

# Adding a Turnitin Assignment

Turnitin ([www.turnitin.com](http://www.turnitin.com)) is a plagiarism detection tool used by the university to authenticate student work.

1. Open the course where the Turnitin (Tii) assignment will be added, then click control panel
2. Select the **content area**, from the **content areas module**, that will house the assignment

The screenshot shows the Blackboard interface for a course. At the top, there is a navigation bar with the university logo and name 'my.northwood.edu', along with links for 'My Campus', 'My Courses/Orgs', 'My Files', 'My Tools', 'My Library', 'WebAdvisor', and 'Web Mail'. A 'Password Reset' button is also visible. Below the navigation bar, the course title 'MAM\_STUDEMOCRS: Student Demo Course - Campus DemoFac (Instructor)' is displayed. The main content area is divided into several sections:

- Content Areas** (circled in black):
  - Assignments (indicated by a red arrow)
  - Help Tools and Links
- Course Information**: Lessons
- Course Tools**:
  - Announcements
  - Course Calendar
  - Staff Information
  - Tasks
  - Send Email
  - Discussion Board
  - Collaboration
  - Glossary Manager
  - Messages
  - Content Collection
  - Check Collection Links
- Course Options**:
  - Manage Course Menu
  - Course Design
  - Manage Tools
  - Settings
- User Management**:
  - List / Modify Users
  - Manage Groups
- Assessment**:
  - Test Manager
  - Survey Manager
  - Pool Manager
  - Course Statistics
  - Grade Center
  - Performance Dashboard
  - Early Warning System
- Help**:
  - Support
  - Manual
  - Contact System Administrator
  - Quick Tutorials

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3. Move to the right to the **+Select Menu**, (a) click the drop-down menu, (b) click Turnitin Assignment, (c) click Go

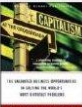
The screenshot shows the Blackboard interface for adding an assignment. The page title is 'STUDENT DEMO COURSE (MAM\_STUDEMOCRS) > ASSIGNMENTS'. The main content area is titled 'Assignments' and contains a list of existing assignments. A 'Select' menu is open, showing options like 'Turnitin Assignment', 'Learning Unit', 'Survey', etc. Annotations 'a', 'b', and 'c' are placed on the page to guide the user through the process.

**Annotation a:** Points to the 'Select' menu icon.

**Annotation b:** Points to the 'Turnitin Assignment' option in the dropdown menu.

**Annotation c:** Points to the 'Go' button in the dropdown menu.

The assignment list includes:

- 1. **sample online test**  
This is a sample test that contains each of the question types available for instructors to incorporate in their online tests.  
To begin the test, click the title and then ok. Click the Save button to save answers to questions, Click Submit to complete the test and forward for grading.
- 2. **Add assignment name here**  
Add assignment instructions here, including date due, special instructions--length, formatting, etc., how to submit assignment this tool, how to review graded assignment.  
>> [View/Complete Assignment: Add assignment name here](#)
- 3. **Example Assignment**  
refer student to original assignment details.  
>> [View/Complete](#)
- 4. **Add the Assignment Name Here**  
Enabled: Statistics Tracking  
  
**Add any special instructions or directions here** Whatever is written in this instruction area will be visible to the student. Use the Text Editor tools to attach files, add images, video/audio/flash files, tables or links.  
>> [View/Complete Assignment: Add the Assignment Name Here](#)

# Adding a Turnitin Assignment

## 4. Complete the add Tii assignment screen

The screenshot shows the Blackboard interface for adding a new assignment. The page title is "new assignment". On the left, there is a navigation menu with "Tools" expanded, showing options like "Communication", "Course Tools", "My Portfolios", and "Course Map". The main content area is titled "new assignment" and contains several sections:

- (general)**: Includes a "create a new" dropdown menu (callout a) currently set to "paper assignment", an "assignment title" text input field (callout b), and a "point value" text input field (callout c).
- (dates)**: Includes "start date" (callout d) set to Dec 11, 2008 at 11:45 AM, "due date" (callout e) set to Dec 18, 2008 at 11:55 PM, and "post date" (callout f) set to Dec 19, 2008 at 12:00 AM.
- A "NOTE" box states: "In Blackboard, the post date relates to the availability of GradeMark papers only and has no bearing on when grades are posted to the Blackboard Gradebook."
- A "(more options)" button (callout a) and a "submit" button are at the bottom.

On the left side of the main content area, there is a text box titled "(About this page)" with the following text: "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, select yes using the show advanced assignment options pull-down."

- Choose assignment type (typically it will be the default paper assignment)
- Add assignment title
- Add points possible—creating a Tii assignment automatically creates a column in the grade center.
- Choose start date and time (when link will appear in class for students)
- Choose end date and time (when assignment is due)
- Choose post date (must be after end date). The post date regulates the release of papers back to the student when the Grademark tool is being used for grading the papers.
- Click (more options) to set availability settings of originality report

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- h. Finish the Tii assignment by completing the “more options” screen

my.northwood.edu

BB Home BB Help BB Logout

Password Reset

My Campus My Courses/Orgs My Files My Tools My Library WebAdvisor Web Mail

ASSIGNMENTS > ADDITIONAL ASSIGNMENT

(close options)

(Enter special instructions)

(Would you like to select a QuickMark set?)

no

Generate Originality Reports for submissions?

yes

Generate Originality Reports for student submissions

immediately (can overwrite reports until due date)

Allow students to see Originality Reports?

yes

Allow submissions after the due date?

no

(submit papers to):

(standard paper repository)

(search options):

(student paper repository)

current and archived internet

periodicals, journals, & publications

- i. Add any special instructions, or guidance
- j. Selecting a Quick Mark set allows for selecting a set of Grademark rubrics—your own or Tii
- k. Originality reports compare the original paper to other locations identified that mirror text in the paper
- l. When do you want the originality report to be originated—immediately (can overwrite reports until due date) allows the student to get feedback and guidance for proper formatting and citing resources
- m. Do you want the student to see the originality report
- n. Do you want students to be able to submit papers even after the due date has expired
- o. Do you wish to use the standard repository and have the student’s paper automatically stored, or choose no repository to allow the student a choice.
- p. Search options—Tii’s standard repositories for comparison

submit

- q. Click Submit

**Note:** If submit all papers to the standard repository is selected from the paper repository options pull-down menu, all student papers submitted to the account will be stored in the standard paper repository. No repository provides a choice on the part of the student for the paper to be stored.

# Adding a Turnitin Assignment

5. Instructor control panel view of created Tii assignment. Note - \*Tii logo is associated with every Tii assignment making them easily identifiable.

The screenshot shows the instructor control panel for a course at my.northwood.edu. The page title is "ASSIGNMENTS" and it includes a "DISPLAY VIEW" link. A navigation bar at the top contains "My Campus", "My Courses/Orgs", "My Files", "My Tools", "My Library", "WebAdvisor", and "Web Mail". A "Password Reset" button is also visible. The left sidebar contains a menu with "Announcements", "Syllabus", "Instructor", "Course", "Information", "Lessons", "Discussion Board", "Assignments", "Help Tools and Links", and "Tools". The "Tools" section includes "Communication", "Course Tools", "My Portfolios", "Course Map", "Control Panel", "Refresh", and "Detail View". The main content area shows a list of assignments with the following items:

- 1. **sample\_online\_test**: This is a sample test that contains each of the question types available for instructors to incorporate in their online tests. To begin the test, click the title and then ok. Click the Save button to save answers to questions. Click Submit to complete the test and forward for grading. (Buttons: Modify, Manage, Remove)
- 2. **Add assignment name here**: Add assignment instructions here, including date due, special instructions—length, formatting, etc., how to submit assignment using this tool, how to review graded assignment. (Buttons: Modify, Manage, Remove)
- 3. **Example Assignment**: refer student to original assignment details. (Buttons: Modify, Manage, Copy, Remove)
- 4. **Add the Assignment Name Here**: Enabled: Statistics Tracking. (Buttons: Modify, Manage, Remove)
- 5. **Test Assignment**: Please refer to your syllabus for details regarding this submission and to learn more about Turnitin. (Buttons: Modify, Manage, Copy, Remove)

A blue arrow points to the "Control Panel" button in the sidebar, and another blue arrow points to the "Test Assignment" entry in the list.

6. Tii assignment student view.

The screenshot shows the student view of the same course page. The layout is identical to the instructor view, but the "Control Panel" button is not visible in the sidebar. The main content area shows the same list of assignments:

- 1. **sample\_online\_test**: This is a sample test that contains each of the question types available for instructors to incorporate in their online tests. To begin the test, click the title and then ok. Click the Save button to save answers to questions. Click Submit to complete the test and forward for grading.
- 2. **Add assignment name here**: Add assignment instructions here, including date due, special instructions—length, formatting, etc., how to submit assignment using this tool, how to review graded assignment.
- 3. **Example Assignment**: refer student to original assignment details.
- 4. **Add the Assignment Name Here**: Enabled: Statistics Tracking.
- 5. **Test Assignment**: Please refer to your syllabus for details regarding this submission and to learn more about Turnitin.

**NOTE: When opening a content area from the course menu versus the control panel the view for both instructor and student are the same except for the control panel button, which only the faculty member sees in the course menu.**