

## Creating a Turnitin Assignment

1. Log into Brightspace using CUNY credentials
2. Select the course in which you would like to create the assignment.
3. Next, on the navigation bar click on “**Assessment**” then **assignment**

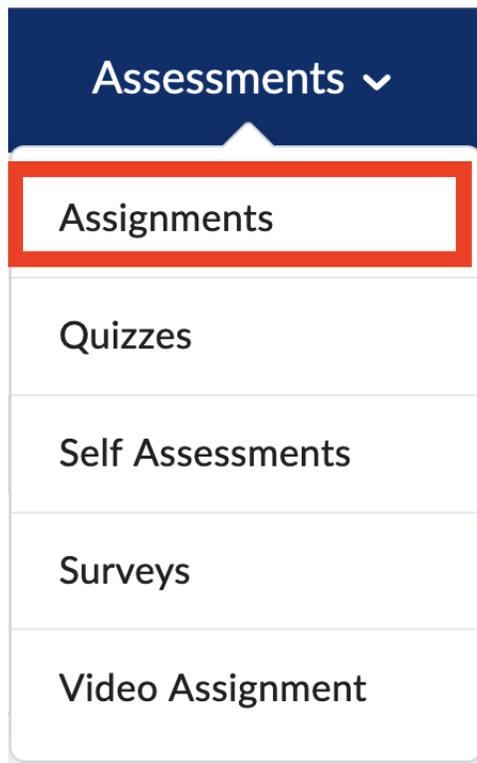


Figure 1 Assessments drop down menu

4. After that click on “**New Assignment**”



Figure 2 New assignment icon

5. On the right hand side of the screen click on the arrow next to “**Evaluation and Feedback**”

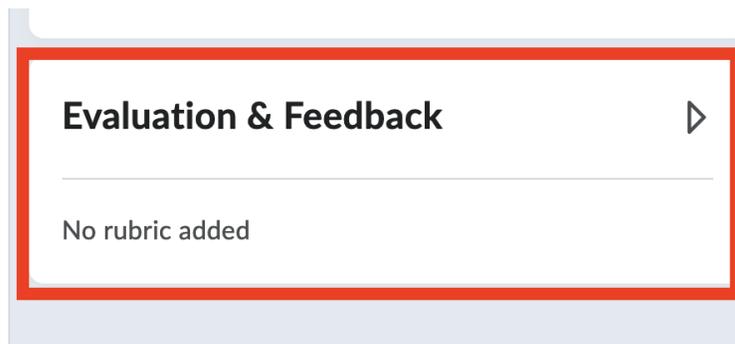
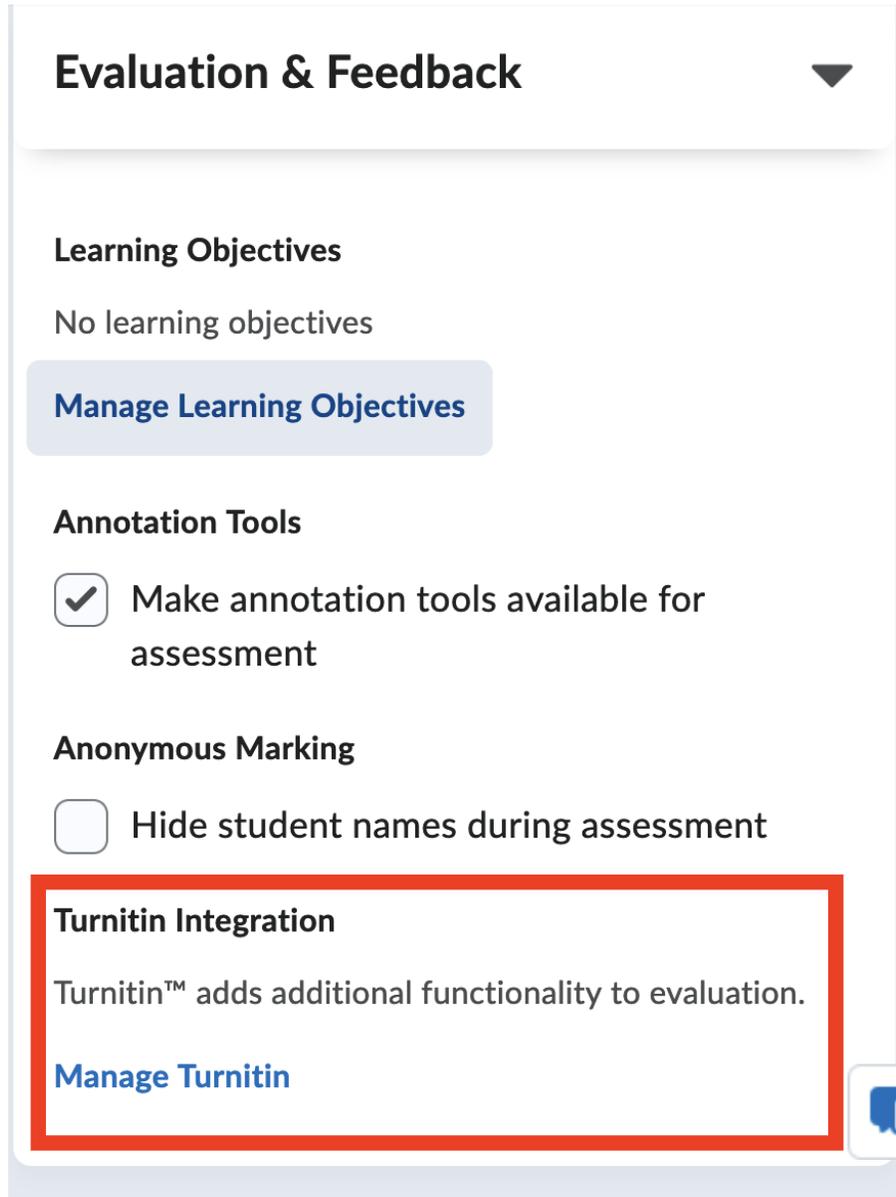


Figure 3 Evaluation and Feedback options

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6. Scroll towards the end where it says “**Turnitin Integration**” then click on **Manage Turnitin**



**Evaluation & Feedback** ▼

**Learning Objectives**

No learning objectives

[Manage Learning Objectives](#)

**Annotation Tools**

Make annotation tools available for assessment

**Anonymous Marking**

Hide student names during assessment

**Turnitin Integration**

Turnitin™ adds additional functionality to evaluation.

[Manage Turnitin](#)

Figure 4 Turnitin integration options

7. A new pop up will be displayed on your screen. You will have different options displayed. Click on the box under **similarity report** which will enable similarity report for the assignment. Scroll towards the bottom and select **more options** to further customize the assignment.

**Turnitin™ Integration**

**Similarity Report**

Enable similarity checking to identify matching or similar text to sources in Turnitin's databases

Enable Similarity Report for this folder

**Display**

Allow learners to see similarity scores in their submission folder

**Submissions Checked**

Automatic similarity checking on all submissions

Identify individual submissions for similarity checking

**Save** **Cancel**

Figure 5 Turnitin features and options

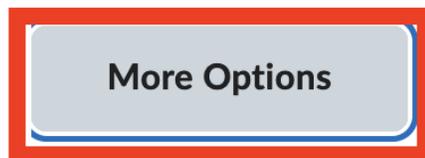


Figure 6 More option icon located at the bottom of the Turnitin option pop up

## Compare against

These search options allow you to select the repositories that students' submissions will be checked against when processing Similarity Reports for papers. The similarity score may decrease if a repository option is deselected.

The options are:

- Student paper repository - compares current submissions to previous submissions in classes and assignments in Turnitin across institutions.
- Institution paper repository - compares current submissions to the repository of student papers unique to your institution.

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- Current and archived internet - compares current submissions to a repository of archived and live publicly available internet pages containing billions of pages of existing content and tens of thousands of new pages added daily.
- Periodicals, journals, & publications - compares current submissions to third party periodical, journal, and publication content including many major professional journals, periodicals, and business publications.

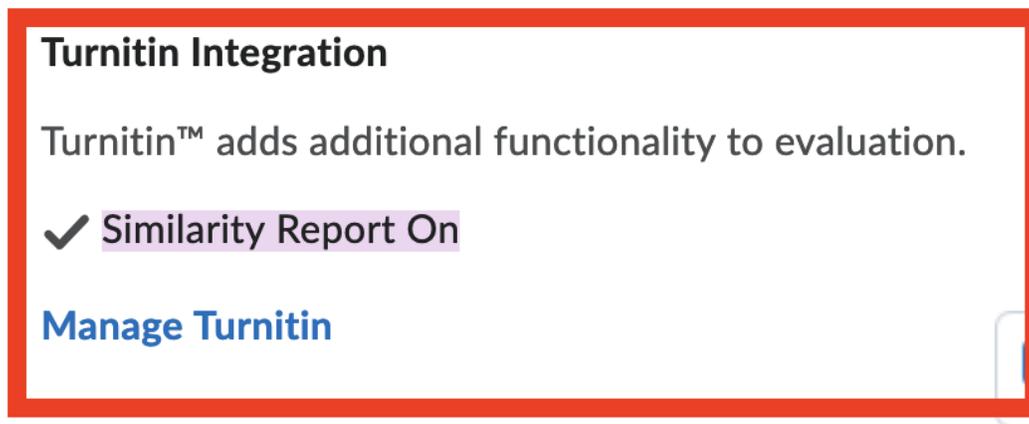
## Similarity Report

### Report generation and resubmissions

- **Generate reports immediately (students cannot resubmit)**
- Similarity Reports for all submissions will be generated immediately. Students cannot resubmit papers. If, for any reason, a resubmission is required when this setting is selected, you must manually delete a student's submission from the assignment inbox to allow the student to submit again.
- Generate reports immediately (students can resubmit until due date). After 3 resubmissions, reports will generate after 24 hours.
  - *This option is recommended when instructors want to use the Similarity Report as formative feedback.*
  - Similarity Reports will be generated immediately for each student's initial submission to this assignment. Students can check their work, make changes as necessary and resubmit the best version. of their paper to the assignment. Students may resubmit as often as they wish until the assignment's due date.
  - Similarity Reports for a fourth or subsequent submission will generate after 24 hours of submission. With resubmissions, only the latest submission's report will be available to both you and the student.
- Similarity Reports will regenerate within an hour of the due date and time to allow student submissions to compare against one another within the same assignment also known as collusion check. Collusion check will typically occur within an hour of the due date and time. This means that Similarity Reports will regenerate in order to compare student submissions against one another within the same assignment. In addition, it is possible that the report score will change after collusion check has occurred. This report regeneration may cause a change in a paper's similarity score. No resubmissions are allowed after the due date and time of the assignment.
- **Generate reports on due date (students can resubmit until due date)**

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- Similarity Reports will not be generated for any submission until the due date and time of the assignment is reached. Students may resubmit as many times as needed until the due date and time, but will not receive reports during this period. No resubmissions are allowed after the due date and time of the assignment.
  - **Allow students to view Similarity Reports**
    - Select the checkbox to allow your students to view their Similarity Reports for submissions to this assignment.
  - **Exclude bibliographic materials.**
    - Select the checkbox to exclude text appearing in the bibliography, works cited, or references sections of student papers from being checked for matches when generating Similarity Reports. You can overwrite this setting in individual Similarity Reports.
  - **Exclude quoted materials**
    - Select the checkbox to exclude quotations from being checked for matches when generating Similarity Reports. You can overwrite this setting in individual Similarity Reports.
  - **Exclude small sources**
    - Select the checkbox to exclude matches that are not of sufficient length (determined by you) from being considered when generating Similarity Reports. A box will appear, where you can exclude matches by word count or by percentage. You can overwrite this setting in individual Similarity Reports.
8. Once finished click **save**. The new assignment screen should be displayed and on the right-hand side of the screen under Turnitin Integration there should be a check mark next to **Similarity Report On**.



*Figure 7 Similarity report option on under the Turnitin integration category*

9. Click **save and close**.