



How to activate Turnitin (Tii) and create a Tii assignment

1. Go to your module on Blackboard
2. In the **Control Panel** under **COURSE MANAGEMENT**, select **Customisation**
3. Click **Tool Availability** and scroll down to Turnitin.
4. Select the required check boxes for **Turnitin** – select **AVAILABLE IN CONTENT AREA (far right box)** and select **Turnitin list, Turnitin Assignment by Groups** and **Turnitin Basic Tools** (left tick boxes)
5. **Submit**

Creating a Turnitin assignment

Step 1

1. Create a **Content Area** by clicking on the **+** button (top left of the course menu)
2. Name the link (e.g. Turnitin assignments) or the title of the assignment
3. **OR** a Turnitin assignment could be added within an existing content area
4. Click **Submit** and then select the **Turnitin Assignment link** created
5. Under the **Assessments** tab, select **Turnitin Assignment**
6. If you are a first-time user of Turnitin, please read and accept the License agreement
7. On the Turnitin page, **Paper Assignment** is selected by default (only change to another option if required)
8. Click on **Next Step**

Step 2

1. Enter the **Assignment title** and the **Point value** you want to allocate
2. Indicate:
Start date – assignment available to students
Due date – assignment to be submitted
Post date – allows students to submit their assignment after the due date. If set to **Allow Submissions after the due date**, the submission date will appear in red
3. Click on the **+** button next to **Optional settings**
4. **Enter special instructions** (assignment instructions) in the textbox provided
5. Select **yes** or **no** for submission after the due date
6. **Generate Similarity report for submissions** – Leave the default option **yes**
7. Should you allow students to submit multiple attempts, select **immediately (can overwrite until due date)**
8. For a final submission and report, select **On due date**
9. **Exclude bibliographic material from Similarity Index** – **Yes**. Can be overridden afterwards for individual reports if required

10. **Exclude quoted materials from Similarity Index - Yes** excludes text in bibliography, works cited or references. Can be overridden for individual reports afterwards if required
11. **Exclude small sources? Yes** – excludes sources that are not of significant length. Average word count to exclude is 5 – 7 words, depending on the level of studies. Can be overridden for individual reports if required
12. **Allow students to see Similarity Reports – Yes**
13. **Enable Translated Matching – No** (only for non-English language submissions)
14. **Reveal grades to students only on post date? – Yes**, if the marks are all released at the same time, once assignments are marked
15. **Submit papers to – No repository** as articles/thesis/assignments may be submitted multiple times until finalised. Only for a final submission, select **Standard Paper Repository**
16. **Online Grading** – The option to add/attach a rubric is available
17. **ETS (e-rater)** – select Yes or No for Grammar checking
18. Select the checkbox should you want to save these options as your default settings for future assignments
19. Click **Submit**
20. You can change these settings at any time by editing the assignment

Viewing the originality reports

1. Under **COURSE MANAGEMENT** in the **Control Panel**, click on **Course Tools**
2. Select **Turnitin Assignments** and then click on the name of the assignment from the list of Turnitin assignments appearing on the new screen, **OR** click on **View/Complete** in the actual assignment, select **Messages** and then select **Assignment Inbox**
3. A class list appears, indicating a % of possible plagiarism along with a colour-coded block. Turnitin colour-codes students' similarity percentages, i.e.
 - i. 75 - 100%: **red**
 - ii. 50 - 74%: **orange**
 - iii. 25 - 49%: **yellow**
 - iv. 1 - 24%: **green**
 - v. 0 - 1 %: **blue**
4. It is important to view the detailed report as the % could be misleading. Click on the coloured square indicating the % to display a detailed view
5. Click on the coloured, numbered text in the document should you wish to view the actual source
6. To print a digital receipt or detailed report, click on the printer icon to the bottom left of the screen. A PDF document will be downloaded which can be mailed or printed

Please note:

- Turnitin generates a similarity index and Originality Report within 5 - 25 minutes after submission
- A resubmitted assignment's report can take up to 24 hours to generate