Getting started with Turnitin Quickmark

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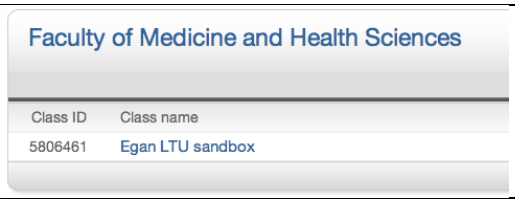
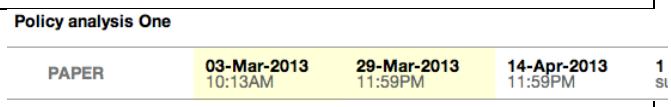
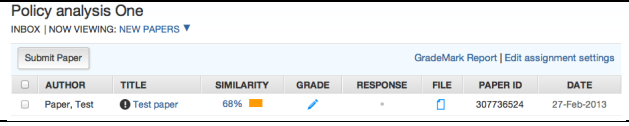
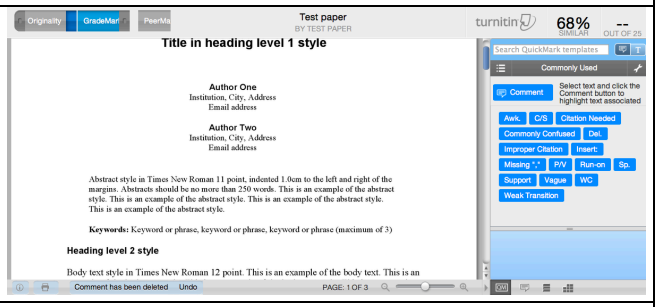
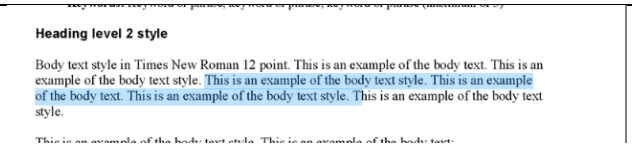
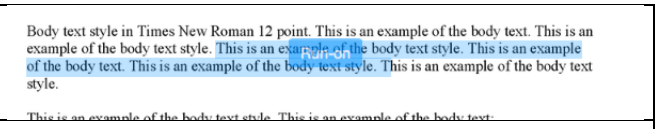
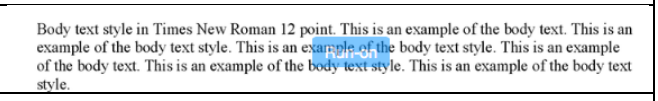
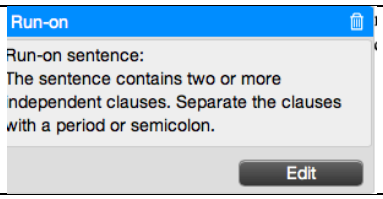
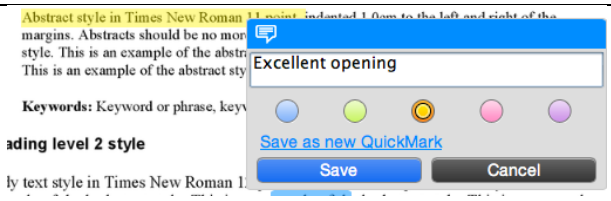
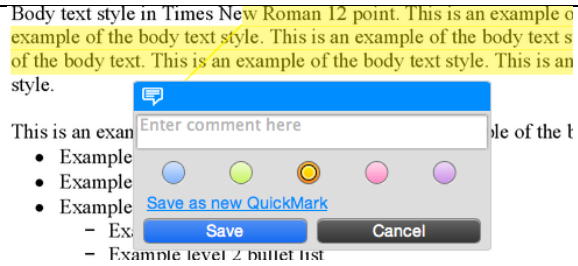
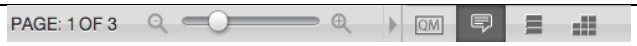
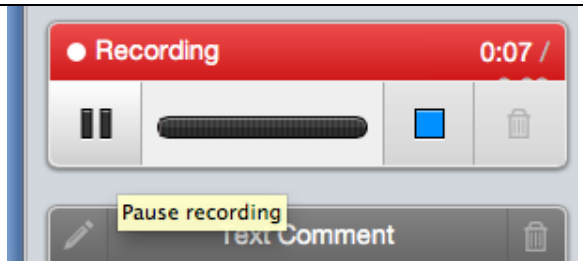
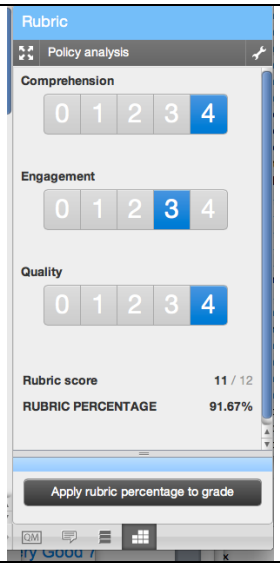
QuickMark is an extension of Turnitin. QuickMark allows you to use drag-and-drop tags to give detailed and consistent feedback on the quality of student writing. Once students have submitted papers you will be able to use your grading rubric to assess their work. This makes giving such feedback more efficient and consistent.

Note: you cannot see (or set up) *QuickMark* until you have some student submissions in your Turnitin assignment. Fortunately, setting up QuickMark is…quick!

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 QuickMark	
Log into Turnitin	
Click into the *Class* in which you created your *GradeMark* enabled assignment	
Click *View* next to the assignment whose submissions you wish to assess. A list of the papers submitted by your students appears.	
Click the *Title* of the first paper you wish to assess.	
A window pops up that shows the submission in the main panel, and list of *Commonly Used* tags for feedback in the right panel. You can mazimize the *QuickMark* window so it is easier to review student work. Once maximized the size of the main document is controlled by the slider near the bottom right of the screen.	
You can use default *QuickMark* tags and create your own. Let's start with one of the existing tags: *Run-on*, for a run-on sentence. Highlight a run-on sentence in the submission.	

Drag-and-drop the Quickmark *Run-on* onto the highlighted sentence.	
Run-on now appears as a watermark over the block of text.	
To delete a tagged block of text: Click the *QuickMark*, then click the *Trash* icon. The text will disappear shortly thereafter.	
To create your own *QuickMark* tag: Highlight a block of text you wish to tag. Option: Click the blue, green, pink or purple *radio button* to change the highlight colour (yellow is the default). Click the highlighted text. Enter a *comment* that will be the student feedback. Click the *Save as New QuickMark* link. Give the new QuickMark a *short title* – one that will be easy to find when you need to use it. For this example the short title is *Agreement.* The default category is *Commonly Used* – click this to choose another category if you wish. Click *Save* You can now use the *Agreement* Quickmark in any of your Turntin GradeMark Assignments	
If you want to give ad hoc comments: Highlight a block of text. Click the *Comment QuickMark* tag. Enter your text under *Enter comment here.* Click *Save*	

You can also give general audio feedback for the entire submission (not for any specific block of text) using *GradeMark*: Click the *Comments* tab at the bottom right of the GradeMark window	
Click the *microphone* icon in the right panel. (Note: You will be asked to give permission for GradeMark to use your computer's microphone. Click *Allow*, then close the dialogue box). Click the *Record* button and give your audio feedback. Click *Pause* to temporarily stop recording then continue. Click *Stop* to finish this audio comment. The *Trash* icon is also available if you wish to delete your comment and try again. Click the *Post* (up arrow) icon to attach the audio to the submission—otherwise the audio recording is not sent to the student.	
To use your assessment rubric: Click the *Rubric* tab at the bottom right of the GradeMark window	
Click the performance level (score) for each criterion. Click the *Apply rubric percentage to grade* button when you are finished. Close the GradeMark window.