
TURNITIN E-SUBMISSION

WITH TEXT-MATCHING AND RICH FEEDBACK

Usage Guide for AY 2014/15

All word-processed, text-based assignments should be submitted electronically, unless exemption has been approved.

It is good practice, and part of the AU Required Minimum Presence, for all assignment submission points to be created in the Assignments area of AberLearn Blackboard.

Turnitin is an e-submission tool available through AberLearn Blackboard starting from AY 2013/14. It offers text-matching and rich online marking for all regular 2013-14 modules. Please note that Turnitin replaces SafeAssign, which is being phased out.

It allows students to:

- Submit work electronically
- Receive an email receipt of their submission
- View grades and feedback via AberLearn Blackboard

It allows staff to:

- View a text-matching Originality Report on assignment submissions
- Mark assignments online without downloading or uploading anything
- Provide audio feedback easily
- Use personalised comment banks for frequently-used comments

Turnitin has two sets of key features - **easy online marking with rich feedback through GradeMark**, and **text-matching Originality Reports** (similar to SafeAssign). The originality report can be used to identify student papers that have an overly-high percentage of text that matches other sources, which may indicate the possibility of plagiarism. It can also be used to find evidence in cases where plagiarism is already suspected.

Please be aware that percentages indicate matching text, not necessarily plagiarised text. The matching text may have been properly cited.

The outline below is provided as an introduction only. The complete **Turnitin Instructor Guide** is available online at

http://pages.turnitin.com/rs/iparadigms/images/Blackboard_9_Integration_Instructor_Manual.pdf.

Text-matching tools such as Turnitin work primarily as a deterrent, discouraging students from plagiarising in the first place. When such tools are coupled with instruction in academic writing, citation, and information skills (such as Intute's **Internet Detective** <http://www.vts.intute.ac.uk/detective/>), the result can be improved study skills, better learning and higher marks.

Turnitin checks student assignment submissions against the following sets of sources:

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

As the University is transitioning from SafeAssign to Turnitin, it is possible to upload batches of submissions from previous years into Turnitin's student paper repository, so that future submissions can be checked against them.

Please contact the Blackboard Team (bb-team@aber.ac.uk) if you have any queries.

USER GUIDES

- **Comparison chart** for Turnitin, Blackboard Assignment and SafeAssign (please note that SafeAssign is being phased out). <http://nexus.aber.ac.uk/xwiki/bin/download/Main/guides+-+Blackboard/esubfeatures2013.pdf>
- **Instructor Guide to using Turnitin through Blackboard** - Turnitin's own instructor guide. http://pages.turnitin.com/rs/iparadigms/images/Blackboard_9_Integration_Instructor_Manual.pdf
- **Turnitin information from Bangor University** (please note that this information uses screenshots of the Bangor Blackboard system, which looks different from AberLearn Blackboard). <http://www.bangor.ac.uk/itservices/it/turnitin.php.en>
- **Video guide for students** on submitting work to Turnitin - we recommend embedding this clip into your AberLearn module in the Assignments area using the Mashup tool. <http://www.youtube.com/watch?v=gyEJiN17V7A>
- **Using the Originality Check** - a video guide from Turnitin about using the Originality Check feature. http://submit.ac.uk/en_gb/training/instructor-training/about-originalitycheck
- **Interactive Grademark tutorial** - have a go at using Grademark for online marking and learn about how to use it with Turnitin's interactive tutorial. https://demo-www.turnitin.com/dv?o=222980585&u=1007009245&lang=en_us&demo=1&cv=1&output=json&s=3

IMPLEMENTATION GUIDANCE

Details of implementation may vary by department, so we encourage departments to consult with E-learning Support in the planning stages. Answers to some common questions are below:

WHAT TO TELL STUDENTS?

Any instructions should be included in the 'Special Instructions' box when creating the Turnitin Assignment and optionally posted as an announcement.

You may wish to upload an assignment template in the form of a Word document that contains any text desired, such as a disclaimer about plagiarism, a marking grid, or other instructions. The template might contain any desired style formatting, such as indenting paragraphs, etc. Providing a template can help ensure that students use a consistent format for their assignments and thus make marking easier. The template should be uploaded by creating a regular Blackboard Content Item and attaching the template document to it. This content item should be located next to the Turnitin Assignment in your AberLearn module.

Turnitin's default assignment submission has the following constraints for single file upload, as noted on the Turnitin student submission page. However, this is also an option to "Allow any file type". Feedback can still be left on the assignment, and Turnitin will try and generate an Originality Report where possible.

- File must be less than 20 MB
- The maximum paper length is 400 pages.
- File types allowed: MS Word, MS Powerpoint, WordPerfect, PostScript, PDF, HTML, RTF, OpenOffice (ODT), Hangul (HWP) and plain text

It is advisable to direct students to information about proper citation practice and departmental citation guidelines. Information literacy training material such as Intute's **Internet Detective** can help students avoid unintended plagiarism (<http://www.vts.intute.ac.uk/detective/>). Your subject support librarian can help with guidance on information skills training for students. Providing a link to such material near the assignment submission link can be helpful.

We recommend that you reference the University regulation on unfair practice and the University's statement on plagiarism, as well as the subject-specific guidance which should be provided in departmental handbooks, by providing links to central sites. It is essential that students have been given clear advice on what constitutes unfair practice and how to avoid it. The unfair practice regulation is available at:

- <http://www.aber.ac.uk/en/regulations/contents/unfair-practice/> (English)
- <http://www.aber.ac.uk/cy/regulations/contents/unfair-practice/> (Welsh)

The Unfair Practice regulation is also detailed in the Exam handbook, with some sample scenarios <http://www.aber.ac.uk/en/media/departmental/agro/rulesandregs/undergraduate-examination-handbook.pdf>.

HOW TO HELP STUDENTS USE FEEDBACK?

You can do marking online using free text comments, customised comment sets, and audio feedback recorded directly through Turnitin. Students access feedback using all of these mechanisms online

directly through AberLearn. They can also download a PDF file with the text feedback noted on it. All students need to do is to click on the link where they originally submitted their assignment.

It is a good idea to highlight the feedback by putting information into AberLearn telling them how and when they can access feedback for their assignment, and reinforcing this information during class. You may even wish to set up a 'dummy' assignment with feedback so that you can give a quick demonstration during class.

This is especially important if it is the students' first time to use Turnitin for e-submission and feedback.

To give students extra motivation to read and engage with their feedback, one easy strategy is to require that students include a short addendum in their essay or report in which they comment on how they have applied feedback received on the previous assignment to improve their performance on the current one.

SHOW STUDENTS THE TURNITIN ORIGINALITY REPORT AUTOMATICALLY OR NOT?

When creating a Turnitin Assignment, you have the option of allowing all students to view their reports automatically through AberLearn Blackboard. We suggest that departments consider **not** making the Turnitin report automatically available in this way. We will be happy to explore the reasons for this in consultation with you and your department.

If a report does indicate matching text, the department can decide on a case-by-case basis how best to handle the situation, whether and how to share the report with the student.

STUDENT SUBMISSION OR DIRECT SUBMISSION BY STAFF?

Turnitin provides a graceful method for anonymous marking online. While it is possible for staff to submit batches of student submission as zipped files, it is a more streamlined process to have students submit their own work directly through Turnitin. We recommend that you create a Turnitin assignment and have each student submit their own work through that link.

If you wish to add last year's submissions to the database so that new submissions can be checked against them, please use the batch upload process. First, save the files into a zipped folder. Then, go the module where the work was originally submitted. You may need to create a Turnitin assignment to use for submitting the work, if there isn't one already. Click on the same link that the students would use to submit their work and select **Zip file upload**. This will add the files to the module anonymously, and place them in the Turnitin database so that future submissions can be checked against them.

SUBMIT ALL OR JUST SOME ASSIGNMENTS VIA TURNITIN?

We recommend that you have all students submit their work through Turnitin, even if you do not plan to view all the reports. This will build up the database of student work from AU and identify cases where one student has copied work from another. If you only submit assignments when there is already reason to suspect plagiarism, there is a risk of not finding all of the cases where students

have copied from each other. Submitting only a few selected assignments through Turnitin could appear to be unfair to students, because some are being checked while others aren't.

HOW TO CHOOSE WHICH REPORTS TO VIEW?

It is usually not feasible to view reports for every student submission. One approach to minimising staff workload is outlined below. The percentages are just provided as an example, so please adjust them to reflect the needs of your specific assignment.

- Spot-check reports for a few papers with a low percentage of matching text (e.g. 10-40%), to check that sources are cited properly
- Check all reports above a cut-off point (e.g. more than 40% matching text)

Professional judgment is an essential element of the marking process. If the person marking a script sees suspicious indicators, the report for that student may be checked to see if there is any confirmation of copying. Turnitin can help to locate the sources a student has copied from.

Keep in mind that Turnitin reports show how much text matches a selection of available sources. Matching text is not necessarily plagiarised. It may be appropriately referenced, or may be generic text that you would expect to find in many assignments, such as book titles in a bibliography or text from an assignment brief or cover sheet.

HOW TO HELP STUDENTS USE ELECTRONIC SUBMISSION SMOOTHLY?

There is a short video clip showing students how to submit using Turnitin. Please use the Helix Mashup tool in AberLearn Blackboard to embed the clip in the same folder as the Turnitin assignment. Staff can play the clip to students during class, if desired. The clip can be found here: <https://hml.aber.ac.uk/Play.aspx?VideoId=938>.

To help students submit assignments properly, we strongly suggest that you set up a practice assignment submission where they submit a Word document (not for grading) in advance. If any students encounter problems, the tutor can then help them prior to submission of the real assignment.

Set assignment deadlines at appropriate times so that if a student encounters a technical problem with submission, they can contact the Blackboard Team for help. Morning or midday is a good time. Avoid setting deadlines for Friday afternoon or Monday morning.

Turnitin Assignments are time and date-stamped in AberLearn, so staff and students both have a record of the exact submission time. Students can view the time of receipt as well as the file that they submitted by clicking on the same link they used to submit the assignment. They also receive an email receipt.

If you have provided any feedback or marks through AberLearn, this information will also be visible to students on the same screen.

TRAINING OPTIONS

Support for staff and students can be provided in a variety of ways to promote smooth implementation. A possible structure for training is outlined below:

- **IS training for tutors**
 - Online instructions similar to this document are provided on the Nexus website <http://nexus.aber.ac.uk/xwiki/bin/view/Main/Turnitin>.
 - The Blackboard **Turnitin Building Blocks Instructor Manual** is available.
 - A hands-on training session for tutors can be delivered by E-learning Support.
- **IS training for students**
 - Use the video clip provided <https://hml.aber.ac.uk/Play.aspx?Videoid=938>.
 - A one-time large-group training session for new students can be delivered by E-learning Support as part of the department's induction. **Please note that we do not have the staffing resources to do this for individual modules.**
- **Departmental training for students**
 - A short training session for new students can be delivered by tutors in semester 1 modules.
 - It is recommended that each semester 1 module have students carry out a practice Turnitin Assignment submission to make sure they can do it successfully.

If you have any questions or would like to request training, please contact E-learning Support at bb-team@aber.ac.uk or by phone at x2472.

ADDITIONAL RESOURCES

- Information Services, Aberystwyth University YouTube channel. <http://www.youtube.com/user/AberystwythIS> (Accessed 04 August 2014). There are helpful video clips about avoiding plagiarism.
- Information Services, Aberystwyth University. Avoiding Plagiarism. <http://www.aber.ac.uk/en/is/infoskills/plagiarism/> (Accessed 04 August 2014). Links to a set of materials including good practice guides and University policy documents about plagiarism and unfair practice.
- Information Services, Aberystwyth University. Searching the Internet. <http://www.aber.ac.uk/en/is/infoskills/internet/> (Accessed 04 August 2014). This page has guidance for finding and evaluating online resources.
- E-learning Support's list of useful websites relating to plagiarism detection https://next.delicious.com/is_alto/plagiarism (Accessed 04 August 2014).
- Intute. "Internet Detective." <http://www.vts.intute.ac.uk/detective/> (Accessed 04 August 2014). Online activity in which students explore good practice in evaluation and referencing online materials properly in order to avoid plagiarism. Good material to use in training students.

- PlagiarismAdvice.Org. <http://www.plagiarismadvice.com> (Accessed 04 August 2014). This organisation is associated with OfQual and Turnitin. There is a wealth of material on their site and the partner site (<http://plagiarism.org>) that can be used to prevent plagiarism.