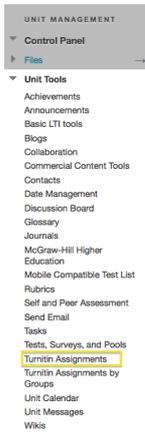# Turnitin – Import a QuickMark Set
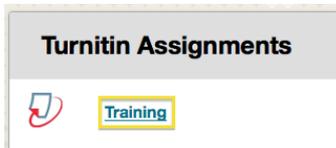
This information sheet outlines how to import a QuickMark Set file into your own Turnitin user profile.

In order to complete these steps you will need to have a QuickMark Set export file to import. Normally your Unit / Course Coordinator will have emailed this through to you.

1. Access the *Turnitin Assignments* tool in the *Unit Tools* menu.

2. Click on the *Assignment Title* to open up Turnitin.
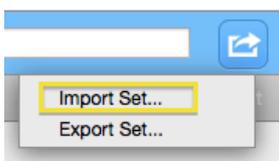

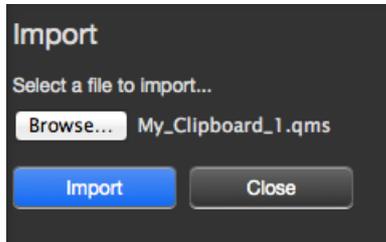3. Click on the *Libraries* tab.

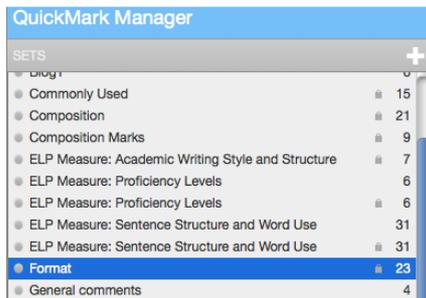4. Click on the *Upload/Download* icon.

5. Click on *Import Set*.

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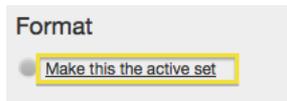
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6. Click the **Browse** button and select the QuickMark Set file you want to import. Then Click the **Import** button. Once it has finished importing, click the **Close** button.

7. Select the newly imported QuickMark Set in the left column. E.g. "Format", below.

8. Click on *Make this the active set* in the right column.

9. This is now the active QuickMark Set. Now when you grade a Turnitin Assignment, this will be the QuickMark Set that is active and available.

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