SacCT
Creating a Turnitin Assignment

WHAT IS A TURNITIN ASSIGNMENT

Turnitin is an online plagiarism detection resource that is available for instructors to evaluate their students’ writing. Turnitin is integrated with SacCT, making it easier for instructors to create a Turnitin assignment without having to visit the Turnitin external website.

In this how to guide the following topics will be covered:
- How to create a Turnitin Assignment within SacCT
- How to add Turnitin course link within your Course Menu
- How to access a student submission
- How to use the various tools offered within Turnitin, such as the originality Report, and the Grade mark Tool.

Create an Assignment Area in Your Course

A Turnitin Direct Assignment provides an area for students to submit written assignments such as essays, term papers, projects, and other written work in SacCT. But it is also a tool used to determine the type of resources that were used in written work.

Before creating the Turnitin assignment, decide in which location of your course you plan to add the Turnitin Direct Assignment(s). Turnitin Direct Assignments can be housed in folders or a link can be added to the course menu.

Create an Assignments Folder

If you prefer students to access course materials from one main location, such as Content, you can create a folder in that content area, that will contain Turnitin assignments and related materials.

**step 1.** Login to your SacCT course. [https://sacct.csus.edu/](https://sacct.csus.edu/)

**step 2.** From your My SacCT Courses list select your SacCT course.

**step 3.** From the Course Menu on the left handside, select Content.

**step 4.** Click the Build Content gray tab near the top right of the page.

**step 5.** From the drop down menu select the Content Folder.
step 6. Add a name for the folder (i.e. Assignments).
step 7. Optionally, add a description in the Text Box.
step 8. Under the Standard Options section, the option Yes will be selected by default, next to Permit Users to View this Content.
step 9. Select Submit.
step 10. A new assignment folder will now display.

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Add a Turnitin Course Link to the Course Menu

Another way to add Turnitin Assignments into your course, is by setting up a separate assignments content area that can be accessed from a Course Link from the Course Menu.

**step 1.** From the Course Menu select the ‘+’ tab.
**step 2.** Select Content Area.
step 3. Enter a title for your content area. (i.e. Turnitin Direct Assignments).

step 4. Click the checkbox next to Available Users.

step 5. Select Submit.

step 6. The newly created content area course link will be placed at the bottom of your course menu. However, clicking on it and dragging it to the top can move this course link.
In the following sections we will go over the process on how to create a Turnitin assignment, how to submit a Turnitin assignment, and explain the different options available.

Create a Turnitin Assignment

To create a Turnitin Assignment, open the folder or content area where you plan to add the assignment to and follow the steps below:

1. Click the Assessments tab.
2. Select Turnitin Direct Assignment.
**step 3.** Enter an **Assignment name.**

**step 4.** Enter an **Assignment Description.**

**step 5.** From the Submission Type drop down menu select from the three options, **Allow both, File Upload or Text Submission.**

a. We recommend the **File Upload** option.

**step 6.** The number of parts can vary.*

**step 7.** In the **Overall Grade** field enter the points possible.

**step 8.** Select the **Start Date, Due Date, and Post Date.** The Post Date corresponds to the posting of the grade in the Full Grade Center.

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**step 9.** Make your selections in the **Exclusions** section.

**step 10.** In the **Account Specific** section, you have three new features.

a. **Use Anonymous Marking:** student identity will be anonymized and grades will not display in the Grade Center until after the assignment has ended.

b. **Translated Matching:** identify if the unoriginal content has been translated from English into other language.
c. **Enable e-rater grammar check** - submissions will be automatically checked for grammar errors.

**step 11.** In the Repository section, the default option for the Paper Repository is Standard Repository, which is our recommendation.

![Exclusions and repository settings](image)

**step 12.** Make your selections in the **Grades** section listed below. By default the recommended option **No** is selected for Ignore Turnitin Grades.

**step 13.** In the Assignment section, make your selections. Under Report generation speed, it is recommended to select **Immediately, reports can be overwritten until due date**. In the Students view originality reports option, select **Yes**.

**step 14.** Click on **Create Assignment**.
Access an Assignment Submission

Once the Turnitin Direct Assignment is created the instructor can access each individual paper by going directly into the created Turnitin Direct Assignment.

Turnitin allows you to grade a submission without having to go back to your grade center within your SacCT course.
**step 1.** Open the folder or content area that contains the Turnitin Direct Assignment(s).

**step 2.** Locate the assignment and click the View Assignment link. The Assignment Information page will display a summary of the assignment.

**step 3.** Near the top of the screen select the **Submissions Inbox**.

**step 4.** Click on the title of the paper next to the student’s name.

The **Turnitin document viewer** will display the submitted document in the GradeMark system.

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**Grading a Submitted Document**

Turnitin allows you to grade the paper by adding various comments, such as a commonly used comment, a voice comment, and a text comment. These comment options can be useful to provide feedback to the student.
The GradeMark System

The GradeMark system is utilized to edit and grade a paper without having to download the submission. To edit a paper you have various options:

- Adding a Commonly Used Comment
- General Comment
- Text Comment
- Strike through Text

**To Add a Commonly Used Comment Used Comment Follow These Steps:**

**step 1.** Within the document click and drag the text to be edited. This will highlight the text blue.

**step 2.** Let go of the mouse then the following three options will display:

a. QuickMark
b. Comment
c. Strike

**step 3.** Click on QuickMark.

**step 4.** From the Commonly Used Comments select the desired comment. (i.e Citation Needed) Once a Commonly Used Comment is selected the blue-highlighted text will turn yellow.
Commonly Used Comments options.

Selecting a Commonly Used comment changes the blue highlight to yellow.

A Commonly Used comment is placed at the end of the selected text.
To Add a General Comment Follow These Steps:

**step 1.** Select the desired text.

**step 2.** This will add a blue highlight to the selected text. Letting go of the mouse will provide you with the following three options:

a. QuickMark
b. Comment
c. Strike

**step 3.** Click on Comment. Enter the comment within the text box.

To change the highlighter color, click the yellow box.
To Add a Voice Comment Follow These Steps:

**step 1.** Select the **Feedback Summary** icon on the far right hand side of the screen.

**step 2.** From the **Voice Comment** section select the “record” button.

**step 3.** 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.
**step 4.** Once you have finished recording your voice comment, click on the “stop” button to stop recording. A voice comment can be up to three minutes long.

**step 5.** To play back the recording before saving it click on the “play” button.

**step 6.** Click the “save” button to save the voice comment.

To re-record a voice comment after a voice comment was already saved, you must delete the current voice comment by clicking on the trashcan icon and repeat steps 2-6.

**To StrikeThrough Text Follow These Steps:**

A strikethrough is utilized to inform a student that certain text is unnecessary and should be removed.

**step 1.** Select the desired text and click the strikethrough button. A strikethrough will be shown in red within the document.
step 2. To delete the strikethrough hover over the strikethrough text and then click on the trash can icon.

To Add a Text Comment Follow These Steps:

step 1. Select the Feedback Summary icon on the far right hand side of the screen.
step 2. Click within the Text Comment area. The text comment is limited to 5000 characters.

After providing feedback and editing a student’s paper you can view the resources that were used by accessing the Originality Report.

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**Interpreting the Originality Report**

The Originality Report contains information about resources used in the document submission. Resources such as internet resources, papers submitted previously, and peer reviewed journals are displayed with a percentage. There are three ways to manage the resources used:

- The Match Overview
- Match Breakdown
- Full Resource Text
The Match Overview

The Match Overview is a list of all areas of the paper that have similar information in the Turnitin repository. Matches are color coded and listed from highest to lowest percentage of matching word area to the submission. Only the top matches are shown, all hidden matches are visible in the Match Breakdown and View All Sources modes.

**step 1.** From the document page click on the Match Overview icon found on the right hand side of your screen.

**step 2.** The resources used, such as websites peer-reviewed journals, and articles will display in different colors.
The Match Overview only gives you the general resource used, such as a website, but it does not tell you if a student previously submitted the same document. To view matches, such as student papers that have been hidden by a top source select the Match Breakdown mode.

The Match Breakdown

**step 1.** To view the Match Breakdown hover over the individual resource within the Match Overview list and select the arrow towards the right hand side of the screen.
From the Match Breakdown mode an entire source can be viewed by clicking **Full Source View**.

**The Match Breakdown mode.**

**The Full Resource View**

The Full Resource View allows you to view matches between the submitted paper and a specific selected source in the Turnitin Repositories.

**step 1.** Within the text select the designated number. Doing so will display the exact text used in the resource (i.e. website).

**step 2.** Within the pop-up window select the **Full Source View** to view the exact resource.
How to Print an Originality Report

The originality report provides you with the resources used in the paper as well as “how original” the paper is. In general, students want to aim for a lower percentage.

**step 1.** From the Turnitin Feedback Studio page select the Match Overview icon.

The text highlighted in red is an exact match to the text in the Internet resource within the Full Source Text sidebar.

Click on the Match Overview icon.

The Full Source Text sidebar.
**step 2.** On the right hand side of the page select the **Download** icon.

![Click the Download icon.](image)

**step 3.** To print the Originality Report click on **Current View**.

![Click on Current View.](image)

**step 4.** Click the downloaded file. This file will contain three components, the cover page, the submission, and the originality report.
Ten years after the fall of Troy, the victorious Greek hero Odysseus has still not returned to his native Ithaca. A band of needy suitors, believing Odysseus to be dead, has overrun his palace, courting his faithful — though woken — wife, Penelope, and going through his stack of food. With permission from Zeus, the goddess Athena, Odysseus’ greatest mortal ally, appears in disguise and urges Odysseus’ son Telemachus to seek news of his father at Pylos and Sparta. However, the suitors, Not by Athena’s plan to ambush him upon his return.

As Telemachus treks Odysseus’ trail through stories from his old comrades in arms, Athena arranges for the release of Odysseus from the island of the beautiful goddess Calypso, whose prisoner and lover he has been for the last eight years. Odysseus sets sail on a makeshift raft, but the sea god Poseidon whose wrath Odysseus incurred earlier in his adventure by blinding Poseidon’s son, the Cyclops Polyphemus, conjures up a storm. With Athena’s help, Odysseus manages to save the Phaeacians. Their princess, Nausicaa, who has a crush on the hardworking worker, opens the palace to the stranger. Odysseus withholds his identity for as long as he can until finally, at the Phaeacians’ request, he tells the story of his adventures.

Odysseus’ trials begin following the Trojan War. His men suffered more losses at the hands of the Gods, then were nearly tempted to stay on the island of the drug-added Lotus Eaters. First, the Cyclops Polyphemus devoured many of Odysseus’ men before an ingenious plan of Odysseus’ allowed the rest to escape — but not before Odysseus removed his name to Polyphemus and thus started his personal war with Poseidon. The enraged god then provided Odysseus with a bag of winds to aid his return home, but the crew greedily opened the bag and sent the ship to the land of the giant, main eating Laestrygonians, where they again barely escaped.

An ongoing feud between the Capulets and the Montagues breaks out again on the streets of Verona, both sides are armed by Prince Escalus who that they must not desist the peace again, or else death.

Roméo, love sick for Rosaline, is comforted by his friend Benvolio. Capulet tells Paris that he may not marry his daughter Juliet until she is older. Romeo and his friends learn of a party being held by the Capulets, and decide to go to it as masquers. At the party, Tybalt sees Romeo, but is prevented from fighting him by Capulet. Romeo meets Juliet, and they instantly fall in love. After leaving the party, Romeo studies his friends, returns to meet Juliet, and they exchange vows of love. Romeo tells Friar Lawrence what has happened and he consents to marry them.

Benvolio tells Mercutio that Tybalt has seen Romeo a challenge. Romeo goes there, and is tricked by the Nurse, who tells the marriage plan. She tells Juliet, who then goes to Friar Laurence’s cell, and the lovers are married. Tybalt, looking for Romeo, finds Romeo and Mercutio. Romeo returns, and challenged by Tybalt, but refuses to fight. Mercutio draws on Tybalt and is fatally wounded. Tybalt then kills Romeo, and is killed. Romeo kills Tybalt, and Benvolio reports what has happened to the Prince, who banishes Romeo. The Nurse tells Juliet of Romeo’s banishment.
Once you have provided feedback, edited the paper, and interpreted the Originality Report you are now ready to enter a grade.

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**How to Grade a Submitted Paper**

A paper submitted to Turnitin can be graded within the Turnitin interface. As an instructor you can enter a grade within the Originality System or the GradeMark System.

To Grade a Submitted Document Follow These Steps

**step 1.** From either the Originality or GradeMark System click on the “edit grade” icon (--) in the top right corner of the screen.

![Edit Grade Icon]

Click on the dashed lines to enter a grade.

**step 2.** Enter a grade.

**step 3.** To save the entered grade hit the “Enter” key on your keyboard. The grade entered is linked to your SacCT Full Grade Center.