

## GUIDE 1: CREATING A TURNITIN ASSIGNMENT

To create a Turnitin Assignment open the course home page, after logging in as a tutor click the 'Turn editing on' button. Select 'Turnitin Assignment' from the 'Add an activity...' drop down menu.

### General Turnitin Assignment settings:

1. Enter a Name for the Turnitin Assignment. This will display as a link for students, so make it intuitive.
2. Type a **Summary**. This will display for students at the top of the assignment page. Remember to tick the 'display description on course page'.
3. Select the '**Submission Type**'. The first option is 'File Upload' (default). The second option is 'Text Submission' which will upload pasted text. The third is 'Any Submission Type' which allows either of those formats.
4. Set the **Number of Parts** (separate uploads) you want students to submit that assignment. *(For each you will set a **Start Date, Due Date and Post Date** a bit later).*
5. For Maximum File Size for submissions, the Site Upload Limit is often best. This will display to students on their submission page.
6. **Allow Submission of Any File Type** if students are expected to upload types of file which Turnitin cannot checked for originality.
7. **Display Originality Reports to Students** - if set to Yes the Originality Report generated by Turnitin is available to the student. Improve students' academic writing by allowing them to view their Originality Reports and supporting them to interpret it - ideally before the Due Date.
8. **Grade Display** - set whether students should see their grade as a fraction or a percentage.
9. **Auto Refresh Grades / Scores** - set automatically sync changes to grades. If you have a very large cohort and this slows you down, you can set to Manual (but then you need to remember to refresh).

10. **Set These Values As Assignment Defaults** - this only applies to assignments you set up under your own account, and may be helpful if you have many similar assignments to create.

## Grade Settings

1. Set a **Type** - Point is a number out of a Maximum Grade. Scale allows you to choose from any grade Scales set by your institution e.g. Fail / First. None allows you to give feedback only.
2. **Grade Category** - if you've set these up in your Moodle Gradebook, then you can select one here.
3. **Grade To Pass** - if you have a threshold, setting it here will display passes and fails as green and red in the Gradebook.

## Assignment Part settings:

1. **Name** - make it clear what you expect students to upload to this part. If you are only expecting a single upload, then something like 'Your work' may be more intuitive than Part 1.
2. **Start Date** - the earliest date students can submit.
3. **Due Date** - the deadline. If you have enabled late submissions any late submission will appear in red.
4. **Post Date** - the date that marks and feedback are returned to students. If you are using anonymous marking, then names are revealed to tutors at this point. ***Two things to keep in mind about the Post Date***: one is that it can be changed (as long as it hasn't already passed) and the other is that you don't want to reveal marks and feedback until the entire cohort has been marked. You can set a Post Date further in the future than you need but be aware students can see this date, so you need to liaise with them separately.

## Originality Report option settings:

1. **Allow Submissions after the Due Date** - decide whether you wish to allow students to submit after the Due Date. Those submissions will be clearly marked as late.

2. **Report Generation Speed** - decide when reports are generated and if students can have multiple attempts to submit. The options are:
  1. *Generate reports immediately (resubmissions are not allowed)* - Originality reports are created immediately, and students may not resubmit papers. Submissions must be deleted by the instructor to enable resubmission.
  2. *Generate reports immediately (resubmissions are allowed until the due date)* - The Originality Report is generated immediately. Students may resubmit as often as the student wishes up until the due date. Turnitin will require students to wait 24 hours between viewing each subsequent Originality Report. Only the latest submission is available to the student and instructor. When the due date passes the originality report is regenerated and student submissions within the same assignment are included in the comparison which may result in a change to the originality report similarity index. Resubmissions are not allowed after the due date.
  3. *Generate reports on due date (resubmissions are allowed until the due date)* - Originality reports for submissions are generated on the due date. Resubmissions are allowed up until the due date.
3. **Store Student Papers** - choose whether student papers are stored in the Turnitin Student Paper Repository for comparison against future submissions. Choose 'No Repository' for particularly confidential or sensitive student work, or where you are testing the system. Most common option: Standard Repository
4. **Check Against Stored Student Papers** - if set to Yes this includes checks against Turnitin's Student Paper Repository in the Originality Reports for papers. If set to No, the similarity index percentage may decrease.
5. **Check Against Internet** - determines whether submissions are checked against Turnitin's Internet Repository. If set to No, the similarity index percentage may decrease.

6. **Check against journals, periodicals and publications** determines whether submissions are checked against Turnitin's journal, periodical and publication sources. If set to No, the similarity index percentage may decrease.
7. **Exclude bibliography** - this setting allows the instructor to choose to exclude text appearing in the bibliography, works cited, or references sections of student papers from being checked for matches when generating Originality Reports. This setting can be overridden later in individual Originality Reports.
8. **Exclude Quoted Material** - allows the instructor to exclude text appearing in double quotation marks (i.e. " ") from being checked for matches when generating Originality Reports. This setting can be overridden in individual Originality Reports. Note that this setting will not allow misquotes to be identified and note also that single quotation marks cannot be excluded.
9. **Exclude Small Matches** - allows the instructor to choose to exclude matches that are lower than a certain number of words (determined by the instructor) from being considered when generating Originality Reports. This setting can be overridden in individual Originality Reports.

### **Grademark options settings:**

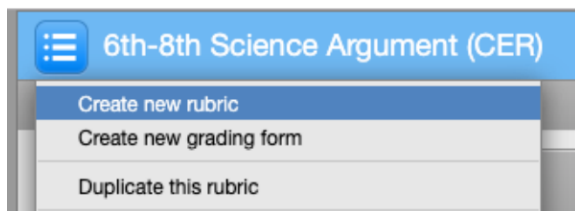
1. **Attach A Rubric to This Assignment** - to use a marking grid, enable it here (Details in Guide 2- Creating a Rubric).

Now you can complete the other settings as you do with other activities and resources, and Save.

**SOURCE:** Turnitin's Moodle Direct Integration (Instructor Guide) – MoodleDocs.

## GUIDE 2: CREATING A RUBRIC

- Rubrics help to evaluate student work, based on defined criteria and scales. They can either be created while making an assignment or after a student has made a submission. When creating an assignment, the optional online grading settings allow you to either attach an existing rubric or create a new rubric by launching the Rubric/Form Manager.
- To create a Rubric, click on '**Launch Rubric Manager**' under the *GradeMark Option* in the Turnitin Assignment settings. Once the Rubric/Form Manager has been launched, a random rubric from your libraries will be displayed. To begin, select Create new rubric or Create new grading form from the menu located in the top left-hand corner.
- Once the Rubric/Form Manager has been launched, a random rubric from your libraries will be displayed. To begin, select Create new rubric or Create new grading form from the menu located in the top left-hand corner.



### Choosing a Rubric for Assignment Type:

There are **3 types** of rubrics to choose from depending on the type of assignment:

1. **Standard rubric** - used for numerical scoring. This type of rubric allows you to enter scale values and criteria percentages. The criteria percentages combined must equal 100% as each criterion represents a percentage of the student's overall grade. The maximum grade value for this type of rubric will be the same as the highest scale value entered.

2. **Qualitative rubric** - used for providing feedback without the use of numerical scoring. The scale and criteria used for this type of rubric are more descriptive than measurable.
3. **Custom rubric** - can be modified to suit your grading needs. Descriptive scales and criteria can be entered while each rubric cell can be allocated its own point value as well as written feedback.

## Creating a Standard Rubric

1. Access the Rubric Manager using one of the three methods described above.
2. Click on the menu icon (Figure 1, 1).
3. Select 'create new rubric' from the drop-down menu (Figure 1, 2).

*Note: This will load the rubric and not allow you to edit the rubric, Standard rubric is the default and is represented by % at the bottom center of the rubric editor.*



*Figure 1 - Creating a rubric*

4. Enter the rubric name in the top left of the rubric manager (Figure 2, 1).
5. To edit the name, description, or percentage value for a criterion, click directly on the title (Figure 2, 2), description (Figure 2, 3) or percentage value (Figure 2, 4) to open the text box field. Enter the new title, description or value and press enter to finish editing the field or click elsewhere on the screen.

Criteria		Scales	
		Scale 1	Scale 2
		0.00	0.00
Knowledge	20 %		
Use of knowledge			
Criterion 2	0 %		
Criterion 3	0 %		

Attach to Assignment  Off

Save Cancel Close

Figure 2 - Editing a rubric

- To add extra rows of criteria, click on the + icon to the right of the criteria header.
- To enter the description for each cell, click on the cell, enter the description, and then click outside of the cell's text field to finish editing the description (Figure 2,5).
- To enter the scale title or value, click on the scale title or scale value and enter the title or value (Figure 2,6). Click elsewhere on the screen to finish editing.
- To add extra scale columns, click on the + icon to the right of the scales header.
- Once the rubric is completed, click on 'save' at the bottom of the Rubric Manager (Figure 2,7), and go back to the 'Attach a rubric to this assignment' under the GradeMark options and select the saved rubric from the drop-down box.

## Customs and Qualitative Rubrics

Different types of rubric (standard, qualitative or custom) may be chosen using the 'Scoring' options at the top bottom, center of the rubric manager.

- Access the Rubric Manager.

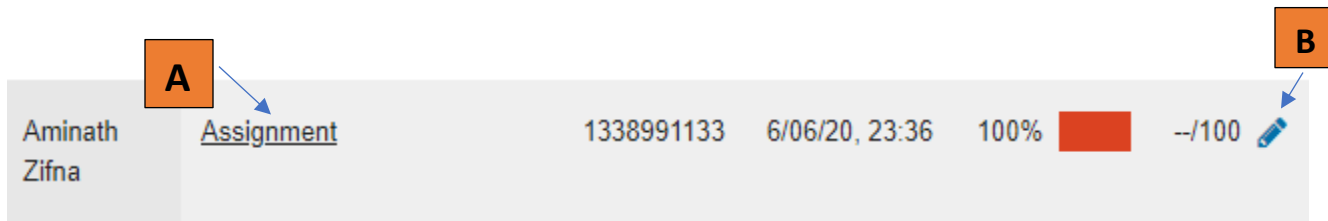
2. Click on the rubric list icon.
3. Select 'create new rubric' from the drop-down menu.
4. Choose the type of rubric.
5. Edit the criteria title and description, the scale title, and each cell description by clicking on either the title or description fields.
6. Enter the cell value for each cell by clicking on the '0.00' portion of each cell. In a custom rubric cell values are chosen by the teacher.
7. Once the rubric is completed, click on 'save' at the bottom right of the Rubric Manager.  
You can attach the saved rubric as the same way for the standard rubric.

**SOURCE:** Adapted from 'Creating and using rubrics and grading forms', Unit for the Enhancement of Learning and Teaching, University of Kent:  
<https://www.kent.ac.uk/elearning/files/turnitin/turnitin-rubrics.pdf>

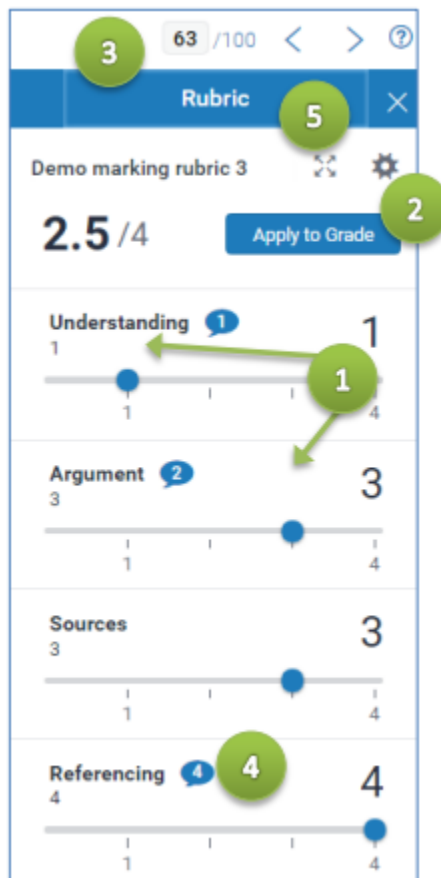


## GUIDE 3: GRADING USING A RUBRIC

A rubric allows the teacher to easily score the performance of an assignment against a set of criteria on a scale. You can open the student's assignment after clicking on the assignment link from your course page and then by either clicking 'A' or 'B' as shown below. The assignment will load in the Document Viewer in Feedback Studio.



## FOLLOW THE STEPS TO GRADE



1. To open the rubric while viewing a student's assignment, the teacher must click on the rubric icon in the right-hand menu of Turnitin's document viewer. A rubric will only appear if there is a rubric attached to the assignment.
2. To grade with the rubric, click on the relevant criterion scales (1). The rubric score displays the total of all the selected cell values. The rubric percentage displays the weighted total for the rubric.
3. Click on the 'Apply to grade' button (2) to apply this percentage to the assignment's total point value. Once a grade is applied from the rubric it will appear in the grade field (3) at the top right corner of the document viewer.
4. Clicking on the expand icon (5) will load the rubric in expanded view. The rubric will load in a new window. Expanded view is particularly useful for larger rubrics and to see a criterion within the context of the wider rubric.

**SOURCE:** Adapted from 'Creating and using rubrics and grading forms', Unit for the Enhancement of Learning and Teaching, University of Kent:  
<https://www.kent.ac.uk/elearning/files/turnitin/turnitin-rubrics.pdf>