Workshop Information

Who is the workshop aimed at?	All staff using Turnitin for the electronic submission and marking of text based assignments.
Goal of workshop? module	To set up a basic Turnitin assignment within a Moodle
	and examine from a staff and student perspective
Level	Beginner/refresher
Recommended knowledge	Novice, no prior knowledge
Workshop time	1 hour

Learning Outcomes

This workshop will help you:

- Understand what Turnitin is how it used within UWS
- Set up a Turnitin assignment with a Moodle module
- Ensure your assignment is set up correctly using Moodle and Turnitin settings

What is Turnitin?

Turnitin is a web based text matching system, used by most universities in the UK. There are three main areas that Turnitin is utilised for:

- Any text based submission should be submitted electronically via Turnitin (UWS Policy).
- To enhance the student's academic writing by highlighting possible occurrences of plagiarism in their own work
- Provide reports which aid in highlighting instances of plagiarism

How does Turnitin Work?

A Turnitin assignment is created by a UWS lecturer within their Moodle module. Students then access this assignment and upload their work before the due date. Turnitin will then analyse their submitted work to highlight text matches to other online sources. The sources that are covered range from; websites, books, journals and previously submitted student Turnitin submissions.
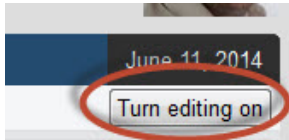
UWS Lecturers can view the student work online and can also mark submissions online as well by assigning grades and adding comments. These can then be made available to the students once all of the papers have been marked.

Setting up a Turnitin Assignment

Quick set up guide for Learners

Moodle Set Up

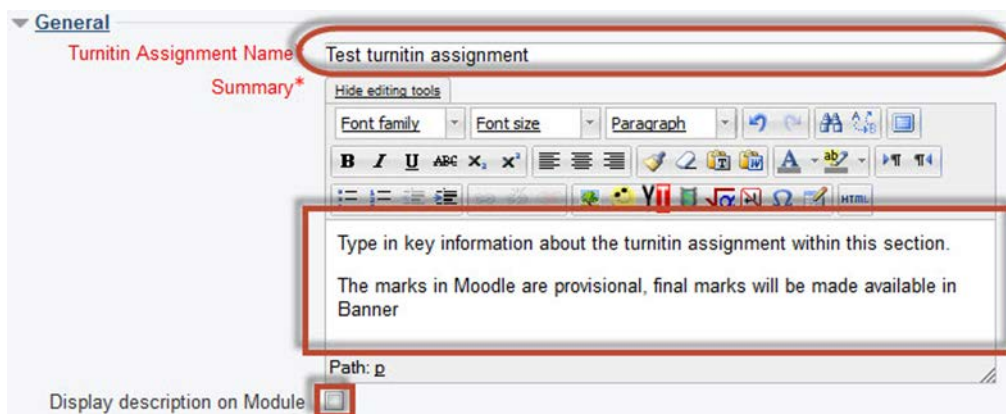1. Within the Moodle module, click on the "turn editing on".

2. Select "Turnitin Assignment" from Activity drop down menu.

Turnitin Settings (Moodle)

1. Type in title of assignment 'Turnitin Assignment Name' field.
2. To add additional information, type this into the 'Summary' field.
3. Make sure box is ticked so description field is displayed in module.

Review Turnitin Default settings (Moodle)

1. File Upload is the default
2. Number of parts is set to **1** by default. Submissions can have up to 5 parts.
3. The Maximum File Upload size is **20MB** (at this point in time), 2MB for text only.
4. Anonymous Marking is set to **Yes**

5. Student Originality Reports are set to "**Yes**". This allows students to see the originality report based on their submission.
6. Allow Late Submissions is set to "**Yes**".
7. Generate reports immediately, reports can be overwritten until due date, is the default. This allows students to continually resubmit until the due date.
8. Store student papers, should be set to – "**No Repository**". Normally this is set to Institutional Repository.

9. Check against stored student papers, Check against internet and Check against journals, periodicals and publications should all be set to "**Yes**".
10. Exclude Bibliography, should be set to "**Yes**".
11. Exclude Quoted Material, is set to "**Yes**".
12. Exclude small matches can be set to; **10 words** or **1 percent**. The lecturer can choose to exclude matches that are not of sufficient length from being considered when generating Originality Reports.

13. Grade is set to **100** by default, other scales can be chosen.
14. Common module settings will be discussed in Groups and Groupings workshop
15. Restrict access. This restricts access to the Turnitin link within Moodle, based on dates and other conditions.

16. Activity Completion – optional setting. Depends if implemented within module settings.
17. Click on Save and Display, this will take user into Turnitin assignment

Setting up dates for a Turnitin Assignment

This follows directly on from the last section ("Review Turnitin settings (Moodle") and looks at how to set up the dates required for a Turnitin assignment.

1. Click on the Turnitin assignment located within the module.
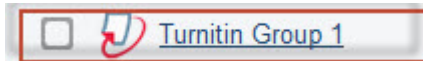
2. Return to summary tab by clicking on it
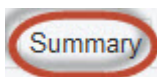
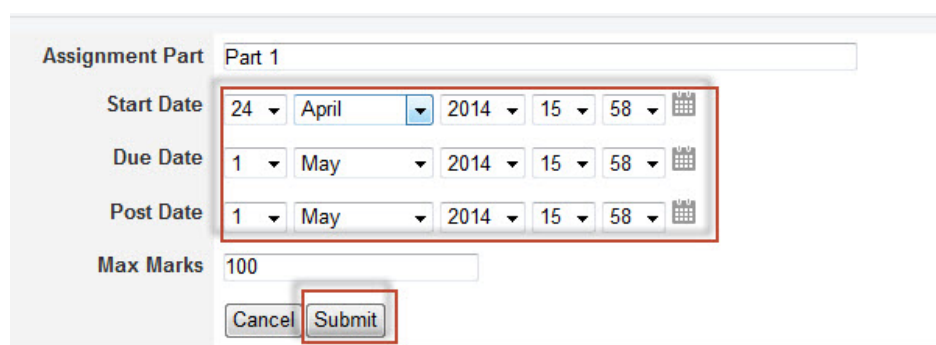3. Click on pencil icon to the right hand side of screen

In the new screen the start, due and post-dates can be set

Start date – this is when the Turnitin assignment is available from and students can begin submitting

Due date – this is when the students must submit by

Post-date –This is when the submissions are de- anonymised and the students can see their provisional marks and feedback.

4. Click on the drop down menus to set the dates.
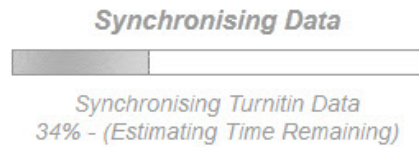5. When you have altered the dates to suit your requirements, click on the 'submit' button

6. You will now get a brief message on screen saying Turnitin is synchronising.

Synchronising Data

Synchronising Turnitin Data
34% - (Estimating Time Remaining)

7. Wait until this is complete, you will return to the summary tab of your Turnitin assignment; from here navigate back to the main module page.
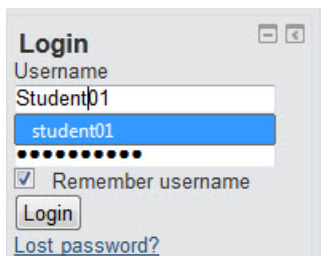
Home ▶ Turnitin ▶ TIIWrkshp13 ▶ Turnitin Assignments ▶ Turnitin Assignment A
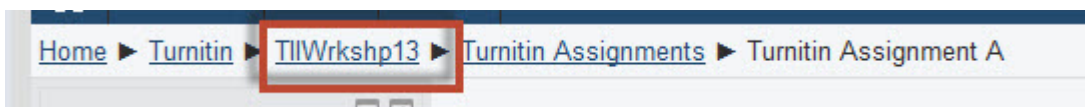
This concludes setting up a Turnitin assignment.

Logging in and submitting assignment as a student
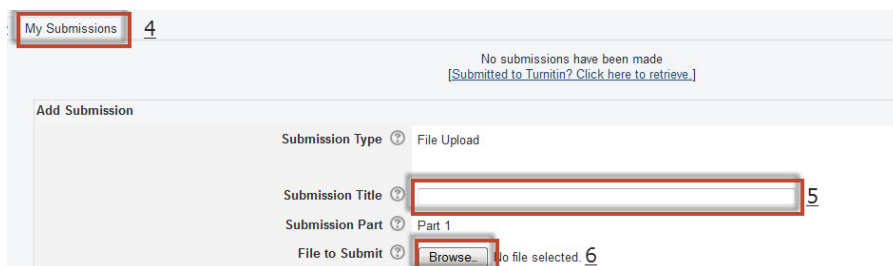
1. Log out of Moodle

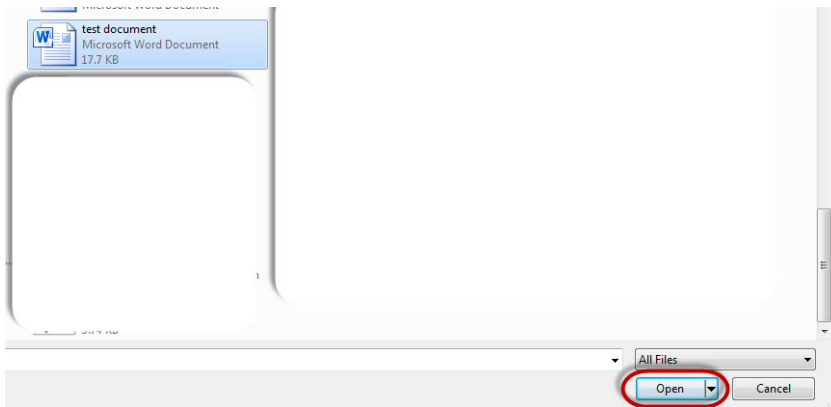2. Log back into Moodle with student log in details

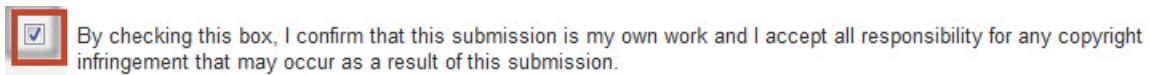3. Navigate to module and locate Turnitin Link and click on it
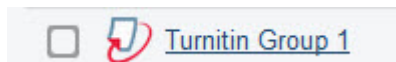
4. Click on the 'my submissions tab'
5. Type in a title for the submission in the 'submission Title' field
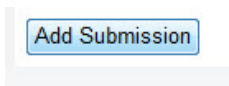6. Click on the 'browse button

7. From the pop up that appears, navigate to and select the file you want to upload

8. When file has been uploaded, check declaration box

By checking this box, I confirm that this submission is my own work and I accept all responsibility for any copyright infringement that may occur as a result of this submission.

9. Click on the 'Add Submission' button

Add Submission

10. You will receive an email from Turnitin Uk via your UWS email account, this is a receipt for your submission.
11. The submission you just made will now be displayed in your my submission. It will show the status of your originality report.

Submission	Submitted	Similarity	Grade	Comments		
test submission Status: Submission successfully uploaded to Turnitin.	12/06/14, 15:59	Pending	-/100	(0)		-

12. Return to Module front page and log out as student

Home ► Turnitin ► TIIWrkshp13 ► Turnitin Assignments ► Turnitin Assignment A
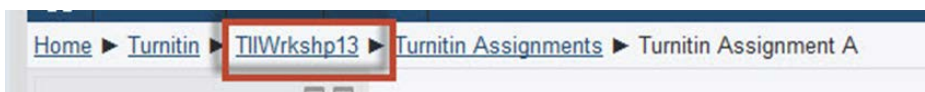
Viewing Originality report

1. Log in as a teacher
2. Navigate to the module

Home ▶ Turnitin ▶ TllWrkshp13 ▶ Turnitin Assignments ▶ Turnitin Assignment A

3. Click on Turnitin assignment

☐ 🖉 Turnitin Group 1

4. Click on submission inbox

Submission Inbox
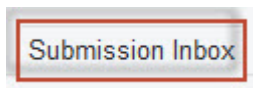
5. Click on the name of the submission to open it

📄 test submission
Anonymous Marking Enabled
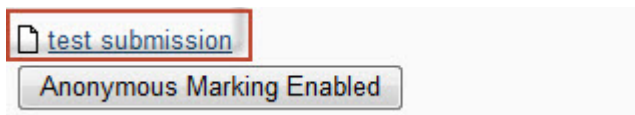
6. The student submission will open up in a new browser window
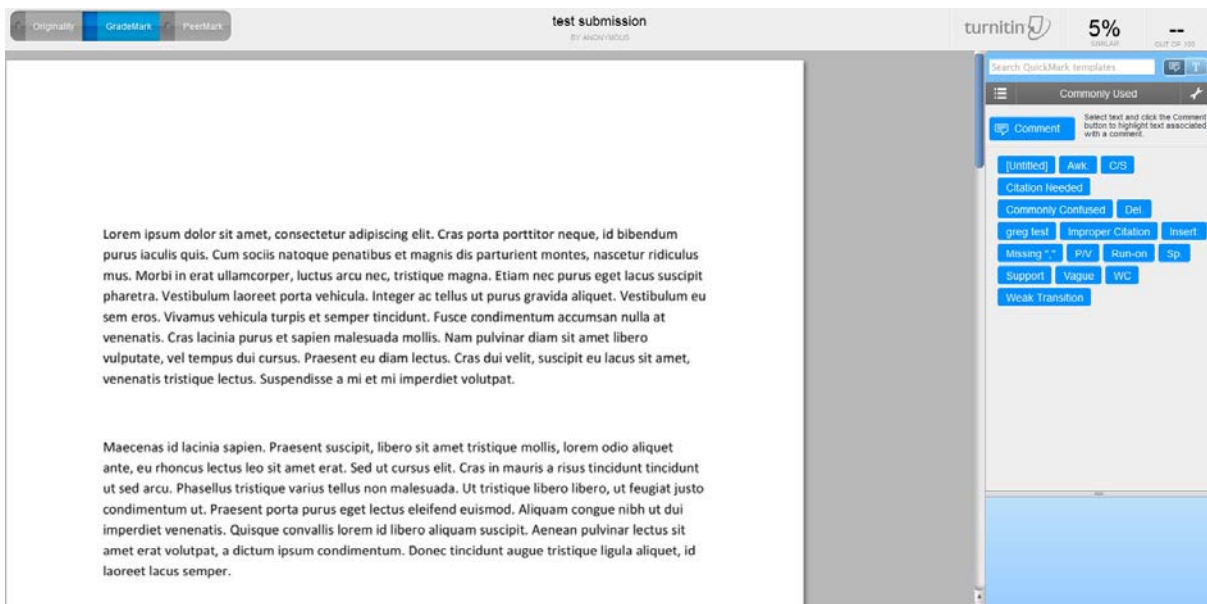
Originality Report
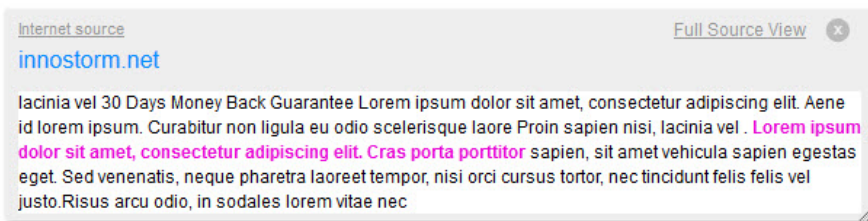
7. Click on the 'Originality button' top left hand corner
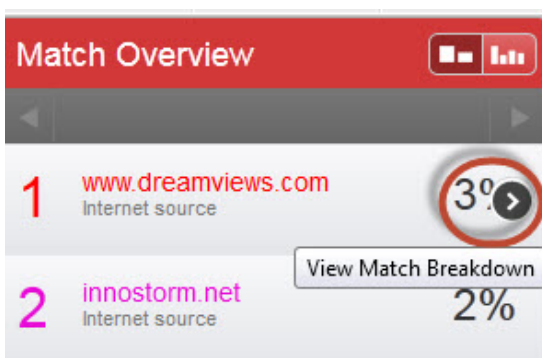

8. Look at the column running down the right hand of the screen, this shows all the sources of similarity

9. Click on the similarities sources to see them highlighted in red on the student submission
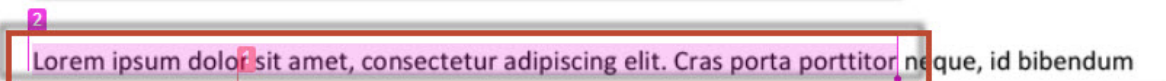
10. In the right hand column click on the arrow pointing right, to see the full source from where there is match

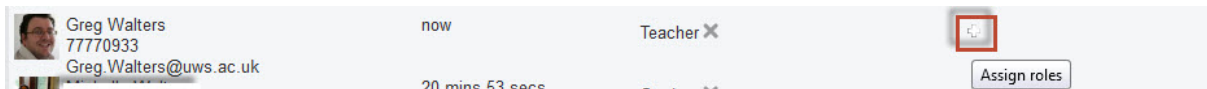# Submitting on behalf of a student

Setting up teacher role in profile

Before beginning the steps below, you must assign a student role to your teacher role in order to submit on they're behalf.

1. Click on the enrolled users button found inthe Administration block, under the Users tab.
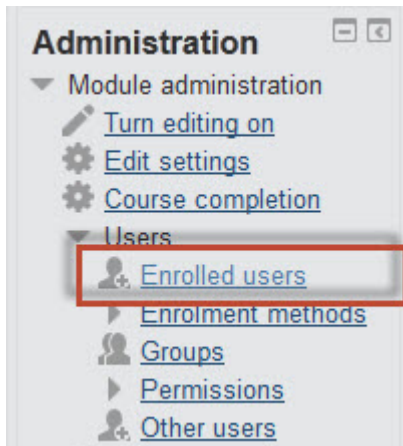
2. Click on the assign roll button next to your name.

3. A new pop up will appear, click on the 'student' button to add this to your existing teacher role.

When you have completed the above steps, return to the module page.

Please note, the student role you have added can be removed by returning to the enrolled users screen and clicking on the 'x' next to student in order to remove it.
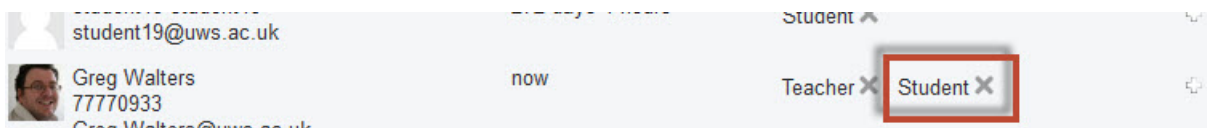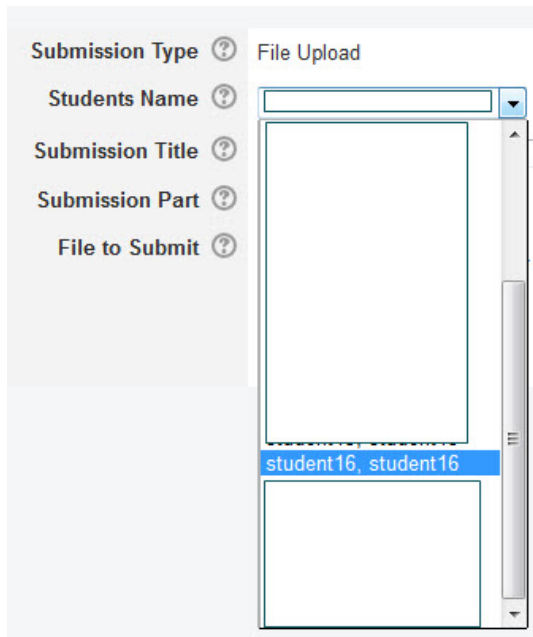
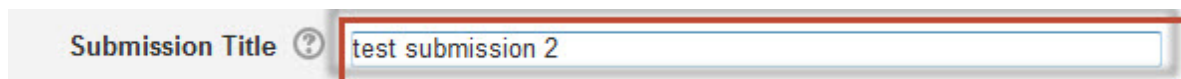# Submitting assignment on behalf of a student steps

1. Within the Turnitin assignment, Click on the Submit Paper Tab

Submit Paper

2. From the students name drop down menu, select the student you want to submit on behalf of

Submission Type ? File Upload

Students Name ?

Submission Title ?

Submission Part ?

File to Submit ?

student16, student16

3. Type in a title within the 'submission Title' field.
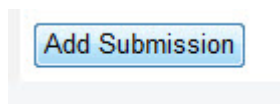
Submission Title ? test submission 2

4. Click on the 'browse' button

Browse_
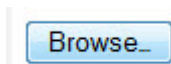
5. From the new pop up select the file you want to upload, then click on the 'open' button
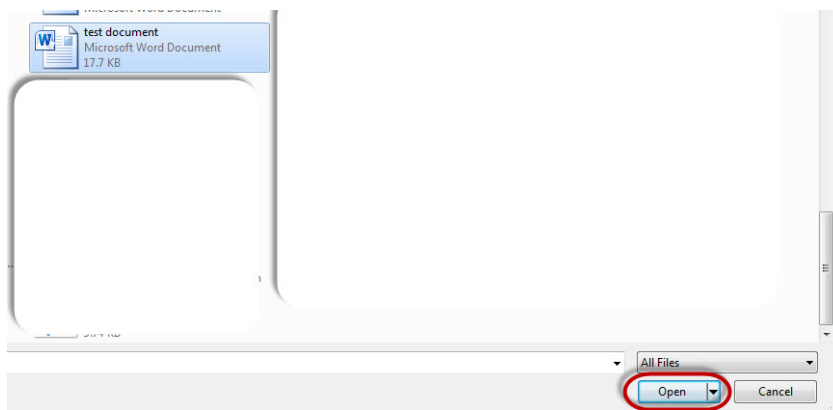
6. Click on the 'add submission' button

FAQs

- Question – Can students resubmit their submission after the due date?
- Answer – No, they cannot if they have submitted before the due date they cannot submit after it
- Question - How do I hide student marks from after the Post date?
- Answer - To hide marks you need to hide the Turnitin assignment. This will also hide the marks in the Moodle Gradebook. Unfortunately if a student has registered with the Turnitin site directly then they will still be able to access their grades through this method
- Question - When I look at a student submission in the submission inbox I see a "-" under paper ID, submitted and similarity.
- Answer - The "-" means the student has not completed the submission process. Inform them to return to the Turnitin assignment, locate their submission and click on the 'submit to Turnitin' button/link to complete the submission process
- Question – Is it possible to reveal and then re-anonymise student names by altering the post date?
- Answer – No, once the student names have been revealed after the post-date it is not possible to hide them again by editing the post date to a future date.