



Using GradeMark for Electronic Marking & Feedback

The Learning Hub interface shows a navigation menu with options like My Hub, Student Info, Staff Info, Tools, Library, Placement, Careers, and Course Notices. The user is logged in as Carl Kennard. The main content area displays 'GradeMark Access' with a submission table and a list of students.

Student Submission	Paper ID	Submitted	Similarity	Grade
Thomas, Seth - (1 Submission)				
Part 1: GradeMark Access	25808546	5/09/13, 17:00	47%	-/100
Hogan, Heather - (0 Submissions)				
Littleford, Lisa - (0 Submissions)				
Vinall, Samantha - (0 Submissions)				
Rhodes, Karen - (0 Submissions)				
Greatbatch, Sandra - (0 Submissions)				
Powell, Lisa - (0 Submissions)				
Colley, Georgina - (0 Submissions)				
Jones, Kimberley - (0 Submissions)				
Chaney, Jill - (0 Submissions)				

The Turnitin Match Overview shows the following results:

Match	Source	Similarity
1	www.open.ac.uk Internet source	45%
2	repository.aif.ac.uk Internet source	1%
3	www.mathstore.ac.uk Internet source	1%
4	kn.open.ac.uk Internet source	<1%

The GradeMark interface shows the document 'Electronic tutor-marked assignments in the mathematics and related curriculum' with a similarity score of 47%. The Turnitin interface shows the same document with a similarity score of 47% and a list of matches.

What is GradeMark

GradeMark provides the main tool at Harper Adams for electronic marking. GradeMark enables the online marking of assessments using both typed and audio feedback. Comment banks can be created and tutors simply drag-and-drop feedback from their own comment bank onto the student's work. In addition free-text annotation can be added. Comment banks can be shared between tutors where this is considered helpful. The optional inbuilt rubric automatically calculates students' scores based on the marker's choice of criteria, and the rubric itself acts as another form of feedback. Work is marked in GradeMark and students' grades and feedback published in the hub.

Praise from a recent student survey included:

"I like the way it looks when you print it out. It is very easy to follow"

"The feedback done through Moodle so was easy to access"

"The comments were clearer"

"I like the way it looks when you print it out. It is very easy to follow"

"It was very detailed and placed next to the relevant area [on the assignment]"

"I think it's better to have your result shown privately as opposed to having to be in a class with students. I hope more assignments are marked online"

About this guide

This document contains the University's guidelines for lecturers wishing to make use of GradeMark and provides some basic guidance on how to use the software's various features. If your question has not been answered here please email ckennard@harper-adams.ac.uk or phone extension 5414 for further advice. It begins with an outline of the procedures associated with GradeMark at Harper Adams, and a collection of frequently asked questions. The guide then highlights some practical features of the GradeMark interface which may be useful when getting started.

Please note

The Technology Enhanced Learning team provides support for the use of GradeMark using a PC. It is also possible to download an iPad app that will allow you to use Turnitin offline and the Technology Enhanced Learning team can assist you with using this but unfortunately cannot provide the hardware required. There are other brands of software that allow assignments to be marked electronically but the Technology Enhanced Learning team does not support these, although they may be able to advise you on other types of software upon request.

Essential information about using GradeMark

Staff wishing to use Turnitin for online marking must inform the assignment office prior to giving students the assignment brief. This is to make sure everything is correctly set up for you behind the scenes.

Staff must specify the following points to the assignment office by email.

- * The module name and code.
 - * The title of the assignment.
 - * If students must also hand-in a paper copy.
 - * The date/time at which the drop-in box is to be opened. This is usually two weeks prior to the hand-in date.
 - * The assignment deadline date/time.
 - * The Post date/time for feedback to be released.
 - * For how long the drop-in box is to remain visible after the post date.
 - * If audio feedback is to be used.
 - * If a paper-based version will need to be provided for second marking or if this will also be done online.
-
- If you are intending to use existing GradeMark rubrics and QuickMark sets or create new ones lecturers should contact the Technology Enhanced Learning team for assistance in setting these features up, if needed, at least **two weeks prior to the assignment deadline**.
 - Be aware that GradeMark rubrics cannot be altered once they have been used to assign a score to student work for a particular drop-in box. If a rubric is found to be incorrect it must be removed from every assignment in a specific drop-in box and any marks assigned using it will be lost.
 - Check that a drop-in box is open to students before announcing that their marks have been released. If the drop-in box is not open or the post date has not been set correctly lecturers should report this to the assignment office at the earliest opportunity. It is also recommended that lecturers specify a Monday-Thursday release date as technical and administrative support will be unavailable during weekends.
 - We also suggest markers export their most up-to-date QuickMark sets as a personal back up.

Frequently Asked Questions

Part 1: About GradeMark

What is GradeMark?

GradeMark is a feature of Turnitin that provides the facility for electronic marking. It is a system that is used globally for this purpose at many higher education institutions. In some institutions use of this system is mandatory—so you can be assured that this is a tried and tested technology. Colleagues at Harper Adams have been using the system since 2011.

Why should I use GradeMark?

GradeMark can help tutors to:

- Improve the quality of student feedback that can be offered. Comment banks allow much more advice to be given to students about their work and critically on what they might do to improve in future. For example some staff use the comments feature to signpost hyperlinks to sources of guidance.
- Ensure feedback is legible.
- Reduce marking time for some types of assignment.
- Prompt a move to electronic submission only, and so reduce printing costs for students and unwieldy piles of papers for tutors.
- Allows several tutors to share their feedback comments with each other so that marking within a module remains consistent.
- Calculate the grade a student receives according to the tutors judgments.
- Improve accessibility to feedback by it available to the student at any time online; in turn this allows students to consider their feedback in private.

The biggest gain reported by staff is that the quality of feedback that they can offer students can be increased without a significant increase in the time taken to mark and feedback.

Part 2: Procedures

What about paper submissions, do I need them?

You can continue to ask students to provide a paper copy or you can ask for an electronic submission only. Do be aware that students tell us that they do not want to hand in a paper copy if it will not be looked at.

What submission instructions do I need if I opt for electronic submission only?

The assignment brief submission instructions must remind students to be very careful that they upload the right file, as this can't be changed after submission, and they must remind students that they will need to retain a backup of their work, which needs to be available in the event of file corruption during upload. Students should be advised verbally, and through the submission instructions, to check that they have a receipt for their uploaded work.

Do I need to change my module descriptor?

There is no need to make changes to the module descriptor if you move to electronic submission only or if you are feeding back and marking online.

You only need to change the module descriptor if you are changing the assessment strategy e.g. the balance of coursework and examinations, the number of marks to be recorded on SITS or the type of assignment.

Part 3: Reliability

Do I need to change my comments every year?

New sets of comments can be created every year or existing sets can be reused.

Will my comments be safe?

Your comments are personal to you and cannot be edited by others unless you have shared them with colleagues. We recommend regularly exporting your question sets to back them up.

Who creates the drop-in box?

The Assignment Office set-up undergraduate drop in boxes prior to the assignment brief being given to students. Postgraduate assignments are managed by the Postgraduate Office.

Can assignments be anonymous so that we achieve blind marking, in line with our regulations?

Yes, this is possible. You must inform the Assignment Office that you wish your drop box to be anonymous **before** they set-up the drop-in box as this cannot be done retrospectively.

How will the external examiner get access to my work?

The external examiner can be given paper copies of student work with your feedback printed from Turnitin or they can be provided with an account to access the GradeMark feedback online. The Technology-Enhanced Learning team can provide support for your external examiner. External examiners have been generally very supportive of the use of GradeMark.

Part 4: What if ...

What happens if a student uploads into the wrong drop-in box?

If a student uploads into the drop-in box it must be removed by either the Assignment Office or the Postgraduate Administrator before the student re-uploads into the correct drop-in box. If this does not occur the second time the student uploads then the plagiarism checking software will compare it with the erroneously submitted document and produce a 100% originality score. If the student does not report the problem this can cause delays while it is investigated where and when the student claims to have uploaded previously.

What if a student says that they have submitted, but their work is not there?

Students are automatically sent an email receipt when they successfully upload their assignment into a Turnitin drop-in box. This contains information such as the name of the assignment and the time of submission. Students should be advised to check that they have received the upload receipt and they should retain this in case of any unforeseen difficulties.

What if I delete a drop-in box?

If a drop-in box is deleted any assignments that have been uploaded will no longer be accessible through the Hub ... but don't panic ... providing a marker had been added as a Turnitin Tutor for the

drop-in box prior to it being deleted via the settings on the Summary page they will still be able to access the assignments and any feedback added using GradeMark through the Turnitin. If an assignment is deleted from within the Turnitin website it will be permanently lost.

What if I have technical issues?

If you experience technical problems you should contact either Carl Kennard (Ext. 5414) or Henry Keil (Ext. 5358).

Part 5: Practical questions

Do I have to use a Harper Adams computer?

No, Turnitin is a service available from anywhere providing you have a Harper Adams University network ID, password and an Internet connection.

Can I mark offline?

It is possible to mark offline but this must be done using the Turnitin iPad app. At present this feature is unavailable to PC users but the app can be downloaded for free.

Am I restricted to text comments?

No, GradeMark can record audio comment up to 3 minutes in length.

Is GradeMark appropriate for largely non-text-based assignments?

Pictures are visible in GradeMark and drag-and-drop comments can be added to them in the same way as text if they are embedded in a Microsoft Word or PDF document. However, to prevent students from uploading a blank document Turnitin will not accept submissions containing less than 200 words so an assignment cannot be completely non-text based.

What is a rubric and how do I make one?

GradeMark has a rubric feature similar to a standard paper rubric. Rubrics show a student and a marker how marks are allocated for different criteria. By selecting where the student has performed against the detail on the rubric, the student's mark can be automatically calculated. This can be valuable when you have several criteria with different weightings. There is a how-to guide on creating rubrics on the GradeMark website (http://turnitin.com/en_us/training/instructor-training/using-rubrics-for-grading-and-evaluating) but additionally you may wish to discuss with Technology-Enhanced Learning colleagues who can provide desk-side support around rubric creation. You don't have to use a rubric in GradeMark, you can opt to use comments and free text only.

Why won't GradeMark let me edit my existing rubric?

This problem occurs when a rubric has already been used to mark a previous assignment. Altering the rubric could change the previous year's scores so Turnitin prevents you from editing pre-existing rubrics that are already attached to an assignment. If you wish to re-use the rubric you will need to export it and then re-import it with a different name. When you have made your changes you can then link it to the new assignment.

The submission inbox is slow to load – how can I speed it up?

By default Turnitin is set-up to show all users in the submission inbox. The system can be sped up by clicking on the 'Options' tab and choosing 'List only students who have made submissions' from the Submission List menu. This will reduce the amount of time Turnitin has to spend processing student records.

You can also turn off the Auto Refresh setting by clicking on Options tab and stopping it via the Auto Refresh Grades / Scores menu. This will stop the system from trying to synchronise the Hub and Turnitin in order to detect any changes and reduce the amount of time required. However, if you want to see the most up-to-date version of the scores you will need to select Refresh Submissions tab in the Submissions Inbox.

If you want to optimise your set up for speed and are unsure how to do this please make contact with the Technology-Enhanced Learning Team who will be pleased to offer desk-side support.

Can I see the originality report and GradeMark at the same time?

Yes, if you have the blue GradeMark button active you can select the small check box on the right side of the red Originality button and this will display the potential sources of plagiarism and the GradeMark features simultaneously.

How do I save my feedback?

GradeMark feedback and scores added via the document viewer are automatically saved by the Turnitin software. If you do not see any scores in the Submission Inbox click on the Refresh Submissions tab to synchronise the Hub and Turnitin records.

Does GradeMark have a spellchecker for my comments?

At present GradeMark does not have its own feature for checking the spelling of your comments but if you use Google Chrome or Safari as your web browser these include an inbuilt spellchecker that underlines any errors in red as usual.

Can GradeMark cause eyestrain?

As with reading any onscreen text reviewing GradeMark assignments for long periods of time can result in eyestrain. For this reason markers should follow the usual health and safety guidelines and take regular breaks.

Part 6: What happens when I have finished marking and feeding back?

How do my students know where to get their marks?

Students are briefed on how to use the Turnitin drop-in box to get their feedback during first year induction sessions and additional training can be provided by the Technology Enhanced Learning team upon request.

There is an online video walk through for students to help them access their feedback and many tutors provide additional in-class advice. The help video can be found on The Learning Hub. As a tutor you can set the post date for feedback to be returned.

What is the Post date?

The Post Date is the date and time from which students will be able to view the feedback you have

added to an assignment using GradeMark. Up until this point your marking of each student's work will not be visible. This will make the marks available automatically on the set date so if you encounter any delays during marking you will need to adjust the Post Date as appropriate to prevent your feedback being released before it has been completed.

Who can see the grades and feedback?

Students are only allowed to see their own marks and feedback. If there are any other tutors or second markers on the same module they will be able to see your marks and feedback too. In addition support staff in the Assignment Office and Technology Enhanced Learning department will have access for essential tasks.

Can students see their previous year's feedback & grades?

Students need to be enrolled on a module to be able to see their previous year's feedback on the Hub which will be unlikely in most cases. On request the Technology Enhanced-Learning team can provide access but students should be encouraged to routinely download their own copies of their annotated work and feedback.

Part 7: Health & safety

Can GradeMark cause eyestrain?

As with reading any onscreen text reviewing GradeMark assignments for long periods of time can result in eyestrain. For this reason markers should follow the usual health and safety guidelines and take regular breaks.

How do DSE regulations, particularly when working from home, apply?

Prolonged work-related use of display screen equipment (DSE) including their use in online marking will require adherence to the DSE 1992 Regulations, both in regards to assessment of the workstation and any portable devices used to undertake such activities.

Users are asked to seek guidance on appropriate use of such screens and input devices from the DSE Assessor by contacting the Service Desk in the first instance who will advise you on the associated risks and how to mitigate against them.

When undertaking similar work at home the same workstation assessment rules will apply as in the office and it is the individual user's responsibility to adhere to those.

What is the university's position on using tablets for marking?

At this time the university does not advocate tablet versions of GradeMark and will not purchase hardware to specifically aid marking on tablet computers; this is because of concerns about staff well-being when marking on a tablet e.g. posture, back ache. Staff wishing to use loaned or personal devices to mark can do so if they choose. Advice on set-up can be sought from the Technology Enhanced Learning team.

Want to know more?

The Technology Enhanced Learning team can provide training on a one-to-one or group basis upon request. You may also contact one of the existing GradeMark users for support and ideas—if you are unsure who to ask contact Lydia Arnold, Educational Developer in the first instance.

The Assignment Drop-in Box

When you select a Turnitin drop-in box link the Summary page will open. This shows all of the dates and times that are applicable to that assignment:

1. **The Start date:** When the drop-in box becomes active and students can start uploading assignments
2. **The Due date:** The deadline for an assignment - after this point the drop-in box will still be visible but students will be unable to upload further
3. **The Post date:** This displays when a lecturer's feedback and marks will be available for each student to view

The Learning Hub interface shows the Turnitin Assignment Summary page for 'Drop-in box 1'. The page includes navigation tabs (Summary, Submit Paper, Submission Inbox, Options) and a table with the following data:

Assignment Part	Start Date	Due Date	Post Date	Max Marks	Export
Part 1	7/10/13, 16:01	14/12/13, 16:01	14/01/14, 16:01	100	PDF, XLS, Print

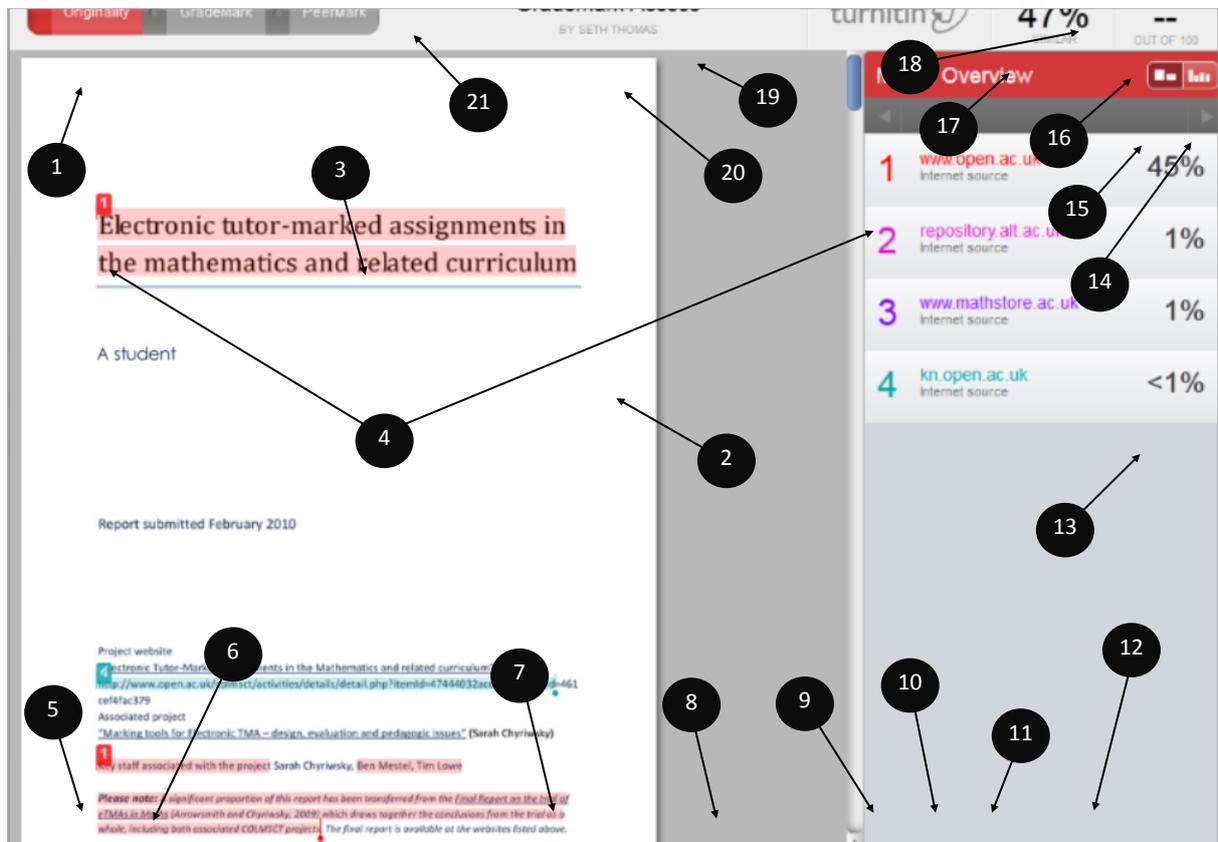
Assignment Part	Start Date	Due Date	Post Date	Max Marks	Export
Part 1	7/10/13, 16:01	14/12/13, 16:01	14/01/14, 16:01	100	PDF, XLS, Print

In addition to ensuring the post date is set correctly, on the module page the  icon next to the drop-in box link

Drop-in box 1        

must be open in order for students to view their feedback. If the eye is closed the drop-in box will be invisible to students regardless of the dates set via the **Summary** page. With **editing turned on** simply click on the eye to open or close it as required.

The Turnitin Originality Report interface

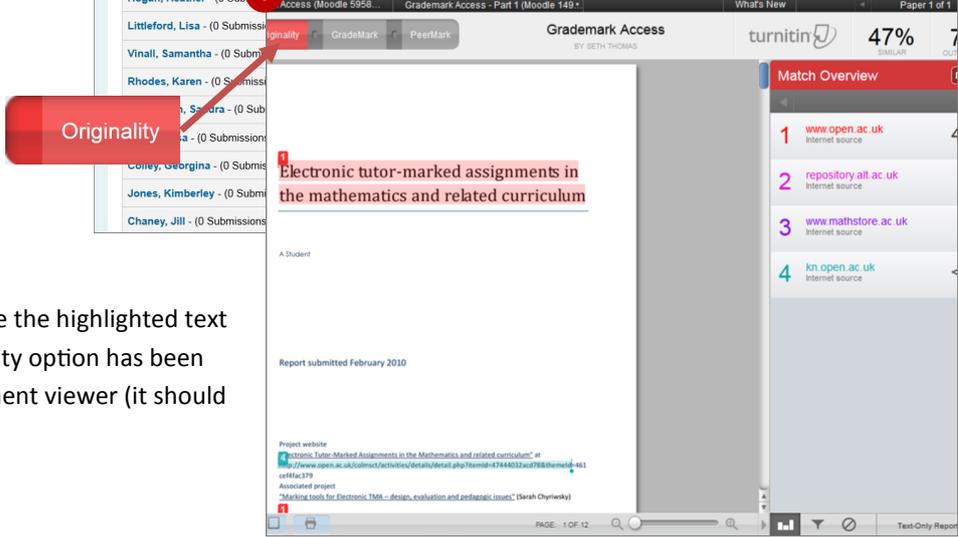
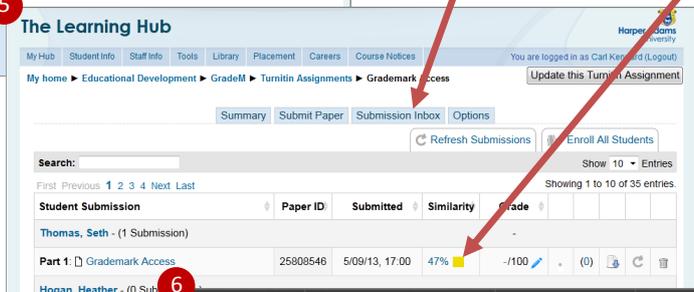
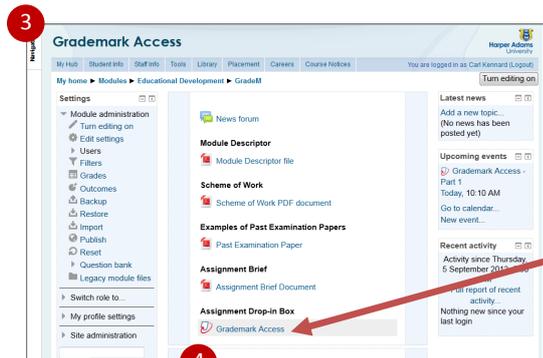
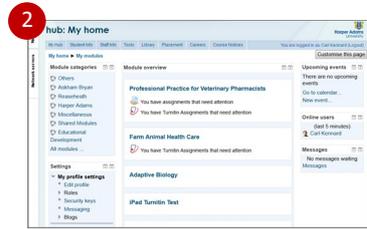
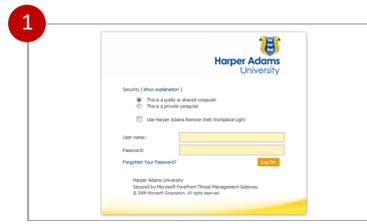


1. Originality report on/off button
2. The contents of the student's assignment
3. Potentially plagiarised text is highlighted
4. The potential source of plagiarism and its position in the text
5. iPad access code
6. Print to PDF
7. Page number
8. Magnification slider
9. View sources option
10. View/edit originality filters option
11. View excluded sources
12. Select this option to see the old text-only interface
13. The amount of plagiarism associated with each source
14. View each individual source of potential plagiarism
15. View an overview of the sources of plagiarism
16. Assignment grade
17. Potential plagiarism score
18. Toggle between papers for that assignment
19. The title of the student's assignment
20. The student's name (if not anonymous)
21. The name of the assignment drop-in box

Viewing Turnitin Reports

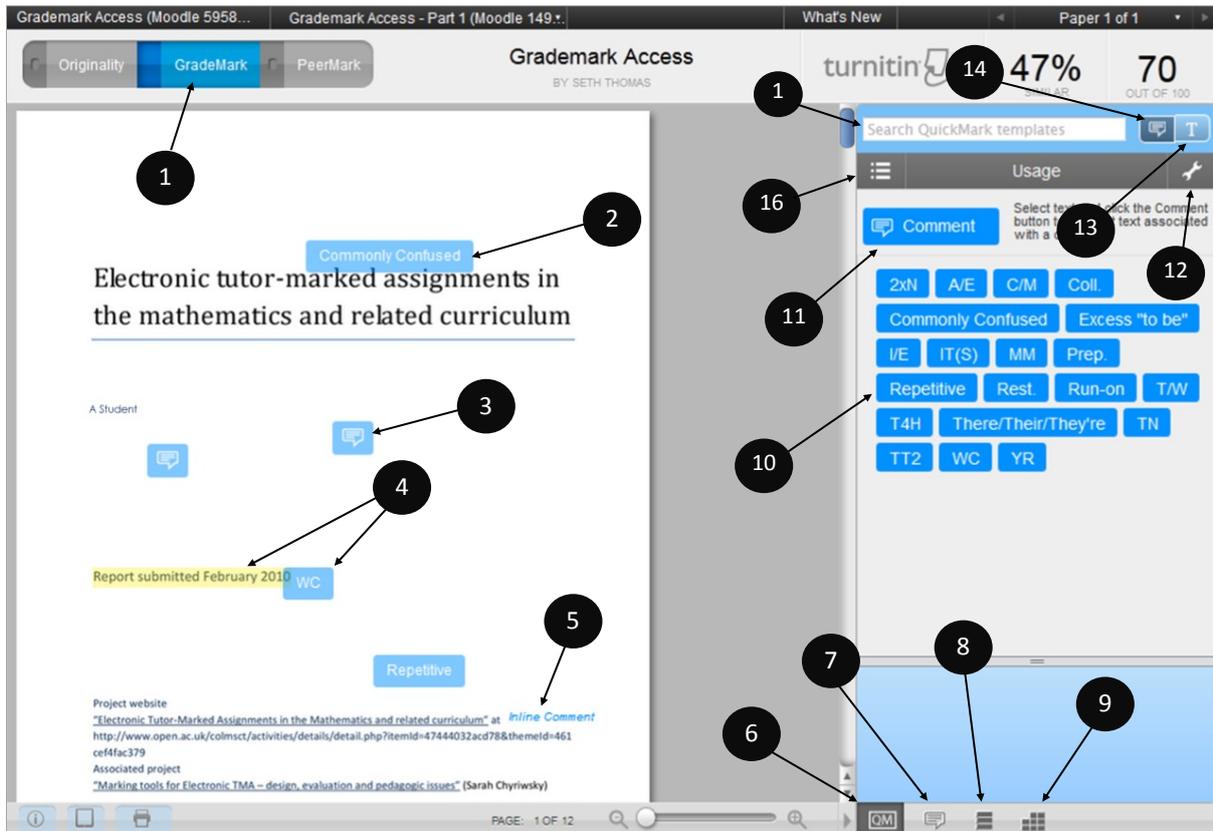
To view Turnitin originality reports:

1. Log into the Hub
2. Go to your module
3. Find the required drop-in box
4. Select the **Submission Inbox** tab
5. The originality report percentage appears under **Similarity**
6. Select the number or coloured box to open the document viewer with any potential plagiarism highlighted in the text



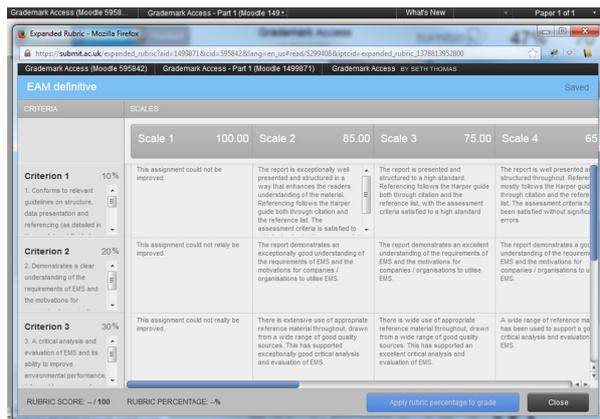
If you are unable to see the highlighted text check that the originality option has been activated in the document viewer (it should be red).

The GradeMark interface

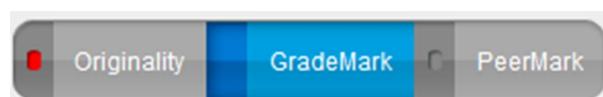


1. GradeMark on/off button
2. Drag-and-drop QuickMark
3. Free text comment
4. Comment associated with highlighted text
5. Inline comments
6. Activates QuickMarks options
7. Opens overall text comment and audio recorder
8. View a listing of all the QuickMarks used for that assignment
9. Opens the GradeMark rubric
10. QuickMarks available for the selected set
11. Creates a free text comment
12. Opens the QuickMark Manager where sets can be selected, created or edited
13. Activates the inline comments editor

14. Activates the bubble comments editor
15. Search for QuickMarks from the current set
16. Select from your QuickMark sets



GradeMark rubric



You can highlight potential plagiarism when using GradeMark by selecting the check box on the left-hand side of the buttons

Accessing GradeMark

1. Go the Submission Inbox as explained above
2. Select the  icon next to the grade for a particular assignment
3. The document viewer will open showing any comments that have been added, the rubric attached or the mark out of 100

If you are unable to see the comments etc. check that the GradeMark option has been activated in the document viewer (it should be blue).

1

2

3

GradeMark

-/100

GradeMark Access

Student Submission	Paper ID	Submitted	Similarity	Grade
Thomas, Seth - (1 Submission)				
Part 1: Grademark Access	25808546	5/09/13, 17:00	47%	-/100
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Rhodes, Karen - (0 Submissions)				
Greatbatch, Sandra - (0 Submissions)				
Powell, Lisa - (0 Submissions)				
Colley, Georgina - (0 Submissions)				
Jones, Kimberley - (0 Submissions)				
Chaney, Jill - (0 Submissions)				

Electronic tutor-marked assignments in the mathematics and related curriculum

A Student

Report submitted February 2010

Project website
"Electronic Tutor-Marked Assignments in the Mathematics and Related Curriculum" at
<http://www.open.ac.uk/collect/activities/details/detail.php?itemid=47444632aed788&themid=461>
ca4fac379

Associated project
"Marking tools for Electronic TMA - design, evaluation and pedagogic issues" (Sarah Chyrlusky)

Key staff associated with the project Sarah Chyrlusky, Ben Mestel, Tim Lowe

Please note: A significant proportion of this report has been transferred from the final report on the trial of eTMA in Maths (Anonworth and Chyrlusky, 2009) which draws together the conclusions from the trial as a whole, including both associated COLMSCT projects. The final report is available at the websites listed above.

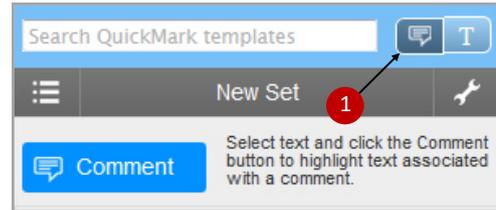
PAGE: 1 OF 12

Creating Individual Bubble Comments

Bubble Comments are typed onto a student's assignment. A Bubble Comment does not appear in full; instead, it is denoted by an icon that expands to display the text when a user clicks on it.

To create a Bubble Comment:

1. Ensure the Bubble Comment option is selected
2. Click on the assignment text where you want the comment to appear - An input box will appear
3. Type in your text then select Save
4. A  icon will now appear on the assignment

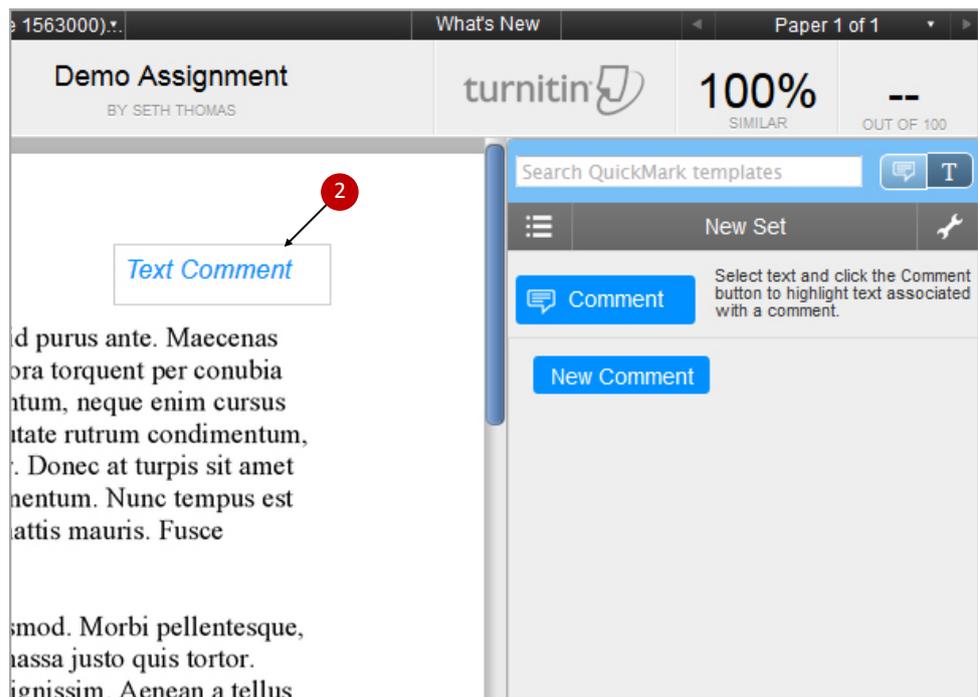
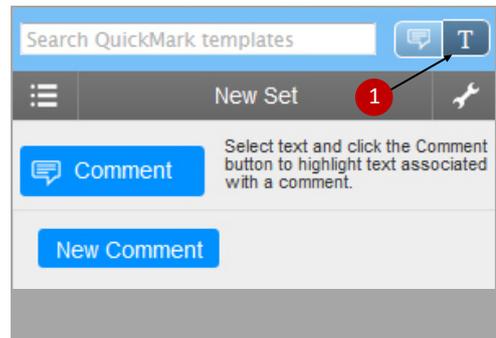


Creating Text Comments

Text comments function in the same way as inline hand-written annotation and can be seen as soon as the **document viewer** is opened.

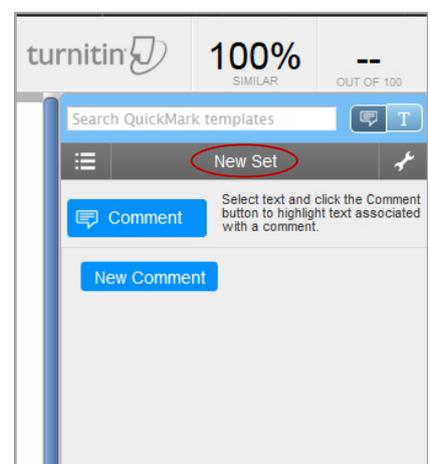
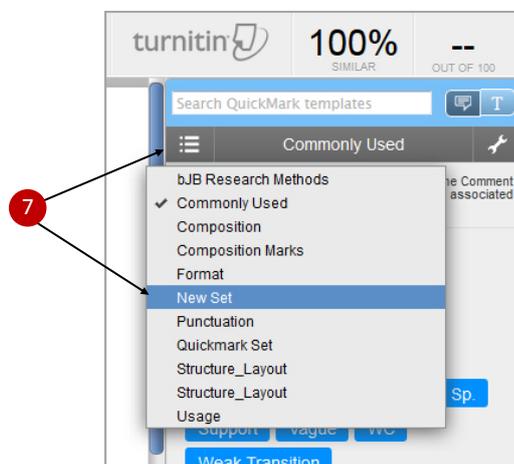
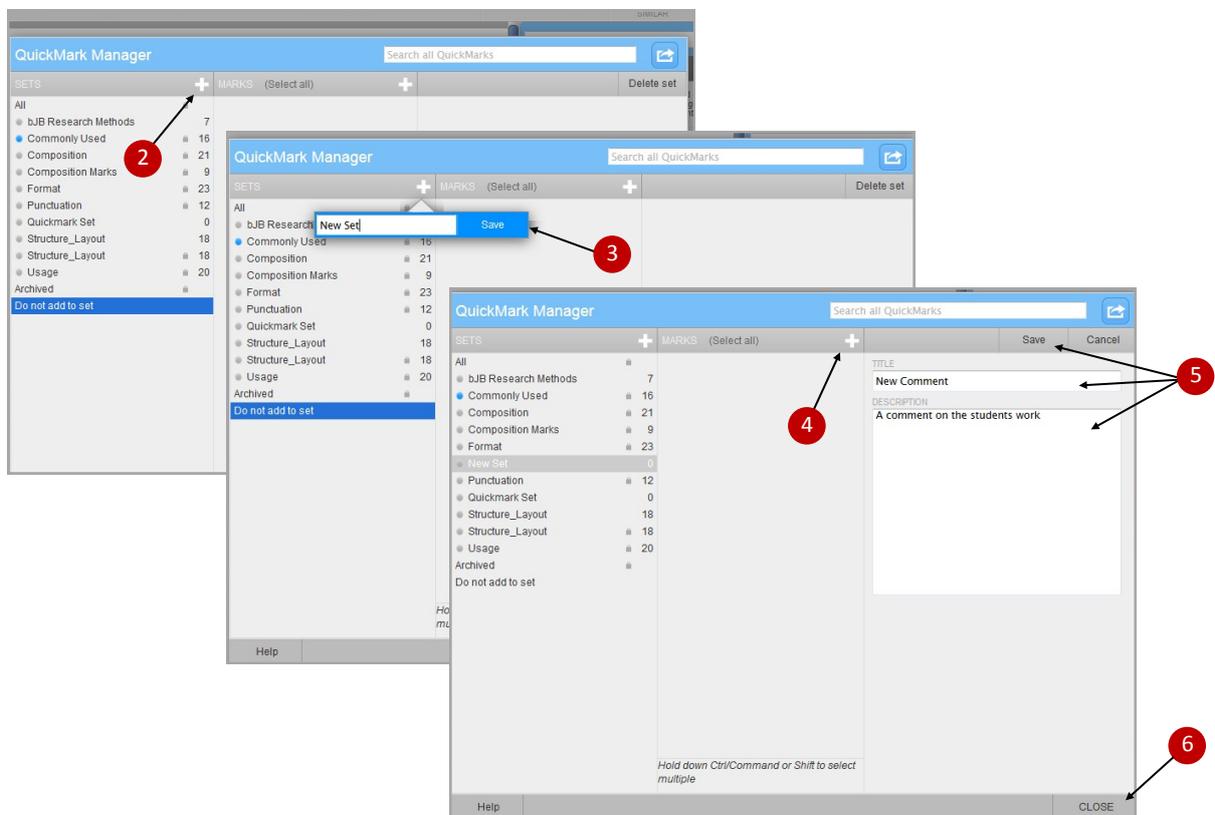
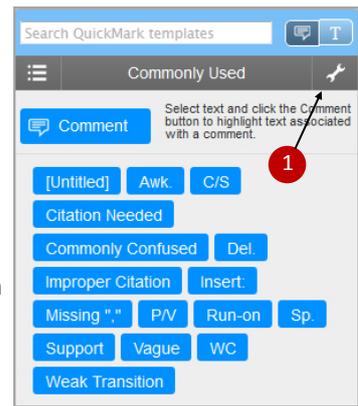
To create a Text Comment:

1. Ensure the Text Comment option is selected
2. Click on the assignment text where you want the comment to appear - A text field will open
3. Type in your text
4. Click outside of the text field to finish adding your comment



Creating a QuickMark Set

1. Select  the icon
2. In the QuickMark Manager click on the  icon in the **Sets** area
3. Type in the name of your new set and press **Save**
4. Add QuickMark comments by selecting  the icon in the **Marks** area
5. Add the QuickMark's title, a description and select the **Save** button
6. When you have finished adding QuickMarks select the **Close** option
7. Make the set active by choosing the set's name from the QuickMark menu



Creating a GradeMark Rubric

1. Select the rubric icon
2. Click on the  icon – An existing or blank rubric will open
3. Select Create a new rubric from the drop-down menu
4. Add name
5. Add the required number of Criterion/Scales by clicking the plus symbols (to delete hover the mouse over the scale and select the bin icon that appears)
6. Click in the boxes to add text or assign scores
7. When ready save the rubric
8. Attach it to the assignment drop-in box by selecting the chain icon Select Close to exit the rubric

