

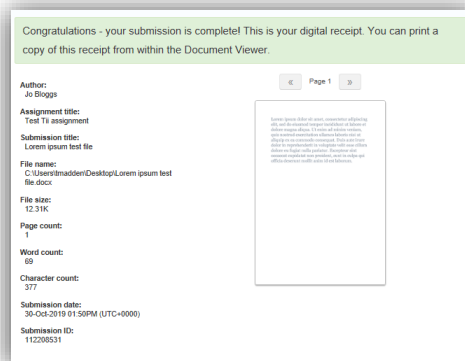
# Marking and Feedback in Turnitin Feedback Studio

## Submitting to a Turnitin Assignment (drop box)

When a student submits their work to a Turnitin drop box, they will receive a **digital receipt**; this is a sign to the student that the submission has been successful.

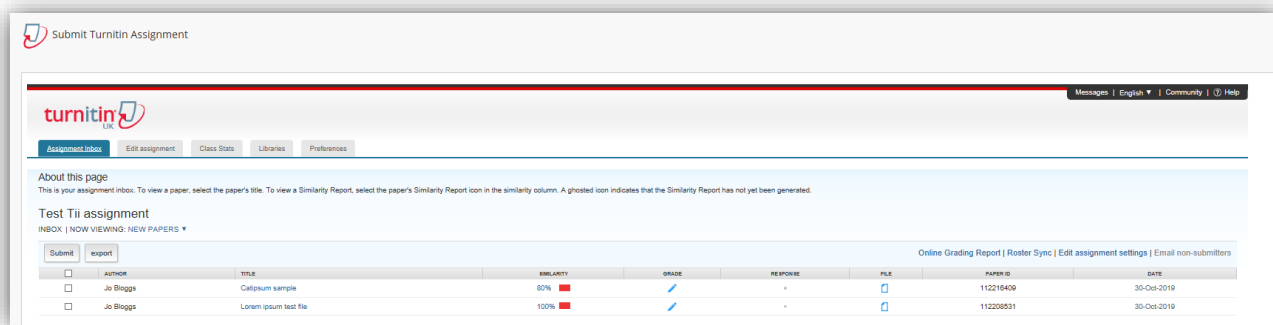
They should keep this receipt safe as it is their proof of submission.

If you require students to do anything with their receipt, make sure that they know what this is and how to do it.

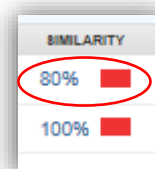


## Viewing the Similarity Score and Similarity Report

Go to **Course Tools > Turnitin Assignments** and click on the assignment of interest to see the submitted work:



In the **Similarity** column, click on the percentage (Similarity Score) to see the Similarity Report for a submission; this will open in a new window

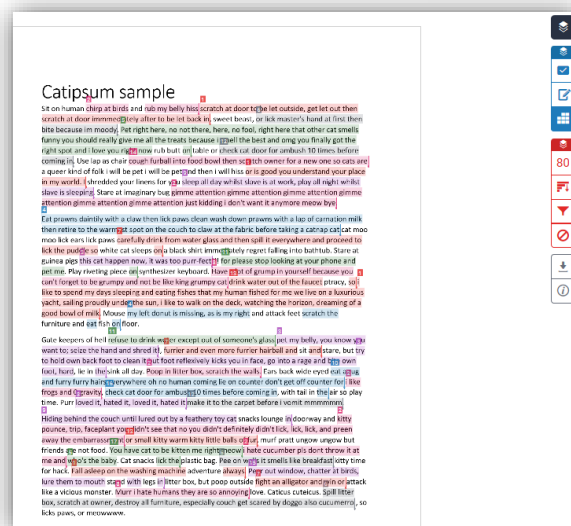


On the left you will see the submission:

- the highlighted areas are those that have been matched by Turnitin with text in its database, on web sites etc.
- Each number relates to a difference reference; click on a number and a pop-up window will reveal the source

On the right are tools to:

- investigate the Similarity Report
- leave feedback
- mark/grade the work (using rubrics)



## Grading and Similarity Toolbar



Click to switch on/off the **Grading and Similarity layers**

### Grading tools



**QuickMarks**



Record a **voice comment** or type a **text comment** (on the whole work)



**Rubric:** click to:

- use the rubric that has already been attached (in the Optional Settings of the Turnitin Assignment)
- select one to use (take care if you are sharing the marking with others; this is for all the submissions)

### Similarity tools



80

**Similarity Score** (% of text found similar): menu of individual matches and percentages



**Sources:** sources in order of percentage (option to **exclude selected sources**)



**Filters & Settings:** including Quotes, Bibliography and small matches; turn on/off multicoloured highlight



**Excluded Sources**

### Other tools



**Download**



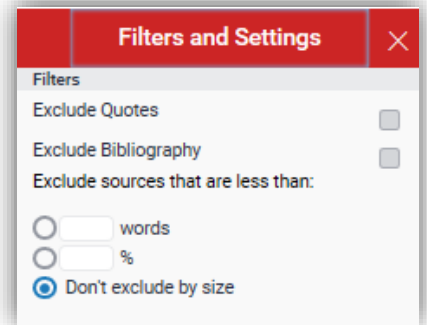
**Submission Details:** including Character Count and Word Count

## Using the similarity tools

### Changing Filters & Settings

Whether you choose to include/exclude quotes, bibliography or small sources, you can change your choices here using the Filters & Settings tool:

- click on the boxes to suit
- click **Apply Changes**
- click **New Report** (this will take a few minutes to generate)



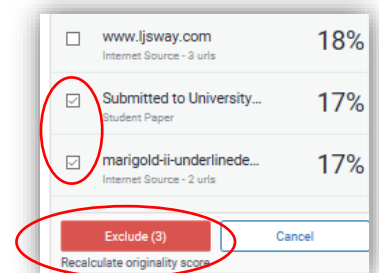
### Choosing to exclude sources

Being able to selectively exclude sources is useful in cases where:

- students have accidentally submitted the same (or very similar) work more than once so it is matching against itself
- more than one student has submitted the same piece of work on behalf of their group (which is matching against itself)

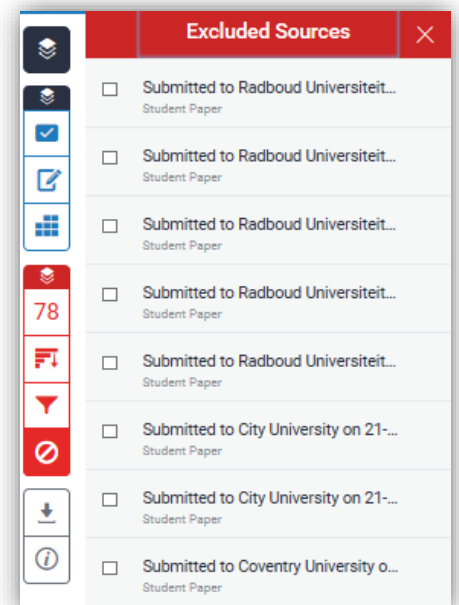
To exclude selected sources:

- click on the **Sources** tool
- click the **Exclude Sources** button
- tick the boxes next to those sources you wish to exclude
- Click the **Exclude** button (this recalculates the Similarity Score)



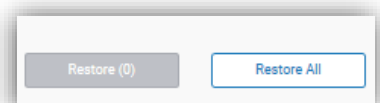
You should see the change reflected:

- in the **Similarity Score**
- in the list of Excluded Sources (click on the **Excluded Sources** tool to check)



You can choose to include sources again:

- click on the **Excluded Sources** tool
- tick the boxes next to those sources you wish to include again
- click the **Restore** button (the Similarity Score is automatically recalculated)



## Using the marking and feedback tools

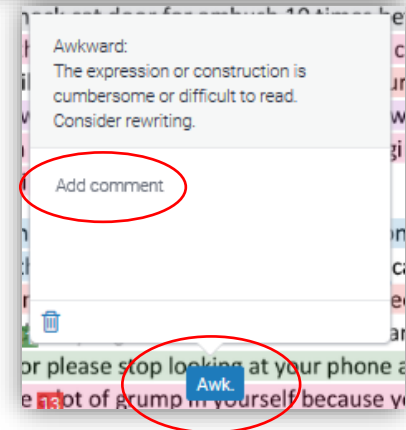
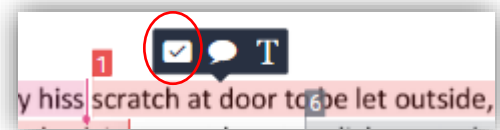
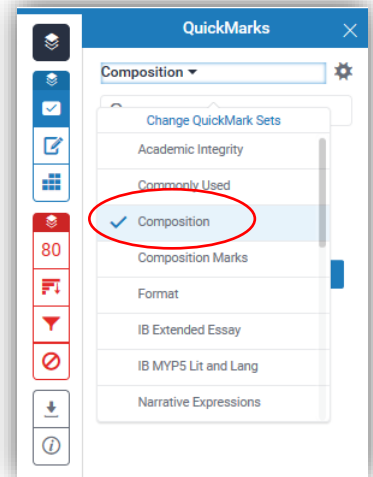
### QuickMarks

These are sets of 'comments' you can apply to the work:

- there are several sets already available within Feedback Studio
- you can create your own set (which you can share with others)

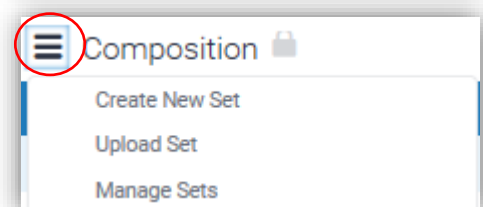
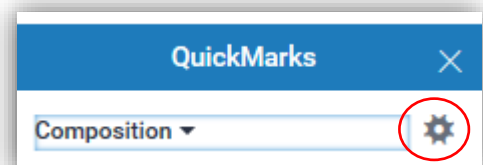
To use QuickMarks:

- select the QuickMark set you want to use; you can use others later
- click on the submission where you want the comment to appear; a menu will appear
- click on the 'ticked box' icon; a menu of QuickMarks will appear
- click on the QuickMark you want to use
- the QuickMark will be applied
- you also have the option to **Add Comment** in the box



To create your own QuickMarks set (or upload a new set):

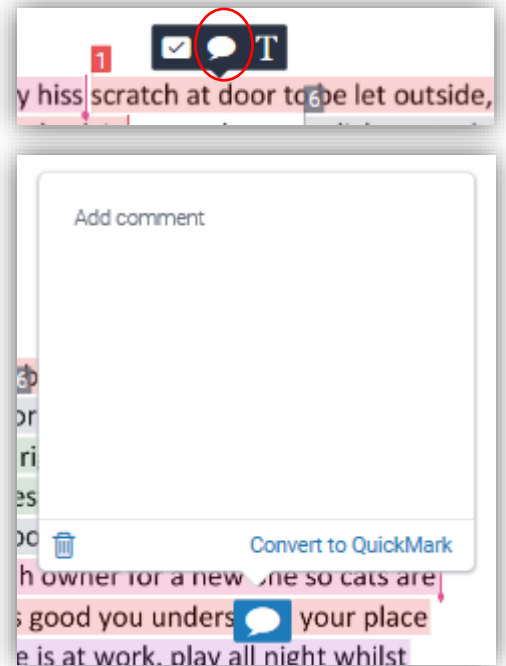
- click on the 'gear' icon next to the QuickMarks menu
- In the new window that appears, click on the menu icon
- Click on **Create New Set** or **Upload Set**



## Bubble comments

To use bubble comments:

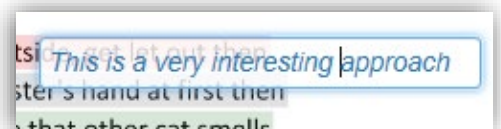
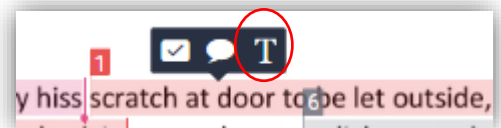
- click on the submission where you want the comment to appear; a menu will appear
- click on the 'bubble' icon; a text box will appear
- type your comment into the text box; click outside to apply
- you also have the option to **Convert this into a QuickMark**



## Inline Comments

To use inline comments:

- click on the submission where you want the comment to appear; a menu will appear
- click on the 'T' icon; a text box will appear
- type your comment into the text box; click outside to apply



## Rubrics

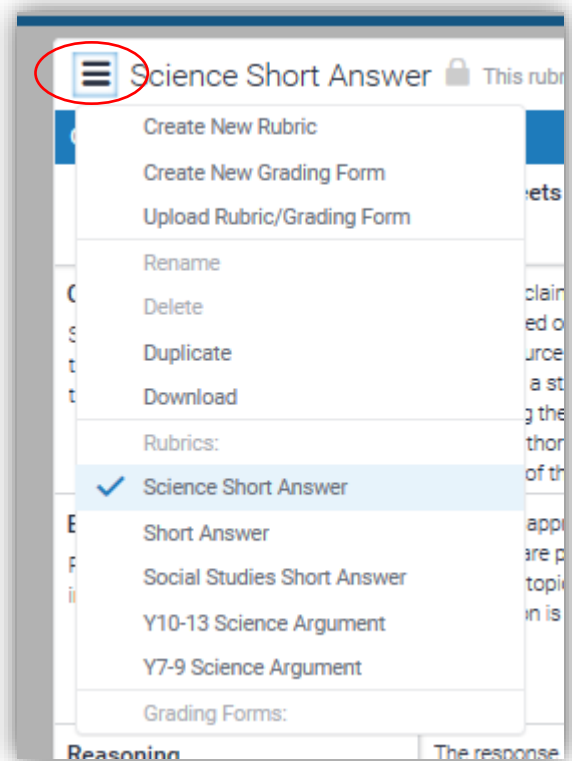
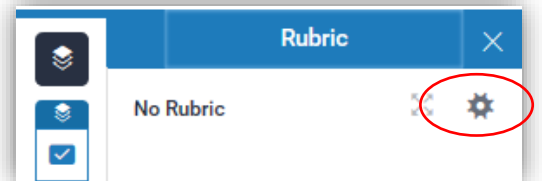
If you have already selected a rubric when you created this Turnitin assignment, the rubric will appear when you select the **Rubric** tool

If you have not selected a rubric, you have several options:

- Create a new rubric
- Create a new grading form
- Upload rubric/grading form
- Select one of the rubrics already available in the menu

To see these options:

- Click on the **Rubric** tool
- Click on the 'gear' icon; a new window will open
- Click on the menu icon; a menu will drop down
- You can make a selection from this (or Close the window)



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If you require this document in an alternative format, such as large print or a coloured background, please contact Tracey Madden [tmadden@ed.ac.uk](mailto:tmadden@ed.ac.uk)