Instructions for Setting up a Library in Turnitin/PeerMark

Before beginning, have the Peer Review instructions (linked in the Introduction module) and essay rubric (linked in the Peer Review instructions) open in different windows or tabs.

You can set up a PeerMark Library in two places:
1. If you go to the inbox of one of your Turnitin assignments, you will see a tab that says "Libraries." Click on that and go to "PeerMark Questions." There, you can Add Library.

2. In Step 3 of your PeerMark assignment, you will be given the option to add questions.

When you are ready to begin,
1. Select Add Question
2. Select Free Response
3. Copy and paste from the Peer Review instructions. (The first question is "What are two strengths of the essay?")
4. Provide a word count minimum. I typically use 10 here. Note that students will have to reach all minimums in order to complete the assignment.
5. Select Add Question and finish copying and pasting the six questions from the instructions, all as Free Responses.
6. Select Add Question and select Scale Response. For these next five questions, you will need to refer to the essay rubric.
7. Copy and paste the first category from the rubric. For example: "Rhetorical knowledge: Clear purpose or thesis; Coherent intro; Appropriate voice and tone; Audience awareness; Proper format/genre; Understands assignment; Cogent conclusion"
8. Select Scale size=5. Labels: 1=Poor; 5=Superior
9. Continue with the other four categories. By the end, you should have eleven questions in all: six free responses and five scaled responses that are based on the rubric.
10. Before finishing, click "Save to library." Give your library a title (e.g. Online PeerMark 2014). If all goes well, this library will be in your Turnitin library forever!
11. Click Save and Finish.
12. Congratulations, you're done!

Instructions for Setting up a Rubric in Turnitin

1. Open the rubric you want to use; you'll need this to copy and paste into Turnitin.
2. On your course homepage, go to the Course Tools dropdown menu on the left and select Turnitin Assignments.
3. Open one of your assignments. This should take you to the inbox. (You can also grade here, rather than in the Needs Grading section of the course.)
4. Select the Libraries tab at the top of the page and go to Rubric/Form manager.
5. You should see a series of boxes. Looking at your rubric, use the + keys next to Criteria and Scales to add the appropriate number of boxes and rows.
6. Scroll down to the bottom of the blank rubric and find the Rubric Scoring section. You'll see three choices. If you want Turnitin to calculate the grade for you, select the first option, the % sign. If you want students to see the criteria and standards but want to

assign your own grade, select the 0 on the far right. (I've found that the middle selection can be complicated, but you are welcome to experiment with it.)

7. On the left side (Criteria), copy and paste the Criteria from the rubric. The titles have limited characters, so you may need to abbreviate. If you're adding numbers, enter the percentage the criterion is worth. These should add up to 100%.

8. Across the top (Scales), list the standards: Excellent, Good, etc. You also have to enter a number if you want Turnitin to calculate grades. The highest value you enter will be how many total points the assignment is worth. I usually set it for 100. Set the other columns to the ideal grade for each standard.
   - I like to use six rows, numbered 100, 95, 85, 75, 65, and 50. (Using five usually skews the A's a little high because it skips from 100 down to 85.) If the rubric has four rows, you might want to set it at 100, 85, 75, and 55 or 60.
   - This is the part that can get tricky—making the numbers you enter here calculate the grade you think the essay deserves—but you can always manually adjust the grade in Turnitin if the calculated grade does not seem right to you.

9. Enter a title at the top. Note that once you use a rubric to grade an assignment, you cannot delete it. You may copy it into a new rubric and edit it, but you can't make it go away, so be sure to give it an easily identifiable title. (e.g. Online Writing Assignments Sp14) The good thing is that once you create a rubric, it will be there for all future classes.

10. Go to the bottom and click Save.

11. To link the rubric to an assignment, you have two options:
   - When creating the assignment, view More Options. At the very bottom, you can select a rubric from a dropdown box.
   - Open up an essay that's been submitted. On the bottom right side, you should see four icons; it is probably set on QM (QuickMarks). Click on the far right one: Rubric.
   - In the top right corner of that box, you'll see a tool (a wrench?). Click on that, and it should open the rubric manager libraries. Select the rubric you created. In the top right corner, you'll see another tool looking thing. (Excuse my formal language here.) Click on that, and it should say that the rubric is linked to the assignment.

12. Celebrate: you're done! Now all you have to do is grade the essays.

Instructions for Changing Deadlines on Blackboard Homework Assignments

Before the beginning of each semester, you will need to verify and sometimes modify the deadlines on all Homework Assignments. To do this:
1. Click on Assignments on your Course Menu.
2. Hover over each assignment, and you will see an arrow to the right of the title.
3. Click the arrow and select Edit.
4. Scroll down to Due Date. Enter the date listed on the Course Schedule.
5. You should not have to change anything else. The box should be checked to make the assignments visible. Leave Display After blank. The Display Until box may list the due date, which means that students cannot submit late assignments. You may adjust this if necessary.
6. Click Submit.