

Edge Hill University

# TURNITIN: BASIC SETUP

SETTING UP A PAPER ASSIGNMENT

## Introduction to Turnitin

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Turnitin was brought into Edge Hill as part of a strategy to develop students' writing skills and teach them about plagiarism. Many departments at Edge Hill University now use it for assignment submission and grading too.

This guide has been put together to give an overview of how Turnitin works, for either purpose. Some departments have agreed specific ways in which Turnitin is to be used (for example what settings you should use), so please make sure that you have access to any guidelines that your department has created. We recommend that settings are generally kept consistent within a department. As an example it would be more difficult for students to understand Originality Reports if some assignment drop boxes excluded small matches and quoted materials and others didn't.

When choosing whether to use Turnitin as an assignment dropbox, keep in mind that currently Edge Hill University's support contract for Turnitin hosting does not provide as complete a level of support as our Blackboard support contract. This means that if the Turnitin servers go down, we cannot rely on as quick a response from the people looking after the servers. For something as important as assignment submission it is worth having a 'Plan B' in place in case of any technical problems. This might involve having a hidden drop box made using one of the other online submission tools, which can be released if there is a problem, or it could involve giving students an email address that they can submit assignments to.

## Section A: Setting up a Turnitin Assignment Dropbox

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The video linked to below shows an example of how a Turnitin drop box could be set up, and it gives you a brief look at some of the options available.

- Watch on YouTube: <http://www.youtube.com/watch?v=f5fo3cl8k14> (no audio)

There is not necessarily a need to change any of the 'Optional Settings' as I do in the video, and in this section we will go through all the settings that you could change and explain their significance.

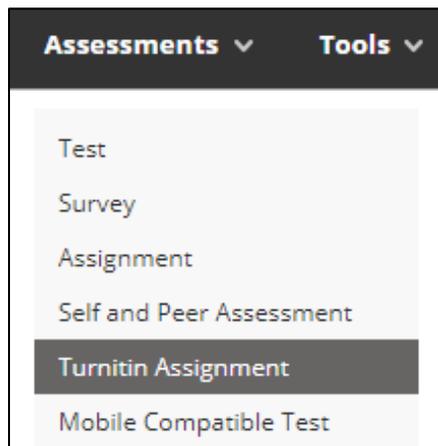
## 1. Choosing an assignment type

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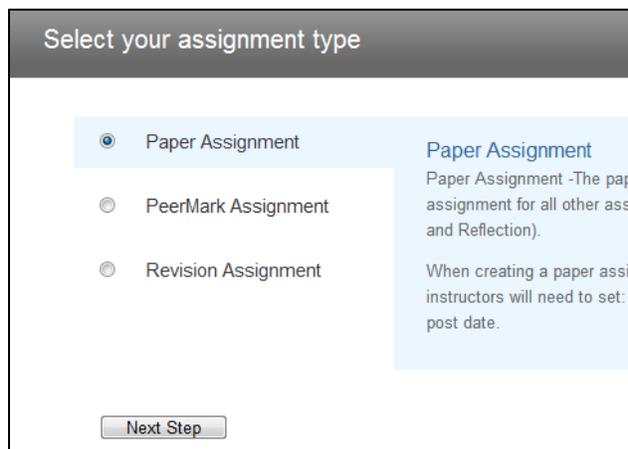
To add a Turnitin dropbox to a content area ensure Edit Mode is set to 'ON'



Choose 'Assessments' and then select 'TurnitinUK Assignment'



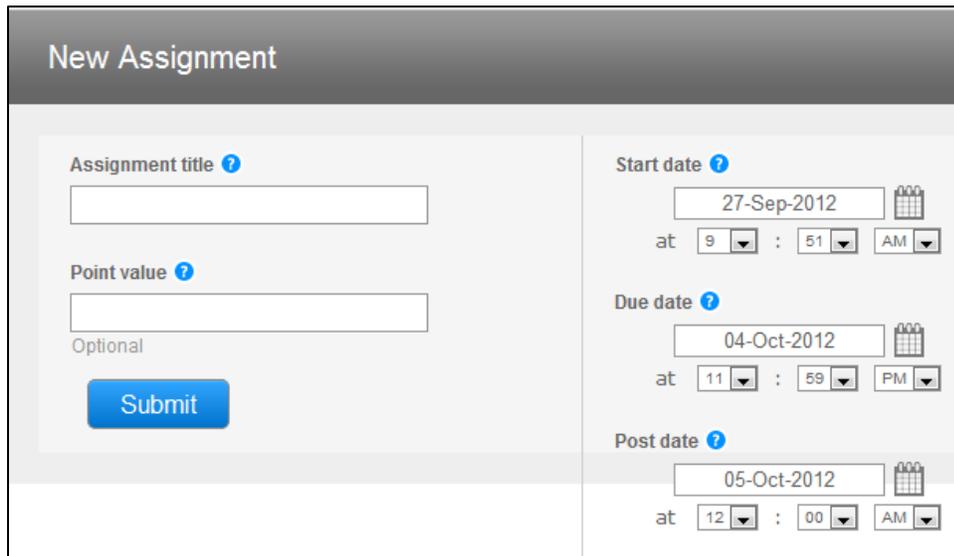
Choose whether you want to create a Paper Assignment (ideal for most uses and what we focus on in this guide), a PeerMark Assignment (used for peer assessment), or a Revision Assignment (where you want to allow multiple submissions from students). Then select the 'Next Step' button.



## 2. Paper Assignment main settings

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The main settings are ones that you will either have to set, or that most people will want to. They are shown, listed and explained below.



The screenshot shows the 'New Assignment' form with the following settings:

- Assignment title: [Empty text box]
- Point value: [Empty text box]
- Optional: [Text label]
- Submit: [Blue button]
- Start date: 27-Sep-2012 at 9:51 AM
- Due date: 04-Oct-2012 at 11:59 PM
- Post date: 05-Oct-2012 at 12:00 AM

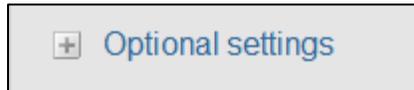
- Assignment Title
  - This is the title that the student will see, and which will appear in the Grade Centre.
- Point Value
  - This would commonly be set as 100. You do not have to fill this field, but the number would link to the Grade Centre in Blackboard where it can be stored and converted to no numerical grades.
- Start Date
  - The date and time that the assignment drop box will first appear to students.
- Due Date

- Any submissions uploaded and submitted after this date will display in red on the Turnitin grading pages to show that they were late. Note that although date and time of submission information is passed to Blackboard's Grade Centre, it does not explicitly display in the Grade Centre that the assignment was submitted late.
- Post Date
  - The date that students will be able to view comments for this assignment from within Turnitin. Grades will still be passed through to Blackboard's Grade Centre before this date, so you'll need to hide this assignment's grades from students in Blackboard. Guide ['LTD3036 – Managing Grade Centre Columns'](#) takes you through this process.

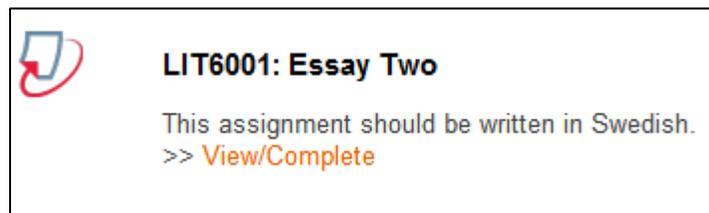
### 3. Paper Assignment optional settings

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To access the optional settings select the 'Optional settings' link near the bottom of the 'Add Turnitin Assignment' page.



- Enter special instructions
  - Students will see these instructions on the Content Area where the assignment is linked to. e.g.



- Allow submissions after the due date?
  - If set to 'No' the student's 'Submit' button will be greyed out preventing late submissions.
- Generate Originality Report for submission?
  - 'Yes' by default. Change to 'No' if you do not want the students to receive Originality Reports for this assignment submission.
- Generate Originality Reports for student submissions
  - Choose from 3 options:
    - immediately first report is final
    - immediately (can overwrite reports until due date)
    - on due date

- Exclude bibliographic materials from Similarity Index for all papers in this assignment?
  - 'No' by default. Changing to 'Yes' would ignore references, bibliography and cited work when creating the Originality Report. This might make the process of examining the reports simpler.
- Exclude quoted materials from Similarity Index for all papers in this assignment?
  - Choosing 'Yes' ignores text appearing in quotes when creating the Originality Report.
- Exclude small sources?
  - Choosing 'Yes' allows you to define a minimum length of match that will be included in the Originality Report. This can be a length defined in either number of words or percentage of the whole submission. Again this might be used to simplify the process of examining the reports.
- Allow students to see Originality Reports?
  - Changing to 'No' means that Originality Reports are generated, but that students cannot see them.
- Reveal grades to students only on post date?
  - This gives you the option to hide the grades from students until the 'Post Date' that you set for this assignment has passed.
- Submit papers to
  - Turnitin's Standard Paper Repository collects student's work so that future submissions can be compared against them. You can allow this

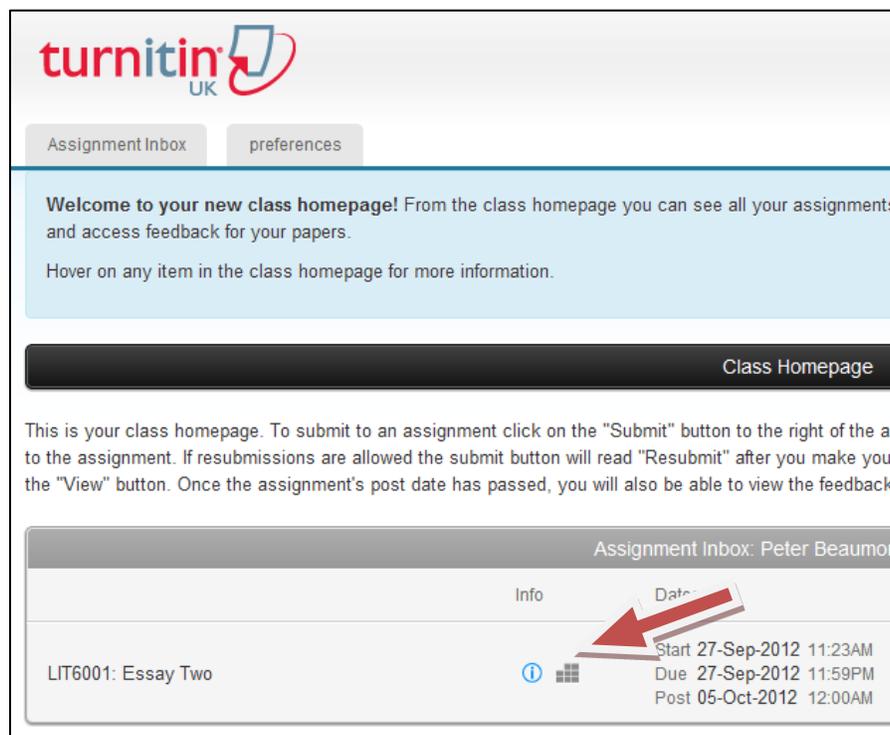
by leaving this option set as 'standard paper repository' or prevent it by changing it to 'no repository'.

- Search options

- You can choose what sources the student's submission is compared with when the Originality Report is being generated. The sources to choose from are 'Student paper repository', 'Current and archived internet', and 'Periodicals, journals, & publications'. We'd recommend that you include them all.

- Attach a rubric to this assignment

- You can upload a rubric showing how you are grading the assignment. Students will be able to see this before submitting. It will appear on the 'Submit Turnitin Assignment' page and they can view it without submitting at the same time. The link to it is shown below:



The screenshot shows the Turnitin UK interface. At the top left is the Turnitin UK logo. Below it are two tabs: 'Assignment Inbox' and 'preferences'. A blue banner contains the text: 'Welcome to your new class homepage! From the class homepage you can see all your assignments and access feedback for your papers. Hover on any item in the class homepage for more information.' Below this is a dark grey bar labeled 'Class Homepage'. A text block explains: 'This is your class homepage. To submit to an assignment click on the "Submit" button to the right of the assignment. If resubmissions are allowed the submit button will read "Resubmit" after you make your submission. Once the assignment's post date has passed, you will also be able to view the feedback for your submission.' Below this is a table titled 'Assignment Inbox: Peter Beaumont'. The table has columns for 'Info' and 'Date'. The first row shows the assignment 'LIT6001: Essay Two' with an 'Info' icon (a blue circle with an 'i') and a 'Date' column containing: 'Start 27-Sep-2012 11:23AM', 'Due 27-Sep-2012 11:59PM', and 'Post 05-Oct-2012 12:00AM'. A red arrow points to the 'Info' icon.

	Info	Date
LIT6001: Essay Two		Start 27-Sep-2012 11:23AM Due 27-Sep-2012 11:59PM Post 05-Oct-2012 12:00AM

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- Would you like to save these options as your defaults for future assignments?
  - Finally, if you would like to use these settings on any other future Turnitin drop boxes, without having to change them all again, you can select this box.