

# Using Turnitin in Kodiak: Getting Started

## Syllabus Statement

If you plan to use Turnitin in a class, either through a Kodiak class or through Turnitin.com, you must notify the students of your intention. **The University requires you to post the following statement on your syllabus or in Kodiak:**

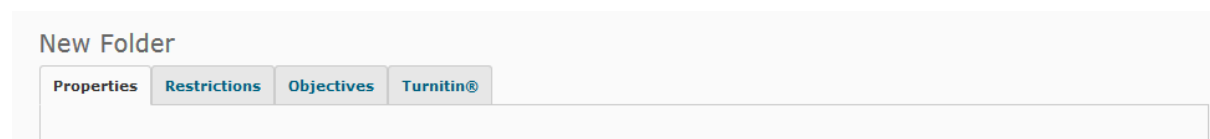
*Western New England University is committed to academic integrity and the ethical use of information as enumerated in the Western New England University Catalogue, Student Handbook, and Academic Integrity brochure. In order to avoid plagiarism and teach students how to properly use and cite sources, papers required in this course may be submitted by students and/or faculty to the plagiarism prevention service, Turnitin.com. Papers submitted to this service will be evaluated against an extensive database of source documents for textual similarities, and an originality report indicating such similarities will be generated. Papers submitted for analysis **will not** become part of the Turnitin.com proprietary, restricted-access database, which is used to detect possible plagiarism in other documents. By taking this course you agree to submit papers in electronic format and allow the submission of such papers for review in Turnitin.com. Use of this service is subject to the Terms and Conditions of Use posted on the Turnitin.com site, <http://www.turnitin.com>.*

## Enabling Turnitin in Kodiak

### Please note:

- ✚ You enable Turnitin originality check through **Assignments** in a Kodiak course.
- ✚ You cannot disable Turnitin once it has been enabled for an Assignments Submission folder.
- ✚ If you have already created a class in Turnitin.com within an instructor's account, it will not be accessible in Kodiak. The assignment must be re-created in a Kodiak Assignments Submission folder for that class.

1. Log into Kodiak.
2. Choose the course in which you want to use **Turnitin**.
3. On the Course Home page, click on the **Assignments** link.
4. Click on **New Submission Folder** or choose an existing folder and click on Edit to add Turnitin originality checking to an assignment.



5. For a **New Submission Folder** provide a name for the assignment and complete the **Submission Options** near the bottom of the **Properties** tab:

Submission Options

Hide Submission Options

**Files allowed per submission**

Unlimited

One file per submission

**Submissions**

All submissions are kept

Only the most recent submission is kept

Only one submission allowed

**Notification Email**

6. Next, open the **Turnitin** tab
7. Check the box located next to **Enable GradeMark® for this folder**. Then, determine how you want to sync grades with Kodiak if you choose to use GradeMark®. *You do not need to use GradeMark® in order to use Turnitin Originality Check, but you must enable it in order to turn on Originality Check.*


## Turnitin® Integration

### GradeMark®

#### Evaluation

Enable GradeMark® for this folder

#### Transfer

- Automatically sync grades as Draft in Brightspace 
- Manually sync grades as Draft in Brightspace

8. Next check the box next to **Enable Originality Check for this folder**. Also determine whether or not students can see their Turnitin similarity score in their submissions folder and whether all submissions will be checked or only ones you submit for scoring.

## Originality Check®

Enable Originality Check® for this folder

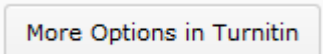

### Display

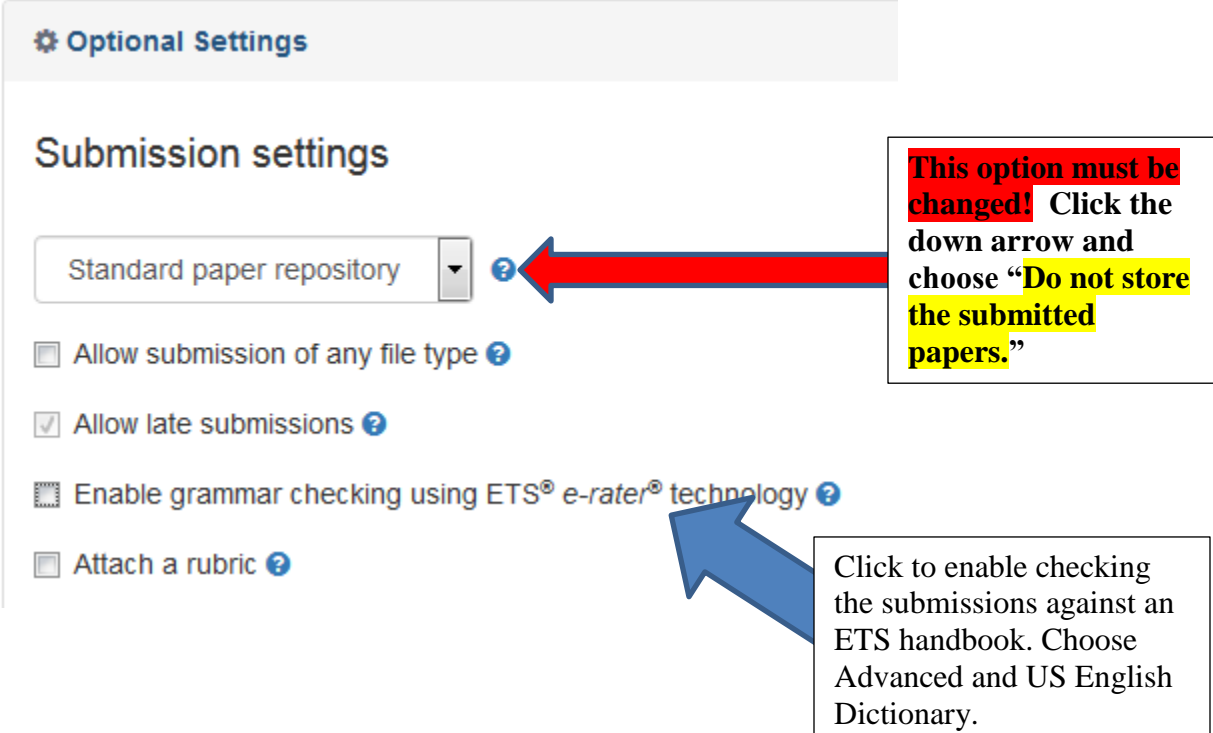
Allow learners to see Turnitin® similarity scores in their submission folder

### Frequency

- Automatic originality checking on all submissions
- Identify individual submissions for originality checking

More Options in Turnitin®

9. Open , then open . **DO NOT SKIP THIS STEP! AN IMPORTANT CHANGE MUST BE MADE TO THE FIRST SUBMISSION SETTING.**



**Optional Settings**


### Submission settings

Standard paper repository 

Allow submission of any file type 

Allow late submissions 

Enable grammar checking using ETS® e-rater® technology 


Attach a rubric 


**This option must be changed! Click the down arrow and choose "Do not store the submitted papers."**

Click to enable checking the submissions against an ETS handbook. Choose Advanced and US English Dictionary.

Be sure to **CHANGE** the first Submissions settings box before saving your folder. It should look like this before your settings are saved:

Submission settings

Do not store the submitted | 



The box should look like this!


Leaving this option as *Standard Paper Repository* would put Western New England University student papers into the Turnitin student database; a practice that University policy does not allow.





10. Complete the rest of the Submission Sessions:

Compare against


- Student paper repository
- Current and archived web site content
- Periodicals, journals and publications

Similarity Report

Generate reports immediate 

- Allow students to view Similarity Reports 
- Exclude bibliographic materials 
- Exclude quoted materials 
- Exclude small sources 

Additional settings

- Save these settings for future use 

## 11. Submission settings:

a. **CHANGE the default setting of “Standard paper repository” to “Do not store the submitted papers.”** *University policy does not allow our students’ papers to be added to the Turnitin paper database.*

b. **Allow late submissions** is checked affirmatively by default. To dis-allow students from uploading their papers after the due date, use the settings in the Assignment Submission Folder **Restrictions** tab.

c. **Compare against:**

Student paper repository (This is the Turnitin database of student papers.)

Current and archived web site content

Periodicals, journals and publications

Check the parts of the Turnitin database you would like to use to analyze the paper for originality. You may check submissions against the student database without depositing your students’ papers to that database.

d. **Similarity Report**

1. Decide when you would like the similarity report generated:

a. *Generate reports immediately (students cannot resubmit)* **THIS IS THE DEFAULT SETTING**

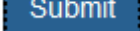
b. *Generate reports immediately (students can resubmit until due date): After 3 resubmissions reports generate after 24 hours*

c. *Generate reports on due date (students can resubmit until due date)*

2. Enable **Allow students to view Similarity Reports** if you are planning on using the **Feedback Studio** functionality of Turnitin or if you would like students to see where they might improve their work

3. Check the appropriate box if you would like to enable any of the other Similarity Report options

e. Save the **Additional settings** if desired. Saving the settings should make the changes made to options fields the new default for your submission folders.

12. Click  when finished to save your Turnitin settings.

13. Next, open the **Restrictions** tab in the folder. Set the **End Date** and **Due Date** here, especially if you do not want to allow submissions after the due date. If you make the End Date and the Due Date the same, students will not have access to the folder after that date so they cannot make late submissions. A date beyond the Due Date will allow late submissions.

The screenshot shows the 'Restrictions' tab of a submission folder settings page. It includes a 'Hidden from users' checkbox, a 'Due Date' section with a checked 'Has Due Date' option and date/time pickers for 8/23/2018 at 1:52 PM, and an 'Availability' section with 'Has Start Date' and 'Has End Date' options, both with date and time pickers.

Properties | **Restrictions** | Objectives | Turnitin®

Hidden from users

**Due Date**



Has Due Date

8/23/2018 1:52 PM Now  
*United States - New York*

**Availability**

Has Start Date  Has End Date

8/16/2018 9:52 AM Now 8/27/2018 1:52 PM Now  
*United States - New York United States - New York*

14. Click  to save your **Submission Folder** settings.
15. The  icon will appear next to folders in which Turnitin has been enabled in the **Assignments Submission Folders** list of a course.
16. If you chose to have to have all papers submitted to Turnitin, the originality reports can be viewed from the **Submissions** tab within the appropriate assignment submission folder.

The screenshot shows the 'Submissions' page for an 'August Turnitin Test'. It features a breadcrumb trail, a title, and a row of action buttons. Below the buttons is a tabbed interface with 'Users' and 'Submissions' tabs, with a blue arrow pointing to the 'Submissions' tab.


Submission Folders > Submissions

## August Turnitin Test - Submissions

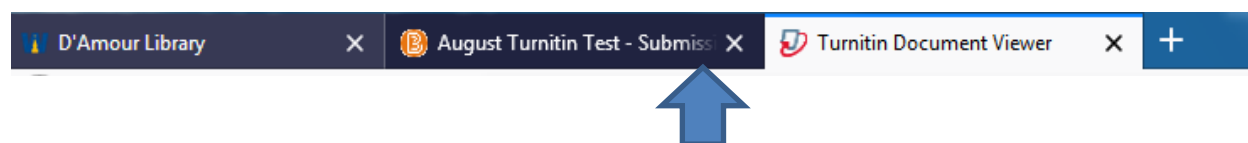
[Edit Submission Folder](#) [Email Users Without Submissions](#) [Add Feedback Files](#) [Submission Log](#)

Users | **Submissions** ←

17. Scroll to the bottom of the Submissions tab, then click on the colored section of the report bar next to each submission to see the similarity report.

<a href="#">Download</a> <a href="#">Email</a> <a href="#">Mark as Read</a> <a href="#">Mark as Unread</a> <a href="#">Delete</a>				
Submission(s)	Turnitin® Similarity	Turnitin® GradeMark®	Submission Date	Last Name ▲, First Name
<a href="#">Turnitin faculty instructions Aug 2013.docx</a> (59.73 KB)	<div style="display: flex; align-items: center;"> <div style="width: 20px; height: 20px; background-color: yellow; border: 1px solid black; margin-right: 5px;"></div> <span>29 %</span> </div>		Aug 16, 2018 1:23 PM	Perkins, StudentPriscilla

The similarity report opens in a new browser window. Click on the Folder Submissions tab of your browser to return to Kodiak.

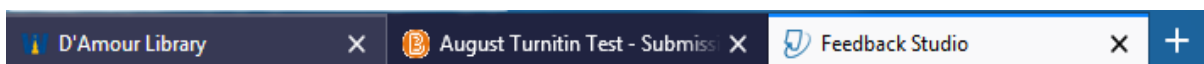


18. For information on how to interpret Similarity reports, please see the Turnitin Instructor's Manual for detailed information about originality reports.

[https://guides.turnitin.com/01\\_Manuals\\_and\\_Guides/Instructor\\_Guides/Feedback\\_Studio/19\\_The\\_Similarity\\_Report/Viewing\\_the\\_Similarity\\_Report](https://guides.turnitin.com/01_Manuals_and_Guides/Instructor_Guides/Feedback_Studio/19_The_Similarity_Report/Viewing_the_Similarity_Report)

19. **Comments** The Feedback Studio view of similarity reports enable you to put comments on the similarity report that can be viewed by the student from within Kodiak if you have enabled them to view the similarity reports (see 11 d. 2). Click on the link at the top of the Turnitin Document Viewer screen to open the Feedback Studio view:

[Try the new Feedback Studio](#)




Right click on the report where you would like to add a comment in the Feedback Studio view. **Comments are not added to the original document.**



Students will need to click on  to see the comments.

To return to a standard similarity report view, click on “Turnitin Classic” at the bottom of the screen.

20. If a similarity report was not created upon submission because the setting for 8 is

“Identify individual submissions for originality checking” you can click on the  icon next to the document in Folder Submissions that you want to run through Turnitin for originality review.

<input type="checkbox"/>	  Interface change sp2017.docx (16.18 KB) ▾	 	Aug 16, 2018 2:33 PM	Perkins, StudentPriscilla
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While the report is being run, the message “In Progress” will appear where the Submit icon had been. Once the report is complete, the message will be replaced by the similarity percentage and the appropriate color box.

If you enabled students to see similarity reports (8. Display and 10. d. 2.), they will see that you submitted their paper to Turnitin and they will be able to view the similarity report in their Assignment Submission history. Turning off access to these reports at any time during the semester will make all originality reports generated for that assignment inaccessible to the students.

**Remember:** If you would like to provide students with the option of re-writing sections identified as “similar” in the similarity report, be sure to allow multiple submissions in the Submissions Options of the Assignments Submission Folder.

**For more Turnitin training materials, visit:**

[https://guides.turnitin.com/01\\_Manuals\\_and\\_Guides/Instructor\\_Guides/Feedback\\_Studio](https://guides.turnitin.com/01_Manuals_and_Guides/Instructor_Guides/Feedback_Studio)