Using Turnitin in Moodle

Training Document

This document explains the process of creating and using a Turnitin assignment in your Moodle course.
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Creating a Turnitin Assignment

1. Login to your Moodle course page
2. Click on the Turn editing on button
3. Click on the Add an activity or resource link on the section where the Turnitin assignment will be displayed
4. Scroll down on the Add an activity or resource window and click on the radio button next to the Turnitin Assignment activity
5. Click on the Add button at the bottom of the Add an activity or resource window to complete the process

![Figure 1. Turnitin Assignment form Add and activity or resource](image)

6. Enter a Turnitin Assignment Name and Summary description
7. Review available assignment options
8. Click Save and return to course

Changing Your Turnitin Settings

Updating General Settings (Assignment Name, Originality Report Access, Late Submissions, etc.)

1. Login to your Moodle course page
2. Click on the Turn editing on button to access the Update icon
3. Click on the Update icon (hand holding pencil) to the right of the Turnitin assignment title
4. General Turnitin assignment settings are available for updating

![General Turnitin Assignment Settings](image)

**Figure 2.** General Turnitin assignment settings

**Updating Assignment Dates**

1. Click on the title of the Turnitin assignment
2. Click on the **Edit icon** (small Pencil) next to the Export column
   - If Pencil is not available, decrease browser font size (Ctrl+mouse scroll wheel), scroll Moodle screen to the right, or maximize browser window

![Edit Icon Next to Export Column](image)

**Figure 3.** Edit icon next to Export column

3. Update desired dates
Assignment Dates Are Available Through the Summary Tab

- **Start Date** = when students can begin to submit
- **Due Date** = when assignment is due
- **Post Date** = when scores, originality report, GradeMark feedback can be released/accessed by students

Updating Assignment Settings (General, Grading, Comments):

1. Login to your Moodle course page
2. Click on the Turnitin assignment title
3. Change the **Marks**, or number or points that the assignment is worth by clicking on the **Edit icon** (small pencil) next to the Export column heading (expand window if not visible or Ctrl+mouse scroll wheel to decrease browser fonts)
4. Click on the **Options** tab to change **General**, **Grading**, and **Comments Settings**

![Options tab to change assignment settings](image)

**Figure 4.** Options tab to change assignment settings

Viewing Student Submissions

1. Login to your Moodle course page
2. Click on the Turnitin assignment title
3. Click on the **Submission Inbox** tab
4. Click on the **Refresh Submissions** tab to view an up-to-date list of submissions
5. Column headings provide submission information
6. Sorting submission list can be done by clicking on the desired column heading (except for Paper ID)
7. Click on the title under each student’s name to view each student’s submission

![Figure 5. Submission in the Submission Inbox](image)