


Turnitin: getting started

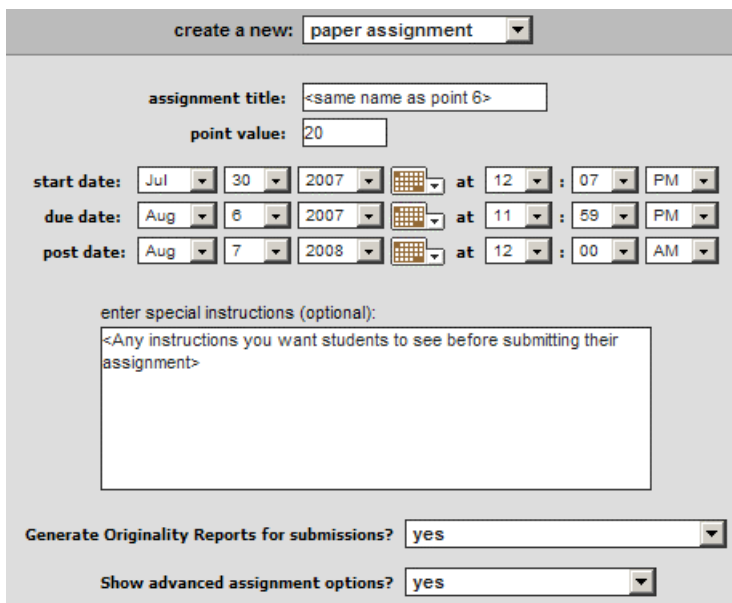
For staff

For Blackboard Vista 4.x

Creating a MyLO Turnitin assignment

Estimated time required: 5 minutes

1. Access the relevant **MyLO** course.
2. Click on the **Build** tab.
3. Navigate to the location that is to contain the assignment.
4. From the **Add Content Link ActionLinks**  select **Turnitin Assignment**.
5. In the pop up box displayed, either select an existing **Turnitin** assignment (skip the remaining steps below) or select **Create Turnitin Assignment**.
6. Type an appropriate name for the assignment in the **Title** box. This name will be displayed on the **MyLO** link for the assignment
7. Click **Create Turnitin Assignment**.
8. Complete the **Turnitin** settings as shown below, where:
 - **assignment title:** is set to the same name as given in point 6 above
 - **point value:** is the total mark for the assignment
 - **start date:** is when students can start submitting papers
 - **due date:** is when papers are due
 - **post date:** is set to about 12 months ahead
 - **Show advanced assignment options:** is set to **yes**



The screenshot shows the 'create a new' form for a Turnitin assignment. At the top, 'create a new:' is followed by a dropdown menu set to 'paper assignment'. Below this, the 'assignment title:' field contains '<same name as point 6>'. The 'point value:' field is set to '20'. There are three date and time pickers: 'start date:' (Jul 30 2007 at 12:07 PM), 'due date:' (Aug 6 2007 at 11:59 PM), and 'post date:' (Aug 7 2008 at 12:00 AM). Below these is a text area for 'enter special instructions (optional):' containing '<Any instructions you want students to see before submitting their assignment>'. At the bottom, there are two dropdown menus: 'Generate Originality Reports for submissions?' set to 'yes' and 'Show advanced assignment options?' set to 'yes'.

9. Complete the **advanced assignment options** according to the model of **Turnitin** use you will be using (see below).

Models of use

Educative

(One draft then final submission)

Students are able to submit a draft version to **Turnitin**, review the originality report produced and subsequently submit their final version for marking.

Two steps are required to configure this model in **Turnitin**. The first defines the final assignment and the second, sets up the draft assignment. By using the settings set out below the student's draft is not compared with their final submission, so avoiding false matches. Students are also restricted to only submitting one draft.

1. Define the final assignment as detailed above, then:
 - a. Setup the advanced assignment options as displayed below:

The screenshot shows the 'Show advanced assignment options?' section of the Turnitin interface. The 'yes' option is selected in the dropdown menu. Below this, several settings are displayed:

- 'Generate Originality Reports for student submissions:' is set to 'immediately (first report is final)'.
- '(Allow students to see Originality Reports?)' is set to 'yes'.
- 'Allow submissions after the due date?' is set to 'yes'.
- 'Allow other papers to be checked against submissions?' is set to 'yes'.
- 'Compare submissions against these search targets:' includes three checked options: 'student paper database', 'current and archived internet', and 'periodicals, journals, & publications'.

- b. Determine the appropriate setting for **'Would you like to save these options as your defaults for future assignments?'**
 - c. Click **submit** at the top right hand corner of this window
2. Define the draft assignment:
 - a. Repeat steps 2 to 5 under **Creating a MyLO Turnitin assignment** (above).
 - b. Include the word *'Draft'* in the name of the assignment typed into the Title box and click **Create Turnitin Assignment**.
 - c. Complete the **Turnitin** settings as shown below:
 - **create a new:** is set to revision assignment
 - **based on paper assignment:** select the name of the final assignment defined above from the drop down list
 - **point value:** is the total mark for the draft
 - **start date:** is when students can start submitting the draft
 - **due date:** is when the draft is due
 - **post date:** is about 12 months ahead

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- d. Click **submit** at the top right hand corner of this window

Audit

(Only one submission, students don't see the originality report)

Students only submit a single version of their assignment to **Turnitin** and do not see the originality report. This model does not facilitate the development of students' academic writing skills and is very likely to result in opposition from students and higher levels of matched text.

1. Define the assignment as detailed in [Creating a MyLO Turnitin assignment](#) (above)
2. Setup the advanced assignment options as displayed below:

3. Determine the appropriate setting for **'Would you like to save these options as your defaults for future assignments?'**
4. Click **submit** at the top right hand corner of this window.

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Academic writing skills

The text matching facilities of **Turnitin** can be used to assist students practise their skills in paraphrasing, summarising and referencing. This requires students to have repeated access to **Turnitin** and the originality reports. However, after the first submission, **Turnitin** restricts the production of originality reports to once every 24 hours per student.

1. Define the assignment as detailed in [Creating a MyLO Turnitin assignment](#) (above)
2. Setup the advanced assignment options as displayed below:

The screenshot shows the 'Advanced assignment options' window. At the top, there is a dropdown menu for 'Show advanced assignment options?' set to 'yes'. Below this, there are several settings:

- 'Generate Originality Reports for student submissions:' is set to 'immediately (can overwrite reports until due date)'.
- 'Allow students to see Originality Reports?' is set to 'yes'.
- 'Allow submissions after the due date?' is set to 'yes'.
- 'Allow other papers to be checked against submissions?' is set to 'no'.
- 'Compare submissions against these search targets:' includes three checkboxes:
 - student paper database
 - current and archived internet
 - periodicals, journals, & publications

3. Determine the appropriate setting for 'Would you like to save these options as your defaults for future assignments?'
4. Click the **submit** button at the top right hand corner of this window

More information

- See [About Turnitin: for staff](#) and [Turnitin: Viewing the originality report – for staff](#)
- Information on academic integrity is available at <http://www.utas.edu.au/tl/supporting/academicintegrity>.
- Tutorials and other support materials are available on the **Turnitin** website at www.turnitin.com/static/training.html.
- For further assistance email turnitin.admin@utas.edu.au.

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