



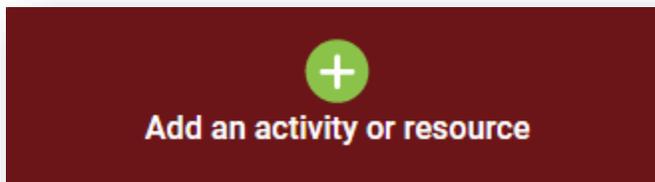
Instructor Guide

2017

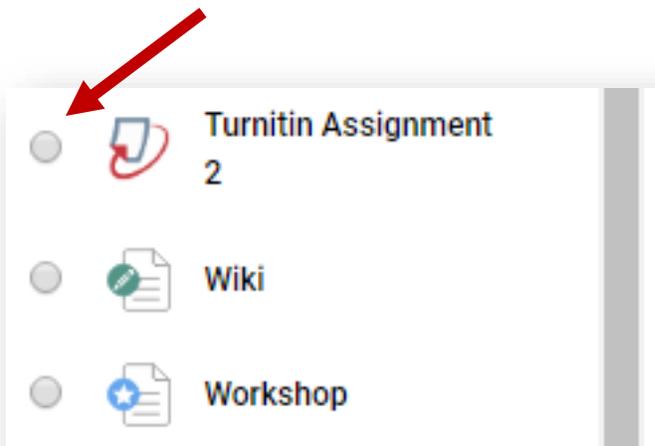
Setting up a Turnitin Assignment

Turnitin is a great tool to use for student revisions, peer reviews, and grading. The following guide provides an overview of the most important options when creating a Turnitin assignment in Moodle.

To add the assignment to your Moodle course, log into the course, scroll down and click the button **Add an Activity or Resource**.



Select **Turnitin Assignment 2** from the **Add an Activity or Resource** menu and click **Add** to add the assignment.



Provide a name for the assignment. You can also set the **Submission Type** to “File Upload” which means they will upload a word document file or “Text Submission” which means they copy and paste their submission, or “Any Submission Type” which means they can do either.

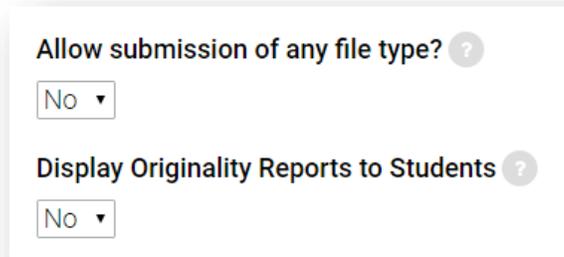
A screenshot of a Turnitin assignment configuration form. It features two main sections. The first section is labeled "Turnitin Assignment Name*" and contains a large, empty rectangular text input field. The second section is labeled "Submission Type*" and includes a small circular help icon with a question mark. Below this label is a dropdown menu currently displaying "Any Submission Type" with a downward-pointing arrow.

In most instances, **Number of Parts** will remain at 1. You may create a second part if the assignment has both a draft and final as one total submission. The only other instance where this might be helpful is accepting a **second** submission *before* the due date is if the **Generate reports immediately (resubmissions are not allowed)** is selected under **Report Generation Speed** in the right administrative menu, or any time **after a due date if the student has already submitted a paper**. A student can resubmit as many times as he/she feels necessary **until the due date**; however, after the date, it requires a second part or other instructor intervention for **resubmission**.

Number of Parts ?

A small dropdown menu box containing the number "1" and a downward-pointing arrow.

Submission Settings



Allow submission of any file type? ?
No ▾

Display Originality Reports to Students ?
No ▾

Allow submission of any file type: The option **No** is the **only** option that allows files that generate an originality report.

Display Originality Reports to Students: Choose **Yes** for students to be able view the similarity report for their submission. If you choose **No**, students will not be able to view similarity reports.

Grade Display: When scoring the paper you may choose to have the grade displayed at the top of the paper as a fraction or percentage.

Show grades as Percentage (e.g. 89%) ▾

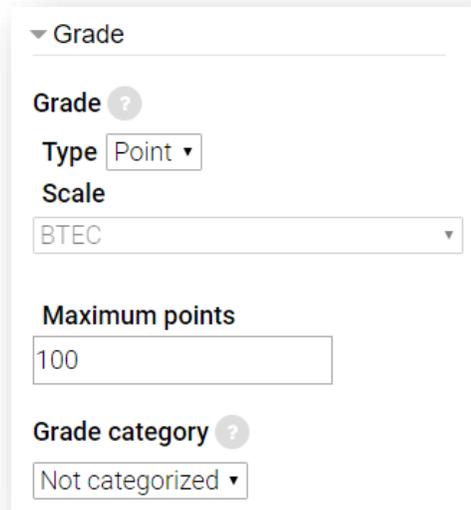
Show grades as Fraction (e.g. 89/100) ▾

Auto Refresh Grades/Scores: Yes, automatically refresh originality scores and grades ensures that Turnitin and Moodlerooms gradebook synchronize with each entry. **No, I will refresh originality scores and grades manually** requires that you use the refresh button frequently to ensure all submissions and changes synchronize between the Turnitin program and Moodlerooms gradebook.

Auto Refresh Grades / Scores ?

Yes, automatically refresh originality scores and grades ▾

**Right Side Menu:
Grade**

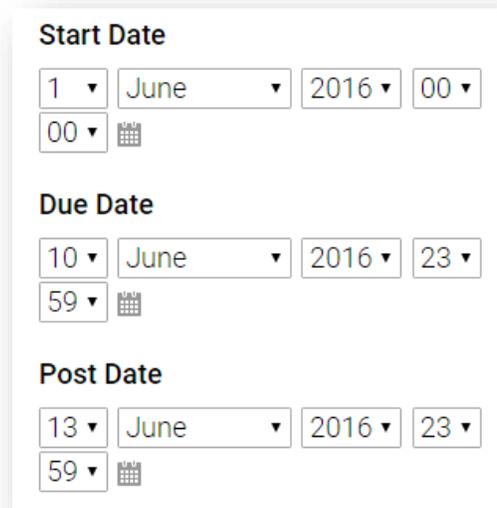


The image shows a 'Grade' configuration panel with the following fields:

- Grade** (with a help icon)
- Type** (dropdown menu set to 'Point')
- Scale** (dropdown menu set to 'BTEC')
- Maximum points** (text input field containing '100')
- Grade category** (with a help icon, dropdown menu set to 'Not categorized')

Choose **Point or Scale** under **Type** if you want the assignment to be listed in the gradebook automatically. Choose **None** under **Type** if you don't want the assignment to be listed in the gradebook. Enter the **maximum number of points** or **choose the scale** from the drop down menu to be used. Select the **grade category** (from the gradebook) for the assignment.

Assignment Dates



The screenshot shows a form with three sections for date selection:

- Start Date:** Includes dropdowns for day (1), month (June), year (2016), and time (00). Below is a second dropdown for time (00) and a calendar icon.
- Due Date:** Includes dropdowns for day (10), month (June), year (2016), and time (23). Below is a second dropdown for time (59) and a calendar icon.
- Post Date:** Includes dropdowns for day (13), month (June), year (2016), and time (23). Below is a second dropdown for time (59) and a calendar icon.

Start Date: the date and time when your students can submit their work.

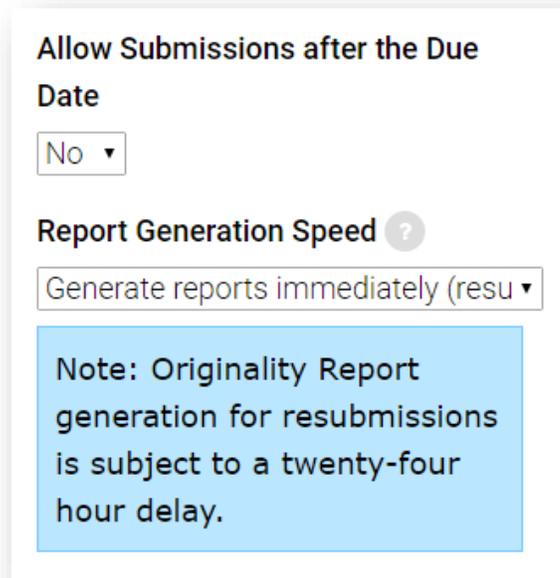
Due Date: the due date and time for the assignment.

Post Date: the date when students can see instructor feedback and ETS e-rater comments on their paper. They will also be able to see their grades if they are entered.

Note: If you have selected more than one part to the assignment – you will have these options for each of the parts.

Maximum Marks should reflect the maximum points set in grading.

Originality (Similarity) Report Options



Allow Submissions after the Due Date

Report Generation Speed ?

Note: Originality Report generation for resubmissions is subject to a twenty-four hour delay.

Allow Submissions after the Due Date: You can decide whether students can submit their work late. If you select No, students are unable to submit work without instructor intervention and assistance. If No is selected, students can submit their work via email to the instructor for uploading.

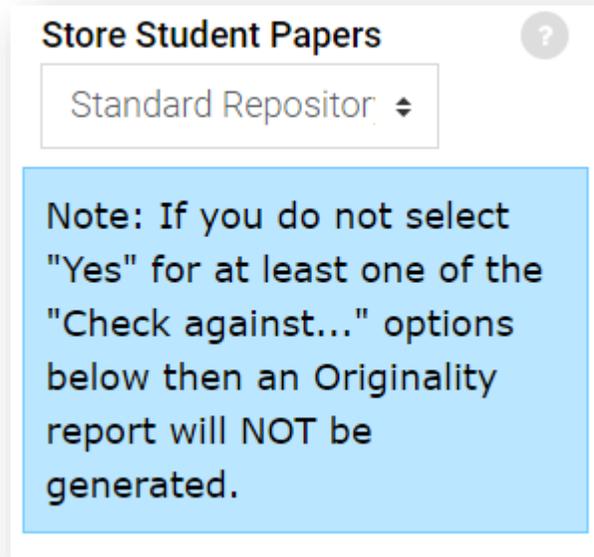
Report Generation Speed:

Generate reports immediately (resubmissions are not allowed): Students will see a similarity report when they submit their work, but they will not be able to resubmit a paper.

Generate reports immediately (resubmissions are allowed until due date): Students will see a similarity report when they submit their work, and they will be able to resubmit work until the due date.

Generate reports on due date (resubmissions are allowed until due date): Students will see one similarity report on their final submission on the due date.

Store Student Papers



Store Student Papers ?

Standard Repository ▾

Note: If you do not select "Yes" for at least one of the "Check against..." options below then an Originality report will NOT be generated.

Standard Repository/No Repository: Selecting Standard will allow the student's paper to be stored in the student repository. The benefit of this is that the paper can be checked against other submissions in this or previous classes. Selecting No Repository means that student papers will not be stored in the Turnitin student paper repository.

Check against stored student papers, Check against Internet, and Check against journals, periodicals and publications: Student papers will be checked against the Turnitin repository when processing Originality Reports. The similarity index percentage may decrease if these are deselected.

Exclude Bibliography ?
No ▾

Exclude Quoted Material ?
No ▾

Exclude Small Matches ?
0

Words ▾

Exclude Bibliography: This setting allows the instructor to choose to exclude text appearing in the bibliography, works cited, or references sections.

Exclude Quoted Material: This setting allows the instructor to choose to exclude text appearing in the quotes.

Exclude Small Matches: This setting allows the instructor to choose to exclude matches that are not of sufficient length (determined by the instructor) from being considered either by the number of words or percentage.

All three of these settings can be overridden in individual Originality Reports.

NOTE

It may take 24 hours for students to see a new similarity report.

GradeMark Options

GradeMark Options

Attach a rubric to this assignment

No rubric ▾

 [Launch Rubric Manager](#)

Note: students will be able to view attached rubrics and their content prior to submitting.

Enable e-rater grammar check

Yes ▾

ETS® Handbook

High School ▾

e-rater Dictionary

US English Dictionary ▾

Spelling-e-rater Categories

Grammar

Usage

Mechanics

Style

Attach a rubric to this assignment: If there are rubrics or scoring guides in the rubric manager library that you wish to attach, select the appropriate scoring guide/rubric from the drop down menu.

Enable e-rater grammar check: Select **Yes** to have automated comments left on your students' papers. As with any grammar check, these comments may not be accurate. Students will see ETS e-rater comments immediately after submitting their paper. Instructors do not have to take any action for students to see their e-rater comments.

ETS Handbook: Choose which ETS level for comments you'd like to be left on your students' papers (Advanced, High School, Middle School, Elementary School, or English Learners).

These options allow you to select what type of comments the ETS e-rater leaves on student papers: **Spelling, Grammar, Usage, Mechanics, or Style.**

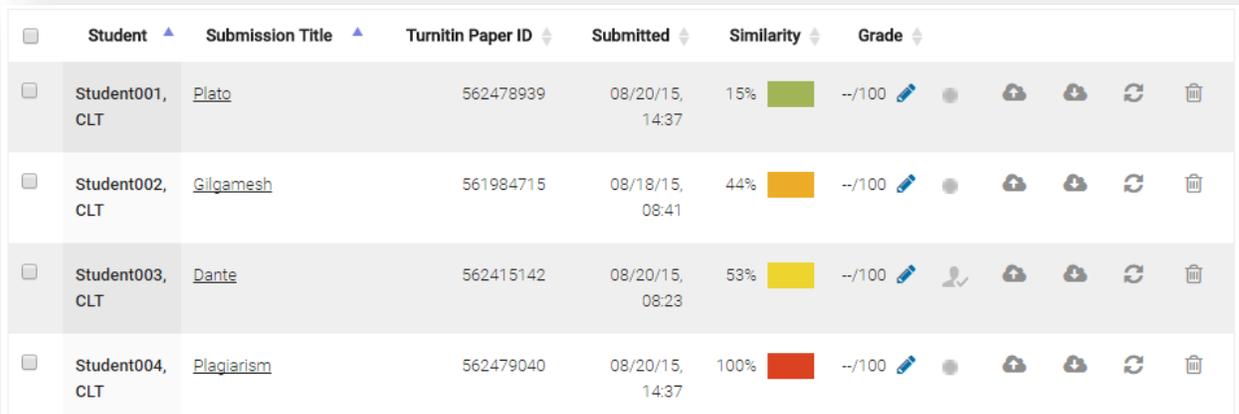
Select either **Save and return to course** or **Save and display** to save the assignment.

The other options in this side menu function as they do for all other Moodle assignments.

Reading Similarity Reports

The Similarity Report within Turnitin will show you any similarities between your student’s paper and outside sources (these may include Internet sources, journals, periodicals, publications, or another student’s work).

Open the course page, the topic where the Turnitin assignment is, and then the title of the Turnitin assignment to open the Turnitin assignment submissions page. Once you are within a Turnitin assignment submissions page, at the top of the page you will see the instructor box which shows the title of the assignment, start, due, and post dates as well as marks available and other options. At the bottom of the screen, you will see a list of your students and a list of papers that have been submitted.



Student	Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade
Student001, CLT	Plato	562478939	08/20/15, 14:37	15% 	--/100 
Student002, CLT	Gilgamesh	561984715	08/18/15, 08:41	44% 	--/100 
Student003, CLT	Dante	562415142	08/20/15, 08:23	53% 	--/100 
Student004, CLT	Plagiarism	562479040	08/20/15, 14:37	100% 	--/100 

To open a student’s paper, select the submission title or the blue pencil icon.



Student007, CLT	Sound of Coaches	568206375	09/9/15, 13:54	51% 	--/100 
-----------------	----------------------------------	-----------	----------------	---	--

Feedback studio will open.

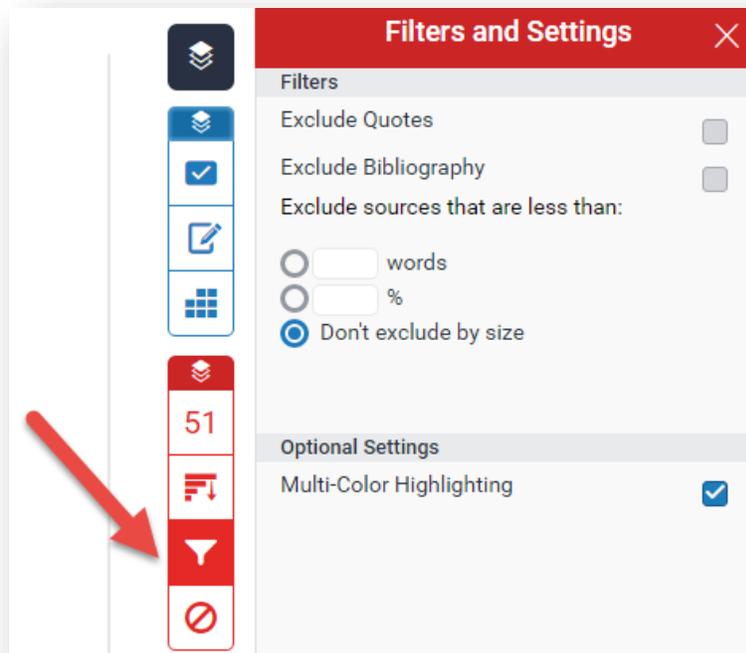
Select the layer icon to activate the **similarity layer**.



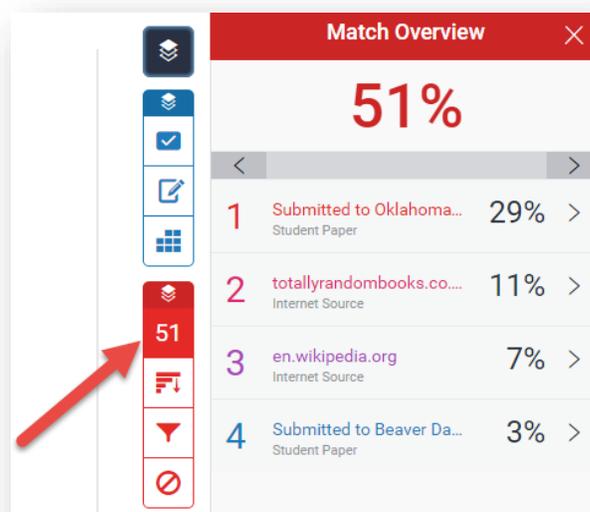
Any similarity between the paper and a source will be highlighted. Even if your student has given credit to all sources by using quotation marks and citations, the similar content will be highlighted.

The Sound of Coaches is an intriguing novel written by Leon Garfield. One stormy December night, ² a coach came thundering down the long hill outside of Dorking on its usual journey into London. But something unusual was to happen that night as one of the passengers unexpectedly gave birth to a child. Not until he was eight did Sam Chichester discover that the

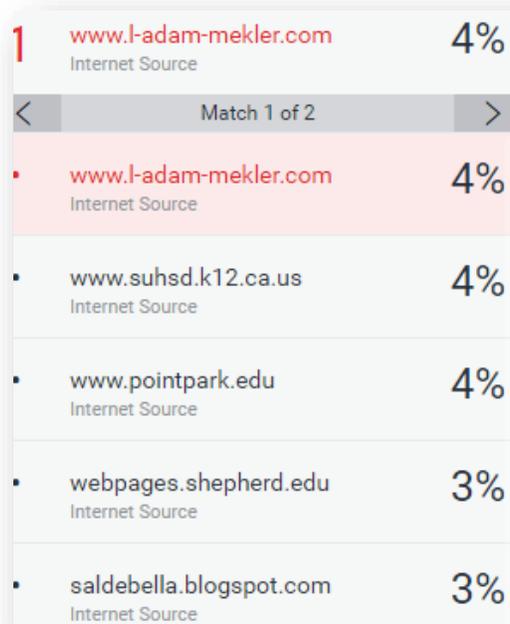
To exclude quoted material and the bibliography from the similarity report, select the filter icon in the similarity layer to open the **Filters and Settings** section.



Select the overall similarity percentage to open the **Match Overview**, which lists sources and the similarity percentage between them and your student's work.



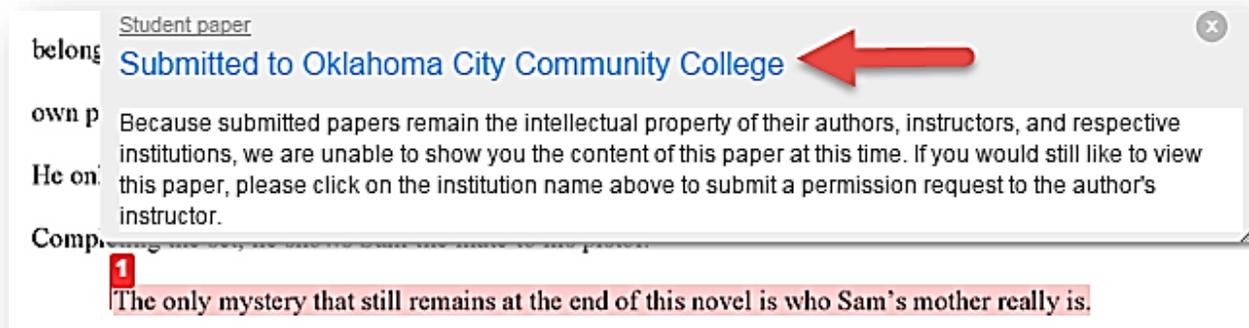
To see the source information (and other possible sources), click on the arrow to the right of the source in the Match Overview or click on the source number on the student's paper. This will provide a list of sources where the material is found



Clicking on a source will open the window below. You can also select the **Full Source View** icon or the source title to see more detailed information which will open in the right side menu window.



If there's a large similarity between your student's work and a paper submitted by another student, you can request to see that assignment by clicking on the name of the school.



Choose **send a request to view this paper** to send an automatic email to view the paper. Student identities are kept completely confidential.

Because submitted papers remain the intellectual property of their authors, instructors, and respective institutions, we are unable to show you the content of this paper at this time.

If you would still like to view this paper, please use the button below to submit a permission request to the author's instructor. We will send the instructor an email detailing your request and include any information the instructor will need to respond if your request is accepted.

[send a request to view this paper](#)

You can download or print the Similarity Report by selecting the download icon on the right.



Grading in Turnitin

Turnitin allows you to leave a grade and comments on your students' work. The following guide provides an overview of how to grade within Turnitin.

Log into the course, select the topic where the assignment is located, click on the title to open the submissions window. Once you are within a Turnitin assignment, you will see a list of your students and a list of papers submitted.

Student	Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade	
Student001, CLT	Plato	562478939	08/20/15, 14:37	15% 	--/100 	    
Student002, CLT	Gilgamesh	561984715	08/18/15, 08:41	44% 	--/100 	    
Student003, CLT	Dante	562415142	08/20/15, 08:23	53% 	--/100 	    

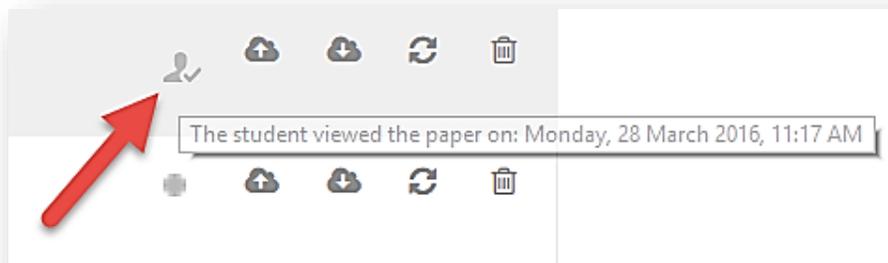
If a student has not correctly submitted their work to Turnitin, you will see **Submit to Turnitin** next to the student's name. When students properly submit, they will receive a digital receipt for the submission immediately.

Student007, CLT	--	--  Submit to Turnitin
-----------------	----	---

If a student has not submitted an assignment, you can select the pencil to submit a blank grading template. This will allow you to leave comments and a grade for the student.



You can see when a student has viewed a paper in Turnitin by hovering over the student review icon.



If a student has not submitted a paper, there is only the gray pencil and cloud with an up arrow (upload). If the student has submitted a paper, then there will be a cloud with the up arrow (upload), cloud with down arrow (in case you wish to download the paper), two circular arrows to refresh submission, and a trash can should the instructor wish to delete this submission for another (post due date intervention).

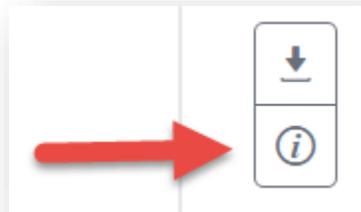
The colored boxes indicate similarity reports.

<input type="checkbox"/>	CLT Student001	Plato	564432337	28/08/15, 12:27	4%		 6.7%	   
<input type="checkbox"/>	CLT Student002	Sound of Coaches	568608732	10/09/15, 10:57	23%		 20%	    
<input type="checkbox"/>	CLT Student003	testing	707782135	19/09/16, 19:26	84%		 31.3%	   
	CLT Student004	--	--	--	--		--	 -- -- --
<input type="checkbox"/>	CLT Student005	Plaqiarism	564431293	28/08/15, 12:22	100%		 32%	   
<input type="checkbox"/>	CLT Student006	OCCC	618490867	5/01/16, 11:45	29%		 34%	   
	CLT Student007	--	--	--	--		--	 -- -- --
	CLT Student008	--	--	--	--		--	 -- -- --

To open a student's paper, select the submission title or the blue pencil icon.

<input type="checkbox"/>	Student007, CLT	Sound of Coaches	568206375	09/9/15, 13:54	51%		--/100 	   
--------------------------	-----------------	----------------------------------	-----------	----------------	-----	--	--	---

Feedback studio will open. To see detailed information about the paper, including word count, select the information icon on the right.



To begin grading, you can click anywhere on the paper to open the **commenting tools menu**. In the menu, you can choose to provide QuickMark comments, bubble comments, and/or inline text.



You can also select a section of text, by highlighting, to leave a QuickMark comment, bubble comment, or to strikethrough the text.



QuickMark Comments

QuickMark comments, indicated by the Quickmark icon, are standard comments generated by Turnitin, which you can use to provide feedback for a student. You may also create your own set of Quickmarks.

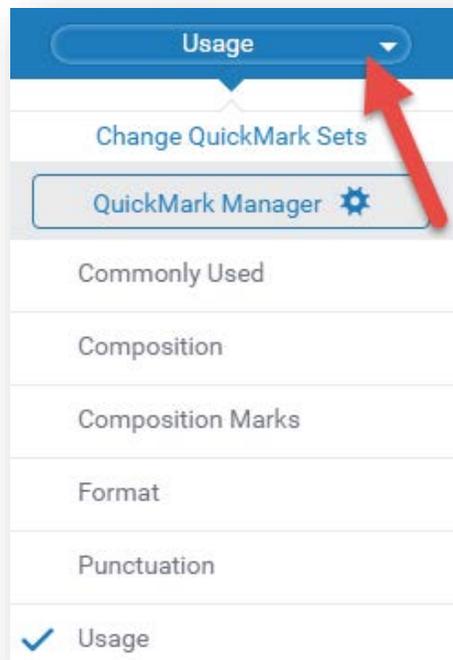
You can access the **QuickMark menu** by selecting the QuickMark icon in the commenting tools. Select any comment from the menu to be left on the paper.



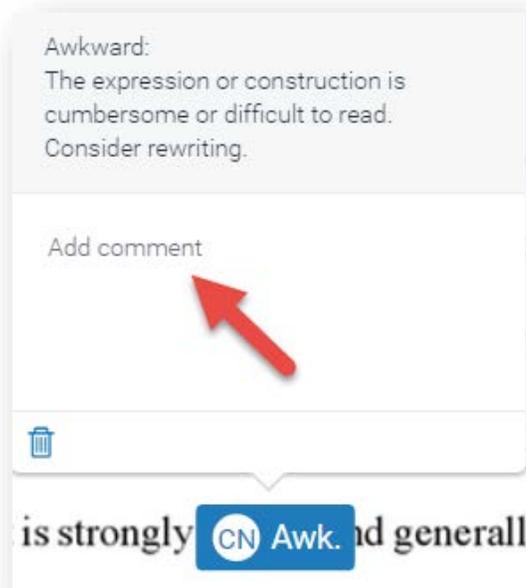
You can also access the **QuickMark menu** by selecting the QuickMark icon in the **instructor feedback layer**. Drag and drop any comments from this menu onto the paper.



You can navigate between different QuickMark sets in the menu by selecting the drop down arrow.



At the end of a QuickMark comment, you can add additional comments to explain the comment.



Bubble Comments

To leave your own bubble comments, click anywhere on the paper or select a section of text and choose the bubble icon from the commenting tools menu.



If the comment is one you'll use frequently, you can **Convert to QuickMark** to use again.



Remember to use MLA format for each of your papers. You can find more information at [Burdig OWL](#).

Convert to QuickMark

Title

Set

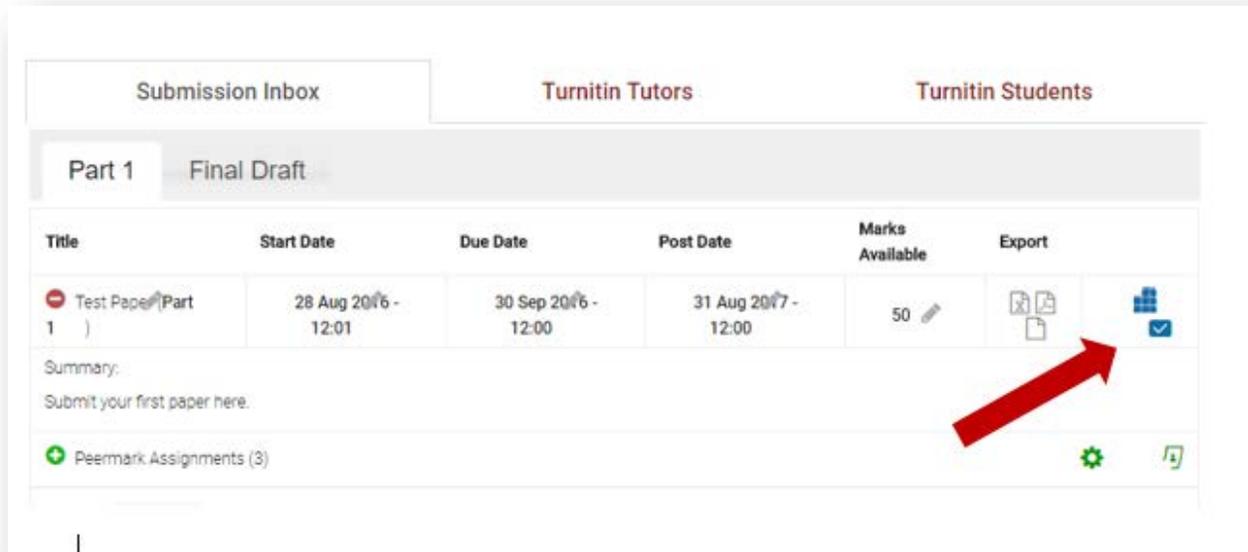
Cancel

Save

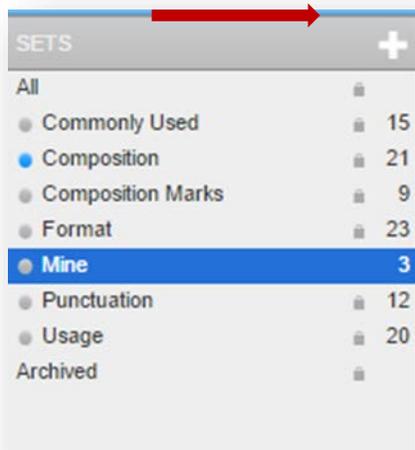


Convert to QuickMark

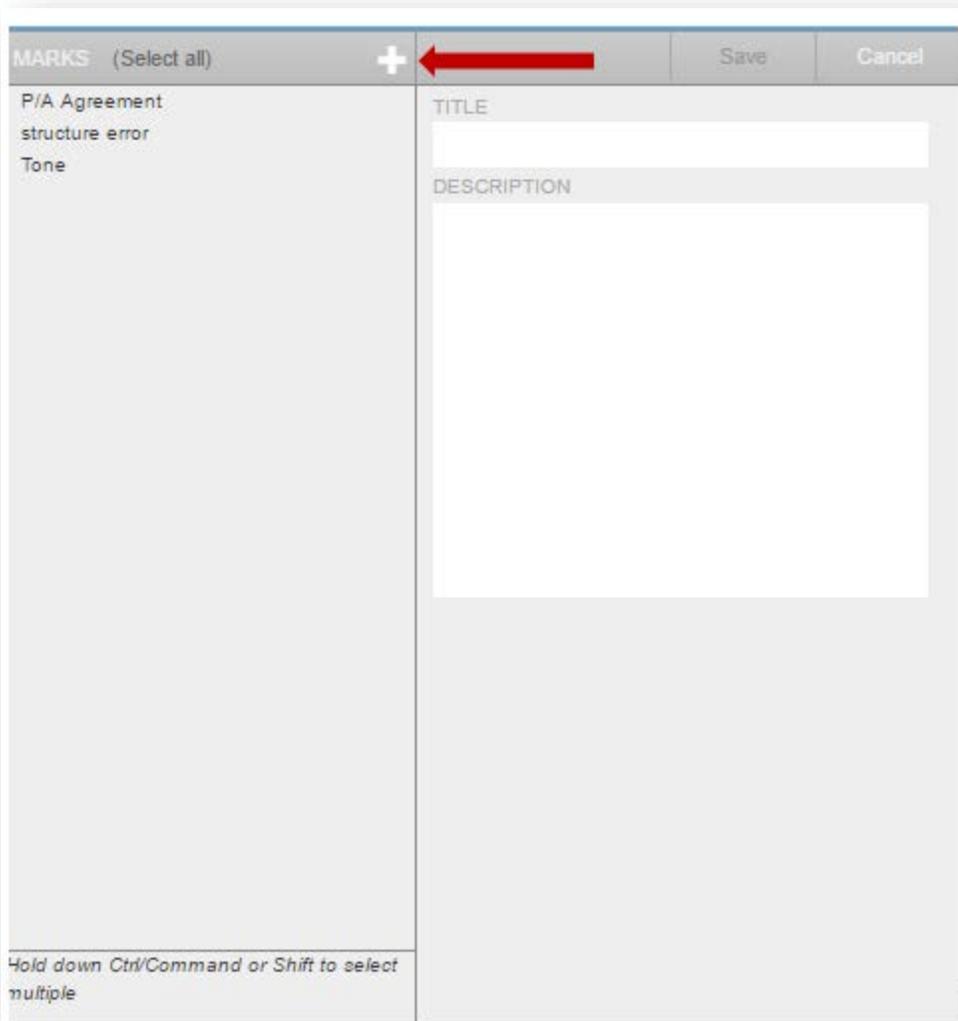
Making Your Own QuickMark Set: You can create your own personalized set of Quickmarks. You may copy those in other sets into this personalized set. To do so, open a writing assignment. Click on the **Launch Quickmark Manager** icon.



Select the + sign in the **Sets** column

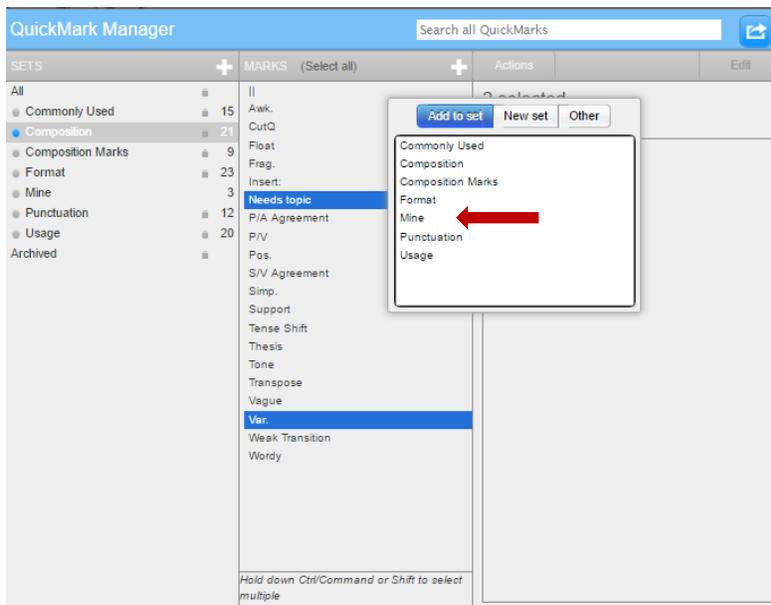
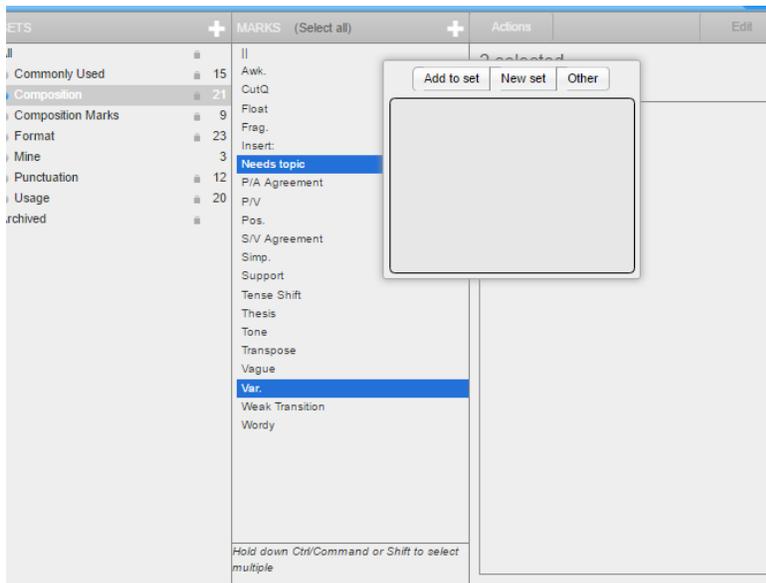


Click the + sign in the middle column entitled **Marks**. The third column will provide the place for you to title your quickmark and in the **description** box type a small description of what the abbreviation stands for (i.e., awk = description - awkward). You may select the + sign and enter as many of your personalized terms as desired.



Click **Save**.

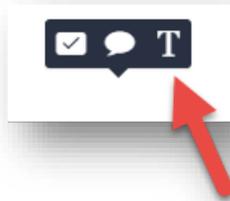
To gather Quickmarks from other sets to your personalized set: Open the **QuickMark Manager**. Select the set that contains the marks you wish to include in your personalized set. The marks within the set are in the middle column. **Click on the marks you wish to copy. Hold down the Cntrl (Command for Mac) key and select multiple marks. Holding the shift key will copy the entire list. Click on Actions, Add to set and select your personalized set from the list.**



If you should get a QuickMark you do not want – click **Other** in the **Add to Set, New Set, and “Other”** box and click **Delete** for the term.

Inline Comments

To leave inline comments on the paper, click anywhere on the paper and choose the text icon from the commenting tools menu.

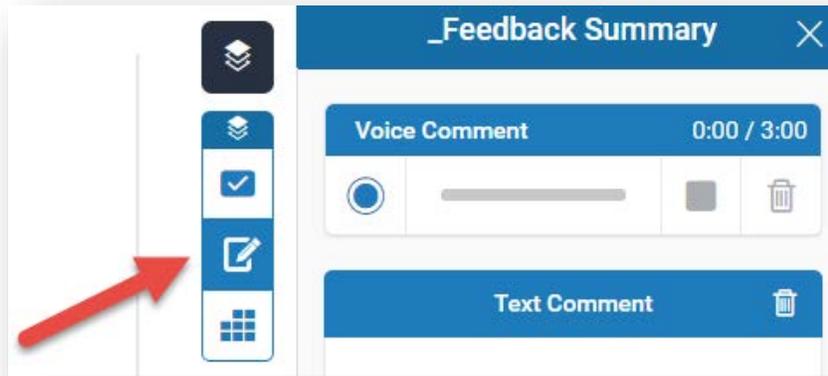


You can click anywhere on the paper to leave typed text.



Overall Comments

To leave general comments or a voice comment for the paper, select the **Feedback Summary** icon in the **instructor feedback layer**.



In the Feedback Summary menu, you can provide a voice or text comment.

Grade

To enter a grade, you should click in the top right-hand corner. If the assignment is set up as a graded assignment, this grade will be entered automatically into the gradebook. Depending on what you selected when setting up the assignment, the grade will appear as a fraction or percentage.

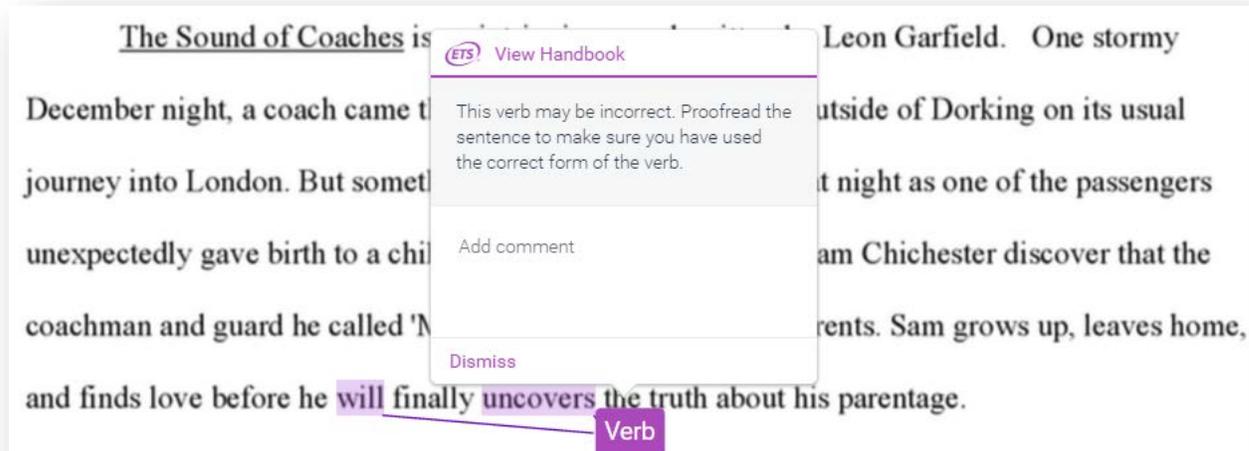


ETS e-rater Comments

If you have the e-rater feature turned on in the assignment, you can load ETS e-rater comments by selecting the layer icon to open the **grammar tools layer**.



ETS e-rater comments will be in purple. As with any grammar check, these comments may not be accurate. You can click on any comment to add to, dismiss it, and/or to view the ETS handbook.



To see a list of all ETS e-rater comments on your student's work, select the ETS icon on the right.



On the submissions page, you can download student GradeMark files, which will include all of your comments, by selecting the box next to your students' names and choosing **Download** and **Selected GradeMark Files**.

Turnitin interface showing a table of entries and a 'Download' dropdown menu. Red arrows point to the 'Download' button, the 'Selected GradeMark Files' option, and the 'Student' column header.

Turnitin Messages Inbox (0)

Search:

Prev 1 Next

SHOWING 1 TO 9 OF 9 ENTRIES.

<input checked="" type="checkbox"/>	Student	Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade				
<input checked="" type="checkbox"/>	Student001, CLT	Plato	562478939	08/20/15, 14:37	15% 	--/100				

Setting up a PeerMark Assignment in Turnitin

PeerMark is an excellent way for your students to peer review each other's work. They can leave comments as well as answer instructor-provided questions. The following guide provides an overview of how to set up a PeerMark assignment.

The PeerMark assignment can only be created within an existing Turnitin assignment. Once you've created and opened the Turnitin assignment submissions page, click the **Launch PeerMark Manager** icon at the bottom right of the instructor's box.

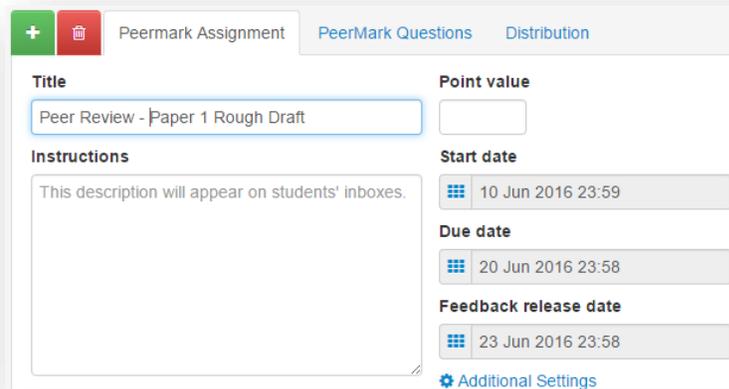
Title	Start Date	Due Date	Post Date	Marks Available	Export
 Paper 1 Rough Draft (part 1)	1 Jun 2016 - 00:00	10 Jun 2016 - 23:59	13 Jun 2016 - 23:59	100 	 
Summary: Submit the rough draft of Paper 1 here.					
Peermark Assignments (0) 					

Then, choose **create a new PeerMark assignment** or the  icon.

 Peermark Assignment

There are no PeerMark assignments associated with this base assignment. Please [create a new PeerMark assignment](#) to begin the PeerMark assignment set up process.

Assignment Settings



The screenshot shows the 'Peermark Assignment' settings page in Moodle. It features three tabs: 'Peermark Assignment' (active), 'PeerMark Questions', and 'Distribution'. The settings are organized into two columns. The left column contains a 'Title' field with the text 'Peer Review - Paper 1 Rough Draft' and an 'Instructions' text area with the placeholder text 'This description will appear on students' inboxes.'. The right column contains fields for 'Point value', 'Start date' (10 Jun 2016 23:59), 'Due date' (20 Jun 2016 23:58), and 'Feedback release date' (23 Jun 2016 23:58). At the bottom right of the settings area is a link for 'Additional Settings'.

Point Value: You can choose a point value for the assignment.

NOTE

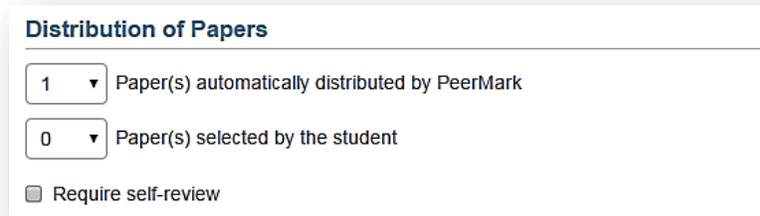
The grade for a PeerMark assignment WILL NOT automatically be entered into the Moodle gradebook. To enter a grade, you would use a manual grade item in the gradebook.

Start Date: the date when your students can submit their work.

Due Date: the due date for the assignment.

Feedback Release Date: the date students can view comments left by their classmates. **Note:** This date must be set after the due date.

Additional Settings: PeerMark automatically distributes one paper to each student in the class, excluding anyone who has not submitted an assignment. The Additional Settings section allows you to change these default options and other settings.



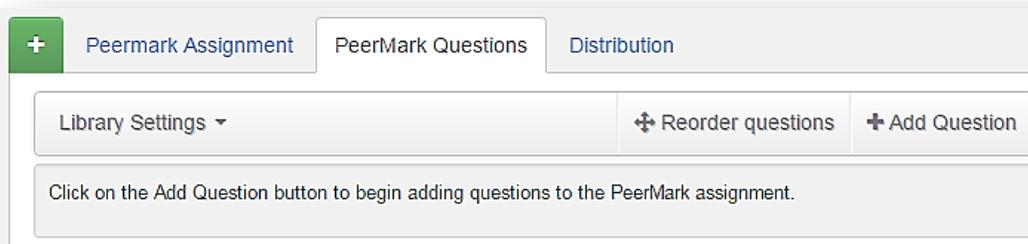
Distribution of Papers

1 Paper(s) automatically distributed by PeerMark

0 Paper(s) selected by the student

Require self-review

PeerMark Questions

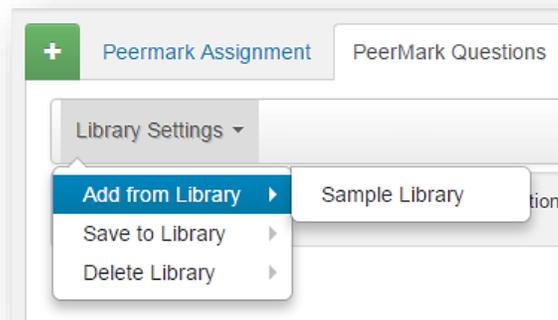


+ Peermark Assignment PeerMark Questions Distribution

Library Settings ▾ Reorder questions + Add Question

Click on the Add Question button to begin adding questions to the PeerMark assignment.

You can add questions to the PeerMark assignment by clicking **Add Question**, or you can add questions from the **Sample Library** provided by Turnitin.



+ Peermark Assignment PeerMark Questions

Library Settings ▾

- Add from Library ▸ Sample Library
- Save to Library ▸
- Delete Library ▸

Students will answer these questions in PeerMark when they view a classmate's work.

PeerMark Question Library (Sample Library)

Rate this paper's overall readability

Question type: Scale
Highest: very readable, **Lowest:** unreadable

At which point did you feel most interested by this piece? When least? Explain.

Question type: Free Response
Minimum answer length: 5

Does this paper sustain a coherent point of view? Why or why not?

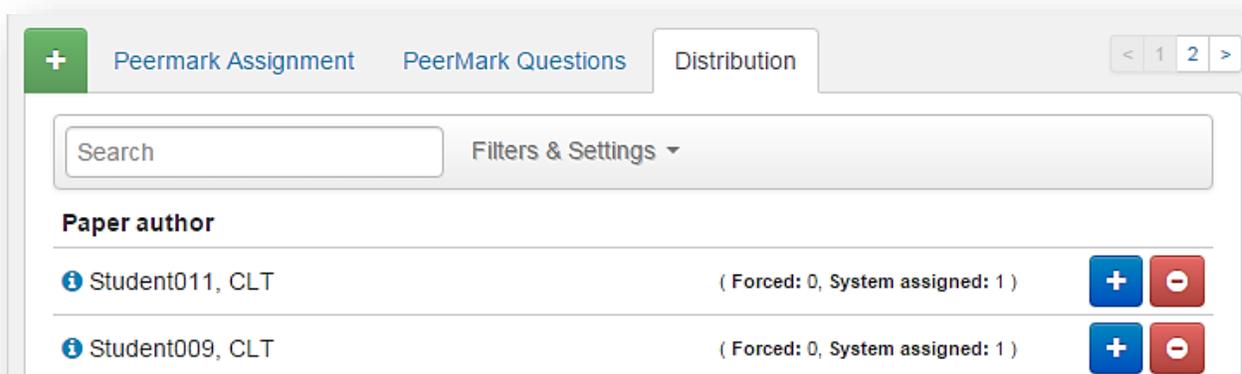
Question type: Free Response
Minimum answer length: 5

Could the readability, clarity, or style of this paper be improved? How?

Question type: Free Response
Minimum answer length: 5

Distribution

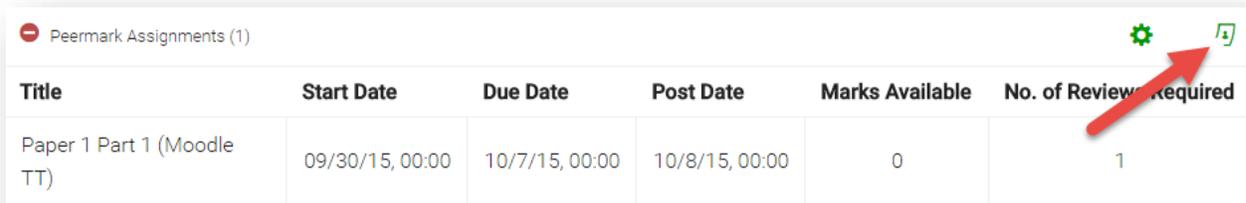
In the distribution tab, you can click on the  icon to assign students specific papers for peer review. This will override PeerMark's automatic distribution. You can also exclude students from the assignment by clicking the  icon. (Distribution of papers cannot be changed after the start date.)



The screenshot shows the 'Distribution' tab of the PeerMark interface. At the top, there are tabs for 'Peermark Assignment', 'PeerMark Questions', and 'Distribution'. Below the tabs is a search bar and a 'Filters & Settings' dropdown. The main content area is titled 'Paper author' and lists two students: 'Student011, CLT' and 'Student009, CLT'. For each student, there is a status '(Forced: 0, System assigned: 1)' and two buttons: a blue '+' button and a red '-' button.

PeerMark Assignment Inbox

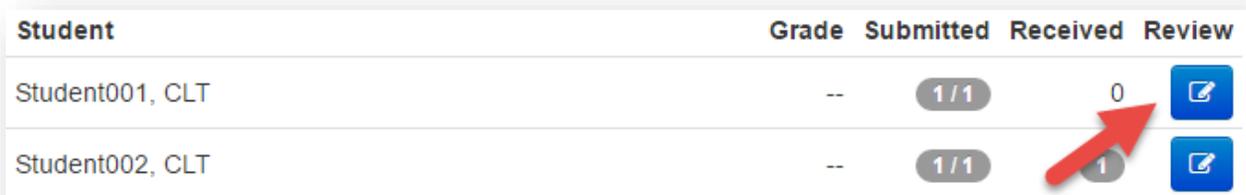
To access the PeerMark assignment inbox, click on the **Launch PeerMark Reviews** icon in the Turnitin assignment.



The screenshot shows a table titled "Peermark Assignments (1)". The table has columns for Title, Start Date, Due Date, Post Date, Marks Available, and No. of Reviews Required. A red arrow points to a gear icon and a document icon in the top right corner of the table.

Title	Start Date	Due Date	Post Date	Marks Available	No. of Reviews Required
Paper 1 Part 1 (Moodle TT)	09/30/15, 00:00	10/7/15, 00:00	10/8/15, 00:00	0	1

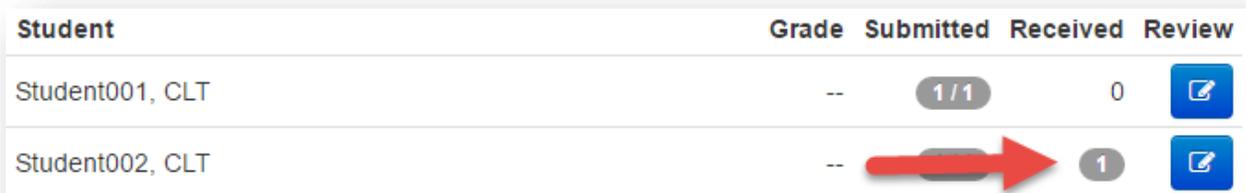
You have the option to write an instructor review by selecting the  icon in the **Review** column.



The screenshot shows a table with columns for Student, Grade, Submitted, Received, and Review. A red arrow points to the Review icon (pencil) for Student001.

Student	Grade	Submitted	Received	Review
Student001, CLT	--	1/1	0	
Student002, CLT	--	1/1	1	

To see a list of completed reviews for a paper, click on the number in the **Received** column.



The screenshot shows the same table as above. A red arrow points to the number '1' in the Received column for Student002.

Student	Grade	Submitted	Received	Review
Student001, CLT	--	1/1	0	
Student002, CLT	--	1/1	1	

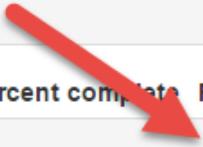
This will open the **Received Reviews** menu. You can select the  icon to view the PeerMark assignment submitted for a student's work.

Reviews Received Reviews

Review Percent complete Review

Reviewer: Student003, CLT 100%

Date Submitted: 08 Oct 2015 12:38 



This will open the PeerMark document viewer.

PeerMark[®] by Turnitin

Paper 1 Part 1 (Moodle TT)
 Paper by CLT Student002
 Review by CLT Student001
 Progress: 100% COMPLETED

Print

The Sound of Coaches What happened with Sam's father?

The Sound of Coaches
 Author: *Leon Garfield*
 Report by: Miranda Bread
 English I
 December 11, 2014

 The Sound of Coaches is an intriguing novel written by Leon Garfield. One stormy December night, a coach came thundering down the long hill outside of Dorking on its usual journey into London. But something unusual was to happen that night as one of the passengers

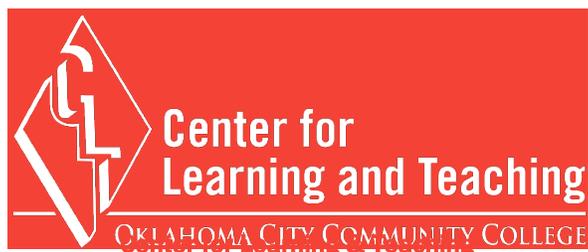
QUESTIONS COMMENTS

Instructions

1. Rate this paper's overall readability
5 of 5
2. At which point did you feel most interested by this piece? When least? Explain.
The introduction was interesting, but the last two paragraphs weren't. I wanted to know what happened between Sam and his father.
3. Rate the strength of this paper's thesis.
4 of 5
4. Could the writer of this paper have omitted certain passages to make this paper more concise? If yes, which ones?
The paragraph before the last one wasn't needed.

NOTE

PeerMark reviews cannot be viewed in Turnitin Feedback Studio.



Center for Learning and Teaching

405.682.7838

www.okcc.edu/c4lt

Located on the 2nd floor of the SEM Center, 2G3

(across from the Math Lab)