

Tips for Marking Online with Turnitin/Grademark

This guide outlines a number of recommendations and tips for Turnitin/Grademark users on both a desktop computer and via the Turnitin App

Speed Tips for desktop marking

Before marking you may want to do the following if using a desktop computer

- Clear temporary internet files (Cache) to speed up your computer.
- Clear browser history.
- Minimise the number of programmes (Word, Outlook, Lync) running simultaneously.
- Use Firefox or Google Chrome rather than Internet Explorer.
- Avoid using the previous/next paper arrows in Grademark for moving between papers. Instead close the window and open the next paper from the Assignment Inbox page.
- Wired connections are usually more reliable than wireless connections. If possible use a wired or robust wireless network.

Best Practice Tips for desktop marking

- View the Originality report whilst marking by overlaying the Originality and the GradeMark layers. See Figure 1.
- There is no spell checking facility within Turnitin so if you require a spell-checking facility, you can either use Chrome as your web browser (spell checking built-in), or follow these instructions to install a spell-checker in Firefox:

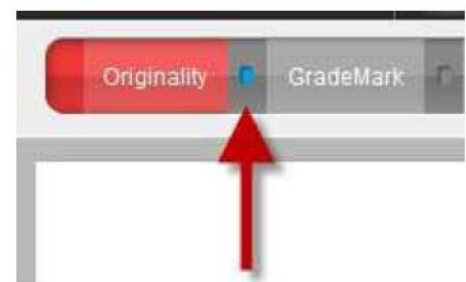


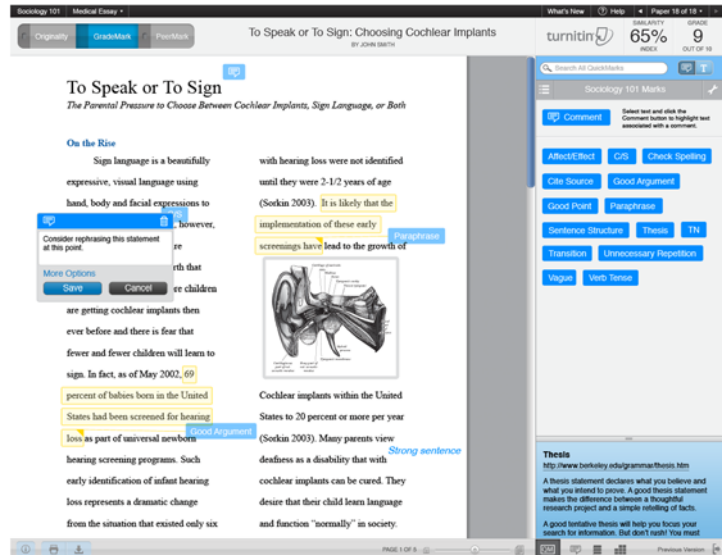
Figure 1 Overlaying Layers

<http://staff.brighton.ac.uk/is/learningandteaching/Pages/Turnitin/Turnitin-spell-checking-while-using-GradeMark.aspx>

The Turnitin for iPad app, also includes a spell-checker which is built-in to the iPad's operating system.

- Struggling to manage the assignment inbox? The assignment Inbox can be sorted by clicking on column headers.

- If the student submission uses a small font, use the Turnitin Zoom control to increase the size of text when marking on screen.
- Generic or recurrent feedback comments can be saved into a personal library of comments (QuickMark Libraries).
- Discipline-wide QuickMark comments can be generated and made available across courses, speak to your LTA for more information.
- Rubrics (grading schemes) can be created to meet course-specific learning objectives.
- Rubrics (grading schemes) can be shared with colleagues on a restricted individual basis or shared within colleagues across the institution. NB – there is a default University of Brighton Undergraduate scheme already available for all tutors to use/modify.
- Grademark statistics provide an overview of recurrence of QuickMarks used and rubric selections across a whole cohort e.g. identifying frequency of specific errors or issues.
- Submissions can be sorted into folders (New papers, Viewed, Marked papers).
- Sorting by grade only works after the post-date has been reached.
- To help manage multiple markers, Turnitin can be used with the Blackboard Groups facility. Groups need to be set up in studentcentral and then Turnitin enables you to mark by group. Useful for large cohorts or seminar groups.
- If you need to check word-count advise students to submit in a text format (.doc, .rft)
- Use text highlight together with comments in order to clarify to students what comments refer to.
- Note that Grademark timeout is after 30 minutes of inactivity. 'Inactivity' means not pressing on any Grademark buttons e.g. a marker scrolling up and down a student submission does not count as activity. Only actual interaction with Grademark counts as activity.



Tips for marking on your iPad

- Before you start marking check for app updates prior to downloading papers.
- If marking offline sync as often as you can when you have WIFI access
- Co-ordinate with joint markers over methods being used and how you will manage this to ensure no marking is overwritten by a colleague.
- Once marking is complete and papers have been synced back online, forget the connection before the next set of marking.

