External Examiner guide to GradeMark

GradeMark is an online marking tool that is integrated with Turnitin. Students submit assignments to the Turnitin dropbox and staff mark the assignments using the following tools:

- Comments
- Inline comments
- QuickMark comments
- Rubric scorecards
- Grading forms
- General comments
- Audio comments

GradeMark is automatically available when module leaders create a Turnitin assignment. To access the assignment dropbox, login to Moodle (you should have been sent a link to the course) and then click on the Turnitin assignment link which will look something like this.

 Essay for Introduction to Philosophy

You will be presented with a screen similar to the one below:

The **Summary** tab will display information about the number of assignment parts and their **Start Date**, **Due Date** and **Post Date** (this is the date that feedback is released to the students). Please ignore the **Student Paper** and **Options** tabs.

Click on the **Submission Inbox** tab to see a list of students with their submissions.

						C Refresh Submissions		⇥ Enroll All Students		
Search: [ ]								Show 10 ▾ Entries		
First Previous **1** 2 3 4 5 Next Last								Showing 1 to 10 of 167 entries.		
Student Submission	⇕	Paper ID	⇕	Submitted	⇕	Similarity	⇕	Grade	⇕		
White, Bernard - (1 Submission)								64%			
Part 1: 🗋 Patch writing		34852644		1/08/14, 14:44		100% ■		64/100 ✎		⏺	(0)	⬇	C	🗑
Brown, Ian - (1 Submission)								-			
Part 1: 🗋 Paraphrasing		34852655		1/08/14, 14:45		100% ■		-/100 ✎		.	(0)	⬇	C	🗑
Green, Edward - (1 Submission)								-			
Part 1: 🗋 Long copying		34852636		1/08/14, 14:43		100% ■		-/100 ✎		.	(0)	⬇	C	🗑
Yellow, Fran - (1 Submission)								-			
Part 1: 🗋 Changing numbers		34852667		1/08/14, 14:46		100% ■		-/100 ✎		.	(0)	⬇	C	🗑

You may have been provided with a suggested sample of student papers to review by the module leader. Whether or not this is the case, you can also use your own criteria to select papers to review from all of those submitted.

You can sort the display by **Grade**, **Student Submission** (Name), **Similarity** score (or indeed any of the column headings) by toggling the arrows to the right of each column header.

To review a specific student's paper, put the student's name in the **Search** box at the top left of the screen and then press **Enter** to filter the submissions. Turnitin will usually default to displaying 10 entries at a time. Use the drop down arrow next to **Show Entries** to display more or all of the submissions. Alternatively you can use the page links at the top left of the screen to navigate to a specific page of submissions. Submissions are usually displayed in Similarity match order with the highest match displaying at the top of the screen.

The **Student Submission** column displays the title of the students' work and it's **Status**. The **Paper ID** is the unique number allocated by Turnitin to the submission; students will have been sent this in an email.

The **Submitted** column displays the date and time that students submitted their work. If this is displayed in red then the work was submitted after the due date and time.

The **Similarity** column displays the percentage match of the work with other work in the Turnitin database and selected internet resources. Click on either the percentage or the coloured square (in this example a red square) to access the originality report.

The **Comments** column enables students to leave a comment for their module leader about their assignment or feedback. Simply click on the number in the brackets (in this example (0)) to view the comments.

You can also download a copy of each original submission using the download icon at the far right of the row. It is not possible to bulk download the original assignments. Please be aware that this will not download any feedback.

If a grade has been given for the assignment you will see it in the **Grade** column. To access the feedback, click on the blue pencil icon in the Grade column.

The GradeMark interface can only be accessed if a student has submitted a piece of work. If there is no pencil icon next to a student's name in the Submission Inbox, there is no submission.

To see whether a student has viewed their feedback, look for the **person with a checkmark** icon next to their name. This will only appear if the student has viewed the feedback for more than 30 seconds.

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The GradeMark interface

To access the feedback for a given student's work, click on the blue pencil icon in the **Grade** column.
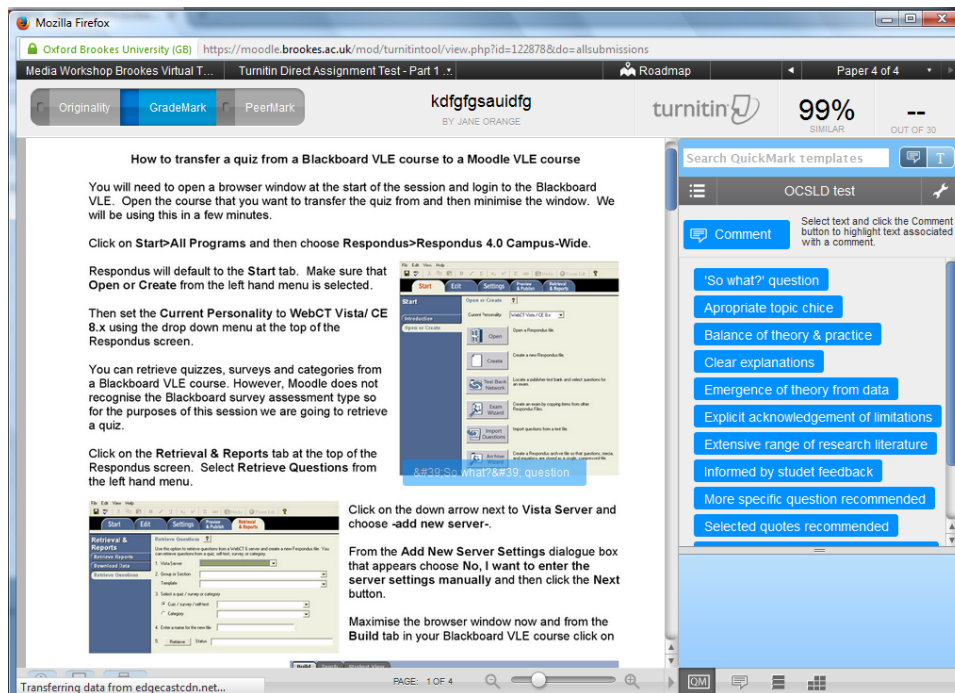
The assignment is displayed in the left hand pane. The right hand pane contains the various GradeMark tools.

You can navigate between the **Originality** report and the **GradeMark** report for a given assignment using the buttons to the left of the upper toolbar. PeerMark does not currently work with our version of Turnitin.
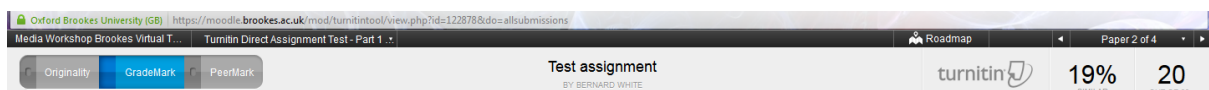
The title of the assignment and the author will be displayed in the centre of the upper toolbar.

The right hand side of the upper toolbar displays the similarity percentage, the assignment mark and allows you to navigate through all of the assignments in the Submission Inbox using the back and forth arrows in the black bar.

The lower toolbar contains the paper information button which gives information about the current assignment such as the number of words, the date the assignment was submitted and its percentage match. It also contains the square icon which displays the class access code for use with the iPad app. The print icon allows you to print or download a copy of the current assignment with all of its feedback. You cannot download all of the feedback in bulk. You will need to download each individual assignment with its feedback one at a time.

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The number of pages is displayed in the lower toolbar along with a zoom slider which will enable you to increase or decrease the size of the left hand pane.


Use the **QM** button to view QuickMark comments.
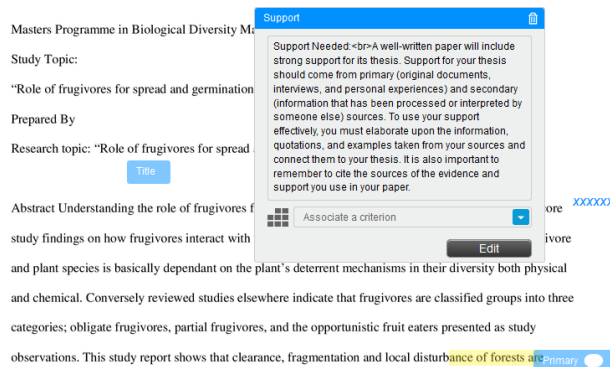
Blue bubble comments will be displayed on the assignment; simply hover over them with your cursor to read them.

The module leader may have also highlighted text and associated a comment with it (in this example it is yellow).

It is also possible to add **inline comments** which will be displayed in blue text.

Use the **Comment bubble** button at the bottom of the right hand pane to view any general comments the module leader has left on the paper. This is also where you can access the audio comments if the module leader has chosen to use them. An audio interface will appear at the top of the pane if a recording is available. Simply click the play button to listen to the recording.

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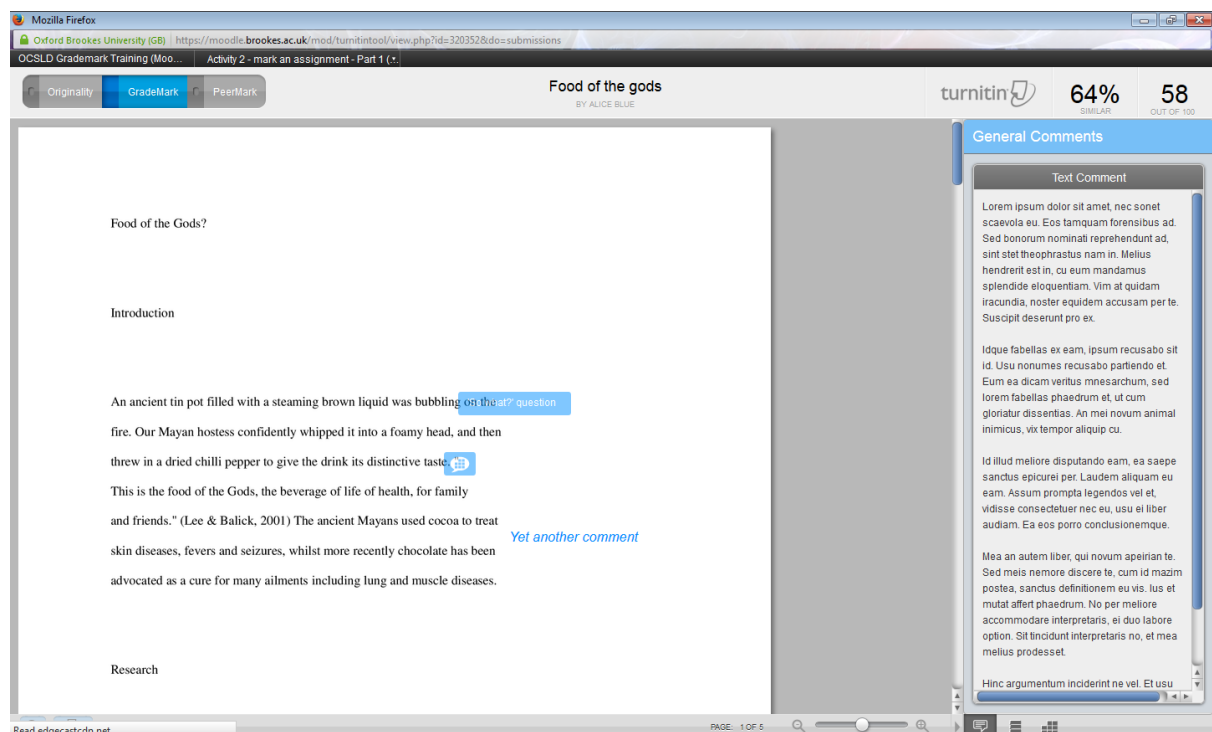
The **Comments List** side bar is available from the **Comment Overview** button at the bottom of the right hand pane. This will give you an overview of all of the comments in the assignment. Click on the expand icon to the left of Page 2, Page 3 etc. to view the comments.
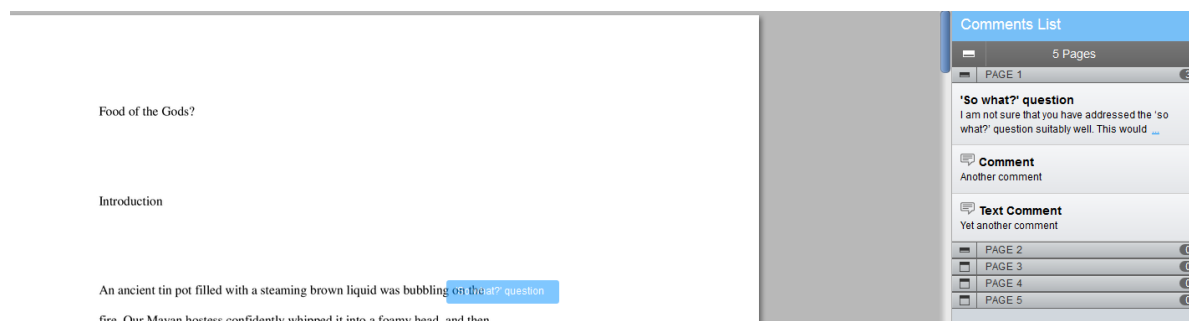
If the module leader has decided to attach a marking rubric to the assignment, this will be available from the **Rubric** button at the bottom of the right hand pane.
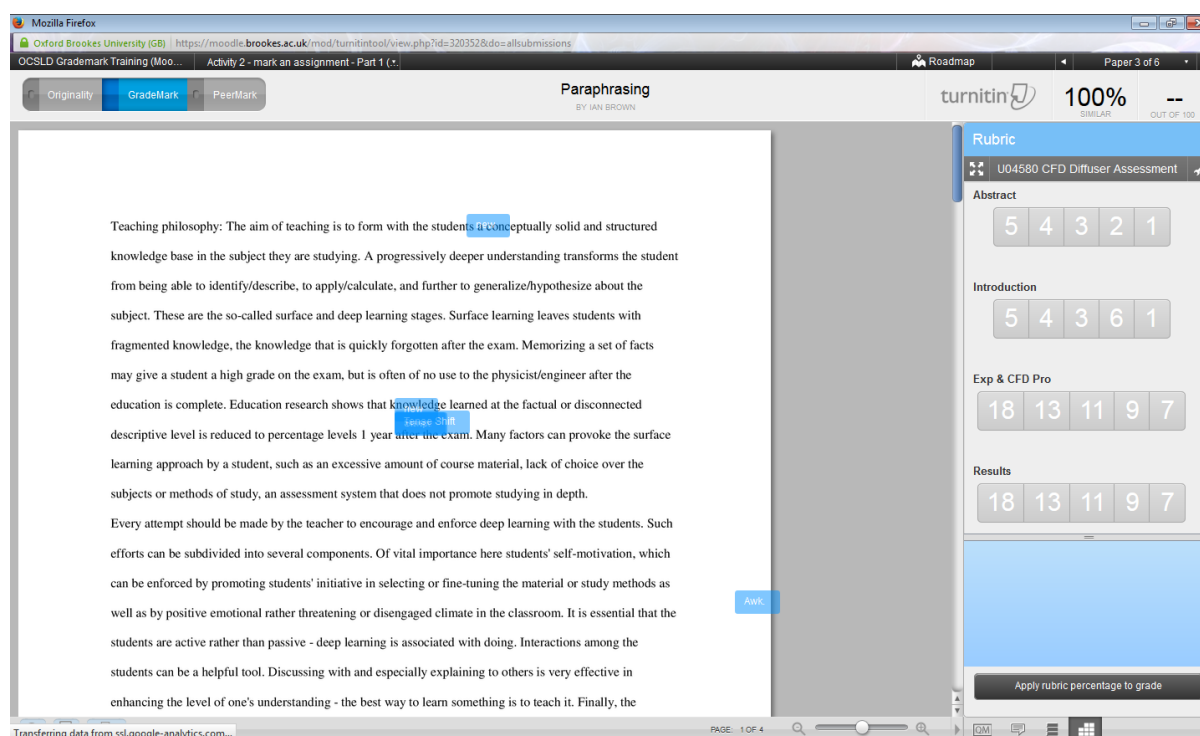
The side bar will display the criteria and scale that the module leader has attached to the assignment.

You can view the rubric in a separate window by clicking on the **Expand** button at the top left of the rubric side bar. The blue squares are the values that the module leader has assigned to the work.

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Rubrics can also contain percentages or they can just have descriptive text like this example.

If the module leader has attached a **Grading Form** to the assignment, this will also be available from the rubric button.

If you have any issues with GradeMark please contact the module leader in the first instance. Alternatively please contact your Faculty DMELD: https://moodle.brookes.ac.uk/mod/page/view.php?id=11446 or OBIS: http://obis.brookes.ac.uk/

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