



Turnitin Blackboard Vista 3[®] Administrator User Manual

Version 2.0.3

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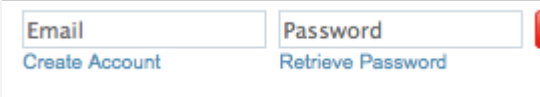
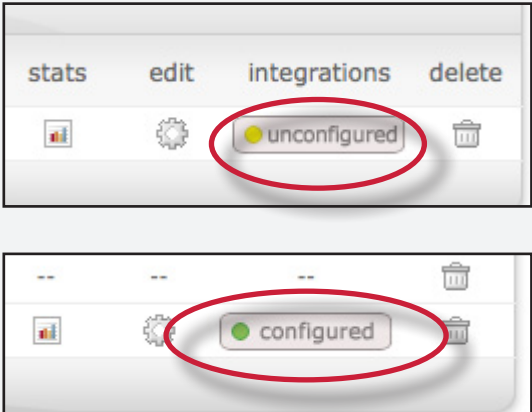

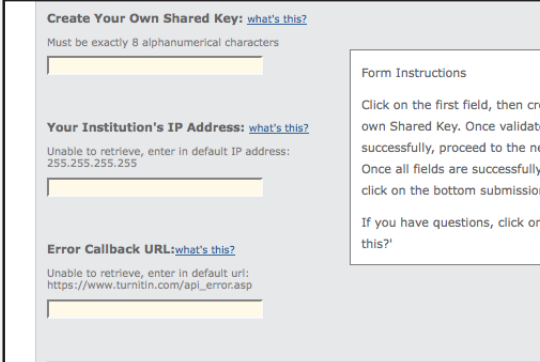
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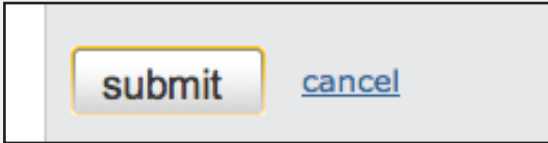


Administrator Manual

Turnitin’s PowerLink gives Blackboard Vista users access to Turnitin’s plagiarism prevention and GradeMark services, all from within the Blackboard Vista environment.

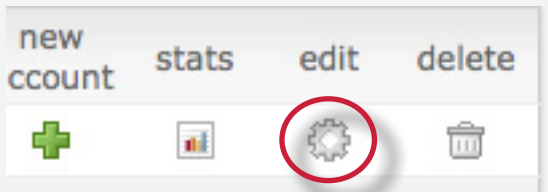
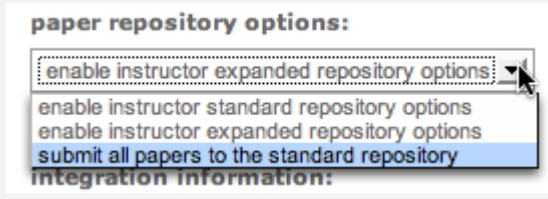
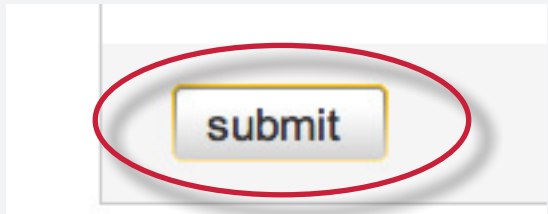
Downloading the Turnitin PowerLink

The Turnitin account administrator must first download the Turnitin PowerLink. The account administrator should log into the Turnitin account at [www.Turnitin.com](http://www.turnitin.com).

<p>To configure and download the Blackboard CE/Vista PowerLink code package, follow these steps:</p>	
<p>1. Log in as the Turnitin account administrator at the Turnitin homepage http://www.turnitin.com</p>	
<p>2. Click on the integrations button for the account. If purchased, the <i>unconfigured</i> button will appear under the integrations column. If the integration has already been configured click on the <i>configured</i> button and skip to step 6. If the integration has not been configured click on the unconfigured button</p>	
<p>3. Click on the configure link to the right of Blackboard CE/Vista</p>	
<p>4. Fill out the required fields:</p> <ul style="list-style-type: none"> • a shared key containing 8 alphanumerical characters • your institution’s IP Address or default IP address: 255.255.255.255 • an error callback URL or the default url: https://www.turnitin.com/api_error.asp 	

<p>To configure and download the Blackboard CE/ Vista code package, follow these steps:</p>	
<p>5. Click <i>submit</i> to finalize the configuration of Blackboard</p>	
<p>6. Once the integration has been configured the code packages for Blackboard will be available. Click on the <i>Download</i> link next to Step 2</p>	
<p>7. Click on the <i>download</i> link to the right of the correct Blackboard CE/Vista version supported by your institution. Save the file in an easy to find location on the computer</p>	

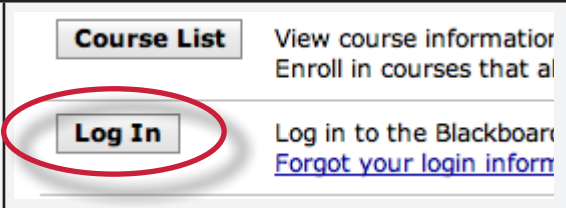
Paper Repository Options

<p>Paper repository options:</p>	
<p>1. Login to Turnitin as the administrator and click on the <i>edit</i> icon to the right of the account name</p>	
<p>2. Select one of the three options from the <i>paper repository options</i>: enable instructor standard repository options, enable instructor expanded repository options, or submit all papers to the standard repository</p>	
<p>3. Click on <i>submit</i> in the bottom left corner of the account modification window to save any changes made</p>	

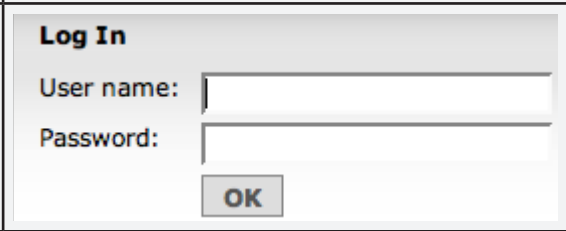
Note: If *submit all papers to the standard repository* is selected from the *paper repository options* pulldown menu, all student papers submitted to the account will be stored in the standard paper repository. If *enable instructor standard repository options* is chosen instructors will be able to set the assignment option to either store student papers within the standard paper repository or to not store the papers in any repository. If *enable instructor expanded repository options* is chosen, instructors will be able to set an assignment options 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 and the institution paper repository.

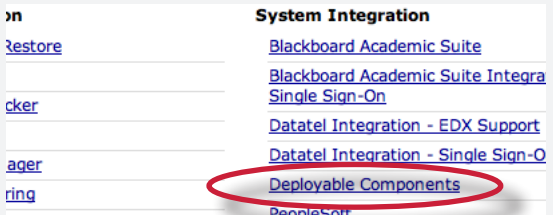
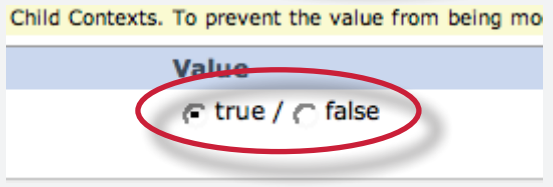
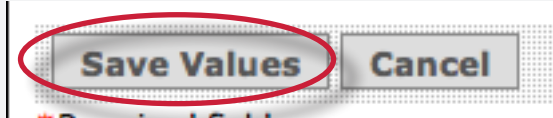
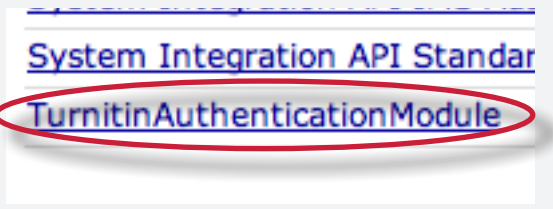
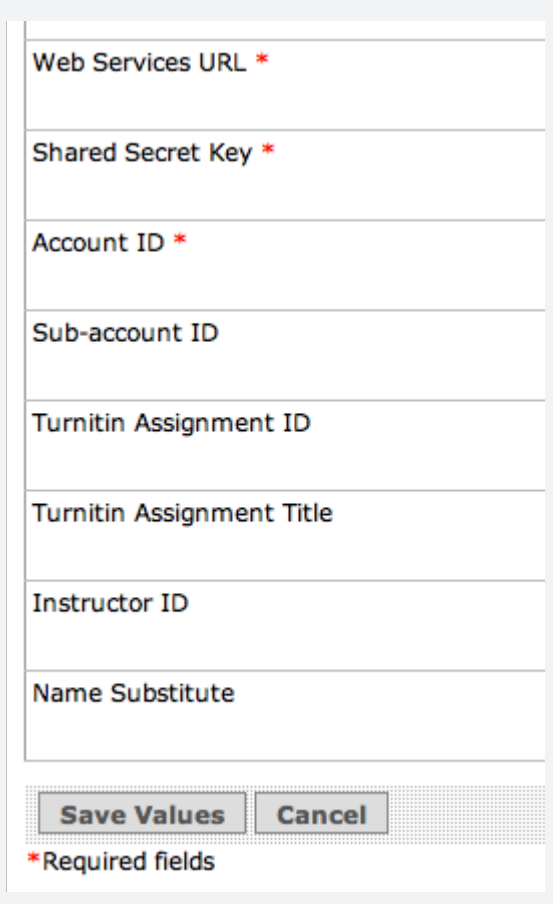
Installation and Configuration

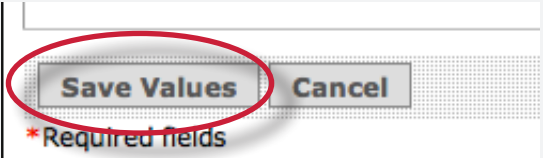
Once the Turnitin PowerLink is downloaded in ZIP format, unzip the file and install the JAR files in the Blackboard Vista server.

To install the component on the server:	
1. Log in to the Blackboard Vista server	 <p>The screenshot shows a navigation menu with a 'Course List' button and a 'Log In' button. The 'Log In' button is circled in red. To the right of the buttons, there is text: 'View course information', 'Enroll in courses that al', 'Log in to the Blackboard', and a link 'Forgot your login inform'.</p>
2. Copy all of the JAR files to the following directory: <ul style="list-style-type: none"> • <Domainname>/ <i>deployablecomponents/</i> <i>TurnitinAuthenticationModule/</i> 	
3. Restart the server	

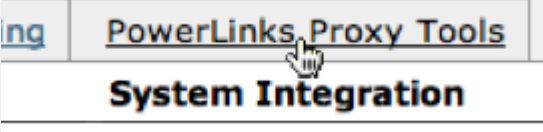
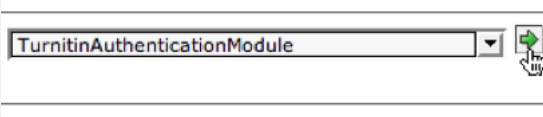
Once the JAR files have been installed, the server administrator needs to configure the module.

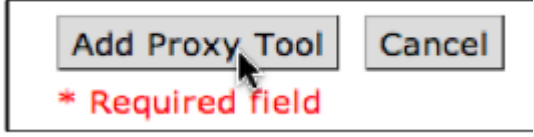
To configure the TurnitinAuthenticationModule:	
1. Log in as the Server Administrator	 <p>The screenshot shows a 'Log In' dialog box with two input fields: 'User name:' and 'Password:'. Below the fields is an 'OK' button.</p>
2. From the Learning Content Manager, click the <i>settings</i> link	

<p>To configure the TurnitinAuthenticationModule:</p>	
<p>3. From the setting page, click the <i>Deployable Components</i> link</p>	
<p>4. Make sure the setting “Allow Deployable Components” option is set to true</p>	
<p>5. Click <i>Save Values</i> to save these settings</p>	
<p>6. Click the <i>TurnitinAuthenticationModule</i> link</p>	
<p>7. Configure the module using the following settings:</p> <ul style="list-style-type: none"> • Order: 1 • Web Services URL: <the public URL for the account’s Vista server’s web service> (ends with “/axis”) • Shared Secret Key: the shared secret key • Account ID: <the primary Turnitin account ID> • Turnitin Assignment ID: <leave blank> • Turnitin Assignment Title: <leave blank> • Instructor ID: <leave blank> • Enabled: true 	


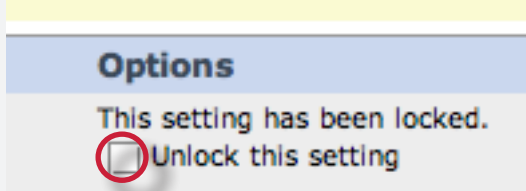

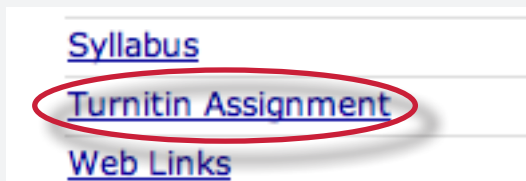
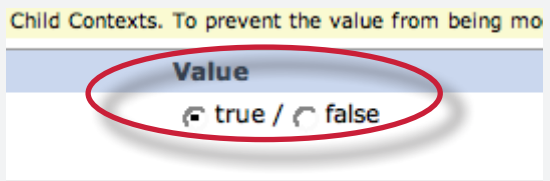
<p>To configure the TurnitinAuthenticationModule:</p>	
<p>8. Click <i>Save Value</i> to save the settings</p>	

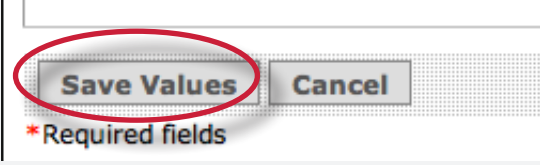
Next the administrator user will need to create the Turnitin Assignment Proxy Tool.

<p>To create the Turnitin Assignment Proxy Tool:</p>	
<p>1. Log in as the system server administrator and click on the PowerLink Proxy Tools tab</p>	
<p>2. Next to <u>Create Proxy Tool</u>, select <i>TurnitinAuthenticationModule</i> and click next</p>	
<p>3. Configure the proxy tool using these values</p> <ul style="list-style-type: none"> • Proxy Tool Name: Turnitin Assignment • Version: 2.0 • Proxy Tool Description: Turnitin assignment Proxy Tool • Assisted Config Button Name: Create Turnitin Assignment (suggested) • Web Services URL: <the public URL for the account’s Vista server’s web service (ends with “/axis”)> • Shared Secret Key: the shared secret key • Account ID: < the Turnitin account ID> • Turnitin Assignment ID: <leave blank> • Turnitin Assignment Title: <leave blank> • Instructor ID: <leave blank> 	

<p>To create the Turnitin Assignment Proxy Tool:</p>	
<p>4. Click <i>Add Proxy Tool</i> to complete the configuration</p>	

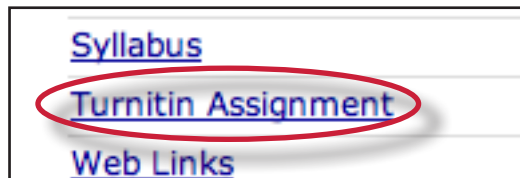
Now enable the Turnitin Assignment.

<p>To enable the Turnitin Assignment:</p>	
<p>1. Click <i>Turnitin Assignment</i> in the Tools column</p>	
<p>2. Click the check box next to “Unlock this Setting”</p>	
<p>3. Click <i>Save Values</i> to save the settings</p>	
<p>4. Click <i>Turnitin Assignment</i> in the Tools column</p>	
<p>5. Select <i>true</i> for the <i>Enable Tool</i> value</p>	

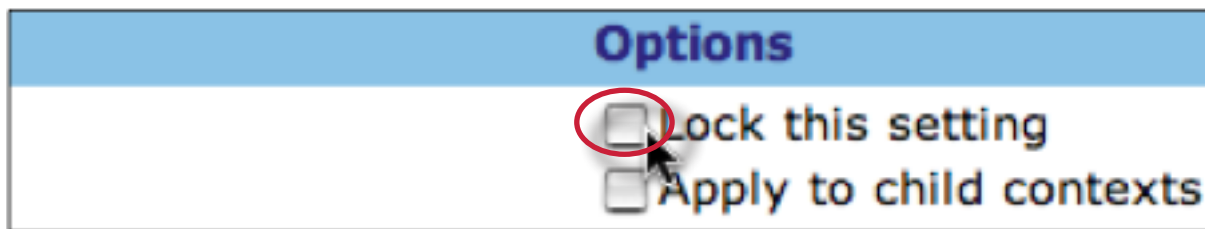
To enable the Turnitin Assignment:	
6. Click <i>Save Values</i> to save the settings	

Restricting Access

Access can be restricted to the Turnitin PowerLink from different contexts (institution, group/department, or course). Before users can restrict access, the server administrator must log in and make sure the Turnitin Assignment is not locked. To view and change this setting click on the *Turnitin Assignment* in the *Tools* column on the Blackboard Vista server settings page.



On the Turnitin Assignment settings page, make sure the check box next to *Lock this setting* for the *Enable Tool* option is not checked.

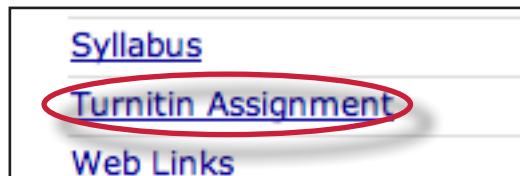


Once it is verified that the settings for the Turnitin assignment are not locked, users at different context levels can log in and disable the Turnitin assignment from this page. To disable the Turnitin assignment for a context level, select *false* next to the *enable tool* option. Users in that context level will not have access to the Turnitin Assignment.

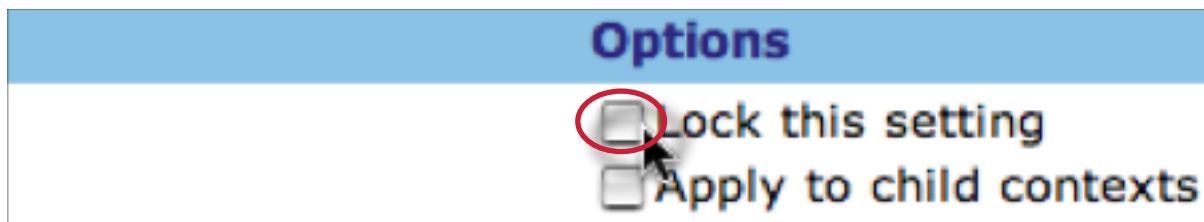


Allowing Access for Multiple Accounts

If using one Blackboard Vista server to host access to the Turnitin PowerLink for multiple Turnitin accounts (i.e. campuses, institutions, or departments), the Account ID must be specified that each group will be accessing. To do this the *Account ID* field of the Turnitin Assignment proxy tool must be unlocked at the server administrator level. View and change this setting by clicking *Turnitin Assignment* in the *Tools* column on the Blackboard Vista server settings page.



On the Turnitin Assignment settings page, make sure the check box next to *Lock this setting* for the *Account ID* option is not checked.



Once it has been verified that settings for the Turnitin assignment are not locked, administrators at different context levels can log in and set the Account ID. To set the Account ID for a context level, enter the ID next to the *Account ID* option. Users in that context level will have access to the specified Turnitin Account.

A screenshot of the Turnitin Assignment settings form. It has two rows: 'Account ID *' and 'Sub-account ID'. The input field for 'Account ID' is highlighted with a red oval.

Note: Each account ID must be created and initialized to be able to use the Turnitin PowerLink.



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

Build mode - the ability to design a course, used to create Turnitin assignments

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

consortium account - an account type which is the parent for multiple institutional accounts. Consortium accounts do not allow instructors to directly join. Instructors must be added to an institutional or departmental account

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. Blackboard users are shown the digital receipt, and a copy of the digital receipt is sent to the user through the Blackboard Vista internal mailing-system. If this internet mailing system is not functioning or has been turned off on the Blackboard Vista installation, no copy of the digital receipt is sent to the user

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 QuickMarkSM 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 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

internet archive - 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

items per page - 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

JAR files - when the administrator user downloads

the integration and unzips the file, inside are two JAR files: the TurnitinAuthenticationModule and the AuthModule. These files need to be installed in the proper directory

knowledge base - 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

libraries - 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

log in - 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

Optical Character Recognition (OCR) - 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

Originality Report - 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. 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

Overall Similarity Index - 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

paper - a paper refers to the document or file submitted by a user to an assignment in a class on the Turnitin website

paper ID - 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. The paper ID number is also available on the paper view page, Originality Report, and GradeMark digital assessment view of the submission

PeerMark - 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. A PeerMark assignment must be based on a normal Turnitin assignment where the student papers are initially submitted

Plagiarism Prevention - 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

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

PowerLink - the name of all integrations used within Blackboard Vista

proxy tool - the system administrator creates this during installation to allow users to create Turnitin assignments

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

section designer - A user with the ability to create a course. This user creates assignments within Blackboard Vista using the Build mode. Some users may have dual roles as the section designer and section instructor

section instructor - A user that is the instructor of a course. This user uses Teach mode to view student submissions to assignments. Some users may have dual roles as the section designer and section instructor

shared secret key - a shared secret key is the eight digit, alphanumeric code that an institution's Turnitin account administrator has created with the account's Turnitin Sales Representative. The shared secret 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

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, 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

system administrator - a top level user who has access to all user accounts on a Blackboard Vista system

Teach mode - instructors use this mode to view the Turnitin assignment inbox

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