

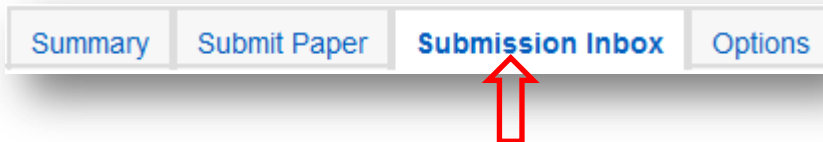
Add comments and marks to assignments - GradeMark and PeerMark

To add comments and a mark to a Turnitin assignment follow these steps:

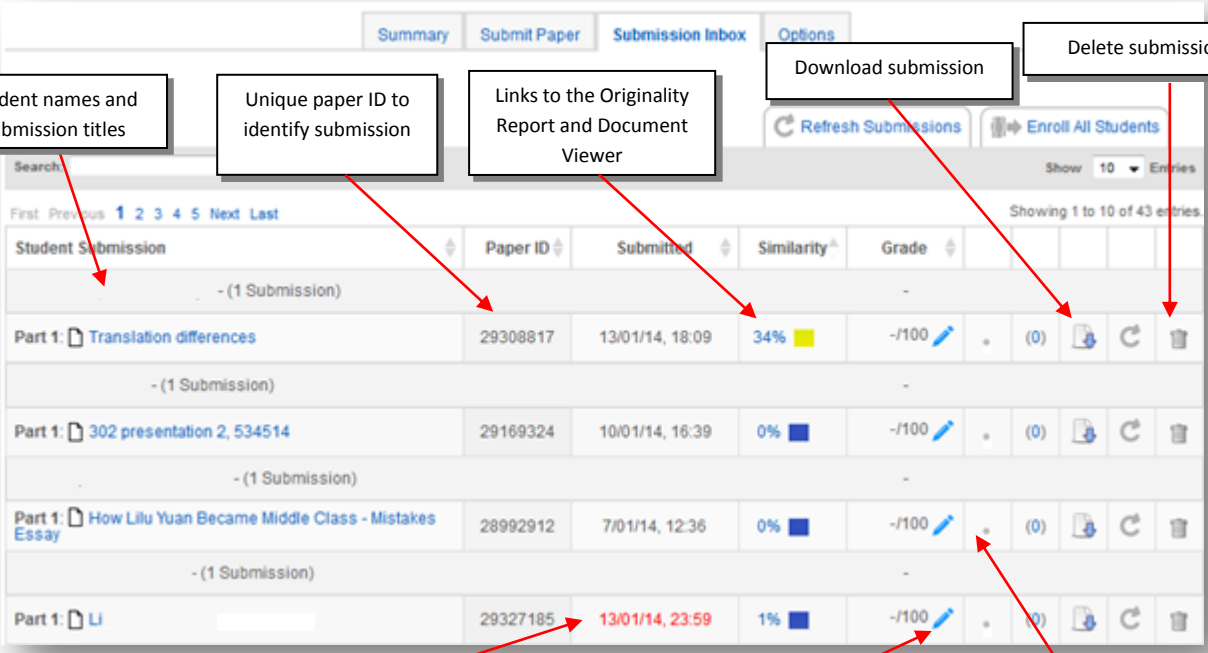
1. Open up the course that you wish to retrieve the assignments from
2. Click on the Turnitin assignment icon



3. Click Submission Inbox



The Submission Inbox contains any submissions that have been made by students. For each student it will show the Originality Report in the Similarity Index Column and a pencil in the Grade Column.



The screenshot shows a submission table with the following columns: Student Submission, Paper ID, Submitted, Similarity, and Grade. The table contains several rows of submission data. Callout boxes provide the following information:

- Student names and submission titles:** Points to the 'Student Submission' column.
- Unique paper ID to identify submission:** Points to the 'Paper ID' column.
- Links to the Originality Report and Document Viewer:** Points to the 'Submitted' column.
- Download submission:** Points to the download icon in the action column.
- Delete submission:** Points to the trash icon in the action column.
- Date/time submitted. Late submissions highlighted in red:** Points to the 'Submitted' date '13/01/14, 23:59'.
- Links to the GradeMark tab of the Document Viewer:** Points to the blue pencil icon in the 'Grade' column.
- Indicates if the student has viewed the results:** Points to the checkmark icon in the 'Grade' column.

4. Click on the blue pencil icon  assignment to start grading.

5. Once the assignment name has been clicked the assignment will be displayed in a new window as the Originality Report ([For more information about the Originality Report click here](#)).

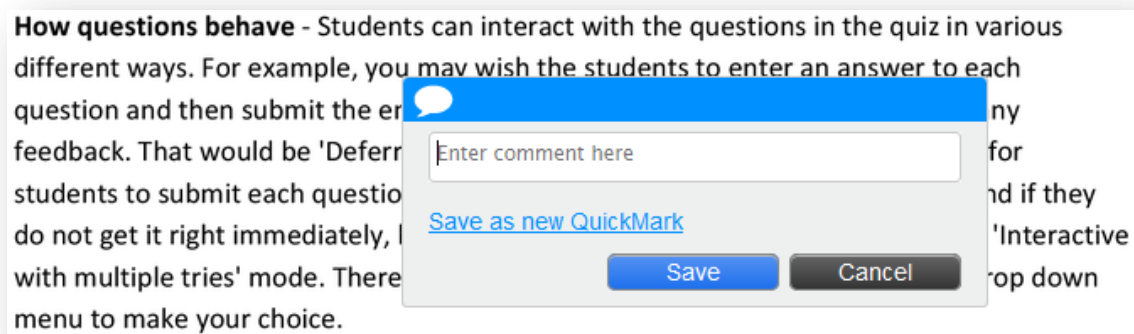
Click on **GradeMark** option towards the top left of the new window.




6. The GradeMark page displays a set of Commonly Used comments that you can drag into the assignment.

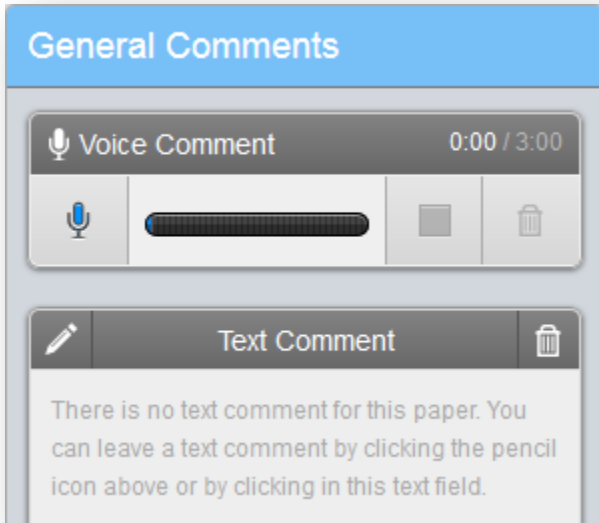


You can create your own quick marks by saving your comments in the text as quick marks, just click on the body of the text.

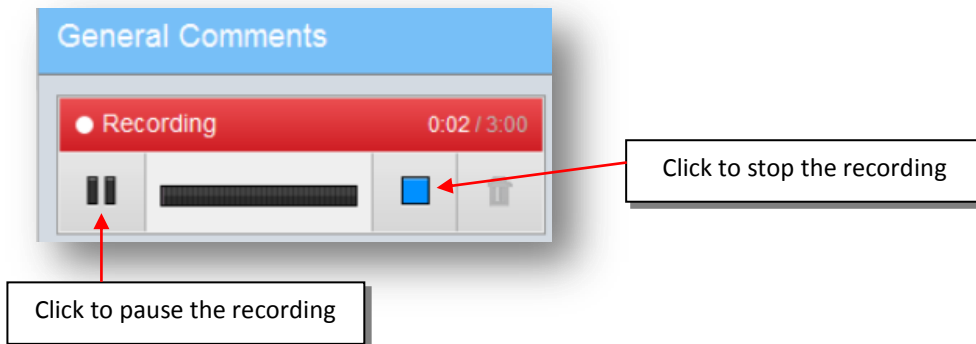


To enter general comments and feedback, click on the feedback icon  below the QuickMark area.

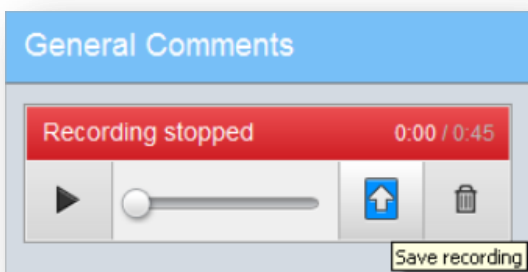
You can either enter text or voice comments in the Text Comment or Voice Comment (max. 3mins).



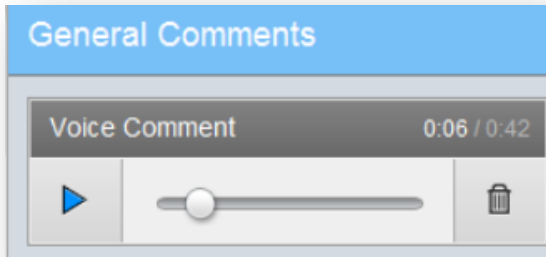
The header will change to red and show that you are recording, the length of time that you have been recording and the length remaining. Voice comments are limited to three minutes in length.



Click on the blue arrow to save the recording. This will take a few moments and you will see the message Preparing to save.



To hear the recording, click on blue arrow.



Additional information: If you cannot add comments or grade an assignment, this is usually due to the Post date which has passed therefore to make your entries extend the change this to a later date.



7. To enter a mark click in the empty box in the top left corner and enter a mark out of 100.



After you have entered a mark press return to save the mark.



The mark will be also updated on the Submission Inbox

Wadud, Sultan (Non Moodle User) - (1 Submission)					60%
Part 1:  Assignment 1	34853519	7/08/14, 16:08	15% 	60/100 