Managing Turnitin Assignments

Turnitin enables you to check students' work for potential plagiarism by comparing it against the world's largest comparison database. It also gives students legible, timely feedback while saving instructors grading time.

File Types and Size

Turnitin currently accepts the following file types for upload into an assignment:

- Microsoft Word® (DOC and DOCX)
- PowerPoint
- Corel WordPerfect®
- HTML
- Adobe PostScript®
- Plain text (TXT)
- Rich Text Format (RTF)
- Portable Document Format (PDF)
- OpenOffice (ODT)
- Hangul (HWP)
- Google Docs (submitted via the Google Drive submission option)

The maximum file size is defined in the course settings and selected in the assignment set up screen. Files of 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.
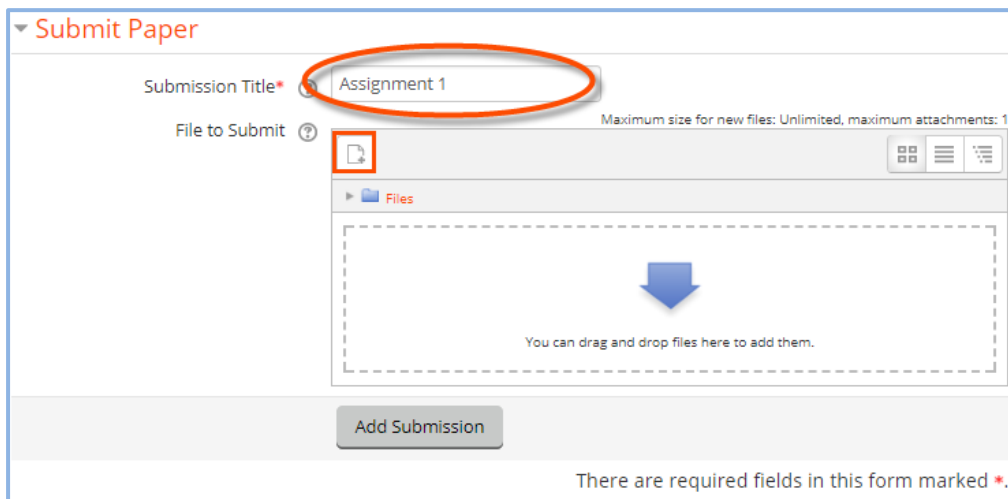
Submitting Papers on Behalf of Students

To submit a paper to the Turnitin assignment on behalf of a student, within the Submissions Inbox page click on the file upload icon to the right of the student's name within the student list.

	Student ▲	Submission Title ▲	Turnitin Paper ID	Submitted	Similarity	Grade	Overall Grade				
☐	Flintstone, Wilma	--	--	--	--	✏ --	--	☁	--	--	--
	Lockhart, Julie (SU)	--	--	--	--	✏ --	--	☁	--	--	--
	Mack, Pamela (SU)	--	--	--	--	✏ --	--	☁	--	--	--

Note: Instructors are able to submit on behalf of students at any time, even after the post-date of the assignment

File upload

1. Click on the **file upload icon** for the student to submit on behalf of that student.

2. Enter the **Submission title**.

3. Drag and drop the file into the drag and drop area of the page, or use the add a file method by clicking on the **Add Submission** link.

4. Select **Upload a file** from the sidebar.
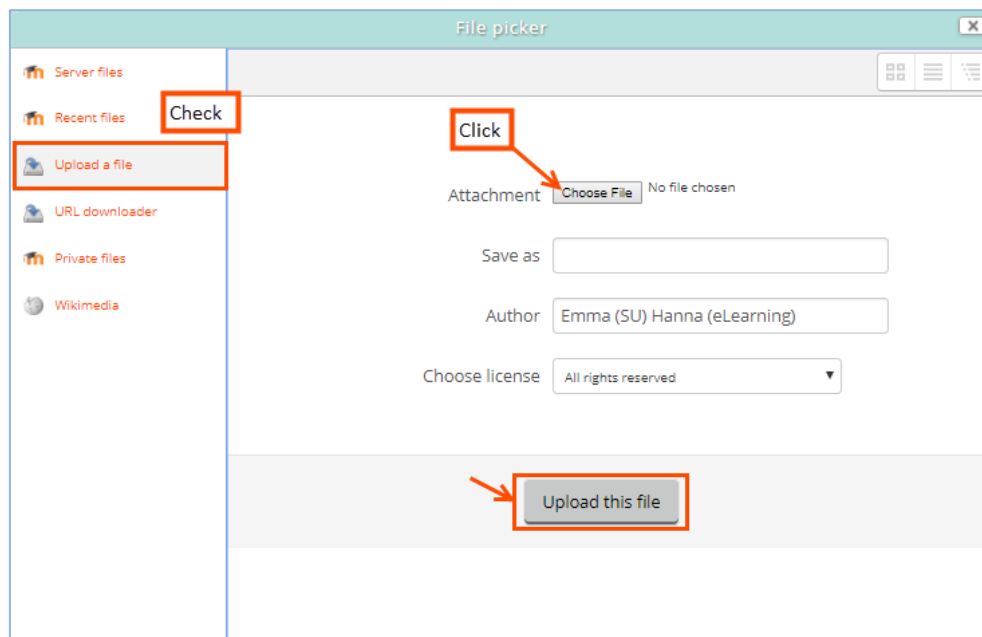
5. Click on the **Choose file**... button to select the file you would like to submit.

6. Click on the **Upload this file** button to upload the selected file.
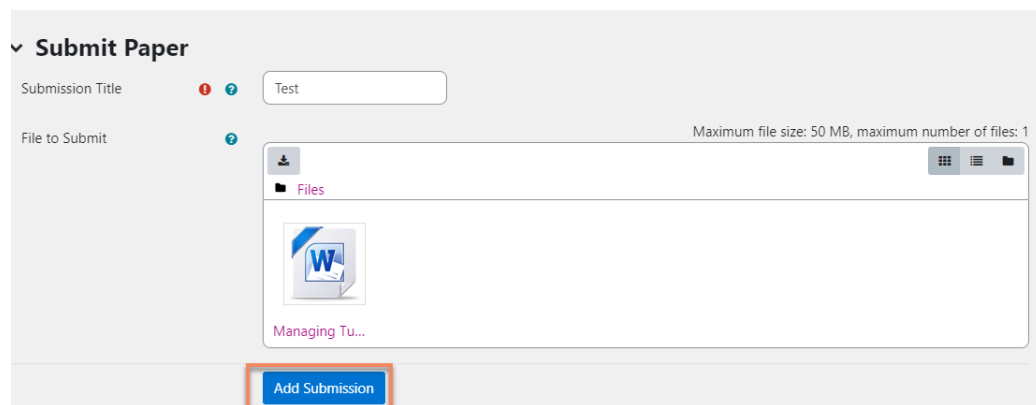
7. Click on the **Add Submission** button to submit the file.

You will get see a confirmation receipt when the file has uploaded successfully.

Viewing the Turnitin Submission Inbox

You can view the Originality Reports completed for submitted papers by accessing the Turnitin assignment inbox. Click on the assignment title on the Moodle page to open the Submission Inbox.

The submission inbox displays a list of the students enrolled in the course and a summary of the originality scores associated with their submissions.

The column headings in the assignment inbox are:

- **Student** - a column containing the names and assignment title for Moodle students in the assignment. Clicking on the students' name takes you to their profile page within Moodle.
- **Submission Title** – this column contains the name that the student has called the assignment. Clicking on the submission name opens the assignment within Turnitin.

- **Turnitin Paper ID** – this column of the report contains the paper id of the submission.
- **Submitted** – this column of the report contains the date and time of the submission. Late submissions are colour coded red.
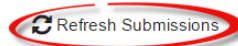- **Similarity** - this column contains a percentage indicating the overall similarity of the paper to information in the Turnitin repositories, 100% being 'fully similar', 0% indicating 'no similarity'. Clicking on the Similarity % icon opens the Originality Report.

NOTE: If you have allowed similarity reports to generate before the due date they will **regenerate** within an hour of the due date and time to allow student submissions to compare against one another within the assignment (collusion checking). A change in the Similarity Report score may result from this regeneration of the reports.

- **Grade** – this column contains a pencil icon for editing the grade or if it has been graded it will contain the grade and a pencil icon.

- **Download submission** – down arrow icon located to the right of the submission. Click on the icon to download a copy of the submission.

- **Delete icon** - a bin icon located to the right of the submission. Click on the icon to delete the submission from the inbox.

- **Refresh Submissions** - this option checks with Turnitin to see if more submissions have been entered or if new similarity reports are available.
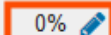
Feedback Studio

To open the Feedback Studio you can click on one of 3 areas. The **Submission Title**, the **Similarity** or the **Grade**.
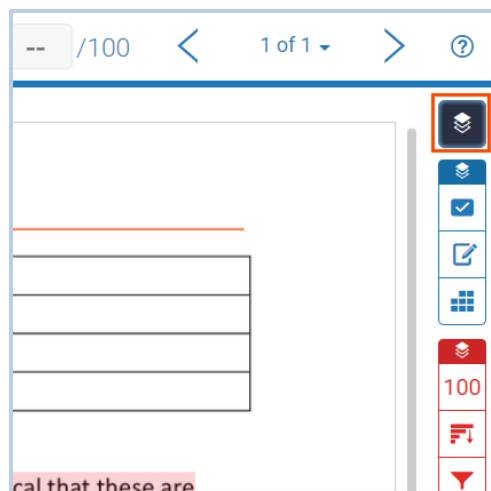
To see the **Grading** and **Similarity** reports click on the Layers icon. This is found on the right hand side of the feedback studio screen.

Here you can choose to layer either grading or similarity, or just choose one.
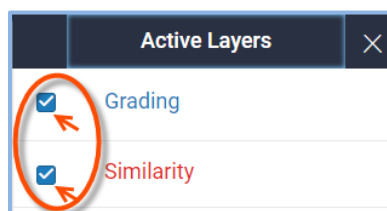
Similarity Report

To see the **Match Overview** click on the match overview button

Similarly click on the other buttons to see the **sources** of the similarity, **filter** and exclude sources.

Grading

With the feedback studio you can edit and grade student papers online. You can add comments within the body of the paper, point out grammar and punctuation mistakes, evaluate the paper against qualitative or quantitative rubrics, assess the student's performance within the class and enter a grade for the paper that is automatically saved into GradeBook.

NB:For the grade to show as Pass, Resubmit or Fail please see **Entering a grade** at the end of this document.

SHOWING 1 TO 8 OF 8 ENTRIES.

☐	Student ▲	Submission Title ▲	Turnitin Paper ID	Submitted	Similarity	Grade	Overall Grade
☐	Flintstone, Wilma	Assignment 1	75822423	11/10/17, 10:37	100%	0% ✏	--
	Lockhart, Julie (SU)	--	--	--	--	✏	--

To access the feedback studio to grade the student's paper, click on the **pencil icon** in the Grade column.

Feedback

Comments

A comment is equivalent to the notes that an instructor may write in the margins of a paper. A comment might be: "Your essay is unfocused. Consider refining your essay in subsequent versions of this paper." A comment may be up to one thousand characters in length.

Inline Comments

Inline comments allow you to add marks directly onto the paper. The inline comment appears as type overlaid on the paper.

QuickMark Comments

These marks are stored in sets found in the QuickMark Manager. The marks are added to a student paper from the QuickMark Sidebar. The GradeMark system automatically provides four QuickMark sets consisting of commonly used editing marks and standard corrections. You can use these sets, create sets of your own, access a set shared by the Turnitin account administrator, upload a set provided by another lecturer, or draw from a combination of sets.

NOTE: Any comments/grading processed before the due date can be overwritten by students resubmitting. Therefore, it is advised that this is done **only** once the due date has passed.

To add feedback to a paper:

1. Click on the **QuickMarks** ☑ icon in the feedback studio
2. Click on the point on the paper to add the feedback to
3. Choose from **QuickMark**, **Comment** or **Inline**

You can create your own QuickMarks by opening the QuickMarks manager on the Click on the **QuickMark Manager** icon submission inbox.

Part 1						
Title	Start Date	Due Date	Post Date	Marks Available	Export	
Managing Turnitin Assignments Part 1	21 Jun 2022 - 09:29	28 Jun 2022 - 09:29	28 Jun 2022 - 09:29	100 ✏	📄📄	☑

Entering a Grade

A numeric grade may be manually entered for a paper by clicking the Grade box at the top right of the paper, which opens a text box to enter the grade into. The Grade field is displayed as -- /100 until a grade is entered. Grades entered in this field will be saved to the GradeBook.

Note: If a rubric has been attached to the assignment, a grade will be automatically entered in the grade field if the Rubric percentage is applied to the assignments total point value.

If you have chosen **Pass/Resubmit/Fail grade (Turnitin)** as the grade scale when setting up your assignment, use the following percentages in Turnitin to allow non-numeric results to be included in the Moodle Grade book:

0%	**=**	**Fail**
50%	**=**	**Resubmit**
100%	**=**	**Pass**

For this non-numeric grade to show in the students' gradebook you must set the grader report to 'real'. To do this:

1. **Turn editing on** then in the gradebook, click on the editing icon (Cog) at the very top of the assessment column.
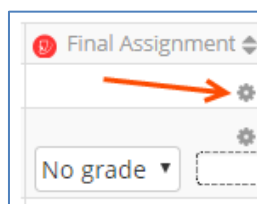
2. Click **Show more...** to expand the section under the **category total** section.

3. Choose **Real** from the dropdown list for **Grade display type**.

Students will now see their grade - Pass/Fail or Resubmit as below.

Grade item	Calculated weight	Grade	Range	Percentage	Feedback
📁 Sage for Beginners (Development Course)					
🔴 Outcome 1	-	Pass	Fail–Pass	100 %	

Downloading

To download a copy of the assignment, click on the grey down arrow you can then choose from the **Current View** the **Digital receipt** or the **Originally Submitted File**.

Document Information

Click on the lower case i icon to see details of the submission eg: **File Size**, **Word count** etc

More information and guides can be found on the [Turnitin website](#).