

Tips for Marking Online with Turnitin/Grademark

This guide outlines a number of recommendations and tips for Turnitin/Grademark users.

Tips to speed things up

- Clear temporary internet files (Cache) to speed up your computer.
- Clear browser history.
- Minimise the number of programmes (Word, Outlook, Lync) running simultaneously.
- Use Firefox or Google Chrome rather than Internet Explorer.
- Avoid using the previous/next paper arrows in Grademark for moving between papers. Instead close the window and open the next paper from the Assignment Inbox page.
- Wired connections are usually more reliable than wireless connections. If possible use a wired or robust wireless network.

Tips for best use

- Originality checking and marking can be performed simultaneously by overlaying the Originality and the GradeMark layers. See Figure 1.
- If you require a spell-checking facility use Chrome as your web browser.
- Inbox can be sorted by clicking on column headers.¹
- If the student submission uses a small font, use the Turnitin Zoom control to increase the size of text when marking on screen.
- Generic or recurrent feedback comments can be saved into a personal library of comments (QuickMark Libraries).
- Discipline-wide comments can be generated and made available across courses.
- Assessment criteria schemes (rubrics) can be created to meet course-specific learning objectives
- Assessment criteria schemes (rubrics) can be shared with colleagues on a restricted individual based or shared within colleagues across the institution.
- Grademark statistics provide an overview of recurrence of QuickMarks used and rubric selections across a whole cohort e.g. identifying frequency of specific errors or issues
- Submissions can be sorted into folders (New papers, Viewed, Marked papers)

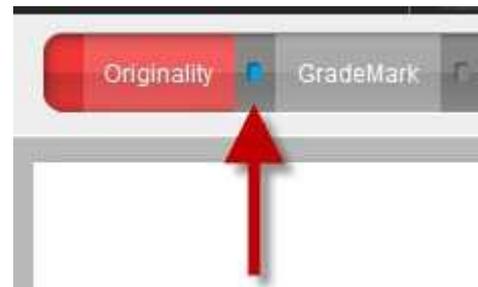


Figure 1 Overlaying Layers

¹ Sorting by grade only works after the post-date has been reached.

- k. To help manage multiple markers, Turnitin can be used with the Blackboard Groups facility. See [How to Work with Turnitin Assignments by Group](#)
- l. If you need to check word-count advise students to submit in a text format (.doc, .rft)
- m. Use text highlight together with inline comments in order to clarify to students what comments refer to.
- n. Note that Grademark timeout is after 30 minutes of inactivity. 'Inactivity' means not pressing on any Grademark buttons e.g. a marker scrolling up and down a student submission does not count as activity. Only actual interaction with Grademark counts as activity.

Tips for different types of assessments / submissions

- To manage large submissions and see both the text of an assignment and the reference list open up the same assignment in two different browsers. For example open it once in Chrome and once in Firefox. Make sure you just work in one version.
- The Grademark file size limit is 20MB. If assignments contain large / many images ask students to process images and / or submit as PDF to reduce file size. See [Reducing the file size of documents](#).
- If student submissions are likely to be over 20MB it is advised that they are asked to split their assignment across two files. Instructors will need to set up two inboxes. The Blackboard assignment tool could also be used in conjunction with Turnitin. Please discuss individual requirements with your eLearning team.

Note that Turnitin allows submission of any file type however the size limits continue to apply.

- For statistics or mathematic formulae the Faculty is piloting Maple TA in 2013/2014 for formative purposes only.
- There is a workaround for group working in Turnitin which requires one student to submit on behalf of the group and distribute feedback back the group. The Faculty of Humanities have produced some guidance on this (http://www.humanities.manchester.ac.uk/tandl/policyandprocedure/assessment_feedback) which may be helpful, although we advise you to talk to your Teaching & Learning support office if you are from other faculties. You may also wish to contact your eLearning team to discuss individual requirements.

Hardware & equipment tips

A large monitor	Large screen monitors can be useful when marking online. If you do not have a large screen and would like one to support online marking please contact your ICT Office via http://www.itservices.manchester.ac.uk/contacts/ . Your request will be considered alongside other IT equipment requests.
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Two monitors	If you have two monitors it allows you to simultaneously view the Assignment inbox and an individual submission, or two or more different submissions. Again you can request this via your ICT Office who will consider it alongside other requests.
Headset / microphone or speakers	Will allow you to give audio feedback. If you do not have a headset / microphone or speakers please contact your ICT Office via http://www.itservices.manchester.ac.uk/contacts/ with a rationale for the request and it will be considered alongside other IT equipment requests.
iPad to use the Turnitin App	If you have a personal iPad then you can consider downloading the app which is available free from the Apple Store. It is currently only available on the iPad and iPad mini. It supports offline marking and identification of non-submitters (if version 1.2.4. is retained). See Using the Turnitin app on iPad/iPad Mini (STAFF) .
Adobe Flash Player	Ensure you have access to this plug-in. To support audio feedback for formative purposes. This is available on all University machines and can be downloaded to personal computers via http://get.adobe.com/flashplayer/

Minimum computer specification

While most computers can handle Tii/GM without experiencing performance issues Grademark does use a large amount of memory and may work sub-optimally with computers of a low specification or where the internet connection is either slow or unreliable.

To be able to use Turnitin you will need the following computer minimum requirements:

- Microsoft Windows Vista Service pack 1, Windows 7, Mac OS X v10.4.11+
- 3GB of RAM or more
- 1,024x768 display or higher
- Firefox 15+, Chrome 23+, Safari 5+, Internet Explorer 8 or 9
- Internet browser set to allow all cookies from Turnitin.com
- Have Javascript enabled
- Broadband internet connection
- Have the Adobe Flash Player plug-in installed

If your computer does not meet this specification please contact your ICT Office via <http://www.itservices.manchester.ac.uk/contacts/>