



ONLINE FACULTY TRAINING



Turnitin Overview and Tutorial

As of March 2010, the use of Turnitin (TII) is required for all courses at Grand Canyon University for assignments exceeding 500 words. The Turnitin Drop Boxes must be set up directly within the Assignments folder in the ANGEL classroom.

Related Lectures

Understanding Turnitin Originality Reports

Reporting Plagiarism

GCU Turnitin Video Tutorial

GCU has prepared a video tutorial to assist faculty with all the steps necessary to set up TII dropboxes directly within the ANGEL classroom. The tutorial can be accessed via the following link:

<http://tutorials.gcumedia.com/turnitin/TurnItIn.html>

Once the tutorial is accessed, please review **Adding a Drop Box** and **More Options**.

What is submitted to Turnitin?

Instructors must require students to submit all written assignments requiring 500 or more words to TII. This includes lesson plans for College of Education courses.

Personal Reflection papers, personal journals, Power Point presentations or Excel spreadsheets do not have to be submitted to Turnitin.

Important highlights on using Turnitin (TII) are outlined below:

- Many students are using this service for the first time. Faculty should be clear with TII instructions and expectations. It is also recommended that faculty members are lenient in the first few submissions to TII to provide learning opportunities to students, especially in entry-level classes.

- Each report requires careful examination by faculty members as the originality report will highlight all word-for-word matches. Faculty members are responsible for reviewing each report to verify the material was referenced and cited correctly. The report will highlight even the correctly cited information. Please reference the lecture titled **Understanding Turnitin Originality Reports** for further assistance.
- If the information was not cited properly, faculty should provide coaching to the student. Depending on the severity and frequency of the incorrectly cited information, a warning or reporting of plagiarism may be warranted. Please reference the lecture titled **Reporting Plagiarism** for further information.

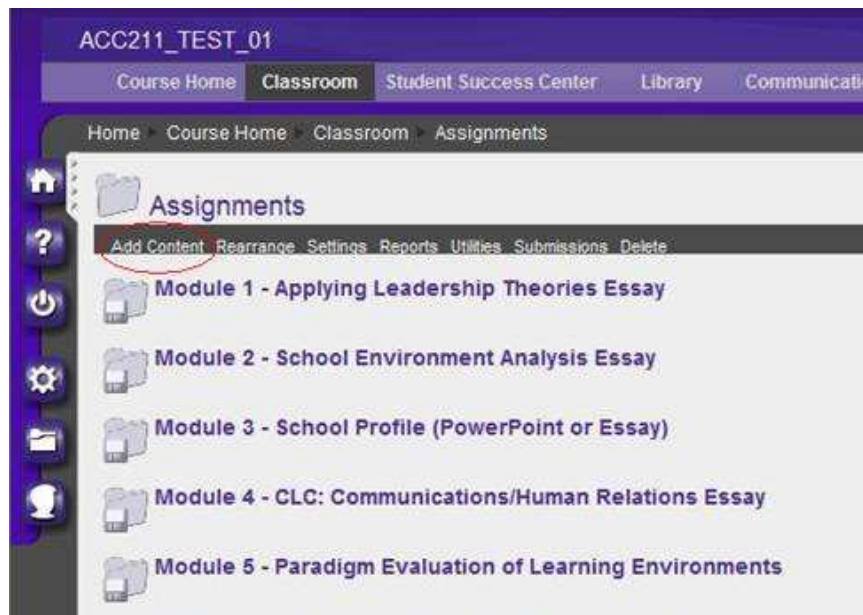
A Turnitin discussion forum is located in the Faculty Discussion Center. Should you have any questions or concerns, please feel free to review the forum to see if your inquiry has been addressed. If it has not, please feel free to post in the forum at any time.

Screen Shot Version of GCU's Turnitin Tutorial for ANGEL

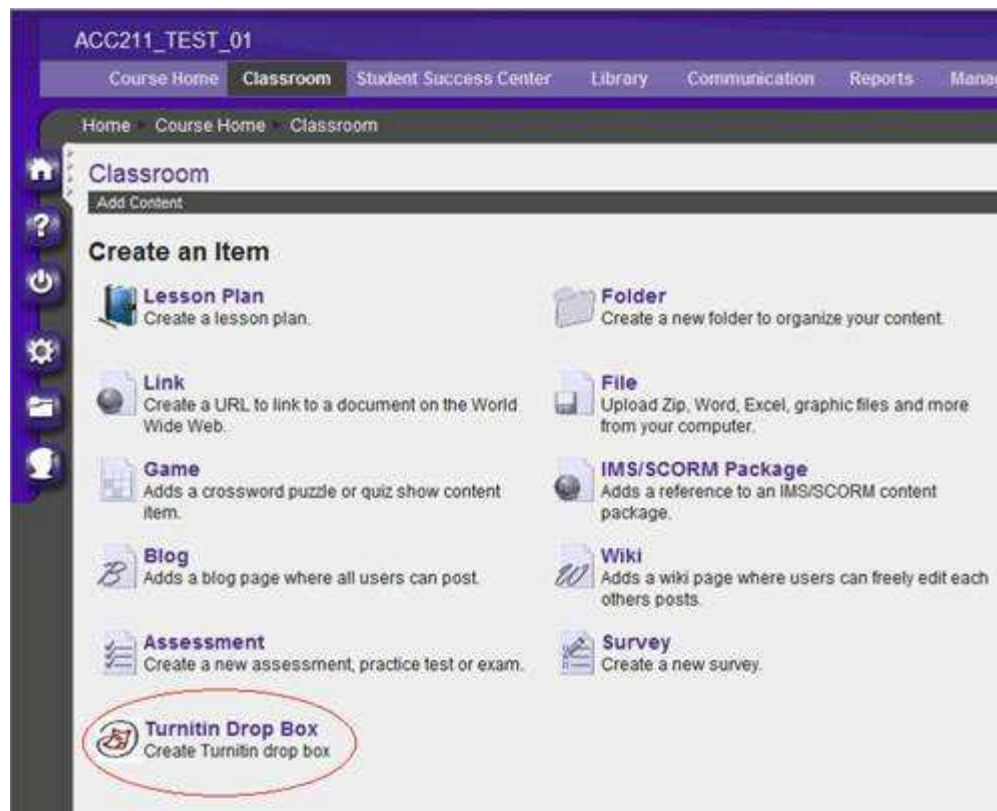
Welcome to the GCU Tutorial for Setting Up Turnitin in ANGEL. The purpose of this tutorial is to give online instructors the skills necessary to properly set up Turnitin drop boxes in their courses.

Welcome to the GCU Requirements for Setting Up Turnitin in ANGEL tutorial. The purpose of this tutorial is to give online instructors the skills necessary to set up Turnitin drop boxes in their courses per the GCU requirements.

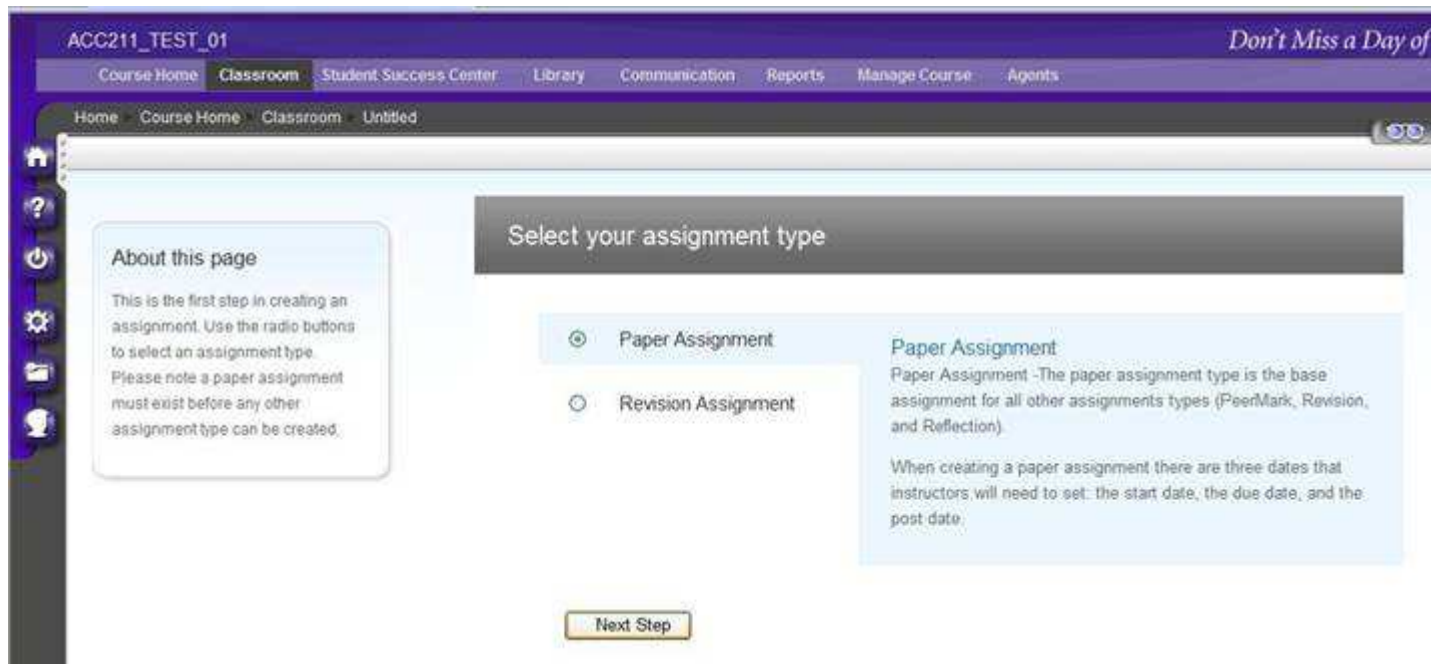
Navigate to your ANGEL classroom. Select the Classroom Tab. Select the Assignments folder. You will see a series of menu options located below the Classroom heading. You will select the "Add Content" tab.



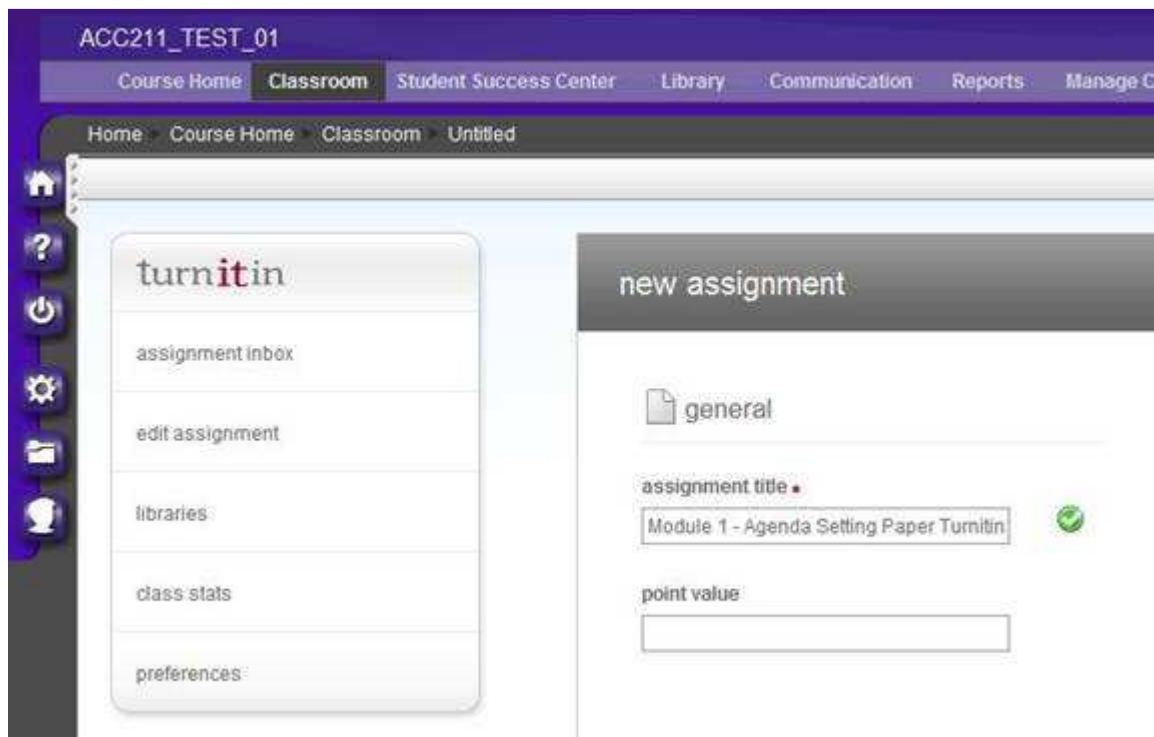
Once you select this tab you will select “Turnitin drop box”.



You may be asked to agree to their terms and conditions. Next, select your assignment type as “Paper Assignment,” and then click the “Next Step” button.



On the next screen, you will add the assignment title. Do not use special characters such as quotation marks in the assignment title, as it will cause an error that will render the dropbox unusable. Leave the point value blank.



In addition, you will need to select a start date, a due date, and a post date. Specific times are also available for you to select. Your students are only able to submit their assignment once the start date and time has passed. The start date cannot be earlier than today's date. Students will be blocked from submitting after the due date has passed unless late submissions are enabled. The post date field is related to the Turnitin Grademark feature, which we are not using. **However, please ensure that the post date is after the due date.**

The screenshot shows the 'new assignment' form in the Angel LMS interface. It is divided into two main sections: 'general' and 'dates'.

general section:

- assignment title:** A text box containing 'Module 1 - Agenda Setting Paper Turnitin' with a green checkmark icon to its right.
- point value:** An empty text box.

dates section:

- start date:** A date/time picker set to Mar 1, 2010 at 10:45 AM.
- due date:** A date/time picker set to Mar 8, 2010 at 11:59 PM.
- post date:** A date/time picker set to Feb 25, 2010 at 12:00 AM.

NOTE: In Angel, the post date relates to the availability of Grademark papers only and has no bearing on when grades are posted to the Angel Gradebook.

If the post date is not later than the due date, you will get the following error. Correct the post date to continue.

The post date determines when marked papers or grades will be available for student viewing. The post date for this assignment must occur on or after the due date.

turnitin
assignment inbox
edit assignment
libraries
class stats
preferences

new assignment

general

assignment title

point value

dates

start date
Mar 3 2010
at 7:17 AM

due date
Mar 15 2010
at 11:59 PM

post date
Mar 11 2010
at 12:00 AM

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You will now scroll down to select the More Options link to set up the required settings as follows:

due date

Mar 8 2010

at 11:59 PM

post date

Feb 25 2010

at 12:00 AM

NOTE: In Angel, the post date relates to the availability of GradeMark papers only and has no bearing on when grades are posted to the Angel Gradebook.

+ more options

First, you will select “yes” to generate originality reports for submissions.

Next, you will select “generate originality reports” for student submissions immediately (can overwrite reports until due dates).

Then you will select “yes” to exclude bibliographic materials from the similarity index for all papers in this assignment.

You will select “no” to the setting that asks to exclude quoted materials from the similarity index for all papers in this assignment.

Generate Originality Reports for submissions?

☒ yes
☐ no

Generate Originality Reports for student submissions

immediately (can overwrite reports until due date) ▼

Exclude bibliographic materials from Similarity Index for all papers in this assignment?

Bibliographic materials can also be included and excluded when viewing the Originality Report. This setting cannot be modified after the first paper has been submitted.

☒ yes
☐ no

Exclude quoted materials from Similarity Index for all papers in this assignment?

Quoted materials can also be included and excluded when viewing the Originality Report. This setting cannot be modified after the first paper has been submitted.

☐ yes
☒ no

Exclude small matches?

☒ yes
☐ no

In addition, you will select “yes” to exclude small matches. You will notice a box that appears after you select “yes”. You will want to select “percentage” and add 2% to this preference option.

Next, you will select “yes” to allow students to see originality reports.

You will also allow students to submit after the due date. Make sure you submit papers to the standard paper repository.

Also, you will need to select all three search options in the boxes provided.

Finally, you will select “yes” to save these options as your default for future assignments.

Exclude small matches?

☒ yes

☐ no

Exclude matches by:*

☐ Word Count: words

☒ Percentage: %

Allow students to see Originality Reports?

☒ yes

☐ no

Allow submissions after the due date?

☒ yes

☐ no

Submit papers to:

▼

Search options:

☒ student paper repository

☒ current and archived internet

☒ periodicals, journals, & publications

Once you have completed these required settings, you will click on the “submit” button. You will repeat these instructions for each weekly assignment that is due. Note that all instructors are required to use these settings when setting up TII dropboxes in their classrooms.