

Turnitin® Assignments

Blackboard Intermediate

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Creating Turnitin® Assignments

- 1. Login to Blackboard.
- 2. Click the **Courses** tab.



3. Click the course link. The system navigates you to the course home page.



4. Click the Content Area where you want to link the Turnitin Assignment.

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- 5. Hover over or click **Add Interactive Tool**.
- 6. Select Turnitin Assignment.

Turnitin.com (the "Site") and its services are maintained by iParadiams. U.C. ("iParadiams"), and offered to you, the user
("You" or "User"), conditioned upon Your acceptance of the terms, conditions, and notices contained herein without modification (the "User Agreement"). By clicking the "I agree - - create profile" button below You: (1) represent that You have read and understand, and have the capacity and authority to enter into, this User Agreement; and (2) agree to be bound by

7. The system may provide a license agreement. If it does click the **I agree – continue** link.



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- 8. The system displays the Add Turnitin Assignment page.
- Select the Paper Assignment radio button.
 Then click Next Step.



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About this page To create an assignment, enter an assignment title and choose th description. By default, papers submitted to this assignment will b advanced assignment options, click the "more options" button. New Assignment	class stats preferences the start and due dates for the assignment. If you like, you can enter an additional assignment Il be checked against all of our databases. If you would like to create a custom search or view other
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NOTE: There is a known issue with the dates. It is better to save the assignment and the edit the assignment and modify the dates.

11. Enter the **Assignment Title**.

12. Enter the number of points possible for this assignment in the **Point Value** field.



- 13. Enter the start date, due date, and post date for the assignment. 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. Once the **post date** of a paper has passed, students are able to access the marked version of the paper and view any grades, comments, marks, or requested changes noted by the instructor.
- 14. To enter any special instructions or create originality reports for the assignment, click **More Options**.

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- 15. Enter any **Special Instructions** in the field provided.
- 16. Select the **Yes** radio button to have the system **generate originality reports for each submission** for the selected assignment.
- 17. Generate Originality Reports for student submission:
 - a. **Immediately**(**First report is final**) will generate an originality report upon the assignment being submitted. This will be the only report generated.
 - b. **Immediately(Can overwrite reports until due date)** will generate an originality report and continue to update the report until the date the assignment is due.
 - c. On Due Date will generate an originality report on the date the assignment is due.





NOTE: The items under **More Options** are turned off by default. Should you enable them the following actions will occur.

- 18. Select the **Yes** radio button to **Exclude bibliographic materials from Similarity Index for all papers in this assignment. NOTE:** This setting cannot be modified after the first paper has been submitted.
- 19. Select the **Yes** radio button to **Exclude quoted materials from Similarity index for all papers in this assignment. NOTE:** This setting cannot be modified after the first paper has been submitted.
- 20. Select the **Yes** radio button to **Exclude small matches**.
- 21. Select the Yes radio button to Allow students to see the originality report for their assignment.
- 22. Select the Yes radio button to Allow assignments to be submitted after the due date.



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- 23. Select the Yes radio button to only Reveal grades to students only on the post date.
- 24. From the Submit papers to drop drown menu select Standard Paper Repository.
- 25. Enable the checkboxes for the **Search Options** for which to compare these submissions:
 - a. **Student paper database** will compare the assignment against other student paper assignments in the database.
 - b. **Current and archived internet** will compare the assignment against current and archived student assignments available on the internet.
 - c. **Periodicals, Journals & Publications** will compare the assignment against periodicals, journals and publications.

26. Then click **Submit**.

27. A success message will be displayed. Click OK.



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28. The system returns you to the Assignments page. The assignment now appears in your list of assignments.



Syncing your Roster

Before your students can submit their assignment, you have to sync your roster. If you do not sync your roster students will not be able to submit their assignment. The sync gives them the permission to access the Turnitin® assignment. To sync your roster:

- 1. Click the action link to expand the Course Tools section of the Control Panel.
- 2. Then click the **Turnitin Assignments** link.



3. Click the View link under the Assignment for which you want to view submissions.



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Assignment 1							

4. Click Roster Sync.

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5. The Turnitin® system will synchronize with Blackboard and grant your students access to submit their assignments. A list of all of your students is displayed. If you have multiple students, you may not see them all at once. Page numbers will appear in the top left corner of the Inbox. Click each page to navigate to additional student assignments.



Running Student Assignments through Turnitin®

Sometimes faculty will setup their student assignments as normal Blackboard assignments or even have students email them their assignments. Then decide later that they want to run them through Turnitin. Faculty can submit assignments through Turnitin at any time. They can manually upload the text, file or a zip file that contains the students work to be checked for originality using the proceeding steps.

- 1. Click the action link to expand the **Course Tools** section of the **Control Panel**.
- 2. Then click the **Turnitin Assignments** link.



3. Click the View link under the Assignment for which you want to make submissions.



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4. The Turnitin Assignment Inbox is displayed.

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5. Click the **Submit Paper** button to begin the upload process.



Individually as a File Upload

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About this page	=
To submit a paper, locate the paper you want to submit on your computer by clicking the "browse" button and enter a title for the pa	per. Select an enrolled student
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Assignment 1 (5)	
Requirements for single file upload:	
File must be less than 20 MB The maximum paper length is 400 pages	
 File Types allowed: MS Word, WordPerfect, PostScript, PDF, HTML, RTF and plain text. 	
disclaimer: Your submission will be scanned by Turnitin for originality. The originality report will	
be available to your instructor. Please review the Clemson University Academic Integrity statement available in the Student Handbook at	
http://stuaff.clemson.edu/handbook/2003/docs/h.pdf and refer to the course syllabus for further information.	
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- 1. Select single file upload from the Paper Item Submission drop down menu.
- 2. Select the **author** of the paper from the available drop down menu. You can select non-enrolled student or you can select from students enrolled in the course. Once you select the student their



First and Last Name will appear. If you select non-enrolled student you will need to enter a First and Last Name.

- 3. Enter a **submission title** for the student's paper.
- 4. Then click **Browse** to select the student's paper from your local hard drive.
- 5. Click Upload.

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- 6. The system will display a preview of the contents of the assignment.
- 7. Review the paper. If this is the correct paper, click yes, **submit**. If you selected the wrong paper, click the **return to upload page** link to select a different paper.
- 8. Click OK.



Multiple File Upload

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and I had excused myself to go the bathroom, but I didn't make it all the 🗸	
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"We were so thrilled to get George back in the classroom this year as a substitute, but I can't	SOMETOWN PUBLIC SCHOOL DISTRICT, Sometown, IN Substitute Teacher (K-12), 1/09 to Present Elementary Teacher (K-6), 8/04 to 6/07					
begin to describe my disappointment at being unable to offer her a full- time position at this time	Student Teacher (Intern), 1/04 to 5/04 Hired as a full-time teacher following student teaching 1 ticum, instructing all academic subject areas to classrooms of up to 28 1 st , 2 st and 4 st tube students. Left Sometry PSC for available tume) at the and of the 2007 academic war to provide full time care to crave					
due to budget cutbacks Our loss will most assuredly be another scheaff axia	Stricken parent, and enthusiastically rehired as a substitute teacher for the current spring term. Key Contributions:					
Her enthusiasm for teaching and genuine carring for ber students is	 Carried high marks for the quality and creativity or classroom teaching, lesson plans ar instructional materials used in teaching diverse subjects (e.g., language arts, mathematics, science, social studies and history). Developed innovative approaches that were repeatedly held up as the model standard meeting diricit coals in areas inclusion technology interaction across the curricitum. 	for				
only surpassed by her instructional talents and resourcefulness	experiential learning, literacy and diversity. Taught general education students as well as individuals with learning challenges and special needs within a mainstreamed, inclusive classroom. Consistently commended for ability to refrect students exhibiting behavior problems by					
she has my highest recommendation" R. Littleton, Principal	replacing disruptive, unproductive patterns with positive behaviors. As a result, selected to lead district-wide in-service on classroom management. Actively served on a variety of school committees and task forces focused on curriculum development, textbook review, fundraising and anti-bullying efforts.					
Sometown Elementary School, Sometown PSD	 casoninner positive relationships with students, parents, relixiv beachers and school administrators/staff. Quickly became a "first-to-call" resource in current substitute teaching role, typically workin four days per week. Personally requested by many full-time teachers to take over their teachers. 	9	Ă			
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- 10. Click the **GradeMark** button at the top of the window to insert comments and feedback using QuickMarks for the student.
- 11. Click the QuickMarks button in the bottom right corner.
- 12. Then drag and drop the blue QuickMarks from the right side of the screen to the document on the left side of the screen.
- 13. Drag and drop the **Comment** QuickMark from the right side of the screen to the left side of the screen where you want to insert a comment.





14. A pop-up window will appear. Enter feedback to provide for your student. Then click Save.

Business Writing Assig	nment 1 - DUE 17-Jun-2011 *		What's New 🕐 Help 🔺 Paper 2	of 4 🔹 🕨
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15. Alternatively, you can click the **Comments** button in the bottom right corner of the screen. A panel will appear on the right side of the screen where you can add feedback for the overall document.16. Click **Save**.

Business Writing Assig	nment 1 - DUE 17-Jun-2011 •		What's New 🕜 Help	 ✓ Paper 2 of 3 · · ·
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17. Enter the grade for the assignment in the top right corner of the window. Then close the Turnitin pop-up window to return to the Grade Center.

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NOTE: Sometime you have to click Cancel for the assignment page, before the grade will transfer over. This refreshes the screen allowing the grade to populate.

- 18. The Grade assigned from Turnitin should be populated in section 3, Feedback to User.
- 19. Then enter any **Comments** to provide as feedback for the student.
- 20. In section 4, Instructor Notes, enter notes that only the instructor will be able to view.
- 21. Then click Submit.



Viewing the Originality Report through the Turnitin® Tool

- 1. Login to Blackboard.
- 2. Click the **Courses** tab.

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- 3. Click the course link. The system navigates you to the course home page.
- 4. Click the action link to expand the **Course Tools** section of the **Control Panel**.

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5. Then click the **Turnitin Assignments** link.



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6. Click the **View** link under the Assignment for which you want to view submissions.

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- 7. The Turnitin Assignment Inbox is displayed.
- 8. In the **Report** column click the percentage for specific assignment submissions to view their originality report.



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- 9. The system displays the Originality Report.
- 10. Click the **Download** button to save the Originality Report.

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11. A pop-up window will appear with a link. Click the link to download the Originality Report.