Turnitin Software
Professional Development

Presented by:

Office of Electronic and Continuing Education

Northwestern State University

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Northwestern State University has installed the Turnitin anti-plagiarism module into the active Blackboard production server. This module will allow instructors to create specific writing assignments that will be compared against Turnitin’s extensive database of papers, periodicals, and reports. This module will generate originality reports to give the instructor a view of their students’ reports in the context of millions of pages of previously submitted materials.

We will look at:
- how to create Turnitin assignments
- how assignments are submitted by both students and instructors
- how to view submitted assignments
- how to manipulate the originality report
- How to grade Turnitin assignments

**Creating Assignments**

Creating a Turnitin assignment is no different than creating any other assignment. You follow the same basic steps. Go to the content area where you would like to place an assignment. For this example we will go to “Assignments”. From the control panel click on “assignments” in the box titled “Content Areas”. In order to create our assignment using Turnitin we need to use the pull drop menu on the right side of the screen. At the bottom of the list you will see the Turnitin Assignment option. Click on this option to select it, and then click the “Go” button to the immediate right of the pull down menu.

Once you click Go, Blackboard will take you to the assignment creation page for a Turnitin assignment. While the appearance of the page is different, the assignment options are very similar. We will look at each of these options individually.
At the top there is a drop down menu. There are two options: Paper Assignment or Revision Assignment.

A paper assignment allows a single submission. A revision assignment will allow multiple submissions so that students can submit a rough draft prior to the final copy in the same assignment.

Inside the first box in the picture above, there are boxes for naming the assignment and assigning a point value. Both the name and point value will automatically reflect in the Blackboard grade book entry.

Inside the second box, there are date entry boxes. These are similar to Blackboard with the addition of a post date. Establish the start date and time for the assignment. The time established is when the assignment becomes active and the students have access to it. Establish the due date. The due date determines when the students will no longer be able to submit assignments.

The post date is not used in our current version of Turnitin. This determines when grades would be available for student view.

In the last box, there is an option to give the students special instructions. Beneath this box you will find a prompt asking you whether or not you would like originality reports generated. The originality report is what provides the instructor with the percentage of
questionable material in the document. You can enable this for a full assignment, disable it for a draft, or practice assignment.

The next step is to determine whether you would like to use the advanced options. If you select No, you can proceed by clicking submit to finalize your assignment. If you select Yes, you will receive the expanded selection screen pictured below.

Generate Originality Reports for student submissions: You have three options available: Immediately (first report is final), immediately (can overwrite reports up until due date), and on due date.

- **Immediately, (first report is final)**- allows on one paper submission and one originality report
- **Immediately (can overwrite reports up until due date)** - Reports for a student's initial submission will be generated immediately. Students can choose to resubmit their papers and receive Originality Reports as many times as they would like up until the assignment's due date. Please note that reports are generated immediately only for a student's first submission; reports for subsequent submissions are delayed 24 hours.
- **On due date**- Originality Reports will not be generated for submissions until the assignment's due date. Students can submit their papers as many times as they would like up until the assignment's due date.

Allow students to see Originality Reports? - Simply click to decide whether or not you would like your students to see the returned report or not.

Allow other papers to be checked against submissions? Choose yes if you would like papers submitted to this assignment indexed in Turnitin’s database. If you would not like papers submitted to this assignment stored in Turnitin’s database and used for future plagiarism searches, select no.

Compare submission against these search targets: This allows you to fine-tune the specific search areas. All areas are on by default.
Once you have completed the advanced option selection, you can go to the top of the box and click the submit button.

Once you have submitted the assignment, you will receive a receipt page from Blackboard informing you that the assignment has been successfully created and added to your shell.

Click OK to close this screen and return to the content folder that the assignment was placed in.

You have successfully created a Turnitin assignment. Once created, it will automatically create a grade book entry for you. You can now manage this assignment like any other standard Blackboard assignment.

**Submitting Assignments**

Assignments can be submitted one of two ways. You can require your students to submit their papers individually, or you can submit their papers for them.

**Student Submitted**

Students may submit their papers like any other assignment. The student will click the “View/Complete” link underneath the assignment header. This will take them to the submission area:

Here they will see the assignment name, start date, end date, and submit button. Also, the student will be able to see information on previously submitted items.

When the student is ready to submit a paper, they simply click the submit button. This will take them to the paper upload screen.
The upload screen looks similar to the assignment creation page.

![Upload Screen]

The student has two choices for uploading their file. They can do so through the file upload or a copy paste function.

**Student Upload**

Above you see the upload screen. The student name automatically populates the respective fields. The student will name their submission, and then select a file to upload by clicking the *browse* button.

Once the student selects and submits a paper, a preview screen will provide the student an opportunity to review the submission. When satisfied, the student clicks the “yes, submit” button.

Once submitted, the assignment box appears on the screen. A confirmation is provided indicating that the paper has been submitted.
**Student Copy & Paste**

At the **upload screen** the student can submit a paper using the cut and paste rather than a file upload. This should be used if the paper is in a file format that Turnitin does not accept. To change the selection, the students can select the new type from the drop down.

When the student selects “Cut & Paste” the screen will change to reflect the new options:

The student then provides a submission title and copies / pastes the paper into the field. Once complete the student will click submit. The student will receive a preview page requiring them to review and approve their submission. Then, once confirmed, it is finished.

**Instructor Submitted**

For instructors there are four ways to submit papers:

**File Upload**- Used to submit a single paper for a single student.
**Bulk Upload**- Used to upload multiple papers for a single student.
**Cut & Paste**- Used to submit a paper for a single student from a file format that Turnitin would not accept.
**Zip File**- Used to submit multiple papers as a single zip file.

Let’s look at the Instructor submission field and talk about the options:

![Submit a paper by: file upload](image)

**Submit a paper by:** Select how you would like to submit the paper.
**Author:** Use the drop down menu to select a student.
**First / Last Name:** This field will auto-populate with the name selected in the Author field.
**Submission Title:** Assign a title for the file being submitted.

Browse for the file then click submit. You will be prompted to preview and approve the submission prior to Turnitin receiving it.

**Viewing Submissions**

Click on the Blackboard “Control Panel” to access the Instructor Control Panel View. Within the Control Panel you will see two new additions to the Course Tools Section: Turnitin Assignments and Turnitin Assignments by Groups.
**Turnitin Assignments**- Allows you to view all Turnitin assignments you have created.

**Turnitin Assignments by Groups**- This option is only functional if you have created student groups within your course.

When you select Turnitin Assignments you will see a list of all the Turnitin assignments created in the class. To view submissions for a particular assignment you click the “View” link under the desired assignment. This will take you to the assignment inbox screen. From this screen you will be able to view individual paper submissions, grade assignments, and view originality reports.

This is the view you will have for the assignment inbox screen:

<table>
<thead>
<tr>
<th>Author</th>
<th>Title</th>
<th>Report</th>
<th>Grade</th>
<th>GM</th>
<th>File</th>
<th>Paper ID</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>student, temp</td>
<td>Assignment1</td>
<td>100%</td>
<td>--</td>
<td>--</td>
<td>doc</td>
<td>41859034</td>
<td>03-08-07</td>
</tr>
<tr>
<td>McCallister, Terrie</td>
<td>no submission</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Rodriguez, John</td>
<td>no submission</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>Student, Training</td>
<td>no submission</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
</tbody>
</table>

Let’s look at each section:

**Author**- The student’s name.
**Title**- The title assigned at the time of submission.
**Report**- The Turnitin originality report, and the section where a grade may be submitted for the paper.
**Grade**- The grade for the assignment once assigned.
**GM**- GradeMark entry. NSU’s installation does not have a GradeMark module.
**File**- The assignments file type. You can download the item by clicking this link.
**Paper ID**- A unique identifier assigned by Turnitin.
**Date**- The date the paper was received by the Turnitin module.
**Roster Sync**- This will update your Turnitin roster and grades with your Blackboard Gradebook. This sync normally happens automatically, but this can be used to ensure all items are reflected correctly.

**Viewing and Downloading Papers**
Every paper submitted to your class can be viewed online by clicking on its title in the inbox. You can download a paper to your computer in file format by clicking on the file icon. To download multiple papers at once, check the boxes next to the papers you would like to download, and click the download button.

### Organizing Your Inbox

If you are teaching a class with many students, your inbox can become large and unmanageable. You can organize papers in your inbox in several ways, including:

- **Sorting by Column Header** - Click on the top of the student name, paper title, date submitted, or report columns to sort papers by any of these criteria.

- **Sorting by Folder** - Move selected papers into either the viewed or marked folders by checking them and clicking the move to button.

- **Viewing by Originality Score** - Every Originality Report has a color that reflects the amount of matching text found for that paper. You can view papers with selected originality indices by checking the index colors you wish to view and clicking the arrow icon.

### Late Submissions

Students enrolled in your class show up in your inbox. If a student has not submitted a paper, --no submission-- will show up in place of a paper title. To quickly view which students have not submitted a paper, sort your inbox by paper title by clicking on the title header. If a paper is submitted late to your class, the submission date will appear in red. If no paper has been submitted by the due date, late will show up in the date column in red.

### Originality Reports

Originality Reports provide a summary of the matching text found in a submitted paper. When an Originality Report is available to view, an icon will appear in the report column of your assignment inbox. Originality reports that are not yet finished are represented by a grayed-out icon. The color of the report icon indicates the overall similarity index of the paper, based on how much matching text we found. The possible similarity indices are:

- **blue** (no matching text)
- **green** (1 word-24% matching text)
- **yellow** (25-49% matching text)
- **orange** (50-74% matching text)
• **red** (75-100% matching text)

**IMPORTANT**

These indices do not reflect Turnitin’s assessment of whether a paper has or has not been plagiarized. Originality Reports are simply tools to help you find sources that contain text similar to submitted papers. The decision to deem any work plagiarized must be made carefully, and only after careful examination of both the submitted paper and the suspect sources.

To open an Originality Report, click the icon in the report column. The Originality Report will open in a new window.

The Originality Report has three main sections:

- **Paper information**
  - The report header shows information about the submitted paper including paper title, author, word count, and the date the report was processed.

- **Paper text**
  - The left side of the report shows the text of the submitted paper. Matching text is highlighted in red and numbered to correspond with sources to the right.

- **matching sources**
  - The right side of the report lists the sources of matching text.

**Direct Source Comparison**

Direct Source Comparison lets you quickly compare matching text to its source. To activate Direct Source Comparison, click a block of matching text. The source of matching text will open to the right.
If the source you are viewing contains multiple sources of matching text, you can quickly navigate between sources using the up/down arrows. The text in the paper will automatically line up with the source for easy comparison.

If you would like to view matching text from an internet source in its original web context, you can do so by clicking the *show in web page* link.

When you are done viewing a source, you can return to the list of matching sources by clicking the *close* link. Or you can immediately jump to another source by clicking on a new block of matching text.

**Originality Report Modes**

By default, the Originality Report shows you only the highest percentage matches. In some cases, it is possible that smaller matches are obscured by larger matches and are not shown.

If you would like to see an exhaustive list of sources, you can switch to the *show matches one at a time* mode. In this mode, all sources for a given paper are listed, even those that are obscured by larger percentage matches. To view the matching text for a given source in this mode, click the radio button next to a source.

If you would like to view an Originality Report showing only matching text and source links without the source view, select *quickview (classic) report* using the drop down menu.

**Database Sources**

Because of strict privacy policy, sources in the Turnitin database are handled differently from internet sources. If a source is from Turnitin’s database, *student papers* will show up next to the source.

If the source of matching text is a student paper that belongs to one of your classes, the paper will be displayed with the matching text highlighted.

If the paper is from another instructor’s class, you cannot provide direct access to the paper. To view the paper, you must first request permission from the instructor in possession of the paper by clicking the permission request button. An auto-generated e-mail detailing your request will be sent. If permission to view the paper is granted, a copy of the paper will be sent back to you via e-mail.

**Internet Archive Sources**

In addition to searching a copy of the active internet, Turnitin also searches a copy of the archived internet, which includes an extensive number of web pages no longer available on the internet. If a match is found in the internet archive, *internet (archive)* will appear next to the source.
Refreshing Reports

Since the internet is constantly changing, you might like to generate a new report at a later date to see if there are any new matching source documents. Or perhaps you suspect that a student has shared his or her paper with another student. You might also like to generate a new report for an earlier submission to see if the paper has been submitted to another class.

With the refresh report feature, you can generate new reports for past submissions at any time. When you refresh a report, your current report is deleted and a new report is generated. To refresh a report, click refresh at the top of the report.

Excluding Quoted and Bibliographic Material

Originality Reports document all instances of matching text including quoted and bibliographic material. If quoted or bibliographic material is flagged, you can exclude it from the report. To exclude quoted material, click the exclude quoted link. To exclude bibliographic material, click the exclude bibliography link.

When you exclude material, the Originality Score on the report and in your inbox is updated to reflect the exclusion of matching text.

Please note that the functions for excluding material are approximate. If more material is excluded than you would like, you can re-include excluded material by clicking the "include quoted" or "included bibliography" links.

Excluding a Source

If you would like to exclude a source from the show highest matches together or quickview mode of your Originality Report, you can do so by clicking the gray "x" to the right of the source.

Printing and Saving Reports

To print a report in a printer friendly format, click print at the top of the Originality Report. The report that is printed will be based on the mode you are currently viewing.
For example, if you are viewing the report using the default highest matches mode, the report that will be printed will only show the highest matches.

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**Grading an assignment**

In order to grade a submission you need to click on the title of the assignment. This will open a preview of the paper. Below the header information you will find a grey box that will allow you to assign a grade. Type in your grade and click the arrow button to the right. This will submit the grade to your Blackboard gradebook. Now close the window and you have completed grading the assignment.

If you insert a grade directly into Blackboards grade book without using Turnitin’s assignment inbox, the grade will not be reflected in the inbox.

If you need further assistance, email ece@nsula.edu or call 318.357.6355.