Lecturers User Guide

Author	Approver	version	date	Description
Bashir Ansari	**Cesar Muradas**	1.0	16/07/2015	First version
Cesar Muradas	**Cesar Muradas**	1.1	21/07/2015	Quiz section added
Cesar Muradas	**Cesar Muradas**	1.2	27/07/2015	New Features Added
Cesar Muradas	**Cesar Muradas**	1.3	19/08/2015	Quiz section updated
Cesar Muradas	**Cesar Muradas**	1.4	07/09/2015	Import/Export Grades

Contents

About this document

This document is a general user manual for OLS administrators in the OLS portal. The OLS is based on Moodle system but many customizations have been applied to it, therefore this user manual is only valid to the current version of the OLS, all legacy versions of the OLS are not covered in this manual.

Please note. This is not a technical document for development or applying major changes in the OLS.

Purpose

The purpose of this document is to define OLS lecturers' responsibilities and providing a user guide for them to manage and maintain the OLS.

What is the main responsibility of an OLS Lecturers?

OLS lecturers are responsible for managing and maintaining all semester course content in the OLS. They should liaise with course coordinators to update course content/supporting documentation prior to the commencement of each semester.

Logging in to the OLS

For logging in to APIC OLS, first open a browser (Firefox, Chrome, IE, Safari …) and enter the OLS portal address (http://ols.apicollege.edu.au/) in the address bar.

Then you will see the login page as per below.

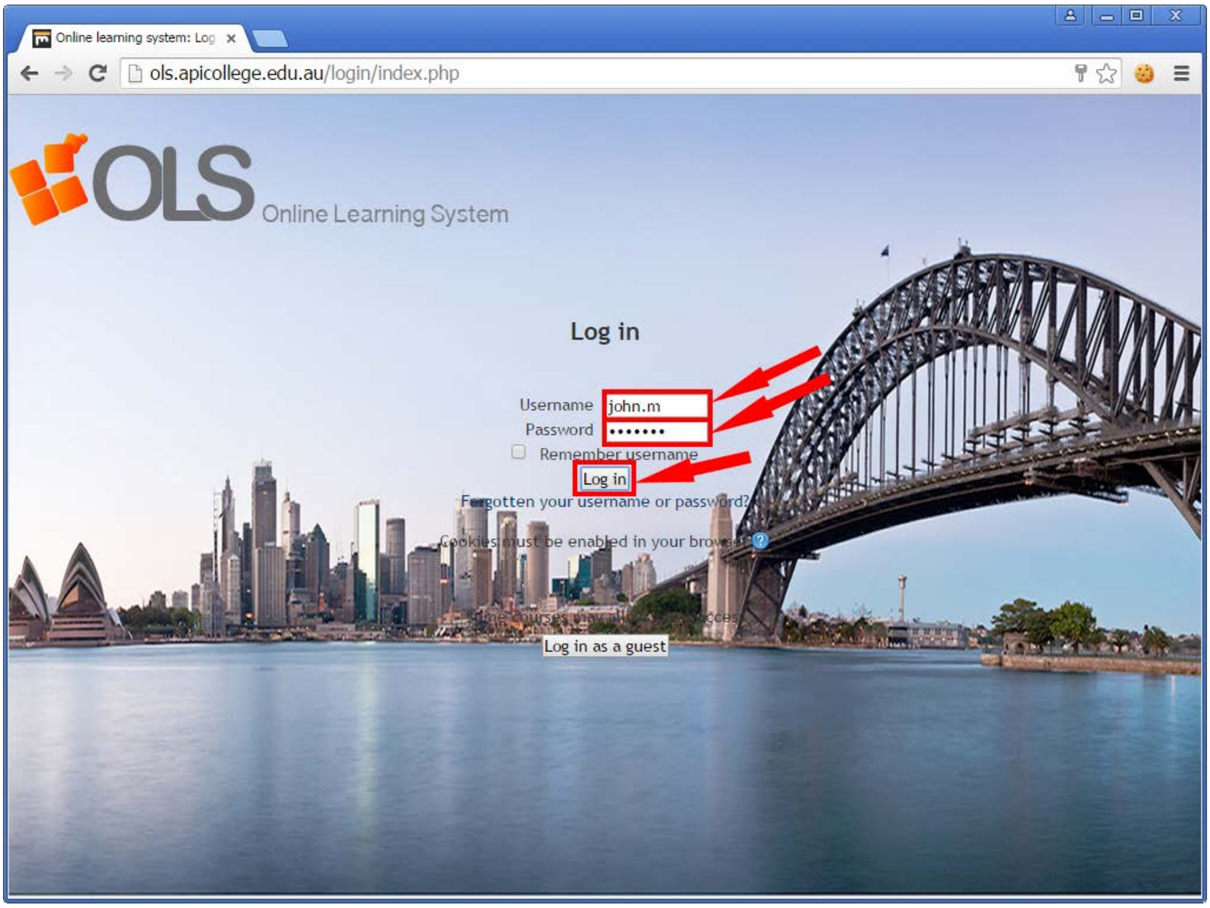


Figure 1 Login Page

Then enter your username and password and click the Log in button.

Welcome page

After logging in to the system you will see the following welcome page.

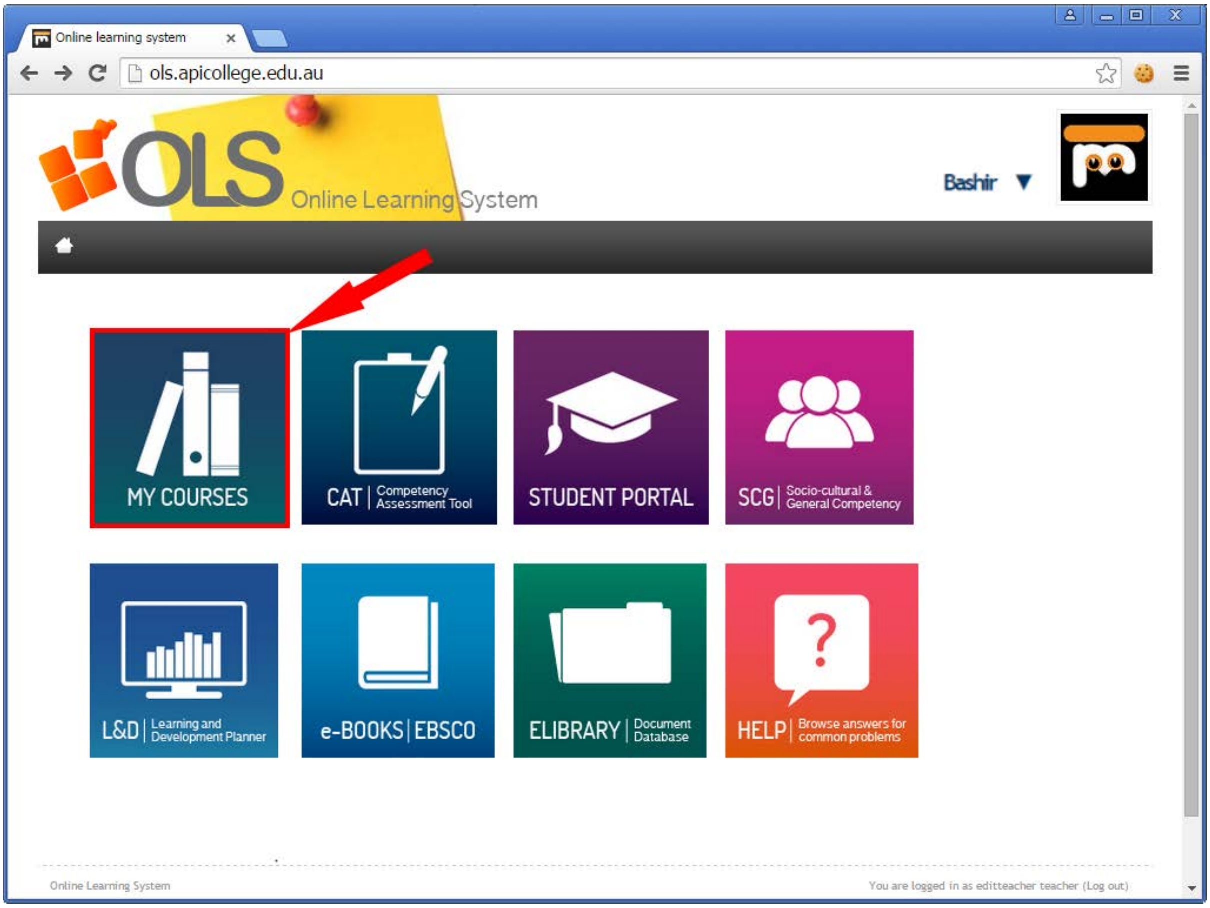


Figure 2 - Welcome Page - My Courses

In this page you can see major sections of the OLS. You can continue on to each section by clicking each tile.

Viewing course content

The main tasks of an OLS Lecturer are managing course content and update student's marks.

For the purpose of viewing course content click on "My Courses" tile in the welcome page and the list of all courses will appear as shown in the figure below.

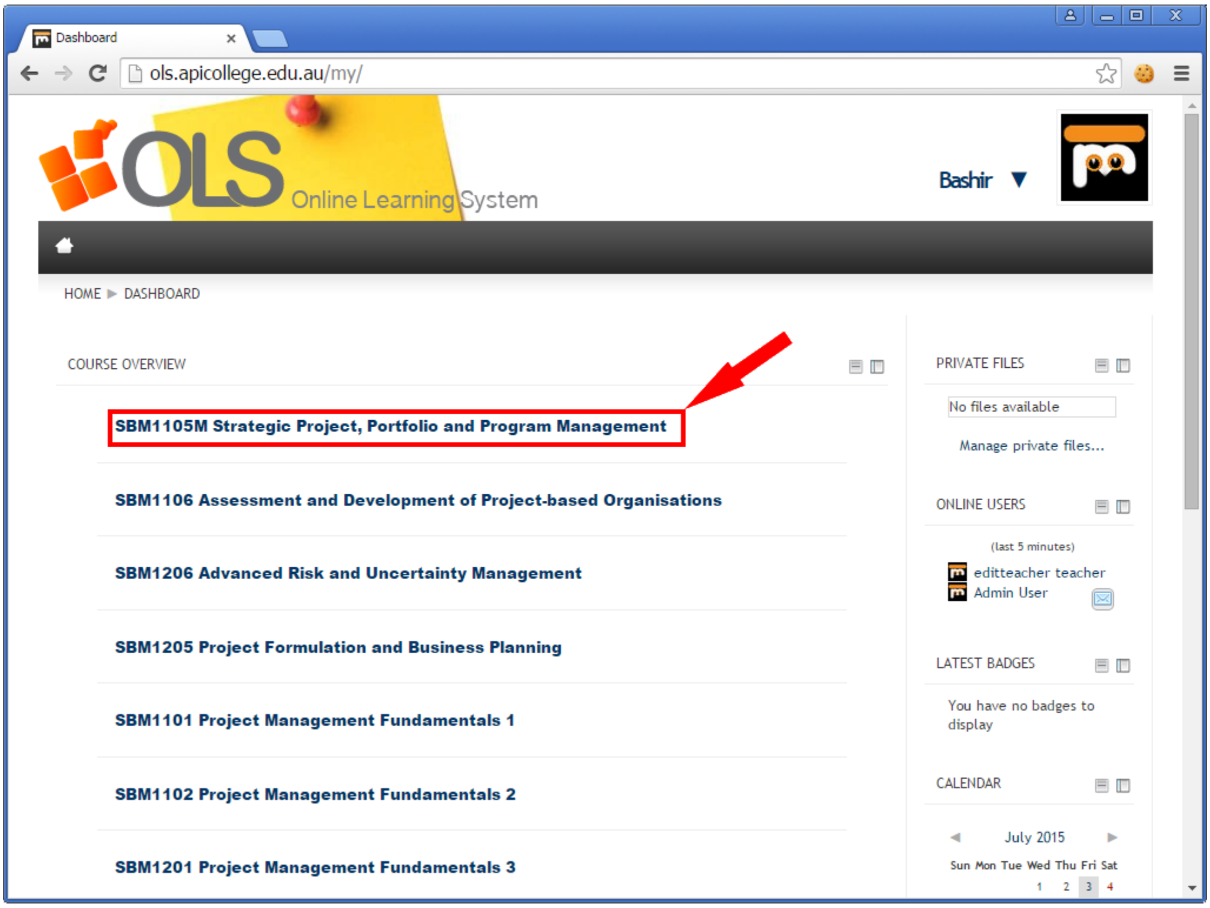


Figure 3 - Course Page - Units

By clicking on each unit title you will see all the unit contents as per below.

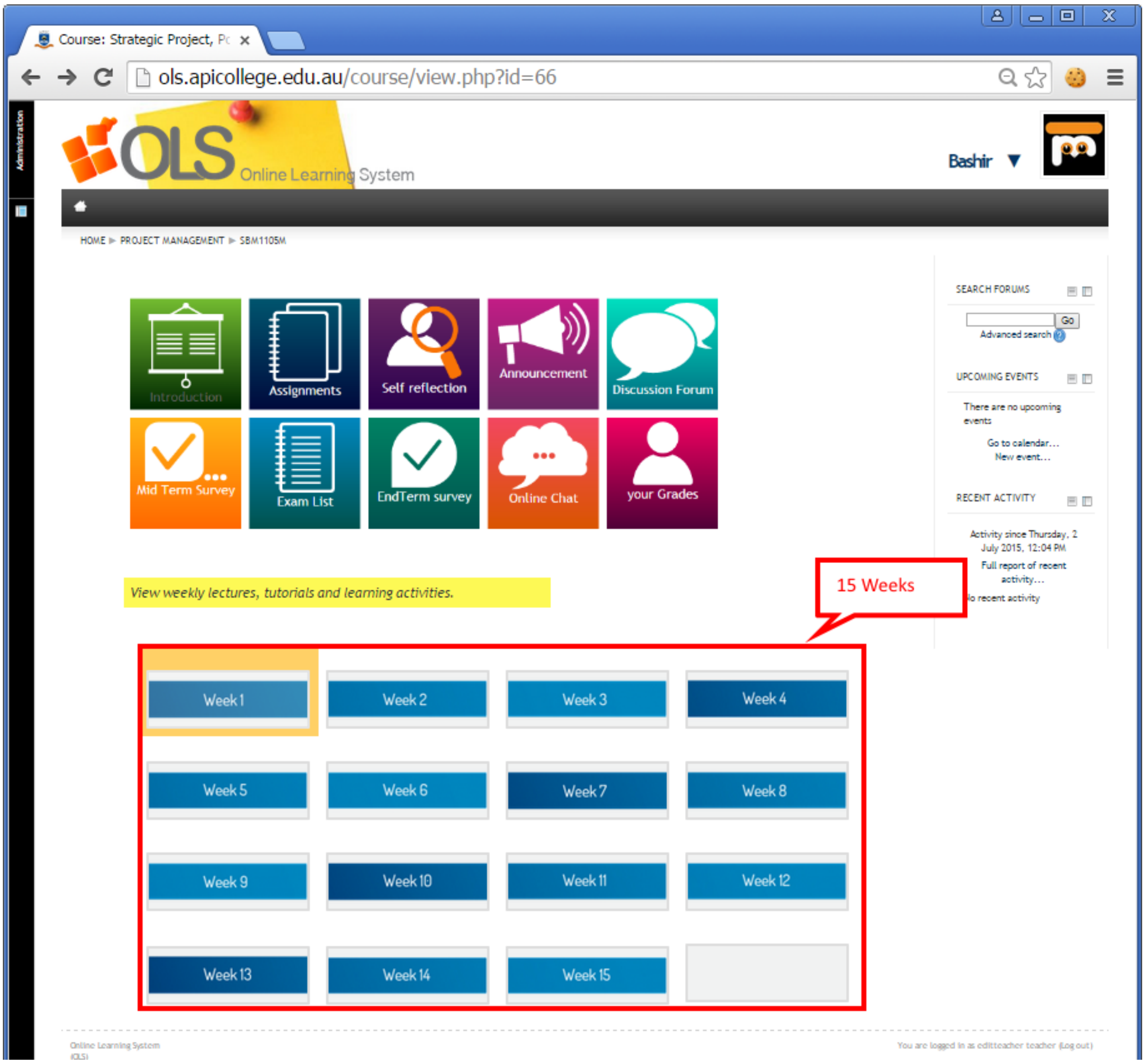


Figure 4 - Unit Page

Unit content is categorised on a weekly basis, therefore we have 15 weeks for each unit in each semester and activities and materials should be uploaded separately for each week.

View weekly activities

In the unit page you can view each week's activities and materials by clicking on the week icon.

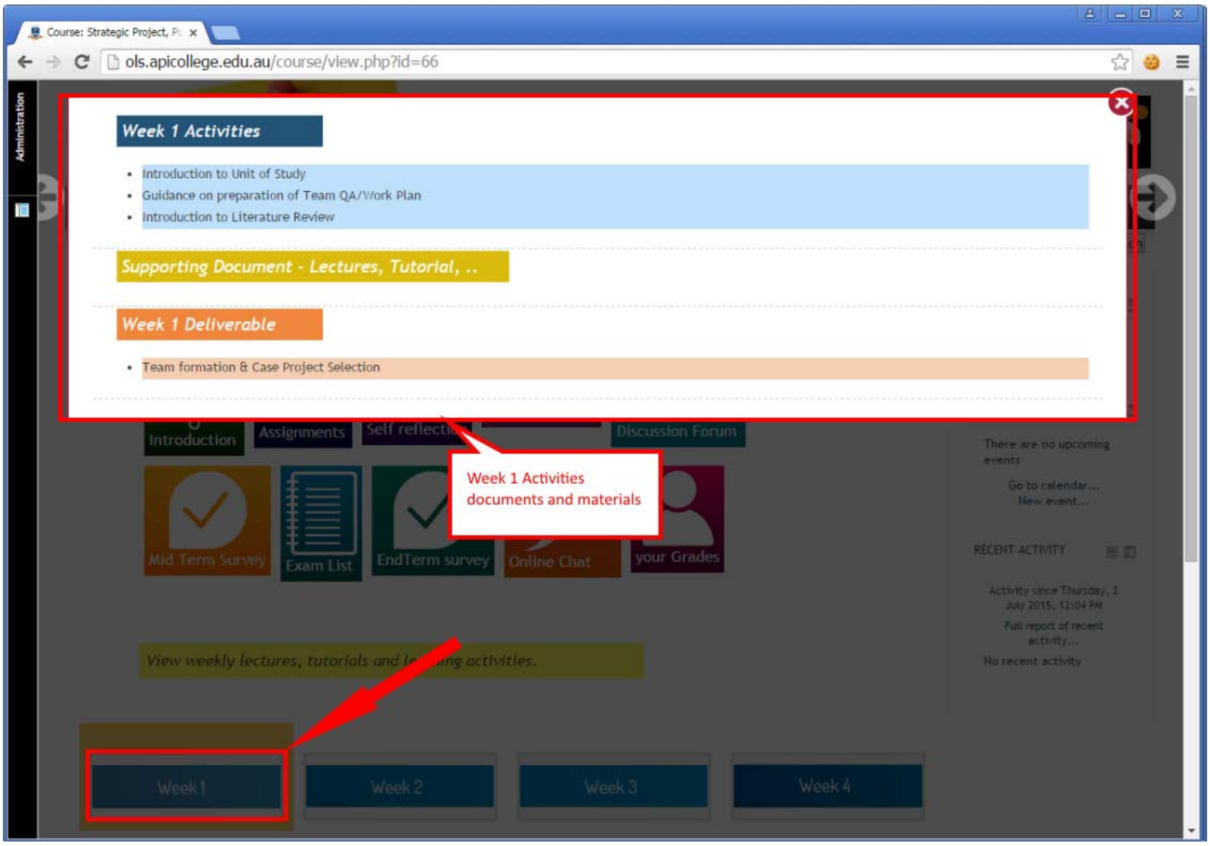
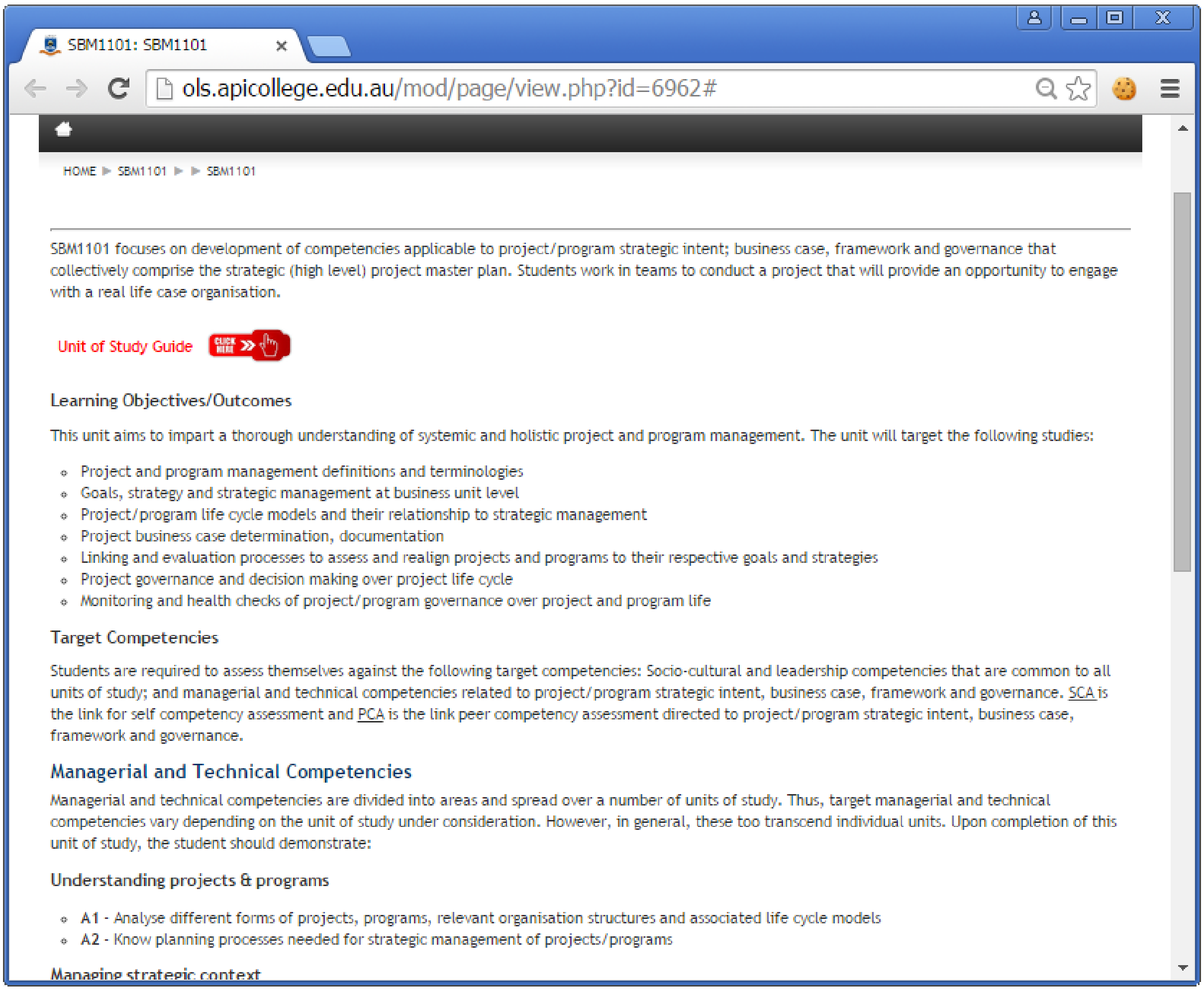


Figure 5 - Unit Page - View Week – Acitvities

Introduction

To view the unit of study introduction page, click on "Introduction" icon (Figure 4 - Unit Page) then you will see the introduction page as shown below.



You will be able to view or download "Unit of Study Guide" document as you can see in the figure above.

Assignments

To see student assignments click on "Assignments" icon on Figure 4 - Unit Page then you will see the following page:

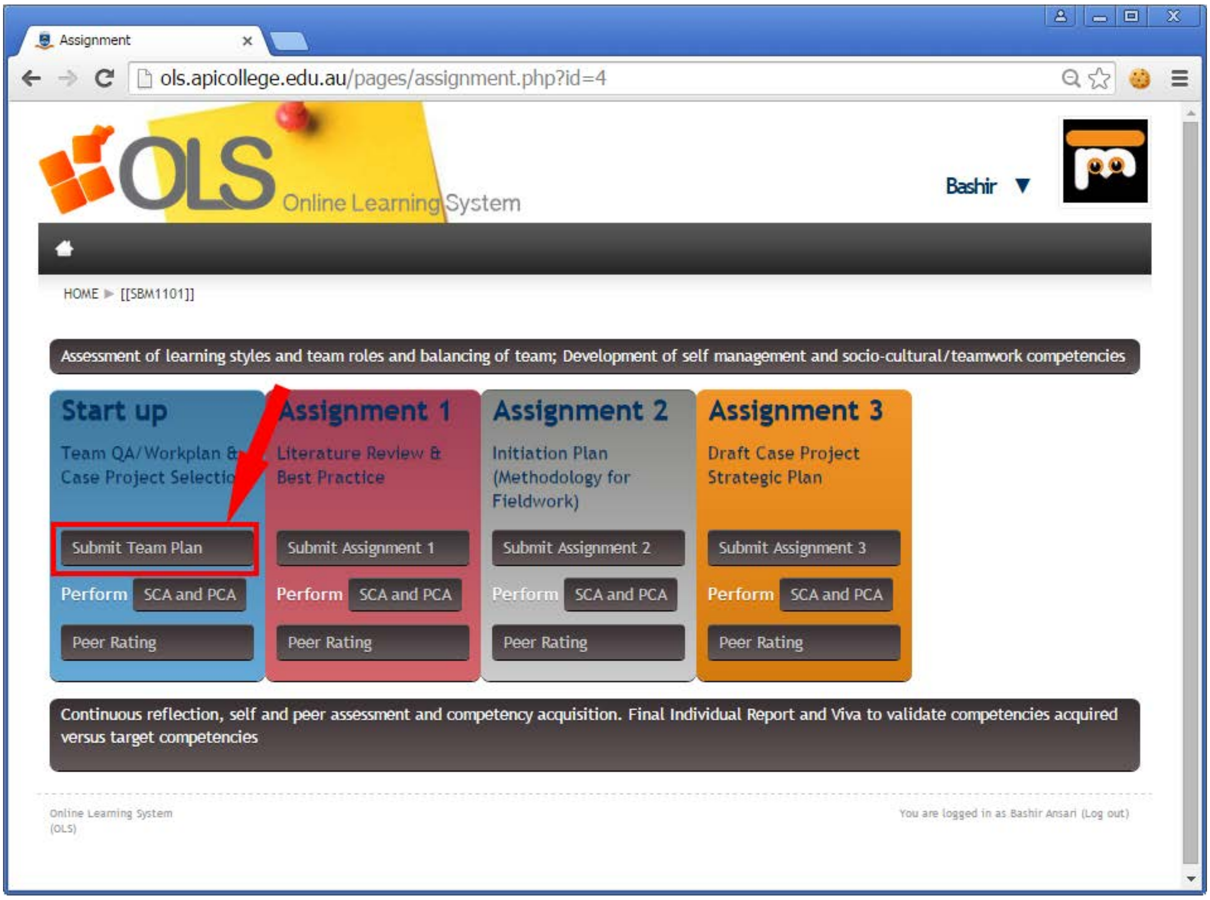


Figure 6 – Assignments Page

In this page you will see a list of assignments allocated for the UoS, click on the "Submit" button of each assignment. You will be redirected to Turnitin assignment page where you can see the students uploaded files and Turnitin's similarity report.

For more information about Turnitin's reports please refer to Appendix 1.

Self-Reflection

Self-reflection is a module for students to do their self-reflection activities.

Announcement

Announcement is a useful feature and many use this forum in a Moodle course to announce exam dates, times or changes to exams, lectures or seminars, as well as important information about course work throughout a term or special announcements relating to events.

You can go to announcement page by clicking on "Announcement" icon on Figure 4 - Unit Page, you will see the below figure.

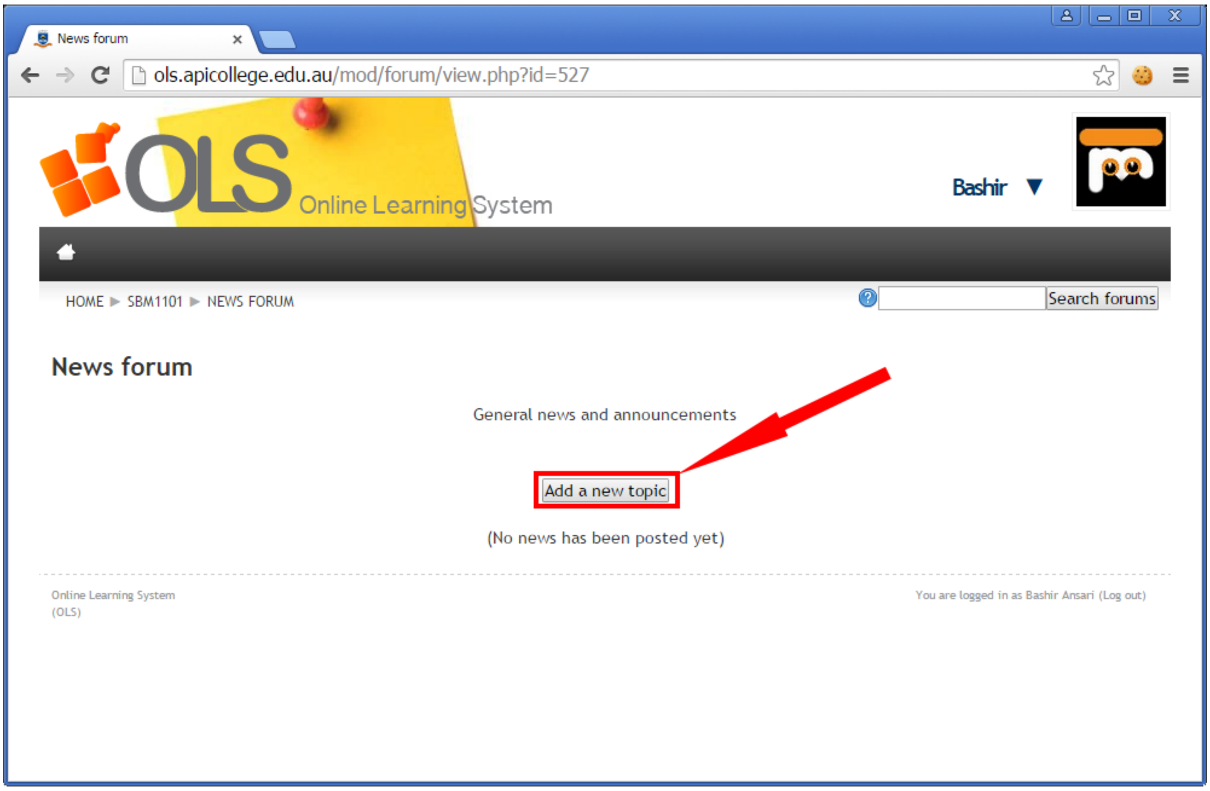


Figure 7 Announcement Page

For adding new announcement click on “Add a new topic” button then you will see the below figure.

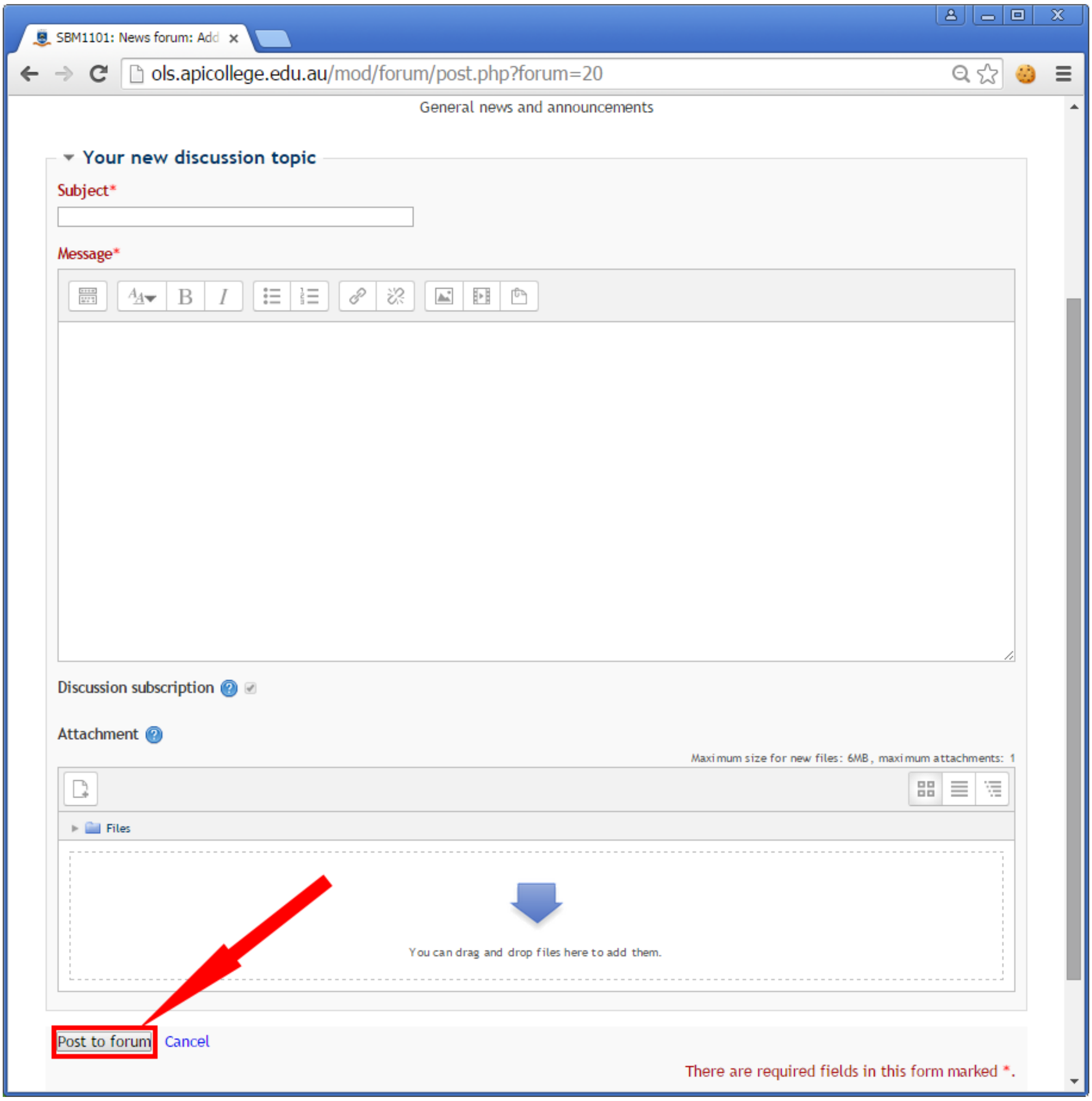


Figure 8 - Announcement Info

Complete the fields in this figure, then click on “Post to forum: to publish announcement to the students.

Discussion Forum

Discussion forum is a tool for students and teachers to collaborate and discuss different topics. Teachers can post/replay topics in discussion just like announcement module.

You can go to discussion page by clicking on “Discussion Forum” icon on Figure 4 - Unit Page .

Mid Term Survey

Mid Term survey is a module for students to undertake the mid-term survey questions.

Exam List (Quiz)

The word “quiz” might conjure up for some images of TV game shows, but a Moodle quiz is basically a set of questions presented to the learner which may be automatically marked by Moodle or graded later by the teacher. The questions may be in sentence or number form or contain various media such as video or sound. They do not all need to be the same [type of questions](): a quiz may contain multiple choice, matching, essays (teacher-graded) and calculated. Feedback may be given at any or all stages of the process.

Once a quiz is made, that's not the end of it. A Moodle quiz is environmentally friendly: its questions are saved in a Question bank and may be recycled for use elsewhere. Thus, Mr Brown could create a Physics Quiz with 20 questions for his class, Class Brown, and his colleague Mr Smith sharing the course could save himself valuable time by reusing 5 of Mr Brown's questions in his own General Science quiz for Class Smith. (See also Question Sharer role for sharing questions across the site)

If a quiz is a book, the Quiz settings are equivalent to the front cover; the quiz itself is contained within when the questions are created. (Be careful: once you have chosen the Quiz Settings, it will be "live" on your course page, unless you hide it, so your learners could potentially see a quiz with no questions, like a front cover with no content.)

Once a quiz has been added to the course and the Quiz settings established, the teacher can start to build the quiz. The teacher can access the quiz to edit the questions by clicking directly on the Quiz name on the course home page and then "Edit quiz" or by clicking the "info" link in the Navigation block. The "Edit quiz link can also be accessed from *Settings>Quiz administration.*

Accessing the quiz to add or edit questions

Adding questions

Once you have accessed the quiz editing screen as above, you can add questions from a number of locations:

1. Click the "Add question" button to begin a new question (1 below)
2. Click "Show" (2a) to reveal the contents of the question bank (2b) and then choose a pre-made question or click "Create new question" (3)
3. Click "Add a random question" to add a random question, *providing there are questions in the question bank already*.

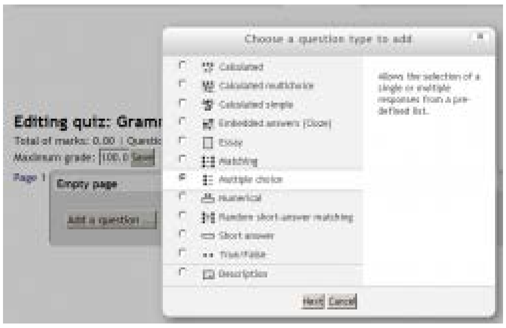
Adding a question

Creating a new question

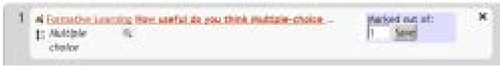
1. To make a brand new question, click "Add a question".
2. From the next screen, choose the question type you want to add and click "Next"

NOTE: *When you click on a question type on the left, helpful information appears on the right*.

1. Fill in the question form, making sure to give a grade to the correct answer.
2. Click "Save changes"



Selecting a question type

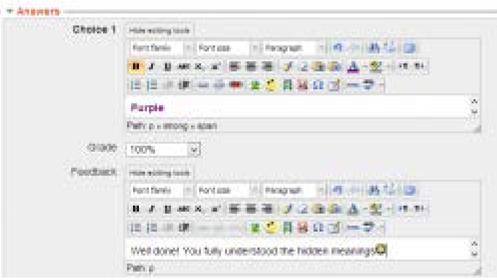


A question when it has been created

Adding responses and feedback

New feature in Moodle 2.5! When you add responses and feedback you can hide or display the text editor:

Without the editing tools



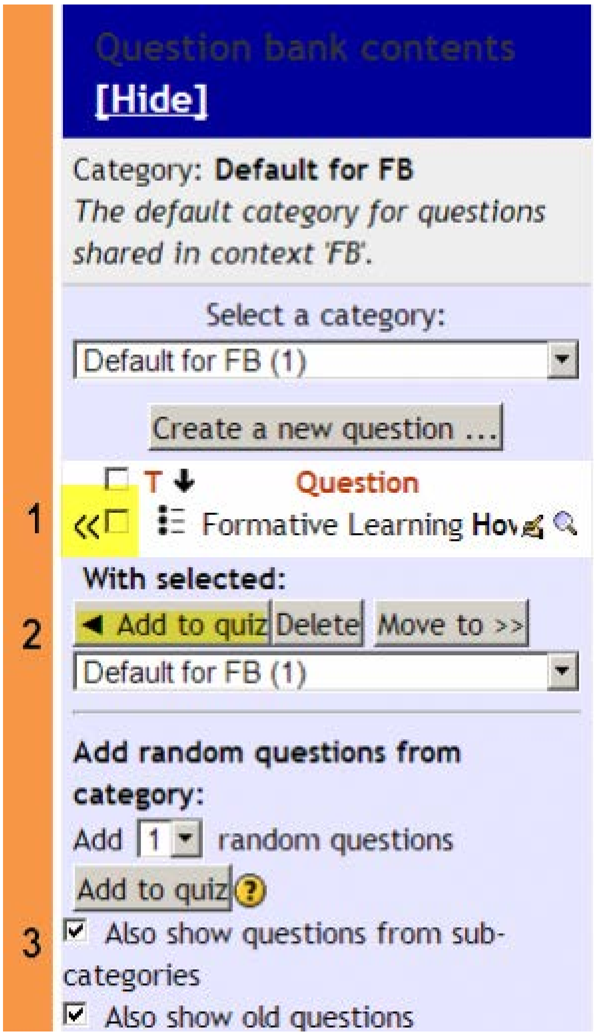
With the editing tools

Note that when a question has been created, an icon and words display its type (eg multiple choice) and a magnifiying glass icon allows you to preview it.

You can continue adding questions this way, clicking the "Add a question" button each time.

Choosing a pre-made question

If other teachers in the course have made questions, or if a teacher made questions in an earlier quiz, these can be added to the current quiz by clicking the arrows next to them in the question bank (1 below) or by checking/ticking the box of several and then clicking the button "add to quiz" (2). To ensure all previously made questions are available, make sure to tick the boxes "also show questions from sub-categories/old questions".



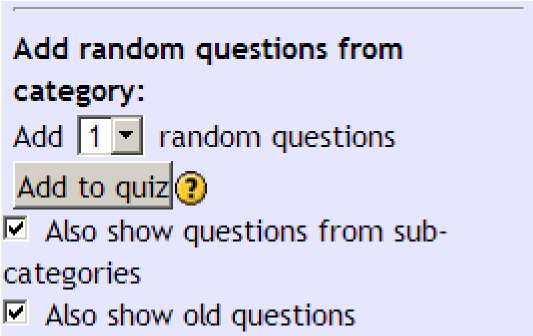
Using a previously made question

Adding a random question

As long as you have questions in the question bank, you can add random questions to your quiz. This might be useful if you have students in a class taking a quiz at the same time, because they are unlikely to get the same questions at the same time. The same question will never appear twice in a quiz. If you include several random questions then different questions will always be chosen for each of them. If you mix random questions with non-random questions then the random questions will be chosen so that they do not duplicate one of the non-random questions. This does imply that you need to provide enough questions in the category from which the random questions are chosen, otherwise the student will be shown a friendly error message. The more questions you provide the more likely it will be that students get different questions on each attempt.

The grade for the randomly chosen question will be rescaled so that the maximum grade is what you have chosen as the grade for the random question.

You can add one or more random questions by choosing the number and category in the question bank. Note the die icon to highlight random question selection.



Adding a random question

Random question selected for quiz

Quiz question tags

Note that although it is possible to tag questions, the feature does not currently work. See forum discussion: https://moodle.org/mod/forum/discuss.php?d=194119

Question categories

Questions can be stored and retrieved from categories in the Question bank. When you make a new question it defaults to the category with the course name. So if you make a quiz in the Senior Physics course, questions will automatically be added to "Default for Senior Physics". You can opt to have your quiz questions in a category of their own ("Quizname") or to add a subcategory.

To add a subcategory, go to *Administration>Quiz administration>Question bank>Categories* For more information on question contexts and categories, see Question bank

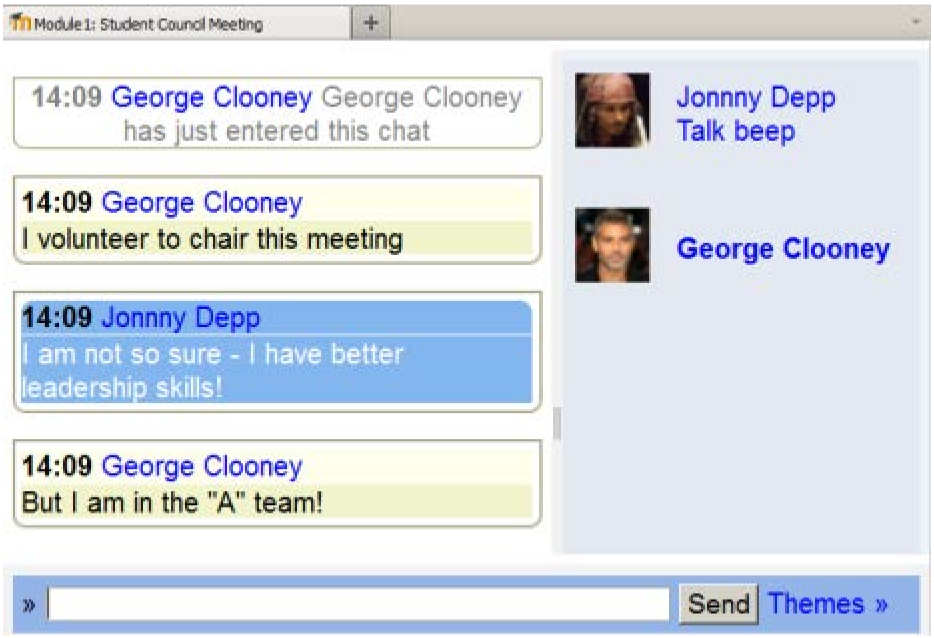
Users will have access to different categories according to their permissions. For example, a regular teacher might only have access to question categories in his own Physics course whereas his Faculty Head of Science with permissions in all science courses might have access to question categories in Biology and Chemistry as well

End Term Survey

End Term survey is a module for students to undertake the end term survey questions.

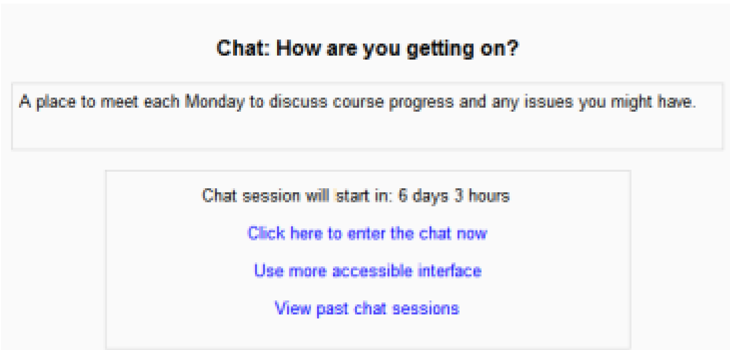
Online Chat

The chat activity module allows participants to have a real-time synchronous discussion in a Moodle course.

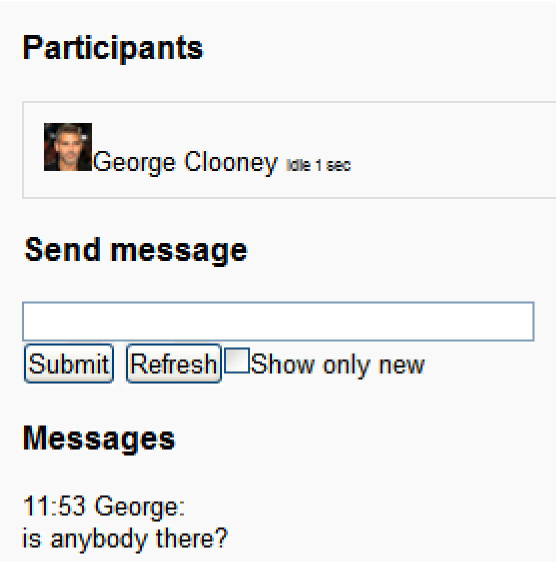


This is a useful way to get a different understanding of each other and the topic being discussed – the mode of using a chat room is quite different from the asynchronous forums. The Chat module contains a number of features for managing and reviewing chat discussions.

Entering the chat



- As you click the chat link on the course page you see two or three options:
  - Click here to enter the chat now - this takes you to the chat using the chosen site default chat method - for example Ajax.
  - Use more accessible interface - this gives a simpler chat room without frames and javascript:

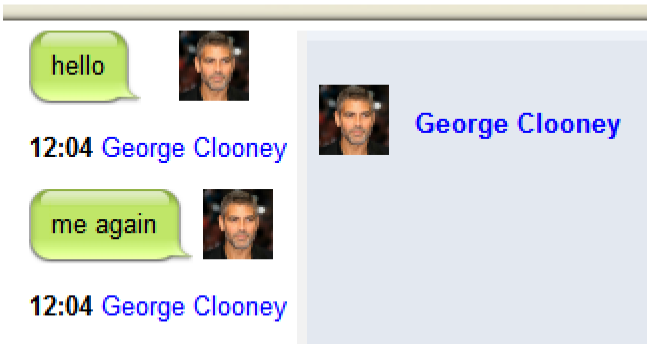


-
    - View past sessions - if this has been enabled and the user is allowed to view past chat sessions, this takes them to a list of past sessions with links to the chat.

Joining in a chat session

- In normal view, the screen is in two parts with the participants on the right, the messages on the left and a box at the bottom into which users type their message and press "Send" to make their contribution:

- Users can change the appearance of the messages by clicking on "Themes" next to the "Send" button. *Bubbles* appears thus:



Your Grades

To enter student grades click on “Your Grades” icon on the Figure 4 - Unit Page then you will see the figure below

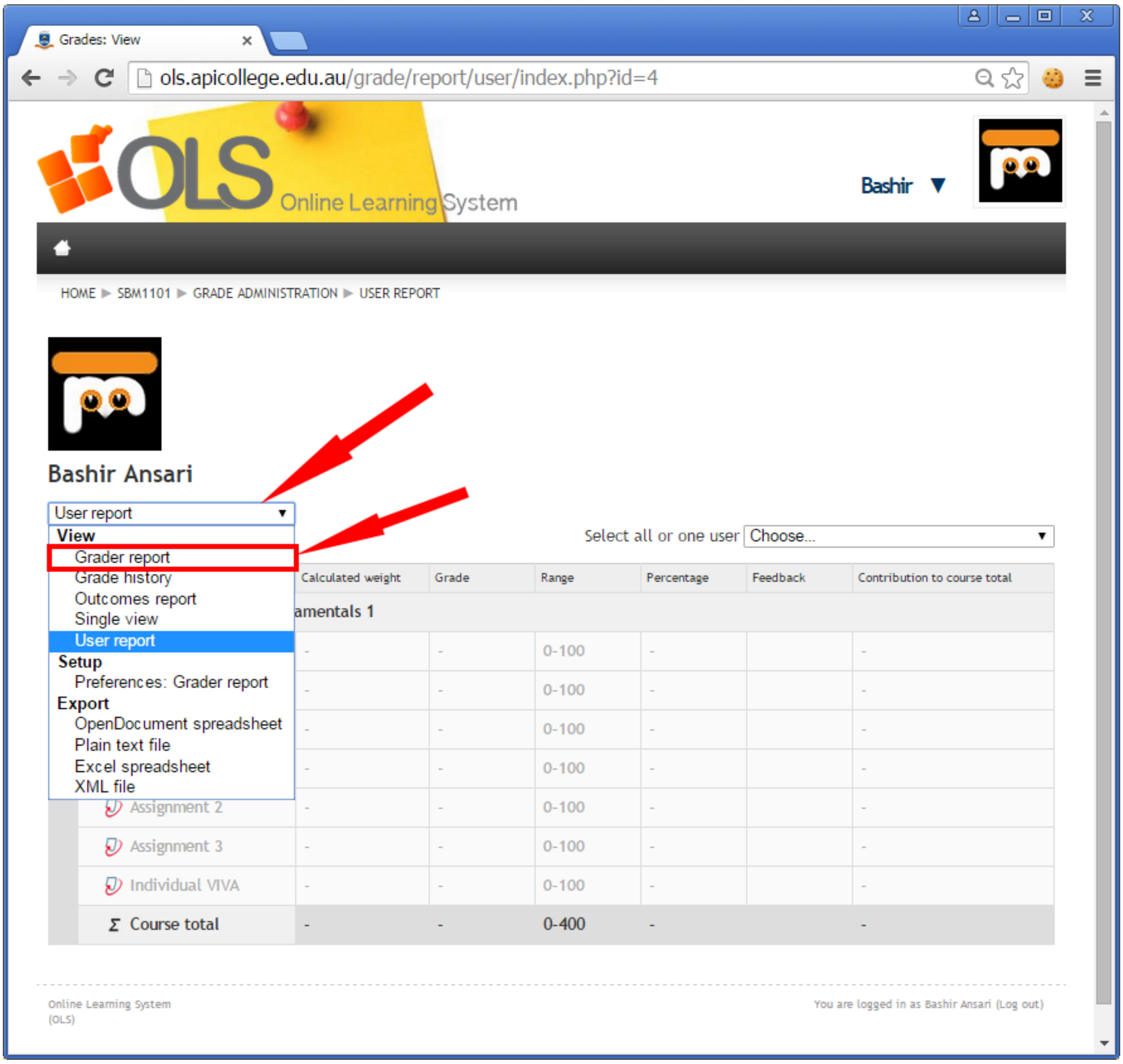


Figure 9 - Grades Page

In this page you will the student’s grades for each assignment. To enter or edit grades you should change the drop down list to “Grader report” as shown in the figure above, then you will the below figure.

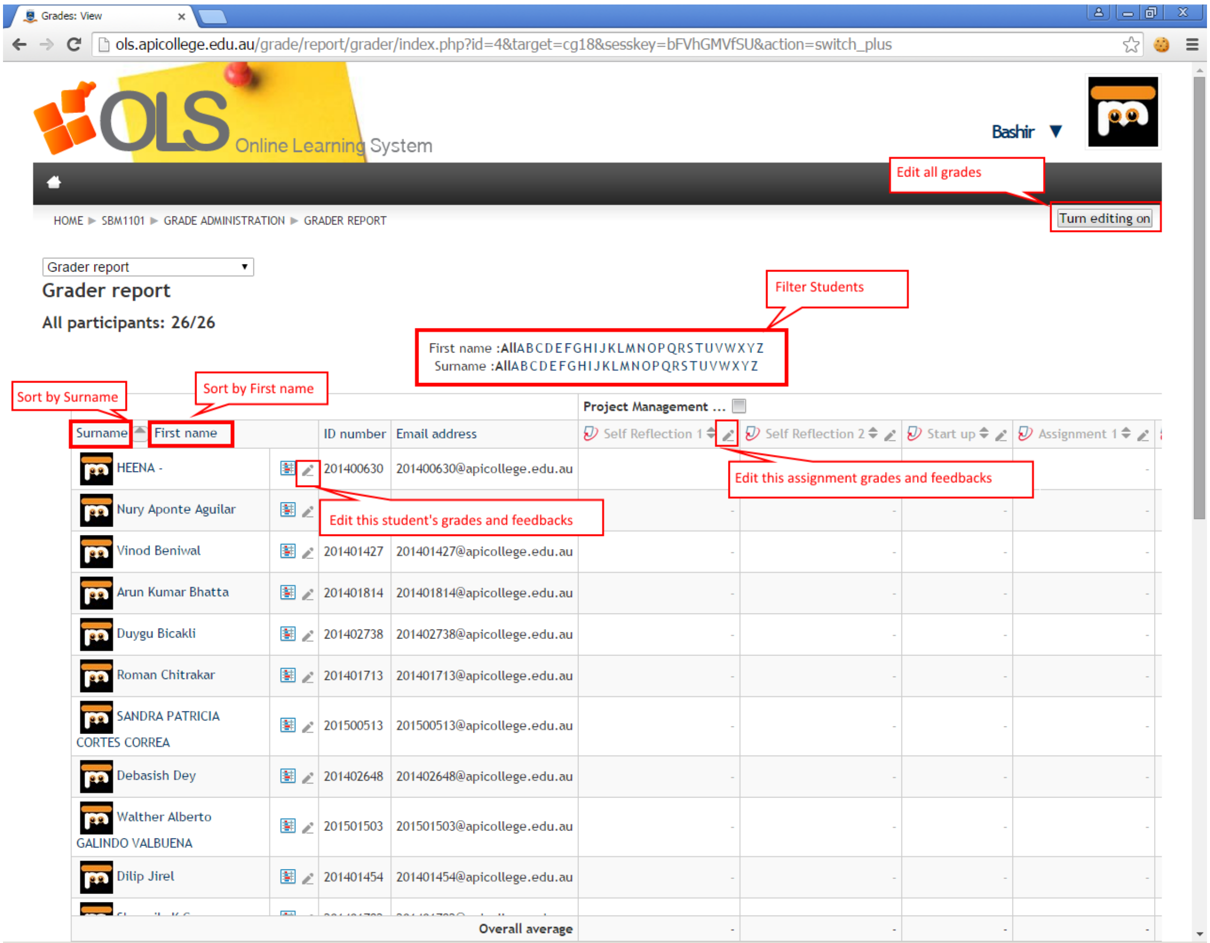


Figure 10 Grader Report

In this figure you have complete control over students and assignment selection for entering grades.

Filtering and sorting students list

You can filter students by using “Filter Students” box shown in the above figure. Clicking on each alphabet letter will filter student list by first name/surname starting with that alphabet letter.

By using “Surname” and “First name” link on the left side of student table header you can sort students list by surname or first name.

Entering grades

There are 3 ways to entering grades.

Enter grades for a specific student

Click on icon next to each student you want to enter grade, then you will see figure below

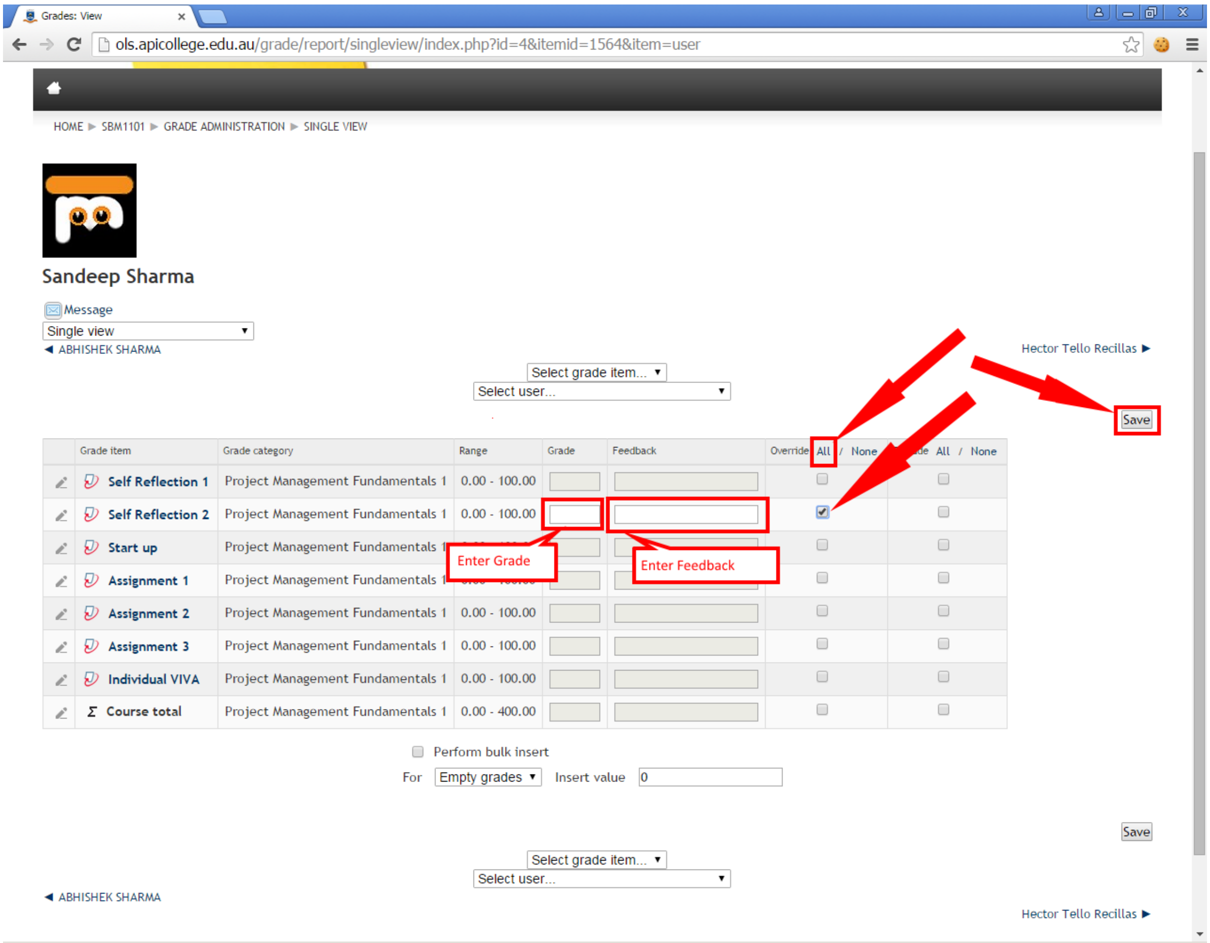


Figure 11 - Student Grades

In this page you can enter all assignment grades for the selected student by checking the checkbox under Override column for each assignment or clicking on “All” link next to the Override column to check all the checkboxes, and then you can enter grade and feedback text for the assignments.

After you finished editing grades and feedbacks click on “Save” button to store the grades on the system.

Enter grade for specific assignment

Click on icon next to each assignment title you want to enter grade on Figure 10 Grader Report, then you will see figure below

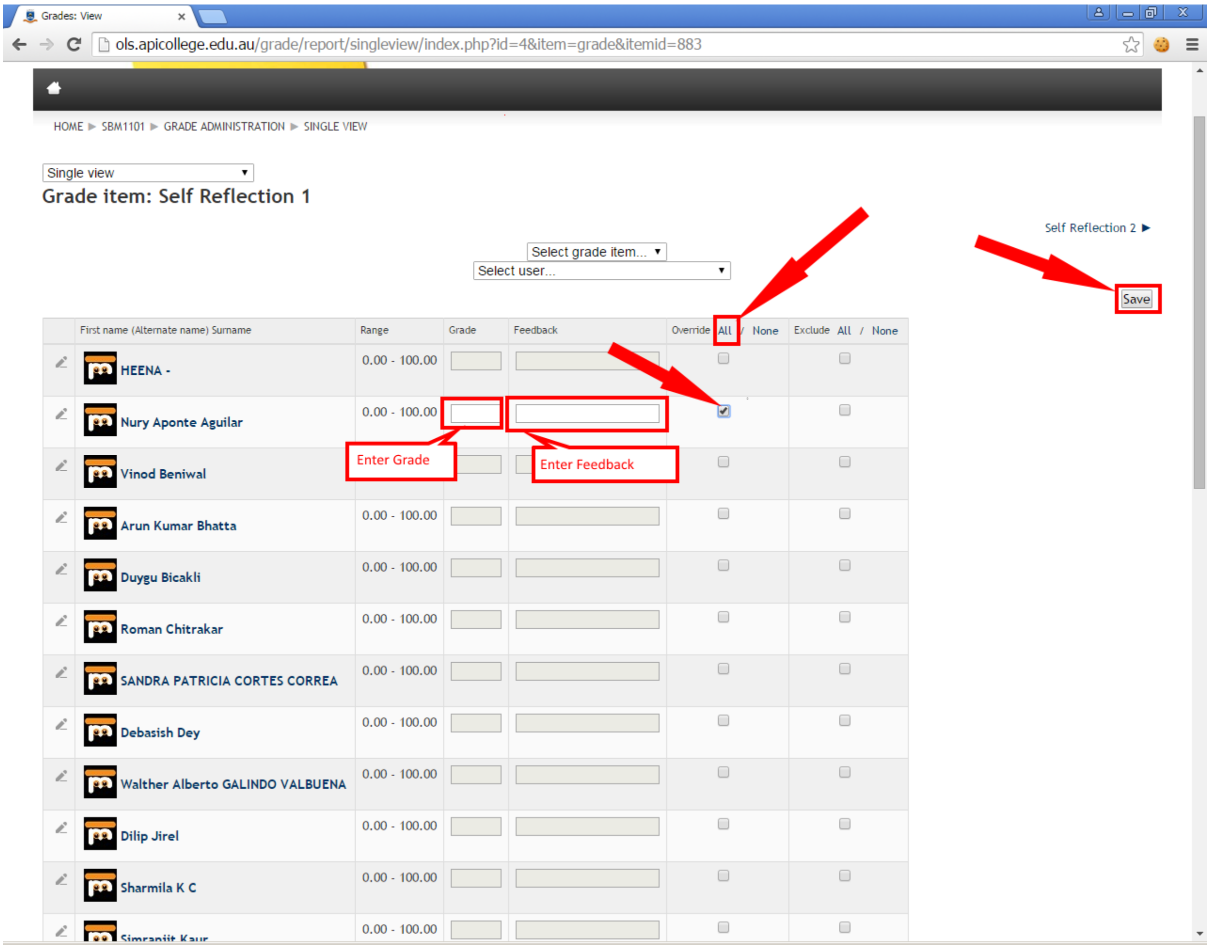


Figure 12 - Assignment Grade

In this page you can enter all students grades for the selected assignment by checking the checkbox under Override column for each student or clicking on “All” link next to the Override column to check all the checkboxes then you can enter grade and feedback text for students.

After finishing editing grades and feedback, click on “Save” button to store the grades on the system.

Enter all grades at once

Click on “Turn editing on” button on the top right corner of the page on Figure 9 - Grades Page then you will the below figure.

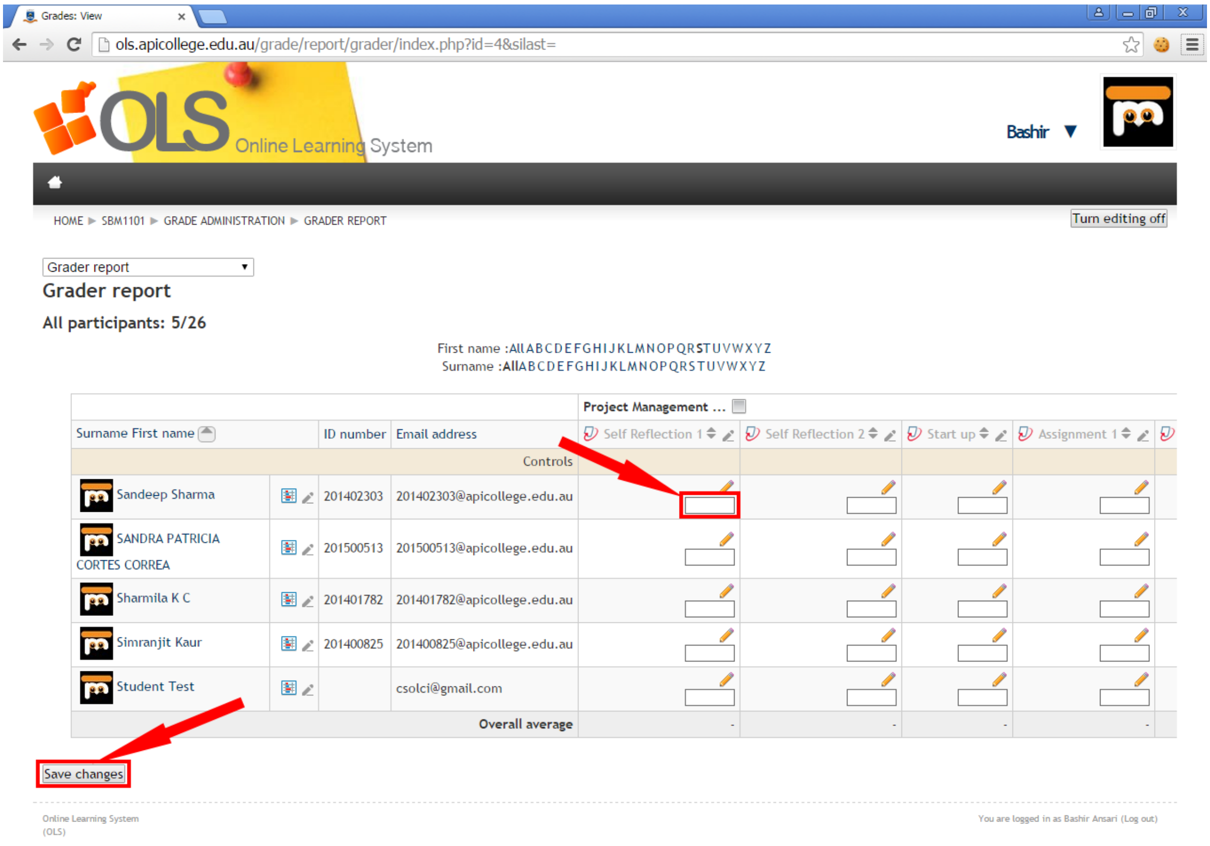


Figure 13 - Edit all Grades at Once

In the above figure you can enter grades for each student in each assignment then save the grades to the system by clicking on “Save changes” button.

Note, that in the figure above we have filtered students by first name starting with “S” for the demonstration and screenshots.

Grades Export

To export grades from the gradebook:

1. Choose an export format from the gradebook dropdown menu.
2. Set options as required.
3. If the course uses groups, select whether to export grades for all participants or for a particular group.
4. Select the grade items to be included. Note that ID numbers are required for all activities for XML file export. An ID number field can be found in the common module settings for each activity.
5. Click the submit button.
6. After previewing the data on the following page, click the download button.

XML file export

To export grades to XML file, you need to ensure that:

- Users have ID numbers (an optional field in the user profile)
- Activities have ID numbers (an optional field in the common module settings)

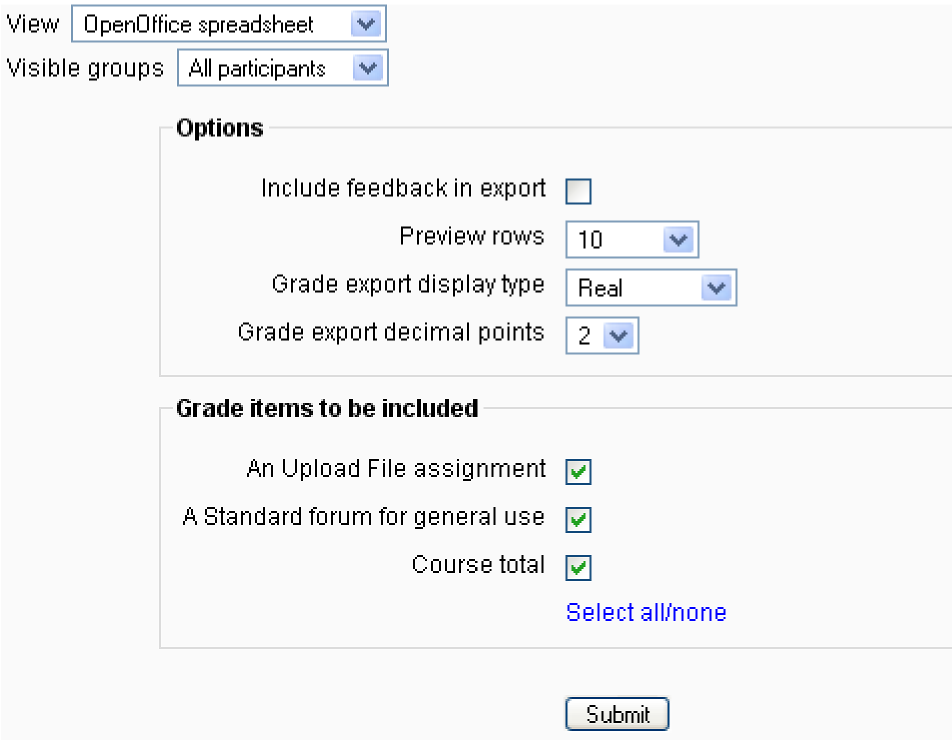


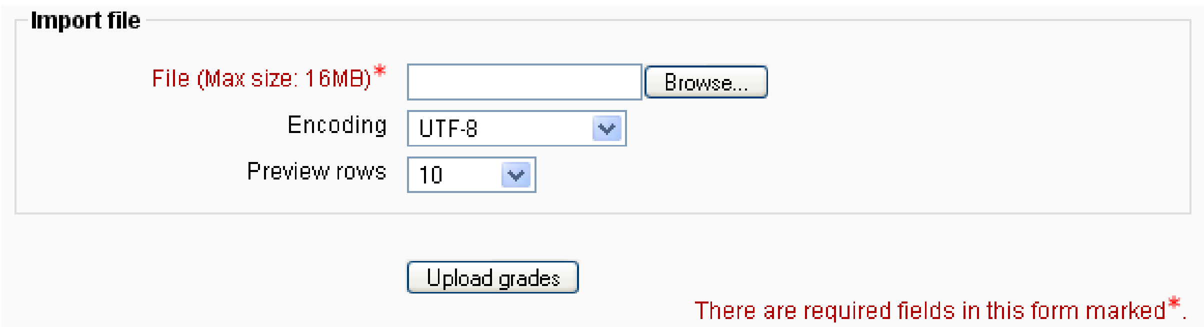
Figure 149 – Grades Export

Importing Grades

To import grades into the gradebook:

1. Decide on an import format - CSV or XML file (see below) - then export some grades using the corresponding export format.
2. Edit the export file as appropriate and save it.
3. Tip: If you opened your exported file in Excel, don't add columns there because Moodle will reject the import if there are new columns that didn't exist in the exported file. If you need to add columns, do that in Moodle BEFORE you export your gradebook.
4. Select your chosen import format from the gradebook dropdown menu.
5. Browse and upload your previously saved file.
6. Set options as required.
7. Click the "Upload grades" button.
8. CSV import only: Preview the grade import and choose the column mapping then click the "Upload grades" button to complete the grade import.

Tip: By default "Map from" is set to First Name, and "Map to" to userid. Change both dropdowns to: "Email Address" to "useremail", or to "Id Number" to "useridnumber" (assuming that your users have ID number fields filled in in their profiles)



Creating a group

1. *Click on Administration > Course administration > Users > Groups* as shown in figure below

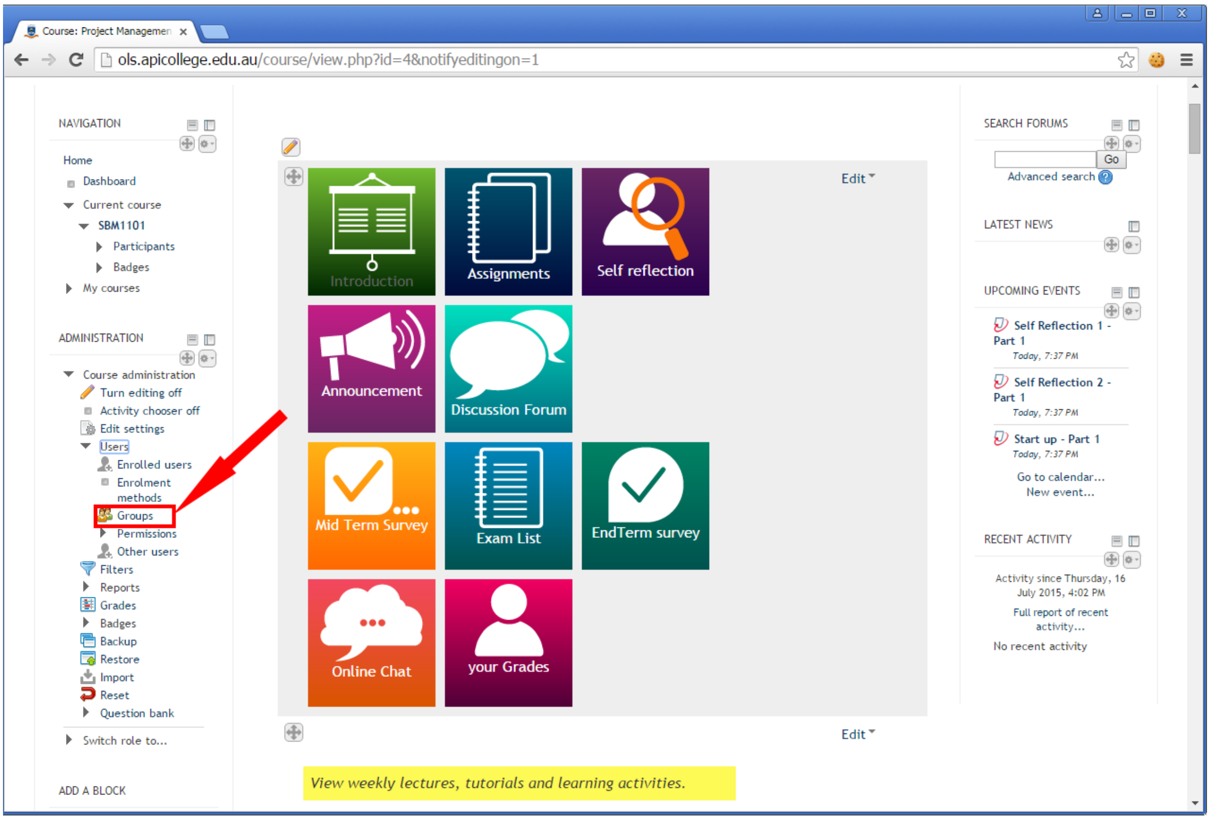


Figure 15 Groups link

Then Click the 'Create group' button as shown in figure below

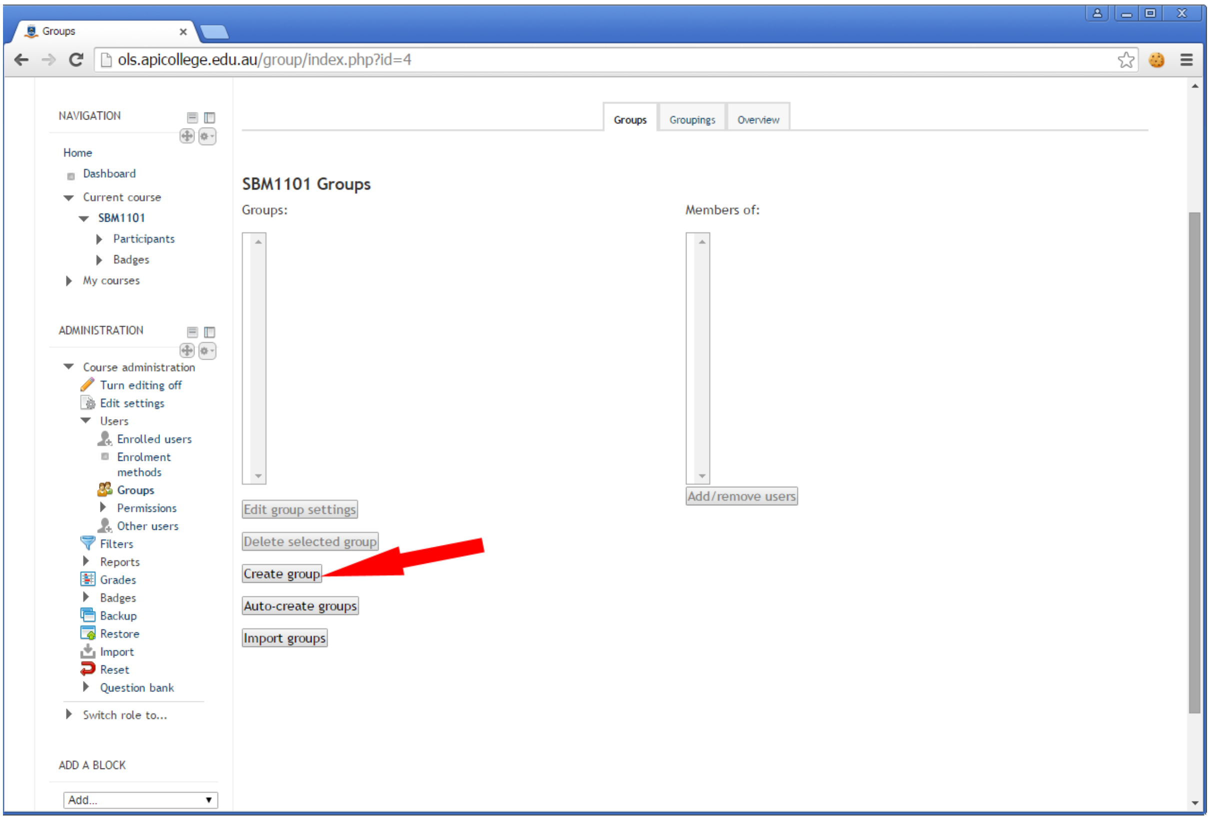


Figure 16 - Create Group Button

Then you will see below figure

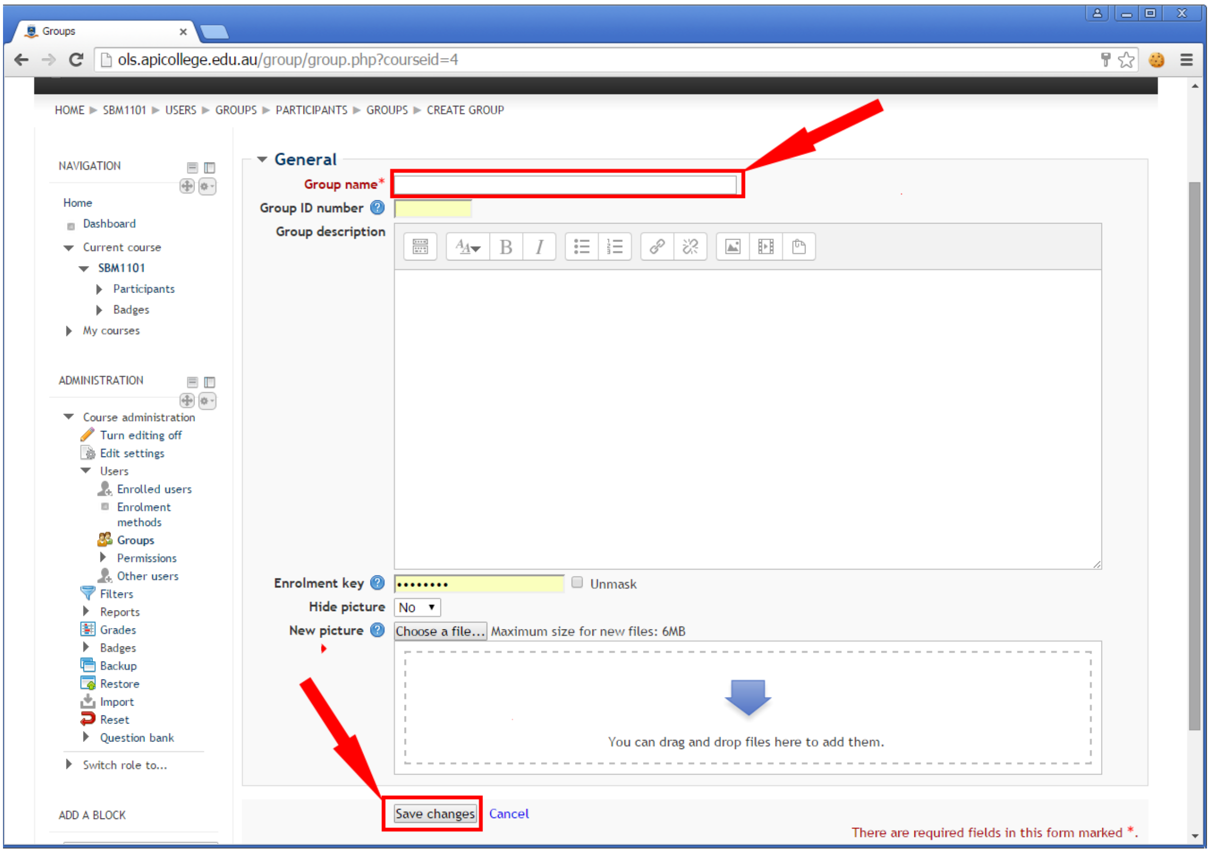


Figure 17 - Group Information

2. Add a group name and optional description (displayed above the list of group members on the participants page), enrolment key and picture (displayed on the participants page and next to forum posts)
3. Click the 'Save changes' button, then you will see figure below

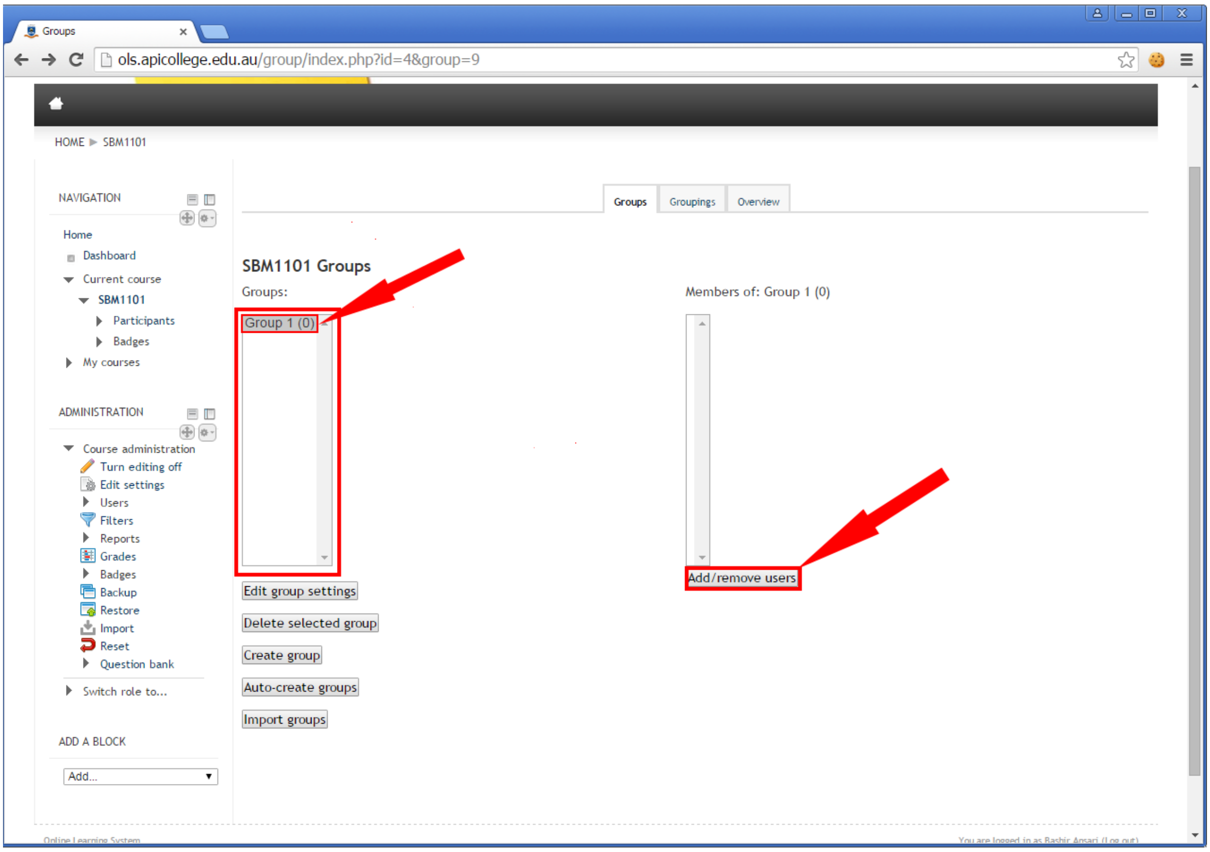


Figure 18 - Add/remove user's button

4. Select the group to which you want to add participants, then click the 'Add/remove users button, you will see figure below

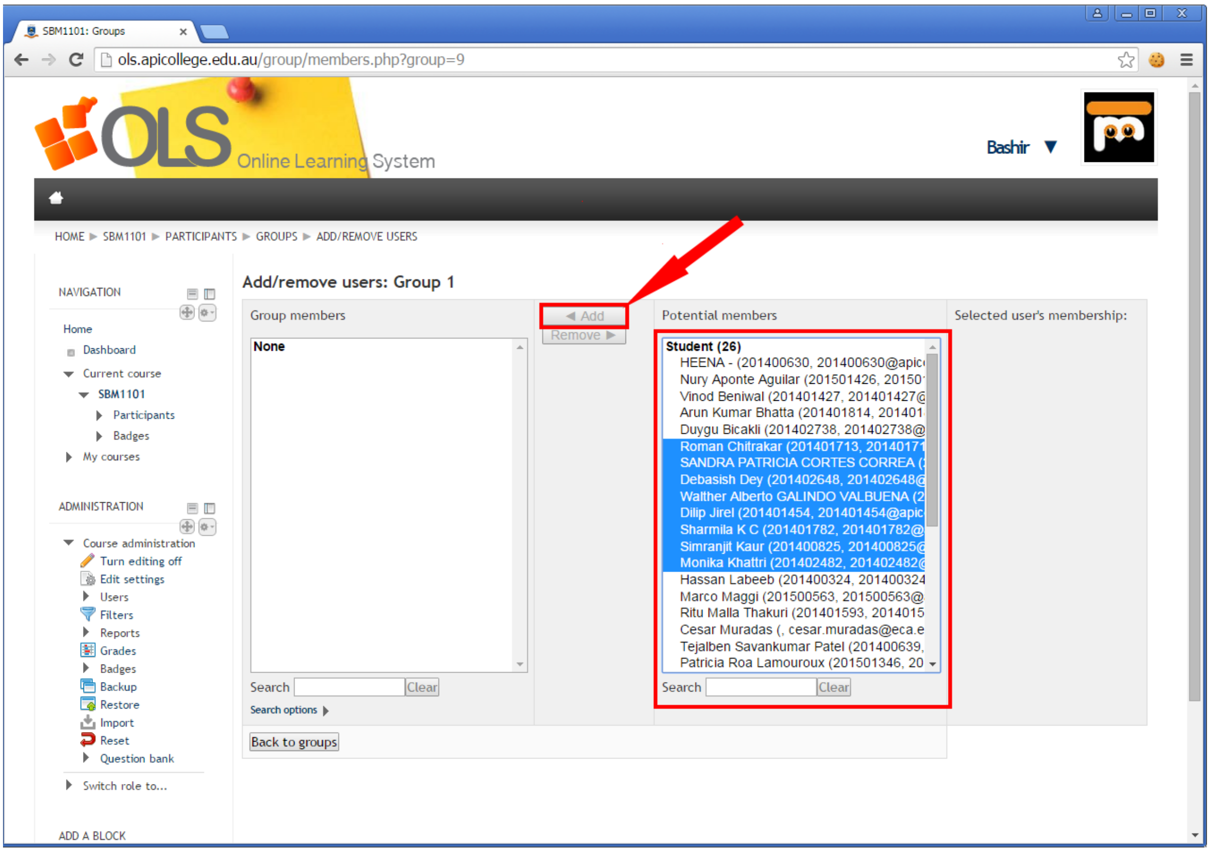


Figure 19 - Add users to group

5. In the "Potential members" list, select the users you want to add to the group. Multiple users may be selected using the Ctrl key.
6. Click the Add button to add the users to the group

An optional group ID number (an advanced setting) may be added for matching the group against external systems. Group ID numbers are not displayed anywhere on the site. Within a course, all group ID numbers must be unique. Thus it's not possible to create a group with a duplicate group ID number

General

A **naming scheme** can be created automatically. # is replaced by sequential numbers, and @ by letters. For example:

- *Group @* will create group with a naming scheme Group A, Group B, Group C . . .
- *Group #* will create group with a naming scheme Group 1, Group 2, Group 3 . . .

You can specify if you would like to create,

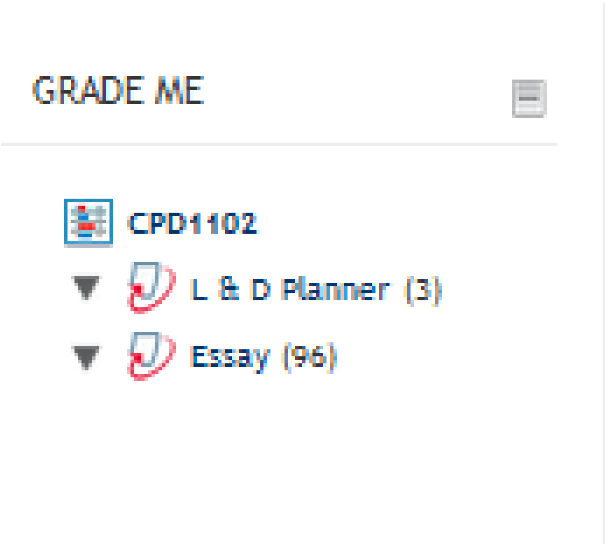
- x number of Groups or
- each group contain x number of students

When selecting **Members per group** the **Prevent last small group** will allocate additional members to an existing group rather than create a new group with fewer members than x. This setting is found by clicking on the Show More link.

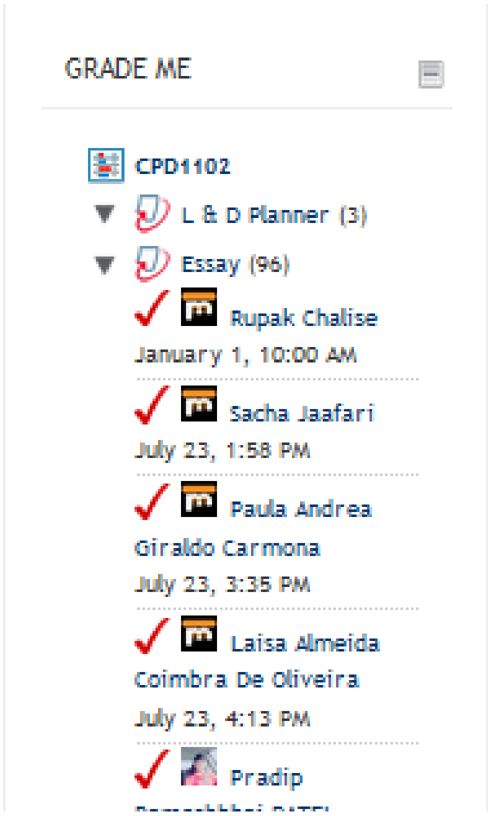
Grade Me

“Grade Me” shows a teacher all of the assignments and manual quiz questions (essays and file responses) that have been submitted, but not graded.

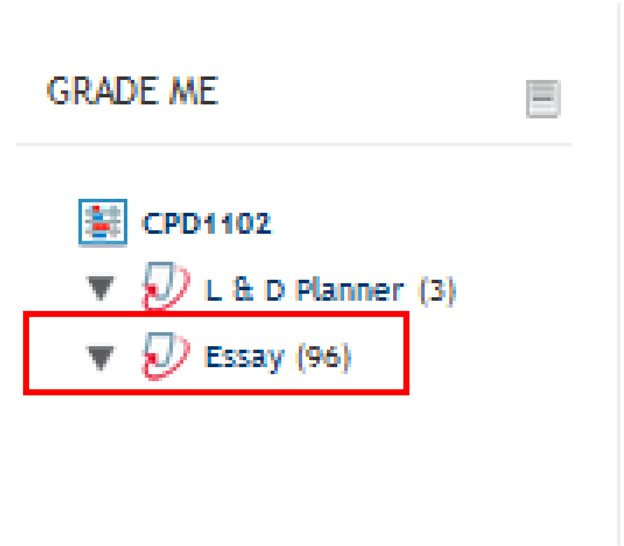
Grade Me is located on the right hand side of the course dashboard page.



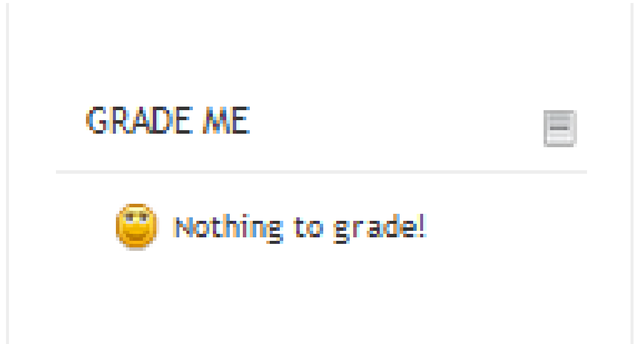
Clicking on the arrows allows you to see the name of the students which have submitted their assignment to any particular assessment task, as shown in the figure below:



To mark the assessment tasks simply click on top of the assessment task name and the system will take you directly to the assessment task submission page:



Once the assessments are marked the counter will display the remaining non graded assessments in the assessment tasks area, once all assessment tasks are marked the system will display the following:



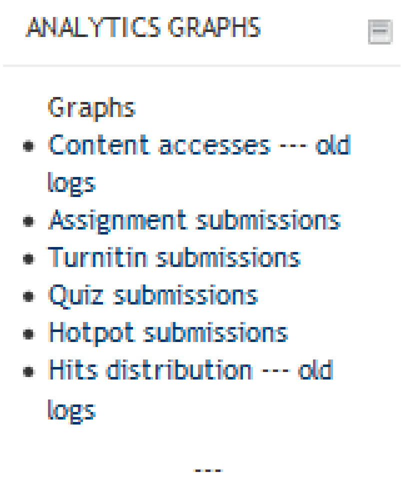
Analytics Graphs

This plugin provides three graphs that may facilitate the identification of student profiles. Those graphs allow the teacher to send messages to users according to their behaviour inside a course. The graphs show:

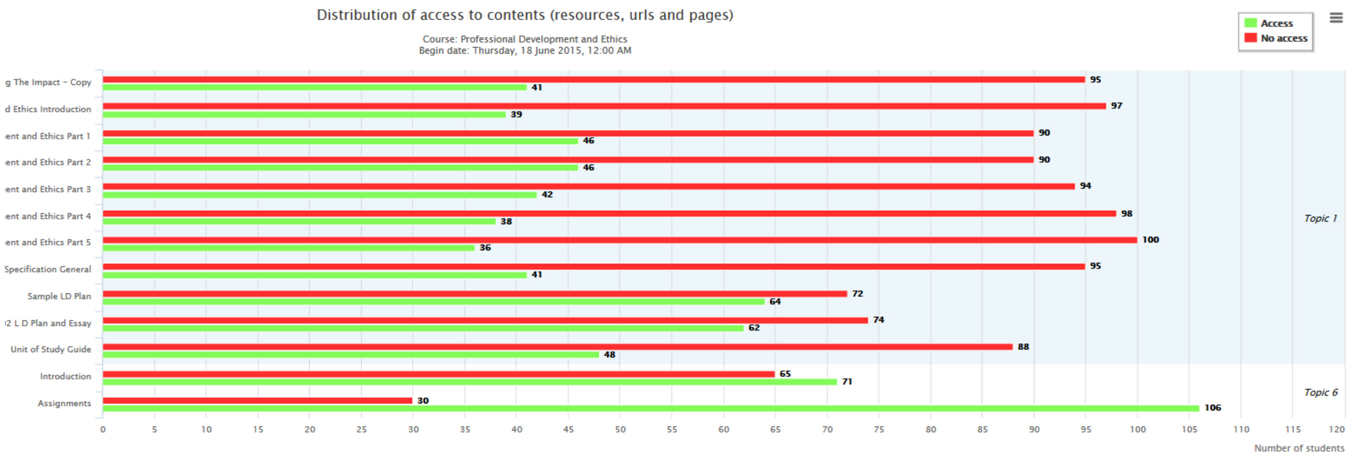
1. Which users accessed file and url resources.
2. Which users have submitted assignments on time or late.
3. How each user is accessing the course and its resources in each course week.

It is possible to click over graph elements in order to send email to a group of students (first two graphs) or to a particular student (last graph).

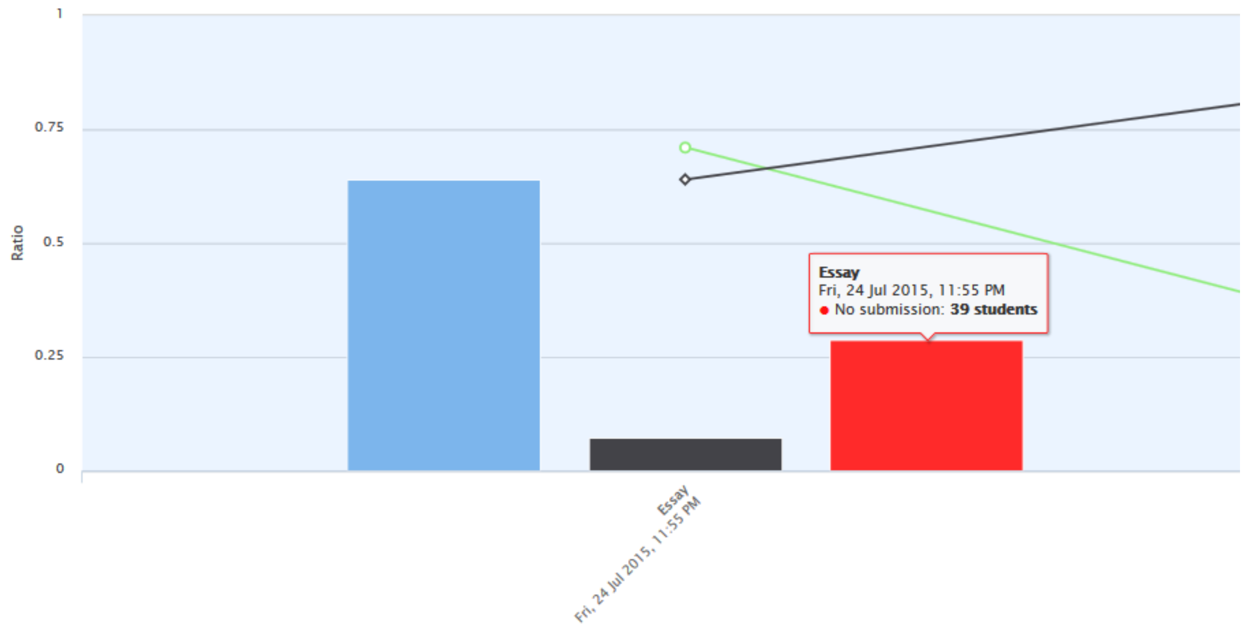
You can access all the submissions selecting the individual links, as shown in the figure below.



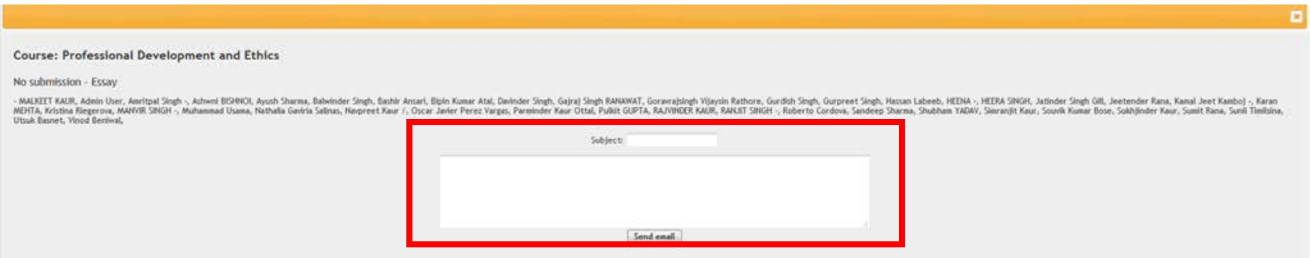
Analytics Graphs will open a new window with the information selected. Please note that APIC only uses "turnitin type of assignments" not the normal moodle assignment.



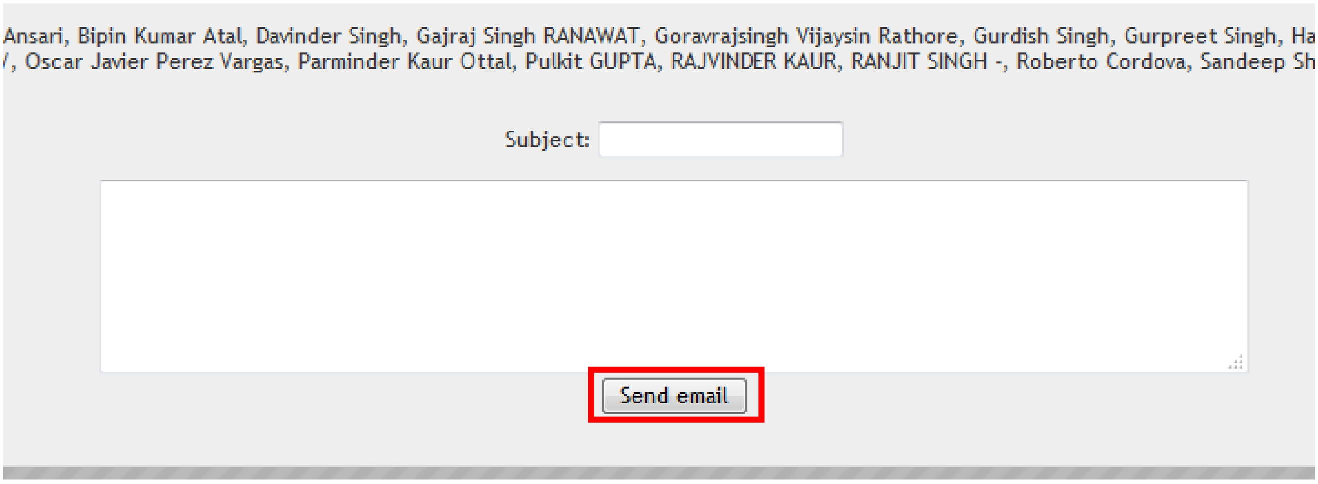
To send an email to a group of students, simply hover your mouse on top of the bar chart and click on the selected group as shown in the figure below:



Once the selection has been made you will see a new window with a list of the students and 2 fields to be completed, Subject and Email body as shown in the figure below:



Complete both fields and click on the “send email” button to send the email to the students as shown in the figure below.



Quickmail

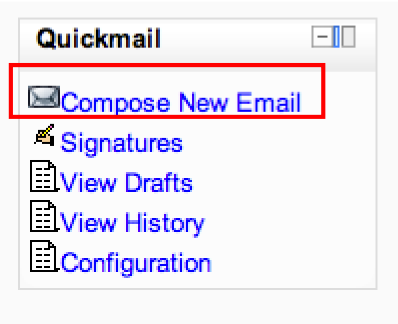
Quickmail is a block that provides selective, bulk emailing within courses.

Features

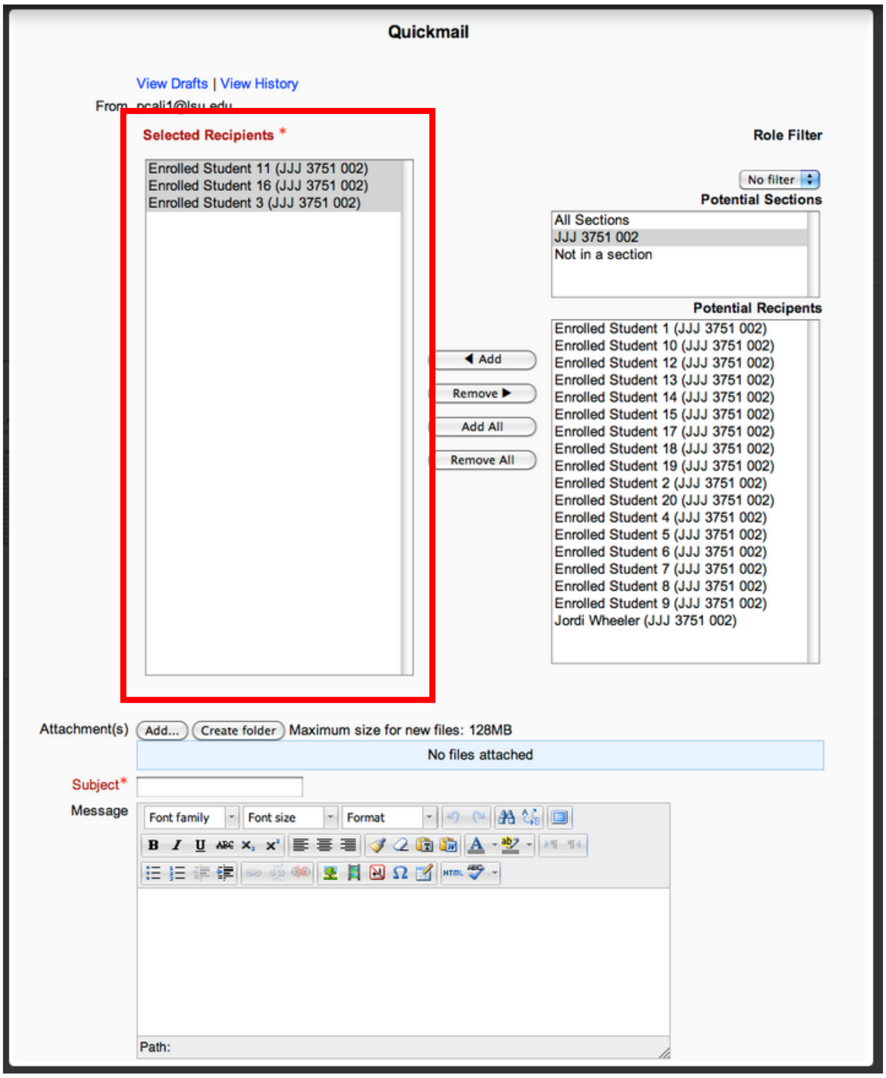
- Multiple attachments
- Drafts

- Signatures
- Filter by Role
- Filter by Groups
- Optionally allow Students to email people within their group.

The figure below shows the Quickmail Block in the OLS. To write an email to your class please click on the "Compose New Email" link.



Quickmail will open a new screen where you can select the users from your class. You can use the filter to select different groups of students.



To send the email, please use the send button located at the button of the page.

Appendix 1

turnitin®

Turnitin Instructor User Manual

Chapter 4: GradeMark®

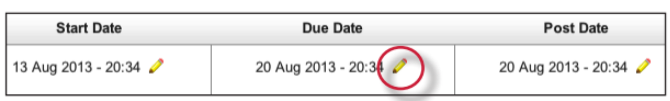
Updated October 3, 2012

Assignment Submission Dates

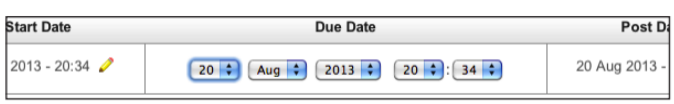
After completing the assignment settings and clicking on the Save and Display button you will be redirected to the Turnitin assignment page. Clicking on the Turnitin assignment from the course homepage also redirects you to the Turnitin assignment page.

All the assignment dates are contained within the Submission Inbox tab for the Turnitin assignment. The due date will default to a week after the date the assignment was created.

To change any of the assignment dates click on the pencil icon to the right of the date.



Use the drop down menus to change the date and times for the Start Date, Due Date, or the Post Date. You may also change the assignment part name and the assignment point value. Once you have finished editing the dates click elsewhere on the screen to save your changes.



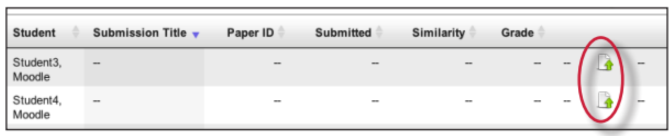
Start Date -The start date defines the earliest time a student can make a submission to the assignment part.

Due Date -This is the final date by which the student should have submitted their assignment. If you are allowing late submissions, the submissions will be marked as late after this date.

Post Date - This is the date when marks/grades will be released to students. If anonymous marking is turned on (UK only) this is also the date when marks will be released to students.

Submitting Papers on Behalf of Students

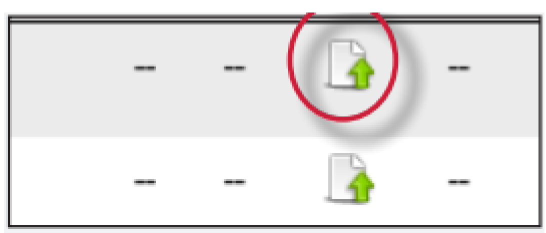
To submit a paper to the Turnitin assignment on behalf of a student, within the Submissions Inbox page click on the file upload icon to the right of the student's name within the student list.



Note: Instructors are able to submit on behalf of students at any time, even after the post-date of the assignment

File upload

1. Click on the file upload icon for the student to submit on behalf of that student

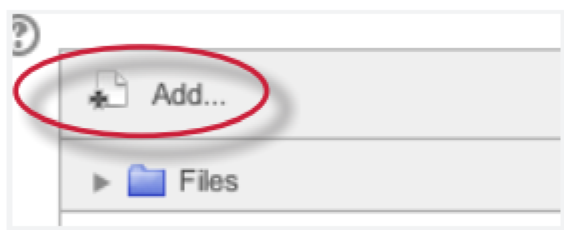


2. Enter the submission title

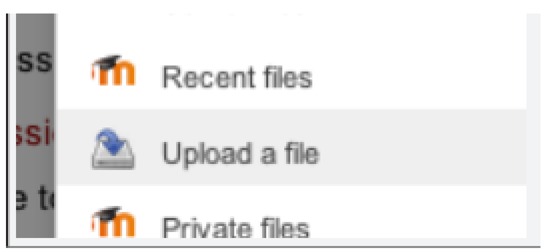
3. Drag and drop the file into the drag and drop area of the page

4.

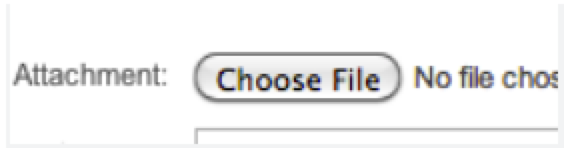
4a. Or use the add a file method by clicking on the Add link.



4b. Select Upload a file from the sidebar

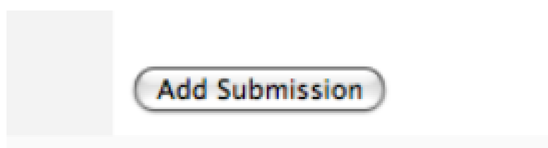


4c. Click on the *Choose File...* button to select the file you would like to submit



4d. Click on the Upload this file button to upload the selected file

5. Click on the *Add Submission* button to submit the file



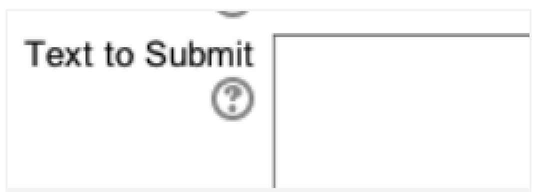
Text Submission

If *Text submission* was selected within the general Turnitin assignment settings instructors will submit papers by copying and pasting the text they would like to submit to the assignment into a text box.

1. Click on the file upload icon for the student to submit on behalf of that student

2. Enter the submission title

3. Copy and paste the text of the submission into the *Text to Submit field*



4. Click on the *Add Submission* button to submit the file

File Types and Size

Turnitin currently accepts the following file types for upload into an assignment:

- Microsoft Word® (DOC and DOCX)
- Corel WordPerfect®
- HTML
- Adobe PostScript®
- Plain text (TXT)
- Rich Text Format (RTF)
- Portable Document Format (PDF)
- OpenOffice (ODT)
- Hangul (HWP)

The maximum file size is defined in the course settings and selected in the assignment set up screen. Files of larger size may be reduced in size by removal of non-text content. Files that are password protected, encrypted, hidden, system files, or read only files cannot be uploaded or submitted to Turnitin

Note: Text only files may not exceed 2 MB.

PDF File Note: PDF documents must contain text to be submitted. PDF files containing only images of text will be rejected during the upload attempt. To determine if a document contains actual text, copy and paste a section or all of the text into a plain-text editor such as Microsoft Notepad or Apple TextEdit. If no text is copied over, the selection is not actual text.

PDF Tip: Users submitting scanned images of a document or an image saved as a PDF will need to use Optical Character Recognition (OCR) software to convert the image to a text document. Manual correction of the resulting document is highly recommended to fix any errors caused by the conversion software.

Embedded Links Note: Some document formats can contain multiple data types. This includes text, images, embedded information from another file, and formatting. Non-text information that is not saved directly within the document will not be included in a file upload. This includes references to a Microsoft Excel® spreadsheet included within a Microsoft Office Word document.

File Type Note: Users whose files are saved in a file type that is not accepted by Turnitin will need to use a word processing program to save the file as one of the accepted types. Rich Text Format and Plain Text file types are nearly universally available in word processing software. Neither file type will support images or non-text data within the file. Plain text format does not support any formatting, and rich text format supports only limited formatting options.

Warning: Users who are converting to a new file format will need to save their file with a name different than the original. Any file should be saved with a new file name when converting to plain text or rich text formats to prevent permanent loss of the original formatting or image content of a file.

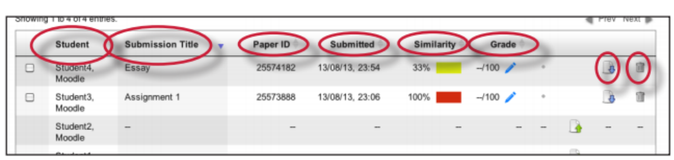
Viewing the Turnitin Submission Inbox

The Submission Inbox

Instructors can view the Originality Reports completed for submitted papers by accessing the Turnitin assignment inbox. Either click on the Assignments link in the Activities section on the homepage and click on the assignment title or click on the assignment title on the homepage.

To access the submissions click on the *Submissions Inbox* tab.

The submission inbox displays a list of the students enrolled in the course and a summary of the originality scores associated with their submissions.



The columns headings in the assignment inbox are:

Student - a column containing the names for Moodle students in the assignment. Clicking on the name takes you to the Moodle user page for that student. If a student is enrolled in the Turnitin system but not enrolled in the Moodle system the student is listed as “Non Moodle Student”. If the student is subsequently enrolled in Moodle the submission will be linked to the student account automatically. The number of submissions made by a student is included in brackets.

If anonymous marking is enabled for the account the student's name will appear as 'Anonymous Marking Enabled'. Once the student has submitted to the assignment clicking on this will allow you to remove the student's anonymity. You will be prompted to input a reason to release the student's information. Anonymous marking is revealed on an Assignment Part level.

Submission Title - a column containing the submission’s title

Paper ID – this column of the report contains the paper id of the submission.

Submitted – this column of the report contains the date and time of the submission. Late submissions are color coded red.

Similarity - this column contains a percentage indicating the overall similarity of the paper to information in the Turnitin repositories, 100% being ‘fully similar’, 0% indicating ‘no similarity’. Clicking on the Similarity % icon opens the Originality Report.

Grade – this column either contains a grade and a pencil icon for editing the grade or if GradeMark has been enabled the column indicates if GradeMark is available. A pencil icon shows what papers can be accessed in GradeMark. No icon will appear if a student has not submitted a paper to the assignment or if GradeMark has not been purchased for the account. If the icon is available, click on the pencil icon to open a GradeMark window.

Download icon - a arrow icon located to the right of the submission. Click on the icon to download a copy of the submission.

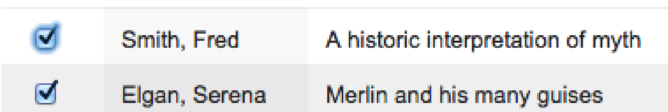
Delete icon - a trash bin icon located to the right of the submission. Click on the icon to delete the submission from the inbox.

Refresh Submissions - this option checks with Turnitin to see if more submissions have been entered or if new Originality Reports are available.

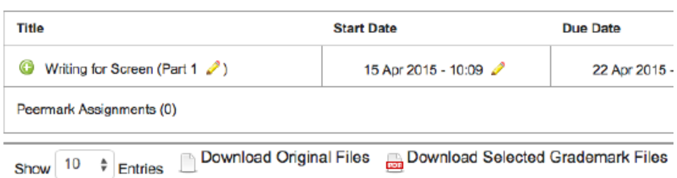
Downloading Student Papers

You are able to download student papers in two forms, as the original files or as the GradeMark report that you have created.

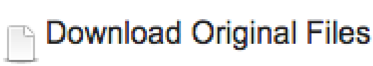
1. Click on the checkbox beside each of the assignments you would like to download



2. Options to download the assignments will appear beneath the assignment information

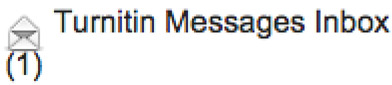


3. Click *Download Original Files* to download the submission as the student first uploaded it. It will download as a .zip file.



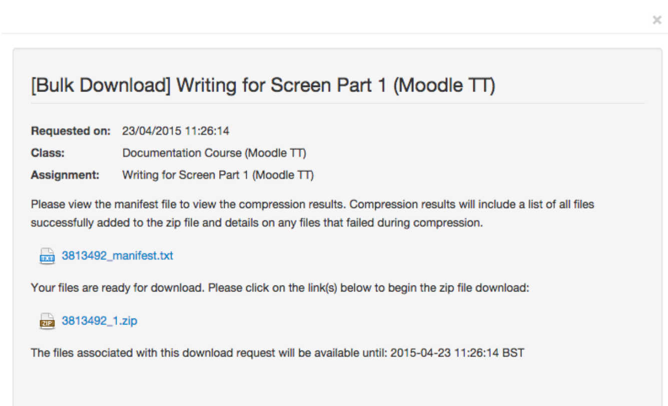
3a. To download the GradeMark files for an assignment click *Download Selected GradeMark Files.* A modal will appear to indicate that his process is currently working in the background. The process of compiling GradeMark files can take time depending on the amount of files that will be processed.

3b. Once files are ready to download you will receive a message in your Messages Inbox for the assignment



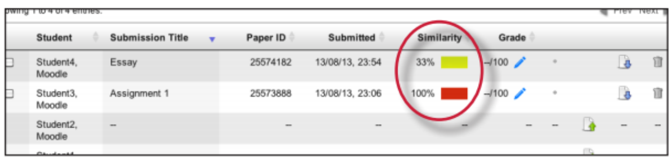
3c. There will be a new message in your Turnitin Messages Inbox once the file has finished processing. Open this message to download your files

3d. There will be two files within this message. A manifest, containing all a log of files that have been processed for download and any errors that may have occurred, and a download link to a zip file containing the files you have requested



Opening the Originality Report

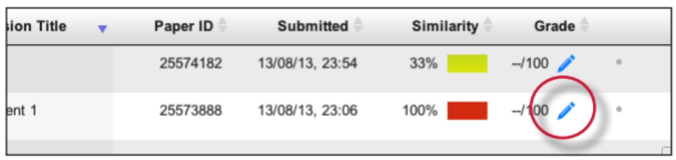
The Turnitin Originality Report can be accessed from the submission inbox. Under the Similarity column are the icons indicating the percentage of the similarity score and the corresponding color on a blue(0%) to red scale(100%).



Click on the icon to open the Originality Report. For more in depth information on Originality Reports please click here to view the Originality Report chapter of the Turnitin Instructor manual.

Accessing GradeMark®

To access GradeMark to grade the student's paper, click on the pencil icon in the Grade column. For more in depth information on using GradeMark please click here to view the GradeMark chapter of the Turnitin Instructor manual.

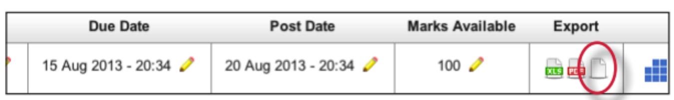


Bulk Downloading a Turnitin assignment’s contents

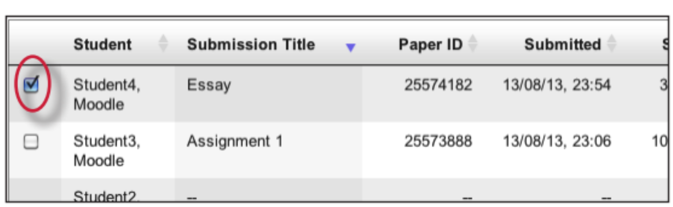
Instructors have the ability to bulk download an assignment’s submissions as pdfs or the original file type and to export the GradeMark pdfs for selected submissions. After the download is initiated the downloadable file is located in the *Messages Inbox*.

To download the assignment’s submissions in pdf format click on the pdf icon in the *Export* column to the right of the assignment dates.

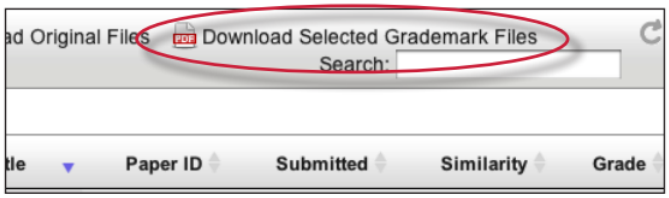
To download the assignment’s submission in their original format click on the original format icon.



To download the GradeMark pdfs for selected files, first select the files within the submission list by clicking in the checkbox for each submission.

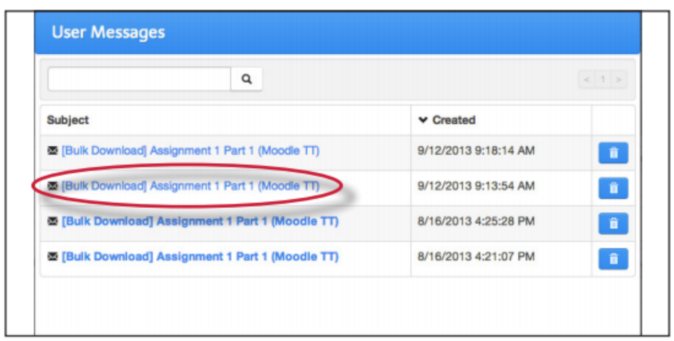


Once all of the files are selected click on the *Download Selected GradeMark Files* link.



All bulk download files are located within the Message Inbox. Click on the Messages Inbox link to open the list of downloads.

Click on the bulk download link to view the download information and download the generated zip file.



Glossary

Definitions

account	A Turnitin account allows instructors to use products purchased from Turnitin
account ID	The numeric identification number for a specific account or sub-account
administrator	The controller of a specific Turnitin account. This user type is able to install and configure, activate or deactivate products on an account, change account settings, and add or remove instructors from account access
assignment	Submissions to a class on Turnitin are made to an assignment. Each assignment can allow only a single submission per student user who is enrolled in the class
class	To allow students to submit files, an instructor must create a class for their students. A class requires a name, a class ID, and a class enrollment password
class portfolio	The class portfolio page is the main view page of a student for a specific class
default submission type	A user preference set by instructor or student users to define which file submission method should be displayed by default for submissions to an assignment in a Turnitin class
digital receipt	The digital receipt is a confirmation of a successful paper submission to a Turnitin assignment. The digital receipt contains the unique *paper ID* number, user name, submission date and time, class name, assignment title, and a copy

	of the submitted work. The digital receipt is shown on-screen after submission and a copy is sent by e-mail to the user at the e-mail address provided as the user login name. This e-mail is sent by noreply@turnitin.com and spam filters should be checked to ensure they do not block users from receiving this e-mail
download	Transmission of a file from Turnitin to the computer of the user selecting to download files). Some users may need to enable file download due to security considerations on the web browser or computer being used
due date	The due date on a Turnitin assignment indicates the date and time of day at which an assignment is due. Submissions after the due date and time may no longer be allowed and will be automatically blocked by the Turnitin system. Only the instructor can enable late submissions on an assignment on Turnitin. The due date must come after the start date and before the post date during assignment creation. The due date and time may be changed by the instructor at their discretion to meet the needs of a class
GradeMark	A digital grading product offered by Turnitin which allows instructors to place comments and QuickMark editing marks on a submission for students to review. This product also includes standardized rubric scorecards and the ability to share QuickMark^{SM}standard editing marks and rubric scorecards between instructors on an account via export or via administrators using the libraries sharing feature of the GradeMark digital grading product
homepage	The default login page, which is different based on the selected default user type of the user profile being accessed
instructor	The term used for teachers, tutors, or other student assisting users added or authorized to join as instructors on a specific Turnitin account. A single person may be joined to multiple Turnitin accounts or sub-accounts using one user profile or separate user profiles. Users may fill more than one user type role on Turnitin
internet archive	Turnitin’s web repository includes inactive or no longer available web pages and copies of

	pages that have changed over time. This allows Turnitin to search against information that is no longer available or which has changed over time.
libraries	the libraries menu displays the rubrics created by Turnitin or the instructor. For more information about rubrics please view the GradeMark training video or the rubric section of the GradeMark manual available at www.turnitin.com/training.html
log in	the act of an authorized user entering the e-mail address and personal password created for a user profile to enter Turnitin as the user associated with the e-mail address entered
Optical Character Recognition (OCR)	Optical character recognition software converts a image of text information into an actual text document that can be read and altered by word processing software. Papers or documents transferred into a computer via a scanner require optical character recognition software conversion to be submitted to Turnitin. Turnitin only accepts documents containing actual text data rather than an imaged document or submission. Some scanners offer OCR conversion automatically, but most OCR conversion requires hand correction to resolve any inaccuracies which can cause major changes to the actual content of a document
Originality Report	The Originality Report is a flexible document that allows students and instructors to review matches between a submitted work and the repositories scanned by Turnitin. Citations, quotations, and bibliographic material are all scanned against Turnitin's repositories to determine an overall similarity percentage as well as specific matches to similar text
Overall Similarity Index	The overall similarity index is a percentage indicating the similarity of the text submitted to information contained in the Turnitin repositories used for comparison on the assignment the submission was made in. This percentage indicates a percentage based on the length of the paper compared to the length of the areas flagged as similar during the comparison
paper	A paper refers to the document or file submitted by a user to an assignment in a class on the Turnitin website

paper ID	The paper ID number is a unique identifier that can be used to refer to a specific paper. The paper ID number can be viewed by accessing the paper in the assignment inbox for instructors. The paper ID number is also available on the paper view page, Originality Report, and GradeMark digital assessment view of the submission
PeerMark	This product allows students to anonymously or with attribution review submissions made by other students within the course. Students reply to free response and scale questions selected or created by the instructor. Instructors may also comment on the paper using three different commenting tools: inline text tool, highlighter tool, and composition marks. A PeerMark assignment must be based on a normal Turnitin assignment where the student papers are initially submitted
Plagiarism Prevention	This product creates Originality Reports for submissions in assignments on Turnitin. The Originality Reports allow instructors and students to easily determine any problems in citation or referencing and assists instructors in determining the originality of a submitted work
post date	The post date of an assignment is set by the instructor during the assignment creation. When the post date and time has passed, students will be able to view GradeMark and GradeBook information on their submissions in this assignment. If the assignment is a Peer Review, students will be able to read the assessments written by their peers after the post date passes. The post date does not control Originality Reports. The post date must come after the start date and due date during assignment creation
product	a specific service, feature, or group of features offered by Turnitin as part of the purchase of a Turnitin license by an educational customer
repository	A set of information of a specific type or types. In the specific context of the Originality Report provided by Turnitin, repository is used to refer to the type of information the submission was evaluated against for direct matching or high levels of similarity. Available repositories include

	internet, archived internet, periodical/journal/ publication information, and previous submissions
resubmit	The act of submitting a new paper in place of an existing submitted paper. Resubmission can only be done if the instructor has set an assignment to allow students to overwrite until the due date and time of the paper, or if the instructor has manually deleted the student's existing submission in the assignment inbox. This option can only be enabled by the class instructor
shared key	A shared key is the eight digit, alphanumeric code that an institution's Turnitin account administrator has created with the account's Turnitin Sales Representative. The shared secret key is used to verify the integrity of requests sent from the Institution's Moodle account to the institution's Turnitin account
start date	a date and time selected by the instructor when creating an assignment. The start date and time must pass before students are able to begin submitting to an assignment. Instructors are not prevented from submitting before the start date. The start date for an assignment must be before the selected due date and post date during assignment creation. This may be updated only by the instructor to meet the needs of a class
student	A user type able to enroll in courses created by an instructor user. Student user profiles can only submit to assignments created by an instructor in a class they are joined to or have been authorized to join
submission	A file or files uploaded by a student or instructor user into an assignment within a Turnitin class. Only a single file per student user can be submitted to an assignment by a student user
submission type	Turnitin offers multiple submission types for students and instructors. Students are able to submit a single file at a time by either single file upload or cut-and-paste submission. Instructors are able to submit files by file upload or text submission

upload (file)	The act of submitting or sending a file into a specific assignment within a Turnitin for use with the Turnitin products selected for the class
user profile	The user profile is a set of user preferences and information associated with a specific ID within Turnitin. Each user profile requires a unique e-mail address. A specific e-mail address can only be used once within the Turnitin repository. New attempts to create a profile associated with an e-mail address currently existing in Turnitin will not succeed

GradeMark® Paperless Grading

Introduction

With GradeMark® an instructor is able to edit and grade student papers online. The instructor can add comments within the body of the paper, point out grammar and punctuation mistakes, evaluate the paper against qualitative or quantitative rubrics, assess the student’s performance within the class and enter a grade for the paper that is automatically saved into GradeBook (optional). GradeMark offers a grammar and spelling checker, e-rater, to automatically scan and mark up papers with grammar and spelling errors. GradeMark is currently designed for full compatibility with the following browsers:

Internet Explorer 7.x and 8.x (Windows)
Mozilla Firefox 3.x (Windows, Mac OS X)
Google Chrome 4 and above (Windows, Mac OS X)
Safari (Mac OS X)

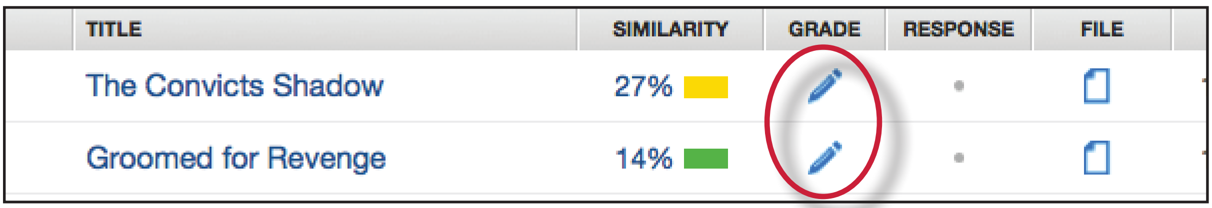
Other browsers can be used to view or access this product but may not have access to the full functions and features. GradeMark is best used with one of the approved browsers.

Note: GradeMark works best when the text of the submissions have double spaced text.

An instructor can access the GradeMark system from any one of four locations within Turnitin:

- the assignment inbox
- a student portfolio
- viewing a paper after clicking on the paper title
- from the GradeBook grading page

To mark a paper in the GradeMark system from the assignment inbox, student portfolio page, or GradeBook grading page the instructor will click on the pencil icon under the grade column to the right of the paper that needs to be marked. A new window will open displaying the GradeMark interface. Using this interface, an instructor can add marks, general comments, and location specific comments to a student paper as well as entering a numeric grade.



Note: If no icon appears in the GradeMark column, then the paper has not been submitted by the student to the assignment.

Grading Marks

The GradeMark system contains several tools and types of mark that instructors can use in grading and assessing papers. These include:

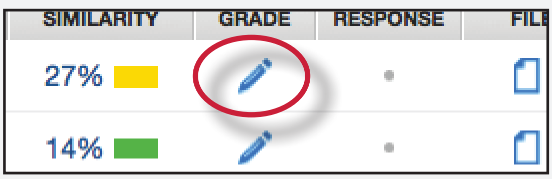
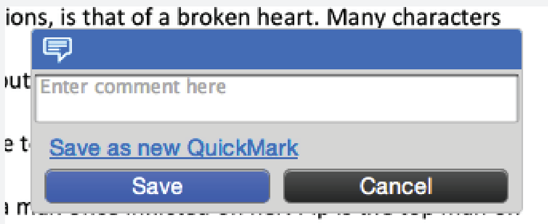
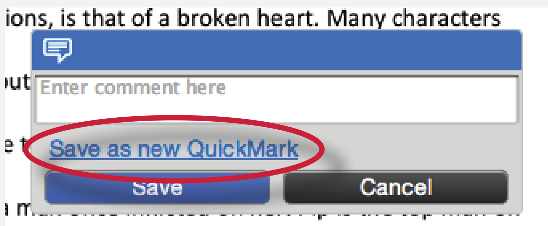
- comments
- inline comments
- QuickMark comments
- rubric scorecards
- general comments

Comments

A comment is equivalent to the notes that an instructor may write in the margins of a paper. A comment might be:

> *"Your thesis is unfocused. Consider refining your thesis in subsequent versions of this paper."*

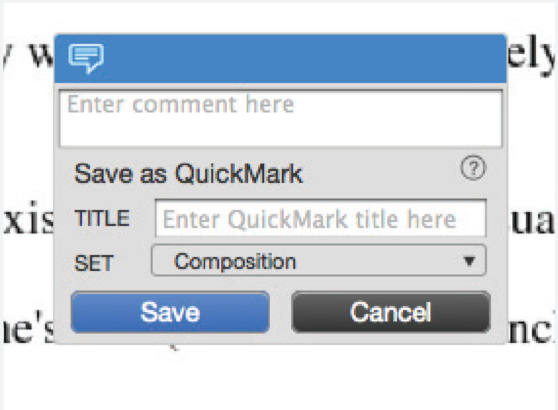
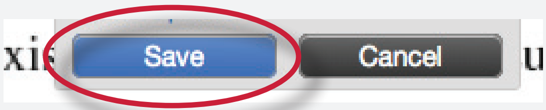
A comment may be up to one thousand characters in length.

Adding a comment to a paper:	
1. Click on the pencil icon for a submission to access the GradeMark interface	
2. Click on the point on the paper to add the comment to	
3. Enter text into the text field of the comment bubble	
4. (Optional) If you would like to make this comment into a reusable QuickMark comment, click on the *Save as new QuickMark* button	

<table>
<tr><th>Adding a comment to a paper:</th><th></th></tr>
<tr><td>4B. (Optional) Enter a title for the QuickMark. This title will be displayed on the paper.

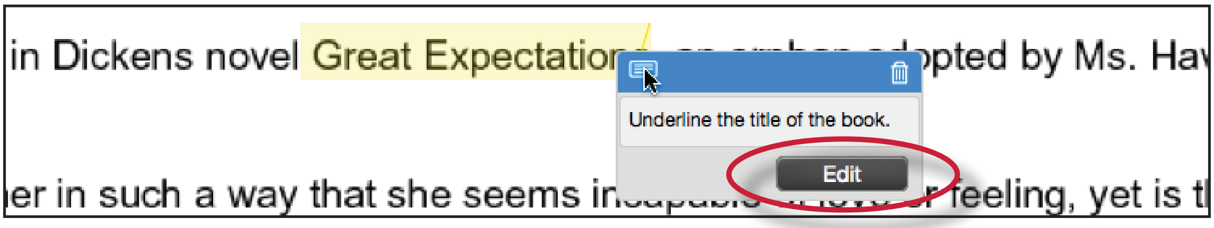
Select a set to add this QuickMark to by clicking on the Set drop down menu.

Click Save to save the comment as a QuickMark

Note: QuickMark comments that are not added to a set will be located within All in the QuickMark manager</td><td>
</td></tr>
<tr><td>6. Click the Save button to save the comment</td><td>
</td></tr>
</table>

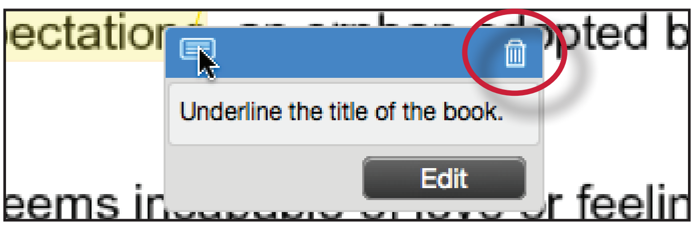
The comment will be added to the paper.

The comment can be edited at any time by hovering the cursor over the mark for the comment and then clicking the *Edit* button. Edit the comment and click *Save* to save any changes made to the comment. To move a comment, click and hold on the mark symbol and drag the icon to a new location.



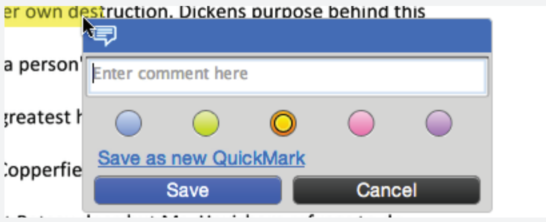
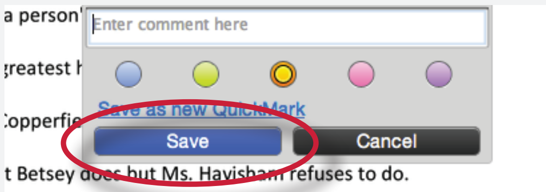
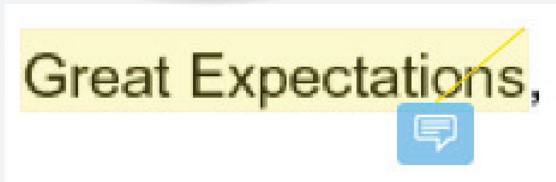
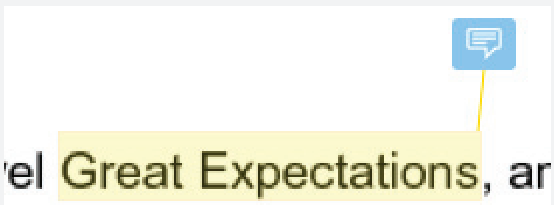
Deleting a Comment

A comment and the associated mark can be deleted by clicking on the mark symbol on the paper. Click on the trash can icon at the top right of the comment bubble to delete the mark from the paper.



Highlighting Text for a Comment

An instructor can associate a highlighted section of text with a comment to reference a specific area of text.

To associate a highlight with a comment:	
1. Within the GradeMark interface select the text of the paper	
2. Click anywhere within the highlighted text to open up a comment bubble	
3. The selected text will be highlighted and the comment is placed where the highlighted section of text was clicked. Enter the comment into the text field of the comment bubble. Select the highlight color from the 5 color options. Yellow is the default color for highlights	
4. Click the *Save* button to save the comment	
5. The comment icon will appear where the highlight was clicked. The comment icon can be moved away from the highlight and still be associated with the highlight by a connecting line	
6. To move the comment icon click on the icon and drag it to the new location, release the held click	

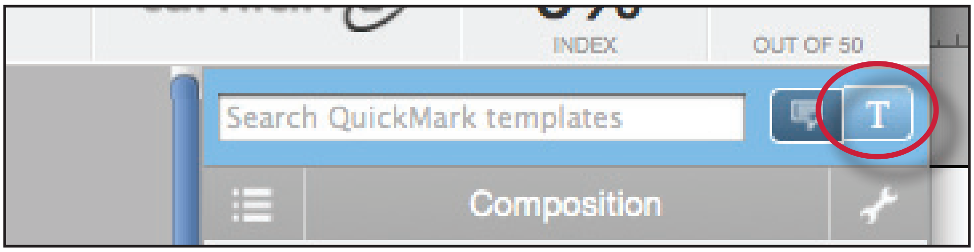
Striking Through Text

An instructor can strike through text within GradeMark by first selecting the text and then hitting either delete or backspace on the keyboard. To delete the strikethrough hover over the strikethroughed text and then click on the trash can icon that appears.

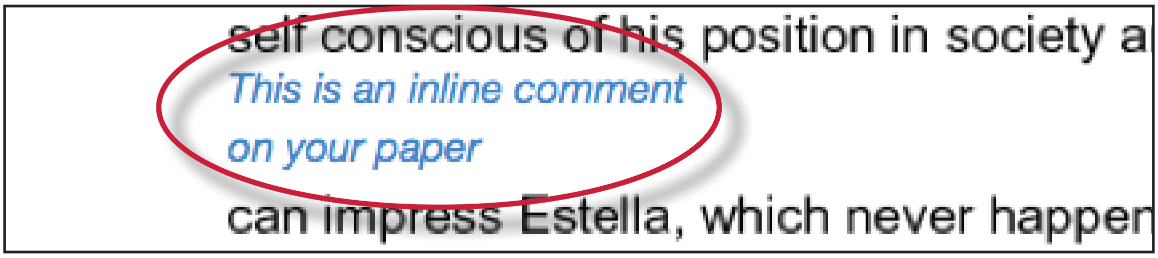
Inline Comments

Inline comments allow instructors to add marks directly onto the paper. The inline comment appears as type overlaid on the paper.

To add an inline comment, click on the type tool button within the sidebar.

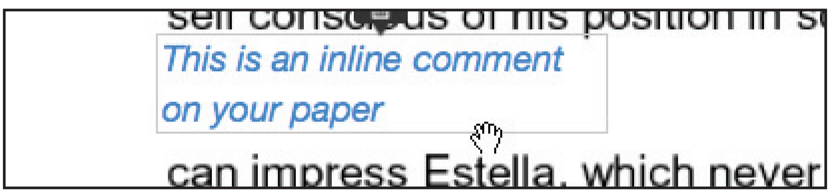


The user can click on the paper where the comment should begin. The inline comment will show up as a light gray highlighted box over which typing may be done. When finished, click elsewhere on the paper. The inline comment will appear as blue text directly on the paper. To edit an inline comment click directly on the inline comment's text and adjust the comment accordingly.



An inline comment can be deleted by moving the cursor over the comment and then clicking on the trash can icon that appears above of the inline comment. Deleted comments can be recovered by clicking on the *Undo* button at the bottom of the document viewer.

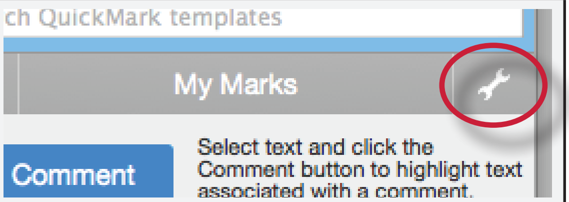
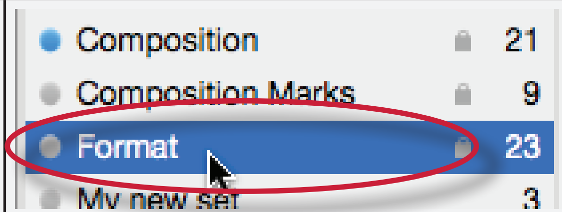
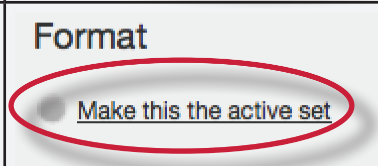
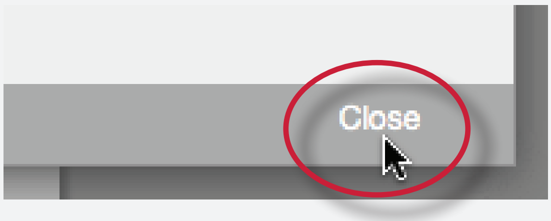
The inline comment can be moved by clicking on the inline comment's gray border and dragging the comment to a new location on the page. The cursor will transform into a hand notifying the user that a click will enable the inline comment to be moved. Releasing the mouse will affix the inline comment to the new location on the page.



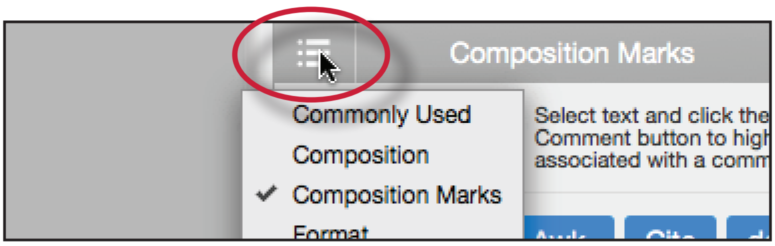
QuickMark℠ Comments

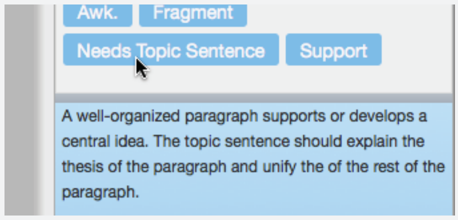
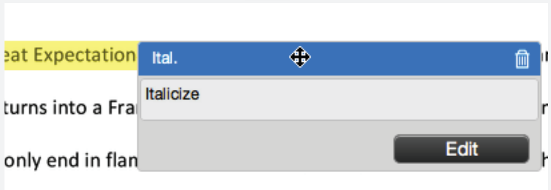
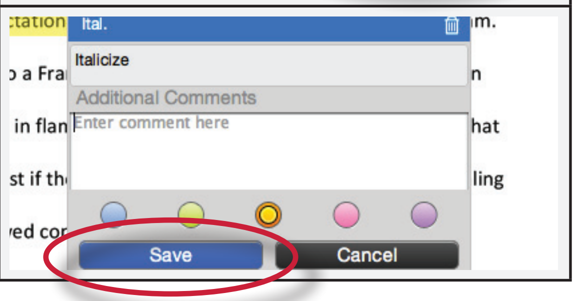
The QuickMark comments are commonly used or standard editing marks that instructors can utilize when editing and grading papers.

These marks are stored in sets found in the QuickMark Manager. The marks are added to a student paper from the QuickMark Sidebar. The GradeMark system automatically provides four QuickMark sets consisting of commonly used editing marks and standard corrections. Instructors can use these sets, create sets of their own, access a set shared by the Turnitin account administrator, upload a set provided by another teacher, or draw from a combination of sets.

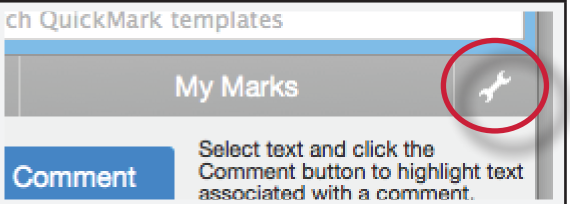
To select the active QuickMark set for the QuickMark sidebar:	
1. Click on the QuickMark Manager icon	
2. The active set has the circle next to its name filled in with blue. Click on the name of the set to add to the sidebar	
3. Click the *Make this the active set* link in the far right column	
4. Close the library by clicking on the *Close* link in the bottom right corner of the QuickMark Manager. The QuickMark comments within the active QuickMark set will now be displayed in the QuickMark sidebar	

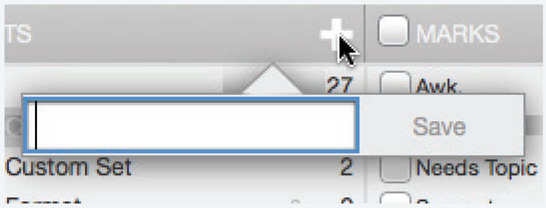
To change the active QuickMark set without opening the QuickMark Manager, click on the QuickMark set list icon to the left of the active set name and select the set to use to mark up the paper.

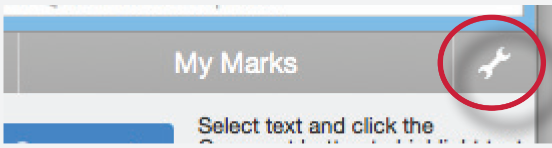
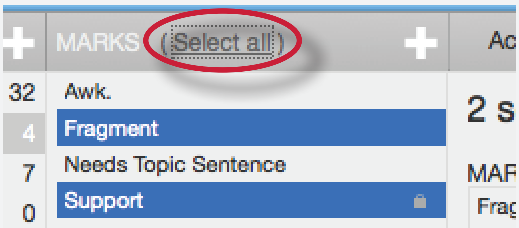
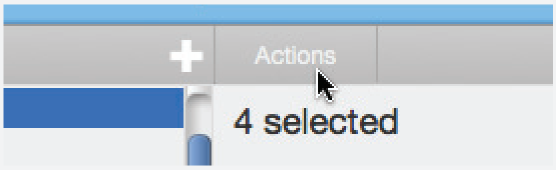
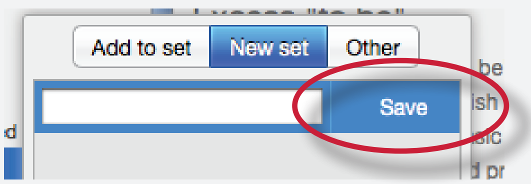


To add a QuickMark editing mark to a paper:	
1. If the QuickMark sidebar is not open, Click on the *QuickMark* button below the sidebar	
2. Click the QuickMark comment to add it to the center of the paper or click and drag the comment to the desired location on the paper. Hovering over a QuickMark will display the description of the mark in the blue tinted area below the QuickMark sidebar	
3. To associate a highlight with a QuickMark comment, select the text on the paper and then click on the QuickMark comment on the sidebar	
4. The QuickMark comment will automatically be placed at the end of the highlight	
5a. (Optional) Instructors can add additional comments to a QuickMark or change the color of the highlight by clicking on the *Edit* button while hovering over a QuickMark comment	
5b. (Optional) Enter the additional comment in the text box or select a different color for the highlight. Then click *Save* to add the additional comment to the QuickMark or apply the new highlight color	

Creating QuickMark Sets

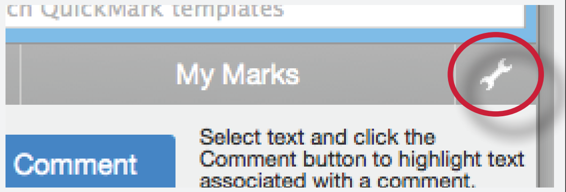
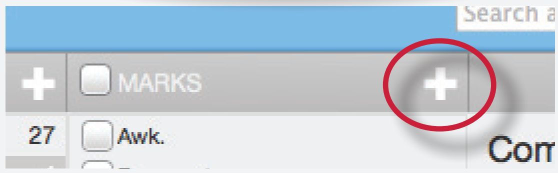
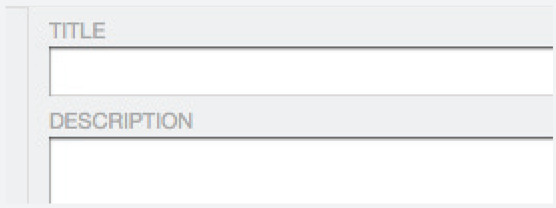
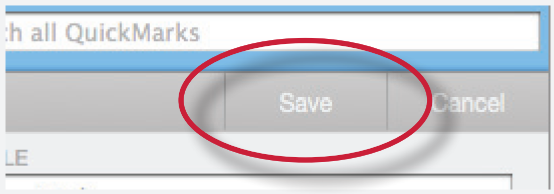
To create a new empty QuickMark set:	
1. Click on the QuickMark Manager icon within the QuickMark sidebar	

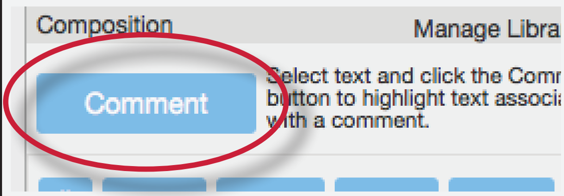
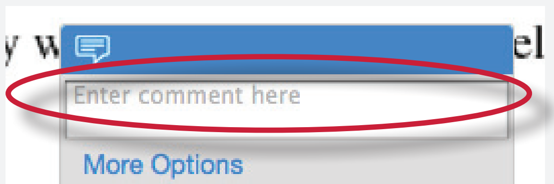
<table>
<tr><th>To create a new empty QuickMark set:</th><th></th></tr>
<tr><td>2. Click on the “+” icon to the right of the SETS column header</td><td>
</td></tr>
<tr><td>3. Enter the title for the new QuickMark set and then click Save</td><td>
</td></tr>
</table>

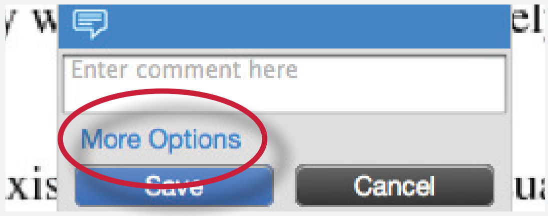
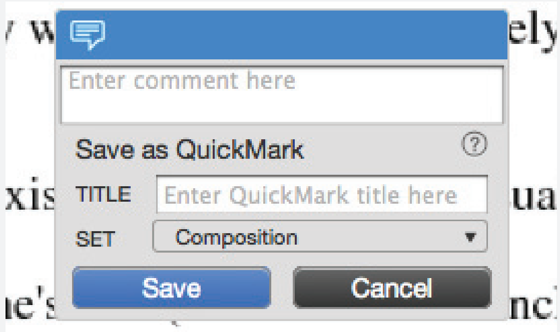
<table>
<tr><th>To create a new set from selected marks:</th><th></th></tr>
<tr><td>1. Click on the QuickMark Manager icon within the QuickMark sidebar</td><td>
</td></tr>
<tr><td>2. Click on All above the set names</td><td>
</td></tr>
<tr><td>3. Every QuickMark throughout all sets will be listed within the MARKS column. Select the Marks to copy. Multi select within the QuickMark manager can be done by holding the command button (for Mac users) or control button (for PC users) while selecting marks. To select all the marks click on the Select all link</td><td>
</td></tr>
<tr><td>4. Click on the Actions link to the right of the MARKS column</td><td>
</td></tr>
<tr><td>5. Click on the New set button</td><td>
</td></tr>
<tr><td>6. Enter a name for the new set and then click on the Save button. The new set will be created with the marks that were selected</td><td>
</td></tr>
</table>

Creating QuickMark Comments

Instructors can create their own QuickMark comments in the QuickMark Manager or transform a regular comment on a paper into a QuickMark. This allows instructors to create class or curriculum specific marks that may not be part of the sets provided by Turnitin or the account administrator.

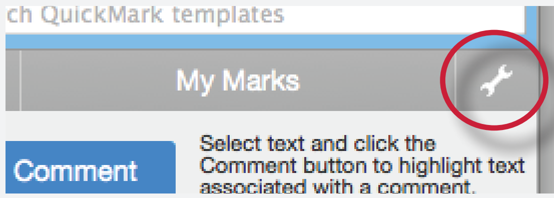
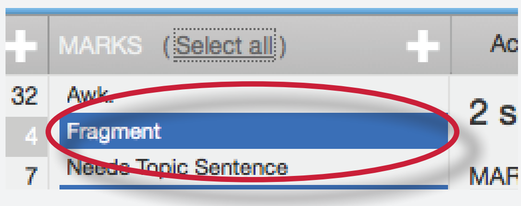
To create a new QuickMark:	
1. Click on the QuickMark Manager icon from the QuickMark sidebar	
2. Click the name of the set to add a new QuickMark to	
3. Click the “+” icon next to the MARKS column header	
4. Enter the following information for the new mark: • a title • a description	
5. Click *Save* to save the new QuickMark symbol into the selected set	

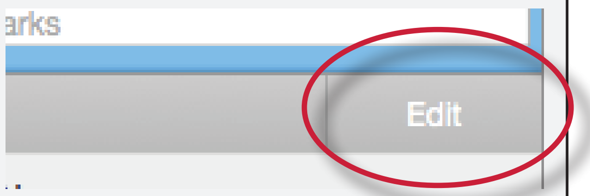
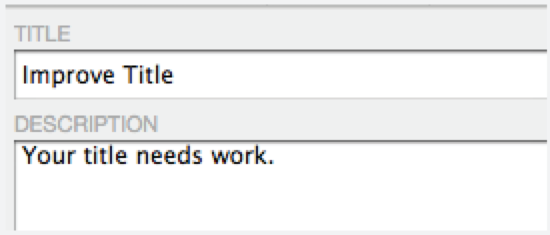
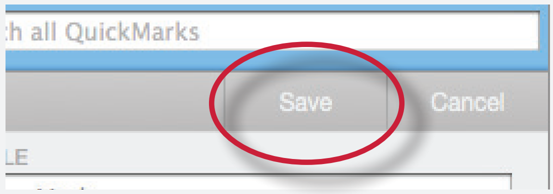
To create a new QuickMark from a regular comment made to a paper:	
1. Click on the *Comment* button on the side bar or click anywhere on the paper to add a comment to the paper	
2. Enter the comment description within the text field	

To create a new QuickMark from a regular comment made to a paper:	
3. Click on the *More Options* link	
4. Enter a title for the QuickMark. This title will be displayed on the paper. Select a set to add this QuickMark to by clicking on the drop down menu below *Add to set:* Note: QuickMark comments that are not added to a set will be located within *All* in the QuickMark manager	
5. Click *Save* to save the new QuickMark comment	

Editing QuickMark Comments

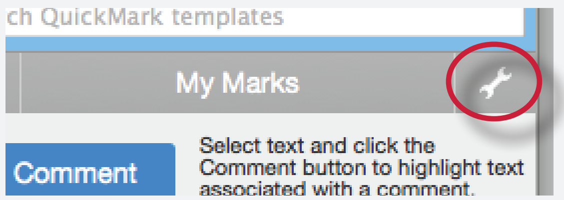
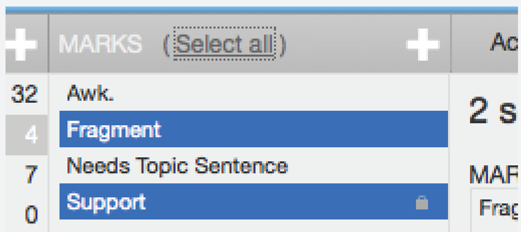
QuickMark comments can be edited from within the QuickMark Manager. Any edits that are made to a QuickMark are applied to every instance where this mark appears in your students' papers.

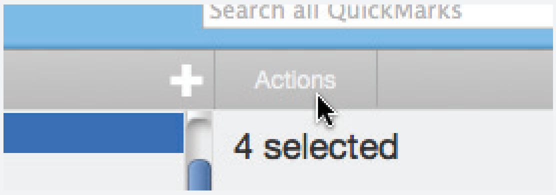
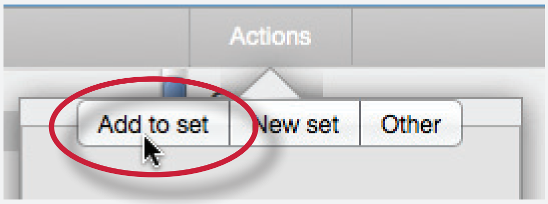
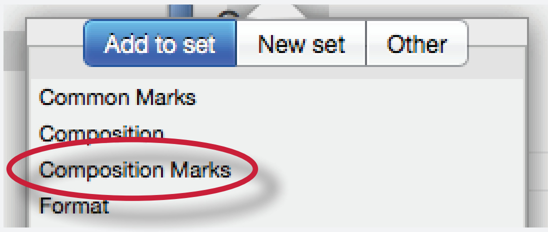
To edit a QuickMark comment:	
1. Click on the QuickMark Manager icon within the QuickMark sidebar	
2. Click on the name of the QuickMark set containing the mark to edit. Then click on the QuickMark you would like to edit Note: If a lock icon appears next to a QuickMark within the Marks list it cannot be edited. A lock icon indicates a QuickMark that is either shared by the account administrator or is provided by Turnitin.	

To edit a QuickMark comment:	
3. An *Edit* button will appear in the top right corner of the QuickMark manager. Click the *Edit* button to edit the QuickMark	
4. Edit the information for the mark	
5. Click *Save* to save the changes made to the mark in this QuickMark set	

Copying Marks to an Existing Set

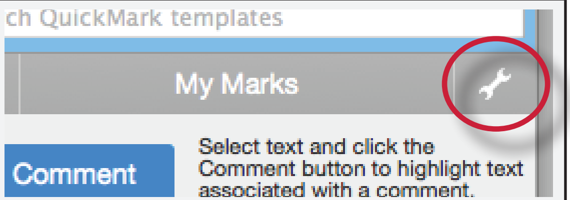
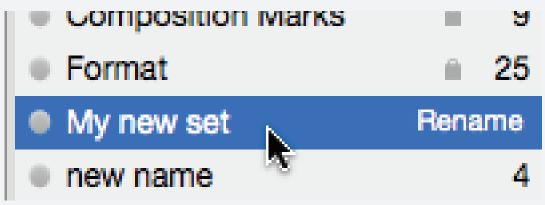
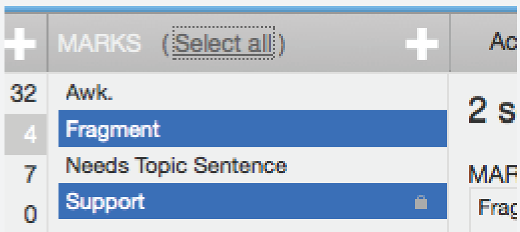
Marks within a QuickMark set can be copied to existing QuickMark sets.

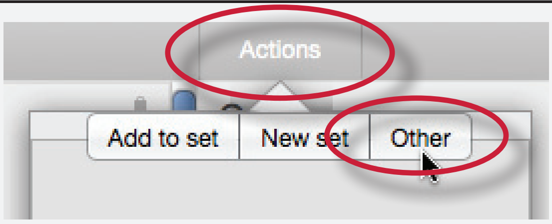
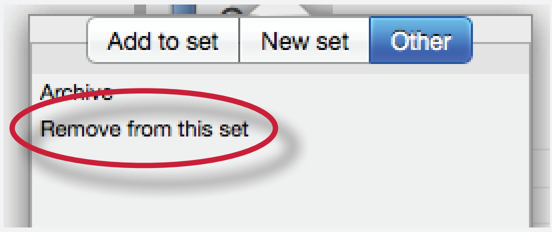
To copy a mark to an existing QuickMark set:	
1. Click on the QuickMark Manager icon within the QuickMark sidebar	
2. Click the name of the QuickMark set containing the mark (s) to copy	
3. Select the marks to copy. Multi select within the QuickMark manager can be done by holding the command button (for Mac users) or control button (for PC users) while selecting marks. To select all the marks click on the *Select all* link	

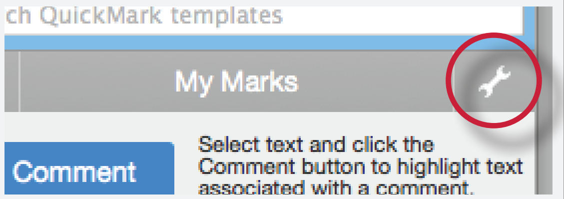
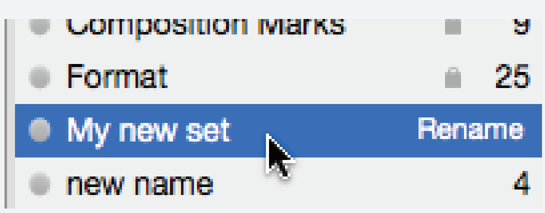
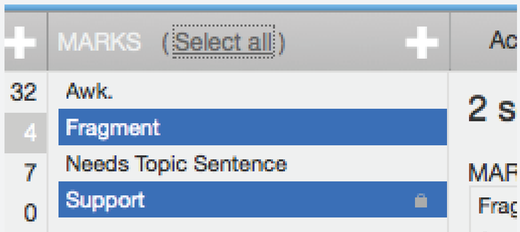
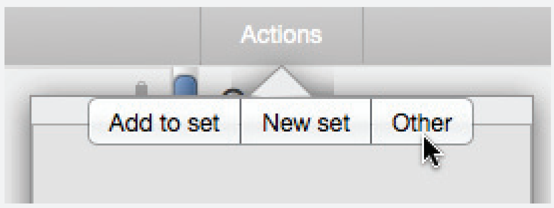
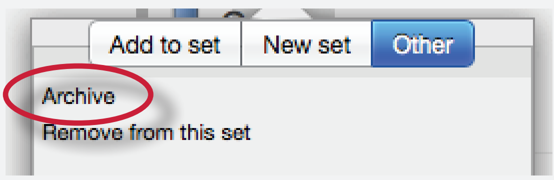
To copy a mark to an existing QuickMark set:	
4. Click on the *Actions* link under the search field	
5. Click on the *Add to set* button	
6. Select the set from the list that you would like to add the marks to	

Archiving or Removing a QuickMark from a Set

A QuickMark can not be completely deleted from the system but may be removed from all active sets and archived.

To remove marks from a QuickMark set:	
1. Click on the QuickMark Manager icon within the QuickMark sidebar	
2. Click on the name of a QuickMark set	
3. Select the marks to remove	

To remove marks from a QuickMark set:	
4. Click on the *Actions* link to the right of the Marks column header and click on the *Other* button	
5. Click on the *Remove from this set* option	

To remove a QuickMark from all sets and archive it:	
1. Click on the QuickMark Manager icon within the QuickMark sidebar	
2. Click on the name of a QuickMark set	
3. Select the marks to remove	
4. Click on the *Actions* link to the right of the Marks column header and click on the *Other* button	
5. Click on the *Archive* option	

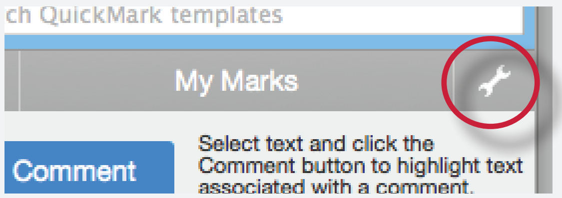
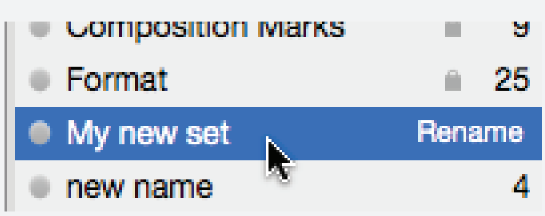
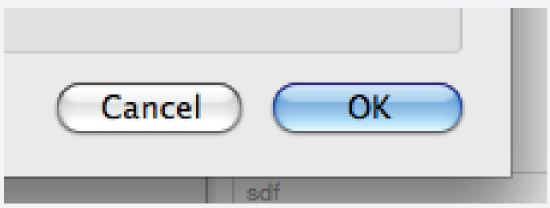
Note: A QuickMark with a lock symbol to the right of its name in the MARKS list cannot be removed from the Turnitin provided sets: Composition, Format Punctuation, and Usage.

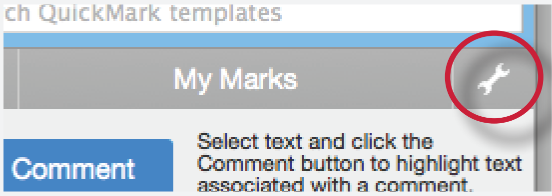
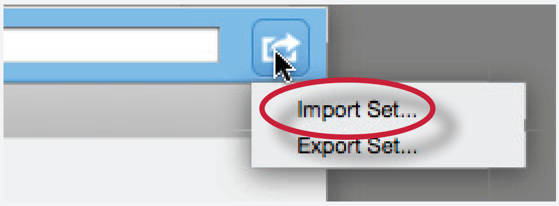
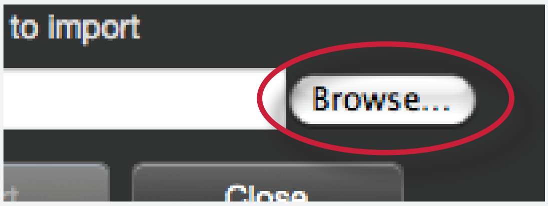
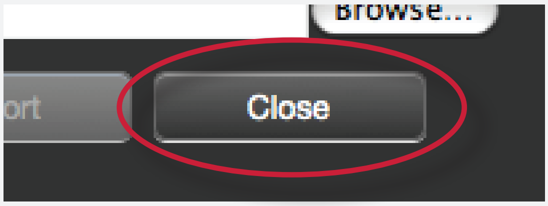
Warning: Archiving a QuickMark will remove it from all QuickMark sets in the QuickMark Manager.

Warning: Instructors may only add, delete, copy, or edit QuickMark sets and marks that they own. QuickMark sets with a lock icon to the right of the set name cannot be modified and are provided by Turnitin or the account administrator.

Exporting and Importing QuickMark Sets

Within the QuickMark Manager instructors can export QuickMark sets to share with other instructors or import QuickMark sets to use when grading papers with GradeMark. Unlike sharing, once a QuickMark set has been imported into an account it is then owned by that instructor who may then make any desired changes to the QuickMark comments.

To export QuickMark sets:	
1. Click on the QuickMark Manager icon within the QuickMark sidebar	
2. Click on the name of a QuickMark set to export	
3. Click on the import/export button and select *Export Set...* from the drop down menu	
4. A prompt will appear asking if you would like to save the file, click OK to save the file. The file name will be the QuickMark set name with .qms appended.	

<table>
<tr><th>To import QuickMark sets:</th><th></th></tr>
<tr><td>1. Click on the QuickMark Manager icon within the QuickMark sidebar</td><td>
</td></tr>
<tr><td>2. Click on the import/export button and select Import Set... from the drop down menu</td><td>
</td></tr>
<tr><td>3. Click on the Browse button and locate the QuickMark set file on your computer. Only .qms file types may be imported into the QuickMark manager</td><td>
</td></tr>
<tr><td>4. Click on the Import button</td><td>
</td></tr>
<tr><td>5. To import additional QuickMark sets repeat steps 3-4.</td><td></td></tr>
<tr><td>6. Click the Close button to return to the QuickMark Manager</td><td>
</td></tr>
</table>

Rubric Scorecards

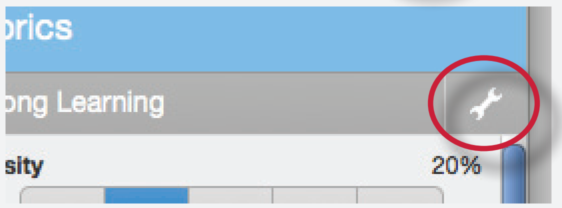
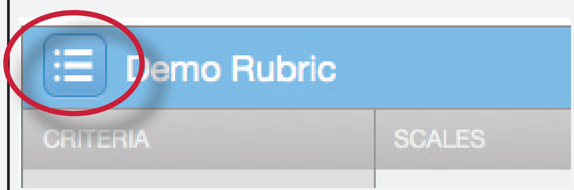
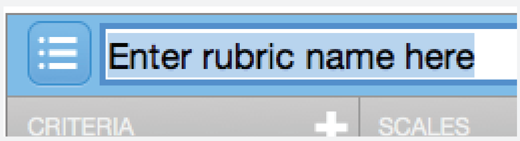
Rubric scorecards can be used to evaluate student work based on defined criteria and scales. The rubric scorecards can be created by the account administrator and shared to all instructors on an account. Instructors can also create and share rubric scorecards, allowing other instructors to upload the rubric scorecard to their classes.

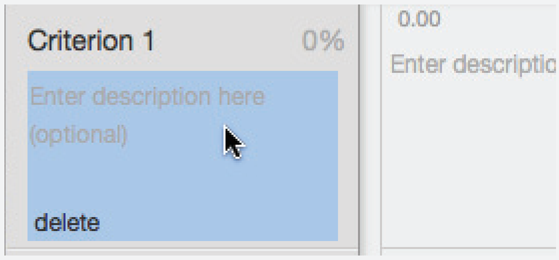
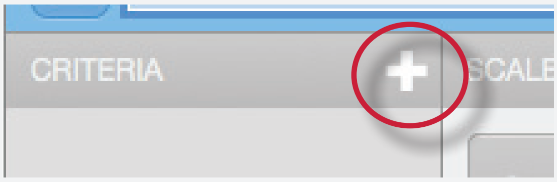
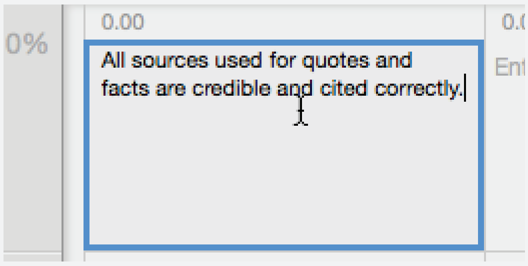
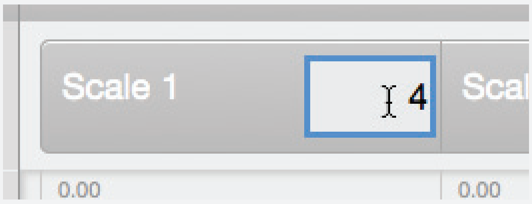
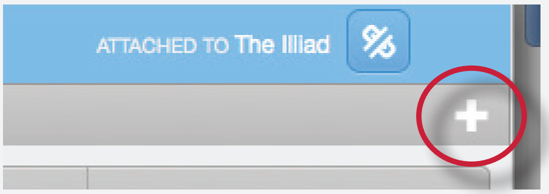
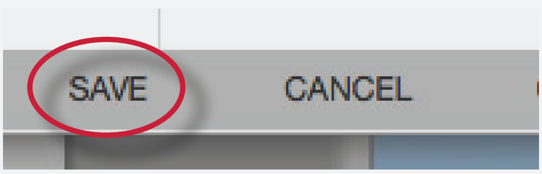
There are three rubric types:

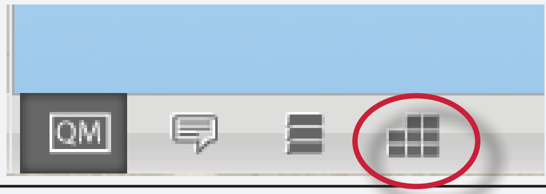
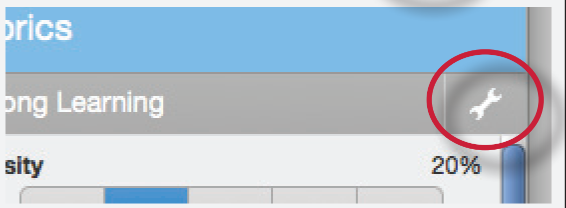
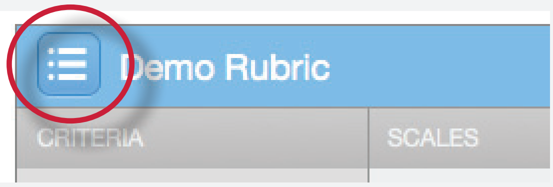
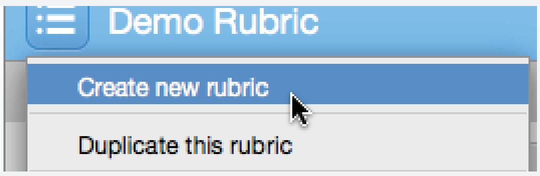
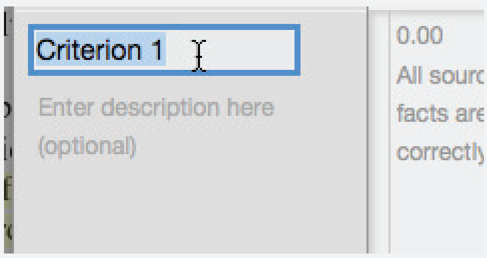
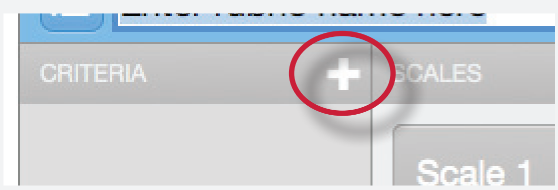
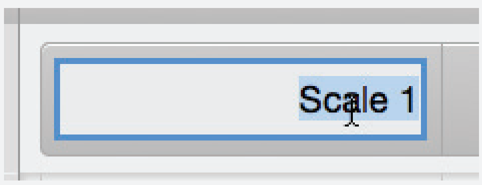
Standard rubric - allows you to enter scale values and criteria percentages. The maximum value for the Standard rubric will be the same as the highest scale value entered

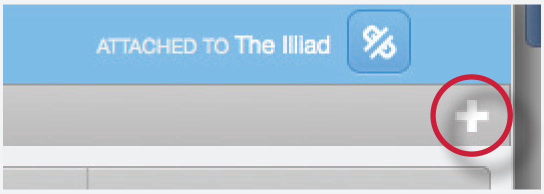
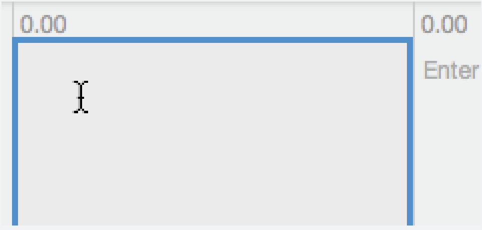
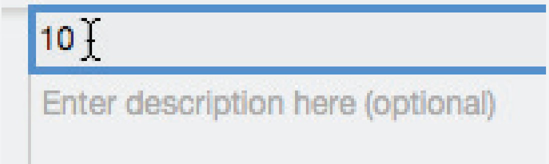
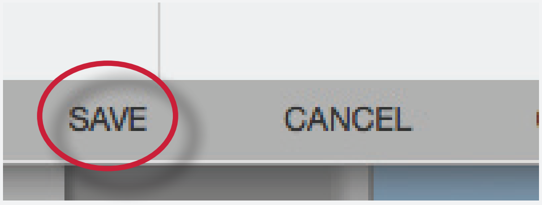
Custom rubric - allows you to enter any value directly into the rubric cells. The maximum value for the Custom rubric will be the sum of the highest value entered in each of the criteria rows

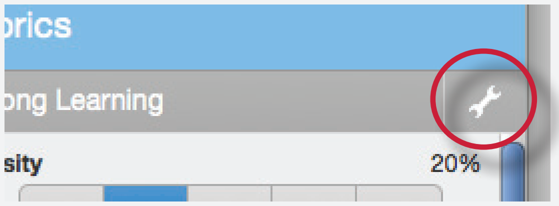
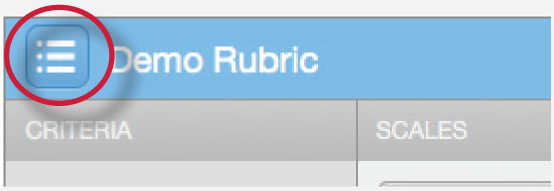
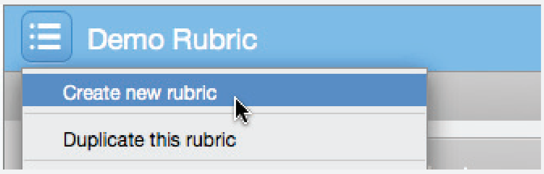
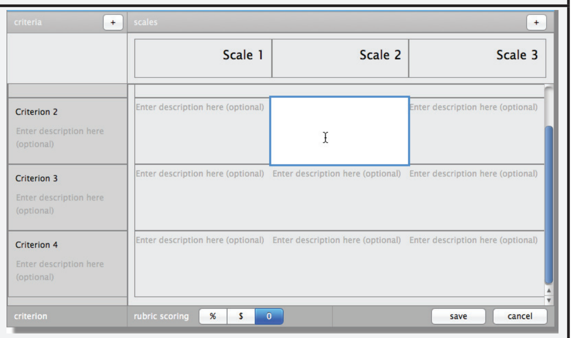
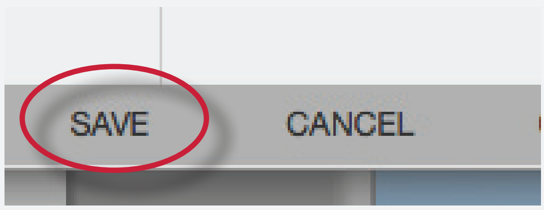
Qualitative rubric - allows you to create a rubric that has no numeric scoring

To create a standard rubric scorecard:	
1. Click on the *Rubric* icon below the GradeMark sidebar	
2. Click on the Rubric Manager icon	
3. Click on the Rubric list icon	
4. Select *Create new rubric* from the drop down menu	
5. Enter the Rubric name in the top left of the rubric manager	

To create a standard rubric scorecard:	
6. To edit the name, description, or percentage value for a criterion, click directly on the title, description or percentage value to open the text box field. Enter the new title, description or value and press enter to finish editing the field or click elsewhere on the screen	
7. To add extra rows of criteria click on the "+" icon to the right of the Criteria header	
8. To enter the description for each cell, click on the cell, enter the description and then click outside of the cell's text field to finish editing the description	
9. To enter the scale title or value, click on the scale title or scale value and enter the title or value. Click elsewhere on the screen to finish editing	
10. To add extra scale columns click on the "+" icon to the right of the Scale header	
11. Once the rubric is completed, click on *Save* at the bottom right of the Rubric Manager	

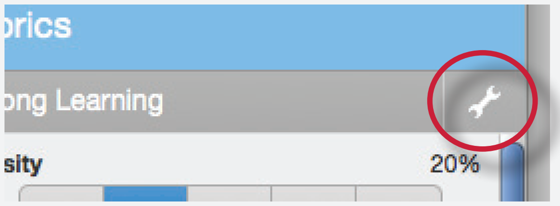
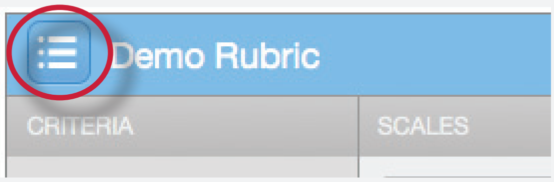
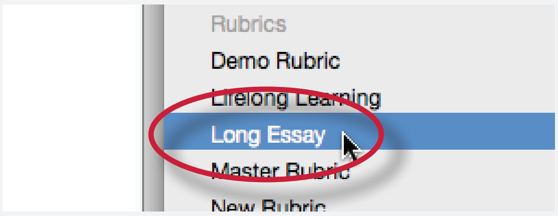
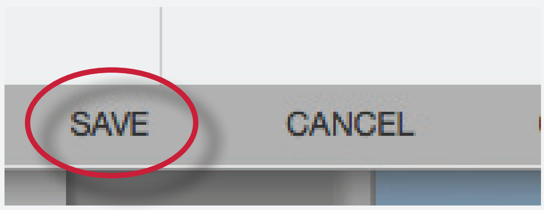
To create a custom rubric scorecard:	
1. Click on the *Rubric* icon below the GradeMark sidebar	
2. Click on the Rubric Manager icon	
3. Click on the Rubric list icon	
4. Select *Create new rubric* from the drop down menu	
5. Click on the rubric type icon for the custom rubric at the bottom of the Rubric Manager	
6. To enter the title and description for each criterion, click on the appropriate field and enter the new title or description within the text field that appears. Click elsewhere on the screen to finish editing the criterion title or description	
7. To add extra rows of criteria click on the "+" icon to the right of the Criteria header	
8. To edit scale titles click on the Scale title and enter new title. Click else where on the screen to finish editing the scale title	

To create a custom rubric scorecard:	
9. To add extra scale columns click on the "+" icon to the right of the Scale header	
10. To edit the cell descriptions click on the description field. Enter the description and then click elsewhere on the paper to finish editing the description	
11. Enter the cell value for each cell by clicking on the *0.00* portion of each cell. In a custom rubric cell values are chosen by the instructor	
12. Once the rubric is complete click on *Save* to save the rubric scorecard	

To create a qualitative rubric scorecard:	
1. Click on the *Rubric* icon below the GradeMark sidebar	
2. Click on the Rubric Manager icon	
3. Click on the Rubric list icon	
4. Select *Create new rubric* from the drop down menu	
5. Click on the rubric type icon for the qualitative rubric at the bottom of the Rubric Manager	
6. Edit the criteria title and description, the scale title, and each cell description by clicking on either the title or description fields	
7. When all the criterion, scales, and cells have been edited click on *Save* to save the rubric	

Modifying Rubrics

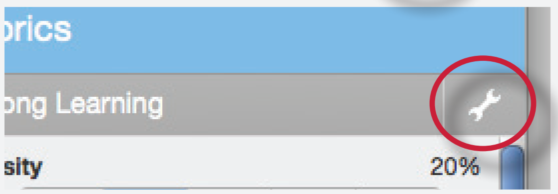
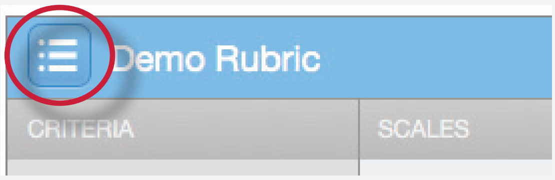
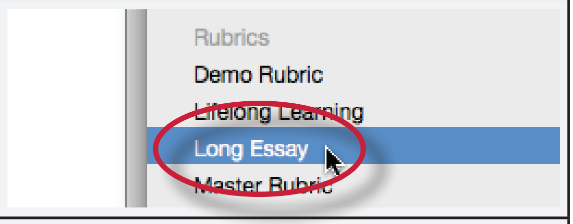
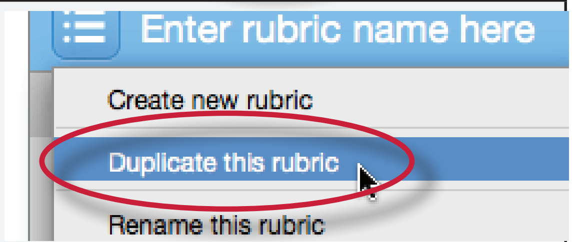
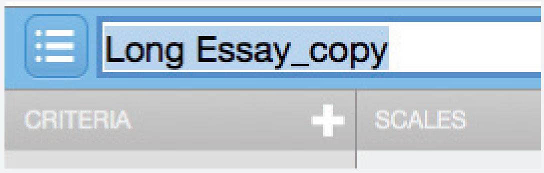
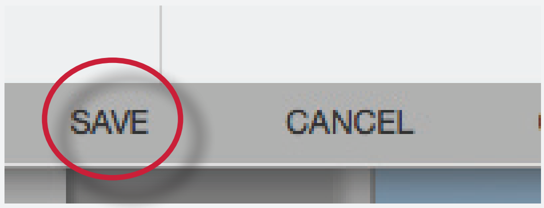
Rubric scorecards can be modified after creation. However, if the rubric scorecard has been used to score student papers, modification of the rubric scorecard will not be allowed.

To modify a rubric:	
1. Click on the *Rubric* icon below the GradeMark sidebar	
2. Click on the Rubric Manager icon	
3. Click on the Rubric list icon	
4. Select the rubric you would like to edit from the list of rubrics Note: Rubrics that have been shared with you cannot be edited	
5. Change the rubric as needed	
6. Click *Save* to save any changes	

Note: Rubrics can only be edited if they have not been used to grade a paper before.

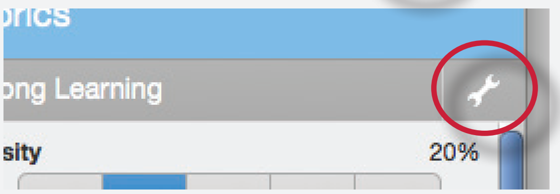
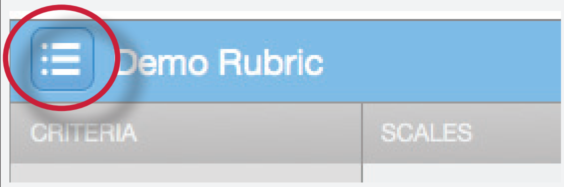
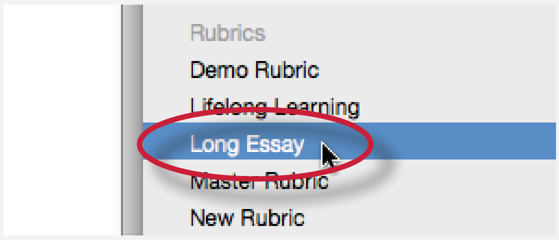
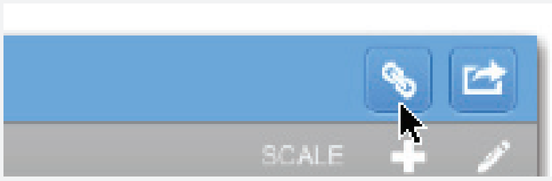
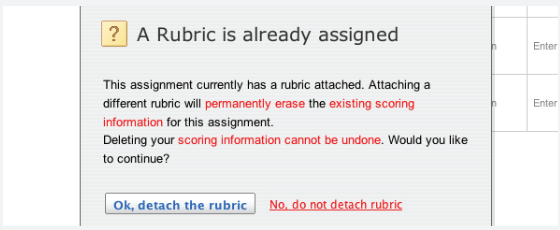
Duplicating a Rubric

Rubrics that have been attached to an assignment cannot be edited. Duplicating a rubric helps instructors reuse a rubric that they would like to modify.

To duplicate a rubric:	
1. Click on the *Rubric* icon below the GradeMark sidebar	
2. Click on the Rubric Manager icon	
3. Click on the rubric list icon	
4. Select the rubric you would like to duplicate from the list of rubrics	
5. Click on the rubric list icon and select *Duplicate this rubric* from the drop down menu	
6. (Optional) Enter a new name for the rubric and make any changes to the rubric	
7. Click *Save* to save the changes	

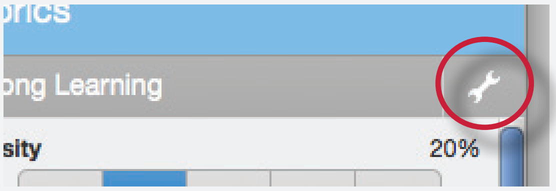
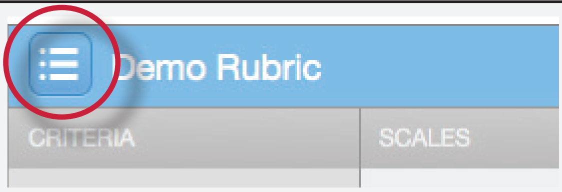
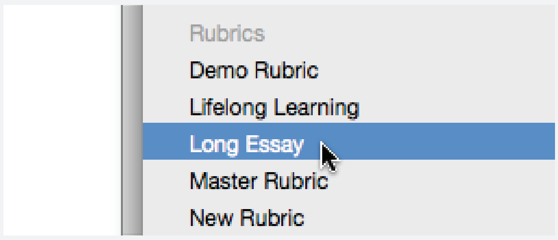
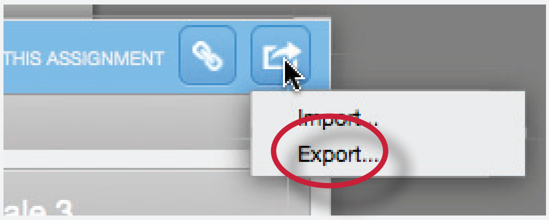
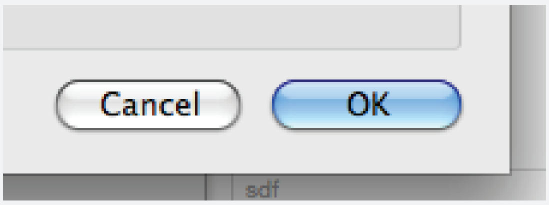
Attaching a Rubric to an Assignment

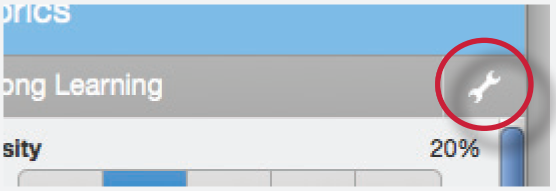
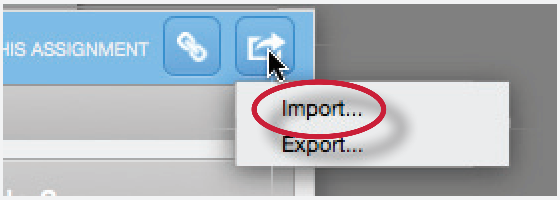
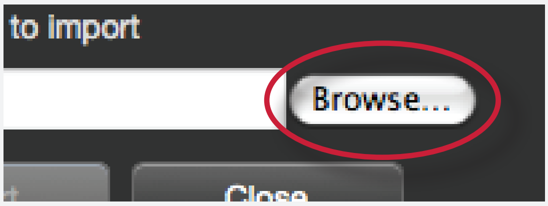
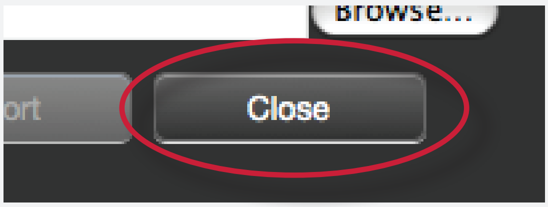
To use a rubric scorecard, the instructor must first access the GradeMark view of a student paper in an assignment and attach the rubric to the assignment. This enables the rubric scorecard for the assignment.

<table>
<tr><th>Adding a rubric to an assignment:</th><th></th></tr>
<tr><td>1. Click on the Rubric icon below the GradeMark sidebar</td><td>
</td></tr>
<tr><td>2. Click on the Rubric Manager icon</td><td>
</td></tr>
<tr><td>3. Click on the rubric list icon</td><td>
</td></tr>
<tr><td>4. Select the rubric you would like to attach from the list of rubrics</td><td>
</td></tr>
<tr><td>5. Click on the attach icon to attach the rubric to the assignment</td><td>
</td></tr>
<tr><td>6. If a rubric is already attached to the assignment a warning notification will be given. To attach the new rubric click Ok, detach the rubric</td><td>
</td></tr>
</table>

Exporting and Importing Rubrics

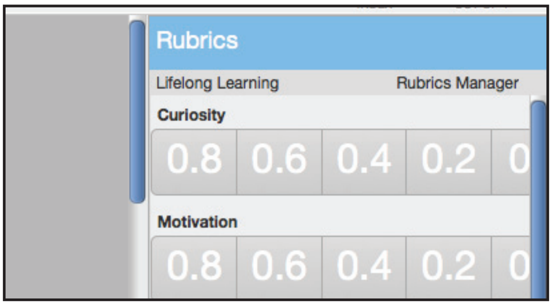
Within the Rubric Manager instructors can export rubrics to share with other instructors or import rubrics to use when grading papers with GradeMark. Unlike sharing, once a rubric set has been imported into an account it is then owned by that instructor who may then make any desired changes to the rubric.

To export a rubric:	
1. Click on the Rubric Manager icon within the Rubric sidebar	
2. Click on the rubric list icon	
3. Click on the name of the rubric to export	
4. Click on the import/export button and select *Export*... from the drop down menu	
5. A prompt will appear asking if you would like to save the file, select OK to save the file. The file name will be the rubric name with .rbc appended.	

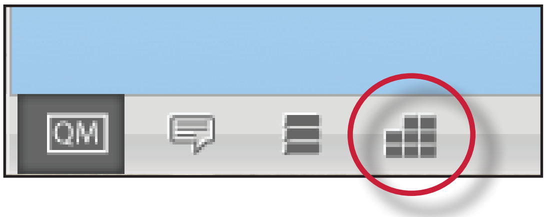
To import a rubric:	
1. Click on the Rubric Manager icon within the rubric sidebar	
2. Click on the import/export button and select *Import...* from the drop down menu	
3. Click on the *Browse* button and locate the rubric file on your computer. Only .rbc file types may be imported into the Rubric Manager	
4. Click on the *Import* button	
5. To import additional rubrics repeat steps 3-4.	
6. Click the *Close* button to return to the Rubric Manager	

Using a Rubric Scorecard to Grade

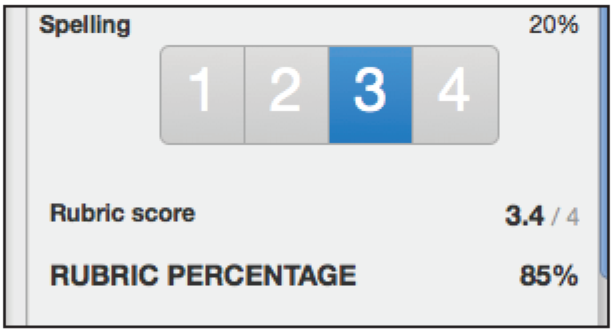
The rubric scorecard allows the instructor to easily score the performance of a paper against a set of criterion on a scale. The rubric scorecard is accessed within the rubric sidebar in the GradeMark paper view.

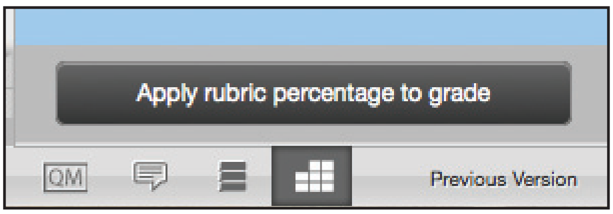


To open the rubric scorecard while viewing a student paper, the instructor user must click on the rubric icon at the bottom right corner of the GradeMark window. A rubric scorecard will only appear if there is a rubric attached to the assignment.



To grade with the rubric scorecard, click on the scale the paper has met for the criteria. The *Rubric score* below the scorecard displays the total of all the selected cell values. The *Rubric Percentage* displays the percentage of the total points out of points possible for the rubric scorecard. Click on the *Apply rubric percentage to grade* button at the bottom of the rubric sidebar to apply this percentage to the assignments total point value. Once a grade is applied from the rubric scorecard it will appear in the *Grade* field at the top right corner of the document viewer.

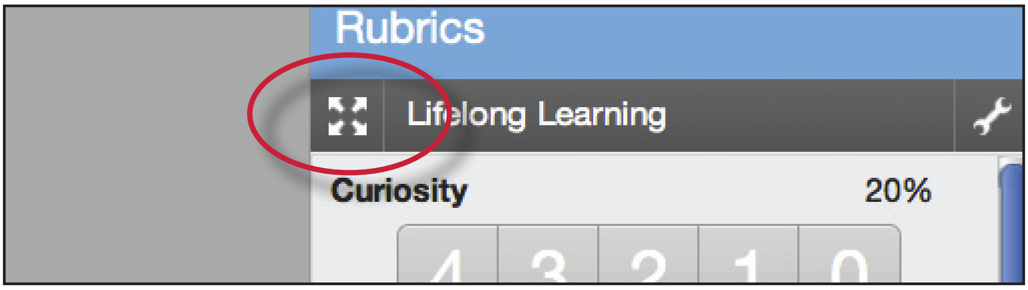




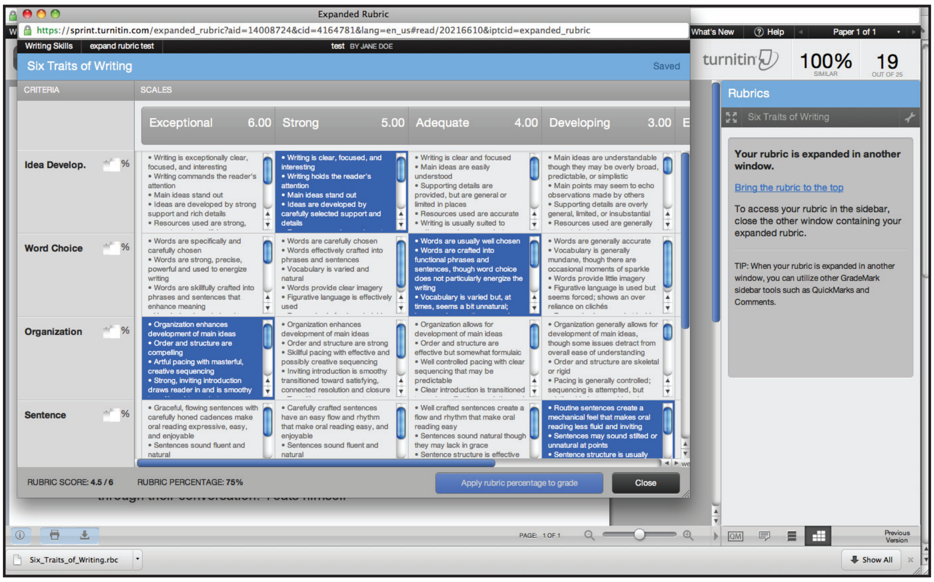
Using the Expanded Rubric Scorecard to Grade

Instructors can use the expanded rubric scorecard to grade papers in GradeMark. The expanded rubric opens a new window displaying the rubric cell descriptions. The expanded rubric can remain open and used to grade each student's paper as the instructor navigates through the submitted papers using the paper list drop down located at the top right of the document viewer.

To view the expanded rubric within another window, from the rubric sidebar click on the expand rubric icon.

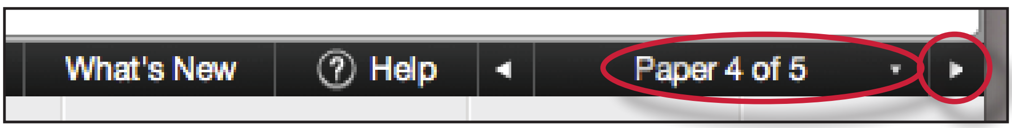


The expanded rubric displays each cell description to allow instructors to easily select the criteria scales for the paper.



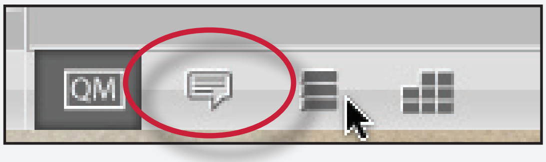
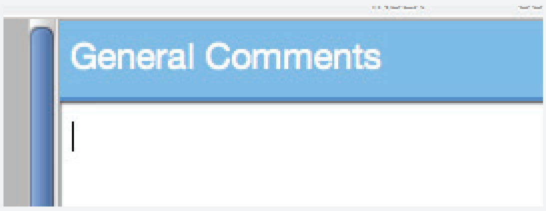
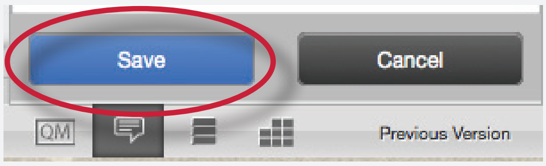
Click on the *Apply rubric percentage to grade* button at the bottom of the expanded rubric window to apply the rubric percentage to the assignments total point value. Once a grade is applied from the rubric scorecard it will appear in the *Grade* field at the top right corner of the document viewer.

To continue grading other student papers with the expanded rubric open in another browser window, click on the next arrow at the top right of the document viewer or use the paper list drop down to select a specific paper.



General Comments

An instructor is able to write a general comment or leave a voice comment regarding a paper. The general comment tool allows for a longer, less area-specific feedback to be provided to the paper's author.

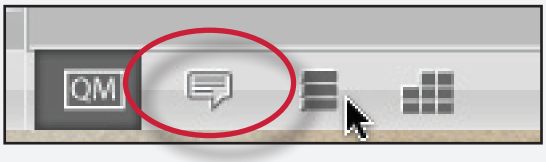
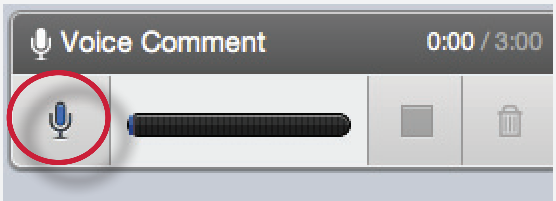
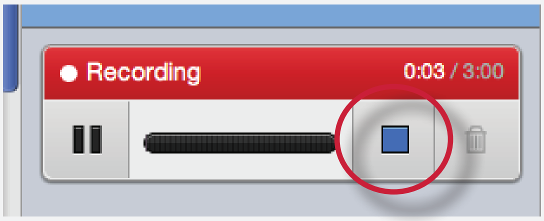
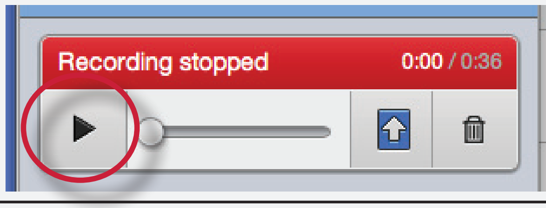
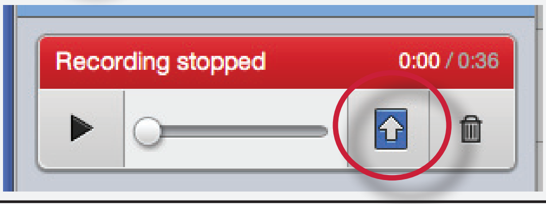
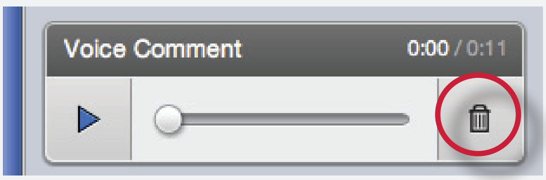
<table>
<tr><th>To add a general comment:</th><th></th></tr>
<tr><td>1. Click on the general comments icon at the bottom of the GradeMark sidebar.</td><td>
</td></tr>
<tr><td>2. Click on the pencil icon or within the text field to add your comment</td><td>
</td></tr>
<tr><td>3. Type in the comment within the text field</td><td>
</td></tr>
<tr><td>4. Click Save to save your comment</td><td>
</td></tr>
</table>

The general text comment will be part of the printable version of the GradeMark page for student users.

Note: The General Comments sidebar is the default sidebar that students see when they open up their paper in GradeMark.

Voice Comment

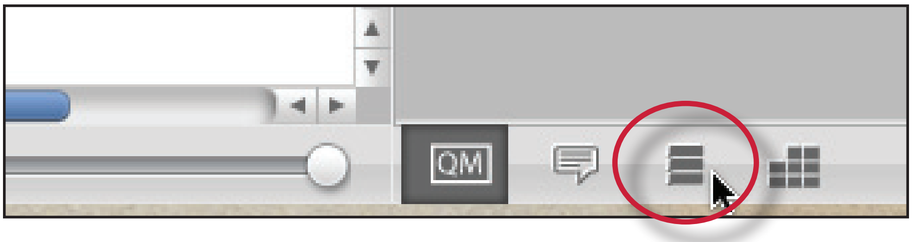
Instructors are able to leave a voice comment on the student's paper from within the General Comments sidebar. Just like the written general comment the voice comment allows the instructor to leave an extended comment about the paper as a whole. To leave a voice comment the instructor must first navigate to the General Comment sidebar and have a computer microphone available.

To add a voice comment:	
1. Click on the general comments icon at the bottom of the GradeMark sidebar.	
2. Click on the record button to begin recording the voice comment Note: An Adobe Flash player settings pop-up will appear asking for permission to allow Turnitin to use the computer's microphone. Select allow to be able to record a voice comment	
3. Once you have finished recording your voice comment click on the stop button to stop recording Note: A voice comment can be up to three minutes long. The length of the recording is noted in the top right corner of the Recording section	
4. To play back the recording before saving it click on the play button	
5. To save the voice comment click on the save icon	
6. If you would like to rerecord a voice comment after a voice comment was already saved, you must first delete the current voice comment by clicking on the trash can icon and then repeat steps 2-5	

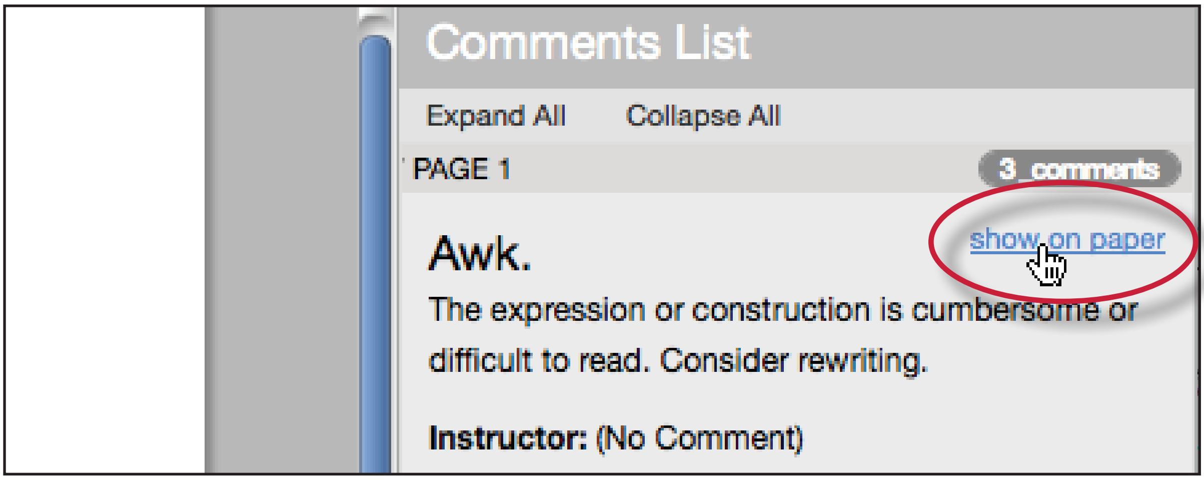
Additional Functions

The Comment List

The list of all marks that have been added to a paper can be viewed by clicking the comment list icon at the bottom of the GradeMark sidebar.



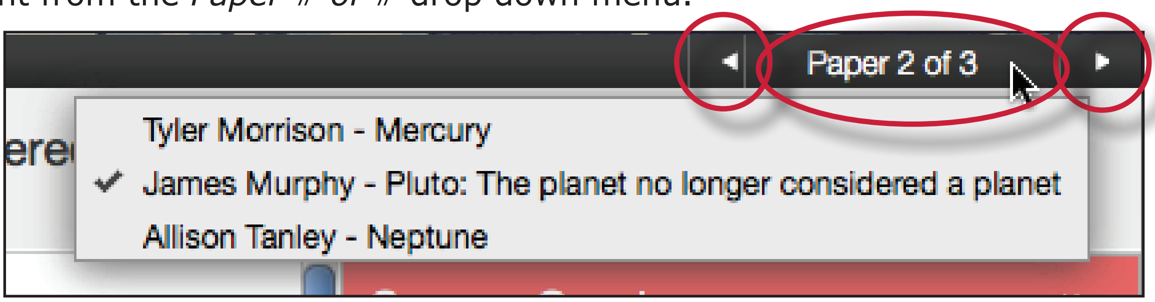
The list of comments can be used to navigate to the location of a comment on the paper by hovering the cursor over a mark in the comment list and then clicking on the *show on paper* link that appears.



Navigation Between Papers

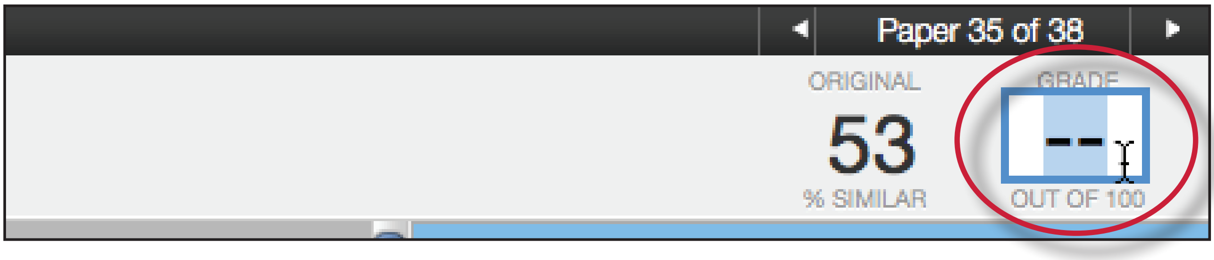
An instructor grading several papers may need to move to the next or previous paper without returning to the inbox and re-launching the GradeMark interface.

The *previous paper* and *next paper* arrows at the top of each paper in the document viewer allow the instructor to continue grading without returning to the assignment inbox. Each time the instructor moves between papers, any changes that have been made to the papers are saved automatically. An instructor may select a specific student from the *Paper # of #* drop down menu.



Entering a Grade

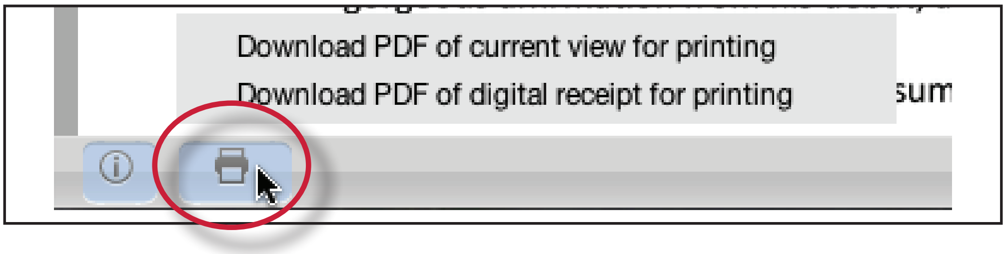
A numeric grade may be manually entered for a paper by clicking the *Grade* box at the top right of the paper, which opens a text box to enter the grade into. The Grade field automatically displays a -- for the grade until a grade is entered*.* Grades entered in this field will be saved to the GradeBook.



Note: If a rubric has been attached to the assignment, a grade will be automatically entered in the grade field if the Rubric percentage is applied to the assignments total point value.

Printing

The GradeMark interface is not designed to be printed from the primary GradeMark screen. To download and print a paper with a full comment list and any rubric information, use the *print* icon at the bottom left of the GradeMark window.



A printable PDF version of the paper will be saved to your computer. Use the print menu from within your computer's default pdf viewing application to print the GradeMark paper.

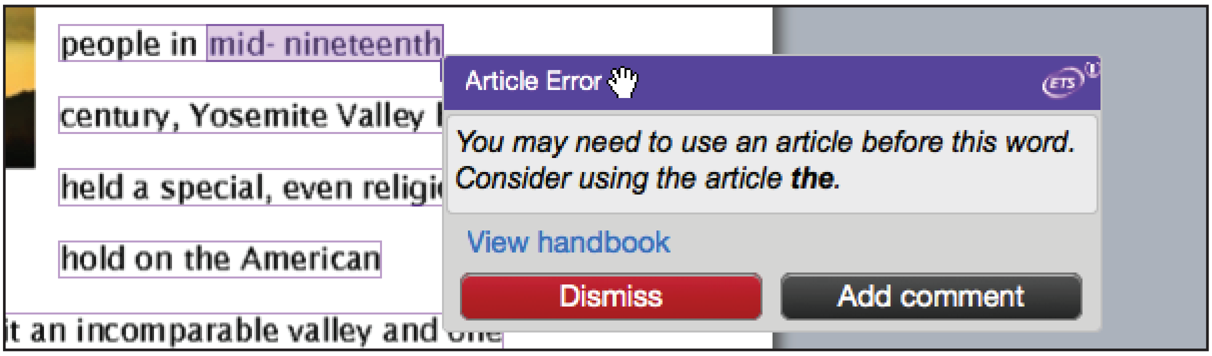
e-rater® Grammar Check Technology

The *e-rater* grammar feedback technology, developed by ETS®, automatically checks submissions to an assignment for grammar, usage, mechanics, style and spelling errors; providing in depth feedback with on paper marks. To use *e-rater* technology for an assignment it must be enabled during assignment creation.

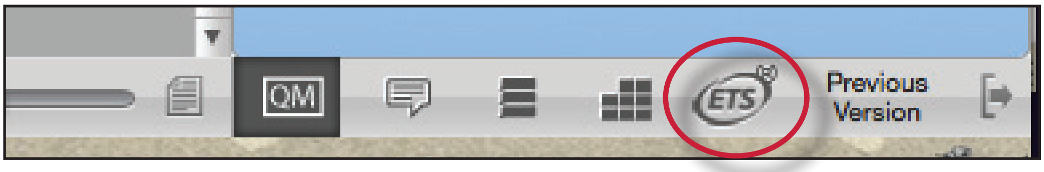
When viewing a paper in GradeMark for an assignment with *e-rater* settings enabled, *e-rater* technology will load the grammar and spelling marks once GradeMark opens in the document viewer.

> **Note**: It may take up to a minute for the *e-rater* feedback to load onto the paper.

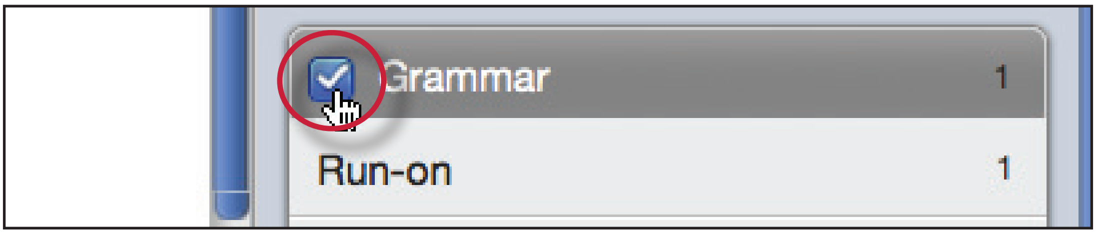
The *e-rater* feedback appears on the paper as purple comments. Hover the cursor over the mark to view the description of the *e-rater* feedback.



The *e-rater* sidebar in GradeMark displays the five *e-rater* trait categories and the number of each type of mark found for the paper. To view the ETS sidebar click on the ETS icon at the bottom of the sidebar.

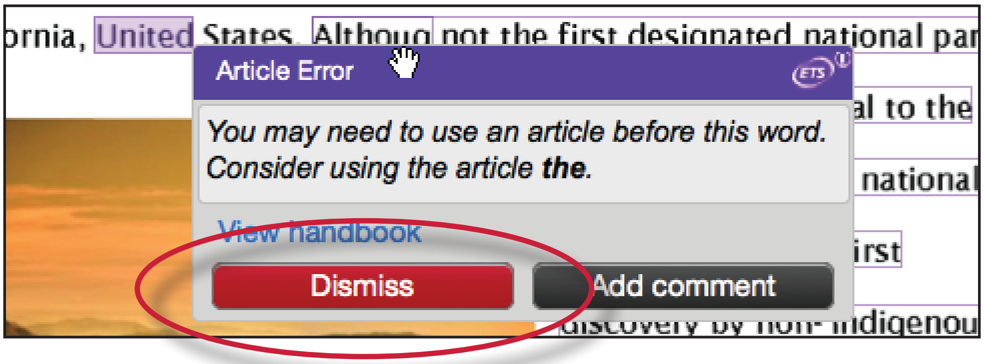


The *e-rater* sidebar displays each feedback category, a list of the traits for the category and the number of marks for each trait. The marks for a category can be hidden from the paper by unchecking the check box next to the category name.

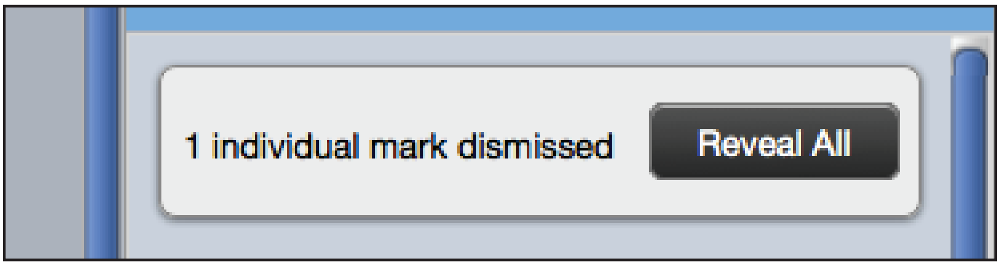


During assignment creation instructors can select which categories are hidden by default for all papers submitted to the assignment.

To dismiss a mark from the paper hover over the mark and click on the *Dismiss* button.



If *e-rater* marks were dismissed from the paper the top of the sidebar will track the # of dismissed marks. The instructor can restore the dismissed marks to the paper by clicking on the *Reveal All* button.

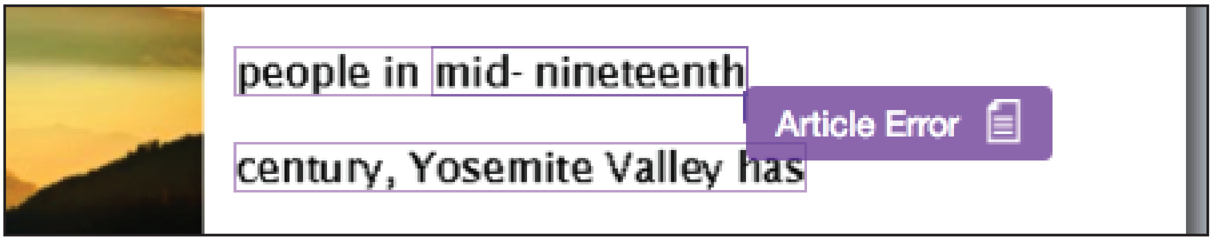


To add an additional comment to the *e-rater* mark hover over the mark and click on the *Add comment* button.

A text box will appear below the mark description. Enter the comment in the text box and click *Save* to add the comment to the *e-rater* mark.

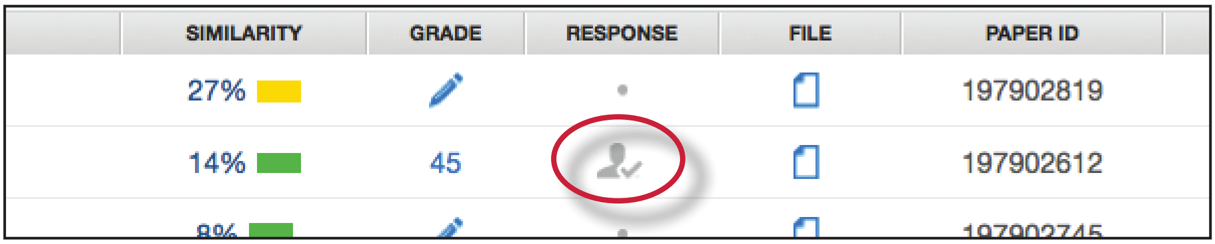
Comments added to *e-rater* marks can be edited by hovering over the mark and clicking on the edit comment button.

When an additional comment is added to an *e-rater* mark an icon appears next to the mark's title informing the student or the instructor that there is a comment added to this mark.



Student Engagement

Once the papers submitted to an assignment are graded, instructors can view student engagement with the graded papers. An icon of a person with a check mark appears within the response column in the assignment inbox for each student who reviewed their graded paper in GradeMark for longer than 30 seconds.



SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID
27%		•		197902819
14%	45			197902612
8%		•		197902745

