turnitin

Turnitin Blackboard Vista 4, 8, CE6 and CE8®
Instructor User Manual

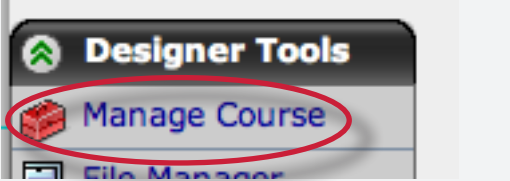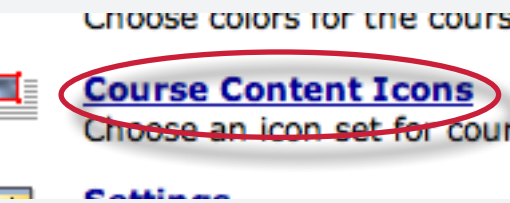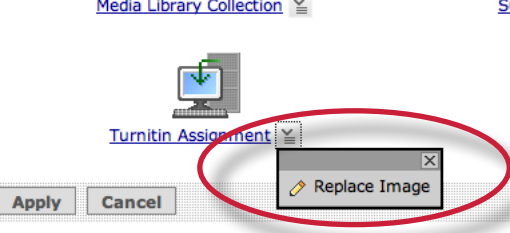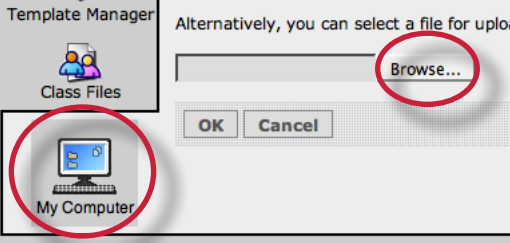Version: 2.1.2

Updated September 27, 2011

Contents

Instructor Usage

Welcome to the instructor usage portion of the Turnitin Blackboard Vista Integration Manual.

📄 **Note:** A Blackboard Vista user may receive dual roles as the Section Designer and Section Instructor. The term instructor used in this manual refers to both the section designer or section instructor capabilities to use the Teach and Build modes

Uploading the Turnitin Icon

For the Turnitin icon to appear next to each Turnitin assignment, the Section Designer needs to upload the Turnitin logo from the Build mode. The Turnitin icon is included with the JAR file that the administrator user used to install the Turnitin PowerLink.
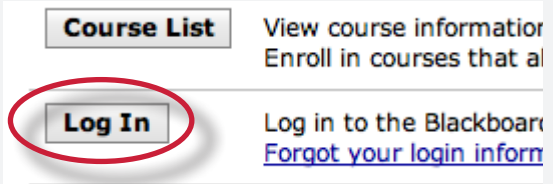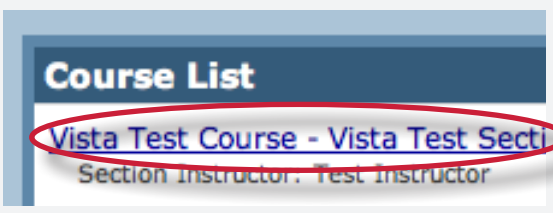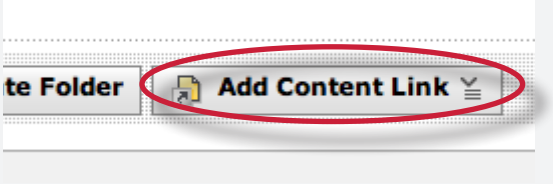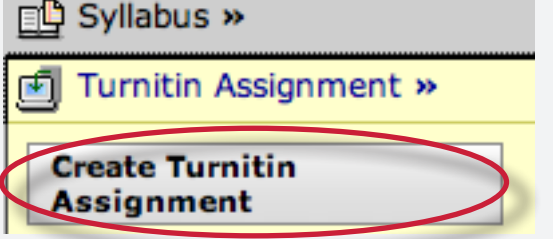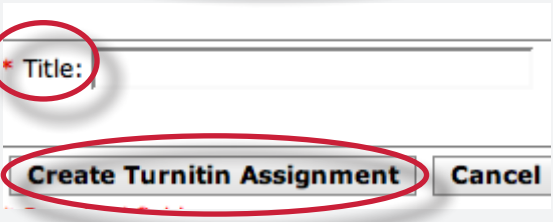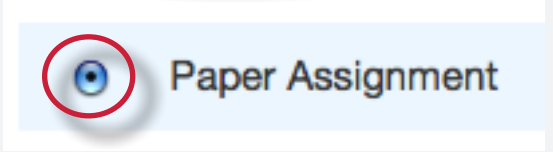
To upload the Turnitin icon for a course:	
1. From the Build mode under *Designer Tools*, click the *Manage Course* link	
2. Click the *Course Content Icons* link	
3. Next to the *Turnitin Assignment* link, click the drop down icon. In the menu that appears, click *replace image*	
4. In the file browser popup, click *My Computer*. Locate the Turnitin icon on the computer and click *open*	
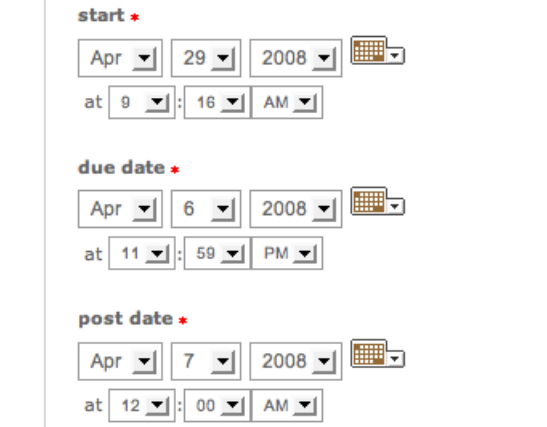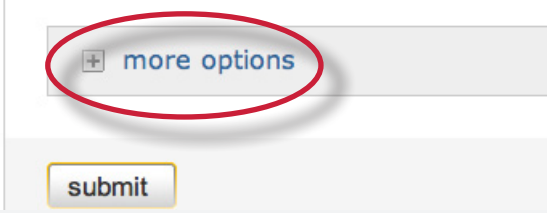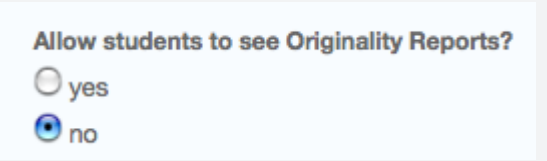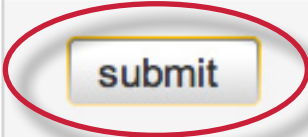
The Turnitin icon selected will show up on the *course* content icons page. To save the changes made, click the *apply* button. The Turnitin icon will now show up next to all Turnitin assignments in the course.

Turnitin Assignments

Now that the Turnitin PowerLink has been added and configured, instructor users can add Turnitin assignments to their courses.

Adding Turnitin Assignments

To add a Turnitin assignment to a course:	
1. Login as a Section Designer	Course List — View course information Enroll in courses that a **Log In** — Log in to the Blackboard Forgot your login inform
2. Click on the name of the course wanted to add a Turnitin assignment to	**Course List** Vista Test Course - Vista Test Secti Section Instructor: Test Instructor
3. Click the *Add Content Link* button to create a new assignment	te Folder Add Content Link
4. Click the *Create Turnitin Assignment* button to create a new assignment	Syllabus » Turnitin Assignment » **Create Turnitin Assignment**
5. Enter a title and click the *Create Turnitin Assignment* button	* Title: **Create Turnitin Assignment** Cancel
6. Select *Paper Assignment* by clicking on the radio button next to Paper Assignment	● Paper Assignment

To add a Turnitin assignment to a course:	
7. Click on the *Next Step* button	Next Step
8. On the assignment creation page, enter the following: the assignment title and point value for the assignment (optional)	assignment title * point value
9. 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. GradeMark and Peer Review users must select a *post date* for the assignment. The *post date* comes after the *due date* and determines when marked papers or grades will be available for student view	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
10. To see more options for the assignment click on the *more options* link	⊞ more options submit
11. Choose whether or not students are allowed to view Originality Reports for their submissions by selecting *yes* or *no* from the *Allow students to see Originality Reports* option	Allow students to see Originality Reports? ○ yes ⦿ no
12. Modify any other assignment options	
13. Click *submit* to add the Turnitin assignment to the course	submit

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 using the *more options* 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.

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 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 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*.

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: [0] %

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

Late Submission

An instructor can enable submissions after the due date and time. To enable late submission, use the drop down menu next to *Allow submissions after the due date?* 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.

Allow submissions after the due date?

○ yes

⦿ no

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.

Repository Options

If the repository options are enabled for an instructor 2 or 4 options will appear within the *Submit papers to:* pulldown 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 in 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 next to *Compare submissions against these search targets:* 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

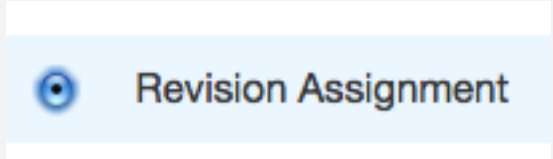# Changing Advanced Assignment Option Defaults

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 have all future assignments in this course use the currently selected advanced options as the default for new assignments. Select *no* to continue with the previous default advanced assignment option settings.
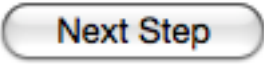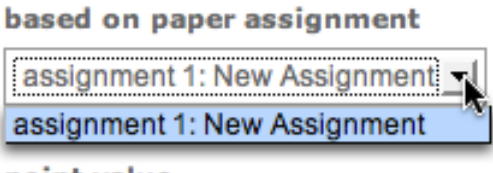
The default settings can be changed at any time when creating a new assignment or updating an existing assignment.

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. Follow steps 1-5 on how to add a Turnitin assignment to a course	
2. Select *Revision Assignment* by clicking on the radio button next to Revision Assignment	

Creating revision assignments:	
3. Click on the *Next Step* button	Next Step
4. From the pull down menu labeled *based on paper assignment:* select the assignment this revision should be based on	based on paper assignment assignment 1: New Assignment assignment 1: New Assignment
5. (Optional) Enter a point value for the revision assignment	point value
6. 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	start date: Apr 7 2008 due date: Apr 14 2008 post date: Apr 15 2008
7. (Optional) Enter any special assignment instructions	enter special instructions (optional):
8. Click on *submit* to save this revision assignment	submit

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
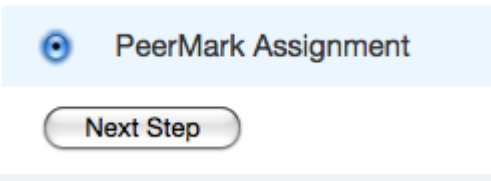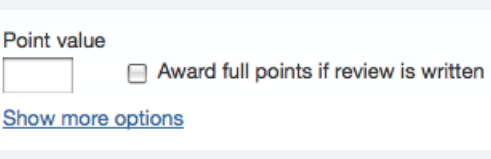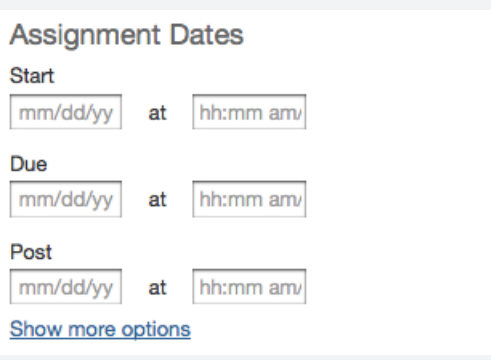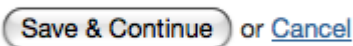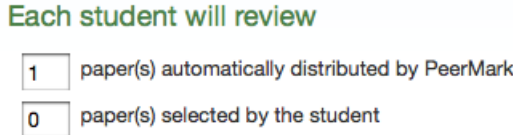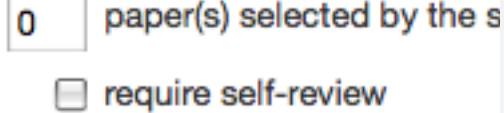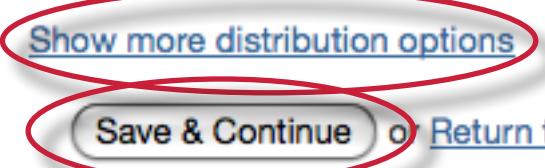
Step One - PeerMark Settings

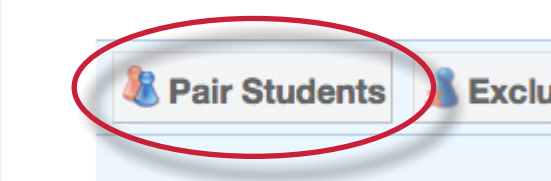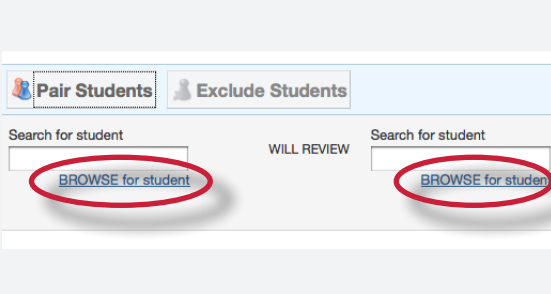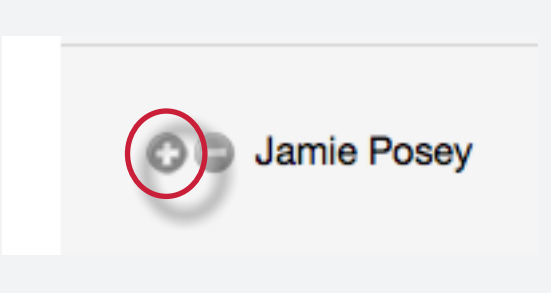| Creating a PeerMark Assignment Step 1	
1. Follow steps 1-5 on how to add a Turnitin assignment to a course	
2. Select PeerMark Assignment and click on the *Next Step* button to begin creating a PeerMark Assignment	● PeerMark Assignment Next Step
3. Select the paper assignment the peer review is based on	**PeerMark Settings** Select an assignment to base this peer review on. Select an assignment ▼
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	Point value ☐ Award full points if review is written Show more options
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

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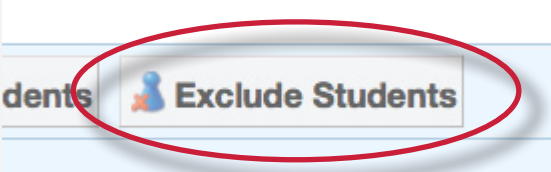| Creating a PeerMark Assignment Step 1	
6. Click the *Save & Continue* button to continue PeerMark assignment creation	Save & Continue or Cancel

Step Two - Distribution

In step 2 the instructor determines how many papers will be distributed to the students in the course.
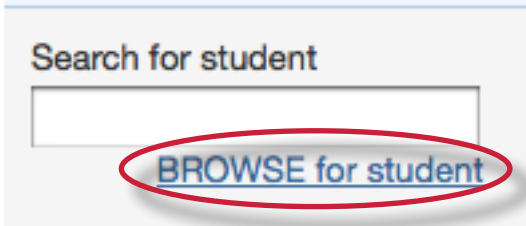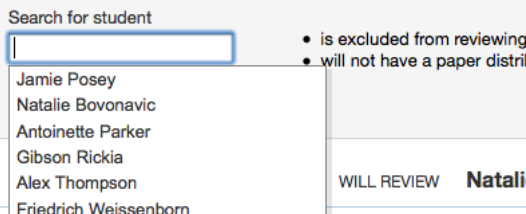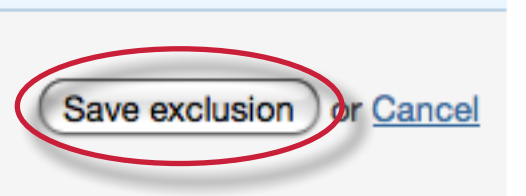
Selecting the number of papers each student will review:	
1. Click on the *Edit* link to adjust the number of papers each student will have to review. The default is to have each student review 1 paper automatically distributed by PeerMark	Edit
2. Place the number of *paper(s) automatically distributed by PeerMark* or *papers selected by the student* to review within the appropriate fields	Each student will review 1 paper(s) automatically distributed by PeerMark 0 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	0 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 Save 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	Show more distribution options Save & Continue or Return t

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	

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.

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

Excluding students from review	
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	Search for student BROWSE for student
3. Select a student from the drop down list	Search for student Jamie Posey Natalie Bovonavic Antoinette Parker Gibson Rickia Alex Thompson Friedrich Weissenborn • is excluded from reviewing • will not have a paper distrib WILL REVIEW Natalie
4. Once a student is selected, click on *Save exclusion* to exclude the student from the review	Save exclusion or Cancel

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:
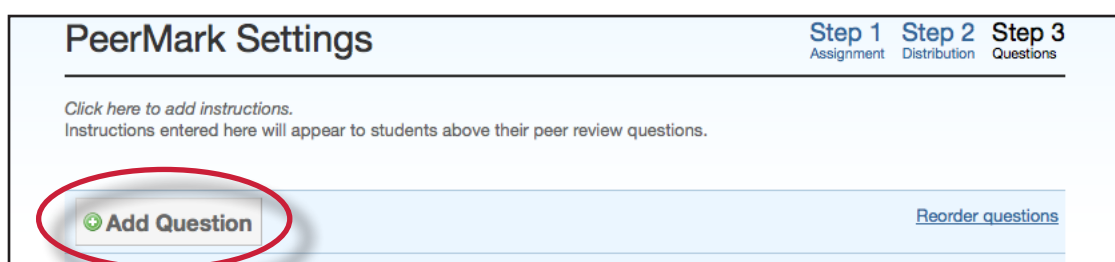
>	*"What is the thesis of the paper?"*

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.

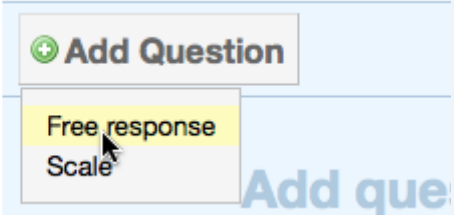To add questions to a PeerMark assignment click on the *Add Question* button.
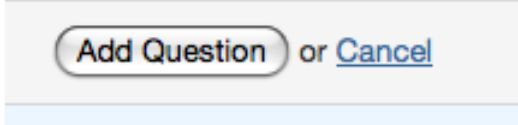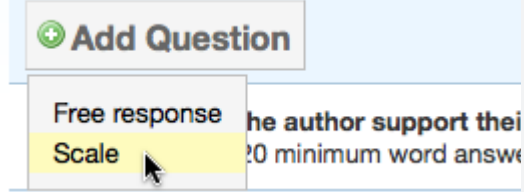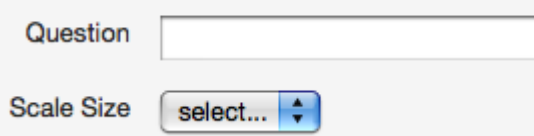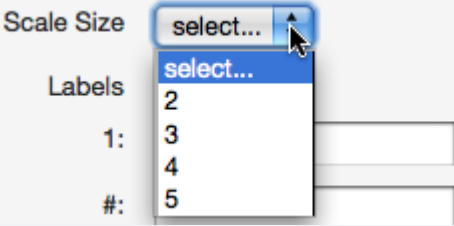
PeerMark Settings   Step 1 Step 2 Step 3
                                                    Assignment Distribution Questions

Click here to add instructions.
Instructions entered here will appear to students above their peer review questions.

⊕ Add Question   Reorder questions

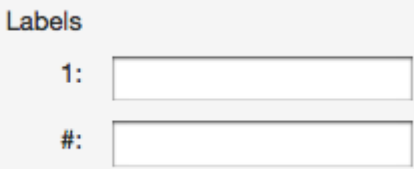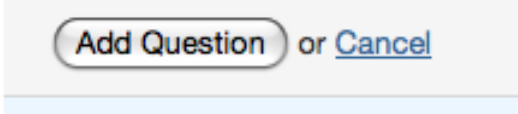| Creating a free response question in PeerMark creation:	
1. Click on the *Add Question* button and select *Free response*	
2. Enter the question in the *Question* field and enter a value in the *Minimum answer length* field	
3. Once the question and minimum answer length have been entered, click on 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	
3. Select the scale size. The highest scale value is 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	
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.

Save & Finish or Return to previous step
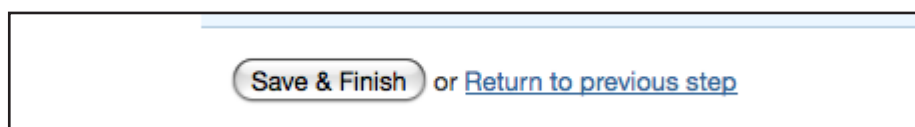
Submitting Papers

Instructors can submit papers to an assignment from their homepage in Teach mode. 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 sub-mission 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:

- Microsoft Word® (DOC and DOCX)
- Corel WordPerfect®
- HTML
- Adobe PostScript®
- Plain text (TXT)
- Rich Text Format (RTF)
- Portable Document Format (PDF)

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.

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.

📄 **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.
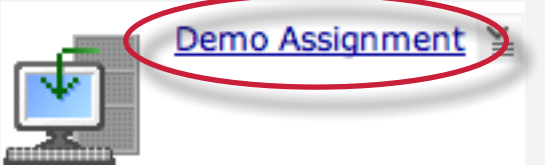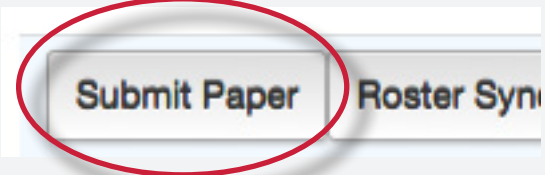
Note: Some document formats can contain multiple data types. This includes text, images, embedded information from another file, and formatting. Non-text information that is not saved directly within the document will not be included in a file upload. This includes references to a Microsoft Excel® spreadsheet included within a Microsoft Office Word document.
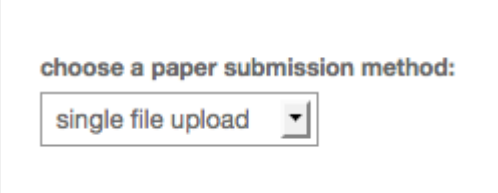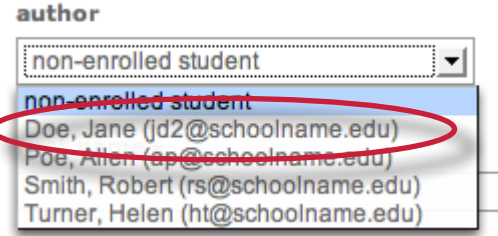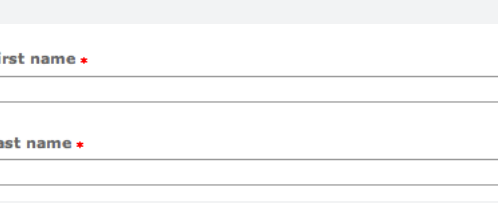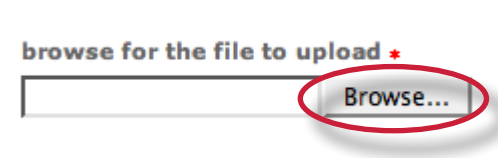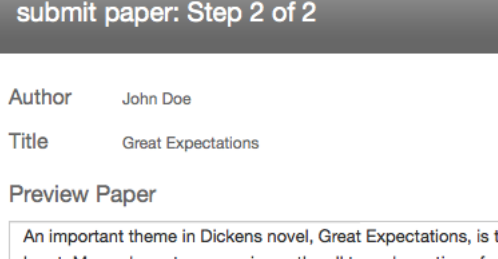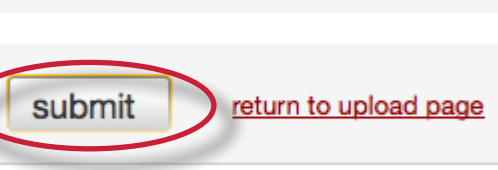
Note: Users whose files are saved in a file type that is not accepted by Turnitin will need to use a word processing program to save the file as one of the accepted types. Rich Text Format and Plain Text file types are nearly universally available in word processing software. Neither file type will support 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. In Teach mode, to make a submission to an assignment click on the assignment link on the homepage	Demo Assignment
2. Click on the *Submit Paper* button	Submit Paper Roster Syn

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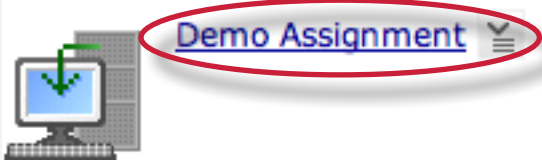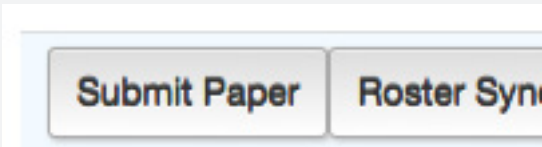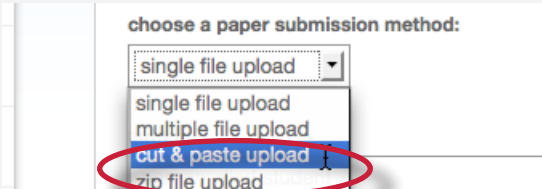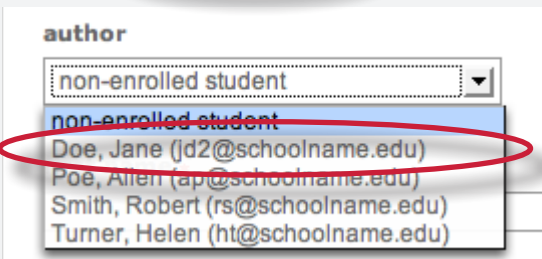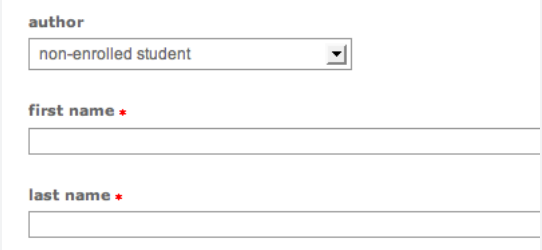| **Submitting a paper by file upload:**	
3. If needed, select *single file upload* from the *choose a paper submission method*: pull down menu. Single file upload is the default submission type for new users	choose a paper submission method: single file upload
4a. Select an enrolled student name using 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 if the student made the submission	author non-enrolled student non-enrolled student Doe, Jane (jd2@schoolname.edu) Poe, Allen (ap@schoolname.edu) Smith, Robert (rs@schoolname.edu) Turner, Helen (ht@schoolname.edu)
4b. 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	first name * last name *
5. Enter the title for the paper. This field is required	submission title *
6. Click the *Browse* button and locate the paper to submit	browse for the file to upload * Browse...
7. Click *upload* to upload this file. A status bar will appear and display the upload progress	upload cancel, go back
8. 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	submit paper: Step 2 of 2 Author John Doe Title Great Expectations Preview Paper An important theme in Dickens novel, Great Expectations, is tha heart. Many characters experience the all to real emotion of a b
9. To complete the file upload, click on the *submit* button. If the wrong file was loaded, click on *return to upload page* and re-submit with the correct file	submit return to upload page

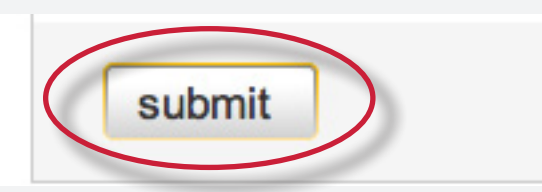|	
10. Once the submission is complete a digital receipt is displayed. The paper ID on the digital receipt is a unique number assigned to this submission.	You have **successfully submitted** this paper. Below is a copy of your Turnitin Digital Recei[p] paper title: **Dickens** paper ID: *67891835* *author:* **Doe, Jane** go to inbox submit another paper

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.
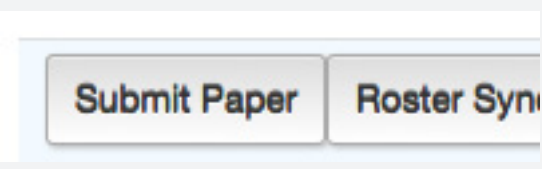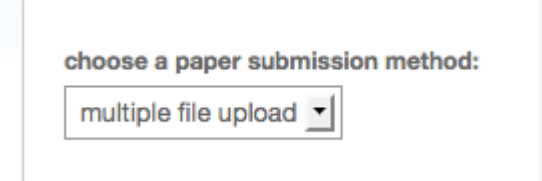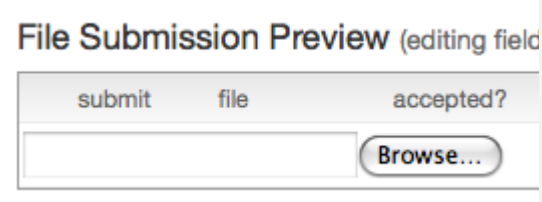
Please note that only text can be submitted via the cut and paste method - any graphics, graphs, images, and formatting are lost when pasting into the text submission box.
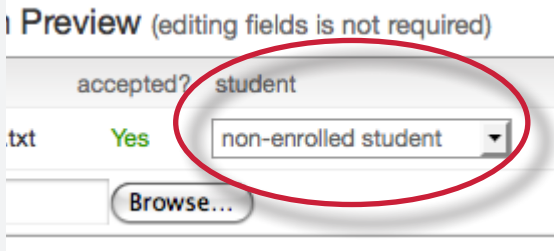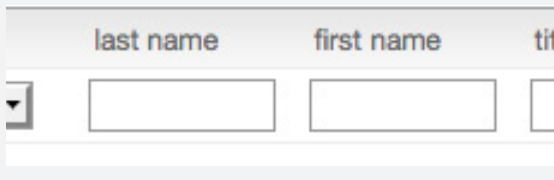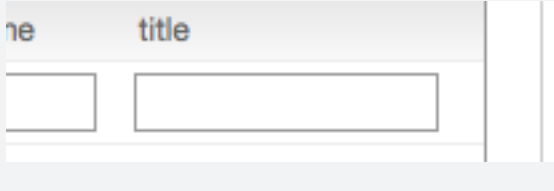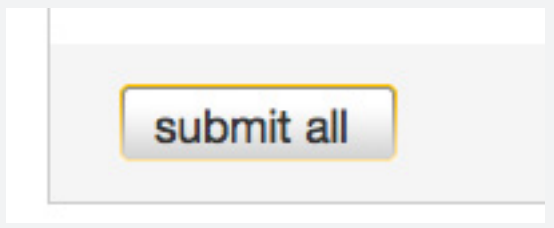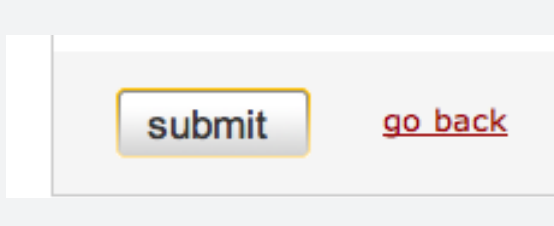
Submitting by Cut and Paste	
1. In Teach mode click on the assignment in the homepage to make a submission to that assignment	*Demo Assignment*
2. Click on the *Submit Paper* button	Submit Paper Roster Syn[c]
3. Select *cut and paste* from the *choose a paper submission method*: pull down menu. Single file upload is the default submission type for new users	choose a paper submission method: single file upload single file upload multiple file upload cut & paste upload zip file upload
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 if the student made the submission	author non-enrolled student non-enrolled student Doe, Jane (jd2@schoolname.edu) Poe, Allen (ap@schoolname.edu) Smith, Robert (rs@schoolname.edu) Turner, Helen (ht@schoolname.edu)
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	author non-enrolled student first name * last name *

Submitting by Cut and Paste	
4. Enter the title for the paper. This field is required	submission title ∗
5. Copy and paste the selected text into the text box **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	cut and paste your paper: ∗
6. Click on *submit* to submit the text. This action will open up a page informing the user the submission was successful	submit

Multiple File Upload

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

Submitting multiple papers using multiple file upload:	
1. Click on the *Submit Paper* button	Submit Paper Roster Syn
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.	choose a paper submission method: multiple file upload ▾
3. Click on *Browse* and select the first file to attach to the File Submission Preview list	File Submission Preview (editing field submit file accepted? Browse...

Submitting multiple papers using multiple file upload:	
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	Preview (editing fields is not required) — accepted? student — .txt Yes non-enrolled student — Browse…
4b. Enter the first and last name of a non-enrolled student. Not entering a first and last name results in an author name of anonymous	last name first name 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	ne 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 *submit all* button to upload the batch of files	submit all
8. On the accepted files page please review the files to be uploaded and click *submit* to submit all uploaded files	submit go back

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

File Submission Preview (e

submit   file   accepte

test_paper1.txt   Yes
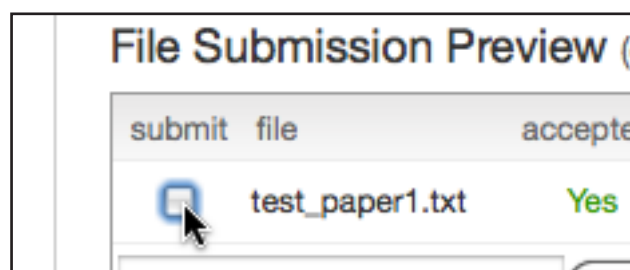
An instructor may remove all uploaded files from the File Submission Preview list by clicking on the *delete all* link located below the list to the right.
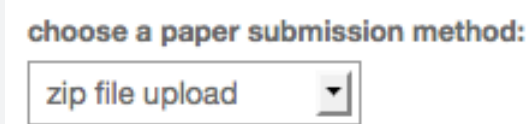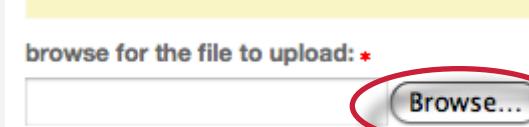
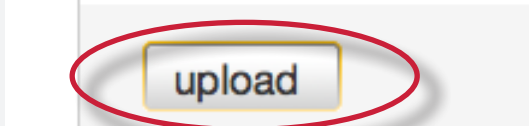| last name	first name	title

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.

Submitting multiple papers in a zip file:	
1. In Teach mode click on the assignment in the homepage to make a submission to that assignment	Demo Assignment
2. Click on the *Submit Paper* button	Submit Paper Roster Syn
3. Select *zip file upload* from the *choose a paper submission*: pull down menu. File upload is the default submission type for new users	choose a paper submission method: zip file upload
3. Click on *Browse* and select the zip file that will be uploaded	browse for the file to upload: * Browse...
4. Click *upload* to load the zip file and view the list of papers. A status bar indicating download progress should be shown	upload

5. Select the papers to submit by checking or unchecking the *include?* 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	
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 time for the upload	

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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. If the Privacy-Conscious PowerLink configuration option is turned on the WebCT Person ID will replace the student's name within the assignment inbox. To view the student's name, click on the ID #, a small pop-up window will appear containing the student's name

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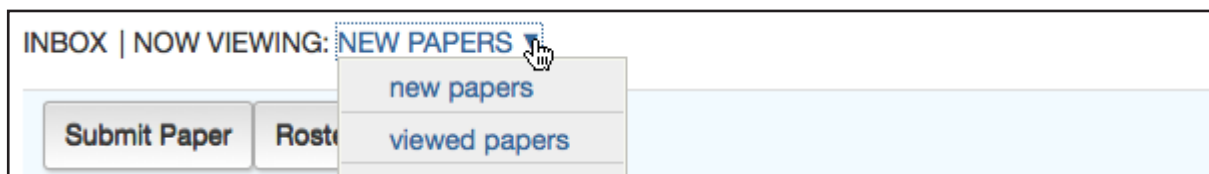
submit paper button - allows an instructor to begin submitting a paper or papers to this assignment

delete, download, and 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
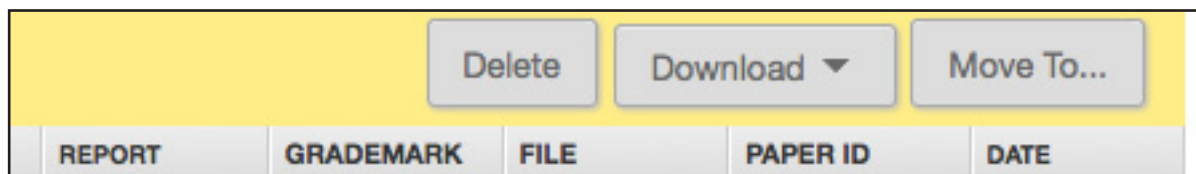

page - if there is more than one page to an assignment inbox, click on the page number to move between the pages of the assignment inbox and view the submissions on the pages

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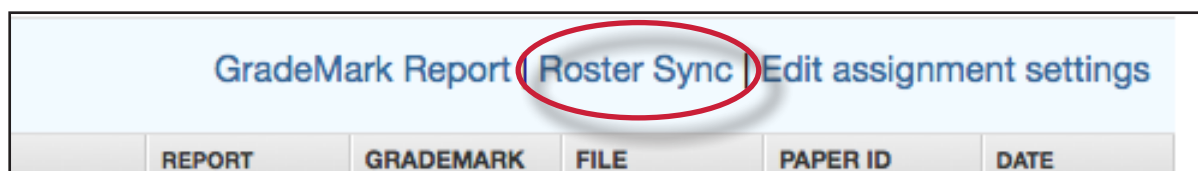
⚠ **Warning:** Students who are removed by the Roster Sync function must be re-added to the Blackboard course and the Roster Sync function must be used again to regain access to any submissions, GradeMark commented papers, or other information in the Turnitin assignment for the student.

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.

For more information about Originality Reports, please **click here** to view the Originality Report chapter of the Turnitin Instructor Manual.
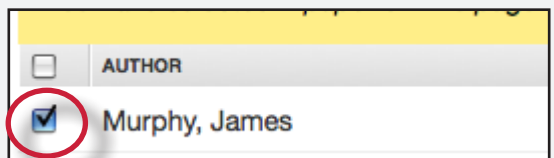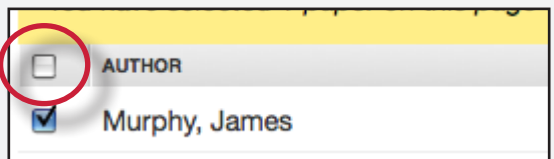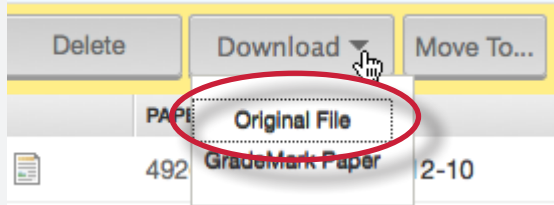
Downloading Papers
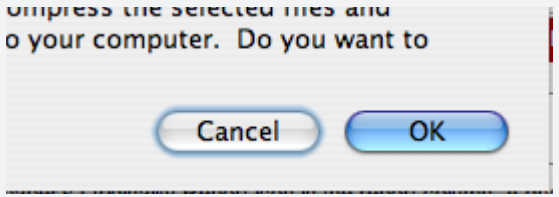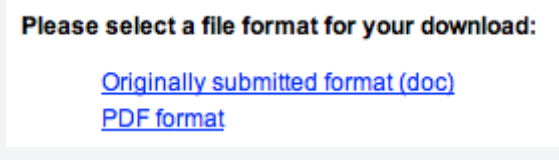
The instructor may also download and save papers submitted to an assignment. Instructors may download papers one by one, or in a zip file. Instructors on an account with the GradeMark or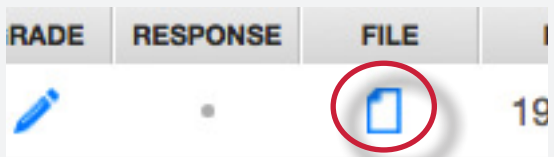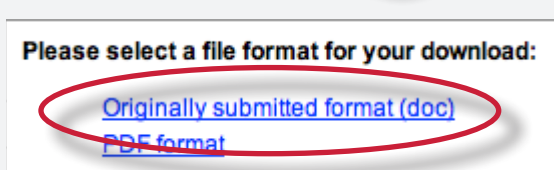 Peer Review products active may also select whether to download a PDF version of the submission or the original file format.
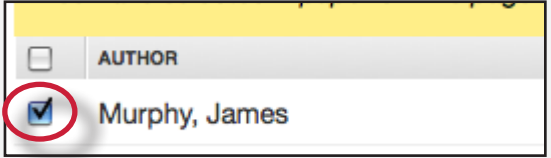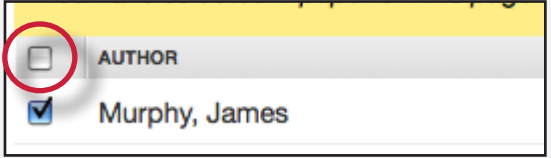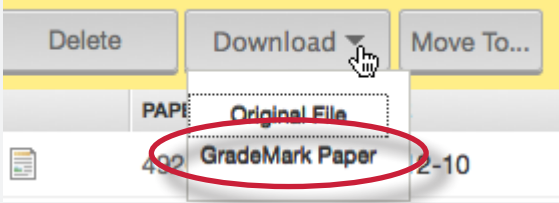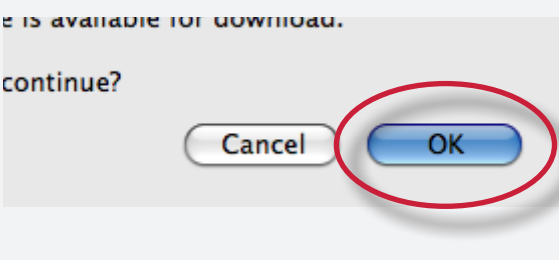
Downloading papers one at a time:	
1. Click on the icon under the *file* column for the paper to download	
2. (If available) For Peer Review and GradeMark accounts, a pop-up window prompts the user to select Originally Submitted format or PDF format	
3. The files will download to be saved on the user's computer	
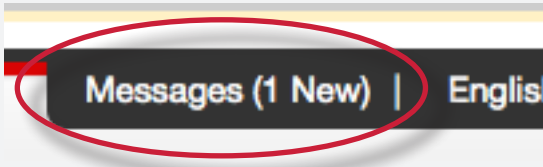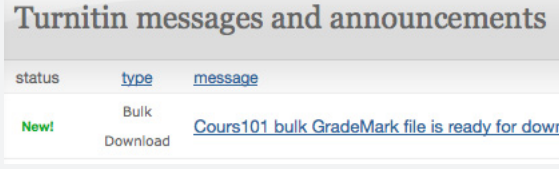
Bulk Download

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*	

Downloading papers in a zip file:	
3. Click on *ok* to accept the download	ompress the selected files and o your computer. Do you want to [Cancel] [OK]
4. Select the file format to download in if prompted to do so (GradeMark accounts only)	Please select a file format for your download: Originally submitted format (doc) PDF format
5. The files will download to be saved on the user's computer	

Downloading GradeMark papers in a zip file:	
1. From the assignment inbox, click the check boxes to select the papers that will be downloaded	☐ AUTHOR ☑ Murphy, James
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	☐ AUTHOR ☑ Murphy, James
2. Click on the *Download* button and select *GradeMark Paper*	Delete Download ▾ Move To... PAPE Original File 49? GradeMark Paper 2-10
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	e is available for download. continue? [Cancel] [OK]
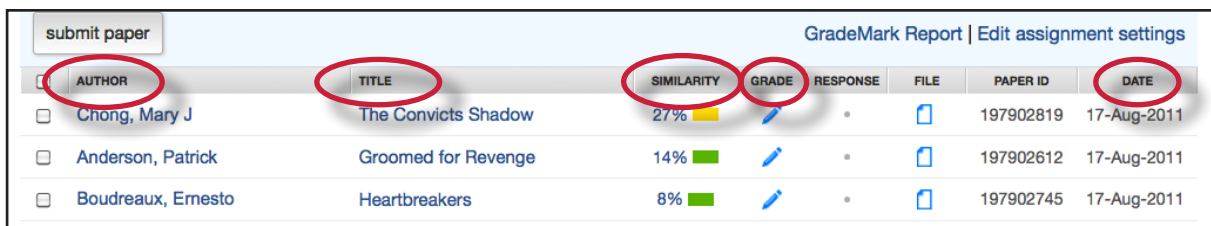
Downloading GradeMark papers in a zip file:

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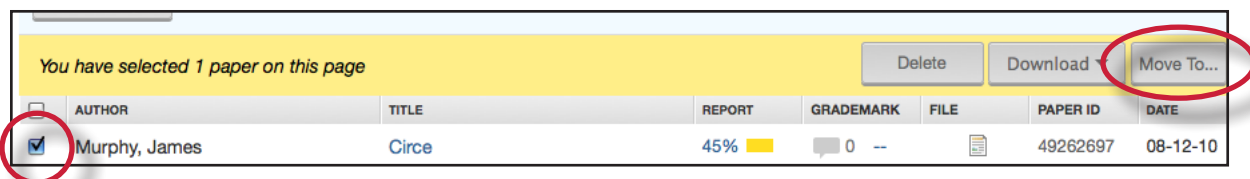
The following are the ways an instructor is able to organize the assignment inbox:

- **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

- **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

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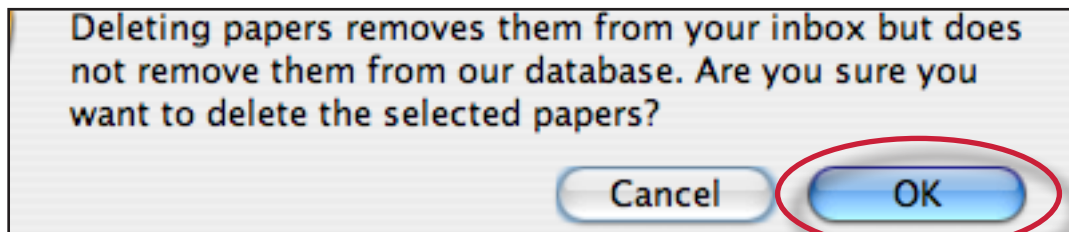
- **exporting assignment inbox information -** an instructor can export the Turnitin assignment inbox as an excel file at any time by clicking on the *Export* button

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.

Privacy-Conscious Powerlink Option

When this feature has been turned on by the Blackboard CE/Vista server administrator it allows institutions to create and use Turnitin Assignments without sending any student information to Turnitin. When opening a Turnitin Assignment inbox, each student's name is now replaced by their Blackboard CE/Vista Person ID. Clicking on the Blackboard CE/Vista Person ID fires off a call between the browser and the institutions Blackboard CE/Vista server to retrieve and display the student name associated with that Blackboard CE/Vista Person ID.

Note: When students submit assignments with the privacy setting on they will not receive digital receipts in their Blackboard CE/Vista mail box.

Allow Web Services Configuration Option

The default is to have this setting turned on. However, if the Blackboard CE/Vista server administrator turns this feature off, two web services will no longer work: grades will not be synchronized from Turnitin into the Blackboard CE/Vista Gradebook, and Roster Sync will not be available. All other functionality will remain the same.

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 PeerMark assignment name on the homepage 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 student's 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.

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.

For more in depth information on using PeerMark please click **here** to view the PeerMark Chapter of the 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** - 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*

   📄 **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

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

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 sytem 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 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

help center – The help center 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

homepage - 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

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

PowerLink - the name of all integrations used within Blackboard Vista

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 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

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. The number of institutional accounts created beneath a consortium account is determined by license purchases

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, multiple file 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

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