TURNITIN: MARKING PAPERS WITH FEEDBACK STUDIO

The Turnitin Feedback Studio allows you to insert comments on a student paper and return the marked up papers to students electronically. The instructions in this user guide assume you have already added a Turnitin assignment to your ulearn course and students have submitted their papers.

Instructions

1. Access the Feedback Studio using one of the methods described in the Turnitin: Accessing Submissions user guide. Feedback Studio opens in a new window with the paper submission on the left.

2. Click anywhere on the paper to leave a QuickMark, an inline comment, or a bubble comment.

QuickMarks are abbreviated pieces of feedback that can quickly be applied to multiple parts of the paper as you grade. Click anywhere on the paper or highlight a section of text and choose the check box to access preloaded QuickMarks.

![QuickMark example]

Change the type of QuickMark by clicking on the drop down menu at the top of the box. You can also customize and create your own QuickMarks by clicking the gear next to the drop down menu.

![QuickMark customization]

An inline comment appears as visible text within the paper when a student reviews their submission. Select the T when you click on the paper to input a text box where you can type a brief inline comment.

![Inline comment example]
A bubble comment is used for longer comments. Select the bubble when you click on the paper to input a comment box where you can type a longer comment. You can also highlight a piece of text and then select the bubble comment option to apply feedback to a larger section of the paper.

Note:
To delete a QuickMark, bubble comment, or inline text comment click on the piece of feedback and then the delete icon.

3. To strike through (cross out) an unnecessary section of the paper highlight the text and click the strike icon.

4. Add general comments and feedback via a written summary or audio comment. Click on the Feedback Summary icon from the grading options menu.
Click in the Text Comment box to type your comments and feedback. They will automatically be saved.

Click the record icon in the Voice Comment box to record an audio comment with your feedback. Click the stop icon when you are finished recording.

To save the audio recording, click the save icon.

5. To grade using a rubric, click the Rubric/Form icon from the grading options menu. In order to have this grading option, you must have already created or imported a rubric when you set up the Turnitin assignment.
Select the **full screen** icon to view the entire rubric in a new, larger window.

![Rubric Image](image)

Click in the appropriate box to assign a score for each criteria. Select **Apply to Grade** when you are finished.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Scales</th>
<th>Below 33.00</th>
<th>Average 33.00</th>
<th>Above 33.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spelling</td>
<td>25 %</td>
<td>Below Average</td>
<td>Average</td>
<td>Above Average</td>
</tr>
<tr>
<td>Grammar</td>
<td>25 %</td>
<td>Below Average</td>
<td>Average</td>
<td>Above Average</td>
</tr>
<tr>
<td>Topic 1</td>
<td>25 %</td>
<td>Below Average</td>
<td>Average</td>
<td>Above Average</td>
</tr>
<tr>
<td>Critique</td>
<td>25 %</td>
<td>Below Average</td>
<td>Average</td>
<td>Above Average</td>
</tr>
</tbody>
</table>

**Total Score: 33/33**

You can also quickly assign a rubric grade on the right menu. Slide the blue dot to the appropriate score and click **Apply to Grade** at the top of the menu when you are finished.
6. When you are ready to assign a grade for the submitted paper, click in the grade box in the upper right corner and enter the grade. The grade entered here will also appear in the ulearn grade center. Students can see it through the My Grades link.

7. Use the Previous and Next arrows to the right of the grade entry box or the drop down menu between the arrows to navigate to the next paper to grade. When finished, close the Turnitin Feedback Studio window. Your comments and feedback will be saved.

Note:

Students will see your comments and feedback on the post date that you indicated when you added the assignment.