GRADEMARK

INTRODUCTION
This tutorial discusses how to use GradeMark in Desire2Learn (D2L). GradeMark is a paperless grading tool for instructors using Turnitin.com in D2L. This service allows instructors to grade each student’s paper online and leave comments and feedback for the student to read.

Students will be able to read the feedback when they sign into D2L and go to their Dropbox for a class. The report will be listed next to their paper in the Dropbox. (Make sure to instruct students on how to access the feedback.)

Step 1: SETTING UP THE DROPBOX
In order to use GradeMark, you will need to turn on the plagiarism detection tool within a dropbox.

1. In your D2L course go to the Dropbox
2. Locate the folder you want to edit and select “Edit Folder” from the dropdown menu next to the title (see Step 1.2 image)
3. At the top of the page under “TurnItIn” check the box next to “Enable for this folder”
4. At the bottom of the page under “TurnItIn Options” you can make adjustments to the TurnItIn and GradeMark settings (You may have to click on “Show Advanced Originality Checking Options” in order to view the settings) Also, please see Note About GradeMark Availability to Students at the end.

Step 2: ACCESSING GRADEMARK
Once the Dropbox is setup correctly, and students have added files to their dropboxes, you can access GradeMark through each student’s Turnitin.com report.

1. In the Dropbox click on the assignment you would like to grade
2. Scroll down to the student submissions and click “Leave Feedback” for the paper you are going to grade (see Step 2.2 image)
3. Click on the box under “Originality Report” with the percentage in it to open and edit the paper in GradeMark (see Step 2.3 image). Note: The box may be green, yellow, red, or some other color.
4. A new window will open.
5. In the top left corner click on “GradeMark” (next to “Originality”).
   > Go to Step 3 below.
**Step 3: USING GRADEMARK**

This section covers how to make different types of edits in GradeMark. It discusses using feedback within the document, incorporating commonly used edits, how to leave general feedback, and how to save your edits.

1. To access the GradeMark section of Turnitin.com, click “GradeMark” in the top left hand corner. This will allow you to grade the paper and leave feedback.
2. To leave feedback within the document, click on a sentence or word and a comment box will pop-up.
3. Commonly used edits are in the right hand column. There are several ways to use these:
   a. Highlight text in the document and then click on one of the Commonly Used edits.
   b. Drag one of the edits over to the correct section of the paper to insert them (see image to the right).

If you want to add additional comments to these edits, hover over the object you have dragged over and click on “Edit” or “Comment”.

4. If you would like to leave a general comment about the paper, click on the quote bubble icon in the bottom right hand corner (see image to the right).
5. If you’d like to input the student’s grade for the paper, you can enter it at the right top corner (see image to the right). **Note: You will have to apply this grade once you get back to D2L for it to take effect.**
6. Once you are done, close out of the Turnitin.com webpage. The edits you have made will be automatically saved. You can now return to the D2L window which should still be open.

**Step 4: PUBLISH**

After you return to the D2L window you will still need to apply the score/grade you are giving the student for their paper and then publish the grade.

1. From the Leave Feedback window click “Use this score” under Markup Document. **(Note: You may need to click the refresh button for the score to appear.)** (see Step 4.1 image)
2. Click “Publish” in the bottom right corner to publish the student’s score so they can view it.
Step 5: STUDENT VIEW

Students will need to be informed on how to access the feedback you’ve given them in GradeMark. The following explains how to access GradeMark from a student’s perspective. **Make sure to post this in your course.**

**Student GradeMark Instructions:**
Feedback on your paper can be found in the Dropbox under the GradeMark report for your assignment. To access this report:

1. Go to the Dropbox
2. Locate the paper you want to review your feedback for
3. Under the column “Feedback” click “View”
4. On the next page click on the image of the paper with a checkmark under the column “GradeMark”
5. This will pull up your GradeMark report with the feedback

NOTE ABOUT GRADEMARK AVAILABILITY TO STUDENTS:

There are two settings in a D2L Dropbox folder that affect a student’s ability to see their GradeMark report (see below)

**Allow Submitters to see Originality Reports:**
Students will have access to GradeMark if you have the box checked next to “Allow Submitters to see Originality Reports.” As soon as you publish their feedback students will have access to the Originality Report and the GradeMark report.

If you don’t have the box checked…students can only see the GradeMark feedback when A) You click “Publish” in D2L and B) The release Date for GradeMark has passed (see below).

**GradeMark Available to Students:**
This is a date you can set that prevents students from seeing the GradeMark report until a specific date/time has passed. However, this setting has no effect if you have the “Allow submitters to see Originality Reports” checked.