

TROUBLESHOOTING WITH ANONYMOUS MARKING ON TURNITIN

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INTRODUCTION

This document presents several scenarios that may arise from adopting the anonymous marking of digital submissions within Turnitin. In each case, a solution is put forward.

For further advice and guidance, please refer to the [Anonymous Marking Policy](#), and [Anonymous Marking Staff Guidance](#).

For other technical Turnitin guidance, please refer to the [Setting Up Turnitin Assignments](#) guide in conjunction with the [Setting Up Turnitin Assignments \(Standard Set-Up\)](#) guide.

SCENARIO #1: UNABLE TO MARK ANONYMOUSLY

Description:

The marker is unable to mark anonymously after Feedback Release Date (once a submission has been made, all work is irrevocably un-anonymised once the Feedback Release Date has passed, even if the Feedback Release Date is set further back after it has passed).

Steps to take:

The marker continues to use the current two Turnitin Assignment submission points, using the standard University set up with Feedback Release Dates (feedback and un-anonymisation date) as follows:

- On time submission point – Feedback Release Date 3 weeks after deadline
- After deadline submission point – Feedback Release Date 5 weeks after deadline and accepts it will not be possible to mark any work anonymously after 5 weeks from deadline.

OR...

The Course Administration Team can manually download any work submitted to Turnitin not marked by 5 weeks from deadline, anonymise and forward it to the marker to mark offline.

OR...

If 'Feedback Release Date' needs to be extended, then this needs to happen **before** the Feedback Release Date passes. The Course Administration Team may need to do this where a marker has been absent and needs more time to mark.

Please refer to the [Downloading and Archiving from Turnitin](#) guides

SCENARIO #2: ERRONEOUS STUDENT SUBMISSIONS

Description:

The student needs to be able to overwrite their own incomplete / incorrect submission.

Steps to take:

The standard University Turnitin submission point settings for "FINAL" (On Time) submissions have been set up to enable students to continuously re-submit work up to and including on the due date. After 2pm on the due date, the student will not be able to re-submit work into Turnitin.

The standard University Turnitin submission point settings for "AFTER DEADLINE" submissions have been set up so that students can only submit once. See *Scenario #4* for further details.

SCENARIO #3: IDENTIFY STUDENT'S NAME OF A GIVEN SUBMISSION IN EVENT OF MARKER QUERY

Description:

There is a need to identify the student's name of a given submission in event of marker query (e.g., notices an incomplete / incorrect submission).

Steps to take:

Use unique Student ID on submission title (will be quicker for Course Administration Teams to reference on here first), submission header or filename. The Course Administration Team needs to look up the Student ID, locate the student of the submission and contact them as appropriate.

SCENARIO #4: LOCATE NAMED STUDENT'S WORK TO CLEAR INCORRECT 'AFTER DEADLINE' SUBMISSION

Description:

The Course Administration Team need to locate named student's work to clear an incorrect "AFTER DEADLINE" submission in the event of a student getting in touch to say they submitted the wrong version.

Steps to take:

Use unique Student ID on submission title (will be quicker for Course Administration Teams to reference on here first), submission header or filename. The Course Administration Team needs to look up the Student ID, locate matching submission, and note Turnitin Paper ID number.

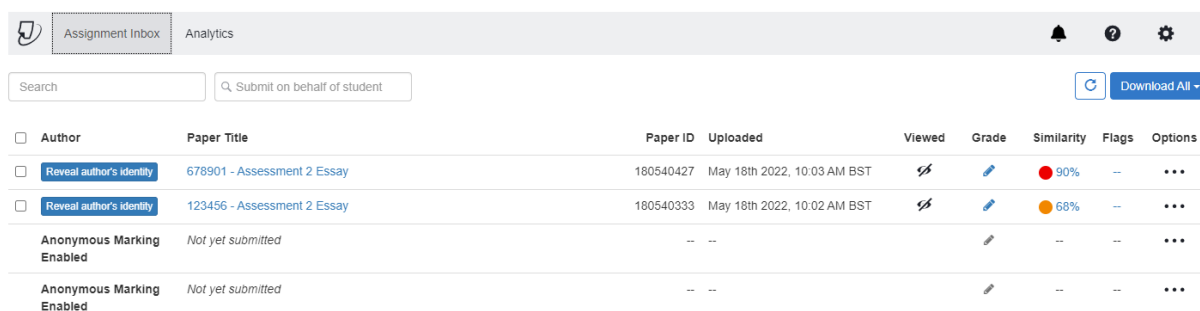
If Student is not present, the Course Administration Team can contact the student and ask for their Turnitin digital receipt (this will include their Paper ID).

Where no student digital receipt is forthcoming, or an incorrect Student ID on submission is given, or there is no Student ID, the Course Administration Team might want to consider using the 'hidden group' method referred to in *Scenario #14*.

The Course Administration Team can then remove the student's work from Turnitin.

NOTE: This is only advisable where the student will resubmit their work into the same Blackboard because it will not affect the student's Similarity Score for that piece of work.

Be aware the student submission will be removed from the Turnitin submission point, but not from the Turnitin database used to compare other student papers (see *Scenario #5*).



The screenshot shows a Turnitin submission list interface. At the top, there are tabs for 'Assignment Inbox' and 'Analytics', along with a search bar and a 'Submit on behalf of student' button. A 'Download All' button is also visible. The main table has columns for Author, Paper Title, Paper ID, Uploaded, Viewed, Grade, Similarity, Flags, and Options. Two rows are visible, both for 'Assessment 2 Essay' with similarity scores of 90% and 68%. Below the table, there are two rows for 'Anonymous Marking Enabled' with a status of 'Not yet submitted'.

Author	Paper Title	Paper ID	Uploaded	Viewed	Grade	Similarity	Flags	Options
<input type="checkbox"/> Reveal author's identity	678901 - Assessment 2 Essay	180540427	May 18th 2022, 10:03 AM BST			90%	--	...
<input type="checkbox"/> Reveal author's identity	123456 - Assessment 2 Essay	180540333	May 18th 2022, 10:02 AM BST			68%	--	...
Anonymous Marking Enabled	Not yet submitted	--	--			--	--	...
Anonymous Marking Enabled	Not yet submitted	--	--			--	--	...

Please refer to the [Clearing a Student's Submission](#) guide

SCENARIO #5: LOCATE NAMED STUDENT'S WORK TO DELETE SUBMISSION TO THE WRONG BLACKBOARD

Description:

The Course Administration Team need to locate named student's work to delete a submission made to the wrong Blackboard, so that Turnitin's database does not match subsequent submission to the correct Blackboard.

Steps to take:

Use unique Student ID on submission title (will be quicker for Course Administration Teams to reference on here first), submission header or filename. The Course Administration Team needs to look up the Student ID, locate matching submission, and note Turnitin Paper ID number.

If the Student ID is not present, the Course Administration Team can contact the student and ask for their Turnitin digital receipt (this will include their Paper ID).

Where no student digital receipt is forthcoming, or an incorrect Student ID on submission is given, or there is no Student ID, the Course Administration Team might want to consider using the 'hidden group' method referred to in *Scenario #14*.

Raise a call with the Staff IT Point and include the following information:

- Blackboard Name
- Blackboard ID
- Turnitin Submission Point Name
- Student ID (if known)
- Student's Paper ID

The Technology-Enhanced Learning (TEL) Team will use this information to ask Turnitin to remove the student's submission from their databases.

Author	Paper Title	Paper ID	Uploaded	Viewed	Grade	Similarity	Flags	Options
<input type="checkbox"/> Reveal author's identity	678901 - Assessment 2 Essay	180540427	May 18th 2022, 10:03 AM BST			90%	--	...
<input type="checkbox"/> Reveal author's identity	123456 - Assessment 2 Essay	180540333	May 18th 2022, 10:02 AM BST			68%	--	...
Anonymous Marking Enabled	<i>Not yet submitted</i>	--	--			--	--	...
Anonymous Marking Enabled	<i>Not yet submitted</i>	--	--			--	--	...

SCENARIO #6: LOCATE NAMED STUDENT'S WORK TO DELETE SUBMISSION TO THE WRONG SUBMISSION POINT, BUT THE RIGHT BLACKBOARD

Description:

The Course Administration Team need to locate named student's work to delete a submission made to the wrong Turnitin submission point, but on the correct Blackboard.

Steps to take:

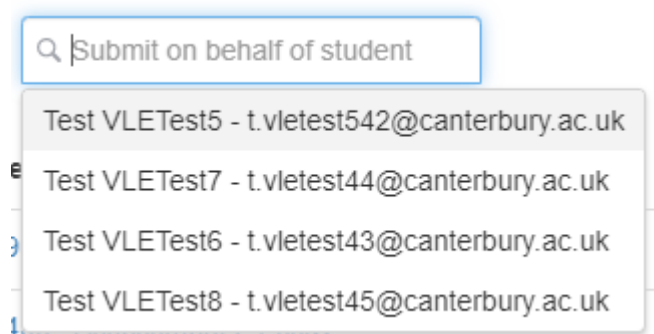
Use unique Student ID on submission title (will be quicker for Course Administration Teams to reference on here first), submission header or filename. The Course Administration Team needs to look up the Student ID, locate matching submission, and note Turnitin Paper ID number.

If the Student ID is not present, the Course Administration Team can contact the student and ask for their Turnitin digital receipt (this will include their Paper ID).

Where no student digital receipt is forthcoming, or an incorrect Student ID on submission is given, or there is no Student ID, the Course Administration Team might want to consider using the 'hidden group' method referred to in *Scenario #14*.

If the 'Due Date' has not expired on the correct "FINAL" (on-time) Turnitin submission point, notify the student, and have them submit their work in the correct submission point. This will not affect the student's Similarity Score as their work is submitted in the same Blackboard. This would not be the case if the student's work were submitted via a different Blackboard.

If the 'Due Date' has expired on the correct Turnitin submission point, the Course Administration Team downloads the original file submitted to the wrong submission point and resubmit the file in the correct submission point under the student's name, by selecting their name from the drop-down 'Author' box.



The Course Administration Team can then remove the student’s work from the wrong Turnitin submission point to avoid confusing marker.

Please refer to the [Clearing a Student’s Submission](#) guide

SCENARIO #7: LOCATE NAMED STUDENT’S WORK TO ENSURE FEEDBACK IS NOT ADDED AND RELEASED

Description:

The Course Administration Team need to locate named student’s work so not to add and/or release Turnitin feedback while an academic misconduct case is pending, or for any other reason.

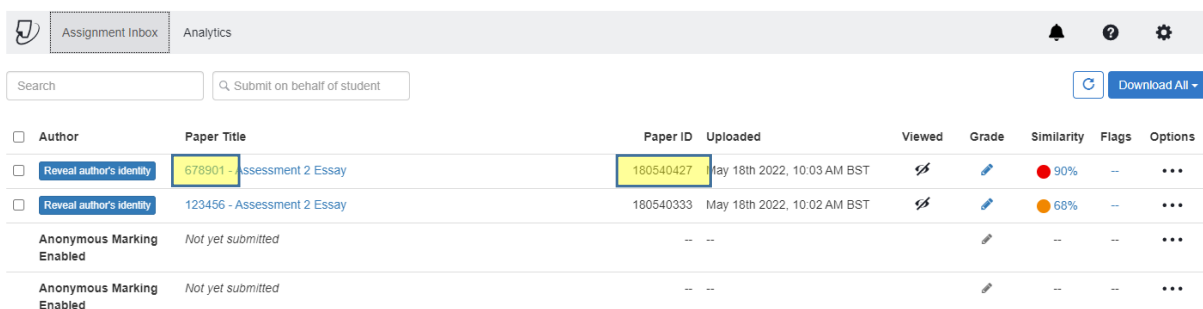
NOTE: With current Turnitin set-up for “FINAL” submission, Course Administration Teams will not know the extent of matches to other sources in a student’s work, as they will not see the Similarity Report, until the Due Date is reached. This is not the case for the “AFTER DEADLINE” set-up.

Steps to take:

Use unique Student ID on submission title (will be quicker for Course Administration Teams to reference on here first), submission header or filename. The Course Administration Team needs to look up the Student ID, locate matching submission, note Turnitin Paper ID number, and advise marker not to add feedback to submission with matching number.

Where no student digital receipt is forthcoming, or an incorrect Student ID on submission is given, or there is no Student ID, the Course Administration Team might want to consider using the ‘hidden group’ method referred to in *Scenario #14*.

NOTE: Easy to locate suspected academic misconduct submission as the marker can note the Turnitin Paper ID down.



Author	Paper Title	Paper ID	Uploaded	Viewed	Grade	Similarity	Flags	Options
<input type="checkbox"/> Reveal author's identity	678901 - Assessment 2 Essay	180540427	May 18th 2022, 10:03 AM BST			90%	--	...
<input type="checkbox"/> Reveal author's identity	123456 - Assessment 2 Essay	180540333	May 18th 2022, 10:02 AM BST			68%	--	...
Anonymous Marking Enabled	Not yet submitted	--	--			--	--	...
Anonymous Marking Enabled	Not yet submitted	--	--			--	--	...

SCENARIO #8: LOCATE NAMED STUDENT'S WORK TO KNOW WHETHER IT IS 'LATE' LATE OR 'OK' LATE

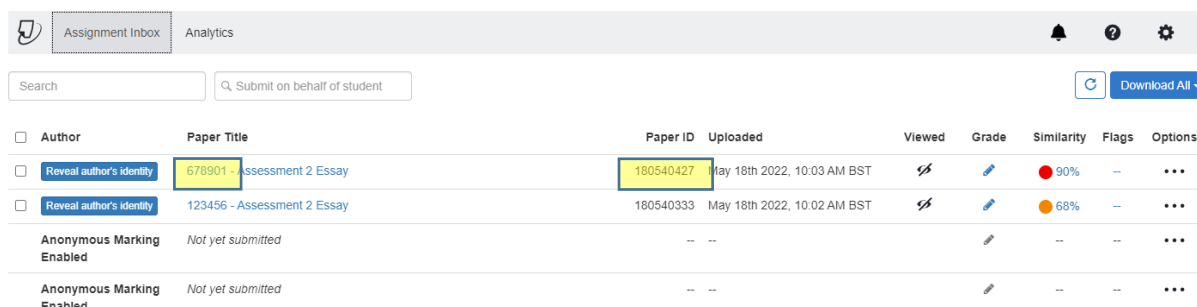
Description:

The Course Administration Team need to locate named student's work to know whether a submission is 'late' late, or 'OK' late.

Steps to take:

Use unique Student ID on submission title (will be quicker for Course Administration Teams to reference on here first), submission header or filename. The Course Administration Team needs to look up the Student ID, locate matching submission, note Turnitin Paper ID number, and advise marker whether not to penalise submission with matching Student ID if submitted late.

Where no student digital receipt is forthcoming, or an incorrect Student ID on submission is given, or there is no Student ID, the Course Administration Team might want to consider using the 'hidden group' method referred to in *Scenario #14*.



Author	Paper Title	Paper ID	Uploaded	Viewed	Grade	Similarity	Flags	Options
<input type="checkbox"/> Reveal author's identity	678901 - Assessment 2 Essay	180540427	May 18th 2022, 10:03 AM BST			90%	--	...
<input type="checkbox"/> Reveal author's identity	123456 - Assessment 2 Essay	180540333	May 18th 2022, 10:02 AM BST			68%	--	...
Anonymous Marking Enabled	Not yet submitted	--	--			--	--	...
Anonymous Marking Enabled	Not yet submitted	--	--			--	--	...

SCENARIO #9: IDENTIFY STUDENT'S WORK IN CASE OF ACADEMIC MISCONDUCT

Description:

The Course Administration Team need to identify a named student following the request of the Course Director to initiate an Academic Misconduct investigation (at any stage). The student identity should **not** be disclosed upon suspicion only.

NOTE: The following guidance advises how to locate / share the work in question without irrevocably un-anonymising it by using the built-in function in Turnitin - refer to the [Anonymous Marking Policy](#) for guidance on when that option can be used and by whom.

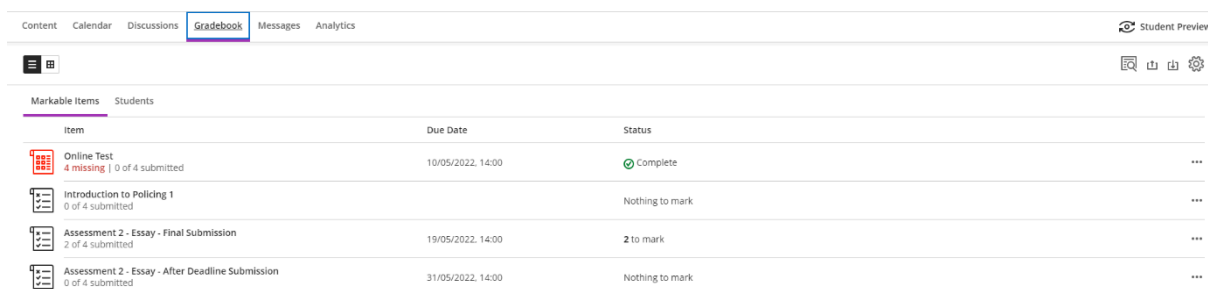
Steps to take:

In the first instance use unique Student ID on submission title (will be quicker for Course Administration Teams to reference on here first), submission header or filename. The Course Administration Team needs to look up the Student ID, locate matching submission, and note Turnitin Paper ID number, which the Course Director and any other investigating member of staff can use to locate the submission in question (once given access to the relevant Blackboard).

Where no student digital receipt is forthcoming, or an incorrect Student ID on submission is given, or there is no Student ID, the Course Administration Team might want to consider using the 'hidden group' method referred to in *Scenario #14*.

Alternatively, apply the following steps which outline how to download a student submission that can be shared with members of the course team to consider if any academic misconduct has taken place:

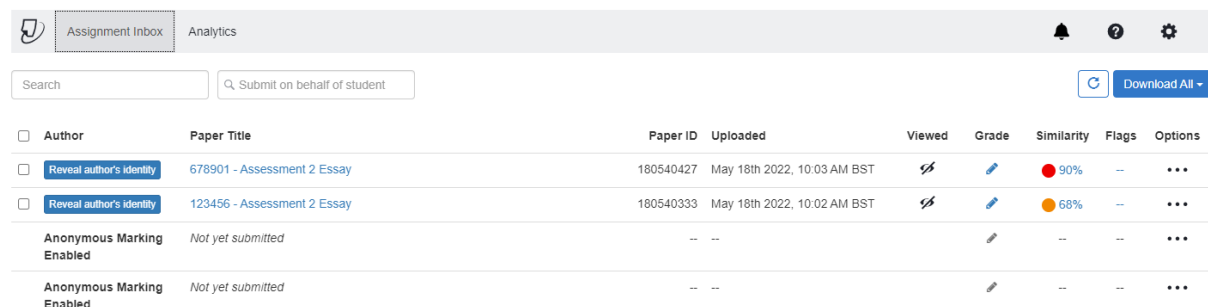
1. Click on the **Gradebook** link for the Blackboard in question.



The screenshot shows the Blackboard Gradebook interface. The 'Gradebook' tab is selected in the top navigation bar. Below the navigation bar, there are tabs for 'Markable Items' and 'Students'. The 'Markable Items' tab is active, displaying a table with the following data:

Item	Due Date	Status
Online Test 4 missing 0 of 4 submitted	10/05/2022, 14:00	Complete
Introduction to Policing 1 0 of 4 submitted		Nothing to mark
Assessment 2 - Essay - Final Submission 2 of 4 submitted	19/05/2022, 14:00	2 to mark
Assessment 2 - Essay - After Deadline Submission 0 of 4 submitted	31/05/2022, 14:00	Nothing to mark

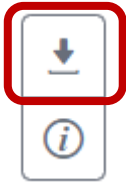
2. Click on the Turnitin submission point where the suspected case of academic misconduct has taken place.
3. Click on the Similarity percentage of the suspected plagiarised piece of work.



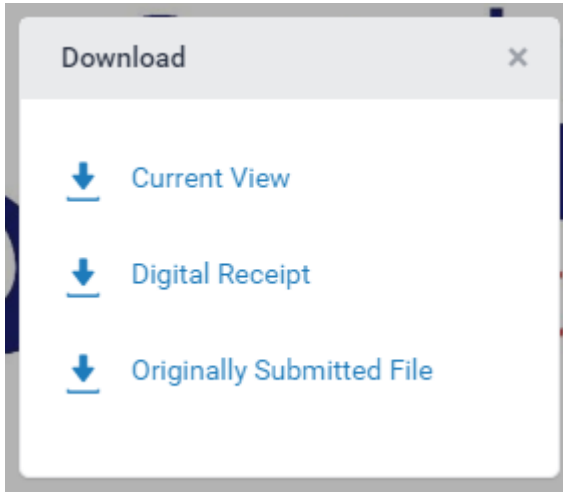
The screenshot shows the Turnitin Assignment Inbox interface. The 'Assignment Inbox' tab is selected. Below the navigation bar, there are search and submission options. The main table displays the following data:

Author	Paper Title	Paper ID	Uploaded	Viewed	Grade	Similarity	Flags	Options
Reveal author's identity	678901 - Assessment 2 Essay	180540427	May 18th 2022, 10:03 AM BST			90%	--	...
Reveal author's identity	123456 - Assessment 2 Essay	180540333	May 18th 2022, 10:02 AM BST			68%	--	...
Anonymous Marking Enabled	Not yet submitted	--	--			--	--	...
Anonymous Marking Enabled	Not yet submitted	--	--			--	--	...

4. The 'Feedback Studio' screen for that piece of work will pop up. Click on the grey down arrow icon.



5. A 'Download' box will pop up. Click on the **Current View** link to download a PDF version of the Similarity Report for that piece of work. The marker can share the PDF file with others, as necessary.



SCENARIO #10: IDENTIFY NON-SUBMITTERS

Description:

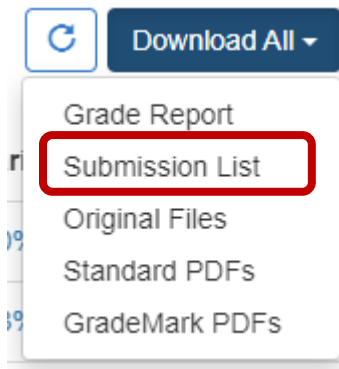
The Course Administration Team would like to try and identify non-submitters.

Steps to take:

1. Click on the **Gradebook** link for the Blackboard in question.

Item	Due Date	Status
Online Test 4 missing 0 of 4 submitted	10/05/2022, 14:00	Complete
Introduction to Policing 1 0 of 4 submitted		Nothing to mark
Assessment 2 - Essay - Final Submission 2 of 4 submitted	19/05/2022, 14:00	2 to mark
Assessment 2 - Essay - After Deadline Submission 0 of 4 submitted	31/05/2022, 14:00	Nothing to mark

2. Click on the Turnitin submission point of interest.
3. Click the 'Download All' button to the top right of the submission list and choose 'Submission List' from the drop-down list.



4. This will download a CSV file that can be opened in Microsoft Excel and will contain the names of the students who have not submitted work into Turnitin. Those students who have submitted work, will be registered as 'Anonymous'.

SCENARIO #11: SEND A MESSAGE TO NON-SUBMITTERS

Description:

The Course Administration Team want to remind non-submitters that they are due to hand in their assignments.

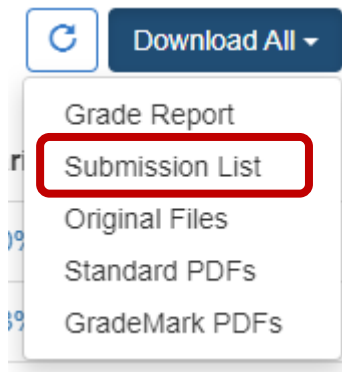
Steps to take:

1. Click on the **Gradebook** link for the Blackboard in question.

A screenshot of a Blackboard Gradebook interface. The 'Gradebook' tab is selected in the top navigation bar. Below the navigation bar, there are icons for 'Markable Items' and 'Students'. The main content area displays a table with the following data:

Item	Due Date	Status
Online Test 4 missing 0 of 4 submitted	10/05/2022, 14:00	Complete
Introduction to Policing 1 0 of 4 submitted		Nothing to mark
Assessment 2 - Essay - Final Submission 2 of 4 submitted	19/05/2022, 14:00	2 to mark
Assessment 2 - Essay - After Deadline Submission 0 of 4 submitted	31/05/2022, 14:00	Nothing to mark

2. Click on the Turnitin submission point of interest.
3. Click the 'Download All' button to the top right of the submission list and choose 'Submission List' from the drop-down list.



4. This will download a CSV file that can be opened in Microsoft Excel and will contain the names of the students who have not submitted work into Turnitin. Those students who have submitted work, will be registered as 'Anonymous'.
5. You can use the list to identify which students who have not submitted work so that you can contact them.

You can either send them an e-mail via Microsoft Outlook and have the students listed in the BCC field so that they don't know who else has received the e-mail

OR...

The students can be individually sent a message via Blackboard.

SCENARIO #12: TRANSFERRING MARKS OUT OF TURNITIN BEFORE FEEDBACK RELEASE DATE

Description:

The Course Administration Team wants to transfer marks out of Turnitin before the Feedback Release Date is reached (e.g., for an exam board on a tight timescale).

Steps to take:

Use unique Student ID on submission title (will be quicker for Course Administration Teams to reference on here first), submission header or filename. The Course Administration Team provides the Marker with a spreadsheet of Student IDs for the assignment. The marker needs to locate the Student ID, and record the student's mark against that ID.

It is expected that this would be for exceptional circumstances only as the usual process would be to transfer marks only once the Feedback Release Date has been reached and the work un-anonymised.

SCENARIO #13: STUDENT CANNOT UPLOAD WORK INTO TURNITIN AND WANTS TO SEND IT TO SOMEONE VIA E-MAIL

Description:

A student is having trouble submitting work into Turnitin and wants to send it to someone to upload their work into Turnitin on their behalf.

Steps to take:

Students should be strongly dissuaded in sending work to their tutors via e-mail if they are having trouble uploading it into Turnitin. This is both problematic in terms of anonymous marking, and potentially inequitable where some students email work to their tutors and some do not, resulting in students being penalised for handing work in late.

Instead, students should contact the Course Administration Team, stating the issue and providing the Course Administration Team with the file and Student ID. The Course Administration Team can upload the work into Turnitin on the student's behalf.

SCENARIO #14: STUDENT WANTS TO CHECK THAT THEIR WORK HAS SUBMITTED CORRECTLY

Description:

A student contacts the Course Administration Team for help. They have recently submitted their work to Turnitin, and they are concerned that it may not have processed correctly.

Steps to take:

1. Ask the student if they have downloaded the digital receipt from Turnitin, if not encourage the student to download the digital receipt. The digital receipt is most important evidence of submission because it includes the time and date of submission, and
2. Ask the student if they can see their document in the Turnitin document viewer, accessed via the same link that they used to submit their work in the 'Assessments' area of the module.

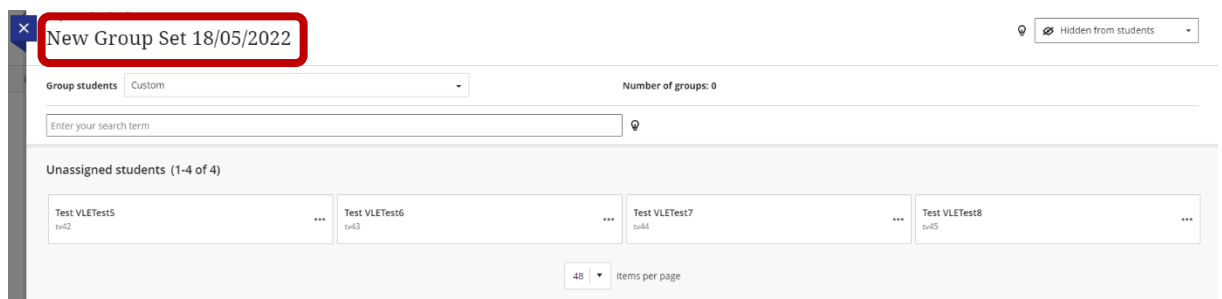
If the student seems unclear on this request then, recommend that they review the [Turnitin submission guide for students](#) on TEL Knowledge Base for Students

website.

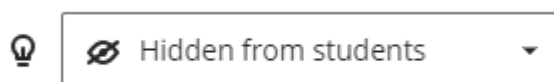
3. Alternatively, the Course Administration Team can do a Student ID look up and/or ask the student the Paper ID of their submission, to enable them to check the student's work.
4. If the student is still concerned, then you can use a hidden group to check the student's work. This should be used with care.

Note: Any instructor in the Blackboard is able to locate the anonymised submission of a specific student. This should only be undertaken by the Course Administration Team and not the markers.

5. Under the **Details & Action** section of your Blackboard, locate **Course Groups**, and click on the **Create and manage groups** link.
6. Give the Group Set a name, such as 'Check Submission' – do not identify the student in the group set title.

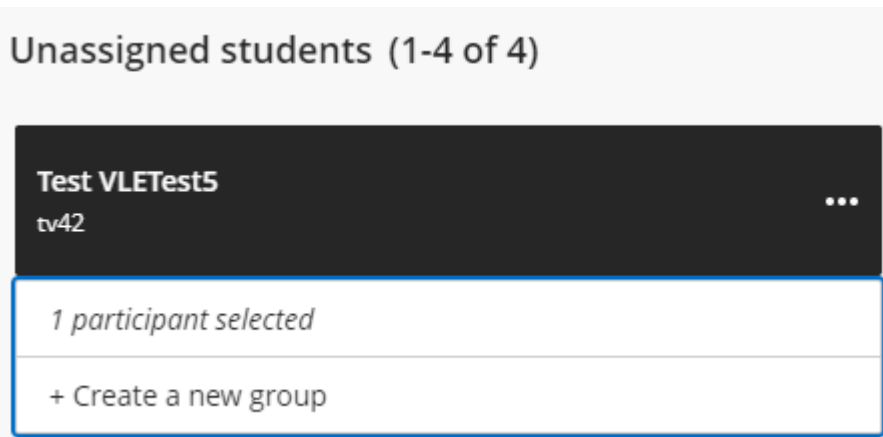


7. Make sure that the Group Set is set to **Hidden from students**.



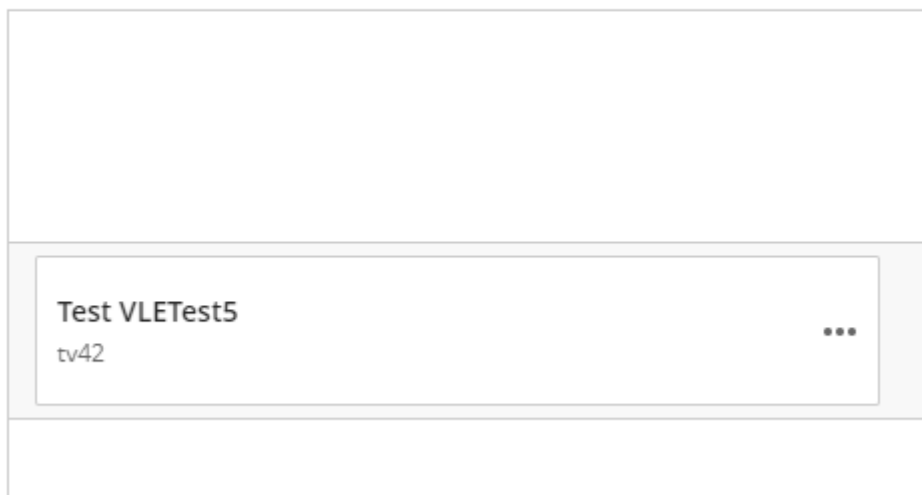
8. Next you will need to create a group within the Group Set and assigned the student that you want to check to that group.

Find the student, click on the three dots next to their name inside the box. A menu will drop down and click on the **+Create a new group** option.



- Change the Group Name to something like 'Find Student' – do not identify the student in the group name title.

Find Student



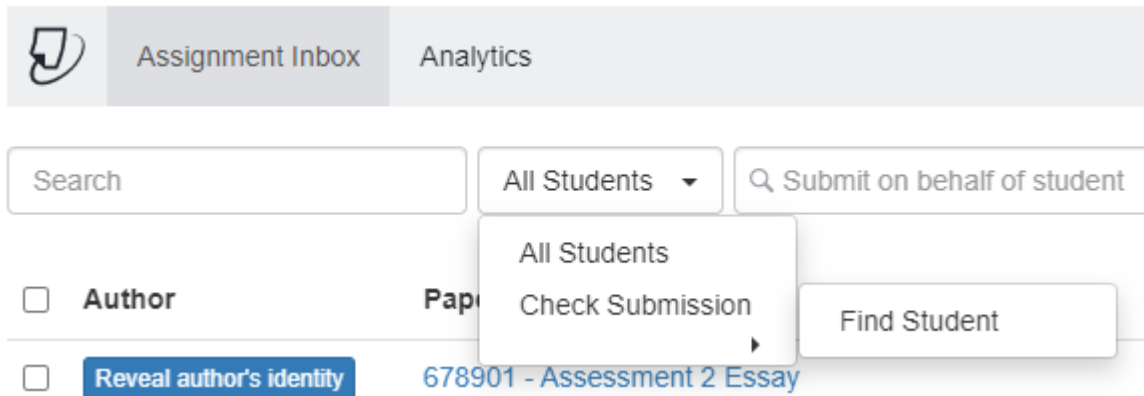
- Having added the student to the Group, click on **Save** to save your group.

- Go back to the **Gradebook** link for the Blackboard in question.

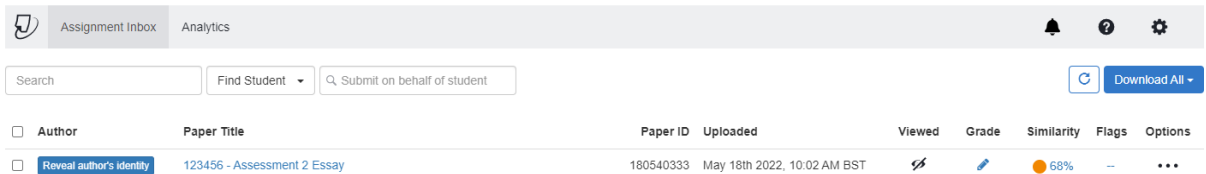
Content Calendar Discussions Gradebook Messages Analytics				Student Preview
Markable Items		Students		
Item	Due Date	Status		
Online Test 4 missing 0 of 4 submitted	10/05/2022, 14:00	Complete		
Introduction to Policing 1 0 of 4 submitted		Nothing to mark		
Assessment 2 - Essay - Final Submission 2 of 4 submitted	19/05/2022, 14:00	2 to mark		
Assessment 2 - Essay - After Deadline Submission 0 of 4 submitted	31/05/2022, 14:00	Nothing to mark		

12. Click on the Turnitin submission point where you want to check to see if the student has submitted work.

13. Click on the drop-down box that says, 'All Student', select the Group Set followed by the Group that you created.

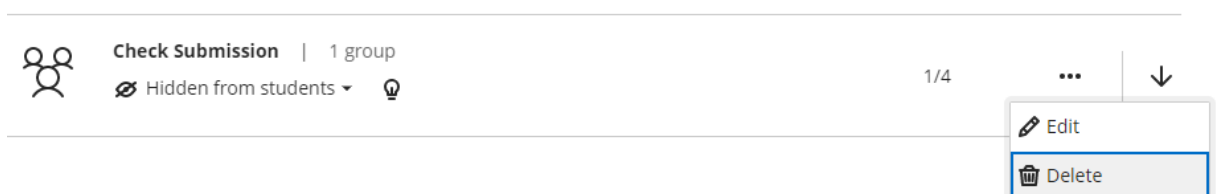


14. If the submission is the inbox then you will see the student's submission as shown below in the filtered view.



15. If you do not see the student's submission, then you might need to go back to the **Gradebook** link and check the other inboxes to see if the work was uploaded to a different submission point.

16. When you have finished using the group you need to delete it. Do this by going back to **Course Groups**, locate the Group Set to be deleted, click on the three dots associated with that Group Set and select **Delete** from the drop-down menu.



SCENARIO #15: DISTRIBUTED MARKING (I.E. WHERE SEVERAL MARKERS EACH MARKING A DIFFERENT GROUP OF STUDENTS WITHIN A SINGLE TURNITIN ASSIGNMENT)

Description:

There are several markers involved in marking students' work within a single Turnitin assignment. Please consult with your [Digital Academic Developer](#) beforehand.

Steps to take:

Options include:

- Markers decide which pieces of work they are going to mark, for example the Markers might want to divide the workload by submission date and time, Title, or Paper ID – this information can easily be obtained by downloading the 'Grade Report'.
- Markers are given a list of Student IDs to look at (this is dependent upon students supplying the Student ID within submission header or filename).
- Marking Groups:
 - If each marker needs to mark a specific group of students, set up **Custom Groups** (*most time-consuming*).
 - If the allocation of markers to students is to be random, set up **Randomly Assign Groups** (*least time-consuming*).

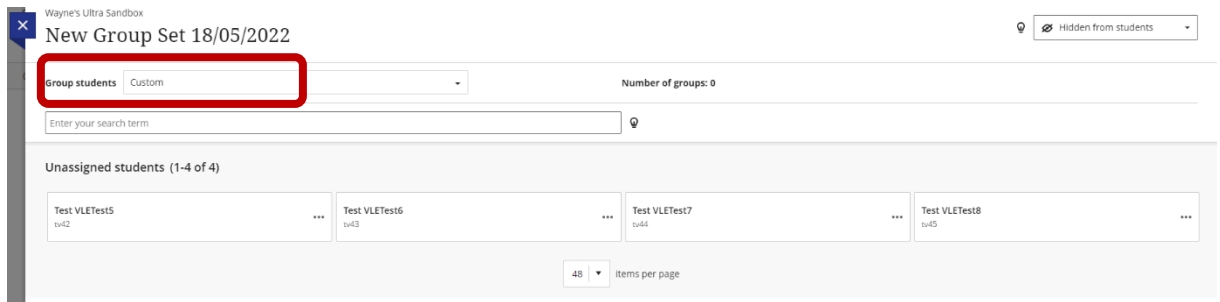
If the above three options do not work, please consult with your [Digital Academic Developer](#).

Below are the step-by-step instructions for setting up *Custom Group Enrolments* and *Randomly Assigned Group Enrolments*.

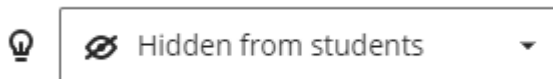
CREATING MARKING GROUPS USING CUSTOM GROUP ENROLMENTS

1. Under the **Details & Action** section of your Blackboard, locate **Course Groups**, and click on the **Create and manage groups** link.

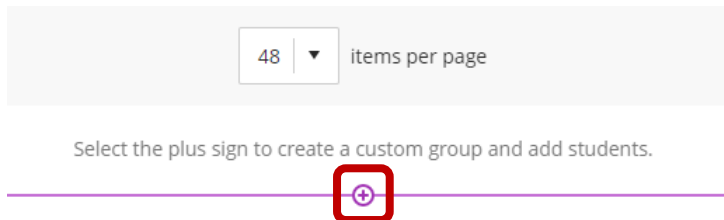
2. Give the Group Set a name, such as 'Marking Groups'.



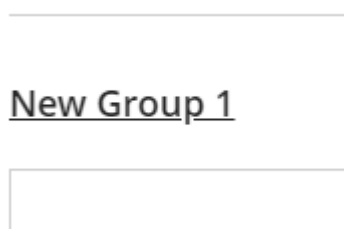
3. Make sure that the Group Set is set to **Hidden from students**.



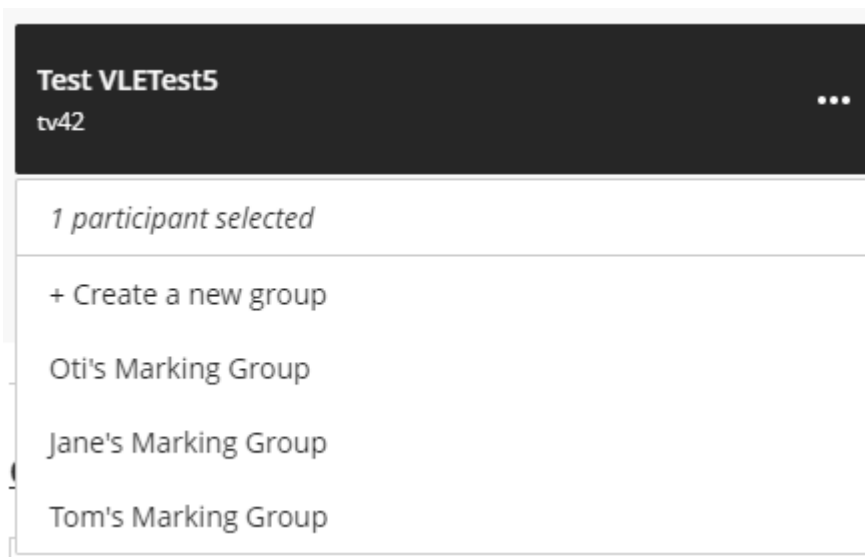
4. Next you will need to create the marking group within the Group Set and assigned students to the appropriate groups.
5. To create your groups, click on the plus symbol within a circle icon. If you need 5 groups, click on this symbol five times.



6. Rename the group to something appropriate or meaningful, like 'Tom's Marking Group'.



7. For each student, click on the three dots next to their name inside the box. A menu will drop down and click on the group that you want to assign them to.

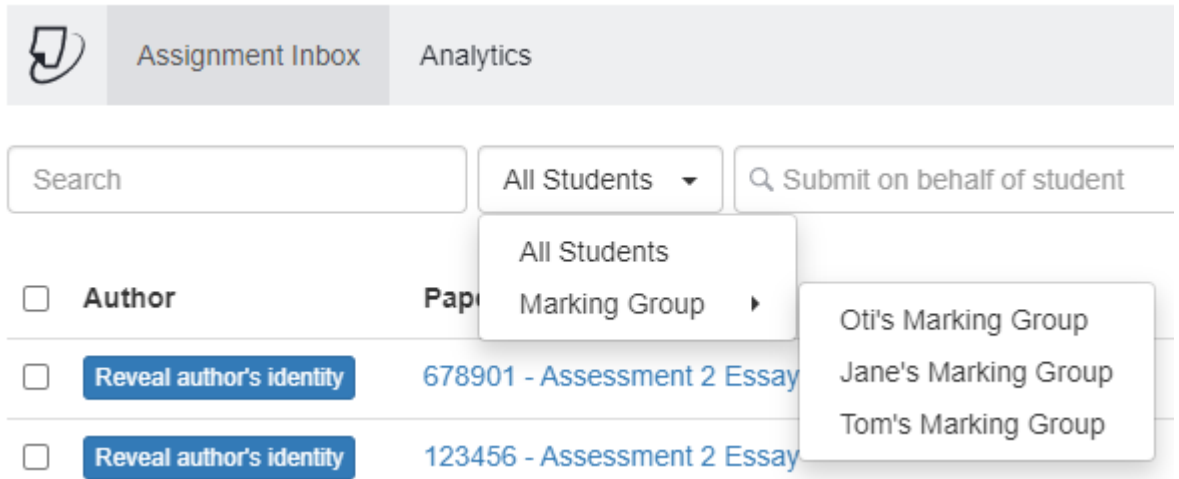


NOTE: You will need to repeat this for each student.

8. Having added all the students to their appropriate marking groups, click on **Save** to save your groups.
9. Go back to the **Gradebook** link for the Blackboard in question.

Item	Due Date	Status
Online Test 4 missing 0 of 4 submitted	10/05/2022, 14:00	Complete
Introduction to Policing 1 0 of 4 submitted		Nothing to mark
Assessment 2 - Essay - Final Submission 2 of 4 submitted	19/05/2022, 14:00	2 to mark
Assessment 2 - Essay - After Deadline Submission 0 of 4 submitted	31/05/2022, 14:00	Nothing to mark

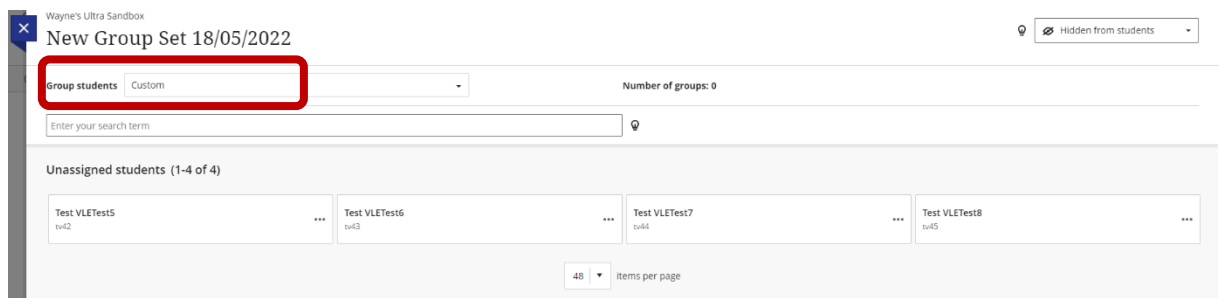
10. Click on the Turnitin submission point where you want to mark the work.
11. Click on the drop-down box that says, 'All Student', select the Marking Group Set followed by the individual tutor's Marking Group.



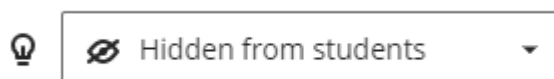
12. The marker will only see the submission of those students that have been assigned to them in a filtered view.

CREATING MARKING GROUPS USING RANDOMLY ASSIGNED ENROLMENTS

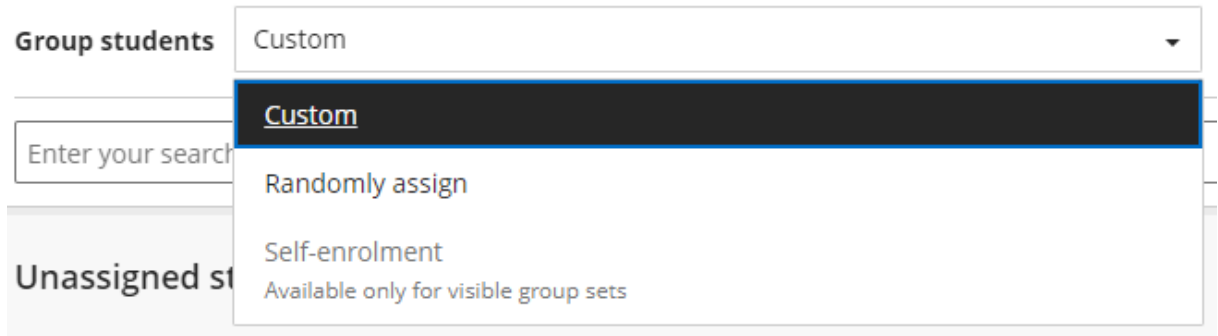
1. Under the **Details & Action** section of your Blackboard, locate **Course Groups**, and click on the **Create and manage groups** link.
2. Give the Group Set a name, such as 'Marking Groups'.



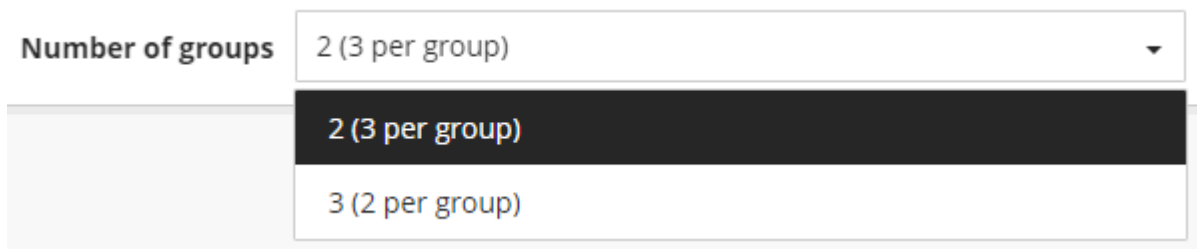
3. Make sure that the Group Set is set to **Hidden from students**.



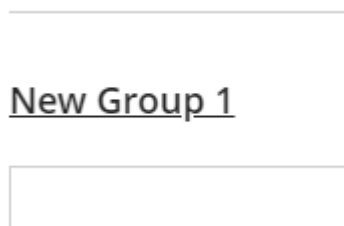
- Click on the 'Group students' drop-down box and select **Randomly assign**.



- Click on the 'Number of groups' drop-down box and select the number students per groups. Depending on the number of students enrolled on the Blackboard will depend on the different group options available.



- Once the number of groups has been selected, the groups will be created, and the student will be randomly assigned to a group.
- Rename the groups to something appropriate or meaningful, like 'Tom's Marking Group'.



- Once all the students have been randomly assigned to their marking groups, click on **Save** to save your groups.

9. Go back to the **Gradebook** link for the Blackboard in question.

Item	Due Date	Status
Online Test 4 missing 0 of 4 submitted	10/05/2022, 14:00	Complete
Introduction to Policing 1 0 of 4 submitted		Nothing to mark
Assessment 2 - Essay - Final Submission 2 of 4 submitted	19/05/2022, 14:00	2 to mark
Assessment 2 - Essay - After Deadline Submission 0 of 4 submitted	31/05/2022, 14:00	Nothing to mark

10. Click on the Turnitin submission point where you want to mark the work.

11. Click on the drop-down box that says, 'All Student', select the Marking Group Set followed by the individual tutor's Marking Group.

Assignment Inbox Analytics

Search All Students Submit on behalf of student

<input type="checkbox"/>	Author	Paper
<input type="checkbox"/>	Reveal author's identity	678901 - Assessment 2 Essay
<input type="checkbox"/>	Reveal author's identity	123456 - Assessment 2 Essay

Marking Group

- Oti's Marking Group
- Jane's Marking Group
- Tom's Marking Group

12. The marker will only see the submission of those students that have been assigned to them in a filtered view.

SCENARIO #16: STUDENT HAS PROVIDED AN INCORRECT STUDENT ID

Description:

The student has provided an incorrect Student ID on their submitted work.

Steps to take:

The Course Administration Team to check whether the Student ID has been incorrectly entered on either the submission title (will be quicker for Course Administration Teams to reference on here first), submission header or filename.

If the student has left out a digit, transposed some digits, it is possible to try and identify them with the remaining correct digits.

If the student has used a completely different number to the one assigned to them, then once the Feedback Release Date has been reached, the Course Administration Team may need to send a reminder to the student informing them of their correct Student ID.

SCENARIO #17: UNABLE TO IDENTIFY STUDENT, PROMPTING A NEED TO UN-ANONYMISE THE STUDENT

Description:

The Course Administration Team has made every effort to identify a student, but has been unable to do so because the student did not use their Student ID. There is no other identifying information, such as the 'Author' metadata located within the 'Info' panel of the 'File' menu tab in Microsoft Word.

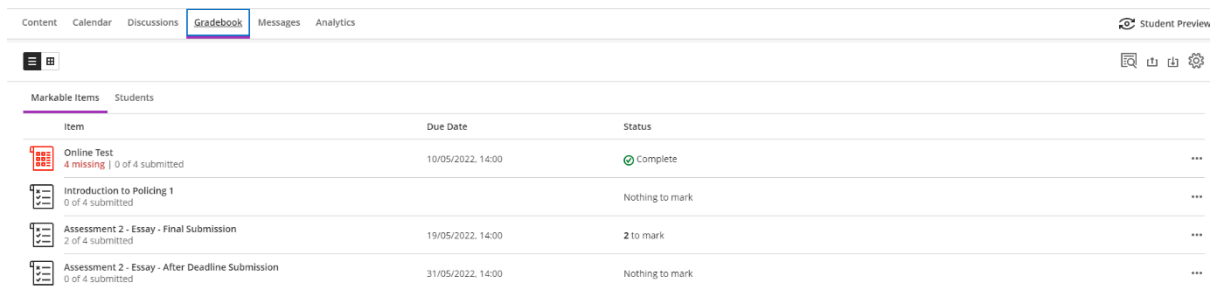
IMPORTANT: Please refer to the [Anonymous Marking Policy](#) document to determine who can give authority to un-anonymising a student's name over a given submission. Refer to the [Academic Misconduct Procedures](#) document for specific details.

Steps to take:

NOTE: Only use this option if all other avenues for identifying the student have been exhausted (see *Scenario #16*).

The Course Administration Team will need to use Turnitin's internal un-anonymise feature to reveal the student's name against a single submission. To do this:

1. Click on the **Gradebook** link for the Blackboard in question.



The screenshot shows the Blackboard Gradebook interface. The 'Gradebook' tab is selected in the top navigation bar. Below the navigation bar, there are icons for 'Markable Items' and 'Students'. The main content area displays a table with the following columns: 'Item', 'Due Date', and 'Status'. The table contains four rows of assessment data.

Item	Due Date	Status
Online Test 4 missing 0 of 4 submitted	10/05/2022, 14:00	Complete
Introduction to Policing 1 0 of 4 submitted		Nothing to mark
Assessment 2 - Essay - Final Submission 2 of 4 submitted	19/05/2022, 14:00	2 to mark
Assessment 2 - Essay - After Deadline Submission 0 of 4 submitted	31/05/2022, 14:00	Nothing to mark

2. Click on the Turnitin submission point where you wish to un-anonymise a student's work.

Author	Paper Title	Paper ID	Uploaded	Viewed	Grade	Similarity	Flags	Options
<input type="checkbox"/> Reveal author's identity	678901 - Assessment 2 Essay	180540427	May 18th 2022, 10:03 AM BST			90%	--	...
<input type="checkbox"/> Reveal author's identity	123456 - Assessment 2 Essay	180540333	May 18th 2022, 10:02 AM BST			68%	--	...
Anonymous Marking Enabled	Not yet submitted	--	--			--	--	...
Anonymous Marking Enabled	Not yet submitted	--	--			--	--	...

3. Click on the button called **Reveal author's identity**.

Author	Paper Title
<input type="checkbox"/> Reveal author's identity	678901 - Assessment 2 Essay

4. A panel will open for you to provide a sound reason for un-anonymising a student's submission.

Author	Paper Title
<input type="checkbox"/> Reason for re' Reveal	678901 - Assessment 2 Essay

5. Type in your reason and click on the **Reveal** button.

NOTE: This is logged and can be seen by an institutional administrator.

6. The student's name is un-anonymised.

AUTHOR	TITLE
<input type="checkbox"/> Esther Cistest	Assignment 2

NOTE: Once the student's name is un-anonymised, their name **CANNOT** be re-anonymised.

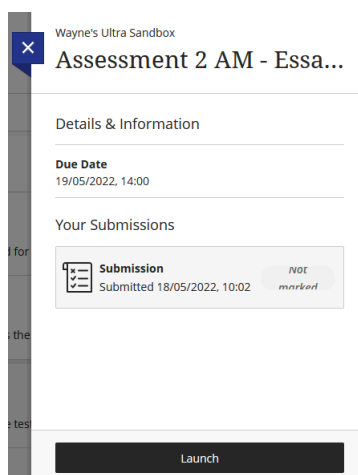
SCENARIO #18: STUDENT WANTS ASSURANCE THAT WORK IS BEING ANONYMOUSLY MARKED

Description:

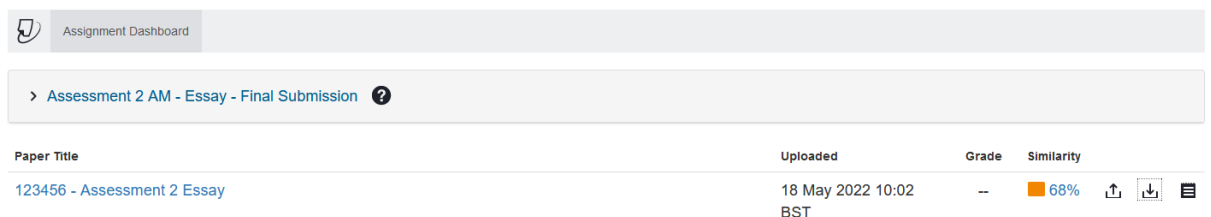
A student wants reassurance from the Course Administration Team that their work is being anonymously marked.

Steps to take:

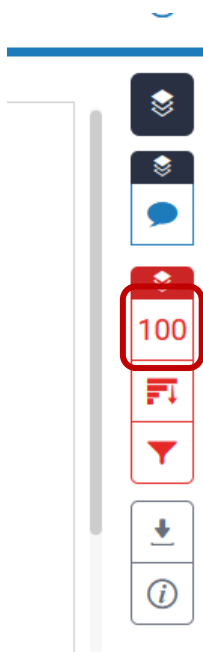
1. Refer the student back to the original Turnitin submission point where the student had submitted their work. Get the student to click on the **Launch** button.



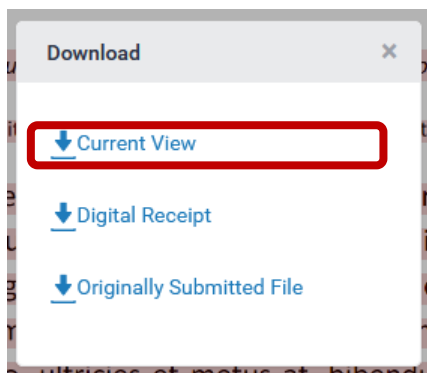
2. This will open the Turnitin 'Assignment Dashboard' page.



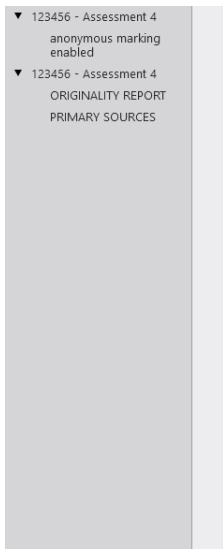
3. Have the student click on name of their paper. This will open the 'Feedback Studio' window.
4. Have the student click on the **Download** button.



5. This will open a new window with some options. Have the student click on the 'Current View' option.



6. Another window will pop up asking the student where to save the PDF version of their assignment. The student chooses the location on where to save the file on their computer or memory stick.
7. The student opens the PDF file. Once the file is open, the student will note that instead of seeing their name below the name of the assignment, they see the following text: "anonymous marking enabled". This confirms that the Turnitin submission point has been correctly set up to receive student work to be marked anonymously.



123456 - Assessment 4

anonymous marking enabled

SCENARIO #19: REASSESSMENT WITH ATTENDANCE – CHECKING IF THE MATCHED ASSIGNMENT BELONGS TO THE SAME STUDENT

Description:

A marker is marking an anonymised student's work. The student is enrolled on a previous year's Blackboard as well as the current year's Blackboard. The student has submitted work in the previous year's Blackboard and have been asked to submit a revised version of the previous assignment in the current year's Blackboard.

When the students submit their assignment to the current year's Blackboard, they may have a large percentage match with their previous assignment (which was submitted to a previous year's Blackboard). The marker wants to check if it is matching with the same student's work, which would be likely if the assessment is similar to the previous year, or if to another source entirely which would more likely be a concern.

NOTE: Only the Course Administration Team can check this, so to preserve the student's anonymity. It is important that the Course Administration Team is enrolled as an instructor on both the previous year's Blackboard and the current year's Blackboard.

Steps to take:

The first thing that needs to be done is to locate the name of the student of the anonymised work that has been submitted in the current year's Blackboard.

- Use unique Student ID on submission title (will be quicker for Course Administration Teams to reference on here first), submission header or filename. The Course Administration Team needs to look up the Student ID, locate the current year's submission, and note Turnitin Paper ID number.

- Where no student digital receipt is forthcoming, or an incorrect Student ID on submission is given, or there is no Student ID, the Course Administration Team might want to consider using the 'hidden group' method referred to in *Scenario #14*.

Next to check whose work on the previous year's Blackboard is matching with the submission on the current year's Blackboard.

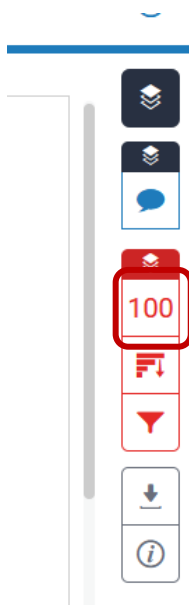
- Remain on the current year's Blackboard.
- Click on the **Gradebook** link for the Blackboard in question.

Item	Due Date	Status
Online Test 4 missing 0 of 4 submitted	10/05/2022, 14:00	complete
Introduction to Policing 1 0 of 4 submitted		Nothing to mark
Assessment 2 - Essay - Final Submission 2 of 4 submitted	19/05/2022, 14:00	2 to mark
Assessment 2 - Essay - After Deadline Submission 0 of 4 submitted	31/05/2022, 14:00	Nothing to mark

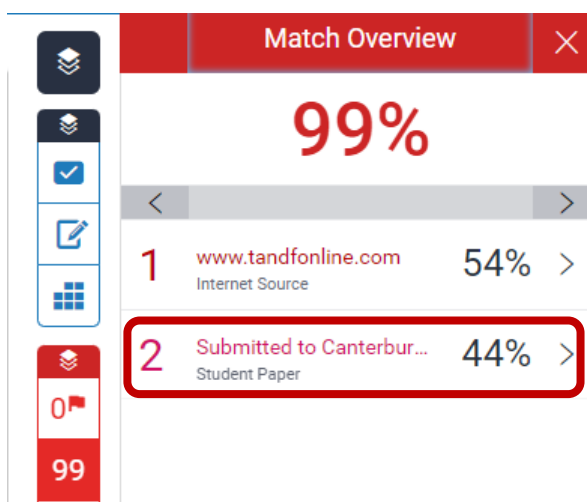
- From the list of Turnitin submission points, select the Turnitin submission point containing the matched 'reassessment with attendance' student submission.
- Click on the similarity percentage number associated with the 'reassessment with attendance' student submission under investigation.

Author	Paper Title	Paper ID	Uploaded	Viewed	Grade	Similarity	Flags	Options
Reveal author's identity	678901 - Assessment 2 Essay	180540427	May 18th 2022, 10:03 AM BST			90%	--	...
Reveal author's identity	123456 - Assessment 2 Essay	180540333	May 18th 2022, 10:02 AM BST			68%	--	...
Anonymous Marking Enabled	Not yet submitted		--	--		--	--	...
Anonymous Marking Enabled	Not yet submitted		--	--		--	--	...

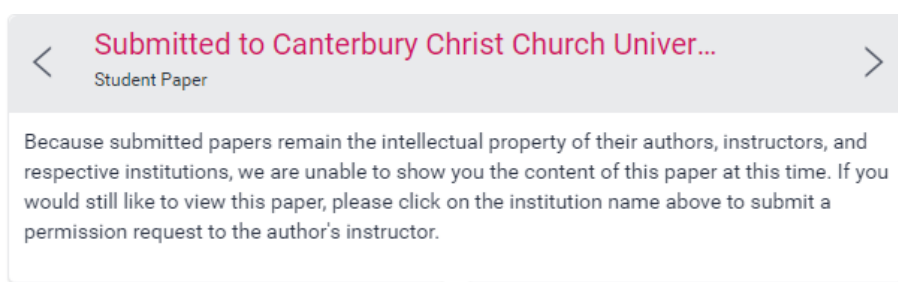
- The 'Feedback Studio' screen for that piece of work will pop up.
- Click on the **Match Overview** button.



7. The 'Match Overview' side panel will open. Click on the entry which says, 'Submitted to Canterbury...'.



8. A box will pop up saying 'Submitted to Canterbury Christ Church Univer...'. Click on this link.



9. If you are enrolled on the correct previous year's Blackboard, you will be taken to the assignment on the previous year's Blackboard that is closely associated with the match in the current year's Blackboard. You will find the name of the student that the work belongs to.

If you are not enrolled on the correct previous year's Blackboard or the match has been located in a different Blackboard that you are not enrolled in, a box will pop up inviting you to request access to see the work. Type in your CCCU e-mail address in the 'Please specify a reply-to-email address' box and click on the **send a request to view this paper** button.

Because submitted papers remain the intellectual property of their authors, instructors, and respective institutions, we are unable to show you the content of this paper at this time.

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Please specify a reply-to email address: