Creating a Turnitin Assignment (LTI) Inbox in Learn Ultra – a staff guide

The following instructions and information will help you to create a Turnitin assignment (LTI) inbox in Blackboard Learn Ultra, the University's virtual learning environment (VLE).

Creating an Assignment inbox:

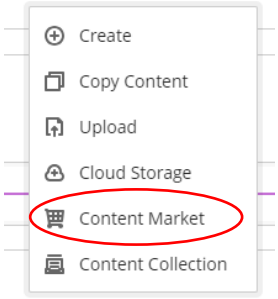
Follow the steps below to create a Turnitin Assignment inbox.

Before you begin, you will need an active University staff account and be enrolled on the Learn course as an Instructor.

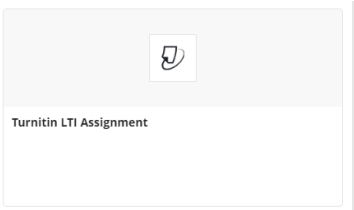
1. Once you have logged in to Learn, go into the course to which you want to add the inbox.

2. Find where you wish to locate the inbox and click on the **icon** (plus sign in a circle) to add new content.

3. You will now be offered a menu from which you should select **Content Market**.



4. From the options offered, click on the **Turnitin LTI Assignment** tile to create a new submission inbox.



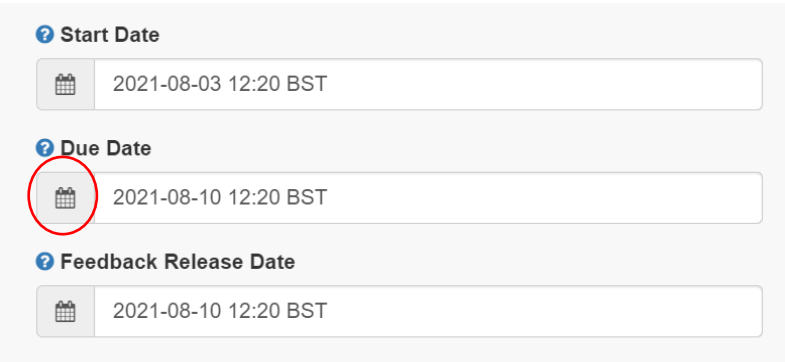
5. Add the **Assignment Title**. We recommend that the name of the assignment makes it clear that the assignment is a submission inbox. This is to signpost clearly to the student where they are expected to submit. Make sure this uses the same wording that you have used elsewhere in the course.

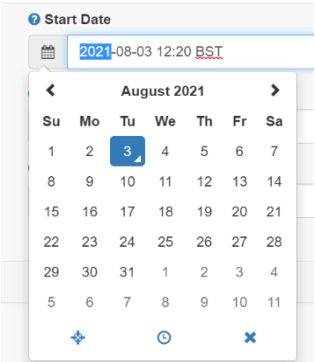
6. Add the **Max Grade**. You can include any number, but ordinarily we recommend 100 as it converts easily into a percentage.

7. Add **Instructions** for the assignment. For example, you can remind the student to include their exam number, and how to format their assignment (e.g., Word, PowerPoint). You could also remind them not to include their name in their work if it is to be marked anonymously.

8. Usually, we would recommend you leave the **Start Date** as the default. It is recommended the Start Date is no more than 12 months prior to completion of marking and release of grades; should you need the Start Date to be more than 12 months from the release of grades, please consult the service team via IS Helpline.

9. Set the **Due Date** for the assignment deadline. You can change the time and the date by clicking on the calendar icon. Make sure this agrees with the information given to students elsewhere (e.g., in the Course Handbook) and that the date and time are when there will be someone available for students to contact if they have issues.

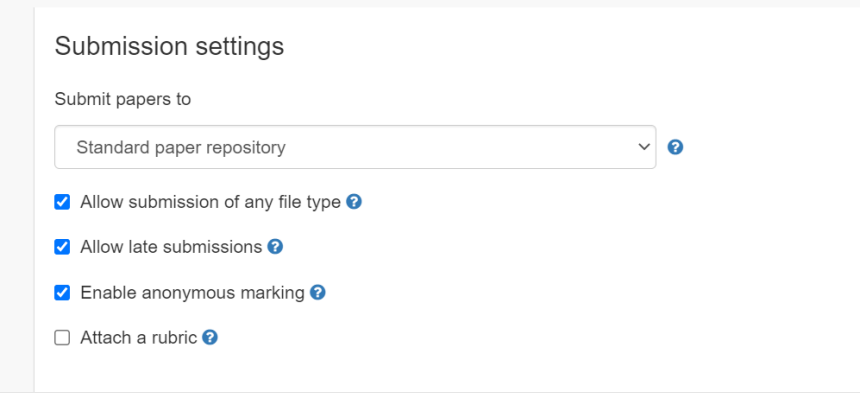




10. The **Feedback Release Date** sets when the grades and feedback will be returned to students. Make sure when setting this up that is for a date and time after which the marking will be complete and the marks are ready to be shared with students, so no information is shared prematurely. If you see that marking has been delayed you can move the date further into the future if necessary, but only as long as the initial Feedback Release Date has not already been reached.

11. Click on **Optional Settings** to open the rest of the settings.

Submission Settings:



12. Select from the dropdown menu if you would like to **submit the papers to the repository**. This means that they will be stored in the Turnitin repository, alongside other articles, journals and previously submitted files and will be cross matched with assignments submitted to Turnitin thereafter.

13. If you tick '**Allow submission of any file type'** remember that Turnitin will only be able to produce Similarity Reports for file types that the system supports for example, Microsoft files and Adobe created PDFs. More information on the File Requirements (external link).

14. Tick '**Allow Late Submissions'**. Late submissions are highlighted within the inbox. Selecting this mitigates against slow processing of files near to the deadline being rejected. It also allows late submission of work which still needs to be marked.

15. Tick '**Enable anonymous marking'** to make all submissions anonymous. If you do not remember to anonymise the inbox when you create it, you have until the first student submits to anonymise it. You may reveal the author's identity for individual submissions but once this has been done, you cannot re-anonymise it, so this should only be done when absolutely necessary (this is why it is advised that students add their exam number to their submission in case they need to be contacted). The anonymity of all submissions will be revealed automatically on the Feedback Release Date.

16. To attach a rubric, tick the '**Attach a rubric'** box and select the correct one from the dropdown menu.

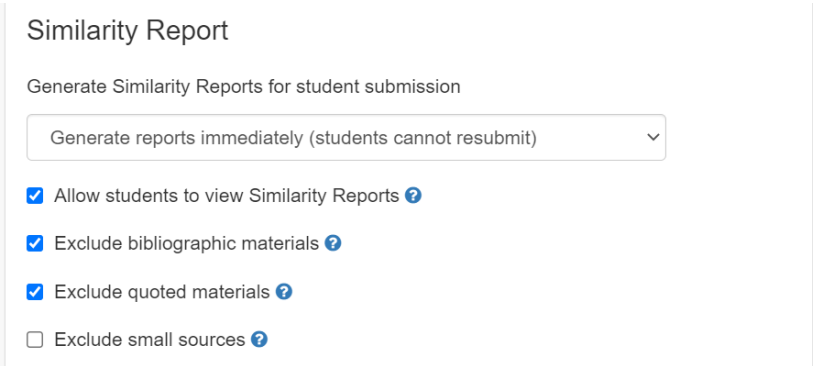
Compare Against Settings:

17. We recommend that you select **Student paper repository, current and archived web site content and periodicals, journals and publications**.

Similarity Report Settings:

18. From the dropdown menu, select **Generate reports on due date**. This will ensure a similarity report is generated at the point of submission. Other options are available should you wish not to allow resubmission before the deadline or to prevent a similarity report being generated until after the deadline. Note that allowing resubmission can be preferable as it lets students correct their own mistake if they accidentally submit the wrong file.

19. Tick '**Allow students to view Similarity Reports'. Note:** This might not be appropriate for all assignments, so it is worth considering what kind of assignment you are creating before ticking this box. We also recommend discussing with students what the Similarity Report represents.



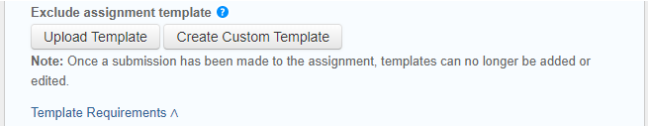
20. You might also want to tick '**Exclude bibliographic materials', 'Exclude quoted materials'** and '**Exclude small sources'** to avoid the report noting references and shorter sources. However, you can change these specific options when reviewing Similarity Reports in the Feedback Studio.

Exclude assignment template

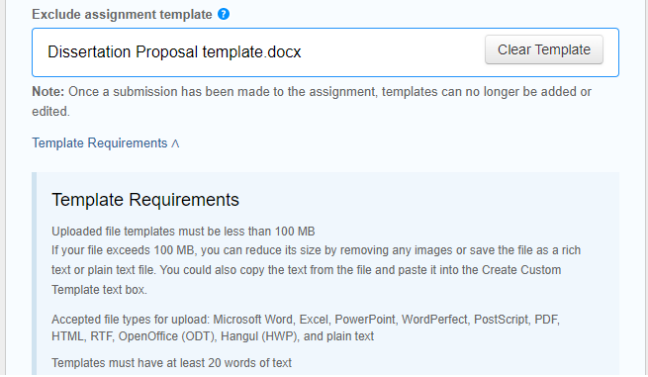
21. If you have provided a template for students to complete for their submission, you can have the template text excluded from the similarity check.

22. To do this *either*:

    A. Click **Upload Template** (which must be less than 100MB, in one of the listed formats, and have at least 20 words of text).



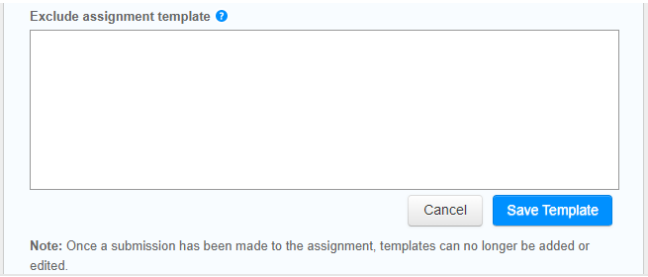
    Browse to select the correct file (which will appear in the box).



    Or:

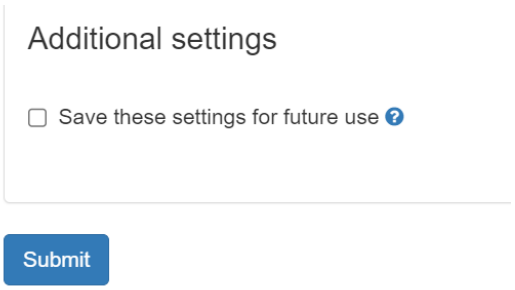
    B. Click **Create Custom Template.**
    Paste the text of the template into the box.

    Click **Save Template**.



23. You can choose to save these settings as a default for future use. Be mindful that there may be differences between separate assignments, and so always review the settings when using this

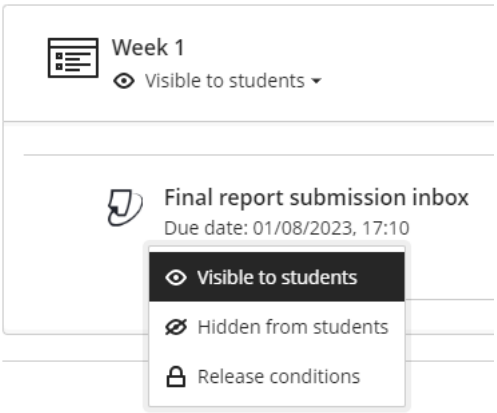
option.



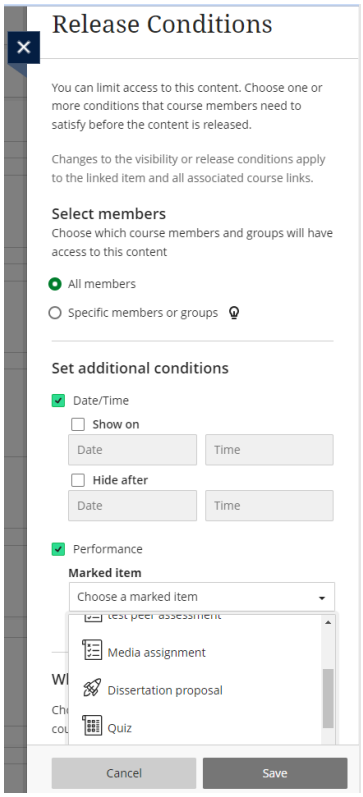
24. You should now be ready to save the assignment. Click on **Submit** to do this. The Turnitin submission inbox link should now appear in the course.

Availability & visibility of an Assignment inbox:

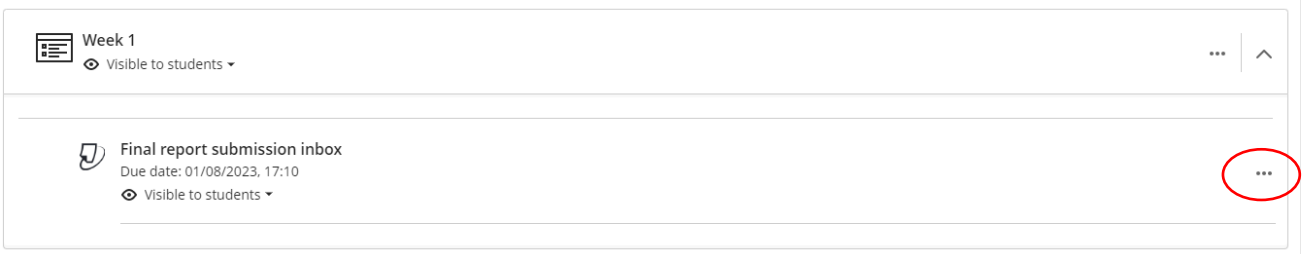
25. You can change the availability and visibility of an inbox for some or all students. You can make an inbox **Visible to students** (so it will be visible to all students who have access to the area where the inbox has been placed) or **Hidden from students**. Clicking on the down arrow and selecting **Visible to students** or **Hidden from students** from the dropdown menu will take immediate effect on the inbox.



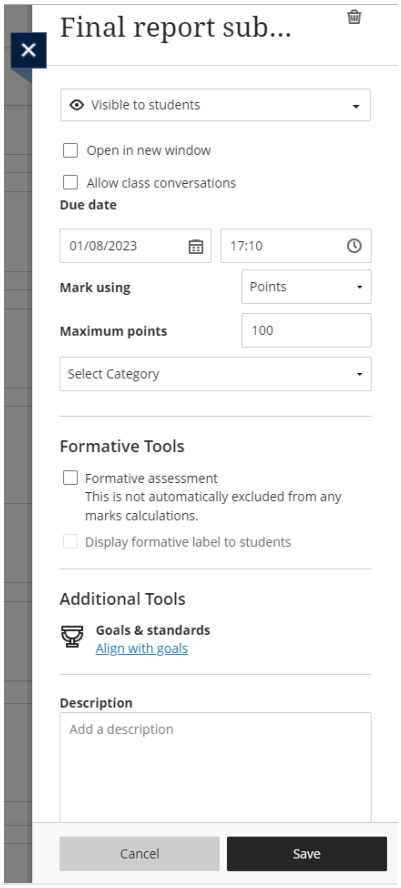
26. **Release Conditions** allow an inbox to be made available to specific students or groups, with the possibility of making this true only at certain times and/or according to their performance in another part of the course. To edit the release conditions, select the Date/Time link. Select any additional release conditions under which the submission inbox is to be made available and click **Save** or else click **Cancel**.



27. You can access these and additional options by clicking on the ellipsis (...) alongside the inbox and selecting **Edit** from the menu. Once a submission inbox is created, release conditions are turned on by default. If release conditions are already set, you need to reselect the release conditions from the drop-down menu.



28. Here you can identify this as a **Formative** assignment and, if so, decide if it should be labelled as such; to have it open in a new window (we would recommend not to select this if possible); and if you wish to allow class **Conversations** to be associated with the submission point (if you select this, you need to consider how you intend students will use this and if another method of communication would be preferable). Make your selection and click **Save** or else click **Cancel**.



29. You can also change the availability and visibility of an inbox by accessing the submission inbox via the Gradebook.

Alternative format:

If you require this document in an alternative format, such as large print or a coloured background, please contact IS Helpline:

https://www.ed.ac.uk/information-services/help-consultancy/contact-helpline