



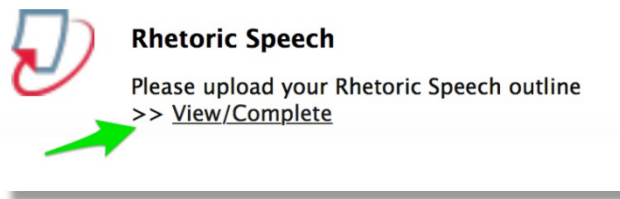
## Student Quick Guide

Turnitin is a program that is integrated into the Blackboard system at Gonzaga University that has the ability to run a Similarity Report for submitted papers, allows instructors to grade assignments online, and can facilitate peer reviewing of papers.

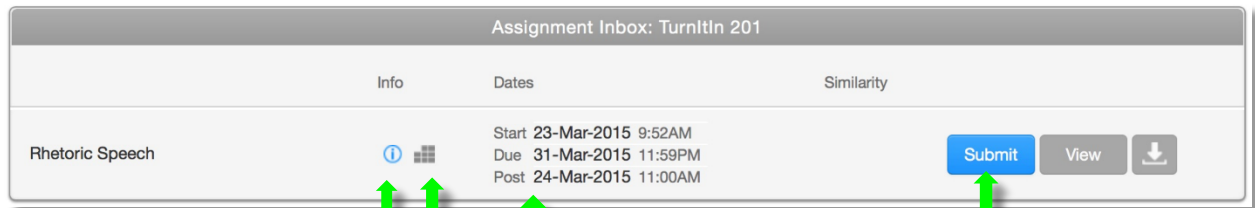
### Submit an Assignment

Turnitin assignments will be listed in a Blackboard course along with other class assignments, documents, etc., you will not have to leave the course to submit or view an assignment. *Note: each Blackboard course will be customized by the professor and may use different terms for the areas of the course – this document will be as generic as possible.*

1. Open the area of the Blackboard course with the assignment
2. A Turnitin assignment will be identifiable by the Tii logo next to the Title – select the '**View/Complete**' link



3. The next screen will have information about the assignment



**Submit** – select to submit your paper

**Dates**, the Post date is when instructor feedback is available

**Rubric** – if a rubric will be used for grading the assignment, you can preview it by clicking the rubric

**Information** about the assignment

4. If the paper is available to turn in, the submit button will be **bright blue**. If it is grey, check the **start and due dates**. Some professors have strict policies on when a paper can be submitted.
5. Click the **Submit** button - you will be redirected to the file upload page where you can upload your paper. Turnitin will automatically populate the first and last name fields, but you can enter a title for the paper.
6. At the bottom of the page you will see three options of places to find your paper: your computer, Dropbox, or Google Drive. Select the upload option where your paper is saved. A window will open up prompting you to browse for and select the paper you wish to upload. Once you have selected the paper, click **open**.

Choose the file you want to upload to Turnitin:

Choose from this computer

Choose from Dropbox

Choose from Google Drive

7. You will then be redirected back to the upload page, now the document you selected will be displayed along with a blue **Upload** button.

What can I submit?

Turnitin\_PeerMark.docx Clear file

Upload Cancel

8. Once you select **Upload** you will see a preview page with the first page of the paper displayed on the right hand side and your name, assignment title, submission title, file title, file size, page count, word and character count displayed on the left hand side. Click **Confirm**, to finalize your choice for paper submission.

Assignment Inbox preferences

Submit: Single File Upload STEP 1 2 3

Please confirm that this is the file you would like to submit...

Author: ATAS ATAS

Assignment title: JFK

Submission title: JFK Report

File name: Gonzaga TracDat Case Study Jan 2015.doc

File size: 743K

Page count: 3

Word count: 929

Character count: 6093

Page 2

Confirm Cancel

9. After the paper uploads, a digital receipt will be generated for you and a copy will also be emailed to your Zagmail account. You have successfully uploaded a paper to Turnitin!

## View the Similarity Report and Instructor Feedback

Here are the basic steps to view a Turnitin assignment after submitting it in Blackboard:

1. Return to the area of the Blackboard course where you submitted your assignment.
2. Select the '**View/Complete**' link under the assignment title.
3. The next window will display the assignment information box – remember, the availability of icons and tools will depend on the assignment settings created by the professor.

Assignment Inbox: PHIL 456 02: Feminist Ethics [Fall 2014]

Info	Dates	Similarity
Toronto Paper	Start 01-Sep-2014 12:15PM Due 13-Oct-2014 7:00PM Post 27-Oct-2014 12:00AM	15% <span></span>

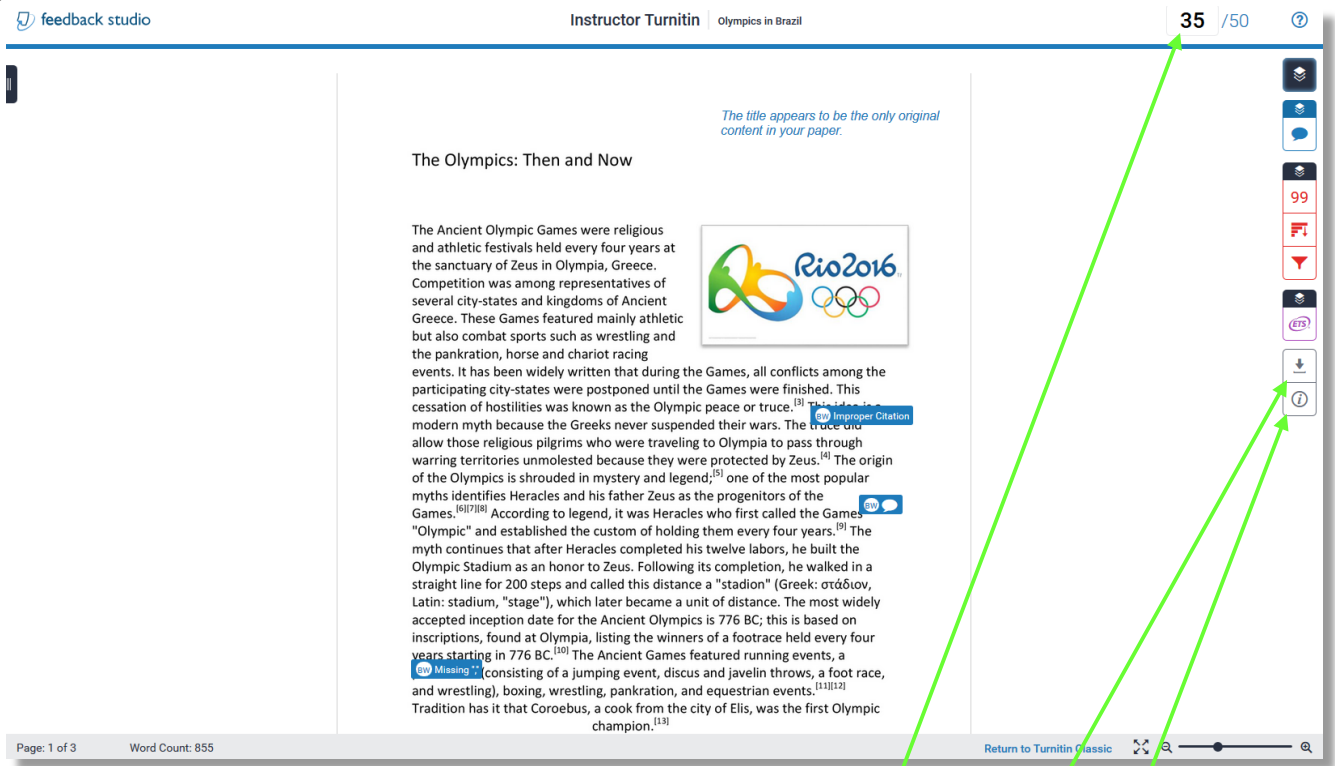
Submit View

4. If the paper is available to view, the '**View**' button will be **bright blue**. If the button is grey, then check the **Post Date** of the assignment. The **Post Date** is the date a student can see instructor feedback.

**Note:** you cannot view all of the Turnitin content if you try to view the assignment through the Blackboard Grade Center. It is best to follow the instructions above.

## Feedback Studio = Similarity Report + Instructor Feedback

After you open an assignment to view, the Feedback Studio will open and you will see the original paper in the middle of the screen. The Feedback Studio is comprised of the Similarity Report, Instructor Feedback, and e-Rater grammar checker.



Your **grade** will be shown in the upper right hand corner

You can **download** the paper

You can see the **information** about the paper

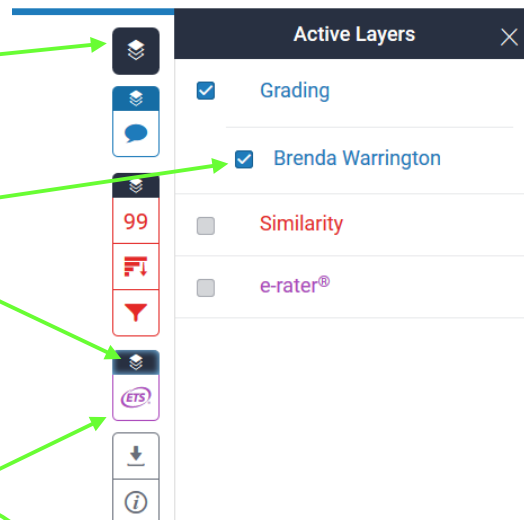
There will be buttons on the right hand side, these are “layers”.

The first button is the **Layers** button  
(opens up to show what **layers** are active)

To activate a layer, you can either **check the box**

OR you can select the **smaller layer button**  
above the section (if the smaller layer button is  
colored, then that section is active)

**e-rater (ETS)** is a grammar/spell check tool



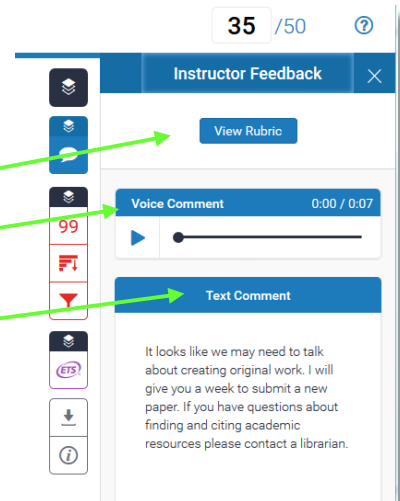
statue by Phidias stood in his temple at Olympia) and Pelops, divine hero and mythical king of Olympia. Pelops was famous for his chariot race with King Oenomaos. The winners of the events were admired and immortalized in poems and statues. The Games were held every four years, and this period, known as an Olympiad, was used by Greeks as one of their units of time measurement. The Games were part of a cycle known as the Panhellenic Games, which included the Pythian Games, the Nemean Games, and the Isthmian Games.

## Instructor Feedback



This is where the assignment **overall feedback** will be located, including:

- **Rubric**, if one was used (will open new window with rubric)
- **Voice Comments**
- **General Text Comments**



You will also see contextual feedback on your paper. Some text may be directly on the paper while other comments can be reviewed by clicking on the bubbles. If more than one instructor provided feedback, their initials will be part of the bubble.

events. It has been widely written that during the Games, all conflicts among the participating city-states were postponed until the Games were finished. This cessation of hostilities was known as the Olympic peace or truce.<sup>[3]</sup> This is a modern myth because the Greeks never suspended their wars. The truce did allow those religious pilgrims who were traveling to Olympia to pass through warring territories unmolested because they were protected by Zeus.<sup>[4]</sup> The origin of the Olympics is shrouded in mystery and legend;<sup>[5]</sup> one of the most popular myths identifies Heracles and his father Zeus as the progenitors of the Games.<sup>[6][7][8]</sup> According to legend, it was Heracles who first called the Games "Olympic" and established the custom of holding them every four years.<sup>[9]</sup> The myth continues that after Heracles completed his twelve labors, he built the

## Similarity Report

The similarity score is a percentage of the paper's matches to other sources; it is not an assessment of whether the paper includes plagiarized material. The similarity report is a tool for instructors to easily find matches or similar text within submitted work.



- Match Overview (breakdown of all matches)
- All Sources (percentages)
- Changing Filter and Settings

