Setting up TII assignment drop boxes in Learn

Introduction to Turnitin

Turnitin comprises two tools:

- **Feedback Studio**

  Similarity checker

  - compares submitted work against extensive databases of websites, academic reference materials, and previously submitted work
  - produces a similarity score and a similarity report

  Marking and feedback interface

  - allows the viewing of the similarity report
  - allows marking of student work and application of feedback comments
- **PeerMark**
  - enables you to set up peer-marking and peer-feedback

Similarity checking

Staff and students should understand that similarity reports do not say whether plagiarism has taken place; the report simply highlights sections of the submitted text that match other sources. It remains an academic decision as to what the similarity means and what happens as a consequence.

Marking and feedback interface

This allows staff to view the similarity report and see exact details of any matching text and its source.

It also allows staff to mark work and apply feedback, including the ability to create and use sets of feedback comments, and apply marking rubrics.

Allowing students to use Turnitin for self-assessment

We urge staff, where appropriate, to allow students to use Turnitin to review drafts of their work and the associated similarity report, before final submission, as part of the practice of learning good writing and referencing practice. To enable this, staff should both select that draft work does not go into the Turnitin repository and also that students know how to interpret a similarity report.

Good practice guidance for staff

Students need very clear and explicit guidance on Turnitin. This may be brand new to some students, others may have ideas that are incorrect. Making sure students are prepared, will help them and you.

Here are some suggestions:

Informing students about TII

It is up to staff to ensure that students understand what submitting work to TII means for them. There is some information on the IS webpages on which you could base your own advice:

https://www.ed.ac.uk/information-services/learning-technology/assessment/plagiarism/turnitin

Make sure students have an opportunity to ask you questions about Turnitin before they get to the point of submitting work.

Test your drop box

It is very important that you (or a colleague) test your drop box before you use it with students.

Practice submission

Set up a practice test three or four weeks before the first assignment, so that everyone can go through the process. If you do this, make sure the students know this is practice only.

In this case, make sure that you select NOT to submit work to Turnitin's repository.

This can also give you an opportunity to allow students to see what a similarity report looks like and explain how it is interpreted by staff (if you wish to do this, select for students to see their similarity report). If you do not want them to see their similarity report, you will still need to explain to them how the similarity score is interpreted.

Some use Turnitin as a tool to help students learn about academic writing. If this is the intention, students should be allowed to see their similarity reports and to make multiple submissions to the drop box (with nothing being added to the Turnitin repository).

Feedback and grades

If you are using Learn to return grades and feedback, you may wish to include that, so that students know what to expect and where to go to see feedback and grades. Ensure students understand that the grades are provisional until ratified by the exam board.

Timing of deadlines

Make the assignment deadline mid-day, on a day other than Friday. That way, if there are any problems, there will be staff on hand to help sort them out. If your students are at a distance, make sure the time zone is specified.

Make sure that they understand not to leave submitting work until the last possible minute – it takes time and they could possibly incur a late penalty.

Group assignments together

Within Learn, you can create a folder where all the assignments can be seen together. This does not prevent you from adding in links to specific assignments from other parts of the course. It does allow students, as the course develops, to look back over assignments easily.

Specify formats clearly

If you require assignments to be in a particular format (e.g. pdf files) make that clear to the students, and if necessary, provide instructions for how to create a file in that format.

Turnitin has limits on the file **types** and **size** it allows, especially if you want Turnitin to generate a Similarity report. See the Turnitin website for the latest details (as this can change):

https://help.turnitin.com/feedback-studio/turnitin-website/student/submitting-a-paper/assignment-types.htm

If you require assignments to be anonymous, specify naming conventions for the students.

Specify procedures for problems

Be very clear on what students should do if they have a problem submitting their work electronically. We suggest telling them to send a screenshot of any error message, together with the submission, to an administrator email. They may also email is.helpline@ed.ac.uk to report any technical problems.

If students submit work through Turnitin, they will be issued with a receipt. This is their proof that they submitted successfully and the time at which they did so. They should attach this to any query regarding issues.

Practical tasks

A. Setting up Turnitin drop boxes

Add a TII assignment folder (this is identical to Task 5: Adding a Learn Assignment Folder)

1. Click on the **Assignment Submission** folder.
2. Click on **Build Content**, select **Content Folder**
3. In the **Name** field add **Assignment 2- Title (e.g. Literature survey)**
4. In the text pane add:

   Assessment Criteria

   Assignment Submission

5. Under **Standard Options** check **Yes** for **Track Number of Views**
6. Click on **Submit**

Add a new Turnitin Assignment

7. Click on the new folder to open it
8. Click on the **Assessments** menu, and select **Turnitin Assignment** from the drop down menu
9. A new pane (Add Turnitin Assignment) will appear

Adding details to your new TII assignment

10. In the **Assignment title** pane add **Assignment 2- Title (e.g. Literature survey)**
11. In **Point Value** pane, you can choose to leave this blank or add a value (typically 100); setting this allows the grade to be set by the rubric and sent to the gradebook.
12. Set the **Start Date** to a date and time that students can **start to submit work**
13. Set the **Due Date** to a date and time that students will be told is the **deadline for submission**
14. Set the **Post Date** to a date and time that students will be able to **view their feedback** (if marking is anonymous, this will be when names become visible)

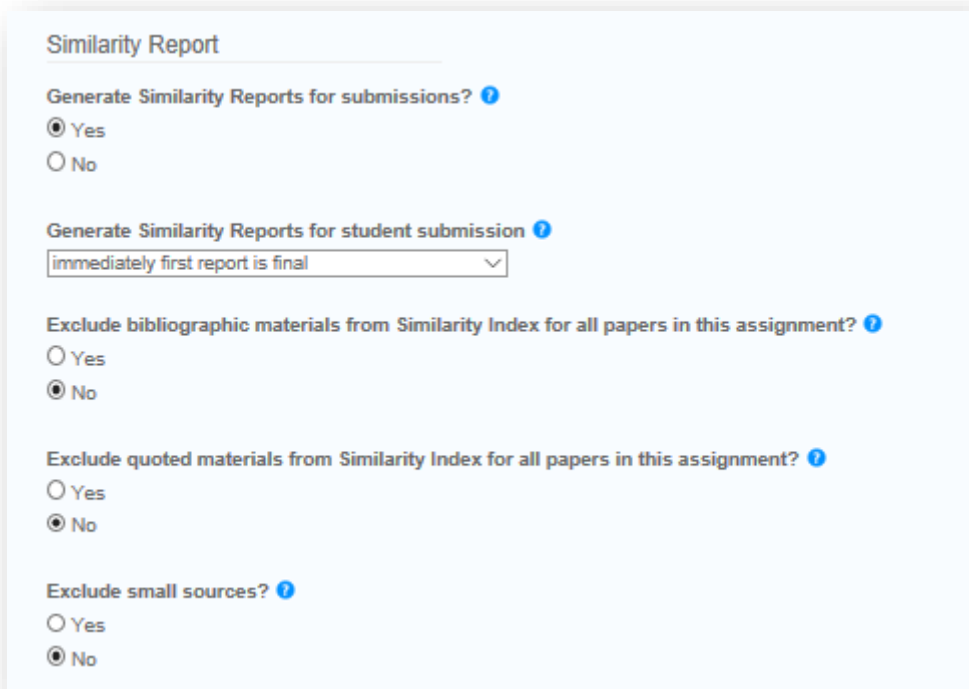15. Click on **Optional Settings**; a new drop down menu of settings will appear

16. In **Enter special instructions** box add instructions for the student regarding the assignment (e.g. make sure before submitting that you have read the assignment guidelines and have not exceeded the word limit)
17. If you want students to be able to submit work to this drop box AFTER the **Due Date**, select **Yes** (If you don't you will have to make some other arrangement for work that is late or for students who have been granted an extension). Note that if students have submitted BEFORE the Due Date they will NOT be able to resubmit AFTER the Due Date (and students will need to be made aware of that).

18. Click **Yes** if you want similarity reports to be generated
19. (If you selected Yes in 18) In the **Generate Similarity Reports for student submission** pane, select when you want Similarity Reports to be generated
20. If you want the **Bibliography** to be excluded, click **Yes** (Turnitin will then not check any text beyond the first instance of the word 'Bibliography' – markers can override this later)
21. If you want to exclude **quoted material**, click **Yes** (markers can override this later)
22. If you want to exclude **small sources**, click **Yes** (markers can override this later)

23. If you do NOT want to allow students to see their similarity reports, click **No**
24. If you want students to have to wait until the Post Date to **see their grades**, click **Yes**
25. If you want to enable anonymous marking, click **Yes**
26. Decide if you want to submit the work to the Turnitin repository or not (click **No** if this is a practice drop box or one where students are learning about academic writing)
27. Select the **Search Options** (typically, click all)

28. What appears in drop down menu will depend on what **rubrics** you have used in Turnitin before (so you may not yet see the rubric you want yet) – you can add this later (see later)
29. If you want to, click **save these options** as your default for the future
30. Click **Submit**

B. Adding rubrics

It is important that if a rubric is used that staff (especially those marking) have tested it and are confident in using it, especially if there are multiple markers.

The rubric attached to a Turnitin assignment can be changed but NOT after marking has started (if it is, ALL the marking done up to that point will be lost forever). Therefore it is very important to have thoroughly tested the rubric before use.

You will have seen that when you set up a new Turnitin assignment, you were asked if you wanted to attach a rubric. If you have not used a rubric with a Turnitin assignment before, or you want to use a new rubric this time, it won't appear in the drop down menu.

If the rubrics you need do not appear in this menu, follow this procedure:

1. set up a test Turnitin drop box (where work does not go into the repository)
2. submit a test document to it
3. open the work as if to grade it and import your rubric
4. repeat, if you want to use multiple rubrics in the future
5. from this point on, this rubric(s) should now appear in the drop down menu when you create a new Turnitin assignment (you can go back to old Turnitin assignments and attach them)

C. Hiding the drop box

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

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