# How to Set Up a Turnitin Assignment in Blackboard

Setting up the Assignment Inbox

1. Access your Blackboard Course Unit via My Manchester in the usual way.

2. Navigate to the area or folder where you wish to create your Turnitin Assignment link. We recommend that this is in a folder or area specifically for assessments, and that it contains links to the Turnitin student guides.

3. Make sure that the edit mode is switched on.

4. Click **Build Content** and select **Turnitin Assignment (Current)** from the menu.
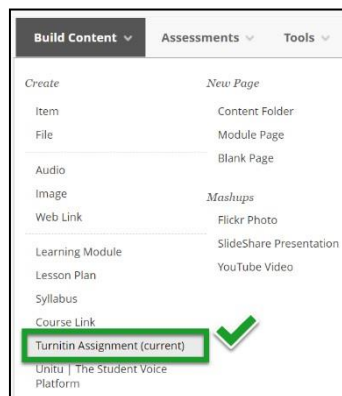
5. On the New Assignment form (see below), enter the required information:

a) **Assignment title** – enter the title of the assignment. We recommend you do not use quotation marks in this field.

b) Type clear **instructions** for the student (e.g. *submit your file giving your 7 digit student id number, and the essay name, for the submission title*). Including the ID number in the submission title greatly simplifies administrative functions and help requests for Turnitin assignments. We also recommend you remind students to avoid using quotation marks in the submission title as this can cause errors later on.

c) **Max Grade** – this allows you to set a point value for the assignment (typically use 100)

d) **Start date** – Date students can begin submitting

e) **Due date** - Assignment Deadline. Please note that Turnitin applies deadlines to the second. If your deadline is set to 4:00pm, for example, it will close at 4:00:01pm and any papers submitted after that point will be marked as late. However, the timestamps in Turnitin receipts are only listed to the minute. This means that it is possible for a student to have a receipt that implies they handed in on time, but for their submission to be marked as late. For example, if the deadline is 4:00pm, and the student hands in at 4:00:28pm, their receipt will have a 4:00pm timestamp but their submission will be listed as a late submission in the inbox. Although unusual this circumstance does arise, and when it does it requires a significant amount of administrative time to resolve. In addition to warning students not to leave submission to the last minute, we recommend that deadlines in the Turnitin settings are set to one minute past the actual deadline. A 4:00pm actual deadline could be set to 4:01pm when creating the assignment. This takes no extra time when creating the assignment, but can save time dealing with a discrepancy between the receipt and the system.

f) **Feedback Release Date** – This is the date that any feedback and marks generated by using GradeMark will be published to students via Blackboard. (If you are not using GradeMark this date will not affect anything but it will need to be after the Due date).

After the feedback release date anonymity is switched off (student names are revealed) and marks are sent to the Blackboard Grade Centre.

g) **Enable Peermark** – checking this box will add PeerMark assignments to this assignment. For further information on what this means see the PeerMark Guidance at Turnitin.com

Optional Settings

6. Click **optional settings**. The following settings are strongly recommended.

h) Submit papers to the **'Standard paper repository'** unless this is only a dummy test assignment. The repository is Turnitin's collection of submitted work.

i) **Allow submission of any file type** – you have the option to restrict submissions to only those that Turnitin can produce an originality report for, or allow students to submit any file type. Turnitin's help pages include a list of file types for which an originality report can be generated.

j) **Allow late submissions** : ✓ All submissions have a submitted date recorded so you can easily identify when a submission was made; late submissions appear in red. This setting also gives you the flexibility to accept submissions from students who require an extended deadline. Appropriate penalties can be applied to unauthorised late submissions

k) **Enable anonymous marking :** ✓ This complies with current University regulations.

l) **Enable translated matching :** you have the option to enable Turnitin to generate a separate similarity report based on English translations of students' non English language submissions

m) **Enable grammar checking :** you have the option to enable submissions viewed within Grademark to contain feedback marks for grammar and other writing traits

n) **Attach a rubric** - if your discipline area has a rubric available you can attach it at this stage.

Similarity Reports

o) **Compare against** – accept all Search options

p) **Generate Reports on due date (students can resubmit until due date)** We strongly recommend the 'on due date' option as this will allow students to re-submit if

they need to (e.g. after student submits the wrong document) as often as needed until the due date deadline without generating multiple originality reports. (Multiple originality reports may result in a submission being given a falsely high similarity index as the latest submission may be checked against previous submissions). With the "on due date" option selected students will have access to a "Resubmit" button. This button is not available to students if "immediately first report is final" is selected

q) **Allow students to see Originality Reports** : X Currently, the University requires that students do NOT see their Originality Reports

r) **Exclude bibliographic materials / Exclude quoted materials / Exclude small sources** : These settings allow you to choose to exclude text appearing in the bibliography, works cited or references sections of student papers from being checked for matches when generating Similarity Reports. These settings can be overridden in individual Similarity Reports.

s) Click **'Submit'** to create the Turnitin assignment.

t) Go to Grade Centre to check that the Grade Centre column is not visible to students. If it is visible, amend the setting from the dropdown list.

Please note that if a submission inbox is deleted, this *does not* automatically delete the Grade Centre column. This will need to be done manually.
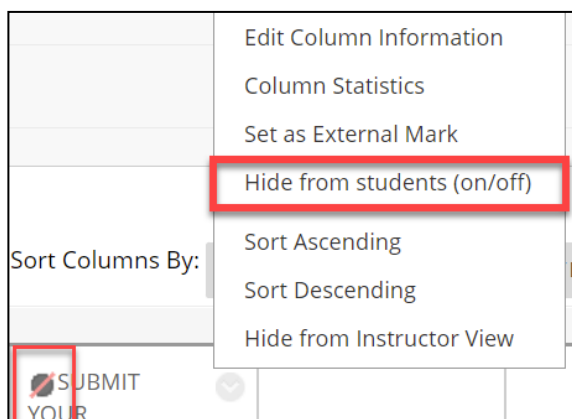
7. Click the link to access the assignment inbox.
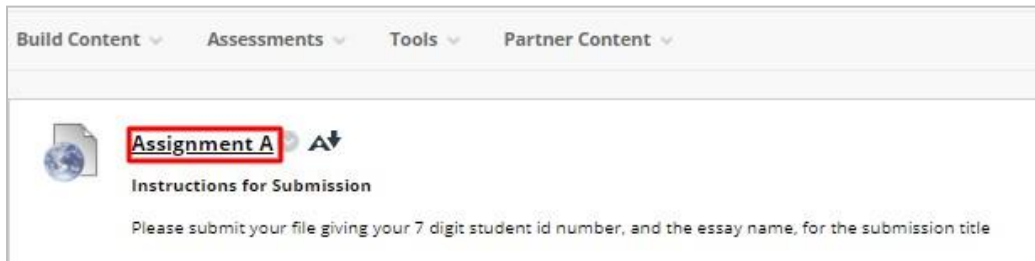
8. Use the **refresh** button to refresh inbox data. Assignment settings can be edited using the **settings** cog in the top right corner.