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- [Migration](#)
- [Turnitin Assignment](#)
- [Assignment Submission Dates](#)
- [Turnitin Tutors](#)
- [Submitting Papers on Behalf of Students](#)
- [Viewing the Turnitin Submission Inbox](#)
- [Anonymous Marking \(UK Only\)](#)
- [PeerMark Assignments](#)
- [Updating a Turnitin Assignment 2](#)
- [Turnitin Students Tab](#)
- [Opening the Originality Report](#)
- [Accessing GradeMark®](#)
- [Bulk Downloading a Turnitin assignment's contents](#)
- [Enabling Turnitin plagiarism activity settings](#)
- [Glossary](#)

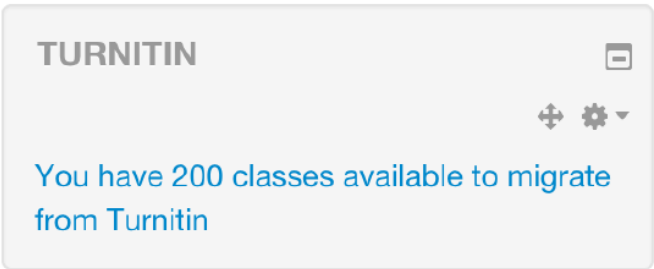


Migration

Course and Assignment Migration

If course migration is enabled by the Moodle administrator, instructors have the ability to migrate courses and assignments created in previously installed Moodle plugins (i.e. Moodle Basic or Moodle Direct version 1) to be reused or continued in the Moodle version 2 instance.

Click on the Turnitin block that your Moodle Administrator added to the interface.



The Turnitin Course Migration page lists all of the Turnitin instructor classes on the connected Turnitin account available to migrate to Moodle.

Course Title	Integration	Class End Date
1406 BB Direct V1 Course (BB 5160581)	Blackboard Direct	6 March 2015
Assignment Testing Class.	Moodle Direct	17 September 2014
Assignment Testing Class.	Moodle Direct	17 September 2014

There are two ways to migrate Turnitin classes/assignments to Moodle: in bulk or individually.



Bulk Migration

Bulk migration allows instructors to migrate a number of courses simultaneously. Courses are selected by ticking the box beside the desired Turnitin class. This will reveal a panel above the table with some basic migration options.

The screenshot shows a web interface for bulk migration. At the top, there is a 'Select Course Category' dropdown menu set to 'Miscellaneous'. To its right is a checkbox labeled 'Recreate all Assignments of selected classes in Moodle?' and a 'Recreate Courses' button. Below this is a 'Show 10 Entries' label. The main part of the interface is a table with three columns: 'Course Title', 'Integration', and 'Class End Date'. The table contains four rows of data, each with a checkbox in the first column.

☐	Course Title	Integration	Class End Date
☐	1406 BB Direct V1 Course (BB 5160581)	Blackboard Direct	6 March 2015
☒	Assignment Testing Class.	Moodle Direct	17 September 2014
☐	Assignment Testing Class.	Moodle Direct	17 September 2014
☒	Assignment Testing Class.	Moodle Direct	17 March 2017

The user must select a category to put these classes in and indicate whether they would like to migrate all the assignments within the class. Clicking “Recreate Courses” will commence the process of creating new courses on Moodle which correspond to the selected Turnitin classes and any assignments within these classes.

The screenshot shows a confirmation message in a box. The text reads: 'Your selected classes are now being re-created, depending on how many you have selected this may take upto a few minutes'. Below this, it states: 'Class re-creation is now complete. 2 out of 2 were successfully created.'

Individual Migration

Individual migration allows instructors to migrate courses and assignments individually, i.e. instructors are able to select which assignments they would like to migrate rather than having to migrate all of them. An instructor can also return at a later date and migrate an assignment that isn’t currently linked.

An instructor can start individual migration by clicking on the course name in the Course Migration section. They will be shown a window where – if the class is not currently linked to a Moodle course – they can either migrate this class to a new Moodle course or link it to an existing Moodle course that has not previously been linked to Turnitin.



▼ Create New Moodle Course

Category

Miscellaneous ▾

Course Title

Create New Moodle Course

Or

▼ Link Course to existing Moodle Course

Select Moodle Course

dto1 ▾

Link Course to existing Moodle Course

In the table below you can select up to 5 assignments to create as parts of a replicated Turnitin assignment in Moodle.

Individual migration allows instructors to migrate courses and assignments individually, i.e. instructors are able to select which assignments they would like to migrate rather than having to migrate all of them. An instructor can also return at a later date and migrate an assignment that isn't currently linked.

An instructor can start individual migration by clicking on the course name in the Course Migration section. They will be shown a window where – if the class is not currently linked to a Moodle course – they can either migrate this class to a new Moodle course or link it to an existing Moodle course that has not previously been linked to Turnitin.

In the table below you can select up to 5 assignments to create as parts of a replicated Turnitin assignment in Moodle.

Show 10 ▾ Entries Search:

☐	Turnitin Assignment Name	Max Marks	Turnitin ID
☐	Testing assignment	100	15166119
☐	Testing assignment	100	15166122
☐	Testing assignment	100	15166126
☐	Testing assignment	100	15166128
☐	Testing assignment	100	15166129

Showing 1 to 5 of 5 entries. [Prev](#) [Next](#)

Once you have migrated an assignment it will disappear from the list. The instructor can return at a later date and migrate assignments where there is a link between the Turnitin class and Moodle course as required.

In both migration scenarios these classes will now show up as courses in Moodle. If an instructor has performed the course migration they will be enrolled as a teacher on the Moodle course.





Turnitin Assignment

Turnitin assignments are added from the course's home page. 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 Administration menu to allow assignments to be added to the course. Click on the *Add an activity or resource* link. Select *Turnitin Assignment 2* from the list and click the *Add* button.

Note: If the administrator did not enable course migration, a course was not migrated, and/or a Moodle course does not exist, instructors will need to contact their Moodle administrator.

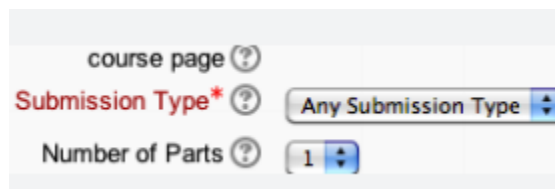


1. On the assignment creation page, enter the following:
the Turnitin Assignment Name
the Summary

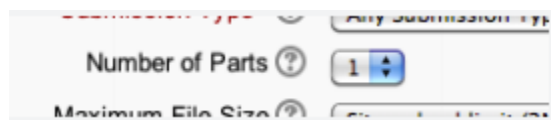
A screenshot of the Turnitin Assignment creation form. It shows a "General" tab with two required fields: "Turnitin Assignment Name" and "Summary", both marked with a red asterisk. There is a "Show editing tools" button next to the Summary field.

Note: Only alpha-numeric characters should be used when creating an assignment title. We do not support special characters or punctuation.

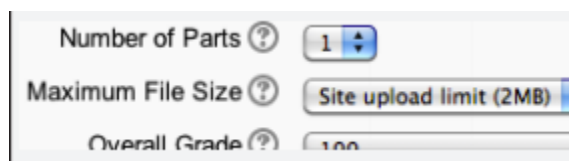
2. Select the submission type for the assignment. The default is *Any Submission Type*. There are two student submission options *File Upload* and *Text Submission*. Text Submission will require your students to copy and paste their paper in a text box to submit their paper. You can let your students choose which submission type to use by selecting *Any Submission Type*

A screenshot of the Moodle assignment settings interface. It shows three settings: 'course page' with a question mark icon, 'Submission Type*' with a question mark icon and a dropdown menu set to 'Any Submission Type', and 'Number of Parts' with a question mark icon and a dropdown menu set to '1'.

3. Select the number of parts you want the assignment to have from the “Number of Parts” drop 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

A screenshot of the Moodle assignment settings interface. It shows two settings: 'Number of Parts' with a question mark icon and a dropdown menu set to '1', and 'Maximum File Size' with a question mark icon and a dropdown menu set to 'Site upload limit (2MB)'.

4. Select the *Maximum File Size* for submissions. Turnitin allows up to 2MB for a text only submission and 40MB for a text and graphic submission. The maximum file size can be adjusted within the Moodle Course settings

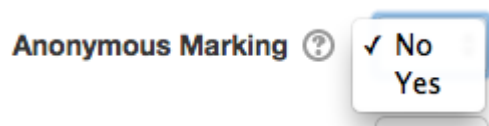
A screenshot of the Moodle assignment settings interface. It shows three settings: 'Number of Parts' with a question mark icon and a dropdown menu set to '1', 'Maximum File Size' with a question mark icon and a dropdown menu set to 'Site upload limit (2MB)', and 'Overall Grade' with a question mark icon and a dropdown menu set to '100'.

5. Select the *Overall Grade* from the drop down menu. The default is 100

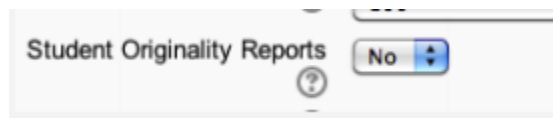




6. If it is enabled on your account (UK only), select if Anonymous Marking should be enabled for this assignment. This option will anonymize the students enrolled in this class. Once a submission has been made to the class you will be unable to change this option.



7. The *Student Originality Reports* option of assignment creation provides instructors with the ability to control whether students are allowed to view Originality Reports within each created assignment. Select yes to allow students to see the Originality Report for the assignment. The default setting is no.



Assignment Part Settings

When creating a Turnitin assignment the user can select a name for the assignment parts and the associated assignment dates.



▼ Assignment Part 1

Name* Part 1

Start Date 13 August 2013 17 14

Due Date 20 August 2013 17 14

Post Date 20 August 2013 17 14

Max Marks 100

Originality Report Options

Click on the Originality Report Options link to expand the Originality Report settings.



Allow Late Submissions

The *Allow Late submissions* option allows students to submit work after the due date. Late submissions are marked as being late and the actual submission date is recorded. The default is set to no.

▼ Originality Report Options

Allow Late Submissions No

Report Generation Speed

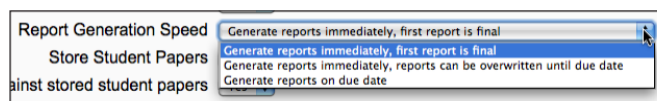
There are three options for generating Originality Reports for student submissions:

Generate reports immediately, first report is final - Originality Reports for all submissions will be generated immediately. Students cannot resubmit papers. Submissions must be deleted by the instructor to enable resubmission.



Generate reports immediately, reports can be overwritten until due date - Originality Reports for the initial submission by each student user to this assignment will be generated immediately. Students may resubmit as often as the student wishes until the assignment due date. Originality Reports for the second or subsequent submission will require a 24 hour delay before the Originality Report begins processing. Only the latest submission is available to the instructor or student. Previous versions are removed. Student submissions will compare against one another within the assignment on the due date and time, which may result in a change in the Originality Report similarity index and results at the due date and time. This option is typically used when students are self-reviewing and revising their submissions and able to view the Originality Report. No resubmissions after the due date and time of the assignment.

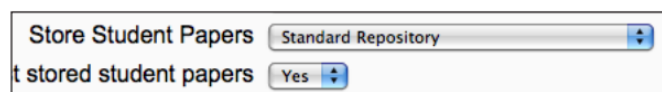
Generate reports on due date - Originality Reports will not be generated for any submission until the due date and time of the assignment. Students may resubmit as many times as needed until the due date and time without receiving reports. Resubmissions may not be made after the due date and time of the assignment.



A screenshot of a dropdown menu for 'Report Generation Speed'. The menu is open, showing four options: 'Generate reports immediately, first report is final', 'Generate reports immediately, first report is final' (repeated), 'Generate reports immediately, reports can be overwritten until due date', and 'Generate reports on due date'. The first option is currently selected.

Store Student Papers

The Store Student Papers setting has three options: in the Standard Repository, the institution's repository, or to not store the papers. The default is to store the student papers in the standard repository.



A screenshot of a dropdown menu for 'Store Student Papers'. The menu is open, showing two options: 'Standard Repository' and 'Yes'. The 'Standard Repository' option is currently selected.

Repository Sources for Originality Reports

The instructor is able to select the available repository sources to compare submissions in the assignment against. This allows an instructor to disregard a source type if the comparison against this type of source is not needed. There are three database search options: *Check against stored student*



papers, Check against the internet, and Check against the journals, periodicals and publications. The default for each of these search options is set to Yes.

Check against stored student papers

Yes

Check against internet

Yes

Check against journals,
periodicals and publications

Yes

Assignment Exclusion Options

The instructor is able to set exclusion options at the assignment level. These exclusion options provide the ability to exclude the bibliography, quoted material, or small sources from reports.

Exclude Bibliography

No

Exclude Quoted Material

No

Exclude Small Matches

Words

GradeMark Options

Click on the *GradeMark Options* link to expand the GradeMark assignment settings. These settings include the option to attach a rubric to the assignment and the option to enable ETS® e-rater® grammar feedback for submissions.

►

Grademark Options



▼ **Grademark Options**

Attach a rubric to this assignment No rubric  [Launch Rubric Manager](#)

Note: students will be able to view attached rubric

Enable e-rater grammar check No

ETS® Handbook High School

e-rater Dictionary US English Dictionary

e-rater Categories

- ☐ Spelling
- ☐ Grammar
- ☐ Usage
- ☐ Mechanics
- ☐ Style

Moodle Groups

The Moodle functionality for managing groups and groupings of students within Moodle courses / activities is fully supported in Moodle Direct.

▼ **Common module settings**

Visible Show

ID number 

Group mode  No groups

Click on the *Save and Display* button once you have selected all the assignment options for the Turnitin assignment.

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 Submission Inbox tab for the Turnitin assignment. The due date will default to a week after the date the assignment was created.

Submission Inbox Turnitin Tutors Turnitin Students				
Part 1				
Title	Start Date	Due Date	Post Date	Marks Available
Assignment 1 (Part 1) ✓	13 Aug 2013 - 20:34 ✓	20 Aug 2013 - 20:34 ✓	20 Aug 2013 - 20:34 ✓	100 ✓
Peermark Assignments (0)				
Show 10 Entries Search: Refresh Submissions				
Showing 1 to 4 of 4 entries.				
Student	Submission Title	Paper ID	Submitted	Similarity
Student3, Moodle				
Student4, Moodle				

To change any of the assignment dates click on the pencil icon to the right of the date.

Start Date	Due Date	Post Date
13 Aug 2013 - 20:34 ✎	20 Aug 2013 - 20:34 ✎	20 Aug 2013 - 20:34 ✎

Use the drop down menus to change the date and times for the Start Date, Due Date, or the Post Date. You may also change the assignment part name and the assignment point value. Once you have finished editing the dates click elsewhere on the screen to save your changes.

Start Date	Due Date	Post Date
2013 - 20:34 ✎	20 Aug 2013 - 20:34 ✎	20 Aug 2013 -



Start Date -The start date 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 marks/grades will be released to students. If anonymous marking is turned on (UK only) this is also the date when marks will be released to students.





Turnitin Tutors

Within Turnitin, a class created via Moodle Direct can be managed by multiple instructors. Moodle allows multiple instructors to work on a class and the Turnitin integration supports this ability. By clicking on the Turnitin Tutors tab for the assignment (only instructors can do this) instructors are redirected to a screen that provides the ability to add and remove any currently enrolled Moodle Teacher as a tutor on the Turnitin class.



This setting has no effect within Moodle itself and only controls who can see the class within Turnitin. You must log-in to Turnitin to see this change. In the majority of cases you will never need to change this setting or login to Turnitin. In a future release of Turnitin multiple instructors will be supported and this setting will be removed from the integration.





Submitting Papers on Behalf of Students

To submit a paper to the Turnitin assignment on behalf of a student, within the Submissions Inbox page click on the file upload icon to the right of the student's name within the student list.

Student	Submission Title	Paper ID	Submitted	Similarity	Grade	
Student3, Moodle	--	--	--	--	--	
Student4, Moodle	--	--	--	--	--	

Note: Instructors are able to submit on behalf of students at any time, even after the post-date of the assignment

File upload

1. Click on the file upload icon for the student to submit on behalf of that student



2. Enter the submission title



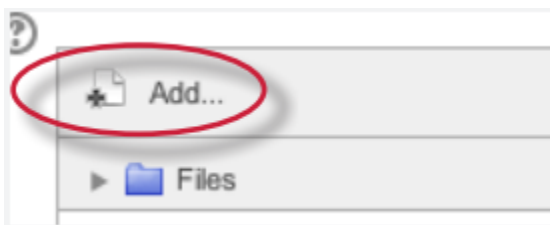
Submission Title

3. Drag and drop the file into the drag and drop area of the page

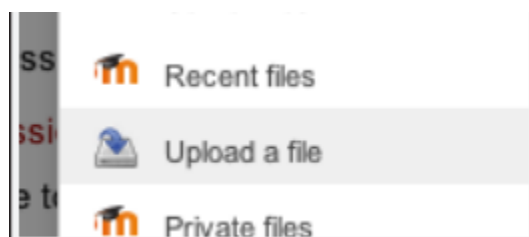


4.

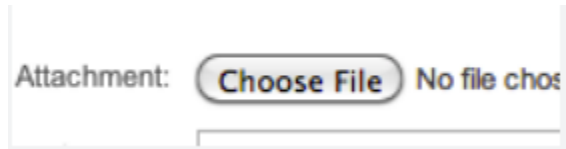
4a. Or use the add a file method by clicking on the Add link.



4b. Select Upload a file from the sidebar



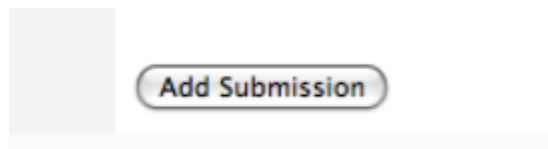
4c. Click on the *Choose File...* button to select the file you would like to submit



4d. Click on the Upload this file button to upload the selected file



5. Click on the *Add Submission* button to submit the file



Text Submission

If *Text submission* was selected within the general Turnitin assignment settings instructors will submit papers by copying and pasting the text they would like to submit to the assignment into a text box.

1. Click on the file upload icon for the student to submit on behalf of that student





2. Enter the submission title

A screenshot of a form field labeled "Submission Title" in red text. Below the label is a red asterisk and a question mark icon. To the right of the label is a text input box.

3. Copy and paste the text of the submission into the *Text to Submit* field

A screenshot of a form field labeled "Text to Submit" in black text. Below the label is a question mark icon. To the right of the label is a large text input box.

4. Click on the *Add Submission* button to submit the file

A screenshot of a button labeled "Add Submission" in black text. The button is rounded and has a slight shadow. It is positioned next to a grey rectangular area.

File Types and Size



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

Microsoft Word® (DOC and DOCX)
Corel WordPerfect®
HTML
Adobe PostScript®
Plain text (TXT)
Rich Text Format (RTF)
Portable Document Format (PDF)
OpenOffice (ODT)
Hangul (HWP)

The maximum file size is defined in the course settings and selected in the assignment set up screen. Files of larger size may be reduced in size by removal of non-text content. Files that are password protected, encrypted, hidden, system files, or read only files cannot be uploaded or submitted to Turnitin

Note: Text only files may not exceed 2 MB.

PDF File 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.

PDF Tip: Users submitting scanned images of a document or an image saved as a PDF will need to use Optical Character Recognition (OCR) software to convert the image to a text document. Manual correction of the resulting document is highly recommended to fix any errors caused by the conversion software.

Embedded Links Note: Some document formats can contain multiple data types. This includes text, images, embedded information from another file, and formatting. Non-text information that is not saved directly within the document will not be included in a file upload. This includes references to a Microsoft Excel® spreadsheet included within a Microsoft Office Word document.

File Type Note: Users whose files are saved in a file type that is not accepted by Turnitin will



need to use a word processing program to save the file as one of the accepted types. Rich Text Format and Plain Text file types are nearly universally available in word processing software. Neither file type will support images or non-text data within the file. Plain text format does not support any formatting, and rich text format supports only limited formatting options.

Warning: Users who are converting to a new file format will need to save their file with a name different than the original. Any file should be saved with a new file name when converting to plain text or rich text formats to prevent permanent loss of the original formatting or image content of a file.





Viewing the Turnitin Submission Inbox

The Submission Inbox

Instructors 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.

Student	Submission Title	Paper ID	Submitted	Similarity	Grade
Student14, Moodle	Essay	25574182	13/08/13, 23:54	33%	-/100
Student3, Moodle	Assignment 1	25573888	13/08/13, 23:06	100%	-/100
Student2, Moodle					

The columns headings in the assignment inbox are:

Student - a column containing the names for Moodle students in the assignment. Clicking on the name takes you to the Moodle user page for that student. If a student is enrolled in the Turnitin system but not enrolled in the Moodle system the student is listed as "Non Moodle Student". If the student is



subsequently enrolled in Moodle the submission will be linked to the student account automatically. The number of submissions made by a student is included in brackets.

If anonymous marking is enabled for the account the student's name will appear as 'Anonymous Marking Enabled'. Once the student has submitted to the assignment clicking on this will allow you to remove the student's anonymity. You will be prompted to input a reason to release the student's information. Anonymous marking is revealed on an Assignment Part level.

Submission Title - a column containing the submission's title

Paper ID – this column of the report contains the paper id of the submission.

Submitted – this column of the report contains the date and time of the submission. Late submissions are color coded red.

Similarity - this column contains 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.

Grade – this column either contains a grade and a pencil icon for editing the grade or if GradeMark has been enabled the column indicates if GradeMark is available. A pencil icon shows what papers can be accessed in GradeMark. No icon will appear if a student has not submitted a paper to the assignment or if GradeMark has not been purchased for the account. If the icon is available, click on the pencil icon to open a GradeMark window.

Download icon - a arrow icon located to the right of the submission. Click on the icon to download a copy of the submission.

Delete icon - a trash bin icon located to the right of the submission. Click on the icon to delete the submission from the inbox.

Refresh Submissions - this option checks with Turnitin to see if more submissions have been entered or if new Originality Reports are available.





Downloading Student Papers

You are able to download student papers in two forms, as the original files or as the GradeMark report that you have created.

1. Click on the checkbox beside each of the assignments you would like to download

☒	Smith, Fred	A historic interpretation of myth
☒	Elgan, Serena	Merlin and his many guises

2. Options to download the assignments will appear beneath the assignment information

Title	Start Date	Due Date
Writing for Screen (Part 1)	15 Apr 2015 - 10:09	22 Apr 2015 -
Peermark Assignments (0)		

Show Entries Download Original Files Download Selected GradeMark Files

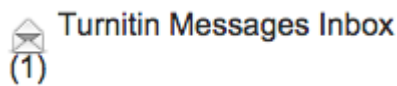
3. Click *Download Original Files* to download the submission as the student first uploaded it. It will download as a .zip file.

Download Original Files

3a. To download the GradeMark files for an assignment click *Download Selected GradeMark Files*. A modal will appear to indicate that his process is currently working in the background. The process of compiling GradeMark files can take time depending on the amount of files that will be processed.



3b. Once files are ready to download you will receive a message in your Messages Inbox for the assignment



3c. There will be a new message in your Turnitin Messages Inbox once the file has finished processing. Open this message to download your files

Subject	Created	
[Bulk Download] Writing for Screen Part 1 (Moodle TT)	16/04/2015 11:26:18	

3d. There will be two files within this message. A manifest, containing all a log of files that have been processed for download and any errors that may have occurred, and a download link to a zip file containing the files you have requested

[Bulk Download] Writing for Screen Part 1 (Moodle TT)

Requested on:

23/04/2015 11:26:14

Class:

Documentation Course (Moodle TT)

Assignment:

Writing for Screen Part 1 (Moodle TT)

Please view the manifest file to view the compression results. Compression results will include a list of all files successfully added to the zip file and details on any files that failed during compression.



[3813492_manifest.txt](#)

Your files are ready for download. Please click on the link(s) below to begin the zip file download:



[3813492_1.zip](#)

The files associated with this download request will be available until: 2015-04-23 11:26:14 BST





Anonymous Marking (UK Only)

Anonymous Marking allows you to grade student's work without having their names or other identifiable information revealed to you. In a situation where you would have to reveal the student's name an audit trail will be created accessible by your account administrator.

Enable Anonymous Marking for an Assignment

Anonymous Marking is set at the assignment level. To turn anonymous marking on for an assignment you will find the option during assignment creation or, if there hasn't been any submissions to the assignment already, you are able to edit this option in the settings.



Note: Once the first submission has been made to an assignment you will be unable to change this setting

Reveal a Student's Name

At any time you are able to reveal a student's name once they have submitted to an assignment. Revealing a student's name is irreversible and will be audited to ensure that information is only revealed to the right users.



1. Within the assignment click on the submission that you would like to reveal the student's name for

Showing 1 to 4 of 4 entries.

☐	Student	Submission Title
☐	Anonymous Marking Enabled	Merlin and his many guises

2. Enter a reason for access in the modal that appears on the screen. Your response will be logged and an audit trail will be created.

Please give a reason below for unmasking a students name.

Reason for Unmasking*

Reveal

There are required fields in this form marked *.

Note: If you have an assignment with multiple parts you will have to reveal the user for each part of the assignment.





PeerMark Assignments

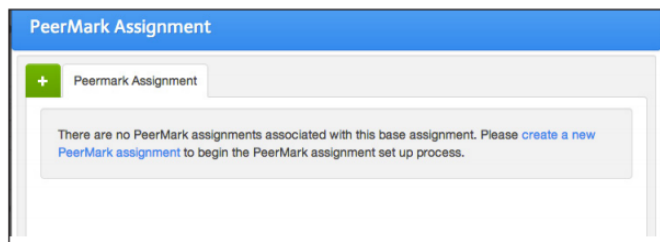
Instructors can add PeerMark assignments to assignment parts within a Turnitin assignment.

Once a Turnitin assignment is created a PeerMark assignment can be added to an assignment part.

To add a PeerMark assignment to a Turnitin assignment part click on the PeerMark assignment button within the Submission inbox.



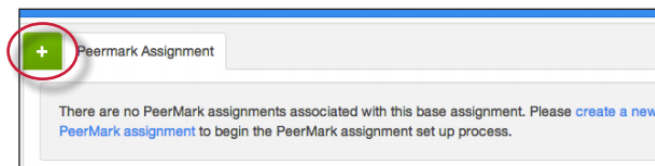
The PeerMark creation screen will load.



PeerMark Assignment Creation

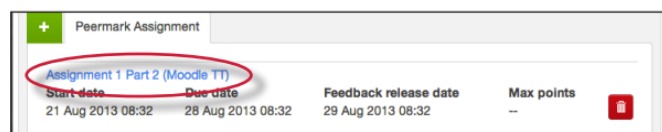
To create a PeerMark assignment click on the green + icon tab.





PeerMark assignments will default the start date to a day after the assignment part due date and requires students to complete a single review.

PeerMark assignment settings can be adjusted by clicking on the PeerMark assignment name.



There are three different aspects of a PeerMark assignment that can be adjusted: the PeerMark assignment options, the PeerMark Questions assigned to students, and the PeerMark paper distribution options.

Step 1 - PeerMark Assignment Settings

1. Click on the title of the PeerMark assignment to open the PeerMark assignment settings



2. Enter a new title if desired



Title

Assignment 1 Part 2 (Moodl

3. (Optional) Enter a Point value

Point value

4. (Optional) Enter instructions for the PeerMark assignment

Instructions

This description will appear on

5. Adjust any of the assignment dates by clicking on the calendar icon

Start date

 21 Aug 2013 08:32

Due date

 28 Aug 2013 08:32

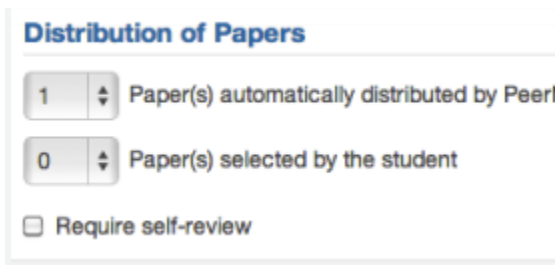
Feedback release date

 29 Aug 2013 08:32



6. Click on the Additional Settings link to view the advanced PeerMark assignment settings. Please view the additional PeerMark assignment settings section for more information about these options.

6a. (Optional) - The additional settings contains the Distribution of Papers option which allows the instructor to adjust the number of reviews students are assigned within the PeerMark assignment.

A screenshot of the 'Distribution of Papers' settings in PeerMark. The title 'Distribution of Papers' is in blue. Below it, there are two rows of settings. The first row has a spinner box with the number '1' and a dropdown arrow, followed by the text 'Paper(s) automatically distributed by PeerMark'. The second row has a spinner box with the number '0' and a dropdown arrow, followed by the text 'Paper(s) selected by the student'. At the bottom, there is a checkbox labeled 'Require self-review' which is currently unchecked.

7. Click the Save and Continue button to save the PeerMark assignment settings and continue to step 2 of PeerMark assignment creation

Step 2 - PeerMark Questions

After clicking on the Save and Continue button when saving the PeerMark assignment options the page loads the PeerMark Questions tab.

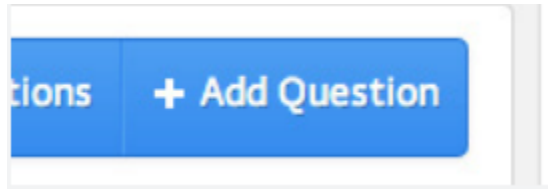
PeerMark assignments do not by default include PeerMark Questions.

There are two ways to add PeerMark scale or free response questions to an assignment by either: adding previously used questions from the PeerMark library or creating new PeerMark questions.

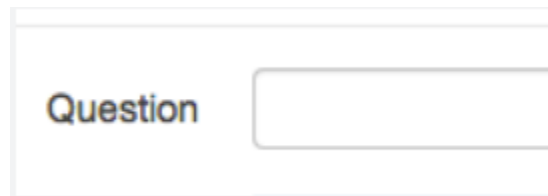


Creating a free response question in PeerMark creation

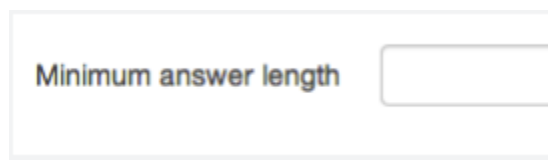
1. Click on the *Add Question* button



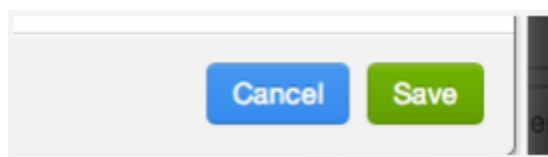
2. Enter the question in the Question field

A screenshot of a form with a label 'Question' and an adjacent empty text input field.

3. Enter the minimum answer length

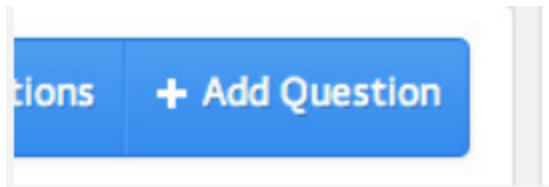
A screenshot of a form with a label 'Minimum answer length' and an adjacent empty text input field.

4. Click Save to add the free response question to the PeerMark assignment

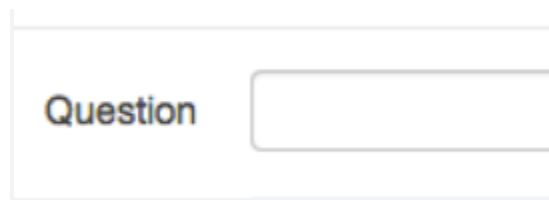
A screenshot of a form showing two buttons: a blue 'Cancel' button and a green 'Save' button.

Creating a scale question in PeerMark creation

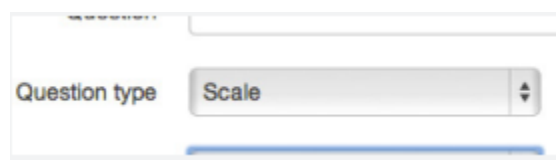
1. Click on the *Add Question* button and select *Scale*



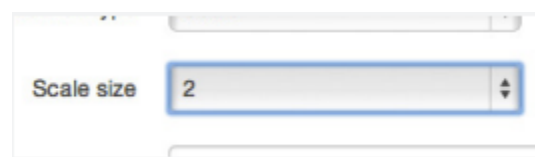
2. Enter the question in the *Question* field



3. Select *Scale* from the *Question* type drop down



4. Select the scale size. The highest scale value is 5

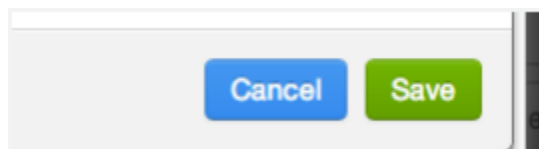


5. Enter in the labels for the scale in the appropriate fields. An example for labelling the scale question: "How well does the introduction set up the Thesis of the paper?" would be *Lowest:* Not very well to *Highest:* Extremely well



A form with two input fields. The first field is labeled "Lowest:" and the second field is labeled "Highest:". Both fields are empty and have a light gray border.

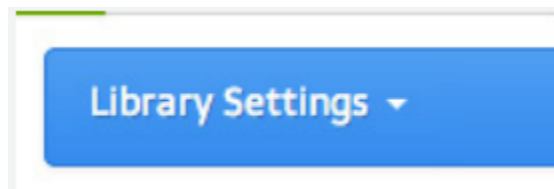
6. Click *Save* to add the scale question to the PeerMark assignment



A gray rectangular box containing two buttons. The "Cancel" button is blue with white text, and the "Save" button is green with white text.

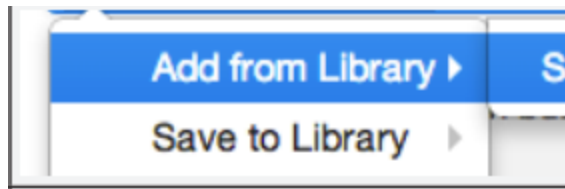
Adding a question from a PeerMark library

1. Click on the *Library Settings* link

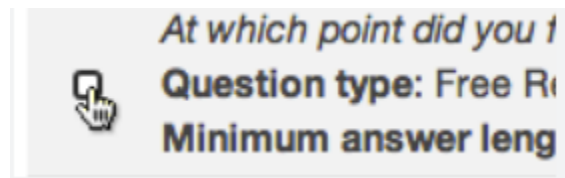


2. Click Add from Library and then select the library you want to add questions from

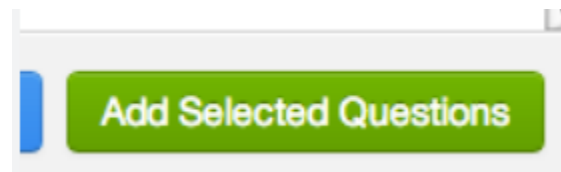




3. Select the questions from the library that you would like to add to the PeerMark assignment by clicking in the check box next to each question



4. Click on the *Add Selected Questions* button to add the questions to your PeerMark assignment



Once all of the desired questions have been added to the assignment instructors can edit or remove questions from the PeerMark assignment.

To remove a question, click on the red trash can icon.

To edit a question click on the blue icon to the right of the question in the PeerMark questions list.

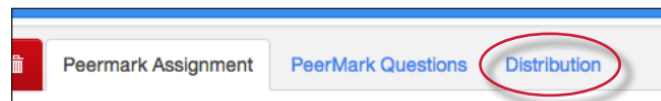


How well did the author answer the prompt?	 
Question type: Free Response	
Minimum answer length: 5	
Rate this paper's overall readability	 
Question type: Scale	
Highest: very readable, Lowest: unreadable	

Step 3 - Distribution (Optional)

If desired instructors can assign students to review another student's paper within the Distribution options tab.

To access the Distribution page click on the Distribution tab.

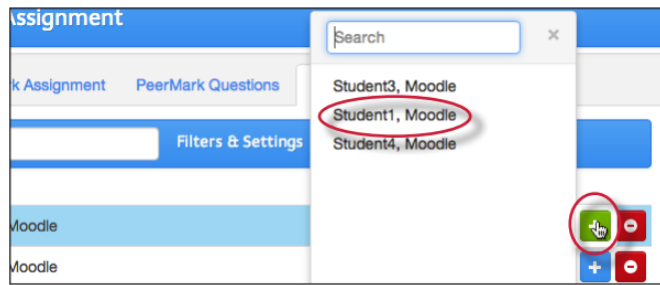


To remove a student from the PeerMark assignment click on the "-" icon to the right of the student's name.

Paper author		
 Student3, Moodle	(Forced: 0, System assigned: 1)	 
 Student1, Moodle	(Forced: 0, System assigned: 1)	 

To force a student to review another student's paper click on the + icon and select a student from the list.





Saving/Closing the PeerMark Assignment Creation Window

Click outside of the PeerMark creation window to save the assignment and close the window.



When creating a PeerMark assignment the instructor may select to view and change any of the advanced assignment options in Step 1 of PeerMark creation. To view the advanced assignment options click on the Additional Settings link located below the assignment dates.



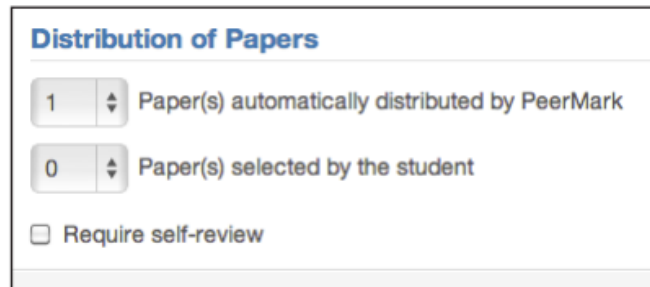
Additional Settings:

- Award full points if review is written
- Allow students to view author and reviewer names
- Allow students without a paper to review
- Allow submitters to read all papers after Start date
- Allow students to read ALL papers and ALL reviews after Feedback Release Date



Distribution of Papers

The Distribution of Papers option provides instructors with the ability to assign additional reviews to students for the PeerMark assignment. Reviews can be assigned as automatically distributed or allow a student's choice of papers to review. Additionally, instructors can require students to complete a self-review.



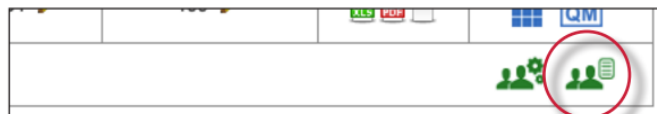
The screenshot shows a settings box titled "Distribution of Papers". It contains two rows of controls. The first row has a spinner box set to "1" followed by the text "Paper(s) automatically distributed by PeerMark". The second row has a spinner box set to "0" followed by the text "Paper(s) selected by the student". Below these is a checkbox labeled "Require self-review" which is currently unchecked.

Viewing the PeerMark Assignment Inbox

Once the PeerMark start date has passed students have the ability to write reviews assigned to them within the PeerMark assignment.

Instructors have the ability to view the student reviews or write instructor reviews for the PeerMark assignment.

To view student reviews click on the PeerMark reviews list icon.



Click on the PeerMark assignment to view the student review list for that assignment.



Peermark Assignments				
Assignment 1 Part 1 (Moodle TT)				
Start date	Due date	Feedback release date	Max points	
15 Aug 2013 12:34	17 Aug 2013 12:34	22 Aug 2013 12:34	--	

The PeerMark reviews page lists all of the students within the course and displays the number of reviews received or submitted.

Reviews				
Search		Download Scaled Responses (xls)		
Student	Grade	Submitted	Received	Review
Student1, Moodle	--	0 / 1	0	
Student3, Moodle	--	0 / 1	0	
Student4, Moodle	--	0 / 1	1	

To view the reviews written for a student's paper click on the # icon within the Received column.

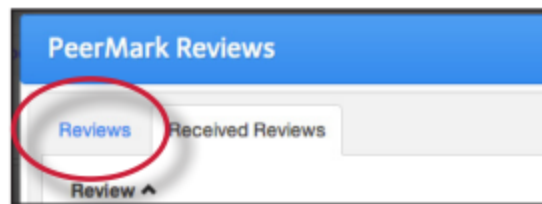
Student4, Moodle	--	0 / 1	1	
------------------	----	-------	---	--

The completed reviews are listed on this page. Click on the reviewers row to view the completed review.

PeerMark Reviews		
Reviews	Received Reviews	
Review	Percent complete	Review
Reviewer: Student3, Moodle Date Submitted: 16 Aug 2013 15:41	100%	

Click on the reviews tab to return to the PeerMark reviews page.





Writing Instructor PeerMark Reviews

Click on the blue icon in the PeerMark reviews page to write an instructor review for the student's paper.

Student ^	Grade	Submitted	Received	Review
Student1, Moodle	--	0 / 1	0	





Updating a Turnitin Assignment 2

Navigating to the assignment you want to update and click the 'Update this Turnitin Assignment 2'.

Update this Turnitin Assignment 2

On this page you have the option to update various part of your assignment, including the Assignment Name, submission type, overall grade and various other settings.

Turnitin Assignment Name*

INTS-10249

Summary*

Paragraph **B** *I* [List] [List] [Link] [Image] [Table] [Code]

Test assignment

Path: p

Display description on course page ? ☐

Submission Type* ?

File Upload

Number of Parts ?

1

Maximum File Size ?

Site upload limit (2MB)

Overall Grade ?

100

Allow submission of any file type? ?



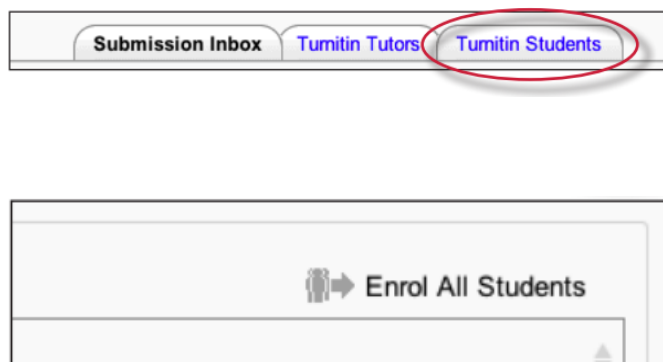
You can find a full descriptions of these fields by following this [link to the relevant assignment creation article](#).





Turnitin Students Tab

The Turnitin Students page allows the instructor to enroll all of the Moodle students for the course in Turnitin.



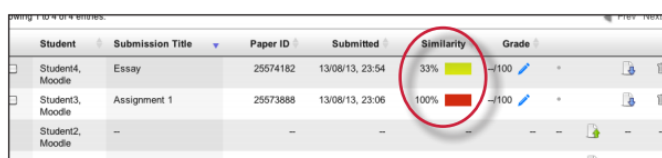
The *Enroll All Students* link only affects users that also access Turnitin through the normal Turnitin web site. Clicking on this button enrolls all students from this Moodle class in Turnitin in one go. You do not normally need to select this option, as students are enrolled in Turnitin as required for the purposes of submission.





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 color on a blue(0%) to red scale(100%).



Student	Submission Title	Paper ID	Submitted	Similarity	Grade
Student14, Moodle	Essay	25574182	13/08/13, 23:54	33% 	~100
Student3, Moodle	Assignment 1	25573888	13/08/13, 23:06	100% 	~100
Student2, Moodle	--	--	--	--	--

Click on the icon to open the Originality Report. For more in depth information on Originality Reports please [click here](#) to view the Originality Report chapter of the Turnitin Instructor manual.





Accessing GradeMark®

To access GradeMark to grade the student's paper, click on the pencil icon in the Grade column. For more in depth information on using GradeMark please [click here](#) to view the GradeMark chapter of the Turnitin Instructor manual.

Assignment Title ▼	Paper ID ⚙	Submitted ⚙	Similarity ⚙	Grade ⚙
	25574182	13/08/13, 23:54	33% 	~/100  *
Assignment 1	25573888	13/08/13, 23:06	100% 	~/100  *





Bulk Downloading a Turnitin assignment's contents

Instructors have the ability to bulk download an assignment's submissions as pdfs or the original file type and to export the GradeMark pdfs for selected submissions. After the download is initiated the downloadable file is located in the *Messages Inbox*.

To download the assignment's submissions in pdf format click on the pdf icon in the *Export* column to the right of the assignment dates.

Due Date	Post Date	Marks Available	Export
15 Aug 2013 - 20:34	20 Aug 2013 - 20:34	100	

To download the assignment's submission in their original format click on the original format icon.

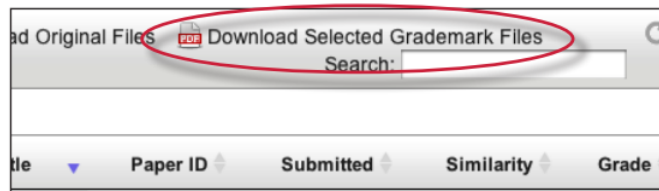
Due Date	Post Date	Marks Available	Export
15 Aug 2013 - 20:34	20 Aug 2013 - 20:34	100	

To download the GradeMark pdfs for selected files, first select the files within the submission list by clicking in the checkbox for each submission.

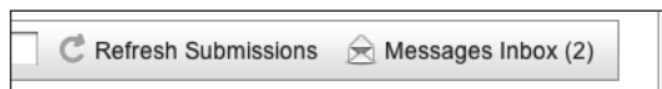
Student	Submission Title	Paper ID	Submitted	
☒ Student4, Moodle	Essay	25574182	13/08/13, 23:54	3
☐ Student3, Moodle	Assignment 1	25573888	13/08/13, 23:06	10
Student2	—	—	—	—



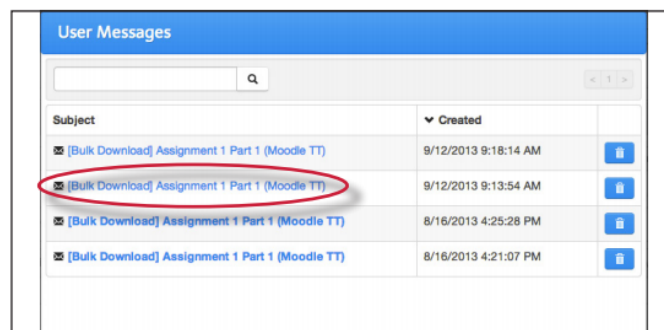
Once all of the files are selected click on the *Download Selected GradeMark Files* link.



All bulk download files are located within the Message Inbox. Click on the Messages Inbox link to open the list of downloads.



Click on the bulk download link to view the download information and download the generated zip file.





Enabling Turnitin plagiarism activity settings

When Moodle Direct Version 2 is installed and configured the Turnitin plagiarism plugin can be included in the following activity types: Assignment, Forum and Workshop.

When creating one of the listed activities additional settings appear for the Turnitin plugin. Click on the "Turnitin plagiarism plugin activity settings" to view the Turnitin settings for the activity.

- ▶ **Availability**
 - ▶ **Turnitin plagiarism plugin activity settings**
 - ▶ **Common module settings**

By default Turnitin is enabled for activities when the Moodle 2 plugin is installed. All submissions/posts to these activity modules are sent to Turnitin and reports can be accessed from within the relevant module.

Enable Turnitin

Turnitin is enabled by default. To disable Turnitin for the assignment select no from the drop down menu.

Enable Turnitin

Yes 

Student Originality Reports



The *Student Originality Reports* option of assignment creation provides instructors with the ability to control whether students are allowed to view Originality Reports within each created assignment. Select yes to allow students to see the Originality Report for the assignment. The default setting is no.

Student Originality Reports ? Yes

Store Student Papers

The Store Student Papers setting has three options: in the Standard Repository, the institution’s repository, or to not store the papers. The default is to store the student papers in the standard repository.

Store Student Papers Standard Repository

Repository Sources for Originality Reports

The instructor is able to select the available repository sources to compare submissions in the assignment against. This allows an instructor to disregard a source type if the comparison against this type of source is not needed. There are three database search options: *Check against stored student papers*, *Check against the internet*, and *Check against the journals, periodicals and publications*. The default for each of these search options is set to Yes.

Check against stored student papers Yes

Check against internet Yes

Check against journals, periodicals and publications Yes

Report Generation Speed

There are three options for generating Originality Reports for student submissions:



Generate reports immediately, first report is final - Originality Reports for all submissions will be generated immediately. Students cannot resubmit papers. Submissions must be deleted by the instructor to enable resubmission.

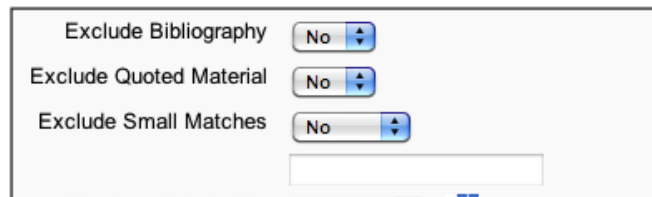
Generate reports immediately, reports can be overwritten until due date - Originality Reports for the initial submission by each student user to this assignment will be generated immediately. Students may resubmit as often as the student wishes until the assignment due date. Originality Reports for the second or subsequent submission will require a 24 hour delay before the Originality Report begins processing. Only the latest submission is available to the instructor or student. Previous versions are removed. Student submissions will compare against one another within the assignment on the due date and time, which may result in a change in the Originality Report similarity index and results at the due date and time. This option is typically used when students are self-reviewing and revising their submissions and able to view the Originality Report. No resubmissions after the due date and time of the assignment.

Generate reports on due date - Originality Reports will not be generated for any submission until the due date and time of the assignment. Students may resubmit as many times as needed until the due date and time without receiving reports. Resubmissions may not be made after the due date and time of the assignment.

A screenshot of a dropdown menu titled "Report Generation Speed". The selected option is "Generate reports immediately, first report is final". The dropdown arrow is visible on the right side.

Assignment Exclusion Options

The instructor is able to set exclusion options at the assignment level. These exclusion options provide the ability to exclude the bibliography, quoted material, or small sources from reports.

A screenshot of a form titled "Assignment Exclusion Options". It contains three rows, each with a label and a dropdown menu. The first row is "Exclude Bibliography" with a "No" dropdown. The second row is "Exclude Quoted Material" with a "No" dropdown. The third row is "Exclude Small Matches" with a "No" dropdown. Below these rows is an empty text input field.

GradeMark Options



These settings include the option to attach a rubric to the assignment, the option to select a QuickMark set for the assignment, the option to enable ETS® e-rater® grammar feedback for submissions, and (TurnitinUK only) the option to enable anonymous marking for the assignment.

Attach a rubric to this assignment

No rubric

 [Launch Rubric Manager](#)

Note: students will be able to view attached rubrics and their c

Enable e-rater grammar check

No

ETS® Handbook

High School

e-rater Dictionary

US English Dictionary

e-rater Categories

☐ Spelling

☐ Grammar

☐ Usage

☐ Mechanics

☐ Style

Anonymous Marking

No





Glossary

Definitions

account	A Turnitin account allows instructors to use products purchased from Turnitin
account ID	The numeric identification number for a specific account or sub-account
administrator	The controller of a specific Turnitin account. This user type is able to install and configure, activate or deactivate products on an account, change account settings, and add or remove instructors from account access
assignment	Submissions to a class on Turnitin are made to an assignment. Each assignment can allow only a single submission per student user who is enrolled in the class
class	To allow students to submit files, an instructor must create a class for their students. A class requires a name, a class ID, and a class enrollment password
class portfolio	The class portfolio page is the main view page of a student for a specific class
default submission type	A user preference set by instructor or student users to define which file submission method should be displayed by default for submissions to an assignment in a Turnitin class
digital receipt	The digital receipt is a confirmation of a successful paper submission to a Turnitin assignment. The digital receipt contains the unique <i>paper ID</i> number, user name, submission date and time, class name, assignment title, and a copy



	of the submitted work. The digital receipt is shown on-screen after submission and a copy is sent by e-mail to the user at the e-mail address provided as the user login name. This e-mail is sent by noreply@turnitin.com and spam filters should be checked to ensure they do not block users from receiving this e-mail
download	Transmission of a file from Turnitin to the computer of the user selecting to download files). Some users may need to enable file download due to security considerations on the web browser or computer being used
due date	The due date on a Turnitin assignment indicates the date and time of day at which an assignment is due. Submissions after the due date and time may no longer be allowed and will be automatically blocked by the Turnitin system. Only the instructor can enable late submissions on an assignment on Turnitin. The due date must come after the start date and before the post date during assignment creation. The due date and time may be changed by the instructor at their discretion to meet the needs of a class
GradeMark	A digital grading product offered by Turnitin which allows instructors to place comments and QuickMark editing marks on a submission for students to review. This product also includes standardized rubric scorecards and the ability to share QuickMark SM standard editing marks and rubric scorecards between instructors on an account via export or via administrators using the libraries sharing feature of the GradeMark digital grading product
homepage	The default login page, which is different based on the selected default user type of the user profile being accessed
instructor	The term used for teachers, tutors, or other student assisting users added or authorized to join as instructors on a specific Turnitin account. A single person may be joined to multiple Turnitin accounts or sub-accounts using one user profile or separate user profiles. Users may fill more than one user type role on Turnitin
internet archive	Turnitin's web repository includes inactive or no longer available web pages and copies of



	pages that have changed over time. This allows Turnitin to search against information that is no longer available or which has changed over time.
libraries	the libraries menu displays the rubrics created by Turnitin or the instructor. For more information about rubrics please view the GradeMark training video or the rubric section of the GradeMark manual available at www.turnitin.com/training.html
log in	the act of an authorized user entering the e-mail address and personal password created for a user profile to enter Turnitin as the user associated with the e-mail address entered
Optical Character Recognition (OCR)	Optical character recognition software converts a image of text information into an actual text document that can be read and altered by word processing software. Papers or documents transferred into a computer via a scanner require optical character recognition software conversion to be submitted to Turnitin. Turnitin only accepts documents containing actual text data rather than an imaged document or submission. Some scanners offer OCR conversion automatically, but most OCR conversion requires hand correction to resolve any inaccuracies which can cause major changes to the actual content of a document
Originality Report	The Originality Report is a flexible document that allows students and instructors to review matches between a submitted work and the repositories scanned by Turnitin. Citations, quotations, and bibliographic material are all scanned against Turnitin's repositories to determine an overall similarity percentage as well as specific matches to similar text
Overall Similarity Index	The overall similarity index is a percentage indicating the similarity of the text submitted to information contained in the Turnitin repositories used for comparison on the assignment the submission was made in. This percentage indicates a percentage based on the length of the paper compared to the length of the areas flagged as similar during the comparison
paper	A paper refers to the document or file submitted by a user to an assignment in a class on the Turnitin website



paper ID	The paper ID number is a unique identifier that can be used to refer to a specific paper. The paper ID number can be viewed by accessing the paper in the assignment inbox for instructors. The paper ID number is also available on the paper view page, Originality Report, and GradeMark digital assessment view of the submission
PeerMark	This product allows students to anonymously or with attribution review submissions made by other students within the course. Students reply to free response and scale questions selected or created by the instructor. Instructors may also comment on the paper using three different commenting tools: inline text tool, highlighter tool, and composition marks. A PeerMark assignment must be based on a normal Turnitin assignment where the student papers are initially submitted
Plagiarism Prevention	This product creates Originality Reports for submissions in assignments on Turnitin. The Originality Reports allow instructors and students to easily determine any problems in citation or referencing and assists instructors in determining the originality of a submitted work
post date	The post date of an assignment is set by the instructor during the assignment creation. When the post date and time has passed, students will be able to view GradeMark and GradeBook information on their submissions in this assignment. If the assignment is a Peer Review, students will be able to read the assessments written by their peers after the post date passes. The post date does not control Originality Reports. The post date must come after the start date and due date during assignment creation
product	a specific service, feature, or group of features offered by Turnitin as part of the purchase of a Turnitin license by an educational customer
repository	A set of information of a specific type or types. In the specific context of the Originality Report provided by Turnitin, repository is used to refer to the type of information the submission was evaluated against for direct matching or high levels of similarity. Available repositories include



	internet, archived internet, periodical/journal/publication information, and previous submissions
resubmit	The act of submitting a new paper in place of an existing submitted paper. Resubmission can only be done if the instructor has set an assignment to allow students to overwrite until the due date and time of the paper, or if the instructor has manually deleted the student's existing submission in the assignment inbox. This option can only be enabled by the class instructor
shared key	A shared key is the eight digit, alphanumeric code that an institution's Turnitin account administrator has created with the account's Turnitin Sales Representative. The shared secret key is used to verify the integrity of requests sent from the Institution's Moodle account to the institution's Turnitin account
start date	a date and time selected by the instructor when creating an assignment. The start date and time must pass before students are able to begin submitting to an assignment. Instructors are not prevented from submitting before the start date. The start date for an assignment must be before the selected due date and post date during assignment creation. This may be updated only by the instructor to meet the needs of a class
student	A user type able to enroll in courses created by an instructor user. Student user profiles can only submit to assignments created by an instructor in a class they are joined to or have been authorized to join
submission	A file or files uploaded by a student or instructor user into an assignment within a Turnitin class. Only a single file per student user can be submitted to an assignment by a student user
submission type	Turnitin offers multiple submission types for students and instructors. Students are able to submit a single file at a time by either single file upload or cut-and-paste submission. Instructors are able to submit files by file upload or text submission



upload (file)	The act of submitting or sending a file into a specific assignment within a Turnitin for use with the Turnitin products selected for the class
user profile	The user profile is a set of user preferences and information associated with a specific ID within Turnitin. Each user profile requires a unique e-mail address. A specific e-mail address can only be used once within the Turnitin repository. New attempts to create a profile associated with an e-mail address currently existing in Turnitin will not succeed

