

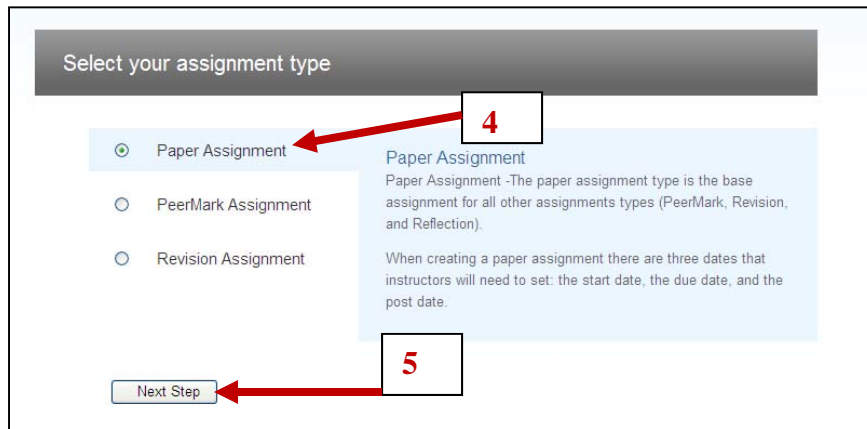
Adding TurnItIn to a Blackboard Course

TurnItIn can be added to any of the left menu items in your Blackboard course. Faculty frequently use *Assignments*.

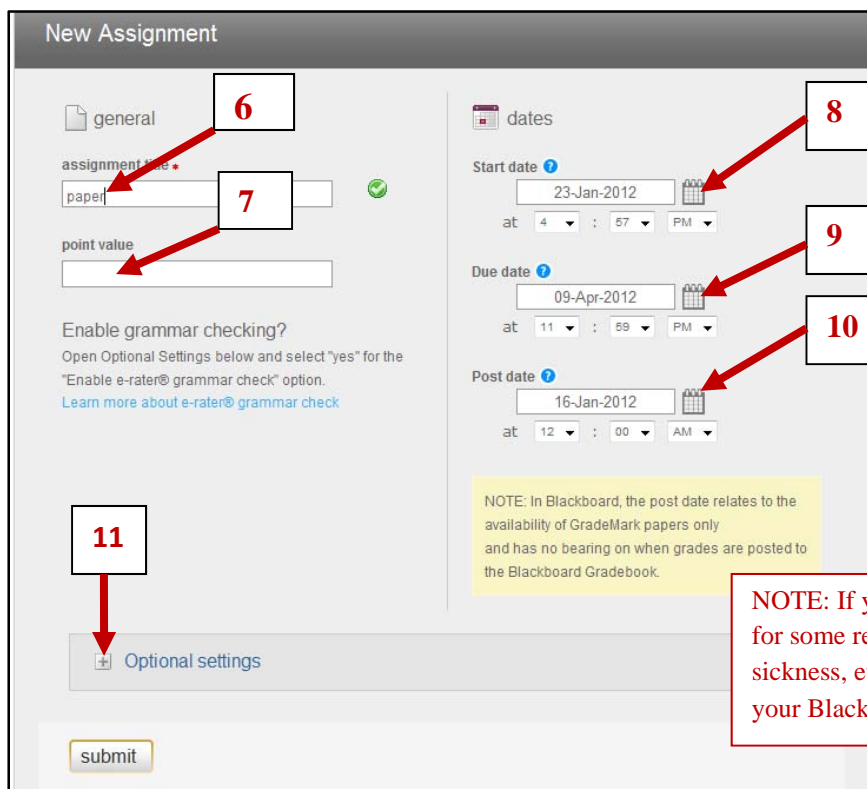
1. Click *Assignments* in the left menu of your Blackboard course.
2. Click the double arrow next to *Add Interactive Tool*.
3. Click *TurnItIn Assignment* from the drop-down list.

The screenshot displays the Blackboard Learning Management System interface for a course titled "201009-NURS-130-01 201009 WAYS OF KNOWING". The left-hand navigation menu is visible, with the "Assignments" item highlighted by a red arrow and a box labeled "1". The main content area shows the "Assignments" page, with the "Add Interactive Tool" dropdown menu open. A red arrow labeled "2" points to the double arrow icon next to "Add Interactive Tool". The dropdown menu lists various tools, and "Turnitin Assignment" is highlighted by a red arrow and a box labeled "3". Other assignment items visible include "Student Led Class Discus", "Reflections/Journals", "Scholarly Paper", and "Simulation Laboratory".

- Select the type of assignment you want.
- Click the *Next Step* button.



- Enter a *Title* for the assignment. This can simply be paper, research paper, scholarly paper, paper 1, paper 2, etc.
- Leave the *Point Value* empty if you are not using TurnItIn's GradeMark feature or if you are not giving students points for submitting their papers to TurnItIn.
- Set the *Start Date* to when you want students to begin submitting their papers to TurnItIn.
- Set the *Due Date* to the date after which you will not accept papers.
- Although the post date relates only to TurnItIn's GradeMark feature, this date needs to be later than the due date.
- Click *Optional settings*.



NOTE: If you change the dates for your paper for some reason, for example, bad weather, sickness, etc., remember to change them here in your Blackboard TurnItIn assignment as well.

12. In the large textbox enter any instructions you have for students; for example, *Click the View/Complete link below to submit your paper to TurnItIn.*
13. Answer yes or no to this question.
14. For this question click *yes* if **you** want to see the originality reports for your students' papers.
15. For this option select what you want to allow students to do.
16. For this question, select yes if you don't want the student's list of references to be factored into the similarity report.
17. For this question select *no* if you want quoted material to be factored into the similarity report.

The screenshot shows the 'Enter special instructions' section of a TurnItIn assignment settings page. It includes a large text area for instructions, followed by several configuration options with radio buttons and a dropdown menu. Red arrows and numbered boxes (12-17) point to specific elements in the interface.

Enter special instructions

Click the View/Complete link below to submit your paper to TurnItIn. ← **12**

Allow submissions after the due date? ← **13**

yes
 no

Originality Report

Generate Originality Reports for submissions? ← **14**

yes
 no

Generate Originality Reports for student submissions ← **15**

immediately (can overwrite reports until due date) ▼

Exclude bibliographic materials from Similarity Index for all papers in this assignment? ← **16**

Bibliographic materials can also be included and excluded when viewing the Originality Report. This setting cannot be modified after the first paper has been submitted.

yes
 no

Exclude quoted materials from Similarity Index for all papers in this assignment? ← **17**

Quoted materials can also be included and excluded when viewing the Originality Report. This setting cannot be modified after the first paper has been submitted.

yes
 no

18. For this question select *no* if you want to see even small amounts of similar text.

19. For this question select *yes* if you want students to see their similarity reports.

20. For this question select whether grades should be revealed.

21. In the select box *Submit papers to*, click *standard paper repository*.

22. Keep all of the check boxes under *Search options* checked.

The image shows a screenshot of a form with five numbered callouts (18-22) pointing to specific settings. The form is set against a light blue background. The settings are as follows:

- 18:** Points to the question "Exclude small matches?". The "no" radio button is selected.
- 19:** Points to the question "Allow students to see Originality Reports?". The "yes" radio button is selected.
- 20:** Points to the question "Reveal grades to students only on post date?". The "no" radio button is selected.
- 21:** Points to the "Submit papers to:" dropdown menu, which is currently set to "standard paper repository".
- 22:** Points to the "Search options:" section, where all three checkboxes are checked: "student paper repository", "current and archived internet", and "periodicals, journals, & publications".

23. The GradeMark section is for faculty who want to use TurnItIn to grade students' papers.
24. Check if you want to save your options as your defaults.
25. Click the *submit* button.

The screenshot shows the GradeMark settings page. At the top, the heading "GradeMark" is followed by the section "Attach a rubric to this assignment", which includes a dropdown menu set to "No rubric" and a "Launch Rubric Manager" link. Below this is a yellow-highlighted area titled "e-rater® Grammar Check settings (Beta)". Inside this area, there are three sections: "Enable e-rater® grammar check?" with radio buttons for "yes" and "no" (where "no" is selected); "Select ETS® handbook" with a dropdown menu set to "High School"; and "Select English Dictionary" with radio buttons for "US English Dictionary" (selected), "UK English Dictionary", and "Both US and UK English Dictionaries". Underneath is the "Categories enabled by default" section, with the subtitle "Default options upon entering into the Document Viewer (can be changed later)", and five checkboxes: "Spelling" (unchecked), "Grammar" (checked), "Usage" (checked), "Mechanics" (checked), and "Style" (checked). At the bottom of the yellow area is a checkbox labeled "Would you like to save these options as your defaults for future assignments?". Below the yellow area is a grey bar containing a "submit" button.

23

GradeMark

Attach a rubric to this assignment

No rubric [Launch Rubric Manager](#)

e-rater® Grammar Check settings (Beta)

Enable e-rater® grammar check?

yes

no

Select ETS® handbook

High School

Select English Dictionary

US English Dictionary

UK English Dictionary

Both US and UK English Dictionaries

Categories enabled by default

Default options upon entering into the Document Viewer (can be changed later)

Spelling

Grammar

Usage

Mechanics

Style

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

24

submit

25

26. Your TurnItIn assignment will appear in your Blackboard course with the TurnItIn logo.
27. All of the above TurnItIn settings can be changed. To edit click the arrow next to your TurnItIn paper assignment.
28. Select *Edit* from the drop-down menu.

