Turnitin

How to setup a Turnitin Assignment with Rubric? (For Staff)

The following document is a step by step guide on setting up a Turnitin Assignment in a Blackboard course, with the option to add a rubric.
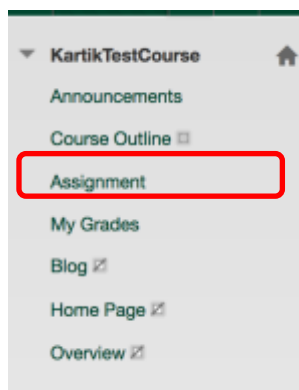
Step 1: In Blackboard, select the course under which a Turnitin Assignment needs to be setup
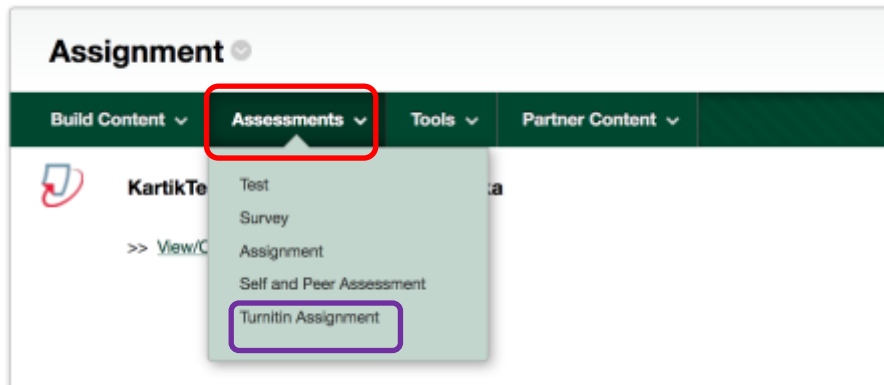
e.g. KartikTestCourse

KartikTestCourse

Step 2: Go to the place where the students will be accessing the assignment. This needs to be a '**Content Area'**.
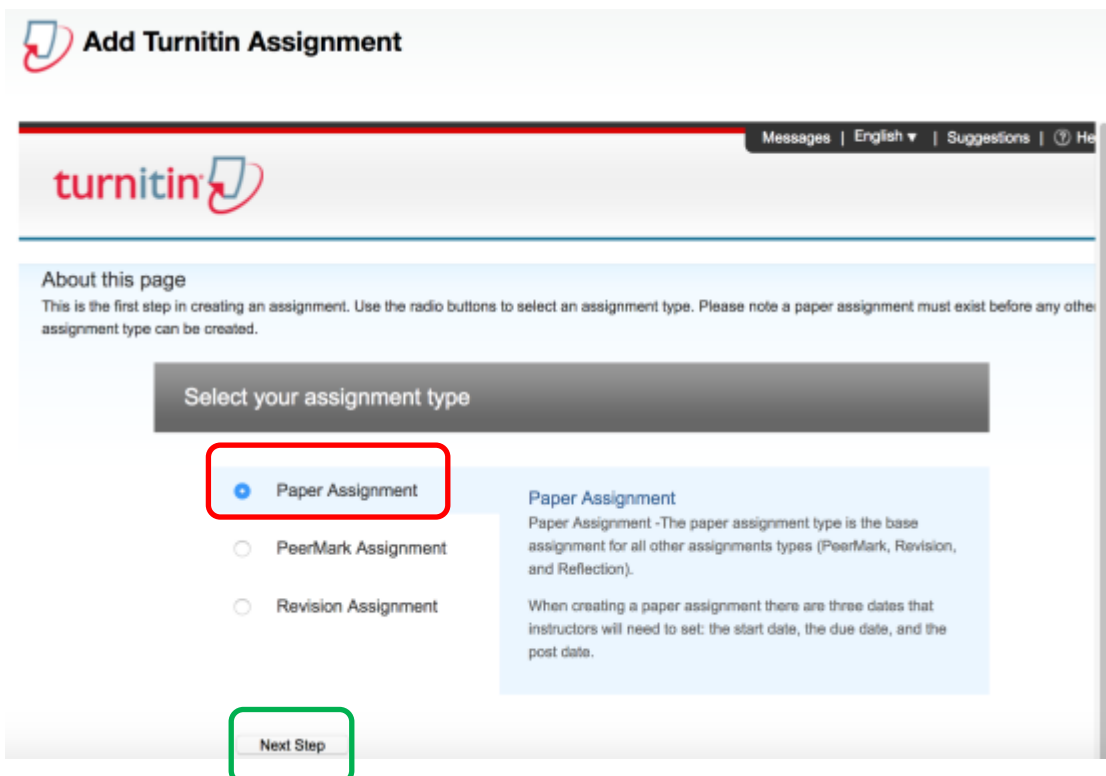
e.g. Assignment

KartikTestCourse
Announcements
Course Outline
Assignment
My Grades
Blog
Home Page
Overview

Step 3: In the '**Assessments**' menu, select '**Turnitin Assignment**'

Step 4: If you have not yet set up any Turnitin assignments in this course, go to step 5. If you have already set up an assignment (or copied one from last year), you'll need to select the type of assignment. Choose '**Paper Assignment**' and click '**Next Step**'

Step 5: Put in the details for the assignment.

- **Assignment title:** Put in whatever you're using for the name of the assignment.

- **File type setting:** This is set by default to *Allow only file types that Turnitin can check for originality*. Leave that as is.

- **Start date:** Set this to the date you want students to be able to access the assignment (or leave as today's date)

- **Due date:** Put in your due date. You can set whether or not students can submit after this elsewhere.

- **Post date:** The date at which students will be able see your feedback, if you use Turnitin's in-built feedback studio
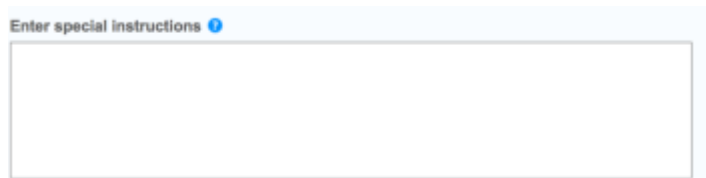
(https://guides.turnitin.com/01_Manuals_and_Guides/Instructor_Guides/ Feedback_Studio)

Step 6: When you scroll down further you will see 'Optional Settings'

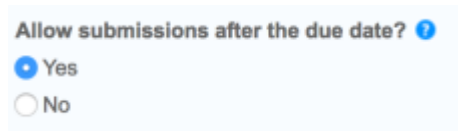PLEASE click on '+' sign to see 'ALL' Settings

[+] Optional settings
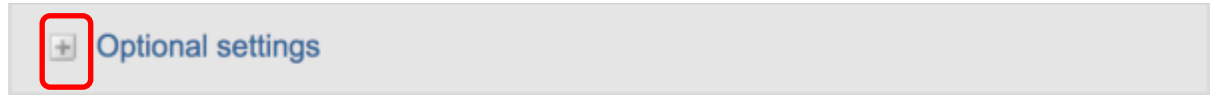
Step 7: Enter important details which you would like to communicate about the assignment to your students under 'Enter special instructions'
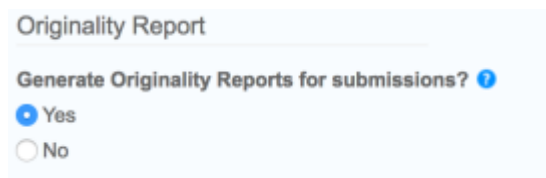
Enter special instructions ?

> You can put an optional assignment description or instructions for students to see when they access the assignment
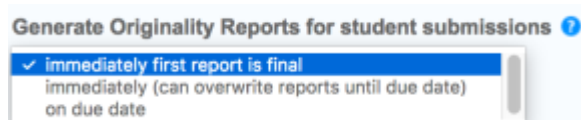
Step 8: Select the most relevant option for the following;

Allow submissions after the due date? ?
- ● Yes
- ○ No

> If you select '**Yes**', students will be able to submit the assignment after the due date you've set. It will flag late assignments as '**Late Submission**'

Originality Report

Generate Originality Reports for submissions? ?
- ● Yes
- ○ No

> Set this to yes – otherwise you're better off using a Blackboard assignment

Generate Originality Reports for student submissions ?
- ✓ immediately first report is final
- immediately (can overwrite reports until due date)
- on due date

> As an instructor, you can choose when the 'Originality Report' is 'Generated' SELECT the most relevant option for your assignment. Recommended: Setting to *Immediately (can overwrite submissions until the due date)*

Exclude bibliographic materials from Similarity Index for all papers in this assignment? ❓

○ Yes
🔘 No

This will automatically exclude anything the software thinks is a reference. Recommended: Setting to **no** so you don't

Exclude quoted materials from Similarity Index for all papers in this assignment? ❓

○ Yes
🔘 No

This will automatically exclude anything the software thinks is a quote.

Exclude small sources? ❓

🔘 Yes
○ No

Set source exclusion threshold:*

🔘 Word Count: 0 words
○ Percentage: 0 %

This will automatically exclude anything that is only slightly similar (e.g. a small number of words). Recommended: Setting to no so you don't miss anything important.

Allow students to see Originality Reports? ❓

🔘 Yes
○ No

Choose if you would like to students to see the 'Similarity Report'. Recommended: Set this to yes, so that students are able to learn from looking at their reports.

Reveal grades to students only on post date?

🔘 Yes
○ No

If you set this to '**no**', the Grade Centre column will be hidden from students until you're ready.

Submit papers to: ❓

✓ standard paper repository
no repository

Search options: ❓

☑ Student paper repository

☑ Institution paper repository

☑ Current and archived internet

☑ Periodicals, journals, & publications

Leave set to *standard paper repository*. This adds the submissions into Turnitin's database, so that future assignments can be checked against them.

These are what the assignments will be checked against. Leave all ticked.

Step 9: Attaching a Rubric to your Turnitin Assignment

You can use a rubric to provide **qualitative** feedback to your students. At present, it's not really possible to use a quantitative rubric in Turnitin due to limitations with the Blackboard/Turnitin integration. Setting up a rubric has a few quirks and specific requirements at present that are best to go though in person. Please contact your Learning & Teaching Technology Specialist (CAT) for further support.

https://www.victoria.ac.nz/its/about/learning-and-research-technology-team

You can attach a rubric to your assignment in the 'GradeMark' section of your 'Optional Settings' as shown below.
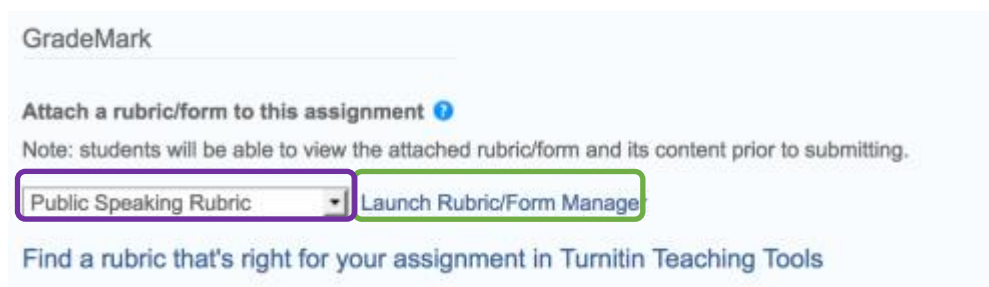
To use a pre-existing Rubric, select the appropriate rubric from the dropdown menu (shown in Purple).

In the above section of 'GradeMark' you can click on 'Launch Rubric/Form Manager' (shown in green) to create, modify existing and or import a Rubric).

Step 10: Final process as part of the Turnitin assignment setup once all of the above setup is completed is Click 'Submit'.
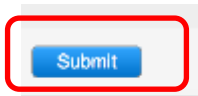
Submit

Once you click 'Submit' the following message will appear on your screen

Add Turnitin Assignment

Turnitin Assignment successfully added.
Tue Sep 19 09:07:48 NZST 2017

OK

Click 'OK' to continue and the turnitin assignment(s) will appear in the 'Assignments' section

Assignment ⊘

Build Content ∨   Assessments ∨   Tools ∨   Partner Content ∨

KartikTestCourse_2017_T1-3_nagaraka

>> View/Complete

TII Assignment with Rubric Setup

>> View/Complete