



Topic 3: Gradermark > How to Add Comments

As the instructor, you can use Gradermark to write personalized comments for each student paper.

Follow the steps below to access Gradermark in Turnitin:

1. In the control panel at the bottom left of the screen, choose Course Tools and select the option for Turnitin Assignments.

▼ Course Tools

Add Test Student
Announcements
Blackboard Collaborate
Blogs
Collaboration
Contacts
Course Calendar
Course Portfolios
Discussion Board
Glossary
Journals
Mediasite Options
Mediasite Recording Options
Messages
Respondus LockDown Browser
Rubrics
Self and Peer Assessment
Send Email
SoftChalk - Synchronize Copied Content
SoftChalk Publish with ScoreCenter
Tasks
Tests, Surveys, and Pools
Turnitin Assignments
Turnitin Assignments by Groups
Wikis

- From there, select the correct assignment. It will take you to an assignment inbox as pictured below.



turnitin

assignment inbox edit assignment libraries class stats preferences

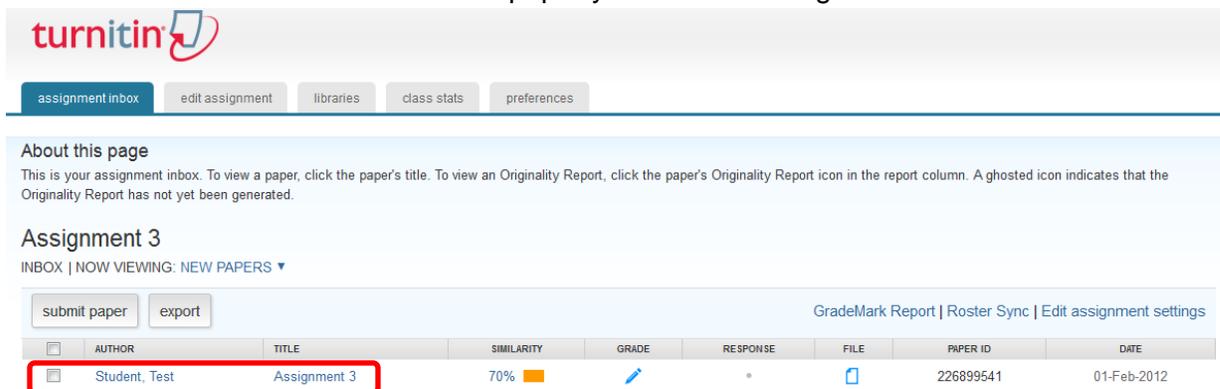
About this page
This is your assignment inbox. To view a paper, click the paper's title. To view an Originality Report, click the paper's Originality Report icon in the report column. A ghosted icon indicates that the Originality Report has not yet been generated.

Assignment 3
INBOX | NOW VIEWING: NEW PAPERS ▾

submit paper export GradeMark Report | Roster Sync | Edit assignment settings

<input type="checkbox"/>	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
<input type="checkbox"/>	Student, Test	Assignment 3	70% ■		*		226899541	01-Feb-2012

- Locate the name of the student whose paper you would like to grade.



turnitin

assignment inbox edit assignment libraries class stats preferences

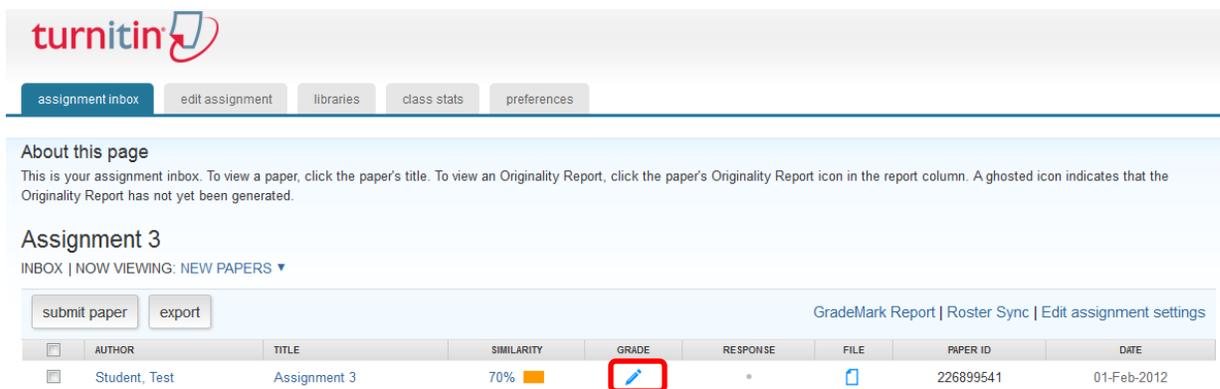
About this page
This is your assignment inbox. To view a paper, click the paper's title. To view an Originality Report, click the paper's Originality Report icon in the report column. A ghosted icon indicates that the Originality Report has not yet been generated.

Assignment 3
INBOX | NOW VIEWING: NEW PAPERS ▾

submit paper export GradeMark Report | Roster Sync | Edit assignment settings

<input type="checkbox"/>	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
<input type="checkbox"/>	Student, Test	Assignment 3	70% ■		*		226899541	01-Feb-2012

- Click on the pencil icon in the Grade column.



turnitin

assignment inbox edit assignment libraries class stats preferences

About this page
This is your assignment inbox. To view a paper, click the paper's title. To view an Originality Report, click the paper's Originality Report icon in the report column. A ghosted icon indicates that the Originality Report has not yet been generated.

Assignment 3
INBOX | NOW VIEWING: NEW PAPERS ▾

submit paper export GradeMark Report | Roster Sync | Edit assignment settings

<input type="checkbox"/>	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
<input type="checkbox"/>	Student, Test	Assignment 3	70% ■		*		226899541	01-Feb-2012

5. The Gradermark window will appear as a pop-up window on your screen.

The screenshot shows the Turnitin Document Viewer interface in Mozilla Firefox. The browser address bar shows the URL: https://api.turnitin.com/dv?s=3&a=225894592&u=1007004350&lang=en_us. The page title is "Assignment 5" by "DEMO STUDENT". The Turnitin logo and a "0% SIMILAR" indicator are visible. The main content area displays a student paper titled "Language Habits" with the following text:

Language Habits

I. Language and critical thinking

- Activity- w/o using words or symbols, explain to your partner what you did today
- Meaning
- Semantic triangle
 - Describe a dog
 - Symbol/word
 - Reference/thought
 - Referent/thing
- Abstraction- ladder of abstraction
 - Concrete ↔ abstract
 - Describe your boss
- Clarity
 - Activity- describing an activity that you are active in, think of words that only those within the area would know
 - Jargon
 - Slang
 - Doublespeak
 - Activity- think of a nice way to describe an unattractive baby

The right sidebar contains a "Search QuickMark templates" field and a "Commonly Used" section with various grading tools like "Comment", "ADVANCED ORGANIZER", "APA STYLE/SUPPORT OPINIONS", "ARGUMENTS NOT SUPPORTED", "Awk", "B", "C/S", "citation", "Citation Needed", "CITE PERSONAL COMMUNICATION", "Colloquial", "Commonly Confused", "Concrete solutions", "D", "Del.", "E", "ELABORATE", "F", and "FEEDBACK".

6. Comments can be placed in any area of the body of the student paper. To place a comment inside the paper, click on the area of the paper where you would like to leave a comment. A small window will appear on the screen.

The screenshot shows the Turnitin Document Viewer interface with the "test" student paper by "INSTRUCTOR_USER01". The "GradeMark" tab is selected in the top navigation bar.

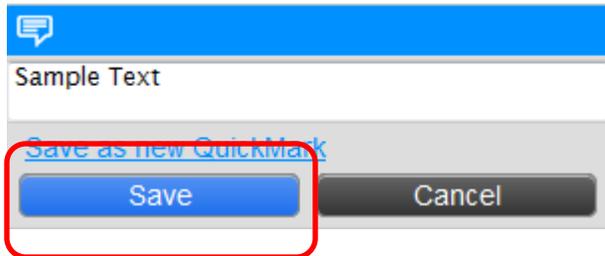
While you can find more browsers and compatibility information from the "Check Your Browser" link, you might find the following list helpful. There are other browser versions which work with WebCT Vista. You would be good practice to use one of the recommended browsers.

These are the browsers which are compatible with WebCT Vista (WebCT) on Windows Vista 3:

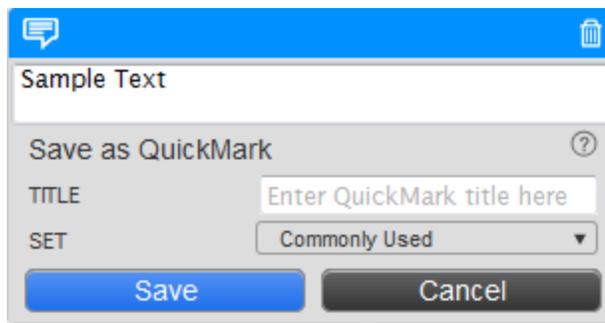
FOR PC running Windows Vista:
 Internet Explorer 6
 Internet Explorer 7
 Safari 2.0.0.16 works for sure

The screenshot shows a comment pop-up window with a text input field labeled "Enter comment here" and a "Save as new QuickMark" link. Below the input field are "Save" and "Cancel" buttons.

7. Inside the small window, type your comment and then click the Save button.



If you would like to save the comment to use again, you can choose to save as new QuickMark. When you do that, the window will expand as shown below to allow you to title the error and choose where to save it.



8. The completed comment will appear as a bubble in the body of the paper. Rolling over the bubble with your mouse arrow will display the comment for both you as the instructor and the student.

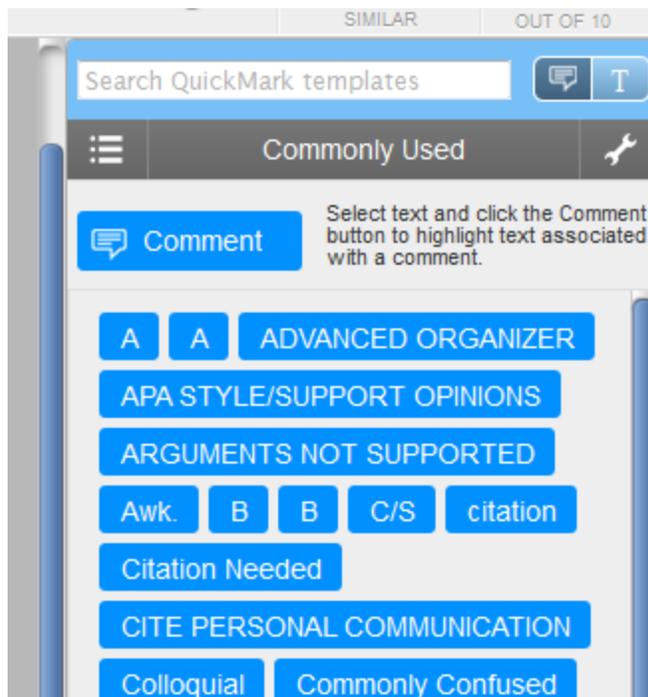


While you can find more browsers and compatibility information from the "*Check Your Browser*" link, you might find the following list helpful. There are other browser versions which work with WebCT Vista but are not compatible for every tool. It would be good practice to use one of the recommended browsers.



These are the browsers which are known to work with our Version of Vista (WebCT) Blackboard. The following list is recommended as the browser to use with Vista 3:

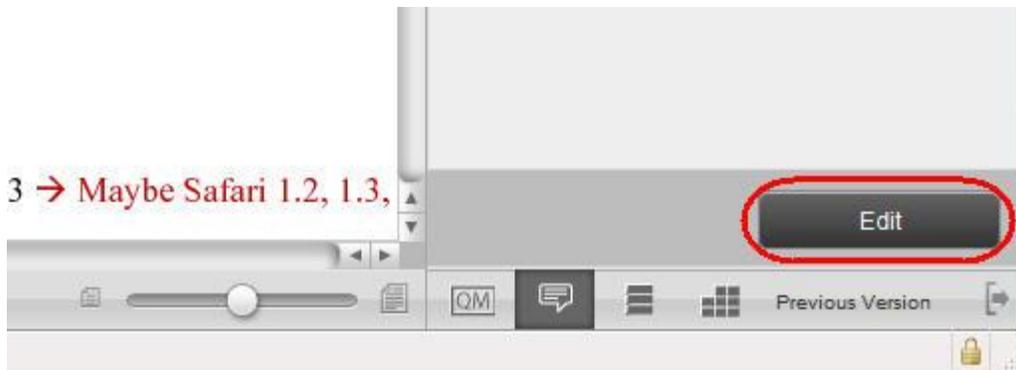
9. You can also choose to add a Commonly Used comment by choosing one of the comments located in the menu to the right. Choose the appropriate comment button and drag it over to the paper position where you found the error.



10. To add a comment that applies to the entire paper, click on the bubble icon located in the bottom right corner of the Grademark webpage.



11. Click on the Edit button located above the bubble icon.



12. Type all comments in the 'General Comments' section which is located to the right of the student paper.



13. Click the Save button at the bottom of the page.

