

Setting up Feedback Studio for a Dropbox

For more information about seeing students' originality reports, go to

https://guides.turnitin.com/01_Manuals_and_Guides/Instructor_Guides/Feedback_Studio/19_The_Similarity_Report

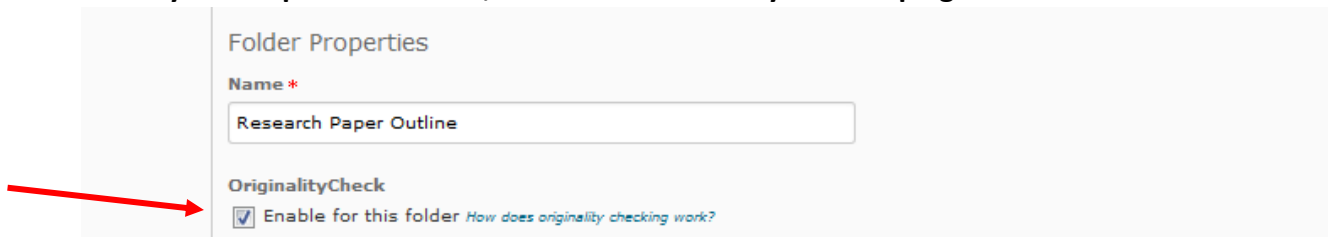
For more information about adding feedback to student papers, go to

https://guides.turnitin.com/01_Manuals_and_Guides/Instructor_Guides/Feedback_Studio/17_Grading_Tools

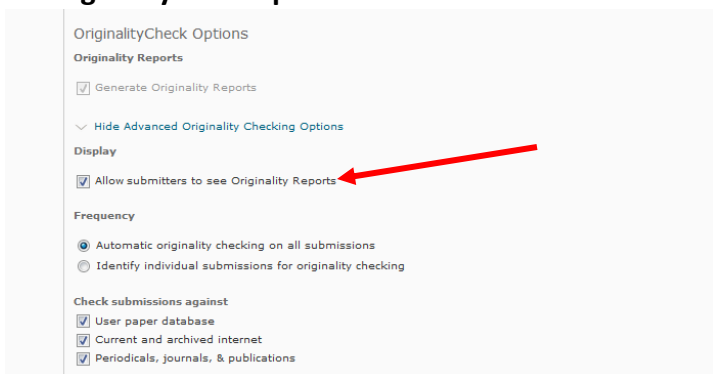
For general information about Feedback Studio, go to

https://guides.turnitin.com/01_Manuals_and_Guides/Instructor_Guides/Feedback_Studio

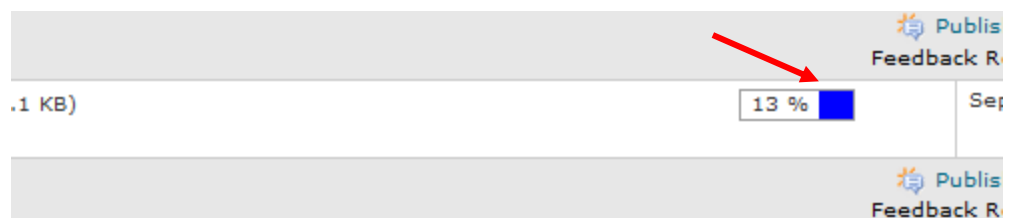
1. When your dropbox is created, be sure to click that you want plagiarism detection.



2. For students to be able to see their comments, you will have to make sure you have set the settings on your dropbox. Click where it allows students to see their originality reports.



3. After students have submitted documents, click on the colored box with the dropbox submissions.



4. Once *Turnitin.com* loads, you will see the student paper draft. On the right hand side, you will be able to access the originality report AND leave feedback. To view the Match Overview, click the red numerical similarity score from the similarity toolbar. If the similarity layer was inactive, it will now be activated, highlighting all matches on the paper.



5. To begin making comments, you will use the In-Context Marking Tool that allows you to choose between all of the different marking types that Turnitin offers. Click anywhere on a paper to reveal the in-context marking tool, where you can then click on the relevant icon to leave a mark on the page. The following are various types of comments you can leave using the In-Context Marking Tool:

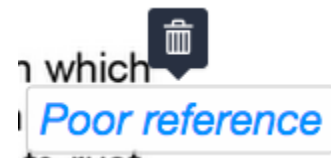


- A. **Inline comments:** Inline comments allow you to leave text directly on top of your student's paper. From the in-context marking tool, choose the T icon and then begin typing your comment. The comment will automatically be saved.



Note: You can move a comment by clicking and dragging it to where you would like to place it.

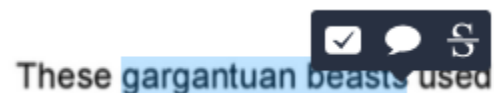
To delete an inline comment, hover over the comment with your mouse and click the *trash can* icon that appears above the comment.



If you accidentally remove a comment, you can undo this change by clicking *Undo* in the notification that appears upon deletion, located at the top of the paper.

Comment has been deleted. [Undo](#)


- B. **Strikethrough Text comments:** By selecting a piece of text, you have the option to strike through a piece of text, instead of adding an inline comment. Choose the S icon to strike through.



To remove the strikethrough from a piece of text, hover over the text with your mouse and click the *trash can* icon that appears above.

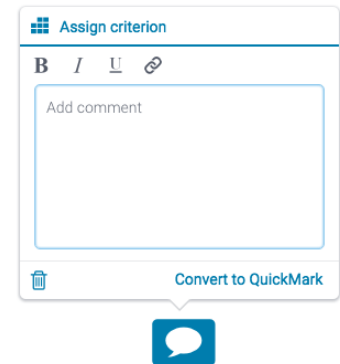


If you accidentally remove a comment, you will be able to undo the change by clicking *Undo* in the notification that appears upon deletion.

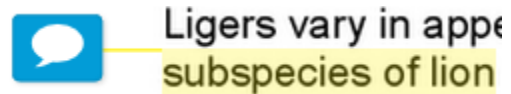
Strikethrough has been deleted.  Undo

- C. Bubble Comments:** Bubble comments can be left in two ways. You can leave a bubble comment by clicking directly on the page or by selecting a portion of text.

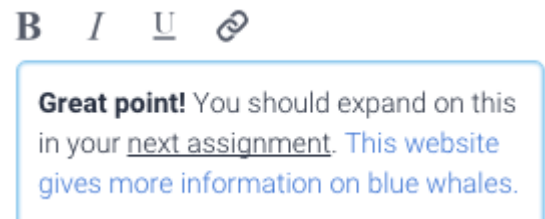
Click directly on the paper, then select the speech bubble icon from the in-context marking tool to leave a bubble comment.



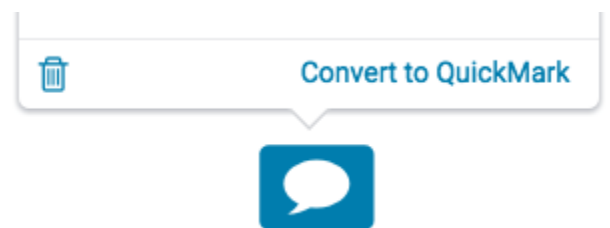
Alternatively, select a section of text, then select the speech bubble icon from the in-context marking tool. This will connect the bubble comment to your chosen text.



With bubble comments, you can add text, convert text to hyperlinks, and apply simple formatting to your comment. Highlight the text you wish to format and use the formatting tool to bold, italicize, underline, or hyperlink.



For easy reuse in this assignment or other assignments, you can convert your bubble comment into a QuickMark. Click *Convert to QuickMark* from the bottom right-hand corner of the bubble comment box. A menu will appear within the bubble comment box. Here, you can set a title and assign the QuickMark to a specific set. Click the *Save* button to convert your bubble comment to a QuickMark. Your QuickMark title will now appear on the paper.



- D. The quickest way to add comments to a set of papers is to use **QUICK MARKS**. QuickMarks allow you to create a library of feedback that might be applicable, on multiple occasions, to multiple students, across multiple classes and assignments.

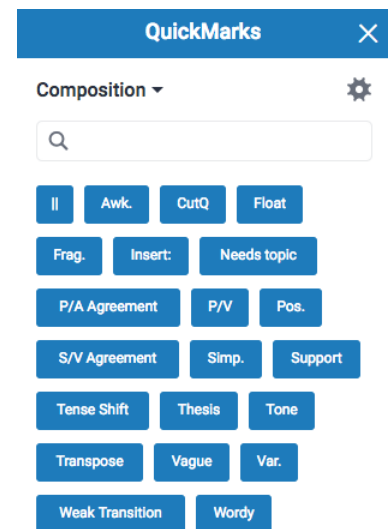
Adding a QuickMark from the Side Panel: You are able to add QuickMarks by using the side panel. One of the most useful features that is accessible by adding QuickMarks via the side panel is the ability to search through all the QuickMarks currently attached to the account.

1. Open the QuickMark side panel by selecting the the QuickMark icon in the navigation bar.
2. The current QuickMark set will be displayed in the side panel. You can use the search box to find a specific QuickMark.



Note: The search will look at both the title and the body of the QuickMark

3. Once you've found a QuickMark that you'd like to use on the paper drag and drop it onto the relevant part of the paper.



Deleting a QuickMark:

1. Click the QuickMark to open the QuickMark.
2. Click the *trash can* icon in the bottom left-hand corner of the QuickMark box.
3. A banner confirming your deletion will appear at the top of your paper. If you change your mind, just click *Undo* from the banner to reinstate your QuickMark.

Adding a QuickMark on the Paper

You can add a QuickMark to both a selection of text or on the full paper.

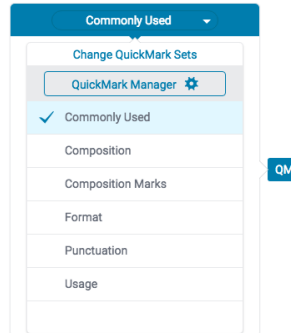
To add a QuickMark to the full paper, click on the paper and select the *QuickMark* icon from the in-context marking tool. This will allow you to choose a QuickMark to leave on the paper.



To add a QuickMark to a selection of text, highlight the section of text you would like to associate the QuickMark with, and click the *QuickMark* icon from the in context marking tool. This appears as a tick inside a rectangular box.

The liger is a cat born from the breeding of a *male lion* and a *female tiger*. This combination produces an offspring with more lionistic features than if the reverse pairing had occurred. That would produce a more tigeristic creature known as a

By clicking the set title at the top of the QuickMark box, this will reveal a dropdown list, allowing you to change the active library.

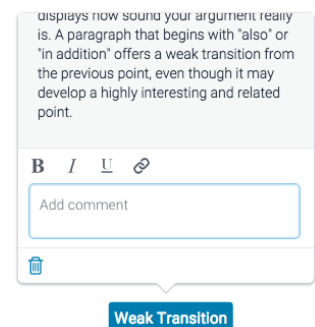


Click any of the QuickMarks within the library to leave that particular QuickMark on the paper.



To leave a comment alongside your QuickMark, click your QuickMark title from the paper. Scroll to the bottom of the QuickMark information and click in the *Add comment* field to begin typing.

Click anywhere outside of the comment field to save your comment. A comment left alongside a QuickMark is identifiable by a speech bubble alongside the QuickMark title

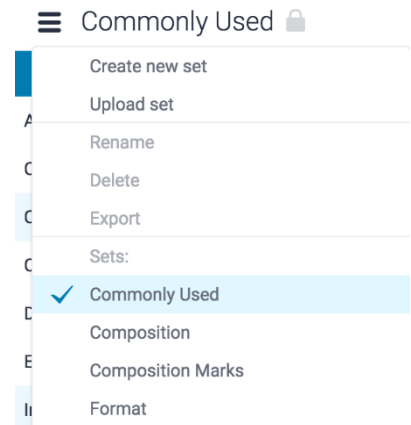


Creating QuickMarks and QuickMark Sets

Creating QuickMarks: You can create your own QuickMark comments in the QuickMark Manager. This allows you to create class or curriculum specific marks that may not be part of the sets provided by Turnitin or the account administrator.

1. Access the QuickMark Manager from the in-context marking tool or *QuickMarks* side panel, as detailed above.

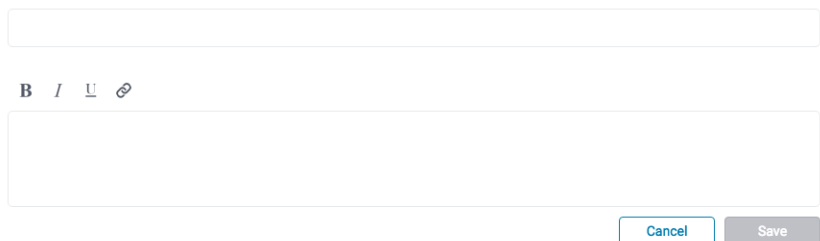
2. Ensure the QuickMark set that you would like to add the new QuickMark to is selected. To navigate to another set, click the *menu* icon in the top, left-hand corner of the QuickMark Manager. From the list, choose the set you would like to add to.



3. Click the + icon in the QuickMarks column header



4. Enter a title and a description into the fields provided. Formatting and hyperlinks are available for your QuickMark's description, too.

A screenshot of the QuickMark creation form. It features a title input field at the top, followed by a rich text editor for the description with formatting icons (B, I, U, link). At the bottom right, there are 'Cancel' and 'Save' buttons.

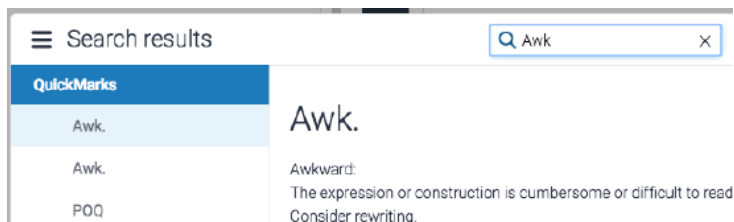
5. Click *Save* to create the new QuickMark or *Cancel* to abort.

Searching for a QuickMark: If you are looking for a specific QuickMark you can use the search function. The search bar can be found at the top of the QuickMark Manager.

1. Find the search bar at the top of the QuickMark Manager. Click inside of the search box.



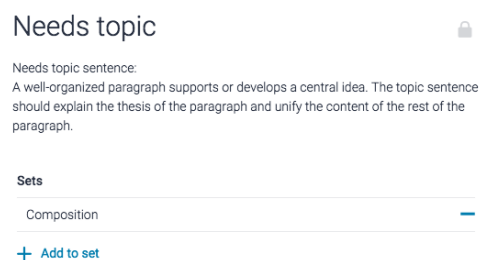
2. Type the name of the QuickMark you are trying to find in the search bar. A list of all QuickMarks that match the search term you have used will appear in the sidebar. The list contains all the times the search term matches with the title of a QuickMark or the content of a QuickMark.



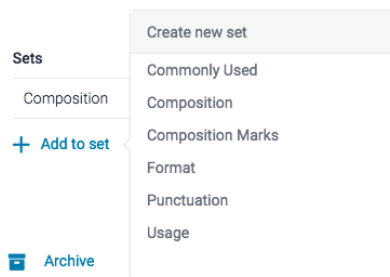
Copying QuickMarks to an Existing Set: Marks within a QuickMark set can be copied into other sets, allowing you to reuse QuickMarks across multiple situations that you may face whilst grading.

1. Access the QuickMark Manager from the in-context marking tool or *QuickMarks* side panel, as detailed in guidance for [Accessing the QuickMark Manager](#).

2. Navigate to the QuickMark that you would like to add to another set.



3. Click *+ Add to set*, then click the QuickMark set you'd like to add to.

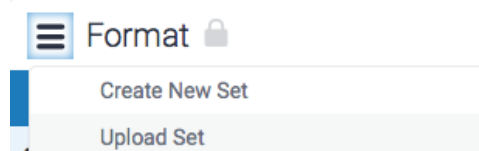


Uploading and Downloading QuickMark Sets: Within the QuickMark Manager, you can download QuickMark sets to distribute to other instructors, or upload QuickMark sets to use when grading papers. Once a QuickMark set has been uploaded, you own this set, meaning you can make any desired changes to the QuickMark comments.

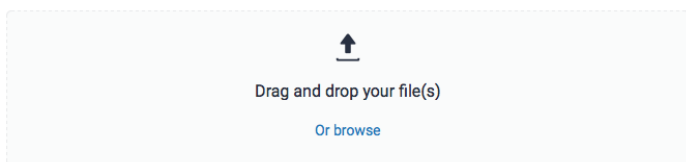
Uploading a QuickMark Set

1. Access the QuickMark Manager from the in-context marking tool or *QuickMarks* side panel, as detailed above.

2. Click the *menu* icon in the top left-hand corner of the QuickMark Manager. Then, click *Upload Set*.

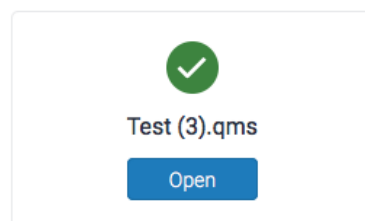


4. Either drag and drop your QuickMark set into the QuickMark Manager or click *Or browse* to locate the file on your device.



Note: Only .qms files can be uploaded to the QuickMark manager. .qms files can only be produced in the Turnitin QuickMark manager. This feature allows you to upload a QuickMark set created by another instructor in Turnitin.

5. Once your upload is complete, click the *Open* button to view your imported QuickMark set.

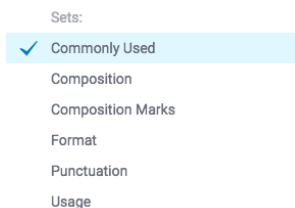


Downloading a QuickMark Set

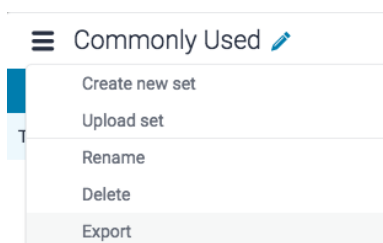
1. Access the QuickMark Manager from the in-context marking tool or *QuickMarks* side panel, as detailed above.

2. Ensure the QuickMark set that would like to download is selected. To navigate to another set, click the *menu* icon in the top left-hand corner of the QuickMark Manager.

3. Click the title of the relevant set.



4. Click the *menu* icon in the top, left-hand corner of the QuickMark Manager and click *Download* from the top of the list. The QuickMark set will download to your device as a .qms file.



5. If you want to use a QuickMark set from semester to semester, be sure to download the QuickMark set. In future semesters, you will then click "import" and it will copy over that set into your new semester's dropbox.

If all else fails, contact one of the presenters of the Turnitin.com Zero Week session:

Dr. Chris Krejci: christopher.krejci@templejc.edu

Kim Clawson: kimberley.clawson@templejc.edu

Kim George: kimberly.george@templejc.edu

Esther Guenat: esther.guenat@templejc.edu