




## This is a user guide for users of Turnitin on how to attach a rubric.

1. After adding the Turnitin activity, access the activity and click on "Launch Rubric Manager"

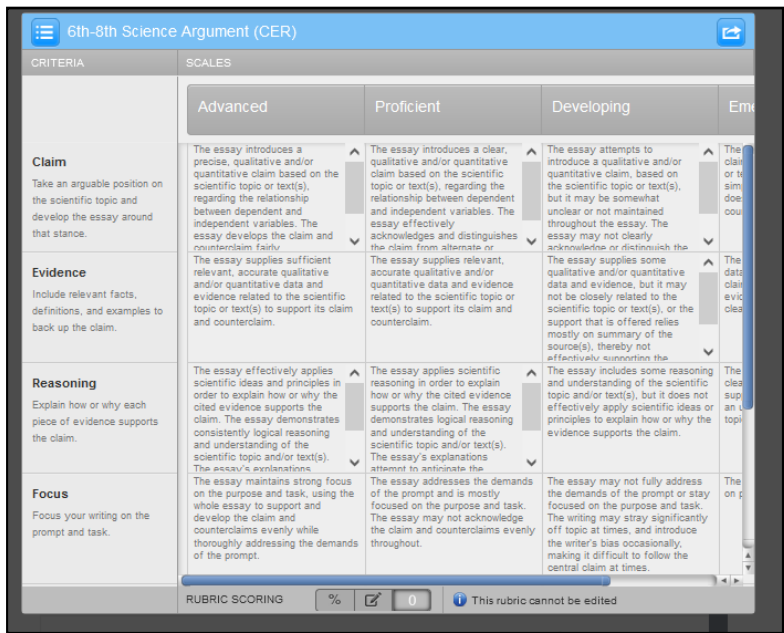
The screenshot shows the Turnitin interface for a 'Sample Turnitin' activity. At the top, there is a 'Submission Inbox' tab. Below it, a 'Part 1' tab is selected. A table lists submission details with columns for Title, Start Date, Due Date, Post Date, Marks Available, and Export. The first row shows 'Sample Turnitin - Part 1' with a start date of 21 Jul 2023, a due date of 28 Aug 2023, and a post date of 28 Jul 2024. The 'Marks Available' column shows '100'. A blue grid icon, representing the 'Launch Rubric Manager' function, is highlighted with a yellow box in the 'Export' column. Below the table, there are buttons for 'Refresh Submissions' and 'Notify Non-Submitters', along with a search bar and pagination controls. At the bottom, a table shows submission entries with columns for First Name / Last Name, Submission Title, Turnitin Paper ID, Submitted, Similarity, and Grade. The first entry is 'Atest, Test'.

Title	Start Date	Due Date	Post Date	Marks Available	Export
Sample Turnitin - Part 1	21 Jul 2023 - 11:14	28 Aug 2023 - 11:14	28 Jul 2024 - 11:14	100	

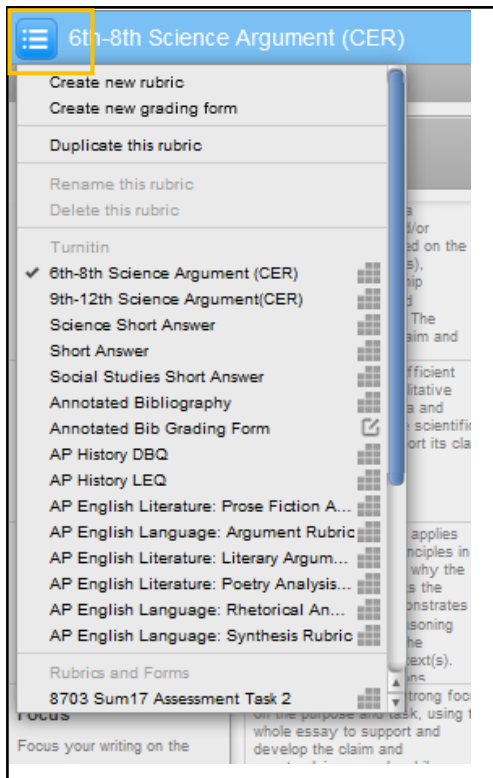
  

First Name / Last Name	Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade
Atest, Test	--	--	--	--	--

2. After clicking on "Launch Rubric Manger", the default rubric will appear.



3. Click on the hamburger icon located on the top right. A drop down will appear and you will be given the option to create a new rubric. If you would like to re-use an existing rubric, please skip to Step 7.



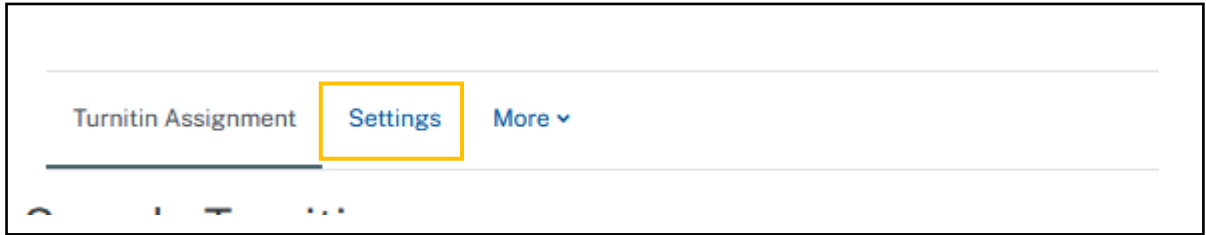
4. In the drop down menu, click on the "Create new rubric". Then you will be given an empty rubric.

The screenshot shows a software interface for creating a rubric. At the top, there is a blue header bar with a menu icon and the text "Enter rubric name here". Below this, there are two tabs: "CRITERIA" and "SCALES". The "SCALES" tab is active, showing three columns for "Scale 1", "Scale 2", and "Scale 3", each with a value of "0". The "CRITERIA" tab shows four rows for "Criterion 1", "Criterion 2", "Criterion 3", and "Criterion 4", each with a value of "0%". At the bottom, there is a "TOTAL" row with a value of "0" and a "RUBRIC SCORING" section with a percentage icon and a "0" value. There are "SAVE" and "CANCEL" buttons at the bottom right.

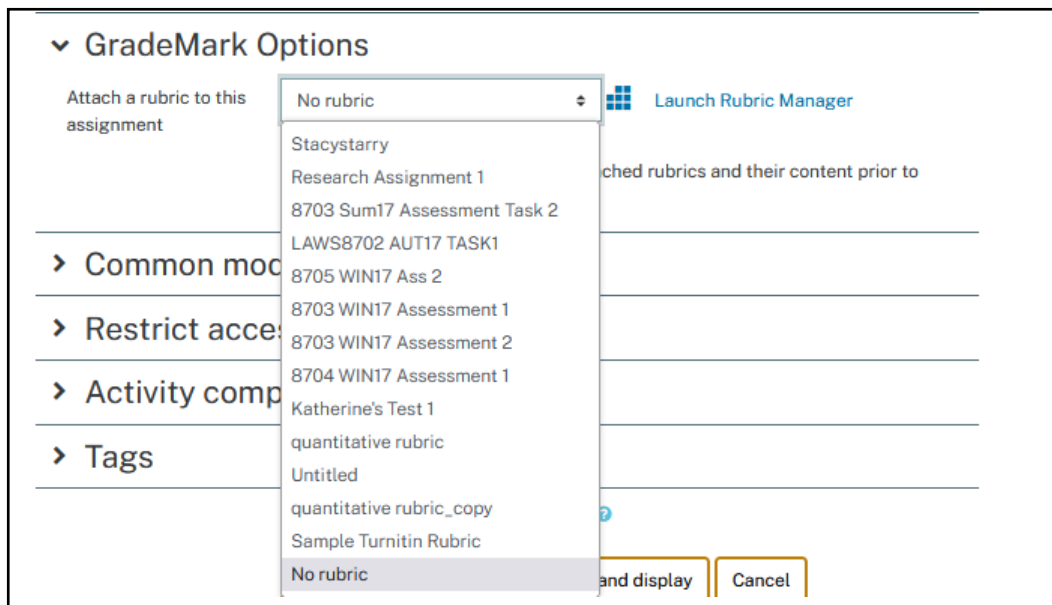
5. Give the new rubric a name, and you can enter the different scales, percentages, and comments for each grading scale. Once all items are added and completed, click on "Save".

The screenshot shows the same rubric creation interface, but now it is titled "Sample Turnitin Rubric". The "SCALES" tab is active, showing three columns for "Scale 1", "Scale 2", and "Scale 3", with values of "5.00", "4.00", and "3.00" respectively. The "CRITERIA" tab shows four rows for "Criterion 1", "Criterion 2", "Criterion 3", and "Criterion 4", each with a value of "25%". The "TOTAL" row shows a value of "100%". The "RUBRIC SCORING" section shows a percentage icon and a "0" value. The "SAVE" button is highlighted with a yellow box.

6. Once the rubric is saved, click out of the rubric. Then go to the "Setting" of the activity.



7. In the "Setting" page, go to "GradeMark Options". In the drop down menu, select the newly created rubric. Or if you are re-using an existing rubric, you can select the rubric in this step.



8. Once the rubric is selected, click on "Save and return to course".

