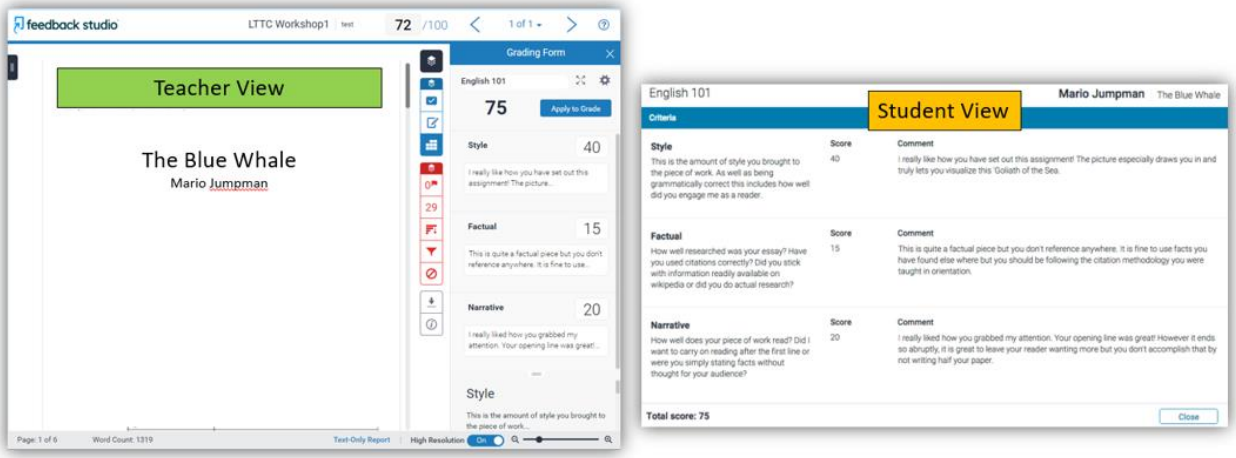
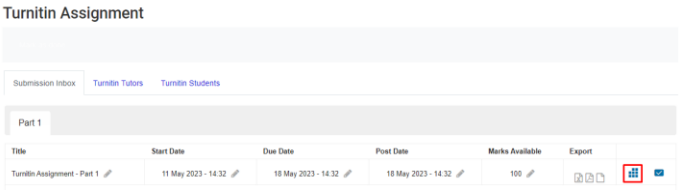
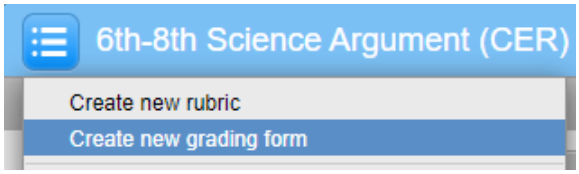
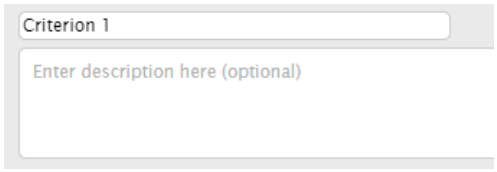
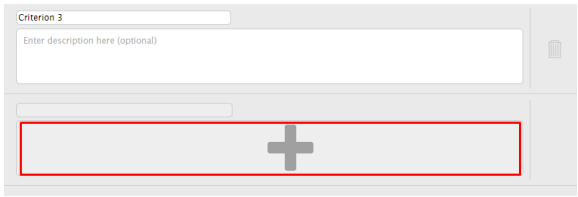
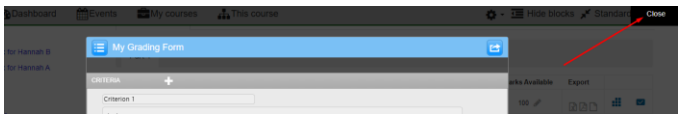
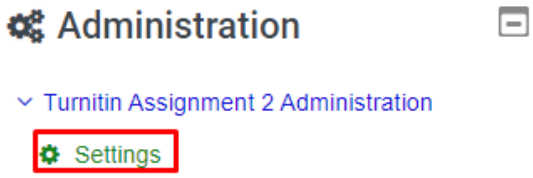
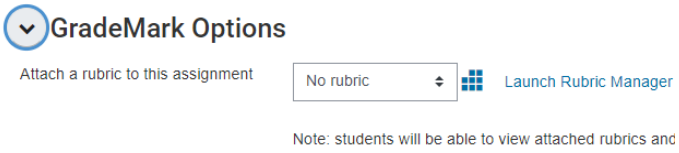
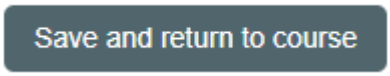
Creating a Turnitin Grading Form

Moodle 4.0 Help (For Staff): https://www.lttc.eduhk.hk/moodle/help-staff



Grading form is one of the grading tools that can be used to provide free form feedback and scores to evaluate student work based on defined criteria. The criteria used is more descriptive than measurable and each criterion is standard as opposed to having scaled levels like in rubrics. Students can view the score and comments teachers have given for each criterion in the grading form.

Turnitin Assignment	1. On your course page, click your Turnitin assignment link to open the '**Submission Inbox**' page.
	2. In the Submission Inbox page, click on the icon to open the '**Rubric and Form Manager'.**
	3. Click on the icon to open the '**Rubrics Options menu**'. Choose **'Create new grading form'.**
	4. Enter a name for your grading form by clicking on '**Enter grading form name here**'.

	5. To edit the criterion name and description (optional), click directly onto the relevant field and begin typing/ editing.
	✓ To add additional rows of criteria by either clicking on the '**+**' plus icon. **Tip:** To delete a criterion, click on the '**bin**' icon on the corresponding criterion.
	6. Once the grading form is complete, click '**Save'** button at the bottom.
	7. Click **Close** button to exit the Rubric and Form Manager.
	8. Click '**Settings**' in the '**Administration**' block (scroll down the page and on the left side).
	9. Your newly created grading form will now be shown in the list that appears within Turnitin assignment settings, under the '**GradeMark Options'**. Choose the form name in the drop-down menu of '**Attach a rubric to this assignment'** to use the form in your Turnitin assignment.
	10. Click '**Save and return to course'** button to update the assignment settings.