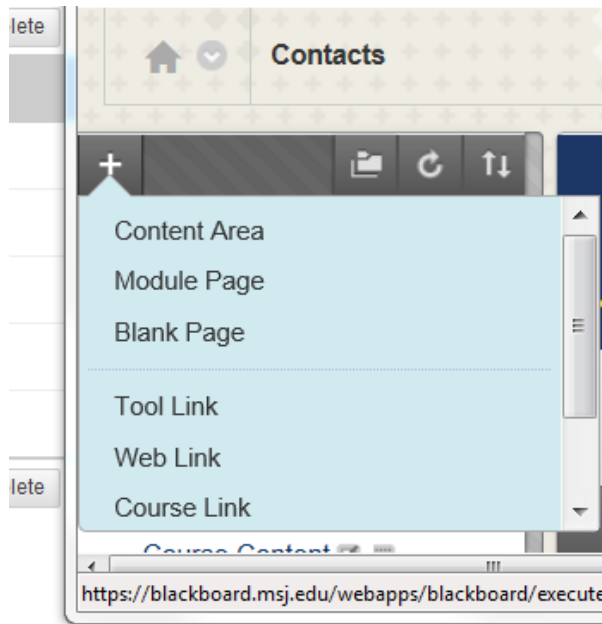


# How to Create a Turnitin Assignment

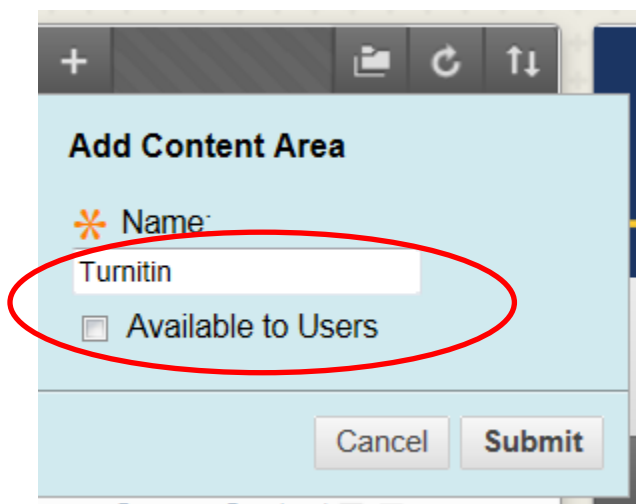
From the desired course, click the plus symbol in the tool bar above the menu:



Select Content Area to create a new content area and name it Turnitin, or open an existing content area.

Check the box to make it Available to Users

Click Submit



The new content item will appear at the bottom of the menu.

▼ **BUS352\_01\_S214**  
**(Business  
Communication)**

Presentation dates

Calendar 

Instructor Contact

Course Content  

Syllabus

Discussions 

Course Mail

Instructor Mount Email

Grade Book

Help

Library Resources

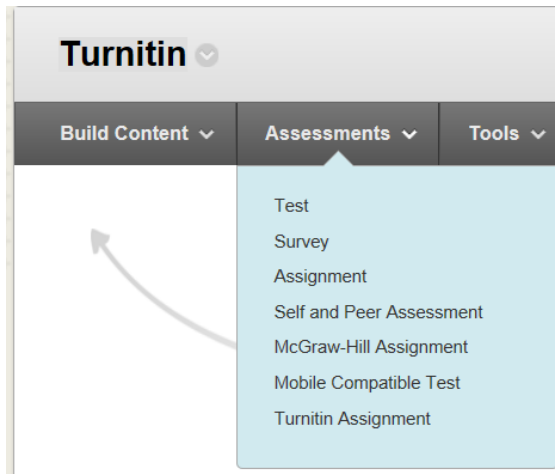
McGraw-Hill Campus

Student Blackboard  
Resources

 Turnitin 

Click on the Turnitin Content item you created.

From the Assessment tab select Turnitin Assignment.



The following window will open:

**Note:** If you have already utilized Turnitin, you will be asked to select an assignment type the next time you create an assignment. Select Paper Assignment and click Next Step. Then you will see the New Assignment page pictured below.

#### About this page

To create an assignment, enter an assignment title and choose the start and due dates for the assignment. If you like, you can enter an additional assignment description. By default, papers submitted to this assignment will be checked against all of our databases. If you would like to create a custom search or view other advanced assignment options, click the "Optional settings" link.


A screenshot of the 'New Assignment' form. The form has a dark grey header with the title 'New Assignment'. Below the header, there are two columns of input fields. The left column contains: 'Assignment title' (text input), 'Point value' (text input), and two radio button options: 'Allow only file types that Turnitin can check for originality' (selected) and 'Allow any file type'. The right column contains: 'Start date' (calendar icon, date '30-Apr-2014', time '11:19 AM'), 'Due date' (calendar icon, date '07-May-2014', time '11:59 PM'), and 'Post date' (calendar icon, date '08-May-2014', time '12:00 AM').


Enter the **Assignment title**.


Enter the **Point value**. This maybe set to zero points.

Set start date, due date and post date

**NOTE:** Post date is when the originality report will be ready – the postdate should be set to the start date and one minute past start date time if you want students to see the report as soon as it is available.

**Start date** [?](#)  
30-Apr-2014   
at 11 : 19 AM

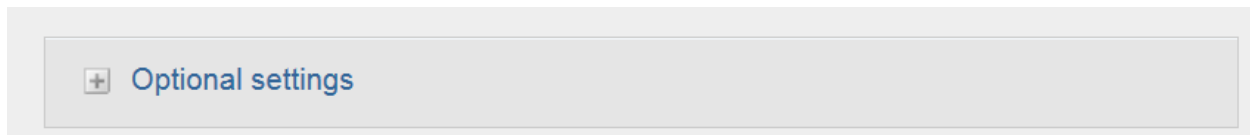
**Due date** [?](#)  
07-May-2014   
at 11 : 59 PM

**Post date** [?](#)  
30-Apr-2014   
at 11 : 20 AM

NOTE: 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 Grade Center.

Set the Post date to another date if you want students to see their report after grading is complete.

Expand the Optional Settings by clicking the + sign or link



Enter **special instructions** in the space provided.

Example: Click View/Complete to submit the Drug Crime Report for originality checking through turnitin.com

Select desired option for **Allow submissions after due date**.

Select Yes for **Generate originality reports for submissions**

### Enter special instructions

Click View/Complete to submit your final paper to Turnitin for originality checking.

### Allow submissions after the due date?

- Yes
- No

### Originality Report

### Generate Originality Reports for submissions?

- Yes
- No

For Generate Originality Reports for student submissions:

**Select immediately first report is final** – (this is the default setting).

**Note:** If students will be submitting drafts select one of the following options:

- immediately – can overwrite reports until due date
- on due date.

**Select Yes for Exclude Bibliography materials from Similarity Index for all papers in this assignment**

Note, if you select Not to exclude the Bibliography materials, an error will display showing a percentage will be plagiarized due to the bibliography.

**Select No** for Exclude Quoted materials

**Select No** for Exclude Small Matches

**Select Yes** for Allow Students to see Originality Reports

**Select No** for Reveal Grades to students only on post date

Submit papers to – **standard paper repository if final submission**

**Note:** If students are submitting a draft – select no repository.

Generate Originality Reports for student submissions ?

immediately first report is final ▼

Exclude bibliographic materials from Similarity Index for all papers in this assignment? ?

- Yes  
 No

Exclude quoted materials from Similarity Index for all papers in this assignment? ?

- Yes  
 No

Exclude small matches? ?

- Yes  
 No

Allow students to see Originality Reports? ?

- Yes  
 No

Reveal grades to students only on post date?

- Yes  
 No

Submit papers to: ?

standard paper repository ▼

**Search options:**

Select all 3 options to check entire Turnitin database.

- Student paper repository
- Current and archived internet
- Periodicals, journals, & publications

GradeMark – **Do not attach a rubric.**

ETS e-rater Settings:

**Select Yes** for Enable grammar checking using e-rater technology

## GradeMark

### Attach a rubric/form to this assignment ?

Note: students will be able to view the attached rubric/form and its content prior to submitting.

Create a rubric  Launch Rubric/Form Manager

[Find a rubric that's right for your assignment in Turnitin Teaching Tools](#)

### ETS® e-rater® Settings (Beta)

Enable grammar checking using e-rater® technology? ?

Yes

No

The following window will open.

Select ETS® handbook  
Advanced ▼

Select English Dictionary  
 US English Dictionary  
 UK English Dictionary  
 Both US and UK English Dictionaries

Categories enabled by default ?  
 Spelling  
 Grammar  
 Usage  
 Mechanics  
 Style

Would you like to save these options as your defaults for future assignments?

Under Select ETS handbook select **Advanced**  
Select the **US English Dictionary** option.

Leave the Categories enabled by default as they appear.

**Check the box to save the options** as your default for future assignments.

Click Submit

Should see Successfully Added message



## **Add Turnitin Assignment**

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Turnitin Assignment successfully added.

Wed Apr 30 11:52:29 EDT 2014

Student Procedures:

Click View/Complete to enter their assignment.

Students need to click the View/Complete again to view the report – they will receive an email message when it is ready.

Click Originality tab at the top of the screen.

Click GradeMark tab at the top of the screen.