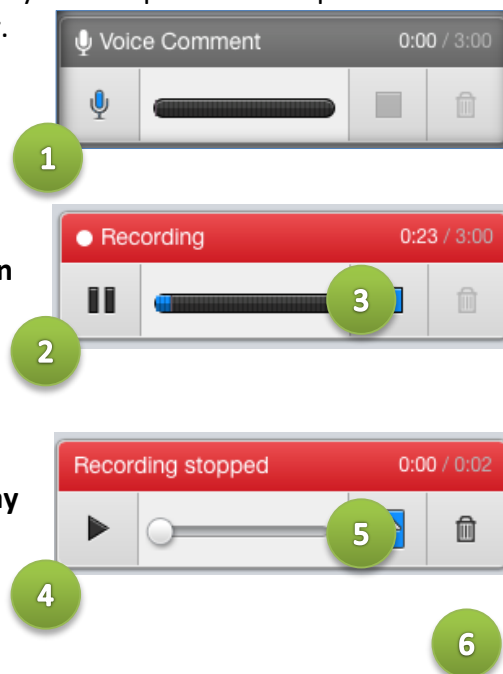
### Adding voice comments

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** (1) to begin recording.

Whilst recording voice comments, you can click on the **pause icon** (2) 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** (4) to review your comments. You can save the voice comment to the assignment by clicking on the **save icon** (5). To delete the voice comment, click on the **trash icon** (6).



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

### GradeMark administration

- To download all (or a selection of) **GradeMarked** 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
- Turnitin: Adding comments and marks using GradeMark (updated 21/09/15)

all submissions) click on **Download** then **Selected GradeMarked Files (2)** below the Turnitin assignment summary (figure 7).



Figure 7 - Downloading GradeMarked files

## Warning – multiple markers

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. This does not apply to comments made directly on the paper (see 'adding inline comments', above).

## Help & Support

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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](mailto:helpdesk@kent.ac.uk). Other training guides are available on the e-learning website: [www.kent.ac.uk/elearning/](http://www.kent.ac.uk/elearning/).