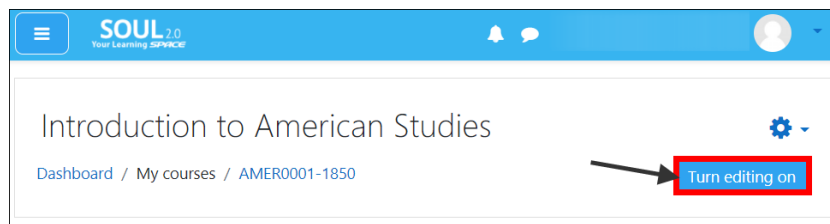


## Turnitin assignment

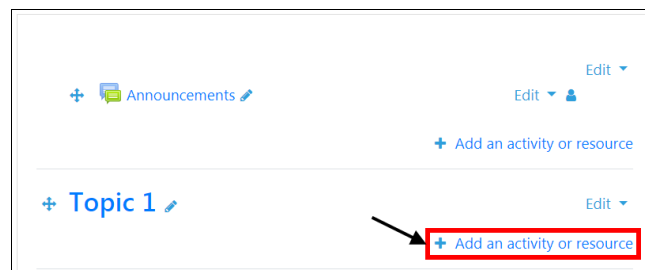
Turnitin assignment activity allows you to collect work of individual students and check their originality, then provide grades and feedback. Its function of originality checking can help promote proper citation/referencing and prevent potential plagiarism.

### A) Create a Turnitin assignment activity

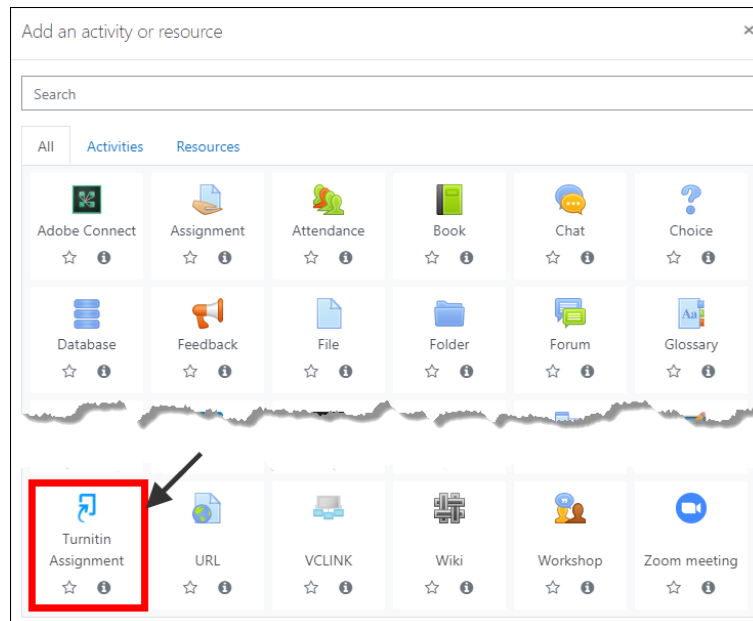
- 1) In course main page, press **[Turn editing on]** at top right corner



- 2) Press **[+ Add an activity or resource]** under a course section



- 3) Press the **“Turnitin Assignment”** box (Note 1)



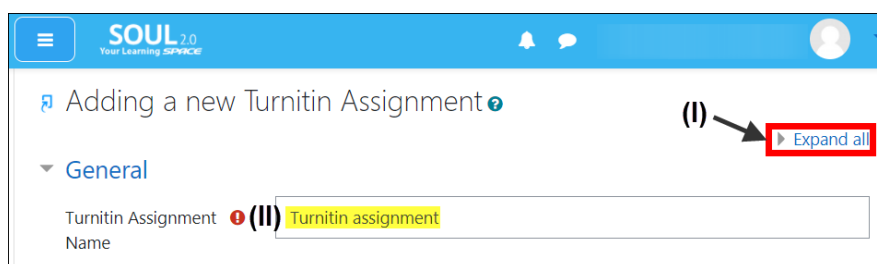
**Note 1:**

As programme admin/instructor, you are required to request for using Turnitin assignment function in SOUL 2.0 from HKU SPACE / Centennial College.

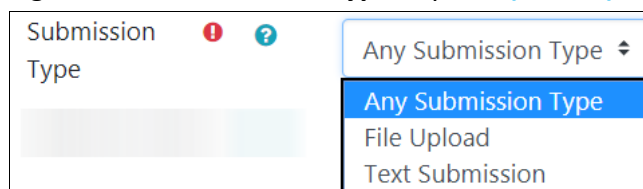
- If you are administering/teaching course(s) of full-time programme, please send your request to your College's administrator.
- If you are administering/teaching course(s) of part-time programme, please send your request to [turnitin.support@hkuspace.hku.hk](mailto:turnitin.support@hkuspace.hku.hk).
- In your request email, please provide the information below:
  - Your full name
  - Your staff ID / teacher number
  - School-provided email address (ending with @hkuspace.hku.hk / @teacher.hkuspace.hku.hk / @hkuspace-plk.hku.hk / @teacher.hkuspace-plk.hku.hk / @centennialcollege.hku.hk / @mail.centennialcollege.hku.hk)
  - Course(s) for using Turnitin assignment function

4) Press **[Expand all]** at the top right corner to expand all categories

5) Enter the Turnitin assignment name



6) Select the Turnitin assignment's **"Submission Type"** option (Note 2)



- **File Upload** - students can upload files as their submissions
- **Text Submission** - students can enter text in text editor as their submissions
- **Any Submission Type** - students can submit their work by File Upload or Text Submission

**Note 2:**

- 1) Each student can submit only one file to each submission part of Turnitin assignment.
- 2) If you want to create a Turnitin assignment on a group basis, please advise the students that only one of the group members needs to submit the work.
- 3) Turnitin will only accept file with the requirements below:
  - At least 20 words, less than 400 pages, at most 40MB in file size
  - Main file formats enabling Turnitin to check originality: Microsoft Word (.doc, .docx), OpenOffice Text (.odt), plain text (.txt), text-readable Adobe PDF

- 7) Select the Turnitin assignment's **"Display Similarity Reports to Students"** option, which controls whether students can view their work's similarity indices and originality reports

- 8) Select the options of the category of each submission part

- **Name** - name of the submission part
- **Start Date** - the date and time when students can submit to the Turnitin assignment
- **Due Date** - the date and time when the Turnitin assignment is due
- **Post Date** - the date and time for releasing grades and comments to students
- **Max Marks** - the highest possible mark to be awarded to student work

- 9) In **"Similarity Report Options"** category, select/modify the appropriate options:

- **Allows Submissions after the Due Date** - whether *students who did not submit work on time* can submit their work after the due date and time
- **Report Generation Speed** - control the generation speed of student works' originality reports and whether to allow student resubmissions

Report generation speed	When will Turnitin generate the originality reports?	Can students resubmit their work before due date and time?
Generate reports immediately (students cannot resubmit)	Immediately after students have submitted their work	Cannot (you need to delete their current student submissions to allow resubmissions)
Generate reports immediately (students can resubmit until due date)	<ul style="list-style-type: none"> <li>➤ <u>Initial</u> student submissions: immediately after submission</li> <li>➤ Student <u>resubmissions</u>: may take <b>up to 24 hours</b> to generate the reports</li> </ul>	Can (you can retrieve only the latest submissions as Turnitin will remove the previous ones)
Generate reports on due date (students can resubmit until due date)	Only at due time on due date	

- **Store Student Papers** - control whether to store the student submissions in “**Standard Repository**” (i.e. Turnitin student paper repository)
- **Check against stored student papers** - control whether to check the submissions against those stored in Standard Repository
- **Check against internet** - control whether to check the submissions against Internet sources
- **Check against journals, periodicals and publications** - control whether to check the submissions against Turnitin database of journals, periodicals and publications
- **Exclude Bibliography** - control whether to exclude the text appearing after bibliography, references or works cited sections when generating the originality reports
- **Exclude Quoted Material** - control whether to exclude the text appearing within the quotation marks (**except** those within single quotation marks) when generating the reports
- **Exclude Small Matches** - control whether to exclude matches not of sufficient word count/percentage (determined by you) from being considered when generating the reports

Store Student Papers		Standard Repository ▾
Check against stored student papers		Yes ▾
Check against internet		Yes ▾
Check against journals, periodicals and publications		Yes ▾
Exclude Bibliography		No ▾
Exclude Quoted Material		No ▾
Exclude Small Matches		<input type="text"/>
		Words ▾

10) If necessary, modify its Grading, Common module, Restrict access and Activity completion settings

11) Press **[Save and return to course]**

▸ Restrict access
▸ Tags
▸ Competencies
<div> <div>Save and return to course</div> <div>Save and display</div> <div>Cancel</div> </div>

**B) View a Turnitin assignment's Submission Inbox page**

- 1) In course main page, press the name of the Turnitin assignment
- 2) The bottom of Submission Inbox page shows a list of students enrolled to the course and some information of their submissions: **(Note 3)**

First Name / Last Name	Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade	
Chan Siu Man	Turnitin submission	1158285683	7/08/19, 14:05	6%	70/100	
Chan Tai Man	--	--	--	--	--	--  -- -- --

- **First Name / Last Name** - full names of the students enrolled to the course
- **Submission Title** - titles of the student submissions
- **Submitted** - the date and time of student submissions
- **Similarity** - the similarity indices (percentages) of student submissions' content that matches with or is highly similar to that in Turnitin's repositories, and you can press the index to view a student work's originality report
- **Grade** - the grades of student work if graded, and you can press **[Grade]** to enter and edit the grade of a student work
- **[Submit to Turnitin]** - you can press this button to upload and submit student work for a student
- **[Download Submission]** - you can press this button to download a copy of a student work
- **[Refresh Submissions]** - you can press this button to refresh a student work to check if there are any updates of student work and originality reports (if you allow resubmissions)
- **[Delete Submission]** - you can press this button to delete a student work from Submission Inbox

**Note 3:**

- 1) In **Submitted** column, late submissions' date and time are in red colour.
- 2) The similarity indices shown in **Similarity** column do **NOT** reflect if the submissions have been plagiarized; the final judgement of plagiarism (if any) resides on you as programme admin/instructor.

**C) Submit a Turnitin assignment for student**

- 1) In course main page, press the name of the Turnitin assignment
- 2) Press **[Submit to Turnitin]** on the right of the student's row **(Note 4)**

First Name / Last Name	Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade	
Chan Siu Man	--	--	--	--	--	--

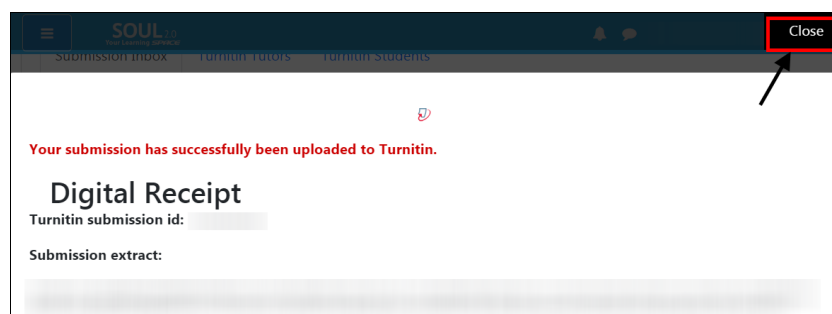
**Note 4:**

If you are first-time Turnitin user, you need to press the link to read and accept **Turnitin User Agreement** so that you can upload and submit the student's work to Turnitin.




- 3) Enter the Turnitin assignment's **Submission Title**
- 4) Select the submission part (if any) to which the work will be submitted
- 5) Upload the student's work by File Upload or Text Submission according to the Turnitin assignment's setting
- 6) Press **[Add Submission]**

- 7) Press **[Close]** to close the **Digital receipt** stating that the submission has been successfully uploaded to Turnitin (**Note 5**)

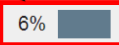
**Note 5:**

Interruption of submission by network issues will make **[Submit to Turnitin]** button appear in **Submitted** column of a student's submission row. To successfully submit the student's work to Turnitin, press **[Submit to Turnitin]**.

First Name / Last Name	Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade
Chan Tai Man	--	--	 <b>Submit to Turnitin</b>	--	--

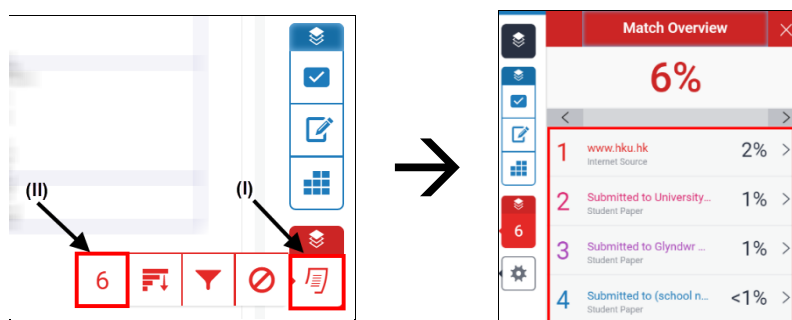
**D) View Turnitin Assignment's originality report, exclude sources and apply filters**

- 1) In course main page, press the name of the Turnitin assignment
- 2) In **Submission Inbox** page, press the similarity index in **Similarity** column of a student's submission row to view the student work's originality report in **Turnitin Feedback Studio** (Please remember to turn off your browser's pop-up blocker before viewing)

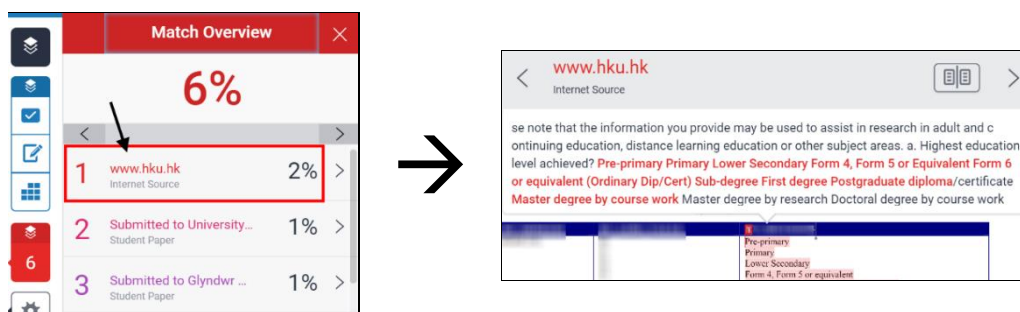
First Name / Last Name	Submission Title	Turnitin Paper ID	Submitted	Similarity
Chan Siu Man	Turnitin submission	1158285683	7/08/19, 14:05	6% 

**i) View a student work's originality report (Note 6)**

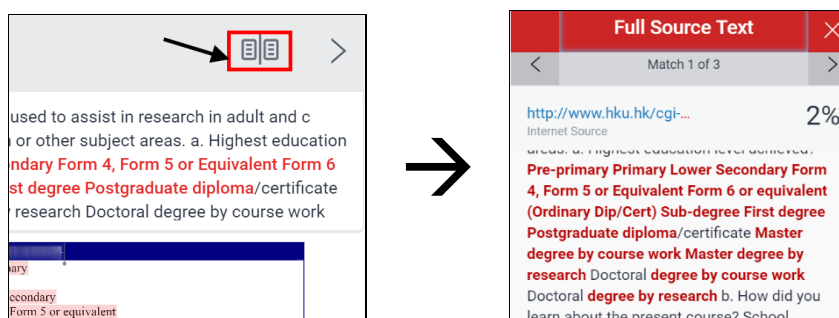
- 3) In **Turnitin Feedback Studio**, press  [Similarity tools], then press [Match Overview] to view the list of sources in **Match Overview** panel



- 4) In **Match Overview** panel, press any of the sources in the list to locate the match within the paper in a pop-up box, which shows the source URL and the brief extract of text that the highlighted text has matched with



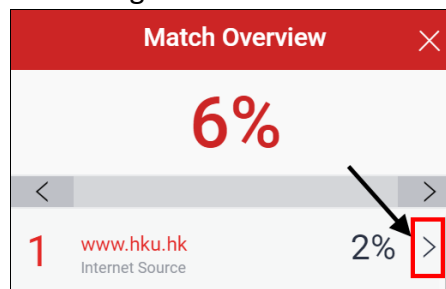
- 5) Press [Full Source View] to view the source concerned in full

**Note 6:**

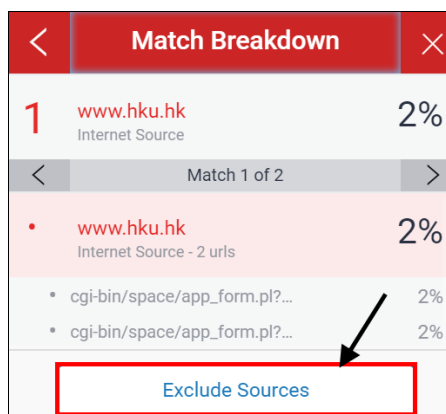
To download a student work's originality report, in **Turnitin Feedback Studio**, you can press  [Download and information tools],  [Download] and then [Current view].

**ii) Exclude and restore sources from a student work's originality report (Note 7)**

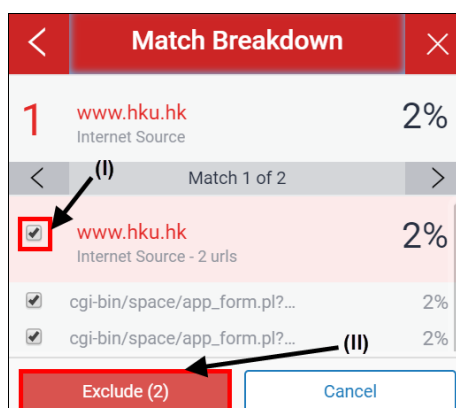
6) In **Match Overview** panel, press the right arrow of a source to open **Match Breakdown** panel





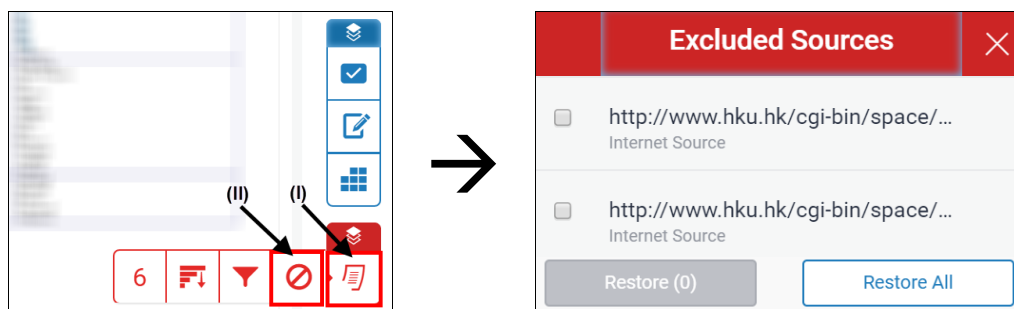
7) In **Match Breakdown** panel, press **[Exclude Sources]**



8) Check the checkbox(es) of the source(s) you intend to exclude, then press **[Exclude]**, and the similarity index will be updated immediately

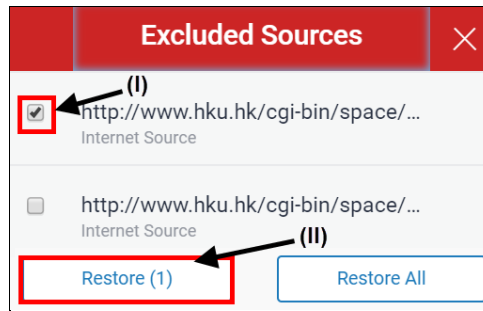


9) To restore the excluded source(s), press  **[Similarity tools]**, then press  **[Excluded sources]** to open **Excluded sources** panel





10) Check the checkbox(es) of the source(s) you intend to restore, then press **[Restore]**

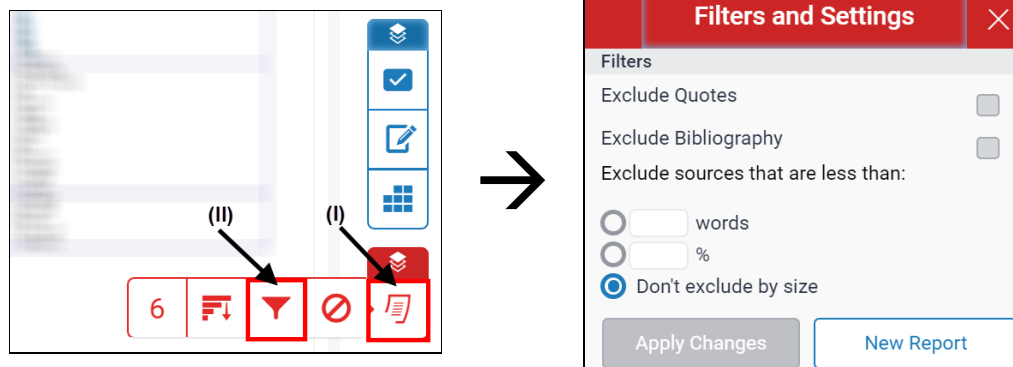


**Note 7:**

Students **cannot** exclude and restore sources from their works' originality reports.

**iii) Apply filters to a student work's originality report**

11) In **Turnitin Feedback Studio**, press  **[Similarity tools]**, then press  **[Filter and settings]** to open **Filter and Settings** panel






12) In **Filter and Settings** panel:

- To exclude text appearing within quotation marks (**except** those within single quotation marks), check the checkbox of **Exclude Quotes**
- To exclude text appearing after bibliography, references or works cited sections, check the checkbox of **Exclude Bibliography**
- To exclude matches not of sufficient word count/percentage, check the appropriate checkbox ([--] **words** for word count, [--] **%** for percentage) and enter the numerical value in the blank


13) After adjusting the filters, press **[Apply changes]**, and the similarity index will be updated immediately

**E) Grade and comment the student's Turnitin Assignment**

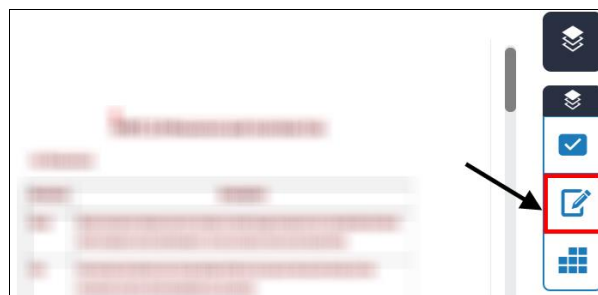
- 1) In course main page, press the name of the Turnitin assignment
- 2) In the row of a student whose work you intend to grade/comment, press  **[Grade]** to open the **Turnitin Feedback Studio**

First Name / Last Name	Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade
Chan Siu Man	<a href="#">Turnitin submission</a>	1158285683	7/08/19, 14:05	6% 	--/100 

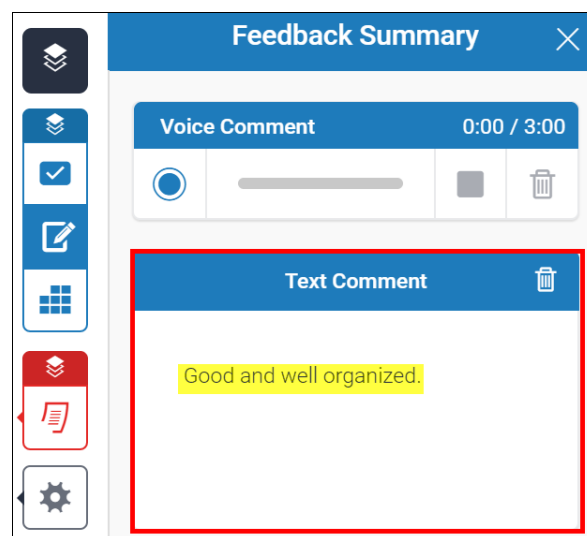
- 3) Press [--] and enter the overall grade of this student's work, which will be then automatically saved

Turnitin submission  --/100 < > ?

- 4) Press  **[Feedback Summary]** on the right



- 5) In **Feedback summary** section, you can leave text comment or voice comment, which will be then automatically saved



**Feedback Summary**

Voice Comment 0:00 / 3:00

Text Comment

Good and well organized.

- 6) Close the Turnitin Feedback Studio to go back to the **Submission Inbox** page