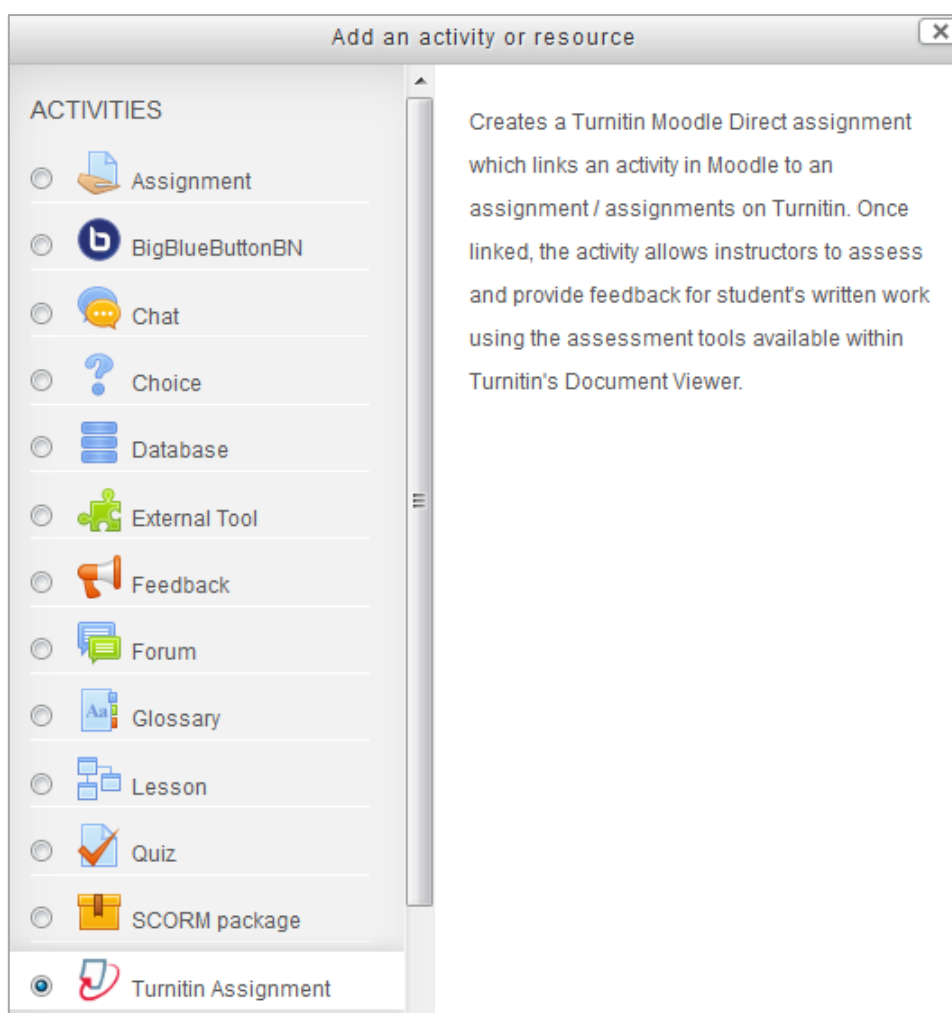


Creating a TurnItIn Assignment

This skill sheet will explain how tutors can create a TurnItIn assignment in a Moodle course.

1. Within your Moodle course, click the **Turn editing on** button (top right of the screen).

2. Select the section (topic) of the course you would like to create the TurnItIn Assignment in. Now click the **Add an activity or resource** link. The **Add an activity or resource** window will open.
3. Under the Activities heading, select **TurnItIn Assignment** and then click **Add**. This will launch the **Adding a new TurnItIn Assignment** page.



4. Give the TurnItIn Assignment a **Name** – this is the link the students will click on from the main course page to access the assignment.
5. Add a **Summary** – provide a description of the TurnItIn assignment. You can make the description available

on the course page by selecting **Display description on course page**.

6. The remaining **General** settings:

- **Submission Type** – Submissions can be made in two different formats (file upload, online text submission)
- **Number of Parts** – Allows for the creation of a multi-part assignment, individual users may submit one piece of work for each part.

- **Maximum File Size** – The maximum allowed file size for file uploads to Turnitin is 20Mb.
- **Anonymous Marking** – You can configure your Turnitin assignment to use Anonymous Marking by setting this value to Yes. Once anonymous marking has been enabled on an assignment it cannot be disabled. Student names are revealed to tutors when feedback has been released (i.e. at the **Post Date**, see below).
- **Student Originality Reports** – Allows you to display Turnitin originality reports to student users. If set to no, the originality report generated by Turnitin will not be available to the student to view; tutors will still see the report.

7. Under Turnitin's **Advanced Options**, you can allow late submission and select the report generation speed. Here's a breakdown of these options:

- **Allow Late Submissions** – if set to Yes students can still submit their assignment after the deadline. **Students who have submitted before the deadline cannot resubmit after the deadline**, even if multiple submissions and late submissions are enabled.

- **Report Generation Speed** – the speed in which originality reports are generated. This setting also determines whether the first submission is the final one (i.e. **whether draft submissions are allowed**). There are three options:

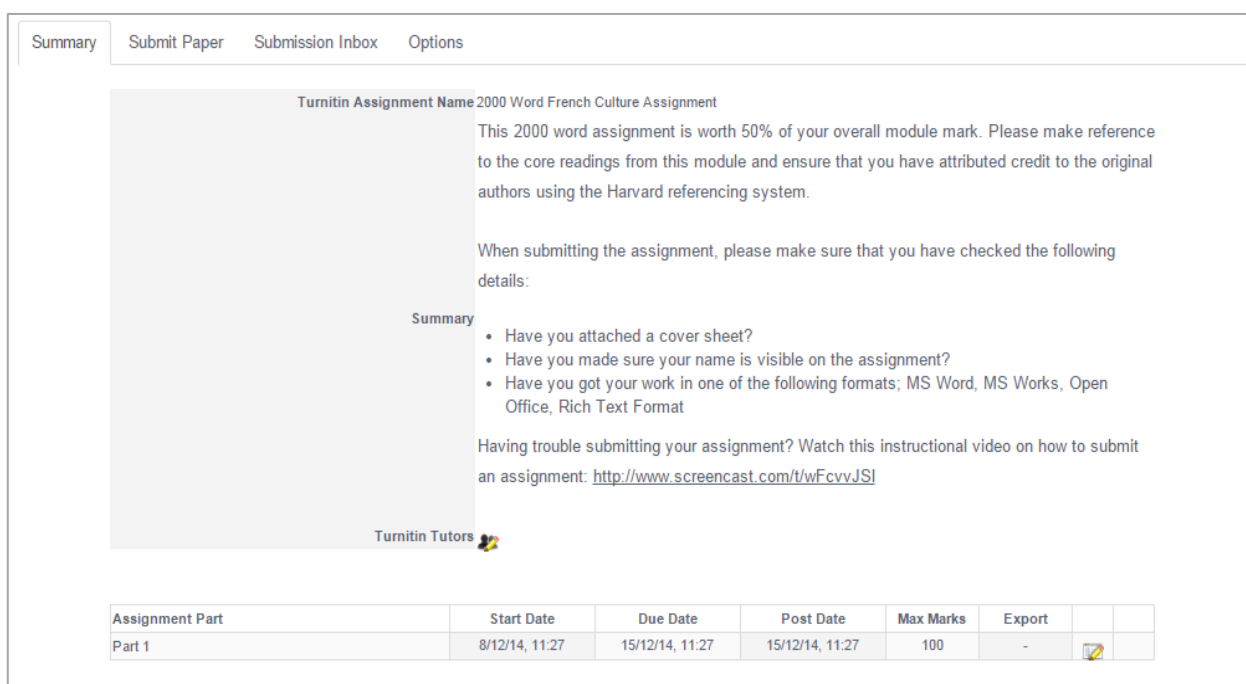
Report Generation Speed ?	Generate reports immediately, reports can be overwritten until due date ▼
	Generate reports immediately, first report is final
	Generate reports immediately, reports can be overwritten until due date
Store Student Papers ?	Generate reports on due date

- **Generate reports immediately, first report is final:** A student’s Originality Report will be generated as soon as the student submits. Students cannot resubmit papers (i.e. no drafts); submissions must be deleted by the instructor to enable resubmission.
 - **Generate reports immediately, reports can be overwritten until due date:** A student’s Originality Report will be generated immediately for a student’s first submission. 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. This option is typically used when students are self-reviewing and revising their submissions and able to view the Originality Report. Note: only the latest version of the assignment is available to the instructor or student. Previous submissions 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. Students cannot resubmit after the due date and time passes.
 - **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. Students cannot resubmit after the due date and time passes.
- **Store Student Papers** – if set to **No Repository** the assignments submitted **will not** be added to the TurnItIn database, so future submissions to Turnitin would not be checked against your student’s submissions to this assignment.
- The next three options determine what the assignment is checked/matched against in the TurnItIn database. All sources are enabled by default. Use the dropdown menu if you wish to exclude any of them:
 - Check against stored student papers
 - Check against Internet
 - Check against journals, periodicals and publications
- The final three options allow you to exclude sections (bibliography’s and quoted material) or small matches (a set percentage or number of words) from the originality report. You can also change these settings when viewing a student’s

Exclude Bibliography	No ▼
Exclude Quoted Material	Yes ▼
Exclude Small Matches	2
	Percent ▼

individual originality report.

8. Under the **Grade** heading you can configure how the assignment will be graded and recorded in the gradebook. The most commonly required setting is to use a **Point** grade system, with a maximum of 100 points.
9. You can only set a **Grade category** if you have created categories in the gradebook. The most common use of categories is grouping assignments together and assigning weightings to grouped assignments. See the appropriate Moodle guides for further help with using the gradebook and categories for weighted assignments.
10. The remaining settings are common to all activities and resources in a Moodle course: tracking completion, using groups or setting access restrictions. **NB: A Turnitin assignment's submission and feedback dates are not set using the 'Restrict Access' settings on this page** (see below).
11. Once you are happy with the options you have chosen, scroll to the bottom of the page and click on **Save and display** (or click **Save and return to course** and then click on the link to enter the assignment). This will create the Turnitin Assignment and take you to the assignment summary page:



Turnitin Assignment Name 2000 Word French Culture Assignment

This 2000 word assignment is worth 50% of your overall module mark. Please make reference to the core readings from this module and ensure that you have attributed credit to the original authors using the Harvard referencing system.

When submitting the assignment, please make sure that you have checked the following details:

Summary

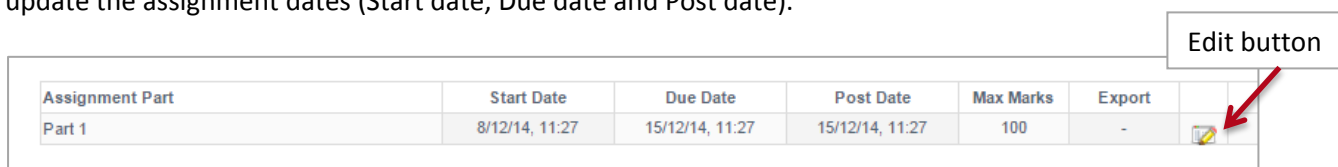
- Have you attached a cover sheet?
- Have you made sure your name is visible on the assignment?
- Have you got your work in one of the following formats; MS Word, MS Works, Open Office, Rich Text Format

Having trouble submitting your assignment? Watch this instructional video on how to submit an assignment: <http://www.screencast.com/t/wFcvvJSl>

Turnitin Tutors

Assignment Part	Start Date	Due Date	Post Date	Max Marks	Export
Part 1	8/12/14, 11:27	15/12/14, 11:27	15/12/14, 11:27	100	-

12. You should be able to see the assignment instructions and the assignment dates. Click the **Edit** button to update the assignment dates (Start date, Due date and Post date).



Assignment Part	Start Date	Due Date	Post Date	Max Marks	Export
Part 1	8/12/14, 11:27	15/12/14, 11:27	15/12/14, 11:27	100	-

Edit button

Assignment Part

Start Date

Due Date

Post Date

Max Marks

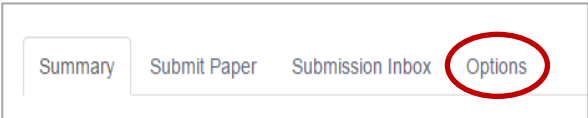
The date from when the assignment can be submitted.

The date the assignment is due to be handed in.

The **post date** is the date & time that marks and feedback are returned to the student. This must be configured correctly to avoid marks/feedback being released to students while you grade. There is no need to hide the assignment link from students while you grade – the post date determines what the student sees and when they receive a ‘feedback available’ email notification. If anonymous marking is switched on, then student names will be revealed to tutors at this point.

13. Click **Submit** to save the changes.

14. In the menu at the top of the assignment you will see three additional options: **Submit Paper**, **Submission Inbox** and **Options**. The **Submit Paper** option (needs enabling - see separate skills sheet) allows you to submit an assignment on behalf of a student who has not previously submitted, and the **Submission Inbox** lists all the students enrolled on the module and displays their submissions. Click on **Options** – here you can set the grading preferences for the assignment.



Grading Settings

Use GradeMark

Grade Display

Auto Refresh Grades / Scores

Submission List

- **Use GradeMark:** Choose whether to use Turnitin GradeMark to enter a grade for submissions or use Moodle grade field to enter a grade. This option **does not** allow you to download and re-upload all papers and mark offline (e.g. with MS Word), as you would using a Moodle assignment. There is no real benefit to changing it from the default.
- **Grade Display:** Choose to display grades as a percentage or as a fraction i.e. 45/60.
- **Auto Refresh Grades/Scores:** By default, Moodle will automatically attempt to synchronise with Turnitin to reflect changes you’ve made to the originality report/feedback/grades. You can turn off this feature here. However, in order to maintain synchronisation between both systems you will need to frequently manually refresh grades and originality scores from within Moodle.
- **Submission List** – This option will allow you to list all enrolled users regardless of whether they have made a submission. Alternatively, you can just list the students that submitted.

15. To confirm the change click **Save Changes**.