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# TURNITIN E-SUBMISSION IMPLEMENTATION AND QUICK START GUIDE

Usage Guide for AY 2014/15

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## OVERVIEW

***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. It offers text-matching, audio feedback, and GradeMark comment sets.

Turnitin allows students to:

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

Turnitin 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
- Distribute marking to different staff, based on student groups (e.g. seminar groups)

Turnitin has two sets of key features - **easy online marking with rich feedback through GradeMark**, and **text-matching Originality Reports**. 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](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 coupled with instruction in academic writing, citation, and information skills, 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

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

## 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.

- 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

There is also an option to "Allow any file type", which will enable Turnitin to accept files such as graphic images that cannot be text-matched. Feedback can still be left on the assignment, and Turnitin will try and generate an Originality Report where possible.

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/academic-quality-records-office/unfair-practice/regulation/> (English)
- <http://www.aber.ac.uk/cy/academic-quality-records-office/unfair-practice/regulation/> (Welsh)

A declaration based on University regulations appears automatically in every Turnitin submission point (see below):

Disclaimer:

Trwy gyflwyno'r aseiniad hwn rwy'n datgan:

- Mai fy ngwaith gwreiddiol i, yn fy ngeiriau i, yw'r holl ddeunydd a gyflwynir, oni nodir fel arall.
- Mae pob dyfyniad uniongyrchol o waith eraill wedi'i nodi'n glir, ac mae pob ffynhonnell wybodaeth a ddefnyddir (testunol, graffig, neu arall) wedi'u cydnabod yn agored ac yn llawn yn y llyfryddiaeth a'r cyfeiriadau
- Lluniwyd y cyfeiriadau yn unol ag arddull a gofynion cyfeirio'r adran a osododd yr aseiniad, a'r canllawiau adrannol ar arferion academiaidd da.
- Rwyf wedi darllen, deall a chadw at ddatganiadau'r adran a'r Brifysgol ar len-ladrad a'r rheoliadau ar arferion academiaidd annerbyniol, ac rwy'n deall y gallai torri'r rheoliadau arwain at gosbau difrifol megis diddymu marciau heb hawl i ailsefyll
- Rwyf wedi cydymffurfio a'r rheolau adrannol ar gyfer aseiniadau, er enghraifft ar beidio ag aildefnyddio testun, setiau data neu ddeunyddiau eraill sydd eisoes wedi cael eu cyflwyno i'w hasesu ym Mhrifysgol Aberystwyth neu rywle arall.

By submitting this assignment I declare that:

- Except where indicated, all material in the submission is my own, original work, in my own words
- All direct quotations from the work of others are clearly identified as such and all sources of information used (textual, graphic or other) are openly and fully acknowledged in the bibliography and references
- Referencing in the submission is in accordance with the referencing style and requirements of the department setting the assignment, and departmental guidance on good academic practice
- I have read, understood and abided by the departmental and University statements on plagiarism and regulations on unacceptable academic practice and understand that breaches of the regulations may result in serious penalties such as cancellation of marks with no right to resit
- I have complied with departmental rules for assignments, for example on not re-using text, data sets or other material which have already been submitted for assessment at AU or elsewhere.

Choose the file you want to upload to TurnitinUK:

## HOW TO HELP STUDENTS USE ELECTRONIC SUBMISSION SMOOTHLY?

You can embed a short video clip into your AberLearn Blackboard module showing students how to submit using Turnitin. For first-year students, it is a good idea to play the clip during the first session of the module or in a departmental induction session.

- Submit assignments Cymraeg <https://hml.aber.ac.uk/Play.aspx?VideoId=939>
- Submit assignments English <https://hml.aber.ac.uk/Play.aspx?VideoId=938>

To help students submit assignments properly, we suggest that you set up a practice assignment submission where students 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.***

As the deadline approaches, we've found that it is advisable to send a reminder to all students that the submission process has two stages, and that the students must click the confirm button to ensure the assignment is submitted. Remind students that if they've not received an email receipt then their assignment hasn't been correctly submitted. They can also check that their submission was completed successfully by clicking on the same link they used when they submitted, and choosing to download the digital receipt.

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.

#### HOW TO HELP STUDENTS USE FEEDBACK?

You can mark online using free text comments, customised comment sets, and audio feedback recorded directly through Turnitin. You can also use either a Grading Form or a Rubric to structure your feedback about the assignment script. 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 put information into AberLearn telling students how and when they can access feedback for their assignment, and reinforce 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 student's first time using Turnitin.

You can add a link to the Helix Media Library video clip showing students how to access feedback.

- Access feedback Cymraeg <https://hml.aber.ac.uk/Play.aspx?Videoid=1178>
- Access feedback English <https://hml.aber.ac.uk/Play.aspx?Videoid=1092>

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. This can be within the same module or across modules and semesters.

#### 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. The Originality Report can be downloaded.

#### 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.

If you wish to add last year's submissions to the database so that new submissions can be checked against them, 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.

#### 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.

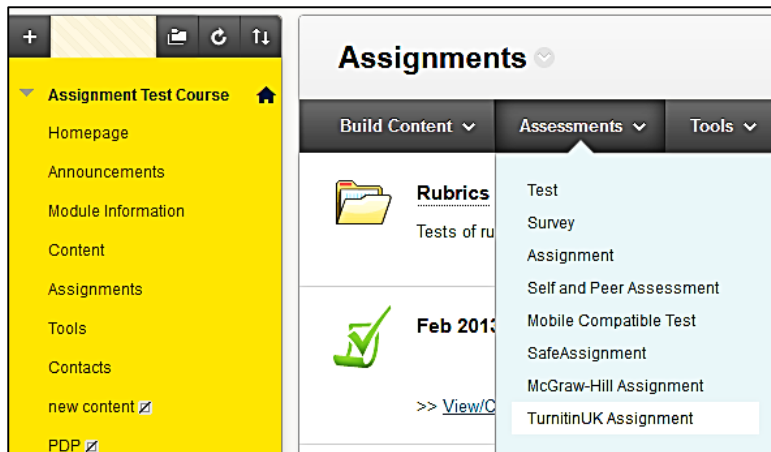
*Keep in mind that Turnitin reports show how much text matches a selection of available sources. Matching text is not necessarily plagiarised. It may be appropriately referenced, or may be generic text that you would expect to find in many assignments, such as book titles in a bibliography or text from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

#### QUICK START GUIDE

*Before you create your submission point, you need to decide whether printed copies will be required or not. If so, the assignment must NOT be set to anonymous.*

#### CREATING A TURNITIN SUBMISSION POINT

- Go to the relevant module in AberLearn Blackboard and click on the **Assignments** link in the left-hand menu.
- From the **Assessments** button, select **TurnitinUK Assignment**.



When you create the first Turnitin assignment in a module, you will see the standard 'paper assignment' screen, as below:

If the module already has at least one Turnitin submission point, you will see a screen asking whether you wish to create a Paper Assignment (the standard option), a PeerMark Assignment, or a Revision Assignment. This is because you are only able to create a PeerMark Assignment (to allow students to mark each other's work) once a paper assignment has been created.

If you wish to create a standard e-submission point, select **Paper Assignment**, and then click **Next Step**. You will then see the standard paper submission screen, below.

### New Assignment

<b>Assignment title</b> ? <input type="text"/>	<b>Start date</b> ? <input type="text" value="16-Oct-2014"/> at <input type="text" value="10"/> : <input type="text" value="10"/> <input type="text" value="AM"/>
<b>Point value</b> ? <input type="text"/> Optional	<b>Due date</b> ? <input type="text" value="23-Oct-2014"/> at <input type="text" value="11"/> : <input type="text" value="59"/> <input type="text" value="PM"/>
<input checked="" type="radio"/> Allow only file types that Turnitin can check for originality <input type="radio"/> Allow any file type ?	<b>Post date</b> ? <input type="text" value="24-Oct-2014"/> at <input type="text" value="12"/> : <input type="text" value="00"/> <input type="text" value="AM"/>

NOTE: For assignments with Anonymous Marking enabled, the post date determines when grades are posted to the Blackboard Grade Centre and when the author names are made available. Otherwise, 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 Centre.

+ Optional settings

- Give the assignment an **Assignment title**.
- Give a **Point value** if desired. This is the total marks for this assignment (not the weighting of the assignment in the module) so if you are giving a percentage total, your Point value is 100. If you are not assigning marks at all but only giving feedback, leave the Point value blank and it will default to zero. **Be sure to enter a point value if you intend to give marks to students through Turnitin, even if the marks are only formative.** Staff have experienced unexpected behaviour such as losing all their marks when the point value was set to zero and they tried to enter a number above zero as a mark.
- Choose a **Start date** at which the link becomes available and students can start submitting.
- Choose a **Due date**. You can allow students to submit after the due date if you wish to. Late submissions will be marked as Late. Please make sure the due date is in the middle of the day on a weekday (Monday-Friday) so that if any student has a problem submitting, the Blackboard Team will be able to help. **For a deadline of 12:00 noon, put 12:00pm.**
- Choose a **Post date**, when the marks are posted to the Grade Centre and become available to students. Try to choose a Post date that won't need to be altered in future, if possible.

If you are using **anonymous marking**, on the Post date:

- the students' name will become available (you will be able to see which students have which marks);



- the grades you have put into Turnitin will be passed to the Blackboard Grade Centre;
- the students will be able to view their marks and feedback.

If you are **not using anonymous marking**, on the Post date:

- the students will be able to view their marks and feedback.

It is possible to change the Post date, but we recommend that you don't change it within two hours of the currently set date/time. This is because it can take some time for the new setting to take effect, during which it can look as if the mark and feedback have disappeared. **The Post date must be in the future.**

**NOTE: If you change the Post date to a date and time in the past, you may lose all of your marks. Please plan a Post date that will be appropriate for your workload and avoid changing it.**

Click the **Optional settings** link to show the additional options. A full guide to all options can be found from <http://nexus.aber.ac.uk/xwiki/bin/view/Main/turnitin>

The most common settings are depicted below:

**Enter special instructions** ⓘ

Please click the View/Complete link to upload your assignment.

**Allow submissions after the due date?** ⓘ

Yes

No

**Allow submissions after the due date:** Students are able to submit files even though the due date has passed. If you select **No**, the students will not be able to submit (you may want to consider carefully what you do about extensions). If you select **Yes**, the students will be able to submit but the submission will be flagged as late in the system.

**Originality Report**

**Generate Originality Reports for submissions?** ⓘ

Yes

No

**Generate Originality Reports for student submissions** ⓘ

on due date ▼

immediately first report is final

immediately (can overwrite reports until due date)

on due date

**Index for all papers in this assignment?** ⓘ

**Generate Originality Reports** not only controls the Originality Reports themselves, but also whether students can resubmit or not. If you click on the question mark icon next to this option, you will see the Turnitin help screen that explains the three options. The first option allows students to submit only once, while the other two options allow resubmissions up to the due date.

- **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.
- **Immediately (can overwrite reports 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. Originality Reports will regenerate within an hour of the due date and time to allow student submissions to compare against one another within the assignment. A change in the Originality Report similarity index may result from the regeneration of the reports. This option is typically used when students are self-reviewing and revising their submissions and able to view the Originality Report. No resubmissions are allowed after the due date and time of the assignment.
- **On due date** - Originality Reports will not be generated for any submission until the due date and time of the assignment. All papers submitted to this assignment will be compared with each other when the Original Reports are generated. 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. (Adapted from [http://turnitin.com/en\\_us/training/instructor-training/creating-assignments](http://turnitin.com/en_us/training/instructor-training/creating-assignments))

You can reduce some of the 'false hits' (cases where text matches another source but is not plagiarised) by choosing to exclude certain types of matches, as indicated below.

We suggest that you do not allow all students to view Originality Reports by default.

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

Exclude matches by:\*

Word Count:  words

Percentage:  %

Allow students to see Originality Reports? [?](#)

Yes  
 No

The settings in Turnitin relevant to anonymous marking are particularly important.

Reveal grades to students only on post date?

Yes  
 No

Enable anonymous marking? [?](#)

Yes  
 No

Submit papers to: [?](#)

▼

Search options: [?](#)

Student paper repository

Current and archived internet

Periodicals, journals, & publications

**Reveal grades to students only on Post date:** This option controls when the students see the grades and feedback. We recommend selecting **Yes** - if you select **No**, the students will be able to see the grade and feedback immediately, even if all marking hasn't been completed.

**Enable anonymous marking:** If you believe that you will need to print the papers for this submission, select **No**. It is possible to individually turn off anonymous marking, but you can't do it for the whole module automatically, and you can't turn it back on again.

It is possible to save a default group of settings for all submission points you create by ticking the default options box:






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

Click on **Save** and the submission point will be set up.

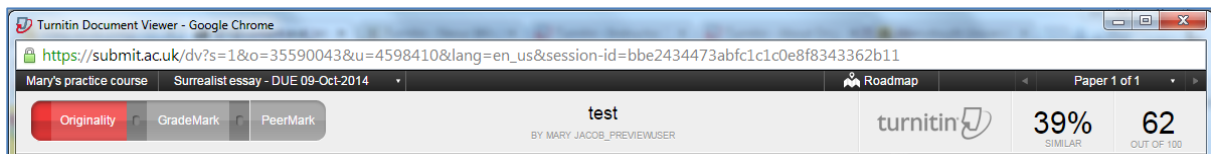
## USING ORIGINALITY CHECK

Originality Check is the text-matching function of Turnitin. Please keep in mind that it is a text-matching tool, not a plagiarism-detection tool.

- When you are ready to mark papers, from the Control Panel, click on **Course Tools / TurnitinUK Assignments**
- Click on the assignment you wish to view
- Click on the colour-coded icon where the similarity percentage is indicated

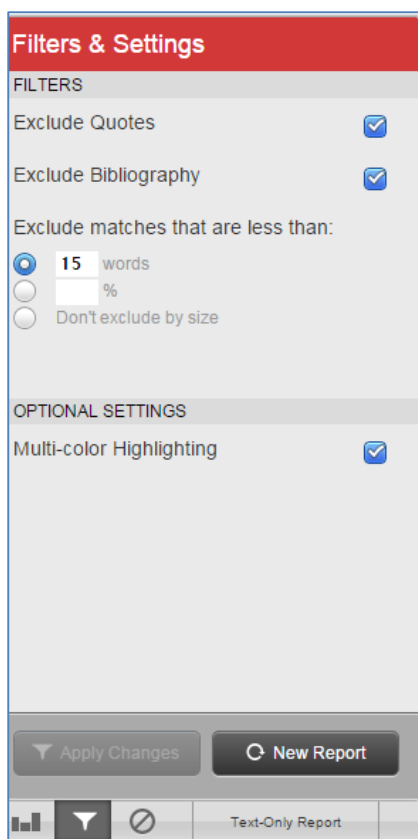
	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
<input type="checkbox"/>	Blackboard and E-lea...	submission	0% 	48	•		34652379	07-Jul-2014
<input type="checkbox"/>	Mary Jacob_PreviewUs...	wqer	100% 		•		35559261	06-Oct-2014

This will open up the Document Viewer, with the **Originality** tab showing.



If you are already in the Document Viewer for a submission and wish to see the Originality Report, simply click on the **Originality** tab in the viewer.

If you wish to change the filters (e.g. you would like to filter out quoted text or the bibliography), click on the Filter icon at the bottom of the viewer, make desired changes, and then click **Apply Changes**.



You can find more details about using Originality Check in this video:

[http://submit.ac.uk/en\\_gb/training/instructor-training/about-originalitycheck](http://submit.ac.uk/en_gb/training/instructor-training/about-originalitycheck)

## MARKING AND GIVING FEEDBACK

There is a wide range of options for marking and giving feedback with Turnitin. Click on the appropriate icon in the bottom right-hand corner of the document viewer, depending on what you want to do.



- QM – use QuickMark comment sets
- Speech bubble – use audio feedback or write general comments on the script as a whole
- Three lines – view a page that lists all of the feedback comments in the paper
- Grid – use a Marking Form or Rubric

Please see the online support for each option by clicking on the links below. For instructions on using all GradeMark tools see:

[https://guides.turnitin.com/01\\_Manuals\\_and\\_Guides/Instructor/Instructor\\_User\\_Manual/25\\_GradeMark%C2%AE](https://guides.turnitin.com/01_Manuals_and_Guides/Instructor/Instructor_User_Manual/25_GradeMark%C2%AE)

- Entering a grade – type the grade into the box in the upper right-hand corner, being certain to press the **Enter** key on your keyboard.

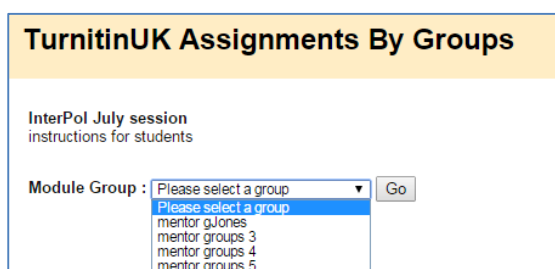
***It is essential to press the Enter key, as otherwise the marks may not be recorded.***

- QuickMark – the main tool for online marking with Turnitin. You can do the following:
  - Type into the script to create a bubble comment
  - Type text directly into the script, without a bubble
  - Drag a pre-made comment from one of the comment sets onto the script, and add an additional comment to it, if desired
  - Highlight text and attach a bubble comment
  - Save bubble comments to a comment set on the fly
  - Create your own custom set of comments
  - Associate a bubble comment with a criterion on a Rubric or Marking Form (see below)
  - View the video showing how to use the QuickMark manager to save, organise and reuse customised comments here:  
<https://www.youtube.com/watch?v=l1F4cXX3z64&list=UU9-cUzW3AWAAQN1ImusSsVg>
- General comments – You have several options for providing general comments on the submission as a whole
  - Record a voice comment:  
<https://www.youtube.com/watch?v=yiGgOP8Gjts&list=UU9-cUzW3AWAAQN1ImusSsVg&index=5>
  - Type a text comment
- Rubric – first associate a rubric with an assignment when you create or edit a Turnitin assignment, and then use the Rubric tool to record feedback.
  - Create either a standard or qualitative rubric
  - See this page explaining the types of rubric, and distinction between the rubric and marking form  
[https://guides.turnitin.com/01\\_Manuals\\_and\\_Guides/Administrator/Administrator\\_User\\_Manual/21\\_The\\_Rubric\\_Library](https://guides.turnitin.com/01_Manuals_and_Guides/Administrator/Administrator_User_Manual/21_The_Rubric_Library)
  - Select items from the rubric as they apply to the particular script
  - See this video demonstrating the use of the rubric  
<https://www.youtube.com/watch?v=LT5bHiYH7m0&list=PL14ewSuuxdRNK0uaawkrDgXLsMJVPGzYF>
  - Associate individual bubble comments with a category from the marking form
- Marking form – first associate a marking form with an assignment when you create or edit a Turnitin assignment, and then use the Marking Form. Please note that Turnitin uses ‘Marking Form’ and ‘Grading Form’ interchangeably.
  - Type comments into categories that you have defined in the form
  - Add point automatically, if desired
  - Associate individual bubble comments with a category from the marking form
  - See this page describing the use of a Marking Form  
[http://turnitin.com/en\\_us/resources/blog/424-product/2029-new-grading-forms-in-turnitin](http://turnitin.com/en_us/resources/blog/424-product/2029-new-grading-forms-in-turnitin)

## MARKING BY GROUPS

If your students have been put into groups in AberLearn Blackboard, you can view and mark just the submissions for a single group (for example, seminar groups). This is helpful for large modules where the marking has been distributed among several staff.

- Set up groups in AberLearn Blackboard
- See the page on setting up groups [https://help.blackboard.com/en-us/Learn/9.1\\_SP\\_10\\_and\\_SP\\_11/Instructor/040\\_Student\\_Course\\_Experience/Users\\_and\\_Groups/Creating\\_Groups](https://help.blackboard.com/en-us/Learn/9.1_SP_10_and_SP_11/Instructor/040_Student_Course_Experience/Users_and_Groups/Creating_Groups)
- Populate the groups with students
- When ready to mark, click **Course Tools / TurnitinUK Assignments by Groups**
- Click on the assignment you wish to mark
- Select the group you wish to mark, and click the **Go** button



**TurnitinUK Assignments By Groups**

InterPol July session  
instructions for students

Module Group :

- Please select a group
- Please select a group
- mentor gJones
- mentor groups 3
- mentor groups 4
- mentor groups 5

## USING PEERMARK FOR PEER-ASSESSED ASSIGNMENTS

There are two steps to creating a peer-assessed assignments. First, create the basic paper assignment, as described above. Then, create a second assignment, which should be a PeerMark Assignment. This is the assignment where students will rate each other's papers and their own, based on a set of questions and criteria determined by the tutor.

Please view this video overview of PeerMark

<https://www.youtube.com/watch?v=Km5u7dQv0iQ&index=28&list=PL14ewSuuxdRNK0uaawkrDgXLSMJVPGzYF>

## USING THE IPAD APP FOR MARKING

The iPad app can be downloaded for free. It enables you to mark on your iPad, using the tools available with Turnitin, including audio feedback, QuickMark comment sets, marking forms and rubrics.

The iPad app allows you to download the submissions and mark offline, then upload them in bulk when desired. This feature will allow you to mark on your iPad even when you have no WiFi access.

Here is an outline of the basic steps:

- Download the app to your iPad
- Obtain a class access code

- Go into your module in AberLearn Blackboard on a regular computer
- Open up one of the submissions for the assignment you want to mark
- Obtain the access code
- Log onto the Turnitin app on your iPad and enter the access code
- Mark submissions on your iPad

As long as you remain logged in, you can continue to use the same access code. If you log out of Turnitin on the iPad, you will need to obtain a new access code by repeating the steps above.

Detailed instructions can be found on the Turnitin app page:

[http://turnitin.com/en\\_us/features/ipad](http://turnitin.com/en_us/features/ipad)

## STUDENTS RECEIVING FEEDBACK

It is possible to tell which students have viewed their feedback in Turnitin.

- Go to Control Panel / Course Tools / TurnitinUK Assignments
- Click on the assignment you wish to view
- The '**Response**' column indicates whether the student has viewed the feedback

## FURTHER TURNITIN SUPPORT

### TRAINING OPTIONS

- **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.
- **Video guides for students** - we recommend embedding these clips into your AberLearn module in the Assignments area using the Helix Media Library tool:
  - Submit assignments Cymraeg <https://hml.aber.ac.uk/Play.aspx?Videoid=939>
  - Submit assignments English <https://hml.aber.ac.uk/Play.aspx?Videoid=938>
  - Access feedback Cymraeg <https://hml.aber.ac.uk/Play.aspx?Videoid=1178>
  - Access feedback English <https://hml.aber.ac.uk/Play.aspx?Videoid=1092>
- **Departmental training for students**
  - It is recommended that the video clips be embedded in AberLearn Blackboard for the first module where students will be using it to submit, and that the tutor play the clips during class when introducing the assignment.
  - It is recommended students carry out a practice Turnitin Assignment submission prior to their first real submission to make sure they can do it successfully.

If you have any questions or would like to request training, please contact the Blackboard Team at [bb-team@aber.ac.uk](mailto:bb-team@aber.ac.uk) or by phone at x2472.



## USER GUIDES

- Nexus page with help for using Turnitin  
<http://nexus.aber.ac.uk/xwiki/bin/view/Main/turnitin>
- **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](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/lt/turnitin.php.en>
- **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](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](https://demo-www.turnitin.com/dv?o=222980585&u=1007009245&lang=en_us&demo=1&cv=1&output=json&s=3)

## 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](https://next.delicious.com/is_alto/plagiarism)[http://delicious.com/is\\_alto/plagiarism](http://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.