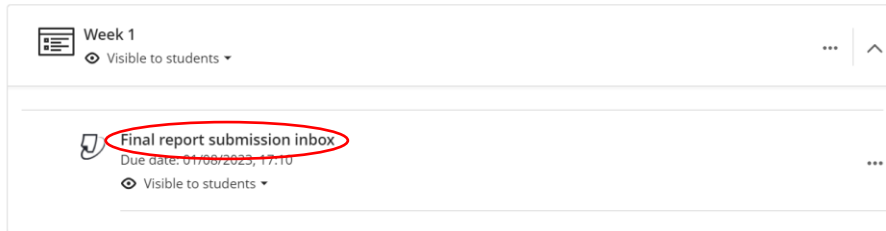
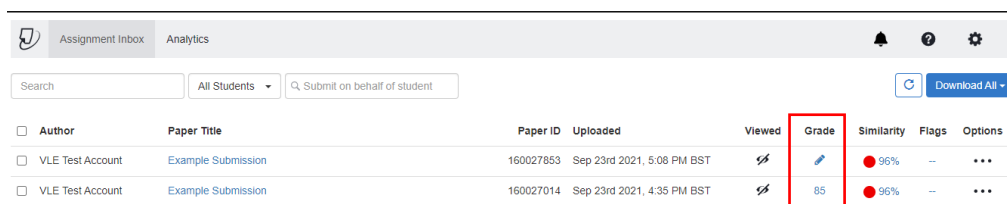


Accessing a Turnitin (LTI) inbox in Learn Ultra and marking a submission – a staff guide

1. Open the course and locate the Turnitin submission inbox you wish to mark.



2. If a submission has been marked, there will be a number in the Grade column. If a submission has not been marked, there will be a blue pen in the Grade column.

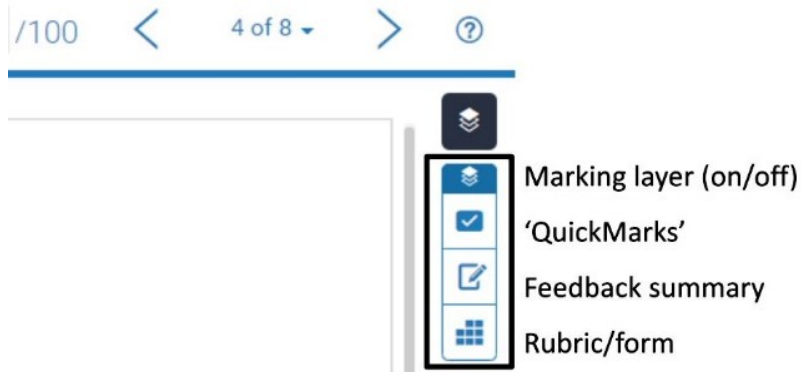


Author	Paper Title	Paper ID	Uploaded	Viewed	Grade	Similarity	Flags	Options
VLE Test Account	Example Submission	160027853	Sep 23rd 2021, 5:08 PM BST			96%	--	...
VLE Test Account	Example Submission	160027014	Sep 23rd 2021, 4:35 PM BST		85	96%	--	...

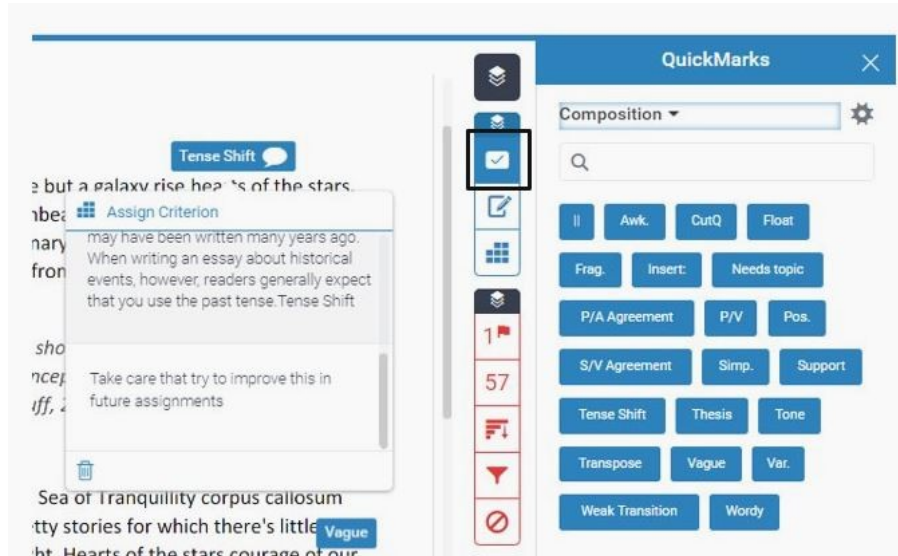
3. Clicking the blue pen or the name of the submission in the Paper Title Column, will open the submission in the **Feedback Studio Document Viewer**.
4. Feedback Studio allows you to give written and verbal feedback on a submission, leave marks and comments on the assignment and use a rubric or marking scheme (this will have been added when the Assignment inbox was set up).

NB It is essential that after adding text into a comment box, feedback summary or grading form field, you click elsewhere within the document viewer before closing the window/tab or moving to the next submission, to save your feedback (or else it could be lost).

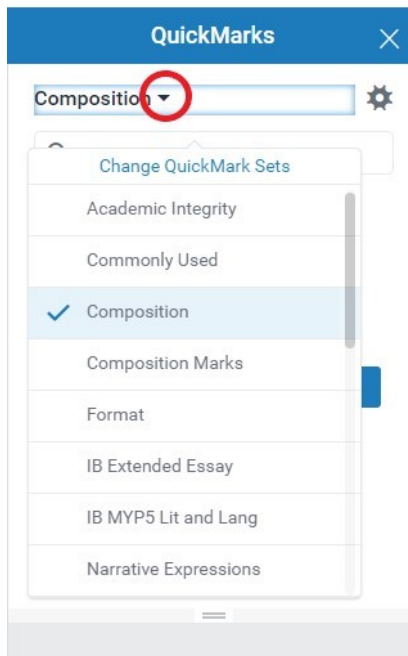
- You can turn the marking layer on or off by clicking on the **Marking layer** icon. When on, you will see any feedback you have left on the assignment, turning it off will hide this.



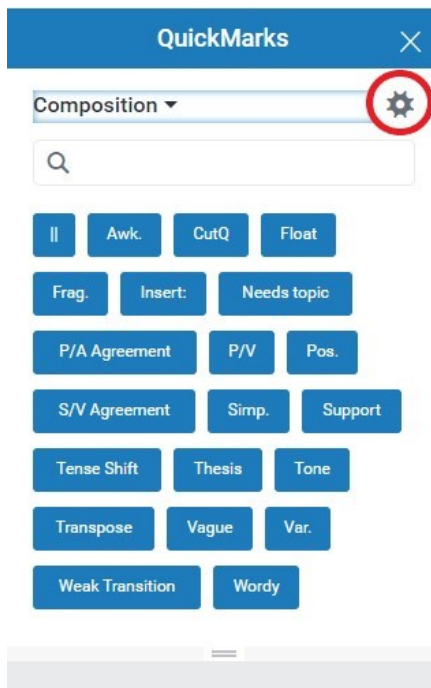
- QuickMarks.** QuickMarks is a list of pre-loaded comments that you can apply to the submission by dragging and dropping onto a relevant part giving a description of the comment. You are also able to customise the comment by adding your own text giving a bit more feedback to the student. You are able to reposition the comment, or you can delete it from here. Always click elsewhere in the document viewer to save your work before moving on (or it will be lost).



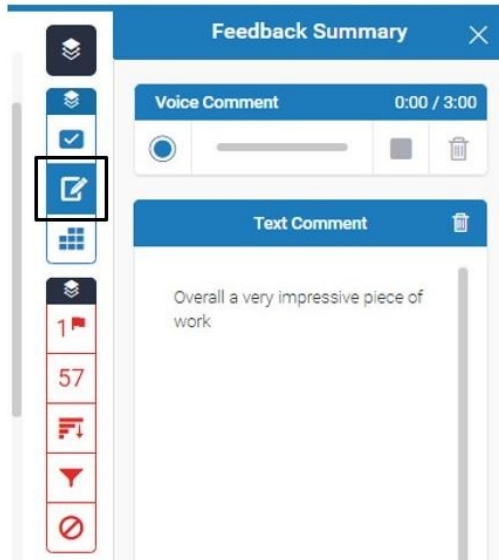
7. There are different sets of QuickMarks to choose from; in the above example we are using Composition, but you can choose a different set from this drop-down arrow such as Academic Integrity, Formatting and Commonly Used.



8. You can create your own QuickMarks sets by selecting the **cogwheel**. This will open in another window where you can add to a set or create your own.



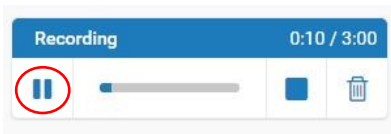
9. **Feedback summary.** This is where you can add longer more general comments on the assignment as a whole. Click in the **Text Comment** box and start typing; you have the use of basic formatting tools and hyperlinks. Please remember to click outside the box to save before moving on (or your feedback will not be saved and cannot be recovered later).



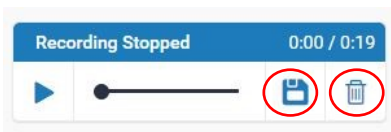
10. **Voice Comment.** You are also able to leave a three-minute audio comment here. If you have a microphone, you just click the record button and speak.



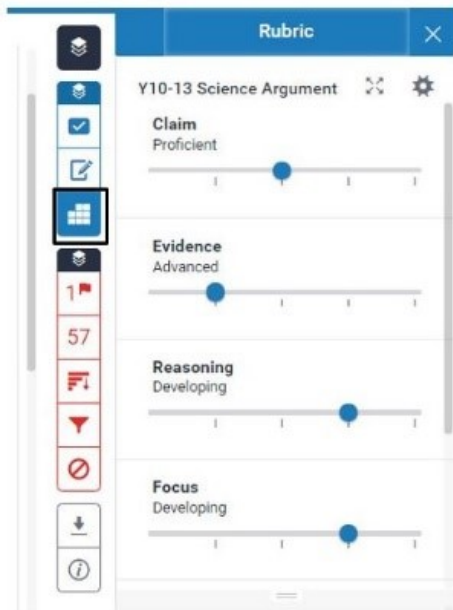
11. You are able to pause and resume the recording. Once finished, you can click stop.



12. After clicking on stop, you can listen back to the recording, save to keep it, or delete.



- If you do leave an audio comment, please add the text equivalent to go with it (in the Text Comment field) to make it accessible.
- Rubric/form.** If using a rubric, it will have been added when the assignment submission inbox was set up. Your School/Programme or Course might make use of certain rubrics or marking schemes so please be aware of that.

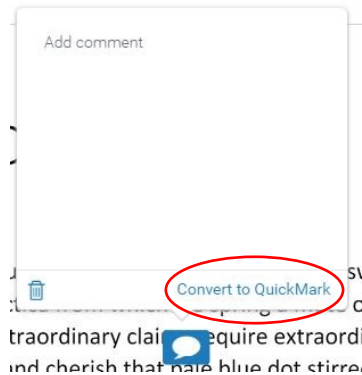


- Make sure, if using a rubric, that it is the correct one. If it is not, and marking has already started, you will not be able to replace the rubric without losing all the marking done with it and it cannot be recovered.
- Select text.** You are able to highlight text, or other elements of the submission, then select from the menu of marking tools that appear, including QuickMarks, Bubble (inline) comments and Strikethrough.

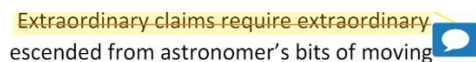
at the edge of forever Orion's sword culture not a s
 a from which we spring a mote of dust suspended in
 ordinary claims require ordinary evidence. Extra
 cherish that pale blue dot stirred by starlight descer

- QuickMarks** function as in 6 (above).

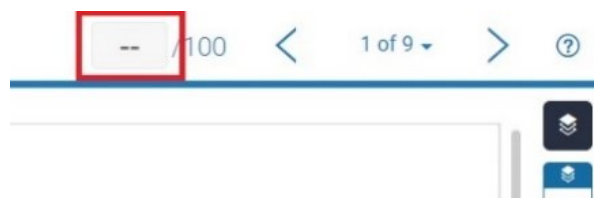
18. Selecting **bubble/inline comments** opens up a free text box into which you can type your comment; this will appear as overlaid text, so you need to position them carefully to avoid obstructing anything important. Click outside the box to save it (it will not be saved otherwise). You also have the option to convert this into a QuickMark; to do this click on Convert to QuickMark.



19. **Strikethrough** will add a line through the text selected. If using this, it would also be helpful to leave a comment on why you have done this for the student.



20. **Overall grade.** You are able to give the assignment an overall numeric grade by entering a number in the box at the top right. Please remember to click outside the box to save before moving on (or it will be lost).



21. Once finished marking you can close the window or use the arrows to navigate to the next submission to continue marking.

Alternative format

If you require this document in an alternative format, such as large print or a coloured background, please contact IS Helpline:

<https://www.ed.ac.uk/information-services/help-consultancy/contact-helpline>