

Adding a Feedback Template to your Assignments

A standardised marking template can be applied to Turnitin assignments to provide consistent feedback for all students.

Open the first essay in the submission inbox in Grademark view.

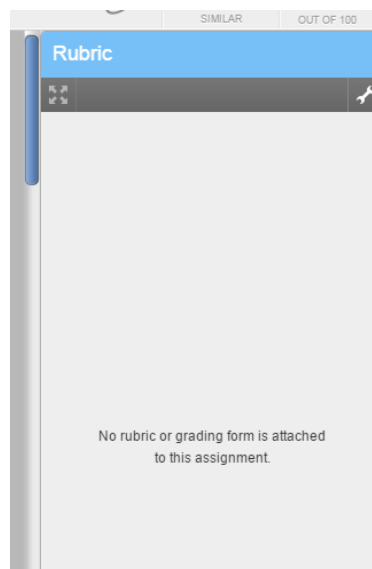
From the bottom right panel



Choose view/edit rubrics



You should see this view



To attach the grading form click on the spanner icon on the top right



You should see this view

A screenshot of the 'General Feedback' rubric form. The window has a blue header with 'General Feedback' and 'NOT ATTACHED TO THIS ASSIGNMENT' with a chain icon. The form is divided into two main sections: 'CRITERIA' on the left and 'SCALES' on the right. The 'CRITERIA' section lists four items: 'Task' (Does the essay answer the question set), 'Structure 1' (Is the answer well structured), 'Structure 2' (Is the work logical and coherent?), and 'Structure 3' (Does the work have critical). The 'SCALES' section has a header row with six categories: 'Excellent', 'Very Good', 'Neutral', 'Needs Work', 'Weak', and 'N/A'. Below this is a grid of empty cells for scoring. At the bottom, there is a 'RUBRIC SCORING' section with a percentage field, a pencil icon, a '0' field, and a message 'This rubric cannot be edited'. A 'CLOSE' button is in the bottom right corner.

To attach this to the assignment click on the chain icon on the top right



This will attach the rubric to every essay in the assignment. You can then return to the assignment by clicking Close on the bottom right.

A screenshot of the rubric form after it has been attached to an assignment. The window title bar now says 'ATTACHED TO Rubric Test - Part 1 (Moodle 3386583)'. The 'NOT ATTACHED TO THIS ASSIGNMENT' text and chain icon are gone. The rest of the form, including the criteria list, scales, and scoring section, remains the same. A 'CLOSE' button is visible in the bottom right corner.

Marking an Assignment Using the Template

Open the assignment in Grademark as usual by clicking on the blue pencil icon in the submission inbox.

Mark the assignment as normal using general comments and inline comments if desired.

To complete the marking template, click on the rubric icon on the bottom right



Hover over each item to display the criteria.

Because of limited text space, the actual marking criteria are displayed in the text block below.

General Feedback

Task

1	2	3	4	5	6
---	---	---	---	---	---

Structure 1

1	2	3	4	5	6
---	---	---	---	---	---

Structure 2

1	2	3	4	5	6
---	---	---	---	---	---

Structure 3

1	2	3	4	5	6
---	---	---	---	---	---

Structure 4

1	2	3	4	5	6
---	---	---	---	---	---

Task

3 - NEUTRAL

Does the essay answer the question set

Mark each item as needed by clicking on the appropriate number in the Rubric

Rubric

General Feedback

Task

1	2	3	4	5	6
---	---	---	---	---	---

Structure 1

1	2	3	4	5	6
---	---	---	---	---	---

Structure 2

1	2	3	4	5	6
---	---	---	---	---	---

Structure 3

1	2	3	4	5	6
---	---	---	---	---	---

Structure 4

1	2	3	4	5	6
---	---	---	---	---	---

Structure 3

4 - NEEDS WORK

Does the work have critical evaluation?