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# Quick Guide for Tutors
## Marking Turnitin Assignments on Blackboard

## Login and Access the Course

1. Go to http://vle.imperial.ac.uk/ and enter your login details.

   *Please note:*
   - *Blackboard is only compatible with Internet Explorer, **Firefox (recommended)** & Safari browsers.*
   - *If you experience any technical problems while using Blackboard, you should run a **Browser Check** to ensure that the browser you are using is configured correctly (Figure 1). A pop-up window will open with the browser check results. If there is a problem with your browser's configuration, then this will be indicated with a red cross. To rectify any errors, scroll down and click on the relevant link under **Other Resources** and follow the instructions.*
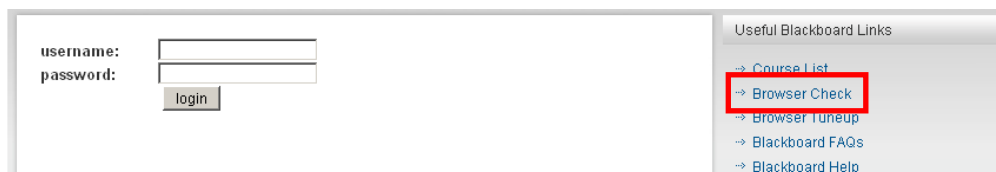
   

   Figure 1

## Accessing the Assignment

1. From the list of courses, select the Blackboard course, e.g. **Year 4: Endocrinology BSc (2012 – 2013)**.
2. Inside each Blackboard course there will be a separate folder for each module. Select the appropriate module folder, e.g. **Introduction** (Figure 3). You must ensure you are in the **Teach** tab (Figure 2).

   

   Figure 2

   

   Figure 3

3. Now, click on the assignment link – the assignment will be appropriately named, e.g. **1.2 Introduction – In-course Assessment** (Figure 4). This opens the **assignment inbox**.

   

   1 Submit In-course Assessment
   1.1 Template for submission - You must use this template to write up and submit your essay     Figure 4
   1.2 Introduction - In-course Assessment

4. All submissions are listed in the assignment inbox. The table headings can be sorted if you wish, i.e. by surname (**AUTHOR**), report title (**TITLE**), etc. To sort, click on the relevant heading, e.g. AUTHOR.

   *Please note:*
   - *Students who did not submit their assignments will also be listed here. The text "--no submission--" will appear beside their name.*
   - *Any late submissions are flagged, in red text, underneath the **Date** column.*

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## Giving Feedback

1. To access and begin marking an assignment, click the GradeMark icon that resembles a blue pen (Figure 5) for the appropriate student under the **GRADE** column.
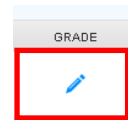
   *Please note:*
   - *ALL feedback will be seen by students once released.*

2. You can provide feedback in two ways:
   a. Highlight and annotate the document with feedback – see **Annotated Feedback** below
   b. Provide general overall feedback – see **Overall Feedback** below

3. At the bottom right corner of the screen, you will see a panel to navigate between different parts of the GradeMark tool. You should look out for the following (Figure 6):

   PAGE: 1 OF 2

   The icons shown above, from left to right, are as follows:
   - QuickMarks – to provide annotated comments (see **Annotated Feedback**)
   - General comments – to provide general overall feedback (see **Overall Feedback**)
   - To view a list of all the QuickMarks (ignore)
   - This will not be used (ignore)

   **Figure 6**

## Annotated Feedback

1. To provide annotated feedback, select the text using your mouse pointer. Then click the blue **Comment** button on the right hand side (Figure 7).

2. The selected text will become yellow and a comment box will appear beside the selected text. Type your comments and click **Save**. To cancel, click the **Cancel** button (Figure 7). **Note:** If you do not wish to highlight any text, simply click once anywhere on the assignment and the comment box will appear.
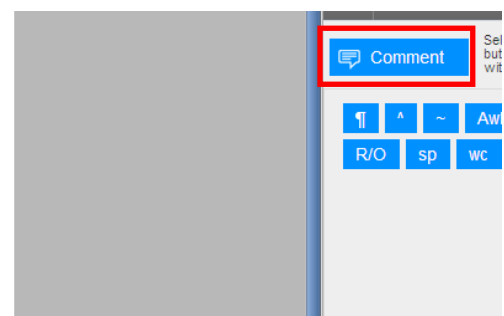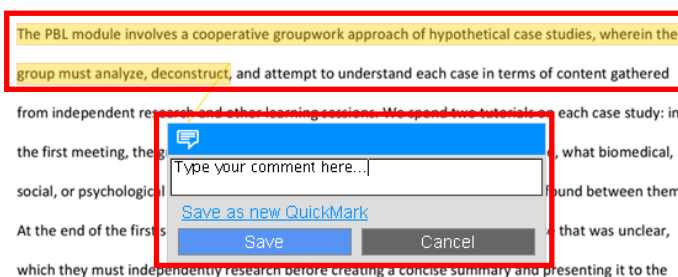
The PBL module involves a cooperative groupwork approach of hypothetical case studies, wherein the group must analyze, deconstruct, and attempt to understand each case in terms of content gathered from independent research and other learning sessions. We spend two tutorials on each case study: in the first meeting, the g... what biomedical, social, or psychologic... found between them. At the end of the first s... that was unclear, which they must independently research before creating a concise summary and presenting it to the

Type your comment here...

Save as new QuickMark

Save    Cancel

Comment

**Figure 7**

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3. To edit or delete a comment, hover over the comment icon to make the comment box appear. To edit, click the **Edit** button. To delete the comment, click the delete icon (Figure 8).



Figure 8

## Overall Feedback

1. To provide general and overall feedback, click the general comments icon (Figure 9).



Figure 9

2. Then click inside the text area, enter your feedback, and click the **Save** button. You can edit or remove these comments at any time using the same process.

   *Please note:*
   *In this **General Comments** box, you are requested to provide feedback to the students in the following format:*
   - *Areas they've done well in*
   - *Areas that you believe there is room for improvement*
   - *(Optional) – Assigned classification (1$^{st}$, 2:1, 2:2, 3$^{rd}$, etc. – **you must not provide the actual numerical score to the student at any point in Blackboard**)*

3. If you have done marking, you may close the window by clicking on the X button in the top right corner of the window. All your feedback will be automatically saved.

## Submitting the Numerical Score

1. You must now submit the numerical score (out of 100) to the course lead. To do this, click **Course Content** on the left (Figure 10), and then click the **Examiner Marking Form** icon (Figure 11).
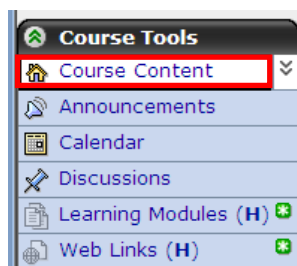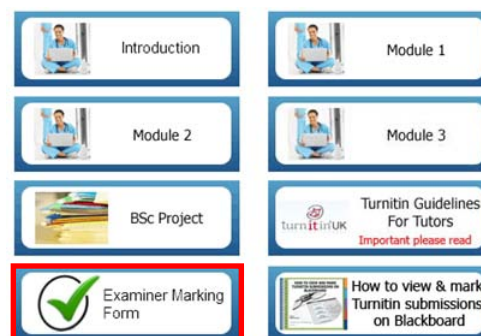


Figure 10



Figure 11

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2. A separate window will open. Fill in the form and click the **Submit** button.

   *Please note:*
   - *Only scores provided in the grid can be given. Students will not see this score.*
   - *Once you've clicked the submit button, if there are any errors, these will show. Otherwise, you will be shown a thank you page with a link to start a new form. Click this link if you have any more students you need to submit a score for.*

3. That completes the marking process.

## Marking Checklist

- I have provided annotated feedback where appropriate (see **Annotated Feedback**)
- I have provided overall feedback in the format described above, inside the General Comments box (see **Overall Feedback**)
- I have provided a non-numerical grade with my overall feedback (see **Overall Feedback** – this is optional)
- I understand students will see all feedback once it has been released to them
- I have submitted the numerical score separately using the methods described above and I understand students will not see this score (see **Submitting the Numerical Score**)

## Contact Information

If you require any further assistance, please contact us via email on webmaster.feo@imperial.ac.uk.

## Video Tutorials

To view video tutorials, please select any of the links below.

- Marking Turnitin Assignments on Blackboard: http://youtu.be/AnqlPWyfOGQ [07:41]
- Viewing the Originality Report: http://vimeo.com/29333543 [03:28]