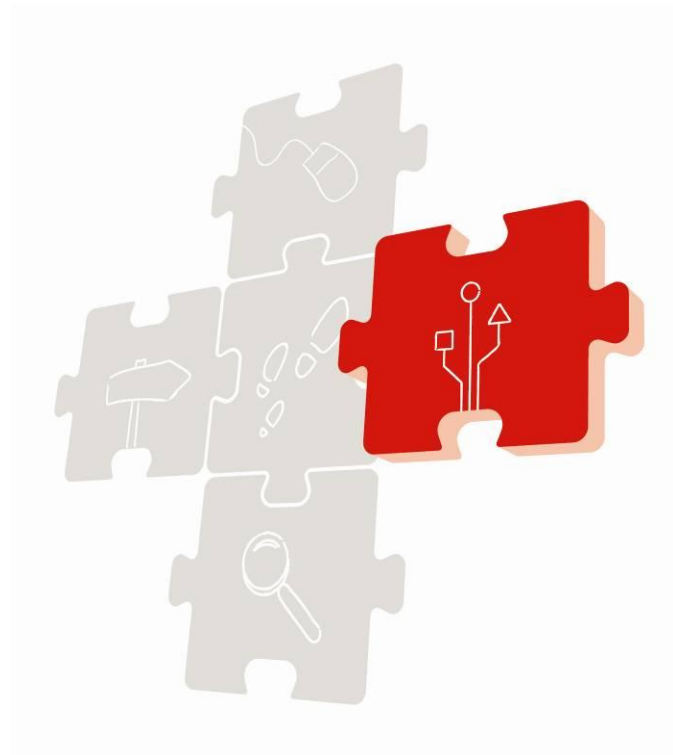


Turnitin

Guide for Staff

Writing e-Feedback



About this Guide

This is a quick guide to **Writing e-Feedback**.

Depending on whether you are using Turnitin for Originality Checking and/or e-Feedback, refer also to guides on **Setting Up Turnitin Assignments and Managing Submissions** and **Viewing and Interpreting Originality Reports** on the University web site:

<http://www.canterbury.ac.uk/turnitin>

This site also contains an overview of Turnitin, where to get help and support as well as links to training videos and further guidance.



Checklist Before Writing e-Feedback

Once you've set up our Turnitin Assignment, first check:

1. **You've set the correct options on the Turnitin Assignment, particularly:**

- The **post date** is set to give you enough time to complete your feedback. After the post date students will be able to see feedback as you add it.
- Grades are not released directly to the Blackboard Gradebook as you mark, only on the post date.

See **Setting Up Turnitin Assignments and Managing Submissions** on the University web site at <http://www.canterbury.ac.uk/turnitin>.

2. **You've archived any previous students' e-Feedback first.**

If you see past students in your Turnitin Assignment list, you'll need to **Roster Sync** to update from Blackboard. However, this will permanently delete their submitted work, e-Feedback and any originality reports. Ensure you archive what you need first (see **Setting Up Turnitin Assignments and Managing Submissions**).

3. **You understand resubmissions of work erase feedback on previous submissions.**

If you have allowed students to submit multiple times, each resubmission will erase any feedback you have given. This is particularly important if you have allowed late submissions (up until the post date when feedback is released)

4. **You understand Turnitin is very limited in handling group work.**

Turnitin is 1-2-1, student-2-tutor. You must be prepared to feedback individually to all students' submissions from a group or arrange for one student to submit and receive feedback on behalf of the group.

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Adding e-Feedback to Students' Work

1. From the **Control Panel**, click on the link to **TurnitinUK Assignments**.
2. Click on **View** for the appropriate Turnitin Assignment.
3. Click on the **pencil icon/grade** to open an e-Feedback report for editing.

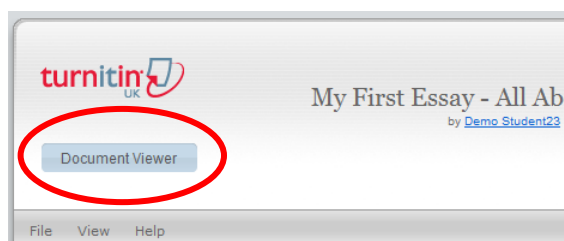


e-Feedback may include:

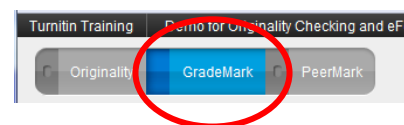
- a grade
- an overall summary of the work
- comments on specific paragraphs in the script
- criteria-related feedback using the assessment grid

Important Note:

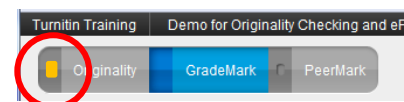
This guide refers to the new, combined Originality Report and e-Feedback Sheet used in Turnitin 2. If you are using the old style e-Feedback Sheet, click on the **Document Viewer** button (top left of page):



In the Document Viewer, you can switch between e-Feedback and Originality Reports by clicking on **Originality** or **GradeMark** (top left of page).



If you want to see any unoriginal text from the originality report whilst writing e-Feedback, you can overlay this by clicking on the **small checkbox next to Originality**.



Accessible e-Feedback Report

Turnitin e-Feedback in the Document Viewer is not screen-readable.

Students can make a PDF version of their e-Feedback report which is screen-readable. Alternatively, if they ask, a tutor or programme administrator can download a PDF version and e-mail it to them (see [Printing e-Feedback and Archiving e-Feedback](#) below) .

PDF versions of e-Feedback reports contain the same basic information as the online version in the Document Viewer, and are more easily screen-readable and navigable, but they are not as interactive.

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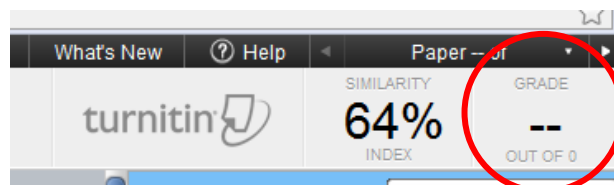
Writing e-Feedback



Adding a Grade

Click on the **Grade** box in the top-right of the screen

Note: Turnitin automatically saves as you go.



Adding an Overall Summary

Important Note: You can only add up to 5000 characters (approx. 750 words) to your overall summary. Any more will cause Turnitin an error. If you plan to write a lot of summary feedback, consider writing first in Word, checking the character/word length and copying and pasting into Turnitin.

Click on the **general comments** (speech bubble) icon in the bottom-right of the screen.

1. Click **Edit** then type in your summary feedback (or copy and paste).
2. Click **Save**.



Assessment Grids: Using Rubrics to Add Criteria-related Feedback

First, ensure a Rubric is attached to the Turnitin Assignment

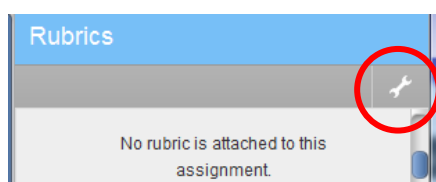
To feed back using an assessment grid, one must first have been attached to Turnitin Assignment

Important Note: Only one assessment grid can be attached to a Turnitin Assignment at any time. The grid must only be attached by one person for all markers to use together. The module leader/programme director is responsible for this. Do not detach a grid during marking or feedback will be lost.

1. Click on the **rubric scorecard** (grid) icon in the bottom-right of the screen.



2. To attach an assessment grid, click the **spanner** icon. The **Rubric Manager** will open in a pop-up window.

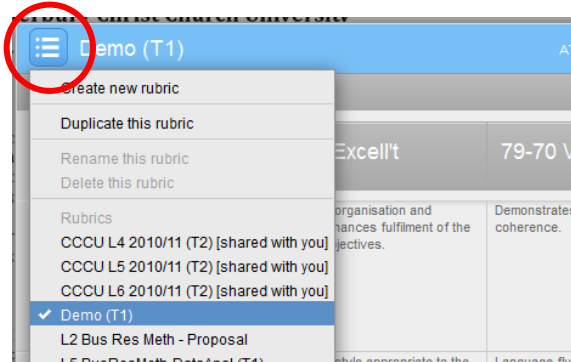


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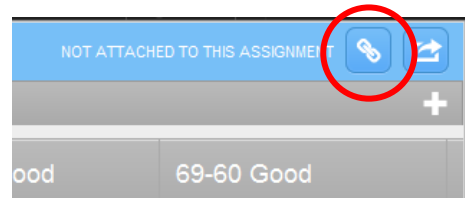
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3. Click on the list of assessment grids available to you from the drop-down menu (top-left of **Rubric Manager**) and select the grid you want to use.



4. Click the **link** icon to attach it to the Turnitin Assignment (top-right of **Rubric Manager**).
5. Close the **Rubric Manager** window to return to the e-Feedback report.



Note: You no longer have to wait for a piece of work to be submitted before you can attach a grid using the method above. You can now also attach a grid when you first set the Turnitin Assignment up. See the guide [Setting up Turnitin Assignments and Managing Submissions](#).

Using the Rubric to Feedback

1. Click on the **rubric scorecard** (grid) icon in the bottom-right of the screen.



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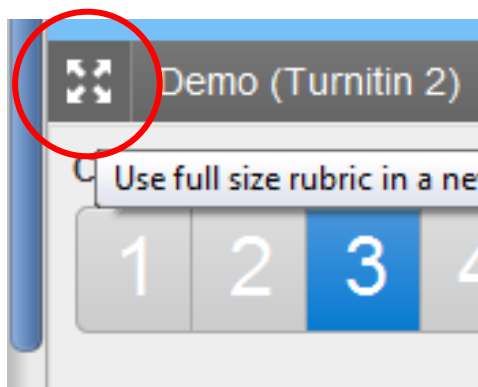
assessment criterion

level

scale point and description

Clicking on a numbered square highlights it, indicating to students which level they achieved for that assessment criterion. The scale point and description of the level achieved appears below when you mouse-over the numbered square.

To see the complete grid at once, with the description for each level shown, click on the **Expand Rubric** icon.



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Editing, Reusing and Sharing Assessment Grids

If you or another member of the marking team do not have an assessment grid, see the separate guide **Editing, Reusing and Sharing Assessment Grids** for guidance on:

- creating one from scratch
- importing and customising one from another programme/module
- importing and customising the CCCU Generic Assessment Criteria

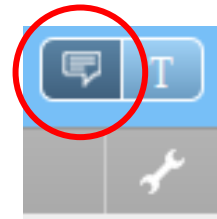
Contact your Faculty Learning Technologist for advice and support in setting up assessment grids.


Writing Comments on the Script Itself

'highlighted' (or bubble) comments

are highlighted passages of text with expandable free form comments. To add:

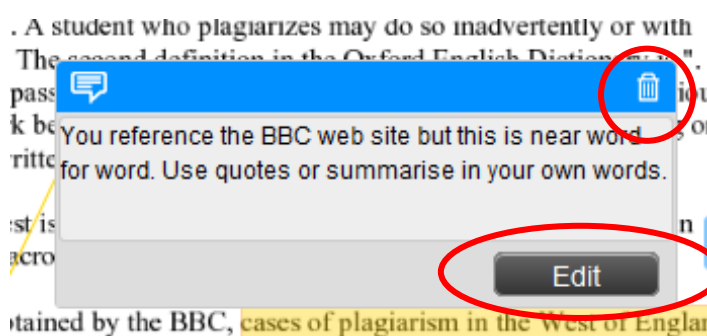
1. Ensure the **speech bubble** icon is selected from the panel towards the top-right of the screen
2. **Highlight** a passage of text
3. Either click the highlighted text or click the **Comment** button
4. Type a comment.
5. If you want to re-use the comment as a **QuickMark**, click **More Options**.



 Comment

The comment will collapse to a speech bubble which will expand when clicked

To delete (**dustbin**) or edit a highlighted comment, simply hover over the speech bubble.



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'inline' (or text) comments:

are freeform comments written directly over students' work. To add:

1. Ensure the **T for Text** icon is selected from the panel towards the top-right of the screen
2. Click the cursor anywhere on the script to start typing.



To delete (**dustbin**) or edit an inline comment, simply hover over it.

'stock phrases' (or QuickMarks)

are sets of commonly used feedback – statement banks.

1. Click on the **QuickMarks (QM)** icon in the bottom-right of the screen.
2. To add a **QuickMark** to the script drag it from the panel to the right-hand side of the screen



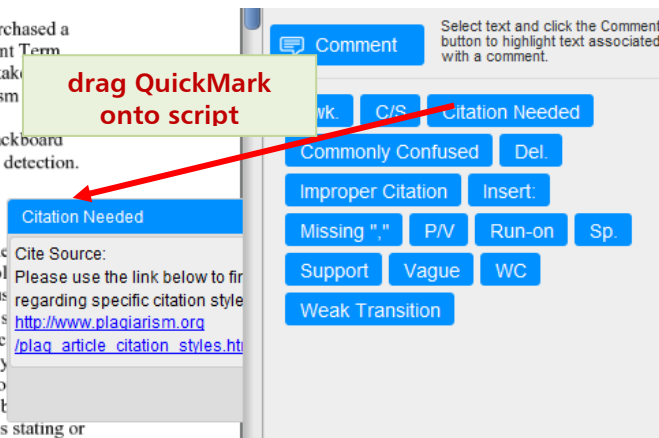
Following the success of a pilot during summer 2004/5, the University purchased a license for the use of Turnitin. Following Academic Board approval (Lent Term 2005/6), a phased approach to implementing the use of Turnitin has been taken, governed by a set of protocols enshrined within a new University Plagiarism

Since July 2008, any programme can use Turnitin directly through the Blackboard Virtual Learning Environment (VLE) to support plagiarism education and detection.

What's the Deal With Plagiarism?

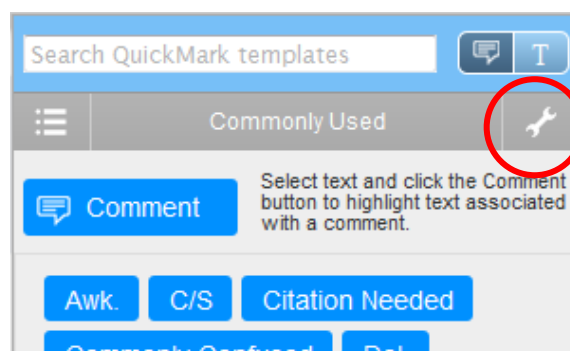
One of the two Oxford English Dictionary definitions of plagiarism is "The practice of plagiarizing; the wrongful appropriation or purloining, and publication, of the ideas, or the expression of the ideas (literary, artistic, musical, mechanical, etc.) of another." This makes the whole concept seem quite simple. However, plagiarism includes a range of deeds from failure to use proper citation to indiscriminate cheating. A student who plagiarizes may do so inadvertently or with painful purposefulness. The second definition in the Oxford English Dictionary is "The purloined idea, design, passage, or work." The problem is considered to be a matter in academic work because by creating, for example, an essay, one is stating or

drag QuickMark onto script



3. To make new **QuickMarks**, either save a bubble comment as a **QuickMark** (see above) or click on the **spanner** icon to open the **QuickMark Manager** pop-up. Here you can also set which **QuickMark** sets are switched on.

Contact your Faculty Learning Technologist for advice and support in setting up stock phrases.



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Releasing e-Feedback to Students

e-Feedback is automatically released to students on the **post date**. You can change the **post date** to release e-Feedback at any time.

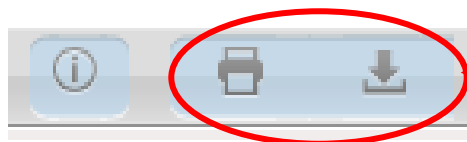
Students can access all e-Feedback via Turnitin.

Students can also see their grade via Blackboard. So long as you've set Turnitin to hold grades from the Blackboard Gradebook until the **post date**, this is when the grades will be sent to Blackboard.

Note: Resubmissions of work erase feedback on previous submissions. If you have allowed students to submit multiple times, each resubmission will erase any feedback you have given. This is particularly important if you have allowed late submissions (up until the **post date** when feedback is released).

Printing e-Feedback

You can print individual e-Feedback reports by clicking on the **printer/download icon**. Both icons do the same thing – give you a PDF version of your feedback to download. If you want to print, first download the PDF file then open and print it like any other document. (Don't use your browser's print button - it won't format your e-Feedback report properly.)



download e-Feedback report
(then open and print the PDF file; don't use your browser's own print button)

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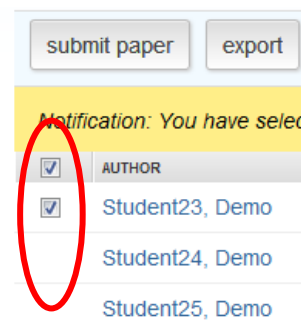
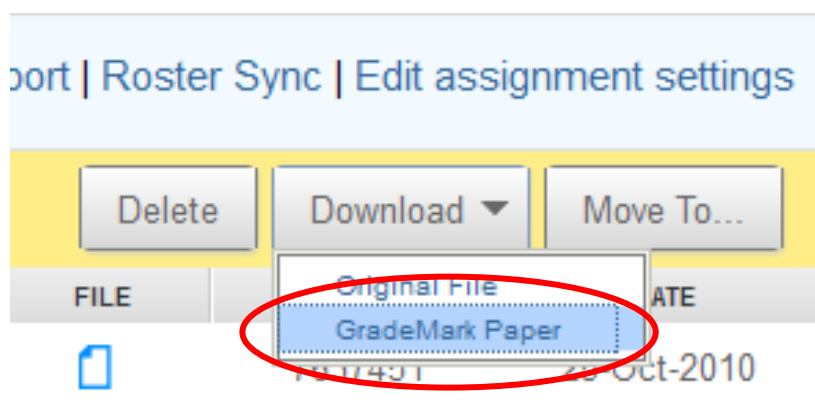


Archiving e-Feedback

Important note:

e-Feedback reports will only be available for as long as students are enrolled in the Blackboard area they submitted work to.

You must archive any submitted work and/or e-Feedback you need before you delete a Turnitin Assignment or your Blackboard is 'rolled over' (new students added).



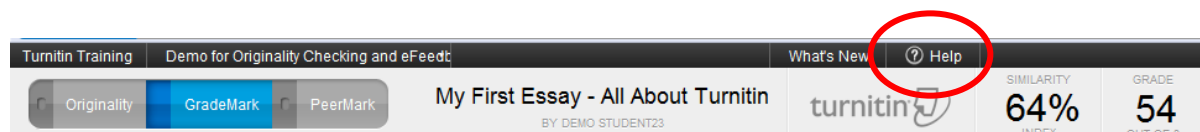
(access download via the Turnitin Messages tab)

See the guide **Setting up Turnitin Assignments and Managing Submissions** for detailed instructions.

Help!

Contact your learning technologist for advice about providing e-feedback. .

See also the Turnitin online help:



Contact the **Staff IT Point**:

- if Turnitin is not working properly including any technical error messages

For all other help, including technical support, see the University web site at:

<http://www.canterbury.ac.uk/turnitin>

Note: It is your responsibility to support students if they can't find their feedback, have any question about what type of feedback to expect receive or any queries about feedback you have received. Students should contact the i-Zone if Blackboard or Turnitin is not working properly.