

Creating a Turnitin Assignment

Blackboard lets you create assignments on any content page. In this example, we will create the assignment on the *Assignments* page.

1. Navigate to the content page where you want to put the Turnitin assignment. In this example, use the menu on the left to go to *Assignments*.
2. In the toolbar at the top click *Assessments* to open the dropdown menu. Choose *Turnitin Assignment*.

*Note: If this is your first time using Turnitin in your course you will see a **User's Agreement**. Go ahead and agree to the terms and conditions.*

The screenshot displays the Blackboard interface for a course titled "Online Education Faculty Workshop Development Course 15". The left-hand navigation menu is visible, with the "Assignments" option highlighted by a red rectangular box and a circled "1". The top navigation bar includes "Home", "Help", "Content Collection", "Lehman College Library", "ONLINE INFO", and "Blackboard Resources". Below the navigation bar, the "Assignments" page is active, showing a toolbar with "Build Content", "Assessments", "Tools", and "Partner Content". The "Assessments" dropdown menu is open, and the "Turnitin Assignment" option is highlighted by a red rectangular box and a circled "2". A grey arrow points from the "Turnitin Assignment" option back to the "Assignments" page. The background of the page shows a "add content..." prompt.

User Agreement

If this is your first time using Turnitin in your course you will see a User's Agreement. Go ahead and agree to the terms and conditions.

Select your assignment type

Note, if you are creating your first Turnitin assignment you won't have an option to select an assignment type. Your first assignment will be a Paper Assignment by default.

1. *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.
2. *PeerMark Assignment*: The PeerMark assignment type allows students to review their peers' papers based on scale and free response questions selected by the instructor. [View PeerMark support documentation.](#)
3. *Revision Assignment*: If the instructor would like students to submit multiple drafts without overwriting the previous drafts/submissions, the instructor can create additional assignments using the revision assignment type. Revision assignments are duplicates of the 'parent' assignment's advanced options and standard settings, but may have new start, due, and post dates. [View Revision Assignment support documentation.](#)
4. Click on the *Next Step* button.

Select your assignment type

1 Paper Assignment

2 PeerMark Assignment

3 Revision Assignment

4

Paper Assignment
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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.

Enter Basic Information about the Assignment

1. Enter the following: the assignment title and the point value for the assignment (optional). Only alpha-numeric characters should be used when creating an assignment title. Special characters and punctuation are not supported.
2. Select start and due dates for the assignment. Students are only able to submit once the *start date* and time has passed. After the *due date* and time, students will be blocked unless late submissions are enabled. 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 Gradebook.
3. Select whether the assignment will require Originality Reports for submissions or whether any file type can be uploaded. The default option is to *Allow only file types that Turnitin can check for originality*. For assignments that do not require Originality Reports instructors can select *Allow any file type* which allows instructors to leave feedback on every file type.
4. **DO NOT CLICK *SUBMIT* YET.** Scroll down and click on Optional Settings.

The screenshot shows the Blackboard assignment creation interface. It is divided into two main columns. The left column contains the 'Assignment title' and 'Point value' fields, both with red callout '1'. Below them are radio button options for 'Allow only file types that Turnitin can check for originality' (selected) and 'Allow any file type', with a red callout '3'. The right column contains 'Start date' (06-Sep-2016, 2:11 PM), 'Due date' (13-Sep-2016, 11:59 PM), and 'Post date' (14-Sep-2016, 12:00 AM), all with red callout '2'. A yellow note box at the bottom right explains that the post date relates to the availability of GradeMark papers only. At the bottom left, there is a '+ Optional settings' button with a red callout '4'.

Optional Settings I

Note: Once you set the optional settings, you will have an option at the bottom of the page to save them for any assignments you create in the future. The default settings can be changed at any time when creating a new assignment or updating an existing assignment.

1. The assignment instructions must be **less than 1000 characters**. If you have assignment instructions that are longer than that, you will need to post them as a separate item in Blackboard.
2. **Enable submissions after the due date and time. The default setting is no.** When enabled, students will be able to submit papers after the due date and time has passed as long as that student has not already submitted a paper to the assignment. Student submissions after the due date and time will be marked with red text in the date column of the submission in the assignment inbox. A student cannot overwrite a submission past the assignment due date and time, even if the late submission option is enabled. You can then use your course policy to address late assignment submissions.
3. We recommend that you choose **Yes** to generate an originality report for the assignment, and encourage students to view the originality report, revise their assignment based on the originality report and resubmit their assignment. Make sure you choose **immediately (can overwrite reports until due date)** under the next option and let students that they will need to wait 24 hours till they can resubmit their assignment.
4. We recommend that you choose **immediately (can overwrite reports until due date)**. The default option is **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. Please note, when you choose **immediately (can overwrite reports until due date)** - Originality Reports for the initial submission by each student user to this assignment will be generated immediately. Students may resubmit as often as the student wishes until the assignment due date. Originality Reports for the second or subsequent submission will require a 24 hour delay before the Originality Report begins processing. Only the latest submission is available to the instructor or student. Previous versions are removed. Student submissions will compare against one another within the assignment on the due date and time, which may result in a change in the Originality Report similarity index and results at the due date and time. This option is typically used when students are self-reviewing and revising their submissions and able to view the Originality Report. No resubmissions after the due date and time of the assignment.

Enter special instructions ⓘ

Allow submissions after the due date? ⓘ

Yes **2**

No

Originality Report

Generate Originality Reports for submissions? ⓘ

Yes **3**

No

Generate Originality Reports for student submissions ⓘ

immediately (can overwrite reports until due date) ▾

4

Optional Settings II

1. Bibliographic materials: the default is *no*. Bibliographic materials can also be included and excluded when viewing the Originality Report. This setting cannot be modified after the first paper has been submitted. We recommend that you choose **Yes**.
2. Quoted materials: the default is *no*. Quoted materials can also be included and excluded when viewing the Originality Report. This setting cannot be modified after the first paper has been submitted. We recommend that you choose **Yes**.
3. Small matches: the default is *no*. Instructors can adjust the exclude small matches assignment setting at any time by clicking on the *edit* icon to the right of the assignment name. The excluding small matches feature can be adjusted within each Originality Report as well. We recommend that you choose **Yes**.

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

Yes **1**

No

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

Yes **2**

No

Exclude small matches? ⓘ

Yes

No

Exclude matches by:*

Word Count: words

Percentage: %

Optional Settings III

1. Students see Originality Reports: the default setting is *no*. Select yes to allow students to see the Originality Report for the assignment. Encourage students to view the originality report, revise their assignment based on the originality report and resubmit their assignment. Make sure you chose **immediately (can overwrite reports until due date)** and let students that they will need to wait 24 hours till they can resubmit their assignment.
2. **Reveal grades on post date:** the default setting is *no*. Select **Yes** to reveal grades to students on the post date of the assignment. This means that the gradebook column will be hidden for students until the post date. If *no* is selected, grades will be revealed to students once an instructor grades their paper.
3. Choose "**standard paper repository**" to submit student work to the repository. When other instructors use the same option, Turnitin will be able to detect papers that have been "recycled" - used by more than one student or in more than one class.
4. Select all search options.

The screenshot shows the 'Optional Settings III' section of a Turnitin assignment in Blackboard. It contains four main settings, each with a red circle and a number indicating the step:

- Allow students to see Originality Reports?** (1) This setting has two radio button options: 'Yes' (selected) and 'No'.
- Reveal grades to students only on post date?** (2) This setting has two radio button options: 'Yes' and 'No' (selected).
- Submit papers to:** (3) This is a dropdown menu currently set to 'standard paper repository'.
- Search options:** (4) This section has three checked checkboxes: 'Student paper repository', 'Current and archived internet', and 'Periodicals, journals, & publications'.

Optional Settings IV

1. **Rubrics:** we recommend that you use a rubric to grade the papers submitted to the assignment. You may use the rubric list drop down menu to select a previously created or imported rubric or you can launch the rubric manager by clicking on the *Launch Rubric Manager* link and create a new rubric to attach to the assignment. You may also browse Turnitin rubrics http://turnitin.com/en_us/community/teaching-tools/rubrics Download Turnitin Rubric (.rbc) and import into your account to associate with an assignment. It will help you save a lot of time on grading.
2. **ETS® e-rater:** when enabled student submissions receive detailed grammar feedback in GradeMark automatically through the e-rater technology.
3. **Save optional settings:** Select **Yes** to save these advanced assignment options as the default for all future assignments created within this course. These default advanced assignment options will not apply to new assignments created in any other course on the Blackboard Learning System, but will be applied to all assignments created in the current course by any instructor. The default settings can be changed at any time when creating a new assignment or updating an existing assignment.

Attach a rubric/form to this assignment ?

Note: students will be able to view the attached rubric/form and its content prior to submitting.

AACU VALUE - Written Comm. ▾ Launch Rubric/Form Manager

1

Find a rubric that's right for your assignment in Turnitin Teaching Tools

ETS® e-rater® Settings (Beta)

Enable grammar checking using e-rater® technology? ?

- Yes
- No

2

Note: Turnitin for iPad® doesn't currently support ETS® e-rater®. All viewing and management of ETS® e-rater® results must be completed through Turnitin directly.

Select ETS® handbook

Advanced ▾

Select English Dictionary

- US English Dictionary
- UK English Dictionary
- Both US and UK English Dictionaries

Categories enabled by default ?

- Spelling
- Grammar
- Usage
- Mechanics
- Style

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

3

Submit

Click *Submit*

