Avondale
COLLEGE OF HIGHER EDUCATION

turnitin

Turnitin Moodle® Direct Integration
Guide for Academic Staff

Turnitin Version: 2.1.2

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Contents

Moodle Direct Integration Instructor Manual

Welcome to the Turnitin Moodle Direct Integration Instructor Manual. This manual guides instructors to add a Turnitin assignment to their course.

Creating a Turnitin Assignment

Turnitin assignments are added from the Moodle course's homepage. To open the course home page, click on the course from the Moodle start page.

From the course home page, click on the *Turn editing on* link in the Settings menu.

Select *Turnitin Assignment* from the *Add an activity or resource* pop-up menu.
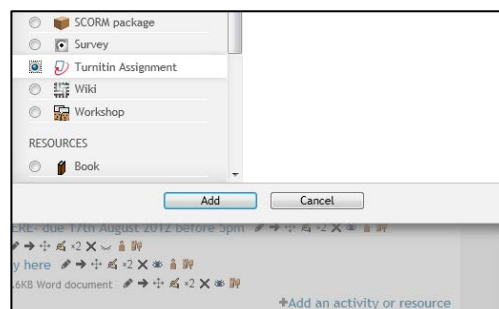
Turnitin assignment settings:	
1. On the assignment creation page, enter the following: * *Turnitin Assignment Name:* this will be the title you give your assignment **(use text provided in accompanying diagram)** * *Summary:* Give clear instructions for submission **(use text provided in accompanying diagram)** * Tick the *Display Description on Course Page* check box	
2. Select the *Submission Type* for the assignment. The default is Any Submission Type – **be sure to change this** to *File Upload* when you require students to upload their assignment as a file. Text submission will require your students to copy and paste the text from their paper in a text box to submit their paper (not commonly used).	

Turnitin assignment settings:	
3. Select the number of parts you want the assignment to have from the 'number of Parts' pull down menu. Each Turnitin assignment in the Moodle Direct Integration can have multiple parts associated with it. The student has to submit a file to each part to complete the assignment. The default is a one part assignment and will most commonly used.	Submission Type* ❓ File Upload ▾ Number of Parts 1 ▾ ❓ Maximum File Size 20MB ▾ ❓
4. Select the *Maximum File Size* for submissions. The default is 20MB. If you're confident with file sizes you can reduce this, however it is best to err on the side of caution and leave it at 20MB.	Maximum File Size 20MB ▾ ❓
5. *Student Originality Reports* should be **set to 'Yes'** to allow students and the marker to view text matching. 'Yes' is the default.	Student Originality Reports ❓ Yes ▾
6. *Turnitin Advanced Options* – **accept all default settings** * *Allow Late Submissions* – records date and time of submission * *Report Generation Speed* – default setting (as shown) allows students to submit as many times as they choose until due date * *Store Student Papers* – Standard Repository is the Turnitin database	**Turnitin Advanced Options** Allow Late Submis Yes ▾ Report Generation Speed Generate reports immediately, reports can be overwritten until due date ▾ Store Student Papers Standard Repository ▾ Check against stored student papers Yes ▾ Check against inte Yes ▾ Check against journals, periodicals and publications Yes ▾ Exclude Bibliograp No ▾ Exclude Quoted M No ▾ Exclude Small Mat Words ▾
7. Select the *Grade* from the pull-down menu. The default is 100. Check with your Faculty policy in regard to disclosing assessment grades to students. *Scale: Yes/No (2 point)* is a record to both the student and lecturer that the assessment item has been graded.	⌐Grade──────── Grade Scale: Yes/No (2 point) ▾ Grade category Uncategorised ▾ ❓

Turnitin assignment settings:	
8. *Common module settings* – **accept default settings.** (For future reference, the Moodle functionality for managing groups and groups of students within Moodle courses/activities is fully supported in Moodle Direct.)	Common module settings Group mode No groups Visible Show ID number
9. Click **Save and display** button NOTE: It may take a few seconds for the assignment to be generated	Save and return to course Save and display Cancel

Assignment Submission Dates

After completing the assignment settings and clicking on the Save and Display button you will be redirected to the Turnitin assignment page. Clicking on the Turnitin assignment from the course homepage also redirects you to the Turnitin assignment page.

All the assignment dates are contained within the Summary tab for the Turnitin assignment. The **due date** will default to a week after the date the assignment was created – **this will need to be changed manually (see below).**

Summary	Submit Paper	Submission Inbox	Options

Turnitin Assignment Name	Assignment 1
Summary	Clicking this link will open Turnitin. You will be guided through the step-by-step online submission process. Begin by clicking the My Submissions tab.
Turnitin Tutors	

Assignment Part	Start Date	Due Date	Post Date	Max Marks	Export	
Part 1	24/06/13, 15:54	1/07/13, 15:54	1/07/13, 15:54	100	-	

To change the assignment dates click on the editing pencil icon to the right of the dates

Use the pull-down menus to **change the date and times for the Start Date, Due Date, or the Post Date (definitions on next page)**. You may also change the assignment part name and the assignment point value. Once you have finished editing the dates, click the *Submit* button to save your changes.

|	
Assignment Part	Part 1
Start Date	24 June 2013 12 46
Due Date	27 August 2013 09 00
Post Date	11 September 2013 13 30
Max Marks	100
	Cancel Submit

Start Date – This defines the earliest time a student can make a submission to the assignment part.

Due Date – This is the final date by which the student should have submitted their assignment. If you are allowing late submissions, the submissions will be marked as late after this date.

Post Date – This is the date when marked assignments will be released to students.

Submitting Papers on Behalf of Students

To submit a paper to the Turnitin assignment, first click on the Turnitin assignment from the course homepage. Within the Turnitin assignment, click on the Submit Paper tab.
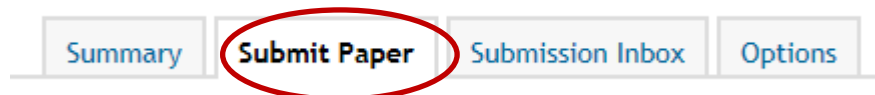
Select the student you are submitting for → Enter the submission title → Click on the *Browse* button to select the file you would like to submit → Click the *Add submission* button to submit the file.

File Types and Size

Turnitin currently accepts the following file types for upload into an assignment:

- Microsoft Word (.doc and .docx)
- Adobe PDF (.pdf)
- PowerPoint (.pptx, .ppt, .ppsx, and .pps)
- Corel WordPerfect
- HTML
- Plain text (.txt)
- Rich Text Format (.rtf)
- OpenOffice (ODT)

NOTE: PDF documents must contain text to be submitted. PDF files containing only images of text will be rejected during the upload attempt. To determine if a document contains actual text, copy and paste a section or all of the text into a plain-text editor such as Microsoft Notepad or Apple TextEdit. If no text is copied over, the selection is not actual text. This can be overcome, if required, by inserting a text document containing at least 100 words of text at the front of the file (such as a title page).

Viewing the Turnitin Submission Inbox

Lecturers can view the Originality Reports completed for submitted papers by accessing the Turnitin assignment inbox. Either click on the Assignments link in the Activities section on the homepage and click on the assignment title or click on the Assignment title on the homepage.
To access the submissions, click on the Submissions Inbox tab.

The submission inbox displays a list of the students enrolled in the course and a summary of the originality scores associated with their submissions. NOTE: if there are multiple parts for the assignment, you may need to expand the list of submissions by clicking on the [+] symbol next to the student name to see all the student's details.

The column headings in the assignment inbox are:

Student Submission: contains the names and assignment title for Moodle students in the assignment. The number of submissions made by a student is included in brackets. Under their name is their assignment submission. Click on the link to student's assignment to view the assignment in Turnitin. Clicking on the name only takes you to the Moodle user page for that student.

Paper ID: indicates the paper ID of the submission with Turnitin.

Submitted: shows the date and time of the submission. Late submissions are shown in red font.

Similarity: shows a percentage indicating the overall similarity of the paper to information in the Turnitin repositories, 100% being 'fully similar', 0% indicating 'no similarity'. Clicking on the Similarity % icon opens the Originality Report. 'Pending' will be displayed until the similarity report is generated.

Grade: contains a pencil icon until a grade (or Yes/No) entry is made. No icon will appear if a student has not submitted a paper to the assignment. The pencil icon will allow corrections to 'Grade'.


Submission icon: hover your mouse over the dot – indicates whether or not a student has viewed their marked paper.

Comments and Feedback icon: click here to leave a comment for the student or edit a previous comment.

Download icon: an arrow icon located to the right of the student's submission. Click on the icon to download a copy of the submission if you wish to save a copy of the student's original submission. Useful to obtain a clean copy for cross-marking.

Refresh icon: checks with Turnitin for an update on one particular student.

Delete icon: click on the trash bin icon to delete the submission from the inbox.
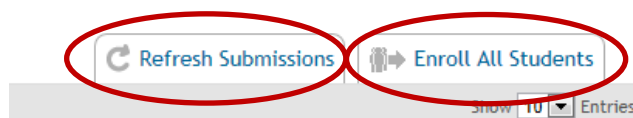
Refresh Submissions: this tab checks with Turnitin to see if more submissions have been entered or if new Originality Reports are available.

Enroll All Students: this tab is irrelevant in the Avondale environment. It only affects users that also access Turnitin through the native Turnitin website. You do not need to select this option as students are enrolled into Turnitin through their Moodle enrolment.

Options Tab

The Options tab allows you to select various options for the Turnitin assignment after the assignment has been created.

Auto Submit: by default as soon as a student uploads work it is sent to Turnitin for processing. The default setting is the best option. You can switch this off and separate the loading of work into Moodle from the upload to Turnitin. If you separate this process the students would need to submit a draft and then separately click a button to upload the draft into Turnitin.

Grade Display: if providing a grade to the students, this setting allows you to select either a % score for grades (the default) or a fraction (xx/100).

Auto Refresh Grades/Scores: by default the system will automatically attempt to refresh originality scores and grades, but this can be turned off if the marker would rather do it manually.

Submission List: by default all students are listed whether they have submitted to the assignment or not. However, if you prefer, you can opt to only see students in this list that have submitted work.

Comments Remain Editable, Maximum Comment Length: a lecturer can provide feedback to a student on the submission through a comments area. These settings determine how long comments remain editable and how many characters can be used.

Leaving Feedback for a Submission

To leave feedback for a student's submission, click on the blue number link.

A text box will be available for the marker to enter their feedback on the student's submission. Click on the *Add/Edit Comment* button to add the comment.

Opening the Originality Report

The Turnitin Originality Report can be accessed from the Submission Inbox. Under the Similarity column are the icons indicating the percentage of the similarity score and the corresponding colour on a blue (0%) to red scale (100%). Click on the icon to open the Originality Report.