Using the TurnItIn Blackboard Building Block

Creating a Turnitin Assignment

Turnitin assignments are added from any content area on the course menu. Click on a content area link on the course menu to open it.

To add a Turnitin assignment, follow these steps:

1. Click on the More button at the top of the screen and select “Add Turnitin Assignment”

2. On the assignment creation page, select the assignment type and enter the following: the assignment title and the point value for the assignment (optional)
3. 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 unless late submissions are enabled. 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.

**Note:** You must enter a post date and it must be later than the due date.

<table>
<thead>
<tr>
<th>start</th>
<th>2008-04-29</th>
<th>00:16 AM</th>
</tr>
</thead>
<tbody>
<tr>
<td>due date</td>
<td>2008-04-06</td>
<td>11:59 PM</td>
</tr>
<tr>
<td>post date</td>
<td>2008-04-07</td>
<td>12:00 AM</td>
</tr>
</tbody>
</table>

4. To see more options for the assignment, click on the more options link

5. Choose whether or not students are allowed to view Originality Reports for their submissions by selecting yes or no from the Allow students to see Originality Reports pull down menu

6. Modify any other assignment options

7. Click submit to add the Turnitin assignment to the course
Advanced 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 the more options link at the bottom of the assignment creation or assignment update page. 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.

Available Assignment Options

Generate Originality Reports for student 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 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. Student submissions will compare against one another within the assignment on the due date and time, which may result in a change in the Originality Report similarity index and results at the due date and time. This option is typically used when students are self-reviewing and revising their submissions and able to view the Originality Report. No resubmissions 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.

Late Submission
An instructor can enable submissions after the due date and time. To enable late submissions, 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.

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.
Repository Options
If the repository options are enabled for an instructor 2 or 4 options will appear within the Submit papers to: pulldown 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.

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

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 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.

Search Targets
Currently available search targets are:

- student paper repository - works previously submitted in classes and assignments on Turnitin
- institution paper repository - works previously submitted to the institution’s repository
- 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

Revision Assignments
Student users can only submit one paper per assignment. If the instructor wishes students to submit multiple drafts without overwriting the previous drafts, the instructor can create additional assignments using the revision assignment type. Revision assignments are duplicates of the ‘parent’ assignment’s advanced options and standard settings, but may have new start, due, and post dates. The revision assignment may have a different Generate Originality Reports for student submissions setting. The instructor may also select a different set of optional special instructions, or assign a different point value.

Revision assignments have a pull down menu to select the assignment that the revision will be based on:
Viewing the Turnitin Assignment Inbox

Instructors can view the Originality Reports completed for submitted papers by accessing the Turnitin assignment inbox. Expand the control panel, if necessary, and click on the Turnitin Assignments link.

![Control Panel]

Click the view link next to an assignment to access that assignment’s inbox allowing the instructor to see the papers that have been submitted to the assignment.

![Turnitin Assignments]

The report column contains the Originality Report icon. The icon contains a percentage indicating the overall similarity of the paper to information in the Turnitin repository, 100% being ‘fully similar’, 0% indicating ‘no similarity’. The icon is rectangular and contains the percentage number and the corresponding color. If only a grayed out icon is available, the report is not ready. A -- in the report column indicates no submission or that no Originality Report is generated based on assignment settings. Clicking on the Originality Report icon opens the Originality Report.

The file column will have a page icon indicating the file type of a submission that was uploaded to Turnitin, or -- in the event no submission was made. Click on the page icon to download a copy of the submission as originally uploaded by the student to the assignment.
The **date column** lists the date of a submission. Any dates shown in red indicate a late submission made after the due date and time of an assignment. The format is month-day-year. If no submission was made after the due date/time for a student, this column shows *(late)* in red. If the due date has not passed, students in the class with no submissions have a -- in this column.

**Opening the Originality Report**
The Turnitin Originality Report can be accessed from the assignment inbox. Under the report column are the icons indicating the percentage of the Overall Similarity Index and the corresponding color on a blue to red scale. Click on the Similarity Icon to open the report.

**Submitting Papers**
Instructors can submit papers to an assignment from their TurnItIn assignments page in the Control Panel. In the TurnItIn Inbox click on the submit paper button:

There are four ways for an instructor to submit papers to a Turnitin Assignment:

- **file upload** - a single file submission selected by the instructor
- **cut and paste** - submission of text copied and pasted into a Turnitin submission box. May be used to submit from a file format that is not accepted. No images of non-text information can be copied and pasted - only plain text can be accepted
- **bulk upload** - multiple files selected one by one. Similar to adding multiple attachments to an e-mail
- **zip file** - submit a standard zip file containing multiple papers. May contain up to 100MB or 1,000 files. Zip file uploads of significant size may require additional time to complete