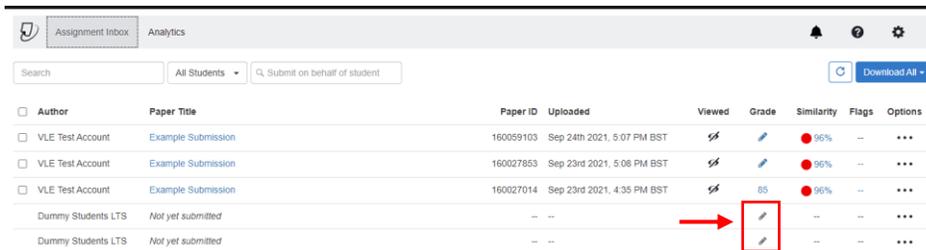


Grading a non-submission in Turnitin (LTI) in Learn Ultra - a staff guide

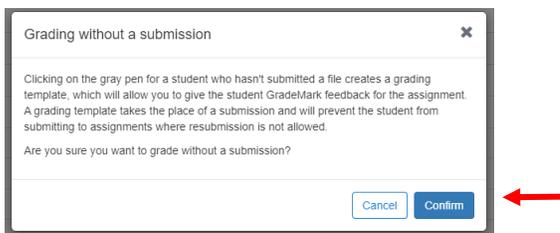
At times, it may be required to apply a grade to a piece of work not submitted to the Turnitin inbox.

1. Click the grey pen icon under the Grade column for the student you wish to give a grade.

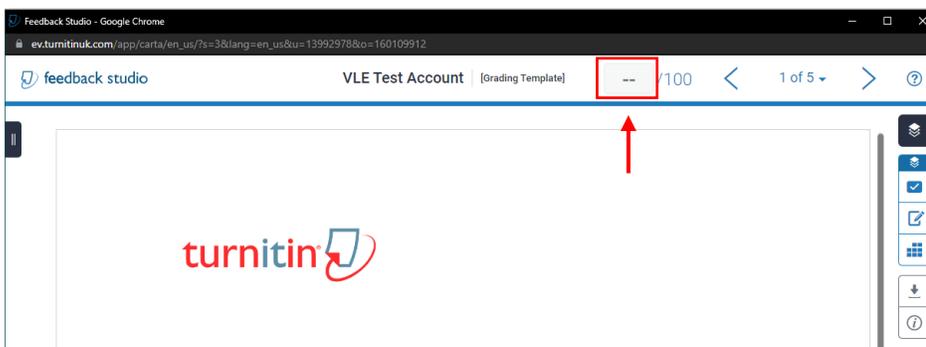


Author	Paper Title	Paper ID	Uploaded	Viewed	Grade	Similarity	Flags	Options
VLE Test Account	Example Submission	160059103	Sep 24th 2021, 5:07 PM BST	✓	✎	96%	---	⋮
VLE Test Account	Example Submission	160027653	Sep 23rd 2021, 5:08 PM BST	✓	✎	96%	---	⋮
VLE Test Account	Example Submission	160027014	Sep 23rd 2021, 4:35 PM BST	✓	85	96%	---	⋮
Dummy Students LTS	Not yet submitted	--	--	✓	✎	---	---	⋮
Dummy Students LTS	Not yet submitted	--	--	✓	✎	---	---	⋮

2. You will be prompted to create a Grading Template. This generates a blank document within the Turnitin Feedback Studio that enables you to apply marks and feedback. If you wish to go ahead, click 'Confirm'.



3. Add the mark to the Grading total at the top of the screen. This mark will synchronise with the inbox when you close the Document Viewer.



Alternative format:

If you require this document in an alternative format, such as large print or a coloured background, please contact IS Helpline:

<https://www.ed.ac.uk/information-services/help-consultancy/contact-helpline>