

Table of Contents

Overview	1
Creating a New Assignment with Turnitin Enabled.....	2
To create a new assignment without a rubric	2
To configure Turnitin settings	3
To create a new assignment with a rubric.....	5
To configure Turnitin settings	6
Copying an Assignment with Turnitin Enabled	9
To activate Turnitin.....	10
To view a rubric	11
Grading Student Submissions with Turnitin Enabled	12

Overview

Beginning Jan. 2016, there will be a new process to enable the Turnitin feature for your assignments. When enabling Turnitin for an assignment, you must configure various settings. This document provides instructions for creating a new assignment, grading a student submission, and updating an existing assignment.



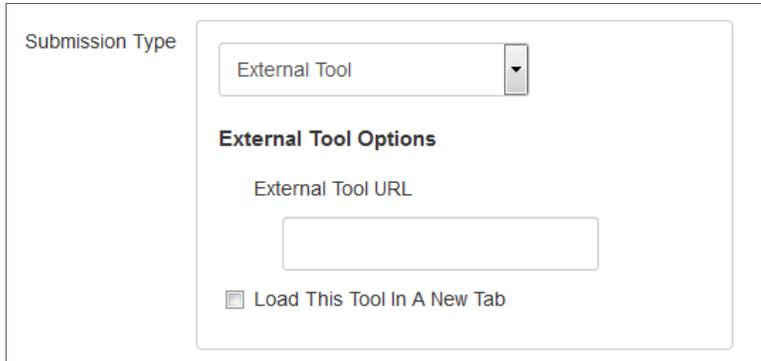
ALL existing assignments with Turnitin enabled must be updated prior to Jan. 2016; otherwise, Turnitin will no longer be available to those assignments.

Creating a New Assignment with Turnitin Enabled

The following sections provide information about creating a new assignment with Turnitin enabled. These steps are for instructors teaching in a traditional class setting. Online instructors should skip to the [To configure Turnitin settings](#) section.

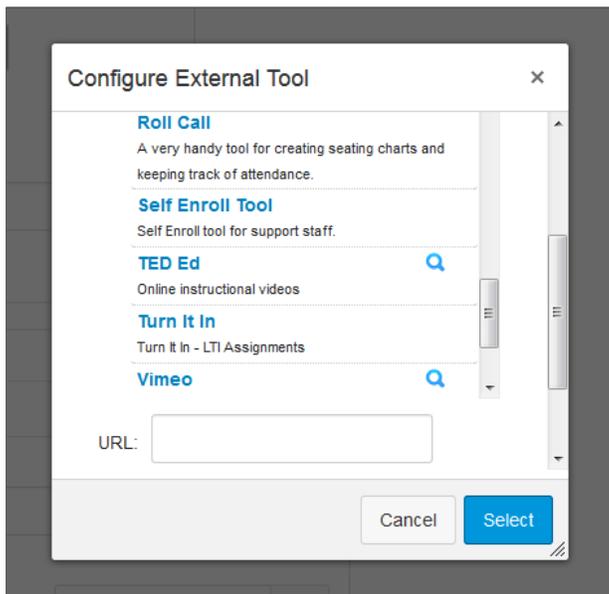
To create a new assignment without a rubric

1. Click **Assignments**, and then **+Assignment**.
2. Complete the assignment fields.
3. For **Submission Type**, select **External Tool** from the list.



The screenshot shows a form titled "Submission Type". It features a dropdown menu with "External Tool" selected. Below this is a section titled "External Tool Options" which includes a text input field for "External Tool URL" and a checkbox labeled "Load This Tool In A New Tab".

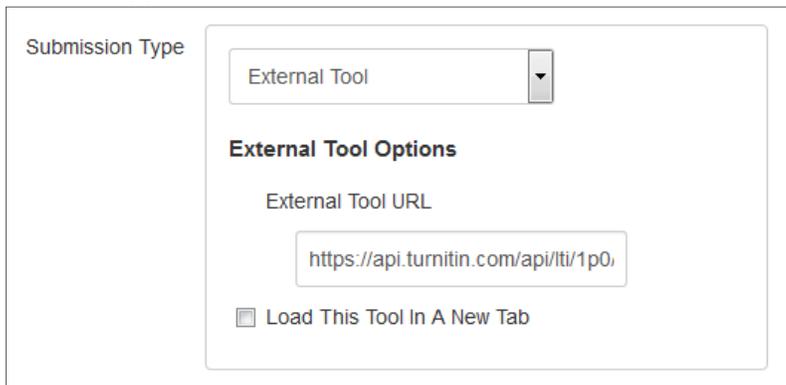
4. Click **External Tool URL**, and then scroll to **Turn It In**.



The screenshot shows a dialog box titled "Configure External Tool". It contains a list of tools with descriptions: "Roll Call" (seating charts), "Self Enroll Tool" (support staff), "TED Ed" (instructional videos), "Turn It In" (LTI Assignments), and "Vimeo". A search icon is next to each tool name. At the bottom, there is a "URL:" label followed by an empty text input field. "Cancel" and "Select" buttons are at the bottom right.

5. Click **Turn It In**. A link appears in the **URL** box.
6. Click **Select**.

7. The link appears in the **External Tool URL** box.



The screenshot shows a form for configuring an external tool. It includes a dropdown menu for 'Submission Type' set to 'External Tool'. Below this is the 'External Tool Options' section, which contains a text input field for 'External Tool URL' with the value 'https://api.turnitin.com/api/lti/1p0,' and a checkbox labeled 'Load This Tool In A New Tab' which is currently unchecked.

8. Click **Save & Publish**.

To configure Turnitin settings

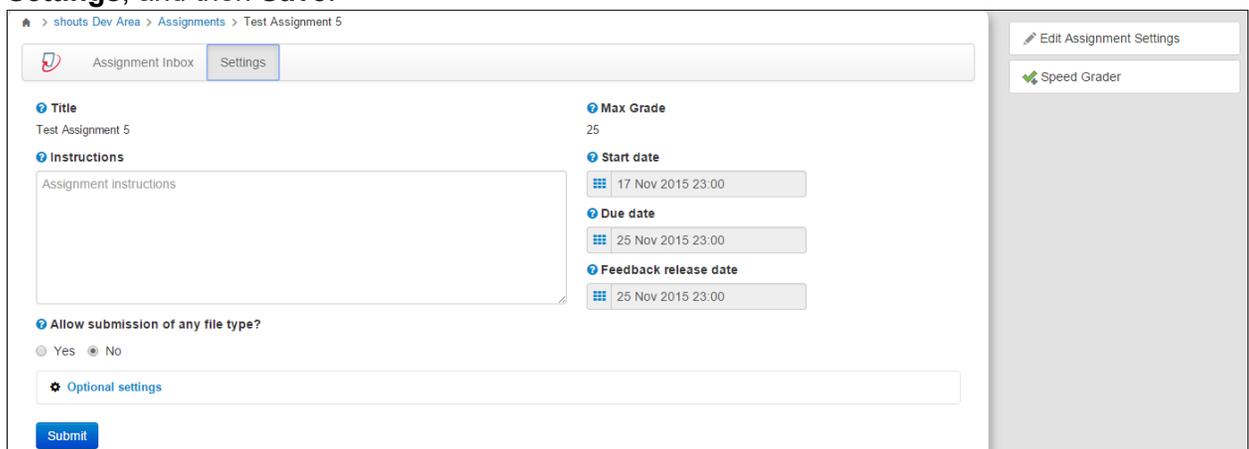
The following steps provide information to help you update assignments with Turnitin enabled. Online instructors **MUST** update existing assignments prior to Jan. 2016; otherwise, Turnitin will no longer be available to those assignments.

1. From your assignment dashboard, click the **Settings** tab. Online instructors must first click an assignment to update.



This screenshot shows the 'Settings' tab selected in the assignment dashboard. It features a search bar, a table with columns for 'Paper title / author', 'Paper ID', and 'Uploaded', and a 'No data available in table' message. On the right side, there are buttons for 'Edit Assignment Settings' and 'Speed Grader'.

2. Verify the assignment's *Max Grade*, *Start date*, *Due date*, and *file type for submission* settings are accurate. Update any incorrect settings by clicking **Edit Assignment Settings**, and then **Save**.



This screenshot shows the 'Settings' page for an assignment. It includes sections for 'Title' (Test Assignment 5), 'Instructions' (Assignment instructions), and 'Allow submission of any file type?' (Yes/No). On the right, there are settings for 'Max Grade' (25), 'Start date' (17 Nov 2015 23:00), 'Due date' (25 Nov 2015 23:00), and 'Feedback release date' (25 Nov 2015 23:00). There is also an 'Optional settings' link and a 'Submit' button.

3. Click **Optional Settings**.

4. Configure the settings to your specifications. You can allow assignment resubmissions by making a selection from the **Originality Report generation and resubmissions** list. Do not change the selections for *Add PeerMark assignments*, *Attach a rubric to this assignment*, and *Enable grammar checking using ETS® e-rater® technology*.

Optional settings

Allow late submissions?
 Yes No

Compare submitted papers against the following sources:
 Student paper repository
 Institution student paper repository
 Current and archived web site content
 Periodicals, journals and publications

Originality Report generation and resubmissions
Generate reports immediately (resubmissions are not allowed) ▼

Exclude small matches?
 Yes No

Small match exclusion type
 Words Percentage

Small match exclusion threshold
 Words

Allow students to view Originality Reports?
 Yes No

Submissions to this assignment will be stored in:
Standard paper repository ▼

Add PeerMark assignments
 Yes No

Attach a rubric to this assignment
Note: students will be able to view attached rubrics and the rubric content prior to submitting.
No rubric ▼ [Launch Rubric Manager](#)

Enable grammar checking using ETS® e-rater® technology?
 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
 Spelling Grammar Usage Mechanics Style

Would you like to save these options as your defaults for future assignments?
 Yes No

Submit

5. Click **Submit**.

To create a new assignment with a rubric

In order to use a Canvas rubric, the rubric must be uploaded before enabling Turnitin. Students can access a rubric by clicking **Grades**, and then the assignment.

1. Click **Assignments**, and then **+Assignment**.
2. Complete the assignment fields.



Help students easily access a rubric by inserting it into the assignment description box.

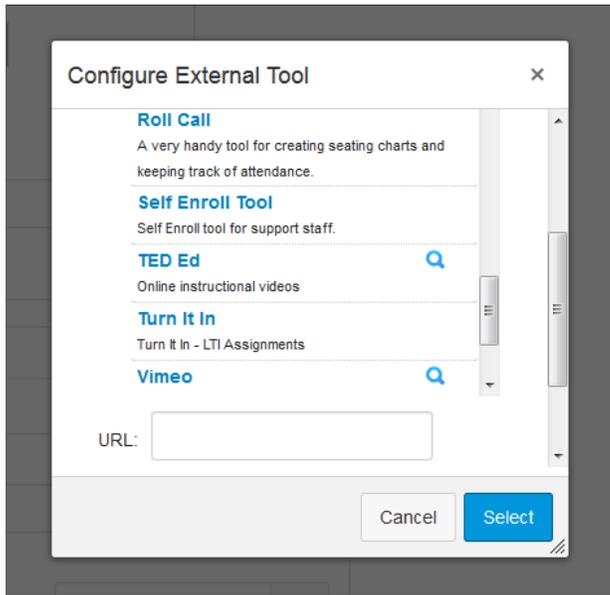
3. For **Submission Type**, select **Online** from the list.

The screenshot shows the "Submission Type" form. At the top, a dropdown menu is set to "Online". Below this is the "Online Entry Options" section, which includes several checkboxes: "Text Entry" (unchecked), "Website URL" (unchecked), "Media Recordings" (unchecked), "File Uploads" (checked), and "Restrict Upload File Types" (checked). Under "Restrict Upload File Types", there is a text input field containing "doc,docx,pdf" and a small instruction: "Enter a list of accepted extensions, for example: doc,xls,txt". At the bottom of the form, there is an unchecked checkbox for "Enable Turnitin Submissions".

4. Select an option from the **Online Entry Options** list. **DO NOT** select *Enable Turnitin Submissions*.
5. Click **Save & Publish**.
6. Click **Add Rubric**.
7. Click **Find a Rubric** to search for and select a rubric.
8. Click **Edit**.
9. For **Submission Type**, select **External Tool** from the list.

The screenshot shows the "Submission Type" form. At the top, a dropdown menu is set to "External Tool". Below this is the "External Tool Options" section, which includes a text input field for "External Tool URL" and an unchecked checkbox for "Load This Tool In A New Tab".

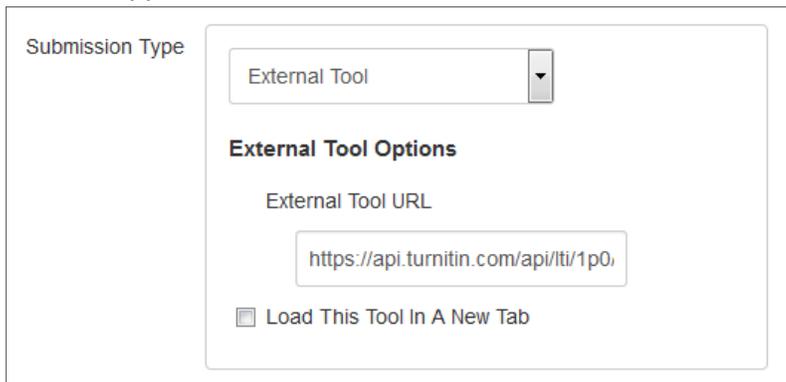
10. Click **External Tool URL**, and then scroll to **Turn It In**.



11. Click **Turn It In**. A link appears in the **URL** box.

12. Click **Select**.

13. The link appears in the **External Tool URL** box.



14. Click **Save**. The rubric will disappear from your dashboard. It is available through Speed Grader.

To configure Turnitin settings

The following steps provide information to configure and enable Turnitin.

1. From your assignment dashboard, click the **Settings** tab.



2. Verify the assignment's *Max Grade*, *Start date*, *Due date*, and *file type for submission* settings are accurate. Update any incorrect settings by clicking **Edit Assignment Settings**, and then **Save**.

The screenshot displays the 'Settings' page for 'Test Assignment 5'. The breadcrumb trail at the top reads: 'shouts Dev Area > Assignments > Test Assignment 5'. Below this, there are two tabs: 'Assignment Inbox' and 'Settings', with 'Settings' being the active tab. The main content area is divided into two columns. The left column contains: 'Title' (Test Assignment 5), 'Instructions' (Assignment instructions), and 'Allow submission of any file type?' (radio buttons for Yes and No, with 'No' selected). The right column contains: 'Max Grade' (25), 'Start date' (17 Nov 2015 23:00), 'Due date' (25 Nov 2015 23:00), and 'Feedback release date' (25 Nov 2015 23:00). At the bottom of the left column is a 'Submit' button. On the right side of the page, there is a sidebar with two buttons: 'Edit Assignment Settings' and 'Speed Grader'. The 'Optional settings' link at the bottom of the main content area is highlighted with a blue border.

3. Click **Optional Settings**.

4. Configure the settings to your specifications. You can allow assignment resubmissions by making a selection from the **Originality Report generation and resubmissions** list. Do not change the selections for *Add PeerMark assignments*, *Attach a rubric to this assignment*, and *Enable grammar checking using ETS® e-rater® technology*.

Optional settings

Allow late submissions?
 Yes No

Compare submitted papers against the following sources:

- Student paper repository
- Institution student paper repository
- Current and archived web site content
- Periodicals, journals and publications

Originality Report generation and resubmissions
Generate reports immediately (resubmissions are not allowed) ▼

Exclude small matches?
 Yes No

Small match exclusion type
 Words Percentage

Small match exclusion threshold
 Words

Allow students to view Originality Reports?
 Yes No

Submissions to this assignment will be stored in:
Standard paper repository ▼

Add PeerMark assignments
 Yes No

Attach a rubric to this assignment
Note: students will be able to view attached rubrics and the rubric content prior to submitting.
No rubric ▼ [Launch Rubric Manager](#)

Enable grammar checking using ETS® e-rater® technology?
 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
 Spelling Grammar Usage Mechanics Style

Would you like to save these options as your defaults for future assignments?
 Yes No

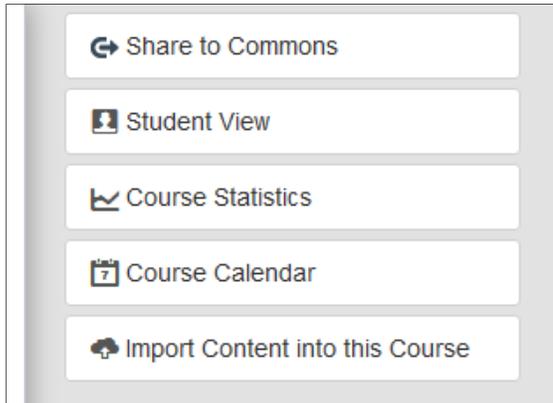
Submit

5. Click **Submit**.

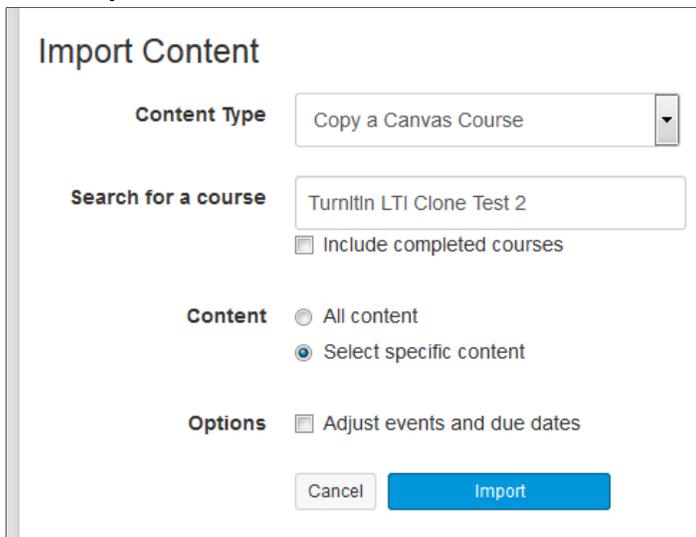
Copying an Assignment with Turnitin Enabled

The following steps provide information about copying an assignment from a different course.

1. Click **Assignments**.
2. Click **Settings** (from the left-hand menu).
3. Click **Import Content into this Course**.



4. From the **Content Type** list, select **Copy a Canvas Course**.
5. Type the partial/full course name in the **Search for a course** box, and then click the course.
6. Select **Select specific content**.
7. Click **Import**.

A screenshot of the 'Import Content' dialog box. It has a title bar 'Import Content'. Below the title, there are four sections: 'Content Type' with a dropdown menu showing 'Copy a Canvas Course'; 'Search for a course' with a text input field containing 'Turnitin LTI Clone Test 2' and a checkbox for 'Include completed courses'; 'Content' with two radio buttons, 'All content' and 'Select specific content' (which is selected); and 'Options' with a checkbox for 'Adjust events and due dates'. At the bottom, there are two buttons: 'Cancel' and 'Import'.

8. Click **Select Content**.
9. Select the content to import, and then click **Select Content**.
10. After importing the content, you **MUST** update your dates and activate Turnitin.

To activate Turnitin

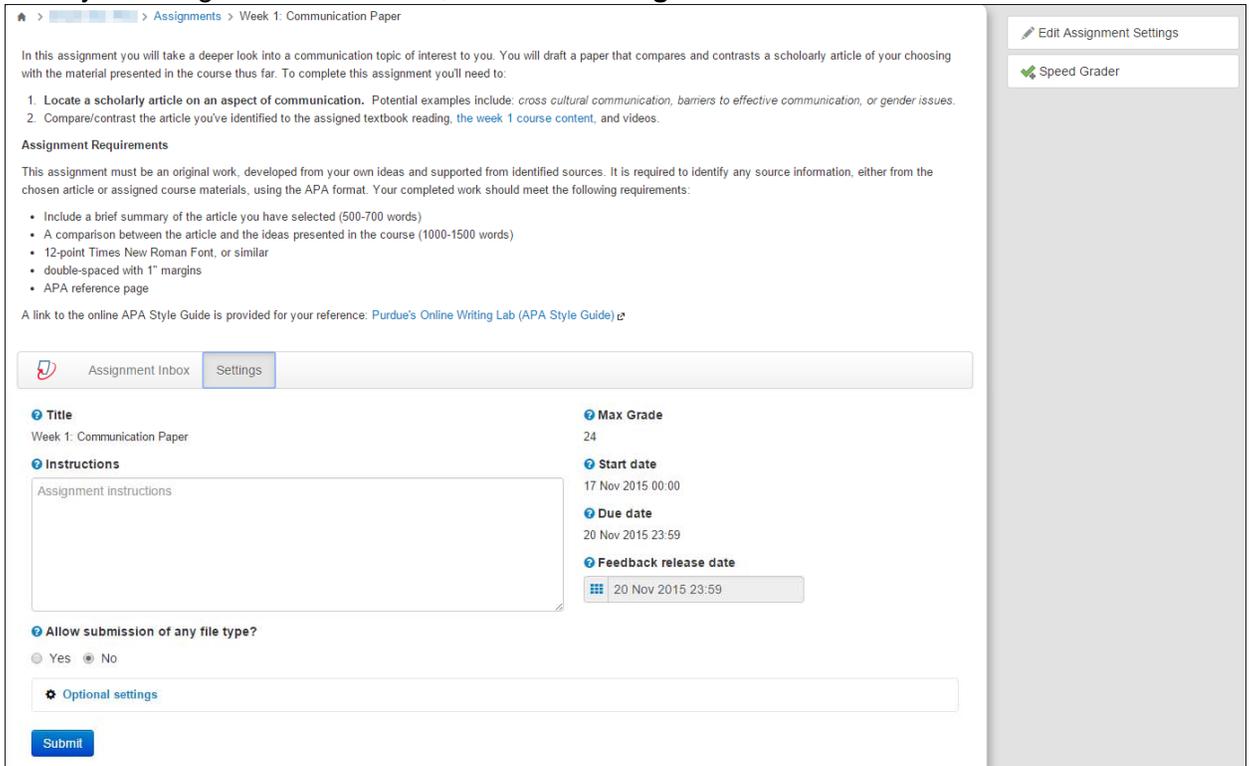
1. Click **Assignments**.
2. Click the imported assignment.



Imported Assignments

Week 1: Communication Paper Available until Nov 25 Due Nov 20 at 11:59pm 24 pts

3. From your assignment dashboard, click the **Settings** tab.



Assignments > Week 1: Communication Paper

In this assignment you will take a deeper look into a communication topic of interest to you. You will draft a paper that compares and contrasts a scholarly article of your choosing with the material presented in the course thus far. To complete this assignment you'll need to:

1. Locate a scholarly article on an aspect of communication. Potential examples include: *cross cultural communication*, *barriers to effective communication*, or *gender issues*.
2. Compare/contrast the article you've identified to the assigned textbook reading, the week 1 course content, and videos.

Assignment Requirements

This assignment must be an original work, developed from your own ideas and supported from identified sources. It is required to identify any source information, either from the chosen article or assigned course materials, using the APA format. Your completed work should meet the following requirements:

- Include a brief summary of the article you have selected (500-700 words)
- A comparison between the article and the ideas presented in the course (1000-1500 words)
- 12-point Times New Roman Font, or similar
- double-spaced with 1" margins
- APA reference page

A link to the online APA Style Guide is provided for your reference: [Purdue's Online Writing Lab \(APA Style Guide\)](#)

Assignment Inbox Settings

Title
Week 1: Communication Paper

Instructions
Assignment instructions

Max Grade
24

Start date
17 Nov 2015 00:00

Due date
20 Nov 2015 23:59

Feedback release date
20 Nov 2015 23:59

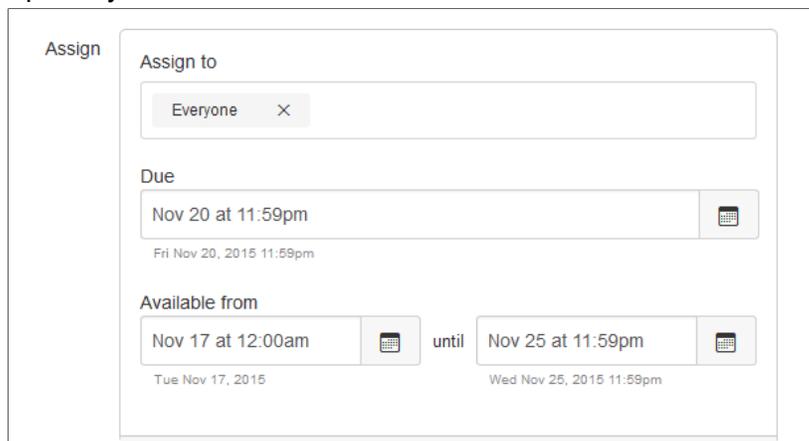
Allow submission of any file type?
 Yes No

Optional settings

Submit

Edit Assignment Settings
Speed Grader

4. Click **Edit Assignment Settings**.
5. Update your **Due** and **Available from** dates.



Assign

Assign to
Everyone X

Due
Nov 20 at 11:59pm
Fri Nov 20, 2015 11:59pm

Available from
Nov 17 at 12:00am until Nov 25 at 11:59pm
Tue Nov 17, 2015 Wed Nov 25, 2015 11:59pm

6. Click **Save**.
7. From your assignment dashboard, click the **Settings** tab to double-check that your Turnitin settings are accurate.
8. Click **Optional Settings**.

Assignment Inbox Settings

Title
Test Assignment

Instructions
Assignment instructions

Max Grade
25

Start date
18 Nov 2015 00:00

Due date
18 Nov 2015 23:59

Feedback release date
18 Nov 2015 23:59

Allow submission of any file type?
 Yes No

Optional settings

Submit

9. Configure the settings to your specifications.
10. Click **Submit**.

To view a rubric

Once you enable Turnitin, a rubric is only available through Speed Grader.

1. Click **Assignments**.
2. Click an imported assignment.
3. Click **Speed Grader**.
4. Click **View Rubric**.

Grading Student Submissions with Turnitin Enabled

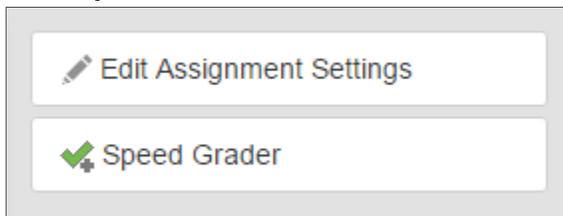
The following steps provide information about grading student submissions.

1. Click **Assignments**.
2. Click the assignment you want to grade.
3. All submissions will appear in your **Assignment Inbox**.
4. The similarity score is represented by a color indicator and percentage.



Clicking the trashcan icon will remove the submission from your Assignment Inbox and your student's Assignment Dashboard. No confirmation dialog appears when you click the icon.

5. Click **Speed Grader**.



6. Grade the submission and provide comments, if necessary. Speed Grader will automatically add the grade to Canvas.
7. Click **Submit Comment**, when finished.
8. Close the **Speed Grader** tab when finished grading all submissions.