

MANCHESTER 1824 How to set up a Turnitin Assignment in Blackboard User Guide

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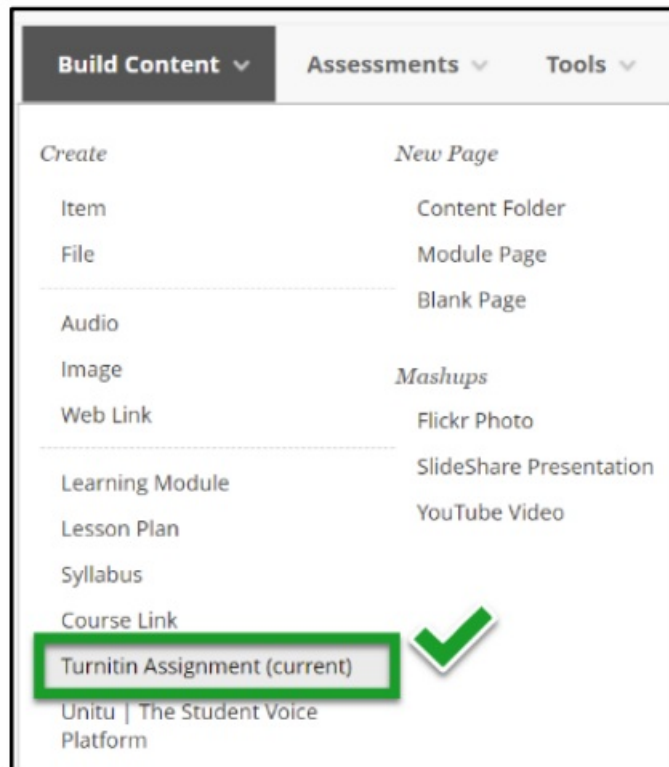
MANCHESTER 1824 How to set up a Turnitin Assignment in Blackboard

A detailed screenshot of the Blackboard Turnitin assignment setup form. The form is divided into two main sections. The left section contains the 'Title' field (a) with the placeholder 'Assignment Title', the 'Instructions' text area (b) with the placeholder 'Assignment instructions', and the 'Enable PeerMark' checkbox (g) which is currently unchecked. Below these is an 'Optional Settings' section which is collapsed. The right section contains the 'Max Grade' field (c), the 'Start Date' field (d) with a calendar icon and the date '2021-09-13 11:25 BST', the 'Due Date' field (e) with a calendar icon and the date '2021-09-20 11:25 BST', and the 'Feedback Release Date' field (f) with a calendar icon and the date '2021-09-20 11:25 BST'. A blue 'Submit' button is located at the bottom left of the form.

How to set up a Turnitin Assignment in Blackboard

Setting up the assignment inbox

1. Access your Blackboard Course Unit via My Manchester in the usual way.
2. Navigate to the area or folder where you wish to create your Turnitin Assignment link. We recommend that this is in a folder or area specifically for assessments and that it contains links to the Turnitin student guides.
3. Make sure that the edit mode is switched on.
4. Click Build Content and select Turnitin Assignment (Current) from the menu.



5. On the New Assignment form (see below), enter the required information:

A screenshot of the Blackboard 'New Assignment' form. The form has several fields and sections. Callout 'a' points to the 'Title' field. Callout 'b' points to the 'Instructions' text area. Callout 'c' points to the 'Max Grade' field. Callout 'd' points to the 'Start Date' field. Callout 'e' points to the 'Due Date' field. Callout 'f' points to the 'Feedback Release Date' field. Callout 'g' points to the 'Enable PeerMark' checkbox. There is also an 'Optional Settings' section and a 'Submit' button at the bottom.

- The assignment title enters the title of the assignment. We recommend you do not use quotation marks in this field.
- Type clear instructions for the student (e.g. submit your file giving your 7 digit student id number, and the essay name, for the submission title). Including the ID number in the submission title greatly simplifies administrative functions and help requests for Turnitin assignments. We also recommend you remind students to avoid using quotation marks in the submission title as this can cause errors later on.
- **Max Grade:** this allows you to set a point value for the assignment (typically use 100)
- **Start date:** The date students can begin submitting

- **Due date:** Assignment Deadline. Please note that Turnitin applies deadlines to the second. If your deadline is set to 4:00pm, for example, it will close at 4:00:01pm and any papers submitted after that point will be marked as late. However, the timestamps in Turnitin receipts are only listed to the minute. This means that it is possible for a student to have a receipt that implies they handed in on time, but for their submission to be marked as late. For example, if the deadline is 4:00pm, and the student hands in at 4:00:28pm, their receipt will have a 4:00pm timestamp but their submission will be listed as a late submission in the inbox. Although unusual this circumstance does arise, and when it does it requires a significant amount of administrative time to resolve. In addition to warning students not to leave submission to the last minute, we recommend that deadlines in the Turnitin settings are set to one minute past the actual deadline. A 4:00pm actual deadline could be set to 4:01pm when creating the assignment. This takes no extra time when creating the assignment, but can save time dealing with a discrepancy between the receipt and the system.
 - **Feedback Release Date:** This is the date that any feedback and marks generated by using GradeMark will be published to students via Blackboard. (If you are not using GradeMark this date will not affect anything but it will need to be after the Due date).
- After the feedback release date anonymity is switched off (student names are revealed) and marks are sent to the Blackboard Grade Centre.
- **Enable Peermark:** checking this box will add PeerMark assignments to this assignment. For further information on what this means see the PeerMark Guidance at [Turnitin.com](https://turnitin.com)

Optional Settings

1. Click optional settings. The following settings are strongly recommended.

The screenshot shows the 'Submission settings' interface. It includes a dropdown menu for 'Submit papers to' set to 'Standard paper repository'. Below this are several checkboxes: 'Allow submission of any file type', 'Allow late submissions', 'Enable anonymous marking', 'Enable Translated Matching', 'Enable grammar checking using ETS® e-rater® technology', and 'Attach a rubric'. The first three are checked, while the last three are unchecked. At the bottom, there is a dropdown for a rubric named 'Law_PG_Coursework_Essay' and a 'Launch Rubric Manager' button. A link at the bottom suggests finding a rubric in Turnitin Teaching Tools.

Submission settings

Submit papers to

Standard paper repository

☒ Allow submission of any file type

☒ Allow late submissions

☒ Enable anonymous marking

☐ Enable Translated Matching [What languages does Translated Matching support?](#)

☐ Enable grammar checking using ETS® e-rater® technology

☒ Attach a rubric

Law_PG_Coursework_Essay

Launch Rubric Manager

[Find a rubric that's right for your assignment in Turnitin Teaching Tools \(English only\)](#)

- Submit papers to the 'Standard paper repository' unless this is only a dummy test assignment. The repository

is Turnitin's collection of submitted work.

- Allow submission of any file type you have the option to restrict submissions to only those that Turnitin can produce an originality report for, or allow students to submit any file type. Turnitin's help pages include a list of file types for which an originality report can be generated.
- **Allow late submissions:** ✓ All submissions have a submitted date recorded so you can easily identify when a submission was made; late submissions appear in red. This setting also gives you the flexibility to accept submissions from students who require an extended deadline. Appropriate penalties can be applied to unauthorized late submissions
- **Enable anonymous marking:** ✓ This complies with current University regulations.
- **Enable translated matching:** you have the option to enable Turnitin to generate a separate similarity report based on English translations of students' non-English language submissions
- **Enable grammar checking:** you have the option to enable submissions viewed within Grademark to contain feedback marks for grammar and other writing traits
- **Attach a rubric:** if your discipline area has a rubric available you can attach it at this stage.

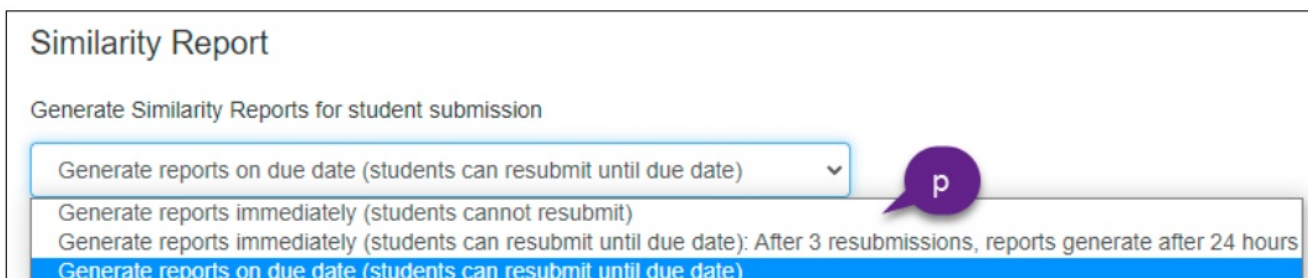
Similarity Reports



Compare against

- ☒ Student paper repository
- ☒ Current and archived web site content
- ☒ Periodicals, journals and publications

- **Compare against:** accept all Search options



Similarity Report

Generate Similarity Reports for student submission

Generate reports on due date (students can resubmit until due date) ▼

Generate reports immediately (students cannot resubmit)

Generate reports immediately (students can resubmit until due date): After 3 resubmissions, reports generate after 24 hours

Generate reports on due date (students can resubmit until due date)

- **Generate Reports on due date (students can resubmit until due date)** We strongly recommend the 'on due date' option as this will allow students to re-submit if they need to (e.g. after student submits the wrong document) as often as needed until the due date deadline without generating multiple originality reports. (Multiple originality reports may result in a submission being given a falsely high similarity index as the latest submission may be checked against previous submissions). With the "on due date" option selected students will have access to a "Resubmit" button. This button is not available to students if "immediately first report is final" is selected.
- **Allow students to see Originality Reports:** X Currently, the University requires that students do NOT see their Originality Reports

- **Exclude bibliographic materials / Exclude quoted materials / Exclude small sources** : These settings allow you to choose to exclude text appearing in the bibliography, works cited or references sections of student papers from being checked for matches when generating Similarity Reports. These settings can be overridden in individual Similarity Reports.

Similarity Report

Generate Similarity Reports for student submission

Generate reports on due date (students can resubmit until due date) ▼

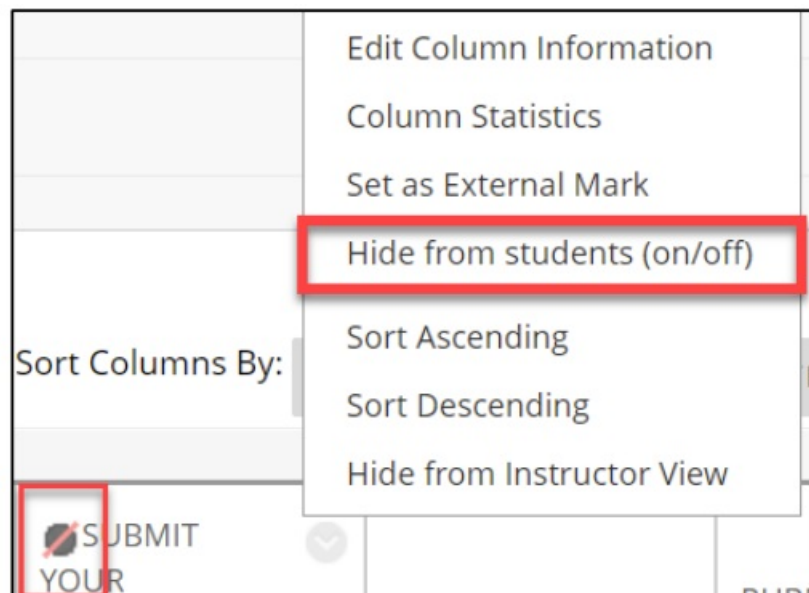
☐ Allow students to view Similarity Reports ? q

☐ Exclude bibliographic materials ? r

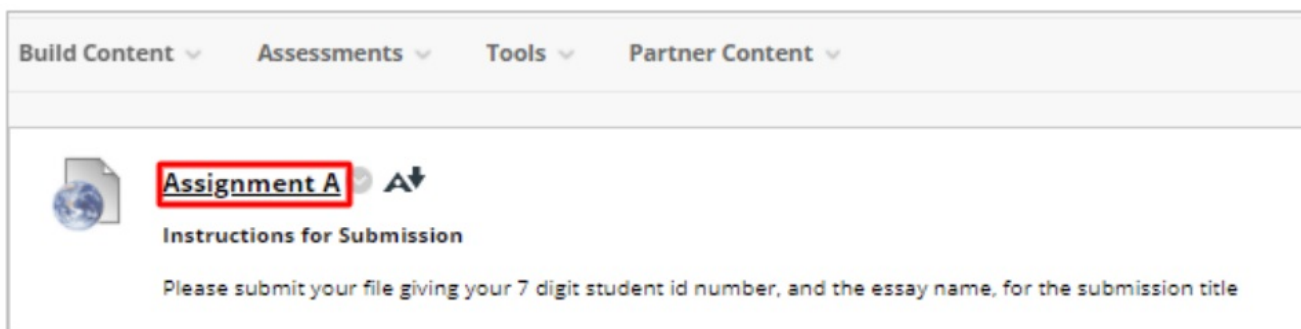
☐ Exclude quoted materials ?

☐ Exclude small sources ?

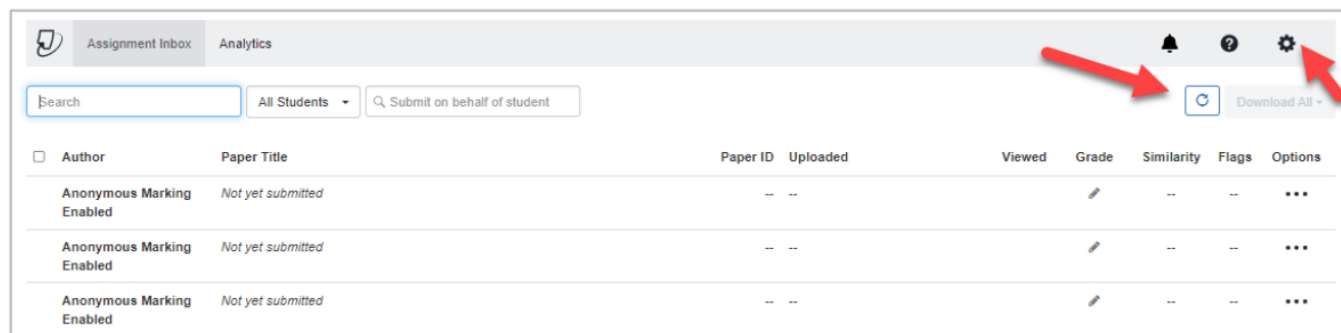
- Click 'Submit' to create the Turnitin assignment.
- Go to Grade Centre to check that the Grade Centre column is not visible to students.
 - If it is visible, amend the setting from the dropdown list.
 - Please note that if a submission inbox is deleted, this does not automatically delete the Grade Centre column. This will need to be done manually.



1. Click the link to access the assignment inbox.



2. Use the refresh button to refresh inbox data. Assignment settings can be edited using the settings cog in the top right corner.



Documents / Resources

	<p>MANCHESTER 1824 How to set up a Turnitin Assignment in Blackboard [pdf] User Guide</p> <p>How to set up a Turnitin Assignment in Blackboard</p>
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References

- [Empower Students to Do Their Best, Original Work | Turnitin](#)
- [About PeerMark | LTI](#)
- [Welcome to help.turnitin.com, the new home for guides](#)