

Turnitin® Assignments

Blackboard Intermediate

Creating Turnitin® Assignments.....	1
Syncing your Roster	9
Running Student Assignments through Turnitin®	11
Individually as a File Upload.....	13
Multiple File Upload	15
In a Zip File	16
By Cutting & Pasting.....	19
Downloading Student Assignments	20
Grading Turnitin® Assignments through the Blackboard Gradebook.....	24
Viewing the Originality Report through the Turnitin® Tool.....	29

Creating Turnitin® Assignments

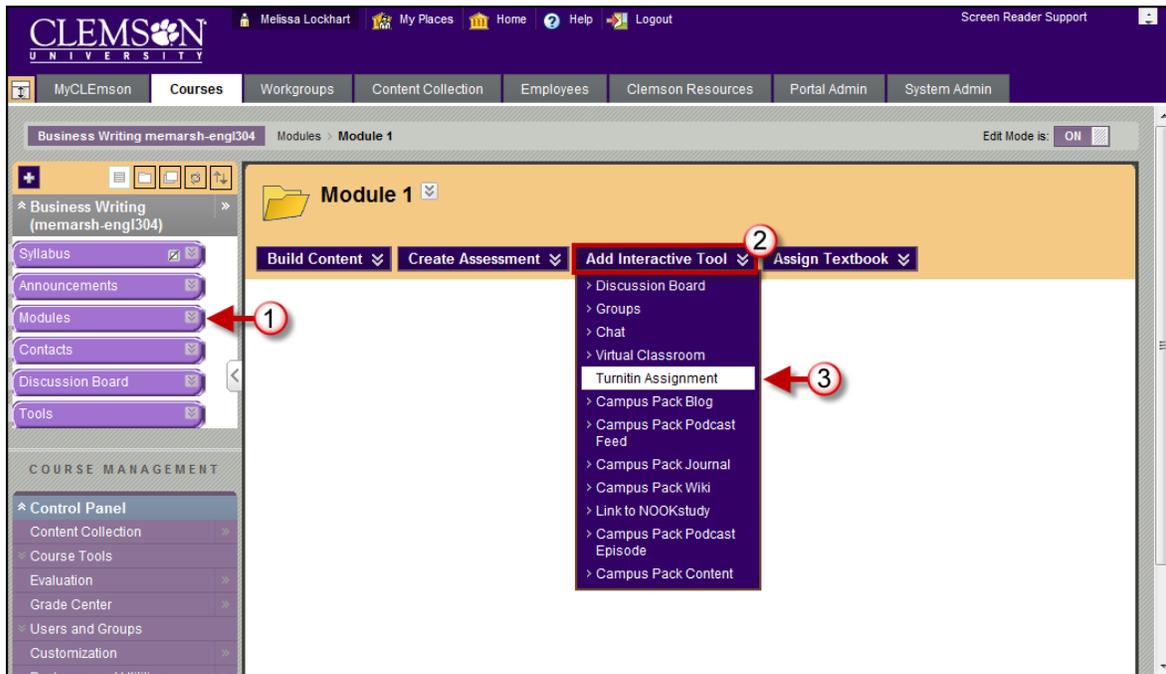
1. Login to Blackboard.
2. Click the **Courses** tab.

The screenshot shows the Blackboard user interface. At the top, the user is logged in as Melissa Lockhart. The 'Courses' tab is selected in the navigation bar. The main content area is divided into several sections:

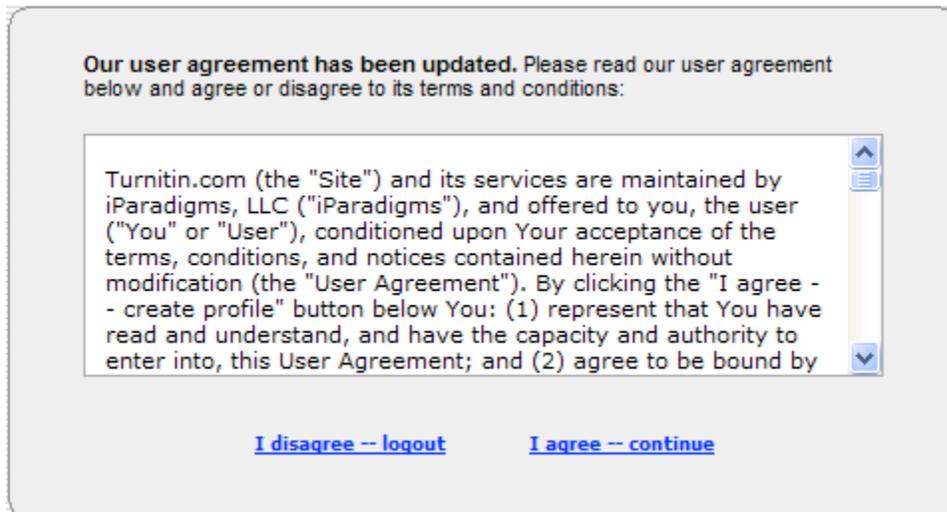
- Notices:** Contains instructions for instructors and students regarding course setup.
- Course List:** Titled 'Courses you are teaching:', it lists a course named 'Business Writing' with a red arrow pointing to the link.
- Student Assessment of Instructors:** Features two buttons: 'Faculty Access' and 'Student Access'.
- Course Setup and Deletion:** Includes links for 'Course Central (Course Setup Tool)' and 'Course Deletions', with a list of supported browsers (IE8, Firefox 3.5+, Mac Safari 5.x).

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

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



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



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

The screenshot shows the 'ADD TURNITIN ASSIGNMENT' page in the MyCLEmson system. The page header includes the Clemson University logo, user name 'Melissa Lockhart', and navigation links like 'My Places', 'Home', 'Help', and 'Logout'. Below the header is a navigation menu with 'MyCLEmson', 'Courses', 'Workgroups', 'Content Collection', 'Employees', 'Clemson Resources', 'Portal Admin', and 'System Admin'. The main content area features the Turnitin logo and a navigation bar with 'Messages', 'English', 'Feedback', 'What's New', and 'Help'. A section titled 'About this page' explains that this is the first step in creating an assignment and that a paper assignment must exist before other types can be created. Below this is a 'Select your assignment type' section with three radio buttons: 'Paper Assignment' (selected), 'PeerMark Assignment', and 'Revision Assignment'. A 'Next Step' button is located below the radio buttons. The footer contains copyright information and links for 'usage policy', 'privacy pledge', 'helpdesk', and 'research resources'.

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

Business Writing Content > ADD TURNITIN ASSIGNMENT

Messages | English | Feedback | What's New | Help

assignment inbox edit assignment libraries class stats preferences

About this page

To create an assignment, enter an assignment title and choose the start and due dates for the assignment. If you like, you can enter an additional assignment description. By default, papers submitted to this assignment will be checked against all of our databases. If you would like to create a custom search or view other advanced assignment options, click the "more options" button.

New Assignment

general

1 assignment title *

Assignment 1 ✓

2 point value

100 ✓

dates

3 start date *

Apr 1 2011

at 5:00 PM

4 due date *

Apr 30 2011

at 11:59 PM

5 post date *

Apr 30 2011

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 Gradebook.

6 + more options

submit

Copyright © 1998 – 2011 iParadigms, LLC. All rights reserved.

[usage policy](#) [privacy pledge](#) [helpdesk](#) [research resources](#)

NOTE: There is a known issue with the dates. It is better to save the assignment and then 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**.

The screenshot shows the Blackboard interface for adding a Turnitin assignment. The top navigation bar includes the Clemson University logo, user name 'Melissa Lockhart', and links for 'My Places', 'Home', 'Help', and 'Logout'. Below this is a secondary navigation bar with 'MyCLEMson', 'Courses', 'Workgroups', 'Content Collection', 'Employees', 'Clemson Resources', 'Portal Admin', and 'System Admin'. The main content area is titled 'Business Writing' and 'Content > ADD TURNITIN ASSIGNMENT'. The form contains the following elements:

- A 'close options' button at the top left of the form area.
- A text area labeled 'Enter special instructions'.
- A dropdown menu labeled 'Would you like to select a QuickMark set?' with 'no' selected.
- Radio buttons for 'Generate Originality Reports for submissions?' with 'yes' selected.
- A dropdown menu labeled 'Generate Originality Reports for student submissions' with 'immediately first report is final' selected.
- A checkbox labeled 'Exclude bibliographic materials from Similarity Index for all papers in this assignment?'.
- Small text below the checkbox: 'Bibliographic materials can also be included and excluded when viewing the Originality Report. This setting'.

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.

The screenshot shows the 'MODIFY TURNITIN ASSIGNMENT' page in the MyCLEmson system. The page has a purple header with the Clemson University logo and navigation links. Below the header, there are tabs for 'MyCLEmson', 'Courses', 'Workgroups', 'Content Collection', 'Employees', 'Clemson Resources', 'Portal Admin', and 'System Admin'. The main content area is titled 'Business Writing' and 'Content > MODIFY TURNITIN ASSIGNMENT'. It contains five settings, each with a radio button for 'yes' or 'no'. The 'no' option is selected for all settings.

Exclude bibliographic materials from Similarity Index for all papers in this assignment?
Bibliographic materials can also be included and excluded when viewing the Originality Report. This setting cannot be modified after the first paper has been submitted.

yes
 no

Exclude quoted materials from Similarity Index for all papers in this assignment?
Quoted materials can also be included and excluded when viewing the Originality Report. This setting cannot be modified after the first paper has been submitted.

yes
 no

Exclude small matches?

yes
 no

Allow students to see Originality Reports?

yes
 no

Allow submissions after the due date?

yes

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**.

MyCLEmson Courses Workgroups Content Collection Employees Clemson Resources Portal Admin System Admin

Business Writing Content > MODIFY TURNITIN ASSIGNMENT

Reveal grades to students only on post date?

yes

no

Submit papers to:

standard paper repository

Search options:

student paper repository

current and archived internet

periodicals, journals, & publications

submit

23. Select the **Yes** radio button to only **Reveal grades to students only on the post date**.
24. From the **Submit papers to** drop down 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**.

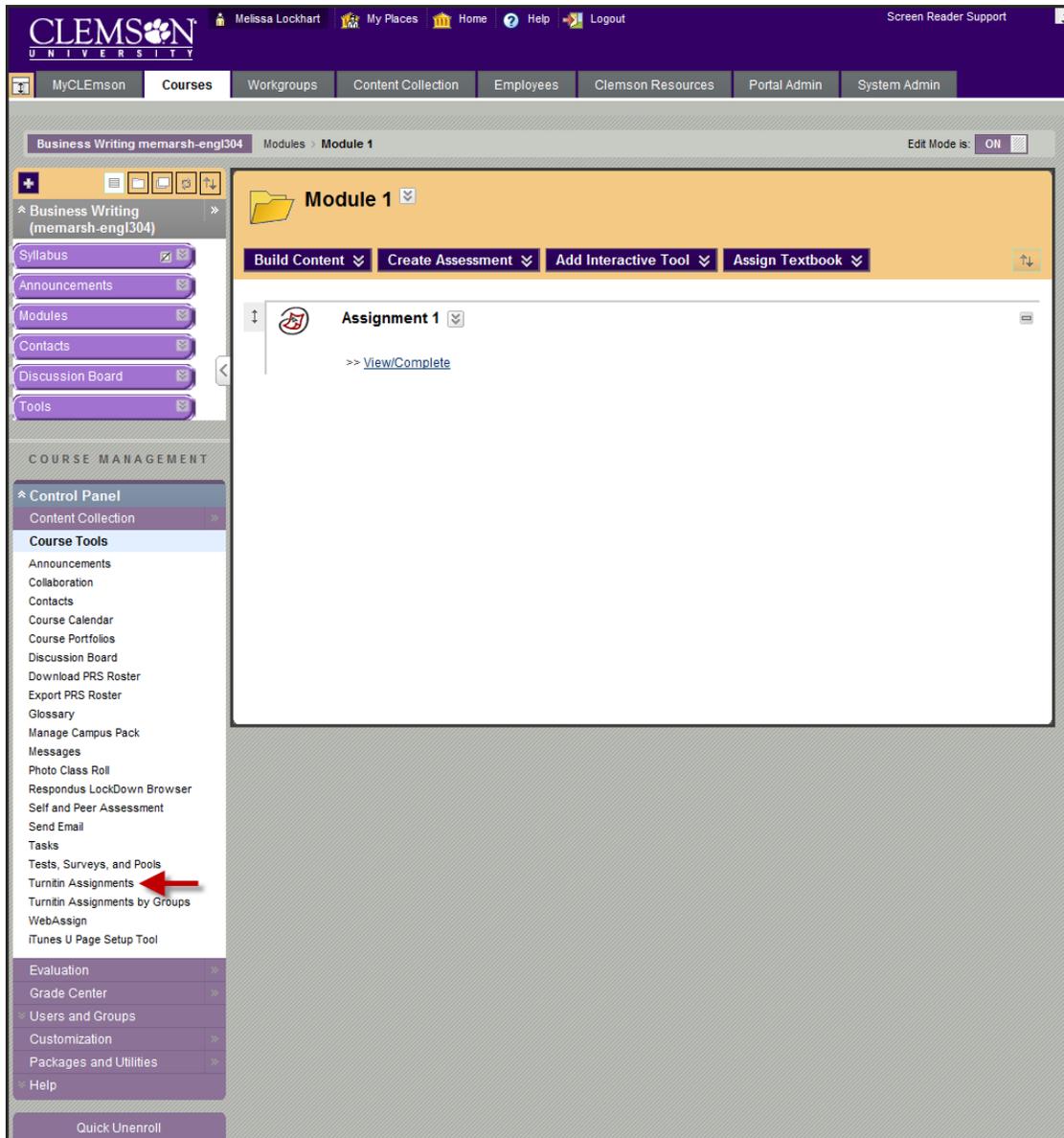
The screenshot displays the Blackboard LMS interface for a course titled "Business Writing memarsh-engl304". The user is logged in as Melissa Lockhart. The interface shows the "Module 1" page, where the "Assignment 1" has been created and is now visible in the list of assignments. The assignment is titled "Assignment 1" and has a "View/Complete" link. The interface includes a navigation menu on the left with options like Syllabus, Announcements, Modules, Contacts, Discussion Board, and Tools. The main content area shows the "Module 1" folder and the "Assignment 1" entry. The top navigation bar includes links for MyCLEmson, Courses, Workgroups, Content Collection, Employees, Clemson Resources, Portal Admin, and System Admin. The bottom of the page shows the "COURSE MANAGEMENT" section with a "Control Panel" and various management options.

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

Syncing your Roster

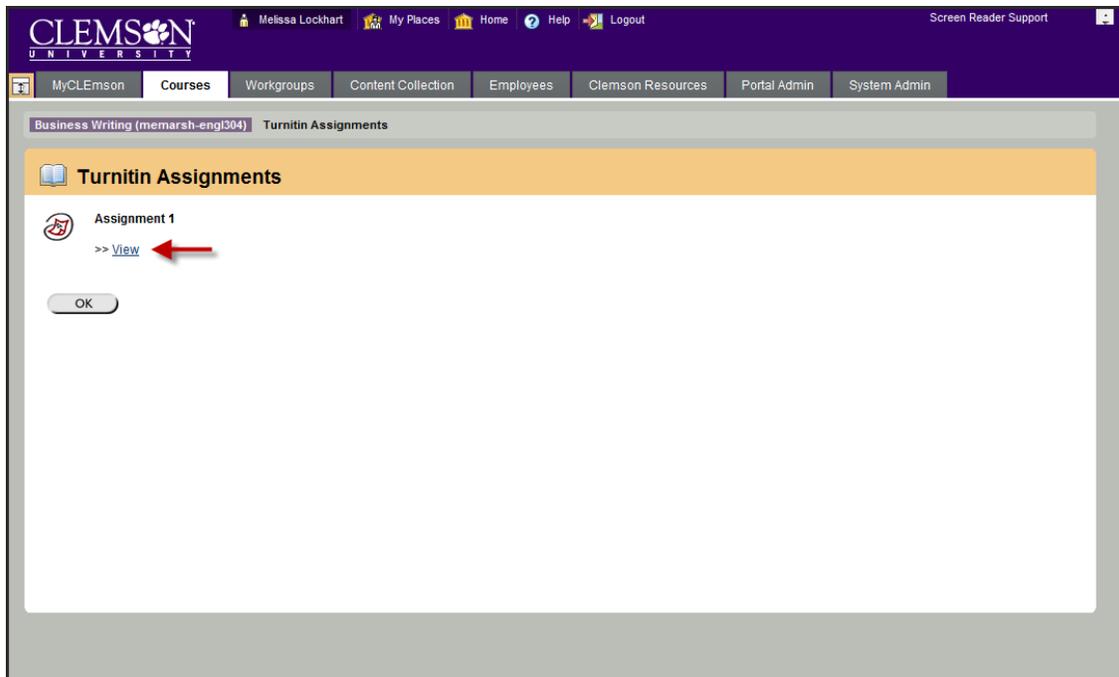
Before your students can submit their assignment, you have to sync your roster. If you do not sync your roster students will not be able to submit their assignment. The sync gives them the permission to access the Turnitin® assignment. To sync your roster:

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

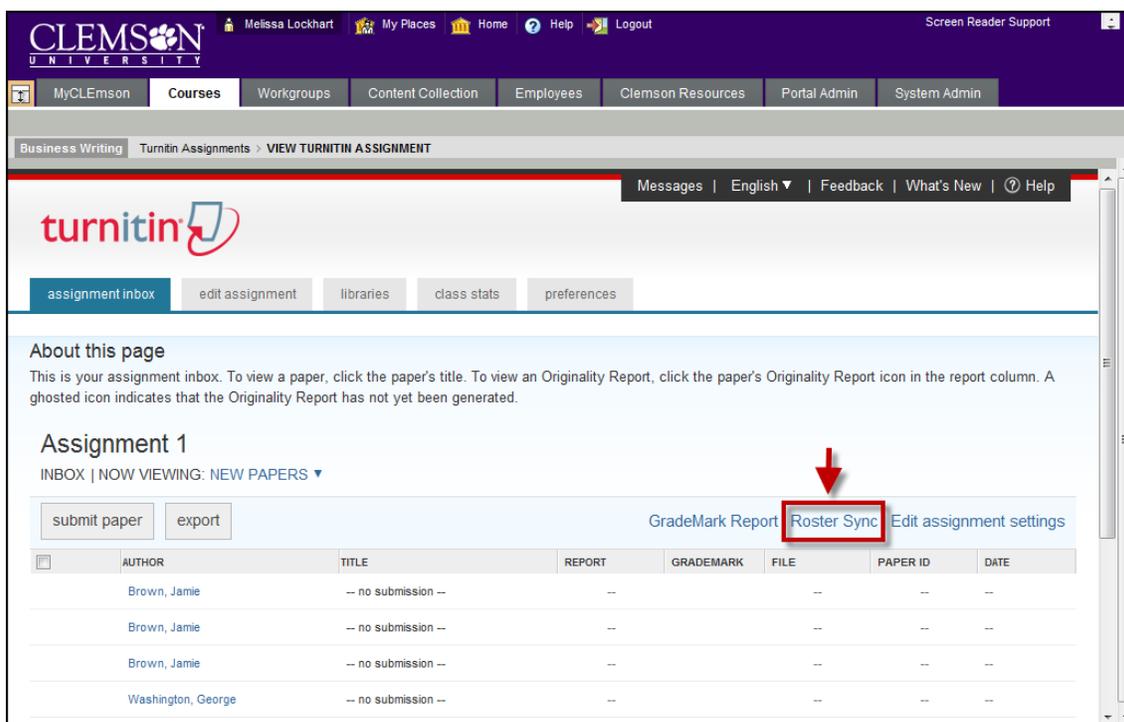


The screenshot displays the Blackboard LMS interface for a course titled "Business Writing (memarsh-engl304)". The left sidebar contains a "Control Panel" with a "Course Tools" section. Within this section, the "Turnitin Assignments" link is highlighted with a red arrow. The main content area shows "Module 1" with a list of tools: "Build Content", "Create Assessment", "Add Interactive Tool", and "Assign Textbook". Below these tools, there is an "Assignment 1" entry with a "View/Complete" link.

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



4. Click **Roster Sync**.



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.

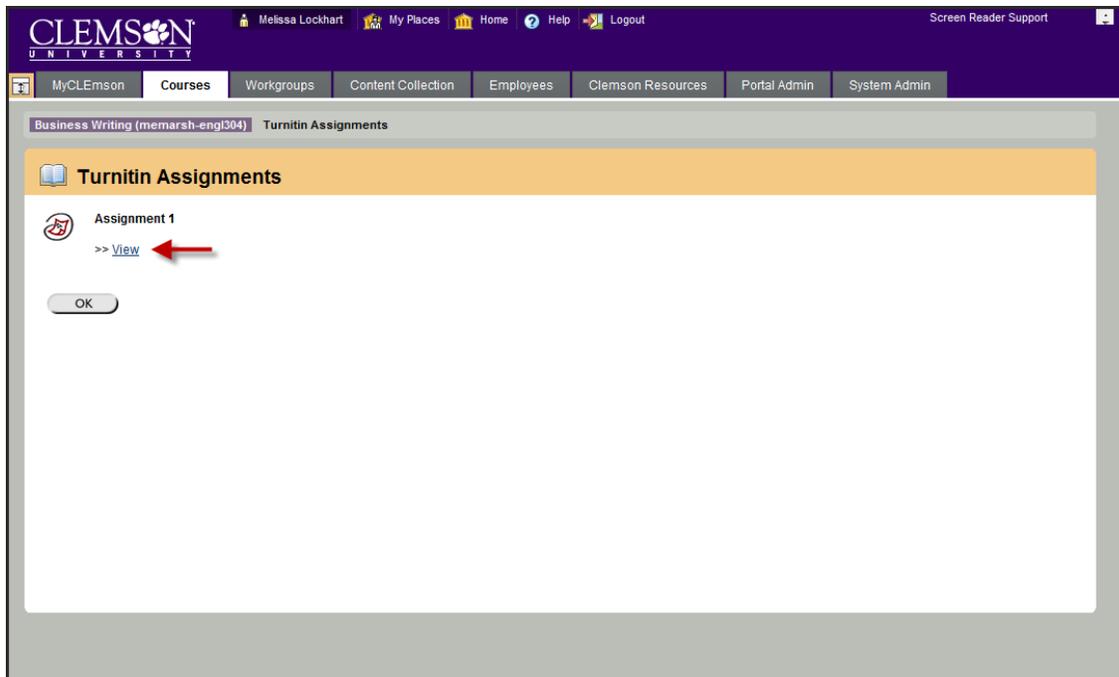
Running Student Assignments through Turnitin®

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.

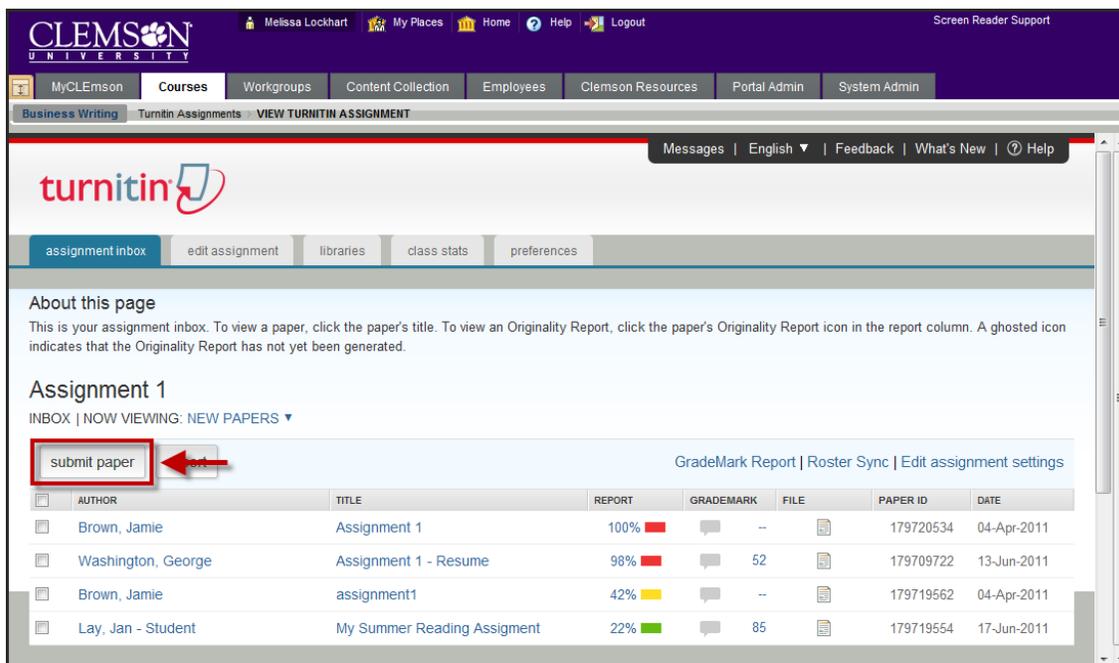
1. Click the action link to expand the **Course Tools** section of the **Control Panel**.
2. Then click the **Turnitin Assignments** link.

The screenshot shows the Blackboard course interface for 'Business Writing (memarsh-engl304)'. The 'Control Panel' is expanded to show 'Course Tools'. The 'Turnitin Assignments' link is highlighted with a red arrow. The main content area shows 'Module 1' with an 'Assignment 1' link under the 'View/Complete' action.

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



4. The Turnitin Assignment Inbox is displayed.



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

Individually as a File Upload

submit paper: by file upload (step 1 of 2)

choose a paper item submission method:
 1

author
 2

first name *
 3

last name *
 4

submission title *
 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://staff.clemson.edu/handbook/2003/docs/h.pdf> and refer to the course syllabus for further information.

If your file exceeds 20 MB, read suggestions to meet requirements

browse for the file to upload *
 Browse... 6

7 [cancel](#) [go back](#)

Copyright © 1998 – 2011 iParadigms, LLC. All rights reserved.
[usage policy](#) [privacy pledge](#) [helpdesk](#) [research resources](#)

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**.

CLEMSON UNIVERSITY Melissa Lockhart My Places Home Help Logout Screen Reader Support

MyCLEmson Courses Workgroups Content Collection Employees Clemson Resources Portal Admin System Admin

Business Writing Content > SUBMIT TURNITIN ASSIGNMENT

Messages | English | Feedback | What's New | Help

turnitin

About this page
 Please review the text of the document and confirm that this is the text you want to submit. Note: Formatting has been removed from the text of this preview. Formatting will be included when the submission is finalized.
 To submit this document click on the submit button. If this is not the document you want to submit, click on the return to upload page link.
 Extremely large files may take longer to be accepted by the system.
 Your submission is not complete until you receive a digital receipt.

submit paper: Step 2 of 2

Author George Washington
 Title Assignment 1

Preview Paper

I am certainly not complaining. Jeff and I loved feeling the healthy lives of our hosts pressed so close to our own. It felt like shelter. The experience was not unlike living a five-month-long slumber party. My point is that for more than half a year, in the manic activity of caring for Jeff, I had not once run into myself by myself to stop and ask, So how are you?
 I got my chance when a friend of a friend invited me to housesit her nine-room Victorian for a month while she was on vacation. The day I was scheduled to move Jeff and myself into her house, Jeff developed a fever and had to go to the hospital. We waited five hours in the emergency room, until he was transferred to the familiar oncology ward, and there, nurses

[return to upload page](#)

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

The screenshot shows the Turnitin submission interface within the Clemson University MyCLEmson system. The user is logged in as Melissa Lockhart. The page title is "SUBMIT TURNITIN ASSIGNMENT" under the "Business Writing" course. The Turnitin logo is prominent, and navigation tabs include "assignment inbox", "edit assignment", "libraries", "class stats", and "preferences".

About this page
 To submit papers in bulk, click the "browse" button to locate a paper on your computer and enter an optional paper title. Select an enrolled student using the student pulldown to associate the submission with a student and click the attach button to add the paper to your batch. Repeat these two steps for each paper you would like to submit. When you have finished adding papers to your batch, click submit to upload them all at once.

submit paper: by multiple file upload

choose a paper submission method:

upload multiple papers

Requirements for uploading a file for multiple file upload:

- Each file must be less than 20 MB
- File Types allowed: MS Word, WordPerfect, PostScript, PDF, HTML, RTF and plain text.

If your file exceeds 20 MB, [read suggestions](#) to meet requirements

File Submission Preview (editing fields is not required)

submit file	accepted?	student	last name	first name	title
<input checked="" type="checkbox"/> SummerReflectiveEssay2.doc	Yes	Washington, George (train)	Washington	George	Assignment 1

Copyright © 1998 – 2011 iParadigms, LLC. All rights reserved.
[usage policy](#) [privacy pledge](#) [helpdesk](#) [research resources](#)

1. Select **multiple file upload** from the **paper submission method** drop down menu.
2. Then click **Browse**. Select the first paper to upload.
3. Select the **Student** who is the author of the paper. The system automatically fills in the First Name and Last Name of the author if it is a registered student.
4. Enter a **Title**.
5. Click **Browse** to search for additional papers from other students to submit.
6. Continue the same process until all papers have been submitted.
7. Then click **Upload All**.
8. Confirm that the files are uploaded are the files to submit to Turnitin. To change files click the **Go Back** link.
9. If the files selected are correct click **Submit**.

In a Zip File

The screenshot shows the Turnitin submission interface for 'submit paper: by zip file (step 1 of 3)'. The interface is divided into several sections:

- Navigation:** Includes the Clemson University logo, user name 'Melissa Lockhart', and various navigation links like 'MyCLemson', 'Courses', 'Workgroups', 'Content Collection', 'Employees', 'Clemson Resources', 'Portal Admin', and 'System Admin'. There is also a 'Screen Reader Support' link.
- Submission Method Selection:** A dropdown menu is set to 'zip file upload', marked with a red box and a circled '1'.
- Requirements for zip file upload:** A yellow box contains the following requirements:
 - Can contain a **max of 1000 papers** ([more info](#))
 - Must be less than 200 MB
 - File types allowed in a zip file: MS Word, WordPerfect, PostScript, PDF, HTML, RTF, and plain textA note below states: 'If your zip file does not meet the requirements, [read some of our suggestions](#).'
- File Selection:** A section titled 'browse for the file to upload:' shows a text input field with the path 'C:\Users\WEMARSH\Desktop\Assignment_1.zip' and a 'Browse...' button, marked with a red box and a circled '2'.
- Upload:** An 'upload' button is located at the bottom, marked with a red box and a circled '3'.

1. Select Submit Papers by **Zip File Upload**.
2. Then click **Browse** and select the Zip file.
3. Click **Upload**.

submit paper: by zip file (step 2 of 3)

Summary

total files 3

rejected files: 0

File Submission Preview (editing fields is not required)

submit file	accepted?	student	last name	first name	title
<input checked="" type="checkbox"/> Jan_Lay_Assignment1.docx	yes	Lay, Jan - Student (Jay)	Lay	Jan - Student	assignment
<input type="checkbox"/> George_Washington_Assignment1...	yes	non-enrolled student			
<input checked="" type="checkbox"/> Jamie_Brown_Assignment1.docx	yes	Brown, Jamie (enterprise)	Brown	Jamie	assignment

[return to upload page](#)

4. A list of the documents in the zip file is displayed.
5. Select the **student** that the assignment belongs to from the available drop down menu. Their **first name** and **last name** will automatically be populated.
6. Enter a **title** for their assignment.
7. Enable the **Submit checkbox** for each assignment.
8. Click **Submit**.

The screenshot shows the Turnitin submission interface. At the top, there is a navigation bar with the Clemson University logo and user information (Melissa Lockhart). Below this is a menu with options like MyCLEmson, Courses, Workgroups, Content Collection, Employees, Clemson Resources, Portal Admin, and System Admin. The main content area is titled "Business Writing" and "SUBMIT TURNITIN ASSIGNMENT". The Turnitin logo is prominently displayed. Below the logo, there are tabs for "assignment inbox", "edit assignment", "libraries", "class stats", and "preferences". The main content area is titled "submit paper: by zip file (step 3 of 3)". It contains a confirmation message: "Please confirm that these are the files you want to submit." Below this, there are two sections: "rejected file(s)" and "accepted file(s)". The "rejected file(s)" section shows a table with one row: "George_Washington_Assignment1...." with the message "This file was not included." The "accepted file(s)" section shows a table with two rows: "Jan_Lay_Assignment1.docx" and "Jamie_Brown_Assignment1.docx". At the bottom, there is a yellow warning box: "All changes are final. Upon selecting 'submit', the paper will be submitted and changes can only be made to your document in the assignment inbox." Below the warning box, there are two buttons: "submit" and "go back".

submit paper: by zip file (step 3 of 3)

Please confirm that these are the files you want to submit.

rejected file(s)

rejected file(s)	message:
George_Washington_Assignment1....	This file was not included.

accepted file(s)

accepted file(s)	author	email/user profile	title
Jan_Lay_Assignment1.docx	Lay, Jan - Student	_79763_1_39519s@tiibb.com	assignment 1
Jamie_Brown_Assignment1.docx	Brown, Jamie	_60_1_39519s@tiibb.com	assignment 1

All changes are final. Upon selecting "submit", the paper will be submitted and changes can only be made to your document in the assignment inbox.

[go back](#)

9. The system will ask you to confirm that these are the files you want to submit. Click the **go back** link to change the submissions.
10. Click **Submit** to accept the selected submissions.
11. Then click **OK**.

By Cutting & Pasting

The screenshot shows the Turnitin submission interface. At the top, there is a navigation bar with the Clemson University logo and user information (Melissa Lockhart). Below this is a menu with options like 'MyCLEmson', 'Courses', 'Workgroups', etc. The main content area is titled 'Business Writing' and 'SUBMIT TURNITIN ASSIGNMENT'. It features the Turnitin logo and a navigation bar with 'assignment inbox', 'edit assignment', 'libraries', 'class stats', and 'preferences'. The main form is titled 'submit paper: by cut & paste' and includes the following fields:

- submit paper by:** A dropdown menu with 'cut & paste upload' selected.
- author:** A dropdown menu with 'Brown, Jamie (nx03_challenger)' selected.
- first name:** A text input field containing 'Jamie'.
- last name:** A text input field containing 'Brown'.
- submission title:** A text input field containing 'Assignment 1'.
- cut and paste your paper:** A large text area containing the text: 'The Great Heron Feeds I was alone for the first time since my fiancé Jeff had been diagnosed with leukemia, exactly seven months ago. I'd often had minutes alone—in the hospital only a day ago, for example, I cried alone by a pay phone, because there was not always someone I could cry to, especially when my closest love was the one I was crying about. Jeff had been discussing with his doctor a life-threatening, experimental procedure called a bone marrow transplant, which was soon to be done on him, and I had excused myself to go the bathroom, but I didn't make it all the'.
- upload:** A button at the bottom of the form.

At the bottom of the page, there is a footer with copyright information: 'Copyright © 1998 – 2011 iParadigms, LLC. All rights reserved.' and links for 'usage policy', 'privacy pledge', 'helpdesk', and 'research resources'.

1. Select **Cut & Paste** from the **Submit Paper by** drop down menu.
2. Select the **Author** of the paper. The system automatically populates the authors **First** and **Last Name**.
3. Enter a **Submission Title**.
4. Cut and paste the text into the field provided.
5. Click **Upload**.

6. Click **OK**.

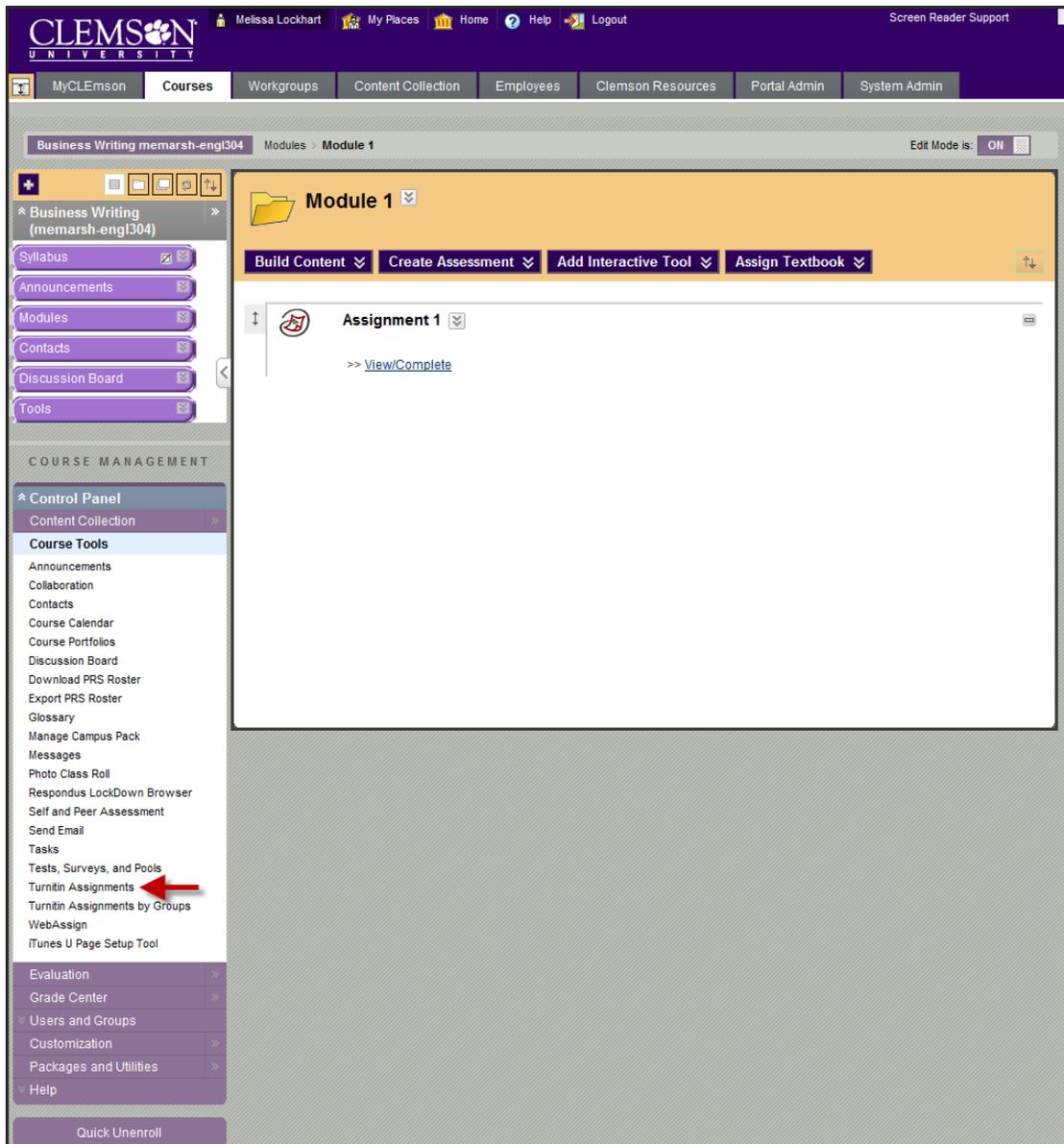
Downloading Student Assignments

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

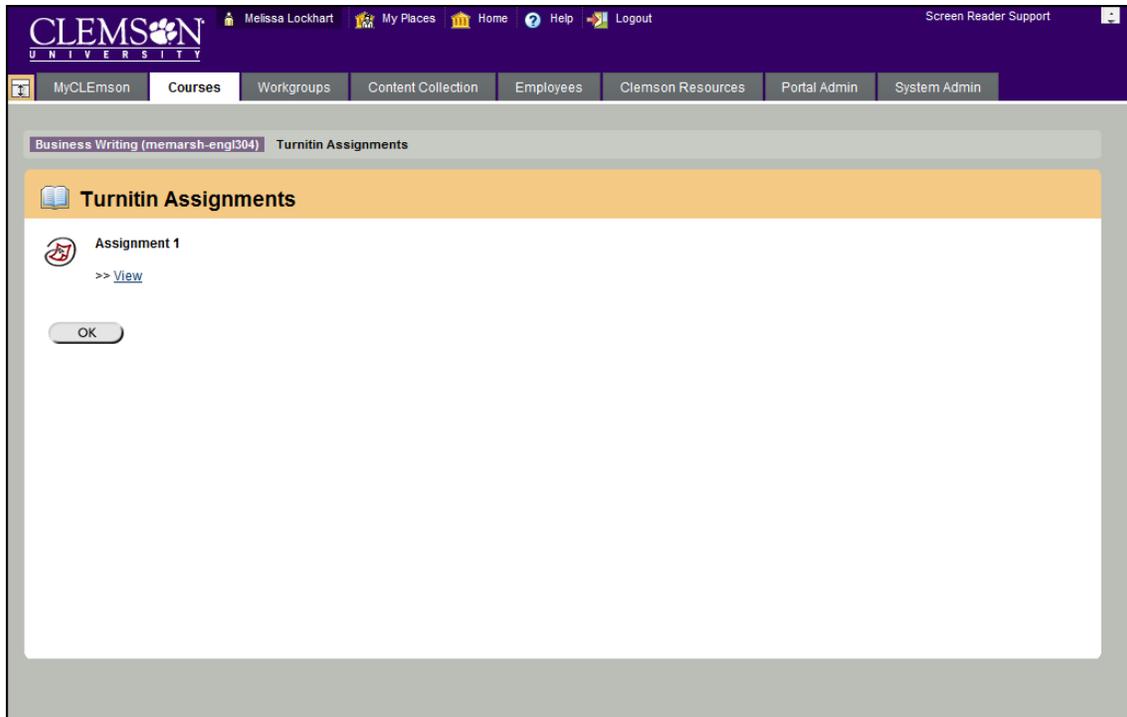
The screenshot shows the Blackboard interface for a user named Melissa Lockhart. The 'Courses' tab is selected in the top navigation bar. The main content area is divided into several sections:

- Notices:** Contains two notices. The first is a note to instructors about setting up courses. The second is a note to students about enrollment. A link to 'TigerWeb' is provided.
- Course List:** Titled 'Courses you are teaching:', it lists one course: 'Business Writing'. A red arrow points to this link.
- Student Assessment of Instructors:** Contains two buttons: 'Student Assessment of Instructors' (Faculty Access) and 'Student Assessment of Instructors' (Student Access).
- Course Setup and Deletion:** Contains a link to 'Course Central (Course Setup Tool)' and a section for 'Course Deletions'.

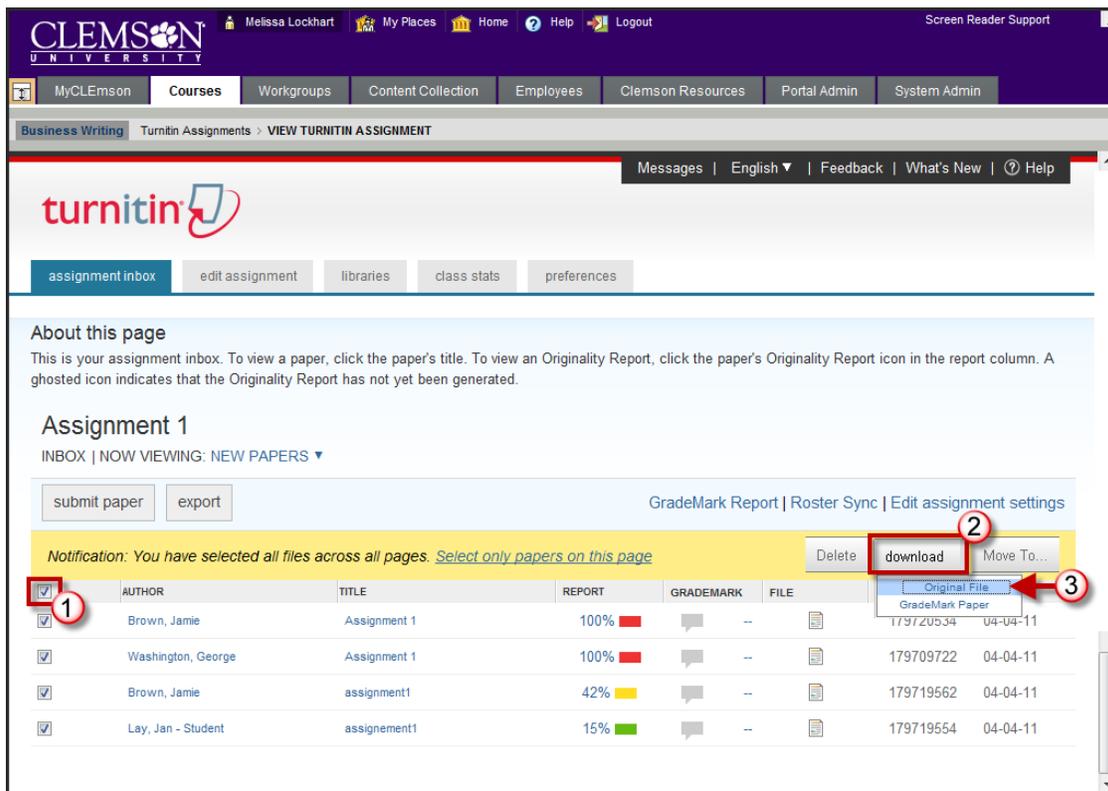
3. Click the course link. The system navigates you to the course home page.
4. Click the action link to expand the **Course Tools** section of the **Control Panel**.



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



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

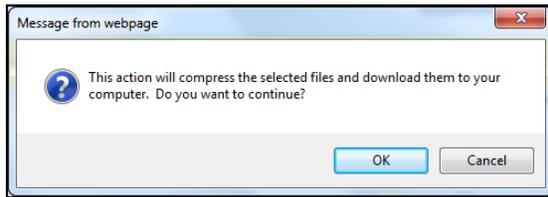


7. Select the checkbox for the student assignments to download.

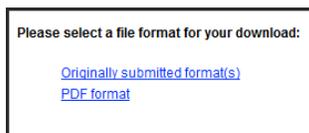
8. Then click **download**.

9. Select **Original File**.

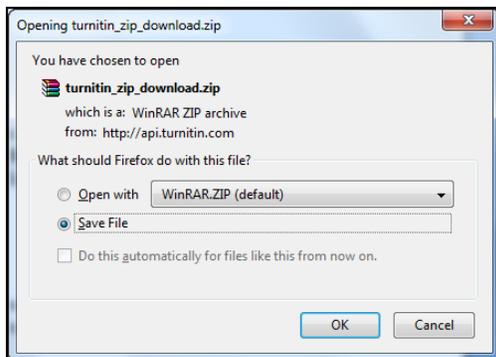
10. The system will display a message stating that this action will compress the selected files and download them to your computer. Click **OK**.



11. The system will display a pop-up window with two links. To download the students assignments in the original file format, click the **Originally submitted format(s)** link. To download the students assignments in PDF file format, click the **PDF Format** link.



12. A message is displayed that says “Preparing for Download.”
13. Then another message is displayed that says “Your Download is ready. Please click here to begin download.” Click the **here** link to begin downloading.
14. A message is displayed requesting to save or open the zip file.

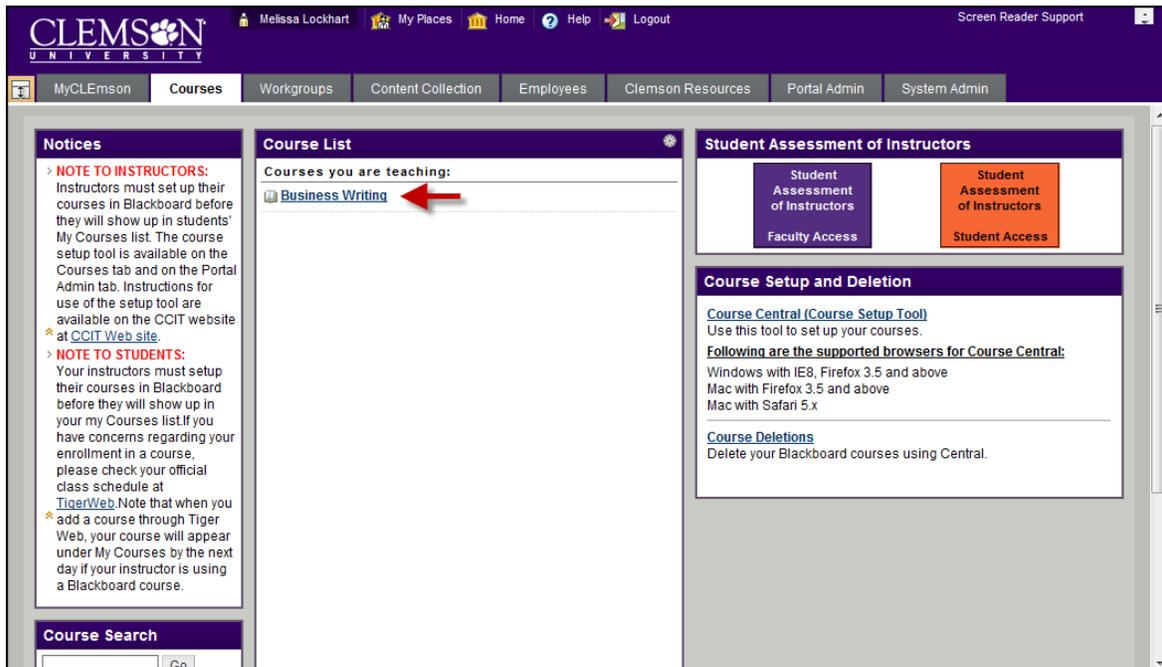


15. Click **Save File** to save the zip file to your computer.
16. The file is downloaded to your computer. Extract the contents of the zip file to begin reviewing.

NOTE: If you are using Internet Explorer, click the yellow bar at the top and select Download File.

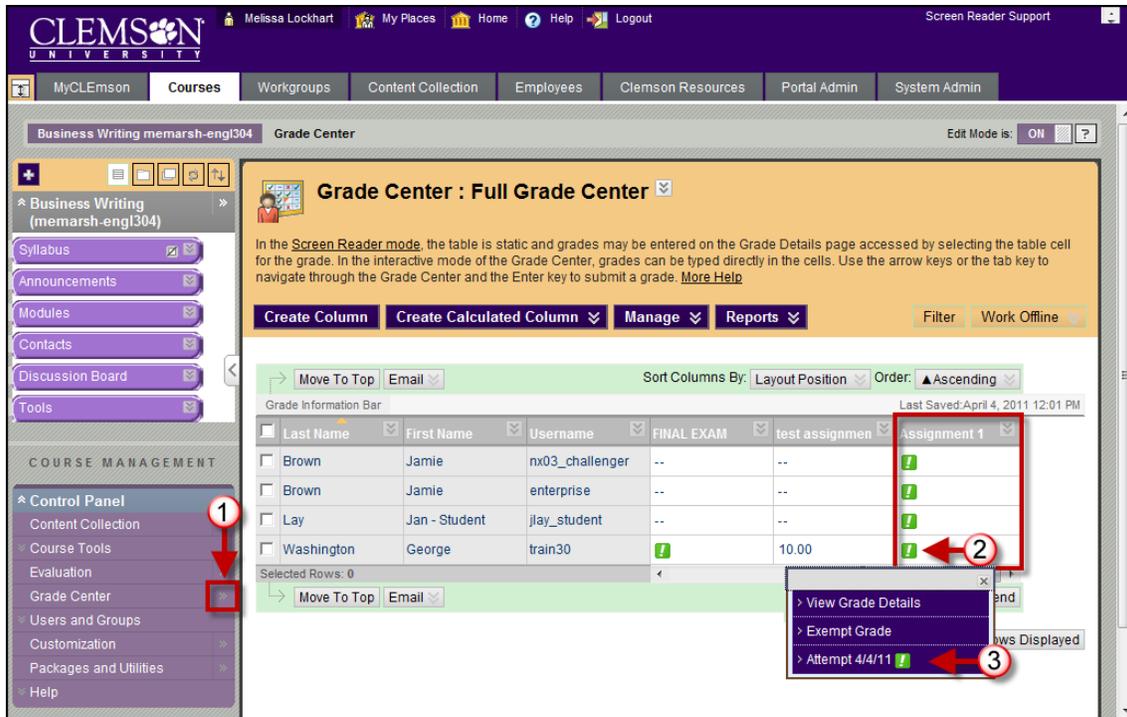
Grading Turnitin® Assignments through the Blackboard Gradebook

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

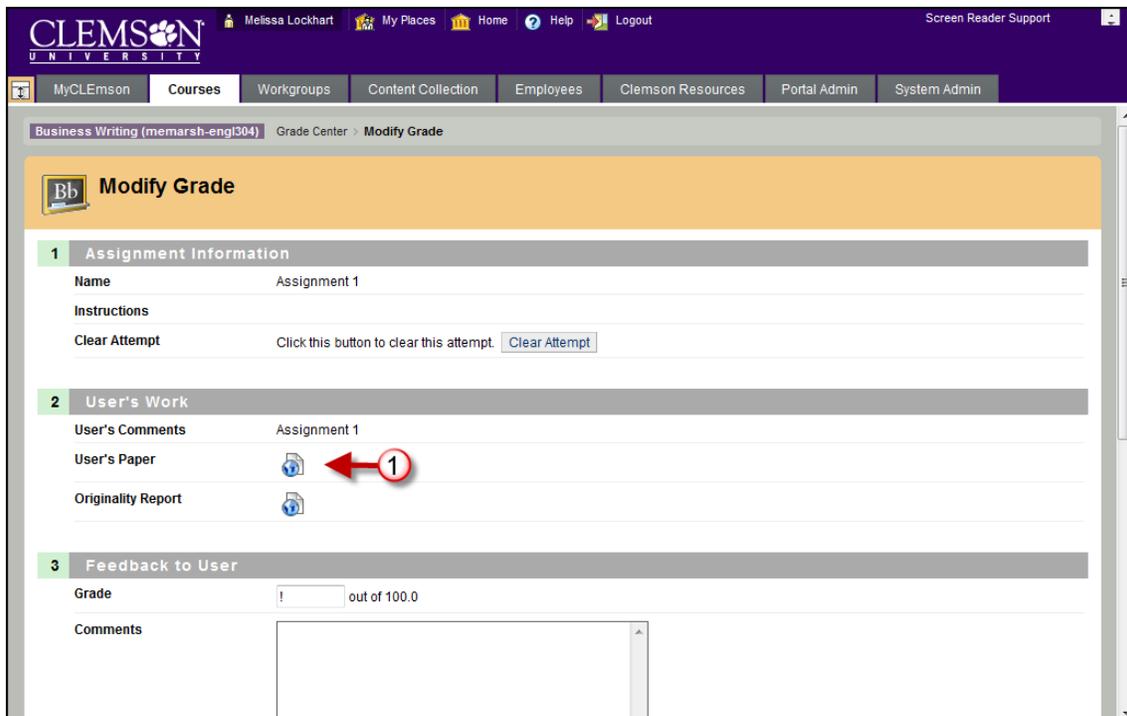


The screenshot shows the Blackboard interface for a user named Melissa Lockhart. The 'Courses' tab is selected in the top navigation bar. The main content area is divided into three columns. The left column contains 'Notices' with instructions for instructors and students, and a 'Course Search' box. The middle column, titled 'Course List', shows 'Courses you are teaching:' with a link for 'Business Writing' highlighted by a red arrow. The right column contains 'Student Assessment of Instructors' with two buttons: 'Faculty Access' (purple) and 'Student Access' (orange). Below this is the 'Course Setup and Deletion' section, which includes a link for 'Course Central (Course Setup Tool)' and 'Course Deletions'.

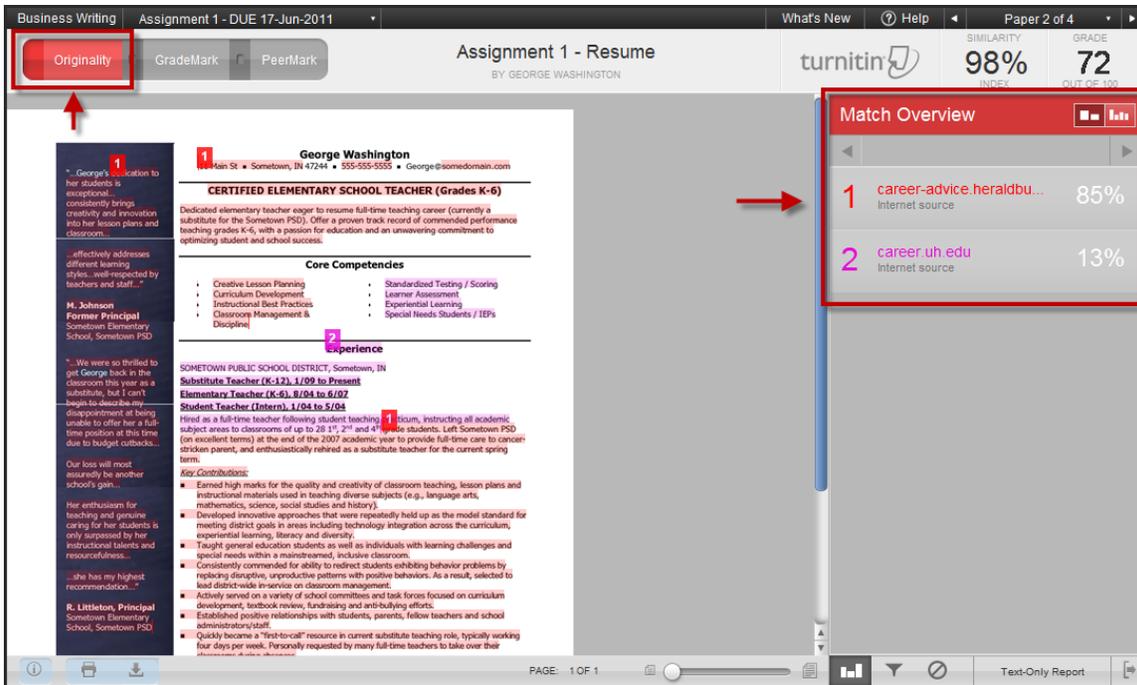
3. Click the course link. The system navigates you to the course home page.
4. Click the action link for the **Grade Center**.



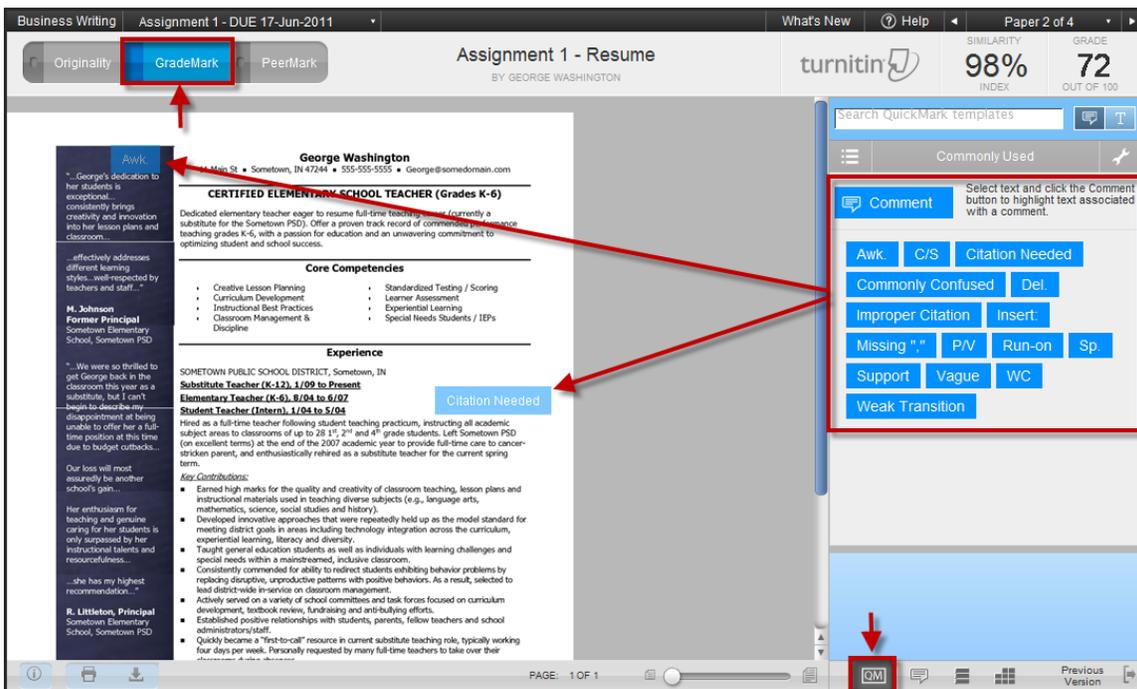
5. Then find the column for the Turnitin Assignment in the Grade Center.
6. Hover over the green exclamation mark  in the grade center for the selected student. Then click the Action link.
7. The Modify Grade page is displayed.



8. In section 2, **User's Work**, click the icon next to **User's Paper** to view, comment and grade the student's paper.



9. Click the **Originality** button at the top of the window to view the Originality Report.



10. Click the **GradeMark** button at the top of the window to insert comments and feedback using QuickMarks for the student.

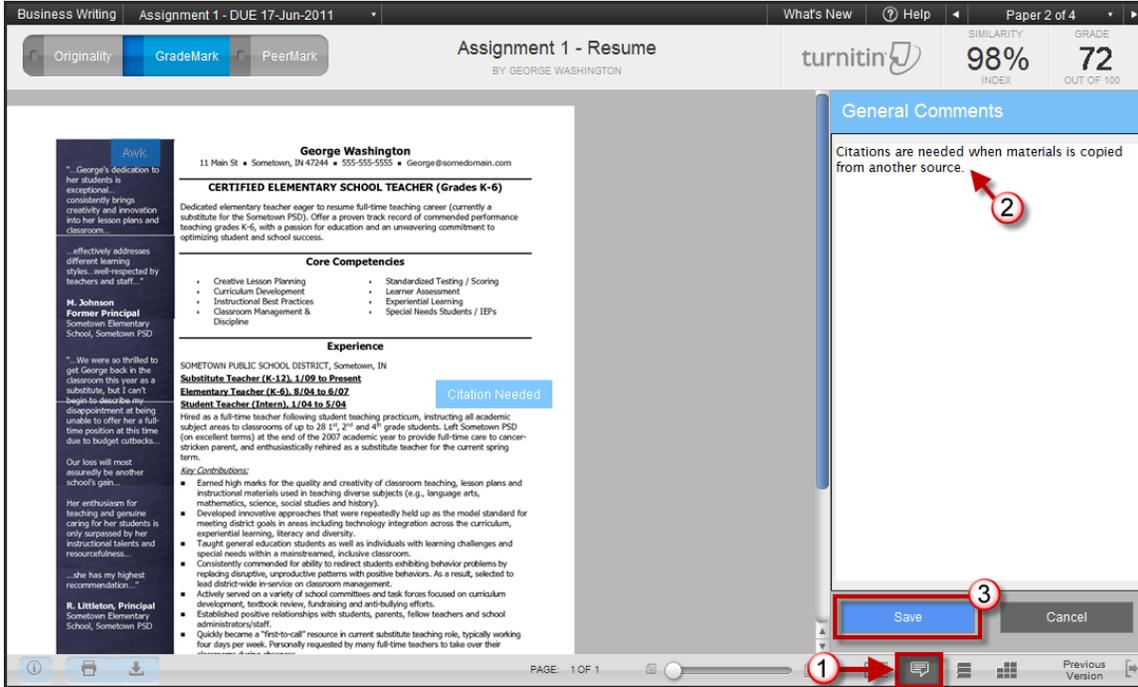
11. Click the QuickMarks button in the bottom right corner.

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.

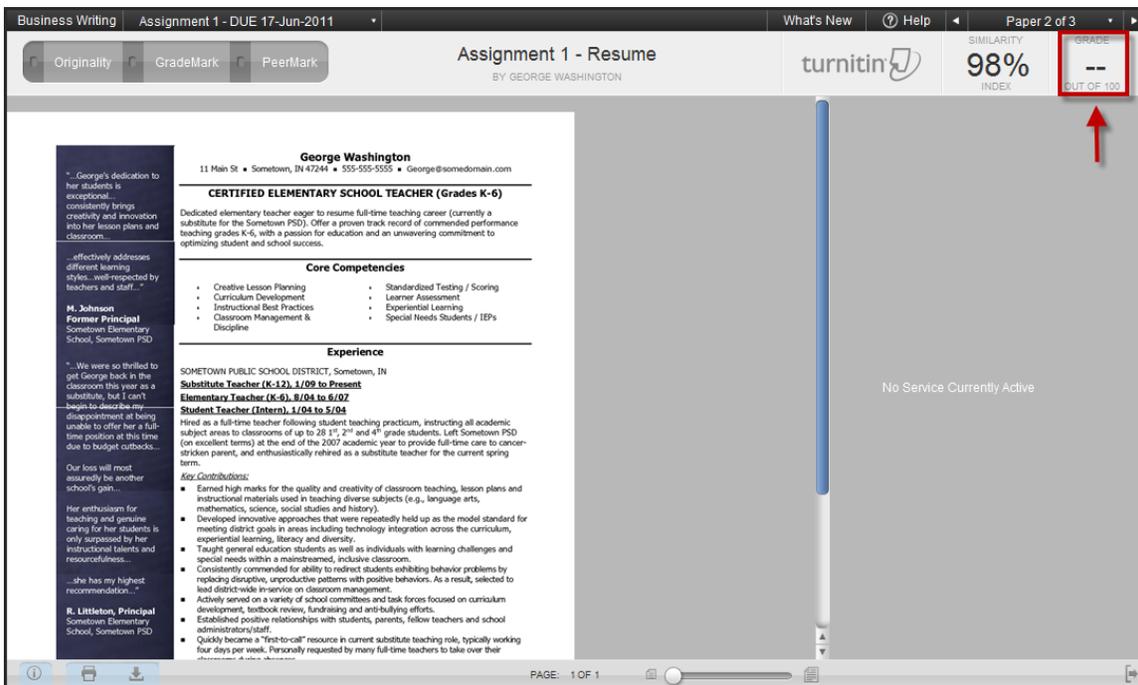


14. A pop-up window will appear. Enter feedback to provide for your student. Then click **Save**.



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**.



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.

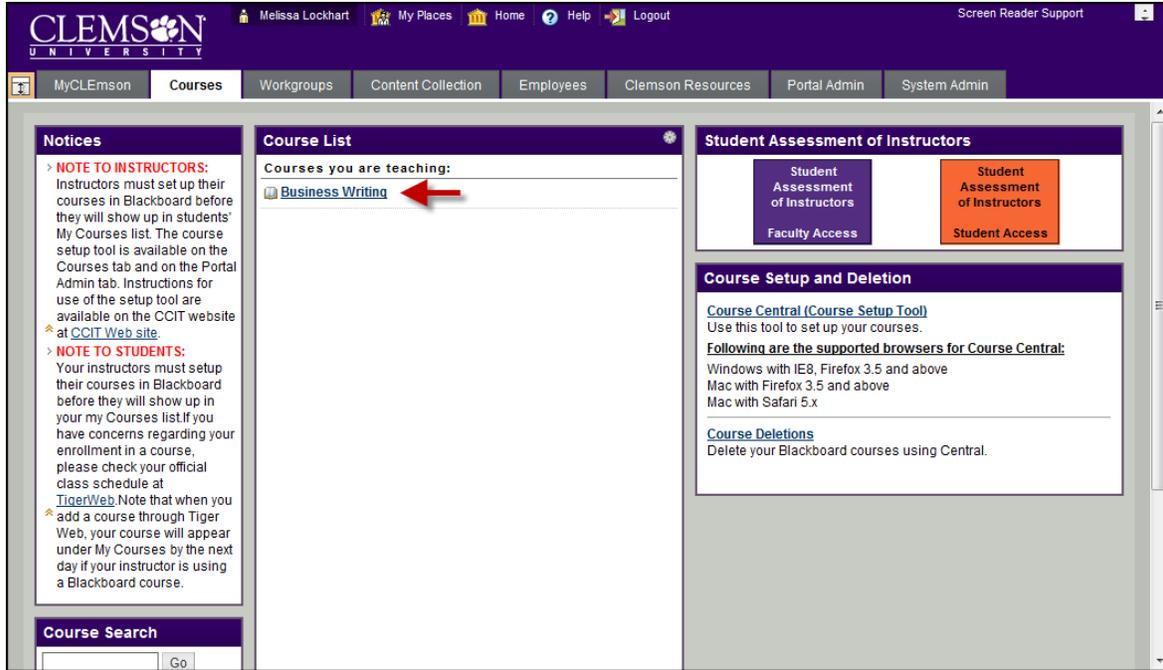
The screenshot shows the Blackboard 'Modify Grade' interface. The top navigation bar includes the Clemson University logo, user name 'Melissa Lockhart', and various utility links like 'My Places', 'Home', 'Help', and 'Logout'. Below the navigation bar, there are tabs for 'MyCLEmson', 'Courses', 'Workgroups', 'Content Collection', 'Employees', 'Clemson Resources', 'Portal Admin', and 'System Admin'. The main content area is titled 'Business Writing (memarsh-eng1304) Grade Center > Modify Grade'. It features a 'Modify Grade' header with the Blackboard logo. The interface is organized into three numbered sections: 1. Assignment Information, 2. User's Work, and 3. Feedback to User. Section 1 includes fields for 'Name' (Assignment 1), 'Instructions', and 'Clear Attempt' (with a 'Clear Attempt' button). Section 2 includes 'User's Comments' (Assignment 1 - Resume), 'User's Paper' (with a download icon), and 'Originality Report' (with a download icon). Section 3 includes a 'Grade' field containing '52 out of 100.0' and a 'Comments' field. A red box highlights the '52' in the grade field, with a red arrow labeled '1' pointing to it. Another red arrow labeled '2' points to the 'Comments' field.

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**.

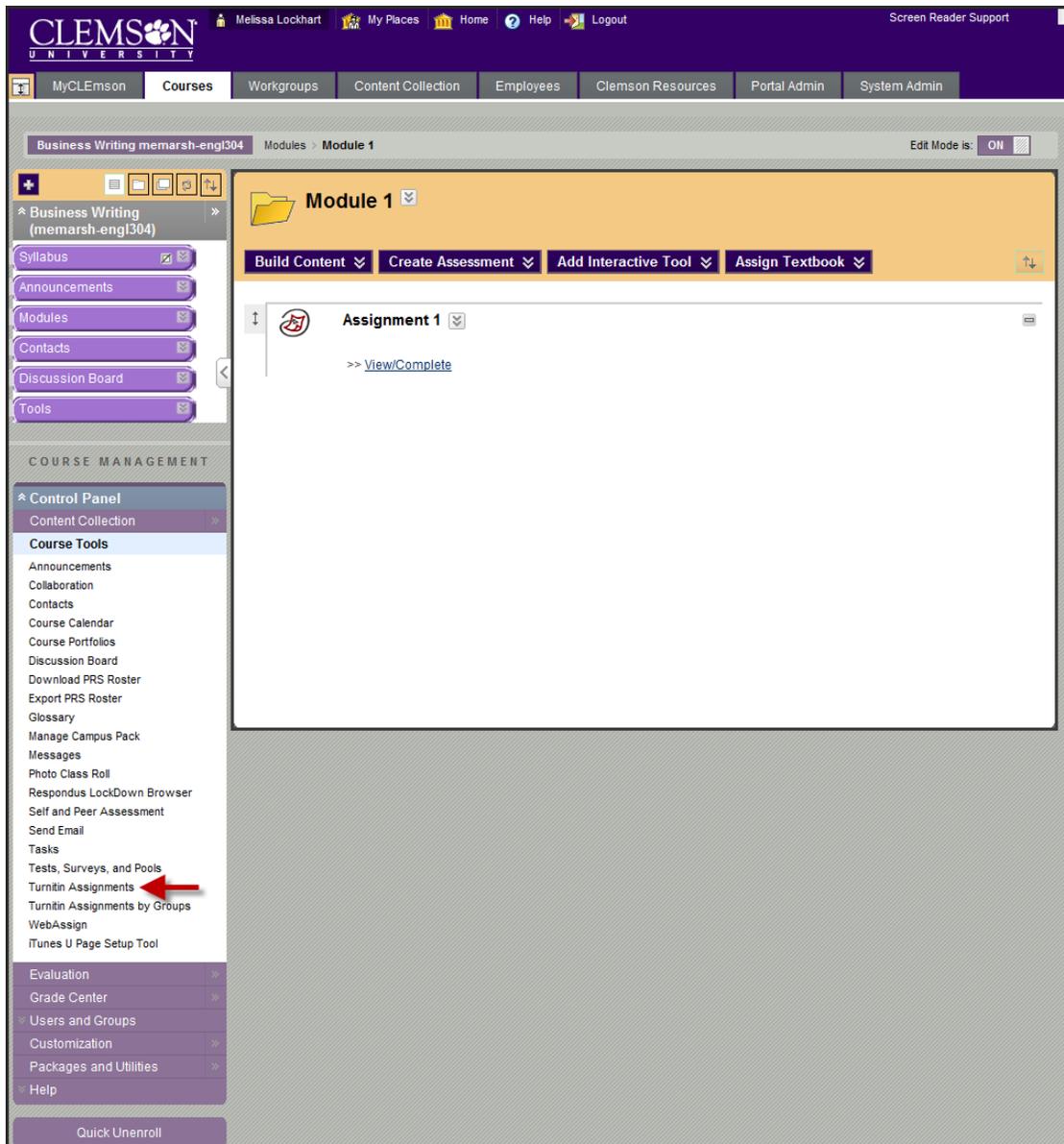
Viewing the Originality Report through the Turnitin® Tool

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

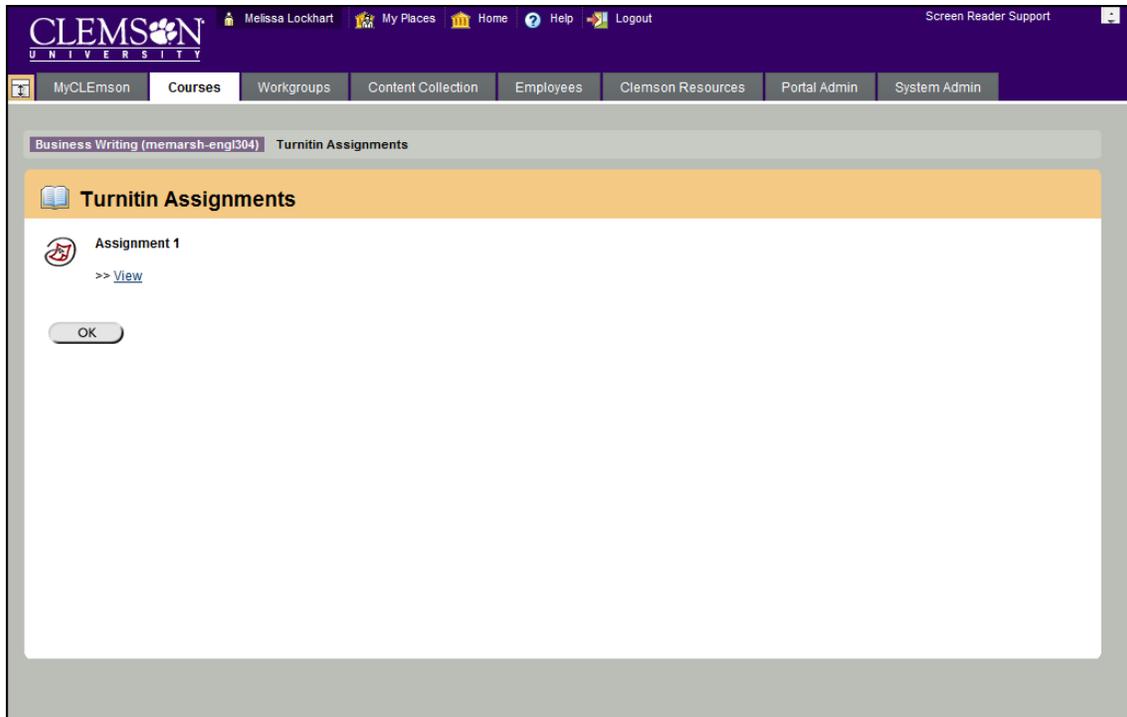


The screenshot shows the Blackboard interface for a user named Melissa Lockhart. The 'Courses' tab is selected, displaying a 'Course List' section with a link for 'Business Writing' highlighted by a red arrow. The 'Notices' section contains two notices: one for instructors and one for students. The 'Student Assessment of Instructors' section has two buttons: 'Faculty Access' and 'Student Access'. The 'Course Setup and Deletion' section includes links for 'Course Central (Course Setup Tool)' and 'Course Deletions'.

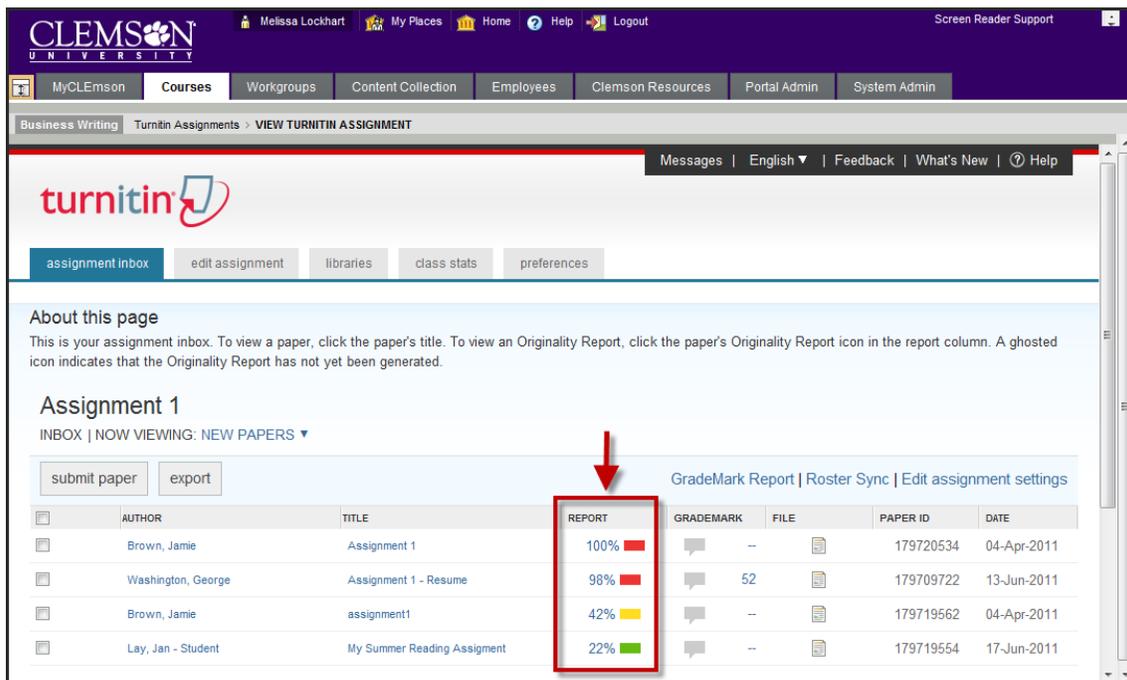
3. Click the course link. The system navigates you to the course home page.
4. Click the action link to expand the **Course Tools** section of the **Control Panel**.



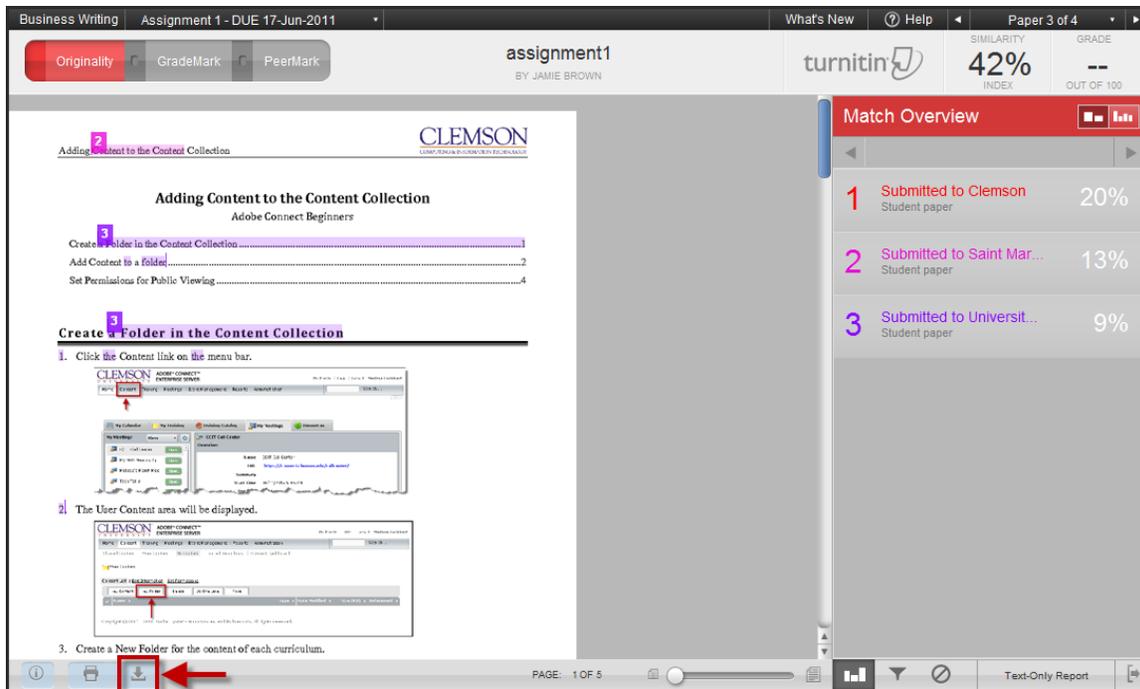
5. Then click the **Turnitin Assignments** link.



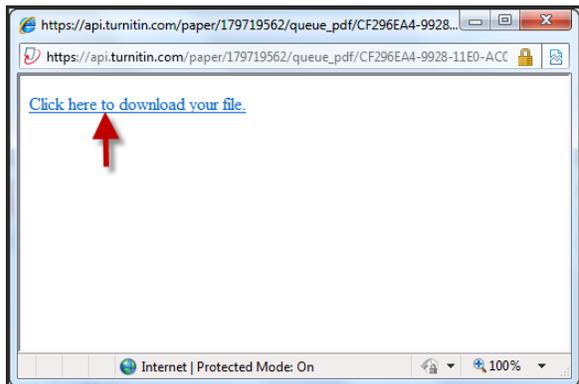
6. Click the **View** link under the Assignment for which you want to view submissions.



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



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



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