

Tips and FAQs for Students

This Fact sheet will answer the following:

[How to prepare your assignment for Anonymous Marking](#)

[Where to view Feedback through Blackboard](#)

[Printing or Saving a Copy of your GradeMark feedback](#)

How to prepare your assignment for Anonymous marking

During your course, tutors may decide to mark some of your assignments anonymously. If your assignment is to be marked anonymously, your name must NOT appear on an Anonymous Assignment:

*. Instead of writing your name, you are responsible for ensuring that the following information is clearly visible on our assignment (*on each written page as needed*).

Student ID/Pnumber Title of your assignment The Module code

P99888888

Literature Review

ENGL1234

- **Always contact your tutor for information about how you need to submit your assignment.**
- **Your tutor will clarify whether you need to submit through: a Turnitin link; a Blackboard Assignment link; a hard copy etc.**

Where to View Feedback through Blackboard

Q: My tutor is using GradeMark to annotate my assignment online – how can I view the comments?

Q: Once my assignment has been marked, how will I be able to view my marks and any feedback from the tutor?

Your tutor may decide to provide you with marks and personalised written feedback through Blackboard.

Usually your tutor(s) will tell you by email, an announcement, or in person when Grades are made visible through Blackboard. It is likely that your marks will only be made available through Blackboard once all the assignments on the module have been marked.

There are a number of different ways that your tutor can use Blackboard to make your feedback and grades available to you. They will be able to clarify which way they complete this.

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Here are some of the ways you may be provided with online feedback.

i) Feedback through a Turnitin link in your module:

In Blackboard, when you click on the **Turnitin Link** in your module, you will see a screen with a list of your Turnitin submissions for the module.

Turnitin Assignment



Chapter submission test

testing for the Graduate school

>> [View/Complete](#)

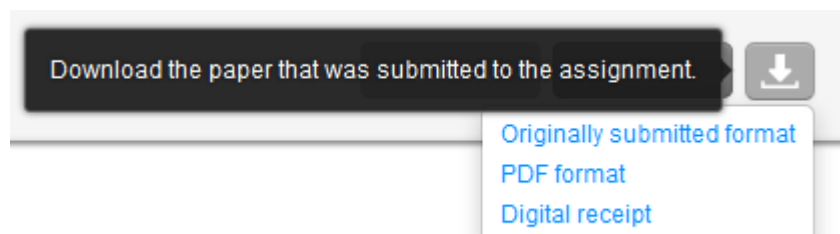
From here, select the view/complete link; you will be able to view your assignment once it has been marked, or request a Digital Receipt for an assignment you have submitted.

Info	Dates	Similarly
test on repeated submission	Start: 28-Jun-2013 7:43AM Due: 28-Jun-2013 8:30AM Post: 28-Jun-2013 8:30AM	Not Available

Go to the assignment you have submitted: you will see three buttons, Submit, View, and a Down arrow.

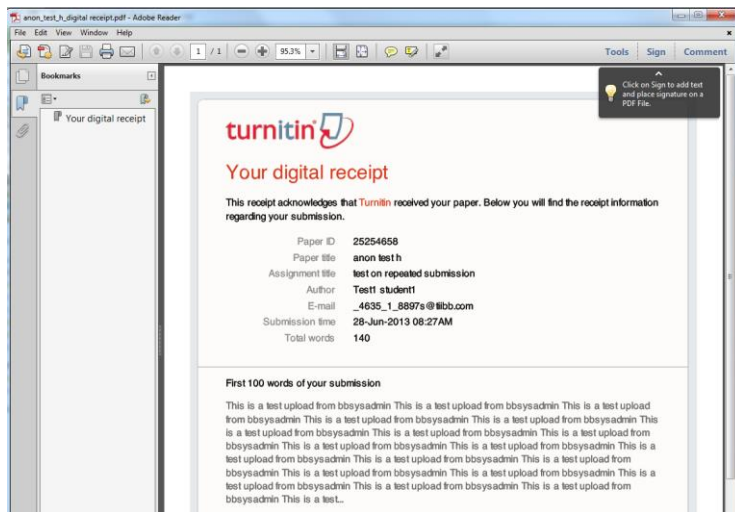


The Down Arrow will allow you to select Digital Receipt or PDF format of your Turnitin submission.



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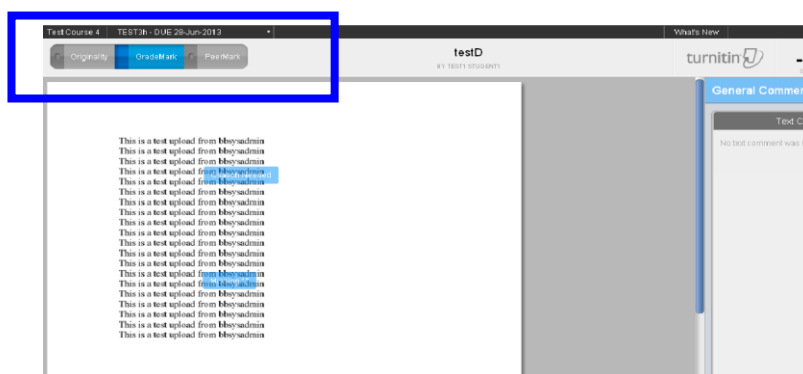
A digital receipt looks similar to this and includes: Paper ID, Time of submission, Number of words and the first 100 words of the assignment. You can download and save the digital receipt to your own computer or a USB.



When all marking on the module is complete, the tutor **may** use this area to make your assignment marks available to you.

Click on the view link, where you will be able to view any online feedback that has been provided for you through GradeMark. (*GradeMark allows for written feedback and/or, in some cases, a short audio file with spoken feedback*).

The Turnitin Originality report (*if made available by your tutor*) plus your GradeMark feedback is available to you. You can toggle between the Originality and GradeMark buttons on the top-left of the screen.



ii) Feedback through a Blackboard tool called My Grades

Alternatively, the tutor may use a tool, called My Grades which provides your personalised grades. My Grades will typically be made available to you by your tutor after all marking has been completed on the module.

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My Grades

Item Name	Alignments	Due Date	Last Student Activity	Last Instructor Activity	Grade
Weighted Total					-
Total					25.00/0
Chapter submission test			18-Jun-2013 14:49	19-Jun-2013 16:38	25.00/0

Select the blue grade figure; this will provide you with details of your assignment; the original paper you submitted (under Assignment materials); the originality report (if your tutor has allowed you to view this); and any feedback provided through GradeMark (*Feedback from Instructor*).

Review Assignments: Chapter submission

Assignment Information

Name Chapter submission test
Instructions testing for the Graduate school

Assignment Materials

My Paper Title chapter2
My Paper 

Student Assignment

Feedback From Instructor

Grade 25 out of 0.0
Originality Report 

Click here to view Originality Report & GradeMark

Comments
Files From Instructor

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The screenshot shows the Turnitin interface for a submission. At the top, there are tabs for 'Originality', 'GradeMark', and 'PeerMark'. A red arrow points from a text box to the 'GradeMark' tab. Below the tabs, the submission details show 'Submission 1' by 'ANONYMOUS' with a '100%' similarity score. On the right, the 'QuickMark' templates menu is open, showing various feedback options like 'Awk.', 'C/S', 'Citation Needed', etc. A red arrow points from the 'GradeMark' tab to the 'QuickMark' menu.

Toggle between Originality & GradeMark

Printing or Saving a Copy of your GradeMark feedback

To print or save copies of the annotated script select the **Print** icon.

When the **File Download** box is displayed, click to indicate whether you wish to open or Save the assignment script.

The screenshot shows a document viewer with a 'File Download' dialog box open. The dialog box asks 'Do you want to open or save this file?' and shows the file name '..._of_how_an_anonymised_submission_appears.pdf', type 'Adobe Acrobat Document', and source 'submit.ac.uk'. There are 'Open', 'Save', and 'Cancel' buttons. Below the dialog box, there is a warning message: 'While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?'. At the bottom left of the document viewer, there is a 'Print' icon. A red arrow points from a text box to the 'Print' icon.

Click the Print icon to print or save an electronic copy to your computer or USB.