
BLACKBOARD AND TURNITIN EXTERNAL EXAMINERS GUIDE

GENERAL INFORMATION

Students submit a large proportion of their text-based assignments via Turnitin, which is integrated into our Virtual Learning Environment, Blackboard. Academic staff use Turnitin's tools to deliver electronic screen-based feedback to students. Some text-based assignments are not suitable for submission to Turnitin, and they are submitted using the Blackboard Assignment tool. Instructions on using this can be found towards the end of this document.

This guide is intended to provide assistance to External Examiners who have been asked to review module materials and student submissions to Turnitin, and the feedback left within Turnitin.

EXTERNAL EXAMINER ACCESS

COMPUTING ACCOUNT

To gain access to Blackboard you will need an active Aberystwyth University computing account.

Computing accounts for all staff, including External Examiners, are generated and updated from the Human Resources/Payroll system via an overnight process. Please ensure that you have completed and submitted all forms requested by Human Resources.

Once your computing account has been created you will be emailed with instructions for activating it. If you have not yet activated your account, please go to <https://faqs.aber.ac.uk/64> and follow the instructions.

If you have not received your login credentials, or if you experience any problems logging in, please contact IS on 01970 622 400 or e-mail is@aber.ac.uk.

LOGGING IN

To log in to Blackboard go to <https://blackboard.aber.ac.uk> and enter your user name (first part of your AU e-mail address) and password.

Please check you have been assigned the correct modules and contact the department if there are any errors or queries.

External Examiners are encouraged to login and check that they can access Turnitin as soon as possible. To do this follow the steps below and view a single individual paper.

If there are any problems with the system please report them to the E-learning Group immediately so that they can take steps to resolve them. Resolutions can take a few days and it is preferable to deal with these quickly.

It is not possible to switch off the ability for external examiners to make comments or amend grades therefore, **External Examiners are requested NOT to add or amend anything on the system.** Feedback and comments should be given in the usual way to Module Coordinators and/or be included in the External Examiners Report once moderation has been completed.

As with both students and academic staff, if the use of electronic tools and screen reading creates a health and safety issue, alternative arrangements can be made and you should contact the department in this respect.

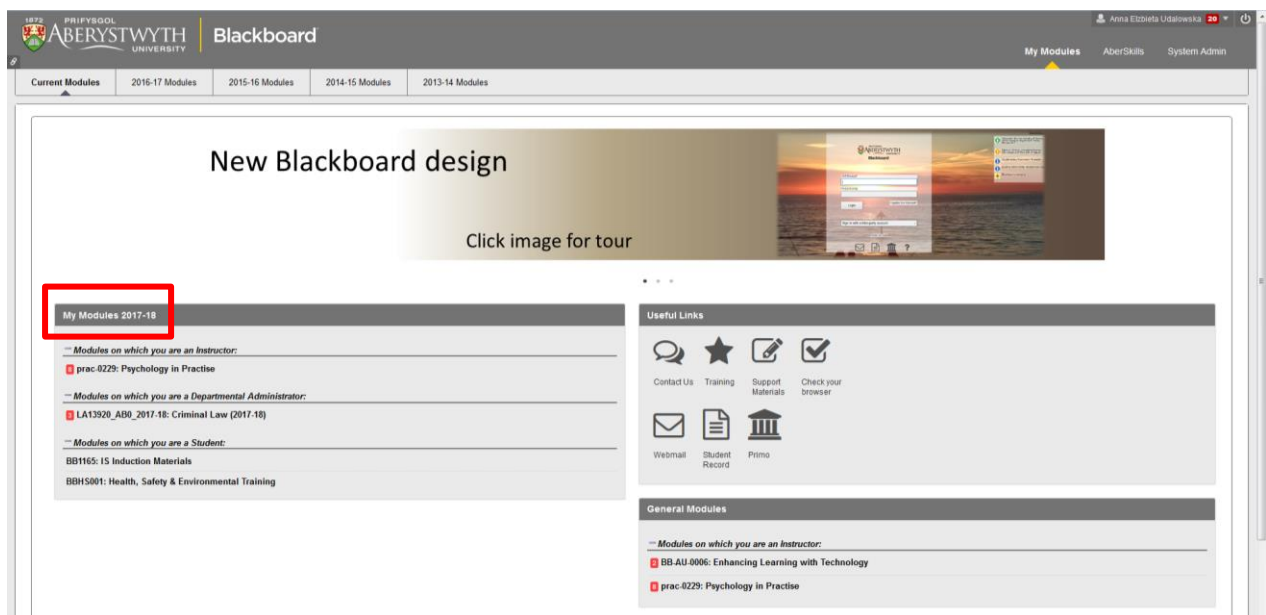
Turnitin can also be accessed via an App from the Apple Store that can be downloaded to any Apple device. At present there is no Android equivalent.

YOUR MODULES

The Blackboard module space is used to deliver module information and learning materials, and for the submission of assignment work.

Once you have logged in you will see your Blackboard homepage. Each Blackboard page can be personalised, so it may look a little different to the screenshot below.

Modules that you have been enrolled on are listed in the **'My Modules'** section on the Blackboard home page. Click on the module name to enter the module:



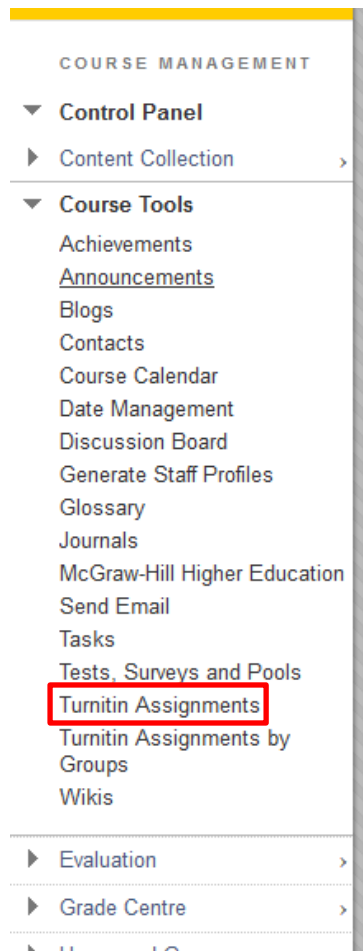
The Blackboard home page will also include the **'Useful Links'** section. Click on the **'Contact Us'** icon to contact the Blackboard Team with any queries.



ACCESSING ASSIGNMENTS

TURNITIN

Turnitin is the tool commonly used for e-submission, marking and feedback.

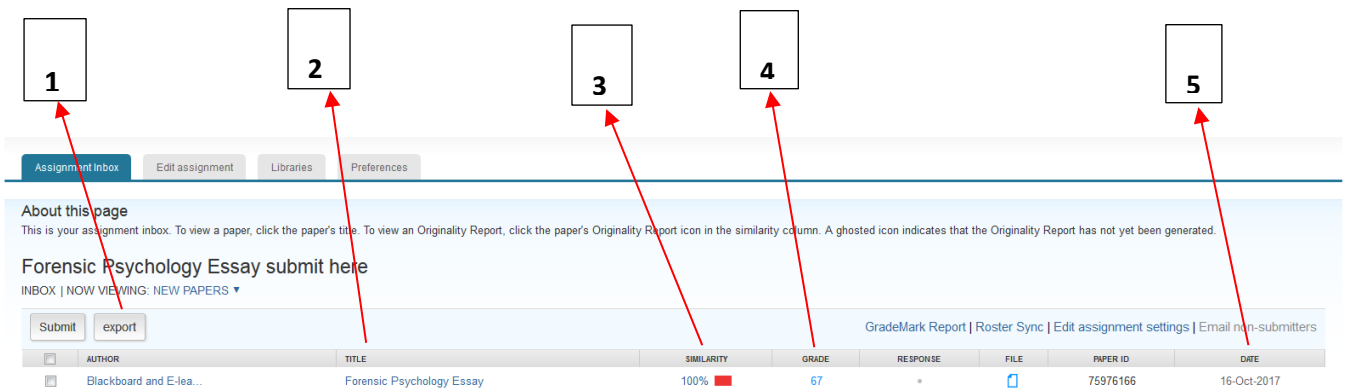


To view students' work and the marks and/or feedback left by lecturers, enter the module, and then in the **Course Management** menu select **Control Panel > Course Tools > Turnitin Assignments**.

This shows all of the assignments that module coordinators have created through Turnitin. Click on the assignment title to open the **Assignment Inbox**:



The **Assignment Inbox** displays a summary of all work submitted to the assignment:



1 - The **Export** button opens an Excel spreadsheet with a list of enrolled students and their submission titles. This option is particularly useful for larger modules, where information may need to be sorted and filtered.

2 - Title of students' work. Click here to open the **Turnitin Document Viewer** (see below) that will display the individual piece of work, the mark, originality report and marker's feedback.

3 - Similarity Score

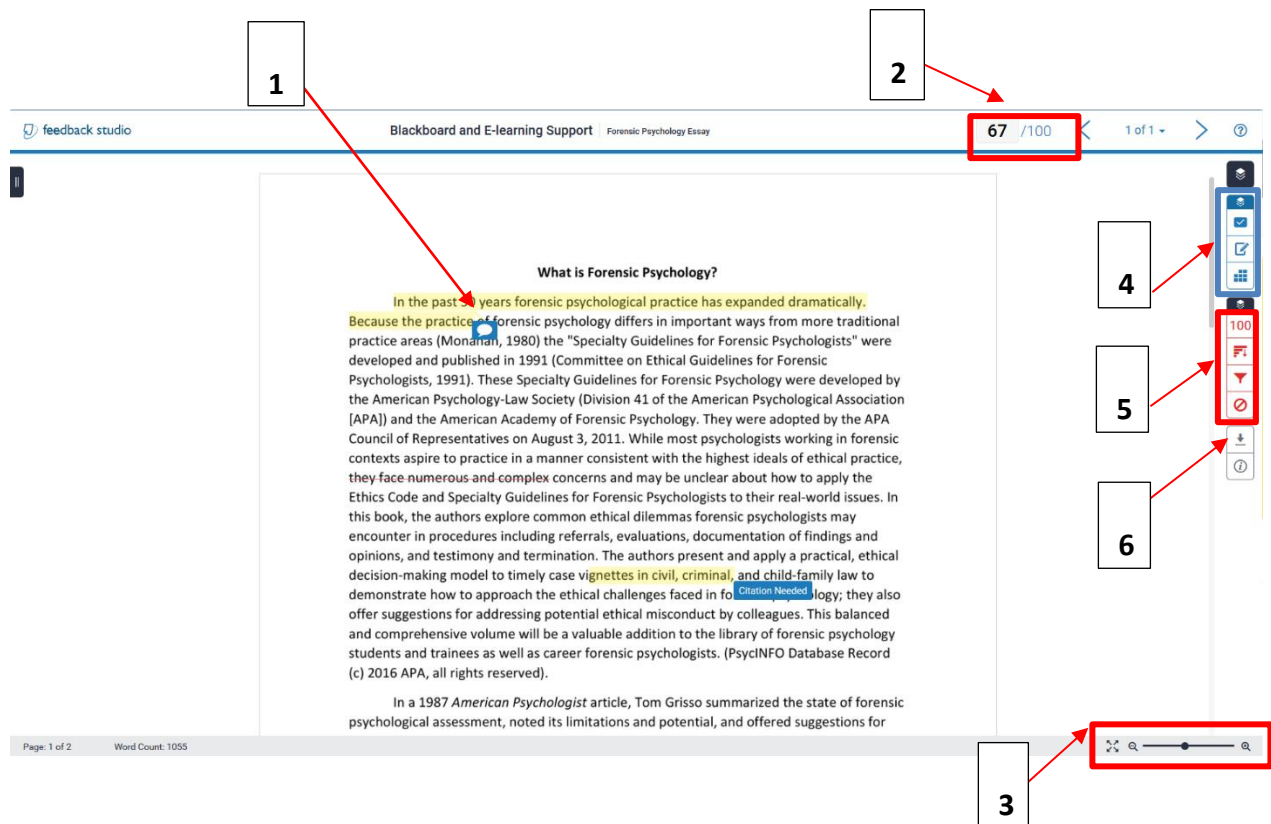
0% = No matching text detected

100% = Match found for all submitted text

4 - Mark awarded. If marks have not yet been awarded then a blue pencil will appear in this column instead. Some coordinators may not upload a full set of marks to Turnitin, instead using the Blackboard **Grade Centre**.

5 - Date work was submitted. If an assignment was submitted after the deadline then a red text saying 'Late' will appear in this column instead.

TURNITIN DOCUMENT VIEWER

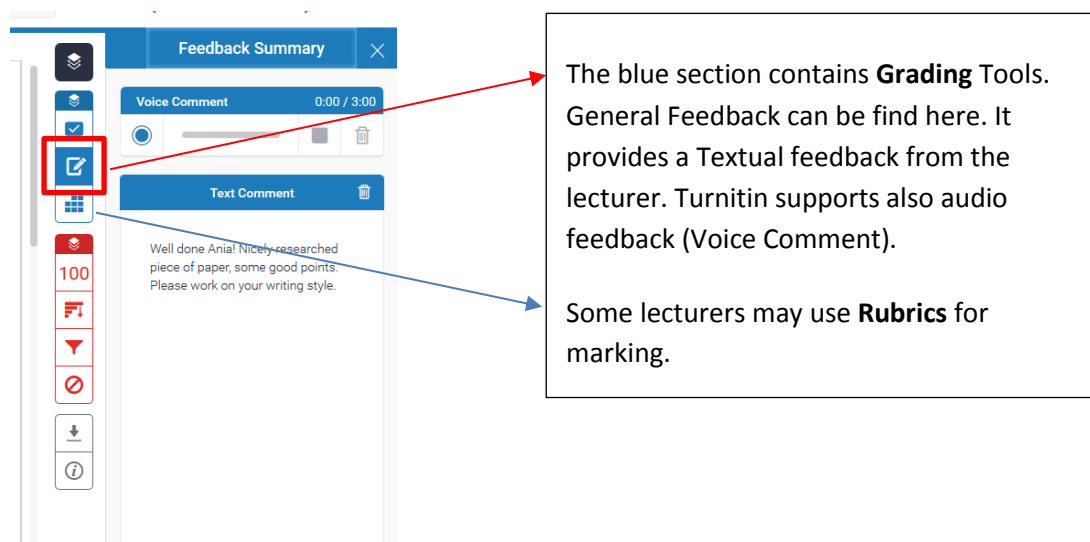


1 - Comments are embedded in the assignment. Click on the speech bubble or comment to read.

2 - Provisional mark awarded.

3 - To increase/decrease the size of text, click, hold the slider and drag left or right.

4 - Grading Tools.



5 - Similarity Tools.

Originality Score

0% = No matching text detected

100% = Match found for all submitted text




Turnitin checks student submission for text that matches other sources. The system allows considerable flexibility in terms of the originality settings, and in how marks and feedback are to be allocated, practices may vary from module to module.

The screenshot shows the Turnitin interface for a document titled "Forensic Psychology Essay". The document text is highlighted in green, indicating a match. The Match Overview panel on the right shows a 100% originality score and a list of five sources with their respective match percentages. A red box highlights the Match Overview panel, and a red arrow points from it to the text in the document.

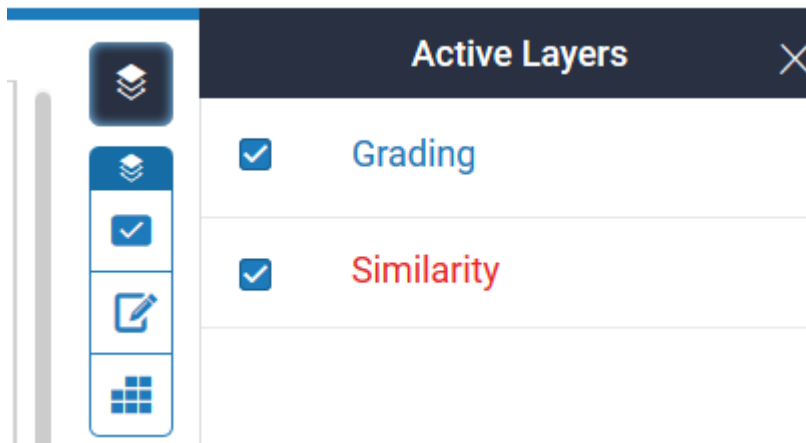
Source	Match Percentage
1 en.m.wikipedia.org (Internet Source)	45%
2 Nicola S. Gray, 'Forensic...' (Publication)	18%
3 ebooks.uib.uni-muench... (Internet Source)	14%
4 vivo.apa.org (Internet Source)	14%
5 www.atkinsanddeathpe... (Internet Source)	9%

The red section contains **Similarity Tools**. You will see a Match Overview (percentage of the written work matching individual sources). The Match overview will also be highlighted by different colours in the text.

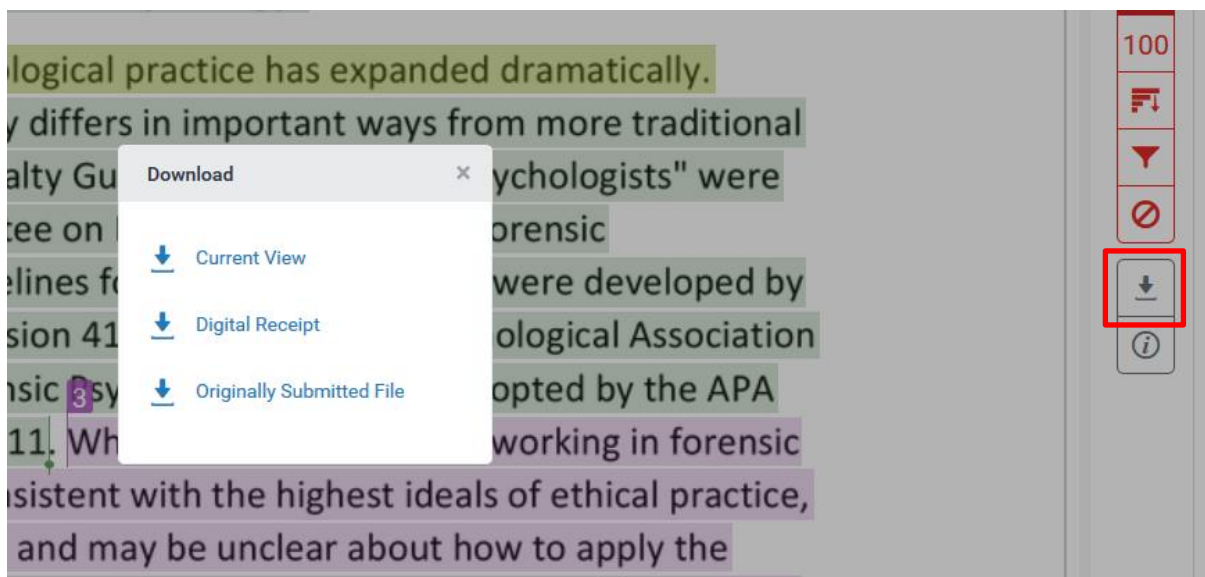
Similarity Tools also include:

- Checking a detailed list of all sources used 
- Changing filters or settings for the Similarity Report 
- Viewing excluded resources (if available) 

Note: You can switch between Grading and Similarity Layers - viewing each of them individually or together.



6- Downloading a Turnitin assignment.



Assignments can be downloaded and printed for ease of reviewing by using this button. It provides you with three options:

- Download PDF of current view for printing – complete with marker feedback.
- Download PDF of digital receipt for printing – as seen by the student.
- Download submitted file – assignment as submitted by student before marking.

BLACKBOARD GRADE CENTRE

Turnitin is suitable for text-based assignments – i.e. essays, reports. Therefore on some modules, built-in Blackboard assessment tools are used which allow submission of other file types such as images, audio, or a combination of file types. In this case student grades and feedback will be visible from the Blackboard **Grade Centre**.

Access the Blackboard **Grade Centre** via **Control Panel > Grade Centre > Full Grade Centre**.



A screenshot of the Blackboard Grade Centre interface. The page title is 'Grade Centre : Full Grade Centre'. Below the title is a help message: 'When screen reader mode is on, the Grade Centre data appears in a simplified grid. You cannot freeze columns or edit inline, making it easier to navigate using the keyboard. To enter a grade, access a cell's contextual menu and click View Grade Details. When screen reader mode is off, you can type a grade directly in a cell on the Grade Centre page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Centre. More Help'. Below the help message are navigation options: 'Create Column', 'Create Calculated Column', 'Manage', 'Reports', 'Filter', and 'Work Offline'. A table of student grades is displayed with columns for 'Last Name', 'First Name', 'Username', 'Student ID', 'Last Access', 'Availability', 'Weighted Total', 'Total', 'Module 1', 'Practise journa', 'What is Psycho', 'Social Psychok', 'Forensic Psych', and 'Test Survey'. A red box highlights the 'View Grade Details' option in the contextual menu for the 'What is Psycho' column. Three numbered callouts are present: '1' points to the 'View Grade Details' option, '2' points to the 'Icon Legend' button, and '3' points to the 'View Grade Details' option in the contextual menu.

1 – Mark awarded. **Please do not click on the mark as this will allow changes to be made.**

2 – Icon legend.

3 – To view further details regarding mark awarded, hover the mouse over the mark and click on the downward arrow that appears. Select **View Grade Details**:

The screenshot shows the 'Grade Details' interface. At the top, it identifies the user as 'Blackboard and E-learning Support (bbstaff)' and the column as 'Test Survey (Survey)'. Under 'Current Grade', it shows 'Exempt' with sub-statuses: 'Grade based on Last Graded Attempt', 'Due: None', and 'Calculated Grade ✓'. A 'View Attempts' button is highlighted with a red arrow originating from a box with the number '4'. Below this are tabs for 'Attempts', 'Manual Override', 'Column Details', and 'Grade History'. A table lists attempts with columns for 'Date Created', 'Date Submitted (or Saved)', 'Value', 'Feedback to Learner', 'Grading Notes', and 'Actions'. One attempt is shown: '17-Oct-2017 16:12:29' created and '17-Oct-2017 16:12:44 (Completed)' submitted, with a 'Value' of '✓'. The 'Actions' column for this attempt includes 'Grade Attempt', 'Clear Attempt', and 'Ignore Attempt'. A 'Return to Grade Centre' link is at the bottom right.

4 – Click on **View Attempts** to see students’ work if it has been submitted through Blackboard.

FURTHER HELP

If you require any further assistance, please use the contact details below:

E-Learning Group: Tel: 01970 622 472 Email: bb-team@aber.ac.uk

Information Services: Tel : 01970 622 400 Email: is@aber.ac.uk

Please report any issues immediately to avoid delays in resolving the problems.