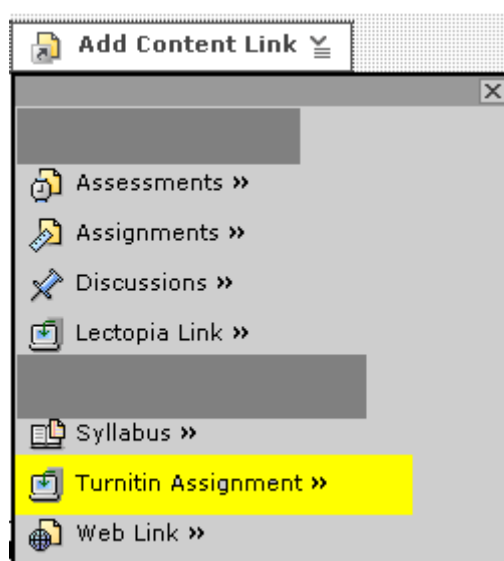


HOW DO I ... ? Create an Assignment Inbox?

Turnitin – Create an Assignment Inbox | March 2010

Create a *Turnitin* Assignment Inbox

1. Log in to the LMS and go the Subject in which you want to add a *Turnitin* Assignment Inbox. Select the page or Learning Module to which the link is to be added.
2. On the **Build** tab, select **Add Content Link, Turnitin Assignment**.



3. If you have previously created a Turnitin assignment, you can select its title from the list and choose the **Add Selected** option to add the link to the Turnitin assignment to your page or Learning Module.
4. To create a new Assignment Inbox, select **Create Turnitin Assignment**. First, you should give your Assignment Inbox a Title. This is the name which will identify the link on your page or Learning Module in the LMS.
5. Click **Turnitin Assignment** to move to the next stage of the process which displays the Turnitin assignment Creation Form in the main frame of your LMS Subject.
6. Select **create a new 'paper assignment'** or **'revision assignment'**
 - Paper assignment – student assignment is added to *Turnitin* databases
 - Revision assignment – allows submission of multiple drafts without overwriting previous drafts. Student assignment is not added to Turnitin databases meaning multiple draft submissions won't check against previous submissions.

IMPORTANT NOTE: To create a **Revision assignment**, you must first create a Paper assignment upon which the Revision assignment will be based. Having created a Paper assignment, it is recommended that you 'Hide' the icon from student view.

7. Enter an **Assignment Title** and a **Point Value** .
8. Select **start** and **due dates** for submission of the paper. Specific times must also be selected. Students can submit one the **start date** and time has passed and until the **due date** and time unless late submissions are enabled.

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

- start date ***: Month (Mar), Day (31), Year (2009), Time (2:22 PM). A calendar pop-up is open, showing March 2009 with dates 1 through 31. The 22nd is highlighted.
- due date ***: Month (Apr), Day (23), Year (2009), Time (11:59 PM).
- post date ***: Month (Apr), Day (24), Year (2009), Time (12:00 AM).

The calendar pop-up is titled "MARCH 2009" and shows the following grid:

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

The **post date** comes after the **due date** and determines when marked papers or grades will be available for student view - this is not an option for La Trobe staff – enter a **post date** that is at least one day after the **due date**.

Additional Assignment Options

1. Click on **More Options**. Enter any special instructions that your students will require to complete and submit their assignment.

Generate Originality Reports for submissions?

yes ▼

Generate Originality Reports for student submissions

immediately (can overwrite reports until due date) ▼

immediately first report is final

immediately (can overwrite reports until due date)

on due date

yes ▼

Allow submissions after the due date?

yes ▼

submit papers to:

standard paper repository ▼

search options:

student paper repository

current and archived internet

periodicals, journals, & publications

2. Choose whether or not students can generate the **Originality Reports** (ORep) for their submissions and when they can view them.

- **immediately first report is final:** The ORep for a submission will be generated immediately. Students cannot resubmit papers.
- **immediately (can overwrite reports until due date):** Students can resubmit as often as they like until the due date. Only the latest submission is available to the lecturer or student. Because submissions will be compared against one another and this may result in changes in the ORep, second or subsequent submissions will have a 24 hour delay before the ORep begins processing. Typically used for students to self-review and revise their submissions.
- **on due date:** OReps will not be generated until the due date and time. Students can resubmit many times until due date but no ORep will be generated.

3. **Allow submissions after due date:** submissions after the due date and time will be marked with red text in the date column in the assignment inbox. Submissions past the due date and time cannot be overwritten.
4. **submit papers to:** this is the database to which the paper will be submitted and in which it will be retained. Choose **standard paper repository**
5. **search options:** these are databases against which the students' submissions will be compared.

Finally, choose **submit** to create your assignment inbox at *Turnitin*.

When you choose to create a **Revision assignment**, options you have chosen for the **Paper assignment** will roll over by default if you choose to save the options as default options. The only items you will need to change will be the dates.