

# Quick Reference - Turnitin

## Enable Turnitin on an assignment

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This document will explain how to edit a Canvas assignment to enable a Turnitin submission. It is a two-step process – first enabling Turnitin within a Canvas assignment and then adjusting the assignment settings within Turnitin.

### Update assignment settings in Canvas

From the Assignments area in Canvas, locate your desired assignment and click on the title to open it. Click 'Edit' in the upper-right corner.

It is recommended that you include the following paragraph at the end of your assignment instructions:

*I understand that my paper will be checked against multiple sources for original content. A report will be generated that shows if content in this paper matches content in documents available on the Internet, in many print journals, and a database of other papers submitted by students. If submitted to the instructor, my paper will be added to the student database for comparison of future OSU papers against it. I maintain ownership of the original intellectual property created in this paper. I understand that results of this report may be used by the University in student conduct proceedings related to academic dishonesty:*

[http://studentlife.oregonstate.edu/sites/studentlife.oregonstate.edu/files/student\\_conduct\\_code\\_1.pdf](http://studentlife.oregonstate.edu/sites/studentlife.oregonstate.edu/files/student_conduct_code_1.pdf)

*For more information about preventing plagiarism see*

<http://guides.library.oregonstate.edu/content.php?pid=502512&sid=4134033>

*Turnitin generates a report that highlights any potentially unoriginal text in your paper.*

Under Submission Type, click the down-chevron and select '**External Tool**' from the dropdown menu. (Figure 1)

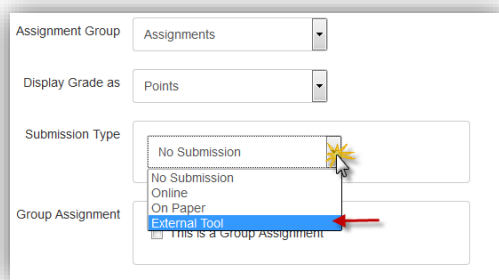


Figure 1

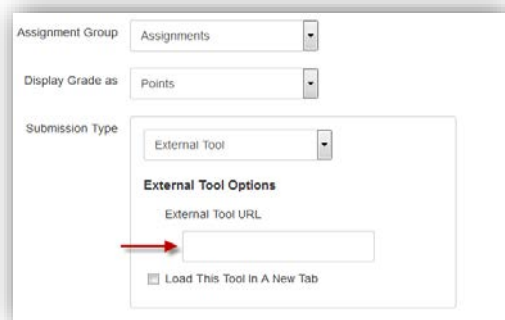


Figure 2

Place your cursor in the textbox under the text External Tool URL (Figure 2). The Configure External Tool dialog box should open.

Scroll down and select **Turnitin** from the list. (Figure 3) Click on checkbox to 'Load in a new tab'. Click Select.

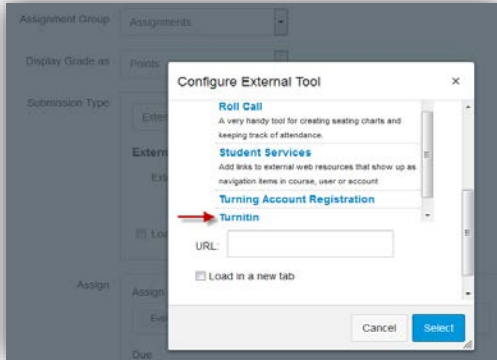


Figure 3

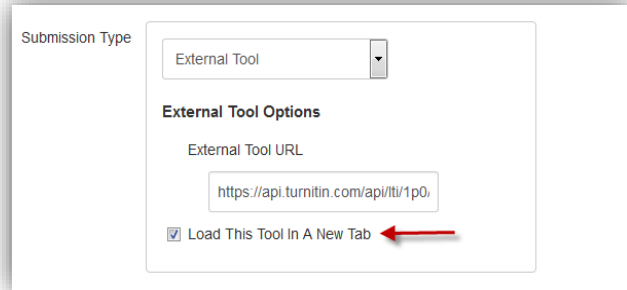


Figure 4

Select the checkbox to 'Load this Tool in a New Tab'. (Figure 4)

Click on **Save**.

## Update assignment settings in Turnitin

Scrolling down through your assignment instructions, locate the large button at the bottom titled 'Load *Assignment Name* in a new window'. (Figure 5) Click on this button to move outside of Canvas to the Turnitin Assignment Inbox window.

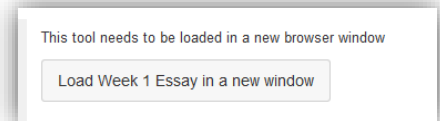


Figure 5

If you are a first-time user, you will be asked to agree with a Turnitin user agreement in order to use the system.

Click on the **Settings** tab at the top to reach the assignment settings. (Figure 6)

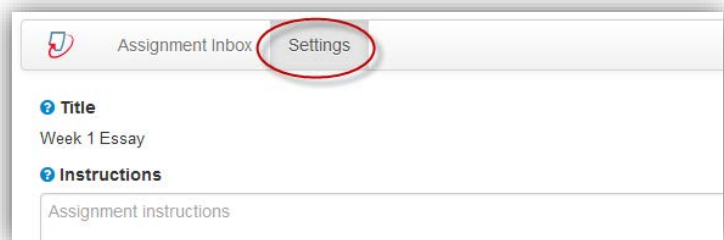


Figure 6

Adjust the maximum grade and dates on the right to reflect the same total points possible and dates that you have set on your Canvas assignment. Turnitin assignment dates will not automatically sync to Canvas in this regard. (Figure 7)

- Start Date = when the assignment link should be available to students
- Due Date = when the assignment is due
- Feedback Release Date = when grades and feedback given through Grademark (the grading application within Turnitin) will be released to students

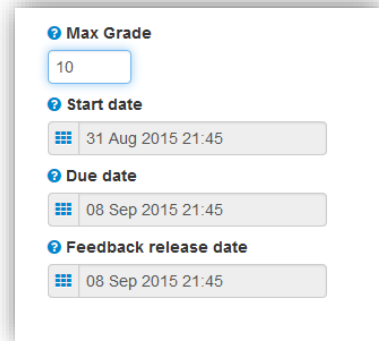


Figure 7

Allow submission of any file type?

- Yes – will allow students to upload any file type that is less than 40 mb, a minimum of 25 words and less than 400 pages
- No – will allow only file types that will generate an originality report (.doc/.docx, .odt, wpd, .ps/.eps, HTML, .hwp, .rtf, .txt, Google docs, .pdf, .pptx/.ppt/.ppsx/.pps, .xls/.xlsx)

Click on the **Optional Settings** link at the lower left. (Figure 8)



Figure 8

Check the appropriate checkboxes based on your preferences:

Allow late submissions? Yes / No

Compare submitted papers against the following sources: We recommend using the default settings that compares the paper against all sources.

Originality Report generation and resubmissions: Select from

- Generate reports immediately (re-submissions not allowed)
- Generate reports immediately (re-submissions allowed until due date)
- Generate reports on due date (re-submissions allowed until due date)

Exclude bibliographic materials from Similarity Index for all papers in this assignment?

Yes/No

Exclude quoted materials from Similarity Index for all papers in this assignment?  
Yes/No

Exclude small matches? Yes/No

Allow students to view Originality Reports? Yes/No (We recommend 'Yes' for this setting.)

Submissions to this assignment will be stored in:

- Standard paper repository (*stores students' work in database that contains all Turnitin users' papers.*)
- Institution paper repository (*stores students' work in a database containing only OSU student papers.*)
- Student's choice of paper repository
- Do not store the submitted papers (*Select this if this is the first draft of a paper to prevent the system from using the paper against the student when generating an originality report on the final draft.*)

Add PeerMark assignments: Yes / No ('Yes' allows Turnitin to generate peer reviews for the assignment within Turnitin.)

Attach a rubric to this assignment: Any rubrics attached to the assignment must be created here. Canvas rubrics do not automatically connect to Turnitin rubrics.

Enable grammar checking using ETS *e-rater* technology? Yes/No (E-rater is an auto-commenting feature available in Turnitin)

Would you like to save these options as your defaults for future assignments? Yes/No

Click **Submit**.

The tab will automatically close and you will be returned to Canvas. You will see the large button at the bottom of your instructions replaced with the text 'This tool was successfully loaded in a new browser window. Reload the page to access the tool again.'

## Tips

If you intend to have students submit a first draft and then a final draft and have them evaluated by Turnitin, you will need to create two separate assignment links in Canvas.

Consider including links to the following student tutorials in your assignment instructions or Getting Started area in your Canvas course: [How does a student submit a Turnitin assignment?](#) and [Student access to originality report and feedback](#).