

Transcript of video

Quick Tips – Turn it in Grading Forms

<http://turnitin.tlc.aston.ac.uk/2018/02/02/quick-tips-grading-forms/>

In this quick tip we're going to look at Turn it ins grading form feature.

As an educator you're likely to be familiar with the concept of a rubric. Rubrics can be really good for illustrating to a student what it is they need to do within certain criteria to reach certain grading bands. They're also really good for consistent marking across multiple markers and if you've got a large group and you are trying to give feedback then they're great for being able to do some quick consistent feedback. However, what they're not so great for is contextualized feedback for any given students specific submission.

Turnitin has a feature called grading forms. What this allows us to do is to create a form with a number of different fields in it that would represent our criteria in a rubric. When you come to give the feedback you will simply fill out the form and this will be displayed to students in a nice neat fashion with the criterion heading and your piece of specific feedback for that student.

To create a grading form we're going to have to access the manager rubrics and grading forms tool. The best way to do this is to access it via an already submitted assignment. You can add a grading form or indeed a rubric into an assignment all the way up until the point when you start grading. You can access this in a few other ways however accessing it this way is probably the best as it gives you the largest window space to work in, which just makes life a little bit easier.

I'm in an already submitted assignment here and I've already clicked the rubric form button to expand this window. I'm going to go to the cog icon to open up the rubric and grading forms manager. This will open on the last rubric or grading form that you've had open, so for me this happens to be this demo rubric.

I'm going to go over here to this hamburger icon in the top left corner, click it, and then select create new grading form. This takes us into a blank form here. As default we have three criterion. We can add more by pressing this plus add criterion button the bottom. Each criteria has a short title field and an optional description box as well. You can change the name of the grading form up here and over to the right here we have this enable scoring tick box. What this is for is to give you a small mark box that appears next to the criterion title when you're giving your feedback and you can put a mark in there and the system adds up the numbers for you and creates a grade. In practice most of the educators I work with actually don't find this anywhere near as useful as it might sound and in the main don't use them. So for the purposes of this demo I'm going to uncheck that.

So now let's actually make ourselves grading form. So the first thing I do is give it a name. Demo Grading Form, pushing the boat out on the imagination there, and then what I'm going to do is fill out each of these criterion titles and descriptions. So you can see now that we have all of the boxes filled out I'm just going to hit save. The blue box turns to grey so we know that's now saved and the last thing we need to do is attach this grading form to our current assignment. We do that by clicking this box here and we'll press close.

So now you can see that we have a grading form attached to this submission. The first thing I want to show you is just down here. If I just drag this up you can see where we entered our descriptions and what this is particularly handy for is if you have it shared this grading form with some colleagues, they're able to read the description here and understand exactly what it is each of these boxes were intended for. I'll just make this small again. Above here we have three boxes that we can fill out comments in. I'm going to do that now. OK so we've just filled out the last box here and I'm just going to click outside of that box which will trigger Turn It In to save the document. The next thing we need to do now is switch over to a student view so you can see how this is displayed to the student.

I'm logged in now as a student and I've just opened a feedback studio for my submission. I'm going to come over here to the instructor feedback icon you'll notice that our text comment is empty but this is because we didn't give an overall text comment for this submission. We have at the top here a view rubric button, which is slightly confusing this should really say view rubric or grading form, but we'll click that anyway and a new window opens. I'll just maximize that and you'll notice here we have our criteria, our title our description and over to the right we have the specific comment for this submission.

I hope this video has been helpful. Thanks for watching.