Turnitin Blackboard integration

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Setting up a direct Turnitin assignment
Instructors Guide

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Setting up a Turnitin assignment

A Turnitin assignment is an assignment that a student submits through the Turnitin plagiarism plugin in Blackboard. To setup an assignment you must be an instructor on the Blackboard system. You must first login to Blackboard using your college username and password.

You will see your homepage as shown below.

Modules that you are an instructor on are listed on the right hand side of the screen.

Choose the module that you wish to add the Turnitin assignment too by clicking on the module link.

Make sure Edit mode is turned on this is a toggle switch on the top right hand side of the screen.

Once you have accessed the module. Click on a Content area e.g. lecture notes week 1 from the left hand menu.
Choose Assessment from the top menu and navigate to **Turnitin Direct Assignment** in the dropdown menu.

### Setting up the Assignment Parameters

#### Assignment Details

The Title of the assignment should be entered and in the description field instructions should be given to students. This field has a max count of 2,000 characters.

If assignments are to be submitted in a number of parts then the number of parts must be chosen from the dropdown menu e.g. assignment and then supporting documentation (perhaps in a different file type).
## Turnitin Direct Assignment

### Assignment Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment Name</td>
<td>History Essay 1</td>
</tr>
<tr>
<td>Assignment Description</td>
<td>Please submit the assignment using the naming convention...</td>
</tr>
<tr>
<td>Submission Method</td>
<td>File upload</td>
</tr>
<tr>
<td>Overall Grade</td>
<td>Allow both</td>
</tr>
<tr>
<td>Number of parts</td>
<td>1</td>
</tr>
<tr>
<td>Start Date</td>
<td>2017-04-04 13:00:00</td>
</tr>
<tr>
<td>Due Date</td>
<td>2017-05-04 13:00:00</td>
</tr>
<tr>
<td>Post Date</td>
<td>2017-05-04 13:00:00</td>
</tr>
</tbody>
</table>
There are 2 different submission methods:

1. File Upload
2. Text submission

The preferred upload type is File Upload and the following file types are supported:

<table>
<thead>
<tr>
<th>Supported File Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Microsoft Word (.doc/.docx)</td>
</tr>
<tr>
<td>- OpenOffice Text (.odt)</td>
</tr>
<tr>
<td>- PostScript (.ps/.eps)</td>
</tr>
<tr>
<td>- HTML</td>
</tr>
<tr>
<td>- Rich text format (.rtf)</td>
</tr>
<tr>
<td>- Plain text (.txt)</td>
</tr>
<tr>
<td>- Google Docs via Google Drive</td>
</tr>
<tr>
<td>- Adobe PDF</td>
</tr>
<tr>
<td>- Microsoft PowerPoint (.pptx, .ppt, .ppsx, and .pps)</td>
</tr>
<tr>
<td>- Microsoft Excel (.xls and .xlsx)</td>
</tr>
</tbody>
</table>

In general file sizes should be less than 40mb and have a minimum of 20 words and be less than 400 pages. If the assignment is set to allow only file types that Turnitin can check for originality, Turnitin will only accept files that can generate Originality Reports. If a user attempts to upload an unsupported file type the user will get the following error “Failed to submit paper with error: You must upload a supported file type for this assignment.”

Note on Text Submission: In text submission users, can cut and paste text, into a submission field. Diagrams, tables and images are all lost, during the text submission. Text submission would only be used, if students are using a non-supported word processor, as it allows students to cut and paste chunks of text, into a submission box. Most word processors allow content to be saved as a general file type such as RTF or PDF so this would be the preferred approach as files of this type can be uploaded.

Dates
The start date, due date and post date of the assignment should be chosen by clicking in the relevant field to access the calendar option and choosing a date. The default dates are always the current date and as such may need to be changed.

The start date is the date that the assignment submission becomes active on.

The due date is the date by which students must submitting their assignment. A time can also be entered using the sliders.

The post date is only used if you are marking online and is the date on which students will see their marks. If you don’t use it, just ensure it is later than the due date.

E.g. the assignment start date is on the 5th of May. The due date is the 5th of June at 5pm.
The post date is the 5th of July after which students will be able to view their marks.

Exclusions
The exclusion values should be left at the default values.

Account Specific
Extra advanced features are described below.

The Use Anonymous Marking function will anonymous student identity information but please note grades will not be visible in the grade centre until after the assignment has ended. When anonymous marking is enabled, the student’s name will be anonymous until the post date of the assignment or when an instructor chooses to reveal the author’s identity. If anonymous marking is enabled it cannot be disabled.

Use GradeMark should be enabled if student results are to be displayed in the grade centre.
Repository
Submitting to a repository means that issues of collusion (copying within the class or across class groups) are more easily detected. There are three options available No Repository, Standard Repository or Institutional Repository.

- **No repository**: Submissions will not be stored in the Turnitin database. This will mean that you are unable to check for collusion. This is typically used for draft submission points.
- **Standard repository**: Submissions will be stored in the Turnitin database. This will mean that you are able to check for collusion between students.
- **Institutional repository**: Submissions will be stored in an institutional repository. This will mean that you will be able to check for collusion between students, but other institutions will not be able to check their submissions against your student papers.

The three options

- Check stored student papers
- Check internet
- Check Journals and Publications

Will check student assignment submitted against any or all of these items. For best and accurate results leave all three items marked at the default setting of Yes.

**Grades**
Reveal grades immediately should be set to **NO**. Otherwise grades will be revealed to the students immediately once the assignment is marked but feedback won't be available until after the post date.

The **Ignore Turnitin Grades** function allows instructors to decide if the grades should flow into the Blackboard Grade centre. If **No** is chosen grades will be transferred into the Grades centre if **Yes** is chosen they will not.
Assignment

The first option **Report generation speed** details the generation of originality reports and if they can be overwritten. There are 3 options:

1. **Immediately first report is final**: With this option even if a student resubmits an assignment before the due date the first report generated is still used

2. **Immediately reports can be overwritten until due date**: With this option even if a student resubmits an assignment before the due date the last report generated is used

3. **On due date**: With this option the originality report will be generated on the due date so a student can resubmit until the due date

The next option is a grading schema. This is should match the intended output in the grade centre. E.g. if an assignment is Pass/Fail then either text should be chosen or letter P=pass, F=fail

The option for **students to view originality reports** is normally enabled.

**Allow late submissions** if this is enabled then students will be allowed to make submissions past the due date. These will be marked in red (no automatic penalty) so the instructor can take any necessary action e.g. impose a grading penalty

**Save instructor defaults** this option is worthwhile enabling so that assignment options don’t have to be setup from scratch each time. These defaults will apply to all assignments setup by a specific instructor.
Click on the **Create Assignment** Button to set up the assignment.

Your assignment will then be shown. Please see example below.

If changes need to be made, the assignment can be edited by clicking on the **Modify** option, shown above. This will bring you back to the assignment editing screen, although some options are not possible to edit for an active assignment e.g. Due-date and Post-date these needs to be edited under **Parts**. Once you have finished editing. Click on the **Update Assignment** button or use the drop down menu beside the title of the assignment and chose the **Edit** option.

**Changing assignment dates**

To edit the **Start**, **Due** or **Post** dates, click on the **Edit Parts** option in the Submissions Inbox.
New dates can be entered for each assignment or Part of assignment.

To publish the new dates click on **Update Parts**.

**Student View**

When a student logs into Blackboard they see modules that they are enrolled in on the right hand side of their screen. To access a module and content associated with that module they must click on the module name.

Once the student accesses their content area for their module any Turnitin assignments will be visible. To view the assignment a student must click on the link provided.
The students can clearly view the **Start**, **Due** and **Post** dates. The marking scheme for the assignment is also shown in the Grade total column.

To upload an assignment the students click on the upload symbol.

Once upload is complete depending on which options have been chosen when the assignment was setup a plagiarism report may be generated. If the option to display it immediately to the student has been chosen the student will be able to see this within a few minutes of submission.

For re-submissions generating the originality report can take up to 24 hours.

**Export options**

**Verify submission receipt**

From the submissions inbox click on the view similarity report option to launch Feedback Studio.
A digital receipt for submission can be downloaded from the right hand menu option by clicking on the download button and choosing Digital Receipt.

Information on viewing the originality report is available


Download current view
This will download the document a shown on the screen in pdf format. Inline feedback comments will be shown. Items that are in the similarity report will be highlighted however the document will no longer be interactive and it will not be possible to get detailed information on the similarity matching as is possible within Turnitin Feedback Studio.

Download originally submitted file
This option shown above can be useful for downloading the original document for offline marking.

Further sources of Information
Further information on Feedback Studio is available on the Turnitin website at

https://guides.turnitin.com/01_Manuals_and_Guides/Instructor_Guides/Feedback_Studio

Information for students on viewing instructor feedback is available on

https://guides.turnitin.com/01_Manuals_and_Guides/Student_Guides/Feedback_Studio/13_Viewing_Instructor_Feedback

For languages other than English translated matching needs to be enabled information on this is available here