Turnitin Assignment

The **Turnitin Assignment** activity allows students to submit work electronically which is then also automatically checked for text matches with documents from other student papers, journals, books and the web. Instructors can opt to return marks and leave comments using the integrated electronic marking system GradeMark.

This short guide covers the basics of creating a Turnitin assignment in Moodle. For more in-depth information on using Turnitin in Moodle, please see the Turnitin help pages: https://edin.ac/3OS14ph.

Setting up an assignment

1. Go to your course home page and turn editing on.

2. Scroll to the topic you wish to add the assignment to and click on the **Add an activity or resource** link.

3. Click on the **Turnitin Assignment** tile from the **Activities** tab.

You should now see the **Adding a new Turnitin assignment** page. This is split into eight sections:

   i.   **General**

   ii.   **Grade**

   iii. **Assignment Part 1**

   iv.   **Similarity Report Options**

   v.   **GradeMark Options**

   vi.   **Common module settings**

   vii. **Restrict access**

   viii. **Tags**

The only mandatory options are in the **General** section – **Turnitin Assignment Name** and **Submission Type** - and in the **Assignment Part 1** section - **Name**.

The **Assignment Part 1** section controls the setting of the start, due and post dates for the assignment.

The **Similarity Report Options** section controls the production of the similarity report, the sources that the submission is compared against and whether the student submission is stored in the repository.
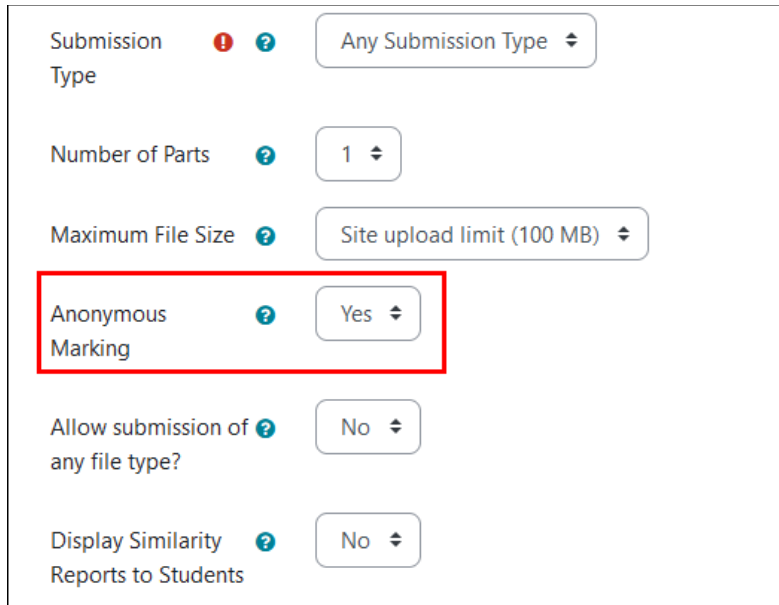
The **GradeMark Options** section is used to add a rubric when using GradeMark. You can also launch the Rubric Manager from here to create a new rubric.

For more information on the various options see: https://edin.ac/3OUzKXK.

4. Once you have set the options as required, click **Save and return to course**. The Turnitin assignment is added to your course.
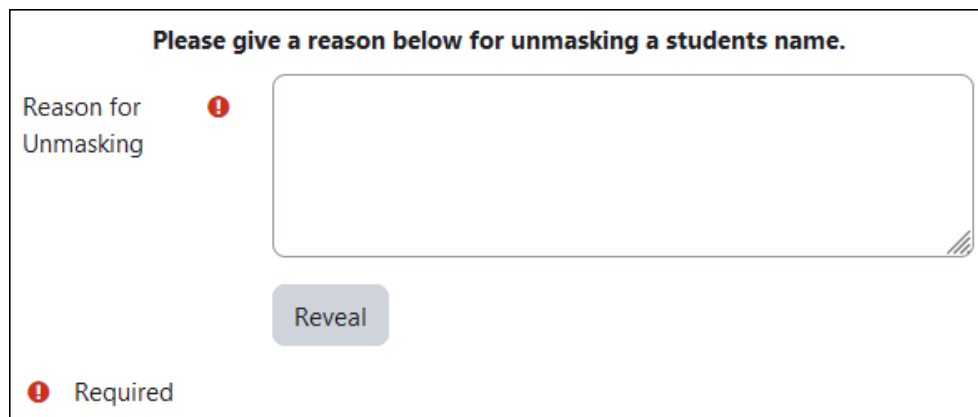
Anonymous marking

The ability to mark anonymously will be important for many programmes. You can turn **Anonymous Marking** on in the **General** section of the settings.

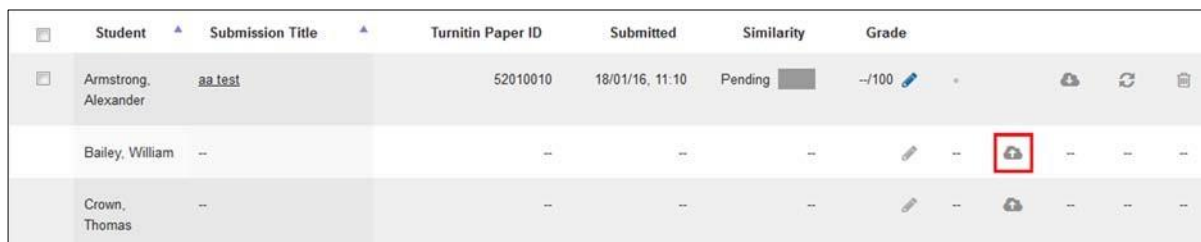There are a few things to bear in mind before you use this option:

- Once an assignment has been set for **Anonymous Marking** you can't turn it off globally for that assignment – anonymity is preserved until after the post date.

- You can reveal individual student names, but you must give a reason for revealing the name and you can't then hide the name again. To do this:

  o Click on the **Anonymous Marking Enabled** link that appears where the student name would normally be - this link is only active once a student has submitted to the activity.

  o An overlay window appears. Fill in the **Reason for Unmasking** text field and click the **Reveal** button. Click outside of the window to cancel – see below.

Submitting assignments on behalf of students

1. In your course, click on the Turnitin submission.

2. You should be taken to the **Submission Inbox** - if not click on the **Submission Inbox** tab.

3. Click on the **Submit to Turnitin** icon for the student whose work you want to upload - see image.

4. A submission window opens. Enter a title for the submission and add the submission - for a file upload use the file picker or drag and drop the file into the correct area.

5. Click on the **Add Submission** button.

Submission Inbox

Submissions will be listed under the **Submission Inbox** tab. In this view you will see the Paper ID, Submission date, Similarity (text matching score) and grade.

Marking using GradeMark

If you have decided to use **GradeMark** to mark submissions click on the blue pencil icon in the **Grade** column. This will open Turnitin's Feedback Studio. Any grade you enter here will be transferred into the **Grade** column in Moodle. You may need to click **Refresh Submissions** in the **Submission Inbox** tab to refresh the grade table.

Bulk downloading papers and grades

You can bulk download papers and grades from the **Export** column in the **Submission Inbox** tab (as long as **Anonymous Marking** is turned **off**).
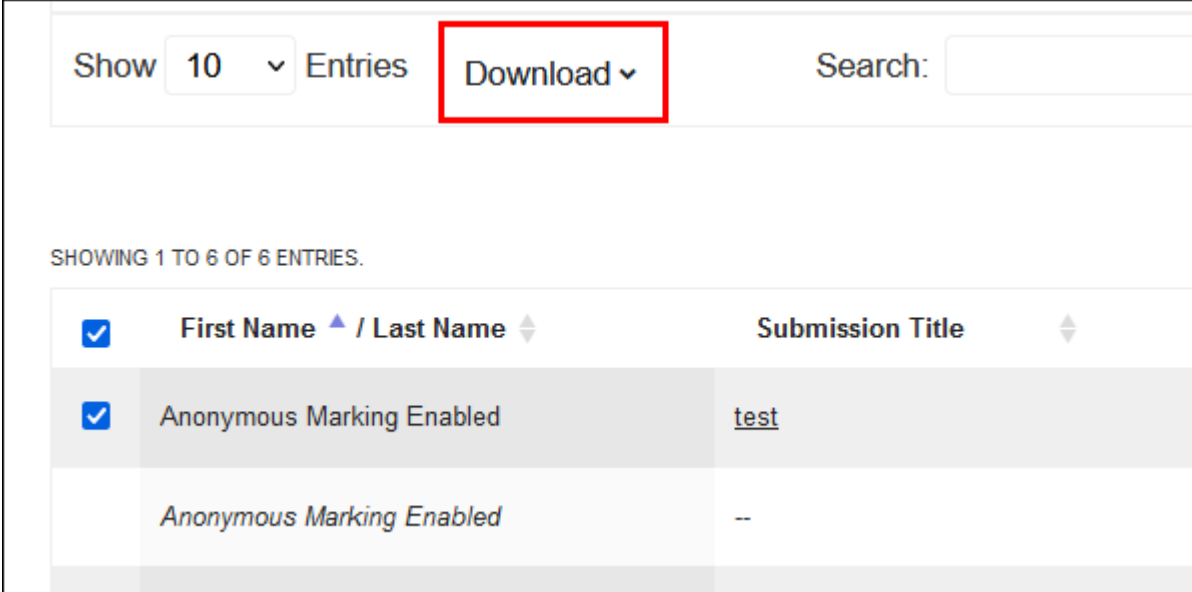

In order, the function of each of the export icons is as follows:

- The **Spreadsheet** icon downloads an Excel spreadsheet of grades and text overlap.

- The **PDF** icon downloads a ZIP file of documents in PDF format (converts those not in PDF format to PDF).

- The **Paper** icon downloads a ZIP file of documents in their original format.

The filenames of the downloaded documents are preceded by the paper's Turnitin ID (original format only) and the students' first name and surname.

For anonymous activities, use the check boxes next to the submissions to select and the **Download** option becomes active:

Click on this and select **Original Files** to download the submissions. Filenames will still be anonymised but contain the Turnitin paper ID.