

# Turnitin for Assignments

To create an Assignment:

- Click **Assignments** in the course toolbar
- Click **Add**
- Give the Assignment a Title

## Turnitin Service section

### Turnitin Service

Use Turnitin

*NOTE, If using Turnitin:*

1. Set this assignment to "Single Uploaded File only."
2. Tell students:
  1. Submit only one attachment.
  2. Only use file types: Word, PDF, HTML, RTF, PowerPoint, or plain text.
  3. Always include file extension.

Submit papers to the following repository:

- None  
 Standard Paper Repository

Generate originality reports:

- Immediately  
 On Due Date

Allow students to view report

Exclusion options:

- Exclude bibliographic materials from Similarity Index for all papers in this assignment  
 Exclude quoted materials from Similarity Index for all papers in this assignment  
 Exclude small matches

Check originality against:

- Turnitin paper repository  
 Current and archived internet  
 Periodicals, journals, and publications

- Check the "Use Turnitin" if you want the students' attachment to be submitted to Turnitin, an online anti-plagiarism tool. You will receive a report for each submission that states what percentage of the paper is an exact match to content found on the internet, and/or to other submissions reviewed by Turnitin. You will then be able to verify whether or not the student properly cited his/her sources.

- Check the “Allow students to view report” to allow students to view the Turnitin report, this is a good opportunity for teaching about plagiarism and citing and quoting sources.
- Leave other default options checked.

## To View Turnitin Reports

If you have chosen to use Turnitin, you will receive a report for each student submission. The Turnitin report highlights any parts of the paper that are exact matches to internet content or to any other paper that has been submitted to Turnitin in the past. You will be able to verify whether or not students appropriately cited their sources.

To view the Turnitin report:

- From the Assignment List, click **Grade** beneath the name of the Assignment. There will be a heading called "Turnitin" and by each submission there will be:
  - no report - a report has not been generated. It takes 10 minutes - 2 hours (depending on the file size) after submission to get the report. Or there may not be a report because the student did not add an attachment or attached an unsupported file type as an attachment.
  -  a blue, green, yellow or red Turnitin icon.
    - Blue means there is no exact match with any content and red means there is 100% match. The green and yellow are somewhere in between.
  - Click the icon to open the report and view the exact matches. Verify if students cited their sources appropriately.

# Using Turnitin without Assignment

Create a Group for the course:

1. Site Info
2. Manage Groups
3. Create New Group
4. Title the Group
5. Add yourself and other instructors to the group member list
6. Click Add

Create an Assignment:

1. Click **Assignments** in the course toolbar
2. Click **Add**

3. Give the Assignment a Title
4. Add something in Instructions section
5. Choose Student Submissions – Single Uploaded File only
6. Click Use Turnitin
7. Click Access “Display to selected groups” and choose your Instructor group
8. Click Post

#### Submit Assignment

1. Click Assignment List
2. Click Student View from the top menu
3. Find the assignment you created
4. Click Submit at Student
5. Scroll to the bottom and browse and attach file from your computer
6. Click Submit

#### View Report

1. Return to Assignment List
2. Click the In/New link in the row of the assignment
3. Wait and then click report in the Turnitin column