



Queen Margaret University
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Tutor guide to integrating the turnitin service with the Hub

This guide includes:

- How to create a link to turnitin for students from within a Hub module
- Recommended settings
- Viewing student submissions to turnitin
- Where to find help

This document is available online at:

<http://www.qmu.ac.uk/cap/TELTurnitinUk.htm>

October 2013

Centre for Academic Practice
Queen Margaret University

This guide provides information about how to integrate the turnitin service with QMU's Virtual Learning Environment (VLE), the Hub.

In most cases, the school office will set up links to turnitin within module areas. Tutors should, therefore, liaise with their school office regarding turnitin links.

This guide sets out the key steps for creating a turnitin link. This is the method used at QMU, since it automatically enrolls the students on a module into turnitin and lets them submit using a link provided within a module area.

Online documentation, guides and videos provided by turnitin are available at: https://www.submit.ac.uk/en_gb/support-services

Please note: this guide also refers to GradeMark.

GradeMark is linked to turnitin and allows you to mark online. Further information about GradeMark is available at: <http://www.qmu.ac.uk/cap/TELGrademark.htm>

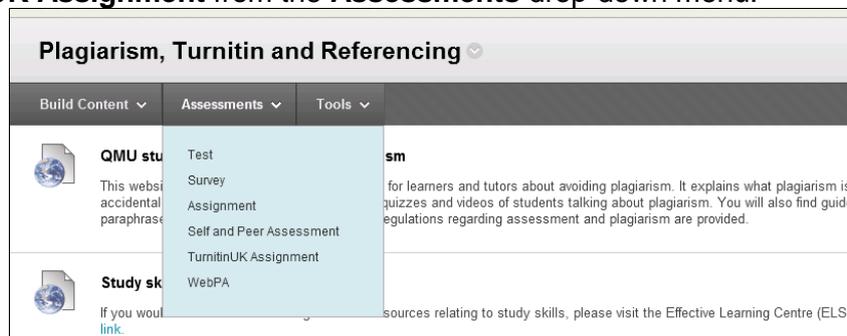
1. Creating a link to turnitin from a module area

Creating a link to turnitin involves two steps:

- a) Entering **Assignment Details**;
- b) Selecting **Advanced Assignment Options**.

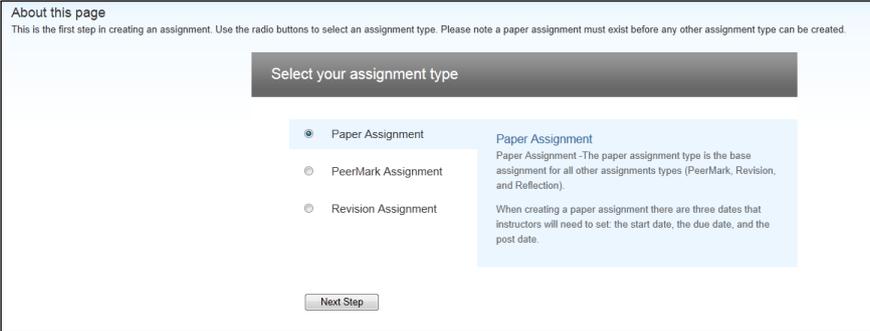
Login to the Hub and select the module that you wish to integrate with turnitin.

In most cases, the turnitin link should be set up in the **Plagiarism, Turnitin and Referencing** content area. Select this area from the side bar menu, and then select **TurnitinUK Assignment** from the **Assessments** drop-down menu.



(Note: If the TurnitinUK Assignment does not appear on the drop-down menu, you will need to add it manually. Go to Customisation>Tool Availability and tick the option for TurnitinUK Assignment in the furthest right-hand column).

You may be asked which kind of Assignment type you wish to create (note: sometimes the setup skips this screen completely).



About this page
This is the first step in creating an assignment. Use the radio buttons to select an assignment type. Please note a paper assignment must exist before any other assignment type can be created.

Select your assignment type

Paper Assignment
 PeerMark Assignment
 Revision Assignment

Paper Assignment
Paper Assignment -The paper assignment type is the base assignment for all other assignments types (PeerMark, Revision, and Reflection).
When creating a paper assignment there are three dates that instructors will need to set: the start date, the due date, and the post date.

Next Step

- Choose **Paper Assignment** and select **Next Step**
- The New Assignment creation form will appear

New Assignment

Assignment title ?
 ✓

Point value ?

 Optional

Start date ?

 at :

Due date ?

 at :

Post date ?

 at :

NOTE: For assignments with Anonymous Marking enabled, the post date determines when grades are posted to the Blackboard Grade Centre and when the author names are made available. Otherwise, in Blackboard, the post date relates to the availability of GradeMark papers only and has no bearing on when grades are posted to the Blackboard Grade Centre.

You need to enter:

- Assignment title
- Dates for when the turnitin link will be available to students

point value	This only relates to GradeMark. If marking online, you need to add a total value for the points awarded for an assignment such as 100. If GradeMark is not being used do not enter a value here.
start date	This is the date when students are able to start submitting. If you add a date which is set in the future, then students will not be able to see the link or use it.
due date	This is the date when all submissions have passed. It is essential that the date allows for all re-submissions such as second diets. For example, if the date for the submission is January, you will need to have the due date as end of August to allow for re-submissions and extensions.
post date	Set to one week later than due date (unless using GradeMark). This will allow students who have not already submitted to turnitin before the due date to make one submission. Resubmissions are allowed up to the due date but once the due date has passed only new first submissions are accepted.

- Select the **+ optional settings** link
- A screen similar to the following will appear:

Close options

Enter special instructions ?

Please submit your paper to turnitin here.

Allow submissions after the due date? ?

- Yes
- No

Originality Report

Generate Originality Reports for submissions? ?

- Yes
- No

Generate Originality Reports for student submissions ?

immediately (can overwrite reports until due date) ▾

Exclude bibliographic materials from Similarity Index for all papers in this assignment? ?

- Yes
- No

Exclude quoted materials from Similarity Index for all papers in this assignment? ?

- Yes
- No

Exclude small matches? ?

- Yes
- No

Allow students to see Originality Reports? ?

- Yes
- No

Reveal grades to students only on post date?

- Yes
- No

Enable anonymous marking? ?

- Yes
- No

Submit papers to: ?

standard paper repository ▾

Search options: ?

- Student paper repository
- Current and archived internet
- Periodicals, journals, & publications

GradeMark

Attach a rubric to this assignment ?

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

Create a rubric ▾ [Launch Rubric Manager](#)

Would you like to save these options as your defaults for future assignments?

Submit

At the end of setting up the options you will be asked if you would like to make these settings your default for future assignments. It is recommended that you accept this. Settings can be changed when setting up any assignment.

Select the Submit button to save your selections.

You will receive a verification message, acknowledging that the turnitin link was successfully set up. Select **OK** to proceed.



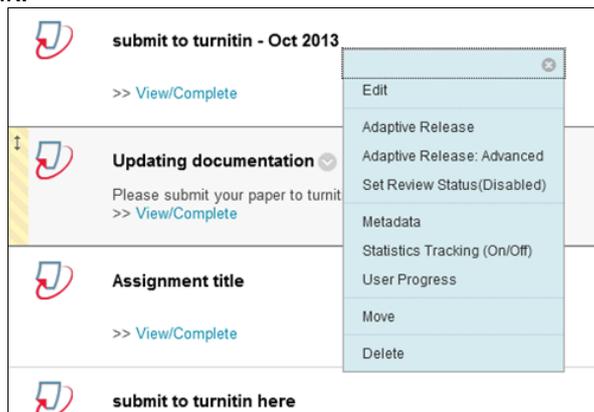
2. Recommended settings

The recommended settings are shown in the image on the previous page. Please note:

Allow (new) submissions after the due date?	This setting only allows students who have not already submitted to turnitin before the due date to make a submission. Resubmissions are allowed up to the due date but once the due date has passed only new first submissions are accepted.
Generate Originality Reports for student submissions?	“Immediately (can overwrite reports until due date)” is recommended. This allows students to re-submit draft versions of their assignments i.e. they can be overwritten. However, to stop students repeatedly submitting their assignments, they will only receive an Originality Report once every 24 hours after their initial submission.
Exclude bibliographic materials from Similarity Index for all papers in this assignment?	It is recommended that this is set to no . This means that references added to a reference list will be included in the Originality Report. They can be filtered out if necessary when viewing Originality Reports in the match overview screen (using view/edit filter settings).
Exclude quoted materials from Similarity Index for all papers in this assignment?	It is recommended that this is set to no . This means that quotations added to an assignment be included in the Originality Report. These can be filtered out if necessary when viewing Originality Reports in the match overview screen (using view/edit filter settings).
Exclude small matches?	This allows very small matches such as up to ‘x’ number of words or a percentage to be excluded from the Originality Report. It is recommended that this is set to no . Turnitin already omits small changes so no further omissions are recommended and can be filtered out if necessary when viewing Originality Reports.
Allow students to see Originality Reports?	Select yes to allow students to see their Originality Report.
Reveal grades to students only on post date?	This should only be selected if GradeMark is being used. If you are <u>not</u> using GradeMark, set to no.
Enable anonymous marking?	This is for marking online with GradeMark. If you are not using GradeMark, set to no .

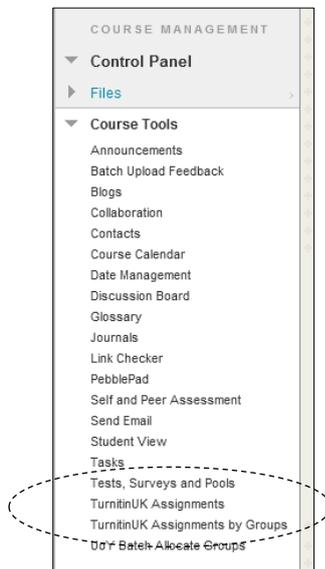
<p>Submit papers to:</p> <ul style="list-style-type: none"> • standard paper repository • no repository 	<p>It is recommended that standard paper repository is selected, to enable comparisons to be made between student submissions at QMU.</p>
<p>Attach a rubric to this assignment</p>	<p>Unless you are using GradeMark, then please select the option No rubric. For information regarding GradeMark please go to: http://www.qmu.ac.uk/cap/TELGrademark.htm</p>

Changes can be made to turnitin link setting by selecting **edit** from the drop-down menu beside the link:

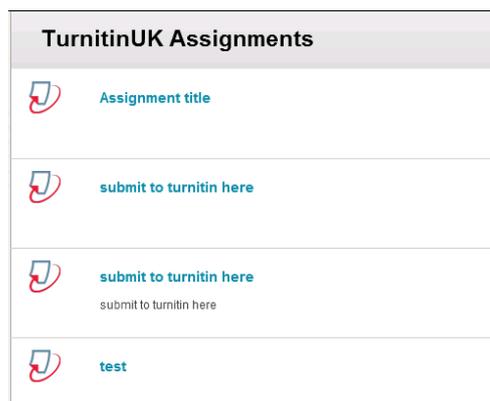


3. Viewing student submissions to turnitin

To view submissions students have made to a turnitin link go to the **Course Tools** in the **Course Management** area and select **TurnitinUK Assignments**:



This will take you to a page which displays any turnitin links that are set up for the module. You will also be able to edit the turnitin link settings by opening the turnitin link from this page.



4. Where to find help

- Online guides and videos provided by turnitin are available at:
https://www.submit.ac.uk/en_gb/support-services
- Email contact: **turnitin@qmu.ac.uk** (this email is monitored by members of the Centre for Academic Practice).