Updating the Student List

This process describes how to perform a Roster Sync to remove students from a previous study period and update the Turnitin Inbox list to show students enrolled in the current study period.

Note: Even though the student list may not appear accurate this DOES NOT prevent students from submitting to a Turnitin assignment. As long as students are enrolled in the Blackboard unit they will be able to submit. As students submit their names will be added to the Turnitin Inbox list.

Step 1 – Access the Turnitin Assignment

• From the Control Panel in Blackboard choose the Turnitin Assignments link
• Choose the assignment from the list of Turnitin assignments

• This will display the Assignment Inbox
Step 2 – Perform a Roster Sync

• Select the Roster Sync tool from the toolbar.

• Depending on the class size this process may be completed immediately or may take a few moments. Avoid navigating away from this page until the screen is refreshed.

• The roster sync tool will remove previously enrolled students (from the last study period) and add all students currently enrolled in the Blackboard unit. This process can be repeated during the semester if required.