

## Turnitin Assignments (QuickGuide)

Follow these steps to create a Turnitin assignment in WebCT:

- Step 12:** Click the **Build** tab.
- Step 13:** From the **Course Content page**, Click **Add Content Link**.
- Step 14:** Click on **Turnitin Assignment** from the drop down list.
- Step 15:** Click **Create Turnitin Assignment**.
- Step 16:** Enter Title and click **Create Turnitin Assignment**.
- Step 17:** Enter an assignment title.
- Step 18:** Enter a point value.
- Step 19:** Select the start and due dates.
- Step 20:** Enter any special assignment instructions (optional).
- Step 21:** Complete the additional fields.
- Step 22:** Click **Submit** (top right corner) when finished.

Students follow these steps to submit an assignment:

- Step 13:** Go to **Student tab/view** on Course Content Page.
- Step 14:** Click on a **Turnitin assignment icon**.
- Step 15:** Click on **Submit** button from assignment inbox.
- Step 16:** Select option for **Submit a paper by:**  
(i.e., file upload, cut & paste, bulk upload or zip file).
- Step 17:** Fill out student's name and submission title.
- Step 18:** Select **Browse** to upload your file if needed.
- Step 19:** Click **Submit**.
- Step 20:** If the right paper displays, select **Yes, Submit** for "Is this the paper you want to submit? *If not, select No, go back.*
- Step 21:** You will get a **Digital Receipt**.
- Step 22:** Click **Inbox** to go back to Inbox
- Step 23:** Your inbox will then display your submitted paper, your originality score and an Id and date stamp. Once your instructor has graded the paper, the grade will display in **My Grades** area.
- Step 24:** To view your originality report, click on your **Report score** from the inbox.

To grade and view student Turnitin assignments as an instructor, follow these steps:

- Step 9:** Go to **Teach** tab.
- Step 10:** Click on **Turnitin Assignment** from the Course Content Page.
- Step 11:** To ensure that all your students show up in your inbox, Click on the **Roster Sync** link from the Turnitin inbox.

From the **Inbox**, you can perform several actions.

- Step 12:** To view an Originality Report, click on the **report** column.
- Step 13:** To grade an assignment, click on the **GradeMark "gm" icon**.  
A training video pops-up and may take a while to load. To bypass that video and go directly to the GradeMark screen, click on *skip training video* at bottom of the pop-up window.
- Step 14:** Enter the grade and click **Save**.
- Step 15:** After grading several papers, perform another **Roster Sync** to update your gradebook. Grades are automatically put into a column for that Turnitin Assignment.