

new assignment

(general)

create a new

paper assignment

1

assignment title *

2

point value

3

(dates)

start date *

Dec 22 2008
at 2:08 PM

4

due date *

Dec 29 2008
at 11:59 PM

5

post date *

Dec 30 2008
at 12:00 AM

6

7

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.

Turnitin Drop Box Directions for ANGEL

1. Create a New:

- Paper Assignment: Use this option to have students submit a paper for the first time to a Turnitin drop box.
- Revision Assignment: This option allows for multiple submissions of an assignment to be submitted by a student. For each revision that is to be collected a new Revision Assignment must be created.

2. Assignment Title:

Match the assignment title to the syllabus listing and the entry in the ANGEL gradebook, if the ANGEL gradebook is being used.

3. Point Value:

If a point value is included, an entry in the ANGEL gradebook will be made using this point value.

4. Start Date:

Set the start date to the first day you would like to accept papers. It is recommended allowing students to submit papers at least one week before the due date.

5. Due Date:

Set the due date to the day and time that the assignment is due. Later you will be asked if you will accept papers after the due date. All papers submitted to the Turnitin drop box are time stamped with the date and time of the submission.

6 & 7. Post Date and Note:

The post date is used with the Turnitin gradebook, which Fredonia does not subscribe to. You still must enter a post date that is after the due date for the drop box to be created. The note is just a reminder that the post date does not affect the ANGEL gradebook, but a post date, that is after the due date, must still be entered.

The image shows a screenshot of the Turnitin settings interface. It features a light blue background with several settings. At the top, there is a text input field labeled '(Enter special instructions)' with a red box containing the number '8' next to it. Below this are four dropdown menus, each with a red box containing a number: 'Generate Originality Reports for submissions?' with 'yes' selected and a red box with '9'; 'Generate Originality Reports for student submissions' with 'immediately (can overwrite reports until due date)' selected and a red box with '10'; 'Allow students to see Originality Reports?' with 'yes' selected and a red box with '11'; and 'Allow submissions after the due date?' with 'yes' selected and a red box with '12'.

More Options:

Click the plus sign next to more options to see some of the other settings available in the Turnitin drop box.

8. Enter Special Instructions:

These instructions will appear with the student drop box. Any reminders about the assignment or reiteration of the instructions can go in this field.

9. Generate Originality Reports for Submissions:

This report will show you the amount of plagiarism, where in the paper it occurred, and the source of the information. By saying no to this option Turnitin becomes a regular drop box that only holds papers but does not complete any analysis.

10. Generate Originality Reports for Student Submissions:

- Immediately (first report is final): this option will not allow students to resubmit papers. If you are going to allow students to see the Originality Report (see step 11) and resubmit corrections before the due date, you will need to use the overwrite option.
- Immediately (can overwrite reports until the due date): this option allows the student to review the originality report, make changes to the paper, and then resubmit. A new originality report will be created each time a paper is resubmitted.
- On Due Date: Originality Reports will not be generated for any submission until the due date and time of the assignment.

11. Allow Students to See Originality Reports:

By allowing students to see their Originality Report they can see where the problems are occurring in their paper. If you also allow the students to resubmit a paper before the due date the student then has the opportunity to make corrections to any unintentional plagiarism.

12. Allow Submissions After the Due Date:

All submissions are given a date and time stamp when submitted to Turnitin. If you accept late papers for less credit you can allow submission after the due date and use the time stamp to identify which papers were late.

The image shows a screenshot of the Turnitin submission interface. At the top, there is a dropdown menu labeled "(submit papers to):" with the option "(standard paper repository)" selected. This is marked with a red box and the number 13. Below this is a section titled "(search options):" with three checked checkboxes: "(student paper repository)", "current and archived internet", and "periodicals, journals, & publications". Red arrows point from callout boxes 14, 15, and 16 to these respective options. At the bottom left of the form is a "submit" button, marked with a red box and the number 17.

13. Submit Papers To:

- Standard Paper Repository: this option adds the student's papers to the Turnitin collection so that all other papers after will also be compared to this paper.
- No Repository: this option will not add you student's papers to the repository. If another student turns in the same paper later or of the paper later to Turnitin, Turnitin will not be able to make a comparison.

Search Options

The search options tell Turnitin what types of documents to compare the student papers to:

- 14. Student Paper Repository: compares the student's paper to all other student papers that have been submitted.
- 15. Current and Archived Internet: compares the student's paper to current web pages as well as web pages that are no longer active
- 16. Periodicals, Journals and Publications: compares the student's work to most periodicals, journals, and publications including digital databases.

17. Submit

Press the submit button when all of your settings are done. You can go back and modify an assignment after it is created.