Guides.turnitin.com

Feedback Studio Instructor Guide

This page was not added to the PDF due to the following tag(s): article:topic-guide

Enabling and Disabling Feedback Studio

> Media, iframe, embed and object tags are not supported inside of a PDF.

You can switch between Feedback Studio and Turnitin Classic as many times as you wish. Simply follow the instructions below to learn how to do this. Switching between the two will not affect a student's Similarity Score or any feedback you may have left on a student's paper.

Toggling between Feedback Studio and Turnitin Classic

1. To enable or disable Feedback Studio from the document viewer, you can use the quick links provided.

    1a. If your administrator has enabled Feedback Studio, but you'd like to return to Turnitin Classic, you can simply navigate to the bottom footer of Feedback Studio and click *Return to Turnitin Classic.* This will reload the document viewer in Turnitin Classic.

1b. If you'd like to switch to Feedback Studio from Turnitin Classic, navigate to the top of the document viewer and click *Try the new Feedback Studio.* This will reload the document viewer in Feedback Studio.

Toggling Feedback Studio in User Info Settings

1. To enable or disable Feedback Studio from your Turnitin dashboard, simply click *User Info* from the black navigation bar at the top of the page. This will open the User Information/Account Settings page.

2. From the User Information/Account Settings page, select *On* from the Feedback Studio drop-down list, which will enable Feedback Studio. Similarly, select *Off* to disable Feedback Studio.
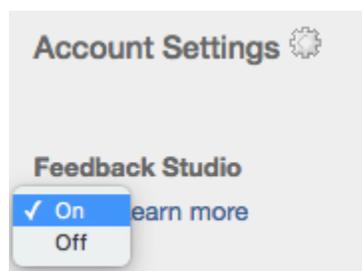
3. To save this change, click the *Submit* button at the bottom of the page.
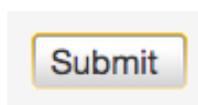
4. Your changes will be confirmed via the red banner at the top of the page.

Your user information has been saved.

Setting up Your Turnitin Account

All users must create a user profile. However, if you are an existing Turnitin user, please skip to guidance on Logging In.

There are two ways for an instructor to access Turnitin:

An administrator may add the instructor to the account, where the instructor will receive an email asking them to create their password.

An administrator may provide the instructor with an account ID and join password, allowing the instructor to join an account via the Turnitin website.

Warning: Each Turnitin account must be assigned a unique email address in the Turnitin system. Users who have previously created a Turnitin account must log in with the email address and password originally provided.

Setting up Your Account from Your Welcome Email

If you have received a welcome email from Turnitin, this confirms that your institution's Turnitin administrator has added you to their account, allowing you to begin creating classes, adding students, and creating assignments.

Note: If you believe that an administrator has added you as an instructor, but you have not received a welcome email from Turnitin, please check your spam or junk folder. Alternatively, contact your administrator to check that your email address has been typed correctly.

To access your Turnitin account, please follow the instructions below.

1. Click the *Get Started* button from your Turnitin welcome email.

turnitin

<div style="background-color:#3b8cc4; color:white; padding:20px;">

Welcome to Turnitin

</div>

Hi Joe Bloggs,

You've been added as an instructor to the account, University of Testing, by John Smith.

As our newest instructor, you are joining a worldwide community of education specialists. We are glad to have you with us.

Ready to set up your classes?

Get Started

If you'll be using Turnitin via an integration, visit our user guidance for help using your LMS.

Thanks,

Turnitin

turnitin

2. You will be directed to a quick 4-step introduction to Turnitin, with useful guidance to familiarize you with class and assignment creation, as well as adding your students. You can save this page for later reading, too.

At the bottom of Turnitin's Getting Started page, click the *Create Password* button to access Turnitin's account setup pages.

4 Add Students

There are three routes available for adding students. You may find it convenient to add students one by one, or add a large portion of students at once by uploading a list. Alternatively, why not allow your students to enroll themselves at their own pace?

Read More ▼

Ready to Start Using Turnitin?

Create Password

Or why not download this page as a PDF for later reading?
This information and more is available at guides.turnitin.com!

3.

3a. To create your password, enter your email address (this must be the same email address to which your Turnitin welcome email was sent), along with your last name or family name.

3b. Click *Next* to continue.

Account Setup

To set up your account, please enter your email address and last name or family name.

Email Address

Last Name or Family Name

You can find this information in your Turnitin welcome email.

If you no longer have access to this email, ask your Turnitin instructor to look up your email address. If you are an instructor, please refer to your Turnitin administrator for this information.

Next

4. Turnitin will send you an email to validate your account, with the subject: *Set up your Turnitin Account*. Return to your email inbox, ensuring you check your email client's spam or junk folder for this email.
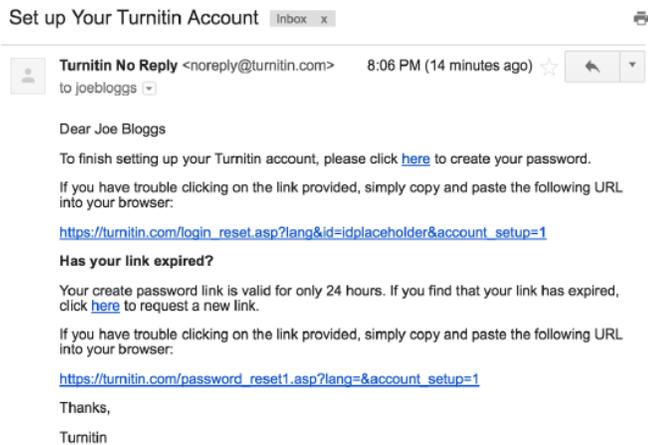
Account Setup

To validate your account, we've sent an email to: **joebloggs@universityoftesting.com**

You have 24 hours to click the link in your email to continue with your account set up.

5. Follow the instructions in your email to finish setting up your Turnitin account. This will direct you back to Turnitin's account setup pages.

Set up Your Turnitin Account Inbox x

Turnitin No Reply <noreply@turnitin.com>   8:06 PM (14 minutes ago)
to joebloggs

Dear Joe Bloggs

To finish setting up your Turnitin account, please click here to create your password.

If you have trouble clicking on the link provided, simply copy and paste the following URL into your browser:

https://turnitin.com/login_reset.asp?lang&id=idplaceholder&account_setup=1

Has your link expired?

Your create password link is valid for only 24 hours. If you find that your link has expired, click here to request a new link.

If you have trouble clicking on the link provided, simply copy and paste the following URL into your browser:

https://turnitin.com/password_reset1.asp?lang=&account_setup=1

Thanks,

Turnitin

Note: The create password URL included in your email contains a unique ID and will expire if you fail to click it within 24 hours. If your *create password* link is no longer working, click the link under *Has your link expired?* to request a new email.

6.

6a. Enter and confirm your new password. Your password must be between 6 and 12 characters, containing at least one letter and one number.

6b. Click the *Create Password* button to finish the account setup process. Alternatively, click *Cancel* to abort.

Create Your Password

To finish setting up your account, please enter a password.

Your password must be between 6 and 12 characters in length, containing at least one letter and one number.

Password

[   ]

Confirm Password

[   ]

[Create Password] | Cancel

7. Your account setup is now complete; an email will also be sent to confirm this setup. You can now log in to Turnitin to set your security question and answer and begin using the service.

Click the *Log in Now* link.

Account Setup Complete

You can now log in to your account using your email address and password.

Log in Now

8. Using your email address and newly created password, enter this information in the login fields provided.

Login to Turnitin

Email address

Password (Login to Turnitin)

Would you like to create your user profile? Click here.

Forgot your password? Click here.

Login

9. After login, you have the opportunity to amend your name and email address, should any of this information have been entered incorrectly.

9a. You will be asked to provide an answer to a security question, should you need to reset your Turnitin password.

9b. Click *Next* to continue.

Welcome to Turnitin!

You have been added as an instructor to the account **University of Testing**.

Before you can get started, we want to confirm your user information and give you the chance to set up your secret question and answer. Please feel free to change any other information as needed.

When you are done, click "next" to continue.

your email .
joebloggs@universityoftesting.com

Secret question .
Please select a secret question.

Question answer .

your first name .
Joe

your last name .
Bloggs

Next

10. Click the *I Agree -- Continue* button to accept Turnitin's user agreement and enter the Turnitin service. Alternatively, click *I Disagree -- Logout.*

User Agreement

Our user agreement has been updated. Please read our user agreement below and agree or disagree to its terms and conditions:

Turnitin.com and its services (the "Site" or the "Services") are maintained by Turnitin, LLC ("Turnitin"), and offered to you, the user ("You" or "User"), conditioned upon Your acceptance of the terms, conditions, and notices contained herein without modification (the "User Agreement"). You should review this User Agreement carefully before accepting it. If You breach the User Agreement, Your authorization to use the Site will automatically terminate. Acceptance of Terms You accept this User Agreement by using the Services or clicking to accept or agree to the Terms, where this option is made available to You by Turnitin in the user interface for any Service. You may not use the Service and may not accept this User Agreement if (i) You have previously been informed by Turnitin

I Agree -- Continue   I Disagree -- Logout

Setting up Your Account Using a Join Password

If you are new to Turnitin and have not been added to an account by your account administrator, you must create an instructor profile. To create your own instructor account, your account ID and account join password are required.

Note: The account ID and account join password is needed to ensure you have authorization to join an account, and can only be obtained from your account administrator. Instructors wishing to access Turnitin must contact the appropriate personnel at the institution to receive the account ID and join password. Turnitin staff cannot distribute this information to any user.

Account administrators may distribute this data or may add instructors to a Turnitin account themselves, which will send an automatic welcome email, allowing access to the account.

1. Go to www.turnitin.com and click on the *Create Account* link
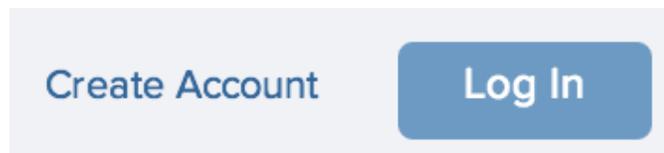
2. Click on the *instructor* link
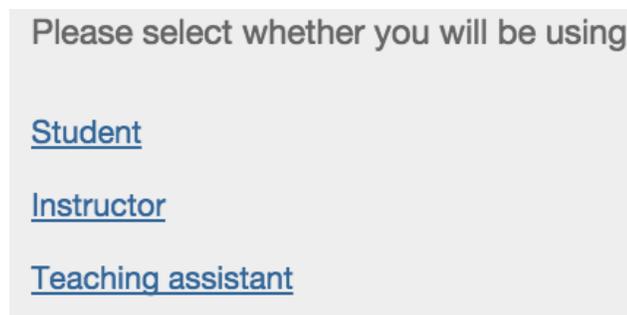
3. The *Create a New Instructor Account* form must be completed

4. Enter the account ID number and account join password for the institutional account

5. Enter the user first name, last name, and a valid e-mail address to use as the login for Turnitin

User Information

Your first name

[   ]

Your last name

[   ]

Display names as

◉ First name (Space) Last name (example: John Smith)
○ Last name (Space) First name (example: Smith John)
○ Last name(No space)First name (example: SmithJohn)

Email address

[   ]

5b. You can also chose what format you would like your name to be displayed within Turnitin

Display names as

◉ First name (Space) Last name (example: John Smith)
○ Last name (Space) First name (example: Smith John)
○ Last name(No space)First name (example: SmithJohn)

6. Select a password for logging in. The password must be six to twelve characters including at least one letter and one number. The password is case sensitive.

Enter your password

[   ]

Confirm your password

[   ]

7. Select a secret question from the pull down menu and enter the answer. This answer is not case sensitive. Click on next to continue

Secret question

Please select a secret question.

Question answer

8. At the bottom of the screen you will find the User Agreement for Turnitin. To continue using Turnitin, the user must click on the *I agree - - create profile* to access Turnitin

TurnitinUK (www.turnitinUK.com) and it
"Services") are maintained by iParadigms,
to you, the user ("You" or "User"), conditi
the terms, conditions, and notices containe
(the "User Agreement").
You should review this User Agreement
You breach the User Agreement, Your a

I Agree -- Create Profile   I Disagree -- Cancel

Training Video: Creating a New User Profile

Media, iframe, embed and object tags are not supported inside of a PDF.

Logging In

This page was not added to the PDF due to the following tag(s): article:topic-guide

Resetting Your Password

This page was not added to the PDF due to the following tag(s): article:topic-guide

Joining an Account

The *join account* and *join account (TA)* tabs allow an instructor to join an additional Turnitin account. Some instructors may need to join multiple departmental or campus accounts or may be employed by multiple institutions.

If upon first login, there are no accounts available in the Instructor homepage, you must join an account in order to create a class and assignment.

Join an Account as an Instructor

1. To join an account as an instructor, click the *Join Account* tab from any page
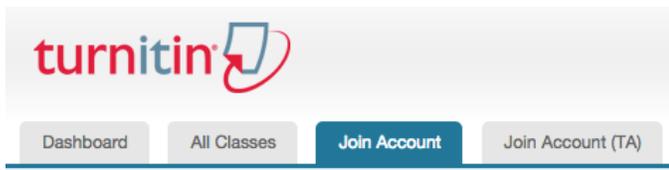
2. Enter the Account ID and Join password via the Join a Turnitin Account form. You must have the Account ID and Join password to hand in order to proceed. The ID and password is available from your account administrator only.
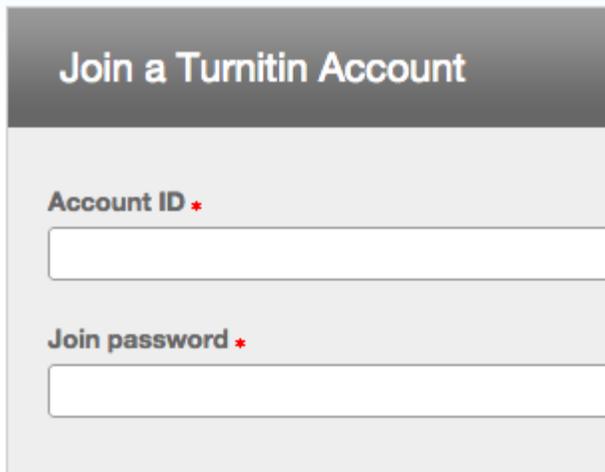
3. Once you have entered the Account ID and Join password, click *Submit,* where you will be redirected back to the Instructor homepage, where the account will now be accessible
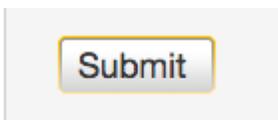
Joining an Account as a TA

1. To join an account as a TA, click the *Join Account (TA)* tab from any page
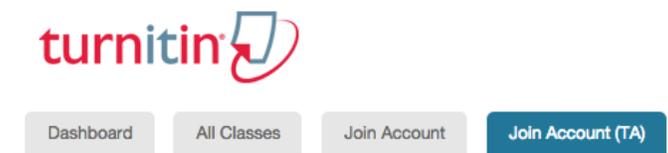
2. Enter the Account ID and Join password via the Join account as a teaching assistant (TA) form. To add a new section type class to a master class set, the TA must have the master class ID and TA join password for the master class. This information is available from the master class instructor.

Master class information (step 1 of 2)	
* Master class ID	
* TA join password	

3. Enter the Section name or number and Section enrollment password. The Section enrollment password is chosen by you and should be distributed to anyone wishing to join this class in the future.

Section information (step 2 of 2)	
Section name or number	
* Section enrollment password	

4. Click *Submit* to proceed or *Cancel* to abort the procedure

Cancel   Submit

5. Turnitin will confirm your chosen section name or number and section enrollment password. Click *Continue* to get started

Class created

Congratulations! You have just created the new class: Master Class (Sample)
If you would like students to enroll themselves in this class, they will need both the enrollment password you have chosen and the unique class ID generated by Turnitin:

Class ID   **4410240**

Enrollment password   **Sample**

Note: Should you ever forget the class ID, it is the number to the left of the class name on your class list. You can view or change your enrollment password by editing the class.

Click the class name to enter the class and get started creating assignments.

Continue

Note: If you would like students to enroll themselves in this class, they will need both the enrollment password you have chosen and the unique class ID generated by Turnitin.

Note: Should you ever forget the class ID, it is the number to the left of the class name on your class list. You can view or change your enrollment password by editing the class.

Training Video: Joining an Account

Media, iframe, embed and object tags are not supported inside of a PDF.

The Instructor Homepage

After logging in, you will be directed to the Instructor homepage. The Instructor homepage provides access to many Turnitin features. The Instructor homepage lists the accounts and classes the instructor has created and any class sections which the instructor has been assigned as the Teaching Assistant (TA) for.

If there are no accounts listed, visit the Joining an Account page for details on how to join an account as an instructor.

Home

The *Home* link leads back to the instructor homepage list of all accounts and classes controlled by the instructor.

Dashboard   All Classes

NOW VIEWING: HOME
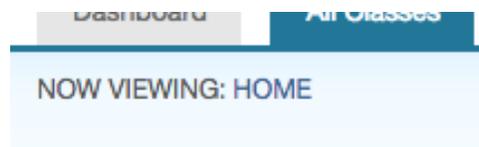
User Info

A user profile contains personal information and account settings. Click the *User Info* button on the system bar to open the user profile options. The system bar can be located from the top of any page.

e Smith | User Info | Messa
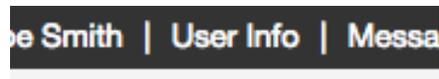
User information area is separated into two sections: personal information and account settings.

Personal Information

In the personal information section of the user information page, there are a number of fields - many of which are optional and can be filled at your own discretion.

The following is a list of required fields:

User name (Email address)

Password

Confirm password

Secret question

Question answer

Last name

First name

All other areas of the personal information section are optional.

Account Settings

The account settings section of a user profile affects how information within the profile account is presented and sets defaults for commonly used functions. Account settings include:

Default user type – select the type of user access to default to upon login

Default submission type – select a default submission type: single file upload, multiple file upload, cut and paste upload, or zip file upload

Items per page – select the number of items you would like displayed per page

Show page info – toggles the info messages at the top of each page on and off

Send me Email updates – choose yes to receive Email updates from Turnitin

Use homepage link – choose yes to create a homepage link. To set up a link, enter a link name and URL below.

Default language - select the language in which Turnitin will display by default for this user when logged in

Changing User Types

A single user profile can access multiple roles on any Turnitin account, including instructor, student, and administrator functions. To access the student or administrator homepage, you will need to change your user type in the top left hand corner of the web page. For more information on using the system as a specific user type, please refer to the corresponding User Guide.
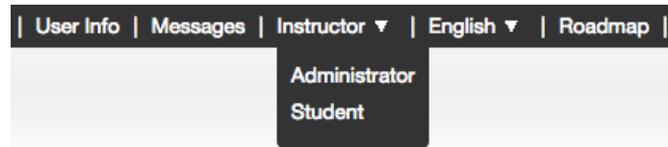
Messages and Announcements

To view important Turnitin messages and announcements, click on the messages button on the system bar.
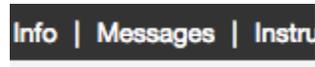
Warning: Urgent notifications may appear both on the messages page and on the Turnitin user homepage. These include messages announcing scheduled downtimes.

Student Enrollment

Once a class and assignment have been created, the instructor or students are ready to begin submitting papers and using Turnitin. If the instructor is planning to do the submissions of papers, please skip to the next section, *Submitting Papers*.

> **Warning**: It is strongly recommended that students submit papers themselves. This will save time and enable the use of the PeerMark, GradeMark and Gradebook products. PeerMark, GradeMark and Gradebook products.

Enrolling Students

Students must be enrolled in a class to submit papers, access grades, or access peer review assignments. Students can self-enroll by creating a user profile using the class ID number and class enrollment password. You can enroll students in a class one by one or by uploading a list of e-mails and student names.

If you choose to add students to the class directly, each student added to the class will be automatically e-mailed and provided with instructions on how to create their password. If the e-mail address entered when adding a student is not valid, the student will not receive an e-mail. For this reason, students who do not possess valid e-mail addresses must enroll themselves using the class ID and enrollment password.

Allowing Students to Self-Enroll

Students self-enrolling into a Turnitin class must have the numeric class ID and the case sensitive class enrollment password. This provides a student user with authorization to access the class on Turnitin. Please do not post the class ID and password on a publicly accessible website; this is to ensure only your students enroll in your class.

1. To confirm the class ID and enrollment password, click on the statistics icon next to the class name under the statistics column on the Turnitin instructor homepage.

Statistics

2. The class ID and enrollment password are displayed as part of the class statistics.

Name	Join/Enrollment password	ID
Sample Class	sampleclass	4410382

If needed, you can change the enrollment password to remove accidental capitalization or spaces that may be causing student enrollment issues. Changing the enrollment password after student enrollment is completed also prevents students with forgotten passwords from enrolling multiple times and causing confusion.

To change the enrollment password, click on the edit icon for the class on the Turnitin instructor homepage. Update the enrollment password and click on submit to save the change.

Edit
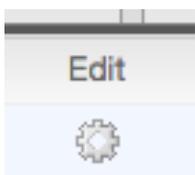
For step by step student oriented instructions or student self-enrollment information, please view the Turnitin Student User Manual, Student Quick Start Guide, or Student training video.

Enrolling Students Manually

An instructor may add students individually to the class. You must provide first name, last name, and e-mail address for the user. A welcome e-mail will be sent to the student being added to the class.

If the e-mail address provided already exists on a user profile on Turnitin, the user welcome e-mail indicates only that the user has been added to a class as a student.

If the Email address provided by the instructor has never been used to create a Turnitin profile before, a new user welcome e-mail is sent. The student is provided with a temporary password for logging into Turnitin to complete the user profile.

    1. From the class homepage click on the *students* tab to open the student list for the class

    2. Click the *add student* button
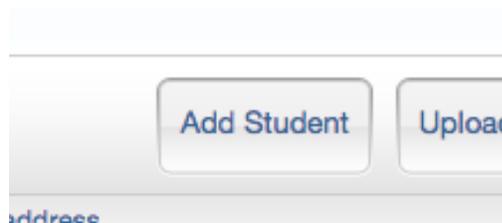
3. Enter the required information - the student first name, last name, and Email address

First name

Last name

Email (User name)

4. Click *submit* to enroll the student. A welcome Email will be sent to the user.

submit
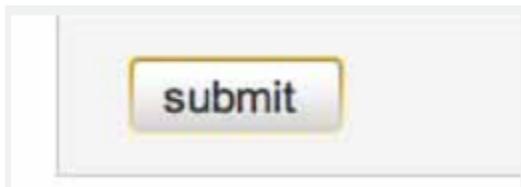
Enrolling Students From a List

You may upload a student list to add to a course. The student list must be one hundred (100) entries or less. Larger classes may be separated into multiple lists, each of which can be uploaded individually.

The list must be a Microsoft Word, Microsoft Excel, or plain text (.txt) file. The first name, last name, and Email address for each student must be provided. The formatting must be as follows:

Microsoft Word or Plain Text: John,Doe,johndoe@schoolname.edu
Microsoft Excel:

	A	B	C
1	John	Doe	johndoe@schoolname.edu
2	Jane	Doe	janedoe@schoolname.edu
3	Joe	Bloggs	joebloggs@schoolname.edu
4	Jenn	Bloggs	jennbloggs@schoolname.edu

Once the student list is available, the list may be uploaded from the student page of the class.

1. From the class home page, click on the *students* tab

turnitin

Dashboard   Assignments   **Students**   Grade Book

2. Click the *upload student list* button

nt   Upload Student List   En
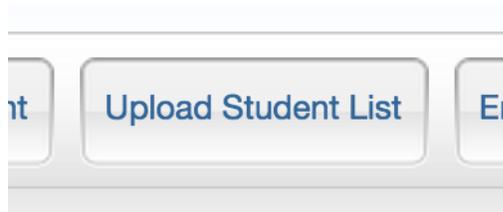
3. Click the *Choose File* button and locate the file containing the student list on your computer.

Upload Student List

Choose a file to upload:

[Choose file] No file chosen
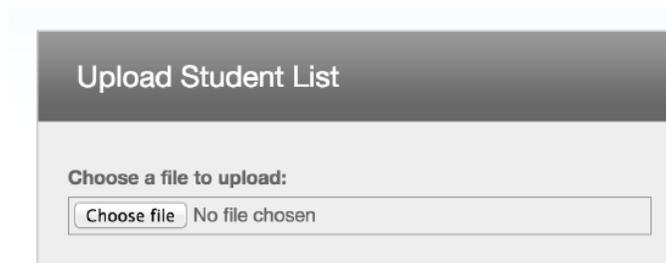
4. Click *submit* to upload the student list file

Upload List
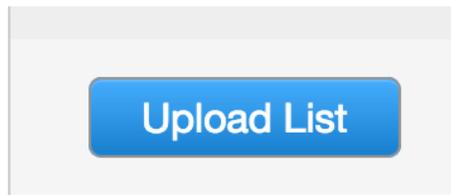
5. The student list will be displayed. Check the displayed list for errors. To submit this list, click *yes, submit.* If you find any errors, or the incorrect file was selected, choose *no*, go back and make the necessary changes or select a different file for **step 3**

yes, submit   no, go back
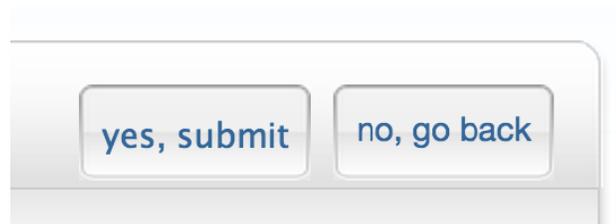
6. Once *yes, submit* has been selected the final screen will display the newly enrolled list of student users. To *return to the class student page*, click the *return to students* link in the top right-hand corner

return to students

your class.
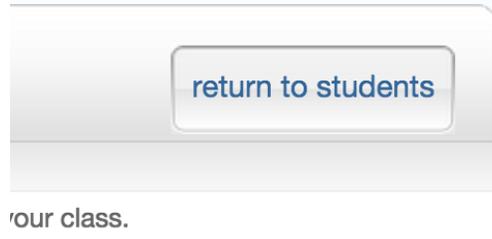
Enrollment Emails

As soon as students are added to a class a confirmation Email is sent to the Email address provided. If the student has an existing user profile, the confirmation Email contains only notification of the new class enrollment. If the Email address used was not for an existing student user in the Turnitin system, the confirmation Email will allow the student to create their password.

New student user profiles that have never logged in are indicated with a pink highlight over the enrollment date to the left of the student name on the student list page.

Re-sending New User Enrollment E-Mail

You can re-send the welcome Email to student users who have not yet logged into Turnitin. You can also change the Email address or name information to fix any incorrect information in the event that a student no longer has access to the Email address used initially for the user profile.

Students who did not receive the enrollment Emails will need to check junk mail or any other mail filters (such as parental filters on Email account) and ensure that they are able to receive Emails from noreply@turnitin.com and helpdesk@turnitin.com before the welcome Email is re-sent.

Student users who have logged into Turnitin one or more times cannot have this information reset by yourself and must use the Forgot Your Password? link on the Turnitin homepage.

How to Re-Send a Welcome E-mail

You can re-send welcome e-mails from the student list page of a class. To reach the student page, click on the class name and then the gray student tab above the assignment list.

On the students page, any students who have never logged in and completed the information on the user profile will have a pink highlight over the date in the enrolled column to the left of the student name.

To re-send the activation Email, click on the pink highlighted date to the left of the student name.
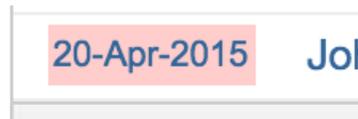
Check the user information and make any needed changes to this information.

To send the new user confirmation and welcome Email, click on *submit*. A new copy of the welcome e-mail, including temporary password, will be sent.

submit
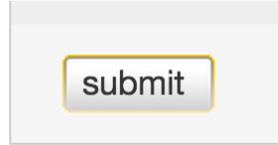
Training Video: Adding Students to a Class

Media, iframe, embed and object tags are not supported inside of a PDF.

Managing Classes

Creating a Class

The creation of a class or classes on the Turnitin system is the first step in allowing an instructor and students to access and use the services available at their institution. Most instructor and student activity on Turnitin occurs within the class or classes created by an instructor.

The class is used by the instructor to organize students and student submissions into groups. A single class may be used for multiple courses, but is typically not recommended due to the additional challenges this can create in organization. A class and its assignments are fully available to the instructor between the date of the class creation and the selected expiration date. Once a class has expired, the information and assignments in the class are viewable, but no new submissions or assignments may be made. The instructor is capable of extending the expired class to reactivate it.

New classes should be created each semester or school year when a new group of students is in a course. Assignments can be easily imported to a new class using the directions under the Libraries section of this user guide. This allows users to easily add assignment sets in a new course.

1. Click the *Add Class* button on your instructor homepage
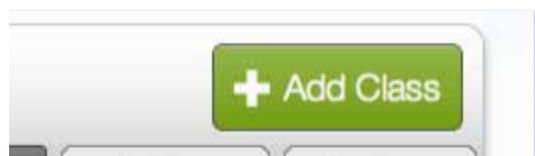
2. On the next screen, enter the following information:

Class name

Enrollment password

Subject area(s) e.g. science

Student level(s) e.g. postgraduate
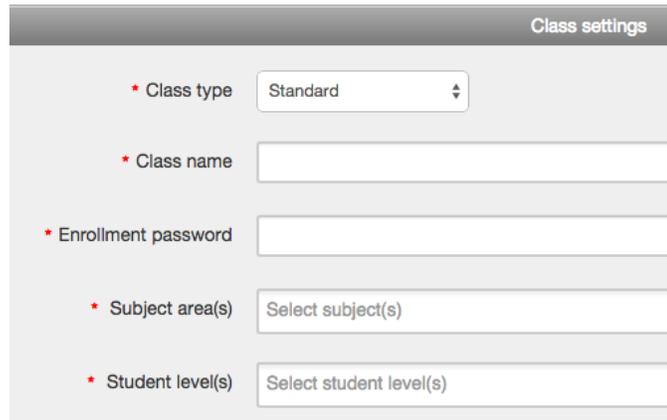
Note: Your class name should be between 2 and 100 characters long.

3. Select the end date for the class. Once the end date has passed, the class will not be accessible for submissions unless the class is reactivated.
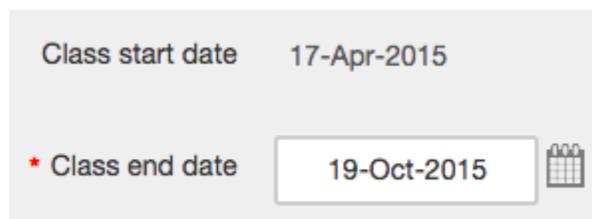
4. Click *submit* to add the class. Class information will be displayed in a pop-up window containing the ID and enrollment password for confirmation
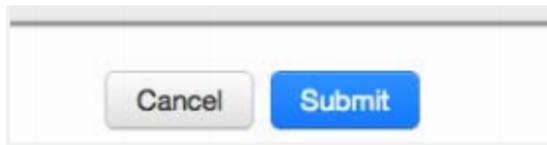
Training Video: Creating a Class

Media, iframe, embed and object tags are not supported inside of a PDF.

Expired Classes

Every class created on Turnitin has an end date. When the end date is reached, the class expires and is limited to read-only access and will no longer appears on the active classes list.. The students and instructor will no longer be able to submit papers or peer reviews, create assignments, or mark any of the papers using GradeMark.

To view expired classes only, click on the E*xpired classes* tab on the Turnitin instructor homepage. The A*ll Classes* tab, to the left of the Expired Classes tab, will list both active and expired classes.
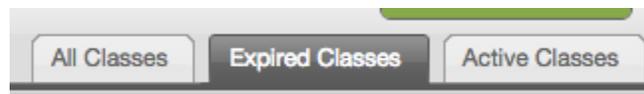
Reactivating an Expired Class

An expired class can be only reactivated by the instructor. The edit icon can be used to reactivate the course by giving it a new end date. The instructor can change the end date of the class from the class update screen. Once the end date has been changed, the instructor must click on *submit t*o save the new end date and reactivate the class.

Copying a Class

Turnitin allows instructors to easily copy classes for reuse in another semester or year. When a class is copied the instructor is prompted to enter a new class name, enrollment password, and the start date for the first assignment in the class. The remaining assignment and discussion dates for the class will automatically be set based on the start date you set for this assignment.

1. Click on the class copy icon to the right of the class name
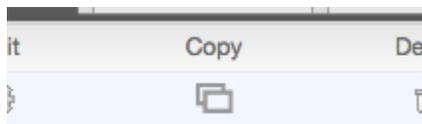
2. On the next screen, edit the following information:
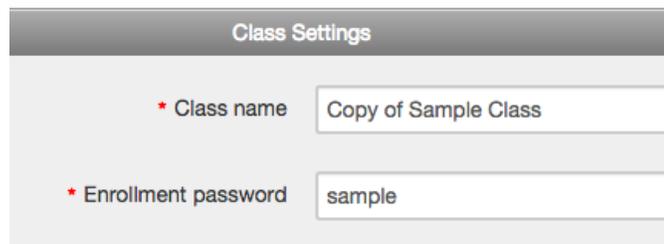
    Class name
    Enrollment password

3. Select the start date and time for the first assignment for the class

4. Click *Save* to copy the class or *Cancel* to abort the process
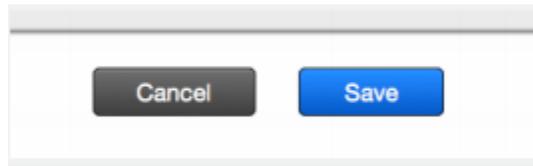
5. You will then be directed to the copied class' page, where you can review the dates for the assignments in the copied class. Edit any assignment dates by clicking on the *More actions* link to the right of the assignment, and then select *Edit settings* from the dropdown menu.
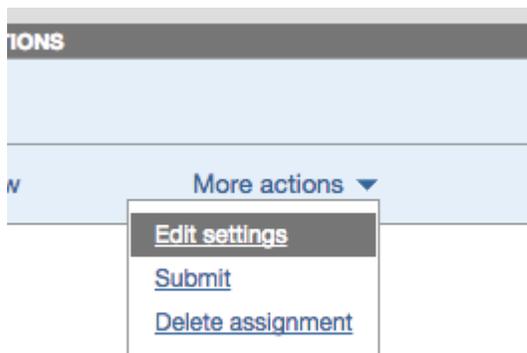
Class Calendar

The class calendar automatically tracks important dates for the Turnitin assignments created in a class. It also allows an instructor to add class notes, announcements, and holidays. If an instructor has prepared a syllabus document for the class, the instructor can also upload the class syllabus to the calendar area. Turnitin assignments created in a class. It also allows an instructor to add class notes, announcements, and holidays. If an instructor has prepared a syllabus document for the class, the instructor can also upload the class syllabus to the calendar area.

Students access information posted to the class calendar from the student class calendar option that is available to students on the class homepage.

Accessing the Class Calendar

To access the class calendar, the instructor must log into Turnitin and click on the class name to enter the class. Once the class is open, click on theTurnitin and click on the class name to enter the class. Once the class is open, click on the *calendar* tab to open the class calendar.

When the calendar opens it will display the current month and year. The instructor can move between months of the year by clicking on the month tabs along the top of the calendar.

To change the year view, use the *year* pull down menu to select a year to view.

Assignment Dates

Assignments and peer reviews created by an instructor automatically become part of the class calendar. A link appears for each assignment's date. The link displays the assignment or peer review title. To view a summary of an assignment or review, click on the assignment or review title on the class calendar.
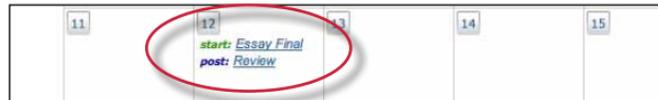
Calendar Entries

Class Notes - class notes uploaded to the calendar are accessible to students enrolled in a class. The instructor can add a single set of notes to a calendar date or can upload notes for multiple dates using the bulk upload feature.

To add a single class note document

1. Click on the *date* on the calendar for the day the note pertains to

2. From the calendar entry page, click *Browse* to select a note document to upload. Accepted file types are Microsoft Word, Corel WordPerfect, RTF, PDF, plain text, and HTML
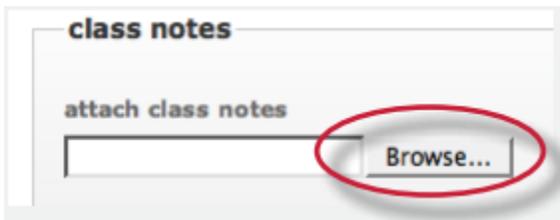
3. Click *submit* to upload the note to the class calendar
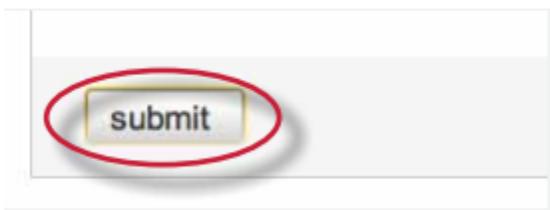
A notes icon will appear on the appropriate date on the class calendar for each set of notes that were submitted. To display a note, click on the note pad icon for a date.

Announcements

Announcements can be added to the class calendar by the instructor. Students will see an announcement icon and be able to view the announcement by clicking on the icon after the student accesses the class calendar page for the class.

Adding an announcement to the calendar

1. Click on the *date* on the calendar for the day the announcement pertains to

2. On the calendar entry page, enter a title and additional information for the announcement

3. Click *submit* to add the announcement to the class calendar

An announcement icon will appear on the class calendar along with a linked announcement title. Students or the instructor can view the full announcement detail by clicking on the link.

To delete an existing announcement, click on the date of the announcement. The screen will display all announcements that have been added to the selected date.

To delete an announcement click on the red **x** icon to the right of the announcement.

current annoucements: Conferences ✖

Holidays

From the entry page, holidays can be added to the class calendar. If the class does not meet on a specified holiday, it can be designated as a day off.

To add a holiday to the calendar

1. Click on the *date* on the calendar for the day the holiday pertains to

2. On the calendar entry page, enter a name for the holiday in the holiday field

holidays

holiday name

3. Click submit to save the holiday onto the calendar

submit
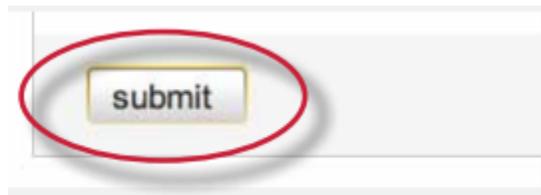
The name for the holiday will appear on the class calendar and the day will be given a light blue highlight for emphasis.

25	26	27	28	29
	Memorial Day			

Uploading a Syllabus

If a class syllabus has been written, an instructor can upload it to the class calendar. Students can view and download the syllabus from the student view of the class calendar.

To upload a syllabus

1. Click the *syllabus* button on the class calendar page

2. From the syllabus page click the Browse button and locate the file to upload. Accepted file types are Microsoft Word, Corel WordPerfect, RTF, PDF, plain text, and HTML
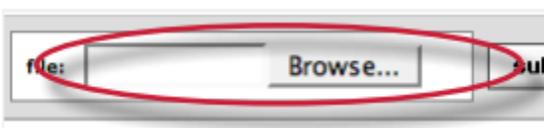
3. Click submit to add the document as the class syllabus

The syllabus will be posted to the syllabus page. If another syllabus is posted it will replace and overwrite the current syllabus. Only a single document at a time will be available on the class syllabus page.

Calendar List

The calendar can also be viewed in list mode. The list mode displays all assignments and entries for the current calendar year. Dates that do not have assignments or entries are excluded from the list.

To switch to the calendar list, click the list button on the calendar.

The calendar list mode works similarly to the calendar mode. Any item can be viewed by clicking on it. To update an item, click the *update* icon to the right of the item.

To switch back to the calendar view, click the *calendar mode* button.

Master Classes

If sections of a class are taught by other instructors or by teaching assistants, a class with sections can be created on Turnitin. A top-level master class is created to oversee the section classes. From the master class, the instructor creating the master class can set up sections for the other instructors. These instructors are referred to in the master/ section class system as Teaching Assistants (TA's).

The master class instructor can set up sections for each TA, or each TA can create a section by using the master class ID and a TA join password set by the master class instructor. The master class instructor can set class preferences, create and 'push' assignments to the sections, reassign a section to a new TA, or access the section.

Each TA can only access a single section of a master class. The same TA user may be added to multiple sections if needed.

Adding a Master Class

There are two ways for an instructor to add a master class: creating a master class from scratch, or converting an existing standard class into a master class.

Creating a New Master Class

To create a new master class from scratch, click on the add a class button on the instructor homepage of Turnitin.

On the add a class page, use the *class type*: pull down menu and select *master class.*
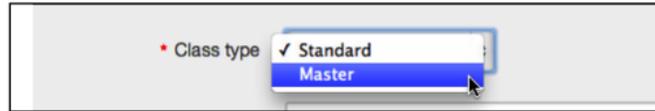
Enter a name for the master class and a TA join password. The TA join password is provided only if TA's are creating their own sections in the master class. The TA join password, combined with the master class ID number, should only be provided if a TA is joining manually.

Warning: Do not provide the TA join password or master class ID to students. Each section will have an individual section class ID and section enrollment password that is used if students are manually joining the class on Turnitin.

Click the submit button and a new master class will be created. New master classes created from scratch do not have any sections. To create sections, please see **Adding Sections** in this chapter.

Converting a Standard Class to a Master Class

An existing standard class can also be converted to a master class. The assignments and any papers, students, and grade information in the standard class are placed in an automatically created section of the master class.

To convert a regular class into a master class, click the edit icon to the right of the class name on the instructor homepage.

Ensure the correct class is being converted by checking the class name. To convert the class immediately into a master/section class, click the convert to master class button at the bottom of the page.
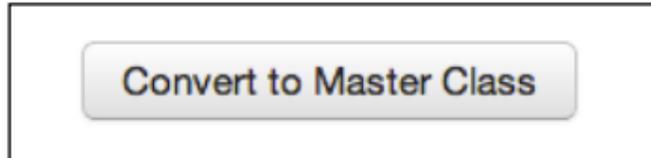
Any existing students, papers, grades, and assignments from the standard class are moved to a newly created section beneath the new master class. To access the existing information, click on the name of the section.

The master class instructor is automatically assigned as the TA of the converted class. The TA or other class information can be changed by clicking on the update icon to the right of the newly created section class.

Adding Sections

New sections can be added to a master class in two ways. A section can be manually created by the instructor of the master class, or the master class ID and TA join password can be distributed to the TA's, which will allow the TA's to join themselves to the master class and create their own sections.

Manually Creating New Sections

New sections can be manually created by the master class instructor. TA users can be assigned one or more sections which they will be able to access through Turnitin. Only one TA can be assigned per section. Only the master class instructor will be able to view the submissions in the sections.

To create a section and add a TA

1. Click the *add section* link to the right of the name of the master class
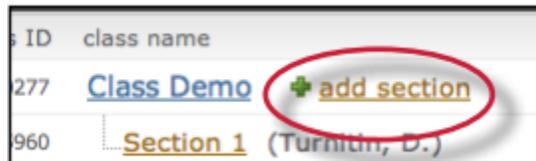
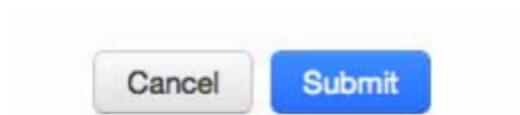2. On the add section screen, enter all of the following information:

TA's first name

TA's last name

TA's e-mail address (for notification or new user password e-mails)

3. Click Submit to continue

4. On the next page enter the required section information:

    section enrollment password

    name for the section
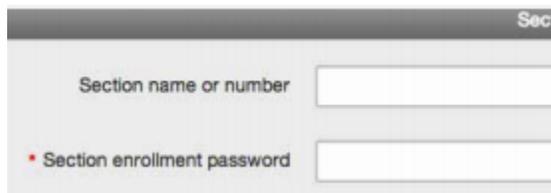
5. Click *submit* to add the section to the master class and send the assigned TA a welcome notice or new user notification e-mail. The TA will only be e-mailed a password if they have no user profile existing under the e-mail provided for them in the TA information section
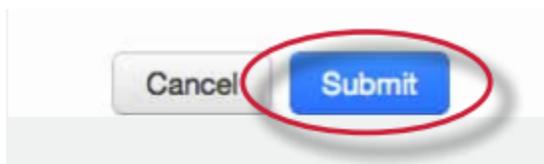
Each new section will appear on the instructor homepage for the master class instructor, listed in smaller print beneath the master class. When a section is added, an e-mail with the section information will be sent to the TA. If the TA does not have a user profile with Turnitin under the e-mail address that was provided, Turnitin will generate a new user profile for the TA and include the new user password in the e-mail sent to the TA.

Allowing TAs to Create Sections

To allow TA's to create their own sections under a master class, the TA's must be provided with the master class ID number and the TA join password set for the master class.

For new TA users who do not have an existing Turnitin profile, the TA will use the standard instructor join process. When prompted for an account or class ID and join or enrollment password the TA will provide the master class ID and TA join password.

For users who have an existing instructor profile on Turnitin but need to join a master class as a TA, an existing profile can join a class as a TA.

To join a class as a TA with an existing Turnitin user profile, the instructor will log in and click on the join class (TA) link on the instructor homepage. The instructor is then prompted to enter the master class ID and TA join password for the course, after which the instructor will be able to set up a TA section in the master class.

Administering a Master Class

The master class instructor is provided with many options for handling assignments in the sections and the master class itself. These options include:

- creating template assignments that become part of the class assignment library. The TA's with sections in the master class can then create their own assignments or select the template assignments from the class assignment library
- create complete assignments and add them to some or all of the sections of a master class
- create partial assignments (e.g. assignments containing selected preferences but no dates) and add them to some or all sections to accommodate different class schedules
- creating assignments that are 'locked' against changes by section TA's and adding these assignments to the sections of the master class

Creating Assignments in a Master Class

Assignments that are intended to be used in many or all sections of a class should be created by the master class instructor within the master class. For an overview on assignment creation, please see the section on creating assignments in Chapter 1.

To access the master class assignment page, click on the name of the master class on the instructor homepage.

Adding Assignments to Sections

After creating an assignment from the assignment creation page, the push assignments to sections window will load. From this page, the assignment can be pushed to the sections of the master class.

To add an assignment to one or more sections, place a check mark in the check box next to the section name and click on *submit* to push the assignment to the selected sections.

By default, all sections are marked to receive the assignment. To not have the assignment pushed to a section remove the check mark from the check box before clicking submit. The assignment will not be pushed to that section.

The master class instructor has the option of allowing the Section TA's to choose their own assignment dates or to push the assignment dates the instructor set in the assignment creation process. The default is to not push assignment dates. If the instructor decides to push assignment dates, place a check mark in the check box next to the *push assignment dates* option. Click on *submit* to save the assignment and push the assignment to all the checked sections.

Adding Assignments Without Dates

Assignments created in the master class can be pushed to the sections without dates. Assignments pushed without dates must be given a date by the class TA before the assignment becomes active and available for students. Students will not be able to submit papers or use the assignment until the assignment is given dates. Assignments without a date appear in the section class highlighted in red.

To push an assignment without dates, ensure that you un-check the box next to the option *Push with dates*?. Assignments pushed when this box is un-checked will not have dates within the sections.

The Master Class Homepage

The master class homepage displays all assignments created in the master class. The *assign to sections* column shows whether an assignment has been pushed to sections and whether it has been pushed to all or only selected sections.
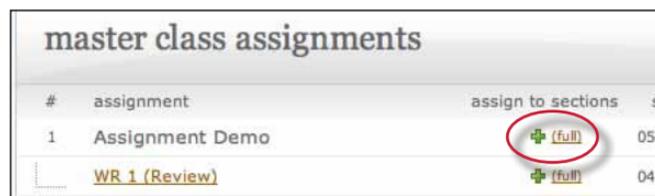
not pushed indicates that an assignment has not been pushed to any sections
partial indicates that an assignment has been pushed to at least one section but not to all sections of a master class
full indicates an assignment has been pushed to all sections of a master class

The assignment push page can be returned to by clicking the push to sections button next to an assignment at any time.

If an assignment has been previously added to a section, the assignment can be pushed to the section a second time with any new changes made to the assignment. This is only available if the assignment has not been modified by the TA and if no students have submitted to the assignment.

If the TA has made any changes to the assignment or students have submitted a paper, the assignment is locked. The messages on the push page next to each assignment will inform the master class instructor if an assignment is unmodified or if it has been locked.

Note: If changes must be made to a locked assignment, access the assignment through the section or sections it has been pushed to and make any necessary changes through the sections directly. Changes cannot be made from the master class.

Student Enrollment

The master class does not allow students to enroll. Student enrollment is handled in each section individually - students can even be enrolled in multiple sections of the same master class, and will see each section as a separate class.

Student enrollment into sections can be handled in the same ways as students enrolling into standard classes. The student users can be provided with the section ID and the section enrollment password, or can be manually enrolled by the instructor. Providing students with the section ID and section enrollment password may save the most time for the instructor. Students enrolling in a section class on Turnitin use the standard steps for joining a class, which can be found in the **Student User Manual** or the **Student QuickStart Guide**.

Students can also be added to the section class by the TA or by the master class instructor. Students can be added one by one or as a list. Step by step instructions for adding students individually or creating a student list for upload can be found in Chapter 1: Getting Started in this manual under **Enrolling Students**.
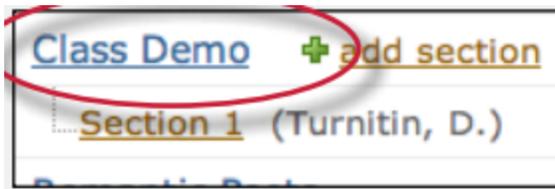
The master class instructor may also add students to sections by using the master class student page interface. The master class instructor can then upload individual students or a list of students to be added to a specific section of a master class.
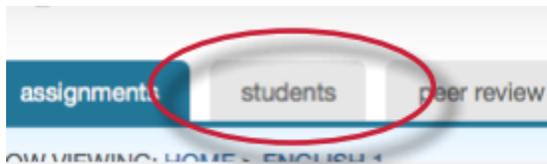
To add students from a master class

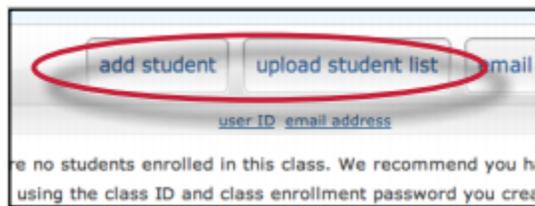   **1**. Click on the name of the master class to add students in

2. Click on the *students* tab on the master class homepage

3. Click on *add student* or *upload student list* button as appropriate for the method of adding students the instructor wishes to use at this time

4. Continue with the standard process of adding a student as outlined in Chapter 1, section **Enrolling Students** in this manual

The student or list of students will be added to the master student list and the section class student list. New students will be e-mailed a new user welcome notification. Students with an existing profile will receive a notification e-mail that a new class has been added to their student user homepage.

Grade Book

If the Turnitin grade book product has been purchased for the account, the grade book tab on the class navigation bar is available. Click on the gradebook tab and get a quick overview of the grades in the sections of the master class.

To view detailed grade information for a student or section, click on the student or section name to jump to the appropriate section's grade book page.

Calendar

The master class calendar functions similarly to the class calendar. For more information, please see the section on the class calendar in this manual.

Any announcements, notes, or holidays that are added to the master calendar will appear in the calendars of all sections of the master class.

To view the master class calendar page, click on the calendar tab in the class navigation bar.

Preferences

The master class preferences page allows a master class instructor to determine which Turnitin products or features are available in section classes and set limits to the capabilities assigned to TA's for all sections of the master class.

To access the master class preferences page, click on the preferences tab on the master class homepage.
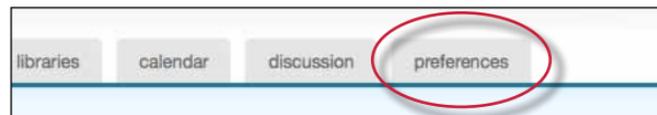
In addition to the standard class preference options, the master class instructor can select to:

lock assignment information on sections

lock assignment dates on sections

allow or disallow section TA ability to create or delete assignments

lock settings for sections

class preferences

general preferences:

☑ let students submit discussion topics?

☐ lock assignment dates in sections?

☐ lock assignment info in sections?

☑ sections can create/delete assignments?

enable these products:

☑ grademark

☑ peer review

☑ gradebook

☑ discussion boards

distributed grading ⓘ

☐ lock for sections?

class link URL:

class link name:

These settings allow the master class instructor to enable or disable certain capabilities of the TA users in the sections of the master class. This can be used to prevent changes from being made to required settings on assignments. Click on the submit button to save any changes made to the class preferences.

Managing Assignments

This page was not added to the PDF due to the following tag(s): article:topic-guide

Creating a Paper Assignment

Creating an Assignment

All submissions by students are made to assignments in a Turnitin class. Assignments for a given class are created, displayed, and modified from the class homepage.

1. To reach the class homepage, you must firstly access the main homepage by clicking the *All Classes* tab from the top of any page
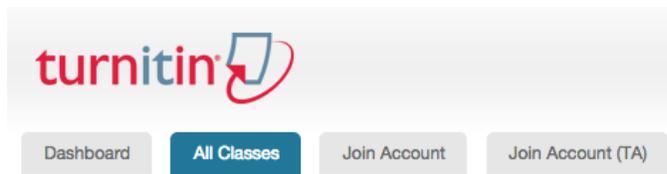
2. From the main homepage, the instructor must click on the name of the class to view the class portfolio
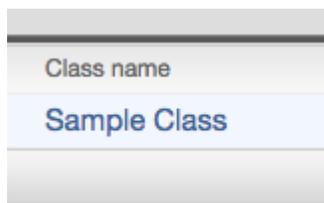
Note: An instructor with GradeMark or grade book available, will be required to set a post date on an assignment. This post date and time must be after the start date, but can be set before the due date of the assignment.

3. In the class portfolio, click on the *Add Assignment* button
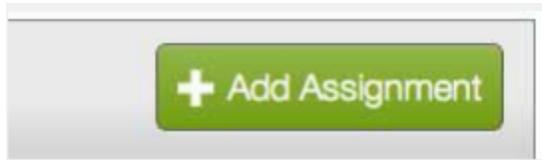
2. If you have not yet created an assignment for this class, please continue to **Step 4**. If an assignment has been created, select Paper Assignment by clicking on the radio button next to Paper Assignment
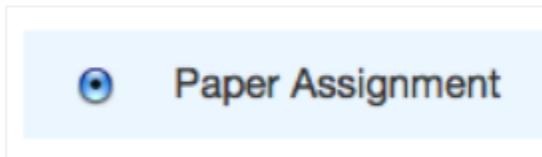
The paper assignment type is the base assignment for all other assignments types (PeerMark, Revision, and Reflection). When creating a paper assignment, there are three dates that instructors will need to set: the start date, the due date, and the post date.

3. Click on the *Next Step* button

4. On the next page, enter the Assignment title.

If you are a grade book user, you may also enter an option point value. This is the maximum number of points a student can receive from an assignment. E.g. 100. By setting a point value, this allows the grade to be set by rubrics (if used) and be sent to the grade book

Assignment title ❓

[   ]

Point value ❓

[   ]

Optional

5. Select the 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 from submitting papers, unless late submissions are enabled

Start date ❓

17-Apr-2015 📅

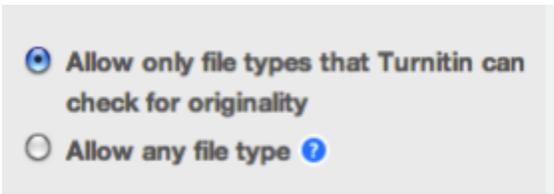at [6 ⬍] : [01 ⬍] [AM ⬍]

Due date ❓

24-Apr-2015 📅

at [11 ⬍] : [59 ⬍] [PM ⬍]

5a. GradeMark and Grade book users must select a post date for the assignment. The post date is the date and time that students can begin viewing the comments and grades that you have left on their papers in GradeMark. The post date can be set before the due date

Post date ❓

25-Apr-2015 📅

at [12 ⬍] : [00 ⬍] [AM ⬍]

6. 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, you can can select *Allow any file type.* This allows instructors to leave feedback on every file type.

Training Video: Creating an Assignment

Media, iframe, embed and object tags are not supported inside of a PDF.

Advanced Assignment Options

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 the *+ Optional Settings* link.

1. Enter special instructions to your students about the assignment

2. Select whether you wish to allow submissions after the due date of the assignment. If set to *Yes*, students will be able to submit to the assignment after the due date, providing they have not previously made a submission. If set to *No*, students will not be able to submit after the due date of the assignment.

Allow submissions after the due date? ?

○ Yes
◉ No

Originality Report Settings

Select whether you would like Originality Reports to be generated for submissions to the assignment. If you have chosen to set this to *Yes,* continue to **step 2**. If you prefer to set this option to *No,* please skip to **step 3**.

Originality Report

Generate Originality Reports for submissions? ?
◉ Yes
○ No

If the assignment is set to accept any file type Turnitin will only generate Originality Reports for the following file types:

Microsoft Word, PowerPoint, WordPerfect, PostScript, PDF, HTML, RTF, OpenOffice (ODT), Hangul (HWP), Google Docs (submitted via the Google Drive submission option), plain text files.

Report Generation and Resubmission Options

Select from the dropdown list when, after student submission, that you would like Originality Reports to be generated. There are three options for this assignment setting:

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.

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. Originality Reports will regenerate within an hour of the due date and time to allow student submissions to compare against one another within the assignment. A change in the Originality Report similarity index may result from the regeneration of the reports. This option is typically used when students are self-reviewing and revising their submissions and able to view the Originality Report. No resubmissions are allowed 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.
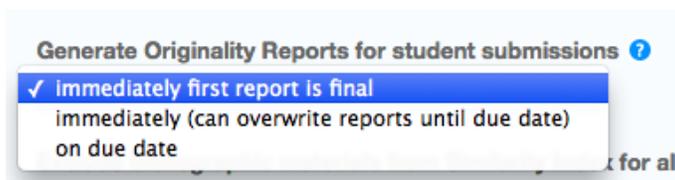
Note: If an instructor chooses to grade without a student submission and the Immediately first report is final is selected, students will not be able to submit to the assignment once the Grading Template is created.

Excluding the Bibliography

Select whether you would like text appearing in the bibliography, works cited, or references sections of assignments to be excluded from being checked for matches in the Similarity Index when generating Originality Reports. This setting can be overridden in individual Originality Reports.

Excluding Quotes

Select whether you would like text appearing in the quotes of an assignment to be excluded from being checked for matches in the Similarity Index when generating Originality Reports. This setting can be overridden in individual Originality Reports.

Exclude quoted materials from Similarity Index for all papers in this assignment? ❓
◉ Yes
◯ No

Excluding Small Matches

Select whether you would like to exclude matches that are not of sufficient length (determined by yourself) from being considered when generating Originality Reports. This setting can be overridden in individual Originality Reports. If you have chosen to set this to *Yes,* continue to **step 8b**. If you prefer to set this option to *No,* please skip to **step 10**.

Exclude small matches? ❓
◉ Yes
◯ No

Once *yes* has been selected, a yellow box will appear. Here, you can exclude matches by word count, through entering the amount of words that you would like to exclude from being considered when generating Originality Reports.

Alternatively, you can also exclude matches by percentage, through entering the percentage of words that you would like to exclude from being considered when generating Originality Reports.

Exclude matches by:*
◉ Word Count: [4] words
◯ Percentage: [0] %

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 also be adjusted within each Originality Report. With this feature, instructors have greater control over sifting out smaller matches, allowing them to focus on larger, more problematic and suspect matches within Originality Reports.

Allowing Access to Originality Reports

Choose whether you would like your students to view the Originality Reports for their submissions to this assignment. This option gives instructors more flexibility and control when creating assignments.
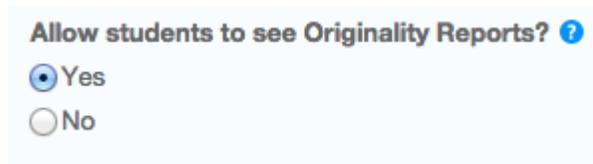
Allow students to see Originality Reports? ❓
⦿ Yes
◯ No

Repository Options

If the repository options are enabled for an instructor by the administrator, two or four options will appear within the *Submit papers to* dropdown list. Select from the dropdown list where you would like papers to be submitted to. The settings provide you with the ability to select whether papers are stored in a Turnitin standard paper repository, your institution's paper repository, the student's choice of paper repository, or no repository at all.

The benefit of submitting papers to the standard paper repository is that student papers submitted to the assignment are checked against other institutions' student submissions. However, by selecting to submit papers to the institution's paper repository, this means that the assignment will only be checked against other students' submissions within the institution. If you select *no repository*, your students' papers will not be stored in the Turnitin standard paper repository or the institution's paper repository, therefore meaning that the papers will not be checked for collusion between students of the same or different institutions.
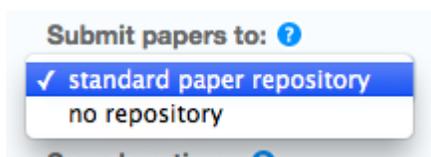
Submit papers to: ❓
✓ standard paper repository
no repository

or
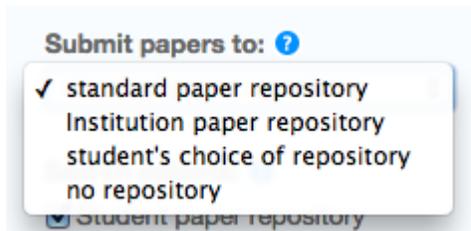
The search options setting allows you to select which Turnitin repositories students' submissions will be checked against when processing Originality Reports for papers. This allows an instructor to disregard a source type if the comparison against this type of source is not needed. The similarity index percentage may decrease if a repository option is de-selected.

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 check 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.

The currently available search targets are:

Student paper repository - works previously submitted in classes and assignments on Turnitin

Institution paper repository - a repository of student papers for the institution

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

Search options: ⓘ
☑ Student paper repository

☐ Institution paper repository

☑ Current and archived internet

☑ Periodicals, journals, & publications

GradeMark Settings

Attach a rubric to the assignment

If you would like to 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.

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.

No rubric/form
✓ Actual Writing   Launch Rubric/Form Manager
Demo Rubric
Find a rubric that's right for your assignment in Turnitin Teaching Tools
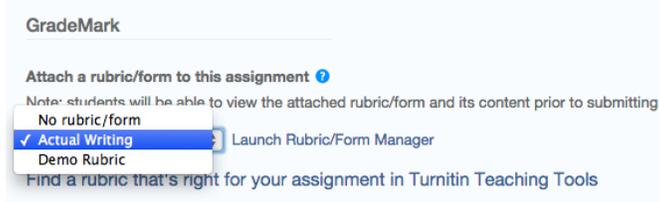
Enable e-rater® grammar check?

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. If this assignment option is not available then the e-rater grammar check is disabled for the account. Contact your Turnitin account administrator to enable the *e-rater* grammar check for the account.

Enable e-rater® grammar check?

◯ yes

◉ no

Note: *e-rater* grammar and spelling check comments are not automatically shown to the student. These comments are released, with all other comments, on the assignment post-date. Students will also not see *e-rater* comments if the assignment has not been opened by the instructor and if no comments have been left on the paper. This is to ensure that all comments *e-rater* has generated have been approved by the instructor.

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.
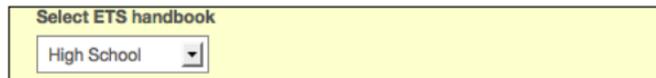
Select ETS handbook

High School ▾

Select the dictionary used for the spelling check
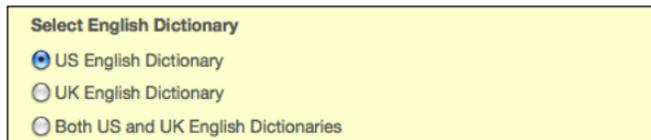
Select English Dictionary

⦿ 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. The default is to show the feedback for every category.
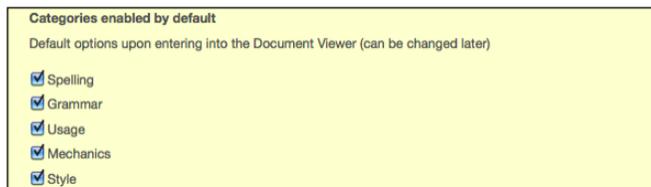
Categories enabled by default
Default options upon entering into the Document Viewer (can be changed later)

☑ Spelling
☑ Grammar
☑ Usage
☑ Mechanics
☑ Style

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? Select *yes* to have all future assignment creations use the advanced assignment options that have been selected as the default setting. Select *no* to continue with the previous default advanced assignment option settings.

The default settings can be changed at any time when creating a new assignment or updating an existing assignment.

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

Email Non-Submitters

This page was not added to the PDF due to the following tag(s): article:topic-guide

Submitting Papers

Instructors joined to a Turnitin account can submit papers using the four available methods. Instructor uploads may be submitted by:

Single file upload - A single file submission selected by the instructor.

Cut and paste - Submission of text copied and pasted into a Turnitin submission box. May be used to submit from a file format that is not accepted. No images or non-text information can be copied and pasted - only plain text can be accepted.

Multiple file upload - Multiple files selected one by one. Similar to adding multiple attachments to an e-mail

Zip file upload - Submit a standard zip file containing multiple papers. May contain up to 200MB or 1,000 files. Zip file uploads of significant size may require additional time to complete

File Types and Size

Turnitin currently accepts the following file types for upload into an assignment that has the *Allow only file types that Turnitin can check for originality* enabled:

Microsoft Word® (DOC and DOCX)
Corel WordPerfect®
HTML
Adobe PostScript®
Plain text (TXT)
Rich Text Format (RTF)
Portable Document Format (PDF)
OpenOffice (ODT)
Hangul (HWP)
Powerpoint (PPT)

When "Accept any file type" is enabled for an assignment, Turnitin will accept any file type submission as long as file requirements are met.

The file size may not exceed 40 MB. Files of a larger size may be reduced in size by removal of non-text content. Files that are password protected, encrypted, hidden, system files, or read only files cannot be uploaded or submitted to Turnitin.

Note: Text only files may not exceed 2 MB.

Note: If your class is set up to only accept files in which Turnitin can generate a originality report PDF documents must contain text to be submitted. PDF files containing only images of text will be rejected during the upload attempt. To determine if a document contains actual text, copy and paste a section or all of the text into a plain-text editor such as Microsoft Notepad or Apple TextEdit. If no text is copied over, the selection is not actual text.

Note: Users whose text files are saved in a file type that is not accepted by Turnitin when the assignment is set to *Allow only file types that Turnitin can check for originality* will need to use a word processing program to save the file as one of the accepted types. Rich Text Format and Plain Text file types are nearly universally available in word processing software. Neither file type will support images or non-text data within the file. Plain text format does not support any formatting, and rich text format supports only limited formatting options.

Warning: Users who are converting to a new file format will need to save their file with a name different than the original. Any file should be saved with a new file name when converting to plain text or rich text formats to prevent permanent loss of the original formatting or image content of a file.

Single File Upload

1. On the class homepage, click on the *More actions* link next to the Paper assignment that you would like to submit to and select *Submit paper*
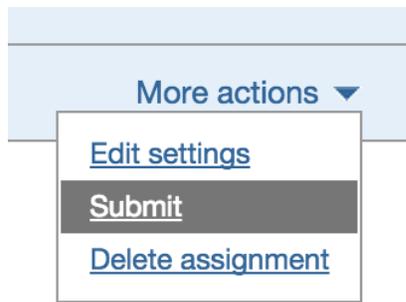
2. If needed, select *Single File Upload* from the *Submit* drop down menu. File upload is the default submission type for new users

3.

   3a. Select an enrolled student name using the author pull down menu on the submission page. Papers submitted by an instructor on behalf of a student will appear in the student portfolio just as if the student made the submission
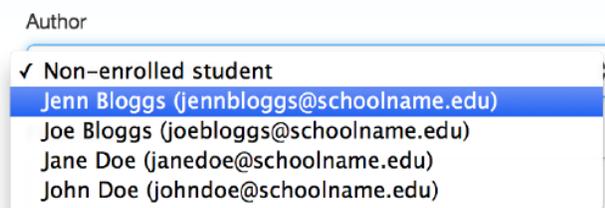
   3b. You must enter the first and last name when the non-enrolled student is selected from the author dropdown menu

First name

Last name

Warning: Papers you submit for non-enrolled students cannot be graded or marked for paperless return to students

3c. Enter the title for the paper

Submission title

5. Once the requirements for single file upload have been reviewed, you have a choice to upload a file from:

A computer
Dropbox
or Google Drive

Click one of the submission buttons and then locate the file you would like to upload

Choose the file you want to upload to Turni

Choose from this computer

Choose from Dropbox

Choose from Google Drive

6. Click *Upload* to upload this file.
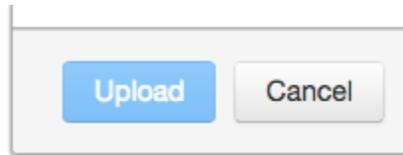
7. The upload will begin processing on the submission preview page and will indicate the upload progress of the selected file. Once the file is processed the first page of the file will be displayed
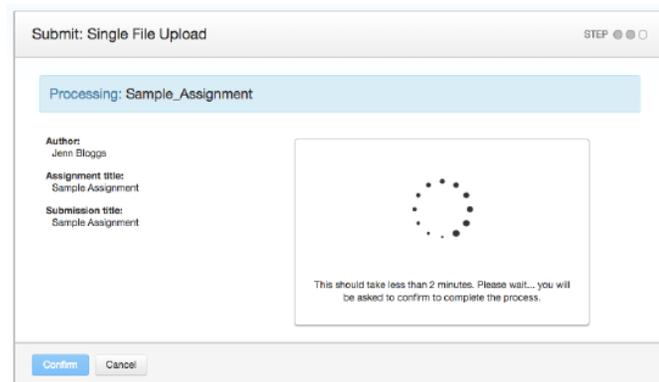
8. Once the paper has been uploaded, the first page of the paper being submitted is displayed. Review the text to confirm the correct file was selected. Use the arrows above the document preview to check any further pages in the document
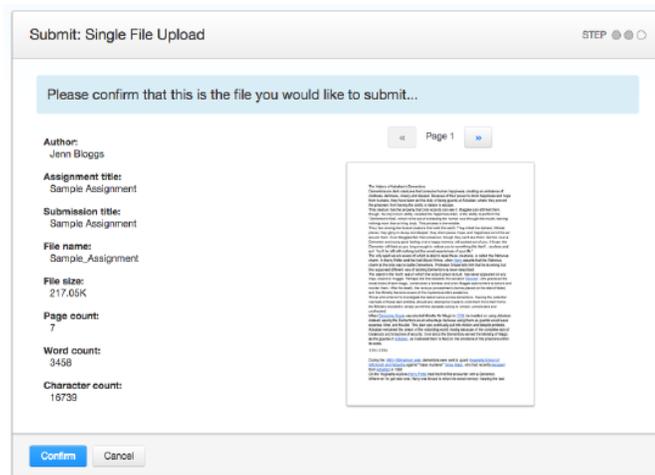
9. To complete the file upload, click on the *Confirm* button at the bottom of the page. If the wrong file was loaded, click on *Cancel* and re-submit with the correct file
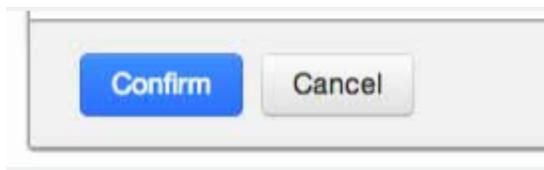
10. Once the submission is complete, the digital receipt is displayed. The submission ID on the digital receipt is a unique number assigned to this submission. A copy of the digital receipt is available for download within the document viewer print option.
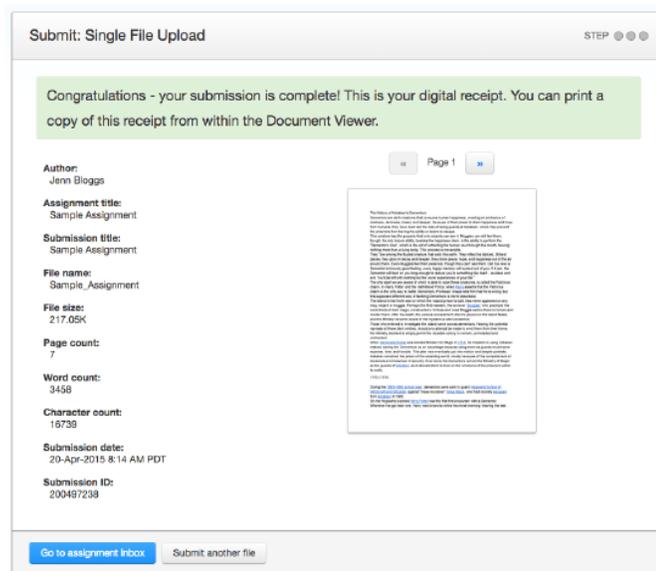
11. Click *Go to assignment inbox* to view the list of current student submissions, or click *Submit another file* to continue submitting as a student
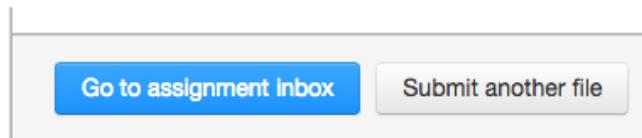
Multiple File Upload

The multiple file upload submission option allows you to upload multiple files simultaneously.

1. On the class homepage, click on the *More actions* link next to the Paper assignment that you would like to submit to and select *Submit paper*
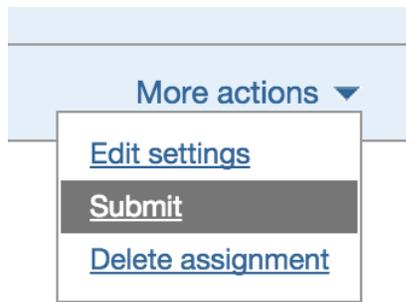
2. Select *Multiple File Upload* from the *Submit:* drop down menu. *Single file upload* is the default submission type.
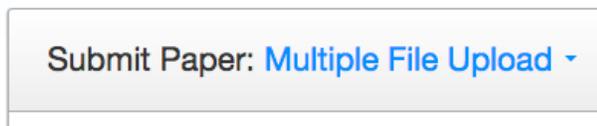
3. Click on *Choose File* and locate the file from your computer to attach to the File Submission Preview list
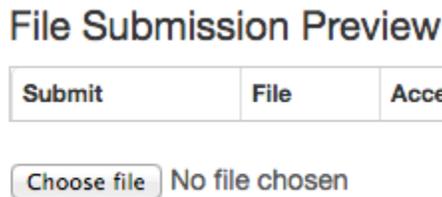
Each file must be less than 40 MB

> If your file contains images, you may remove the images or save the file as a rich text or plain text file to make the file smaller. If your file is a PDF and exceeds the 40 MB restriction: (1) copy the text in the document, (2) change the upload process to 'copy and paste', and (3) paste the text in the body field.

The maximum paper length for each file is 400 pages

All file types are allowed and can receive marks in GradeMark and PeerMark; however, only Microsoft Word, PowerPoint, WordPerfect, PostScript, PDF, HTML, RTF, OpenOffice (ODT), Hangul (HWP), Google Docs, and plain text files with at least 20 words of text will be eligible to receive Originality Reports

4.

4a. Once your first file has been successfully uploaded, the file will appear within the File Submission Preview list. Select an enrolled student name using the dropdown menu on the submission page. Papers submitted by an instructor on behalf of a student will appear in the student portfolio

?	**Student**		**La**
	Joe Bloggs (joebloggs@schoolname.edu)	⇕	Bl

4b. Once your first file has been successfully uploaded, the file will appear within the File Submission Preview list. To submit on behalf of a non-enrolled student, ensure that "non-enrolled student" is selected from the *Student* dropdown list, and enter their last and first name in the respective text boxes. Papers submitted by an instructor on behalf of a student will appear in the student portfolio

Last name	**First name**

5. Enter the title for the paper. If no paper title is entered, the title defaults to the file name for the submitted file

Title

6. Repeat **steps 3 - 6** for each paper being submitted as part of the upload

7.

7a. When all the desired files are attached, review the student names and assignment titles

File Submission Preview *(editing fields is not required)*

Submit	File	Accepted?	Student		Last Name	First Name	Title
☑	SampleAssignment.docx	yes	Joe Bloggs (joebloggs@schoolname.edu)	⇕	Bloggs	Joe	Sample Assignmer
☑	TestAssignment.docx	yes	John Doe (johndoe@schoolname.edu)	⇕	Doe	John	Test Assignment

7b. Files can be excluded from the upload by removing the check from the check box to the left of the file name under the *Submit* column.

8.

8a. Click *Upload All* to upload the files
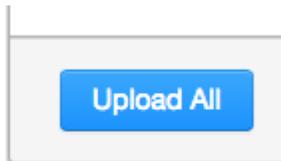
8b. You can remove all uploaded files from the File Submission Preview list by clicking on the *Delete all* link located below the list to the right. A dialog box will ask you to confirm the deletion. This will clear the list and allow you to restart the upload process.

st Assignment
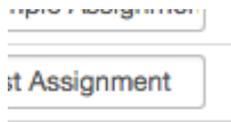
Delete all

9. On the accepted files page, please review the files to be uploaded

10. Click S*ubmit* to submit all uploaded files to Turnitin, or click *Go back* to make changes to the multiple file upload
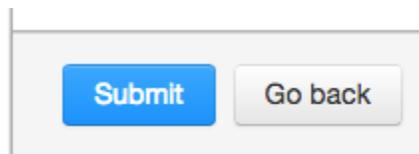
Cut and Paste Submissions

The cut and paste submission option allows users to submit information from non-supported word processors or file types, or to only submit specific parts or areas of a document that may need an Originality Report generated.

Please note that only text can be submitted via the cut and paste method - any graphics, graphs, images, and formatting are lost when pasting into the text submission box.

1. On the class homepage, click on the *More actions* link next to the Paper assignment that you would like to submit to and select *Submit paper*
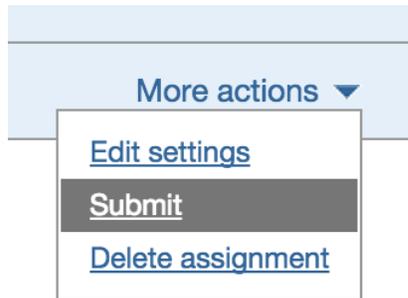
2. Select *Cut and paste* from the Submit Paper: pull down menu. Single file upload is the default submission type
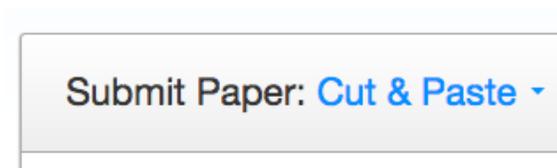
3.

3a. Select an enrolled student name using the author pull down menu on the submission page. Papers submitted by an instructor on behalf of a student will appear in the student portfolio just as if the student made the submission
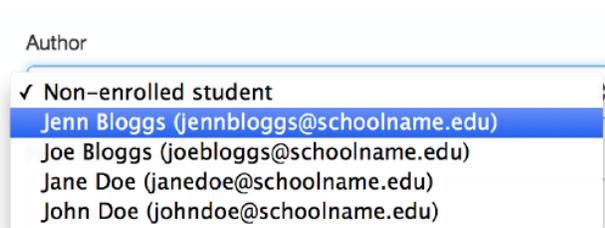
3b. You must enter the first and last name when the non-enrolled student is selected from the author dropdown menu

First name

Last name

Warning: Papers you submit for non-enrolled students cannot be graded or marked for paperless return to students

4. Enter the title for the paper.

Submission title

5. Copy and paste the selected text into the text box

Cut and paste your paper

Tip: To copy and paste text, highlight the text to submit in a word processing or text editing program and select *copy* from the *edit* menu. To transfer the text into the text box on Turnitin, click inside the text box of the submission page and select *paste* from the browser *edit* menu

6. Click on *Upload* to submit the text.
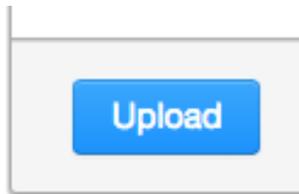
7. Once the submission is complete, the digital receipt is displayed. The submission ID on the digital receipt is a unique number assigned to this submission. A copy of the digital receipt is available for download within the document viewer print option.
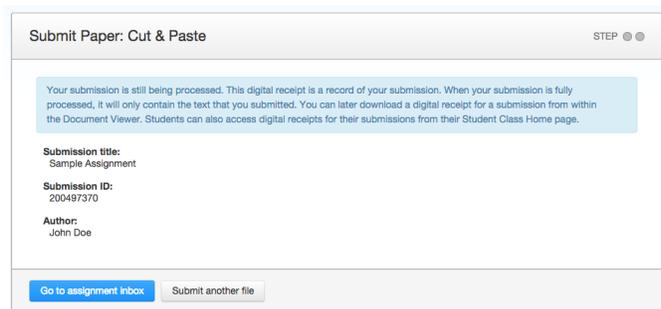
8. Click *Go to assignment inbox* to view the list of current student submissions, or click *Submit another file* to continue submitting as a student
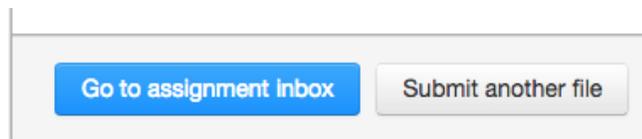
Zip File Uploads

Instructors are able to upload a zip file of papers to a Turnitin assignment. The zip file may be any size up to approximately 200MB and contain up to 1000 individual files. If the zip file exceeds either limit it will be rejected.

In uploading zip files, you are advised to ensure that no unacceptable file types are contained within the zip file and to be careful of duplicate copies of the same file within the zip file. Turnitin will attempt to detect duplicate or invalid files and warn you of any duplicate or unacceptable files.

1. On the class homepage, click on the *More actions* link next to the Paper assignment that you would like to submit to and select *Submit paper*
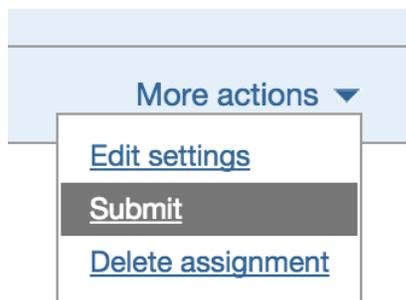
2. Select *Zip file upload* from the *choose a paper submission method:* pull down menu. Single file upload is the default submission type for new users.
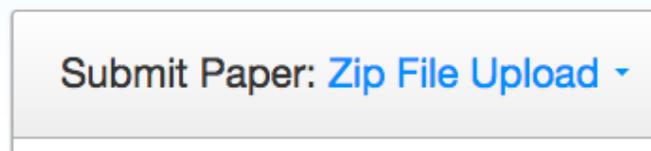
3. Click on *Choose File* and select the zip file that will be uploaded

Browse for the file to upload

Choose file | No file chosen

Zip files can contain a max of 1000 papers

Please check the contents of your zip file. Check the number of documents in the zip file, if it contains more than 1000 papers, the system will take a minimum of an hour to detect the error and the zip file will not be uploaded.

The zip file must be less than 200 MB

Individual files must be less than 40 MB each

If your file contains images, you may remove the images or save the file as a rich text or plain text file to make the file smaller. If your file is a PDF and exceeds the 40 MB restriction: (1) copy the text in the document, (2) change the upload process to 'copy and paste', and (3) paste the text in the body field.

The maximum paper length for individual files is 400 pages each

All file types are allowed and can receive marks in GradeMark and PeerMark; however, only Microsoft Word, PowerPoint, WordPerfect, PostScript, PDF, HTML, RTF, OpenOffice (ODT), Hangul (HWP), Google Docs, and plain text files with at least 20 words of text will be eligible to receive Originality Reports

4. Click *Upload* to load the zip file and view the list of papers. A status bar indicating upload progress should be shown. Once uploaded the paper will be redirected to the File Submission Preview page
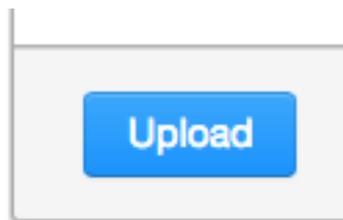
Upload

5.

5a. Once your zip file has been successfully uploaded, the individual files within the zip file will appear in the File Submission Preview list. Select an enrolled student name using the dropdown menu on the submission page. Papers submitted by an instructor on behalf of a student will appear in the student portfolio

?	Student	La
	Joe Bloggs (joebloggs@schoolname.edu) ⬍	Bl

5b. Once your first file has been successfully uploaded, the file will appear within the File Submission Preview list. To submit on behalf of a non-enrolled student, ensure that "non-enrolled student" is selected from the *Student* dropdown list, and enter their last and first name in the respective text boxes. Papers submitted by an instructor on behalf of a student will appear in the student portfolio

Last name	First name

6. Enter the title for the paper. If no paper title is entered, the title defaults to the file name for the submitted file

Title

7.

7a. When all the desired files are attached, review the student names and assignment titles

File Submission Preview *(editing fields is not required)*

Submit	File	Accepted?	Student	Last Name	First Name	Title
☑	SampleAssignment.docx	yes	Joe Bloggs (joebloggs@schoolname.edu)	Bloggs	Joe	Sample Assignmer
☑	TestAssignment.docx	yes	John Doe (johndoe@schoolname.edu)	Doe	John	Test Assignment

7b. Files can be excluded from the submission by removing the check from the check box to the left of the file name under the *Submit* column.

6. Once the files to submit from the zip file have been selected and (if needed) assigned name and title information, you must click on *Submit* to continue the upload of papers into the assignment. I
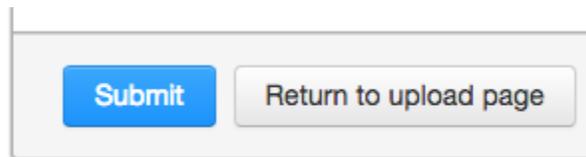
7. A confirmation screen will be shown listing all file names, author names, Email user profiles, and submission titles. Any fields containing Anonymous or Not Entered are not required, but may be set by using the *Go back* button to return to the previous screen

Click *Submit* to finalise the zip file upload into the assignment. Otherwise, click *Go back* to make any necessary amendments. A progress bar will display the remaining time for the upload

Training Video: Submitting a Paper or File

Media, iframe, embed and object tags are not supported inside of a PDF.

The Assignment Inbox

Accessing the Assignment Inbox

Each assignment in a class has an assignment inbox. The assignment inbox contains any submissions that have been made by students or the instructor to the assignment.

1. To access the assignment inbox, click the *All Classes* tab, which will direct you to the Instructor homepage.
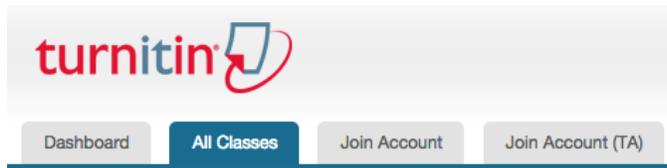
2. From the Instructor homepage, click on the class name of the assignments you wish to access. You will be directed to the class homepage

3. From the Class homepage, click on the *View* link under the Actions column next to the assignment that you wish to access

---

Elements of the Assignment Inbox

The assignment inbox is a sorted list of columns containing information regarding submissions in an assignment. The assignment inbox can be organized by any of the criteria listed - for example, clicking on the column heading name of author will sort the contents of the assignment box by author last name from A to Z. Clicking the column heading again will sort it again by the reverse of the criteria, from Z to A.

The column headings in the assignment inbox are:

Author - A column containing the names of any enrolled students and the names given for any non-enrolled instructor uploaded papers in the assignment. Clicking on the name of the author opens the class portfolio page for any enrolled students. Enrolled student names are underlined and lettered in blue

Title - The title given for any paper submitted. If there is no submission for a user, this field will list "no submission". Clicking on the title of a paper will open a text version of the paper with submission information, but no Originality Report data, to allow an instructor to view the student paper

Similarity - The Similarity column contains the Similarity Report icon. The icon contains a percentage indicating the overall similarity of the paper to information in the Turnitin repositories: 100% being 'fully similar', 0% indicating 'no similarity'. The icon is rectangular and contains the percentage number and the corresponding color. If only a grayed out icon is available, the report is not ready. A dash in the report column indicates no submission or that no Similarity Report is generated based on assignment settings. For more information, see the Viewing Similarity Reports section of this guide

Grade - The grade column indicates GradeMark image availability. A blue pencil icon indicates that a paper is ready to be graded, but has not yet been graded. A grey pencil icon that no submission was made or that GradeMark digital assessment is not available for the class or account. Once a paper is graded, the point value given to the paper will replace the pencil icon in the grade column

Response - The response column provides instructors with insight on which students have viewed their graded papers. A grey icon of a person with a check mark notifies the instructor that their student has viewed their graded paper in GradeMark for over 30 seconds. If the student does not view GradeMark for more than 30 seconds, the response column will not update. By hovering over this icon, you will be advised of the date and time that your student viewed GradeMark

File - A page icon will appear in the file column if a submission has been uploaded to Turnitin. If there was no submission made, a dash will appear. Click on the page icon to download a copy of the submission as originally uploaded by the student to the assignment

Paper ID - The unique numeric ID number assigned to every submission made to Turnitin. This column contains a dash if no submission was made. The paper ID is also provided to students or instructors when submitting by file upload or copy and paste as part of the digital receipt

Date - The date of a submission. Any dates shown in red indicate a late submission made after the due date and time of an assignment. The format is day-month-year. If no submission was made after the due date/time for a student, this column shows (*late*) in red. If the due date has not passed, students in the class with no submissions have a dash in this column.

The assignment inbox also contains a number of items in the assignment inbox panel at the top of the assignment inbox. The items are:

All papers
Marked papers
Viewed papers
New papers

These allow an instructor to select which folder of an assignment inbox to view. By default, all papers are in the new papers folder. Papers can be moved between folders in the assignment inbox by using the *move to* function. Papers only can be placed in a single folder. Selecting a folder will display only that folder unless *all papers* is selected, which shows every submission in an assignment

Sample Assignment

INBOX | NOW VIEWING: NEW PAPERS ▼

| New papers |
| Viewed papers |
| Marked papers |
| All papers |

Submit File

☐ AUTHOR

☐ John Doe

Submit button - Allows an instructor to begin submitting a paper or papers to this assignment

INBOX | NOW VIEWING: NEW F

Submit File

☐ AUTHOR TIT

Organizing the Assignment Inbox

Turnitin offers the instructor user many methods to organize papers in the assignment inbox to assist with handling large classes or simply to quickly sort the submissions and Originality Reports in an inbox.

The following are the ways an instructor is able to organize the assignment inbox:

Sorting by column header - Click any of the following column names to sort the inbox by that column: author, title, similarity, grade, paper ID and date. Click a second time to re-sort in the opposite direction

☐	AUTHOR	▲
	Jenn Bloggs	
☐	Joe Bloggs	
	Jane Doe	
☐	John Doe	

Delete - By ticking the checkbox for a particular paper, the delete option will appear above. This will allow you to delete the paper
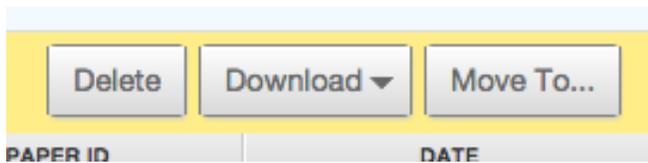
Download - By ticking the checkbox for a particular paper, the download option will appear above. Select from the *Download* dropdown list whether you would like to download the original paper or the GradeMark paper
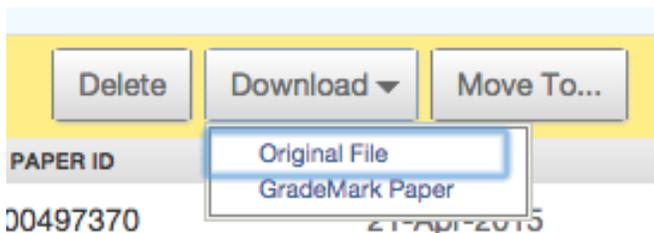
In selecting Original File, a dialog box will appear advising you that the file will be compressed and downloaded to your computer. Click *OK* to accept, or *Cancel* to abort the procedure

In selecting GradeMark paper, a dialog box will appear advising you that this action will compress the selected files into a zip file. You will be notified in your Turnitin Messages tab when the zip file is available for download. Click *OK* to accept, or *Cancel* to abort the procedure. This process is confirmed through a yellow notification at the top of the page. Select the *Messages* link to If view and download the zip file

Move to - By ticking the checkbox for a particular paper, the move to... option will appear above. This button will allow you to move papers to the viewed or marked folders. You will be directed to the move paper(s) page, where you can select the destination folder and destination assignment from their respective dropdown lists. Click *submit* to confirm this move
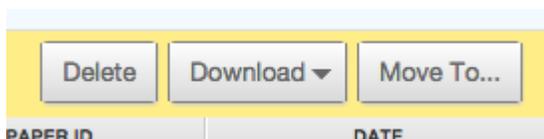
Viewing and Exporting a GradeMark Report

GradeMark Report provides information on how many times each QuickMark was used on and each rubric criterion rating given for each graded paper in an assignment. This allows instructors to more quickly identify learning patterns among their students and determine which rubric criteria or writing skills their students show strengths or weaknesses in.

Within the GradeMark report there are two main viewing options: the rubrics tab or the QuickMarks tab. If e-rater grammar check is turned on for an assignment a third tab will appear titled e-rater® Marks.

QuickMark Report

1. To view the GradeMark Report summary click on the *GradeMark Report* button.

2. By clicking on the Q*uickMarks* tab, this will display the QuickMark sets used in grading the papers within the assignment and the number of QuickMark editing marks used in each paper from each QuickMark set.
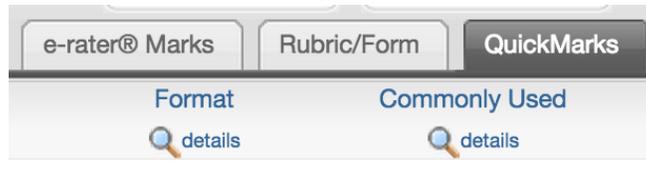
3. To view the specific QuickMark editing marks that were used from each QuickMark set, click on the *details* link under the QuickMark set that you would like to view

4. GradeMark report tracks and records each QuickMark used within a students paper. This information is located underneath the QuickMark symbol column header to the right of the student name and paper title. Use the QuickMark set name tabs to navigate between QuickMark sets.

GradeMark	Composition	Usage	Punctuation	Format	Commonly Used
	--	--	--	--	--
gm ✔	0	0	0	1	1
	--	--	--	--	--
gm ✔	2	2	3	3	5
gm	0	0	0	0	0

5.

5a. To make any changes to the GradeMark report, click on the *gm* link under GradeMark, which will open GradeMark. Once you have made these changes, close the GradeMark window

5b. For the aforementioned changes to update in the GradeMark report, click on the *Refresh Report* button in the top right corner of the GradeMark report page. This will update the changes made
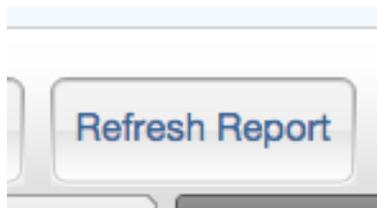
5c. To export the GradeMark report click on the *Export Report* button in the top right corner of the GradeMark report page. Whichever page of the GradeMark report you are currently viewing will be exported to an excel file.
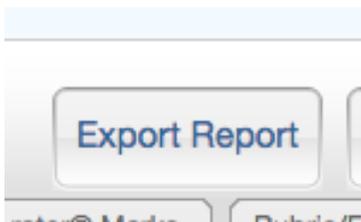
Rubric/Form Report

1. Select the *Rubric/Form* tab to open the rubric portion of the GradeMark report.
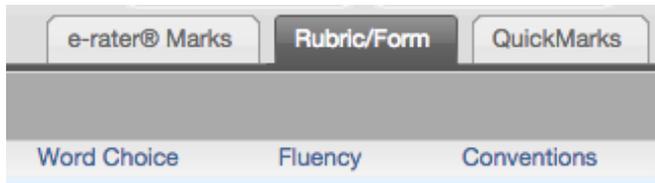
2. There are two viewing options for the rubrics tab: numerical scores or qualitative scores. Use the *View as* drop-down menu to move between the two options.
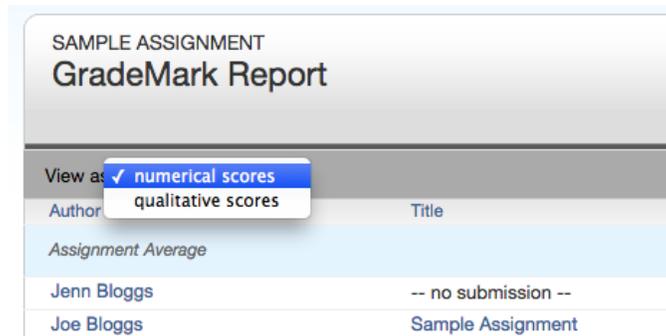
3. Ensure the rubric or form scores are showing for each criterion. If the values aren't appearing, simply click the *Refresh Report* button.

Author	Title	GradeMark	Ideas/Content	Organization	Word Choice	Fluency	Conventions
Assignment Average			0.4	0.4	0.4	0.4	0.3
Jennifer Davis	-- no submission --		--	--	--	--	--
Colin Harris	Test Submission	gm ✔	0.6	0.6	0.8	0.6	0.4
Sarah Doe	Test Submission	gm ✔	0.6	0.6	0.8	0.6	0.4
Jane Lane	Test Submission	gm ✔	0.6	0.2	0.2	0.6	0.4
Jim Smith	Test Submission	gm ✔	0.6	0.6	0.6	0.8	0.8
David Stevens	Test Submission	gm ✔	0.6	0.8	0.8	0.8	0.6
James Bloggs	Test Submission	gm ✔	0*	0*	0*	0*	0*

* - criterion was not selected

3. Click *Export Report* to download the current view of the rubric/form report
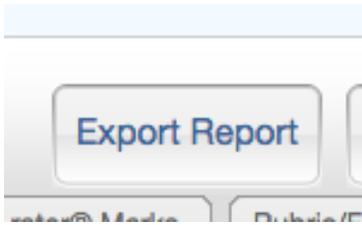
Training Video: Accessing the Assignment Inbox

Media, iframe, embed and object tags are not supported inside of a PDF.

The Libraries Page

The Turnitin libraries page is separated into four pages accessible by using the appropriate tab. The initial page is the assignments library.

The areas of the library page are:

Assignments - a list of assignments created in any class controlled by the instructorQuickMark Manager - a list of the instructors QuickMark sets, allows instructors to create new QuickMark sets and QuickMark comments, and manage their QuickMark sets

Rubric Manager - contains list of the instructors rubrics, allows instructors to create new rubrics, export or share their rubrics

PeerMark Questions - a list of the instructors current PeerMark question libraries, allows instructors to create new PeerMark libraries and to manage or create PeerMark Questions within a library

Assignments Library

The assignments library assists an instructor in managing the assignment sets created in all of the instructor's classes on Turnitin. When an assignment is created for a class, the assignment is added to that class' assignment set.

When the library page is opened, the assignment library displays the assignment set for the current class by default. To select a different class assignment set to view, use the pull down menu labeled *select assignment* set and choose the name of a class. The assignment set for the selected class will be displayed.
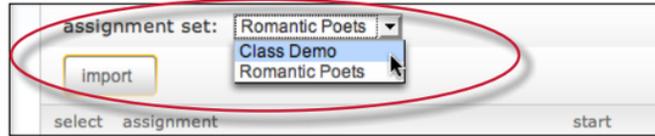
Importing Assignments

From the assignment library, an instructor can import assignments to copy them from one class to another.

1. Log into Turnitin and click on the name of the class to import an assignment or set of assignments into

2. Click on the *libraries* tab in the class

3. Use the *select assignment set* pull down menu to choose a class to import assignments from
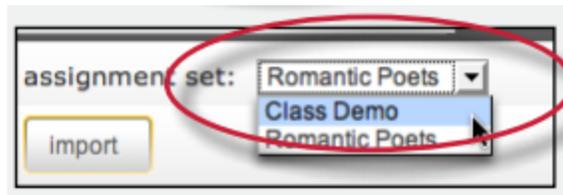
4. Click the check box to the left of the assignment(s) to import to another class
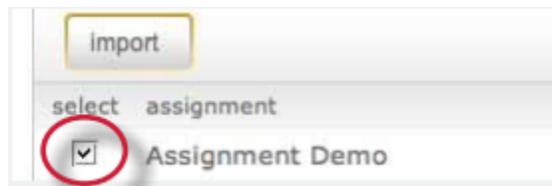
5. Click the *import* button above the assignment name list
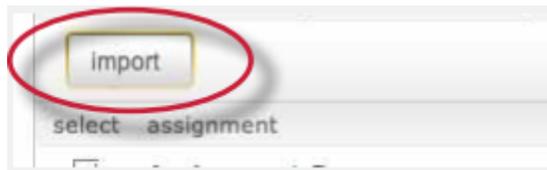
6. Select whether to use the assignment dates existing in the library or to enter new dates. To use library dates, click the *preserve dates* link. To enter new dates for a new school year or semester, enter the start and due dates and click *submit*

7. The assignment(s) selected will be imported into the current class

Note: If more than one assignment is being imported, the selected dates are applied to all assignments imported at the same time. Dates can be edited later for individual assignments by clicking on the assignment update button. The user may also import assignments one by one, selecting new dates for each assignment.

![turnitin logo]

Viewing, Downloading, and Moving Papers

Viewing Papers

Every text or image-based submission made to an assignment can be viewed online. To view a paper through the Turnitin website, simply click title of the paper in title column of the Assignment Inbox; this will open the paper in the Document Viewer.

Note: Media files cannot be played within the Document Viewer, but can be downloaded from the Document Viewer. Click here to view guidance on downloading media files.

Downloading Papers

You can download and save papers submitted to an assignment one by one, or in bulk, as a zip file. If the GradeMark or Peer Review products are active on your account, you will have the option of downloading a PDF version of the submission, or the file in its original format.

1. Click on the icon under the *File* column for the paper to download.

2. For Peer Review and GradeMark accounts, a pop-up window will prompt you to opt to download the submission in its originally submitted format, or in PDF format
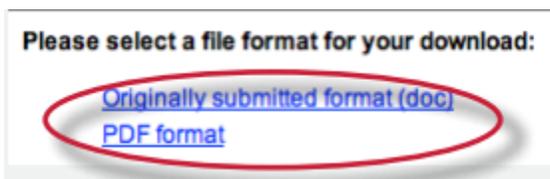
3. The file will download automatically to your device

Note: Media files can only be downloaded in their original format.

Bulk Downloading Papers

You can also download papers in bulk into a zip file, either in the submission's original file format or in GradeMark format.

1. From the Assignment Inbox, check the boxes alongside the papers that you would like to download

1a. The user may also check box in the column heading to download all papers from all pages of an assignment inbox

2. Click the *Download* button above the author column and select the format you'd like to use
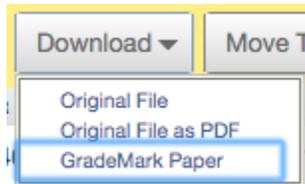
3. Click on *ok* to accept the download
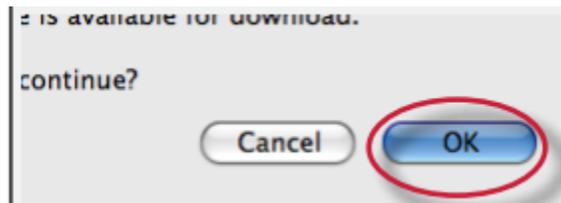
4. We'll now work away in the background creating a zip file with your requested files. Feel free to use Turnitin as normal while we process your files.

Your files are being compressed. When compression is complete a zip file will be available for download in your Turnitin Messages tab.

5. We'll send you a notification once your files have finished processing in the Messages tab. You can find the Messages tab in the top right corner of Turnitin.

Mario Jumpman | User Info | Messages (2 new) |

6. Inside your Messages tab you will have a new notification from us. Open the message to find your download link.

Status	Type	Message	Date	Delete
New!	Bulk Download	English 101 bulk Original file is ready for do...	08-Jan-2016	🗑

7. Click the download link contained in the message to download your files.

Your bulk Original download zip file for English 101 is now available.
Message Sent: 08-Jan-2016 from Turnitin

Bulk download compression details:

    Requested on: 08-Jan-2016 16:16 GMT
    Class: English 101
    Assignment: Principles of Grammar

Your files are ready for download. Please click on the link(s) below to begin the zip file download:

http://turnitin.com/bulk_download.asp?p=1&u=108723

These files will be available for download until 15-Jan-2016 16:16.

Note: Media files can only be downloaded in their original format.

Downloading Files in the Document Viewer

Files can also be downloaded directly from the Document Viewer

1. Click the paper title from the *Title* column in the Assignment Inbox; this will open the Document Viewer in a new browser

TITLE
Test Video
Sample Assignment

2. Click on the download icon in the Submission Tools section of the product toolbar

3. A box will appear with download options. From here, you can download the current view of a paper (with QuickMarks included), the paper as it was originally submitted to Turnitin, and the digital receipt for the submission.

Note: By clicking *Download PDF of the current view for printing* when dealing with a media file submission, only the submission information and comments added in GradeMark will appear within the PDF.

Downloading Media Files in the Document Viewer

When opening a media file submission in the Turnitin Document Viewer, you will immediately be prompted to download the file in its original format. From here, you can provide feedback on the submission in GradeMark using the blank paper provided.

1. Click the title of the paper from the *Title* column in the Assignment Inbox; this will open the paper in the Document Viewer

TITLE
Test Video
Sample Assignment

2. Click anywhere in the *Download submitted file:* banner at the top of the Document Viewer to download your student's media submission in its original format. The file will download to your device automatically

feedback studio   Test Media Assignment

⬇ Download submitted file: zoom_0.mp4(1.25M)

turnitin
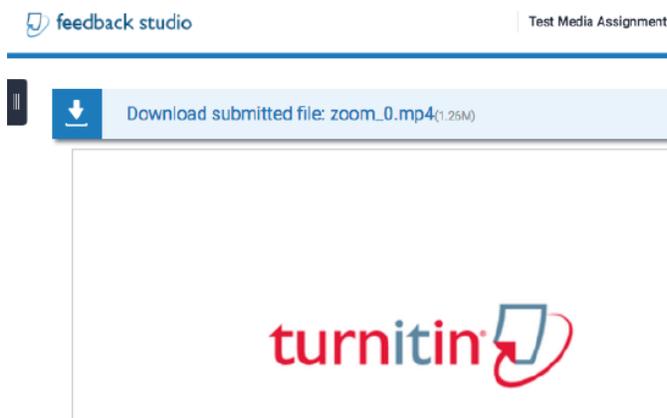
Moving Papers Between Assignments

If an assignment has been accidentally submitted to the wrong assignment within a class you can easily change this.

Note: Any grades you have already applied to the submission will also be transferred with the paper

1. From the class homepage navigate to the assignment with the incorrect submission

Natural History 101

INBOX | NOW VIEWING: NEW PAPERS ▼

	AUTHOR	TITLE
☐	Jane Eyre	The Blue Whale
☐	Edward Rochester	Whales that are blue

2. Using the check boxes in the first column select the student submissions that you would like to move. A yellow bar will appear confirming the amount of papers you have selected. Click the *Move To...* button.

Natural History 101

INBOX | NOW VIEWING: NEW PAPERS ▼

			GradeMark Report	Edit assignment settings	Email non-submitters

You have selected 1 paper(s) on this page   Delete | Download ▼ | Move To...

	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
☑	Jane Eyre	The Blue Whale	100% ▉	✏	○	🗋	46184404	24-Jul-2015

3. Using the *destination assignment* drop down select the assignment you'd like to move the submission into

Note: You are only able to move papers between assignments within the same class

move paper(s)

destination folder
[new papers ⬍]

destination assignment
✓ this assignment
  1 - Grammar Principles
  2 - Historical Studies
  4 - English Literature
  5 - The Classics

4. Click *Submit* to move the papers

Viewing Late Submissions

This page was not added to the PDF due to the following tag(s): article:topic-guide

Viewing Submission Information

This page was not added to the PDF due to the following tag(s): article:topic-guide

Grading Tools

This page was not added to the PDF due to the following tag(s): article:topic-guide

Commenting Tools

Media, iframe, embed and object tags are not supported inside of a PDF.

The In-Context Marking Tool

The in-context marking tool allows you to choose between all of the different marking types that Turnitin offers. Click anywhere on a paper to reveal the in-context marking tool, where you can then click on the relevant icon to leave a mark on the page.

Inline Comments

Inline comments allow you to leave text directly on top of your student's paper. From the in-context marking tool, choose the T icon and then begin typing your comment. The comment will automatically be saved.

Note: You can move a comment by clicking and dragging it to where you would like to place it.

Deleting an Inline Comment

1. To delete an inline comment, hover over the comment with your mouse and click the *trash can* icon that appears above the comment.
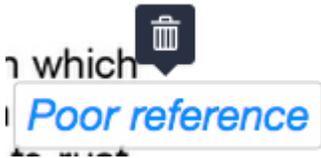
3. If you accidentally remove a comment, you can undo this change by clicking *Undo* in the notification that appears upon deletion, located at the top of the paper.

Strikethrough Text

By selecting a piece of text, you have the option to strike through a piece of text, instead of adding an inline comment. Choose the S icon to strike through.
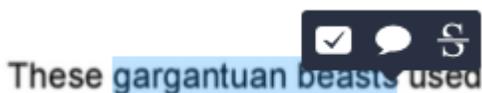
Deleting a Strikethrough

1. To remove the strikethrough from a piece of text, hover over the text with your mouse and click the *trash can* icon that appears above.

🗑

~~gargantuan beasts~~

2. If you accidentally remove a comment, you will be able to undo the change by clicking *Undo* in the notification that appears upon deletion.

Strikethrough has been deleted.   ↩ Undo

Bubble Comments

1. Bubble comments can be left in two ways. You can leave a bubble comment by clicking directly on the page or by selecting a portion of text.

1a. Click directly on the paper, then select the speech bubble icon from the in-context marking tool to leave a bubble comment.

Assign criterion

B *I* U 🔗

Add comment

🗑 Convert to QuickMark

💬
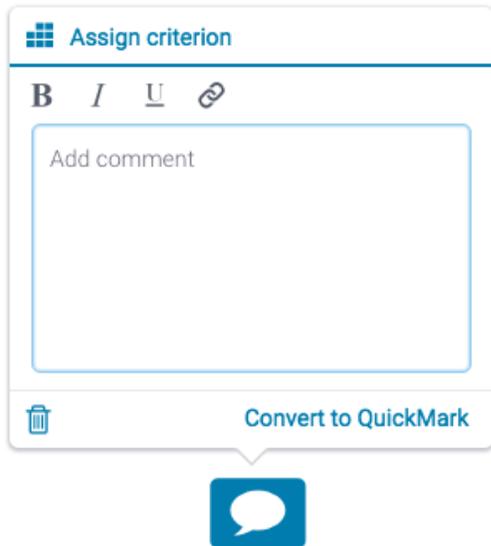
1b. Alternatively, select a section of text, then select the speech bubble icon from the in-context marking tool. This will connect the bubble comment to your chosen text.

💬 Ligers vary in appe
subspecies of lion

2. With bubble comments, you can add text, convert text to hyperlinks, and apply simple formatting to your comment. Highlight the text you wish to format and use the formatting tool to bold, italicize, underline, or hyperlink.

B *I* U 🔗

Great point! You should expand on this in your next assignment. This website gives more information on blue whales.

Assigning a Criterion to a Bubble Comment

Please note that the *Assign Criterion* option will only appear within the bubble comment options if a rubric is attached to the assignment. Learn how to attach a rubric to an assignment here.

1. Click the *Assign Criterion* button at the top of a bubble comment box. This will reveal a list of criterion, from which you can choose to assign an individual criterion to the bubble comment.
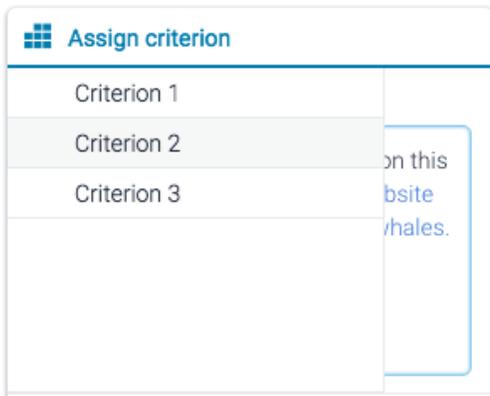
2. The *Assign Criterion button* will then change to the criterion name, confirming the assignment.

3. A criterion assigned to a bubble comment is identifiable by the criterion icon placed inside a speech bubble.

Converting a Bubble Comment to a QuickMark

1. For easy reuse in this assignment or other assignments, you can convert your bubble comment into a QuickMark. Click *Convert to QuickMark* from the bottom right-hand corner of the bubble comment box.
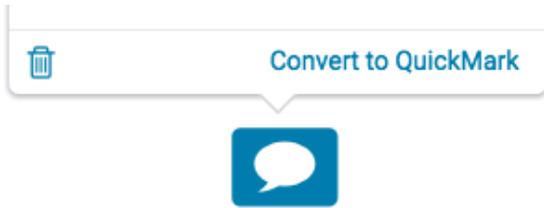
2. A menu will appear within the bubble comment box. Here, you can set a title and assign the QuickMark to a specific set.
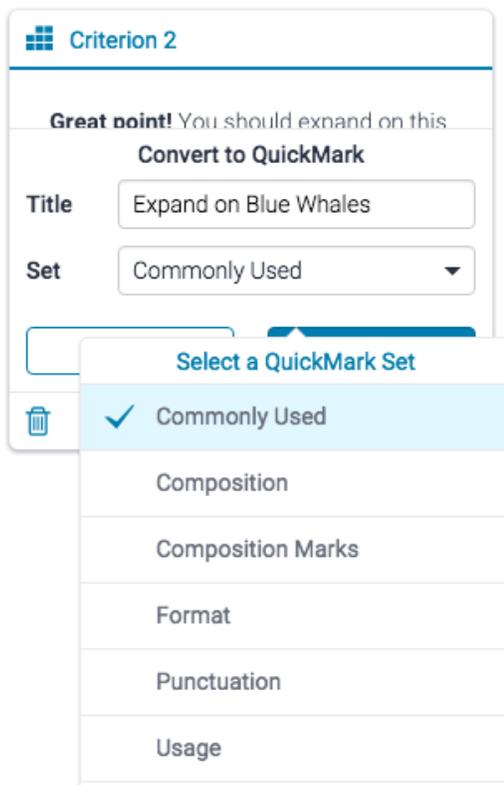
3. Click the *Save* button to convert your bubble comment to a QuickMark.

4. Your QuickMark title will now appear on the paper.

4a. If your QuickMark has a criterion assigned to it, the criterion icon will appear alongside the QuickMark title.

Note: To edit the description of the QuickMark, navigate to the QuickMark manager and edit it from within the set you have just assigned, visit the QuickMarks Manager guidance for further instruction.

Deleting a Bubble Comment

1. To remove a bubble comment from the paper, click the blue bubble comment, and click the *trash can* icon in the bottom left-hand corner of the bubble comment box.
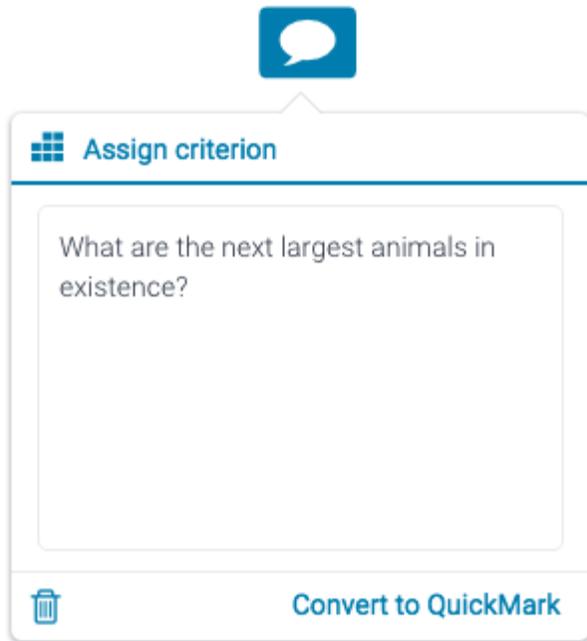
2. If you accidentally remove a comment, you will be able to undo the change by clicking on the *Undo* notification that appears upon deletion.

QuickMarks

QuickMarks allow you to create a library of feedback that might be applicable, on multiple occasions, to multiple students, across multiple classes and assignments.

Adding a QuickMark

1. You can add a QuickMark to both a selection of text or on the full paper.

1a. To add a QuickMark to the full paper, click on the paper and select the *QuickMark* icon from the in-context marking tool. This will allow you to choose a QuickMark to leave on the paper.

1b. To add a QuickMark to a selection of text, highlight the section of text you would like to associate the QuickMark with, and click the *QuickMark* icon from the in-context marking tool. This appears as a tick inside a rectangular box.

2. By clicking the set title at the top of the QuickMark box, this will reveal a dropdown list, allowing you to change the active library.
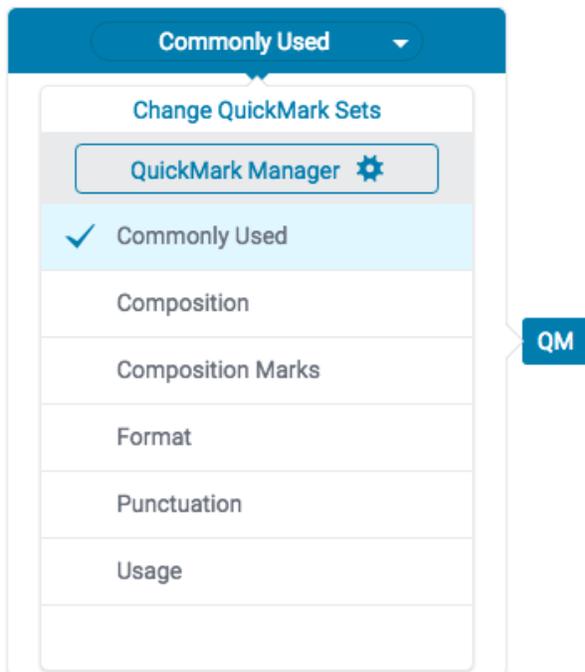
3. Click any of the QuickMarks within the library to leave that particular QuickMark on the paper.
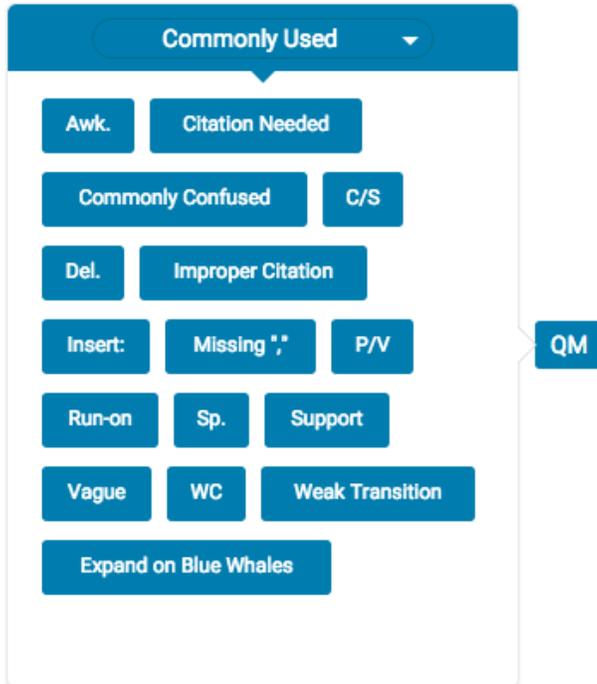
3. To leave a comment alongside your QuickMark, click your QuickMark title from the paper. Scroll to the bottom of the QuickMark information and click in the *Add comment* field to begin typing.

displays how sound your argument really is. A paragraph that begins with "also" or "in addition" offers a weak transition from the previous point, even though it may develop a highly interesting and related point.

B *I* U 🔗

Add comment

🗑

Weak Transition

4. Click anywhere outside of the comment field to save your comment.

5. A comment left alongside a QuickMark is identifiable by a speech bubble alongside the QuickMark title

Weak Transition 💬

Deleting a QuickMark

1. Click the QuickMark title to open the QuickMark.

2. Click the *trash can* icon in the bottom left-hand corner of the QuickMark box.

"in addition" offers a weak transition from the previous point, even though it may

🗑

Weak Transition 💬

3. A banner confirming your deletion will appear at the top of your paper. If you change your mind, just click *Undo* from the banner to reinstate your QuickMark.

Comment has been deleted.   ↩ Undo

Feedback Summary

Text and voice comments can be accessed from the *Feedback Summary* side panel. This side panel allows you to provide overall feedback on a paper.

From the online grading toolbar, select the feedback summary icon to open the *Feedback Summary* side panel.

Voice Comments

1. A voice comment can be up to three minutes long. Click the *record* button (the leftmost button) to start recording.

Feedback Summary ✕

Voice Comment   0:00 / 3:00
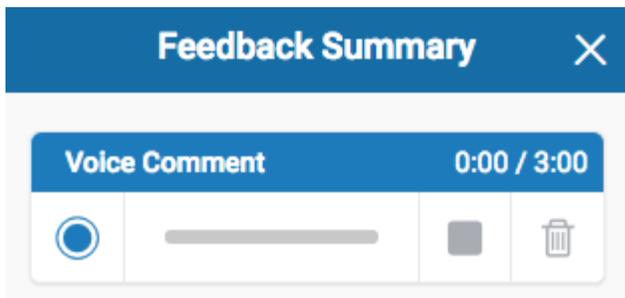
Note: You may have to authorize the use of your computer's microphone before you can begin recording.

2. During recording, the *record* button will change to a *pause* button. Click *pause* to pause the recording.

Recording   0:39 / 3:00
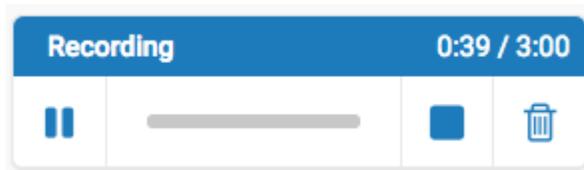
3.

    3a. Should you wish to resume your recording later, click the *record* button to continue.

        Warning: Changing the active paper, or closing the page, will abandon any partially completed audio comment.

    3b. To finalize your voice comment, click the *stop* button.

    3c. Alternatively, click the *trash can* icon to delete your current voice comment.

Recording Paused   0:01 / 3:00
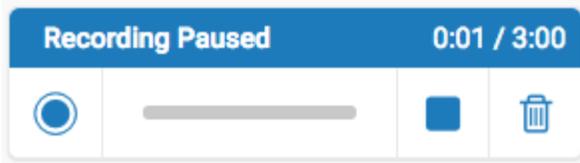
4. Once you have stopped recording completely, your comment will then be available for playback and can also be saved by clicking the *Save* icon.

Recording Stopped   0:00 / 0:04
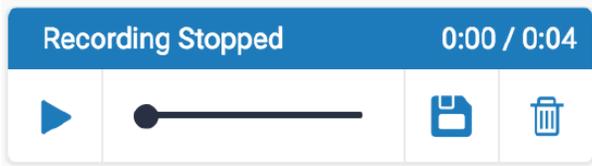
4a. Click the *play* button to check your recording.

4b. Click the *save* button to save your recording.

4c. If you need to reset the audio comment and start again, click the *discard* button (the rightmost button) at anytime. This will **delete** your current voice comment.

Text Comments

1. You can leave a text comment by navigating to the Feedback Summary side panel. To leave a text comment, simply click in the text box provided, and begin typing.

2. (optional) To delete a comment, click the *trash can* icon in the top right-hand corner of the Text Comment.

Note: Your comment will automatically save, so you don't have to worry about being timed out.

Grade Book

The grade book product allows an instructor to track student grades and attendance for a class. To access the grade book, click on the grade book tab. Students enrolled in the class appear in the left column of the class grade book. Turnitin assignments for the class are listed along the top of the grade book view.

There are multiple methods that allow an instructor to enter grades into the grade book. Grades may be entered directly from the grade book from the main grade book window or from the assignment and student pages.

The grade book will also accept grades entered for papers and peer reviews outside of the grade book. For example, an instructor can enter grades using GradeMark, a GradeMark rubric scoring card, or for Peer Review assignments. Student grades may also be entered when viewing a student paper from the assignment inbox.

Areas of the Turnitin Grade Book

attendance - instructors can check a box indicating an absence or late arrival for a student on a specific date

add entry - create a new entry on Turnitin for an assignment not created in Turnitin

prefs - instructors may set the specific grading format for a course

key - opens an informative pop-up window that displays the meaning of all information on the grade book page

graphs - statistical graphs that can be used to display student and class performance

scale - used by an instructor to weigh the value of assignments as part of the possible total number of points in the class

export - download a Microsoft Excel spreadsheet version of the current grade book

grade - access to the grading page for a specific assignment

assignment name - click on an assignment name to access further information about this assignment and the grades given in the assignment as well as statistics

Point Values

Each assignment in grade book carries an assigned point value. From the grade book, an instructor can add a point value to an assignment or adjust the point value for an assignment at any time.

The grade book assignment point value can be overridden by the GradeMark rubric scorecard point value. Please see more information under Chapter 4: GradeMark, in the Rubric Scorecard section.

To add or modify the point value of an existing assignment

1. Enter the grade book for the class by clicking on the *grade book* tab

2. Click the *grade* button beneath an assignment to open the grade book assignment page
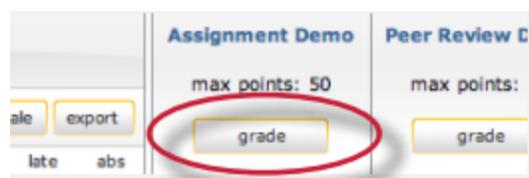
3. Enter the desired value in the maximum points field
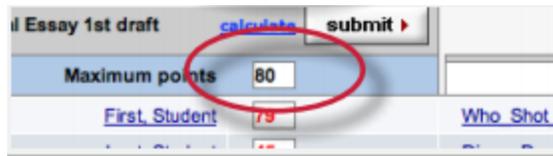
4. Click submit to save the new assignment value

Adding Entries

Assignments that have been added to Turnitin such as paper assignments, peer reviews, and revision assignments are automatically assigned a grade book entry. Any additional entries, such as in-class exams or presentations, must be added manually by the instructor.

This allows instructors to track and save grades in a single location through Turnitin and automatically return this information to the students on the post dates for the assignments that have been graded.

Adding an entry to Grade Book

1. Click the *add entry* button

2. On the add entry page, fill in:

an entry name

a point value for the entry

(optional) additional information for the entry

entry name:

point value:

Please enter any additional information for this entry:

3. (Optional) To group the new entry with an existing assignment, use the pull down menu to select the assignment. Grouping an assignment places the entry in the grade book as a subset of the assignment selected

Would you like to group this entry with an existing assignmer

No, don't group

4. Click submit to save the entry and add the entry to the grade book

submit
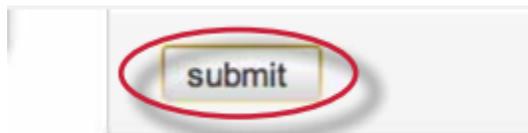
Grade Book Preferences

The preferences page allows an instructor to control the format in which the grades in the class are displayed. The available grade display options are letter, point, scale, or custom. This area also allows instructors to customize the percentage values that equate to any given grade, for example: A = 92-100%, C+ = 78-79%.

To open the grade book preferences page, click the *prefs* button.
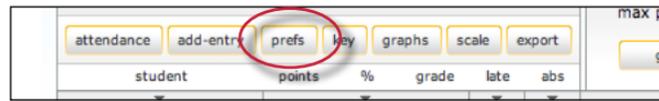
From the preferences page the instructor can select and customize how grades are displayed and the percentage value used to determine the grades. The instructor can choose to display grades as a percentage, a letter grade, or using a 4.0 scale.

If using a different grading system, the instructor can create their own grading format by selecting other and entering the percentage breakdowns and grades desired for the class.

> Warning: When creating a customized grading scale, be certain that all possible ranges of percentage are accounted for. If there are any gaps, an error message will be generated.

Once a format has been selected for the grades, determine the breakdown that should be used for each grade. If the instructor would like to import the values from another class, use the pull down menu to select the class. When the modifications are completed, click on **submit** to return to the grade book.

Entering Grades

Grades can be entered from the grade book assignment or grade book student pages.

The grade book *assignment page* lists all student submissions to an assignment. To open an assignment page, click the *grade* button beneath an assignment.
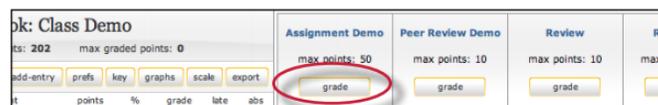
The grade book *student page* shows a selected student's submissions and grades. To open a student page, click on a student's name.

To grade a submission, enter an integer point value next to the submission. To view the grades before submitting them to grade book, click the *calculate* link.
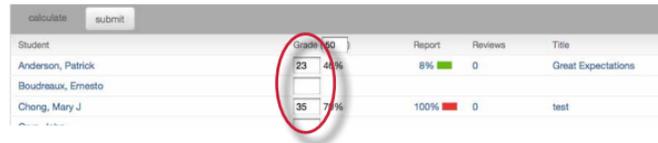
When point values are entered, click the submit button. The grades will be entered into the grade book and the instructor will be returned to the grade book main page. The main page will display the point values entered along with the corresponding grades.

Grade Book Student Page

The top of the student grade page gives the instructor a summary of a student's grades and attendance. If the grades in the class have been scaled, an asterisk will show up next to the student's overall grades indicating that the values are scaled values.

The view can be toggled between scaled and natural grade values by using the *show totals based on*: pull down menu to select *scaled values* or *natural values*. Refer to **Scaling and Dropping Grades** in this chapter for more information on how scaled grades work in grade book.
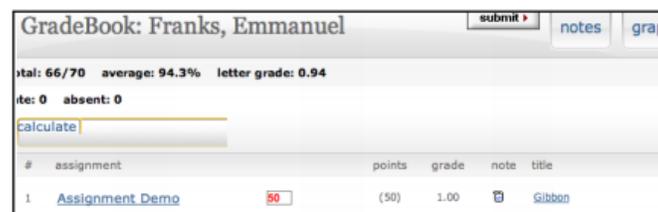
The instructor may also view the student's grades in a variety of graphical formats using our graphic tools. To access the graph displays, click on the *graphs* button for the student. For more information on using grade book's graph tools, please refer to the section **Graphing Tools** in this chapter.

Notes

The instructor is able to send a note to a student for the grade given to the student for their submission in a particular assignment.

To enter a note for a student on an assignment, click on the note icon next to a submission.

On the note page, enter the text of the note for the student in the text box provided. Once this is complete, click *submit* to save the note making it viewable for the student.

The instructor is also able to enter a general note for a student from the student notes page. To open the note page, click the *notes* button.

From the student notes page, add a general note by clicking the *add note* button.

From the student notes page, the instructor can also perform these actions:

- toggle between viewing assignment specific and general notes using the show pull down and selecting *all notes, assignment notes only,* or *class notes only*
- update and delete notes by clicking on the icons under the update or delete columns
- return to the student's grade page by clicking on the back to *student* button

Scaling and Dropping Grades

With grade book the instructor can scale grades in the class and recalculate them instantly. The instructor may also select whether to drop the lowest grade for each student in the class. To open the scale page, click the *scale* button on the grade book main page.
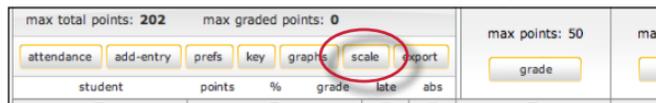
The scale pages shows all of the instructor's assignments and entries along with the assignment point values. The natural value column shows the value of the assignment without scaling. For example, if the grade book shows four assignments each with a 100 point value, the natural value of each would be 25%.

To increase or decrease value of an assignment, enter a new value in the scaled value field. Make sure the values total to 100% by the end of the class. To view the new scaled grades, click on *submit* to be returned to the main grade book view where the scaled values are now displayed.

Warning: Scaling grades does not change the point values of assignments. Scaling grades creates new values for assignments relative to each other and the total value of all assignments in the class. These relative values are reflected in the total percentage and final grades only.

The grade book will now display grades based on the new scaled values entered by the instructor. To view the grades based on their natural value, click the *scaling: hide* link. Changes can be made to scaled values by returning to the scale tab and adjusting the grading scale.

Dropping Grades

An instructor can automatically drop the lowest grade for all students in a class.

To drop the lowest grade, go to the scale page and from the drop down menu labeled *drop lowest grade for all students?* select *yes*.
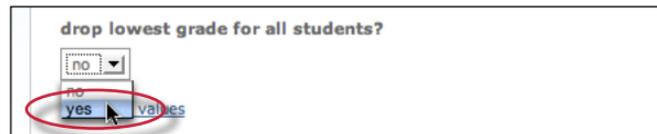
When the lowest grade has been dropped, each student's lowest grade is marked in grade book by placing the grade in a highlighting square. These grades can be reinstated at any time by returning to the scaling page and changing the drop lowest *grade for all students* drop-down menu to *no*.
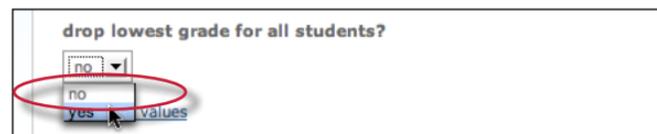
Graphing Tools

With Turnitin's graphing tools, an instructor can effectively track class and student performance. To access grade book's graphing tools, click the *graphs* button on the main page of the grade book for the class.
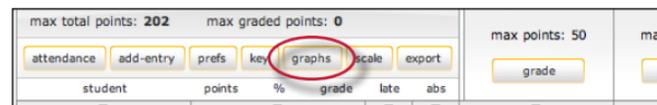
On the graphs page, use the show: pull down menu to choose what type of graph to display. The graph types available are:

graphs showing class performance for all assignments

graphs showing class performance for one assignment

graphs showing performance of a student for all assignments or one assignment

a graph comparing the performance of a student to the rest of a class

Most graphs are available in a line graph or as a pie chart.

When a graph for student performance or assignment performance is selected, a new pull down menu will appear labeled as *for:*, and the instructor will need to select a student or assignment to display, depending on the graph type that is being viewed.
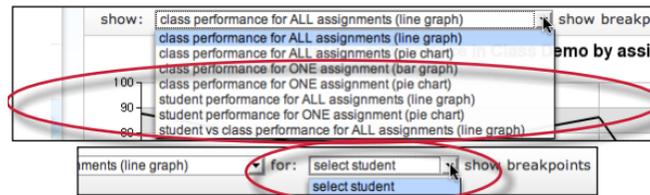
When viewing a line graph, the user has the option of showing grades instead of showing percentages. To show grades, use the *show breakpoints* as: pull down menu and select *grades*. To hide the grades and only display percentages, select percentages.
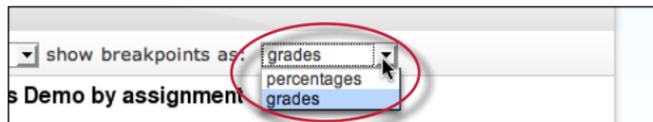
When viewing a bar graph for class performance in an assignment, an option is provided for viewing percentages or points. Use the *break down distribution using*: pull down and select *percentages* or *points* to change this option.

Printing Graphs

All of the grade book graphs are printer friendly. To view a graph in print format, click the *print view* link below the graph. This will open a separate window. Use the browser print command to print the selected graph.
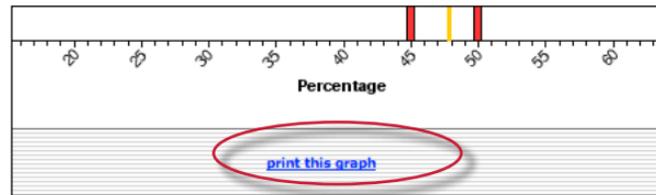
Attendance

An instructor can use the grade book to track student late arrivals and attendance by using the attendance page. To open the attendance page, click the attendance button on the grade book main page.
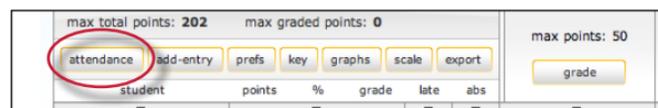
The attendance form lists students enrolled in the class. The top of the form shows the current date. To mark an absence or tardy for a different date, use the pull down menus to select the date to record attendance or late arrivals for.
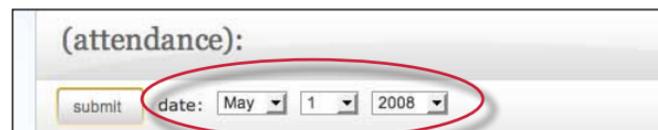
To mark a late or absent student, click the check-box to the right of the student name in the correct column.

Once all student absence or late arrivals are recorded for the selected date, click on the submit button to save the information. Absences and late arrival totals show up on the grade book main page for all students.

Exporting from Grade Book

An instructor can save an offline copy of the grades entered in the Turnitin grade book for a class. The grade book information can be exported as a Microsoft Excel® spreadsheet.

To export grade book information, click the *export* button on the grade book menu page. This will create the spreadsheet and initiate a download of the grade book data to the instructor's computer.
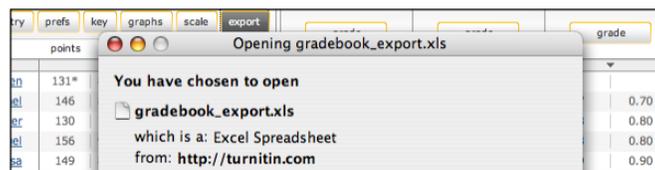
Grade Book Key

Click the key tab to view a visual key explaining the meaning of the asterisks and other indicators that can appear on the grade book page for an instructor.

Multiple Markers

This page was not added to the PDF due to the following tag(s): article:topic-guide

QuickMark Manager

A QuickMark is the Turnitin term for 'reusable comments', allowing instructors to use the same mark across their classes and assignments, without the need to recreate it.

The QuickMark Manager stores every QuickMark that has been created by you, and also stores any QuickMarks that other instructors have shared with your account. The Turnitin Feedback Studio provides QuickMark sets ready for use when you first create your account: Composition, Composition Marks, Format, Punctuation, and Usage. Each set contains a multitude of comments to assist you as you provide student feedback.

You can perform the following actions in the QuickMark Manager:

create new QuickMark sets;

create new QuickMark comments;

edit sets or comments;

delete sets;

delete comments from sets;

upload and download sets; and

archive comments.

Accessing the QuickMark Manager

The QuickMark Manager can be accessed from two areas within the Turnitin Feedback Studio.

Accessing QuickMarks from the Side Panel

1. Click the *QuickMark* icon from the online grading toolbar to open the *QuickMarks* side panel. This will show the currently open QuickMark set.

2. Click the name of the currently open QuickMark set, revealing a drop-down list. From here, click the *QuickMark Manager* button.
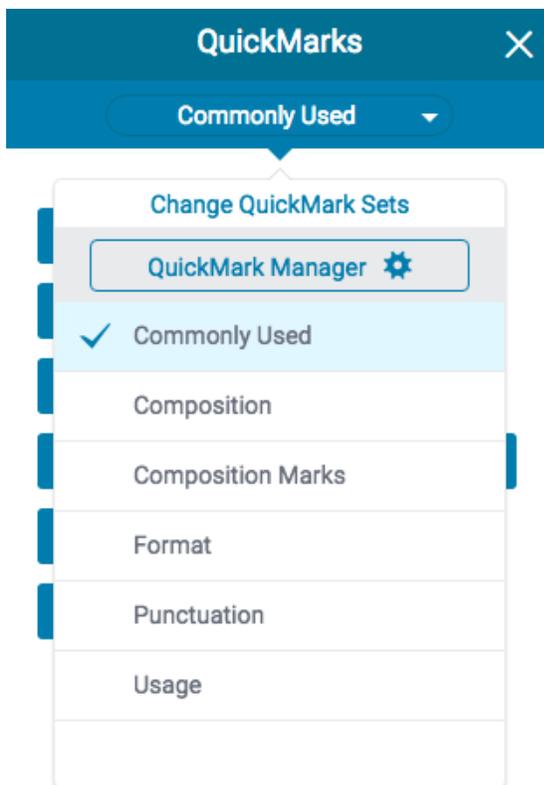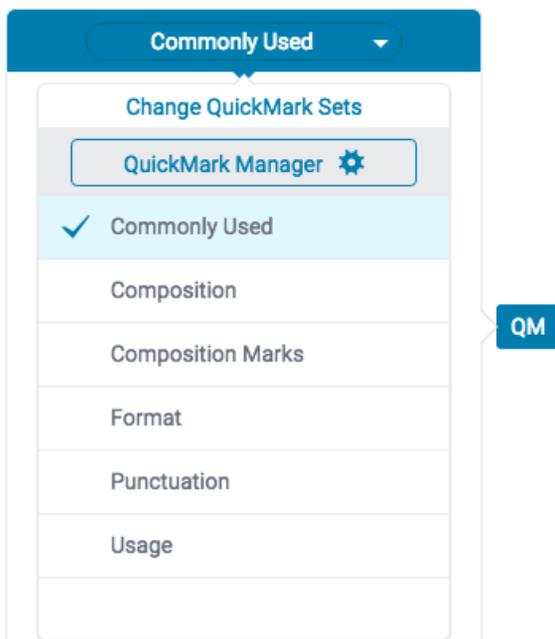
Accessing QuickMarks On-Paper

1. Click anywhere inside the paper to reveal the in-context marking tool. Click the QuickMark icon, which appears as a tick inside a rectangle.

2. Click the name of the currently open QuickMark set, revealing a dropdown list. From here, click the *QuickMark Manager* button.

Creating a New QuickMark Set

1. Access the QuickMark Manager from the in-context marking tool or *QuickMarks* side panel, as detailed in guidance for Accessing the QuickMark Manager.

2. Click the *menu* icon in the top left-hand corner of the QuickMark Manager. This can be found next to the set title.
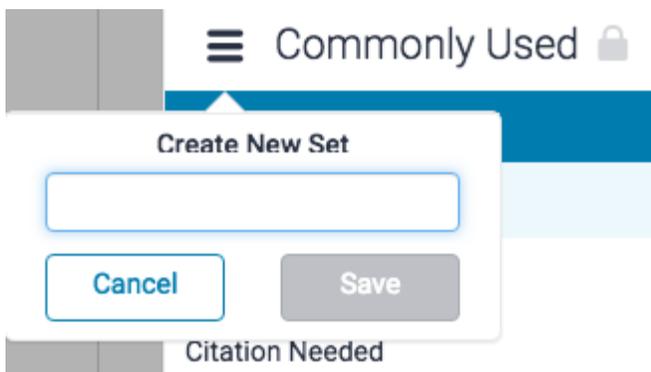
≡ Commonly Used 🔒

QuickMarks	+
Awk.	
C/S	

3. Click *Create new set.*

≡ Commonly Used 🔒
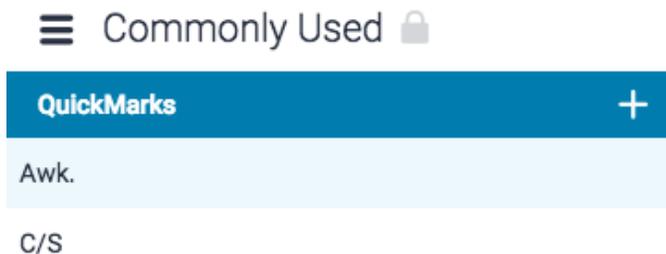
Create new set

Upload set

4. Enter a title for the QuickMark set in the text box, and then click *Save.* Alternatively, click *Cancel* to select another item from the menu.
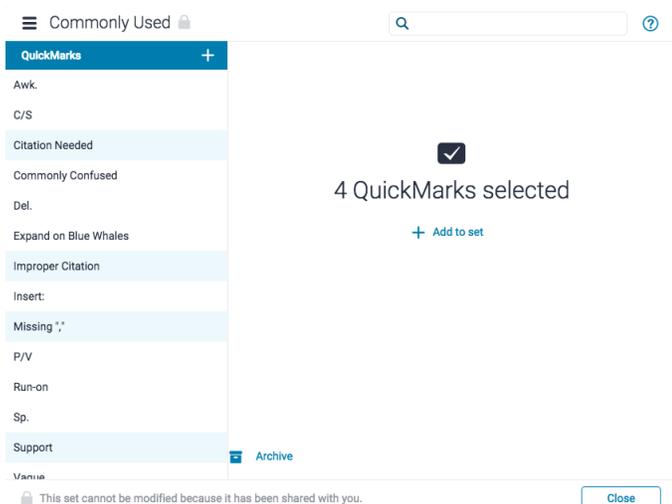

Creating a New Set from Existing QuickMarks

1. Access the QuickMark Manager from the in-context marking tool or *QuickMarks* side panel, as detailed in guidance for Accessing the QuickMark Manager.

2.

2a. If you'd like to add multiple QuickMark(s) to your new set, hold the Ctrl key (Cmd on Mac) to select multiple marks, then select the *+ Add to Set* button.

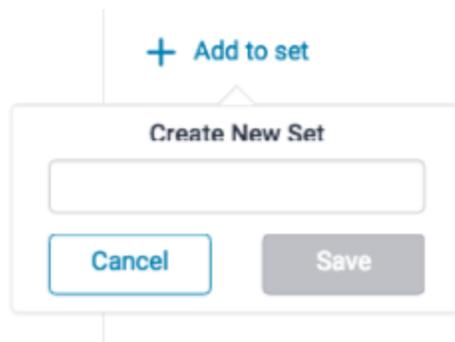**2b**. Alternatively, you can click on any single mark and then click *+ Add to set*

4. Click *Create new set.*

5. Add a title for the new set in the text box provided. Click *Save* to create the set.
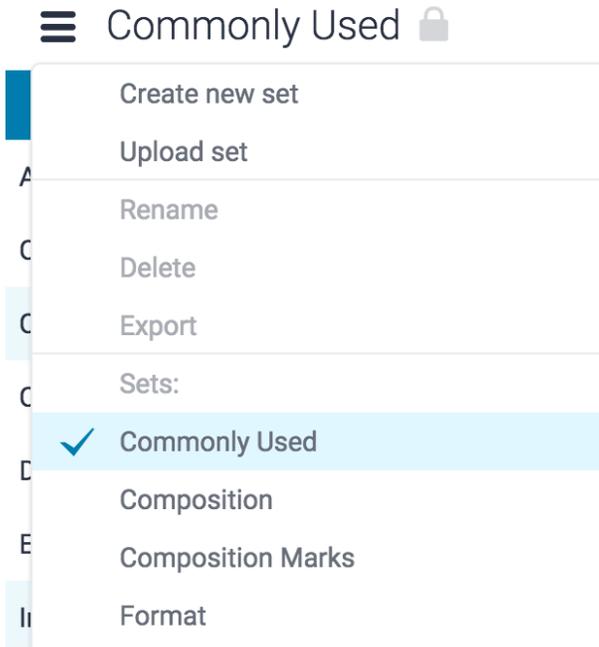
+ Add to set

Create New Set

Cancel   Save

Creating QuickMarks

You can create your own QuickMark comments in the QuickMark Manager. This allows you to create class or curriculum specific marks that may not be part of the sets provided by Turnitin or the account administrator.

1. Access the QuickMark Manager from the in-context marking tool or *QuickMarks* side panel, as detailed in guidance for Accessing the QuickMark Manager.

2. Ensure the QuickMark set that you would like to add the new QuickMark to is selected. To navigate to another set, click the *menu* icon in the top, left-hand corner of the QuickMark Manager. From the list, choose the set you would like to add to.

Create new set

Upload set

Rename

Delete

Export

Sets:

✓ Commonly Used

Composition

Composition Marks

Format

3. Click the *+* icon in the QuickMarks column header

≡ Commonly Used 🔒

QuickMarks   **+**

4. Enter a title and a description into the fields provided. Formatting and hyperlinks are available for your QuickMark's description, too.

B   *I*   U   🔗

Cancel   Save

5. Click *Save* to create the new QuickMark or *Cancel* to abort.

Editing QuickMarks

QuickMark comments can be edited from within the QuickMark Manager. Any edits that are made to a QuickMark are applied to every instance where this mark appears in your students' papers.

1. Access the QuickMark Manager from the in-context marking tool or *QuickMarks* side panel, as detailed in guidance for Accessing the QuickMark Manager.

2. Ensure the QuickMark set from which you would like to edit a QuickMark comment is selected. To navigate to another set, click the *menu* icon in the top, left-hand corner of the modal. Click the title of the relevant set.

Sets:

✓ Commonly Used

Composition

Composition Marks

Format

Punctuation

Usage

3. Select the name of the QuickMark you would like to edit.

≡ Commonly Used 🔒

QuickMarks   **+**

Commonly Confused

Del.

Expand on Blue Whales

Float

Improper Citation

3. Click the pencil icon in the top right-hand corner of the QuickMark manager. This will allow you to edit your QuickMark

Float   ✎

Floating quotation: When you quote from another source, you must also link the quotation to your own writing. A quotation must not float independently in your paragraph. Instead, make sure you introduce your quotation properly by fitting it grammatically and logically to your own words.

4. You can now edit the QuickMark by altering the information in the fields provided.

Float

B *I* U̲ 🔗

Floating quotation: When you quote from another source, you must also link the quotation to your own writing. A quotation must not float independently in your paragraph. Instead, make sure you introduce your quotation properly by fitting it grammatically and logically to your own words.

Cancel   **Save**

5. Click *Save* to confirm your changes. Click *Cancel* to discard any changes.

> **Note:** Instructors may only edit QuickMark sets and marks that they have created. QuickMark sets with a lock icon to the right of the set name cannot be modified, as they are provided by Turnitin or the account administrator.
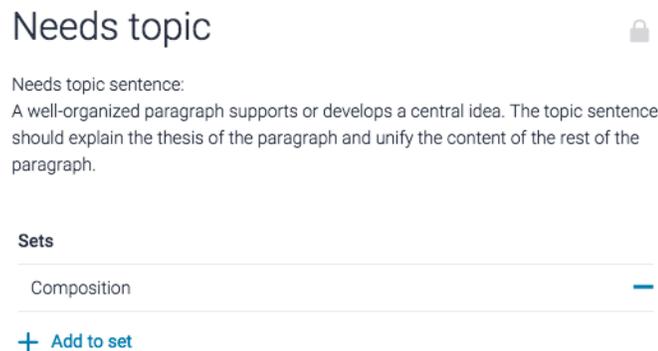
Copying QuickMarks to an Existing Set

Marks within a QuickMark set can be copied into other sets, allowing you to reuse QuickMarks across multiple situations that you may face whilst grading.

> 1. Access the QuickMark Manager from the in-context marking tool or *QuickMarks* side panel, as detailed in guidance for Accessing the QuickMark Manager.

> 2. Navigate to the QuickMark that you would like to add to another set.

> 3. Click *+ Add to set,* then click the QuickMark set you'd like to add to.
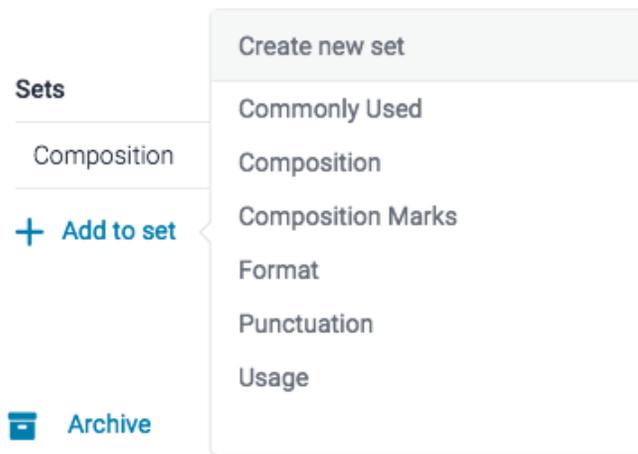
Archiving QuickMarks

Archiving a QuickMark will remove it from all the QuickMark sets and assignments in which it currently resides. The QuickMark archive can be revisited at any time to restore a QuickMark, avoiding any accidental, permanent deletions.

1. Access the QuickMark Manager from the in-context marking tool or *QuickMarks* side panel, as detailed in guidance for Accessing the QuickMark Manager.

2. Ensure the QuickMark set from which you would like to archive a QuickMark from is selected. To navigate to another set, click the hamburger menu icon in the top, left-hand corner of the modal.

2. Click on the name of a QuickMark set.

Sets:

✓ Commonly Used

Composition

Composition Marks

Format

Punctuation

Usage

3. Click on the QuickMark(s) that you would like to archive. Hold the Ctrl key (Cmd on Mac) to select multiple marks. Selected marks will change to blue.

QuickMarks   +

Awk.

C/S

Citation Needed

Commonly Confused

Del.

Float

Further Research Required

4. Click the *Archive* button in the bottom center of the QuickMark manager to archive your selected QuickMark(s).
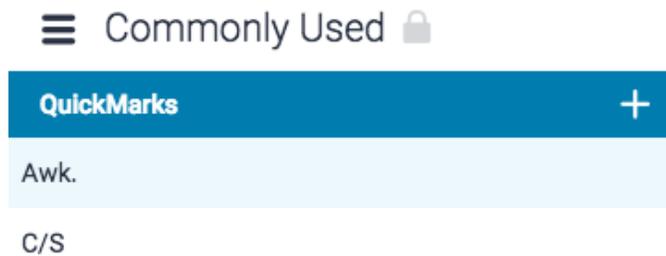
Archive

Warning: Archiving a QuickMark will remove it from all sets in the QuickMark Manager.

Restoring a QuickMark

1. Access the QuickMark Manager from the in-context marking tool or *QuickMarks* side panel, as detailed in guidance for Accessing the QuickMark Manager.

2. Click the *menu* icon in the top, left-hand corner of the QuickMark Manager.

3. Select *Archived* from the bottom of the menu.

Sets:

✓ Commonly Used

Composition
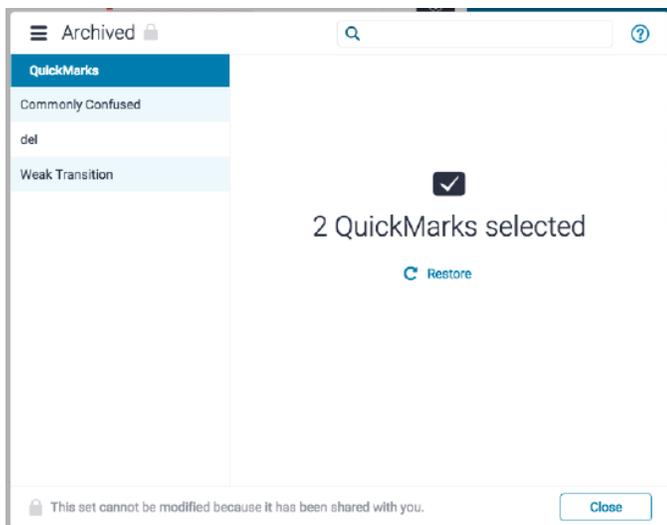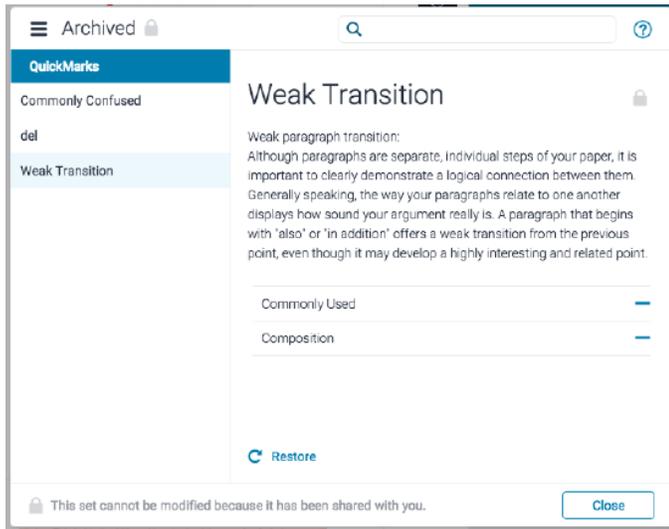
Composition Marks

Format

Punctuation

Usage

All

Archived

4.

4a. If you'd like to restore multiple QuickMark(s), hold the Ctrl key (Cmd on Mac) to select multiple marks, then click the *Restore* button.

4b. Alternatively, you can click on any single mark and then click *Restore.*

5. Your QuickMarks can now be found in their respective sets.

Uploading and Downloading QuickMark Sets

Within the QuickMark Manager, you can download QuickMark sets to distribute to other instructors, or upload QuickMark sets to use when grading papers. Once a QuickMark set has been uploaded, you own this set, meaning you can make any desired changes to the QuickMark comments.

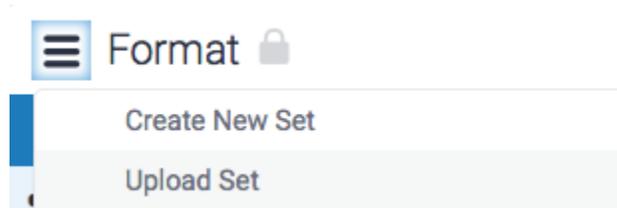# Uploading a QuickMark Set

1. Access the QuickMark Manager from the in-context marking tool or *QuickMarks* side panel, as detailed in Accessing the QuickMark Manager guidance.

2. Click the *menu* icon in the top left-hand corner of the QuickMark Manager.

3. Click *Upload Set.*

4. Either drag and drop your QuickMark set into the QuickMark Manager or click *Or browse* to locate the file on your device.

Note: Only .qms files can be uploaded to the QuickMark manager. .qms files can only be produced in the Turnitin QuickMark manager. This feature allows you to upload a QuickMark set created by another instructor in Turnitin.

5. Once your upload is complete, click the *Open* button to view your imported QuickMark set.
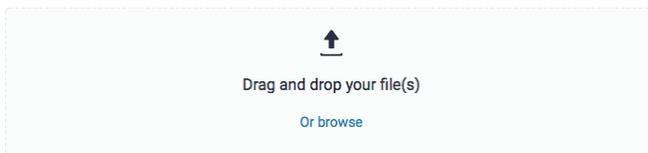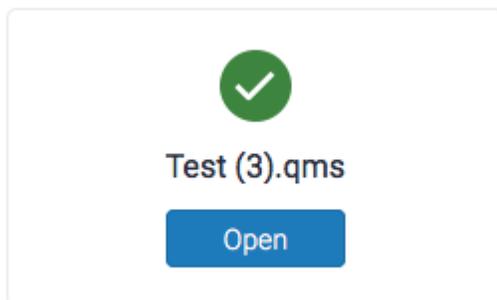
Downloading a QuickMark Set

1. Access the QuickMark Manager from the in-context marking tool or *QuickMarks* side panel, as detailed in Accessing the QuickMark Manager guidance.

2. Ensure the QuickMark set that would like to download is selected. To navigate to another set, click the *menu* icon in the top left-hand corner of the QuickMark Manager.

≡

3. Click the title of the relevant set.

Sets:

✓ Commonly Used

   Composition

   Composition Marks

   Format

   Punctuation

   Usage

3. Click the *menu* icon in the top, left-hand corner of the QuickMark Manager and click *Download* from the top of the list.

≡ Commonly Used 🖉

Create new set

Upload set

Rename

Delete

Export

4. The QuickMark set will download to your device as a .qms file.

Rubrics and Grading Forms

The Feedback Studio toolbar offers rubrics and grading forms within the grading service. With the grading tools side panel active, switch to the *Rubric/Grading Form* section. From here, you can pick from a set of rubrics that you have used previously or launch the *Rubric and Form Manager* to create your own.

Rubrics

Rubric scorecards help to evaluate student work, based on defined criteria and scales. Rubric scorecards can be created by your account administrator and shared to all instructors on an account. Instructors can also create and share rubric scorecards, allowing you to upload a scorecard provided by another instructor for use in your own classes.

There are three rubric scorecard types:

Standard rubric - allows you to enter scale values and criteria percentages. The maximum value for the standard rubric will be the same as the highest scale value entered.

Qualitative rubric - allows you to create a rubric that has no numeric scoring.

Custom rubric - allows you to enter any value directly into the rubric cells. The maximum value for the custom rubric will be the sum of the highest value entered in each of the criteria rows.

Creating a Standard Rubric Scorecard

1. From the online grading toolbar, select the rubric icon to open the *Rubric* side panel.

2. Click the title of the currently assigned rubric from the *Rubric* side panel. If no rubric is assigned, click *No Rubric.* This will reveal the *Rubrics and Forms* dropdown list. Click the *Rubric and Form Manager* button.

3. Click on the *menu* icon in the top left of the Rubric and Form Manager.

≡ CCSS 8th - 9th Grade Argument ✏
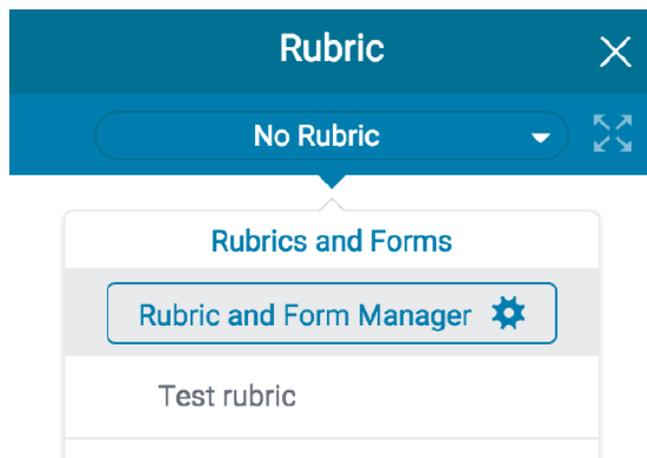
| Criteria	+	Scales
		Scale 1
		20.00
Criterion 1	20 %	

4. Click *Create new rubric* at the top of the menu dropdown list.

≡ Test rubric 🔒 This rubric cannot be

Create new rubric

Create new grading form

Upload rubric/grading form

Rename

Delete

Duplicate

Export

5. Click on the *Scoring* link in the top right-hand corner of the Manager. You can select the rubric you'd like to create from the dropdown list: Standard, Qualitative or Custom.
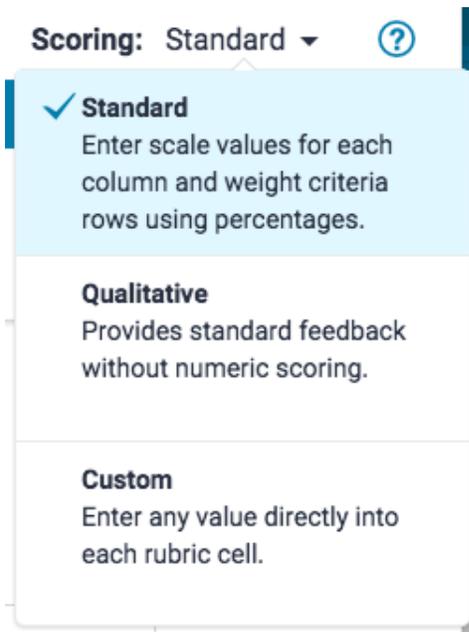
6. Enter a name for your rubric by clicking on *Enter rubric name here* in the top left of the Rubric and Form Manager. To save your title, click anywhere outside of the text field.

7. To edit the name, description, or percentage value of a criterion, click directly onto the relevant field and begin typing. Press enter or click anywhere outside of the text field to finish editing. You can also click the *trash can icon* in the bottom left to remove a criterion.

8. To add extra rows of criteria, click on the *+* icon to the right of the Criteria header.

9. To enter the description for each cell, click on the cell, enter the description, and then click outside of the cell's text field to finish editing the description.
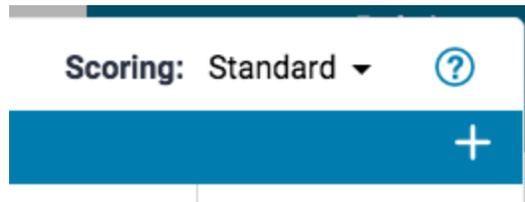

10. To enter the scale title or value, click on the scale title or scale value and begin typing. Click anywhere outside of the text field to finish editing. You can also click the *trash can* icon in the bottom left to remove a scale.
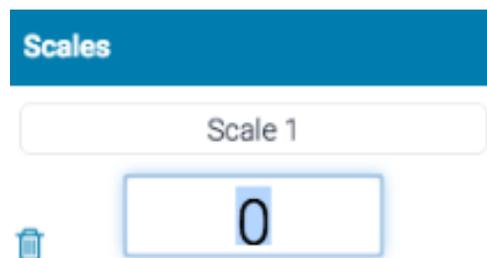
11. To add extra scale columns click on the + icon to the right of the Scale header.

Scoring: Standard ▾ ⑦

➕

12. Once the rubric is complete, click *Save* at the bottom right of the Rubric and Form manager.

Save   Cancel   Close

13. Click *Close* to exit the Rubric and Form manager
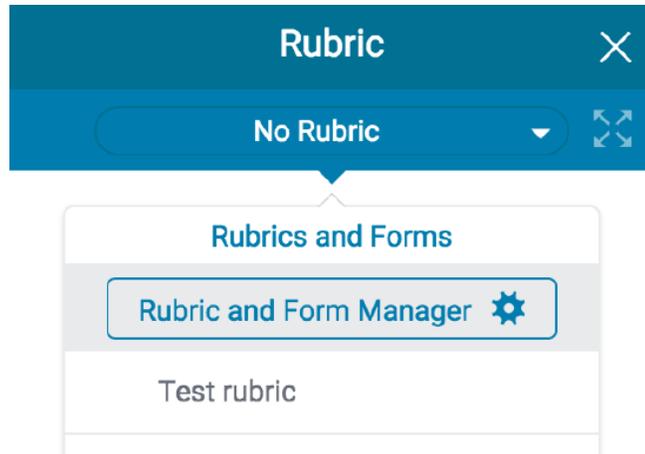
Modifying a Rubric Scorecard

Rubric scorecards can be modified after creation. However, if the rubric scorecard has been used to score student papers, modification of the rubric scorecard is not permitted.

1. From the online grading toolbar, select the rubric icon to open the *Rubric* side panel.

2. Click the title of the currently assigned rubric from the *Rubric* side panel. If no rubric is assigned, click *No Rubric.* This will reveal the *Rubrics and Forms* dropdown list. Click the *Rubric and Form Manager* button.

3. Click on the *menu* icon in the top left of the Rubric and Form Manager.

4. Select the rubric that you would like to edit from the list of rubrics.

≡ CCSS 8th - 9th Grade Argument ✏️

Create new rubric

Create new grading form

Upload rubric/grading form

Rename

Delete

Duplicate

Export

Rubrics:

Actual Writing

✓ CCSS 8th - 9th Grade Argument

CCSS 9th - 10th Grade Argument

Scale 1

20.00

Note: Rubrics that have been shared with you cannot be edited.

5. Change the rubric as needed by clicking into any field you'd like to change.

Scales

Scale 1

10.00

The text focuses on an interesting topic that informs the reader with ideas, concepts, and information that creates a unified whole.

6. Click *Save* to save the changes.

Duplicating a Rubric Scorecard

Rubrics that have been attached to an assignment cannot be edited. Duplicating a rubric helps instructors reuse a rubric that they would like to modify.

1. From the online grading toolbar, select the rubric icon to open the *Rubric* side panel.

2. Click the title of the currently assigned rubric from the *Rubric* side panel. If no rubric is assigned, click *No Rubric*. This will reveal the *Rubrics and Forms* dropdown list. Click the *Rubric and Form Manager* button.
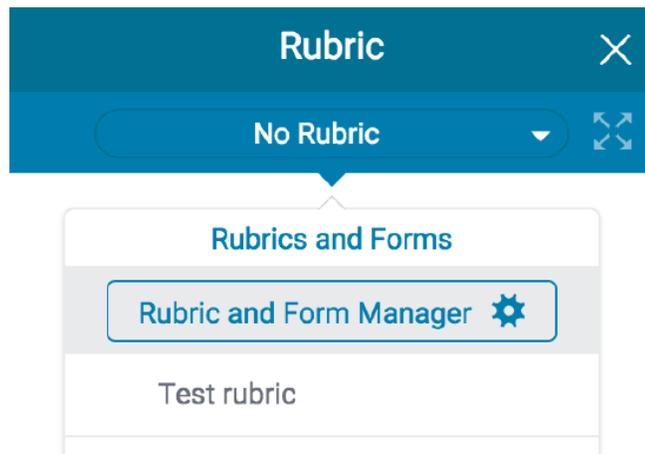
3. Click on the *menu* icon in the top left of the Rubric and Form Manager.

≡ CCSS 8th - 9th Grade Argument ✎

Criteria	+	Scales
		Scale 1
		20.00
Criterion 1	20 %	

4. Select the rubric you would like to duplicate from the list of rubrics.

≡ CCSS 8th - 9th Grade Argument ✎

Create new rubric
Create new grading form
Upload rubric/grading form
Rename
Delete
Duplicate
Export
Rubrics:
Actual Writing
✓ CCSS 8th - 9th Grade Argument
CCSS 9th - 10th Grade Argument

Scale 1
20.00

5. Click on the *menu* icon and then select *Duplicate* from the drop down menu.

≡ CCSS 8th - 9th Grade Argument

Create new rubric

Create new grading form

Upload rubric/grading form

Rename

Delete

Duplicate

Export

6. Click *Save* to save the changes

Save   Cancel   Close
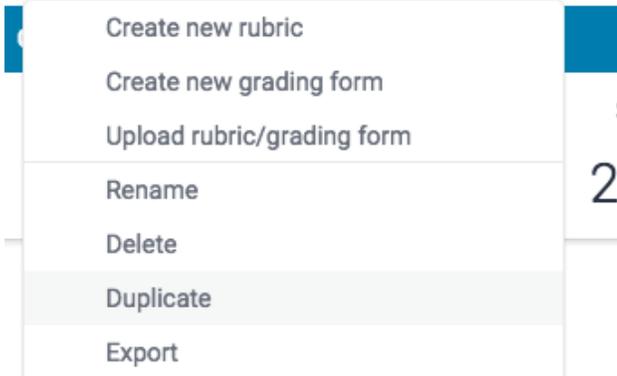
Exporting and Uploading Rubrics

Within the Rubric Manager, instructors can export rubrics to share with other instructors, or import rubrics to use when grading papers within the online grading section of the Turnitin Feedback Studio. Unlike sharing, once a rubric set has been imported into an account, it is then owned by that instructor who may then make any desired changes to the rubric.
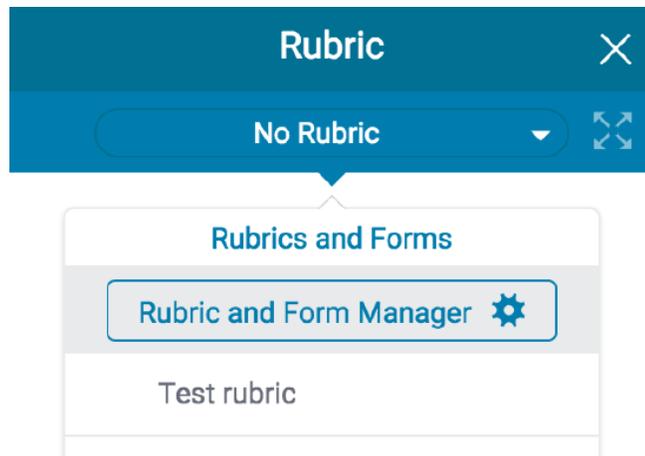
Exporting a Rubric Scorecard

1. From the online grading toolbar, select the rubric icon to open the *Rubric* side panel.

2. Click the title of the currently assigned rubric from the *Rubric* side panel. If no rubric is assigned, click *No Rubric.* This will reveal the *Rubrics and Forms* dropdown list. Click the *Rubric and Form Manager* button.

3. Click on the *menu* icon in the top left of the Rubric and Form Manager.

≡ CCSS 8th - 9th Grade Argument ✏

Criteria	+	Scales
		Scale 1
		20.00
Criterion 1	20 %	

3.

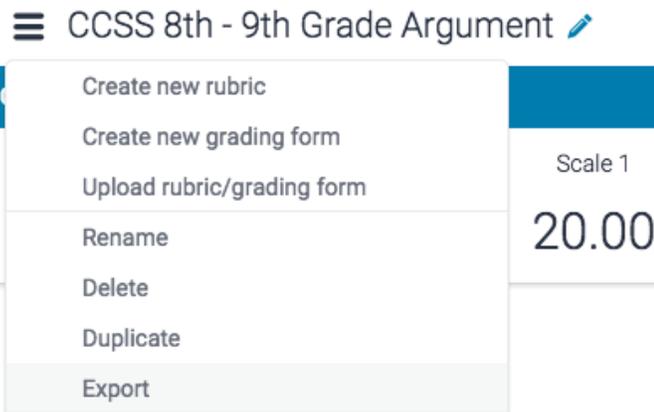   **3a.** If the rubric you wish to export is selected, move to step **4**.

    3b. Alternatively, select the rubric you wish to export from the dropdown menu

≡ CCSS 8th - 9th Grade Argument ✏

Create new rubric

Create new grading form

Upload rubric/grading form

Rename

Delete

Duplicate

Export

Rubrics:

Actual Writing

✓ CCSS 8th - 9th Grade Argument

CCSS 9th - 10th Grade Argument

Scale 1

20.00

4. Click the *Export* button from the dropdown menu

≡ CCSS 8th - 9th Grade Argument ✏

Create new rubric

Create new grading form

Upload rubric/grading form

Rename

Delete

Duplicate

Export

Scale 1

20.00

5. Your rubric will download to your device.

Uploading a Rubric Scorecard

1. From the online grading toolbar, select the rubric icon to open the *Rubric* side panel.

2. Click the title of the currently assigned rubric from the *Rubric* side panel. If no rubric is assigned, click *No Rubric*. This will reveal the *Rubrics and Forms* dropdown list. Click the *Rubric and Form Manager* button.
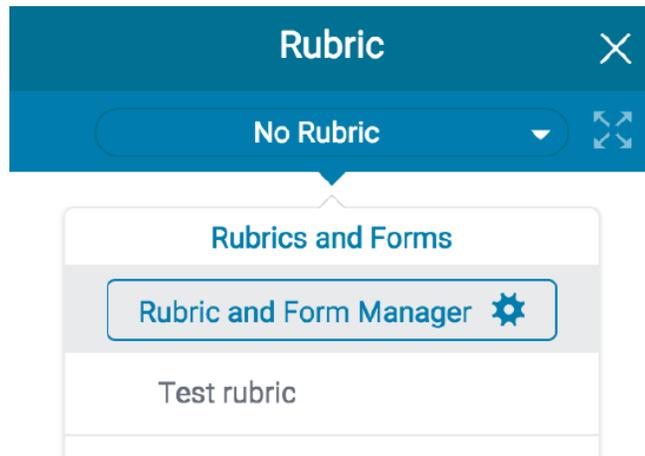
**3**. Click the *menu* icon in the top left of the Rubric and Form Manager.

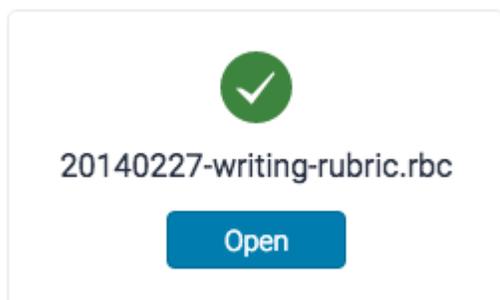**4**. Click the *Upload rubric/grading form* button from the dropdown menu.

5. To upload your rubric or grading form(s), you can either drag and drop your file(s) into the Rubric and Form Manager or you can browse your computer to select the file. Should you require assistance in creating your rubric, you can download a .xls example to work from.
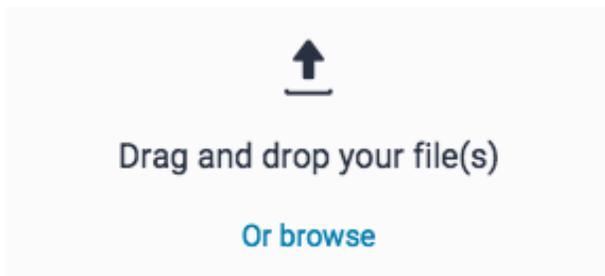
File requirements: Turnitin accepts .rbc, .xls, .xlsc files. Excel file requirements are as follows: Criteria titles must be 13 characters or less, there is a limit of 20 scale columns and 50 criteria rows, and scoring can only be included once the rubric is uploaded.

6. Once your file has uploaded successfully, click the *Open* button to open the rubric in the Rubric and Form Manager.

7. Your rubric will now be fully editable in the Rubric and Form Manager.

Attaching a Rubric Scorecard

1. From the online grading toolbar, select the rubric icon to open the *Rubric* side panel.

2. Click the title of the currently assigned rubric from the *Rubric* side panel. If no rubric is assigned, click *No Rubric.* This will reveal the *Rubrics and Forms* dropdown list. Click the *Rubric and Form Manager* button.

3. Click the *menu* icon in the top left of the Rubric and Form Manager.

4.

4a. If the rubric you wish to attach is selected, move to **step 5**.

4b. Alternatively, select the rubric you wish to attach to the assignment from the dropdown menu.

≡ CCSS 8th - 9th Grade Argument ✎

Create new rubric

Create new grading form

Upload rubric/grading form

Rename

Delete

Duplicate

Export

Rubrics:

Actual Writing

✓ CCSS 8th - 9th Grade Argument

CCSS 9th - 10th Grade Argument

Scale 1

20.00

5. The rubric will now be displayed within the Manager. In the bottom left-hand corner of the Manager, toggle *Attach to assignment* as *On.* The same can be done to detach a rubric from an assignment.

Attach to assignment ⬤ Off

Note: Changing or detaching a rubric will remove all existing rubric scoring from papers in this assignment, including scorecards which have previously been marked. Overall grades for previously graded papers will remain.

Grading with Sliders

A score can be assigned to a rubric using rubric sliders. Moving the sliders will change your assigned grade for each criterion. Clicking the *Apply score to grade* button will change the grade of the assignment to a value of the assignment point total. For example, if an assignment receives 4 out of 5 in every criterion in the rubric, and the assignment is worth 100 points, then the final grade will be 80.

1. From the online grading toolbar, select the rubric icon to open the *Rubric* side panel.

2. Set your score using the rubric sliders. Click the blue circle and drag it to the correct score. Alternatively, simply click on the score you'd like to give which will move the slider to this position on the scale.

Ideas/Content
Exceeds

4

4   1

Organization

Exceeds

Order and structure are strong and move the reader through the text. Effective sequencing and paragraph breaks. Introduction: inviting beginning that draws the reader in. Conclusion: Satisfying sense of resolution or closure. Smooth, effective transitions among all elements (sentences, paragraphs, ideas).

3. Once you have set all scores, click *Apply to grade* at the bottom of the rubric score panel

Apply to grade

4. The score will change depending on the values you have given to each criterion.

50 /100 <

2
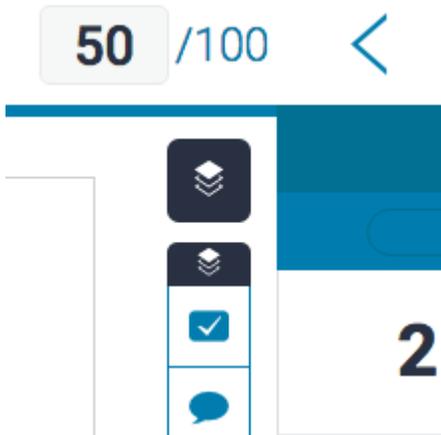
Grading in the Expanded Rubric Manager

You can use the Expanded Rubric in a separate window to grade papers more efficiently. The Expanded Rubric opens in a new window and will show you the rubric you have attached to the course. The student you are currently grading can be seen in the top right-hand corner of the Expanded Rubric. You can navigate to other students using the standard navigation options and continue to use the Expanded Rubric to grade each student that has submitted to the assignment.

1. From the online grading toolbar, select the rubric icon to open the *Rubric* side panel.

2. To view the expanded rubric within another window, click on the expand rubric icon to the right of the currently selected rubric title.

3. The expanded rubric displays each cell description, in order to allow instructors to easily select the criteria scales for the paper. Click a criterion description to give your student a score for that criterion.

4. Click the *Apply to Grade* button at the bottom of the expanded rubric window to apply the score to your student's grade. This will add it as a percentage of the maximum total of points for the assignment. For example, if a student received 4 for all criterion in an assignment, with 100 possible points, their final grade will be 80.

Apply to grade   **Close**

5. To continue grading other student papers in the expanded rubric, use the navigation arrows in the Feedback Studio, or use the navigation drop down to select a specific paper. This will automatically change the paper you are scoring in the Expanded Rubric.

55 /100 ‹   1 of 2 ▾   ›   ⓘ

✓ Joe Bloggs - Test Assignment

John Smith - Test Assignment

Beginning
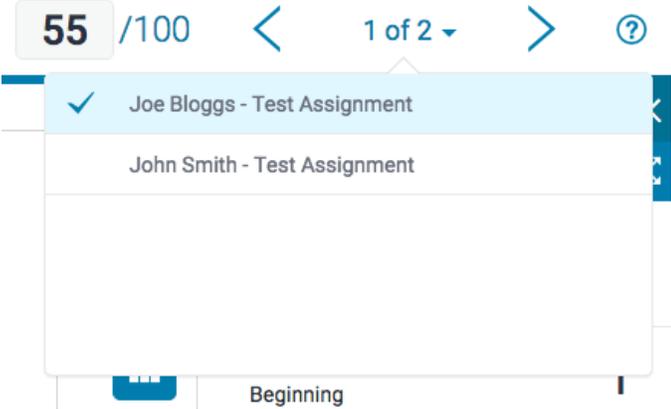
6. Click *Close* to exit the expanded rubric.

Apply to grade   **Close**

Grading Forms

Creating a Grading Form

1. From the online grading toolbar, select the rubric icon to open the *Rubric* side panel.

2. Click the title of the currently assigned rubric from the *Rubric* side panel. If no rubric is assigned, click *No Rubric.* This will reveal the *Rubrics and Forms* dropdown list. Click the *Rubric and Form Manager* button.

3. Click the *menu* icon in the top left of the Rubric and Form Manager.

≡ CCSS 8th - 9th Grade Argument ✏
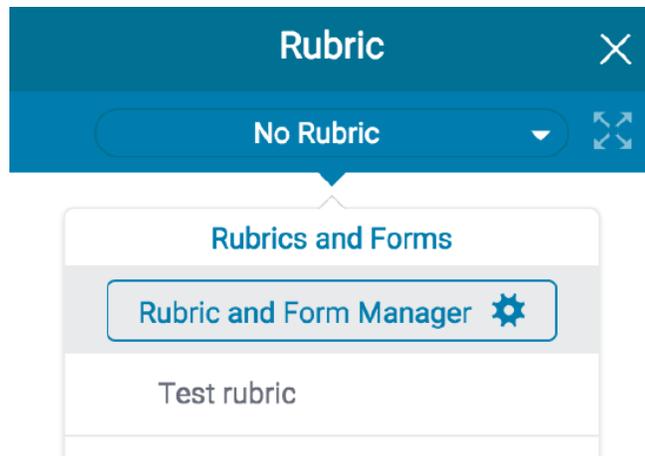
Criteria	+	Scales
		Scale 1
		20.00
Criterion 1	20 %	

4. Click *Create new grading form* from the menu

≡ Enter rubric name here ✏

Create new rubric	
Create new grading form	Scale 1
Upload rubric/grading form	
Rename	**0.00**
Delete	
Duplicate	
Export	

5. Enter a name for your grading form by clicking on *Enter grading form name here* in the top left of the Rubric and Form Manager. To save your title, click anywhere outside of the text field.

≡ Enter grading form name here

6.

6a. Edit the criterion titles and descriptions by clicking into the text fields. Click anywhere outside of the text fields to save.

Criterion	Description	
Criterion 1	Enter description here (optional)	🗑

6b. Add additional criteria by clicking the '+' icon

+ Add criterion

7. If you would like to use a grading form simply for adding comments to the assignment criteria, you can disable scoring. Select whether to enable scoring at the top right of the screen.

☑ Enable scoring

8. When all criterion titles and descriptions have been edited, click on *Save* to save the rubric

Save   Cancel   Close

Modifying a Grading Form

Grading forms can be modified after creation. However, if the grading form has been used to score student papers, modification of the rubric scorecard will not be allowed.

1. From the online grading toolbar, select the rubric icon to open the *Grading Form* side panel.

2. Click the title of the currently assigned grading form from the *Rubric* side panel. If no rubric is assigned, click *No Rubric.* This will reveal the *Rubrics and Forms* dropdown list. Click the *Rubric and Form Manager* button.

3. Click on the *menu* icon in the top left of the Rubric and Form Manager.

4. Select the grading form that you would like to edit from the dropdown list.

Note: Rubrics that have been shared with you cannot be edited.

5. Change the grading form as needed by clicking into any field and begin typing. Click anywhere outside of the field to finish.

Criterion	Description
Style	This is the amount of style you brought to the piece of work. As well as being grammatically correct this includes how well did you engage me as a reader.

6. Click *Save* to save your changes.

Duplicating a Grading Form

Grading forms that have been attached to an assignment cannot be edited. Duplicating a grading form helps instructors reuse a grading form that they would like to modify.

1. From the online grading toolbar, select the rubric icon to open the *Grading Form* side panel.

2. Click the title of the currently assigned rubric from the *Grading Form* side panel. This will reveal the *Rubrics and Forms* dropdown list. Click the *Rubric and Form Manager* button.
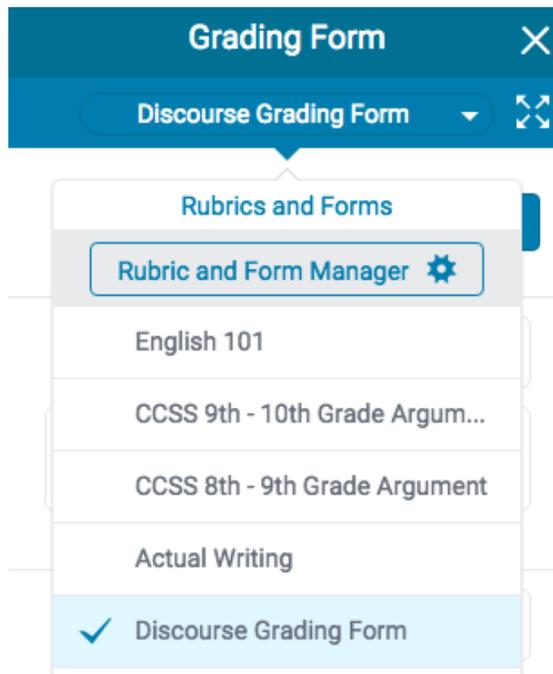
3. Click on the *menu* icon in the top left of the Rubric and Form Manager.
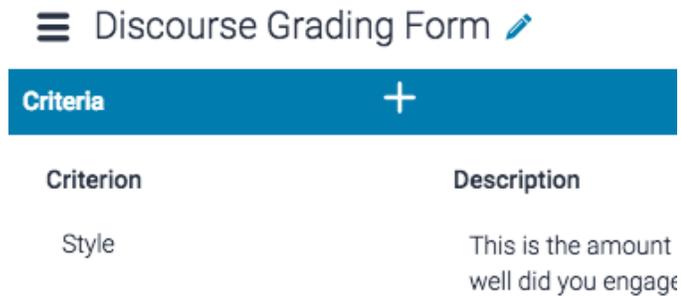
4. Select the grading form you would like to duplicate from the dropdown list.

≡ Discourse Grading Form 🔒 Th

Create new rubric

Create new grading form

Upload rubric/grading form

Rename

Delete

Duplicate

Export

Rubrics:

Actual Writing

CCSS 8th - 9th Grade Argument

CCSS 9th - 10th Grade Argument

Grading Forms:

✓ Discourse Grading Form

English 101

5. Click on the menu icon, then select *Duplicate* from the drop down menu.

≡ English 101 ✏

Create new rubric

Create new grading form

Upload rubric/grading form

Rename

Delete

Duplicate

Export

6. Click *Save* to save the changes.

| Save | Cancel | Close |

Exporting and Uploading Grading Forms

Within the Rubric and Form Manager, instructors can export grading forms to share with other instructors, or import grading forms to use when grading papers. Unlike sharing, once a grading form has been imported into an account, it is then owned by that instructor who may then make any desired changes to the grading form.

Exporting a Grading Form

1. From the online grading toolbar, select the rubric icon to open the *Grading Form* side panel.

2. Click the title of the currently assigned rubric or grading form from the *Rubric* side panel. If nothing is assigned, click *No Rubric.* This will reveal the *Rubrics and Forms* dropdown list. Click the *Rubric and Form Manager* button.

3. Click on the *menu* icon in the top left of the Rubric and Form Manager.

4.

4a. If the grading form you wish to export is selected, move to **step 5**.

4b. Alternatively, select the grading form you wish to export from the drop-down menu.

≡ Actual Writing 101 ✏

| Create new rubric |
| Create new grading form |
| Upload rubric/grading form |
| Rename |
| Delete |
| Duplicate |
| Export |
| Rubrics: |
| Actual Writing |
| CCSS 8th - 9th Grade Argument |
| CCSS 9th - 10th Grade Argument |
| Test rubric |
| Grading Forms: |
| ✓ Actual Writing 101 |
| English 101 |

5. Click the *Export* button from the dropdown menu

≡ Actual Writing 101 ✏

| Create new rubric |
| Create new grading form |
| Upload rubric/grading form |
| Rename |
| Delete |
| Duplicate |
| Export |

6. Your grading form will download to your device.
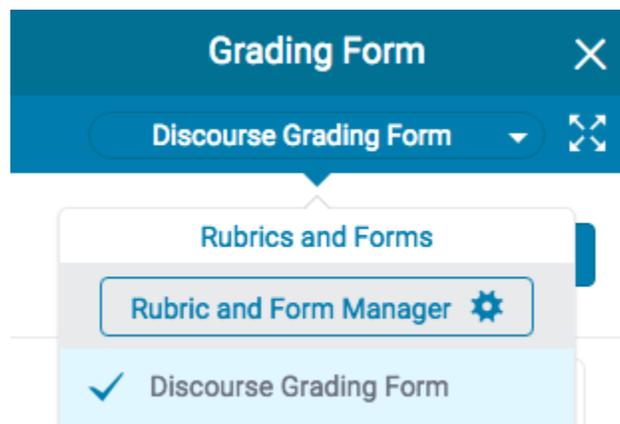
Uploading a Grading Form

1. From the online grading toolbar, select the rubric icon to open the *Grading Form* side panel.

2. Click the title of the currently assigned rubric or grading form from the *Rubric* side panel. If nothing is assigned, click *No Rubric.* This will reveal the *Rubrics and Forms* dropdown list. Click the *Rubric and Form Manager* button.
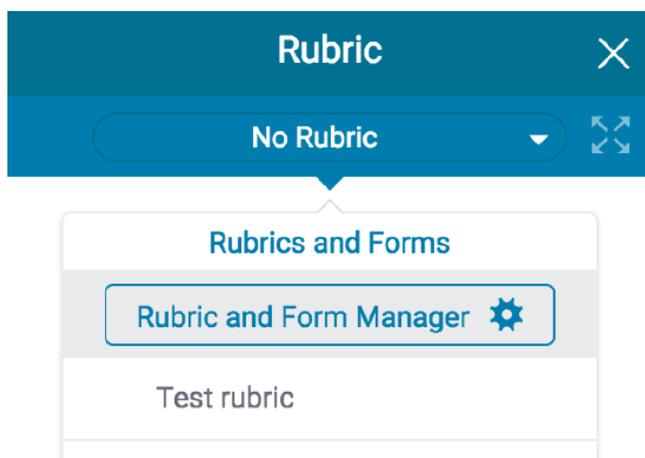
3. Click the *menu* icon in the top left of the Rubric and Form Manager.

≡ CCSS 8th - 9th Grade Argument ✏

Criteria	+	Scales
		Scale 1
		20.00
Criterion 1	20 %	

4. Click *Upload rubric/grading form* from the dropdown menu.

≡ CCSS 8th - 9th Grade Argument ✏

> Create new rubric
>
> Create new grading form
>
> Upload rubric/grading form

Scale 1

5. To upload your grading form(s), you can either drag and drop your file(s) into the Rubric and Form Manager, or browse your computer to select the file.

⬆

Drag and drop your file(s)

Or browse

File requirements: Grading forms only support .rbc files. Scoring can only be included once the grading form is uploaded.

6. Once your file has uploaded successfully, click the *Open* button to open the grading form in the Rubric and Form Manager
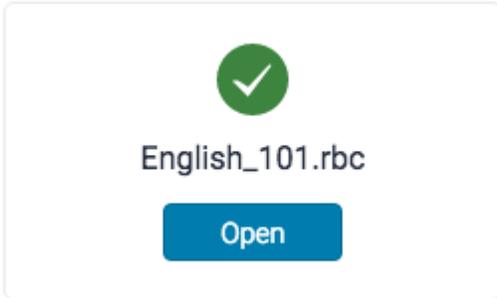
7. Your grading form will now be fully editable in the Rubric and Form Manager
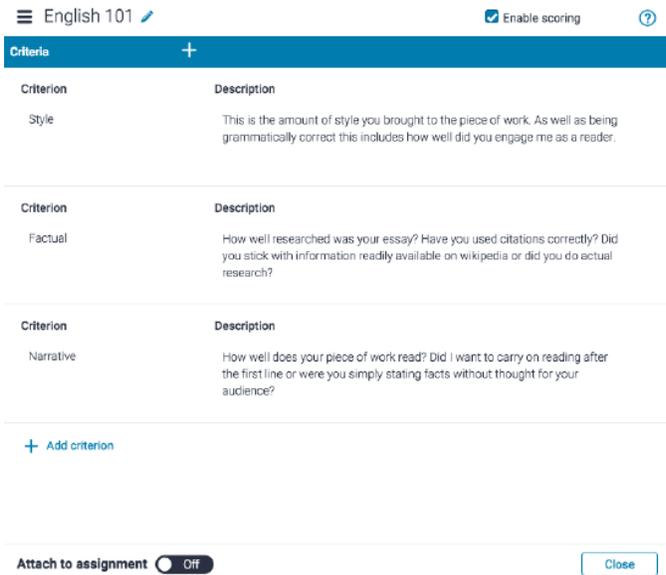
Attaching a Grading Form

1. Click the rubric icon from the online grading toolbar to navigate to the *Grading Form* side panel.

2. Click the title of the currently assigned grading form from the *Rubric* side panel. If no grading form is assigned, click *No Rubric.* This will reveal the *Rubrics and Forms* dropdown list. Click the *Rubric and Form Manager* button.
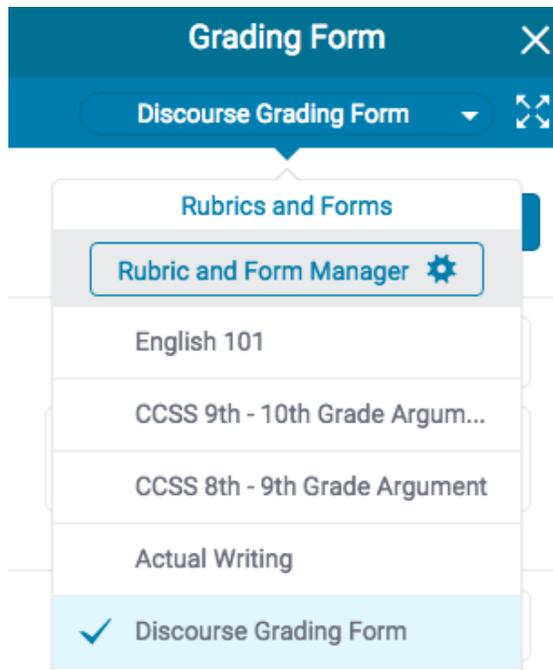
3. Click the *menu* icon in the top left of the Rubric and Form Manager.

≡ Discourse Grading Form ✎

Criteria	+

Criterion	Description
Style	This is the amount well did you engage

4.

4a. If the grading form you wish to attach is selected, move to **step 5.**

4b. Alternatively, select the grading form you wish to attach to the assignment from the dropdown menu.

≡ Discourse Grading Form 🔒 Th

Create new rubric

Create new grading form

Upload rubric/grading form

Rename

Delete

Duplicate

Export

Rubrics:

Actual Writing

CCSS 8th - 9th Grade Argument

CCSS 9th - 10th Grade Argument

Grading Forms:

✓ Discourse Grading Form

English 101

5. The grading form will now be displayed within the Manager. In the bottom left-hand corner of the Manager, toggle *Attach to assignment* as *On.* The same can be done to detach a grading form from an assignment.

Attach to assignment ◯ Off

> **Note**: Changing or detaching a grading form will remove all existing scoring from papers in this assignment. Overall grades for previous graded papers will remain.

Grading in the Grading Form

Grading forms give you the ability to provide free-form feedback and scores to your students for a set of criteria.

1. Click the rubric icon from the online grading toolbar to navigate to the *Rubric* side panel

2.

2a. To grade with the grading form, ensure the form is attached to the assignment.
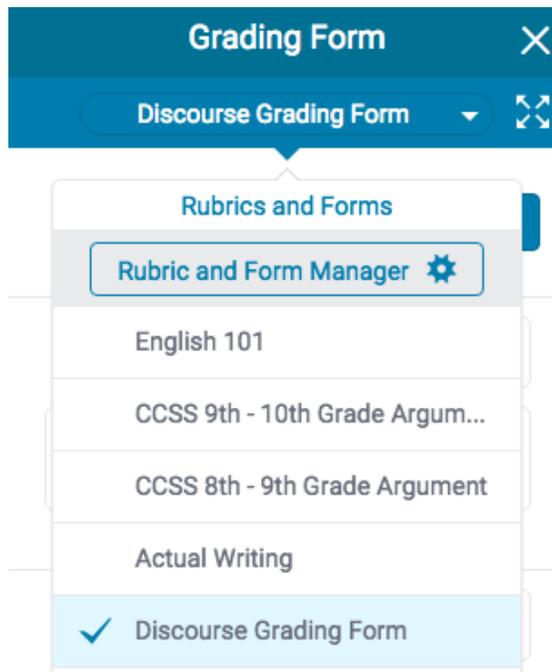
2b. If the grading form is not attached to the assignment, select the grading form title. A pop-up box will appear asking you to confirm the new attachment. Click *Confirm* to proceed.
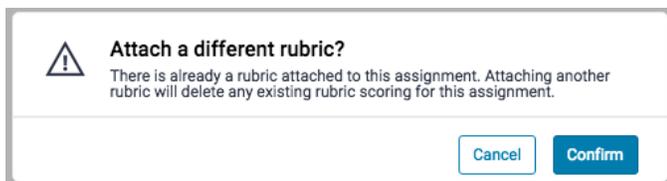
3.

3a. To grade with the grading form, click on the text box for each criterion and begin typing.

3b. If the grading form has scoring enabled, enter the grade the student should achieve for each criterion. Click on the *Apply to grade* button at the top of the grading form side panel to apply this value to the assignment's total point value. Once a grade is applied, it will appear in the document viewer.

Grading Form ✕

Discourse Grading Form ▼ ⤢

45 **Apply to grade**

Style 30

You have presented your work extremely professionally. Well done!

Factual 15

Please include references to give legitimacy to the facts in your paper.

4. For more information concerning grading form criteria, slide this information up from the bottom of the grading form side panel. This will help you apply your grades and comments.

Style

This is the amount of style you brought to the piece of work. As well as being grammatically correct this includes how well did you engage me as a reader.

Factual

Grading in the Expanded Grading Form Manager

You can use the expanding grading form in a separate window to grade papers more efficiently. This opens in a new window and will show you the grading form currently attached to the assignment. The student's name can be seen in the top right hand corner of the expanded grading form. You can navigate to other students using the standard navigation options and continue to use the expanded grading form to grade each student that has submitted a paper to the assignment.

1. Click the rubric icon from the online grading toolbar to navigate to the *Rubric* side panel

2. To view the expanded grading form within another window, click on the expand grading form icon to the right of the title of the currently selected grading form.

3. The expanded grading form displays the criteria in order to allow instructors to easily make comments and score the paper.

Discourse Grading Form   **Joe Bloggs** | Test Assignment

Criteria		
Style	Score	Comment
This is the amount of style you brought to the piece of work. As well as being grammatically correct this includes how well did you engage me as a reader.	30	You have presented your work extremely professionally. Well done!
Factual	Score	Comment
How well researched was your essay? Have you used citations correctly? Did you stick with information readily available on wikipedia or did you do actual research?	15	Please include references to give legitimacy to the facts in your paper.
Narrative	Score	Comment
How well does your piece of work read? Did I want to carry on reading after the first line or were you simply stating facts without thought for your audience?	15	Try improving on your use of adjectives and complex sentences.

Total score: 60   Apply to grade   Close

4. Click the *Apply to Grade* button at the bottom of the expanded grading form window to apply the score to your student's grade. This will add it as a percentage of the maximum total of points for the assignment.

5. To continue grading other student papers in the expanded grading form, use the navigation arrows in the Feedback Studio, or use the navigation drop down to select a specific paper. This will automatically change the paper you are scoring in the expanded grading form.
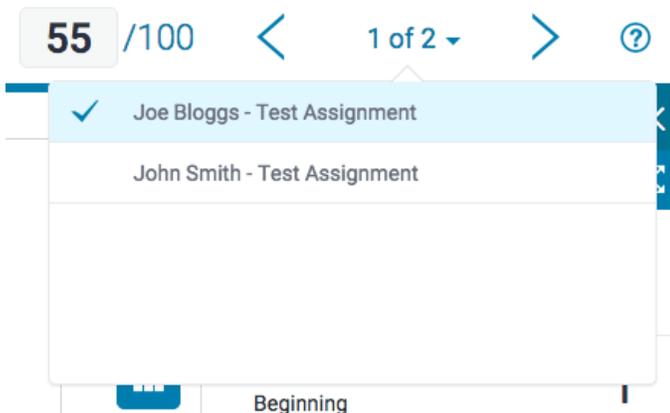
6. Click *Close* to exit the expanded rubric.

Apply to grade   Close

The Similarity Report

This page was not added to the PDF due to the following tag(s): article:topic-guide

Interpreting the Similarity Report

This page was not added to the PDF due to the following tag(s): article:topic-guide

Viewing the Similarity Report

Media, iframe, embed and object tags are not supported inside of a PDF.

Introduction

The Match Overview gives you a breakdown of all the matches that have been found on a paper.

At the top of the page is a student's similarity score. Turnitin compares papers against an ever expanding database of internet pages, archived pages that might not be available anymore, a subscription repository of periodicals, journals, publications, and a repository of previously submitted papers. This comparison can be completed against any or all of these repositories from assignment settings.

The similarity score is a percentage of a paper's content that matches to Turnitin's databases; it is not an assessment of whether the paper includes plagiarized material. The similarity report allows instructors to easily find matches or similar text within submitted work.

Viewing Similarity Matches

Matches can be found in the Match Overview side panel, ordered by highest similarity match to lowest. Each match is numbered in the Match Overview side panel, helping you to identify this match on the paper.

1. To view the Match Overview, click the red numerical similarity score from the similarity toolbar. If the similarity layer was inactive, it will now be activated, highlighting all matches on the paper.

2. All matches are displayed within the *Match Overview* side panel. A list of matches will be displayed in descending order.

Match Overview

43%

1	en.wikipedia.org Internet Source	17%	›
2	animals.nationalgeogra… Internet Source	14%	›
3	www.squidoo.com Internet Source	12%	›
4	heron2014.manorprima… Internet Source	5%	›
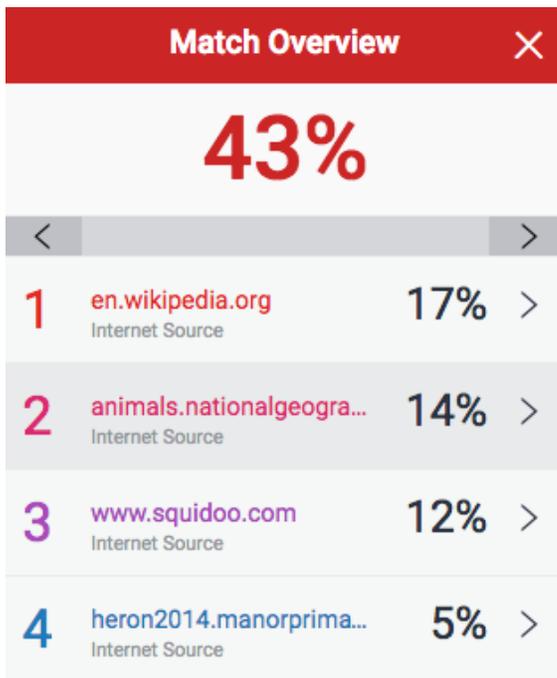
3. To access each match in more detail, click the arrow to the right of each similarity percentage

17% ›

4. The Match Breakdown will display all sources identified for each match. To view the sources on-paper, simply click on any source in the Match Breakdown.

Match Breakdown

| 1 | en.wikipedia.org
Internet source | 17% |

Match 1 of 3

	en.wikipedia.org Internet source - 2 urls	17%
	• wiki/Blue_whale	17%
	• wiki/Blue_Whale	12%
	eol.org Internet source	15%
	www.gopetition.com.au Internet source	14%

5. A source box will appear on the paper, revealing where in the source the text has been identified. If you would like to read the full source, click the book icon in the top right-hand corner of the box. You can also access this source box by clicking the red match flag to the left of the highlighted text.

en.wikipedia.org
Internet source

erius gigas Lilljeborg, 1867 Sibbaldius sulfureus Cope, 1869 Balaenoptera sibbaldii Sars, 1875 The blue whale (Balaenoptera musculus) is a marine mammal belonging to the baleen whales (Mysticeti).[9] At 30 metres (98 ft)[10] in length and 190 tonnes (210 short tons)[11] or more in weight, it is the largest existing animal and the heaviest that has ever existed.[12] Long and slender, the blue whale's body can be various shades of bluish-grey dorsally

alone within the animal kingdom for ..s adaptations beyond its massive size. At 30 metres (98 ft) in length and 190 tonnes (210

Note: Click the left or right arrow in the source box to move between sources.

6. The full source text can now be viewed in the *Full Source Text* side panel, with all matching text shown in red.

Full Source Text ✕

http://en.wikipedia.org...   **28%**
Internet source

Ichihara, 1966 ?B. m. indica Blyth, 1859 B. m. intermedia Burmeister, 1871 B. m. musculus Linnaeus, 1758 Blue whale range (in blue) Synonyms Balaenoptera gibbar Scoresby, 1820 Pterobalaena gigas Van Beneden, 1861 Physalus latirostris Flower, 1864 Sibbaldius borealis Gray, 1866 Flowerius gigas Lilljeborg, 1867 Sibbaldius sulfureus Cope, 1869 Balaenoptera sibbaldii Sars, 1875 The blue whale (Balaenoptera musculus) is a marine mammal belonging to the baleen whales (Mysticeti).[9] At 30 metres (98 ft)[10] in length and 190 tonnes (210 short tons)[11] or more in weight, it is the largest existing animal and the heaviest that has ever existed.[12] Long and slender, the blue whale's body can be various shades of bluish-grey dorsally and somewhat lighter underneath.[13] There are at least three distinct subspecies: B. m.

Note: Click the source hyperlink in either the source box or side panel to access the website from which the match was identified.

Viewing Sources

In the *All Sources* side panel, all of the sources that have been found are displayed and sorted by highest percentage match. Clicking on any source will change the navigation bar at the top of the page, revealing the number of times a particular source has matched in the paper.

    1. To view all sources, click the red *All sources* icon from the similarity toolbar. If the similarity layer was inactive, it will now be activated, highlighting all on-paper matches.

43

2. All sources are displayed within the *All Sources* side panel. A list of sources will be displayed in descending order.

All Sources	✕
<	Match 1 of 4	>

•	en.wikipedia.org Internet source - 2 urls	28%
•	eol.org Internet source	26%
•	wiki.healthhaven.com Internet source	26%
•	mauih2o.com Internet source	26%
•	www.solarnavigator.net Internet source	26%
•	www.answers.com Internet source - 7 urls	23%
•	www.timesharetalk.co.... Internet source	23%

5. To view each match within the selected source, simply use the navigation arrows at the top of the *All Sources* side panel. As you navigate through, a new on-paper source box will appear.

Filtering the Similarity Report

Exclusion by Type

1. To exclude different types of text from the similarity report, click the red *Filter* icon from the similarity toolbar. If the similarity layer was inactive, it will now be activated, highlighting all on-paper matches.

2. From the *Filters and Settings* side panel, use the check boxes to make bibliography and quote exclusions from the similarity report.

Filters and Settings ✕

FILTERS

Exclude Quotes ☐

Exclude Bibliography ☑
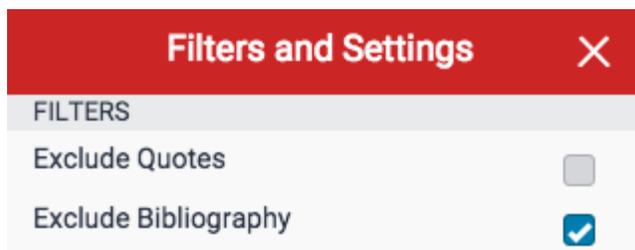
Note: A recent update to similarity scoring may affect your assignments if you've opted to exclude the bibliography. View this update here.

3. Click *Apply Changes* to confirm this change. This will repaint the similarity report with your change now reflected in the assignment.

Apply Changes
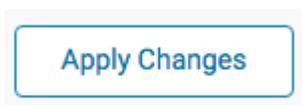
Exclusion by Size

1. To exclude text from the similarity report according to its size, click the red *filter* icon from the similarity toolbar. If the similarity layer was inactive, it will now be activated, highlighting all on-paper matches.

2. From the *Filters and Settings* side panel, use the radio and text boxes to determine which exclusions should apply to the paper's similarity report. You can exclude sources that are less than a certain number of words, or a certain percentage of words. For example, filtering by 10 words will exclude all sources that have a cumulative number of matching words that are less than 10 words in length.

Exclude sources that are less than:

◉ 5 words
◯ %
◯ Don't exclude by size

3. Click *Apply Changes* to confirm this change. This will repaint the similarity report with your change now reflected in the assignment.

Apply Changes
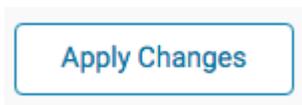
Similarity Report Multi-Color Highlighting

1. To apply multi-color highlighting to the similarity report, click the red *filter* icon from the similarity toolbar. If the similarity layer was inactive, it will now be activated, highlighting all on-paper matches.

2. From the *Filters and Settings* side panel, use the *Multi-Color Highlighting* checkbox to toggle highlighting on and off in the similarity report.

OPTIONAL SETTINGS

Multi-color Highlighting ✓
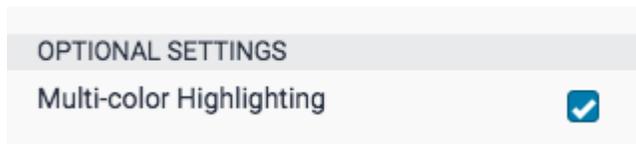
3. The paper's similarity matches can now be identified on-paper by color, as well as number.

The majestic blue whale, the goliath of the sea, certainly stands alone within the animal kingdom for its adaptations beyond its massive size. At 30 metres (98 ft) in length and 190 tonnes (210 short tons) or more in weight, it is the largest existing animal and the heaviest that has ever existed. Despite their incomparable mass, aggressive hunting in the 1900s by whalers seeking whale oil drove them to the brink of extinction. But there are other reasons for why they are now so endangered.

1	en.wikipedia.org Internet Source	17% >
2	animals.nationalgeogra... Internet Source	14% >
3	www.squidoo.com Internet Source	12% >

Generating a New Similarity Report

If you believe something may have been added to our database since a paper's last similarity report was generated (a website, journal article, or even another student's paper), you can generate a new similarity report from the *Filters and Settings* panel.

1. To generate a new similarity report, click the red *filter* icon from the similarity toolbar. If the similarity layer was inactive, it will now be activated, highlighting all on-paper matches.

2. From the *Filters and Settings* side panel, click the *New Report* button to generate a new report.
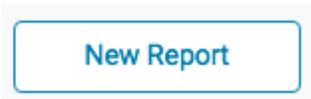
New Report

3. We encourage you to only generate a new report if you have reason to believe that something new has been added to the database, as your previous similarity report will be overwritten. Click *OK* to generate a new report, or *Cancel* to abort.

Refreshing report

Refreshing this report will create a completely new report based on our most recent database content. We only recommend refreshing your report if you believe there is very recent internet or database content that was not searched when this report was first generated. This report will be unavailable while it is being refreshed.

Do you want to continue?

Cancel   OK

Excluding Sources

Excluding Sources via Match Overview

1. To exclude sources from the similarity report using the Match Overview side panel, click the red numerical similarity score from the similarity toolbar. If the similarity layer was inactive, it will now be activated, highlighting all on-paper matches.

2. All matches will be displayed within the *Match Overview* side panel.

3. To access each match in more detail and exclude sources, click the arrow to the right of the relevant similarity percentage.

17% >

4. At the bottom of the *Match Breakdown* side panel, click the *Exclude Sources* button.

Exclude Sources

5. Using the checkboxes, select the source(s) you would like to exclude from the paper's similarity report, and click the red *Exclude* button.

| ☑ | dictionary.sensagent.c... Internet source | 12% |
| ☐ | moodle.sbc.qld.edu.au:... Internet source | 12% |

⊘ Exclude (1)   Cancel

Recalculate originality score

Note: By clicking the *Exclude (x)* button, this will recalculate the similarity score.

Excluding Sources via All Sources

1. To exclude sources from the similarity report using the All Sources side panel, click the graph icon from the similarity toolbar. If the similarity layer was inactive, it will now be activated, highlighting all on-paper matches.
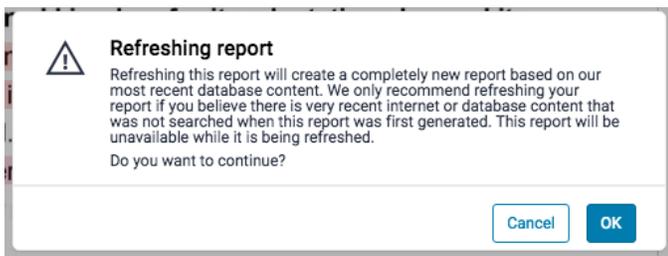
2. Click the *Exclude Sources* button at the bottom of the All Sources side panel.

•	central.gutenberg.org Internet Source	26%
•	wiki.healthhaven.com Internet Source	26%

Exclude Sources

3. Use the checkboxes to select the sources that you'd like to exclude from the similarity report.

All Sources ✕

< Match 1 of 1 >

☑	www.flu.ofertyseks.kut... Internet Source	26%
☑	www.answers.com Internet Source	23%
☐	schools-wikipedia.org Internet Source	23%

4. Click the red *Exclude (x)* button at the bottom of the All Sources side panel. The button will provide a count of the number of sources you have chosen to exclude. Alternatively, click the *Cancel* button to clear your selection.
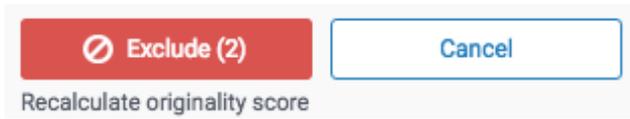
Note: By clicking the *Exclude (x)* button, this will recalculate the similarity score.

Viewing Excluded Sources

1. To view sources that have been excluded from the similarity report, click the red *exclude* icon from the similarity toolbar. If the similarity layer was inactive, it will now be activated, highlighting all on-paper matches.

2.

2a. If you have not excluded any sources from the similarity report, you will simply receive a notification advising *No sources have been excluded for this report*.

Excluded Sources ✕

No sources have been excluded for this report.
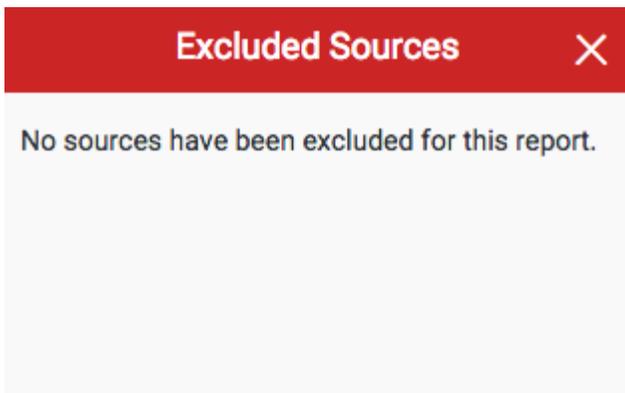
2b. If you have excluded any sources from the paper's similarity report, you can find a list of excluded sources in the *Excluded Sources* side panel.

Excluded Sources ✕

☑ http://dictionary.sensagent.com/b...
internet

☐ http://www.answers.com/topic/bl...
internet

Restore (1)   Restore All
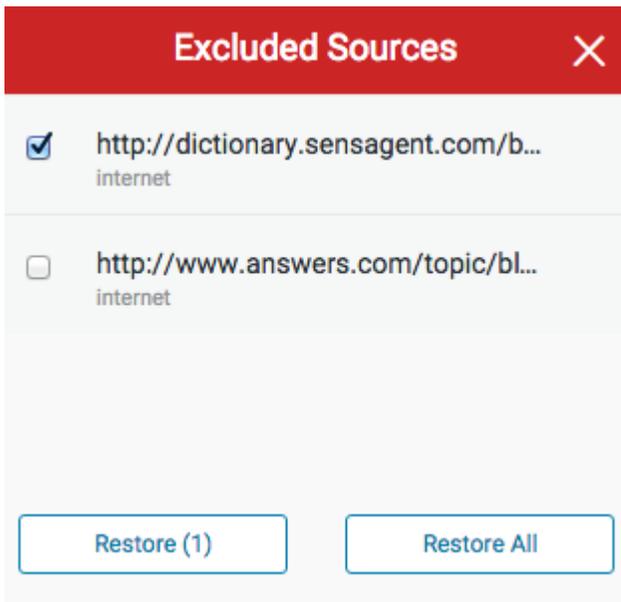
3.

3a. To restore only some of the excluded sources, use the checkboxes to select the relevant sources. Click the *Restore* button to continue.

3b. To restore all of the excluded sources in the list, click the *Restore All* button.

Note: You do not need to refresh the similarity report to see these sources reflected in the similarity score.

Global Anonymous Marking

With anonymous marking, your student's name and any other identifiable information is masked from you, their instructor.

If at any point during marking you identify a problem with a submission, you have the ability to reveal the student's name from the Assignment Inbox. When you reveal a student's name an audit trail will be created. You will be required to enter a reason for unveiling a student's name in order for any issues to be properly investigated.

> **Note**: This setting is permanent. If you turn off anonymous marking for a student you will be unable to turn it back on for that student during that assignment.

Enabling Anonymous Marking for an Assignment

Anonymous marking is set at the assignment level. Please note that for you to enable anonymous marking as an instructor, your administrator must have enabled this option too on your institution's account. If there is no option available, please contact your administrator to request that this is activated.

1. To enable anonymous marking for an assignment, click the *All Classes* tab from any page

2. Select the class name that includes the assignment for which you wish to enable anonymous marking

University of Testing

Class ID	Class name
2921193	Sample Class

3. Click the Action dropdown list next to the assignment that you wish to enable anonymous marking and select *Edit settings*

More actions ▼
Edit settings
Submit
Delete assignment
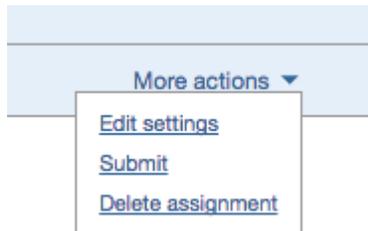
4. You will be directed to the update assignment page. From here, click the *+ Optional Settings* link
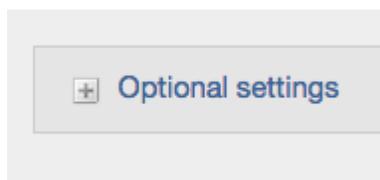
⊞ Optional settings

5. Scroll through the optional settings list until you reach the option to 'Enable Anonymous Marking'. Select the *yes* radio button

Enable anonymous marking? ⓘ

◉ Yes
◯ No

6. Scroll to the bottom of the page and click the *Save* button to save your changes

Submit

Note: Repeat steps 1-4 should you wish to deactivate anonymous marking. Simply select the *No* radio button to disable anonymous marking, then click *Save.*

Revealing a Student's Name

1. From the assignment's submission inbox, a student's name will be hidden within the Author column. If for any reason you must reveal a student's name, click *Anonymous Marking Enabled.*

Sample Assignment
INBOX | NOW VIEWING: NEW PAPERS ▼

Submit File

	AUTHOR	TITLE
☐	Anonymous Marking Enabled	Sample Assignment
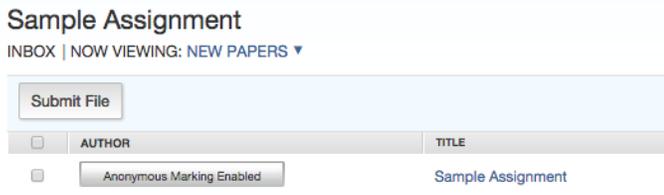
2. By clicking the *Anonymous Marking Enabled* button, this will open a pop-up box to turn off anonymous marking. State the reason for turning off Anonymous marking for the submission by typing in the text box, and click *Submit.*

turn off anonymous marking

State reason for turning off Anonymous Marking for "Sample Assignment":

Enter your reason here

Warning: Administrator has access to this information. This setting is permanent.

submit   cancel

3. The student's name will now be revealed within the Author column

Sample Assignment
INBOX | NOW VIEWING: NEW PAPERS ▼

Submit File

	AUTHOR	TITLE
☐	Joe Bloggs	Sample Assignment

Navigating the Document Viewer

Moving Between Papers

You can navigate through papers submitted to an assignment by looking in the top right-hand corner of the navigation frame. Here, you will find arrows to move between papers and a dropdown list that allows you to chose from all papers that have been submitted so far.

Using the Navigation Arrows

1. Find the navigation arrows in the top right-hand corner of the document viewer.

2. The left arrow will take you back to the previous paper and the right arrow will move you to the next paper. Papers are ordered by the date they were submitted.

Using the Drop Down

1. Find the paper count in the top right-hand corner of the page. This shows the paper that you are currently grading. Click on the arrow to view all the papers that have been submitted to your assignment, along with your students' names.
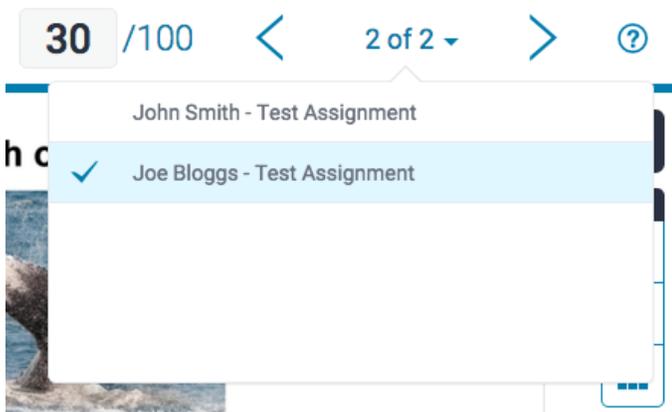
2. This drop-down list informs you of all of the papers that have been submitted to an assignment so far. It shows the student's name on the left and the paper title on the right. Clicking on any of the submissions will change the Turnitin Feedback Studio to that paper.

The Thumbnail Bar

The thumbnail bar gives you a quick overview of the paper you are currently grading.

1. The thumbnail bar can be accessed by clicking on the black tab in the left-hand corner of the Turnitin Feedback Studio.

2. By clicking on one of the thumbnails, this will jump to the relevant page within the paper.

The Goliath of the Sea

Blue Whale - Balaenoptera musculus

The majestic blue whale, the goliath of the sea, certainly stands alone within the animal kingdom for its adaptations beyond its massive size. At 30 metres (98 ft) in length and 190 tonnes (210 short tons) or more in weight, it is the largest existing animal and the heaviest that has ever existed. Despite their incomparable mass, aggressive hunting in the 1900s by whalers seeking whale oil drove them to the brink of extinction. But there are other reasons for why they are now so endangered.

The blue whale's common name derives from bluish hue that covers the upper side of it body, while its Latin designation is Balaenoptera musculus. The blue whale belongs to the Mysticeti suborder of cetaceans, also known as baleen whales, which means they have fringed plates of fingernail-like material, called baleen, attached to their upper jaws. Blue whales feed almost exclusively on krill, though they also take small numbers of copepods. An adult blue whale can eat up to 40 million krill in a day.

These gargantuan beasts used to dominate all the oceans of the Earth up until the late nineteenth century, when the technology was developed to effectively hunt and harvest them. In 1864, the Norwegian Svend Foyn equipped a steamboat with harpoons specially designed for catching large

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whales. This led to the killing of hundreds of thousands of whales up until 1966, when the International Whaling Commission banned the practice.

2

3. You can 'lock' or 'unlock' the thumbnail bar using the padlock icon in the top left-hand corner of the thumbnail bar; this will resize the paper to fit your current view.

Note: Locking the thumbnail bar will prevent you from being able to close it.

4. To close the thumbnail bar, unlock it by clicking on the locked padlock icon, then click the black tab that was originally used to open it.

Using Layers

Media, iframe, embed and object tags are not supported inside of a PDF.

Layers allow you to view more than one service at the same time. With layers, you can view the similarity report and add bubble comments at the same time. Layers can be toggled on and off using either the toolbar or the *Active Layers* side panel.

Using the Toolbar

The service toolbar makes it easier for you to toggle between different layers, and you can do so from the layers icon at the top of each service section.

1. Find the layer switch for the service you would like to toggle. If the layer switch is blue, red, or purple, this means the service layer is **active**.

Online grading	Similarity	e-rater®
Screen Shot 2015-11-18 at 10.42.03 AM.png	Screen Shot 2015-11-18 at 10.42.22 AM.png	Screen Shot 2015-11-18 at 10.49.51 AM.png

2. If the layer is black, the overlay is **inactive**. By clicking the black layer icon above each service, this will activate it.

Screen Shot 2015-11-18 at 10.53.30 AM.png

3. In the example below, the similarity section is active, but online grading and e-rater® are inactive.

Using the Active Layers Side Panel

1. Alternatively, you can click the *layer* icon at the very top of the toolbar, which will open the *Active Layers* side panel.

Screen
Shot
2015-12-01
at
3.42.42
PM.png
2. In the *Active Layers* side panel, the services available to you will be displayed alongside a check box. Click the relevant check boxes to activate or deactivate your chosen services. This will change the color status of the layer icon for each service.

In the example below, the online grading and similarity layers are active, but e-rater is inactive.

Below, you'll find a view of a paper, where all layers are active.

Preferences & Notifications

There are two preference types available to Turnitin instructors - user preferences and class preferences. User preferences apply to the instructor's user profile, including default login views.

Class preferences are specific to each class, and apply only within the class to the assignments and student users in the class.

User Preferences

An instructor can view the current user preferences by clicking on the User Info tab.

The user preferences available are:

default user type - select from *student, instructor*, or *administrator*; this will be the user home page seen when the user logs in

default submission type - select a default submission type, which determines which type of submission page is shown automatically for an instructor clicking on the *submit* icon in Turnitin

activate quick submit - select *yes* to turn quick submit on; refer to Chapter 10 for information on quick submit

items per page - select the number of items from a list of students, submissions, or assignments to display per page on Turnitin

file download format - select the default format for files downloaded from Turnitin; the options available are *original format, PDF format,* or *let me choose each time*

show page info - choose *yes* to display page information at the top of each page, which contains helpful information for each user

send me e-mail updates - choose *yes* to receive e-mail updates from Turnitin

use homepage link - choose yes to create a homepage link; to set up a link, enter a link name and URL in the fields below this option; this provides a link to a homepage for the user

Note: If any changes were made to the user profile, the instructor must click on the *Submit* button at the bottom of the page to save the changes.

Class Preferences

The class preference page allows an instructor to control the products and features available for the class. This allows an instructor to determine whether students can post proposed discussion topics, or whether or not GradeMark or other products are available in a class. An instructor can also set a class homepage link which is visible to both students and the instructor on the class homepage and other class pages.

To open the preferences page for a class, click the *preferences* tab on the class bar.

Each class has two preference types available to the instructors. There are general preferences and products that have been enabled. Only services purchased by the instructor's institution are available under the enable these products: preference menu. Products that are not available will be greyed out and cannot be checked or un-checked.

To enable or disable a preference, click the check box to the left of the selected preference or product. Un-checked products or preferences are disabled in the specified class. For more information on the products, please see the appropriate chapter of this manual for the product or feature.

General Preferences

let students submit discussion topics? - determines if student users are able to post proposed discussion topics. Discussion topics must be approved by the instructor before the topic becomes active

show students link to my e-mail? - determines whether or not the e-mail address used by the instructor to log into Turnitin is available as a link for the students to click on to use their default e-mail program to contact the instructor

Lock assignment dates in sections? - locks assignment dates set by the master class instructor for assignments pushed to sections

Lock assignment info in sections? - locks assignment info set by the master class instructor for assignments pushed to sections

Enable These Products:

GradeMark

PeerMark

Grade book

Discussion boards

Class Link - A class link can be created for the instructor and students on the preferences page. Enter a name for the link and the full URL for the link. The URL must be in the full HTTP:// format.

If any changes are made to the class preferences, the instructor must click on the *submit* button at the bottom of the preferences page to save the changes that have been made.

Messages and Announcements

Important announcements and messages can be viewed by clicking on the *messages* tab on the system bar.

Note: Urgent notifications including announcements of scheduled downtimes for improvements to Turnitin will appear both on the messages page and on the user homepages for all users, including instructors.

Information and Assistance

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