This covers the different ways you can provide formative feedback, **for alternative examinations in Semester 2 of 2020**. For marking Blackboard assignments at this time, please see here: using the Blackboard assignment tool.

MARKING AND FEEDBACK

For Summer 2020, all summative examinations are suspended, to be replaced with formative assessments. Therefore, all Turnitin assignments for this period should be set up so that feedback can be given, but no marks. Turnitin requires a numerical value to be entered for marking/feedback to be saved. It has been agreed that the following marks should be used:

- 1=submission has been marked and feedback given
- 0=unable to mark all or part of the submission due to issues noted in the feedback

Students can be given personalised feedback using Feedback Studio. Marks and comments can be added to student work using a variety of commenting tools where text can be typed in directly by the marker. More standardised comments can be added using the **QuickMark** library sets. **General comments** may also be added to the student work. Students access their feedback online by going into their Blackboard course, clicking the Turnitin link where they submit work, and directly viewing the comments added by their tutor. Marked work can be downloaded by the student as a PDF file.

Access Feedback Studio

1. To access Feedback Studio, first open the Turnitin inbox by clicking **Course Tools -> Turnitin Assignments** in the unit's **Course Management** menu.
2. In the Turnitin Inbox you should see a list of documents that have been submitted to the assignment. In the *'GRADE'* column you should see icons that look like **blue pencils**. Click on a blue pencil icon beside a submission to start marking with Feedback Studio.
3. A new Window opens up showing the Feedback Studio interface.

		GradeMark Report	Roster Sync	Edit assignment settings
SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
--	✏	👤✓	📄	12117990	03-Oct-2011
--	✏	👤✓	📄	12118463	03-Oct-2011
--	✏	👤✓	📄	12117019	03-Oct-2011
--	✏	👤✓	📄	12117944	03-Oct-2011

Feedback Studio interface

Adding Feedback

Remember the aim is to provide effective feedback to students to help them improve their work; you need to judge how much and what kind of feedback is best for your course. Different options are available for providing feedback.

Bubble Comments

Feedback Studio allows you to **highlight** an area of the submission and then type a comment to associate with the highlighted area. This makes it clear to students exactly which part of their work is being commented upon. You can also change the colour of your highlights; perhaps to indicate the type of feedback you are giving your students e.g. orange might indicate praise.

1. Highlight a section of text, then select the speech bubble icon from the in-context marking tool. This will

   connect the bubble comment to your chosen text.

2. With bubble comments you can add text, hyperlinks, and apply simple formatting to your comment. To do so, highlight the text in the comment that you wish to format and use the formatting options to bold, italicise, underline or add a hyperlink.

3. If a rubric is attached to the assignment, you can choose to assign an individual marking criterion from the rubric to the bubble comment. This will help students understand why you are making this comment.

4. Click the Assign Criterion button at the top of a bubble comment box. This will reveal a list of criteria from which you can choose to assign an individual criterion to the comment.
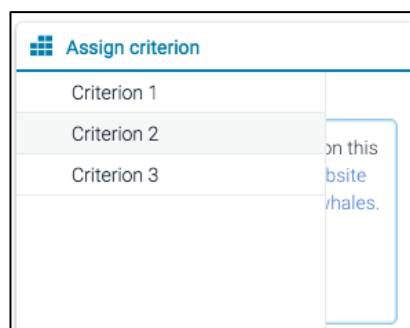
Associating a comment with a criterion

QuickMark Comments

QuickMarks are libraries of pre-defined bubble comments that can be added to work that is being marked. You can create your own QuickMark sets or you can share QuickMarks created by colleagues in your discipline.

1. To add a QuickMark to a selection of text, highlight the text you would like to associate the QuickMark with, and click the QuickMark icon from the in-context marking tool

2. Clicking the set title at the top of the Quick Mark box will reveal a dropdown list, allowing you to change the active library.

3. Click any of the QuickMarks within the library to leave that particular QuickMark on the paper.

4. To leave a bespoke comment alongside your QuickMark, click on your QuickMark title from the paper, scroll to the bottom of the QuickMark information and click in the Add comment field to begin typing.

5. To save your addition, click anywhere outside the comment field.

6. A comment left alongside a QuickMark is identifiable by a speech bubble alongside the QuickMark title.

7. To delete your QuickMark, open it and click the trash can icon in the bottom left-hand corner of the QuickMark box.
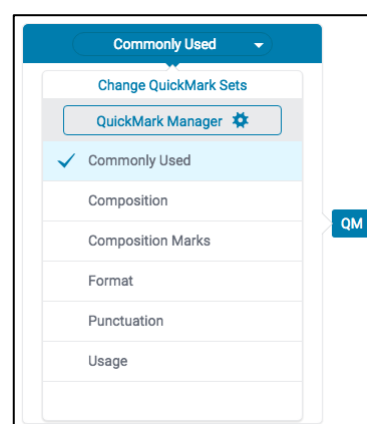
Creating your own Library of comments (QuickMarks)

You may decide you want to create your own set of QuickMarks. The method below simply involves transforming your own comments into a new QuickMark (QM).

To create a new QuickMark set

1. Click the QuickMark icon in the toolbar to the right of the screen, then click the cog icon to access the QuickMark manager:
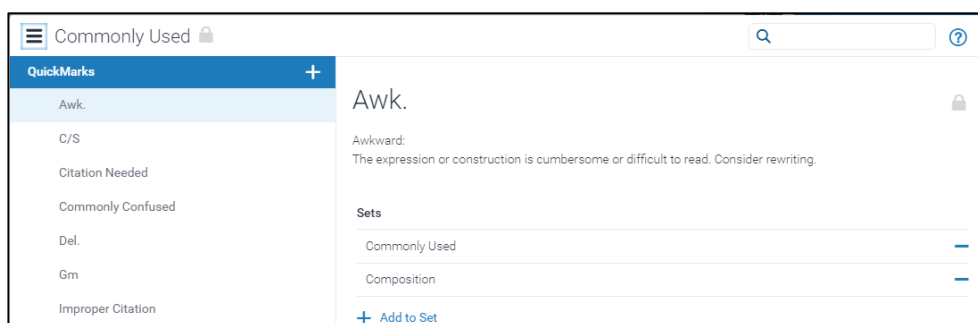
Figure 11 QuickMark Manager

2. Click the three-bar icon next to the current set name at the top of the QuickMark manager to display a list of sets.
3. Click **Create New Set**. Enter a name, then click Save.
4. When creating new bubble comments, you can now save   them directly to your new set.

To create a new QuickMark

1. Creat a bubble comment as in Activity 5 above.
2. Click Convert to QuickMark from the bottom right-hand   corner of the bubble comment box.
3. A menu will appear withint the box. Set a title and assign   the QuickMark to a specific set.
4. Click the Save button to convert the comment to a QuickMark.

Figure 1 Saving a bubble comment as a new QM

Add in-line comments

These comments can be typed directly onto the document with Feedback Studio's Text Comment tool. Using this tool is similar to physically writing comments on a paper document.

1. Click anywhere on the paper, and click the T icon in the in-context marking tool
2. Type your comment, which will automatically be saved.
3. To move a comment, click and drag it to where you would like to place it.
4. To delete a comment, hover over the comment with the mouse pointer and click the trash can icon that appears.

Add General Comments

General Comments can be added to the whole submission by entering remarks in the General Comments area.

1. To access the general comments box, click the 2nd icon from the top in the blue icon set at the right of the screen:

2. To enter test comments, click in the Text Comment box that appears and begin typing.

3. General comments will be part of the printable version of the Feedback Studio page for student users, or can be viewed online by the student.

4. To record a voice comment, click the record button, record a brief message, then use the pause and stop buttons. Click Play to check the comment, then click save or discard to keep or delete the message. Please note that voice comments are not included in downloaded copies of feedback.

Qualitative rubrics

Rubrics can be set up in Turnitin which offer purely qualitative feedback. You can attach a rubric to an assignment while you are setting up the assignment, or after a student has made a submission. For further details, see Turnitin's own help pages:

https://help.turnitin.com/feedback-studio/turnitin-website/instructor/rubric-scorecards-and-grading-forms/creating-a-rubric-or-grading-form-during-assignment-creation.htm

https://help.turnitin.com/feedback-studio/turnitin-website/instructor/rubric-scorecards-and-grading-forms/creating-a-rubric-or-grading-form-after-student-submission.htm