Workshops

TURNITIN WORKSHOP 2018

eLearning Systems and Support

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Overview

Turnitin is online web-based text-matching software that works by comparing electronically submitted papers to billions of pages of content located on the Internet and proprietary databases as well as the work of other students whose papers have also been submitted into the system.

How Turnitin works
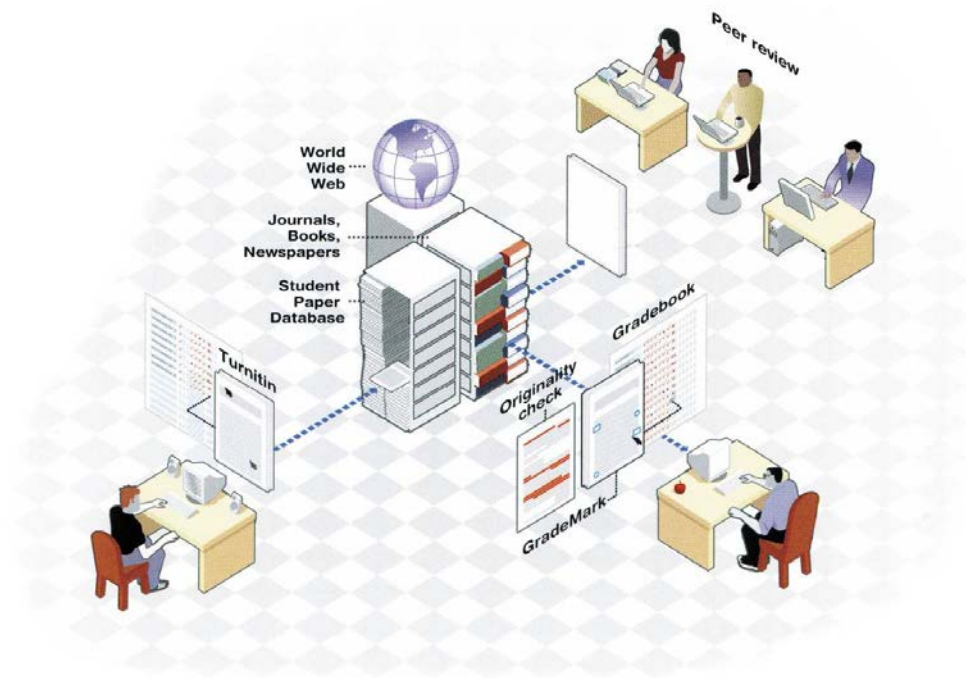
(from Lovelock, R. (2010), *iParadigms*: presentation to Indooroopilly High School, ALDIS Associates P/L Melbourne, Australia)

Originality Report: the output of pattern matching against all items in the Turnitin database

GradeMark: online marking module of Turnitin assignments.

PeerMark: peer review of submissions.

File Types

Turnitin accepts all file types though an Originality Report is only produced for the Following:

- Microsoft Word® (DOC and DOCX)
- PowerPoint
- Corel WordPerfect®
- HTML
- Adobe PostScript®
- Plain text (TXT)
- Rich Text Format (RTF)
- Portable Document Format (PDF)

The file size may not exceed 40 MB. Files of larger size may be reduced in size by removal of non-text content. Files that are password protected, cannot be uploaded or submitted to Turnitin.

See Appendix 1 for a comprehensive list of file types that Turnitin can create an Originality Report.

Online marking

GradeMark the online marking tool allows you to annotate student assignments (PDF, Word, PowerPoint, Excel and image files only), give feedback using a rubric (all file types) and return marked assignments to students electronically.

You can also use this tool to give feedback on assignments that do not require a file submission, such as oral presentations. The students' marks are also automatically transferred to the Grade Centre in Blackboard.

See Appendix 2 for a comprehensive list of file types that Turnitin can display in the Document Viewer and can be annotated.

Creating a Turnitin Assignment

Setting up your assignment

Turnitin assignments would normally be added to the *Assessment* Content Area. Best practice is to create a folder for all required assessment information. To save confusion for students, the assignment should be given exactly the same name as in the
Electronic Course Profile (ECP).

- From the **Course Menu** select a Content Area (*Assessment).*
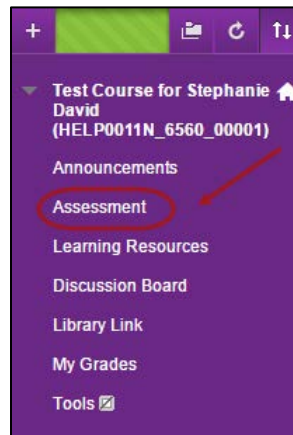
- Click on the [Build Content ⌄] (Build Content) button.
- Select **Content Folder** from the drop down menu.
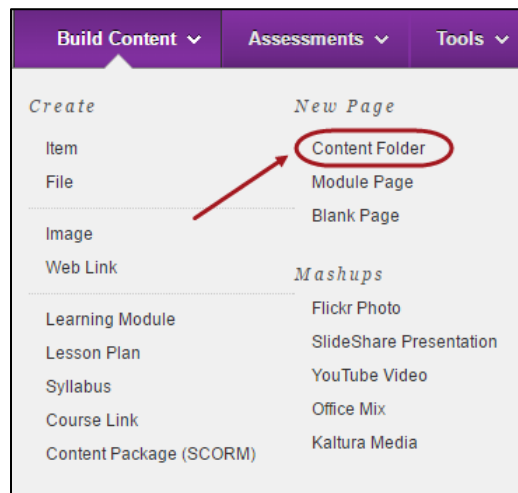
Content Folder Information

- Enter the **Name** of the assessment item (same as in the ECP).

Note: A descriptive **Name** is an essential field.

- Option extras are the:
    - Font colour of the folder name.
    - Type a concise description in the Text field.

Availability

- Optionally, if you have not completed organising the content, select the No **Permit Users to View this Content** radio button.
- Optionally, set **Date and Time Restrictions:** i.e. This could be the date the assignment is published until the date late assignments can be submitted up to.

    - If required, select the **Display After** checkbox and enter the date using the (Date Selection Calendar) and enter the time using the (Time Selection Menu).
    - If required, select the **Display Until** checkbox and enter the date using the (Date Selection Calendar) and enter the time using the (Time Selection Menu).

- Click on the **Submit** (Submit) button.

Literature Review

Availability: Item is not available. It will be available after Apr 17, 2017 9:00 AM.
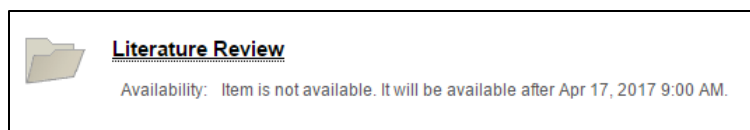
- Click on the folder link to open the folder.

Add an Item for instructions

Add an Item inside the folder with instructions for students regarding assignment submission and links to all relevant documents such as the assignment question and marking scheme.

- Click on the **Build Content** (Build Content) button.
- Select **Item** from the drop down menu.
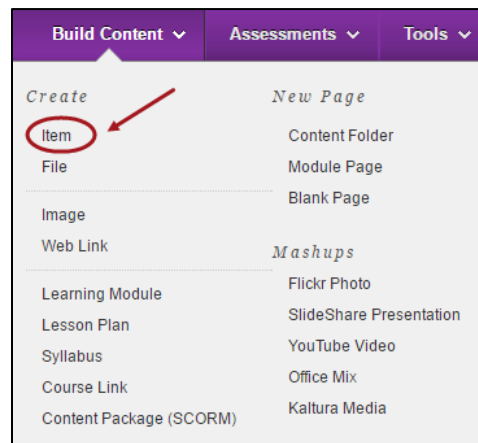
- Add clear instructions and link any relevant documents.

CONTENT INFORMATION

* Name   Literature Review

Colour of Name   ⬛ Black

Text
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Carefully read the assignment instructions and questions Literature Review.docx

Submit your assignment using the Turnitin submission link below. you may submit your assignment as many times as you wish up until the due date. You can check your orginiality report each time you submit your assignment.

Name your file: **Literature Review**

If you have any difficulty submitting your assignment on the due date:

1. Email me a copy of your assignment to lecturer1@uq.edu.au

2. Contact ASK US - askus@library.uq.edu.au or 334 64312.

Path: p » span   Words:88

- Click on the   **Submit**   (Submit) button.

Create a Turnitin Assignment (Text-based)

The following instructions give you information on setting up a Turnitin Assignment for the submission of text based assignments. i.e. PDF, Word and PowerPoint files.

An Originality Report can be produced that highlights any text in a student's assignment that matches sources in the Turnitin database, including web content, previously submitted assignment and subscription-based journals and publications.

Turnitin only allows the submission of one file. Turnitin does not allow the submission of group assignments, consider using the Blackboard Assignment tool for group assignments (refer *Assignment Tool* page).

Originality report options

1. Students submit assignments and **cannot** see their Originality Report.

2. Student **can** see their Originality Report but have **no opportunity to revise their assignments.**

3. Student **can** see their Originality Report and **can** revise and resubmit their assignments as many times as they want until due date BUT only one Originality Report is generated in each 24 hour period.

Note: This last option is considered best practice, with the Originality Report used as a tool to teach student how to properly acknowledge sources as well as highlighting possible plagiarism issues. The recommend settings in this guide are for this option.

Setting up your assignment

Turnitin assignments would normally be added to the *Assessment* Content Area. Best practice is to create a folder for all required assessment information. To save confusion for students, the folder should be given exactly the same name as the assignment in the ECP.

Refer the *Create a folder* guide on the *Content Area* tool page.

Add an Item inside the folder with instructions for students regarding assignment submission and links to all relevant documents such as the assignment question and marking scheme (if it is not online).

Refer the *Add an Item* guide on the *Content Area* tool page.

> **Tip:** The following information should be included in the assignment instructions:
>
> - How the file should be named.
> - The file type/s students may submit.
> - Not to include animated text/images in PowerPoint files.
> - Whether students can view the Originality Report and if can resubmit and obtain a new report.
> - What to do if they have problems uploading their assignment. i.e. Email the assignment to the course coordinator, continue to try to upload the assignment until they are successful and contact AskUS for help if needed.
> - That late assignments may be submitted and that all assignments automatically have a time/date stamp of when they are submitted. (if you set the assignment up to allow late submissions).

- Include a link to the AskUS instructions on Turnitin:
  https://web.library.uq.edu.au/library-services/it/learnuq-blackboard-help/learnuq-assessment/Turnitin-assignments
- Assignment submission is a three step process and it is the responsibility of the student to check the assignment preview and confirm that the assignment has been successfully submitted. Students need to keep a copy of the **Submission ID** as proof they have submitted the assignment.

Creating the Turnitin assignment submission

- Click on the [Assessments ∨] (Assessments) button.
- Select **Turnitin Assignment** from the drop down list.
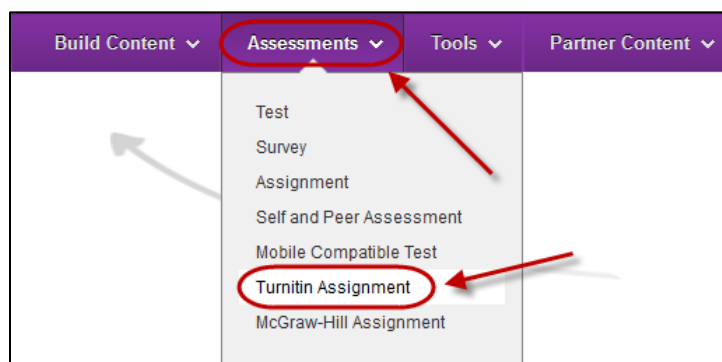
- Click on the [Next Step] (Next Step) button.
- Enter the below information

Setting	Recommendation	Comments
Assignment title		Should match the title of the assessment task in the ECP (Electronic Course Profile).
Points value		The mark the assignment is out of (optional). Refer to the *Marks / Rubrics / Grading form overview* guide for information on options.
Allow only file types that Turnitin can check for originality	**Yes**	This setting allows only text based assignments (PDF, Word, PowerPoint) to be submitted.
Allow any file type	**No**	This setting allows assignments of any file type to be submitted (PDF, Word, PowerPoint, images, Excel, audio).
Start date		Students are only able to submit assignments after the *Start date* has passed.
Due date		Students are blocked from submitting assignment after the *Due date/time* unless late assignment submission is enabled.

Setting	Recommendation	Comments
Post date		The date when marked assignments and grades are available to students in Turnitin (initially set well after the due date to give plenty of marking time and to cater for extensions).

It is possible to leave the date fields empty. The resulting behaviour is:

- Start Date: no date entered, the students can commence the assessment item immediately
- Due Date: no date entered, the students can submit at any date in the future
- Post Date: no date entered, the students can view their mark when the matching Grade Centre column is set to "Show marks".

Optional Settings

- Click ⊞ (plus) button and open **Optional Settings.**

⊞ Optional settings

Setting	Recommendation	Comments
Enter special instructions	Click on the link below to submit your assignment.	Text box for adding instructions for students. *Note:* The text displayed is difficult to see (small font and grey) and it is recommend that you create an item with instructions for students regarding assignment submission and links to all relevant documents such as the assignment question and marking scheme (if it is not online).
Allow submissions after the due date?	**Yes**	This will cater for students with extensions or students who have difficulty submitting the assignment. All assignments are time/date stamped and late assignments are labelled *late* in the Assignment box.

⊟ Close options

Enter special instructions ❓

Click on the link below to submit your assignment.

Allow submissions after the due date? ❓
◉ Yes
○ No

Setting	Recommendation	Comments
Generate Originality Reports for submissions?	**Yes**	
Generate Originality Reports for student submissions	**immediately (can overwrite reports until due date)**	**immediately (first report is final)** Originality Reports for all submissions will be generated immediately. Students cannot resubmit assignments. Submissions must be deleted by the instructor to enable resubmission. **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 the student wishes until the assignment due date. Originality Reports for the second or subsequent submission will require a 24 hour delay before the Originality Report begins processing. **Note:** This option is considered best practice, with the Originality Report used as a tool to teach student how to properly acknowledge sources as well as highlighting possible plagiarism issues. Only the latest submission is available to the instructor or student. No resubmissions is available after the due date and time of the assignment. **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.
Exclude bibliographic materials from Similarity Index for all papers in this assignment?	**Yes**	This option allows you to control whether bibliographical material will automatically be excluded from the Originality Reports. **Note:** Selecting **No** will increase the percentage match in the Originality Report. Bibliographic materials can also be included and excluded when viewing the Originality Report. This setting cannot be modified after the first assignment has been submitted.

Setting	Recommendation	Comments
Exclude quoted materials from Similarity index for all papers in this assignment?	**No**	This option will allow you to check quotations (with quotation marks) as their source will be highlighted. **Note:** Selecting **No** will increase the percentage match in the Originality Report. Quoted materials can also be included and excluded when viewing the Originality Report. This setting cannot be modified after the first assignment has been submitted.
Exclude small matches?	**No**	This setting allows you to automatically exclude small matches from all Originality Reports. It may be useful to turn this setting on in disciplines that have many common phrases such statistics. Small matches can also be included and excluded when viewing the Originality Report.
Allow students to see Originality Reports?	**Yes**	This setting gives you the option to control if students can view the Originality report.

Originality Report

Generate Originality Reports for submissions? ❓
- ◉ Yes
- ○ No

Generate Originality Reports for student submissions ❓

[immediately (can overwrite reports until due date) ▾]

Exclude bibliographic materials from Similarity Index for all papers in this assignment? ❓
- ○ Yes
- ◉ No

Exclude quoted materials from Similarity Index for all papers in this assignment? ❓
- ○ Yes
- ◉ No

Exclude small matches? ❓
- ○ Yes
- ◉ No

Allow students to see Originality Reports? ❓
- ◉ Yes
- ○ No

Setting	Recommendation	Comments
Reveal grades to students only on post date?	**Yes**	This setting allows you to determine when feedback and marks are revealed to students.
		Note: You set the post date when you started setting up the assignment (refer p2).
		Note: Students can also view their mark that is returned to Grade Centre through My Grade. You need to ensure the assignment column is also hidden to students in Grade Centre (refer *Show/Hide column to students* guide on the *Grade Centre* tool page.
Submit papers to:	**Standard paper repository**	Selecting this option means the assignment will be submitted to the Turnitin assignment bank.
		All assignments submitted to Turnitin, in any course anywhere in the world are compared to assignments in this bank.
		You may not wish to submit a papers to this bank if they are only a drafts (which will be submitted to another Turnitin assignment link in the future) or if you wish to submit a draft research paper.
Search Options	**Select all options**	This allows an instructor to disregard a source type if the comparison against this type of source is not needed.

Attach a rubric

Turnitin in rubrics are different to Blackboard rubrics. It is not possible to use a Blackboard rubric in Turnitin.

The availability of rubrics is based on who is logged on, not what Blackboard course the Turnitin is accessed from (refer to *Exporting a rubric* p53).
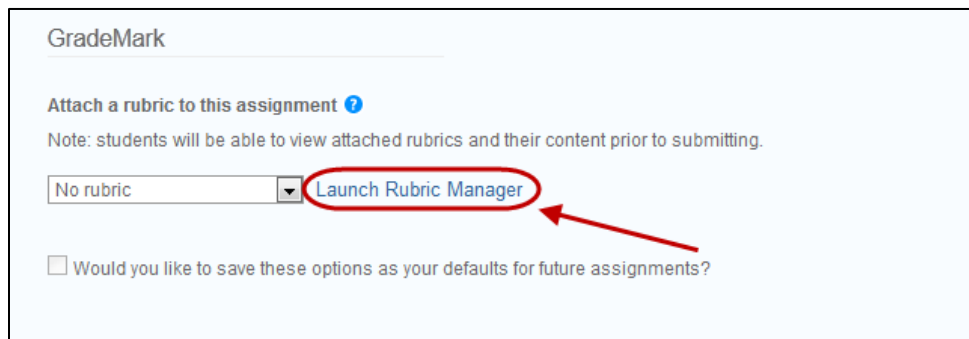
Example

Note: The below rubric is an example of how a rubric may be structured.

Settings	F - 1	P – 2	C – 3	D – 4	HD - 5
Abstract 10%	All major aspects missing.	Some majors aspects missing	One major aspect missing	One minor aspect missing.	All major aspects presented
Hypotheses 20%	Important experimental details missing.	Some important details missing.	Some minor details missing.	Most details covered.	All important details covered.
Results 30%	Misleading, confusing and or incorrect information.	Some misleading, confusing and or incorrect information.	Very good figures, graphs and/or tables	Excellent figures, graphs and/or tables	Outstanding figures, graphs and/or tables
Conclusion 40%	No conclusion	Conclusion contain little detail	Very good conclusion	Excellent conclusion	Outstanding conclusion

Adding a rubric

- Click on the Launch Rubric Manger link in Optional settings.

- Click on the ▤ (menu) button.
- Select **Create new rubric** from the drop down list.

- Enter a name for the rubric.
- Click on the **Criteria** [+] (plus) icon to add additional criteria.
- Click on the **Scales** [+] (plus) icon to add levels of achievement (scales).
- To delete criteria or scales, hover over the area, click on the [🗑] (rubbish bin) icon.
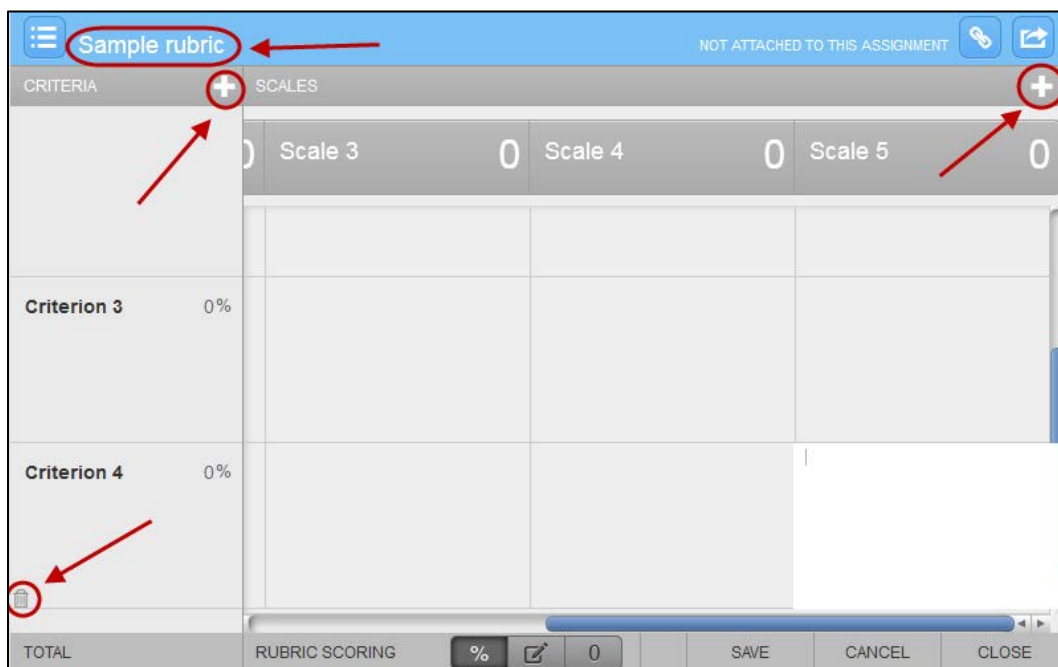
- Click on each **Scale title**; enter a title for the level of achievement (i.e. Fail, Pass, Credit, Distinction, High Distinction).
- Click on each **Scale value**, enter the required number.
- Click on each **Criterion title**, enter the criteria title.
- If required, click under the criteria title and enter a description of the criteria.
- Click on the **Criterion weighting**, enter the required percentage.

- Enter an achievement description in each Criteria / Scale textbox.
- Click on the [SAVE] (SAVE) button.
- Click on the [CLOSE] (close) button.

- Select the required rubric form the **Rubric** drop down list.

Note: Turnitin in rubrics are different to Blackboard rubrics. It is not possible to use a Blackboard rubric in Turnitin.

Note: The availability of rubrics is based on who is logged on, not what Blackboard course the Turnitin is accessed from. Your tutors will be able to use the rubric you attached for marking though it will not be available to them from the rubric list.
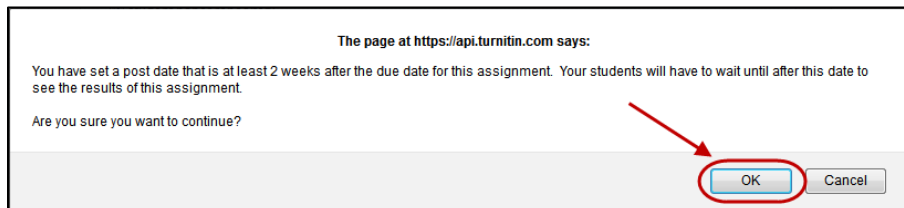
Submit the Turnitin assignment
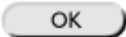
Setting	Recommendation	Comments
Would you like to save these options as your defaults for future assignments?	**Yes**	This allows you to save these settings as the default for all assignment you set up in Turnitin in the future.
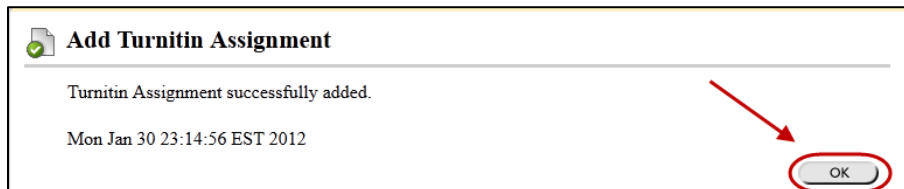
- Click on the [Submit] (Submit) button.

- Click the [OK] (OK) button to close the warning about the post date.

- Click the [OK] (OK) button to return to the Assessment page.
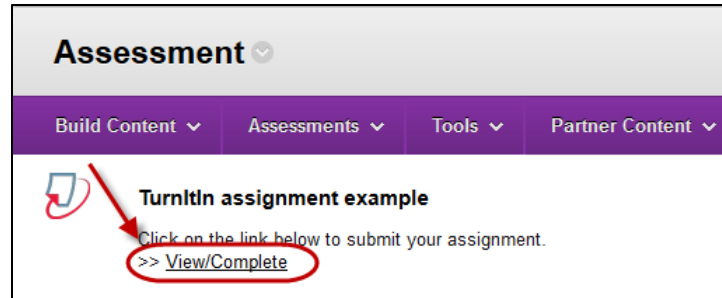
Note: Turnitin assignments only contain the list of students who were in your course when the assignment was created. If more students have enrolled after you create your assignment you will need to update the class list so those students can submit their assignments (refer *Roster Sync* guide).

Edit settings

- Click on the double arrows to the right of the assignment title.
- Select **Edit** from the drop down list.
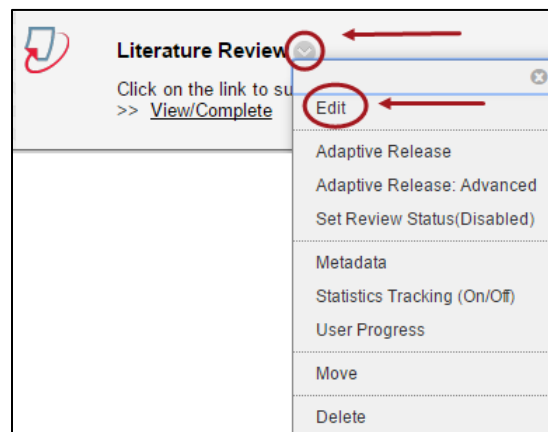
Use of rubrics by other staff

Note: The availability of rubrics is based on who is logged on, not what Blackboard course the Turnitin is accessed from. To pass a rubric onto another staff member, you need to export the rubric and they will need to import it into Turnitin (when they are logged onto Blackboard).
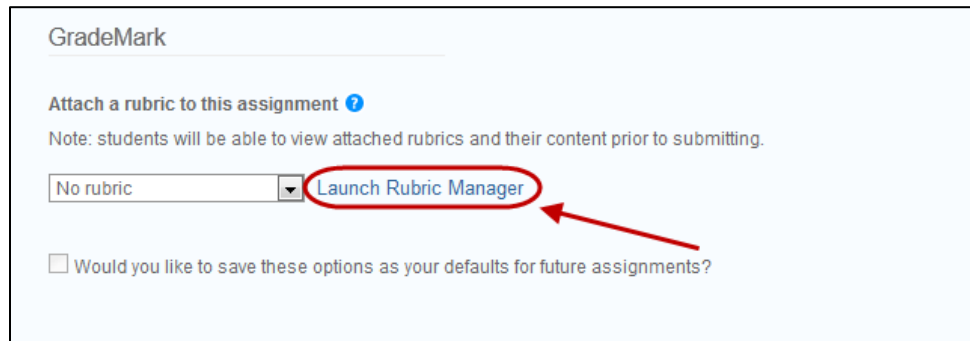
Export rubrics

- Edit the Turnitin assignment (refer to above instructions).
  - Click on the **Launch Rubric Manger** link in **Optional settings**.

- Click on the ⬛ (menu) button.
- Select required rubric from the drop down list.
- Click on the ⬛ (Export/Import) button.

- Select **Export** from the drop down list.

- Click on the ⬛ OK (OK) button.
- A zip file of the rubric will be saved to **Downloads**.
- Give a copy of the zip file to your tutors

Importing a rubric

Note: It is only possible to import rubrics that have been created in Turnitin (refer above to Exporting a rubric).

- Tutors will need to login to the course using their own login and password.
- Click on the Launch Rubric Manger link in Optional settings.

- Edit the Turnitin assignment (refer p17)
- Click on the ▦ (Rubric) button in GradeMark.
- Click on the 🔧 (Rubric Manager) icon.
- Click on the 📤 (Export/Import) button.
- Select **Import** from the drop down menu.

- Click on the Select files (Select files) button.
- Browse to and select the required zip file.
- Click on the Open (Open) button.
- Click on the View (View) button to open the rubric.
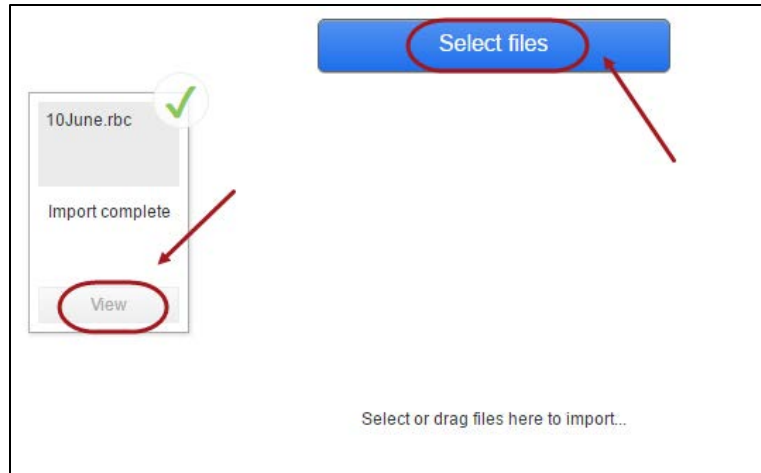
- Click on the ▤ (menu) button.
- Select imported rubric from the drop down list.

Student Submission View

We recommend you go through the process of submitting as a student to understand what is seen from their point of view.

Creating a test assignment

- Open up a blank word document and copy from the internet into the document:
    1. A Wikipedia article
    2. An article from today's newspaper
    3. Text from a website of your choice
- Save this file somewhere on your computer

Submitting the test assignment

- Access your Learn.UQ course
- Go to the **Assessment** tab
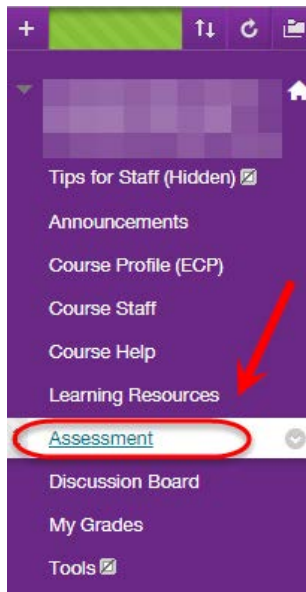
- Click on the 'View/Complete' link under the assignment

- Ensure the Author is set to **Non-enrolled student**
- Enter your **first name** and **last name**
- Add a **submission title**
- Click on the **Choose from this computer** button and navigate to the required file
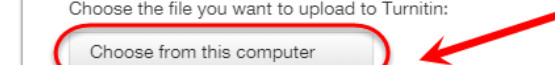
- Click the [Open] (Open) button.
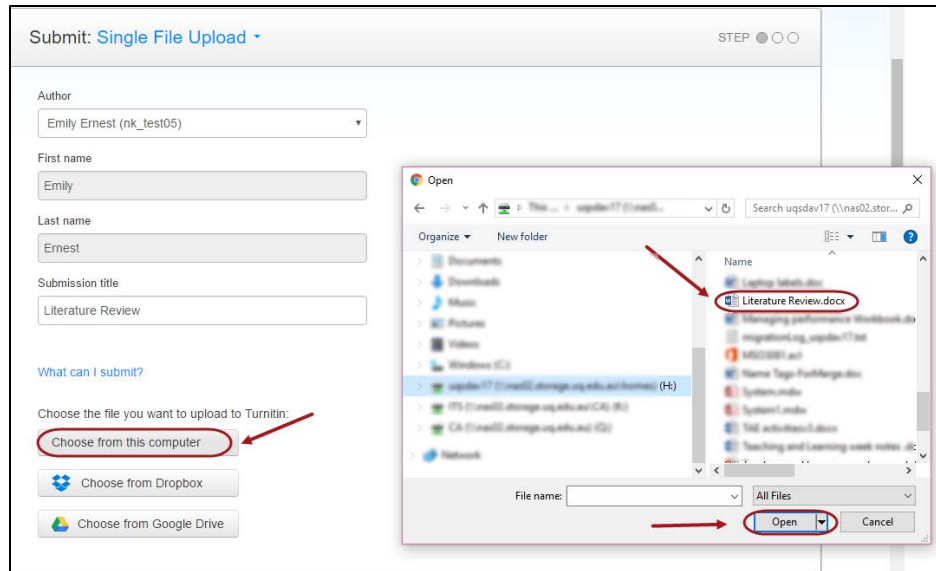
- Once you have chosen the file, click on the [Upload] (Upload) button.
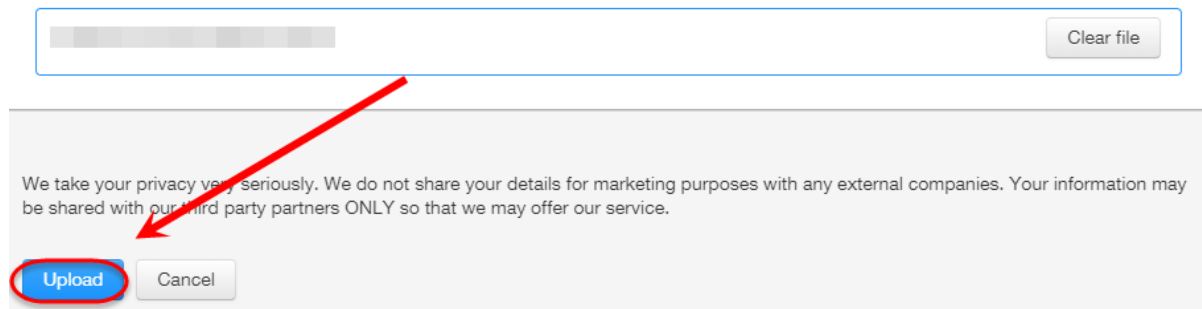
Note: First years in particular, will think they have submitted their assignment at this point, however there are more steps before the submission process is complete

Note: It is the student's responsibility to use the arrows to preview each page and ensure they have submitted the correct assignment.

- Once you have checked the preview and file information, click on the [Confirm] (Confirm) button.

- The students will receive a Congratulations message and should receive a **submission receipt** via email with their submission ID.

Submit Turnitin Assignment

Congratulations - your submission is complete! This is your digital receipt. You can print a copy of this receipt from within the Document Viewer.

Author:
Jane Doe

Assignment title:
TurnItIn assignment example

Submission title:
Assignment 1

File name:

File size:
31.99K

Page count:
1

Word count:
138

Character count:
790

Submission date:
14-Sep-2018 10:36AM (UTC+1000)

Submission ID:
1001575140

« Page 1 »
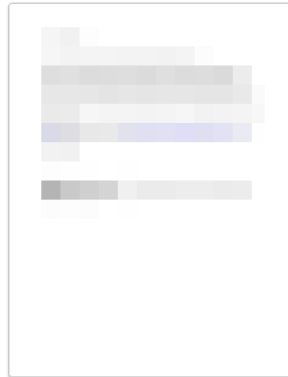
Note: If students do not receive this email, their assignment was not submitted. If you are suspicious about a student's submission ID, log a job with help@learn.uq.edu.au

- Click on the **Go to assignment inbox** (Go to assignment inbox) to return to the list of assignments.

IMPORTANT: If you mark a student assignment online using GradeMark, that was submitted by teaching staff, the mark will NOT be transferred to the Grade Centre in Blackboard (you have to enter it).

Assignment Inbox

Instructors can view the assignment submitted and their Originality Reports using the Turnitin Assignment Inbox.

- From **Control Panel** select from **Course Tools > Turnitin Assignments.**
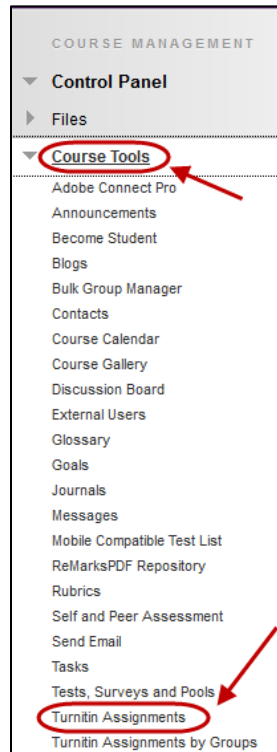
- Click on the required assignment link.
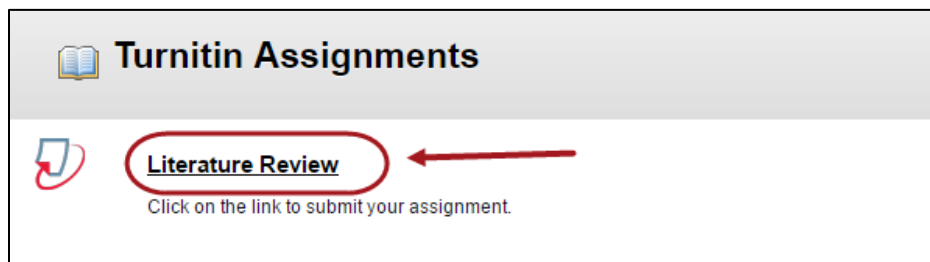
- The Turnitin Assignment Box will display as shown.

View

- Use the Viewing drop down menu to change which assignment are displayed.

Submitting multiple assignments

This function is useful if you need to upload assignment submission for the 'whole class' for some reason.

- Click on the **Submit** (Submit) button.
- Select **Multiple file upload** from the **Choose a paper submission method** drop down list.
- Click on the **Choose File** (Choose File) button.
- Navigate to and open the required file.
- Select the name of the required student from the **Student** drop down list.
- Repeat this process for all assignments you need to upload.

- Click on the **Upload All** (Upload All) button.

- Click on the **Submit** (Submit) button.
- The file will be available in the **Assignment Inbox.**

View a submitted assignment

- Click on the assignment name in the **Title** column to access the Feedback studio.

View Originality Report

- Click on the link in the Similarity column.

Download an individual assignment

- Click on the file icon in the File column.

- Click on the link of the required file format.
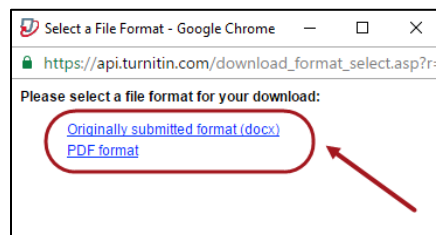
Downloading all assignments

You can download both the **Original file** (submitted assignments) and if you marked the assignments online using GradeMark the **GradeMark Paper** (marked assignments).

- Select the checkboxes of the required files.
- Click on the (Download) button and select **Original File, Original File as PDF** or **GradeMark** paper.

- Click the ☐ (OK) button.

- Click on the **Messages** tab.

- Click on the hyperlink under message.

- Click on the hyperlink to download your zip file.

- Click on the hyperlink to download your zip file and navigate to the required location.

- Click on the [Save] (Save) button.
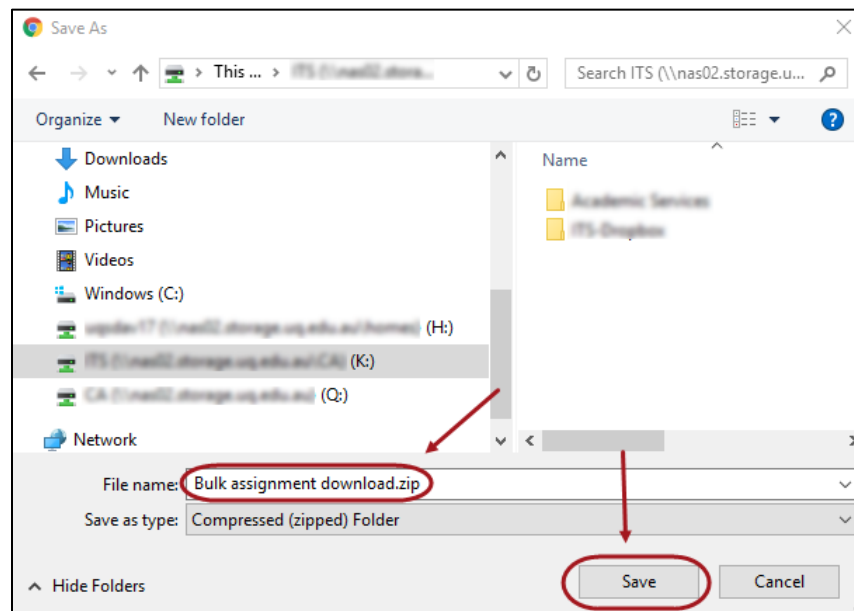
Interpret Originality Report

Introduction

A typical submission made to an assignment on Turnitin generates an Originality Report. The Originality Report is the result of pattern matching between the text of the submission against the search targets. The Originality Report is useful because it:

- Saves time in the investigation of the originality of student work
- Helps students to learn what is and is not valid and fair citing of others works
- Deters plagiarism before it happens
- Allows for efficient citation verification
- Provides documentation of any alleged plagiarism
- Provides resources to assist in teaching, research, and writing skills including proper citation

Indices

- blue - no matching text
- green - one word to 24% matching text
- yellow - 25-49% matching text
- orange - 50-74% matching text
- red -75-100% matching text

Warning: The originality report and the percentage of matching text found by TII do not tell you whether a paper has been plagiarized or not. In depth examination of both the submitted paper and suspect sources (in accordance with the standards of the class and institution) are required for determining plagiarism (see examples below).

Report Sections

The Originality Report is separated into three main areas:

- document viewer frame - shows the Overall Similarity Index for the report and the title and author of the paper
- paper text - the submitted paper text in its original formatting. Matching text is highlighted in a colour that corresponds to the matching source listed on the right side of the Originality Report
- matching sources/sidebar - the list of matching sources for the highlighted areas of the paper text to the left. The sidebar also displays the Filter and Settings (exclusion options) and the Exclusion List

The detail of the matching

DO NOT ASK: How much matching? Or what percentage of matches?

DO ASK: What **kind** of matching has been found?

Example 1

61% matching – need to look more closely at the text being matched.

- small or large matches, cut and pasted from internet/Wikipedia are not acceptable.

Example 2

33% matching. Is it okay?

(Lovelock, R. (2010), *iParadigms*: presentation to Indooroopilly High School, ALDIS Associates P/L Melbourne, Australia)

- Small matches using commonly used phrases are acceptable.
- Properly referenced quotes are acceptable.
- If much of document is bona fide quotes, this is poor writing but not plagiarism.

Example 3: Public Information

- public information – need to quote website e.g. http://www.brisbane.qld.gov.au/
- commonly used phrases, addresses, information all acceptable.

Marking Online

Submitted assignments

- Click on the icon in the **Grade** column of the required student. OR

Changing the size of the text

- Click on the zoom slider and drag until text is the required size.

Active Layers   ✕

☑ Grading

☑ Similarity

Literature Review

I chose to critique articles that allow me to compare and contrast the implementation of two different active learning tasks. Lundenbury el al,. (2011) used the interrupted case study format where the story is progressively disclosed to target misconceptions in Biology. Mollborn and Hoekstra (2010) investigated the use of inquiry- guided questioning to promote critical thinking in Sociology.

Approximately 77,000 individuals are arrested in the United States each year based primarily on eyewitness testimony (ref.). ... Given the pivotal role that eyewitness testimony plays in some trials, it is important to establish whether or not the jury's faith in this testimony is warranted. One study has shown that eyewitness errors are the most common cause of false convictions (ref.).

Almost all innocent individuals exonerated by DNA evidence had been convicted primarily as a result of erroneous eyewitness evidence (ref.) Consequently, a great deal of research has focussed on the unreliability of eyewitness testimony (refs.).

The current thesis examines the third way that postevent misinformation may be encountered: through other witnesses. This area has been surprisingly neglected until recently, as the majority of
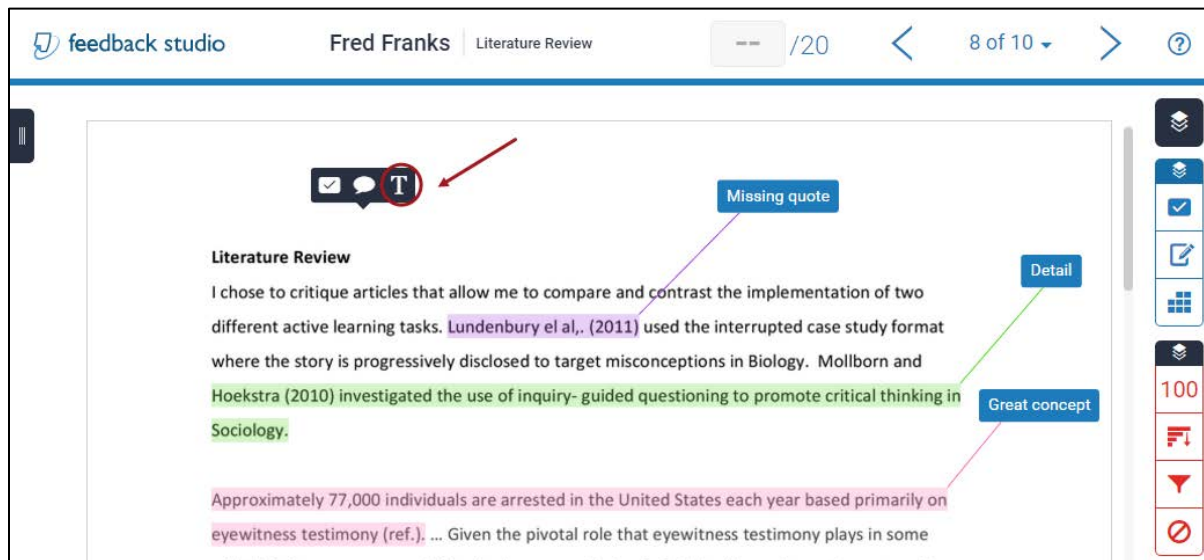
95

Return to Turnitin Classic

Navigating between student assignments

- Click on the ◄ (previous arrow) button and ► (next arrow) button to navigate between student assignments. OR
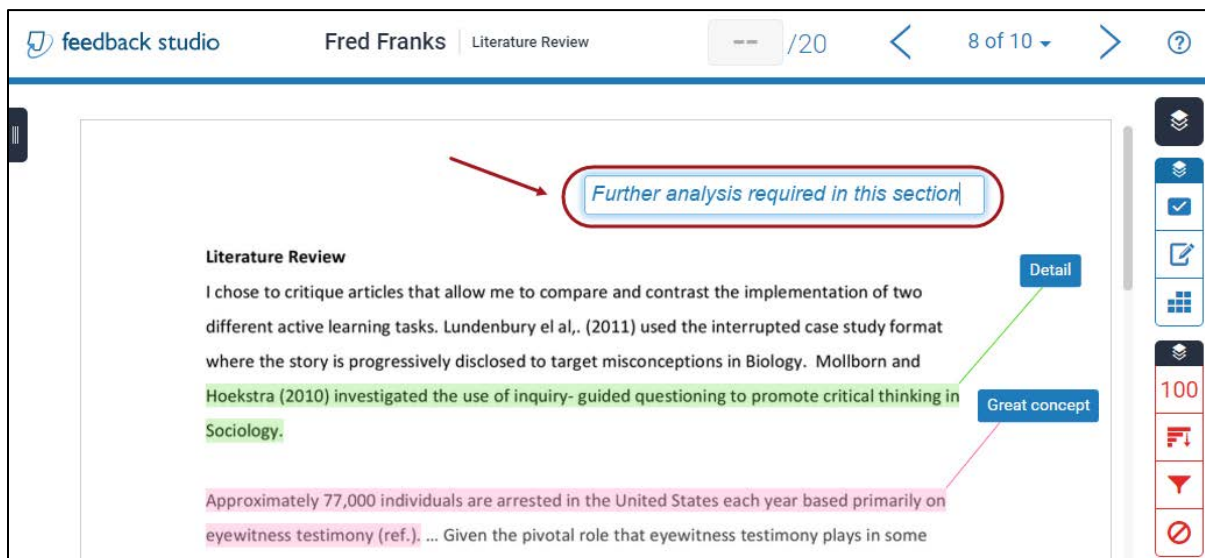- Click on the **Paper** drop down list and select the required student.

Text comments

- Click anywhere on the page and click on the [T] (Text comment) button.

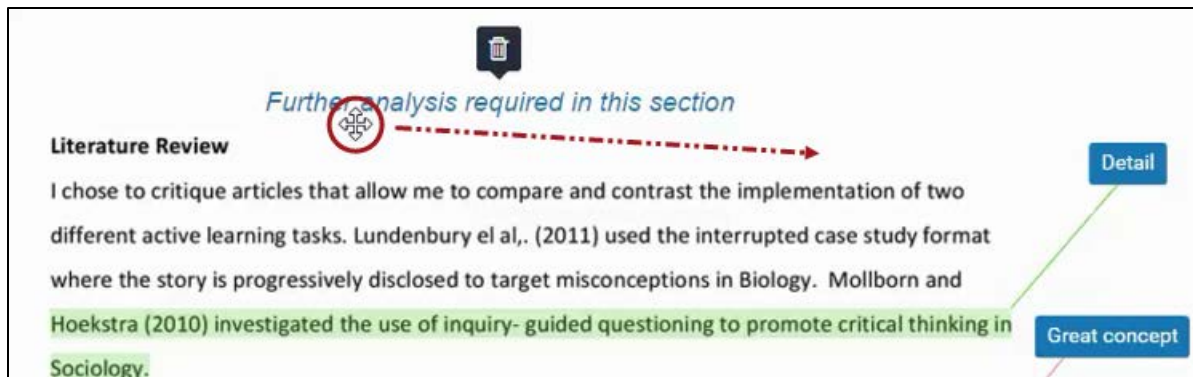

- Type your comment.

Moving text comments

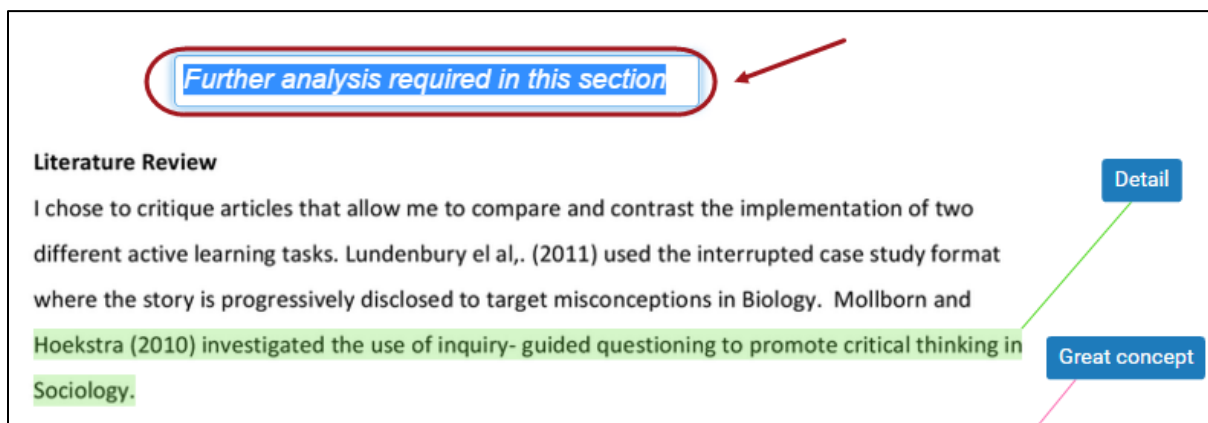- Mouse over the text comment and drag the comment to the required position.

Editing text comments

- Click inside the textbox.
- Edit the comment as required.

Deleting text comments

- Hover over the text comment.
- Click on the 🗑 (rubbish bin) icon.

Note: The font, font colour and font size cannot be changed.

Bubble Comments

- Click on the student paper.
- Click on the 💬 (Comment) button.
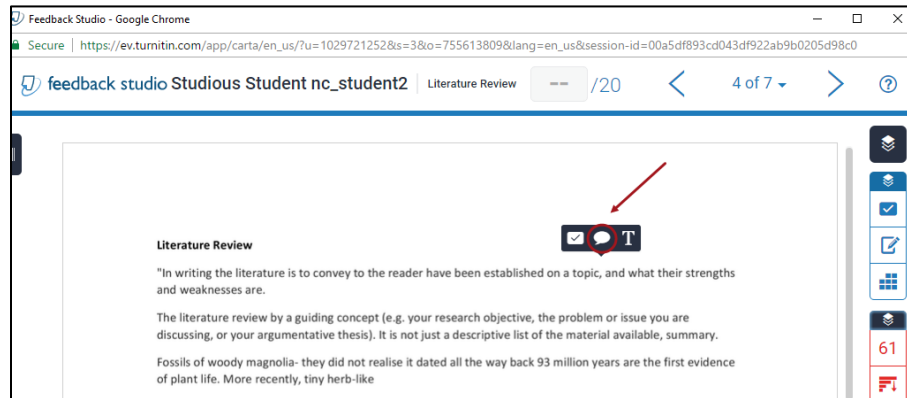
- Enter the required comment.
- Click out of the bubble comment anywhere on the paper and your comment will be saved.
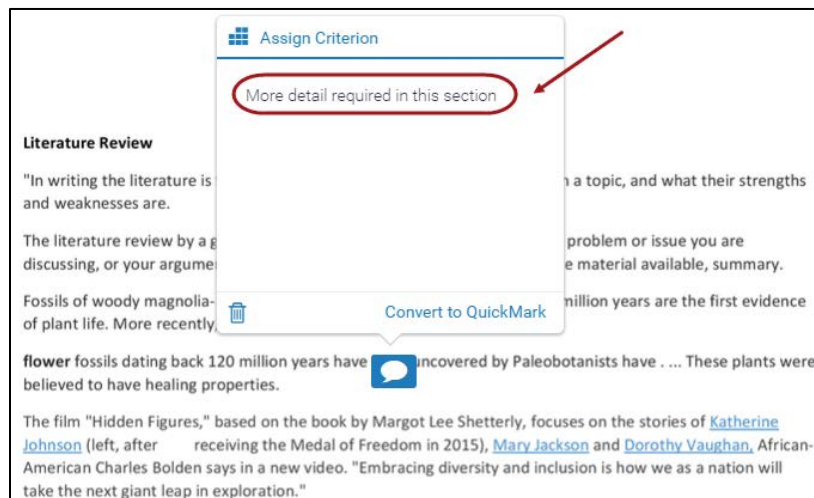
- Optionally, you can insert a link to your required comment.

- Click on the 🔗 (Insert a link) button.
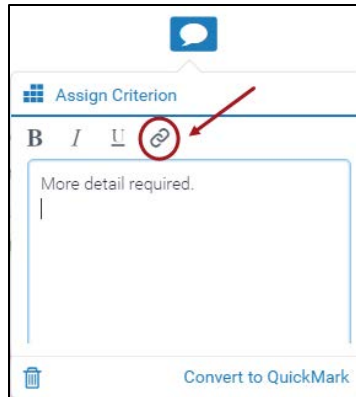
- Put in the required **Link Text** and **Link URL**.
- Select the (Ok) button.
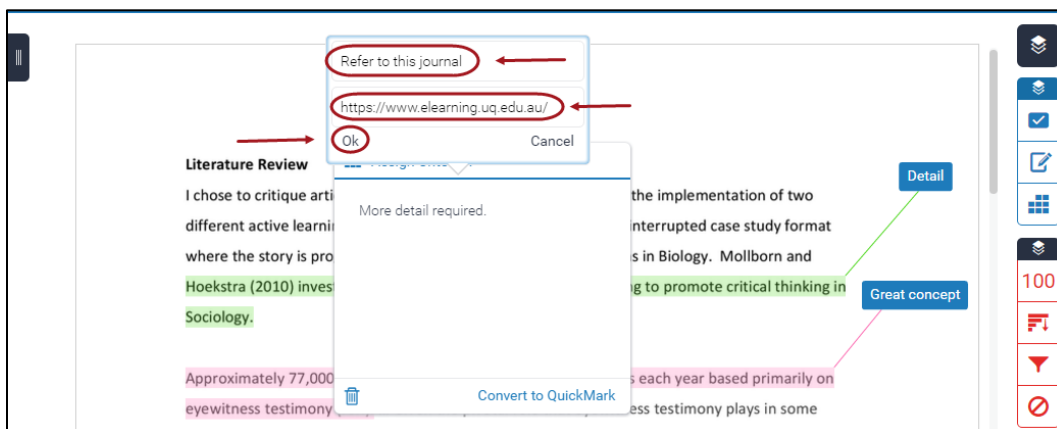
- They hyperlink is available in blue writing.
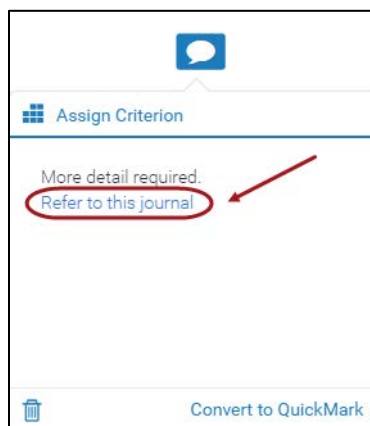
Note: To view your comment, the student hovers over the bubble icon.

Editing bubble comments

- Click on the ⬚ (bubble comment) to edit.
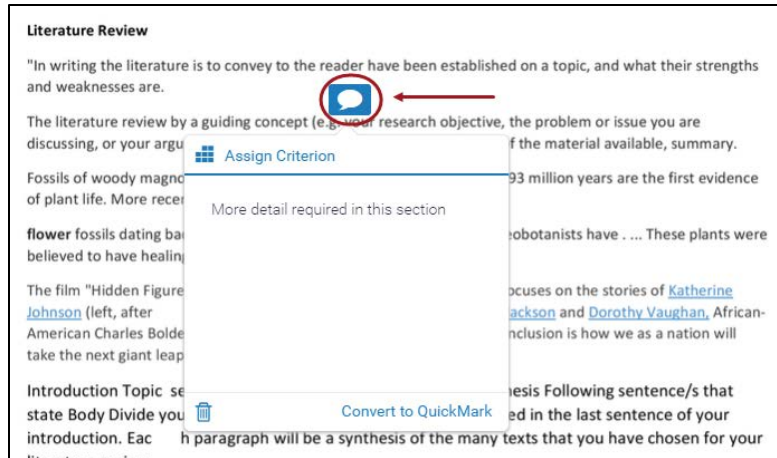
- Edit the comment as required.
- Click on the page to save the comment.

Deleting bubble comments

- Click on the required ⬛ (bubble comment).
- Click on the 🗑 (rubbish bin) icon.
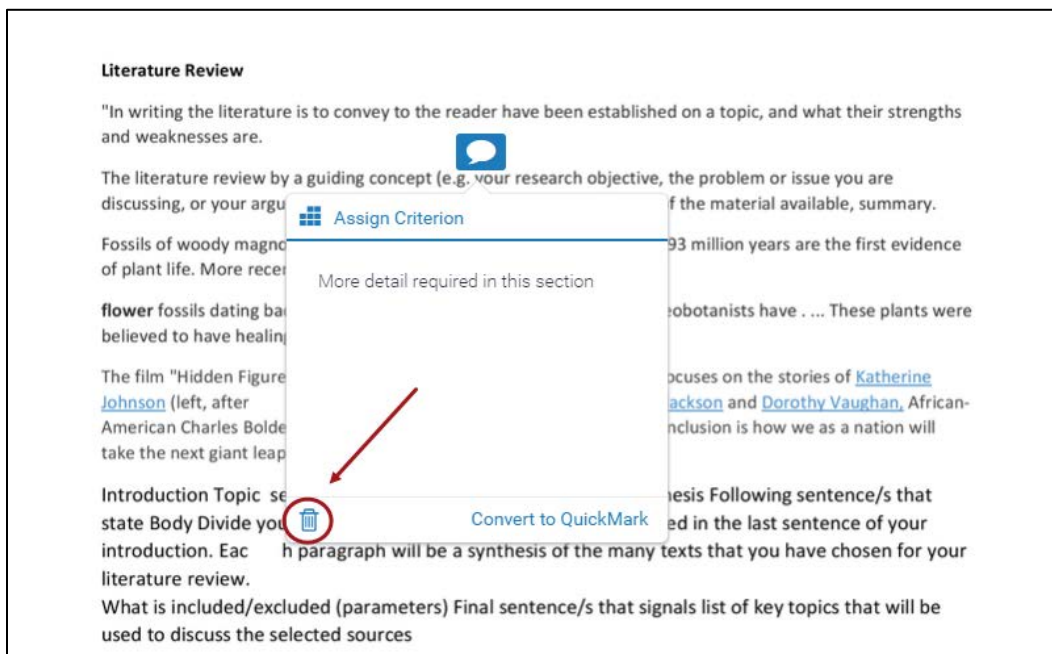
Note: You will get a confirmation that the comment has been deleted and will have to option to undo.
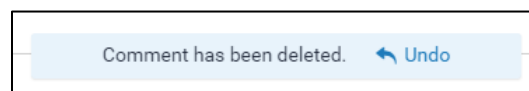
Linking bubble comments to highlighting

- Highlight the required text.
- Click on the ▢ (bubble comment) icon.
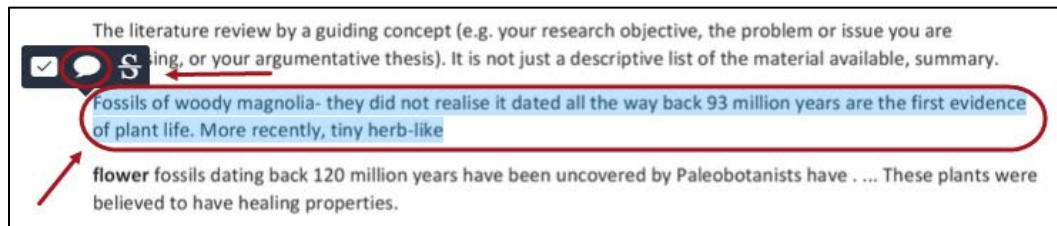
- Enter the required comment.
- Select the required highlight colour by clicking on the highlighter box.
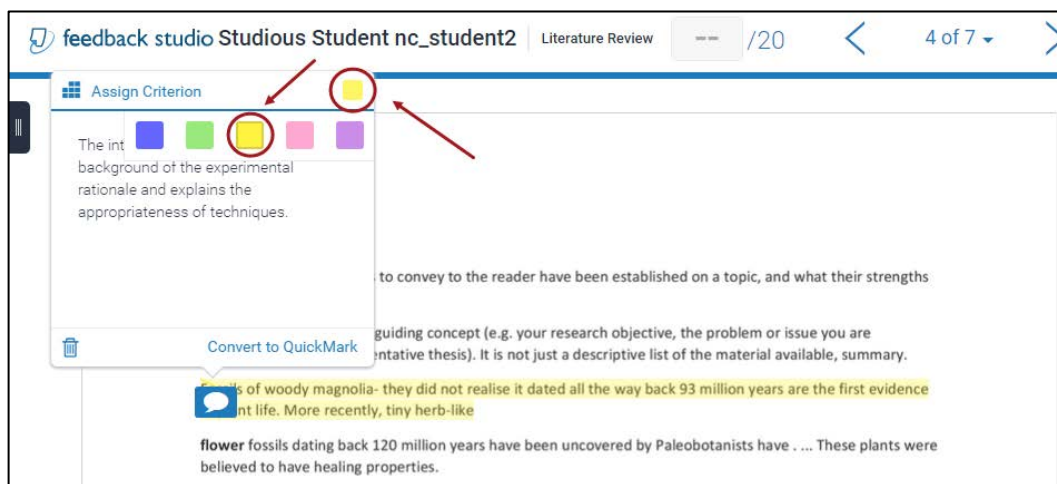
- Click on the page to save the comment.

QuickMark comments

GradeMark has sets of standard comments with drag and drop functionality in student assignments.

- Click on the ☑ (QuickMark) icon.
- Click on the drop down menu to select the required QuickMark set.
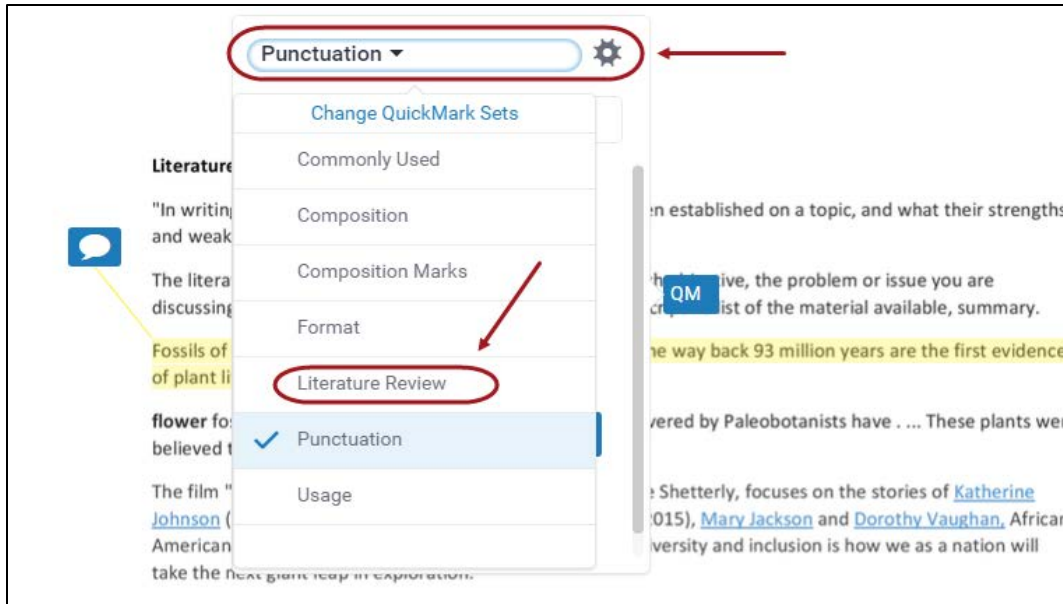
- Select the required comment, which will open on the student assignment.
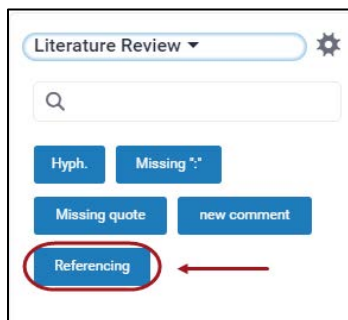
- Click on the comment to view the comment and add any further comments if required.

Note: Any comments made in the Add comments field is used for student feedback for a particular assignment and the comment will not save to your QuickMark set.
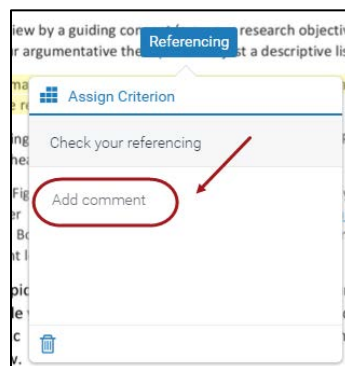
Create your own QuickMark comment set

You can create your own QuickMark comment set that will be available to you in all courses that you teach.

Note: The availability of QuickMark sets is based on who is logged on not what Blackboard course the Turnitin is accessed from (refer to *Exporting a QuickMark comment set*).

Create the set

- Click on the ☑ (QuickMark) icon.
- Select the ⚙ (Manage QuickMark) button.
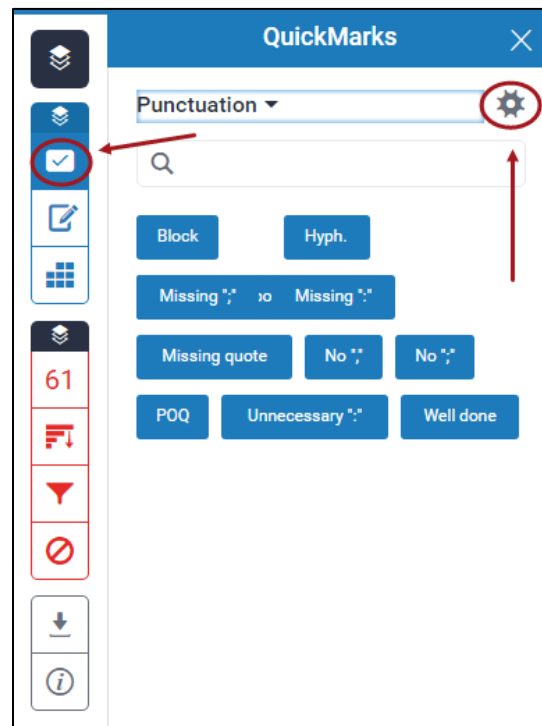
- Click on the **Menu** drop down.
- Select **Create New Set.**
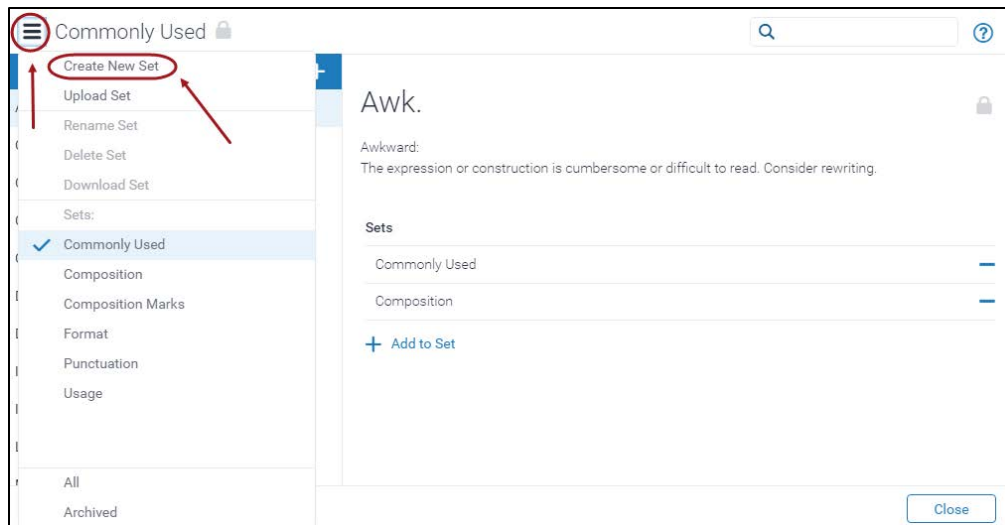
- Give you set a name and click the [Save] (Save) button.
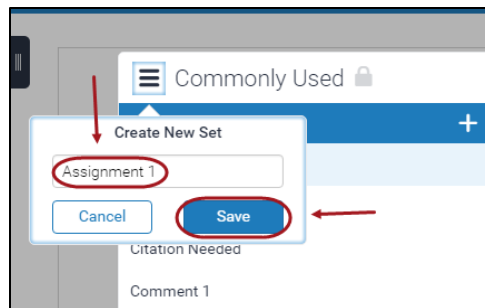
Add marks (comments)

- Click on the Menu drop down and select the QuickMark created.
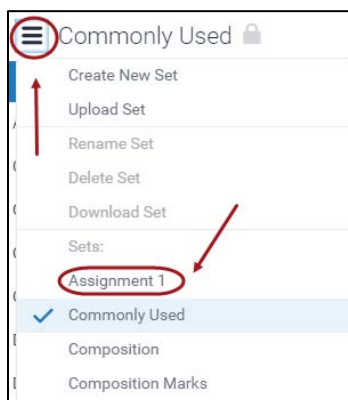
- Click on the [+ Create QuickMark] (Create QuickMark) link.
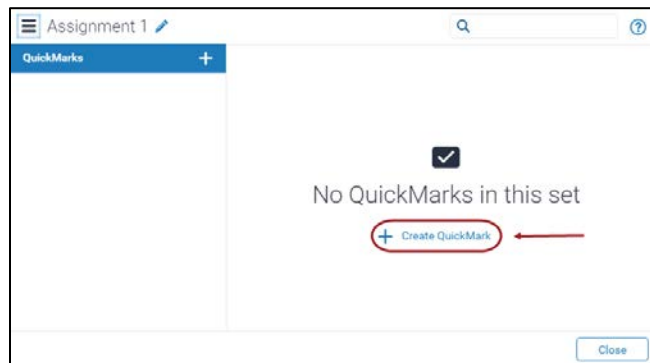
- Enter a descriptive **Title** and add a **Description** for your comment in the textbox.
- Click on the [Save] (Save) button.
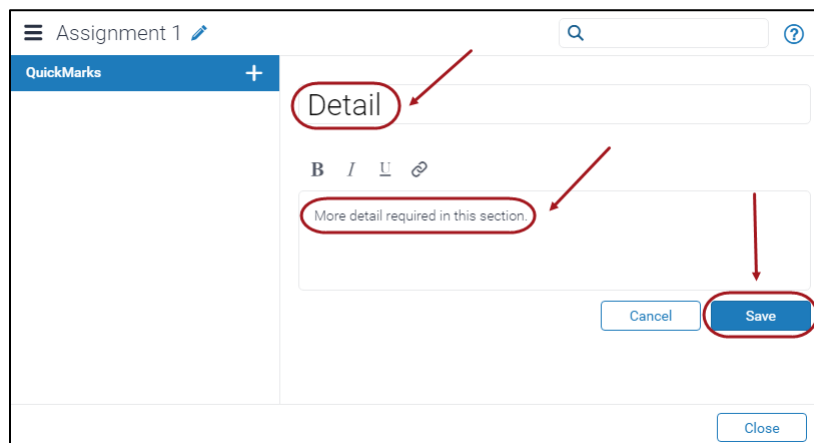
Adding comments from other QuickMark sets

You can copy some or all of the comments from one QuickMark set (including the standard built in QuickMark set) and add them to another QuickMark set.

Tip: Combine all you favourite comments into the one set so you do not have to swap between QuickMark sets when marking.

Tip: Combine the QuickMark sets of all of your teaching staff.

- Click on the [✓] (QuickMark) icon.
- Click on the drop down and select the [⚙] (QuickMark Manager).
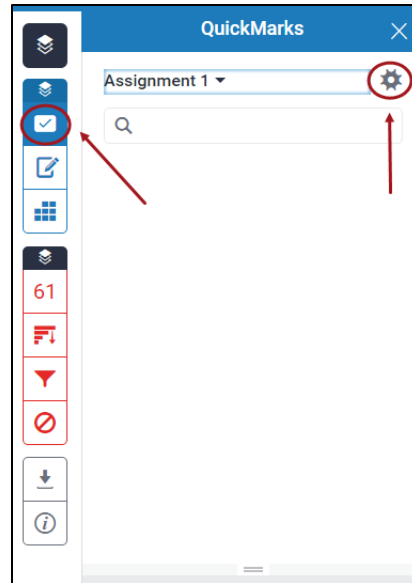
- Click on the page drop down and select the set you want to add comments from.
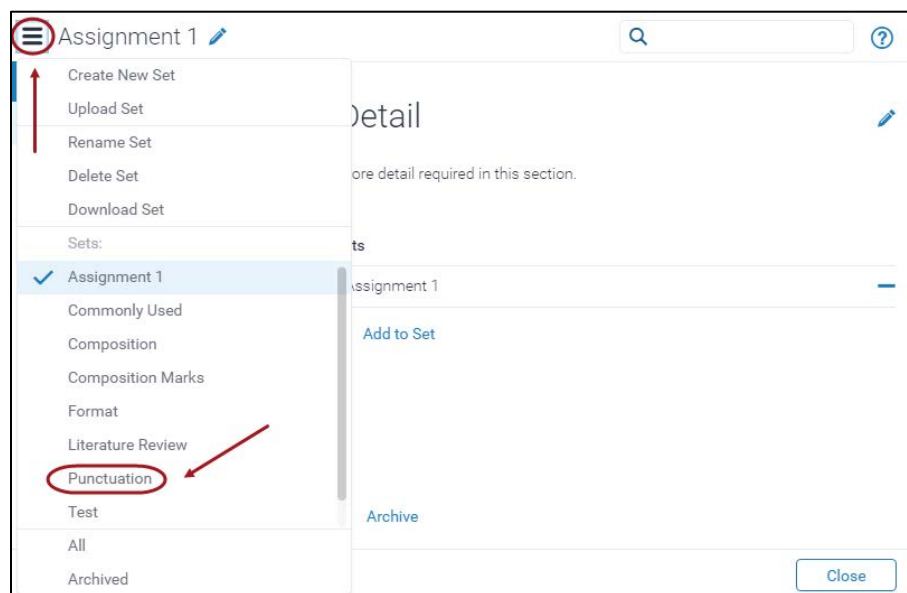
- Select the comments you wish to copy.
- Click on the ⊞ Add to Set (Add to set) button.
- Select the set you wish to add the QuickMarks to from the drop down list.
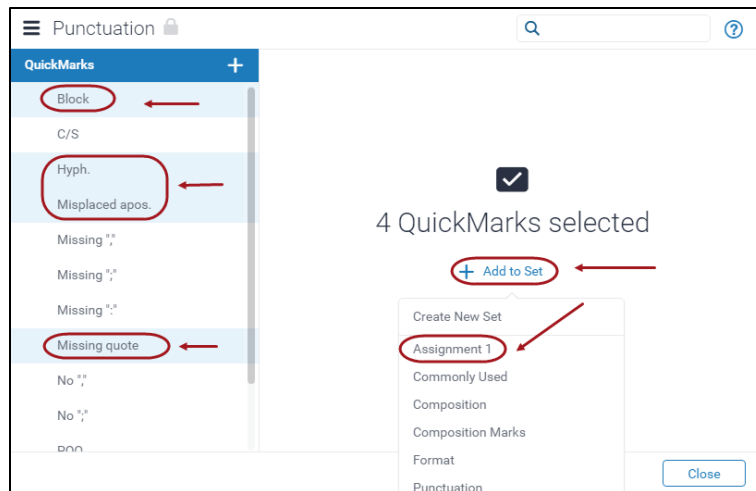
Deleting comments from QuickMark sets

It is not possible to delete comments from the standard Turnitin QuickMark.

- Click on the set from which you want to delete the comment.
- Select the comment your wish to delete.
- Click on the [Archive] (Archive) button.
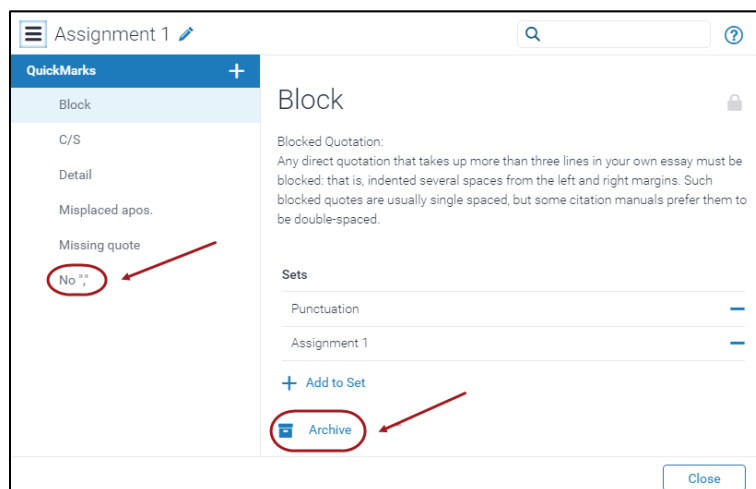
Adding bubble comments to QuickMark sets

- Create a bubble comment.
- Click on the Convert to **QuickMark** link.
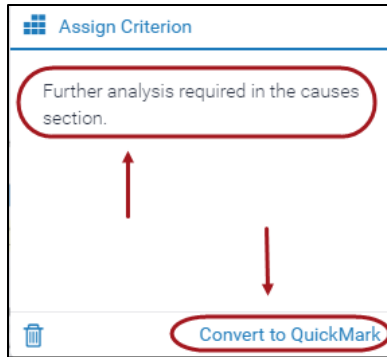
- Enter a descriptive title for the comment in the **Title** textbox.
- Select the set you wish to add the comment to, from the **Set** drop down list.
- Click on the [Save] (Save) button.
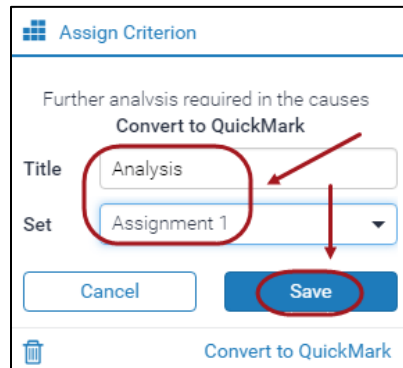
Renaming QuickMark sets

It is not possible to rename the standard Turnitin QuickMark sets.

- Click on the required set in the Manage QuickMarks area.
- Click on the [✏] (pencil) next to the set name.
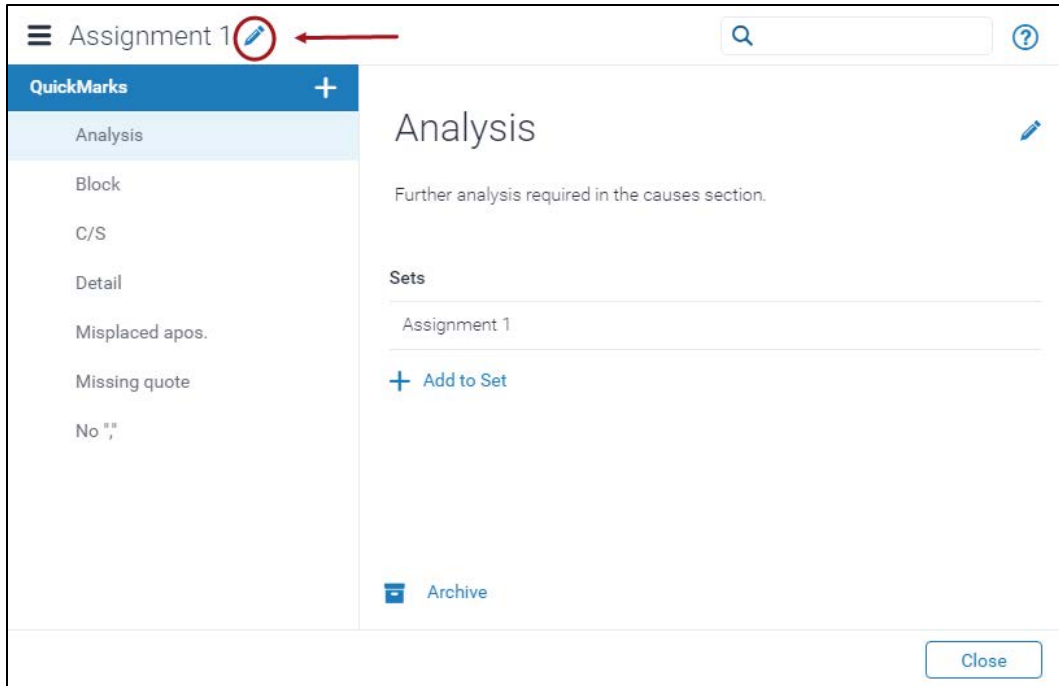
- Enter the new name and click out of the box to save.

Deleting QuickMark sets

- Select the required set in the Manage QuickMarks area.
- Click on the [Delete Set] (Delete Set) button.
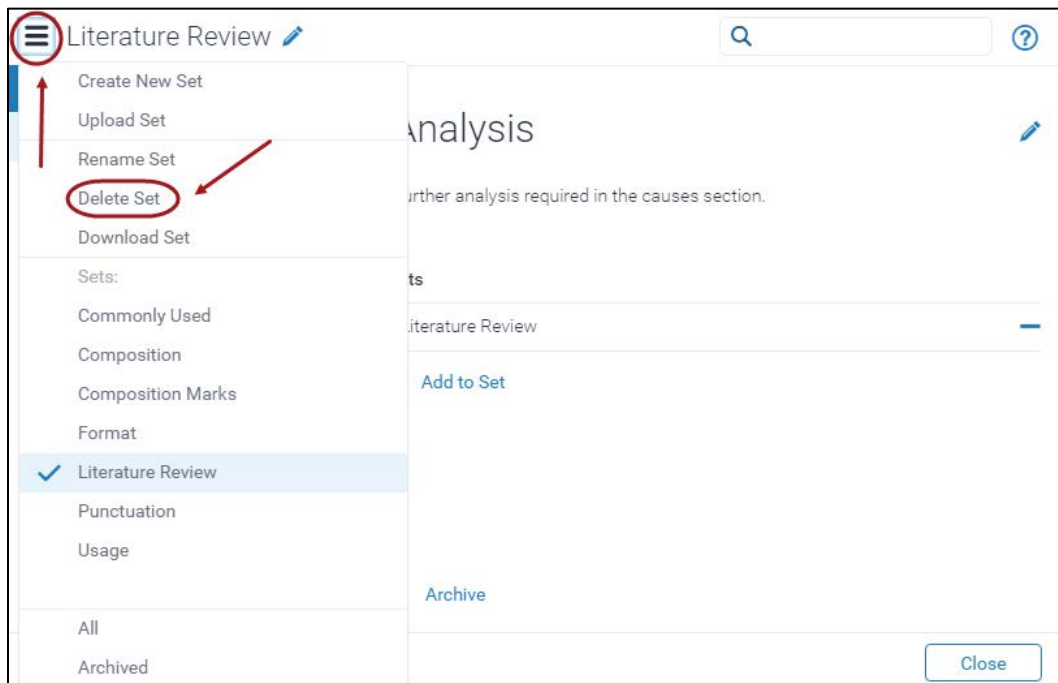
Downloading a QuickMark set

The availability of QuickMark set is based on who is logged on, not what Blackboard course the Turnitin is accessed from. To pass a QuickMark set on to another staff member (i.e. tutor for your course), you need to download the QuickMark set and they will need to upload it into Turnitin (when they are logged onto Blackboard).

Tip: Combine the QuickMarks sets of all your teaching staff.

- Click on the ⚙ (Manage QuickMark) icon.
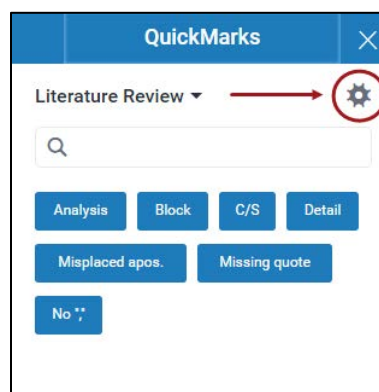
- Select required QuickMark set from the ≡ (Menu).

- Click on the [Download Set] (Download Set) from the drop down menu.
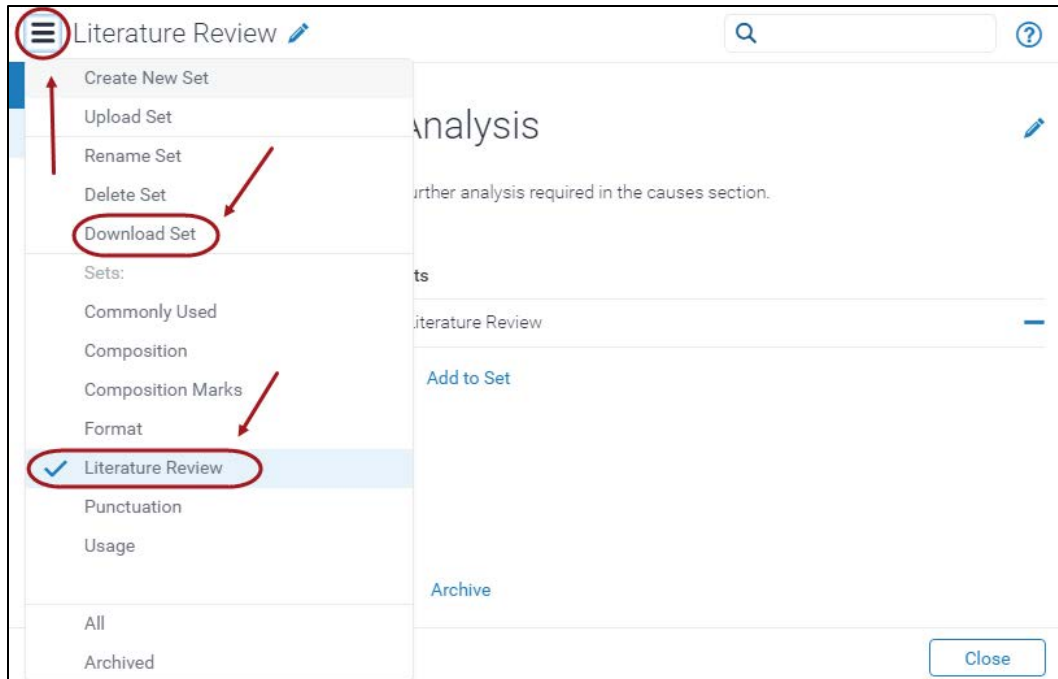
- Save the .qms file and you will be able to email it to other staff.
- Click on the [Save] (Save) button.
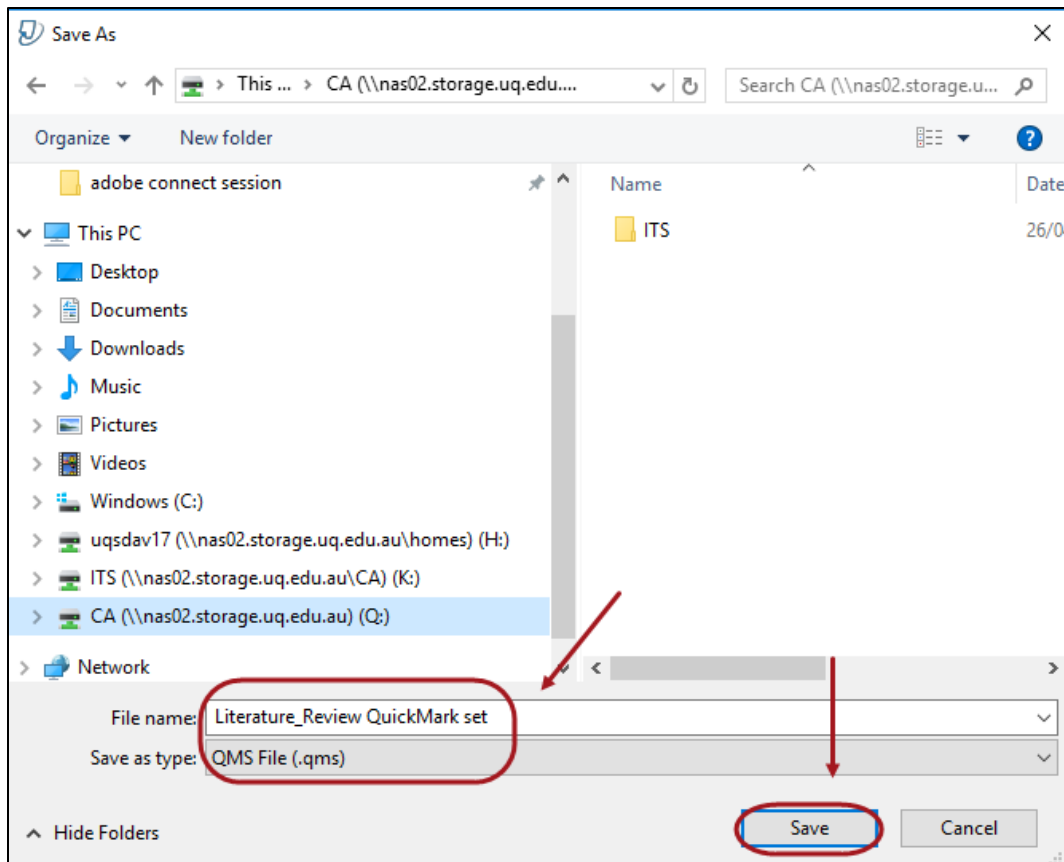
Uploading a QuickMark set

- Select required QuickMark set from the ▤ (Menu).
- Select the ⬛Upload Set (Upload Set) from the drop down menu.
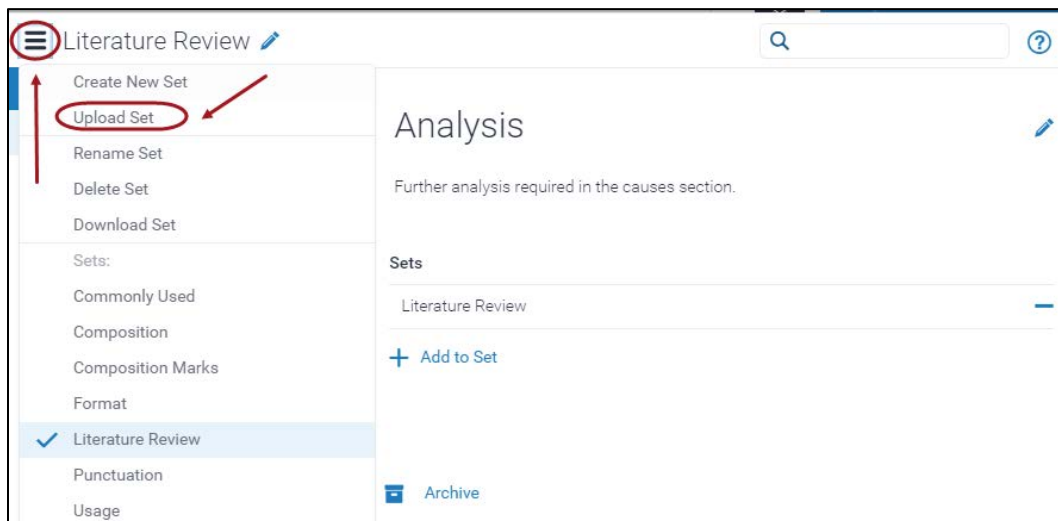
- Click the (Or browse) button or drag and drop your QuickMark set.
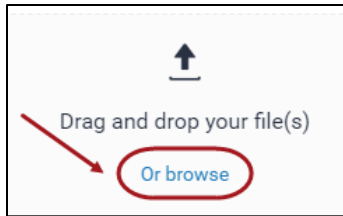
- Browse to and select the required **qms** file.
- Click on the **Open** (**Open**) button.
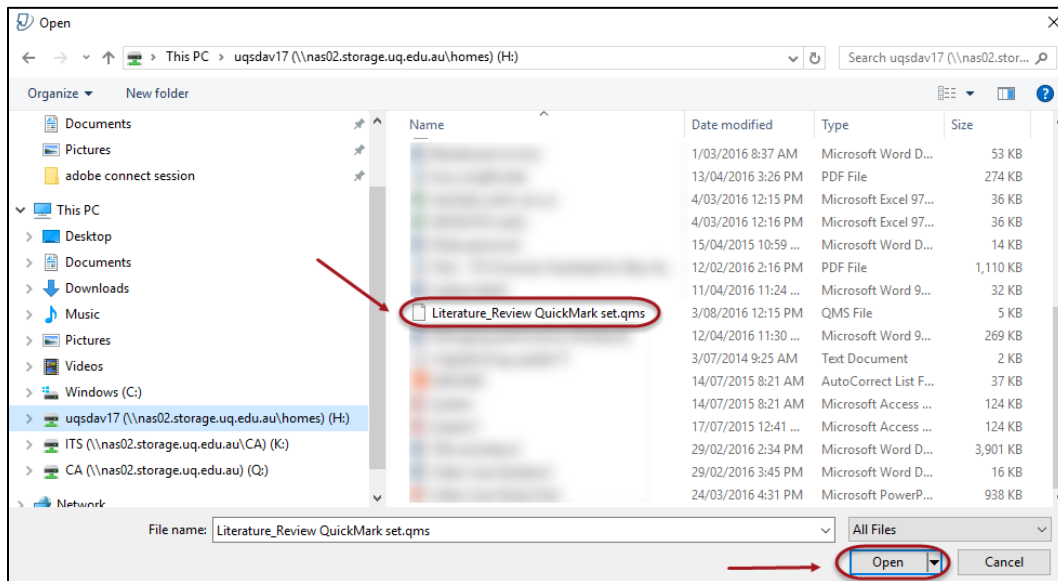
- You will get a tick if the upload was successful.
- Click on the **Close** (close) button.
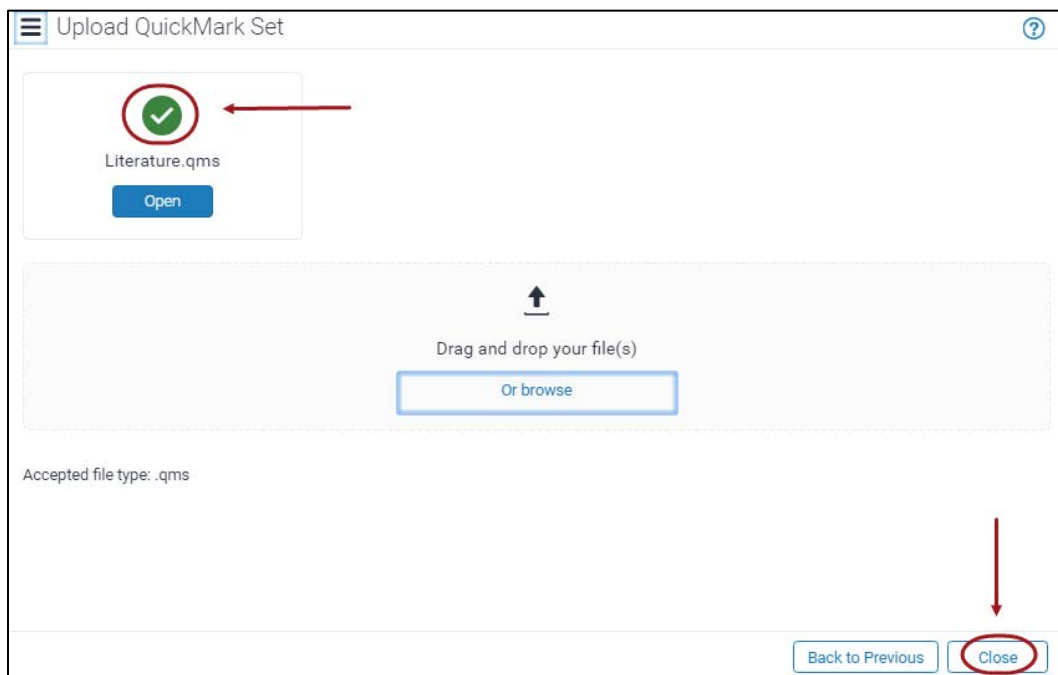
- Click on the [Close] (close) button.
- Your quick mark comment bank should now be available from the QuickMark drop down list

General comments

Add a general comment

- Access the required student's assignment in the Feedback studio.
- Click on the [icon] (Feedback Summary) icon.
- Enter your comments under the **Text Comment** area.
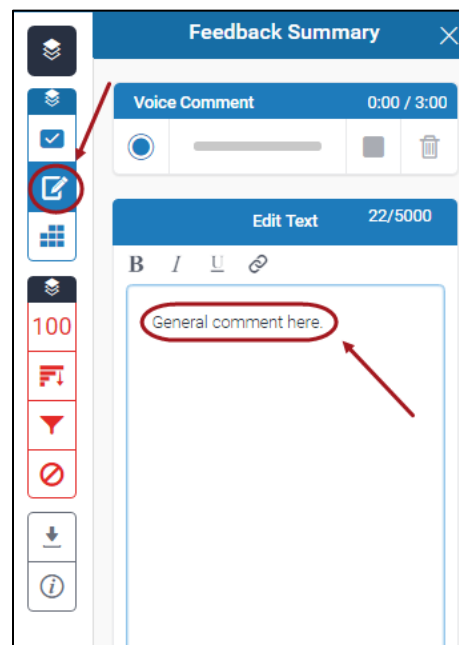
Note: To edit a general comment retype in the text box and when you click anywhere outside the textbox your changes will be saved automatically.

Delete a general comment

- Click on the [icon] (Feedback Summary) icon.
- Click on the [icon] (rubbish bin) icon.
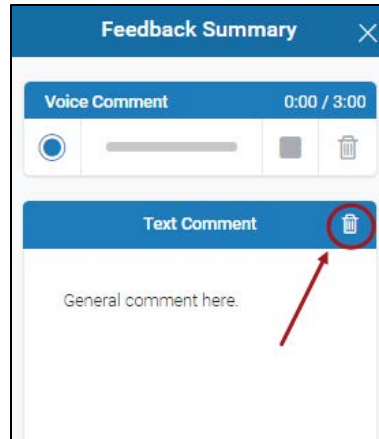
Voice Comment

Note: You can create one voice comment with a maximum length of 3 minutes.

- Click on the ☑ (Feedback Summary) button.
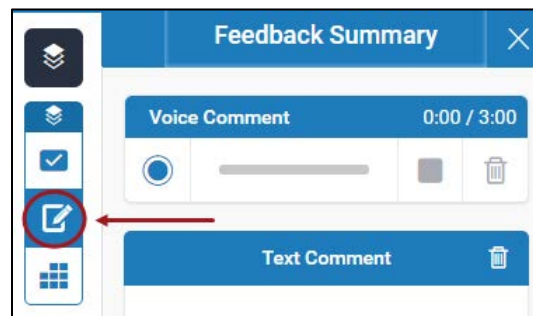
Recording

- Click on the ⦿ (Record) icon to start the recording.
- If you need to pause the recording, click on the ⏸ (pause) icon, click on the ⦿ (resume recording) icon to restart the recording.
- Click on the ■ (stop recording) icon to end the recording.
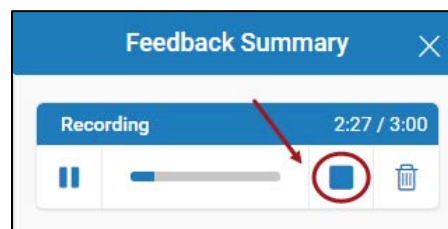
- Click on the 💾 (Save recording) icon to save the recording. OR
- Click on the 🗑 (discard voice comment) icon to delete the recording.

Replaying the recording

- Click on the ▶ (Play recording) icon.
- Click on the 🗑 (Discard voice comment) icon to delete the recording.
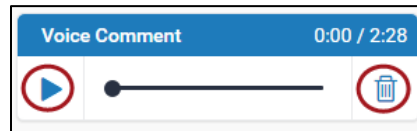
Marking with a rubric

- Click on the ⊞ (Rubric/Form) button in the Feedback studio.
- Scroll on the required mark for each criteria.
- Alternatively, click on the ⤢ (four arrow) button to view the rubric in full size in a new window.

- Click on the **Apply to Grade** to convert the percentage to the final mark. This will be displayed in the top right corner of the page.
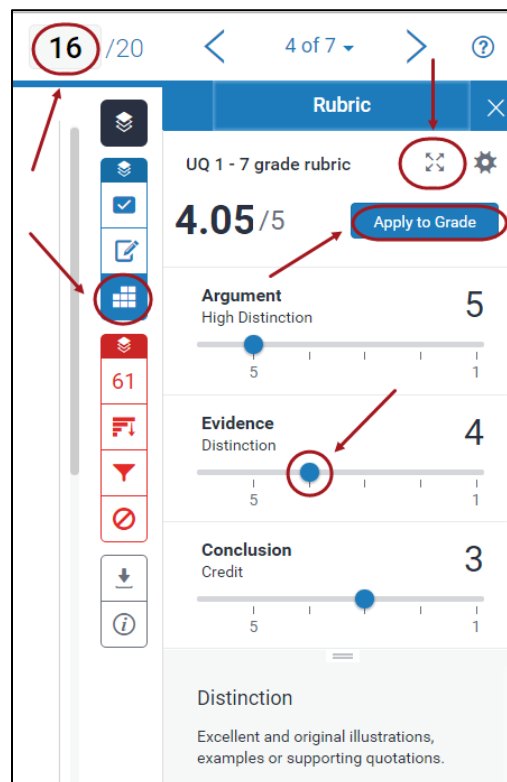
Note: When you hover over each criteria/mark the criteria description is shown in the bottom of the panel.

- Use the arrows in the top right of the page to navigate to the next student submission (refer *Access and navigate assignments* guide).

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Access assignments on your iPad

Assignments can be accessed on your Turnitin iPad app by generating an access code in Turnitin (accessed through Blackboard) and entering it into the app.

Note: The access codes are for one time use only. All markers will need to generate their own access code. If you log out or "unlink" iPad from Turnitin, you will need to generate a new access code for the class by repeating the steps below.

Download the iPad app

- Download the iPad app from the App Store.
- Search for the app by entering **Turnitin**.
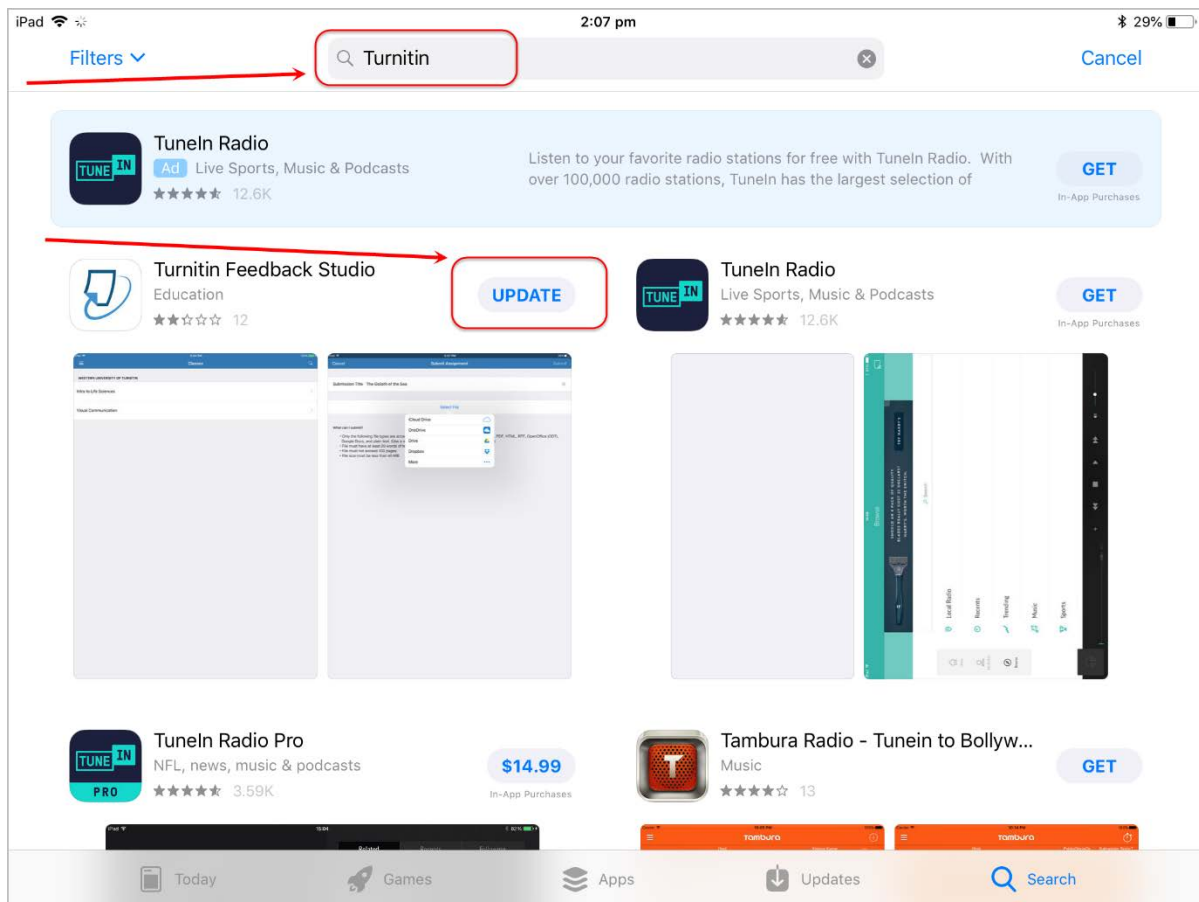
- Download the app **Turnitin Feedback Studio**.
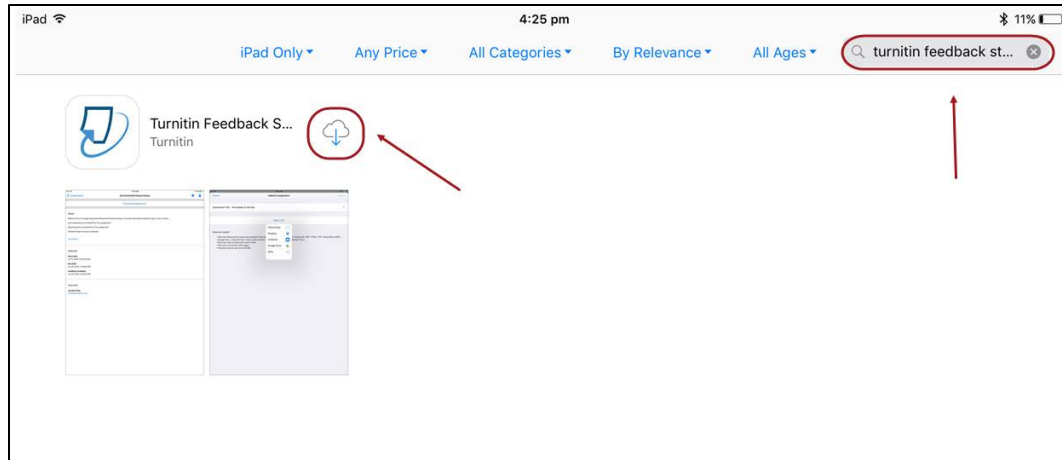
Generate access code

- Login in to your Learn.UQ (Blackboard) course through a browser (iPad, PC or Mac).
- From **Control Panel** select from **Course Tools** > **Turnitin Assignments**.
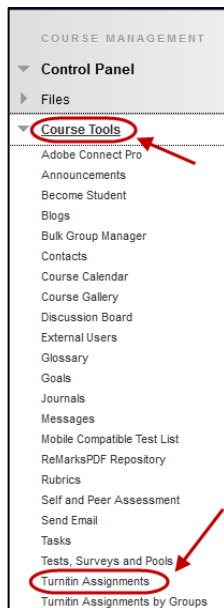
- Click on the required assignment link.
- Click on the **Roster Sync** link to ensure the class list is up to date.
- Click on the **pencil** icon of any student.

- Click on the **Submission Information** button
- Enter your UQ email into the **Email** and **Confirm Email** fields, then click on the **Email me** button.

- Go to your email inbox and click on the link **Add class** button. It will redirect you to the Turnitin app.
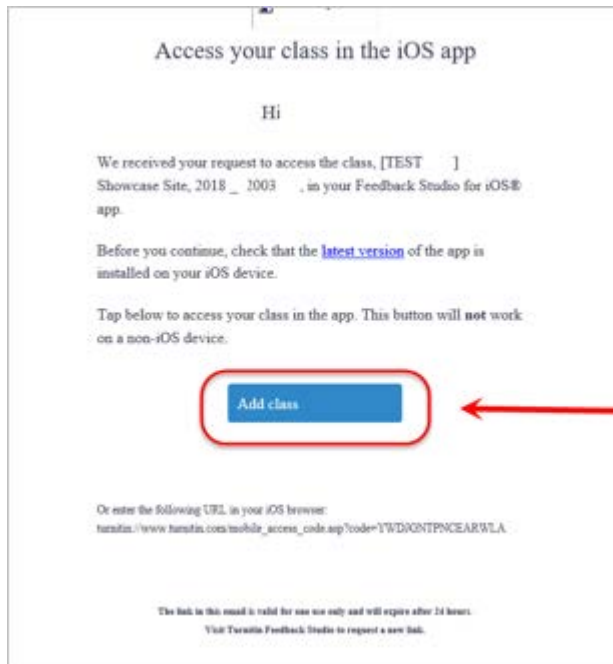
Setup the iPad app

- After clicking the link, the course will appear in the Turnitin app.
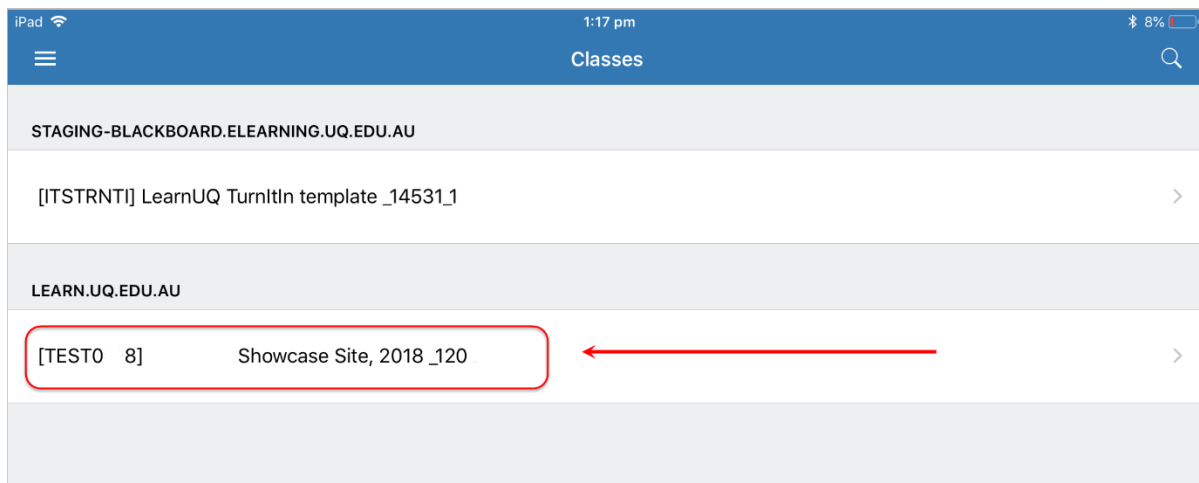
Access assignments

- Open the Turnitin app on your iPad.
- In **Classes**, click on the course under **learn.uq.edu.au**.
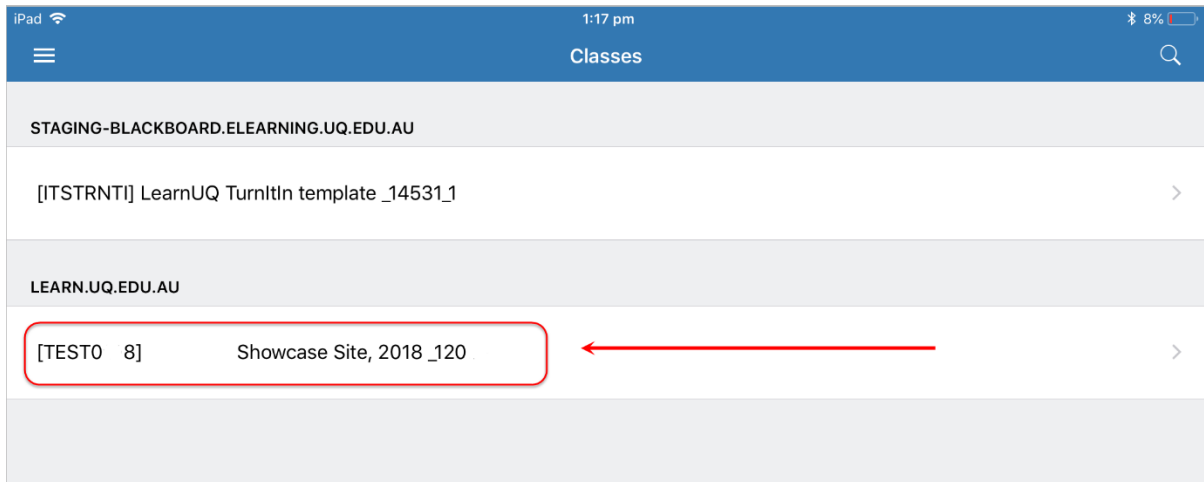
- Click on the required assignment under **Assignments**.

Download all assignments

Note: You can download all student assignments or select individually which student assignments to download.

- Ensure your iPad is connected to the internet (**Settings** in the home screen > **Wi-Fi** is turned on)
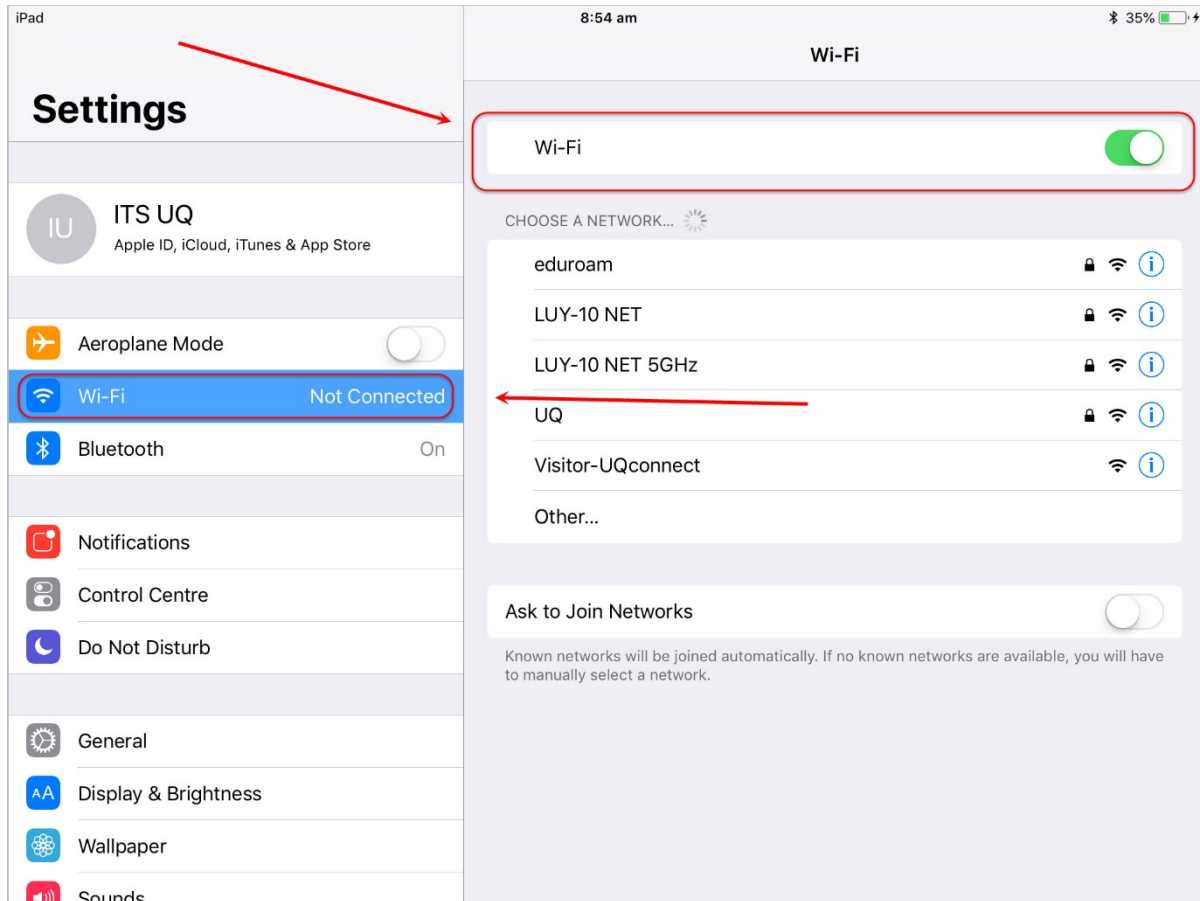
- Click on the **Information butto**n.
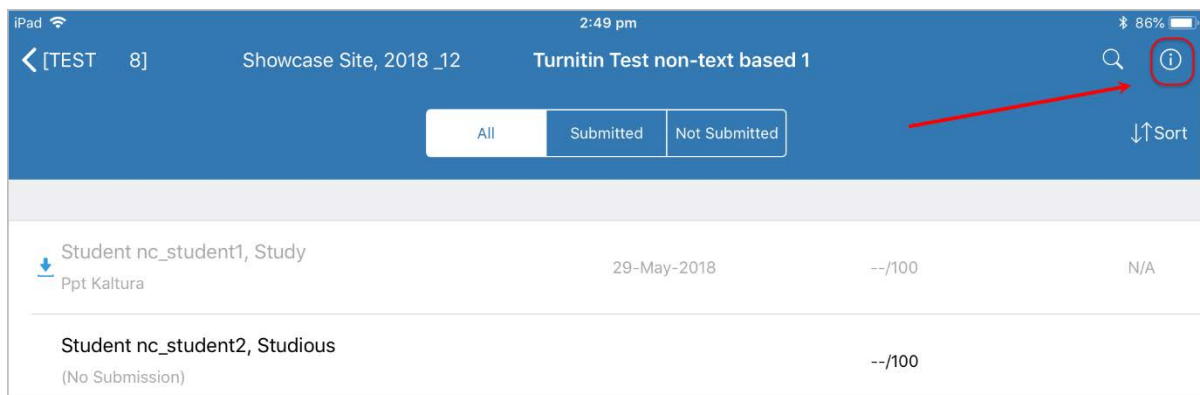
- Turn on **Download All** to view all assignments.
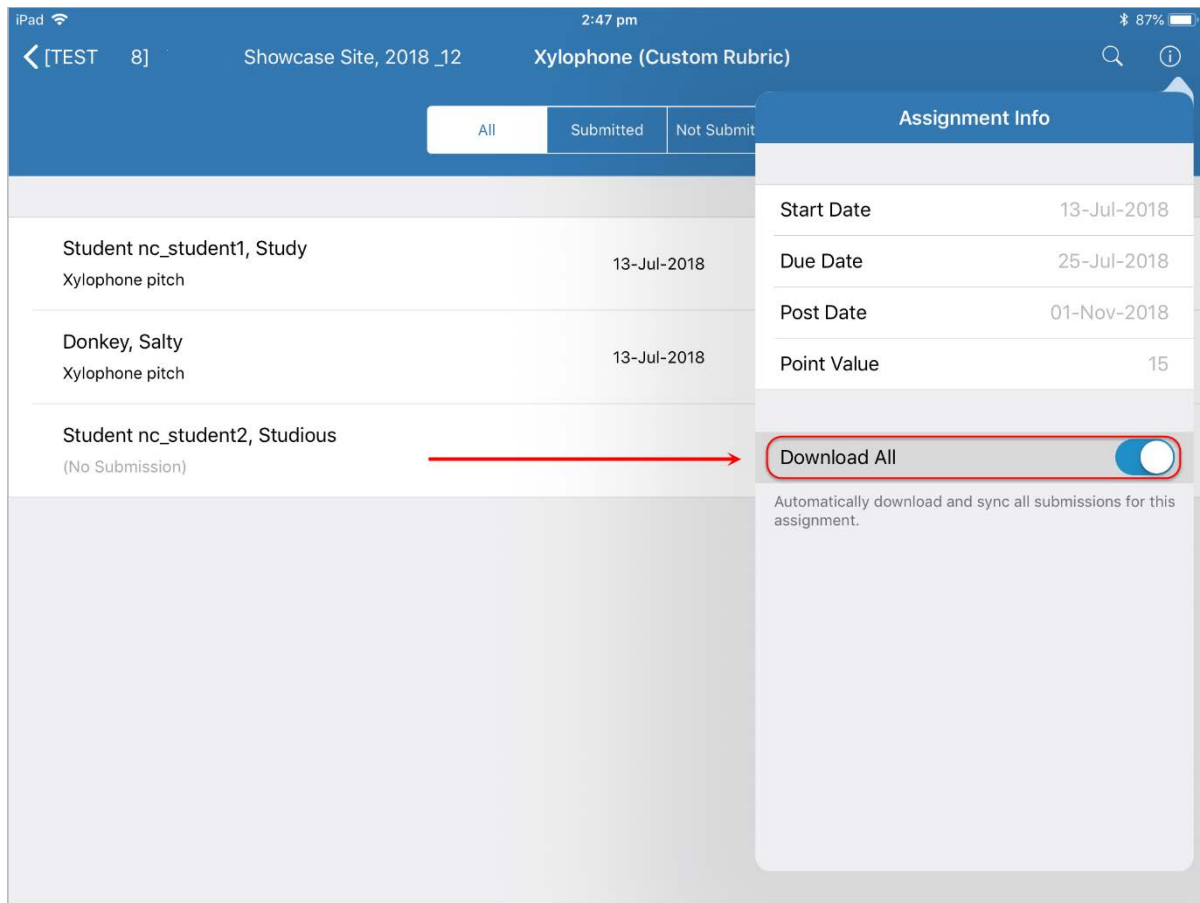
Download individual assignments

- Ensure your iPad is connected to the internet (**Settings** in the home screen > **Wi-Fi** is turned on)
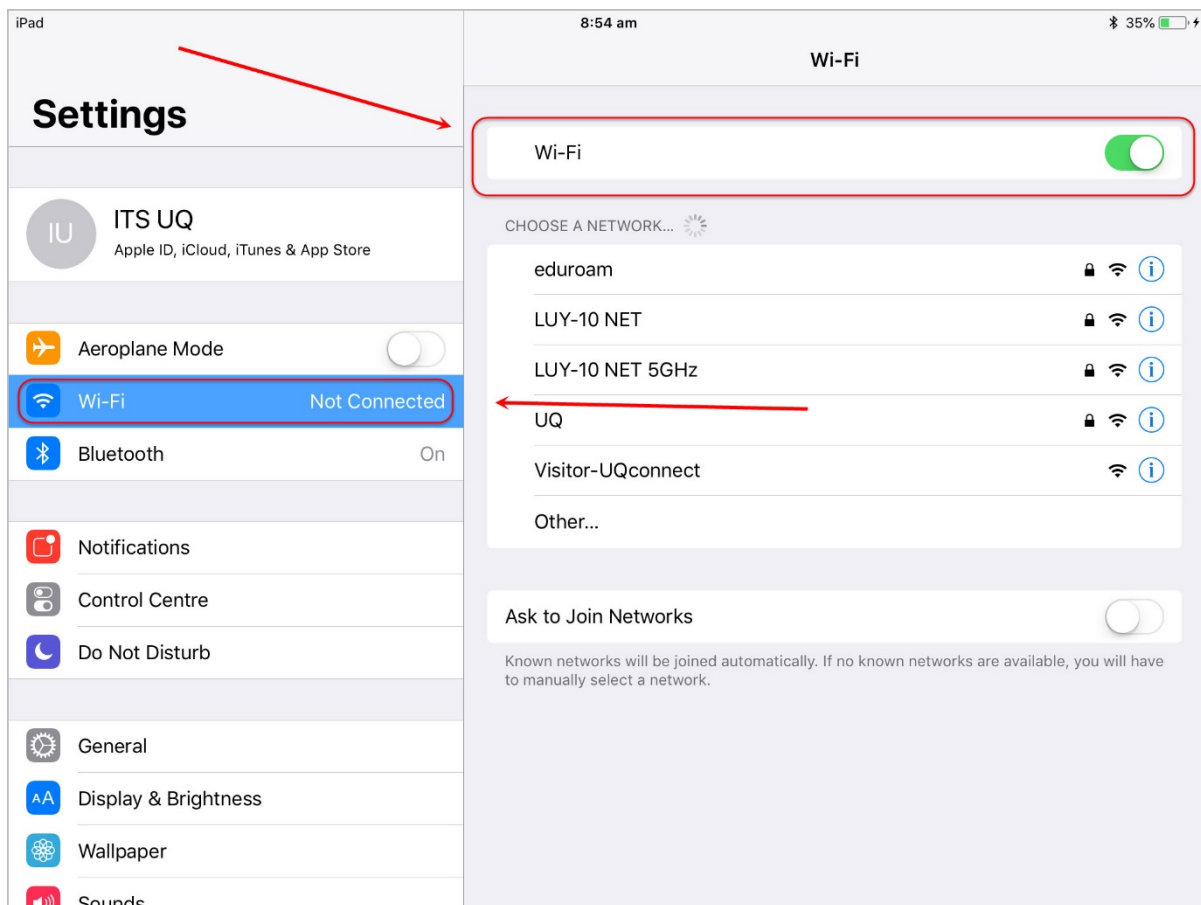
- Click on the **download icon** of a student's assignment you need to download.

View an assignment

- Click on the name of the required student.

Further Resources

Technical Support

Helpdesk staff – Gary Smith, Paul Dutton and Michael Luyten.
help@learn.uq.edu.au or Ph 336 56000

eLearning Solutions Service

The eLearning Systems and Support team provide an eLearning Solutions Service to help staff implement eLearning solutions for the most common teaching and learning problems, using centrally supported eLearning tools.

ITaLI UTeach

UTeacht is provided by ITaLI for the UQ community to offer support for their teaching and learning. If you are considering changing your curriculum, its delivery or assessment, evaluating your teaching or perhaps even educational research then get in contact through the ITaLI UTeach website.

Faculty Educational Designers

Faculty	Educational Designer	Email	Phone
BEL	Christy Patton Corene Crossin (Business)	c.patton@business.uq.edu.au c.crossin@uq.edu.au	334 66978 334 68180
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HABS	Jessica Tsai	j.tsai@uq.edu.au	336 56641
HASS	Chris Frost Inge Matt	c.frost1@uq.edu.au i.matt@uq.edu.au	334 61632 336 51333
MBS	Kym Ward (Medicine)	k.ward1@uq.edu.au	334 64620
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eLearning Resources

A range of resources are available on our eLearning website, including self-help text based guides, self-help videos, teaching and learning quick-guides and information on known technical issues. Additionally, updates are also available on the progress of eLearning projects such as the implementation of new tools and upgrades to current systems.

eLearning Newsletter

The eLearning newsletter is published fortnightly and includes articles on eLearning tips for the start and end of semester, promotion of new tools, tool functionality and how tools could be used to improve teaching and learning. Other relevant communications on policy updates, tool upgrades and outages are also included in the newsletter.

Pedagogical Resources

The Institute for Teaching and Learning Innovation (ITaLI) provides leadership, engagement and advocacy in educational innovation, teaching excellence and learning analytics.

Student Resources

Library Services provides AskUS a help and information service for students. They also offer face-to-face help, provide online Learn.UQ student guides and run workshops for students.

eLearning Workshops

A range of technical eLearning workshops are offered throughout the year. For descriptions of the workshops, dates and to enrol, visit the Teaching and Learning Technologies series on the Staff Development website.

ITaLI Workshops

A range of pedagogical eLearning workshops are offered throughout the year. For descriptions of the workshops, dates and to enrol, visit the Teaching, Learning and assessment series on the Staff Development website.

Custom Workshops

Custom workshops for schools can be provided by the eLearning Systems and Support team and ITaLI.

- eLearning technical workshops: elearningtraining@uq.edu.au
- eLearning pedagogical workshops: itali@uq.edu.au
- combined technical and pedagogical workshops: elearningtraining@uq.edu.au or itali@uq.edu.au

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Appendix 1: Originality Report File Types

Allow any file type

Constraints

File Size is less than 40 Mb

File contains highlightable text has at least 20 words

File contains pages is less than 400 pages

Allow only file types that Turnitin can check for originality

Turnitin Assignment: File Types Checked for Originality

Extension	File Type	Caveat	Turnitin will Check for Originality
Common			
.pdf	Adobe PDF	see below	☑
	Google Docs via Google Drive	see below	☑
.doc .docx	Microsoft Word		☑
.txt	Plain text		☑
.rtf	Rich text format		☑
Uncommon			

.hwp	Hangul Word Processor file (.hwp)		☑
.html .htm	HTML		☑
.xls .xlsx	Microsoft Excel	see below	☑
.ppt .pptx .ppsx .pps	Microsoft PowerPoint	see below	☑
.odt	OpenOffice Text		☑
.ps .eps	PostScript		☑
.wpd	Corel WordPerfect		☑
	Password protected files		☒
.wps	Microsoft Works		☒
.docm	Microsoft Word 2007 macros-enabled files		☒
.odt	OpenOffice Text files created and downloaded from Google Docs online		☒
.doc	Document files created using OpenOffice, as they are not 100% Microsoft Word equivalent		☒
.pages	Apple Pages		☒
.ods	Spreadsheets created outside of Microsoft Excel		☒
.docx .pptx	Text with visual effects		☒

Google Docs via Google Drive™

If submitting with Google Drive™, third party cookies must be allowed in your browser, otherwise, any attempts to sign into Google to upload from Google Drive will fail. Note that Google Drive functionality is not supported with IE8 or below. Do not upload Google Doc (.gdoc) files directly to Turnitin; a .gdoc file does not store the document, but contains a reference to it online, in Google Docs.

Adobe® PDF

Turnitin will not accept PDF image files, forms, or portfolios, files that do not contain highlightable text (e.g. a scanned file - usually an image), documents containing multiple files or files created with software other than Adobe Acrobat®.

Microsoft Excel®

The version of the file that can be viewed in the Document Viewer will look the same as it would if the Excel® file had been saved as a PDF and submitted to Turnitin. We highly recommend that users pay attention to the image preview provided in the single file submission to verify that the file is presented in an acceptable manner. Users can adjust the way the file looks by editing the page setup and print area settings for the file prior to saving it and submitting it to Turnitin.

Microsoft PowerPoint®

Turnitin converts the PowerPoint® slide deck into a static PDF, leaving all text and images in their original format but leaving out features such as presenter notes, embedded video, and animations. Text with visual effects is not supported, and it is recommended that any visual effects such as shadows and 3D be removed prior to submitting to Turnitin. It is recommended that any visual effects such as shadows and 3D be removed prior to submitting to Turnitin.

Appendix 2: GradeMark File Types Displayed in the Document Visewer

GradeMark Overview

The document viewer is able to display the following file types in GradeMark. Turnitin converts all documents into PDF format. To view hyperlinks, transitions and animations in a file, the original file is available for download in its original format.

Turnitin GradeMark: File Types Displayed in the Document Viewer

Icon	File Type	Caveat	Turnitin will Display in Document Viewer
Common			
.pdf	Adobe PDF		☑
.doc .docx	Microsoft Word		☑
.txt	Plain text		☑
.rtf	Rich text format		☑
.pdf	Portable Document Format		☑
.hwp	Hangul Word Processor file		☑
.html .htm	HTML		☑
.ppt .pptx .pps .ppsx	Microsoft PowerPoint		☑
.ps .eps	Adobe PostScript		☑
.wpd	Corel WordPerfect		☑
.bmp	BMP		☑

.gif	GIF		☑
.jpeg	JPEG		☑
.pict	PICT		☑
.png	PNG		☑
.tiff	TIFF		☑

File Type Mismatch

The file types that can be used to create Originality Reports does NOT match the fiel types that can be displayed in the Document Viewer and presumably annotated. For example: Microsoft Excel can be uploaded and generate an Originality Report but it is not listed as a document that can be displayed in the Document Viewer.