**TURNITIN**

Turnitin provides faculty with a web-based plagiarism prevention service, class management tools, and digital grading. Submitted papers are compared for matches or similar text in the repository and results are made available in an easy to read Originality Report. Students can receive grades and comments for all submissions using the GradeMark assessment feature. Turnitin also allows for review and graded assignments in a paperless environment.

**Important:** Turnitin can be used in two separate ways, either directly through the Turnitin website or through an integration within Blackboard.

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**Turnitin with Blackboard**

Turnitin is now integrated into Blackboard directly, so that assignments submitted by students can be automatically checked against the Turnitin repository and grades shared with students directly through the Blackboard Grade Center.

1. From within a content area in your course, click on **Assessment** and choose **Turnitin Direct Assignment** from the drop-down menu.
2. Enter the **Assignment Name** and the **Overall Grade**. Also make sure the start date, end date and post date (the day students can see their feedback) are set properly.
3. Review the additional assignment options below. Most of the default should be appropriate. However, if you would like students to see their originality reports you will need to change that item to Yes. When you are done, click **Submit**.

**Viewing Originality Reports**

1. Once the student has submitted their work, you can check your **Submission Inbox** tab to see the files.
2. Click on the % of Similarity, shown in the example below, to access the full Originality Report.
3. The full Originality Report will be displayed in a new window. You will see the sources of any text that matches sources from the repository and the percentage of the paper from those sources to the right.

**Important:** The reports do not reflect Turnitin’s assessment of whether a paper has or has not been plagiarized. Originality Reports are simply tools to help you find sources that contain text similar to submitted papers. The decision to deem any work plagiarized must be made carefully, and only after careful examination of both the submitted paper and the suspect sources.

**Providing Feedback with GradeMark**

1. Click on the pencil icon, shown in the example above, to begin using GradeMark.
2. The full assignment will be displayed in a new window. From this window you can:
   - Add a **Comment** by clicking on any portion of the paper, adding your comment and clicking **Save**.
   - Add a **QuickMark Comment** by dragging one from the right panel onto the paper or add additional comments of your own.
   - Add **General Comments** in both text and audio form on the overall paper. Click the video icon in the side panel.
   - View all the comments added to the paper from the **Comments List** tool at the bottom of the side panel.
   - Add **Rubrics** to the paper that you can use during the grading process.

For help with Turnitin, contact the OIT Service Desk at 585.385.8016 or oitservicedesk@sjfc.edu.
Turnitin (Outside of Blackboard)

If you are not a user of Blackboard, but would still like to use Turnitin in your courses, you may do so directly at the Turnitin website.

1. Go to [http://turnitin.com/](http://turnitin.com/) and log in. If you are a new user of Turnitin, follow the instructions to the right to create your account for the first time.
2. Once on the All Classes tab, click on Add Class. Enter a class name and enrollment password. This is the password you will share with students in order for them to submit assignments. Be default all classes have a six month duration, but you can change the end date to match your needs. When done click Submit. Once the class is created, you will be prompted with the Class ID and enrollment password. You should make a note of these to be shared with your students.
3. Once your class has been created, click on the name of the class and you can begin creating assignments. Click Add Assignment and enter the assignment name, start and end date. View the Optional Settings for any additional settings you would like to customize. When done click Submit.

**Note:** Your first assignment will always be a traditional paper assignment. Once you have created at least one assignment, you will have the option to create other types of assignments. These tools are only available when using Turnitin outside of Blackboard.

- **Revision Assignment** - If the instructor would like students to submit multiple drafts without overwriting the previous drafts/submissions, the instructor can create additional assignments using the revision assignment type. Revision assignments are duplicates of the 'parent' assignment's advanced options and standard settings, but may have new start, due, and post dates.
- **Reflection Assignment** - The reflection assignment is an opportunity for students to write about what they learned from the writing process as well as offer feedback on the assignment they worked on. This is most useful in classes that emphasize and teach the writing process.

4. Once your assignment is created, you will need to have students create accounts at [http://turnitin.com](http://turnitin.com) and enroll in your class using the class ID and password you created. Then they will be able to upload their assignments to Turnitin for review.

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**Viewing Originality Reports**

1. From the Assignments tab, click on View to see a list of papers that have been submitted to that specific assignment.
2. You will see a list of all the files submitted to that assignment. Click on the **% of Similarity**, in the example below the 99%, to display the full details of the Originality Report.
3. The full Originality Report will be displayed in a new window. You will see the sources of any text that matches sources from the repository and the percentage of the paper from those sources to the right.

<table>
<thead>
<tr>
<th>AUTHOR</th>
<th>TITLE</th>
<th>SIMILARITY</th>
<th>GRADE</th>
<th>RESPONSE</th>
<th>FILE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student, Test</td>
<td>Test File Submission</td>
<td>99%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**Providing Feedback with GradeMark**

An instructor is able to edit and grade student papers online with the digital assessment tool GradeMark. Instructors can add comments, correct grammar and punctuation mistakes, evaluate the paper against rubrics, and enter a grade for the paper.

1. From the Assignments tab, click on View to see a list of papers that have been submitted to that specific assignment.
2. You will see a list of all the files submitted to that assignment. Click on the pencil icon under Grade, shown in the example below, to begin using GradeMark.

<table>
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3. The full assignment will be displayed in a new window. From this window you can:
   - Add a Comment by clicking on any portion of the paper, adding your comment to the textbox that appears and clicking Save.
   - Add a QuickMark Comment by dragging one from the right panel onto the paper. You may also add additional comments to the standard comment if needed.
   - Add General Comments in both text and audio form on the overall paper. Click the icon at the bottom of side panel.
   - View all the comments added to the paper from the Comments List tool at the bottom of the side panel.
   - Add Rubrics to the paper that you can use during the grading process.

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