

INTRODUCTION

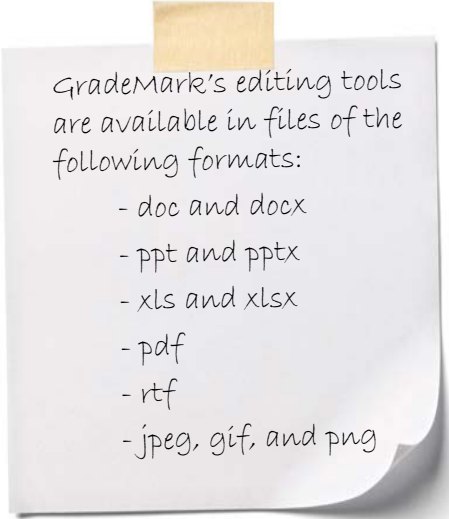
Assessing student written work in an online course can be a challenging task. When assessing student work, online instructors sometimes want to make editing marks and comments on the assignment, just as they do with a hard copy. One way to do this is to download the student work; make editing marks and comments with Comments or Track Changes in Word; re-save the document; and upload it back into the system. However, this approach involves a number of steps and manual creation of commentary with each assignment being assessed.

There is a tool available to instructors in D2L called **GradeMark**, which is designed to supply editing suggestions and to give the instructor an opportunity to add his/her edits and comments at any place on a student's submission through the use of *QuickMarks*. *QuickMarks* are short-hand notations created by GradeMark (or by you) that are placed on student work to deliver feedback efficiently.

A CLOSER LOOK

GradeMark can assist by facilitating the following:

- GradeMark's suggested editing marks for the submission
- You can highlight text and add a free-text comment
- You can highlight text and add a *QuickMark* (such as "delete," "citation needed," "run-on," "awkward," etc.)
- You can highlight text, add a *QuickMark*, and amplify the *QuickMark* by adding your free-text comments
- You can enter holistic commentary on the student work
- You can view data about the student work such as number of words, its originality percentage, submitted date and time, etc.
- You can create your own *QuickMark(s)* to be used and re-used on student work (advanced)



GradeMark's editing tools are available in files of the following formats:

- doc and docx
- ppt and pptx
- xls and xlsx
- pdf
- rtf
- jpeg, gif, and png

NOTE: When working in GradeMark, your comments are saved automatically and continuously - there is no **Save** button! Also, no need to upload a file!

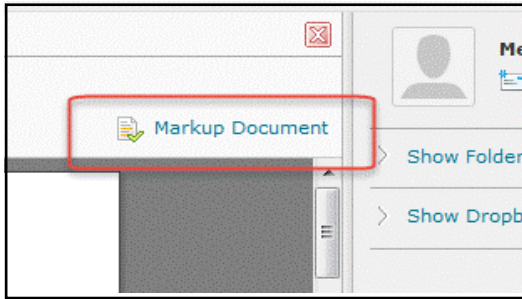
TURNING ON GRADEMARK

If the **Turnitin** Plagiarism Detection tool has been enabled for a Dropbox assignment, **GradeMark** is also available. Keep in mind that you can use GradeMark's features without using Turnitin's Originality Report or making that data available to a student.

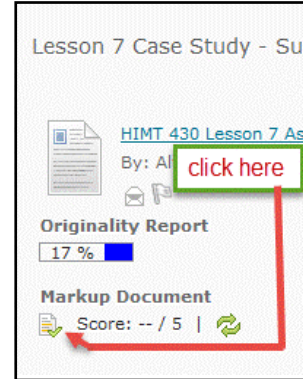
NOTE: It's recommended that you use the Chrome browser when working with GradeMark. While GradeMark's features may work in other browsers, limitations or problems may exist.

HOW TO ACCESS GRADEMARK

- In Dropbox, when grading a student submission, click the Markup Document button in the upper right of the submission window.



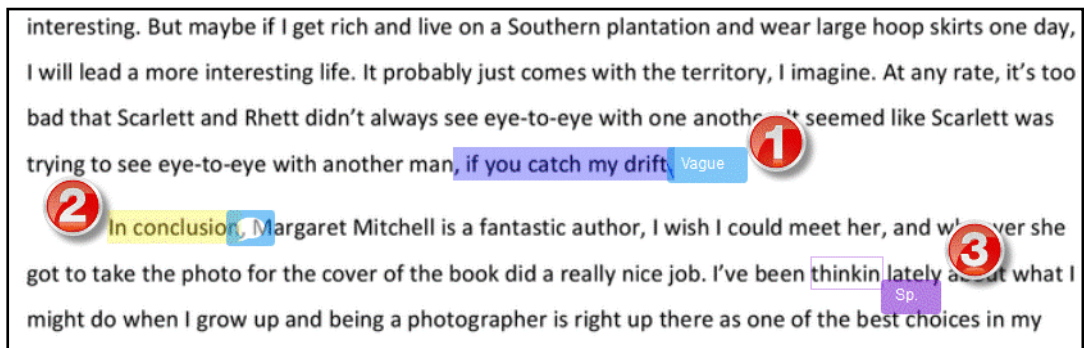
- In the Gradebook, click the icon that allows you to view the student's work in a submission window, and then click the Markup Document icon in the lower left.



EXAMPLE

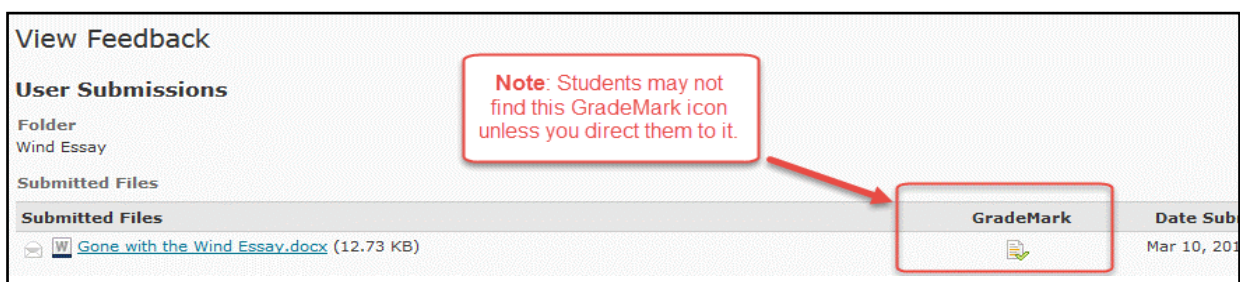
Here you see a student submission marked with GradeMark:

1. Instructor selected text and chose "Vague" comment tag
2. Instructor selected text and entered free-text comment
3. GradeMark found a misspelled word



HOW CAN THE STUDENT SEE THE EDITS AND COMMENTS FROM GRADEMARK?

The student goes to *Dropbox* (can't go to *Grades*) and clicks the *View* link in the Feedback column for the assignment. On the resulting View Feedback window, the student needs to click the GradeMark icon. The first time a student accesses GradeMark, he/she will need to accept Terms and Conditions.



REFERENCES

- Instructor QuickStart: Providing Feedback and Grading (4 min. video): http://turnitin.com/en_us/training/instructor-training#quickstart4
- Instructor Training: GradeMark Overview http://turnitin.com/en_us/training/instructor-training/grademark-overview