# Marking and Feedback Guidelines

On the DLE, go to the Assignment and click View Submissions.

By the first student, click the blue Grade button to open the Grading window.

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To view the submission, click the **blue pencil** Grademark icon next to the originality score. See the following pages for details on providing feedback.

(Be patient - opening Feedback Studio for the first time in a session takes around 30 seconds)

Once annotation is complete, enter the **percent mark** into the Grade out of 100 box. Make sure you use one of the discrete values matching a letter grade (e.g., 62, 65, 68, 77…)

Set **Marking Workflow** state to Marking Completed, and set Allocated marker to your name (if available).

There is no need to enter Feedback comments or files, but you could enter a comment ‘Please see the annotated Turnitin report for feedback’

At the foot of the page, make sure **Notify students is unchecked** and click Save and show next.

When viewing an essay do not try to navigate between students’ submissions by clicking arrows at the top of the page as the sequencing is unpredictable. Don’t enter grades in that view either (it is unclear how these are linked to the DLE mark).

## Annotating an essay

**READ** through the whole essay once before making any annotations, to get an overall feel for the argument and quality.

**DO** make helpful brief comments both **for good points** and **bad points**, and link them clearly to the text in question using Quickmarks and Highlighting.

**DO NOT** make short, or vague comments that are not linked to a section of text, such as ‘Good!’, ‘Grammar’, ‘Sp.’, ‘No!’, ‘Wrong’, ‘Really?’, ✔, ✗, or emoji.

**DO** make specific comments that help the student do better next time.

**DO NOT** use sarcasm, irony or make jokes. If a student has something wrong, explain the correct version briefly.

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| To add an existing Quickmark, drag to select text in the essay and then select the check mark from the pop up. Selecting first helps the student to identify the text being commented on. Then you can select the Quickmark from the popup list. | Graphical user interface, text, application  Description automatically generated |
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| To add a new quickmark or make a one-off comment, click the speech bubble and enter your annotation. If you click Convert to Quickmark and give it a description, then the description will be displayed in the essay, and it can be re-used in later essays. If you do not, then a speech mark bubble will be displayed in the annotated essay, which the student will need to click. **It may be better to use the T icon to make a brief inline comment than using the speech bubble.**  When using quickmark or speech bubbles, you are able to change the colour of the “highlighter” used for the selected text (e.g. using pink for grammar mistakes). You can do this by clicking on the quickmark/bubble and selecting the colour on the top right of the pop-up box. | Graphical user interface, text, application  Description automatically generatedGraphical user interface, text, application, email  Description automatically generated |

To enter Marker’s Comments on the first page, click where you want to start typing and select the T icon from the popup. You can then type in blue italic text as much as you like. Note that the right margin will bind to the right of the page though, not the box. This cannot be changed. The text can be moved and edited after it has been typed, but this can be glitchy.

When you have finished annotating the essay, close the tab to return to the previous DLE Grading window. Do not try to navigate between students in the editing window, and do not enter a grade here.

## Managing quickmark sets in Turnitin

You can select a previously saved set of quickmarks, or open the Quickmarks management window to create a new one for this assignment by clicking the cogwheel.

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Clicking the three dots in Sets allows you to add new, import or export sets of Quickmarks. It may be helpful to create a newset specifically for each assignment, based on a generic school set.

If you Export a set, a .qms file[[1]](#footnote-1) is downloaded to your computer. You can share this with other markers, or save it for later.

1. Tech note – this is a json file with html tags and optional span styling so could be created outside Turnitin and imported if you want to write comments elsewhere and import them. [↑](#footnote-ref-1)