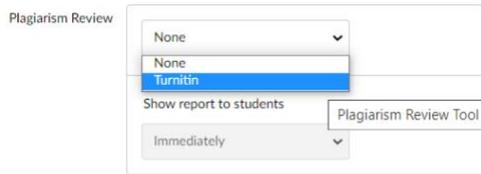


## Faculty Instructions for Using Turnitin

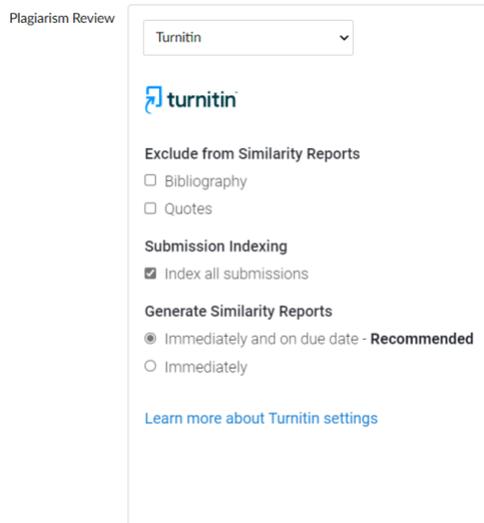
1. Go to the Assignments link in course navigation.
2. Click the red +Assignment button. This displays the Add Assignment form.



3. Fill out the Assignment form with the desired settings in the Details tab.
4. For Submission Type, choose Online and check the File Uploads box. Once checked the Plagiarism Review settings will appear.
5. From the Dropdown box, choose Turnitin.



6. Check and adjust the settings.

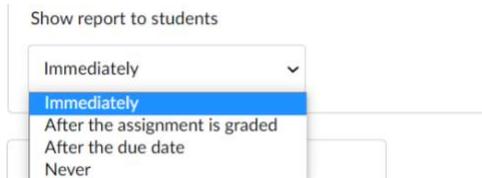


You may exclude the Bibliography and quotes from the report in the settings, or, later, in the report itself.

Indexing is the process of adding the document to the Turnitin database for future comparisons.

**\*\*** The Plagiarism Draft Check assignment, in the Orientation module that is part of your course BluePrint, is set with the Index all submissions box UN-CHECKED. Drafts submitted by students will not be added to the Turnitin database. That allows for multiple submissions of the same document

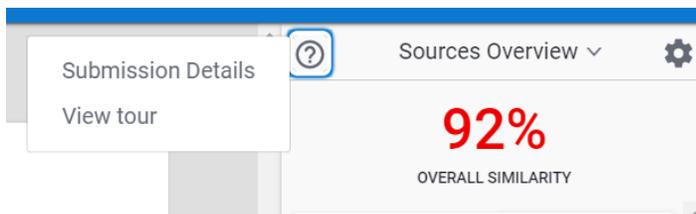
7. From the Show reports drop-down, choose if or when you would like your students to see their report. It may take up to an hour, or longer, after submission for the Originality Report to become available, depending on web traffic.



8. Once submissions have been made, and the Originality Report is available, you will see color-coded tags in the assignment's column in your gradebook. To view the Report, open the assignment in the Speed Grader and click the colored box displaying a percentage.

A screenshot showing a gradebook table on the left and a speed grader interface on the right. The gradebook table has a column for "Description Essay Out of 100" with scores and color-coded tags. A red oval highlights a row with a score of 95 and a blue tag. The speed grader interface shows "Submission to view:" with a date of "Sep 27 at 10pr", "Student Viewed Document: Oct 2 at 2:11pm", and "Submitted Files: (click to load)". A red oval highlights a blue box with "0%" next to the file name "description essay .pdf". Below this, the "Assessment" section shows "Grade out of 100" and a score of "95".

You will be presented with a dialog box that will give you a brief Introduction to the Document Viewer. Please take a moment to click through the short introduction. If you do not see the introduction, Click on the Question mark and choose View Tour.



9. In-Depth tutorial and other resources are available at the Turnitin website. Click [HERE](https://help.turnitin.com/integrity/instructor/canvas.htm)  
<https://help.turnitin.com/integrity/instructor/canvas.htm>