

Create a Turnitin Assignment in Blackboard

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Blackboard lets you create assignments on any content page. In this example, we will create an assignment on the *Course Assignments* page.

1. Navigate to the content page where you want to place a Turnitin assignment. In this example, use the menu on the left to go to *Course Assignments*.
2. Then hover over the Assessments section and select *Turnitin Direct Assignment* from the list.

*Note: If this is your first time using Turnitin in your course you will see a **User's Agreement**. Go ahead and agree to the terms and conditions.*

The screenshot shows the Blackboard interface. On the left, there is a vertical navigation bar with various course modules listed. At the bottom of this bar, the 'Course Assignments' module is highlighted with a red circle containing the number '1'. In the center, the 'Course Assignments' page is displayed. At the top of this page, there is a toolbar with tabs for 'Build Content', 'Assessments', 'Tools', and 'Partner Content'. The 'Tools' tab is currently selected. A dropdown menu is open under the 'Tools' tab, showing several options: 'Test', 'Survey', 'Assignment', 'Self and Peer Assessment', 'Mobile Compatible Test', 'McGraw-Hill Assignment', 'Turnitin Assignment', and 'Turnitin Direct Assignment'. The 'Turnitin Direct Assignment' option is highlighted with a red box and contains a red circled number '2'. Below the tools section, there is a large text area with information about Turnitin, and at the very bottom, there is a section titled 'Instructions for Using Turnitin'.

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Enter Basic Information about the Assignment

On the assignment creation page, enter the following:

1. an assignment name
2. an assignment description (2,000 character limit) **Note:** Only alpha-numeric characters should be used when creating an assignment title. TurnItIn does not support special characters or punctuation.
3. Select the *submission method* for the assignment. The default is *Allow Both*. Allow Both will give your student's the option to choose which method they would like to use. *File upload* will require your students to submit a file to the assignment. *Text submission* will require your students to copy and paste their paper in a text box to submit their paper.
4. Enter the point value of the assignment in the *Overall Grade* field. The default is 100
5. Select the *number of parts* you want the assignment to have from the *Number of Parts* drop down menu. Each Turnitin assignment in the Blackboard 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.
6. Select the start date, due date, and post date for the assignment. You can also set a specific time. Students are only able to submit once the *start date* and time has passed. After the *due date* and time, students will be blocked unless late submissions are enabled. In Blackboard, the post date relates to the availability of GradeMark papers only and has no bearing on when grades are posted to the Blackboard Gradebook

Note: The Turnitin assignment due date will not carry over to the Needs Evaluation area or grade column quick information in the Blackboard Grade Centre.

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The screenshot shows the Turnitin Direct Assignment interface. The top navigation bar has a logo and the text "Turnitin Direct Assignment". On the right, there is a blue button labeled "Create Assignment". Below the header, the main area is titled "Assignment Details".
The form fields are as follows:

- * Assignment Name:** A text input field containing "Assignment 1" (circled with red number 1).
- Assignment Description:** A large text area with the placeholder "Assignment instructions" (circled with red number 2).
- Submission Method:** A dropdown menu set to "Allow both" (circled with red number 3). To its right, a red text note says "Choose allow both".
- Overall Grade:** A text input field containing "100" (circled with red number 4).
- Number of Parts:** A dropdown menu set to "1" (circled with red number 5).
- Start Date:** A text input field showing "2015-11-02 10:45" (circled with red number 6).
- Due Date:** A text input field showing "2015-12-02 10:45" (circled with red number 6).
- Post Date:** A text input field showing "2015-12-02 10:45" (circled with red number 6).

A red box surrounds the date fields (Start Date, Due Date, Post Date), and a red circle highlights the number 6 next to the Due Date.

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Exclusions

1. **Exclude small matches by:** This feature of assignment creation provides instructors with the ability to automatically exclude small matches from all Originality Reports generated within this assignment. To exclude small matches select either the *Exclude by word count* or *Exclude by percentage* options from the *Exclude small matches* by drop down menu. You are able to exclude small matches from an originality report, these can be set by a specific word limit or percentage value. For example if you do not want the originality report to show matches that are under 10 words you can set it here.
2. **Minimum value to exclude:** Enter into the *Minimum value to exclude* field a numerical value that will be excluded from the Originality Report.
3. **Exclude bibliographic material:** You can automatically choose if bibliographic material should be excluded from an Originality Report. The default setting is *No*. Bibliographic material can also be toggled on and off while viewing the Originality Report. **Note:** You will be unable to change this setting once the first paper has been submitted.
4. **Exclude quoted material:** You can automatically exclude parts of an Originality Report that contain quoted material. The default setting is *No*. Quoted material can be toggled on and off from while viewing the Originality Report. **Note:** You will be unable to change this setting once the first paper has been submitted.

The screenshot shows the 'Exclusions' settings in a Blackboard interface. There are four configuration options:

- ① **Exclude small matches by:** A dropdown menu showing "Exclude by word count" with a red circle containing the number 1 and the text "Choose \"Exclude by word count\"".
- ② **Minimum value to exclude:** A text input field containing the number "5" with a red circle containing the number 2 and the text "Choose \"5\"".
- ③ **Exclude bibliographic material:** A dropdown menu showing "Yes" with a red circle containing the number 3 and the text "Choose \"Yes\"".
- ④ **Excluded quoted material:** A dropdown menu showing "Yes" with a red circle containing the number 4 and the text "Choose \"Yes\"".

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Repository

1. **Paper Repository:** You are able to choose between two options for where papers are stored within Turnitin. *No Repository* and the *Standard Repository*. Choosing *No Repository* will not store the paper within the Turnitin database, making it impossible for Turnitin to look for collusion between papers. *Standard Repository* is the default option and will include submitted papers into the Turnitin database.
2. **Check stored student papers** will check against our database of previously submitted student papers from institutions from around the world.
3. **Check Internet** will check the student's work against our vast store of webpages, that includes a constantly updated collection of pages and archived pages.
4. **Check Journals and Publications** matches papers against our database of scholarly journals and other publications.

The screenshot shows the 'Repository' configuration page. At the top, there is a dropdown menu labeled 'Standard Repository' with a circled '1'. Below the dropdown are three checkboxes, each with a 'Yes' button next to it. The first checkbox, 'Check stored student papers', has a circled '2' next to its 'Yes' button. The second checkbox, 'Check Internet', has a circled '3' next to its 'Yes' button. The third checkbox, 'Check Journals and Publications', has a circled '4' next to its 'Yes' button.

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Grade Options

1. **Reveal grades immediately:** To reveal grades to students immediately after grading select Yes from the drop down menu. By default grades will be shown to students once the GradeMark window for the assignment has passed. Alternatively you can set this option to No and the grade will not be revealed to the student until both the assignment's post-date has passed and the assignment has been accessed after this date.
2. **Ignore Turnitin Grades:** If you enable this assignment option grades set within the Turnitin interface will not be passed back to the Gradecenter.
3. **Use GradeMark:** To use GradeMark the online paperless grading tool provided by Turnitin to grade submissions select Yes from the drop down menu.
4. **Grade Format:** choose to show grades as a fraction or percentage.

The screenshot shows the 'Grades' configuration section in a Blackboard assignment setup. It contains four options, each with a question mark icon and a radio button:

- ① **Reveal grades immediately:** Radio button labeled "Yes" is selected. A red circle with the number "1" and the text "Choose 'Yes'" is overlaid on the button.
- ② **Ignore Turnitin Grades:** Radio button labeled "No" is selected. A red circle with the number "2" and the text "Choose 'No'" is overlaid on the button.
- ③ **Use GradeMark:** Radio button labeled "Yes" is selected. A red circle with the number "3" and the text "Choose 'Yes'" is overlaid on the button.
- ④ **Grade format:** A dropdown menu showing "Show grades as a fraction (e.g. 84/100)". A red circle with the number "4" is overlaid on the dropdown arrow.

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Other options

1. **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.
2. **Allow Students to see Originality Reports:** You can enable this option to allow student to see the Originality Report generated by Turnitin. Select yes to allow student to see the Originality Report for the assignment. the default setting is no.
3. **You can enable submissions after the due date and time.** To enable late submissions, use the *Allow submissions after the due date* option and select yes. The default setting is no. When enabled, students will be able to submit papers after the due date and time has passed as long as that student has not already submitted a paper to the assignment.
4. Click **Create Assignment.**

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Assignment

⑦ Report generation speed	Immediately, reports can be overwritten until due date	1
⑦ Blackboard Group	No Group	
⑦ Grading Schema	Score	
⑦ Students view originality reports	Yes	2 Choose "Yes"
⑦ Allow late submissions	Yes	3 Choose "Yes"
		4 Create Assignment

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Modify Dates

To modify start the start, the due, or the post dates click on View Assignment, then under Tools click on the Edit Parts icon.

Introduction assignment

Submit Submissions Inbox Modify No Group Filter Refresh

Part 1						Tools	Export						
Status	Start Date	Due Date	Post Date	Grade Total									
Active	02 Nov 2015 16:47	02 Dec 2015 16:47	02 Dec 2015 16:47	100									
<input type="text"/> Search													
Paper title / author	Paper ID	Date Submitted											
Student Seven BB9 Demo -													
Olena Zhadko Student -													