



Overall Summary

IT Services have produced guides and online resources to help staff convert face-to-face exams into online assessments for summer 2020. **This 6-page guide covers Option 2 of 3: Online Assignments Using Turnitin in Blackboard.**

→ For further support, advice and videos on the available options for online assessment in summer 2020 please visit our hub page at <https://www.tcd.ie/itservices/working-remotely/online-assessment/staff/>

IMPORTANT: We strongly recommend before beginning you read the 'Guidance Notes for Designing and Running Online Exams' available at our hub page above as it covers many of the pedagogical, instructional and administrative considerations for online assessment in summer 2020. These individual guides cover the step-by-step process of creating an assessment using the chosen technology, in this case Turnitin in Blackboard.

(document version 1.01; these files may be updated regularly so check the hub page above for latest versions)

Available Options

Separate guides have been produced covering the following use cases:

- **Assignments, Take-Home Offline Exams and Real-Time Online Exams**
 - Handbook covering the Blackboard assignment tool
 - Handbook covering Turnitin in Blackboard [**this document**]
- **Real-Time Online Exams involving MCQs**
 - Handbook covering the Blackboard Tests tool

Recommended option: IT Services recommend where possible that staff new to online assessment use the Blackboard assignment tool as it has the simplest workflow of the 3 tools. If you are familiar with Turnitin or online tests, these can be used also but please ensure they work as required before deploying them.

This handbook covers:



Blackboard
Assignments



Online Tests



Turnitin
Assignments

Summary of This Handbook: Option 2: Turnitin in Blackboard

This 6-page handbook covers how to create, grade and manage results for online assessments Turnitin in Blackboard. Turnitin in Bb supports features such as Similarity Reports, annotations and feedback templates (QuickMarks). Turnitin is less suited for uploading of images, scanned documents, programming code, multiple files etc. compared to the Blackboard assignment tool. Visit our hub page for a table describing the use cases for both tools.

In this handbook we recommend using a simple workflow – avoiding options like Anonymous Marking, unless you already have prior experience of these tools given the current situation and tight timeframes involved. Visit our hub page for links to more information on these advanced features if needed.

The Next Step: Creating a Turnitin Assignment

- The next 4 pages of this document cover step-by-step how to:
| 1. Create a Turnitin assignment | 2. Managing Submissions | 3. Grading & Feedback | 4. Releasing Results |
- The final page provides steps for how to handle issues students might encounter when submitting.

1. Creating a Turnitin in Blackboard Assignment

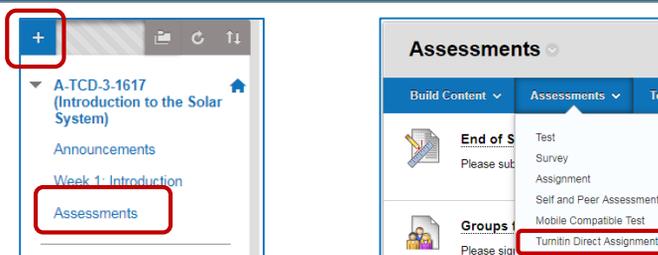
This first section gives IT Services' recommended settings for creating a standard Turnitin assignment in Blackboard

→ For further support and advice visit our hub page or email IT Services at itservicedesk@tcd.ie

1. Adding a Turnitin Assignment to Your Blackboard Module

Access your Blackboard module. You can add a Turnitin Assignment to any Content Area (folder) but we recommend you create a dedicated Content Area (via the + button) called **Assessments** so that students can easily locate all assessed activities for a module in one location.

Once in a Content Area, choose **Assessments** from the menu and select **Turnitin Direct Assignment**.



2. Assignment Details

Enter an **Assignment Name** and **Assignment Description**. You can amend the description later if you want to wait until closer to the time to add assignment questions. You cannot attach files here, they need to be added to a folder within your Bb module.

For **Submission Method** select **File Upload**.

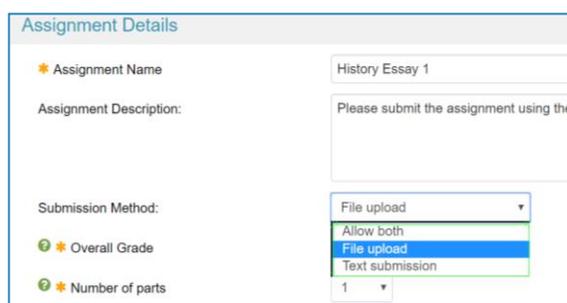
For **Overall Grade** enter 100 and leave **Number of Parts** as 1 unless you are already familiar with the Parts functionality.

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 at the default unless you have prior experience with changing these settings; you can change these options as needed on a per-paper basis also when viewing a student submission (covered in the next page).

Use Anonymous Marking should be left as **No** unless you require this and have reviewed the guidance on both our website and Turnitin's website. **Use Grade Mark** should be enabled.

Repository: Usually you would select Standard Repository – this will store submissions in the Turnitin database permanently. You can select 'No Repository' if the submissions should not be stored in the database. Click on the ? mark beside this setting for details.

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 Blackboard grade centre (for example, for grading draft versions of a dissertation).

4. Assignment (Similarity Reports)

Select **'Generate reports immediately' (students can resubmit until due date)...** so that reports are available to view as soon as they are generated (usually after 15-30 mins for first submissions but we expect demand to be very high this summer so reports may take longer; reports for resubmissions take 24 hours to generate and cannot be expedited so design your assessment with this in mind).

For **Blackboard Group** leave as **No Group** – Turnitin has very limited support for the groups feature in Blackboard; this option restricts an assignment to a list of students in a particular group but each submission is still individual – group submissions are not possible.

For **Grading schema:** select **Score**.

Choose whether or not to allow **Students to View their Similarity Reports** so that they can review their essay for potential issues and amend it as needed.

Allow **late submissions** so that students can submit after the due date; for example if they have been allotted additional time to complete an assignment. These will be marked in red with no automatic penalty so you can decide whether or not it affects their mark.

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

5. The Next Step – Managing Student Submissions

→ The next page covers how to manage student submissions in Turnitin in Blackboard.

2. Managing Student Submission in Turnitin

This second section gives IT Services' recommended settings for managing student submissions in Turnitin in Blackboard
→ For further support and advice visit our [hub page](#) or email IT Services at itservicedesk@tcd.ie

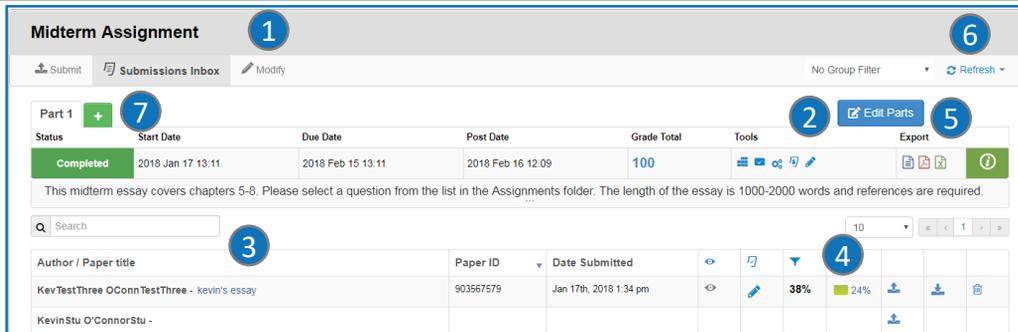
1. Accessing the Submission Inbox

To access the **Submission Inbox**, go to Blackboard module, then the folder containing your Turnitin assignment and click on 'View Assignment' to view the Turnitin submission inbox. The submission inbox is the primary place to view and grade Turnitin submissions rather than the Blackboard Grade Centre.



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.



Part 1	Status	Start Date	Due Date	Post Date	Grade Total	Tools	Export
Completed	2018 Jan 17 13:11	2018 Feb 15 13:11	2018 Feb 16 12:09	100			

Author / Paper title	Paper ID	Date Submitted	Percentage Match
KevTestThree OConnTestThree - kevin's essay	903567579	Jan 17th, 2018 1:34 pm	38%

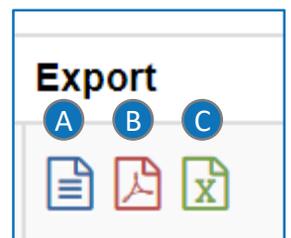
- 1. Modify:** allows you to change the assignment's options and instructions
- 2. Edit Parts:** click this to change the assignment's start, due & post dates.
- 3. Submission List:** view submissions here. Click on a submission to view it in Feedback Studio.
- 4. Percentage Match:** shows you the score 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.
- 7. Plus button:** this can be used to add more parts to the assignment (e.g. to upload additional files) but be careful with this option as it can create confusion for students about which part of an assignment to upload files to and makes grade calculations complex.

2. Exporting Submissions

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

The following options are available:

- Bulk export submissions in their original format (i.e. as Word, PowerPoint files etc.)
- 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). However, this only includes submissions with feedback and marks.
- Bulk export grades and percentage matches in an Excel file



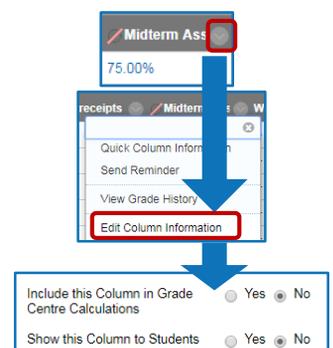
3. Managing the Blackboard Grade Centre

Grades entered in Turnitin will automatically feed into a corresponding column in the **Blackboard Grade Centre (Module Management → Grade Centre → Full Grade Centre)** which helps with calculating the overall grade for a module.

However, due to the way Turnitin is integrated into Blackboard, **all grades and feedback should be entered in Feedback Studio** (see next page) rather than in the Blackboard grade centre directly.

Ensuring grades are not visible through Blackboard 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 column/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**.



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

→ The next page covers how to grade student submissions in Turnitin in Blackboard.

3. Grading Turnitin Assignments

This third section gives IT Services' recommended settings for grading & providing feedback for a Turnitin assignment in Blackboard
→ For further support and advice visit our hub page or email IT Services at itservicedesk@tcd.ie

1. Viewing a Submission & the Similarity Report

First, click on a student submission in the **Turnitin Inbox** to view it in **Feedback Studio** (the file name, grade and report score all lead to the same screen).

You can access the Similarity Report via the right-hand menu (red section) when viewing a student's submission.

Clicking the **Match Overview** percentage shows matched sources.

Use **Filters** to exclude quotes, bibliographies and small matches (useful for removing commonly used phrases from the report).

Click **Apply Changes** under Filters to view an updated percentage match – this new percentage will also be visible to the student.

Paper title	Paper ID	Date Submitted		
kevin's essay	903567579	Jan 17th, 2018 1:34 pm		

A vertical menu with a red background and white text. It contains four items: 'Match Overview' with a score of 30, 'All Sources' with a list icon, 'Filters' with a funnel icon, and 'Excluded Sources' with a red circle and slash icon.

2. Annotating the Document

Click anywhere on the page to open the annotations menu.

QuickMarks allow you to use feedback templates.

Click on the **balloon** icon to add a comment to the page.

You can use an **inline comment** to add text directly on the page.

You can click and drag to move comments around as needed.

You can also **select any text** in the submission to strike it out or highlight it with an associated comment.

Use the **Page Navigation** button at the top left of the screen to navigate quickly through the document.

A screenshot of the Feedback Studio interface. It shows a 'Balloon Comment' icon, 'QuickMarks' icons (checkmark, speech bubble, T), and an 'Inline Comment' icon. Below this is a preview of a document with a comment bubble over the text 'ould supersede' and 'imately a false'. To the right is a 'feedback studio' logo and a 'Page Navigation' button with a purple arrow pointing left.

3. Providing a Feedback Summary

You can provide overall feedback in the **Feedback Summary** panel. Click on the pencil & paper icon on the right of the screen to open the panel.

Here you can add a **text comment** and record a **voice comment** of up to 3 minutes in length. You can also use **grading forms and rubrics** to mark and provide feedback on assignments (Turnitin rubrics are quite restrictive in terms of how scores are calculated but the grading form is a more flexible option that lets you mark and give feedback under different headings)

A screenshot of the 'Feedback Summary' panel. It shows a 'Voice Comment' section with a play button and a 0:00 / 0:10 timer. Below it is a 'Text Comment' section with a trash icon. The text comment reads: 'This is an excellent submission in which you clearly describe the role of the monsters in Beowulf. You use appropriate references to the poem and the literature.'

4. Grading a Submission

Enter the **overall grade** in the box at the top right of the screen.

You can navigate among student submission using the arrows. Click on the number of submissions to open up a list.

Saving: Feedback Studio saves comments and grades automatically. You can close Feedback Studio's browser tab to return to the submission inbox and the page will refresh to show you the updated grades for students.

Please ensure you enter all grades & feedback for a Turnitin assignment via the Feedback Studio interface outlined in this document and not via the Blackboard Grade Centre.

A screenshot of the grading interface. It shows a grade of '75' out of '100' in a red-bordered box. To the right are navigation arrows and '2 of 2' with a dropdown arrow. Below are buttons for 'Grade', 'List of Submissions', and 'Next Submission'.

A screenshot of browser tabs. The 'Submissions Inbox' tab is active. The 'Feedback Studio' tab is also open, showing the URL 'https://ev.turnitin.com/app/cartalen'. Below the tabs are buttons for 'Back to Submission Inbox' and 'Close Feedback Studio'.

5. The Next Step – Releasing Results to Students

→ The next page covers how to release and manage results

4. Releasing & Managing Turnitin Results

This fourth section gives IT Services' recommended settings for releasing results for a Turnitin assignment in Blackboard

→ For further support and advice visit our [hub page](#) or email IT Services at itservicedesk@tcd.ie

1. Changing Results Before the Post Date

When the assignment is first created, the lecturer must enter a **Post Date** (1). This represents the date that results and feedback are released to students. You can change student grades/feedback at any time (2) or change overall the **Post Date** under **Edit Parts** (3).

To change a student grade:

- Point to the **student grade** you wish to change and click.
- The student essay will open in **Feedback Studio** with the **original grade** at the top right of the page.
- Click on the grade to change.
- You can also amend feedback and annotations as needed.
- Once you're finished, return to the **Submission Inbox**.

*Please ensure you enter and amend all grades & feedback for a Turnitin assignment via **Feedback Studio** and not via the **Blackboard Grade Centre**.*

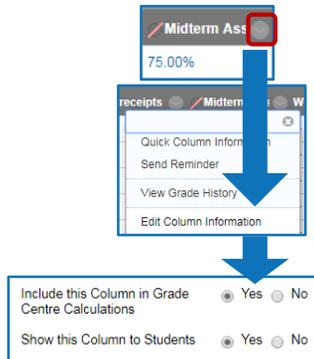


2. The Grade Centre

After the **Post Date** passes, students can view their feedback via the **Submission Inbox** (see section 3 below). However, they will not see their grades listed in Blackboard's **My Grades** section until the **Grade Centre** column is visible. This usually happens automatically after the Post Date passes.

To check that grades are included in students' Blackboard grades:

1. Go to the module's **Full Grade Centre**.
2. Click on the down arrow next to the assignment's column
3. Choose **'Edit Column Information'**
4. Scroll down & tick **Include this Column in Grade Centre Calculations & Show this Column to Students** then **Submit**.

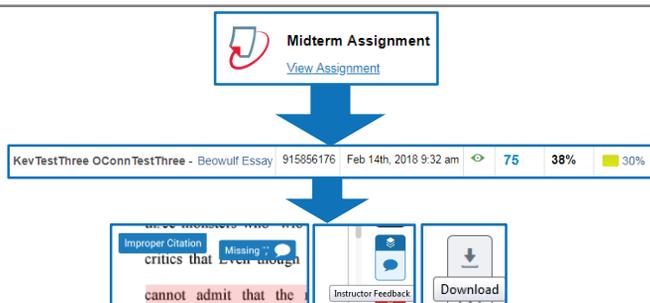


3. How the Students View their Feedback

To view their **grade & feedback**, students click on the Turnitin assignment link in the Blackboard module or via **My Grades** on the Blackboard homepage to view the **Submission Inbox**.

Students then click on their essay title, grade or similarity score – these all link to the same page in **Feedback Studio**.

Students can view and open annotations on the document and can click on the balloon icon on the right-hand side to view their overall feedback. They can also download a **PDF version** with annotations. Students can only see their own submission/grade.

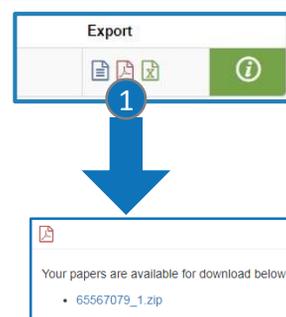


4. Exporting Grades & Feedback

As covered in section 2 (Managing Student Submissions), you can bulk export feedback and grades via the PDF icon (1) in the **Submission Inbox** to save for future reference. Each PDF will contain the annotations, comments and grades for the student.

Note: only papers with some form of feedback entered will be included in the PDF download. If you need all original files, click on the Word icon to the left of the PDF icon instead.

After you click on the PDF icon, a pop-up window will appear. Contrary to the on-screen message, you will need to leave this window open; possibly for some time. Once the files are processed, right-click on the zip file and save to your computer. Open the manifest.txt file within the zip folder to check for errors.



5. The Next Step – Submission Issues

→ The next page covers how to handle issues that might arise during the assignment submission process.

5. Handling Submission Issues

General Procedure for Handling Submission Issues

If a student has issues submitting we would advise them to contact the module instructor so there is a record of this and because the instructor would need to make a determination as to whether to allow an additional attempt based on the different circumstances. **Clearing/resetting attempts needs to be done by the instructor of a particular module in the first instance; please do not advise students to contact the IT Service Desk directly for this.**

We strongly recommend that if there are submission issues due to account/access problems etc. with an individual student, please accept the submission via email as proof of submission until the issue is resolved. **If an instructor cannot resolve the issue themselves, the instructor can contact us for advice via itservicesdesk@tcd.ie**

File Upload Issues

Google Chrome and **Firefox** are the recommended browsers for Turnitin & Blackboard; others should work but if there are issues please ask students to try an alternative browser like Chrome or Firefox.

Turnitin does not accept files containing purely scans or images; submissions must contain at least 25 words in the actual document. More details on this and supported file types at help.turnitin.com/feedback-studio/blackboard/direct/instructor/the-similarity-report/accepted-file-types-and-sizes.htm

Accessibility Options & Due Dates

There is no specific setting to give additional time to some students; instead when a submission is uploaded after the Due Date it is marked as Late (as long as you have allowed late submissions when creating the assignment). It is up to the instructor to decide whether this affects the mark as there is no automatic deduction of marks.

Clearing or Allowing an Additional Attempt After the Due Date

After the **Due Date** passes, students cannot resubmit if they have already uploaded a file. To allow resubmissions either edit the Due Date under **Edit Parts** in the Turnitin inbox (affects all students) or you can delete an individual attempt where needed.

First click on the 'download' icon to make a backup of the existing file and also make a note of the submission ID before deleting just in case of any issues. Then you can click on the trashcan icon to remove the submission for the individual student then you or the student can click the upload icon to the left of this and then upload the correct submission.



Similarity Score Advice

Notice regarding the Turnitin Similarity Score: The similarity score in the Turnitin report is **not** a measure of plagiarism within a piece of work but represents where there are similarities to other sources (journals, essays, books etc.). A submission with a high similarity score might be satisfactory once the bibliography, cover sheet etc. are accounted for whereas a submission could have a low score but could be heavily paraphrasing other sources without citation. Lecturers should advise their students not to focus on getting the similarity score below a certain percentage as there are many other dimensions to correctly citing sources. More information on interpreting the Similarity Score is available on the Turnitin website (Google 'Turnitin Interpreting the Similarity Report')

Similarity Report Generation Issues

Turnitin Similarity Reports typically generate after 15-30 mins for first submissions but we expect demand to be very high this summer so may take longer; resubmissions take 24 hours to generate and cannot be expedited so design your assessment with this in mind. IT Services have no control over report generation speed.

Sometimes if a similarity score has not appeared in the Turnitin inbox you may need to click the Refresh → Force Refresh option at the top right of the Turnitin inbox or try accessing a submission. If you had originally selected the option to generate reports on the Due Date when creating the assignment, you will need to wait until then.

Additional Information & Guides for Summer 2020

→ Visit www.tcd.ie/itservices/working-remotely/staff to access more guides, videos and resources