

TROUBLESHOOTING WITH ANONYMOUS MARKING ON TURNITIN

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INTRODUCTION

This document presents several scenarios that may arise from adopting the anonymous marking of digital submissions within Turnitin. In each case, a solution is put forward.

For further advice and guidance, please refer to the [Anonymous Marking Policy](#), and [Anonymous Marking Staff Guidance](#).

For other technical Turnitin guidance, please refer to the [Setting Up Turnitin Assignments for Anonymous Marking](#) guide in conjunction with the [Setting Up Turnitin Assignments \(Standard Set-Up\)](#) guide.

SCENARIO #1: UNABLE TO MARK ANONYMOUSLY

Description:

The marker is unable to mark anonymously after post-date (once a submission has been made, all work is irrevocably un-anonymised once the post-date has passed, even if the post-date is set further back after it has passed).

Steps to take:

The marker continues to use the current two Turnitin Assignment submission points, using the standard University set up with post-dates (feedback and un-anonymisation date) as follows:

- On time submission point – post-date 3 weeks after deadline
- After deadline submission point – post-date 5 weeks after deadline and accepts it will not be possible to mark any work anonymously after 5 weeks from deadline.

OR...

The Course Administrator can manually download any work submitted to Turnitin not marked by 5 weeks from deadline, anonymise and forward it to the marker to mark offline.

OR...

If 'Post-date' needs to be extended, then this needs to happen **before** the post-date passes. The Course Administrator may need to do this where a marker has been absent and needs more time to mark.

Please refer to the [Downloading and Archiving from Turnitin](#) guides

SCENARIO #2: ERRONEOUS STUDENT SUBMISSIONS

Description:

The student needs to be able to overwrite their own incomplete / incorrect submission.

Steps to take:

The standard University Turnitin submission point settings for 'Final' (On Time) submissions have been set up to enable students to continuously re-submit work up to and including on the due date. After 2pm on the due date, the student will not be able to re-submit work into Turnitin.

The standard University Turnitin submission point settings for 'After Deadline' submissions have been set up so that students can only submit once. See *Scenario #4* for further details.

SCENARIO #3: IDENTIFY STUDENT'S NAME OF A GIVEN SUBMISSION IN EVENT OF MARKER QUERY

Description:

There is a need to identify the student's name of a given submission in event of marker query (e.g., notices an incomplete / incorrect submission).

Steps to take:

Use unique Student ID on submission title (will be quicker for Course Administrators to reference on here first), submission header or filename. The Course Administrator needs to look up the Student ID, locate the student of the submission and contact them as appropriate.

SCENARIO #4: LOCATE NAMED STUDENT'S WORK TO CLEAR INCORRECT 'AFTER DEADLINE' SUBMISSION

Description:

The Course Team need to locate named student's work to clear an incorrect AFTER DEADLINE submission in the event of a student getting in touch to say they submitted the wrong version.

Steps to take:

Use unique Student ID on submission title (will be quicker for Course Administrators to reference on here first), submission header or filename. The Course Administrator needs to look up the Student ID, locate matching submission, and note Turnitin Paper ID number.

If Student is not present, the Course Administrator can contact the student and ask for their Turnitin e-mail receipt (this will include their Paper ID).

Where no student receipt is forthcoming, or an incorrect Student ID on submission is given, or there is no Student ID, the Course Administrator might want to consider using the 'hidden group' method referred to in *Scenario #14*.

The Course Administrator can then remove the student's work from Turnitin.

NOTE: This is only advisable where the student will resubmit their work into the same Blackboard because it will not affect the student's Similarity Score for that piece of work.

Be aware the student submission will be removed from the Turnitin submission point, but not from the Turnitin database used to compare other student papers (see *Scenario #5*).

FINAL Submission - Assessment 1a

INBOX | NOW VIEWING: NEW PAPERS ▼

Submit		Roster Sync Edit assignment settings Email non-submitters						
<input type="checkbox"/>	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
<input type="checkbox"/>	Anonymous Marking Enabled	Assignment 1a - ABC12345	26%				113897362	20-Nov-2019
	Anonymous Marking Enabled	-- no submission --	--			--	--	Late

Please refer to the [Clearing a Student's Submission](#) guide

SCENARIO #5: LOCATE NAMED STUDENT'S WORK TO DELETE SUBMISSION TO THE WRONG BLACKBOARD

Description:

The Course Team need to locate named student's work to delete a submission made to the wrong Blackboard, so that Turnitin's database does not match subsequent submission to the correct Blackboard.

Steps to take:

Use unique Student ID on submission title (will be quicker for Course Administrators to reference on here first), submission header or filename. The Course Administrator needs

to look up the Student ID, locate matching submission, and note Turnitin Paper ID number.

If the Student ID is not present, Course Administrator can contact the student and ask for their Turnitin e-mail receipt (this will include their Paper ID).

Where no student receipt is forthcoming, or an incorrect Student ID on submission is given, or there is no Student ID, the Course Administrator might want to consider using the 'hidden group' method referred to in *Scenario #14*.

Raise a call with the Staff IT Point and include the following information:

- Blackboard Name
- Blackboard ID
- Turnitin Submission Point Name
- Student ID (if known)
- Student's Paper ID

The Technology-Enhanced Learning (TEL) Team will use this information to ask Turnitin to remove the student's submission from their databases.

FINAL Submission - Assessment 1a

INBOX | NOW VIEWING: [NEW PAPERS](#) ▼

Submit		Roster Sync Edit assignment settings Email non-submitters						
<input type="checkbox"/>	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
<input type="checkbox"/>	Anonymous Marking Enabled	Assignment 1a - ABC12345	26%				113897362	20-Nov-2019
Anonymous Marking Enabled		-- no submission --	--		--	--	--	Late

SCENARIO #6: LOCATE NAMED STUDENT'S WORK TO DELETE SUBMISSION TO THE WRONG SUBMISSION POINT, BUT THE RIGHT BLACKBOARD

Description:

The Course Team need to locate named student's work to delete a submission made to the wrong Turnitin submission point, but on the correct Blackboard.

Steps to take:

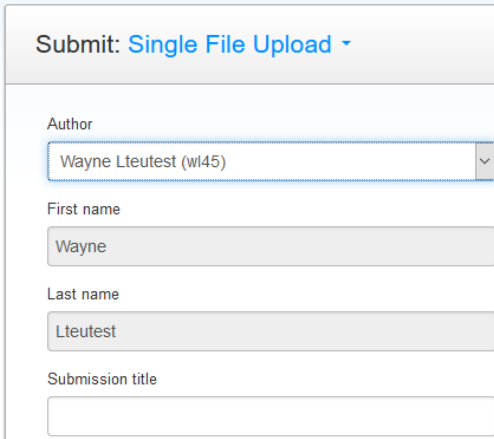
Use unique Student ID on submission title (will be quicker for Course Administrators to reference on here first), submission header or filename. The Course Administrator needs to look up the Student ID, locate matching submission, and note Turnitin Paper ID number.

If the Student ID is not present, the Course Administrator can contact the student and ask for their Turnitin e-mail receipt (this will include their Paper ID).

Where no student receipt is forthcoming, or an incorrect Student ID on submission is given, or there is no Student ID, the Course Administrator might want to consider using the 'hidden group' method referred to in *Scenario #14*.

If the 'Due Date' has not expired on the correct FINAL (on-time) Turnitin submission point, notify the student and have them submit their work in the correct submission point. This will not affect the student's Similarity Score as their work is submitted in the same Blackboard. This would not be the case if the student's work were submitted via a different Blackboard.

If the 'Due Date' has expired on the correct Turnitin submission point, the Course Administrator downloads the original file submitted to the wrong submission point and resubmit the file in the correct submission point under the student's name, by selecting their name from the drop-down 'Author' box.



Submit: [Single File Upload](#) ▾

Author
Wayne Lteutest (wl45) ▾

First name
Wayne

Last name
Lteutest

Submission title

The Course Administrator can then remove the student's work from the wrong Turnitin submission point to avoid confusing marker.

Please refer to the [Clearing a Student's Submission](#) guide

SCENARIO #7: LOCATE NAMED STUDENT'S WORK TO ENSURE FEEDBACK IS NOT ADDED AND RELEASED

Description:

The Course Team need to locate named student's work so not to add and/or release Turnitin feedback while academic misconduct or extenuating circumstances case pending, or for any other reason.

NOTE: With current Turnitin set-up for "FINAL" submission, Course Teams will not know the extent of matches to other sources in a student's work, as they will not see the Similarity Report, until the Due Date is reached. This is not the case for the "AFTER DEADLINE" set-up.

Steps to take:

Use unique Student ID on submission title (will be quicker for Course Administrators to reference on here first), submission header or filename. The Course Administrator needs to look up the Student ID, locate matching submission, note Turnitin Paper ID number and advise marker not to add feedback to submission with matching number.

Where no student receipt is forthcoming, or an incorrect Student ID on submission is given, or there is no Student ID, the Course Administrator might want to consider using the 'hidden group' method referred to in *Scenario #14*.

NOTE: Easy to locate suspected academic misconduct submission as the marker can note the Turnitin Paper ID down.

FINAL Submission - Assessment 1a

INBOX | NOW VIEWING: [NEW PAPERS](#) ▾

Submit Roster Sync Edit assignment settings Email non-submitters									
<input type="checkbox"/>	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE	
<input type="checkbox"/>	Anonymous Marking Enabled	Assignment 1a ABC12345	26%	■			113897362	20-Nov-2019	
Anonymous Marking Enabled		-- no submission --	--		--	--	--		Late

SCENARIO #8: LOCATE NAMED STUDENT'S WORK TO KNOW WHETHER IT IS 'LATE' LATE OR 'OK' LATE

Description:

The Course Team need to locate named student's work to know whether a submission is 'late' late, or 'OK' late.

Steps to take:

Use unique Student ID on submission title (will be quicker for Course Administrators to reference on here first), submission header or filename. The Course Administrator needs to look up the Student ID, locate matching submission, note Turnitin Paper ID number, and advise marker whether not to penalise submission with matching Student ID if submitted late.

Where no student receipt is forthcoming, or an incorrect Student ID on submission is given, or there is no Student ID, the Course Administrator might want to consider using the 'hidden group' method referred to in *Scenario #14*.

FINAL Submission - Assessment 1a

INBOX | NOW VIEWING: [NEW PAPERS](#) ▾

Submit		Roster Sync Edit assignment settings Email non-submitters						
<input type="checkbox"/>	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
<input type="checkbox"/>	Anonymous Marking Enabled	Assignment 1a ABC12345	26% ■	✎	•	📄	113897362	20-Nov-2019
Anonymous Marking Enabled		-- no submission --	--	✎	--	--	--	Late

SCENARIO #9: IDENTIFY STUDENT'S WORK IN CASE OF ACADEMIC MISCONDUCT

Description:

The Course Team need to identify a named student following the request of the Course Director to initiate an Academic Misconduct investigation (at any stage). The student identity should **not** be disclosed upon suspicion only.

NOTE: The following guidance advises how to locate / share the work in question without irrevocably un-anonymising it by using the built-in function in Turnitin - refer to the [Anonymous Marking Policy](#) for guidance on when that option can be used and by whom.

Steps to take:

In the first instance use unique Student ID on submission title (will be quicker for Course Administrators to reference on here first), submission header or filename. The Course Administrator needs to look up the Student ID, locate matching submission, and note Turnitin Paper ID number, which the Course Director and any other investigating member of staff can use to locate the submission in question (once given access to the relevant Blackboard).

Where no student receipt is forthcoming, or an incorrect Student ID on submission is given, or there is no Student ID, the Course Administrator might want to consider using the 'hidden group' method referred to in *Scenario #14*.

Alternatively, apply the following steps which outline how to download a student submission that can be shared with members of the course team to consider if any academic misconduct has taken place:

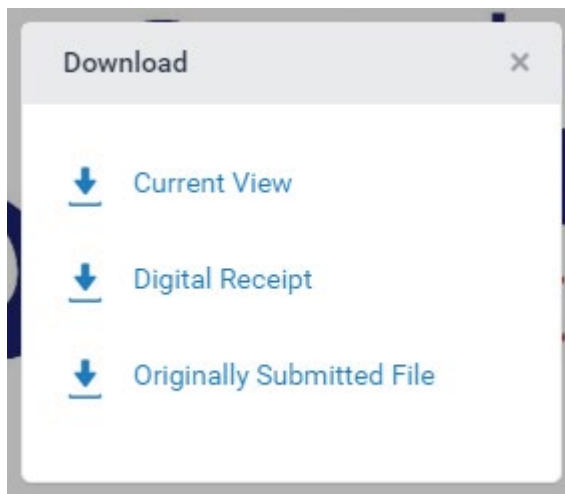
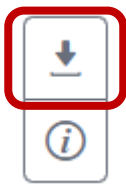
1. Under the **Course Management** menu, go to **Course Tools**, select **Turnitin Assignments**.
2. Click on the Turnitin submission point where the suspected case of academic misconduct has taken place.

FINAL Submission - Assessment 1a

INBOX | NOW VIEWING: NEW PAPERS ▾

Submit		Roster Sync Edit assignment settings Email non-submitters						
<input type="checkbox"/>	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
<input type="checkbox"/>	Anonymous Marking Enabled	Assignment 1a - ABC12345	26%	■			113897362	20-Nov-2019
Anonymous Marking Enabled		-- no submission --	--		--	--	--	Late

- The 'Feedback Studio' screen for that piece of work will pop up. Click on the grey down arrow icon.



SCENARIO #10: SEND A MESSAGE TO NON-SUBMITTERS

Description:

The Course Team want to remind non-submitters that they are due to hand in their assignments.

Steps to take:

Use in-built feature to e-mail non-submitters. **NOTE:** It does not tell you who they are.

1. Under the **Course Management** menu, go to **Course Tools**, select **Turnitin Assignments**.
2. Click on the Turnitin submission point where you want to send the e-mail reminders.
3. Click on the **Email non-submitters** link.

FINAL Submission - Assessment 1a

INBOX | NOW VIEWING: [NEW PAPERS](#) ▾

<input type="checkbox"/>	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
<input type="checkbox"/>	Anonymous Marking Enabled	Assignment 1a - ABC12345	26% ■		•		113897362	20-Nov-2019
	Anonymous Marking Enabled	-- no submission --	--			--	--	Late

4. Type in a suitable subject line in the 'Enter the subject line of your message' box. Next, type in a suitable message in the 'Enter your message' box. If you want to be included in the email, click on the **Include me** tick box.

Note: The messages sent via on time (Final) submission point will also go to students who have agreed extensions and are planning to submit their work to the after deadline submission point. Course Administrators need to carefully construct their 'generic' messages that acknowledge this fact.

email non-submitters

class: Canterbury Christ Church University Turnitin, 2019-20 (S1) Turnitin Demo 2 - Copied (WB33)_12475_1

Enter the subject line of your message:

Enter your message:

Include me

send

5. Click on the **Send** button to send an e-mail to all those students who have not submitted to that Turnitin submission point.

SCENARIO #11: IDENTIFY NON-SUBMITTERS

Description:

The Course Team would like to try and identify non-submitters.

Steps to take:

Perform a manual Student ID look up of submissions already made.

OR...

Please contact your [Digital Academic Developer](#) for alternative options.

SCENARIO #12: TRANSFERRING MARKS OUT OF TURNITIN BEFORE POST-DATE

Description:

The Course Team wants to transfer marks out of Turnitin before the post-date is reached (e.g., for an exam board on a tight timescale).

Steps to take:

Use unique Student ID on submission title (will be quicker for Course Administrators to reference on here first), submission header or filename. The Course Administrator provides the Marker with a spreadsheet of Student IDs for the assignment. The marker needs to locate the Student ID, and record the student's mark against that ID.

It is expected that this would be for exceptional circumstances only as the usual process would be to transfer marks only once the Post-date has been reached and the work un-anonymised.

SCENARIO #13: STUDENT CANNOT UPLOAD WORK INTO TURNITIN AND WANTS TO SEND IT TO SOMEONE VIA E-MAIL

Description:

A student is having trouble submitting work into Turnitin and wants to send it to someone to upload their work into Turnitin on their behalf.

Steps to take:

Students should be strongly dissuaded in sending work to their tutors via e-mail if they are having trouble uploading it into Turnitin. This is both problematic in terms of anonymous marking, and potentially inequitable where some students email work to their tutors and some do not, resulting in students being penalised for handing work in late.

Instead, students should contact the Course Administrator, stating the issue and providing the Course Administrator with the file and Student ID. The Course Administrator can upload the work into Turnitin on the student's behalf.

SCENARIO #14: STUDENT WANTS TO CHECK THAT THEIR WORK HAS SUBMITTED CORRECTLY

Description:

A student contacts the Course Team for help. They have recently submitted their work to Turnitin, and they are concerned that it may not have processed correctly.

Steps to take:

1. Ask the student if they have received a receipt via email from Turnitin. The email receipt is most important evidence of submission because it includes the time and date of submission, and



Turnitin Guidance (links open in a new window)

Turnitin is a text-matching service which compares student-submitted work against a vast repository of digital content. It can help identify unoriginal text in a submission to educate about avoiding plagiarism and highlight text that should be checked for correct citations and referenced material. Below are some key resources to help you use Turnitin effectively.



[More information about Turnitin.](#)



[HOW TO SUBMIT](#)



[SIMILARITY REPORTS](#)



[GRADES & FEEDBACK](#)



[POPULAR QUESTIONS](#)

3. Alternatively, the Course Administrator can do a Student ID look up and/or ask the student the Paper ID of their submission, to enable them to check the student's work.
4. If the student is still concerned, then you can use a hidden group to check the student's work. This should be used with care.

Note: Any instructor in the Blackboard is able to locate the anonymised submission of a specific student. This should only be undertaken by the Course Administrator and not the markers.

5. Under the **Course Management** menu, go to **Users and Groups**, select **Groups**.

Create ▾	Import
<i>Single Group</i>	<i>Group Set</i>
Self-Enrol	Self-Enrol
Manual Enrol	Random Enrol
	Manual Enrol

GROUP INFORMATION

* Name

Description

Paragraph Arial

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🔍
↶
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☰
☰
☰
☰

🔗
🖼️
📎
🔗
🔗
🔗
🔗
🔗
🔗
🔗

Path: p

* Group is visible to students No Yes

- You do not need to alter any of the other settings on the page, you do need to add the student to the group at the very bottom of the page. Use the **Add Users** button to do this; a pop-up window will come up allowing you to search for and then select the student using a checkbox to the left of their name.

MEMBERSHIP

Add Users

No lessons have been added.

Cancel Submit

- Having added the student in the pop-up window, click on **Submit** to save your group.

- Go back to the **Course Management** menu and click on **Course Tools**, select **Turnitin Assignments by Groups**. This will allow you to filter the Turnitin submission inboxes by your new group.

View Assignments by Group

FINAL Submission - Assessment 1a
 Submit your FINAL submission here for this assessment. Similarity Reports will be available once the due date / deadline has been reached. Please make sure that you submit the correct file - if you submit the wrong one you can overwrite it by clicking back into this assessment and choosing the option to 'Resubmit'. Guidance on how to submit is provided below. For questions regarding assessments, please contact your Module Tutor / admin. If you experience a technical issue, please contact: i-zone@canterbury.ac.uk

Module Group :

FINAL Submission - Assessment 1a
 Submit your FINAL submission here for this assessment. Similarity Reports will be available once the due date / deadline has been reached. Please make sure that you submit the correct file - if you submit the wrong one you can overwrite it by clicking back into this assessment and choosing the option to 'Resubmit'. Guidance on how to submit is provided below. For questions regarding assessments, please contact your Module Tutor / admin. If you experience a technical issue, please contact: i-zone@canterbury.ac.uk

Module Group :

Now viewing assignments for Check Student Work:

Search: Show:

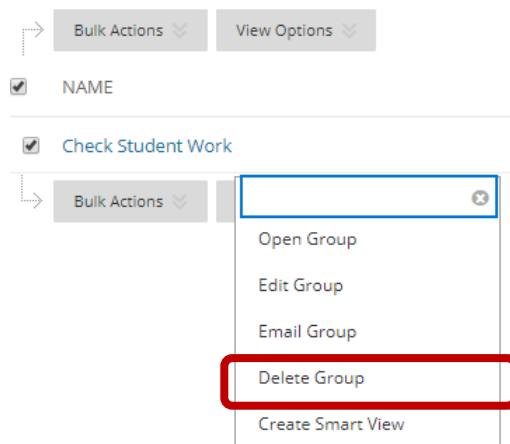
Student Name (Last, First)	Title	Grade	Originality Score/Report	Paper ID	Download	
Enabled, Anonymous Marking	Assignment 1 - ABC12345	--	26%	115775898		<input type="button" value="Remove"/>

- If you do not see the student's submission, then you might need to go back to the **Turnitin Assignments By Groups** and check the other inboxes to see if the work was uploaded to a different submission point.

- When you have finished using the group you need to delete it. Do this by going back to **Users and Groups**, select **Groups**.

- Click on the chevron next to the group.

16. Click on **Delete Group**.



SCENARIO #15: DISTRIBUTED MARKING (I.E. WHERE SEVERAL MARKERS EACH MARKING A DIFFERENT GROUP OF STUDENTS WITHIN A SINGLE TURNITIN ASSIGNMENT)

Description:

There are several markers involved in marking students' work within a single Turnitin assignment. Please consult with your [Digital Academic Developer](#) beforehand.

Steps to take:

Options include:

- Markers decide which pieces of work they are going to mark, for example the Markers might want to divide the workload by submission date and time.
- Markers are given a list of Student IDs to look at (this is dependent upon students supplying the Student ID within submission header or filename).
- Turnitin by Groups:
 - If each marker needs to mark a specific group of students, set up Manual Enrol Groups (*most time-consuming*).
 - If the allocation of markers to students is to be random, set up Random Enrol Groups (*least time-consuming*).
 - The 'Turnitin by Groups' interface does not show markers whether they have already marked a given submission when they look at the list of submissions for the group because it doesn't show the mark in that 'by Group' list, whereas the normal Turnitin interface does. This can add further work for the marker in either noting separately which submission IDs have already been marked or go through each submission in the

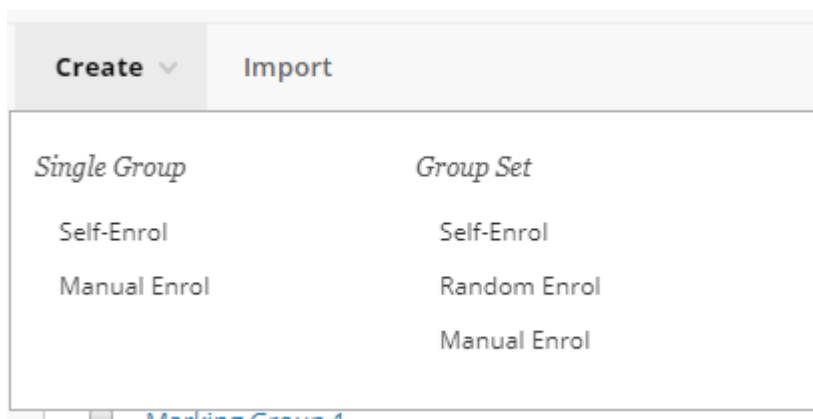
group each time the marker accesses Turnitin to mark and see which piece of work have already done and which haven't.

If the above three options do not work, please consult with your [Digital Academic Developer](#).

Below are the step-by-step instructions for setting up 'Turnitin by Groups' for Manual Enrolments and Turnitin by Groups' for Random Enrolments.

TURNITIN BY GROUPS – CREATING MARKING GROUPS USING MANUAL ENROLMENTS

1. Under the **Course Management** menu, go to **Users and Groups**, select **Groups**.



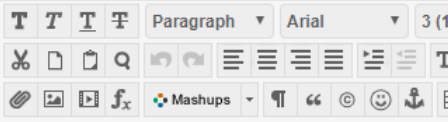
3. Give the group a **Name**, e.g., 'Marking Group' – Do not include any numbers or letters, as these will be added afterwards by Blackboards.

IMPORTANT: Make sure that the 'Group is visible to students' option is set to **No**.

GROUP INFORMATION

* Name

Description



Path: p

* Group is visible to students No Yes

4. Under the **Tool Availability** section, untick all the tick boxes.
5. Under the **Module Personalisation Setting** section, untick the 'Allow Personalisation' tick box.
6. Under the **Group Set Options** section, type in the number of marking groups you want created in the **Number of Groups** box.

GROUP SET OPTIONS

* Number of Groups

Create Smart View for each group in set.

7. Click on the **Submit** button.
8. You will be taken to a screen called **Edit Group Set Enrolments**.
9. For each Marking Group created, the name of the marking group can be changed to reflect the marker's name or initials, e.g., 'Marking Group 1' becomes 'Marking Group – JS' or 'Joan Smith's Marking Group'.

Filter Available Members

Hide members already in another group in this set

Randomise Enrolments

Collapse All

[-] Marking Group 1

* Name

Add Users

No lessons have been added.

Delete Group

[-] Marking Group 2

* Name

Add Users

No lessons have been added.

Delete Group

10. To add students to a Marking Group, click on the **Add User** button. A window will pop up with a list of students enrolled on that Blackboard. Select the students that you want to be part of that marking group by ticking the tick box next to their names. When you have finished, click on the **Submit** button.

Add Users

Search: Any Not Blank Go Show all users regardless of role

<input type="checkbox"/>	USERNAME	FIRST NAME	LAST NAME	ROLE
<input checked="" type="checkbox"/>	sl420	Simon	Lteutest	Student
<input type="checkbox"/>	tv40	Test	VLETest3	Student
<input type="checkbox"/>	tv42	Test	VLETest5	Student
<input type="checkbox"/>	wl45	Wayne	Lteutest	Student
<input checked="" type="checkbox"/>	etc10	Esther	Cistest	Student

Displaying 1 to 5 of 5 items | Show All | Edit Paging...

11. You will be taken back to the **Edit Group Set Enrolments** screen, where you will see the students listed for that group. Repeat the same exercise for each marking group. You will notice that the list of students will get smaller for each marking group – these are the students who are yet to be allocated to a marking group.

Marking Group 1

Name:

Added selected users to group.

USERNAME	FIRST NAME	LAST NAME	ROLE	
sl420	Simon	Lteutest	Student	✕
etc10	Esther	Cistest	Student	✕

Marking Group 2

Name:

Added selected users to group.

USERNAME	FIRST NAME	LAST NAME	ROLE	
tv40	Test	VLETest3	Student	✕
tv42	Test	VLETest5	Student	✕

12. When you have allocated all the students to their marking groups, click on the **Submit** button.

13. Go back to the **Course Management** menu and click on **Course Tools**, select **Turnitin Assignments by Groups**. This will allow you to filter the Turnitin submission inboxes by your new group.

14. Click on the inbox that you think the student submitted to and select your group from the list and click **Go**.

FINAL Submission - Assessment 1a

Submit your **FINAL** submission here for this assessment and choosing the option to 'Resubmit'. G

Module Group :

15. If the submission is the inbox then you will see the student's submission as shown below in the 'Module Group' filtered view.

FINAL Submission - Assessment 1a
 Submit your FINAL submission here for this assessment. Similarity Reports will be available once the due date / deadline has been reached. Please make sure that you submit the correct file - if you submit the wrong one you can overwrite it by clicking back into this assessment and choosing the option to 'Resubmit'. Guidance on how to submit is provided below. For questions regarding assessments, please contact your Module Tutor / admin. If you experience a technical issue, please contact: i-zone@canterbury.ac.uk

Module Group: Marking Group 1

Now viewing assignments for Marking Group 1:

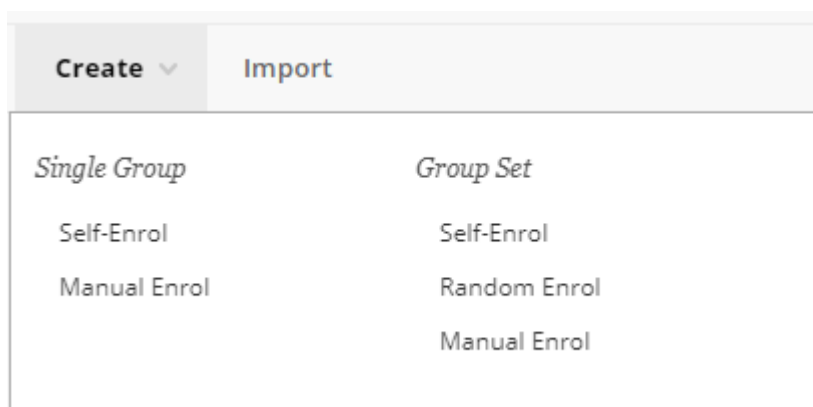
Q Show 10

Student Name (Last, First)	Title	Grade	Originality Score/Report	Paper ID	Download	
Clistest, Esther	--	--	--	--	--	--
Lteutest, Simon	--	--	--	--	--	--

16. If you do not see the student's submission, then you might need to go back to the **Turnitin By Groups** and check the other inboxes to see if the work was uploaded to a different submission point.

TURNITIN BY GROUPS – CREATING MARKING GROUPS USING RANDOM ENROLMENTS

1. Under the **Course Management** menu, go to **Users and Groups**, select **Groups**.
2. Create a new **Group Set** with the **Random Enrol** setting.



3. Give the group a **Name**, e.g., 'Marking Group' – Do not include any numbers or letters, as these will be added afterwards by Blackboards.

IMPORTANT: Make sure that the 'Group is visible to students' option is set to **No**.

GROUP INFORMATION

* Name

Description

Rich text editor toolbar with options: Bold, Italic, Underline, Paragraph, Arial, 3 (1), Cut, Copy, Paste, Undo, Redo, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Video, Audio, Text, Mashups, Quote, Unquote, Smiley, and Download.

Path: p

* Group is visible to students No Yes

4. Under the **Tool Availability** section, untick all the tick boxes.
5. Under the **Module Personalisation Setting** section, untick the 'Allow Personalisation' tick box.
6. Ignore the **Group Set Options** section.
7. Under the **Membership**, type in the number of students you want enrolled in your marking groups in the **Number of Students per Group** box. Type in the number of marking groups you want created in the **Number of Groups** box. Finally, select **Distribute the remaining remembers amongst the groups** option for any odd number of students who have not been allocated to a marking group.

MEMBERSHIP

* Determine Number of Groups by

Number of Students per Group

Number of Groups

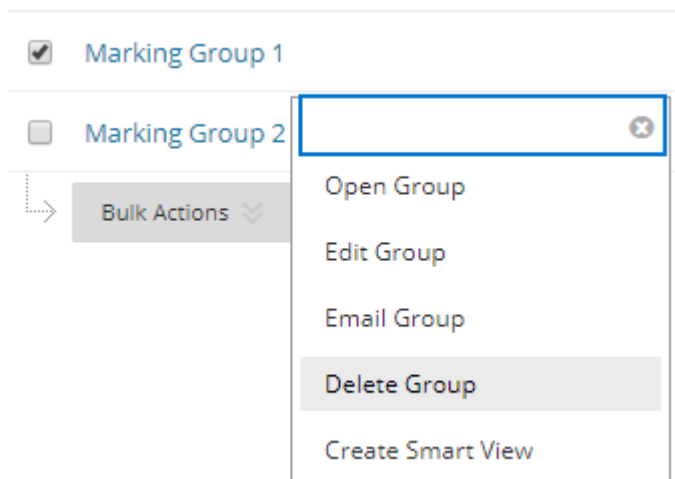
* Determine how to enrol any remaining members

Distribute the remaining members amongst the groups.

Put the remaining members in their own group.

Manually add the remaining members to groups.

8. Click on the **Submit** button – the students will now have been randomly enrolled into one of the marking groups.
9. If you need to rename the marking group, click on the grey round button and a menu will pop down.



10. Click on the **Edit Group** from the drop-down menu.

11. This will take you to a page called **Edit Group**, under the **Name** box, change the name of the marking group, e.g., 'Marking Group 1' becomes 'Marking Group – JS' or 'Joan Smith's Marking Group'.

GROUP INFORMATION

* Name

12. Click on the **Submit** button to accept changes.

13. Repeat the exercise for each marking group.

14. Go back to the **Course Management** menu and click on **Course Tools**, select **Turnitin Assignments by Groups**. This will allow you to filter the Turnitin submission inboxes by your new group.

15. Click on the inbox that you think the student submitted to and select your group from the list and click **Go**.

FINAL Submission - Assessment 1a

Submit your FINAL submission here for this assessment and choosing the option to 'Resubmit'. G

Module Group :

16. If the submission is the inbox, then you will see the student's submission as shown below in the 'Module Group' filtered view.

FINAL Submission - Assessment 1a
 Submit your FINAL submission here for this assessment. Similarity Reports will be available once the due date / deadline has been reached. Please make sure that you submit the correct file - if you submit the wrong one you can overwrite it by clicking back into this assessment and choosing the option to 'Resubmit'. Guidance on how to submit is provided below. For questions regarding assessments, please contact your Module Tutor / admin. If you experience a technical issue, please contact: i-zone@canterbury.ac.uk

Module Group: Marking Group 1

Now viewing assignments for Marking Group 1:

Q Show 10

Student Name (Last, First)	Title	Grade	Originality Score/Report	Paper ID	Download	
Clistest, Esther	--	--	--	--	--	--
Lteutest, Simon	--	--	--	--	--	--

17. If you do not see the student's submission, then you might need to go back to the **Turnitin By Groups** and check the other inboxes to see if the work was uploaded to a different submission point.

SCENARIO #16: STUDENT HAS PROVIDED AN INCORRECT STUDENT ID

Description:

The student has provided an incorrect Student ID on their submitted work.

Steps to take:

The Course Administrator to check whether the Student ID has been incorrectly entered on either the submission title (will be quicker for Course Administrators to reference on here first), submission header or filename.

If the student has left out a digit, transposed some digits, it is possible to try and identify them with the remaining correct digits.

If the student has used a completely different number to the one assigned to them, then once the post-date has been reached, the Course Administrator may need to send a reminder to the student informing them of their correct Student ID.

SCENARIO #17: UNABLE TO IDENTIFY STUDENT, PROMPTING A NEED TO UN-ANONYMISE THE STUDENT

Description:

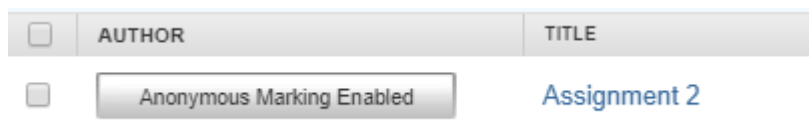
The Course Administrator has made every effort to identify a student, but has been unable to do so because the student did not use their Student ID. There is no other identifying information, such as the 'Author' metadata located within the 'Info' panel of the 'File' menu tab in Microsoft Word.

IMPORTANT: Please refer to the [Anonymous Marking Policy](#) document to determine who can give authority to un-anonymising a student's name over a given submission. Refer to the [Academic Misconduct Procedures](#) document for specific details.

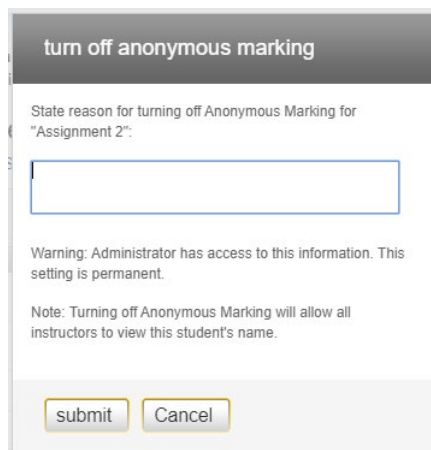
Steps to take:

NOTE: Only use this option if all other avenues for identifying the student has been exhausted (see *Scenario #16*).

1. Under the **Course Management** menu, go to **Course Tools**, select **Turnitin Assignments**.
2. Select the Assignment where you wish to un-anonymise a student's work.
3. Click on the button called **Anonymous Marking Enabled**.



4. A window will pop up asking you to provide a sound reason you are un-anonymising a student's submission.



5. Type in your reason and click on the **Submit** button.

NOTE: This is logged and can be seen by an institutional administrator.

6. The student's name is un-anonymised.

<input type="checkbox"/>	AUTHOR	TITLE
<input type="checkbox"/>	Esther Cistest	Assignment 2

NOTE: Once the student's name is un-anonymised, their name **CANNOT** be re-anonymised.

SCENARIO #18: STUDENT WANTS ASSURANCE THAT WORK IS BEING ANONYMOUSLY MARKED

Description:

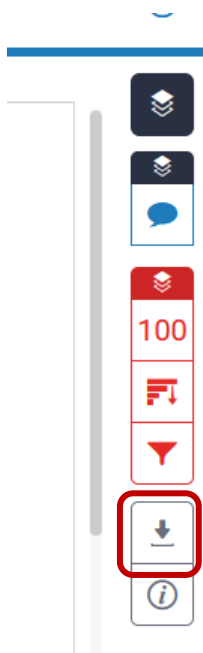
A student wants reassurance from the Course Team that their work is being anonymously marked.

Steps to take:

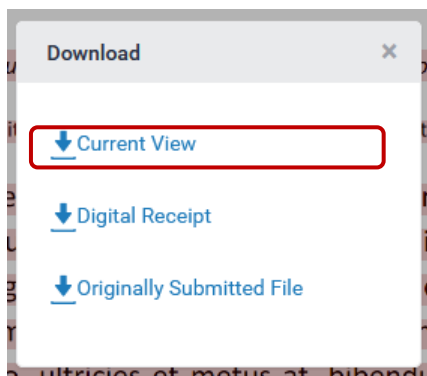
1. Refer the student back to the original Turnitin submission point where the student had submitted their work. Get the student to click on the **View** button.

Assignment Inbox: 2019-20 (S1) Turnitin Demo (WB33) _12396_1						
Assignment Title	Info	Dates		Similarity	Actions	
AFTER DEADLINE Submission - Assessment 4 - 15 Mar 2021	i	Start	16-Mar-2021 2:01PM	Processing	Submit	View
		Due	22-Mar-2021 2:00PM		Download	
		Post	25-Mar-2021 9:00AM			

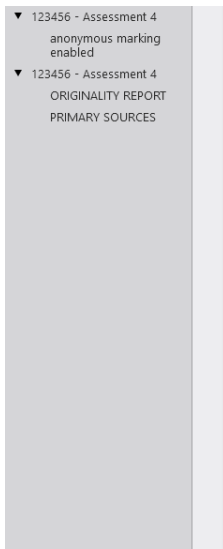
2. This will open the Turnitin 'Feedback Studio' window.
3. Have the student click on the **Download** button.



4. This will open a new window with some options. Have the student click on the 'Current View' option.



5. Another window will pop up asking the student where to save the PDF version of their assignment. The student chooses the location on where to save the file on their computer or memory stick.
6. The student opens the PDF file. Once the file is open, the student will note that instead of seeing their name below the name of the assignment, they see the following text: "anonymous marking enabled". This confirms that the Turnitin submission point has been correctly set up to receive student work to be marked anonymously.



123456 - Assessment 4

anonymous marking enabled

SCENARIO #19: REASSESSMENT WITH ATTENDANCE – CHECKING IF THE MATCHED ASSIGNMENT BELONGS TO THE SAME STUDENT

Description:

A marker is marking an anonymised student's work. The student is enrolled on a previous year's Blackboard as well as the current year's Blackboard. The student has submitted work in the previous year's Blackboard and have be asked to submit a revised version of the previous assignment in the current year's Blackboard.

When the students submit their assignment to the current year's Blackboard, they may have a large percentage match with their previous assignment (which was submitted to a previous year's Blackboard). The marker wants to check if it is matching with the same student's work, which would be likely if the assessment is similar to the previous year, or if to another source entirely which would more likely be a concern.

NOTE: Only the Course Administrator can check this, so to preserve the student's anonymity. It is important that the Course Administrator is enrolled as an instructor on both the previous year's Blackboard and the current year's Blackboard.

Steps to take:

The first thing that needs to be done is to locate the name of the student of the anonymised work that has been submitted in the current year's Blackboard.

- Use unique Student ID on submission title (will be quicker for Course Administrators to reference on here first), submission header or filename. The Course Administrator needs to look up the Student ID, locate the current year's submission, and note Turnitin Paper ID number.

- Where no student receipt is forthcoming, or an incorrect Student ID on submission is given, or there is no Student ID, the Course Administrator might want to consider using the 'hidden group' method referred to in *Scenario #14*.

Next to check whose work on the previous year's Blackboard is matching with the submission on the current year's Blackboard.

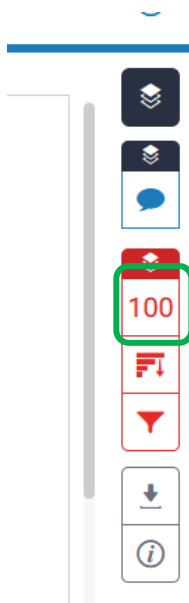
1. Remain on the current year's Blackboard.
2. From the left-hand 'Control Panel' menu, click on **Course Tools** and choose **Turnitin Assignments**.
3. From the list of Turnitin submission points, select the Turnitin submission point containing the matched 'reassessment with attendance' student submission.
4. Click on the similarity percentage number associated with the 'reassessment with attendance' student submission under investigation.

FINAL Submission - Assessment 1a

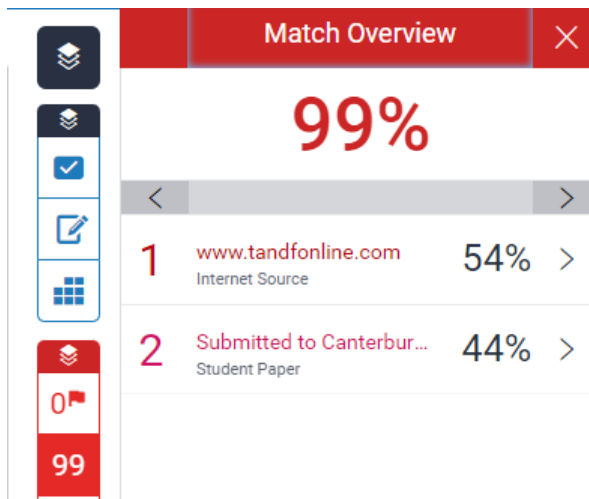
INBOX | NOW VIEWING: [NEW PAPERS](#) ▾

Submit		Roster Sync Edit assignment settings Email non-submitters						
<input type="checkbox"/>	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
<input type="checkbox"/>	Anonymous Marking Enabled	Assignment 1a - ABC12345	26% ■	✎	•	📄	113897362	20-Nov-2019
	Anonymous Marking Enabled	-- no submission --	--	✎		--	--	Late

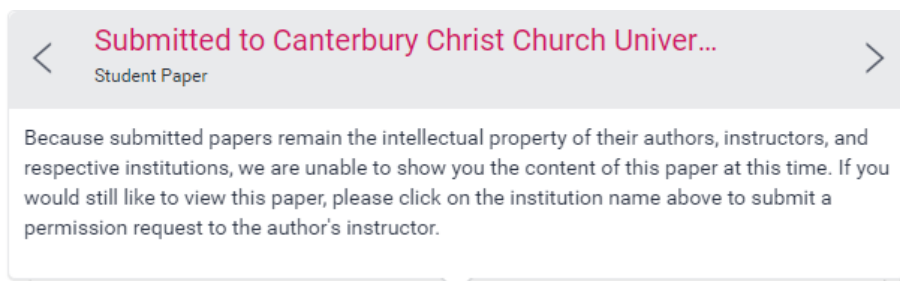
5. Click on the **Match Overview** button.



6. The 'Match Overview' side panel will open. Click on the entry which says 'Submitted to Canterbury...'



7. A box will pop up saying 'Submitted to Canterbury Christ Church Univer...'. Click on this link.



8. If you are enrolled on the correct previous year's Blackboard, you will be taken to the assignment on the previous year's Blackboard that is closely associated with the match in the current year's Blackboard. You will find the name of the student that the work belongs to.

If you are not enrolled on the correct previous year's Blackboard or the match has been located in a different Blackboard that you are not enrolled in, a box will pop up inviting you to request access to see the work. Type in your CCCU e-mail address in the 'Please specify a reply-to-email address' box and click on the **send a request to view this paper** button.

