Setting up Turnitin in Blackboard

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About this Guide
This guide is for staff and covers the basics of setting up and using Turnitin in Blackboard.

For more detailed guidance see the resources in the “Getting Help” section of the TEL Turnitin webpage at: www.bris.ac.uk/tel/support/tools/turnitin.
If you require further help please contact tel-help@bristol.ac.uk

Adding a Turnitin submission point
a) Log in to Blackboard and go to the course where you wish to add a Turnitin submission point
b) Ensure that Edit Mode is On (in the top right)
c) Click on the content area in the left menu where you wish to add the submission point. (If you need to create a new area click on the + symbol above the course menu, and select Content Area)
d) Once in the relevant content area expand the Assessments menu and click TurnitinUK Assignment. At this point you will go into the Turnitin interface. Turnitin is a plugin for Blackboard, so looks different
e) Select Paper Assignment (if given a choice) and click on Next Step
f) Enter the Assignment Title. It is a good idea to prefix the title to indicate that it is a Turnitin assignment e.g. TII_UNIT10001_1. Add point value (optional)
g) Click on Optional settings to set various Turnitin options e.g. to exclude bibliographic materials or small matches. Please refer to the Instructor manual and other Turnitin help materials on the TEL website for more details:
www.bris.ac.uk/tel/support/tools/turnitin
h) When finished click on Submit
i) You should see a confirmation: Turnitin UK Assignment successfully added (you may need to scroll up the screen to see this). Click OK

Submitting assignments to Turnitin
a) Assignments can be submitted directly by students or by staff on behalf of students. Staff can submit individually or in a batch.
b) Click on View/Complete under the appropriate assignment and follow the onscreen instructions to submit.

Viewing assignments and originality reports
a) In the Control panel (bottom left) under Course Tools click Turnitin UK Assignments
b) Click on the relevant assignment
c) You will come to the Assignment Inbox where you can access assignments and originality reports.