Turnitin Submission Dropboxes
## Basic Setup

Contents

Introduction

Turnitin is a third-party integration used in Learning Edge (Blackboard) to enable Electronic Marking of Assessment (EMA) and to support the development of the academic writing practices of students.

This short guide demonstrates the process of setting up a submission point – Known as a Turnitin Submission Dropbox – within a Blackboard Ultra course.

Creating a Submission Dropbox

In most courses, an Assessment folder is usually used for Turnitin Submission Dropboxes, as well as other forms of assessment. Selecting the Assessment folder will expand the box in the course interface and display a purple '**+**' icon when hovering the cursor over any of the grey divider lines within the folder:
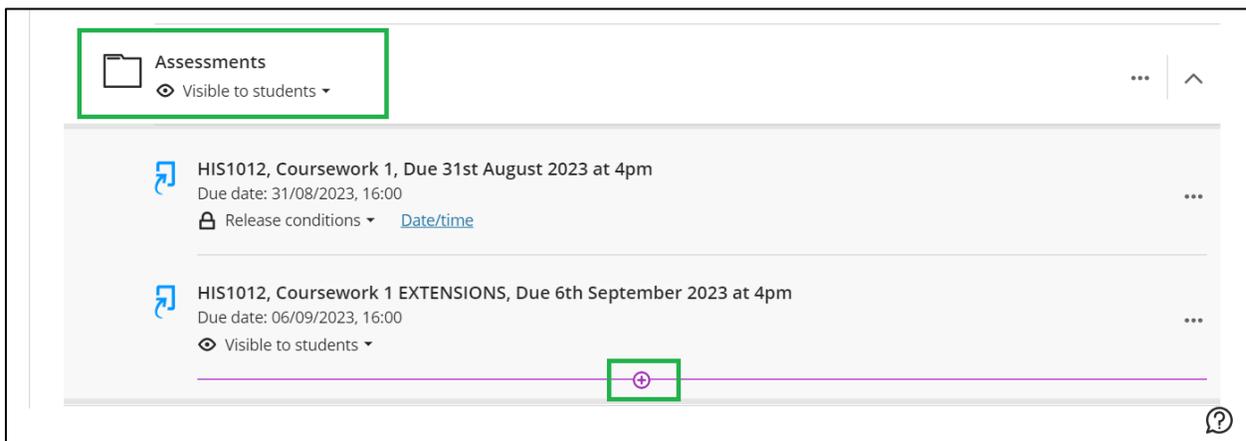
Select the '**+**' icon at the point that you would like to place the Submission Dropbox, followed by '**Content Market**':

HIS1012, Coursework 1, Due 31st August 2023 at 4pm
Due date: 31/08/2023, 16:00
🔒 Release conditions ▾   Date/time

Create
Copy Content
Upload
Cloud Storage
Content Market
Content Collection

HIS1012, Coursework 1 EXTENSIONS, Du... t 4pm
Due date: 06/09/2023, 16:00
👁 Visible to students ▾
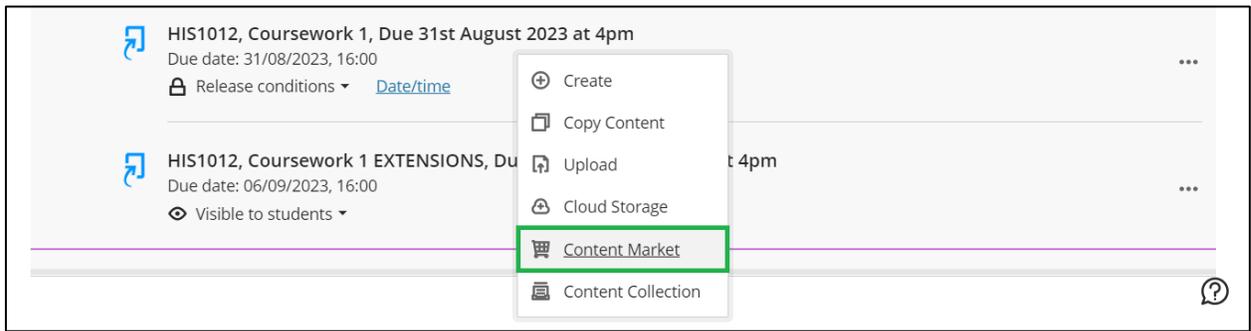
In the '**Content Market**' page that appears, select the tile labelled '**Turnitin Assignment LTI**':

Reading List Link 1.3

Student Voice Survey

Turnitin Assignment LTI
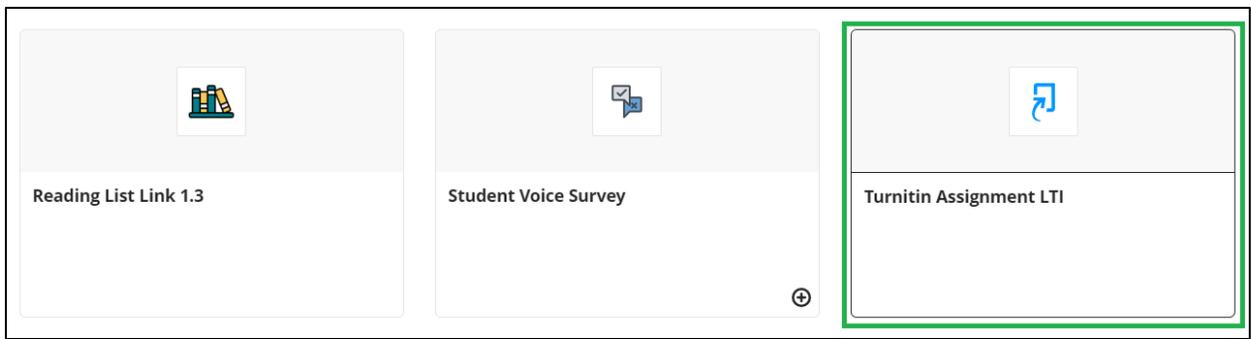
This will then prompt the Turnitin Assignment LTI tool to load:

Almost there...we're launching the selected LTI tool.
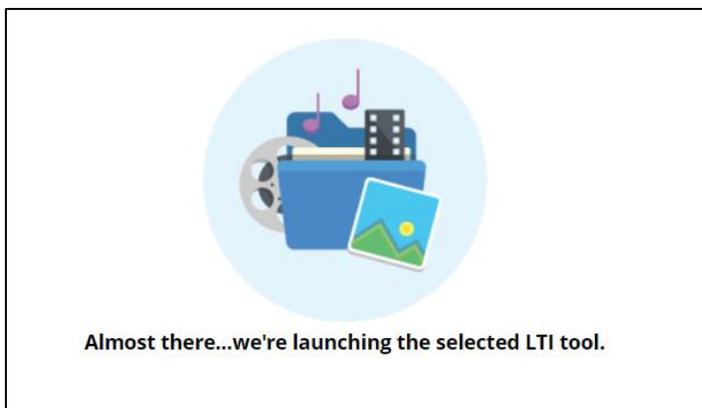
Applying Settings

Once loaded, the Turnitin Submission Dropbox's Settings page will appear where you will be able to set how assignment will run. This settings page is divided in two sections: Basic Settings and Optional/Additional Settings.

Basic Settings

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:

   HIS1012, Coursework Submission 1, Due 8th September 2023 at 4pm

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

2. Include any additional information that you would like to leave for your assignment in the '**Instructions**' field.

3. Set the **Maximum Grade** for the assignment. We recommend setting this to 100.

   Note: If your Submission Dropbox is not intended for awarding a mark - Such as for providing feedback only - a Maximum Grade of 100 is still

recommended to prevent grade sync errors between Turnitin and Blackboard.

4. Set the **Start Date**, **Due Date** and **Feedback Release Date** for your assignment, ensuring that the **Due Date** setting matches the date and time advised in the **Title**.

Note: US-Formatted dates are used in the Turnitin Settings page, i.e., Month-Day. For example, "08-04" would denote August 4th.

The below screenshot illustrates an example:

Optional/Additional Settings

The Optional Settings page provides further settings that can be applied to the Turnitin Submission Dropbox, including whether you would like to allow students to resubmit their work up to the Due Date and whether you would like to allow submissions after this date and time.

The below settings are listed in order of appearance and follow our standardised advice – Your department or assessment lead may use a variation on below.

1. Beneath the '**Submission settings**' section, we recommend the following settings:

    a. Set '**Submit papers to**' to *Standard paper repository* for live assessments.

        Setting to *Do not store the submitted papers* would be advised for Submission Dropboxes created for draft or testing purposes.

    b. Untick '**Allow submission of any file type**' to ensure that only file types that can produce a Similarity Score may be submitted.

    c. Untick '**Allow late submissions**' if you do not wish for students to submit after the Due Date has passed.

    d. Untick '**Enable grammar checking using ETS**® *e-rater*® **technology**'.

    e. Tick '**Attach a rubric**' if your department marks using a rubric; otherwise, untick this setting.

The below screenshot illustrates an example:
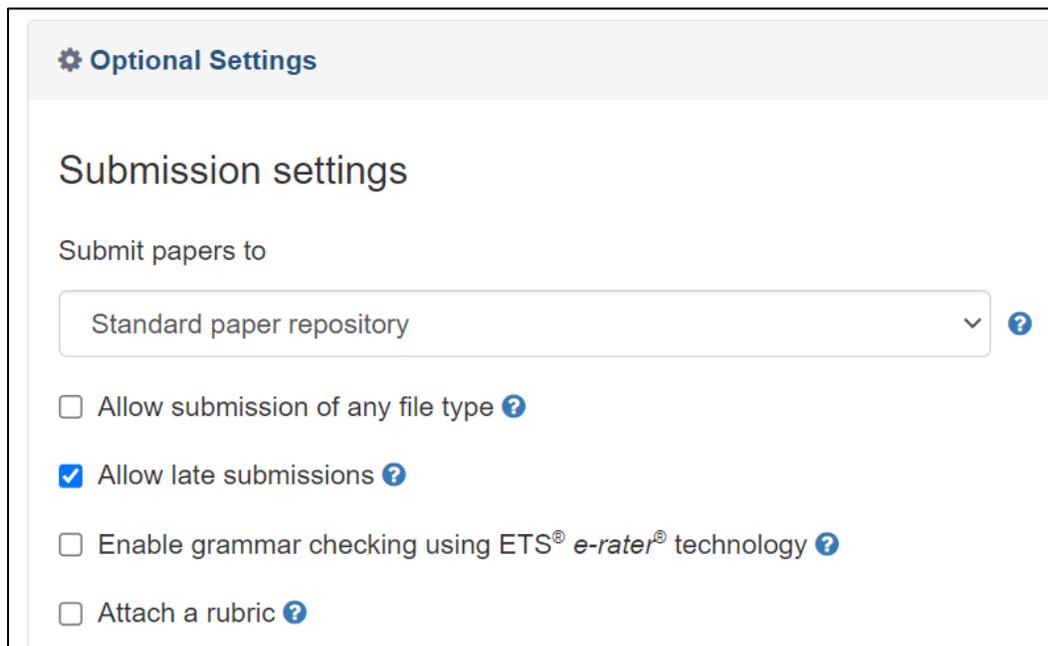
2. Beneath the '**Compare against'** section, we recommend the following settings:

    a. Tick '**Student paper repository**'

    b. Tick '**Current and archived web site content**'

    c. Tick '**Periodicals, journals and publications**'

The below screenshot illustrates an example:
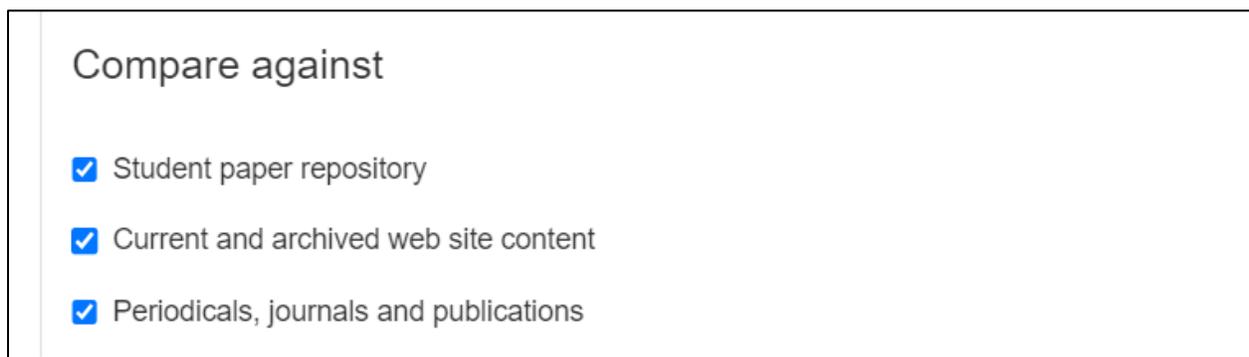
3. Beneath the '**Similarity Report**' section, we recommend the following settings:

a. Set '**Generate Similarity Reports for student submission**' to <u>either</u>:

Generate reports immediately (students can resubmit until due date) if you would like to allow resubmissions before the deadline

or *Generate reports immediately (students cannot resubmit)* if you would like students to submit only once.

Note: We advise using either of these settings so that students can view their Similarity Report at the point that they submit. We do not advise using the *Generate reports on due date* option.

b. Tick '**Allow students to view Similarity Reports**'

c. Untick '**Exclude bibliographic materials**'

d. Untick '**Exclude quoted materials**'

e. Tick '**Exclude small sources**' and set '**Small match exclusion type**' to *Words*. Set the '**Source Exclusion Threshold**' to *10 Words*.

The below screenshot illustrates an example:

Similarity Report

Generate Similarity Reports for student submission

Generate reports immediately (students can resubmit until due date): After 3 resu ▼

☑ Allow students to view Similarity Reports ❓

☐ Exclude bibliographic materials ❓

☐ Exclude quoted materials ❓

☑ Exclude small sources ❓

Small match exclusion type
◉ Words   ○ Percentage

Set source exclusion threshold

| 10 | Words |

Lastly, it is best practice to review your settings before confirming to create the Submission Dropbox by clicking '**Submit**'.

The following message will then be displayed, confirming that your Submission Dropbox has been created successfully:

Success!

The tool provider content was added to your course. Close this window and refresh your course to view the new content.
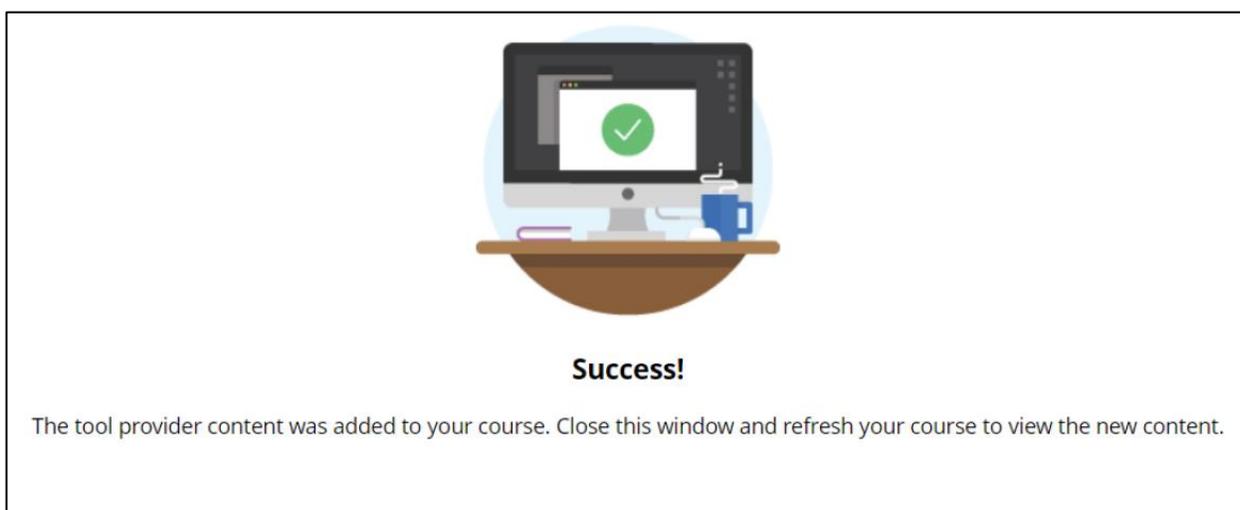
Editing Settings

You can amend your Submission Dropbox settings at any time after creation.

Title, **Instructions**, **Start Date** and **Due Date** are amended in Blackboard whereas **Feedback Release Date** and <u>any</u> **Additional Options** are amended in Turnitin.

Important: Never delete a Submission Dropbox. If the Submission Dropbox needs to be removed from student view, set it to unavailable instead.

Blackboard Settings

The **Title** and **Due Date** of your Submission Dropbox can be amended by clicking on the '…' icon in the course content area, followed by 'Edit':
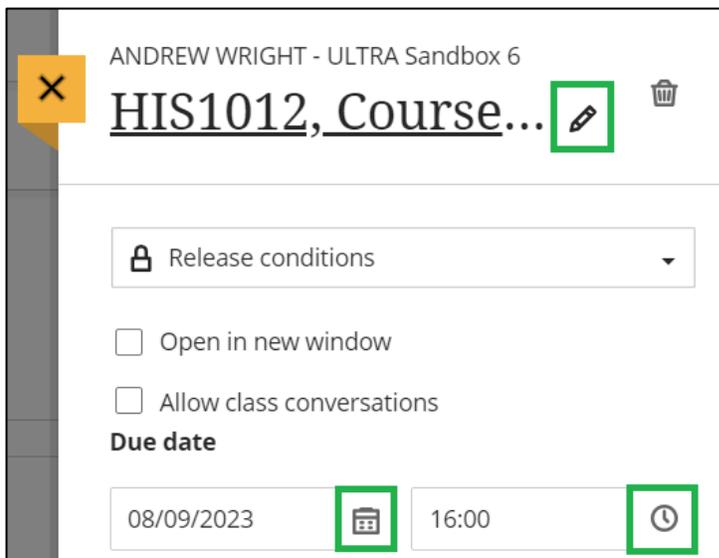
The **Start Date** can be amended by firstly clicking on the Release Condition for the Submission Dropbox:

And then by amending the *Show On* parameter:

Upon submitting the change, Blackboard will update the Turnitin Submission Dropbox accordingly.

Turnitin Settings

The **Feedback Release Date** or <u>any</u> **Additional/Optional Setting** can be amended in Turnitin. To access the Turnitin Settings menu, click on the Turnitin Submission Dropbox link in the course area to load the Turnitin Class List for the assignment:

In the Turnitin Class List, click on the Settings 'Cog' in the top right-hand corner:
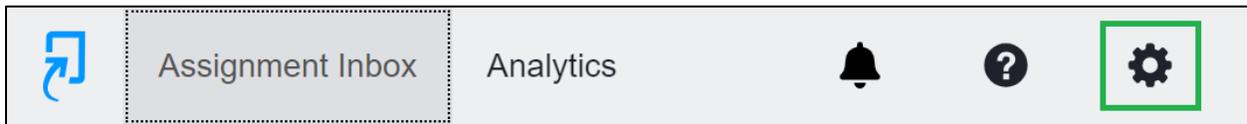
Managing Grade Release

In Ultra Course View, marks and feedback are released by Turnitin and Blackboard on the defined **Feedback Release Date**.

When student submissions are marked through the Feedback Studio, the mark value is passed through to Gradebook in a *Not Posted* state. Marks that are in this state are not visible to students.

You can view which assignments are in a *Not Posted* state by the presence of the '**Post Marks**' icon next to the assignment title in Gradebook:

Once the defined **Feedback Release Date** is reached, Blackboard posts the marks automatically, enabling the students to view their marks and feedback.