

A HOW-TO GUIDE FOR FACULTY INTRODUCTION TO TURN IT IN

This document is a summary guide to assist faculty, coordinators, academic chairs, and deans to navigate the Turn It In Integration with D2L.

DOCUMENT INFORMATION

DOCUMENT NAME	A How-to Guide for Faculty: Introduction to Turn It In
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REVISION HISTORY

VERSION #	VER. DATE	REVISED BY	DESCRIPTION OF CHANGE
1.0	Nov 15, 2018	Deborah Leal	Original Document

OVERVIEW

Welcome to Fleming College!

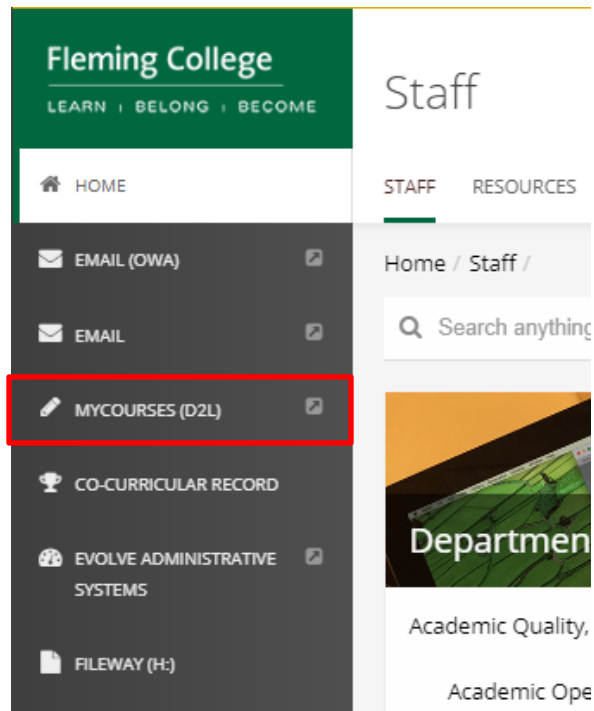
This document outlines the Turn It In functionality that is integrated with the dropbox in Desire2Learn (D2L).

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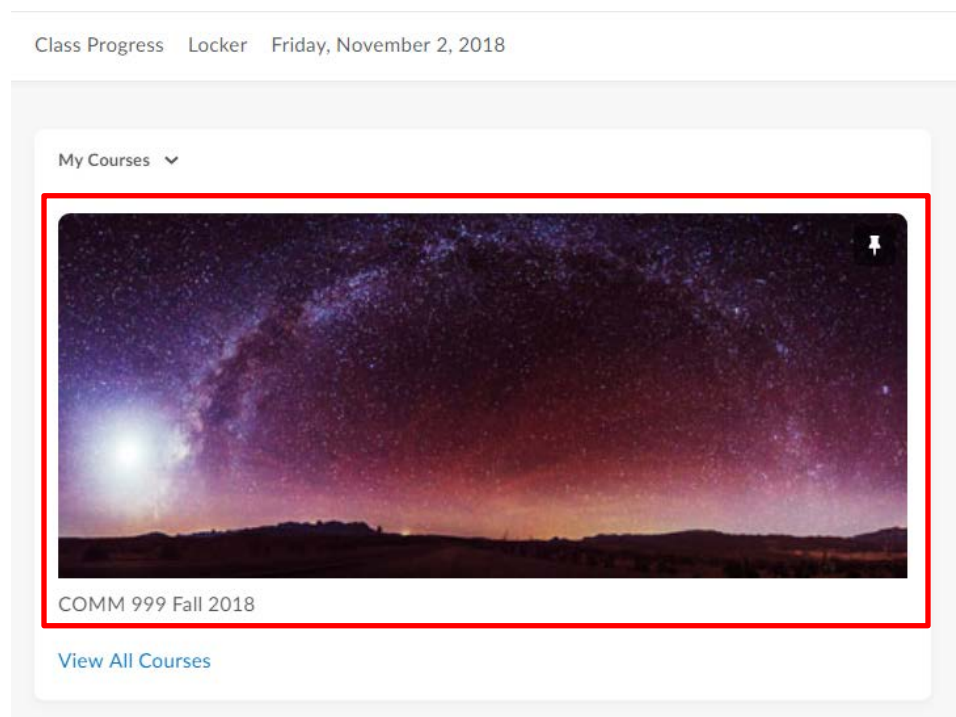
LOGIN TO D2L

1. Go to **Fleming College's website** (<http://flemingcollege.ca/>)
2. Log into the **myCampus Portal**
3. Click the '**MyCourses (D2L)**' button



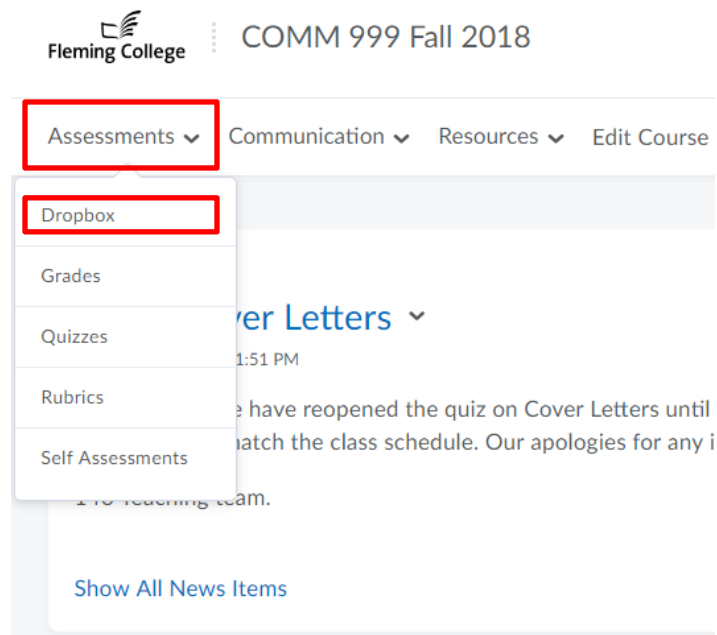
LOCATE YOUR COURSE

1. On the D2L landing page, click the course to which you would like to add a Turn It In enabled dropbox

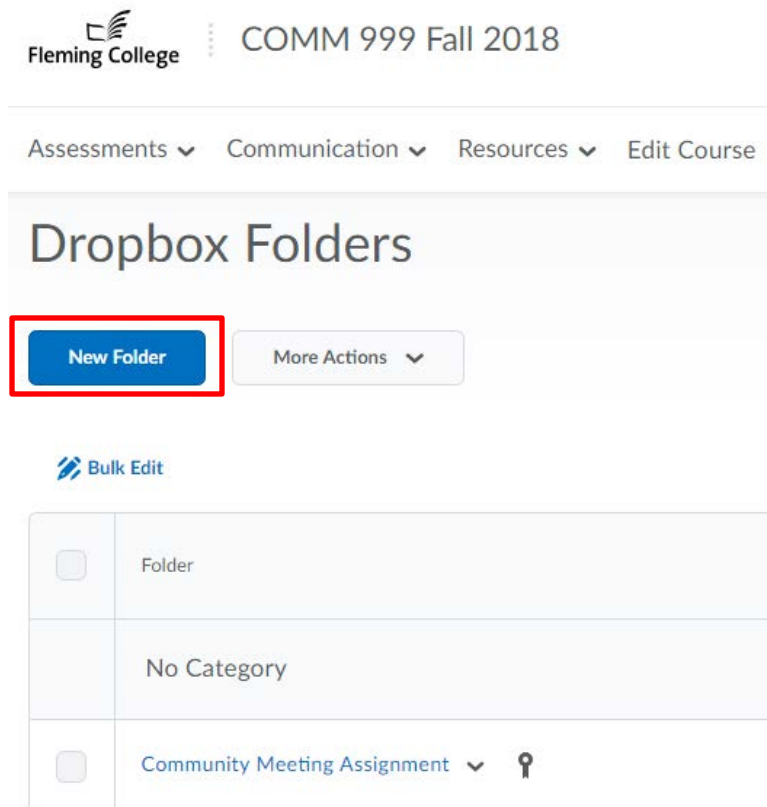


SETUP A DROPBOX WITH TURN IT IN ENABLED

1. Click the '**Assessments**' menu
2. Click the '**Dropbox**' button



3. On the 'Dropbox Folders' page, click '**New Folder**'



4. On the 'New Folder' page and the '**Properties**' tab, title your dropbox and scroll down to set submission, completion, categorization, evaluation and feedback settings.

Assessments ▾

Communication ▾

Resources ▾

New Folder

Properties

Restrictions

Objectives

Name *

Instructions



Paragraph



B

I

Submission, Completion and Categorization

Assignment Type

☒ Individual assignment ?

☐ Group assignment ?

Group Category

Sections



Submission type

File submission



Files allowed per submission

☒ Unlimited

☐ One file per submission

Evaluation and Feedback

Score Out Of



Grade Item



[\[New Grade Item\]](#)

Student View Preview

- / - ▼

Rubrics

Add Rubric

No rubrics selected.

[\[Create Rubric in New Window\]](#)

Default Scoring Rubric



5. If needed, on the '**Restrictions**' tab, scroll down to set date restrictions, release conditions, and special access.
6. Click '**Save**'

Properties

Restrictions

Objectives

Turnitin®

☐ Hidden from users

Due Date

☐ Has Due Date

10/18/2018

2:07 PM

Now

Canada - Toronto

Availability

☒ Has Start Date

10/11/2018

2:06 PM

Now

Canada - Toronto

☐ Has End Date

10/18/2018

2:07 PM

Now

Canada - Toronto

Release Conditions

Save and Close

Save and New

Save

Cancel

7. On the 'Turn It In' tab, enable **Grademmark, Automatically Sync Grades as Draft, Originality Check, Allow Learners to see Similarity Scores, and Automatic Originality Checking.**
8. Click '**Save**'

Properties

Restrictions

Objectives

Turnitin®

Turnitin® Integration

GradeMark® ?

Evaluation

☒ Enable GradeMark® for this folder

Transfer

☒ Automatically sync grades as Draft in Brightspace ?
☐ Manually sync grades as Draft in Brightspace

Originality Check® ?

☒ Enable Originality Check® for this folder

Display

☒ Allow learners to see Turnitin similarity scores in their dropbox folder

Frequency

☒ Automatic originality checking on all submissions
☐ Identify individual submissions for originality checking

More Options in Turnitin®

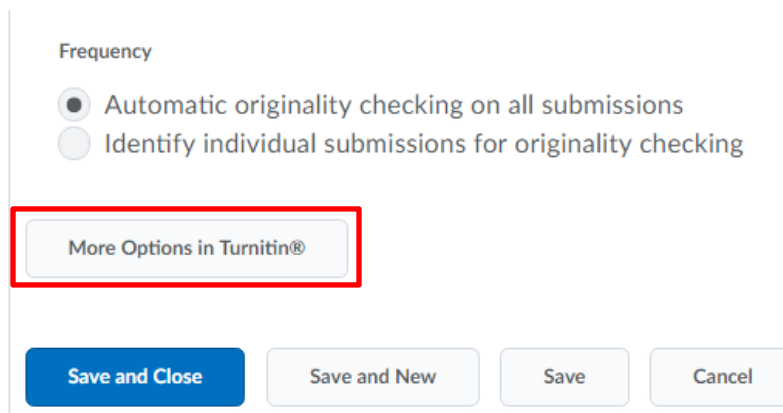
Save and Close

Save and New

Save

Cancel

9. Click the 'More Options in Turnitin' button



Frequency

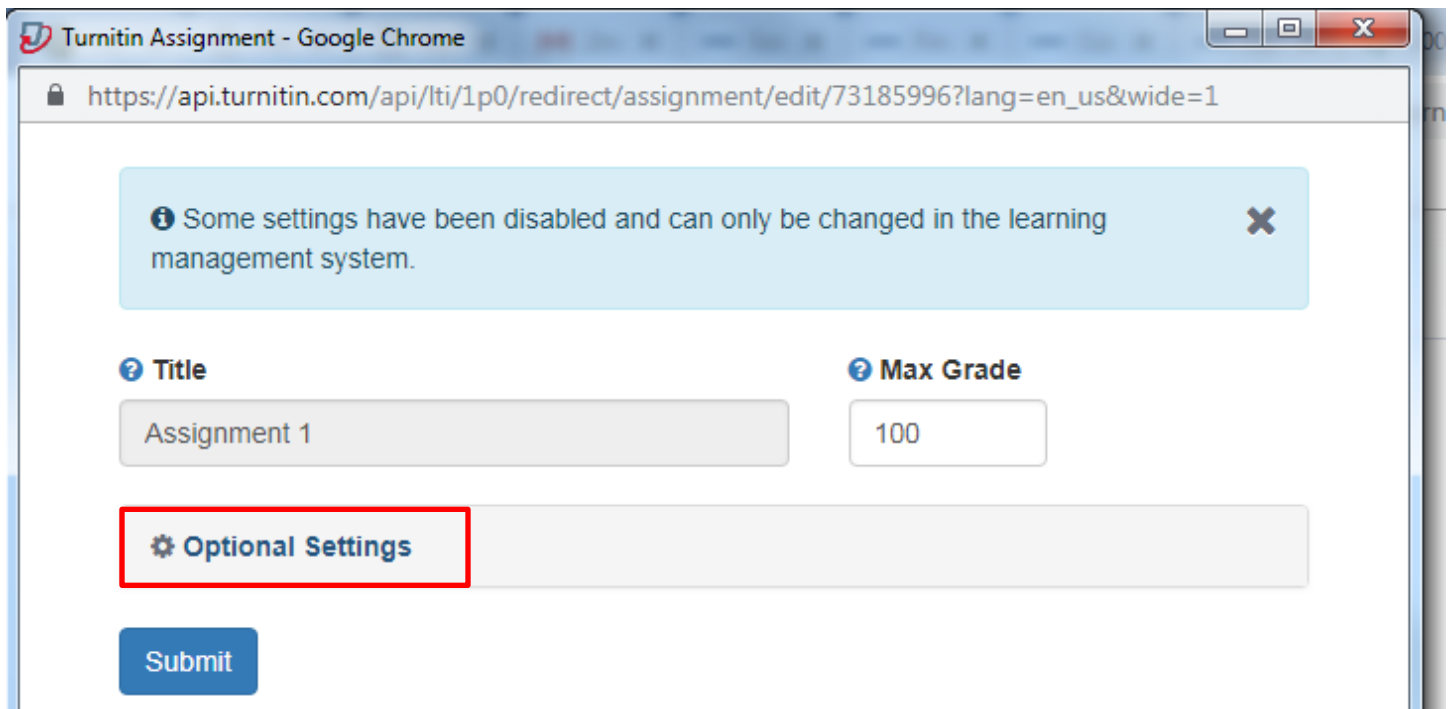
☒ Automatic originality checking on all submissions

☐ Identify individual submissions for originality checking

More Options in Turnitin®

Save and Close Save and New Save Cancel

10. Click 'Optional Settings'



Turnitin Assignment - Google Chrome

https://api.turnitin.com/api/lti/1p0/redirect/assignment/edit/73185996?lang=en_us&wide=1

Some settings have been disabled and can only be changed in the learning management system.

Title Max Grade

Assignment 1 100

Optional Settings

Submit


11. Enable the following settings: Allow late submissions (optional), All settings under 'Compare Against', Allow students to view Similarity Reports, Save these settings for future use (optional).


12. Click 'Submit'

Optional Settings


Submission settings

Standard paper repository 

☐ Allow submission of any file type 

☒ Allow late submissions 

☐ Enable grammar checking using ETS® e-rater® technology 

☐ Attach a rubric 

Compare against

☒ Student paper repository


☒ Current and archived web site content


☒ Periodicals, journals and publications


Similarity Report

Generate reports immediate 


☒ Allow students to view Similarity Reports 

☐ Exclude bibliographic materials 

☐ Exclude quoted materials 

☐ Exclude small sources 

Additional settings

☒ Save these settings for future use 

Submit

13. Back on the 'Edit Folder' page, click the 'Save and close' button.

Edit Folder - Assignment 1 ▾

Properties Restrictions Objectives Turnitin®

Turnitin® Integration

GradeMark® ?

Evaluation

☒ Enable GradeMark® for this folder

Transfer

☒ Automatically sync grades as Draft in Brightspace ?

☐ Manually sync grades as Draft in Brightspace

Originality Check® ?

☒ Enable Originality Check® for this folder

Display


☒ Allow learners to see Turnitin similarity scores in their dropbox folder


Save and Close Save and New Save Cancel

14. The new dropbox will display on the 'Dropbox Folders' page, with a Turn It In icon, if enabled.

Dropbox Folders

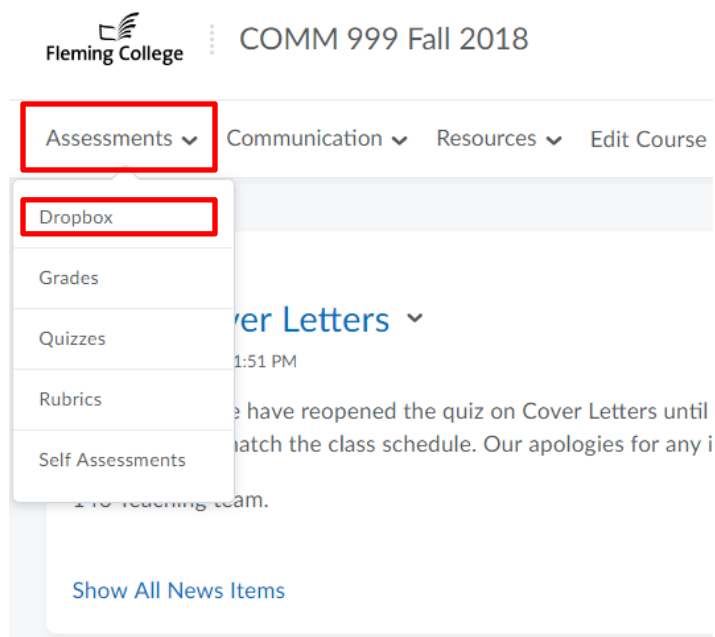
New Folder More Actions ▾

 Bulk Edit

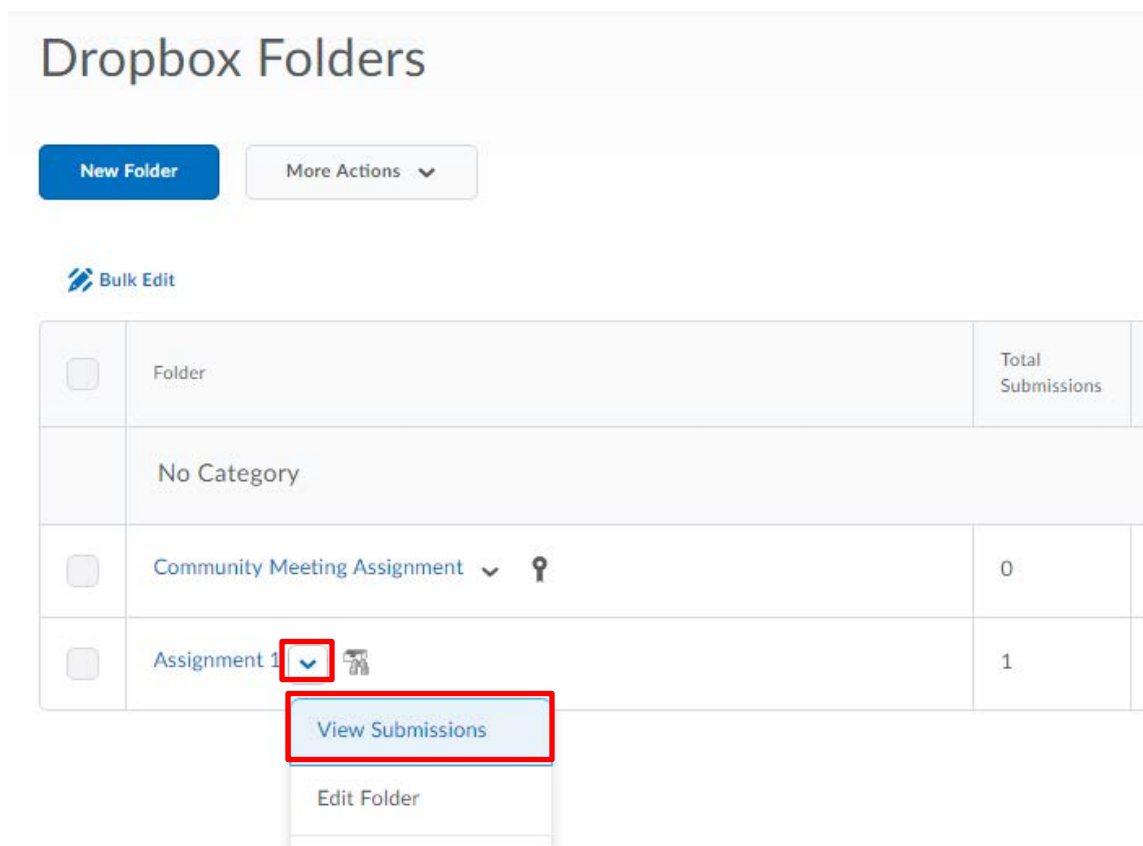
<input type="checkbox"/>	Folder	Total Submissions
	No Category	
<input type="checkbox"/>	Community Meeting Assignment ▾ 🔑	0
<input type="checkbox"/>	Assignment 1 ▾  Turnitin® enabled	0

ACCESSING THE SIMILARITY REPORT FOR DROPBOX SUBMISSIONS

1. Click the 'Assessments' menu
2. Click the 'Dropbox' button



3. On the 'Dropbox Folders' page, click the downward arrow beside the assignment title, then click 'View Submissions'



- On the 'Folder Submissions' page, you will see the list of submissions.
- For the submission you would like to mark, click the 'Turn It In Similarity' icon.

Users

Submissions

Folder Contents

View By: User

▼

Apply

Search For...

🔍

[Show Search Options](#)

Download

Email

Mark as Read

Mark as Unread

Delete

Publish Feedback

<div>📁</div>	Last Name ▲, First Name	Turnitin® Similarity	Turnitin® GradeMark®	Submission Date
<div>📁</div>	Jones, Julie			<div>💬</div>
<div>📄</div>	<div>📄</div> relativity.pdf (1.05 MB)	<div>99 %</div>	No Score <div>✎</div> <div>↺</div>	Oct 11, 2018 2:26 PM

- The Similarity Report for the submission will open.

HOW TO INTERPRET THE SIMILARITY REPORT

THE SIMILARITY REPORT

feedback studio

Deb Leal | relativity.pdf

C 8 /10

< 1 of 1 > ?

A

Appendix II

Minkowski's Four-Dimensional Space ("World") (supplementary to section 17)

We can characterise the Lorentz transformation still more simply if we introduce the imaginary $\sqrt{-1} \cdot ct$ in place of t , as time-variable. If, in accordance with this, we insert

$$\begin{aligned} x_1 &= x \\ x_2 &= y \\ x_3 &= z \\ x_4 &= \sqrt{-1} \cdot ct \end{aligned}$$

B

and similarly for the accented system K' , then the condition which is identically satisfied by the transformation can be expressed thus :

$$x_1'^2 + x_2'^2 + x_3'^2 + x_4'^2 = x_1^2 + x_2^2 + x_3^2 + x_4^2 \quad (12).$$

That is, by the afore-mentioned choice of " coordinates," (11a) [see the end of [Appendix II](#)] is transformed into this equation.

D

Legend			
<div style="border: 1px solid red; border-radius: 50%; padding: 2px; display: inline-block;">A</div> Body of the student paper	<div style="border: 1px solid red; border-radius: 50%; padding: 2px; display: inline-block;">B</div> Content match to another work	<div style="border: 1px solid red; border-radius: 50%; padding: 2px; display: inline-block;">C</div> Grade entry box	<div style="border: 1px solid red; border-radius: 50%; padding: 2px; display: inline-block;">D</div> Layer filters
This is the area where the content of the student's paper will display. You can use your mouse wheel or the scroll bar to advance through the content.	Where Turn It In finds content in the student paper that matches another work, the matched content will be highlighted, with a different colour indicating each distinct source	This is the entry box where you will input the student's grade, if you would like to grade from within Turn It In.	By clicking on the top icon in this horizontal bar, you will expand this area to access the filters and marking tools available while reviewing a paper

VIEWING THE SIMILARITY REPORT

A typical submission made to an assignment in Turn It In generates a Similarity Report. The Similarity Report is the result of comparison between the text of the submission against the search targets selected for the assignment; this may include billions of pages of active and archived internet information, a repository of works previously submitted to Turn It In, and a repository of tens of thousands of periodicals, journals, and publications. Any matching or highly similar text discovered is detailed in the Similarity Report that is available in the Assignment Inbox.

The similarity score is a percentage of a paper's content that matches to Turn It In's databases; it is not an assessment of whether the paper includes plagiarized material.

VIEWING SIMILARITY MATCHES

The screenshot displays a document with highlighted text and a sidebar titled "Match Overview". The document text includes: "The majestic blue whale, the goliath of the sea, certainly stands alone within the animal kingdom for its adaptations beyond its massive size. At 30 metres (98 ft) in length and 190 tonnes (210 short tons) or more in weight, it is the largest existing animal and the heaviest that has ever existed. Despite their incomparable mass, aggressive hunting in the 1900s by whalers seeking whale oil drove them to the brink of extinction. But there are other reasons for why they are now so endangered. The blue whale's common name derives from bluish-hue that covers the upper side of it body, while its Latin designation is Balaenoptera musculus." The sidebar shows a 43% similarity score and a list of matches:

Rank	Source	Similarity
1	en.wikipedia.org Internet Source	17%
2	animals.nationalgeogra... Internet Source	14%
3	www.squidoo.com Internet Source	12%

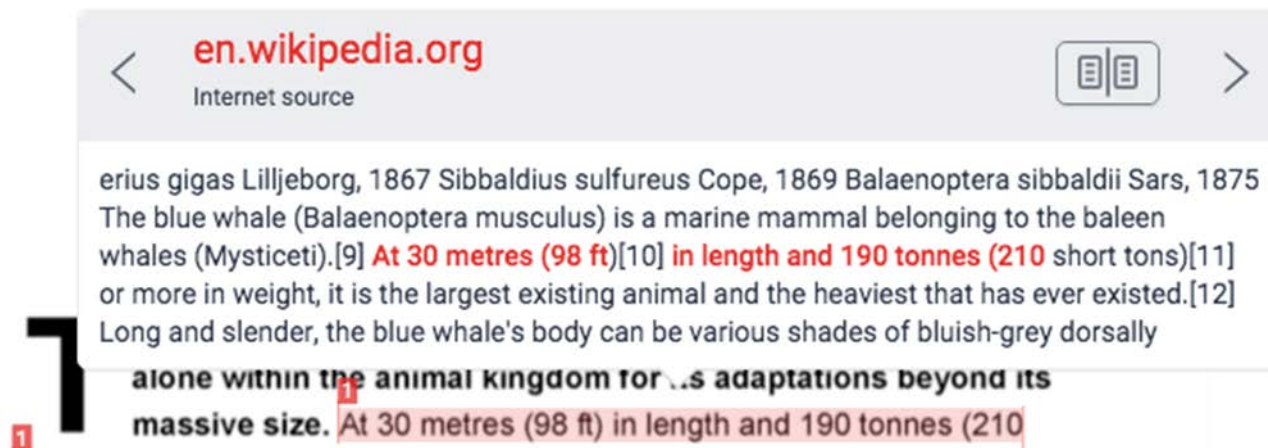
The Match Overview gives you a breakdown of all the matches that have been found on a paper, ordered by highest similarity match to lowest.

- 1) To view the Match Overview, click the red numerical similarity score from the similarity toolbar. If the similarity layer was inactive, it will now be activated, highlighting all matches on the paper.

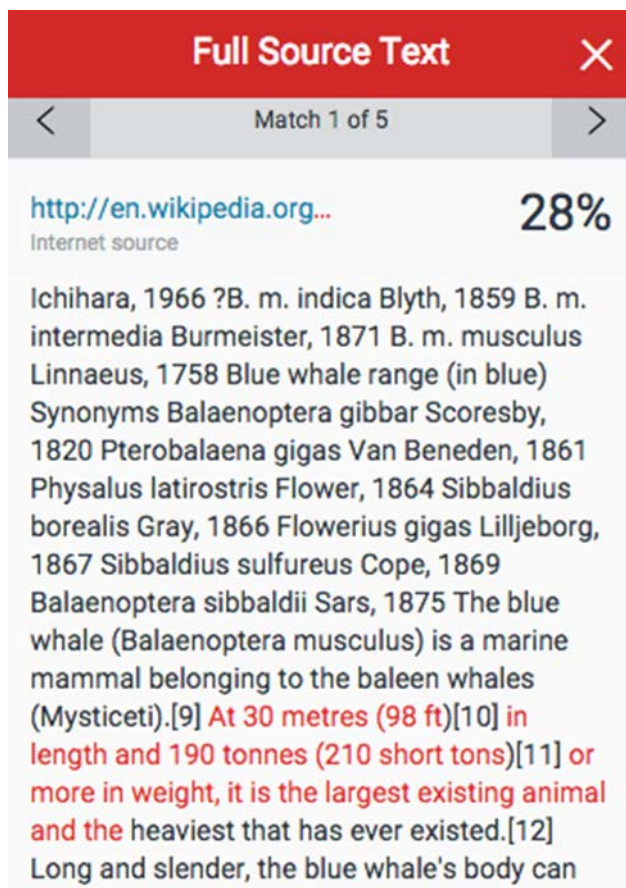


- 2) All matches are displayed within the Match Overview side panel. A list of matches will be displayed in descending order.
- 3) To access each match in more detail, click the arrow to the right of each similarity percentage.

- 4) The match breakdown will display all sources identified for each match. To view the sources on-paper, simply click on any source in the Match Breakdown.
- 5) A source box will appear on the paper, revealing where in the source the text has been identified. If you would like to read the full source, click the **book** icon in the top right-hand corner of the box. You can also access this source box by clicking the red match flag to the left of the highlighted text.



- 6) Click the left or right arrow in the source box to move between sources.
- 7) The full source text can now be viewed in the Full Source Text side panel, with all matching text shown in red.



- 8) Click the source hyperlink in either the source box or side panel to access the website from which the match was identified.

VIEWING SOURCES

In the All Sources side panel, all of the sources that have been found are displayed and sorted by highest percentage match. Clicking on any source will change the navigation bar at the top of the page, revealing the number of times a particular source has matched in the paper.

- 1) To view all sources, click the red **All sources** icon from the similarity toolbar. If the similarity layer was inactive, it will now be activated, highlighting all on-paper matches.



- 2) All sources are displayed within the All Sources side panel. A list of sources will be displayed in descending order.
- 3) To view each match within the selected source, simply use the navigation arrows at the top of the All Sources side panel. As you navigate through, a new on-paper source box will appear.

FILTERING THE SIMILARITY REPORT

There are various options for filtering the Similarity Report for ease of review and to focus in on accurate potential areas of plagiarism, rather than detecting legitimately copied materials, such as content within a Works Cited or Reference page. Options for filtering are reviewed in the following sections.

EXCLUDING QUOTES AND BIBLIOGRAPHY

When you choose to exclude quotes, our system will recognize quotes by the use of double quotation marks - "like this" - or paragraph indentations in a Microsoft Word® document. Single quotations - 'like these' - are not recognized as quotes.

When you choose to exclude bibliographies, our system will detect the following keywords and disregard matches in the paper after that point:

- References
- References cited
- References and notes
- Resources
- Bibliography
- Works cited

However, when the paper reaches the following words in the paper, it will resume the similarity check:

- Appendix
- Appendices
- Glossary
- Table
- Tables
- Acknowledgment
- Acknowledgments
- Exhibits
- Figure
- Figures
- Chart
- Charts

- 1) To exclude different types of text from the similarity report, click the red **filter** icon from the similarity toolbar. If the similarity layer was inactive, it will now be activated, highlighting all on-paper matches.



- 2) From the Filters and Settings side panel, use the check boxes to make bibliography and quote exclusions from the similarity report.
- 3) Click Apply Changes to confirm this change. This will repaint the similarity report with your change now reflected in the assignment.

EXCLUDING SMALL MATCHES

- 1) To exclude text from the similarity report according to its size, click the red **filter** icon from the similarity toolbar. If the similarity layer was inactive, it will now be activated, highlighting all on-paper matches.



- 2) From the Filters and Settings side panel, use the radio and text boxes to determine which exclusions should apply to the paper's similarity report. You can exclude sources that are less than a certain number of words, or a certain percentage of words. For example, filtering by 10 words will exclude all sources that have a cumulative number of matching words that are less than 10 words in length.
- 3) Click Apply Changes to confirm this change. This will repaint the similarity report with your change now reflected in the assignment.

SIMILARITY REPORT – MULTICOLOUR HIGHLIGHTING

- 1) To apply multi-color highlighting to the similarity report, click the red **filter** icon from the similarity toolbar. If the similarity layer was inactive, it will now be activated, highlighting all on-paper matches.
- 2) From the Filters and Settings side panel, use the Multi-Color Highlighting checkbox to toggle highlighting on and off in the similarity report.
- 3) The paper's similarity matches can now be identified on-paper by color, as well as number.

The majestic blue whale, the goliath of the sea, certainly stands alone within the animal kingdom for its adaptations beyond its massive size. At 30 metres (98 ft) in length and 190 tonnes (210 short tons) or more in weight, it is the largest existing animal and the heaviest that has ever existed. Despite their incomparable mass, aggressive hunting in the 1900s by whalers seeking whale oil drove them to the brink of extinction. But there are other reasons for why they are now so endangered.

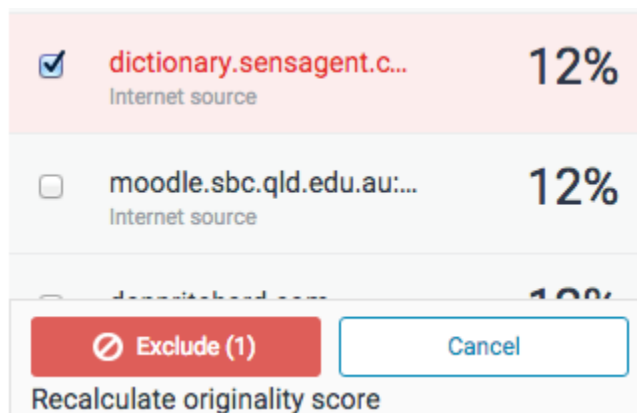
<	>	
1	en.wikipedia.org Internet Source	17% >
2	animals.nationalgeogra... Internet Source	14% >
3	www.squidoo.com Internet Source	12% >

EXCLUDING SOURCES VIA MATCH OVERVIEW

- 1) To exclude sources from the similarity report using the Match Overview side panel, click the red numerical similarity score from the similarity toolbar. If the similarity layer was inactive, it will now be activated, highlighting all on-paper matches.
- 2) All matches will be displayed within the Match Overview side panel.



- 3) To access each match in more detail and exclude sources, click the arrow to the right of the relevant similarity percentage.
- 4) At the bottom of the Match Breakdown side panel, click the Exclude Sources button.
- 5) Using the checkboxes, select the source(s) you would like to exclude from the paper's similarity report, and click the red Exclude button.



By clicking the Exclude (x) button, this will recalculate the similarity score.

EXCLUDING SOURCES VIA ALL SOURCES

- 1) To exclude sources from the similarity report using the All Sources side panel, click the **graph** icon from the similarity toolbar. If the similarity layer was inactive, it will now be activated, highlighting all on-paper matches.



- 2) Click the Exclude Sources button at the bottom of the All Sources side panel.
- 3) Use the checkboxes to select the sources that you'd like to exclude from the Similarity Report.
- 4) Click the red Exclude (x) button at the bottom of the All Sources side panel. The button will provide a count of the number of sources you have chosen to exclude. Alternatively, click the Cancel button to clear your selection.

By clicking the Exclude (x) button, this will recalculate the similarity score.

VIEWING EXCLUDED SOURCES

- 1) To view sources that have been excluded from the similarity report, click the red **exclude** icon from the similarity toolbar. If the similarity layer was inactive, it will now be activated, highlighting all on-paper matches.



- If you have not excluded any sources from the similarity report, you will simply receive a notification advising No sources have been excluded for this report.
- If you have excluded any sources from the paper's similarity report, you can find a list of excluded sources in the Excluded Sources side panel.

Excluded Sources

☒

<http://dictionary.sensagent.com/b...>
internet

☐

<http://www.answers.com/topic/bl...>
internet

Restore (1)

Restore All

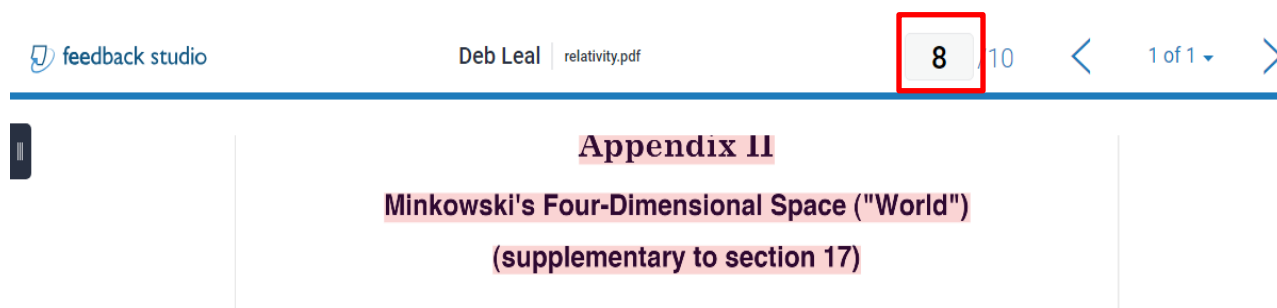
- 2) To restore only some of the excluded sources, use the checkboxes to select the relevant sources. Click the Restore button to continue.
- 3) To restore all of the excluded sources in the list, click the Restore All button.

You do not need to refresh the Similarity Report to see these sources reflected in the similarity score.

For a video on how to use the Similarity Report filters, visit: <https://www.youtube.com/watch?v=Grs3-JBf5G4>

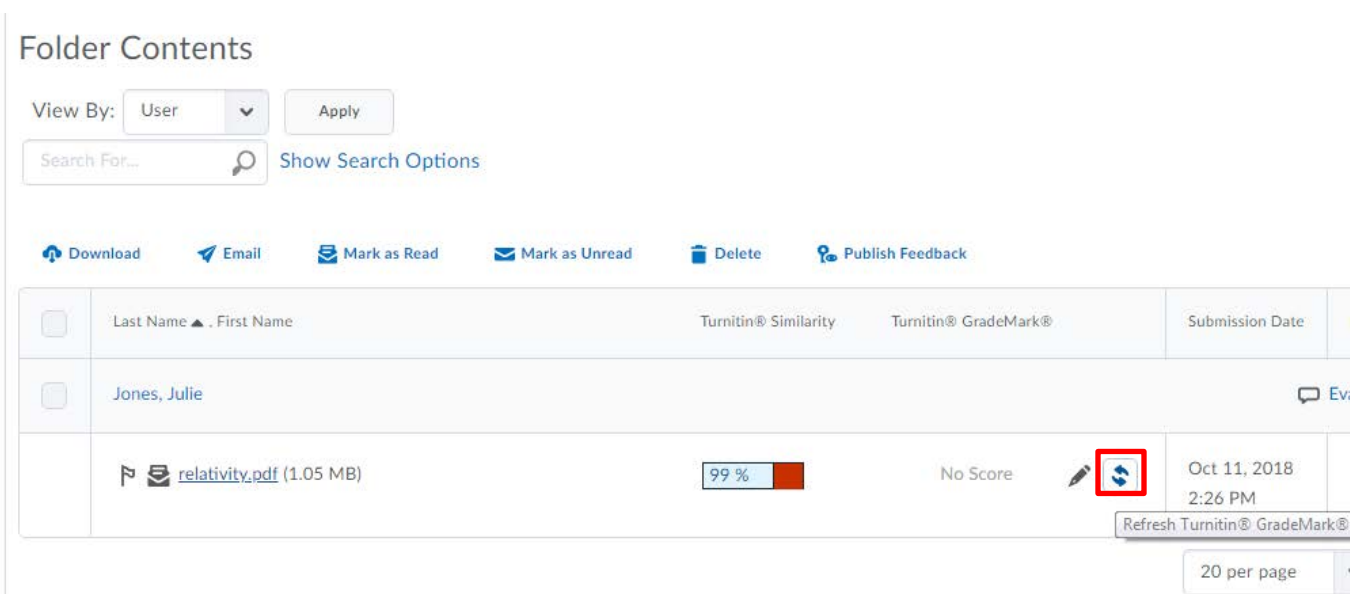
MARK A TURN IT IN ENABLED DROPBOX SUBMISSION

1. While reviewing a student paper in the Similarity Report, you can enter a mark into the 'Grade Entry Box'



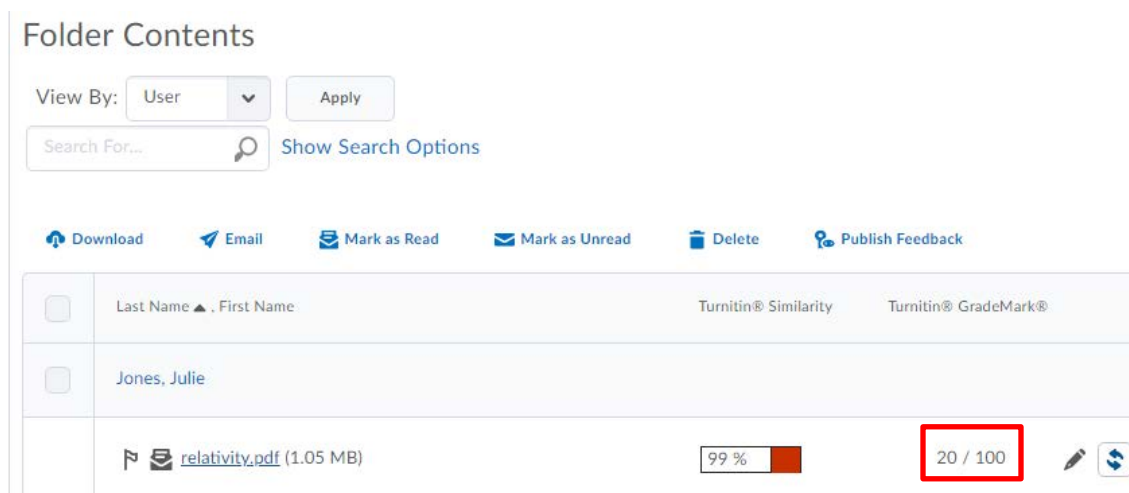
The screenshot shows the top of the feedback studio interface. The header includes the 'feedback studio' logo, the user 'Deb Leal', and the file 'relativity.pdf'. On the right, there is a 'Grade Entry Box' containing the number '8', which is highlighted with a red rectangle. To the right of the box is a '10' and navigation arrows. Below the header, the document content is visible, showing 'Appendix II' and 'Minkowski's Four-Dimensional Space ("World") (supplementary to section 17)'.

2. When you have added a mark, click anywhere on the page, outside of the 'Grade Entry Box' to save the grade.
3. Close the Similarity Report window.
4. On the 'Folder Submissions' page, click the 'Refresh Turn It In Gradermark' icon to update the grade in D2L.



The screenshot shows the 'Folder Contents' page. At the top, there are filters for 'View By: User' and a search bar. Below the filters, there are action buttons: 'Download', 'Email', 'Mark as Read', 'Mark as Unread', 'Delete', and 'Publish Feedback'. The main table lists submissions. The first row is for 'Jones, Julie'. The second row shows the submission 'relativity.pdf (1.05 MB)' with a '99 %' similarity score and 'No Score' in the 'Turnitin® GradeMark®' column. A red box highlights the 'Refresh Turnitin® GradeMark®' icon (a circular arrow) in the 'Turnitin® GradeMark®' column. Below the table, there is a 'Refresh Turnitin® GradeMark®' button and a '20 per page' option.

5. The assignment grade in D2L will reflect the update.



The screenshot shows the 'Folder Contents' page, similar to the previous one. The submission 'relativity.pdf (1.05 MB)' is listed with a '99 %' similarity score. In the 'Turnitin® GradeMark®' column, the grade '20 / 100' is displayed, which is highlighted with a red rectangle. The 'Refresh Turnitin® GradeMark®' icon is also visible.

ADDITIONAL TURN IT IN GRADING & FEEDBACK TOOLS

There are other tools available in Turn It In to assist with marking and feedback. Information on how to use these tools is available at the following link or from the LDSTeam webpage:

Grading Tools:

https://guides.turnitin.com/01_Manuals_and_Guides/Instructor_Guides/Feedback_Studio/17_Grading_Tools

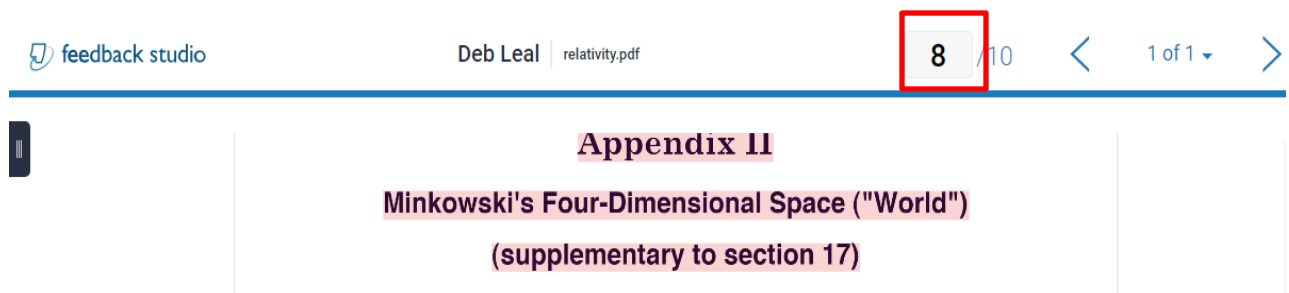
Commenting Tools:

https://guides.turnitin.com/01_Manuals_and_Guides/Instructor_Guides/Feedback_Studio/Commenting_Tools

UPDATING A GRADE IN TURN IT IN

If you have re-marked a student paper in Turn It In and you wish to reflect the change in D2L, you will need to click the **'Refresh Turn It In Grademmark'** icon, each time you make a change to the listed grade in Turn It In.

1. With the Turn It In Similarity Report open, change the mark in the 'Grade Entry Box'.



2. When you have changed the mark, click anywhere on the page, outside of the 'Grade Entry Box' to save the grade.
3. Close the Similarity Report window.
4. On the 'Evaluate Submissions' page, click the **'Refresh Turn It In Grademmark'** icon.

Assignment 1 - Submissions for Julie Jones

[relativity.pdf](#) (1.05 MB) ▾

By: Julie Jones Submitted: Oct 11, 2018 2:26 PM

Turnitin® Similarity

99 %

Turnitin® GradeMark®

5 / 10



Use This Score




5. Notice the grade has changed to reflect the new grade from Turn It In.

Assignment 1 - Submissions for Julie Jones

 [relativity.pdf](#) (1.05 MB) ▼

By: Julie Jones Submitted: Oct 11, 2018 2:26 PM  

Turnitin® Similarity

99 % 

Turnitin® GradeMark®

8 / 10



[Use This Score](#)




6. If you are satisfied with your grade change, click 'Use This Score'.

Assignment 1 - Submissions for Julie Jones

 [relativity.pdf](#) (1.05 MB) ▼

By: Julie Jones Submitted: Oct 11, 2018 2:26 PM  

Turnitin® Similarity

99 % 

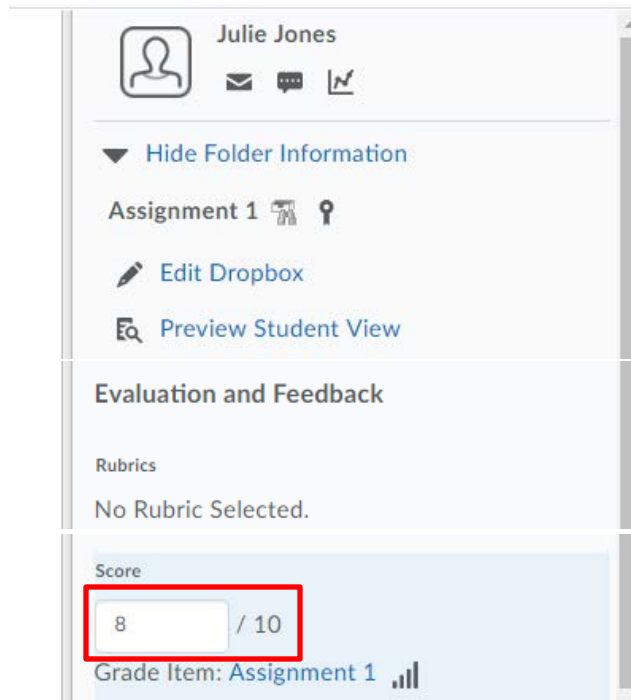
Turnitin® GradeMark®

8 / 10

[Use This Score](#)

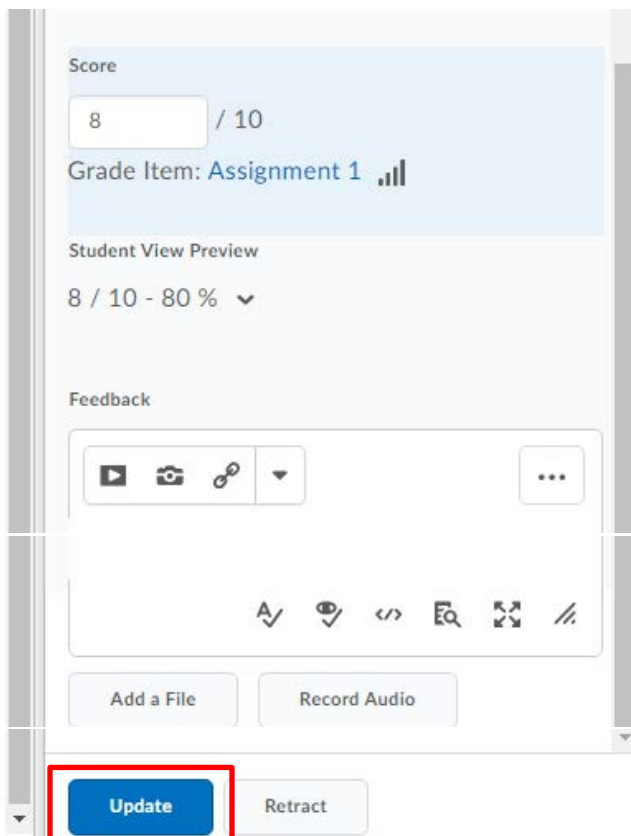


7. Under the 'Evaluation and Feedback' section of the page, the updated grade will display.



This screenshot shows the 'Evaluation and Feedback' section of a user interface. At the top, there is a header for 'Julie Jones' with a profile icon and communication icons (email, chat, analytics). Below this is a section titled 'Hide Folder Information' with a dropdown arrow. Underneath, 'Assignment 1' is listed with a folder icon and a key icon. There are two links: 'Edit Dropbox' with a pencil icon and 'Preview Student View' with a magnifying glass icon. The 'Evaluation and Feedback' section is highlighted in light blue. It contains a 'Rubrics' subsection with the text 'No Rubric Selected.' Below this is a 'Score' input field containing the number '8' and a '/ 10' label. The text 'Grade Item: Assignment 1' is displayed below the score field, followed by a small bar chart icon.

8. At the bottom of the 'Evaluation and Feedback' section, click 'Update'.



This screenshot shows the 'Evaluation and Feedback' section with additional options. The 'Score' section is at the top, showing '8 / 10' and 'Grade Item: Assignment 1' with a bar chart icon. Below this is a 'Student View Preview' section showing '8 / 10 - 80 %' with a dropdown arrow. The 'Feedback' section is below that, featuring a toolbar with icons for video, image, link, and a dropdown menu, along with a three-dot menu icon. Below the toolbar are buttons for 'Add a File' and 'Record Audio'. At the bottom of the section, there are two buttons: 'Update' (highlighted with a red box) and 'Retract'.

PUBLISHING THE FINAL GRADE ON A TURN IT IN ENABLED DROPBOX SUBMISSION

Once you have finished marking a submission, the grade will not be available to the student until you publish the grade.

1. On the 'Folder Submissions' page, click the checkbox beside each assignment for which you would like to publish the grade.

Users Submissions

Folder Contents

View By: User Apply

Search For... Show Search Options

Download Email Mark as Read Mark as Unread Delete Publish Feedback

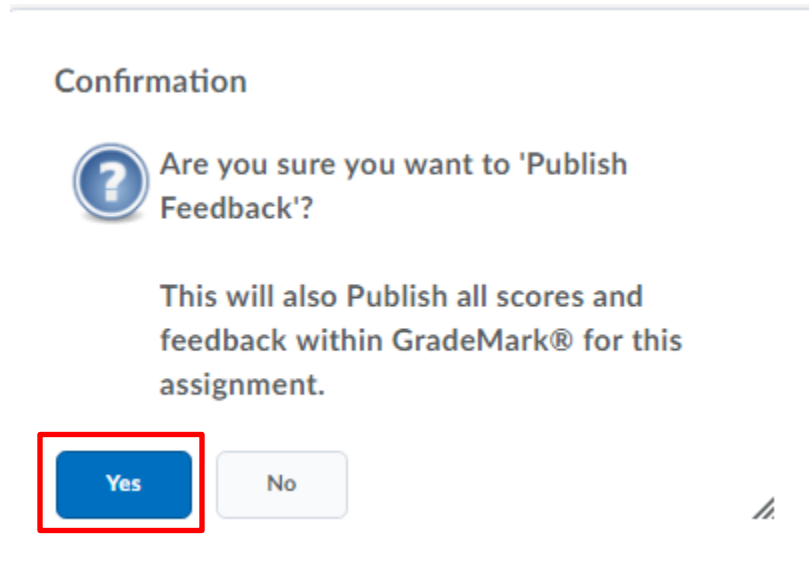
<input type="checkbox"/>	Last Name ▲, First Name	Turnitin® Similarity	Turnitin® GradeMark®
<input checked="" type="checkbox"/>	Jones, Julie		
	relativity.pdf (1.05 MB)	99 %	20 / 10

2. Once you have checked all the boxes for assignment grades you would like to publish, click the 'Publish Feedback' button.

Download Email Mark as Read Mark as Unread Delete Publish Feedback

<input type="checkbox"/>	Last Name ▲, First Name	Turnitin® Similarity	Turnitin® GradeMark®
<input checked="" type="checkbox"/>	Jones, Julie		
	relativity.pdf (1.05 MB)	99 %	20 / 10

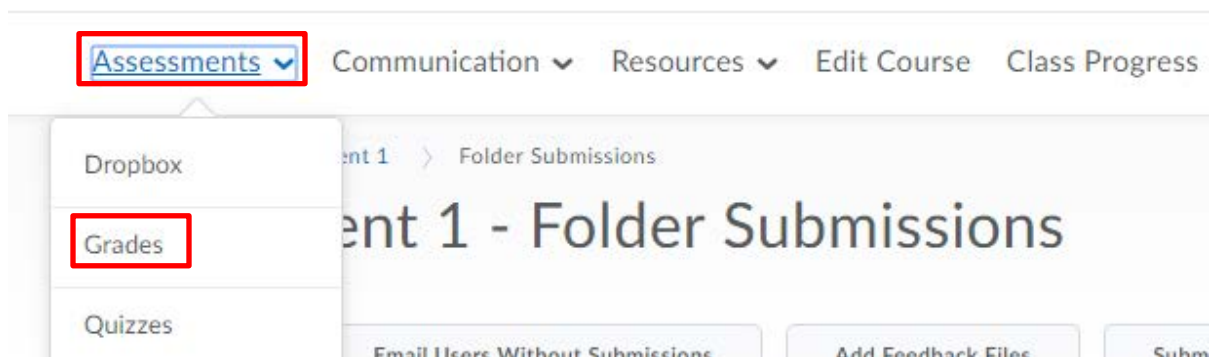
3. You will be presented with a confirmation box to confirm you would like to publish the grade(s). Click the 'Yes' button.



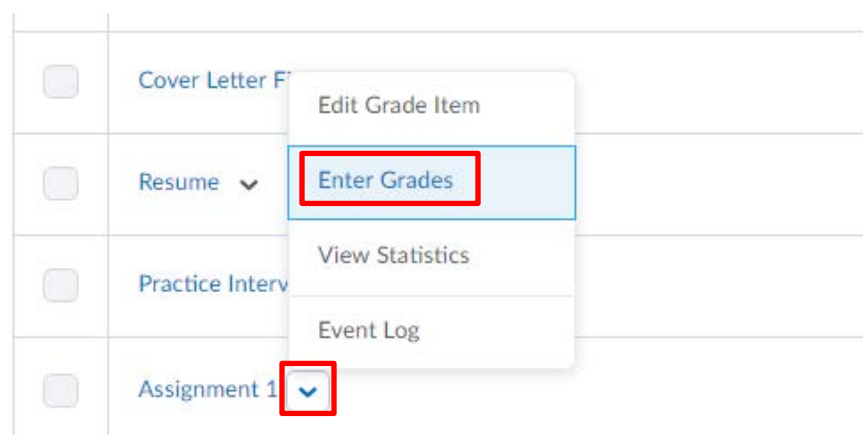
CHECKING GRADES PUBLISHED TO THE GRADEBOOK USING TURN IT IN

You may want to double check that grades posted to the gradebook using Turn It In have been published successfully.

1. Click the 'Assessments' menu
2. Click the 'Grades' button



3. On the 'Grades' page, click the downward arrow beside the assignment title, then click 'Enter Grades'



4. Check that the grade displayed matches the grade you have input through Turn It In.
5. Then, save and close the 'Grades' page.

[Set Grades](#)
[Clear Grades](#)
[Add Feedback](#)

<input type="checkbox"/>	Last Name ▲, First Name	Submission	Grade
<input type="checkbox"/>	🚩 Jones, Julie ▼		<input type="text" value="5"/> / 10 <div style="border: 2px solid red; width: 40px; height: 15px; margin-top: 2px;"></div>

Save and Close

Save

Cancel

CHANGING A GRADE PUBLISHED TO THE GRADEBOOK USING TURN IT IN

You may want to change an assignment grade after it has been posted to the gradebook using Turn It In.

1. Click the '**Assessments**' menu
2. Click the '**Grades**' button

COMM 999 Fall 2018

[Assessments ▼](#)

Communication ▼
Resources ▼
Edit Course
Class Progress

Dropbox

Grades

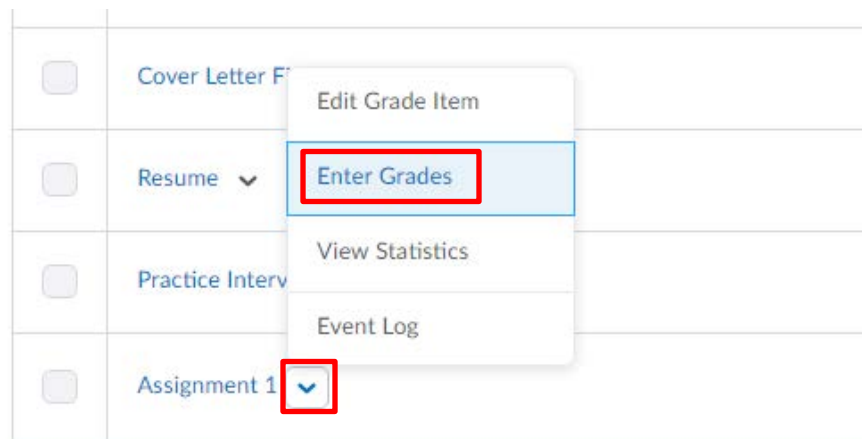
Quizzes

Assignment 1 > Folder Submissions

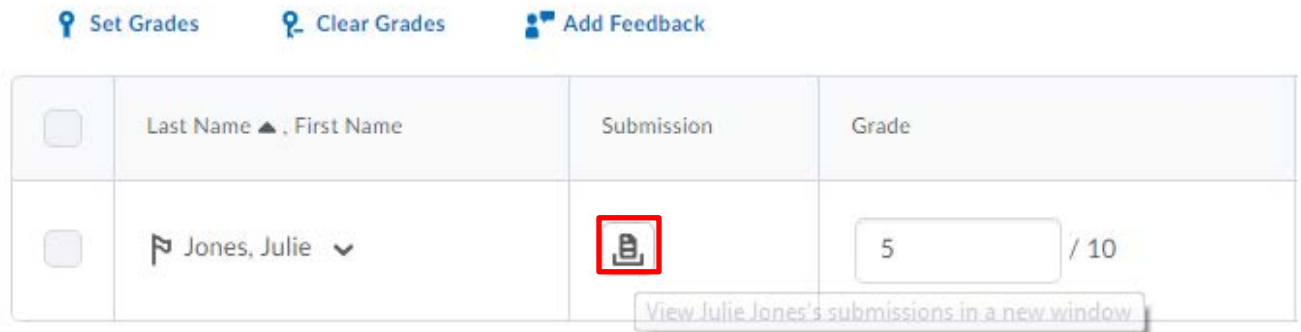
Assignment 1 - Folder Submissions

Email Users Without Submissions
Add Feedback Files
Submit

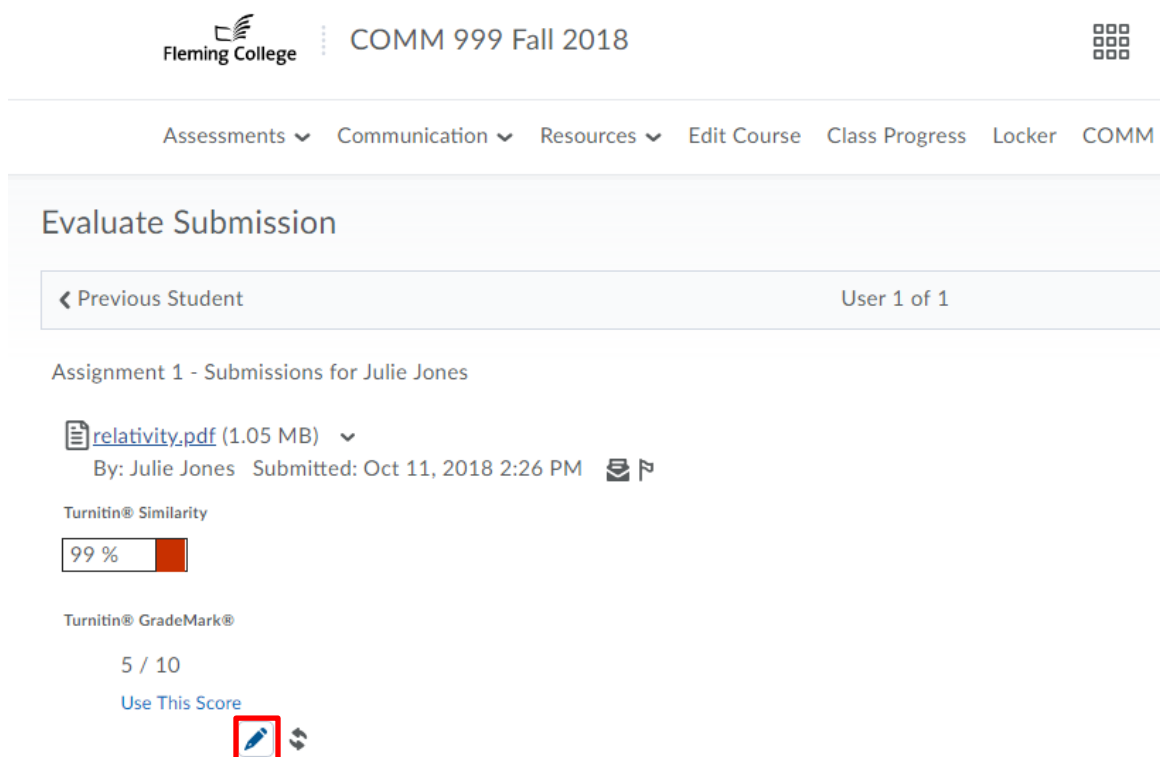
3. On the 'Grades' page, click the downward arrow beside the assignment title, then click 'Enter Grades'



4. Click the **view icon** under the 'Submission' column to view the assignment submission details for the student.



5. On the 'Evaluate Submission' page, click the **edit pen icon**.



6. The Turn It In Similarity Report will open. Change the mark in the 'Grade entry box'.

feedback studio Deb Leal | relativity.pdf **8** / 10 < 1 of 1 >


Appendix II
Minkowski's Four-Dimensional Space ("World")
(supplementary to section 17)



7. When you have changed the mark, click anywhere on the page, outside of the 'Grade Entry Box' to save the grade.
8. Close the Similarity Report window.
9. On the 'Evaluate Submissions' page, click the '**Refresh Turn It In Grademmark**' icon'.

Evaluate Submission


< Previous Student

Assignment 1 - Submissions for Julie Jones

 [relativity.pdf](#) (1.05 MB) ▾

By: Julie Jones Submitted: Oct 11, 2018 2:26 PM  



Turnitin® Similarity

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Turnitin® GradeMark®

5 / 10



Use This Score


10. Notice the grade has changed to reflect the new grade from Turn It In.

Assignment 1 - Submissions for Julie Jones

 [relativity.pdf](#) (1.05 MB) ▾

By: Julie Jones Submitted: Oct 11, 2018 2:26 PM  

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[Use This Score](#)




11. If you are satisfied with your grade change, click 'Use This Score'.

Assignment 1 - Submissions for Julie Jones

 [relativity.pdf](#) (1.05 MB) ▾

By: Julie Jones Submitted: Oct 11, 2018 2:26 PM  

Turnitin® Similarity

99 % 

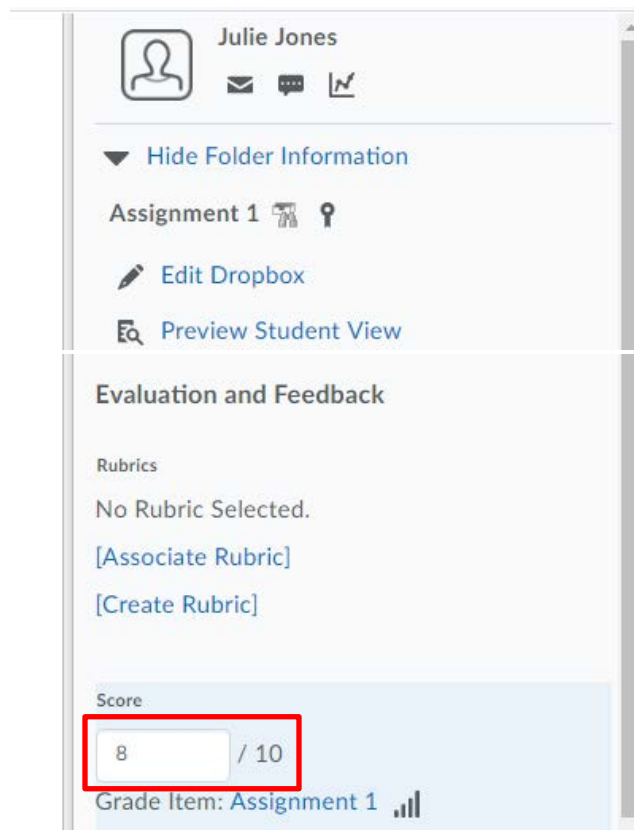
Turnitin® GradeMark®

8 / 10

[Use This Score](#)

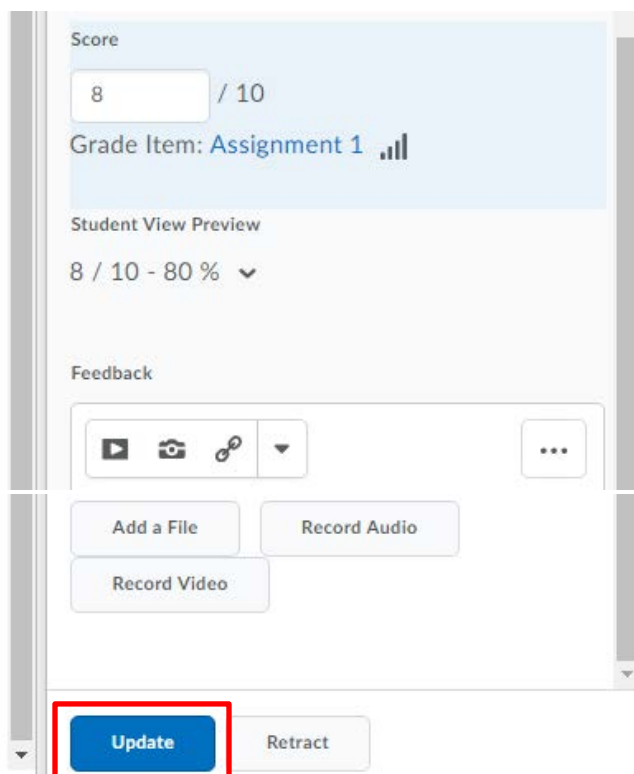


12. Under the 'Evaluation and Feedback' section of the page, the updated grade will display.



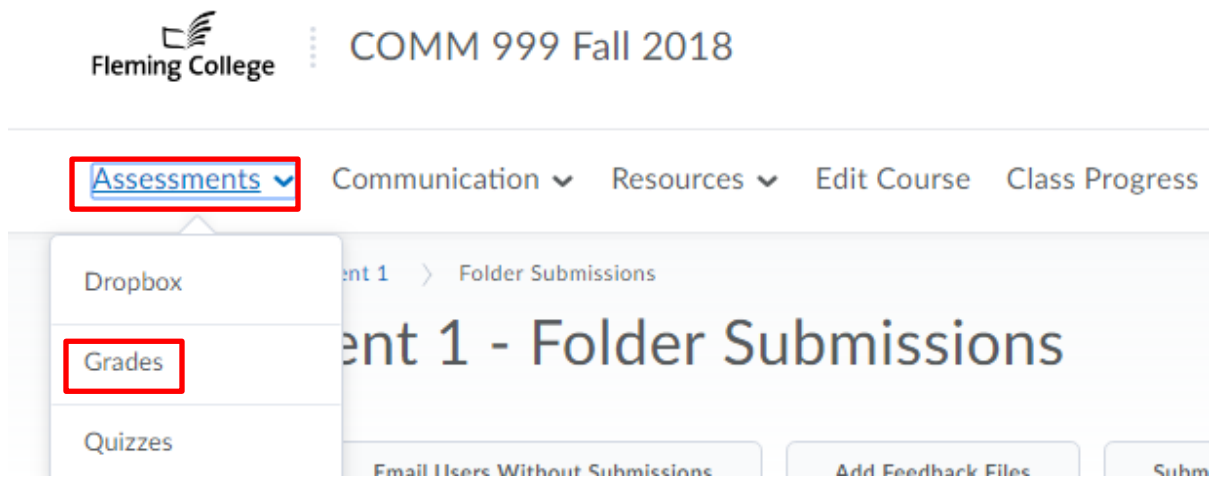
This screenshot shows the 'Evaluation and Feedback' section of a user interface. At the top, there is a header for 'Julie Jones' with a profile icon and three action icons (envelope, speech bubble, and line graph). Below this is a section titled 'Hide Folder Information' with a dropdown arrow. Underneath, 'Assignment 1' is listed with a key icon. There are two links: 'Edit Dropbox' with a pencil icon and 'Preview Student View' with a magnifying glass icon. The main section is titled 'Evaluation and Feedback'. It contains a 'Rubrics' section with the text 'No Rubric Selected.' and two links: '[Associate Rubric]' and '[Create Rubric]'. Below this is a 'Score' section with a text input field containing '8' and a label '/ 10'. This entire score section is highlighted with a red rectangle. At the bottom of the score section, it says 'Grade Item: Assignment 1' with a bar chart icon.

13. At the bottom of the 'Evaluation and Feedback' section, click 'Update'.

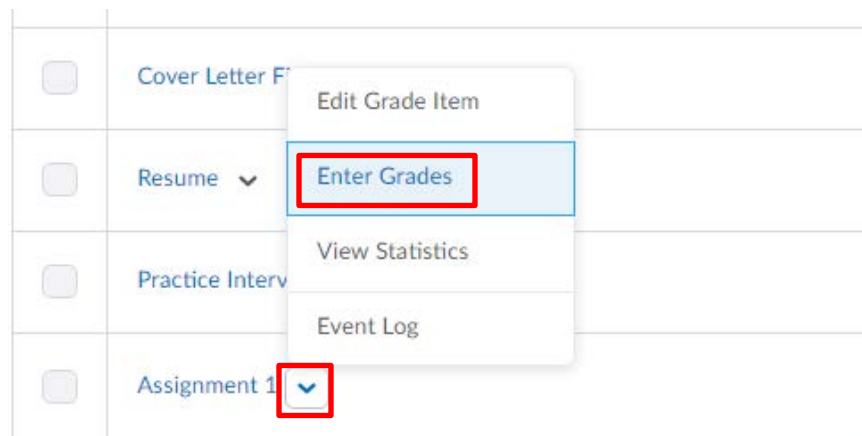


This screenshot shows the 'Evaluation and Feedback' section with more options. The 'Score' section is still visible, showing '8 / 10' and 'Grade Item: Assignment 1' with a bar chart icon. Below this is a 'Student View Preview' section showing '8 / 10 - 80 %' with a dropdown arrow. The 'Feedback' section contains a toolbar with icons for video, photo, link, and a dropdown menu, along with a three-dot menu icon. Below the toolbar are three buttons: 'Add a File', 'Record Audio', and 'Record Video'. At the bottom of the section, there are two buttons: 'Update' and 'Retract'. The 'Update' button is highlighted with a red rectangle.

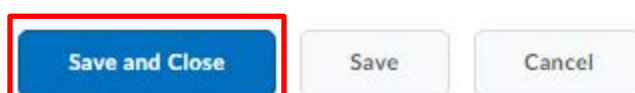
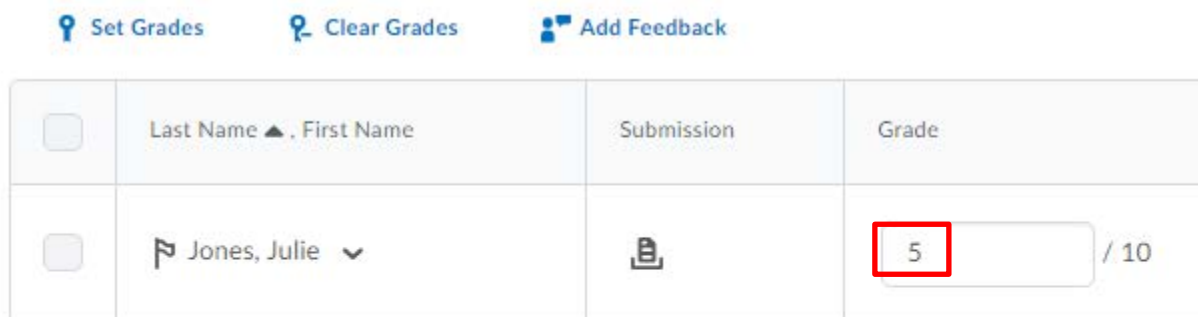
14. To check that the change was reflected in the gradebook, click the '**Assessments**' menu.
15. Click the '**Grades**' button.



16. On the 'Grades' page, click the downward arrow beside the assignment title, then click '**Enter Grades**'



17. Check that the grade displayed matches the grade you have input through Turn It In.
18. Then, save and close the 'Grades' page.



[END OF DOCUMENT]