

# Turnitin LTI: Basic Setup in Original Course View

## Contents

Introduction.....	2
Creating a Turnitin LTI Assignment Link .....	3
Basic Settings.....	5
Process.....	7
Optional Settings .....	10
Process.....	10
Section 1: Submission Settings .....	10
Section 2: Compare Against.....	13
Section 3: Similarity Report.....	14
<b>Important:</b> Hiding the Grade Centre Grade Column.....	18
Accessing the Submission Dropbox in a Blackboard Course.....	20

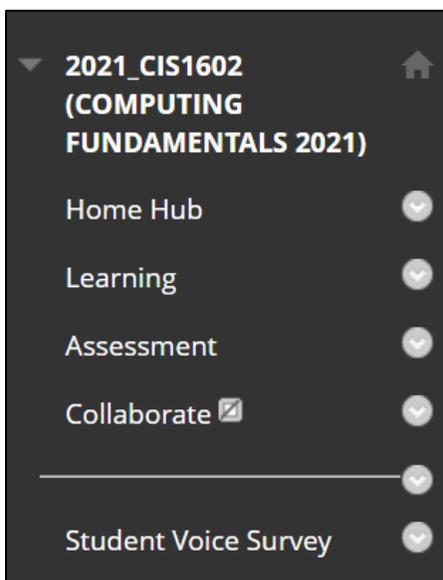
## Introduction

---

In Summer 2022, Turnitin are going to begin retiring the technology that is currently used by our Institution for Turnitin Assignments in a Blackboard course.

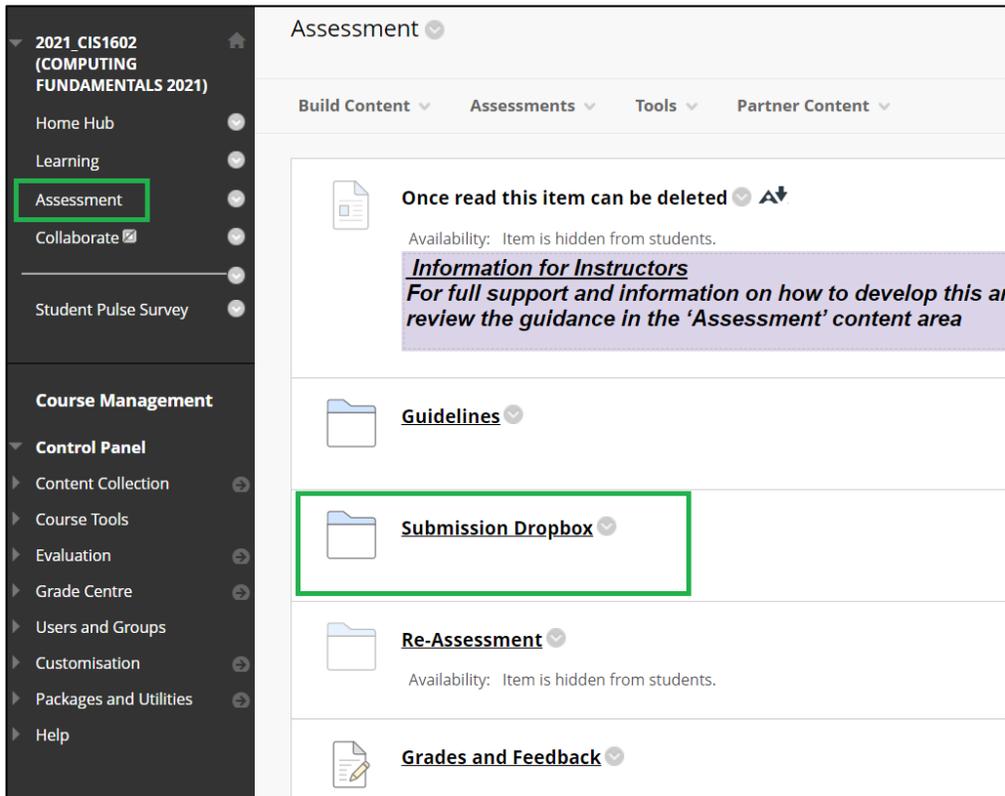
This guide covers the process of setting up a basic Turnitin Submission Dropbox using the new LTI technology and assumes that your Course is set in line with the Course Baseline Template, with the following five links appearing in the left-hand menu:

- Home Hub
- Learning
- Assessment
- Collaborate
- Student Voice Survey

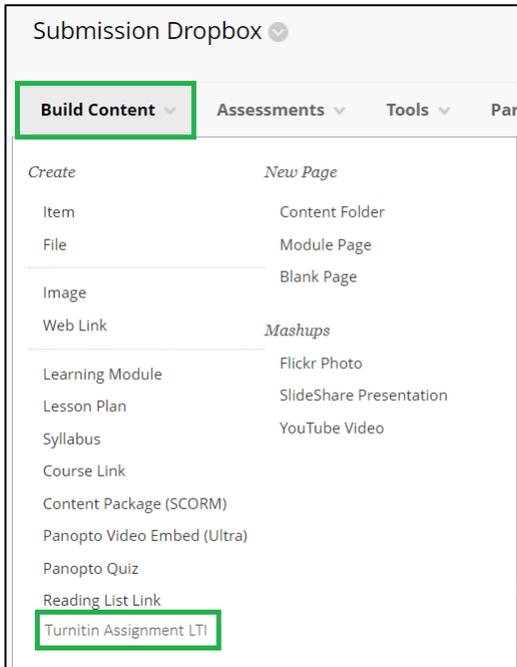


## Creating a Turnitin LTI Assignment Link

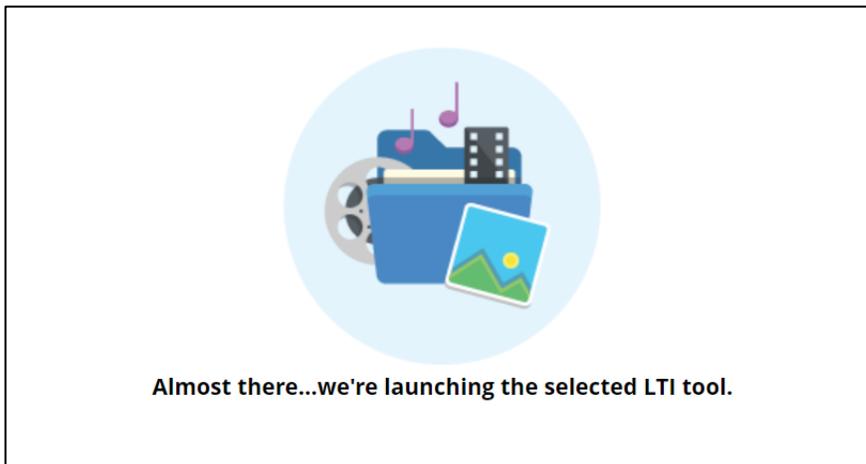
1. To create a Turnitin LTI Submission Dropbox, click on the **'Assessment'** link in the left-hand menu, followed by the **'Submission Dropbox'** folder:



In the **'Submission Dropbox'** folder, click on the **'Build Content'** Tab, followed by **'Turnitin Assignments LTI'**:



This will launch the Turnitin LTI in a new browser window:

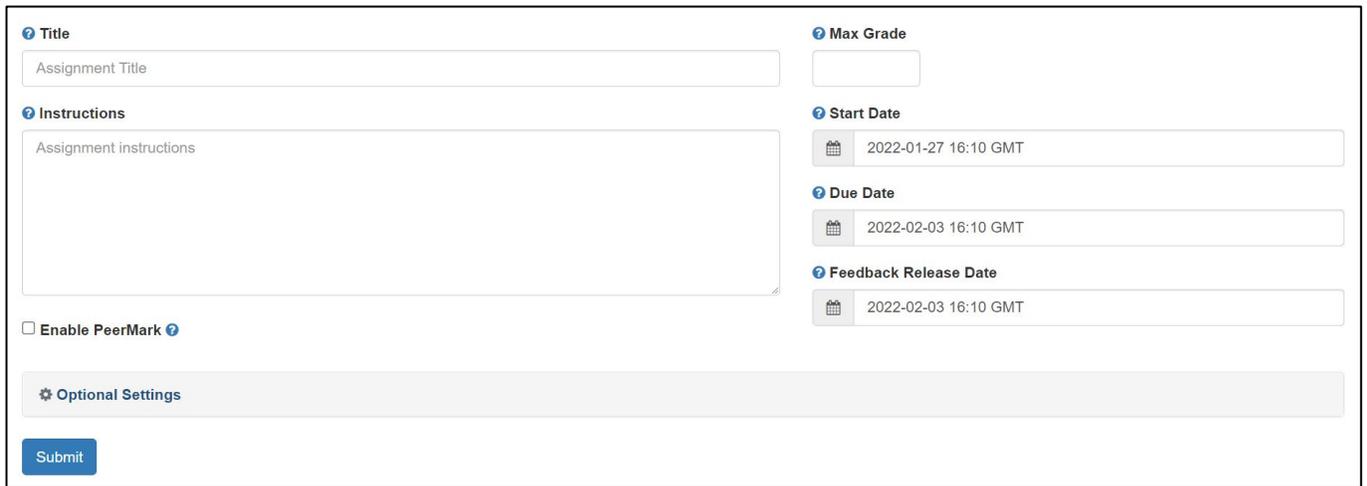


And will automatically load the Turnitin LTI set-up window.

## Basic Settings

---

This screen is very similar to the older version of Turnitin and allows you to set the basic settings for a Submission Dropbox. The new LTI screen appears like this:



The screenshot shows a form with the following fields and options:

- Title:** A text input field containing "Assignment Title".
- Instructions:** A large text area containing "Assignment instructions".
- Enable PeerMark:** A checkbox that is currently unchecked.
- Optional Settings:** A greyed-out section with a gear icon.
- Max Grade:** An empty text input field.
- Start Date:** A date and time picker showing "2022-01-27 16:10 GMT".
- Due Date:** A date and time picker showing "2022-02-03 16:10 GMT".
- Feedback Release Date:** A date and time picker showing "2022-02-03 16:10 GMT".

A blue "Submit" button is located at the bottom left of the form.

The screen initially displays the basic settings for your assignment, which are:

Setting	Purpose
Title	The title of the assignment and the link in the course area.
Instructions	Any additional instructions that you would like to apply to your assignment for your students to follow.
Max. Grade	The maximum number of points that can be assigned to your assignment – Commonly set as 100. This will be communicated to the Grade Centre in your Course for this

Setting	Purpose
	assignment's grade column.
Start Date	The date and time that you would like to the assignment to begin. This applies an Adaptive Release rule to the assignment link so that it is not available to students until this date and time.
Due Date	The date and time of your assignment's deadline.
Feedback Release Date	The date and time that you would like your assignment's feedback to be released to your students. This was previously referred to as the 'Post Date' in the old version of Turnitin.
Enable PeerMark	This setting turns the Submission Dropbox from a standard 'Paper Assignment' to a 'Peer Mark' Assignment.

## Process

1. Set the title for your assignment. We recommend labeling this clearly for you and your students by using the following format:

***[Course Code], [Assignment Purpose], [Due Date and Time]***

For example:

**CIS1602, Coursework Submission 1, Due 28<sup>th</sup> February 2022 at 4pm**

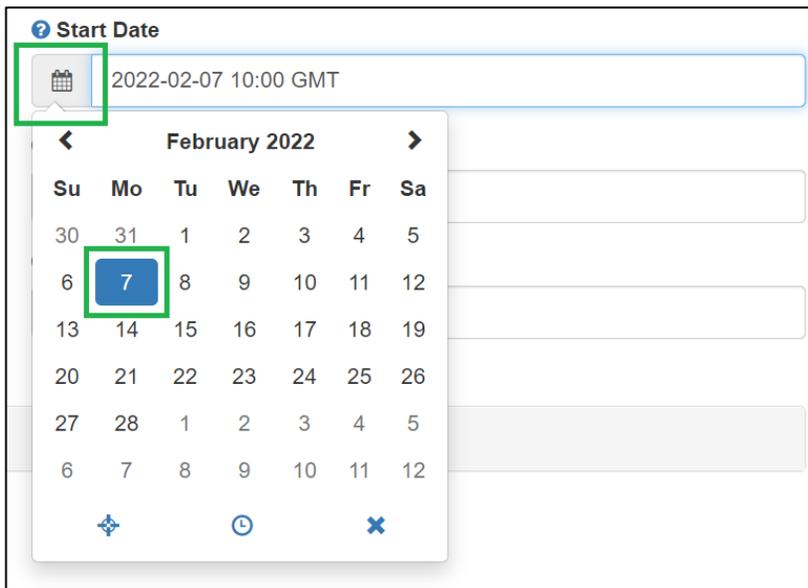
**Note:** You may wish to also include in the title whether the Submission Dropbox is for extensions or Exceptional Mitigating Circumstances (EMC).

2. Include any instructions that you would like to leave for your assignments in the 'Instructions' field.
3. Set the Maximum Grade for the assignment. We recommend setting this to 100.

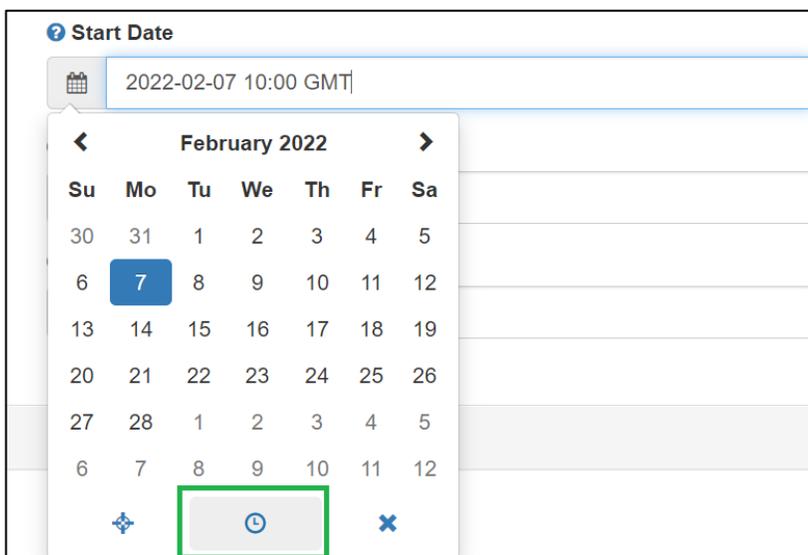
**Note:** If you do not wish to apply a mark to this particular assignment, a numeric value is still required to sync with the Grade Centre in Blackboard. In such instances, a value of '1' would be recommended to denote that the submission has been marked with feedback.

4. Set the Start Date, Due Date and Feedback Release Date for your

assignment. You can open the Turnitin LTI calendar by clicking on the icon to left of the date:



You can also set the time by clicking on the 'Clock' icon in the bottom-centre of this window:



**Note:** Remember to make sure that the Due Date is set to the date and

time that you have stated in the Submission Dropbox's title.

5. Next, click on 'Optional Settings' in the bottom left-hand corner of the page:

**? Title**

CIS1602, Coursework Submission 1, Due 28th February 2022 at 4pm

**? Instructions**

Please submit your work to this Submission Dropbox, prior to the deadline.

**Enable PeerMark ?**

**Optional Settings**

**Submit**

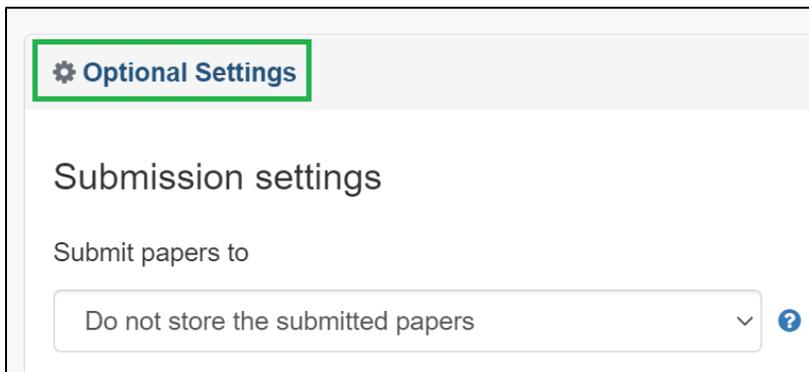
## Optional Settings

---

Much like the old version of Turnitin, the Turnitin LTI has an 'Optional Settings' menu that can be expanded for the Submission Dropbox's settings. These settings include whether you would like for students to be able to resubmit their work up to the deadline; whether you will accept a late submission and how you would like the Similarity Report to generate.

### Process

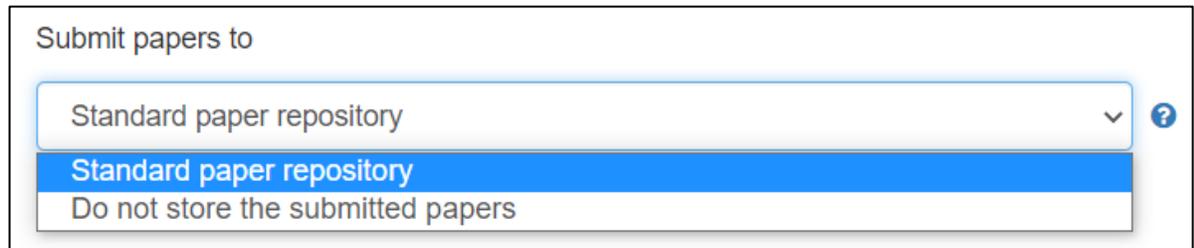
The below process lists the settings in the order that they are listed in the 'Optional Settings' panel:



### Section 1: Submission Settings

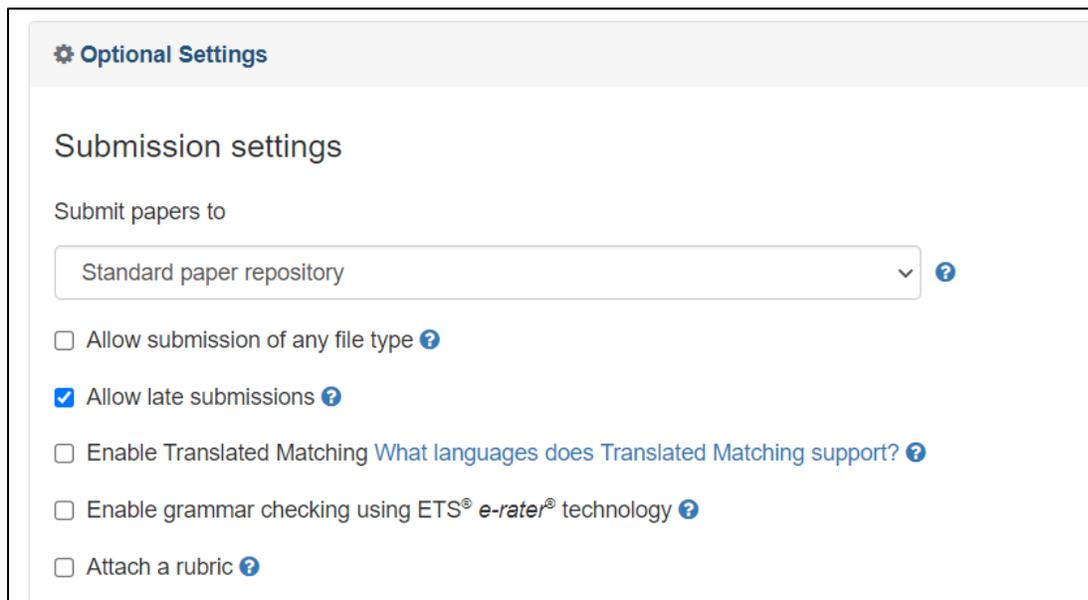
- **'Submit papers to'**
  - Recommended Option: 'Standard Paper Repository'. This is standard practice for a live assignment, as this option will submit and store the assignments in the Turnitin Repository.

- 'Do not store the submitted papers' may be used if the Submission Dropbox is being used for testing or demonstrative purposes. Submissions will still generate a Similarity Report and can be marked, but the papers will not be stored in the Turnitin Repository.



The image shows a screenshot of a web interface for submitting papers. At the top, it says "Submit papers to". Below this is a dropdown menu with three options: "Standard paper repository" (selected and highlighted in blue), "Standard paper repository", and "Do not store the submitted papers". A small question mark icon is visible to the right of the dropdown menu.

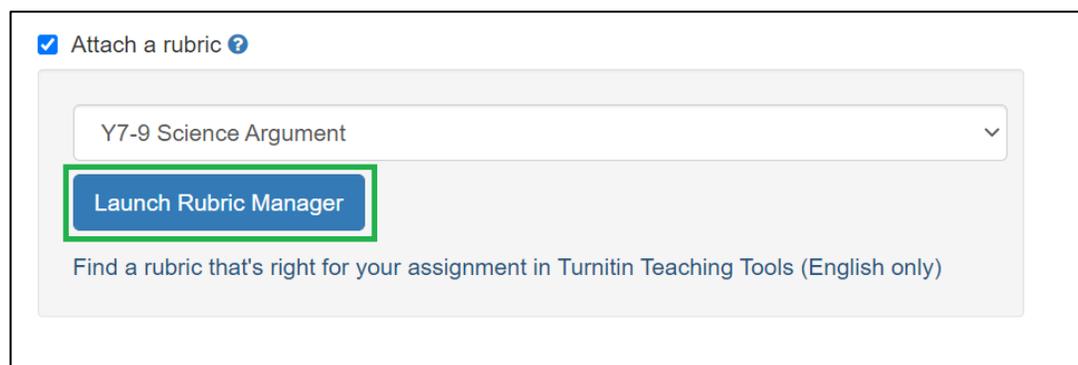
- **'Allow submission of any file type'**
  - Recommended option: Disabled (Unticked). This will make sure that the Submission Dropbox will only accept file types that it can scan for similarity when generating the Similarity Report.
  - When enabled (Ticked): The Submission Dropbox will accept and store any file that is submitted, provided that it is less than 100mb. A Similarity Report will not generate for files that are not compatible with the similarity checking process.
- **'Allow late submissions'**
  - When enabled (Ticked), this allows a student to submit a paper once the Due Date has passed, provided that no prior submission has been made.



The screenshot shows the 'Optional Settings' section for submission settings. It includes a dropdown menu for 'Submit papers to' set to 'Standard paper repository', and several checkboxes: 'Allow submission of any file type' (unchecked), 'Allow late submissions' (checked), 'Enable Translated Matching' (unchecked), 'Enable grammar checking using ETS® e-rater® technology' (unchecked), and 'Attach a rubric' (unchecked).

- **‘Attach a rubric’**

- If you wish to use a rubric from your Turnitin account, it can be selected in this section by clicking the ‘Launch Rubric Manager’ link:



This close-up shows the 'Attach a rubric' checkbox checked. Below it is a dropdown menu with 'Y7-9 Science Argument' selected. A blue button labeled 'Launch Rubric Manager' is highlighted with a green border. Below the button is the text: 'Find a rubric that's right for your assignment in Turnitin Teaching Tools (English only)'.

You can learn more about creating and using rubrics on Turnitin’s Help Pages here:

[Turnitin Help Pages – Creating a Rubric or Grading Form](#)

## Section 2: Compare Against

This section defines where Turnitin will search to generate the Similarity Report.

- Recommended option: All 3 options enabled (Ticked). These options are: 'Student paper repository', 'Current and archived website content' and 'Periodicals, journals and publications'.

Compare against

- Student paper repository
- Current and archived web site content
- Periodicals, journals and publications

## Section 3: Similarity Report

This section defines how you would like the Similarity Report to be generated and presented to your students. You are also able to set whether your students can resubmit to this Submission Dropbox.

- **‘Generate Similarity Reports for student submission’:**
  - ‘Generate reports immediately (students cannot resubmit)’ – This allows students to submit once.
  - ‘Generate reports immediately (students can resubmit until due date)’ – This allows students to submit as many times as they wish up to the Due Date.
  - ‘Generate reports on due date (students can resubmit until due date)’ – This allows students to submit as many times as they wish up to the Due Date.

**Please note:** The first 3 submission attempts will generate the Similarity Report straight away. The 4<sup>th</sup> submission onwards will generate the Similarity Report up to 24 hours later.

Generate Similarity Reports for student submission	
Generate reports immediately (students can resubmit until due date)	▼
Generate reports immediately (students cannot resubmit)	
<b>Generate reports immediately (students can resubmit until due date)</b>	
Generate reports on due date (students can resubmit until due date)	

- **‘Allow Students to view Similarity Reports’**
  - When enabled, this allows the student to view the Similarity Report once it has generated for their current submission attempt.
  - Setting this option to disabled (unticked) will still generate the Similarity Report, but it will not be visible to the student.
- **‘Exclude bibliographic materials’**
  - Recommended option: Disabled (Unticked).
- **‘Exclude quoted materials’**
  - Recommended option: Disabled (Unticked).
- **‘Exclude Small Sources’**
  - Recommended option: Enabled (Ticked). We also recommend setting the exclusion type to ‘Words’ and the source exclusion threshold to ‘10 words’.

This setting helps to prevent the Similarity Report percentage from being excessively high.

Exclude small sources [?](#)

**Small match exclusion type**

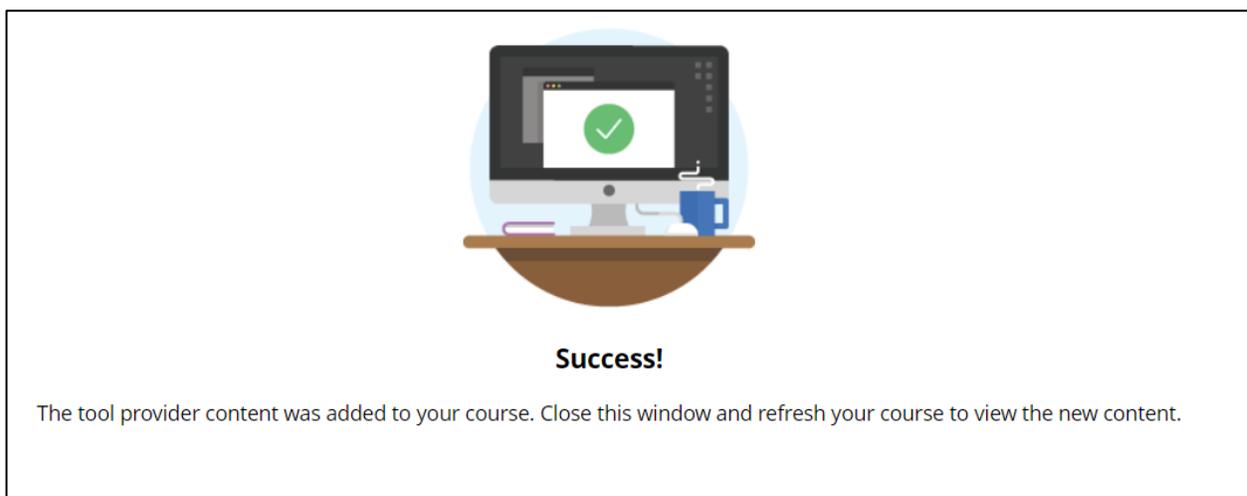
Words  Percentage

**Set source exclusion threshold**

10 Words

- **‘Exclude assignment template’**
  - Optional. Allows for a template of text to be uploaded to the Submission Dropbox which will automatically be excluded from the Similarity Report.

Once you have set and reviewed your Submission Dropbox’s settings, click on ‘Submit’. The following message will display, confirming that your Submission Dropbox has been created successfully:



Close the current window, navigate to your course’s page and refresh the page to load the newly-created Submission Dropbox:

Submission Dropbox 

Build Content  Assessments  Tools  Partner Content 

 **CIS1602, Coursework Submission 1, Due 28th February 2022 at 4pm** 

Availability: Item is available, but some students or groups may not have access.  
Enabled: Adaptive Release

## Important: Managing the Grade Centre Grade Column

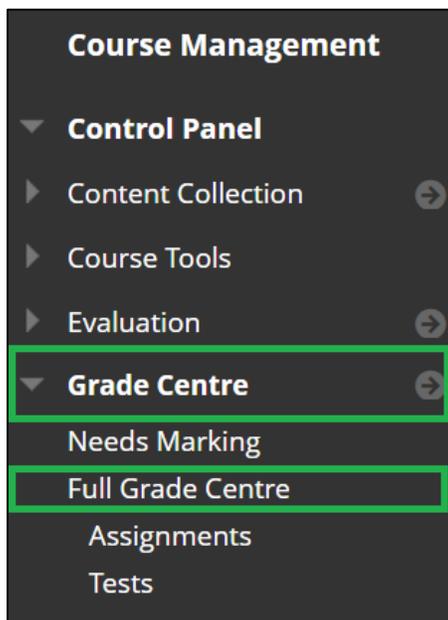
---

As an important final step, you must set the grade column that is created in the Grade Centre so that it is hidden from student view.

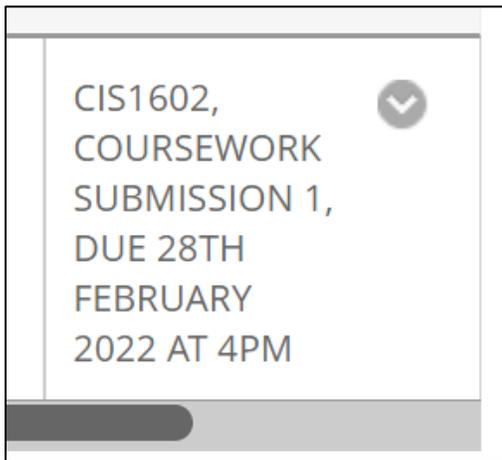
The grade column is visible by default when the Submission Dropbox is created and so its visibility must be managed manually.

To hide the grade column:

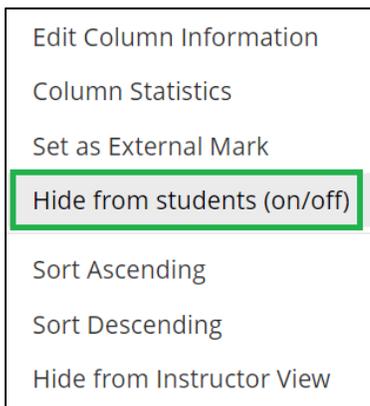
- Click on 'Grade Centre' -> 'Full Grade Centre' in the Course Management area of your course:



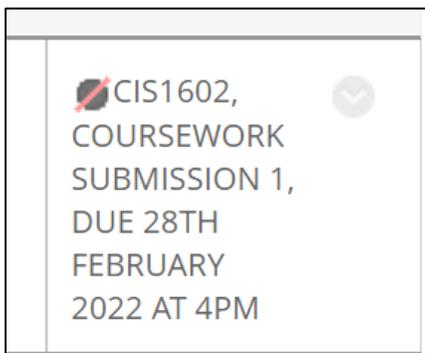
- In the Grade Centre, click on the drop-down arrow next to the assignment's column title:



- In the menu that appears, select 'Hide from students (on/off)':



- This then displays that the grade column has been hidden, as denoted by the grey and red circle icon:



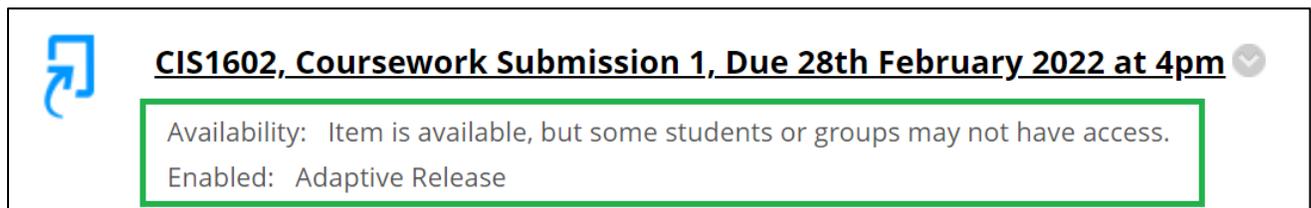
The grade column will not become available automatically in Original Course View after the Feedback Release Date has passed and so must be made visible to students again manually.

Students can view their grades and feedback after the Feedback Release Date has passed by clicking on the Submission Dropbox link in the content area, as Turnitin will make this available to the students automatically after this date and time has passed.

### [Accessing the Submission Dropbox in a Blackboard Course](#)

---

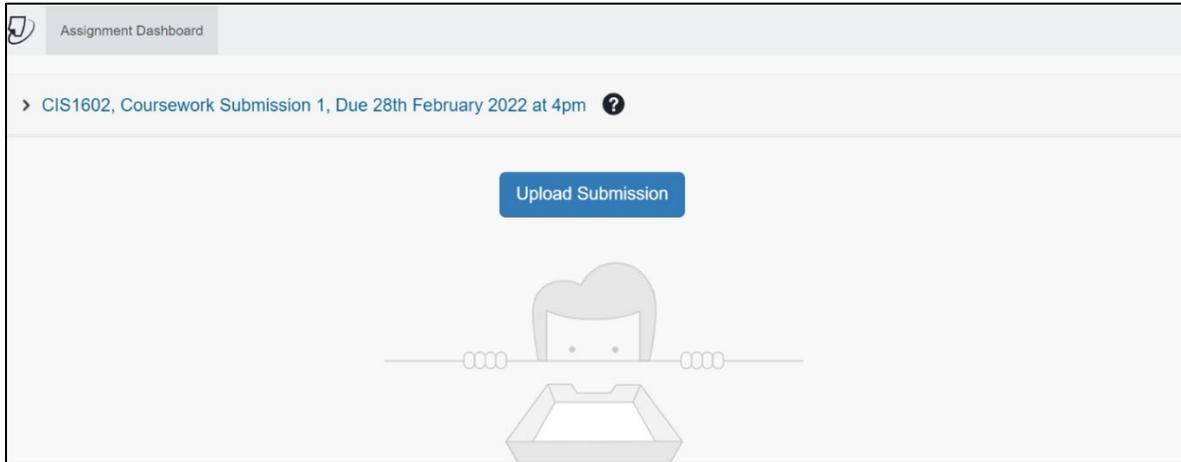
Blackboard will automatically apply an Adaptive Release rule to the Submission Dropbox so that it will only become available to students when the Start Date has passed:



The screenshot shows a submission item in Blackboard. On the left is a blue icon of a document with a curved arrow pointing to the right. To the right of the icon is the text **CIS1602, Coursework Submission 1, Due 28th February 2022 at 4pm** followed by a small grey circle with a white checkmark. Below this text is a green-bordered box containing two lines of text: "Availability: Item is available, but some students or groups may not have access." and "Enabled: Adaptive Release".

Unlike the old version of Turnitin, the Turnitin LTI assignment is accessed using the course web link by both students and tutors.

When a student clicks on the link, they will navigate to the assignment submission page:



When a tutor clicks on the link, they will navigate to the Class List and submissions for this assignment:

The screenshot shows the 'Assignment Inbox' interface. It features a search bar, a 'Submit on behalf of student' button, and a 'Download All' button. Below these is a table with the following data:

<input type="checkbox"/>	Author	Paper Title	Paper ID	Uploaded	Viewed	Grade	Similarity	Flags	Options
<input type="checkbox"/>	ANDREW WRIGHT	<a href="#">Coursework Submission</a>	170665163	Jan 31st 2022, 1:43 PM GMT			0%	--	