

SaGE - Survivial Checklist and FAQs

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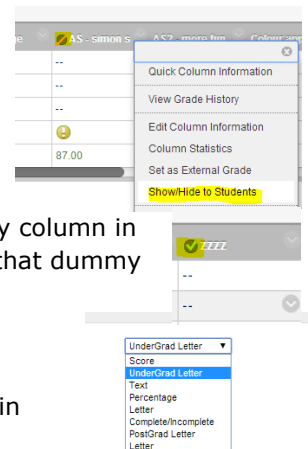
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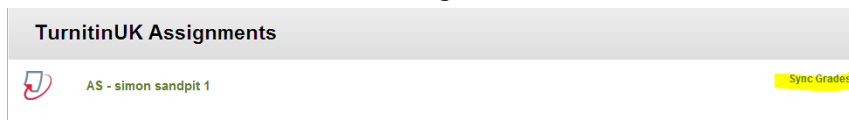
Before you mark a Turnitin assignment – a checklist to avoid problems

- If you are marking significant volumes on Turnitin, [check Turnitin's Status on Twitter](#) which will inform you of any out-of-hours problems.
- Ensure the 'Points Value' in your Turnitin assignment settings is set to 100
- Carry out a Roster Sync from the assignment inbox to bring in any missing students who haven't submitted (all submitting students will be already there)
- Check that the grade centre column is hidden
- Check the grade centre column is not 'Set as external grade'. If it is, create a dummy column in grade centre and choose the 'Set as external grade' option for that column. You may hide that dummy column to avoid confusion.
- Check the appropriate letter grading schema is selected in 'Edit column information'. Even if this was correct when the submission point was created, any changes to any Turnitin settings or dates will force the default back to 'Score'

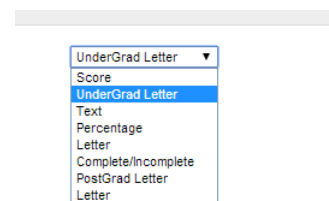


After you mark a Turnitin assignment – a checklist to avoid problems

- Sync grades from 'Site tools' / 'TurnitinUK assignments'



- Check the appropriate letter grading schema is selected in 'Edit column information'. Even if this was correct when the submission point was created, any changes to any Turnitin settings or dates will force the default back to 'Score'
- Check for any unexpected 'G' grades in the column. See [FAQs](#)
- Check that the grade centre column is visible to students



Extensions

Turnitin

Option 1: Don't alter the due date, use the existing submission point

[best when you expect full submission before you start marking]

If your Turnitin settings allow late submissions, students can submit **one** version of their work after the post date. If they need to resubmit you can delete their first submission from the Turnitin in box, which will then allow another attempt.



Option 2: Create a new submission point and set a new due date

[best when you expect submission(s) after you start marking, but you will need to ensure these grades are included in your grades submission to your SAT]



Use adaptive release to hide the submission point from students who don't have an authorised extension.



Blackboard Assignments

Ensure the submission point is not visible to students after the due date. Then use adaptive release to show the submission point to students who have an authorised extension.

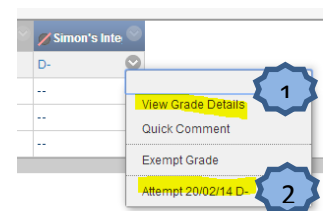


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Adding grades and feedback directly into grade centre

If you are not adding grades in Turnitin's Grademark, you will still need to follow the before and after marking checklists if Turnitin is being used for students to submit their work.

Within the grade centre column there are **two** main entry points to grading - 'View grade details' or 'Attempt DD/MM/YY [GRADE]'. These work in subtly different ways.



Via **1** 'Attempt DD/MM/YY [GRADE]' goes to 'Modify Grade'

Your grade can be added here as a numeric, but ONLY if you are NOT adding the score in the Turnitin score box. Otherwise 'sync grades' will overwrite. Use a number ONLY as Grade – '-' or '+' added to letter grades will result in a 'G' grade in the grade centre column.

3. Feedback to User

Grade out of 100.0

Comments

Attach local file No file chosen

Currently Attached Files

Undergraduate Numeric Grade	Letter Grade	Postgraduate Numeric Grade
90	A+	90
78	A	77
73	A-	72
68	B+	68
65	B	65
61	B-	61
58	C+	58
55	C	55
51	C-	51
48	D+	n/a
45	D	n/a
41	D-	n/a
38	F+	47
27	F	36
13	F-	14
0	G	0

Via **2** 'View grade details'

Edit Grade => 'Grade Details' which will show Letter Grade. You can use letter grades here to adjust the grade **unless** you are using a Blackboard Rubric, when you need to make your changes in there.



FAQs

Students with an extension are unable to submit their work through Turnitin

They have submitted an earlier version that needs deleting. See [Extensions / Turnitin / Option 1](#)

Students are missing from the Turnitin in box

See 'Roster sync' in [Before you mark a Turnitin assignment – a checklist to avoid problems](#)

Grades from Turnitin are missing in the Grade Centre

You need to sync grades. See [After you mark a Turnitin assignment – a checklist to avoid problems](#)

Numbers, not letters, appear in the Grade Centre

The letter grading schema has become detached. See [After you mark a Turnitin assignment – a checklist to avoid problems](#)

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Students have unexpected 'G' grades in the Grade Centre

You have added letter grades with '+' or '-' directly in Grade Centre using the 'Attempt DD/MM/YY [GRADE]' option. Change these to numbers to fix this. See [Adding grades and feedback directly in grade centre](#). Or 'Points possible' might not be set to '100' – see [Before you mark a Turnitin assignment – a checklist to avoid problems](#)

Students can't see their grades

The grade column may be hidden or the post date may not yet have been reached. See [After you mark a Turnitin assignment – a checklist to avoid problems](#)

Need more help? Please check the NILE Help tab for detailed information about the SaGE process or contact the Learning Technologists at 01604 892696 / x2696 or email learntech@northampton.ac.uk

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