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**Turnitin Assignments**

is not a plagiarism detection tool – it is simply a text matching tool

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# 1.0 Overview

The Turnitin Blackboard building block allows students to submit an assignment from within their Blackboard courses directly to the Turnitin plagiarism prevention software. Turnitin then generates an 'Originality Report', which identifies unoriginal submitted material.

Instructors may create different assignment types based on the Turnitin products that have been purchased. The full list of assignment types is as follows:

- **Paper Assignment** - the standard Turnitin assignment, allowing students a single submission of a file which can then be viewed by the instructor or used with other Turnitin products on the account.
- **Revision Assignment** - a copy of a Paper Assignment which an instructor may create to allow for revisions or rewrites.
- **Reflection Assignment** - an assignment for submitting self-written assessment of the writing process of a Paper Assignment. Based on a specific Paper Assignment.
- **PeerMark Assignment** - an assignment which allows students to peer-review the papers written by other students in a Paper Assignment. Students are given free response and scale questions for the review. Peer reviews may be anonymous, and allow students to comment directly on the paper.

## 2.0 Student Usage

Welcome to the student usage section of the Turnitin Blackboard Integration Manual. This section will educate students on how to submit papers to a Turnitin assignment. Other topics that will be covered are: how to resubmit to an assignment, a walkthrough of the assignment inbox interface and how to view an Originality Report.

## 3.0 Submitting a Paper

Student users submit papers to a Turnitin assignment from the Turnitin assignment inbox for that particular assignment. To access the Turnitin assignment inbox the student will need to click on the *Content* link to view the assignments created for the course. The Content page lists all the assignments created by the instructor for students to submit to. Turnitin assignments can be identified by the Turnitin logo to the left of the assignment.



### Tii Assignment w/ Rubric

Tii Assignment Test  
>> [View/Complete](#)


## 4.0 File Types and Size


Turnitin currently accepts the following file types for upload into an assignment:


- Microsoft Word™ (DOC and DOCX)
- Corel WordPerfect®
- HTML
- Adobe PostScript®
- Plain text (TXT)
- Rich Text Format (RTF)
- Portable Document Format (PDF)


The file size may not exceed 20 MB. Files of larger size may be reduced in size by removal of non-text content or the instructor may be contacted to request multiple assignments to submit the document in sections.


 **Note:** Text only files may not exceed 2 MB.

 **Note:** PDF documents must contain text to be submitted. PDF files containing only images of text will be rejected during the upload attempt. To determine if a document contains actual text, copy and paste a section or all of the text into a plain-text editor such as Microsoft Notepad or Apple TextEdit. If no text is copied over, the selection is not actual text.

 **Tip:** Users submitting scanned images of a document or an image saved as a PDF will need to use Optical Character Recognition (OCR) software to convert the image to a text document. Manual correction of the resulting document is highly recommended to fix any errors caused by the conversion software.

 **Note:** Some document formats can contain multiple data types. This includes text, images, embedded information from another file, and formatting. Non-text information that is not saved directly within the document will not be included in a file upload. This includes references to a Microsoft Excel® spreadsheet included within a Microsoft Office Word document.

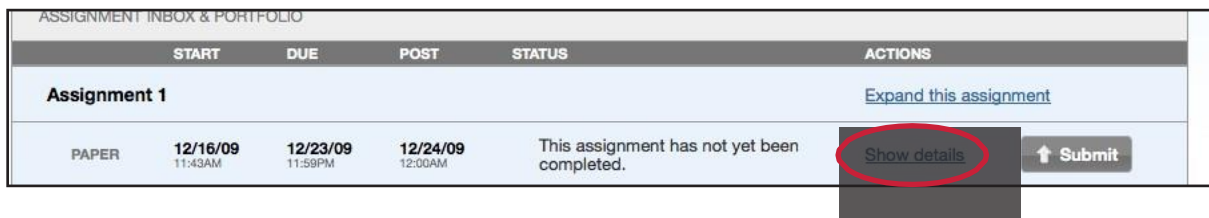
 **Note:** Users whose files are saved in a file type that is not accepted by Turnitin will need to use a word processing program to save the file as one of the accepted types. Rich Text Format and Plain Text file types are nearly universally available in word processing software. Neither file type will support images or non-text data within the file. Plain text format does not support any formatting, and rich text format supports only limited formatting options.

 **Tip:** When converting a file to a new file format, users should rename their file with a name other than that of the original file. This is suggested to prevent permanent loss of the original formatting or image content of a file due to it being overwritten.

## 5.0 How to Submit a Paper

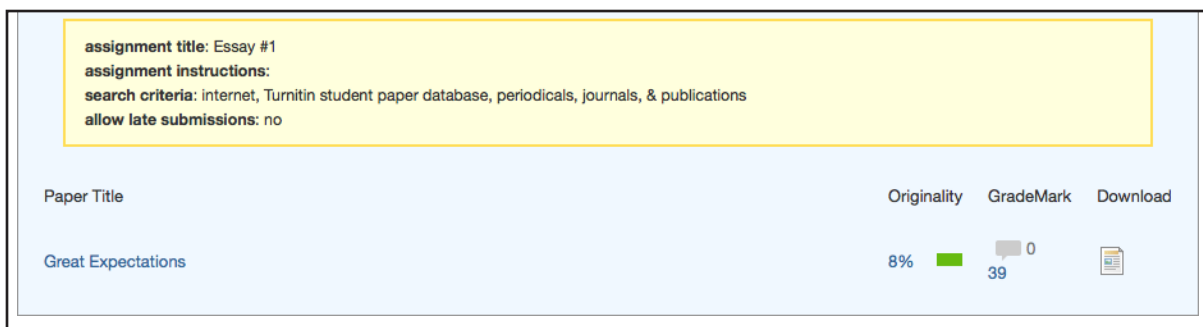
To submit a paper to a Turnitin assignment in Blackboard, the user must log in and upload a file to an existing assignment. Turnitin assignments cannot accept student submissions until the assignment start date and time has passed. Assignments may also reject submissions after the due date and time set by the instructor.

To check the start date and due date information, click on the *view/complete* link for the Turnitin assignment in the Content page. This action opens the assignment inbox showing assignment information, including start and due dates/times as well as other assignment information or special instructions.



ASSIGNMENT INBOX & PORTFOLIO					
	START	DUE	POST	STATUS	ACTIONS
<b>Assignment 1</b>					<a href="#">Expand this assignment</a>
PAPER	12/16/09 11:43AM	12/23/09 11:59PM	12/24/09 12:00AM	This assignment has not yet been completed.	<a href="#">Show details</a> <input type="button" value="Submit"/>

Click on the *Show details* link in the assignment inbox to view the assignment details.



**assignment title:** Essay #1  
**assignment instructions:**  
**search criteria:** internet, Turnitin student paper database, periodicals, journals, & publications  
**allow late submissions:** no

Paper Title Originality GradeMark Download

Great Expectations 8%  39

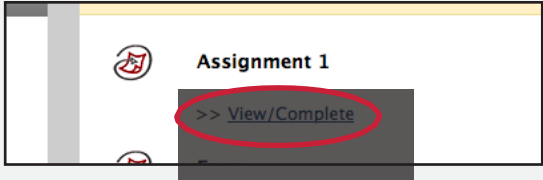


There are two options for a student to submit a paper: single file upload or cut and paste.


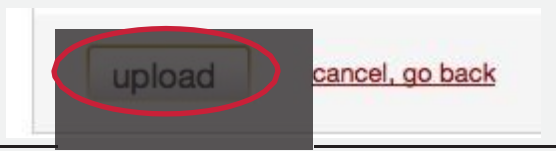
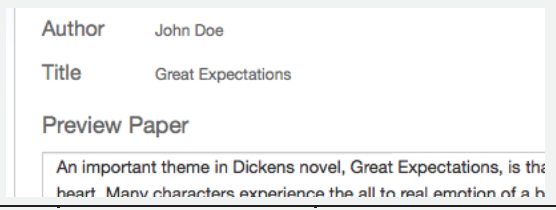

## 6.0 Single File Upload

The single file upload allows students to submit to the assignment by directly loading the file from their computer.

**Warning:** Make sure that the file type you are submitting can be accepted by Turnitin.

**Note:** Users whose files are saved in a file type that is not accepted by Turnitin will need to use a word processing program to save the file as one of the accepted types. Rich Text Format and Plain Text file types are nearly universally available in word processing software. Neither file type will support images or non-text data within the file. Plain text format does not support any formatting, and rich text format supports only limited formatting options.

<b>Submitting a paper by file upload:</b>	
1. In the Content page click on the Turnitin assignment to open the assignment inbox for the chosen assignment	
2. Click on the <i>Submit</i> button to the right of the assignment name	
3. Select <i>single file upload</i> from the <i>choose a paper submission method:</i> pull down menu	


<b>Submitting a paper by file upload:</b>	
4. Click the <i>Browse</i> button and select the file to upload. Fill in the <i>submission title</i> field with the paper name	
5. Click <i>upload</i> to upload the file. A status bar will appear displaying the upload progress	
6. Review the preview panel. This is a text only version of the paper being uploaded. Confirm it is the correct version of the file to send	
7. Click <i>submit</i> at the bottom of the page	
 <b>Warning:</b> This step must be completed, or the submission is not finished. The paper will not be available to the student or the instructor	


After the submission has been completed on step 7 a digital receipt is displayed on screen. A copy is also sent via e-mail to the address for the user login. Save the receipt and the paper ID it contains, as this is proof of a completed submission.

The digital receipt contains a unique paper ID number, the name of the user profile submitting, the paper title given by the submitting party, the assignment title, and the e-mail address for the user submitting, as well as the body text of the file submitted.

## 7.0 Resubmitting


Some assignments may allow students the ability to overwrite their previous submissions until the due date and time set for the assignment. This option can be set by the instructor on an assignment by assignment basis. If overwriting is not enabled, the instructor must manually delete a previous submission to allow the student user to submit a second file.

 **Note:** Only a single file may be submitted by a student user to any Turnitin assignment. Any second or subsequent submission will overwrite the original file submission in this assignment. Multiple files cannot be uploaded to the same assignment by a student.

 **Tip:** If there is more than one file that must be submitted to complete the directions given by an instructor, contact the instructor immediately. Additional assignments may be created, or the student users may need to combine multiple documents into a single file of an acceptable file type to be uploaded into Turnitin.

### How to Resubmit to an Assignment

If resubmission by overwrite has been enabled or an instructor has deleted the student user's first submission, resubmitting a paper is handled in an identical manner as a first time submission to an assignment. Follow the steps for a first time submission as listed in this handbook.

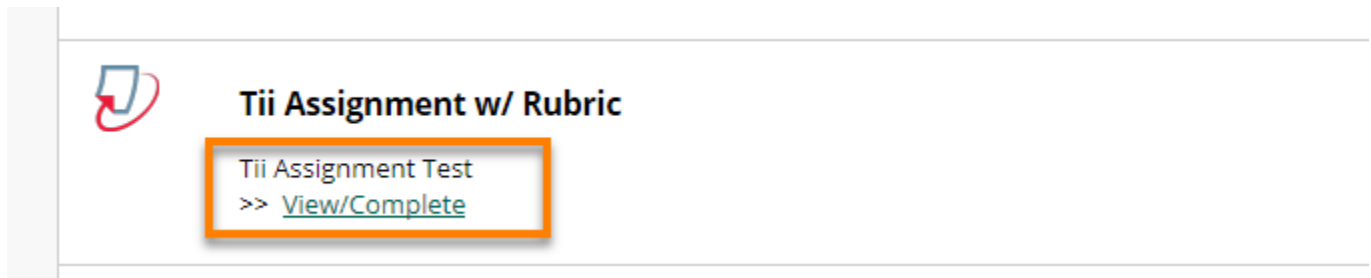
 **Note:** When a student user clicks on the *Submit* button in the class portfolio page for an assignment allowing overwrite resubmission, a warning pop-up will appear. This serves to notify the student user that, if available, Originality Reports for any resubmission that is made in this assignment will require an additional twenty four hour delay to generate.

This applies to all submissions past the first submission made by any student user in any assignment.

## 8.0 View Report Result and feedback

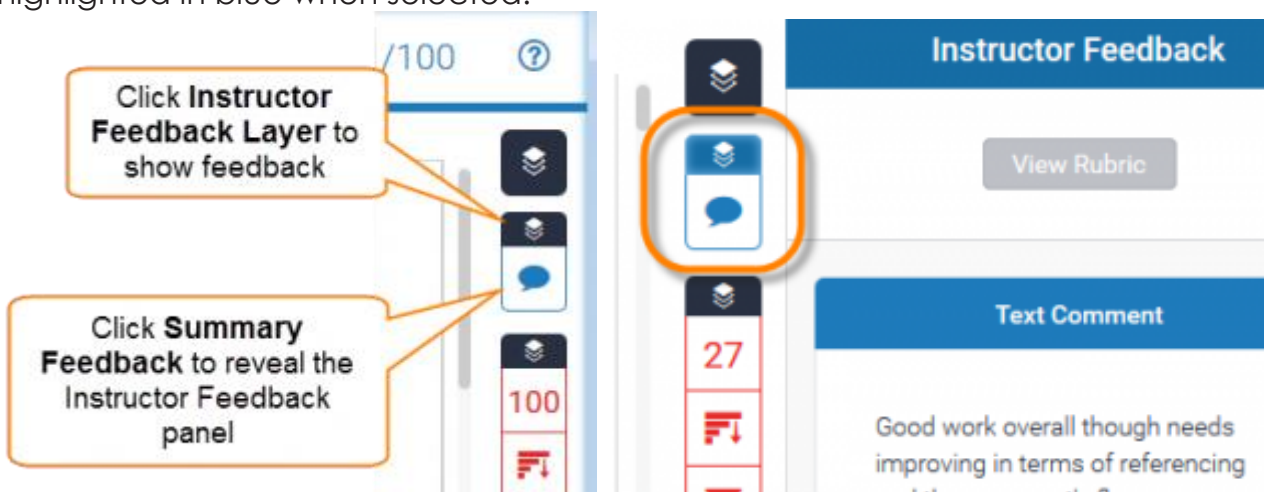
Your marks and feedback only becomes available on a set date and time – referred to in Turnitin as the Post Date. For assignments

We recommend using either the My Marks and Feedback link on the course menu, or clicking on the View / Complete link where you originally submitted your assignment.



### How to view my feedback and use the Feedback Studio in Turnitin?

**Can't see your feedback?** Remember to click on the **Instructor Feedback Layer** button to make your feedback appear. Click the **Feedback Summary** button (looks like a speech bubble) to open the feedback panel to reveal any general comments. They are highlighted in blue when selected.



feedback studio Nelson Mandela | teltest04

Assignment mark 68 /100

Instructor Feedback

View Rubric Help

Text Comment

View Rubric (marking grid) if used

Download paper

Submission information

Originality tools

Feedback comment inserted into paper - click to view

Quick Mark comment - click to view

Highlighted text shows matches identified by the Originality Report

Text comment typed directly onto the paper

Click to view lecturer feedback in right-hand panel

Click here to navigate between pages

Please type the essay title at the start of the paper

The folk of rural America used their voices in wonderfully inventive fields and sang work songs on their boats; they made their way through their children with rhymes and chants and sustained them with mouth sounds; they listened to the music of pioneers and street celebrators with all manner of joyful noise. They were unorthodox, dogmatic European notions of harmony, rhythm, and diction. The singing and in doing so created a bewildering variety of individual to demonstrate the scope and variety of such singing style is fairly new to support folk music. of intonation, rhythm, pronunciation, and melody different from another's. If you take away left is singing style. In some kinds of formal music a great deal. It was hard to document singing style. most early folklorists contented themselves with tracing and documenting the verbal texts of folk songs. Scholars today are getting away from this preoccupation and beginning to study the history of song melodies as well; yet only a handful of ethnomusicologists have taken their work a step further, into the area of singing style.

In fact, there is not even an accepted standard vocabulary for the study of folk-singing style. One can agree on some general distinctions between basic singing styles, such as the *parlando-rubato* (free, speaking-rhythm) style. But many folk performers do *WC* with their voices that have little or no relationship to formal music, and it is difficult and misleading to describe those things with terms borrowed from formal music. The style of their approach their pitch (do they slide nasally, whether their voices are tense or relaxed; whether the mouth is wide open or partly closed, and how this affects the formation of vowel sounds with devices such as vibrato, scooping (slurring up to a note), sliding down to a note, and feathering (adding a hook to a note by use of a glottal stop). In various forms of ensemble singing, style can include the extent to which the voices are synchronized, notions of harmony and counterpoint, and the overall texture and blend

## Instructor Feedback

1. Click on the speech bubble icon in the right-hand menu to open the 'Instructor Feedback' panel.

Instructor Feedback

View Rubric

Voice Comment 0:00 / 0:09

Text Comment

Here you can find a summary of your feedback. Don't forget to look at the document itself in case there are annotations from your marker!

2. If a Voice Comment has been left, click the Play button to listen to audio feedback from your lecturer.

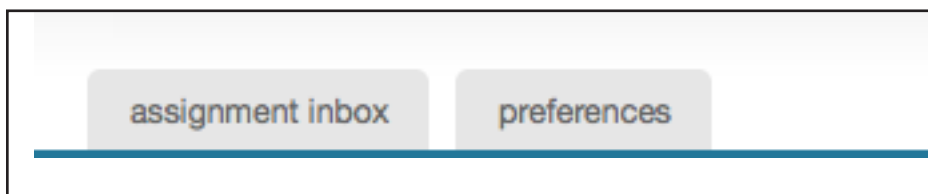
3. The Text Comment area provides a space for a summary on your assignment as a whole.

## 9.0 Originality Reports

Instructors can choose for each assignment whether or not to allow students to view Originality Reports. If a student has been given access to Originality Reports, they can view their report by clicking on an assignment from the student homepage. This action will take the student to the assignment's inbox. In this screen the student can click the Originality Report icon to view their Originality Report. For more information about Originality Reports click [here](#) to view the Originality Report chapter of the Student User manual.

## 10. Assignment Inbox Preference and Help Menus

The *preferences* and *help* links in the assignment inbox provide easy access to customizing the assignment inbox and links to user guides, training videos and a searchable knowledge base.



## 11. GradeMark®

To access GradeMark, click on the red apple icon in the grademark column within the expanded view for an assignment. For more in depth information on using GradeMark please click [here](#) to view the GradeMark chapter of the Turnitin Student manual.

Please note that not all accounts have purchased the GradeMark product, if GradeMark has not been purchased the grademark column will be blank where the GradeMark icon should appear.

## 12. PeerMark Assignment Inbox

Click on the view/complete link below a PeerMark assignment to open up the PeerMark assignment inbox. Once in the PeerMark assignment inbox click on the *Show details* link to view how many papers you have to review and how many reviewers your paper will have.

For more information on how to write a review in PeerMark please click [here](#) to view the PeerMark chapter of the Turnitin Student Manual or our help center article on [how to write a review in PeerMark](#).

The End