This Quick Guide will take you through the steps involved in creating a Turnitin assignment in your MyAberdeen course. A full instructor manual for the Blackboard (MyAberdeen) integration can be found at:

https://guides.turnitin.com/03_Integrations/Turnitin_Partner_Integrations/Blackboard/Blackboard_Learn/Blackboard_Basic/02_Instructor_User_Manual

Turnitin is an online service which compares student assignments with online sources including web pages, databases of reference material, and content previously submitted by other users across the UK.

The software makes no decision as to whether a student has plagiarised; it is simply a tool which highlights sections of text which have been found in other sources. The assignment submitted by the student and an Originality Report (the report which identifies the text matches found) are displayed for the member of staff to view. The member of staff can see whether resources have been appropriately referenced and judge whether the student has committed plagiarism. Students can see their Originality Report only if the member of staff enables this.

Turnitin is accessed directly through MyAberdeen. (Note: this is not the case with students studying Medicine or Dentistry. In this instance you should access it via http://www.turnitinuk.com/en_gb/).

Information for Students
Advice about avoiding plagiarism, the University’s Definition of Plagiarism, a Checklist for Students, Referencing and Citing guidance, and instructions for Turnitin, can be found at http://www.abdn.ac.uk/sls/online-resources/avoiding-plagiarism/.

Information for Staff
Further information, instructions and video tutorials for staff can be found at https://www.abdn.ac.uk/eLearning/turnitinuk/staff/

Step 1 – Create a Turnitin assignment
- Login to MyAberdeen and click on your selected Course
- In the course menu at the left hand side of the Homepage, select the Course Area e.g. Assessment, where the Turnitin Assignment will be located
- In the Course Area page which opens, move the cursor over the Assessments button to display the create options
- Click Turnitin Assignment
- In the Turnitin Assignment page that opens, select Paper Assignment (unless you wish to use the Revision Assignment or the Peer Mark Assignment – contact elearning@abdn.ac.uk for further details) and click Next Step
- Give the Turnitin Assignment a title and assign a point value (if planning to use the Turnitin and/or Blackboard Grade Centre) - we recommend setting this to 22 to ensure the grade can be converted into an alphanumeric grade in the Common Grading Scale.
- Using the drop-down menus or Calendar provide the:
  - Start date/time: the date from which students can submit work
  - Due date/time: the date the assignment is due. Submissions made after the due date will be highlighted. You can remove the option allowing late submission if you choose.
  - Post date/time: the date when grades and feedback will become visible to students if you use the TurnitinUK Grade Centre
- Scroll down and click + optional settings
  - Enter any special instructions
  - We recommend that you choose Yes to allow submissions after the due date (These will be highlighted as late for you)
  - Ensure that Generate Originality Reports for submissions is set to yes
  - Choose from the Generate Originality Reports for student submissions options:
    - Immediately (first report is final)
- Immediately (can overwrite reports until due date) *(Note: This is the recommended option)*
- On due date
  - We recommend that you leave the next three remaining options in their default settings. *Note:* It is good practice to allow students to see their Originality Reports
  - You have the option to attach a rubric/form to the assignment. *Please contact elearning@abdn.ac.uk* for further information on this option.
  - Click *submit*. You will be informed that the Turnitin Assignment has been successfully added
  - Click *ok*

**Step 2 – Student submission**
- Students should submit assignments themselves. You can direct your students to the instructions for submitting a TurnitinUK assignment at [http://www.abdn.ac.uk/eLearning/turnitinuk/students/](http://www.abdn.ac.uk/eLearning/turnitinuk/students/)
  - *Note:* If you wish to submit an assignment yourself, click the view/complete link beneath the assignment name on the course area page. *However, this would be for your own work not that of a student.* *Please do not submit a student’s work without their knowledge or permission.*

**Step 3 – Viewing an Originality Report**
- *Note:* If you have set up the Turnitin assignment to enable students to view their Originality Report, they can do this by following the same route as they took to submit their assignment
- You can view (and mark if you wish) students’ Originality Reports by going to the Control Panel, in the Course Management Menu at the left side of the page
- Click Course Tools and then select Turnitin Assignments
- Click the assignment name to take you to the assignment inbox
- You will see a summary of the assignments which have been submitted
- To view a student’s Originality Report, click the percentage or coloured block under Similarity
  - *Note:* A greyed-out report icon indicates that the report has not yet been generated. Originality Reports are usually generated within minutes of a student’s submission. Please wait a few moments and click your browser’s refresh button
- Turnitin’s ‘Quick Tips for Mastering Feedback Studio’ is available at: [https://guides.turnitin.com/01_Manuals_and_Guides/Instructor_Guides/Feedback_Studio/01_Quick_Tips_for_Mastering_Feedback_Studio](https://guides.turnitin.com/01_Manuals_and_Guides/Instructor_Guides/Feedback_Studio/01_Quick_Tips_for_Mastering_Feedback_Studio)
- A video entitled ‘Turnitin Feedback Studio Walkthrough’ from Turnitin is available at [https://vimeo.com/162933618](https://vimeo.com/162933618)

If you require further assistance with Turnitin please contact the eLearning Team (elearning@abdn.ac.uk) or call 01224 27 3765.