

PG Methodology Supervision - Setting up a class and then an assignment and revision assignment with TurnitinUK Originality Checker

This is a step by step guide for staff in setting up a class, with an assignment attached to it, using TurnitinUK originality checking service. The instructions further explain how to set up the submission of a subsequent draft of the same piece of work. These instructions are for those who have **already signed up to** TurnitinUK. If you have been sent an email from the Turnitin system with a temporary password follow the instructions to sign up and then use this handout.

If you have forgotten your password, use the Reset Password button. Step 1: Going to the TurnitinUK Site

1. Open the internet browser (e.g. Windows Explorer or Firefox)
2. Enter the url www.TurnitinUK.com into the browser address field.

Step 2: Logging In

1. Ensure that the location is English (United Kingdom). Choose Log In

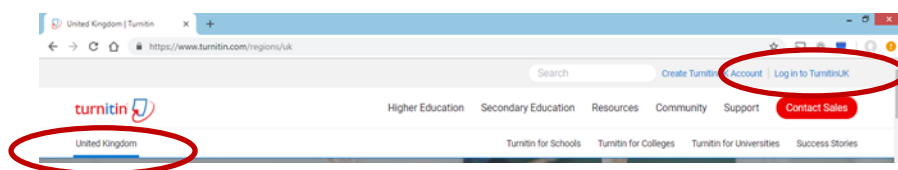


Figure 1: TurnitinUK Home Page

2. Enter your QUB email address and password (your password is the one you entered when creating your profile).

Step 3: Setting up a 'Class'

In this context you can think of a class as a folder which is open for a set period of time to accept a series of dated submissions.

n.b. Generally a supervisor's PhD students enrol, submit drafts, and complete at different times, and so these instructions assume you will need to make **an individual class for each student**.

3. Once you have logged in, your instructor homepage will appear. Click on the 'Add Class' button to create a new class. (see Figure 3 below)

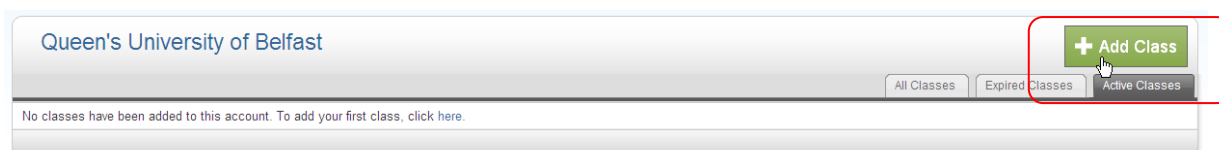


Figure 3: Instructor Homepage

4. In the 'Create a New Class' screen the following details must be entered:

Create a new class

To create a class, enter a class name and a class enrollment password. Click "Submit" to add the class to your homepage. For a master class, you will also need to enter a TA join password.

Class settings

* Class type: Standard

* Class name: Anne Jones

* Enrollment password: AJPHD1

* Subject area(s): Science - General

* Student level(s): Postgraduate

Class start date: 08-Apr-2014

* Class end date: 31-Oct-2017

Cancel Submit

Please choose the closest area to your discipline

Figure 4: Create a New Class

5. The **Class type** must be selected as 'Standard class'.
6. Enter a **Class name** of your own choosing (which should be meaningful to the student, e.g. The name of the PhD student. Students only have access to classes in which they are invited to enrol.)
7. Enter an **Enrolment password** (bearing in mind that **you will be issuing this to your student**).
8. Enter a class end date by typing in the information or by clicking the calendar beside the date. **nb: this should be approximately two months later than the anticipated submission date – it is possible to repeatedly extend this if required.**
9. Click **Submit**.
10. A new window will appear with the acknowledgement that you have created a new class and a unique class ID will be automatically allocated. **nb: it may be necessary to allow popups from the site.**
11. **n.b. Make a note of the class ID and enrolment password to give to the student later. (Figure 5)**
12. Click on 'Continue' to close this screen.

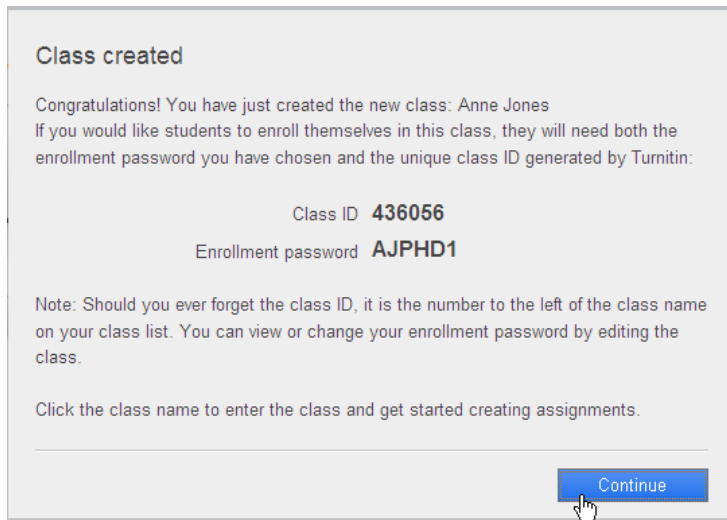


Figure 5: Confirmation Screen of Successful Creation of Class

13. Once you have closed the notification window, you will be brought to your instructor homepage which now contains the 'class' you created. **Click on the name of that class.** (Figure 6).

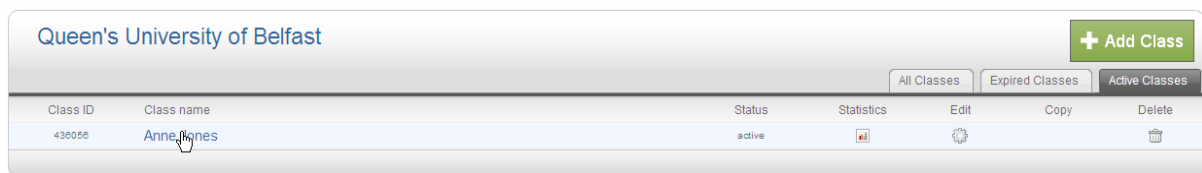


Figure 6: Instructor Homepage

14. **Email your research student** and give them both the **class ID** and the **enrolment password** so that they may use this information to enrol in the class in order to submit to the assignment areas that you are about to create.

Step 4: Creating an Assignment

When you create an assignment it is a bit like creating a drop box or submission area for the student. You will make an assignment for an early draft of each chapter that the student should submit to Turnitin.

15. You should now be on the homepage for the student's class. You will need to click the '**Add Assignment**' button (Figure 7).

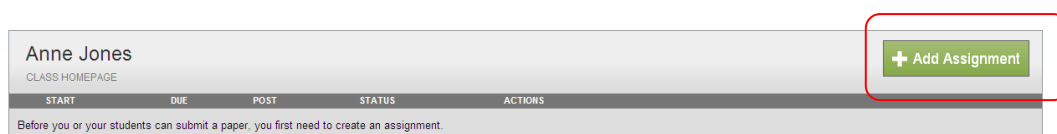


Figure 7: Class Homepage

16. The next screen that appears will be the 'New Assignment' page. **Add an assignment title** which is clearly identifiable for the student (perhaps the "differentiation document" or "literature review").

Figure 8: New Assignment Page - Assignment names and dates

17. Select a **Start date** when the assignment will be made available for the student to view by selecting from the drop down menu.

18. Select a **Due date** from the drop down menu.

19. Open the '**Optional settings**' button at the bottom of the page. (Figure 8)

20. Additional options will now be displayed below and you should set them as displayed (Figures 9,10,11). This will enable you to create an assignment whereby the student can only upload their document once.

21. **Allow submissions after the due date**, in case the student is not ready in time.

Figure 9: New Assignment Page – Options part 1

22. The next set of options relate to what is shown on the originality report (Figure 10). You are advised to **include matches to bibliographic materials and quotations**.

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

Figure 10: New Assignment Page - Options part 2

23. If you wish, you can **eliminate some small matches automatically**. Do this on word count but **NEVER** by percentage

Exclude small matches? ⓘ

☒ Yes
☐ No

Exclude matches by:*

☒ Word Count: 10 words
☐ Percentage: 5 %

Allow students to see Originality Reports? ⓘ

☒ Yes
☐ No

Enable anonymous marking? ⓘ

☐ Yes
☒ No

Submit papers to: ⓘ

standard paper repository ▼

Search options: ⓘ

☒ Student paper repository
☒ Current and archived internet
☒ Periodicals, journals, & publications

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

Submit

Excluding matches of up to 10 words can prevent some insignificant matches

Figure 11: New Assignment Page - Options part 3

24. Next, **allow the students to see the originality reports** so that they can see where they might be considered to have “lifted text”.
25. **Anonymous marking is not relevant in this context.**
26. Submit the papers to the ‘**standard paper repository**’ so that they can be used as a basis for future comparisons (unless one of the exceptions covered in the Guidelines FAQ document applies).
27. Click ‘**Submit**’ at the bottom of the screen
28. You will now see the new assignment displayed within the class (Figure 12).

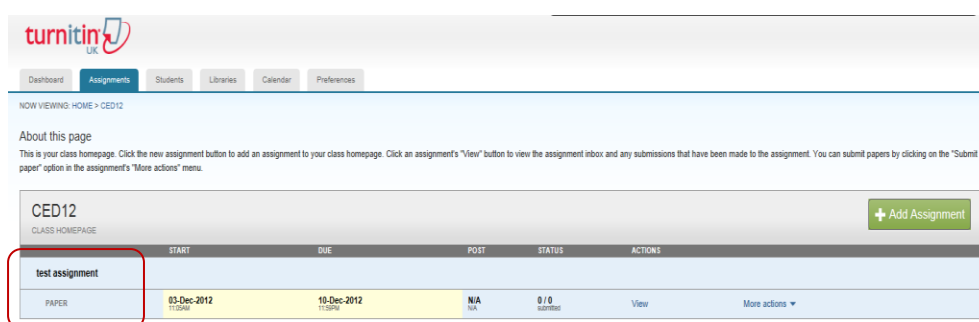


Figure 12: Class Homepage - Assignment list

Once the student has submitted the early draft, it is envisaged that you will view the on screen originality report together the student, to discuss the appropriateness of the matches. See the handout on viewing the originality report.

Step 5: Creating the Revision Assignment

When the student has the chapter near to completion it is possible to create an opportunity to resubmit the revised chapter without it being compared to the original (which may be substantively similar).

29. Click the ‘**Add Assignment**’ link. (Figure 13)

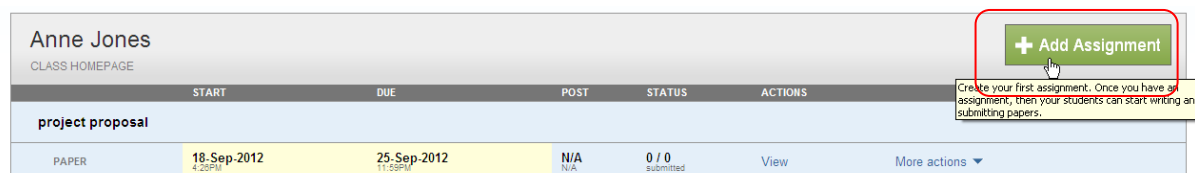


Figure 13: Class Homepage - Add assignment

30. Select ‘**Revision Assignment**’ from the assignment type screen (Figure 14).
31. Click on ‘**Next Step**’.

Select your assignment type

☐ Paper Assignment

☐ PeerMark Assignment

☒ Revision Assignment

☐ Reflection Assignment

Next Step

Revision Assignment
If the instructor would like students to submit multiple drafts without overwriting the previous drafts/submissions, the instructor can create additional assignments using the revision assignment type. Revision assignments are duplicates of the 'parent' assignment's advanced options and standard settings, but may have new start, due, and post dates.

Figure 14: Assignment Type

32. Select the assignment that you made previously from the “**based on paper assignment**” drop down menu (Figure 15 over).
33. Adjust any of the dates and times if required.
34. Select ‘**on due date**’ to generate originality reports on due date.
35. Choose ‘**no**’ from the ‘allow students to see originality reports’ menu.
36. Click **submit**. (Figure 15).

create a new revision assignment

based on paper assignment
assignment 1: project proposal

Select an assignment from here

start date: 18-Sep-2012 at 4 : 42 PM

due date: 25-Sep-2012 at 11 : 59 PM

enter special instructions (optional):

generate Originality Reports for student submissions:
on due date

generate the report on the due date

allow students to see Originality Reports?
☒ yes ☐ no

For later submissions it might not be appropriate to let students see the originality report

submit

Figure 15: Create a New Revision Assignment Screen

37. You will now see the revision assignment displayed within the class underneath the original assignment (Figure 16).

Anne Jones

CLASS HOMEPAGE

+ Add Assignment

	START	DUE	POST	STATUS	ACTIONS	
project proposal						
PAPER	18-Sep-2012 4:25PM	25-Sep-2012 11:59PM	N/A N/A	0 / 0 submitted	View	More actions ▾
project proposal Revision 1						
REVISION	25-Sep-2012 4:42PM	02-Oct-2012 11:59PM	N/A N/A	0 / 0 submitted	View	More actions ▾

Figure 16: Class Homepage

Note: Revision assignments are always named 'Revision 1' and 'Revision 2' by default.

Step 6: Replicating this set up for other students

If your discipline has a standard set of chapters that are to be put through Turnitin at set time intervals it is possible to replicate the set-up which you have created for further students.

38. First **create a class** for the new student as in **Step 3**.

39. In the new class, click on the **Libraries tab**, (Figure 17)

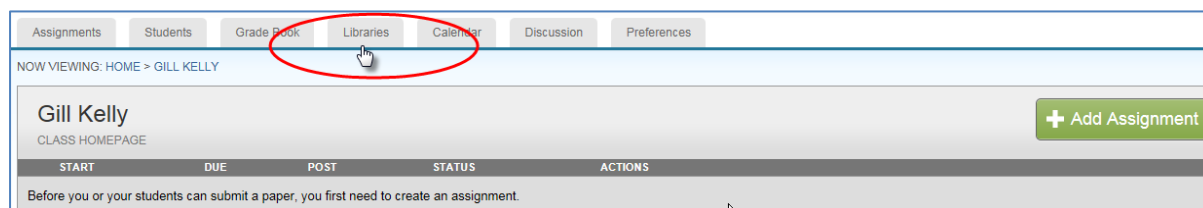


Figure 17: the Libraries Tab

40. In the **Assignments Library**, select the **assignment set** for the “template” student class in the drop down list. **Select** which assignments you wish to replicate and click **Import** (Figure18).

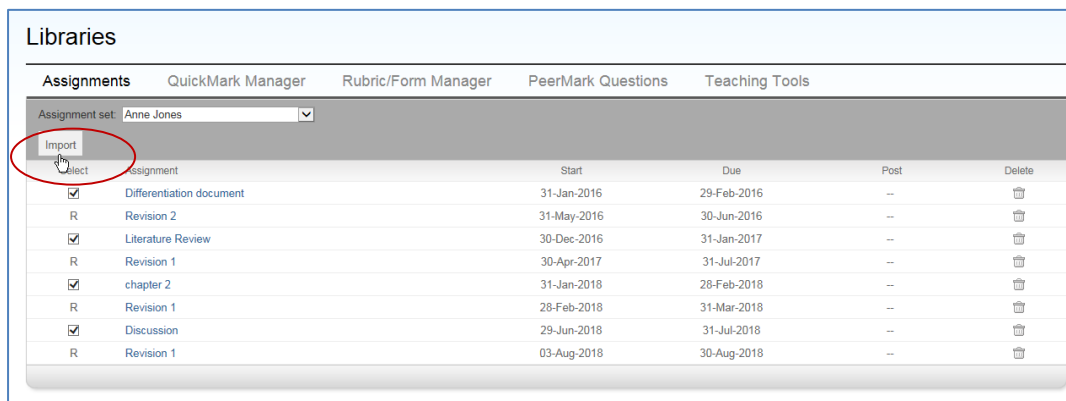


Figure 18: Importing the assignments from an assignment set 1

41. You can reset the dates of the first assignment in the list but the remaining dates should be set by **editing the assignments individually**. To do this choose **More actions> Edit settings** for each assignment including the revision assignments.

Step 7: Viewing the inbox

42. The student submission to this assignment will appear in the inbox.
43. When you go to the class homepage the assignments (student chapters) will be displayed. Click on the '**View**' button to view the inbox for that assignment. (Figure 17)

Anne Jones

CLASS HOMEPAGE

+ Add Assignment

	START	DUE	POST	STATUS	ACTIONS	
project proposal						
PAPER	18-Sep-2012 4:28PM	25-Sep-2012 11:38PM	N/A N/A	1 / 1 submitted	View	More actions ▾
project proposal Revision 1						
REVISION	25-Sep-2012 4:42PM	02-Oct-2012 11:38PM	N/A N/A	0 / 1 submitted	View	More actions ▾
project proposal Revision 2						
REVISION	02-Oct-2012 4:53PM	22-Oct-2012 11:38PM	N/A N/A	0 / 1 submitted	View	More actions ▾

Figure 17: Class Homepage – Assignment list

44. From here you can either download a draft of the student chapter or view the originality report (see the further handout on this).

project proposal						
INBOX NOW VIEWING: NEW PAPERS ▾						
Submit Paper		click here to see the chapter script		Click here to see the originality report		Edit assignment settings
<input type="checkbox"/>	AUTHOR	TITLE	SIMILARITY	FILE	PAPER ID	DATE
<input type="checkbox"/>	Jones, Anne	Lit rev	10%		18205542	19-Sep-2012

Figure 18: Class Inbox – View button

Please note: you are reminded that for copyright reasons you should not upload student assignments yourself unless you have written permission.