

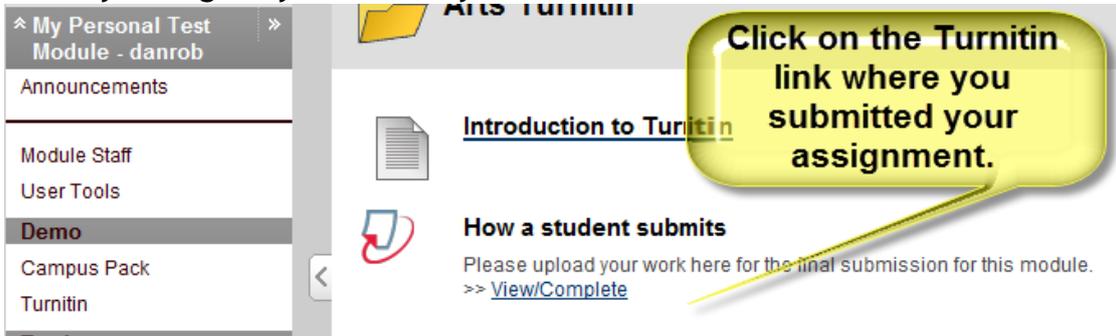
# Turnitin GradeMark - student guide

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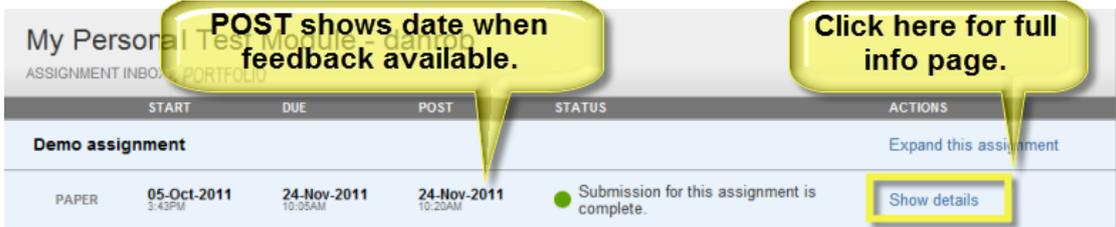
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### Accessing your GradeMark feedback

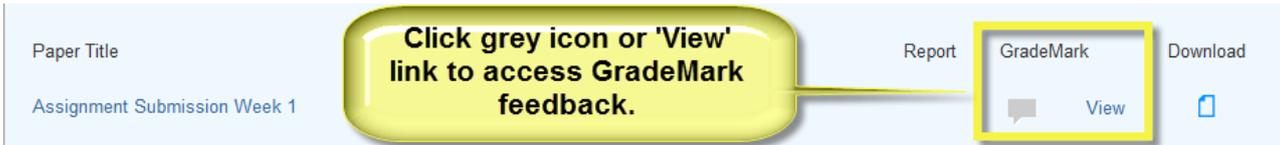
1. In the relevant VITAL module, click on the 'View/Complete' Turnitin link where you originally submitted your work.



2. You now see an information page for this Turnitin assignment. If the 'POST' date has passed then your feedback will be ready to view. Click the 'Show Details' link to access the full information page.



3. The page expands and if the GradeMark feedback is ready you will see the two icons highlighted below. Click either of these to access your submitted work and its GradeMark feedback.



Your assignment should open in a new GradeMark viewing window.

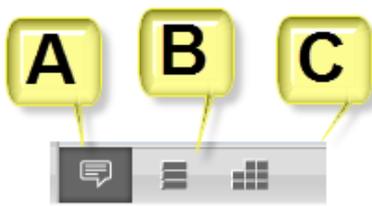
## GradeMark viewer - navigation

5. Your work opens in the GradeMark viewer similar to the one shown here. The main elements are shown in this screenshot, including where your grade is found (top right).

The screenshot shows the Turnitin GradeMark viewer interface. At the top, there are tabs for 'Originality', 'GradeMark' (highlighted in blue), and 'PeerMark'. The main content area displays a document with a vertical scrollbar on the right. A yellow callout box points to the scrollbar with the text: 'Scroll through your work and comments with this bar.' Another yellow callout box points to the top right corner, indicating the overall grade: 'Your overall grade (when available)'. A third yellow callout box points to the 'General Comments' section on the right side of the page: 'Side panel shows overall feedback, rubric marking and full comments list (use switches below)'. A fourth yellow callout box points to the top right corner, indicating the overall grade: 'Online help page.' A fifth yellow callout box points to the top left corner, indicating the 'GradeMark' tab: 'Main page shows your work and feedback comments from marker.' A sixth yellow callout box points to the bottom left corner, indicating the 'Information and download/print out facilities' icons: 'Information and download/print out facilities.' A seventh yellow callout box points to the bottom center, indicating the 'Slider' to increase/decrease page size: 'Slider to increase/decrease page size.' An eighth yellow callout box points to the bottom right corner, indicating the 'Switches' for Rubrics mark, all comments list and General comments (overall feedback): 'Switches for Rubrics mark, all comments list and General comments (overall feedback)'. The bottom of the screen shows a footer with 'PAGE: 1 OF 2' and a 'Previous Version' link.

6. In the top left of the screen the 'GradeMark' tab should be highlighted in blue. You can click this tab if it is not highlighted as in the screenshot above and this will open the GradeMark version of your work fully.

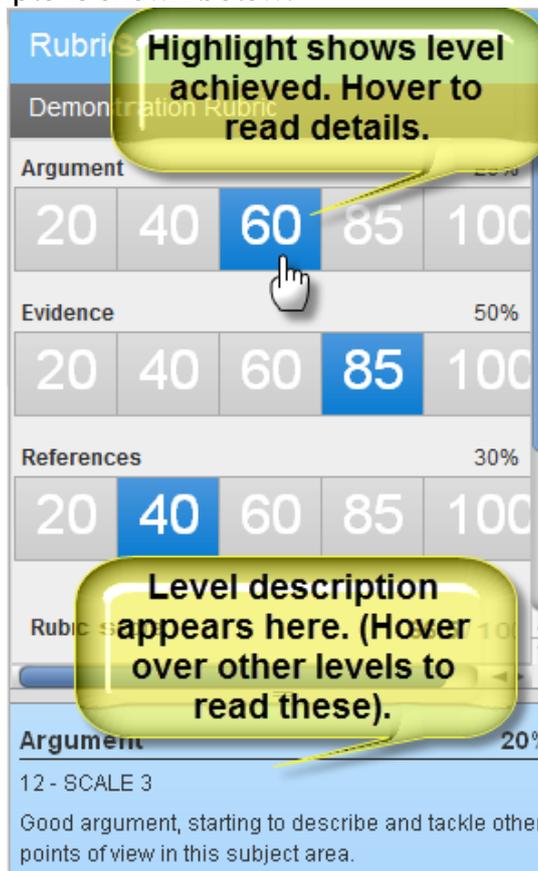
7. In the bottom-right of the screen are three switches that display different kinds of feedback in the side panel. Please note, your tutors will tell you which of these they are using. Not all tutors will use all of the feedback types.



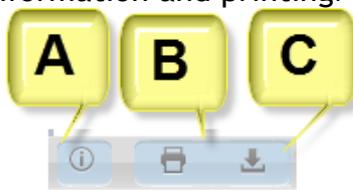
**A:** Clicking this icon will show the General Comments (overall feedback) in the side panel. This is usually a longer, more summative piece of feedback on the whole assignment.

**B:** Clicking this icon will display a complete list of all the individual comments found on your work. You can scroll up and down the list and click on specific comments to find them quickly in your work.

**C:** Clicking this icon will display any rubrics card used for marking in the side panel. This will show a number of criteria on which you were marked and the level which you achieved for this piece of work will be highlighted. Hover your mouse pointer over each level to read in the panel below what that level means. Note the extra scroll bars to view the full rubrics card and comments. An example is shown below.



8. In the bottom-left of the screen are three switches which let you access information and printing/downloading facilities.



**A:** Click here to see some basic information like a word count, submission date, your paper ID and the number of comments and QuickMarks on your work.

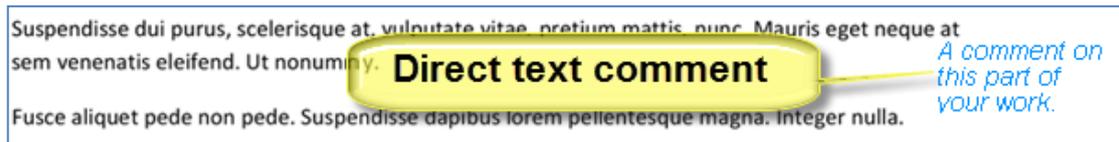
**B:** This creates a printable version of your GradeMark paper. This does not look the same as on the screen but contains all of the QuickMarks, comments, rubrics, general comments (and the grade) that have been used by your tutor. Follow the on-screen instructions once you have clicked this icon.

C: This creates an electronic file version of your GradeMark paper for you to download and store on your PC. Follow the on-screen instructions once you have clicked this icon.

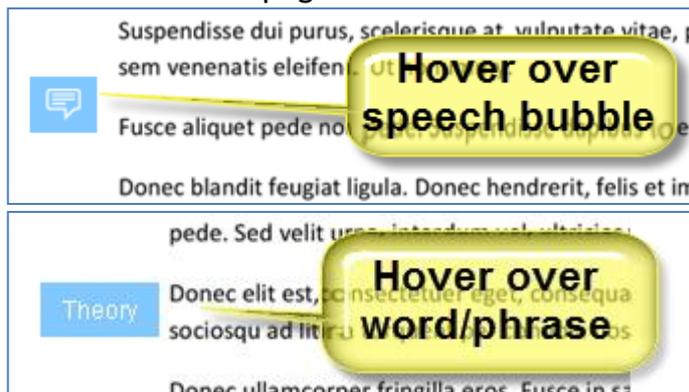
## Comments on the page

9. The main window shows your work with comments on specific parts of the work added by your tutor. There are three main types of comment.

A. Direct text. Usually a short piece of text typed directly on the page as in the screen shot below.



B. 'Pop-up' comment. This will be a blue icon showing either a speech bubble or word/short phrase, as in the two examples below. Hover the mouse pointer over the icon to read the comment from your tutor which will appear in a pop-up window. Look out for any hyperlinks in the comment which will link to pages with further information for you.



C. Highlight comment. Your tutor might highlight some text and then link a pop-up comment to this. When you hover over the comment icon the text the comment refers to is 'double-highlighted' and the comment appears in a pop-up window. The example below shows the pop-up window comment (note the hyperlink).

