

Creating and using a Turnitin grading form

Turnitin's GradeMark system contains several tools and types of marking that tutors can use when providing feedback. These include:

- general comments
- inline comments
- bubble comments
- text highlighting
- QuickMark comments
- voice comment
- rubric scorecards (marking grids)
- grading forms

This skill sheet will help you to grade your students' work using the grading form. Please see appropriate guides for help with providing feedback using the comments features and rubrics (marking grids).

A grading form is a simplified version of the rubric feature. A grading form allows you to set criteria, for example, 'Critical Analysis', but instead of pre-set comments for the criteria, you enter a free-text comment against each criterion, for each paper. You may enter a score for each criterion but it is not required.

Opening the assignment in Grademark

1. Open the assignment link in Moodle and select the **Submission Inbox** tab at the top of the assignment's Summary page.

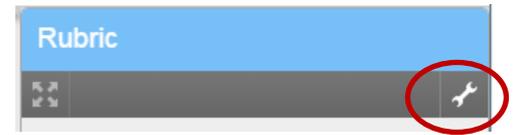
2. Click on a student's assignment title to open it in Turnitin.

Student Submission	Paper ID	Submitted	Similarity	Grade				
Cordukes, Edward - (1 Submission)								
Part 1: My example essay	39308843	9/01/15, 14:10	Pending	~/100		(0)		

In the new window, ensure the Grademark option in the top-left corner is selected (highlighted blue)

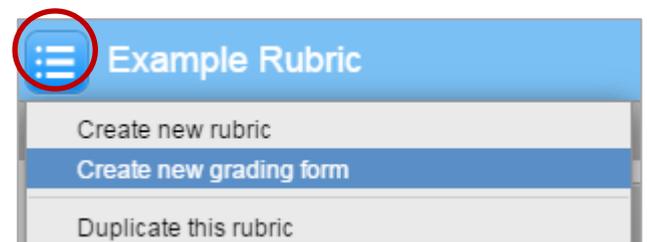
Opening the Rubric Manager

1. In the **Grademark interface**, in the bottom of the right-hand sidebar, select the **rubric icon (building blocks)**.
2. Select the spanner, **Rubric Manager** icon to the top right of the side-pane.



Creating a grading form

1. In the Rubric Manager window, click on the **rubric list menu icon** and select **Create new grading form** from the drop-down menu.



2. **Enter a name** for the grading form. Edit the criteria titles and descriptions by clicking into the appropriate boxes.



3. Add any **additional criteria** by clicking the **'+' icon** at the top of the form. **Delete unwanted criteria** by clicking the trash can icon to the right of the criteria's description.



4. Select whether you would like to **enable scoring** of the criteria at the bottom right of the window.



5. When the criteria titles and descriptions are complete, click **Save** in the bottom right corner.

Using a grading form to grade/provide feedback

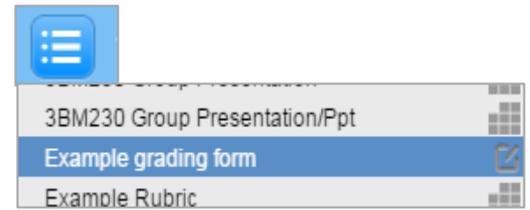
Before you can grade using a rubric, you will need to attach the required rubric to the assignment.

Attaching the grading form

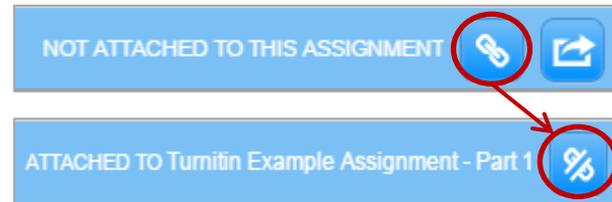
1. Open a student's assignment in **Grademark** and open the **Rubric Manager** window (see above for a reminder).



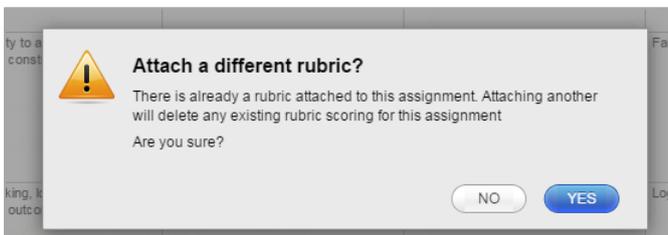
- In the Rubric Manager window, click on the **rubric list icon**.
- Select the **grading form** you wish to use for this assignment.



- Click on the **Attach icon** (looks like a chain) in the top-right corner and click **Close** in the bottom right corner.



- A warning notice will pop-up if a different rubric or grading form is already attached to the assignment. If you are sure you want to use the new grading form, click **Yes** to detach the existing rubric/grading form.



You should only do this if you have not already graded any of the current assignments with the previously attached rubric. Detaching a rubric from a marked assignment will delete any existing rubric scores or feedback.

Providing feedback using the grading form

- Open the student's paper in the GradeMark view, and click on the rubric icon in the bottom right of the side-pane. The attached grading form should be visible in the side-pane. If not, see the above section on **attaching the grading form** to the assignment.
- Click on the **text box** for the criteria and enter your feedback. Hover your cursor over the **'i' icon** for a description of the criterion.
- If scoring has been enabled for the grading form, enter the awarded grade for each criterion in the grading form.
- Click on the **Apply score to grade** button at the bottom of the rubric side-pane to apply this grade to the assignment's overall grade field.

Once applied, the grade from the grading form will appear in the **Grade** field at the top right corner of the window.

