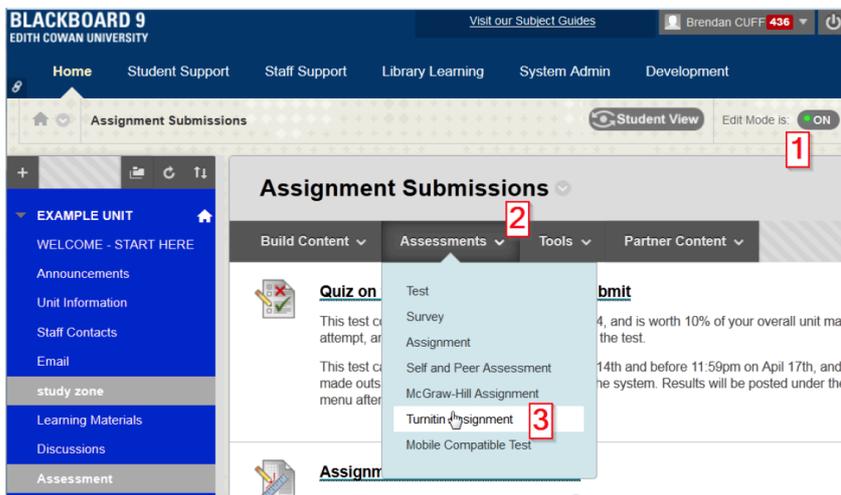


Turnitin Assignments Guide

Creating Assignments

1. Turn the Edit Mode button in the top-right corner of Blackboard to ON (1). Then, from the **Assessments** menu (2), select **Turnitin Assignment** (3).



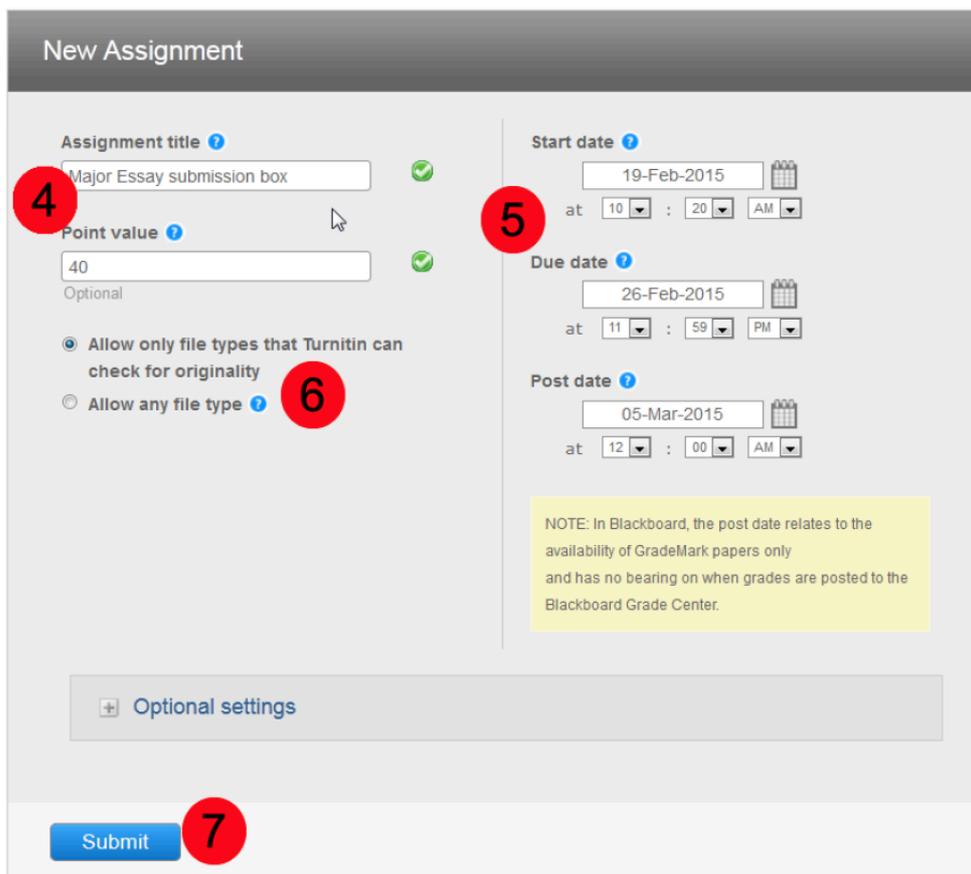
2. Enter in the Assignment Details

4. Assignment title and point value.

5. Select start and due dates for the assignment. Specific times are also selected. Students are only able to submit once the start date and time has passed. After the due date and time, students will be blocked from submitting papers unless late submissions are enabled. Select a post date for the assignment. The post date determines when marked papers or grades will be available for students to view (typically 10 working days after the due date at ECU).

6. Select whether the assignment will require Originality Reports for submissions or whether any file type can be uploaded. The default option is to Allow only file types that Turnitin can check for originality. For assignments that do not require Originality Reports instructors can select Allow any file type which allows instructors to leave feedback on every file type.

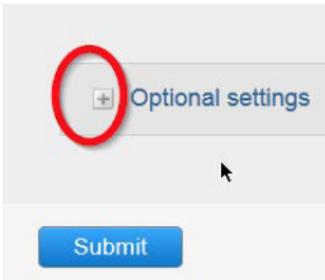
7. Click submit to finalize the assignment, making it appear at bottom of your Blackboard area. Alternatively you may instead click “Optional Settings” prior to Submitting, to change some advanced settings first (these are described next page).



The screenshot shows the 'New Assignment' form in Blackboard. The form is divided into two main columns. The left column contains the 'Assignment title' field (with a red circle 4 over it), the 'Point value' field (with a red circle 6 over it), and two radio button options for file types: 'Allow only file types that Turnitin can check for originality' (selected) and 'Allow any file type'. The right column contains three date and time pickers: 'Start date' (with a red circle 5 over it), 'Due date', and 'Post date'. At the bottom of the form is an 'Optional settings' button and a 'Submit' button (with a red circle 7 over it). A yellow note box at the bottom right states: '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 Grade Center.'

Advanced Assignment Options

When creating a paper assignment the user may select to view and change any of the advanced assignment options. The advanced assignment options are viewed by clicking on **Optional settings** at the bottom of the assignment creation or assignment update page.



Advanced assignment options are listed and described below. When an advanced assignment option is changed the user may also select whether or not this change should be the future default for any new assignments created. This allows the user to automatically create all new assignments with their preference of advanced options rather than manually selecting the advanced options for every new assignment.

Originality Report Settings

Enter Special instructions

You can write generic instructions (eg how to use TurnItIn) and have them appear on the assignment box. Note that TurnItIn doesn't allow you to attach any files here, so if you do have detailed requirements consider placing them into a separate file and simply referencing them here (eg the line "read all relevant documents and guides").

Enter special instructions

You must submit your Research Essay here before the due date by clicking the link marked "view/complete" just below.

Please read all the relevant documents and guides before final submission. Before the due date you may submit draft copies here as often as you like to run them through the plagiarism scanner; the very last one will count as your official/final submission.

Late Submission

An instructor can enable submissions after the due date and time. To enable late submission, use the drop down menu next to *Allow submissions after the due date?* and 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.

A screenshot of a form titled "Allow submissions after the due date?" with a help icon. There are two radio button options: "Yes" (selected) and "No".

Allow submissions after the due date? ?

Yes

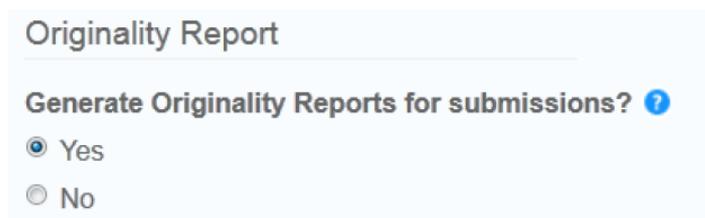
No

Student submissions after the due date and time will be marked with red text in the date column of the submission in the assignment inbox. A student cannot overwrite a submission past the assignment due date and time, even if the late submission option is enabled.

Generate Originality Reports for submissions

Originality Reports are by default generated for all student submissions. To not generate reports for student submissions select “no” for this option. If the assignment is set to accept any file type TurnItIn will only generate reports for the following file types:

- Microsoft Word,
- PowerPoint,
- PDF,
- WordPerfect,
- PostScript,
- HTML,
- RTF,
- OpenOffice (ODT),
- Hangul (HWP),
- Google Docs (submitted via the Google Drive submission option),
- plain text files (ie .txt)

A screenshot of a form titled "Originality Report" with a help icon. There is a radio button option for "Yes" (selected) and a radio button option for "No".

Originality Report

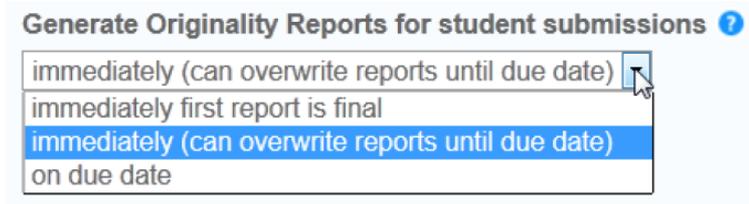
Generate Originality Reports for submissions? ?

Yes

No

Generate Originality Reports for student submissions

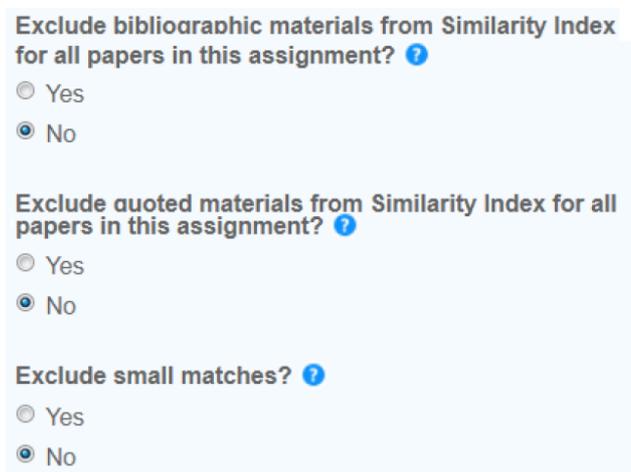
The middle option pictured below is often the best as it allows draft submissions before the due date.



- **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 user to this assignment will be generated immediately. Students may resubmit as often as the student wishes until the assignment due date. Originality Reports for the second or subsequent submission will require a 24 hour delay before the Originality Report begins processing. Only the latest submission is available to the instructor or student. Previous versions are removed. Originality Reports will regenerate within an hour of the due date and time to allow student submissions to compare against one another within the assignment. A change in the Originality Report similarity index may result from the regeneration of the reports. This option is typically used when students are self-reviewing and revising their submissions and able to view the Originality Report. No resubmissions are allowed after the due date and time of the assignment.
- **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 Options

Ofentimes all 3 boxes are best left unchecked – after all you as a lecturer are the better judge of what is plagiarism in any specific situation.

A screenshot of a web interface showing three options for excluding materials from a similarity index. Each option has a radio button and a question mark icon. The first option is 'Exclude bibliographic materials from Similarity Index for all papers in this assignment?' with 'No' selected. The second option is 'Exclude quoted materials from Similarity Index for all papers in this assignment?' with 'No' selected. The third option is 'Exclude small matches?' with 'No' selected.

Exclude bibliographic materials from Similarity Index for all papers in this assignment? ?

Yes

No

Exclude quoted materials from Similarity Index for all papers in this assignment? ?

Yes

No

Exclude small matches? ?

Yes

No

Exclude bibliographic material from Similarity Index for all papers in this assignment?

This feature of assignment creation provides instructors with the ability to control the option whether bibliographic material will automatically be excluded from Originality Reports. The default is no. Bibliographic materials can also be included and excluded when viewing the Originality Report. This setting cannot be modified after the first paper has been submitted.

Exclude quoted material from Similarity Index for all papers in this assignment?

This feature of assignment creation provides instructors with the ability to control the option whether quoted material will automatically be excluded from Originality Reports. The default is no. Quoted materials can also be included and excluded when viewing the Originality Report. This setting cannot be modified after the first paper has been submitted.

Exclude small matches?

This feature of assignment creation provides instructors with the ability to automatically exclude small matches from all Originality Reports generated within this assignment. To exclude small matches click yes. If yes has been clicked the Exclude matches by: option window will open. Enter into either the Word Count: or Percentage: fields the numerical value for small matches that will be excluded from Originality Reports in this assignment.

Allow Students to see Originality Reports?

This feature of assignment creation provides instructors with the ability to control the option to allow students to see Originality Reports within each created assignment. This option gives instructors more flexibility and control when creating assignments. Select yes to allow students to see the Originality Report for the assignment. The default setting is no.

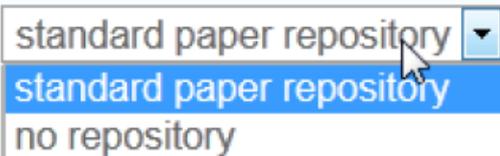
Allow students to see Originality Reports? ?

- Yes
- No

Repository options

If the repository options are enabled for an instructor 2 or 4 options will appear within the Submit papers to: pull-down menu. Instructors will be able to set the Submit papers to assignment option to store student papers in the standard paper repository, in the institution paper repository, no repository, or to allow students to choose between the standard paper repository or the institution paper repository.

Submit papers to: ?



A dropdown menu with the following options: standard paper repository, standard paper repository (highlighted), and no repository.

Repository Sources for Similarity Reports

The instructor is able to select the available repository sources to compare submissions in the assignment against. This allows an instructor to disregard a source type if the comparison against this type of source is not needed.

Search options: ?

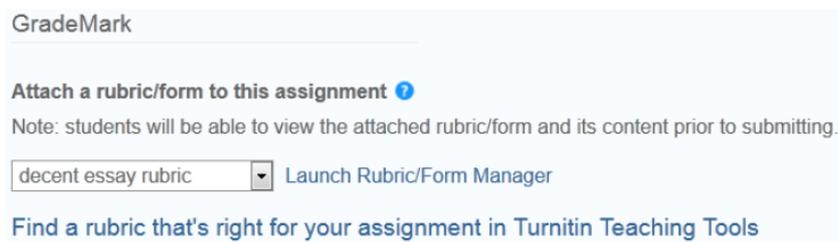
- Student paper repository
- Current and archived internet
- Periodicals, journals, & publications

The available search targets are listed under Search options. The targets with a check mark are those that will be searched. To remove a search target repository, click on the check box to remove the check mark. Clicking on an empty selection box next to the repository will re-add the repository as a search target. This selection will not alter any currently generated Originality Reports or Overall Similarity Index scores.

- **student paper repository** - works previously submitted in classes and assignments on TurnItIn
- **current and archived internet** - a repository of archived and live publicly available internet pages containing billions of pages of existing content and tens of thousands of new pages added daily
- **periodicals, journals, & publications** - third party periodical, journal, and publication content including many major professional journals, periodicals, and business publications

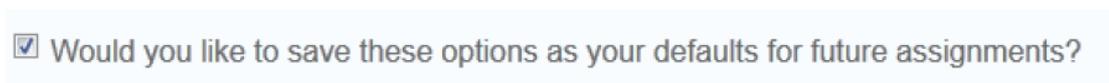
Attach a rubric to the assignment

If you would like to use a rubric to grade the papers submitted to the assignment you may use the rubric list drop down menu to select a previously created or imported rubric or you can launch the rubric manager by clicking on the Launch Rubric Manager link and create a new rubric to attach to the assignment.

A screenshot of the GradeMark interface. At the top, it says 'GradeMark'. Below that, there is a section titled 'Attach a rubric/form to this assignment' with a blue information icon. A note below the title reads: 'Note: students will be able to view the attached rubric/form and its content prior to submitting.' There is a dropdown menu with 'decent essay rubric' selected and a 'Launch Rubric/Form Manager' link next to it. At the bottom of the section, there is a link: 'Find a rubric that's right for your assignment in Turnitin Teaching Tools'.

Changing Advanced Assignment Option Defaults

If any changes have been made to the advanced assignment options, an additional option will be available at the bottom of the options panel. The instructor is asked Would you like to save these options as your defaults for future assignments? Select yes to have all future assignment creations use the advanced assignment options that have been selected as the default setting. Select no to continue with the previous default advanced assignment option settings.

A screenshot of a checkbox question: 'Would you like to save these options as your defaults for future assignments?'. The checkbox is checked, and the text is in a light blue background.

The default settings can be changed at any time when creating a new assignment or updating an existing assignment.