THIS DOCUMENT OUTLINES THE STEPS TO SET UP TURNITIN ASSIGNMENTS IN YOUR BLACKBOARD UNIT. BEFORE YOU BEGIN, IT IS IMPORTANT TO UNDERSTAND WHAT TURNITIN IS AND IS NOT, AND HOW IT WORKS WITH YOUR UNIT.

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Turnitin is an electronic text matching system that compares text in a student assignment against a database of sources. Turnitin is one of the many tools integrated with Blackboard. Turnitin submission points are created in Blackboard units by Unit Coordinators, and students submit their assignments through these points. This submission provides the Academic marking the assignment with an originality check. In this way, Turnitin is simply a tool that is used in the academic process to evaluate for plagiarism.

### What Turnitin is

- ✓ An electronic text matching system
- ✓ Compares text to other text the system knows about
- ✓ An indication of similarity as a %

### What Turnitin Is Not

- × Plagiarism Detection
- × Evaluates inclusion or accuracy of citations
- × NOT an indication of % of plagiarism

Visit the Academic Integrity website for information on dealing with student plagiarism:

https://academicintegrity.curtin.edu.au/staff/turnitin/Turnitin_staff.cfm

## THE TURNITIN LIFECYCLE

Prior to the beginning of a study period, you:

- Must create new Tii submission points for each text-based assignment.
- Must sync your class roster
- May want to set up your Turnitin rubric or attach a Blackboard rubric
- Must set up your Grade Centre:
  - Ensure the assignment grade column is linked to the Final Mark column.
During the study period, you:

- Must review originality reports
- Must Assess and Grade submissions
- Must Give Feedback to students
- May need to sync your class roster
- May need to Submit assignments for students who cannot do it for themselves

At the end of the study period, you:

- Must ensure grades are accurate in the Grade Centre before they are extracted and sent to Student One
- Must download and archive submitted assignments
- Must archive your Blackboard unit

CREATE TURNITIN ASSIGNMENTS

To create a new Turnitin Assignment

1. Navigate to the Blackboard content page where you want to place your assignments
2. Click the Assessments menu
3. Click Turnitin Assignment
4. Choose Paper Assignment
5. Click the Next Step button
6. Enter the Assignment Details – please note that the post date dictates when students will be able to see their feedback
7. Expand the Optional Settings section to specify the parameters for the generation of the Originality Report. For more information about settings, visit: https://academicintegrity.curtin.edu.au/staff/turnitin/Turnitin_settings.cfm
8. Once you have configured your assignment settings, click Save
9. On the confirmation screen, click OK

Group Assignments – we do not advise using the Turnitin Group function when creating assignments for groups – the reason for this is that Turnitin will create an individual submission point for every group which makes it potentially unwieldy to manage.

We suggest you create a Blackboard Group assignment and then create a normal Turnitin Assignment and get just one member of the group to submit to the Turnitin submission point – so that you can get an originality report.

For instructions on creating a Blackboard group assignment please visit the following website: https://en-us.help.blackboard.com/Learn/Instructor/Assignments/010_Create_and_Edit_Assignments#group

Note: Submitting Drafts (Revision Assignment)

In the past, staff may have chosen to create a Revision Assignment. You can either do this or by choosing the TII option Generate Originality Reports for Student Submissions > Immediately (Can overwrite reports until due date) the assignment link will allow students to submit drafts prior to the due date, receiving formative feedback from the Originality Report every 24 hours.
HOW TO ACCESS TURNITIN PAPERS

You can access a Turnitin Assignment papers via the Control panel → Course Tools → Turnitin Assignment

From this screen you can either access the paper, do a grade sync (this pushes grades from Turnitin to the Blackboard Grade Centre – please note this will overwrite any grades you’ve entered directly into the Blackboard Grade Centre unless they’ve been entered as manual override grades) or delete the Turnitin paper.

RECYCLING TURNITIN ASSIGNMENTS

You are strongly recommended to create new assignments each teaching period, which minimises technical problems from occurring and can take up to 7 days to resolve.
If you recycle assignments you are at high risk of experiencing technical issues, with assignments not showing in the Grade Centre and repeating students being unable to submit assignments. These issues require support from Turnitin in the USA and can take 2-7 days to be resolved.

**SYNC YOUR CLASS ROSTER**

At the beginning of the teaching period, and then before each assignment, you are recommended to sync your class list using the *Roster Sync* tool. This ensures that any changes to your student cohort are reflected in Turnitin. For example, students who enrol late may not have sync’d to Turnitin, and may be unable to submit. Performing a roster sync will aid in minimising technical problems on important dates, such as assignment due dates.

To sync your class roster:

1. Navigate to the Blackboard Course Management section, and expand the *Course Tools* menu,  
2. Click *Turnitin Assignments*,  
3. Click on the title of one of your assignments,  
4. The Turnitin Assignment Inbox now appears.  
5. Click *Roster Sync*:

6. Turnitin will display a message confirming that the Roster Sync is occurring.  
7. The Assignment Inbox will display again.

A common error is for student cohorts from prior teaching periods will still show as having submissions in Turnitin. This will appear as a discrepancy between your class list in Blackboard Grade Centre, and your Turnitin submission list. Syncing your class roster will resolve this discrepancy, and update Turnitin to show only your current cohort details.

Not syncing your class roster keeps students from prior semesters in your Turnitin roster, making it confusing for you to manage and sending you messages about exceeding Curtin’s user license limit.

**TURNITIN RUBRICS**
Rubric scorecards can be used to evaluate student work based on defined criteria and scales. Grading forms can be used to provide free form feedback and scores to evaluate student work based on defined criteria. The rubric scorecards can be created by the account administrator and shared to all instructors on an account. Instructors can also create and share rubric scorecards, allowing other instructors to upload the rubric scorecard to their classes.

There are three rubric types:

**Standard rubric** - allows you to enter scale values and criteria percentages. The maximum value for the Standard rubric will be the same as the highest scale value entered.

**Custom rubric** - allows you to enter any value directly into the rubric cells. The maximum value for the Custom rubric will be the sum of the highest value entered in each of the criteria rows.

**Qualitative rubric** - allows you to create a rubric that has no numeric scoring.

**Grading form** - allows you to create a rubric that has a list of criteria that contains free response text fields and the ability to score each criterion.

### ATTACHING A RUBRIC TO A TURNITIN ASSIGNMENT

1. When you create a Turnitin Submission point there is an option to attach a rubric to the Turnitin Assignment (under optional settings).

2. You have two options;
   a) Use a rubric you’ve previously created (simply use drop down menu to select relevant rubric)
   b) Launch the Rubric/Form Manager to create a new rubric

3. If you choose option b – you can then create a new rubric. More information on the options on creating a rubric are found under the “how to create a turnitin rubric section found just below.

4. If you have already created the Submission point navigate to the submission point in Blackboard and using the drop down options and select edit and you will then be able to Launch the Rubric/Form Manager (follow from step 1).
HOW TO CREATE A TURNITIN RUBRIC

1. From the online grading toolbar, select the rubric icon to open the Rubric side panel or alternatively navigate to the submission point and select ‘Edit’, expand the optional settings and select Launch Rubric/Form Manager.

2. Click the cog icon in the Rubric/Form side panel to open the Rubric and Form Manager.

Note: If a rubric is already assigned to the assignment, the cog icon can be found in the same place.

3. Click the menu icon in the top left of the Rubric and Form Manager.
4. Click *Create new rubric* at the top of the menu dropdown list.

5. Click on the *Scoring* link in the top right-hand corner of the Manager. You can select the rubric you’d like to create from the dropdown list: Standard, Qualitative or Custom.

6. Enter a name for your rubric by clicking on *Enter rubric name here* in the top left of the Rubric and Form Manager. To save your title, click anywhere outside of the text field.

7. To edit the name, description, or percentage value of a criterion, click directly onto the relevant field and begin typing. Press enter or click anywhere outside of the text field to finish editing. You can also click the *trash can* icon in the bottom left to remove a criterion.
8. To add extra rows of criteria, click on the + icon to the right of the Criteria header.

9. To enter the description for each cell, click on the cell, enter the description, and then click outside of the cell’s text field to finish editing the description.

10. To enter the scale title or value, click on the scale title or scale value and begin typing. Click anywhere outside of the text field to finish editing. You can also click the trash can icon in the bottom left to remove a scale.

11. To add extra scale columns click on the + icon to the right of the Scale header.
12. Once the rubric is complete, click Save at the bottom right of the Rubric and Form manager.

13. Click Close to exit the Rubric and Form manager

MODIFYING A RUBRIC SCORECARD

Rubric scorecards can be modified after creation. However, if the rubric scorecard has been used to score student papers, modification of the rubric scorecard is not permitted.

1. From the online grading toolbar, select the rubric icon to open the Rubric side panel.

2. Click the cog icon in the Rubric/Form side panel to open the Rubric and Form Manager.

3. Click the menu icon in the top left of the Rubric and Form Manager.
4. Select the rubric that you would like to edit from the list of rubrics.

![Rubric List]

**Note:** Rubrics that have been shared with you cannot be edited.

5. Change the rubric as needed by clicking into any field you’d like to change.

![Rubric Scorecard]

6. Click *Save* to save the changes.

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**DUPLICATING A RUBRIC SCORECARD**

Rubrics that have been attached to an assignment cannot be edited. Duplicating a rubric helps instructors reuse a rubric that they would like to modify.

1. From the online grading toolbar, select the rubric icon to open the *Rubric* side panel.
2. Click the cog icon in the Rubric/Form side panel to open the Rubric and Form Manager.

![Rubric Form](image)

- Actual Writing
  - 3.2/4
  - Apply to Grade

3. Click on the menu icon in the top left of the Rubric and Form Manager.

- CCSS 8th - 9th Grade Argument

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Scales</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Scale 1</td>
</tr>
<tr>
<td>Criterion 1</td>
<td>20 %</td>
</tr>
</tbody>
</table>

4. Select the rubric you would like to duplicate from the list of rubrics.
5. Click on the menu icon and then select Duplicate from the drop down menu.

6. Click Save to save the changes

**EXPORTING AND UPLOADING RUBRICS**

Within the Rubric Manager, instructors can export rubrics to share with other instructors, or import rubrics to use when grading papers within the online grading section of the Turnitin Feedback Studio. Unlike sharing, once a rubric set has been imported into an account, it is then owned by that instructor who may then make any desired changes to the rubric.

**EXPORTING A RUBRIC SCORECARD**

1. From the online grading toolbar, select the rubric icon to open the Rubric side panel.
2. Click the cog icon in the *Rubric/Form* side panel to open the *Rubric and Form Manager*.

![Rubric Interface]

3. Click on the *menu* icon in the top left of the Rubric and Form Manager.

3a. If the rubric you wish to export is selected, move to step 4.

3b. Alternatively, select the rubric you wish to export from the dropdown menu.
### CCSS 8th - 9th Grade Argument

<table>
<thead>
<tr>
<th>Action</th>
<th>Scale</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create new rubric</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create new grading form</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upload rubric/grading form</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rename</td>
<td></td>
<td>20.00</td>
</tr>
<tr>
<td>Delete</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Duplicate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Export</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Click the **Export** button from the dropdown menu

5. Your rubric will download to your device.
UPLOADING A RUBRIC SCORECARD

1. From the online grading toolbar, select the rubric icon to open the Rubric side panel.

![Rubric Icon]

2. Click the cog icon in the Rubric/Form side panel to open the Rubric and Form Manager.

![Rubric and Form Manager]

3. Click the menu icon in the top left of the Rubric and Form Manager.

![Menu Icon]

4. Click the Upload rubric/grading form button from the dropdown menu.

![Upload Rubric/Grading Form]

CCSS 8th - 9th Grade Argument

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Scales</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criterion 1</td>
<td>20.00</td>
</tr>
</tbody>
</table>

Scale 1

20 %
5. To upload your rubric or grading form(s), you can either drag and drop your file(s) into the Rubric and Form Manager or you can browse your computer to select the file. Should you require assistance in creating your rubric, you can download a .xls example to work from.

File requirements: Turnitin accepts .rbc, .xls, .xlsx files. Excel file requirements are as follows: Criteria titles must be 13 characters or less, there is a limit of 20 scale columns and 50 criteria rows, and scoring can only be included once the rubric is uploaded.

6. Once your file has uploaded successfully, click the Open button to open the rubric in the Rubric and Form Manager.

7. Your rubric will now be fully editable in the Rubric and Form Manager.
ATTACHING A RUBRIC SCORECARD

1. From the online grading toolbar, select the rubric icon to open the Rubric side panel.

2. Click the cog icon in the Rubric/Form side panel to open the Rubric and Form Manager.

3. Click the menu icon in the top left of the Rubric and Form Manager.

4.
4a. If the rubric you wish to attach is selected, move to step 5.

4b. Alternatively, select the rubric you wish to attach to the assignment from the dropdown menu.

5. The rubric will now be displayed within the Manager. In the bottom left-hand corner of the Manager, toggle Attach to assignment as On. The same can be done to detach a rubric from an assignment.

Note: Changing or detaching a rubric will remove all existing rubric scoring from papers in this assignment, including scorecards which have previously been marked. Overall grades for previously graded papers will remain.

HOW TO ATTACH A RUBRIC TO A PAPER IN TURNITIN

You can either attach the rubric when you first create your Turnitin paper OR you can edit a Turnitin submission point you’ve previously created and attach it then.

ATTACH A RUBRIC YOU’VE PREVIOUSLY CREATED

1. Access the Turnitin Assignment Settings
2. Select Optional Settings
3. Scroll down to ‘GradeMark’ and you can either create a new Rubric or attach a Rubric you’ve previously created.

   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.

   Quick Test ▼ Launch Rubric/Form Manager

4. Use drop down to select a previously created rubric (a) or select Launch Rubric/Form Manager (b)
   a) If you’ve used the drop down option the rubric will now be attached to your paper
   b) If you’ve chosen to launch the rubric manager please create your rubric (as per the instructions located in the Turnitin Guide). Once created go back to the settings section and repeat option 4a choosing the rubric you’ve just created.
   c) Once you have done either a or b scroll down and select the submit button.

   The Rubric will attach to the assignment and is now available for grading all submissions of that assignment.

HOW TO IMPORT/EXPORT TURNITIN RUBRICS

You may want for other instructors to be able to use your rubric you’ve created for their own Turnitin Assignment because each rubric is owned by an individual account you will need to export the rubric to your computer and then email it to another instructor and they will need to import it into their Turnitin Rubric manager.

Please note that you can only import Turnitin rubrics and not Blackboard rubrics into the Turnitin Rubric manager.

1. Access the Turnitin Assignment Settings (use drop down chevron and select Edit)

   ![Feedback Studio Test]

   >> View/Complete

   ![Optional settings]

   + Optional settings

2. Select Optional Settings
3. Select Launch Rubric Form/Manager

4. Select the Rubric options from the top right hand side using the icon with 3 dots and 3 lines

5. Select rubric you wish to export

6. Open the import/export option using the button on the top right hand side

7. Select Export and the file will now be saved on your computer

8. You can then send it to a colleague who will be able to import it into their Turnitin

9. For the person to import it they need to follow steps 1 to 6 (skipping step 4) and at step 6 they just need to select import.

**CREATING A BLACKBOARD RUBRIC FOR USE WITH A TURNITIN ASSIGNMENT**

The steps below show you how to create a Blackboard Rubric. Steps on grading with the Blackboard Rubric and Turnitin are in the using a blackboard rubric to grade papers section below.

The only real advantage to Blackboard rubrics over Turnitin Rubrics is the ability to use partial marks and point ranges.

If you do wish to use Blackboard rubrics then you will need to create a separate column for student feedback in the Grade centre.

Furthermore if you wish to use Quickmark feedback with a Blackboard rubric then your students will need to access their feedback in two different areas under their ‘My Grades’ which could be confusing.

To create a Blackboard Rubric:

1. In your unit, navigate to **Course Tools** and then **Rubrics**
2. Click the **Create Rubric** button
3. Follow the instructions on the page to create your rubric
4. Once created, click the **Submit** button.
5. Create a Tii Basic assignment, following the steps on page 3, or use an existing assignment.
6. Navigate to the **Grade Centre**
7. Create a new column to attach the **Blackboard Rubric** to (this ensures the grades aren’t overridden by the zero grade in Turnitin)
8. Click the **chevron** in the Tii Basic assignment column heading, then select **Edit Column Information** from the drop-down menu

![Image of Grade Centre](image)

9. Locate the section titled **Column Information** and click on **Add Rubric**

![Image of Add Rubric](image)

10. Click **Select Rubric**, and a list of available rubrics are available. Select the rubric you wish to use, and save.

You will now be able to grade your Tii assignments with the Blackboard rubric.

For more on creating Blackboard rubrics please visit https://en-us.help.blackboard.com/Learn/Instructor/Grade/Rubrics

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**HOW TO GIVE STUDENT FEEDBACK USING TURNITIN**

Turnitin Feedback Studio is the new marking interface from Turnitin that allows markers to provide feedback on student submissions by way of in-text comments*, QuickMarks (pre-prepared comments), long-form text, audio, rubrics, attachments and number grades.

You can view a comparison video of the [Classic Mode versus Feedback Studio](Link).

*Eligible formats for adding in-text feedback include Microsoft Word, Powerpoint, Corel WordPerfect, Adobe PostScript, PDF, HTML, RTF, OpenOffice, Hangul and plain text.

Feedback types enabled in Feedback Studio
- **QuickMarks**: create a set of pre-prepared bubble comments to improve the speed and consistency of marking.

- **Bubble comments**: add bespoke comments that can be dragged to different places on the student’s assignment.

- **Inline text**: add words or sentences directly to the student’s assignment.

- **General Text comment**: add a more general comment of up to 5000 characters.

- **Audio comments**: add a voice recording of up to 3 minutes.

- **Strikethrough**: put a red line through selected text on the student’s assignment.

- **Rubrics**: rubrics and grading forms provide structured feedback and can be used to calculate a score if desired.

### HOW TO USE QUICKMARKS

1. Click anywhere on the student paper, then click the QuickMark icon

   ![Location of QuickMark icon](image)

2. A window with the default set of QuickMarks will appear. Click your preferred QuickMark, scroll down to add any additional comments below it

   ![QuickMark set](image)

3. Click anywhere else on the page to save it

### ADD AN EXISTING QUICKMARK USING QUICKMARKS SIDE PANEL

QuickMarks can also be added from the QuickMark side panel by clicking in the QuickMarks icon in the tool bar and then clicking on the appropriate QuickMark in the Side Panel.
Location of QuickMark icon in the QuickMark side panel

Note: you can also choose to highlight some text before clicking the appropriate QuickMarks, and this will create a call-out line connecting the highlighted text to the QuickMark you have chosen. This can be helpful in making it clear to the student which part of their assignment your comment refers to.

Highlighted text

You can also choose the colour that the text will be highlighted in by selecting the colour on the top right hand side

- To move a QuickMark comment: put the cursor on the comment and click and drag to the new location.
- To delete a QuickMark comment: click the comment, then click the trash icon that appears.

TO RECORD AUDIO FEEDBACK

To use this feature, you must have a microphone attached and already configured to work with your computer.

1. Click the Feedback Summary icon on the right hand side of the screen.

2. In the Voice Comment section click the Record button.

3. If it is the first time you have made a voice recording in Turnitin, you will see a dialog asking permission to allow turnitin.com to access your camera and microphone.
Example of Adobe Flash Player settings

4. Click **Allow** (and select **Remember** if you don’t want to see this message again).
5. Click **Close**.
6. Recording automatically starts. Speak into your microphone for up to three minutes. You may ‘pause’ as needed during this time.
7. When finished click the **Stop** button.
8. You can review the message by clicking the **Play** button.
9. Once happy with the recording you must click **Save Recording**.
10. To overwrite a saved voice comment you must first delete the old voice comment by clicking the **Discard Voice Comment** icon 

Note: Students are unable to download Voice Comment feedback from Feedback Studio.

TO ADD A GENERAL TEXT COMMENT (5000 CHARACTER LIMIT)

1. Click the **Feedback Summary** icon on the right hand side of the screen.
2. Click in the **Text Comment** section and start typing your comments. You can also paste from another location using keyboard shortcuts. The text is saved as you type it.
3. Use simple editing tools as needed. These are: bold, italic, underline and link to a URL.

CREATE YOUR OWN QUICKMARK SET

You can create your own QuickMark set using the QuickMark Manager. Your QuickMark set can be created manually with your own QuickMarks, or you can make use of QuickMarks from other sets. You can also convert any bubble comment into a QuickMark at any time. A QuickMark set can be exported and shared with your colleagues to assist in improving consistency of feedback given to students. The QuickMark Manager is also the place to change your default QuickMark set.
1. You can access the QuickMark Manager in two ways:
   - **To access the QuickMark Manager from the side panel**, click the QuickMark icon in the toolbar. Click the drop down arrow next to the name of the currently displayed QuickMarks set and select the **QuickMark Manager**.
   - **To access the QuickMark Manager from anywhere on the paper**, click the paper to reveal the in-context marking tool. Click the QuickMarks icon.

2. Click the drop down arrow next to the name of the currently displayed QuickMarks set and select the **QuickMark Manager**.

3. Click the menu icon and select **Create New Set**.

4. Enter the name for the new QuickMark set and click **Save**.

5. Click the menu icon and click on the name of the set just created. A blank QuickMark set will display.
CREATE YOUR OWN QUICKMARKS FROM BUBBLE COMMENTS

To create your own QuickMark from a Bubble Comment:

1. Create a new bubble comment, or click on an existing one.
2. Click ‘Convert to QuickMark’.
3. Choose a Title for your QuickMark and which QuickMark set to add it to.
4. Click Save.

Great idea

Convert to QuickMark

<table>
<thead>
<tr>
<th>Title</th>
<th>Great idea</th>
</tr>
</thead>
<tbody>
<tr>
<td>Set</td>
<td>Commonly Used</td>
</tr>
</tbody>
</table>

Convert a comment to a QuickMark

POPULATE A QUICKMARK SET MANUALLY

1. Ensure you are in the QuickMark Manager and viewing the set you want to populate.
2. Click the + sign next to QuickMarks on right or + Create Quick Mark in centre.
3. Enter the title for the new QuickMark in the first box on the right.
4. Enter the detailed QuickMark description in the second box, using editing tools as desired.
5. Click Save to finish.
Adding a manual QuickMark

POPULATE A QUICKMARK SET WITH MARKS FROM OTHER SETS

1. Ensure you are in the QuickMark Manager.
2. Click the menu icon and select set that contains marks you want to copy.
3. QuickMarks will be displayed in the left column.
4. Click the title of any QuickMark you want to copy. (Ctrl and/or Shift can be used to select multiple marks).
5. Click the + Add to Set button.
6. Select the name of the set to copy the QuickMarks too.

SHARE QUICKMARK SETS WITH OTHERS

By default you can see all your own QuickMark sets, regardless of which subject you using, but other teaching staff in the same subject can not see any of your customised sets. You can share a QuickMark set by exporting a QMS file. Anyone who then imports this file will have your QuickMark set.

DOWNLOAD A QUICKMARK SET

1. Ensure you are in the QuickMark Manager and viewing the set you want to download.
2. Click the menu icon and select Download Set.
   • A file called “set_name”.qms will be saved to your computer.
   • Share the file to whoever you want to share your QuickMark set.

UPLOAD A QUICKMARK SET

1. Ensure you are in the QuickMark Manager and have QMS file of the set you wish to upload.
2. Click the symbol and select Upload Set.
3. Drag and drop the QMS file or use the Browse button to navigate to the QMS file on your local computer.
4. Once the upload is complete Click Open to view the uploaded set.
5. The imported QuickMark set will be displayed in the QuickMark Manager.
USING A TURNITIN RUBRIC TO GRADE PAPERS

These are instructions on how to use a Turnitin rubric to grade papers, for instructions on creating a Turnitin rubric please see the Turnitin Rubric section in this guide on page 7.

1. Access the paper either via the Grade Centre or by Turnitin Assignments under the control panel
2. Select the Rubric icon on the top right hand of the screen

3. Select the various rubric options as desired by clicking on the score from the scale

   Sample Rubric

   8.75/15  
   Apply to Grade

   Criteria 1
   Scale 2
   10
   5
   15

   Criteria 2
   Scale 1
   5
   5
   15

   Criteria 3
   Scale 3
   15
   5
   15

   Criteria 4
   Scale 1
   5
   5
   15

4. Once you have completed marking and select ‘Apply to Grade’

NOTES

It is possible to expand the rubric to a full window by selecting the ‘cross’ icon.

Sample Rubric
USING A BLACKBOARD RUBRIC TO GRADE PAPERS

Ensure you have followed the steps above on creating a Blackboard rubric. Please note that this is a different type of rubric to the Turnitin rubric. The main difference being you can use point/percentage ranges with a Blackboard rubric which you cannot do with a Turnitin rubric.

1. Navigate to Course Tools, then right-click on Turnitin Assignments and choose to Open in a New Window.

2. Select the assignment

3. Open a student assignment to grade by clicking on the assignment title

4. You will now have two windows open, one containing Blackboard, the other containing Turnitin and the assignment. Navigate back to the original browser window (Blackboard) and navigate to the Grade Centre

5. Find the submission you opened in Turnitin, and select View Grade Details for that students’ submission.
6. Select **Edit Grade**

7. Click **View Rubric**

8. Arrange your windows so you can view the assignment and the rubric side-by-side:

You can now use the Rubric to complete the marking and save the result. Your students will be able to retrieve the rubric via **My Grades**.
ENTER GRADES USING FEEDBACK STUDIO (IF NOT USING A RUBRIC)

1. From the Control Panel select Subject Tools, Turnitin Assignments.
2. Click the title of the Turnitin assignment you wish to access.
3. The Assignment Inbox is displayed, listing student submissions in similarity order, lowest to highest. This information may be reordered as needed by clicking the column title.

Note: The default is to view 25 students per page. Click the Preferences tab and change this to 1000 if you have more than 25 students in any of your subjects. This will save you time clicking Next Page options.

4. From the Assignment Inbox click on the Title of the student’s assignment.
5. In the upper right corner you will see the area for entering a grade.

6. Click the -, enter a grade and then click anywhere on the paper.
7. Navigate to other submissions using the arrows in the upper right corner.
8. Close the Document Viewer and return to the Assignment Inbox.

NOTES

• Only numerical grades are currently available in Turnitin.

DOWNLOAD STUDENT PAPERS WITH FEEDBACK

It is possible to download a copy of the student’s paper with all the written comments and feedback included.

1. From the Control Panel select Subject Tools, Turnitin Assignments.
2. Click the title of the Turnitin assignment you wish to access.
3. Click the check box (□) to the left of each person whose paper you want to download.
   A menu will appear notifying you how many papers you have selected.
4. Click the Download button and select GradeMark Paper from the options listed.
   A dialog appears stating “This action will compress the selected files into a Zip file. You will be notified in your Turnitin Message tab when the zip file is available for you to download” Click OK to continue.
   Above the assignment inbox a message is displayed “Your files are being compressed. When compression is complete a zip file will be available for download in your Turnitin Messages tab.”
5. Click the hyperlinked Messages to switch to that view, or click Messages button towards the top right of screen.
6. Click the message title for full details.
7. Click the title of the ZIP file in the message to commence download.

NOTES

• If Reveal grades to students only on Post date = No, students will be able to see their grades immediately after they are entered, but not access their feedback until the Post date.
- General feedback added through Feedback Studio is not displayed in the LMS Grade Centre. Reciprocally, feedback added through the LMS Grade Centre is not displayed in Feedback Studio.
- Grades entered through Feedback Studio flow through to the Grade Centre, but grades entered in Grade Centre will not flow through to Feedback Studio. For the best student experience, it is recommended to add grades in Feedback Studio when providing online feedback. This grade will then appear in context with the relevant feedback, and also will automatically appear in the LMS Grade Centre for staff grading purposes.

SUBMIT ASSIGNMENTS ON BEHALF OF STUDENTS

Sometimes a student may be unable to submit their assignment to Turnitin, and so you will need to submit on their behalf.

To submit an assignment on behalf of a student;

1. **Navigate** to the Turnitin assignment submission point
2. Click on **View/Complete**.
3. The Submit page will display. Choose the **Author** by selecting the student name (HINT – type the first letter of the students first name to quickly go through the list until you get to the correct student).
4. Enter the **Submission Title** and then upload the submission document by choosing the file you want to upload.
5. Click the **Upload** button.
6. Click the **Confirm** button.
7. Scroll down and click **Return to Assignment Inbox**. You will now see the student has a submission for the assignment.

HOW TO DOWNLOAD/DELETE PAPERS FROM TURNITIN

It is possible to do a bulk export of the papers that have been submitted to Turnitin. You can either download them in their original format, as a PDF or with the Grademark comments.

In order to export the papers please do the following;

1. **Navigate** to the Turnitin submission point
2. Select the check box on the top right next to the ‘Author’ or individual checkboxes if you only want to download individual assignments

<table>
<thead>
<tr>
<th>Notification: You have selected all files across all pages. Select only papers on this page</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
</tr>
</tbody>
</table>
3. Then select Download and choose the appropriate option (Grademark PDF will include the comments made via Grademark on the paper) or if you want to Delete select the Delete button.

![Image](image_url)

Please note that if you delete the paper it will not delete the paper from the Turnitin database. If you need to delete the paper from the Turnitin database please send a job to its@curtin.edu.au with the following details:

1. Paper ID
2. Blackboard ID
3. Assignment name
4. Student name

SET UP YOUR BLACKBOARD GRADE CENTRE

When you create a Turnitin assignment, columns are automatically created in Blackboard Grade Centre. You then need to set up your Final Grade and Final Mark columns to include the grades from your Turnitin assignments, and have these appropriately weighted.

For more information, refer to the Using Grade Centre guide at this link:
http://ctl.curtin.edu.au/teaching_learning_services/using_grade_center.cfm

Note: never delete the Grade Centre column for a TII assignment. If you no longer need a Tii assignment, find the submission point you have created and delete that – the Grade Centre column will be removed along with the submission point.

SYNC GRADES

On rare occasions, the connection between TurnItIn and Blackboard Grade Centre becomes broken. You would notice this if a student submits an assignment and receives confirmation of submission, but you cannot see a Needs Grading icon in the Blackboard Grade Centre, or if you enter a grade in GradeMark but the grade does not show in the Blackboard Grade Centre.

The first thing you should do if this occurs is to perform the Sync Grades function in Turnitin.

If a student claims they have submitted their file, it will show in the Turnitin Assignment/Submission Inbox. If a student claims they submitted but it does not show in the Turnitin Assignment/Submission Inbox, then they did not successfully complete all steps in submission process. Students should be reminded to view their file after they have submitted to ensure that they submitted the correct file and that the file is readable (ie. not corrupt).

Warning: Before you Sync Grades
If you have manually changed the grade in the Blackboard Grade Centre, such as deductions for late submissions, then Sync grades may revert the grade to the one you originally entered in TurnItIn. You are recommended to back up your Grade Centre before performing Sync Grades if you have manually entered grades for the assignment.

To Sync Grades for a **TII Basic** assignment:

1. Navigate to **Course Tools**, then **Turnitin Assignments**
2. Next to the assignment title, click **Sync Grades**

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## FREQUENTLY ASKED QUESTIONS/COMMON ISSUES

### Q. HOW DO I ARCHIVE TURNITIN BASIC ASSIGNMENT SUBMISSIONS?

A. Turnitin submissions are **NOT** included as part of your Blackboard unit archive. You need to download and back up the assignment submissions.

At the end of semester, navigate to **Course Tools > Turnitin Assignments** and then choose the assignment you wish to backup. Navigate to the **Assignment Inbox** for each of your assignments, select the **check box** beside the submissions, and choose **Download > Original File**. You can save them locally on your computer or J:/ or you can upload them to a folder within your Blackboard unit before you conduct your Blackboard Unit Archive.

### Q. HOW DO I RETRIEVE BACKED-UP ASSIGNMENT SUBMISSIONS?

A. If you backed up Turnitin assignments on your local computer or network, you will be able to access them from where you saved them. If you backed up assignments within a Blackboard Unit Archive, you will need to restore your archive to a new Blackboard unit. Contact Learning Technology Services for assistance with restoring an archive by submitting a service request: [https://itselfservice.curtin.edu.au/CherwellPortal/ITSS#0](https://itselfservice.curtin.edu.au/CherwellPortal/ITSS#0)

### Q. WHAT SHOULD I DO IF I RECEIVE A ‘PAPER VIEW REQUEST’ FROM TURNITIN?

A. Sometimes a Curtin student assignment will appear for an instructor at another university as matching work submitted by a student at their class. That instructor may click the TII function to request to view the paper. All Blackboard users with instructor-level access to your unit (Unit Coordinators, Lecturers, Tutors, Graders) are listed in the TII system as class instructors and consequently may receive the Paper View Request email which is automatically generated by the TII system.

Curtin University policy precludes you from sharing a student’s work with someone else without the student’s written permission. Therefore, since these paper view requests are from a non-Curtin instructor, you should not
reply. You are recommended to never reply to any Paper View Request. If you have any concerns, please contact Curtin Learning and Teaching.

Q. WHY CAN’T MY STUDENTS SEE THEIR TURNITIN FEEDBACK

A. This is generally due to the ‘Post Date’ setting, this defines when Turnitin marked assignments will become visible to students.

If you complete the marking and moderation process before the Post Date and wish to release the marks and feedback to students, you will need to adjust the post date setting to show the new release date.

To do this please follow these Quick Steps

1. Navigate to the Turnitin submission in Blackboard
2. Use the down arrow next to the submission point and select Edit
3. Alter post date as required and click Submit

Q. WHY IS MY STUDENT APPEARING IN BLACKBOARD BUT NOT TURNITIN AND CANNOT SUBMIT AN ASSIGNMENT?

A. Turnitin is a separate external system to Blackboard and sometimes the roster (student list) gets out of sync. Which prevents students from submitting an assignment.

To update the Turnitin student list please use the Roster Sync button after accessing the Turnitin Inbox from the Control panel.

Please follow these Quick Steps:

Step 1: In the unit in Blackboard select Control Panel >> Course Tools >> Turnitin Assignments
Step 2: Select the applicable Turnitin assignment from the list.

Step 3: Click the "Roster Sync" tab to update the student list in Turnitin.

Q. WHY IS THE NEEDS GRADING SYMBOL NOT APPEARING IN BLACKBOARD EVEN THOUGH THE STUDENT HAS SUBMITTED THEIR TURNITIN ASSIGNMENT?

Occasionally Turnitin and Blackboard do not communicate properly and as a result the assignment does not come through from Turnitin to the Blackboard Grade Centre (meaning there's no needs grading symbol) 😞. This requires you to do a grade sync.

In order to do a grade sync please do the following;

Step 1: In the unit in Blackboard select Control Panel >> Course Tools >> Turnitin Assignments
Step 2: Select "Sync Grades" on the right hand side of the Assignment name.

Please note that if you do a grade sync all grades entered manually into Blackboard will be overwritten unless you've entered them as a manual override (will have the orange triangle in the grade cell corner).

If you are not confident about this please download your grade centre prior to doing a sync.

Q. WHAT HELP IS AVAILABLE TO ME?

A. Learning Technology Services are the team responsible for helping resolve technical issues with Blackboard, Turnitin and other learning technologies. This is a service of Curtin Learning and Teaching, not CITS.

Help is available with self-learning resources, via the Blackboard interface, via your Faculty Teaching Support staff and via the Learning Technology Services team.

- The Staff tab in Blackboard contains numerous self-learning resources to help you manage your online unit. The Academic Integrity tab in Blackboard contains information for staff on using TurnItIn and the processes for managing plagiarism.

- If you are experiencing technical difficulties with Turnitin or Blackboard, contact the Learning Technology Support team by completing the support request form:
Your request will be immediately queued for service, and attended to within 12-48 hours, depending on the urgency and volume of inquiries.

- Information and Guidance on the use of Turnitin and on the processes for managing plagiarism are available on the Academic Integrity website here: [https://academicintegrity.curtin.edu.au/staff/](https://academicintegrity.curtin.edu.au/staff/)

### Q. WHAT HELP IS AVAILABLE TO STUDENTS?


There is also a Turnitin Feedback guide for students located under the [Students tab in Blackboard → Online Support Resources → Turnitin Feedback Guide](https://academicintegrity.curtin.edu.au/students/Turnitin_student.cfm).

Students can click the [Academic Integrity](https://academicintegrity.curtin.edu.au/students/Turnitin_student.cfm) tab in Blackboard to navigate to plagiarism information for students.

### Q. HOW DOES TURNITIN WORK FOR GROUP ASSIGNMENTS?

**A.** You must create a group assignment using the [Blackboard group assignments](https://academicintegrity.curtin.edu.au/students/Turnitin_student.cfm) tools, along with a Turnitin submission point, and allocate students to the group assignment. Each group must nominate one student as the individual who will submit the group assignment to Turnitin and notify their tutor or lecturer. That individual must then submit the group assignment through the Turnitin submission point by the due date.

You will mark the submitted group assignment in the [Blackboard group assignment](https://academicintegrity.curtin.edu.au/students/Turnitin_student.cfm) column, not the Turnitin column.

### Q. HOW DO I MANAGE LATE PENALTIES WITH TURNITIN ASSIGNMENTS?

**A.** When you grade with Turnitin, the grades sync to Blackboard grade centre. In large units, each tutorial group may be graded at different times due to the tutor’s schedule. If you begin adding late penalties to grades via Blackboard grade centre when only some tutors have submitted grades, Turnitin will overwrite those penalties once the other tutors finish their grading. This occurs because Turnitin does not identify tutorial cohorts or different graders, and when new grades are added, it syncs all student grades with Blackboard Grade Centre, overwriting any changes that have occurred in Grade Centre. You are recommended to wait until all marking is complete for the assignment before managing late penalties or adjust the grade within Turnitin and just make a note in Blackboard using feedback to learner.

### Q. WHY DO I NEED TO ARCHIVE SUBMISSIONS?

**A.** As part of Records Information Management legislation we are required to archive and dispose of student related records in accordance with the [Western Australian University Sector Disposal Authority](https://academicintegrity.curtin.edu.au/students/Turnitin_student.cfm) items 17.5.5, 17.8.7 and 17.5.17-18.
FEEDBACK

Do you have a question you would like added to the Frequently Asked Questions? Send your inquiry to the Learning Technology Services (LTS) team via https://itsselfservice.curtin.edu.au/CherwellPortal/ITSS#0 with the subject line FAQ for the TII Staff User Guide.

Your feedback on this document is very welcome. Please let us know if you have found it useful, if any steps need clarification, or if you need further information added. Send your feedback to the Learning Technology Support (LTS) team via https://itsselfservice.curtin.edu.au/CherwellPortal/ITSS#0 with the subject line Feedback on the TII Staff User Guide.