

## Using Turnitin UK within Blackboard: Hints and Tips

### Tips for staff/instructors

When integrated into Blackboard, all features available on the stand alone web version of Turnitin can be used directly within the Virtual Learning Environment. Since staff and students will already have VLE accounts, they can then access Turnitin without the need to create a second account or having a separate username and password to remember.

### What happens if I accidentally duplicate a submission?

Occasionally duplications of student work in the Turnitin database can occur. This may happen if an instructor submits a draft of some work prior to full submission, or if a student has been required to resubmit a piece of work for a re-sit. If the work has been submitted under the student's name, and is within the same assignment, the duplication will be recognised by Turnitin and the original submission will be discounted from the matching sources. The duplication in this case, will not cause any problems. If however, the original work was submitted by an instructor using a dummy account, or different name, Turnitin will not recognise it as duplication and the original will match to the duplicate submission, artificially increasing the percentage of matching text. If this should occur, the original document can be removed from the list of matching sources within the report by selecting the cross icon at the top right of the source listing.

### Can I access originality reports through the gradebook?

Yes, you can access the originality reports through the Blackboard gradebook as well as via the control panel. Choose CONTROL PANEL>GRADEBOOK> and select the '!' icon or the student name. The date of submission will be shown; the original report and original paper submitted can be viewed. A manual override for the grades allows you to enter the student grade which will then be displayed to the student in their 'my grades' section. Use 'clear attempt' to remove a paper and allow a student to resubmit their

work. Note that this will not remove the original paper from the database; however Turnitin will recognise that this is a duplication and will not match the resubmission to the original paper (see above).

### Can other staff see the originality reports on my course?

Yes. A very useful advantage of using the VLE integrated Turnitin system is that it enables any staff listed as instructor or teaching assistant on your VLE course to access the Turnitin assignment inbox, and therefore the originality reports. This cannot be easily achieved in the stand alone web system.

### What is 'roster sync' for?

The roster sync function on the assignment inbox enables the students enrolled in the VLE course to be listed on the assignment inbox. This makes it quick and easy to see which students have not submitted their work. If an assignment is being re-used from a previous year, it is recommended that the roster sync is used to list the new enrolments; this will prevent students getting an error message saying they are not enrolled for that assignment.

### What happens at the end of the academic year?

Some institutions create new course sites for each cohort of students, so that each year, students build up a bank of previous courses. Other institutions 'recycle' their VLE courses i.e. they keep the same course content site and remove the student users for one year and add the next cohort to the existing course site. If this occurs at the start of your academic year Turnitin Assignments can be re-used just like other content you have created. Prior to recycling, establish whether copies of originality reports generated that year need to be kept. This can be done by using the 'save' feature on the originality report which provides a html copy of the report. The students that are removed in the recycling process will not be removed in the Turnitin

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*For details of more tip sheets in this series see [www.jiscpas.ac.uk](http://www.jiscpas.ac.uk)*

assignment inbox. After recycling, go to the assignment inbox and select all students and delete them. When the new students are enrolled on the course, perform a roster sync (see 'what is roster sync for?') to populate the assignment inbox with the new enrolments.

### **Don't use Blackboard copy function for Turnitin assignments!**

Blackboard offers the ability to copy items and copy courses within the VLE. In general, Turnitin assignments do not copy well and it is not advisable to keep copied assignments. It is recommended that the copied items be deleted and new Turnitin assignments created prior to use for student submissions.

### **Can I submit work on behalf of a student?**

Yes. Log into your VLE and navigate to your course site. Either click on the link the student uses to submit their assignment, or use the 'submit' button located on the assignment inbox (accessed from the CONTROL PANEL>TURNITINUK ASSIGNMENTS). If the student is enrolled in the VLE course, select their name from the drop down list, give the work a title and attach the relevant file. This system can also be used for cut and paste submissions, or for bulk uploads or uploads of .zip files.

### **Can I prevent students from accessing the submission link?**

The student link to submit their work is kept permanent and overrides any settings on the deadline date. The deadline date is displayed, but the link does not 'disappear' once this date has passed. This is to ensure that the student can view their original submitted file and, if permitted, their originality report. It is also another way for them to seek confirmation of receipt, in addition to the automatic email they will receive when they submit a piece of work. To prevent students from accessing this link, use the VLE controls to hide the item from view, or place the assignment in a folder, access to which can be controlled by user or by date.

### **How can I improve the layout of the TurnitinUK assignment instructions?**

When setting up a Turnitin assignment, any text typed in the instruction box is displayed without formatting. To introduce formatting, simple html commands can be

used. To add a paragraph break, add <P> and </P> to the beginning and end of the paragraph. For example:

```
<P>The DEADLINE for submission is 12.00 noon Thursday, 29 November 2007.</P><P>If you believe you have unintentionally submitted an incomplete or incorrect file then you should contact the module convenors AS SOON AS POSSIBLE.</P>
```

Will be displayed as:

```
The DEADLINE for submission is 12.00 noon Thursday, 29 November 2007.
```

```
If you believe you have unintentionally submitted an incomplete or incorrect file then you should contact the module convenors AS SOON AS POSSIBLE.
```

### **How can I allow a student to resubmit a piece of work?**

Revision assignments can be used for work where it is known that drafts will be submitted. However, occasionally, work may need to be resubmitted, for re-sits or other purposes. To 're-activate' the link for students to submit work, remove the original attempt from the gradebook or delete the student from the assignment inbox. As long as the student resubmits using their own account, Turnitin will recognise any duplication and not match the new document to the original.

### **Can I view originality reports by group?**

If groups have been created within the VLE course, the Turnitin reports for each group can be viewed separately through the CONTROL PANEL>TURNITIN ASSIGNMENTS BY GROUP. Select the required group from the drop down box.