



**University of  
Leicester**

# Blackboard & GradeMark

Online assessment

## Instructions for Administrators

### Department of Criminology, 2013

- Introduction
- Create module/submission folders
- Creating Turnitin Assignments
- Controlling Access: Groups & Grade
- Importing a marking rubric
- Importing a QuickMark Comment Set
- Access student submissions
- Controlling when students can access their marks and feedback
- Downloading GradeMark Papers

David Hopkins, August 2013



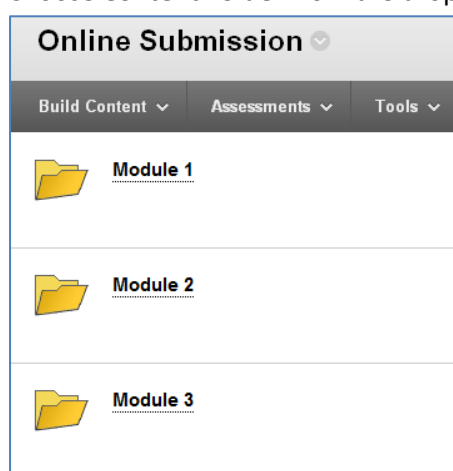
## Introduction

The assignment folders and individual assignments should already be created in Blackboard, but if not use these instructions to create a folder and assignment to your Module.

1. Open a web browser and go to <http://blackboard.le.ac.uk>
2. Login to Blackboard with your University of Leicester IT account username and password
3. Find the course site you need in the **My Courses** list on the right of the Blackboard Home page. Click on the name to open the course site.

## Create module/submission folders

1. Go to the **Modules** area of the Blackboard course and find the right module or cohort folder for the submission: these are sometimes called **Submit here** or **Submitting your work**, depending on the Blackboard course you are using.
2. Choose **Content Folder** from the drop-down list under the **Build Content** button.



## Creating Turnitin Assignments

Students will submit their assignments to Turnitin for checking their work against plagiarism and for the markers to view and mark online.

1. Go into the folder for the module (for example Online Submission > Module 1)
2. Choose **Assessments > TurnitinUK Assignment**
3. Choose **Paper Assignment** and click **Next Step**
4. Enter the **Assignment title** and **Point value**. The Point value is the maximum number of marks that can be given for this assignment; for example if markers are assigning a percentage then the Point value is 100.
5. Enter the **Start date**, **Due date** and **Post date**:
  - a. **Start date** is when the students can start submitting their assignments
  - b. **Due date** is the date and time by which students should have submitted their assignments

- c. **Post date** must be after the **Due Date** – set to 21 days after the **Due Date** for Campus students or 28 days after the **Due Date** for Distance students.

The screenshot shows the 'New Assignment' form with the following fields:

- Assignment title**: A text input field.
- Point value**: A text input field with an 'Optional' label below it.
- Start date**: A date picker set to '01-Aug-2013' at '2 : 54 PM'.
- Due date**: A date picker set to '08-Aug-2013' at '11 : 59 PM'.
- Post date**: A date picker set to '09-Aug-2013' at '12 : 00 AM'.

6. Click **Optional Settings** to expand the advanced options.
- Enter details for this assignment in the **Special instructions** text box.
  - Make sure **Yes** is selected for **Allow submissions after the due date**.
  - Make sure **Yes** is selected for **Generate Originality Report for submissions**.
  - Make sure **Immediately first report is final** is selected for **Generate Originality Report for student submissions**.
  - Make sure **No** is selected for **Exclude bibliographic materials**.
  - Make sure **No** is selected for **Exclude quoted materials**.
  - Make sure **No** is selected for **Exclude small matches**.
  - Make sure **No** is selected for **Allow students to see Originality Reports**.
  - Make sure **Yes** is selected for **Reveal grades to students only on Post Date**.
  - Make sure **Yes** is selected for **Anonymous marking** for campus based assignments, or **No** for distance learners.
  - Make sure **Standard Paper repository** is selected for **Submit papers to list**.
  - Make sure all three boxes are ticked for **Search options**.
  - Select the correct **Rubric** to attach to this assignment. If you have not previously set up a Rubric, see the section below.

The screenshot shows the 'Attach a rubric to this assignment' section in GradeMark. It includes a note: 'Note: students will be able to view attached rubrics and their content prior to submitting.' Below the note is a dropdown menu with the following options: 'No rubric', 'CCSS 11th-12th Informative', and 'Essay Rubric'. A 'Launch Rubric Manager' link is also visible. The 'No rubric' option is highlighted in the dropdown.

7. Click **Submit**

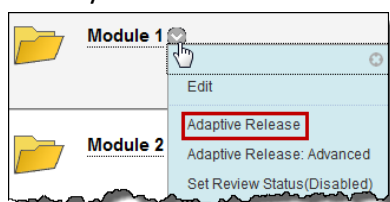
## Controlling access

Adaptive Release is used on the main cohort of module folder to restrict the student **Group** for access to the folder: it is important to remember that the permissions used in the Adaptive Release filter down through any subsequent folders or items housed within the folder where it is applied.

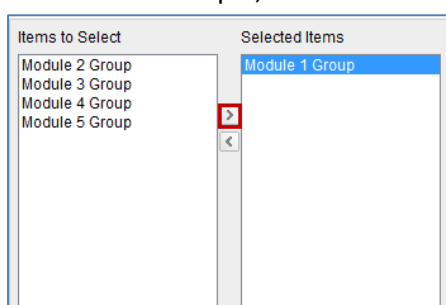
Video demo: <http://youtu.be/mF4N1WPvxmM>

### Controlling access: Groups

1. Move your mouse over a folder or item and click on the arrow to show the menu.



2. Choose **Adaptive Release** from the menu.
3. Scroll down to section 2, **Membership**. Choose the course group that should be able to see the current folder. For example, for the **Module 1** folder choose **Module 1 Group**. Click the right-arrow.

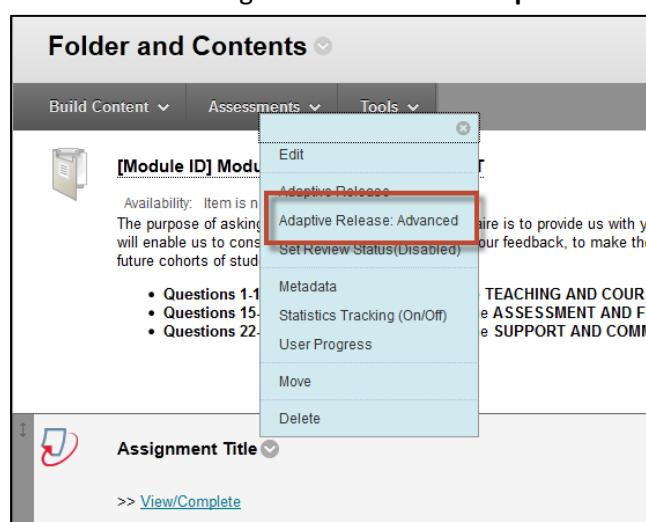


4. Click **Submit**

### Controlling access: Grade

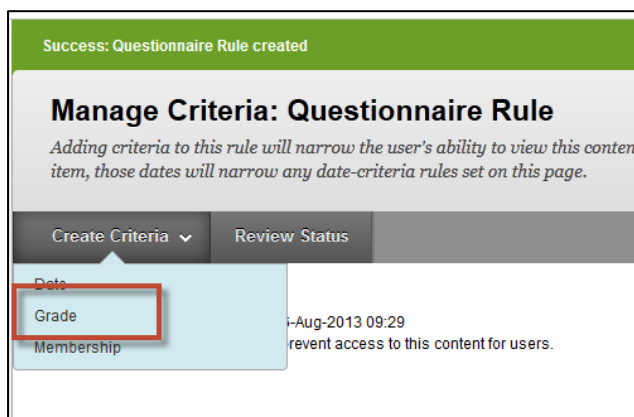
This is used where students are required to complete a pre-assessment **Module Evaluation** questionnaire before they are permitted to access the **Turnitin** submission. In these cases the **Adaptive Release** is set for an attempt on the questionnaire, as highlighted below.

1. Once you have deployed your questionnaire and created the Turnitin assignment, access the options menu on the **Turnitin** assignment and select **Adaptive Release: Advanced**.

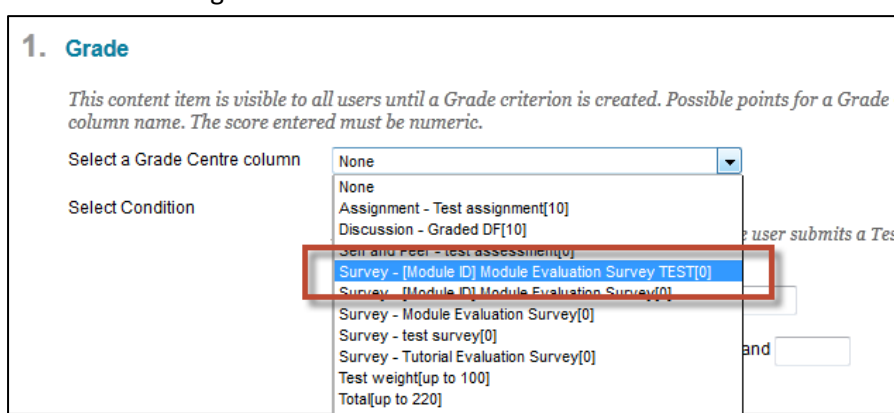


2. Click **Create Rule** to create a new rule that will be applied to the Assignment.
3. Enter a meaningful name for the Rule: e.g. **Questionnaire Rule**.

- Select **Grade** from the options presented when you place your cursor over the **Create Criteria** button to create the specific details of the rule.



- Select the questionnaire from the drop-down list presented – this will use the questionnaire as the basis for access to the assignment submission area.



- Select **User has at least one attempt for this item** as the condition for the Adaptive Release – once the student has attempted the questionnaire the adaptive release will permit them access to the Turnitin assignment.
- Click **Submit** when complete.

## Importing a marking rubric

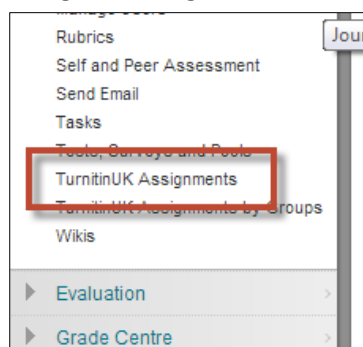
If you have not received the electronic version of the rubric please contact [ABC@email](mailto:ABC@email) and ask for the **GradeMark Rubric** files. You only need to follow this section of the guide if you will be creating a Turnitin assignment and need to attach a rubric to it at the time of creation.

**Note:** In order to import the rubric you will need to access a Blackboard course that has a Turnitin assignment already created. In this instance it is recommended you use the **Criminology Administrative Site (SCX005)** course.

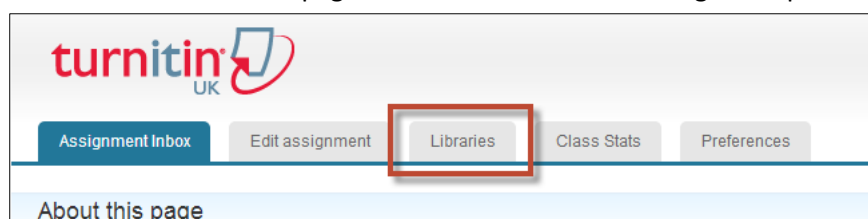
You will only need to do this once.

Video demo: <http://youtu.be/Cq4jMCA6sCU>

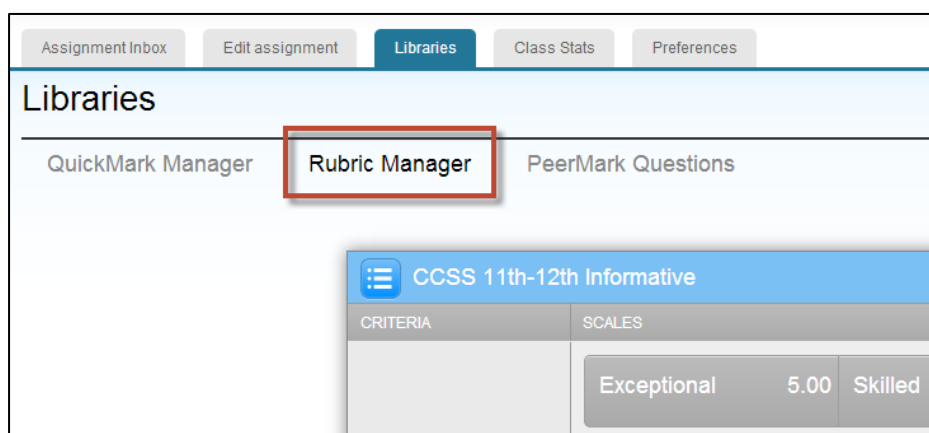
1. Navigate through the **Control Panel** to the **TurnitinUK Assignments** option under the **Course Tools** list.



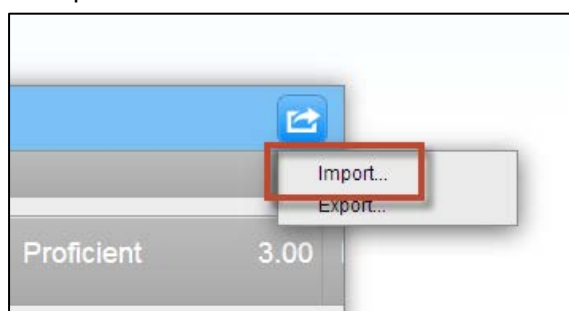
2. Select any one of the Turnitin assignments – it is not important which one as you only need to do this so you can enter the Turnitin / GradeMark interface.
3. From the Turnitin status page select the Libraries tab along the top of the Turnitin section.



4. Select the Rubric Manager to see the current set of rubrics you have installed and to install / import a new one.



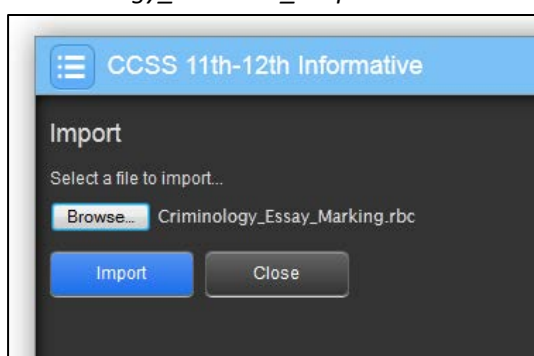
5. To import a new rubric click the arrow on the right-side of the rubric manager and select Import.



6. Select the file that you have been given and click Import. This rubric is now available to you. These are:
  - a. *"Criminology\_Essay\_Marking.rbc"* = **Criminology Essay Marking** rubric



b. "Criminology\_Research\_Proposal.rbc" = Criminology Research Proposal rubric



7. The rubric will be displayed upon successful import, and is now available for use when creating Turnitin assignments.

CRITERIA	SCALES		
	Inadequate	Developing	Proficient
<b>Approach</b> The assignment clearly introduces an approach to the assignment question which is arguable and	The assignment contains no identifiable approach to the assignment question. The assignment has limited structure and organisation.	The assignment contains a vague or unclear approach to the assignment question. The assignment attempts a structure and organisation to support this approach.	The assignment introduces an approach to the assignment question. The assignment introduces a structure and organisation that aligns with this approach.
<b>Development</b> The assignment provides sufficient evidence to support the argument put forward and indicates the	The assignment contains limited evidence drawn from reading material that may lack academic content to support any approach taken or argument put forward. The assignment does not put forward a coherent approach or argument or any counter-arguments. A conclusion may not	The assignment provides some evidence drawn from a limited range of sources which attempt to support the approach taken and/or the argument put forward. The sources may lack appropriate academic content. The assignment vaguely addresses counter-arguments or lacks counter-	The assignment provides some evidence drawn from a limited number of relevant reading materials which supports the approach taken and/or the argument put forward and addresses counter-arguments. The conclusion links to the approach and/or argument.
<b>Construction</b> The assignment uses words, phrases and paragraphs to link the major sections of the assignment	The assignment contains few, if any, words, phrases and paragraphs to link the major sections of the assignment. Where an approach, rationale and/or argument have been put forward, the assignment does not offer any connections between them.	The assignment contains limited words, phrases and paragraphs to link the major sections of the assignment. The assignment weakly attempts to connect the approach taken, its rationale and any argument put forward.	The assignment uses words, phrases and paragraphs to link the major sections of the assignment. The assignment makes some connection between the approach taken and its rationale and the argument and the counter-arguments.
<b>Presentation</b> The assignment is clearly	The assignment demonstrates a limited awareness of a formal style of writing or an inappropriate tone. Grammar and	The assignment demonstrates a limited awareness of a formal style of writing. Grammar and spelling may be	The assignment is written in a formal style and there may be some minor errors of spelling and grammar

## Importing a QuickMark Comment Set

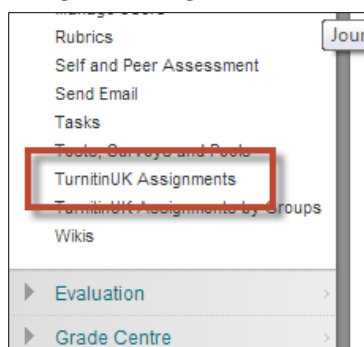
A QuickMark Set holds a series of pre-defined comments you can use for quick highlighting or tagging of the students' submissions. Criminology has devised its own set of QuickMark comments we'd like you to use, and this is how you can import them.

**Note:** In order to import the QuickMark Set for use you will need to access a Blackboard course that has a Turnitin assignment already created. In this instance it is recommended you use the **Criminology Administrative Site (SCX005)** course.

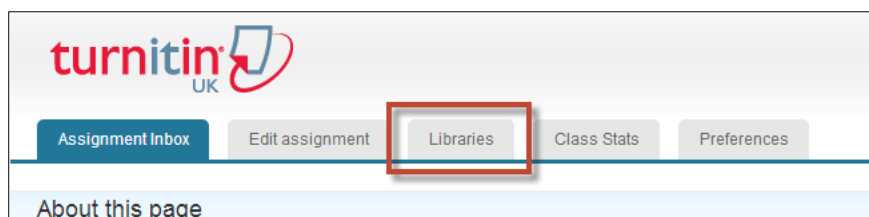
You will only need to do this once.

Video demo: <http://youtu.be/d5uCvx5OEgw>

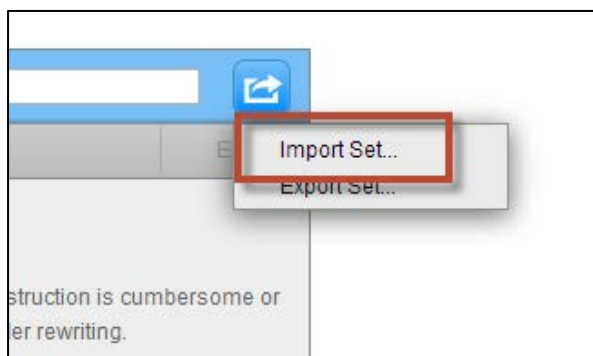
1. Navigate through the **Control Panel** to the **TurnitinUK Assignments** option under the **Course Tools** list.



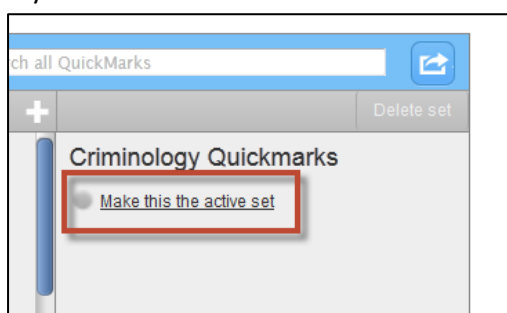
2. Select any one of the **Turnitin assignments** – it is not important which one as you only need to do this so you can enter the **Turnitin / GradeMark** interface.
3. From the Turnitin status page select the **Libraries** tab along the top of the Turnitin section.



4. If not already selected, click on **QuickMark Manager** to select the QuickMark feature, and choose the **Import Set** option from the menu that appears when you click on the boxed-arrow.



5. Locate the QuickMark Set file that you have been sent and click **Import** when you are ready.
6. The QuickMark Set called **Criminology QuickMarks** will now be available in your list of Sets. In order to make this the default set of QuickMark comments available when you start using GradeMark click the link that says **Make this the active set**.





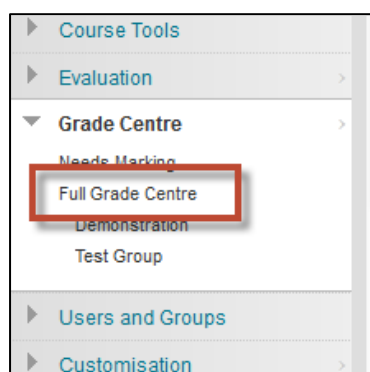
## Controlling when students can access their marks and feedback

Once students have submitted their assignment they can view their submission and, if available, their feedback and marks through GradeMark and the Grade Centre. It is for this reason that we 'hide' different elements of the Grade Centre. This section will walk you through how to do this, and how to make them available again.

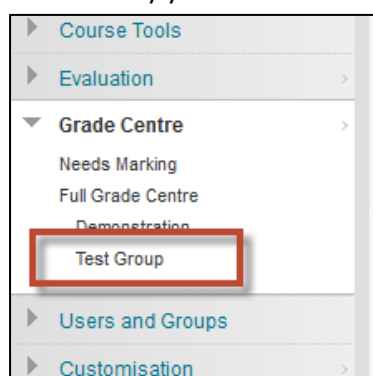
Video demo: [http://youtu.be/5oWU\\_3SYM\\_E](http://youtu.be/5oWU_3SYM_E)

### Hide a Grade Centre assignment / column

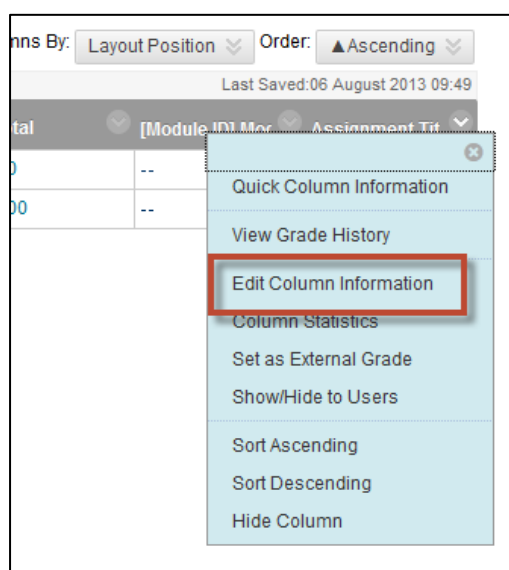
1. Access the Grade Centre from the Course Management options.



Alternatively you can use the Smart View that has been set up for a specific Module.



2. From the list of options that appear when you place your cursor on top of the Grade Centre column title choose **Edit Column Information**.



- Make sure the options in section three **Options** are all set to No. This means the Grade Centre column and associated submissions and marks are not displayed for students to view. By setting the **Include in Grade Centre Calculations** to **No** it means that any marks in the Grade Centre, although not viewable, are not used to calculate the figures entered in the automatic **Total** column.

**3. Options**

Select **No** for the first option to exclude this Grade Centre column  
Select **Yes** for the third option to show column statistics to Students

Include this Column in Grade Centre Calculations  Yes  No

Show this Column to Students  Yes  No

Show Statistics (average and median) for this column to Students in My Grades  Yes  No

- Click **Submit** when complete.
- The Grade Centre column will now be displayed with the **Not visible to users** icon

Layout Position  Order:  ▲ Ascending

Last Saved: 06 August 2013 09:49

[Module ID] Moc	Assignment
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--	--

### Show a Grade Centre assignment / column

- Complete the above operation again when all assignments have been marked and you are ready for marks to be released to the students. This time ensure the first two options are set to **Yes**.

**3. Options**

Select **No** for the first option to exclude this Grade Centre column  
Select **Yes** for the third option to show column statistics to Students

Include this Column in Grade Centre Calculations  Yes  No

Show this Column to Students  Yes  No

Show Statistics (average and median) for this column to Students in My Grades  Yes  No

- When complete the Grade Centre column will be displayed as before, without any icon.

Layout Position  Order:  ▲ Ascending

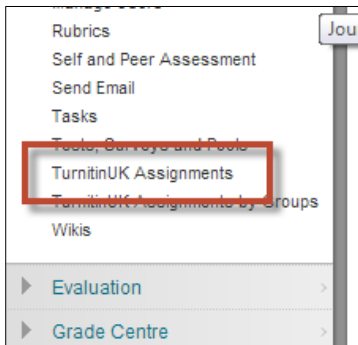
Last Saved: 06 August 2013 09:49

[Module ID] Moc	Assignment Title
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## Downloading GradeMark papers

Video demo: <http://youtu.be/8jlgfRa1lg>

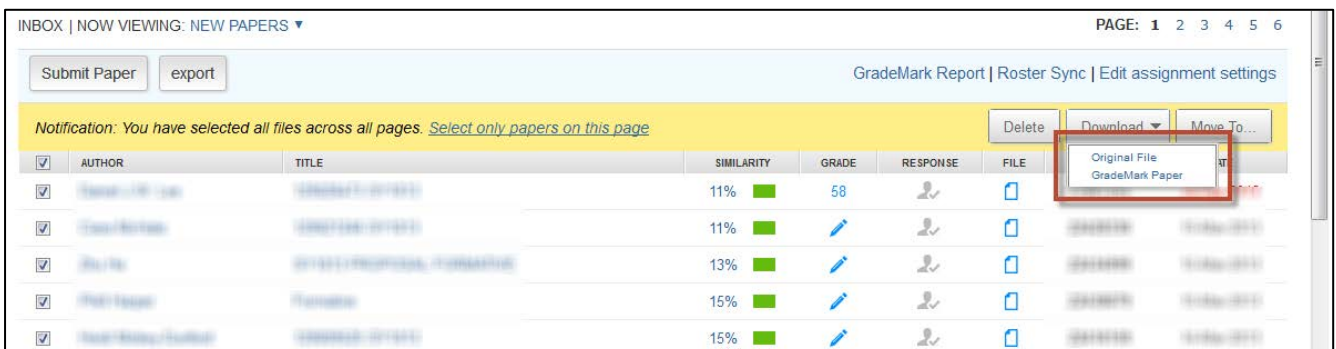
1. Navigate through the **Control Panel** to the **TurnitinUK Assignments** option under the **Course Tools** list.



2. Select the **Assignment** from the list and access the student submissions.
3. Place a check mark in the check-box along the title bar, above the student names, to highlight all student submissions.

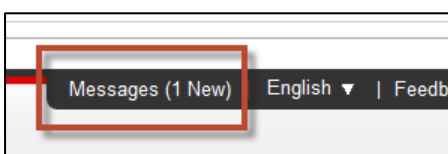


4. From the yellow menu bar select either **Original File** or **GradeMark Paper** from the options that appear under the **Download** button.

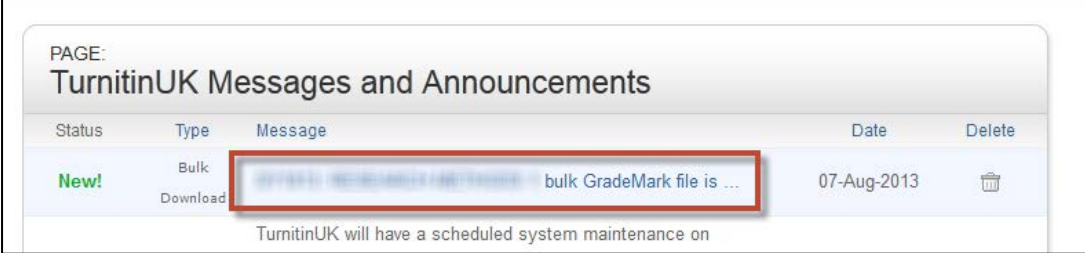


5. Depending on the volume of student papers to download you may be shown a message saying that the paper will be compressed and you will be notified when it is ready for download. If this is the case you will have to wait (up to 20 minutes) before it is available.

Your files are being compressed. When compression is complete a zip file will be available for download in your Turnitin Messages tab.



6. The Turnitin message enables the download of the compressed files, whether the original versions or the GradeMark version.



The screenshot displays the TurnitinUK Messages and Announcements interface. At the top, it says "PAGE: TurnitinUK Messages and Announcements". Below this is a table with columns for Status, Type, Message, Date, and Delete. A single message is listed with a "New!" status, a "Bulk Download" type, a message body that is partially obscured by a red box, a date of "07-Aug-2013", and a delete icon. Below the table, a partial message reads "TurnitinUK will have a scheduled system maintenance on".

Status	Type	Message	Date	Delete
New!	Bulk Download	[Redacted]	07-Aug-2013	[Delete Icon]

TurnitinUK will have a scheduled system maintenance on