



## External Examiners Guide: Turnitin Assessments

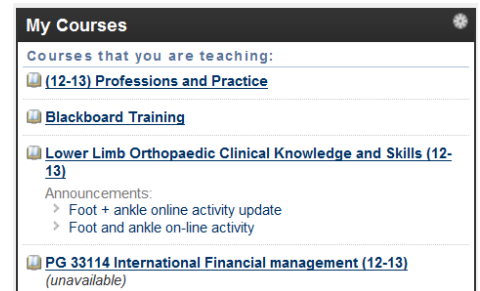
### Help and Support

HR Development run a helpdesk for staff, which external examiners can use. The helpdesk is open Monday to Friday, 8am – 5pm, telephone: 0161 295 2444 **option 5** email: [hr-digitalskills@salford.ac.uk](mailto:hr-digitalskills@salford.ac.uk)

### To Login to Blackboard

To access Blackboard, you need a Salford University username and password.

1. Open a web browser and go to:  
<http://www.blackboard.salford.ac.uk>
2. When prompted, enter your Username and Password.

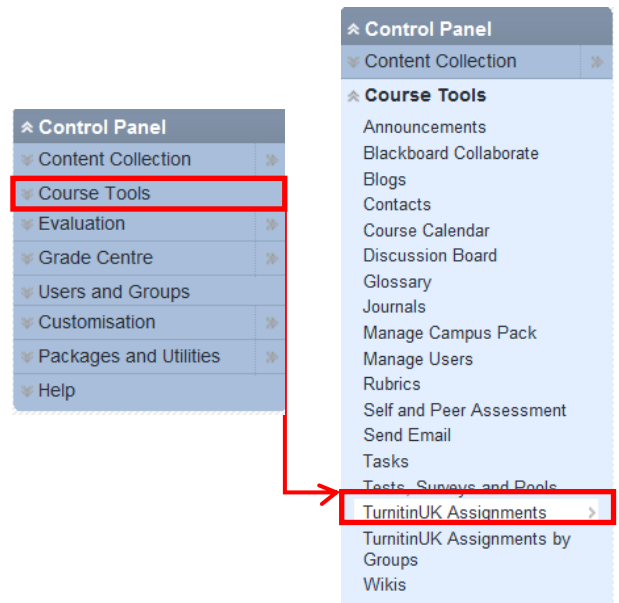


Any Blackboard modules you have been given access to will be listed under My Courses.

3. Click on the name of the module you are examining.

You are now inside the Blackboard module.

4. Expand the Course tools section of the Control Panel on the left.
5. Click on TurnitinUK Assignments.
6. Click on the name of the Assessment you are examining. Make sure you click on the FINAL assessment, not the DRAFT.



**DRAFT Assignment 1: Inflammatory conditions - due date Tuesday 16 October 2012 16.00**

This is a test draft Turnitin eSubmissions area.



**FINAL Assignment 1: Inflammatory conditions - due date Tuesday 16 October 2012 16.00**

This is a test FINAL Turnitin eSubmissions area.

The students on the module will be listed along with details of their submission, including Similarity (amount of text matched by Turnitin), and their Grade.



Module Leaders will be able to provide more advice about feedback on specific assignments.

You can click on any of the headings at the top of the columns to sort the assignments.

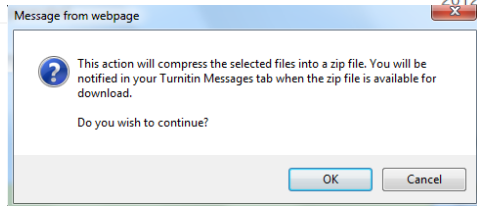
You can choose to Download GradeMark papers as PDF documents (see point 7. below) or open the live GradeMark paper (skip to page 4)

7. Tick the box on the left next to the assignments that you want to see.  
As you start ticking boxes, you will see a yellow bar appear at the top of the screen.

The screenshot shows the Turnitin interface with a table of assignments. A yellow bar at the top indicates 'You have selected 2 paper(s) on this page'. The table has columns for AUTHOR, TITLE, SIMILARITY, GRADE, RESPONSE, and DATE. Three rows are visible, with checkboxes in the first column. The first row is 'student, colin' with a 26% similarity and grade of 55. The second row is 'student, icabod' with a 28% similarity and grade of 28. The third row is 'student, holly' with a 29% similarity and grade of 56. A 'Download' dropdown menu is open, showing 'Original File' and 'GradeMark Paper' options. The 'GradeMark Paper' option is highlighted with a red box.

	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	DATE
<input type="checkbox"/>	student, colin	Assignment 1, HRDstud03	26%	55	.	18246026	26-Sep-2012
<input checked="" type="checkbox"/>	student, icabod	Assignment 1, HRDstud09	28%	28	👤	18246155	26-Sep-2012
<input checked="" type="checkbox"/>	student, holly	Assignment 8, HRDstud08	29%	56	.	18246143	26-Sep-2012

8. When you have selected all of the assignments you need to see, click on **Download** and choose **GradeMark Paper**. This will zip your files up and let you download the ZIP file from the Messages tab.



9. Say **yes** to continue.

A message will confirm that your file is ready and tell you to click on Messages to see it.

10. Click on Messages or go to the Messages tab

The screenshot shows the Turnitin Messages tab. A red arrow points to the 'Messages' tab in the top navigation bar. Below the Turnitin logo, there are navigation buttons for 'Assignment Inbox', 'Edit assignment', 'Libraries', 'Class Stats', and 'Preferences'. A yellow message box at the bottom contains the text: 'Your files are being compressed. When compression is complete a zip file will be available for download in your Turnitin Messages tab.' A red arrow points to the 'Messages' link in the message box.



11. Click on the link to your bulk GradeMark file.

TurnitinUK messages and announcements				
status	type	message	date	delete
New!	Bulk Download	eAssessment Training bulk GradeMark file is ready ...	20-Nov-2012	

12. Click on the link to ...submit.ac.uk... to download the file and save it to a suitable location on your machine.

## Your bulk GradeMark download zip file for eAssessment Training is now available.

Message Sent: 20-Nov-2012 from TurnitinUK

Bulk download compression details:

**Requested on:** 20-Nov-2012 11:10 GMT

**Class:** eAssessment Training

**Assignment:** FINAL Assignment 1: Inflammatory conditions - due date Tuesday 16 October 2012 16.00

Please view the [manifest.txt](#) to view the compression results. Compression results will include a list of all files successfully added to the zip file and details on any files that failed during compression.

Your files are ready for download. Please click on the link(s) below to begin the zip file download:

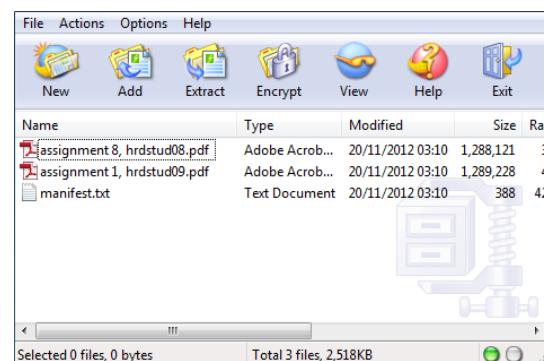
[http://submit.ac.uk/bulk\\_download.asp?p=1&u=D4F938A8-3302-11E2-B5BF-06A9DD704DC4](http://submit.ac.uk/bulk_download.asp?p=1&u=D4F938A8-3302-11E2-B5BF-06A9DD704DC4)

When you open the ZIP folder, you should see all the assignments you checked for download as PDF documents which you can open.

### The PDF GradeMark Paper

The PDF GradeMark Paper is divided into sections:

1. **Original Paper:** any comments made by the instructor will show as numbered bubbles.
2. **Final Grade:** displayed at the top of the page following the original assignment.
3. **General Comments:** follow the original grade. These are overall comments for the paper as opposed to the comments which are number referenced to specific comments throughout the assignment.
4. **Comments Pages:** each of the numbered comments in the assignment corresponds to an entry on the comments page.
5. **Rubrics:** if rubrics are in use, the entire rubric framework is visible and the assigned appears in bold.





## Viewing Turnitin Submissions in Live GradeMark

Within the Turnitin Document Viewer, feedback will have been provided on the submission in a variety of ways. Below is an overview of the types of feedback that may have been used on a student submission. Liaise with the Module Leader for further information on the styles of feedback used within a specific submission or module.

### QuickMark Comments

Turnitin allows tutors to add comments directly onto the student submission. These comments can be individual comments, common comments (used on multiple submissions) or a mixture of both.

QuickMark comments will appear as blue bubble comments within the submission. Hovering over a comment will expand it to provide the details

### General Comments

General comments may be available on the right of screen. These comments are text based and can provide a narrative on overall submission.

To view any general comments click the **General Comments tab** from the bottom right of the screen.

General comments are shown on the right of screen

The provisional grade is shown in the top right of screen

Turnitin Document Viewer - Mozilla Firefox

submit.ac.uk https://submit.ac.uk/dv/?s=3&o=14252929&u=2865741&lang=en\_us

Electronic Submission Project - Tr... Assignment 1 Sem A 2012/13 - DUE 15...

What's New Help Paper 2 of 2

Originality GradeMark PeerMark assignment 1 BY STUDENT TWO turnitin 12% SIMILAR 55 OUT OF 100

Assignment 1 – Sem A 2011/12

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Cras volutpat facilisis tellus, nec pellentesque mi faucibus sed. Suspendisse malesuada elementum lorem non dictum. Nam interdum tincidunt nulla, eu facilisis erat volutpat et. Donec sed leo nec velit vulputate dictum nec non enim. Nulla vel neque nisl, quis cursus massa. Nunc dignissim neque et ipsum dapibus malesuada. Sed feugiat massa mollis urna imperdiet blandit. Vivamus ut luctus nunc.

Introduction

A clear introduction that outlines your essay and main argument.

Comment

General Comments

This essay demonstrated how well you understood the key points of the assessment. This is because you chose three examples of different types of influence at this level and explained them well.

This was a well structured essay with a clear introduction, discussion and conclusion. However, you could have strengthened your introduction by specifically relating it to the question asked. Please consider the feedback this feedback and build upon it for your next assignment.

Edit

Download Print

A PDF of the GradeMark paper can be downloaded and/or printed

Hovering over a QuickMark will expand the comment

QMI

Navigate through the QuickMark, General Comments and Rubric view



## Rubric Based Feedback

If a rubric has been used on the assignment, it can be accessed by selecting the Rubric tab from the bottom right of the screen.

Click to expand the Rubric for full details of the criteria and scale points

Hovering over a rubric scale will display the details of the criteria

Select the Rubric tab to display the rubric

Below is an example of an expanded Rubric. Highlighted boxes indicate the scale point awarded for that specific criterion.

Level 1 - Marking Criteria		Saved							
CRITERIA	SCALES	Poor	1.00	Satisfactory	2.00	Good	3.00	Excellent	4.00
<b>Knowledge</b> 30% Knowledge of contexts, concepts, technologies and processes	Little or no knowledge of fundamental contextual and theoretical issues or critical concepts. Little or no knowledge of appropriate technologies or processes	Adequate knowledge of fundamental contextual and theoretical issues and critical concepts. Adequate knowledge of appropriate technologies and processes	<b>Confident familiarity with fundamental contextual and theoretical issues and critical concepts. Thorough knowledge of appropriate technologies and processes.</b>	Extensive knowledge of fundamental contextual and theoretical issues and critical concepts and a widening appreciation of historical and contemporary practices. In depth and broadening knowledge of appropriate technologies and processes.					
<b>Understanding</b> 30% Understanding through application of knowledge	Little or no comprehension of relevant knowledge in seeking solutions to projects or problems. Little or no ability to apply relevant knowledge to produce creative practice in standard situations.	<b>Surface-level comprehension of relevant knowledge in seeking solutions to projects or problems. Competent application of knowledge to the production of creative practice in standard situations.</b>	Strong comprehension of relevant knowledge in seeking solutions to projects or problems. Sound ability to apply and analyse knowledge to produce creative practice in standard situations.	Deep level of comprehension and exploration of relevant knowledge in seeking solutions to projects or problems. Outstanding ability to analyse and synthesise knowledge in order to produce creative practice in standard situations and to evaluate the results.					