Blackboard® Building Block User Guide
(updated 6.26.06)

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Instructor Usage

Once the Building Block is available, instructors can add Turnitin Assignments to their course. Originality Reports will be generated for submissions to a Turnitin Assignment.

Creating a Turnitin Assignment

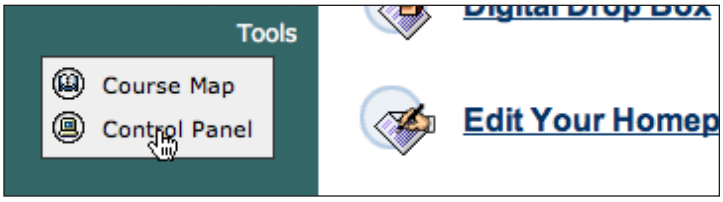
Turnitin assignments are added from the course control panel. You can open a course's control panel by clicking the *control panel* link from within your course 1.

From the control panel, click the *Assignments* link in the section "Content Areas" to add a Turnitin assignment to your course 2. A list of current course assignments is shown.

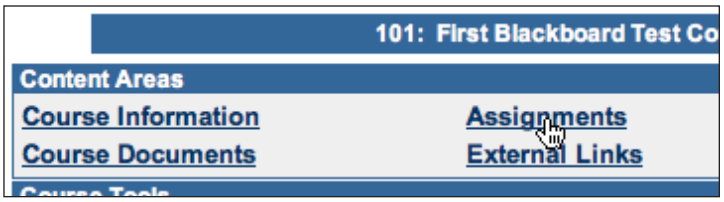
To add a Turnitin assignment:

1. Select *Turnitin Assignment* using the pulldown on your assignment page and click *go* 3.
2. On the assignment creation page, enter the following:
   - assignment title
   - point value for the assignment (optional)
   - special instructions for the assignment (optional)
3. Choose the following dates for the assignment:
   - start date
   - due date
4. Choose whether or not to allow students to view Originality Reports for their submissions by doing the following:
   - select *yes* from the *show advanced assignment options* menu 4
   - select *yes* or *no* from the *Allow students to view Originality Reports* menu 5
5. Modify any additional assignment options using the appropriate pulldown menus.
6. Click *submit* to add the Turnitin assignment to your course.

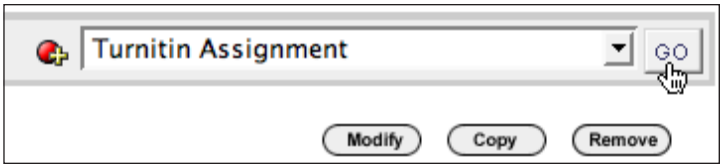
! Turnitin assignments can be modified by using either the *edit assignment* button in the assignment inbox or the *modify* button in your Blackboard assignment list.



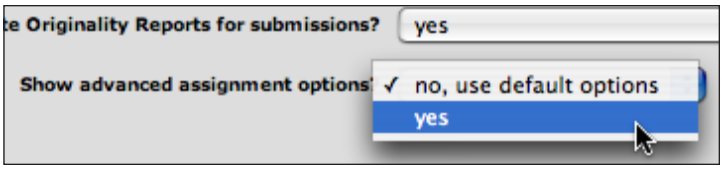
1 *Click to open the control panel for your course*



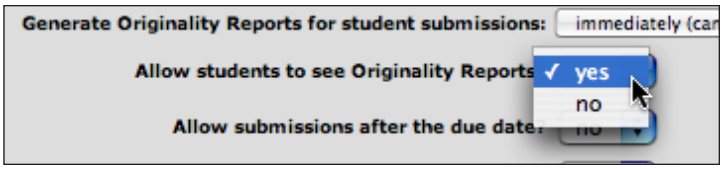
2 *Click to open your course's assignments page*



3 *Select Turnitin Assignment and click go to add a Turnitin assignment*



4 *Select to view advanced assignment options*



5 *Select whether or not to allow student to view Originality Reports*

Submitting Papers

Instructors can submit papers to an assignment from their assignments page. To open the assignments page, click the *Assignments* link on the course homepage 1. A list of course assignments will open.

Click the view/complete link next to the assignment you would like to submit a paper to. The submission form will open 2.

! You can also submit papers from the control panel assignments page. The process for submitting from this page is identical to the steps provided below.

For instructors, there are four ways to submit papers to a Turnitin Assignment:

- **file upload** (used to submit a single paper in file format; we accept submissions in Microsoft Word, WordPerfect, RTF, PDF, PostScript, plain text, and HTML formats)
- **bulk upload** (used to submit multiple papers in file format, just like adding attachments to an e-mail)
- **cut and paste** (used to submit a paper in a file format we do not accept, by cutting and pasting the text into a text box)
- **zip file** (used to submit multiple papers as a single zip file)

To submit a paper by file upload:

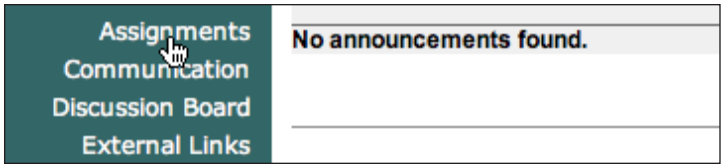
1. Select *file upload* from the submission pulldown menu 3.
2. Select an enrolled student using the pulldown menu. Papers that you submit on behalf of a student will appear in the student's portfolio, just as if the student submitted the paper to your class 4.

or

If you are submitting a paper for a non-enrolled student, enter the student's first and last name.

! Papers you submit for non-enrolled students cannot be graded or used for GradeMark.

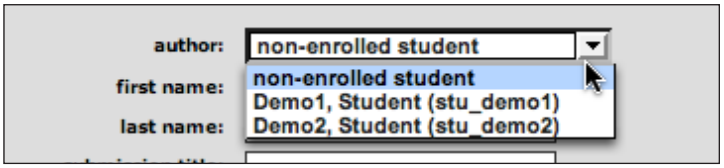
3. Enter a title for the submission.
4. Click the *Browse* button and locate the paper you would like to submit 5.
5. Click *submit*. On the following page you will be asked to confirm the text of the submission. If the text is correct, click *yes, submit* to finalize the submission 6.



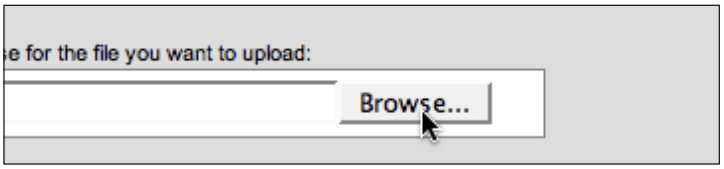
1 *Click Assignments to open your course Assignments page*

2 *Click to open the paper submission form*

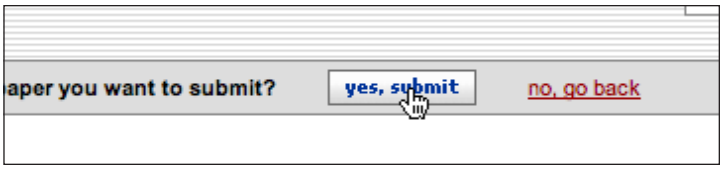
3 *Click to select submission type*



4 *Click to select student's name*



5 *Click to Browse to find the file you would like to submit.*



6 *Click to yes, submit to finalize submission*

To submit by cut and paste:

1. Select *cut and paste* from the submission pulldown menu.
2. Select an enrolled student using the pulldown menu on the submission page. Papers that you submit on behalf of a student will appear in the student's portfolio, just as if the student submitted the paper to your class.

or

If you are submitting a paper for a student not enrolled in your class, enter the student's first and last name.

3. Enter a title for the submission.
4. Cut and paste the paper into the text box and click *submit*.

! To cut and paste text, highlight the text of a paper in a word processing or text editing program and select copy from the edit menu. To transfer the text into your browser, place your mouse cursor in the text box of the submission page 1 . Select paste from your browser's edit menu.

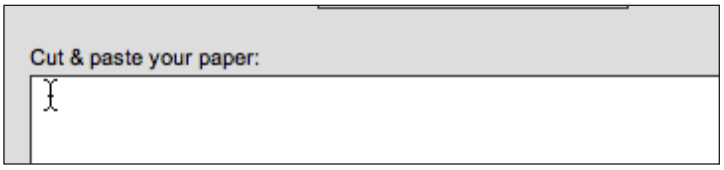
To submit multiple papers using bulk upload:

1. Select *bulk upload* from the submission pulldown menu.
2. Select an enrolled student using the pulldown menu on the submission page. Papers that you submit on behalf of a student will appear in the student's portfolio, just as if the student submitted the paper to your class.

or

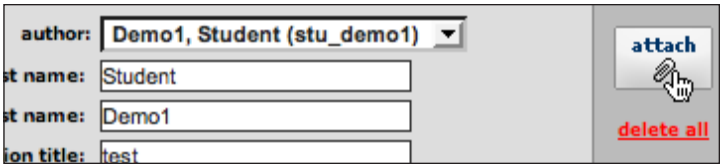
If you are submitting a paper for a student not enrolled in your class, enter the student's first and last name (optional – defaults to "anonymous" if a first or last name is not entered).

3. Click the *Browse* button and locate the first paper you want to submit 2.
4. Enter a paper title (optional – defaults to the name of the submitted file if nothing is entered)
5. Click the *attach* button to add the paper to your batch 3.
6. Repeat steps 2 through 5 for each paper you want to submit.
7. When you are done adding papers, click the *submit* button to upload the batch of papers.



1 *Paste your paper in the text box*

2 *Click Browse to find the file on your computer*



3 *Click attach to add the selected paper to your batch.*

To submit multiple papers as a zip file:

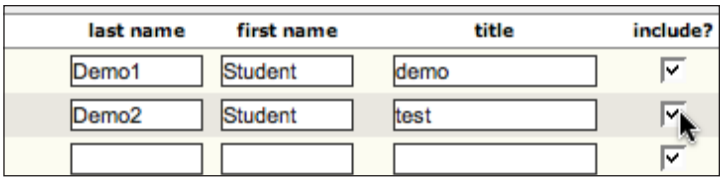
1. Select *zip file* from the submission pulldown menu.
2. Click *Browse* and locate the zip file containing the papers you want to submit.
3. Click *submit* to view the papers in the zip file. You can choose whether you want to submit a paper by clicking the checkbox in the *include?* column 1. For each paper you submit, you can select an enrolled student in your class or you can enter the following information:
   - author's last name (defaults to anonymous)
   - author's first name (defaults to anonymous)
   - paper title (defaults to file name)

   When you are finished entering information for the papers, click *submit* to upload the papers to your class.
4. Confirm that the listed files are correct. Click *submit* to finalize your submission 2.

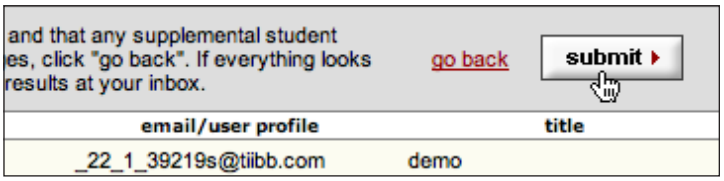
Viewing Results

You can view the results of submitted papers from your control panel. To open the control panel, click the *control panel* link from within your course 3. On the control panel page, click the *Turnitin Assignments* link in the Course Tools section to show your course's Turnitin assignments 4.

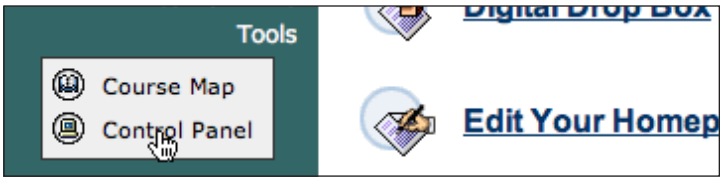
Click the *view* link next to an assignment to see the papers that have been submitted to the assignment 5. From this page, you can view a paper's Originality Report by clicking on the Originality Report icon 6.



1 *Select whether to include an individual submission.*

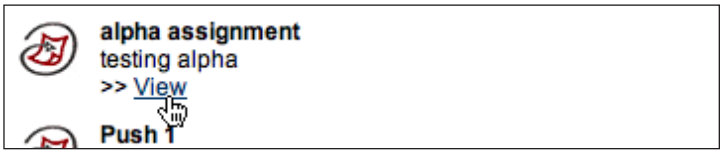


2 *Click submit to finalize your submission*

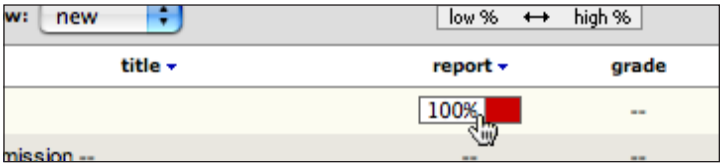


3 *Click to open the control panel for your course*

4 *Click to view your course's Turnitin assignments*



5 *Click to view an assignment's submissions*



6 *Click to view a paper's Originality Report*

Organizing Your Inbox

If you are teaching a class with many students, your inbox can sometimes become large and unmanageable. You can organize papers in your inbox in several ways, including:

- **sorting by column header**

  Click on the top of the author, title, date, or report columns to sort papers by any of these criteria 1.

- **sorting by folder**

  Move selected papers into either the *viewed* or *marked* folders by checking them and clicking the *move to* button 2.

- **deleting unwanted papers**

  You can delete papers at any time by checking them and clicking the *delete* button 3.

Syncing Your Class Roster

Students enrolled in your class will appear in your inbox as they make their first submissions to Turnitin assignments in your class. If you would like all of your students to appear within the inbox before they begin submitting papers, you may synchronize the assignment roster with your Blackboard class roster by clicking *Roster Sync* 4.

! You can also correct any discrepancies between the student lists due to students enrolling in or dropping your class using the *Roster Sync* tool.

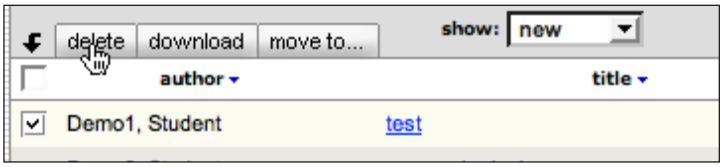
Viewing Late Submissions

If a student has not submitted a paper, *--no submission--* will show up in place of a paper title. To quickly view which students have not submitted, sort your inbox by submission date by clicking on the *date* header 5.

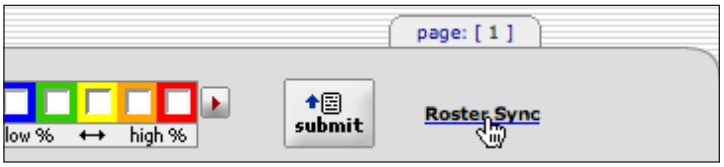
If a paper is submitted after the due date, the submission date will appear in red. If no paper has been submitted by the due date, *late* will show up in the date column in red 6.

1 *Click to title to sort submissions by paper title*

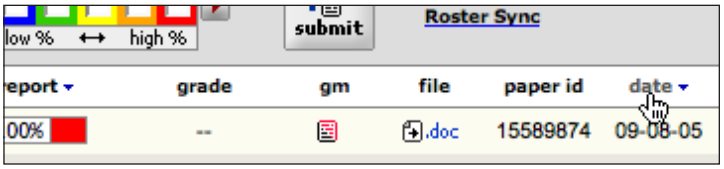
2 *Click to move a submission*



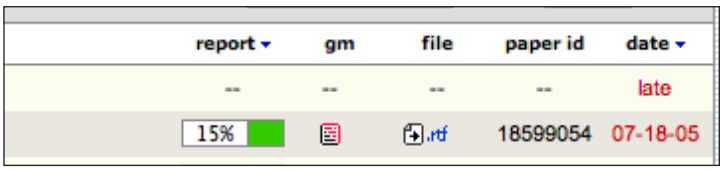
3 *Click to remove a submission*



4 *Click to synchronize class and assignment rosters*



5 *Click to date to sort submissions by date*



6 *The submission date for late submissions appear in red*

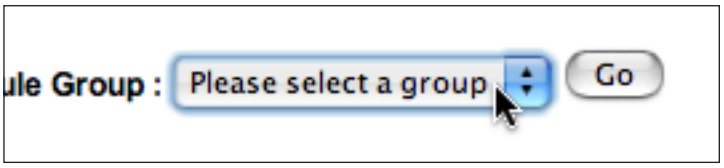
Viewing Assignments by Groups

If you are using the Blackboard Groups feature you can view your students submissions according to group by doing the following:

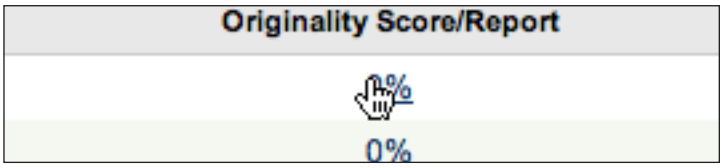
1. Click the *Turnitin Assignments by Groups* link from the *Course Tools* section of your course control panel page 1.
2. Click the *View by Groups* link below the assignment you would like to view sumissions for 2.
3. Select the Groups whose submissions you would like to view from the *Module Group* pull down menu 3.
4. Click *Go* to view your selected group.
5. Click the Overall Similarity Index for the student whose Originality Report you would like to view 4.

1 *Click to open your list of Turnitin assignments*

2 *Click to view the assignment's groups*



3 *Select the group you would like to view*



4 *Click to open the Originality Report*

Grading Submissions

Papers submitted to Turnitin Assignments can be graded in three ways; directly on the paper within the Turnitin Assignment inbox, using the Blackboard gradebook, or using the Turnitin GradeMark Module.

To grade a paper from within the Turnitin Assignment inbox:

1. Click on the paper's title in the assignment inbox 1
2. Enter a grade for the paper in the *grade for this paper* field 2

To grade a paper from within the Blackboard gradebook:

Papers submitted to Turnitin Assignments can be graded in the Blackboard gradebook in the same manner as regular Blackboard assignments. Please enter your Blackboard gradebook and insert a grade for the paper.

! While grades added to papers in the Turnitin Assignment inbox or through the Turnitin GradeMark module are automatically imported to the Blackboard gradebook, grades added directly to the Blackboard gradebook will not automatically appear on the paper in Turnitin.

To grade a paper from with GradeMark:

With GradeMark you can edit and grade student papers online. You can add comments within the body of a paper, point out grammar and punctuation mistakes, and enter a grade for the paper that is automatically entered into your Blackboard gradebook. GradeMark is currently compatible with the following browsers:

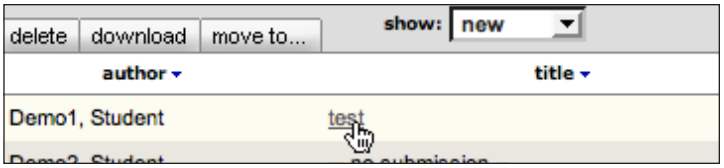
Internet Explorer 6.0 (Windows XP/2000)

Mozilla Firefox (Windows XP/2000, Mac OS X)

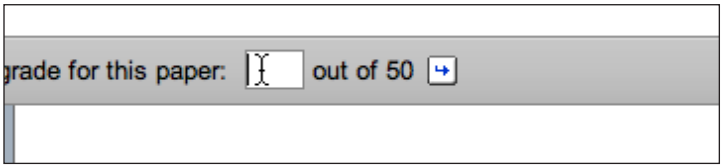
Safari (Mac OS X)

To access GradeMark from your assignment inbox click on the GradeMark icon next to the paper you want to markup 3. A new window will open displaying the GradeMark interface. Using this interface, you can add marks to student papers. For more information on how to use this feature, please click here to view the Turnitin Instructor User Manual.

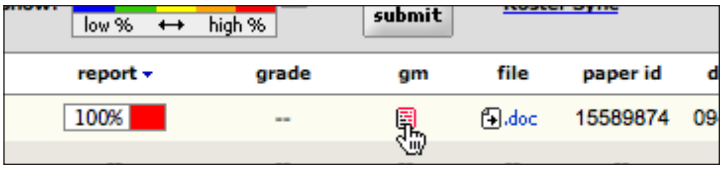
! In order to use the Turnitin's GradeMark module, the feature must be purchased from Turnitin.



1 *Click to the paper's title to open the paper*



2 *Enter a grade for the paper in the grade for this paper field*



3 *Click to the GradeMark icon to markup a paper*

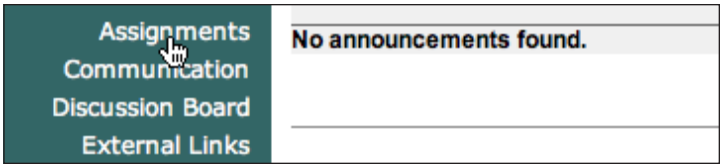
Student Usage

Students in your class can submit papers to Turnitin Assignments that you have created. Like instructors, students submit papers from their assignments page. To open the assignments page, students click the *assignments* link within their course ❶. A list of available course assignments is shown.

To submit a paper to an assignment:

1. Click the *view/complete* link next to the assignment you want to submit a paper to ❷.
2. Click the submit icon for the paper ❸.
3. Enter a paper title.
4. Click the *browse* button to locate the file you want to submit.
5. Click *submit.* On the following page you will be asked to confirm the text of the submission. If the text is correct, click *yes, submit* to finalize the submission.

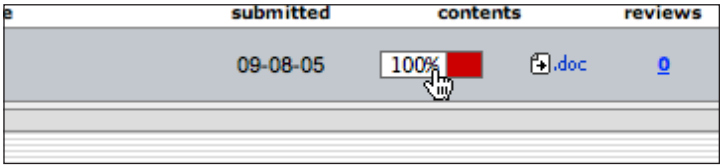
If your students have been given access to Originality Reports, they can view their submission and report by clicking on an assignment's *view/complete* link ❷. This will take the student to his or her assignment portfolio. In this screen the student can click the Originality Report icon to view his or her Originality Report ❹. Please note that by default students cannot access reports. For information on letting students view their own reports, please refer to the section *Creating a Turnitin Assignment*.



❶ *Click Assignments to open your course Assignments page*

❷ *Click to open the paper submission form or view your submission results*

❸ *Click to open the paper submission form*



❹ *Click to open the Originality Report.*