

Using Turnitin Independent of Moodle

To use Turnitin outside of Moodle, an account need to be created through IT Services. To do this, please send an email to helpdesk@concordia.ab.ca

Once an account is created, please follow the steps outlined below (instructions provided are based on a Paper Assignment type)

Log-in to your Turnitin account. (http://www.turnitin.com/en_us/login)

Step 1:

1. Click on **Add Class** (only needs to be done once per class)
At this stage, you can provide to your students the class id, so that they can self-enroll in the Turnitin class you have just created.
2. Click on the **Class name**, and then click on **Add Assignment**.
3. Select an assignment type, and then click on **Next Step**.
4. Define the **Assignment title**, a **start date**, **due date** and **post date**.
5. Click on **Optional settings**.
Set to Yes the following: Exclude bibliographic materials, exclude quoted materials, allow students to see originality reports
6. Click on **Submit**.

Step 2: Add students (optional)

Option 1:

1. Click on the **Students** tab.
2. To add 1 student, click on the **Add Student** tab, and enter the student's first name, last name and email address, and click on **Submit**.

Option 2

2. To bulk-add students, save the students' information (first name, last name and email address; no column headers needed) on an Excel spreadsheet.
3. Click on the **Upload Student List** tab, and browse to the location where you saved the Excel sheet.
4. Click on **Upload List**.
5. Confirm your list, and click on **yes, submit**, if all information is correct, otherwise, click on *no, go back*, and make corrections, and repeat this process.
6. Click on **return to students**.

At this point, your students will receive email confirmation of their log-in credentials and they will be able to log-in to Turnitin and make their submission(s).

How to use Turnitin in Moodle

1. From your main Moodle course page, click on **Turn editing on**, if it is not already on.
2. On the designated week, click on **Add an activity or resource**.
3. Choose **Turnitin Assignment 2**, and then click on **Add**.
4. At this stage you need to define the parameters of your Turnitin submission requirements. The most important components are listed below:

General:

Turnitin Assignment Name – this is the display name that your students see on their Moodle course page

Submission Type – set this File upload

Maximum File Size – depends on what your expected file sizes are, but the default value of 40MB suffices for most instances

Display Originality reports to Students – set this to Yes if you want your students to see the Turnitin evaluation of their submission

Assignment Part 1

Name – the default Part 1 would normally suffice

Start Date

Due Date

Post Date (usually the same as due date)

Originality report Options:

Report Generation Speed – set this to Generate reports immediately (resubmissions are allowed until due date), if you want your students to be able to make several draft submissions until your designated due date

Exclude Bibliography – set to Yes, if you want to exclude bibliography entries on the originality report

Exclude Quoted material – set to Yes, if you want to exclude quoted entries on the originality report

5. Click on **Save and return to course**.

At this stage, students can start submitting their work through the Moodle link.