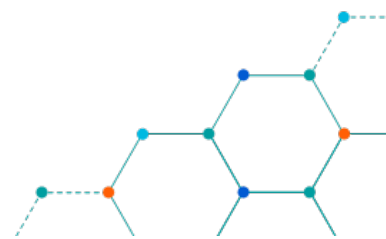


# **GRADING ASSIGNMENTS IN FEEDBACK STUDIO: QUICKMARKS, AUDIO & TEXT FEEDBACK**

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# INTRODUCTION

This is one of a series of guides available from the [Teaching, Learning & Assessment with Technology series](#). Please note, your faculty may have other approaches or use different tools, contact your [Faculty TEL Officer](#) for more information on local provision.

The Turnitin service allows learners to submit their assignments to an online platform that checks whether their submission cites sources correctly and is formatted using the appropriate referencing and style guidelines to avoid issues around plagiarism.

Feedback Studio allows teachers to add text-based comments and marks to assignments submitted to Turnitin and viewing the originality report for submissions. Students can access their grade and comments after the post-date has passed, marked assignments can be downloaded in PDF format for archival and moderation.

## This document covers:

- Accessing Feedback Studio via KEATS Turnitin assignment.
- Providing feedback using QuickMarks, comments and text in Feedback Studio.
- Highlighting text and using strikethrough text.
- Creating QuickMark sets and QuickMarks.
- Updating Feedback Summary with voice comment and final text comment.
- Providing a final grade in Feedback Studio and releasing feedback.

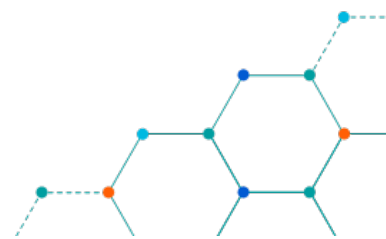
## Important information

The instructions on the next few pages cover the basics of grading and leaving feedback on an assignment. You should always check, in the first instance, with your school or department before proceeding for local arrangements regarding high-stakes summative assignments which, in many cases, are set up by central admin staff.

## Accessibility considerations

While Turnitin Feedback Studio is not currently completely WCAG 2.0 AA compliant you can use our text-only report for a better experience with an assistive technology and Turnitin.

See the Turnitin details for [Accessing the text-only Similarity Report](#).



## QUICK GUIDE

### Accessing Feedback Studio via KEATS Turnitin assignment

1. In KEATS course, select Turnitin Assignment.
2. In the Feedback Studio interface, you can update dates (Start, Due or Post), search for students' assignments and refresh the submissions.
3. To grade a submission, click on the grading icon next to the assignment.
4. The Feedback Studio interface includes: Layers toolbar, Downloading/printing options, Word count, Navigation buttons, Thumbnail pane and the Return to Turnitin Classic.

### Providing feedback with QuickMarks, Comments and Text in Feedback Studio

1. In the Feedback Studio interface, activate the QuickMarks panel on the right-hand side from the Layers Toolbar.
2. Select the QuickMarks set that you want to mark with, click and drag to the paper
3. Add a QuickMark to the submission that you would like to comment on.
4. To add a comment, click anywhere on the submitted paper, select the speech bubble option and type in your comment. Note that you can convert a comment to a QuickMark.
5. To add visible text to the submission, click anywhere on the submitted paper, select the text option and type in your text comment.
6. You can delete any of the QuickMarks, Comments or Text comments by selecting them and clicking on the bin icon.

### Highlighting text and Strikethrough text

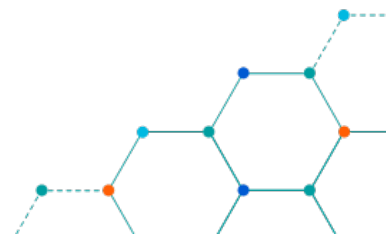
1. Open a Turnitin assignment, access the Feedback Studio interface through an assignment
2. Click and select text in the submission that you would like to highlight.
3. Select a QuickMark or Comment from the In-context marking tool, then choose a colour and add text if needed.
4. Strike through the text using the In-context marking tool.

### Creating QuickMark sets and QuickMarks

1. Access KEATS course, Turnitin assignment and then Feedback Studio interface
2. Click on QuickMark menu item on right, then on gear cog for the settings
3. Use the layer menu on the top left-hand corner to select 'Create New Set' and name the set
4. Add new QuickMarks by clicking on 'plus or Add new QM' button
5. Give the new QuickMark a title, description and save. Repeat as needed.
6. When you are finished, close the QuickMark set editor returning to the QuickMark Panel.
7. Change the active QuickMark set as needed, using new QuickMarks

### Updating Feedback Summary: Voice comment and Text comment

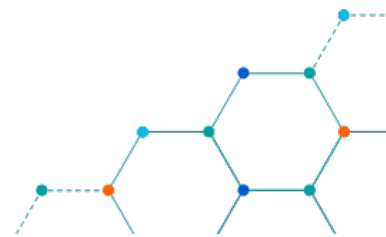
1. Access the feedback summary section in the Turnitin assignment dashboard
2. Start the voice recording option



3. You can stop the recording, pause the recording or delete the recording
4. When complete, you can save the recording to the assignment

### **Providing a final grade**

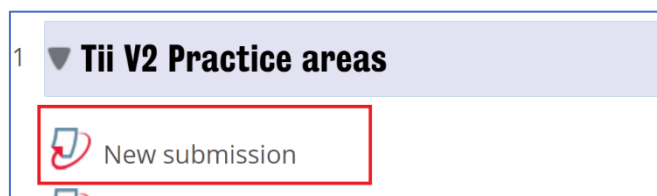
1. Adding the final grade to top assignment
2. Releasing marks to students



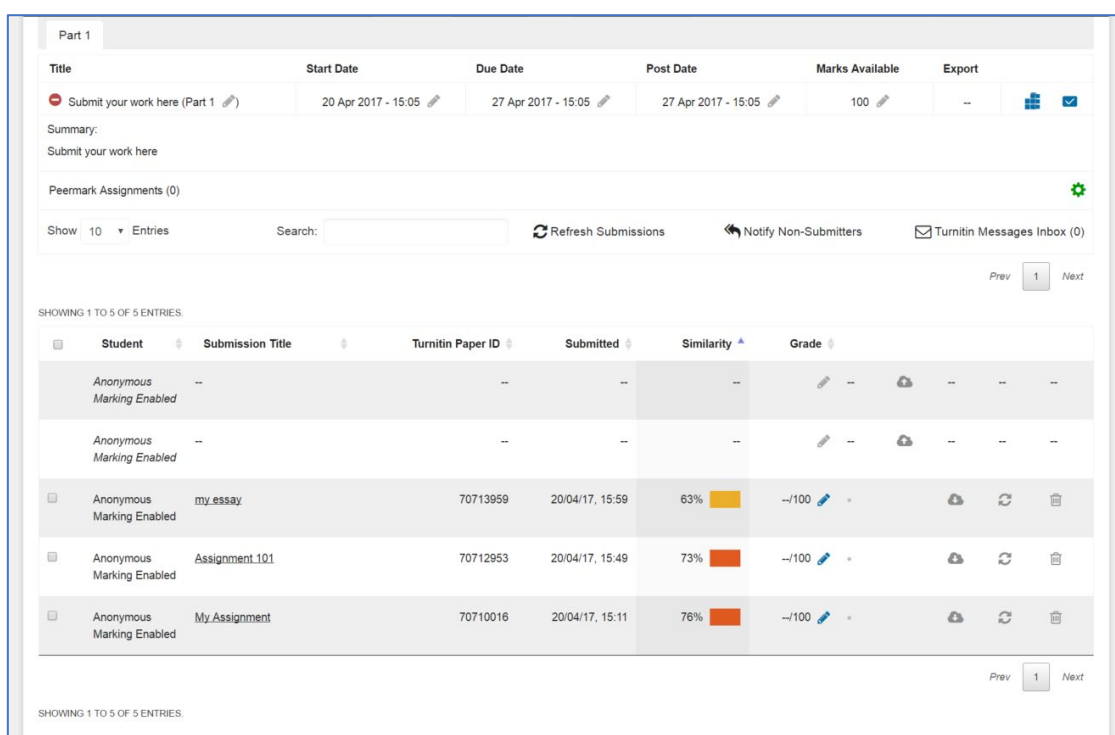
# DETAILED GUIDE


## Accessing Feedback Studio via KEATS Turnitin assignment

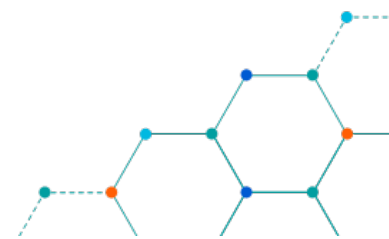
1. In KEATS course where you want to grade assignments and locate the Turnitin link that your students have submitted their assignments to. Click on that link and then you will be taken to the submission inbox.

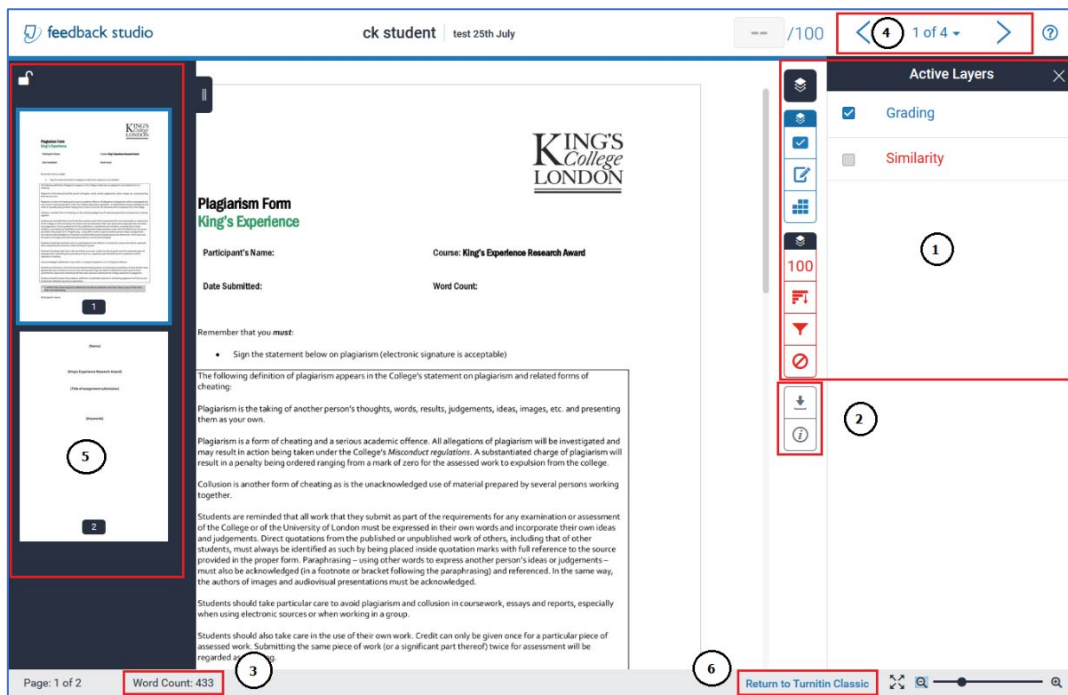


2. In the Feedback Studio interface, you can update dates (Start, Due or Post), search for students' assignments and refresh the submissions.



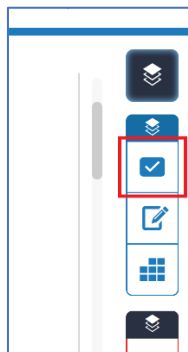
3. To grade a submission, click on the grading icon . This will then take you to the Feedback Studio interface where you will be able to view and grade assignments.
4. The Feedback Studio interface includes:
  - Layers Toolbar for similarity and grading tools
  - Download/printing and submission information
  - Word count
  - Navigation submission
  - The thumbnail pane
  - Return to Turnitin Classic.



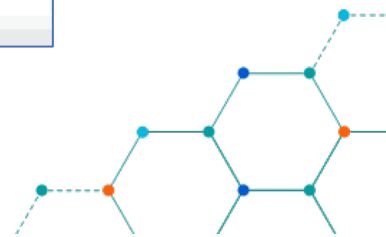
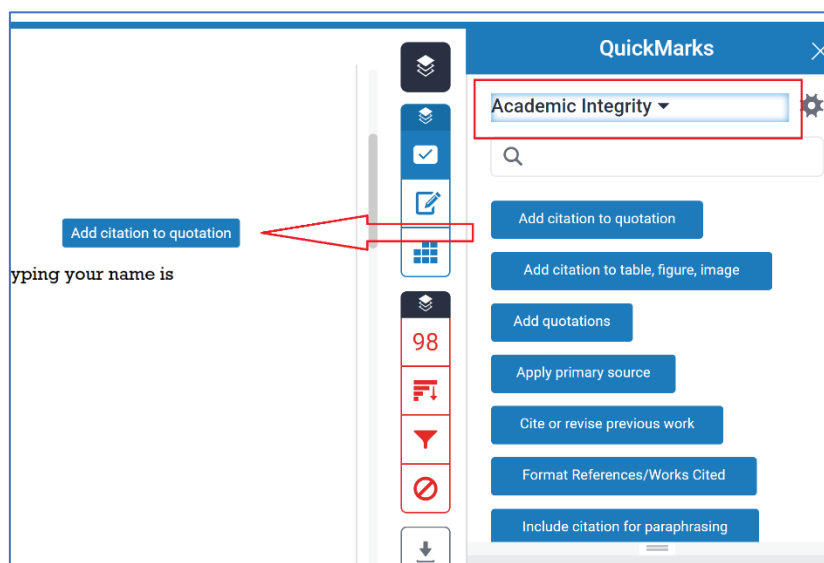


## Providing feedback with QuickMarks, Comments and Text in Feedback Studio

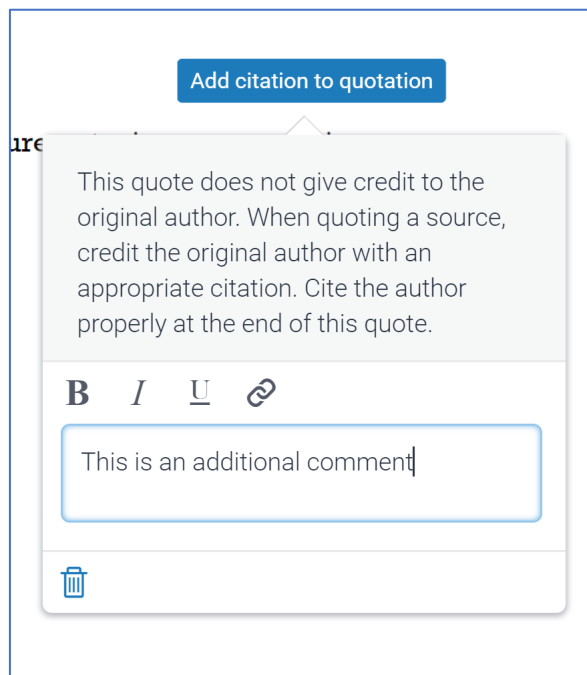
1. In the Feedback Studio interface activate the QuickMarks panel on the right-hand side from the Layers Toolbar. If the toolbar is collapsed you can click any icon on the toolbar to expand it.



2. Select the QuickMarks set that you want to mark with, click and drag it from the QuickMarks panel and onto the assignment.



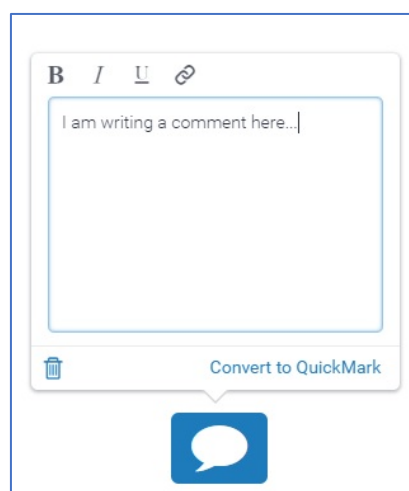
3. After adding the QuickMark to the submission, you can add an additional comment to the QuickMark.



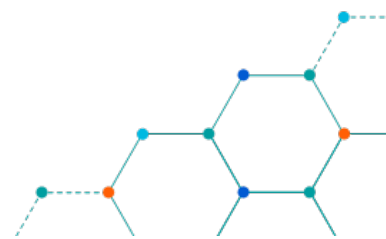
4. Use the In-Context Marking tool to choose between a QuickMark, bubble comment or text.



- QuickMarks (tick box)
  - Comments (the speech bubble)
  - Text ('T' - write directly onto an assignment)
5. When adding a bubble comment, you will get some functions that you may already be familiar with, i.e. bold, italic and underline features. To the right of those features is the 'insert link' icon, if you click this you will be able to add a hyperlink that you can direct students to for further reading or learning resources if you so wish.



6. To add text via the In-Context Marking tool, click on the text option, and you will then be able to write on the assignment directly, typing in your text comment.







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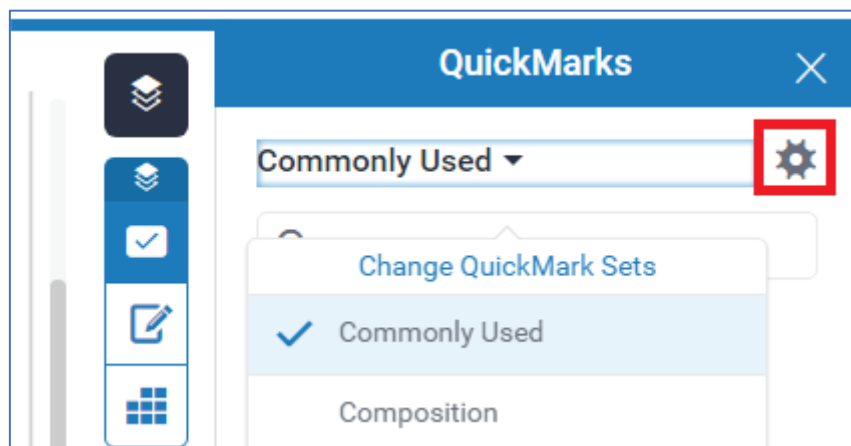


4. Strike through the text using the In-context marking tool.

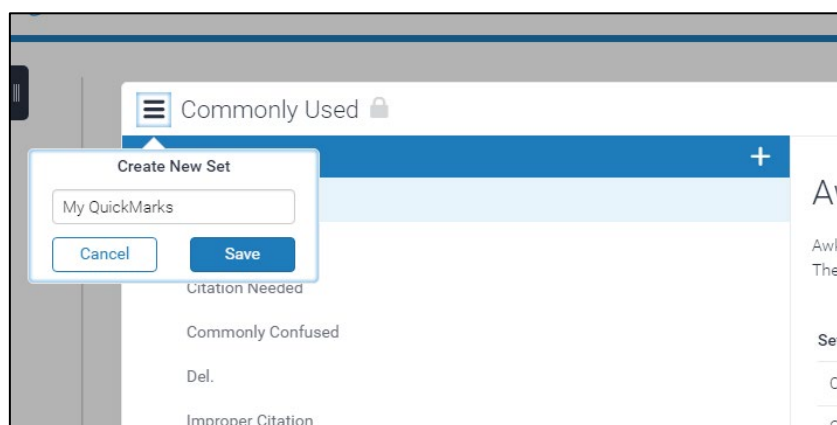
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## Creating QuickMark sets and QuickMarks

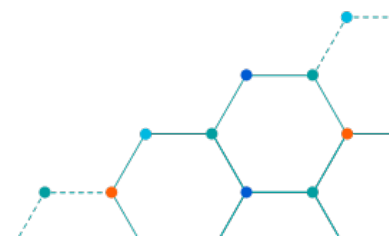
1. Access KEATS course, Turnitin assignment and then Feedback Studio interface.
2. Click on QuickMark menu item on right, then on gear cog for the QuickMark settings.

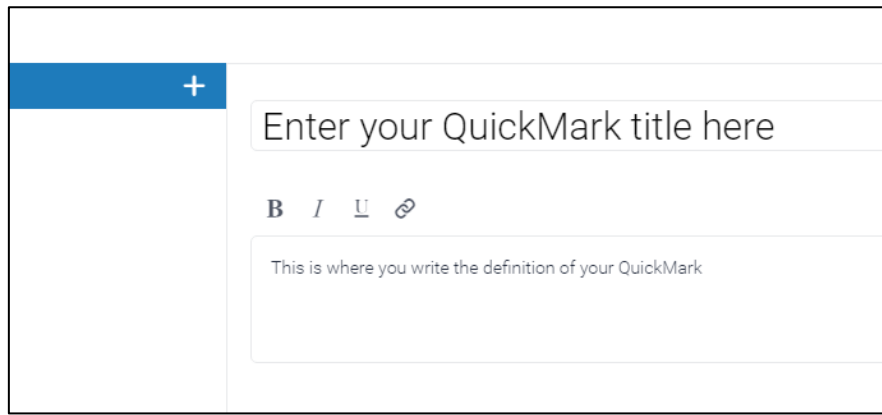


3. Use the layer menu on the left top corner to select 'Create New Set', name the set and then click on 'Save' button.

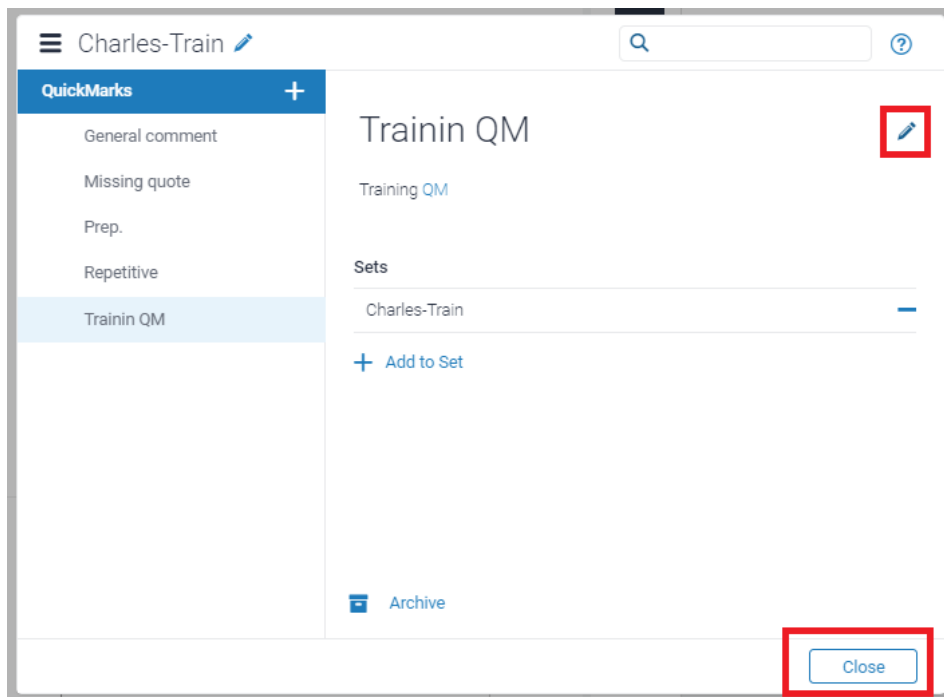


4. To add a new QuickMark click on 'plus or Add new QM' button, then give your QuickMark a title, description and save it.

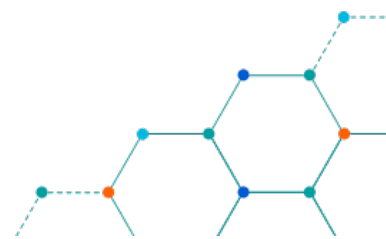
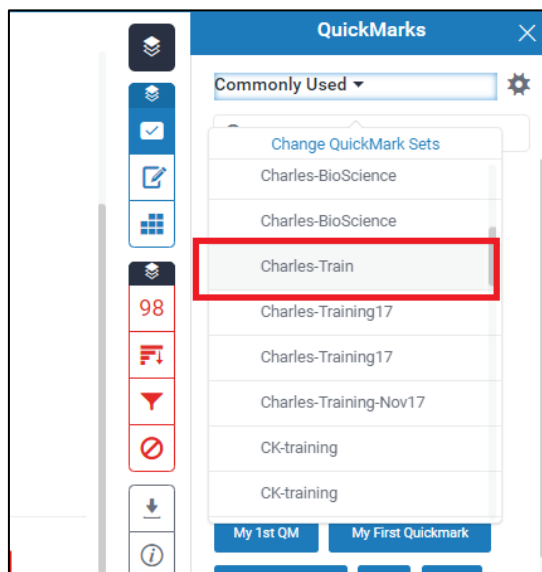





5. Repeat the previous steps to add more QuickMarks or to edit existing QuickMarks as needed. When you are finished, close the QuickMark set editor to return to the QuickMark Panel.

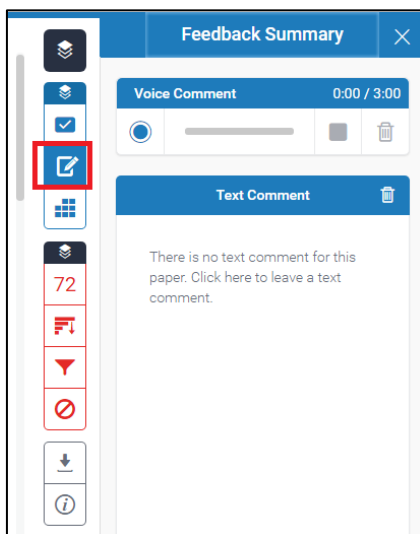


6. You can change the active QuickMark set as needed, using new QuickMarks as needed.

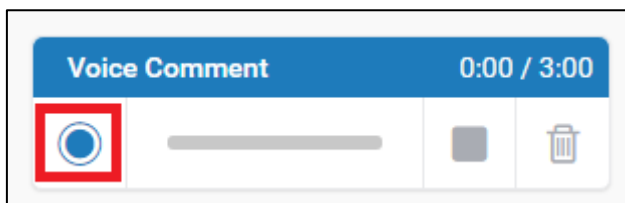


## Updating Feedback Summary: Voice comment and Text comment

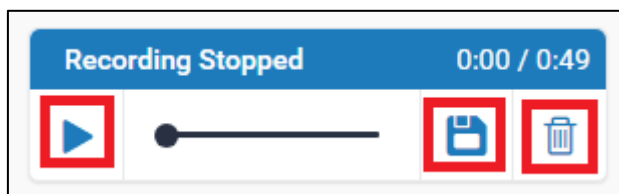
1. Access the feedback summary area select the feedback summary icon . This icon turns blue when selected. This area allows you to leave overall feedback about the assignment and a voice comment.



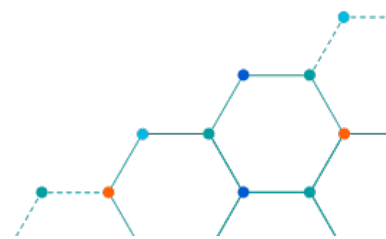
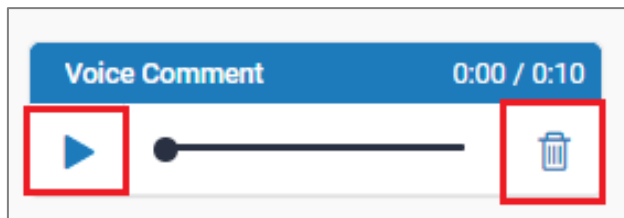
2. To make a voice recording or verbal feedback you will need a microphone (your computer may already have one built in). Click on the blue record button and then leave your voice comment. You can record up to three minutes, pausing whenever necessary.



3. Once you stop the recording, you will be able to play it back to hear how it sounds. Save it to add the recording to the feedback or delete it using the bin icon.

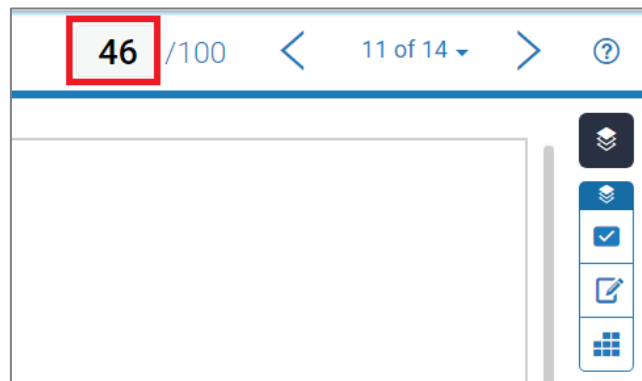


4. After saving the recording, you can play it back or delete the recording.



## Providing a final grade in Feedback Studio

1. At the very top of the Feedback Studio interface you can give an assignment a grade by clicking next to the '/100' (out of 100) area and typing in a numerical grade.



2. To release the marks to students you need to ensure that the Post date has been set up for the date that the feedback and marks will be made visible to the students. You can update the Post date in the Turnitin submission inbox as shown below.

