



# Blackboard Tips & Tricks

## Turnitin

There are two tools available in Blackboard for faculty to collect electronic assignment submissions: 1) the Blackboard Assignment tool, and 2) the Turnitin Assignment tool. See the [Blackboard Assignments and Turnitin Assignments Tips & Tricks](#) to view a table comparing the features available in both tools to help identify the one best suited to your needs.

- ✓ When configured to generate an Originality Report, Turnitin checks all submitted papers against a number of resources including:
  - Internet - comprehensive index of current and archived documents available for public access on the Internet
  - Publications and newsletters - Cengage AcademicOne File, Emerald, ABC-CLIO, Sage e-Reference and CrossRef
  - Student paper database - containing student papers submitted by students using Turnitin around the globe to help prevent cross-institutional plagiarism
- ✓ Three methods for submitting papers to Turnitin:
  1. Students submit papers via a Turnitin Assignment within a Bb course.
  2. Instructors use Submit Paper to submit student papers within a Bb course.
  3. Outside of Bb, students and instructors create accounts at Turnitin.com; both parties can upload papers.
- ✓ The Turnitin Originality Report indicates how much of a student's paper has been flagged as matching other sources. Note that Turnitin may return false matches for some sources. For example, a quote identified in an online resource such as Wikipedia could have been copied from another source. Although the student may have cited the quotation properly, Turnitin may incorrectly indicate that it has been plagiarized.
- ✓ Best Practice:
  1. Review and adjust the default **Start date**, **Due date** and **Post date** settings. Students cannot see GradeMark reports until the Post Date.
  2. Expand the **more options** of the Turnitin assignment to verify the settings. You may need to scroll down on the Turnitin assignment creation screen to see this button.
  3. If students are allowed to make multiple submissions in a Turnitin assignment, each submission overwrites the previous one. To preserve each submission (e.g. draft and final versions), create one or more Turnitin Revision Assignments. A student's paper is *never checked against itself* within the same assignment. A Revision Assignment is always based upon an existing Turnitin Assignment. Note that Turnitin will generate only one Originality Report every 24 hours.
- ✓ Notes about grading Turnitin assignments:
  1. Use Control Panel > Tools > Turnitin Assignment to access the complete Turnitin suite of tools, including GradeMark. GradeMark allows you to mark up a student's paper, assign a grade, and return the paper to the students, all through the Turnitin assignment interface. The grade entered is automatically entered in the Blackboard Grade Center. Note that while a Turnitin Assignment must be created to use GradeMark, that assignment does not necessarily need to be set up to generate an Originality Report.
- ✓ Turnitin is unavailable during bi-monthly maintenance times the first and third Saturdays of the month from 9:00 a.m. until 1:00 p.m.

## Recommended Turnitin Optional Settings

<b>Purpose</b>	<u>Electronic Collection and Grading of Papers Only</u>	<u>Informational (non-course related)</u>	<u>Instructional (course related)</u>	<u>Instructional (course related)</u>	<u>Punitive (course related)</u>
<b>Originality Checking?</b>	NO	YES	YES	YES	YES
<b>Reason for Choice</b>	Simple collection of student papers for electronic grading using GradeMark. No originality checking desired or required.	Originality checking desired. Students can check paper for proper citation outside of an academic course.	Originality checking desired. Instructors and students can check a paper for proper citation within an academic course.	Originality checking desired. Instructors and students can check a paper for proper citation throughout a series of revisions within an academic course. The first submission and all revisions remain intact for review and grading.	Originality checking desired. Provides a single opportunity to submit a paper for grading within an academic course.
<b>Turnitin Options Settings</b>					
<b>Allow submissions after the due date?</b>	Personal choice (only one, flagged as LATE)	Personal choice (only one, flagged as LATE)	Personal choice (only one, flagged as LATE)	Personal choice (only one, flagged as LATE)	Personal choice (only one, flagged as LATE)
<b>Originality Report Settings</b>					
<b>Generate Originality Report for submissions?</b>	No	Yes	Yes	Yes	Yes
<b>Generate Originality Reports for student submissions</b>	n/a	Immediately (can overwrite reports until due date)	Immediately (can overwrite reports until due date)	Immediately (can overwrite reports until due date)	Immediately (first report is final)
<b>Exclude bibliographic materials *</b>	n/a	Personal choice	Personal choice	Personal choice	Personal choice
<b>Exclude quoted materials *</b>	n/a	Personal choice	Personal choice	Personal choice	Personal choice
<b>Exclude small matches *</b>	n/a	Personal choice	Personal choice	Personal choice	Personal choice
<b>Allow students to see Originality Reports</b>	n/a	yes	yes	yes	yes
<b>Reveal Grades to students only on post date?</b>	yes	yes	yes	yes	yes
<b>Submit papers to:</b>	No repository	No repository [So it will <i>not</i> generate a match against itself when submitted in an academic course.]	Standard paper repository [Student's last submission is added to the student paper repository.]	1. No repository [on the initial Turnitin Assignment]  2. Standard paper repository [only on the final Revision Assignment]	Standard paper repository
<b>Search options:</b>	n/a	Select all	Select all	Select all	Select all
<b>GradeMark Settings</b>					
<b>Attach a rubric to this assignment</b>	Personal choice, but an excellent idea	Personal choice, but an excellent idea	Personal choice, but an excellent idea	Personal choice, but an excellent idea	Personal choice, but an excellent idea
<b>Enable e-rater@ grammar check?</b>	yes	yes	yes	yes	yes
<b>Select ETS handbook</b>	Advanced	Advanced	Advanced	Advanced	Advanced
<b>Select English Dictionary</b>	US English Dictionary	US English Dictionary	US English Dictionary	US English Dictionary	US English Dictionary

\* Setting can later be adjusted from within the Originality Report.