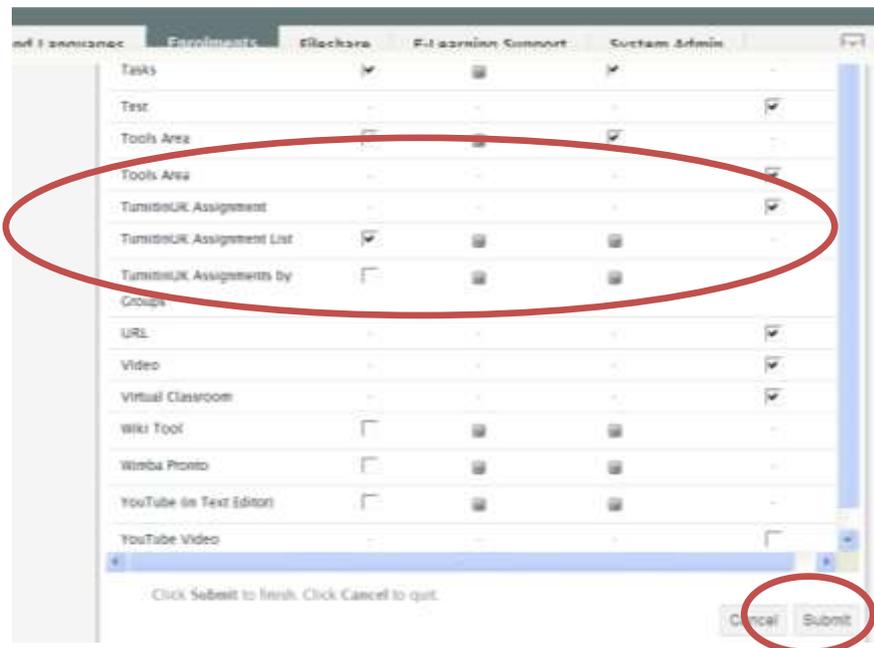
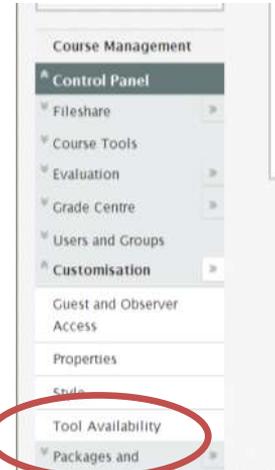


Setting up a TurnitinUK Assignment in Blackboard

A. Activate the 'TurnitinUK' Building Block

This only has to be done once for each Blackboard course¹, but you cannot set up Turnitin until you have done this.

1. Go to the Control Panels Menu (under 'Course Management', lower left-hand menu).
2. Click 'Customisation' and a new menu drops down.
3. Click 'Tool Availability' at the bottom of that menu.
4. A long list of tools and tick-boxes appears. Scroll down until you reach 'TurnitinUK Assignment' and tick the box for this **AND** the box for 'Turnitin Assignment List' (next on the list).
5. If necessary, untick the 'TurnitinUK Assignment by Groups' box.
6. Scroll down and click 'Submit'.



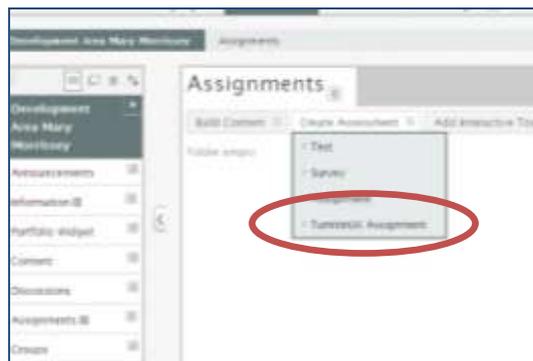
You are now ready to set up the 'TurnitinUK Assignment': this creates the link by which students submit their work. It should be put in a 'content area'² where students might expect to find it: under 'Assignments' would be the normal place. You may wish to post the essay questions in the same place but in a separate document (especially if they take up about a page of A4).

¹ A 'course' in Blackboard is the site for a particular module; so, under 'Enrolments', you see the Blackboard 'course' for each module that you teach. 'Module' means something else in Blackboard.

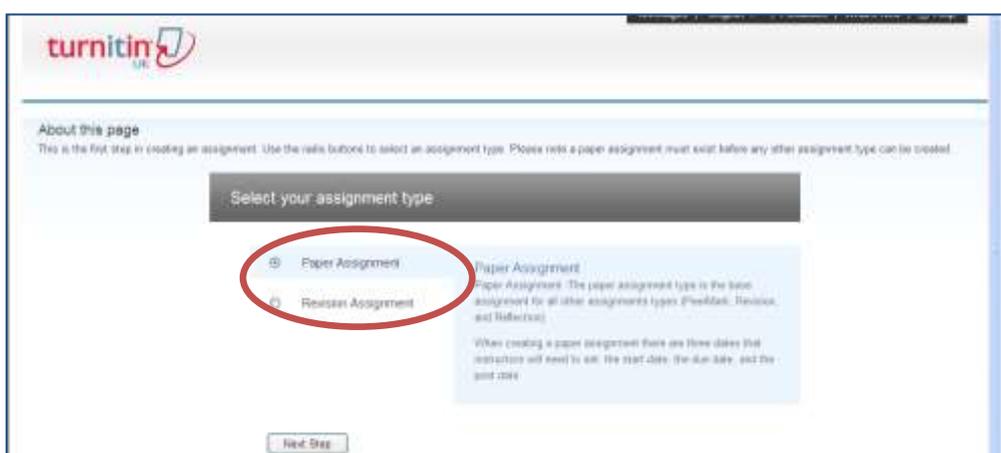
² 'Content areas' are listed in the top left-hand menu; 'Assignments' is a content area set up by default.

B. Setting up the TurnitinUK Assignment.

1. Go to your chosen content area (e.g. 'Assignments').
2. Click the chevrons beside the 'Create Assignment' option (central screen, centre option). This brings a new drop-down menu.
3. Click the 'TurnitinUK Assignment' option.

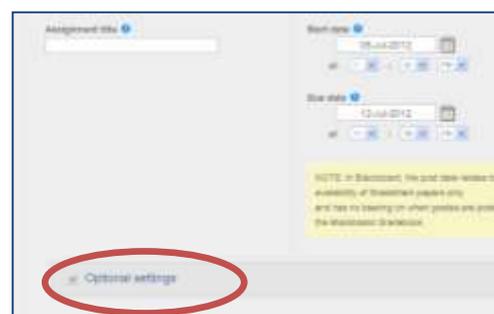


This may bring up a new form, which asks you to choose between a 'paper assignment' and a 'revision assignment'. Choose 'paper assignment' and click 'next step'. The system may automatically opt for a paper assignment, which is fine.



The next form asks for the assignment name and the date on which you would like it to become available for the students and the deadline for submission.

- You will have the option to allow late submission, so give the actual due date here.
- As students are being asked to submit paper copies of their essays, it would be most practical to set the deadline for electronic submission as the same for hardcopy submission.



FOR SETTING UP THE ORIGINALITY REPORT, YOU NOW NEED TO CLICK 'OPTIONAL SETTINGS'. (For further details on the Originality Report, see handout 'Viewing Turnitin Originality Reports for Staff'.)

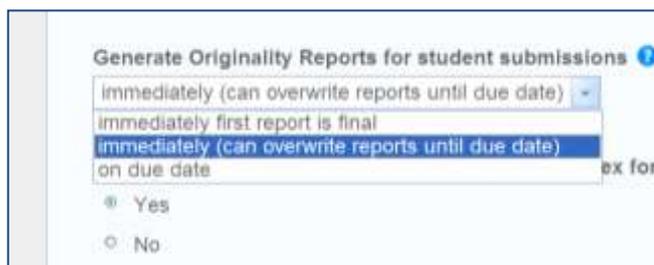
1. Under 'Enter special instructions' you can direct students to where the essay questions are posted and remind them of any other rubric requirements. The text you type here will appear above the link that Blackboard creates for electronic submission, so you could put

something very obvious like ‘This is the link for electronic submission of your dissertation. Please upload your essay here.’

2. ‘Allow submission after the due date’: **Yes** (students can submit a week late, and some students will have extensions).

3. ‘Generate Originality Report for submissions’: **Yes**.

4. **There are three options for this setting (‘Generate Originality Reports for student submissions’) and it is important that this setting is uniform across the school.**



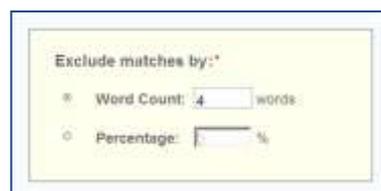
Use the middle option: ‘Immediately (can overwrite reports until due date)’. This means that students can submit drafts of their assignment, and view the originality reports they generate, until the deadline.

5. Exclude bibliographic materials from Similarity Index for all papers in this assignment?: **Yes**.

6. Exclude quoted materials from Similarity Index for all papers in this assignment?: **Yes**

7. Exclude small matches?: **Yes**

Word Count: **3** (The default option is 4 words, but choosing 2 or 3 words would pick up more cases where only small alterations were made to a ‘borrowed’ text).

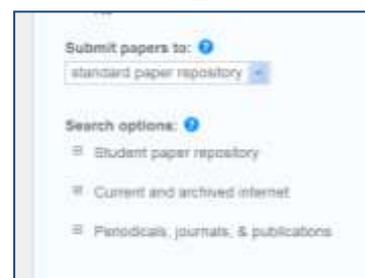


8. Allow students to see Originality Report?: **Yes**.

9. Reveal grades to students only after post date?: **No**. (If you are using ‘grade centre’ to communicate students’ marks to them, you may need to alter this).

10. Submit papers to: ‘standard paper repository’.

If we submit the papers our students write to the Turnitin Repository (the database of previous student essays), then the ‘Search options’ used for examining our students’ essays will include that database. This is the best way for picking up material that is not otherwise available electronically.



11. Tick the box beside ‘Would you like to save these options as your defaults for future assignments?’ **PLEASE REMEMBER TO CLICK SUBMIT AT THE END.**

The next screen will confirm that the assignment has been set up. If you go back into the ‘Assignment’ content area, you should be able to see the link with your instructions.

Problems? Try the ‘Turnitin Support and Training Resources’ in the ‘Time-saving tips’ section of the ‘E-Learning support’ tab (Blackboard, top centre menu), or contact the Blackboard Local Administrator (m.e.morrissey@reading.ac.uk for English Literature; j.i.brooks@reading.ac.uk for Modern Languages). A status report for Turnitin is usually posted on the Blackboard login page: sometimes the problem is not your fault!