Turnitin – Grade an Assignment

1. In the Blackboard Unit Site that the assignment sits in, click **Unit Tools** and select **Turnitin Assignments**.

2. Select the Turnitin Assignment you want to grade. The Turnitin Inbox will display.

3. Click on the **Grade** icon (the pencil) beside the student you want to grade.
4. The Turnitin Document Viewer will load the student’s submission in a new page.

5. You can type the grade for this submission in the top right-hand corner of the page.

6. Additionally, you can add comments by highlighting any part of the text, click the **Comment** button and type in your comment.

7. You can also drag on a QuickMark (a predefined comment) from the QuickMarks set onto the paper on the left.

8. When finished, simply close the page, Turnitin automatically saves the Grade and comments.