Create an Assignment

1. If necessary, sign in to turnitin.com.

2. Click on the class name. The class dashboard appears.

3. Click New Assignment.

4. The Select your assignment type window appears. Click Next Step.

5. The New Assignment screen appears.
6. Type the **assignment title** (the name of the assignment).

7. If you will use TurnItIn for grading, enter the points for this assignment.

8. Enter the **start date** and time (the date and time when you will begin accepting papers).

9. Enter the **due date** and time (the date and time when the paper is due).

10. Enter the **post date** and time (the date and time after which students will be able to access their graded papers).

11. Click more options.

12. The **options** appear. The following describes each option and recommended settings for each.
Turnitin

Special Instructions

Type any special instructions you want students to see before they submit their papers.

Generate Originality Reports

This must be set to yes to do any plagiarism checks.

Generate Originality Reports for Student Submissions

Set this to immediately (can overwrite reports until due date) to allow students to submit papers, see the reports on their papers, and resubmit papers after making changes.

Note: We recommend this setting so that TurnItIn can be used as a teaching tool and so that students do not see it as a punitive tool.

Exclude Bibliographic Materials
Turnitin

Setting this to **yes** will make it easier for instructors and teachers to focus on problems in the text of the paper. Theoretically, bibliographic materials *should* be similar to other materials so including them in the report confuses the results.

**Exclude Quoted Material**

Again, setting this to **yes** makes it easier to focus on the students’ work.

**Exclude Small Matches**

This setting will depend on the instructor’s decision of how large a similarity must be before it becomes problematic.

**Allow Students to See Originality Reports**

Again, by setting this to **yes** TurnItIn can be used as a teaching tool.
Allow Submissions after the Due Date

Unless the instructor gives no credit at all for a late submission, this should be set to yes.

Submit Papers to . . .

Again, an instructor option based on your views about whether students’ papers should be made available so other papers can be compared against them. Setting to standard paper repository (the default) will add the papers for this assignment to TurnItIn’s database. Setting to no repository will keep the papers from being added to the database.

Search Options

This determines what sources will be compared against the students’ papers to generate the Originality Report.

13. After setting all the options, click Submit. The assignment appears in your class dashboard.