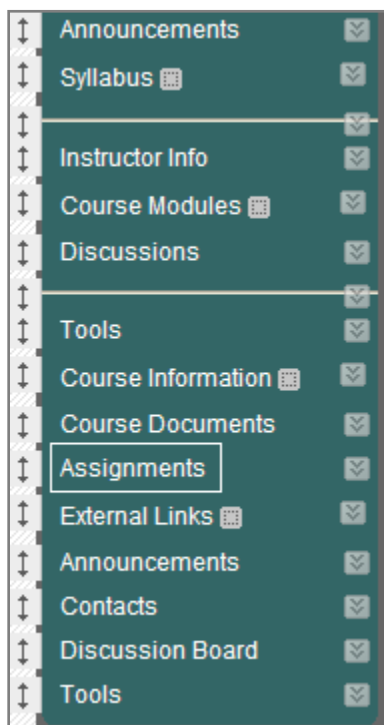


Turnitin: Assignments, *More options*, Submissions, and Reports

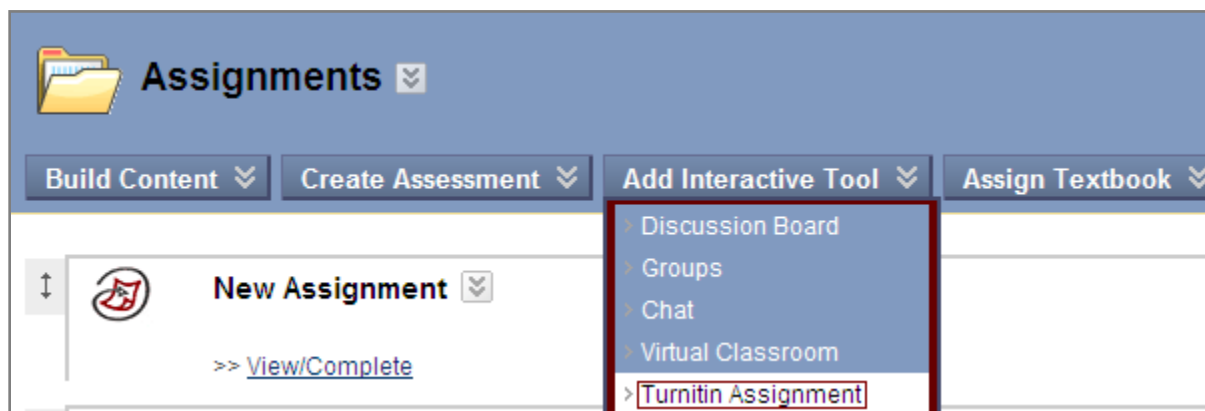
Setting up an assignment in Turnitin:

Log in to your Blackboard Account and click on the course.

Click on *Assignments* located on the right-hand side.



Click on *Add Interactive Tool* and *Turnitin Assignment*.



You will be taken to the Turnitin *New Assignment* screen. Enter the assignment title and start/due dates on this screen. Additional information about the assignment can be added under *more options*.

New Assignment

general

assignment title *
Assignment 1 ✓

point value
100 ✓

dates

start date *
Jan 18 2011
at 9:47 AM

due date *
Jan 31 2011
at 11:59 PM

post date *
Feb 1 2011
at 12:00 AM

NOTE: In Blackboard, the post date relates to the availability of GradeMark papers only and has no bearing on when grades are posted to the Blackboard Gradebook.

+ more options

submit

More options when creating an assignment:

- Enter Special Instructions
 - This can be left blank or you may enter any information here that you want the student to see underneath the assignment name.
- Generate Originality Reports for submissions
 - **immediately (first report is final)** - Originality Reports for all submissions will be generated immediately. Students *cannot* resubmit papers. Submissions must be deleted by the instructor to enable resubmission.
 - **immediately (can overwrite reports until due date)** - Originality Reports for the initial submission by each student to this assignment will be generated immediately. Students may resubmit as often as the student wishes until the

assignment due date. Only the latest submission is available to the instructor or student. Previous versions are removed.

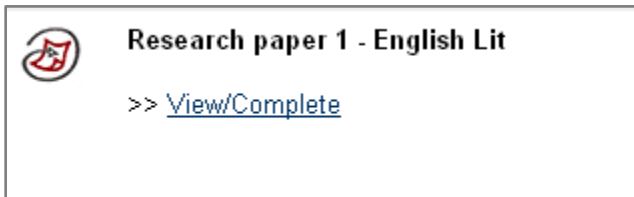
- **on due date** - Originality Reports will *not* be generated for any submission until the due date and time of the assignment. Students may resubmit as many times as needed until the due date and time without receiving reports. Resubmissions may *not* be made after the due date and time of the assignment.
- Exclude bibliographic materials from Similarity Index for all papers in this assignment?
 - Select *yes* or *no* depending on whether or not you want bibliographies and citations included in the Originality Report.
- Exclude quoted materials from Similarity Index for all papers in this assignment?
 - Select *yes* or *no* depending on whether or not you want quoted materials in the assignment included in the Originality Report.
- Exclude small matches?
 - Select *yes* or *no* depending on whether or not you want small matches excluded.
 - Selecting *no* means that all matches found between the submitted papers and the Turnitin databases will show in the Originality report. This is usually around 5-10 words in a sentence structure.
 - If you choose *yes*, you will have the option to enter a word count or percentage. You may have the system exclude small matches by percentage. For example, if you enter 2%, the system will ignore all the matches less than that percentage. The percentage is calculated by taking the number of words in the match, and dividing it by the number of words in the document (for example, a 10 word match in a 500 word paper = 2% match). Or you may have the system exclude small matches by number of matched words. For example, if you enter 15 words, then the system will exclude any matches less than 15 words.
- Allow students to see Originality Reports?
 - Answer *yes* or *no* depending on whether or not you want students to view the reports.
- Allow submissions after the due date?
 - An instructor can enable submissions after the due date and time. To enable late submissions, select *yes*. The default setting is *no*. When enabled, students will be able to submit papers after the due date and time has passed as long as that student has not already submitted a paper to the assignment.

- Submit papers to:
 - This is where the instructor can select whether or not papers are submitted to the *standard paper repository* or *no repository*. When a paper is submitted to the *standard paper repository* it will be stored and compared against future submissions.
- Search options:
 - These are the options the instructor may select to compare assignment submissions to. They include *standard paper repository*, *current and archived internet*, and *periodicals, journals, and publications*.
- Would you like to save these options as your default for future assignments?
 - If you select *yes*, these options will automatically be selected next time you create your assignment. If you select *no*, default options will be selected.

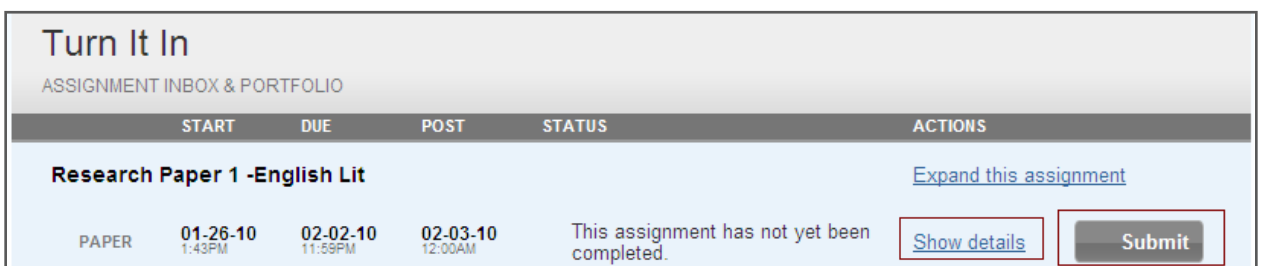
Student Submissions:

When a student submits to Turnitin:

- The student clicks on the *Assignments* link in Blackboard.
- The student clicks on *View/Complete* underneath the assignment name:



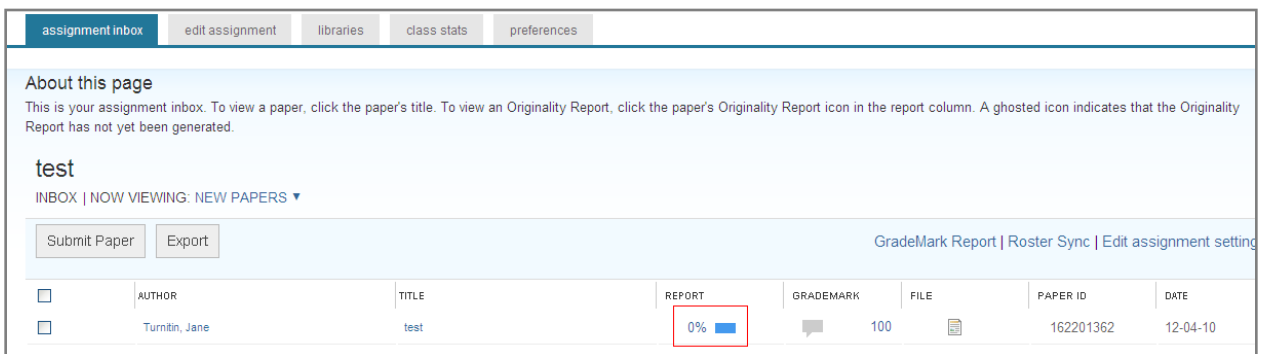
- They are taken to the Turnitin *assignment inbox* where they upload their paper by clicking on the *Submit* button. In about an hour, the student will be able to view the Originality Report (if the instructor has selected this option) by clicking on *Show Details*.



Accessing Student Submissions & Originality Reports

After students begin submitting papers, instructors may access the papers the following way:

- Log in to Blackboard and access *Control Panel > Course Tools > Turnitin Assignments*.
- Click on *View* underneath the assignment.
- This will take you to the Turnitin inbox where you may view originality reports, download assignments, and grade assignments.
- To view the originality report, click on the percentage bar. When a paper is submitted to Turnitin all formatting, images, graphics, graphs, charts, and drawings are removed from the paper so that the program can read it accurately. Please note the Originality Report will not include the original paper formatting.






assignment inbox | edit assignment | libraries | class stats | preferences

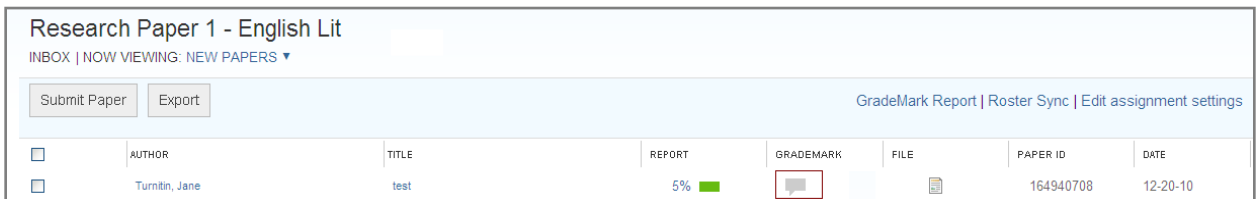
About this page
This is your assignment inbox. To view a paper, click the paper's title. To view an Originality Report, click the paper's Originality Report icon in the report column. A ghosted icon indicates that the Originality Report has not yet been generated.

test
INBOX | NOW VIEWING: NEW PAPERS ▾

Submit Paper | Export | GradeMark Report | Roster Sync | Edit assignment settings




<input type="checkbox"/>	AUTHOR	TITLE	REPORT	GRADEMARK	FILE	PAPER ID	DATE
<input type="checkbox"/>	Turnitin, Jane	test	0% 		100 	162201362	12-04-10

- To grade the paper and insert comments, click on the icon below *GradeMark* to open the *GradeMark* tool.

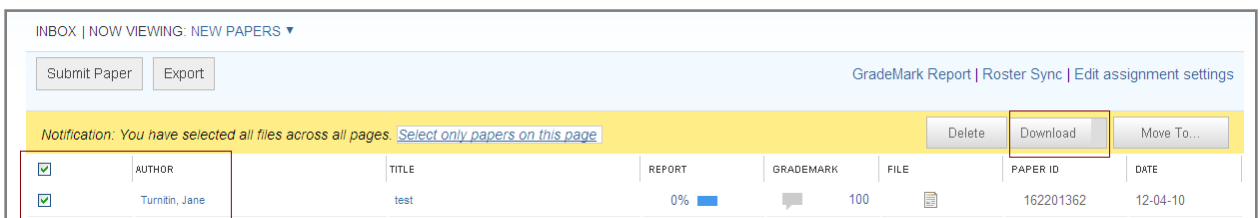


Research Paper 1 - English Lit
INBOX | NOW VIEWING: NEW PAPERS ▾

Submit Paper | Export | GradeMark Report | Roster Sync | Edit assignment settings

<input type="checkbox"/>	AUTHOR	TITLE	REPORT	GRADEMARK	FILE	PAPER ID	DATE
<input type="checkbox"/>	Turnitin, Jane	test	5% 			164940708	12-20-10




- To download the assignments, select the checkbox to the left of the student name and click on the download button. You will have the option to download the original file or the GradeMark paper.



INBOX | NOW VIEWING: NEW PAPERS ▾

Submit Paper | Export | GradeMark Report | Roster Sync | Edit assignment settings

Notification: You have selected all files across all pages. [Select only papers on this page](#) | Delete | Download | Move To...

<input checked="" type="checkbox"/>	AUTHOR	TITLE	REPORT	GRADEMARK	FILE	PAPER ID	DATE
<input checked="" type="checkbox"/>	Turnitin, Jane	test	0% 		100 	162201362	12-04-10

More Information:

- [Faculty Senate document – Academic Use Policy – Antiplagiarism Software, Turnitin](#)

- [Turnitin – Resources for Faculty](#)

This page provides general information about Turnitin, training materials, the required syllabus statement, and policies for use.

- [Turnitin – FAQ](#)

List of frequently asked Turnitin questions.

