

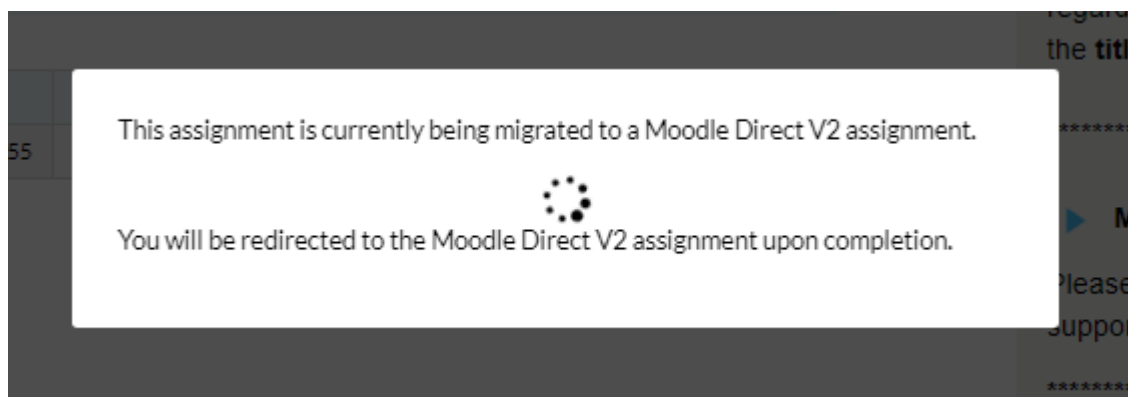
## Contents

Working with existing Turnitin Assignments .....	2
Creating a new Turnitin Assignment 2.....	2
Filling out the Assignment Settings:.....	4
File Upload .....	4
Number of Parts.....	4
Maximum File Size .....	5
Anonymous Marking.....	5
Allow submission of any file type?.....	5
Display Originality Reports to Students .....	5
Grade Display .....	5
Auto Refresh Grades/Scores.....	5
Assignment Part 1 .....	6
Start date: .....	6
Due date:.....	6
Post Date:.....	6
Originality Report Options .....	7
Allow Submissions after the Due Date.....	7
Report Generation Speed .....	7
Check against.....	7
Exclude Bibliography / Quoted Material.....	7
GradeMark Options .....	8
Activity Completion:.....	8
The Turnitin Inbox.....	9
Notify Non-Submitters.....	9

Turnitin has been updated! You'll now see references to Moodle Direct V2, and Turnitin Assignment 2. These are the same thing.

## Working with existing Turnitin Assignments

The first time a lecturer clicks on an assignment that was created in V1 of Turnitin, the system will automatically begin to migrate it to V2, which shouldn't take too long (usually under a minute). You'll see a popup like this:



When complete, the system will show the following: please do not be alarmed by the phrase “The original V1 assignment has been removed” as shown below – the system automatically imports all content and marks, and simply ensures that papers are not duplicated in the repository.

The completed migration screen looks like this:

Submission Inbox   Turnitin Tutors   Turnitin Students

Your assignment has successfully migrated from Moodle Direct V1 to V2. The original V1 assignment has been removed.

Part 1

Title	Start Date	Due Date	Post Date	Marks Available	Export
Testing ETs - Part 1	18 Apr 2017 - 11:55	25 Apr 2017 - 11:55	25 Apr 2017 - 11:55	100	

Peermark Assignments (0)

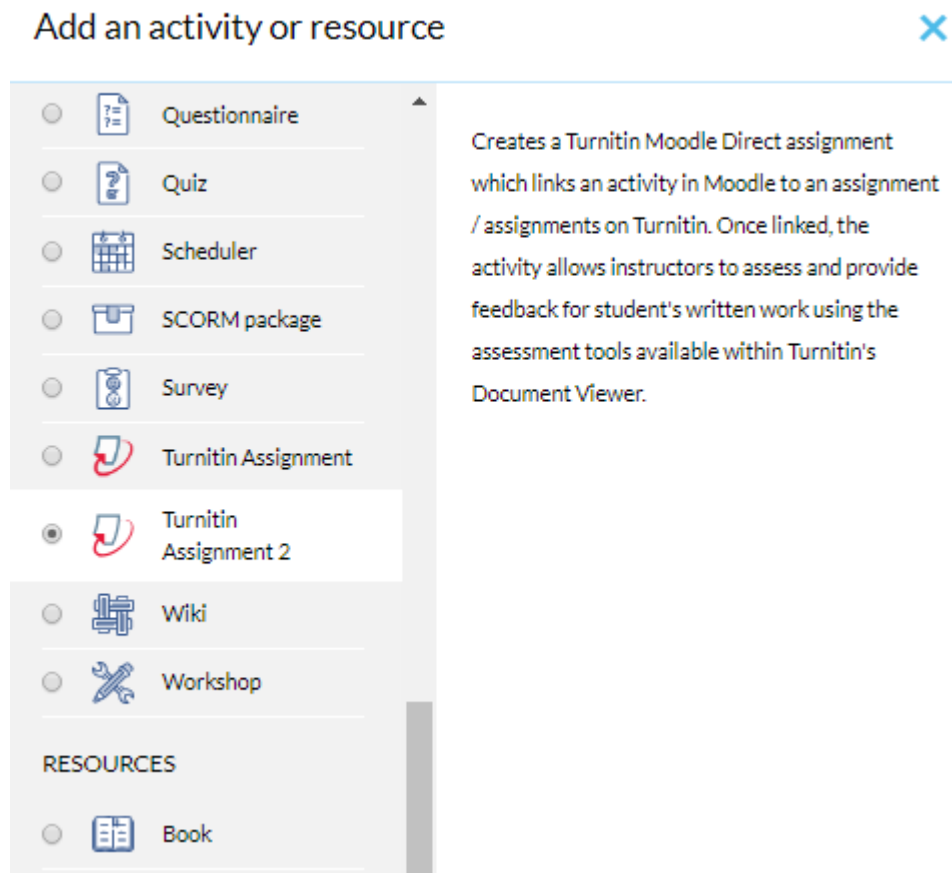
Show  Entries   Refresh Submissions   Notify Non-Submitters   Turnitin Messages Inbox (0)

Search:

Previous  Next

## Creating a new Turnitin Assignment 2

The option to create a Turnitin assignment now looks like below: you should always use the activity titled **Turnitin Assignment 2**, with the description is “a Turnitin Moodle Direct assignment”. The icon remains the same.



As with previous Turnitin, you then set the settings. Key differences between V1 and V2 are that in V2, you'll **set the dates in the same screen as the assignment setup**. You also have the chance to **attach the rubric** you'd like the assignment to be marked with at this stage (previously the rubric could only be attached once assignments had been submitted). Students will be able to view this rubric as soon as the Turnitin assignment opens for them.

## Filling out the Assignment Settings:

▶ Expand all

▼ General

Turnitin Assignment Name ⓘ

Summary

Display description on course page ⓘ

Submission Type ⓘ ⓘ

Number of Parts ⓘ

Maximum File Size ⓘ

Anonymous Marking ⓘ

Allow submission of any file type? ⓘ

Display Originality Reports to Students ⓘ

Grade Display ⓘ

Auto Refresh Grades / Scores ⓘ

**File Upload** – three choices: Any Submission Type, File Upload, Text Submission. Please note: files submitted still need to be under 40mb in size, so this is unlikely to be suitable for video, or any assessment with a high media content.

**Number of Parts** (still up to five) – please use this option to separate out elements of the assignment, e.g. if you are asking students to scan and attach reflective documents like self-assessment sheets which would usually be placed at the top of the assignment. When checking assignment word counts / originality reports, it is very helpful to have these additional administrative or reflective documents separated out from the main body of the work.

[Maximum File Size \(40MB default\)](#) – please note this is the maximum size permitted by Turnitin. If you require students to submit larger files (portfolios, Powerpoints with embedded media, videos etc.) then we recommend you use the Moodle assignment for this.

[Anonymous Marking \(default: Yes\)](#) **This will now function for all assignments.** University policy is that this is used for all assignments, final or otherwise, however, if you have specific instances where this is not beneficial, you can change it at setup stage to No. Please note that, once a student has submitted to the assignment, **this cannot be changed back.**

[Allow submission of any file type? \(default: No\)](#) We recommend leaving this at No. If you require students to submit video, audio, multimedia, or large files, we recommend using a MyModules assignment, as this can accept files up to 500MB. File types accepted by Turnitin include PDF, .doc, .docx, .rtf, HTML, OpenOffice, Powerpoint and Plain Text.

[Display Originality Reports to Students \(default: No\)](#) We do not recommend showing students Originality Reports. They are a pedagogical aid, not a student aid, and require context to understand. Students can become extremely anxious with regard to the numbers, and resort to poor practice to attempt to get a lower score.

Originality Reports should be used to assist with understanding regarding sources and referencing, as an aid to catching plagiarism, both intentional and unintentional, and to encourage good academic writing. If you do wish to share these numbers with students, we recommend doing so as part of a tutorial, so that it can be fully discussed.

[Grade Display \(default: /100, option: %age\)](#) Leave as default unless specific precedent.

[Auto Refresh Grades/Scores \(default Yes: do not change\)](#)

▼ Assignment Part 1

Name !

Start Date

Due Date

Post Date

Max Marks

▶ Originality Report Options

▶ GradeMark Options

▶ Common module settings

▶ Restrict access

▶ Activity completion

▶ Tags

▶ Competencies

SAVE AND RETURN TO COURSE

SAVE AND DISPLAY

CANCEL

Assignment Part 1 (default title, even if only 1-part assignment) – in this screen you can set the dates and times for the assignment, rather than having to go to a separate screen, as in V1.

Name: Title assignment.

Start date: The date and time from which you wish students to be able to begin submitting their assignment.

Due date: The date and time the assignment closes. Students will not be able to submit after this time.

Post Date: The date and time students' marked work is released. Defaults to three weeks after the due date.

We advise against using any further restrictions (e.g. Restrict Access tab). Simply entering the correct dates will suffice for almost all circumstances.

TEL firmly request that, unless you have exceptional circumstances for which your team already provide sufficient support, **all Turnitin assignment deadlines are set between 9am-5pm, Monday-Friday**. These are the core support hours during which a member of the TEL Team or the IT Helpdesk should always be on hand. TEL have an emergency submissions setup which ensures all students can submit to a deadline even in the event of a MyModules or Turnitin outage, but can only activate this to accommodate students if their deadline is during core hours.

### ▼ Originality 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 an Originality report will NOT be generated.

Check against stored student papers	Yes ↕
Check against internet	Yes ↕
Check against journals, periodicals and publications	Yes ↕
Exclude Bibliography	No
Exclude Quoted Material	No
Exclude Small Matches	No Limit

### Originality Report Options

**Allow Submissions after the Due Date** (Default: No, do not change) Current university policy states that deadlines are deadlines and are final. Should students have a legitimate reason for late or extended submissions, this should be covered by an Extenuating Circumstances assignment, which should be set up separately from the main assignment inbox.

**Report Generation Speed** (Default: Generate reports immediately (students cannot resubmit)). This default setting allows the students to **submit once, and once only**. If, and only if, you wish students to be able to **resubmit until the due date**, please use **Generate reports on due date**. Do not use any other setting – this can result in restrictions on resubmission timing, and can lead to confusion and misunderstanding.

Please note that if a student submitting to an assignment with the default setting uploads the wrong file, or wishes to replace the file with a newer version, **this can only be done by the module convener**. The TEL Team will never delete or upload work on behalf of a student. For this reason, deadlines should not be set to fall when a module convener is on leave, and, should a deadline fall whilst the convener is unavoidably absent, it would be best if a member of staff with marking rights on the module in question is known to be deputising.

**Check against...** (Default: Yes. Do not change.)

**Exclude Bibliography / Quoted Material** (Default: No) As the Originality Report provides pedagogical context, we recommend keeping these settings as they are. Please keep this setting in mind when assessing percentages

GradeMark Options

Attach a rubric to this assignment

No rubric   Launch Rubric Manager

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

GradeMark Options

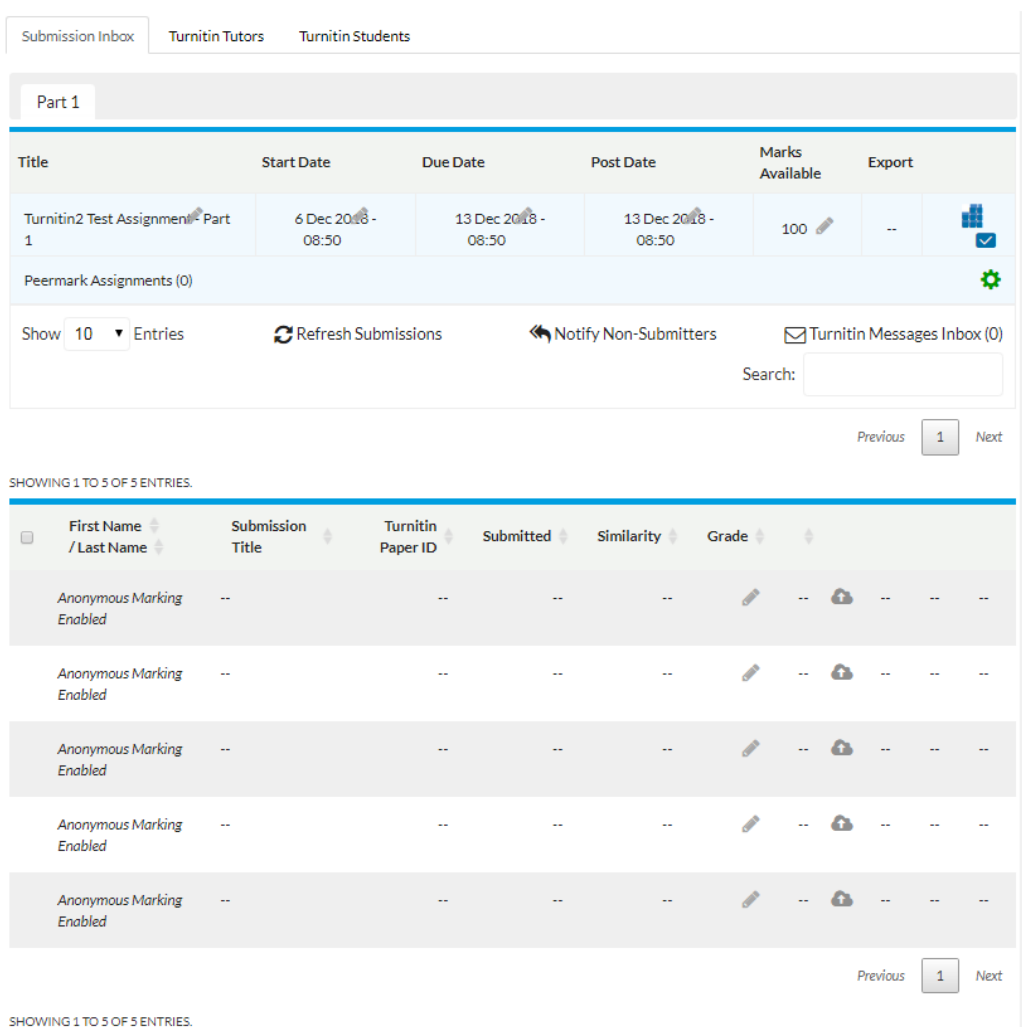
In Turnitin V2 you can attach a Rubric as you set up the assignment. This attached rubric may be viewed by students prior to submission. It can also be viewed by any staff attached to the module, e.g. for shared, second or external marking.

You can attach any rubric already attached to your user account by selecting it from the dropdown, or you can launch the Rubric Manager from here to import or create a new rubric.

Activity Completion:




If you are using Activity Completion on your module, please keep to the default settings for Completion Tracking (Show activity as complete when conditions are met; Require view and Require grade both ticked). If you would like to know more about using Activity Completion on your module, please contact the TEL Team.


Click [Save](#) and [Display](#) to save your changes, and see the Submission inbox.






Submission Inbox Turnitin Tutors Turnitin Students

Part 1

Title	Start Date	Due Date	Post Date	Marks Available	Export
Turnitin2 Test Assignment - Part 1	6 Dec 2018 - 08:50	13 Dec 2018 - 08:50	13 Dec 2018 - 08:50	100 	..  











Peermark Assignments (0) 

Show 10 Entries  Refresh Submissions  Notify Non-Submitters  Turnitin Messages Inbox (0)

Search:

Previous 1 Next

SHOWING 1 TO 5 OF 5 ENTRIES.

First Name / Last Name	Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade
Anonymous Marking Enabled	..	..	..	..	 ..  .. ..
Anonymous Marking Enabled	..	..	..	..	 ..  .. ..
Anonymous Marking Enabled	..	..	..	..	 ..  .. ..
Anonymous Marking Enabled	..	..	..	..	 ..  .. ..
Anonymous Marking Enabled	..	..	..	..	 ..  .. ..

Previous 1 Next

SHOWING 1 TO 5 OF 5 ENTRIES.




**Double check the dates here as shown**, and if you need to make any changes, click on the grey pencil icon (that's the thing that's handily making it difficult to actually read the dates! This,.).

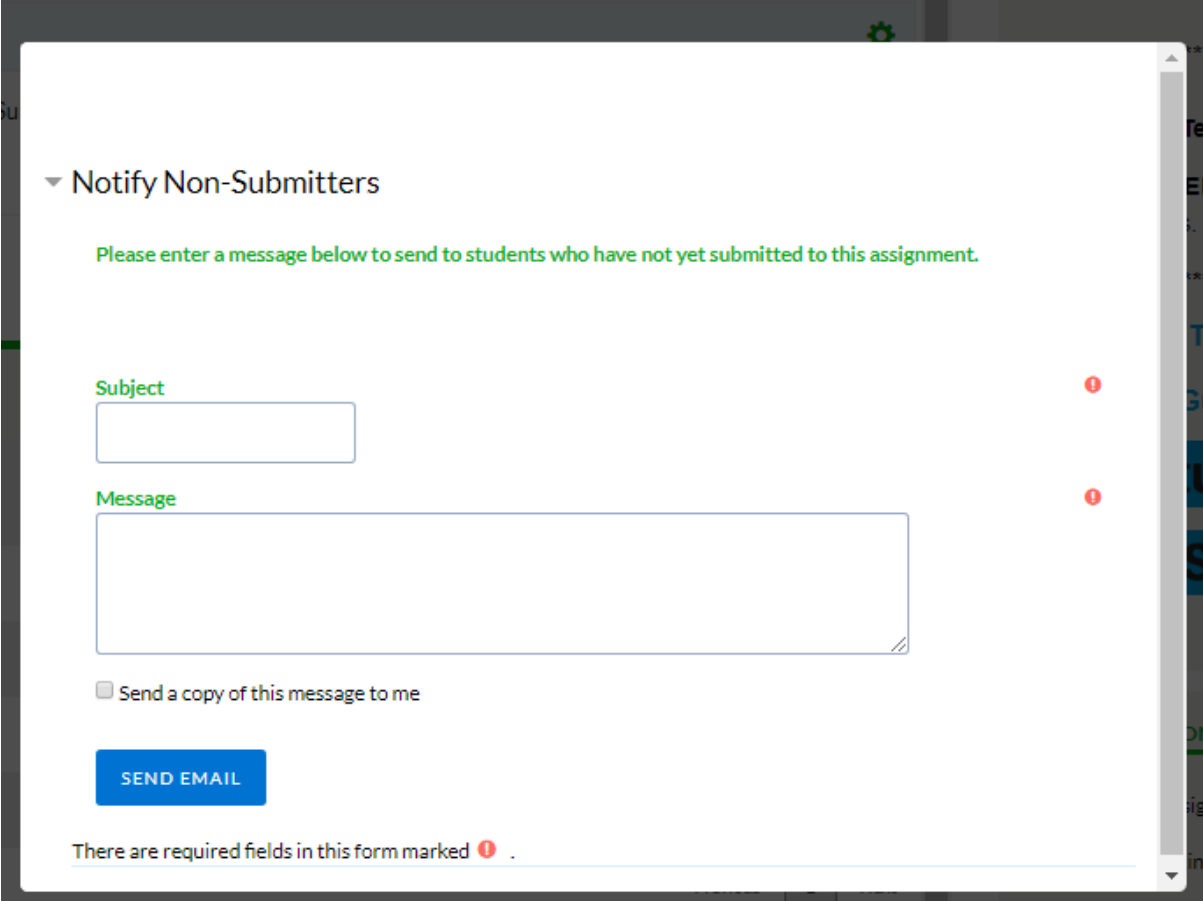
Your Turnitin V2 assignment is now set up! You can go back into the assignment settings at any time by going into the assignment, and then selecting **Edit Settings** from the right hand menu.

## The Turnitin Inbox

### Notify Non-Submitters

There's a new feature in Turnitin V2 which allows you to notify all students who haven't yet submitted to an assignment, even before, or after, the deadline has passed. Select

 **Notify Non-Submitters** from the screen beneath the dates, and then fill out the form that pops up (below).



▼ Notify Non-Submitters

Please enter a message below to send to students who have not yet submitted to this assignment.

Subject ⓘ

Message ⓘ

Send a copy of this message to me

SEND EMAIL

There are required fields in this form marked ⓘ .

Using this form will allow you to contact all students who have not submitted even though the anonymous marking setting is switched on.

Staff Guides > Turnitin V2 > Migrating assignments, creating V2 assignments

Also new to Turnitin V2 are PeerMark assignments – these allow you to distribute submissions to a Turnitin inbox amongst the class for peer review. We strongly suggest replacing the MyModules Workshop feature with PeerMark assignments if you have previously been using it.

These assignments are easily set up and can be fully configured – the Turnitin Guide to using them is here:

Guide to PeerMark assignments:

[https://guides.turnitin.com/01\\_Manuals\\_and\\_Guides/Instructor\\_Guides/Turnitin\\_Classic\\_\(Deprecated\)/23\\_PeerMark](https://guides.turnitin.com/01_Manuals_and_Guides/Instructor_Guides/Turnitin_Classic_(Deprecated)/23_PeerMark)

Complete Turnitin Feedback Studio Guide

[https://guides.turnitin.com/01\\_Manuals\\_and\\_Guides/Instructor\\_Guides/Feedback\\_Studio](https://guides.turnitin.com/01_Manuals_and_Guides/Instructor_Guides/Feedback_Studio)

List of terms and icons in the Turnitin V2 Submissions Inbox:

[https://guides.turnitin.com/03\\_Integrations/Turnitin\\_Partner\\_Integrations/Moodle/03\\_Moodle\\_Direct\\_V2/03\\_Instructors/The\\_submission\\_inbox](https://guides.turnitin.com/03_Integrations/Turnitin_Partner_Integrations/Moodle/03_Moodle_Direct_V2/03_Instructors/The_submission_inbox)