

QuickGuide

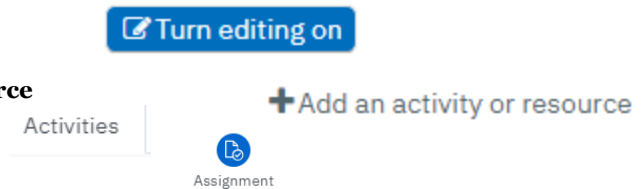
## Grading Module p.2 - Turnitin - QuickGuide - External


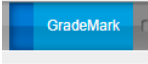
Summary:

- How to grade Turnitin Assignments
- How to set up a rubric in Turnitin
- How to grade with a rubric in Turnitin

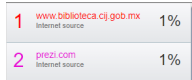

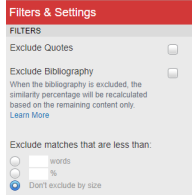
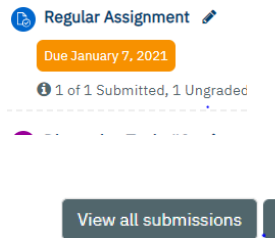
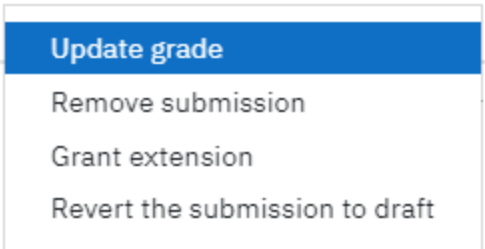
 Watch a demonstration (coming soon)

 Text only version (coming soon)

<input type="checkbox"/> What Turnitin assignment/activity does this work for	<p><b><u>Information:</u></b></p> <ul style="list-style-type: none"> <li>• These instructions are for both when a Turnitin rubric is used as part of an embedded LearningHub assignment and a Turnitin2 Activity</li> </ul>
<input type="checkbox"/> How do I create a Turnitin assignment - NO Rubric	<p><b><u>How to:</u></b></p> <div data-bbox="824 1180 1461 1367">  </div> <ul style="list-style-type: none"> <li>• Turn editing on</li> <li>• Click on Add an activity or resource</li> <li>• Select Activities tab</li> <li>• Select Assignment</li> <li>• Put in the Assignment name</li> <li>• If you want a description to show on the front page of the course, put in a description, then put a checkmark in the box next to the Display description on the course page.</li> <li>• If you need have extra document to help with the assignment like the requirements and the rubric, you can:           <ul style="list-style-type: none"> <li>○ Drag and drop the files into the dashed box area or you can click on file icon</li> <li>○ Click on Upload a file</li> <li>○ Click Browse</li> <li>○ Find your files</li> <li>○ Double click on the file</li> <li>○ Click on upload the file</li> </ul> </li> <li>• Select the Allow submission from; select the time as well</li> <li>• Put in the due date; select the time as well</li> <li>• A cut date would be used, if you were allowing the students to submit late assignments</li> <li>• Only keep the Remind me to grade by, if you want email reminders to do the grading</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Select the types of submissions the student will be doing</b> <ul style="list-style-type: none"> <li>◦ File submission</li> <li>◦ Mahara portfolio</li> <li>◦ Online text</li> </ul> </li> <li>• <b>Choose the number of files that they will be uploading</b></li> <li>• <b>Only choose Accepted files types if you want to limit the types of files that are to be submitted</b></li> <li>• <b>To enable Turnitin - see Turnitin set up below</b></li> <li>• <b>Chose the type of Feedback files - the type of files you will be submitting back to the students</b> <ul style="list-style-type: none"> <li>◦ Feedback comments</li> <li>◦ Annotate PDF</li> <li>◦ Feedback Files</li> </ul> </li> <li>• <b>Submission Settings</b> <ul style="list-style-type: none"> <li>◦ <b>Require students to click the submit button - there will be a second time to click submit. This will be needed if you want the students to be able to have a draft version</b></li> <li>◦ <b>Require that students accept the submission statement - makes the student click a statement that this is their own paper</b></li> <li>◦ Attempts reopened</li> </ul> </li> <li>• <b>Group settings - only if the students are to submit as group</b></li> <li>• <b>Notifications</b> <ul style="list-style-type: none"> <li>◦ <b>Notify graders about submissions - you would get emails every time someone submitted an assignment</b></li> <li>◦ <b>Notify graders about late submissions - you would get email every time a student submits late assignments.</b></li> <li>◦ <b>Default settings for “notify students” - sends the students an email when they submitted an assignment</b></li> </ul> </li> <li>• <b>Turnitin plagiarism plugin settings</b> <ul style="list-style-type: none"> <li>◦ <b>Enable Turnitin - change to Yes</b></li> <li>◦ <b>Go through the Turnitin setup</b></li> <li>◦ <b>Do not set up the Rubric (instructions for using the rubric below)</b></li> </ul> </li> <li>• <b>Grade</b> <ul style="list-style-type: none"> <li>◦ <b>Chose if the assignment will be worth any points</b></li> <li>◦ <b>Choose the number of points for the assignment</b></li> <li>◦ <b>Grading method - change this to rubric if you want an embedded rubric</b></li> <li>◦ <b>Grade category - puts the grade item into the correct category in the gradebook. Will only have options if the gradebook is set up in advance.</b></li> </ul> </li> <li>• <b>Restrict access - set-up actions that will only allow certain students to access the assignment/dropbox</b></li> <li>• <b>Activity completion - allows students to mark off if the assignment has been done or it can happen automatically.</b></li> <li>• <b>Click Save and display if you are using an embedded rubric for grading</b></li> <li>• <b>Click Save and return to course if you do not need to create a rubric</b></li> </ul>
<input type="checkbox"/> How do I grade in Turnitin	<p><b>How to:</b></p> <ol style="list-style-type: none"> <li>1. Click on the Blue pencil icon </li> <li>2. This will open in Grademark in Turnitin </li> <li>3. There are QuickMarks (QM) on the right side that you can drag and drop into the paper</li> </ol>

	<div data-bbox="418 205 698 348" data-label="Image"> </div> <ul style="list-style-type: none"> <li>If you put your cursor on one of the blue boxes, it will show you a full description of the comments</li> </ul> <div data-bbox="1031 430 1299 535" data-label="Image"> </div> <ol style="list-style-type: none"> <li>To put in your own comment - Click Comment</li> <li>Enter your own comment</li> </ol> <div data-bbox="418 588 1047 898" data-label="Image"> </div> <ol style="list-style-type: none"> <li>Save as new QuickMark if there will be a comment you may be using alot. This new comment will be added to the Commonly Used comments</li> <li>When completed, put the grade in the upper right side above the Out of score</li> </ol> <div data-bbox="418 1018 527 1123" data-label="Image"> </div> <ol style="list-style-type: none"> <li>The grade will transfer into the gradebook</li> <li>Repeat until all the students are graded</li> <li>Click the X on the tab to leave Turnitin</li> </ol> <div data-bbox="1039 1134 1128 1249" data-label="Image"> </div>
<input type="checkbox"/> How do I grade with a rubric in Turnitin	<p><b>How to:</b></p> <ol style="list-style-type: none"> <li>Click on the assignment</li> <li>Click View all submissions</li> <li>Click on the blue pencil, next to the percentage</li> <li>Click on the 8 squares icon on the lower right</li> <li>Click on the rubric boxes</li> </ol> <div data-bbox="1071 1396 1161 1438" data-label="Image"> </div> <div data-bbox="1185 1438 1274 1522" data-label="Image"> </div> <div data-bbox="422 1512 893 1627" data-label="Image"> </div> <p>Note: your rubric will have numbers in the boxes</p> <ol style="list-style-type: none"> <li>The box below will have the criteria for each item</li> <li>You may need to scroll down to grade all of the criteria</li> <li>Click Apply rubric percentage to grade</li> </ol>
<input type="checkbox"/> How do I	<p><b>Information:</b></p>

<p>read an originality report</p>	<p>Once the report has run you will see a percentage listed . This shows you how much of the paper that is submitted is similar to other sources. There is no university wide percentage what is acceptable. This is a departmental decision.</p> <p><b>How to:</b> How to see details on the similarity</p> <ol style="list-style-type: none"> <li>1. Click on the percentage amount - the paper will open in the Originality report</li> <li>2. Under Match Overview you will see the source and the percentage that is similar</li> </ol>  <ol style="list-style-type: none"> <li>3. To see more details, click the arrow near percentage; this will show when you put the cursor on that source information</li> </ol>  <p>How to rerun a report:</p> <ol style="list-style-type: none"> <li>1. If you would like to narrow down the report, i.e. take out the items that have been cited corrected</li> <li>2. Go to the Originality report</li> <li>3. Click on the funnel icon</li> <li>4. Chose the items to Exclude</li> </ol>  <ol style="list-style-type: none"> <li>5. Run a New Report</li> </ol>
<p>❑What do I do if a I need a student to redo the assignment or give an extension</p>	<p><b>Information/How to:</b></p> <ul style="list-style-type: none"> <li>• Click on the assignment to be graded in LearningHub</li> <li>• Click View all submissions</li> <li>• Click Edit, just to the right of Grade</li> <li>• You can do the following: <ul style="list-style-type: none"> <li>○ Remove submission - deletes it and allows them to reattempt</li> <li>○ Revert the submission to a draft - allows them to override the current paper. This give you more tracking on what was done</li> <li>○ Grant extension - allows you to give a specific student a different due date without changing the date for all students</li> </ul> </li> </ul>  

#### Additional Resources

- [Turnitin.com documentation](#)