# Set up of Turnitin TLA Paper Submission Point

This guide will run through the process for the set-up of a Submission Point for the completed Time Limited Assessment (TLA). It will cover the key settings, while there are other settings related to similarity reports which you may choose to use. This guide should be used in conjunction with ´Staff Guide – Adaptive Release for TLA Paper Management´.

- We recommend that the TLA submission point is in the same specially created content area (in the Course Menu) as the adaptive release assessment paper.
- The time constraint is managed by adaptive release and Turnitin settings to ensure any completed assessments submitted by students are within a specific time. This is in conjunction with the release of the TLA paper itself.
- There are settings and recommendations below which allow for students encountering issues.
- We recommend Google Chrome or Mozilla Firefox for any work on Blackboard, including Turnitin setup.

Adding the Turnitin Submission Dropbox

1. To add a Turnitin dropbox to the TLA content area, ensure Edit Mode is set to 'ON'

2. Choose 'Assessments' and then select 'TurnitinUK Assignment'. Leave Paper Assignment selected. Then select the 'Next Step' button.
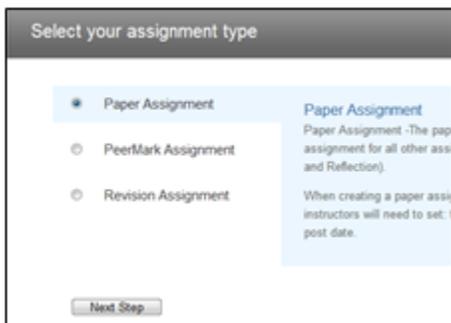
3. The main settings are crucial to setting the date and time constraints. The dates and times should match the dates and times of the TLA Paper adaptive release settings.

Assignment Title

Use a meaningful, clear name for the Dropbox as this is what the students will see e.g. 'TLA Paper Submission Dropbox - Due 15th May 10am'
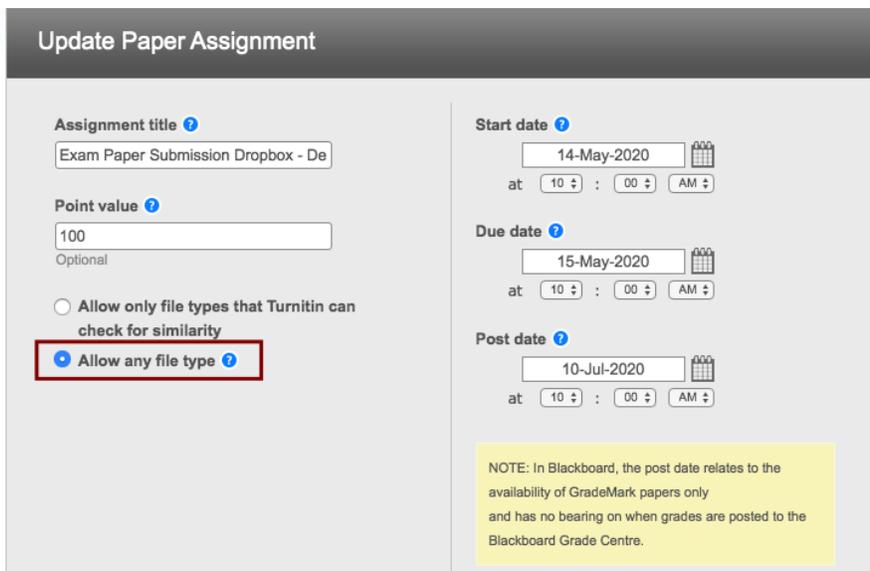
Allow any file type

This should be selected to reduce any potential issues student may have with submission due to different home circumstances and access to computing facilities. e.g. submitting photos in a Word document of handwritten answers.

Start Date and End Date

In this example, the dates cover a 24- hour period exactly. Take care with the times which have and AM and PM setting. The dropbox will not accept submissions after this date/time unless you allow late submissions.

Post Date

This is when the grades and feedback entered are released to students.

4. Next, select the 'Optional settings' link at the foot of the screen:

Enter special instructions

Enter specific instructions related to the submission of this TLA paper. Students will see these instructions under the Assignment Title.

Allow submissions after the due date?

If set to 'No' the student's 'Submit' button will be greyed out preventing late submissions. We recommend that you set up a separate dropbox for any late or extenuating circumstances. Late submissions if allowed will appear red in the Turnitin assignment inbox.

Generate Originality Report for submission?

'Yes' by default. Change to 'No' if you do not want the students to receive Originality Reports for this submission.

Generate Originality Reports for student submission?

Set this to 'Immediately (can overwrite reports until due date)' to allow for more than one submission attempt.
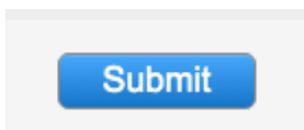
Allow students to see Originality Reports?

Changing to 'No' means that Originality Reports are generated, but that students cannot see them.

Reveal grades to students only on post date?

This should be set as 'Yes'

5. Click Submit

OPTIONAL: Repeat above steps to create additional 'Extra Time' submission point. Considering the start and Due to open and close after the original drop box has closed.

Check the Grade Centre Column is hidden

Confirm that the corresponding grade centre column is hidden. There will be a red line through a circle against the title. The arrow against the column allows for editing of the column visibility (Hide from students (on/off).
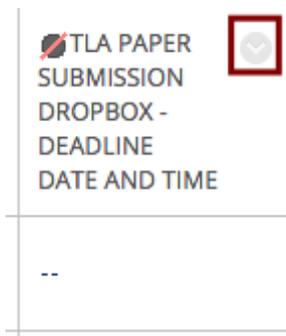
N.B. If there is a Totals Column in the Grade Centre, this must also be hidden, as the totals will change with any new grades awarded during marking.

See this FAQ for further explanation of why this is important: **How do I ensure students only see their grades on the Turnitin post-date?**

Help and Support

Contact ltdsupport@edgehill.ac.uk if you have any further questions.