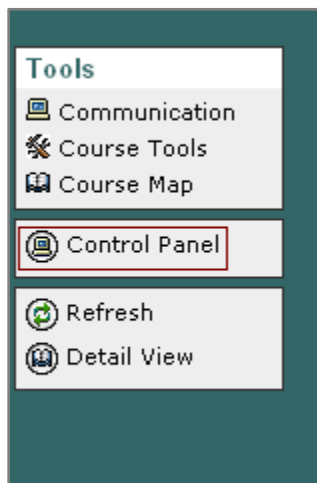


Turnitin: Assignments, *More options*, Submissions, and Reports

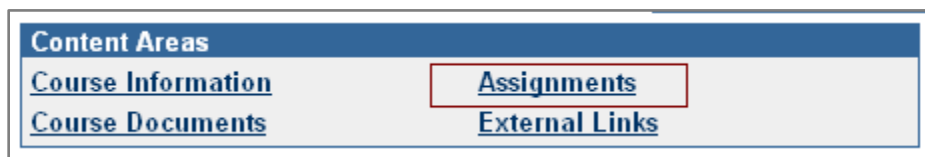
Setting up an assignment in Turnitin:

Log in to your Blackboard Account.

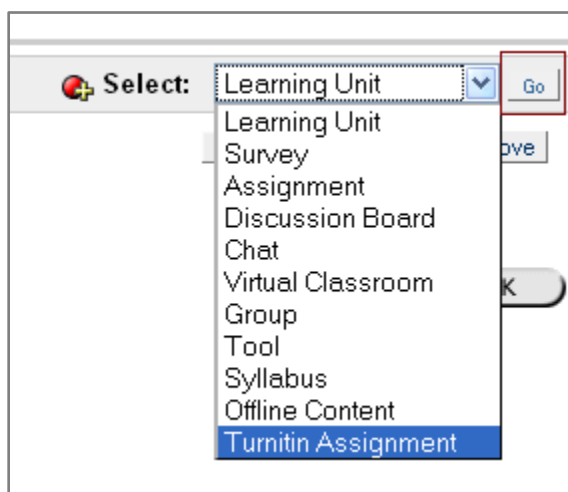
Click on *Control Panel* located on the right-hand side under *Tools*.



Click on *Assignments* under *Content Areas*.



Select *Turnitin Assignment* on the right-hand side of the screen. Click the *Go* button.



Select the type of assignment (Paper or Revision) and select Next Step. On the New Assignment screen, enter the assignment title and start/due dates. Additional information about the assignment may be added under *more options*. Click the submit button and your assignment has been created.

The screenshot shows the 'new assignment' form in Blackboard. The form is titled 'new assignment' and is divided into two main sections: 'general' and 'dates'. The 'general' section includes fields for 'assignment title' (containing 'Assignment 1'), 'point value', and a 'more options' button. The 'dates' section includes fields for 'start date', 'due date', and 'post date', each with a date and time selector. A note at the bottom of the 'dates' section explains that the post date relates to the availability of GradelMark papers only. A 'submit' button is located at the bottom left of the form.

More options when creating an assignment:

- Enter Special Instructions
 - Enter any information here that you want the student to see underneath the assignment name. This may be left blank.
- 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.

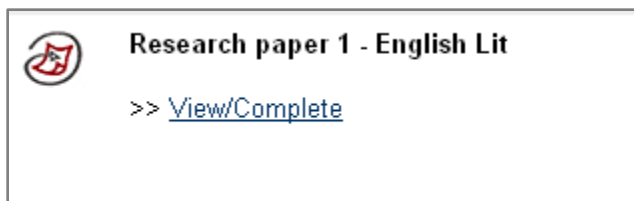
- Submit papers to:
 - This is where the instructor can select whether or not papers are submitted to the *standard paper repository* or *no repository*. When a paper is submitted to the *standard paper repository* it will be stored and compared against future submissions.

- 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.

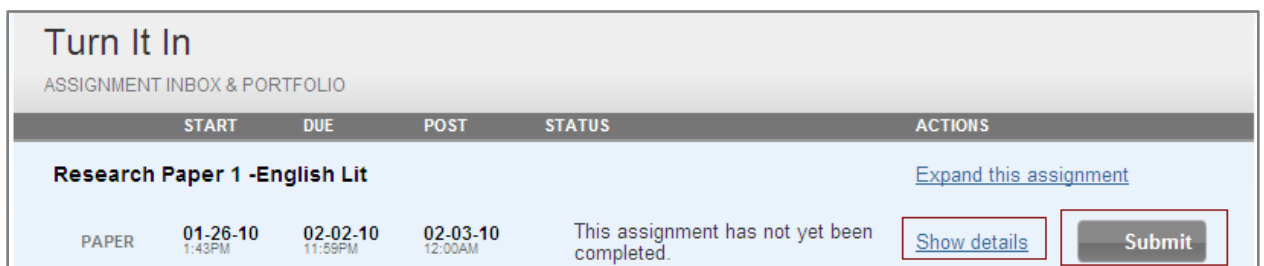
Student Submissions:

When a student submits to Turnitin:

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



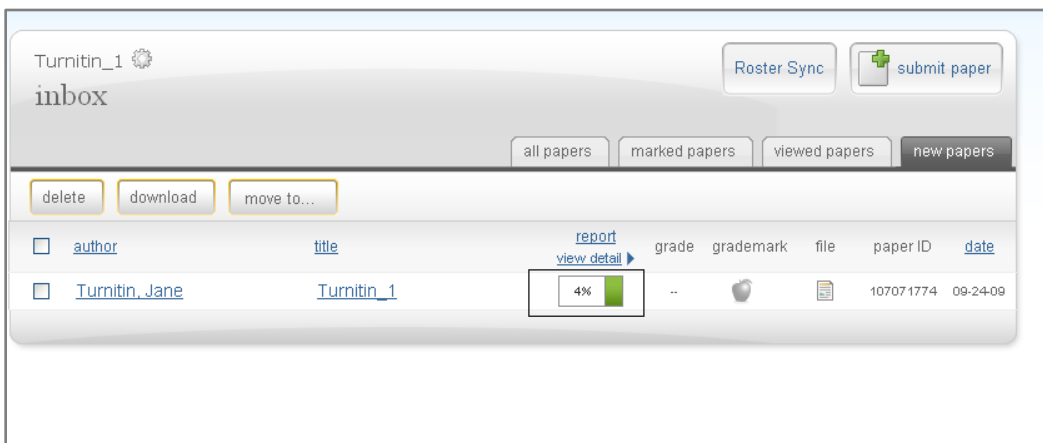
- They are taken to the Turnitin *assignment inbox* where they upload their paper by clicking on the submit button. In about an hour, the student will be able to view the Originality Report (if the instructor has selected this option) by clicking on Show Details.



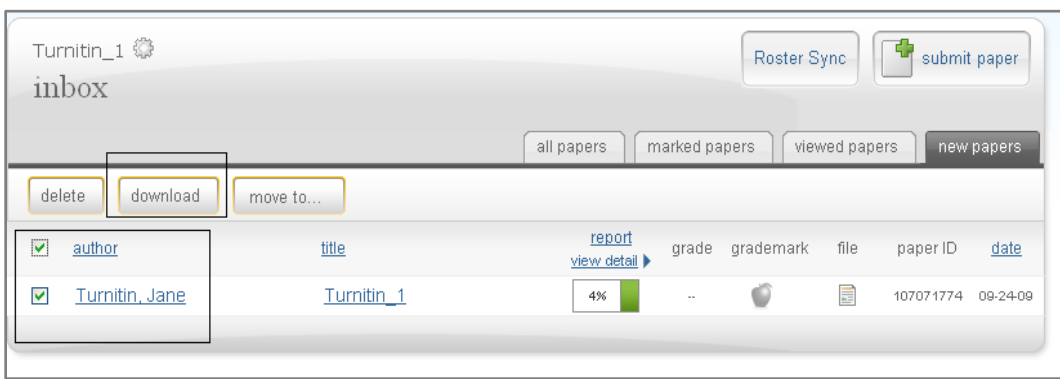
Accessing Student Submissions and Originality Reports

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

- Log in to Blackboard and click on *Control Panel* and *Turnitin Assignments*.
- Click on *View* underneath the assignment.
- This will take you to the Turnitin inbox where you can view originality reports and download 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.



- The instructor of the class can view submitted papers in the original format by downloading them from the assignment inbox. To download the assignments, select the checkbox to the left of the student name and click on the download button.



More Information:

- Faculty Senate document – Academic Use Policy – Anti-plagiarism Software, Turnitin http://www.twu.edu/downloads/library/Academic_Use_Policy.pdf
- Turnitin – Resources for Faculty - <http://www.twu.edu/library/turnitin.asp>
- Turnitin – FAQ - <http://www.twu.edu/library/turnitin-faq.asp>

If you have questions, please contact Brandy Klug at bklug@mail.twu.edu



Texas Woman's University Libraries

Denton - Dallas - Houston