Introduction and Important Security Issues

This guide describes how to install and set up the Turnitin for iPad app which enables offline marking for assignments submitted through Turnitin in addition to the ability to identify non submitters.

Before using the Turnitin app you must ensure you are following the University's mobile policy and implement ALL the advice below. See http://www.itservices.manchester.ac.uk/email/staffemail/accessyourmail/mobile/ . To effectively secure your device you MUST

- enable a secure passcode of at least 4 characters
- set the device to lock 5 minutes if left idle
- **you must not use the Turnitin app to download and mark students' work until the device is secure and used in line with the above advice**.

Full instructions on how to do this are in the University Knowledgebase Article: 6215 – Staff/PGR Email: Access University email on your iPhone or iPad

Note if you already use your iPad to connect to your University mailbox you will already have at least a 4 character passcode.
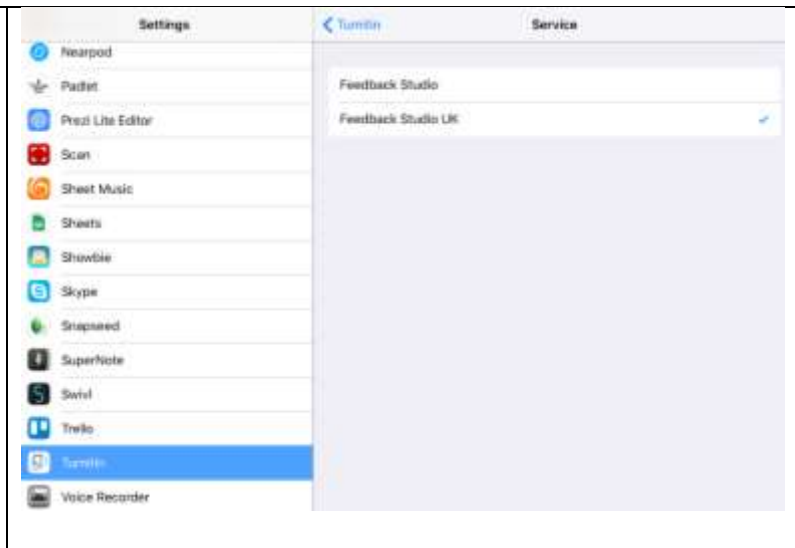

Installation and Setup

Step 1: install the app

1. Download the free Turnitin app from Apple iStore to your iPad.
2. Once installed, change the Turnitin for iPad's source setting:

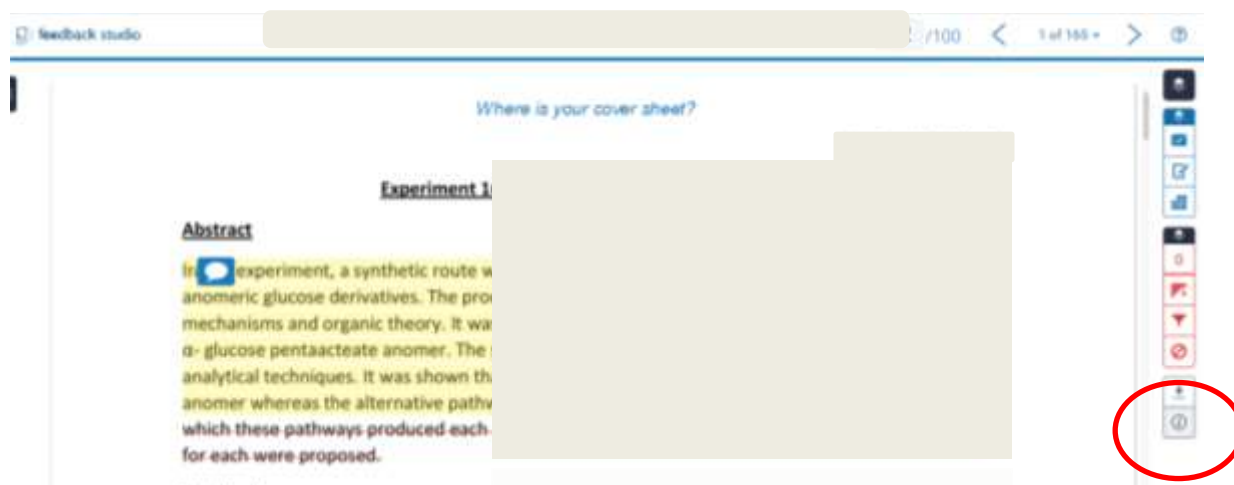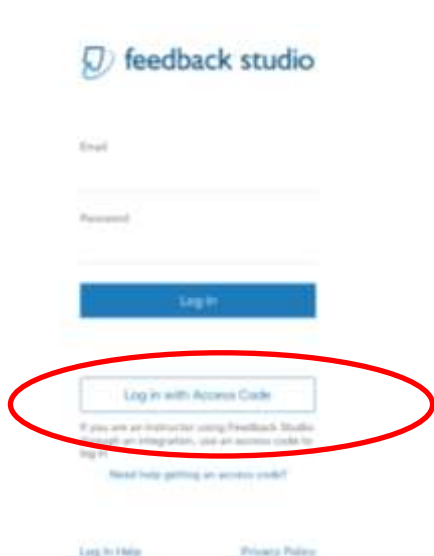|	
- Open Settings on your iPad - Scroll down the menu to find "Turnitin" under the Apps section - Tap the "Turnitin" line - Tap the "Service" field - Tap "Feedback Studio UK" - Exit settings. You should now be able to log in to Turnitin for iPad. You should only need to change this setting once. The app will remember your settings when you log out and lock back in.	

Step 2: generate a unique 'class access code' to log into your classes (i.e. your **Blackboard courses) on the Turnitin for iPad app. To obtain the access code:**

1. Log into Blackboard via http://my.manchester.ac.uk
2. Enter the Blackboard course where the Turnitin assignments you want to access through your iPad is found
3. Follow the path Control Panel >>Course Tools >>TurnitinUK Assignments

4. Open one of the assignments
5. Click a student paper (as if marking) to open the document viewer, and locate the information icon for generating an access code (as shown in this screen).

6. Click the icon and then click Generate Code to **Generate** an access code for this course. The unique access code will be displayed. You will need to enter this code into the Turnitin app, so note it down.
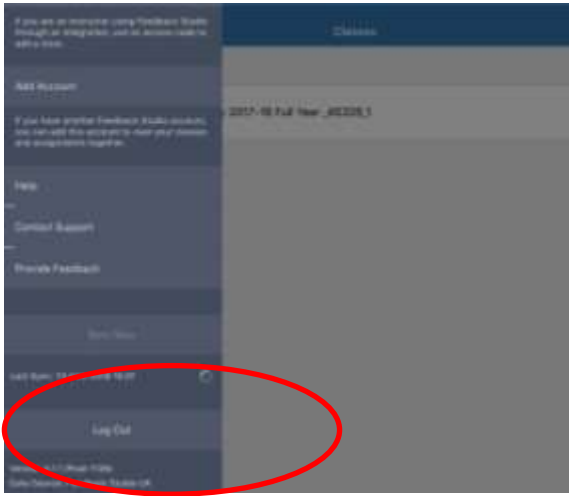7. **Go to the Turnitin for iPad** app and tap Log in with Access Code (see below).

Note: do **NOT** try to login to Turnitin for iPad using your email/password. At the University of Manchester all access to Turnitin is via Blackboard, hence the need to enter access codes.

8. **Enter** the access code previously generated in Blackboard and tap the "Add" button. The code should be entered in lower case, without spaces.

If you have more than one Blackboard course with Turnitin assignments, you will need to generate a unique class access code for each of these courses:

1. Go back to Blackboard on your computer.
2. Generate the class' unique access code from Turnitin within Blackboard (as in points 1-3 of step 2 above).
3. Open Turnitin for iPad.
4. Tap the menu button in the upper left corner.
5. Tap "Add Class with Access Code".
6. Enter the access code for the class.
7. Tap "Add" in the upper right corner.
8. Repeat for remaining classes.

Note: you will need to generate your own access code for classes; codes cannot be shared with your colleagues.

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⚠️ **Security warning**:
As well as following the security advice at the start of this document you **MUST** also log out of Turnitin on the iPad after each marking session. See ➔

Once the connection to Turnitin has been made using the app, the only way to reliably break the connection is to Log Out. Closing the app or turning off the device is NOT sufficient. Papers will still be accessible to unauthorised people using the device.

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Tap the menu button at the upper left, and select **Log Out**.

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Logging out removes all papers, data and user information. This is an essential security practice. To use the Turnitin app on your iPad again, you will need to re-enter a class access code for the relevant Blackboard course.

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Accessing Assignments in the Turnitin for iPad App

Once you have entered the access code for your course unit you will have access to the assignments within that course.

1. Click on the course name from the list
2. Select the assignment you wish to mark
3. When you have finished marking, tap the menu button (upper left) and tap **Sync Now**.
4. Log out of the app.

For guidance on marking using the Turnitin for iPad app please see the following resources which have been produced by Turnitin:

http://turnitin.com/en_us/training/instructor-training/ipad/grade-overview

http://turnitin.com/en_us/training/instructor-training/ipad/getting-started

https://guides.turnitin.com/01_Manuals_and_Guides/Feedback_Studio_for_iPad_Guide/09_Grading_a_Paper