



## TurnItIn - Instructor Guide

- TurnItIn has upgrade their platform which allows additional functionality for instructors and students in D2L. This guide demonstrates steps to create a new assignment folder using TurnItIn as well as how to edit an existing assignment folder to utilize the new functionality.
  - o If you currently have assignment folders in your course(s) that are NOT utilizing TurnItIn and you wish to begin doing so, please start at Step 10 in Creating a New Assignment Folder in D2L using TurnitIn.

[Creating a New Assignment Folder in D2L using TurnItIn](#)

[Updating an Existing Assignment Folder](#)

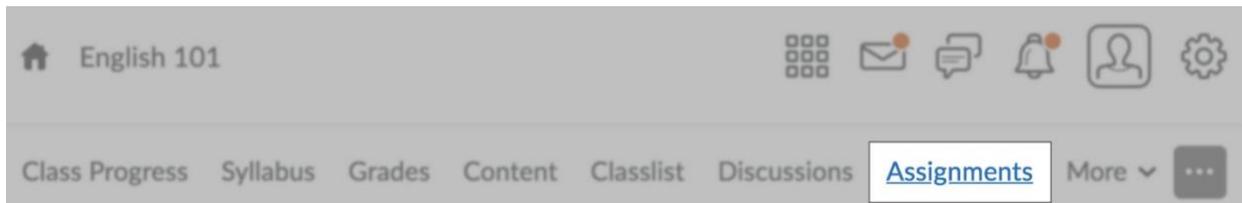
*Instructions continued on next page*

## Creating a New Assignment Folder in D2L using TurnItIn

Step 1: Log into D2L

Step 2: Select the course that you'd like to create an assignment in.

Step 3: From the navigation bar, at the top of the course page, select "Assignments".



*Please note: Depending on your course's navigation bar layout, the options may appear differently than the above.*

Step 4: Click the blue "New Submission Folder" button.

Step 5: Name your submission folder (required). You may also choose whether this folder is an individual submission or a group submission folder.

- Individual submission folder
  - o Users submit their own files and are assessed individually
- Group submission folder
  - o Any member of a group can submit files to a group folder. Group members are given a common grade.

Step 6: You may also assign the folder to an Assignment category, gradebook item, provide an out of score, add a rubric, instructions to students, and/or attach files or an audio recording. Near the bottom of the screen, under "Submission Options", you can adjust whether students can submit an unlimited number of files to the folder or if you wish to restrict a submission to one file per assignment folder.

Step 7: Click the "Restrictions" tab, near the top of the screen.

Step 8: Ensure the "Hidden from users" checkbox is unchecked. Otherwise, students cannot see the folder.

Step 9: Check the appropriate checkboxes for "Start Date", "Due Date", and "End Date" to enter the dates for the assignment.

Step 10: Select the "TurnItIn" tab, near the top of the screen.

Step 11: To enable TurnItIn for the folder, check the “Enable Turnitin for this folder” checkbox.

### Optional Settings

- After enabling Turnitin for the folder, the “More Options in Turnitin” box is available. The following steps explain the additional options available within that setting.
- **Title and Dates**
  - The title, start, due, and feedback released date are pulled from the settings you specified when you created the Assignment Folder.
  - If you wish to adjust these, please do so in the “Properties” and/or “Restrictions” tab of the folder in D2L.
- **Enable PeerMark**
  - Enabling this feature allows you to create and manage assignments that allows students to read, review, and evaluate one or many papers submitted by their classmates.
  - For additional information on this feature, please visit the [TurnItIn PeerMark guide](#).
- **Optional Settings**
  - *Repository Settings*
    - These options allow you to adjust where the student’s paper is housed when it is submitted. The options include:
      - **Standard Paper Repository**
        - A copy of the paper will be stored and used to make similarity checks against any documents submitted in the future. Meaning, the paper will be used for similarity checks made by other submissions across the TurnItIn client base.
      - **Institution Paper Repository**
        - A copy of the paper will be stored and kept private to only our institution. Similarity checks to the submitted documents will only be made by other instructors within the institution.
      - **Do not store the submitted papers**
        - A copy of the paper will NOT be stored and only an initial similarity check will be performed. This may be a preferred option for papers that contain sensitive material (such as confidential health information, company information, etc).
  - *ETS e-rater technology*
    - Enabling this feature allows TurnItIn to automatically check submissions for grammar, usage, mechanics, style and spelling errors. Additionally, the system will provide feedback on those areas with on paper marks. If you wish to utilize this function, you must select it during creation of the assignment. You will not be allowed to turn it on after submissions to the folder have been received.

- For additional information on this feature, please visit the [TurnItIn ETS e-rater Grammar Check guide](#).
- *Similarity Report*
  - You may adjust settings here to allow students to view their similarity report and select which, if any, sources you wish to exclude from the report.

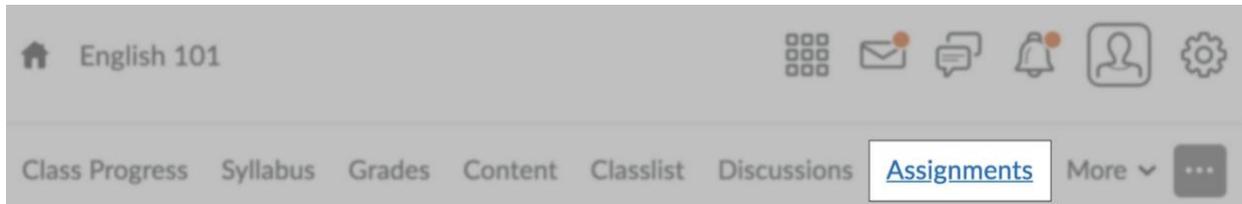
### Updating an Existing Assignment Folder

- To utilize the new functionality with the TurnItIn upgrade, you must edit any existing submission folders for the new settings to appear.

Step 1: Log into D2L.

Step 2: Select the course that you'd like to edit the assignment in.

Step 3: From the navigation bar, at the top of the course page, select "Assignments".



*Please note: Depending on your course's navigation bar layout, the options may appear differently than the above.*

*Instructions continued on next page*

Step 4: Select the drop-down arrow to the right of the assignment folder name that you wish to edit and click “Edit Submission Folder”.

## Assignment Submission Folders Help

[New Submission Folder](#) [More Actions](#)

Bulk Edit

<input type="checkbox"/>	Submission Folder	Total Files	Unread Files	Flagged Files	Due Date
	No Category				
<input type="checkbox"/>	Current Event Topic <span style="border: 1px solid red; padding: 2px;">▼</span>	0	0	0	Mar 8, 2015 11:59 PM
<input type="checkbox"/>	Current Event Topic 1 <span style="border: 1px solid red; padding: 2px;">View Submissions</span>	0	0	0	Mar 8, 2015 11:59 PM
<input type="checkbox"/>	Current Event Topic 1 <span style="border: 1px solid red; padding: 2px;">Edit Submission Folder</span>	0	0	0	
<input type="checkbox"/>	Current Event Topic 2 <span style="border: 1px solid red; padding: 2px;">Hide from Users</span>	0	0	0	Apr 26, 2015 11:59 PM
<input type="checkbox"/>	Current Event Topic 2 <span style="border: 1px solid red; padding: 2px;">Delete Folder</span>	0	0	0	May 4, 2015 11:59 PM
<input type="checkbox"/>	Current Event Topic 2 <span style="border: 1px solid red; padding: 2px;">Submission Log</span>	0	0	0	

Step 5: Uncheck the “Enable for this folder” option, under Originality Check.

## Edit Submission Folder - Current Event Topic 1 ▼

**Properties** Restrictions Objectives

### Folder Properties

Name \*

Current Event Topic 1

OriginalityCheck

Enable for this folder [How does originality checking work?](#)

*Instructions continued on next page*

Step 6: Click “Save” near the bottom of the screen. The assignment folder will then update and you will see a “TurnItIn” tab appear along the top. Please refer to the steps earlier in the guide regarding the additional features added.

## Edit Submission Folder - Current Event Topic 1 ▾

Properties   Restrictions   Objectives   **Turnitin®**

### Folder Properties

Name \*

Folder Type

Individual submission folder

Category

No Category ▾ [\[New Category\]](#)