Quick Guide: Managing Student Submissions in Turnitin

This Quick Guide gives the eLearning team’s recommended settings for managing student submissions for a standard Turnitin assignment in Blackboard. It is the second 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/ or email the eLearning team at bblearn@tcd.ie

1. Accessing the Submission Inbox

To access the Submission Inbox, go to Blackboard module, then the folder containing your Turnitin assignment and click on ‘View Assignment.’

2. Viewing the Submission Inbox

Below is an annotated overview of the key parts of the Submission Inbox. Students will only see their own name and submission listed.

1. Modify: allows you to change the assignment’s options.
2. Edit Parts: click on the pencil icon to edit the assignment’s start, due & post dates.
3. Submission List: view submissions here. Click on a submission to view it in Feedback Studio.
4. Percentage Match: shows you the score for each student. ‘Pending’ indicates that a report has not been generated yet.
5. Export Options: see the section below for a full description of the options here.
6. Refresh Submissions: use this if an assignment’s ‘percentage match’ still shows as ‘Pending’ 24 hours after submission.

2. Exporting Submissions

In some situations you may wish to use the options under Export to bulk export submissions future reference or for archiving purposes.

The following options are available:
A. Bulk export submissions in their original format (i.e. as Word, PowerPoint files etc.)
B. Bulk export submissions as PDFs – each file includes your annotations, text feedback and grade for a submission (also useful if students upload documents in non-standard formats)
C. Bulk export grades and percentage matches in an Excel file

3. Managing the Blackboard Grade Centre

To grade a submission, click on it to view it in Feedback Studio (see next Quick Guide for details). Grades entered in Turnitin will automatically feed into a corresponding column in the Blackboard Grade Centre (Module Management → Grade Centre → Full Grade Centre).

Ensuring grades are not visible until you are ready to release them: locate the column for the assignment in the Full Grade Centre. You should see a circle with a line through it indicating the grade is hidden from students.

If this is not the case, click on the down arrow next to the column & select Edit Column Information. Scroll down to OPTIONS on the next screen and ensure ‘Include this Column in Grade Centre Calculations’ & ‘Show this Column to Students’ are set to No. Click Submit.

This ensures grades are not visible to students via Blackboard until you are ready to release them. The next guide covers the grading & feedback process & the final guide covers how to release grades to students.

4. The Next Step – Grading & Providing Feedback in Turnitin

→ Visit www.tcd.ie/CAPSL/resources/onlineassessment/assignments.php for a Quick Guide on how you can grade & provide feedback using Turnitin Feedback Studio.