



9.0 Integration Instructor User Manual

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9.0 Integration Instructor User Manual

This page was not added to the PDF due to the following tag(s): article:topic-guide





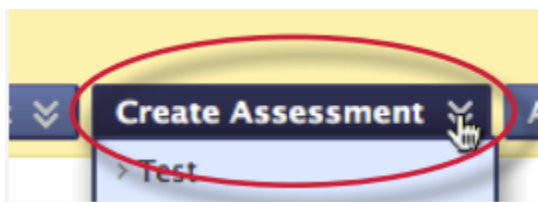
Creating a Turnitin Assignment

Turnitin assignments are added from the Content page. The instructor can open the course's Content page by clicking the Content link from within the course web page.

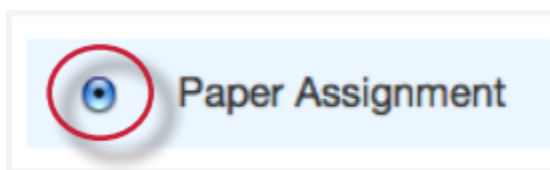
From the Content page, click on the Create Assessment pulldown menu and then to add a Turnitin assignment to a course click on the Add Turnitin Assignments link. The Turnitin assignment creation page will open within the Blackboard interface.

To add a Turnitin assignment, follow these steps:

1. After turning *Edit Mode On* at the top right of the Contents page, select *Turnitin Assignment* using the *Create Assessment* pull down menu



2. Select *Paper Assignment* by clicking on the radio button next to Paper Assignment



3. Click on the *Next Step* button



4. On the assignment creation page, enter the following: the assignment title and the point value for the assignment (optional)

A screenshot of a form with two input fields. The first field is labeled "assignment title" with a red asterisk. The second field is labeled "point value".


Note: Only alpha-numeric characters should be used when creating an assignment title. We do not support special characters and punctuation.

5. Select start and due dates for the assignment. Specific times are also selected. 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 only and has no bearing on when grades are posted to the Blackboard Gradebook



dates

start •

Apr 29 2008 


at 9:16 AM

due date •

Apr 6 2008 

at 11:59 PM


post date •

Apr 7 2008 

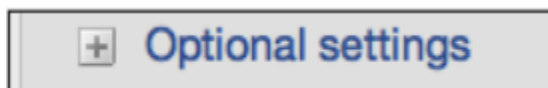
at 12:00 AM

6. Select whether the assignment will require Originality Reports for submissions or whether any file type can be uploaded. The default option is to *Allow only file types that Turnitin can check for originality*. For assignments that do not require Originality Reports instructors can select *Allow any file type* which allows instructors to leave feedback on every file type

Allow only file types that Turnitin can check for originality

Allow any file type 

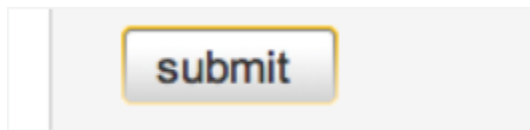
7. To see more options for the assignment, click on the *Optional settings* link



8. Modify any other assignment options

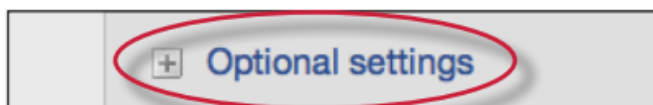


9. Click *submit* to add the Turnitin assignment to the course



Advanced Assignment Options

When creating a paper assignment the user may select to view and change any of the advanced assignment options. The advanced assignment options are viewed by clicking on the *Optional settings* link at the bottom of the assignment creation or assignment update page.



Advanced assignment options are listed and described below. When an advanced assignment option is changed the user may also select whether or not this change should be the future default for any new assignments created. This allows the user to automatically create all new assignments with their preference of advanced options rather than manually selecting the advanced options for every new assignment.

Late Submission

An instructor can enable submissions after the due date and time. To enable late submissions, use the *Allow submissions after the due date?* option and select yes. The default setting is no. When enabled, students will be able to submit papers after the due date and time has passed as long as that student has not already submitted a paper to the assignment.



<p>Allow submissions after the due date?</p> <p><input type="radio"/> yes</p> <p><input checked="" type="radio"/> no</p>

Student submissions after the due date and time will be marked with red text in the date column of the submission in the assignment inbox. A student cannot overwrite a submission past the assignment due date and time, even if the late submission option is enabled.

Available Assignment Options

Generate Originality Reports for student submissions -

immediately (first report is final) - Originality Reports for all submissions will be generated immediately. Students cannot resubmit papers. Submissions must be deleted by the instructor to enable resubmission.

immediately (can overwrite reports until due date) - Originality Reports for the initial submission by each student user to this assignment will be generated immediately. Students may resubmit as often as the student wishes until the assignment due date. Originality Reports for the second or subsequent submission will require a 24 hour delay before the Originality Report begins processing. Only the latest submission is available to the instructor or student. Previous versions are removed. Student submissions will compare against one another within the assignment on the due date and time, which may result in a change in the Originality Report similarity index and results at the due date and time. This option is typically used when students are self-reviewing and revising their submissions and able to view the Originality Report. No resubmissions after the due date and time of the assignment.

on due date - Originality Reports will not be generated for any submission until the due date and time of the assignment. Students may resubmit as many times as needed until the due date and time without receiving reports. Resubmissions may not be made after the due date and time of the assignment.

Exclude bibliographic material from Similarity Index for all papers in this assignment?



This feature of assignment creation provides instructors with the ability to control the option whether bibliographic material will automatically be excluded from Originality Reports. The default is *no*. 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.

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 material from Similarity Index for all papers in this assignment?

This feature of assignment creation provides instructors with the ability to control the option whether quoted material will automatically be excluded from Originality Reports. The default is *no*. 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.

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?

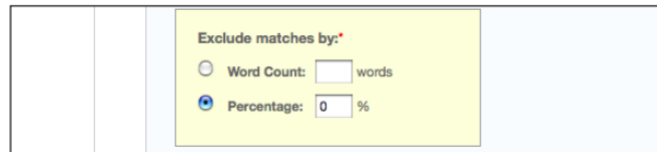
This feature of assignment creation provides instructors with the ability to automatically exclude small matches from all Originality Reports generated within this assignment. To exclude small matches click *yes*.

Exclude small matches?

yes
 no



Once *yes* has been clicked the *Exclude matches by:* option window will open. Enter into either the *Word Count:* or *Percentage:* fields the numerical value for small matches that will be excluded from Originality Reports in this assignment.



Exclude matches by:

Word Count: words

Percentage: %

Instructors can adjust the exclude small matches assignment setting at any time by clicking on the *edit* icon to the right of the assignment name. The excluding small matches feature can be adjusted within each Originality Report as well.

Allow Students to see Originality Reports

This feature of assignment creation provides instructors with the ability to control the option to allow students to see Originality Reports within each created assignment. This option gives instructors more flexibility and control when creating assignments. Select *yes* to allow students to see the Originality Report for the assignment. The default setting is *no*.



Allow students to see Originality Reports?

yes

no

Reveal grades to students only on post date

This feature of assignment creation provides instructors with the ability to control when grades are revealed to students. Select *yes* to reveal grades to students on the post date of the assignment. This means that the gradebook column will be hidden for students until the post date. If *no* is selected, grades will be revealed to students once an instructor grades their paper.



Reveal grades to students only on post date?
Only for building block versions 2.2.6+, 2.3.6+, 2.4.6+, and 2.5.10+

yes
 no

Repository Options

If the repository options are enabled for an instructor 2 or 4 options will appear within the *Submit papers to*: pull-down menu. Instructors will be able to set the *Submit papers to*: assignment option to store student papers in the standard paper repository, in the institution paper repository, no repository, or to allow students to choose between the standard paper repository or the institution paper repository

Submit papers to:
standard paper repository

Repository Sources for Similarity Reports

The instructor is able to select the available repository sources to compare submissions to the assignment against. This allows an instructor to disregard a source type if the comparison against this type of source is not needed.

The available search targets are listed under *Search options*. The targets with a check mark are those that will be searched. To remove a search target repository, click on the check box to remove the mark. Clicking on an empty selection box next to the repository will re-add the repository as a search target. This selection will not alter any currently generated Originality Reports or Overall Similarity Index scores.

Search options:

- student paper repository
- institution paper repository
- current and archived internet
- periodicals, journals, & publications



Search Targets

Currently available search targets are:

student paper repository - works previously submitted in classes and assignments on Turnitin

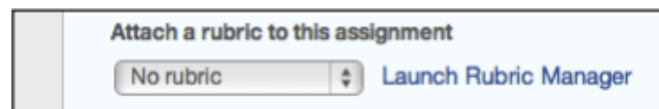
institution paper repository - works previously submitted to the institution's repository

current and archived internet - a repository of archived and live publicly available internet pages containing billions of pages of existing content and tens of thousands of new pages added daily

periodicals, journals, & publications - third party periodical, journal, and publication content including many major professional journals, periodicals, and business publications

Attach a rubric to the assignment

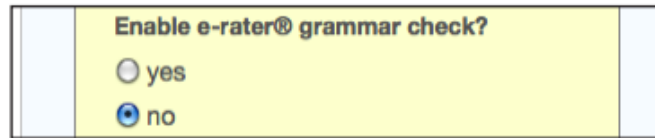
If you would like to use a rubric to grade the papers submitted to the assignment you may use the rubric list drop down menu to select a previously created or imported rubric or you can launch the rubric manager by clicking on the *Launch Rubric Manager* link and create a new rubric to attach to the assignment.



Enable e-rater® grammar check?



This feature of assignment creation provides instructors with the option to enable the *e-rater* grammar and spelling check for all submissions to the assignment. When enabled student submissions receive detailed grammar feedback in GradeMark automatically through the *e-rater* technology. Select yes to enable the *e-rater* engine for the assignment. If this assignment option is not available then the *e-rater* grammar check is disabled for the account. Contact the Turnitin account administrator to enable the *e-rater* grammar check for the account.

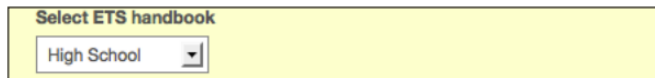


Enable e-rater® grammar check?

yes

no

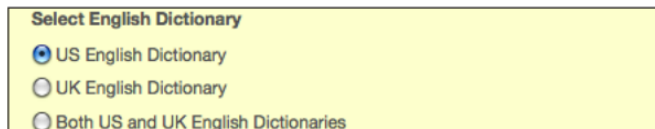
(Optional) Select the ETS handbook level from the drop down menu. The ETS handbooks provide students with in depth information about the grammar errors the *e-rater* technology finds in their paper.



Select ETS handbook

High School ▾

Select the dictionary used for the spelling check.



Select English Dictionary

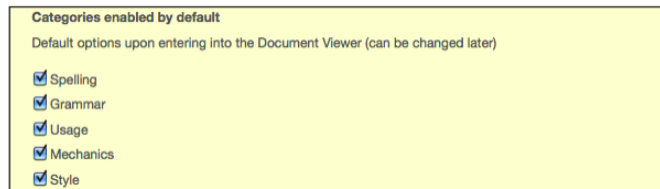
US English Dictionary

UK English Dictionary

Both US and UK English Dictionaries

The *Categories enabled by default* option allows instructors to choose which categories of feedback are enabled when viewing assignment submissions in GradeMark. The default is to show the feedback for every category.





Changing Advanced Assignment Option Defaults

If any changes have been made to the advanced assignment options, an additional option will be available at the bottom of the options panel. The instructor is asked Would you like to save these options as your defaults for future assignments? Select yes to save these advanced assignment options as the default for all future assignments created within this course. These default advanced assignment options will not apply to new assignments created in any other course on the Blackboard Learning System, but will be applied to all assignments created in the current course by any instructor.

The default settings can be changed at any time when creating a new assignment or updating an existing assignment.

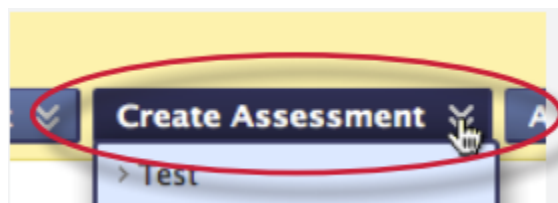


Revision Assignments

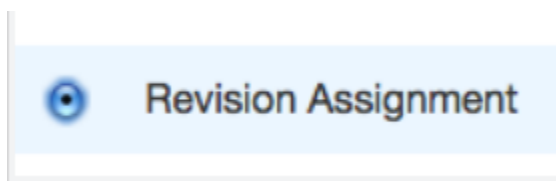
Student users can only submit one paper per assignment. If the instructor wishes students to submit multiple drafts without overwriting the previous drafts, the instructor can create additional assignments using the revision assignment type. Revision assignments are duplicates of the 'parent' assignment's advanced options and standard settings, but may have new start, due, and post dates. The revision assignment may have a different Generate Originality Reports for student submissions setting. The instructor may also select a different set of optional special instructions, or assign a different point value.

Creating revision assignments

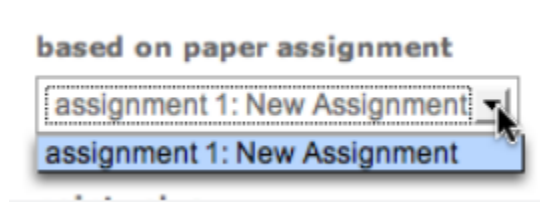
1. After turning *Edit Mode* On at the top right of the Contents page, select *Turnitin Assignment* using the Create Assessment pull down menu



2. Select *Revision Assignment* by clicking on the radio button next to Revision Assignment. Click on the *Next Step* button



3. From the pull down menu labeled *based on paper assignment*: select the assignment this revision should be based on



4. (Optional) Enter a point value for the revision assignment

A form field with the label "point value" above it. The field is empty and has a light gray border.

5. Select the start date, due date, and (if available) post date for the assignment. Select an option from the *Generate Originality Reports for student submissions*: drop down menu

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. (Optional) Enter any special assignment instructions

A form field with the label "enter special instructions (optional):" above it. The field is empty and has a light gray border.

7. Click on *submit* to save this revision assignment. Revision assignments appear as sub-assignments (1a, 2a, 3b) on the class home page for instructors





Creating a PeerMark Assignment

PeerMark assignments can only be created if a class has at least one Turnitin paper assignment. A PeerMark assignment requires a paper or review assignment to be 'based on.' This allows the PeerMark assignment to have a pool of papers to use as the basis for the peer review.

The assignment the PeerMark assignment is based on should meet the following criteria:

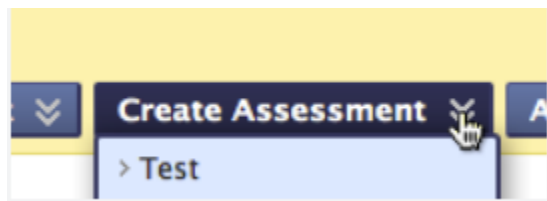
The due date of the base assignment comes before the start date and time of the PeerMark assignment

If anonymity in the review is desired, student submissions should not contain the name of the author in the text or at the top of the paper

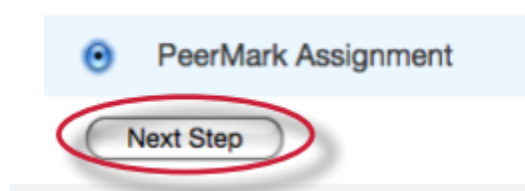
Creating a PeerMark Assignment

Step One - PeerMark Settings

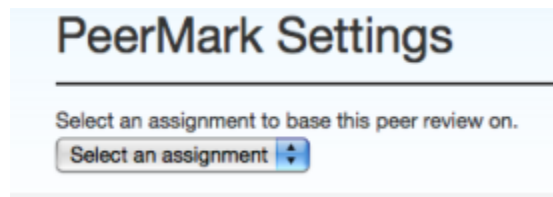
1. After turning Edit Mode On at the top right of the Contents page, select Turnitin Assignment using the Create Assessment pull down menu



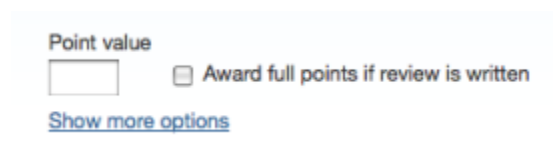
2. Select PeerMark Assignment and click on the *Next Step* button to begin creating a PeerMark Assignment



3. Select the paper assignment the peer review is based on



4. Select a Point value for the assignment. Select whether to award full points if review is written by placing a check mark in the *Award full points if review is written* option



5. Next, select the dates for the PeerMark Assignment. The dates the instructor must select are: the start date, the due date, and the post date. The start date is the date students can begin reading papers and writing reviews. The due date prevents students from writing reviews after this date. The post date is the date students will have access to reviews written by their classmates



Assignment Dates

Start
mm/dd/yy at hh:mm am

Due
mm/dd/yy at hh:mm am

Post
mm/dd/yy at hh:mm am

[Show more options](#)

6. Click the Save & Continue button to continue PeerMark assignment creation

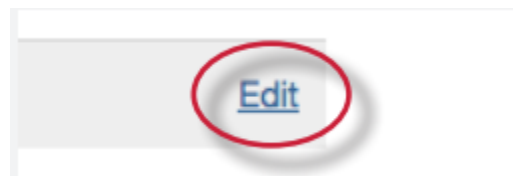


Step Two - Distribution

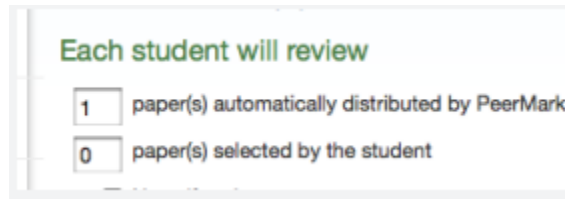
Selecting the number of papers each student will review:

In step 2 the instructor determines how many papers will be distributed to the students in the course.

1. Click on the *Edit* link to adjust the number of papers each student will have to review. The default is to have each student review 1 paper automatically distributed by PeerMark



2. Place the number of paper(s) *automatically distributed by PeerMark* or *papers selected by the student* to review within the appropriate fields

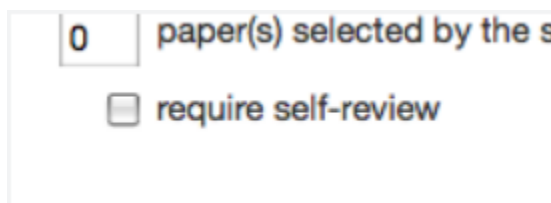


Each student will review

paper(s) automatically distributed by PeerMark

paper(s) selected by the student

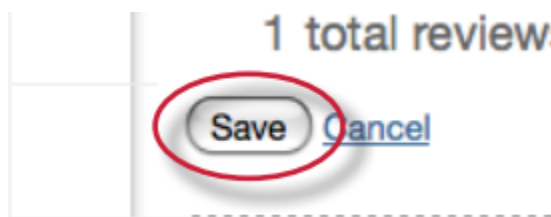
3. Select whether you would like the student to write a self-review by clicking in the *require self-review* check box. A self review uses the same free response and scale questions the student used to write reviews of their classmates' papers but the review is for their own paper



paper(s) selected by the s

require self-review

4. Click on the *Save* button to save any changes or *Cancel* link to cancel any changes



1 total review

[Cancel](#)

5. Click *Save & Continue* to move on to Step 3 of PeerMark assignment creation or to view the advanced *distribution options* click on the *Show more distribution options* link

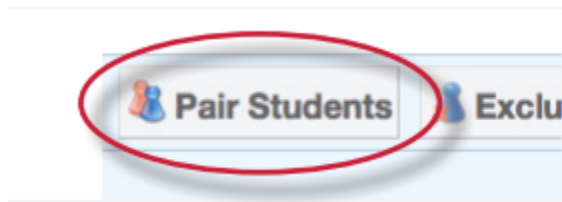




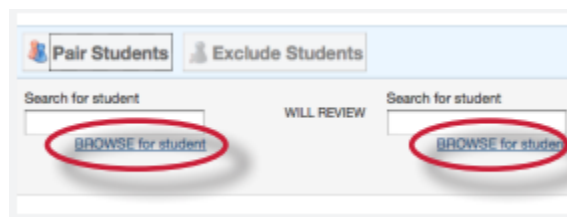
The advanced distribution options allow instructors to choose to exclude student papers from distribution or specify which student papers a student(s) will have to review. PeerMark will automatically distribute papers to students but an instructor may choose specific student pairings which will then add an exception to the PeerMark distribution which will adjust its logic according to the instructor's rules.

Pairing students for review

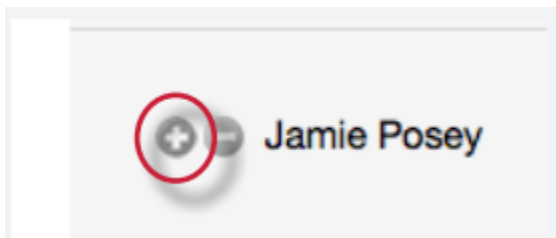
1. To assign a student(s) to review a specific student's paper, click on the Pair Students button



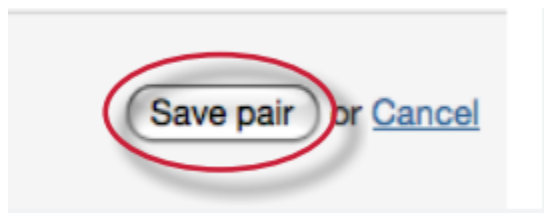
2. Clicking the Pair Students button opens up the pairing field. Click on the *BROWSE* for student link to select a student you would like to be the reviewer. Then click on the *BROWSE* for student to the right of WILL REVIEW to select the student whose paper will be reviewed



3. An instructor can select multiple students to be a reviewer of another student. Once one reviewer has been selected an instructor may click on the plus icon to the left of the first reviewer to open up another search box which the instructor can then use to select another student to be a reviewer



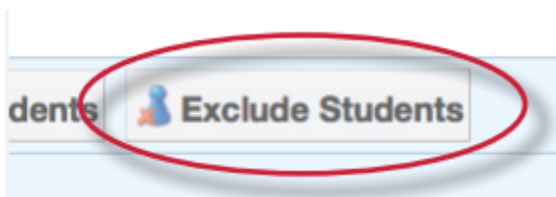
4. Once the pairing of students is complete, click on the Save pair button to save this pairing



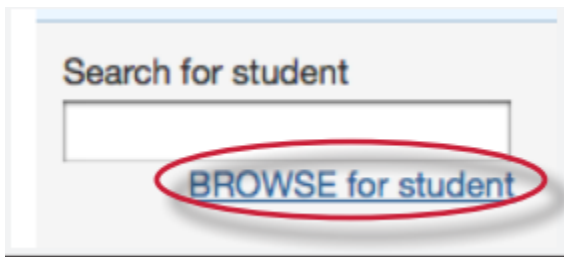
Excluding students from review

Students may also be excluded from review by clicking on the Exclude Students button. Students who are excluded from review will not be able to write or receive reviews.

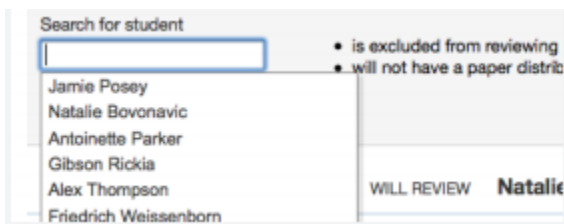
1. Instructors can exclude students from review by clicking on the Exclude Students button



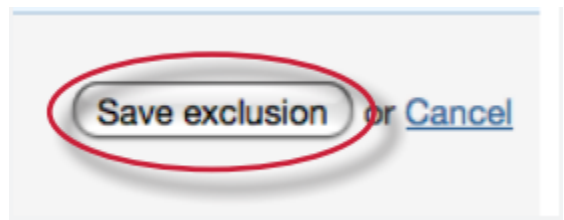
2. Click on the *BROWSE* for student link to select a student who will be excluded from review papers and will not have a paper distributed for review



3. Select a student from the drop down list



4. Once a student is selected, click on *Save exclusion* to exclude the student from the review



Step Three - Adding Questions to the Review

Step three allows an instructor to choose scale and free response questions for the PeerMark assignment.



A free response question example would be:

"What is the thesis of the paper?"

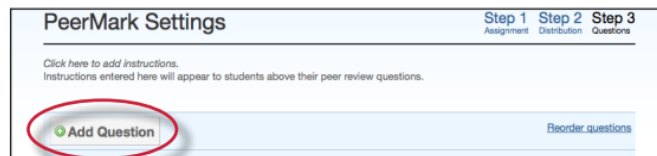
Free response questions allow an instructor to pose these questions for students to answer in their peer review and can include minimum length requirements.

A scale question example would be

"How well does the introduction pull you in as a reader? Scale, Not very well to Really well"

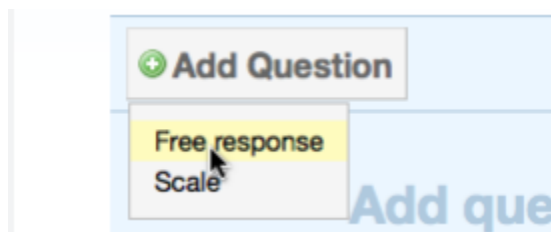
Scale questions allow students to rate the paper on instructor chosen areas of writing.

To add questions to a PeerMark assignment click on the Add Question button.



Creating a free response question in PeerMark creation

1. Click on the *Add Question* button and select *Free response*

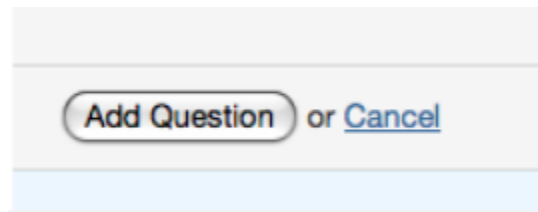


2. Enter the question in the *Question* field and enter a value in the *Minimum answer length* field



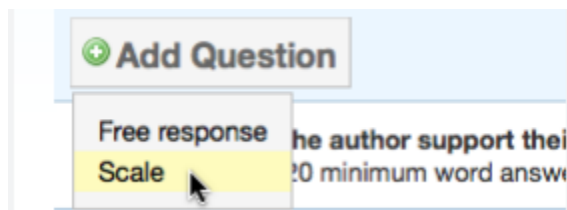
A screenshot of a form with two input fields. The first field is labeled "Question" and is empty. The second field is labeled "Minimum answer length" and is also empty, with the word "words" to its right.

3. Once the question and minimum answer length have been entered, click on the *Add Question* button to add the free response question to the PeerMark assignment



Creating a scale question in PeerMark creation

1. Click on the *Add Question* button and select *Scale*



2. Enter the question in the *Question* field



Question

Scale Size

3. Select the scale size. The highest scale value is 5

Scale Size

Labels

1:

#:

- select...
- 2
- 3
- 4
- 5

4. Enter in the labels for the scale in the appropriate fields. An example for labelling the scale question: "How well does the introduction set up the Thesis of the paper?" would be 1: Not very well to 5: Extremely well

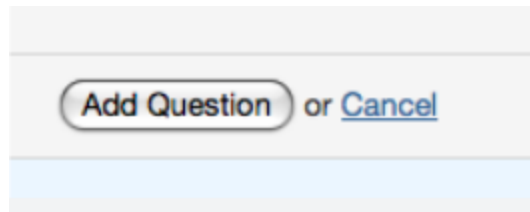
Labels

1:

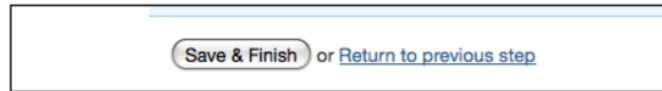
#:

5. Click on the *Add Question* button to add the scale question to the PeerMark assignment





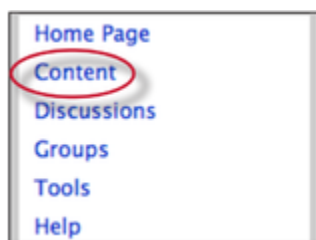
Once the instructor has added all the questions they want to the PeerMark assignment click on the *Save & Finish* button to complete the PeerMark assignment creation.





Submitting Papers

Instructors can submit papers to an assignment by clicking on the assignment's View/Complete link. Click on the Content link within the course menu and a list of the course assignments will appear.



Click the *view/complete* link under the assignment to submit a paper to it. The submission form will open.



There are four ways for an instructor to submit papers to a Turnitin Assignment:

single file upload - a single file submission selected by the instructor

cut and paste upload- submission of text copied and pasted into a Turnitin submission box. May be used to submit from a file format that is not accepted. No images of non-text information can be copied and pasted - only plain text can be accepted

multiple file upload - multiple files selected one by one. Similar to adding multiple attachments to an e-mail

zip file upload - submit a standard zip file containing multiple papers. May contain up to 200MB or 1,000 files. Zip file uploads of significant size may require additional time to complete



File Types and Size

Turnitin currently accepts the following file types for upload into an assignment that has the *Allow only file types that Turnitin can check for originality* enabled:

Microsoft Word® (DOC and DOCX)*

Corel WordPerfect®

HTML

Adobe PostScript®

Plain text (TXT)

Rich Text Format (RTF)

Portable Document Format (PDF)

OpenOffice (ODT)

Hangul (HWP)

Powerpoint (PPT, PPTX, PPS)

*Currently files created using Office 365 are not supported, please copy the contents into another word processor and save the file again.

When Accept any file type is enabled for an assignment Turnitin will accept any file type submission as long as file requirements are met.

The file size may not exceed 20 MB. Files of larger size may be reduced in size by removal of non-text content. Files that are password protected, encrypted, hidden, system files, or read only files cannot be uploaded or submitted to Turnitin.

Note: Text only files may not exceed 2 MB.

Note: PDF documents must contain text to be submitted. PDF files containing only images of text will be rejected during the upload attempt. To determine if a document contains actual text, copy



and paste a section or all of the text into a plain-text editor such as Microsoft Notepad or Apple TextEdit. If no text is copied over, the selection is not actual text.

Tip: Users submitting scanned images of a document or an image saved as a PDF will need to use Optical Character Recognition (OCR) software to convert the image to a text document. Manual correction of the resulting document is highly recommended to fix any errors caused by the conversion software.

Note: Users whose files are saved in a file type that is not accepted by Turnitin will need to use a word processing program to save the file as one of the accepted types. Rich Text Format and Plain Text file types are nearly universally available in word processing software. Neither file type will support images or non-text data within the file. Plain text format does not support any formatting, and rich text format supports only limited formatting options.

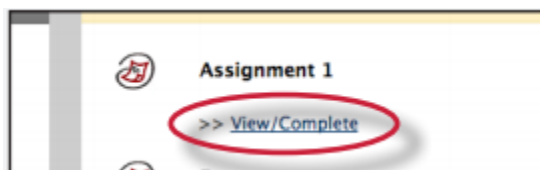
Warning: Users who are converting to a new file format will need to save their file with a name different than the original. Any file should be saved with a new file name when converting to plain text or rich text formats to prevent permanent loss of the original formatting or image content of a file.

Single File Upload

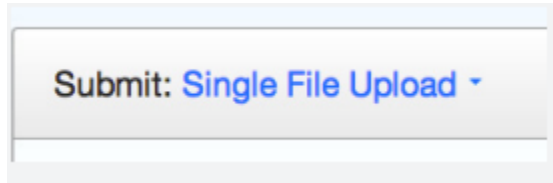
Single file upload is the default option on the submission page and allows the instructors to submit a single paper at a time.

Submitting a paper by file upload:

1. Click the *View/Complete* link on the Content page to submit a paper to the chosen assignment

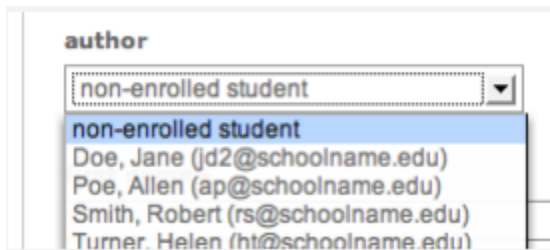


2. If needed, select *single file upload* from the *choose a paper submission method*: pull down menu. Single file upload is the default submission type for new users

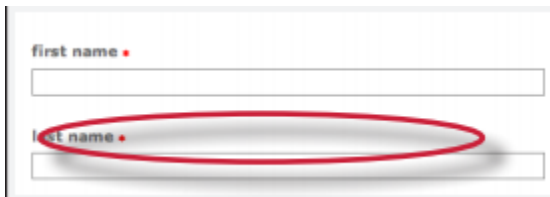


3.

3a. Select an enrolled student name using the pull down menu on the submission page. Papers submitted by an instructor on behalf of a student will appear in the student portfolio just as if the student made the submission



3b. The instructor may enter the first and last name of a non-enrolled student



Warning: Papers submitted for non-enrolled students cannot be graded or marked for paperless return to students

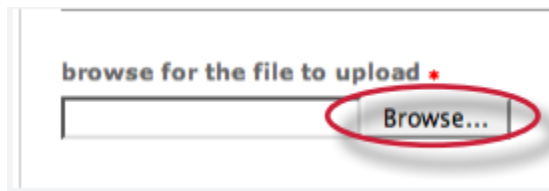


4. Enter the title for the paper. This field is required



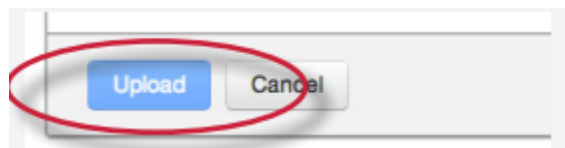
A screenshot of a web form showing a text input field. Above the field, the text "submission title" is displayed in a dark blue font, followed by a red asterisk indicating a required field. The input field itself is empty and has a thin grey border.

5. Click the *Browse* button and locate the paper to submit



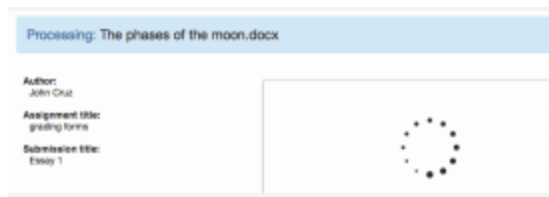
A screenshot of a file upload interface. It features a text input field and a button labeled "Browse...". The "Browse..." button is circled in red. Above the input field, the text "browse for the file to upload" is displayed in a dark blue font, followed by a red asterisk.

6. Click *upload* to upload this file



A screenshot of an upload dialog box. It contains two buttons: "Upload" and "Cancel". The "Upload" button is highlighted with a red oval. The "Upload" button is blue with white text, and the "Cancel" button is grey with black text.

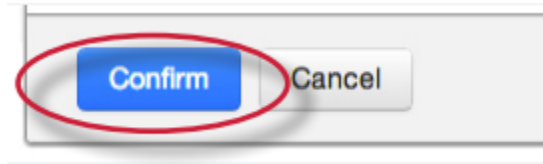
7. Once the paper has been uploaded, the following page asks for confirmation of the text of the paper. Review the text to confirm the correct file was selected



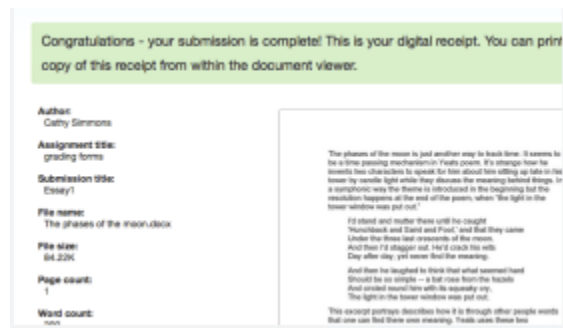
A screenshot of a confirmation page. At the top, a blue header bar contains the text "Processing: The phases of the moon.docx". Below this, the page is divided into two columns. The left column contains the following text: "Author: John Cruz", "Assignment title: grading forms", and "Submission title: Essay 1". The right column contains a large, empty rectangular area with a circular loading indicator consisting of small black dots arranged in a circle.



8. To complete the file upload, click on the *Confirm* button at the bottom of the page. If the wrong file was loaded, click on *Cancel* and re-submit with the correct file.



9. Once the submission is complete the digital receipt is displayed. The submission id on the digital receipt is a unique number assigned to this submission. A copy of the digital receipt is available for download within the document viewer print option.



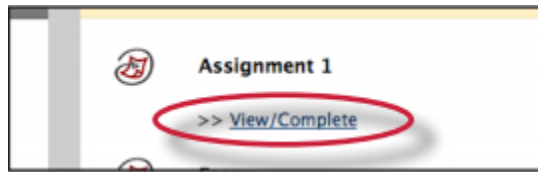
Cut and Paste Submissions

The cut and paste submission option allows users to submit information from non-supported word processors or file types, or to only submit specific parts or areas of a document that may need an Originality Report generated.

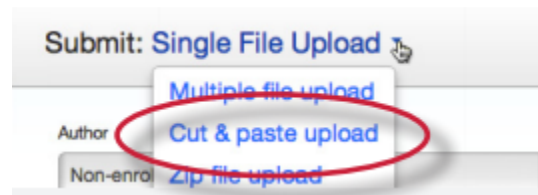
Please note that only text can be submitted via the cut and paste method - any graphics, graphs, images, and formatting are lost when pasting into the text submission box.



1. Click the *View/Complete* link on the Content page to submit a paper to the chosen assignment

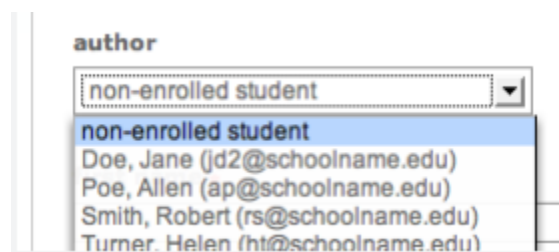


2. Select cut and paste from the *choose a paper submission method*: pull down menu. Single file upload is the default submission type for new users.



3.

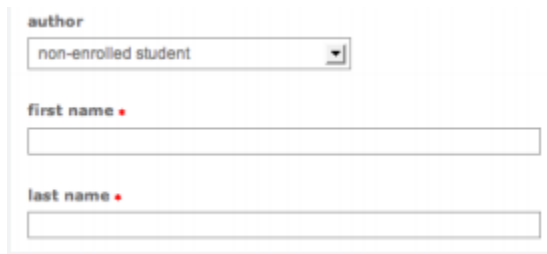
3a. Select an enrolled student name using the pull down menu on the submission page. Papers submitted by an instructor on behalf of a student will appear in the student portfolio just as if the student made the submission



3b. The instructor may enter the first and last name of a non-enrolled student



Warning: Papers submitted for non-enrolled students cannot be graded or marked for paperless return to students



A screenshot of a form with three input fields. The first field is a dropdown menu labeled "author" with the text "non-enrolled student" and a downward arrow. Below it is a text input field labeled "first name" with a red asterisk. Below that is another text input field labeled "last name" with a red asterisk.

4. Enter the title for the paper. This field is required



A screenshot of a form with a single text input field. The label "submission title" is positioned above the field and includes a red asterisk to indicate it is required.

5. Copy and paste the selected text into the text box



A screenshot of a form with a large text input area. The label "cut and paste your paper:" is positioned above the area and includes a red asterisk. The text box is empty and occupies most of the form's width and height.

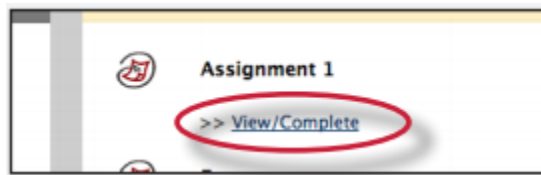
Tip: To copy and paste text, highlight the text to submit in a word processing or text editing program and select *copy* from the *edit* menu. To transfer the text into the text box on Turnitin, click inside the text box of the submission page and select *paste* from the browser *edit* menu



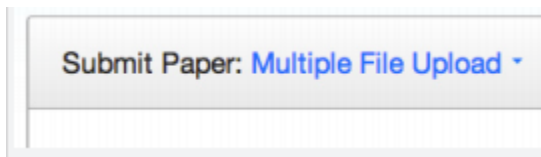
Multiple File Upload

The multiple file upload submission option allows instructors to upload multiple files simultaneously.

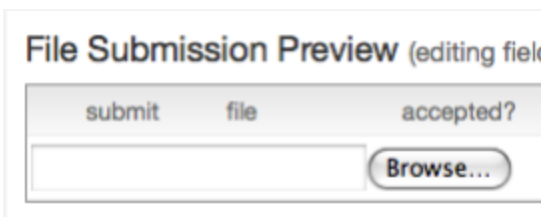
1. Click the *View/Complete* link on the Content page to submit a paper to the chosen assignment



2. Select *multiple file* upload from the *choose a paper submission method*: pull down menu. *Single file upload* is the default submission type for new users.

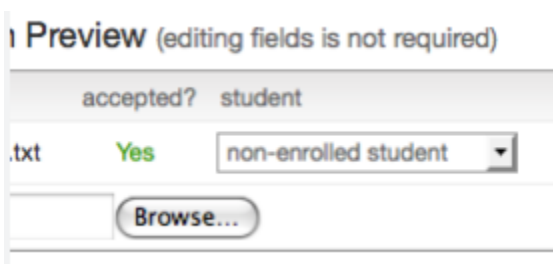


3. Click on *Browse* and select the first file to attach to the File Submission Preview list



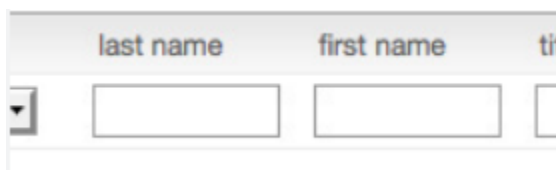
4.

4a. Select an enrolled student name using the pull down menu on the submission page. Papers submitted by an instructor on behalf of a student will appear in the student portfolio just as



A screenshot of a web form titled "Preview (editing fields is not required)". The form has a header bar with "accepted?" and "student". Below this, there is a text input field containing ".txt", a green "Yes" label, and a dropdown menu currently showing "non-enrolled student". At the bottom of the form is a "Browse..." button.

4b. Select an enrolled student name using the pull down menu on the submission page. Papers submitted by an instructor on behalf of a student will appear in the student portfolio just as



A screenshot of a form for selecting a student. It features a dropdown menu on the left and three input fields to its right, labeled "last name", "first name", and "tit".

5. Enter the title for the paper. If no paper title is entered, the title defaults to the file name for the submitted file

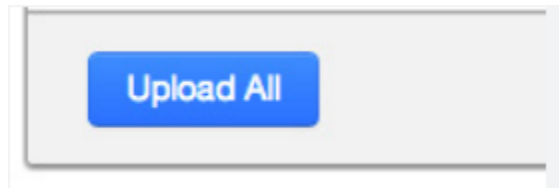


A screenshot of a form with two input fields. The first field is labeled "ne" and the second, larger field is labeled "title".

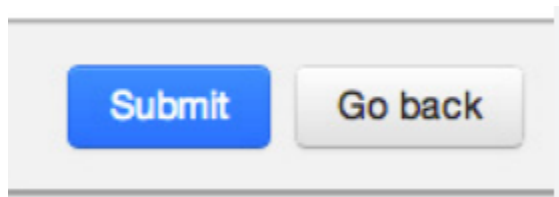
6. Repeat steps 3-5 for each paper being submitted as part of the upload



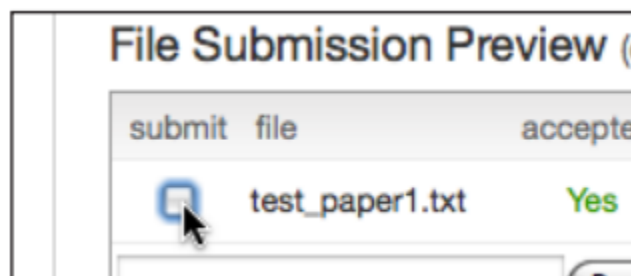
7. When all the desired files are attached, click the *Upload all button* to upload the batch of files



8. On the accepted files page please review the files to be uploaded and click *submit* to submit all uploaded files



Files can be excluded from the upload by unchecking the check box to the left of the file name under the submit column.



An instructor may remove all uploaded files from the File Submission Preview list by clicking on the *delete all* link located below the list to the right.



last name	first name	title

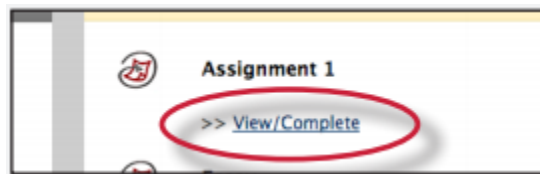
[delete all](#)

Zip File Uploads

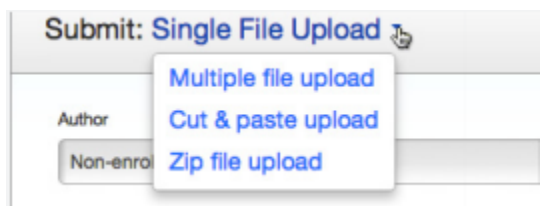
Instructors are able to upload a zip file of papers to a Turnitin assignment. The zip file may be any size up to approximately 200MB and contain up to 1000 individual files. If the zip file exceeds either limit it will be rejected.

Instructors uploading zip files are advised to ensure that no unacceptable file types are contained within the zip file and to be careful of duplicate copies of the same file within the zip file. Turnitin will attempt to detect duplicate or invalid files and warn the user of any duplicate or unacceptable files.

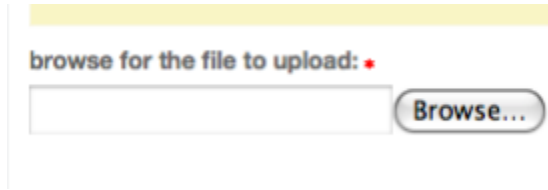
1. Click the *View/Complete* link on the Content page to submit a paper to the chosen assignment



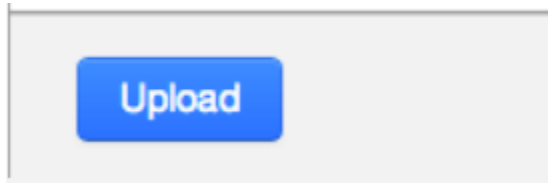
2. Select *zip file upload* from the *choose a paper submission*: pull down menu. File upload is the default submission type for new users



3. Click on *Browse* and select the zip file that will be uploaded



4. Click *upload* to load the zip file and view the list of papers. A status bar indicating download progress should be shown



5. Select the papers to submit by checking or unchecking the *submit* check box for the paper. For each paper being included, the user may:

select an enrolled student in the class or submit as non-enrolled, giving first name or last name;

submit without first and last name, which will default to anonymous

submit with a paper title;

submit without a paper title, which will default to the name of the file



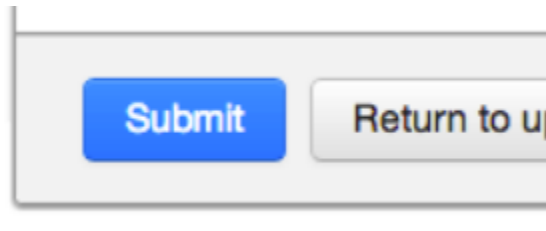
submit paper: by zip file (step 2 of 3)

Summary
 total files: 22
 rejected files: 5

File Submission Preview (editing fields is not required)

submit	file	accepted?	student	last name	first name	title
<input type="checkbox"/>	Test_Papers_class_notes.doc	no	non-enrolled student			
<input type="checkbox"/>	Test_Papers_class_notes.txt	no	non-enrolled student			
<input type="checkbox"/>	Test_Papers_class_notes.txt	no	non-enrolled student			
<input checked="" type="checkbox"/>	Test_Papers_DC_disgined_hes...	yes	non-enrolled student			
<input checked="" type="checkbox"/>	Test_Papers_Death_of_a_Convict...	yes	non-enrolled student			
<input checked="" type="checkbox"/>	Test_Papers_Estella.txt	yes	non-enrolled student			
<input checked="" type="checkbox"/>	Test_Papers_Heartbreak.txt	yes	non-enrolled student			
<input type="checkbox"/>	Test_Papers_instructor_list.txt	no	non-enrolled student			
<input checked="" type="checkbox"/>	Test_Papers_instructor_list.txt	yes	non-enrolled student			
<input checked="" type="checkbox"/>	Test_Papers_Kindness_in_OT.txt	yes	non-enrolled student			
<input checked="" type="checkbox"/>	Test_Papers_Miss_Mabel_Brande...	yes	non-enrolled student			

6. Once the files to submit from the zip file have been selected and (if needed) assigned name and title information, the user must click on *submit* to continue the upload of papers into the assignment



7. A confirmation screen will be shown listing all file names, author names, e-mail user profiles, and submission titles. Any fields containing Anonymous or Not Entered are not required but may be set by using the *go back* link to return to the previous screen

Click **submit** to finalize the zip file upload into the assignment. A progress bar will display the remaining upload time



accepted file(s)		
accepted file(s)	author	email/use
testpaper.doc	Poe, Allen	ap@schoc
test2.doc	Turner, Helen	ht@schoo

[Submit](#) [Go back](#)

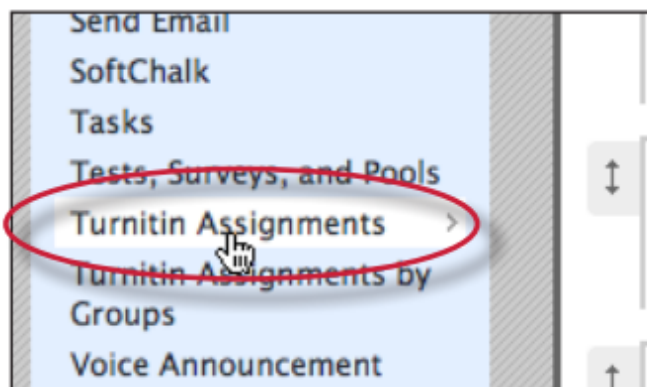
The zip file upload accepts up to 1000 files or 200MB of zipped information. A zip file to be uploaded may not exceed either limit. Zip files should be checked to ensure only usable file formats are included in the upload.



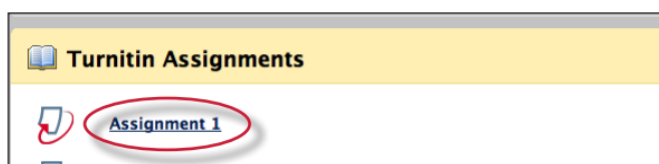


The Turnitin Assignment Inbox

Instructors can view the Originality Reports completed for submitted papers by accessing the Turnitin assignment inbox. Click on the *Course Tools* link from within the course to open the extended list of course tools. Click on the *Turnitin Assignments* link in the Course Tools section to show the Turnitin assignments for this course.



Click the assignment name to access that assignment's inbox allowing the instructor to view the papers that have been submitted to the assignment.



Elements of the Assignment Inbox



The assignment inbox is a sorted list of columns containing information regarding submissions in an assignment. The assignment inbox can be organized by any of the criteria listed with a downward pointing arrow to the right - for example, clicking on the column heading name of author will sort the contents of the assignment box by author last name from A to Z. Clicking the column heading again will sort it again by the reverse of the criteria, from Z to A.

The columns headings in the assignment inbox are:

author - a column containing the names of any enrolled students and the names given for any non-enrolled instructor uploaded papers in the assignment. Clicking on the name of the author opens the class portfolio page for any enrolled students. Enrolled student names are underlined and lettered in blue

title - the title given for any paper submitted. If there is no submission for a user, this field will list - no submission --. Clicking on the title of a paper will open a text version of the paper with submission information, but no Originality Report data, to allow an instructor to view the student paper

report - the report column contains the Originality Report icon. The icon contains a percentage indicating the overall similarity of the paper to information in the Turnitin repository, 100% being 'fully similar', 0% indicating 'no similarity'. The icon is rectangular and contains the percentage number and the corresponding color. If only a grayed out icon is available, the report is not ready. A -- in the report column indicates no submission or that no Originality Report is generated based on assignment settings

grade - the grade column indicates GradeMark image availability. A pencil icon shows what papers have not yet been graded in GradeMark. No icon indicates that no submission was made or that GradeMark digital assessment is not available for the class or account. If the icon is available, click on the pencil icon to open a GradeMark window. Once a paper is graded the point value given to the paper will replace the pencil icon in the grade column

response - the response column provides instructors with insight on which students have viewed their graded papers. An icon of a person with a check mark notifies the instructor that the student has viewed their graded paper in GradeMark for over 30 seconds

file - a page icon and indicator of the file type of a submission that was uploaded to Turnitin, or -- in the event no submission was made. Click on the page icon to download a copy of the submission as originally uploaded by the student to the assignment

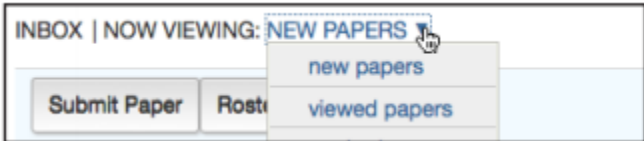
paper ID - the unique numeric ID number assigned to every submission made to Turnitin. This column contains -- if no submission was made. The paper ID is also provided to students or instructors when submitting by file upload or copy and paste as part of the digital receipt

date - the date of a submission. Any dates shown in red indicate a late submission made after the due date and time of an assignment. The format is month-day-year. If no submission was made after the due date/time for a student, this column shows (late) in red. If the due date has not passed, students in the class with no submissions have a -- in this column

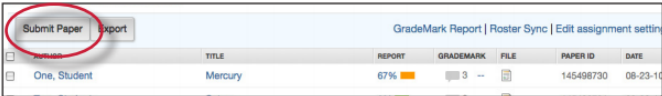
The assignment inbox also contains a number of items in the assignment inbox panel at the top of the assignment inbox. See the *Organizing the Assignment Inbox* section for more information on these functions. The items are:



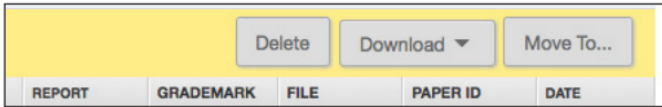
all papers, marked papers, viewed papers, new papers - allows an instructor to select which folder of an assignment inbox to view. By default, all papers are in the new papers folder. The available folders are all *papers*, *marked papers*, *viewed papers*, and *new papers*. Papers can be moved between folders in the assignment inbox by using the move to function. Papers only can be placed in a single folder. Selecting a folder will display only that folder unless all papers is selected, which shows every submission in an assignment



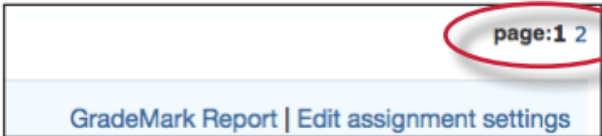
submit button - allows an instructor to begin submitting a paper or papers to this assignment



delete, download, move to - these buttons perform the selected action on papers which have a check mark added in the box to the left of the author name

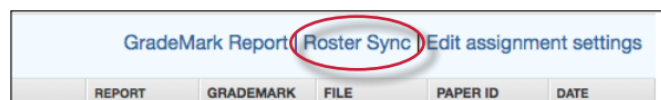


page - if there is more than one page to an assignment inbox, click on the page number to move between the pages of the assignment inbox and view the submissions on the pages



Syncing the Class Roster

Enrolled students will appear in the assignment inbox once they have accessed a Turnitin assignment in the course. To automatically import the student list into the inbox before the students access the assignments or submit papers, an instructor can synchronize the assignment roster. Click on the Roster Sync button in the assignment inbox, which will import a list of all students currently enrolled in the Blackboard course for the assignment. This function can also be used later to remove student users who are no longer a part of the course. All submissions and data for students removed by a Roster Sync will disappear from all Turnitin assignments in the course.



Warning: Students who are removed by the roster sync function must be re-added to the Blackboard course and the Roster Sync function must be used again to regain access to any submissions, GradeMark commented papers, or other information in the Turnitin assignment for the student.

Viewing Papers

Every paper submitted to an assignment can be viewed online. To view a paper through the Turnitin web site without saving a copy to the computer, the instructor simply needs to click on the name of the paper under the title column of the assignment inbox. This will open the paper in a new window with the submission and student information as well as the text of the paper.

Opening the Originality Report



The Turnitin Originality Report can be accessed from the assignment inbox. Under the report column are the icons indicating the percentage of the Overall Similarity Index and the corresponding color on a blue to red scale.

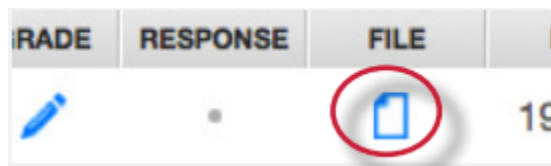
TITLE	SIMILARITY	GRADE	RESPONSE	FILE
The Convicts Shadow	27% 		•	
Groomed for Revenge	14% 		•	
Heartbreakers	8% 		•	

For more information about Originality Reports, please [click here](#) to view the Originality Report chapter of the Turnitin Instructor Manual.

Downloading Papers

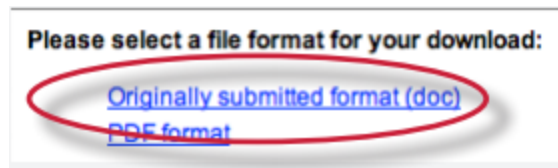
The instructor may also download and save papers submitted to an assignment. Instructors may download papers one by one, or in a zip file. Instructors on an account with the GradeMark or Peer Review products active may also select whether to download a PDF version of the submission or the original file format.

1. Click on the icon under the file column for the paper to download



2. (If available) For Peer Review and GradeMark accounts, a pop-up window prompts the user to select Originally Submitted format or PDF format





3. The files will download to be saved on the user's computer

Bulk Download

Instructors can bulk download papers in either the original or GradeMark formats.

Downloading papers in a zip file:

1. From the assignment inbox, click the check boxes to select the papers that will be downloaded

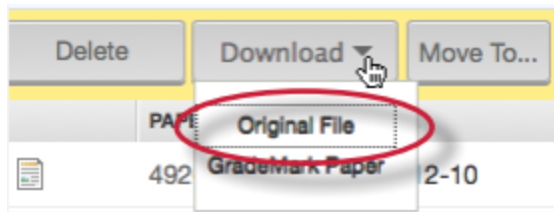


1a. The user may also select the check box in the column heading to download all papers from all pages of an assignment inbox

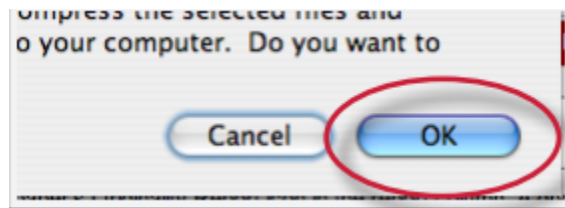


2. Click on the *download* button and select *Original File*

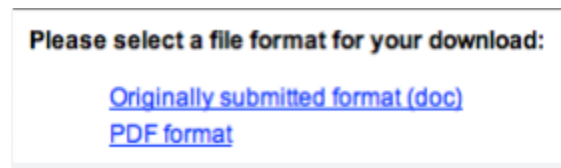




3. Click on *ok* to accept the download



4. Select the file format to download in if prompted to do so (GradeMark and Peer Review accounts only)



5. The files will download to be saved on the user's computer

Downloading GradeMark papers in a zip file:

Instructors can bulk download papers in either the original or GradeMark formats.

1. From the assignment inbox, click the check boxes to select the papers that will be downloaded



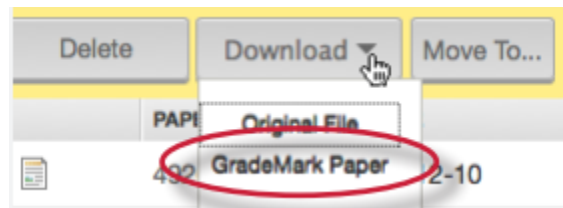


1a. The user may also select the check box in the column heading to download all papers from all pages of an assignment inbox



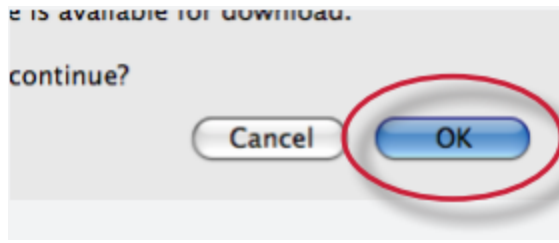
Note: If you select all papers within your class the papers that have not been graded with GradeMark will not be included in the bulk download

2. Click on the *download* button and select *GradeMark Paper*

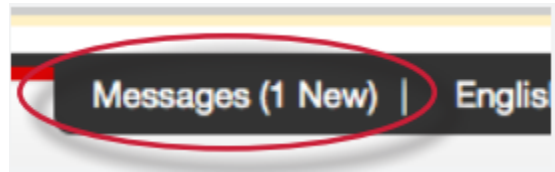


3. Click on ok to accept the download. A message will appear above your assignment inbox indicating that the selected files are being compressed into a zip file and once compression is complete the file will be available to download in the Turnitin messages inbox

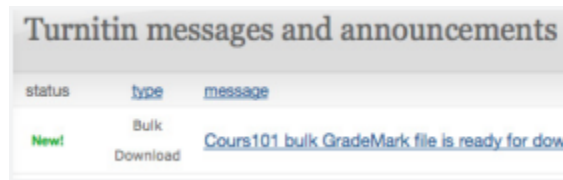




4. The messages inbox will indicate a new message when the file is available for download. Click on the *Messages* tab



5. Click on the message link. All new messages are given the status *New*



6. To download the zip file click on the available link(s)



Note: There may be more than one link due to the large number of files selected for compression. To download all the files that you selected for compression please make sure to click on all available links

Organizing the Assignment Inbox

Turnitin offers the instructor user many methods to organize papers in the assignment inbox to assist with handling large classes or simply to quickly sort the submissions and Originality Reports in an inbox.

The following are the ways an instructor is able to organize the assignment inbox:


sorting by column header - click any of the following column names to sort the inbox by that column: author, title, similarity, grade, and date, column headings. Click a second time to re-sort in the opposite direction, e.g. A-Z becomes Z-A



A screenshot of the Turnitin assignment inbox interface. The table has columns: AUTHOR, TITLE, SIMILARITY, GRADE, RESPONSE, FILE, PAPER ID, and DATE. The headers for AUTHOR, TITLE, SIMILARITY, GRADE, and DATE are circled in red. Below the headers, three rows of submission data are visible.

AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
<input type="checkbox"/> George, Mary J	The Convicts Shadow	27%				197902819	17-Aug-2011
<input type="checkbox"/> Anderson, Patrick	Groomed for Revenge	14%				197902812	17-Aug-2011
<input type="checkbox"/> Boudreaux, Ernesto	Heartbreakers	8%				197902745	17-Aug-2011

sorting by folder - the instructor is able to select and move papers to the viewed or marked folders by checking the box to the left of the author name and clicking the move to button. Select the destination folder from the drop down menu and click on submit to move the paper to the selected folder



A screenshot of the Turnitin assignment inbox interface showing a selected paper. The 'Move To...' button is circled in red. The table below shows the details of the selected paper.

AUTHOR	TITLE	REPORT	GRADEMARK	FILE	PAPER ID	DATE
<input checked="" type="checkbox"/> Murphy, James	Circe	45%	0		49262697	08-12-10



destination folder:
 (new papers) ▾

destination assignment:
 this assignment ▾

submit

deleting unwanted papers - an instructor can delete papers at any time by checking the box to the left of the paper and clicking the delete button. These papers are removed from the assignment inbox but not the submission repository

You have selected 1 paper on this page

<input type="checkbox"/>	AUTHOR	TITLE	REPORT	GRADEMARK	FILE	PAPER ID
<input checked="" type="checkbox"/>	Murphy, James	Circe	45%	0	--	49262697

Deleting papers removes them from your inbox but does not remove them from our database. Are you sure you want to delete the selected papers?

Cancel OK

exporting assignment inbox information - an instructor can export the Turnitin assignment inbox as an excel file at any time by clicking on the Export button

Submit Paper | Export

<input type="checkbox"/>	AUTHOR	TITLE	REPORT	GRADEMARK	FILE	PAPER ID	DATE
<input type="checkbox"/>	One, Student	Mercury	67%	3	--	145498730	08-23-10

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 enrolled users have not submitted a paper, sort the inbox by paper title by clicking on the title column heading.



If a paper is submitted late to an assignment the submission date appears in red. If no submission has been received by the due date and time, late will show up in red in the date column.



GradeMark®

To access GradeMark to grade the student's paper, click on the pencil icon in the grade column. For more in depth information on using GradeMark please [click here](#) to view the GradeMark chapter of the Turnitin Instructor manual.

Please note that not all accounts have purchased the GradeMark product, if GradeMark has not been purchased. the grademark column will be blank where the GradeMark icon should appear.





Viewing the PeerMark Assignment Inbox

Click on the *View/Complete* link below the PeerMark assignment to open the PeerMark assignment inbox. The PeerMark assignment inbox displays a list of your students, the number of reviews completed by each student, the students grade for the assignment, and the reviews that each student has written or received. To view the reviews written or received by a student click on the Show details link to the right of the student's name.

ENGLISH 101 PEERMARK			START	DUE	POST
			12/11/09 2:30 pm	01/02/10 11:59 pm	01/04/10 12:01 am
STUDENT ▼	SUBMITTED	GRADE (5)	ACTIONS		
Alice Anderson	5/3 reviews	-- / 5	Show details	More Actions ▼	
James Clymer	0/3 reviews	-- / 5	Show details	More Actions ▼	
Harry Henderson	0/3 reviews	-- / 5	Show details	More Actions ▼	
Jim Jameson	0/3 reviews	-- / 5	Show details	More Actions ▼	
Jane Johnson	0/3 reviews	-- / 5	Show details	More Actions ▼	

Within the more details of a single student the instructor can view the progress of the student's reviews or read the student's completed reviews. All the reviews written for this student's paper are visible to the right of the student's submitted reviews.

Johnson, Jane		0/3 reviews	-- / 5 (-%)	Show details	More Actions
Jane submitted 0 reviews					
SCORE (10)					
--	--	0			
System assigned	--	0			
Student selection	--	0			
Self-review	--	0			
Read all these reviews at once					
TOTAL		--/30	(-%)		
Edit Grades					

Jane received 2 reviews	
Alice Anderson	Read Review
System assigned	Jan 02
Friedrich Weissenborn	Read Review
System assigned	Jan 02
Read all these reviews at once	

For more in depth information on using PeerMark please [click here](#) to view the PeerMark Chapter of the Turnitin Instructor Manual.

Please note that not all accounts have purchased the PeerMark product, if PeerMark has not been purchased the PeerMark assignment type will not be available.



Assignment Inbox Navigation Bar

The navigation bar includes:

assignment inbox - allows the instructor to quickly navigate back to the assignment inbox

edit assignment - by clicking on this menu opens up the assignment options and the instructor has the ability to change features of the assignment at any time

libraries - the libraries tab displays the Turnitin assignments created by the instructor. The libraries tab also contains all the PeerMark Question libraries. For more information on the PeerMark question libraries please view our help center article on [PeerMark libraries](#).

class stats - The statistics page will list information about the class in a table. The default view of the stats will show the cumulative statistics since the creation of the class. For more information about class stats view Chapter 12 of the Turnitin Instructor manual available at www.turnitin.com/training.html

preferences - provides four options that the instructor can customize: *default submission type*, *items per page*, *file download format*, and *show page info*

help - this pull down menu provides links to the knowledge base, user guides, training videos, and the site key

Note: If any changes were made to the user profile, the instructor must click on submit in the top right corner to save the changes





Glossary

Definitions

account	A Turnitin account allows instructors to use products purchased from Turnitin
account ID	The numeric identification number for a specific account or sub-account
administrator	the controller of a specific Turnitin account. This user type is able to install and configure, activate or deactivate products on an account, change account settings, and add or remove instructors from account access
assignment	Submissions to a class on Turnitin are made to an assignment. Each assignment can allow only a single submission per student user who is enrolled in the class
building block	A building block is a set of files that can be installed on an institutions Blackboard server to allow users to create and access Turnitin assignments from within Blackboard
class	To allow students to submit files, an instructor must create a class for their students. A class requires a name, a class ID, and a class enrollment password
class portfolio	The class portfolio page is the main view page of a student for a specific class
default submission type	A user preference set by instructor or student users to define which file submission method should be displayed by default for submissions to an assignment in a Turnitin class



digital receipt	The digital receipt is a confirmation of a successful paper submission to a Turnitin assignment. The digital receipt contains the unique paper ID number, user name, submission date and time, class name, assignment title, and a copy of the submitted work. The digital receipt is shown on-screen after submission and a copy is sent by e-mail to the user at the e-mail address provided as the user login name. This e-mail is sent by noreply@turnitin.com and spam filters should be checked to ensure they do not block users from receiving this e-mail
download	Transmission of a file from Turnitin to the computer of the user selecting to download files). Some users may need to enable file download due to security considerations on the web browser or computer being used
due date	The due date on a Turnitin assignment indicates the date and time of day at which an assignment is due. Submissions after the due date and time may no longer be allowed and will be automatically blocked by the Turnitin system. Only the instructor can enable late submissions on an assignment on Turnitin. The due date must come after the start date and before the post date during assignment creation. The due date and time may be changed by the instructor at their discretion to meet the needs of a class
export (stats)	downloading a copy of account statistics in a Microsoft Excel® format to a user's computer
GradeMark	A digital grading product offered by Turnitin which allows instructors to place comments and QuickMark editing marks on a submission for students to review. This product also includes standardized rubric scorecards and the ability to share QuickMark standard editing marks and rubric scorecards between instructors on an account via export or via administrators using the libraries sharing feature of the GradeMark digital grading product
home page	The default login page, which is different based on the selected default user type of the user profile being accessed
instructor	The term used for teachers, tutors, or other student assisting users added or authorized to



	<p>join as instructors on a specific Turnitin account. A single person may be joined to multiple Turnitin accounts or sub-accounts using one user profile or separate user profiles. Users may fill more than one user type role on Turnitin</p>
internet archive	<p>Turnitin's web repository includes inactive or no longer available web pages and copies of pages that have changed over time. This allows Turnitin to search against information that is no longer available or which has changed over time</p>
items per page	<p>A user info page preference that allows users to determine the number of items from any list they wish to see per page on Turnitin</p>
knowledge base	<p>The knowledge base is an area we have created for our users to search for help or information on specific aspects of using Turnitin. Also available are frequently updated lists of the most common questions we receive</p>
libraries	<p>The libraries menu displays the rubrics created by Turnitin or the instructor. For more information about rubrics please view the GradeMark training video or the rubric section of the GradeMark manual available at www.turnitin.com/training.html</p>
log in	<p>The act of an authorized user entering the e-mail address and personal password created for a user profile to enter Turnitin as the user associated with the e-mail address entered</p>
Optical Character Recognition (OCR)	<p>Optical character recognition software converts a image of text information into an actual text document that can be read and altered by word processing software. Papers or documents transferred into a computer via a scanner require optical character recognition software conversion to be submitted to Turnitin. Turnitin only accepts documents containing actual text data rather than an imaged document or submission. Some scanners offer OCR conversion automatically, but most OCR conversion requires hand correction to resolve any inaccuracies which can cause major changes to the actual content of a document</p>



Originality Report	<p>The Originality Report is a flexible document that allows students and instructors to review matches between a submitted work and the repositories scanned by Turnitin.</p> <p>Citations, quotations, and bibliographic material are all scanned against Turnitin’s repositories to determine an overall similarity percentage as well as specific matches to similar text</p>
Overall Similarity Index	<p>The overall similarity index is a percentage indicating the similarity of the text submitted to information contained in the Turnitin repositories used for comparison on the assignment the submission was made in. This percentage indicates a percentage based on the length of the paper compared to the length of the areas flagged as similar during the comparison</p>
paper	<p>A paper refers to the document or file submitted by a user to an assignment in a class on the Turnitin website</p>
paper ID	<p>the paper ID number is a unique identifier that can be used to refer to a specific paper. The paper ID number can be viewed by accessing the paper in the assignment inbox for instructors.</p> <p>The paper ID number is also available on the paper view page, Originality Report, and GradeMark digital assessment view of the submission</p>
PeerMark	<p>this product allows students to anonymously or with attribution review submissions made by other students within the course. Students reply to free response and scale questions selected or created by the instructor. Instructors may also comment on the paper using three different commenting tools: inline text tool, highlighter tool, and composition marks.</p> <p>A PeerMark assignment must be based on a normal Turnitin assignment where the student papers are initially submitted</p>
Plagiarism Prevention	<p>This product creates Originality Reports for submissions in assignments on Turnitin. The Originality Reports allow instructors and students to easily determine any problems in citation or referencing and assists instructors in determining the originality of a submitted work</p>



post date	the post date of an assignment is set by the instructor during the assignment creation. When the post date and time has passed, students will be able to view GradeMark and GradeBook information on their submissions in this assignment. If the assignment is a Peer Review, students will be able to read the assessments written by their peers after the post date passes. The post date does not control Originality Reports. The post date must come after the start date and due date during assignment creation
product	A specific service, feature, or group of features offered by Turnitin as part of the purchase of a Turnitin license by an educational customer
proxy server	A proxy server is a server that stands between an institution's network and the internet. The proxy server passes requests from the institution's network to places on the internet and returns the responses from the internet to the institution's network
repository	A set of information of a specific type or types. In the specific context of the Originality Report provided by Turnitin, repository is used to refer to the type of information the submission was evaluated against for direct matching or high levels of similarity. Available repositories include internet, archived internet, periodical/journal/publication information, and previous submissions
resubmit	the act of submitting a new paper in place of an existing submitted paper. Resubmission can only be done if the instructor has set an assignment to allow students to overwrite until the due date and time of the paper, or if the instructor has manually deleted the student's existing submission in the assignment inbox. This option can only be enabled by the class instructor
revision (assignment type)	an assignment created by an instructor that is linked to an existing assignment. Revision assignments may have a different start, due, or post date than the primary assignment. Revision assignments allow instructors to easily enable students to submit multiple drafts of the same submission to different assignments. Revision assignments, like regular assignments, only allow one paper per student to be submitted



shared key	A shared key is the eight digit, alphanumeric code that an institution's Turnitin account administrator creates in the integration configuration page within Turnitin. The shared key is used to verify the integrity of requests sent from the Institution's Blackboard account to the institution's Turnitin account
start date	A date and time selected by the instructor when creating an assignment. The start date and time must pass before students are able to begin submitting to an assignment. Instructors are not prevented from submitting before the start date. The start date for an assignment must be before the selected due date and post date during assignment creation. This may be updated only by the instructor to meet the needs of a class
student	A user type able to enroll in courses created by an instructor user. Student user profiles can only submit to assignments created by an instructor in a class they are joined to or have been authorized to join
sub-account	an account created beneath a parent account. The Turnitin account tree allows for multiple sub-accounts created under each parent account. Only individual accounts may not create sub accounts.
submission	A file or files uploaded by a student or instructor user into an assignment within a Turnitin class. Only a single file per student user can be submitted to an assignment by a student user
submission type	Turnitin offers multiple submission types for students and instructors. Students are able to submit a single file at a time by either file upload or cut-and-paste submission. Instructors are able to submit files by file upload, copy and paste, bulk upload, or zip upload options. The default file type for a user to submit by can be viewed or changed in the preferences section of the user info page
upload (file)	The act of submitting or sending a file into a specific assignment within a Turnitin for use with the Turnitin products selected for the class



user profile

The user profile is a set of user preferences and information associated with a specific ID within Turnitin. Each user profile requires a unique e-mail address. A specific e-mail address can only be used once within the Turnitin repository. New attempts to create a profile associated with an e-mail address currently existing in Turnitin will not succeed

