Blackboard: Using GradeMark Inside Turnitin
Faculty Instructions

View Originality Report and Access the Paper for Grading
GradeMark gives instructors the ability to provide feedback to students by enabling editorial highlights, custom comments, and QuickMark editing marks directly on the student papers.

1. Navigate to the assignment to be graded. Click the >> View/Complete link to view the paper.

2. You will be taken to the submission form. At the top right of the page, click Messages.
3. In the Messages area of Turnitin, click the blue assignment inbox tab at the left.

4. This will take you to the list of submitted papers. Click the small bar with a percentage number in the SIMILARITY column to view the originality report and access the GradeMark grading tab.
Use GradeMark to add Marks and Grade a Paper

The first screen will present you with the Originality Report. The paper will be presented on the left with the summary and drill down capabilities on the right.

1. To use the GradeMark feature, click on the GradeMark tab.
2. The **GradeMark** tab presents the **submitted paper** on the left with a **QuickMark** Panel on the right.
3. The **QuickMark** panel and its features:

1. **Search QuickMark templates**
2. **Change QuickMark Set**
3. **Add a Bubble Comment**
4. **Add a Text Comment**
5. **Open QuickMark Manager**
6. **Add a Comment for a selected piece of text**
7. **QuickMark set (active set)**
8. **QuickMark Panel indicator**
9. **Add/View General Comments**
10. **View Comments List**
11. **Rubric grade**
4. From the **Change QuickMark Set** list, select the desired grading set to select from.

5. The blue buttons correspond to editing marks relevant to your selected set. Click on the editing mark to have it automatically inserted in the document. E.g. TT2 – To/Too/Two.

**Note:** When you hover over the editing mark to be inserted, the bottom section of the quick mark panel provides the usage details. These details are available for viewing online by students when they access their graded paper through your Turnitin assignment link. Students can also download a PDF version of their document complete with a GradeMark report detailing all grading marks and comments.
6. Drag the editing mark to the desired location in the document.

7. You can also add free-form comments which can be placed wherever you want within the document by selecting the Comment icon.

8. Enter the comment in the comment box and click Save. A comment icon will be placed in the document. Click on it to drag it to the appropriate place within the document.
9. You can also associate a specific comment to highlighted text. Using your mouse, select text and click the **Comment Button** to highlight text associated with a comment. Enter your comment in the Comment box that displays and press **Save**.

10. To enter **General Comments**, click the Comment icon at the bottom of the window. Enter comments then click **Save**.
11. To view comments by page, select the Comments List icon at the bottom of the window. Click on the Expand All icon to see the associated comments.

12. Rubrics can be used to grade a paper inside of Turnitin. If you created a rubric when you completed the Option Settings portion of the Turnitin assignment, it will be visible by clicking on the Rubric icon at the bottom of the window.
13. Once ready, you can enter a grade for the paper which will feed to the **Grade Center** in Blackboard.

Above the **Quick Mark** panel, you will see the grade input area. Enter a grade for the student. E.g. 82.

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**Download or print the document with GradeMark comments**

1. At the bottom left of the Turnitin tool bar, click on either of the two **Print / Download** icons.

*Note:* You may need to dis-able your pop-up blocker in order to see the document.
2. A pop-up window will let you know when your download is ready.

3. If using Internet Explorer, choose **Open** or **Save**. If using Mozilla Firefox or Google Chrome, choose **Open with** or **Save File**.
4. The document can be opened using PDF Viewer. Once open, expand the Plus next to the submitted paper’s title in the left navigation panel. You can view the marked up paper, the GradeMark Report, including General Comments and Final Grade, and the related Rubric / score.

5. The GradeMark Report provides a summary of all comments entered as well as explanations of the grading marks used. This report is also available for downloading by the student.