Guides.turnitin.com

Setting up Your Turnitin Account

All users must create a user profile. However, if you are an existing Turnitin user, please skip to guidance on Logging In.

There are two ways for an instructor to access Turnitin:

An administrator may add the instructor to the account, where the instructor will receive an email asking them to create their password.

An administrator may provide the instructor with an account ID and join password, allowing the instructor to join an account via the Turnitin website.

Warning: Each Turnitin account must be assigned a unique email address in the Turnitin system. Users who have previously created a Turnitin account must log in with the email address and password originally provided.

Setting up Your Account from Your Welcome Email

If you have received a welcome email from Turnitin, this confirms that your institution's Turnitin administrator has added you to their account, allowing you to begin creating classes, adding students, and creating assignments.

Note: If you believe that an administrator has added you as an instructor, but you have not received a welcome email from Turnitin, please check your spam or junk folder. Alternatively, contact your administrator to check that your email address has been typed correctly.

To access your Turnitin account, please follow the instructions below.

1. Click the *Get Started* button from your Turnitin welcome email.

turnitin

Welcome to Turnitin

Hi Joe Bloggs,

You've been added as an instructor to the account, University of Testing, by John Smith.

As our newest instructor, you are joining a worldwide community of education specialists. We are glad to have you with us.

Ready to set up your classes?

Get Started

If you'll be using Turnitin via an integration, visit our user guidance for help using your LMS.

Thanks,

Turnitin

turnitin

2. You will be directed to a quick 4-step introduction to Turnitin, with useful guidance to familiarize you with class and assignment creation, as well as adding your students. You can save this page for later reading, too.

At the bottom of Turnitin's Getting Started page, click the *Create Password* button to access Turnitin's account setup pages.

4 Add Students

There are three routes available for adding students. You may find it convenient to add students one by one, or add a large portion of students at once by uploading a list. Alternatively, why not allow your students to enroll themselves at their own pace?

Read More ▼

Ready to Start Using Turnitin?

Create Password

Or why not download this page as a PDF for later reading? This information and more is available at guides.turnitin.com!

3.

3a. To create your password, enter your email address (this must be the same email address to which your Turnitin welcome email was sent), along with your last name or family name.

3b. Click *Next* to continue.

Account Setup

To set up your account, please enter your email address and last name or family name.

Email Address

Last Name or Family Name

You can find this information in your Turnitin welcome email.

If you no longer have access to this email, ask your Turnitin instructor to look up your email address. If you are an instructor, please refer to your Turnitin administrator for this information.

Next

4. Turnitin will send you an email to validate your account, with the subject: *Set up your Turnitin Account*. Return to your email inbox, ensuring you check your email client's spam or junk folder for this email.
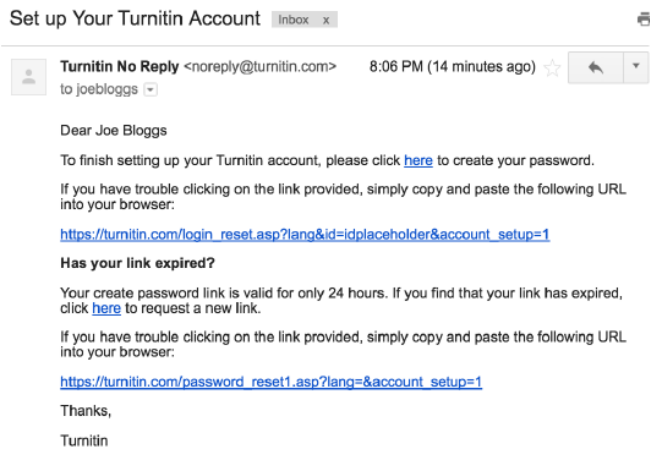
Account Setup

To validate your account, we've sent an email to: **joebloggs@universityoftesting.com**

You have 24 hours to click the link in your email to continue with your account set up.

5. Follow the instructions in your email to finish setting up your Turnitin account. This will direct you back to Turnitin's account setup pages.

Set up Your Turnitin Account   Inbox   x

Turnitin No Reply <noreply@turnitin.com>   8:06 PM (14 minutes ago)
to joebloggs

Dear Joe Bloggs

To finish setting up your Turnitin account, please click here to create your password.

If you have trouble clicking on the link provided, simply copy and paste the following URL into your browser:

https://turnitin.com/login_reset.asp?lang&id=idplaceholder&account_setup=1

Has your link expired?

Your create password link is valid for only 24 hours. If you find that your link has expired, click here to request a new link.

If you have trouble clicking on the link provided, simply copy and paste the following URL into your browser:

https://turnitin.com/password_reset1.asp?lang=&account_setup=1

Thanks,

Turnitin

Note: The create password URL included in your email contains a unique ID and will expire if you fail to click it within 24 hours. If your *create password* link is no longer working, click the link under *Has your link expired?* to request a new email.

6.

6a. Enter and confirm your new password. Your password must be between 6 and 12 characters, containing at least one letter and one number.

6b. Click the *Create Password* button to finish the account setup process. Alternatively, click *Cancel* to abort.

Create Your Password

To finish setting up your account, please enter a password.

Your password must be between 6 and 12 characters in length, containing at least one letter and one number.

Password

Confirm Password

Create Password | Cancel

7. Your account setup is now complete; an email will also be sent to confirm this setup. You can now log in to Turnitin to set your security question and answer and begin using the service.

Click the *Log in Now* link.

Account Setup Complete

You can now log in to your account using your email address and password.

Log in Now

8. Using your email address and newly created password, enter this information in the login fields provided.

Login to Turnitin

Email address

Password (Login to Turnitin)

Would you like to create your user profile? Click here.

Forgot your password? Click here.

Login

9. After login, you have the opportunity to amend your name and email address, should any of this information have been entered incorrectly.

9a. You will be asked to provide an answer to a security question, should you need to reset your Turnitin password.

9b. Click *Next* to continue.

10. Click the *I Agree -- Continue* button to accept Turnitin's user agreement and enter the Turnitin service. Alternatively, click *I Disagree -- Logout.*
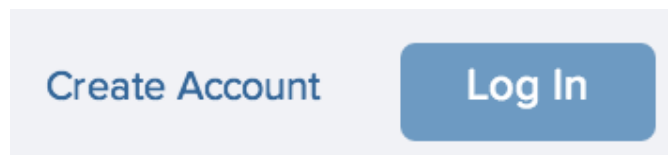
Setting up Your Account Using a Join Password

If you are new to Turnitin and have not been added to an account by your account administrator, you must create an instructor profile. To create your own instructor account, your account ID and account join password are required.
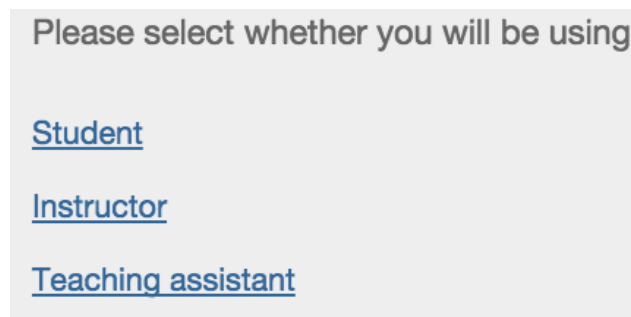
Note: The account ID and account join password is needed to ensure you have authorization to join an account, and can only be obtained from your account administrator. Instructors wishing to access Turnitin must contact the appropriate personnel at the institution to receive the account ID and join password. Turnitin staff cannot distribute this information to any user.

Account administrators may distribute this data or may add instructors to a Turnitin account themselves, which will send an automatic welcome email, allowing access to the account.
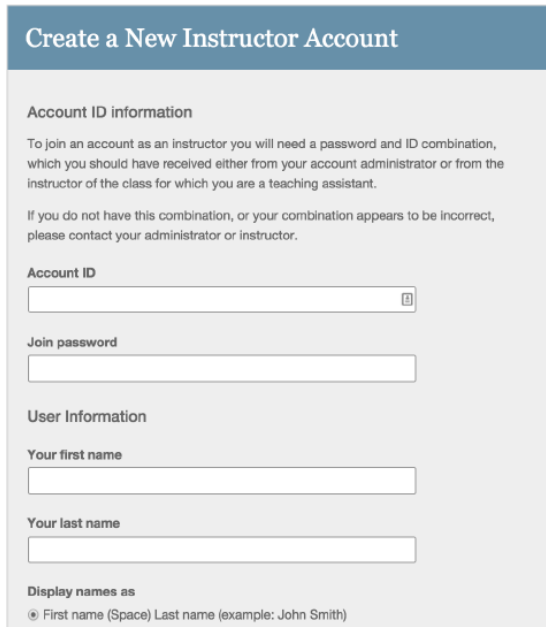
1. Go to www.turnitin.com and click on the *Create Account* link

Create Account   Log In

2. Click on the *instructor* link

Please select whether you will be using

Student

Instructor

Teaching assistant

3. The *Create a New Instructor Account* form must be completed

Create a New Instructor Account

Account ID information

To join an account as an instructor you will need a password and ID combination, which you should have received either from your account administrator or from the instructor of the class for which you are a teaching assistant.

If you do not have this combination, or your combination appears to be incorrect, please contact your administrator or instructor.

Account ID

Join password

User Information

Your first name

Your last name

Display names as
⦿ First name (Space) Last name (example: John Smith)

4. Enter the account ID number and account join password for the institutional account

Account ID

Join password

5. Enter the user first name, last name, and a valid e-mail address to use as the login for Turnitin

User Information

Your first name

Your last name

Display names as

- First name (Space) Last name (example: John Smith)
- Last name (Space) First name (example: Smith John)
- Last name(No space)First name (example: SmithJohn)

Email address

5b. You can also chose what format you would like your name to be displayed within Turnitin

Display names as

- First name (Space) Last name (example: John Smith)
- Last name (Space) First name (example: Smith John)
- Last name(No space)First name (example: SmithJohn)

6. Select a password for logging in. The password must be six to twelve characters including at least one letter and one number. The password is case sensitive.

Enter your password

Confirm your password

7. Select a secret question from the pull down menu and enter the answer. This answer is not case sensitive. Click on next to continue

Secret question

Please select a secret question. ⬍

Question answer

8. At the bottom of the screen you will find the User Agreement for Turnitin. To continue using Turnitin, the user must click on the *I agree - - create profile* to access Turnitin

TurnitinUK (www.turnitinUK.com) and it:
"Services") are maintained by iParadigms,
to you, the user ("You" or "User"), conditi
the terms, conditions, and notices containe
(the "User Agreement").
You should review this User Agreement
You breach the User Agreement, Your a

I Agree -- Create Profile   I Disagree -- Cancel

Training Video: Creating a New User Profile

Media, iframe, embed and object tags are not supported inside of a PDF.

Setting up Your Turnitin Instructor Account (New Workflow)

All users must create a user profile. However, if you are an existing Turnitin user, please skip to guidance on Logging In.

There are two ways for an instructor to access Turnitin:

An administrator may add the instructor to the account, where the instructor will receive an email asking them to create their password.

An administrator may provide the instructor with an account ID and join password, allowing the instructor to join an account via the Turnitin website.

Warning: Each Turnitin account must be assigned a unique email address in the Turnitin system. Users who have previously created a Turnitin account must log in with the email address and password originally provided.

Setting up Your Account from Your Welcome Email

If you have received a welcome email from Turnitin, this confirms that your institution's Turnitin administrator has added you to their account, allowing you to begin creating classes, adding students, and creating assignments.

Note: If you believe that an administrator has added you as an instructor, but you have not received a welcome email from Turnitin, please check your spam or junk folder. Alternatively, contact your administrator to check that your email address has been typed correctly.

To access your Turnitin account, please follow the instructions below.

1. Click the *Get Started* button from your Turnitin welcome email.

turnitin

Welcome to Turnitin

Hi Joe Bloggs,

You've been added as an instructor to the account, University of Testing, by John Smith.

As our newest instructor, you are joining a worldwide community of education specialists. We are glad to have you with us.

Ready to set up your classes?

Get Started

If you'll be using Turnitin via an integration, visit our user guidance for help using your LMS.

Thanks,

Turnitin

turnitin

2. You will be directed to a quick 4-step introduction to Turnitin, with useful guidance to familiarize you with class and assignment creation, as well as adding your students. You can save this page for later reading, too.

At the bottom of Turnitin's Getting Started page, click the *Create Password* button to access Turnitin's account setup pages.

4 Add Students

There are three routes available for adding students. You may find it convenient to add students one by one, or add a large portion of students at once by uploading a list. Alternatively, why not allow your students to enroll themselves at their own pace?

Read More ▼

Ready to Start Using Turnitin?

Create Password

Or why not download this page as a PDF for later reading? This information and more is available at guides.turnitin.com!

3.

3a. To create your password, enter your email address (this must be the same email address to which your Turnitin welcome email was sent), along with your last name or family name.

3b. Click *Next* to continue.

Account Setup

To set up your account, please enter your email address and last name or family name.

Email Address

Last Name or Family Name

You can find this information in your Turnitin welcome email.

If you no longer have access to this email, ask your Turnitin instructor to look up your email address. If you are an instructor, please refer to your Turnitin administrator for this information.

Next

4. Turnitin will send you an email to validate your account, with the subject: *Set up your Turnitin Account*. Return to your email inbox, ensuring you check your email client's spam or junk folder for this email.

Account Setup

To validate your account, we've sent an email to: **joebloggs@universityoftesting.com**

You have 24 hours to click the link in your email to continue with your account set up.

5. Follow the instructions in your email to finish setting up your Turnitin account. This will direct you back to Turnitin's account setup pages.

Set up Your Turnitin Account Inbox x

Turnitin No Reply <noreply@turnitin.com>   8:06 PM (14 minutes ago)
to joebloggs

Dear Joe Bloggs

To finish setting up your Turnitin account, please click here to create your password.

If you have trouble clicking on the link provided, simply copy and paste the following URL into your browser:

https://turnitin.com/login_reset.asp?lang&id=idplaceholder&account_setup=1

Has your link expired?

Your create password link is valid for only 24 hours. If you find that your link has expired, click here to request a new link.

If you have trouble clicking on the link provided, simply copy and paste the following URL into your browser:

https://turnitin.com/password_reset1.asp?lang=&account_setup=1

Thanks,

Turnitin

Note: The create password URL included in your email contains a unique ID and will expire if you fail to click it within 24 hours. If your *create password* link is no longer working, click the link under *Has your link expired?* to request a new email.

6.

6a. Enter and confirm your new password. Your password must be between 6 and 12 characters, containing at least one letter and one number.

6b. Click the *Create Password* button to finish the account setup process. Alternatively, click *Cancel* to abort.

Create Your Password

To finish setting up your account, please enter a password.

Your password must be between 6 and 12 characters in length, containing at least one letter and one number.

Password

Confirm Password

Create Password   Cancel

7. Your account setup is now complete; an email will also be sent to confirm this setup. You can now log in to Turnitin to set your security question and answer and begin using the service.

Click the *Log in Now* link.

Account Setup Complete

You can now log in to your account using your email address and password.

Log in Now

8. Using your email address and newly created password, enter this information in the login fields provided.

Login to Turnitin

Email address

Password (Login to Turnitin)

Would you like to create your user profile? Click here.

Forgot your password? Click here.

Login

9. After login, you have the opportunity to amend your name and email address, should any of this information have been entered incorrectly.

9a. You will be asked to provide an answer to a security question, should you need to reset your Turnitin password.

9b. Click *Next* to continue.

Welcome to Turnitin!

You have been added as an instructor to the account **University of Testing**.

Before you can get started, we want to confirm your user information and give you the chance to set up your secret question and answer. Please feel free to change any other information as needed.

When you are done, click "next" to continue.

your email .

joebloggs@universityoftesting.com

Secret question .

Please select a secret question.

Question answer .

your first name .

Joe

your last name .

Bloggs

Next

10. Click the *I Agree -- Continue* button to accept Turnitin's user agreement and enter the Turnitin service. Alternatively, click *I Disagree -- Logout.*

User Agreement

Our user agreement has been updated. Please read our user agreement below and agree or disagree to its terms and conditions:

Turnitin.com and its services (the "Site" or the "Services") are maintained by Turnitin, LLC ("Turnitin"), and offered to you, the user ("You" or "User"), conditioned upon Your acceptance of the terms, conditions, and notices contained herein without modification (the "User Agreement"). You should review this User Agreement carefully before accepting it. If You breach the User Agreement, Your authorization to use the Site will automatically terminate. Acceptance of Terms You accept this User Agreement by using the Services or clicking to accept or agree to the Terms, where this option is made available to You by Turnitin in the user interface for any Service. You may not use the Service and may not accept this User Agreement if (i) You have previously been informed by Turnitin

[I Agree -- Continue]   I Disagree -- Logout

Setting up Your Account Using a Join Password

If you are new to Turnitin and have not been added to an account by your account administrator, you must create an instructor profile. To create your own instructor account, your account ID and account join password are required.

> **Note**: The account ID and account join password is needed to ensure you have authorization to join an account, and can only be obtained from your account administrator. Instructors wishing to access Turnitin must contact the appropriate personnel at the institution to receive the account ID and join password. Turnitin staff cannot distribute this information to any user.
>
> Account administrators may distribute this data or may add instructors to a Turnitin account themselves, which will send an automatic welcome email, allowing access to the account.

1. Go to www.turnitin.com and click on the *Create Account* link

2. Click on the *instructor* link

Please select whether you will be using

Student

Instructor

Teaching assistant

3. The *Create a New Instructor Account* form must be completed

Create a New Instructor Account

Account ID information

To join an account as an instructor you will need a password and ID combination, which you should have received either from your account administrator or from the instructor of the class for which you are a teaching assistant.

If you do not have this combination, or your combination appears to be incorrect, please contact your administrator or instructor.

Account ID

Join password

User Information

Your first name

Your last name

Display names as
◉ First name (Space) Last name (example: John Smith)

4. Enter the account ID number and account join password for the institutional account

Account ID

Join password

5. Enter the user first name, last name, and a valid e-mail address to use as the login for Turnitin

User Information

Your first name

Your last name

Display names as
- ⦿ First name (Space) Last name (example: John Smith)
- ○ Last name (Space) First name (example: Smith John)
- ○ Last name(No space)First name (example: SmithJohn)

Email address

5b. You can also chose what format you would like your name to be displayed within Turnitin

Display names as
- ⦿ First name (Space) Last name (example: John Smith)
- ○ Last name (Space) First name (example: Smith John)
- ○ Last name(No space)First name (example: SmithJohn)

6. Select a password for logging in. The password must be six to twelve characters including at least one letter and one number. The password is case sensitive.

Enter your password

Confirm your password

7. Select a secret question from the pull down menu and enter the answer. This answer is not case sensitive. Click on next to continue

Secret question

Please select a secret question.

Question answer

8. At the bottom of the screen you will find the User Agreement for Turnitin. To continue using Turnitin, the user must click on the *I agree - - create profile* to access Turnitin

TurnitinUK (www.turnitinUK.com) and it
"Services") are maintained by iParadigms,
to you, the user ("You" or "User"), conditi
the terms, conditions, and notices containe
(the "User Agreement").
You should review this User Agreement
You breach the User Agreement, Your a

I Agree -- Create Profile   I Disagree -- Cancel

Training Video: Creating an Account

Media, iframe, embed and object tags are not supported inside of a PDF.

Logging In

This page was not added to the PDF due to the following tag(s): article:topic-guide

Resetting Your Password

This page was not added to the PDF due to the following tag(s): article:topic-guide

The Instructor Homepage

After logging in, you will be directed to the Instructor homepage. The Instructor homepage provides access to many Turnitin features. The Instructor homepage lists the accounts and classes the instructor has created and any class sections which the instructor has been assigned as the Teaching Assistant (TA) for.

If there are no accounts listed, visit the Joining an Account page for details on how to join an account as an instructor.

Home

The *Home* link leads back to the instructor homepage list of all accounts and classes controlled by the instructor.
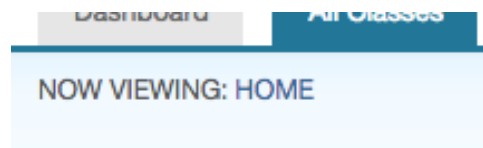
User Info

A user profile contains personal information and account settings. Click the *User Info* button on the system bar to open the user profile options. The system bar can be located from the top of any page.
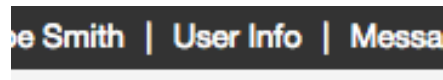
User information area is separated into two sections: personal information and account settings.

Personal Information

In the personal information section of the user information page, there are a number of fields - many of which are optional and can be filled at your own discretion.

The following is a list of required fields:

User name (Email address)

Password

Confirm password

Secret question

Question answer

Last name

First name

All other areas of the personal information section are optional.

Account Settings

The account settings section of a user profile affects how information within the profile account is presented and sets defaults for commonly used functions. Account settings include:

Default user type – select the type of user access to default to upon login

Default submission type – select a default submission type: single file upload, multiple file upload, cut and paste upload, or zip file upload

Items per page – select the number of items you would like displayed per page

Show page info – toggles the info messages at the top of each page on and off

Send me Email updates – choose yes to receive Email updates from Turnitin

Use homepage link – choose yes to create a homepage link. To set up a link, enter a link name and URL below.

Default language - select the language in which Turnitin will display by default for this user when logged in

Changing User Types

A single user profile can access multiple roles on any Turnitin account, including instructor, student, and administrator functions. To access the student or administrator homepage, you will need to change your user type in the top left hand corner of the web page. For more information on using the system as a specific user type, please refer to the corresponding User Guide.
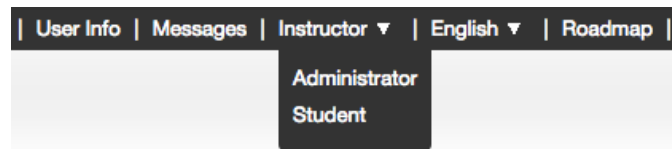
Messages and Announcements

To view important Turnitin messages and announcements, click on the messages button on the system bar.
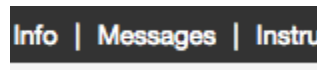
Warning: Urgent notifications may appear both on the messages page and on the Turnitin user homepage. These include messages announcing scheduled downtimes.

Joining an Account

The *join account* and *join account (TA)* tabs allow an instructor to join an additional Turnitin account. Some instructors may need to join multiple departmental or campus accounts or may be employed by multiple institutions.

If upon first login, there are no accounts available in the Instructor homepage, you must join an account in order to create a class and assignment.
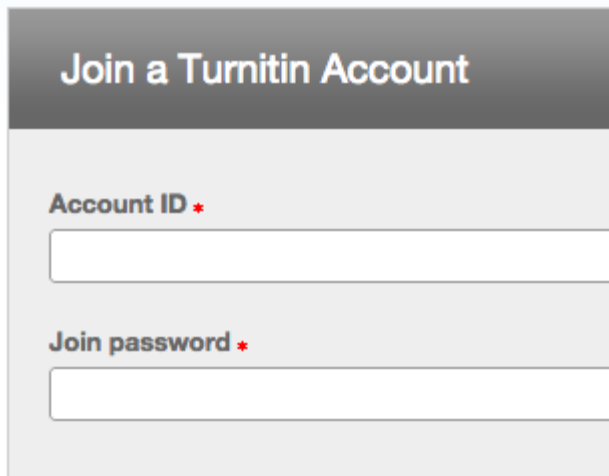
Join an Account as an Instructor

1. To join an account as an instructor, click the *Join Account* tab from any page
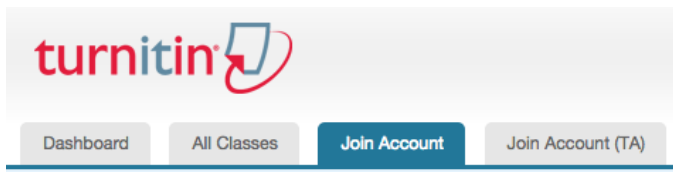
2. Enter the Account ID and Join password via the Join a Turnitin Account form. You must have the Account ID and Join password to hand in order to proceed. The ID and password is available from your account administrator only.

Join a Turnitin Account

Account ID *

Join password *

3. Once you have entered the Account ID and Join password, click *Submit,* where you will be redirected back to the Instructor homepage, where the account will now be accessible

Submit
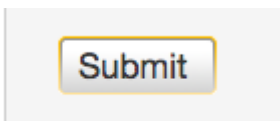
Joining an Account as a TA

1. To join an account as a TA, click the *Join Account (TA)* tab from any page

turnitin

| Dashboard | All Classes | Join Account | Join Account (TA) |
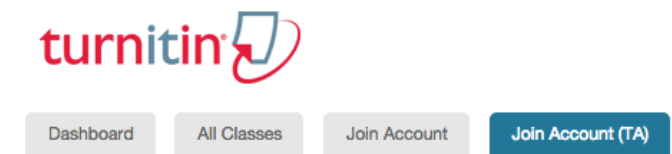
2. Enter the Account ID and Join password via the Join account as a teaching assistant (TA) form. To add a new section type class to a master class set, the TA must have the master class ID and TA join password for the master class. This information is available from the master class instructor.

Master class information (step 1 of 2)

* Master class ID

* TA join password

3. Enter the Section name or number and Section enrollment password. The Section enrollment password is chosen by you and should be distributed to anyone wishing to join this class in the future.

Section information (step 2 of 2)

Section name or number

* Section enrollment password

4. Click *Submit* to proceed or *Cancel* to abort the procedure

Cancel   Submit

5. Turnitin will confirm your chosen section name or number and section enrollment password. Click *Continue* to get started

Class created

Congratulations! You have just created the new class: Master Class (Sample)
If you would like students to enroll themselves in this class, they will need both the enrollment password you have chosen and the unique class ID generated by Turnitin:

Class ID   **4410240**

Enrollment password   **Sample**

Note: Should you ever forget the class ID, it is the number to the left of the class name on your class list. You can view or change your enrollment password by editing the class.

Click the class name to enter the class and get started creating assignments.

Continue

Note: If you would like students to enroll themselves in this class, they will need both the enrollment password you have chosen and the unique class ID generated by Turnitin.

Note: Should you ever forget the class ID, it is the number to the left of the class name on your class list. You can view or change your enrollment password by editing the class.

Training Video: Joining an Account

Media, iframe, embed and object tags are not supported inside of a PDF.

Information and Assistance

This page was not added to the PDF due to the following tag(s): article:topic-guide

Classes

Creating a Class

The creation of a class or classes on the Turnitin system is the first step in allowing an instructor and students to access and use the services available at their institution. Most instructor and student activity on Turnitin occurs within the class or classes created by an instructor.

The class is used by the instructor to organize students and student submissions into groups. A single class may be used for multiple courses, but is typically not recommended due to the additional challenges this can create in organization. A class and its assignments are fully available to the instructor between the date of the class creation and the selected expiration date. Once a class has expired, the information and assignments in the class are viewable, but no new submissions or assignments may be made. The instructor is capable of extending the expired class to reactivate it.

New classes should be created each semester or school year when a new group of students is in a course. Assignments can be easily imported to a new class using the directions under the Libraries section of this user guide. This allows users to easily add assignment sets in a new course.

1. Click the *Add Class* button on your instructor homepage
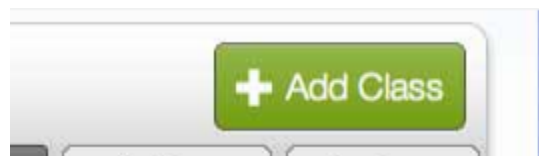
2. On the next screen, enter the following information:

Class name

Enrollment password

Subject area(s) e.g. science

Student level(s) e.g. postgraduate

Note: Your class name should be between 2 and 100 characters long.

3. Select the end date for the class. Once the end date has passed, the class will not be accessible for submissions unless the class is reactivated.

4. Click *submit* to add the class. Class information will be displayed in a pop-up window containing the ID and enrollment password for confirmation

---
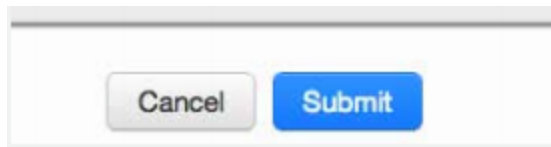
Training Video: Creating a Class

Media, iframe, embed and object tags are not supported inside of a PDF.

Expired Classes

Every class created on Turnitin has an end date. When the end date is reached, the class expires and is limited to read-only access and will no longer appears on the active classes list.. The students and instructor will no longer be able to submit papers or peer reviews, create assignments, or mark any of the papers using GradeMark.

To view expired classes only, click on the E*xpired classes* tab on the Turnitin instructor homepage. The A*ll Classes* tab, to the left of the Expired Classes tab, will list both active and expired classes.
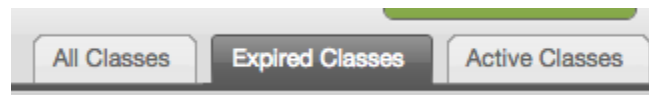
Reactivating an Expired Class

An expired class can be only reactivated by the instructor. The edit icon can be used to reactivate the course by giving it a new end date. The instructor can change the end date of the class from the class update screen. Once the end date has been changed, the instructor must click on *submit t*o save the new end date and reactivate the class.

Copying a Class

Turnitin allows instructors to easily copy classes for reuse in another semester or year. When a class is copied the instructor is prompted to enter a new class name, enrollment password, and the start date for the first assignment in the class. The remaining assignment and discussion dates for the class will automatically be set based on the start date you set for this assignment.
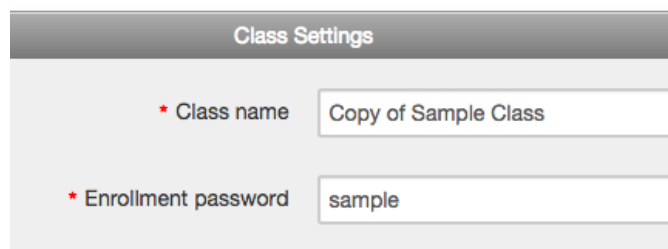
1. Click on the class copy icon to the right of the class name
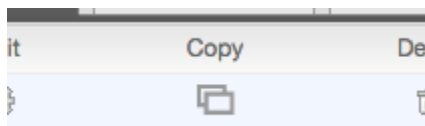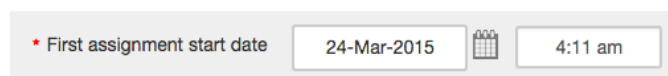
2. On the next screen, edit the following information:

   Class name
   Enrollment password

3. Select the start date and time for the first assignment for the class

4. Click *Save* to copy the class or *Cancel* to abort the process
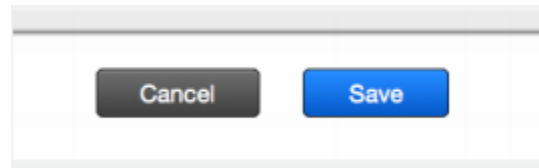
5. You will then be directed to the copied class' page, where you can review the dates for the assignments in the copied class. Edit any assignment dates by clicking on the *More actions* link to the right of the assignment, and then select *Edit settings* from the dropdown menu.
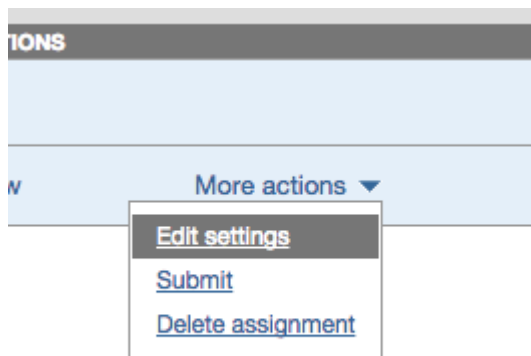
Class Calendar

The class calendar automatically tracks important dates for the Turnitin assignments created in a class. It also allows an instructor to add class notes, announcements, and holidays. If an instructor has prepared a syllabus document for the class, the instructor can also upload the class syllabus to the calendar area. Turnitin assignments created in a class. It also allows an instructor to add class notes, announcements, and holidays. If an instructor has prepared a syllabus document for the class, the instructor can also upload the class syllabus to the calendar area.

Students access information posted to the class calendar from the student class calendar option that is available to students on the class homepage.

Accessing the Class Calendar

To access the class calendar, the instructor must log into Turnitin and click on the class name to enter the class. Once the class is open, click on theTurnitin and click on the class name to enter the class. Once the class is open, click on the *calendar* tab to open the class calendar.
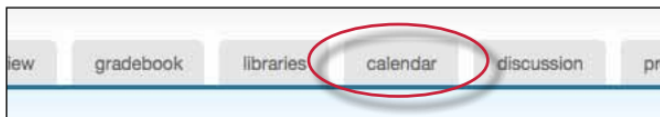
When the calendar opens it will display the current month and year. The instructor can move between months of the year by clicking on the month tabs along the top of the calendar.
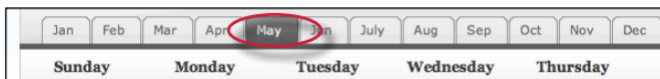
To change the year view, use the *year* pull down menu to select a year to view.
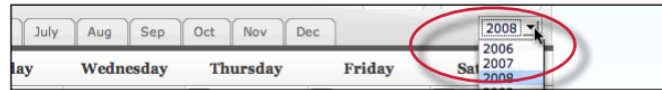
Assignment Dates

Assignments and peer reviews created by an instructor automatically become part of the class calendar. A link appears for each assignment's date. The link displays the assignment or peer review title. To view a summary of an assignment or review, click on the assignment or review title on the class calendar.
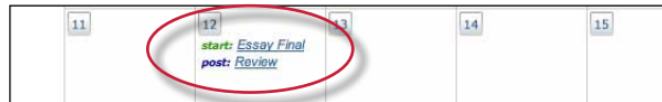
Calendar Entries

Class Notes - class notes uploaded to the calendar are accessible to students enrolled in a class. The instructor can add a single set of notes to a calendar date or can upload notes for multiple dates using the bulk upload feature.

To add a single class note document

1. Click on the *date* on the calendar for the day the note pertains to

2. From the calendar entry page, click *Browse* to select a note document to upload. Accepted file types are Microsoft Word, Corel WordPerfect, RTF, PDF, plain text, and HTML
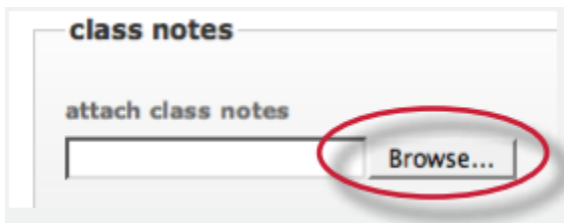
3. Click *submit* to upload the note to the class calendar
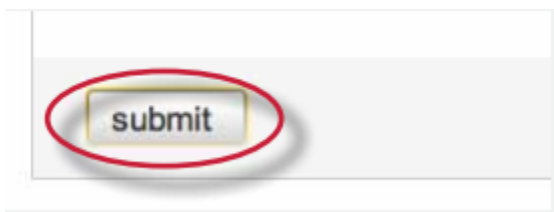
A notes icon will appear on the appropriate date on the class calendar for each set of notes that were submitted. To display a note, click on the note pad icon for a date.

Announcements

Announcements can be added to the class calendar by the instructor. Students will see an announcement icon and be able to view the announcement by clicking on the icon after the student accesses the class calendar page for the class.

Adding an announcement to the calendar

1. Click on the *date* on the calendar for the day the announcement pertains to

2. On the calendar entry page, enter a title and additional information for the announcement

3. Click *submit* to add the announcement to the class calendar

An announcement icon will appear on the class calendar along with a linked announcement title. Students or the instructor can view the full announcement detail by clicking on the link.

To delete an existing announcement, click on the date of the announcement. The screen will display all announcements that have been added to the selected date.

To delete an announcement click on the red **x** icon to the right of the announcement.
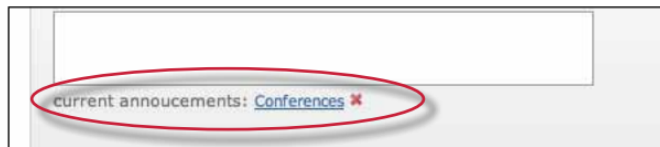
Holidays

From the entry page, holidays can be added to the class calendar. If the class does not meet on a specified holiday, it can be designated as a day off.

To add a holiday to the calendar

1. Click on the *date* on the calendar for the day the holiday pertains to

2. On the calendar entry page, enter a name for the holiday in the holiday field

holidays

holiday name

3. Click submit to save the holiday onto the calendar

submit
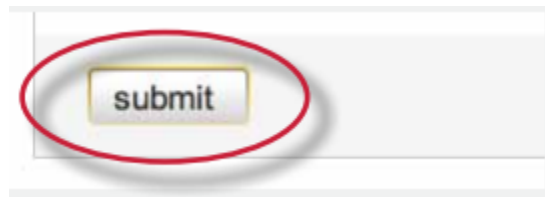
The name for the holiday will appear on the class calendar and the day will be given a light blue highlight for emphasis.

25	26	27	28	29
	Memorial Day			

Uploading a Syllabus

If a class syllabus has been written, an instructor can upload it to the class calendar. Students can view and download the syllabus from the student view of the class calendar.

To upload a syllabus

1. Click the *syllabus* button on the class calendar page

2. From the syllabus page click the Browse button and locate the file to upload. Accepted file types are Microsoft Word, Corel WordPerfect, RTF, PDF, plain text, and HTML
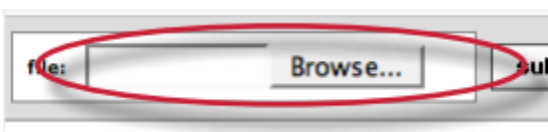
3. Click submit to add the document as the class syllabus

The syllabus will be posted to the syllabus page. If another syllabus is posted it will replace and overwrite the current syllabus. Only a single document at a time will be available on the class syllabus page.

Calendar List

The calendar can also be viewed in list mode. The list mode displays all assignments and entries for the current calendar year. Dates that do not have assignments or entries are excluded from the list.

To switch to the calendar list, click the list button on the calendar.
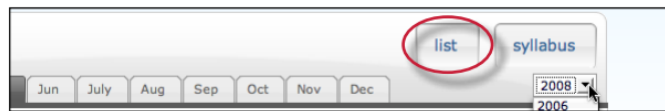
The calendar list mode works similarly to the calendar mode. Any item can be viewed by clicking on it. To update an item, click the *update* icon to the right of the item.

To switch back to the calendar view, click the *calendar mode* button.

Class Sections

If sections of a class are taught by other instructors or by teaching assistants, a class with sections can be created on Turnitin. A top-level master class is created to oversee the section classes. From the master class, the instructor creating the master class can set up sections for the other instructors. These instructors are referred to in the master/section class system as Teaching Assistants (TA's).

The master class instructor can set up sections for each TA, or each TA can create a section by using the master class ID and a TA join password set by the master class instructor. The master class instructor can set class preferences, create and 'push' assignments to the sections, reassign a section to a new TA, or access the section.

Each TA can only access a single section of a master class. The same TA user may be added to multiple sections if needed.

Adding a Master Class

There are two ways for an instructor to add a master class: creating a master class from scratch, or converting an existing standard class into a master class.

Creating a New Master Class

To create a new master class from scratch, click on the add a class button on the instructor homepage of Turnitin.
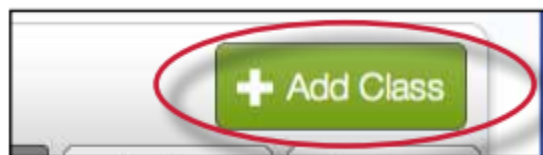
On the add a class page, use the *class type*: pull down menu and select *master class.*
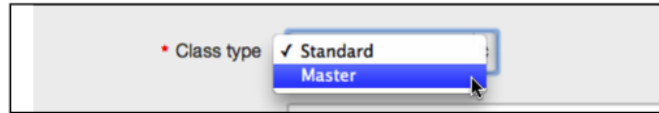
Enter a name for the master class and a TA join password. The TA join password is provided only if TA's are creating their own sections in the master class. The TA join password, combined with the master class ID number, should only be provided if a TA is joining manually.

Warning: Do not provide the TA join password or master class ID to students. Each section will have an individual section class ID and section enrollment password that is used if students are manually joining the class on Turnitin.

Click the submit button and a new master class will be created. New master classes created from scratch do not have any sections. To create sections, please see **Adding Sections** in this chapter.

Converting a Standard Class to a Master Class

An existing standard class can also be converted to a master class. The assignments and any papers, students, and grade information in the standard class are placed in an automatically created section of the master class.

To convert a regular class into a master class, click the edit icon to the right of the class name on the instructor homepage.
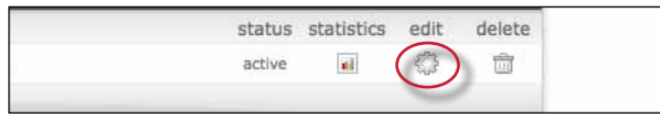
Ensure the correct class is being converted by checking the class name. To convert the class immediately into a master/section class, click the convert to master class button at the bottom of the page.
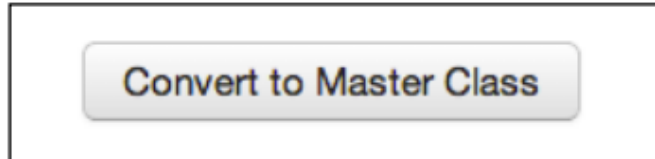
Any existing students, papers, grades, and assignments from the standard class are moved to a newly created section beneath the new master class. To access the existing information, click on the name of the section.

The master class instructor is automatically assigned as the TA of the converted class. The TA or other class information can be changed by clicking on the update icon to the right of the newly created section class.

Adding Sections

New sections can be added to a master class in two ways. A section can be manually created by the instructor of the master class, or the master class ID and TA join password can be distributed to the TA's, which will allow the TA's to join themselves to the master class and create their own sections.

Manually Creating New Sections

New sections can be manually created by the master class instructor. TA users can be assigned one or more sections which they will be able to access through Turnitin. Only one TA can be assigned per section. Only the master class instructor will be able to view the submissions in the sections.

To create a section and add a TA

1. Click the *add section* link to the right of the name of the master class
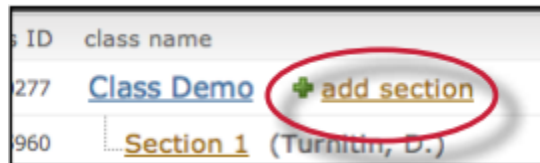
2. On the add section screen, enter all of the following information:

    TA's first name

    TA's last name

    TA's e-mail address (for notification or new user password e-mails)
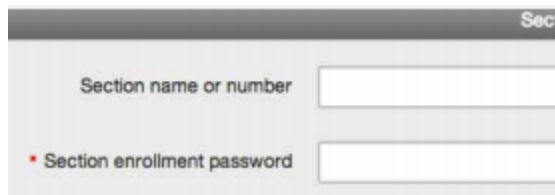
3. Click Submit to continue

4. On the next page enter the required section information:

　　section enrollment password

　　name for the section

5. Click *submit* to add the section to the master class and send the assigned TA a welcome notice or new user notification e-mail. The TA will only be e-mailed a password if they have no user profile existing under the e-mail provided for them in the TA information section
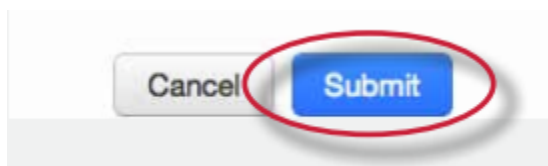
Each new section will appear on the instructor homepage for the master class instructor, listed in smaller print beneath the master class. When a section is added, an e-mail with the section information will be sent to the TA. If the TA does not have a user profile with Turnitin under the e-mail address that was provided, Turnitin will generate a new user profile for the TA and include the new user password in the e-mail sent to the TA.

Allowing TAs to Create Sections

To allow TA's to create their own sections under a master class, the TA's must be provided with the master class ID number and the TA join password set for the master class.

For new TA users who do not have an existing Turnitin profile, the TA will use the standard instructor join process. When prompted for an account or class ID and join or enrollment password the TA will provide the master class ID and TA join password.

For users who have an existing instructor profile on Turnitin but need to join a master class as a TA, an existing profile can join a class as a TA.

To join a class as a TA with an existing Turnitin user profile, the instructor will log in and click on the join class (TA) link on the instructor homepage. The instructor is then prompted to enter the master class ID and TA join password for the course, after which the instructor will be able to set up a TA section in the master class.

Administering a Master Class

The master class instructor is provided with many options for handling assignments in the sections and the master class itself. These options include:

- creating template assignments that become part of the class assignment library. The TA's with sections in the master class can then create their own assignments or select the template assignments from the class assignment library
- create complete assignments and add them to some or all of the sections of a master class
- create partial assignments (e.g. assignments containing selected preferences but no dates) and add them to some or all sections to accommodate different class schedules
- creating assignments that are 'locked' against changes by section TA's and adding these assignments to the sections of the master class

Creating Assignments in a Master Class

Assignments that are intended to be used in many or all sections of a class should be created by the master class instructor within the master class. For an overview on assignment creation, please see the section on creating assignments in Chapter 1.

To access the master class assignment page, click on the name of the master class on the instructor homepage.

Adding Assignments to Sections

After creating an assignment from the assignment creation page, the push assignments to sections window will load. From this page, the assignment can be pushed to the sections of the master class.

To add an assignment to one or more sections, place a check mark in the check box next to the section name and click on *submit* to push the assignment to the selected sections.

By default, all sections are marked to receive the assignment. To not have the assignment pushed to a section remove the check mark from the check box before clicking submit. The assignment will not be pushed to that section.

The master class instructor has the option of allowing the Section TA's to choose their own assignment dates or to push the assignment dates the instructor set in the assignment creation process. The default is to not push assignment dates. If the instructor decides to push assignment dates, place a check mark in the check box next to the *push assignment dates* option. Click on *submit* to save the assignment and push the assignment to all the checked sections.

Adding Assignments Without Dates

55

Assignments created in the master class can be pushed to the sections without dates. Assignments pushed without dates must be given a date by the class TA before the assignment becomes active and available for students. Students will not be able to submit papers or use the assignment until the assignment is given dates. Assignments without a date appear in the section class highlighted in red.

To push an assignment without dates, ensure that you un-check the box next to the option *Push with dates*?. Assignments pushed when this box is un-checked will not have dates within the sections.

The Master Class Homepage

The master class homepage displays all assignments created in the master class. The *assign to sections* column shows whether an assignment has been pushed to sections and whether it has been pushed to all or only selected sections.

not pushed indicates that an assignment has not been pushed to any sections
partial indicates that an assignment has been pushed to at least one section but not to all sections of a master class
full indicates an assignment has been pushed to all sections of a master class

The assignment push page can be returned to by clicking the push to sections button next to an assignment at any time.

If an assignment has been previously added to a section, the assignment can be pushed to the section a second time with any new changes made to the assignment. This is only available if the assignment has not been modified by the TA and if no students have submitted to the assignment.

If the TA has made any changes to the assignment or students have submitted a paper, the assignment is locked. The messages on the push page next to each assignment will inform the master class instructor if an assignment is unmodified or if it has been locked.

Note: If changes must be made to a locked assignment, access the assignment through the section or sections it has been pushed to and make any necessary changes through the sections directly. Changes cannot be made from the master class.

Student Enrollment

The master class does not allow students to enroll. Student enrollment is handled in each section individually - students can even be enrolled in multiple sections of the same master class, and will see each section as a separate class.

Student enrollment into sections can be handled in the same ways as students enrolling into standard classes. The student users can be provided with the section ID and the section enrollment password, or can be manually enrolled by the instructor. Providing students with the section ID and section enrollment password may save the most time for the instructor. Students enrolling in a section class on Turnitin use the standard steps for joining a class, which can be found in the Student User Manual or the Student QuickStart Guide.

Students can also be added to the section class by the TA or by the master class instructor. Students can be added one by one or as a list. Step by step instructions for adding students individually or creating a student list for upload can be found in Chapter 1: Getting Started in this manual under Enrolling Students.

The master class instructor may also add students to sections by using the master class student page interface. The master class instructor can then upload individual students or a list of students to be added to a specific section of a master class.

To add students from a master class

1. Click on the name of the master class to add students in
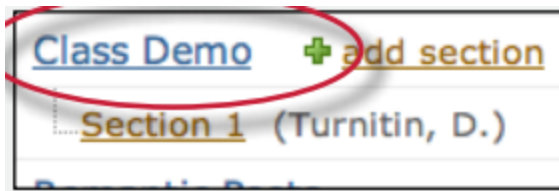
2. Click on the *students* tab on the master class homepage
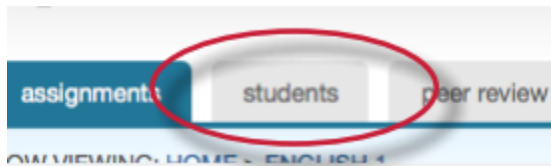
3. Click on *add student* or *upload student list* button as appropriate for the method of adding students the instructor wishes to use at this time
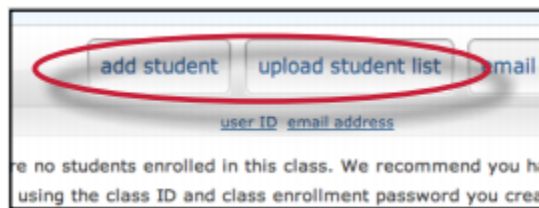
4. Continue with the standard process of adding a student as outlined in Chapter 1, section **Enrolling Students** in this manual

The student or list of students will be added to the master student list and the section class student list. New students will be e-mailed a new user welcome notification. Students with an existing profile will receive a notification e-mail that a new class has been added to their student user homepage.

Grade Book

If the Turnitin grade book product has been purchased for the account, the grade book tab on the class navigation bar is available. Click on the gradebook tab and get a quick overview of the grades in the sections of the master class.

To view detailed grade information for a student or section, click on the student or section name to jump to the appropriate section's grade book page.

Calendar

The master class calendar functions similarly to the class calendar. For more information, please see the section on the class calendar in this manual.

Any announcements, notes, or holidays that are added to the master calendar will appear in the calendars of all sections of the master class.

To view the master class calendar page, click on the calendar tab in the class navigation bar.

Preferences

The master class preferences page allows a master class instructor to determine which Turnitin products or features are available in section classes and set limits to the capabilities assigned to TA's for all sections of the master class.

To access the master class preferences page, click on the preferences tab on the master class homepage.
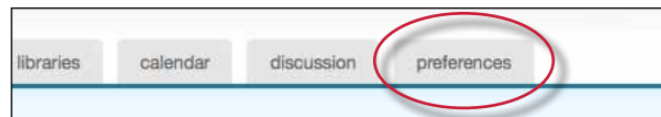
In addition to the standard class preference options, the master class instructor can select to:

lock assignment information on sections

lock assignment dates on sections

allow or disallow section TA ability to create or delete assignments

lock settings for sections

class preferences

general preferences:

☑ let students submit discussion topics?

☐ lock assignment dates in sections?

☐ lock assignment info in sections?

☑ sections can create/delete assignments?

enable these products:

☑ grademark

☑ peer review

☑ gradebook

☑ discussion boards

distributed grading ⓘ

☐ lock for sections?

class link URL:

class link name:

These settings allow the master class instructor to enable or disable certain capabilities of the TA users in the sections of the master class. This can be used to prevent changes from being made to required settings on assignments. Click on the submit button to save any changes made to the class preferences.

Getting Your Students Started

Once a class and assignment have been created, the instructor or students are ready to begin submitting papers and using Turnitin. If the instructor is planning to do the submissions of papers, please skip to the next section, *Submitting Papers*.

> **Warning**: It is strongly recommended that students submit papers themselves. This will save time and enable the use of the PeerMark, GradeMark and Gradebook products. PeerMark, GradeMark and Gradebook products.

Enrolling Students

Students must be enrolled in a class to submit papers, access grades, or access peer review assignments. Students can self-enroll by creating a user profile using the class ID number and class enrollment password. You can enroll students in a class one by one or by uploading a list of e-mails and student names.

If you choose to add students to the class directly, each student added to the class will be automatically e-mailed and provided with instructions on how to create their password. If the e-mail address entered when adding a student is not valid, the student will not receive an e-mail. For this reason, students who do not possess valid e-mail addresses must enroll themselves using the class ID and enrollment password.

Allowing Students to Self-Enroll

Students self-enrolling into a Turnitin class must have the numeric class ID and the case sensitive class enrollment password. This provides a student user with authorization to access the class on Turnitin. Please do not post the class ID and password on a publicly accessible website; this is to ensure only your students enroll in your class.

1. To confirm the class ID and enrollment password, click on the statistics icon next to the class name under the statistics column on the Turnitin instructor homepage.
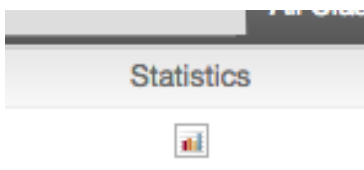
2. The class ID and enrollment password are displayed as part of the class statistics.

If needed, you can change the enrollment password to remove accidental capitalization or spaces that may be causing student enrollment issues. Changing the enrollment password after student enrollment is completed also prevents students with forgotten passwords from enrolling multiple times and causing confusion.

To change the enrollment password, click on the edit icon for the class on the Turnitin instructor homepage. Update the enrollment password and click on submit to save the change.
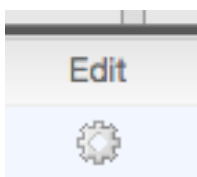
For step by step student oriented instructions or student self-enrollment information, please view the Turnitin Student User Manual, Student Quick Start Guide, or Student training video.

Enrolling Students Manually

An instructor may add students individually to the class. You must provide first name, last name, and e-mail address for the user. A welcome e-mail will be sent to the student being added to the class.

If the e-mail address provided already exists on a user profile on Turnitin, the user welcome e-mail indicates only that the user has been added to a class as a student.

If the Email address provided by the instructor has never been used to create a Turnitin profile before, a new user welcome e-mail is sent. The student is provided with a temporary password for logging into Turnitin to complete the user profile.

1. From the class homepage click on the *students* tab to open the student list for the class
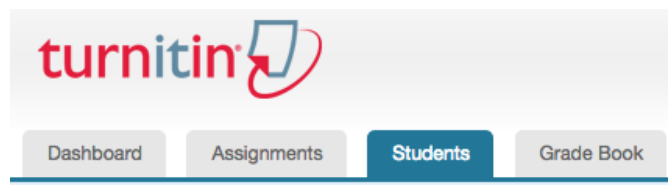
2. Click the *add student* button
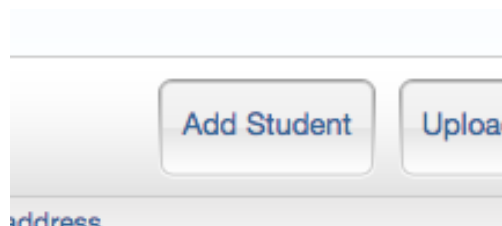
3. Enter the required information - the student first name, last name, and Email address

First name

Last name

Email (User name)

4. Click *submit* to enroll the student. A welcome Email will be sent to the user.

submit
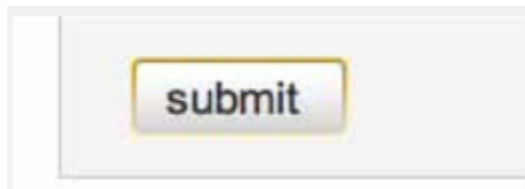
Enrolling Students From a List

You may upload a student list to add to a course. The student list must be one hundred (100) entries or less. Larger classes may be separated into multiple lists, each of which can be uploaded individually.

The list must be a Microsoft Word, Microsoft Excel, or plain text (.txt) file. The first name, last name, and Email address for each student must be provided. The formatting must be as follows:

Microsoft Word or Plain Text: John,Doe,johndoe@schoolname.edu
Microsoft Excel:

	A	B	C
1	John	Doe	johndoe@schoolname.edu
2	Jane	Doe	janedoe@schoolname.edu
3	Joe	Bloggs	joebloggs@schoolname.edu
4	Jenn	Bloggs	jennbloggs@schoolname.edu

Once the student list is available, the list may be uploaded from the student page of the class.

1. From the class home page, click on the *students* tab

turnitin

| Dashboard | Assignments | **Students** | Grade Book |
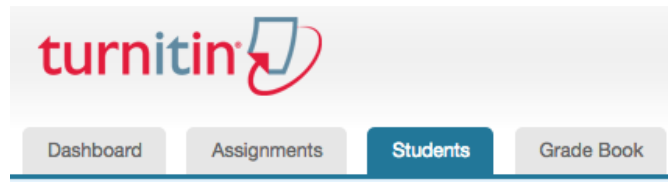
2. Click the *upload student list* button

| nt | **Upload Student List** | Er |
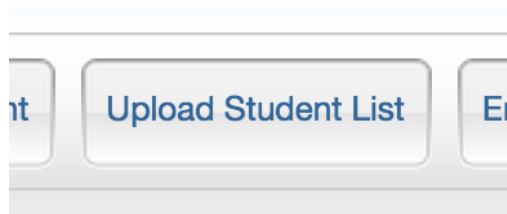
3. Click the *Choose File* button and locate the file containing the student list on your computer.

Upload Student List

Choose a file to upload:

[Choose file] No file chosen
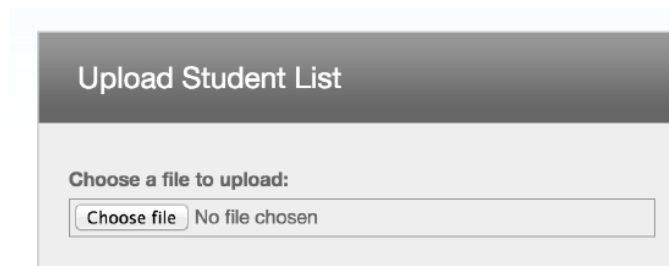
4. Click *submit* to upload the student list file

Upload List
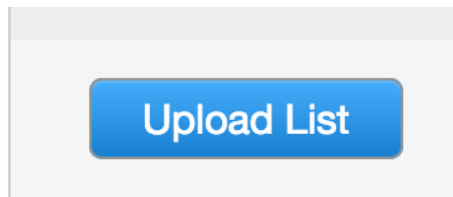
5. The student list will be displayed. Check the displayed list for errors. To submit this list, click *yes, submit.* If you find any errors, or the incorrect file was selected, choose *no*, go back and make the necessary changes or select a different file for **step 3**

yes, submit   no, go back
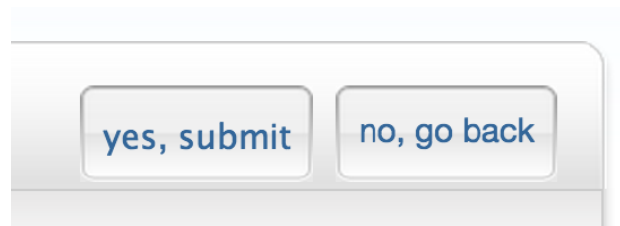
6. Once *yes, submit* has been selected the final screen will display the newly enrolled list of student users. To *return to the class student page*, click the *return to students* link in the top right-hand corner

return to students

our class.
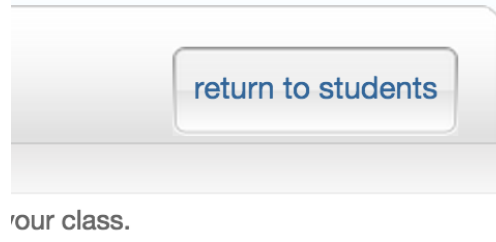
Enrollment Emails

As soon as students are added to a class a confirmation Email is sent to the Email address provided. If the student has an existing user profile, the confirmation Email contains only notification of the new class enrollment. If the Email address used was not for an existing student user in the Turnitin system, the confirmation Email will allow the student to create their password.

New student user profiles that have never logged in are indicated with a pink highlight over the enrollment date to the left of the student name on the student list page.

Re-sending New User Enrollment E-Mail

You can re-send the welcome Email to student users who have not yet logged into Turnitin. You can also change the Email address or name information to fix any incorrect information in the event that a student no longer has access to the Email address used initially for the user profile.

Students who did not receive the enrollment Emails will need to check junk mail or any other mail filters (such as parental filters on Email account) and ensure that they are able to receive Emails from noreply@turnitin.com and helpdesk@turnitin.com before the welcome Email is re-sent.

Student users who have logged into Turnitin one or more times cannot have this information reset by yourself and must use the Forgot Your Password? link on the Turnitin homepage.

How to Re-Send a Welcome E-mail

You can re-send welcome e-mails from the student list page of a class. To reach the student page, click on the class name and then the gray student tab above the assignment list.

On the students page, any students who have never logged in and completed the information on the user profile will have a pink highlight over the date in the enrolled column to the left of the student name.

To re-send the activation Email, click on the pink highlighted date to the left of the student name.

20-Apr-2015   Joh
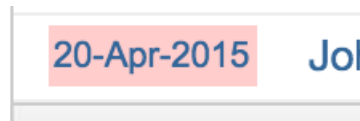
Check the user information and make any needed changes to this information.

first name

John

last name

Doe

email (user name)

johndoe@schoolname.edu

To send the new user confirmation and welcome Email, click on *submit*. A new copy of the welcome e-mail, including temporary password, will be sent.
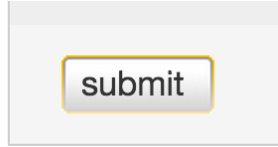
submit

Training Video: Adding Students to a Class

Media, iframe, embed and object tags are not supported inside of a PDF.

Managing Students

The student list page allows an instructor to access the class portfolio (a collection of submissions, Similarity Reports, peer reviews, and marked papers for the class) for each student, drop or add students, block students from accessing the class, or contact the list of students individually or via Email.

1. To access the assignment inbox, click the *All Classes* tab, which will direct you to the Instructor homepage.
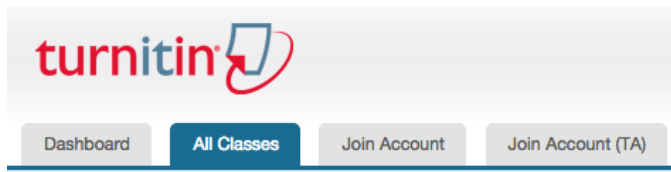
2. From the Instructor homepage, click on the class name of the student list you wish to access. You will be directed to the class homepage

3. From the Class homepage, the student list for a class is gained by clicking the students tab on the tab column.
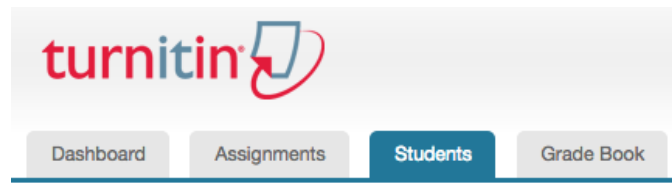
Student Page Features

The features of the student home page include:

Viewing a Student Class Portfolio

    1. Click on the name of a student to visit the class portfolio for the student.

Emailing a Student

    1. Click on the Email address of any student to open a mail window in your default Email program.
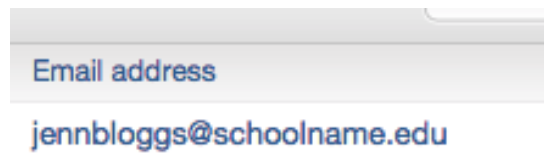
Emailing all students

1. Click the e-mail all students link to compose and send an e-mail to all students in the class.
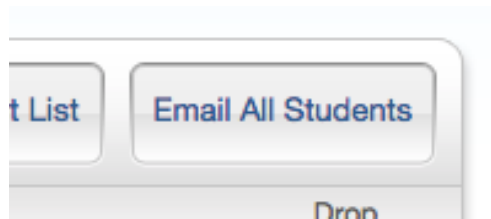
Locking and Unlock Students

Students can be locked or unlocked from a class once they have logged into Turnitin with their user profile.

1. Click the lock icon to toggle the student from unlocked (lock not closed) to locked (lock closed with red background) if needed.

2. When changing the lock status, a dialog box will pop up asking you to confirm this change. Click *OK* to continue, or *Cancel* to abort.

Note: When a student is locked, the student profile can no longer access the class.

Enrolled	Student name	
20-Apr-2015	Jenn Bloggs	
21-Apr-2015	Joe Bloggs	🔒
20-Apr-2015	Jane Doe	
20-Apr-2015	John Doe	

Removing a Student

1. Click the drop icon to the right of the student Email address to remove the student from a class. Accidentally dropped students may be re-added manually, but must be added under the same Email address to regain access to the previous submissions that were made.

Warning: Students should be dropped from a class only if you are absolutely certain that the student user profile and its submissions are no longer needed. Dropped students cannot re-add themselves to the class even with the class ID and enrollment password

	Drop
.edu	🗑
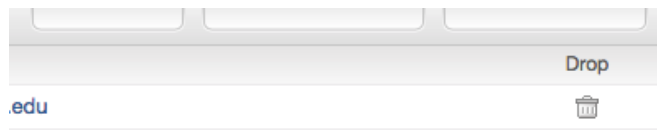
The Similarity Report

This page was not added to the PDF due to the following tag(s): article:topic-guide

PeerMark™

Introduction

PeerMark™ is a peer review assignment tool. Instructors can create and manage PeerMark assignments that allow students to read, review, and evaluate one or many papers submitted by their classmates. With the advanced options in PeerMark instructors can choose whether the reviews are anonymous or attributed, decide if students should be excluded from reviews, or pair students to assign students specific papers to review.

Overview

The basic stages of the peer review process:

Instructor creates a Turnitin paper assignment

Instructor creates a PeerMark assignment and sets the number of papers students will be required to review, and creates free response and scale questions for students to respond to while reviewing papers

Student papers are submitted to the Turnitin assignment

On the PeerMark assignment start date, students begin writing peer reviews

For each assigned paper students write reviews by responding to the free response and scale questions

Once the PeerMark assignment due date passes no more reviews can be written, completed, or edited by the writer

On the PeerMark assignment post date, reviews of the students' papers become available for the papers' authors to view

Distribution of Peer Reviews

PeerMark assignments may use or mix the following methods of distribution of the papers to be reviewed:

Automatically by the Turnitin system

Manually selected by the instructor for the student to review

Self-selected by the student

For example: The instructor may assign students to review four total papers with the following paper selection combination: two papers automatically selected by Turnitin, one paper selected by the student to review and a self review.

Creating a PeerMark Assignment

PeerMark assignments can only be created if a class has at least one paper assignment. A PeerMark assignment requires a paper or review assignment to be 'based on.' This allows the PeerMark assignment to have a pool of papers to use as the basis for the peer review.

The assignment the PeerMark assignment is based on should meet the following criteria:

   The due date of the base assignment comes before the start date and time of the PeerMark assignment

   If anonymity in the review is desired, student submissions should not contain the name of the author in the text or at the top of the paper

Step One - PeerMark Settings

To create a PeerMark assignment, click on the *New Assignment* button from within a course. Select PeerMark Assignment from the *Select your assignment type* page and then click on the Next Step button. Step 1, PeerMark Settings screen will load.

1. Click on the *Add Assignment* button from within a class
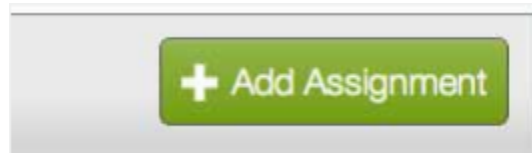
2. Select PeerMark Assignment and click on the *Next Step* button to begin creating a PeerMark Assignment
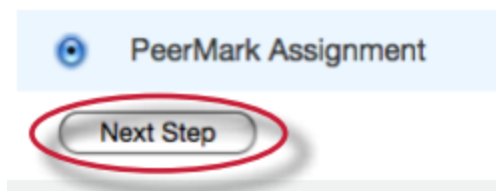
3. Select the paper assignment the peer review is based on

4. Select a Point value for the assignment. Select whether to award full points if review is written by placing a check mark in the *Award full points if review is written* option
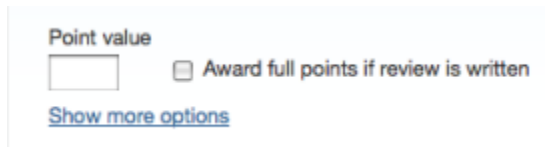
5. Next, select the dates for the PeerMark Assignment. The dates the instructor must select are: the start date, the due date, and the post date. The start date is the date students can begin reading papers and writing reviews. The due date prevents students from writing reviews after this date. The post date is the date students will have access to reviews written by their classmates

Assignment Dates

Start

| mm/dd/yy | at | hh:mm am/ |

Due

| mm/dd/yy | at | hh:mm am/ |

Post

| mm/dd/yy | at | hh:mm am/ |

Show more options

6. Click the Save & Continue button to continue PeerMark assignment creation

Save & Continue or Cancel

Advanced PeerMark Settings

When creating a PeerMark assignment the instructor may select to view and change any of the advanced assignment options in Step 1 of PeerMark creation. The advanced assignment options are viewed by clicking on the *Show more options* links located below the point value field and below the assignment dates.

Point value

☐ Award full points if review is written
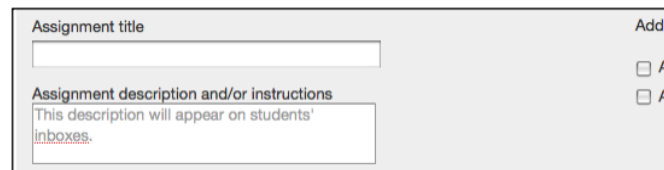
Show more options

Clicking the *Show more options* link below the point value will reveal four additional options: the assignment title field, the assignment instructions field, the anonymity option, and the non-submitter participation option.

Assignment title and Assignment description and/or instructions

The PeerMark assignment title is the title that will appear for the PeerMark assignment when a student views the expanded view of the PeerMark assignment. The assignment instructions also appear to students in the expanded view of the PeerMark assignment and they are meant to allow instructors to give students basic guidelines for completing their reviews.
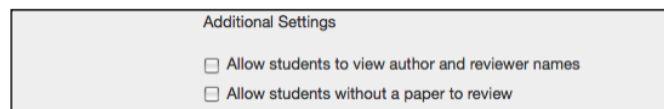
Assignment title

Assignment description and/or instructions
This description will appear on students' inboxes.

Addit

☐ Al
☐ Al

Anonymity and Non-submitter Participation Options

The author and reviewer anonymity option appears as, "Allow students to view author and reviewer names". When this option is selected, students will see the name of the author of the papers that are being reviewed and the names of the students who wrote the reviews for the papers. The non-submitter participation option appears as, "Allow students without a paper to review". When this option is selected, students who have not submitted papers to the paper assignment the PeerMark assignment is based on will be allowed to write reviews for other students' papers.

Additional Settings

☐ Allow students to view author and reviewer names
☐ Allow students without a paper to review

Click on the *Show more options* link below the assignment dates to view three additional options related to the assignment dates.

Post
mm/dd/yy   at   hh:mm am/
Show more options

View Access Options

There are two options when creating a PeerMark assignment that provide the ability for students to read every student paper after the PeerMark start date, or the ability for students to read every student paper and reviews of the papers after the post date of the PeerMark assignment. The two options are: "Allow submitters to read all papers after Start date" and "Allow students to read ALL papers and ALL reviews after the Post date."

If "Allow submitters to read all papers after Start date" is selected students are able to read all the papers submitted to the base paper assignment by clicking on a link within PeerMark inbox labeled Read All Papers.

If "Allow students to read ALL papers and ALL reviews after the Post date" is selected, students will be able to read every paper submitted to the base paper assignment and read every review written for each paper after the PeerMark assignment post date.

Note: Unless the option: "Allow students to view author and reviewer names" is selected students will not see the names of the paper or review authors.

Late Papers

When creating a paper assignment it is possible to set the assignment to accept late papers. If the instructor has chosen to allow late papers in the paper assignment a PeerMark assignment is based on the "Late Papers" date option will appear. The "Late Papers" option allows the instructor to select the last date papers can be submitted to the base paper assignment and still be included in the pool of papers to be reviewed in the PeerMark assignment.

Step Two - Distribution
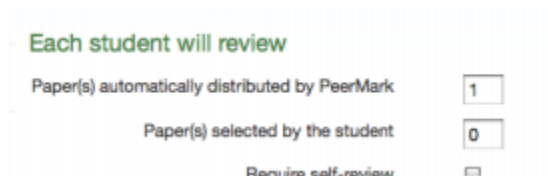
In step 2 the instructor determines how many papers will be distributed to the students in the course.

Selecting the number of papers each student will review

1. Click on the *Edit* link to adjust the number of papers each student will have to review. The default is to have each student review 1 paper automatically distributed by PeerMark
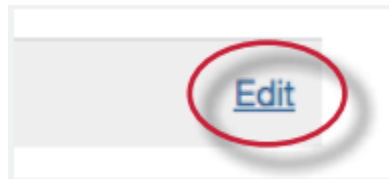
2. Place the number of paper(s) *automatically distributed by PeerMark* or *papers selected by the student* to review within the appropriate fields

3. Select whether you would like the student to write a self-review by clicking in the *require self-review* check box. A self review uses the same free response and scale questions the student used to write reviews of their classmates' papers but the review is for their own paper

Paper(s) selected by the student   0

Require self-review   ☐

4. Click on the *Save* button to save any changes or *Cancel* link to cancel any changes

Save   Cancel
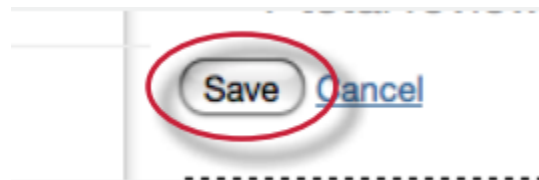
5. Click Save & Continue to move on to Step 3 of PeerMark assignment creation or to view the advanced distribution options click on the *Show more distribution options* link

Show more distribution options

Save & Continue or Return t
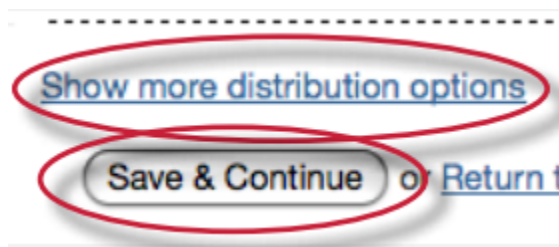
The advanced distribution options allow instructors to choose to exclude student papers from distribution or specify which student papers a student(s) will have to review. PeerMark will automatically distribute papers to students but an instructor may choose specific student pairings which will then add an exception to the PeerMark distribution which will adjust its logic according to the instructor's rules.

Pairing students for review

1. To assign a student(s) to review a specific student's paper, click on the *Pair Students* button
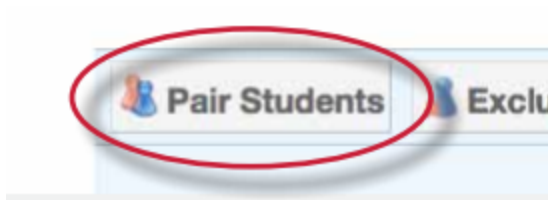
2. Clicking the Pair Students button opens up the pairing field. Click on the *BROWSE* for student link to select a student you would like to be the reviewer. Then click on the *BROWSE for student* to the right of WILL REVIEW to select the student whose paper will be reviewed
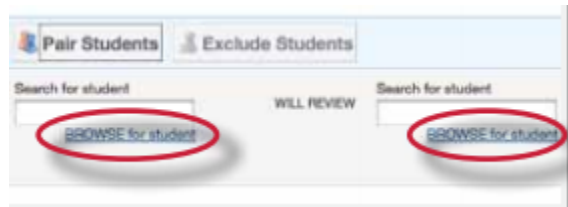
3. An instructor can select multiple students to be a reviewer of another student. Once one reviewer has been selected an instructor may click on the plus icon to the left of the first reviewer to open up another search box which the instructor can then use to select another student to be a reviewer
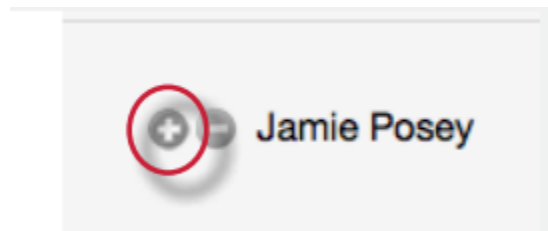
4. Once the pairing of students is complete, click on the Save pair button to save this pairing
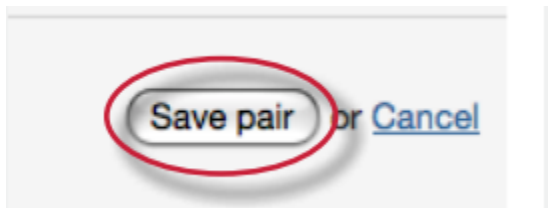
Students may also be excluded from review by clicking on the Exclude Students button. Students who are excluded from review will not be able to write or receive reviews.

Excluding students from review

1. Instructors can exclude students from review by clicking on the Exclude Students button
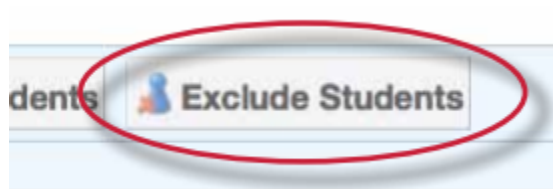
2. Click on the *BROWSE* for student link to select a student who will be excluded from review papers and will not have a paper distributed for review
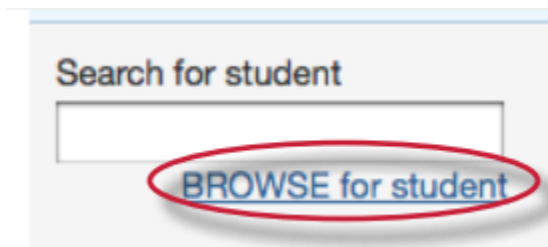
3. Select a student from the drop down list
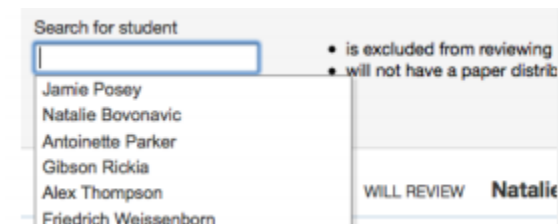
4. Once a student is selected, click on *Save exclusion* to exclude the student from the review
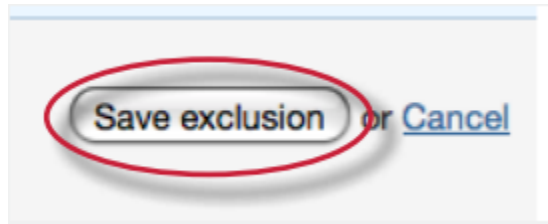
Student pairs or exclusions can be edited or deleted up until a student has begun a review which will lock the assignment settings. To edit a Student Pair or exclusion click on the edit button to the right of the student pair or exclusion you would like to edit.

To delete a Student pair or exclusion click on the trash can icon to the right of the pair or exclusion you would like to delete.
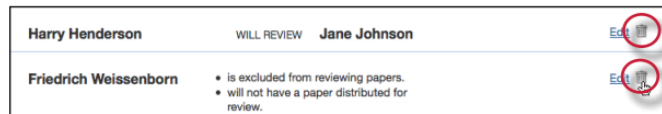
Step Three - Adding Questions to the Review

Step three allows an instructor to choose scale and free response questions for the PeerMark assignment.

A free response question example would be:

Free response questions allow an instructor to pose these questions for students to answer in their peer review and can include minimum length requirements. A scale question example would be

"How well does the introduction pull you in as a reader? Scale, Not very well to Really well"

Scale questions allow students to rate the paper on instructor chosen areas of writing. To add questions to a PeerMark assignment click on the Add Question button.

Creating a free response question in PeerMark creation

1. Click on the *Add Question* button and select *Free response*

2. Enter the question in the *Question* field and enter a value in the *Minimum answer length* field

3. Once the question and minimum answer length have been entered, click on the *Add Question* button to add the free response question to the PeerMark assignment

Creating a scale question in PeerMark creation

1. Click on the *Add Question* button and select *Scale*

2. Enter the question in the *Question* field

3. Select the scale size. The highest scale value is 5

4. Enter in the labels for the scale in the appropriate fields. An example for labelling the scale question: "How well does the introduction set up the Thesis of the paper?" would be 1: Not very well to 5: Extremely well

5. Click on the *Add Question* button to add the scale question to the PeerMark assignment
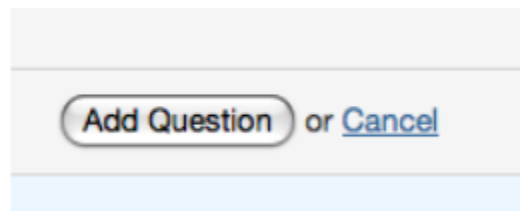
Adding a question from a PeerMark library

1. Click on the *Add Question* button and select the library you would like to add a question from
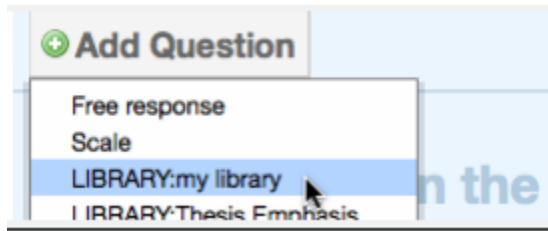
2. Click on the *Add this question* link to the right of each question you would like to add to your PeerMark assignment
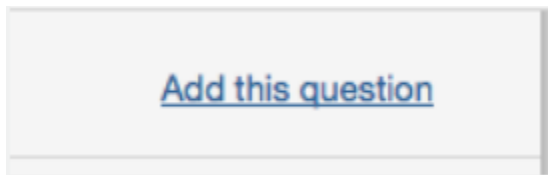
3. Click on the *Add all questions* button to add all the questions to the PeerMark assignment
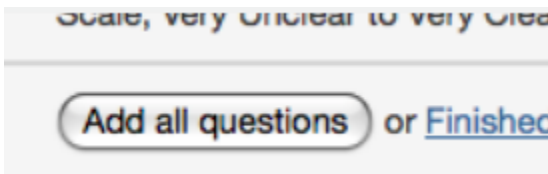
4. Click on the Finished adding questions from library link when you have added all the questions you want from this library
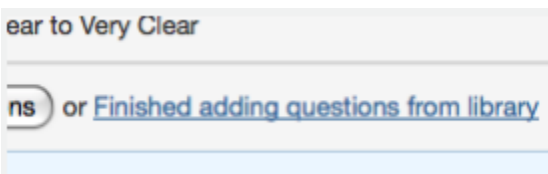
Once the instructor has added all the questions they want to the PeerMark assignment click on the Save & Finish button to complete the PeerMark assignment creation.
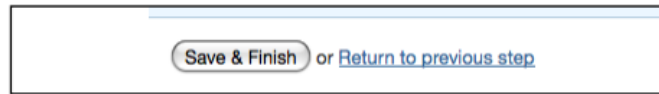
Editing or Deleting Questions

Free response and scale questions can be edited by clicking on the Edit link to the right of the question.
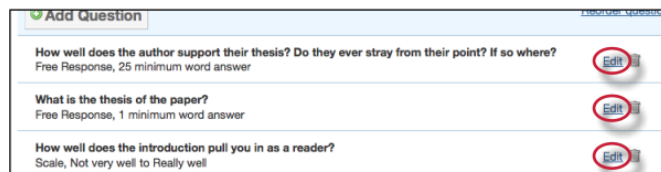
Free response and scale questions can be deleted by clicking on the trash can icon to the right of the question you wold like to delete.
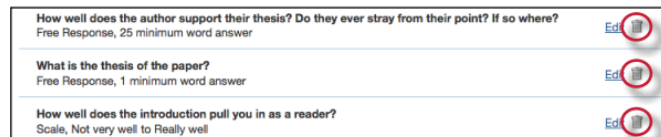
Clicking on the trash can icon will open a prompt asking "Are you sure you want to delete this question?" Click OK to delete the question.

Once the instructor has edited or deleted the questions they want click on the *Save & Finish* button to save any changes.

Save & Finish or Return to previous step
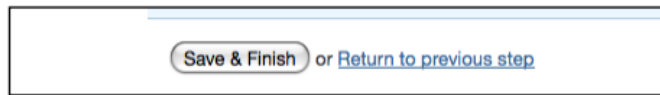
Reordering Questions

Within step 3 of PeerMark assignment creation an instructor may reorder how the questions appear for a student in their peer review. An instructor may wish to do this if they want their students to see the questions in a specific order. To reorder the questions click on the *Reorder questions* link.
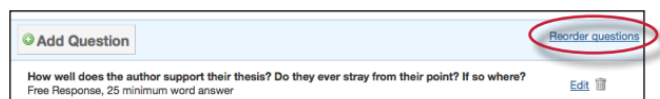
Change the order of the questions by dragging them to where you would like them placed. Click on the Save order button to save the new order or click Cancel to cancel any changes.
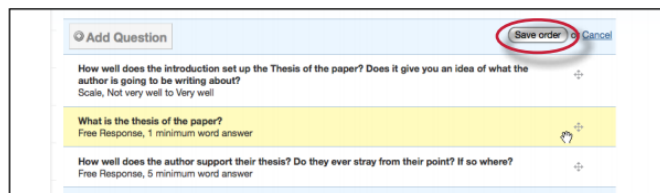
Warning: Once the start date of the PeerMark assignment has passed and a student has begun a peer review, the assignment settings for the PeerMark assignment will become locked and no further edits to the distribution or question options will be allowed.

Viewing Student Reviews

Once the start date of the PeerMark assignment has passed students may begin writing peer reviews. The system will automatically distribute the value of papers entered into the *paper(s) automatically distributed by PeerMark* field within the PeerMark assignment creation. To view which papers students have reviewed or are currently reviewing click on the *View* link next to the PeerMark assignment.

The PeerMark inbox will open displaying all the student names, how many reviews out of the total number of reviews assigned to the students have been completed. Instructors can then view an individual student's reviews by clicking on the *Show details* link to the right of the students name.

Instructors can click on the *show all details* link to expand each student's review details. To collapse all the review details click on the *hide all details* link.

An excel file containing the scale responses for each review and scale response averages for a paper or reviewer is available for download for the PeerMark assignment. Click on the *Download Scale Responses* (xls) link to begin the file download.

Within the more details of a single student the instructor can view the progress of the student's reviews or read the student's completed reviews. All the reviews written for this student are visible to the right of the student's reviews.
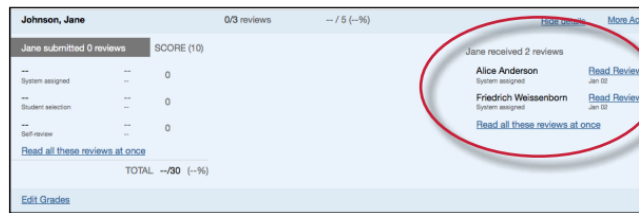
Grades for the PeerMark assignment can be edited from within the PeerMark inbox.

Editing review grades within the PeerMark inbox

1. Once the due date for the PeerMark assignment has passed instructors can edit student grades for the PeerMark assignment in the inbox by first clicking on the *show details* link to the right of a student's name

2. Click on the *Edit Grades* link located below the written review links
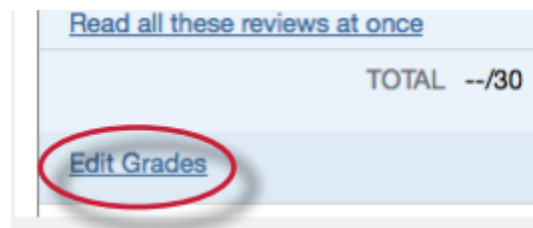
3. Enter the new grade in the *Grade* field
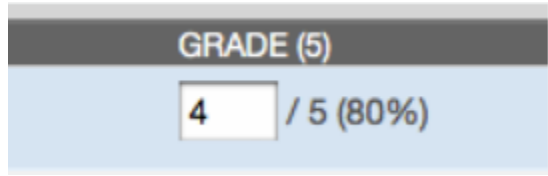
4. Click *Save Grades* to save your changes
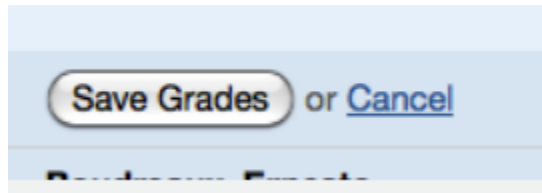
Writing a Review of a Student Paper

The instructor is able to write a review to supplement those that students will receive from their peers. The instructor is provided with the same free response and scale question structure as the students.

An instructor can begin writing a review of a student submission from within the PeerMark inbox by clicking on the View link next to the PeerMark assignment.

Within the PeerMark inbox click on the More actions drop down menu and select *Write instructor review* next to the student's name whose paper you would like to review.

Show details	More Actions ▼	
Show details	Read all reviews student submitted	
< PREV	Write instructor review	
	Print reviews student submitted	
	Print reviews student received	
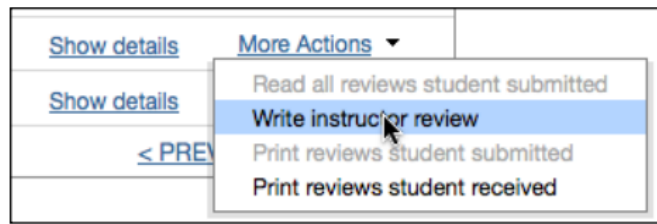
Writing a review for a selected paper

1. All the free response and scale questions that need to be completed for the peer review are located on the right side of the PeerMark screen

2. To answer a free response question, click in the text box below the question and type in your response. The word minimum for the response is listed below the text box

QUESTIONS   COMMENTS

1. How well does the author support their thesis? Do they ever stray from their point? If so where?

25 word minimum

perienced these

'ip the narrator

re directly
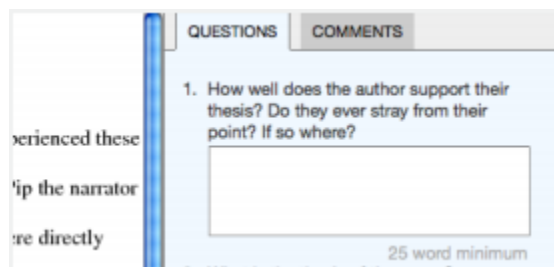
3. To answer scale questions, click the radio button above the number for the rating you are giving this writer for the question
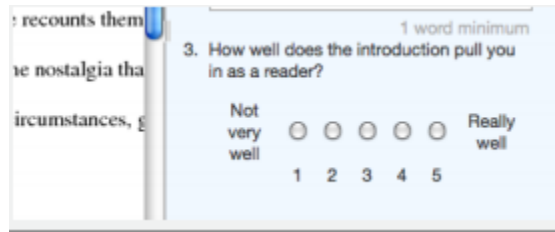
4. Answer all remaining free response and scale questions. Once the questions are completed, click on the Submit button at the top of the PeerMark page to submit your review

---
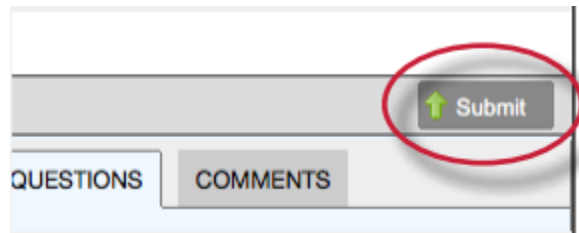
Adding Comments to a PeerMark Paper

PeerMark allows users to comment directly on a paper within a review.

PeerMark Tools Palette

The PeerMark Tools palette contains all the commenting functions available to a user. To access the Tools palette click on Tools on the PeerMark toolbar.
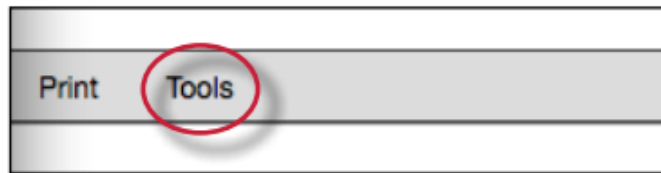
The Tools palette contains two commenting tools and several composition marks that instructors can use in reviewing and editing their students' papers.
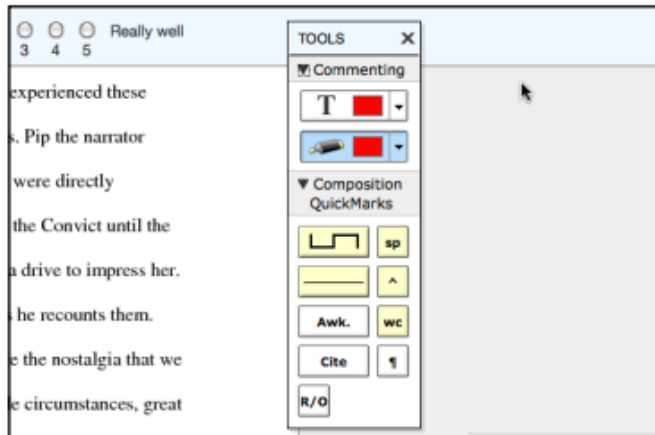
Commenting Tools

Within PeerMark an instructor may comment on the paper they are reviewing. A comment is equivalent to the notes that an instructor may write in the margins of a paper.

A comment might be:

> "Your thesis is unfocused. Consider refining your thesis in subsequent versions of this paper."

A comment may be up to one thousand characters in length.

Adding a comment to a paper

1. Within PeerMark, to add a comment to a paper click on the paper where you would like to comment. A comment icon and comment bubble will appear

2. Enter text into the text field of the comment bubble
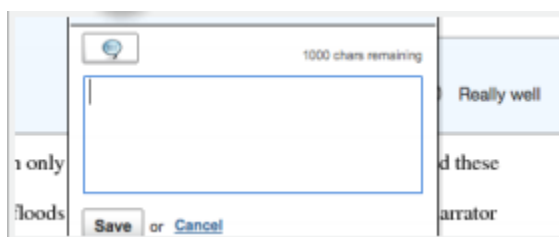
3. (Optional) If the comment references a specific area of the paper, you can click and drag on the paper while the comment bubble is open to create a highlight over text. The color of the highlight can be selected before clicking and dragging. Multiple highlights can be created for each mark if there are multiple areas to reference. Highlights may be overlapping
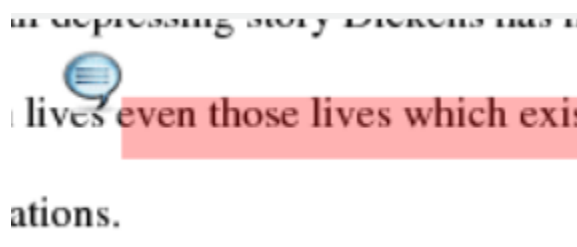
4. Click the Save button to save the comment
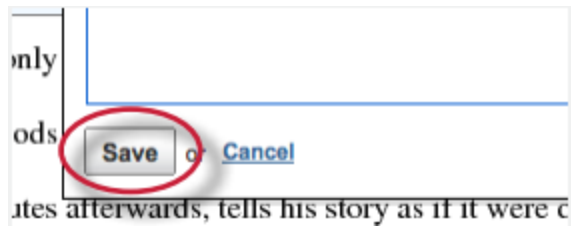
The comment can be edited at any time by clicking on the mark symbol for the comment. The *Edit* and trash icons will appear, click on the edit icon or double click the mark to open up the comment box. Edit the comment and click Save to save any changes made to the comment. To move a comment, click and hold on the mark symbol and drag the icon to a new location. To delete a comment click on the trash icon.
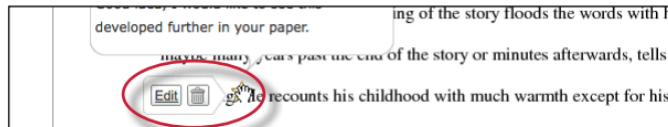
Inline Comments

Inline comments allow an instructor to add comments directly on the paper. The inline comment appears as type overlaid on the paper. The instructor may select a color from the drop down menu for the inline comment.

To add an inline comment, select the type tool from the Tools palette. Select a color from the color pull down by clicking on the drop down menu for the type tool.
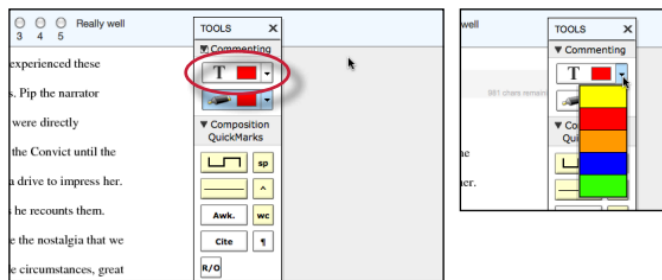
The user can click on the paper where the comment should begin. The inline comment will show up as a light gray highlight over which typing may be done. When finished, click elsewhere on the paper or select the highlighter tool from the Tools palette. The inline comment will appear as typing directly over the paper.
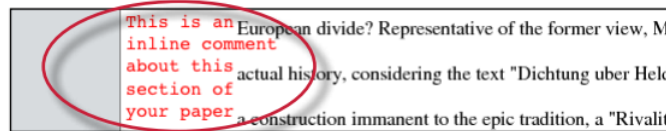
An inline comment can be deleted by moving the cursor over the comment and then clicking on the gray trash can icon that appears to the left of the comment. Deleted comments cannot be recovered.

The inline comment can be moved by clicking and dragging the comment to a new location on the page. Releasing the mouse will affix the inline comment to the page in the new location.

Composition Marks

Composition Marks are standard editing marks that instructors can utilize when editing and reviewing their peers' papers. To add a composition mark to a paper click on the mark you want to add in the tools palette and drag the mark to the desired location on the paper.
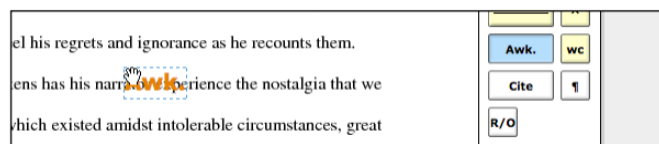
Tip: Composition mark symbols with yellow backgrounds on the palette are dynamic. These marks require further modification when added to a paper. Some of these marks are resizable using handles at the corners of the mark. Others allow for text to be added in a text field. This allows further customizing of these editing marks.

To move a composition mark click on the mark and drag it to the new position on the paper and release the click. To delete a mark place the cursor over the mark, the trash icon will appear. Click on the trash icon to delete the mark.
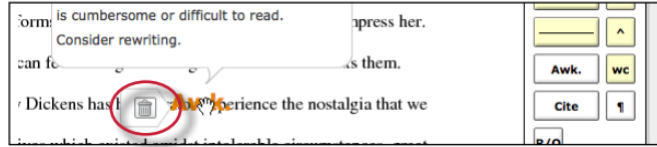
Reading Peer Reviews

Student reviews that have been completed can be accessed from three locations:

The inbox for the PeerMark assignment can be reached from the class homepage by clicking on the View link to the right of the PeerMark assignment

The student portfolio page, which shows any submissions made by the student including peer reviews. This can be accessed by clicking on the student name from the students tab

Reading Reviews from the Assignment Inbox

To read the reviews of student papers the instructor can click on the *View* link to the right of the name of the PeerMark assignment from the class homepage.
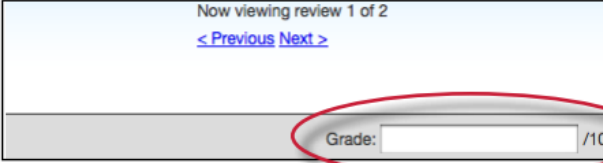
To read a student's reviews, click on the *More actions* link and select *Read all reviews student submitted* to the right of the student's name.

Grading Reviews

Instructors may grade the reviews written by the students. If the option award full points for written review is not selected in PeerMark assignment creation, instructors can provide a grade within PeerMark. Once a student's reviews are opened place the value in the Grade field you would like to give this student for their review. The instructor may wish to use the *Previous* and *Next* arrows to scroll quickly through each review written for this paper.

Now viewing review 1 of 2
< Previous Next >

Grade: [   ] /10

If the instructor has selected the option to Award full points if review is written within the PeerMark assignment settings then every completed review by a student will be awarded 10 points. A completed review is when all the questions an instructor has added to the review have been answered. Once the due date has passed for the PeerMark assignment the student's total grade for the assignment will be available for the instructor to view.

The total score for all reviews for a reviewer will be normalized to the point value that was selected for the PeerMark assignment during assignment creation. This is true whether the *Award full points if review is written option* is selected or not.

Example 1 - If Award full points if review is written has NOT been selected

There are a total of three reviews in the review set for the PeerMark assignment and the point value is 100.

 Review 1 -- The instructor gives the review a 9

 Review 2 -- The instructor gives the review a 7

 Review 3 -- The reviewer did not start the review

The total score for all the reviews would be 16 (9+7+0=16) out of the total possible points of 30 (3*10=30). 16 out of 30 = 0.533. Normalizing the 0.533 to the PeerMark point value of 100 would be: 0.533 * 100 = 53.3, rounded to 53.

Example 2 - If Award full points if review is written HAS been selected

There are five questions to be answered in the review and there are a total of 4 reviews in the review set for the PeerMark assignment. The point value for the PeerMark assignment is 100.

Review 1 -- The reviewer entered content for all five questions, but one is considered "unanswered" because it does not meet the minimum length requirement. The score for this review is 0.

Review 2 -- The reviewer answered all five questions. The score for this review is 10.

Review 3 -- The reviewer did not start the review. The score for this review is 0.

Review 4 -- The reviewer started the review but neglected to answer any questions. The score for this review is 0.

The total score for all the reviews would be 10 (0+10+0+0=10) out of the total possible points of 40 (4*10=40). 10 out of 40 = 0.25. Normalizing the 0.25 to the PeerMark point value of 100 would be: 0.25 * 100 = 25.

The instructor may edit the grades given to student reviews or to the student's total score for the assignment once the due date has passed for the assignment. Once the post date of the assignment has passed students will be able to view the grades for their reviews and the total score awarded to them for the assignment.

Editing review grades and overall grade in PeerMark

1. Click on the *View* link to the right of the PeerMark assignment
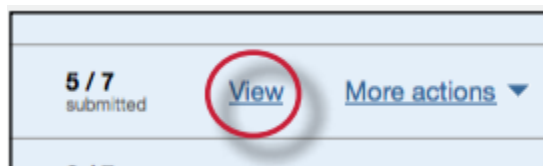
2. Click on the *Show details* link next to the student whose grades you would like to edit

3. Click on the *Edit Grades* link
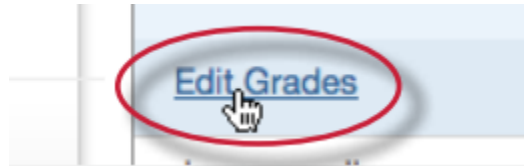
4. To adjust the scores for the student's reviews click on the previous score in the text box and enter the new score

5. To adjust the student's overall grade for the PeerMark assignment click within the text box of the current score and enter the new grade for the student

6. Click on the *Save Grades* button to save any changes that have been made to the student's grades
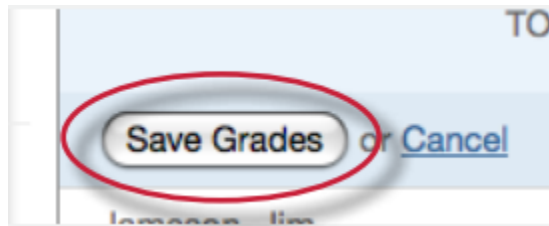
Printing Student Reviews

Instructors have two printing options for each student: to print reviews the student submitted or to print reviews the student received. To print student reviews click on the More actions link next to the student whose reviews you would like to print and select either *Print reviews student submitted* or *Print reviews student received.*
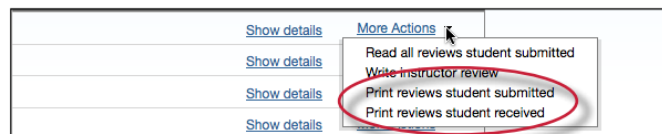
The PeerMark print view will open and will automatically include each students review along with the questions & answers and comments for their review.

Instructors may adjust the printing options by selecting or deselecting the check boxes next to the three print options: Include Questions & Answers, Include Comments, and Include All Reviews. Click on the *Print* button to print the review(s).
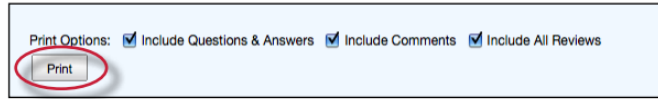
Reviews may also be printed by clicking on the Print link when viewing a student's review within PeerMark.
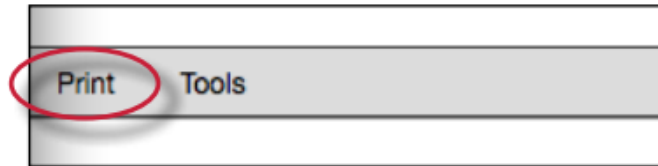
PeerMark in the Document Viewer

Instructors may view a paper's peer reviews within the document viewer once a reviewer submits a PeerMark review. To view a paper in the document viewer click on the paper's title within the assignment inbox for the paper assignment the peer review is based on.

Once the document viewer loads click on the PeerMark tab.
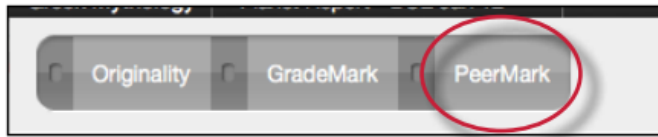
When the PeerMark service is active the sidebar will display a list of all the students who have reviewed the paper.
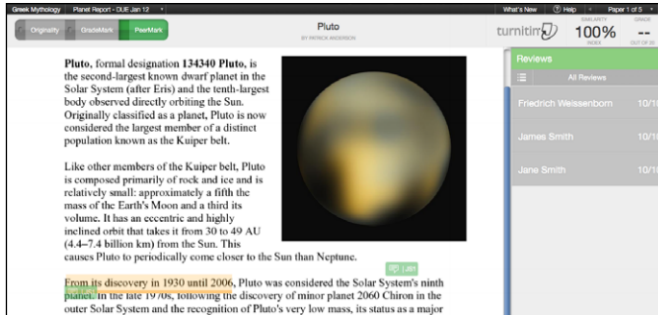
All reviewer comments appear on the paper. Each mark made to the paper is identifiable by the reviewer's initials.
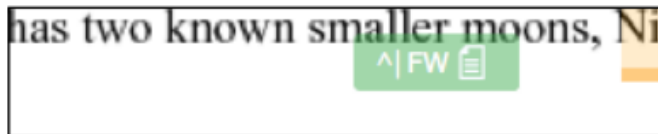
To view a specific student's comments click on their name in the sidebar

The list icon can also be used to select a student or to select to view All Reviews.
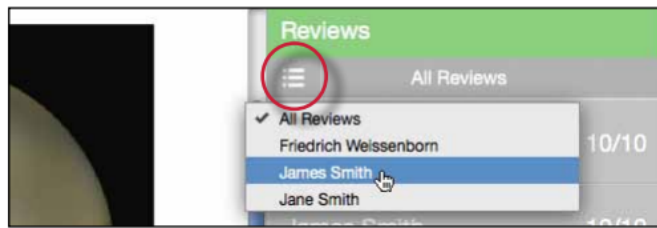
Viewing the PeerMark Questions and Answers

To view the PeerMark questions and answers click on the questions and answers icon.
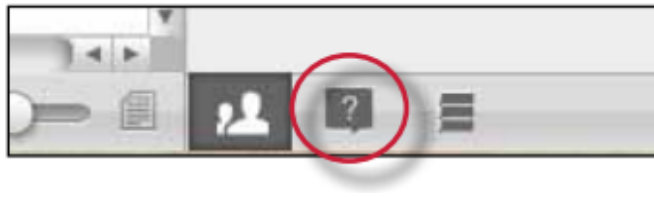
The sidebar will load all the PeerMark questions added to the PeerMark assignment during assignment creation. The reviewers' answers are located under each question. If all reviews are displayed the answers are identifiable by the reviewers initials.
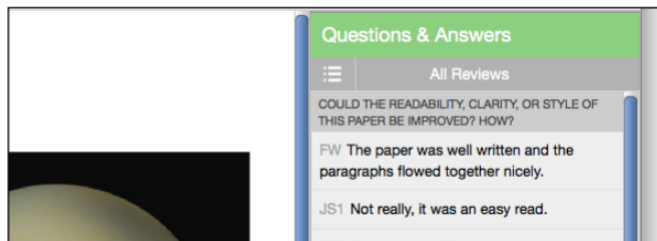
Reviewer Mark List

To view a list of all the comments left on the paper click on the mark list icon.
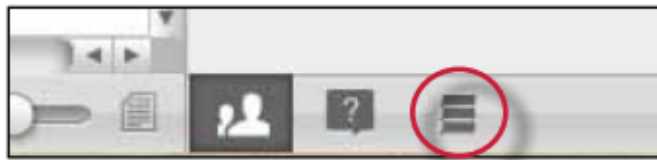
The Comments List may be used to navigate to the location of a comment on the paper. Simply hover the cursor over a mark in the comment list and then click on the *show on paper* link that appears.

Grading Reviews

To grade a reviewer click on the reviewer's name.
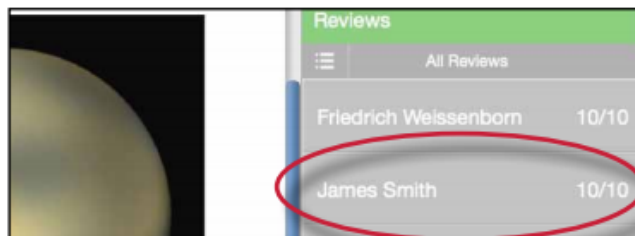
To edit the grade click on the grade next to the reviewer's name.

Enter the new grade in the grade field. Click elsewhere on the screen to save the grade.

Training Video: Using PeerMark

Media, iframe, embed and object tags are not supported inside of a PDF.

Global Anonymous Marking

With anonymous marking, your student's name and any other identifiable information is masked from you, their instructor.

If at any point during marking you identify a problem with a submission, you have the ability to reveal the student's name from the Assignment Inbox. When you reveal a student's name an audit trail will be created. You will be required to enter a reason for unveiling a student's name in order for any issues to be properly investigated.

Note: This setting is permanent. If you disable anonymous marking for a student, you will be unable to reactivate it for that student during that assignment.

Enabling Anonymous Marking for a New Assignment

Anonymous marking is set at the assignment level. Please note that for you to enable anonymous marking as an instructor, your administrator must have enabled this option too on your institution's account. If there is no option available, please contact your administrator to request that this is activated.

1. To enable anonymous marking for an assignment, click the *All Classes* tab from any page

2. Select the class name that includes the assignment for which you wish to enable anonymous marking

University of Testing

Class ID	Class name
2921193	Sample Class

3. Click the Action dropdown list next to the assignment that you wish to enable anonymous marking and select *Edit settings*

More actions ▼
Edit settings
Submit
Delete assignment
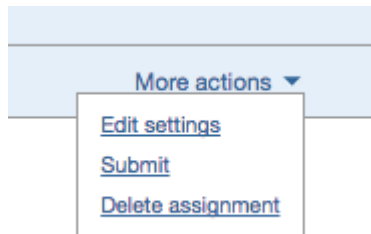
4. You will be directed to the update assignment page. From here, click the *+ Optional Settings* link
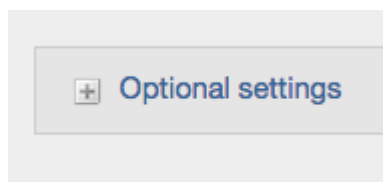
⊞ Optional settings

5. Scroll through the optional settings list until you reach the option to 'Enable Anonymous Marking'. Select the *yes* radio button

Enable anonymous marking? ❓
- ◉ Yes
- ○ No

6. Scroll to the bottom of the page and click the *Save* button to save your changes
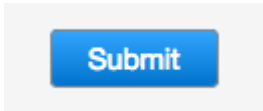
Submit

Note: Repeat steps 1-4 should you wish to deactivate anonymous marking. Simply select the *No* radio button to disable anonymous marking, then click *Save.*

Revealing a Student's Name

1. From the assignment's submission inbox, a student's name will be hidden within the Author column. If for any reason you must reveal a student's name, click *Anonymous Marking Enabled.*

Sample Assignment
INBOX | NOW VIEWING: NEW PAPERS ▼

Submit File		
☐ AUTHOR		TITLE
☐	Anonymous Marking Enabled	Sample Assignment
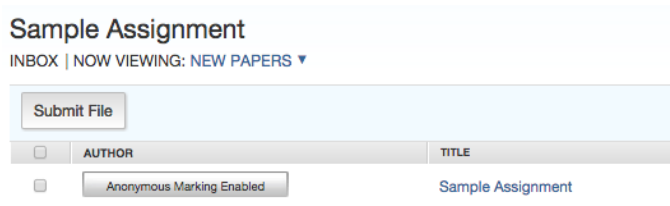
2. By clicking the *Anonymous Marking Enabled* button, this will open a pop-up box to turn off anonymous marking. State the reason for turning off Anonymous marking for the submission by typing in the text box, and click *Submit.*

turn off anonymous marking

State reason for turning off Anonymous Marking for "Sample Assignment":

Enter your reason here

Warning: Administrator has access to this information. This setting is permanent.

submit   cancel

3. The student's name will now be revealed within the Author column

Sample Assignment
INBOX | NOW VIEWING: NEW PAPERS ▼

Submit File

	AUTHOR	TITLE
	Joe Bloggs	Sample Assignment

Additional GradeMark Functions

The Comment List

The list of all marks that have been added to a paper can be viewed by clicking the comment list icon at the bottom of the GradeMark sidebar.

The list of comments can be used to navigate to the location of a comment on the paper by hovering the cursor over a mark in the comment list and then clicking on the *show on paper* link that appears.
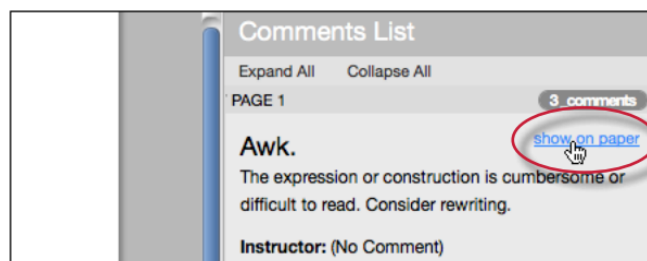
Navigation Between Papers

An instructor grading several papers may need to move to the next or previous paper without returning to the inbox and re-launching the GradeMark interface.

The *previous paper* and *next paper arrows* at the top of each paper in the document viewer allow the instructor to continue grading without returning to the assignment inbox. Each time the instructor moves between papers, any changes that have been made to the papers are saved automatically. An instructor may select a specific student from the *Paper # of #* drop down menu.

Entering a Grade

A numeric grade may be manually entered for a paper by clicking the *Grade* box at the top right of the paper, which opens a text box to enter the grade into. The Grade field automatically displays a -- for the grade until a grade is entered. Grades entered in this field will be saved to the grade book.

> **Note**: If a rubric has been attached to the assignment, a grade will be automatically entered in the grade field if the Rubric percentage is applied to the assignments total point value.

Printing

The GradeMark interface is not designed to be printed from the primary GradeMark screen. To download and print a paper with a full comment list and any rubric information, use the *print* icon at the bottom left of the GradeMark window.
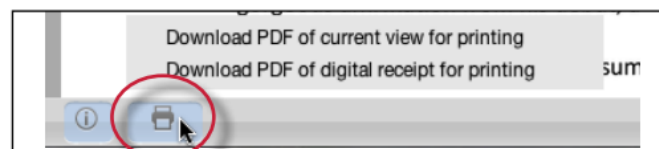
A printable PDF version of the paper will be saved to your computer. Use the print menu from within your computer's default pdf viewing application to print the GradeMark paper.

Student Engagement

Once the papers submitted to an assignment are graded, instructors can view student engagement with the graded papers. An icon of a person with a check mark appears within the response column in the assignment inbox for each student who reviewed their graded paper in GradeMark for longer than 30 seconds.

Commenting Tools

The GradeMark system contains several tools and types of mark that instructors can use in grading and assessing papers. These include:

comments

inline comments

QuickMark comments

rubric scorecards

general comments

Comments

A comment is equivalent to the notes that an instructor may write in the margins of a paper. A comment might be:

"Your thesis is unfocused. Consider refining your thesis in subsequent versions of this paper."

A comment may be up to one thousand characters in length.

Adding a comment to a paper

1. Click on the pencil icon for a submission to access the GradeMark interface

2. Click on the point on the paper to add the comment to
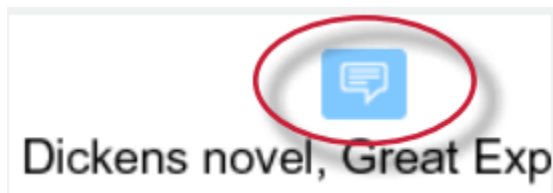
3. Enter text into the text field of the comment bubble
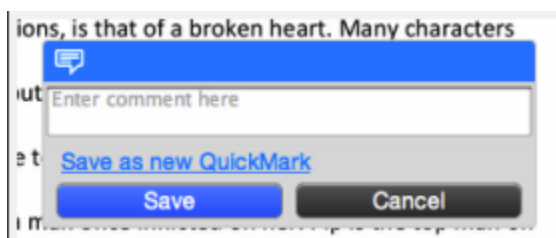
4.

4a. (Optional) If you would like to make this comment into a reusable QuickMark comment, click on the *Save as new QuickMark* button
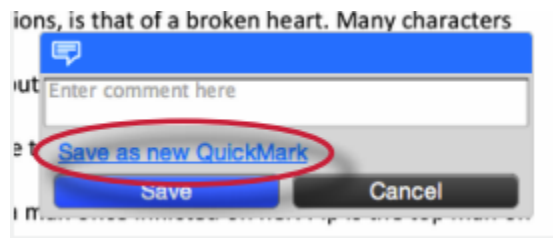
4b. (Optional) Enter a title for the QuickMark. This title will be displayed on the paper.

Select a set to add this QuickMark to by clicking on the Set drop down menu.

Click *Save* to save the comment as a QuickMark
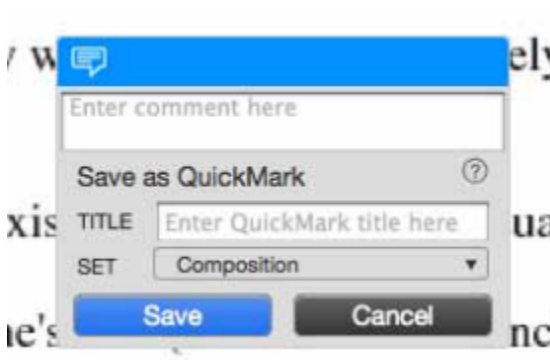
Note: QuickMark comments that are not added to a set will be located within *All* in the QuickMark manager

5. (Optional) If a rubric scorecard or marking form is used to grade the assignment the instructor may associate the comment with one of the rubric's criterion. Use the *Associate a criterion* drop down menu to select which criterion to associate the comment with

6. Click the *Save* button to save the comment

The comment will be added to the paper.

The comment can be edited at any time by hovering the cursor over the mark for the comment and then clicking the *Edit* button. Edit the comment and click *Save* to save any changes made to the comment. To move a comment, click and hold on the mark symbol and drag the icon to a new location.
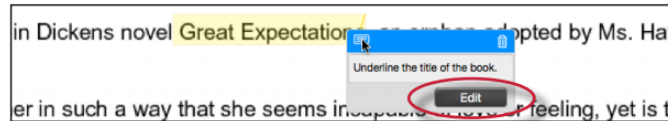
Associating a comment with a criterion

When a rubric scorecard or marking form is used to grade an assignment, there is an additional option when adding comments or QuickMark comments to the paper that allows the instructor to associate the comment with one of the rubric's criterion.
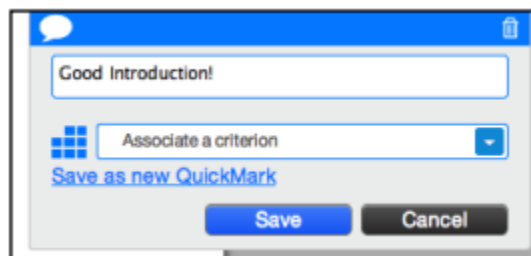
If a comment was associated with a rubric criterion the comment icon is replaced by the rubric icon.

All comments associated with rubric criterion are listed within the rubric sidebar and expanded rubric for quick reference. The rubric sidebar displays the number of comments associated with each criterion. Instructors are able to quickly view the comments associated with the criterion by clicking on the associated comment icon.
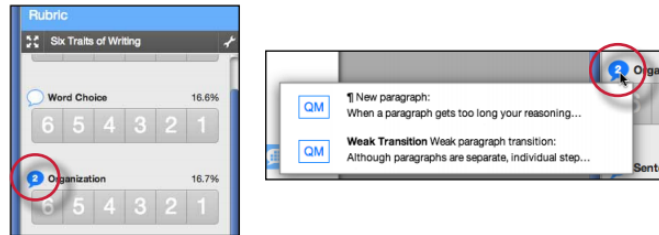
Deleting a Comment

A comment and the associated mark can be deleted by clicking on the mark symbol on the paper. Click on the trash can icon at the top right of the comment bubble to delete the mark from the paper.
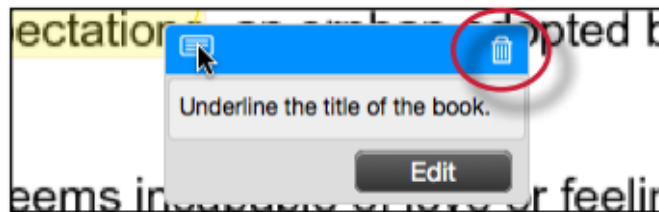
Highlighting Text for a Comment

An instructor can associate a highlighted section of text with a comment to reference a specific area of text.

To associate a highlight with a comment

1. Within the GradeMark interface select the text of the paper

within Great Expectations fester

2. Click anywhere within the highlighted text to open up a comment bubble

vel Great Expectations, ar

3. The selected text will be highlighted and the comment is placed where the highlighted section of text was clicked. Enter the comment into the text field of the comment bubble. Select the highlight color from the 5 color options. Yellow is the default color for highlights
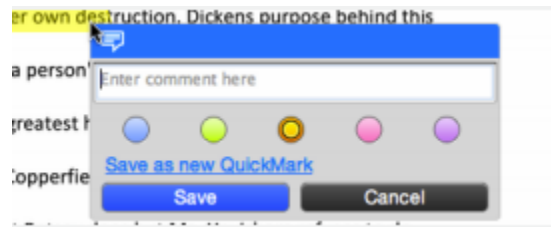
4. Click the *Save* button to save the comment

5. The comment icon will appear where the highlight was clicked. The comment icon can be moved away from the highlight and still be associated with the highlight by a connecting line
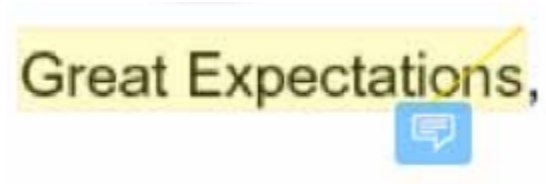
6. To move the comment icon click on the icon and drag it to the new location, release the held click
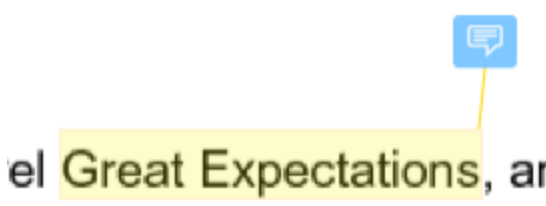
Striking Through Text

An instructor can strike through text within GradeMark by first selecting the text and then hitting either delete or backspace on the keyboard. To delete the strikethrough hover over the strikethrough text and then click on the trash can icon that appears.

Inline Comments

Inline comments allow instructors to add marks directly onto the paper. The inline comment appears as type overlaid on the paper.

To add an inline comment, click on the type tool button within the sidebar.
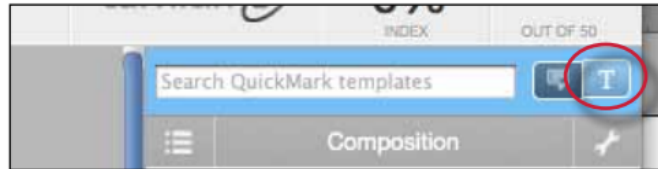
The user can click on the paper where the comment should begin. The inline comment will show up as a light gray highlighted box over which typing may be done. When finished, click elsewhere on the paper. The inline comment will appear as blue text directly on the paper. To edit an inline comment click directly on the inline comment's text and adjust the comment accordingly.
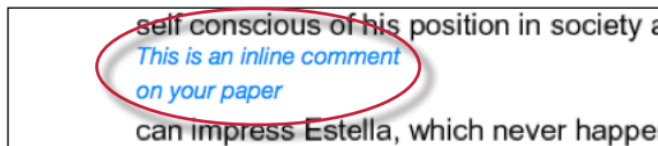
An inline comment can be deleted by moving the cursor over the comment and then clicking on the trash can icon that appears above of the inline comment. Deleted comments can be recovered by clicking on the *Undo* button at the bottom of the document viewer.

The inline comment can be moved by clicking on the inline comment's gray border and dragging the comment to a new location on the page. The cursor will transform into a hand notifying the user that a click will enable the inline comment to be moved. Releasing the mouse will affix the inline comment to the new location on the page

self conscious of his position in st

This is an inline comment
on your paper

can impress Estella, which never
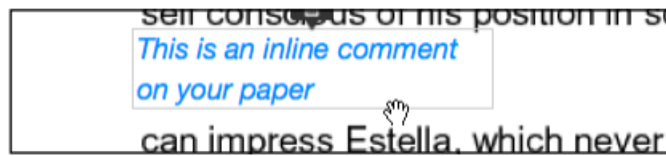
General Comments

An instructor is able to write a general comment or leave a voice comment regarding a paper. The general comment tool allows for a longer, less area-specific feedback to be provided to the paper's author.

To add a general comment

1. Click on the general comments icon at the bottom of the GradeMark sidebar.

2. Click on the *pencil icon* or within the text field to add your comment

3. Type in the comment within the text field
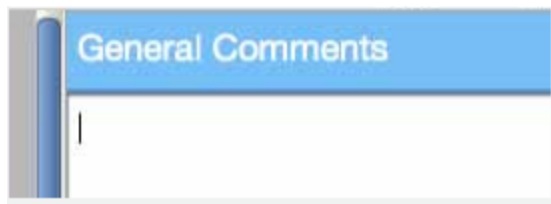
4. Click *Save* to save your comment

The general text comment will be part of the printable version of the GradeMark page for student users.

> **Note**: The General Comments sidebar is the default sidebar that students see when they open up their paper in GradeMark.

Voice Comments

Instructors are able to leave a voice comment on the student's paper from within the General Comments sidebar. Just like the written general comment the voice comment allows the instructor to leave an extended comment about the paper as a whole. To leave a voice comment the instructor must first navigate to the General Comment sidebar and have a computer microphone available.

Adding a Voice Comment

1. Click on the general comments icon at the bottom of the GradeMark sidebar.

2. Click on the record button to begin recording the voice comment
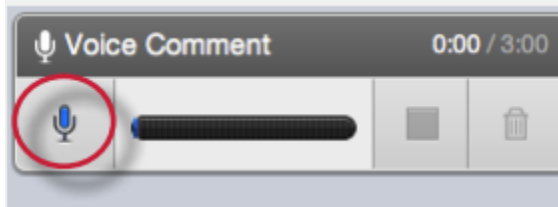
Note: An Adobe Flash player settings pop-up will appear asking for permission to allow Turnitin to use the computer's microphone. Select allow to be able to record a voice comment

3. Once you have finished recording your voice comment click on the stop button to stop recording
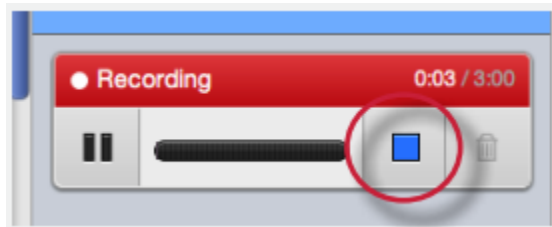
Note: A voice comment can be up to three minutes long. The length of the recording is noted in the top right corner of the Recording section

4. To play back the recording before saving it click on the play button
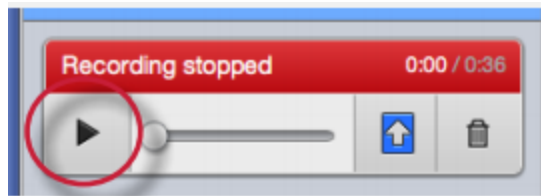
5. To save the voice comment click on the save icon
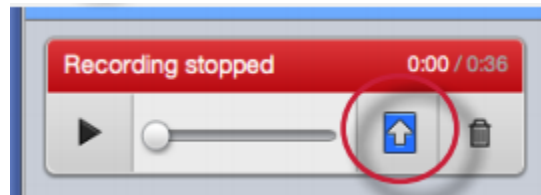
6. If you would like to rerecord a voice comment after a voice comment was already saved, you must first delete the current voice comment by clicking on the trash can icon and then repeat steps 2-5

Training Video: Adding Voice Comments

Media, iframe, embed and object tags are not supported inside of a PDF.

e-rater® Grammar Check Technology

This page was not added to the PDF due to the following tag(s): article:topic-guide

File Types Displayed in GradeMark

This page was not added to the PDF due to the following tag(s): article:topic-guide

Grading Templates

This page was not added to the PDF due to the following tag(s): article:topic-guide

![turnitin logo]

QuickMark

The QuickMark comments are commonly used or standard editing marks that instructors can utilize when editing and grading papers.

These marks are stored in sets found in the QuickMark Manager. The marks are added to a student paper from the QuickMark Sidebar. The GradeMark system automatically provides four QuickMark sets consisting of commonly used editing marks and standard corrections. Instructors can use these sets, create sets of their own, access a set shared by the Turnitin account administrator, upload a set provided by another teacher, or draw from a combination of sets.

To select the active QuickMark set for the QuickMark sidebar

1. Click on the QuickMark Manager icon
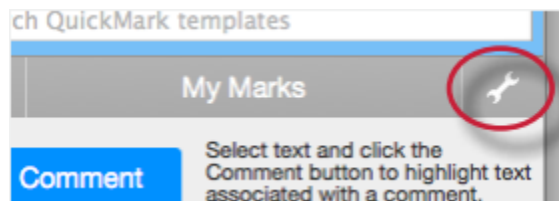
2. The active set has the circle next to its name filled in with blue. Click on the name of the set to add to the sidebar
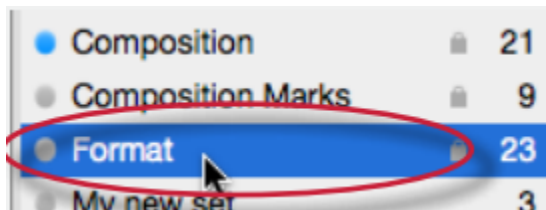
3. Click the *Make this the active set* link in the far right column

4. Close the library by clicking on the Close link in the bottom right corner of the QuickMark Manager. The QuickMark comments within the active QuickMark set will now be displayed in the QuickMark sidebar
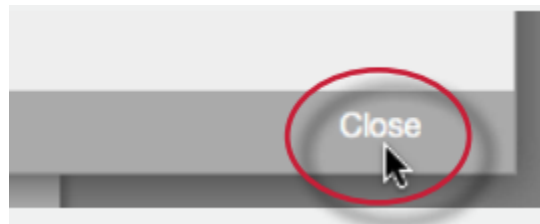
To change the active QuickMark set without opening the QuickMark Manager, click on the QuickMark set list icon to the left of the active set name and select the set to use to mark up the paper.
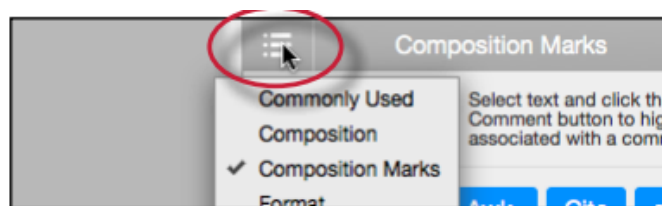
To add a QuickMark editing mark to a paper

1. If the QuickMark sidebar is not open, Click on the *QuickMark* button below the sidebar
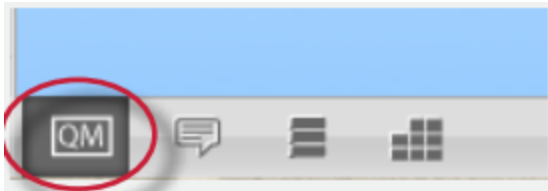
2. Click the QuickMark comment to add it to the center of the paper or click and drag the comment to the desired location on the paper. Hovering over a QuickMark will display the description of the mark in the blue tinted area below the QuickMark sidebar
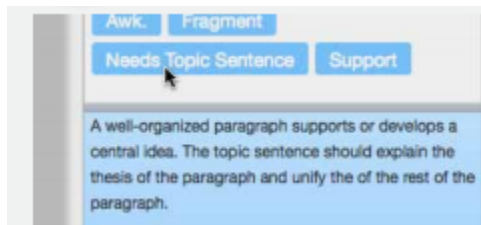
3. To associate a highlight with a QuickMark comment, select the text on the paper and then click on the QuickMark comment on the sidebar
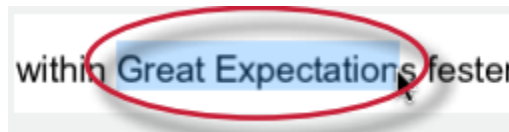
4. The QuickMark comment will automatically be placed at the end of the highlight
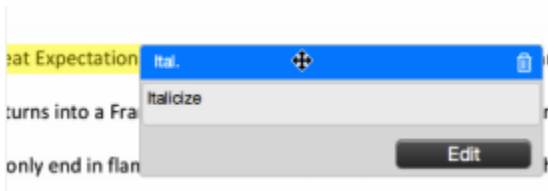
5.

5a. (Optional) Instructors can add additional comments to a QuickMark, change the color of the highlight, or associate a QuickMark comment with a rubric criterion by clicking on the *Edit* button while hovering over a QuickMark comment

5b. (Optional) Enter the additional comment in the *Additional Comments* text box, (if applicable) select a rubric criterion to associate the QuickMark comment with from the *Associate a criterion* drop down menu, or (if applicable) select a different color for the highlight.

Then click *Save* to add the additional comment to the QuickMark, associate the mark with a rubric criterion or apply the new highlight color
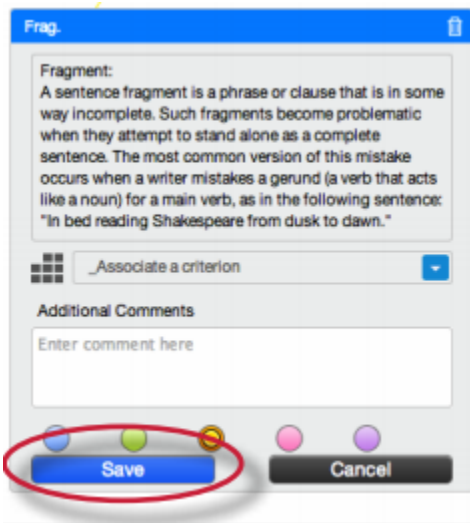
Creating QuickMark Sets

To create a new empty QuickMark set

1. Click on the QuickMark Manager icon within the QuickMark sidebar
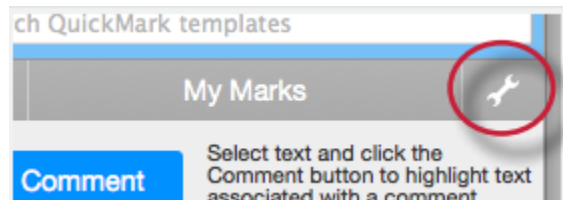
2. Click on the "+" icon to the right of the SETS column header
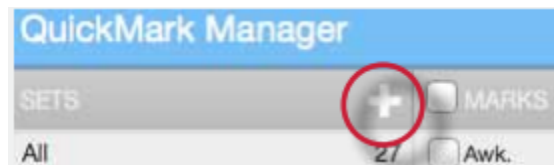
3. Enter the title for the new QuickMark set and then click *Save*

To create a new set from selected marks

1. Click on the QuickMark Manager icon within the QuickMark sidebar

2. Click on *All* above the set names
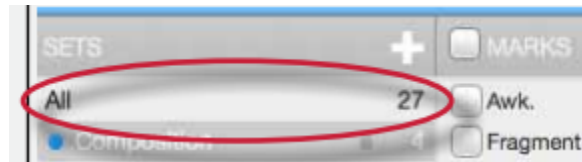
3. Every QuickMark throughout all sets will be listed within the MARKS column. Select the Marks to copy.
Multi select within the QuickMark manager can be done by holding the command button (for Mac users) or control button (for PC users) while selecting marks. To select all the marks click on the *Select all* link
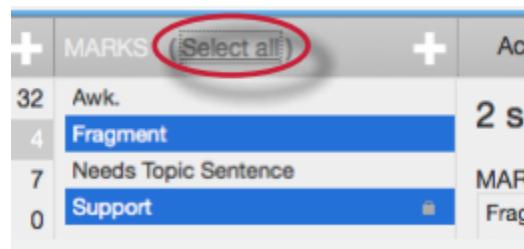
4. Click on the Actions link to the right of the MARKS column

5. Click on the *New set* button

6. Enter a name for the new set and then click on the *Save* button. The new set will be created with the marks that were selected

Creating QuickMark Comments

Instructors can create their own QuickMark comments in the QuickMark Manager or transform a regular comment on a paper into a QuickMark. This allows instructors to create class or curriculum specific marks that may not be part of the sets provided by Turnitin or the account administrator.

To create a new QuickMark

1. Click on the QuickMark Manager icon from the QuickMark sidebar
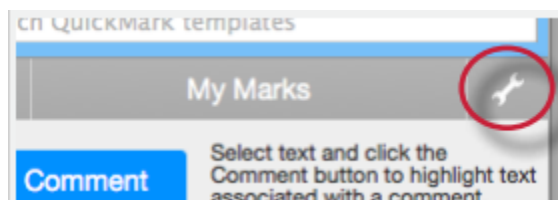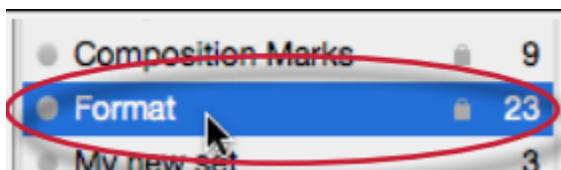
2. Click the name of the set to add a new QuickMark to

3. Click the "+" icon next to the MARKS column header
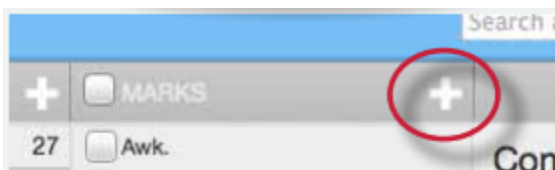
4. Enter the following information for the new mark:

a title

a description

5. Click *Save* to save the new QuickMark symbol into the selected set

To create a new QuickMark from a regular comment made to a paper

1. Click on the *Comment* button on the side bar or click anywhere on the paper to add a comment to the paper
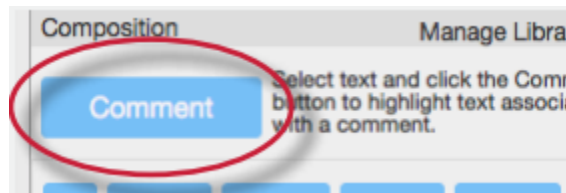
2. Enter the comment description within the text field
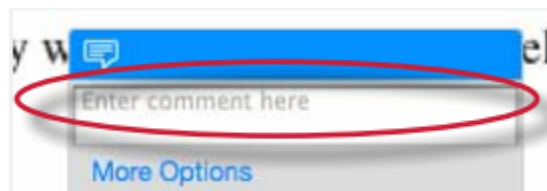
3. Click on the *More Options* link
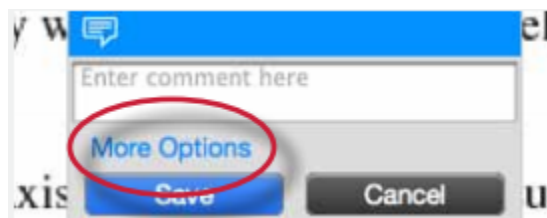
4. Enter a title for the QuickMark. This title will be displayed on the paper.

Select a set to add this QuickMark to by clicking on the drop down menu below *Add to set*.
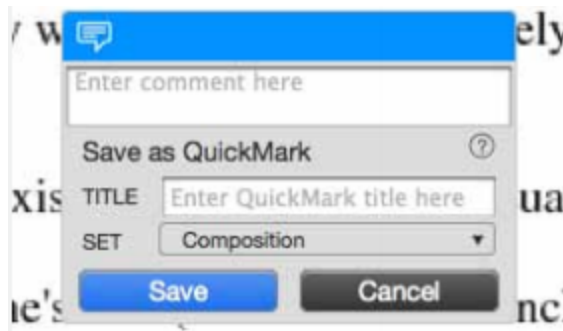
Note: QuickMark comments that are not added to a set will be located within *All* in the QuickMark manager

5. Click *Save* to save the new QuickMark comment
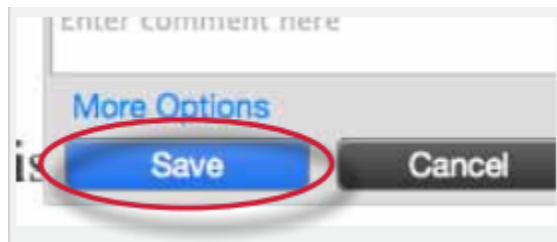
Editing QuickMark Comments

QuickMark comments can be edited from within the QuickMark Manager. Any edits that are made to a QuickMark are applied to every instance where this mark appears in your students' papers.

To edit a QuickMark comment
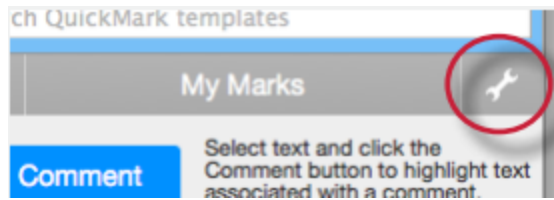
1. Click on the QuickMark Manager icon within the QuickMark sidebar

2. Click on the name of the QuickMark set containing the mark to edit. Then click on the QuickMark you would like to edit
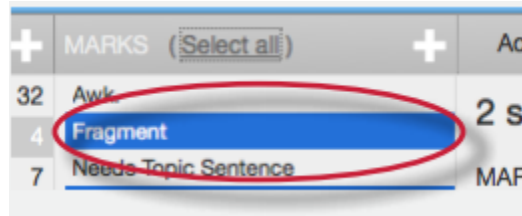
Note: If a lock icon appears next to a QuickMark within the Marks list it cannot be edited. A lock icon indicates a QuickMark that is either shared by the account administrator or is provided by Turnitin.

3. An *Edit* button will appear in the top right corner of the QuickMark manager. Click the *Edit* button to edit the QuickMark

4. Edit the information for the mark

```
TITLE
Improve Title

DESCRIPTION
Your title needs work.
```

5. Click *Save* to save the changes made to the mark in this QuickMark set
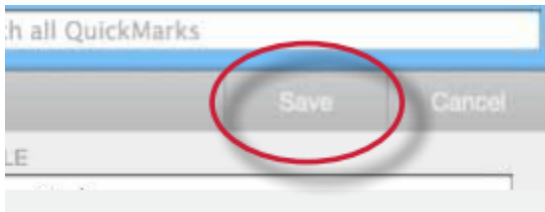
Copying Marks to an Existing Set

Marks within a QuickMark set can be copied to existing QuickMark sets.

1. Click on the QuickMark Manager icon within the QuickMark sidebar
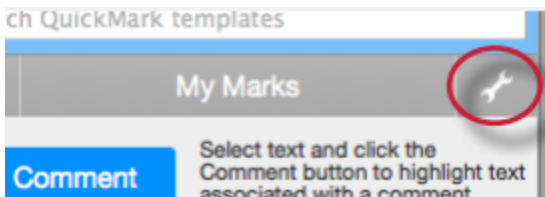
2. Click the name of the QuickMark set containing the mark (s) to copy
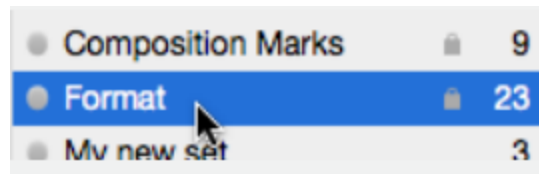
3. Select the marks to copy. Multi select within the QuickMark manager can be done by holding the command button (for Mac users) or control button (for PC users) while selecting marks. To select all the marks click on the *Select all* link
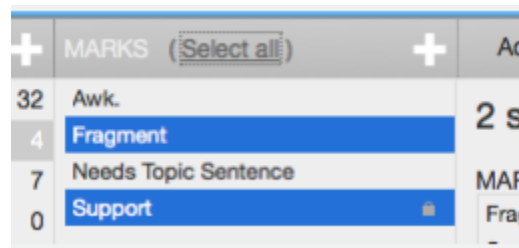
4. Click on the *Actions* link under the search field
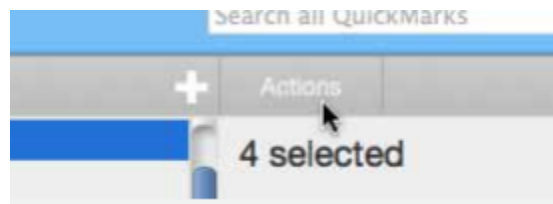
5. Click on the *Add to set* button
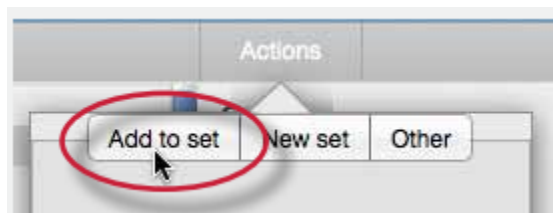
6. Select the set from the list that you would like to add the marks to

Add to set | New set | Other

Common Marks
Composition
Composition Marks
Format
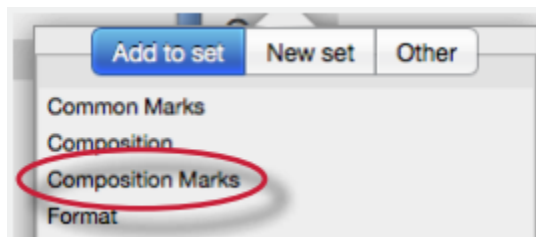
Archiving or Removing a QuickMark from a Set

A QuickMark can not be completely deleted from the system but may be removed from all active sets and archived.

To remove marks from a QuickMark set

1. Click on the QuickMark Manager icon within the QuickMark sidebar

ch QuickMark templates

My Marks

Comment | Select text and click the Comment button to highlight text associated with a comment.

2. Click on the name of a QuickMark set

Composition Marks | 9
Format | 25
My new set | Rename
new name | 4

3. Select the marks to remove

4. Click on the Actions link to the right of the Marks column header and click on the *Other* button

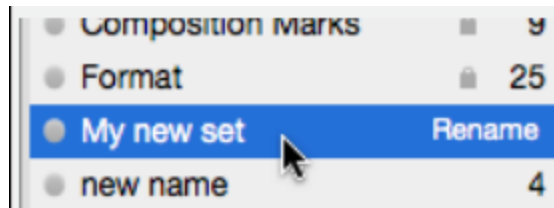5. Click on the *Remove from this set* option

To remove a QuickMark from all sets and archive it

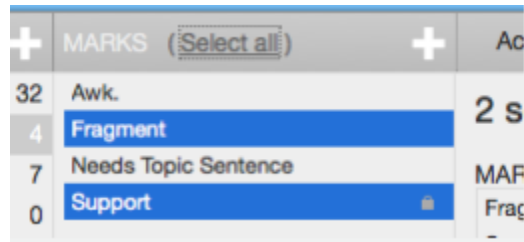1. Click on the QuickMark Manager icon within the QuickMark sidebar
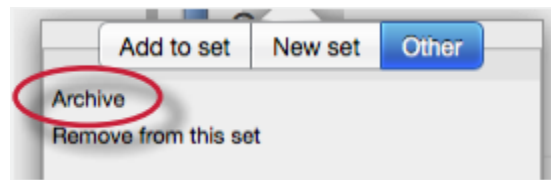

2. Click on the name of a QuickMark set

3. Select the marks to remove

4. Click on the *Actions* link to the right of the Marks column header and click on the *Other* button

5. Click on the *Archive* option

Note: A QuickMark with a lock symbol to the right of its name in the MARKS list cannot be removed from the Turnitin provided sets: Composition, Format Punctuation, and Usage.

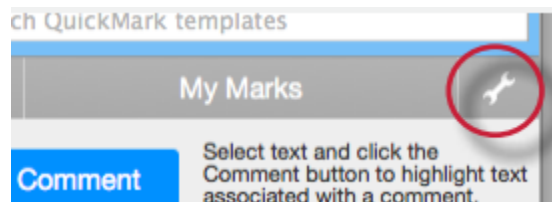**Warning**: Archiving a QuickMark will remove it from all QuickMark sets in the QuickMark Manager.

Warning: Instructors may only add, delete, copy, or edit QuickMark sets and marks that they own. QuickMark sets with a lock icon to the right of the set name cannot be modified and are provided by Turnitin or the account administrator.
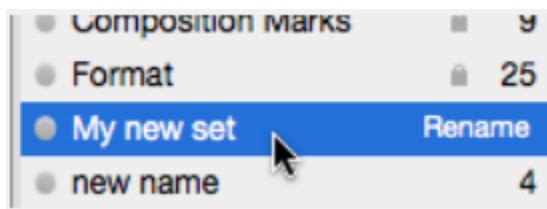
Exporting and Importing QuickMark Sets

Within the QuickMark Manager instructors can export QuickMark sets to share with other instructors or import QuickMark sets to use when grading papers with GradeMark. Unlike sharing, once a QuickMark set has been imported into an account it is then owned by that instructor who may then make any desired changes to the QuickMark comments.

To export QuickMark sets

1. Click on the QuickMark Manager icon within the QuickMark sidebar

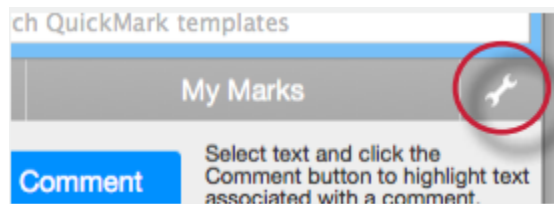2. Click on the name of a QuickMark set to export

3. Click on the import/export button and select *Export Set...* from the drop down menu
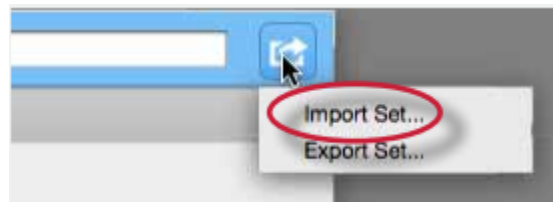

4. A prompt will appear asking if you would like to save the file, click OK to save the file. The file name will be the QuickMark set name with .qms appended.
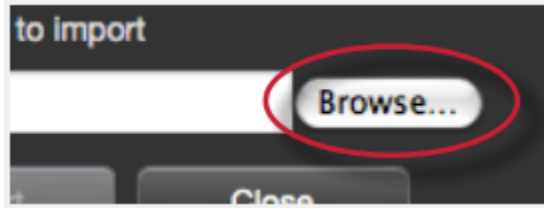
To import QuickMark sets

1. Click on the QuickMark Manager icon within the QuickMark sidebar

2. Click on the import/export button and select *Import Set...* from the drop down menu

3. Click on the *Browse* button and locate the QuickMark set file on your computer. Only .qms file types may be imported into the QuickMark manager
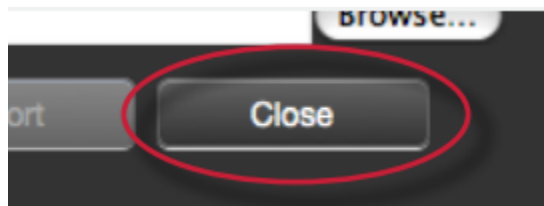

4. Click on the *Import* button

5. To import additional QuickMark sets repeat steps 3-4.

6. Click the *Close* button to return to the QuickMark Manager

Rubrics and Grading Forms

Rubric scorecards can be used to evaluate student work based on defined criteria and scales. Grading forms can be used to provide free form feedback and scores to evaluate student work based on defined criteria. The rubric scorecards can be created by the account administrator and shared to all instructors on an account. Instructors can also create and share rubric scorecards, allowing other instructors to upload the rubric scorecard to their classes.

There are three rubric types:

Standard rubric - allows you to enter scale values and criteria percentages. The maximum value for the Standard rubric will be the same as the highest scale value entered

Custom rubric - allows you to enter any value directly into the rubric cells. The maximum value for the Custom rubric will be the sum of the highest value entered in each of the criteria rows

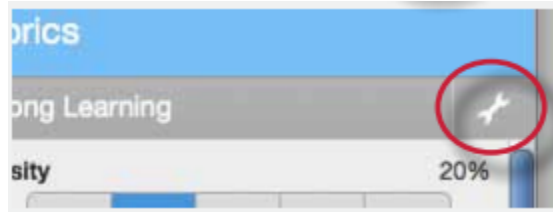**Qualitative rubric** - allows you to create a rubric that has no numeric scoring

Grading form - allows you to create a rubric that has a list of criteria that contains free response text fields and the ability to score each criterion.
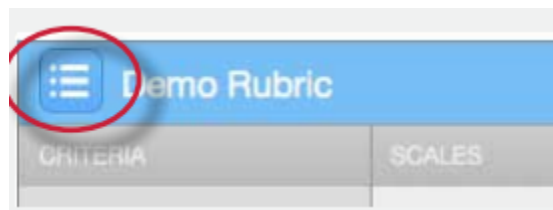
To create a standard rubric scorecard

1. Click on the *Rubric* icon below the GradeMark sidebar
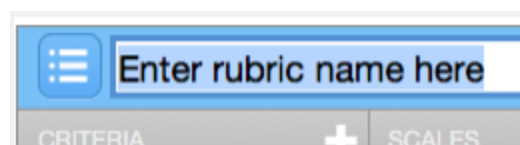
2. Click on the Rubric Manager icon
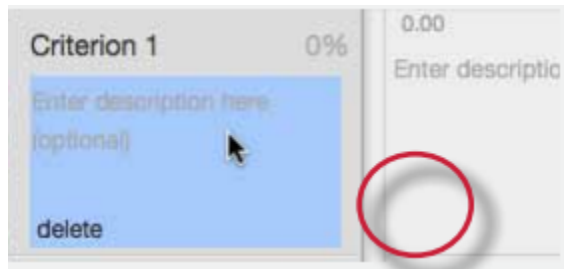
3. Click on the Rubric list icon

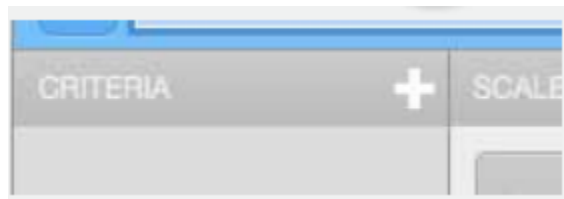4. Select *Create new rubric* from the drop down menu

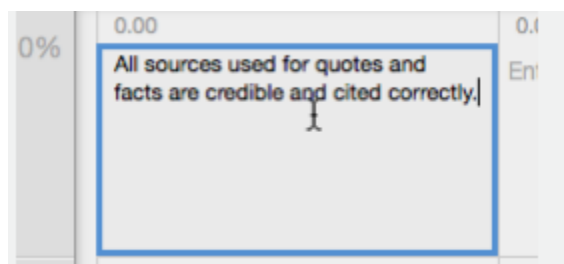5. Enter the Rubric name in the top left of the rubric managerv

6. To edit the name, description, or percentage value for a criterion, click directly on the title, description or percentage value to open the text box field. Enter the new title, description or value and press enter to finish editing the field or click elsewhere on the screen

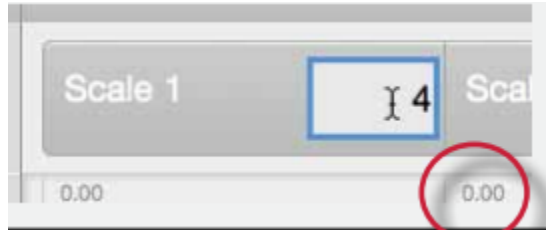7. To add extra rows of criteria click on the "+" icon to the right of the Criteria header

8. To enter the description for each cell, click on the cell, enter the description and then click outside of the cell's text field to finish editing the description
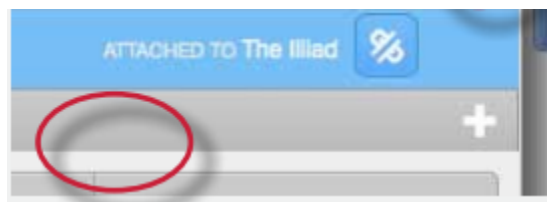

9. To enter the scale title or value, click on the scale title or scale value and enter the title or value. Click elsewhere on the screen to finish editing
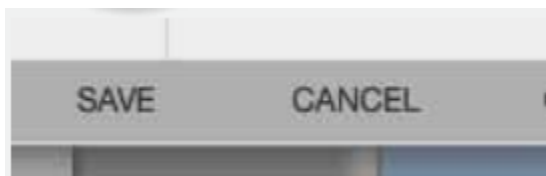
10. To add extra scale columns click on the "+" icon to the right of the Scale header

11. Once the rubric is completed, click on *Save* at the bottom right of the Rubric Manager
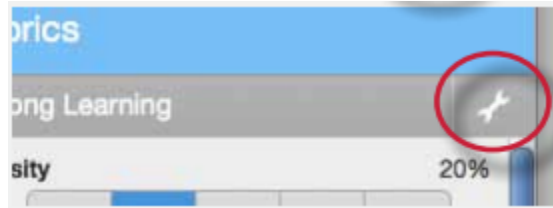

To create a custom rubric scorecard

1. Click on the *Rubric* icon below the GradeMark sidebar
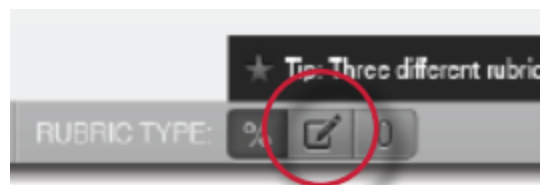
2. Click on the Rubric Manager icon
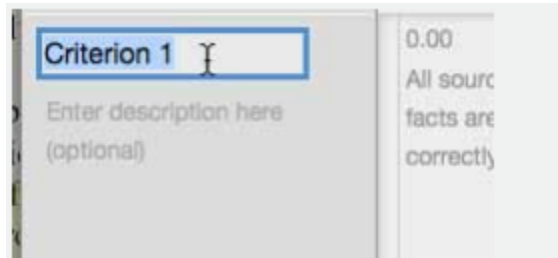
3. Click on the Rubric list icon

4. Select *Create new rubric* from the drop down menu

5. Click on the rubric type icon for the custom rubric at the bottom of the Rubric Manager

6. To enter the title and description for each criterion, click on the appropriate field and enter the new title or description within the text field that appears. Click elsewhere on the screen to finish editing the criterion title or description

7. To add extra rows of criteria click on the "+" icon to the right of the Criteria header

8. To edit scale titles click on the Scale title and enter new title. Click else where on the screen to finish editing the scale title

9. To add extra scale columns click on the "+" icon to the right of the Scale header

10. To edit the cell descriptions click on the description field. Enter the description and then click elsewhere on the paper to finish editing the description

11. Enter the cell value for each cell by clicking on the *0.00* portion of each cell. In a custom rubric cell values are chosen by the instructor

12. Once the rubric is complete click on *Save* to save the rubric scorecard

To create a qualitative rubric scorecard

1. Click on the *Rubric* icon below the GradeMark sidebar

2. Click on the Rubric Manager icon

3. Click on the Rubric list icon
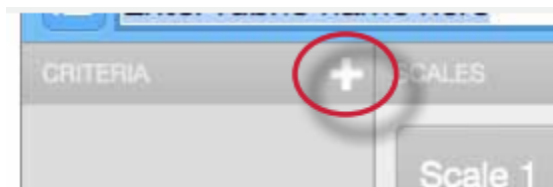

4. Select *Create new rubric* from the drop down menu

5. Click on the rubric type icon for the qualitative rubric at the bottom of the Rubric Manager

6. Edit the criteria title and description, the scale title, and each cell description by clicking on either the title or description fields

7. When all the criterion, scales, and cells have been edited click on Save to save the rubric

Creating Grading Forms

Grading forms allow instructors to provide free form feedback or scores for a list of criteria.

To create a grading form

1. Click on the *Rubric* icon below the GradeMark sidebar

2. Click on the Rubric Manager icon

3. Click on the Rubric list icon

4. Select *Create new grading form* from the drop down menu

5. Name the grading form

6. Edit the criteria titles and descriptions.Add additional criteria by clicking the "+" icon

7. Select whether to enable scoring at the bottom right of the screen

8. When all the criterion titles and descriptions have been edited click on *Save* to save the rubric

Modifying Rubrics

Rubric scorecards can be modified after creation. However, if the rubric scorecard has been used to score student papers, modification of the rubric scorecard will not be allowed.
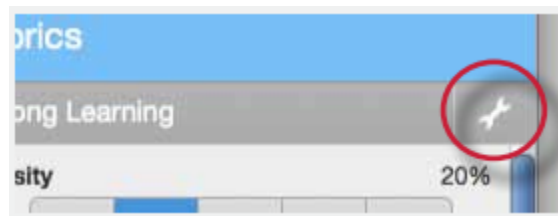
To modify a rubric

1. Click on the *Rubric* icon below the GradeMark sidebar

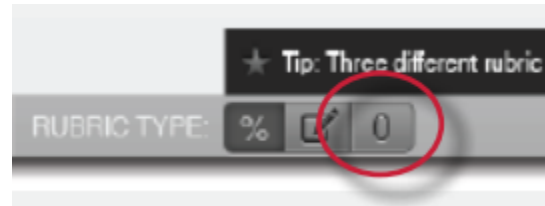2. Click on the Rubric Manager icon

3. Click on the Rubric list icon

4. Select the rubric you would like to edit from the list of rubrics
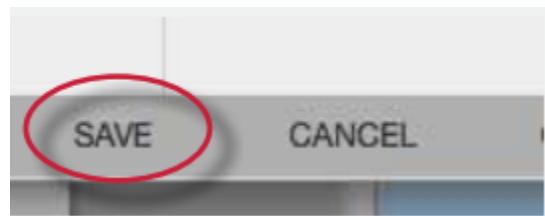

Note: Rubrics that have been shared with you cannot be edited

5. Change the rubric as needed

6. Click Save to save any changes

Note: Rubrics can only be edited if they have not been used to grade a paper before.

Duplicating a Rubric

Rubrics that have been attached to an assignment cannot be edited. Duplicating a rubric helps instructors reuse a rubric that they would like to modify.

To duplicate a rubric

1. Click on the *Rubric* icon below the GradeMark sidebar
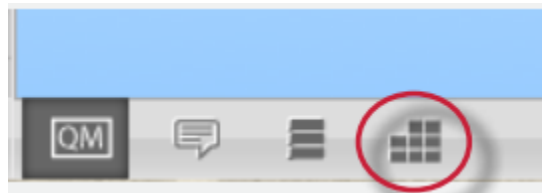
2. Click on the Rubric Manager icon

3. Click on the rubric list icon

4. Select the rubric you would like to duplicate from the list of rubrics
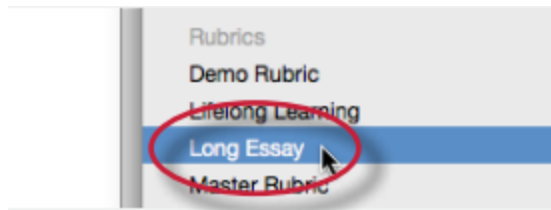
5. Click on the rubric list icon and select *Duplicate this rubric* from the drop down menu
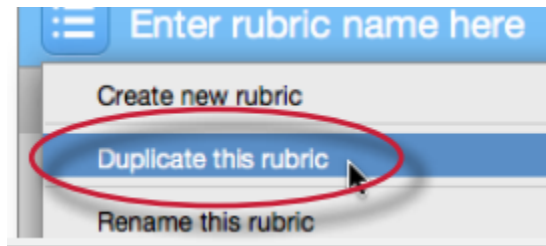
6. (Optional) Enter a new name for the rubric and make any changes to the rubric
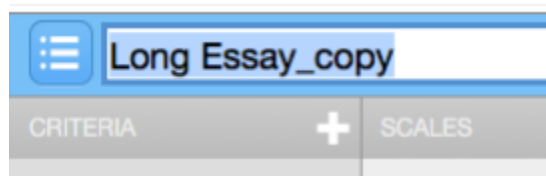
7. Click *Save* to save the changes
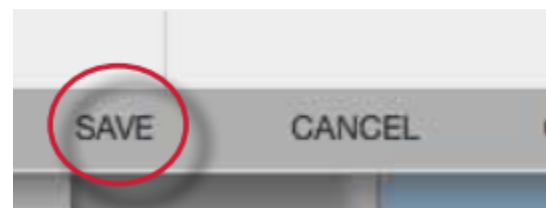
Attaching a Rubric to an Assignment

To use a rubric scorecard, the instructor must first access the GradeMark view of a student paper in an assignment and attach the rubric to the assignment. This enables the rubric scorecard for the assignment.

Adding a rubric to an assignment

1. Click on the *Rubric* icon below the GradeMark sidebar

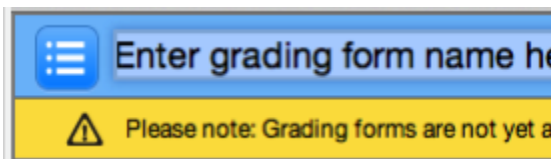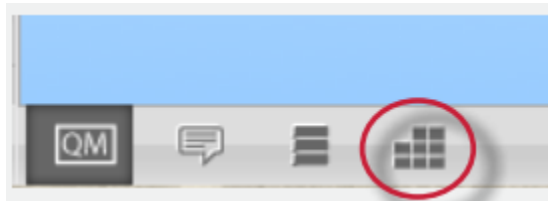2. Click on the Rubric Manager icon
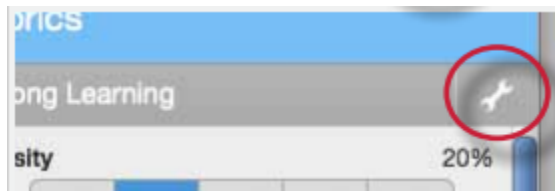
3. Click on the rubric list icon

4. Select the rubric you would like to attach from the list of rubrics
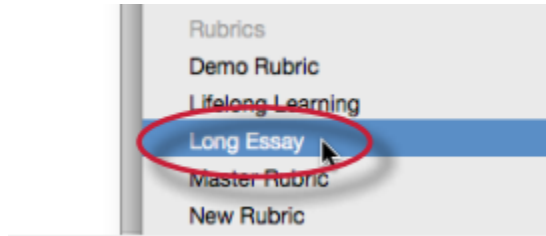
5. Click on the attach icon to attach the rubric to the assignment
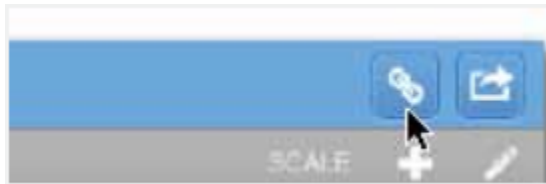
6. If a rubric is already attached to the assignment a warning notification will be given. To attach the new rubric click *Ok, detach the rubric*

Exporting and Importing Rubrics

Within the Rubric Manager instructors can export rubrics to share with other instructors or import rubrics to use when grading papers with GradeMark. Unlike sharing, once a rubric set has been imported into an account it is then owned by that instructor who may then make any desired changes to the rubric.

To export a rubric

1. Click on the Rubric Manager icon within the Rubric sidebar

2. Click on the rubric list icon

3. Click on the name of the rubric to export

4. Click on the import/export button and select *Export...* from the drop down menu

5. A prompt will appear asking if you would like to save the file, select OK to save the file. The file name will be the rubric name with .rbc appended.

To import a rubric

1. Click on the Rubric Manager icon within the rubric sidebar

2. Click on the import/export button and select *Import*... from the drop down menu

3.

3a.

Drag and drop the .rbc, .xls*, or .xlsx* files into the window. Multiple files may be imported at the same time

3b. Or click on the Select files button at the top of the drag and drop area to select a file from the computer import option

4. Files are imported automatically upon drag and drop or file selection

5. To import additional rubrics repeat steps 3-4.

6. Click the back button to exit the rubric import screen

*Note: When importing Excel files the following spreadsheet format is required:

 The rubric in the spreadsheet must have the scales of the rubric as its first row

 The rubric in the spreadsheet must have the criteria of the rubric as its first column

 If included, criteria descriptions should be in the same cells as the criteria titles separated by a line break

 Descriptors for the body of the rubric can be included

 Criteria titles must be 13 characters or less

Additional importing Excel file notes:

 Grading formulas will not be imported with the Excel file

 Only one rubric can be uploaded per Excel file

Using a Rubric Scorecard to Grade

The rubric scorecard allows the instructor to easily score the performance of a paper against a set of criterion on a scale. The rubric scorecard is accessed within the rubric sidebar in the GradeMark paper view.
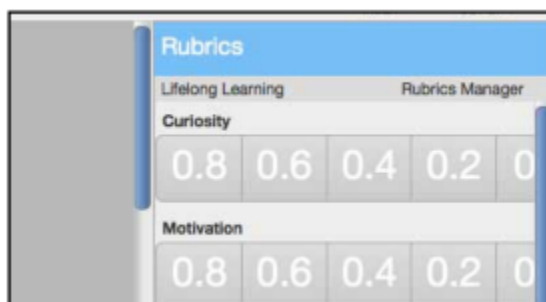
To open the rubric scorecard while viewing a student paper, the instructor user must click on the rubric icon at the bottom right corner of the GradeMark window. A rubric scorecard will only appear if there is a rubric attached to the assignment.
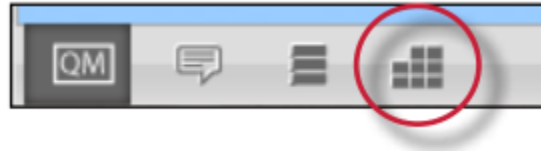
To grade with the rubric scorecard, click on the scale the paper has met for the criteria. The *Rubric score* below the scorecard displays the total of all the selected cell values. The *Rubric Percentage* displays the percentage of the total points out of points possible for the rubric scorecard. Click on the *Apply rubric percentage to grade* button at the bottom of the rubric sidebar to apply this percentage to the assignments total point value. Once a grade is applied from the rubric scorecard it will appear in the *Grade* field at the top right corner of the document viewer.
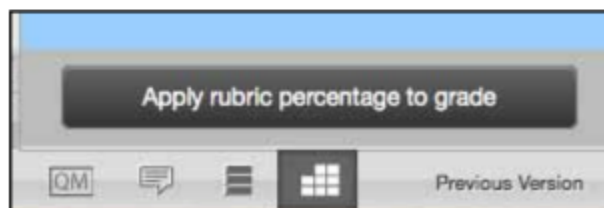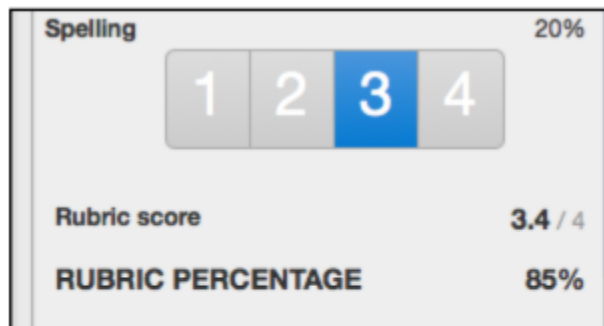
If QuickMark comments or bubble comments were associated with rubric criterion, instructors are able to quickly view the number of comments associated with each criterion and view a list of the associated comments.

The number of comments associated with a criterion is displayed within the comment icon next to the criterion title.
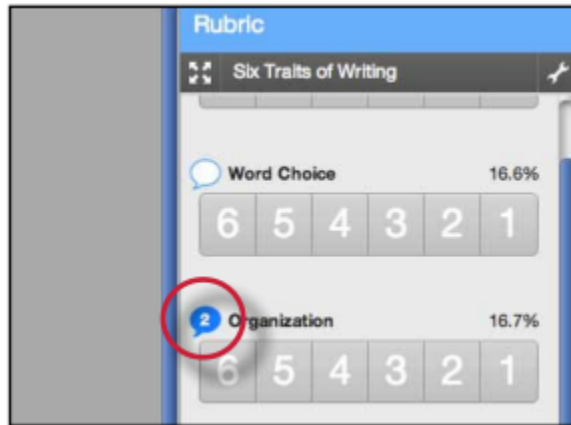
Click on the icon to view the list of comments associated with that criterion.
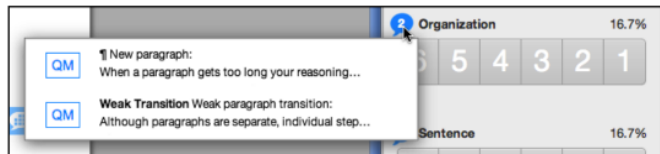
To view where the comment is located within the paper hover over the comment and click on the Show link.
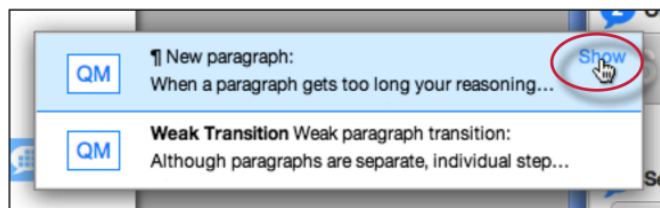
The expanded rubric contains the same mark criterion association information as the rubric sidebar.

Using the Expanded Rubric Scorecard to Grade

Instructors can use the expanded rubric scorecard to grade papers in GradeMark. The expanded rubric opens a new window displaying the rubric cell descriptions. The expanded rubric can remain open and used to grade each student's paper as the instructor navigates through the submitted papers using the paper list drop down located at the top right of the document viewer.

To view the expanded rubric within another window, from the rubric sidebar click on the expand rubric icon.
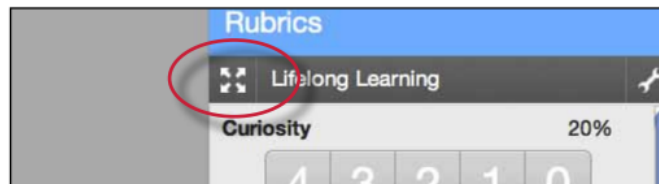
The expanded rubric displays each cell description to allow instructors to easily select the criteria scales for the paper.

Click on the *Apply rubric percentage to grade* button at the bottom of the expanded rubric window to apply the rubric percentage to the assignments total point value. Once a grade is applied from the rubric scorecard it will appear in the *Grade* field at the top right corner of the document viewer.

To continue grading other student papers with the expanded rubric open in another browser window, click on the next arrow at the top right of the document viewer or use the paper list drop down to select a specific paper.
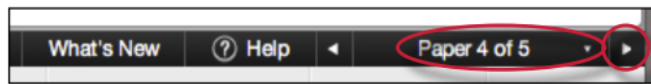
Using a Grading Form to Grade

Grading forms provide the ability for instructors to provide free form feedback and scores to evaluate student work for a list of criteria.

To open the grading form while viewing a student paper, the instructor user must click on the rubric icon at the bottom right corner of the GradeMark window. A grading form will only appear if there is a grading form attached to the assignment.

To grade with the grading form, click on the text box for the criteria and type the feedback for the selected criteria. To view the criterion description click on the "i" icon.

If the grading form has scoring enabled, enter the value merited for each criteria in the scoring field. Click on the *Apply score to grade* button at the bottom of the rubric sidebar to apply this value to the assignments total point value. Once a grade is applied from the rubric scorecard it will appear in the *Grade* field at the top right corner of the document viewer.
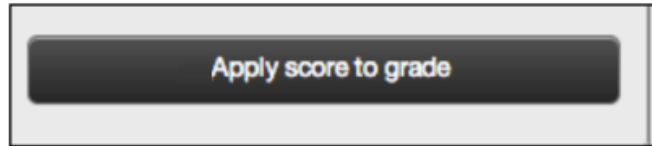
Grade Book

The grade book product allows an instructor to track student grades and attendance for a class. To access the grade book, click on the grade book tab. Students enrolled in the class appear in the left column of the class grade book. Turnitin assignments for the class are listed along the top of the grade book view.

There are multiple methods that allow an instructor to enter grades into the grade book. Grades may be entered directly from the grade book from the main grade book window or from the assignment and student pages.

The grade book will also accept grades entered for papers and peer reviews outside of the grade book. For example, an instructor can enter grades using GradeMark, a GradeMark rubric scoring card, or for Peer Review assignments. Student grades may also be entered when viewing a student paper from the assignment inbox.


Areas of the Turnitin Grade Book

attendance - instructors can check a box indicating an absence or late arrival for a student on a specific date

add entry - create a new entry on Turnitin for an assignment not created in Turnitin

prefs - instructors may set the specific grading format for a course

key - opens an informative pop-up window that displays the meaning of all information on the grade book page

graphs - statistical graphs that can be used to display student and class performance

scale - used by an instructor to weigh the value of assignments as part of the possible total number of points in the class

export - download a Microsoft Excel spreadsheet version of the current grade book

grade - access to the grading page for a specific assignment

assignment name - click on an assignment name to access further information about this assignment and the grades given in the assignment as well as statistics

Point Values

Each assignment in grade book carries an assigned point value. From the grade book, an instructor can add a point value to an assignment or adjust the point value for an assignment at any time.

The grade book assignment point value can be overridden by the GradeMark rubric scorecard point value. Please see more information under Chapter 4: GradeMark, in the Rubric Scorecard section.

To add or modify the point value of an existing assignment

1. Enter the grade book for the class by clicking on the *grade book* tab

2. Click the *grade* button beneath an assignment to open the grade book assignment page
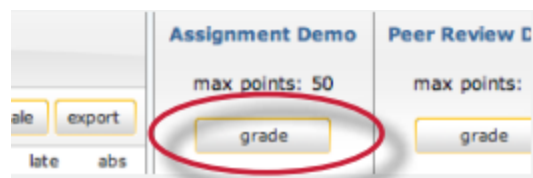
3. Enter the desired value in the maximum points field

4. Click submit to save the new assignment value

Adding Entries

Assignments that have been added to Turnitin such as paper assignments, peer reviews, and revision assignments are automatically assigned a grade book entry. Any additional entries, such as in-class exams or presentations, must be added manually by the instructor.

This allows instructors to track and save grades in a single location through Turnitin and automatically return this information to the students on the post dates for the assignments that have been graded.

Adding an entry to Grade Book

1. Click the *add entry* button

2. On the add entry page, fill in:

an entry name

a point value for the entry

(optional) additional information for the entry
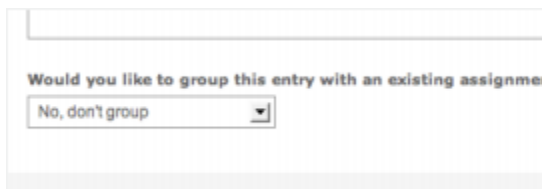
entry name:

point value:

Please enter any additional information for this entry:

3. (Optional) To group the new entry with an existing assignment, use the pull down menu to select the assignment. Grouping an assignment places the entry in the grade book as a subset of the assignment selected

Would you like to group this entry with an existing assignmer

No, don't group

4. Click submit to save the entry and add the entry to the grade book

submit
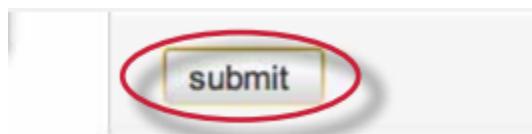
Grade Book Preferences

The preferences page allows an instructor to control the format in which the grades in the class are displayed. The available grade display options are letter, point, scale, or custom. This area also allows instructors to customize the percentage values that equate to any given grade, for example: A = 92-100%, C+ = 78-79%.

To open the grade book preferences page, click the *prefs* button.
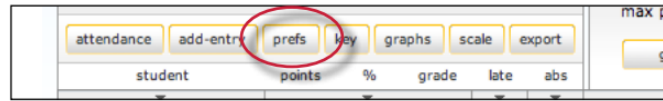
From the preferences page the instructor can select and customize how grades are displayed and the percentage value used to determine the grades. The instructor can choose to display grades as a percentage, a letter grade, or using a 4.0 scale.

If using a different grading system, the instructor can create their own grading format by selecting other and entering the percentage breakdowns and grades desired for the class.

> **Warning**: When creating a customized grading scale, be certain that all possible ranges of percentage are accounted for. If there are any gaps, an error message will be generated.

Once a format has been selected for the grades, determine the breakdown that should be used for each grade. If the instructor would like to import the values from another class, use the pull down menu to select the class. When the modifications are completed, click on **submit** to return to the grade book.

Entering Grades

Grades can be entered from the grade book assignment or grade book student pages.

The grade book *assignment page* lists all student submissions to an assignment. To open an assignment page, click the *grade* button beneath an assignment.
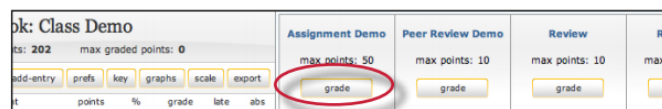
The grade book *student page* shows a selected student's submissions and grades. To open a student page, click on a student's name.

To grade a submission, enter an integer point value next to the submission. To view the grades before submitting them to grade book, click the *calculate* link.
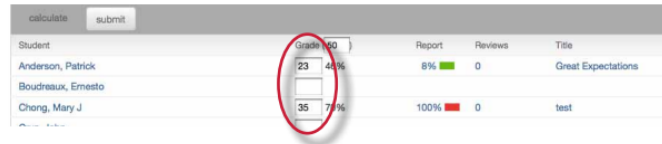
When point values are entered, click the submit button. The grades will be entered into the grade book and the instructor will be returned to the grade book main page. The main page will display the point values entered along with the corresponding grades.

Grade Book Student Page

The top of the student grade page gives the instructor a summary of a student's grades and attendance. If the grades in the class have been scaled, an asterisk will show up next to the student's overall grades indicating that the values are scaled values.

The view can be toggled between scaled and natural grade values by using the *show totals based on*: pull down menu to select *scaled values* or *natural values*. Refer to **Scaling and Dropping Grades** in this chapter for more information on how scaled grades work in grade book.
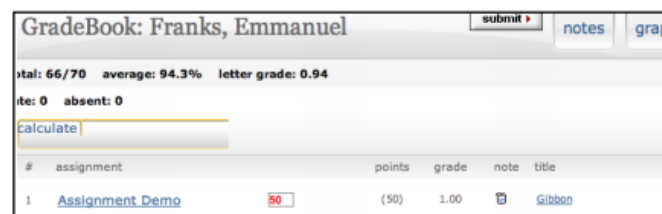
The instructor may also view the student's grades in a variety of graphical formats using our graphic tools. To access the graph displays, click on the *graphs* button for the student. For more information on using grade book's graph tools, please refer to the section **Graphing Tools** in this chapter.

Notes

The instructor is able to send a note to a student for the grade given to the student for their submission in a particular assignment.

To enter a note for a student on an assignment, click on the note icon next to a submission.

On the note page, enter the text of the note for the student in the text box provided. Once this is complete, click *submit* to save the note making it viewable for the student.

The instructor is also able to enter a general note for a student from the student notes page. To open the note page, click the *notes* button.

From the student notes page, add a general note by clicking the *add note* button.

From the student notes page, the instructor can also perform these actions:

toggle between viewing assignment specific and general notes using the show pull down and selecting *all notes, assignment notes only,* or *class notes only*

update and delete notes by clicking on the icons under the update or delete columns

return to the student's grade page by clicking on the back to *student* button

Scaling and Dropping Grades

With grade book the instructor can scale grades in the class and recalculate them instantly. The instructor may also select whether to drop the lowest grade for each student in the class. To open the scale page, click the *scale* button on the grade book main page.
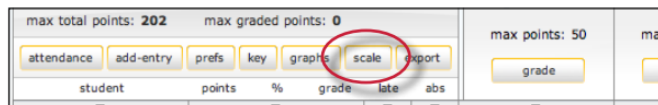
The scale pages shows all of the instructor's assignments and entries along with the assignment point values. The natural value column shows the value of the assignment without scaling. For example, if the grade book shows four assignments each with a 100 point value, the natural value of each would be 25%.

(#)	(assignment name)	(points)	(natural value)	(scaled value)
1	Assignment Demo	50	24.8%	24.8 %
	Peer Review Demo	10		5.0 %
	Review	10		5.0 %
1a	Revision 1	100	49.5%	49.5 %

To increase or decrease value of an assignment, enter a new value in the scaled value field. Make sure the values total to 100% by the end of the class. To view the new scaled grades, click on *submit* to be returned to the main grade book view where the scaled values are now displayed.

submit

> Warning: Scaling grades does not change the point values of assignments. Scaling grades creates new values for assignments relative to each other and the total value of all assignments in the class. These relative values are reflected in the total percentage and final grades only.

The grade book will now display grades based on the new scaled values entered by the instructor. To view the grades based on their natural value, click the *scaling: hide* link. Changes can be made to scaled values by returning to the scale tab and adjusting the grading scale.

ok: Class Demo   **Assignment Demo**

ts: max graded points: scaling: hide   max points: 50
           305
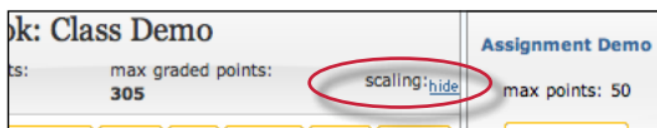
Dropping Grades

An instructor can automatically drop the lowest grade for all students in a class.

To drop the lowest grade, go to the scale page and from the drop down menu labeled *drop lowest grade for all students?* select *yes*.
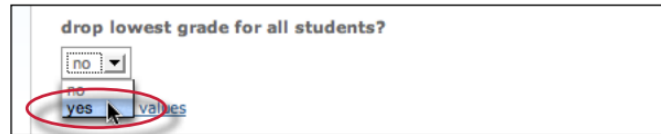
When the lowest grade has been dropped, each student's lowest grade is marked in grade book by placing the grade in a highlighting square. These grades can be reinstated at any time by returning to the scaling page and changing the drop lowest *grade for all students* drop-down menu to *no*.
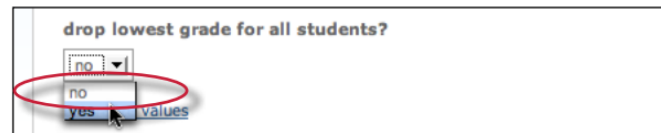
Graphing Tools

With Turnitin's graphing tools, an instructor can effectively track class and student performance. To access grade book's graphing tools, click the *graphs* button on the main page of the grade book for the class.
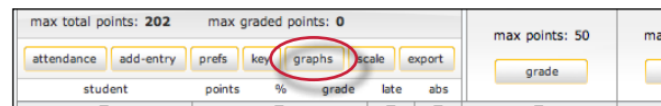
On the graphs page, use the show: pull down menu to choose what type of graph to display. The graph types available are:

 graphs showing class performance for all assignments

 graphs showing class performance for one assignment

graphs showing performance of a student for all assignments or one assignment

a graph comparing the performance of a student to the rest of a class

Most graphs are available in a line graph or as a pie chart.

When a graph for student performance or assignment performance is selected, a new pull down menu will appear labeled as *for:*, and the instructor will need to select a student or assignment to display, depending on the graph type that is being viewed.
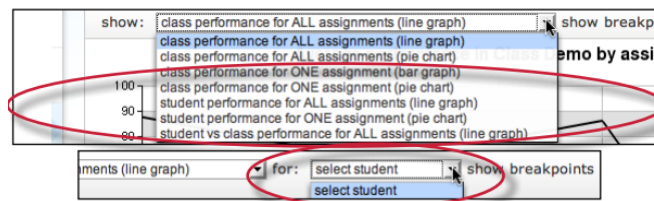
When viewing a line graph, the user has the option of showing grades instead of showing percentages. To show grades, use the *show breakpoints* as: pull down menu and select *grades*. To hide the grades and only display percentages, select percentages.
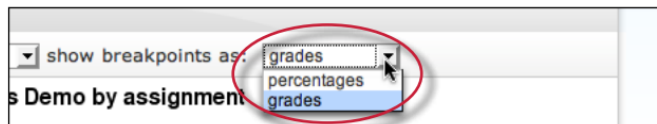
When viewing a bar graph for class performance in an assignment, an option is provided for viewing percentages or points. Use the *break down distribution using*: pull down and select *percentages* or *points* to change this option.
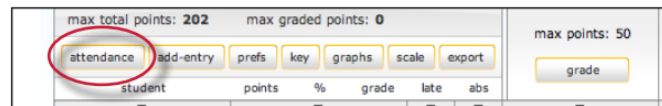
Printing Graphs

All of the grade book graphs are printer friendly. To view a graph in print format, click the *print view* link below the graph. This will open a separate window. Use the browser print command to print the selected graph.
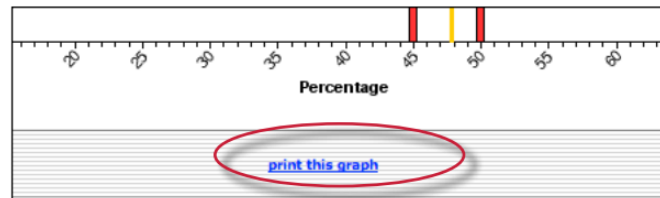
Attendance

An instructor can use the grade book to track student late arrivals and attendance by using the attendance page. To open the attendance page, click the attendance button on the grade book main page.

The attendance form lists students enrolled in the class. The top of the form shows the current date. To mark an absence or tardy for a different date, use the pull down menus to select the date to record attendance or late arrivals for.

To mark a late or absent student, click the check-box to the right of the student name in the correct column.

Once all student absence or late arrivals are recorded for the selected date, click on the submit button to save the information. Absences and late arrival totals show up on the grade book main page for all students.

Exporting from Grade Book

An instructor can save an offline copy of the grades entered in the Turnitin grade book for a class. The grade book information can be exported as a Microsoft Excel® spreadsheet.

To export grade book information, click the *export* button on the grade book menu page. This will create the spreadsheet and initiate a download of the grade book data to the instructor's computer.
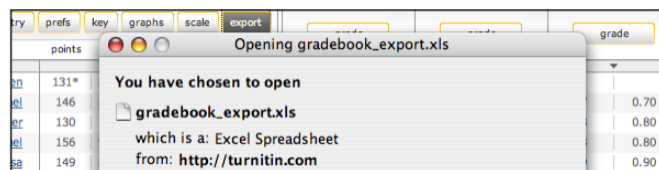
Grade Book Key

Click the key tab to view a visual key explaining the meaning of the asterisks and other indicators that can appear on the grade book page for an instructor.

Discussion Boards

Discussion boards give students the chance to participate in peer discussions using the online discussion board feature in Turnitin. The class discussion board allows students to suggest topics for approval by the instructor, reply to topics posted by the instructor, and reply to the posts made by students or instructors in a moderated discussion environment.

Accessing Class Discussion Boards

The class discussion board is available from the class homepage *discussion* tab. The account administrator for the institution may disable this feature or the feature may not be in use. If the discussion link is not available it has been disabled.

If the discussion board tab is available, access the class discussion board by clicking on the *discussion* tab.

Posting a Discussion Topic

Before students are able to use the discussion board, the instructor must create and post a discussion topic. Students may also submit discussion topics, but these discussion topics only become active or visible to other students if the instructor approves these topics.

How to post a new discussion topic

1. From the discussion board page click on the *post a new topic* button

2. Enter the topic information:

    topic title (required)

    topic description (optional)

3. Choose a start and end date for the topic. Students will not be able to post to a discussion before the start date or after the end date

4. Choose whether the topic will be moderated. If so, the instructor remains the moderator or may appoint a student enrolled in the class as moderator for the discussion

Warning: When a discussion is moderated, students cannot read new posts until they have been approved by the moderator. Refer to the section Moderation in this chapter for more information

5. Choose whether replies will be anonymous or attributed. If yes is selected for anonymous reply, only the instructor will be able to see the user information of the person who made a particular reply
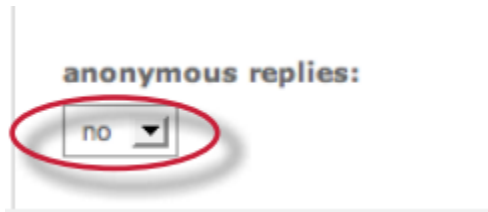
6. Click submit to add the new topic to the class discussion board. The discussion will not accept student posts until the start date
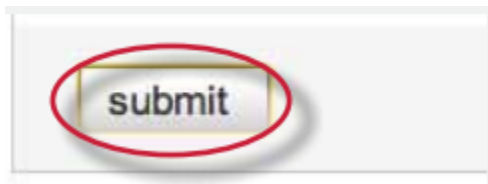
Once the start date of the topic has been reached, students can log in, view the topic, and begin discussion by posts to the discussion board.

Discussion Page Overview

The discussion page lists all discussion topics for a class. From this page the user has a quick overview of all the discussions that are ongoing or previously active in the class.

The *status* column displays if a topic is active or inactive. Active discussions still allow student posting. Inactive topics do not allow any student posts to be made unless the instructor reactivates the topic.

The *replies* column shows the total number of replies to a topic.

The *new* column shows how many replies, if any, have been posted since the user last viewed the discussion topic

If the user has selected a moderator for a topic, the *pending* column shows how many replies need to be moderated. Refer to the Moderation section in this chapter for more information on moderating a discussion topic.

The *last reply* column shows when the last reply was posted in a topic.

The *moderator* column displays the moderator for the topic, if any. If no moderator has been selected, *none* is displayed in this column.

The tabs on the discussion page lets the user choose to view *all topics*, *active topics*, *pending topics*, *or inactive topics*. By default the view is set to *all topics*.

Updating a Discussion Topic

To make changes to an existing discussion topic, the instructor can access the discussion topic by clicking on the *edit* icon to the right of the topic on the discussion board.

The instructor can change the topic's title, start and end date, and add or remove the anonymous reply feature. The instructor can also change the moderator status of the topic by adding, replacing, or removing the moderator from the discussion topic.

An instructor can also delete the topic by clicking on the trash can icon to the right of the topic on the discussion board.

Posting a Reply

To access a discussion and view the responses in the discussion, click the title of the topic listed on the discussion board page. This will bring the user into the detailed view of the topic. The topic is listed at the top of the page, and any responses are listed beneath the topic.
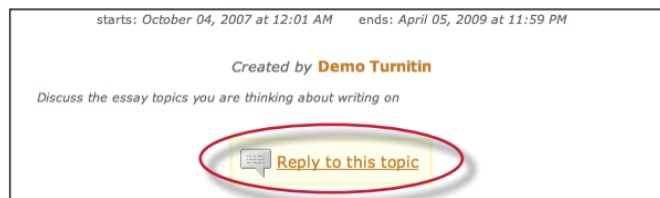
To post a reply to a topic

1. From the discussion board page click on the name or title of the topic to reply to

2. Click on the *Reply to this topic* button next to the discussion topic
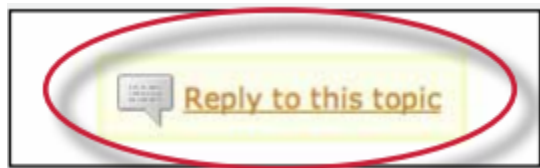
3. Enter the response in the reply box provided. By default only the latest reply is shown. To display the entire thread, use the pull down menu at the top of the form and select *entire thread*

4. Once the reply is entered, click on the *submit reply to topic* button to add the reply to the discussion
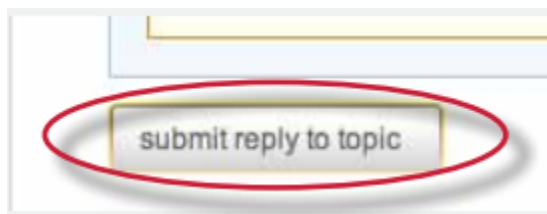
Tip: Responses that will take more than a few minutes to type should be written in a word processor software and then copy and pasted into the reply box for the discussion board. This prevents loss of internet connection causing a lost reply to the discussion board, especially in the event of complex replies.

No images or formatting is accepted by the reply box - only text will be entered into a discussion board reply thread.

Responding to Previous Replies

Users may also respond to the replies left by other users, either instructor or student, within the same class. This encourages discussion and can help students to polish opinions and ideas with the assistance of their peers. To respond to a reply rather than to the discussion topic, use the *reply* button below the specific reply instead of the *reply to topic* button.

Deleting or Editing Responses

A response may be edited or deleted by the user who created the response, or by the instructor for the class.

To edit a posting, click on the edit button below the post on the view of the topic.

To delete a posting, click on the delete button below the post on the view of the topic.

If a reply has been added to a post, it cannot be deleted or edited by a student. Only the moderator or instructor will be able to modify or delete the response.

Discussion Board Views

The discussion boards feature two main viewing styles - a flat view and a threaded view. These views use one basic structure but differ in other ways.

A topic thread might look like this:

Topic

1. *First response to topic*

    1.1 *Response to reply 1*

2. *Second response to topic*

    2.1 *First response to 2*

    2.2 *Second response to 2*

Flat View

The default discussion board view is the flat view. This view shows responses flat in thread order, like the example above.

With the flat view, users can view responses with or without threads. By default, the thread is shown.

For example, the following is posted:

> *I agree with this topic*

and the student user replies with:

> **Why do you agree with this topic?**

The posting order will show up as:

> *I agree with this topic.*

Why do you agree with this topic?

The flat view with nested threads is the default viewing method. To view only responses and see no referenced thread, use the s*how replies* as pull down menu to select *flat view with no thread* on the discussion page.

Threaded View

The second primary view type is the threaded view. To use the threaded view, use the *show replies as* pull down menu and select *threaded view*.

When viewing a discussion using the threaded view, only the top response of each thread is shown. For example, if the discussion has this structure:

Topic

    1. *First response to topic*

        1.1 *Response to reply 1*

    2. *Second response to topic*

        2.1 *First response to 2*

        2.2 *Second response to 2*

the threaded view will appear as:

Topic

1. *First response to topic*
2. *Second response to topic*

Additional replies will be accessible by clicking on the *replies* link under the replies column for the selected response. The user can drill further down, opening additional layers of the thread, by following the reply links.

Viewing Replies by User

Replies can be sorted by user via use of the *show replies* pull down menu. To only view responses from a specific student user, select the name of the student from the pull down menu. Student users can also view their own responses by selecting their own name from the menu.
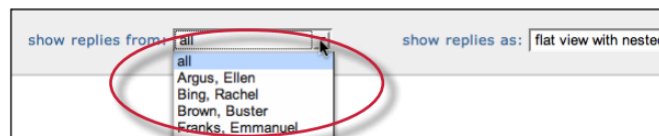
Sorting Replies

Replies on a discussion board can be sorted by status, author, reply number, date posted, and number of replies. This is accomplished by clicking on the column header for the sorting method. A single click of the column header *author* will alphabetize the reply list from A-Z. A second click of the *author* column header will organize the list from Z-A. The default organization is listed in the organizational examples earlier in this chapter.

Moderation

An instructor may choose to appoint a moderator for a discussion, or may moderate the discussion directly. The role of the moderator is to approve any and all replies made on a discussion board. Typically, this approval is used to ensure that only acceptable content is posted, that the discussion stays on topic, and that no inappropriate language is used.

If the instructor sets a student user as the discussion moderator, an e-mail is sent to notify the student of this assignment. As moderator, the student user is responsible for approving pending replies. An indicator of the number of pending replies in each discussion topic that the user is moderating is visible from the discussion board main page. If a discussion topic has pending replies, these can be viewed by clicking the discussion topic title. Pending replies will be listed at the top of the discussion.

How to moderate discussion topic replies

1. To edit a reply before approving it, click the *edit* button below the pending reply.

2. Edit the reply for content if necessary. After making any edits, click on the *submit reply to topic* button to edit the reply.
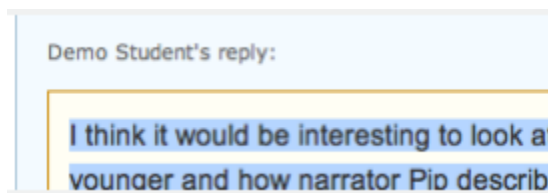
3. To approve a reply, click the *approve* button below the pending reply. The pending reply will be shown.

4. Use the *approve?* pull-down menu at the top and select *yes* to approve and post the reply, or select *no* to reject the reply.
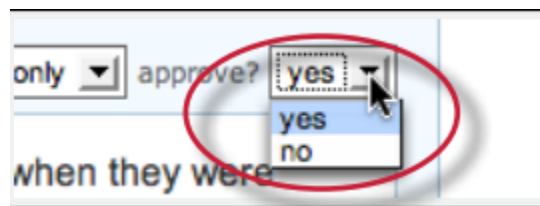
5. After selecting from the approve? pull-down menu *yes* or *no*, click on the *submit reply* to topic button to approve the reply or delete it.
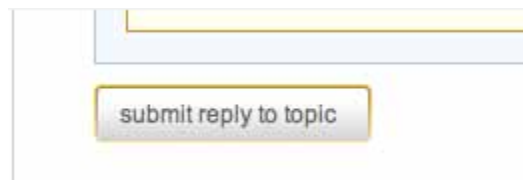
6. If the reply was approved it will be posted to the discussion. If the reply was rejected, the moderator is prompted to delete the reply or save it for later
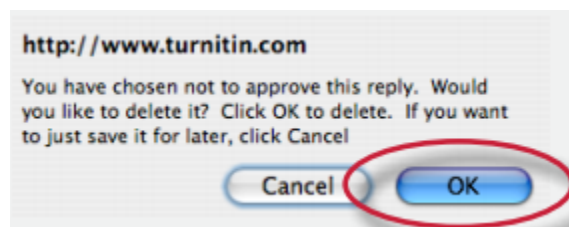
7. The moderator can also delete a reply or a pending reply by clicking on the delete button below the reply.

8. A prompt will appear. To delete the reply click *Ok.*
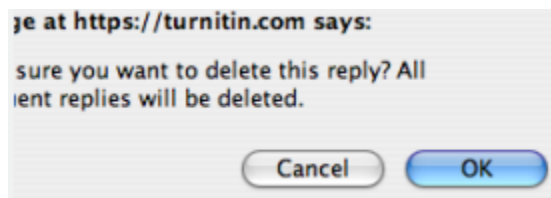
Warning: If a reply is deleted that has replies to it, all replies underneath the deleted reply will also be deleted.

Once the reply has been approved it will be assigned a number and added into the discussion thread.

Libraries

This page was not added to the PDF due to the following tag(s): article:topic-guide

![turnitin logo]

The Libraries Page

The Turnitin libraries page is separated into four pages accessible by using the appropriate tab. The initial page is the assignments library.

The areas of the library page are:

Assignments - a list of assignments created in any class controlled by the instructorQuickMark Manager - a list of the instructors QuickMark sets, allows instructors to create new QuickMark sets and QuickMark comments, and manage their QuickMark sets

Rubric Manager - contains list of the instructors rubrics, allows instructors to create new rubrics, export or share their rubrics

PeerMark Questions - a list of the instructors current PeerMark question libraries, allows instructors to create new PeerMark libraries and to manage or create PeerMark Questions within a library

Assignments Library

The assignments library assists an instructor in managing the assignment sets created in all of the instructor's classes on Turnitin. When an assignment is created for a class, the assignment is added to that class' assignment set.

When the library page is opened, the assignment library displays the assignment set for the current class by default. To select a different class assignment set to view, use the pull down menu labeled *select assignment* set and choose the name of a class. The assignment set for the selected class will be displayed.
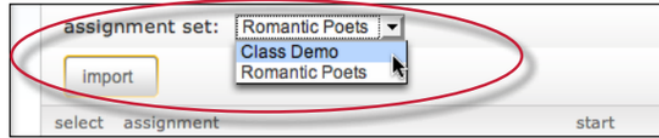
Importing Assignments

From the assignment library, an instructor can import assignments to copy them from one class to another.

1. Log into Turnitin and click on the name of the class to import an assignment or set of assignments into
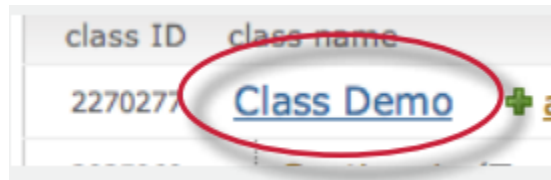
2. Click on the *libraries* tab in the class

3. Use the *select assignment set* pull down menu to choose a class to import assignments from
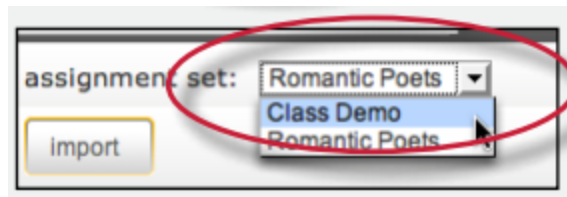
4. Click the check box to the left of the assignment(s) to import to another class
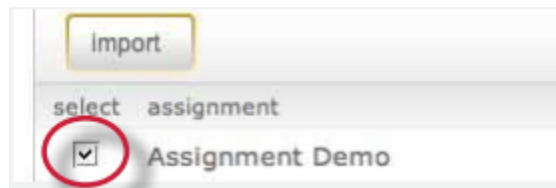
5. Click the *import* button above the assignment name list
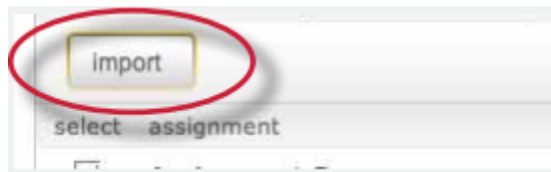
6. Select whether to use the assignment dates existing in the library or to enter new dates. To use library dates, click the *preserve dates* link. To enter new dates for a new school year or semester, enter the start and due dates and click *submit*

7. The assignment(s) selected will be imported into the current class

Note: If more than one assignment is being imported, the selected dates are applied to all assignments imported at the same time. Dates can be edited later for individual assignments by clicking on the assignment update button. The user may also import assignments one by one, selecting new dates for each assignment.

PeerMark Questions Library

The PeerMark Questions library keeps track of all the PeerMark questions created in an account in instructor managed libraries.
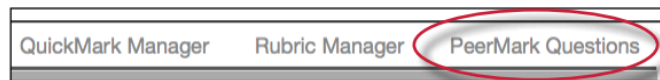
Creating a New PeerMark Library

All PeerMark question libraries are listed within the PeerMark Questions tab. The instructor will be given the library *Sample Library*. New libraries can be by clicking on the *Add Library* button.
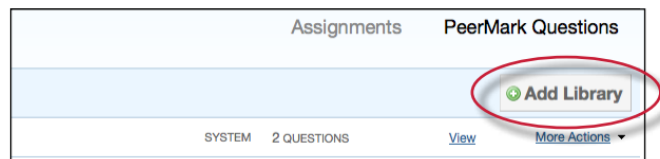
Name the new library by clicking on the current system given title.
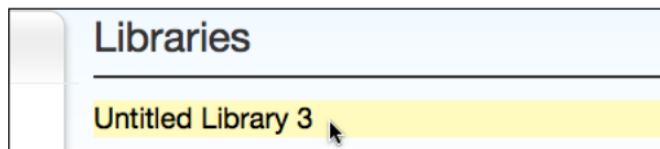
Enter the name for the new library and click on the Save button to save the library name.

Adding Questions to a PeerMark Library

Free response and scale questions can be created within a PeerMark library just like how they are created for a PeerMark assignment.

A free response question example would be:

> "What is the thesis of the paper?"
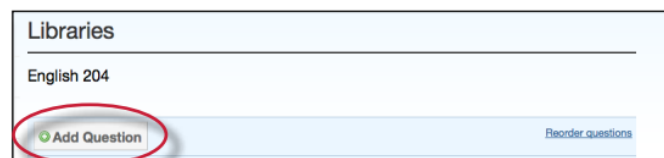
Free response questions allow an instructor to pose these questions to students and can include minimum length requirements.

A scale question example would be

> "How well does the introduction pull you in as a reader? Scale, Not very well to Really well"

Scale questions allow students to grade the paper's author on instructor chosen areas of writing.

To add questions to a PeerMark library click on the Add Question button.
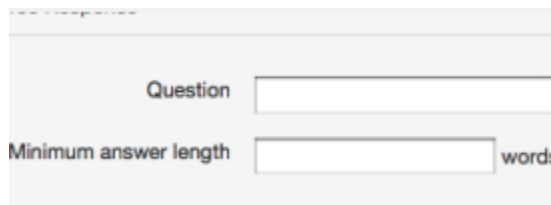
Creating a free response question in a PeerMark library

1. Click on the *Add Question* button and select *Free response*
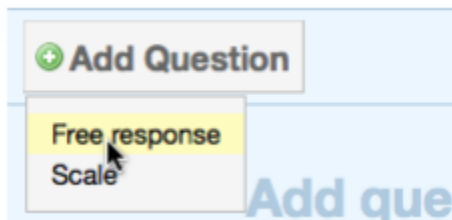
2. Enter the *question* in then field and enter a value in the *Minimum answer length* field

3. Once the question and minimum answer length have been entered, click on the *Add Question* button to add the free response question to the PeerMark assignment

Creating a scale question in a PeerMark Library

1. Click on the *Add Question* button and select Scale

2. Enter the question in the *Question* field

3. Select the scale size. The highest scale value is 5

4. Enter in the labels for the scale in the appropriate fields. An example for labelling the scale question: "How well does the introduction set up the Thesis of the paper?" would be 1: Not very well to 5: Extremely well

Labels

1: [ ]

#: [ ]

5. Click on the *Add Question* button to add the Scale question to the PeerMark assignment

(Add Question) or Cancel
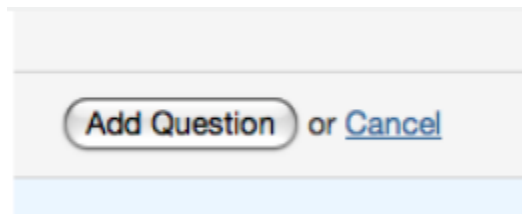
Adding a question to a PeerMark library from another library

1. Click on the *Add Question* button and select the library you would like to add a question from

⊕ **Add Question**

Free response
Scale
LIBRARY:my library
LIBRARY:Thesis Emphasis
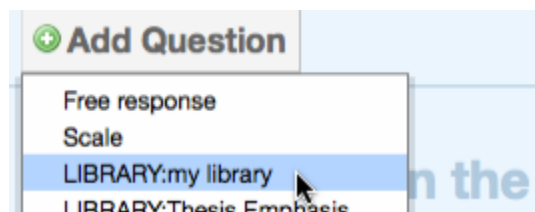
2. Click on the Add this question link to the right of each question you would like to add to your library

Add this question
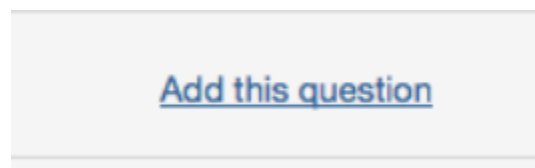
3. Click on the *Add all questions* button to add all the questions to the library
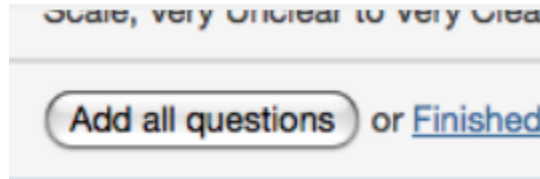
4. Click on the *Finished adding questions from library* link when you have added all the questions you want from this library
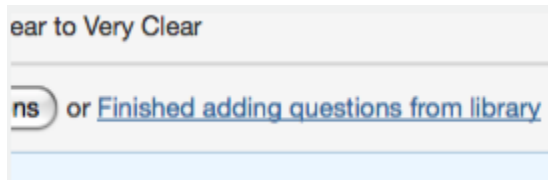
5. Click on the Finished editing this library to save any changes that you have made to this library
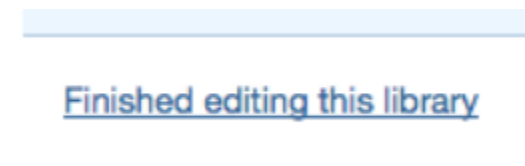
When the instructor has completed adding questions to the library click on the Finished editing this library link to save your changes.

Editing Questions within a Library

To edit a Library click on the View/Edit link to the right of the Library name.

Free response and scale questions can be edited by clicking on the *Edit* link to the right of the question.
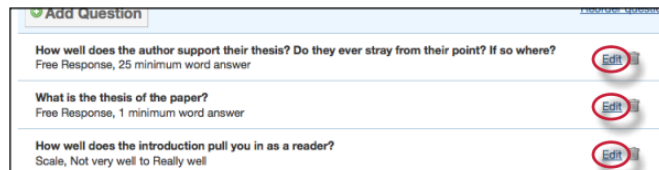
Free response and scale questions can be deleted by clicking on the trash can icon to the right of the question you wold like to delete.
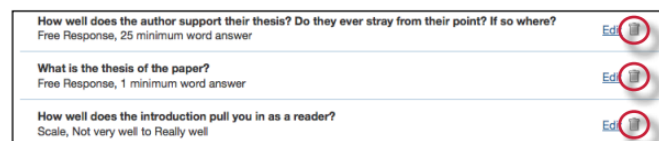
Clicking on the trash can icon will open a prompt asking "Are you sure you want to delete this question?" Click OK to delete the question.
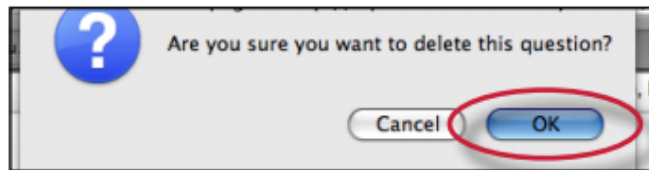
Once the instructor has completed editing the Library click on the *Finished editing this library* link to save the changes.
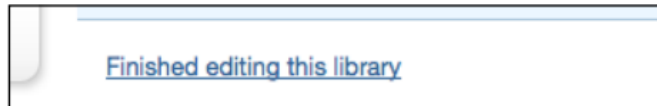
Copying and Deleting Libraries

The copy and delete library options are accessed by clicking on the More Actions link to the right of the library names.

Click on the *Copy Library* option to copy the library to the PeerMark Libraries list. The the duplicate library will keep the name of the library that was copied but will have "- copy" appended to the name.

Click on the *Delete Library* option to delete a library from the system.

A prompt will appear asking "Are you sure you want to delete this library? This action cannot be undone." Click OK to permanently delete the library.
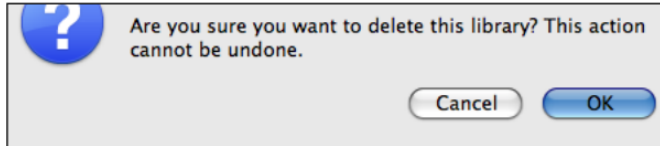
The QuickMark Manager

The QuickMark Manager contains every QuickMark that has been shared within an account or created by the instructor. The QuickMark comments are organized in sets. Turnitin provides instructors with five sets of QuickMark comments: Composition, Composition Marks, Format, Punctuation, and Usage.

Within the QuickMark Manager instructors can create new QuickMark sets, create new QuickMark comments, edit sets or comments, delete sets, delete comments from sets, and delete and archive comments.

Creating a New Empty QuickMark Set

1. Click on the QuickMark Manager tab from within the Libraries tab

2. Click on the "+" icon to the right of the SETS column header
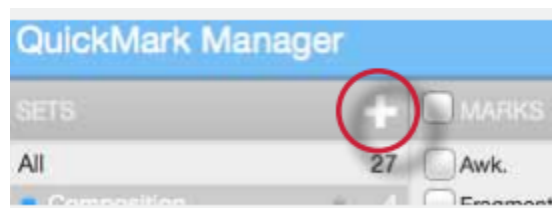
3. Enter the title for the new QuickMark set and then click save

Create a New Set from Selected Marks

1. Click on the QuickMark Manager tab from within the Libraries tab

2. Click on *All* above the set names

3. Every QuickMark throughout all sets will be listed within the MARKS column. Select the Marks to copy.
Multi select within the QuickMark manager can be done by holding the command button (for Mac users) or control
button (for PC users) while selecting marks. To *select all* the marks click on the Select all link

4. Click on the Actions link to the right of the MARKS column

5. Click on the *New set* button

6. Enter a name for the new set and then click on the Save button. The new set will be created with the marks that were selected

Creating QuickMark Comments

Instructors can create their own QuickMark comments in the QuickMark Manager. This allows instructors to create class or curriculum specific marks that may not be part of the sets provided by Turnitin or the account administrator.

Creating a New QuickMark

1. Click on the QuickMark Manager tab from within the Libraries tab

2. Click the name of the set to add a new QuickMark to
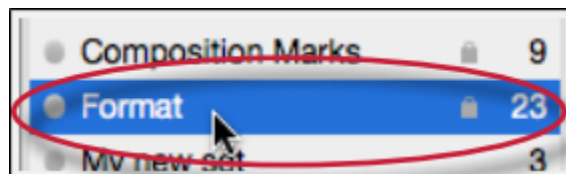
3. Click the "+" icon next to the MARKS column header
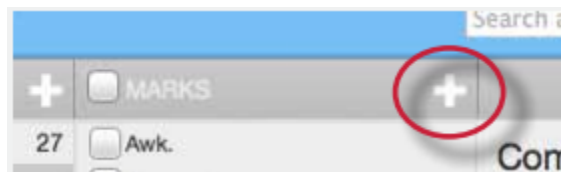
4. Enter the following information for the new mark:

a title

a description

5. Click *Save* to save the new QuickMark symbol into the selected set

Editing QuickMark Comments

QuickMark comments can be edited from within the QuickMark Manager. Any edits that are made to a QuickMark are applied to every instance where this mark appears in your students' papers.

Editing a QuickMark Comment

1. Click on the QuickMark Manager tab from within the Libraries tab

2. Click on the name of the QuickMark set containing the mark to edit. Then click on the QuickMark you would like to edit

3. An *Edit* button will appear in the top right corner of the QuickMark manager. Click the *Edit* button to edit the QuickMark

4. Edit the information for the mark

5. Click *Save* to save the changes made to the mark in this QuickMark set

Copying Marks to an Existing Set

Marks within a QuickMark set can be copied to existing QuickMark sets.

Copying a Mark to an Existing QuickMark Set

1. Click on the QuickMark Manager tab from within the Libraries tab

QuickMark Manager

2. Click the name of the QuickMark set containing the mark (s) to copy

Composition Marks	🔒 9
Format	🔒 23
My new set	3

3. Select the marks to copy. Multi select within the QuickMark manager can be done by holding the command button (for Mac users) or control button (for PC users) while selecting marks. To select all the marks click on the *Select all* link

	MARKS (Select all)	+	Ac
32	Awk.		2 s
4	Fragment		
7	Needs Topic Sentence		MAF
0	Support	🔒	Fraç

4. Click on the Actions link

5. Click on the *Add to set* button
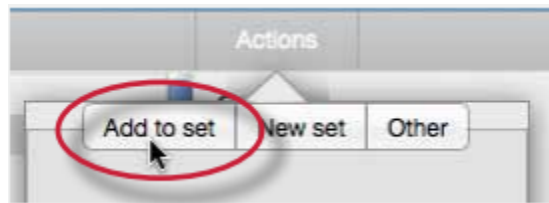
6. Select the set from the list that you would like to add the marks to
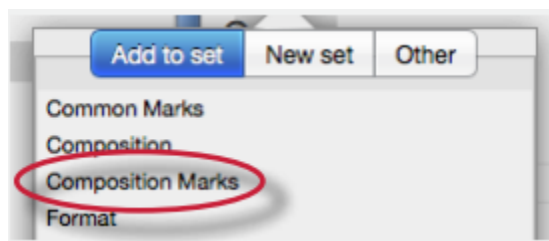
Archiving or Removing a QuickMark from a Set

A QuickMark can not be completely deleted from the system but may be removed from all active sets and archived.

1. Click on the QuickMark Manager tab from within the Libraries tab

QuickMark Manager

2. Click on the name of a QuickMark set
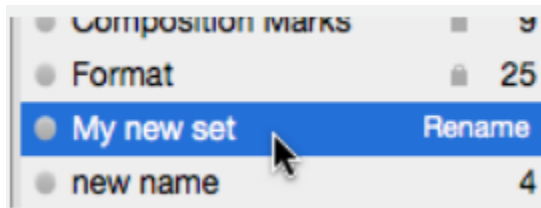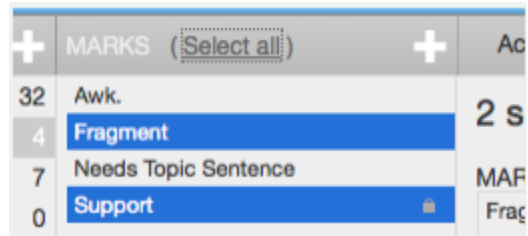
Composition Marks   ▪   9
● Format   🔒   25
● My new set   Rename
● new name   4
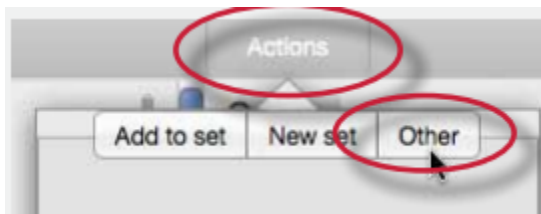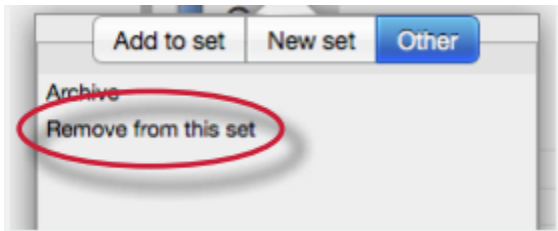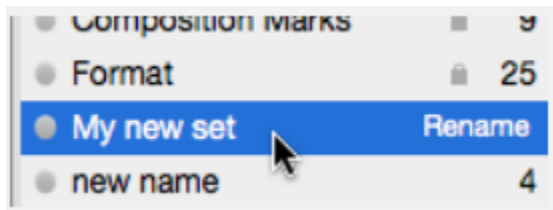
3. Select the marks to remove

＋ MARKS (Select all)   ＋   Ac
32 Awk.
                                 2 s
4   Fragment
7   Needs Topic Sentence   MAF
0   Support   🔒   Fra

4. Click on the Actions link and click on the *Other* button

Actions

Add to set   New set   Other

5. Click on the *Remove from this set* option

To remove a QuickMark from all sets and archive it

1. Click on the QuickMark Manager tab from within the Libraries tab

2. Click on the name of a QuickMark set

3. Select the marks to remove

4. Click on the Actions link and click on the *Other* button

5. Click on the *Archive* option

Note: A QuickMark with a lock symbol to the right of its name in the MARKS list cannot be removed from the Turnitin provided sets: Composition, Format Punctuation, and Usage.

Warning: Archiving a QuickMark will remove it from all QuickMark sets in the QuickMark Manager

Warning: Instructors may only add, delete, copy, or edit QuickMark sets and marks that they own. QuickMark sets with a lock icon to the right of the set name cannot be modified and are provided by Turnitin or the account administrator.

Exporting and Importing QuickMark Sets

Within the QuickMark Manager instructors can export QuickMark sets to share with other instructors or import QuickMark sets to use when grading papers with GradeMark. Unlike sharing, once a QuickMark set has been imported into an account it is then owned by that instructor who may then make any desired changes to the QuickMark comments.

To export QuickMark sets

1. Click on the *QuickMark Manager* tab from within the Libraries tab

2. Click on the name of a QuickMark set to export

3. Click on the import/export button and select *Export Set...* from the drop down menu

4. A prompt will appear asking if you would like to save the file. Click *OK* to save the file. The file name will be the QuickMark set name with .qms appended.

To import QuickMark sets

1. Click on the *QuickMark Manager* tab from within the Libraries tab

2. Click on the import/export button and select *Import Set...* from the drop down menu

3. Click on the *Browse* button and locate the QuickMark set file on your computer. Only .qms file types may be imported into the QuickMark manager

4. Click on the *Import* button

5. To import additional QuickMark sets repeat steps 3-4.

6. Click the *Close* button to return to the QuickMark Manager

Training Video: Using the QuickMark Manager

Media, iframe, embed and object tags are not supported inside of a PDF.

The Rubric Manager

Rubric scorecards can be used to evaluate student work based on defined criteria and scales. Grading forms can be used to provide free form feedback and scores to evaluate student work based on defined criteria. The rubric scorecards can be created by the account administrator and shared to all instructors on an account. Instructors can also create and share rubric scorecards, allowing other instructors to upload the rubric scorecard to their classes.

There are three rubric scorecard types:

Standard rubric scorecards allow you to enter whole number scale values and criteria percentages . The maximum value for the Standard rubric will be the same as the highest scale value entered.

Custom rubric scorecards allow you to enter any value directly into the rubric cells. The maximum value for the Custom rubric will be the sum of the highest value entered in each of the criteria rows.

Qualitative rubric scorecards allow you to create a rubric that has no numeric scoring.

Creating Rubrics

To create a standard rubric scorecard

1. Click on the *libraries* tab

2. Click on the *Rubric Manager* tab
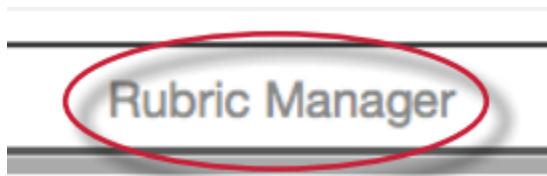
3. Click on the rubric list icon
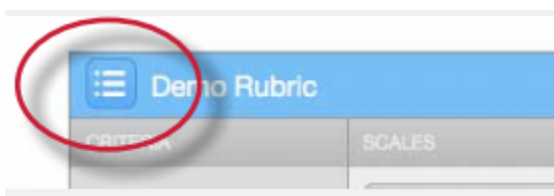
4. Select *Create new rubric* from the drop down menu

5. Enter the rubric name in the top left of the Rubric Manager
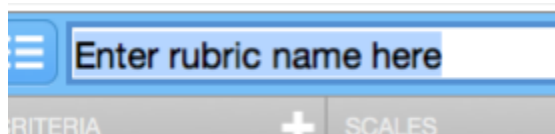
6. To edit the name, description, or percentage value for a criterion, click directly on the title, description or percentage value to open the text box field. Enter the new title, description or value and press enter to finish editing the field

7. To add extra rows of criteria click on the "+" icon to the right of the Criteria header

8. To enter the description for each cell, click on the cell, enter the description and then click outside of the cell's text field to finish editing the description

9. To enter the scale title or value, click on the scale title or scale value and enter the title or value. Click elsewhere on the screen to finish editing

10. To add extra scale columns click on the "+" icon to the right of the Scale header

11. Once the rubric is completed, click on *Save* at the bottom right of the rubric manager

To create a custom rubric scorecard

1. Click on the *libraries* tab

2. Click on the *Rubric Manager* tab

3. Click on the rubric list icon

4. Select *Create new rubric* from the drop down menu

5. Click on the rubric type icon for the custom rubric at the bottom of the rubric manager

6. To enter the title and description for each criterion, click on the appropriate field and enter the new title or description within the text field that appears. Click elsewhere on the screen to finish editing the criterion title or description

7. To add extra rows of criteria click on the "+" icon to the right of the Criteria header

8. To edit scale titles click on the Scale title and enter new title. Click else where on the screen to finish editing the scale title

9. To add extra scale columns click on the "+" icon to the right of the Scale header

10. To edit the cell descriptions click on the description field. Enter the description and then click elsewhere on the paper to finish editing the description

11. Enter the cell value for each cell, by clicking on the *0.00* portion of each cell. In a custom rubric cell values are chosen by the instructor

12. Once the rubric is complete click on *Save* to save the rubric scorecard

To create a qualitative rubric scorecard

1. Click on the *libraries* tab

2. Click on the *Rubric Manager* tab

3. Click on the rubric list icon

4. Select *Create new rubric* from the drop down menu

5. Click on the rubric type icon for the qualitative rubric at the bottom of the Rubric Manager

6. Edit the criteria title and description, the scale title, and each cell description by clicking on either the title or description field

7. When all the criterion, scales, and cells have been edited click on *Save* to save the rubric

Creating Grading Forms

Grading forms allow instructors to provide free form feedback or scores for a list of criteria.

To create a grading form

1. Click on the *Rubric* icon below the GradeMark sidebar

2. Click on the Rubric Manager icon

3. Click on the Rubric list icon

4. Select *Create new grading form from* the drop down menu

5. Name the grading form

6. Edit the criteria titles and descriptions.

Add additional criteria by clicking the "+" icon

7. Select whether to enable scoring at the bottom right of the screen

8. When all the criterion titles and descriptions have been edited click on *Save* to save the rubric

Modifying Rubrics

Rubric scorecards can be modified after creation. However, if the rubric scorecard has been used to score student papers, modification of the rubric scorecard will not be allowed.

To modify a rubric

1. Click on the *libraries* tab

2. Click on the *Rubric Manager* tab

3. Click on the rubric list icon

4. Select the rubric you would like to edit from the list of rubrics

Note: Rubrics that have been shared with you cannot be edited

5. Change the rubric as needed

6. Click *Save* to save the changes

Note: Rubrics can only be edited if they have not been used to grade a paper before.

Duplicating a Rubric

Rubrics that have been attached to an assignment cannot be edited. Duplicating a rubric helps instructors reuse a rubric that they would like to modify.

To duplicate a rubric

1. Click on the *libraries* tab
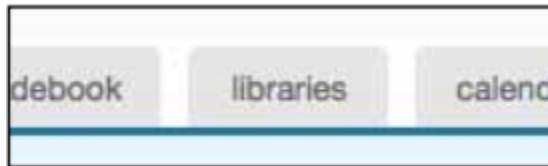
2. Click on the *Rubric Manager* tab
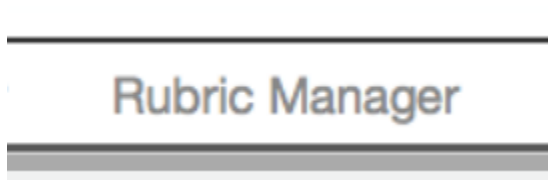
3. Click on the rubric list icon

4. Select the rubric you would like to duplicate from the list of rubrics
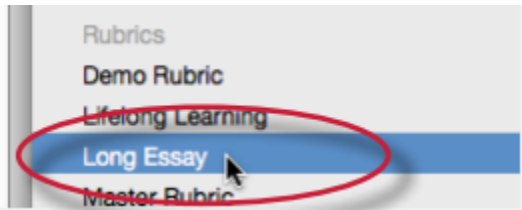
5. Click on the rubric list icon and then select *Duplicate this rubric* from the drop down menu
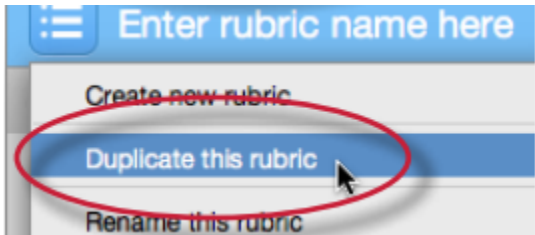
6. Click *Save* to save the changes

Exporting and Importing Rubrics

Within the Rubric Manager instructors can export rubrics to share with other instructors or import rubrics to use when grading papers with GradeMark. Unlike sharing, once a rubric set has been imported into an account it is then owned by that instructor who may then make any desired changes to the rubric.

To export a rubric

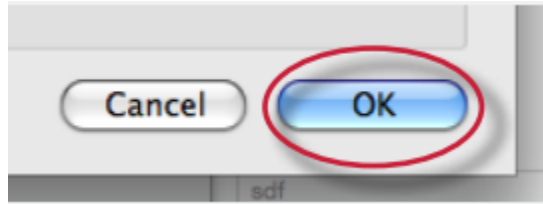1. Click on the *Rubric Manager* tab

2. Click on the rubric list icon

3. Click on the name of the rubric to export

4. Click on the import/export button and select *Export...* from the drop down menu

5. A prompt will appear asking if you would like to save the file, select OK to save the file. The file name will be the rubric name with .rbc appended.
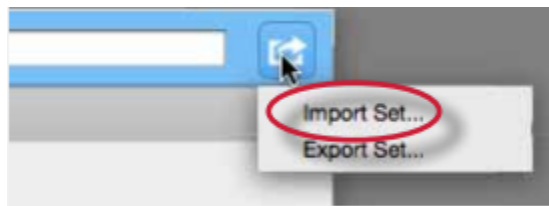

To import a rubric

1. Click on the Rubric Manager *tab*

2. Click on the import/export button and select *Import...* from the drop down menu

3.

3a. Drag and drop the .rbc, .xls*, or .xlsx* files into the window. Multiple files may be imported at the same time

3b. Or click on the Select files button at the top of the drag and drop area to select a file from the computer import option

4. Files are imported automatically upon drag and drop or file selection

5. To import additional rubrics repeat steps 3-4.

6. Click the back button to exit the rubric import screen

Quick Submit

The quick submit feature allows instructors to submit papers and receive Originality Reports without creating a class or an assignment. This is ideal for instructors who would like to use Turnitin to spot check submissions and have these papers in electronic format. Quick submit should not be used if the instructor desires to have students submit their own papers or plans on using Peer Review, GradeMark, or GradeBook.

Accessing Quick Submit

Quick submit must be activated by an instructor before it can be used. Quick submit is activated on the user preferences page.

To activate quick submit, the instructor first clicks on the *user info* link on the instructor homepage.
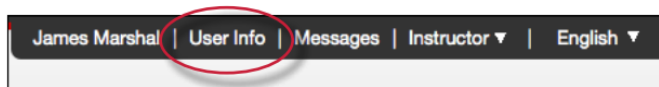
On the preferences page, the instructor must use the *activate quick submit:* pull down menu and select *yes*. Clicking on *submit* will save this preference change.
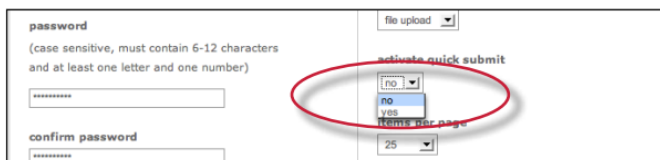
The quick submit tab will appear on the instructor homepage. The quick submit inbox is available by clicking on this tab.
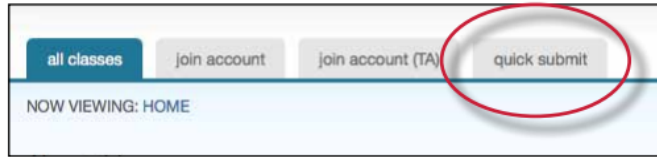
Submitting Papers

The instructor can now upload papers for submission in this inbox. To begin the submission process, click on *submit* in the top right corner of the quick submit inbox.
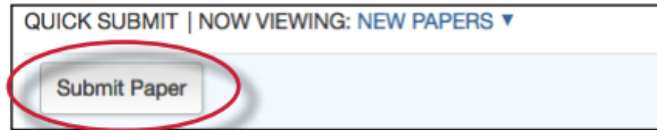
The first step of submission is selecting the databases that the submitted paper or papers will be checked against.

The available sources are:

    a database of active and archived internet information

    a database of previous submissions to Turnitin

    a database of journal, periodical, and publication information
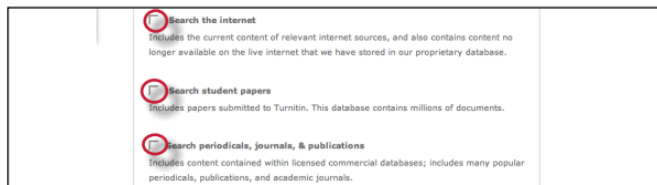
Select the sources for the Originality Report searches by clicking on the check boxes next to the source.

Continue to the paper submission page by clicking on submit. The rest of the quick submission process is similar to the

standard submission process outlined in Chapter 1. The notable exception is that during quick submission, the instructor cannot submit papers for an enrolled student as the quick submit inbox is not available to student users. All papers are submitted as non-enrolled. For step by step submission instructions, please refer to Submitting a Paper in Chapter 1 of this manual.

Accessing Originality Reports

Once a submission is completed, Originality Report icons will appear for a submission after the report has generated. The instructor must refresh the view of the quick submit inbox for the icons to appear if a report has generated while the instructor is viewing the quick submit inbox.

The quick submit inbox works just like an assignment inbox. For more information on organizing or using a quick submit inbox, please refer to the assignment inbox information in Chapter 1 of this manual.

Preferences & Notifications

There are two preference types available to Turnitin instructors - user preferences and class preferences. User preferences apply to the instructor's user profile, including default login views.

Class preferences are specific to each class, and apply only within the class to the assignments and student users in the class.

User Preferences

An instructor can view the current user preferences by clicking on the User Info tab.

The user preferences available are:

default user type - select from *student, instructor*, or *administrator*; this will be the user home page seen when the user logs in

default submission type - select a default submission type, which determines which type of submission page is shown automatically for an instructor clicking on the *submit* icon in Turnitin

activate quick submit - select *yes* to turn quick submit on; refer to Chapter 10 for information on quick submit

items per page - select the number of items from a list of students, submissions, or assignments to display per page on Turnitin

file download format - select the default format for files downloaded from Turnitin; the options available are *original format, PDF format,* or *let me choose each time*

show page info - choose *yes* to display page information at the top of each page, which contains helpful information for each user

send me e-mail updates - choose *yes* to receive e-mail updates from Turnitin

use homepage link - choose yes to create a homepage link; to set up a link, enter a link name and URL in the fields below this option; this provides a link to a homepage for the user

Note: If any changes were made to the user profile, the instructor must click on the *Submit* button at the bottom of the page to save the changes.

Class Preferences

The class preference page allows an instructor to control the products and features available for the class. This allows an instructor to determine whether students can post proposed discussion topics, or whether or not GradeMark or other products are available in a class. An instructor can also set a class homepage link which is visible to both students and the instructor on the class homepage and other class pages.

To open the preferences page for a class, click the *preferences* tab on the class bar.
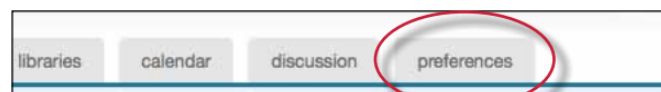
Each class has two preference types available to the instructors. There are general preferences and products that have been enabled. Only services purchased by the instructor's institution are available under the enable these products: preference menu. Products that are not available will be greyed out and cannot be checked or un-checked.

To enable or disable a preference, click the check box to the left of the selected preference or product. Un-checked products or preferences are disabled in the specified class. For more information on the products, please see the appropriate chapter of this manual for the product or feature.

General Preferences

let students submit discussion topics? - determines if student users are able to post proposed discussion topics. Discussion topics must be approved by the instructor before the topic becomes active

show students link to my e-mail? - determines whether or not the e-mail address used by the instructor to log into Turnitin is available as a link for the students to click on to use their default e-mail program to contact the instructor

Lock assignment dates in sections? - locks assignment dates set by the master class instructor for assignments pushed to sections

Lock assignment info in sections? - locks assignment info set by the master class instructor for assignments pushed to sections

Enable These Products:

GradeMark

PeerMark

Grade book

Discussion boards

Class Link - A class link can be created for the instructor and students on the preferences page. Enter a name for the link and the full URL for the link. The URL must be in the full HTTP:// format.

If any changes are made to the class preferences, the instructor must click on the *submit* button at the bottom of the preferences page to save the changes that have been made.

Messages and Announcements

Important announcements and messages can be viewed by clicking on the *messages* tab on the system bar.
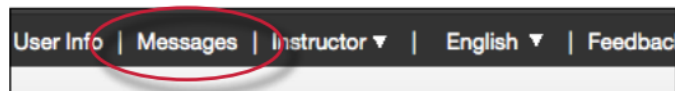
Note: Urgent notifications including announcements of scheduled downtimes for improvements to Turnitin will appear both on the messages page and on the user homepages for all users, including instructors.

Statistics

Each class or section created by an instructor has its own statistics page. From the stats page, an instructor can view detailed usage statistics for a class.

To access the class statistics page, click on the statistics icon to the right of the class on the instructor homepage. This icon is listed under the statistics column. The statistics page for the class will open.

Statistics Overview

The statistics page will list information about the class in a table. The default view of the stats will show the cumulative statistics since the creation of the class.

The stats page has options to display information for the maximum range or full lifetime of the class or section, or only a selected date range.

To change to viewing only the statistics for a range of dates, use the *Show:* pull down menu on the statistics page and select stats for a specific date range. Ranges of dates available for the class will appear. Select the desired dates and click on *submit date range* to update the stats page to only reflect these dates.
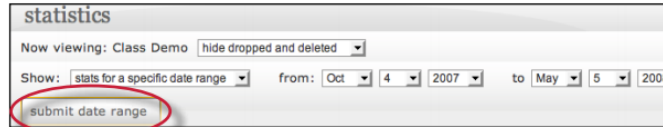
The columns indicate the following information:

name - the class, section, or assignment name

join/enrollment password - the class TA join or student enrollment password

ID - the class, section, or assignment ID number

students - number of students enrolled in the class

submissions - total number of files submitted to all assignments in the class

Originality Reports - total number of Originality Reports generated for submissions percentage ranges (75-100%, 50%-74%, 25-49%, 0-24%, or no matches) - the number of Originality Reports whose overall similarity index was in the indicated percentage range

peer reviews - number of student peer reviews written

grademarks - number of papers that have been marked with GradeMark

graded papers - number of papers given a numeric grade

discussion replies - number of responses posted in discussion board topics

Deleted Assignments and Dropped Students

By default, the statistics page does not display deleted assignments or dropped students. For example, if a student has been dropped from a class, the submissions by this student will not be included in the statistics. An instructor can view the statistics with this information reincluded.

To reinclude deleted assignments or dropped students, use the pull down menu to the right of the class name on the statistics page and select show dropped and deleted.
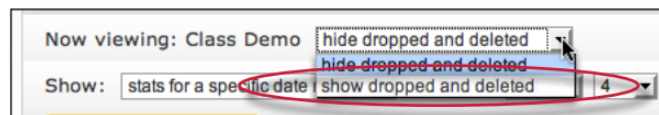
Exporting Statistics

The information from the class statistics page can be exported in a Microsoft® Excel spreadsheet format. To download in this format, click on the export to Excel button on the statistics page.
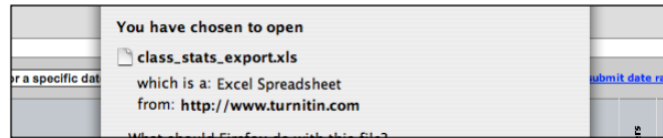
Glossary

Word	Definition
account	A Turnitin account allows instructors to use products purchased from Turnitin
account ID	The numeric identification number for a specific account or sub-account
account join password	An account-specific password which allows instructors to self-join an account when used in conjunction with the account ID
active students	The number of unique student users enrolled in at least one active class on an account or accounts. The Active student counts do not measure as duplicates any students who are joined to more than one course using the same student user profile
administrator	The controller of a specific Turnitin account. This user type is able to activate or deactivate products on an account, change account settings, and add or remove instructors from account access
assignment	Submissions to a class on Turnitin are made to an assignment. Each assignment can allow only a single submission per student user who is enrolled in the class
announcements (toolbar)	Announcements from Turnitin are available on the messages link from the user toolbar on the main user pages. These announcements are only sent by Turnitin. Instructor announcements are made via the calendar.
announcements (calendar)	The Turnitin calendar area of classes allows an announcement link to be added by the instructor to notify students of important information.
available active students	The number of student users available on an account. This number is the difference between the active student and student limit numbers for an account.

browser	The web browser is the program used to view or access the internet or Turnitin. This program is on the user computer. Turnitin currently supports:
	PC (Windows XP/Vista)
	
	    Internet Explorer 7+
	    Mozilla Firefox 3+
	
	Mac (OS X)
	
	    Safari 1.0+
	    Mozilla Firefox 3+

class	To allow students to submit files, an instructor must create a class for their students. A class requires a name, a class ID, and a class enrollment password.
class calendar	The class calendar page allows instructors to post announcements, notes, and holidays as well as automatically displaying the assignment start and due dates for a class. Instructors can post a syllabus through the link on this page for quick reference by students in the class.
class ID	A unique numeric identification number for a specific class created by an instructor on Turnitin
class enrollment password	An instructor-created authorization password for a class on Turnitin. Both class ID and enrollment password are required for students who will be self-enrolling in a class
class portfolio	The class portfolio page is the main view page of a student for a specific class
comment (GradeMark)	A correction or other mark left on a student submission by the instructor using the GradeMark digital assessment product from Turnitin
cookie	An information packet sent to and stored on the web browser of a user. Access to Turnitin requires the web browser to be set to allow cookies from the service. These cookies are used to check and ensure access is granted as the user moves between pages within Turnitin's website.
consortium account	An account type which is the parent for multiple institutional accounts. Consortium accounts do not allow instructors to directly join. Instructors must be added to an institutional or departmental account

criteria (GradeMark®)	Criteria are a part of the Rubric Scorecard feature in GradeMark. Criteria describe the requirements for a submission to meet specific areas of the grading scale (GradeMark)
cumulative view	One of the viewing modes available on the Turnitin Originality Report. This view shows the best overall matches to the entire submission. This viewing mode is also known as "show best matches together"
repository	A set of information of a specific type or types. In the specific context of the Originality Report provided by Turnitin, repository is used to refer to the type of information the submission was evaluated against for direct matching or high levels of similarity. Available repositories include internet, archived internet, periodical/journal/publication information, and previous submissions.
default submission type	A user preference set by instructor or student users to define which file submission method should be displayed by default for submissions to an assignment in a Turnitin class
default user type	A user preference which determines the type of user homepage viewed after the user logs into Turnitin. Users may switch user types without logging out by use of the *user type* tool bar menu link
departmental account	Departmental accounts are created for specific departments within an institution to use Turnitin products. Instructors are able to join departmental accounts or be added by the departmental administrator
digital receipt	The digital receipt is a confirmation of a successful paper submission to a Turnitin assignment. The digital receipt contains the unique paper ID number, user name, submission date and time, class name, assignment title, and a copy of the submitted work. The digital receipt is shown on-screen after submission and a copy is sent by e-mail to the user at the e-mail address provided as the user login name. This e-mail is sent by noreply@turnitin.com and spam filters should be checked to ensure they do not block users from receiving this e-mail
direct source comparison	A type of viewing mode on the Turnitin Originality Report that allows users to compare a matching or similar area of a submitted paper with a specific source to visually assess the extent of matching or similar text. This view mode is provided to allow the user better determination of the

	usage of the matching or similar areas in both the submitted paper and the source found in the Turnitin repositories. Not all match types allow Direct Source Comparison
discussion board	The discussion board feature on Turnitin allows instructor and student users to converse through a basic discussion board feature as part of a Turnitin class. The discussion board is enabled by default but the instructor or institutional administrator for the account may disable this feature at any time. Instructor approval is required for topic posting, and replies on a discussion board may be moderated for content by a user in the class, and may be anonymous or attributed.
download (file)	Transmission of a file from Turnitin to the computer of the user selecting to download files). Some users may need to enable file download due to security considerations on the web browser or computer being used
downtime	A period of time during which Turnitin will not be available or have extremely limited availability to users
due date	The due date on a Turnitin assignment indicates the date and time of day at which an assignment is due. Submissions after the due date and time may no longer be allowed and will be automatically blocked by the Turnitin system. Only the instructor can enable late submissions on an assignment on Turnitin. The due date must come after the start date and before the post date during assignment creation. The due date and time may be changed by the instructor at their discretion to meet the needs of a class.
e-mail address	An address at which a user may be contacted via e-mail with digital receipts, notifications or announcements (if enabled), new user login information or welcome notices, or password reset information in the event of a password reset request.

A valid e-mail address is highly recommended due to the important information that can be transmitted via these e-mail from Turnitin. The e-mail address used on Turnitin is also the user name for logging into *Turnitin.* |

e-mail updates	Notification sent from Turnitin to the user with important information such as product upgrades, major changes, customer polls, class notifications, and scheduled downtime information
enrollment	Student users on Turnitin must be enrolled in an active class. Student users can be enrolled by an instructor who provides the required information to create a user profile and e-mail the student. Student users can also be authorized to log into Turnitin and enroll in a class by use of the numeric class ID and the case sensitive class enrollment password selected by the instructor during class creation.
exclude bibliography	The exclude bibliography link is an option on the Turnitin Originality Report. Use of this feature automatically excludes information in the bibliography section of a paper. Only an instructor can exclude the bibliography permanently. Student exclusion of the bibliography will revert when the Originality Report view window is closed. This function is an approximation and not all bibliography structures will be correctly removed. Proper usage of bibliographic information can be determined by the class instructor
exclude quoted	The exclude quoted link is an option on the Turnitin Originality Report. Use of this feature automatically excludes information from directly quoted areas of the submission. Citation is not detected or disregarded. A significant percentage of overall quoted material will cause an automatic notification that the exclusion may be exceptionally large. Only the class instructor can exclude the quoted sections permanently. Student use of this feature will revert to normal when the Originality Report view window is closed. This function is an approximation and not all quoted material can be correctly disregarded. Correct use and type of quotation or citation in a submission is the jurisdiction of the instructor.
expired (class)	In the class context, an expired status indicates the class is no longer available for the instructor to create new assignments. Students will not be able to submit any new files. Existing submissions can still be viewed or downloaded. A class can be reactivated from expired status by the instructor from the class update screen
expired (account)	In the account context, an expired account is no longer available to create new sub-accounts or any instructor or student usage. Currently existing information will still be available for viewing. Expired accounts will need to contact a Turnitin account representative for renewal.

	Expired accounts on Turnitin will become inactive after a period of 180 days
export (GradeMark libraries)	Saving and downloading a copy of a specific GradeMark rubric or QuickMark set locally to the computer of the user
export (stats)	Downloading a copy of account statistics in a Microsoft Excel® format to a user's computer
feature	A part or aspect of a specific product, such as discussion boards which are a feature of the Turnitin product as a whole
general comment (GradeMark)	A general comment is created by an instructor reviewing a submission using the GradeMark digital assessment product on Turnitin. The general comment is not linked to a specific area of the paper
GradeBook	A product which allows instructors to place grades on student submissions to Turnitin. Tracks and calculates grades for students across multiple assignments as well as providing statistics for the class or assignments for the instructor.
GradeMark	A digital grading product offered by Turnitin which allows instructors to place comments and QuickMark editing marks on a submission for students to review. This product also includes standardized rubric scorecards and the ability to share QuickMark standard editing marks and rubric scorecards between instructors on an account via export or via administrators using the libraries sharing feature of the GradeMark digital grading product
graph (GradeBook)	Tthe graph feature in GradeBook allows an instructor or student user to view class or student performance in a number of different graph types to better display this information
holidays (calendar)	The holiday icon on the class calendar for a Turnitin class indicates a holiday entered by the class instructor. Instructors may set a holiday to indicate the class will not meet on this date. A holiday with this setting will show up with a blue highlight in the class calendar
homepage	The default login page, which is different based on the selected default user type of the user profile being accessed

homepage link	A user preference option available under the *user info* toolbar menu. The homepage link allows a user to embed the URL for a link to a specific page on their Turnitin class toolbar for quick reference if needed. This link is only available to the user who creates this homepage link for themselves. A *class homepage link* may be created by the instructor.
inactive (account)	An account which has expired longer than 180 days previous and is now inaccessible for reactivation or viewing
inactive (class)	A class which belongs to an inactive account. Information contained within inactive classes is no longer available and cannot be viewed by instructors or students
inactive (product)	A product which has not been purchased or has been deactivated for a specific account or course
individual account	This type of Turnitin account is limited to a single instructor user. Individual accounts receive limits to the number of Originality Reports and (if available) GradeMark digitally graded papers that can be generated
inline comment (GradeMark)	A comment typed directly onto the student submission by the instructor while reviewing the student work. The color of inline comments may be selected by the instructor.
institutional account	This type of Turnitin account is designed for an institutional location and can be separated into sub-accounts at the departmental level
instructor	The term used for teachers, tutors, or other student assisting users added or authorized to join as instructors on a specific Turnitin account. A single person may be joined to multiple Turnitin accounts or sub-accounts using one user profile or separate user profiles. Users may fill more than one user type role on Turnitin
internet archive	Turnitin's web repository includes inactive or no longer available web pages and copies of pages that have changed over time. This allows Turnitin to search against information that is no longer available or which has changed over time.
items per page	A user info page preference that allows users to determine the number of items from any list they wish to see per page on Turnitin.

knowledge base	The knowledge base is an area we have created for our users to search for help or information on specific aspects of using Turnitin. Also available are frequently updated lists of the most common questions we receive.
libraries (assignment, peer review)	These library types allow instructors to easily, quickly copy or replicate existing assignments or peer reviews from one class to another
libraries (rubric)	The rubric library available from the instructor class homepage allows an instructor to create, review, edit, or delete the marking rubrics available for a peer review. Peer review rubrics are completely separate from GradeMark libraries of QuickMark editing and rubric scorecards
libraries (rubric scorecard, QuickMark)	The rubric scorecard or QuickMark scoring marks created by a particular user. These libraries allow a user to create, edit, apply, copy, move, or delete rubric scorecards or QuickMark editing sets. These libraries can be shared to section classes by a master class instructor. An administrator can share these libraries to all instructors on a specific account
list (calendar)	A view mode of the calendar that lists all of the information on a class calendar for the current year. This includes assignment information, notes, announcements, and holidays
log in	The act of an authorized user entering the e-mail address and personal password created for a user profile to enter Turnitin as the user associated with the e-mail address entered
master class	A class controlled by an instructor under which multiple section classes can be created. These section classes are controlled by Teaching Assistant (TA) users. Master classes cannot accept submissions but contain assignment sets that may be pushed into the sections of the master class
messages	A user tool bar menu link that leads to a page listing the current announcements and messages, if any, from Turnitin
metric question (peer review)	A metric question is create by instructors for students to assign ratings to a peer's paper during the peer review assignment. Metric questions allow a student to rate performance of the paper being reviewed against the given question on a scale of one to five

moderator (discussion board)	Moderation of the discussion board in a class is assigned by the instructor. The instructor may moderate the discussion or may assign this duty to a user in the class. The moderator must approve all replies before the reply becomes public and is posted to allow all users in the course to view the reply
notes (calendar)	An instructor may place notes in the class calendar for information about the class that does not fit as an announcement or assignment. Class notes are visible to all students in the class.
notes (GradeBook)	A note may be added to the student overall grade or to a specific assignment for a student by the class instructor using the GradeBook product. These notes are viewed by the student through the *my grades* link on the class toolbar menu.
Optical Character Recognition (OCR)	Optical character recognition software converts a image of text information into an actual text document that can be read and altered by word processing software. Papers or documents transferred into a computer via a scanner require optical character recognition software conversion to be submitted to Turnitin. Turnitin only accepts documents containing actual text data rather than an imaged document or submission. Some scanners offer OCR conversion automatically, but most OCR conversion requires hand correction to resolve any inaccuracies which can cause major changes to the actual content of a document.
Originality Report	The Originality Report is a flexible document that allows students and instructors to review matches between a submitted work and the repositories scanned by Turnitin. Citations, quotations, and bibliographic material are all scanned against Turnitin's repositories to determine an overall similarity percentage as well as specific matches to similar text
Overall Similarity Index	The overall similarity index is a percentage indicating the similarity of the text submitted to information contained in the Turnitin repositories used for comparison on the assignment the submission was made in. This percentage indicates a percentage based on the length of the paper compared to the length of the areas flagged as similar during the comparison.
page information	The page information bar shows any information provided on the page, including error messages or tips on the use or requirements of the page the user is

	currently viewing within the primary areas of the Turnitin site.
paper	A paper refers to the document or file submitted by a user to an assignment in a class on the Turnitin website
paper ID	The paper ID number is a unique identifier that can be used to refer to a specific paper. The paper ID number can be viewed by accessing the paper in the assignment inbox for instructors. The paper ID number is also available on the paper view page, Originality Report, and GradeMark digital assessment view of the submission.
PeerMark	This product allows students to anonymously or with attribution review submissions made by other students within the course. Students reply to free response and scale questions selected or created by the instructor. Instructors may also comment on the paper using three different commenting tools: inline text tool, highlighter tool, and composition marks. A PeerMark assignment must be based on a normal Turnitin assignment where the student papers are initially submitted
PeerMark assignment	The PeerMark product allows an instructor to create an assignment where students will peer review the submissions of Turnitin classmates on a previous assignment. PeerMark assignments distribute the papers based on the instructors selection of the distribution type to be used for the peer review. Once the due date passes, no further peer reviews can be written or completed for this assignment by the students
Plagiarism Prevention	This product creates Originality Reports for submissions in assignments on Turnitin. The Originality Reports allow instructors and students to easily determine any problems in citation or referencing and assists instructors in determining the originality of a submitted work
post date	The post date of an assignment is set by the instructor during the assignment creation. When the post date and time has passed, students will be able to view GradeMark and GradeBook information on their submissions in this assignment. If the assignment is a Peer Review, students will be able to read the assessments written by their peers after the post date passes. The post date does not control Originality Reports. The post date must come after the start date and due date during assignment creation.

product	A specific service, feature, or group of features offered by Turnitin as part of the purchase of a Turnitin license by an educational customer
QuickMark standard editing marks	A library of standard editing or correction marks provided by Turnitin which can be augmented by additional marks created by an instructor
quickview (Originality Report)	A view listing the sources for any matching or similar text at the top and shows the student paper with highlights indicating the matched or similar areas beneath. This is similar to the print view of Originality Reports.
reply (discussion board)	A posting made by a student in response to a discussion topic, or the response to an existing reply by another student in the discussion board.
resubmit	The act of submitting a new paper in place of an existing submitted paper. Resubmission can only be done if the instructor has set an assignment to allow students to overwrite until the due date and time of the paper, or if the instructor has manually deleted the student's existing submission in the assignment inbox. This option can only be enabled by the class instructor.
revision (assignment type)	An assignment created by an instructor that is linked to an existing assignment. Revision assignments may have a different start, due, or post date than the primary assignment. Revision assignments allow instructors to easily enable students to submit multiple drafts of the same submission to different assignments. Revision assignments, like regular assignments, only allow one paper per student to be submitted.
rubric scorecard (GradeMark)	A scorecard which allows instructors to easily grade students based on a scaled assessment of the submission meeting certain criteria set for an assignment. The rubric scorecard automatically totals a grade for the submission based on the boxes checked on the scorecard
rubrics (peer review)	A set of basic editing marks or comments available for student or instructor use on a peer review assignment. Rubrics for a peer review must be selected on the assignment the review is based on. Some rubrics for peer review are provided by Turnitin. Instructors may also create their own peer review rubrics
scale (GradeMark)	A series of descriptors by which a student's submission is categorized on a rubric scorecard. Default

	scale entries are headed "Poor", "Fair", and "Good". Scale headings are customized by instructors creating or editing a rubric scorecard. Descriptions can be entered for instructor guidance at every point where a criterion meets a scale. Ex: The description where the Grammar criterion intersects with the Good scale may indicate 'Above average understanding of word usage'
secret question and answer	The secret question and answer set allows a user to reset their password immediately through the *Forgot your Password*? link on the Turnitin website. The secret question is selected from a list during user profile creation, and the user enters an answer. The answer is case sensitive and may or may not include spacing. Different capitalization or spacing when answering the secret question will result in rejection of the password reset attempt.
Secure Socket Layer	A security protocol available on many web browsers. Secure Socket Layer comes in version 2.0 and 3.0. The standard acronym for Secure Socket Layer encryption is SSL. SSL connection to Turnitin is available by clicking on the lock icon to the right of the login button on the main page at www.turnitin.com or by connecting directly to SSL at https://www.turnitin.com
section class	A subsection of the master class that is assigned to a particular Teaching Assistant (TA) on Turnitin
single source (Originality Report)	A view mode of the Originality Report where the user selects a specific source of matching or similar text to view. Only sources from the specific match will be highlighted on the Originality Report in the submission. Since multiple sources can be found for many similarities or matches, this may allow a user to dig down to determine a primary source of the matching or similar text.
start date	A date and time selected by the instructor when creating an assignment. The start date and time must pass before students are able to begin submitting to an assignment. Instructors are not prevented from submitting before the start date. The start date for an assignment must be before the selected due date and post date during assignment creation. This may be updated only by the instructor to meet the needs of a class.

student	A user type able to enroll in courses created by an instructor user. Student user profiles can only submit to assignments created by an instructor in a class they are joined to or have been authorized to join
student limit	The maximum active student count available for an account or accounts based on the number of student licenses purchased
student mode	The student view mode of a paper reviewed by an instructor using the GradeMark digital assessment product. Student mode allows the user to view or print the paper and to view or download a PDF or original format copy of the document that was graded. The download copy does not contain any of the GradeMark comment or scoring information. Student mode of viewing a GradeMark paper cannot remove or modify marks or grades in any way.
sub-account	An account created beneath a parent account. The Turnitin account tree allows for multiple sub-accounts created under each parent account. Only individual accounts may not create sub accounts. The number of institutional accounts created beneath a consortium account is determined by license purchases
submission	A file or files uploaded by a student or instructor user into an assignment within a Turnitin class. Only a single file per student user can be submitted to an assignment by a student user
submission type	Turnitin offers multiple submission types for students and instructors. Students are able to submit a single file at a time by either file upload or cut-and-paste submission. Instructors are able to submit files by file upload, copy and paste, zip upload, or multiple file upload options. The default file type for a user to submit by can be viewed or changed in the preferences section of the user info page
syllabus (calendar)	The syllabus link on the calendar page allows a user to view the syllabus document, if any, for a specific class. The instructor is able to upload a class syllabus for easy reference by the students during the course.
teaching assistant	A user assigned access to one or more sections of a master class
thread (discussion board)	The list of replies and responses to a specific topic on the discussion board. The thread can be

	displayed based on the needs of the user by changing the viewing options on the topic in the discussion board. Each user must change these preferences as needed.
topic (discussion board)	The topic is a question or statement to which students can reply on the class discussion board. Topics may only be approved by the instructor, though students may post a topic suggestion. Topic suggestions may be deleted by instructors.
topic question (Peer Review)	Topic questions are a list of questions selected by an instructor for students to answer on a review of a peer's paper. Topic questions may be sorted into categories and may have minimum length requirements. Instructors have the option of including rubric sets for students to use during marking of peer's papers. Students may also place numbered marks during their reply to a topic question to indicate areas they are speaking to when answering a topic question.
total active students in applicable accounts	The number of active students in the selected account and any sub-accounts which are drawing on the selected account for student limit availability
upload (list)	Sending a Comma Separated Values(CSV) or Microsoft Excel® document containing multiple sets of user information for bulk creation of student or instructor profiles. Also the bulk addition of users to an account or class
upload (file)	The act of submitting or sending a file into a specific assignment within a Turnitin for use with the Turnitin products selected for the class
user agreement	For access to any Turnitin product, all users of Turnitin must accept the Turnitin user agreement presented during userprofile creation or during the first login with the user profile. The user agreement can be found by clicking on the link provided on the bottom of the page on the primary pages of the Turnitin website labeled *usage policy*
user profile	The user profile is a set of user preferences and information associated with a specific ID within Turnitin. Each user profile requires a unique e-mail address. A specific e-mail address can only be used once within the Turnitin repository. New attempts to create a profile associated with an e-mail address currently existing in Turnitin will not succeed

user password	A user password is a six to twelve character, case sensitive password that requires the presence of at least one letter and at least one number. The user password is generated randomly when a user is created and added by list upload from the administrator or instructor, or is set by the user when joining the Turnitin account for their institution by creating a new user profile. User passwords may only be reset via e-mail to the user name selected or via use of the secret question and answer set for the user profile. No other method of password reset can be done outside of this manual system due to the privacy policies of the Turnitin website.
user type	Turnitin has three available user types. A single user profile may have access to all three user types to fulfill different functions. The user types are administrator, instructor, and student
view mode (Originality Report)	The Originality Report can be viewed in multiple modes by users. These modes allow users to access the information presented in the Originality Report in the mode that most usefully presents the information of any matching or similar text in the comparison of the submitted work to the Turnitin repositories in use for a specific assignment.

Interpreting the Similarity Report

Turnitin does not check to see if a piece of work is plagiarized or not. We will check a student's work against our database and if there are instances where a student's writing is similar to, or matches against, one of our sources, we will flag this for you to review.

It is perfectly natural for an assignment to match against some of our database. If your student has used quotes and has referenced correctly, there will be instances where we will find a match. The Similarity Score Index (SSI) simply makes you aware of any problem areas in a student's paper; you can then use this as a tool as a part of a larger process, in order to determine if the match was acceptable.

For example, your student may have submitted a paper to Turnitin previously in the past - if they had their name on that submission, it is entirely possible that, if you are not excluding small matches, you might see this on their Similarity Report.

Another example may concern a student copying and pasting a chunk of text into their paper due to a lack of knowledge on the topic they are covering, their Similarity Index is 10%. This is compared to another student who may have a firm basis of knowledge for the paper and knows enough to gather information from several sources to quote, their Similarity Index is 12%.

Both students will be shown to have matches against our database. However one of these students copied directly from a website where as the other properly sourced their quotes. We suggest using the similarity report as an indication that plagiarism may have occurred and then use it as a part of a larger process to determine if these matches are acceptable or not.