Change to Turnitin for anonymous marking

Background
With the August 2020 Blackboard upgrade, essential to ensure our Blackboard service remains supported, we were also required to update the Turnitin integration. Unfortunately, in more recent versions of Turnitin, the *Sync Grades* functionality has been changed. It is no longer possible to use *Sync Grades* to send submission information from Turnitin to the Blackboard Grade centre while anonymity is in place.

Does this affect me?
This change only affects you if you use an anonymous Turnitin workflow with which you either:
- Check to see which students have or have not submitted while anonymity is in place *and/or*
- Run anonymous moderation

Alternatives to sync grades
If you previously used *Sync grades* in the ways described above, the table below shows alternative approaches for Turnitin workflows T1 and T2. These will also be included in the main EMA workflow documents. If you have any questions, please contact the Digital Education Office before setting up Turnitin assignments.

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T1 (Single Marker)

Use Turnitin assignment inbox
This workflow becomes more difficult as the number of students increases and so is only recommended for smaller cohorts.

Students must be instructed to enter their student number as submission title for this workflow.

Viewing submissions
1. Click on Course Tools in the left-hand menu and then Turnitin assignments.
2. Click on the assignment you want to view.
3. You will come to the assignment inbox screen.
4. Click Roster Sync to ensure all enrolled students appear in the Turnitin inbox.
5. Make sure you select All papers from the Now viewing dropdown
6. Click on the column header Title to sort by student number.
7. Compare this data to a spreadsheet of student numbers or the Grade Centre.

If you have a large number of students, you can view all submissions (up to 1000) on one page by changing your preferences under the Preferences tab from the assignment inbox.

Copying a list of submissions
1. From the assignment inbox, highlight the table and copy it.
2. Open an Excel spreadsheet and paste the information.

Use the Retention Centre
This workflow shows all students who have missed any deadline in the course, and so is mostly suitable for courses which have one or possibly two deadlines.
1. Under the Control Panel, click Evaluation and then Retention Centre.
2. In the risk table, click on Missed Deadlines to move all orange dots in that column to the top of the table.
3. Click on an orange dot and then click View late submissions to view which submission deadline this student has missed.

If this course only has one deadline, any student with an orange dot in the Missed Deadlines columns will be a non-submitter, otherwise repeat step 3 to see which students have missed which deadlines.

Students record submission through completion of one-question quiz
We recommend using this test to gather submission IDs from students.
1. Go to the Assessment, Submission and Feedback area.
2. Click Assessments then Test.
3. Click Create.
4. Enter a name eg ‘Assignment XXX submission confirmation’.
5. Enter Instructions eg “Please complete this one question quiz as soon as you receive your email receipt to confirm that you have submitted assignment xxx”
6. Click **Submit**.
7. Click **Create Question** and choose **Short Answer**.
8. For question title enter “Assignment xxx submission confirmation”
9. Enter **Question Text** eg ‘Please enter your Submission Paper ID for Assignment xxx. This can be found in your email receipt from Turnitin’.
10. Leave the rest of the options blank, scroll down and click **Submit**.
11. You will see the question has been created. Click **OK** in the bottom right
12. From the “Add Test” menu select the test you just made and click **Submit**.
13. On the Test options page
   a. Tick “Show instructions to students before they begin the test” and set **Make available to students to Yes**.
   b. Tick “Multiple attempts” and “Allow unlimited attempts”
   c. Untick **Include this Test in Grade Centre Score Calculations**.
   d. Click **Submit**.
14. Next to the Test click the down arrow, and then **Edit the Test Options**.
15. Under **Content Link Description** copy the instructions to the students to help ensure they complete the test after submitting to Turnitin.
16. Hover over the test and, using the arrows on the left-hand side, drag it to just below the Turnitin submission point.
17. Go into the **Full Grade Centre**.
18. Find the column for the submission test and click on down-arrow in the header.
19. Click **Hide from students (on/off)**. There should now be a grey circle with a red line through it, indicating it is hidden from students.

It is important to communicate to students that they must complete this test once they have successfully submitted their work to Turnitin.

Use the submission test to check who has not submitted. This can only be done if the submission test was set up. See Setup guide for more information.
1. Go into the **Full Grade Centre**.
2. Find the column for the submission test and click on the header.
3. The Grade Centre is now sorted by those who have not submitted.
4. Those who have submitted will have a **needs marking** icon in their cell.

If you have a busy Grade Centre, you can filter the view by using a Smart View or clicking **Filter** in the top-right. For instance, you could filter to show only Tests.

You can also download a spreadsheet of all students who have submitted and what their submission IDs are, allowing you to identify students whilst anonymity is switched on.
1. Go into the **Full Grade Centre**.
2. Find the column for the submission test and click the down arrow in the header.
3. Click **Download Results**.
4. Click **Click to download results**.
5. This spreadsheet will contain the username, last and first names. It will also contain submission IDs under the header **Answer 1**.
If the student has copied and pasted the Submission ID without removing formatting, the spreadsheet may be obscured by several lines of html code. You can use Find and Replace (Ctrl+F) to strip away this code in the downloaded Excel sheet.

Email non-submitters via Turnitin assignment inbox
You can email non-submitters a reminder from the Turnitin assignment inbox, however, there will be no record of who you have emailed or when.
1. Click on Course Tools in the left-hand menu and then Turnitin assignments.
2. Click on the assignment you want to view.
3. You will come to the assignment inbox screen.
4. Click Roster Sync to ensure all enrolled students appear in the Turnitin inbox.
5. Click on Email non-submitters.
6. Give the email a subject and message.
7. Optionally, tick Include me to be sent a copy of the email.
8. Click Send.

Moderator uses Turnitin inbox to view marks

Viewing marks
1. Click on Course Tools in the left-hand menu and then Turnitin assignments.
2. Click on the assignment you want to moderate.
3. You will come to the assignment inbox screen.
4. Make sure you select All papers from the Now viewing dropdown.
5. Click Roster Sync to ensure all enrolled students appear in the Turnitin inbox.
6. To view a paper, select the paper’s title.
7. You can sort columns by clicking the headers.

Changing marks
1. Access the relevant student work in Turnitin as described above in Viewing marks.
2. Edit and save the mark (click anywhere on the Turnitin page to save the mark).
**T2 (Multiple Marker)**

**Students record submission through completion of one-question quiz**

If you want to be able to monitor who has and has not submitted whilst anonymity is switched on, you will need to create a one-question test for students to submit to after submitting their work. This is because, when anonymity is switched on, Turnitin will not display any information about individual students. It also will not send any information to Blackboard until anonymity is switched off. We recommend using this test to gather submission IDs from students.

1. Go to the Assessment, Submission and Feedback area.
2. Click Assessments then Test.
3. Click Create.
4. Enter a name eg ‘Assignment XXX submission confirmation’.
5. Enter Instructions eg “Please complete this one question quiz as soon as you receive your email receipt to confirm that you have submitted assignment xxx”
6. Click Submit.
7. Click Create Question and choose Short Answer.
8. For question title enter “Assignment xxx submission confirmation”
9. Enter Question Text eg ‘Please enter your Submission Paper ID for Assignment xxx. This can be found in your email receipt from Turnitin’.
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14. Next to the Test click the down arrow, and then Edit the Test Options.
15. Under Content Link Description copy the instructions to the students to help ensure they complete the test after submitting to Turnitin.
16. Hover over the test and, using the arrows on the left-hand side, drag it to just below the Turnitin submission point.
17. Go into the Full Grade Centre.
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2. Click on the assignment you want to view.
3. You will come to the **assignment inbox** screen.
4. Click **Roster Sync** to ensure all enrolled students appear in the Turnitin inbox.
5. Click on **Email non-submitters**.
6. Give the email a subject and message.
7. Optionally, tick **Include me** to be sent a copy of the email.
8. Click **Send**.

**Markers keep spreadsheet as a separate record of marks for moderator**

If both marking and moderation are anonymous, it is important for markers to maintain a record of Student Numbers (students should have included this as their submission title), Paper IDs and marks. We recommend a spreadsheet template is created for this purpose if it is required.

**Collating spreadsheets**

1. Move all spreadsheets from markers into one folder.
2. Open a new spreadsheet and save in the same folder. Give it an appropriate and clear name.
3. Copy and paste the data from the first of the submitted spreadsheets into the overall spreadsheet. Include the column titles.
4. Copy and paste the data from subsequent submitted spreadsheets into the overall spreadsheet, this time ignoring the column titles.
5. You now have a folder with a spreadsheet for each marker and one overall spreadsheet.

**Accessing assignments**

1. Click on **Course Tools** in the left-hand menu and then **Turnitin assignments**.
2. Click on the assignment you want to moderate, check that it has the marker’s name or initials in the name.
3. You will come to the assignment inbox screen.
4. To view a paper, select the paper’s title.

**Changing marks**
1. Access the relevant student work in Turnitin as described above in *Accessing assignments*.
2. Edit and save the mark (click anywhere on the Turnitin page to save the mark).