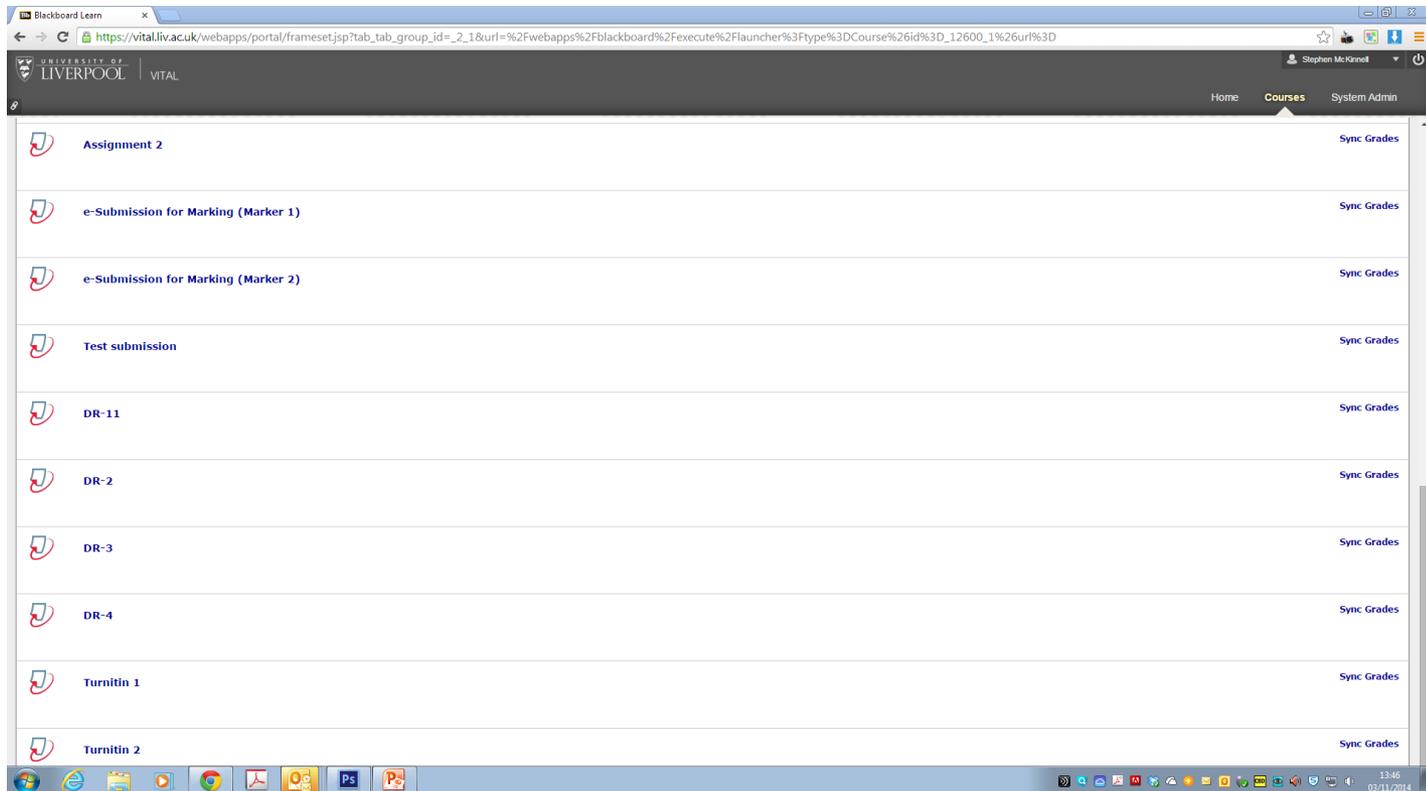


GradeMark

Using GradeMark for Marking

Access the Relevant Inbox

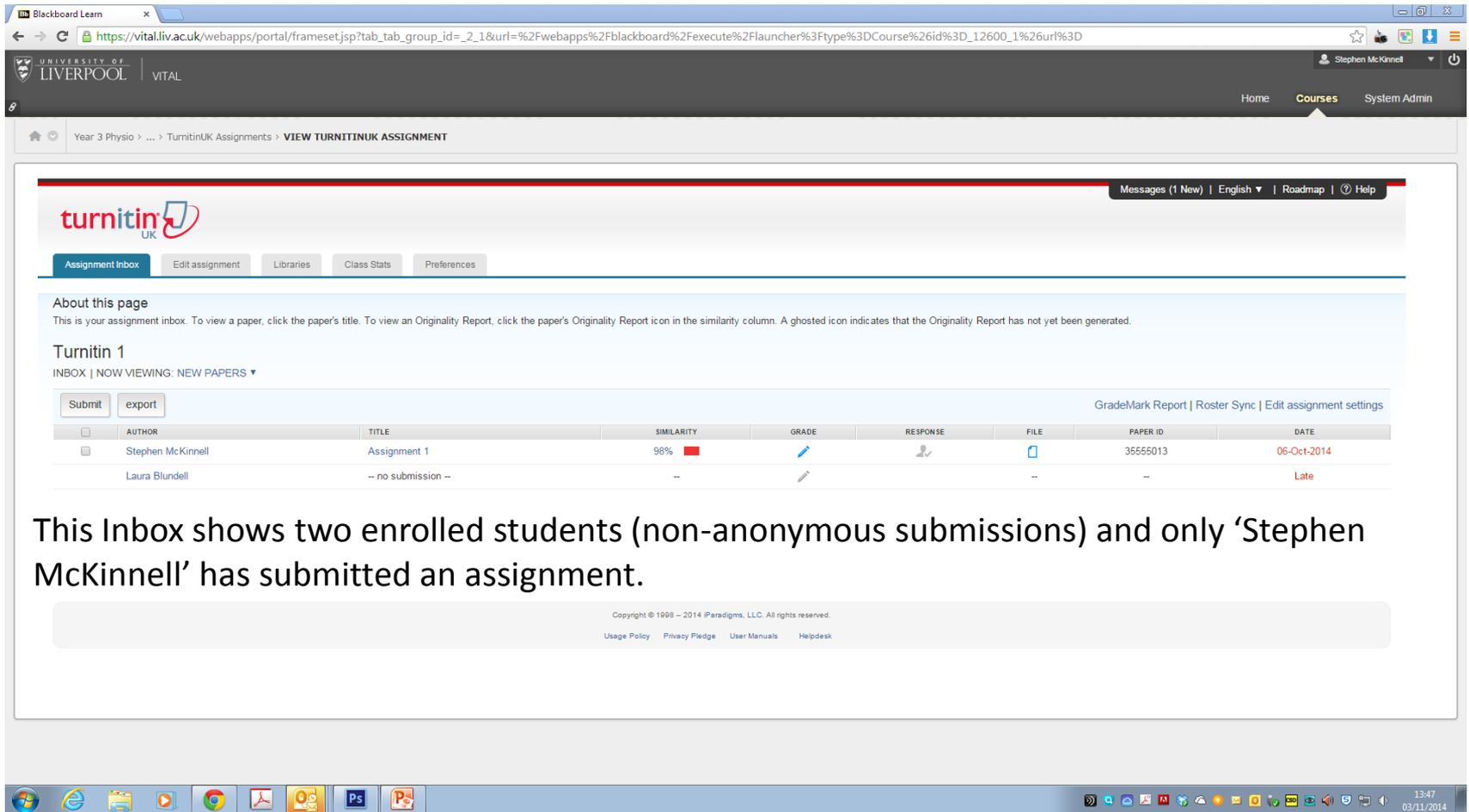
- Navigate to the appropriate TurnitinUK Inbox.
 - VITAL Module > Control Panel > View TurnitinUK Assignments
- This page will show all inboxes for all TurnitinUK assignments used in the module. Click on the relevant Inbox.



The screenshot displays a web browser window with the Blackboard Learn interface. The address bar shows the URL: https://vital.liv.ac.uk/webapps/portal/frameset.jsp?tab_tab_group_id=_2_1&url=%2Fwebapps%2Fblackboard%2Fexecute%2Flauncher%3Ftype%3DCourse%26id%3D_12600_1%26url%3D. The page header includes the University of Liverpool logo and the text "VITAL". The navigation menu shows "Home", "Courses", and "System Admin". The main content area lists several TurnitinUK assignments, each with a Turnitin logo icon and a "Sync Grades" link on the right.

Assignment Name	Action
Assignment 2	Sync Grades
e-Submission for Marking (Marker 1)	Sync Grades
e-Submission for Marking (Marker 2)	Sync Grades
Test submission	Sync Grades
DR-11	Sync Grades
DR-2	Sync Grades
DR-3	Sync Grades
DR-4	Sync Grades
Turnitin 1	Sync Grades
Turnitin 2	Sync Grades

Assignment Inbox



The screenshot shows a web browser window displaying the Turnitin assignment inbox for 'Year 3 Physio'. The Turnitin logo is at the top left, and navigation tabs include 'Assignment Inbox', 'Edit assignment', 'Libraries', 'Class Stats', and 'Preferences'. A message bar at the top right indicates 'Messages (1 New) | English | Roadmap | Help'. Below the Turnitin logo, there is an 'About this page' section and a 'Turnitin 1' section with a dropdown menu set to 'NOW VIEWING: NEW PAPERS'. A table lists the submissions:

AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
Stephen McKinnell	Assignment 1	98%				35555013	06-Oct-2014
Laura Blundell	-- no submission --	--			--	--	Late

At the bottom of the page, there is a footer with copyright information: 'Copyright © 1998 – 2014 Paradigms, LLC. All rights reserved.' and links for 'Usage Policy', 'Privacy Pledge', 'User Manuals', and 'Helpdesk'. The Windows taskbar at the bottom shows the time as 13:47 on 03/11/2014.

This Inbox shows two enrolled students (non-anonymous submissions) and only 'Stephen McKinnell' has submitted an assignment.

Assignment Inbox

Author

- If anonymous submission has been selected then the *Author* column will show anonymous entries until the Post Date has been reached.
- There will be a row in the Inbox for every student enrolled on the VITAL module. The number of rows, therefore, may exceed your expected student enrolment if any additional users (staff) have been added as students to your course in VITAL.

Title

- This is entered by the student when they submit their file to TurnitinUK.
- Guidance will be provided (School/Directorate) as to what students should type here.

Assignment Inbox

Similarity

- This column shows the similarity score for each assignment.

Grade

- Marks will be shown in this column once awarded.
- Assignments with no awarded mark are indicated by a pencil icon.

Response

- This column shows if students have viewed submitted assignments after the Post Date i.e. viewed feedback.

Assignment Inbox

File

- Clicking the icons in this column download the original, unannotated, files which were submitted by students.

Paper ID

- This is a unique number allocated to submissions made to TurnitinUK.
- Can be used to identify papers.

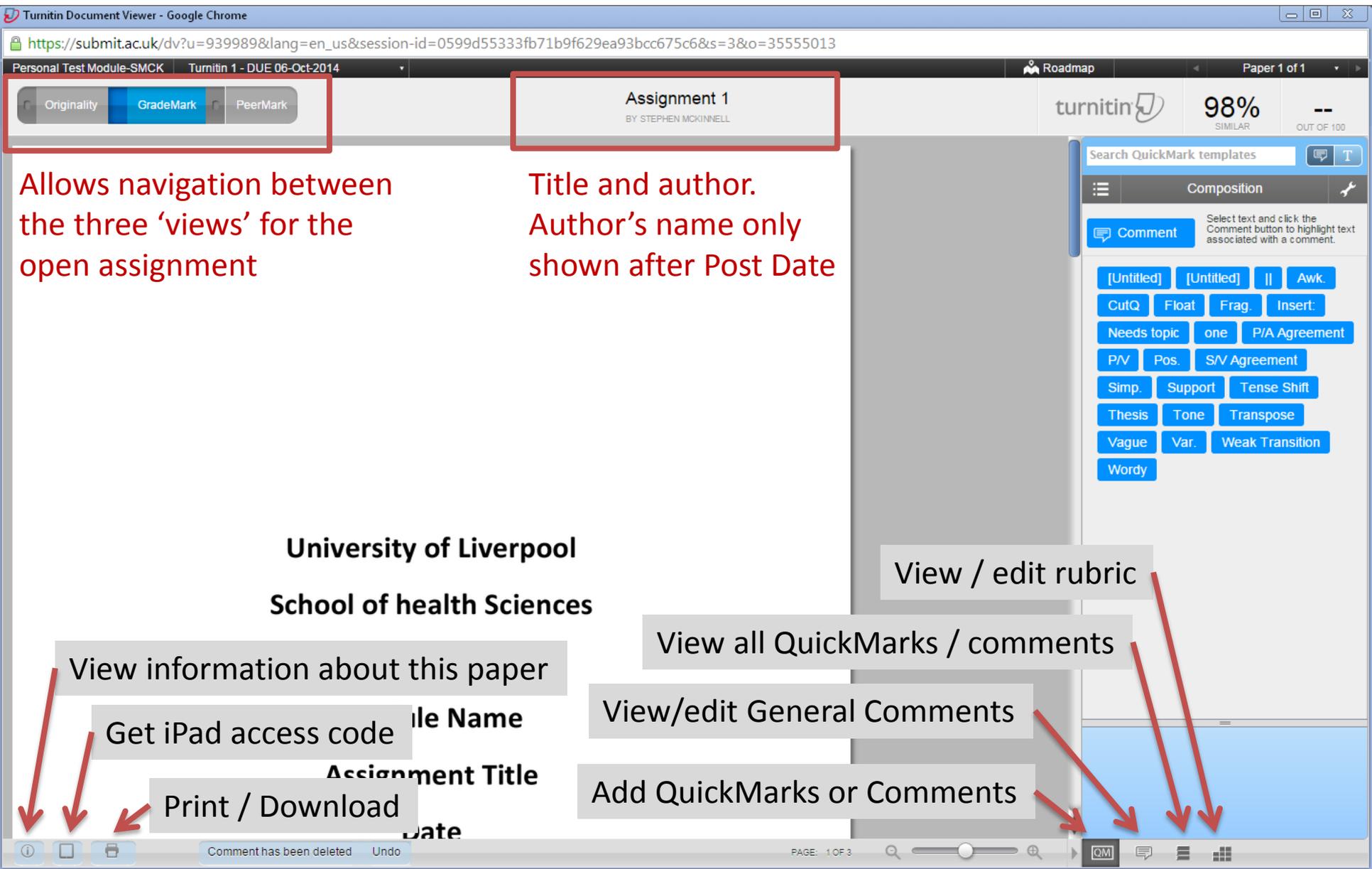
Date

- Shows the date each file was submitted.
- Red indicates a late submission.

MARKING A SUBMISSION

Accessing Submissions

- From the Assignment Inbox page click the *Title* of the submission you want to mark.
- A new browser window will open in the GradeMark view.



Allows navigation between the three 'views' for the open assignment

Title and author. Author's name only shown after Post Date

University of Liverpool
School of health Sciences

View / edit rubric

View all QuickMarks / comments

View/edit General Comments

Add QuickMarks or Comments

View information about this paper

Get iPad access code

Print / Download



Comment has been deleted Undo

PAGE: 1 OF 3



QuickMarks

- The QuickMarks view allows annotations or comments to be added to the document.

The screenshot shows the QuickMarks interface. At the top, there is a search bar labeled 'Search QuickMark templates'. To its right are two icons: a speech bubble and a letter 'T'. Below the search bar is a dark header with a hamburger menu icon, the text 'Composition', and a wrench icon. A blue button labeled 'Comment' is on the left, and a text box on the right contains the instruction: 'Select text and click the Comment button to highlight text associated with a comment.' Below this is a grid of blue buttons representing different QuickMark sets: [Untitled], [Untitled], ||, Awk., CutQ, Float, Frag., Insert., Needs topic, one, P/A Agreement, P/V, Pos., S/V Agreement, Simp., Support, Tense Shift, Thesis, Tone, Transpose, Vague, Var., Weak Transition, and Wordy.

Annotations with red arrows:

- 'Bubble Comment' points to the speech bubble icon.
- 'Text Comment' points to the 'T' icon.
- 'QuickMark manager' points to the wrench icon.
- 'Different QuickMark sets can be viewed' points to the hamburger menu icon.
- 'The 'saved' comments for the QuickMark set 'Composition' are shown here.' points to the grid of QuickMark buttons.

The QuickMark manager lets you create / edit QuickMark Sets.

Tip: You might want to create QuickMark sets based on:

- User (you)
- Module
- Programme

Bubble Comments

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look. You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly. To change the overall look of your document...

To change the looks available in the Quick Styles gallery, click the Themes gallery on the Design tab. Both the Themes gallery and the Quick Styles gallery can always restore the look of your document to the original contained in your current computer on the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look. You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly. To change the overall look of your document...

1) Highlight the text you want to comment on, then click on either 'Comment' or one of the pre-written (saved) comments.



2) Add your required comment.

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look. You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly. To change the overall look of your document...



3) Drag the Bubble icon to the margin

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look. You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly. To change the overall look of your document...

Tip: Use different colours for 'type of feedback' or to help student viewing of the page

Tip: If you think the comment will be used again then 'Save as new QuickMark'

Text Comments

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look. You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly. To change the overall look of your document, choose new Themes on the Design tab.

This is a text comment

To change the looks available in the Quick Style gallery, use the Reset command. Both the Themes gallery and the Quick Styles gallery provide reset commands so that you can always restore the look of your document to the original contained in your current template. On the Insert tab, the galleries include items that are designed to coordinate with the overall look of



Bubble Comment

Text Comment

- Text comments are always visible.
- Not linked to highlighted text.
- Requires 'white-space' to add.

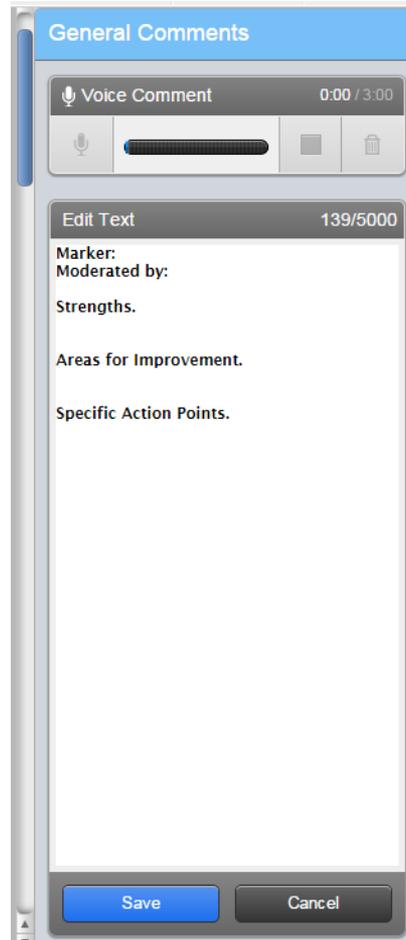
General Comments

General Comments is an empty text area into which you can type 5000 characters.

Good practice to indicate the marker and moderator (if moderated).

Try to replicate the School feedback forms i.e.

- Strengths;
- Areas for Improvement
- Specific Action Points



The screenshot shows a mobile application interface for 'General Comments'. At the top, there is a blue header with the title 'General Comments'. Below the header is a 'Voice Comment' section with a microphone icon, a progress bar, and a timer showing '0:00 / 3:00'. Underneath is an 'Edit Text' section with a character count of '139/5000'. The text area contains the following prompts: 'Marker:', 'Moderated by:', 'Strengths.', 'Areas for Improvement.', and 'Specific Action Points.'. At the bottom of the form, there are two buttons: 'Save' (in blue) and 'Cancel' (in grey).

Can be edited.

Do not forget to 'Save'.

If a penalty is applied to the submission, add a statement informing the student of the original mark, offence and the penalty.

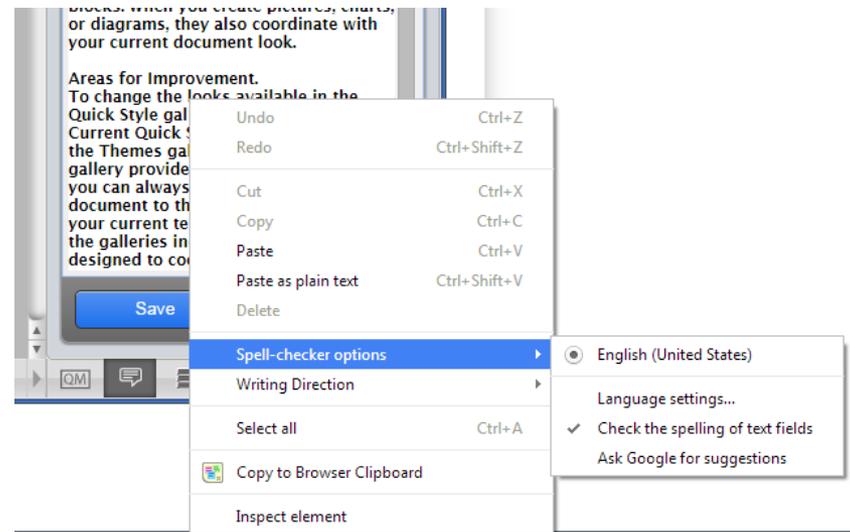
Spelling and Grammar

The General Comments box does not have a spell check / grammar check tool.

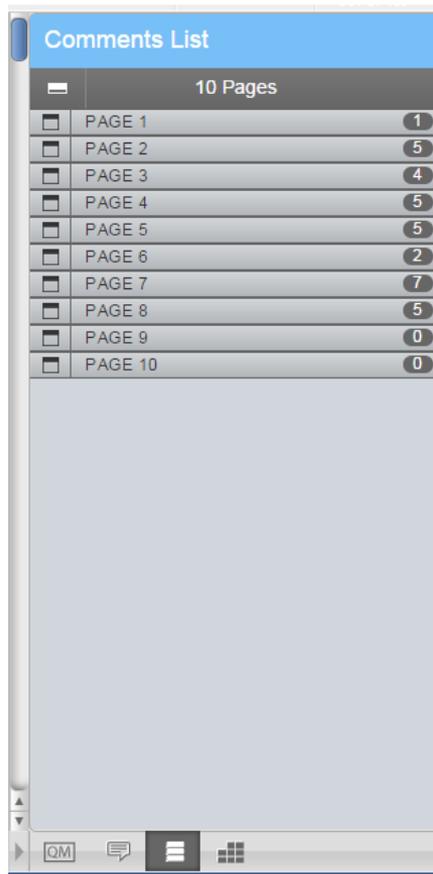
Either

- 1) Write comments in MS Word first and then cut and paste into the General Comments box.
- 2) Use the inbuilt tools associated with the web browser you use to access VITAL (Google Chrome showed).

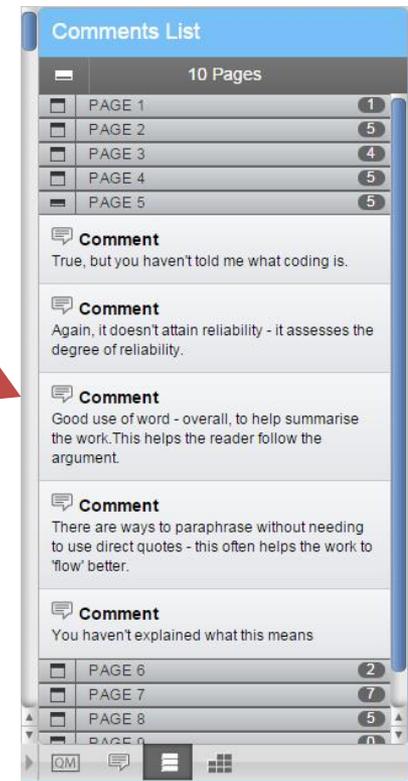
From experience there is nothing quite as embarrassing as providing feedback which is critical of spelling and grammar when your own feedback is riddled with errors and the student points it out!



View All QuickMarks & Comments

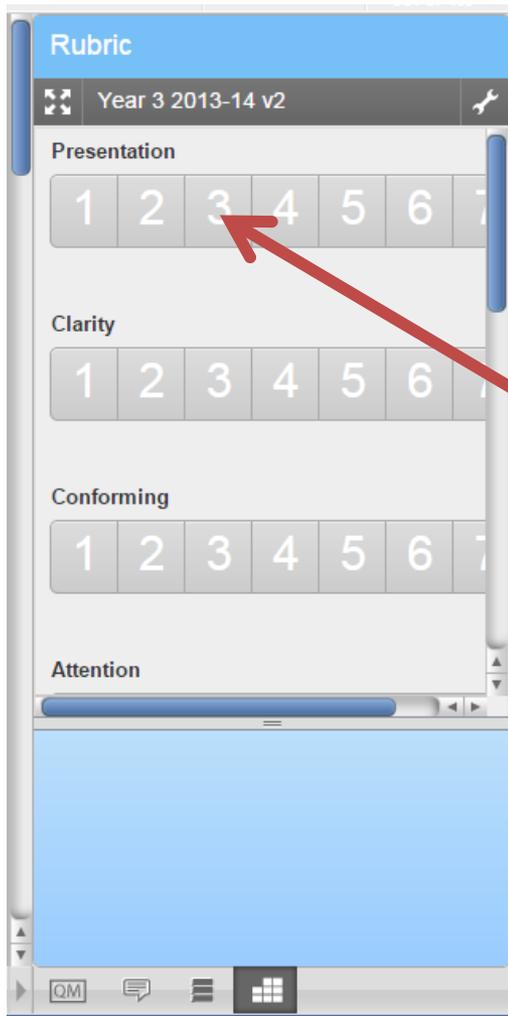


Click to see QMs
and comments on
each page



The View All Quickmarks provides quick access to all added QMs and comments

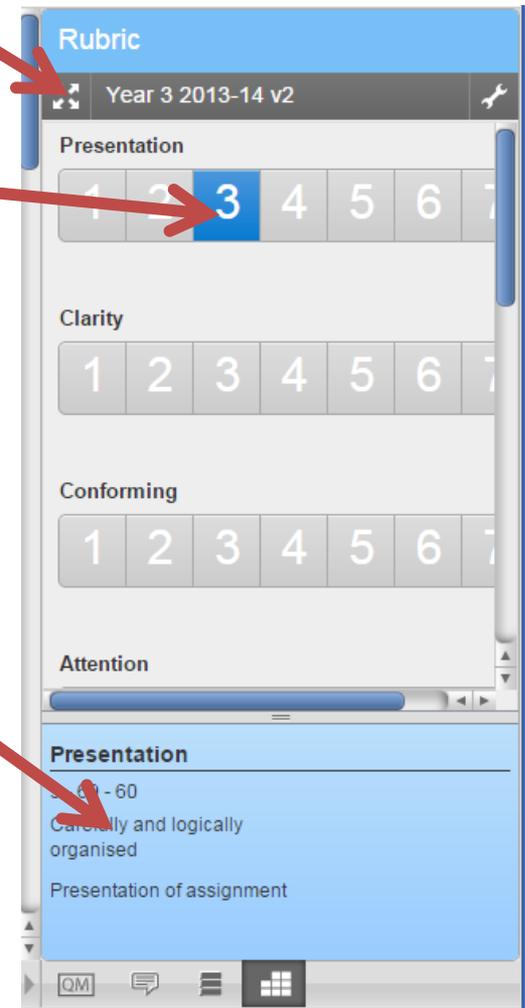
Rubric – Condensed View



Click to open expanded view

Only one value can be selected in each category.

Moving your cursor over any of the 'numbers' will the text description



Rubric – Expanded view

Year 3 2013-14 v2 Saved

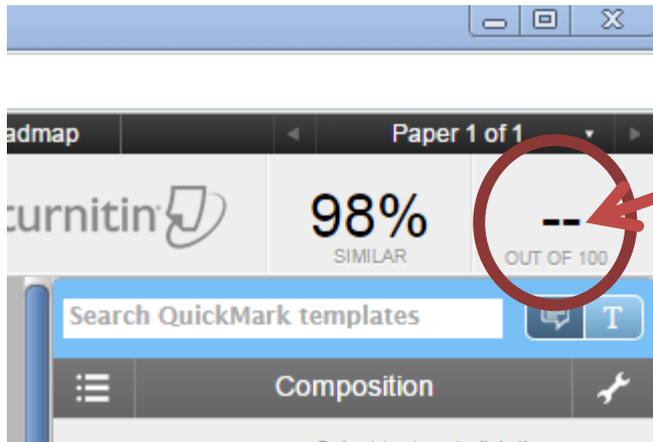
CRITERIA	SCALES						
	100-80	79 - 70	69 - 60	59 - 50	49 - 40	39-30	29-0
Presentation Presentation of assignment	Exceptional presentation, with no flaws	Shows a polished and imaginative approach to the topic	Carefully and logically organised	Shows organisation and coherence	Shows some attempt to organise in a logical manner	Disorganised/ incoherent	Disorganised/ incoherent
Clarity Clarity of expression (incl. accuracy, spelling, grammar, punctuation)	Exceptionally clear writing style. Publishable standard	Fluent writing style appropriate to document. Grammar and spelling accurate	Language fluent Grammar and spelling accurate	Language mainly fluent. Grammar and spelling mainly accurate	Meaning apparent, but language not always fluent. Grammar and/or spelling contain errors	Meaning unclear and/or grammar and/or spelling contain frequent errors	Meaning very unclear and/or poor spelling and grammar throughout.
Conforming Conforming with instructions (e.g. word length)	Work has been submitted within time boundaries and within prescribed parameters	Work has been submitted within time boundaries and within prescribed parameters	Work has been submitted within time boundaries and within prescribed parameters	Work has been submitted within time boundaries and within prescribed parameters	Deviates slightly from the required parameters	Work has been submitted late with no allow-able reason, or deviates significantly from the required parameters	Work has been submitted late with no allow-able reason, or deviates significantly from the required parameters
Attention Attention to purpose	Has addressed the purpose of the assignment comprehensively and imaginatively	Has addressed the purpose of the assignment comprehensively and imaginatively	Has addressed the purpose of the assignment coherently and with some attempt to demonstrate imagination	Has addressed the main purpose of the assignment	Some of the work is focused on the aims and themes of the assignment	Fails to address the task set	Fails to address the task set
Referencing	Referencing is consistently accurate	Referencing is consistently accurate	Referencing is mainly accurate	Referencing is mainly accurate	Some attempt at referencing	Referencing is unsystematic	Referencing is absent

This qualitative rubric will not result in a score. However, it is a valuable feedback mechanism for students and writers. Close

Again, one cell per row can be selected.

Tip: When your rubric is expanded in another window, you can utilise other GradeMark sidebar tools such as QuickMarks and Comments.

Adding a Mark



Enter the awarded mark here.

There is no 'save'.
Just add the mark and then
'click' anywhere else on the
screen.

To edit, just click on the
current value and edit as
appropriate.

**This should be the final mark for the
assignment after applying any penalties.**

**Make sure to add a general comment
about any applied penalties.**

Viewing Exact Submission Details

The exact time of submission is shown:

The screenshot shows a 'Submission Info' panel with the following data:

Submission Info	
SUBMISSION ID	35555013
SUBMISSION DATE	06-Oct-2014 01:01PM
SUBMISSION COUNT	1
FILE NAME	assignment1.pdf
FILE SIZE	177.09K
CHARACTER COUNT	5008
WORD COUNT	1025
PAGE COUNT	3
ORIGINALITY	
OVERALL	98%
INTERNET	98%
PUBLICATIONS	0%
STUDENT PAPERS	98%
GRADEMARK	
LAST GRADED	04-Nov-2014
COMMENTS	0
QUICKMARKS	0

At the bottom of the panel, there are three icons: a downward arrow, a square, and a printer icon. A red arrow points from the text 'Clicking on the 'View information about this paper' icon reveals the 'Submission Info' panel.' to the downward arrow icon.

Clicking on the 'View information about this paper' icon reveals the 'Submission Info' panel.