

Creating a Turnitin Paper Assignment in Blackboard 8

1. In your Blackboard site, go to the Control Panel and click on the content area where you want to add a Turnitin assignment.
2. From the drop-down menu in the upper right area, select **Turnitin Assignment**, then click **Go**.
 - **Note:** The first time you use Turnitin, you have to agree to “terms of use” before moving on.
3. Once the Turnitin page opens, select **Paper Assignment** and click the **Next Step** button.
4. Enter an **assignment title** and **points possible**. (These will be used to create a column in the Grade Center.) On the right side of the screen, specify dates:
 - **Start date** –when students can see and begin submitting the assignment
 - **Due date** –when the assignment ends. Unless the instructor sets the assignment to allow late submissions, no submissions can be made after an assignment's due date.
 - **Post date** – when grade marks become available for students to view
5. Click on the **Optional settings** button to select important options:
 - **Enter special instructions.** Type a description and/or instructions for students to see.
 - **Allow submissions after the due date?** Specify whether students will be able to submit papers late.
 - **Generate Originality Reports for submissions?** Choose yes if you want papers to be checked for plagiarism.
 - **Generate Originality Reports for student submissions** Specify WHEN students will be able to view Originality Reports and whether they can resubmit papers after viewing:
 - **immediately first report is final** – students can see Originality Reports within minutes of submitting their papers; cannot resubmit
 - **immediately (can overwrite reports until due date)** – students can see Originality Reports within minutes of submitting their papers and are able to resubmit as many times as they want, up until the due date.

NOTE: For resubmissions, Originality Reports take 24 hours to appear.
IMPORTANT: Each resubmission overwrites the prior submission. The instructor and student can see only the most recent submission.
 - **on due date** – students can see originality reports as soon as due date has passed; cannot resubmit
 - **Exclude bibliographic materials from Similarity Index for all papers in this assignment?** Specify whether the bibliography (i.e. text appearing after headings “Works Cited,” “Bibliography,” or “References”) should be included in originality reports and calculations.
 - **Exclude quoted materials from Similarity Index for all papers in this assignment?** Specify whether text within quotations should be included in originality reports and calculations.
 - **Exclude small matches?** When set to yes, provides the option to exclude small matches as set by an instructor-specified word count or percentage.

These settings can be changed (switched on and off) while viewing a student’s submitted paper.

See handout:
“Viewing and Evaluating Student Papers with Turnitin”

- **Allow students to see Originality Reports?** Specify whether or not students will be able to view Originality Reports.
- **Reveal grades to students only on post date?** Determines when Grade Mark feedback can be seen by students but does NOT affect when grades are visible. Grades are automatically visible to students as soon as the instructor enters them. (To hide grades from students, instructor must modify the properties of the grade column in Blackboard's Grade Center.)
- **Submit papers to:** Choose "standard paper repository" for students' papers to be added to the database of all papers submitted to Turnitin throughout the world.
- **Search options:** Select the sources you want students' papers to be checked against.

Note: Additional options appear relating to rubric creation and e-rater. These are advanced features not covered in this handout.

6. Scroll down and click the **Submit** button to finalize the Turnitin assignment.

The Turnitin assignment is now created. A column for the assignment is also created in the Blackboard Grade Center. The assignment will become visible to students –and they can begin submitting their papers – on the "start date" specified in step 4 above.