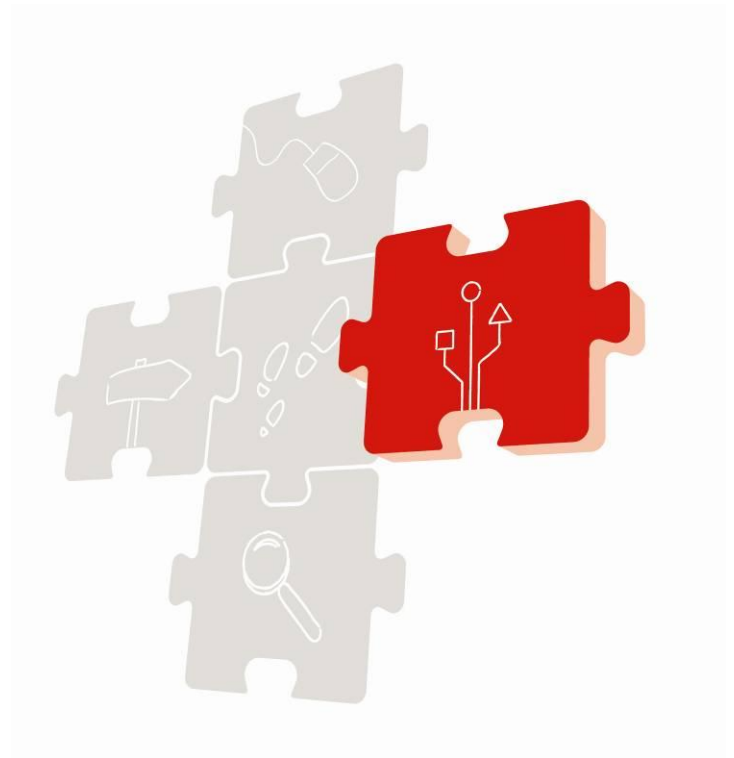


Turnitin

Guide for Staff

Setting up Turnitin Assignments and Managing Submissions



About this Guide

This document is a guide to setting up a Turnitin Assignment in Blackboard, managing students' submitted work and archiving it at the end of the year. These processes are the foundation of using Turnitin for both originality checking and/or e-feedback.

Depending on whether you are using Turnitin for Originality Checking and/or e-Feedback, refer also to guides on **Setting Up Turnitin Assignments and Managing Submissions** and **Writing e-Feedback** on the University web site:

<http://www.canterbury.ac.uk/turnitin>

This site also contains an overview of Turnitin, where to get help and support as well as links to training videos and further guidance.

Turnitin Quick Guide for Staff

Setting up Turnitin Assignments and Managing Submissions



Creating a Turnitin assignment

How you set up a Turnitin Assignment determines whether Turnitin is set up for e-Submission ONLY, Originality Checking and/or e-Feedback.

University Plagiarism Policy

From academic year 2012/13 students must have an opportunity, and should be encouraged, to submit at least one draft and view the originality report for each piece of coursework you ask them to submit to Turnitin.

So first consider: are you going to have separate Turnitin Assignment links for drafts and final submissions?

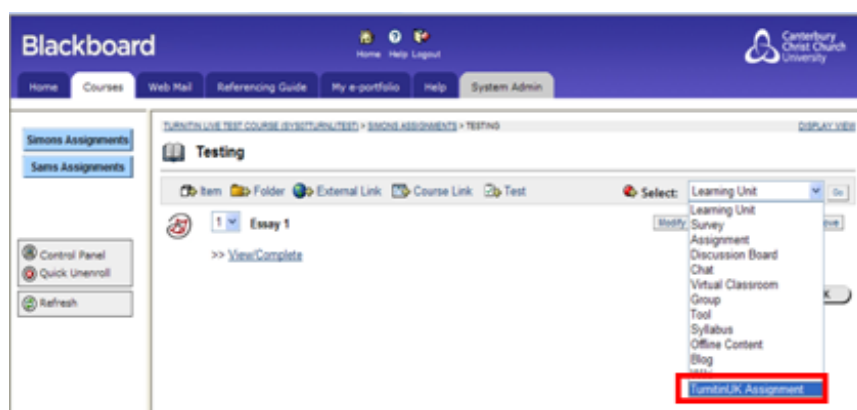
Contact your Faculty Learning Technologist for advice.

Important Note:

If you haven't used Turnitin for Originality Checking, refer to **Planning & Checklists for Using Turnitin** for guidance on using Turnitin in line with the Plagiarism Policy. Failure to follow the plagiarism policy may result in student appeals.

To create a Turnitin Assignment:

1. From the **Control Panel** of the Blackboard in which the Turnitin Assignment is to be located, enter the Content area in which it will specifically sit. From the drop-down menu on the right-hand side select **Turnitin UK Assignment** and click **Go**.



2. Select **Paper Assignment**. Click **Next Step**.

Turnitin Quick Guide for Staff

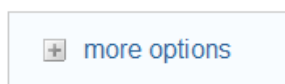
Setting up Turnitin Assignments and Managing Submissions



3. Enter the **assignment title**.

A screenshot of the 'new assignment' form. The form is divided into two columns: 'general' and 'dates'. In the 'general' column, the 'assignment title' field is highlighted with a red box. Below it is the 'point value' field. In the 'dates' column, there are 'start date' and 'due date' fields, each with a date picker showing 'Jan 4 2010' and 'Jan 11 2010' respectively, and a time selector.

4. Enter **start date** and **due date** (cut-off date for submissions) for your assessment. The **post date** is both the cut off for late submissions and/or the date feedback is released to students if you are using the Grademark e-Feedback tool.
5. Click **+ more options**.



It is in **more options** that you will ensure that the Turnitin Assignment is configured according to how your academic programme intends to use Turnitin. The preferences in **more options** will need to reflect all the criteria decided upon by the programme, e.g.:

- If an originality report is to be generated, when and how often
- Whether the student can see the originality report
- Whether small matches are to be excluded from originality reports
- Whether late submissions are allowed
- If submissions should be anonymous
- Whether the assignment is a draft submission (and therefore not submitted to the Turnitin repository)
- If you want to attach an assessment grid for e-Feedback (see the guide Writing e-Feedback)

6. Set-up these options (see below for more detail) then click **Submit** to create the Turnitin Assignment.

Important Note: Your programme or framework may have a common approach to setting up Turnitin Assignments. Check these first. Ensure you note the different settings required if you are setting up separate Turnitin Assignments for draft and final submissions.

Contact your Faculty Learning Technologist for advice.

Turnitin Quick Guide for Staff

Setting up Turnitin Assignments and Managing Submissions



More options in detail

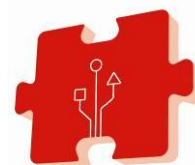
- **Enter special instructions** –the description above the link students use to submit their work. You might remind them of the word limit, of penalties for late submission etc. Like pinning a note to a pigeon hole.
- **Allow submissions after the due date** – Recommend **Yes**. When enabled, allows students to submit after the Due Date and up until the Post Date (final shut-off date). Turnitin marks these submissions as late.
- **Generate Originality Reports for submissions?** – Select **Yes** where using Turnitin for Originality Checking. Only choose **No** if Turnitin is only to be used for e-submission or e-submission and e-feedback.
- **Generate Originality Reports for student submissions** – sets how many time students can submit. To allow one or more draft submissions, choose **immediately (can overwrite reports until due date)**. To allow only one, final, submission, choose **immediately first report is final**.

Important Note: University policy from 2012/13 requires students have at least one opportunity to submit a draft and see the originality report per assignment using Turnitin. If using the same Turnitin Assignment for both draft and final submissions, you will need to choose the **immediately (can overwrite reports until due date)** option.

- **Exclusion of materials** – Until you are familiar with Originality Reports, and confident in interpreting them, recommend you do not exclude.
- **Allow students to see Originality Reports -**
Important Note: University policy from 2012/13 requires students can see the originality report for at least one draft submission per assignment using Turnitin. If using the same Turnitin Assignment for both draft and final submissions, you will need to allow students to see the originality reports for all their submissions – drafts and final.
- **Reveal grades to students only on post date** – If using Turnitin for e-Feedback, select **Yes** to ensure students can't access their grade directly through the Blackboard Gradebook before you release it via Turnitin.
- **Enable anonymous marking** – if you are using anonymous marking please talk to your Faculty Learning Technologist.
- **Submit papers to** –recommend always selecting **standard paper repository unless you have separate Turnitin Assignments for draft and final submissions.** For Turnitin Assignments specifically for draft submissions, select **no repository** which then ensures that final papers are not compared with their earlier draft versions.
- **Search options** – recommend tick all.

Turnitin Quick Guide for Staff

Setting up Turnitin Assignments and Managing Submissions



- **Attach a rubric to this assignment** – use to set your assessment grid now, rather than having to wait until a piece of work has been submitted to get into the Rubric Manager (see the guide Writing e-Feedback).

Modifying Turnitin assignments

Should staff need to change these settings, you can modify them by clicking on the modify button alongside the assignment in the area where it is located.



Important Note: You cannot copy or move Turnitin Assignments

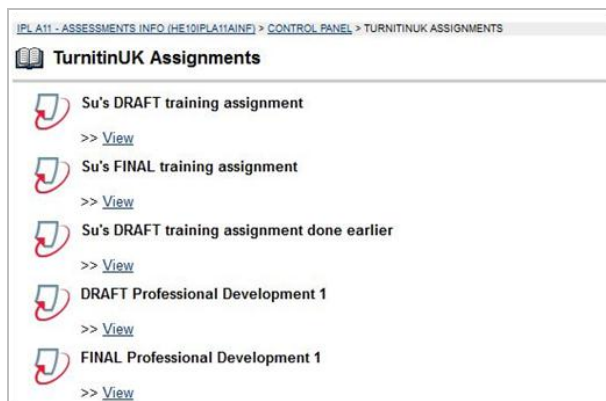
Viewing Turnitin assignments

Staff access and download students' submitted work in a different part of the Control Panel, not the button in which you created the Turnitin Assignment.

1. From the **Control Panel**, click on the link to **TurnitinUK Assignments**.



2. You will see the Turnitin Assignments in that Blackboard. Click on **View** for the appropriate Assignment. You will then see a list of all its submissions.



3. Each submission shows the following from left to right: the student name; the submission title; the % of matching text; the Grademark pen icon; the original file submitted, the submission ID and the date it was submitted. You can edit the Assignment settings using the tab at the top of the screen.

Turnitin Quick Guide for Staff

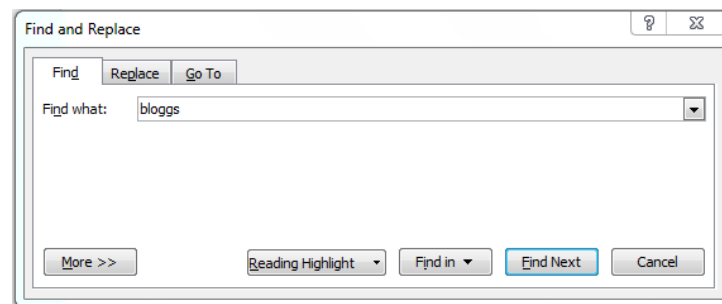
Setting up Turnitin Assignments and Managing Submissions



AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
email3, Health	Here's an essay I did earlier	55%		*		12050600	20-Sep-2011
email2, Health	Here's an essay I did earlier	44%		*		12050608	20-Sep-2011
email1, Health	The one I did earlier	40%		*		11959273	02-Sep-2011

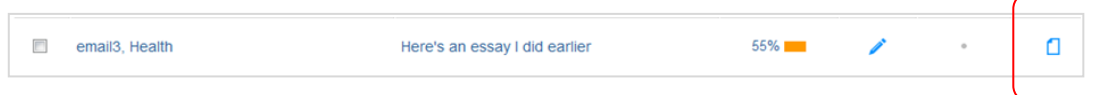
There may well be a long list of submissions in the Assignment. To make it easier to find the submission you want to review there are a number of options to help staff.

- To see as many submissions as possible on one page click on the **preferences tab** at the top of the assignment screen and select this preference.
- In Internet Explorer you can use the find and Replace feature by holding down the **ctrl and F** keys. From the find and Replace window you can search on the name of the student whose submission you want to find.



- Alternatively, you can sort the submissions in a Turnitin Assignment. To sort by alphabetically by **Author** or **Title** click on either of these headings at the top of the list of submissions. Likewise you can sort by similarity score, or any of the other columns.

4. To view or download an individual student's paper click on the **file icon**



A new window will open with the message **“your download will be begin shortly”**. You may see a bar above the message saying **“Internet Explorer has blocked this site. Click here for options”**. Click on the bar and select **download file**. The file download window will appear either click on open (to view the pdf file now) or save (to view the pdf file later).

Turnitin Quick Guide for Staff

Setting up Turnitin Assignments and Managing Submissions



- To view or download a number of students' papers as a zip file, select the required files using the tick box(es) and then click on the **download** button at the top of the Turnitin Assignment.

You have selected 3 paper(s) on this page

<input type="checkbox"/>	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
<input checked="" type="checkbox"/>	email3, Health	Here's an essay I did earlier	55%		*		12050600	20-Sep-2011
<input checked="" type="checkbox"/>	email2, Health	Here's an essay I did earlier	44%		*		12050608	20-Sep-2011
<input checked="" type="checkbox"/>	email1, Health	The one I did earlier	40%		*		11959273	02-Sep-2011

Clearing a student's submission

- If a student submits an assignment to the incorrect Turnitin Assignment area, this can be cleared or removed by an instructor on the Blackboard in which the Assignment sits.
- To clear or remove a submission tick alongside the student's name and click the **delete** button at the top of the submission list.

You have selected 1 paper(s) on this page

<input type="checkbox"/>	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
<input type="checkbox"/>	email3, Health	Here's an essay I did earlier	55%		*		12050600	20-Sep-2011
<input checked="" type="checkbox"/>	email2, Health	Here's an essay I did earlier	44%		*		12050608	20-Sep-2011
<input type="checkbox"/>	email1, Health	The one I did earlier	40%		*		11959273	02-Sep-2011

If clearing for a re-sit submission ensure that an archive is taken of the original submission first if a copy needs to be retained.

Submitting work to Turnitin on a student's behalf

Important Note: Students are usually required to submit work to Turnitin themselves. For students with disabilities, submitting work uses regular Blackboard web pages which are screen-readable and tab-controllable. However, it does take a lot of 'tabbing' to get to the links to submit work. If students find this difficult, tutors or programme administrators can submit work on their behalf.

To submit a student's work for them:

- Open and view the Turnitin Assignment (as above).
- Click the **Submit Paper** button (top-left of list).

submit paper export

<input type="checkbox"/>	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
<input type="checkbox"/>	Student24, Demo	Written Assignment 1	49%	45	*		11794118	10-Oct-2011

Turnitin Quick Guide for Staff

Setting up Turnitin Assignments and Managing Submissions



3. Choose the student whose work you want to submit from the **author** drop-down list (go back and use the **Roster Sync** link if you need to update Turnitin's list of your students – see Updating the List of Students in Your Turnitin Assignment below).

author
non-enrolled student
non-enrolled student
Student23, Demo (studtrain23)
Student24, Demo (studtrain24)
Student25, Demo (studtrain25)
Training-4, Student (studtrain4)
last name *

4. Follow the instructions to submit their work.

Contact your Faculty Learning Technologist for advice.

Archiving or saving the contents of a Turnitin assignment

Important Note: You must archive the contents of a Turnitin assignment before you delete it, delete the board, or “recycle” users. Otherwise all work will be lost.

Archiving students' submitted work:

1. To save or archive ALL assignments in a Turnitin assignment tick the box at the top of the page, which will select all assignments and then click on the **download** button at the top of the Turnitin Assignment.

	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	DATE
<input checked="" type="checkbox"/>	email, Health	Here's an essay I did earlier	55%			20-Sep-2011
<input checked="" type="checkbox"/>	email2, Health	Here's an essay I did earlier	44%			20-Sep-2011

2. If you are only using the Originality Checking element of Turnitin select original file to download.
3. You will be asked to select in which format your want to download your files – the originality submitted format (probably Word or Pdf). All submissions will then be compressed into a zip file which you can download to your PC.

Archiving feedback written using the GradeMark e-Feedback tool

1. If you have been using GradeMark to give electronic feedback to students , click on the **download** button and select GradeMark paper.

	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	DATE
<input checked="" type="checkbox"/>	email3, Health	Here's an essay I did earlier	55%			20-Sep-2011
<input checked="" type="checkbox"/>	email2, Health	Here's an essay I did earlier	44%			20-Sep-2011

Turnitin Quick Guide for Staff

Setting up Turnitin Assignments and Managing Submissions



2. A message will appear on your screen above the submissions explaining that your files are being compressed and when this is complete a zip file will be available in your **Turnitin messages tab**.

Your files are being compressed. When compression is complete a zip file will be available for download in your Turnitin Messages tab.

3. Click on the **Messages** link (in blue) in this text. You will be taken to your messages page. You should see your compressed files. Click on the message relating to your download. You will be taken to a screen with details of your download. Click on the link, to download and save your zip file of all the submissions.

Updating the List of Students in Your Turnitin Assignment

If you are re-using Blackboards and Turnitin Assignments as already indicated, you must archive the contents of a Turnitin Assignment before you “recycle” or remove the users who have submitted to that Assignment or their work will be lost.

Once you have had the new students enrolled in a Blackboard you will need to “**roster sync**” the Turnitin Assignment to enable the new students to submit to the Assignment. To roster sync, go into the Assignment via the Control Panel and Turnitin UK Assignments

INBOX NOW VIEWING: NEW PAPERS ▾								
submit paper export								
GradeMark Report Roster Sync Edit assignment settings								
<input type="checkbox"/>	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
<input type="checkbox"/>	email1, Health	test	50% 	99	•		7985176	16-Nov-2010

Help!

Contact your learning technologist for advice about setting up Turnitin Assignments, managing submissions and archiving.. .

See also the Turnitin online help:

Turnitin Training Demo for Originality Checking and eFeedt What's New **Help**

Originality GradeMark PeerMark My First Essay - All About Turnitin turnitin

BY DEMO STUDENT23

SIMILARITY INDEX 64% GRADE OUT OF 0 54

Contact the **Staff IT Point**:

- if Turnitin is not working properly including any technical error messages

For all other help, including technical support, see the University web site at:

<http://www.canterbury.ac.uk/turnitin>