



Overview: Referencing this guide instructors should be able to enable the Turnitin integration on a D2L Dropbox folder, configure specific Turnitin settings and review Originality Reports.

What is Turnitin?

Turnitin is an external tool for evaluating the originality of student writing which has been integrated into NLU's D2L online classroom. Once enabled and configured, Turnitin will compare your student dropbox submissions with a vast number of sources (including all of the web from 1990 onwards, over 200 million papers already submitted to Turnitin and about 100,000 journals and books) and highlight text matches between the submitted paper and the Turnitin database. Turnitin then generates a Similarity Score signifying the similarity between the submitted work and works found in the Turnitin database, and an Originality Report highlighting the regions of similarity with alignment to sources.

Learn more about Turnitin Originality Checking: http://turnitin.com/en_us/what-we-offer/originality-checking

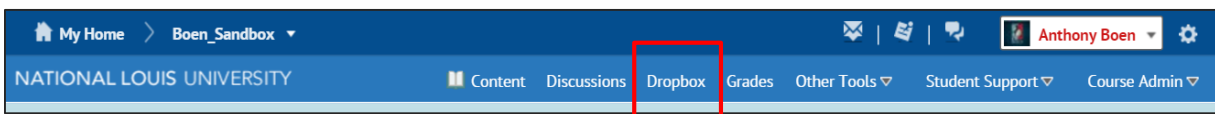
Turnitin Best Practices

1. Use Turnitin as a teaching tool, allow students to see their Turnitin results. Turnitin teaches students by illustrating if a student over cited, over quoted, cited incorrectly, or neglected to cite a source. Students can also use a Turnitin Originality Report to check that they haven't inadvertently committed plagiarism.
2. Turnitin will NOT automatically evaluate or grade papers. Turnitin only matches text similarity. It is up to the instructor and/or student to determine whether the assignment exhibits plagiarism. You should not take a % Match at face value. The Similarity Index and Originality Report must be interpreted in the context of the assignment and the actual writing.
3. If you have given inline comments on student work using GradeMark, it is doubly important that you check to allow students to see their originality scores in Turnitin, otherwise they may not be able to view the GradeMark comments. The actual Dropbox Assignment Grade, however, must be given in the D2L Dropbox, and there should always be feedback for students in the D2L Dropbox.

Enabling and Configuring Turnitin

The Turnitin integration must be enabled and configured on all dropboxes for which you wish to enable Originality Reports. Many settings will transfer automatically from D2L to the corresponding Turnitin fields so be sure to set up your D2L Dropbox assignment *before* enabling Turnitin. Follow the steps below to enable and configure Turnitin on a D2L dropbox folder.

1. Begin on your course home page in D2L.
2. Select the **Dropbox** tab.



3. Select the **New Folder** button to create a new Dropbox folder. Or edit a folder which has already been created.

Dropbox Folders Help

New Folder More Actions ▾

Bulk Edit 20 ▾ per page

Folder	Total Files	Unread Files	Flagged Files	Due Date
No Category				
Sample Assignment ▾	1	0	0	Mar 27, 2016 11:59 PM

4. Before enabling Turnitin, use the **Properties** and **Restrictions** tabs to configure your assignment. Please note your assignment instructions or description cannot exceed 1000 characters or approximately 250 words.

Edit Folder - Sample Assignment ▾

Properties **Restrictions** Objectives Turnitin®

Folder Properties

5. Select the **Turnitin®** tab.

Edit Folder - Sample Assignment ▾

Properties **Restrictions** Objectives **Turnitin®**

Folder Properties

6. Select the **Enable Turnitin for this folder** checkbox.

Edit Folder - Sample Assignment ▾

Properties **Restrictions** Objectives **Turnitin®**

Turnitin Integration

☒ Enable Turnitin for this folder

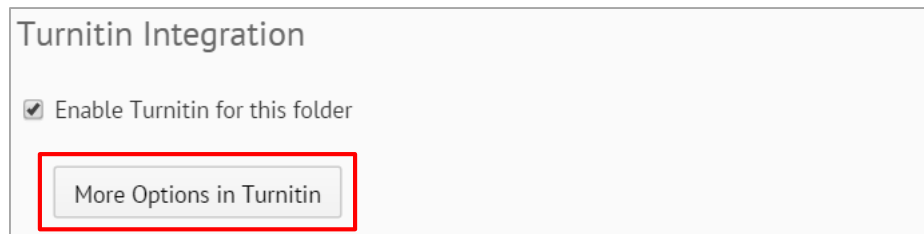
7. (Strongly Recommended) Select the **Allow learners to see Turnitin similarity scores in their dropbox folder** checkbox so that your student can view and benefit from the Turnitin Originality Report.

OriginalityCheck®

Display

☒ Allow learners to see Turnitin similarity scores in their dropbox folder

8. Select **More Options in Turnitin**. A popup window with additional options will appear.

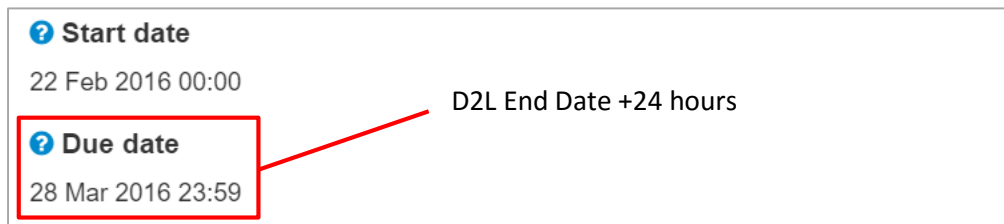


Turnitin Integration

☒ Enable Turnitin for this folder

More Options in Turnitin

9. Ensure that the Start Date and Due Date are set correctly. The Start Date should have transferred over from the Has Start Date field in D2L. The Due Date + 24 hours should have transferred over from the Has End Date field in D2L. The Turnitin Due Date should be set 24 hours after the End Date in D2L to allow Turnitin time to generate the Originality Report.



? Start date
22 Feb 2016 00:00

? Due date
28 Mar 2016 23:59

D2L End Date +24 hours

Note: You may click the question mark ? icon next to each setting for a detailed description of what each setting does.

10. Click **Optional settings**.



Optional settings

Submit

Configure the following settings (steps 11 – 19) appropriately for your assignment.

11. **Allow late submissions?**

Set this setting to Yes. The Start, Due and End dates should be set in D2L, not Turnitin.

12. **Compare submitted papers against the following sources:**

These options allow the instructor to select which Turnitin repositories student submissions will be checked against when processing Originality Reports for papers. The similarity index percentage may decrease if a repository option is de-selected. We generally recommend selecting all three options.

13. **Originality Report generation and resubmissions**

This setting allows you to choose how Originality Reports are generated for the submissions to the assignment.

- a. **Immediately (first report is final)** - Originality Reports for all submissions will be generated immediately. Students cannot resubmit papers. Submissions must be deleted by the instructor to enable resubmission.

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- b. **Immediately (can overwrite reports until due date)** - Originality Reports for the initial submission by each student user to this assignment will be generated immediately. Students may resubmit as often as they wish until the due date. Originality Reports for the second or subsequent submission will require a 24 hour delay before the Originality Report begins processing. Only the latest submission is available to the instructor or student. Previous versions are removed. Student submissions will compare against one another within the assignment on the due date and time, which may result in a change in the Originality Report similarity index and results at the due date and time. This option is typically used when students are self-reviewing and revising their submissions and able to view the Originality Report. No resubmissions are allowed after the due date and time of the assignment.

Note that D2L's "End Date" is Turnitin's "Due Date". Also, allowing late submission (Step 11) mitigates potential date miscommunications between the platforms.

- c. **On due date** - Originality Reports will not be generated for any submission until the due date and time of the assignment. Students may resubmit as many times as needed until the due date and time without receiving reports. Resubmissions may not be made after the due date and time of the assignment.

14. Exclude bibliographic material from Similarity Index for all papers in this assignment?

This feature provides the ability to control the option whether bibliographic material will automatically be excluded from Originality Reports. The default is no. 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.

15. Exclude Small matches?

This feature provides the ability to automatically exclude small matches from all Originality Reports generated within this assignment. To exclude small matches click yes. Once yes has been clicked the Exclude matches by: window will open. Enter into either the Word Count: or Percentage: fields the value for small matches that will be excluded from Reports. You may adjust the Exclude Small Matches assignment setting at any time by clicking on the edit icon to the right of the assignment name. The excluding small matches feature can be adjusted within each Originality Report as well.

16. Allow Students to see Originality Reports:

This allows students to see Originality Reports. Select **yes** to allow students to see the Originality Report for the assignment. The default setting is no. Please note this setting is also available under the Turnitin® tab on your D2L Dropbox folder. We strongly recommend changing this setting to YES. Also, make Yes your default setting by selecting YES in step 19 below.

17. Submissions to this assignment will be stored in:

This setting provides instructors with the ability to select whether papers are stored in a Turnitin paper repository. The benefit of submitting papers to the paper repository is that papers submitted to the assignment are checked against other submissions within your current and previous classes. If you wish for students to submit multiple versions of assignments, to provide them multiple Originality Reports, Turnitin recommends creating a separate "draft" dropbox. Your Draft Dropbox, should have TurnItIn Enabled: in the TurnItIn Options under "Compare Submitted Papers against the Following Source" check: "Do Not Store the Submitted Papers". Otherwise, students will receive matching scores against their own submissions they made earlier.

18. **Attach a rubric to this assignment**

Do not attach a rubric here. Attach your rubric in D2L.

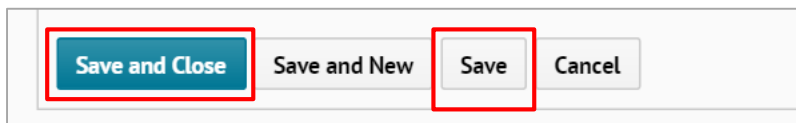
19. **Would you like to save these options as your defaults for future assignments?**

Select Yes to save the current settings as your default settings for future dropbox folders you create.

20. Click **Submit**.

A screenshot of a form with a blue 'Submit' button. The button is highlighted with a red rectangular box.

21. Click **Save** or **Save and Close** to complete your dropbox folder setup

A screenshot of a form with four buttons: 'Save and Close', 'Save and New', 'Save', and 'Cancel'. The 'Save and Close' and 'Save' buttons are highlighted with red rectangular boxes.

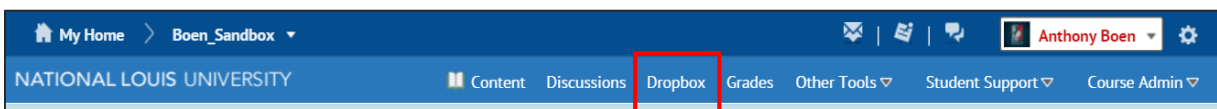
You will need to separately enable and configure Turnitin on all dropbox folders for which you wish to generate Originality reports.

Review Turnitin Originality Reports

You may review Turnitin Originality Reports from the Evaluate Submission page in D2L. The Evaluate Submission page may be accessed through the Gradebook and Dropbox tools in D2L.

To access Turnitin reports from the Dropbox tool:

1. Begin on your course home page in D2L.
2. Select the Dropbox tab.



3. Select a Dropbox folder with student submissions.

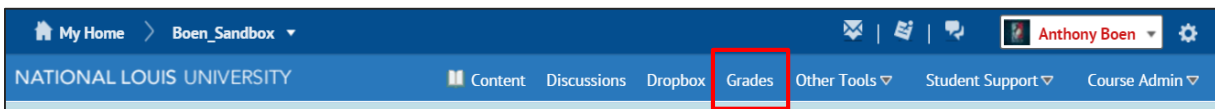
Folder				Total Files	Unread Files	Flagged Files	Due Date
No Category							
☐	Sample Assignment			1	0	0	Mar 27, 2016 11:59 PM

- Turnitin scores are located next to each submission. Click the score to view the Originality Report in a new tab. If you click the title of a submitted document the Originality score will also be visible on the Evaluate Submission page.

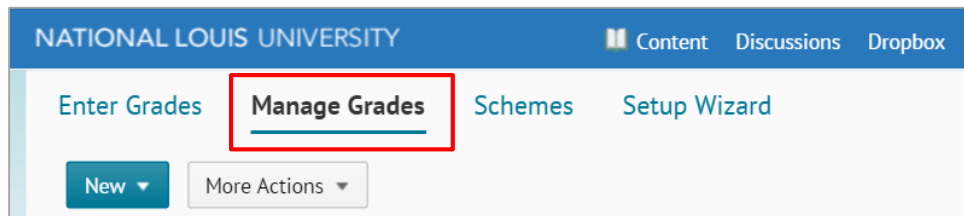
Last Name ▲, First Name	Turnitin® Similarity	Submission Date	Delete
☐ Boen, Anthony	44 %	Feb 25, 2016 9:54 AM	Evaluate
Sample Submission.docx (2.06 MB)			

To access Turnitin reports through the Gradebook tool:

- Begin on your course home page in D2L.
- Select the Grades tab.



- Select the Manage Grades tab.



- Click the triangle icon ▼ next to the assignment you wish to assess.

	Grade Item
☐ Sample Assignment ▼	
☐ Final Adjusted Grade ▼	

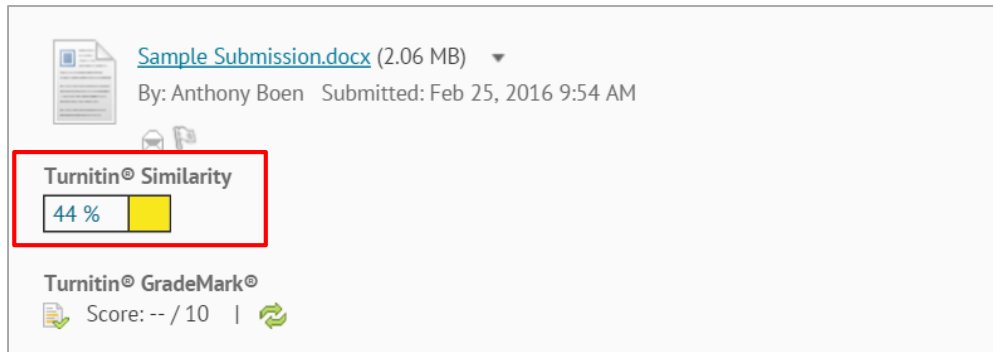
- Click Enter Grades.

	Grade Item
☐ Sample Assignment ▼	
☐ Final Adjusted Grade ▼	Edit Grade Item
☐ Final Calculated Grade ▼	Enter Grades

- Click a submission icon.

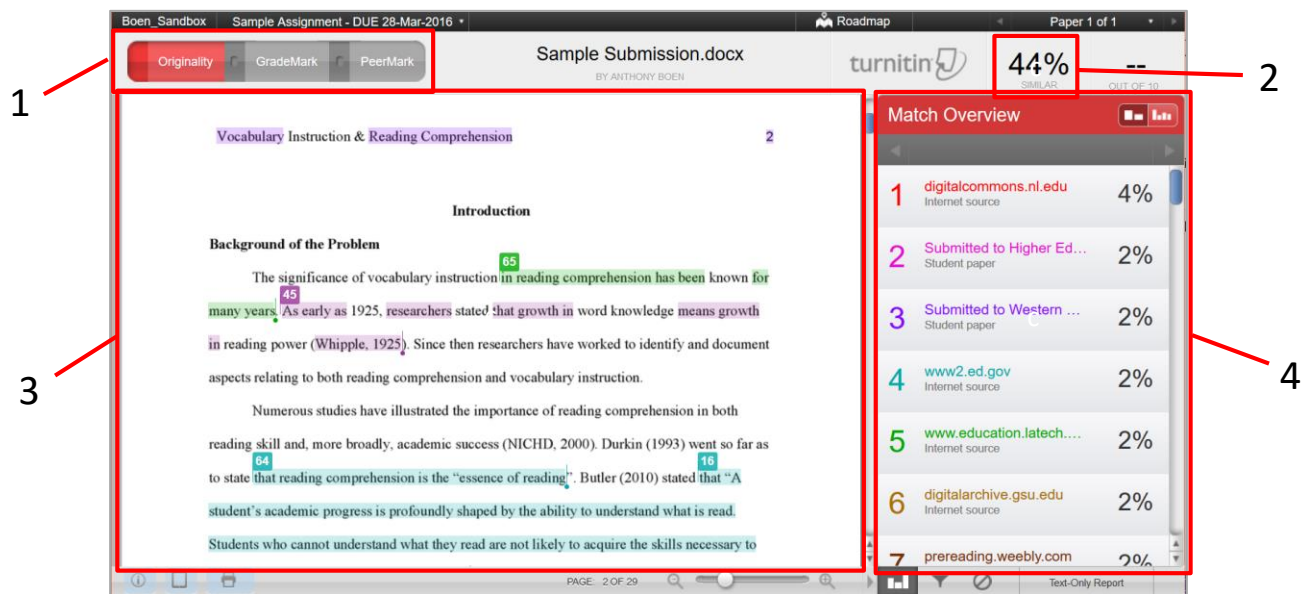
☐ Boen, Anthony		/ 10	- / 10
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7. The Turnitin Similarity score is located under each document submission. Click the score to view the Originality Report in a new tab.



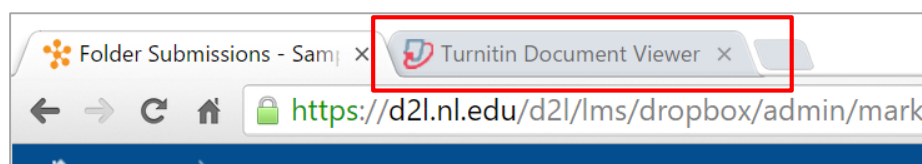
The Originality Report Interface

Please note that text highlighted on the report, and/or a high similarity score does NOT necessarily mean the work is plagiarized.



1. Switch between Turnitin features. GradeMark and PeerMark should *not* be used at this time.
2. The Similarity Score indicates how similar the document is to other documents in the chosen databases.
3. The submitted document is displayed. Text that is similar to other documents in the database is highlighted and color coded according to the matched source. Click the highlighted text to view the source.
4. The Match Overview breaks down matched text to each source.

When you are finished with the Originality Report close the Turnitin Document Viewer browser tab to return to D2L.



View a video overview of the Originality Report interface: https://www.youtube.com/watch?v=0VBMgPlz_5g