External Examiners Guide: Turnitin Assessments

Help and Support

To report and issue, please enter a case into the Digital IT Portal

https://salfordprod.service-now.com/sp

Login to Blackboard

To access Blackboard, you need a Salford University username and password.

1. Open https://testlivesalfordac.sharepoint.com/sites/UoS_Staff
2. When prompted, enter your university email address and password, and complete the necessary authentication.
3. Scroll down the webpage and click on the link for **Blackboard**.
4. Any Blackboard modules you have been given access to will be listed under **Modules**.
5. Click on the title of the module you are examining.
6. At the top of the module is a link to **Grades**, click on this to enter the Grade Centre.


Every assessment in the module is listed in Grades.

7. Click on the title of the assessment.
   This will launch Turnitin and present you with a list of students along with details of their submission, including Similarity (amount of text matched by Turnitin), and their Grade.

You can choose to Download GradeMark papers as PDF documents (see point 8 below) or open the live GradeMark paper (skip to page 3)

8. Tick the box on the left next to the assignments that you want to see.

9. When you have selected all of the assignments you need to see, click on **Download Selected** button in the top right corner of the Turnitin screen and choose **GradeMark PDFs**. This will zip your files up and let you download the ZIP file from the Messages tab.
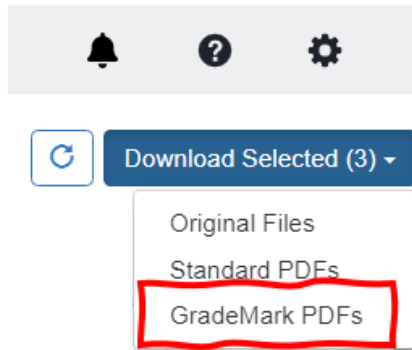
A message will confirm that your file is ready. Click on the name of the download file to download it.

When you open the ZIP folder, you should see all the assignments you checked for download as PDF documents (GradeMark papers)

The PDF GradeMark Paper is divided into sections:

1. Original Paper: any comments made by the instructor will show as numbered bubbles.
2. Final Grade: displayed at the top of the page following the original assignment.
3. General Comments: follow the original grade. These are overal comments for the paper as opposed to the comments which are number referenced to specific comments throughout the assignment.
4. Comments Pages: each of the numbered comments in the assignment corresponds to an entry on the comments page.
5. Rubrics: if rubrics are in use, the entire rubric framework is visible and the assigned appears in bold.

Viewing Turnitin Submissions in the Feedback Studio.

Within the Turnitin Feedback Studio, feedback will have been provided on the submission in a variety of ways. Below is an overview of the types of feedback that may have been used on a student submission. Liaise with the Module Leader for further information on the styles of feedback used within a specific submission or module.

The Feedback Studio Toolbar

The feedback studio toolbar is on the right hand side of the Turnitin screen when you open a submission.

The first section of the toolbar (blue icons) is for providing feedback. These feedback options are:

QuickMark Comments

Turnitin allows tutors to add comments directly onto the student submission. These comments can be individual comments, common comments (used on multiple submissions) or a mixture of both.

QuickMark comments will appear as blue rectangle within the submission. Hovering over a comment will expand it to provide the details.

General Comments

General comments may be available on the right of screen. These comments are text based and can provide a narrative on overall submission.

To view any general comments click the General Comments icon on the right of the screen.

Rubric Based Feedback

If a rubric has been used on the assignment, it can be accessed by selecting the Rubric icon from the right of the screen.

Clicking on any of the criteria titles will provide the description of what was required to reach the level indicated.

You can expand the rubric by clicking on the expand button (crossed arrows highlighted below)