



FACULTY QUICK GUIDE

Turnitin is fully integrated into the Blackboard system. Instructors can create Turnitin assignments that have the ability to run a Similarity Report, perform on-line grading, and configure peer reviewing. This document includes brief instructions for using Turnitin– in-depth instructions along with videos will be linked to the appropriate areas below. Contact the Academic Technology Applications Support (ATAS) department at Gonzaga with any questions or comments: atasupport@gonzaga.edu.

Create an Assignment

[Thorough instructions for [Creating a Turnitin Assignment](#)]

Here are the basic steps to create a Turnitin assignment in a Blackboard course:

1. Within a content area of your Blackboard course select the '**Turnitin Assignment**' option from the **Assessments** dropdown list.
2. Give the assignment a title and point value if applicable. **Note:** *a column will be automatically created for the assignment in the BB Grade Center.*
3. Define three dates: Start, Due, and Post – the **Post Date** is the day your students can see any grading comments you provide through Turnitin. The post date can be set for any day you like - from right after the assignment starts to a week or more after the due date, it depends on your grading work flow.
4. Open the '**Optional Settings**' area of the assignment, here are a few of the options you can define:
 - Allow submissions after due date?
 - Generate Similarity Report?
 - Allow students to view the Similarity Report? This is a great learning opportunity for the student.
 - ETS e-Rater – this is a spelling, grammar, and mechanics checker that is built in and easily turned on or off as you like.
5. Click the **Submit** button and the assignment will be added to the Blackboard course.

View Submissions

[Thorough instructions for [The Turnitin Assignment Inbox](#)]

After students have submitted their documents, there are two ways to access the paper and the Originality Report. You can click on the yellow exclamation point in the Blackboard Grade Center, or follow these steps to view the Turnitin assignment inbox:

1. Select **Course Tools** under **Control Panel** and then choose **Turnitin Assignments** in the left hand menu of the Blackboard course
2. Select the assignment in the middle of the screen that you would like to review
3. The next window will display the assignment inbox including a table with information about the students and the assignment.

AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
Kristine Hoover	The Student TII Experience	0% 	82	•		339856022	08-Jul-2013
Spanish Test	Testing a paper in all spanish	99% 	15	•		476404093	11-Nov-2014
Paula Foster	History of Country of Syria	100% 	20			337089147	18-Jun-2013
ATAS ATAS	-- no submission --	--			--	--	Late

Author – student name

Title – title of the paper uploaded for assignment

Similarity – the percentage of text that matches content from other sources – click on this icon to view the Similarity Report

Grade – click on the pen icon to view and grade the paper, after the item is scored, the grade will show in this column

Response – the dot in this column will turn into a silhouette with a check mark if the student opens the item to review your grading comments

File – an original file can be opened or downloaded from this column

Paper ID – Turnitin assigns an ID to each submission

Date - the date a paper is uploaded for an assignment will be red if the paper is submitted after the due date

Click on the Title, Similarity percentage, or Grade to open a paper in the Turnitin Feedback Studio.

Feedback Studio = Similarity Report + Instructor Feedback [view the interactive demo](#)

Please note: The Feedback Studio is a new upgrade for Turnitin and some of their help material has not been updated to reflect the changes. For Turnitin veterans, The Feedback Studio replaces the OriginalityReport and GradeMark and displays all content on one screen.

Review Similarity Reports

[Thorough instructions for [Viewing the Similarity Report](#)]

On the right side of the paper you will see the tools available to review and grade the paper divided into layers:



Similarity Layer – if this icon is black, the layer is turned off, click the icon to turn it red and the Similarity results will display.

Match Overview – displays the percentage of unoriginal content, click on the icon to view the top matches.

All Sources – Select this icon to display all of the sources matched for unoriginal content.

Filters & Settings – allows you to filter the results or run a new report

Excluded Sources – displays all sources you selected to exclude in the All Sources screen

A similarity report checks students' work for improper citation or unoriginal content by comparing it against the world's largest academic database of:

- ~ 60+ billion web pages
- ~ 600+ million student papers
- ~ 130+ million articles from academic books and publications

Provide Feedback

[Thorough instructions for [Commenting Tools](#) like inline comments and QuickMarks, [QuickMark Manager](#), and [Rubrics and Grading Forms](#)]

You can add QuickMarks, bubble comments, and/or inline text annotations by clicking anywhere on the paper and selecting from the tool options:



On the right side of the paper you will see additional tools available to review and grade the paper divided into layers.



Feedback Layer – if this icon is black, the layer is turned off, click the icon to turn it blue and activate the feedback functionality

QuickMarks – frequently used comments – if more than one instructor provides comments, their initials will appear on each comment.

Summative Feedback – voice and text comments

Rubric – view and score the rubric if one was used for the assignment

ETS e-rater

This is a built in spelling and mechanics checker that can be enabled in the 'Optional Settings' area when creating an assignment.



Feedback Layer – if this icon is black, the layer is turned off, click the icon to turn it purple to view the ETS e-rater results

e-rater Results – view the grammar, mechanics, style, usage, and spelling suggestions from the e-rater results.

Printing & Information

[Thorough instructions for [Submission Tools](#)]



Download – allows you to download/print a digital receipt, the original file, and/or the current view – make sure the Similarity Report or Feedback levels are active if you would like the comments to print with the document

Information – includes submission details including character, word, and page counts, submission date and time, and iPad access code.

Score

You can enter/edit a score for a paper at the top of the window – this score will automatically populate the assignment column in the Blackboard GradeCenter. Please note, at this time decimals do not translate and the grade will be rounded. If you use decimals you can manually enter the grade in Blackboard's GradeCenter.



Finished

The document viewer will open in a new window or tab of the web browser. When you finish reviewing a paper, just close the tab or window to return to the assignment in Blackboard, it will automatically save.

To navigate through multiple submissions of an assignment, look in the upper right corner next to the score to select the previous or next arrows to flip through papers, or select the “Paper # of #” drop down to select a specific student.

Help

Complete [Feedback Studio Instructor User Guide from Turnitin](#)

[iPad Turnitin app manual](#) – helps instructors review and grade assignments on an iPad

If you have any questions about Turnitin or would like to schedule training, please contact the ATAS (Academic Technology Applications Support) Department at Gonzaga at atasupport@gonzaga.edu.