

Turnitin advice

Staff

General

Use Firefox or Chrome as your browser; problems experienced when using other browsers are usually rectified by switching to Firefox or Chrome.

Do not have multiple (Turnitin) tabs/windows open as this can cause significant problems.

Drop boxes that link to Turnitin cannot be copied but should be created from scratch each time.

Creating work for submission

Be clear to students:

- what format(s) is permitted/required
- the file size / page limit

Ask students to submit work that in a format that Turnitin can check for similarity, even if a similarity report is not going to be generated, as it prevents possible problems with online marking.

We advise the use of MS Office to create work that is to be submitted (if a similarity report is to be generated and/or the work is to be marked online).

PDFs should only be created with Adobe Acrobat or Microsoft.

More details on the permitted formats and file size limits for Turnitin can be found here:

<https://help.turnitin.com/feedback-studio/turnitin-website/student/submitting-a-paper/file-requirements.htm>

Setting up anonymous submission and marking

This is done in the settings of the drop box and can be done only up until the first submission is made. Once there is at least one submission, the drop box cannot be anonymised.

An individual submission can be de-anonymised by a member of staff (they will be asked to give a reason if they do this) but cannot be re-anonymised afterwards.

If you allow anonymous marking, ensure that students do not include obviously identifying information in the work.

It is a good idea to ask them to include something such as their student number in case they need to be contacted, e.g. if their file is corrupted and cannot be marked.

Submitting work

Work will be accepted by the drop box after the **Start Date**.

The deadline for submission is the **Due Date**.

If students are required to make a **Declaration of own work**, ensure they know this and how to do it.

Advise students that if they are having difficulty submitting work to the drop box to make sure that:

- the work is in the correct format;
- the work does not exceed the size limit ;
- they are using a recommended browser;
- if it is a PDF, try submitting the Word document the PDF was made from instead.

If they are still experiencing an issue, advise them to:

- email a copy of their work to the Course Secretary before the deadline, detailing the:
 - name of the course;

- name of the assignment;
- problem they are experiencing.
- contact the IS Helpline detailing the:
 - name of the course;
 - name of the assignment;
 - problem they are experiencing (do not send their work to the Helpline).

Resubmitting work

You can make it possible for students to be able to resubmit their work, through the settings in the drop box. If this is enabled, they can only do this themselves before the deadline (Due Date). They can make repeated resubmissions but after the third, there will be a 24hr delay on their receiving further similarity reports (this is to prevent abuse of the system; it is set by Turnitin and cannot be changed by the University).

If you have not allowed students to make a resubmission, let students know what they should do if they feel they have a valid reason to make a resubmission before the deadline (Due Date).

Submission deadline (Due Date)

This is the date (and time) from which work would be considered late (unless an extension had been granted). Therefore if the Due Date is June 1st at 16:00hrs, work submitted at 16:00hrs would be late!

To avoid misunderstanding, if students understand their deadline as 16:00hrs it would be advisable to have the Due Date at 16:01hrs or later.

Appreciate that students and staff may be in different time zones so indicate the time zone with the deadline.

Because sometimes things can go wrong, it is advisable to have the deadline for work at a time when staff are around to help if there are problems; Fridays (plus days that are seen at least by some as holidays) are probably to be avoided, as are times of the day when fewer staff are available.

Ensure students appreciate that they should not leave submission until the last moment: submitting work could take longer than they anticipate and they could end up incurring a late penalty unnecessarily.

[Learn users: To avoid students receiving false reminders that their work is overdue, remove the due date from Learn GradeCentre by going to Column dropdown>Edit column information>Dates>Untick Due date.]

Submitting work after the deadline (Due Date)

You can enable this through the drop box settings. Enabling this means that you can still accept 'late' work (for marking and feedback) and work from students who have been granted an extension, without having to create additional drop boxes.

Submission receipt

When work has been submitted, the student will receive a receipt. Ensure that the student knows what to do with this receipt.

If there are issues with Turnitin, the student may be asked to produce this receipt as proof of submission, so it is very important that they do not lose it.

Similarity report

You can choose to have similarity reports generated; this is done in the drop box settings.

These are generated through the comparison of text only. For a comparison to be made, the submission has to contain **at least 20 words of readable text** (not a scanned image of text, for instance).

If the dropbox allows only formats that generate a report, if there are **not** at least 20 words of text, this will cause an error when it is submitted. To prevent this you can either:

- require that students include at least 20 words of text in their submission;
- allow all formats.

If the dropbox allows all formats, if there are **not** at least 20 words of text, this will not cause an error but no comparison can be made.

If you have permitted students to be able to see their report, make sure they know how to interpret it.

Similarity score

This is expressed as the percentage of readable text in the submitted work that has been compared to other text (e.g. in Turnitin's database, on websites) and found to be similar; it does not say whether or not there has been any wrong doing.

Make sure students understand the meaning of the similarity score (which they can see) and also how the School regards it.

Turnitin database

You can choose to have the submitted work added to the Turnitin database in the drop box settings. If you do so, you should ensure that students are aware of this.

If there is an instance of work being submitted to be database (in error) which needs to be removed (e.g. contains confidential data), this request has to be made by a member of staff via the IS Helpline; the student cannot do this directly for themselves.

Releasing marks and feedback

We advise that marks and feedback are released on the **Post Date** so all students see these at the same time (note: the Post Date is not functional in PeerMark so peer feedback is seen immediately).

In order to release marks and feedback early, it is possible to change the Post Date, however it should still be:

- later than the Due Date;
- in the future from when the change is made (usually by a few hours to allow the system to update).

Rubrics

A marking scheme or rubric can be associated with the drop box in the settings. Once marking has commenced, however, if the rubric was to be removed or changed, the marking that had already been done using the rubric would be lost completely (for all markers of that assignment); inline and bubble comments would remain, however.

Audio feedback

It is possible to leave audio feedback on a submission. However, to make this accessible, a text equivalent should also be included.