



**University of
Leicester**

Blackboard & GradeMark

Online assessment

Instructions for Markers

Department of Criminology, 2013

- Introduction
- Import a QuickMark Set
- Access student submissions
- Using QuickMarks
- Leaving comments and entering the mark
- Using Rubric
- Downloading marks from Turnitin
- Moderation and 2nd marking

David Hopkins, August 2013.



Introduction

Students are submitting their assignments to Turnitin, via Blackboard, for marking and feedback and will receive this feedback through Blackboard.

All work in this guide will take place either inside Blackboard or within the Turnitin environment. Please follow the guide below to access and find your assignments that need marking.

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.

It is important to note and remember that your work in **GradeMark** is automatically saved after each change or modification: each time you include or move a **QuickMark comment**, each time you move the document viewer to read more of the students' work, each time you select a proficiency in the **Rubric**.

Importing a QuickMark Set

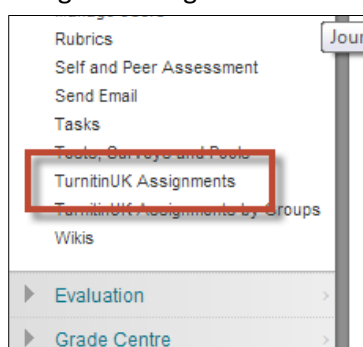
A QuickMark Set holds a series of pre-defined comments you can use for quick highlighting or tagging of the students' submissions. Criminology has devised its own set of QuickMark comments we'd like you to use, and this is how you can import them.

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.

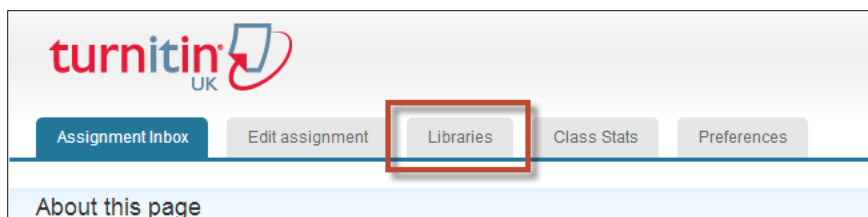
Video demo: <http://youtu.be/d5uCxv5OEgw>

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

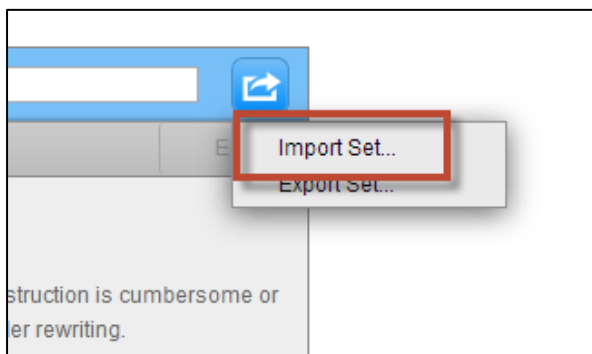


2. Select any one of the **Turnitin assignments** – it is not important which one as you only need to do this so you can enter the **Turnitin / GradeMark** interface.

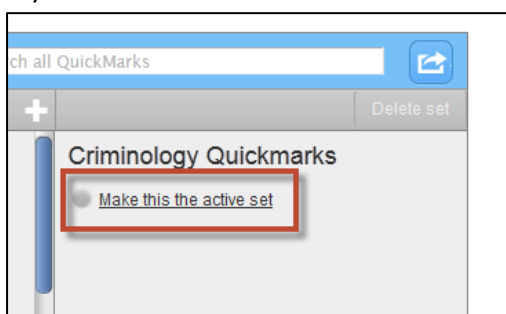
- From the Turnitin status page select the **Libraries** tab along the top of the Turnitin section.



- 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.



- Locate the QuickMark Set file that you have been sent and click **Import** when you are ready.
- 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**.

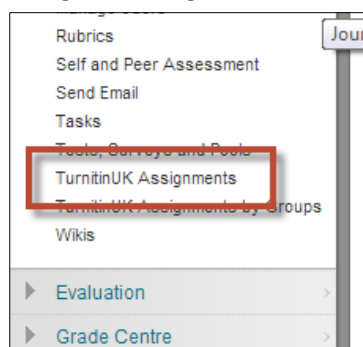


Access student submissions

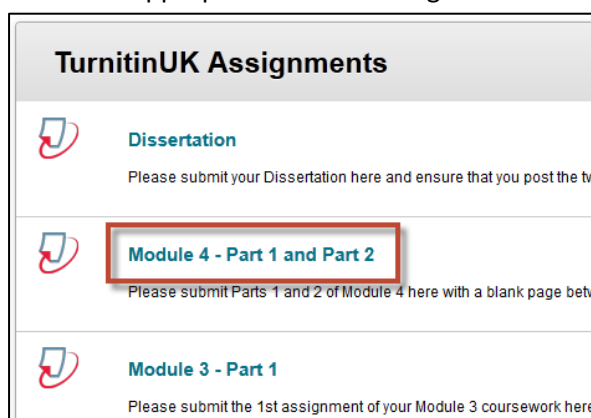
Students are submitting their written assignments in electronic form to Turnitin via Blackboard. You will use the course Grade Centre to find the assignments and access the individual students' work in Turnitin.

Video demo: http://youtu.be/KBff9_W_8qE


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



2. Select the appropriate **Turnitin** assignment for marking.



Note: Assignments for campus-based courses will be anonymous so the students' names will not be displayed.

3. Both 1st and 2nd markers will need to follow this process in order to access the **GradeMark** paper and apply comments and feedback for the students. Click on the pen icon  next to the paper you are to mark to access the **GradeMark** area of **Turnitin**. **GradeMark** will now open in a new browser window.

A screenshot of the 'Module content submission box' showing a 'GradeMark Report'. The report displays a table of student submissions with columns for AUTHOR, TITLE, SIMILARITY, GRADE, RESPONSE, FILE, and PAPER. The 'GRADE' column contains a pen icon for each submission, which is highlighted with a red box.


	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER
<input type="checkbox"/>			9% ■		*		733
<input type="checkbox"/>			13% ■		*		733
<input type="checkbox"/>			22% ■		*		733
<input type="checkbox"/>			34% ■		*		733
<input type="checkbox"/>			48% ■		*		733
<input type="checkbox"/>			78% ■		*		733

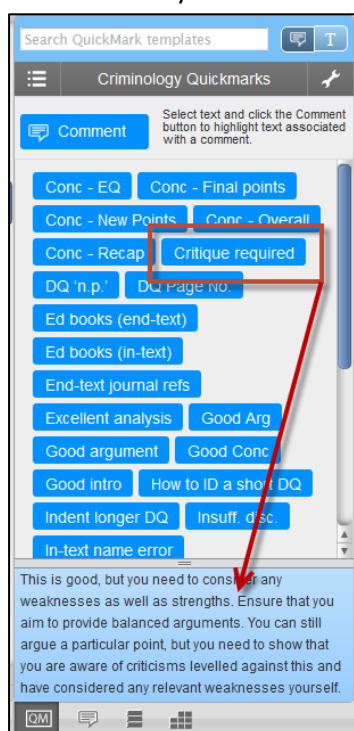
Using QuickMark comments on students' work

The **QuickMark Set** that you imported at the beginning of the guide has some pre-built comments that you can quickly drag onto the students' work to highlight text or bring something to the students' attention. This section of the guide will deal with using the **QuickMark** comments.

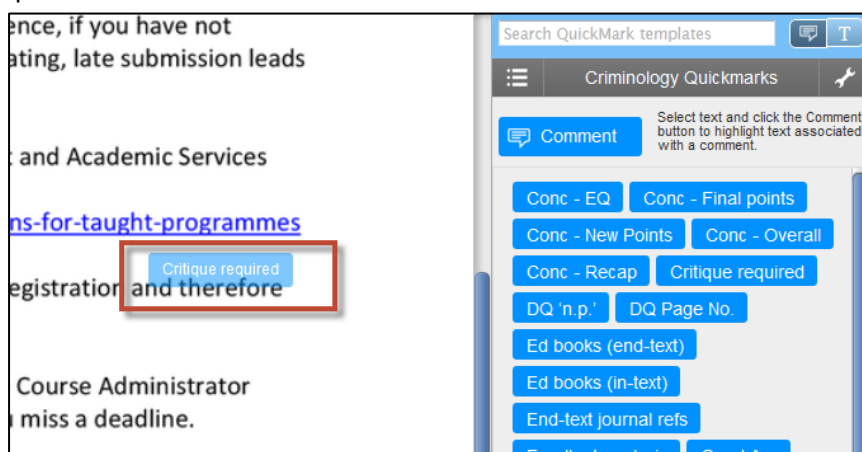
Note: The following is intended as an introduction for 1st and 2nd markers to obtain a familiarity of the process of adding and removing QuickMark comments and manually typed comments. **Moderation** and **2nd marking** is mentioned in more depth after this section.

Video demo: <http://youtu.be/DjeDDdQ5hKM>

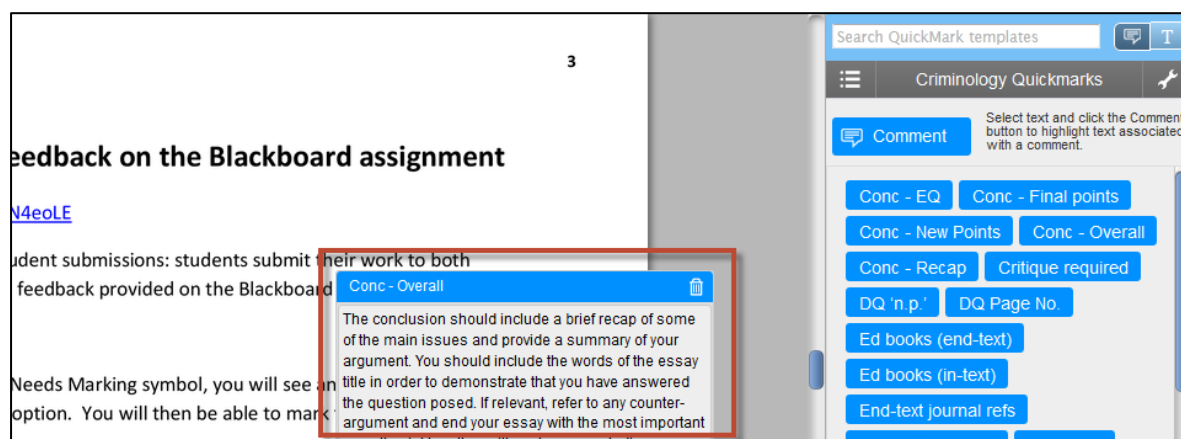
1. Follow the guide above to find and access the correct submission for your student.
2. Once you are viewing the **GradeMark** paper for the submission click the **QM icon**  at the bottom of the screen to access the **QuickMark Set**, which you will be using.
3. The QuickMarks are now available on the right of the screen. To check what each one means you only have to move your mouse over the title for the description to appear in the bottom pane.



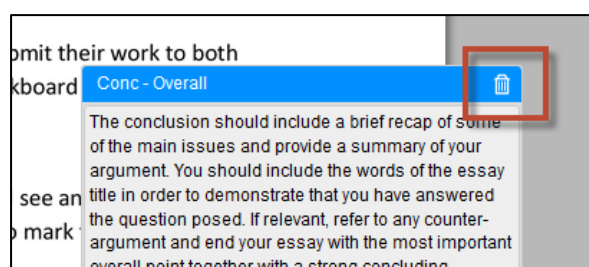
4. To use a **QuickMark** on the submitted work simply use your mouse to drag-and-drop it on the relevant section of text. Please be sure to place the QuickMark comment as close to or on top of the text in question.



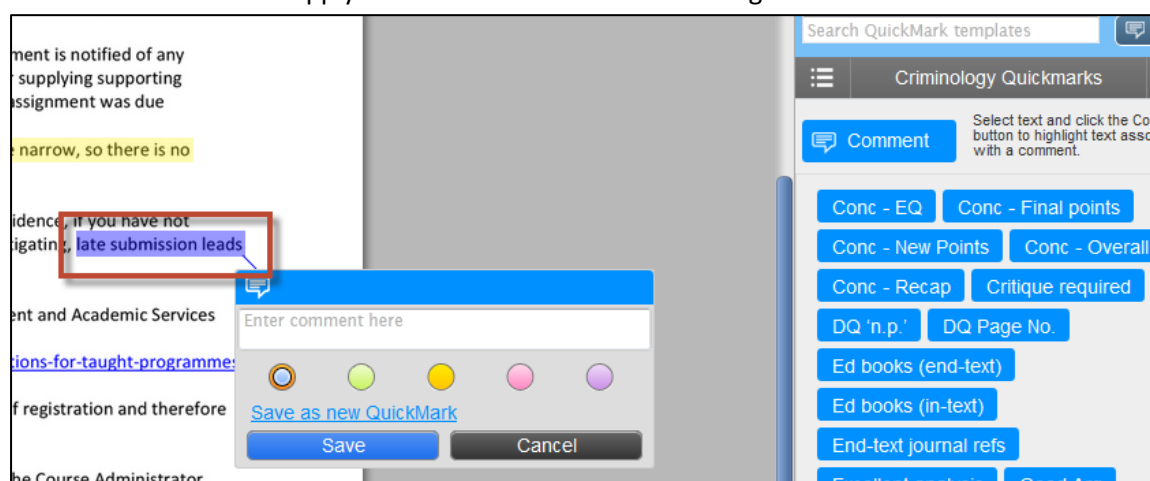
5. When you or the student places your mouse cursor over the text you will see the full explanation of the **QuickMark**.



6. You can place as many **QuickMarks** on the student work as is appropriate – please be sure to place it as close to the text it refers to as possible. You may add to the QuickMark Set if you feel there is another regularly used comment you will use, but this needs to be approved before use: please contact the **Online Marking team** in the first instance.
7. If you place one in the wrong place you may click and drag it to the correct place. If you use one in error and want to remove it from the student work place your mouse cursor over the QuickMark and click the dustbin icon to delete it.





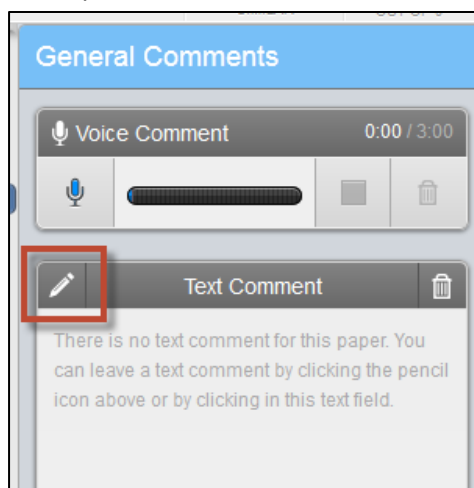
8. You can manually add a comment by highlighting the text you wish to refer to and clicking the **Comment** button above the **QuickMark** options. This will highlight the text and let you have a text box for your comment. You can also apply a colour to this comment to bring it to the students attention.



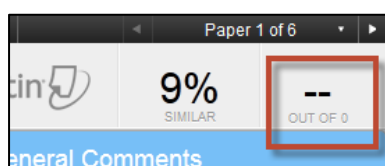
Leaving comments and entering the mark

Apart from the QuickMarks you are also able to leave additional and directed comments for that particular student. Headings that should be used are **Positive Aspects of the Assignment** and **Areas for Improvement**.

1. Follow the guide above to find and access the correct submission for your student.
2. Once you are viewing the **GradeMark** paper for the submission click the **Comment icon**  at the bottom of the screen to access the **General Comment** section.
3. Click into the box under the heading **Text Comments** or click the pencil icon  next to the heading: you have space for 5000 characters of text.




4. To enter the mark click in to the box at the top right of the screen and type the percentage mark.

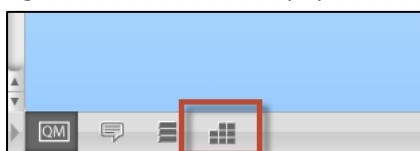


Using the rubric

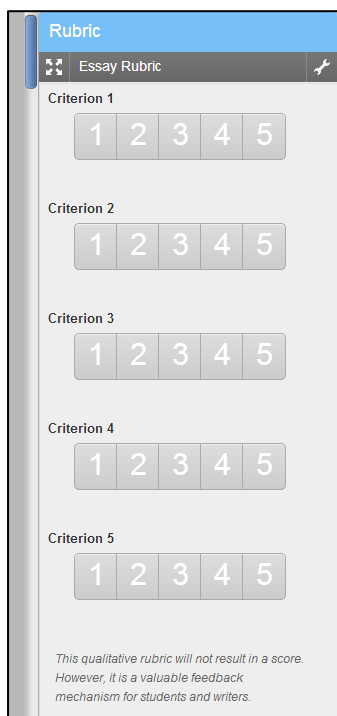
This section assumes you have followed the sections above and have found the student work and are already viewing the **Turnitin assignment** in **GradeMark**.

 Video demo: <http://youtu.be/mEAo9sJg5rY>

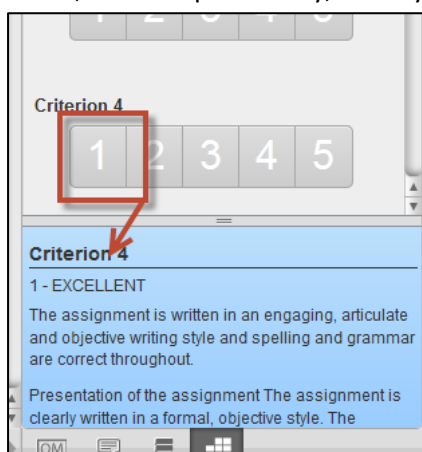
1. Click on the squares icon  that denotes the Rubric marking criteria for the student paper in the bottom right of the GradeMark paper.




2. Make your selection on the rubric scale according to the criterion for each proficiency by clicking the appropriate number that matched the proficiency.



3. If you are unsure of the meaning for each criterion you can see the definition in the text box beneath the rubric, for each proficiency, when you place the mouse cursor over the criterion number:



4. If you want to use the expanded viewing pane for the rubric then you can access this by clicking the expand icon  next to the rubric title.

5. In this view you can read the proficiency for each rubric criterion. To select you only need to click in the appropriate box. When you are finished click the **Close** button.

CRITERIA	SCALES		
	Excellent	Skilled	Proficient
Criterion 1 Approach to the assignment The assignment clearly introduces an approach to the assignment	The assignment introduces a compelling and credible approach to the assignment question that is clearly arguable. The assignment introduces a structure that is carefully organised to support this approach.	The assignment introduces a specific but limited approach to the assignment question. The assignment introduces an effective structure and organisation that aligns with this approach.	The assignment introduces an approach to the assignment question. The assignment introduces a structure and organisation that aligns with this approach.
Criterion 2 Development of the argument The assignment provides sufficient evidence to support the	The assignment provides convincing and relevant evidence drawn from an extensive range of diverse reading materials which supports the argument put forward and skilfully addresses counter-arguments. The conclusion effectively strengthens the approach taken and argument put forward.	The assignment provides sufficient and relevant evidence drawn from a comprehensive range of appropriate reading materials which supports the argument put forward and fairly addresses counter-arguments. The conclusion effectively reinforces the approach taken and the argument put	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.
Criterion 3 Construction of the assignment The assignment uses words, phrases and paragraphs to link the major	The assignment strategically uses words, phrases and paragraphs to link the major sections of the assignment. The assignment explains the relationships between the approach taken and its rationale as well as the evidence. The assignment strategically links the argument to the counter-	The assignment skilfully uses words, phrases and paragraphs to link the major sections of the assignment. The assignment identifies the relationship between the approach taken and its rationale as well as the evidence. The assignment effectively links the argument to the counter-arguments.	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.

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

Downloading marks from Turnitin

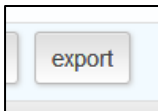
This section helps you download the marks from Turnitin so you can email them to the administrative team.

Video demo: <http://youtu.be/t2PDhoyPtj4>

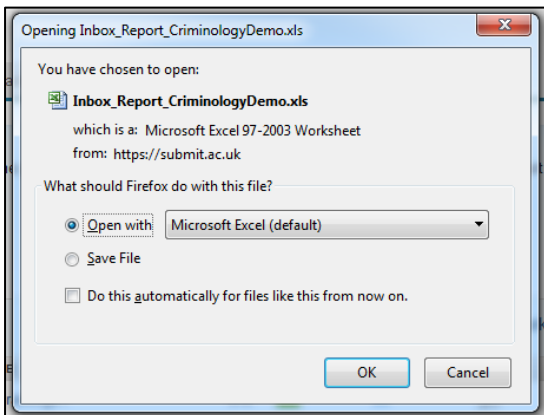
1. Open the **TurnitinUK Assignment** page from the Course Tools menu, and select your assignment.

	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE
<input type="checkbox"/>	Blackboard Training ...	Bbtraining01	8% ■	80		
<input type="checkbox"/>	Blackboard Training ...	Bbtraining10	100% ■	42	•	
<input type="checkbox"/>	Blackboard Training ...	Bbtraining11	100% ■	78	•	
<input type="checkbox"/>	Blackboard Training ...	Bbtraining12	100% ■	50	•	

- Click the **Export** button.



- Click **OK** to open the file, making sure that **Microsoft Excel** is selected.



- Save the file once it's open and you've checked the marks are correct.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Inbox Grade Report for: Criminology Demo												
2	Last Name	First Name	User ID	Turnitin Us Title	Paper ID	Date Uploz	Grade	Overlap	Internet Ov	Publication	Student Papers	Overlap	
3	Training 1	Blackboard	bbtraining0	4219923	Bbtraining	25575693	14-Aug-20	80	8	8	0	5	
4	Training 10	Blackboard	bbtraining1	1566323	Bbtraining	25584765	15-Aug-20	42	100	8	0	100	
5	Training 11	Blackboard	bbtraining1	1737629	Bbtraining	25584767	15-Aug-20	78	100	8	0	100	
6	Training 12	Blackboard	bbtraining1	1737623	Bbtraining	25584768	15-Aug-20	50	100	8	0	100	
7	Training 13	Blackboard	bbtraining1	4725285	Bbtraining	25575808	14-Aug-20	--	100	8	0	100	
8	Training 14	Blackboard	bbtraining1	4725285	Bbtraining	25575808	14-Aug-20	88	100	8	0	100	

Moderation and 2nd marking

Moderators and those engaged as 2nd markers may use the above guide in order to understand how to include, edit, or remove **QuickMark comments** and / or manually entered comments.

You are free to modify, remove, or add a new **QuickMark comment** if appropriate during the 2nd marking and moderation process, but please refer back to the Markers' Manual (available through the Online Marking Team) for guidance on contacting the 1st marker and discussing the changes.

As mentioned at the beginning of the guide, your work is saved after each and every update, so please do not worry about intermittent or dropped Internet access.