

Turnitin Blackboard - Tutor User Guide



Introduction

The Turnitin tool installed on Blackboard provides tutors with the ability to create Turnitin assignments from within existing Blackboard courses. Students can upload their assignments, (without the need to log in at the separate Turnitin website) and view their originality reports.

Tutors can create assignment areas that students can use in a formative manner to help them improve their referencing and citation skills.

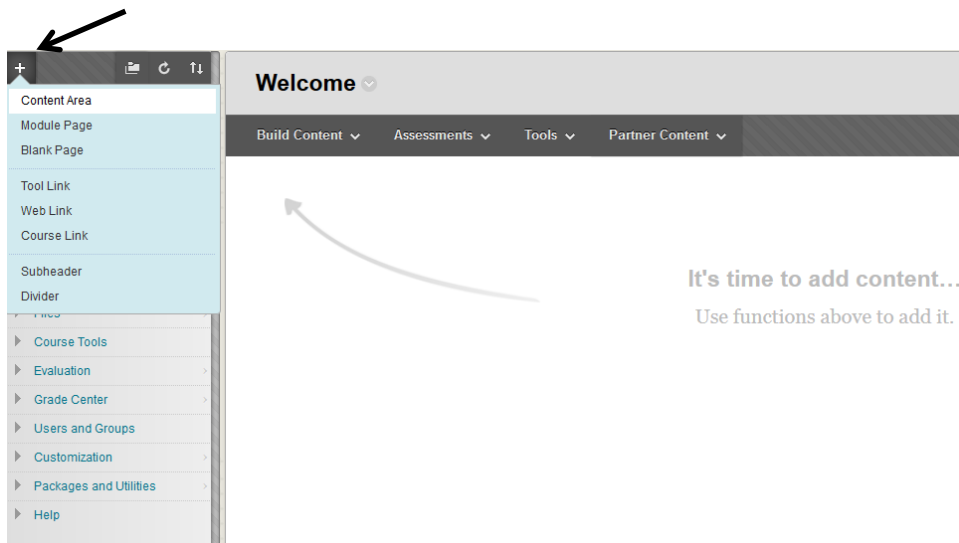
Creating a Turnitin assignment

It is a good idea to create a separate content page within your Blackboard course so that you add your Turnitin assignment to a clearly defined area of the course. This makes it easier for students to locate and it makes it easier to hide the assignment at a later date if necessary.

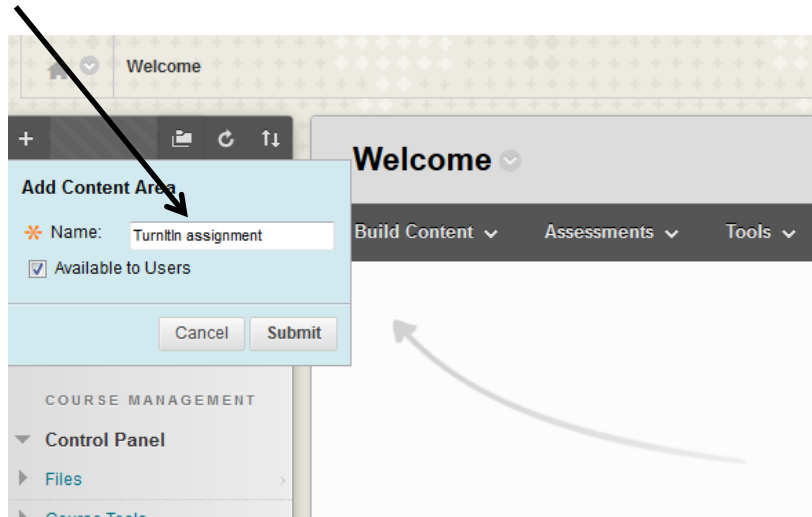
Ensure that Edit Mode is on



Click on the **+** icon to add a new Content Area. Select **Content Area**.



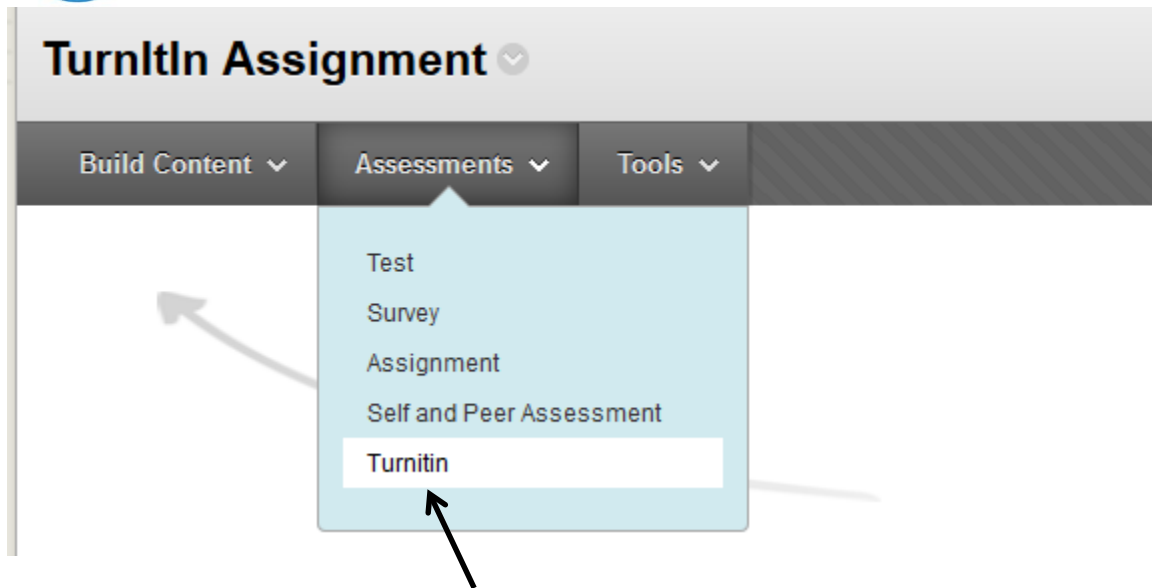
Enter a name for the content page and **tick** the box to make it available to users. Now click on **Submit**.



Click on your Content page to select it.



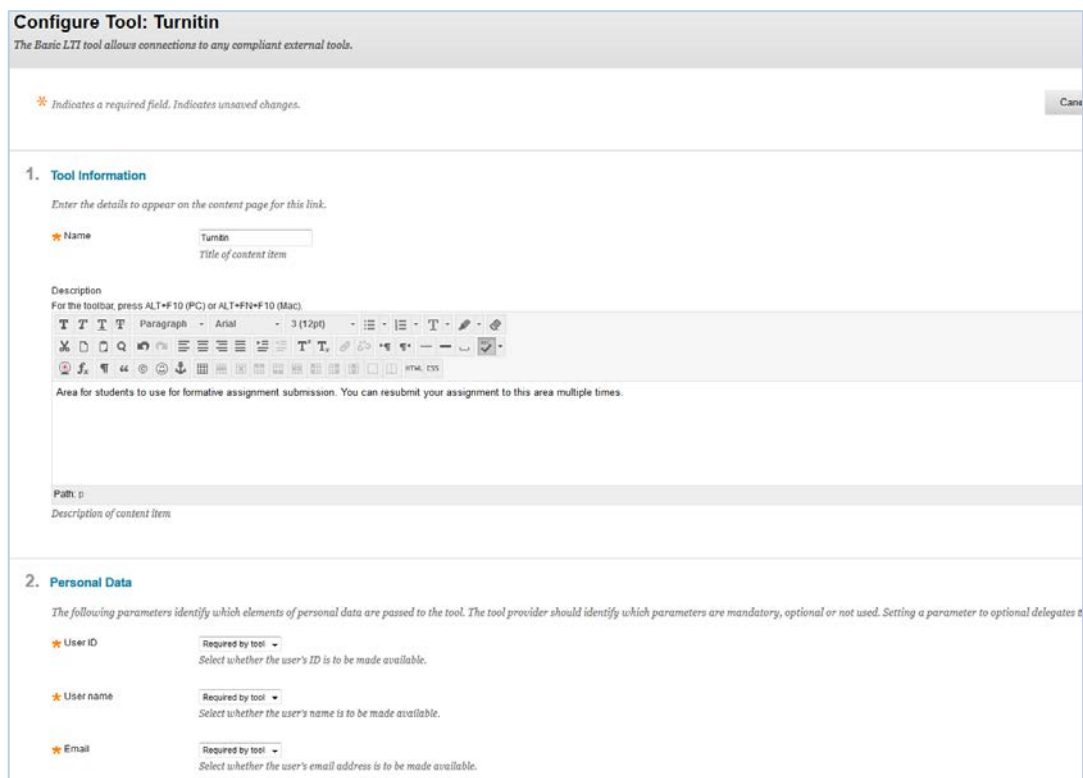
You can now create your Turnitin assignment from the **Assessments** button



Click on **Assessments** and select **Turnitin**

You will now see the Turnitin configuration tool window.

Enter a **Name** and **Description** for the assignment as below. Leave the default settings in section **2**.



Configure Tool: Turnitin
The Basic LTI tool allows connections to any compliant external tools.

* Indicates a required field. Indicates unsaved changes.

1. Tool Information
Enter the details to appear on the content page for this link.

* **Name** Turnitin
Title of content item

Description
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Area for students to use for formative assignment submission. You can resubmit your assignment to this area multiple times.

2. Personal Data
The following parameters identify which elements of personal data are passed to the tool. The tool provider should identify which parameters are mandatory, optional or not used. Setting a parameter to optional delegates t

* **User ID** Required by tool
Select whether the user's ID is to be made available.

* **User name** Required by tool
Select whether the user's name is to be made available.

* **Email** Required by tool
Select whether the user's email address is to be made available.

Leave the default settings in sections **3**. and **4**.

Set the availability options for the assignment in section 5., depending on when you want the assignment to be available to the students

5. Options

Set the availability options for this content item.

* Permit users to view this content Yes No

* Track number of views Yes No

* Select date and time restrictions

Display After

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.

Section 6. allows you to restrict the assignment to any groups you may have already created. Ignore this option if you want to allow all your students on the module to access the assignment.

Now click on “**Submit and Launch**”

7. Submit

Click Cancel to go back.

If you have never used Turnitin before you will be asked to agree to the terms and conditions of the software usage.

TurnitinUK User Agreement

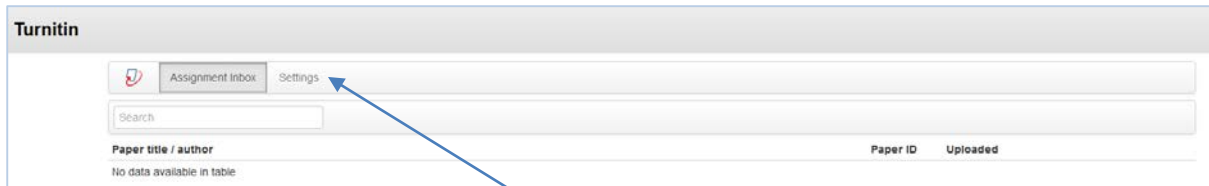
Our user agreement has been updated. Please read our user agreement below and agree or disagree to its terms and conditions:

TurnitinUK (www.turnitinUK.com) and its services (the "Site" or the "Services") are maintained by Turnitin, LLC ("Turnitin"), and offered to you, the user ("You" or "User"), conditioned upon Your acceptance of the terms, conditions, and notices contained herein without modification (the "User Agreement").

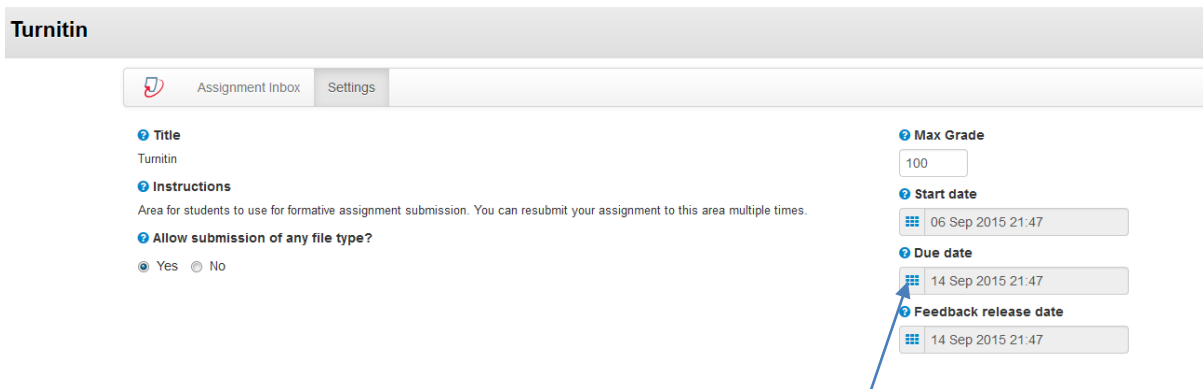
You should review this User Agreement carefully before accepting it. If You breach the User Agreement, Your authorization to use the Site will automatically terminate.

- 1. Acceptance of Terms**
You accept this User Agreement by using the Services or clicking to accept or agree to the Terms, where this option is made available to You by Turnitin in the user interface for any Service. You may not use the Service and may not accept this User Agreement if (i) You have previously been informed by Turnitin that it no longer wishes to make the Services available to You, or (ii) You are a person barred from using the Services under applicable law, or (iii) You are not an Authorized User (defined below).
- 2. Eligibility - Authorized Users**
Use of the Site and Services is limited to Authorized Users (as defined below) who are eighteen (18) years of age or older and/or have legal capacity to form a binding contract or, as set forth below, Authorized Users who are between 14 and 17 years of age with consent of a parent or guardian.
"Authorized Users" are: (i) school administrators of Educational Institutions ("School Administrators"), (ii) Instructors, and (iii) students who are properly enrolled in a registered class at an Educational Institution ("Students").

If You are between fourteen (14) and seventeen (17) years of age or have not reached the age of majority in Your

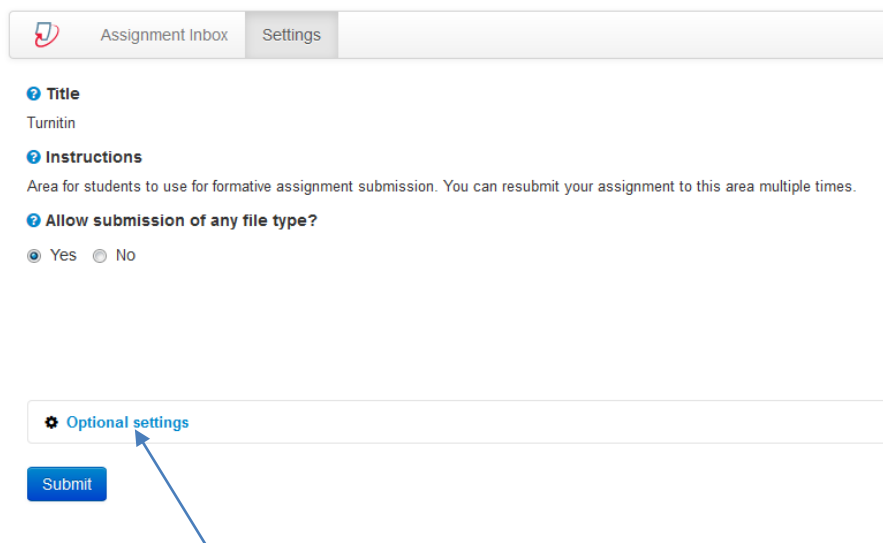


To configure the assignment click on **Settings**



The **Start Date** will by default be the date the assignment is created. Choose a **Due date** and a **Feedback Release Date** using the “date picker” icon

*N.B. For formative assignments the **Feedback Release Date** is not used and need only be set as a date and time that occurs after the due date.*



Now click on the **Optional Settings** link

Optional settings

Allow late submissions?
 Yes No

Compare submitted papers against the following sources:

- Student paper repository
- Institution student paper repository
- Current and archived web site content
- Periodicals, journals and publications

Originality Report generation and resubmissions
Generate reports immediately (resubmissions are allowed until due date)

Exclude bibliographic materials from Similarity Index for all papers in this assignment?
 Yes No

Exclude quoted materials from Similarity Index for all papers in this assignment?
 Yes No

Exclude small matches?
 Yes No

Small match exclusion type
 Words Percentage

Small match exclusion threshold
4 Words

Allow students to view Originality Reports?
 Yes No

Submissions to this assignment will be stored in:
Standard paper repository

The above settings are recommended for formative assignment submission. Options highlighted in red may need to be changed from the default settings.

The remaining settings can be left in their default setting with the exception of the final setting which should be set to **Yes** as shown overleaf. This will ensure that all future assignments will be created and configured with these settings.

? Add PeerMark assignments

Yes No

? Attach a rubric to this assignment

Note: students will be able to view attached rubrics and the rubric content prior to submitting.

No rubric

 [Launch Rubric Manager](#)

Would you like to save these options as your defaults for future assignments?

Yes No

Submit

Click on **Submit**.

Submitting Papers

Students can submit their paper to the assignment area using their normal university login credentials. If they have any problems using the interface they are advised to contact eos@worc.ac.uk

N.B. It can take at least 24 hours in order to obtain an originality report through TurnItIn.