



# Blackboard Teacher's Manual - Digital assignments (Grade Centre, Turnitin and peer review)

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## Introduction

This teacher's manual describes the use of digital assignments in Blackboard and the connected subjects of the Grade Centre, plagiarism detection tool Turnitin and peer review:

- Blackboard's Grade Centre is a useful tool to keep score of students' performance and/or for communicating test results to students.
- Turnitin enables students to submit their coursework (papers, reports, etcetera.) through the Blackboard environment to the Turnitin website. The Turnitin servers will then check the submitted documents for unoriginal content.
- Students may learn from evaluating contributions created by their peers (peer review). Turnitin also provides tools (PeerMark) to arrange and guide that process.

## About this manual

This manual assumes you are familiar with the use of Blackboard's basic functions.

If you'd like to read more on Blackboard or Turnitin, we refer you to their online manuals:

- Blackboard for instructors: [https://help.blackboard.com/en-us/Learn/9.1\\_2014\\_04/Instructor](https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor)
- Blackboard for students: [https://help.blackboard.com/en-us/Learn/9.1\\_2014\\_04/Student](https://help.blackboard.com/en-us/Learn/9.1_2014_04/Student)
- Turnitin for instructors:  
[https://guides.turnitin.com/?title=01\\_Manuals\\_%26\\_Guides/Instructor/Instructor\\_User\\_Manual](https://guides.turnitin.com/?title=01_Manuals_%26_Guides/Instructor/Instructor_User_Manual)
- Turnitin for students:  
[https://guides.turnitin.com/?title=01\\_Manuals\\_%26\\_Guides/Student/Student\\_User\\_Manual](https://guides.turnitin.com/?title=01_Manuals_%26_Guides/Student/Student_User_Manual)

If you have any questions or remarks regarding this manual, Blackboard or Turnitin, please contact the faculty's Blackboard support at [blackboard@edufwn.leidenuniv.nl](mailto:blackboard@edufwn.leidenuniv.nl).

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This manual is partly based on manuals kindly provided to us by the Faculty of Humanities of Leiden University.

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# Grade Centre

## General

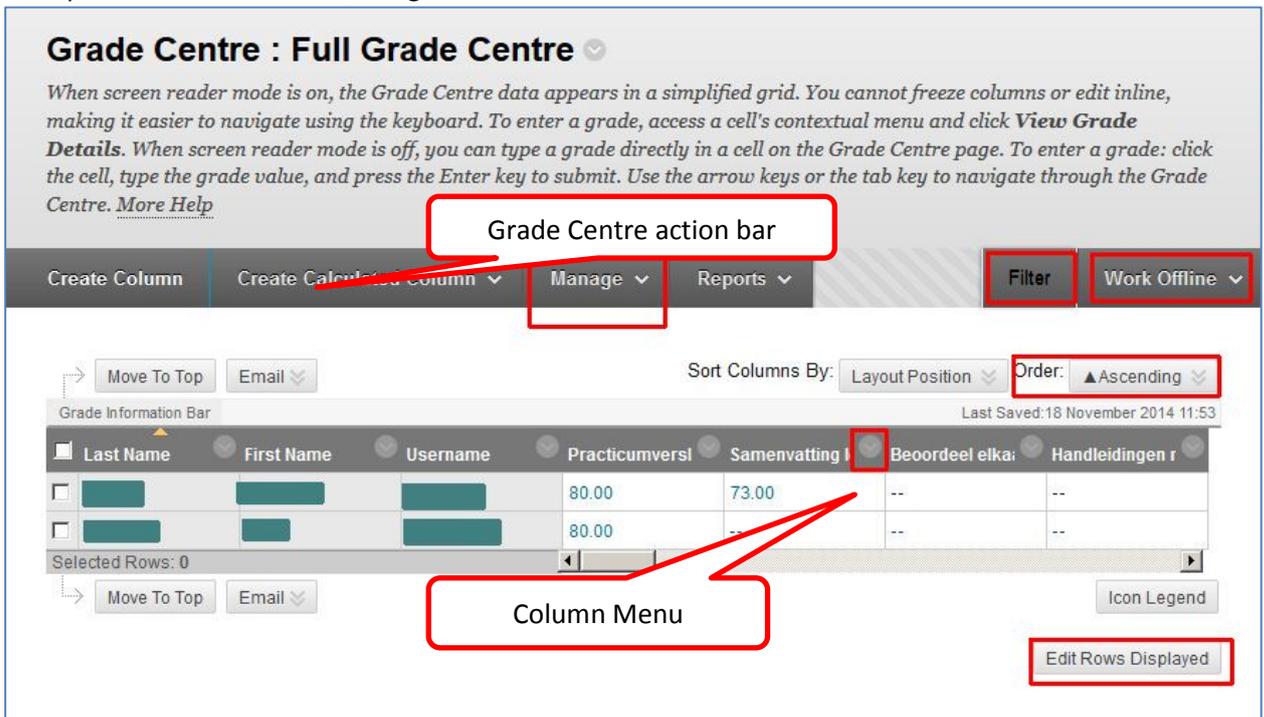
The Grade Centre is a central location in Blackboard to manage and grade students' performance and progress for your course<sup>1</sup>. It has an extensive set of functionalities, for instance:

- Download the Grade Centre to Microsoft Excel to e-mail the final grades to the student administration desk for registration in the student information system uSis.
- Filters to review parts of the Grade Centre (useful in courses with many students or different groups and instructors).

You need to have the role 'Instructor' or 'Teaching Assistant' in a course, to be able to access the course's Grade Centre.

## Full Grade Centre view explained

- To explore the Grade Centre, navigate to Control Panel → Grade Centre → Full Grade Centre:



**Grade Centre : Full Grade Centre** ▾

*When screen reader mode is on, the Grade Centre data appears in a simplified grid. You cannot freeze columns or edit inline, making it easier to navigate using the keyboard. To enter a grade, access a cell's contextual menu and click **View Grade Details**. When screen reader mode is off, you can type a grade directly in a cell on the Grade Centre page. To enter a grade: click the cell, type the grade value, and press the Enter key to submit. Use the arrow keys or the tab key to navigate through the Grade Centre. [More Help](#)*

Grade Centre action bar

Create Column   Create Calculated Column ▾   Manage ▾   Reports ▾   Filter   Work Offline ▾

Move To Top   Email ▾   Sort Columns By: Layout Position ▾   Order: ▲Ascending ▾

Grade Information Bar   Last Saved: 18 November 2014 11:53

☐	Last Name	First Name	Username	Practicumversl	Samenvatting I	Beoordeel elka:	Handleidingen r
☐	[Redacted]	[Redacted]	[Redacted]	80.00	73.00	--	--
☐	[Redacted]	[Redacted]	[Redacted]	80.00	--	--	--

Selected Rows: 0

Move To Top   Email ▾   Column Menu   Icon Legend   Edit Rows Displayed

Useful options in the Full Grade Centre view (marked in the image above) are:

- The action bar (for managing columns, smart views, etc.)
- Filtering
- Working offline (downloading / importing grades)
- Column sorting
- Column menu
- Editing the number of rows displayed

<sup>1</sup> The university's student information system uSis is the only official system for registering study progress and results. Blackboard is useful to list grades for separate assignments, essays, etc. and to calculate the weighted average, but the final grade has to be registered in uSis in order to be official.

### Icons in the Grade Centre

The Grade Centre can display various icons in grading cells:

	User unavailable ( <i>you can change that setting in Control Panel → Users and Groups → Users</i> )
	Column invisible for students.
	Assignment is completed (for a non-graded assignment).
	Assignment needs to be graded.
	(upper left corner of the cell): Manually entered grade.
	Student saved an attempt without submitting.
	External grade ( <i>is used with regard to the report card module. At least one column has to be set as the External Grade column, by default the total column. The option cannot be turned off, therefore it is best to leave the Total column marked as the external grade column.</i> )
	Student is exempted of a this particular assignment.
	An error has occurred. If this mark is displayed, please contact the <a href="#">Blackboard helpdesk</a> .

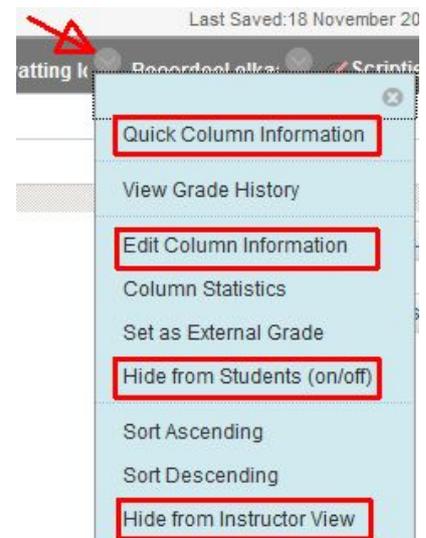
## Column settings and grade visibility for students

Blackboard automatically creates columns in the Grade Centre for all types of digital assessments (Assignments, Turnitin Assignments, Tests, Graded Discussion Boards, etc.). By default, these columns are visible to students if the Blackboard Tool 'My Grades' (see page 5) is available to them.

### Quickly reviewing column settings

Quick Column information is useful to check whether column data (like the maximum amount of points) is assigned correctly:

- Click the arrow  behind the column header in the Grade Centre.
- Select 'Quick Column Information'.



### Editing column settings

Once created, Grade Centre columns can be edited to reflect any desired changes:

- Click the arrow  behind the column header in the Grade Centre.
- Select 'Edit Column Information'.

In the screen that appears, you can edit the column information like Column name, Description, Points possible and Options.

### Hiding columns

The default Grade Centre offers various columns with student information you may not need, while taking space in the standard Grade Centre view. Those columns (e.g. last access) can be hidden from view:

- Click the arrow  behind the column header in the Grade Centre.
- Select 'Hide Column'.

*Hidden columns are only hidden from the Grade Centre.  
The column and its grades **are still visible** to students!*

## Showing (hidden) columns

To show a column that's hidden, take the following steps:

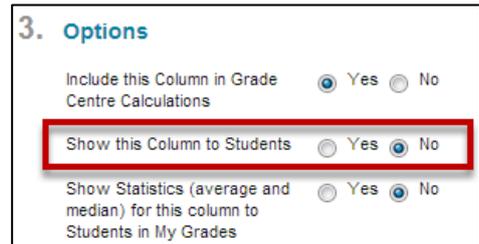
- From the Action Bar menu in the Grade Centre, select Manage → Column Organisation.
- Select the concerned column and choose 'Show'.

## Making Grades invisible for students

Grades will become available for students the moment they are entered.

To make grades invisible for students, set the Grade Centre column's visibility to 'No':

- Click the arrow ▼ behind the column header in the Grade Centre.
- Select 'Edit Column Information'.
- Scroll down to section 3: Options.
- Select Show this Column to Students: No.
- Click [Submit] to save the changes.



3. Options

Include this Column in Grade Centre Calculations  Yes  No

Show this Column to Students  Yes  No

Show Statistics (average and median) for this column to Students in My Grades  Yes  No

*Hide Column (see page 4) only hides the column from the teachers view in the Grade Centre. It does not make the grades invisible for students.*

*Columns that are invisible for students are marked with the symbol 🚫.*

## Deleting Grade Centre columns

Deleting a Grade Centre column is only possible if the column was created manually (regular columns and calculated columns).

Columns created automatically for assessments (assignments, collaboration tools, tests, surveys, etc.) can only be deleted by deleting the entire assignment, test, etc.

To delete a column:

- Click the arrow ▼ behind the column header in the Grade Centre.
- Select 'Delete Column'.

## Making 'My Grades' invisible to students

Instead of hiding certain columns in the Grade Centre, you might choose to disable the whole 'My Grades' tool:

- Navigate to the 'Course Management' → Customisation → Tool Availability.
- Scroll down in the 'Tool Availability' overview until you see the tool 'My Grades'. Uncheck the checkbox in the first column (Column is marked 'Available').

## Viewing options (filters / Smart views)

### Amount of students displayed

By default, ten rows with students are displayed. To alter this amount:

- Click **Edit Rows Displayed** in the lower right corner of the Grade Centre.
- Enter the number of Students that should be displayed before scrolling is necessary.
- Click **Go**.

*Note: A large number of displayed rows may slow down the Grade Centres performance, so try decreasing the number of rows showed, when you experience long loading times.*

## Smart views

When you have more than a couple of columns in the Grade Centre and / or more than a couple of students, it is useful to use a filter for better overview. It may also accelerate the loading of the Grade Centre. These filters are called Smart Views. You can create any number of Smart Views in a course.

Smart views can be based on various criteria:

- Course Group: sub-sections of Students enrolled in Groups (Groups have to be created separately).
- Performance: student performance on a single item, such as a grade for a certain assignment.
- User: select individual students.
- Category and Status: based on category (e.g. Assignment) or users and grade Status.
- Custom: A query for selecting Students using a combination of attributes.

## Create a Smart view

- Select Manage → Smart Views from the Grade Centres action bar. A list of existing smart views will be displayed.
- Click the [Create Smart View] button in the upper left corner of the screen.

*If you mark a Smart View as 'Favourite' it will be displayed in the Grade Centre section of the Control Panel for easy access.*

## Grade display options and Grading Schemas

Blackboard can by default display Grades as a score, a percentage, complete/incomplete, or a letter. These options can be changed through the column settings:

- Click the **arrow** ▼ behind the column header in the Grade Centre > Select **Edit Column Information**.

In section 1, the display options can be set:

- Score: displays a numeric score with a maximum of the entered possible points.
- Text: allows the instructor to enter text.
- Percentage: shows the score as a percentage of the maximum points possible.
- Complete/Incomplete: displays a tick ✓ when completed. However, it is not possible to display a "failed" sign, and even insufficient grades are displayed as completed when a value is entered.
- Letter (this is a pre-set grading schema): ranges from A to F (American grade system).

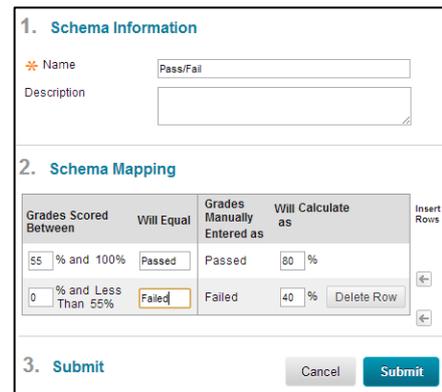
## Grading Schemas

Grading Schemas are used to display a specific grade based on the output instructors provide instead of the actual points scored by a student. For example, a student scored 88 out of 100 points for a Test. In a Grading Schema in which a percentage range of 87 to 89 equals a B+, this score will be calculated and displayed as a B+.

- Grading Schemas can be used to display a text to students, for instance "passed" or "failed".
- Blackboard doesn't round numerical grades by default. A Grading schema could be used to round the grades, with the option to select the rounding criteria.

### Creating a Grading Schema

- Select Manage → Grading Schemas from the Grade Centres action bar.
- Click **Add Grading Schema** in the upper left corner of the screen.
- Enter a **Name** and optional Description for the Grading Schema. The name will also appear in the drop-down menu for Primary Display and Secondary Display.
- Enter the **Schema Mapping** information. By default, any new grading schema will have two ranges of percentiles from 50% to 100% and from 0% (zero) to less than 50%. Rows can be inserted and the grading percentages altered to personalize the grading schema.
- Click **Submit** to create the Grading Schema.
- Assign the Grading Schema to a column as explained at the top of this page.



The screenshot shows a form with three sections:

- 1. Schema Information**: Contains a text input for 'Name' (with a star icon) containing 'Pass/Fail' and a text area for 'Description'.
- 2. Schema Mapping**: A table with columns: 'Grades Scored Between', 'Will Equal', 'Grades Manually Entered as', and 'Will Calculate as'. 
 

Grades Scored Between	Will Equal	Grades Manually Entered as	Will Calculate as
55 % and 100%	Passed	Passed	80 %
0 % and Less Than 55%	Failed	Failed	40 %

 There is a 'Delete Row' button next to the second row and an 'Insert Rows' button on the right.
- 3. Submit**: Contains 'Cancel' and 'Submit' buttons.

### Modifying a Grading Schema

Once created, Grading Schemas can be modified:

- Select Manage → Grading Schemas from the Grade Centres action bar.
- Click the **arrow** (with a checkmark icon) behind the concerned grading schema > **Edit**.
- Make the desired changes > Click **Submit** to save.

### Removing a Grading Schema

Self-created Grading Schemas can be deleted as long as the schemas are not in use.

- Select Manage → Grading Schemas from the Grade Centres action bar.
- Click the **arrow** (with a checkmark icon) behind the concerned grading schema > **Delete**.
- This option is not visible when the Grading Schema is applied to a column. If this is the case, first select a different display option for any concerned Grade Centre Column).
- Click **OK** to confirm. Note that removing a Grading Schema is final and cannot be undone.

## Downloading the Grade Centre to Excel

Downloading the Grade Centre to Excel is useful in numerous cases:

- To perform complicated calculations, round grades, etc.
- To keep a backup copy of the grades outside Blackboard.
- To send the grades to the administration to be entered in uSis.

**Note:** the student information system uSis is the only official system used to register study progress and results. Point this out to students. For workflow and safety, it is advised to download the Grade Centre to keep a backup outside of Blackboard.

Exporting grades with decimals can **only** be done when both the Course and your computer have the same Region and Language settings (we recommend English UK, the official language of Leiden University). If not, conversion problems will occur.

**Blackboard:** Control Panel → Customisation → Properties → Select Language Pack: English (United Kingdom)

**Windows:** Control Panel → Region and Language → Formats → Format: English (United Kingdom)

If you are using Smart Views in your course (for instance when working with Groups), you can set the Grade Centre to a Smart View before taking the following steps. This way, only the grades of the students in the specific Smart View will be exported.

To download (a selection of) the Grade Centre, take the following steps:

- Click **Work Offline** (in the upper right corner of the Grade Centre).
- Choose **Download**.

In the screen that appears next, the following selections can be made:

1) In section 1, select the data to download:

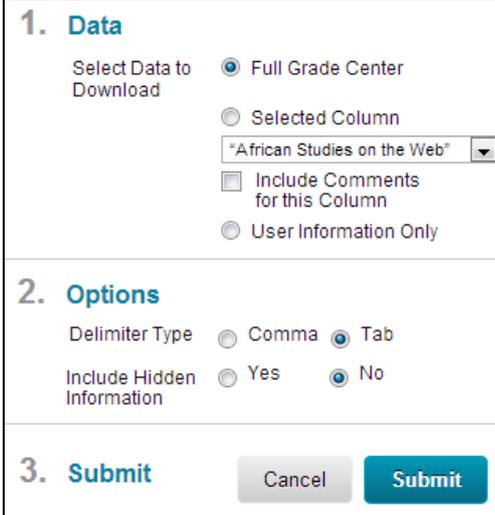
- Full grade Centre:** Contains all columns and associated data. Comments will not be included and cannot be added offline
- Selected Column:** Contains the data from one select column. Check the box to include comments.
- User Information Only:** Contains columns with user data such as First Name, Last Name, and User Name.

2) In section 2, the options can be set:

- Choose for Tab-delimited to save the file as an .XLS file that can be opened in Excel directly (this option is preferred).
- Choose for comma-delimited (.CSV) to import the Grade Centre into a third-party application that does not support Excel.
- Select whether to Include Hidden Information in the downloaded data. Hidden information includes columns and students that have been hidden from the view.

3) Click **Submit**. Blackboard will create the file and redirect you to a new screen.

4) Choose **Download** to save the file on your local drive.



The screenshot shows a dialog box with three sections:

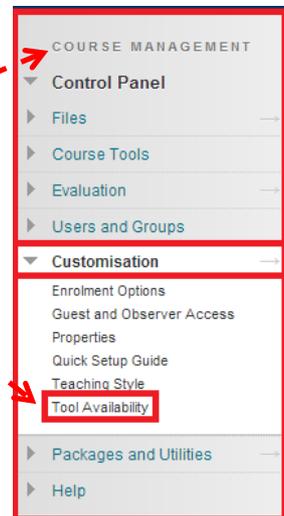
- 1. Data:**
  - Select Data to Download:  Full Grade Center,  Selected Column
  - Selected Column dropdown: \*African Studies on the Web\*
  - Include Comments for this Column
  - User Information Only
- 2. Options:**
  - Delimiter Type:  Comma,  Tab
  - Include Hidden Information:  Yes,  No
- 3. Submit:**
  - Buttons: Cancel, Submit

# Turnitin

## Getting started: Enabling Turnitin

Before you can use Turnitin during your course, make sure the tool is implemented in your blackboard module:

- Navigate to a particular Blackboard course that you are teaching.
- Navigate to the 'Course Management' panel on the left in Blackboard.
- Click on 'Customisation' to unfold the options.
- Click on 'Tool Availability'.
- You will be directed to a page that contains information of the tools that you can use in your Blackboard course module. The tools are arranged in alphabetical order.



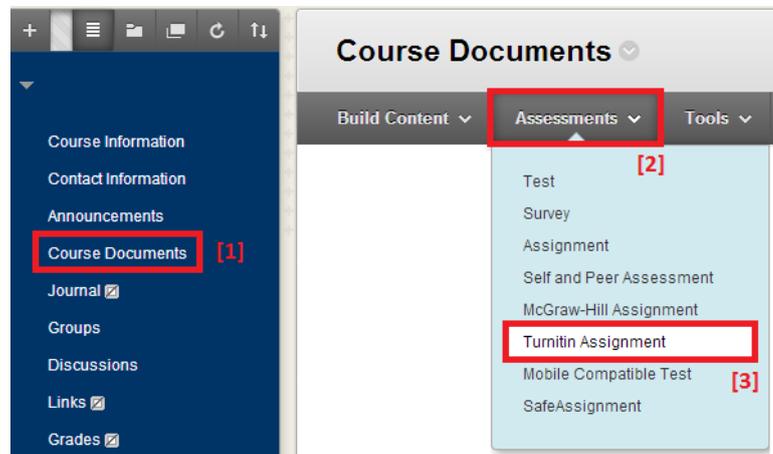
- Scroll down in the 'Tool Availability' overview until you see the tools 'Turnitin Assignment' and 'Turnitin Assignment List'.
- If the checkboxes are not already checked, check the checkboxes to enable both 'Turnitin Assignment' and the 'Turnitin Assignment List':

Turnitin Assignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Turnitin Assignment List	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Turnitin Assignments by Groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Creating a Turnitin Assignment

In order for students to be able to send in a digital assignment via Turnitin, you need to create a Turnitin assignment in Blackboard:

- Navigate to a particular Blackboard course that you are teaching.
- Go to the 'Course Documents' page [1] or other content area you want students to find the assignment in (can be a subfolder).
- Hover over the 'Assessments' button [2] and click on 'Turnitin Assignment' [3].
- You will be forwarded to the Turnitin website, embedded in the Blackboard environment.
- Choose the type of Turnitin assignment you'd like to create.



*When you create your first Turnitin assignment with your account, you have no choice in the type of assignment you can create. The next time you're creating a Turnitin assignment, you choose between the available assignment types.*

*A Turnitin account is automatically created for you on making (or submitting in case of students) your first Turnitin assignment: You will be asked to agree to the Turnitin Terms & Conditions the first time you enter the Turnitin Tool. After doing so you will receive an automated email from Turnitin about the use of the Turnitin website. The next time you access the Turnitin-tool, Turnitin will recognise your account information and you can start working straightaway.*

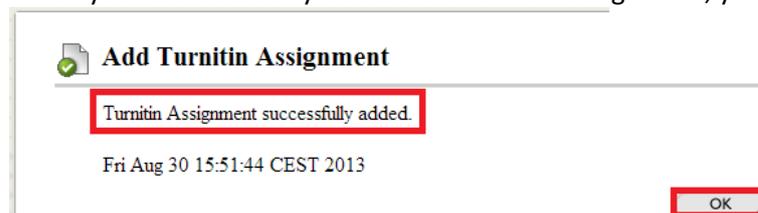
- After choosing the assignment type, you see a page relating to the creation of a new Turnitin Assignment ('Nieuwe Opdracht'):



- Provide an assignment name ('Opdrachttitel'), like 'Experiment 1 Report'.
- Turnitin can check some standard file types<sup>2</sup> for originality. For other file types Turnitin might not be able to generate an originality report, though you will be able to enter your feedback and grade the student's entry.  
We recommend you use the standard setting (only allow file types that Turnitin can check).
- Set a start, due and publication date.  
Times can also be configured. Hover over the blue question mark to obtain more information about a particular date/time setting.
- Configure the Optional settings ('Overige instellingen'): Click on the '+' button to expand the optional settings field.



- When you have finished entering the settings, submit the Turnitin assignment by clicking the 'Submit' button ('Indienen').
- When you've successfully created the Turnitin assignment, you'll receive a message like this:



- Click on the 'OK' button to return to the Blackboard environment. Your Turnitin assignment is added to the Course Documents.

<sup>2</sup> Turnitin can check the following file types for originality: Microsoft Word (.doc, .docx), Plain text (.txt), Portable Document Format (.pdf), Rich Text Format (.rtf), Adobe PostScript (.ps) and HTML (.html, .htm).

## Editing a Turnitin assignment

You can edit a Turnitin assignment like you would a regular Blackboard assignment.

### Editing a PeerMark assignment

Although you are permitted to edit the dates (start date, due date and post date) after you've created the PeerMark assignment, we recommend not to do so. Changing the due date may result in unreliable paper distribution amongst students or errors.

## Late submissions

An instructor can enable submissions after the due date and time:

- Use the drop down menu next to "Allow submissions after the due date?"
- Select yes. (The default setting is no).

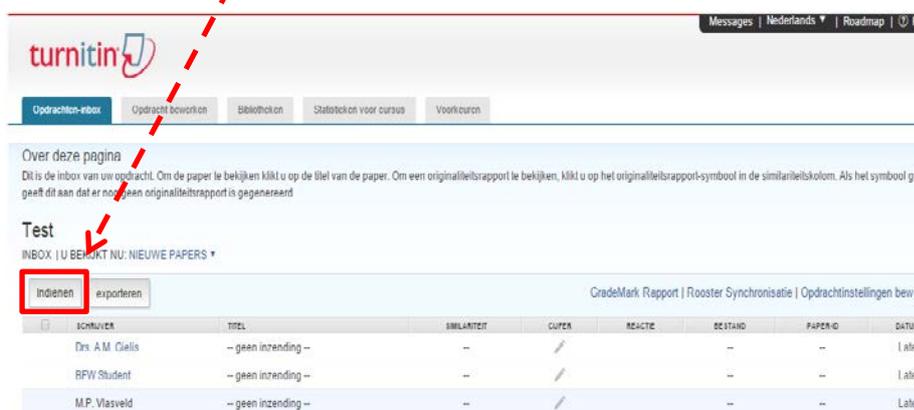
When enabled, students will be able to submit papers after the due date and time has passed as long as that student has not already submitted a paper to the assignment.

Student submissions after the due date and time will be marked with red text in the date column of the submission in the assignment inbox. A student cannot overwrite a submission past the assignment due date and time, even if the late submission option is enabled.

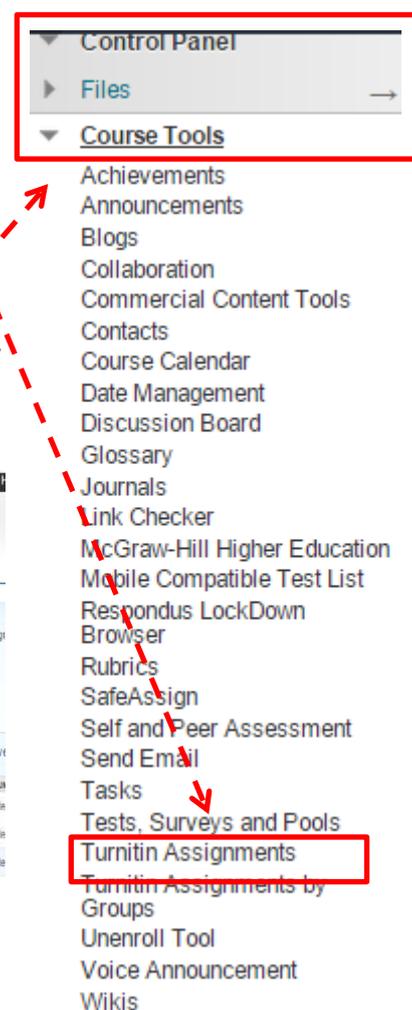
## Submitting student reports

It is possible that students are late or are not able to submit their reports. If you want to check their reports for plagiarism, please follow the following steps.

- In the control panel of the course (course management), please go to course tools. Click on [Turnitin assignments]. You will now see all the Turnitin assignments of the course.
- Select the Turnitin assignment for which you want to submit the report. The inbox of this assignment will now be opened.
- Click on the [Indienen] (Submit) button.



The screenshot shows the Turnitin interface. At the top, there are navigation tabs: 'Opdrachten-inbox', 'Opdracht bewerken', 'Bibliotheek', 'Statistieken voor cursus', and 'Voorkeuren'. Below this, there is a section titled 'Over deze pagina' with a brief description. The main section is titled 'Test' and shows 'INBOX | U BEKIJKT NU: NIEUWE PAPERS'. There are two buttons: 'Indienen' (highlighted in a red box) and 'exporteren'. Below the buttons is a table with columns: 'schrijver', 'TITEL', 'SIMILARITEIT', 'GUPEN', 'REACTIE', 'BESTAND', 'PAPER-ID', and 'DATUM'. The table contains three rows of data, with the 'DATUM' column showing 'Late' for the first and third rows.



The screenshot shows the Blackboard Control Panel. The 'Control Panel' is expanded to show 'Files' and 'Course Tools'. The 'Course Tools' menu is open, listing various tools. 'Turnitin Assignments' is highlighted in a red box. A red dashed arrow points from the 'Indienen' button in the Turnitin screenshot to the 'Turnitin Assignments' option in this menu.



## Viewing / Downloading submitted Documents

Once students have submitted documents via Turnitin, you can view them online or download them:

- Navigate to the location of a particular Blackboard course.
- Go to the 'Course Management' panel.
- Expand the list of Course Tools by clicking on 'Course Tools'.
- Click on the 'Turnitin Assignments' option.  
You will be forwarded to a webpage that contains a list of Turnitin assignments in this Blackboard module.
- Click on the desired Turnitin assignment in order to go to the 'Opdrachten Inbox'.
- You will see a screen that is similar to the one depicted in the image below. This environment will contain a list of documents that were submitted by students (In this case, only one (example) document is visible).



Messages | Nederlands ▼ | Feedback (Alleen Engels) | Wat is er nieuw | Help

turnitin

Opdrachten-inbox | Opdracht bewerken | Bibliotheken | Statistieken voor vak | Voorkeuren

Over deze pagina  
De is de inbox van uw opdracht. Om de paper te bekijken klikt u op de titel van de paper. Om een Originaliteitsrapport te bekijken, klikt u op het Originaliteitsrapport-symbool in de overeenkomstenkolom. Als het symbool grijs is, geeft dit aan dat er nog geen Originaliteitsrapport is gegenereerd.

Alzheimer Report  
INBOX | NU AAN HET BEKIJKEN: NIEUWE PAPERS ▼

Paper indienen | export | GradeMark Rapport | Rooster Synchronisatie | Opdrachtinstellingen bewerken

<input type="checkbox"/>	SCHRIJVER	TITEL	SIMILARITEIT	CIJFER	REACTIE	BESTAND	PAPER-ID	DATUM
<input type="checkbox"/>	John Doe	Report on Alzheimer	100%		*		348047240	30-aug.-2013

- Important data fields such as names, similarity scores<sup>3</sup> and links to the documents are marked with red rectangles.
- Click on a document icon in the list to download a submitted document. A popup screen will appear with a selection menu.
- Select the document type that you wish to download (.PDF or .WORD). In general, .WORD documents are preferred as it is easier to make notes while checking reports.

## How to view papers in their original format

When a paper is uploaded to the Turnitin system, it is possible that some of the formatting is lost or not displayed in the Document Viewer. To view a paper and download an exact copy of the paper written by the student (including all the formatting used by the student):

- click on the 'file' icon within the Assignment Inbox).

If you want to download more than one of the files within the inbox:

- place a check mark next to each students' name
- click the 'download' button on the top right of the screen
- select 'original file'.

That will create a ZIP file containing all the papers you selected), and download it to your computer.

<sup>3</sup> The similarity score represents the originality of submitted work. A lower score is better than a higher score. For instance, in this case we made use of the well-known text ('Lorem Ipsum'), which, as expected, resulted in a 100% similarity score.

## Originality reports

For each document a student uploads, an originality report is created within the hour<sup>4</sup>. You can access these reports from the assignment inbox (see ‘Viewing / Downloading submitted Documents’ for directions).

In the Similarity column are the icons indicating the percentage of the Overall Similarity Index and the corresponding colour on a blue to red scale:

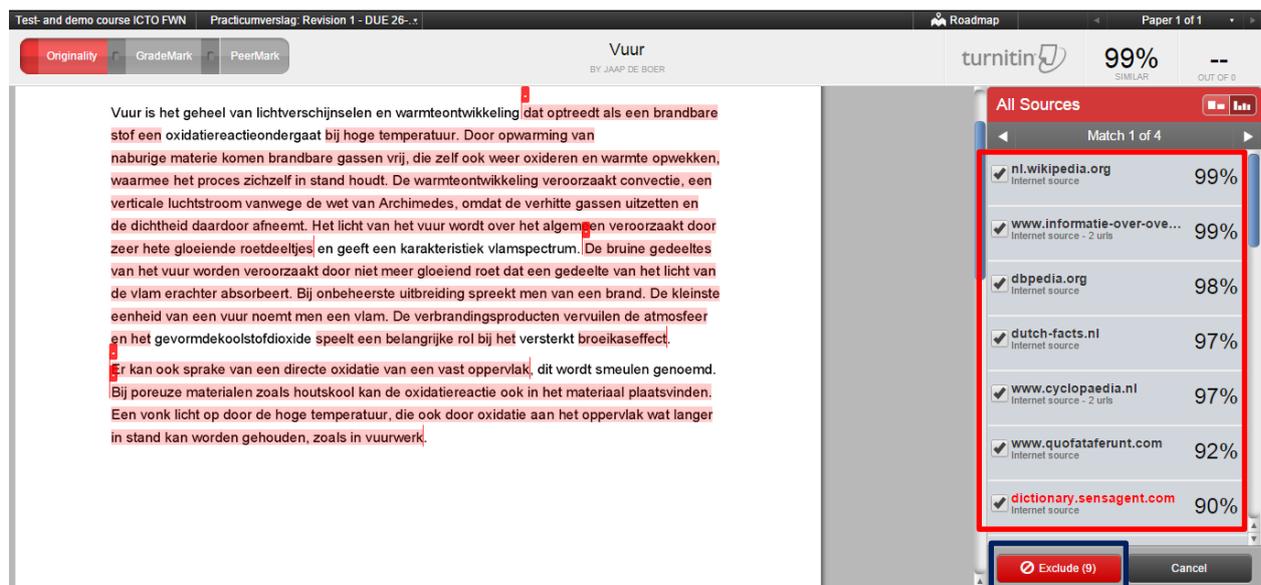
TITLE	SIMILARITY	GRADE	RESPONSE	FILE
The Convicts Shadow	27% 			
Groomed for Revenge	14% 			
Heartbreakers	8% 			

To view a similarity report on a particular paper, click in the similarity column of the specific paper.

## Excluding sources of plagiarism

If Turnitin detects a large amount of similarity in a student’s paper, it is possible that this is not intended as plagiarism (e.g. previous versions of reports). As a teacher you can exclude a specific source, thereby ignoring the plagiarism alert:

- Open the similarity/originality report.
- Go to all sources by clicking the button with 4 bars in the red “Match Overview” box on the top right of your screen.
- Click on the [Exclude sources] button on the lower right corner of your screen. Now you see all sources of the plagiarism.
- Select the sources you want to exclude and click on the [Exclude] button. The originality score will be calculated again automatically.

Test-and demo course ICTO FWN Practicumverslag: Revision 1 - DUE 26-...

Vuur  
BY JAAP DE BOER

turnitin 99% SIMILAR OUT OF 0

All Sources Match 1 of 4

- nl.wikipedia.org Internet source 99%
- www.informatie-over-ove... Internet source - 2 urfs 99%
- dbpedia.org Internet source 98%
- dutch-facts.nl Internet source 97%
- www.cyclopaedia.nl Internet source - 2 urfs 97%
- www.quofataferunt.com Internet source 92%
- dictionary.sensagent.com Internet source 90%

<sup>4</sup> With regular server load it usually takes less than 30 minutes.



### **Interpreting originality reports:**

Turnitin's online Instructor Manual describes the originality report in detail:

[https://guides.turnitin.com/?title=01\\_Manuals %26 Guides/Instructor/Instructor User Manual/21 OriginalityCheck](https://guides.turnitin.com/?title=01_Manuals%26Guides/Instructor/Instructor_User_Manual/21_OriginalityCheck) .

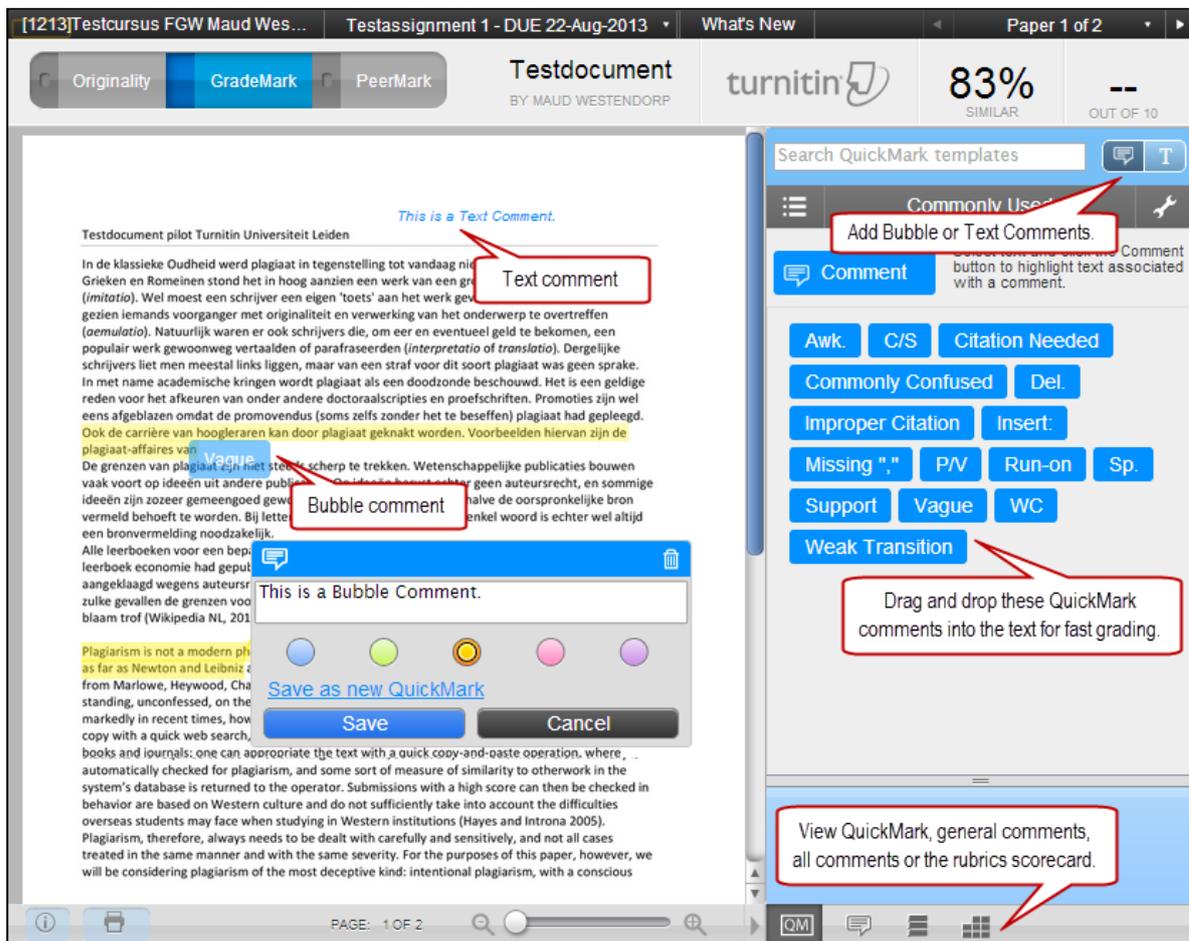
## Giving feedback / grading

With the GradeMark function you can edit and grade student papers online within Turnitin. You can add comments to the text<sup>5</sup>, use pre-set QuickMarks for easy evaluation and add overall general comments.

Turnitin also provides rubrics functionality (see next chapter on page 20).



- Access the GradeMark Tools by clicking the blue pen icon in the Assignment Inbox.
- A new screen will show the GradeMark tool:



### Grading

As in the Originality Report view, you can enter a grade in the GradeMark view by clicking the two black lines (--) in the top right corner of the screen and typing in the grade.

The grade will be visible in the assignment inbox. Grades will be made visible to students immediately or at the post date of the assignment (the Turnitin column in the Grade Centre is hidden for students).

<sup>5</sup> Like you would do in the margins of a printed paper.

## Comments

There are three different types of comments you can add to the report:

- Text (Inline) Comments
- Bubble Comments
- QuickMark Comments.

### Text comments

Add a text comment by clicking the blue button with a capital 'T' in the sidebar.

- Click any spot in the paper to add a comment to.
- Enter text. When you are finished simply click anywhere outside of the comment box to finalize your comment.



You can edit the comment by hovering over the text and clicking it.

A comment can be deleted by hovering over the comment and clicking the Trash can symbol.

### Bubble comments

- You can add a Bubble Comment (speech bubble) by selecting the blue speech bubble icon in the sidebar.
- Double click any spot in the paper to add a comment to.
- Enter text and click [Save] to finalize your comment. (*Optionally you can save a Bubble Comment into a reusable QuickMark by clicking the link 'Save as new QuickMark'.*)

You can edit the comment by hovering over the mark and clicking the [Edit] button.

A comment can be deleted by hovering over the mark and clicking the Trash can symbol.

### Highlighting

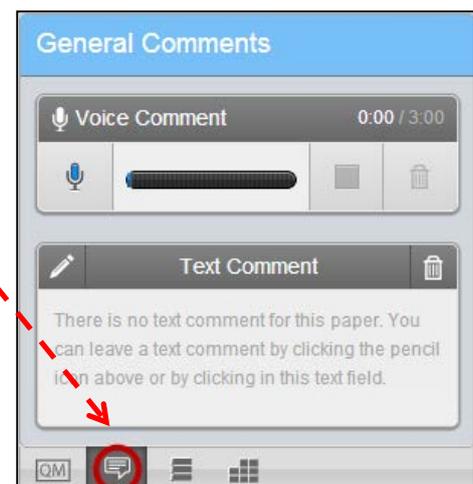
If you would like to highlight part of the text to attach a comment to, select the text by clicking and dragging and then click the [Comment] button.

You can change the colour of the highlight in the small pop-up window.

### General Comments

You can also write a comment regarding the paper as a whole. This feedback can be longer than the other comment types listed above:

- Click the icon for General Comments (speech bubble, in grey) at the bottom of the side bar.
- Click the pen icon to write a comment, or click the microphone icon to add a voice-comment (use the pause/stop buttons to stop the recording).
- Type your feedback and click [Save] to submit (or click the blue arrow to save your recording).



## QuickMark

The QuickMark comments allow the instructor to save time by dragging and dropping their most used comments on the paper.

You can create sets of QuickMarks and share them with other instructors.

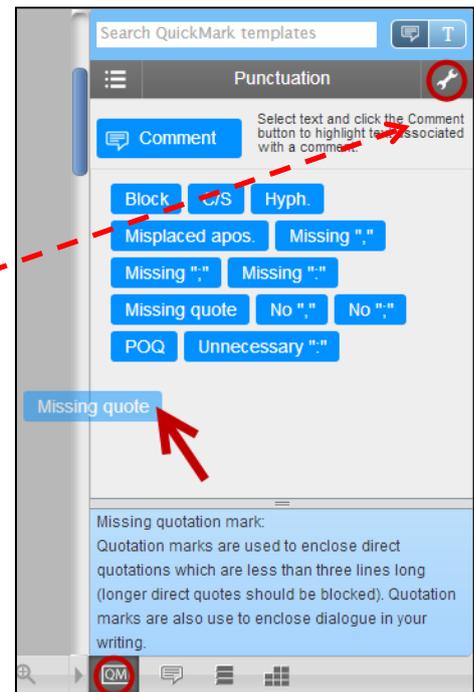
All sets are stored in the QuickMark Manager which is found by clicking the wrench symbol.

## Using QuickMarks

QuickMark comments can be placed anywhere in the paper:

- Drag and drop one of the blue Marks from the side bar onto the paper.
- Hover over the comment and click [Edit] to add additional comments.
- Click [Save] to finalise the changes made.

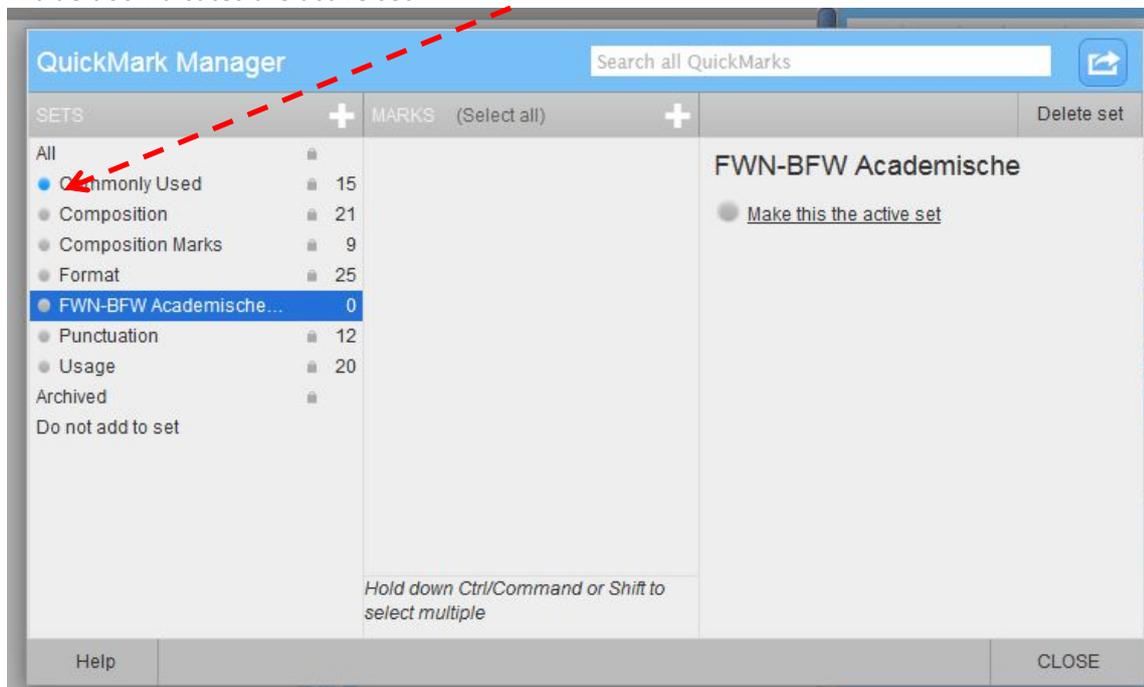
You can delete the comment by clicking the Trash can symbol.



## Managing QuickMarks

In the QuickMark Manager window (activated by clicking the **wrench-symbol** in the side bar) all QuickMark-sets are shown on the left.

A blue dot indicates the active set.



## Change the active set

- Click on another set and click *Make this the active set* to select it.
- Click *CLOSE* (bottom right corner of the QuickMark Manager window) to exit the Manager.

It is also possible to change the set of QuickMarks in GradeMark view by clicking the list icon in the column on the right (.

## Add sets or QuickMarks

You can add sets or QuickMarks in the Manager window by clicking the white **plus**-symbol.

## Importing and Exporting QuickMark Sets

You can share QuickMark sets with other instructors by exporting and importing them. This is done via the QuickMark Manager.

To export a set of QuickMarks:

- Navigate to the Manager window
- Select the set you would like to export.
- Click the blue import/export button () and click *Export Set...*
- Save the file on your computer and share via e-mail/Dropbox.

To import a QuickMark Set:

- Navigate to the Manager window.
- Click the blue import/export button () and click *Import Set...*
- Click **Choose File** to locate the set on your computer and click **Import** to finalise.

## Writing a review of a peer reviewed student paper

As an instructor you are able to write a review to supplement the reviews that students will receive from their peers. You are provided with the same free response and scale question structure as the students.

See [http://turnitin.com/en\\_us/training/instructor-training/writing-a-review-of-a-student-paper](http://turnitin.com/en_us/training/instructor-training/writing-a-review-of-a-student-paper) for more information.

## Rubrics / rubric scorecards

### What are rubrics?

A rubric is an assessment tool, used to grade students on a set of evaluation criteria. It divides the assignment into component parts, giving a clear idea of what the different components should contain. Rubrics consist of multiple rows and columns; together they form the Rubric Grid. The rows correspond to the various criteria of the assignment (e.g. content, argumentation, etc.). The columns correspond to the levels of achievement set for each criteria. A description and point value for each cell in the rubric defines the evaluation and score of the assignment.

Rubrics can be very helpful in making the grading process more transparent and objective, as well as in giving the student more detailed information on how to improve their results in the future.

### Rubrics in Blackboard

In Blackboard you can associate a rubric with assignments, test questions, blogs and journals, wikis and discussion boards as well as Turnitin assignments. In this manual we only describe the Turnitin rubrics. The rubric scorecards can be created by the account administrator and shared to all instructors on an account. Instructors can also create and share rubric scorecards, allowing other instructors to upload the rubric scorecard to their classes.

### Types of rubrics

There are three rubric types. The types below are a link to the online Turnitin User Manual, which describes in detail the way to create them:

<u>Standard rubric</u>	allows you to enter scale values and criteria percentages. The maximum value for the Standard rubric will be the same as the highest scale value entered
<u>Custom rubric</u>	allows you to enter any value directly into the rubric cells. The maximum value for the Custom rubric will be the sum of the highest value entered in each of the criteria rows
<u>Qualitative rubric</u>	allows you to create a rubric that has no numeric scoring
<u>Grading form</u>	allows you to create a rubric that has a list of criteria that contains free response text fields and the ability to score each criterion.

### Finding example rubrics

Turnitin provides downloadable Turnitin-rubrics that you can download and import into Turnitin: [http://turnitin.com/en\\_us/resources/teaching-tools/rubrics](http://turnitin.com/en_us/resources/teaching-tools/rubrics).

### Modifying Rubrics

Whether it's a copy of an example rubric or a rubric you have previously created yourself, you can [modify Rubrics](#).

### Grading with rubrics

When reviewing a student's paper you can directly use the rubric for scoring. Detailed instructions are available in the [online Instructor User Manual, section GradeMark](#).

### Exchanging rubrics with colleagues

You can exchange rubrics with colleagues by exporting and importing them. See the [online Instructor User Manual](#) for detailed instructions.

## Downloading details of rubric scores

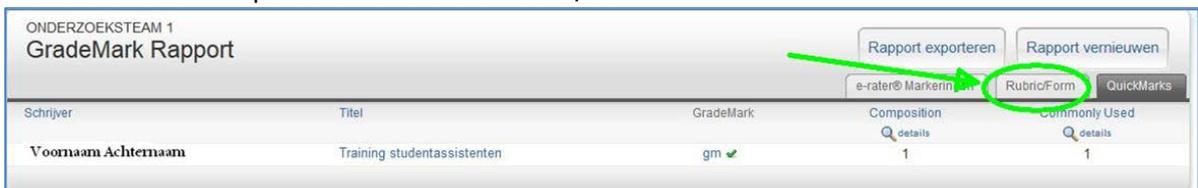
If you have used a rubric for assessment and/or feedback in a Turnitin Assignment, you can download a detailed view of the rubric scores:

- Go to Course Management → Course Tools → Turnitin Assignments.
- In the overview of all Turnitin Assignments in the course, click on the name of the assignment which has a Rubric linked to it.
- In the Assignment Inbox ('Opdrachten-inbox') click on GradeMark Report ('GradeMark Rapport'):



The screenshot shows the Turnitin interface. At the top, there are navigation tabs: 'Opdrachten-inbox' (selected), 'Opdracht bewerken', 'Bibliotheken', 'Statistieken voor cursus', and 'Voorkeuren'. Below this, there is a section 'Over deze pagina' and 'Onderzoeksteam 1'. A green arrow points to the 'GradeMark Rapport' link in the navigation bar. Below the navigation bar is a table with columns: 'SCHRIJVER', 'TITEL', 'SIMILARITEIT', 'CJFER', 'REACTIE', 'BESTAND', 'PAPER-ID', and 'DATUM'. The first row shows 'Voornaam Achternaam' with a similarity score of 93% and a score of 83.

- In the GradeMark Report click on the tab Rubric/Form:



The screenshot shows the 'GradeMark Rapport' page. At the top, there are buttons for 'Rapport exporteren' and 'Rapport vernieuwen'. Below these are tabs for 'e-rater® Markering', 'Rubric/Form' (selected), and 'QuickMarks'. A green arrow points to the 'Rubric/Form' tab. Below the tabs is a table with columns: 'Schrijver', 'Titel', 'GradeMark', 'Composition', and 'Commonly Used'. The first row shows 'Voornaam Achternaam' with a score of 'gm' and a '1' in the 'Commonly Used' column.

- You will see the scores of the rubric criteria for each paper in this assignment:



The screenshot shows the 'GradeMark Report' page with a table of rubric scores. The table has columns: 'Author', 'Title', 'GradeMark', 'Ideeën/Inhoud', 'Opbouw', 'Woordkeuze', 'Schrijfstijl', and 'Grammatica'. The first row is 'Assignment Average' with scores of 0.8, 0.6, 0.6, 0.6, and 0.6. The following rows show individual student scores for 'Title 1' and 'Title 3'.

Author	Title	GradeMark	Ideeën/Inhoud	Opbouw	Woordkeuze	Schrijfstijl	Grammatica
Assignment Average							
First name 1 Last name 1	Title 1	gm ✓	0.8	0.6	0.6	0.6	0.6
First name 2 Last name 2	Title 1	gm	0*	0*	0*	0*	0*
First name 3 Last name 3	Title 3	gm	0*	0*	0*	0*	0*

- Click on the button [Export Report] ('Rapport exporteren') to download the Excel file of this overview.

## Peer review

In Blackboard you can use Blackboard's own Peer review assignments or a Turnitin PeerMark assignment. We recommend using the Turnitin variant (PeerMark), because of better control over the paper distribution process.

### Process

The basic stages of the peer review process are:

- Instructor creates a Turnitin paper assignment.
- Instructor creates a PeerMark assignment and sets the number of papers students will be required to review, and (optionally) creates free response and scale questions for students to respond to while reviewing papers.
- Students submit papers to the Turnitin assignment.
- On the PeerMark assignment start date, students begin writing peer reviews. Turnitin distributes the papers on the moment those requests are made.
- Students write reviews by responding to the free response and scale questions for each assigned paper.
- Once the PeerMark assignment due date passes no more reviews can be written, completed, or edited by the reviewer.
- On the PeerMark assignment post date, reviews of the students' papers become available for the papers' authors to view.

### Paper distribution

PeerMark assignments may use or mix the following methods of distribution of the papers to be reviewed:

- Automatically by the Turnitin system
- Manually selected by the instructor for the student to review
- Self-selected by the student

### PeerMark assignments

A PeerMark assignment requires a paper or review assignment to be 'based on', so you can only create a PeerMark assignment if the Blackboard course has at least one Turnitin paper assignment. This allows the PeerMark assignment to have a pool of papers to use as the basis for the peer review.

The assignment the PeerMark assignment is based on, should meet the following criteria:

- The due date of the base assignment comes before the start date and time of the PeerMark assignment.
- If anonymity in the review is desired, student submissions should not contain the name of the author in the text or at the top of the paper

*It's best to leave a few hours between the paper deadline and the start of the PeerMark assignment itself. Turnitin needs some time to check the papers for plagiarism before they can be distributed amongst students.*

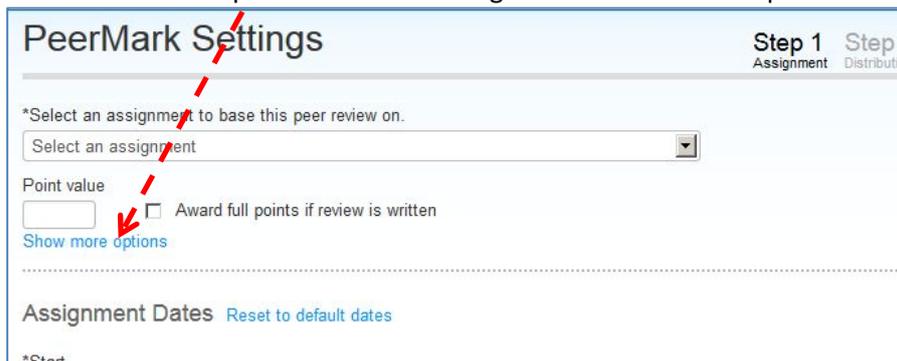
## Creating a PeerMark Assignment

To create a PeerMark assignment:

- Go to the 'Course Documents' page or other content area you want students to find the assignment in (can be a subfolder).
- Hover over the 'Assessments' button and click on 'Turnitin Assignment'.

### Step 1: Assignment

- Select the assignment type 'PeerMark Assignment' and click [Next Step].
- Select the paper assignment the peer review is based on, set the point value and Assignment Dates.
- Click 'Show more options' to set the Assignment title and description:



- Click [Save & Continue] for step 2 (Distribution settings)

### Step 2: Distribution

- Define how many papers each student should review: Click the link 'Edit' to change the preset options and click Save.
- If you'd like to pair students or exclude certain students, click on 'Show more distribution options'.
- Click [Save & Continue] to go to the final step of the assignment creation process.

### Step 3: Questions

Students writing a peer review will benefit from some guidance in what they should review. One of the ways of doing that, is creating questions they have to answer during the review process. You can create scale questions or free answer questions<sup>6</sup>:

- Click on the Add Question button and choose one of the two question types or a question library. *When you add a sample library, a set of questions is listed. You can hand pick the questions you'd like to add.*
- Click on [Save & Finish] to complete the assignment creation process.
- You should see the on screen message 'Turnitin Assignment successfully added'.
- Click on [OK] to return to the Blackboard content area. The assignment you've just created is added on the bottom of the page.

*You'll find detailed information on the Question creating process in the online Turnitin Instructor User Manual:*  
[https://guides.turnitin.com/?title=01\\_Manuals %26\\_Guides/Instructor/Instructor\\_User\\_Manual/23\\_PeerMark%E2%84%A2#Step\\_Three\\_-\\_Adding\\_Questions\\_to\\_the\\_Review](https://guides.turnitin.com/?title=01_Manuals%26_Guides/Instructor/Instructor_User_Manual/23_PeerMark%E2%84%A2#Step_Three_-_Adding_Questions_to_the_Review).

<sup>6</sup> In the current version of the Turnitin plugin awkwardly translated to Dutch as 'gratis antwoord'...

# Supplements

Some of these subjects might be considered as basic Blackboard skills, but since they are sometimes essential for efficient use of Blackboard, we've included the following additional subjects:

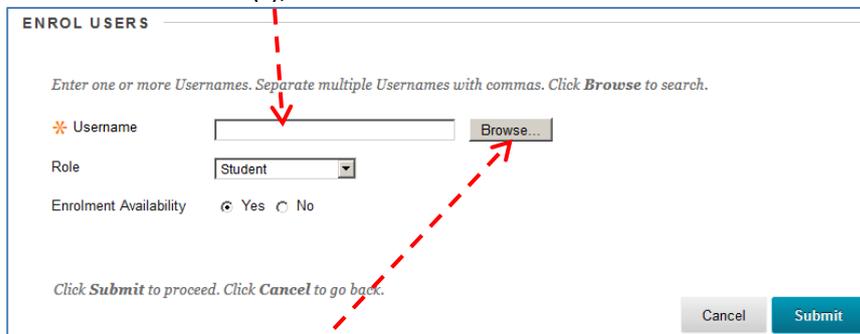
- User management
- Group management
- Editing the Course Menu
- Availability of grades to students
- More on the Grade Centre
- More on Turnitin.
- Adaptive release (advanced skill)

## User management

### Add users to a course

By default student enrol themselves to courses. In case you would like to grant access to your Blackboard course to a colleague, you can add a user yourself if you have the role Instructor, Course Builder or Teaching Assistant in a course:

- Open the Blackboard course you wish to enrol someone in.
- Make sure the Edit Mode is ON:  <sup>7</sup>
- Go to Course Management → Control Panel → Users and Groups → Users.
- Click the button [Find Users to Enrol].
- Fill in the Username(s); use the ULCN-accounts<sup>8</sup>.



*You can add multiple users with the same role at once (separate the usernames with commas)*

If necessary, use the [Browse] button to search for the user (See section 'Browse for users to enrol' below).

- Choose the desired **Role**: Instructor (or Course Builder), Teaching Assistant, or Student.
- Make sure the enrolment is Available (Yes).
- Click [Submit]. The user is added with the specified role to your course. You will see the user in the list of users.

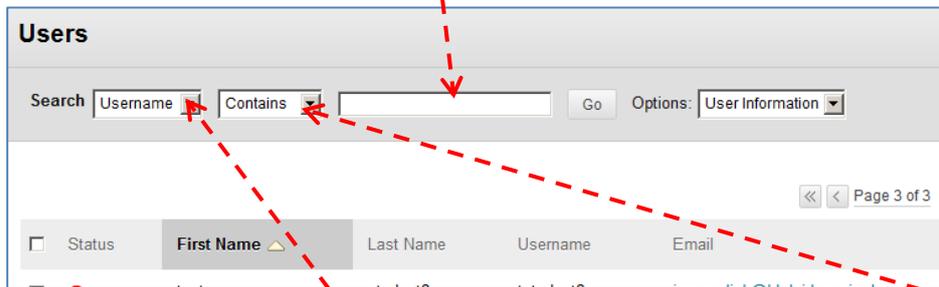
*If you'd like to enrol a user in several courses, please contact the faculty's Blackboard support at [blackboard@edufwn.leidenuniv.nl](mailto:blackboard@edufwn.leidenuniv.nl). They can add users to a number of courses in one batch file.*

<sup>7</sup> If the Edit Mode is off, click the button [OFF] to activate Edit Mode.

<sup>8</sup> In most cases you can find the ULCN-account names of your colleagues in the Outlook address book (in the column 'alias'). For students, use the s-number.

### Browse for users to enrol

- You can search for the user by entering some letters or numbers of a Username, Last Name, First Name or Email address:



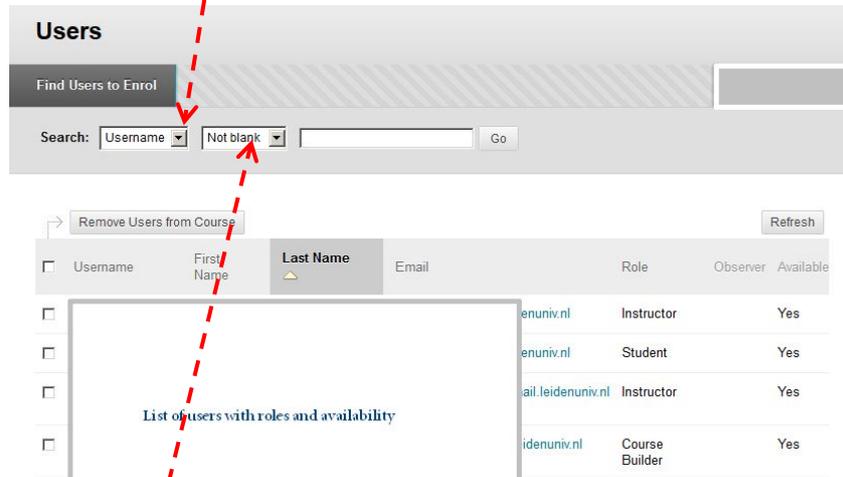
Make sure to choose the category you wish to search and if it should be an exact search ('equal to') or partial ('contains' or 'starts with').

- In the search results (may contain several pages) check the box in front of the user you wish to enrol and click the [Submit] button.

### List of users

Searching for a user already enrolled in a course is useful, for instance if you are not sure whether a user is enrolled in a course already:

- Go to Course Management → Control Panel → Users and Groups → Users
- Specify the category you wish to search (Username, First Name, Last Name, Email) in the first drop box.



Username	First Name	Last Name	Email	Role	Observer	Available
enuniv.nl				Instructor		Yes
enuniv.nl				Student		Yes
ail.leidenuniv.nl				Instructor		Yes
idenuniv.nl				Course Builder		Yes

- In the 2<sup>nd</sup> drop box specify which users should be listed that match the data (letters / numbers) you enter:  
*Not Blank* (list all users),  
*Contains* (list only usernames that contain the specified letters / numbers),  
*Equal to* (list only the specified search data), or  
*Starts with* (list only users that start with the specified letters / numbers).

## Group management

### Creating and populating groups

If you'd like to populate groups from a list you already have in Excel, please read the available Help info in the Groups section of 'Users and Groups' in the Control Panel or contact the faculty's Blackboard support at [blackboard@edufwn.leidenuniv.nl](mailto:blackboard@edufwn.leidenuniv.nl) for help.

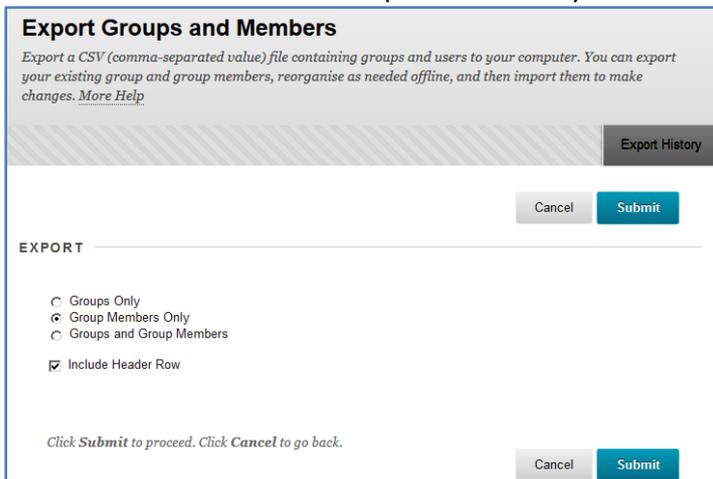
### Create self-enrolment groups

We have not described this process ourselves, but we found a nice description on [https://www.dartmouth.edu/~blackboard/help/Bb9\\_1/pdf/creating\\_selfenroll\\_groupset.pdf](https://www.dartmouth.edu/~blackboard/help/Bb9_1/pdf/creating_selfenroll_groupset.pdf)

### Exporting Group Overview

To obtain an overview of groups and which students are enrolled in those groups:

- Go to Course Management → Users and Groups → Groups in the Control Panel of a Blackboard course.
- In the top right corner click [Export].
- In the next screen choose 'Group Members Only' and make sure to check 'Include Header Row':



- Click [Submit].
- You'll receive a csv-file in your uMail-account from Sender 'bbapp@i-groep.leidenuniv.nl'.
- Save the attached csv-file and open it in Excel<sup>9</sup>.

### Viewing the exported Group overview

- If you see all data of one student grouped in a single cell, similar to this picture

	A	B	C	D	E	F
1	Group Code,"User Name","Student Id","First Name","Last Name"					
2	Groep_01,"s1234567","1234567","Marietje","Pieterse"					
3	Groep_02,"s2345678","2345678","Jane","Smith"					
4	Groep_04,"s3456789","3456789","B.,"de Jong"					
5						
6						

: Select the first column (A).

- Open the Menu 'Data' and click the option 'Text to Columns'. This will start up the 'Convert Text to Columns Wizard':
  1. Check 'delimited' and click [Next].
  2. As a delimiter choose 'Comma' and click [Finish].
- Excel will now nicely distribute the data to a more readable overview.

<sup>9</sup> Excel is the automatically associated program for this file type.

## Editing the Course Menu

### Icons in the Course Menu

With Edit Mode On, various icons are visible to instructors<sup>10</sup> in the course menu that allow you to modify the menu or add a new item:



**Add a menu button:** (upper left corner of the course menu.)



**Drag and Drop:** click and hold, then drag the menu item to the desired place in the menu.

1. Move the mouse pointer to the arrow at the left of your menu button.

2. Click on the arrow and keep the mouse button depressed.

3. Move the menu button to the desired place.

4. Drop the menu button on the desired place by releasing the mouse button.



**Options for Menu Button:** Use this arrow for instance to change the visibility of a menu button.



**No content in button:** Menu buttons without content ('empty') can be recognized by this symbol. These menu buttons will be automatically invisible for students.



**Hidden menu buttons:** It is possible to hide menu buttons that do contain content. You can recognize hidden menu buttons by this icon.

Items posted in hidden menu areas will not be visible for students, neither will they get any notifications about these items.

### Adding Menu buttons

To add a menu button, follow these steps:

- Click the grey **plus** in the upper left corner of the menu and pick the desired course menu button.
- Fill in the form that appears
- Click **Submit**. The new Menu Button will appear at the bottom of the course menu. It can be moved to the desired location using drag and drop.

### Options for menu buttons

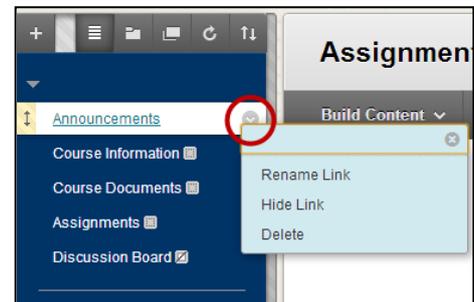
- Content Area** This will create a button in which you can place content items (e.g. Course Documents).
- Fill in a **Name** and make the area **Available to Users**.
- Tool Link** Provides direct access to a certain Tool (e.g. Discussion Board).
- Fill in a name for the menu button, select the kind of tool it has to link to and make the form available.
- Web Link** Hyperlink to an external website on the internet.
- Fill in a display **Name** and the **URL** of the website and make the form **Available to Users**.
- Subheader or Divider:** A subheader or divider (horizontal line that can be used to create sections in the Course Menu) will help organize the course menu.
- When creating a Subheader, fill in the **Name** and click **Submit**.

<sup>10</sup> And to course builders and teaching assistants as well.

## Managing menu buttons: edit, remove, visible and invisible

To display the options for editing a menu button, click on the arrow  next to the name of the menu button. In Blackboard a Menu button is called a Link.

- **Rename Link:** Use Rename Link to change the name of your button.
- **Hide Link / Show Link:** Make a menu button visible or invisible for students.
- **Permit / Deny Guests:** Makes a certain menu button visible or invisible for guests.
- **Delete:** Removes a menu button.



*When deleting a menu button you will be notified about the number of 'children', i.e. items, folders, and subfolders, that you are going to remove. Although the menu button will be deleted, the underlying content (files) remains available in the course's Files section in the Control Panel.*

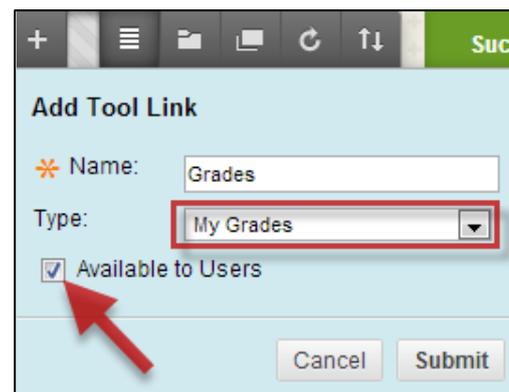
## Availability of grades for students

### Linking to My Grades

Grades are by default visible for students, but accessing them is not always easy. The best option is to create a menu button in your course which enables students to access the My Grades Section. Here, students can only view their own grades.

To create this menu button:

- In the course navigation menu, click the **button**  and choose **Tool Link**.
- Fill in the form:
  - Enter a Name.
  - Select **My Grades** as Type.
  - Check the box **Available to Users**.
- Click **Submit**.



The new menu button will now appear in the course menu. You can reposition it by dragging and dropping.

*Only students can see their grades through the created menu buttons. If you'd like to see an overview of grades, navigate to the Grade Centre.*

## More on the Grade Centre

### Grade Centre: Hide students

Students can be hidden from the Grade Centre, for instance when they dropped the course.

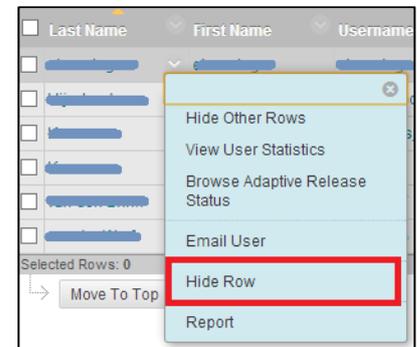
Hidden Rows are not removed from the Grade Centre, and can be shown at any time. Students that are hidden from view can still however see their Grades if any were already entered.

- Click the **arrow**  behind the student name in the Grade Centre (Full view or filtered).
- Select **Hide Row**.

To manage the Row Visibility for more students in one go or show hidden rows, take the following steps:

- Select Manage → Row Visibility from the Grade Centres action bar.
- A full overview of all students will be listed. To make changes, check the **box** in front of the student and select **Hide Rows** or **Show Rows**.
- Click **Submit** to save the changes.

Rows that are hidden will appear greyed out on the Hide and Show Rows page and will not appear in the Grade Centre View. Rows that are shown will appear in black text on the Hide and Show Rows page and will appear in the Grade Centre View.



### Grade Centre: Grading colour codes

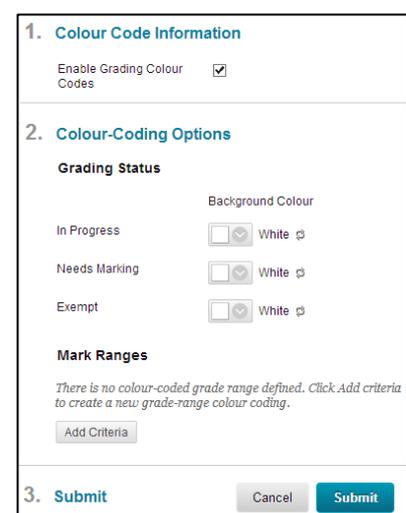
Grading Colour Codes apply background and text colour to items in the Grade Centre that meet specified criteria and can be used in two ways:

- As a to-do list for the instructor by highlighting the Grading status (e.g. Needs Marking) to quickly highlight all assignments that still need to be graded.
- To highlight specific grades, for instance all insufficient ones by setting Grade ranges

**Note:** Colour Grade Codes will only appear in the Grade Centre, not in exported Excel files.

These options can be used at the same time. Colour Codes are assigned to the entire Grade Centre, it is not possible to select specific columns to apply the Colour codes to.

- From the Action Bar menu in the Grade Centre, select Manage → Grading Colour Codes.
- From the form that appears next, the settings can be changed:
  1. In field 1, check whether the Colour Codes should be enabled.
  2. In field 2, the options can be set:
    - a. Set whether a colour code should be assigned to the *Grading Status* (e.g. Needs Grading). This colour code will only be visible if no Grade is entered.
    - b. Set whether a colour code should be assigned to specific *Mark Ranges* by clicking **Add Criteria**.
  3. Click **Submit** to apply the Colour Code.



To *disable* the Colour Code, navigate back to **Manage > Grading Colour Code** and remove the tick from option 1 of the form displayed at the right.

## Grade Centre: Common pitfalls and problems

### Hiding Column Does Not Hide Grades from Students

Selecting *Hide Column* from the contextual menu only makes the grade column invisible to those who can edit the Grade Centre, not to the students. If you wish to make a grade column unavailable to students in the **My Grades** tool, take the following steps:

1. Navigate to the Grade Centre.
2. Click the **arrow**  behind the column header.
3. Select **Edit Column Information**.
4. In section 3. Select **Show this Column to Students: No**.
5. Click **Submit**.

### Entering a Grade immediately makes it visible for students

If a Grade is entered, it will immediately become visible for students. If you do not want the grades to be visible until all students are graded, temporarily make the column invisible. See pitfall 1 and section 4.5.

### Hiding a Student Does Not Make the My Grades Unavailable to That Student

Selecting *Hide User* from the contextual menu next to a student's name only makes the user invisible in the Grade Centre. My Grades cannot be made unavailable on a user-by-user basis, only course-wide. The user can be removed from the course or disabled. Please see the section user management in our Basic Instructor Manual on our website.

### My Grades (Student View of Grades) Is Available By Default

If you do not wish your students to be able to view any grades you enter in the Grade Centre, you must make the My Grades tool unavailable for the course site. To do so:

1. Navigate to **Course Menu > Customisation > Tool Availability**.
2. Scroll through the list down to "My Grades" and uncheck the box behind it.
3. Click **Submit** to save changes. All Grades will be invisible for students.

### A Calculated Column does not display the right score

Check the column settings of all columns used to calculate the weighted grade. Usually, the points possible are not set correctly for one of the columns. See chapter 4.1 and 4.2 or contact the Blackboard helpdesk.

### Complete/Incomplete Grade display option can only display a complete sign

The Complete/Incomplete Grade Display option displays a tick  when an assignment is completed. However, it appears not to be possible to display a "failed" sign, and even insufficient grades are displayed as completed when a value is entered. It is possible to create a Grading Schema with a cross for insufficient grades. For more information, please contact the helpdesk.

## Grade Centre: Exporting grades and calculating outside of Blackboard

When you export the Grade Centre in order to calculate grades, you might come across the problem that the values in some cells aren't recognised as grades.



	F	
	Indrukcijfer [Total Pts: up to 60]	483145
	Ver	
!	7.50	54.1
	Getal opgeslagen als tekst	75.1
	Converteren naar getal	61.1
	Help-informatie over deze fout	77.1
	Fout negeren	83.1
	Bewerken op formulebalk	80.1
	Opties voor foutcontrole...	59.1
		60.1
		0.0
	7.50	69.1
	7.00	0.0
	7.50	87.1
	7.50	76.1
	8.50	54.1
	7.50	66.1
	7.00	69.1
	7.50	66.1
	7.50	72.1
	6.50	70.1
	7.50	82.1
	8.50	72.1
	7.50	63.1
	7.00	75.1
	8.50	66.1
	8.50	78.1

You can find more info on this subject on <http://support.office.microsoft.com/nl-nl/article/Tekstnotatie-van-getallen-converteren-naar-getalnotatie-40105f2a-fe79-4477-a171-c5bad0f0a885?ui=nl-NL&rs=nl-NL&ad=NL&omkt=en-GB>.

We advise you to use Technique 1.

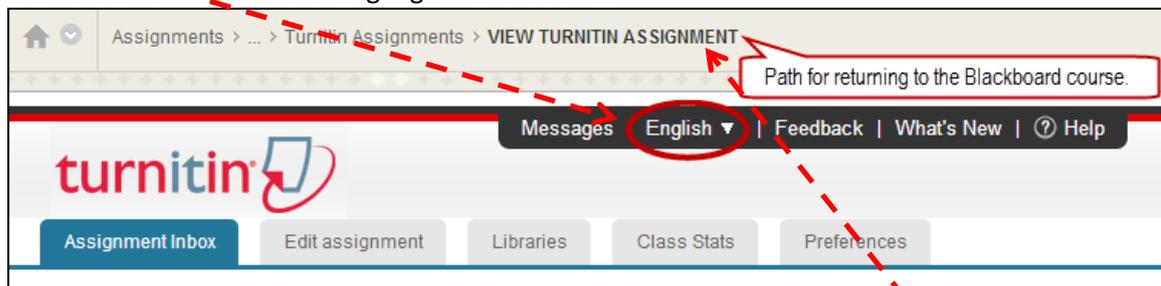
In Dutch: <http://support.office.microsoft.com/nl-nl/article/Tekstnotatie-van-getallen-converteren-naar-getalnotatie-40105f2a-fe79-4477-a171-c5bad0f0a885?ui=nl-NL&rs=nl-NL&ad=NL>

## More on Turnitin

### Turnitin: Changing the language

You can change the language of the Turnitin Tool in the Assignment Inbox:

- Click the arrow next to the language in the black bar:



- Select the language of your choice.

### Returning to the Blackboard course from Turnitin

The easiest way of returning from the Turnitin Tool to the Blackboard Course is by navigation with the return-path. The path is displayed at the top on every page in Blackboard and lists the path that you have taken to get to the current page:

- Click the home-icon on the left to go to the homepage of the course.
- Click the arrow  for an overview of recently visited courses.
- Click an item in the path to navigate to earlier visited pages. Clicking '...' will fully expand the list of pages.

### Turnitin: Submitting a paper on behalf of a student

Papers you submit for non-enrolled students will not be accessible to any of your students. You must choose the student from the student "author" list in order for the student to know you've submitted a paper on his or her behalf. This is also the only way the student will be able to see the Originality Report for the submitted paper, as well as any comments you make in GradeMark.

See the [online manual](#) for detailed description of the steps in this process.

## Adaptive Release

Using Adaptive release is not a basic Blackboard skill, but is definitely worthwhile exploring; with Blackboard's Adaptive Release you can grant access to content to certain (groups of) users based on criteria like group membership, dates or results. This means students will only see that content when they are allowed to or when it's relevant to them.

You can set adaptive release on individual content items (files, web links, etc.) or on folders.

In depth instructions on setting up adaptive release can be found in the online Blackboard instructor's manual: [https://help.blackboard.com/en-us/Learn/9.1\\_2014\\_04/Instructor/090\\_Course\\_Content/030\\_Release\\_Content](https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor/090_Course_Content/030_Release_Content)