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 use an **inline comment** to add text directly on 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.

→ 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