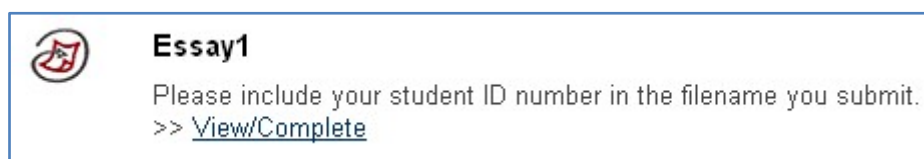


# A Student Guide to Downloading Feedback from Turnitin

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After submitting work, it's important that you make use of the feedback given to you by your tutors. Electronic feedback is easy to access via your Blackboard course and Turnitin.

You can view your provisional grades and Feedback (if given) from submitted Turnitin assignments by returning to the area in Blackboard where the assignment link is shown (i.e. wherever you submitted your assignment). This area may simply be called 'Assessments'. The picture below shows the link to the Turnitin assignment.



Click the **'View/Complete'** link to access the assignment and your submission.

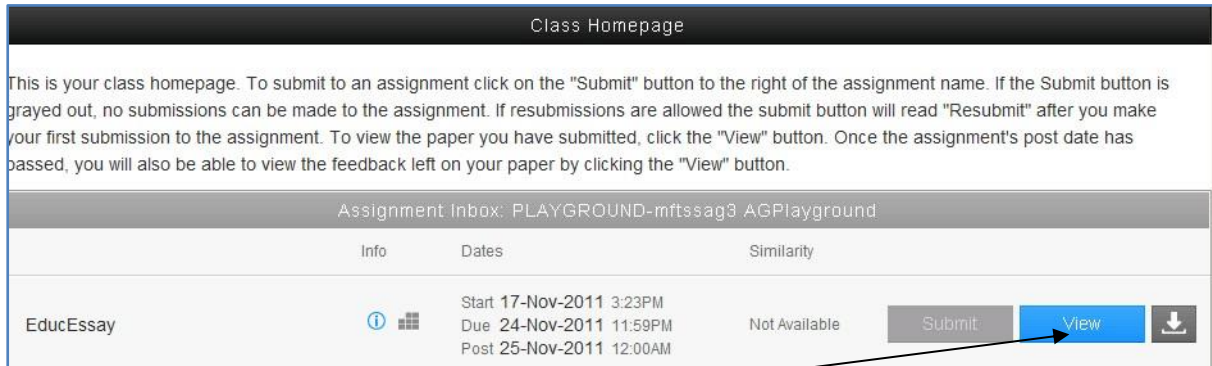
There are two ways to read the feedback provided by your tutor:

- 1) View your work online, and/or
- 2) Download your work, read it offline and print it off if required.

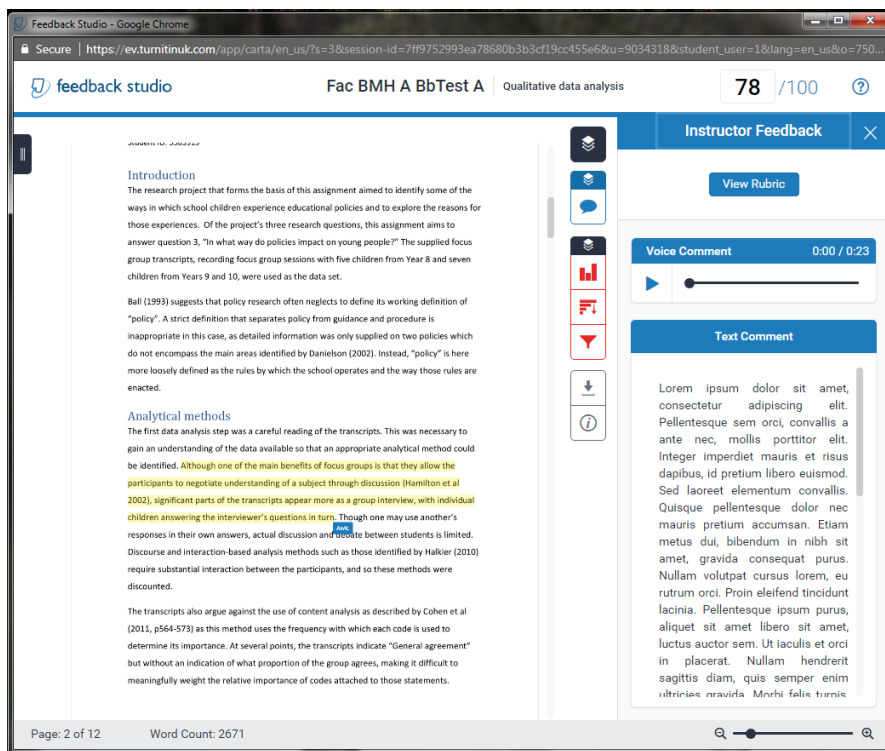
NB: It is strongly recommended that you do download the feedback and save a copy for your records. Although you can access previous years' courses through Blackboard, you may not be able to access your old assessments. Download your feedback as standard practice when you first read it or, at the latest, before the end of the academic year.

## View your work online

After clicking the 'View/Complete' link you will see your Class Homepage screen (as below):



Now click on '**View**' to see your assignment submission, along with your provisional mark/grade, feedback comments and general comments.



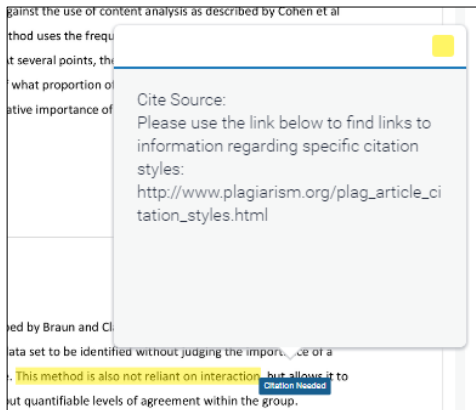
## Marks

Your provisional grade (or Mark) appears at the top right corner of the screen, typically showing a mark out of 100:

## Feedback comments

Your tutor may have added feedback comments directly to the pages of your work in the form of **'bubble' comments**. These appear as blue boxes with either white text or a white speech bubble.

Click on the blue box to see the feedback given. The text of the comment (in the white area) is what you need to pay attention to.



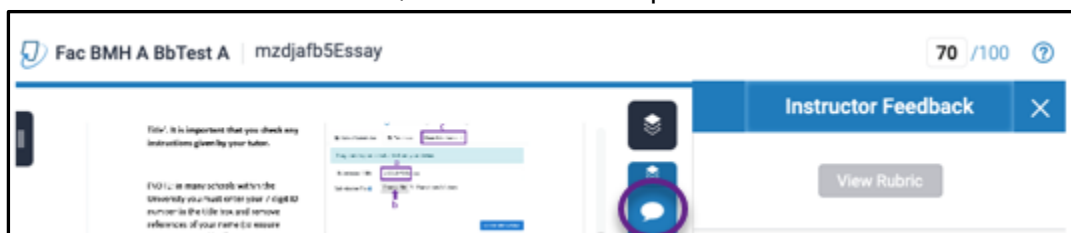
## General Comments

These may have been added to the piece of work and will be shown in the right hand pane of the screen that you are viewing to see your work. General comments apply to the whole paper, as opposed to the comments added to particular parts of the paper. If your tutor has recorded a Voice Comment, this will be accessible from the same pane as the General Comments. If a rubric has been used, you will also be accessible from this pane.

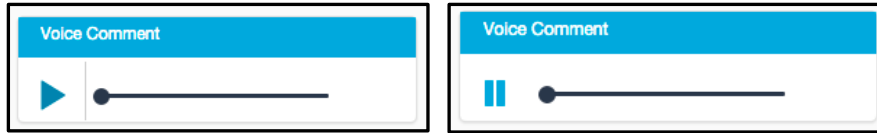
## Audio Feedback

To make your feedback more personalized, your instructor may leave you a voice comment regarding your paper. This can save your instructor time and can make explanations clearer and more detailed for you as a student.

1. To access voice comments, first select the speech bubble icon



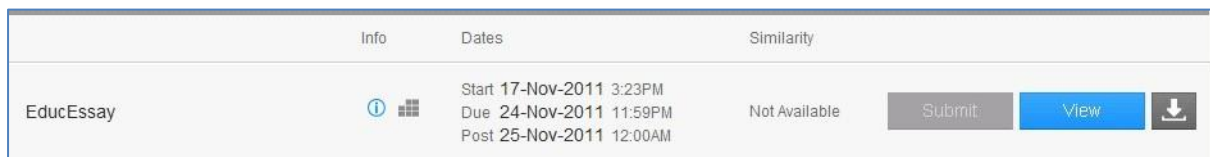
2. Select the play icon / pause icon to play or pause the recording



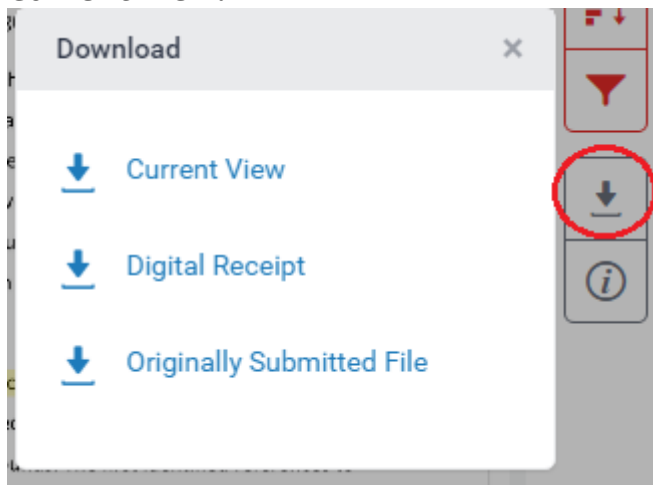
See [How to Download Voice Comments](#) later in this document.

## Downloading Your Work When It Has Been Marked

You can download your paper as a PDF including the marks and feedback that you have received from the same Class Homepage you use to view your marks and feedback. Click the View button:



Then click on the download icon at the right of the screen and choose the option **Current View**.



A dialogue box will appear to confirm the download is being prepared, then a Save as... window will pop-up. Make sure you save it to a personal folder or external drive. Do not save any of your personal files to a desktop in a computer cluster.

Your downloaded file will be a PDF and will show your original essay and any Feedback Studio report information and feedback attached to your paper. Both 'bubble' and general comments will be given at the end of your work, as shown below. If a rubric has been used, this will be shown at the end of the paper. There will also be a note to indicate if voice feedback has been left. See [How to Download Voice Comments](#) later in this document.

### Qualitative data analysis

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GRADEMARK REPORT

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<p style="font-size: small; margin: 0;">FINAL GRADE</p> <div style="text-align: center; font-size: 2em; font-weight: bold; color: #0070C0;">78</div> <div style="text-align: center; font-size: 1.5em; font-weight: bold; color: #0070C0;">/100</div>	<p style="font-size: small; margin: 0;">GENERAL COMMENTS</p> <p style="margin: 5px 0;"><b>Instructor</b></p> <p style="font-size: x-small; margin: 0;">Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque sem orci, convallis a ante nec, mollis porttitor elit. Integer imperdiet mauris et risus dapibus, id pretium libero euismod. Sed laoreet elementum convallis. Quisque pellentesque dolor nec mauris pretium accumsan. Etiam metus dui, bibendum in nibh sit amet, gravida consequat purus. Nullam volutpat cursus lorem, eu rutrum orci. Proin eleifend tincidunt lacinia. Pellentesque ipsum purus, aliquet sit amet libero sit amet, luctus auctor</p> <p style="font-size: x-small; margin: 5px 0;"> A voice comment was left for this paper.</p>
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PAGE 1

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PAGE 2

QM

**Awk.**  
Awkward:  
The expression or construction is cumbersome or difficult to read. Consider rewriting.

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PAGE 3

QM

**Citation Needed**  
Cite Source:  
Please use the link below to find links to information regarding specific citation styles:  
[http://www.plagiarism.org/plag\\_article\\_citation\\_styles.html](http://www.plagiarism.org/plag_article_citation_styles.html)

**Comment 1**

Why did you choose this methodology?

## How to Download Audio Feedback (Voice Comment)

Your tutor may have left **audio feedback** (voice comment) on your paper, but Turnitin does not offer a way to download these comments automatically. If you wish to make a copy of the voice comment, you have two options.

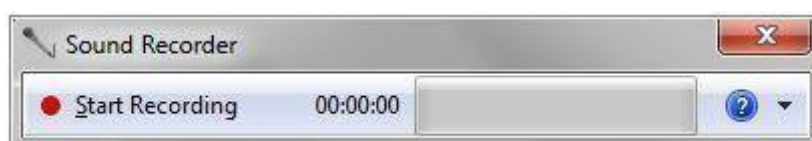
Voice comments can be recorded using

- **Sound Recorder**, which is pre-installed on all Windows PCs, or
- **Audacity**, which is freely available, open-source software available for PC and Mac.

A 3-minute recording using **Sound Recorder** will produce a **WMA file** of approximately 2180KB, while **Audacity** will produce an **MP3 file** of approximately 2800 KB.

### Using Sound Recorder

1. Open **Sound Recorder: Start > All Programs > Accessories > Sound Recorder**



2. **Resize** the Turnitin Document Viewer so that you can see it and the Sound

Recorder window at the same time.

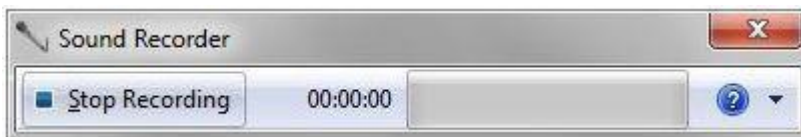


3. Press the red **Start Recording** button in the Sound Recorder window.

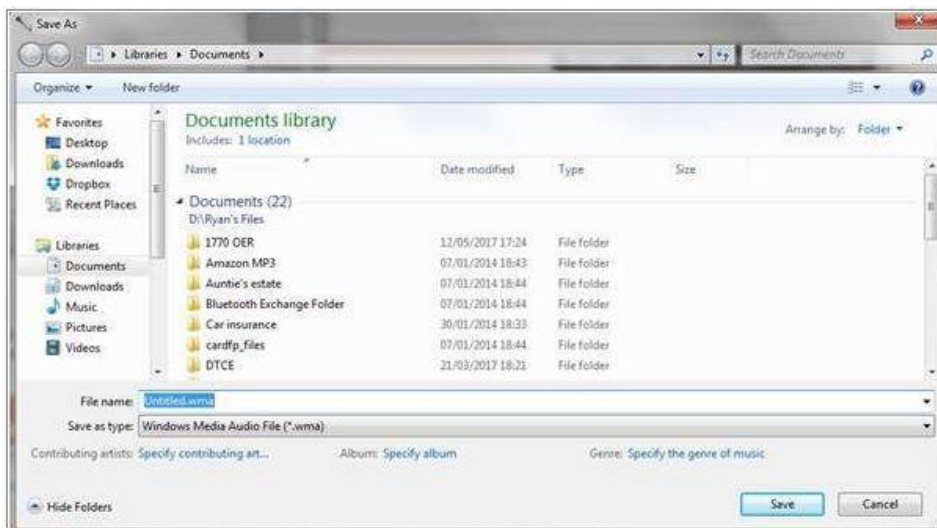


4. Now press the **Play** button in the Tii Document Viewer.

5. When playback has finished, press the blue **Stop Recording** button in Sound Recorder.



6. A window will open automatically asking you where you want to **save** the recording (in WMA format). Make a note of where you save your file.



## Using Audacity

1. Open Audacity: **Start > All Programs > Audacity** (by default)
2. **Resize** both the Turnitin Document Viewer window and the Audacity window so that you can see them both at the same time.

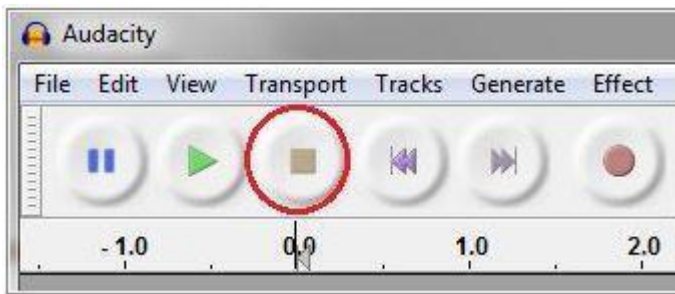


3. Press the **red record button** in Audacity.



4. Press the **Play** button in the Tii Document Viewer.

5. When playback has finished, press the **Stop** button in Audacity.



6. You will see an audio track in Audacity, which will look something like this:

7. In Audacity, click **File > Export**.

8. A window will open asking where you want to **save** you recording (in MP3 format). Make a note of where you save the file.