



Turnitin Blackboard Vista 4, 8, CE6, and CE8[®]
Administrator User Manual

Version 2.1.0

Updated June 8, 2011

Contents

Administrator User Manual **1**

Downloading the Turnitin PowerLink	3
Paper Repository Options	4
Installation and Configuration	5
Updating the Turnitin PowerLink	5
Configuring the PowerLink	6
Privacy-Conscious PowerLink Option	8
Allow Web Services Option	8
Restricting Access	11
Allowing Access for Multiple Accounts	11

Glossary **13**

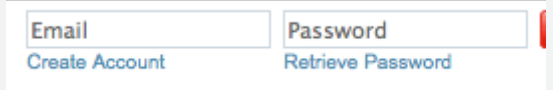
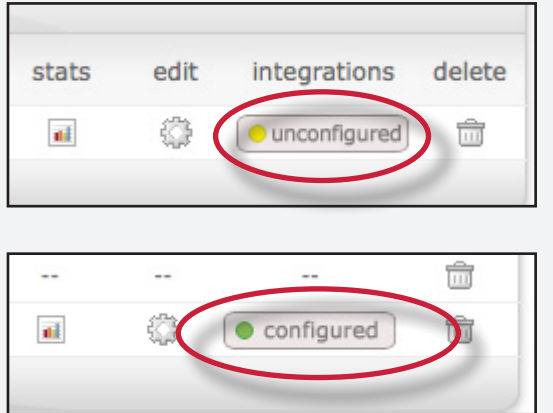
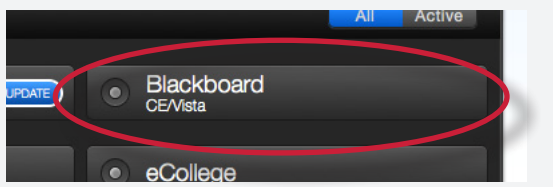
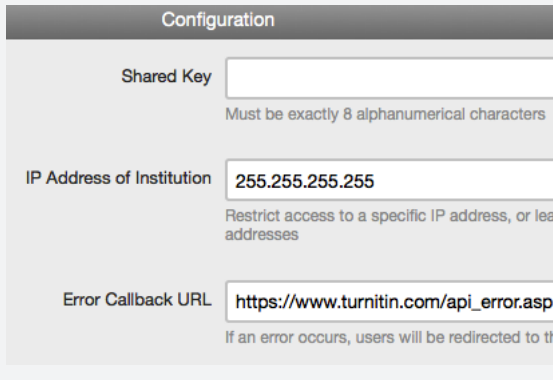
Administrator Manual

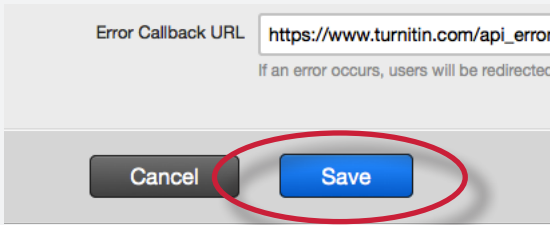

Turnitin’s PowerLink gives Blackboard CE/Vista users access to Turnitin’s plagiarism prevention and GradeMark services, all from within the Blackboard CE/Vista environment.

Turnitin’s PowerLink is compatible with Blackboard Vista versions 4, 8, CE6, and CE8.

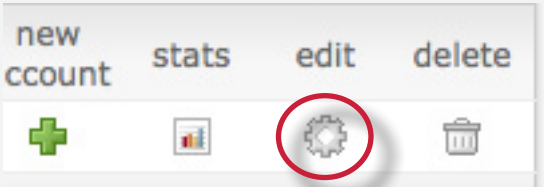
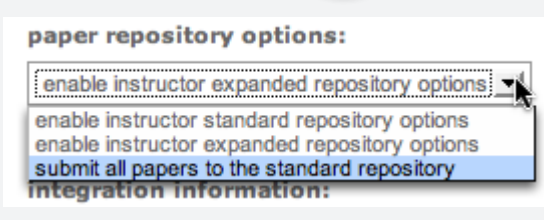
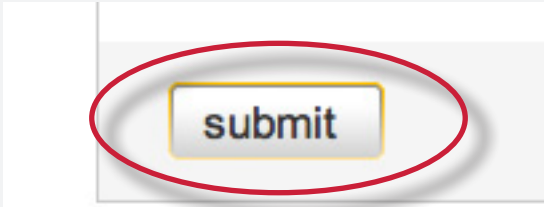
Downloading the Turnitin PowerLink


The Turnitin administrator must first configure the Blackboard CE/Vista integration before the Turnitin PowerLink can be downloaded and installed. 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 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 Blackboard (CE/Vista) to open up the configuration page. Unconfigured platforms will have an unlit status button. Yellow status buttons indicates a partially configured integration. The green status button indicates a fully configured integration</p>	
<p>4. Fill out the three required fields:</p> <ul style="list-style-type: none"> • create 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>Tip: The shared key is used during the plug-in installation process within Blackboard CE/Vista. We recommend making a note of the secret key once it has been entered for quick reference</p>	
<p>5. Click <i>Save</i> to finalize the Blackboard CE/Vista configuration.</p>	
<p>6. Once the integration has been configured the code packages for Blackboard CE/Vista will be available for download</p>	
<p>7. Click on the <i>Download</i> button to the right of the version of Blackboard CE/Vista your institution supports. 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 PowerLink component on the server:	
1. Log in to the Blackboard Vista server	
2. Copy all of the JAR files to the following directory: <ul style="list-style-type: none"> • <Domainname>/ deployablecomponents/ TurnitinAuthenticationModule/ 	Note: the following jar files need to be included: ibatis-2.3.3.720.jar resolver.jar webctdao-2.3.00.jar xercesImpl.jar
3. Restart the Blackboard CE/Vista server	

Updating the Turnitin PowerLink

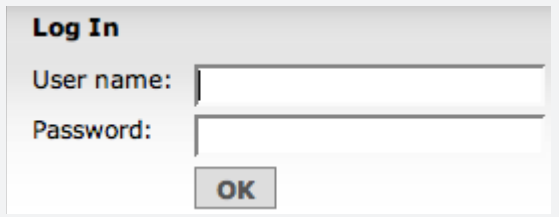
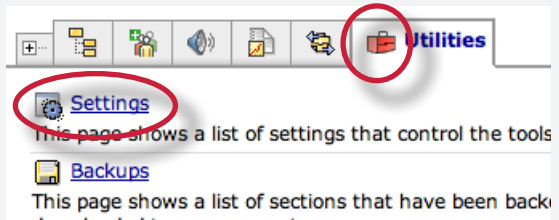
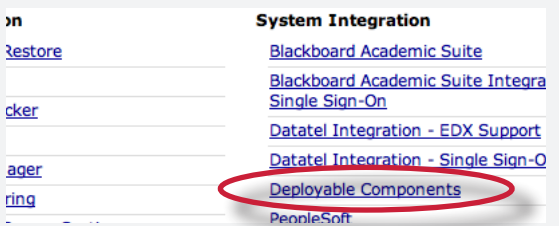
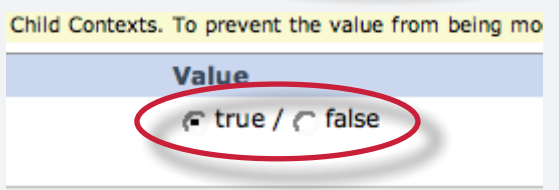
To update a PowerLink to a new version, download the PowerLink code package for the updated version by following the steps on page 3 of this manual. Once the Turnitin PowerLink code package is downloaded in ZIP format, unzip the file and replace the TurnitinAuthenticationModule.jar file in the Blackboard Vista server with the one contained in the unzipped file for the new version.


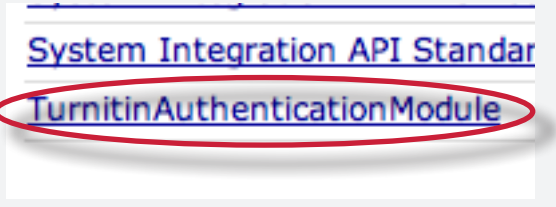
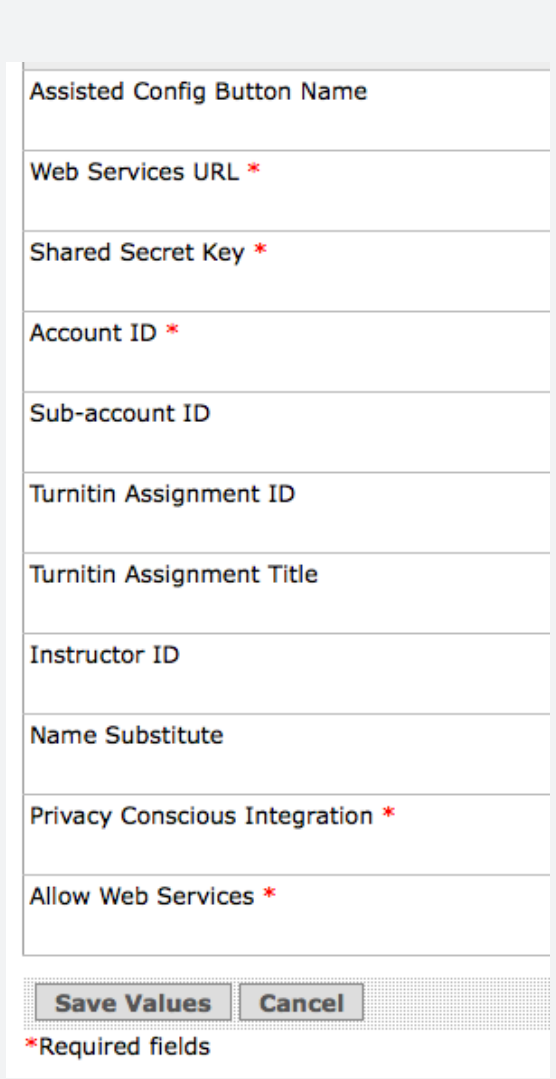
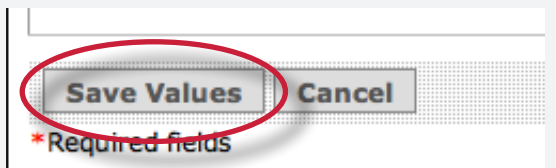
 **Warning:** When updating the Turnitin PowerLink, please make sure to write down the current settings for the TurnitinAuthenticationModule and Turnitin Assignment Proxy Tool, as these may become blank when updating the Powerlink if the version number within the Powerlink has changed.

To update the PowerLink component on the server:	
1. Log in to the Blackboard Vista server	
2. Replace the TurnitinAuthenticationModule.jar file with the one in the PowerLink code package you would like to update to in the following directory: <ul style="list-style-type: none"> • <Domainname>/ deployablecomponents/ TurnitinAuthenticationModule/ 	
3. Once the TurnitinAuthenticationModule jar file has been updated, restart the Blackboard CE/Vista server	

Configuring the PowerLink

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

To configure the TurnitinAuthenticationModule:	
1. Log in as the Blackboard Server Administrator	
2. From the Learning Context Manager, click the <i>Utilities</i> icon. To open the server settings page, click the <i>settings</i> link	
3. From the setting page, click the <i>Deployable Components</i> link	
4. Make sure the setting “Allow Deployable Components” option is set to true	


<p>To configure the TurnitinAuthenticationModule:</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"> • Enabled: true • 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> • Privacy Conscious Integration: true or false (more information on page 8) • Allow Web Services: true or false (more information on page 8) 	
<p>8. Click <i>Save Value</i> to save the settings</p>	


Privacy-Conscious PowerLink Option

This PowerLink configuration option 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 the Blackboard CE/Vista Person ID. Clicking on the Blackboard CE/Vista Person ID fires off a call between the browser and your instance of Blackboard CE/Vista server to retrieve and display the student's name associated with the Blackboard CE/Vista Person ID.

<input type="checkbox"/>	author	title	report view detail ▶	grade	grademark	file	paper ID	date
	2065469001	-- no submission --	--	--	--	--	--	--
	2320878001	-- no submission --	--	--	--	--	--	--
	2491225001	-- no submission --	--	--	--	--	--	--

Person Information Lookup
User is Student Five
[Close](#)

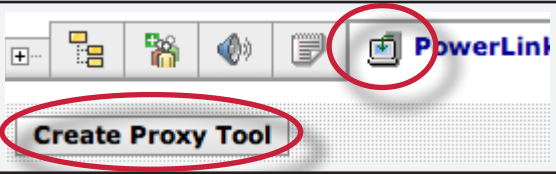
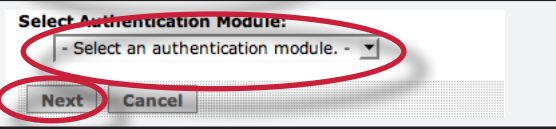
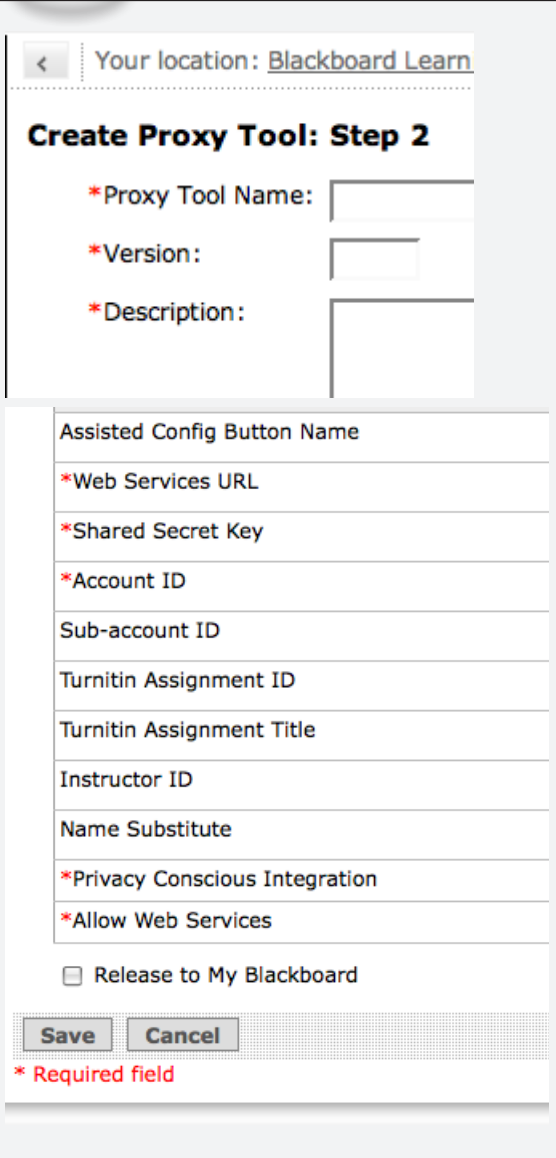
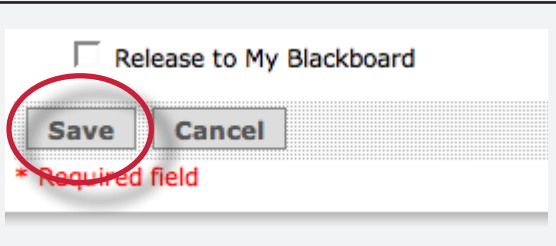
 **Note:** When students submit assignments with the privacy setting on they will not receive digital receipts in their Blackboard CE/Vista mail box.

 **Note:** If the Privacy Conscious Integration setting is turned off mid-stream (i.e., after having created assignments, having students submit papers, and/or having graded some) each Turnitin Assignment created using the Privacy Conscious Integration will continue to function using privacy information. The Privacy Conscious Integration is a permanent setting associated with an instance of the Turnitin Assignment Proxy Tool. Any assignments created after this setting is turned off will behave as a normal Turnitin Assignment.

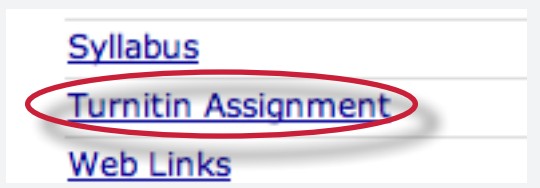
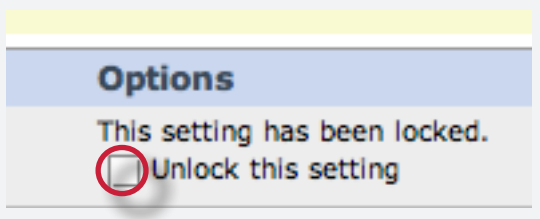

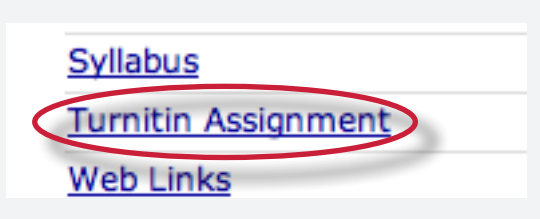
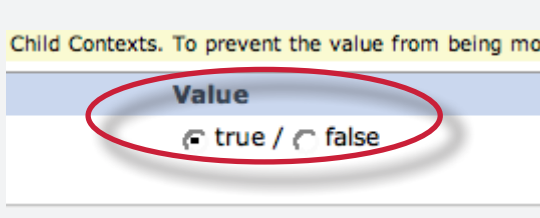
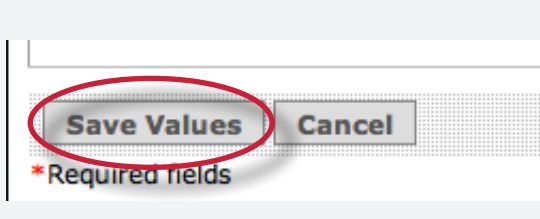
Allow Web Services Option

The default is to have this setting turned on. However, when it's turned off, 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.

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

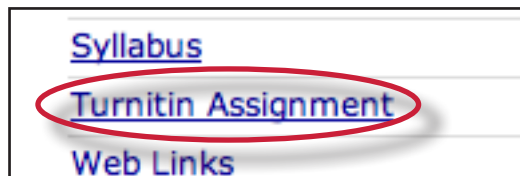
<p>To create the Turnitin Assignment Proxy Tool:</p>	
<p>1. Log in as the system server administrator and click on the PowerLink Proxy tab</p>	
<p>2. Next to “Create Proxy Tool,” select <i>TurnitinAuthenticationModule</i> and click next</p>	
<p>3. Configure the proxy tool using these values</p> <ul style="list-style-type: 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> • Privacy Conscious Integration: true or false (more information on page 8) • Allow Web Services: true or false (more information on page 8) 	
<p>4. Click <i>Save</i> to complete the configuration</p>	

Next, enable the Turnitin Assignment.

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

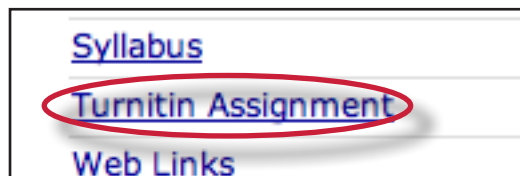
Title	Options
Enable Tool	<input type="checkbox"/> Lock This Setting <input type="checkbox"/> Override Setting at Child Contexts

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.

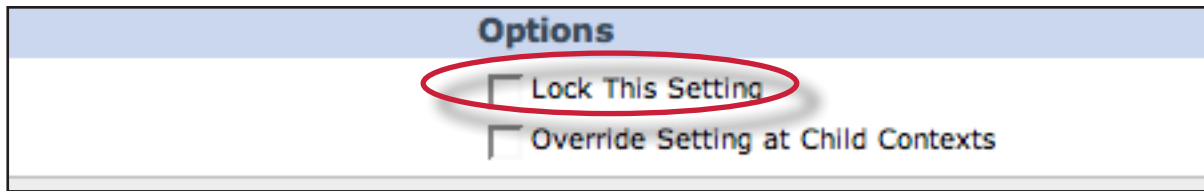
Title	Value
Enable Tool	<input checked="" type="radio"/> true / <input type="radio"/> false

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.



Options	
<input type="checkbox"/>	Lock This Setting
<input type="checkbox"/>	Override Setting at Child Contexts

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.



Account ID *	
Sub-account ID	

 **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

Allow Web Services setting- the default is to have this setting turned on. However, when it's turned off, 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.

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

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

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 JAR files: the TurnitinAuthenticationModule, AuthModule/webctdao, ibatis, resolver, and xercesImpl. 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

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

PowerLink - the name of all integrations used within Blackboard Vista

Privacy Conscious PowerLink setting - 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 the Blackboard CE/Vista Person ID. Clicking on the Blackboard CE/Vista Person ID fires off a call between the browser and your instance of Blackboard CE/Vista server to retrieve and display the student's name associated with the Blackboard CE/Vista Person ID.

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

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. 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

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

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