

Creating a Turnitin Assignment (LTI) Inbox in Learn – a staff guide

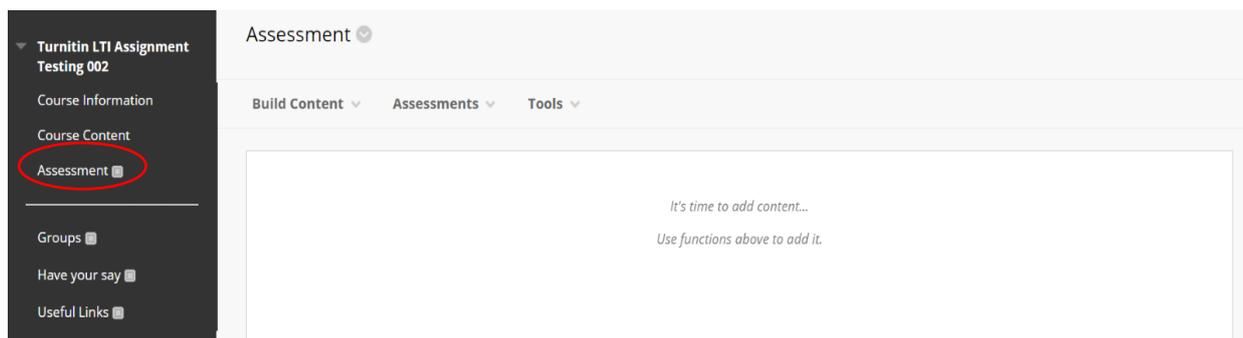
The following instructions and information will help you to create a Turnitin assignment (LTI) inbox in Blackboard Learn, the University's virtual learning environment (VLE). A subtitled video demonstrating the steps in this guide is available: https://media.ed.ac.uk/media/1_h6k6y3wf

Creating an Assignment inbox:

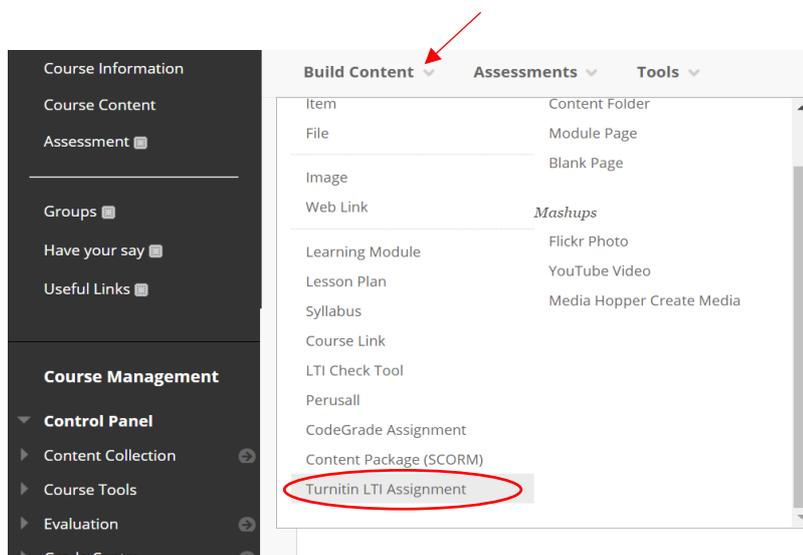
Follow the steps below to create a Turnitin Assignment Inbox.

Before you begin, you will need an active University staff account and be enrolled on the Learn course as an Instructor.

1. Once you have logged in to Learn, go into the course to which you want to add the Inbox. Often courses use templates for organising content. In this example, the Turnitin Inbox will be added to the 'Assessment' area; click on this (in the left hand menu).



2. From the toolbar, click on **Build Content** and select **Turnitin Assignment LTI** from the menu.



3. Add the **Assignment Title**. We recommend that the name of the assignment makes it clear that the assignment is a submission inbox. This is to signpost clearly to the student where they are expected to submit. Make sure this uses the same wording that you have used elsewhere in the course.
4. Add the **Max Grade**. You can include any number, but ordinarily we recommend 100 as it reflects the percentage the mark will be scored out of.
5. Add **instructions** for the assignment. For example, you can remind the student to include their exam number, and how to format their assignment (e.g. Word, PowerPoint); you could also remind them here not to include their name in their work if it is to be marked anonymously.
6. Normally, we would recommend you leave the **Start Date** as the default. It is recommended the Start Date is no more than 12 months prior to completion of marking and release of grades; should you need the Start Date to be more than 12 months from the release of grades, please consult the service team via IS Helpline.
7. Set the **Due Date** for the assignment deadline. You can change the time and the date from clicking on the calendar icon. Make sure this agrees with the information given to students elsewhere (e.g. in the Course Handbook) and that the date and time are when there will be someone available for students to contact if they have issues.

The image shows a form with three date fields, each with a calendar icon to its left. The first field is labeled 'Start Date' and contains '2021-08-03 12:20 BST'. The second field is labeled 'Due Date' and contains '2021-08-10 12:20 BST'; this field and its icon are circled in red. The third field is labeled 'Feedback Release Date' and contains '2021-08-10 12:20 BST'. To the right of the 'Due Date' field, a calendar pop-up is visible, showing the month of August 2021. The date '3' is highlighted in blue, and the time '12:20 BST' is visible in the top right of the calendar interface.

8. The **Feedback Release Date** sets when the grades and feedback will be returned to students. We recommend setting this to approximately one month after you expect to release the grades so that there is no risk of this information being released before it is ready. You can change this later once you know the provisional feedback and marks are ready to be released to students.
9. Click on **Optional Settings** to open the rest of the settings.

Submission Settings:

Submission settings

Submit papers to

Standard paper repository ▼ [?](#)

Allow submission of any file type [?](#)

Allow late submissions [?](#)

Enable anonymous marking [?](#)

Attach a rubric [?](#)

10. Select from the dropdown menu if you would like to **submit the papers to the repository**. This means that they will be stored in the Turnitin repository, alongside other articles, journals and previously submitted files and will be cross matched with assignments submitted to Turnitin thereafter.
11. If you tick '**Allow submissions of any file type**' remember that Turnitin will only be able to produce Similarity Reports for file types that the system supports for example, Microsoft files and Adobe created PDFs.
12. Tick '**Allow Late Submissions**'. Late submissions are highlighted within the inbox. Selecting this mitigates against slow processing of files near to the deadline being rejected. It also allows late submission of work which still needs to be marked.
13. Tick '**Enable anonymous marking**' to make all submissions anonymous. If you do not remember to anonymise the inbox when you create it, you have until the first student submits to anonymise it. You may reveal the author's identity for individual submissions but once this has been done, you cannot re-anonymise it, so this should only be done when absolutely necessary (this is why it is advised that students add their exam number to their submission in case they need to be contacted). The anonymity of all submissions will be revealed automatically on the Feedback Release Date.
14. To attach a rubric, tick the '**Attach a rubric**' box and select the correct one from the dropdown menu.

Compare Against Settings:

15. We recommend that you select **Student paper repository, current and archived web site content and periodicals, journals and publications.**

Compare against

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

Similarity Report Settings:

16. From the dropdown menu, select **Generate reports on due date**. This will ensure a similarity report is generated at the point of submission. Other options are available should you wish not to allow resubmission before the deadline or to prevent a similarity report being generated until after the deadline.
17. Tick '**Allow students to view Similarity Reports**'. **Note:** This might not be appropriate for all assignments, so it is worth considering what kind of assignment you are creating before ticking this box. We also recommend sharing with the students the support videos and documents on how to read and understand the Similarity Report.

Similarity Report

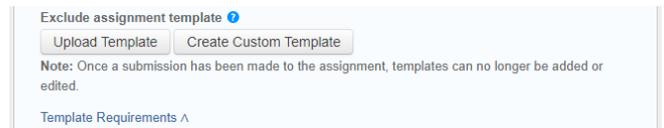
Generate Similarity Reports for student submission

- Allow students to view Similarity Reports ?
- Exclude bibliographic materials ?
- Exclude quoted materials ?
- Exclude small sources ?

18. You might also want to tick '**Exclude bibliographic materials**', '**Exclude quoted materials**' and '**Exclude small sources**' to avoid the report noting references and shorter sources. However, you can change these specific options when reviewing Similarity Reports in the Feedback Studio.

Exclude assignment template

19. If you have provided a template for students to complete for their submission, you can have the template text excluded from the similarity check.



Exclude assignment template ⓘ

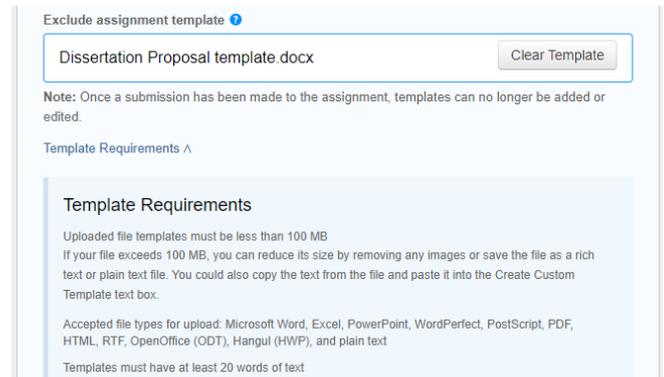
Upload Template Create Custom Template

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

Template Requirements ▲

20. To do this *either*:

- A. Click **Upload Template** (which must be less than 100MB, in one of the listed formats, and have at least 20 words of text).
Browse to select the correct file (which will appear in the box).



Exclude assignment template ⓘ

Dissertation Proposal template.docx Clear Template

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

Template Requirements ▲

Template Requirements

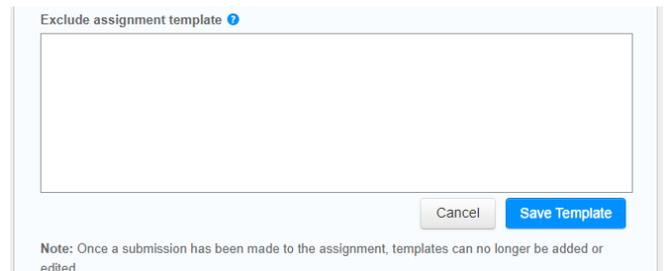
Uploaded file templates must be less than 100 MB
If your file exceeds 100 MB, you can reduce its size by removing any images or save the file as a rich text or plain text file. You could also copy the text from the file and paste it into the Create Custom Template text box.

Accepted file types for upload: Microsoft Word, Excel, PowerPoint, WordPerfect, PostScript, PDF, HTML, RTF, OpenOffice (ODT), Hangul (HWP), and plain text

Templates must have at least 20 words of text

Or:

- B. Click **Create Custom Template**.
Paste the text of the template into the box.
- Click **Save Template**.



Exclude assignment template ⓘ

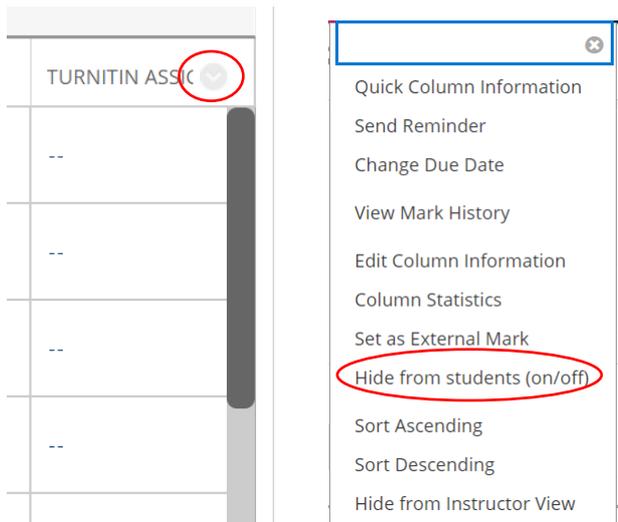
Cancel Save Template

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

21. You can choose to save these settings as a default for future use. Be mindful that there may be differences between separate assignments, and so always review the settings when using this option.

22. You should now be ready to save the assignment. Click on **Submit** to do this. The Turnitin assignment inbox link should now appear in the Course Content.

[Important](#) [Learn Grade Centre Settings:](#)



The assignment link and Grade Centre column are **automatically visible** to students and so we recommend hiding these immediately to avoid students having access to these before they are ready.

Go to the Full Grade Centre from the left-hand menu, under the Heading 'Grade Centre'. Find your assignment's column, click on the options arrow and click '**Hide from students on/off**'. The red score, signifying that the assignment is hidden, should now appear.

The grade centre column will automatically become unhidden when you change the Feedback Release Date.

Alternative format:

If you require this document in an alternative format, such as large print or a coloured background, please contact IS Helpline:

<https://www.ed.ac.uk/information-services/help-consultancy/contact-helpline>