TURNITIN GRADEMARK

GETTING STARTED WITH TURNITIN GRADEMARK



VERSION 1.0

GradeMark is an extension of Turnitin. GradeMark allows you to create detailed rubrics for more efficient and consistent assessment of student work.

Words in *Italics* on this guide indicate functions of *Turnitin:* a feature or function, button, field name, or linked tool. Contact the ITS Help Desk (ext 85100, askit@auckland.ac.nz) for a Turnitin account if you don't have one.

Using GradeMark	
Log on to turnitin.com with your UofA email address and password	
Click the <i>Add Class</i> button to create a site for your students in one calendar course to access. For each new semester you will create a new <i>Class</i> :	Add Class
Enter a <i>Class name</i> : using the title of the course, course code (Ex: CLINED711), and the start month and year (Mar 2013).	Copy Delete
Assign an <i>Enrolment password</i> . Students will use this to access your site. Note: do not use your UPI password!	Create a New Class
Enter the <i>Class end date</i> . Students will no longer have access to the site after this date: a few months after the end of term	Standard class \$ Class name • CLINED711 - Teaching Online - Mar 2013
often works well. You will, however, have access to the site as it is on the Turnitin server.	Enrollment password • testpassword Class start date 26-Feb-2013
Click Submit	Class end date 31-Aug-2013
	Submit
Click into the <i>Class</i> you just created by clicking on the class name.	Faculty of Medicine and Health Sciences
	Class ID Class name Status
	5806461 Egan LTU sandbox Active
Click the Add Assignment button	Dasboard Auguments Budents Grade Book Libraries Calendar Preferences
	NOW VIEWING HOME > EGAN LTU SANDBOX
	This is your class homepage. Click the new assignment button to add an assignment to your class homepage. Click an assignment's "View" button to view the assignment indox and any submissions that have been made to the assignment. You can submt paper by clicking on the "Submt paper your on the assignment" Now actions" menu.
	Egan LTU sandbox CLASS HOMEPAGE

Tick the <i>Paper Assignment</i> radio button Click the <i>Next Step</i> button	Select your assignment type
1	Paper Assignment
	PeerMark Assignment
	Revision Assignment
	Reflection Assignment
	Next Step
Enter an Assignment title	New Assignment
Enter a <i>Point value</i> up to 100.	Assignment title Policy analysis One
Enter a <i>Start date</i> : the date students can access the assignment and its instructions on Turnitin.	Point value • Optional 25 Optional 29-Mar-2013 Image: Content of the second seco
Enter a <i>Due date</i> : the deadline for submitting the assignment.	Post date ●
Enter a <i>Post date</i> : the date students should check back for their feedback and grade.	Optional settings
Click the Optional Settings link.	
Cut and paste your instructions for the assignment into the <i>Enter special Instructions</i> box from your course site or course syllabus.	Enter special instructions 🧿
Tick Yes radio button under <i>Allow submissions</i>	Allow submissions after the due date? Yes
after the due date. Turnitin will still flag these as	○ No
late. If you tick No, you will need to upload student assignments that are late yourself.	Originality Report Generate Originality Reports for submissions? 9
Tick Yes under <i>Generate Originality Reports</i> for submissions.	immediately first report is final immediately (can overwrite reports until due date) ✓ on due date
Under Generate Originality Reports for student submissions you have three options:	Enter special instructions
<i>On due date</i> means the student won't see the report until after the assignment is due.	Allow submissions after the due date? Yes No
Immediately first report final means they	
will see once the first submission is made	Originality Report Generate Originality Reports for submissions? • Yes
and no resubmission is possible.	No
<i>Immediately (can overwrite)</i> means they can see the report immediately, but then resubmit their paper if they wish.	immediately first report is final immediately (can overwrite reports until due date) ✓ on due date

 We recommend the following other settings: Yes to Exclude bibliographic references. Reference lists are ignored, which for assignments where all students will cite some core or canonical readings is important. No to Exclude small matches. Otherwise you need to set these settings, which can be tricky. Turnitin ranks the matches from largest to smallest anyways, which makes ignoring the small matches simple to do. Yes to Allow students to see Originality Reports. 	Exclude bibliographic materials from Similarity Index for all papers in this assignment? • Yes • No Exclude quoted materials from Similarity Index for all papers in this assignment? • • Yes • No Exclude small matches? • • Yes • No Allow students to see Originality Reports? • • Yes • No
Select Yes to <i>Submit to Standard Repository</i> . This adds your students' <u>anonymized</u> work to the larger Turnitin database. Leave all three tick boxes under <i>Search options</i> ticked	Submit papers to: ⑦ ✓ standard paper repository no repository Search options: ⑦ ✓ Student paper repository ✓ Current and archived internet ✓ Periodicals, journals, & publications
 Under Grade Mark: Click <i>Show rubric list</i> if you have previously created a Turnitin rubric that you want to use for this assignment. Click <i>Launch Rubric Manager</i> if you need to create a new rubric. You decide whether to tick next to <i>Would you like</i> 	GradeMark Attach a rubric to this assignment Note: students will be able to view attached rubrics and their content prior to submitting. No rubric is attached to this assignment Show rubric list or Launch Rubric Manager Would you like to save these options as your defaults for future assignments?
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Click the <i>list icon</i> near the top left of the screen. Select <i>Create new rubric</i> .	Create new rubric Duplicate this rubric Rename this rubric Delete this rubric Rubrics

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