Turnitin Assignment 2023: Editing and Rubrics

Blackboard Quick Guide

These changes in how you edit or update Turnitin Direct Assessment are the result of Turnitin moving to the newer and better way of integrating with Blackboard.
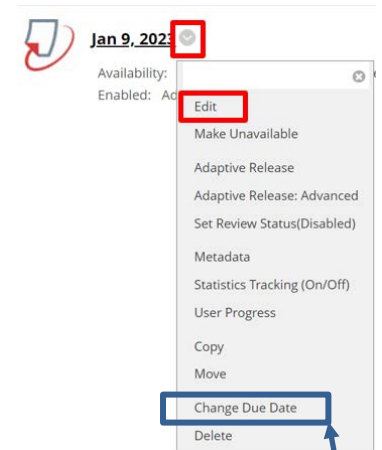
Once the assignment is created (this guide explains how), the editing options are "split" between Blackboard and Turnitin Assignment Inbox.

Contents

To edit the Title, Description, Point Value, Due Date, whether the assignment is visible to students and Web Link Options (to open in a new tab):

1. Go to the Assignment that you want to edit and click on the arrow next to the Assignment title to open the drop-down menu. Select **Edit:**

Jan 9, 2023

Availability:
Enabled: Ad

- Edit
- Make Unavailable
- Adaptive Release
- Adaptive Release: Advanced
- Set Review Status(Disabled)
- Metadata
- Statistics Tracking (On/Off)
- User Progress
- Copy
- Move
- Change Due Date
- Delete

2. Make the necessary changes. To ensure that the assignment is correctly displayed to students we recommend that you select **Yes** in WEB LINK OPTIONS section – it will allow the Turnitin Assignment to open in the new window. **Submit** once done:

If you only need to change the **Due Date**, simply select this option from the menu.

Edit Web Link

* Indicates a required field.

WEB LINK INFORMATION

* Name
Jan 9, 2023

Evaluation
* Points Possible
100

Visible to Students
◉ Yes ○ No

Due Date
☑ 10/01/2023 [📅] 09:52 [🕐]

WEB LINK OPTIONS

Open in New Window
◉ Yes ○ No

DESCRIPTION

Text
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Cancel | Submit

Have questions about using technologies or designing for good learning experience?
Email **Innovation and Design** team on i&d@nd.edu.au

Reminder: The **Due Date** is established based on the time zone set on your computer. If you are teaching a *national* course from Sydney, it means that the due date will be set by Sydney time and displayed in local time for WA students, which is two or three (in summer) hours **earlier** then in NSW.

Please consider addressing this issue to clarify your expectations to the national cohort of students.

To edit the Start Date

1. Go to the Assignment that you want to edit and click on the arrow next to the Assignment title to open the drop-down menu. Select **Adaptive Release**:
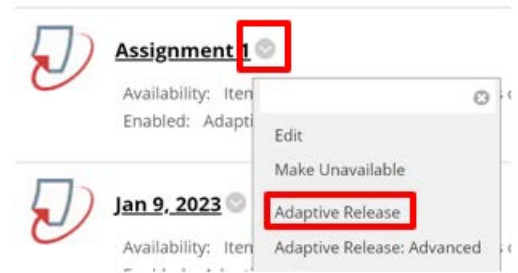
2. Adjust the date and time using the calendar and clock features in **Display After** area. **Submit**.
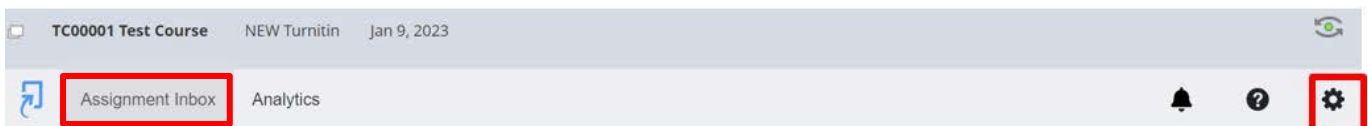
DATE

Choose Date

☑ Display After 12/01/2023 | 🗓 | 10:00 | 🕐
☐ Display Until | 🗓 | | 🕐

To edit the Feedback Release Date and Optional Settings

1. Go to the Assignment that you want to edit and click on its title:

   Jan 9, 2023

   Availability: Item is available

2. Assignment Inbox will open either in the new tab (if you edited as described above and chose Yes in the Web Link Options), or will replace Blackboard in the same tab (if you have not edited the link option yet). Click on the picture of a cog (top right):

   TC00001 Test Course   NEW Turnitin   Jan 9, 2023

   Assignment Inbox   Analytics   🔔 ❓ ⚙

3. Note that here you can also change maximum grade and add instructions – but not the title or the due date (greyed out areas in the picture overleaf). Click on the picture of a calendar to edit the feedback release date.

Assignment Inbox   Analytics

Some settings have been disabled and can only be changed in the learning management system.

Title
Jan 9, 2023

Max Grade
100

Instructions
Assignment instructions

Start Date
2023-01-09 09:52 AWST

Due Date
2023-01-10 09:52 AWST

Feedback Release Date
2023-01-11 11:52 AWST

Feedback Release Date
2023-01-18 11:52 AWST

January 2023

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

⚙ Optional Settings

Jump to your current date/time

Close the calendar once finished

Set up the time (24 hour clock)

4. Click on **Optional Settings** to review them and edit as needed. Optional settings were discussed in 'Create Turnitin Assignment (2023 update)' guide.
Selecting/importing/attaching a rubric is a part of Submission Settings inside Optional Settings section: adding a rubric to the assignment is addressed separately overleaf.

Adding a rubric to your assignment

1. Go to **Optional Settings** (as described above).
In order to attach a rubric or a grading form, put a tick in Attach a rubric field. Once done, an additional menu appears. Click on a drop-down arrow to select the rubric you would like to attach to this assignment. Use up and down arrow on the right of the menu to see the rubrics available in your personal rubric library.

☑ Attach a rubric ❓

No rubric

Launch Rubric Manager

Find a rubric that's right for your assignment in Turnitin Teaching Tools (English only)

No rubric
6th-8th Science Argument (CER)
9th-12th Science Argument(CER)
Science Short Answer
Short Answer
Social Studies Short Answer
Annotated Bibliography
Annotated Bib Grading Form
AP History DBQ
AP History LEQ
AP English Literature: Prose Fiction Analysis Rubric
AP English Language: Argument Rubric
AP English Literature: Literary Argument Rubric
AP English Literature: Poetry Analysis Rubric
AP English Language: Rhetorical Analysis Rubric
AP English Language: Synthesis Rubric
Test rubric Inna dgsdf
Presentation Rubric
Assessment 2
Assessment 5

NOTE: If you created the rubric but are not finding it in the list, please see the next section.

2. The rubric that you selected will now appear in the selection window:

☑ Attach a rubric ❓

EDUC5115 Task 1   ⌄

Launch Rubric Manager

Find a rubric that's right for your assignment in Turnitin Teaching Tools (English only)

Added bonus: Click here to find a selection of downloadable grading forms and rubrics. They are mostly designed for high school, but could be helpful as a starting point if you need ideas for something like an annotated bibliography or language structures. If you see something you like, you can download it, import it into your rubric library and make any changes needed to tailor the rubric/form for your purpose.

3. Click **Submit** at the bottom of the page and expect this message:

⊘ Settings were saved successfully.

If you worked in a separate tab, simply close it. If your Web Link Options are not set up to open in the new window yet and your Assignment Inbox replaced the Blackboard course in the same tab, use breadcrumbs on top of the page to get back to your Blackboard course. Your breadcrumbs will list the title of the course, the title of the section in Blackboard and the title of the Turnitin assignment. Simply click on the section title in the middle to go back there:

TC00001 Test Course   Assessments   Jan 9, 2023

## The rubric that you created is not listed – export, save, import

If the previous instance of your course is still in Blackboard (e.g., you last taught in Sem 1 or Sem 2 2022), for a **limited period of time** (until mid-2023 or so, while Turnitin supports the previous version of Blackboard integration) you can import the rubrics from your previous course – provided that you have created (or imported) the rubric yourself and it is in your Turnitin rubric library.
For example, if you team-teach and one of your team members created the rubric and attached to the assessment for everyone to mark – you will NOT have the rubric in your library. However, the team member who created the rubric will be able to export it as describe below and email it to you to import.

1. Go to the 2022 version of any of your courses in Blackboard and open any Turnitin assignment by clicking on **View Assignment** link:

Assessment 2: TEL Activity ◉
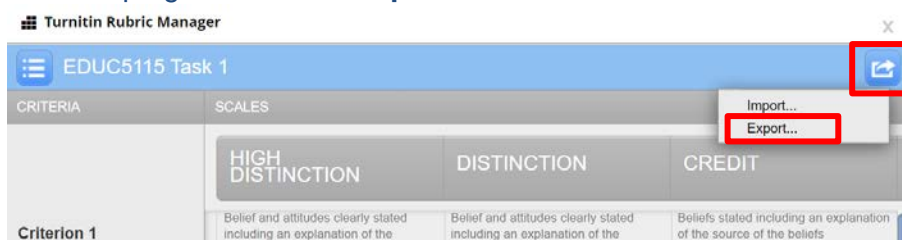
View Assignment
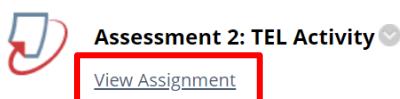
2. Click on Turnitin Rubric Manager icon:
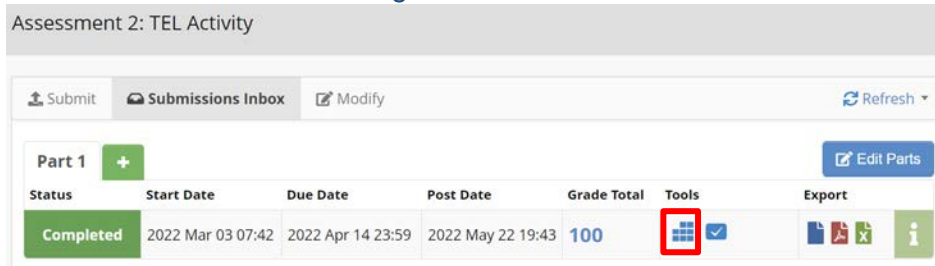
3. Once the Rubric Manager opens up, click on the Menu (top left), scroll to the bottom where your Turnitin Library is located and select the rubric that you need:
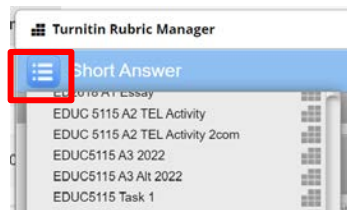

4. The rubric that you selected will be displayed in the Manager – click on Export-Import Options button on top right and select **Export**:

5. The file will be downloaded on your computer. If you use Chrome, it is likely to be in Downloads: **Your PC – Windows (C:) – Users – Your Staff ID – Downloads.** It will be titled as it was in Turnitin, with the extension of '.rbc', for example: *EDUC5115_Task_1.rbc*
We recommend that you repeat Steps 3 and 4 until you export ALL YOUR RUBRICS, it will save you time. It does not matter which old course you are exporting from, because Turnitin is attached to your staff ID rather than the course – e.g., your Turnitin Library is the same.
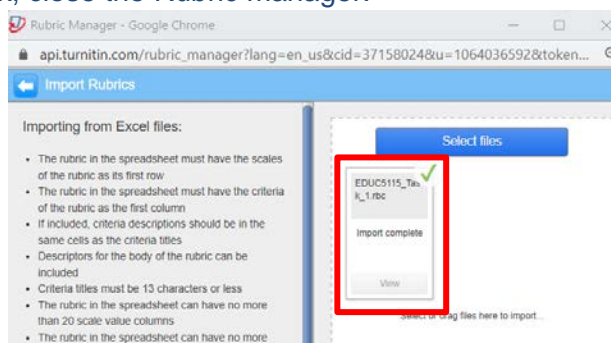
6. Go to your current course. Click on the title of the Turnitin Assignment, select the picture of the cog (top right) and click on Optional Settings to extend the section. Put a tick into Attach a rubric box and select **Launch Rubric Manager** button:
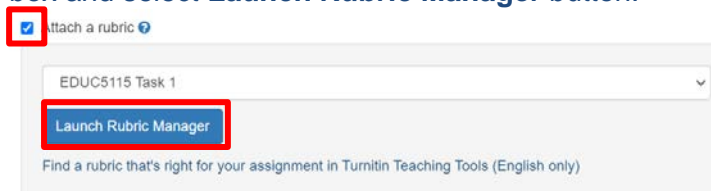
7. Once the Rubric Manager opens, click on Export-Import Options button on top right and select **Import**:


8. Use the right-hand side of the Rubric Manager to select your rubric file. Once uploaded, you will see it in the frame. Select each of your files **one at a time**. Once they all are listed with a green tick, close the Rubric manager.

Scroll down to the bottom of the Assignment Inbox page and click **Submit**. Now close the Assignment Inbox page (or use "breadcrumbs" on top left go get back to Blackboard).

9. From your current course in Blackboard, once again click on the title of the Turnitin Assignment, select the picture of the cog (top right) and click on Optional Settings to extend the section. This time, when you click on a drop-down arrow, all of your rubric will be listed.
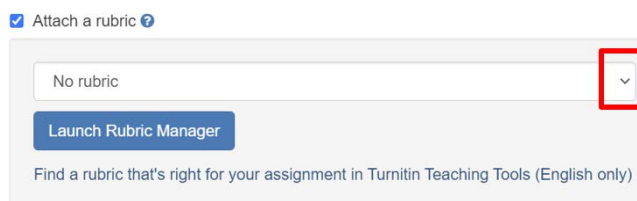
Congratulations, you have now imported your rubrics.

Turnitin Feedback Studio remained the same: the guides on marking in Turnitin are available in the top left quadrant of this page.