

Is Turnitin the right eSubmission tool for your assessment?

- Should be used for most text based assignments
- With text based files, it gives students access to Originality Reports, the text matching tool which should be implemented everywhere possible to help them avoid plagiarism. Other files which are not text based or contain a very small amount of text can still be submitted but will not generate Originality Reports
- Gives staff access to Originality Reports, the text matching tool to help identify plagiarised work by comparing submissions to a vast database containing work submitted by students at all institutions using Turnitin, and a range of online journals and books
- Has a file size limit of 20MB. This equates to a Word Document of approximately 1200 pages or a PDF of around 400 pages
- Accepts any type of file

Help choosing the right eSubmission tool is available on the eAssessment web page.

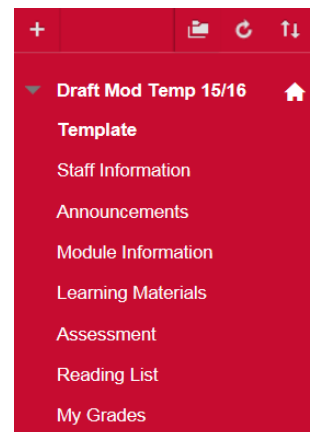
About Blackboard Module Sites

Blackboard sites should follow the [University of Salford Blackboard Minimum Standards](#).

Any new Blackboard sites will automatically be setup using a standard template, which includes the standard Course Menu (right). New modules will also contain two assessment folders in the Assessment area.

It is essential that each summative assessment is:

- Setup under **Assessment** on the Course Menu
- Located within its own **Assessment Folder** showing the correct **Student/Group Declaration** and clearly named (see image below)
- Uses the right eSubmission tool for the type of assessment clearly marked FINAL
- Has a DRAFT submission area where appropriate



Assignment 1: Web Design: due Tuesday 25 May 2016: 16.00

By submitting my work here I declare that:

- this work is my own
- if this is a group project, each student has contributed to the work in accordance with the set criteria
- the work of others used in its completion has been duly acknowledged
- experimental or other investigative results have not been falsified
- I have read and understood the University Policy on the Conduct of Assessed Work (Academic Misconduct Procedure)*

*<http://www.salford.ac.uk/about-us/corporate-information/governance/policies-and-procedures/browse-by-theme>

It is the student's responsibility to be aware of this policy and procedure.

About Turnitin

Turnitin is a formative text matching tool used at the University Salford to support students in avoiding plagiarism. Turnitin is not a plagiarism detection tool, however it can assist staff who are marking work. Each assessment should have a DRAFT area which enables students to submit multiple copies of their work to receive as many Originality Reports as they like to check that they have correctly cited and referenced their work. The first time a student submits to the DRAFT area they will receive a report almost immediately however subsequent requests can take longer (24 hrs).

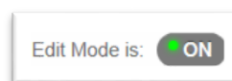
Tutors do not routinely access DRAFT submissions unless they are querying a piece of work.

FINAL submission areas enable students to submit only one copy of their FINAL work. Students can submit beyond the due date/time however this will be flagged as late to the tutor who will then take note of any student support plans or late penalty regulations. Tutors mark the files submitted under FINAL submissions.

Final submission areas should be setup within a clearly labelled **Assessment Folder** displaying the Student/Group Declaration. For help on setting up an Assessment Folder see the eAssessment web page <http://www.salford.ac.uk/geo/learningtechnologies/eassessment>.

Setting up Turnitin eSubmission areas

Before you continue, make sure that **Edit Mode** in the top right corner of the screen is switched on.



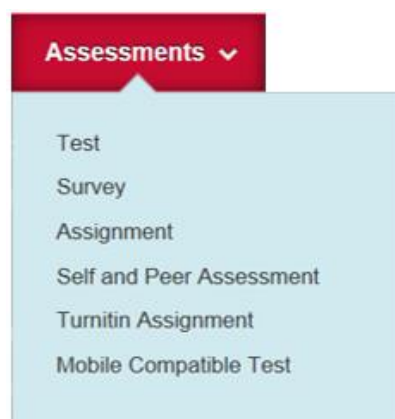
Make sure you are inside the relevant Assessment Folder.

To create a Turnitin DRAFT or FINAL submission area, hover your mouse over the **Assessments** button and select **Turnitin Assignment**.













The recommended options sometimes differ for the DRAFT and FINAL submission areas therefore please take care to set the correct options.

There may be occasions when it is not appropriate for students to see an Originality Report (e.g. a piece of translated work or computer code) and you may choose not to set up a DRAFT submissions area.

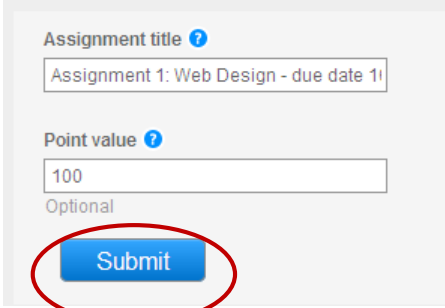
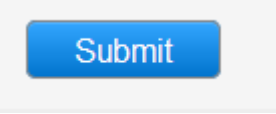



The Option	For DRAFT submissions	For FINAL submissions
<p>Select your assignment type</p> <p><input checked="" type="radio"/> Paper Assignment</p> <p><input type="radio"/> PeerMark Assignment</p> <p><input type="radio"/> Revision Assignment</p>	<p>For both DRAFT and FINAL submissions select Paper Assignment.</p> <p>Click Next Step.</p>	
<p><input checked="" type="radio"/> Allow only file types that Turnitin can check for originality</p> <p><input type="radio"/> Allow any file type ?</p>	<p>For both DRAFT and FINAL submissions</p> <p>For most text based assignments, choose the first option. This limits files that can be submitted to text and readable PDFs.</p> <p>The second option allows any type of file, Turnitin will try to generate an Originality Report. All submitted files have to be smaller than 20MB in size. See the eAssessment web page for guidance on choosing the right eSubmission tool.</p>	
<p>Assignment title ?</p> <p>Due date 16 Oct 2012 4pm FINAL submissions</p>	<p>Type an Assignment title adding DRAFT submissions.</p> <p>Recommend you DO NOT include the due/date time in the DRAFT area.</p> <p>E.g. Assignment 1: Web Design DRAFT submissions</p>	<p>Type an Assignment title adding FINAL submissions.</p> <p>Recommend that you include the due date/time in the FINAL area.</p> <p>E.g. Assignment 1: Web Design – due date Tuesday 16 October 2012 16.00 FINAL submissions</p>
<p>Point value ?</p> <p>100</p> <p>Optional</p>	<p>Point value not applicable for DRAFT submissions, therefore leave blank.</p>	<p>Point value for FINAL submissions should be 100. Weighting is applied separately in Banner.</p>
<p>Start date ?</p> <p>23-Aug-2012</p> <p>at 12 : 00</p>	<p>Start date for both DRAFT and FINAL submissions should be the same and as early as possible to provide students with the greatest flexibility for starting work.</p>	

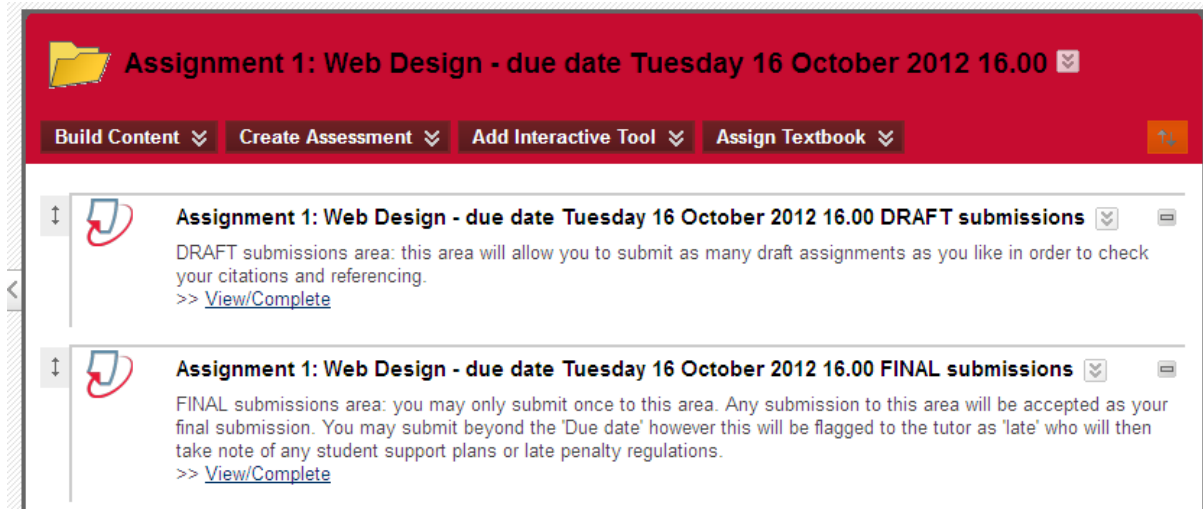
The Option	For DRAFT submissions	For FINAL submissions
<p>Due date </p> <p>16-Oct-2012 </p> <p>at 16 : 00</p> <p>Remember institutional policy:</p> <ul style="list-style-type: none"> • No Monday submissions • Submission time 16.00 	<p>Due date for DRAFT submissions should be set to the end of the module.</p> <p>This allows students with support plans continuous use of the DRAFT area.</p>	<p>Due date for FINAL submissions should be set to the actual deadline.</p>
<p>Post date </p> <p>06-Nov-2012 </p> <p>at 16 : 00</p> <p>The Post date refers to when marks and feedback should be revealed to students.</p> <p>Remember institutional policy:</p> <ul style="list-style-type: none"> • 3-week feedback turnaround 	<p>Post date for DRAFT submissions should be at least 24 hours AFTER the Due date (for DRAFT submissions this is after the end of the module).</p> <p>Note that if the Post date is BEFORE the Due date you will later get an error message.</p>	<p>Post date for FINAL submissions should be 15 working days after the Due date.</p> <p>If using Anonymous marking, the Post date is when the names are revealed and when marks are transferred to Blackboard Grade Centre.</p>
<p> Optional settings</p> <p>Optional Settings are not actually optional. You must address the rest of the settings in this guide...</p>		

The Option	For DRAFT submissions	For FINAL submissions
<p>Enter special instructions </p> <p>FINAL submissions area: you may only submit accepted as your final submission.</p> <p>You may submit beyond the 'Due date' however take note of any student support plans or late</p>	<p>Enter the text below:</p> <p>DRAFT submissions area: this area will allow you to submit as many draft assignments as you like in order to check your citations and referencing.</p> <hr/> <p>Add any additional relevant information e.g. file naming instructions.</p>	<p>Enter the text below:</p> <p>FINAL submissions area: you may only submit once to this area. Any submission to this area will be accepted as your final submission.</p> <p>You may submit beyond the Due date however this will be flagged to the tutor as late who will then take note of any student support plans or late penalty regulations.</p> <hr/> <p>Add any additional relevant information e.g. file naming instructions.</p>
<p>Allow submissions after the due date? </p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p>	<p>Select No as the Due date is set to the end of the module.</p>	<p>Select Yes to enable students to submit late.</p> <p>Students with support plans will attach electronic stickers provided by the Disability Office.</p>
<p>Originality Report</p> <p>Generate Originality Reports for submissions? </p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p>	<p>Select Yes for both DRAFT and FINAL submissions.</p>	
<p>Generate Originality Reports for student submissions </p> <p>immediately first report is final </p>	<p>Select Immediately (can overwrite reports until due date)</p> <p>This enables students to submit and check the Originality Report multiple times.</p>	<p>Select Immediately first report is final</p>

The Option	For DRAFT submissions	For FINAL submissions
<p>Exclude bibliographic materials from Similarity Index for all papers in this assignment? ?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>Exclude quoted materials from Similarity Index for all papers in this assignment? ?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>Exclude small matches? ?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p>	<p>Select No for both DRAFT and FINAL submissions to exclude bibliographic materials, quoted materials, and small matches from the Similarity Index results.</p> <p>Allow Originality Reports to show all matches to avoid student confusion. Individual reports can be filtered manually if required</p>	
<p>Allow students to see Originality Reports?</p> <p><input checked="" type="radio"/> yes</p> <p><input type="radio"/> no</p>	<p>Select Yes.</p> <p>Students can check their drafts as often as they need to.</p>	<p>Select No.</p> <p>Only the tutor needs to see the FINAL Originality Report.</p>
<p>Reveal grades to students only on post date?</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p>	<p>Select Yes for both DRAFT and FINAL submissions</p> <p>This means that students will only see marks and feedback from the Post date.</p> <p>This setting is not applicable for DRAFT submissions, however it will do no harm being set as Yes.</p>	
<p>Enable anonymous marking? ?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p>	<p>Select either Yes or No for both DRAFT and FINAL</p> <p>This setting depends on your School policy.</p> <p>If you are using anonymous marking then you should choose Yes for both the DRAFT and FINAL areas. Student names will be revealed to the tutor on the Post date.</p>	
<p>Submit papers to: ?</p> <p>standard paper repository <input type="button" value="v"/></p>	<p>Select no repository</p> <p>You do not submit DRAFT work to the standard repository or it will give a very high match when the student submits their FINAL work.</p>	<p>Select standard paper repository</p> <p>Occasionally it is not appropriate to submit FINAL work to the standard repository. E.g. if work contains confidential or sensitive information.</p>

The Option	For DRAFT submissions	For FINAL submissions
<p>Search options: ?</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Student paper repository <input checked="" type="checkbox"/> Current and archived internet <input checked="" type="checkbox"/> Periodicals, journals, & publications 	<p>Tick ALL search options for both DRAFT and FINAL submissions.</p>	
<p>GradeMark</p> <p>Attach a rubric to this assignment ?</p> <p><small>Note: students will be able to view attached rubrics and their content prior to submitting.</small></p> <p>No rubric <input type="button" value="Launch Rubric Manager"/></p>	<p>Rubrics are an excellent feedback tool. You can build rubrics for Turnitin or attach a Word/PDF rubric for the students directly in the Blackboard Grade Centre. If you have a Turnitin Rubric you should attach it here.</p>	
<p><input checked="" type="checkbox"/> Would you like to save these options as your defaults for future assignments?</p>	<p>Settings differ for DRAFT and FINAL submissions, it is up to you whether you want to save your settings.</p>	
	<p>Scroll back up to the top of the page and click Submit.</p>  <p>Note that for FINAL areas you will receive a message about the Post date being more than two weeks after the Due date. This is ok as institutional policy for feedback is 15 working days.</p> <p>Click OK to finish.</p> <hr/> 	

Once you have completed the set up of your **DRAFT and FINAL areas within your Assignment Folder** you should see a screen similar to below ready for students to submit.



The screenshot shows a red header bar with a folder icon and the text "Assignment 1: Web Design - due date Tuesday 16 October 2012 16.00". Below the header are four buttons: "Build Content", "Create Assessment", "Add Interactive Tool", and "Assign Textbook". The main content area lists two submission areas:

- Assignment 1: Web Design - due date Tuesday 16 October 2012 16.00 DRAFT submissions**
DRAFT submissions area: this area will allow you to submit as many draft assignments as you like in order to check your citations and referencing.
>> [View/Complete](#)
- Assignment 1: Web Design - due date Tuesday 16 October 2012 16.00 FINAL submissions**
FINAL submissions area: you may only submit once to this area. Any submission to this area will be accepted as your final submission. You may submit beyond the 'Due date' however this will be flagged to the tutor as 'late' who will then take note of any student support plans or late penalty regulations.
>> [View/Complete](#)

Modifying a Turnitin submission area

If you later need to **modify a Turnitin submission area** click on the drop down arrow beside the assignment title to access the contextual menu and select **Edit**.



The screenshot shows the "FINAL submissions" area with a contextual menu open over the title. The menu options are:

- > Edit
- > Adaptive Release
- > Adaptive Release: Advanced
- > Set Review Status(Disabled)
- > Metadata
- > Statistics Tracking (On/Off)
- > User Progress
- > Move
- > Delete



If you are bringing forward the Post date, Turnitin needs time to process the request. You should not change the post date to within 2 hours of the current time. So if the time is 12:00 now, do not set the Post date to any time before 14:00.

Blackboard Grade Centre

Turnitin integrates with Blackboard's Grade Centre. Each Turnitin submission area automatically gets a column within the Grade Centre.

Grade Centre : Cheryl Tutor

In the [Screen Reader mode](#), the table is static and grades may be entered on the Grade Details page, accessed by selecting the table cell for the grade. In the interactive mode of the Grade Centre, grades can be typed directly into the cells. Use the arrow keys or the tab key to navigate through the Grade Centre and the Enter key to submit a grade. [More Help](#)

Create Column Create Calculated Column Manage Reports Filter Work Offline

Move To Top Email Sort Columns By: Layout Position Order: Ascending

Grade Information Bar Last Saved: 19 September 2012 09:22

Last Name	First Name	Username	Last Access	Availability	Assignment	Presentation	Assignment
					65.00		
					55.00		
					!		
					!		
					65.00		

A new hidden column is automatically created within Grade Centre displaying marks from Turnitin's GradeMark. Once marking is complete staff need to remember to show the column to students on the Turnitin Post date.

A green exclamation mark indicates needs marking

- Quick Column Information
- Edit Column Information
- Column Statistics
- Set as External Grade
- Show/Hide to Users
- Sort Ascending
- Sort Descending
- Hide Column

If you use the Turnitin GradeMark tool to mark the work, the marks and feedback will automatically feed back into Blackboard Grade Centre (not until the Post date if you are using Anonymous marking). You can also enter marks and attach feedback directly in the Blackboard Grade Centre. This is particularly useful, for example if you wanted to provide video feedback.

See the eAssessment web page for more information about eMarking.

Help and Support

Contact the Digital Skills Team

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