

Grading a Turnitin Assignment

Turnitin

Turnitin is a cloud-based service that checks for originality of a paper.

How it works—Turnitin compares the submitted text to their database and gives an originality or similarity score.

Since you have built the assignment, let's go through the process of how to grade a Turnitin assignment.

Accessing the Turnitin Assignment for Grading

To access the assignment:

Log in to Moodle and navigate to the course that has the assignment.

Click on the name of the Turnitin Assignment.

▼ Turnitin Assignments ✎



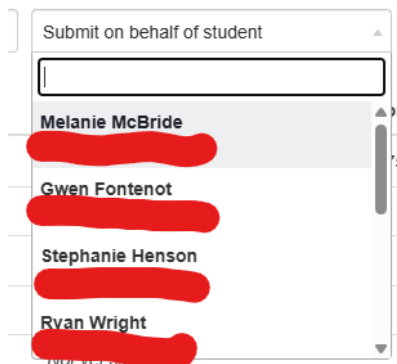
Grading a Turnitin Assignment ✎

Assignment Inbox		Analytics							
Search		Submit on behalf of student				Download All			
<input type="checkbox"/>	Author	Title	Submission ID	Uploaded	Viewed	Grade	Similarity	Flags	Options
<input type="checkbox"/>	Emily Perritt	582G-Spec-Ed-Advising-G...	2722407535	July 29, 2025	✎	✎	76%	--	...
	Melanie McBride	Not yet submitted	--	--		✎	--	--	...
	Gwen Fontenot	Not yet submitted	--	--		✎	--	--	...

Uploading on a Student's Behalf:

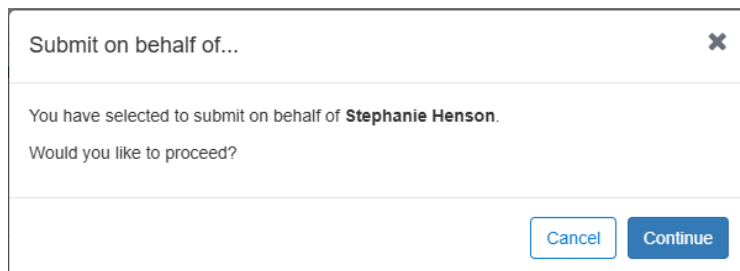
If you ever need to upload a student's work for them, you can click on the drop down that says "Submit on behalf of student."

Then, choose the student whose work you are trying to upload.



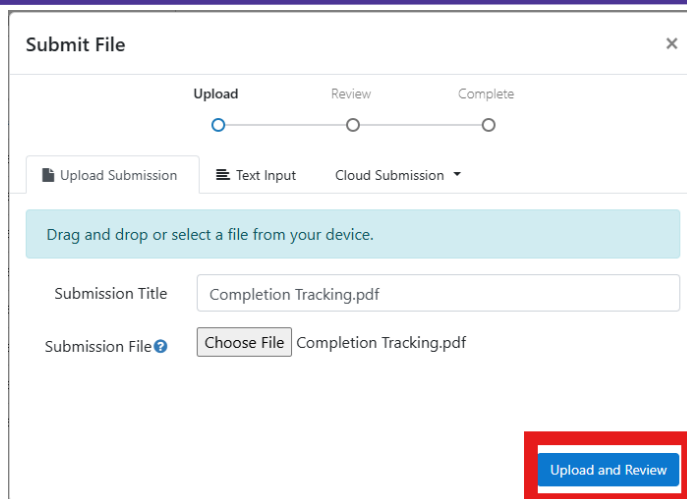
A dropdown menu titled "Submit on behalf of student" is shown. It contains a list of student names: Melanie McBride, Gwen Fontenot, Stephanie Henson, and Ryan Wright. Each name is followed by a redacted area (blacked out). The menu is open, showing the list of students.

Once the student is selected, you will be asked if you want to proceed with uploading for that student. To proceed, click Continue.



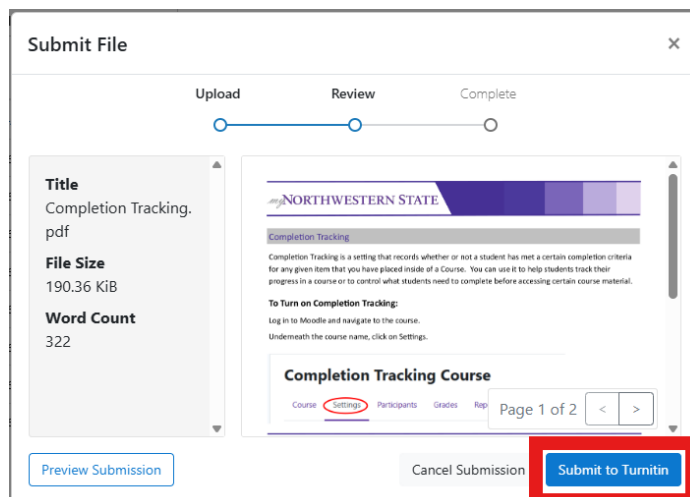
A dialog box titled "Submit on behalf of..." is shown. It contains the text: "You have selected to submit on behalf of **Stephanie Henson**. Would you like to proceed?". At the bottom right, there are two buttons: "Cancel" and "Continue".

You will then click on the **Choose File** button to browse and find the file that needs to be uploaded for the student. Once uploaded, you will click **Upload and Review**.



The "Submit File" dialog is shown in the "Upload" tab. It has a progress bar with three stages: Upload, Review, and Complete. Below the progress bar, there are three options: "Upload Submission", "Text Input", and "Cloud Submission". A light blue box contains the text: "Drag and drop or select a file from your device." Below this, there is a "Submission Title" field with the text "Completion Tracking.pdf". Under "Submission File", there is a "Choose File" button and the text "Completion Tracking.pdf". At the bottom right, there is a red-bordered button labeled "Upload and Review".

You will see a preview of the file that was uploaded. If everything is correct, you will click **Submit to Turnitin**.



The "Submit File" dialog is shown in the "Review" tab. It has a progress bar with three stages: Upload, Review, and Complete. On the left, there is a summary box with the following information: Title: Completion Tracking.pdf, File Size: 190.36 KiB, Word Count: 322. On the right, there is a preview of the document. The preview shows the title "Completion Tracking" and a description: "Completion Tracking is a setting that records whether or not a student has met a certain completion criteria for any given item that you have placed inside of a Course. You can use it to help students track their progress in a course or to control what students need to complete before accessing certain course material." Below the preview, there is a section titled "To Turn on Completion Tracking:" with instructions: "Log in to Moodle and navigate to the course. Underneath the course name, click on Settings." At the bottom, there is a "Completion Tracking Course" section with a table showing "Course", "Settings", "Participants", "Grades", and "Rep". The "Settings" column is highlighted. At the bottom right, there is a red-bordered button labeled "Submit to Turnitin".

Upon submission, you will be taken back to the **Submission Inbox** showing that the upload was successful.

Submission uploaded successfully.

Search

Submit on behalf of student

Download All

<input type="checkbox"/>	Author	Title	Submission ID	Uploaded	Viewed	Grade	Similarity	Flags	Options
<input type="checkbox"/>	Stephanie Henson	Completion Tracking.pdf	2722417723	July 29, 2025			0%	--	...
<input type="checkbox"/>	Emily Perritt	582G-Spec-Ed-Advising-G...	2722407535	July 29, 2025			76%	--	...

Grading an Assignment

To grade a student’s work and to see the details of the similarity report, click on the pencil located in the Grade column.

Submission uploaded successfully.

Search

Submit on behalf of student

Download All

<input type="checkbox"/>	Author	Title	Submission ID	Uploaded	Viewed	Grade	Similarity	Flags	Options
<input type="checkbox"/>	Stephanie Henson	Completion Tracking.pdf	2722417723	July 29, 2025			0%	--	...
<input type="checkbox"/>	Emily Perritt	582G-Spec-Ed-Advising-G...	2722407535	July 29, 2025			76%	--	...

A pop-up window will open on your screen taking you to the Feedback Studio where you can review the file uploaded and assign the grade for the student’s work.

Feedback Studio - Google Chrome

ev.tumitin.com/app/carta/en_us/?a=2722407535&lang=en_us&u=16401973&ro=103&s=3

feedback studio

Emily Perritt | 582G-Spec-Ed-Advising-Guide.pdf

/100

2 of 2

1

Feedback Studio

0%

76

Feedback Studio

Download

Help

**Specialist Degree in Educational Leadership & Instruction (Ed.S)
Concentration in Special Education (582G)
Degree Plan/Advising Guide**

(Note: Candidates are encouraged to use this [planning sheet](#) to confer with their assigned major professor on classes required and available each semester and to track course completion and grades. The University Catalog specifies admission and graduation requirements.)

Name _____

NSU Student ID _____ Semester Enrolled _____

Specialist Committee Members:

Table Key:
Blue denotes courses taken in the Master's degree and may substitute for 3 hours of Research Methods.

24 Hours in Special Education	3 Hours in Statistics	6 Hours in Research Methods	6 hours in Thesis
1. Course: Date Completed:	1. EPSY 5400	1. EDUC 5010 (Master's) (*If taken at another university, please complete & return Transfer of Graduate Credit form)	1. EDUC 5890 (3 hrs) (taken at end of coursework with advisor's approval)
2. Course: Date Completed:		2. EPSY 5520	2. EDUC 5990 (3 hrs) (taken at end of coursework with advisor's approval)
3. Course: Date Completed:			
4. Course: Date Completed:			
5. Course: Date Completed:			
6. Course: Date Completed:			

The top of the window provides you with the student's name, the file name of the item uploaded, and a box to enter the grade.

On the right hand side of the screen, the blue section provides you buttons where you can enter comments and notes to the student.

The **Rubric/Form** button allows you to use a rubric that was attached to the assignment.



The **QuickMarks** button allows you to select from a list of pre-formatted comments.

The **Feedback Summary** button allows you to either do a voice comment or type customized comments.

The red section allows to view if there are any flags and the sources that Turnitin was able to match the text in the document.

The **Match Overview** button shows the similarity score and highlights pieces of the document that matched, along with providing the source that the information matched to.

The **Filter** button allows you to exclude quotes, bibliography, and sources that are less than a certain amount of words or percentage of source documents.

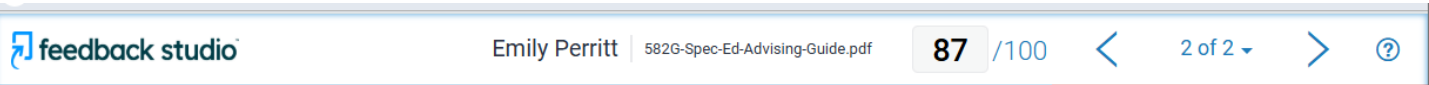


The **Flags** button shows if there is any hidden text or replaced characters that Turnitin's algorithms deem in-consistent from a normal submission.

The **All Sources** button allows you to review the sources that Turnitin matched to the submitted text.

The **Excluded Sources** button allows you to exclude specific sources from being part of the similarity report.

After reviewing the document, you can enter the grade at the top of the screen.



Once entered, you can close the Feedback Studio window.

When you go back to the **Assignment Inbox** area, you will see the grade that you have entered for that student.

	Assignment Inbox	Analytics							
<input type="text" value="Search"/>		<input type="text" value="Submit on behalf of student"/>		<input type="button" value="Refresh"/>		<input type="button" value="Download All"/>			
<input type="checkbox"/>	Author	Title	Submission ID	Uploaded	Viewed	Grade	Similarity	Flags	Options
<input type="checkbox"/>	Stephanie Henson	Completion Tracking.pdf	2722417723	July 29, 2025			0%	--	...
<input type="checkbox"/>	Emily Perritt	582G-Spec-Ed-Advising-G...	2722407535	July 29, 2025		87	76%	--	...

Once you have graded all the students, you can click on the **Analytics** button to see a breakdown of similarity scores, the variety of sources deemed similar to student writing, and, if you use any of the QuickMarks, the common errors noted.

