e-Submission & Turnitin: A guide for staff

RMIT has an e-Submission process which allows student assessment work to be submitted electronically on RMIT enterprise systems. The use of fully electronic submissions saves significant time for both staff and students, facilitates feedback, and results in a record of work submitted.

**RMIT e-Submission of work for assessment**

The use of an electronic declaration statement, complemented by the student declaration web page, is required to comply with legal and statutory obligations. The student declaration statement is:

“I declare that in submitting all work for this assessment I have read, understood and agree to the content and expectations of the **Assessment Declaration**”

The use of the electronic student declaration statement removes the requirement to use coversheets, and is applicable globally. Note that:

- For written tasks that are submitted through Turnitin, the statement is automatically presented to students via the Turnitin interface. No action is required from staff.
- For non-written tasks that do not require a Turnitin submission, and assessment work that is submitted through other RMIT enterprise systems, the declaration statement must be copied and pasted (with the active link to the assessment declaration web page) into any electronic assessment documentation that will be read by students. For example, it should be pasted into the Word document that typically provides detailed information and marking criteria for the assignment task. This removes the requirement to use a coversheet.

Further details on the process are available online from the **Authorisation of Assessment** web page.

The Turnitin Blackboard building block makes it possible for students to submit an assignment from within their Blackboard course directly to Turnitin. Turnitin then generates an 'Originality Report' which identifies the percentage of unoriginal material.

- Turnitin has been integrated into Blackboard so neither you, nor your students will need Turnitin passwords. Authentication for Turnitin happens automatically when you and your students login to a Blackboard course.
- Students will not need to submit an assessment cover sheet because the Student Assessment Declaration statement is automatically presented via the Turnitin interface when they submit their work to Turnitin.

For full step-by-step instructions on using Turnitin please see the [RMIT Turnitin webpage](#).
The following instructions provide a summary for how to create and mark assignments submitted to Turnitin, and how to view the resulting originality reports.

**The process is:**

1. The course coordinator uploads a file in a Blackboard content area (typically this will be in an area called ‘Assessment tasks’) containing detailed instructions about the assignment task. This link will be used by students to get information about the assignment task and to view the marking criteria.

2. The course coordinator sets up a Turnitin assignment link in the same content area (as in item 1 above) in Blackboard. This action automatically creates a Blackboard Grade Centre column for that assignment. See section one (1) below - *Setting up a Turnitin Assignment in Blackboard*.

3. The course coordinator hides the assignment column in Blackboard’s Grade Centre until the marks are ready to be released to students.

4. A student uploads his/her work from within Blackboard via the Turnitin assignment link. The assignment is submitted to Turnitin in order to create an Originality Report and a submission entry is recorded in the Grade Centre for that student. See section two (2) – *Hiding/Showing marks to students in Blackboard*.

5. For **group assessments** submitted electronically, an individual upload of the group assignment work must be made by **every** student in the group; not just the group leader. This formally authorises and acknowledges each student’s contribution. (For group assignments, ask that only 1 student submits on behalf of the group. Ask the remaining students in the group to complete and sign an assignment cover sheet so that

   1. the student declaration is signed [http://mams.rmit.edu.au/s1lva641yxuz.pdf](http://mams.rmit.edu.au/s1lva641yxuz.pdf) and
   2. you are able to identify assignment groups.)

6. Students re-submit their work until the originality index produces an acceptable result. Remind the students originality reports for re-submissions will take at least 24 hours.

7. The teacher views originality reports and notes any submissions with an unacceptable originality index. Teachers should check again 24 hours after the due date/time in case there are any final submission reports that have been generated during this period. See section three (3) – *Viewing Turnitin Originality Reports*.

8. The teacher takes appropriate action in cases where the originality index for a final submission is unacceptable.

9. The teacher marks the work and enters the mark in Blackboard’s Grade Centre, providing feedback as appropriate.

10. Marks can be downloaded from the Grade Centre to an Excel spreadsheet.
1. Setting up a Turnitin Assignment in Blackboard

You are going to create a link in the Assessment tasks area of your Blackboard course. This link will be used by your students to submit their assignment.

1. Go to the Content Area where you would like the Turnitin Assignment link to appear (e.g. Assessment tasks).
2. Make sure Edit Mode in your Blackboard shell is ON.
3. Under Create Assessment, from the drop-down menu, select Turnitin Assignment.

4. You will now see the first step in creating a Turnitin Assignment. Select “Paper Assignment” (the default) and click on Next Step.

5. Each assignment must have a title; choose one that makes it clear this link is used for submitting the work to Turnitin, e.g. Assignment 1 – Research Essay Turnitin Submission.
6. Enter the mark possible for this assignment.
You should also set the dates for the assignment.

The **start date** is the first date that the assignment becomes available and when students can begin to submit their work.

The **due date** is the deadline for the assignment.

Set the **post date** to after the due date. Note, in Blackboard, the post date relates to the availability of GradeMark papers only and has no bearing on when grades are posted to the Blackboard Grade Centre.

At this point you can create your assignment, but you should confirm the following additional settings. Click on “Optional settings” to continue.

### Optional settings

<table>
<thead>
<tr>
<th>Option</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter special instructions</td>
<td>This is optional, but useful if you want to give specific instructions to the students. There is a <strong>1000 character limit</strong> to this field. As an alternative, provide comprehensive instructions about the assessment task to the students by uploading a Word file, or similar, in the Assessment area of your Blackboard course shell.</td>
</tr>
<tr>
<td>Generate Originality Report for submissions</td>
<td><strong>Yes</strong></td>
</tr>
<tr>
<td>Select: “Immediately (can overwrite reports until due date)”</td>
<td>Confirm that the re-submission option is selected. It allows the student to submit versions, each overwriting the previous, until the due date. Each time the assignment is submitted, the previous report is deleted and a new originality report is generated.</td>
</tr>
<tr>
<td>Exclude bibliographic materials from Similarity Index for all papers in this assignment</td>
<td><strong>Yes</strong></td>
</tr>
<tr>
<td>Option</td>
<td>Actions</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Exclude quoted materials from Similarity Index for all papers in this assignment</td>
<td>No</td>
</tr>
</tbody>
</table>
| Exclude small matches  
Select either a word count or percentage to be excluded | Yes     |
| Allow students to see Originality Reports                           | Yes     |
| Allow submissions after the due date                               | Selecting No means that students cannot upload an assignment after the deadline (and will have to contact you for further details). Selecting Yes means that students can upload a late assignment (Late submissions will be clearly identifiable) |
| Reveal grades to students only on post date  
You should hide the column in Grade Centre until you wish the students to receive their marks | No      |
| Submit papers to:  
Select Standard paper repository | Submitting to the standard paper repository means that issues of collusion (copying within the class or across class groups) are more easily detected. |
| Search options:  
- student paper repository  
- current and archived internet  
- periodicals, journals, & publications | All the options should be checked for comprehensive results. |
| Would you like to save these options as your defaults for future assignments? | You can save your settings as default for the next Turnitin assignment you set up. |

Once you click on the Submit button, Blackboard will issue a receipt confirming that the Turnitin Assignment has been created. A column for this assignment will also be created automatically in Blackboard’s Grade Centre.
2. Hiding/showing marks to students in Blackboard

Instructors control what Grade Centre data is released to students and when it is released. The marks in any Grade Centre column can be shown or not shown to students. Marks in columns that are available are displayed in the My provisional grades course tool. Columns that are not available will not display in either of these places.

There are multiple ways to make Grade Centre columns available or unavailable to users depending on the task or workflow the Instructor is engaged in. Follow either of the two options below to restrict the availability of Grade Centre column data.

When creating a new Grade Centre column:
1. To Include this Column in Grade Centre Calculations, select Yes in the column settings.
2. To Show this Column to Students, select Yes to allow students to view the columns data in My Grades, or No to make the column data unavailable.
3. Click Submit to save selections.

With existing Grade Centre columns:
(Note that this hides marks in selected columns from students; it does not hide marks to anyone with instructor access, i.e. lecturers, tutors)

1. Click the “Click for more options” icon in the desired column header to open the dropdown menu.
2. Click on Hide from students (on/off)
3. The column header will change from this:

   ![Assignment table showing hidden column]

   to this, indicating that the column data is now not available to students:
3. Viewing Turnitin originality reports

Teachers access the originality reports in Turnitin through the Course Tools link in Blackboard’s Control Panel (bottom left of the screen)

1. Under Course Management in Blackboard, open the Control Panel and select **Course Tools**.

2. At the bottom of the drop down list select **Turnitin Assignments**

3. Click on the Assignment Title to access Turnitin’s **Assignment Inbox**

4. Click on the assignment originality index (%) to view a submission

4. Marking assignments and providing feedback using Turnitin: GradeMark

For full step-by-step instructions on using GradeMark, QuickMarks & rubrics please see the RMIT [Turnitin: GradeMark webpage](#).