This Quick Guide gives the eLearning team’s recommended settings for grading & providing feedback for a standard Turnitin assignment in Blackboard. It is the third in a series of four quick guides covering the process of grading & providing feedback using Turnitin.

For further support and advice visit [www.tcd.ie/CAPSL/resources/](http://www.tcd.ie/CAPSL/resources/) or email the eLearning team at bblearn@tcd.ie

### 1. Viewing the Originality Report

First, click on a student submission in the Submission Inbox to view it in Feedback Studio. You can access the Originality Report via the right-hand menu when viewing a student's submission.

Clicking the Match Overview percentage shows matched sources.

Use Filters to exclude quotes, bibliographies and small matches (useful for removing commonly used phrases from the report).

Click Apply Changes under Filters to view an updated percentage match – this new percentage will also be visible to the student.

### 2. Annotating the Document

Click anywhere on the page to open the annotations menu.

QuickMarks allow you to use feedback templates.

Click on the balloon icon to add a comment to the page.

You can click and drag to move comments around as needed. You can also select any text in the submission to strike it out or highlight it with an associated comment.

Use the Page Navigation button at the top left of the screen to navigate quickly through the document.

### 3. Providing a Feedback Summary

You can provide overall feedback in the Feedback Summary panel. Click on the pencil & paper icon on the right of the screen to open the panel.

Here you can add a text comment and record a voice comment of up to 3 minutes in length.

You can also use rubrics and grading forms to mark and provide feedback on assignments – these are covered in more detail via the links on our website.

### 4. Grading a Submission

Enter the overall grade in the box at the top right of the screen.

You can navigate among student submission using the arrows. Click on the number of submissions to open up a list.

Saving: Feedback Studio saves comments and grades automatically. You can close Feedback Studio’s browser tab to return to the submission inbox and the page will refresh to show you the updated grades for students.

### 5. The Next Step – Releasing Results to Students

Visit [www.tcd.ie/CAPSL/resources/onlineassessment/assignments.php](http://www.tcd.ie/CAPSL/resources/onlineassessment/assignments.php) for a video version of this guide and a Quick Guide on how you can release results to students.