

Faculty Instructions for Turnitin in Blackboard: September, 2008

Faculty may add, set parameters and view results for Turnitin Assignments within the Blackboard environment.

Add Turnitin assignments from the course Control Panel in Blackboard.

1. Open the Control Panel by clicking the Control Panel link within your course.
2. In the *Content Areas* section, click the *Assignments* link to add and set parameters for a Turnitin assignment.
3. Beside *Select*, choose *Turnitin Assignment* from the drop down menu and click *go*.
4. On the assignment creation page, enter the following:
 - assignment title
 - point value for the assignment (not recommended)
5. Choose the following dates for the assignment:
 - start date
 - due date
 - post date (must be after the due date). I recommend one or two days after the due date.
6. Add any special instructions for the assignment. (optional)
7. Select *yes* beside *Generate Originality Reports* for submissions.
8. Select *yes* from the show *advanced assignment options* menu to expand the screen.
9. Choose a submission option for your students:
 - immediately, first report is final (students may submit once only)
 - immediately, students can overwrite reports until due date (students may submit many times until due date)
 - on due date (not recommended)
9. Select *yes* beside *Allow students to view Originality Reports*.
10. Select *yes* beside *Allow submissions after due date*. This allows first submissions after the due date. **Note that overwrites are NOT allowed after the due date.**

11. Select *standard paper repository* beside *Submit papers to*.
12. Make sure all search targets are selected.
13. Click *Submit* and *OK* to add the Turnitin assignment to the course.
14. If necessary, Turnitin assignments can be modified by using either the edit assignment button in the assignment inbox or the modify button in your Blackboard assignment list.

View Turnitin Assignment Results

1. Faculty may view the Turnitin Reports from the Control Panel. To open the Control Panel, click the Control Panel link within your course.
2. In the *Course Tools* section, click the *Turnitin Assignments* link to show the list of Turnitin assignments within the course.
3. Click *view* under the assignment name to view the Inbox details:
 - a. List of student names
 - b. Titles of papers
 - c. Coloured box (Turnitin Report)
 - d. .doc file of paper submitted
 - e. Unique paper ID number
 - f. Date submitted to Turnitin
4. To view the Turnitin Report, click on the coloured box.

Organize the Inbox

Sometimes the Inbox can become large and unmanageable. Organize papers in the Inbox by:

1. syncing the Class Roster

Synchronize the assignment roster with the Blackboard class by clicking *Roster Sync*. This process will add all student names to your assignment.

2. sorting by column header:

Click on the top of the author, title, date, or report columns to sort papers by any of these criteria.

3. deleting unwanted papers:

Delete papers at any time. Select the box beside the student name and click the

delete button.

View Submissions/No Submissions/Late Submissions

1. If a student has submitted a paper, these details will be available:
 - a. Student name
 - b. Title of paper
 - c. Coloured box (Originality Report)
 - d. .doc file of paper submitted
 - e. Paper ID number
 - f. Date submitted to Turnitin

2. If a student has not submitted a paper, --no submission-- will show up in place of a paper title. To quickly view which students have/have not submitted, sort your inbox by submission date by clicking on the date header.

3. If a paper is submitted after the due date, the submission date will appear in red. If no paper has been submitted by the due date, *late* will appear in the date column in red.

For more information about Turnitin, contact Jean Payne at jpayne@georgianc.on.ca or (705) 728-1968, ext. 1631.