

## How to set up Turnitin assignments

SCU's [Text Matching Software Policy](#) states that all students must be provided access to originality checking. There are two ways academics can do this:

- option one: use Turnitin Assignments.
- option two: use a Blackboard Assignment drop-box (for grading student work), and provide students with a Turnitin originality checking link (to check their own work).

This guide offers guidance for both options, and notes some pedagogical implications of each strategy. It should also be noted that if a Unit Assessor determines an assignment is not appropriate for originality checking they can receive dispensation for the assessment task from their Head of School or Course Co-ordinator.

Regardless of the option selected, in order to enable students to use Turnitin as a learning tool it is important to:

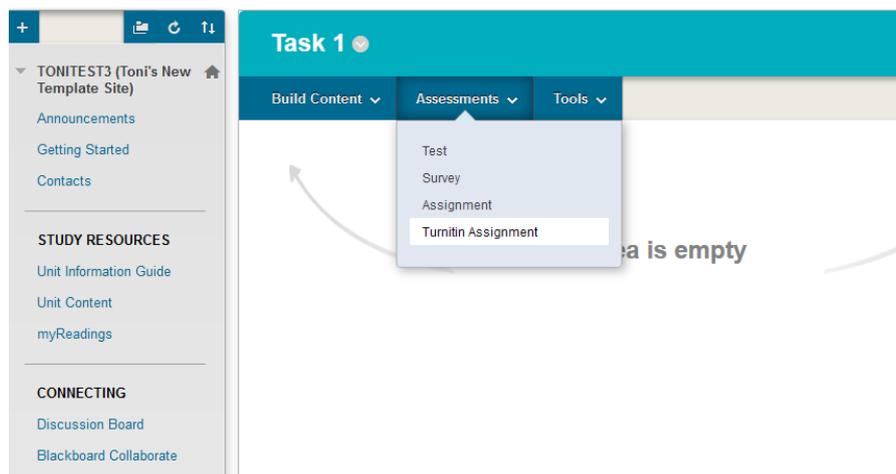
- open Turnitin Assignment drop-boxes at least 2 weeks prior to the assignment due date
- inform students of originality checking settings used (e.g. via an 'item' above the drop-box)
- use settings that allow students to access their originality reports immediately and continue to submit work until the due date
- talk about originality checking and how to practise academic integrity in your unit or discipline.

### OPTION ONE: 'Turnitin Assignments'

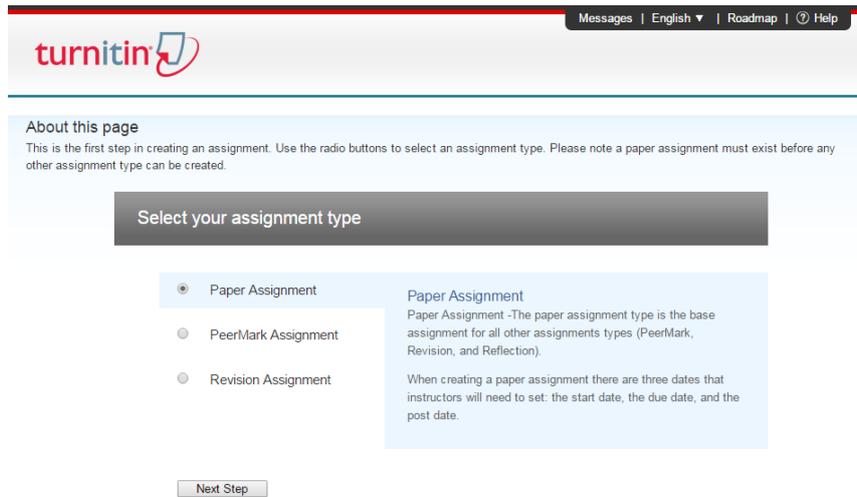
Turnitin Assignments is the most common option used at SCU. This option makes originality checking use mandatory and simplifies the assessment process for students. Originality reports are automatically generated the first 3 times students submit work through the assignment drop-box (there is a 24-hour wait for subsequent submissions). Also, using Turnitin Assignments opens the option for academics to use the online grading software [QuickMark](#).

### Steps for setting up a Turnitin Assignment drop-box

1. To create a Turnitin Assignment, click on *Assessment Tasks and Submission*>>*Task* in the site menu. Select '**Turnitin Assignment**' from the **Assessments** menu at the top of the content area.



- If you want to set up a Turnitin assignment where students submit a draft assignment for feedback prior to a final submission, the draft assignment should be created as a **Revision Assignment** and the final submission should be created as a **Paper Assignment**. Creating an assignment in this way will mean that the originality of the final submission will not be checked against the draft submission. Care must be taken when setting submission dates to avoid students submitting a draft assignment to the (final) Revision Assignment.
- If you want your students to be able to perform peer reviews on a Turnitin assignment, then a **PeerMark Assignment** can be used. This type of assignment is also based upon an initial Paper Assignment.



turnitin

Messages | English | Roadmap | Help

**About this page**  
This is the first step in creating an assignment. Use the radio buttons to select an assignment type. Please note a paper assignment must exist before any other assignment type can be created.

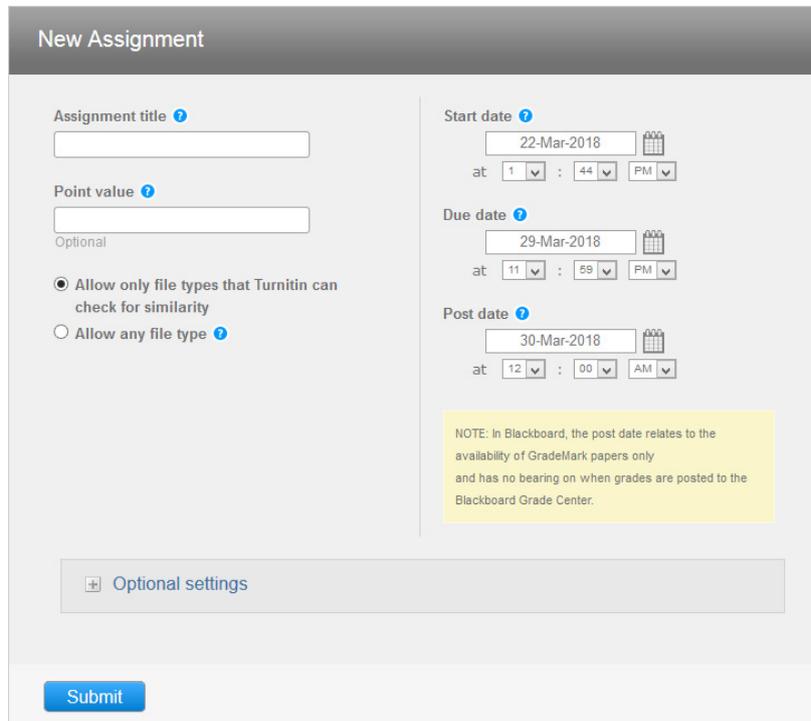
Select your assignment type

- Paper Assignment
 

**Paper Assignment**  
Paper Assignment -The paper assignment type is the base assignment for all other assignments types (PeerMark, Revision, and Reflection).  
When creating a paper assignment there are three dates that instructors will need to set: the start date, the due date, and the post date.
- PeerMark Assignment
- Revision Assignment

Next Step

- Selecting **'Next Step'** will open the Turnitin **New Assignment** page.



**New Assignment**

Assignment title [?](#)

Point value [?](#)  
  
Optional

Allow only file types that Turnitin can check for similarity  
 Allow any file type [?](#)

Start date [?](#)  
22-Mar-2018   
at 1 : 44 PM

Due date [?](#)  
29-Mar-2018   
at 11 : 59 PM

Post date [?](#)  
30-Mar-2018   
at 12 : 00 AM

NOTE: 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 Grade Center.

[Optional settings](#)

Submit

The following settings are configurable on this page:

- **Assignment title:** A name for the assignment is required here. The students will see this name in the list of tasks on the **Assessment Details** page.
  - **Point value:** This is the maximum mark that can be attained for this task. When the assignment is created, a column will be created in the Grade Centre with this value being the maximum mark that can be entered when marking.
  - If you want Turnitin to accept only files that are compatible with Turnitin's originality checking service, select '**Allow only file types that Turnitin can check for similarity**'. If, instead, '**Allow any file type**' is selected, students can submit any file type and Turnitin will perform originality checking on the file if it is able to do so.
  - **Start date:** This is the date after which students are able to submit their assignments.
  - **Due date:** This is the date after which students are prevented from submitting an assignment (unless late assignment submission is enabled, in which case the submission will be marked as late).
  - **Post date:** This is the date after which students can begin viewing the marks and feedback stored on their Turnitin assignment via their **My Grades** page. This date setting does not affect when grades are posted to the Grade Centre.
5. Optional settings.

While titled 'optional' these settings are essential to using Turnitin to support student academic integrity. Careful setting selection can enable students to use Turnitin as an editing tool, and improve use of sources in their writing. In this way Turnitin can be used as part of the educative approach taken to student academic integrity at SCU.

 **Optional settings**

- **'Enter special instructions':** These instructions (up to 2000 characters) will appear below the assignment title on the **Assessment Details** page.  
At SCU directions such as 'Submit Assignment 1 here' are commonly included.  
**NOTE:** An originality declaration will automatically appear when students use the Turnitin Assignment drop-box, so you do not need to add a declaration here.
- **'Allow submissions after the due date?':** Set this to '**Yes**' in order to allow submissions after the due date, providing it is their *first* attempt.
- **'Generate Originality Reports for submissions?':** Select '**Yes**' so that Turnitin will perform originality checking for all submissions.
- **'Generate Originality Reports for student submissions':** Select '**immediately (can overwrite reports until due date)**' to ensure the originality report is generated as soon as the student submits their work, and so that subsequent submissions generate new originality reports. This setting will help students to use Turnitin as a learning tool, to edit their work.  
**NOTE:** The originality report will be generated within 2-5 minutes the first **three** times the student submits work through the Turnitin Assignment drop-box. However on the fourth and subsequent submissions it will take up to 24 hours for the report to be created.
- **'Exclude bibliographic materials from Similarity Index for all papers in this assignment?':** Select '**Yes**' to exclude bibliographical material from originality checking and avoid references inflating

the Similarity Score. Selecting **'Yes'** here means any matched-text present in the reference list or bibliography will not be identified or included in the Similarity Score.

**NOTE:** Some disciplines select **'No'** for this setting because they want to check if references have been copied. Check with your School Academic Integrity Officer if in doubt.

- **'Exclude quoted materials from Similarity Index for all papers in this assignment?':** Select **'No'** if the unit is taken by new students who are learning to write at university. Selecting **'No'** will include quotes as highlighted matched-text in the originality report, giving students a chance to double-check they have used quotes correctly. Select **'Yes'** for more experienced students, who are familiar with disciplinary writing conventions regarding the use of quotes as evidence.
- **'Exclude small matches?':** Select **'Yes'** and take the option to select the Word Count threshold for matched-text. If new students are taking the unit who are learning how to paraphrase academic sources select **'5 Words'**. This will help students use the originality report to identify and edit poor paraphrases too close to the original phrasing. For more experienced students who possess strong paraphrasing skills select **'7 words'**. These settings will help ensure the originality report contains useful information about the student's writing, and support the use of the originality report as a final editing phase.
- **'Allow students to see Originality Reports?':** Select **'Yes'** so that students can see their originality report(s). Selecting **'Yes'** supports SCU's educational approach to student academic integrity. Making originality reports visible to students enables them to view and use Turnitin originality reports to improve their writing.
- **'Reveal grades to students only on post date?':** If set to **'Yes'**, then marks are hidden from the student until the post date. If set to **'No'**, then marks are available to the student **as soon as the submission has been marked**.
- **'Submit papers to':** For Turnitin Assignments and mandatory Turnitin originality checking links select **'Standard paper repository'** to ensure submissions are stored in the Turnitin repository and comparisons between student papers can be made over time. Selecting this setting assists identification of collusion (e.g. copying between students).

For optional Turnitin links and 'sandpits' select 'no repository' to ensure the work is not stored in the Turnitin repository and students avoid very high matches when they submit their work for grading through another Turnitin drop-box. See more about setting up optional Turnitin drop-boxes in Option Two below.

- **'Search Options':** Select all three search options to ensure the most thorough originality checking takes place, and the originality report is of most use to students as an editing tool.
- **'Attach a rubric/form to this assignment':** This option allows a Turnitin rubric or grading form to be associated with the assignment. These rubrics/forms can be created using the Rubric/Form Manager or obtained from Turnitin Teaching Tools and edited accordingly.

**NOTE:** While Blackboard rubrics are not compatible with Turnitin assignments there is a workaround available in the 'Turnitin and Rubrics' guide.

## 6. Store settings.

The originality checking settings chosen can be used for future Turnitin drop-boxes by ticking the appropriate check box.

7. Submit.

When you have chosen the settings for the assignment, select **'Submit'** and the new Turnitin Assignment will be created and appear on the **Assessment Details** page.

8. Inform students of matched-text setting.

Add an 'item' above the Turnitin drop-box, and outline the originality checking settings used. Students need this information in order to use Turnitin to their advantage, to improve their writing.

 **Turnitin Settings**

This Turnitin Assignment drop-box has been set up using the following settings:

- Matches of 5 words and more are identified
- Quotes are included in matched-text to help students double check their use of quotes
- The reference list is excluded from matched-text
- Students can keep resubmitting work up to due-date

Remember, the originality report will be automatically available (within two to five minutes) the first three times you submit through this drop box. On the fourth submission through this drop box it will take up to 24 hours for the report to be generated.

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 **Assessment 1**

Please submit Assignment 1 here.  
 >> [View/Complete](#)

## OPTION TWO: Blackboard Assignments with Turnitin originality checking link

### Setting up a Turnitin drop-box for student originality checking

This is a much more complicated submission process for students, and ideally should be reserved for more experienced scholars. Some academics make Turnitin available as an option, while others mandate its use and require students to copy and paste a screen shot of their originality report into their assignment.

 **Assessment 1**

Please submit your work for originality checking here. Use the drop-box below to submit Assessment 1 for grading.  
 >> [View/Complete](#)

 **Assessment 1**

Please submit Assessment 1 here.

#### If using this option it is important to:

- Consider whether the assessment process is onerous for students (especially new students)
- Provide clear instructions to students regarding the assessment submission process and how to perform any special requirements (e.g. how to copy and paste the Originality Report Receipt or Similarity Score into the assignment). Ideally, instructions and support will be provided on the Blackboard site, in the relevant Assessment Submission area
- Identify the originality checking settings used near the Turnitin drop-box on the unit Blackboard site
- When setting up the Turnitin drop-box select the option to **include submissions in the Turnitin repository** (in 'Optional settings') to enable student work to be compared and collusion to be identified.

### Final tips about setting up Turnitin drop-boxes

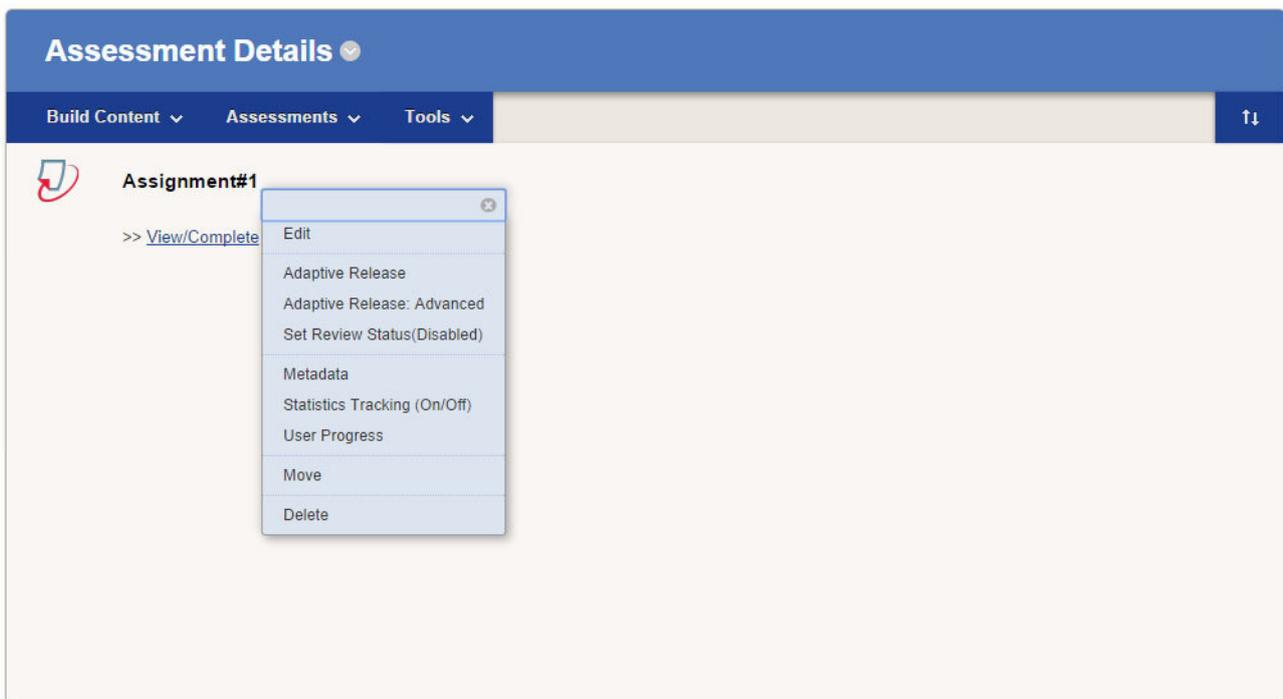
1. Each time a Turnitin drop box is set up on the Blackboard site a column appears in the Grade Centre.

## 2. Turnitin Assignments can be edited after creation.

Assignment dates can be adjusted after assignment creation.

Turnitin Assignments can also be edited, deleted, and have Adaptive Release applied from the Assessment Details page by clicking on the downward arrow that appears when you pass your mouse over the assignment name on the Assessment Details page.

Turnitin Assignments that are copied from one site to another will not work. You must recreate Turnitin Assignments each teaching period.



## 3. For technical support using Turnitin see support resources below. For specific queries contact BB Help ([bbhelp@scu.edu.au](mailto:bbhelp@scu.edu.au))

### Further information

SCU's [Text Matching Software Policy](#)

[Interpreting Originality Reports](#)

[Turnitin Feedback Studio – Instructor](#)

Turnitin's [Help Centre](#)