



Blackboard

Online assessment

Instructions for Markers

MA Applied Linguistics and TESOL

- View 'Originality Report' in Turnitin
- Find assignments to mark
- Enter marks and feedback
- Returning marks and feedback to the Administrative team



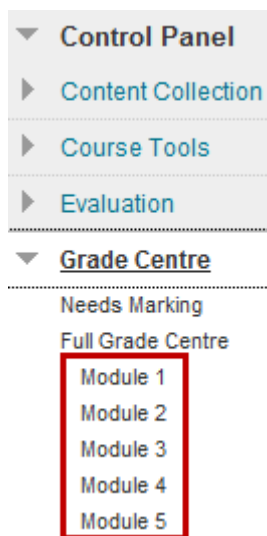
The assignment submission process has a two-stage process, which will be replicated in the marking and feedback process:


- Students submit to Turnitin for plagiarism detection and an 'originality report'.
- Students then submit the same essay-type file to Blackboard, including any supplemental images, audio or video files, for marking, and feedback.

Find assignments to mark

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

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 **Online MA Applied Linguistics and TESOL** course site in the **My Courses** list on the right of the Blackboard Home page. Click on the name to open the course site.
4. In the **Control Panel** on the bottom left of the screen, click **Grade Centre**
5. You will see some extra options, including a list of modules



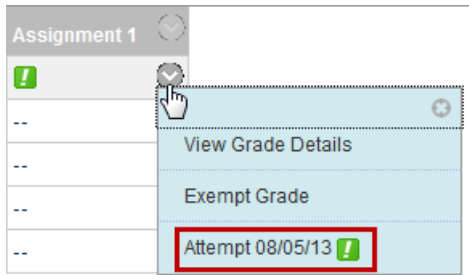
6. Click on the module that you will be marking. You will then see the **Grade Centre**; this includes a row for each student in the group and a column for each assignment. The students who have submitted an assignment will have an exclamation mark in a green box in their row; this is called the **Needs Marking** symbol  .

Stage 1. View the 'originality report'

 Video demo: <http://youtu.be/Q1l-OKWwSEs?t=2s>

7. Be sure to select the right assignment column for the Turnitin submission.

8. When you move your mouse over the Needs Marking symbol, you will see an arrow to the right. Click on the arrow and choose the **Attempt** option. You will then be able to mark the student's assignment as described below.





9. When you select a Turnitin assignment in the Grade Centre, you will see a screen like this:

1. Assignment Information

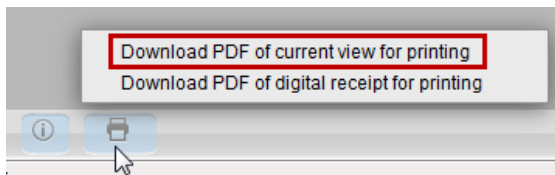
Name	Assignment 1
Instructions	
Clear Attempt	Click this button to clear this attempt. <input type="button" value="Clear Attempt"/>

2. User's Work

User's Comments	Assignment 1
User's Paper	
Originality Report	

- Click on the globe next to **Originality Report** to see the results of the plagiarism check

10. If you want to print/download the originality report click on the Print/Download button at the bottom left of the screen and choose **Download PDF of current view for printing**

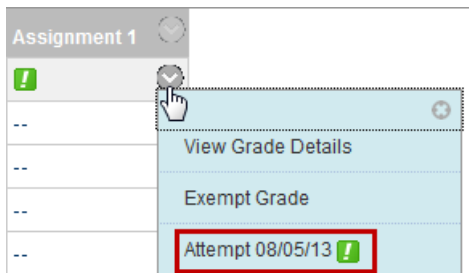


Stage 2. Mark and provide feedback on the Blackboard assignment

 Video demo: http://youtu.be/Uk_6TN4eoLE

Blackboard assignments are used for all student submissions: students submit their work to both Blackboard and Turnitin, with marking and feedback provided on the Blackboard submissions only.

7. When you move your mouse over the Needs Marking symbol, you will see an arrow to the right. Click on the arrow and choose the **Attempt** option. You will then be able to mark the student's assignment as described below.



8. When you select a Blackboard assignment in the Grade Centre, you will see a screen like this:

1. Submission History

Attempt #1 (You are reviewing this attempt)

2. Review Current Attempt

Submission

Attached Files



Comments

Click on the links next to **Attached Files** to see the student's submitted work.

Note: the main submission will be a Word or PDF duplicate of the submission to Turnitin. The duplication on the submission is required so that you can view, mark, and provide feedback in Blackboard.

9. Enter marks and feedback

✱ Grade out of 100 [View Rubric](#)

Feedback to User

Path: _____

Attach File

10. Enter the mark for the assignment in the **Grade** box

11. Click **Browse My Computer** to upload the feedback file for the assignment. You should use the new **Marking Template** for your feedback.

NOTE – please save the feedback with the following filename – “student ID number_module 1 to 5_assignment 1 or 2 or combined”

e.g. “0123456789_Module 1_Assignment 1”, OR
 “0123456789_Module 1_Assignment 2”, OR
 “0123456789_Module 1_Combined” etc.

12. If necessary enter comments for the moderator in the **Grading Notes** box. These will not be visible to students.

13. When you have finished, click **Submit**.

Stage 3. Return of marks and feedback to administrative team

For the purposes of ensuring the administrative team has a complete record of the mark awarded to the student and the feedback please follow the process below:

1. Having saved the feedback using the convention listed in red above please email Luke Gamble (lsg6@le.ac.uk) with the final assessment mark and the relevant student feedback.



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markers_v3.docx
Version 1 updated: 16/07/2013