

Step 1 Adding Turnitin Assignments

A Turnitin assignment is a separate function from WebCT's Assignment tool. Submitted assignments are checked for plagiarism. Turnitin assignments are made available to students from the course homepage or can be placed inside a folder on the homepage.

To add a Turnitin assignment to a course:

1. Login to your WebCT course and make sure you are on the **Build** tab.
2. Click on the **Add Content Link** button found on the homepage.
3. In the menu that opens, click on the **Turnitin Assignment** option.
4. Click on the **Create Turnitin Assignment** button to create a new assignment.
5. Enter a title for the assignment. For this example, the title is **"My First Assignment."**
6. Click on the **"I agree – continue"** link that appears at the bottom for the **user agreement page**. *The agreement page should only appear once per session. If you create an additional Turnitin Assignment you can skip to Step 7, if the user agreement page does not appear.*
7. In the assignment creating form, change **"Show advanced assignment options?"** to **"yes"** to view the current assignment settings. *This Step is optional as you can leave the options at their default settings.*
8. Complete the assignment creating form and click the **submit** button to finalize the assignment.
9. Your Homepage for the course will now have a link to your newly created Turnitin assignment which we labeled from **Step 5**. Additional Turnitin assignments can be created as needed.

***NOTE:** Your students can submit papers to your Turnitin assignment by logging in to their WebCT accounts and clicking on a Turnitin assignment link from the **Course Content** homepage. A Turnitin student user guide is available at: <http://www.calstatela.edu/academic/aa/ess/elps/turnitin/student.htm>

Your location: Home Page

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5 * Title: My First Assignment

Create Turnitin Assignment

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7

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turnitin
My First Assignment

(Note: The Turnitin logo was added for this tutorial. The default assignment icon may vary.)

Step 2 Submitting to Turnitin Assignments

You can submit a paper to a Turnitin assignment as an instructor or as a student.

To submit a paper to a Turnitin assignment as an instructor:

1. Login to your WebCT course and make sure you are on the **Teach** tab.
2. Click on the Turnitin assignment you want to submit a paper to.
3. From the **Turnitin assignment inbox**, click the button to start your submission.
4. Fill out the **Turnitin submission form**, and then click on the **Browse** button to locate the file you want to upload.
5. After you have located the file you will upload to the **Turnitin tool**, click the button.
6. You will now be asked if this is the paper you want to submit. Make sure that the paper displayed is the correct paper. If it is, click the **"yes, submit"** button. If it is not the correct paper, click **"no, go back"** to return to the previous page (see **Step 4**) and select another paper.
7. Now that your paper has now been submitted. You will see a digital receipt (**paper ID**) for your submission.

***NOTE:** You can view papers that have been submitted to a Turnitin assignment by clicking the Turnitin assignment link from the **Teach** view tab.

2 turnitin My First Assignment

Your location: Home Page > **Mv First Assianment**

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 report column. A ghosted icon indicates that the Originality Report has not yet been generated.

assignment inbox edit assignment libraries class stats preferences help

Inbox for: **Essay 1** show: new show: low -- high submit Roster Sync

author	title	report	grade	gm	file	paper ID	date
Your inbox for this assignment or assignment folder is currently empty. If you would like to submit a paper to this assignment, click here .							

submit a paper by: file upload submit

author: non-enrolled student
 first name: Thomas
 last name: Jefferson
 submission title: U.S. Constitution

browse for the file to upload:
 C:\Documents and Settir Browse...

We currently accept document files of the following types: **MS Word, WordPerfect, PostScript, PDF, HTML, RTF, and plain text.**
 File size limit: ~10 MB

submit a paper by: file upload submit

Is this the paper you want to submit?
 yes, submit no, go back

Note: Because you are submitting this paper for a non-enrolled student (a student who is not a user and not enrolled in your class), this paper will be available for your use only, and will not be available for use with collaborative learning products such as Peer Review and GradeBook. If you are planning on using these products, please make sure (1) your students are all enrolled in your class and submit papers themselves, or (2) the papers you submit are for students who are properly enrolled.

author	title	report	grade	gm	file	paper ID	date
Jefferson, Thomas	U.S. Constitution	100	--			60503984	02-08-08

WebCT6 - Creating a TurnItIn Assignment

Step 3 Viewing Turnitin Assignment Papers

WebCT instructors and section TAs can view the **Turnitin Assignment Inbox** by clicking on their **Turnitin assignment link** from the **Teach** tab. (1)

***Note:** To ensure that all students enrolled in your course show up in your Turnitin assignment inbox, click

click on the **Roster Sync** link button in the **Turnitin assignment inbox**. If there are students that should not have been in the course then you need to "unenroll" them so they won't appear in the Turnitin student list.

If you "unenroll" a student from your grade book, then you will need to click on **Roster Sync** to update the Turnitin student list.

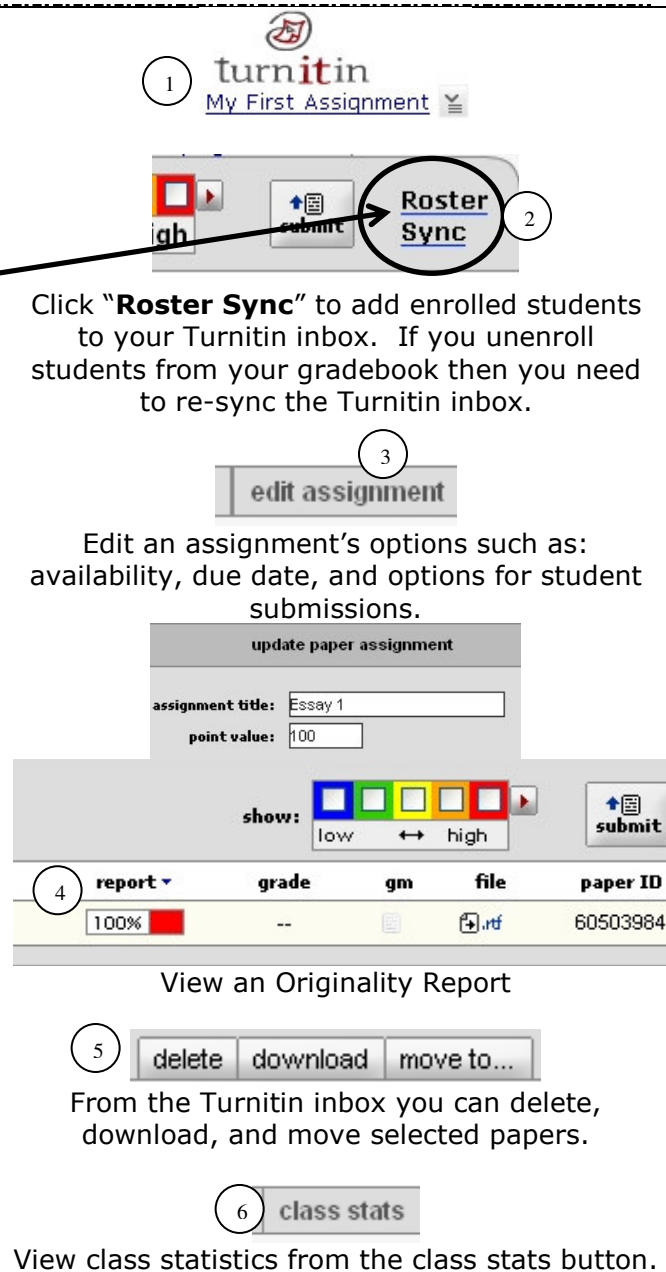
The **Turnitin assignment inbox** within WebCT closely resembles the inbox you may have seen when using the Turnitin.com website. From the **Turnitin assignment inbox** you can perform several actions:

- Edit an assignment's information. (3)
- View an Originality Report. (4)
- Delete, download, and move selected papers. (5)
- View class statistics. (6)

If you would like more information on using these options please see the URL in the "Things to Know" at the bottom of this handout.

Also check for our Turnitin workshops at: <http://www.calstatela.edu/academic/aa/ess/elps/tool4teach.htm>

Workshops are held in the eLearning Programs and Support Center (eLPS), located in the Fine Arts Bldg., Rm 148, Hours: 9AM-5PM, Mon.-Fri., Phone: (323) 343-6594



1 turnitin My First Assignment

2 Roster Sync

3 edit assignment

4 report grade gm file paper ID

5 delete download move to...

6 class stats

Click "Roster Sync" to add enrolled students to your Turnitin inbox. If you unenroll students from your gradebook then you need to re-sync the Turnitin inbox.

Edit an assignment's options such as: availability, due date, and options for student submissions.

update paper assignment

assignment title: Essay 1

point value: 100

show: low high

submit

100% -- .rtf 60503984

View an Originality Report

From the Turnitin inbox you can delete, download, and move selected papers.

View class statistics from the class stats button.

Things to know

- You can view papers that have been submitted to a Turnitin assignment by clicking the Turnitin assignment from the teach view tab.
- Your students can submit papers to your Turnitin assignment by logging in to their WebCT accounts and clicking on a Turnitin assignment.
- For more information about the Turnitin system being used at CSULA, please refer to the information available at: <http://www.calstatela.edu/academic/aa/ess/elps/turnitin/faculty.htm>
- A Turnitin student user guide for your students can be found at: <http://www.calstatela.edu/academic/aa/ess/elps/turnitin/student.htm>