Turnitin Plagiarism Detection Tool

Turnitin is an internet-based plagiarism detection service that can be used to check student documents for plagiarism. This third-party product has been integrated with the Ohio University Blackboard Learn installation via a building block. This document describes how to create Turnitin Assignments and view student submissions.

Create a Turnitin Assignment

1. Login to Blackboard 9.1.
2. Select the course within which you wish to work.
3. Navigate to the content area where the assignment is to be placed.
4. Click the Assessments button and select Turnitin Assignment.

NOTE: A window containing a User Agreement dialogue may appear. Read the information, and then choose an appropriate response.

5. Select Paper Assignment in the assignment type window:

6. Click the Next Step button.
7. In the New Assignment window, enter the assignment title and a point value:
8. On right side of the window, set the desired Start date/time and Due date/time.

**NOTE:** The Post Date is relevant only for GradeMark users. This is the date when students can see their GradeMark paper.

9. Click to expand the Optional settings at bottom left to show additional settings:
   a. Enter Special Instructions
      i. Text entered here will appear at the submission point within a content area:

![Special Instructions Example]

b. Select Yes or No to allow late submissions.

   c. Select Yes or No to generate Originality Reports for submissions.

**NOTE:** In order for students to receive the reports, you must also click Yes for the Allow students to see Originality Reports option, which is farther down on the Optional Settings page.

d. Select when you wish the system to generate Originality Reports for submissions:
   i. *Immediately first report is final* -- The first report is the final report.
   ii. *Immediately (can overwrite reports until due date)* – Allow students to resubmit their papers until the due date.
   iii. *On due date* -- Report will only be generated on the due date of the assignment.

   **Only option that allows all submissions to be compared against each other.

**NOTE:** It may take up to 24 hours to process Originality Reports for resubmissions.

e. Select Yes or No to exclude bibliographic materials from Similarity Index.

f. Select Yes or No to exclude quoted materials from Similarity Index.

g. Select Yes or No to exclude small matches ("small" is defined by the instructor).

h. Select Yes or No to allow students to see Originality Reports.

i. Select Yes or No to reveal grades to students only on post date (after set due date).

j. Select whether to submit papers to a TurnItIn paper repository to be compared against all current and past submissions to the instructor’s courses. Once the papers are in the database, they are used for comparison purposes only and are accessible only to the instructor and the student who submitted the paper. Students may ask to have their own papers removed, but the request must be made through the instructor. Student submissions will not be stored if “no repository” is selected.

k. Select the paper repositories submissions will be compared against:
   i. Student Paper Repository (past and current course submissions)
   ii. Current and archived internet
   iii. Periodicals, journals & publications

**NOTE:** De-selecting repositories may decrease the similarity index percentage.
1. GradeMark option:
   i. Create a rubric or select an existing rubric from the drop-down menu to attach to the assignment.

m. ETS® e-Rater settings:
   i. Select Yes or No to enable e-rater grammar checking.
   n. Check the box to save the current options as the defaults for future assignments.

10. Click the Submit button to save settings and create the assignment.

11. A success message should appear; click OK to return to the content area in which the assignment was created.

View Turnitin Submissions

1. In the Control Panel, click to expand the Course Tools menu and select Turnitin Assignments.
2. Choose the assignment to be graded.
3. This is the "Assignment Inbox" which contains information about students’ submissions, such as the Author, Title, Similarity, Grade, Response, and File columns:

   a. Click on a name in the Author column to see a portfolio of the student's Turnitin submissions.
   b. In the Title column, click on the title of a student’s paper to open and evaluate it in GradeMark, as shown below:
c. In the *Similarity* column, click the **percentage link** or the **colored bar** to open the Originality Report:

![Image of Turnitin similarity report]


d. Click the **needs grading** icon (pencil) in the *Grade* column to open the corresponding paper in *GradeMark*:

![Image of GradeMark view]

e. The *Response* column displays the student view indicator icon (person reading a paper) when a student has viewed the instructor's feedback for at least 30 seconds.

f. Click the paper icon in the *file* column to download a student paper in the original format, or as a PDF. A dialog box will prompt you for your choice.

**Additional Actions for Turnitin Submissions**

To Delete, Download, or Move a student submission, follow these two steps:

1. Click to check the **box** in front of a paper's title to reveal buttons for Delete, Download, or Move at the upper right edge of the Assignment Inbox.
2. Select the **Delete, Download, or Move** button to complete the desired task.

**Open Turnitin Assignment Submissions**

1. Enter the course in which you wish to view Turnitin submissions.
2. In the Control Panel, click to expand the Grade Center menu, then select **Full Grade Center View** or the appropriate **Smart View** (e.g. Assignments).
3. Scroll across the Grade Center to the grade column corresponding to the appropriate Turnitin Assignment.
4. Mouse over a grade cell displaying the “needs grading” icon in order to reveal a gray box with down-facing arrows at the right edge of the cell, then click the gray box to reveal a menu:

   ![Menu](image)

5. Select the dated Attempt (circled in picture above) from the drop down menu.

**NOTE:** Depending on the assignment’s settings, there may be more than one attempt listed. Select the attempt you wish to save and clear the others, or if you wish to save all attempts, please note that each attempt will need to be opened and a grade assigned in order to completely dismiss the ‘needs grading’ icon from the grade cell.

6. On the Modify Grade screen, look to the User’s Work section, and click the icon for the Originality Report, as shown below:

   ![Originality Report](image)

7. The paper will open with the Originality tab activated; note the empty field at upper right where the score will be entered:

   ![Score Input](image)

8. After evaluating the submission, enter a **score** in the corresponding field.
9. Press **Enter** - or navigate to another window - to transfer the score to the Blackboard Grade Center.