What is TurnitinUK?
TurnitinUK is an online service that enables staff at licensed institutions to compare their students' assignment submissions with a range of electronic sources, including other students' work. The UK service is supported by the JISC as a valuable support tool for institutions, staff and students in their efforts to prevent and detect plagiarism.

Some features of the tool
• integrates well with Blackboard - class lists and Grade Centre entries are automatically set up
• option to let students submit their own work – and to see the "originality report"
• lecturers can store grades online, and provide feedback to students
• student work is securely stored for audit purposes
• student work can be easily made visible to external examiners
• supports anonymous marking
• provides rich feedback tools
• Blackboard Instructors can create Turnitin assignments within any content area of their course e.g. under the Assignments button.

Some disclaimers
Turnitin does not claim to be a means of eradicating plagiarism, or even of detecting plagiarism with absolute reliability.

"It is important to note that electronic plagiarism detection cannot solve the problem of plagiarism. Detection should be used as part of a wider approach to prevention. With this in mind, the JISC are also supporting a plagiarism advisory service based at Northumbria University. We strongly recommend that, as well as making use of this detection facility, you review the advisory services web page [http://www.plagiarismadvice.org/] and consider the recommendations on good practice provided."

York St John University
http://www.yorksj.ac.uk/add/add/technology-enhanced-learning/moodle/turnitin.aspx
Creating a Turnitin assignment in Blackboard

Before creating any Turnitin assignments, decide where in the course you want to store them – normally the Assignments area, but it can be in any content area on your course.

You can’t attach your assignment brief to a Turnitin assignment, so if you want to post your briefs on Blackboard you’ll have to do this by creating a separate item for each assignment – although in practice these will normally be provided in the Module Study Guide.

Go into the Content area where you want to store your Turnitin assignments. Ensure that Edit Mode is ON.

From the menu bar, select Assessments > TurnitinUK Assignment

This opens the TurnitinUK software within Blackboard.
Select **Paper Assignment** and click on **Next Step**

Provide a **title** for the assignment, and assign a **point value** (if planning to assign grades through Turnitin and/or the Blackboard Grade Centre).

If you want to check for originality, you'll need to select "Allow only files that Turnitin can check for originality" At the time of writing this includes .doc, Corel WordpPrefect, HTML, Adobe Postscript, .txt, .rtf, .pdf, .ppt, pptx, pps, .hwp. Check [http://turnitin.com/en_us/training/student-training/submitting-a-paper](http://turnitin.com/en_us/training/student-training/submitting-a-paper) for latest accepted file types

Use the drop-downs or Calendar to provide

- start date / time (i.e. the date from which students can submit work)
- due date / time
- post date (when student marks will become available – but please see the note below)

**NOTE:** The post date controls when student grades are released to the Blackboard Grade Centre.

When Anonymous Marking is enabled, the post date determines when grades are posted to the Blackboard Grade Centre and when the author names are made available.
Scroll down and click on + Optional Settings

Enter special instructions
It is good practice to enter specific instructions for the assignment, so that students are absolutely clear what is required of them.

Allow submissions after the due date? – yes or no
If you select Yes, then students can submit their work after the due date, and their work will be shown as Late. However practice in your area may be not to allow late submissions, but to set up a separate box for late submissions and extensions.

Generate Originality Reports for submissions?
Select Yes - anyone using Turnitin is almost certain to want to generate Originality Reports.

Generate Originality Reports for student submissions
There are three options

1. immediately (first report is final)
   as soon as assignment is submitted work will be checked for possible plagiarism; no resubmission possible.
2. **immediately (can overwrite reports until due date)**
   students can resubmit as often as they like up until the due date – this is the option you will want to choose if you wish students to be able to redraft their work in response to the content of Originality Reports.

3. **on due date**
   reports are generated on the assignment’s due date i.e. students can submit drafts of their paper up until the due date, but it is only the final paper which will be checked for plagiarism.

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It is recommended that you choose option 2. This allows students to redraft their work in response to the Originality Report received.

This approach can help to educate students about what constitutes plagiarism. It is not simply a get-out mechanism for cheats – students have to carry out a substantial rewrite of their text in order to see any significant reduction in their score.

**Allow students to see Originality Reports?** – yes or no
Recommend selecting Yes

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| 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 |

<table>
<thead>
<tr>
<th>Exclude small matches?</th>
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<tbody>
<tr>
<td>Yes</td>
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<tr>
<th>Allow students to see Originality Reports?</th>
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<tr>
<td>Yes</td>
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<tr>
<th>Reveal grades to students only on post date?</th>
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<tbody>
<tr>
<td>Yes</td>
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<tr>
<th>Enable anonymous marking?</th>
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<tr>
<td>Yes</td>
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</table>
**Exclude Quotations / Bibliography / Small Matches** – you can safely leave these options as they are, but you may wish to change them on certain modules e.g. on a Dissertation module you will probably want to exclude bibliographic materials and quotations.

**Allow students to see Originality Reports?** – Yes

**Reveal grades to students only on post date?** – Yes

This is an important setting, as it ensures that students cannot see their grades and feedback via the Blackboard MyGrades tool before the post date (when such grades may well still be provisional)

**Enable anonymous marking?**
The University assessment regulations state that work should be marked anonymously wherever practical.

The **Submit** and **Search** settings should be left switched on.

You may want to say “yes” to **Would you like to save these options as your defaults for future assignments?**

When finished, scroll up and press the **Submit** button.

Ignore the warning message which appears (just press **OK**).
Blackboard will acknowledge that the assignment has been created.

**How do students submit their assignment?**

The screenshots below show how students would see their assignment.

Clicking on **View/Complete** opens the Turnitin software within Blackboard.

Students can immediately see the day and time when the assignment is due, and the post date (when they will be able to view grades and feedback through Turnitin).
They can also hover over the button to view further information.

They should click on Submit to upload and submit completed (or draft) work.

**Submitting an Assignment by file upload**

Click on **Browse** to locate the correct file, then on **Upload** to upload it to Turnitin.

Note that there is a range of supported file types - MS Word, WordPerfect, PostScript, PDF, HTML, .ppt, RTF, and plain text. If the student has prepared their assignment in some other format, they could use the cut and paste option – see below.
The text of the uploaded file is displayed, as a check that the correct document has been selected.

If OK, click on Submit to confirm.

The student sees a receipt on screen. The submission process is now complete.

A receipt is also emailed to the email address held for the student in Blackboard. This email will be sent from jisc_help@turnitin.com with the Subject heading TurnitinUK Digital Receipt.
An Originality Report will normally be generated within a few hours – often almost immediately.

**Submitting an Assignment via Cut & Paste**

As an alternative to uploading a file, it is possible simply to cut and paste the text of the assignment direct from another application.

Access the Turnitin assignment as before.

Select **cut & paste upload** from the drop-down list.

Paste the assignment text into the box indicated, then **Submit**.

Submitting work this way will lose all formatting – bold, italic, bullets etc.

**How can staff submit assignments for students?**

There may be occasions where you want to upload work on behalf of your students. In particular, if you’ve chosen not to let students submit after the due date, you will need to obtain their work electronically (e.g. by email) then submit it to Turnitin.

In this case, follow the same route to the Turnitin assignment as your students would use (i.e. from the course menu, not via the Control Panel).

Click on **View/Complete** to open the Turnitin software within Blackboard.

You can upload a single file (directly or using cut & paste) or multiple files (directly, or zipped up).

From the drop-down list you can select the appropriate student from the list of those enrolled on the course – or
choose “non-enrolled student” and enter their first name and last name in the boxes below.

Enter all other required information, then Submit.

N.B. The system does not generate an email receipt for work submitted this way.
**Viewing an Originality Report – Students**

If you have set up the Turnitin assignment so that students can view Originality Reports for their work, they can do this by following the same route as they took to submit the assignment.

Click on >> View/Complete to open Turnitin.

Then on Show Details (and scroll down) to see the originality score.

**Viewing an Originality Report – Instructors**

Blackboard Instructors can view and mark students’ work via Control Panel > Course Tools > TurnitinUK Assignments.
This shows all Turnitin assignments for the course. Click on the Assignment title to open the Turnitin assignment inbox.

This will display a summary of all work so far submitted.

1. view all assignments submitted to Turnitin on this course by this student

2. view (and grade) student’s assignment

3. summary report:
   0% = no plagiarised text detected
   100% = match found for all submitted text
   Click to view full Originality Report

4. open assignment for marking online using GradeMark

5. download submitted document

6. date work submitted

N.B. Students may not be shown here until they have submitted work. If any are missing, press Roster Sync to view a list of all students on the Blackboard course.
Note that the fact that a student is not initially shown in the list will not prevent them from submitting through Turnitin.

1. view all assignments submitted to Turnitin by this student

See details of all work submitted by the student on this Blackboard course.

<table>
<thead>
<tr>
<th>Assignment details</th>
<th>Portfolio for Johann Bach</th>
</tr>
</thead>
<tbody>
<tr>
<td>Why has folk song not died out and ...</td>
<td>JSS Essay</td>
</tr>
<tr>
<td>Print and the oral tradition</td>
<td>Print and the oral tradition</td>
</tr>
</tbody>
</table>

2. view assignment

Opens the student’s submitted work in a new window, using Turnitin’s GradeMark software.

3. view Originality Report

Opens the student’s submitted work in a new window, using Turnitin’s GradeMark software, with the Originality tab displayed.

Matched text from other sources is shown in the right-hand panel – click on the URL to view the original web page.

Note the colour-coding matching text in the document to the suspected source.
There are various options in the bottom right:

- **default: primary matching sources are displayed**
- **apply filters e.g. exclude quotations / bibliographies**
- **view excluded sources**
- **view all matching sources – this allows you to exclude some sources**

As well as checking Internet sources, Turnitin will check assignments against other student work already held in its database.

If a match is found with work submitted at another University, the original paper will not be shown – you must submit a request via the system to view the original.

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Please note this warning from the TurnitinUK Instructor’s Manual concerning the scores shown in the Originality Report:

“These indices do not reflect TurnitinUK’s assessment of whether a paper has or has not been plagiarized. Originality Reports are simply tools to help you find sources that contain text similar to submitted papers. The decision to deem any work plagiarized must be made carefully, and only after careful examination of both the submitted paper and the suspect sources.”
4. open GradeMark

Opens the student’s submitted work in a new window, using Turnitin’s GradeMark software, with the Grading tab displayed.

indicates that the student’s work has not yet been graded. If it has been graded the score will be displayed thus.

See the next section for information on grading students’ work.

5. download submitted document

Click to download an individual submission in its original format, or as a PDF.

Alternatively you can download multiple files at once.

Click here to select all files then on Download.

The files will be compressed into a zip file.

This would be a way of keeping backup copies of students’ work, or of providing copies to second markers / external examiners.

6. date work submitted

Date of last submission. Dates in red show work submitted after the due date.

Grading students’ work

Using GradeMark for marks and feedback

You can mark your students’ work online – and provide feedback – using GradeMark software, which is integrated with Turnitin.

Marks entered through GradeMark are automatically inserted into the Blackboard Grade Centre. The reverse is not true.

There is a four minute Turnitin video tutorial which provides an overview of all the features available from this screen. This is well worth watching – go to http://turnitin.com/static/support_video_gallery_walkthrough.html
Click on the radio button next to “Originality” to highlight possibly plagiarised text when grading.

Click anywhere in the text to add your own comments. Or drag in predefined comments from the panel on the right. You can even save your own bank of comments and share these with colleagues.

Enter the grade here.

Click here to enter General Comments, about the piece of work as a whole.
You can enter general comments on the paper by clicking as shown, then **Edit**. You could type directly into the box, or paste text already typed up in Word – e.g. on an assignment feedback form. All comments that you insert into the paper will be visible to the student as soon as they open the paper to view their grade.

Please see the Turnitin video tutorials and Instructor Manual at [https://turnitin.com/static/training/instructor.php](https://turnitin.com/static/training/instructor.php) for full details of the options provided by GradeMark

**Providing marks through Turnitin, but with no feedback**

You may simply want to mark assignments submitted to Turnitin, and provide student feedback through other means.

Click here to view and mark the assignment.
The assignment opens in a new window; enter the grade, and simply close the window to save.

Marks entered this way are automatically inserted into the Blackboard Grade Centre.

### Entering marks directly into the Blackboard Grade Centre

Access the Blackboard Grade Centre via Control Panel > Grade Centre > Full Grade Centre

![Grade Center]

If you already have a mark for the assignment, clicking on the icon allows you to enter a grade directly here.

However additional options are available: when you hover over the cell a drop-down arrow appears.

Click on the drop-down arrow to see these options

**Attempt** opens a new screen.
Use the Instructor Notes section to leave notes for other staff involved in the assessment process e.g. second markers, internal or external verifiers.

There are advantages and disadvantages with any of these routes. You would need to experiment with the various options to find which method works best for you.

**How do students view their grades and feedback?**

**If you have used Turnitin to grade and/or provide feedback on students’ work**

When students access the Turnitin assignment they can see your marks (once the Post Date has been reached) by clicking on View
If you have used the Blackboard Grade Centre to grade students’ work

Students can access their grades, and any feedback provided through the Grade Centre, from the Home Page tab through Tools Panel > My Grades; or within a course from Course Tools > My Grades.

For Turnitin assignments, clicking on the Grade will allow the student to access the Originality Report, and your feedback.
Hiding marks from students before moderation

Regardless of whether the Post Date has been reached, once you have entered grades into Turnitin these will appear in the Blackboard My Grades tool (students go through Course Tools > My Grades).

Unless

- Anonymous Marking is turned on
- Or you have said Yes to “Reveal grades to students only on post date?” when setting up the assignment (see p6). If in doubt, please go back and check your assignment settings.

Anonymous marking with Turnitin

Anonymous marking allows instructors to grade papers while the author’s name remains anonymous. Anonymous marking can be selected when setting up a new assignment. After an assignment has been created the anonymous marking option can be changed up until the first paper is submitted to the assignment. Once a paper has been submitted, the anonymous marking setting will be locked and cannot be altered for that assignment. Students’ names will be revealed once the assignment Post Date has passed.

Turning on Anonymous marking

When creating the assignment click on + more options and select Yes against Enable anonymous marking?

Viewing students’ work

When you view the Turnitin assignment, where you would normally see individual students’ names, there will be an “Anonymous Marking Enabled” message.

This also appears when viewing originality reports, and when using GradeMark.
Once the Assignment Post Date has passed, all student names will be revealed – so it is very important that this date is set correctly when the assignment is set up. Grades and feedback will also be visible to students once the Post Date has passed.

Likewise, with Anonymous marking turned on, grades will appear in the Blackboard Grade Centre, at the Post Date.

**Don’t want your students to submit their work directly to Turnitin?**

This is not an option you can choose from within Turnitin, nor is it recommended – the system is much more straightforward and transparent when students submit the work direct to Turnitin.

However if you really don’t want your students to submit work directly, you can use a Blackboard workaround.

Step 1: create a Blackboard Assignment to which the students will submit their work – see separate user guide on the Blackboard Assignment tool.

Step 2: create a folder which is not visible to students; then set up your Turnitin assignments in this folder.

Step 3: when all of your students have submitted their work to the Assignment, you can download all of the files in a single zip file; this zip file can then be submitted by you to Turnitin.

*See “How can staff submit assignments for students?” on page 10 for advice on how to submit your students’ work to Turnitin.*
Help

If you require further help, please contact the IT Service Desk:
telephone  0300 111 4895
e mail  itservicedesk@uwl.ac.uk

Help is also available whenever you access Turnitin from within Blackboard. There’s a link to Turnitin’s own help pages at the top of the screen.

And there’s a link to Turnitin user manuals at the bottom of that screen.

Please note that, because we have integrated Turnitin fully with Blackboard, some sections of the manual (e.g. on creating user accounts and setting up classes) are redundant.