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# HOW DO I USE TURNITIN FOR E-SUBMISSION AT AU

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.

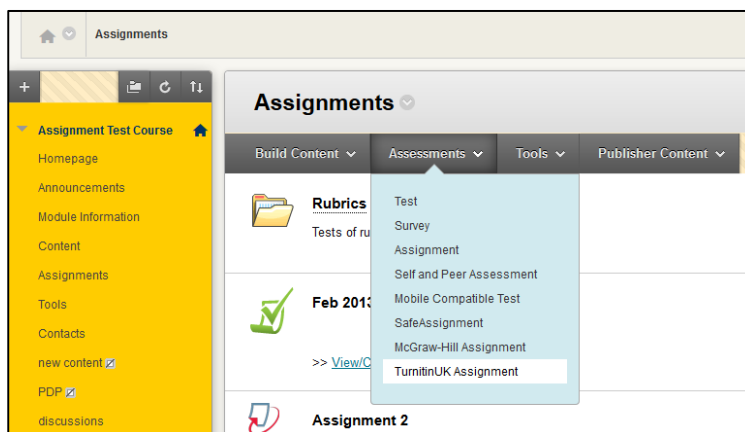
Before you create your submission point, you will need to make a decision about the marking of the students' work:

***If you think that you will need to print out the papers, the assignment must not be set to anonymous (this is because you can't download all the files for printing if anonymous marking is switched on).***

## 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 a screen like the one below:

### New Assignment

Assignment title [?](#)

Point value [?](#)

Optional

Allow only file types that Turnitin can check for originality  
 Allow any file type [?](#)

Start date [?](#)

16-Jun-2014

at 1 : 48 PM

Due date [?](#)

23-Jun-2014

at 11 : 59 PM

Post date [?](#)

24-Jun-2014

at 12 : 00 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

The screen will look slightly different for any subsequent assignments added:

### Select your assignment type

Paper Assignment  
 PeerMark Assignment  
 Revision Assignment

**Paper Assignment**

Paper Assignment -The paper assignment type is the base assignment for all other assignments types (PeerMark, Revision, and Reflection).

When creating a paper assignment there are three dates that instructors will need to set: the start date, the due date, and the post date.

Next Step

This is because you are only able to create a PeerMark Assignment (to allow students to mark each other's work) once an initial assignment has been created.

If you wish to create a standard e-submission point, select **Paper Assignment**, and then you will see the standard set-up screen:

All assignments should be given an **Assignment title**.

The **Point value** is optional, but if used, 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.

The **Start date** is the time at which the link becomes available and students can start submitting.

The **Due date** is the time and date when the assignment is due to be submitted. You can allow students to submit after the due date if you wish to.

The **Post date** is relates to when the marks and grade become available to students. 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 mark and feedback

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

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

It is possible to change the Post date; however, 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 – and during this time it can look like that the mark and feedback has disappeared.

When creating a submission point, there are a number of optional settings that can be used. This document lists the ones most relevant to the e-submission processes used at AU. A full guide to all options can be found from <http://nexus.aber.ac.uk/xwiki/bin/view/Main/turnitin>

Close options

Enter special instructions [?](#)

Allow submissions after the due date? [?](#)

Yes  
 No

Originality Report

Generate Originality Reports for submissions? [?](#)

Yes  
 No

Generate Originality Reports for student submissions [?](#)

immediately (can overwrite reports until due date)

Exclude bibliographic materials from Similarity Index for all papers in this assignment? [?](#)

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.

**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 in 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.