Instructor User Manual

Instructor User Manual

Welcome to the Turnitin Blackboard Direct Integration Instructor Manual. The Turnitin Direct Building Block extension gives users of the Blackboard Learning System the ability to use Turnitin products within their Blackboard interface. Turnitin provides plagiarism prevention services, class management tools, and paperless digital grading products to educational institutions around the world.

Before an instructor can use the Turnitin Direct Building Block, it must first be installed by the Blackboard administrator.

Once the Building Block is available, instructors can add Turnitin Direct assignments to their course. If the Turnitin Direct assignment type is not available, please contact an administrator for the Blackboard installation for assistance.

> **Note**: If a BlackBoard course does not exist, instructors will need to contact their BlackBoard administrator.

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Click here to download a pre-compiled PDF (Last updated 06/24/2014).

Creating a Turnitin Direct Assignment

Enter a course and click the Content link in the sidebar. Then hover over the *Create Assignment* button and select Turnitin Direct Assignment from the list.

Note: If Edit Mode is off, you can enable it by clicking the Edit Mode button in the right corner of the page.

1. On the assignment creation page, enter the following:

assignment name

assignment description (2,000 character limit

2. Select the submission type for the assignment. The default is Any submission type. File upload will require your students to submit a file to the assignment. Text submission will require your students to copy and paste their paper in a text box to submit their paper. You can let your students choose which submission type to use by selecting *Any Submission Type*
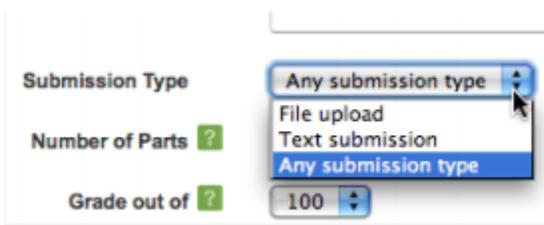
3. Select the number of parts you want the assignment to have from the "Number of Parts" pull down menu. Each Turnitin assignment in the Blackboard Direct Integration can have multiple parts associated with it. The student has to submit a file to each part to complete the assignment. The default is a one part assignment

4. Enter the point value of the assignment in the *Overall Grade* field. The default is 100

5. (Optional - assignment dates can be adjusted after assignment creation) Select the start date, due date, and post date for the assignment. Specific times are also selected. Students are only able to submit once the *start date* and time has passed. After the *due date* and time, students will be blocked unless late submissions are enabled. In Blackboard, the post date relates to the availability of GradeMark papers only and has no bearing on when grades are posted to the Blackboard Gradebook
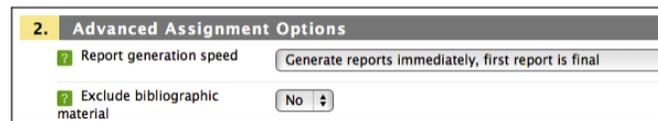

6. The *Students view Originality Reports* option of assignment creation provides instructors with the ability to control whether students are allowed to view Originality Reports within each created assignment. Select yes to allow students to see the Originality Report for the assignment. The default setting is no.

Advanced Assignment Options

When creating a Turnitin assignment you may also wish to modify some of the advanced assignment options.

Report Generation Speed

There are three options for generating Originality Reports for student submissions:

Generate reports immediately, first report is final - Originality Reports for all submissions will be generated immediately. Students cannot resubmit papers. Submissions must be deleted by the instructor to enable resubmission.

Generate reports immediately, reports can be overwritten until due date - Originality Reports for the initial submission by each student user to this assignment will be generated immediately. Students may resubmit as often as the student wishes until the assignment due date. Originality Reports for the second or subsequent submission will require a 24 hour delay before the Originality Report begins processing. Only the latest submission is available to the instructor or student. Previous versions are removed. Student submissions will compare against one another within the assignment on the due date and time, which may result in a change in the Originality Report similarity index and results at the due date and time. This option is typically used when students are self-reviewing and revising their submissions and able to view the Originality Report. No resubmissions after the due date and time of the assignment.

Generate reports on due date - Originality Reports will not be generated for any submission until the due date and time of the assignment. Students may resubmit as many times as needed until the

due date and time without receiving reports. Resubmissions may not be made after the due date and time of the assignment.
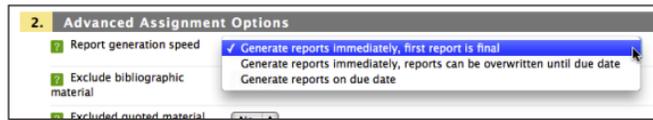
Exclude bibliographic material

This feature of assignment creation provides instructors with the ability to control the option whether bibliographic material will automatically be excluded from Originality Reports. The default is *no*. Bibliographic materials can also be included and excluded when viewing the Originality Report. This setting cannot be modified after the first paper has been submitted.


Exclude quoted material

This feature of assignment creation provides instructors with the ability to control the option whether quoted material will automatically be excluded from Originality Reports. The default is *no*. Quoted materials can also be included and excluded when viewing the Originality Report. This setting cannot be modified after the first paper has been submitted.

Exclude small matches?

This feature of assignment creation provides instructors with the ability to automatically exclude small matches from all Originality Reports generated within this assignment. To exclude small matches select either the *Exclude by word count* or *Exclude by percentage* options from the *Exclude small matches* by drop down menu.
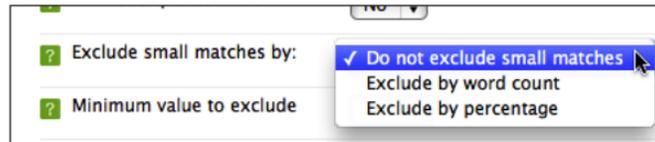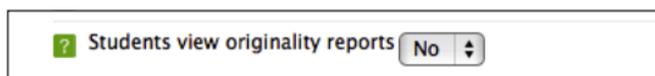
Enter into the *Minimum value to exclude* field the numerical value for small matches that will be excluded from Originality Reports in this assignment.

Allow Students to see Originality Reports

This feature of assignment creation provides instructors with the ability to control the option to allow students to see Originality Reports within each created assignment. This option gives instructors more flexibility and control when creating assignments. Select yes to allow students to see the Originality Report for the assignment. The default setting is *no*.

Enable e-rater® grammar check

This feature of assignment creation provides instructors with the option to enable the e-rater grammar and spelling check for all submissions to the assignment. When enabled student submissions receive detailed grammar feedback in GradeMark automatically through the *e-rater* technology. Select *yes to* enable the *e-rater* engine for the assignment from the drop down menu. If this assignment option is

not available then the *e-rater* grammar check is disabled for the account. Contact the Turnitin account administrator to enable the *e-rater* grammar check for the account.
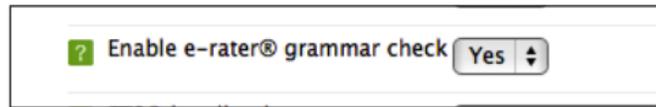
(Optional) Select the ETS handbook level from the drop down menu. The ETS handbooks provide students with in depth information about the grammar errors the *e-rater* technology finds in their paper.

Select the dictionary used for the spelling check.

The *Categories enabled by default* option allows instructors to choose which categories of feedback are enabled when viewing assignment submissions in GradeMark. The default is to show the feedback for every category.

Late Submission

An instructor can enable submissions after the due date and time. To enable late submissions, use the *Allow submissions after the due date*? option and select *yes*. The default setting is *no*. When enabled, students will be able to submit papers after the due date and time has passed as long as that student has not already submitted a paper to the assignment.

? Allow late submissions	No ⇕

Use anonymous marking

If anonymous marking is enabled for an account the *Use Anonymous Marking* option will be editable within the advanced assignment options. To enable anonymous marking for an assignment select *yes* from the *Use Anonymous Marking* drop down menu. When anonymous marking is enabled, the author'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 Anonymous Marking	No ⇕
	(Once enabled this option cannot b[

Paper Repository

The Paper Repository drop down may have three options: to store papers in the Standard Repository, to store papers in the Institutional Repository, or to not store the papers in a repository. The default is to store the student papers in the standard repository. If the Institutional Repository is not available this means that your Turnitin account administrator has not selected advanced repository options for your account.

? Paper Repository	Standard Repository ⇕

Repository Sources for Originality Reports

The instructor is able to select the available repository sources to compare submissions in the assignment against. This allows an instructor to disregard a source type if the comparison against this type of source is not needed. There are three database search options: *Check stored student papers*,

Check Internet, and *Check Journals* and *Publications*. The default for each of these search options is set to Yes.

?	Check stored student papers	Yes ↕
?	Check Internet	Yes ↕
?	Check Journals and Publications	Yes ↕

Continuous Submission

To create an assignment that allows students to submit as many times as they need select yes from the Continuous Submissions drop down menu. If set to yes the following advanced assignment options are automatically changed: grades are revealed immediately, resubmissions are unlimited and generate reports immediately, late submissions are allowed, assignment dates are not displayed to students, and the due date and post date are set to the maximum allowed by the class length.

?	Continuous Submissions	No ↕

Use GradeMark

To use GradeMark the online paperless grading tool to grade the student submissions select Yes from the drop down menu.

?	Use GradeMark	No ↕

Reveal Grades Immediately

To reveal grades to students immediately after grading select Yes from the drop down menu.

Assignment Submission Dates

After clicking *Create Assignment* you will be taken to the assignment summary page.

All assignment dates relating to this assignment are shown on the Summary page.

To change any of these dates click the pencil icon on the assignment part you wish to edit.

By clicking on the calendar icon the date/time selector will appear. You can use this to edit the Start, Due and Post dates.

Start Date
The Start Date defines the earliest time a student can make a submission to the assignment part.

Due Date
This is the final date by which the student should have submitted their assignment. If Late Submissions is enabled then submissions made after the due date will be marked as late.

Post Date

This is the date when marks/grades will be made available to students. If anonymous marking is enabled (UK only) this is also the date when marks/grades will be shown to tutors in the Grade centre. (They will, however, appear in the assignment's Submissions Inbox as soon as they are graded, as the student name remains anonymous until the Post Date.)

Grade Export and Bulk Download

Once an instructor has finished grading a Turnitin Direct assignment part, the student grades for the assignment can be exported to excel. From the content page click on the assignment name to access the *Summary* page of the assignment. To export the student grades for the assignment part click on the excel icon to export the assignment grades.

To bulk download the papers submitted to the assignment click on either the word doc or pdf icons to download the papers to the selected format.

Viewing the Turnitin Submissions Inbox

Instructors can view the Originality Reports completed for submitted papers by accessing the Turnitin assignment *Submissions Inbox*. To do this: Click on the *Submissions Inbox* tab.
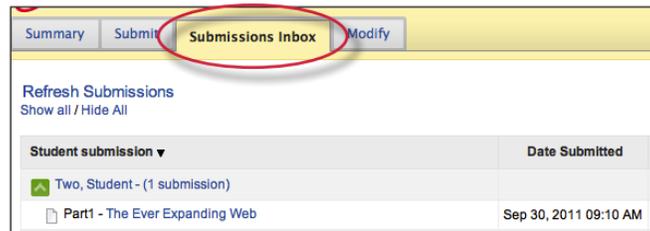
The Submissions Inbox displays a list of papers, grades and the Overall Similarity Index associated with each student who has made a submission to the assignment.

> **Note**: If the assignment has multiple parts you will need to click the expand icon for each student, or click the Show all link at the top left of the inbox.

The columns headings in the assignment inbox are:

Student Submission - a column containing the names and assignment title for BlackBoard students in the assignment. Clicking on the name takes you to the BlackBoard user page for that student. If a student is enrolled in the Turnitin system but not enrolled in the BlackBoard system the student is listed as "Non BlackBoard Student". If the student is subsequently enrolled in BlackBoard the submission will be linked to the student account automatically. The number of submissions made by a student is included in brackets.

Date Submitted – this column of the report contains the date and time of the submission. Late submissions are color coded red.

Similarity - this column contains a percentage indicating the overall similarity of the paper to information in the Turnitin repositories, 100% being 'fully similar', 0% indicating 'no similarity'. Clicking on the Similarity % icon opens the Originality Report.

Grade – this column contains a grade and a pencil icon for editing the grade or if GradeMark has been enabled the column indicates if GradeMark is available. A GradeMark icon shows what papers can be accessed in GradeMark. No icon will appear if a student has not submitted a paper to the assignment or if GradeMark has not been purchased for the account. If the icon is available, click on the comment icon to open a GradeMark window.

Download icon - a paper with a down arrow icon located to the right of the submission. Click on the icon to download a copy of the submission.

Delete icon - a trash bin icon located to the right of the submission. Click on the icon to delete the submission from the inbox.

Refresh Submissions - this option checks with Turnitin to see if more submissions have been entered or if new Originality Reports are available.
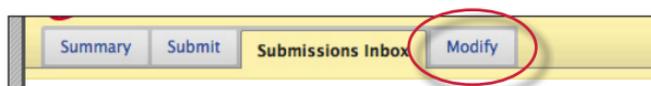
     Note: This may take some time if there are a large number of users enrolled.

Modify Tab

The Modify tab allows you to edit all available assignment options shown during the assignment creation process. For details on each of these options please refer to pages 5-8.

There are additional options not shown during the creation process, these are:

Turnitin Tutors - click on the *Modify Instructors* link to add or remove instructors from your class

User Enrollment - click on the *Enroll all users* link to enroll all the students currently in the course to the corresponding Turnitin class

Submissions List – by default only users who have made submissions to the assignment are shown in the Submissions Inbox. If you select *List students that have not made any submissions* then all students enrolled on the course will be listed in the Submissions Inbox.

Auto Refresh Grades - by default the system will automatically attempt to refresh originality scores and grades, but this can be turned off if the instructor would rather do it manually. Turning on *Auto Refresh Grades* may cause slowdowns in assignments with many submissions

Grade format - this setting allows the instructor to select either a % score for grades (the default) or a fraction (xx/100) for the display of grades.

Submitting Papers on Behalf of Students

To submit a paper to the Turnitin assignment, first click the *View Assignment* link in the list of assignments. Within the Turnitin assignment click the *Submit* tab.
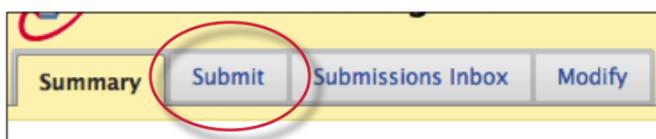
If *Any Submission Type* was selected during Turnitin Assignment creation in the general settings the submission page will require you to select a submission type. If a specific submission type was selected then the instructor will have to complete the remaining fields before the submission can be made.

1. Select the student from the Students Name drop down menu who you will be submitting on behalf of
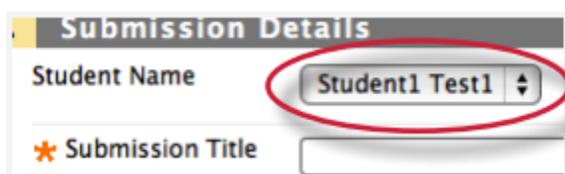
2. Enter the submission title

3. Select the part of the assignment you are submitting the paper to from the drop down menu. If there is only one part to the Turnitin assignment a drop down option will not appear

Submission Part [Part1 ◆]
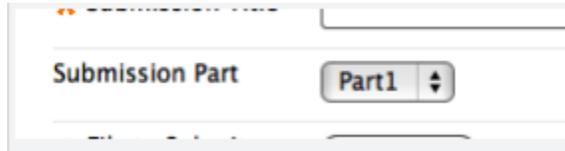
4. Click on the *Choose File* button to select the file you would like to submit

✻ File to Submit (Choose File) No file c
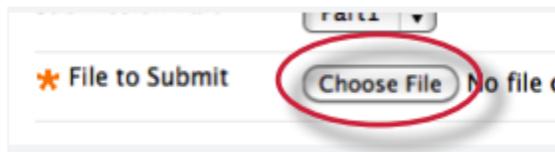
5. Click on the *Submit* button to submit the file

[Cancel] [**Submit**]
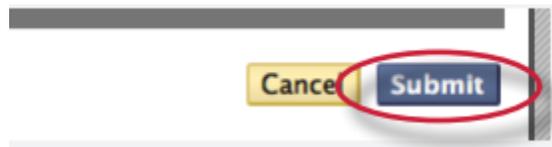
There are two ways for an instructor to submit papers to a Turnitin Assignment:

file upload - a single file submission selected by the instructor

text submission - submission of text copied and pasted into a Turnitin submission box. May be used to submit from a file format that is not accepted. No images of non-text information can be copied and pasted - only plain text can be accepted

File Types and Size

Turnitin currently accepts the following file types for upload into an assignment:

Microsoft Word® (DOC and DOCX)

Corel WordPerfect®

HTML

Adobe PostScript®

Plain text (TXT)

Rich Text Format (RTF)

Portable Document Format (PDF)

OpenOffice (ODT)

Hangul (HWP)

The file size may not exceed 20 MB. Files of larger size may be reduced in size by removal of non-text content. Files that are password protected, encrypted, hidden, system files, or read only files cannot be uploaded or submitted to Turnitin.

Note: Text only files may not exceed 2 MB.

Note: PDF documents must contain text to be submitted. PDF files containing only images of text will be rejected during the upload attempt. To determine if a document contains actual text, copy and paste a section or all of the text into a plain-text editor such as Microsoft Notepad or Apple TextEdit. If no text is copied over, the selection is not actual text.

Tip: Users submitting scanned images of a document or an image saved as a PDF will need to use Optical Character Recognition (OCR) software to convert the image to a text document. Manual correction of the resulting document is highly recommended to fix any errors caused by the conversion software.

Note: Some document formats can contain multiple data types. This includes text, images, embedded information from another file, and formatting. Non-text information that is not saved

directly within the document will not be included in a file upload. This includes references to a Microsoft Excel® spreadsheet included within a Microsoft Office Word document.

Note: Users whose files are saved in a file type that is not accepted by Turnitin will need to use a word processing program to save the file as one of the accepted types. Rich Text Format and Plain Text file types are nearly universally available in word processing software. Neither file type will support images or non-text data within the file. Plain text format does not support any formatting, and rich text format supports only limited formatting options.

Warning: Users who are converting to a new file format will need to save their file with a name different than the original. Any file should be saved with a new file name when converting to plain text or rich text formats to prevent permanent loss of the original formatting or image content of a file.

GradeMark®

For more in depth information on using GradeMark please click here to view the GradeMark chapter of the Turnitin Instructor manual.

Please note that not all accounts have purchased the GradeMark product, if GradeMark has not been purchased. the grademark column will be blank where the GradeMark icon should appear.

Originality Reports

For more information about Originality Reports, please click here to view the Originality Report chapter of the Turnitin Instructor Manual.

Glossary

Definitions

account	A Turnitin account allows instructors to use products purchased from Turnitin
account ID	The numeric identification number for a specific account or sub-account
administrator	The controller of a specific Turnitin account. This user type is able to install and configure, activate or deactivate products on an account, change account settings, and add or remove instructors from account access
assignment	Submissions to a class on Turnitin are made to an assignment. Each assignment can allow only a single submission per student user who is enrolled in the class
building block	A building block is a set of files that can be installed on an institutions Blackboard server to allow users to create and access Turnitin assignments from within Blackboard
class	To allow students to submit files, an instructor must create a class for their students. A class requires a name, a class ID, and a class enrollment password
default submission type	A user preference set by instructor or student users to define which file submission method should be displayed by default for submissions to an assignment in a Turnitin class
digital receipt	The digital receipt is a confirmation of a successful paper submission to a Turnitin assignment. The digital receipt contains the unique *paper ID* number, user name, submission date and time, class name, assignment title, and a

	copy of the submitted work. The digital receipt is shown on-screen after submission and a copy is sent by e-mail to the user at the e-mail address provided as the user login name. This e-mail is sent by noreply@turnitin.com or jisc_help@turnitin.com for UK users and spam filters should be checked to ensure they do not block users from receiving this e-mail
download	Transmission of a file from Turnitin to the computer of the user selecting to download files). Some users may need to enable file download due to security considerations on the web browser or computer being used
due date	The due date on a Turnitin assignment indicates the date and time of day at which an assignment is due. Submissions after the due date and time may no longer be allowed and will be automatically blocked by the Turnitin system. Only the instructor can enable late submissions on an assignment on Turnitin. The due date must come after the start date and before the post date during assignment creation. The due date and time may be changed by the instructor at their discretion to meet the needs of a class
export (stats)	Downloading a copy of account statistics in a Microsoft Excel® format to a user's computer
GradeMark	A digital grading product offered by Turnitin which allows instructors to place comments and QuickMark editing marks on a submission for students to review. This product also includes standardized rubric scorecards and the ability to share QuickMark standard editing marks and rubric scorecards between instructors on an account via export or via administrators using the libraries sharing feature of the GradeMark digital grading product
home page	The default login page, which is different based on the selected default user type of the user profile being accessed
instructor	The term used for teachers, tutors, or other student assisting users added or authorized to join as instructors on a specific Turnitin account. A single person may be joined to multiple Turnitin accounts or sub-accounts using one user profile or separate user profiles. Users may fill more than one user type role on Turnitin

internet archive	Turnitin's web repository includes inactive or no longer available web pages and copies of pages that have changed over time. This allows Turnitin to search against information that is no longer available or which has changed over time
libraries	The libraries menu displays the rubrics created by Turnitin or the instructor. For more information about rubrics please view the GradeMark training video or the rubric section of the GradeMark manual available at www.turnitin.com/training.html
log in	the act of an authorized user entering the e-mail address and personal password created for a user profile to enter Turnitin as the user associated with the e-mail address entered
Optical Character Recognition (OCR)	Optical character recognition software converts a image of text information into an actual text document that can be read and altered by word processing software. Papers or documents transferred into a computer via a scanner require optical character recognition software conversion to be submitted to Turnitin. Turnitin only accepts documents containing actual text data rather than an imaged document or submission. Some scanners offer OCR conversion automatically, but most OCR conversion requires hand correction to resolve any inaccuracies which can cause major changes to the actual content of a document
OriginalityCheck	This product creates Originality Reports for submissions in assignments on Turnitin. The Originality Reports allow instructors and students to easily determine any problems in citation or referencing and assists instructors in determining the originality of a submitted work
Originality Report	The Originality Report is a flexible document that allows students and instructors to review matches between a submitted work and the repositories scanned by Turnitin. Citations, quotations, and bibliographic material are all scanned against Turnitin's repositories to determine an overall similarity percentage as well as specific matches to similar text
Overall Similarity Index	The overall similarity index is a percentage indicating the similarity of the text submitted to information contained in the Turnitin repositories

	used for comparison on the assignment the submission was made in. This percentage indicates a percentage based on the length of the paper compared to the length of the areas flagged as similar during the comparison
paper	A paper refers to the document or file submitted by a user to an assignment in a class on the Turnitin website
paper ID	The paper ID number is a unique identifier that can be used to refer to a specific paper. The paper ID number can be viewed by accessing the paper in the assignment inbox for instructors. The paper ID number is also available on the paper view page, Originality Report, and GradeMark digital assessment view of the submission
post date	The post date of an assignment is set by the instructor during the assignment creation. When the post date and time has passed, students will be able to view GradeMark and GradeBook information on their submissions in this assignment. If the assignment is a Peer Review, students will be able to read the assessments written by their peers after the post date passes. The post date does not control Originality Reports. The post date must come after the start date and due date during assignment creation
product	A specific service, feature, or group of features offered by Turnitin as part of the purchase of a Turnitin license by an educational customer
repository	Set of information of a specific type or types. In the specific context of the Originality Report provided by Turnitin, repository is used to refer to the type of information the submission was evaluated against for direct matching or high levels of similarity. Available repositories include internet, archived internet, periodical/journal/ publication information, and previous submissions
resubmit	The act of submitting a new paper in place of an existing submitted paper. Resubmission can only be done if the instructor has set an assignment to allow students to overwrite until the due date and time of the paper, or if the instructor has manually deleted the student's existing submission in the assignment inbox. This option can only be enabled by the class instructor

start date	A date and time selected by the instructor when creating an assignment. The start date and time must pass before students are able to begin submitting to an assignment. Instructors are not prevented from submitting before the start date. The start date for an assignment must be before the selected due date and post date during assignment creation. This may be updated only by the instructor to meet the needs of a class
student	A user type able to enroll in courses created by an instructor user. Student user profiles can only submit to assignments created by an instructor in a class they are joined to or have been authorized to join
sub-account	An account created beneath a parent account. The Turnitin account tree allows for multiple sub-accounts created under each parent account. Only individual accounts may not create sub accounts.
submission	A file or files uploaded by a student or instructor user into an assignment within a Turnitin class. Only a single file per student user can be submitted to an assignment by a student user
submission type	Turnitin offers two submission types for students and instructors. Students are able to submit a single file at a time by either file upload or text submission. Instructors are able to submit files by file upload and text submission
upload (file)	The act of submitting or sending a file into a specific assignment within a Turnitin for use with the Turnitin products selected for the class
user profile	The user profile is a set of user preferences and information associated with a specific ID within Turnitin. Each user profile requires a unique e-mail address. A specific e-mail address can only be used once within the Turnitin repository. New attempts to create a profile associated with an e-mail address currently existing in Turnitin will not succeed