

Learning Management System (LMS) Staff Quick Guide

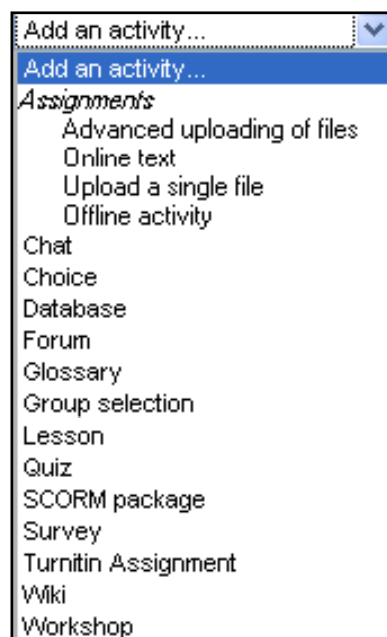
Subject Activities | Turnitin Assignment

You can create a Turnitin Assignment Activity from within the LMS's 'Add Activity' function. Depending on Lecturer preferences, the system will automatically send a copy of the assignment to the Turnitin text matching service. Creating a Turnitin Assignment will automatically create a corresponding column in the Gradebook. This column can be moved to a Category or sub-category at a later stage.

When an Originality Report is generated, it can be viewed from within the Turnitin Assignment Activity. The report can be viewed by the student who submitted the assignment and by the Lecturer, Designer and Tutor in the subject.

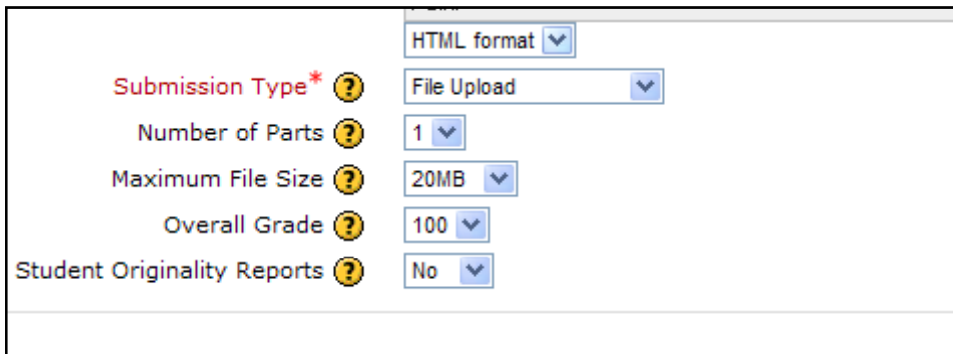
Create a Turnitin Assignment Activity

1. Navigate to your subject and **turn editing** on.
2. Select the Topic or Week of your subject where you want to add a Chat activity and from the **Add an Activity** drop down menu, select **Turnitin Assignment**.
3. The **Adding a New Turnitin Assignment** page will be displayed.
4. Give your assignment a title. This is what the student will see in the subject content area. When a student clicks on this name, the assignment details are displayed.
5. You will also give your assignment a Summary Summarise the purpose of the Turnitin Assignment. You may include some instructions here to inform your students what is expected of them



Create a Turnitin Assignment Activity (continued)

5. You will need to choose a **Submission Type**. The Turnitin Assignment has three submission types. File Upload, Text Submission or Web Page.
6. The **Number of Parts** option allows for the creation of a multi part assignment,. A student may submit one piece of work to each part. Up to 5 parts can be created.
7. The **Maximum File Size** setting determines the maximum file size for submissions to each assignment part. The maximum value is 20 mB

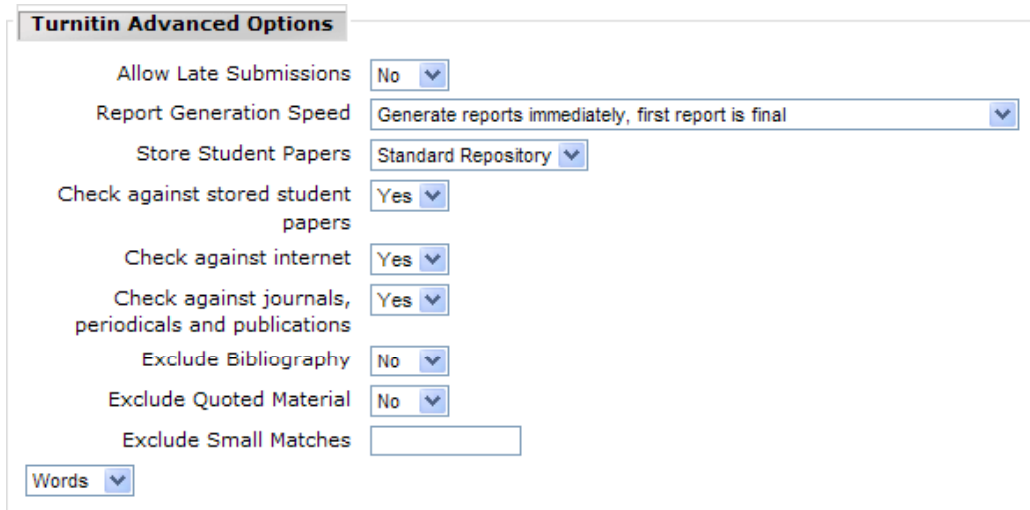


A screenshot of the Turnitin assignment configuration interface. It shows several settings, each with a yellow question mark icon for help. The settings are: Submission Type* (HTML format), Number of Parts (1), Maximum File Size (20MB), Overall Grade (100), and Student Originality Reports (No).

Submission Type*	HTML format
Number of Parts	1
Maximum File Size	20MB
Overall Grade	100
Student Originality Reports	No

8. **Overall Grade.** The overall grade determines the maximum allowed grade for the overall assignment, each part of an assignment has a maximum mark allocated which is used to proportionally distribute the grades in order to determine the overall grade
9. **Student Originality Reports.** Setting this to **Yes** allows the display of Originality Reports to students.

Turnitin Advanced Options section



Turnitin Advanced Options	
Allow Late Submissions	No
Report Generation Speed	Generate reports immediately, first report is final
Store Student Papers	Standard Repository
Check against stored student papers	Yes
Check against internet	Yes
Check against journals, periodicals and publications	Yes
Exclude Bibliography	No
Exclude Quoted Material	No
Exclude Small Matches	
Words	Words

Allow Late Submissions: This option allows students to submit work after the due date. Late submissions are marked as being late and the actual submission date is recorded. The default is **No**. Assignment submission dates are set at the Turnitin service after you have completed the Assignment settings.

Report Generation Speed:

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 Lecturer to enable resubmission

Generate reports immediately, reports can be overwritten until due date – Originality Reports for the initial submission by each student to this assignment will be generated immediately. Students may resubmit as often as they wish 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 Lecturer or student. Previous versions are removed. Student submissions will compare against one another within the assignment on the due date and time which may result in a change in the Originality Report, Similarity Index and results at the due date and time. This option is typically used when students are self-reviewing and revising their submissions and able to view the Originality Report. No resubmission after the due date and time of the assignment is allowed.

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.

Turnitin Advanced Options section (continued)

Store Student Papers: There are two options to choose from. Store student papers in the **Standard Repository** which is the default or **No Repository**.

Repository Sources for Originality Reports: You can choose which repository sources against which to compare submitted papers. This allows you to disregard a source type if a comparison against it is not required. There are three database search options:

Check against stored student papers

Check against internet

Check against journals, periodicals and publications

Exclude Bibliography: You can choose whether to include or exclude the Bibliography from the Similarity Index and Originality Report. This means that the similarity index will be reduced in all instances where the Bibliography is excluded.

Exclude Quoted Material: You can choose whether to include or exclude any text within quotation marks from the Similarity Index and Originality Report. This means that the similarity index will be reduced in all instances where the quoted material is excluded

Exclude Small Matches: You can choose whether to exclude small matches from the Similarity Index and Originality Report. This choice can be by the number of words or percentage of text.

Complete the **Group Mode** and **Restrict Access** sections.

Choose **Save and Return to Subject**.