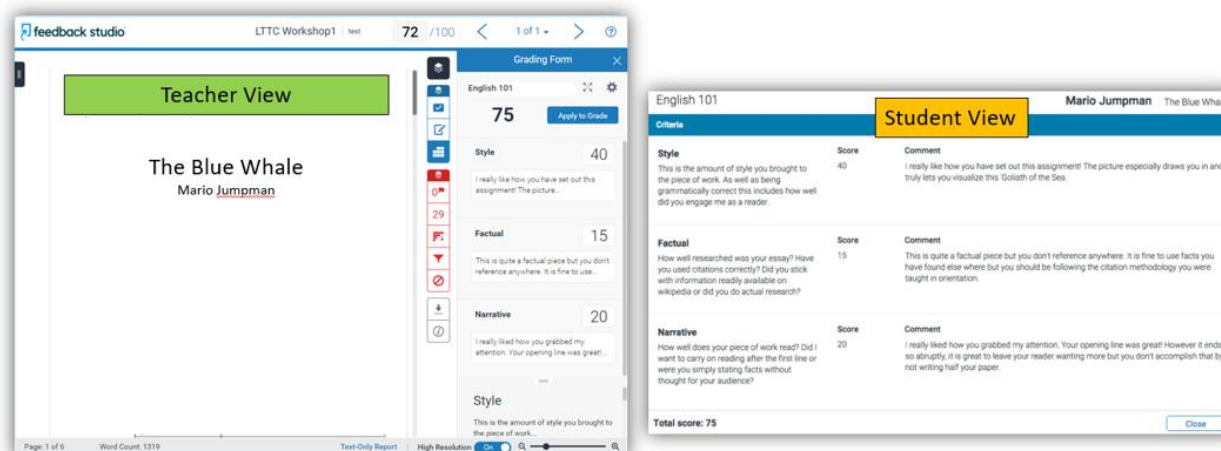

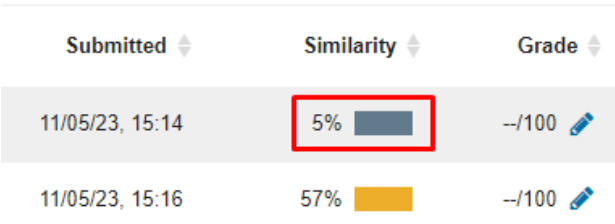
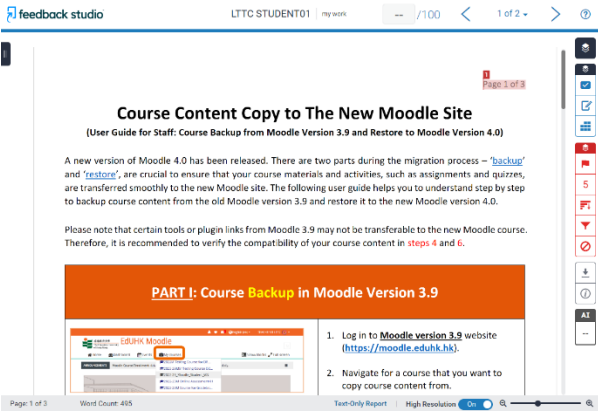


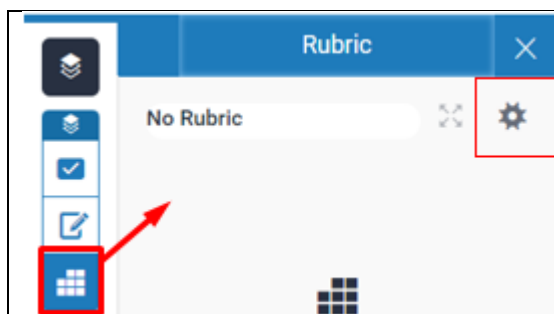
Attach and Use a Grading Form to Grade

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

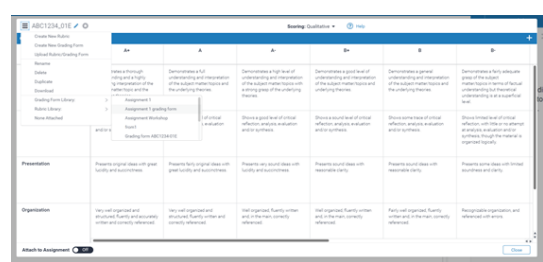


Remark: see user guide 'Create a Turnitin Grading Form' to ensure you have created a grading form.

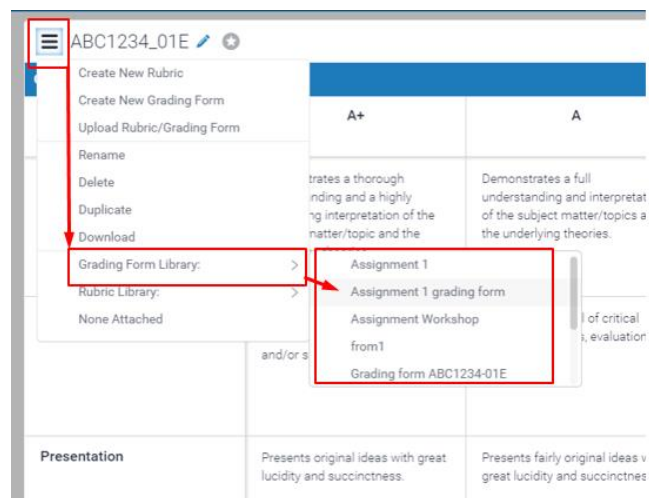
 <p>Turnitin Assignment</p>	<ol style="list-style-type: none"> On your course page, click your Turnitin assignment link to open the 'Submission Inbox' page.
	<ol style="list-style-type: none"> Click the '%' (similarity percentage) in the Similarity column to open the report.
	<ol style="list-style-type: none"> The feedback studio launched with a new tab.



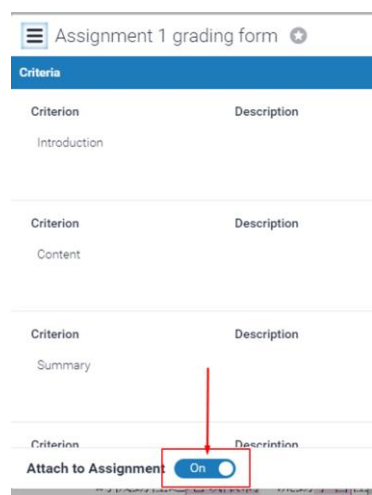
2. Click on the icon of '**Manage Rubric and Grading Form**' on the toolbar.



3. The '**Rubric and Form Manager**' screen will launch as a pop up.



4. Click on the menu button on the top left corner, choose '**Grading Form Library**' and your desire grading form.



5. The chosen grading form will be shown, switch on '**Attach to Assignment**'.

***IMPORTANT!**

If you attached a grading form already that has been used to grade, then **all the existing grades and comments will be removed** from students' papers in this assignment.

Tip: If you want to reuse the grading form that has already been used for grading you can duplicate it.

Assignment... * ☒ Enable scoring ? Help This form cannot be edited because...

Criterion	Description
Introduction	
Content	
Summary	

Attach to Assignment ☒ On Close

6. Click on 'Close'.

Grading Form X

Assignment 1 grading form ⚙

30 Apply to Grade

Introduction 15

Good!

Content 0

Add comment

7. The grading form will attach to your Turnitin assignment, placing the marks beside each criterion.

Tip: It allows adding comments for each criterion (optional).

Grading Form X

Assignment 1 grading form ⚙

30 Apply to Grade

8. If you confirm the total score in the grading form, click on 'Apply to Grade'.

30 / 100 < 4 of 7 > ?

Grading Form X

Assignment 1 grading form ⚙

30 Apply to Grade

Introduction 15

Good!

9. Then the total score will apply to your student's grade.

Tip: There are **arrow buttons** to allow switching to previous or next submission; or click on the number to search another student submission for marking.