

## Creating a Turnitin Assignment

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### Initial setup

1. In your Moodle module, with editing turned on, select **Assignment: Turnitin** from the **Add an activity or resource** drop down menu of the appropriate section.

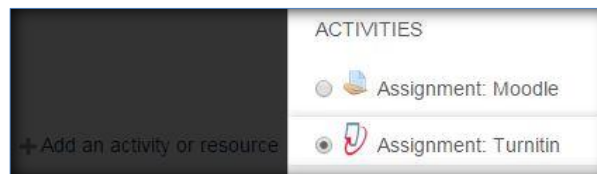


Figure 1 - Add an activity or resource dropdown menu.

2. On the page that follows, enter an **assignment name** (1) and **assignment instructions** (2); indicate in these instructions whether more than one submission is allowed and if the originality report will be made available to students.
3. Select **File Upload** and choose the number of parts (the number of files) required for this assignment. Each part can have different deadlines and so could be used to allow students to submit a plan before the final assignment submission, for example.
4. Change the maximum file size if required. Turnitin accepts files up to 40mb.
5. Set the overall grade for the assignment. For single-part assignments, the overall grade is typically set to 100. However, for multi-part assignments, for instance, the assignment could be graded as a maximum of 16 marks in total, with each part marked out of 100, but with an overall grade represented out of 16. Note that it is also possible to allocate categorical and satisfactory marking scales at this stage.
6. Select whether or not to enable **anonymous marking** (3). When anonymous marking is enabled, the author's name will be anonymous until the post date has been reached. In order to preserve anonymity, prior to the post date being reached, you will not be able to download any files and will only be able to access the GradeMark and online versions of submissions.
7. Choose whether students can submit **any file type** (4). This setting will allow any file type to be submitted. With this option set to "Yes", submissions will be checked for originality where possible. Submissions will be available for download and GradeMark feedback tools will be available where applicable. For further information on this feature, please visit **Turnitin's Grade Anything web page** ([http://turnitin.com/en\\_us/features/grade-anything](http://turnitin.com/en_us/features/grade-anything)).
8. Select whether you want students to be able to view their Originality Reports (5).

Figure 2 - Initial setup.

**Tip:** On the Initial Setup page, ticking the *Set these values as assignment defaults* checkbox, the current assignment settings will be used for any new instances of the Turnitin Assignment created by you and will supersede any defaults specified within Moodle.

## Setting and editing the deadline(s)

Each part of the assignment (where applicable) can have its own name, dates and mark weighting. If your assignment only has one part, you will only see options for 'Part 1' of the assignment.

1. Give the **Assignment Part** a name (1), e.g. "Plan" or "Final".
2. Set the **start** and **due date** and time for the assignment (2). To make the inbox available immediately, leave the start date as the default.
3. Set the **post date** (3). If you are using GradeMark, this is the date that students will be able to access their marks and comments. If you are not using GradeMark, you just need to ensure that this date is set after the due date.
4. Adjust the maximum marks total (where applicable) (4).

▼ Assignment Part 1

Name \*  1

Start Date 2

Due Date

Post Date 3

Max Marks  4

Figure 3 - Setting and editing the deadline(s)

## Originality Report options

1. Choose whether to allow late submissions (1).

**Note:** Setting this to “No” will mean you need to set up a separate inbox for students who have been granted an extension

2. Select the **Report Generation Speed** (2) from the following options:
  - a. **Generate reports immediately (resubmissions are not allowed):** students can only submit once and the Originality Report is generated immediately.
  - b. **Generate reports immediately (resubmissions are allowed until due date):** students can submit as many times as they like up to the deadline, and will receive a new report every 24 hours (if they are able to view them). *Where applicable, you should inform students that Originality Reports for resubmissions take up to 24 hours to generate.*
  - c. **Generate reports on due date (resubmissions are allowed until due date):** students can submit as many times as they like but no report will be generated until after the deadline.
3. Choose whether or not to store the student submissions within a repository (3). **Standard Repository** is the default setting; if you choose this, papers will be stored in Turnitin UK's database and will be used in future originality checks. **No Repository** means that student submissions will still be originality checked, but will not be stored in Turnitin UK's database of student submissions. This setting is most commonly used for formative and drafting purposes.
4. Change the further options as required. Please note that your School may have standard or recommended settings as part of their Turnitin policy.

Originality Report Options

Allow Submissions after the Due Date: Yes **1**

Report Generation Speed: Generate reports immediately (resubmissions are not allowed) **2**

Note: Originality Report generation for resubmissions is subject to a twenty-four hour delay.

Store Student Papers: Standard Repository **3**

Note: If you do not select "Yes" for at least one of the "Check against..." options below then an Originality report will NOT be generated.

Figure 4 - Originality report options

## Attaching a rubric

1. If you plan to use a marking rubric with your assignment, select an existing rubric from the dropdown menu to attach it to your assignment.
2. To create a new rubric or to edit an existing one, select **launch rubric manager**

For further information on rubrics, please see **Creating and using rubrics in GradeMark** ([www.kent.ac.uk/elearning/files/turnitin/turnitin-rubrics.pdf](http://www.kent.ac.uk/elearning/files/turnitin/turnitin-rubrics.pdf)).

Once you are happy with all of the above settings, click **Save and return to module** to return to the front page of your module or click **Save and display** to go directly to the assignment inbox.

## Help & Support

For general help using Moodle, contact your Faculty Learning Technologist (FLT). If you are having problems accessing Moodle, contact the Helpdesk on 01227 82 4888, or email [helpdesk@kent.ac.uk](mailto:helpdesk@kent.ac.uk). Other training guides are available on the e-learning website: [www.kent.ac.uk/elearning/](http://www.kent.ac.uk/elearning/).