

Instructor Usage

Once the Turnitin Plugin is available, instructors can add Turnitin assignments to their course. Originality Reports will be generated for submissions to a Turnitin assignment.

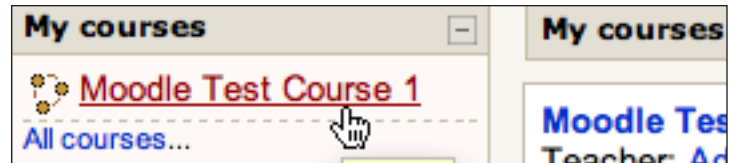
Creating a Turnitin assignment

Turnitin assignments are added from the course's home page. You can open a course's home page by clicking the course from your Moodle start page **1**.

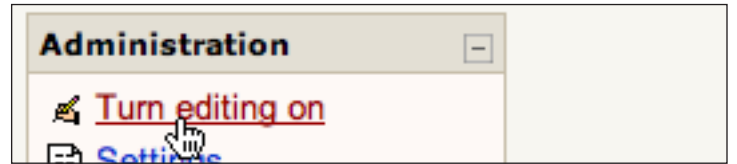
From the course home page, click the *Turn editing on* link in the *Administration* menu to allow assignments to be added to the course **2**.

To add a Turnitin assignment:

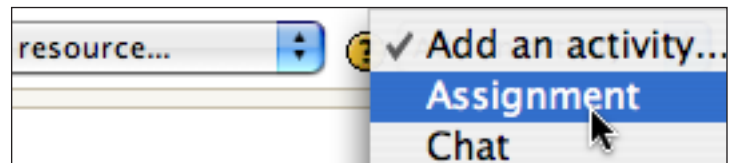
1. Select *assignment* from the *Add an activity...* pull down menu **3**.
2. On the assignment creation page, enter the following:
 - assignment title
 - point value for the assignment
 - special instructions for the assignment (optional)
 - group mode
3. Choose the following dates for the assignment:
 - start date (the date the submissions begin)
 - due date (the date submissions end)
4. Select *Turnitin* from the *assignment type* pull down menu **4**.
5. Click next
6. If applicable, view and agree to the disclaimer set by your institution's Turnitin administrator.
7. Select whether or not to allow students to view Originality Reports for thier submissions from the *Allow students to see Originality Reports?* pull down menu **5**.
8. Click *submit* to finalize your Turnitin assignment **6**.



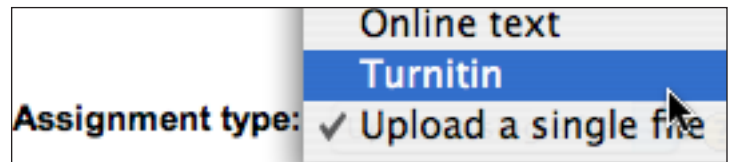
1 Click to open the course



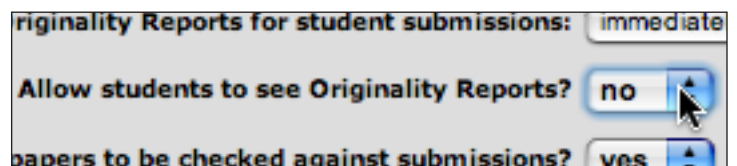
2 Click to turn editing on



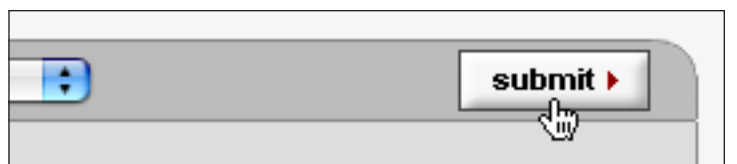
3 Select assignment to begin creating an assignment



4 Select Turnitin as the assignment type



5 Select whether or not to allow students to view Originality Reports for the assignment.



6 Click submit to finish creating your Turnitin assignment

Submitting Papers

Instructors can submit papers to a Turnitin assignment the the submission forme. To open the assignment submission form, click the link to the assignment on the course home page **1**.

Click *submit* below the assignment dates **2** and the submission form will open.

For instructors, there are four ways to submit papers to a Turnitin assignment:

- **file upload** (used to submit a single paper in file format; we accept submissions in Microsoft Word, WordPerfect, RTF, PDF, PostScript, plain text, and HTML formats)
- **bulk upload** (used to submit multiple papers in file format, just like adding attachments to an e-mail)
- **cut and paste** (used to submit a paper in a file format we do not accept, by cutting and pasting the text into a text box)
- **zip file** (used to submit multiple papers as a single zip file)

To submit a paper by file upload:

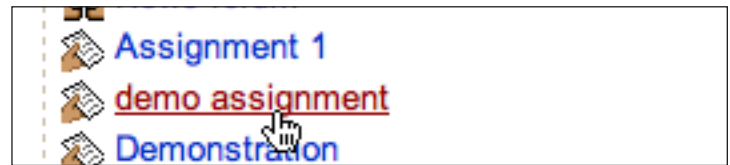
1. Select *file upload* from the submission pull down menu **3**.
2. Select an enrolled student using the pull down menu. Papers that you submit on behalf of a student will appear in the student's portfolio, just as if the student submitted the paper to your class **4**.

or

If you are submitting a paper for a non-enrolled student, enter the student's first and last name.

! Papers you submit for non-enrolled students cannot be graded or used for GradeMark.

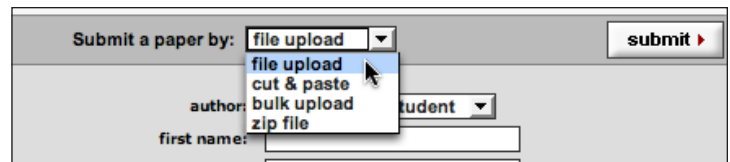
3. Enter a title for the submission.
4. Click the *Browse* button and locate the paper you would like to submit **5**.
5. Click *submit*. On the following page you will be asked to confirm the text of the submission. If the text is correct, click *yes, submit* to finalize the submission **6**.



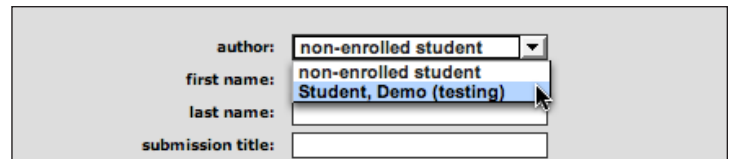
- 1** Click to open the assignment inbox



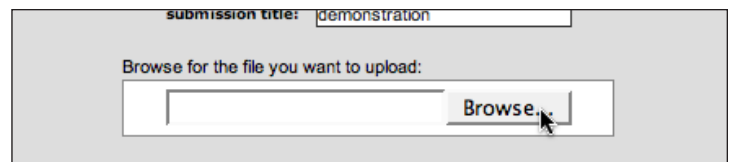
- 2** Click to start submitting papers



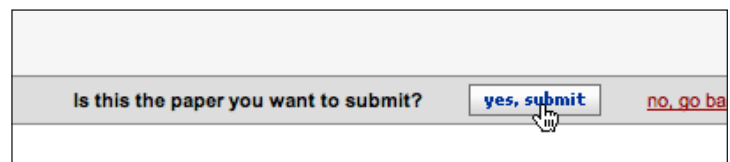
- 3** Select file upload



- 4** Select student from the list



- 5** Click to find the file on your computer



- 6** Click to finalize the submission

To submit by cut and paste:

1. Select *cut and paste* from the submission pull down menu.
2. Select an enrolled student using the pull down menu on the submission page. Papers that you submit on behalf of a student will appear in the student's portfolio, just as if the student submitted the paper to your class.

or

If you are submitting a paper for a student not enrolled in your class, enter the student's first and last name.

3. Enter a title for the submission.
4. Cut and paste the paper into the text box and click *submit*.

! To cut and paste text, highlight the text of a paper in a word processing or text editing program and select copy from the edit menu. To transfer the text into your browser, place your mouse cursor in the text box of the submission page **1**. Select paste from your browser's edit menu.

To submit multiple papers using bulk upload:

1. Select *bulk upload* from the submission pull down menu.
2. Select an enrolled student using the pull down menu on the submission page. Papers that you submit on behalf of a student will appear in the student's portfolio, just as if the student submitted the paper to your class.

or

If you are submitting a paper for a student not enrolled in your class, enter the student's first and last name (optional – defaults to "anonymous" if a first or last name is not entered).

3. Click the *Browse* button and locate the first paper you would like to submit **2**.
4. Enter a paper title (optional – defaults to the name of the submitted file if nothing is entered)
5. Click the *attach* button to add the paper to your batch **3**.
6. Repeat steps 2 through 5 for each paper you would like to submit.
7. When you are done adding papers, click the *submit* button to upload the batch of papers.

 A screenshot of a web form with a label "Cut & paste your paper:" above a large, empty text input box.

1 Paste text in cut and paste field

 A screenshot of a file upload interface. It includes a text box for a file name, a "Browse..." button, and a "submit" button. Above the text box is instructional text: "You can upload many files at once by browsing and then attaching them, just information (defaults are 'anonymous') and click on the attach button. Each f want to upload, click 'submit' at the top right." Below the text box is a note: "We currently accept the following file types:".

2 Click to find the file

 A screenshot of a submission table. The table has columns for "author:", "name:", and "name:". The first row shows "Student, Demo (testing)" for author, "Demo" for name, and "Student" for name. To the right of the table is an "attach" button with a paper icon. Below the button is a "delete all" link.

3 Click to the GradeMark icon to markup a paper

To submit multiple papers as a zip file:

1. Select *zip file* from the submission pull down menu.
2. Click *Browse* and locate the zip file containing the papers you would like to submit.
3. Click *submit* to view the papers in the zip file. You can choose whether you would like to submit a paper by clicking the checkbox in the *include?* column **1**. For each paper you submit, you can select an enrolled student in your class or you can enter the following information:
 - author's last name (defaults to anonymous)
 - author's first name (defaults to anonymous)
 - paper title (defaults to file name)

When you are finished entering information for the papers, click *submit* to upload the papers to your class.

4. Confirm that the listed files are correct. Click *submit* to finalize your submission **2**.

Viewing Results

You can view the results of submitted papers from your Turnitin assignment inbox page. To open the inbox, click the appropriate Turnitin assignment link from within your Course home page.

Click the *View x submitted assignments* link in the upper right corner of the page **3**. From this page, you can view a paper's Originality Report by clicking on the Originality Report icon **4**.

last name	first name	title	include?
Demo1	Student	demo	<input checked="" type="checkbox"/>
Demo2	Student	test	<input checked="" type="checkbox"/>
			<input checked="" type="checkbox"/>

- 1** Select whether to include an individual submission.

and that any supplemental student es, click "go back". If everything looks results at your inbox.


[go back](#)

email/user profile	title
_22_1_39219s@tiibb.com	demo

- 2** Click submit to finalize your submission



- 3** Click to view the assignment inbox

w: new	low % ↔ high %	
title ▾	report ▾	grade
mission --	100% 	--

- 4** Click to view a paper's Originality Report

Organizing Your Inbox

If you are teaching a class with many students, your inbox can sometimes 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 author, title, date, or report columns to sort papers by any of these criteria **1**.

- **sorting by folder**

Move selected papers into either the viewed or marked folders by checking them and clicking the *move to* button **2**.

- **deleting papers**

You can delete papers at any time by checking them and clicking the delete button **3**.

Syncing Your Class Roster

Students enrolled in your class will appear in your inbox as they make their first submissions to Turnitin assignments in your class. If you would like all of your students to appear within the inbox before they begin submitting papers, you may synchronize the assignment roster with your Moodle class roster by clicking *Roster Sync* **4**.

! You can also correct any discrepancies between the student lists due to students enrolling in or dropping your class using the *Roster Sync* tool.

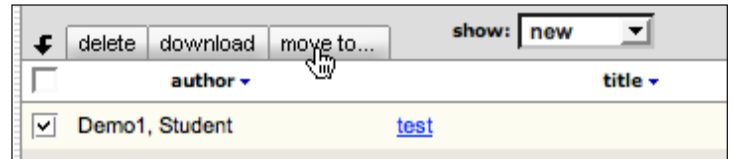
Viewing Late Submissions

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, sort your inbox by submission date by clicking on the *date* header **5**.

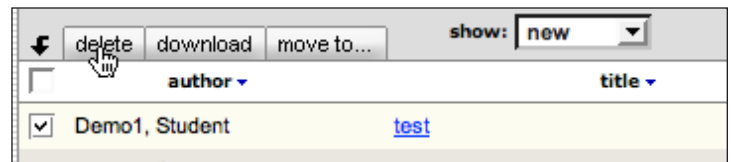
If a paper is submitted after the due date, the submission date will appear in red. If no paper has been submitted by the due date, *late* will show up in the date column in red **6**.



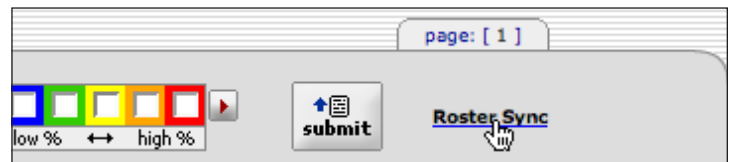
1 Click to title to sort submissions by paper title



2 Click to move a submission



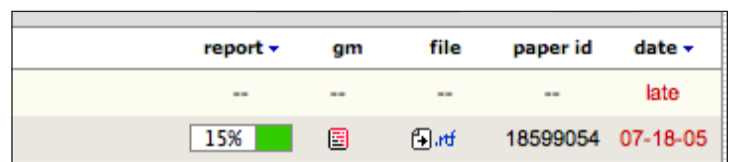
3 Click to remove a submission



4 Click to synchronize class and assignment rosters



5 Click to date to sort submissions by date



6 The submission date for late submissions appear in red

Grading Submissions

Papers submitted to Turnitin assignments can be graded in two ways; directly on the paper within the Turnitin assignment inbox, or using the Turnitin GradeMark Module.

To grade a paper from within the Turnitin assignment inbox:

1. Click on the paper's title in the assignment inbox **1**
2. Enter a grade for the paper in the *grade for this paper* field **2**

To grade a paper from with GradeMark:

With GradeMark you can edit and grade student papers online. You can add comments within the body of a paper, point out grammar and punctuation mistakes, and enter a grade for the paper that is automatically entered into your Moodle gradebook. GradeMark is currently compatible with the following browsers:

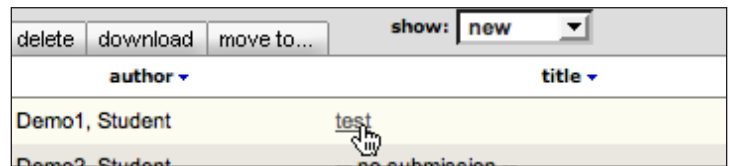
Internet Explorer 6.0 (Windows XP/2000)

Mozilla Firefox (Windows XP/2000, Mac OS X)

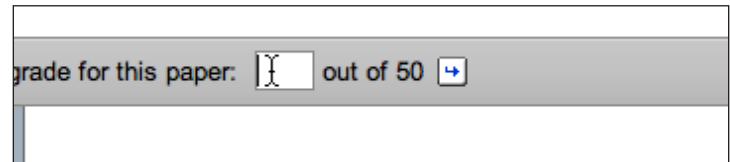
Safari (Mac OS X)

To access GradeMark from your assignment inbox click on the GradeMark icon next to the paper you would like to markup **3**. A new window will open displaying the GradeMark interface. Using this interface, you can add marks to student papers. For more information on how to use this feature, please click [here](#) to view the Turnitin Instructor User Manual.

! In order to use the Turnitin's GradeMark module, the feature must be purchased from Turnitin.



- 1** Click to the paper's title to open the paper



- 2** Enter a grade for the paper in the grade for this paper field



- 3** Click to the GradeMark icon to markup a paper

Student Usage

Students in your class can submit papers to Turnitin assignments that you have created. Like instructors, students submit papers from their course home page. To open the course home page, students click the course name on their Moodle start page **1**. A list of available assignments is shown.

To submit a paper to an assignment:

1. Click the assignment's link for the assignment you would like to submit a paper to **2**.
2. Click *submit* **3**.
3. Click the submit icon for the paper **4**.
4. Enter a paper title.
5. Click the *browse* button to locate the file you would like to submit.
6. Click *submit*. On the following page you will be asked to confirm the text of the submission. If the text is correct, *click yes, submit* to finalize the submission.

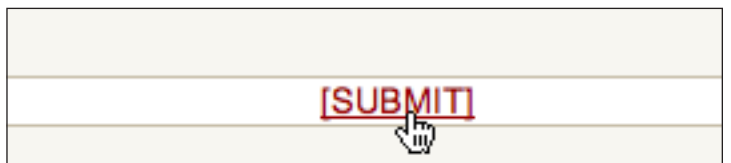
If your students have been given access to Originality Reports, they can view their submission and report by clicking on assignment's link **2**. This will take the student to his or her assignment portfolio. In this screen the student can click the Originality Report icon to view his or her Originality Report **5**. Please note that by default students cannot access reports. For information on letting students view their own reports, please refer to the section *Creating a Turnitin assignment*.



- 1** Click home to open your course home page



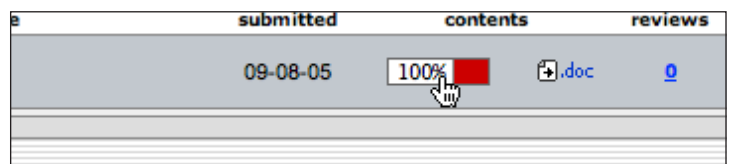
- 2** Click to open the paper submission form or view your submission results



- 3** Click to open the paper submission form



- 4** Click to submit a paper



- 5** Click to open the Originality Report.