

SacCT

Access Turnitin Submissions

HOW TO GUIDE

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

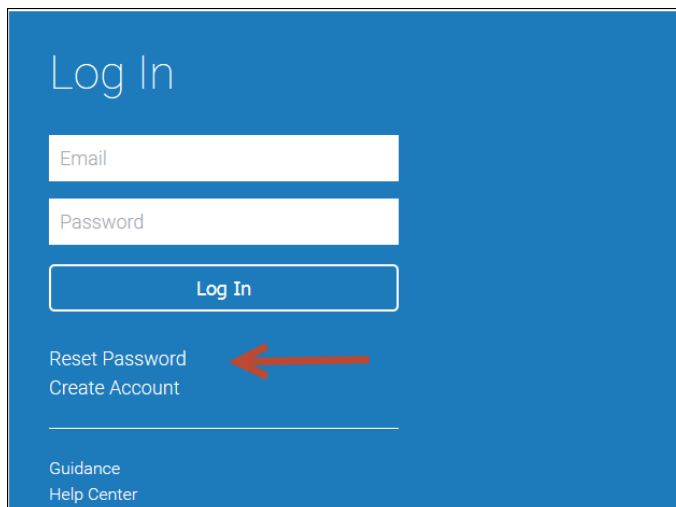
ACCESS TO SACCT TURNITIN ASSIGNMENTS

In the event that the SacCT system is not available due to a scheduled system update or other downtime and you need to access Turnitin assignment submissions and originality reports for Turnitin assignments you created in a SacCT course, you can use the external Turnitin.com website to access and view assignment submissions for both new and graded assignment submissions. To get started read the sections below.

Turnitin Account Setup

Instructors that do not have a Turnitin account will need to follow the steps below to access assignment submissions. For instructors that have an existing Turnitin account, please skip down to the **View Turnitin Assignment Submissions** section of this document.

- step 1.* Navigate to the [Turnitin Log In](http://turnitin.com/en_us/login) website (http://turnitin.com/en_us/login)
- step 2.* Click the **Reset Password** link below the Log In button



- step 3.* At the **Reset User Password** window, enter your saclink email address and your last name. **Please note:** the email address you enter into the Email address field should match your email address as it appears in your SacCT course.

Reset User Password

Please enter the email address you used to create your user profile. Click "next" when you are done.

Email address

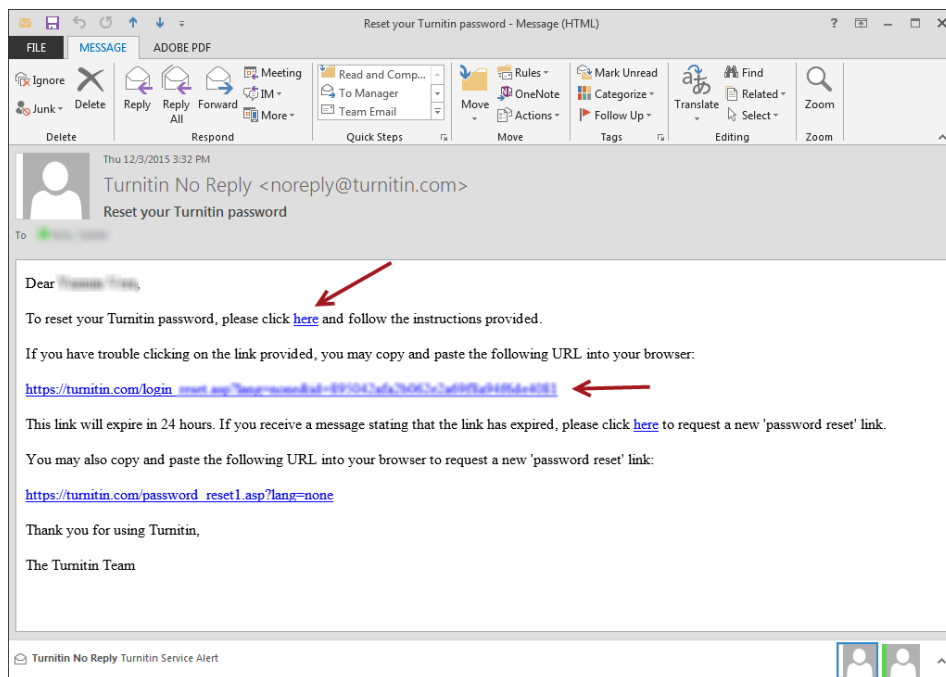
Your last name

If you do not know the email address for your account...

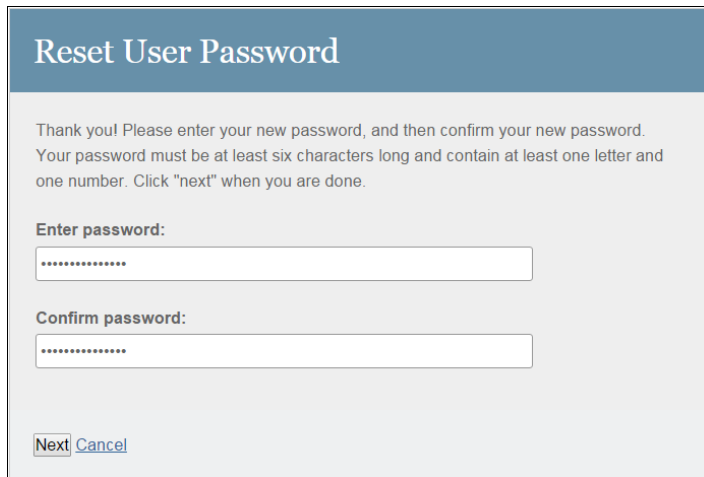
Ask your instructor (or Turnitin administrator, if you are an instructor) to look up your email address.

NOTE: Due to privacy agreements, Turnitin CANNOT release your email address - even to you. You MUST get this information from your institution.

- step 4.* **Click Next.** A confirmation message will inform you that a link to reset your Turnitin account password will be sent to your saclink email address.
- step 5.* Check your Saclink Email and locate the email from **Turnitin No Reply** <noreply@turnitin.com>. The email subject will read “Reset your Turnitin password.”
- step 6.* Click the link provided in the email or copy and paste the URL into a browser of your preference.



step 7. The **Reset User Password** window will display. **Enter a password** of at least six characters in length, with at least one letter and one number, into the Enter password and Confirm password fields. **Click Next.**



Reset User Password

Thank you! Please enter your new password, and then confirm your new password.
Your password must be at least six characters long and contain at least one letter and one number. Click "next" when you are done.

Enter password:
.....

Confirm password:
.....

[Next](#) [Cancel](#)

step 8. The **Reset Password Complete confirmation page** will display letting you know that you successfully reset your password. **Click the Return to the homepage and log in link.**

step 9. At the Turnitin.com website, locate and click the **Log In link** on top right hand corner of page.

step 10. At the **Log In prompt** enter your saclink email address and your newly reset password. **Click Log In** button.

step 11. Upon logging in you may see a prompt asking you to **select a secret password and answer combination.** Select a question and an answer from the corresponding drop down menus and **click Submit** to proceed to the Turnitin instructor homepage.

View Turnitin Assignment Submissions

Upon logging into Turnitin, instructors will be able to access and view assignment submissions for both new and graded assignment submissions. **Please note:** assignment submissions that were originally submitted through a SacCT course are **read-only** on the Turnitin website.

- You can view, save or print the originality report of a submitted assignment.
- Download in bulk or individually, the original assignment files submitted by the student.
- Grading is not available from the GradeMark view. Feedback such as inline comments, general feedback and grading must be completed outside of Turnitin.

[View the Originality Report](#)

Upon logging into your Turnitin account, follow the steps below to access and view the Originality reports for assignment submissions.

step 1. At the **Turnitin instructor homepage**, locate and click the **Class name** that corresponds to the name of your SacCT course

The screenshot shows the Turnitin instructor homepage. At the top, there is a navigation bar with links for 'TestTurnitin SampleAccount', 'User Info', 'Messages (1 new)', 'Instructor', 'English', 'Roadmap', 'Help', and 'Logout'. Below this, there are buttons for 'All Classes', 'Join Account', and 'Join Account (TA)'. The main content area is titled 'NOW VIEWING: HOME' and 'About this page'. It contains a section for 'CSU Sacramento - SacCT' with a '+ Add Class' button. Below this is a table of classes:

Class ID	Class name	Status	Statistics	Edit	Copy	Delete
11139335	Turnitin - Migration SP12 to SP17 (BB 11139335)	Active				

A red arrow points to the class name in the table.

step 2. The **Class Homepage** will display a list of the assignments that you delivered in your SacCT course. To the right of each assignment are its start date, due date, post date and status (number of submissions)

step 3. From the **list of assignments**, locate the assignment you would like to view submissions for (i.e. Term Project Paper in the example shown below).

The screenshot shows the Turnitin class homepage for 'Turnitin - Migration SP12 to SP17 (BB 11139335)'. It features a '+ Add Assignment' button and a table of assignments:

	START	DUE	POST	STATUS	ACTIONS
Paper #1 (no repository) - Part 1 (BB 42234978)					
PAPER	16-Nov-2015 5:00PM	19-Nov-2015 5:00PM	14-Dec-2015 5:10PM	1 / 4 submitted	View More actions
Term Project Paper - Part 1 (BB 43024708)					
PAPER	03-Dec-2015 1:52PM	11-Dec-2015 8:00PM	18-Dec-2015 8:00AM	3 / 4 submitted	View More actions

A red arrow points to the 'View' link for the 'Term Project Paper - Part 1' assignment.

step 4. Click the **View link** to the right to open the assignment inbox.

step 5. Assignment submissions will list the following information

- Author** (student name)
- Title** of paper the student provided at submission
- Percentage value** of similarity which opens the originality report
- File icon** to download an assignment submission individually
- Date** the paper was submitted

TestTurnitin SampleAccount | User Info | Messages (1 new) | Instructor | English | Roadmap | Help | Logout

turnitin

Assignments Students Grade Book Libraries Calendar Discussion Preferences

NOW VIEWING: HOME > TURNITIN - MIGRATION SP12 TO SP17 (BB 11139335) > TERM PROJECT PAPER - PART 1 (BB 43024708)

About this page
This is your assignment inbox. To view a paper, click the paper's title. To view an Originality Report, click the paper's Originality Report icon in the similarity column. A ghosted icon indicates that the Originality Report has not yet been generated.

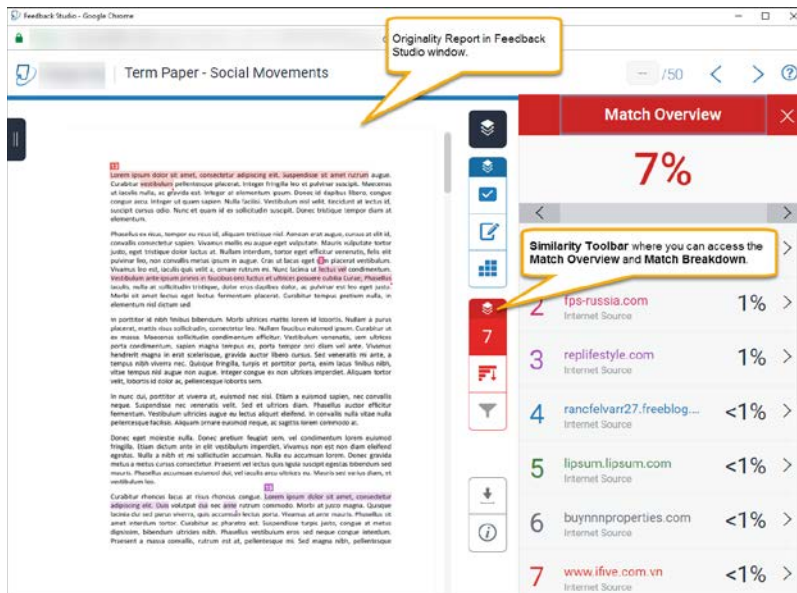
Term Project Paper - Part 1 (BB 43024708)
INBOX | NOW VIEWING: NEW PAPERS

Submit File GradeMark Report | Edit assignment settings | Email non-submitters

	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
<input type="checkbox"/>	Wagner, H	Term Paper - Social Movements	7%	■			609447695	03-Dec-2015
<input type="checkbox"/>	Wagner, H	Term Paper - Art and Science of Web Ques...	100%	■			609445327	03-Dec-2015
<input type="checkbox"/>	Wagner, H	Term Paper - Globalization through Educa...	100%	■			609443920	03-Dec-2015
<input type="checkbox"/>	Wagner, H	-- no submission --	--		--	--	--	--

- step 6.* Click the paper's **Originality Report icon** (percentage value) to open the Originality Report.
- a.* Alternatively, you can **click the Title** of the paper to open the submission. In the Feedback Studio window you can then select the similarity score from the Similarity Toolbar on the right.
- step 7.* The **Feedback Studio** window will open. Notice that a **Read Only prompt** will display, alerting you that the paper is currently in read-only mode. **Click Ok** to close the prompt.

- step 8.* The similarity report will display. Use the **Similarity Toolbar** on right, to view the **Match Overview** as well as the **Match Breakdown** to view sources identified for each match.



step 9. Click the navigation arrows at top right, to move to the next paper's originality report.

Since the assignment submission will display in a read only view, you will not be able to enter inline comments, feedback or a grade for the submitted paper in Turnitin. If you are only planning on recording a score for the assignment submission, you can proceed to manually input the student's score into your SacCT course grade center. Skip to the **Recording Assignment Scores** section of this document.

However, if you would like to provide inline comments and feedback on the student's submitted paper, you can download all the students' submitted files for an assignment.

Downloading Turnitin Assignment Submissions (Optional)

In Turnitin, you can download the "Original File" that the student submitted for an assignment. Depending on the instructions you provided to your students regarding the file format to use when submitting their work, the original files could be in MS Word, PDF, or other format.

Assuming users have submitted their assignment as a word processed document, after you download the files, you can use the "Review" options in MS Word to provide comments and other markup as needed.

The following are steps on how to perform a bulk download of Turnitin assignment submissions.

- step 1.* Navigate to the [Turnitin Log In](http://turnitin.com/en_us/login) website (http://turnitin.com/en_us/login)
- step 2.* Enter your email (saclink email address) and password you provided when you reset your Turnitin account.

- step 3.* At the Turnitin instructor homepage, locate and click the **Class name** that corresponds to the name of your SacCT course
- step 4.* The **Class Homepage** will display a list of the assignments that you delivered in your SacCT course.
- step 5.* Click the **View link** to the right to open the assignment inbox.
- step 6.* Locate and **click the first checkbox** above the first column (to the right of AUTHOR column) to select all assignment submissions
- step 7.* If the prompt “Notification: You have selected all files across all pages. Select only papers on this page” appears. If needed **click the link Select only papers on this page**.
- step 8.* A **yellow bar** will display a message reading “You have selected # paper(s) on this page”.
- step 9.* To the right of this bar, **click the Download button** and select **Original File**.

The screenshot shows the Turnitin instructor interface. At the top, there is a navigation bar with links for 'TestTurnitin SampleAccount', 'User Info', 'Messages (2 new)', 'Instructor', 'English', 'Roadmap', 'Help', and 'Logout'. Below this is a secondary navigation bar with tabs for 'Assignments', 'Students', 'Grade Book', 'Libraries', 'Calendar', 'Discussion', and 'Preferences'. The main content area displays 'NOW VIEWING: HOME > TURNITIN - MIGRATION SP12 TO SP17 (BB 11139335) > TERM PROJECT PAPER - PART 1 (BB 43024708)'. Underneath, there is a section 'About this page' with instructions. The main heading is 'Term Project Paper - Part 1 (BB 43024708)' with a sub-heading 'INBOX | NOW VIEWING: NEW PAPERS'. A yellow notification bar at the top of the submission table reads: 'Notification: You have selected all files across all pages. Select only papers on this page'. Below the notification is a table of submissions with columns: AUTHOR, TITLE, SIMILARITY, GRADE, RESPONSE, FILE, and DATE. The first row is selected, and a dropdown menu is open over the 'FILE' column, showing options: 'Original File', 'Original File as PDF', and 'GradeMark Paper'. A red arrow points to the 'Original File' option.

	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE		
<input checked="" type="checkbox"/>	Vivian Ho	Term Paper - Social Movements	7%					03-Dec-2015
<input checked="" type="checkbox"/>	Kimberly Pineda	Term Paper - Art and Science of Web Ques...	100%	40			609445327	03-Dec-2015
<input checked="" type="checkbox"/>	Yazmin Vera	Paper submission 2	100%				609443920	10-Dec-2015

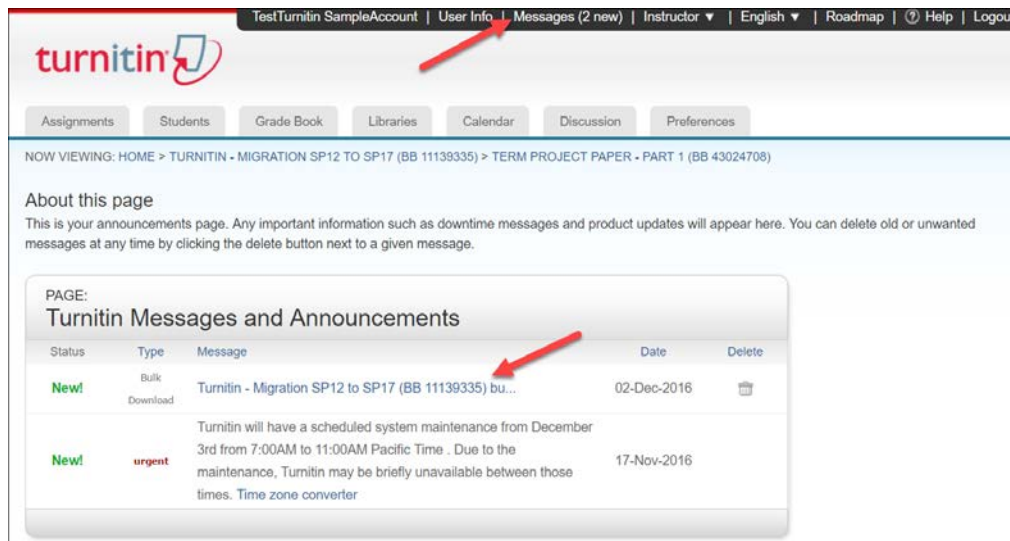
- step 10.* At the prompt that reads “This action will compress the selected files and download them to your computer. Do you want to continue?” **Click OK**.

The screenshot shows the Turnitin instructor interface with a confirmation dialog box overlaid. The dialog box contains the text: 'This action will compress the selected files and download them to your computer. Do you want to continue?'. There are two buttons: 'OK' and 'Cancel'. A red arrow points to the 'OK' button. The background shows the same submission table as the previous screenshot, but it is dimmed. A yellow notification bar at the top of the table reads: 'You have selected 3 paper(s) on this page'.

step 11. A confirmation message bar will display that reads “Your files are being compressed. When compression is complete a zip file will be available for download in your Turnitin Messages tab.”

step 13. Click the Messages tab at the top of the Turnitin window. An indicator will display to the right of the Messages tab to alert you about any new messages (i.e. Messages (2 new)).

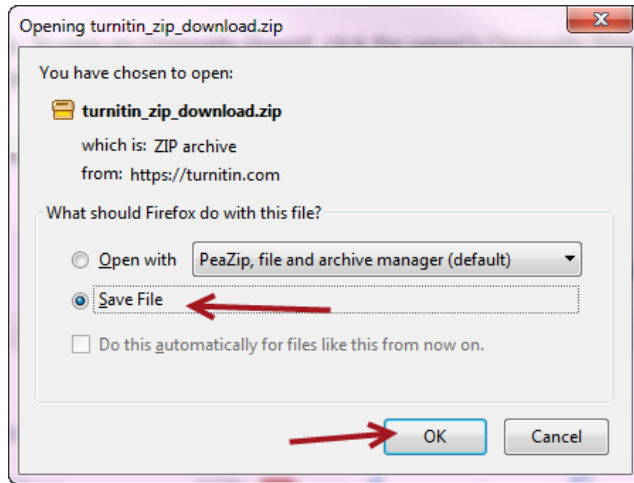
step 14. From the Turnitin Messages and Announcements page, click on the new message that reads “Bulk Download” under the Type column.



step 15. Click the link provided in the message to download a zip file (compressed file) of the assignment submissions.



step 12. A prompt will display asking you what to do with the **turnitin_original_bulk_download.zip** file. Select the **Save File** option and select an easy to find location on your computer. Depending on your browser settings, the file may by default, be placed in a “downloads” area.



- step 13.* Locate the **turnitin_original_bulk_download.zip** file you have saved on your computer. Since the file is a compressed file, you need to unzip the file.
- Windows Users** - right click on the file and select Open with Windows Explorer.
 - Mac Users** – right click on the zip file (or click and hold Option key) and select open.
- step 16.* Proceed to open the student’s word or pdf file to review and provide feedback.

At this point, you can select to send the student his/her document with your corrections and/or comments via your saclink email, Sac Send or through your SacCT course’s Course Messages or Send Email tools.



TIP : Providing Feedback in MS Word or Adobe Reader (PDF)

If you plan to provide feedback such as corrections and comments to a student’s assignment submission, you can use built in features in MS Word such as Tracking and Comments and in Adobe Reader you can use the Annotations functions. To learn more on how to use either of these applications’ features please refer to the following resources:

- [MS Word: Track Changes](#)
- [Use Track Changes – Word for Mac](#)
- [Adobe Reader – Comment and Review](#)

Recording Assignment Scores

The SacCT course where you originally created the Turnitin assignment, will already contain the corresponding grade center column for the assignment, where you can input the students' scores. You can record the score for these assignments in your SacCT grade center manually. Students can then access their assignment scores from the "My Grades" area in SacCT.

The following are steps on how to input the scores manually into the SacCT Grade Center.

- step 1.* Login to SacCT and open the course where you created the Turnitin assignment
- step 2.* From the **Control Panel menu** on bottom left, click **Grade Center**, then **Full Grade Center**
- step 3.* Locate the grade center column that corresponds to the Turnitin assignment. It will be categorized as a "Turnitin Direct Assignment."
- step 4.* A **Needs Grading Indicator** (yellow circle with exclamation mark) will display in each cell if a student submitted the assignment.
- step 5.* **Click the cell** in the column for the student you would like to input a score for. In the **blank field** that displays, **type in the score** and **hit enter** in your keyboard to move to the next cell.
- step 6.* Proceed to enter the next score, hit enter and continue until you have entered all scores.

Grade Center : Full Grade Center ▾

When screen reader mode is on the table is static, and grades may be entered on the Grade Details page, accessed by selecting the cell. When screen reader mode is off, grades can be typed directly into the cells on the Grade Center page. To enter a grade: click the cell, type the grade, and hit enter. Use the arrow keys or the tab key to navigate through the Grade Center. [More Help](#)

Create Column Create Calculated Column ▾ Manage ▾ Reports ▾

Move To Top Email ▾ Sort Column

Grade Information Bar Possible: 50 | Turnitin Direct Assignment | Term Project Paper

Last Name	First Name	Last Access	Availability	Weighted Total	Term Project P
[blurred]	[blurred]	December 3, 2015	Available	--	45
[blurred]	[blurred]	November 16, 2015	Available	--	--
[blurred]	[blurred]	December 3, 2015	Available	--	!
[blurred]	[blurred]		Available	--	--
[blurred]	[blurred]	December 3, 2015	Available	--	!



TIP : Student Access to Assignment Grades

If you will be entering the student's Turnitin assignment score/grade into your SacCT grade center as indicated in the section above, students will be able to view this score from the **My Grades** page in SacCT.

Students can access the My Grades page from the course menu on the left hand side of your course (if you have added a My Grades link), from the Tools link or from the Global Navigation menu. Refer to the resources below for further details.

- [SacCT: Access and Track Grades](#)
- [SacCT: Accessing Grades \(Video Tutorial\)](#)