
E-SUBMISSION GUIDE

All word-processed, text-based assignments should be submitted electronically, unless exemption has been approved. All assignment submission points should be in the Assessment and Feedback section on Blackboard.

Aberystwyth University has two different options for electronic submission, **Turnitin** and **Blackboard Assignment**. This guide also contains instructions on using **Component Marks Transfer workflow**.

TURNITIN SUMMARY

Turnitin allows students to:

- Submit work electronically
- Receive an email receipt for their submission
- View their marks and feedback via Blackboard

Turnitin allows staff to:

- View a text-matching Similarity Report on assignment submissions
- Mark assignments online
- Provide audio feedback
- Use a personalised comment bank for frequently-used comments
- Distribute marking to different staff, based on student groups, e.g. seminar groups

BLACKBOARD ASSIGNMENT SUMMARY

Blackboard Assignment allows students to:

- Submit work electronically
- Receive an email receipt of their submission
- View marks and feedback via Blackboard
- Submit group assignments

Blackboard Assignment allows staff to:

- Mark assignments online
- Mark group assignments

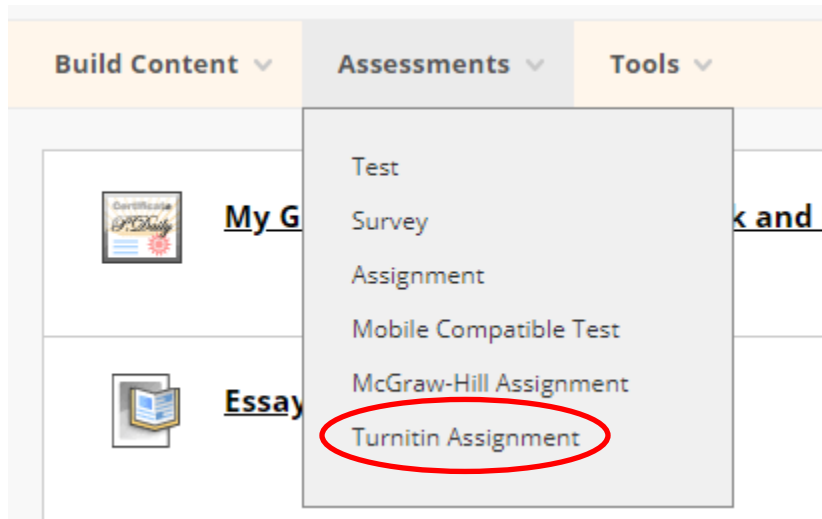
GUIDE TO COMPONENT MARKS


This guide also includes instructions on how to use Component Marks which is a transfer tool for transferring marks for assignments to AStRA.

QUICK START GUIDE TO TURNITIN

HOW DO I CREATE AN ASSIGNMENT SUBMISSION POINT IN TURNITIN?

- Go to the module in Blackboard and click **Assessment and Feedback** on the left-hand menu.
- Select **Assessments** and **Turnitin Assignment**:



- Select the assignment type – this should always be **Paper Assignment**
- Click **Next Step**
- Enter the **Assignment title** – Give it a meaningful name and state the assignment deadline.
- Enter the **Point Value** – For graded assignments the Point Value should be 100. (The total marks for the assignment and not the weighting of the assignment in the module.) If there are no marks but only feedback the value should be left blank, and it will default to 0.
- Enter the **Start Date** – the date and time the assignment submission point will become available.
- Enter the **Due Date** – the date and time the assignment must be submitted by. This should be during the day on a weekday so there are staff available who can assist students if they have difficulty submitting an assignment.
- Enter the **Post Date** – the date when marks are posted to the Grade Centre and are made available to students. Normally, this is 3 weeks' after the due date. If retrospective Post Dates are selected marks and feedback may be lost.
- If anonymous marking is used on the Post Date:
 - Students' names become available and their marks are visible
 - Marks pass from Turnitin to the Grade Centre
 - Students can view their marks and feedback
- If anonymous marking is not used, on the Post Date:
 - Students can view their marks and feedback
- Optional Settings can be viewed by expanding  and include:

- **Allow submissions after the due date:**
 - **No** - students cannot submit assignments after the due date and how assignment extensions are processed should be considered.
 - **Yes** - students can submit assignments after the due date. Late submissions will be flagged as being submitted late.
- **Generate Similarity Reports** – controls the Similarity Reports as well as whether students can resubmit assessments up to the due date and time. If you select:
 - **Immediately first report is final** – students cannot resubmit assignments. Similarity reports are generated immediately for all submissions. Erroneous submissions must be deleted by instructors before resubmission may be made.
 - **Immediately (can overwrite reports until due date)** – students can resubmit assignments as many times as they want to until the assignments due date and time.
 - **On due date** – students can submit an assignment as many times as they want until the assignments due date and time. The Similarity report is generated on the due date and time.
- **Reveal grades to students only on postdate?** – **Yes** should be used. If **No** is used students will be able to see their marks and feedback before the assignment postdate.
- **Enable anonymous marking?** – **Yes** should be used. If you need to print the papers for the submission select **No**.
- Click **Save** and the assignment submission point will be set up.

HOW DO I USE RUBRICS?

WHAT ARE RUBRICS?


Rubrics are marking or assessment criteria. Students will be able to view a rubric /form attached to an assignment submission point before they submit their assignment. Turnitin has four different types of rubrics that can be set up and enable you to define criteria to mark against

- Standard Rubric – each criteria are weighted using percentages and each scale has a mark allocated to it. The overall mark is calculated based on the percentage weightings
- Custom Rubric – criteria are not weighted
- Qualitative Rubric – no weighting or marks can be applied. The scales and criteria are used to provide guideline feedback
- Grading forms – can be used to provide free form feedback based on each criteria. You set the criteria and add comments for each student

For further information, see [FAQ 705](#).

HOW DO I CREATE A RUBRIC?

Rubrics can be created when an assignment submission point is set up, or after students have begun to submit and you are ready to mark. To create a rubric:

- Login to Blackboard and go to the module that contains the assignment
- Under **Course Management**, click **Course Tools**, and then **Turnitin Assignments**
- Select the assignment that needs a rubric
- Click **Edit Assignment**
- Expand **Optional Settings**
- Scroll down to the bottom of the screen to **GradeMark**
- Click on the **Launch Rubric / Form Manager**
- In the window that opens, click on **View available rubrics and rubric options**
- Select **Create new Rubric**
- Scroll to the bottom of the page and select a rubric scoring option (% is standard rubric)
- Add a rubric name at the top of the page
- Complete the **Criteria / Scales** depending on the rubric requirements
- Add additional criteria and scales using this symbol 
- Click **Save** to apply the changes to the rubric

For further information, see [FAQ 701](#).

HOW DO I ADD A RUBRIC TO A TURNITIN ASSIGNMENT?

When a rubric has been created, you need to add it to the assignment.

- Login to Blackboard and go to the module that contains the assignment
- Under **Course Management**, click **Course Tools**, and **Turnitin Assignment**
- Select the assignment that needs the rubric
- Click on **Edit assignment**
- Select **Optional Settings**
- Scroll down to the bottom of the screen until you see **GradeMark**
- Click on the drop down menu and select the new rubric
- Click **Submit** and **OK** to attach the rubric to the assignment

HOW DO I MARK THROUGH TURNITIN?

When you are ready to mark an assignment:

- Go to the relevant module in Blackboard
- Under **Control Panel**, expand **Course Tools** and click **Turnitin Assignments**
- Click on the **Assignment** you want to mark
- You are now in the Assignment Inbox
- To open an assignment:
 - Click on the paper's **Title**
- The assignment is ready to mark

CHECKING THE SIMILARITY REPORT

Turnitin has an inbuilt similarity report checker. It is a text matching function and not a plagiarism detection tool:

TITLE	SIMILARITY
Essay 1 - TEST	17% ■

The matching text displays as a percentage. To view the similarity report:

- Click on the **Percentage**, this opens the Document Viewer
- To view the sources, click on the number in the red box:



- Matching text is highlighted and the original sources are displayed
- From there, you can see the text matching and the sources

MARKING IN GROUPS

Turnitin groups can be used to divide assignments for marking purposes, for example between seminar groups. Please notes that groups should be formed before the submission point is created.

To put students into groups:

- Set up groups in Blackboard
- Populate the groups with students




- When ready to mark, click **Course Tools / TurnitinUK Assignments by Groups**
- Select the assignment that you want to mark
- Select the group you wish to mark and click the **Go** button

For further information, please see [FAQ534](#).

GIVING FEEDBACK AND COMMENTS FOR AN ASSIGNMENT

Feedback and comments can be given once an assignment has been opened. If you click on the assignment this icon appears:



- The  symbol is Quick Marks – a tool that contains a bank of comments that can be inserted onto the text
- The  symbol allows you to enter feedback and comments of your choosing
- The  symbol allows you to enter feedback in line with the text on the assignment


HOW DO I USE QUICKMARKS?

QuickMark – the main tool for marking online with Turnitin. You can:


- Type into the script to create a bubble comment
- Type text directly onto the script, without a bubble
- Drag a pre-made comment from one of the comment sets onto the script
- Type text directly onto the script without a bubble
- Drag a pre-made comment from one of the comment sets onto the scrip and add an additional comment to it (if desired)
- Highlight text and attach a bubble comment
- Create your own custom set of comments
- Associate a bubble comment with a criterion on a Rubric or Marking form (see below)
- Click on the Gear Cog in the top right hand corner and create the comment sets you want.

GIVING WRITTEN OR AUDIO FEEDBACK SUMMARY

If you want to enter feedback summary for a whole assignment, you can use the blue menu on the right of the screen:

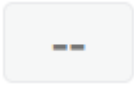
- Click on this icon to the right of the screen: 
- Enter your feedback in the Text Comment box

If you want to leave audio feedback:

- Ensure that you have a microphone connected and click the  symbol
- Audio feedback of up to 3 minutes may be left

ENTERING MARKS

When you have decided a mark to give an assignment:

- Double click on this symbol: 
- Enter the number that you want to give the assignment
- Press **Enter** on your keyboard and click outside of the mark box (anywhere on the assignment)
- Close the assignment and the mark should populate in the entry on the Turnitin Assignment

GRADE
63
page: _____

Tip: Don't toggle between assessments – instead, after you have marked the assignment, close it down and re-open the next assessment.

QUICK START GUIDE TO BLACKBOARD ASSIGNMENT

HOW DO I CREATE AN ASSIGNMENT SUBMISSION POINT IN BLACKBOARD ASSIGNMENT?

- Go to module in Blackboard and click **Assessment and Feedback** on the left-hand menu.
- Select **Assessments** and **Assignment**
- In **Name** and **Colour** enter a meaningful title for the assignment
- You can add instructions in **Instructions** box which will be visible to students
- You can also choose to attach a file to the assignment by clicking **Browse My Computer** or **Browse Course**
- Enter the assignments **Due Date** and **Time** – select a due date during the working week and a time during the working day so that support can be provided if required
- Under **Grading**, enter **Points Possible**. This is usually 100.
- Select whether the assignment is an **Individual Submission** or a **Group Submission**
- Select the **Number of Attempts**:
 - **Single Attempt** - students can only submit their assignment once and Instructors have to delete any erroneous assignment submissions
 - **Multiple Attempts** - students can submit an assignment multiple times before the due date but you specify the maximum number of attempts
 - **Unlimited Attempts** - students can submit an assignment an unlimited number of times
- To enable anonymous marking - expand **Grading Options** and tick **Enable Anonymous Marking** and select **On Specific date** or **After all submissions are graded**
- To delegate marking - tick **Enable Delegated Marking** and allocate groups to different markers
- If you would like the assignment to appear for a set period of time, enter information into the **Availability** field
- When you have filled in the information required, press **Submit**

HOW DO I MARK ASSIGNMENTS IN BLACKBOARD ASSIGNMENT?

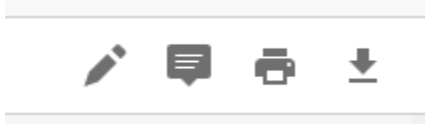
An entry is automatically added to the Grade Centre when an assignment is created. This is where you can view and download the assignments. When you click **Grade Centre** from the Control Panel, you will see several views, including:





- **Needs Marking** – shows only assignments that have been submitted but not yet marked
- **Full Grade Centre** – shows all Grade Centre columns for all students

When you are ready to mark:

- Go to **Grade Centre**

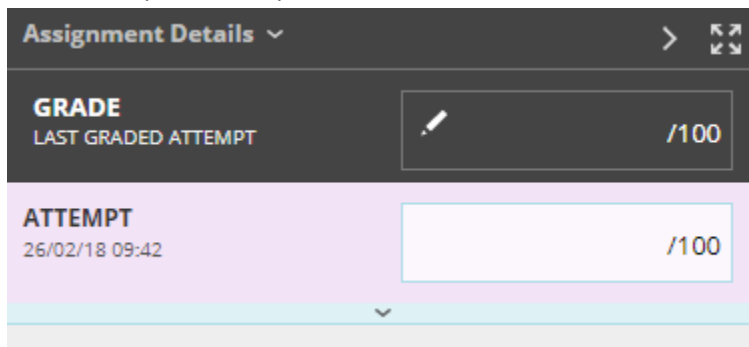
- Select **Needs Grading**
- Click on the **User Attempt** (the student's name is hyperlinked)
- The assignment will then open. Along the top of the assignment you have the following options:



-  is a pointer tool and allows you to annotate the assignment
-  allows you to add comments to the document
-  allows you to print the document
-  allows you to download the document

To add a mark and general feedback to the learner:

- Click in the pink Attempt Box:



- The box will expand and there will be space for you to provide general feedback to the learner. Enter the mark next to the attempt
- You can save your feedback as draft or submit your feedback

HOW DO STUDENTS SUBMIT THEIR ASSIGNMENT?

Students should go to the relevant module in Blackboard, select Assessment and Feedback, go to the assignment, and click on the submission point.

- Click on the underlined title of the assignment
- You do not need to add anything to **Add Comments** unless specifically asked to by your tutor
- Click on **Browse My Computer** to add a document
- Browse to the location where your assignment is saved and click **Open**
- This will add the assignment to this area ready for submission. If you have 2 or more documents to add click **Browse My Computer** again.

Note – add and upload all of your files **before pressing Submit**. Once you have pressed Submit you will not be able to add any more files. **Do not** use **Save as Draft** – you will have to contact your tutor to ask them to clear the attempt and start again.

- When you have uploaded all your documents, press **Submit**
- You will see a page confirming the assignment has been submitted
- Press **OK** and you will be returned to the main Assignments section

HOW DO STUDENTS SEE THEIR FEEDBACK?

There are two places that students can access their grades and feedback for assignments – either the Original Submission Link or through My Grades.

SUBMISSION LINK

- Go to the original submission link and click on the title
- Here you will be able to view your mark (grade) and assignment feedback
- If your tutor has given your feedback through an attached file, click on the file name to download the attachment

MY GRADES

- Go to the module, click on **Tools** and **My Grades**
- Click on the **Assignment Title**
- This will show you the same view through the document viewer that was described above

INTRODUCTION TO COMPONENT MARKS

Component marks is a tool that maps the marks of assignments in Blackboard and Turnitin and transfers them over into AStRA. Previously, marks were inputted manually. Component marks is a way to prevent a number of clerical or data entry errors. Once the marks have been transferred, double-check some of the entries in AStRA to make sure that they have transferred correctly. If you have any queries regarding component marks, please email learning@aber.ac.uk phone 01970 62 2472.

HOW DO I TRANSFER COMPONENT MARKS FROM BLACKBOARD TO ASTRA?


There is a way to transfer marks for component assessments in a module to AStRA. This process entails:

- Ensuring that the Transfer Tool is enabled (only needs to be done once per module)
- Mapping Grade Centre Tools
- Transferring Marks

The transfer tool is available under **Course Tools** and **AStRA::Map Columns** in the modules on Blackboard.

HOW DO I ENABLE THE TRANSFER TOOL?

- Login to Blackboard and go to the relevant module
- Go to **Customisation** and click **Tool Availability**
- Find **AStRA::Sync** and put a tick in the **Available** column:

Tool 	Available
ABGM Tool	<input type="checkbox"/>
Achievements	<input checked="" type="checkbox"/>
Achievements	<input type="checkbox"/>
Adaptive Release	<input checked="" type="checkbox"/>
ALEKS	<input type="checkbox"/>
Ally	<input checked="" type="checkbox"/>
Announcements	<input checked="" type="checkbox"/>
Assignment	<input type="checkbox"/>
AStRA::Sync	<input checked="" type="checkbox"/>

- Click **Submit**

HOW DO I MAP GRADE CENTRE TOOLS?

Mapping the columns can be done at any time after your Grade Centre columns have been created. For many Blackboard tools the columns are created automatically (for example when you set up the Turnitin submission point). For other types of assessment, you might need to create your own columns.

- Click on **Course Tools > AStRA::Map Columns**



- You will see a list of assessments for this module that exist in AStRA and a list of the Grade Centre columns

LINK THE BLACKBOARD GRADE CENTRE COLUMN TO AN ASTRA ASSESSMENT

Assessments from AStRA

	Assessment Title			
AStRA	(1 x 1.5 hour exam) Semester Exam	1 x 2,000 word essay Semester Assessment	1 x 1.5 hour supplementary (resit) examination Supplementary Exam	1 x 2,000 word supplementary (resit) essay Supplementary Assessment
Blackboard				
Transfer				

Assignments from Blackboard Grade Centre

Show non-assignment columns
 Drag the Grade Centre column to the AStRA assignment!

- + Essay
- + Alternative Assessment

- Click and hold your mouse on the small cross next to the Grade Centre column and drag and drop it into the appropriate column in the table
- Click **Save**

HOW DO I TRANSFER MARKS?

When you are ready to transfer the marks, press the **Transfer** button

	Assessment Title
AStRA	Written Essay Semester Assessment
Blackboard	+ Essay
Transfer	Transfer

You will then see a message at the top of the page to let you know that the marks have been transferred.

You can then check they have appeared correctly by logging into AStRA and viewing report STF08. Marks can be altered in AStRA if required.

If you need to transfer additional marks, you can press the **Transfer** button again.

A downloadable Component Marks Transfer guide can be found [here](#).