

Turnitin and Grademark

For School Administrators

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1. Setting up a Turnitin Assignment

The first task required to use Turnitin for an assignment is the set-up of the assignment. Information needs to be provided by the academic on the definition of the academic task and the process that will be used for the assignment.

1.1 Assignment definition

Before a Turnitin assignment can be set up, the following parameters for the set up can only be defined by the academic as they define the academic task:

1. Title of Assignment
2. Maximum number of marks awarded for assignment
3. Dates
 - a. Start date
 - b. Due date (Deadline for submissions)
 - c. Post date (Date of return for feedback and marks)
4. Instructions to student – i.e. what does the student need to do for the assignment
5. Whether the student will submit once only (i.e. a paper assignment) or go through an iterative submission process (i.e. a revision assignment)

1.2 Assignment Process

In addition to the assignment definition, the academic (or other authorised member of staff) should define the assignment process by defining:

1. Originality reports
 - a. Should they be generated for submissions?
 - b. When will they be generated
 - c. Will students be allowed to see them?
2. Should submissions be added to the Turnitin repository?
3. Should bibliographies and quotes be excluded by default?
4. Are late submissions allowed?

1.2.1 Typical process set-ups

This section identifies the most common scenarios in which Turnitin would be used and identifies the best settings for those circumstances in **Error! Reference source not found.**

Scenarios:

1. Demonstration of the system to students. Students will be provided with a document to submit (i.e. not their own work) and will receive an originality report on that piece of work. Students are allowed to receive one originality report on the work submitted. Work submitted will not be added to the repository.
2. A standard paper assignment. No originality reports will be provided to the student. The student can submit and resubmit an unlimited number of times until the due date. All work will be added to the repository.
3. A paper assignment which contains material that should not be divulged beyond authorised people within University. No originality reports will be provided to the student but the student may submit an unlimited number of times. The submissions will not be added to the repository.
4. Assignments are uploaded by a member of staff. No originality reports will be provided to students and the upload may happen only once. All work will be added to the repository.

	1	2	3	4
	System demo	Standard assignment	Confidential material	Staff upload
Generate originality reports?	Yes			
Generate reports ...	Immediately first report is final	On due date	On due date	Immediately (can overwrite reports until due date)
Allow students to see originality reports	Yes	No	No	No
Exclude small matches, bibliography & quotes	Marker's preference			
Allow submissions after due date	Yes			
Enable anonymous marking	Yes			
Submit to:	No repository	Standard repository	No repository	Standard repository

1.2.2 Student access to originality reports

If appropriate, Turnitin can be set up to allow students to see originality reports on their own work. This can be used as a way of allowing students to understand the processes that will be used to identify plagiarism detection in the work that they submit.

The University's approach to this feature is that academics may allow students to submit a document that is provided to them (i.e. not their own work) and they can go through the process of submitting the piece of work then examining the originality report that is returned.

The assignment set up for this use is critical. If all students are submitting the same piece of work then it must not be added to the repository otherwise most students will receive an originality report that states that it is 100% plagiarised.

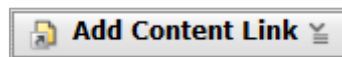
It is also vital that access to the assignment is restricted to prevent access from Blackboard 'Auditors'. This is to prevent students from other courses using the assignment to obtain originality reports on their own work illicitly.

1.3 Creating a new assignment in Blackboard

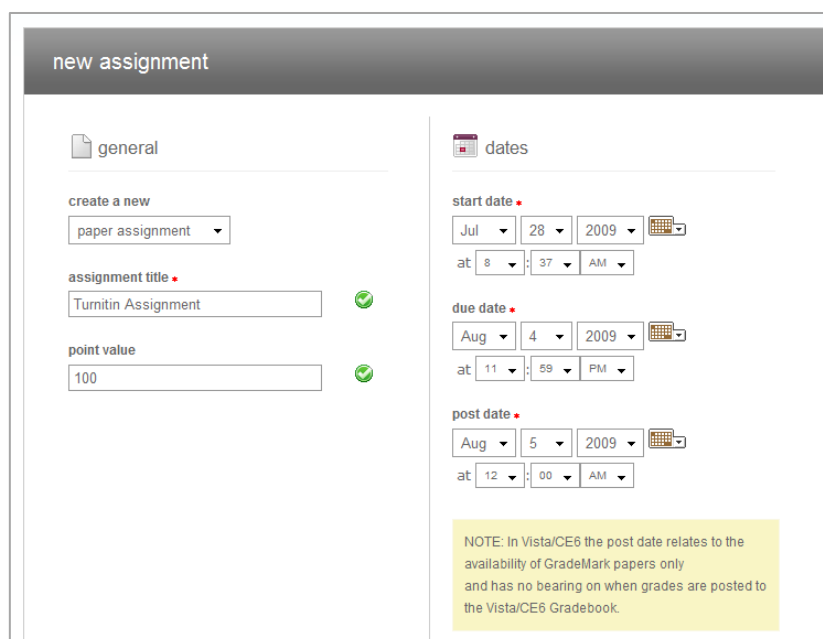
1. Log in to Blackboard and enter the Blackboard course
2. Enter '**Build**' mode by clicking on the tab in the top left hand corner



3. Click the '**Add Content Link**' button and select '**Turnitin UK Assignment**' from the list that appears



4. Enter a title for the new assignment and click '**Create Turnitin UK Assignment**'. At this point a new page should appear where the details of the new assignment can be set.

A screenshot of the 'new assignment' form in Blackboard. The form is titled 'new assignment' and is divided into two main sections: 'general' and 'dates'.
The 'general' section includes:

- 'create a new' dropdown menu set to 'paper assignment'.
- 'assignment title' text box containing 'Turnitin Assignment' with a green checkmark.
- 'point value' text box containing '100' with a green checkmark.

The 'dates' section includes:

- 'start date' dropdowns for month (Jul), day (28), and year (2009), with time set to 8:37 AM.
- 'due date' dropdowns for month (Aug), day (4), and year (2009), with time set to 11:59 PM.
- 'post date' dropdowns for month (Aug), day (5), and year (2009), with time set to 12:00 AM.

A yellow note box at the bottom of the 'dates' section reads: 'NOTE: In Vista/CE6 the post date relates to the availability of GradeMark papers only and has no bearing on when grades are posted to the Vista/CE6 Gradebook.'

1.4 General options

1. The first choice is to **'Create a new'**. Choose **'Paper assignment'** from the drop down box. Note that it is also possible to create a **'Revision assignment'** - This setting will allow a student to submit a paper that develops over time without Turnitin reporting subsequent submissions as 100% plagiarised.
2. Enter a title for the assignment in the **'Assignment title'** box. A green tick should appear next to the box.
3. Enter **'100'** in the **'Point value'** box. A green tick should appear next to the box. This is the maximum mark for an assignment.

1.5 Date options

There are three dates that need to be set carefully.

1. The **'Start date'** is the date when submissions can be made to this assignment.
2. The **'Due date'** is the last date when submissions should be made by students. If submissions are accepted after this date they will be marked as being late.
3. The **'Post date'** is the date when students will be able to see their marks and feedback. This is also the date when anonymity is turned off for the assignment.

1.6 More options

Click on **'More options'** and you should see the screen below. These options define how the assignment will work.

1. Type instructions for the assignment into the first text box. These will be the only instructions presented to the student, so they should identify everything that the student is required to do in order to complete this assignment.
2. Set the **'Generate originality reports for submissions'** option to **'Yes'**. This will ensure that originality reports are created automatically.
3. Set the **'Generate originality reports for student submissions'** option to **'On due date'**. This will ensure that tutors will have access to originality reports as soon as possible after the due date.
4. Set the bibliography, quotations and small matches to be included by default.
5. Set the **'Allow students to see originality reports?'** option to **'No'**. If this was set to **'Yes'** it would allow students to submit their work a number of times, receiving their own originality reports every 24 hours. This setting can be used as part of a controlled process to help students to understand how Turnitin works.
6. Set **'Allow submissions after the due date?'** to **'Yes'**. Any work that is submitted late has the date recorded and the appropriate penalties can be applied by the marker.
7. Set **'Enable anonymous marking'** to **'Yes'**

8. The **'Submit papers to'** option should be set to **'Standard paper repository'**. This ensures that the submission is stored by Turnitin and checked against all future submissions to the system.
9. Ensure that all the **'Search options'** are ticked to check all possible documents for originality.

close options

Enter special instructions

Would you like to select a QuickMark set?

no

Generate Originality Reports for submissions?

yes
 no

Generate Originality Reports for student submissions

immediately first report is final

Exclude bibliographic materials from Similarity Index for all papers in this assignment?
Bibliographic materials can also be included and excluded when viewing the Originality Report. This setting cannot be modified after the first paper has been submitted.

yes
 no

Exclude quoted materials from Similarity Index for all papers in this assignment?
Quoted materials can also be included and excluded when viewing the Originality Report. This setting cannot be modified after the first paper has been submitted.

yes
 no

Exclude small matches?

yes
 no

Allow students to see Originality Reports?

yes
 no

Allow submissions after the due date?

yes
 no

Enable anonymous marking?

yes
 no

Submit papers to:

standard paper repository

Search options:

student paper repository

institution paper repository

current and archived internet

periodicals, journals, & publications

submit

Finally, click **'Submit'** and the assignment will be set up in Blackboard, ready for submissions. You should see this icon appear in the Blackboard course:



1.7 Creating a 'signed' declaration

When submitting assessed coursework, most schools require students to sign a declaration that:

- a) The work they have submitted is their own work
- b) They have read and understood the University's *'Policy on Academic Malpractice'*

As it is not possible to submit a signature online, an alternative method has to be used. To achieve this, we can use Blackboard's assessment and selective release tools to control access to the assignment submission.

Firstly, a Blackboard quiz can be used to ask the two questions above. The fact that the student has answered 'Yes' to both questions will be recorded in Blackboard's Gradebook. Once the student agrees to both of the statements, Blackboard's selective release tool can be used to make the Turnitin assignment available to the student.

1.7.1 Creating the Quiz

Create an empty quiz

1. Click **'Assessments'** in the left hand menu
2. Click **'Create assessment'**
3. Fill in the title of the quiz
4. In the description box type the following:
"To access the assignment you must first answer the questions here. The assignment will then be released to you."
5. Click **'Save and add questions'**

Add Question 1

6. Click **'Create questions'** and select **'Multiple choice'**
7. Fill in the title then add the following text in the **'Question text'** box
"Do you agree that the work that you submit to this assignment will be your own work?"
8. In the Answers section ensure that **'Select mode'** is set to **'One answer'**
9. In **'Answer 1'** tick the **'Correct response'** button and type the word **'Yes'** in the box below
10. In **'Answer 2'** type the word **'No'** in the box below
11. In the Answer 2 feedback box enter the following text
"You will not be able to access the assignment unless the work you submit is your own work."
12. At the bottom of the screen in the **'Settings'** section, set the **'Answer layout'** to **'Horizontal'**
13. Click **'Save'**

Add Question 2

14. Click **'Create questions'** and select **'Multiple choice'**
15. Fill in the title then add the following text in the **'Question text'** box
"Do you agree that you have read and understood the University's 'Policy on Academic Malpractice?'"

16. In the Answers section ensure that 'Select mode' is set to 'One answer'
17. In 'Answer 1' tick the 'Correct response' button and type the word 'Yes' in the box below
18. In 'Answer 2' type the word 'No' in the box below
19. In the Answer 2 feedback box enter the following text

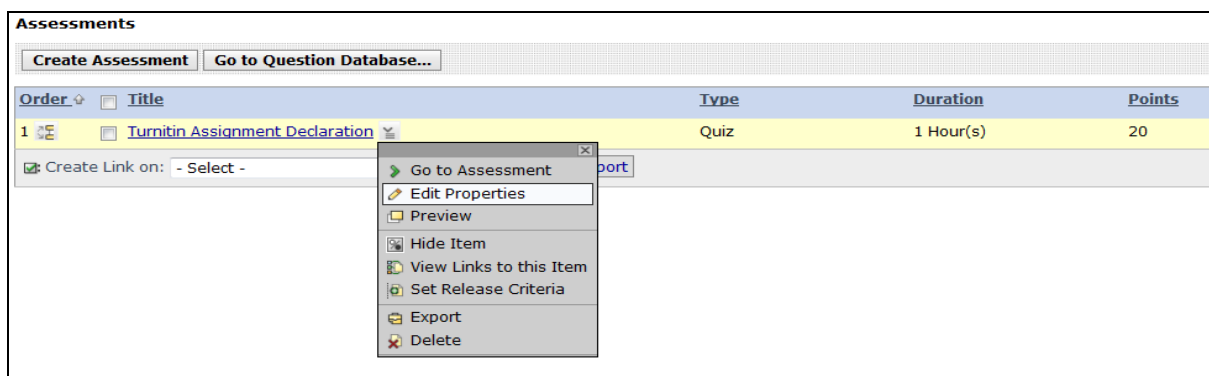
“You will not be able to access the assignment unless you have read and understood the University’s ‘Policy on Academic Malpractice.’”

20. At the bottom of the screen in the 'Settings' section, set the 'Answer layout' to 'Horizontal'
21. Click 'Save'

1.7.2 Setting the quiz options

Before students can access the quiz a number of things have to be set to make the quiz available. This includes making the quiz visible, setting the dates/times for it to be available, ensuring that they can take the quiz as many times as they wish and not restricting how long they have to answer the questions.

1. Click on 'Assessments' in the left hand menu and you should see a list of assessments on the course, including the one that you have just created. Note down the number of points associated with your quiz – this will be used later.
2. Click the action button to the right of the quiz name and select 'Edit properties'



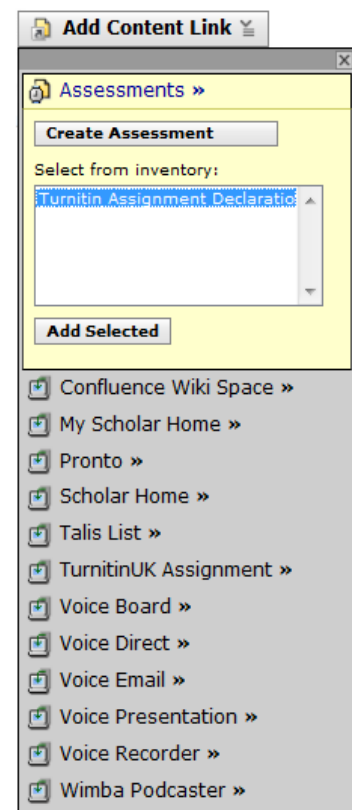
3. In the screen that appears, a variety of settings are available for the quiz.
4. For 'Item visibility' select 'Show item'
5. Under 'Duration' select 'Unlimited'
6. Under 'Attempts' select 'Unlimited' for 'Allowed attempts'
7. Click on 'Dates available'.
 - a. Set the 'Start time' to the first day that the assignment will be available.
 - b. Set the 'End time' to 'Unlimited'
8. Click on 'Custom instructions' and type the following in the text box:

“In order for the assignment to be released you must confirm that you will only submit work that is your own and that you have read and understood the University’s policy regarding academic malpractice. Once you have confirmed this the assignment will become available.”

1.7.3 Placing the Quiz next to the Assignment

The quiz and the assignment should appear in the same place in the Blackboard course. The following steps will make the quiz appear in the appropriate place.

1. Navigate to the Turnitin assignment that you created
2. Click on **'Add content link'** and select **'Assessments'**
3. Select the quiz you created in the list and click **'Add selected'**
4. An icon representing the quiz should appear



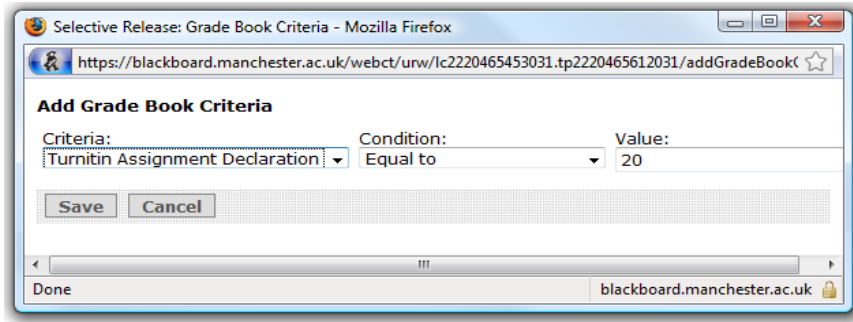
1.7.4 Restricting Access to the Assignment

The final stage is to link the quiz results with the Turnitin assignment. When a student takes the quiz their score will be recorded in Blackboard's Gradebook. We can use the *Selective release* tool to check the score in Gradebook and use the score as the basis for whether the Turnitin assignment will be visible to the student.

1. Click on **'Selective Release'** on the left hand menu. A 'map' of the Blackboard course will appear.
2. Expand the hierarchy until you find the Turnitin assignment that you created earlier
3. Click **'Set Release Criteria'** next to the Turnitin Assignment

Title	Linked to	Release Criteria
Home Page		
1 Creating a Turnitin Assignment		Hide Item Set Release Criteria
2 Working with Originality Reports		Hide Item Set Release Criteria
2 Working with Originality Reports - Handout	2 Working with Originality Reports - Handout	Hide Item Set Release Criteria
Part 1 - Submitting documents		Hide Item Set Release Criteria
Turnitin Submission	Turnitin Submission	Hide Item Set Release Criteria
Turnitin Assignment Declaration	Turnitin Assignment Declaration	Hide Item Set Release Criteria
Part 2 - Examining originality reports		Hide Item Set Release Criteria
3 Online Marking and Feedback with Grademark		Hide Item Set Release Criteria
4 The Student's View		Hide Item Set Release Criteria

4. On the next screen click **'Add Grade Book Criteria'** and a new window will appear where the criteria can be set
 - a. In the **'Criteria'** select the name of the quiz that you created
 - b. In **'Condition'** select **'Equal to'**
 - c. In the **'Value'** enter the number of points that were associated with your quiz



- d. Click **'Save'**
- e. The release criteria will appear in the right hand column

Title	Linked to	Release Criteria
Home Page		
1 Creating a Turnitin Assignment		Hide Item Set Release Criteria
2 Working with Originality Reports		Hide Item Set Release Criteria
2 Working with Originality Reports - Handout	2 Working with Originality Reports - Handout	Hide Item Set Release Criteria
Part 1 - Submitting documents		Hide Item Set Release Criteria
Turnitin Assignment Declaration	Turnitin Assignment Declaration	Hide Item Set Release Criteria
Turnitin Submission	Turnitin Submission	Hide Item Turnitin Assignment Declarati...
Part 2 - Examining originality reports		Hide Item Set Release Criteria
3 Online Marking and Feedback with Grademark		Hide Item Set Release Criteria
4 The Student's View		Hide Item Set Release Criteria

5. Now, the Turnitin assignment will not be available until the student answers 'yes' to both questions in the quiz

1.8 Denying Auditor Access

Currently, students can get access to auditor accounts in Blackboard. These accounts are intended to allow students to look at other courses but, by default, they will also be given access to Turnitin assignments. This could allow students to anonymously access Turnitin and possibly obtain originality reports that they are not entitled to.

The following steps can be taken to prevent auditors accessing Turnitin assignments:

1. Click **'Selective release'** on the left hand menu
2. Navigate to the quiz used for the student's declaration and click **'Set release criteria'**
3. Select **'Add Grade Book Criteria'**
4. In the dialog box that appears
 - a. Set the criteria to **'role'**
 - b. Set the condition to **'not equal to'**
 - c. Set the value to **'Auditor'**



This should now prevent anyone with an auditor role from seeing both the signed declaration and, consequently, the Turnitin assignment.

1.9 Revision Assignments

Revision assignments can be set up in Turnitin to enable the drafting process to be undertaken. In this process, the second draft of a paper would normally have a lot in common with the first draft. If paper assignments are used to submit both pieces of work, the second submission will have a very high proportion of non-original material reported, as it matches the contents of the first paper. Use of revision assignments allows the student to submit, revise and re-submit their work without these erroneous originality reports being generated.


To set up a revision assignment, select **'Revision Assignment'** instead of **'Paper Assignment'** and you will see the following dialog box.


create a new revision assignment


creating a new
revision assignment ▼

based on paper assignment
▼

point value
□

start date: Jul ▼ 13 ▼ 2009 ▼  at 10 ▼ : 55 ▼ AM ▼

due date: Jul ▼ 20 ▼ 2009 ▼  at 11 ▼ : 59 ▼ PM ▼

post date: Jul ▼ 21 ▼ 2009 ▼  at 12 ▼ : 00 ▼ AM ▼

NOTE: For assignments with Anonymous Marking enabled, the post date determines when grades are posted to the Vista/CE6 Gradebook and when the author names are made available.
Otherwise, in Vista/CE6, the post date relates to the availability of GradeMark papers only and has no bearing on when grades are posted to the Vista/CE6 Gradebook.

enter special instructions (optional):
□

generate Originality Reports for student submissions:
immediately (first report is final) ▼

allow students to see Originality Reports?
 yes
 no

submit

One new option appears that is not available for paper assignments, called **'based on paper assignment'**. This links to an existing paper assignment and ensures that the originality reports generated for revision assignments do not compare a submission with previous versions of the same document.

1.10 Instructions to students

It is important to ensure that students receive accurate instructions for how to use Turnitin for assignment submission and also for viewing feedback.

A standard set of instructions will be published on the University's eLearning website.

<http://www.campus.manchester.ac.uk/elearning>

As the features, interface and University policies change this document will be updated, so the latest version should be downloaded each time an assignment is set up.

1.11 Contingency Plans

The University's Assessment Framework states that *"Schools must develop contingency plans and backup systems in the event of technical difficulties for the submission of assessed work"*.

Contingency plans should be agreed between academics, school administrators and Faculty eLearning Teams before the start date of the assignment.

1.11.1 Recommended contingency plans

In most circumstances the following contingency plans will be appropriate, but these are only recommendations.

1. **Deadline extension**

This is suitable if the Turnitin service is not available during the submission period. A deadline extension is the easiest and most preferred option available. Students still submit their own work and no technical changes are necessary to the assignment submission, other than the alteration of dates.

2. **Blackboard assignment submission**

This is suitable if the Turnitin service is not available during the submission period, but a deadline extension is not possible or not appropriate. In this case an alternative submission route is necessary. The easiest way to do this is by creating a back-up assignment submission in Blackboard. Students can submit their work to the Blackboard assignment and, if necessary, the work can be uploaded to Turnitin by a staff member when the system is working again.

Whatever contingency plans are decided on by a school the Faculty eLearning Team **must** be involved. They will be able to provide warnings on problems that may be about to occur and will need to be involved in implementing some of the plans.

1.11.2 Contingency communication plans

If contingency plans are going to be implemented they need to be agreed by academics, administrators and e-learning teams. Once the appropriate level of contingency has been identified

it needs to be communicated to the students affected by the decision. Again, this is a school responsibility and as each school operates in a different manner it is not possible to recommend a standard communication plan.

2. Running a Turnitin Assignment

<input type="checkbox"/>	author	title	report view detail	grade	grademark	file	paper ID	date
<input type="checkbox"/>	Anonymous Marking Enabled	Plagiarism in the UK Higher Education Se...		81%	--		4210484	08-09-09
<input type="checkbox"/>	Anonymous Marking Enabled	Plagiarism in the UK Higher Education Se...		61%	--		4210483	08-09-09
<input type="checkbox"/>	Anonymous Marking Enabled	Plagiarism in the UK Higher Education Se...		36%	--		4210482	08-09-09
<input type="checkbox"/>	Anonymous Marking Enabled	Plagiarism in the UK Higher Education Se...		19%	--		4210481	08-09-09
<input type="checkbox"/>	Anonymous Marking Enabled	Plagiarism in the UK Higher Education Se...		0%	--		4210480	08-09-09
	Anonymous Marking Enabled	-- no submission --		--	--	--	--	--
	Anonymous Marking Enabled	-- no submission --		--	--	--	--	--
	Anonymous Marking Enabled	-- no submission --		--	--	--	--	--

Figure 1 - The Turnitin Inbox

2.1 Anonymity

University policies require anonymity wherever possible in the process of assessment. It is desirable for assignment submission and compulsory for the marking process. Turnitin automatically runs assignments anonymously.

Throughout the submission and marking process authors of all submissions have their names replaced with 'Anonymous marking enabled'. This continues until the post date, when anonymity is automatically removed and feedback is automatically provided to the students.

However, there may be occasions where a submitter needs to be identified and a mechanism is provided to de-anonymise a submission. An academic or school administrator can click on the '**Anonymous marking enabled**' button to turn off anonymity. This process requires a reason to then be given, and this is recorded along with the identity of the person that disables the anonymity. Once completed, the name of the student will appear.

NB: This mechanism should be used only when absolutely necessary. A preferred solution is identified in the '**Non-submissions**' section below.

2.2 Roster Sync

The '**Roster Sync**' button ensures that all students registered on the Blackboard course can submit to Turnitin. The '**Roster Sync**' button should be pressed one week before the due date **and** one day before the due date. A student that is not registered with the Turnitin assignment will **not** be able to submit any work.

2.3 Non-submissions

Where school administrators wish to identify students that have not submitted work to an assignment, there is a problem – you can only disable anonymity for students that have already submitted work!

To circumvent this, students should be asked to begin the title of their submission with their identity number.

2.4 Late submissions

When students have submitted their work after the due date, the date shown in the inbox will be coloured red. It would be most practical if the marker applied late submission penalties as part of the anonymous marking process, but it is recognised that it is often school administrators that perform this task.

To identify which students have submitted late:

1. Go to the Turnitin inbox
2. Scroll down the list of submissions
3. Where a submission date is coloured red
 - a. Note the ID number at the beginning of the submission's title
 - b. Note the date that the work was submitted.

If late submission penalties are to be applied by administrators rather than markers, it is probably better to do this in Blackboard's Gradebook, once the post date has been reached. Further details are provided in the section on *'Handling marks and feedback'*.

2.5 Accidental Submissions

If a paper is submitted more than once or if a paper is accidentally submitted to Turnitin, it may need to be removed from 2 places: the Turnitin Inbox and the Turnitin Repository. Removing submissions from the inbox is straightforward but the repository is a little more difficult.

The following process must be followed to delete a submission if an originality report has already been generated:

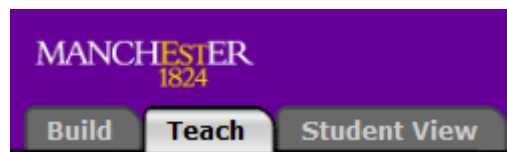
1. Note the **'Paper ID'** shown in the inbox, next to the date
2. Submit a request for the paper ID to be removed into the Remedy / ARS system. This request will be passed on to Turnitin.
3. Click the box to the left of the **'Anonymous marking enabled'** button and then click **'Delete'**
4. When you are informed that the submission has been removed from the repository, inform the student that they can safely submit their work again.

It is vital that this process is followed strictly, otherwise the originality report for the work may state that the work is 100% plagiarised.

2.6 Staff Uploads

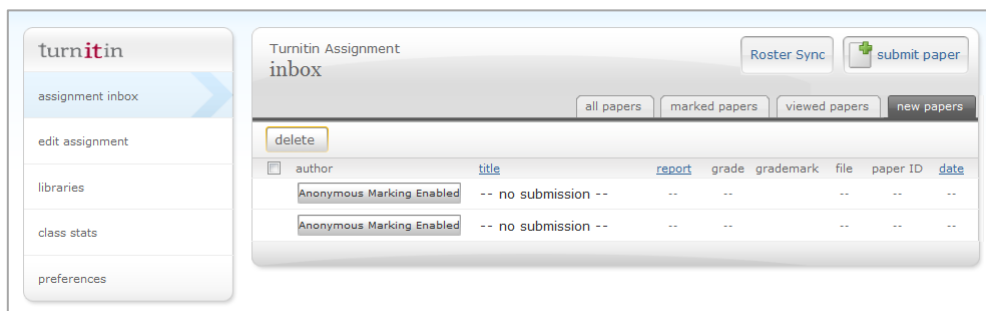
Whilst it is preferable for students to upload their own work, it may sometimes be necessary for staff to upload work from students. This can be done by any member of staff that is added to the Blackboard course as an *Instructor* or *Teaching Assistant*.

1. Click the **'Teach'** tab.

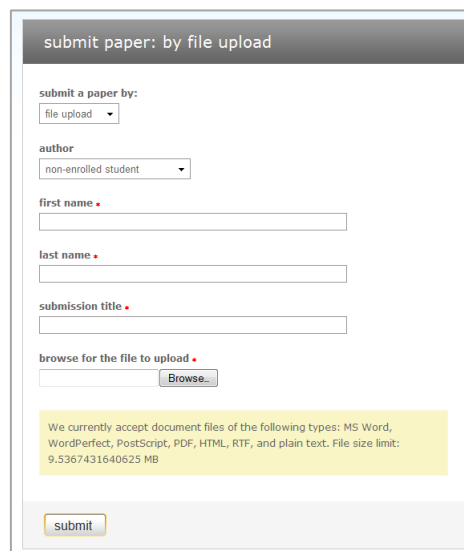


Once an assignment has been created for Turnitin it can only be used in the **'Teach'** tab. If you attempt to access it in the **'Build'** tab you will receive an error message.

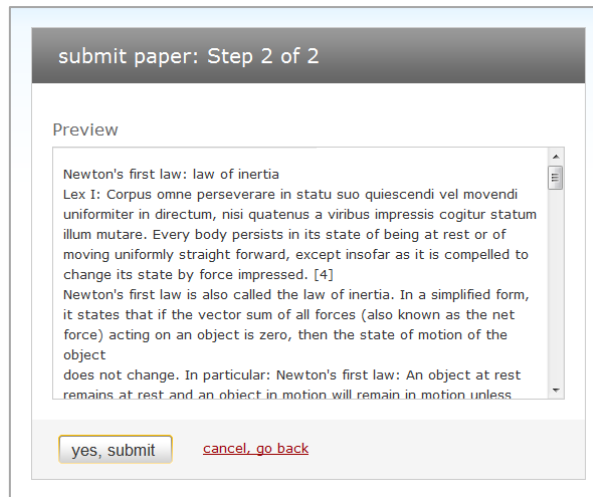
2. Click on the icon that was created for your Turnitin assignment. You should see the screen below. Students will see a similar (but slightly different) screen when they submit their own work. Note that author names are replaced with **'Anonymous marking enabled'**.



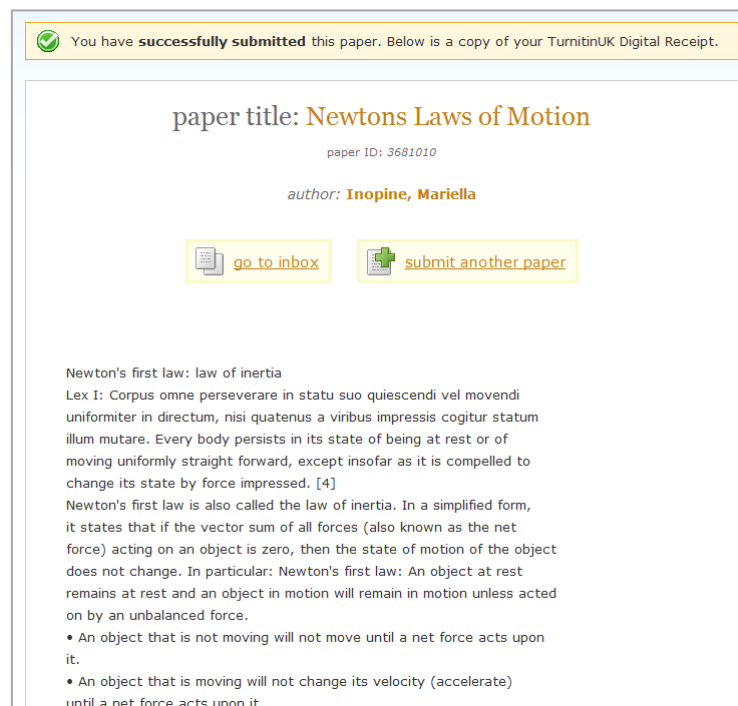
3. Click the **'Submit paper'** button in the top right hand corner. The screen below should appear.



4. Leave the first option as **'File upload'**.
5. For the **'Author'** option, click the drop-down box and you should see a list of enrolled students. Select any of the names except **'non-enrolled student'**. The selected student's names should appear in the next two boxes
6. The title of the document should be entered into the **'Submission title'** box.
7. Click **'Browse'** and select the document you want to submit to Turnitin.



8. Click **'Submit'** and the screen below should appear, showing the contents of the submission.
9. Click **'Yes, submit'**. You should be presented with a digital receipt (like the one below) for the upload showing the contents of the submission.



10. Click **'Go to inbox'** and the title of the submission that was uploaded should be visible.

2.6.1 Uploading Zip files

If uploading a large number of assignments, it is often faster and more convenient to choose the **'zip file'** option.

This option allows the upload of a zip file containing a number of submissions. When a zip file is uploaded you are presented with a separate dialog box (below) where submissions can be matched to authors and titles can be entered for each submission.

submit paper: by zip file (step 2 of 3)

Summary

total files 5

rejected files: 0

File Submission Preview (editing fields is not required)

submit	file	accepted?	student	last name	first name	title
<input checked="" type="checkbox"/>	Plagiarism_in_the_UK_Higher_Ed...	yes	non-enrolled student			
<input checked="" type="checkbox"/>	Plagiarism_in_the_UK_Higher_Ed...	yes	non-enrolled student			
<input checked="" type="checkbox"/>	Plagiarism_in_the_UK_Higher_Ed...	yes	non-enrolled student			
<input checked="" type="checkbox"/>	Plagiarism_in_the_UK_Higher_Ed...	yes	non-enrolled student			
<input checked="" type="checkbox"/>	Plagiarism_in_the_UK_Higher_Ed...	yes	non-enrolled student			

submit [go back](#)

To create a suitable zip file for upload in Windows:

1. Click on **'My Computer'** and navigate to the submissions.
2. Select all the submission documents
3. Right click and from the pop up menu select **Send to > Compressed (zipped) Folder**
4. A zip file will appear
5. Rename the zip file to something appropriate by right clicking on it and selecting **Rename**

NOTE: You should ensure that your zip file does not include several levels of folders before you reach the submission documents themselves, as Turnitin will not find them. Instead it will report an error that the zip file does not contain any documents.

2.7 Turnitin service is not available

If the service is not available a judgement should be made by the academic, school administrators and eLearning team about whether it is necessary to implement a contingency plan used by the school. If a contingency plan is implemented, it must be communicated effectively to the students.

3. Handling Marks and Feedback

Whilst the provision of marks and feedback is the responsibility of academic staff, administrators have normally been involved in the processes following the assignment deadline. The use of Blackboard and Turnitin can assist these processes to some extent.

3.1 Multiple Markers

There are a variety of requirements for marking that vary from school to school and the type of work being assessed.

3.1.1 Shared marking

This is fully supported by Turnitin and Grademark. Markers need to be registered on the Blackboard course as Instructors or Teaching Assistants. They will then be able to enter the Turnitin assignment and start Grademark by clicking on one of the red apple icons in the inbox. Several markers can work simultaneously.

3.1.2 Second marking (moderation) and external examiners

Moderation functions similarly to shared marking, except that the moderator only needs to view the marks awarded and feedback provided. If necessary, moderators could add comments in the general comments section, though it is strongly recommended that they should clearly identify those comments as being from the moderator. External examiners can operate in the same manner as moderators.

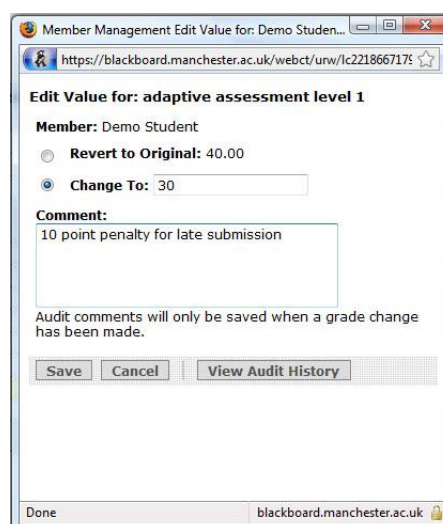
3.1.3 Second marking (double blind)

Double blind marking is **not** possible in Turnitin/Grademark. Several markers can work on the same document but there would be no way of differentiating who applied which mark. All markers would also be able to view previous markers contributions.

3.2 Recording marks and applying penalties

When marks are awarded in Turnitin/Grademark they are automatically fed into Blackboard's Gradebook. This process occurs on the post date that was defined during the assignment set up. Once the grades are in the Gradebook it is straightforward to modify marks, applying late submission penalties etc.

1. Enter **'Teach'** mode
2. Click on **'Gradebook'** on the left hand side
3. Click on the mark that needs to be modified
4. Enter the new mark
5. Enter a comment explaining why the mark has been changed.
6. Click **'Save'**



3.3 Return of work

All work that has been marked in Grademark will be automatically returned to the student on the post date. There is no need for school administrators to be involved in this process.

3.4 Retention of work

As a matter of routine, Blackboard courses are archived to satisfy a number of requirements. Unfortunately, as Turnitin is a separate system to Blackboard, the archiving of Blackboard courses does not archive submissions to Turnitin. Further to this, when an archived Blackboard course is restored, the link to a Turnitin assignment will no longer work.

In order to overcome these shortcomings, a different approach must be taken with Turnitin submissions. Possible solutions are outlined below

3.4.1 Paper submissions

Students could be required to submit a paper copy of their work in addition to their online submission. These paper copies could be used for archiving.

3.4.2 Downloads from Grademark

Downloading the submissions and archiving them digitally is probably the preferred solution, but there are several possibilities here too:

3.4.2.1 Download original submissions

The documents submitted by the student can be downloaded from within the Turnitin inbox by clicking the button in the **'File'** column. These downloads will **not** contain and marks or feedback, just the original submission. This process has to be carried out one file at a time.

3.4.2.2 Download submission with feedback and marks

This is achieved by printing from Grademark. When the print options dialog box appears you can choose to print to a pdf file rather than an actual printer. This process has to be carried out one file at a time and may require the installation of software to allow printing to pdf's. Consequently, this task is better performed by the marker as part of the marking process.

3.4.2.3 Bulk download

This option becomes available when the post date for an assignment has passed. Currently, the bulk download will only download the original submission from the student, so it will not include any feedback or marks that the marker has applied in Grademark, but that is expected to change in the coming year.

To perform a bulk download, go to the Turnitin Inbox and click the tick boxes to the left of each submission (or the tick box at the top of the inbox to select all submissions at once). Once the submissions have been selected, simply click the **'Download'** button and select where you wish the download to be stored. All submissions will be zipped into one file for easy storage. It is recommended that this is named with the course code, assignment name and academic year, e.g. **'COMP12345_assignment2_0809'**.

3.4.3 Re-establishment of Turnitin assignments

Whilst it is problematic, it is possible to re-establish the link between a Blackboard course and a Turnitin assignment.

In order to achieve this, you must record at least one **Paper ID** (provided on the right hand side of the inbox) from the assignment. This will be forwarded to Turnitin for them to re-establish the link and may take some time to achieve.

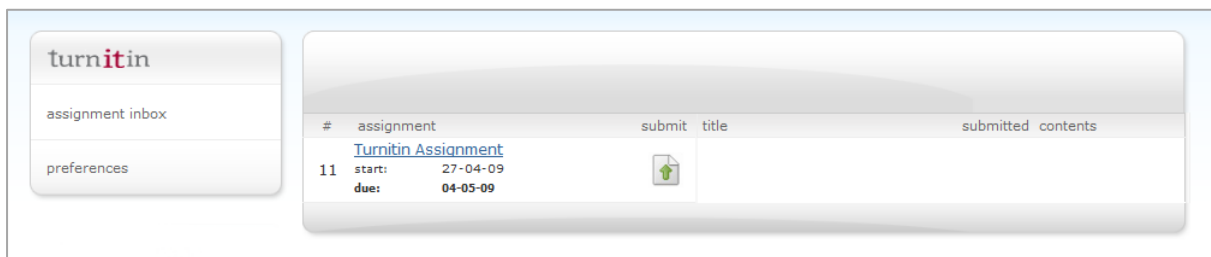
4. The Academic's View of Turnitin

Academics will have the same view of Turnitin as school administrators – Turnitin does not differentiate between the two roles. The main difference is that administrators will not normally enter Grademark as this tool is intended purely for the application of marks and feedback.

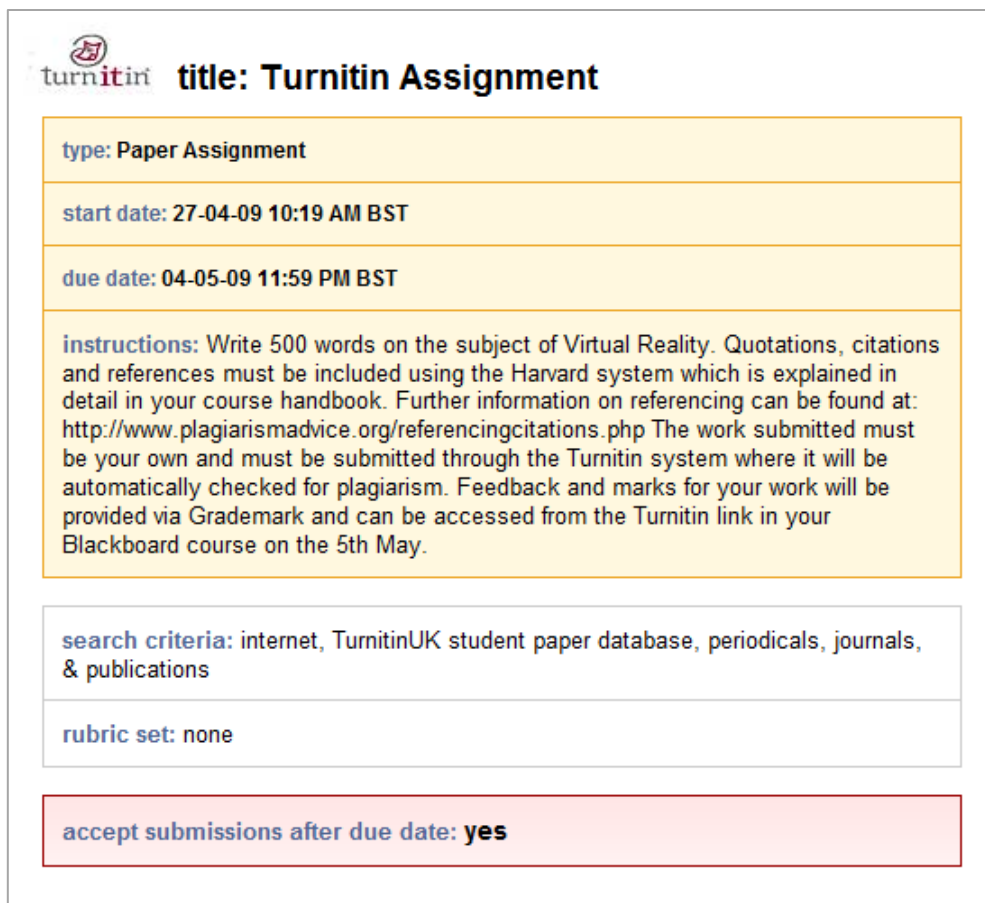
5. The Student's View of Turnitin

5.1 Viewing the assignment

When a Turnitin assignment is available, students will see the view below.



By clicking on the assignment title the student can see the full details of what is required for the assignment.

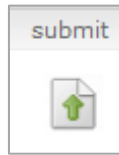


The screenshot shows the Turnitin assignment details page. At the top left is the Turnitin logo. The title is 'title: Turnitin Assignment'. Below this are several sections:

- type:** Paper Assignment
- start date:** 27-04-09 10:19 AM BST
- due date:** 04-05-09 11:59 PM BST
- instructions:** Write 500 words on the subject of Virtual Reality. Quotations, citations and references must be included using the Harvard system which is explained in detail in your course handbook. Further information on referencing can be found at: <http://www.plagiarismadvice.org/referencingcitations.php> The work submitted must be your own and must be submitted through the Turnitin system where it will be automatically checked for plagiarism. Feedback and marks for your work will be provided via Grademark and can be accessed from the Turnitin link in your Blackboard course on the 5th May.
- search criteria:** internet, TurnitinUK student paper database, periodicals, journals, & publications
- rubric set:** none
- accept submissions after due date:** yes

5.2 Submitting work

To submit a piece of work the student needs to click the submit button.



The student will need to enter a title for the submission and select the document file by clicking **'Browse'**. Uploaded documents can be in a variety of formats including ***.doc** and ***.pdf**.

A screenshot of a web form titled "submit paper: by file upload". The form contains several input fields and a dropdown menu. At the top, there is a dropdown menu labeled "submit a paper by:" with "file upload" selected. Below this are three text input fields: "first name" (containing "Leanne"), "last name" (containing "test"), and "submission title" (containing "Virtual Reality"). There is also a "browse for the file to upload" section with a text input field containing "P:\turnitin\test document" and a "Browse..." button. A yellow highlighted box contains the text: "We currently accept document files of the following types: MS Word, WordPerfect, PostScript, PDF, HTML, RTF, and plain text. File size limit: 9,5367431640625 MB". At the bottom of the form is a "submit" button.

Students have a final chance to check that the uploaded document is correct with the preview. If everything is acceptable they click **'Yes, submit'**.

A screenshot of a web form titled "submit paper: Step 2 of 2". The form is a preview of the document. It has a "Preview" section with a scrollable text area containing the text: "Virtual Reality
Virtual reality (VR) is essentially a novel form of human-computer interaction allowing the user to interact with a virtual world in a relatively natural way. The widely held perception of VR is one of a user standing in an empty room wearing a helmet mounted display and gloves that are all connected to a computer system. This view of VR is rapidly becoming outdated, with large scale display systems generally replacing helmet mounted displays. The helmet mounted display was originally conceived by Ivan Sutherland at Harvard in the late 1960s." Below the preview area are two buttons: "yes, submit" and "cancel, go back".

A digital receipt will be provided to the student. A copy of this should be emailed to the student, but they should print this out as evidence of submission, by pressing **CTRL- P**.

You have **successfully submitted** this paper. Below is a copy of your TurnitinUK Digital Receipt.

paper title: **Virtual Reality**

paper ID: 3726625

author: **Itest, Leanne**

[go to portfolio](#)

Virtual Reality

Virtual reality (VR) is essentially a novel form of human-computer interaction allowing the user to interact with a virtual world in a relatively natural way. The widely held perception of VR is one of a user standing in an empty room wearing a helmet mounted display and gloves that are all connected to a computer system.

This view of VR is rapidly becoming outdated, with large scale display systems generally replacing helmet mounted displays. The helmet mounted display was originally conceived by Ivan Sutherland at Harvard in the late 1960's but the weight of these headsets ultimately led to fatigue for the user.

The most common form of display now used for virtual reality is actually a standard monitor, though large scale displays have been developed in a wide variety of configurations including many projectors. These immersive displays are generally very costly, but result in a greater sense of presence for the user. Depending on the size of the installation, they can also permit collaboration with more than one user present inside the installation at the same time.

Sutherland once said of virtual reality "A display connected to a digital computer gives us a chance to gain familiarity with concepts not realizable in the physical world. It is a looking glass into a mathematical wonderland."

After submission the student will see the details of their own submission in Turnitin's Inbox. Note that a student will only see their own work – not work submitted by others.

turnitin

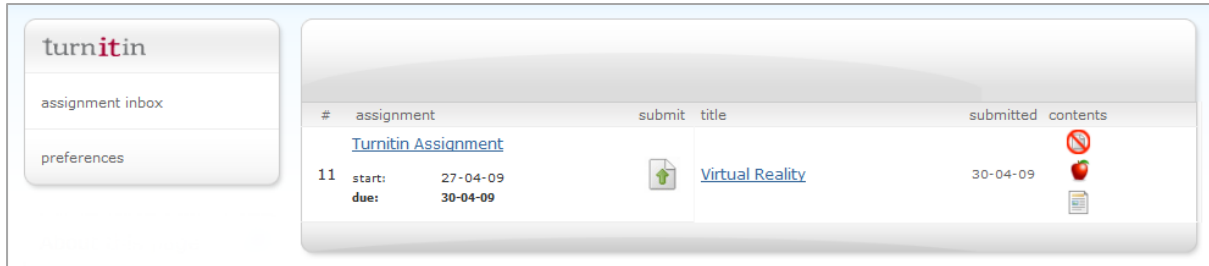
assignment inbox

preferences

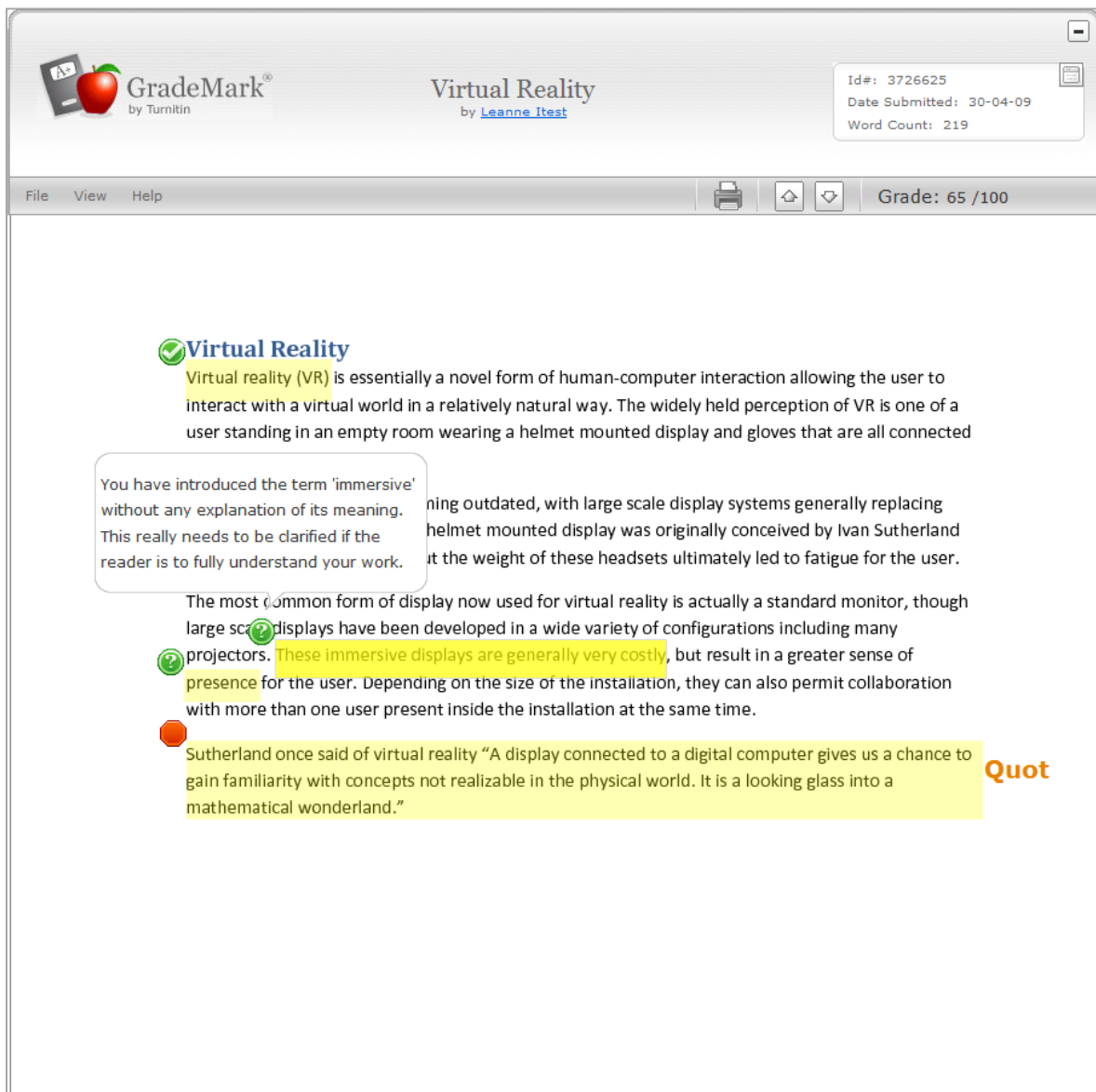
#	assignment	submit	title	submitted	contents
Turnitin Assignment					
11	start: 27-04-09 due: 04-05-09		Virtual Reality	30-04-09	

5.3 Viewing feedback and marks

After the '**Post date**' the student will be able to see the marks and feedback provided by the tutor. The availability of feedback is indicated by a red apple appearing to the right hand side of the submission in the Inbox.

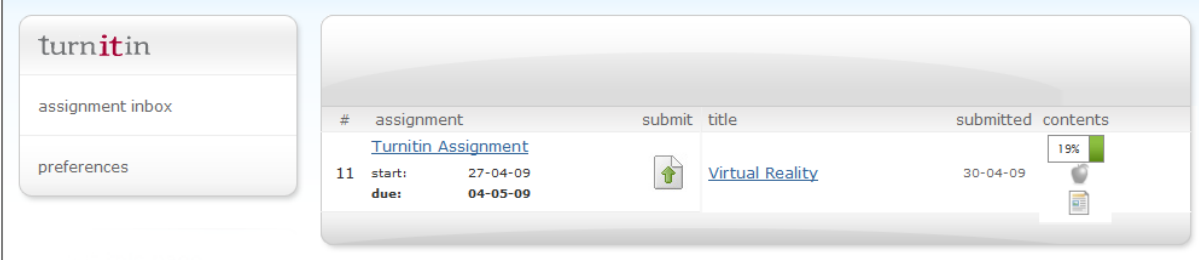


When the student clicks on the red apple Grademark will open and they will be able to view the feedback and marks online. They will also be able to print out the original document with feedback and marks applied.





5.4 Viewing an originality report

If students are permitted to view an originality report, they will first go through the standard procedure for submitting a piece of work. Once an originality report has been generated for the submission a percentage figure and coloured box will appear on the right hand side of the student's inbox.



The screenshot displays the Turnitin student interface. On the left is a sidebar with the Turnitin logo and navigation links for 'assignment inbox' and 'preferences'. The main area shows a table of assignments. The first entry is for 'Virtual Reality' with a 19% originality score, indicated by a green bar. The table includes columns for assignment details, submission status, and originality percentage.

#	assignment	submit	title	submitted	contents
11	Turnitin Assignment start: 27-04-09 due: 04-05-09		Virtual Reality	30-04-09	19% 

By clicking on the number or the coloured box, a standard originality report will be shown. This view will be exactly the same as the view presented to academics.

6. Support

Support for Turnitin and Grademark can be provided by Faculty eLearning Teams. They can be contacted by emailing elearning@manchester.ac.uk.

It is important to stay in contact with your Faculty eLearning Team when working with Turnitin and Grademark. They will provide support and advice, notify you of any problems being experienced with the system and will also be able to ensure that your critical dates are noted down and taken into account when maintenance of the computer systems is being planned.