Using Turnitin in Blackboard

Turnitin can provide information about matches to words and passages from billions of webpages, a variety of periodicals, journals, and publications, and also student papers previously submitted to Turnitin. Turnitin includes an online paper grading feature and a peer review feature. To utilize Turnitin in your Blackboard course, follow the steps below.

CREATING A TURNITIN ASSIGNMENT

1. Open the Blackboard course in which you wish to use Turnitin.
2. Create or open a Content Area where students will access the Turnitin Assignment. You have the option to create a content area just for Turnitin assignments or to add a Turnitin assignment to a content area with additional course resources.

![Add Content Area](image)

3. Click on the **Assessments** button at the top of the Content Area.
4. Select **Turnitin Assignment**.

![Content Area](image)

*Note: The first time you access Turnitin you may be required to respond to an agreement regarding the use of Turnitin.*
5. In the **Select your assignment type** box select **Paper Assignment**.

6. After creating one Turnitin assignment in a course you will have options that include PeerMark Assignment and Revision Assignment. You can choose **Revision Assignment** if the assignment is a revision of a paper submitted to Turnitin previously, and you do not want the new version checked for matches with the previous submission.

7. Click on **Next Step**.
8. Enter a title for the assignment in the **Assignment title** field. You have the option to add points for the assignment. Adding points can be helpful if you will be using the grading feature for grading the paper online.

9. In the **Start date** field, click the dropdown arrows and select the date and time you would like the assignment to first be available.

10. In the **Due date** field, click the dropdown arrows and select the date and time the assignment is due.

11. In the **Post date** field, click the dropdown arrows and select a date and time after the due date. The post date can determine when students see their originality reports, grades and comments from the Turnitin grading feature.

12. Click on **Optional settings**.

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![New Assignment](image_url)

**About this page**
To create an assignment, enter an assignment title and choose the start and due dates for the assignment. If you like, you can enter an additional assignment description. By default, papers submitted to this assignment will be checked against all of our databases. If you would like to create a custom search or view other advanced assignment options, click the "More options" button.
13. Select the options you will use for this assignment. If you plan to use the PeerMark feature for peer reviews, check **No** for “Allow submissions after the due date?” Under “Generate Originality Reports for student submissions” the choice “immediately (can overwrite reports until due date)” will allow those students who complete assignments early to view the report and make revisions until the assignment is due.

Select **Yes** under “Allow students to see Originality Report” unless there is a reason for the students not to view the matches between their papers and the Turnitin database.
You can choose whether you want the papers submitted for your assignment to be added to the Turnitin database under “Submit papers to”. You can also choose which parts of the Turnitin database you would like your student papers compared with for matches under “Search Options”. You have the option to create or choose a rubric (criteria for grading assignments) under the heading **GradeMark**. You will be able to select grammar checking settings if you plan to use Turnitin to grade student submissions.

![Turnitin Configuration Options](image)

14. You can check the box at the bottom of the Options list to save these options for future assignments. Click on the **Submit** button.
15. Creating a Turnitin assignment will automatically create a grading column in the Blackboard Grade Center.
16. Click on **OK** when you see the “Turnitin Assignment successfully added” message.
ACCESSING STUDENT SUBMISSIONS TO TURNITIN

1. Go to the menu on the left side of your course and open the Course Tools area under Course Management.

2. Click on Turnitin Assignments.

3. Click on the title of the assignment to view student submissions in the Turnitin Inbox.
TEXT MATCHES IN FEEDBACK STUDIO

1. Click on the percentage or the colored square under Similarity to view Feedback Studio. This report opens in a new window. Check behind your current browser window if it does not automatically appear.

2. Click on the number associated with a highlighted match to view the match with surrounding text or to view the full source of a match.

3. When you click on a number for a match to text that matches a submission to another institution, you will have the option to ask Turnitin to try to locate the original instructor and request permission for you to view the original paper. Since instructors may have changed institutions since teaching a course where a paper was originally submitted, Turnitin may be unable to locate the instructor.

4. You can change whether matches are made to materials inside quotation marks, bibliographies, and matches of various sizes by clicking on the red funnel-shaped icon on the right side of the screen.

5. Originality reports can be downloaded by clicking on the gray download icon (downward pointing arrow with a line underneath) on the right of the screen.
GRADING FEATURES IN FEEDBACK STUDIO

1. Feedback Studio’s grading feature allows instructors to add location specific comments, record audio comments, and grade student papers. Grades entered into Feedback Studio are automatically entered into the Blackboard Grade Center.

2. If you have chosen the grammar checker options for the assignment you will see notations related to grammar in the assignment. You can remove grammar notations by clicking on the text and selecting **Dismiss**. You can also add to the default labels in the grammar notations by selecting **Add Comment** to a grammar notation.

3. To add assessment comments to the paper, click in the paper where you would like the comment to appear and enter the comment.

4. You can highlight text in the paper, type a comment, and select a color for the highlighted text.

5. You can save comments or highlighted comments that you expect to use frequently as QuickMarks. Click on **Convert to QuickMark**, give the QuickMark a title and save the comment. The comment will appear in a panel on the right, accessed through the blue check mark icon, and can be dragged to future student assignments as needed along with sets of QuickMarks that are available by default in Turnitin. View additional QuickMarks sets by clicking on Commonly Used.

6. To edit or delete a comment, click on the comment icon and either edit your
comment or click on the trashcan icon to delete it.
7. Audio comments and extensive text comments can be added to the submission by clicking on the blue pencil and paper icon on the right of the screen.

8. Student papers can be graded in Feedback Studio and the grades will display in the Blackboard Grade Center as well as in the Turnitin Inbox. Click on the dashes at the top right side of Feedback Studio and enter the grade for the paper. Notice that you will see the maximum points for the assignment if possible points was entered when the assignment was created.
9. If a rubric is connected to the assignment, it can be accessed by clicking on the blue table icon in the right panel.

10. Instructors with iPads can grade student papers on their iPad by downloading the Turnitin app and then generating a code through the gray information button located at the right of the screen.
USING TURNITIN FOR PEER REVIEWS

1. PeerMark allows students to conduct peer reviews of papers submitted by other students in the class. A Paper Assignment must be created first before the students can conduct peer reviews of papers from other students. A Paper Assignment must be created where the students will submit papers to be reviewed before setting up a PeerMark Assignment.
2. Click on the Assessment link in a content area and select Turnitin Assignment.
3. Select PeerMark Assignment from the “Select your assignment type” box and click on Next Step.
4. Choose the assignment submitted to Turnitin that will be reviewed.
5. You may allow late submissions to be included in the pool of papers distributed for peer review. Please note though that if a student submits late to the base assignment they may not receive a paper to review or other students may not receive their paper.
6. You may give the assignment a title and add instructions for students. You also have the options to choose to allow students to view the names of students who wrote or reviewed papers, and to allow students who do not submit an assignment to review assignments.

7. You may add a point value to the assignment, and you have the option to award full points to any student that writes a review.
8. Give your peer review assignment a start and end date.
9. Click on Save & Continue
10. Next, you will choose how the papers will be selected for review. The default is for each student to review one paper. Select Edit if you want students to review more papers or would like them to conduct a self-review. If you made changes in this area, click Save. Once you are finished, click Save & Continue.
11. Click on Add Question to have the students give written free responses, Or use a scale for their review. You can create libraries of questions that can be reused by clicking on Save to library after creating a question for peer review. Click on Save & Finish.
SYLLABUS STATEMENT

On the advice of University Counsel, the paragraph below should be included in the syllabus of courses where Turnitin will be used.

Statement

The University of Alabama is committed to helping students uphold the ethical standards of academic integrity in all areas of study. Students agree that their enrollment in this course allows the instructor the right to use electronic devices to help prevent plagiarism. All course materials are subject to submission to Turnitin.com for the purpose of detecting textual similarities. Assignments submitted to Turnitin.com will be included as source documents in Turnitin.com’s restricted access database solely for the purpose of detecting plagiarism in such documents. Turnitin.com will be used as a source document to help students avoid plagiarism in written documents.

Contact the FRC at frc@ua.edu for an electronic copy of this syllabus statement. For further opportunities to learn instructional technologies at The University of Alabama, contact the Faculty Resource Center at 348-3532 or frc@ua.edu. Visit the Faculty Resource Center at http://frc.ua.edu

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