

Turnitin Assignment Manual

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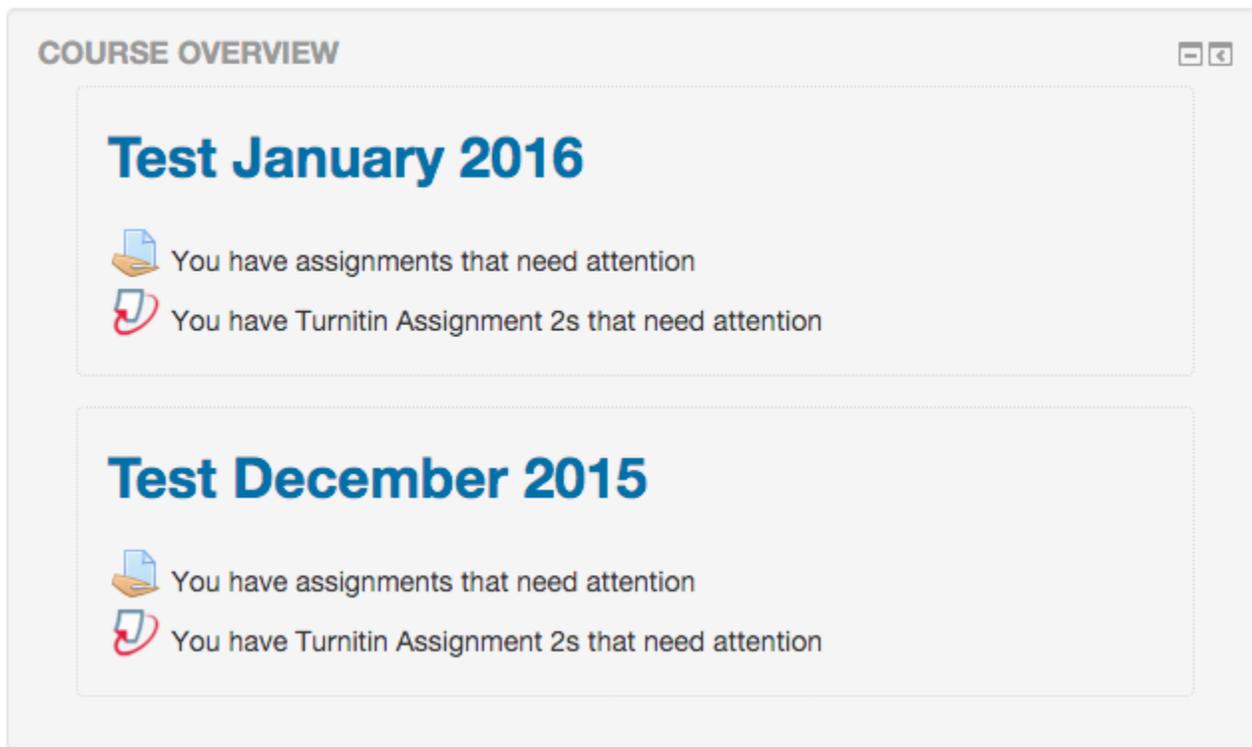
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1. Creating an assignment

A Turnitin HELP Direct assignment links an activity in HELP to an assignment or assignments on Turnitin. Once linked, the activity allows instructors to assess and provide feedback to student's written work, using the assessment tools available within Turnitin's Document Viewer.

Note: If the administrator did not enable course migration, a course was not migrated, and/or a HELP course does not exist, instructors will need to contact their HELP administrator.

1. Select the relevant course from your HELP homepage.



COURSE OVERVIEW

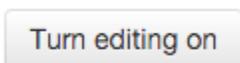
Test January 2016

- You have assignments that need attention
- You have Turnitin Assignment 2s that need attention

Test December 2015

- You have assignments that need attention
- You have Turnitin Assignment 2s that need attention

2. Click the **Turn editing on** button to the right of your course homepage.



3. Select the **Add an activity or resource** link for the current time period, or a time period in the future.

[+ Add an activity or resource](#)

4. From the Add an activity or resource box, select **Turnitin Assignment 2**, then click the *Add* button.

Add an activity or resource

- Turnitin Assignment 2
- Wiki
- Workshop

Creates a Turnitin Moodle Direct assignment which links an activity in Moodle to an assignment / assignments on Turnitin. Once linked, the activity allows instructors to assess and provide feedback for student's written work using the assessment tools available within Turnitin's Document Viewer.

1.1. Basic assignment options

Turnitin Assignment Name*

Summary

Rich text editor toolbar with icons for text color, bold, italic, bulleted list, numbered list, link, unlink, image, video, and attachment.

Large text area for entering the assignment summary.

Display description on course page ?

Submission Type* ? Any Submission Type ↓

Number of Parts ? 1 ↓

Maximum File Size ? Site upload limit (40MB) ↓

Allow submission of any file type? ? No ↓

Display Originality Reports to Students ? No ↓

Grade Display ? Show grades as Fraction (e.g. 89/100) ↓

Auto Refresh Grades / Scores ? Yes, automatically refresh originality scores and grades ↓

? Set these values as assignment defaults

- a) Enter your Turnitin Assignment Name and an optional assignment summary.
- b) Select the submission type for the assignment. The default is **Any Submission Type**. There are two student submission options: **File Upload** and **Text Submission**.
- c) Text Submission will require your students to copy and paste their paper in a text box to submit their paper. Alternatively, you can allow your students to choose their submission type by selecting **Any Submission Type**.
- d) Select the number of parts you would like the assignment to have from the **Number of Parts** drop down menu. Each Turnitin assignment in HELP Direct V2 can have multiple parts associated with it. The student must submit a file to each part to complete the assignment. By default, HELP will create a one part assignment.
- e) Select the **Maximum File Size** for submissions. Turnitin allows up to 2mb for a text only submission and 40mb for a text and graphic submission. The maximum file size can be adjusted in this setting in line with your requirements.
- f) Opt to allow or disallow any file type. By selecting **Yes**, submissions will be checked for originality where possible, submissions will be available for download and GradeMark feedback tools will be

available where possible. By selecting **No**, only file types that allow originality reports to be generated will be accepted.

- g) The option to **Display Originality Reports to Student** provides instructors with the ability to control whether students are allowed to view Originality Reports within each created assignment. Select **Yes** to allow students to see the Originality Report for the assignment. The default setting is **No**.
- h) Opt to show student grades as fractions or percentages.
- i) To maintain synchronized data between Turnitin and HELP, select **Yes, automatically refresh originality scores and grades**. Alternatively, select **No, I will refresh originality scores and grades manually**.

Note: We advise you check **Set these values as assignment defaults** to save time when creating a Turnitin Assignment 2 in the future.

1.2. Entering grade information

Grade

Grade ⓘ Type

Scale

Maximum points

Grade category ⓘ

Grade to pass ⓘ

1. Select the type of grading for this activity.

1a. If selecting point grading, enter the maximum points for this assignment. The default maximum points is 100.

1b. alternatively, if you opt for scale grading

2. If available, enter a grade category; this setting controls the category in which this assignment's grades are placed in the grade book.

3. Enter the minimum grade required, which should be less than the maximum point value.

1.3. Creating an assignment part

Enter the information for part one of your assignment: your assignment's name, start date, due date, postdate, and the maximum marks available for this assignment part. The default maximum point is 100.

▼ Assignment Part 1

Name*	<input type="text" value="Part 1"/>
Start Date	<input type="text" value="15"/> <input type="text" value="February"/> <input type="text" value="2016"/> <input type="text" value="12"/> <input type="text" value="08"/> 
Due Date	<input type="text" value="22"/> <input type="text" value="February"/> <input type="text" value="2016"/> <input type="text" value="12"/> <input type="text" value="08"/> 
Post Date	<input type="text" value="22"/> <input type="text" value="February"/> <input type="text" value="2016"/> <input type="text" value="12"/> <input type="text" value="08"/> 
Max Marks	<input type="text" value="100"/>

2. Similarity Report options

The Similarity Report Options have a significant impact on the score generated in each report. We, therefore, advise that you ensure all report settings are reviewed before completing the setup of this assignment.

▼ Originality Report Options

Allow Submissions after the Due Date

Report Generation Speed

Note: Originality Report generation for resubmissions is subject to a twenty-four hour delay.

Store Student Papers

Note: If you do not select "Yes" for at least one of the "Check against..." options below then an Originality report will NOT be generated.

Check against stored student papers



Check against internet

Check against journals, periodicals and publications

Exclude Bibliography

Exclude Quoted Material

Exclude Small Matches

Words

1. Allow Late submissions after the Due Date: Students have the option to submit work after the assignment due date. Late submissions are always marked as being late and the actual submission date is recorded.

2. Select one of the following three options for Similarity Report Generation Speed:

Generate reports immediately (resubmissions are not allowed):

- Similarity Reports for all submissions will be generated immediately.
- Students cannot resubmit papers.
- Submissions must be deleted by the instructor to enable resubmission.

Generate reports immediately (resubmissions are allowed until due date):

- Similarity Reports will be generated immediately for each student's initial submission to the assignment. Similarity Reports for the second or subsequent submission will require a 24-hour delay before the Originality Report begins processing.
- Students may resubmit as often as they wish until the assignment due date. However, only the latest submission is available to both the instructor and student. Previous versions are removed.
- Student submissions will compare against one another within the assignment on only the due date and time, which may result in a change in the similarity score and results at the due date and time.

This option is typically used when students are self-reviewing and revising their submissions.

- Resubmissions after the due date and time of the assignment are not permitted.

Generate reports on due date (resubmissions are allowed until due date):

- Similarity Reports will not be generated for any submission until the due date and time of the assignment.
- Students may resubmit as many times as needed until the due date and time without receiving reports.
- Resubmissions after the due date and time of the assignment are not permitted.

Warning: Similarity Report generation for resubmissions is subject to a 24-hour delay.

3. Opt to store student papers in the standard repository or no repository. By storing papers in the standard repository, this will allow these papers to be checked against in future.

By selecting **No repository**, submitted papers will not be saved in the Turnitin repository. However, this means that if two students submit the same paper to the same assignment, Turnitin will not find a match.

4. There are three repository source options available for you to select. Turnitin can check against stored student papers, the Internet, and journals, periodicals, and publications. Select **Yes** or **No** for each source you would or would not like us to check against. For any source that you do not wish to check against, the similarity score may decrease.

Note: If you do not select **yes** for at least one of the **Check against...** options, an Similarity Report will not be generated.

5. Turnitin can exclude certain elements of a paper from an Originality Report to provide a more accurate similarity score. You can opt to exclude the following from a Similarity Report:

- Bibliography: Text appearing in the bibliography, works cited, and references sections can be excluded.
- Quoted Material: Text appearing in the quotes of student papers can be excluded.
- Small Matches: Matches that are not of sufficient length can be excluded. The number of words or paper percentage to be excluded is determined by yourself and entered into the text box.

Note: This setting can be overridden in individual Similarity Reports.

3. GradeMark options

1.

1a. Attach a rubric to the assignment by selecting a rubric from the dropdown list.

▼ GradeMark Options

Attach a rubric to this assignment

Test Rubric [Shared Rubric] ▾



Launch Rubric Manager

Note: students will be able to view attached rubrics and their content prior to

1b. alternatively, click **Launch Rubric Manager** to edit or create a rubric.



Launch Rubric Manager

4. HELP groups

The HELP functionality for managing groups and groupings of students within HELP courses / activities is fully supported in HELP Direct.

▼ Common module settings

Visible

Show ▾

ID number ?

Group mode ?

No groups ▾

Remember to save!

Click **Save and return to course** or **Save and display** to complete your assignment.

Save and return to course

Save and display

Cancel