GradeMark® Digital Assessment

Introduction

With GradeMark® digital assessment an instructor is able to edit and grade student papers online. The instructor can add comments within the body of the paper, point out grammar and punctuation mistakes, evaluate the paper against qualitative or quantitative rubrics, assess the student's performance within the class and enter a grade for the paper that is automatically saved into GradeBook (optional). GradeMark digital assessment is currently designed for full compatibility with the following browsers:

Internet Explorer 7 and above (Windows)
Mozilla Firefox 2.0 and above (Windows, Mac OS X)
Safari (Mac OS X)

Other browsers can be used to view or access this product but may not have access to the full functions and features. GradeMark digital assessment is best used with one of the approved browsers.

An instructor can access the GradeMark system from any one of four locations within Turnitin:

- the assignment inbox

- a student portfolio

- viewing a paper after clicking on the paper title

- from the GradeBook grading page

To mark a paper in the GradeMark system from the assignment inbox, student portfolio page, or GradeBook grading page the instructor will click on the red apple icon under the grademark column to the right of the paper that needs to be marked. A new window will open displaying the GradeMark interface. Using this interface, an instructor can add marks, general comments, and location specific comments to a student paper as well as entering a numeric grade.

📄 **Note:** If the GradeMark icon is grayed out, the paper is not available for digital assessment. Please wait while the system generates the interface so that this paper can be marked.

Grading Marks

The GradeMark system contains several tools and types of mark that instructors can use in grading and assessing papers. These include:
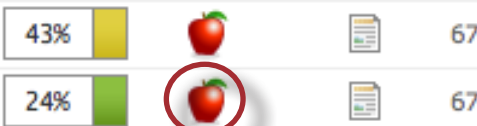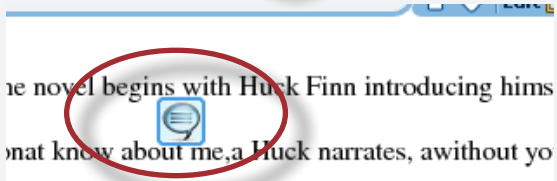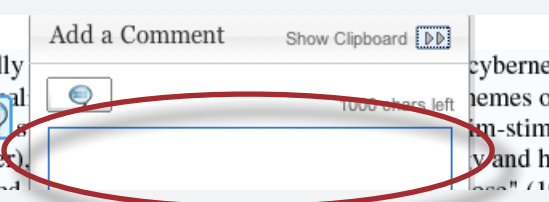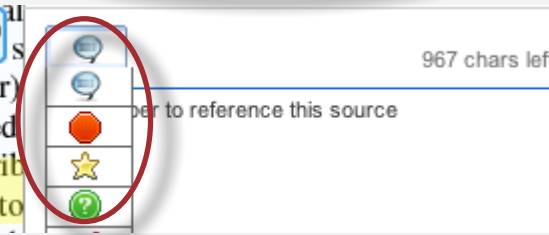
- comments

- inline comments

- QuickMark symbols

- rubric scorecards

- general comments
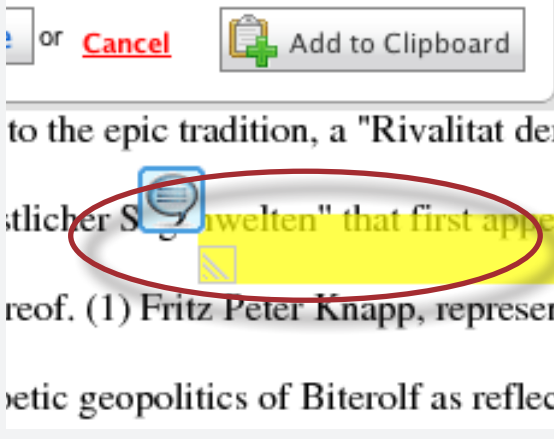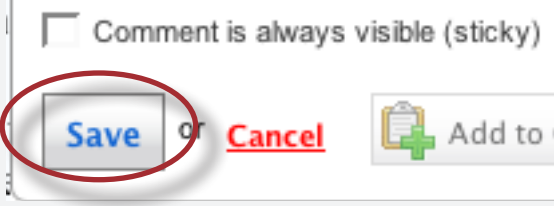
Comments

A comment is equivalent to the notes that an instructor may write in the margins of a paper. A comment might be:

> *"Your thesis is unfocused. Consider refining your thesis in subsequent versions of this paper."*

A comment may be up to one thousand characters in length.

Adding a comment to a paper:	
1. Click on the GradeMark icon for a submission to access the interface	
2. With the mouse click on the point on the paper to add the comment to	
3. Enter text into the text field of the comment bubble	
4. (Optional) Choose a mark icon for this comment from the icon pull down menu	

| Adding a comment to a paper:	
5. (Optional) If the comment references a specific area of the paper, the user can click and drag on the paper while the comment bubble is open to create a highlight over text. The color of the highlight can be selected before clicking and dragging. Multiple highlights can be created for each mark if there are multiple areas to reference. Highlights may be overlapping	
6. Click the *save* button to save the comment. To always display the comment place a check in the *Comment is always visible (sticky)* check box by clicking in the empty box	

The comment will be added to the paper with the mark icon selected or the default mark icon.

The comment can be edited at any time by clicking on the mark symbol for the comment. The *Edit* and trash icons will appear, click on the edit icon or double click the mark to open up the comment box. Edit the comment and click *Save* to save any changes made to the comment. To move a comment, click and hold on the mark symbol and drag the icon to a new location.
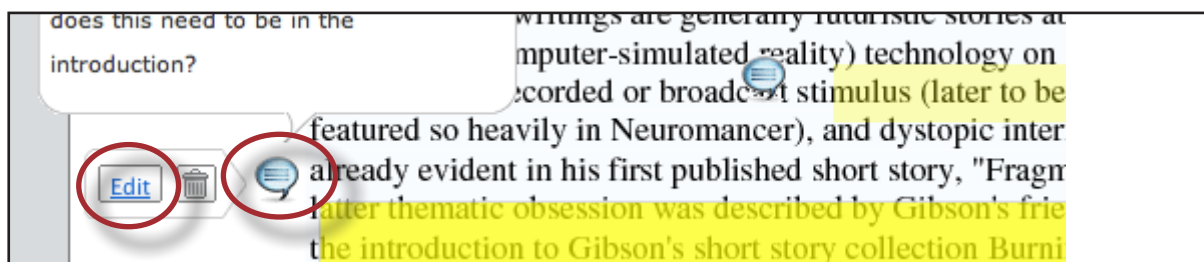
Deleting a Comment

A comment and the associated mark can be deleted by clicking on the mark symbol on the paper. The *Edit* and trash icons will appear, click on the trash can icon to delete the mark.
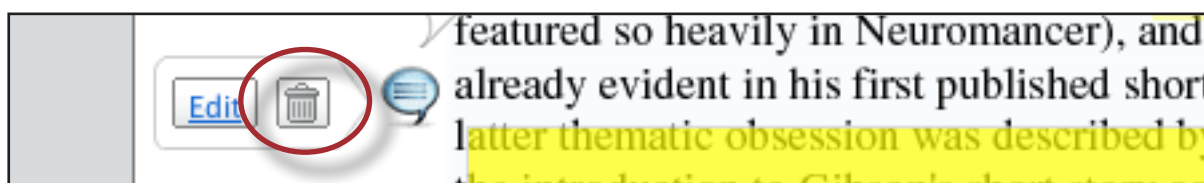
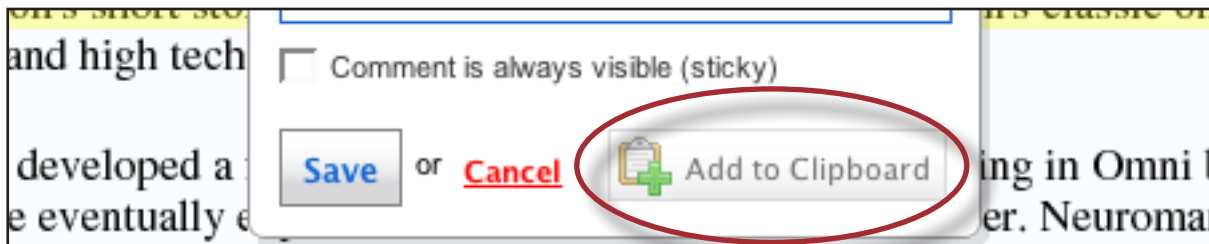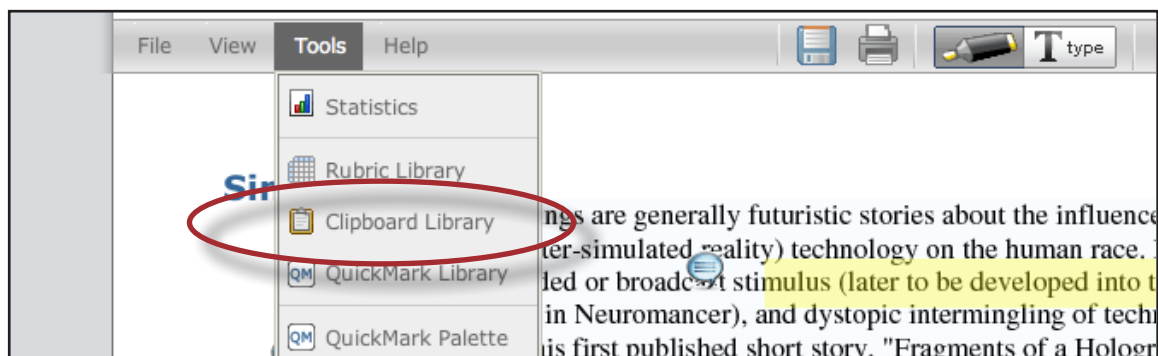# The Clipboard

Commonly used comments or 'clips' can be saved in the clipboard for later use. Comments are organized into the clipboard as part of a set. Clips added to the clipboard can be used in any class or assignment controlled by the same instructor.

A comment can be added to the clipboard by clicking on the *Add to Clipboard* button at the bottom of the comment bubble or through the Clipboard Library.
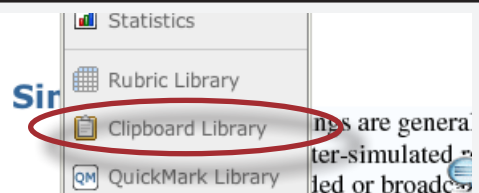

The Clipboard Library can be accessed through the *Tools* pull down menu.

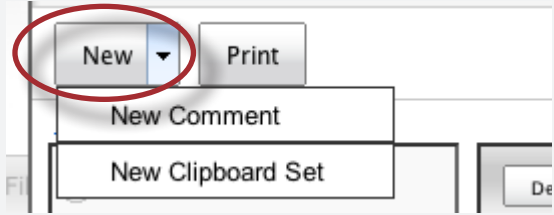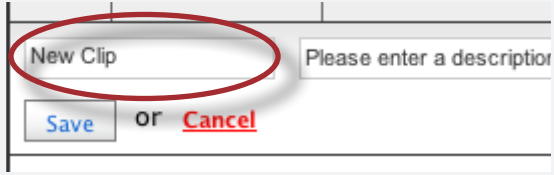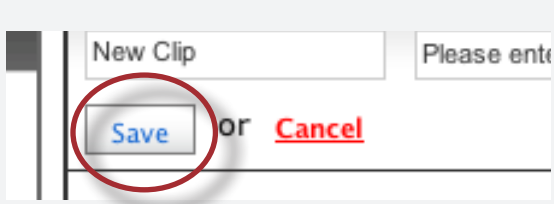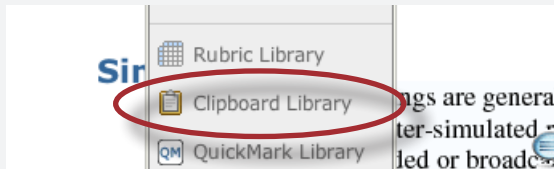| To add a clip through the Clipboard Library:	
1. Click the *Tools* menu and select *Clipboard Library*	
2. Click on the clipboard set to add a clip to it. The user may also click on *New*, then *New Clipboard Set* and create a new set, providing a name for the new clipboard	
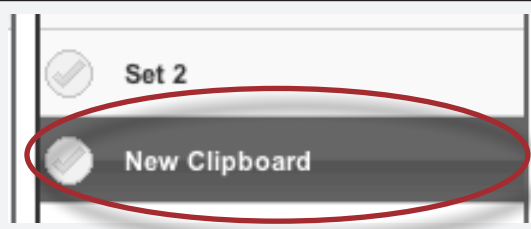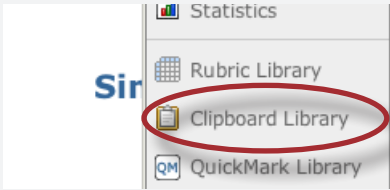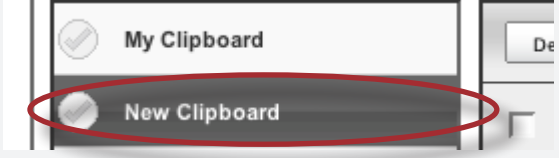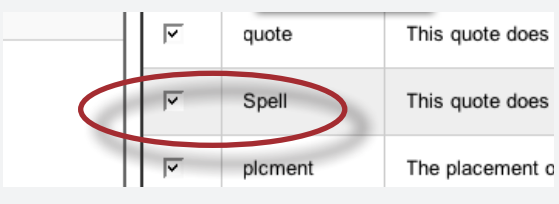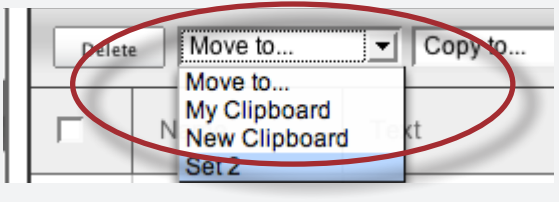
To add a clip through the Clipboard Library:	
3. Click on *New*. Then click on *New Comment*	
4. Enter up to eight characters to represent the clip on the palette in the *Palette Symbol* field	
5. Enter the text for the clip in the *Text* column	
6. Click *Save* to save the clip. This clip will now appear on the clipboard that it was created in	

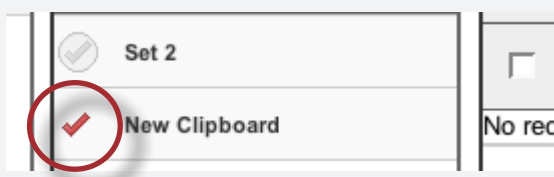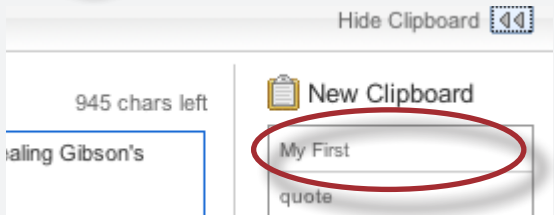| **Adding a set to the clipboard:**	
1. Click on the Tools menu and select *Clipboard Library*	
2. Click the check mark next to the name of the clipboard set, it will turn red once clicked and will be added to the clipboard	
3. The selected clipboard set will appear on the clipboard attached to the right side of the comment bubble. To add a clip from the clipboard to the comment bubble, click on the clip name in the palette	

To move or copy clips between sets:	
1. Click on the *Tools* menu and select *Clipboard Library*	
2. Click the name of the clipboard set to move or copy clips from	
3. Select the clips to move or copy by clicking on the check boxes next to the clip	
4. Select the set to move clips to or copy clips to from the appropriate pull down menu	
5. The clips will now appear in the selected set. Moved clips only appear in the destination set. Copied clips appear in both sets.	

Inline Comments

Inline comments allow instructors to add marks directly onto the paper. The inline comment appears as type overlaid on the paper. The instructor may select a color from the drop down menu for the inline comment.

To add an inline comment, select the type tool from the comment tool pull down menu on the menu bar. A color from the color pull down menu may also be selected.
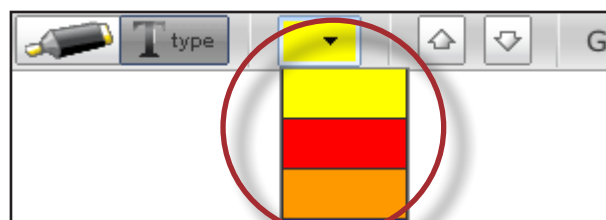
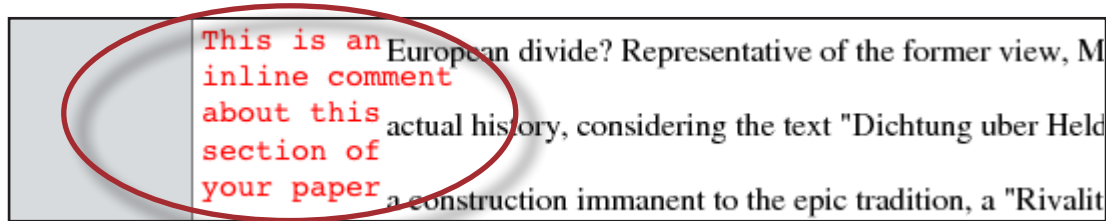The user can click on the paper where the comment should begin. The inline comment will show up as a light gray highlight over which typing may be done. When finished, click elsewhere on the paper or select the highlighter tool from the comment tool pull down menu. The inline comment will appear as typing directly over the paper.
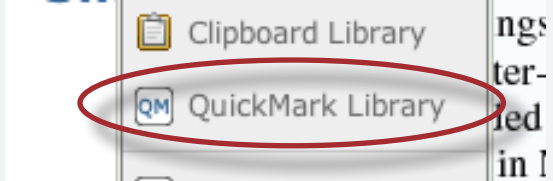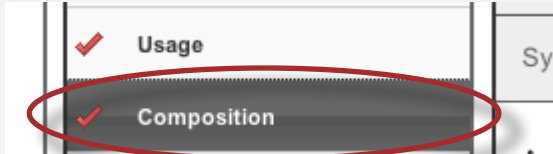

An inline comment can be deleted by moving the cursor over the comment and then clicking on the gray trash can icon that appears to the left of the comment. Deleted comments cannot be recovered.
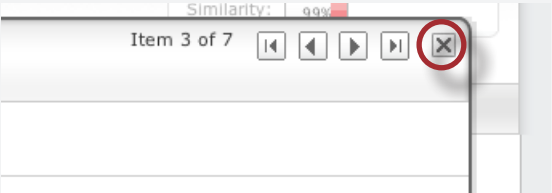
The inline comment can be moved by clicking and dragging the comment to a new location on the page. Releasing the mouse will affix the inline comment to the page in the new location.

QuickMark℠ Standard Editing Marks

The QuickMark standard editing mark is a commonly used or standard editing mark that instructors can utilize when editing and grading papers. The number and type of the QuickMark marks added to each paper in an assignment is tracked by the *Statistics* assessment tool available under the *Tools* menu.
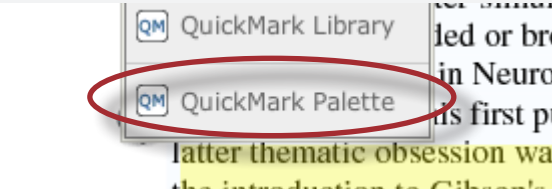
These marks are stored in sets found in the QuickMark library. The sets are added to a student paper from the QuickMark palette. The GradeMark system automatically provides four QuickMark sets consisting of commonly used editing marks and standard corrections. Instructors can use these sets, create sets of their own, access a set passed down from the Turnitin account administrator, upload a set provided by another teacher, or draw from a combination of sets.

Adding a QuickMark set to the palette:	
1. Click on the *Tools* menu and select *QuickMark Library*	
2. Click on the name of the set to add to the palette	

Adding a QuickMark set to the palette:	
3. Click the check mark next to the name of the QuickMark set, it will turn red once clicked and will be added to the palette	
4. Close the library by clicking the **X** in the upper right corner of the library window	

The QuickMark palette will appear containing the sets that were selected. To expand or hide the set in the palette click the expand/collapse button at the upper right corner of the set.
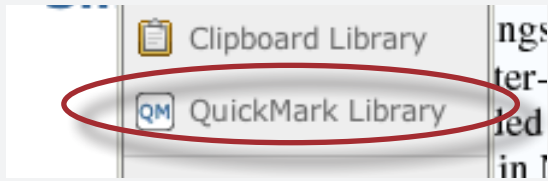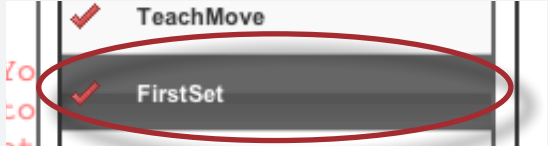
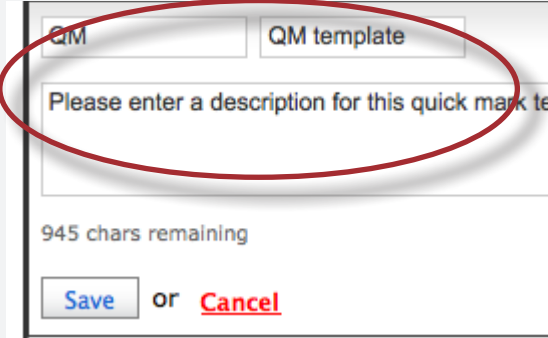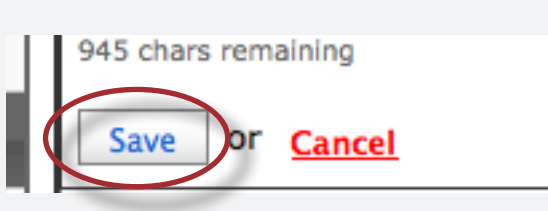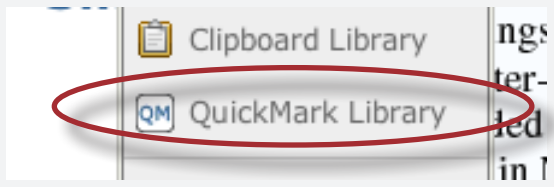| To add a QuickMark editing mark to a paper:	
1. If the QuickMark palette is not open, use the *Tools* menu and select *QuickMark palette*	
2. Click the QuickMark symbol for the mark to add to the paper	
3. Click on the paper where the mark should be placed	
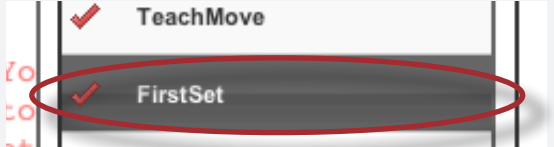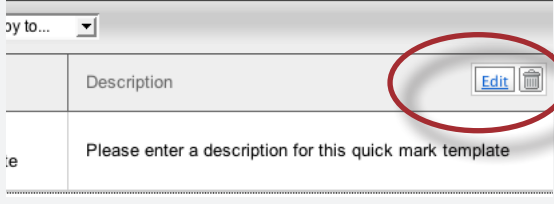
Tip: QuickMark symbols with yellow backgrounds on the palette are dynamic. These marks require further modification when added to a paper.
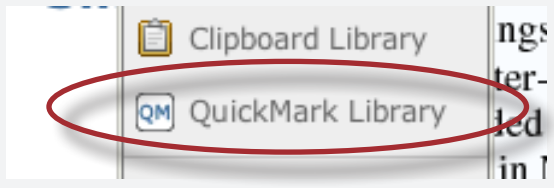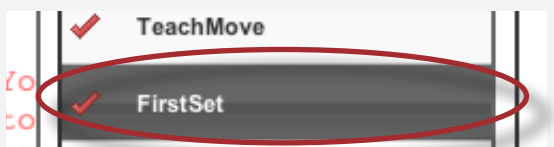
Some of these marks are resizable using handles at the corners of the mark. Others allow for text to be added in a text field. This allows further customizing of these editing marks.
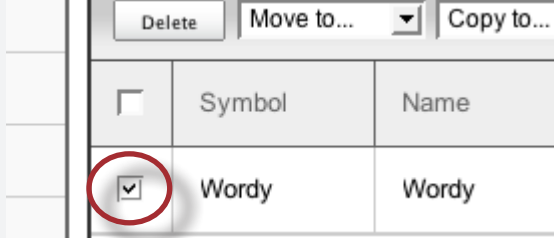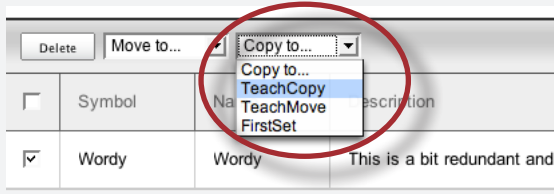
Creating QuickMark symbols

Instructors can also create and share their own sets of QuickMark symbols in their QuickMark sets. This allows instructors to create class or curriculum specific marks that may not be part of the sets provided by Turnitin or the account administrator.

To create a new mark:	
1. Click on the *Tools* menu and select *QuickMark Library*	
2. Click the name of the set to add a new QuickMark symbol to	
3. Click the *New* button in the upper left side of the set viewing window and then click on *New Clip* from the drop down menu	
4. Enter the following information for the new mark: • A symbol up to 6 characters in length • a name • a description for the new mark • (optional) a content link - a fully formed URL web address, used to link to a site which may contain more information of use to the student	
5. Click Save to save the new QuickMark symbol into the selected set	

To edit a QuickMark symbol:	
1. Click on the *Tools* menu and select *QuickMark Library* or click on *Manage QuickMarks* on the QuickMark palette	
2. Click the name of the QuickMark set containing the mark to edit	
3. Click on the QuickMark, an *Edit* and trash button will appear in the description column, click the *edit* button to edit the QuickMark	
4. Edit the information on the mark	
5. Click *Save* to save the changes made to the mark in this QuickMark set	

To move or copy a mark between QuickMark sets:	
1. Click on the *Tools* menu and select *QuickMark Library* or click on *Manage QuickMarks* on the QuickMark palette	
2. Click the name of the QuickMark set containing the mark (s) to copy or move	

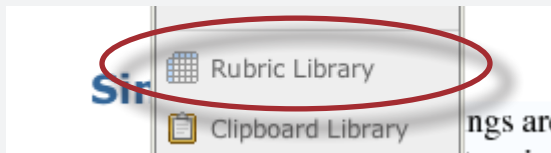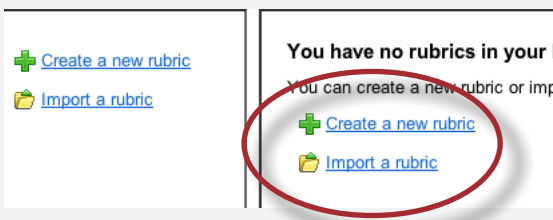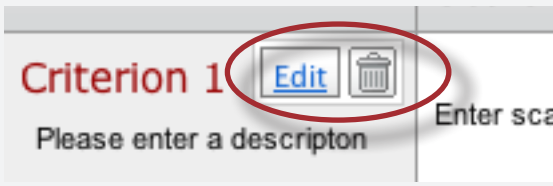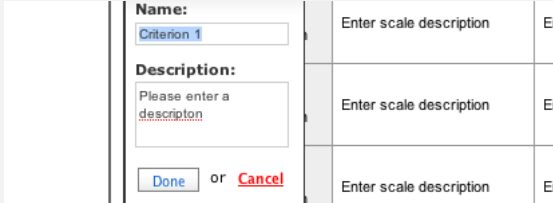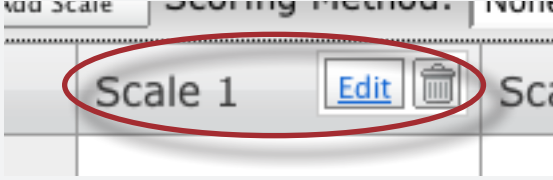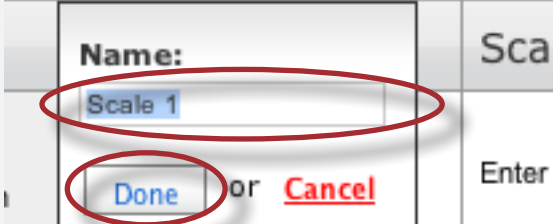| To move or copy a mark between QuickMark sets:	
3. Select the check boxes to the left of the symbol name of the marks to move or copy	
4. Select the set to move or copy the marks to from the *Move to...* or *Copy to...* pull down menu	
5. The checked quickmarks will be moved or copied to the selected QuickMark set	
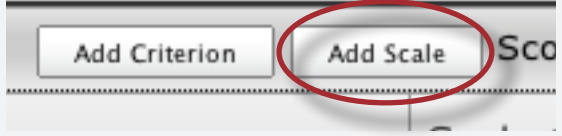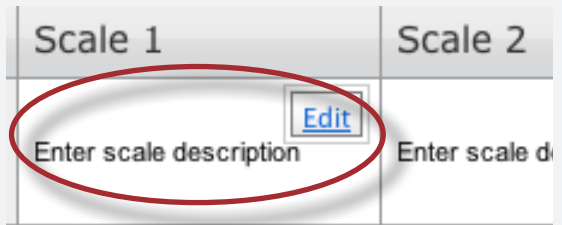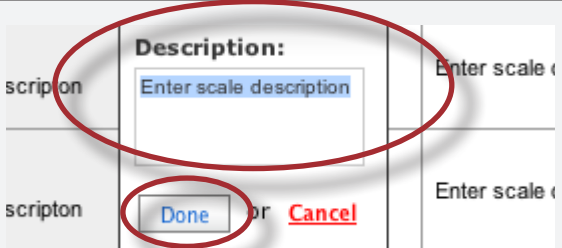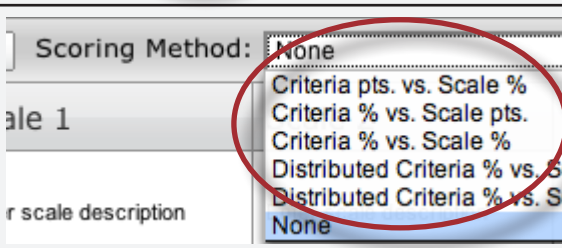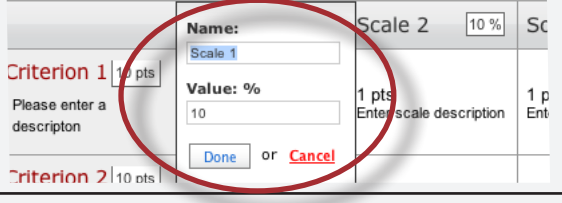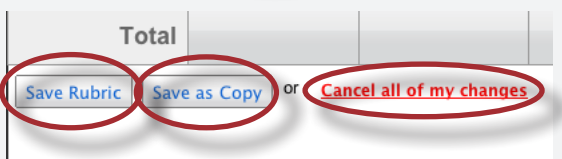
⚠️ **Warning**: Instructors may only add, delete, move, copy, or edit QuickMark sets and marks that they own. QuickMark sets with a gold lock icon to the right of the set name cannot be modified and are provided by Turnitin or the account administrator.

Rubric Scorecards

Rubric scorecards can be used to evaluate student work based on defined criteria and scales. The rubric scorecards can be created by the account administrator and shared to all instructors on an account. Instructors can also create and share rubric scorecards, allowing other instructors to upload the rubric scorecard to their classes.

To create a rubric scorecard:	
1. Click on the *Tools* menu and select *Rubric Library*	

To create a rubric scorecard:	
2a. First time rubric users will see two links *Create a new rubric* and *Import a rubric*. Click on *Create a new rubric* to create a new rubric or click on *Import a rubric* to import one of Turnitin's previously made rubrics.	Create a new rubric / Import a rubric — You have no rubrics in your l… You can create a new rubric or imp… Create a new rubric / Import a rubric
2b. Users who have accessed the Rubric Library and created a Rubric Set before will see the Rubric Library interface. Click on the *New* button to create a new rubric scorecard	New Print Import Export / Hide List Title / My Rubric Ad…
3. Provide a Title for the scorecard and click *Save*	Title / Save or Cancel
4. To give names and descriptions to the criteria scales click on the criterion and an edit and trash button will appear, then click on the *edit button*	Criterion 1 Edit 🗑 / Please enter a descripton Enter sca
5. (Optional) Enter a name and a description for the criterion for the rubric by clicking in the text boxes to edit the text. Once entered click *Done* to save any changes	Name: Criterion 1 / Description: Please enter a descripton / Done or Cancel Enter scale description …
6. Repeat steps 4 and 5 for all the criteria. To add additional criteria, click on Add Criterion in the upper right corner	
7. When all criteria are added, click within each of the scale boxes and the edit and trash buttons will appear. Click on the *edit* button to change the name of the scale	Add Scale Scoring Method: None / Scale 1 Edit 🗑 Sca
8. Enter in a new scale name and click *Done* to save any changes	Name: Scale 1 Sca / Done or Cancel Enter

To create a rubric scorecard:	
9. Repeat steps 7 and 8 for all scales. If additional scales or criterion are needed, click on *Add Scale* or *Add Criterion* buttons at the top of the Rubric	
10. (Optional) To enter a scale description, click inside a descriptor field and the edit button will appear. Click on the edit button	
11. (Optional) Clicking on the edit button opens up a description box. To enter an explanation of what qualifies for that scale value of a criterion simply write in the text box and click *Done* to save any changes. Repeat for remaining descriptors	
12. To use the rubric to score papers, select a scoring method from the *Scoring Method* pull down menu	
13. Enter the appropriate point or percentage value for the criterion and scales by clicking on the edit button for the criterion and scales	
14. Click on *Save Rubric* to save the rubric scorecard to the Rubric Library. Click *Save as Copy* to save this rubric as a copy to the rubric library. To cancel any changes to the Rubric click on the *Cancel all of my changes* link	

📄 **Note**: The point or value options within the edit menu will only appear once a scoring method has been chosen.

Additional Rubric Scorecard Notes

When creating scoring rubrics, instructors should be aware of the following:

- If criteria are used as percentages and the instructor needs each criterion to be worth an identical percentage, select the *Distribute Criteria %* option to automatically distribute the percentages evenly

- The values in the *Max Points* fields cannot be altered directly. These values reflect how many points towards the total points for the rubric will be awarded if a paper receives the highest possible scale value for the criterion, e.g. if the rubric has a total point value of 100, a highest scale value of 100%, and a criterion worth 20 pts the Max Points for that criterion will be 20.
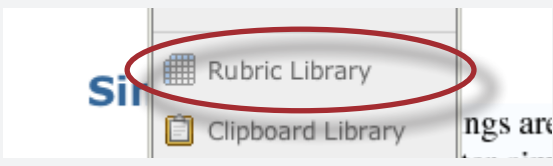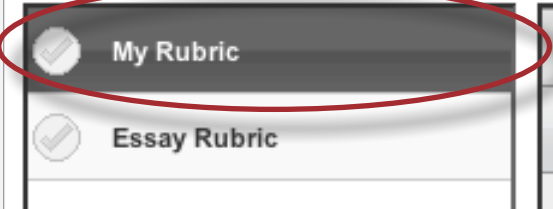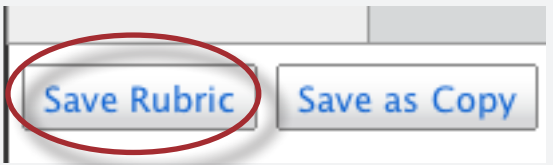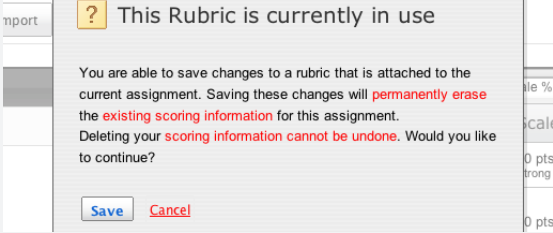

- If the instructor is using criteria as percentages and scale as percentage, the instructor must set the total point value field for the rubric at the bottom of the rubric scorecard. Click in the Total point field and the *Edit* link will appear. Click on the *Edit* link to set the total point value field for the rubric, once it is set click done to save the total point value.
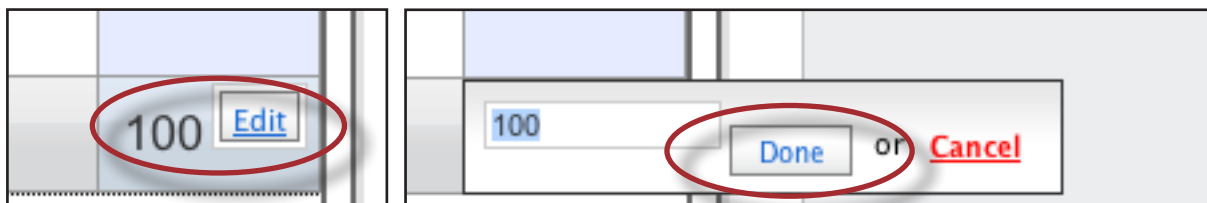
Modifying Rubrics

Rubric scorecards can be modified after creation. However, if the rubric scorecard has been used to score student papers, modification of the rubric scorecard will erase any scoring done on papers in the current assignment. Changes will not be applied to the rubric scorecard of previous assignments.

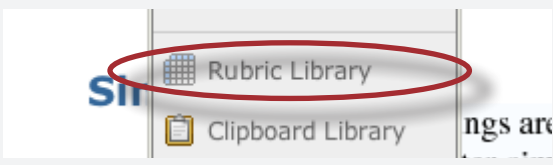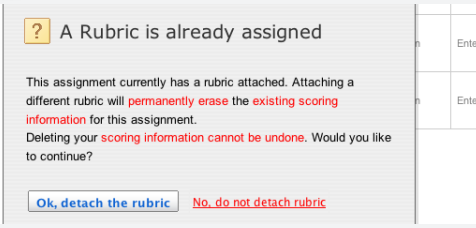| To modify a rubric:	
1. Click on the *Tools* menu and select *Rubric Library*	
2. Select the rubric to modify by clicking on the name of the rubric	
3. Change the rubric as needed	
4. Click *Save Rubric* to save any changes	
5. A notification window may appear giving a warning about losing the previous scoring information for this assignment. Click *Save* to change the scoring information	

Attaching a Rubric to an Assignment

To use a rubric scorecard, the instructor must first access the GradeMark view of a student paper in an assignment and attach the rubric to the assignment. This enables the rubric scorecard for the assignment.

Adding a rubric to an assignment:	
1. Click on the *Tools* menu and select *Rubric Library*	

| **Adding a rubric to an assignment:**	
2. Select the rubric to attach by clicking on the gray check mark, a red check mark will appear and the rubric will now be attached to the assignment	
3. If a rubric is already attached to the assignment a warning notification will be given. To attach the new rubric click *Ok, detach the rubric*	

Using a Rubric Scorecard to Grade

The rubric scorecard allows the instructor to easily score the performance of a paper against a set of criterion on a scale. The rubric scorecard is accessed while the instructor has the GradeMark view of a paper open.

To open the rubric while viewing a student paper, the instructor user will click on the *rubric scorecard* link at the bottom right corner of the GradeMark window.
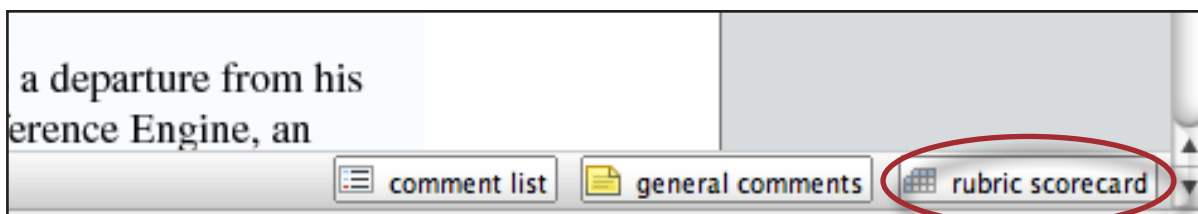

To grade with the rubric scorecard, the instructor clicks on the scale the paper has met for the criteria. Grade points will be automatically tallied and saved to the GradeBook for the class.

General Comments

An instructor is able to write a general comment regarding a paper. The general comment tool allows for a longer, less area-specific feedback to be provided to the student writer.

To add a general comment, click on the *general comments* link at the bottom right corner of the GradeMark paper view.
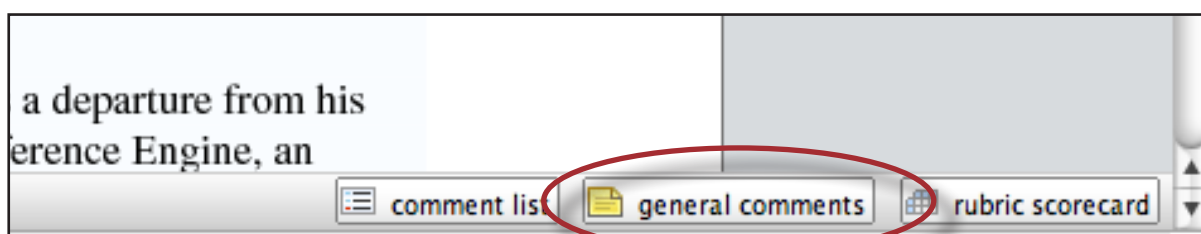
Type in the general comment in the provided space. The general comment will be part of the printable version of the GradeMark page for student users, or can be viewed online by the student by clicking on the general comments link in the bottom right corner of the GradeMark student view.
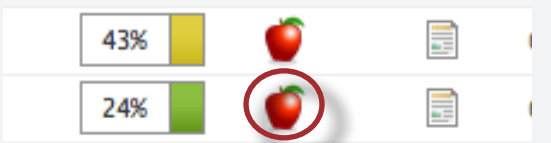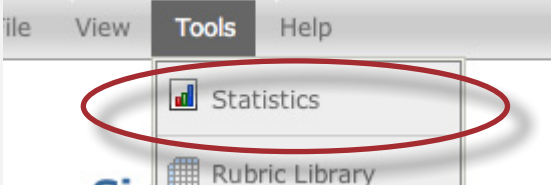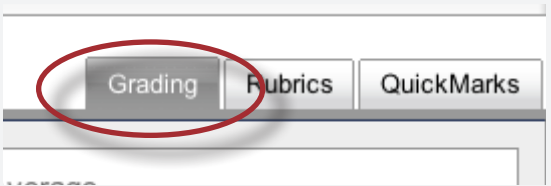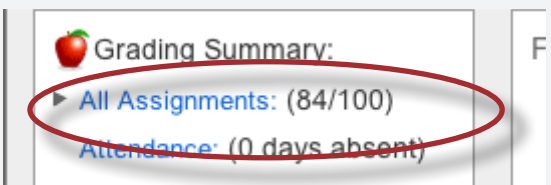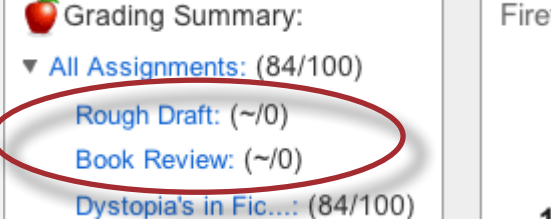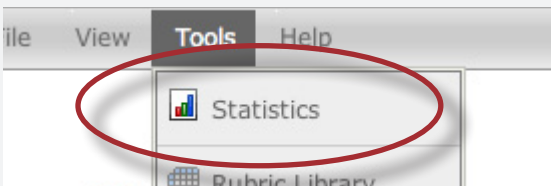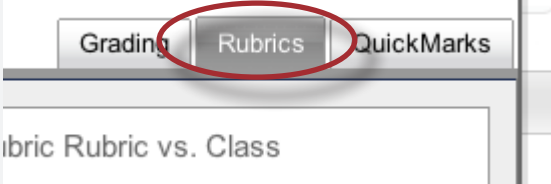

GradeMark Assessment
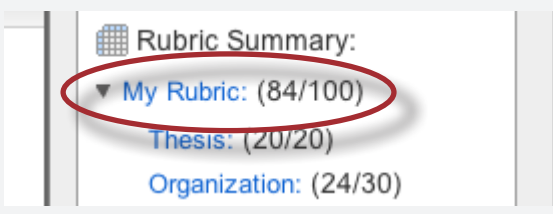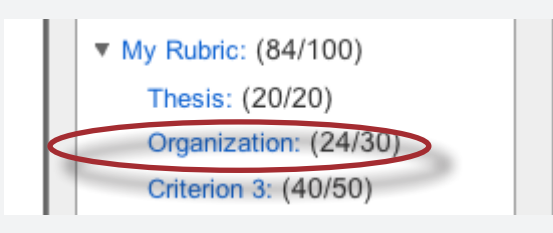
Paper and Assignment Statistics
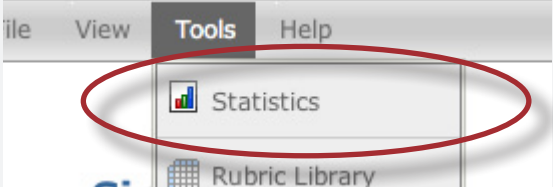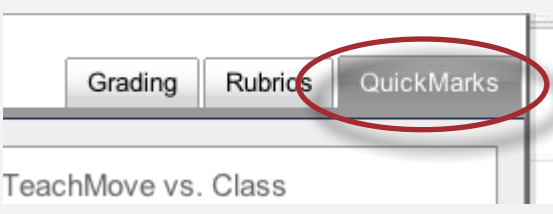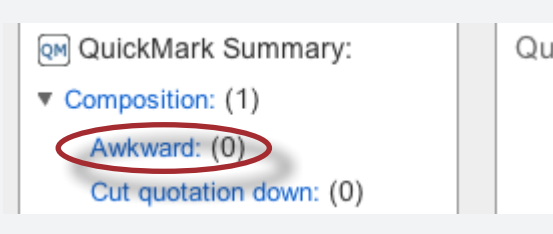
Instructors can use the *Statistics* link from the *Tools* menu to view the paper information for the current student in comparison to the performance of the rest of the class in the assignment. The tool contains statistics for the grade given to the paper against the overall class grades in the assignment, the rubric scores for the paper versus the rubric scores for all other papers submitted to the assignment, and the number of QuickMark comments used on the student paper versus the number of QuickMark comments used for all other submissions in the same assignment.

📖 **Note**: Statistics can only be displayed for submissions linked to a student user profile. Non-enrolled student submissions do not have any statistical information available through the GradeMark tools.

To view grade statistics:	
1. Open the GradeMark view of the student paper to access statistics for it	
2. Open the *Tools* pull down menu and click on *Statistics*	
3. Click *Grading* on the assessment graph. A graph displaying the performance of the student versus the class average on all assignments will open	
4. Click *All Assignments* to open a list of assignments that can be viewed	
5. To view the graph for an individual assignment, click on the name of the assignment	

To view rubric statistics:	
1. Open the *Tools* pull down menu and click on *Statistics*	
2. Click *Rubrics* on the assessment graph. A graph displaying the paper rubric score, if any, versus the class rubric scores on the assignment will open	

| **To view rubric statistics:**	
3. Click the *name of the rubric* to open the list of criteria	▦ Rubric Summary: ▼ My Rubric: (84/100) Thesis: (20/20) Organization: (24/30)
4. Click the name of a criterion to view the graph for the individual criterion within the selected rubric	▼ My Rubric: (84/100) Thesis: (20/20) Organization: (24/30) Criterion 3: (40/50)

| **To view QuickMark comment statistics:**	
1. Open the *Tools* pull down menu and click on *Statistics*	ile View **Tools** Help ▣ Statistics ▦ Rubric Library
2. Click on the QuickMarks tab. A graph displaying the number of QuickMark comments used on the paper versus the class QuickMark comment use will open	Grading Rubrics QuickMarks TeachMove vs. Class
3. Click the name of a QuickMark set to open the list of marks within that set and to display a graph of the use of that set within the class	QM QuickMark Summary: Qu ▼ Composition: (1) Awkward: (0) Cut quotation down: (0)
4. Click the name of a specific mark in the QuickMark set to view the graph for the usage of that individual mark.	QM QuickMark Summary: Qu ▼ Composition: (1) Awkward: (0) Cut quotation down: (0)

Additional Functions

The Comment List

The list of all marks that have been added to a paper can be viewed by clicking *comment list* at the bottom right of the GradeMark window.
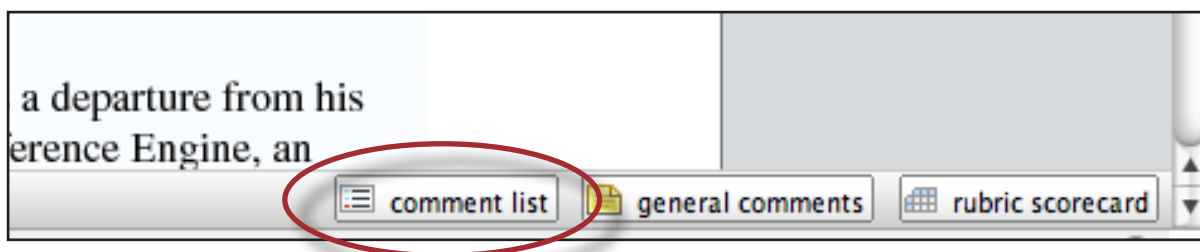
The list of comments can be used to navigate to the location of a comment on the paper by clicking on a mark in the comment list.
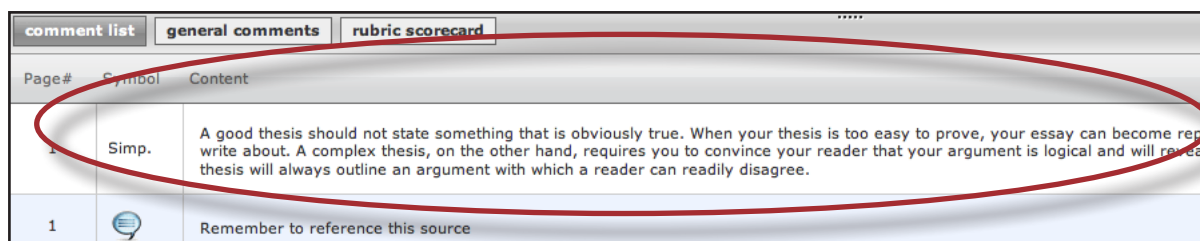
Navigating Between Marks

An instructor can jump from mark to mark sequentially using the navigation arrows at the top of the GradeMark interface.
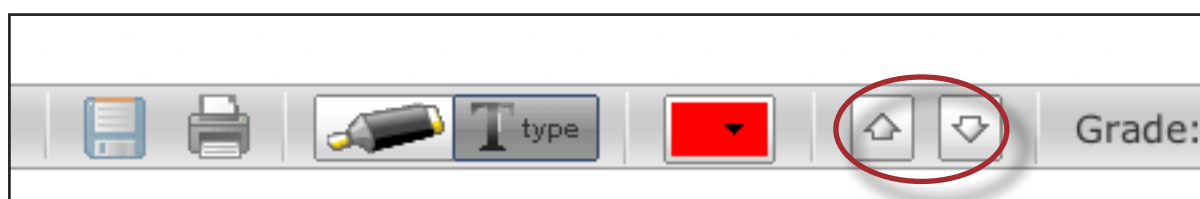
- Clicking on the up arrow will move to and select the previous mark on the paper

- Clicking on the down arrow will move to and select the next mark on the paper

Moving from mark to mark will open the comment bubble for each mark. Using the navigation arrows can allow an instructor to quickly move between and edit marks sequentially.

Navigation Between Papers

An instructor grading several papers may need to move to the next or previous paper without returning to the inbox and re-launching the GradeMark interface.

The *previous paper* and *next paper* links at the top of each paper in the GradeMark interface allow the instructor to continue grading without returning to the assignment inbox. Each time the instructor moves between papers, any changes that have been made to the papers are saved automatically.
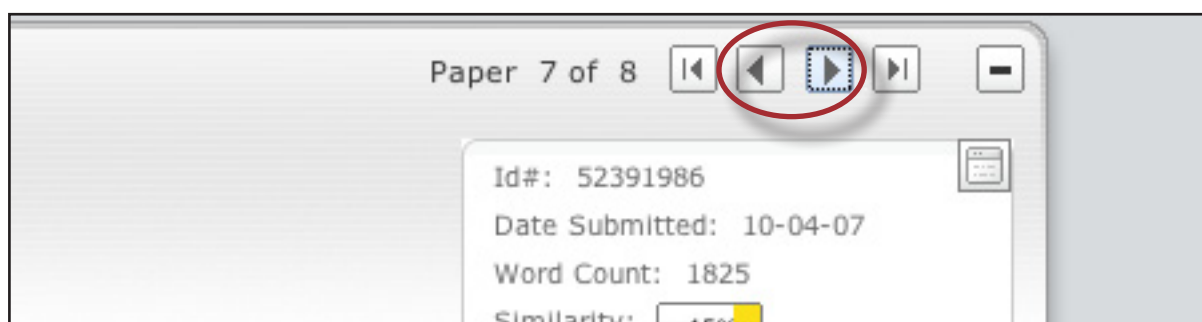
Entering a Grade

A numeric grade may be manually entered for a paper by clicking the *edit* link at the top right of the paper, which opens a box to enter the grade into. The Grade field automatically displays as *Grade (out of possible points):*, e.g. a 100 point assignment shows as *Grade: /100.* Grades entered in this field will also be saved to the GradeBook.

📄 **Note**: If a rubric has been attached to the assignment, a grade will be automatically entered in the grade field when the rubric is completed.

Emailing Students

The instructor can open a mail window in the default mail client for the computer by clicking on the name of the student under the paper title. For more information on default mail clients, please use the help file for the web browser.

Student View Mode

To view the paper as the student will see it, access the View menu and select Student Mode. The GradeMark interface will change to display the student user interface. Return to the instructor access by using the View menu once more and selecting Instructor Mode or by clicking on the *Return to grading* link in the yellow highlighted area underneath the paper title.
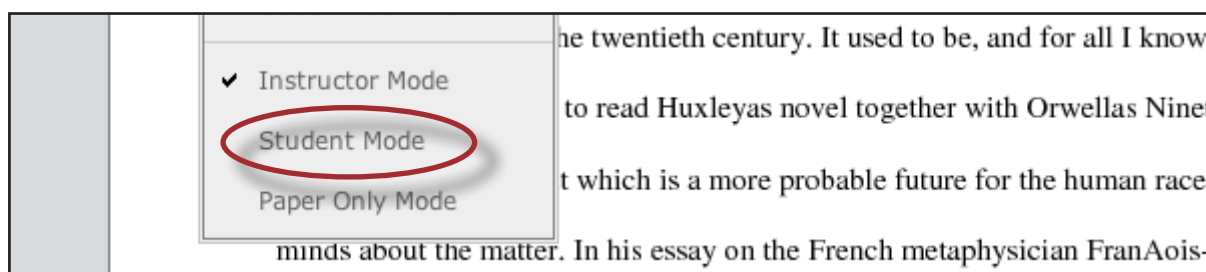
Printing

The GradeMark interface is not designed to be printed from the primary GradeMark screen. To print a paper with a full comment list and any rubric information, use the *print* icon or open the File menu pull down in the GradeMark window and select Print from the list of options.
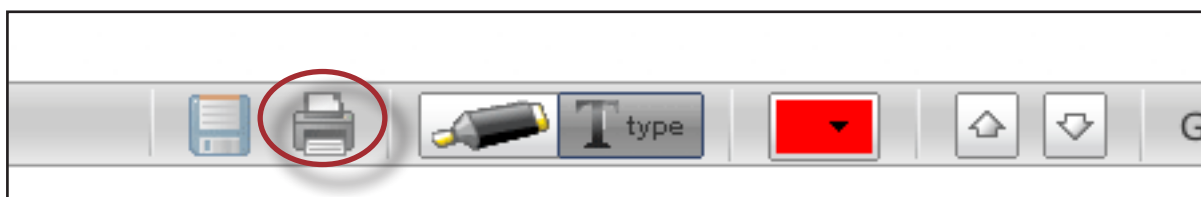
A printable version of the paper will load and the user's print menu should appear once the paper has finished loading. Once the paper has begun printing or after the printing job has been completed, click on the Return to grading paper link at the top right corner to return to the normal GradeMark screen.