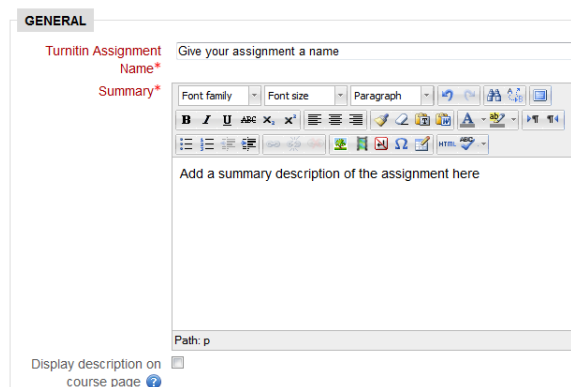


How to create a Turnitin Assignment

Click on the appropriate **Add an activity or resource** link in your course. Choose **Turnitin Assignment** from the dropdown menu and then click on the **Add** button at the bottom of the dialogue box.

Complete the **Turnitin Assignment Name** and **Summary** fields. If you want to display the Summary field content on your Moodle course page, put a tick in the **Display description on course page** checkbox.

Adding a new Turnitin Assignment



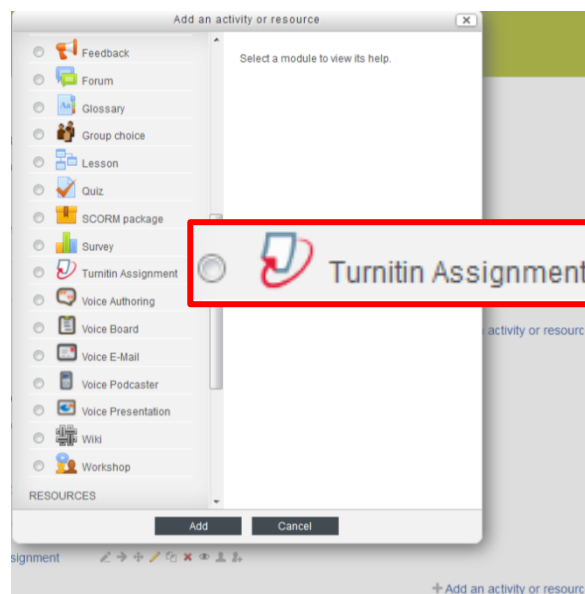
GENERAL

Turnitin Assignment Name* Give your assignment a name

Summary*
 Font family
 Font size
 Paragraph
 B **I** **U** **A** **X** **X'**
 B **I** **U** **A** **X** **X'**
 Add a summary description of the assignment here

Path: p

Display description on course page



By default the **Submission Type** field will display **Any Submission Type**. Click on the drop down menu if you want to limit the type of files that your students can submit to either a **File Upload** (where they attach a document) or a **Text Submission** (where they type or copy and paste their submission into a text box). It is recommended that you leave the field as **Any Submission Type** as this gives your students the most flexibility.

The **Number of Parts** field does not allow the students to submit more than one piece of work to an individual assignment dropbox. It only allows you to create a multi-part assignment (like the revision option in the previous version of Turnitin). Your students will be able to submit one piece of work to each part of the Turnitin assignment.

If you want to allow your students to submit a formative assignment before their summative assignment you will need to create two separate assignment dropboxes – one that does not add the draft assignment to the Turnitin repository and one that does. Whilst the multi-part assignment allows for limited editing, it does not allow you to have different repository settings.

Number of Parts

Maximum File Size

Anonymous Marking

Student Originality Reports

The **Maximum File Size** is set to 40MB and this is the largest file size that students can submit to Turnitin. If you want to limit the students to smaller submissions, use the dropdown menu to change the value.

If you set **Anonymous Marking** to **Yes** your student's details will be replaced with a participant number.

The **Student Originality Reports** field allows your students to see their individual Originality Report. This should only be allowed for formative assignments.

TURNITIN ADVANCED OPTIONS

Allow Late Submissions

Report Generation Speed

The fields in the **TURNITIN ADVANCED OPTIONS** section allow you to choose when the Originality Report is available, what it is checked against and what is included in the check. They are the same options that were available in the previous version of Turnitin.

If you want to **Allow Late Submissions**, set this field to **Yes**. Student submissions after the due date and time will be marked with red text in the date column of the submission in the assignment inbox. A student cannot overwrite a submission past the assignment due date and time, even if the late submission option is enabled.

The **Report Generation Speed** field allows you to choose when the Originality Reports are generated. There are three options available:

- **Generate reports immediately, reports can be overwritten until due date** - Originality Reports for all submissions will be generated immediately. Students can resubmit papers until the due date and time but any new Originality Reports will not be generated for 24 hours. Only the latest version of the report is available and the Originality Reports will compare assignments within the same assignment dropbox.
- **Generate reports immediately, first report is final** - Originality Reports for all submissions will be generated immediately. Students cannot resubmit papers. Submissions must be deleted by the tutor to enable resubmission.
- **Generate reports 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.

Store Student Papers

Check against stored student papers

Check against internet

Check against journals, periodicals and publications

Exclude Bibliography

Exclude Quoted Material

Exclude Small Matches

The **Store Student Papers** field allows you to store student papers in the **Standard Repository** (open to all Turnitin users) or **No Repository**. If you are using Turnitin formatively you should choose the **No Repository** option.

Choose what you would like Turnitin to check the submissions against. Current available search targets are:

- **Check against stored student papers** - work previously submitted to Turnitin.
- **Check against internet** - a repository of archived and live publicly available internet pages.

- **Check against journals, periodicals and publications** - third party periodicals, journals and publication content.

Store Student Papers

Check against stored student papers

Check against internet

Check against journals, periodicals and publications

Exclude Bibliography

Exclude Quoted Material

Exclude Small Matches

Text in a submission that appears after the headings **bibliography, works cited** and **references** can be excluded from the Originality Report by choosing **Yes** under the **Exclude Bibliography** field.

Text that appears between double quotation marks in a submission can be excluded from the Originality Report by clicking **Yes** under the **Exclude Quoted Material** field.

You can choose to indicate that the Similarity Index for every Originality Report for an assignment should exclude matches equal to or less than a certain value (1- 100). The default setting is that all matches are shown. Put a number into the **Exclude Small Matches** field and then choose either **Words** or **Percent** from the drop down menu beneath it.

The **Grade** field allow you to assign a grade to the Turnitin assignment. The **Grade category** field lets you assign the Turnitin assignment to a specific category within the Moodle Gradebook. If you have not created any categories please ignore this field.

If you click on the **Show advanced** button in the **COMMON MODULE SETTINGS** section you will see all of the fields below. Otherwise only **Group mode, Visible** and **ID number** will be displayed.

The screenshot shows the Moodle assignment settings form. It is divided into three main sections:

- GRADE:** Contains a 'Grade' dropdown menu set to '100' and a 'Grade category' dropdown menu set to 'Uncategorised'.
- COMMON MODULE SETTINGS:** Contains a 'Group mode' dropdown menu set to 'No groups', a 'Visible' dropdown menu set to 'Show', and an 'ID number' text input field. A 'Show advanced' button is visible on the right side of this section.
- RESTRICT ACCESS:** Contains 'Allow access from' and 'Allow access until' date pickers, both set to '17 June 2013 00:00' and 'Enable'. It also has a 'Grade condition' dropdown set to '(none)' with a note 'must be at least % and less than %'. Below this are 'User field' and 'Before activity can be accessed' dropdowns.

At the bottom of the form are buttons for 'Save and return to course', 'Save and display', and 'Cancel'. A red error message at the bottom right states: 'There are required fields in this form marked *'.

Group mode has three settings No groups, Separate Groups and Visible groups. If you choose **No groups** all of the students will submit their assignments to the same assignment dropbox. If you choose **Separate groups** the students will submit their work into separate group based dropboxes that you have set up. They will only be able to see their designated group assignment dropbox. If you choose **Visible groups** the students will see all of the assignment dropboxes that you have created but they will only be able to submit to their own.

Grouping simply allows you to combine sets of groups together. If you wanted multiple groups of students to use the same assignment dropbox you would select this option. The groups would remain distinct but they would all use the same assignment dropbox.

Available for group members only allows you to choose a distinct group of students within a grouping to access the assignment rather than everyone in the grouping.

Visible lets you show or hide the assignment to or from all of your students.

The **ID number** enables you to identify your assignment in the gradebook. Rather than using the assignment title as the column title, the gradebook will show a shortened ID number that you choose instead.

RESTRICT ACCESS

Allow access from Enable

Allow access until Enable

Grade condition must be at least % and less than %

[Add 2 grade conditions to form](#)

Before activity can be accessed

The **RESTRICT ACCESS** section allows you to selectively release the assignment to your students.

The **Allow access from** section determines the date and time that the students can first access the

assignment. **Allow access until** determines the date and time that the assignment is available until. You need to check the **Enable** buttons to use these options.

If you just use the availability settings, the students will be able to see the assignment and its description but will not be able to submit the assignment until the start date and time is reached. The access restrictions on the other hand prevent the students from even seeing the assignment and its description before the start date and time is reached.

Grade condition determines any grade conditions which must be met in order for students to access the assignment. You can set more than one condition by clicking the **Add 2 grade conditions to form** button. If you set multiple conditions the assignment will only become available to a student if they have successfully completed all of the conditions.

The **Before activity can be accessed** option allows you to choose if the students can see that there is an assignment for them to complete whilst the conditions are incomplete.

Before activity can be accessed

Once you have made your choices choose to either **Save and return to the course** or to **Save and display** the assignment straightaway.