

WebCT OWL



Using Turnitin

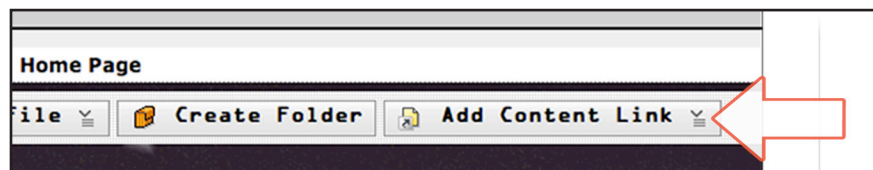
Overview

Turnitin is an online service for educational institutions used to determine the originality of a written report. Through OWL, students submit their assignments to Turnitin. Turnitin compares submitted assignment papers to its extensive online database of public Web content and to previous student assignments in search of large amounts of text taken from these sources. Turnitin ranks each paper based on the amount of unoriginal text, allowing the instructor to act according to the results. The Turnitin integration in OWL has made the Turnitin process easier to use for both the instructor and the student. This manualette will demonstrate how to:

- » Create a new assignment
- » Add an existing Turnitin assignment from the inventory
- » Submit a paper to an assignment
- » View submitted papers
- » View originality reports
- » Mark submitted papers.

Create a New Turnitin Assignment

Step 1: Under the **Build** tab, click on **Add Content Link**



Step 2: Select **Turnitin Assignment**

Step 3: Type the assignment's title in the text box. Click **Create Turnitin Assignment** and OWL will connect to Turnitin.com

Step 4: A new assignment form will appear. Complete it by filling in the appropriate information:

- » Re-enter the **title** for the assignment
- » Enter a point value. This should match the point value as defined in your OWL section.
- » Enter a **start date** - when students can begin to submit their papers
- » Enter a **due date** - when the papers are due
- » Enter a post date - the final date when the papers will be accepted

- Step 4:
(continued)
- » Click on **more options**
 - o Enter additional instructions in the **enter special instructions** box (this is optional)
 - o “Generate Originality Reports for submissions?” will generate reports that describe the degree of similarity in the submission
 - o “Generate Originality Reports for students submissions?” provides three timeframe options for generating reports

Generate Originality Reports for submissions?

- yes
 no

Generate Originality Reports for student submissions

on due date

Exclude bibliographic materials from Similarity Index for all papers in this assignment?

Bibliographic materials can also be included and excluded when viewing the Originality Report. This setting cannot be modified after the first paper has been submitted.

- yes
 no

Exclude quoted materials from Similarity Index for all papers in this assignment?

Quoted materials can also be included and excluded when viewing the Originality Report. This setting cannot be modified after the first paper has been submitted.

- yes
 no

Exclude small matches?

- yes
 no

Allow students to see Originality Reports?

- yes
 no

Allow submissions after the due date?

- yes
 no

Submit papers to:

standard paper repository

Search options:

- student paper repository
 current and archived internet

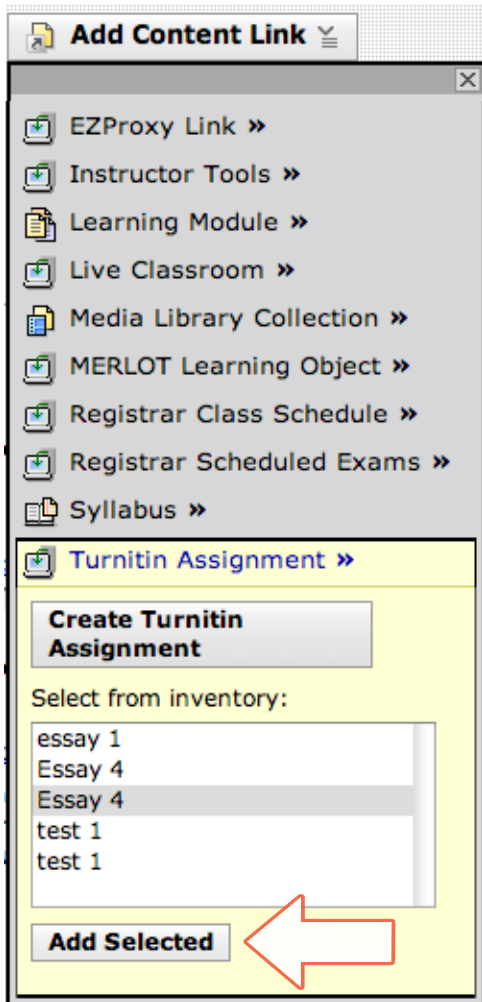
Step 4:
(continued)

- o “Exclude bibliographic materials” allows you to include/exclude bibliographic materials when generating reports
- o “Exclude quoted materials” allows you to decide whether to include/exclude quoted materials when generating reports
- o “Exclude small matches” allows you to include/exclude matches less than a certain percentage or word count when generating the Originality Report
- o “Allow students to see Originality Reports?” allows each student to see their own similarity report
- o “Allow submissions after the due date?” allows students to submit assignments after the due date, **until the post date**
- o “Submit papers to:” allows instructors to save submissions to the standard Turnitin repository or not to save at all. If the “no repository” option is selected, submissions **cannot** be compared to other submissions in the assignment
- o “Search options:” there are 3 types of digital resources turnitin searches. To remove any of these, click the checkmark on the left of the option

Step 5: Click **Submit** at the bottom when you have completed the form. A Turnitin module with the assignment’s name will be added to the Turnitin Inventory and you will return to the OWL folder where the new Turnitin assignment has been added.

Step 6: Click on the **Teach** tab, navigate to the Turnitin assignment just added, and **click on the assignment**. You are viewing the Turnitin assignment inbox. At the top of the inbox, click the button labeled “Roster Sync”. This will synchronize the students in the gradebook with the Turnitin assignment. You may want to do this again as the due date approaches. Roster Sync may take some time, patience is required.

Add an Existing Turnitin Assignment from the Inventory



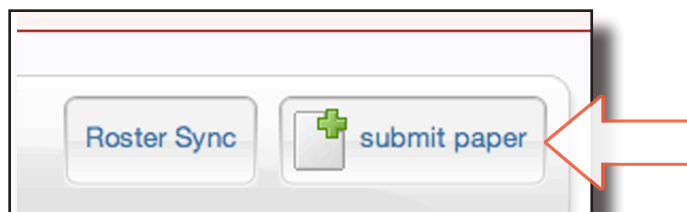
If you have already created a Turnitin assignment, you can use that assignment again at another time for the same course or for multiple groups within a course, or if you wish to add an additional link from another page. Instead of creating a new Turnitin assignment, select an assignment name from the Turnitin Inventory.

- » From the build tab choose **Add Content Link** and select from the Inventory.
 - o Remember that a turnitin assignment can only have one set of dates and one marking scheme/options. These can be modified using the "Edit Assignment" tab.
- » Click **Add Selected** to add the selected assignment to the current organizer page or learning module.

Submit a Paper to a Turnitin Assignment

Instructors and students can submit to an assignment in their course. Both methods of submission are very similar.

- Step 1: Under the Teach tab, click on the Turnitin assignment icon for which you wish to submit a paper. OWL will connect to the assignment inbox. The instructor sees the status of each student's submission. The student sees only his/her own submission.
- Step 2: Click on **submit paper** located at the top right of the assignment inbox.



- Step 3: On the submission page,
- » Choose a method to submit a paper
 - » Depending on the submission method, select the student name from the drop-down list labeled "author." Alternatively, enter first name and last name in the fields provided.
 - » Enter a submission title in the appropriate field.
- * Unlike other features in OWL, the **Student View** does not show a true student's perspective of the tool. Students will not see any of the instructor options.
- » Browse for and select the submission. The file name will be displayed in the field on the submission page.

The screenshot shows a web form titled "submit paper: by file upload". The form includes the following elements:

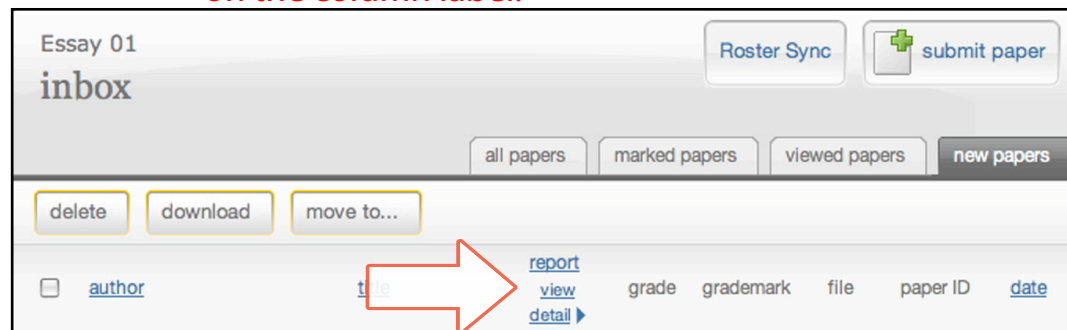
- A header bar with the text "submit paper: by file upload".
- A section titled "choose a paper submission method:" with a dropdown menu set to "single file upload".
- An "author" section with a dropdown menu set to "non-enrolled student".
- Two text input fields for "first name *" and "last name *".
- A text input field for "submission title *".
- A yellow highlighted box containing "Requirements for single file upload:" with two bullet points: "File must be less than 20 MB" and "File Types allowed: MS Word, WordPerfect". Below this is a link: "If your file exceeds 20 MB, [read suggestion](#)".
- A section titled "browse for the file to upload *" with a "Choose File" button and the text "no file selected".

Red arrows point to the "single file upload" dropdown, the "non-enrolled student" dropdown, the "submission title *" field, and the "Choose File" button.

- Step 4: Click **upload**. The assignment is submitted to the inbox and displays a Turnitin Digital Receipt.
- *Students will not have the option to change their name. Turnitin automatically recognizes enrolled students by their usernames.

View Submitted Papers

- Step 1: Under the **Teach** tab, click on the Turnitin assignment icon for which you wish to view papers. OWL will connect to the assignment inbox listing the status of each student's submission.
- Step 2: The inbox lists the "author", the paper's "title", the (originality) "report" (percentage), its "ID", and submission "date". The list also provides the ability to download the files to your computer by clicking on the icon under the **File** column. The listing can be sorted by any of the column labels that are underlined by **clicking on the column label**.



- Step 3: To access a student's originality report, **click** on the student's percentage in the **report** column.
- » The paper's information is located in the top left corner.
 - » The content from the submission which is similar to other source(s) is found on the left side, and is compared by number to the outside source(s).
 - o The sources include the percentage matching to the source, the source's database, the source's web address, and a reference number that corresponds to the plagiarized section of the paper.
- Step 4: Click on the referenced passage in the paper to compare the paper to the text from the original source.

*Turnitin provides an excellent training video on the originality report which can be accessed by viewing the following link:
http://cdn.turnitin.com/resources/multimedia/training/turnitin/narrated/Tii_originality_report/chap2_demo_audio.htm

GETTING HELP WITH ONLINE COURSES

The OWL Administrators manage and support the OWL online learning environment and can be contacted at webct-admin@uwo.ca.

QUESTIONS ABOUT OWL TOOLS

The Instructional Technology Resource Centre (ITRC) provides support for the development and use of instructional technology materials and tools. The ITRC is available for drop-in faculty support in Room 4320, Support Services Building and the Teaching Support Centre, Room 122, D.B. Weldon Library. The ITRC can be reached at 519-661-2111 Ext. 85513

OWL TRAINING

A ten part instructional video series is available at <http://webct.uwo.ca/videos/instructionalVideos.html>. Individual OWL training with an ITRC consultant is also available at the ITRC.

INSTRUCTIONAL DESIGN

Faculty are encouraged to visit the Teaching Support Centre, Room 122, D.B. Weldon Library, (519-661-2111, ext. 84622 or tsc@uwo.ca) to discuss issues of instructional design.

OWL DOCUMENTATION AND ONLINE SUPPORT

Print and video manualettes are available at: <http://itrc.uwo.ca/resources.html>
After logging into OWL, you should see a link to Faculty Support – Online Learning at Western where you can access the OWL reference manual and animated tutorials for common tasks. A faculty discussion area is also available.

STUDENT PROBLEMS WITH OWL

If your students are experiencing problems with OWL, please direct them to the ITS Customer Support Centre at 519-661-3800. Troubleshooting information is also available online. A list of common problems and solutions are available at: <http://webct.uwo.ca/commonProblems.html>.

Students should also ensure their computer is properly prepared by visiting: <http://webct.uwo.ca/checkMyBrowser.html>

Instructional Technology Resource Centre
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