Providing in-paper feedback comments in Turnitin

Turnitin's GradeMark system contains several tools and types of marking that tutors can use when providing feedback. This skill sheet will help you to highlight text and provide inline, bubble and QuickMark comments on your students' work. Additional guides are available for providing feedback using:

- voice comment
- grading forms

- rubric scorecards (marking grids)
- creating and sharing your own QuickMark sets

To begin, open the student's assignment in the **Grademark interface.**
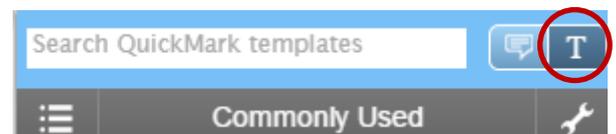

Adding an inline comment

Inline comments allow tutors to add feedback text directly onto the paper, similar to annotating a hard copy. To add an inline comment:
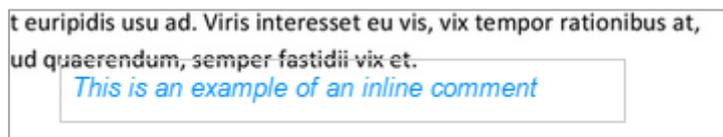
1. In the **Grademark interface**, at the bottom of the right-hand sidebar, select the speech **QM (Quickmarks) icon**.

2. Click on the **'T' (Text)** icon in the top-right of the sidebar:

3. Click on the student's paper where you want the comment to begin. The inline comment will show up as a grey-outlined box in which you should start typing.

4. When finished, click elsewhere on the paper. The inline comment will appear as blue text directly on the paper, without the boxed outline.

5. To edit an inline comment, click directly on the inline comment's text. To delete an inline comment, hover over the comment and click on the black 'trash' symbol.


6. Comments can be moved by hovering over the grey outline of the comment, clicking and holding down while you drag and drop it to its new position.
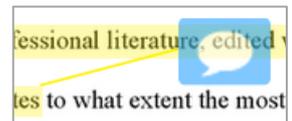
Highlighting text

1. Within the **Grademark interface**, click on the **speech bubble icon** in the top-right corner of the side pane.

   Select the area of paper's text that you wish to highlight, and **click anywhere within the highlighted text** to open a comment bubble.

2. **Enter the comment** to associate with the highlighted area and **choose which colour highlighter** to use (Yellow is the default). Click **Save**.
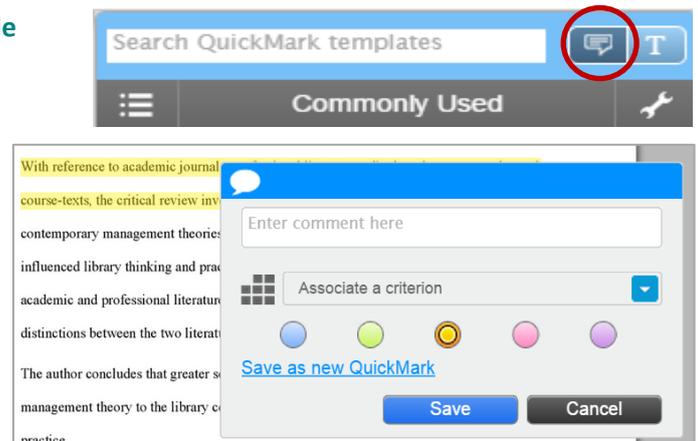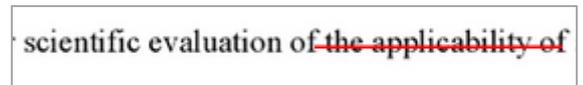
3. The comment icon will sit wherever the highlight was clicked. **It can be moved**, but remain associated with the highlighted section, by clicking on the icon and dragging it to a new location.

Striking through text

1. Within the **Grademark interface**, ensure the **speech bubble icon** in the top-right corner is activated.

2. **Select the area of the paper's text** you want to strike through, and hit either **delete or backspace** on your keyboard.
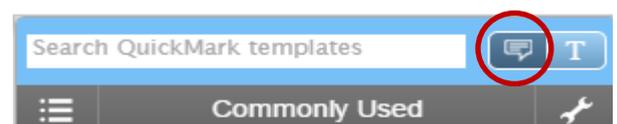
3. To **undo the strikethrough**, hover over the strikethrough text and click on the trash icon that appears.

Adding a bubble comment

A bubble comment provides a similar annotating function to inline comments, with some additional features. A comment can be up to 1000 characters in length.

4. Click on the **speech bubble icon** in the top-right corner of the side pane.

5. Click on the student's paper where you want the comment to appear, and enter the text into the text field and click **Save.**
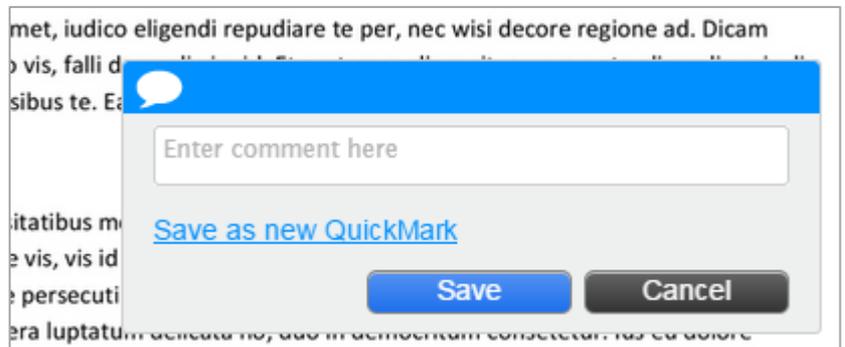
6. To **view/edit the comment**, hover over the speech bubble in the text.

7. To **move the bubble comment**, click and hold down on the speech bubble and drag it to its new position.

8. If you have enabled the marking rubric feature, you will also see an option to **associate the bubble comment with a particular criterion** from your marking rubric. This feature can help students to further understand how the tutor has determined their position on the marking rubric. Click on the drop-down menu to allocate the comment to a criterion:
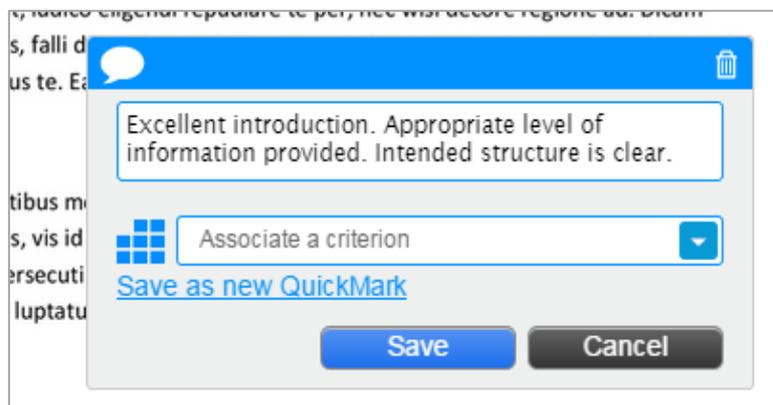

9. Bubble comments that have been associated with a rubric criterion will then display a rubric icon in the speech bubble:

If you are regularly repeating the same comment, you may wish to save it as a QuickMark, in order to drag and drop the comment into place whenever you need it.

10. The next time you write the comment, select the **Save as new QuickMark** link before clicking **Save**. Provide a recognisable **Title** for the QuickMark and assign it to an appropriate QuickMark **Set** (grouping). Click **Save**.
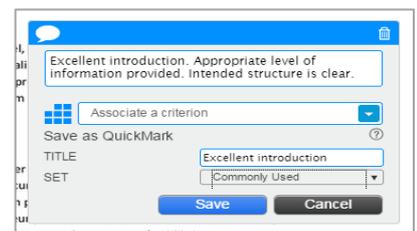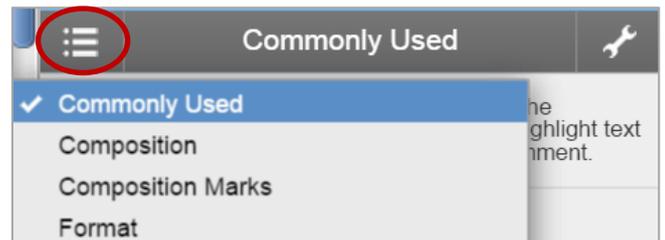
Adding a QuickMark comment to the paper

QuickMarks are commonly used comments or editing instructions that tutors can easily drag and drop onto the student's paper from the GradeMark sidebar. Grademark automatically provides several sets of QuickMarks grouped by theme, for example, punctuation, composition etc. Tutors can use these sets of comments, create their own sets or upload a set shared by another tutor.

1. If the QuickMarks are not displayed in the sidepane, in the Grademark interface, at the bottom of the right-hand sidebar, click the **QM icon**.

2. The **Commonly Used** QuickMarks set is the active one, by default. Clicking on the **Menu icon** to the left of the Quickmark set's name will **show the other available QuickMark sets**. Click the desired set to display it in the sidebar.

3. Hovering over a QuickMark in the sidebar will display the **description of the comment** in the blue box area below the QuickMarks.

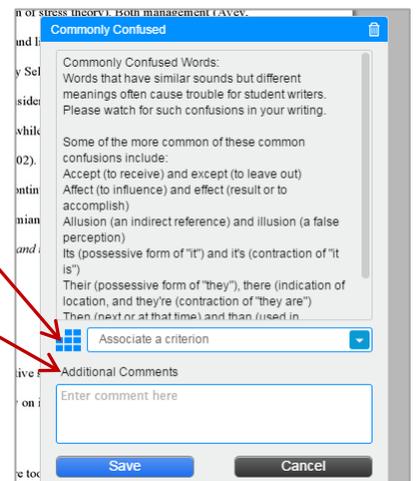4. To **add a QuickMark to the paper**:

   a. Click and hold down the required comment in the sidepane, and drag and drop it onto the student's paper wherever you would like the comment to appear.
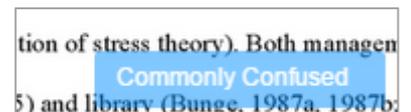
   b. If you have enabled the marking rubric feature, you will also see an option to associate the bubble comment with a particular **criterion** from your marking rubric.

   c. You can expand upon the QuickMark by typing your extra feedback in the **additional comments** box.

   d. Click **Save**. The QuickMark title acts as the comment's placeholder in the paper.

5. To **view/edit** the added QuickMark, hover over it. To **delete** from the paper, hover over it and click the **trash icon**. To move it click and hold down on the QuickMark title and drag and drop it onto the new location.

6. To **associate a highlighted section of the paper with a QuickMark**, select the text to highlight and then click on the required QuickMark in the sidepane. The QuickMark will be added to the end of the highlighted section.

For information on editing existing QuickMarks, and creating and sharing your own Quickmarks and Quickmark sets, see the appropriate help guide.

Comments review list

To easily review all comments and QuickMarks added to a paper, click on the **View all comments and QuickMarks for this paper** icon (third from left) in the bottom of the right sidepane.

The number to the right of the page number indicates how many comments are on that page of the paper.

Click the **Expand all** icon to the left of the page number to view comments on that page. Click it again to collapse the view back to normal.

Hover over a comment to reveal a blue **Show in paper** link which takes you to that particular comment in context.