Turnitin Originality Checking and Online Marking with Feedback Studio

Introduction

Turnitin is fully integrated with your Blackboard course; students enrolled onto your Blackboard course will normally have access to the Turnitin assignment. Turnitin is intuitive to use, so the best way to learn is to gain hands-on experience; these notes provide step-by-step guidance for the most common tasks. Users of Apple iPads can download the **Turnitin app** for free and access coursework submitted to Turnitin to grade student work, **marking offline**. The Turnitin app has the standard grading features - QuickMark comments, highlighted comments, originality reports, rubrics, and voice comments.

The main steps in the online submission and marking process are summarised below:

1. Pre-submission 'How to set up a Turnitin Assignment in Bb9 (STAFF)'
2. Submission 'A Student Guide to Submitting an Assignment via Turnitin (STUDENT)'
3. Interpreting Originality Reports
4. Marking and Feedback

Online Submission

Turnitin is able to accept any file type for online submission.

Accept any file type is the ability to submit and give/receive feedback for files that cannot receive Originality Reports and files that cannot be displayed in the Document Viewer.

A) Normally, "Allow only file types that Turnitin can check for originality" will be selected whereby only files that can generate Originality Reports will be allowed to be submitted to the assignment. These files must:
- be less than 400 pages in length
- be less than 40 MB
- contain more than 20 words of text
- be in one of these file formats: Microsoft Word, Excel, PowerPoint, WordPerfect, PostScript, PDF, HTML, RTF, OpenOffice (ODT), Hangul (HWP), Google Docs (submitted via the Google Drive submission option), plain text files

B) If "Allow any file type" is selected, any file that is less than 40 MB and that is less than 400 pages in length will be allowed to be submitted. If the submitted file meets the requirements for generating an Originality Report (listed above) an Originality Report will be created for the file. If the submitted file does NOT meet the requirements for generating an Originality Report (listed above) an Originality Report will be NOT created for the file. If allow any file types has been selected by the instructor, then students are informed that

they can submit any file type, under the "What can I submit?" information on the file upload screen.

Note: Instructors will see a grey "-" symbol under the SIMILARITY column of the assignment inbox where any file type submissions are allowed.

Create and set up a Turnitin Inbox

- Refer to the guide 'How to set up a Turnitin assignment in Blackboard 9'. It's very important that the correct settings are selected at this stage, because they cannot easily be changed after students start submitting. The assignment inbox may be set up in a particular course area, e.g. 'Assessments', using a folder called e.g. 'Submission of Coursework'; viewing the submitted work is accessed via the Control Panel – (see below).
- Also, you need to ensure you are seeing ALL the Blackboard students displayed in the inbox so click the **Roster Sync** link before viewing the submissions. The **Roster Sync** link is at the top right of the assignment inbox.
- If you find inbox(es) from previous years we recommend deleting them. These are just a hangover from the Blackboard integration/roll-forward methods we use.

Originality Checking

Examining Originality Reports

Note: If the assignment is set to allow any file types to be submitted and marked in Feedback Studio, only Microsoft Word, PowerPoint, WordPerfect, PostScript, PDF, HTML, RTF, OpenOffice (ODT), Hangul (HWP), Google Docs, and plain text files with at least 20 words of text will be eligible to receive Originality Reports.

Originality Reports provide a summary of matching or highly similar text found in a submitted paper. **Please remember that Originality Reports only highlight similarities between texts, and require academic judgement to confirm if plagiarism has actually occurred.**

To access Turnitin submissions, click on **Course Tools -> Turnitin Assignments** in the **Course Management** menu of a unit.

Turnitin will display a **percentage** (under the **SIMILARITY** column) with a coloured box next to the title of the submitted piece of work (see image below). This **Similarity Index** is a percentage indicating how much of the submission has been found in other sources – a high number indicates that a lot of the submission might not be original material. The colour of the box reflects the percentage figure: – orange/red is high; green/blue is low.

	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID
☐	Anonymous Marking Enabled	1523467	0% ▬	✏	·	◻	14787487
☐	Anonymous Marking Enabled	1723456	19% ▬	✏	·	◻	14787562
☐	Anonymous Marking Enabled	15234567	29% ▬	✏	·	◻	14786932
☐	Anonymous Marking Enabled	1325467	68% ▬	✏	·	◻	14787723
☐	Anonymous Marking Enabled	1623457	98% ▬	✏	·	◻	14787511

Figure 1 SIMILARITY percentages

1. **Click on the percentage** or coloured box in the row for that submission to view its originality report. The Originality report opens in a new window (the **Turnitin Document Viewer)** which shows the student work in the left panel, and the matched sources of non-original material on the right. Sources and matching text are both colour coded and numbered (see below – note, your own submissions will be different from this example). By default, the '**Match Overview**' is shown in the Document Viewer (see below):
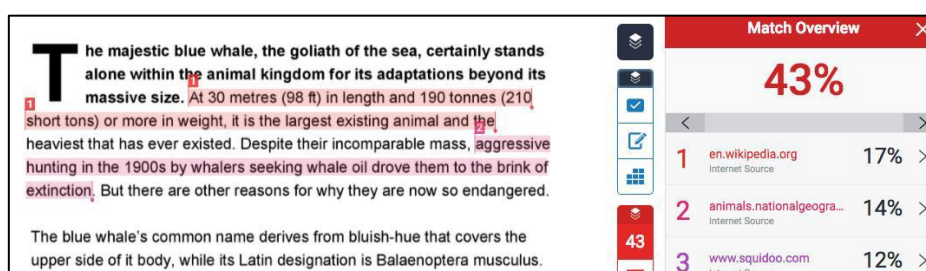
Figure 2 The TurnitinUK Document Viewer

2. **Click one of the matches** to locate and highlight text in the student's work which matches the source listed.
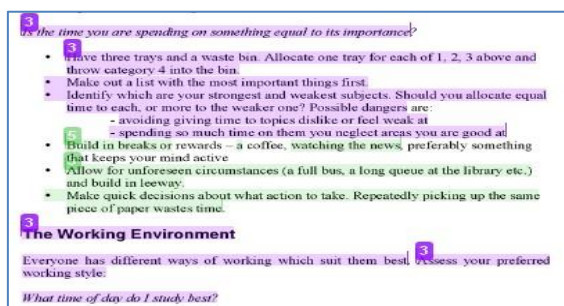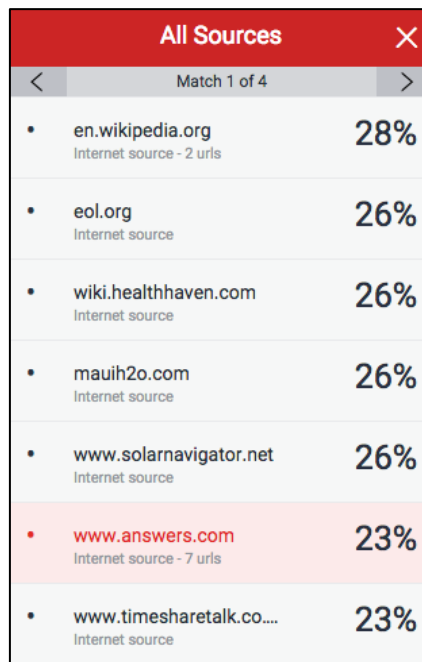

Figure 3 Highlighted matches in the Document Viewer

Note: Turnitin may find matches in student's work due to a number of other reasons (apart from deliberate plagiarism). One common reason is poor citation/quotation practice.

3. **Click** the '**All Sources**' link for a more detailed view showing where the text occurs in the matched document.

Clicking a match in the All Sources view brings up a pop-up window similar to the one below showing the source of the match:

Clicking the '**Full Source View**' link in this window shows the full text in the right hand pane.

Clicking the Internet source **link** in the pop-up window shows the matched source in the original web page.

If there are too many small or irrelevant sources appearing, then click the Exclude Sources button at the bottom of the 'All Sources' screen. Ticking the little boxes to the left of each source allows you to select each source for exclusion.

4. **Click** the **Filters** icon to exclude quoted materials, bibliography and small matches from the report (see below).

Click this icon to filter the matched sources

Excluding such matches is likely to reduce the Similarity index for the submission. (Note this only applies to the individual submission and not to any other submissions in the assignment).

Where a student has quoted material this may be reported by Turnitin as non-original material. To exclude text that is enclosed in quotation marks click on *'Exclude quoted'*. Similarly, tutors can click on *'Exclude bibliography'* to prevent references being raised as non-original material although we do advise you use this option with caution as it can exclude parts of the submission that are not the student's bibliography. Any material that is excluded in these processes then gets deducted from the similarity index.

To examine the reported sources, simply click on the links on the right hand side. There are a large number of institutions using Turnitin around the world and when they submit documents to Turnitin they normally also add the submissions to Turnitin's repository. Whilst these documents can be checked against, release of the original document is dependent on the institution where the document was originally submitted. If there are **intellectual property issues** tutors will be offered the chance to contact the source of the original material when they click on the link.

Online Marking with Feedback Studio

Students can be given personalised feedback using Feedback Studio. Marks and comments can be added to student work using a variety of commenting tools where text can be typed in directly by the marker. More standardised comments can be added using the **QuickMark** library sets. **General comments** may also be added to the student work. Markers can add the overall grade directly onto Feedback Studio, and marking schemes (**rubrics**) may also be applied to the work (check if one has been created for your School or Discipline Area). Student access their feedback online by going into their Blackboard course, clicking the Turnitin link where they submit work, and directly viewing the comments added by their tutor. Marked work can be downloaded by the student as a PDF file.

Access Feedback Studio

1. To access Feedback Studio, first open the Turnitin inbox by clicking **Course Tools -> Turnitin Assignments** in the unit's **Course Management** menu.

2. In the Turnitin Inbox you should see a list of documents that have been submitted to the assignment. In the *'GRADE'* column you should see icons that look like **blue pencils**. Click on a blue pencil icon beside a submission to start marking with Feedback Studio.

Figure 7 Blue pencil - work ready to Grade

3. A new Window opens up showing the Feedback Studio interface.

Figure 8 Feedback Studio interface

Adding Feedback

Remember the aim is to provide effective feedback to students to help them improve their work; you need to judge how much and what kind of feedback is best for your course. A number of different options are available for providing feedback.

Bubble Comments

Feedback Studio allows you to **highlight** an area of the submission and then type a comment to associate with the highlighted area. This makes it clear to students exactly which part of their work is being commented upon.   You can also change the colour of your highlights; perhaps to indicate the type of feedback you giving your students e.g. orange might indicate praise.

1. Highlight a section of text, then select the speech bubble icon from the in-context marking tool.

   This will connect the bubble comment to your chosen text.
2. With bubble comments you can add text, hyperlinks, and apply simple formatting to your comment. To do so, highlight the text in the comment that you wish to format and use the formatting options to bold, italicise, underline or add a hyperlink.
3. If a rubric is attached to the assignment, you can choose to assign an individual marking criterion from the rubric to the bubble comment. This will help students understand why you are making this comment.
4. Click the Assign Criterion button at the top of a bubble comment box. This will reveal a list of criteria from which you can choose to assign an individual criterion to the comment.
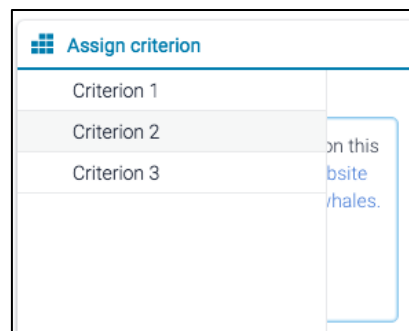
Figure 9: Associating a comment with a criteria

QuickMark Comments

QuickMarks are libraries of pre-defined bubble comments that can be added to work that is being marked.   You can create your own QuickMark sets or you can share QuickMarks created by colleagues in your discipline.

1. To add a QuickMark to a selection of text, highlight the text you would like to associate the QuickMark with, and click the QuickMark icon from the in-context marking tool

2. Clicking the set title at the top of the Quick Mark box will reveal a dropdown list, allowing you to change the active library.
3. Click any of the QuickMarks within the library to leave that particular QuickMark on the paper.
4. To leave a bespoke comment alongside your QuickMark, click on your QuickMark title from the paper, scroll to the bottom of the QuickMark information and click in the Add comment field to begin typing.
5. To save your addition, click anywhere outside the comment field.
6. A comment left alongside a QuickMark is identifiable by a speech bubble alongside the QuickMark title.
7. To delete your QuickMark, open is and click the trash can icon in the bottom left-hand corner of the QuickMark box.
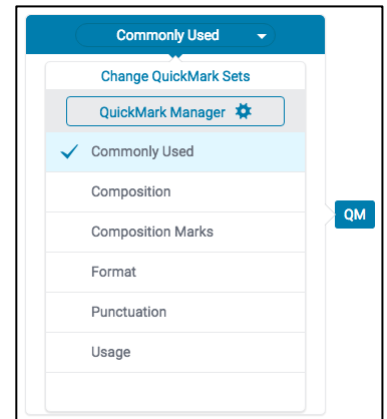

Figure 10 QuickMark Sets

Creating your own Library of comments (QuickMarks)

You may decide you want to create your own set of QuickMarks. The method below simply involves transforming your own comments into a new QuickMark (QM).

To creat a new QuickMark set

1. Click the QuickMark icon in the toolbar to the right of the screen, then click the cog icon to access the QuickMark manager:
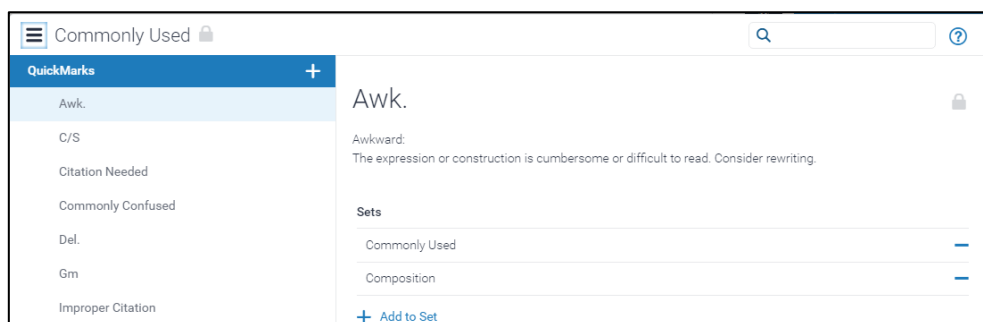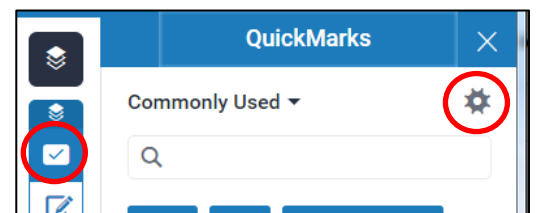

Figure 11 QuickMark Manager

2. Click the three bar icon next to the current set name at the top of the QuickMark manager to display a list of sets.
3. Click **Create New Set**. Enter a name, then click Save.
4. When creating new bubble comments you can now save them directly to your new set.

To create a new QuickMark

1. Creat a bubble comment as in Activity 5 above.

Figure 1 Saving a bubble comment as a new QM

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2. Click Convert to QuickMark from the bottom right-hand corner of the bubble comment box.
3. A menu will appear withint the box. Set a title and assign the QuickMark to a specific set.
4. Click the Save button to convert the comment to a QuickMark.

Activity 8: Add in-line comments

These comments can be typed directly onto the document with Feedback Studio's Text Comment tool. Using this tool is similar to physically writing comments on a paper document.

1. Click anywhere on the paper, and click the T icon in the in-context marking tool
2. Type your comment, which will automatically be saved.
3. To move a comment, click and drag it to where you would like to place it.
4. To delete a comment, hover over the comment with the mouse pointer and click the trash can icon that appears.

Activity 9: Add General Comments

General Comments can be added to the whole submission by entering remarks in the General Comments area.

1. To access the general comments box, click the 2nd icon from the top in the blue icon set at the

    right of the screen:

2. To enter text comments, simply click in the Text Comment box that appears and begin typing.

3. General comments will be part of the printable version of the Feedback Studio page for student users, or can be viewed online by the student.

4. To record a voice comment, click the record button, record a brief message, then use the pause and stop buttons.

5. Click Play to check the comment, then click save or discard to keep or delete the message. Please note that voice comments are not included in downloaded copies of feedback. Please see this Knowledge Base article for more information: https://supportcentre.manchester.ac.uk/ServiceDesk.WebAccess/ss/object/open.rails?class_name=Knowledge.Article&key=2b0d23cf-a3d7-4046-b19f-a8b78bf761dc