This Quick Guide gives the eLearning team’s recommended settings for creating a standard Turnitin assignment in Blackboard. It is the first in a series of four quick guides covering the process of grading & providing feedback using Turnitin.

For further support and advice visit [www.tcd.ie/CAPSL/resources/](http://www.tcd.ie/CAPSL/resources/) or email the eLearning team at bblearn@tcd.ie

### 1. Adding a Turnitin Assignment to Your Blackboard Module

Access your Blackboard module and go to any folder on the left-hand module menu. We recommend you create a dedicated folder called ‘Assessments’ so that students can easily locate all assessed activities.

Once in a folder, choose Assessments from the menu and select Turnitin Direct Assignment.

### 2. Assignment Details

Enter an Assignment Name and Assignment Description.

For Submission Method select File Upload. For Overall Grade enter 100 and leave Number of Parts as 1.

Enter dates for the three options below:
- **Start Date:** When the assignment will be available to students
- **Due Date:** The due date & time for students to submit
- **Post Date:** When marks and feedback will be released

### 3. Exclusions, Account-Specific, Repository & Grade

All Exclusion options should be left as-is; you can change these options as needed when viewing student submissions.

Use Anonymous Marking should be left as No & Use Grade Mark should be enabled.

Repository: Select Standard Repository – this will store submissions in the Turnitin database permanently. You might select ‘No Repository’ for formative assignments for example.

Select Yes for checking papers, internet sources and journals

Grades: **IMPORTANT:** Ensure that Reveal Grades Immediately is set to No. If set to Yes, grades will be posted to students as soon as you enter a grade. By selecting No, grades & feedback will only become available on the Post Date.

Ignore Turnitin Grades: leave as No unless you have a specific need to exclude grades from the grade centre (for example, for submissions of draft versions of a dissertation).

### 4. Assignment (Originality Reports)

Select ‘Generate reports immediately…’ so that students can view their originality report as soon as Turnitin generates it (usually after 15-30 mins).

For Blackboard Group leave as No Group – Turnitin has very limited support for the groups feature in Blackboard.

For Grading schema: select Score.

Allow Students to View their Originality Reports so that they can review their essay for potential plagiarism and amend it as needed.

Allow late submissions so that students can submit after the due date. These will be marked in red with no automatic penalty but you can choose to deduct marks as needed when grading.

Click on the Create Assignment button to finish setting up the assignment.

### 5. The Next Step – Managing Student Submissions