



## Setting Up Turnitin Assignments and Managing Submissions

Moodle hosts Turnitin via a direct link (Moodle Direct) so you don't need to log into a different location to setup assignment space etc. The Moodle Direct version is streamlined therefore simpler and quicker to set up. Students are automatically enrolled to Turnitin assignments via the Moodle course. Any student enrolled onto the Moodle course will have access to the Turnitin assignment(s) contained in it.

**!** **NOTE:** Moodle, Turnitin and Feedback Studio are best used with Google Chrome or Firefox web browsers.

### Creating a Turnitin Assignment

In your Moodle course, 'Turn editing on' (if it's not 'on' already).

Select '**Add an activity or resource**' then select '**Turnitin Assignment 2**' from the 'Add an activity or resource' box.

Click 'Add an activity or resource'

then click 'Turnitin Assignment 2'

finally click 'Add'

When the 'Adding a new Turnitin Assignment 2' page opens, fill out the 'Turnitin Assignment Name' and then add a 'Summary'. The Turnitin assignment name is marked with \* (red asterix) to show it is required.

The assignment settings page is divided into four or more (dependent on the number of parts to your assignment) expandable sections.

The following pages describe each section in turn.

## General Options

The screenshot shows the 'General' section of the Turnitin assignment settings page. It includes the following fields and options:

- Turnitin Assignment Name\***: A text input field with a red asterisk indicating it is required. A yellow callout box points to it with the text "Fill in an assignment name (REQUIRED)".
- Summary**: A rich text editor with a toolbar (Paragraph, Bold, Italic, Bulleted List, Numbered List, Link, Unlink, Image, Video, Audio, Embed) and a text area. A yellow callout box points to it with the text "Fill in an assignment summary (Optional)".
- Path: p**: A text input field.
- Display description on course page**: A checkbox.
- Submission Type\***: A dropdown menu with "File Upload" selected. A yellow callout box points to the help icon next to it with the text "Help button".
- Number of Parts**: A dropdown menu with "1" selected.
- Maximum File Size**: A dropdown menu with "Site upload limit (40MB)" selected.
- Anonymous Marking**: A dropdown menu with "Yes" selected.
- Allow submission of any file type?**: A dropdown menu with "No" selected.
- Display Originality Reports to Students**: A dropdown menu with "No" selected.
- Grade Display**: A dropdown menu with "Show grades as Fraction (e.g. 89/100)" selected.
- Auto Refresh Grades / Scores**: A dropdown menu with "Yes, automatically refresh originality scores and grades" selected.
- Set these values as assignment defaults**: A checkbox.

### **Display Description on course page**

Selecting this option will display the information entered in the summary box below the name of the Turnitin assignment on the Moodle course page.

### **Submission Type – File Upload**

Allows users to upload files. Turnitin currently accepts the following file types for upload into an assignment that is set to generate Originality Reports:

- Microsoft Word (DOC and DOCX)
- Corel WordPerfect
- HTML
- Adobe PostScript
- Plain text (TXT)
- Rich Text Format (RTF)
- Portable Document Format (PDF)
- Hangul (HWP)
- PowerPoint (PPT PPTS and PPTX)

### **Number of Parts**

Allows for the creation of a multi-part assignment, individual users may submit one piece of work to each part.

### **Maximum File Size**

This setting determines the maximum file size for user submissions to each assignment part. The maximum is **40Mb (Set by Turnitin)**.

### **Anonymous Marking**

All Turnitin assignments are set to 'Anonymous Marking' by default in accordance with University of Bolton assessment procedures for tutors.

### **Allow submission of any file type?**

If the assignment is set to accept any file type users can upload any type of file, including pictures, but Turnitin will only generate Originality Reports for the file types listed above.

### **Display Originality Reports to Students**

Allows instructors to control whether students are allowed to view Originality Reports within each created assignment.

### **Grade Display**

This option sets the display mode for grades the options are display as a percentage or display as a fraction i.e. 45/100.

### **Auto Refresh Grades/Scores**

By default the system will automatically attempt to refresh originality scores and grades, but this can be turned off if you would rather do it manually.

### **Set these values as assignment defaults**

The settings configured above will be remembered for future use.

## Assignment Part

By default your Turnitin assignment will be created with one part. If you wish to create a multiple part assignment set the number of parts in the 'Number of Parts' drop down described on the previous page. Any additional parts will appear below Part 1.

▼ Assignment Part 1

Name\*

Start Date

Due Date

Post Date

Max Marks

Fill in an assignment part name (**REQUIRED**)

### Name

You must give your assignment part a name.

### Start Date

Enter a start date for your assignment.

### Due Date

Enter a due date for your assignment.

### Post Date

Enter a post date for your assignment.

### Max Marks

If your assignment consists of only one part this will be 100%. Adjust accordingly for multi part assignments.

## Originality Report Options

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

### Allow Late Submissions after the due date

Allows students to submit work after the due date (providing prior submissions have not been made) but only up to the post date. Late submissions are marked as being late and the actual submission date is recorded.

### Report Generation Speed

#### **Generate reports immediately (resubmissions are not allowed)**

Originality Reports for all submissions will be generated immediately. Students cannot resubmit papers.

#### **Generate reports immediately (resubmissions are allowed until due date)**

Originality Reports for the initial submission by each student user to this assignment will be generated immediately. Students may resubmit as often as the student wishes until the assignment due date.

#### **Generate reports on due date (resubmissions are allowed until due date)**

Originality 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.

## Store Student Papers

Papers will always be stored in the '**Standard Repository**' for the University of Bolton within the Turnitin database.

## Check against stored student papers

Setting this value to 'Yes' will compare uploaded assignments against other stored student papers within the Turnitin database.

## Check against internet

Setting this value to 'Yes' will compare uploaded assignments against internet sources.

## Check against journals, periodicals and publications

Setting this value to 'Yes' will compare uploaded assignments against other journals, periodicals and publications.

## Check against Institutional Repository

Checks against papers stored within the University of Bolton Institutional Repository within Turnitin

## Exclude Bibliography

Setting this value to 'Yes' will hide any bibliographic information from Turnitin

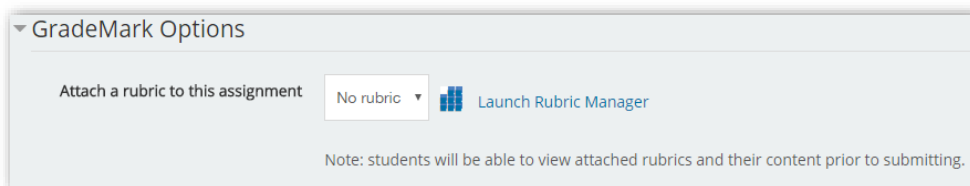
## Exclude Quoted Material

Setting this value to 'Yes' will hide quoted passages of text from Turnitin

## Exclude Small Matches

Focus on significant matches only by choosing a set number of words, or percentage of the whole paper, beneath which matched text will not be shown.

## GradeMark Options



GradeMark Options

Attach a rubric to this assignment No rubric [Launch Rubric Manager](#)

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

Allows you to create and attach a rubric to the assignment. Click '**Launch Rubric Manager**' to begin creating a rubric for the assignment.

Once you're all set, click '**Save and return to course**', the assignment is now setup for students to submit their work.

30 NOVEMBER - 6 DECEMBER

 Test Turnitin 2 Submission

# Access to Student's Submissions

To access student's work, click on the name of the Turnitin assignment within your Moodle course. You will then see a screen similar to the one below, this is your submission inbox.

University of Bolton Moodle Tools Study Resources Useful Links Contact Tutors Graeme Prescott

Dashboard TIL Feedback 9 July - 15 July Feedback Studio Test Update this Turnitin Assignment 2

Submission Inbox Turnitin Tutors Turnitin Students

Part 1

Title	Start Date	Due Date	Post Date	Marks Available	Export
Feedback Studio Test (Part 1)	8 Jul 2016 - 15:01	15 Jul 2016 - 15:01	15 Jul 2016 - 15:01	100	--

Summary:  
Feedback Studio Test

Search: Refresh Submissions Turnitin Messages Inbox (0)

Showing 1 to 1 of 1 entries.

Student	Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade
Anonymous Marking Enabled	<a href="#">My Great Work</a>	59334166	8/07/16, 15:10	25%	-/100

Showing 1 to 1 of 1 entries.

The submission inbox is divided into two parts; the top half shows a summary of your Turnitin assignment and the lower half shows work submitted by your students as shown below.

Showing 1 to 1 of 1 entries.

Student	Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade
Anonymous Marking Enabled	<a href="#">My Great Work</a>	59334166	8/07/16, 15:10	25%	-/100

Showing 1 to 1 of 1 entries.

1. **Similarity Score.** Click here to open Originality Report within Feedback Studio.
2. **Grade.** Displays grade awarded via Feedback Studio.
3. Indicates whether or not a student has viewed their assignment feedback.
4. **Submit to Turnitin.** Allows tutors to upload work on behalf of students.
5. **Download Submission.** Allows tutors to download the original submission.
6. **Refresh Submissions.** If the Similarity Score doesn't show click here.
7. **Delete Submissions.** Delete the student's submission from Turnitin.

This help guide is only intended to provide a very brief guide to using Turnitin within your Moodle course, for further information and guidance we recommend you visit the following web resources:



[Turnitin Moodle Direct V2 Instructor Manual](https://guides.turnitin.com/03_Integrations/Turnitin_Partner_Integrations/Moodle/Moodle_Direct_V2/Direct_V2_Integration_Instructor_User_Manual) (Web page)

[https://guides.turnitin.com/03\\_Integrations/Turnitin\\_Partner\\_Integrations/Moodle/Moodle\\_Direct\\_V2/Direct\\_V2\\_Integration\\_Instructor\\_User\\_Manual](https://guides.turnitin.com/03_Integrations/Turnitin_Partner_Integrations/Moodle/Moodle_Direct_V2/Direct_V2_Integration_Instructor_User_Manual)

[Turnitin Moodle Direct V2 Instructor Manual](https://guides.turnitin.com/@api/deki/files/6354/Moodle_Direct_V2_Instructor_User_Manual.pdf) (PDF)

[https://guides.turnitin.com/@api/deki/files/6354/Moodle\\_Direct\\_V2\\_Instructor\\_User\\_Manual.pdf](https://guides.turnitin.com/@api/deki/files/6354/Moodle_Direct_V2_Instructor_User_Manual.pdf)

[Feedback Studio Success Kit](https://guides.turnitin.com/01_Manuals_and_Guides/Turnitin_Feedback_Studio_Success_Kit)

[https://guides.turnitin.com/01\\_Manuals\\_and\\_Guides/Turnitin\\_Feedback\\_Studio\\_Success\\_Kit](https://guides.turnitin.com/01_Manuals_and_Guides/Turnitin_Feedback_Studio_Success_Kit)

[Feedback Studio Demo – Try the new interface!](http://turnitin.com/assets/en_us/media/feedback-studio-demo/)

[http://turnitin.com/assets/en\\_us/media/feedback-studio-demo/](http://turnitin.com/assets/en_us/media/feedback-studio-demo/)

[Feedback Studio Walkthrough Video \[Vimeo\]](https://vimeo.com/162933618)

<https://vimeo.com/162933618>

## Further Support and Information

If you require further assistance please contact the eLearning Team:

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