
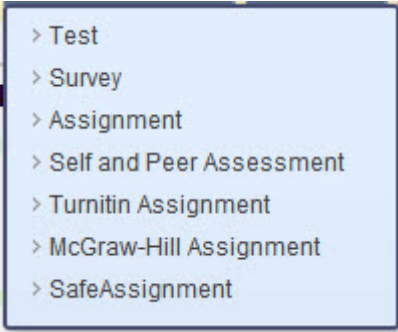
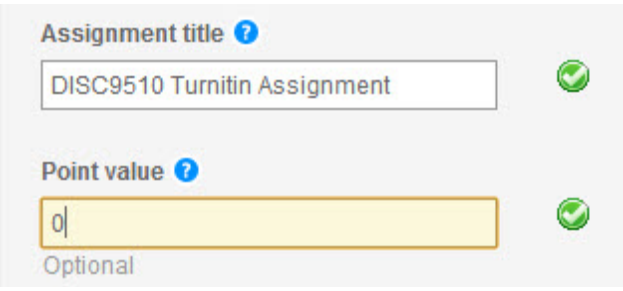
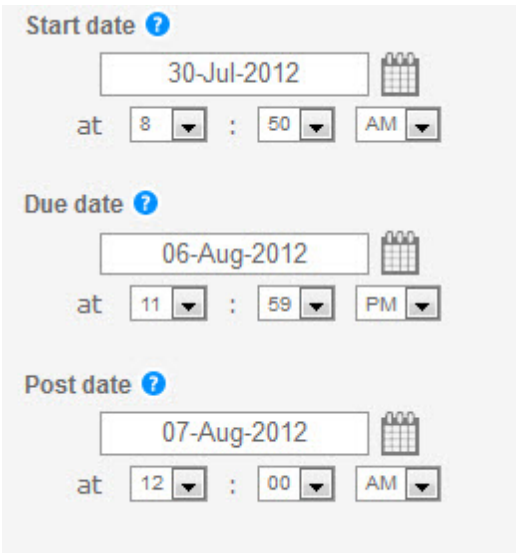
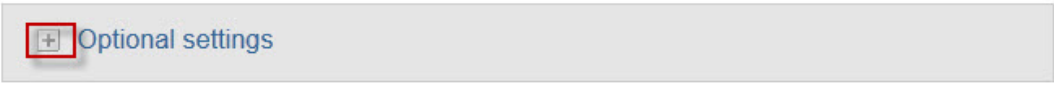
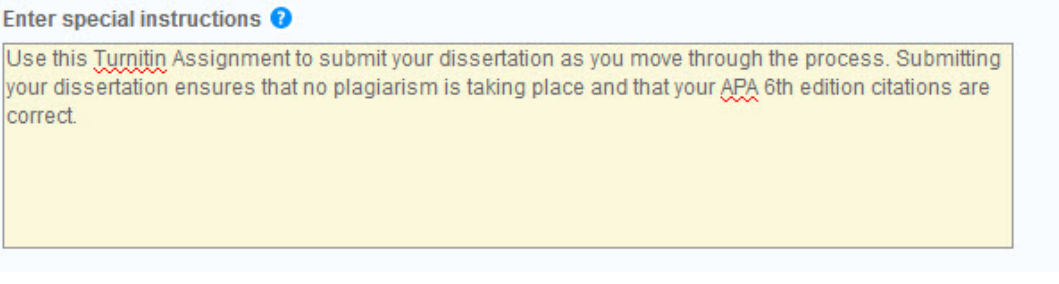
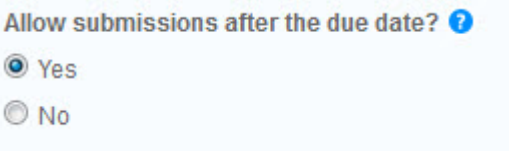


Creating a Turnitin Assignment

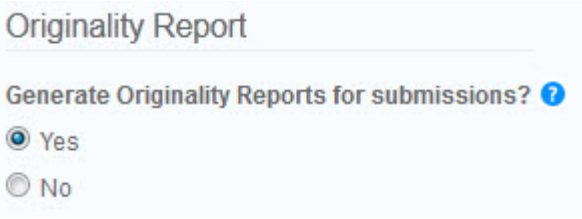
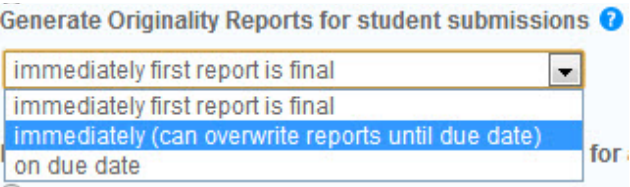

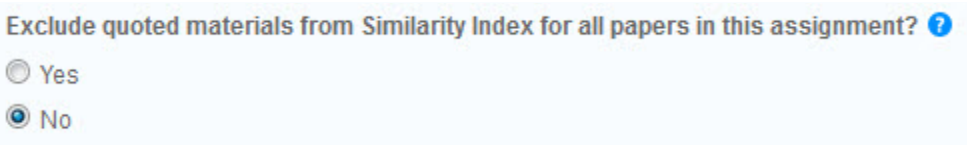
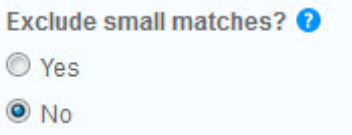
The purpose of this procedural document is to provide detailed instructions on how to create a Turnitin assignment. This procedural document assumes that users are in a course and ready to create the Turnitin assignment.

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| 1. |  Hover the mouse over the Assessments button. |
| | The Assessments menu displays.  |
| 2. | From the Assessments menu, click the Turnitin Assignment link. |
| | <i>IMPORTANT NOTE:</i> If the Turnitin System Requirements Compatibility Check page displays make the necessary changes to the browser to ensure Turnitin runs properly and then click the Continue to Dashboard button. |
| 3. | In the New Assignment section, provide a title for the assignment in the Assignment Title textbox and enter a numerical score in the Point value textbox. |
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| 4. | In the New Assignment section, provide a Start date , Due date , and Post date for the assignment. |

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| |  <p>The screenshot shows three date and time selection fields. The first is 'Start date' with a date of 30-Jul-2012 at 8:50 AM. The second is 'Due date' with a date of 06-Aug-2012 at 11:59 PM. The third is 'Post date' with a date of 07-Aug-2012 at 12:00 AM. Each field includes a calendar icon and a help icon.</p> |
| 5. | Click to expand the Optional Settings menu for the Turnitin assignment. |
| |  <p>The screenshot shows a grey button with a plus sign icon and the text 'Optional settings'.</p> |
| 6. | In the Enter special instructions text area, enter detailed instructions on how students are to use the Turnitin assignment. |
| |  <p>The screenshot shows a text area with the title 'Enter special instructions' and a help icon. The text inside reads: 'Use this Turnitin Assignment to submit your dissertation as you move through the process. Submitting your dissertation ensures that no plagiarism is taking place and that your APA 6th edition citations are correct.'</p> |
| 7. | For the Allow submissions after the due date option, click to select the Yes radio button. |
| |  <p>The screenshot shows the question 'Allow submissions after the due date?' with a help icon. Below it are two radio button options: 'Yes' (which is selected) and 'No'.</p> |
| 8. | For the Generate Originality Reports for submissions option, click to select the Yes radio button. |


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| |  <p>Originality Report</p> <p>Generate Originality Reports for submissions? ?</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p> |
| 9. | <p>From the Generate Originality Reports for student submissions drop-down menu, click to select the immediately (can overwrite reports until due date) option.</p> |
| |  <p>Generate Originality Reports for student submissions ?</p> <p>immediately first report is final</p> <p>immediately first report is final</p> <p>immediately (can overwrite reports until due date)</p> <p>on due date</p> <p>for</p> <p>This setting allows students to submit multiple times to the same Turnitin assignment.</p> |
| 10. | <p>For the Exclude bibliographic materials from Similarity index for all papers in this assignment option, click to select the Yes radio button.</p> |
| |  <p>Exclude bibliographic materials from Similarity Index for all papers in this assignment? ?</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>This setting will ensure that matches in the References section will not be displayed on the Originality Report.</p> |
| 11. | <p>For the Exclude quoted materials from Similarity index for all papers in this assignment option, click to select the No radio button.</p> |
| |  <p>Exclude quoted materials from Similarity Index for all papers in this assignment? ?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>This setting will ensure that matching quotes are returned. This serves to help students learn to better directly cite sources.</p> |
| 12. | <p>For the Exclude small matches option, click to select the No radio button.</p> |
| |  <p>Exclude small matches? ?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>This setting will ensure that minimal matches are not displayed on the Originality Report.</p> |
| 13. | <p>For the Allow students to see Originality Report option, click to select the Yes radio button.</p> |

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| | <p>Allow students to see Originality Reports? ?</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p> |
| 14. | <p>For the Reveal grades to students only on post date option, click to select the No radio button.</p> |
| | <p>Reveal grades to students only on post date?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>This ensure that students will see their grades when the assignment is graded.</p> |
| 15. | <p>For the Submit papers to option, ensure that standard paper repository is selected.</p> |
| | <p>Submit papers to: ?</p> <p>standard paper repository ▼</p> |
| 16. | <p>For the Search options option, ensure that all three checkboxes are selected.</p> |
| | <p>Search options: ?</p> <p><input checked="" type="checkbox"/> Student paper repository</p> <p><input checked="" type="checkbox"/> Current and archived internet</p> <p><input checked="" type="checkbox"/> Periodicals, journals, & publications</p> |
| 17. | <p>Do not change any settings in the Grade Mark section.</p> |
| 18. | <p>GradeMark</p> <p>Attach a rubric to this assignment ?</p> <p>Note: students will be able to view attached rubrics and their content prior to submitting.</p> <p>No rubric ▼ Launch Rubric Manager</p> |
| 19. | <p>Do not change any settings in the e-rater Grammar Check settings (Beta) section.</p> |
| 20. | <p>e-rater® Grammar Check settings (Beta)</p> <p>Enable e-rater® grammar check? ?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> |

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| 21. | Scroll to the top of the Turnitin assignment. |
| 22. |  Click the Submit button to create the Turnitin Assignment. |
| | <i><u>The Turnitin Assignment is successfully created.</u></i> |