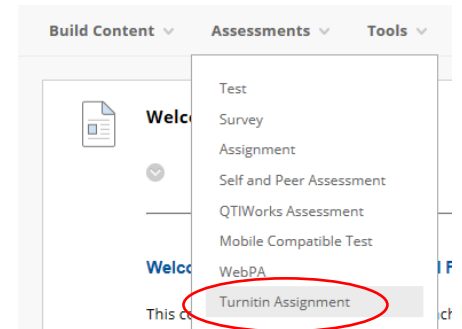


Creating a New Turnitin Assignment in Learn

Creating a new drop box

To create a new Turnitin assignment:

- Make sure that the course has edit mode switched to **ON**.
- From the **Assessments** dropdown menu select **Turnitin Assignment**.
- The Turnitin assignment creation page will open.
- On the **Select your assignment type** page select **Paper Assignment**.



Basic settings

Assignment title (required)

- Make sure this uses the same wording that you have used elsewhere in the course and is easily distinguished from all other assignments

Point value (optional)

- This allows the setting of a point value for the assignment
- Setting a point value allows the grade to be set by rubrics (if used) and be sent to the gradebook

A screenshot of the 'New Assignment' form. The form is divided into two columns. The left column contains: 'Assignment title' (text input), 'Point value' (text input, labeled 'Optional'), and two radio buttons: 'Allow only file types that Turnitin can check for similarity' (selected) and 'Allow any file type'. The right column contains: 'Start date' (calendar icon, dropdown for 29-Oct-2019, time dropdown for 4:41 PM), 'Due date' (calendar icon, dropdown for 05-Nov-2019, time dropdown for 11:59 PM), and 'Post date' (calendar icon, dropdown for 06-Nov-2019, time dropdown for 12:00 AM).

Start date

- The date and time students can start submitting to the assignment

Due date

- Students cannot submit after this date and time unless late submissions are enabled (see **Optional Settings**)

Post date

- The date and time students can start viewing instructor feedback

Allow only file types that Turnitin can check for similarity / Allow any file type

- Only certain file types will generate a similarity report (see the TurnitinUK website for full list)
- Non-supported file types may still allow for the use of grading tools
- All files will be available for download

Optional settings

- Click on the **Optional settings** link at the bottom of the **New assignment** box.

Enter special instructions

- Any specific instructions to the student regarding the assignment.

Allow submissions after the due date? [Default = Yes]

- If set to 'no' then students will be prevented from submitting after the due date, so no late submissions will be accepted
- If set to 'yes' this will accommodate both students submitting (for the first time to this drop box) late, and students who have been given an extension

The screenshot shows the 'New Assignment' form in Blackboard. It includes fields for 'Assignment title', 'Point value', 'Start date', 'Due date', and 'Post date'. There are radio buttons for 'Allow only file types that Turnitin can check for similarity' and 'Allow any file type'. A red circle highlights the 'Optional settings' link at the bottom of the form.

SIMILARITY REPORT

Generate Similarity Reports for submissions? [Default = Yes]

- Set to 'no' if you don't want to generate Similarity Reports

Generate Similarity Reports for student submissions...

- 'Immediately first report is final'
 - students can submit once to the assignment and a Similarity Report will be produced immediately
- 'Immediately (can overwrite reports until due date)' [Default]
 - students can submit multiple times (until the due date) and receive a new Similarity Report
 - after three resubmissions, students will need to wait 24 hours to see a new report
- 'On due date'
 - a Similarity Report will be generated after the due date of the assignment has passed
 - this allows submissions to the same assignment to be checked against each other

Exclude bibliographic materials from Similarity Index for all papers in this assignment? [Default = No]

- Excludes text in bibliography, works cited or references sections of the submission
- This can be overridden by staff when viewing the individual Similarity Report

Exclude quoted materials from Similarity Index for all papers in this assignment? [Default = No]

- Excludes text in quotation marks
- This can be overridden by staff when viewing the individual Similarity Report

Exclude small matches? [Default = Yes]

- Length can be set in terms of word count or percentage
- This can be overridden by staff when viewing the individual Similarity Report

Allow students to see Similarity Reports? [Default = No]

- This allows students to be able to see their own Similarity Report

Reveal grades to students only on post date? [Default = Yes]

- This means that students will all receive their grades and feedback at the same time

Enable anonymous marking? [Default = Yes]

- Applies a mask to student's personal information until the post date

Submit papers to:

- Standard paper repository [Default]
 - Turnitin will add a copy of the submitted document to its standard repository (so other submissions can be checked against it)
- No repository

Search options:

- Student paper repository [Default = Yes]
- Current and archived internet [Default = Yes]
- Periodicals, journals, & publications [Default = Yes]

ONLINE GRADING

Attach a rubric/form to this assignment [Default = No]

- Select from previously created or imported rubrics when marking submissions to this drop box
- Once marking has started, the rubric cannot be removed or changed without all the previous marking of submissions to this drop box being lost

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

If you made any changes to the Optional Settings, check the box to save them as your new defaults.

Hide the assignment until the start date

- Go to **Grade Centre** > Full Grade Centre
- Scroll across until you find the drop box
- Click on the action button and select **Hide from Students**

Prevent false notifications of late submission being sent to students

Remove the due date from the Learn Grade Centre by going to:

Column dropdown > Edit column information > Dates > Untick Due date

This will prevent Learn issuing overdue notifications for that specific assessment (which it can do for student who should not receive them, which causes confusion).

If you require this document in an alternative format, such as large print or a coloured background, please contact Tracey Madden tmadden@ed.ac.uk