**Sharing QuickMarks in Turnitin**

If you want to be able to use the same set of bespoke QuickMarks across a programme/module team. Follow this guide.

1. Navigate to any module which has Turnitin submissions, and from the **Course Tools** menu select **Turnitin Assignments**



2. Click on an assignment in the list



3. Click the **Libraries** tab



4. In the **Quick Marks Manager** panel, click and highlight the QuickMark set that you want to share.



5. Click the **Import/Export** icon at the right of the panel and select **Export Set…**



6. Click the **Save** button in the panel that appears at the bottom of your screen



7. Close the panel



8. Locate the exported file in the **Downloads** folder on your computer



9. Email this file to anyone who you want to be able to use the QuickMarks

**Importing QuickMarks**

When you have received an email containing a QuickMarks file

1. Right-click the file attachment in the email and select **Save As** – save the file to your computer (remembering where you saved it to!)



2. Navigate to any module which has Turnitin submissions, and from the **Course Tools** menu select **Turnitin Assignments**



3. Click the assignment link



4. Click the **Libraries** tab



5. Click the **Import/Export** icon at the right of the panel and select **Import Set…**



6. Click **Browse** and locate the QuickMark file in your computer





7. Click the **Open** button



8. Click **Import**



8. Click **Close**



9. The QuickMarks will be added to your list of available QuickMarks and you will be able to use them when marking any Turnitin submissions in any module.