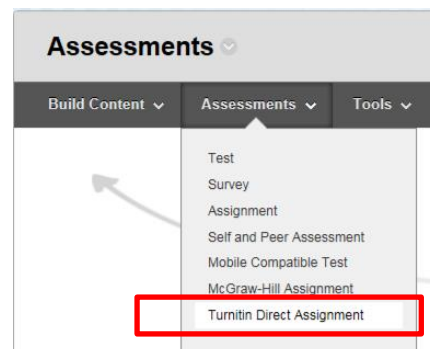
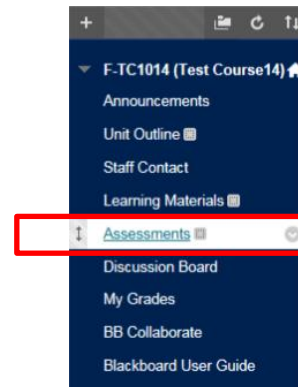
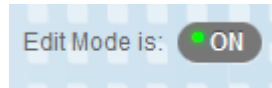


# Creating a Turnitin Assignment

**NOTE:** Please refer to the relevant Quick Guide if you already created a Turnitin assignment and just want to update it.

1. Check that the **Edit Mode** is **ON** (on the top right in Blackboard)
2. Navigate to the area you want the Assignment to appear e.g. Assessments
3. Click on the **Assessments** dropdown menu and select **Turnitin Direct Assignment**



4. **Assignment Information**
  - **Assignment Name** - Give your assignment a name
  - **Assignment Description** – optional (you can leave it blank)
  - **Submission method** - **File** upload is the default. Only change if there is a particular reason to do so.
  - **Overall Grade** – could be either 100% or the score of this particular assignment (eg, 35 points)
  - **Start Date** - Students are only able to submit once the start date and time has passed. Make sure you leave them some time

**Assignment Details**

★ Assignment Name	<input type="text" value="Enter an assignment name"/>
Assignment Description:	<input type="text" value="Assignment instructions"/>
Submission Method:	<input type="text" value="Allow both"/> ▼
🔗 ★ Overall Grade	<input type="text" value="100"/>
🔗 ★ Number of parts	<input type="text" value="1"/> ▼
Start Date	<input type="text" value="2017-06-01 9:20:00"/> 📅
Due Date	<input type="text" value="2017-07-01 9:20:00"/> 📅
Post Date	<input type="text" value="2017-07-01 9:20:00"/> 📅

to improve on similarity scores if desired.

- **Due Date** – set up the due date and time (as per your Course Outline)
- **Post Date** - Date/time by which papers with all your feedback will become available to students (**IMPORTANT!** please see #8 below)

**Note:**

- This date has no bearing on when grades are posted to the Blackboard Grade Centre (please see #8 below – Reveal Grades);
- Blackboard is set to WA time (since the Blackboard server is located in Fremantle). Sydney users will have to ensure that the times are set appropriately i.e. if the assignment link is to be available to students at 9:00 am Sydney time, then the start time should be selected as 7:00 am during non-day light saving period and set at 6:00 am during day light saving period

**5. Exclusions**

- **Exclude small matches** – if you do not want the originality report to show matches that are under a certain number/percentage of words you can select either the **Exclude by word count** or **Exclude by percentage**.
- **Minimum value to Exclude** - you can set the number/percentage here (*for e.g. 10, 15 etc.*). The default value is 0
- **Exclude Bibliographic Material** – we recommend **NOT** to exclude. Bibliographic material can be toggled on and off while viewing the Originality Report in Feedback Studio.
- **Exclude Quoted Material** – we recommend **NOT** to exclude. Quoted material can be toggled on and off from while viewing the Originality Report in Feedback Studio.

**Exclusions**

Exclude small matches by:	<input type="text" value="Exclude by word count"/>
Minimum value to exclude	<input type="text" value="5"/>
Exclude bibliographic material	<input type="text" value="No"/>
Excluded quoted material	<input type="text" value="No"/>

**6. Account Specific**

**Use GradeMark** if you would like to mark online using the GradeMark

**Account Specific**

Use GradeMark	<input type="text" value="Yes"/>
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interface. Please keep it as a **Yes**.

## 7. Repository

- **Paper Repository** - you can choose between 3 options for where papers are stored within Turnitin.
  - **No Repository** for no storage
  - **Standard Repository** for storing papers in the Turnitin database (**this is the recommended option**)
  - **Institutional Repository** for storing papers in a UNDA database (not available to other institutions)
- **Check stored student papers** - checks against the database for previously submitted student papers from institutions from around the world. Please keep it as a **Yes**.
- **Check Internet** - checks against webpages that includes a constantly updated collection of pages and archived pages. Please keep it as a **Yes**.
- **Check Journals and Publications** - checks against the database of scholarly journals and other publications. Please keep it as a **Yes**.

**Repository**

🔍 Paper Repository	Standard Repository
🔍 Check stored student papers	Yes ▾
🔍 Check Internet	Yes ▾
🔍 Check Journals and Publications	Yes ▾

## 8. Grades

- **Reveal grades immediately** – please make sure you select **No** so that the students receive their grade together with your feedback on **the Post Date**. **If this option is left as Yes (which is a default), the students will see their grade (but NOT your feedback) the second you entered it in Turnitin Feedback Studio.**
- **Ignore Turnitin Grades** – please keep it as a **NO**, otherwise the grades will not be passed back to Blackboard Grade Centre.

**Grades**

🔍 Reveal grades immediately	No ▾
🔍 Ignore Turnitin Grades.	No ▾

Note. If you do not want students to see the score for their work DO NOT enter a total in the FeedbackStudio interface when you mark the paper (otherwise the students will see the score on the Post Date, notwithstanding the Grading Schema you've used – please see below) and only use QUALITATIVE RUBRIC TYPE from Turnitin selection.

## 9. Assignment

- **Report generation speed** - there are three options for generating Originality Reports for student submissions:
  - **Generate reports immediately, first report is final** - Originality 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, reports can be overwritten until due date** – Originality Report for a student's submission will be generated immediately. Students may resubmit as often as they wish until the assignment due date. This option is typically used when students are self-reviewing and revising their submissions. **This is the recommended option, as it allows your students to continue working on their assessments to improve them.**

Originality Reports for the second or subsequent submission will require 24 hours to generate an Originality Report. No resubmissions are possible after the due date.

**Note:**

- Only the latest submission is available to the marker or student.
- Previous versions are removed.
- Student submissions compare against one another until the due date which may result in a change in the Originality Report similarity index.
- **Generate reports On Due Date** - Originality Reports will not be generated for any submission until the due date of the assignment. Students may resubmit as many times as needed until the due date without receiving reports. Resubmissions may not be made after the due date of the assignment.
- **Grading Schema** – this setting actually relates to Blackboard Grading Schemas (the ones set up in the Grade Centre). We recommend setting it to the “Score” if your Overall Grade (see above) is the possible score for the assignment (e.g., 30 points that will be scaled down to 10% of the total later on) and Percentage if you either mark each assessment out of 100% or input the actual weight of the assignment (20%). **Please remember that this area is about the Grade Centre and, consequently, about how the students will see their marks in My Grades area of Blackboard. If you electing “Text” or “Complete/Incomplete” or “Letter” will NOT stop students from seeing their scores in the Turnitin Assignment area and inside their marked paper.**

- **Students view originality reports** - select **Yes** to allow student to see the Originality Report for the assignment: this is the recommended option.
- **Allow late submissions** - if **Yes** is selected, students will be able to make submissions even after the due date as long as they have not submitted their paper for this assignment (it is a recommended setting). **Late submissions are highlighted in red, and the students will NOT be able to resubmit – late submissions are final.**
- **Save Instructor Defaults** - by selecting **Yes**, you can have the settings saved as default settings for your future Turnitin Direct Assignments.

10. Click **Create Assignment**

**NOTE:** Please refer to the relevant Quick Guide to update your Turnitin assignment.