

Turnitin Instructor Guide 2023

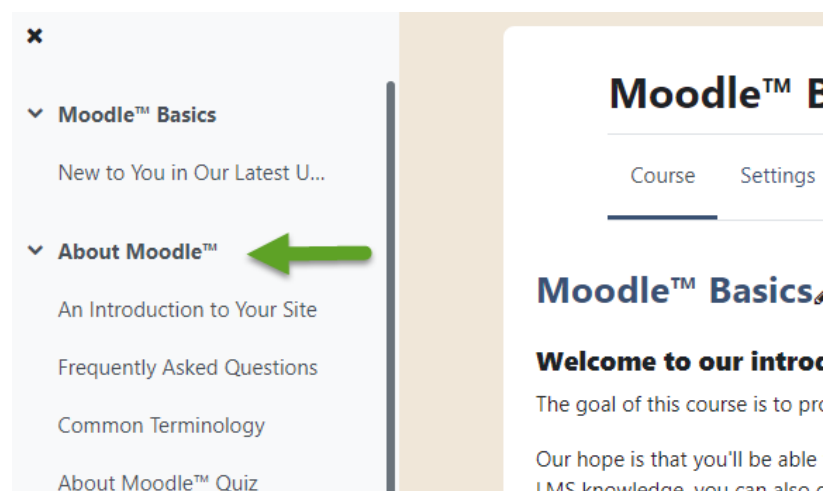
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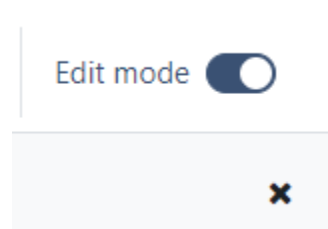
Setting up a Turnitin Assignment

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 a **Turnitin** to your Moodle course, first log in to Moodle and navigate to the course home page. Select the topic in which you wish to add your activity or resource to in the Side Navigation Panel.



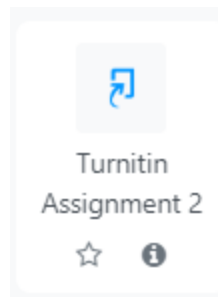
When the topic loads, toggle on **Edit Mode**, which is located in the upper right-hand corner of the screen.



Next, scroll to the bottom of the page and locate the **Add an activity or resource** button and select it.



This will load the **Add an activity or resource** menu. Select **Turnitin Assignment 2** from the **Add an Activity or Resource** menu.



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.

Turnitin Assignment Name



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



1

Submission Settings

Allow submission of any file type?



No

Display Similarity 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.

Grade Display	?	Show grades as Percentage (e.g. 89%) ▾
		Show grades as Percentage (e.g. 89%)
Auto Refresh Grades / Scores	?	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 similarity scores and grades ▾
------------------------------	---	---

Right Side Menu:

Grade

▼ Grade

Grade



Type Point ▾

Maximum grade

100


Grade category





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 Part 1

Name 

Start Date 

Due Date 

Post Date 

Max Marks

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

▼ Similarity Report Options

Allow Submissions after the Due Date

No 

Report Generation Speed 

Generate reports immediately (students cannot resubmit) 

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

▼ Similarity Report Options

Allow Submissions after the Due Date

No ↕

Report Generation Speed



Generate reports immediately (students cannot resubmit)



Store Student Papers



Standard Repository ↕

Note: If you do not select "Yes" for at least one of the "Check against..." options below then a Similarity 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.

Check against stored student papers



Yes ↕

Check against internet






Yes ↕

Check against journals, periodicals and publications



Yes ↕

Exclude Bibliography		<input type="text" value="No"/>
Exclude Quoted Material		<input type="text" value="No"/>
Exclude Small Matches		<input type="text" value="0"/>
		<input type="text" value="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

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.

GradeMark Options

Attach a rubric to this assignment



[Launch Rubric Manager](#)

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

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 postdates 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.

SHOWING 1 TO 3 OF 3 ENTRIES.

<input type="checkbox"/>	First Name / Last Name	Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade				
<input type="checkbox"/>	CLT Student001	Demo	2032378370	03/8/23, 15:39	100% <div></div>	44/50				
<input type="checkbox"/>	CLT Student002	Port 1	2061871499	04/11/23, 15:14	0% <div></div>	--/50				
<input type="checkbox"/>	CLT Student003	Port 2	2061872956	04/11/23, 15:16	0% <div></div>	--/50				

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

SHOWING 1 TO 3 OF 3 ENTRIES.

<input type="checkbox"/>	First Name / Last Name	Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade			
<input type="checkbox"/>	CLT Student001	Demo 	2032378370	03/8/23, 15:39	100% 	44/50  			

Feedback studio will open.

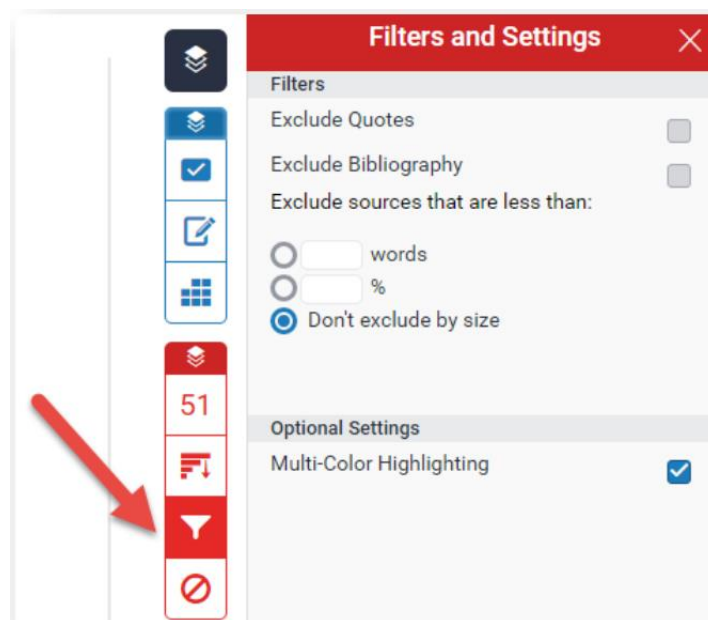
Select the layer icon to activate the similarity layer.



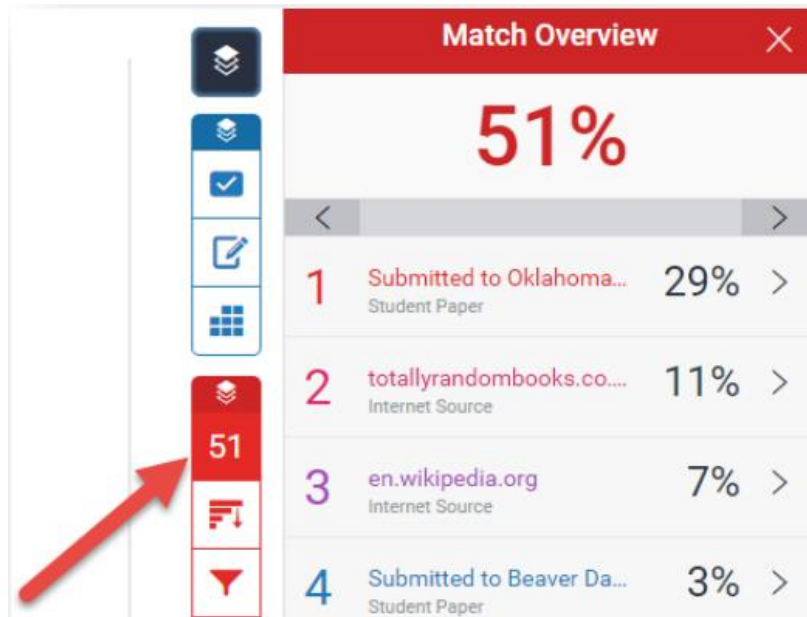
Any similarity between the paper and a source will be highlighted. Even if your student has given credit to all sources by using quotation marks and citations, the similar content will be highlighted.

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

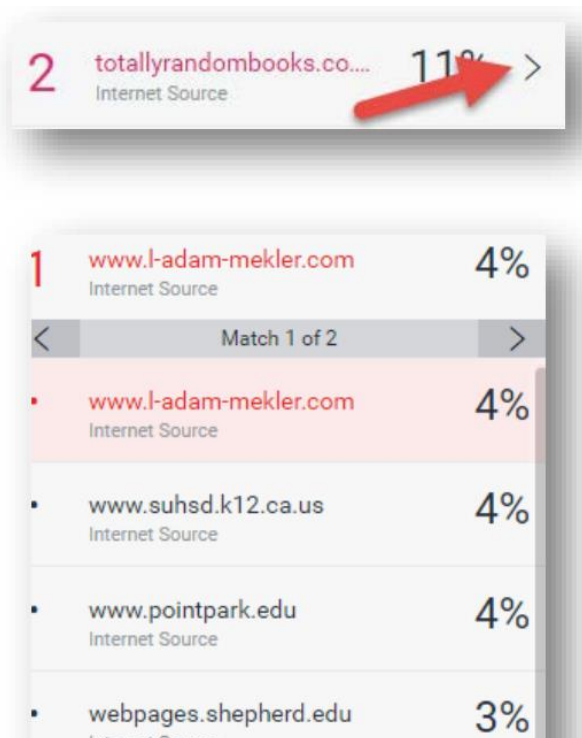
To exclude quoted material and the bibliography from the similarity report, select the filter icon in the similarity layer to open the Filters and Settings section.



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



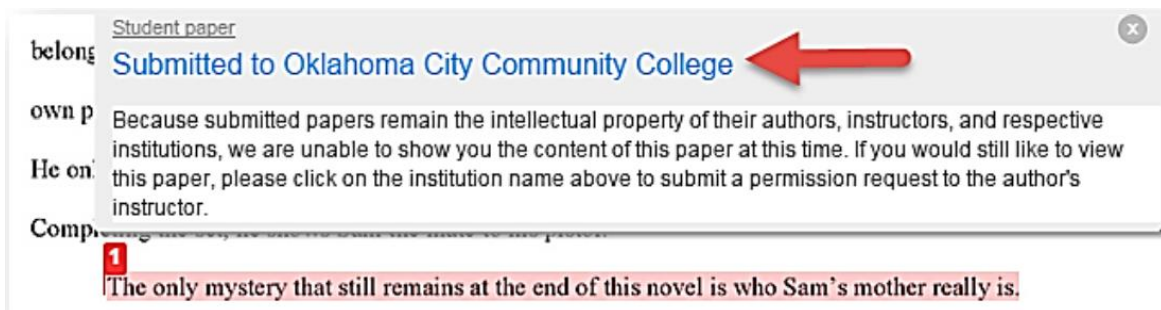
To see the source information (and other possible sources), click on the arrow to the right of the source in the Match Overview or click on the source number on the student's paper. This will provide a list of sources where the material is found.



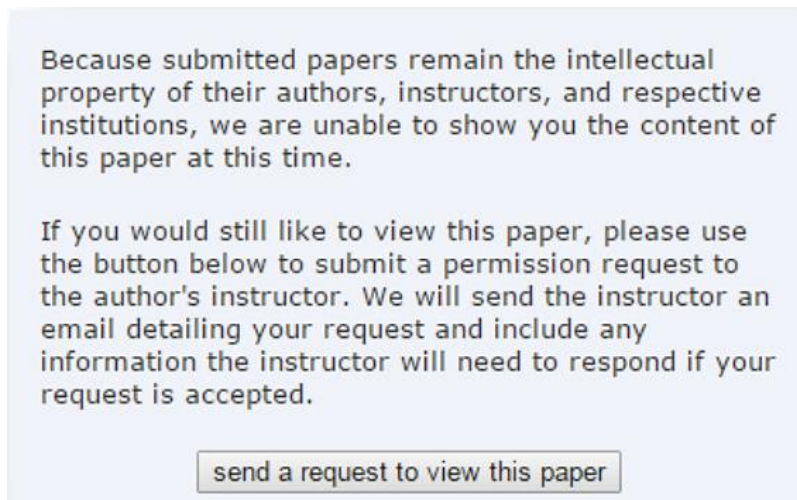
Clicking on a source will open the window below. You can also select the **Full Source View** icon or the source title to see more detailed information which will open in the right side menu window.



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.



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, and 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.















SHOWING 1 TO 3 OF 3 ENTRIES.

<input type="checkbox"/>	First Name / Last Name	Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade	
<input type="checkbox"/>	CLT Student001	Demo	2032378370	03/8/23, 15:39	100% 	44/50 	  
<input type="checkbox"/>	CLT Student002	Port 1	2061871499	04/11/23, 15:14	0% 	--/50 	  
<input type="checkbox"/>	CLT Student003	Port 2	2061872956	04/11/23, 15:16	0% 	--/50 	  

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.













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.

SHOWING 1 TO 3 OF 3 ENTRIES.

<input type="checkbox"/>	First Name / Last Name	Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade	
<input type="checkbox"/>	CLT Student001	Demo	2032378370	03/8/23, 15:39	100% 	44/50 	  
<input type="checkbox"/>	CLT Student002	Port 1	2061871499	04/11/23, 15:14	0% 	--/50 	  
<input type="checkbox"/>	CLT Student003	--	--	--	--	--	   

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



















SHOWING 1 TO 3 OF 3 ENTRIES.

<input type="checkbox"/>	First Name / Last Name	Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade				
<input type="checkbox"/>	CLT Student001	Demo	2032378370	03/8/23, 15:39	100% 	44/50 				
<input type="checkbox"/>	CLT Student002	Port 1	2061871499	04/11/23, 15:14	0% 	--/50 				

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.

SHOWING 1 TO 3 OF 3 ENTRIES.

<input type="checkbox"/>	First Name / Last Name	Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade				
<input type="checkbox"/>	CLT Student001	Demo	2032378370	03/8/23, 15:39	100% 	44/50 				
<input type="checkbox"/>	CLT Student002	Port 1	2061871499	04/11/23, 15:14	0% 	--/50 				
<input type="checkbox"/>	CLT Student003	Port 2	2061872956	04/11/23, 15:16	0% 	--/50 				

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

SHOWING 1 TO 3 OF 3 ENTRIES.

<input type="checkbox"/>	First Name / Last Name	Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade				
<input type="checkbox"/>	CLT Student001	Demo	2032378370	03/8/23, 15:39	100% 	44/50 				
<input type="checkbox"/>	CLT Student002	Port 1	2061871499	04/11/23, 15:14	0% 	--/50 				

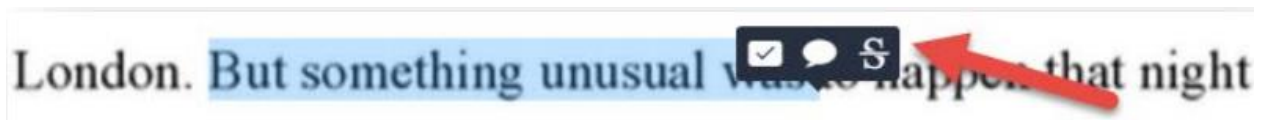
Feedback studio will open. To see detailed information about the paper, including word count, select the information icon on the right.



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.



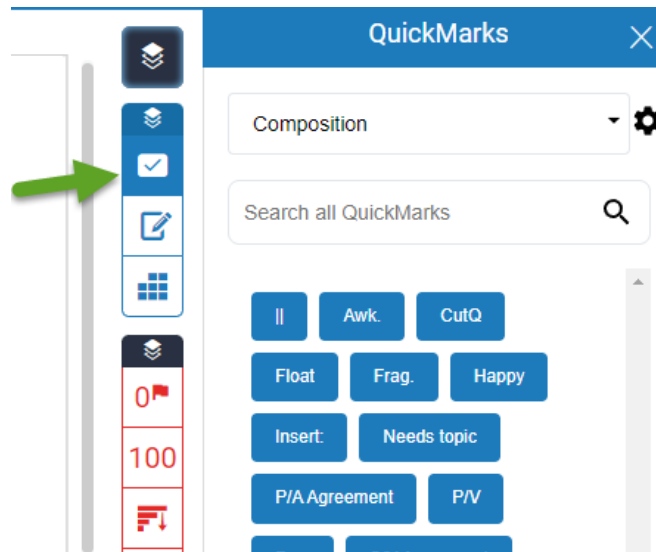
QuickMark Comments

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.

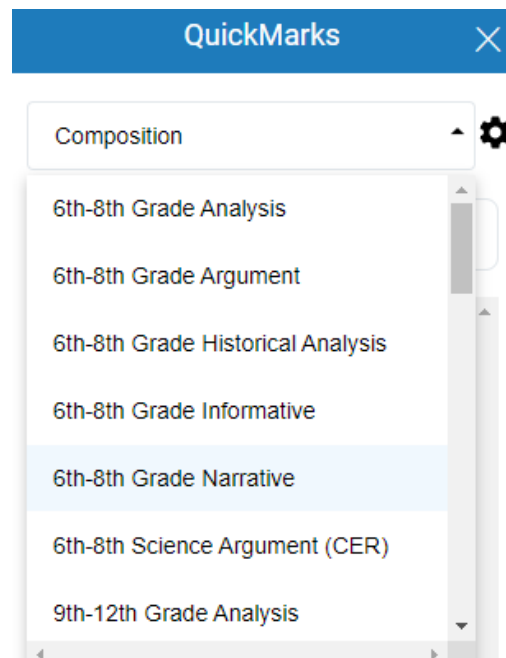
You can access the **QuickMark menu** by selecting the QuickMark icon in the commenting tools. Select any comment from the menu to be left on the paper.



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.

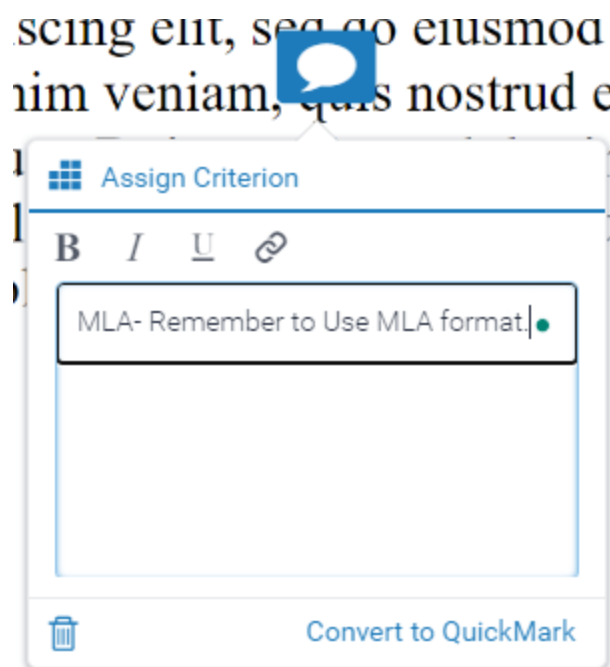


Bubble Comments

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.



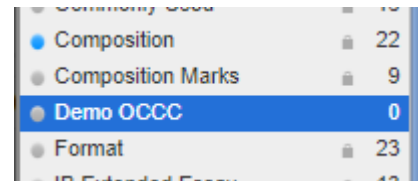
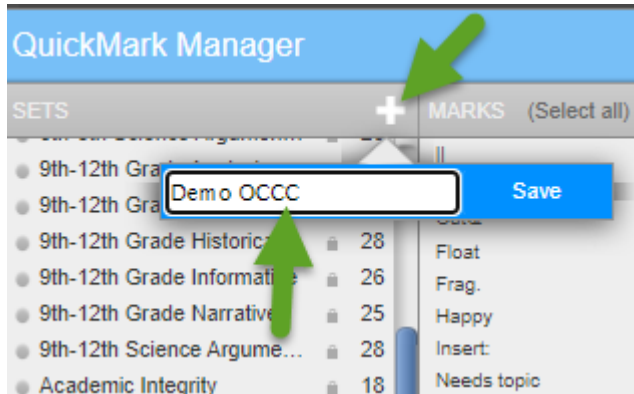
If the comment is one you'll use frequently, you can **Convert to QuickMark** to use again.



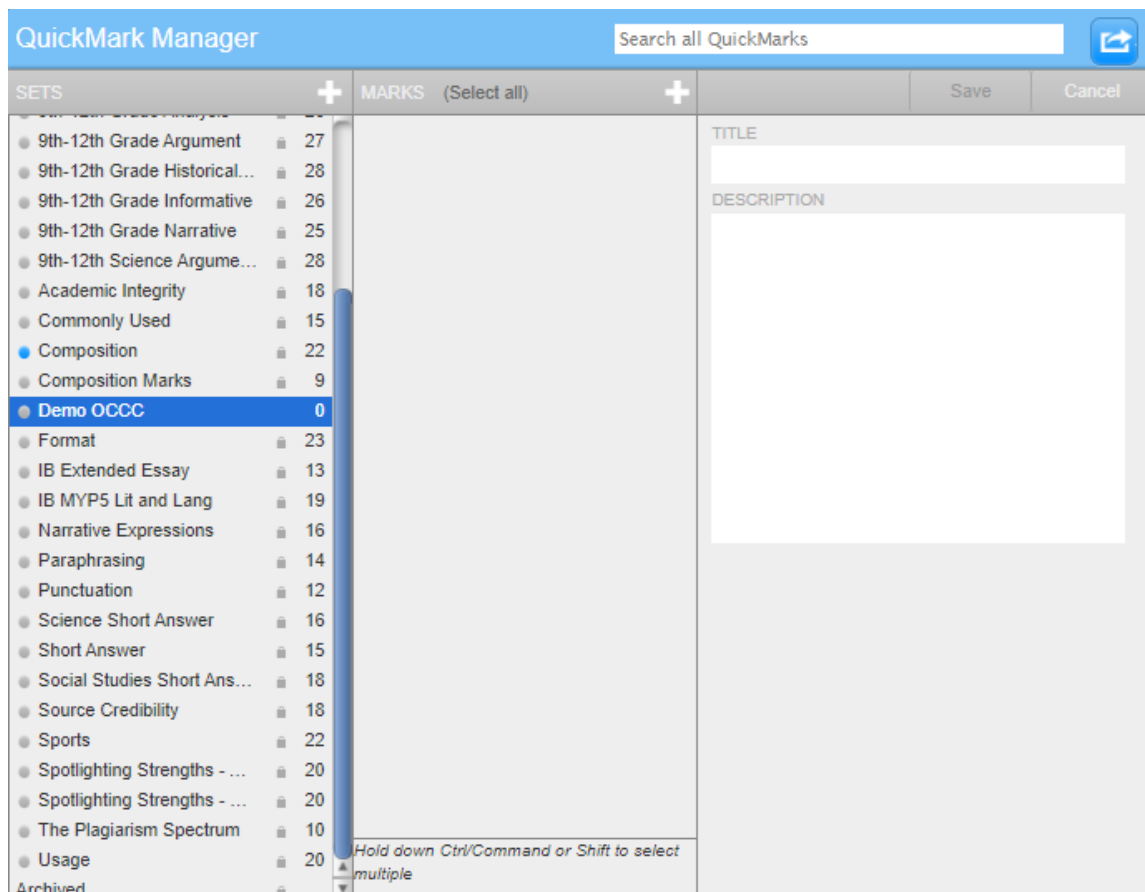
Making Your Own QuickMark Set: You can create your own personalized set of Quickmarks. You may copy those in other sets into this personalized set. To do so, open a writing assignment. Click on the **Launch Quickmark Manager** icon.

Part 1					
Title	Start Date	Due Date	Post Date	Marks Available	Export
Demo Turnitin Assignment 1 - Part 1	8 Mar 2023 - 15:17	29 Mar 2023 - 15:17	8 Mar 2023 - 15:17	50	
Summary:					

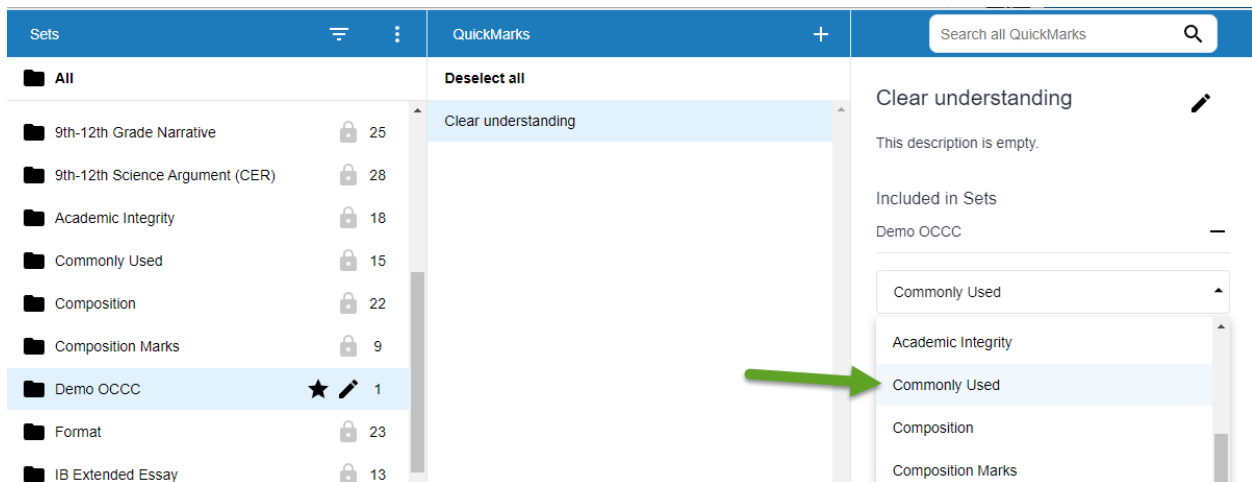
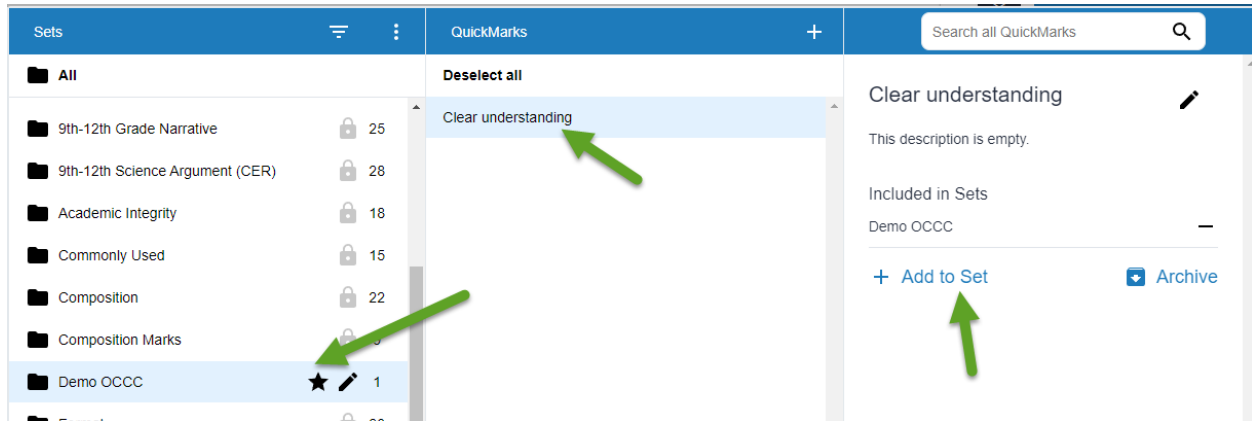
Select the + sign in the Sets column.



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. The 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.



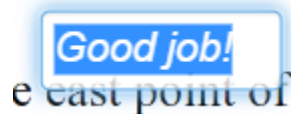
If you should get a QuickMark you do not want – click **Other** in the **Add to Set, New Set, and “Other”** box and click **Delete** for the term.

Inline Comments

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

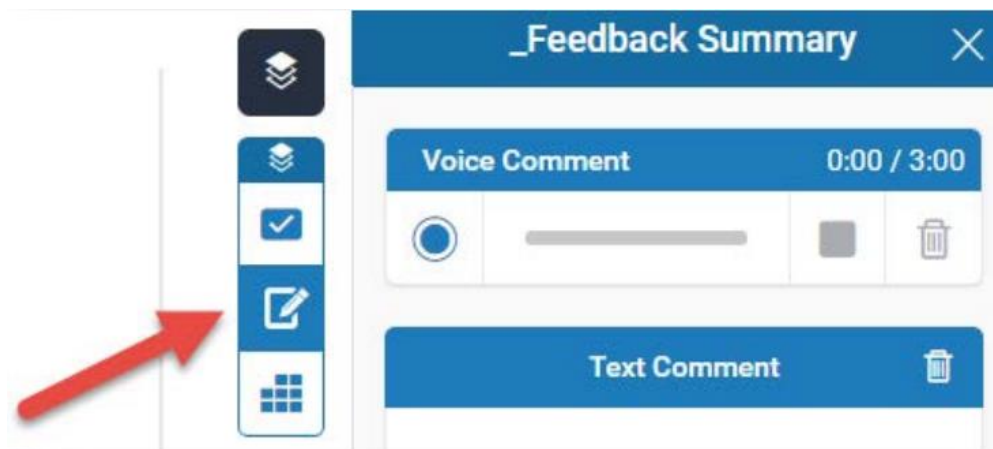


You can click anywhere on the paper to leave typed text.



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.

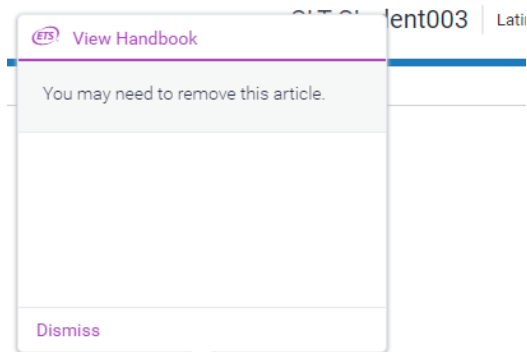


ETS e-rater Comments

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.

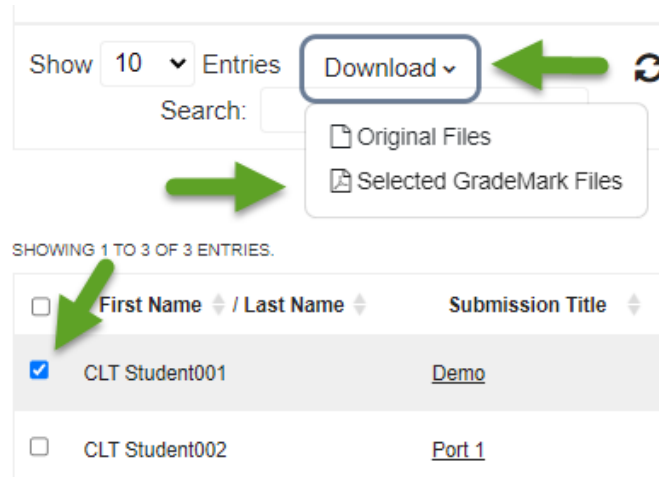


text of the printing and typesetting industry. The first printed text was in the 1500s, when an Italian printer made a type specimen book. It has survived in electronic typesetting, remaining essentially the same.

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



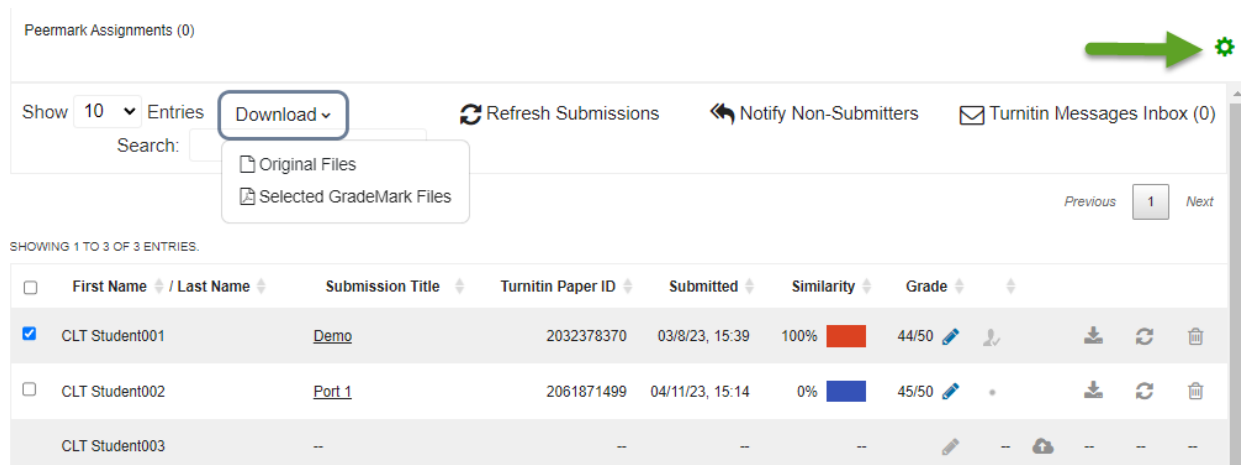
On the submissions page, you can download student GradeMark files, which will include all of your comments, by selecting the box next to your student's names and choosing **Download** and **Selected GradeMark Files**.



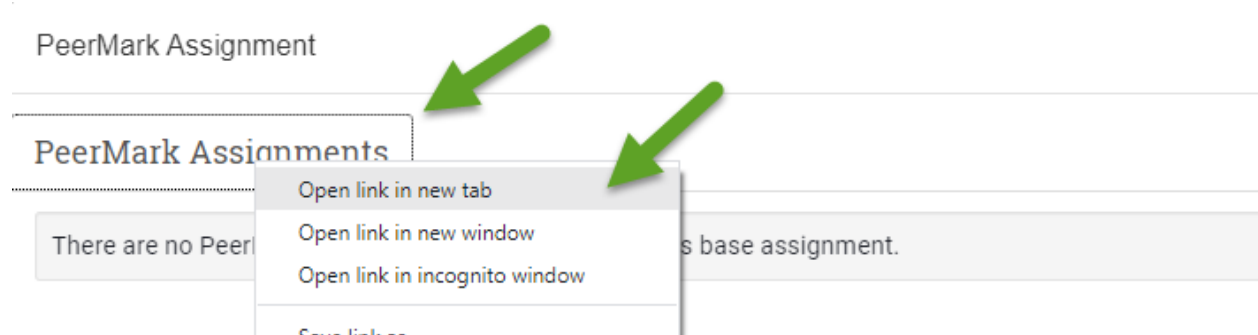
Setting up a PeerMark Assignment in Turnitin

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.

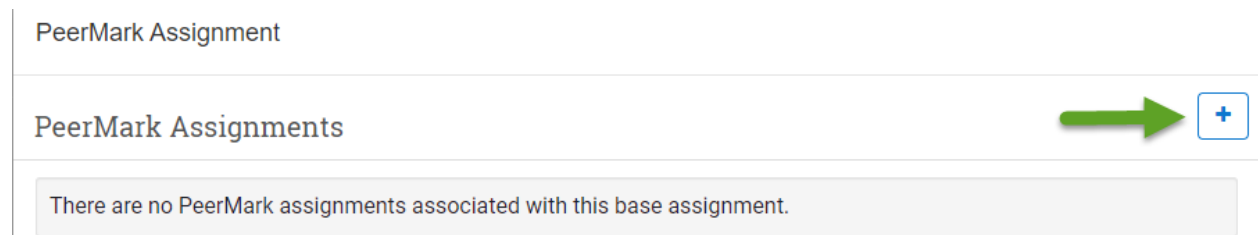
The PeerMark assignment can only be created within an existing Turnitin assignment. Once you have created and opened the Turnitin assignment submissions page, click the **Launch PeerMark Manager** icon at the bottom right of the instructor's box.



Right click on **PeerMark Assignments**. Select **Open link in new tab**.



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



Assignment Settings

PeerMark Assignment

PeerMark Assignment
PeerMark Questions
Distribution

+

Title

Demo Turnitin Assignment 1 Part 1 (Moodle TT)

Maximum points available

Instructions

Provide students with instructions to complete their review

Students can review from

2023-04-29 15:17 CDT

Students can review until

2023-06-20 14:17 CDT

Peer feedback available from

2023-04-29 15:17 CDT

Additional Settings

Save & Continue

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.

 **Automatically distribute papers for review:**

 **Students can self-select papers for review:**

PeerMark Questions

PeerMark Assignment

PeerMark Questions

Distribution



Add from Library ▾

Save to Library ▾

Delete Library ▾

+ Add Question

⛶ Reorder questions

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.

Question
✕

Question

Question type

Minimum answer length

Free Response ▾

Cancel
Save

PeerMark Assignment
PeerMark Questions
Distribution

Add from Library ▾
Save to Library ▾
Delete Library ▾
+ Add Question
+ Reorder questions

Sample Library

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

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

PeerMark Question 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

Toggle All
Cancel
Add Selected Questions

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.)



PeerMark Assignment
PeerMark Questions
Distribution




Paper	Author	(Forced: 0, System assigned: 1)	  
	Student001, CLT	(Forced: 0, System assigned: 1)	  
	Student002, CLT	(Forced: 0, System assigned: 1)	  




PeerMark Assignment Inbox

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




 Peermark Assignments (1)

Title	Start Date	Due Date	Post Date	Marks Available	No. of Reviews Required	 
Demo Turnitin Assignment 1 Part 1 (Moodle TT)	04/29/23, 15:17	06/20/23, 14:17	04/29/23, 15:17	0	1	

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

Student ▲	Grade	Submitted	Received	Review
Student001, CLT	--	1 / 1	0	
Student002, CLT	--	0 / 1	1	
Student003, CLT	--	0 / 1	0	

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

Student ▲	Grade	Submitted	Received	Review
Student001, CLT	--	1 / 1	0	
Student002, CLT	--	0 / 1	1	
Student003, CLT	--	0 / 1	0	


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

Reviewer:
Student001, CLT
Date Submitted:
19 Apr 2023 12:48

100%



This will open the PeerMark document viewer.



PeerMark[®]
by Turnitin

Demo Turnitin Assignment 1 Part 1 (Moodle TT)

Paper by CLT Student002

Review by CLT Student001

Progress: 100% COMPLETED

Print

QUESTIONS COMMENTS

Instructions

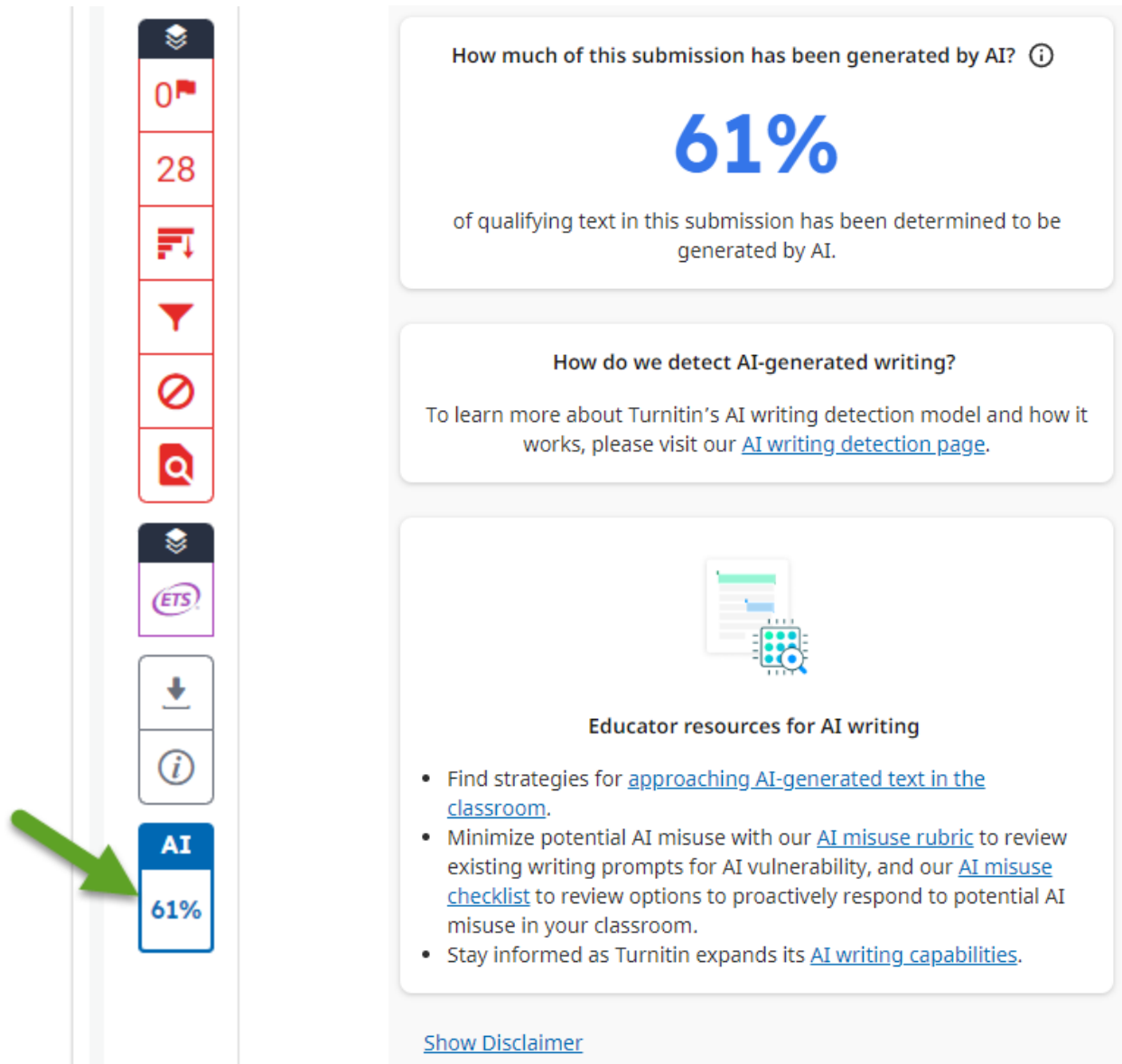
1. Explain your classmates position on politics.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

This is the first instance of solidarity in the east point of the wharf. 40% of all the people gulf supported portconversion

NOTE: PeerMark reviews cannot be viewed in Turnitin Feedback Studio.

AI Detection Feature in Turnitin




How much of this submission has been generated by AI? ⓘ

61%

of qualifying text in this submission has been determined to be generated by AI.

How do we detect AI-generated writing?

To learn more about Turnitin's AI writing detection model and how it works, please visit our [AI writing detection page](#).



Educator resources for AI writing

- Find strategies for [approaching AI-generated text in the classroom](#).
- Minimize potential AI misuse with our [AI misuse rubric](#) to review existing writing prompts for AI vulnerability, and our [AI misuse checklist](#) to review options to proactively respond to potential AI misuse in your classroom.
- Stay informed as Turnitin expands its [AI writing capabilities](#).

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