

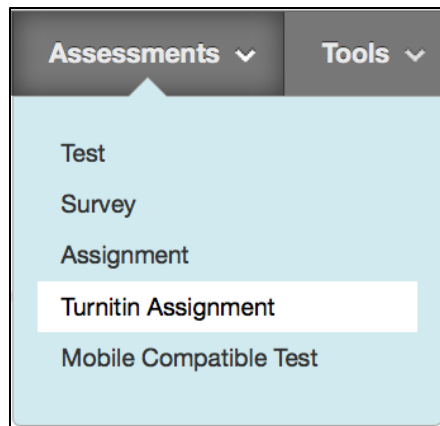
## Adding a Turnitin Assignment

### Adding a Turnitin assignment

Make sure **Edit Mode** is **On** at the top right of the page.

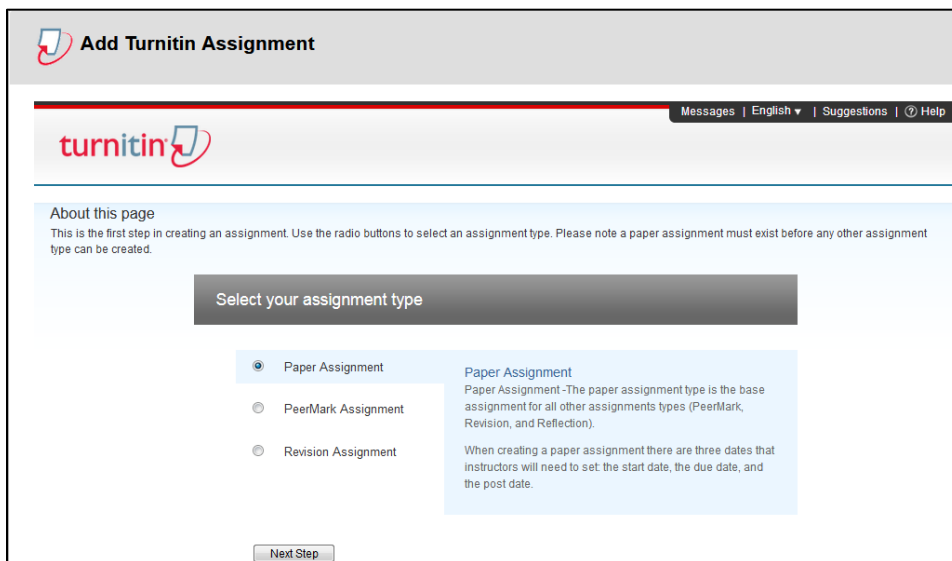


In a content area like **Course Materials** select **Turnitin Assignment** using the **Assessments** drop down menu.



The **Add Turnitin Assignment Page**:

Select **Paper Assignment** from the Select your assignment type page.



On the **Add Turnitin Assignment** page, enter the following: the **assignment title** and the **point value** for the assignment (optional).

**Note:** Only alpha-numeric characters should be used when creating an assignment title.

**Turnitin** does not support special characters and punctuation.

The screenshot shows the 'Add Turnitin Assignment' page. At the top, there is a header with the Turnitin logo and the text 'Add Turnitin Assignment'. Below this is a navigation bar with tabs for 'Assignment Inbox', 'Edit assignment', 'Libraries', 'Class Stats', and 'Preferences'. A section titled 'About this page' provides instructions on how to create an assignment. The main form, titled 'New Assignment', contains the following fields and options:

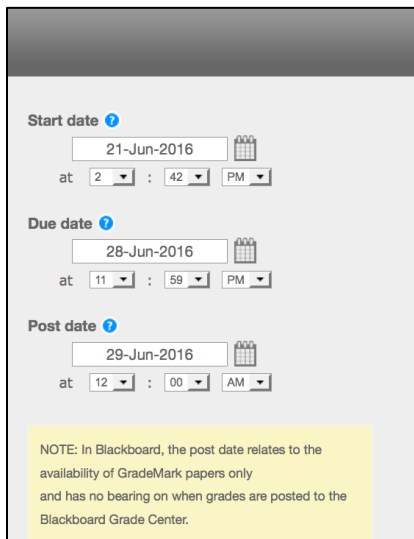
- Assignment title**: A text input field with a help icon.
- Point value**: A text input field with a help icon.
- Optional**: A label indicating that the following options are optional.
- File type options**: Two radio buttons:   
 Allow only file types that Turnitin can check for originality   
 Allow any file type
- Start date**: A date picker set to 21-Jun-2016, with time dropdowns for 2:42 PM.
- Due date**: A date picker set to 28-Jun-2016, with time dropdowns for 11:59 PM.
- Post date**: A date picker set to 29-Jun-2016, with time dropdowns for 12:00 AM.

This is a close-up screenshot of the 'New Assignment' form. It shows the following elements:

- Assignment title**: A text input field with a help icon.
- Point value**: A text input field with a help icon.
- Optional**: A label indicating that the following options are optional.
- File type options**: Two radio buttons:   
 Allow only file types that Turnitin can check for originality   
 Allow any file type

Select start and due dates for the assignment. Specific times are also selected. 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 Grade Center. Note: GradeMark is Turnitin's online grading tool



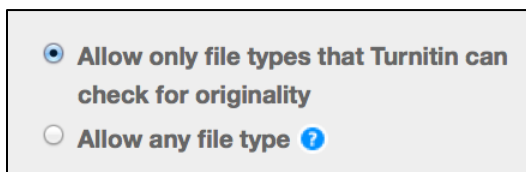
The screenshot shows a form with three date and time selection sections:

- Start date:** 21-Jun-2016 at 2 : 42 PM
- Due date:** 28-Jun-2016 at 11 : 59 PM
- Post date:** 29-Jun-2016 at 12 : 00 AM

Below these sections is a yellow highlighted note:

NOTE: 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 Center.

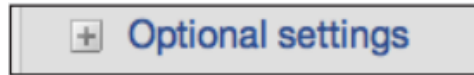
Select whether the assignment will require Originality Reports for submissions or whether any file type can be uploaded. The default option is to **Allow only file types that Turnitin can check for originality** (.doc, .docx, .txt, .pdf, .rtf, .ps, .wpd, HTML, .txt, .RTF, .PTT, .PPTX, .PPS, .HWP). For assignments that do not require Originality Reports instructors can select **Allow any file type** which allows instructors to leave feedback on every file type.



The screenshot shows two radio button options:

- Allow only file types that Turnitin can check for originality**
- Allow any file type** ?

To see more options for the assignment, click on the **Optional settings** link. More information about the **Optional Settings** can be found below.

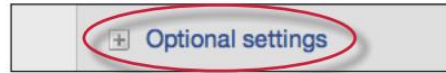


Click **submit** to add the **Turnitin Assignment** to the course



### Optional Settings

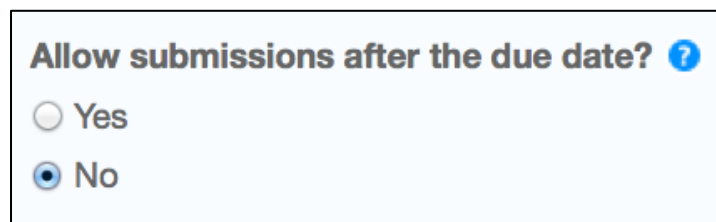
When creating a paper assignment, the user may select to view and change any of the advanced assignment options. The advanced assignment options are viewed by clicking on the **Optional settings** link at the bottom of the assignment creation or assignment update page.



Advanced assignment options are listed and described below. When an advanced assignment option is changed the user may also select whether or not this change should be the future default for any new assignments created. This allows the user to automatically create all new assignments with their preference of advanced options rather than manually selecting the advanced options for every new assignment.

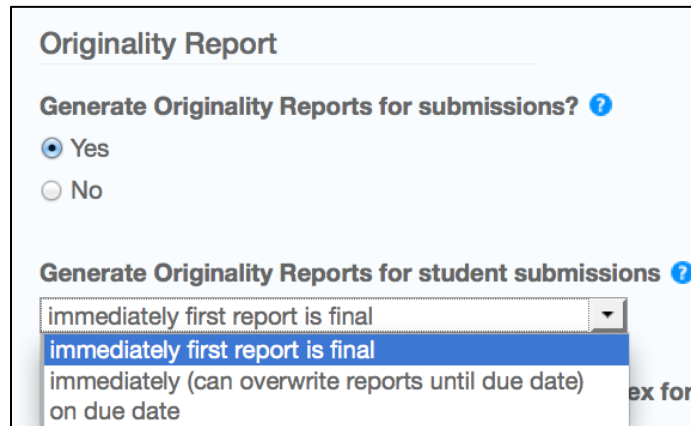
### Late Submission

An instructor can enable submissions after the due date. To enable late submissions, use the **Allow submissions after the due date?** option and select **Yes**. 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.

### Generate Originality Reports for student submissions



- **Immediately (first report is final) – Originality Reports** for all submissions will be generated immediately. Students cannot resubmit papers. The instructor must delete submissions to enable resubmission.
- **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.
- **On due date – Originality Reports** will not be generated for any submission until the due date and time of the assignment. Students may resubmit as many

times as needed until the due date and time without receiving reports.

Resubmissions may not be made after the due date and time of the assignment.

### **Exclude bibliographic material from Similarity Index for all papers in this assignment?**

This feature of assignment creation provides instructors with the ability to control whether bibliographic material will automatically be excluded from **Originality Reports**. 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.

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

Yes

No

### **Exclude quoted material from Similarity Index for all papers in this assignment?**

This feature of assignment creation provides instructors with the ability to control the option whether quoted material will automatically be excluded from **Originality Reports**. 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

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

Yes

No

### **Exclude small matches?**

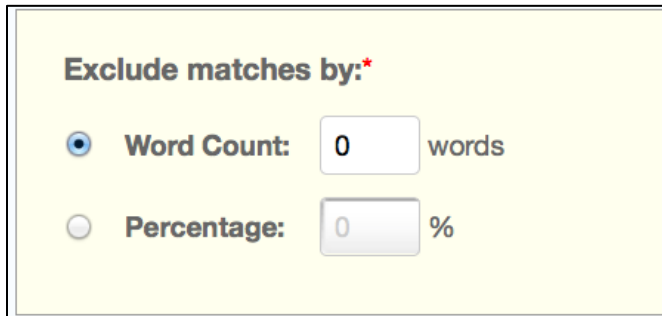
**Exclude small matches?** ?

Yes

No

This feature of assignment creation provides instructors with the ability to automatically exclude small matches from all **Originality Reports** generated within this assignment. To exclude small matches, click **yes**.

Once **Yes** has been clicked the **Exclude matches by:** option window will open. Enter into either the **Word Count:** or **Percentage:** fields the numerical value for small matches that will be excluded from **Originality Reports** in this assignment.



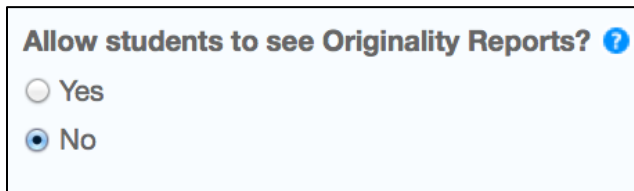
**Exclude matches by:\***

**Word Count:**  words

**Percentage:**  %

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.

### **Allow Students to see Originality Reports**



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

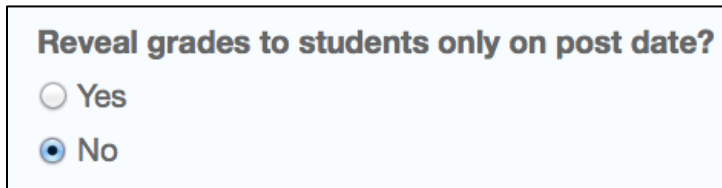
Yes

No

This feature of assignment creation provides instructors with the ability to control the option to allow students to see **Originality Reports** within each created assignment. This option gives instructors more flexibility and control when creating assignments. Select **yes** to allow students to see the **Originality Report** for the assignment. The default setting is **no**.

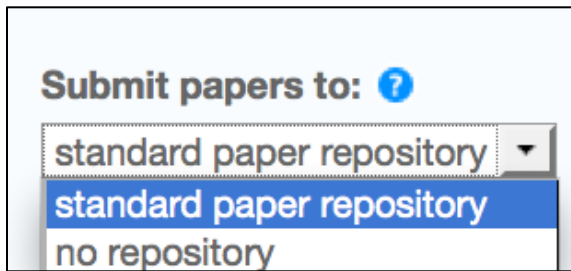
### Reveal grades to students only on post date

This feature of assignment creation provides instructors with the ability to control when grades are revealed to students. Select yes to reveal grades to students on the post date of the assignment. This means that the Grade Center 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.



A screenshot of a form titled "Reveal grades to students only on post date?". It contains two radio button options: "Yes" and "No". The "No" option is selected, indicated by a blue dot inside the radio button.

### Repository Options



A screenshot of a dropdown menu titled "Submit papers to: ?". The menu is open, showing three options: "standard paper repository", "standard paper repository", and "no repository". The first "standard paper repository" option is highlighted in blue.

If the repository options are enabled for an instructor options will appear within the **Submit papers to:** pull-down menu. Instructors will be able to set the **Submit papers to:** assignment option to store student papers in the **standard paper repository** or **no repository**.

### Repository Sources for Similarity Reports

The instructor is able to select the available repository sources to compare submissions to the assignment against. This allows an instructor to disregard a source type if the comparison against this type of source is not needed.

The available search targets are listed under **Search options**. The targets with a check mark are those that will be searched. To remove a search target repository, click on the check box to remove the mark. Clicking on an empty selection box next to



the repository will re-add the repository as a search target. This selection will not alter any currently generated **Originality Reports** or Overall Similarity Index scores.

**Search options:** [?](#)

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

### Search Targets

Currently available search targets are:

- **Student paper repository** - works previously submitted in classes and assignments on **Turnitin**
- **Current and archived internet** - a repository of archived and live publicly available internet pages containing billions of pages of existing content and tens of thousands of new pages added daily
- **Periodicals, journals, & publications** - third party periodical, journal, and publication content including many major professional journals, periodicals, and business publications

### Attach a rubric to the assignment

If you would like to use a Turnitin 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 can also click on the **Find a rubric that's right for your assignment in Turnitin Teaching Tools** link to download rubrics from **Turnitin**.

**GradeMark**

**Attach a rubric/form to this assignment** ?

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

Create a rubric ▾ Launch Rubric/Form Manager

[Find a rubric that's right for your assignment in Turnitin Teaching Tools](#)

### Enable e-rater® grammar check?

**ETS® e-rater® Settings (Beta)**

**Enable grammar checking using e-rater® technology?** ?

Yes

No

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.

This feature of

assignment creation provides instructors with the option to enable the **e-rater** grammar and spelling check for all submissions to the assignment. When enabled student submissions receive detailed grammar feedback in **GradeMark** automatically through the **e-rater** technology. Select **yes** to enable the **e-rater** engine for the assignment. (Optional) Select the **ETS handbook** level from the drop down menu. The **ETS handbooks** provide students with in depth information about the grammar errors the **e-rater** technology finds in their paper.

**Select ETS® handbook**

High School ▾

Advanced

High School

Middle School

Elementary

English Learners

Select the dictionary used for the spelling check.

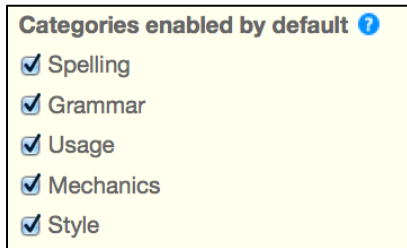
**Select English Dictionary**

US English Dictionary

UK English Dictionary

Both US and UK English Dictionaries

The **Categories enabled by default** option allows instructors to choose which categories of feedback are enabled when viewing assignment submissions in **GradeMark**.



### Changing Advanced Assignment Option Defaults

If any changes have been made to the advanced assignment options, an additional option will be available at the bottom of the options panel. The instructor is asked **Would you like to save these options as your defaults for future assignments?** Check the checkbox 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 Blackboard, 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.



If you have further questions, faculty members can email [bb@hunter.cuny.edu](mailto:bb@hunter.cuny.edu) or contact the [Technology Resource Center](#) at 212-650-3358 and students can contact the Student Help Desk at (212) 650-EMAIL (3624) or [studenthelpdesk@hunter.cuny.edu](mailto:studenthelpdesk@hunter.cuny.edu).