Making changes to a Turnitin Assignment (LTI) Inbox in Learn Ultra – a staff guide

This guide explains how to make changes to a Turnitin Assignment Inbox in a Learn Ultra Course.

We advise against making changes to an inbox once it is in use (that is, students have started to submit to it).

There are three options for accessing the editing screens; note that they give you access to a different collection of parameters.

Editing from within the course content

1. Open the course, navigate to the Turnitin Assignment you wish to edit, click on the ellipsis (…) and then click on **Edit** in the drop-down menu.
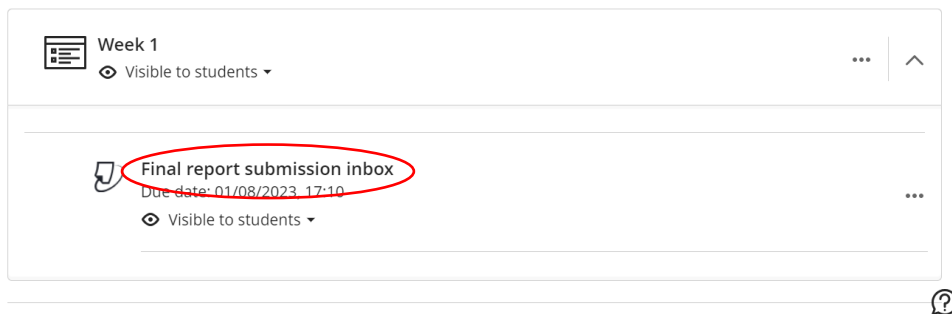

2. From here you can edit several parameters including the inbox **Title**, **Due Date**, **Maximum Points** and **Description**. Make any necessary edits then click **Save**, otherwise click **Cancel**.
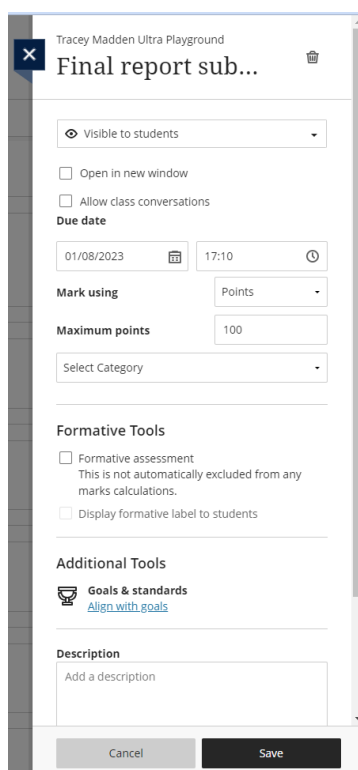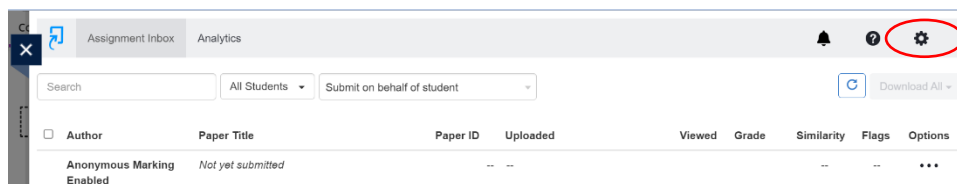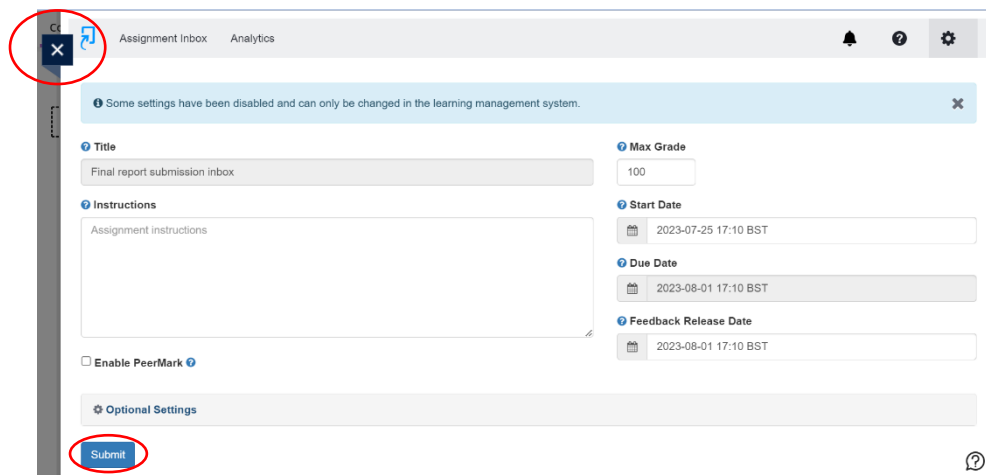
Editing from within the inbox

1. Open the course, navigate to the Turnitin Assignment you wish to edit, and click on the **Title of the inbox** to open it.

2. Click on the **settings cog icon** in the top right-hand corner.

3. From here you can edit several parameters including the **Title**, **Instructions**, **Max Grade**, **Start Date**, **Feedback Release Date**, and the **Optional Settings**. Note you cannot change the Due Date here but can edit it via the course content (see Editing from within the course content above). Make any necessary edits then click **Submit**, otherwise click **X** (top left) to close the layer.

Note: Once a student has submitted into an inbox, you will not be able to change the anonymity setting.

Editing from within the Gradebook

1. Open the course and click on the **Gradebook** tab to open it.
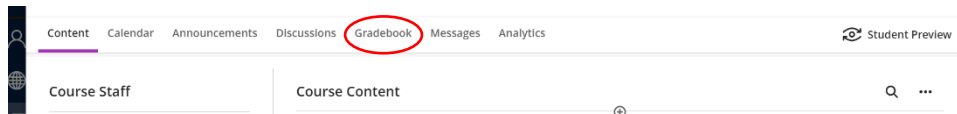
2. From here, locate the inbox you wish to edit and either:

    i. Click on the ellipsis (…) and then click on **Edit** in the drop-down menu. You can now proceed as before in Editing from within the course content (above).
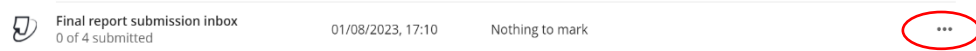
    ii. Click on the **Title of the inbox** to open it. You can now proceed as before in Editing from within the inbox (above).
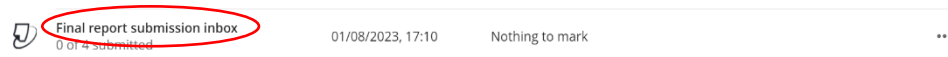
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