

TURNITIN: ENABLE SIMILARITY CHECKING FOR AN ASSIGNMENT



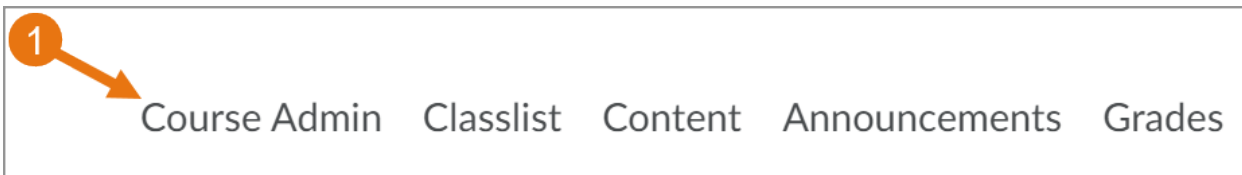
Teaching and Learning Support Service (TLSS), uOttawa

CONTEXT

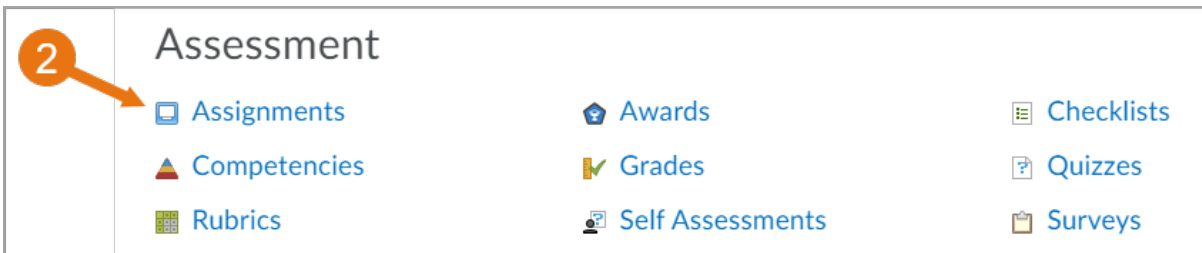
Turnitin, integrated into the uOttawa **Brightspace Assignment** tool, helps promote originality and integrity in students' work by comparing a student's **Assignment** submission with a vast database of academic content, internet sources, and previously submitted documents. **Turnitin** then generates a **Similarity Report** showing the percentage of text that matches other sources. This report helps students better understand citation practices and the importance of originality in their work, as well as aids professors in identifying unoriginal content. This guide covers how to enable **Turnitin** for a **Brightspace Assignment**.

I. ACCESS THE BRIGHTSPACE ASSIGNMENT

1. Log into **Brightspace** and access the course where you want to adjust **Turnitin** settings. Via the Navbar in the course, click on "**Course Admin**".



2. Under the **Assessment** section, click on "**Assignments**".

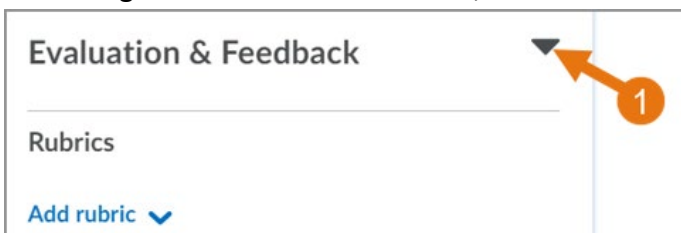


3. You then have two options:

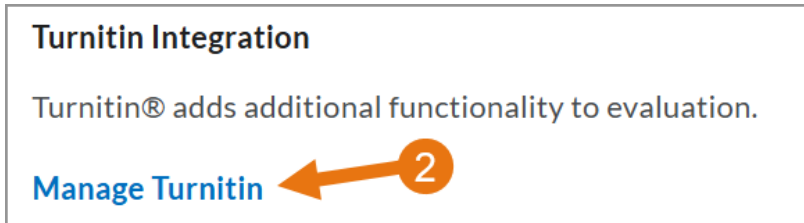
- A. If you have already created an **Assignment** in **Brightspace** that you wish to enable **Turnitin** for, click the downward pointing arrow next to that assignment's name and select "**Edit Assignment**". Then proceed to [Section II. Enable Turnitin and Adjust the main settings](#).
- B. If you have not yet created an **Assignment** in **Brightspace** that you wish to enable **Turnitin** for, click on the "**New Assignment**" button and consult our [Create an Assignment](#) guide. Once the **Brightspace Assignment** has been created, return to [Section II. Enable Turnitin and Adjust the main settings](#) in this guide.

II. ENABLE TURNITIN AND ADJUST THE MAIN SETTINGS

1. On the right-hand side of the screen, scroll down and click on the arrow next to "**Evaluation & Feedback**".



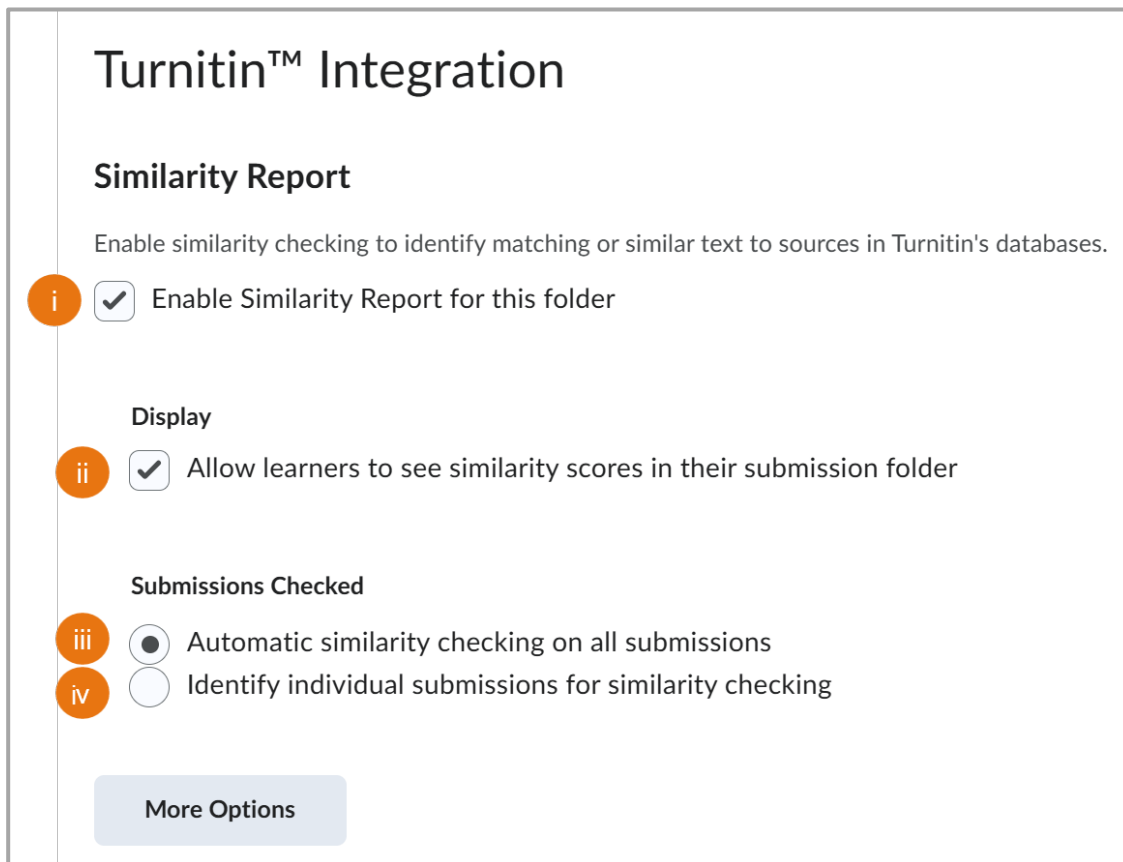
2. Under the **Turnitin Integration** section, click on “**Manage Turnitin**”.



3. In the **Turnitin Integration** pop-up window, you can enable various features:

A. **Similarity Report**

- i. **Enable Similarity Report for this folder** - Select this option to enable similarity checking.
- ii. **Display: Allow learners to see Turnitin similarity scores** - Select this option to allow students to see their similarity scores.
- iii. **Submissions Checked: Automatic similarity checking on all submissions** - Select this option if you want the system to check all submissions.
- iv. **Submissions Checked: Identify individual submissions for similarity checking** - Select this option if you want to only assess certain submissions. You will be able to indicate which submissions to assess.



4. Proceed to [Section III – Adjust Advanced Settings](#). The advanced settings allow you to indicate whether late submissions are permitted, as well as to exclude items from being checked for the **Similarity report** (e.g. bibliographic or quoted materials).

III. ADJUST ADVANCED SETTINGS

Important Notes: The settings that you put in place for the **Brightspace Assignment** itself dictate how the **Turnitin** settings you adjust will behave. For example, several **Turnitin** settings state that:

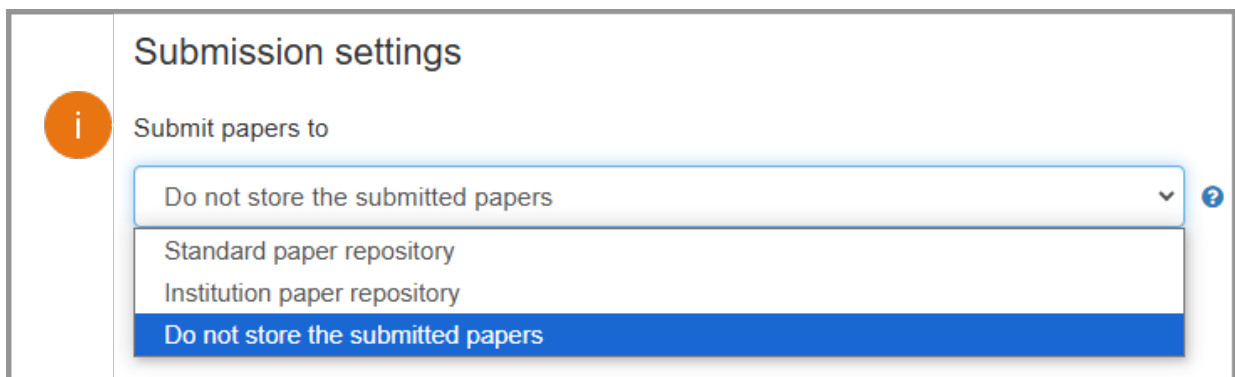
- A. Students can submit up until the **Due Date**.
- B. Students can resubmit (i.e. make more than one submission).

However, setting a **Due Date** for the **Assignment** does not limit **Turnitin** submission ability. Students will still be able to submit past the **Due Date**. Submissions will simply be marked as “late”. It is in fact what is set as the **End Date** for the **Brightspace Assignment** that will limit submission ability. Similarly, although the **Turnitin** setting may state that students can resubmit, it is the **Submission** settings under the **Submission & Completion** tab for the **Brightspace Assignment** that dictate whether resubmissions can be made. Accordingly, it is necessary to adjust the **Due Date**, **Availability** and **Submission & Completion** settings for a **Brightspace Assignment** to ensure that they match what you wish to accomplish with **Turnitin**. Please consult Section III (p.7) and Section IV (p.13) of our [Create an Assignment](#) guide.

1. Click on “**More Options**” to access advanced settings. Here, you can adjust:

A. Submission settings

- i. Use the drop-down to select how submissions will be stored. **Important:** Although there is a **Standard Repository** option, to adhere to uOttawa policy, please select either the “**Institution paper repository**” or the “**Do not store**” option.
 - **Submit papers to: Standard paper repository** - Submissions are stored in Turnitin’s global repository.
 - **Submit papers to: Institution paper repository** - Submissions are only stored in The University of Ottawa’s repository.
 - **Submit papers to: Do not store the submitted papers** - A **Similarity Report** will be generated for submissions, but submissions will not be stored for future comparison.



- ii. **Allow submission of any file type** – Select this option to allow all file types to be submitted. **Note:** **Turnitin** is not able to process certain file types to generate a **similarity report** (e.g. images). This option is selected by default. To ensure that only files that can be analyzed by Turnitin are accepted, make sure to select “**Compatible with Turnitin**” under the “Submission & Completion - Allowable File Extensions” setting’s section for the assignment.
- iii. **Allow late submissions** - This option is selected by default and is currently under review. Nevertheless, adjusting the **End Date** setting for the **Brightspace Assignment** will prevent students from submitting past the specific date and time indicated in the **End Date** field (*See **Important note** at start of section).

B. Similarity Report settings

- i. **Generate Similarity Reports for student submission** - Select this option to enable the generation of **Similarity Reports** for student submissions. Once checked, a dropdown menu will appear. Use the drop-down to select how the reports are generated:

- **Generate reports immediately (students cannot resubmit)**

Similarity Reports for all submissions will be generated immediately. Students cannot resubmit papers only if you have selected “**Only one submission allowed**” under the **Submission & Completion** section for the **Brightspace Assignment** itself. **Note:** If a resubmission is required when this **Turnitin** setting and the “**Only one submission allowed**” setting are selected, you must manually delete the student's submission to allow the student to submit again (*See **Important note** at start of section).

- **Generate reports immediately (students can resubmit until End date)**

This option entails using the **Similarity Report** as formative feedback. Reports will be generated immediately for each student's 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 until the assignment's **End Date** (*See **Important note** at start of section).
- **Similarity Reports** are generated almost instantly except once a fourth submission is made. Reports will only be generated 24 hours after submission in those cases.

- **Generate reports on due date (students can resubmit until End date)**

Similarity Reports for all submissions will only be generated once the **Due Date** has occurred.

- Students may resubmit until the assignment's **End Date**, but will not receive a report (*See **Important note** at start of section).

The screenshot shows a settings panel titled "Similarity Report" with an information icon. A checkbox labeled "Generate Similarity Reports for student submission" is checked. Below it is a dropdown menu with the following options:

- Generate reports immediately (students cannot resubmit)
- Generate reports immediately (students cannot resubmit)
- Generate reports immediately (students can resubmit until due date): After 3 resubmissions, reports generate after 24 hours
- Generate reports on due date (students can resubmit until due date)

- ii. **Allow students to view Similarity Reports**

- Select this option to allow students to view their **Similarity Report Score** for submissions to the assignment. **Note:** This will automatically be selected when you check off “**Allow learners to see Turnitin similarity scores**”, under the main **Turnitin** settings section (See Step 3, under [Section II](#)). You cannot modify the setting here.

- iii. **Exclude bibliographic materials**

- Select this option to exclude text that appears in the bibliography, works cited, or references sections of student papers from being checked for matches when generating **Similarity Reports**.

iv. **Exclude quoted materials**

- Select this option to exclude quotations from being checked for matches when generating **Similarity Reports**.

v. **Exclude small sources**

- Select this option to exclude matches that are not of sufficient length (indicated by you) from being considered when generating **Similarity Reports**. After selecting this option, a box will appear where you can exclude matches by word count or by percentage.

Important Note: You can override settings iii-v. in individual **Similarity Reports**. To learn more about adjusting these settings for an individual **Similarity Report**, consult [Turnitin's exclusion guidance page](#).

C. **Compare against settings**

Select among the options to indicate which **Turnitin** repositories students' submissions will be checked against when processing **Similarity Reports** for submissions. The Similarity Score may decrease if a repository option is deselected.

- Student paper repository** - Select this option to compare submissions to previous submissions in classes and assignments in **Turnitin** across institutions.
- Institution student paper repository** - Select this option to compare submissions to previous submissions in classes and assignments in **Turnitin** across the University of Ottawa.
- Current and archived internet** - Select this option to compare 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** - Select this option to compare submissions to third-party periodical, journal, and publication content including many major professional journals, periodicals, and business publications.

D. **Exclude Assignment Template**

If you have provided a template for students to follow, this can be excluded from the **Similarity Report** by uploading the template or copying the text into the **Create Custom Template** field. **Note:** Once a student has made a submission to the assignment, this feature can no longer be edited. In order to exclude a template, please ensure the following:

- Uploaded templates must be less than 100 MB. If your file exceeds 100 MB, consider removing images or saving the file as a rich or plain text file. Alternatively, use the **Create Custom Template** field.
- Templates must have at least 20 words of text.
- Accepted file types for upload: Microsoft Word, Excel, PowerPoint, WordPerfect, PostScript, PDF, HTML, RTF, OpenOffice (ODT), Hangul (HWP), and plain text.

- E. **Additional Settings: Save these settings for future use** - Select this option to save the **Turnitin** settings as defaults for the creation of future assignments.

2. After adjusting the settings, click “**Submit**”.
3. Then, click “**Save**” on the Main **Turnitin** settings page.
4. Finally, to apply the changes to your assignment, click “**Save and Close**” in the **Brightspace Assignment** interface.

NEED HELP WITH TURNITIN?

- Consult the TLSS Turnitin info page and TLSS Turnitin guides.
- Consult the Turnitin [User Guides](#) or contact the [Turnitin Help Team](#) for assistance.
- Contact the TLSS:
 - Submit a request via the [self-service portal](#). Make sure to select "Teaching and Learning" and then "Send us your request – TLSS"; or
 - Visit the walk-in lab located in VNR1020, Monday-Friday 10 a.m.-12 p.m. or 1-3 p.m.; or
 - [Book an online 30-minute consultation](#) with a ped-tech specialist.