Turnitin Assignments for lecturers

Create a Turnitin area
Open the clickUP module

Create a content area on the left-hand navigation menu and name it Turnitin assignments

Open this content area and click on Create Assessment, to open a drop-down list. Here you select Turnitin Assignments. When the Tii web page opens, it might ask for an internet firewall password.

Create a Tii Assignment
All Tii functions begin with the creation of a Paper Assignment. PeerMark or Revision assignments are created later, based on the Paper assignment.

Tick the radio button next to Paper Assignment and then on Next Step.

In the New Assignment window, provide a title, the point value (if you are going to mark it), and select times and dates for:

- Start date (when students can begin to submit)
- Due date (when assignment closes)
- Post date (when marks and feedback will be visible to students in My Grades, gives you time to grade and provide feedback.) Note that Post date should be after the Due date.

NB!!! Click on Optional Settings and proceed according to the seniority of the students, the nature of the assignment (all doing the same or highly individual), following the instructions for either Undergraduate or Post-graduate students in this document.
Use different combinations of optional settings according to the nature of the assignment and the level of students. It is important to select the correct *matching* options in boxes marked with an asterisk. 

* Familiarise yourself with the mouse-over additional info under the blue "?"s

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**Generate Originality Reports for student submissions:**

There are three options for this assignment setting: "immediately first report is final", "immediately (can overwrite reports until due date)", and "on due date".

The option "immediately first report is final" generates the Originality Report immediately when a student makes a submission. With this option selected your students will not be able to resubmit to the assignment.

To allow resubmissions, select "immediately (can overwrite reports until due date)" option. This allows students to continuously resubmit papers to the assignment until the due date. It may take up to 24 hours to process Originality Reports for resubmissions.

The option "on due date" will only generate an Originality Report on the assignment’s due date. This setting will make it so all papers submitted to the assignment will be compared against each other when the Originality Reports are created.

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**Submit papers to:** (repositories)

This setting provides instructors with the ability to select whether papers are stored in a Turnitin student paper repository. The benefit of submitting papers to the student paper repository is that student papers submitted to the assignment are checked against other students’ submissions within your current and previous classes. If you select "no repository", your students’ papers will not be stored in the Turnitin student paper repository.
Create assignment for Undergraduate students

Generate Originality Report: on due date. Students can resubmit up to due date, but will only see the similarity report on that date. To allow students to improve their papers, you have to create a separate Revision Assignment (see page 1)

Do exclude bibliography and quotes
Once papers have been submitted, you cannot change the exclusion of quotes or bibliography for all papers. It can be changed when viewing an individual paper, but that will not reflect in the Assignment Inbox or Class Stats.

Anonymous marking is more objective for undergrad students

Submit papers to: institution paper repository (UP)
Search also (UP) Institution paper repository. This will prevent students recycling papers between classes and year groups

Create a rubric so students see how they will be assessed. You can re-use your own previous rubrics, and import rubrics in excel.

To create a rubric, simply click on the Launch Rubric Manager and follow instructions

NOTE: Generic documents like plagiarism declarations should not be included with papers submitted to Tii. They are not the student’s own work.
Create assignment for Post-graduate students, research papers

Note on Due Dates: if you create an assignment for students’ own submissions (not for official grading), you can set due date for the end of the year. Note that you cannot provide feedback in such an indefinite assignment as they will not see the feedback.

Generate Originality Report immediately, can overwrite report until due date

NOTE on submitting theses: Remove the front matter (pages numbers in small roman numerals) and addenda before submitting to Tii. They are not part of the thesis.

Do not add security to the pdf

Check max number of pages and file sizes before submitting. See What can I submit on next page

Submit papers to: **NO repository.** Research in progress should build upon previous writings and not be submitted to the repository. All Final Masters and PhD theses should be published in OpenUP (library), which Turnitin will search with the current internet.

Do not search the repositories as you will pick up masses of generic noise like plagiarism declarations, tables of contents, etc. **DO only** tick the Current internet and Periodicals etc.
Submit papers
Click on the View/Complete link.

- Always let students submit their own papers and encourage them to view the reports. If you have to submit a paper on behalf of a student, do not submit it as non-enrolled student. Search the student’s name in the drop-down list under author. If the name is not there, click on Roster Sync (p 6).

Uploading documents for your own research purposes, first enrol as a test student under Course Tools (see clickUP Support tab), then upload under that ID in the author dropdown list.

Follow onscreen instructions for steps 2 and 3. To access and mark the assignments if you have just submitted, go to Messages (top black button), then Assignment Inbox (blue button) on top of page.

To access and mark the assignments if you have just logged in, click on the View/Complete link, then Messages and Assignment Inbox. It is easier to grade Turnitin papers from the assignment inbox.
**View submitted assignments, reports, start marking, download papers and reports**

Grading Turnitin papers can be done from the assignment inbox in the assignment Tii rather than the clickUP Grade Centre’s Needs Marking smart view. Alternatively go to Turnitin under CourseTools in the clickUP Control Panel (see pp7-8).

In Turnitin, click on **Messages**, and then click on **Assignment Inbox**. Here you can still submit papers, edit some of the assignment settings, as well as grade papers as shown below.

1. Click on **Messages**
2. Click on **Assignment Inbox**. The page below it then opens with your student list
3. If you do not see the whole class, click on **Roster Sync**
4. If you need to change settings, like dates, click on **edit assignment**. New settings will only be implemented for students who submit AFTER the changes.
5. To open their reports or **grade a student paper**, click on the Similarity or Grade icon (looks like pencil). This will take you to the Classic or Feedback Studio view (see p7). The File icon in the Inbox will show the paper without marking options (see p 10 for marking in Studio view).
6. To download all the papers for record keeping or marking offline:
   - click on the tickbox next to Author, (all students are selected)
   - click on **download**. Choose the format of the papers. Files are compressed and downloaded as a zip file to your computer. They will be available under the Messages tab (1).
7. To download the Inbox report with similarity scores, grades etc, select Export
8. Class stats shows Similarity score distribution and GradeMark stats
9. Find detailed instructions on how to use Turnitin from the **Help** tab > **Training** > **Instructor Articles**
**Feedback studio : Instructors**

![Page view][2]

**Feedback Studio: Similarities = matches**

View similarity scores: *Messages > Assignment Inbox > Similarity column OR *Control panel > Course Tools > Turnitin Assignments > select Title of Assignment. In this view Assignments can be deleted, and grades synchronised with Grade centre.

- % Similarity
- Match breakdown
- Filter out quotes, bibliography, small matches
- Exclude sources
Match breakdown

Exclude sources: can select what to exclude from this screen by clicking on Exclude Sources. Lecturers / supervisors should also open the original text of the matching document to verify its origin. Some thesis chapters like Methods will have a high similarity due to general terminology in the field, that should be ignored / excluded.

Filters and settings

Apply Changes will have an immediate effect, and this paper’s similarity score will change. It will not change on the Assignment Inbox.

New Report will have the same effect as resubmitting the paper and a new report will be available after up to 24 hours. This is used when new relevant online resources have become available since the report was generated.
Quotations are excluded: both block quotes and text in double quotation marks.

References / Bibliography is excluded: Text following this heading on a new line is excluded.

Text following “List of References” or numbered headings will not be excluded.

Turnitin does not exclude footnotes and endnotes if they are used as references.

The Download button (black down arrow) allows one to download the document with/without feedback and similarities. The documents are often too large to email or print, rather view online. Download all papers command is selected in the Assignment inbox (see p6)

**Marking papers from Control panel, Groups, Delete Assignments**

Alternative way: starts in the Control Panel (only visible to instructors with Edit On)

1. Click 1 on Course Tools

2. Click 2: Turnitin Assignments / Turnitin Assignments by groups, lower on in the Course Tools dropdown list.
3. Click 3: select the assignment

4. Click 4: select pencil icon under Grade to start marking student paper.

**Tii Feedback studio – Marking and feedback**

If you are marking an exam where you are not providing feedback or using a rubric, simply type in your mark and click the right arrow to navigate to the next paper.

Show Similarity layer in the first window
To either hide or show a layer, click on the stack icon
**Blue icons** are for marking and feedback, **red icons** for similarity
Turnitin Help

When you are in the Turnitin Assignment Inbox, or Classic view, the classic Help website will open in a new window.

When you are in Feedback Studio, Help will open with a dropdown list of topics to choose.