

## 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](mailto: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](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.

**Note: Students have to wait for a 24-hour turnaround time before they can submit another version of their document
--