

CREATING AND GRADING A TURNITIN ASSIGNMENT

Turnitin aids in the detection of potential plagiarism and can be accessed within WTClass. In this document, you will learn to create an assignment using Turnitin. You will also learn about the settings available in a Turnitin assignment, how to read a Turnitin similarity report, and how to grade and give feedback in a Turnitin assignment.

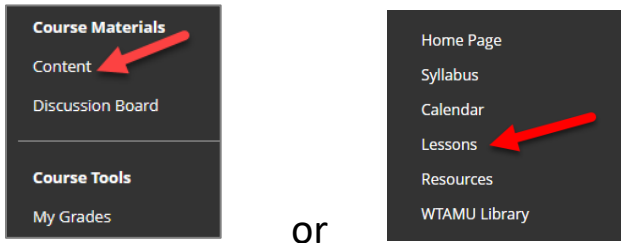
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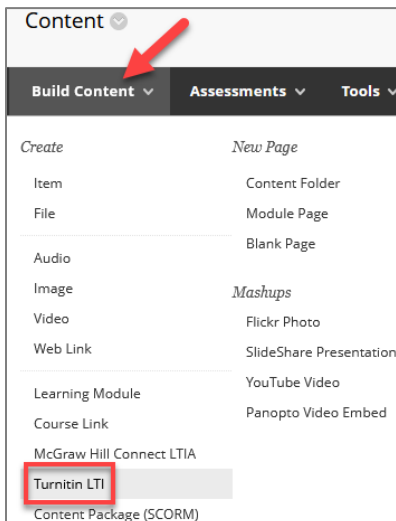
CREATING A TURNITIN ASSIGNMENT

To create a Turnitin assignment, follow the directions below.

1. Log in to WTClass and navigate to your course.
2. Click on the **Content/Lessons** area of your course, and navigate to the location of the Turnitin Assignment.



3. Click on **Build Content** and then select the **Turnitin LTI** option (see image below).



4. You will be taken to the Turnitin assignment creation page.
5. Add a title for the assignment.
6. Provide instructions for the assignment as desired. Indicate a max grade, start, end, and feedback release date.
 - A. The **start date** is the date students can access the assignment.
 - B. The **due date** is the date students are expected to complete the assignment.
 - C. The **feedback release date** is the date students can see instructor feedback.

The screenshot shows the Turnitin assignment creation interface. It features several input fields: 'Title' (containing 'Assignment Title'), 'Max Grade' (set to 100), 'Instructions' (containing 'Assignment instructions'), 'Start Date' (2023-09-28 10:40 CDT), 'Due Date' (2023-10-05 10:40 CDT), and 'Feedback Release Date' (2023-10-05 10:40 CDT). There is an unchecked checkbox for 'Enable PeerMark' and a button for 'Optional Settings'. Red circles with letters A, B, and C are overlaid on the Start Date, Due Date, and Feedback Release Date fields respectively.

7. Click on **Optional Settings** to establish what you want Turnitin to do with student submissions.

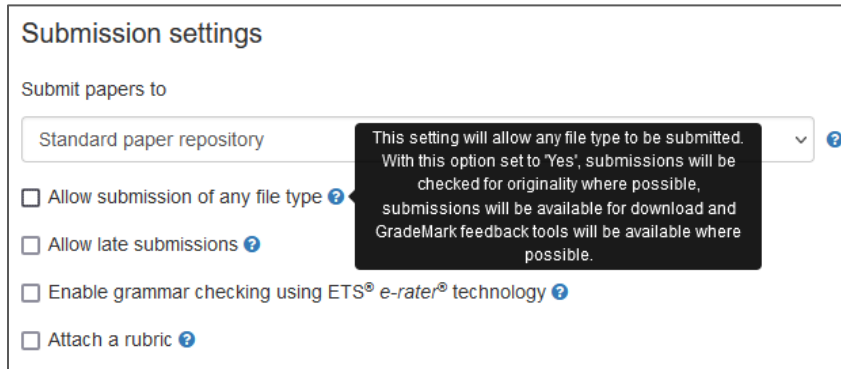
The screenshot shows the 'Optional Settings' page. The 'Optional Settings' button is highlighted with a red box. Below it, the 'Submission settings' section is visible. It includes a dropdown menu for 'Submit papers to' set to 'Standard paper repository'. There are four unchecked checkboxes: 'Allow submission of any file type', 'Allow late submissions', 'Enable grammar checking using ETS® e-rater® technology', and 'Attach a rubric'.

8. Choose which repository you want the assignment to be submitted to:

The screenshot shows the 'Submission settings' dropdown menu. The dropdown is open, showing two options: 'Standard paper repository' (labeled A) and 'Do not store the submitted papers' (labeled B).

- A. The **standard paper repository** will check similarity against other submitted documents and stores the submission for future similarity checks.
- B. The **“Do not store the submitted papers”** option will also provide a similarity check against other documents, but will not store the submission. This is a great option if you want students to submit a draft to check for similarity before submitting a final draft.

9. Select the remaining settings that will work best for your assignment. If you want more **description about any of the settings, hover over the blue question symbol next to the setting.** A detailed description of the setting will appear. In the image below, you can see that more description appeared for the “Allow submission of any file type” option.

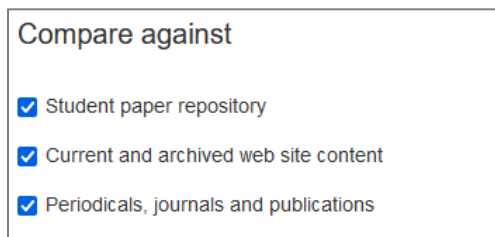


The screenshot shows the 'Submission settings' panel. At the top, there is a dropdown menu for 'Submit papers to' set to 'Standard paper repository'. Below this are four checkboxes: 'Allow submission of any file type', 'Allow late submissions', 'Enable grammar checking using ETS® e-rater® technology', and 'Attach a rubric'. A tooltip is displayed over the 'Allow submission of any file type' checkbox, containing the text: 'This setting will allow any file type to be submitted. With this option set to "Yes", submissions will be checked for originality where possible, submissions will be available for download and GradeMark feedback tools will be available where possible.'

NOTE: The “Allow submissions of any file” option type means that students will be allowed to submit file types that can’t be checked for text similarity, such as image files. The only files that can be checked for similarity are:

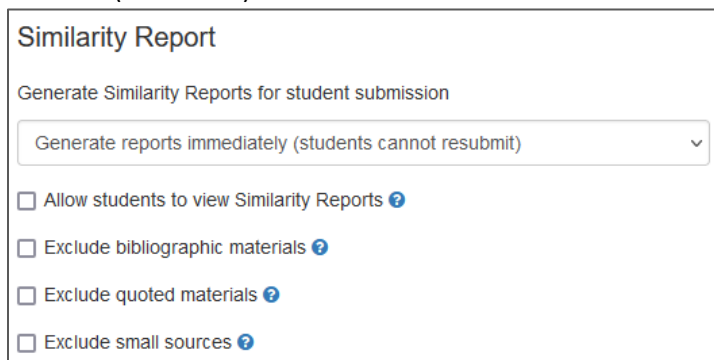
- Text, MS Word, MS PowerPoint
- Postscript, PDF, RTF, HTML
- WordPerfect and OpenOffice
- Files less than 40 MB
- Files with at least 20 words of text

10. We recommend you **keep all three of the “Compare against” options selected.** If you are unsure about whether you should uncheck any of these options, please contact IT’s WTClass team.



The screenshot shows the 'Compare against' panel with three checked checkboxes: 'Student paper repository', 'Current and archived web site content', and 'Periodicals, journals and publications'.

11. Select **whether you want students to view their similarity reports.** This is a good option if you want students to be able to check their work and revise based on the similarity reports.
12. You can also **choose any items you want Turnitin to exclude** when looking for similarity matches (see below).



The screenshot shows the 'Similarity Report' panel. It includes a dropdown menu for 'Generate Similarity Reports for student submission' set to 'Generate reports immediately (students cannot resubmit)'. Below this are four unchecked checkboxes: 'Allow students to view Similarity Reports', 'Exclude bibliographic materials', 'Exclude quoted materials', and 'Exclude small sources'.

13. If you **use a template for your assignment, Turnitin will allow you to submit the template** so that words and phrases from the template will not be flagged as plagiarized.

If your students must download an assignment template, fill it out, and then submit the template again, we recommend that you upload a blank assignment template in the “Exclude assignment template” area.

Exclude assignment template

Upload or create a template of text to be automatically excluded from the Similarity Report.

[Upload Template](#) [Create Custom Template](#)

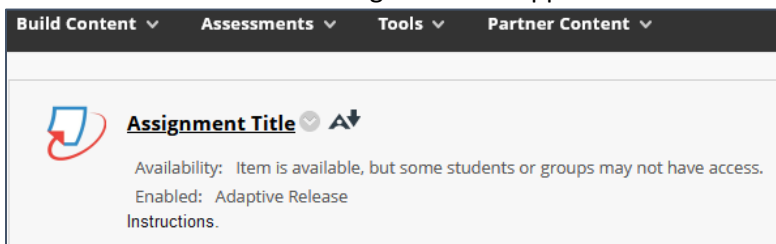
Note: Once a submission has been made to the assignment, templates can no longer be added or edited.

[Template Requirements](#) ^

Additional settings

Save these settings for future use ?

14. If you want Turnitin to **remember the settings you made** on this assignment and automatically apply them to future Turnitin assignments that you create, choose the “Save these settings for future use” option.
15. After you have selected all of the options and settings you want for the assignment, click **“Submit”** in the bottom left corner of the page.
16. The assignment creation page will close and you should then see your content/lessons area in WTClass. The new Turnitin assignment will appear at the bottom of the page.



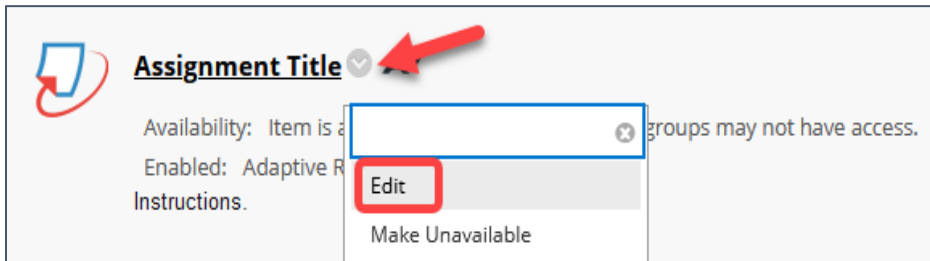
17. Note that the assignment shows that Adaptive Release has been enabled. This is because the due date and feedback release dates are set in the future.

EDITING A TURNITIN ASSIGNMENT

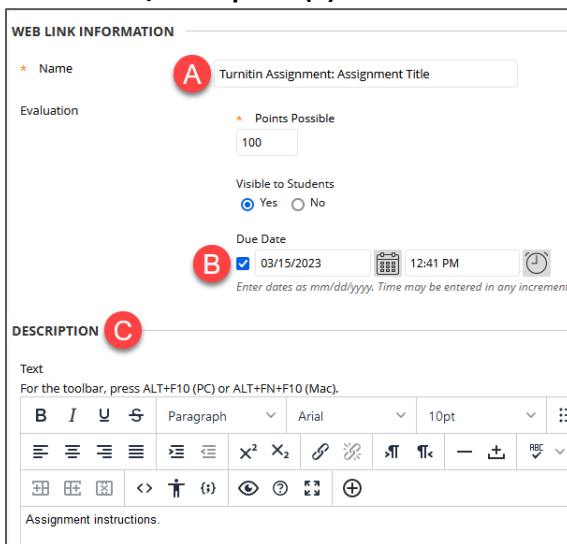
To edit a Turnitin assignment that you have already created, follow the directions below. Note that there are a few places to edit the assignment, depending on what you want to edit.

EDIT THE ASSIGNMENT TITLE, DUE DATE, OR ASSIGNMENT INSTRUCTIONS

1. Click on the drop down arrow next to the assignment link and choose **Edit**.

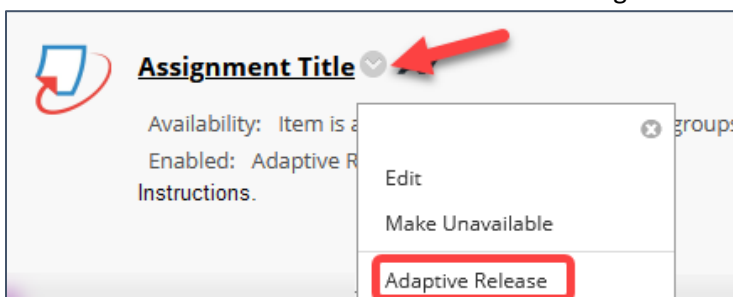


2. On the edit page, you can **change the assignment title/name (A), due date (B), and the instructions/description (C).**



EDIT THE AVAILABILITY/START DATE

1. Click on the down arrow next to the title of the assignment and choose **Adaptive Release**.



2. Change the date that the assignment will be available by editing the date in the **Display After** field.

Adaptive Release
Create an Adaptive Release rule for this content item. Each criterion narrows the availability of this item to users. To create a rule, click on the plus sign (+) in the top right corner.
Content Status: Available

DATE

Setting a Date criterion for this item will restrict the dates and times of the visibility of this item.

Choose Date

Display After 03/08/2023 12:41 PM

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until


Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Important Note: If you have a Display Until date set, or if you mark a Turnitin Assignment as Unavailable, the link to the Turnitin Assignment feedback and similarity reports will no longer be available to your students.

EDIT THE MAX GRADE, FEEDBACK RELEASE DATE, OR THE "OPTIONAL SETTINGS"

1. Click on the assignment link in the course content area.

Build Content ▾ Assessments ▾ Tools ▾ Partner Content ▾




 **Assignment Title** ▾ ⚙

Availability: Item is available, but some students or groups may not have access.
Enabled: Adaptive Release
Instructions.

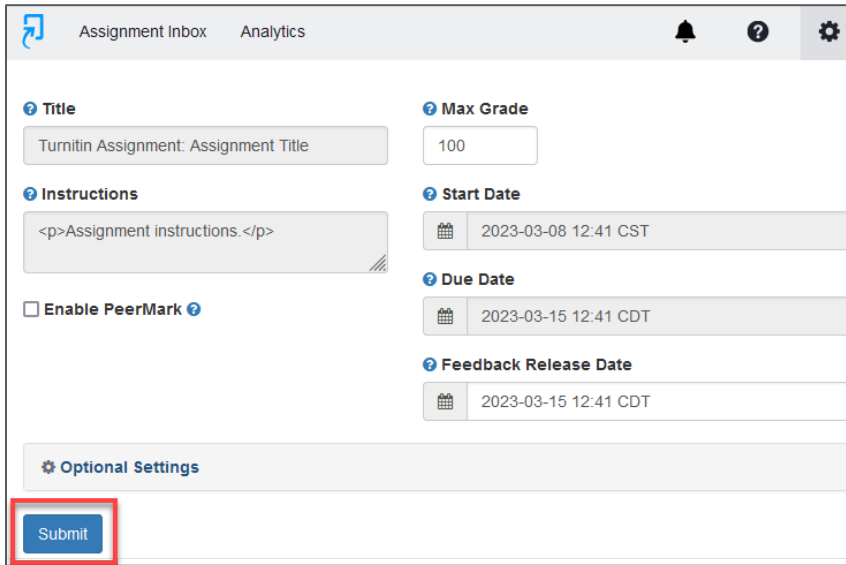
2. This will open the Assignment Inbox in a new tab on your computer. You will see a screen like the one below. To edit the assignment settings, click on the **settings cogwheel**.

Assignment Inbox Analytics

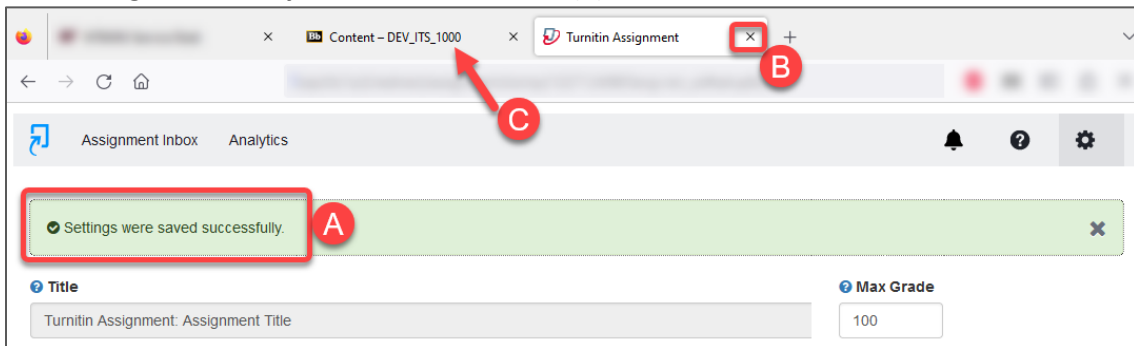
Search Submit on behalf of student ▾ Download All ▾

| <input type="checkbox"/> | Author | Paper Title | Paper ID | Uploaded | Viewed Grade | Similarity | Flags | Options |
|--------------------------|--------------|---|------------|---------------------------|---|---|-------|---------|
| <input type="checkbox"/> | Test Student |  | 2033217387 | Mar 9th 2023, 1:16 PM CST |  |  | 0% | -- |

- This will open the settings page for the assignment. Edit max grade, feedback release date, or any of the submission settings, and then click **“Submit.”**



- This will save your changes to the assignment. You will see a message at the top of the Turnitin screen that says, **“Settings were saved successfully (A).”**
- From there, you can **close the Turnitin tab (B)**.
- Then, **navigate back to your course in WTClass (C)**, which will be in another tab.

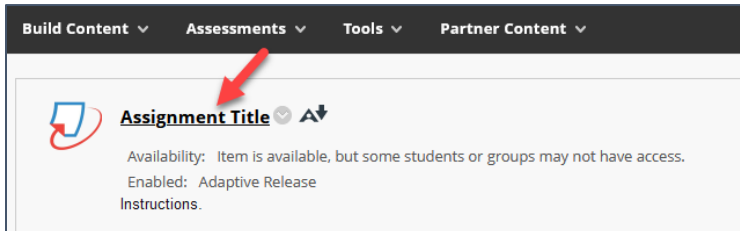


USING THE TURNITIN INBOX

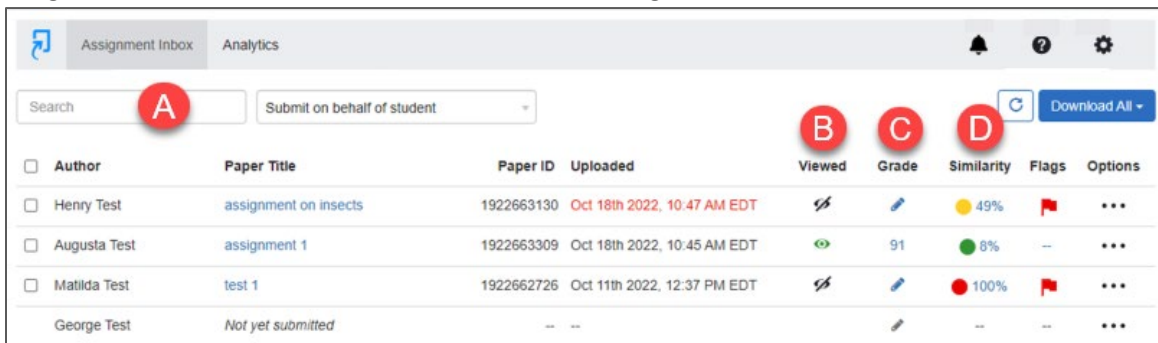
To access student submissions in the Turnitin inbox, follow the directions below.

NOTE: The Turnitin Inbox is no longer available in the Course Tools area in WTClass.

1. In the content/lessons area of your course, click on the **link to the Turnitin assignment**. (DO NOT click on the dropdown menu at this time.)



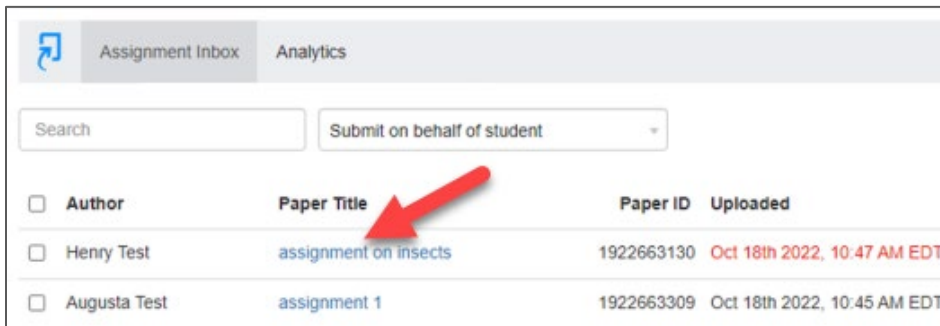
2. This will open the **Assignment Inbox**. In the inbox, you will see all student submissions for the assignment and the data for each submission. See image below.



| Author | Paper Title | Paper ID | Uploaded | Viewed | Grade | Similarity | Flags | Options |
|--------------|---------------------------------------|------------|-----------------------------|--------|-------|------------|-------|---------|
| Henry Test | assignment on insects | 1922663130 | Oct 18th 2022, 10:47 AM EDT | | | 49% | | |
| Augusta Test | assignment 1 | 1922663309 | Oct 18th 2022, 10:45 AM EDT | | 91 | 8% | | |
| Matilda Test | test 1 | 1922662726 | Oct 11th 2022, 12:37 PM EDT | | | 100% | | |
| George Test | <i>Not yet submitted</i> | -- | -- | | -- | -- | | |

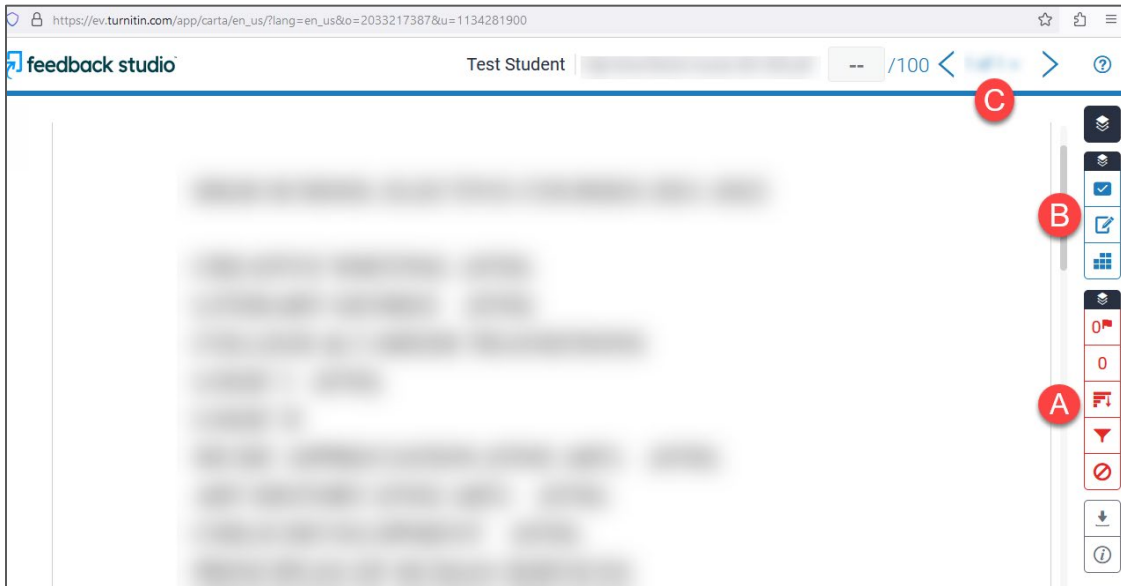
- Use the **search (A)** feature to find a specific submission.
- See whether students have **viewed your feedback (B)**.
- Identify whether you have **graded (C)** a submission. You will see a grade you entered or a pencil for an ungraded assignment.
- Notice that there is a **similarity score (D)** for each submission. The similarity score indicates the percentage of the submission that matches the sources that Turnitin checked. To learn more about similarity scores, see the next section in this document.

3. To view a student submission, click on the **paper title link**.



| Author | Paper Title | Paper ID | Uploaded |
|--------------|---------------------------------------|------------|-----------------------------|
| Henry Test | assignment on insects | 1922663130 | Oct 18th 2022, 10:47 AM EDT |
| Augusta Test | assignment 1 | 1922663309 | Oct 18th 2022, 10:45 AM EDT |

- This will open the student's submission in the Turnitin Feedback Studio. On this page, you can:
 - View the **similarity report (A)** for the submission
 - Grade **the submission (B)** on this page.
 - Access and grade other student submissions by clicking on the **forward and backward arrows (C)** at the top of the page. See below.

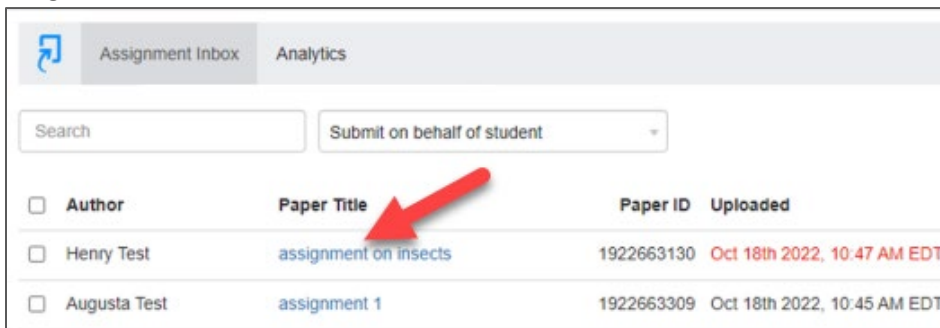


To learn more about the similarity report and how to grade a Turnitin assignment, see the next few sections of this document.

UNDERSTANDING THE TURNITIN SIMILARITY REPORT

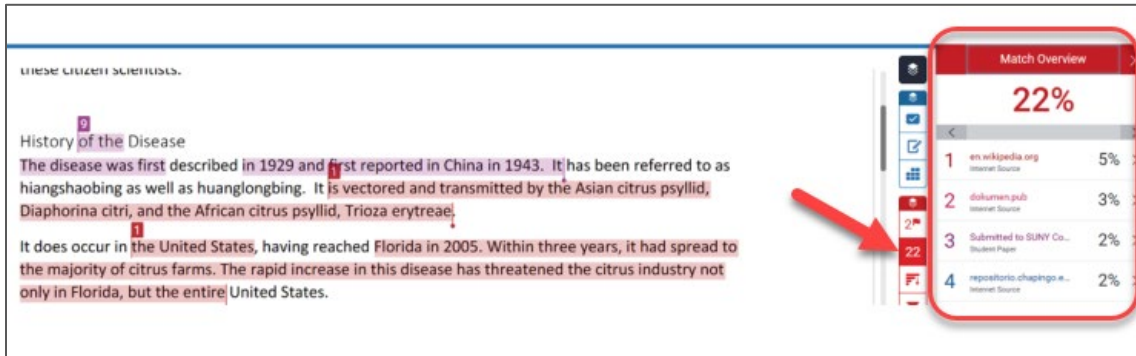
To learn how to read a Turnitin similarity report, follow the directions below.

- Access your course and click on the **Turnitin assignment link in the content/lessons area**.
- Access a submission by clicking on the **title of a paper** in the Assignment Inbox of the Turnitin assignment.

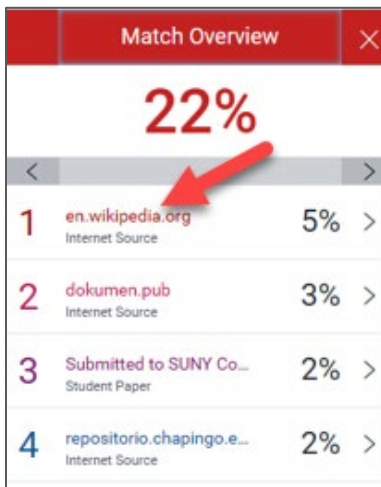


- This will open the submission in the Feedback Studio.
- To view the similarity report for the submission, click on the red **similarity score**, located in the toolbar on the far right of the page. This number indicates the percentage of the submission that matches sources that Turnitin checked.

- Clicking on the similarity score will open up a **Match Overview** section, which will show a breakdown of the matches found, starting with the source that has the most similarity. The matches will be color-coded and numbered. See below.



- To view the sources that match within the document, **click on the source** in the Match Overview.



- A **source box** will appear on the document, showing you where the source is located inside the document.



You can also view all matching sources in the document by clicking on the **All Sources** icon. All

sources will be displayed in descending order.

| All Sources | | |
|-----------------------------|---------------------------|-----|
| Match 1 of 4 | | |
| Submitted to Indian Hill... | Student Paper | 38% |
| us.whales.org | Internet Source - 2 urls | 31% |
| Submitted to Holmes C... | Student Paper | 26% |
| Submitted to Niwot Hig... | Student Papers - 2 papers | 24% |
| Submitted to Mountain... | Student Paper | 24% |
| www.britannica.com | Internet Source - 10 urls | 24% |

8. As you click on each source, it will show you where text from that source is located inside the document.

Whales are unique, beautiful, graceful and mysterious; they nurture, form friendships, innovate, grieve, play, sing and cooperate with one another.

This is original text. This is original text. This is original text. This is original text. This is original text. Whales are distributed throughout the world's oceans and seas, from the Equator to the polar ice, except for the landlocked Caspian and Aral seas. This is original text. This is original text. This is original text. This is original text. They are mammals, and they share the defining traits of that group: they breathe air, are warm-blooded, give live birth, suckle their young on milk, and have hair. All are entirely aquatic, with specialized adaptations such as flippers and tail flukes for living in water.

This is original text. Toothed whales (including dolphins and porpoises) all have teeth but the number, size and position, and even purpose of their teeth, varies from species to species. Some, like

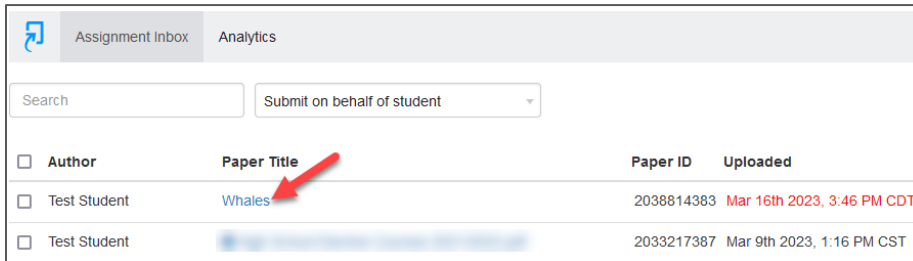
| | | |
|------------------------------|---------------------------|-----|
| us.whales.org | Internet Source - 2 urls | 31% |
| whales-dolphins/facts-abo... | | 31% |
| whales-dolphins/facts-abo... | | 31% |
| Submitted to Holmes C... | Student Paper | 26% |
| Submitted to Niwot Hig... | Student Papers - 2 papers | 24% |
| Submitted to Mountain... | Student Paper | 24% |
| www.britannica.com | Internet Source - 10 urls | 24% |
| kids.britannica.com | Internet Source | 24% |
| Submitted to Ramapo ... | Student Paper | 19% |

To learn more about how to grade a Turnitin assignment, continue to the next section of this document.

GRADING AND GIVING FEEDBACK IN A TURNITIN ASSIGNMENT

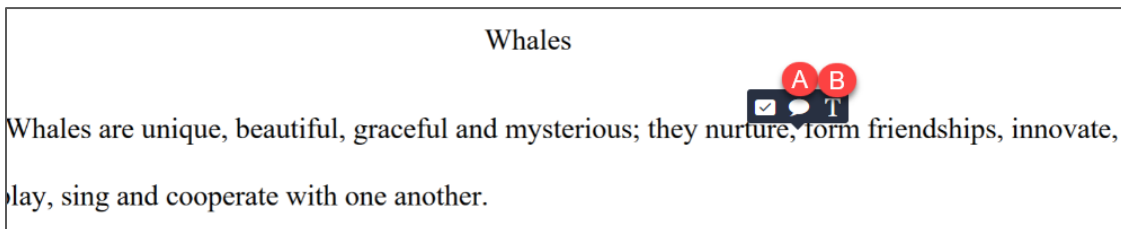
To learn more about how to grade a Turnitin assignment, follow the directions below.

1. Access your course and click on the **Turnitin assignment link in the content/lessons area**.
2. Access a submission by clicking on the **title of a paper** in the Assignment Inbox of the Turnitin assignment.

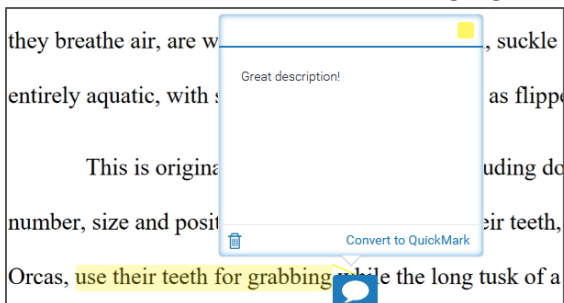


| <input type="checkbox"/> | Author | Paper Title | Paper ID | Uploaded |
|--------------------------|--------------|-------------|------------|----------------------------|
| <input type="checkbox"/> | Test Student | Whales | 2038814383 | Mar 16th 2023, 3:46 PM CDT |
| <input type="checkbox"/> | Test Student | [blurred] | 2033217387 | Mar 9th 2023, 1:16 PM CST |

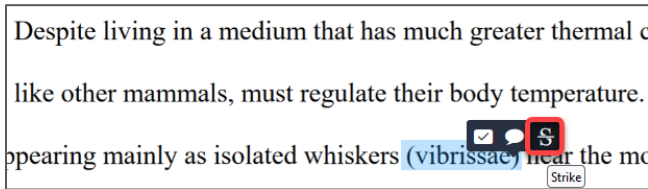
3. This will open the student's submission in the Turnitin Feedback Studio.
4. To write feedback:



- A. In a **comment bubble (A)**, click anywhere on the document and then select the bubble icon. You will be able to write feedback inside the bubble.
 - B. To **write feedback directly (B)** onto the document, click anywhere on the document and select the "T" (text) option. You can then write your feedback on the document.
5. To provide a **comment on a highlighted portion of the text**, select the text to be highlighted. The comment bubble icon will appear. Click on the comment bubble icon and leave your comment inside the bubble for the highlighted section.



- To show a suggested part of the **text to delete**, select the text and choose the “strikethrough” tool. The text will then have a red line across it.



- You can also use a rubric to assess a submission in Turnitin. This rubric can be created at the time that you create the assignment, or any time afterward. To **add or create a rubric for grading** a submission, click on the rubric icon.



- This will open up a rubrics panel. To **add or create a rubric**, click on the rubric cogwheel in the top right corner of the panel.



- A sample rubric will pop up. **Click on the three lines in the top left** corner of that page to see the options. From there, you can create a new rubric, upload a rubric, or choose a rubric from the Turnitin library.

