

Manual

Using GradeMark within Blackboard

Activity	Description	Instruction
Accessing GradeMark	Creating an assignment in GradeMark and accessing assignments	<p>Create an assessment on blackboard, by going to Turnitin Direct Assignment (under Content => Assessment). Here you can specify what your assignment should look like. Under grades => Use GradeMark => indicate 'yes' .</p> <p>After creating an assignment, click on 'view assignment'. In the Submissions Inbox you can see which students have uploaded their assignment. You can grade their assignment in GradeMark by clicking on  . The assignment will then be opened in GradeMark.</p>
General comments		
Recording a voice comment	When giving feedback you can record a general voice comment of up to 3 minutes.	<p>Click on  at the right bottom of your screen. You will see the voice comment option. Click  to start recording, then click  and then  to make the recording available for the student.</p>
Writing a general comment	You can give the student a general text comment of up to 5000 words.	<p>Click on  at the right bottom of your screen. Click on  to start typing your comment, then click on Save.</p>
In-text comments		
Writing in the margins	When giving a general comment about a certain paragraph you can write this in a text box.	<p>Click on  in the upper right corner of your screen (if you cannot find this icon, then first click on  which you can always find in the lower right corner of your screen), then click in the document at the spot where you want to insert the comment. A text box now appears in which you can type your comment.</p>
Adding specific comments	When adding comments about a specific phrase or sentence, you can use the bubble comment function.	<p>Click on  in the upper right corner of your screen (if you cannot find this icon, then first click on  which you can always find in the lower right corner of your screen), then select the sentence you want to comment on. Click on the sentence you have just selected, and a window will appear in which you can type your feedback, then click Save.</p>

QuickMarks

Creating QuickMarks

When students often make the same mistake, it is advisable to create a QuickMark, so the comment about the mistake, can easily be reused for the next student.

Click on  in the upper right corner of your screen, to create a comment. Select an area of the document and then click on the selected area to insert a comment. Insert the comment that you would like to reuse for other students, then click 'Save as new QuickMark'. You can enter a title for your comment (e.g., structure) and then you can allocate this comment to a certain set. For example, if it is a comment you expect to use in many assignments, you can add the comment to the category 'commonly used'. Then click save. You have now created a QuickMark.

Using QuickMarks

When you have created QuickMarks, you can reuse these comments.

Click  in the lower right corner of your screen. Then click  to select the correct category of QuickMarks (e.g., 'commonly used'). You will then see all the QuickMarks from this category. For example:



To insert a QuickMark, drag and drop the QuickMark in the document. When you want to personalize this comment, or add additional feedback, click on 'Edit', which will appear when you hover over the QuickMark with your mouse.

Rubric scorecards

Create a rubric

You can make a standard form to base your marking on.

Click on  at the bottom right of your screen. Click  and then click  in the top left corner, to create a new rubric. You can give the rubric a name and provide the criteria for the assignment and how much weight these criteria have. (e.g., *Structure 40%, Content 40%, References 20%*). You can then name the scales (e.g., *Poor: 1, Satisfactory: 2, Good: 3, Excellent 4*) When your rubric is

done you can click Save and then click:  to attach the rubric to your assignment. Your new rubric is then shown at the right side of your screen.

Reusing a rubric

You can attach an existing rubric to a new assignment.

Click on  at the bottom right of your screen. Click  and then click  in the top left corner. Choose the rubric you want to use. Click  to attach the rubric to your assignment.