

Using the Turnitin Plug-in for Blackboard for Instructors

06/30/2006

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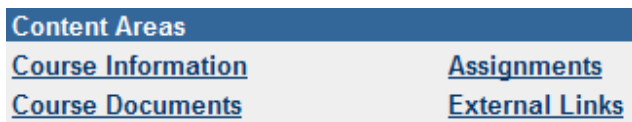
Instructor Usage of the Turnitin Blackboard Extension

Instructors can add Turnitin assignments to their Blackboard courses. Originality Reports will be generated for submissions to a Turnitin assignment. Students may submit papers to Blackboard and Turnitin all in one submission. The new Turnitin extension for Blackboard also allows more advanced features such as creating a revision paper assignment, allowing students to view Originality Reports, and so forth.

Creating a Turnitin Assignment

Turnitin assignments are added from the course control panel. You can open a course's control panel by clicking the **control panel** link from within your course.

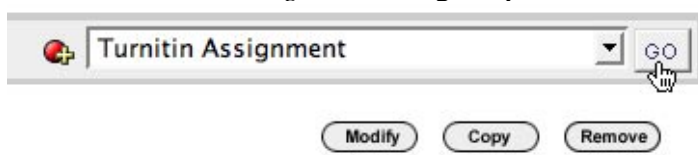
From the control panel, click the **Assignments** link in the Content Areas section to add a Turnitin assignment to your course.



A list of current course assignments is shown.

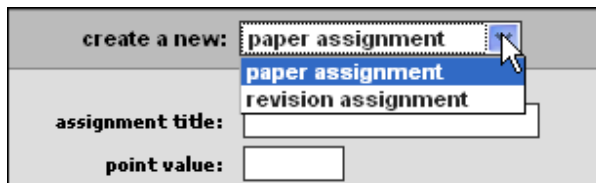
To add a Turnitin assignment:

1. Select *Turnitin Assignment* using the pulldown menu on the right and click **GO**.



2. On the Turnitin interface, enter the following:

- choose “paper assignment” or “revision assignment”
Note: To create a “revision assignment”, you need to create a paper assignment first.
- assignment title
- point value (optional)

A screenshot of the Turnitin interface form. The form has three sections: 'create a new:', 'assignment title:', and 'point value:'. The 'create a new:' section has a pulldown menu with three options: 'paper assignment', 'paper assignment', and 'revision assignment'. The 'assignment title:' section has a text input field. The 'point value:' section has a text input field.

3. Choose the following dates for the assignment:
 - start date (start date of the assignment)
 - due date (due date of the assignment)
 - post date (the post date must occur on or after the due date)
4. Enter any special assignment instructions you have (optional).
5. Choose whether or not to generate originality report.

Generate Originality Reports for submissions?

6. If you want to access advanced options such as “allow students to view originality reports”, choose “show advanced assignment option”.

Show advanced assignment options?

- yes
- no, use default options
- yes

7. The advanced assignment option allows you to make the following choices:

Generate Originality Reports for student submissions:

Allow students to see Originality Reports?

Allow submissions after the due date?

Allow other papers to be checked against submissions?

Compare submissions against these search targets:

- student paper database
- current and archived internet
- Proquest
- Gale InfoTrac OneFile

Would you like to save these options as your defaults for future assignments?

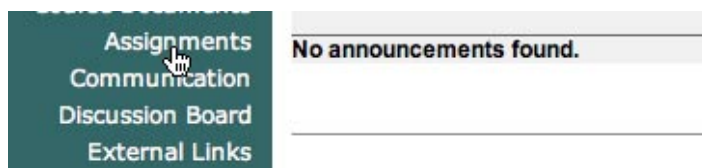
- Options for originality report generation.
 - Immediately (first report is final)
 - Immediately (can overwrite previous reports until due date)
 - On due date (generate report on the due date)
- Whether or not to allow students to see Originality Reports.
- Whether or not to allow submissions after the due date.
- Whether or not to allow other papers to be check against submission.
- What type of sources you would like to compare student submissions against.
- Whether or not to save these advanced options as your default setting for future assignment creation.

8. Click “Submit” to complete the Turnitin Assignment creation.

Note: A Gradebook entry is automatically created for every Turnitin Assignment. Once an assignment has been added to your course, both you and your students can submit a paper to the assignment.

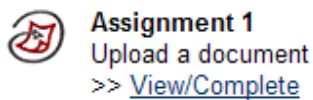
Student Submission of Papers

Students in your class can submit papers to Turnitin assignments that you have created for them. Like instructors, students submit papers from their Assignments page. To open the Assignments page, students click the **Assignments** link within their course.

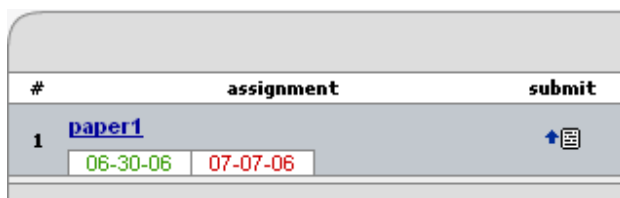



To submit a paper to an assignment:

1. Click the **view/complete** link next to the assignment.



2. Click the submit icon.



#	assignment	submit
1	paper1 06-30-06 07-07-06	

3. The submission form will open.

Submit a paper by: file upload ▾ submit ▶

first name:

last name:

submission title:

Browse for the file you want to upload:

Turnitin currently accepts the following file types:
MS Word, WordPerfect, PostScript, PDF, HTML, RTF, and plain text.

- Choose submission options:
 - File upload (default)
 - Cut & paste
- Enter a submission title.
- Click the **browse** button to locate the file you want to submit.

4. Click **Submit** to upload the selected file to Blackboard.

If your students have been given access to Originality Reports, they can view their submission and report by clicking on an assignment's **View/Complete link**. Please note that by default students cannot access reports. To allow student access to the reports, you need to set up the option when you create the Turnitin assignment (see "Creating a Turnitin Assignment" section for details).

If a student has been granted access to the Originality Reports they will see the following screen after clicking on View/Complete.

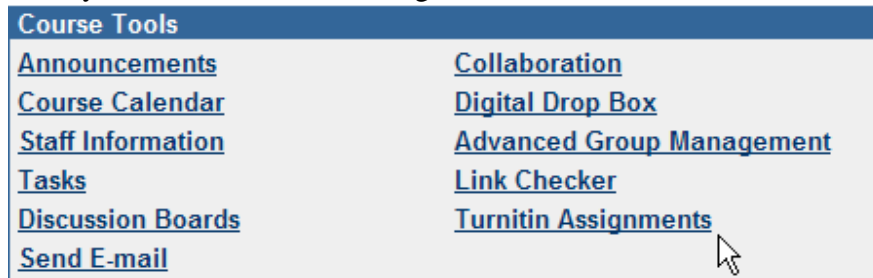
#	assignment	submit	title	submitted	conter
1	paper1 06-30-06 07-07-06		paper	06-30-06	0%

If the student clicks on the content percentage icon, they will see the same report you as an instructor see.

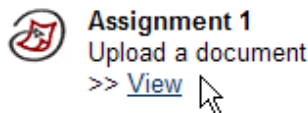
Viewing Results of Submitted Papers as an Instructor

You can view the results of submitted papers from your control panel.

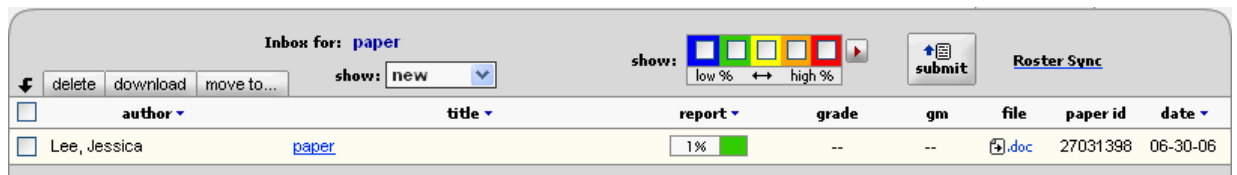
1. To open the control panel, click the **control panel** link from within your course. On the control panel page, click the **Turnitin Assignments** link in the Course Tools section to show your course's Turnitin assignments.



2. Click the **view** link next to an assignment to see the papers that have been submitted to the assignment.



3. From this page, you can view a paper, view a paper's Originality Report, download a paper in file format, or remove a submission from Blackboard.

A screenshot of the Turnitin paper submission interface. At the top, it says 'Inbox for: paper'. Below this are buttons for 'delete', 'download', and 'move to...'. There is a 'show: new' dropdown menu. To the right, there is a 'show:' section with a color-coded bar (blue, green, yellow, red) and a double-headed arrow between 'low %' and 'high %'. There is also a 'submit' button and a 'Roster Sync' button. Below this is a table with columns: 'author', 'title', 'report', 'grade', 'gm', 'file', 'paper id', and 'date'. The table has one row with the following data: 'Lee, Jessica', 'paper', '1%' (with a green bar), '--', '--', '.doc', '27031398', and '06-30-06'. There is a checkbox to the left of the first row.

- To view a paper, click its **title**.
- To view a paper's Originality Report, click the **report** box. Note: The higher the Originality score, the greater the percentage of non-original material is being reported. A score of 100% means an exact duplicate of the paper has been found in Turnitin's database.
- To download a paper in file format, select the paper by clicking the **check box**, then click the **download** button.
- To remove a paper, select the paper by clicking the **check box**, then click the **delete** button.

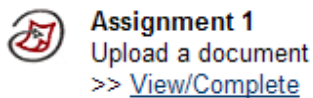
Note: Removing a paper will delete the paper from your Turnitin account.

Instructor Submission of Papers

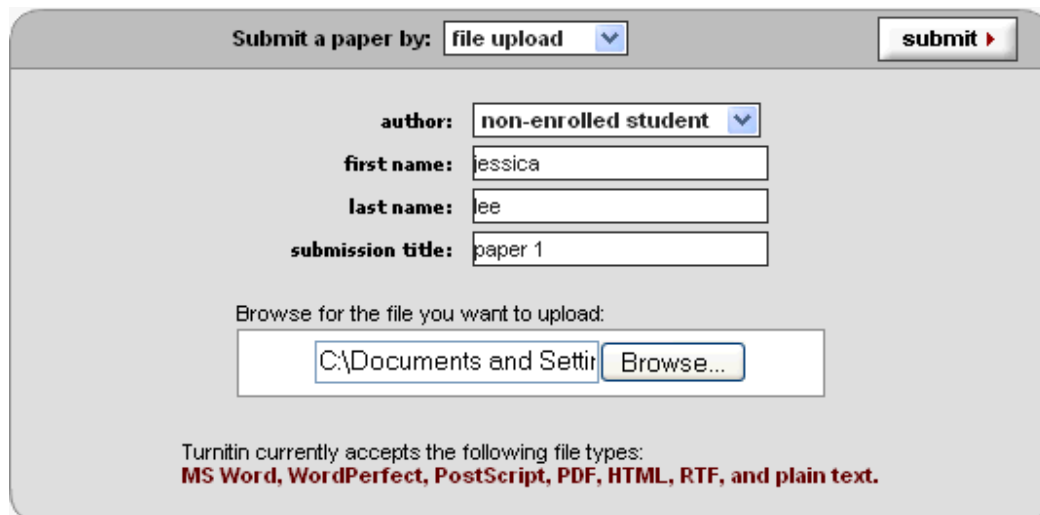
Instructors can submit papers to an assignment from their assignments page. To open the assignments page, click the **Assignments** link on the course homepage. A list of course assignments will open.

To submit a paper to an assignment:

1. Click the **view/complete** link next to the assignment you want to submit a paper to. The submission form will open.



2. Enter the following:



- Paper submission options (“file upload” is the default option)
Note: You can also submit paper through “cut & paste”, “zip file”, or “bulk upload”. The bulk upload option allows you to associate multiple files with one author.
- Author type
- Author’s First Name
- Author’s Last Name
- Submission Title

3. Click the **browse** button to locate the file you want to submit.

4. Click **submit** to upload the selected file to Blackboard.