

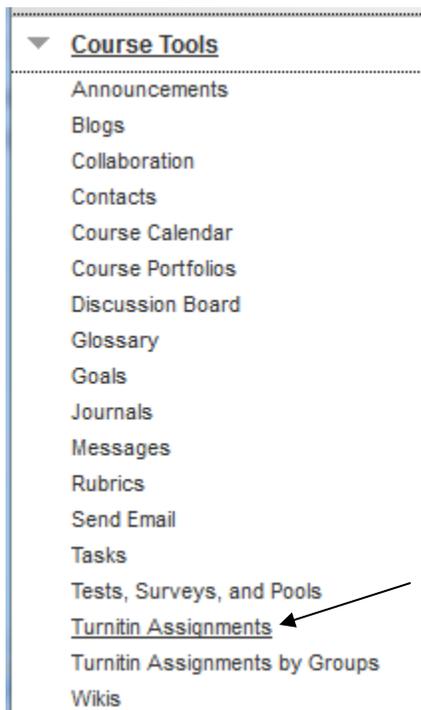
Guide to using GradeMark

GradeMark is a paperless grading system that can be integrated with Blackboard. It is offered by [Turnitin](#), the plagiarism detection software product used at JHU. With its drag and drop functionality, GradeMark can save instructors a lot of time when grading online assignments.

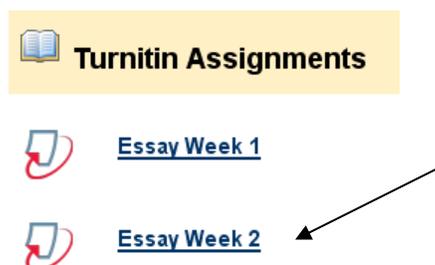
(**Note:** In order to use GradeMark, your online assignments must be created using Turnitin. Please see the [Turnitin Assignments tutorial](#) for assistance.)

To use GradeMark:

1. Enable the Turnitin tools in your Blackboard course. (please see the [Turnitin Assignments tutorial](#))
2. Create a Turnitin online assignment. (please see the [Turnitin Assignments tutorial](#))
3. When ready to grade an online assignment, go to the **Control Panel > Course Tools > Turnitin Assignments** to retrieve and grade the assignment.



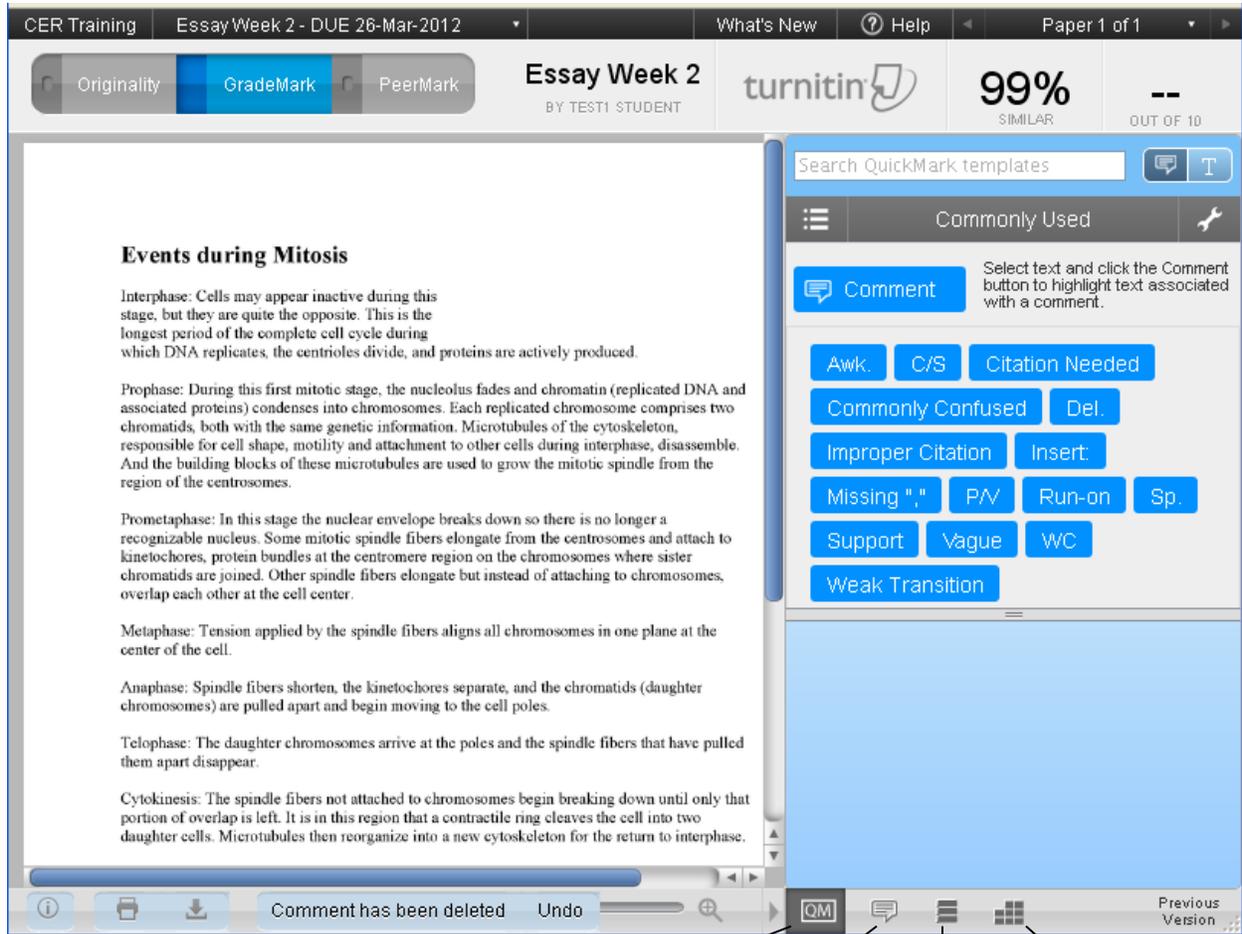
4. Select the assignment from the list of assignments.



5. Click the 'Grade' icon of the assignment you want to grade.

<input type="checkbox"/>	AUTHOR	TITLE	SIMILARITY	GRADE
<input type="checkbox"/>	student, test1	Essay Week 2	99% ■	

6. The 'Document Viewer' is now open.



To mark up the paper with comments and 'quickmarks' (commonly used comments), select the 'QM' icon.

To add general comments about the paper as a whole, including voice comments, select the comment icon.

Click here to view all comments and quickmarks that have been added to the paper.

View/edit rubric scorecard. (Must have previously created a turnitin rubric.)

Adding Comments and Quickmarks to the Document

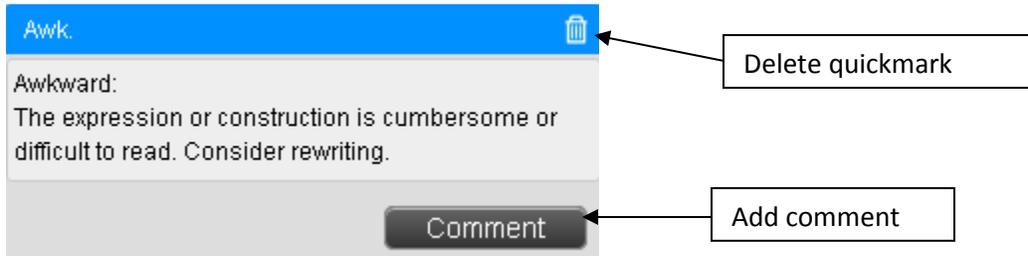
Once the 'QM' icon has been selected (see previous step), icons for adding comments and quickmarks appear in the top right portion of the screen (pictured below). Quickmarks are frequently used comments that have been created by Grademark and are readily available to add to the document. Instructors can also create their own sets of quickmarks.

The screenshot displays the Grademark interface with several callout boxes:

- Search quickmark sets:** Points to the search bar at the top.
- Menu of other quickmark sets. Click to select a different set.** Points to the hamburger menu icon.
- Click and drag the 'Comment' icon to the document to add a custom comment. Highlight some text in the document first, if desired, to associate the text with the comment.** Points to the 'Comment' button.
- Adds a custom comment to the document – click the icon, then click inside the document where the comment is to be added.** Points to the comment icon in the top right.
- Adds a text comment to the document – no icon.** Points to the 'T' icon in the top right.
- Opens the 'Quickmark Manager,' which allows you to create/edit quickmark sets.** Points to the wrench icon.
- Set of 'Commonly Used' quickmarks. Click and drag any of these to the document. Hover over the quickmark to view its explanation in blue below. In this example, the explanation for 'Awk.' is displayed.** Points to the grid of quickmark buttons.
- Use the menu icon (upper left) to explore different sets.** Points to the hamburger menu icon.

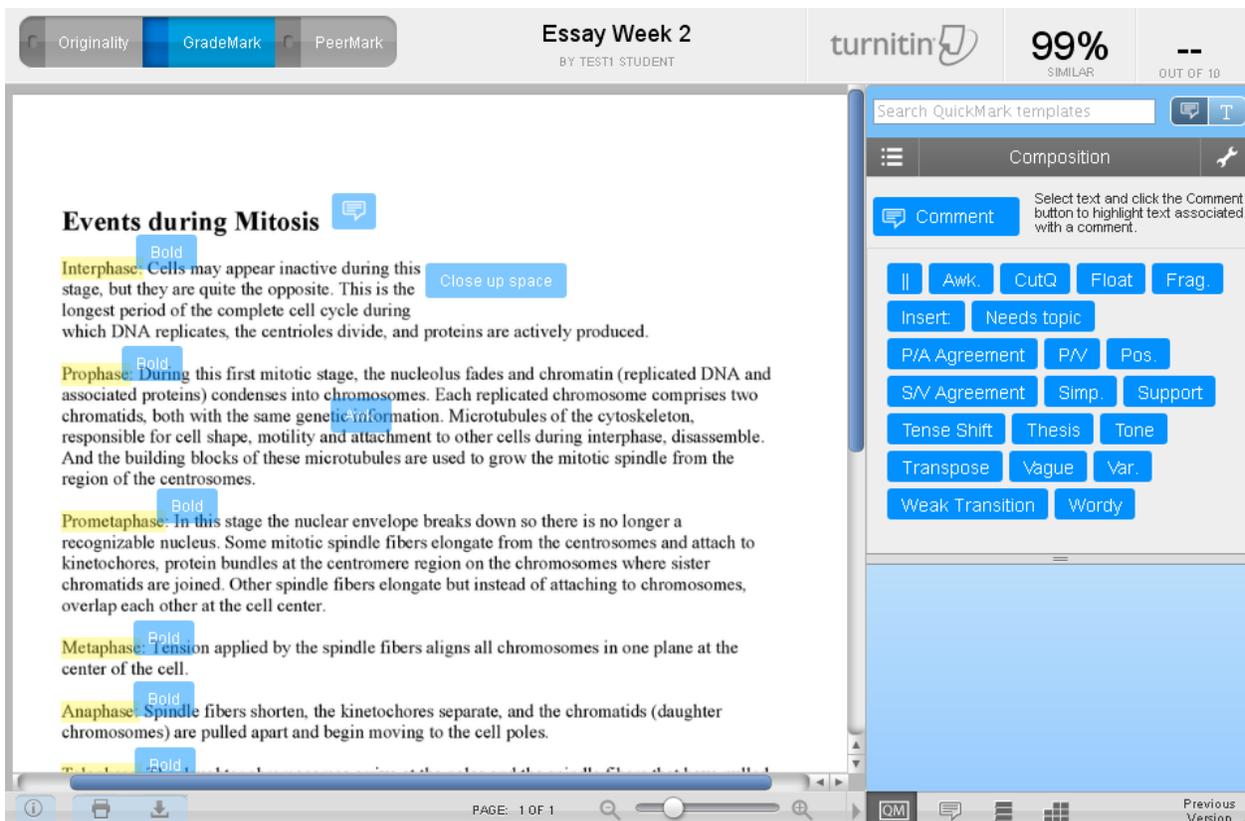
The interface includes a search bar for "Search QuickMark templates", a "Commonly Used" header, a "Comment" button with instructions, and a grid of quickmark buttons: Awk., C/S, Citation Needed, Commonly Confused, Del., Improper Citation, Insert:, Missing ",", P/V, Run-on, Sp., Support, Vague, WC, and Weak Transition. A blue box at the bottom shows the definition for "Awkward": "The expression or construction is cumbersome or difficult to read. Consider rewriting."

Once a quickmark has been added to a document, there is an option to add a custom comment to it by clicking the 'Comment' button. Delete the quickmark by clicking the 'trash' icon in the upper right. Quickmarks can be dragged anywhere on the document.



Note: Quickmarks defined by GradeMark are not editable.

Document marked up with comments and quickmarks:

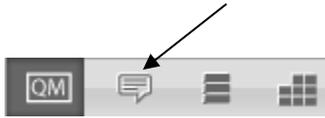


Note: There is no 'Save' button when adding comments/quickmarks. They are automatically saved. If you logout in the middle of grading a paper, your changes will be there the next time you log in.

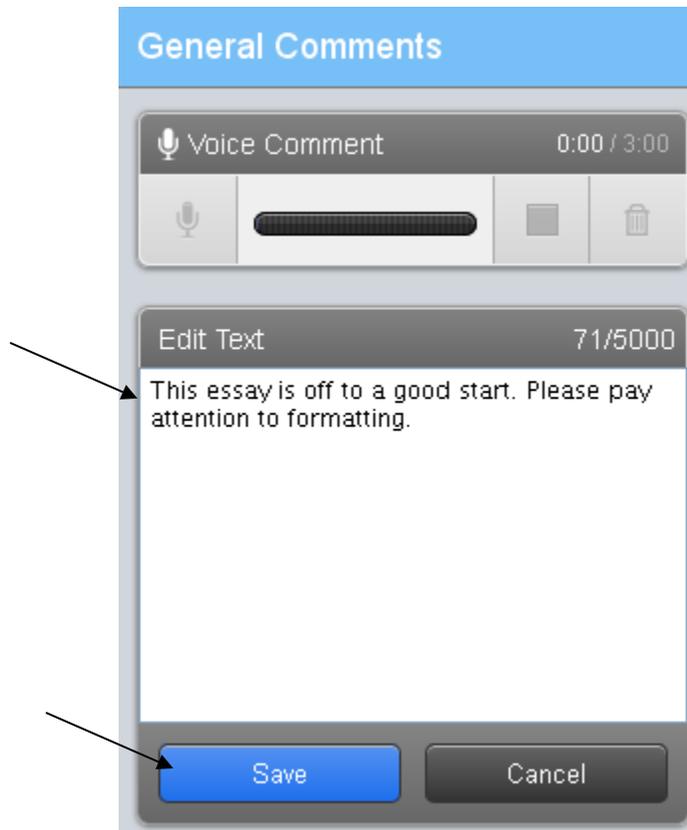
Adding General Comments (Text)

General comments can be added to the document as a whole, if desired.

1. To add general comments, click the comment icon in the lower right:



2. Type comments in the Edit Text area and click 'Save':



Adding a Voice Comment

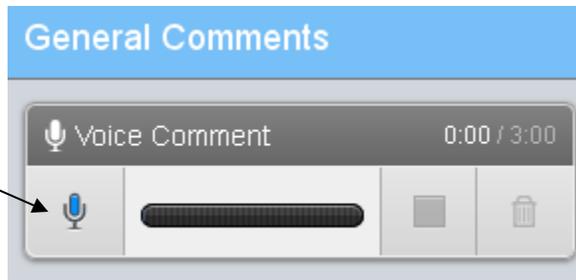
A personal voice comment lasting up to 3 minutes can be added to the document, if desired.

Note: A microphone must be attached to your computer – most laptops have a built in (low-quality) mic, but many desktops do not. If you have more than one microphone, it is best to test to see which one is active. Also note that Flash is required to use this feature.

1. To add a voice comment, click the comment icon in the lower right:



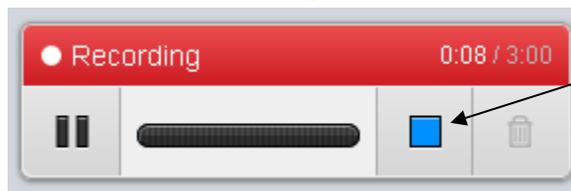
2. Click the microphone icon to begin recording.



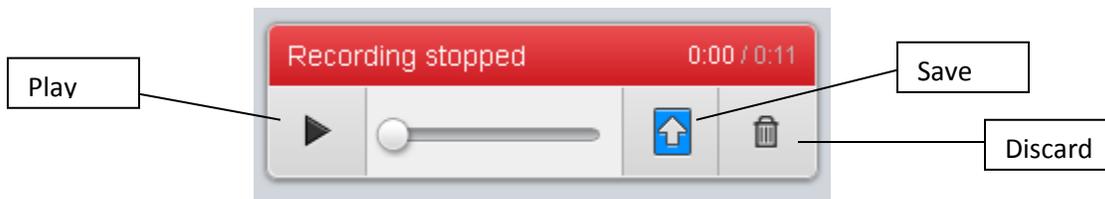
At this point, you may be prompted to agree to allow turnitin to access your microphone. Click 'Allow' and Close to proceed recording.



3. When finished recording, click the blue box icon to stop.



4. At this point, you can listen to the recording by clicking the Play icon on the left. If satisfied, click the blue arrow icon to save, or the trash icon to discard and start over.



5. If the recording is saved, the student will now be able to access it by clicking the blue Play button.



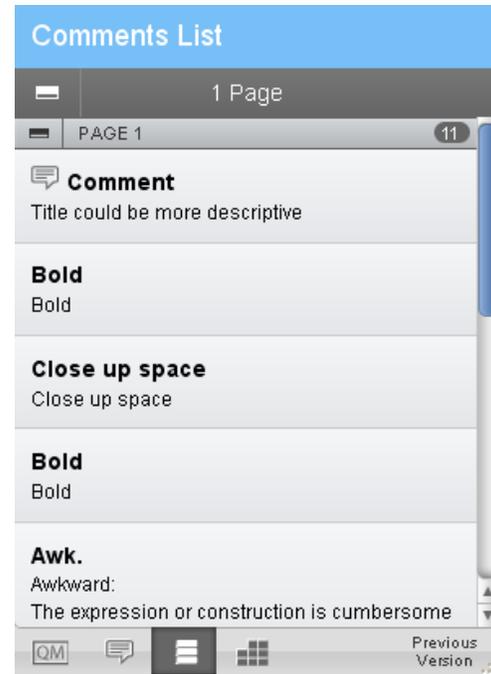
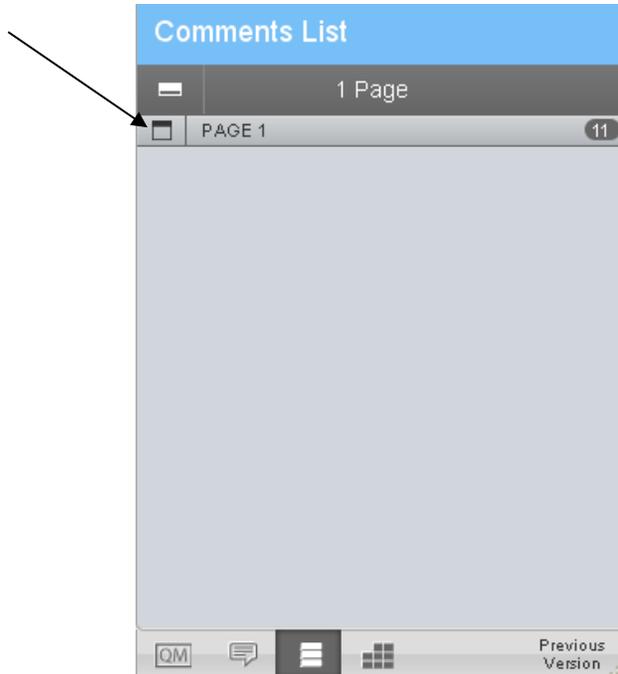
View all Comments and Quickmarks

It is possible to view all comments and quickmarks that have been added to the document.

1. Click the 'list' icon in the lower right:



2. Click the 'expand' icon next to the page number to expand the list:



Expanded view of quickmarks and comments added to the document so far.

Grading the Assignment

- When ready to enter a grade for the assignment, click inside the designated box in the upper right corner of the screen and enter a numeric grade value. There is no save button – simply click outside of the box and the grade will be recorded.

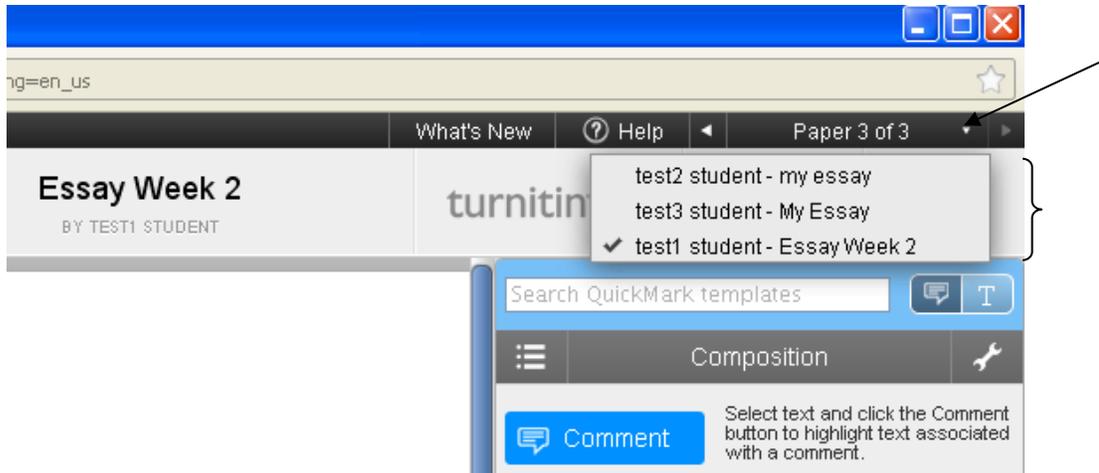
- The grade will automatically be entered into the Blackboard grade center.

Grade Information Bar							
<input type="checkbox"/>	Last Name	First Name	Final Exam	Weighted Total	no points	Quiz Week 2	Essay Week 2
<input type="checkbox"/>	student	test1	98.00 (A+)	39.56 (D-)	A+	--	8.00
<input type="checkbox"/>	student	test2	95.00 (A)	55.11 (B+)	A+	--	--

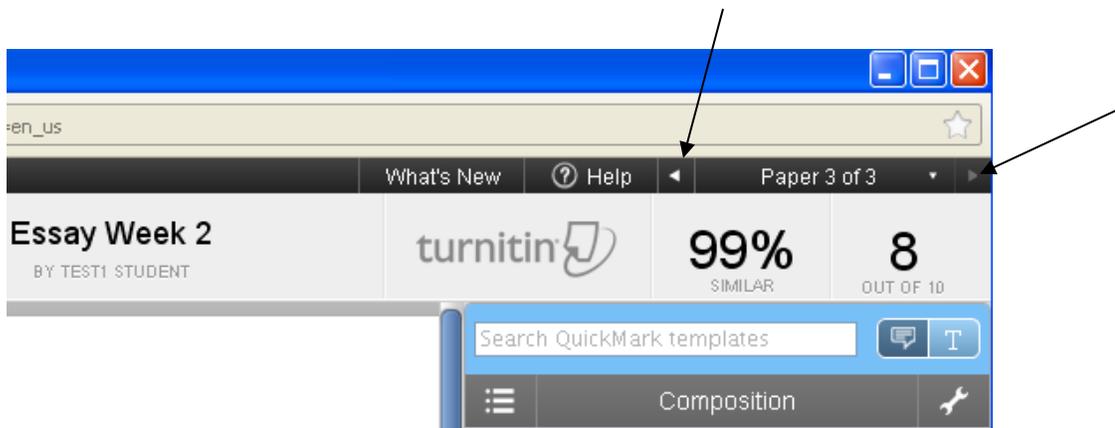
Navigating to Other Assignments

GradeMark makes it very easy to navigate to other assignments, which can also save time.

1. In the top right corner, click the small down arrow to display the other assignments that have been turned in. Select one of the other assignments to begin grading it.



2. Alternately, use the small navigational arrows to page through the submitted assignments.



Student View of Document

The student view of the marked up document looks very similar to the instructor view, but with no editing capabilities. Students click on the comment icons and quickmarks to expand them.

Originality GradeMark PeerMark

Essay Week 2
BY TEST1 STUDENT

turnitin

--%
SIMILAR

8
OUT OF 10

Events during Mitosis

Interphase: Cells may appear inactive during this stage, but they are quite the opposite. This is the longest period of the complete cell cycle during which DNA replicates, the centrioles divide, and proteins are actively produced.

Prophase: During this first mitotic stage, the nucleolus fades and chromatin (replicated DNA and associated proteins) condenses into chromosomes. Each replicated chromosome comprises two chromatids, both with the same genetic information. Microtubules of the cytoskeleton, responsible for cell shape, motility and attachment to other cells during interphase, disassemble. And the building blocks of these microtubules are used to grow the mitotic spindle from the region of the centrosomes.

Prometaphase: In this stage the nuclear envelope breaks down so there is no longer a recognizable nucleus. Some mitotic spindle fibers elongate from the centrosomes and attach to kinetochores, protein bundles at the centromere region on the chromosomes where sister chromatids are joined. Other spindle fibers elongate but instead of attaching to chromosomes, overlap each other at the cell center.

Metaphase: Tension applied by the spindle fibers aligns all chromosomes in one plane at the center of the cell.

Anaphase: Spindle fibers shorten, the kinetochores separate, and the chromatids (daughter chromosomes) are pulled apart and begin moving to the cell poles.

Telophase: The daughter chromosomes arrive at the poles and the spindle fibers that have pulled them apart disappear.

Cytokinesis: The spindle fibers not attached to chromosomes begin breaking down until only that portion of overlap is left. It is in this region that a contractile ring cleaves the cell into two daughter cells. Microtubules then reorganize into a new cytoskeleton for the return to interphase.

General Comments

This essay is off to a good start. Please pay attention to formatting.

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Previous Version

More Information on GradeMark:

http://www.turnitin.com/en_us/training/instructor-training/grademark-overview