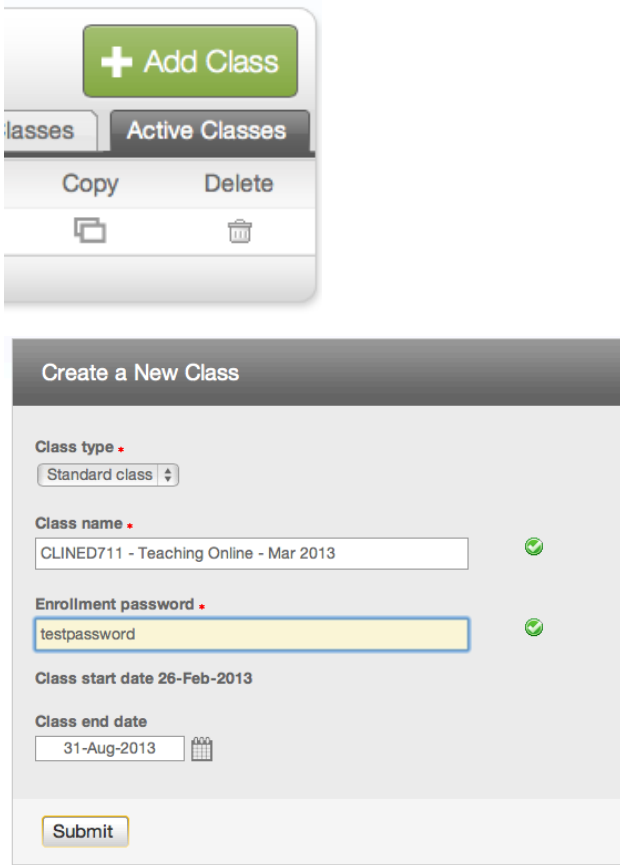
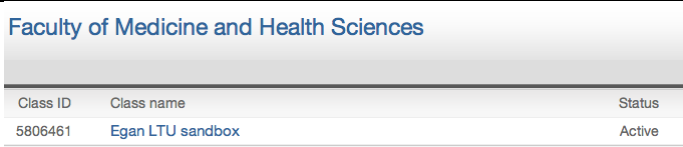
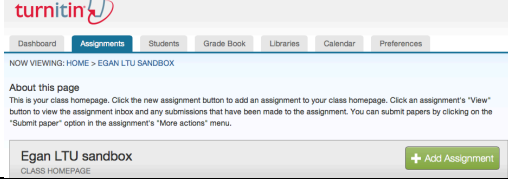


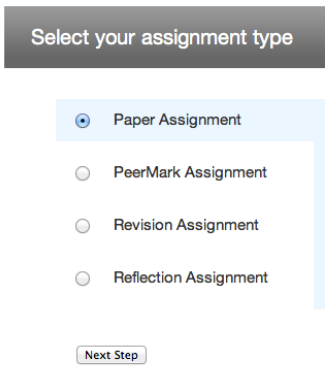
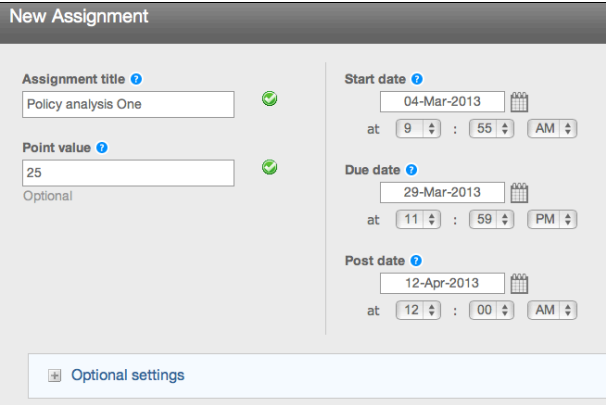
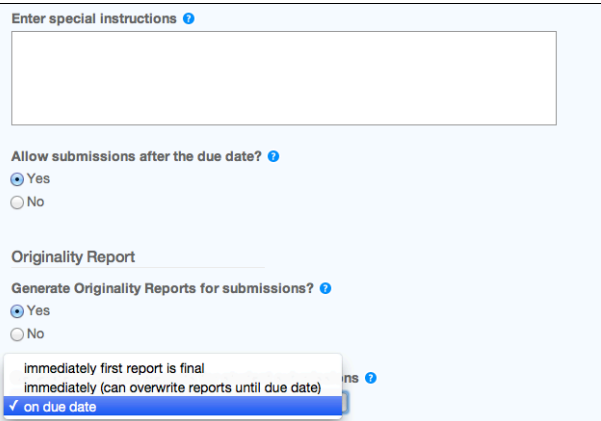
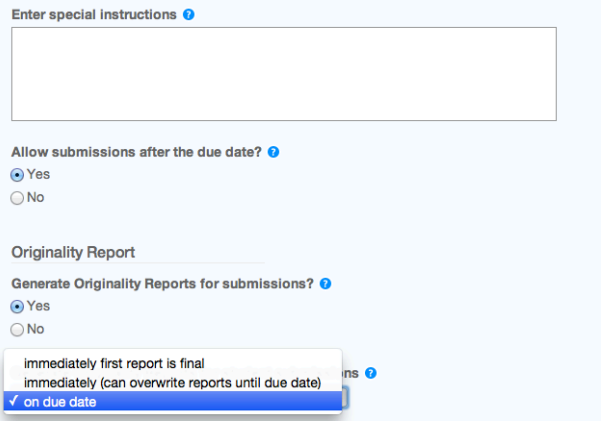
GETTING STARTED WITH TURNITIN GRADEMARK

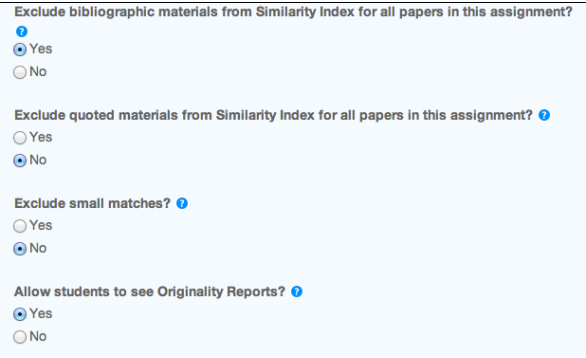


GradeMark is an extension of Turnitin. GradeMark allows you to create detailed rubrics for more efficient and consistent assessment of student work.

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	
<p>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>:</p> <p>Enter a <i>Class name</i>: using the title of the course, course code (Ex: CLINED711), and the start month and year (Mar 2013).</p> <p>Assign an <i>Enrolment password</i>. Students will use this to access your site. Note: do not use your UPI password!</p> <p>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 often works well. You will, however, have access to the site as it is on the Turnitin server.</p> <p>Click <i>Submit</i></p>	
Click into the <i>Class</i> you just created by clicking on the class name.	
Click the <i>Add Assignment</i> button	

<p>Tick the <i>Paper Assignment</i> radio button</p> <p>Click the <i>Next Step</i> button</p>	
<p>Enter an <i>Assignment title</i></p> <p>Enter a <i>Point value</i> up to 100.</p> <p>Enter a <i>Start date</i>: the date students can access the assignment and its instructions on Turnitin.</p> <p>Enter a <i>Due date</i>: the deadline for submitting the assignment.</p> <p>Enter a <i>Post date</i>: the date students should check back for their feedback and grade.</p> <p>Click the <i>Optional Settings</i> link.</p>	
<p>Cut and paste your instructions for the assignment into the <i>Enter special Instructions</i> box from your course site or course syllabus.</p> <p>Tick Yes radio button under <i>Allow submissions after the due date</i>. Turnitin will still flag these as late. If you tick No, you will need to upload student assignments that are late yourself.</p> <p>Tick Yes under <i>Generate Originality Reports</i> for submissions.</p>	
<p>Under Generate Originality Reports for student submissions you have three options:</p> <p><i>On due date</i> means the student won't see the report until after the assignment is due.</p> <p><i>Immediately first report final</i> means they will see once the first submission is made and no resubmission is possible.</p> <p><i>Immediately (can overwrite)</i> means they can see the report immediately, but then resubmit their paper if they wish.</p>	

<p>We recommend the following other settings:</p> <p>Yes to <i>Exclude bibliographic references</i>. Reference lists are ignored, which for assignments where all students will cite some core or canonical readings is important.</p> <p>No to <i>Exclude small matches</i>. 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.</p> <p>Yes to <i>Allow students to see Originality Reports</i>.</p>	
<p>Select Yes to <i>Submit to Standard Repository</i>. This adds your students' <u>anonymized</u> work to the larger Turnitin database.</p> <p>Leave all three tick boxes under <i>Search options</i> ticked</p>	
<p>Under Grade Mark:</p> <p>Click <i>Show rubric list</i> if you have previously created a Turnitin rubric that you want to use for this assignment.</p> <p>Click <i>Launch Rubric Manager</i> if you need to create a new rubric.</p> <p><u>You</u> decide whether to tick next to <i>Would you like to save these options</i>.</p>	
<p>Click the <i>list icon</i> near the top left of the screen.</p> <p>Select <i>Create new rubric</i>.</p>	

Enter a rubric name at the top of your screen, next to the list icon (Example: *Policy Analysis*)

At the bottom of the scale tick the *Custom rubric* icon (between the % and 0 buttons). This will allow you to enter specific values for each performance level and criteria.

Click *Criterion 1* and enter your first assessment criteria label of less than 20 characters (Example: *Comprehension*).

Click under each label to enter a more detailed description.

Enter your second and third criterion label and descriptions.

Click the + symbol next to Criteria (above Criteria 1) to add additional criteria.

CRITERIA	SCALES		
	Poor Fair Good		
Comprehension Of subject	0.00 Cursory summary of key readings and superficial analysis.	1.00 Cursory summary of key readings or superficial analysis.	2.00 Detailed summary of readings and superficial analysis.
Engagement Personal engagement with topic	0.00 Shows cursory personal engagement with the topic.	1.00 Shows limited personal engagement with the topic.	2.00 Shows significant personal engagement with the topic.
Quality of writing	0.00 Writing is not clear, concise, coherent, or compelling.	1.00 Writing is lacking any THREE of: clear, concise, coherent, or compelling.	2.00 Writing is lacking any clear, concise, coherent, or compelling.

RUBRIC SCORING % 0 SAVE CANCEL

Click *Scale 1* and enter your first overall performance level. In the example I have entered *Poor*, *Fair*, and *Good* as my first, second and third performance indicators.

Click the + symbol to the right of Scale (above Scale 3) to add additional scales. Enter the performance levels for these as you create them.

Click *0.0* above each cell in the rubric to indicate the number of points earned for that level of performance.

Click the cells below each number to add the detailed performance level information for each criteria. These should correspond to the specific criteria *and* specific performance level scale.

Click *Save* at the bottom of the window.

Close the window.

CRITERIA	SCALES		
	Poor Fair Good		
Comprehension Of subject	0.00 Cursory summary of key readings and superficial analysis.	1.00 Cursory summary of key readings or superficial analysis.	2.00 Detailed summary of readings and superficial analysis.
Engagement Personal engagement with topic	0.00 Shows cursory personal engagement with the topic.	1.00 Shows limited personal engagement with the topic.	2.00 Shows significant personal engagement with the topic.
Quality of writing	0.00 Writing is not clear, concise, coherent, or compelling.	1.00 Writing is lacking any THREE of: clear, concise, coherent, or compelling.	2.00 Writing is lacking any clear, concise, coherent, or compelling.

RUBRIC SCORING % 0 SAVE CANCEL

Select your new rubric from the *pull-down menu* rubric list under GradeMark.

GradeMark

Attach a rubric to this assignment ⓘ

Note: students will be able to view attached rubrics and their content prior to submitting.

✓ No rubric Launch Rubric Manager

Policy analysis

✓ Would you like to save these options as your defaults for future assignments?

Under Grade Mark you decide whether to tick next to *Would you like to save these options*.

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?

Click *Submit*