

## TEL Guides

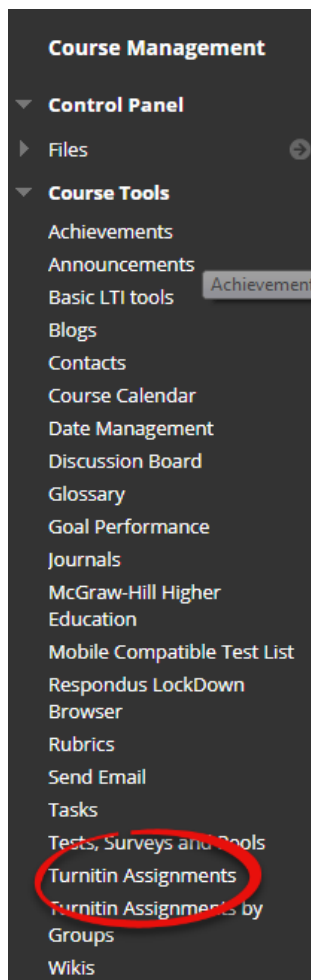
# QuickMarks

QuickMarks are comment libraries you can create that will help speed up your marking, and can help provide consistency of feedback comments across team marked submissions.

## Using pre-existing QuickMark sets

Turnitin have some QuickMark sets already created. This guide will show you how to access these sets and add QuickMarks to your script, and show how to create your own sets.

1. To mark submissions online using QuickMarks, we need to access the submissions. In Blackboard, select **Control Panel > Course Tools>Turnitin Assignments**.



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### 2. Select the relevant assignment

#### Turnitin Assignments



**GradeMark Assignment - no repository**



**Demo Anonymous Marking**



**Essay 1**



**Essay**



**Test date change**



**Training Assignment Testing**

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3. This will take you to the Turnitin inbox. To start marking, click on the pen icon next to the script you wish to start with. This will open the script ready for marking.

Assignment Inbox   Edit assignment   Class Stats   Libraries   Preferences

About this page  
This is your assignment inbox. To view a paper, select the paper's title. To view a Similarity Report, select the paper's Similarity Report icon in the similarity column. A ghosted icon indicates that the Similarity

Training Assignment 1  
INBOX | NOW VIEWING: NEW PAPERS ▾

Submit   export   Online Grading Report | Roster Sync

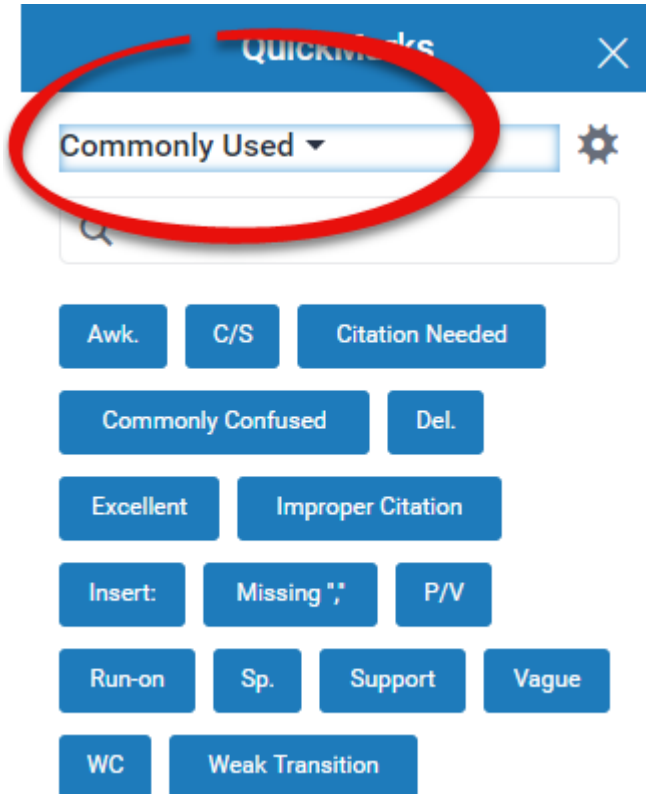
<input type="checkbox"/>	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE
<input type="checkbox"/>	Student3 Demo-Three	Case Study Grademark Workshop	99%		•	
<input type="checkbox"/>	Student8 Demo-Eight	Submission 8	100%		•	
<input type="checkbox"/>	Student5 Demo-Five	Submission 5	100%		•	
<input type="checkbox"/>	Student4 Demo-Four	The Solar System	100%		•	
<input type="checkbox"/>	Student1 Demo-One	A discussion on the role of essential fa...	100%			
<input type="checkbox"/>	Student7 Demo-Seven	Violence, Law and Justice in a Global Ag...	100%		•	
<input type="checkbox"/>	Student6 Demo-Six	Politics	100%		•	
<input type="checkbox"/>	Student2 Demo-Two	Assess the evidence for cult practices o...	100%		•	

4. The student script will appear. Click the QuickMark icon within the blue panel on the right hand side to access the QuickMark libraries.

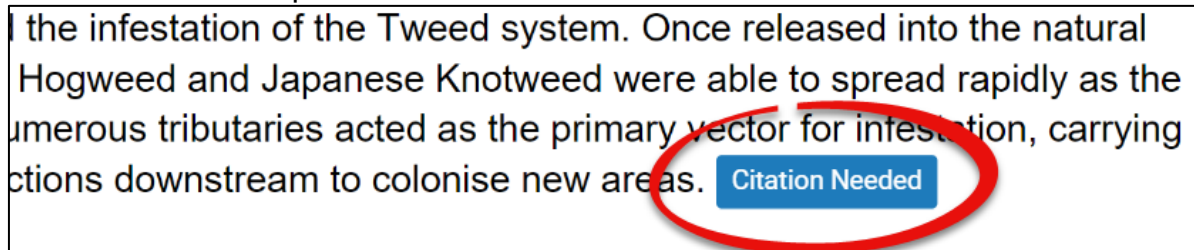


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5. The QuickMark panel will appear from the right hand side. Use the drop down list to view the various QuickMark sets available to you.

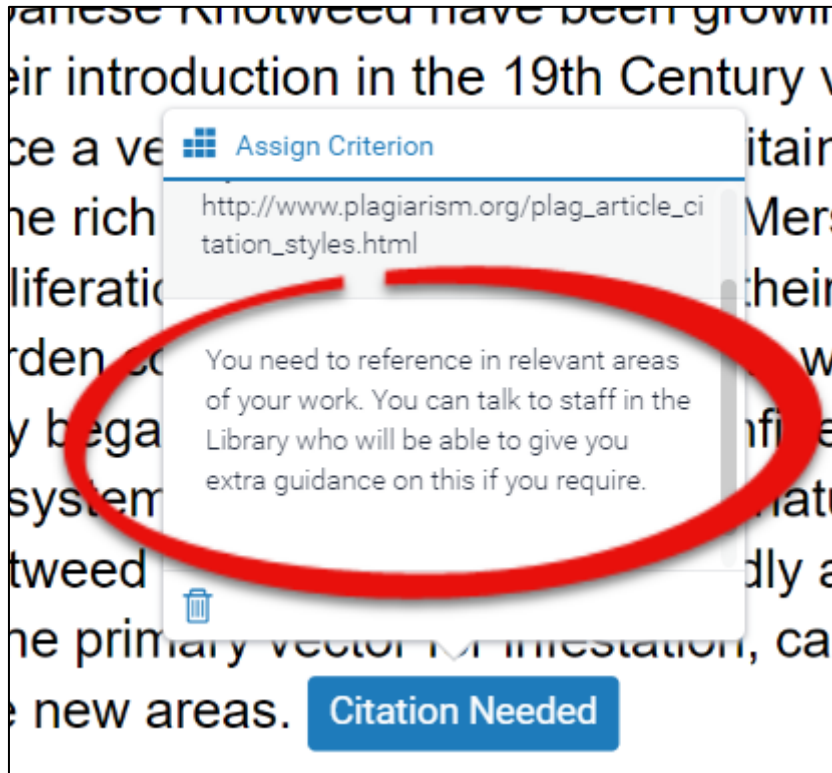


6. To add a QuickMark to the student's paper, click on the QuickMark and drag it across on to the script.



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7. Click on the QuickMark once it is on the script to add more text to personalise and contextualise your feedback. Students will click on the QuickMark to read this extra feedback.

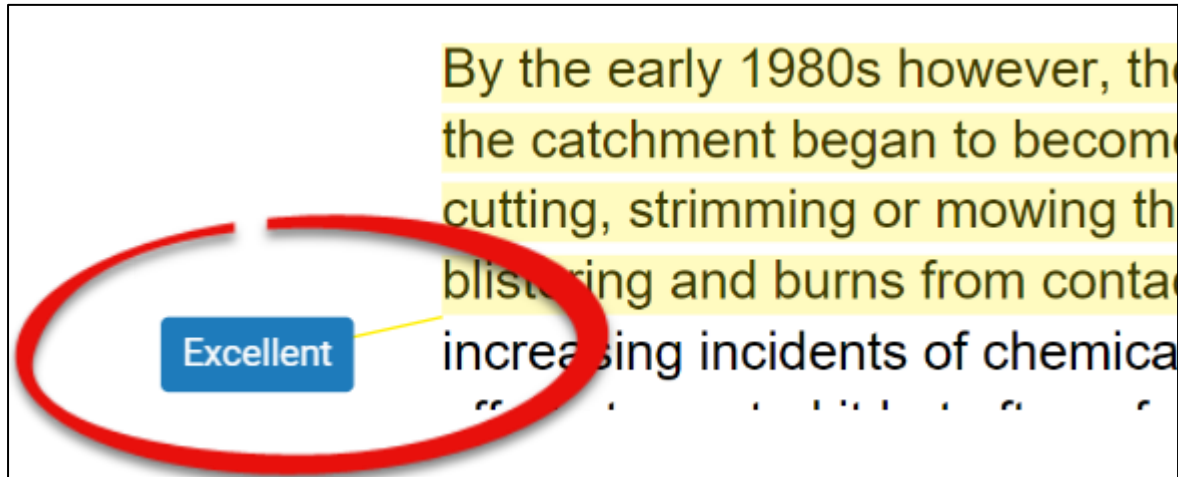


8. Another method of adding QuickMarks is to use a selection of text. The QuickMark comment would apply to that particular section of the submission. To do this, click and drag to select your text. When you release the mouse, click the QuickMarks icon from the box that appears.



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9. As previously, select the QuickMark set you wish to use through the dropdown list. Click on the QuickMark from the list to add to your script. The text will be highlighted and the link between the text and the QuickMark will be clear.

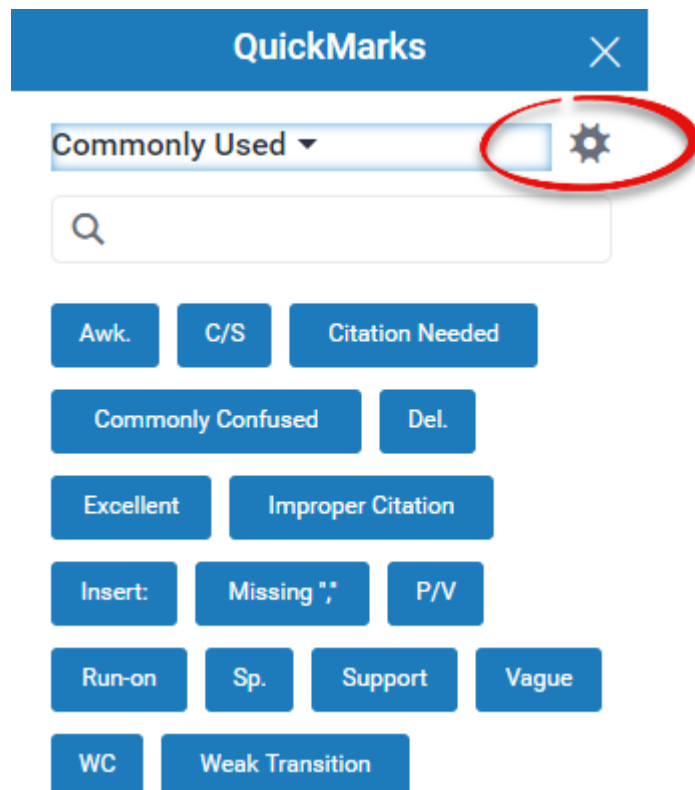


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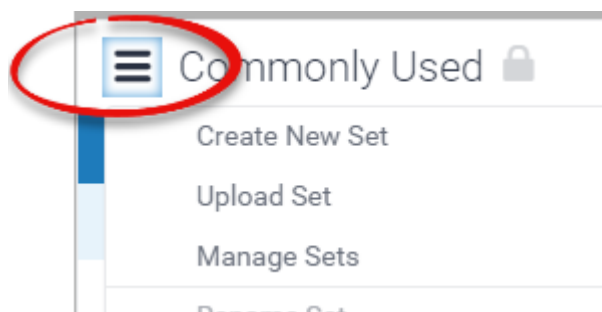
### Creating your own QuickMark library

QuickMarks become more powerful when you create your own set of comments. If you are marking as a team, it is a good idea to work together to create a set that can be used by all markers.

10. To create your own set go to the QuickMark area shown in Step 5 of this guide. Click on the **cog** icon to the right of the QuickMark box. This will open the QuickMark Manager.

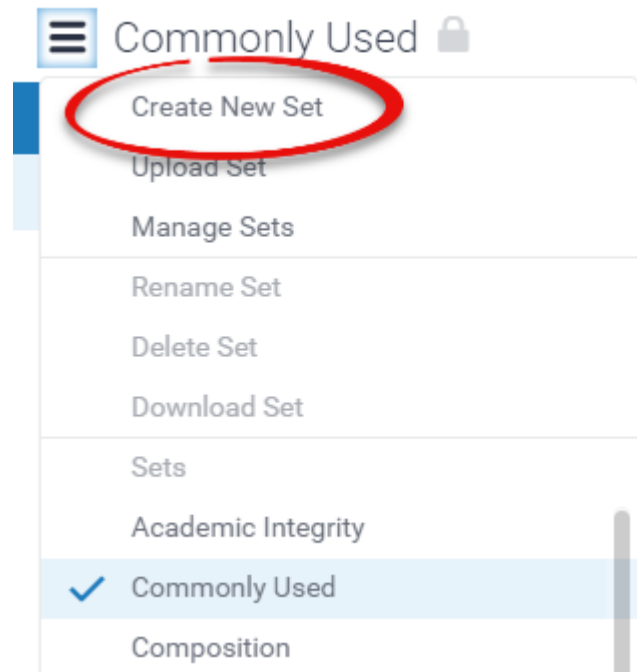


11. Click the icon in the top left corner of the QuickMark Manager to open the menu.

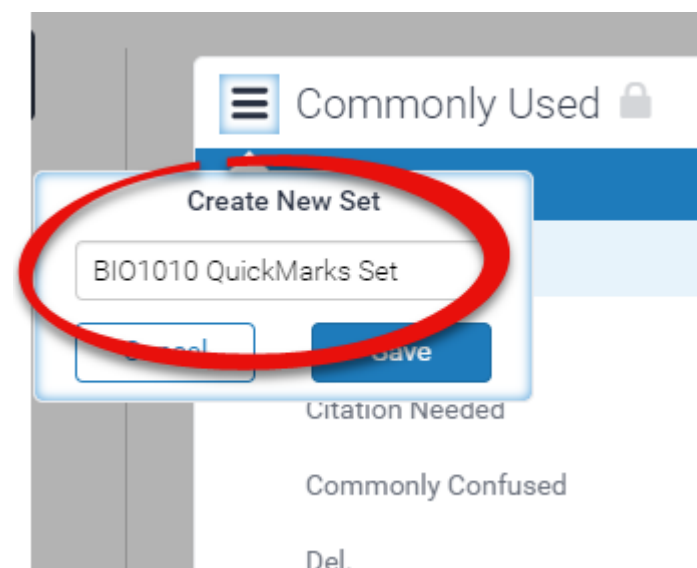


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### 12. Select **Create New Set**



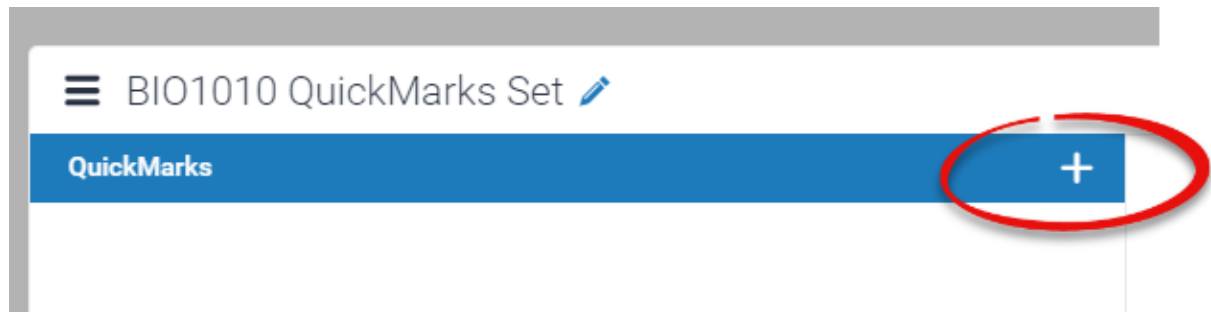
### 13. Give the new QuickMark set a name. Click **Save**.






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14. To add a new QuickMark to the set, click the + button near the top left hand corner.



15. Two boxes appear on the right-hand side of the screen. The top box will be the text that appears on the blue square that is added to the student paper. The lower, larger box has the fixed text that appears when the QuickMark is accessed on the paper. There will still be space to contextualise each use of the QuickMark. Once you have added text to each box, click **Save**.

Wordy

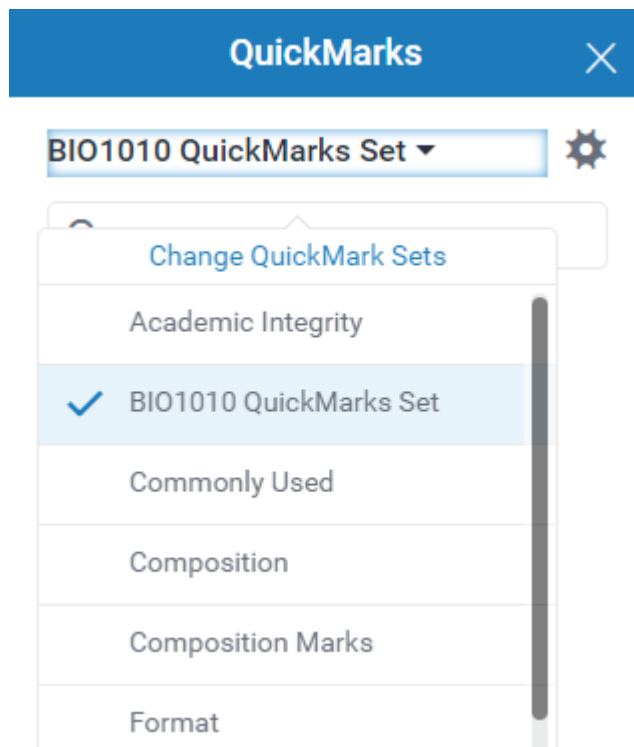
**B** *I* U 

You have used too many words. You need to be clear and concise. 

16. Continue to move between step 14 and 15 to build up your QuickMark library.

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17. The newly created QuickMark library will now be available alongside the standard Turnitin ones.



Still need help?

Contact the Learning and Teaching Development Service at [LTDS@ncl.ac.uk](mailto:LTDS@ncl.ac.uk) for further support.