

Creating a Turnitin Assignment: Quick Guide

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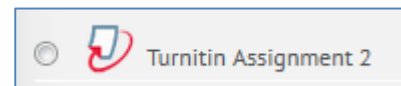
Turnitin assignments are added to your Moodle site home page, each assignment should have a separate Turnitin Submission.

To add a Turnitin assignment follow the steps below:

1. Navigate to the site (module/course) that needs to have a Turnitin assignment submission activity added

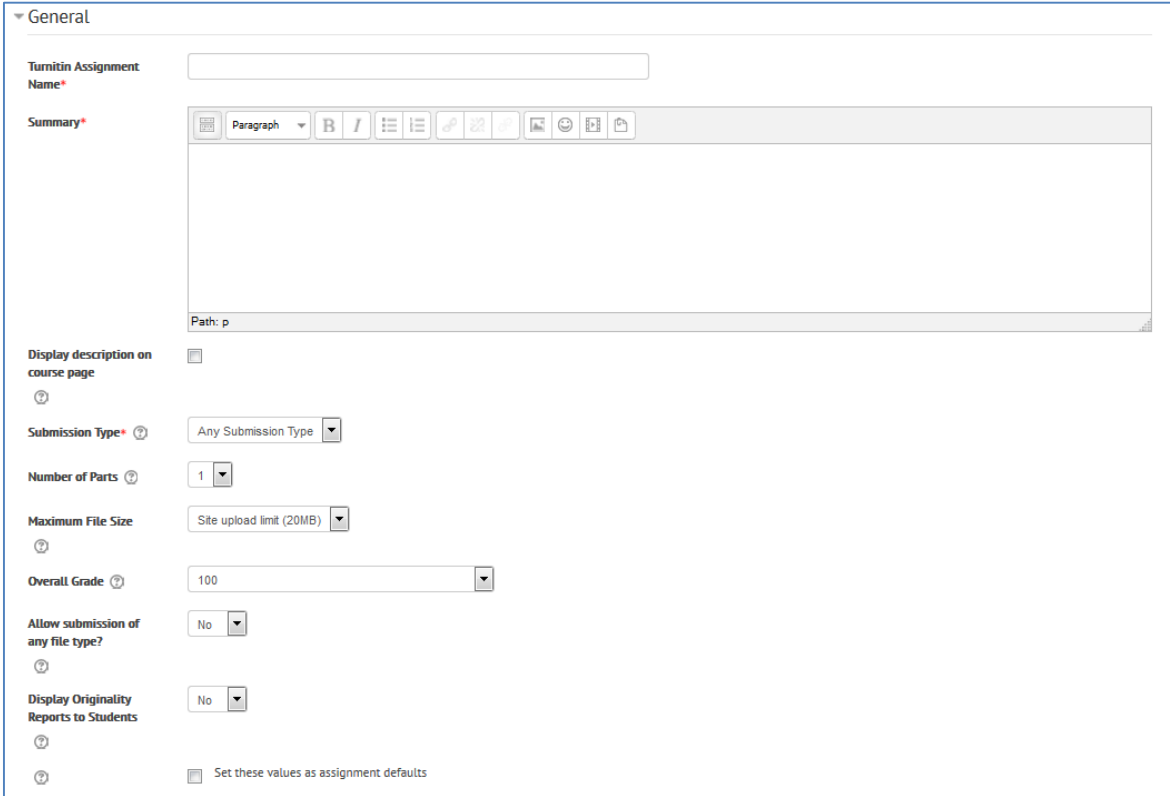
2. Turn Editing on

3. Ideally you should have a consistently labelled section throughout all of your programmes/modules to enable students to easily navigate to the area where they are expected to submit assignments to Turnitin. Select **Turnitin Assignment 2** from the **Add an activity or resource** menu in the topic area where you wish to add the Turnitin Assignment.



Note: Be careful to select the "Turnitin Assignment 2" activity rather than the Moodle "Assignment" option which does not check plagiarism

4. Adding a new Turnitin Assignment Page



The screenshot shows the 'General' settings for a Turnitin Assignment in Moodle. The 'Turnitin Assignment Name' field is empty. The 'Summary' field is a rich text editor with a toolbar showing 'Paragraph', bold, italic, bulleted list, numbered list, link, unlink, image, and other icons. Below the summary is a 'Path' field with the value 'p'. The 'Display description on course page' checkbox is unchecked. The 'Submission Type' dropdown is set to 'Any Submission Type'. The 'Number of Parts' dropdown is set to '1'. The 'Maximum File Size' dropdown is set to 'Site upload limit (20MB)'. The 'Overall Grade' dropdown is set to '100'. The 'Allow submission of any file type?' dropdown is set to 'No'. The 'Display Originality Reports to Students' dropdown is set to 'No'. At the bottom, there is a checkbox for 'Set these values as assignment defaults' which is also unchecked.

General Section

Provide a **Turnitin Assignment Name** such as “Click here to submit Assignment XXX to Turnitin” so that the students can easily identify which assignment they are submitting

Provide a brief **Summary**

Place a tick in the box if you wish to **Display description on course page** (the summary)

Submission Type in most cases should be set to **File Upload**

Number of Parts in most cases this can be left as 1, but you can allow students to submit multiple parts to an assignment

Maximum File Size The maximum file size set by Turnitin is 20MB (please ensure students are informed of this limit) you can reduce the files size if you wish

Overall Grade Select a maximum allowed grade for the overall assignment. In most cases this can be left as 100

Allow submission of any file type if this option is set to **Yes**, submissions will be checked for originality where possible, submissions will be available for download and GradeMark feedback tools will be available where possible. Typically Turnitin can only process word processed documents for originality. Setting this to **Yes** will allow students to upload any type of file (Audio/visual etc.) and thus Originality Reports cannot be produced for these.

Display Originality Reports to Students if set to Yes students will be able to see their own Originality report for the work they submitted. UWTSD policy states

3.11 Academic staff shall not permit students to see the reports on their work once that work has been submitted for assessment

You can if you wish set the values as assignment defaults by placing a tick in the box, these values will be applied for all Turnitin Assignments that you set up in Moodle.

Use the  icon if you wish to find out more about each of the options

Assignment Part options

Next configure the settings for each part of the assignment

▼ Assignment Part 1

Name*

Part 1

Start Date

29 ▾ July ▾ 2014 ▾ 14 ▾ 19 ▾ 

Due Date

5 ▾ August ▾ 2014 ▾ 14 ▾ 19 ▾ 

Post Date

5 ▾ August ▾ 2014 ▾ 14 ▾ 19 ▾ 

Max Marks

100

If you wish you can change the Name of the Part (useful if students are submitting multiple parts to an assignment)

Start date the date and time at which students can start submitting their assignment (students will not be able to submit before this time)

Due Date the date and time when the students must submit their work by

Post Date this is the date and time when students can view marks and comments if you use GradeMark. This must be set even if you do not intend on using GradeMark and it is recommended that it is set after the Due Date

We encourage staff to set the **due date and time** during normal working hours.

This ensures that if students experience problems they can contact the helpdesk

Originality Report Options

Originality Report Options

Allow Submissions after the Due Date

Yes

Report Generation Speed

Generate reports on due date (resubmissions are allowed until due date)

Store Student Papers

Standard Repository

Check against stored student papers

Yes

Check against internet

Yes

Check against journals, periodicals and publications

Yes

Exclude Bibliography

No

Exclude Quoted Material

No

Exclude Small Matches

Words

Allow Submission after the Due Date If set to Yes students will be able to submit after the due date and time, you will be notified of this in the Originality Report

Report Generation Speed In most cases this should be set to **Generate reports on due date (resubmissions are allowed until the due date)** this option will check all reports submitted before the deadline against each other as well as against the Turnitin database.

Store Student Papers in most cases should be set to **Standard Repository**

Check against stored student papers Yes

Check against internet Yes

Check against journals, periodicals and publications Yes

The following options should be set as below; they can be overridden in individual Originality Reports:

Exclude Bibliography No

Exclude Quoted Material No

Exclude Small Matches Leave blank

Grademark Options

▼ Grademark Options

Attach a rubric to this assignment

No rubric

 Launch Rubric Manager

Note: students will be able to view attached rubrics and their content prior to submitting.

If you intend on using GradeMark you can attach a rubric here

Common module settings (would allow you to set up Turnitin submissions for Moodle Groups) and **Restrict access** (visibility of the Turnitin Submission), both are common Moodle settings and in most cases can be ignored

Please Note: The **Restrict access** section: **Allow access from** and **Allow access until are not** the Start and Due dates for the Turnitin Submission please see **Assignment Part Options** above!

7. Click **Save and display**

Modifying a Turnitin Assignment

To modify or change an assignment click on the Assignment title on your Moodle page, then click **Update this Turnitin Assignment 2** in the top right side of the screen. This will open the configuration page and make any necessary changes. Once all changes have been made click **Save and return to course**

Update this Turnitin Assignment 2