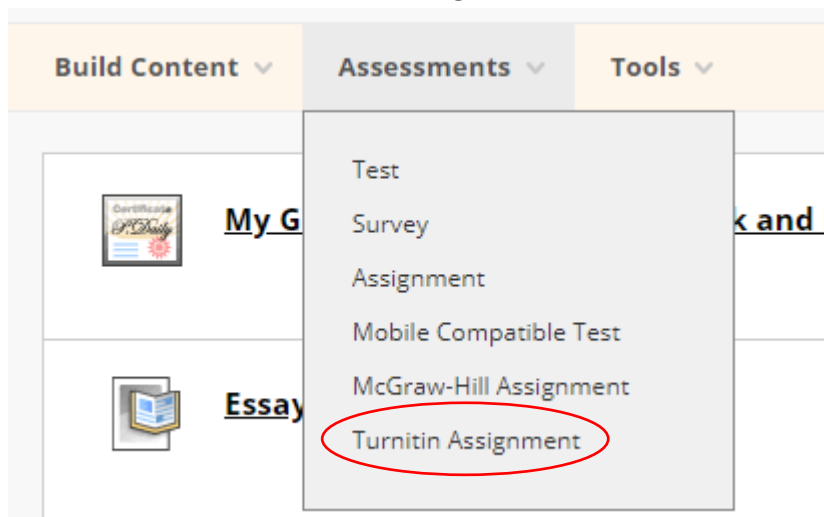



QUICK START GUIDE TO TURNITIN

HOW DO I CREATE AN ASSIGNMENT SUBMISSION POINT IN TURNITIN?

- Go to the module in Blackboard and click **Assessment and Feedback** on the left-hand menu.
- Select **Assessments** and **Turnitin Assignment**:



- Select the assignment type – this should always be **Paper Assignment**
- Click **Next Step**
- Enter the **Assignment title** – Give it a meaningful name and state the assignment deadline.
- Enter the **Point Value** – For graded assignments the Point Value should be 100. (The total marks for the assignment and not the weighting of the assignment in the module.) If there are no marks but only feedback the value should be left blank, and it will default to 0.
- Enter the **Start Date** – the date and time the assignment submission point will become available.
- Enter the **Due Date** – the date and time the assignment must be submitted by. This should be during the day on a weekday so there are staff available who can assist students if they have difficulty submitting an assignment.
- Enter the **Post Date** – the date when marks are posted to the Grade Centre and are made available to students. Normally, this is 3 weeks' after the due date. If retrospective Post Dates are selected marks and feedback may be lost.
- If anonymous marking is used on the Post Date:
 - Students' names become available and their marks are visible
 - Marks pass from Turnitin to the Grade Centre
 - Students can view their marks and feedback
- If anonymous marking is not used, on the Post Date:
 - Students can view their marks and feedback
- Optional Settings can be viewed by expanding  and include:
 - **Allow submissions after the due date:**

- **No** - students cannot submit assignments after the due date and how assignment extensions are processed should be considered.
- **Yes** - students can submit assignments after the due date. Late submissions will be flagged as being submitted late.
- **Generate Similarity Reports** – controls the Similarity Reports as well as whether students can resubmit assessments up to the due date and time. If you select:
 - **Immediately first report is final** – students cannot resubmit assignments. Similarity reports are generated immediately for all submissions. Erroneous submissions must be deleted by instructors before resubmission may be made.
 - **Immediately (can overwrite reports until due date)** – students can resubmit assignments as many times as they want to until the assignments due date and time.
 - **On due date** – students can submit an assignment as many times as they want until the assignments due date and time. The Similarity report is generated on the due date and time.
- **Reveal grades to students only on postdate?** – **Yes** should be used. If **No** is used students will be able to see their marks and feedback before the assignment postdate.
- **Enable anonymous marking?** – **Yes** should be used. If you need to print the papers for the submission select **No**.
- Click **Save** and the assignment submission point will be set up.

HOW DO I USE RUBRICS?

WHAT ARE RUBRICS?


Rubrics are marking or assessment criteria. Students will be able to view a rubric /form attached to an assignment submission point before they submit their assignment. Turnitin has four different types of rubrics that can be set up and enable you to define criteria to mark against

- Standard Rubric – each criteria are weighted using percentages and each scale has a mark allocated to it. The overall mark is calculated based on the percentage weightings
- Custom Rubric – criteria are not weighted
- Qualitative Rubric – no weighting or marks can be applied. The scales and criteria are used to provide guideline feedback
- Grading forms – can be used to provide free form feedback based on each criteria. You set the criteria and add comments for each student

For further information, see [FAQ 705](#).

HOW DO I CREATE A RUBRIC?

Rubrics can be created when an assignment submission point is set up, or after students have begun to submit and you are ready to mark. To create a rubric:

- Login to Blackboard and go to the module that contains the assignment
- Under **Course Management**, click **Course Tools**, and then **Turnitin Assignments**
- Select the assignment that needs a rubric
- Click **Edit Assignment**
- Expand **Optional Settings**
- Scroll down to the bottom of the screen to **GradeMark**
- Click on the **Launch Rubric / Form Manager**
- In the window that opens, click on **View available rubrics and rubric options**
- Select **Create new Rubric**
- Scroll to the bottom of the page and select a rubric scoring option (% is standard rubric)
- Add a rubric name at the top of the page
- Complete the **Criteria / Scales** depending on the rubric requirements
- Add additional criteria and scales using this symbol 
- Click **Save** to apply the changes to the rubric

For further information, see [FAQ 701](#).

HOW DO I ADD A RUBRIC TO A TURNITIN ASSIGNMENT?

When a rubric has been created, you need to add it to the assignment.

- Login to Blackboard and go to the module that contains the assignment
- Under **Course Management**, click **Course Tools**, and **Turnitin Assignment**
- Select the assignment that needs the rubric
- Click on **Edit assignment**
- Select **Optional Settings**
- Scroll down to the bottom of the screen until you see **GradeMark**
- Click on the drop down menu and select the new rubric
- Click **Submit** and **OK** to attach the rubric to the assignment

HOW DO I MARK THROUGH TURNITIN?


When you are ready to mark an assignment:

- Go to the relevant module in Blackboard
- Under **Control Panel**, expand **Course Tools** and click **Turnitin Assignments**
- Click on the **Assignment** you want to mark
- You are now in the Assignment Inbox

- To open an assignment:
 - Click on the paper's **Title**
- The assignment is ready to mark

CHECKING THE SIMILARITY REPORT

Turnitin has an inbuilt similarity report checker. It is a text matching function and not a plagiarism detection tool:

TITLE	SIMILARITY
Essay 1 - TEST	17% 

The matching text displays as a percentage. To view the similarity report:

- Click on the **Percentage**, this opens the Document Viewer
- To view the sources, click on the number in the red box:



- Matching text is highlighted and the original sources are displayed
- From there, you can see the text matching and the sources

MARKING IN GROUPS

Turnitin groups can be used to divide assignments for marking purposes, for example between seminar groups. Please note that groups should be formed before the submission point is created.

To put students into groups:




- Set up groups in Blackboard
- Populate the groups with students
- When ready to mark, click **Course Tools / TurnitinUK Assignments by Groups**
- Select the assignment that you want to mark
- Select the group you wish to mark and click the **Go** button

For further information, please see [FAQ534](#).

GIVING FEEDBACK AND COMMENTS FOR AN ASSIGNMENT

Feedback and comments can be given once an assignment has been opened. If you click on the assignment this icon appears:



- The  symbol is Quick Marks – a tool that contains a bank of comments that can be inserted onto the text
- The  symbol allows you to enter feedback and comments of your choosing
- The  symbol allows you to enter feedback in line with the text on the assignment


HOW DO I USE QUICKMARKS?

QuickMark – the main tool for marking online with Turnitin. You can:


- Type into the script to create a bubble comment
- Type text directly onto the script, without a bubble
- Drag a pre-made comment from one of the comment sets onto the script
- Type text directly onto the script without a bubble
- Drag a pre-made comment from one of the comment sets onto the scrip and add an additional comment to it (if desired)
- Highlight text and attach a bubble comment
- Create your own custom set of comments
- Associate a bubble comment with a criterion on a Rubric or Marking form (see below)
- Click on the Gear Cog in the top right hand corner and create the comment sets you want.

GIVING WRITTEN OR AUDIO FEEDBACK SUMMARY

If you want to enter feedback summary for a whole assignment, you can use the blue menu on the right of the screen:

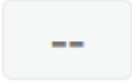
- Click on this icon to the right of the screen: 
- Enter your feedback in the Text Comment box

If you want to leave audio feedback:

- Ensure that you have a microphone connected and click the  symbol
- Audio feedback of up to 3 minutes may be left

ENTERING MARKS

When you have decided a mark to give an assignment:

- Double click on this symbol: 
- Enter the number that you want to give the assignment
- Press **Enter** on your keyboard and click outside of the mark box (anywhere on the assignment)
- Close the assignment and the mark should populate in the entry on the Turnitin Assignment

GRADE

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page: _____

Tip: Don't toggle between assessments – instead, after you have marked the assignment, close it down and re-open the next assessment.