

Using Grading Forms in Turnitin

Do you mark in Turnitin? Do you find Turnitin rubrics difficult to use because they do not offer the flexibility of selecting the most applicable mark from the range?

If this is the case, and if you prefer the type of marking rubric that automatically calculates the TOTAL and like to allocate a specific mark for each criteria, Turnitin **Grading Forms** may be the best tool for your marking style.

Although the marking forms are not designed to “unpack” the level of achievement for each criterion as rubrics do, your students already have the rubric with all of the descriptions in their Course Outline, and so Grading Form does not need to do it anymore and can simply be used as a tool to convey the mark and feedback.

There are three easy steps to using grading forms:

1. [Calculate](#)
2. [Create in Turnitin](#)
3. [Mark](#)

Calculate

First of all, you have to calculate the range of marks for each of the achievement level in each criterion depending on whether you mark each assessment out of 100% or out of the score. Please only use whole numbers (no halves). E.g., **red boxes** in the example below are calculated if the assessment is **marked out of 100**, and the example in **green (bottom row of boxes)** – if you mark **out of 40**.

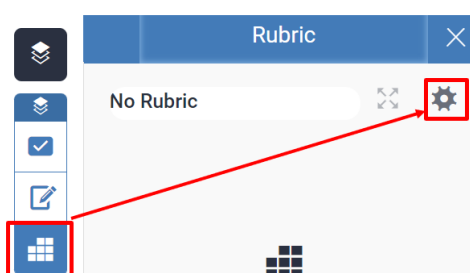
Criteria	HD (80-100)	D (70-79)	C (60-69)	P (50-59)	F (0-49)
Area of law and relevant legal principles Weight: 30% Marks: 12	• Clearly and distinctly identifies area of law • Clearly identifies all relevant legal principles 24 - 30 10-12	• Clearly identifies area of law • Clearly identifies relevant legal principles 21-23 8-9	• Adequately Identifies area of law • Adequately identifies most of the relevant legal principles 18-20 7	• Identifies area of law • Adequately identifies some of the relevant legal principles 15-17 6	• Inadequately identifies area of law • Inadequately identifies relevant legal principles 0-14 0-5
Application of legal knowledge Weight: 60% Marks: 24	• Applies appropriate practices, principles and/or theories to scenarios with complex issues and problems; application of relevant legal principles to the facts of a legal problem question is complete without error 48-60 19-24	• Applies appropriate practices, principles and/or theories to scenarios with complex issues and problems; application of relevant legal principles to the facts of a legal problem question is complete with few errors 42-47 17-18	• Applies appropriate practices, principles and/or theories to problems and issues that do not have complex issues; application of relevant legal principles to the facts of a legal problem question is complete but with some errors 36-41 14-16	• Legal knowledge is poorly applied to the facts, resulting in the issues and problems being incompletely resolved; application of principles to the facts of a legal problem question is almost complete and/or complete with some errors 30-35 12-13	• Legal knowledge is poorly applied to the facts, resulting in the issues and problems being incompletely resolved; application of principles to the facts of a legal problem question is incomplete and/or complete but with many errors 0-34 0-11

Legal sources and evidence Weight: 10% Marks: 4	<ul style="list-style-type: none"> • Demonstrates skilful use of high-quality, relevant sources and/or data to develop in depth ideas that are appropriate for the discipline and genre of the writing. 	<ul style="list-style-type: none"> • Demonstrates consistent use of a range of relevant sources and/or data to support key ideas that are pertinent to the discipline and genre of the writing. 	<ul style="list-style-type: none"> • Demonstrates consistent use of relevant sources and/or data to support ideas that are situated within the discipline and genre of the writing. 	<ul style="list-style-type: none"> • Demonstrates some use of credible, relevant sources and/or data to support ideas that are situated within the discipline and genre of the writing. 	<ul style="list-style-type: none"> • Inconsistent use of credible, relevant sources and/or data that are situated within the discipline and genre of the writing.
	8-10 4	7 3	6 2	5 2	0-4 0-1

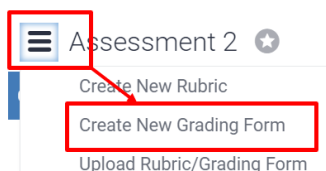
Create in Turnitin

Have your students already submitted their assessments? Here is how to create a Grading Form:

1. Open one (any one) of already submitted student assignments in Turnitin
2. Click on the blue Rubric/Form icon on far right and select the little cog:



3. You will now have the Rubric/Form Menu opened. Click on the “sandwich” on top left and select Create New Grading Form:



4. Start filling out the areas below, using the description field to add the scores that you calculated for each level of achievement. Note the Add Criterion area at the bottom – click on it to add more:

Enter grading form name here

Criterion	Description
Criterion 1	Enter description here (optional)
Criterion 2	Enter description here (optional)
Criterion 3	Enter description here (optional)
+ Add Criterion	

LAWS0000 A1 S2-22

Criterion	Description
Area of law (30%)	HD= 24-30 D=21-23 C=18-20 P=15-17 F=0-14
Application of Knowledge (60%)	HD= 48-60 D=42-47 C=36-41 P=30-35 F=0-34
Sources and Evidence (10%)	HD= 8-10 D=7 C=6 P=5 F=0-4

5. Click on blue **Save** button (bottom right) – it will change its colour to grey once done.

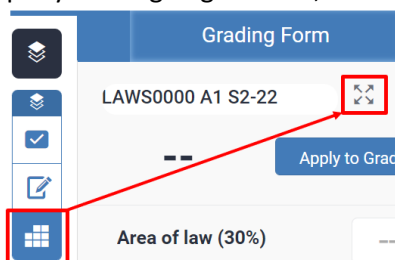


6. Now Attach to Assignment by clicking into the circle – it will change to the blue On button. Note that it attaches the marking form for **ALL STUDENTS**. Close your new marking form once attached (bottom right).



Mark

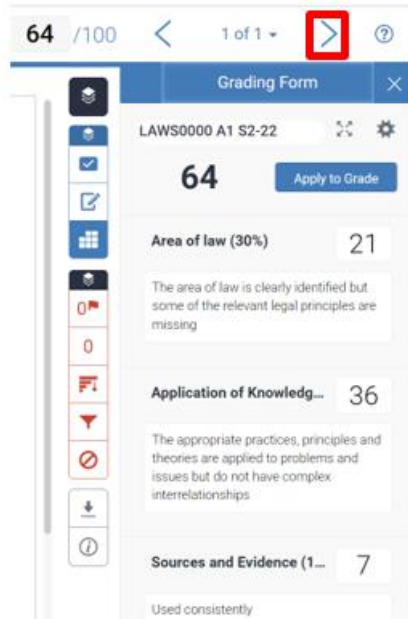
1. Open the paper you are going to mark, click on the blue Rubric/Form icon on far right and select the full view icon:



2. The range of scores for each area of achievement are listed on the left. Enter your score for each criterion and add a comment if desired. You will note that as you allocate a score for each criterion, the Total Score at the bottom left is automatically calculated. Once the form is finished, click Apply to Grade (bottom right) and then Close:

LAWS0000 A1 S2-22		Test User 6	Assessment 1
Criteria			
Area of law (30%) HD= 24-30 D=21-23 C=18-20 P=15-17 F=0-14	Score <input type="text" value="21"/>	Comment <input type="text" value="The area of law is clearly identified but some of the relevant legal principles are missing"/>	
Application of Knowledge (60%) HD= 48-60 D=42-47 C=36-41 P=30-35 F=0-34	Score <input type="text" value="36"/>	Comment <input type="text" value="The appropriate practices, principles and theories are applied to problems and issues but do not have complex interrelationships"/>	
Sources and Evidence (10%) HD= 8-10 D=7 C=6 P=5 F=0-4	Score <input type="text" value="7"/>	Comment <input type="text" value="Used consistently"/>	
Total Score: 64		<input type="button" value="Apply to Grade"/>	<input type="button" value="Close"/>

3. You will see the filled-out Grading Form on the right-hand side, with the score recorded on the top. You can move to the next paper by using the little arrow on top:



IMPORTANT!

Detaching a grading form (or rubric) after you already started marking will delete all grading forms and rubrics and all scores (but not comments, inline marking or quick marks).

If you have multiple markers, one person (anyone) could create and attach a marking form (or rubric) for everyone (for all students and all markers) and one person (anyone) could accidentally detach the marking form if they click on the cog and panic. It is important to explain to all markers that, should they accidentally click on the cog, they simply need to close the form by using the **Close** button on bottom right.

Do you have more questions about Turnitin?

A number of easy-to-use step by-step guides and videos are available here:

<https://www.notredame.edu.au/staff/work/LTO/online-learning/resources/assessment>