

Instructor Usage

Once the extension is available, instructors can add Turnitin assignments to their course. Originality Reports will be generated for submissions to a Turnitin assignment. Instructors can access papers submitted to a Turnitin Blackboard assignment from their Turnitin account as well.

Creating a Turnitin Assignment

Turnitin assignments are added from the course control panel. You can open a course's control panel by clicking the *control panel* link from within your course ❶.

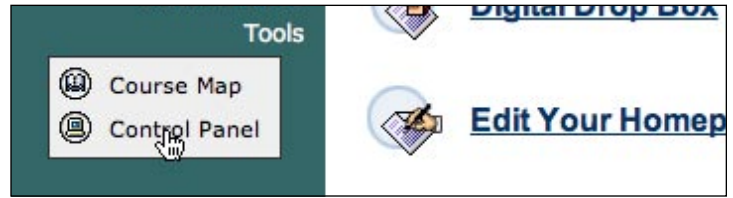
From the control panel, click the *Assignments* link in the section "Content Areas" to add a Turnitin assignment to your course ❷. A list of current course assignments is shown.

To add a Turnitin assignment:

1. Select *Turnitin Assignment* using the pulldown on your assignment page and click *go* ❸.
2. On the add assignment page, enter the following:
 - assignment title
 - special assignment instructions (optional)
3. Choose whether you want the assignment available to students. If you select *yes*, your students will be able to submit papers to the assignment.
4. Choose the following dates for the assignment:
 - display after date (used as the assignment's start date within Turnitin)
 - display until date (used as the assignment's due date within Turnitin)
5. Click *submit* to add the Turnitin assignment to your course.

After you create your first assignment, an end date is automatically set for your class. The end date is 6 months from the date the first assignment is created.

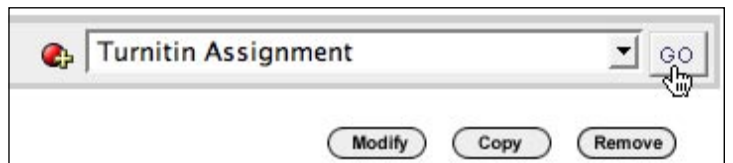
! When creating Turnitin assignments in the future, the *display after* and *display until* dates must be set to dates earlier than the course end date. If you would like to extend the course end date, you can do so from within Turnitin.



- ❶ Click to open the control panel for your course



- ❷ Click to open your course's assignments page



- ❸ Select *Turnitin Assignment* and click *go* to add a Turnitin assignment

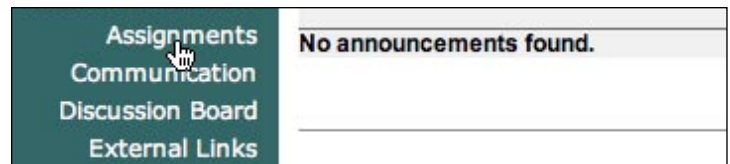
Submitting Papers

Instructors can submit papers to an assignment from their assignments page. To open the assignments page, click the *assignments* link on the course homepage **1**. A list of course assignments will open.

! You can also submit papers from the control panel assignments page. The process for submitting from this page is identical to the steps provided below.

To submit a paper to an assignment:

1. Click the *view/complete* link next to the assignment you want to submit a paper to. The submission form will open **2**.
2. Enter the following:
 - Author's First Name
 - Author's Last Name
 - Paper Title
3. Click the *browse* button to locate the file you want to submit.
4. Click *submit* to upload the selected file to Blackboard.



- 1** Click Assignments to open your course Assignments page



- 2** Click to open the paper submission form

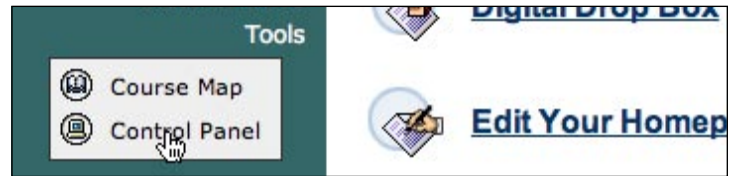
Viewing Results

You can view the results of submitted papers from your control panel. To open the control panel, click the *control panel* link from within your course ❶. On the control panel page, click the *Turnitin Assignments* link in the Course Tools section to show your course's Turnitin assignments ❷.

Click the *view* link next to an assignment to see the papers that have been submitted to the assignment ❸. From this page, you can view a paper, view a paper's Originality Report, download a paper in file format, or remove a submission from Blackboard.

- To view a paper, click its title ❹.
- To view a paper's Originality Report, click the linked originality score ❺.
- To download a paper in file format, click the *download* button ❻.
- To remove a paper, click the *remove* button ❼.

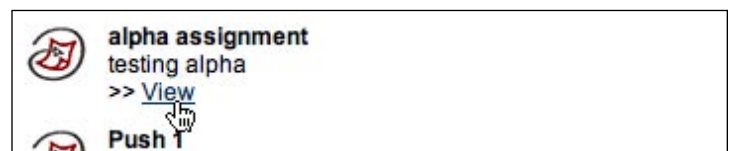
! Removing a paper will delete the paper from your Turnitin account.



❶ Click to open the control panel for your course



❷ Click to view your course's Turnitin assignments



❸ Click to view an assignment's submissions



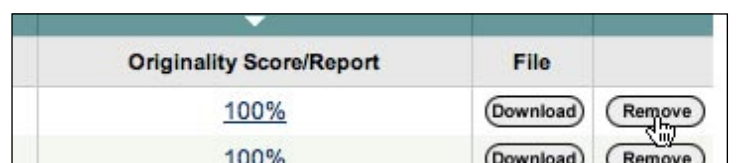
❹ Click to view a paper



❺ Click to view a paper's Originality Report



❻ Click to download a paper in file format



❼ Click to remove a submission

Logging in to Turnitin

Installing the Turnitin extension adds a Turnitin login link to all courses. The link provides instructors and students with quick and easy access to their Turnitin accounts and classes.

! Please make sure your browser is not set to block popups as your Turnitin account opens in a separate browser window. If popup blocking is turned on, your Turnitin account will not open.

To login to Turnitin using the Login link:

1. Click the *Tools* link within a course **1**.
2. Click the *Login to Turnitin* link **2**.

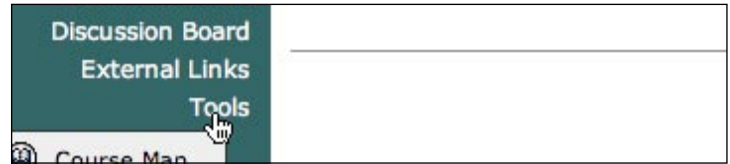
You will be logged in to your Turnitin account. Any papers that have been submitted to a Turnitin assignment in Blackboard will show up within your Turnitin account.

! If you are teaching a Blackboard course with multiple instructors or with TAs, only the primary course instructor (the instructor that was first added to the class) will have access to information within the Blackboard course when using the login link. Secondary instructors and TAs who use the link will be logged in to Turnitin but will not have access to information from their Blackboard course. For this reason, it is recommended that only primary instructors use the login link.

Letting Students View Results

If you would like to let your students view their Originality Reports within Blackboard, you need to give students access to reports from your Turnitin account. You can quickly login to your Turnitin account using the login link (refer to the section above for more information).

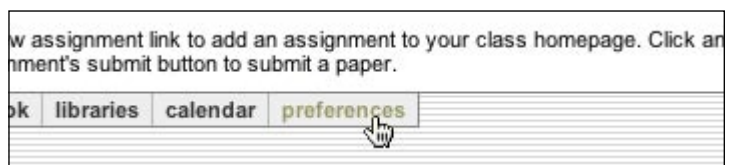
Once you are logged in to your Turnitin account, click on the *preferences* tab on your class homepage **3**. To give your students access to reports, click the checkbox next to the option *let students see Originality Reports* **4**. Once this option is enabled, students in your class will have access to their reports within Blackboard.



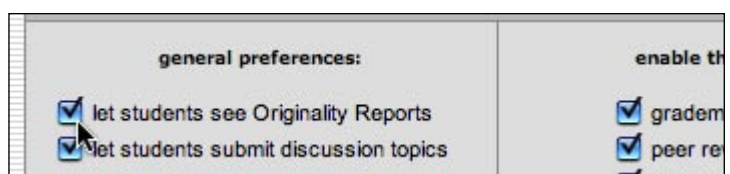
- 1** Click to open Blackboard tools



- 2** Click to login to Turnitin



- 3** Click to open your class preferences



- 4** Click Assignments to open your course Assignments page

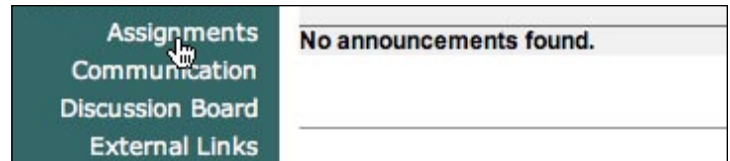
Student Usage

Students in your class can submit papers to Turnitin assignments that you have made available to students. Like instructors, students submit papers from their assignments page. To open the assignments page, students click the *assignments* link within their course ❶. A list of available course assignments is shown.

To submit a paper to an assignment:

1. Click the *view/complete* link next to the assignment you want to submit a paper to ❷. The submission form will open.
2. Enter a paper title.
3. Click the *browse* button to locate the file you want to submit.
4. Click *submit* to upload the selected file to Blackboard.

If your students have been given access to Originality Reports, they can view their submission and report by clicking on an assignment's *view/complete* link ❷. Please note that by default students cannot access reports. For information on letting students view their own reports, please refer to the section *Letting Students View Results*.



- ❶ Click *Assignments* to open your course *Assignments* page



- ❷ Click to open the paper submission form or view your submission results