Quick Guide – MyAberdeen: Turnitin (Staff)

This Quick Guide outlines the steps to create a Turnitin assignment in an Ultra course on MyAberdeen using the LTI 1.3 integration.

Feedback Studio (commonly referred to as Turnitin) is a third-party tool which can compare a student assignment against online sources such as web pages, databases of reference material and content previously submitted by other users across the UK.

The software makes no decision as to whether a student has plagiarised, it is simply a tool which highlights sections of text which have been found in other sources.

The assignment submitted by the student and the Similarity Report (the report generated which identifies text matches found) are displayed for the member of staff to view. Staff can see whether sources have been appropriately referenced and use their academic judgement as to whether the student has committed plagiarism. Students can see their own Similarity Report **only** if a member of staff enables this option.

Turnitin is integrated with MyAberdeen. Note this is not the case with students studying Medicine or Dentistry. In this instance Turnitin is accessed via https://www.turnitinuk.com/login_page.asp

Creating a Turnitin Assignment on MyAberdeen

1. Log in to MyAberdeen and open the appropriate course area.
2. On the content page, click on the **plus sign** where you wish to add the assignment.
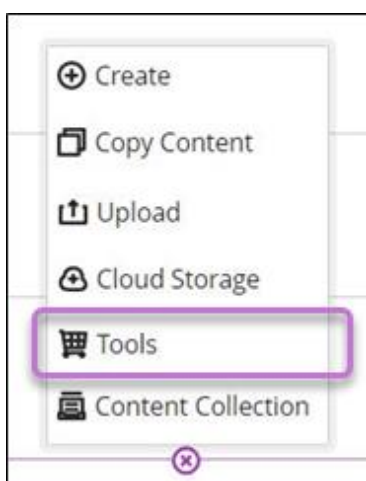3. Select **Tools** and choose **Ultra Course – Add Turnitin Assignment**.
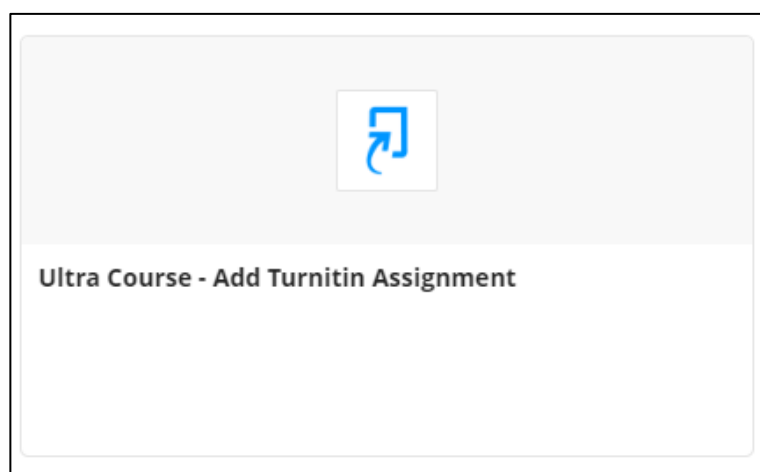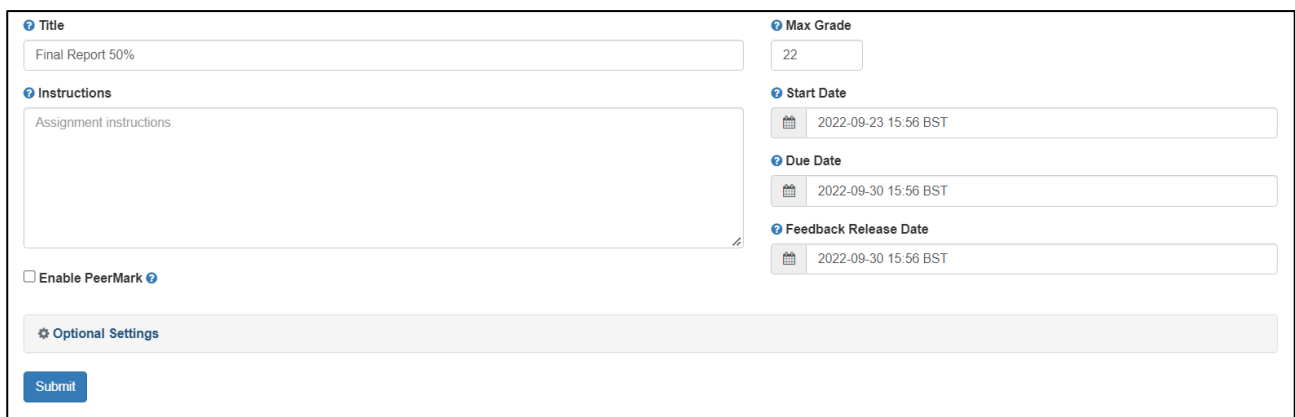

Figure 1 Tools in the menu

Figure 2 Add Turnitin Assignment button.

4. The Turnitin Assignment setup will open for you to complete the following details:
   o Title

- Instructions (can be left blank)
- Max Grade (the recommended is 22 as per the University of Aberdeen Common Grading Scale)
- Start Date (students can start submitting from this date)
- Due Date
- Feedback Release Date (students will be able to see their grades and feedback from this date).

Figure 3 Turnitin Assignment setup

5. Click on **Optional Settings** and check that they are appropriate for the assessment. Please see [Turnitin help for more details on the optional settings](#).
   - We recommend setting Generate Similarity Reports for student submission as 'Immediately (can overwrite until due date)' as well as tick 'Allow students to view Similarity Reports'.
6. Click **Submit**. The Turnitin assignment will be created in the course.

Editing a Turnitin Assignment

After a Turnitin assignment has been created, there are three different places where you can edit the assignment details from:

1. To edit the assignment title or due date, click on the **ellipses** and then **Edit**. This will open a panel where you can edit the title and the due date.
2. To edit the assignment start date, click on the **Date/time** to amend the release condition. Ensure that the due date is after the start date.

Figure 4 Expanded elipses list with the Edit option selected

3. To edit any other settings of the Turnitin assignment, **click on the assignment** on MyAberdeen to open the Turnitin assignment inbox. Then select the **cog icon** on the top right to open the assignment settings.
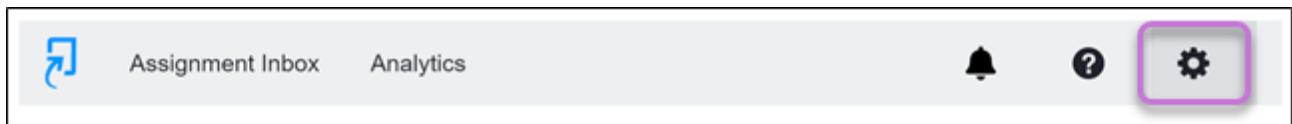

Figure 5 Turnitin Assignment with the cog icon highlighted

Student Submission

Students should submit assignments themselves. Students can find [instructions for submitting a Turnitin assignment on Toolkit](#). You may wish to advise students to retain the ID number that is displayed upon successful submission as this is useful if the paper goes missing.

Viewing the Similarity Report in Turnitin

1. Login to MyAberdeen and open the appropriate course area.
2. **Click on the assignment name**, either from the Content page or from the Gradebook. This will take you to the Assignment Inbox in Turnitin.
3. **Click on the paper title or the percentage in the 'Similarity' column** to open the submission in Turnitin Feedback Studio.
4. Click on **Match Overview** (the tile with a number) from the red section of the side panel. [For more details about interpreting the Similarity Report see Turnitin Help](#).

Note: A greyed out report icon indicates that the Similarity Report has not yet been generated. Similarity Reports are usually generated within minutes of a student's submission. Please wait a few moments and click your browser's refresh button. However, it can take up to 24 hours when busy.

Grading Submissions and Providing Feedback in Turnitin

1. Login to MyAberdeen and open the appropriate course area.
2. **Click on the assignment name**, either from the Content page or from the Gradebook. This will take you to the Assignment Inbox in Turnitin.
3. **Click on the paper title** to open the submission in Turnitin Feedback Studio.

See [Turnitin Feedback Studio Walkthrough](#) for a video overview of the feedback tools available in Turnitin. [For more details on Commenting tools see also Turnitin Help](#).

Releasing Turnitin Assignment Grades to Students

Once assignments are graded on Turnitin, students will not see their grades in the Gradebook on MyAberdeen until you **POST** the grades from the Gradebook. However, students **WILL** be able to see their grades and feedback in Turnitin **IF** the feedback release date has passed.

Basic Troubleshooting
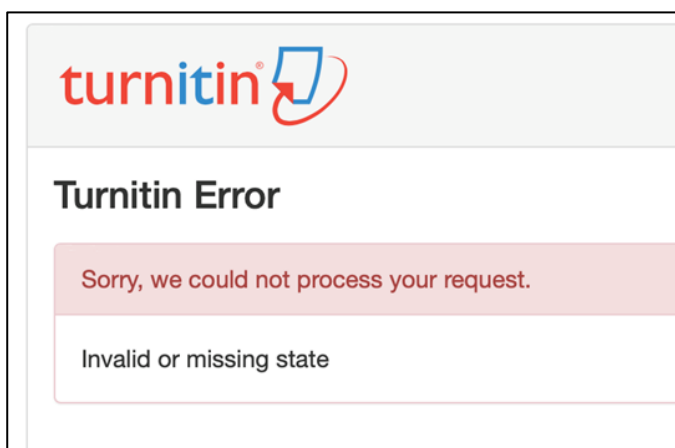
Invalid or missing state

Figure 6 Turnitin displaying the 'Invalid or missing state' error

If you receive this error message:

- First clear your browser cache by following the steps found on the [Lifewire](#) site, then try to access Turnitin again.
- If this does not resolve the issue, then you will have to enable third-party cookies in your browser. Follow the steps below depending on which browser you are using.
    - For Safari, Firefox or Google Chrome users follow the steps in the [University of Queensland](#) guide.
    - For Edge users follow the steps on the [What is my browser](#) website and make sure to select the 'Don't block cookies' option.

Paper is in read-only mode

Especially when marking late or resit submissions in Turnitin, you may see the following message in Turnitin Feedback Studio: "Read Only: This paper was submitted to a class that is expired and is currently in read-only mode".
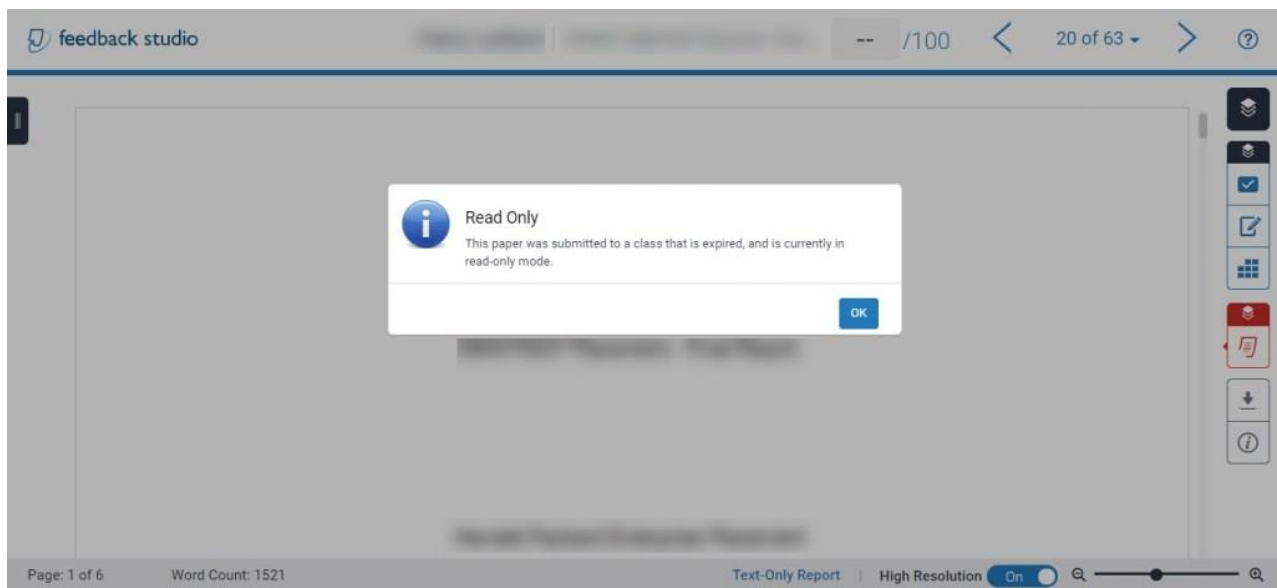
Figure 7 Turnitin assignment displaying the 'Ready Only' message

To re-activate the Turnitin assignment, either:

- Move the feedback release date of the assignment to a later date and save the settings. You can then move the feedback release date back to today if the feedback should be visible to students now, or
- Create a new dummy Turnitin assignment in the course. This will re-activate the class. The dummy assignment can then be deleted once the marking is complete.

Information to Share with Students

- The Avoiding Plagiarism page on the Student Learning Service website contains the University's Definition of Plagiarism, a Checklist for Students, Referencing and Citing guidance.
- Toolkit - MyAberdeen: Student, Links, Submitting an assignment to Turnitin
- Toolkit - Library: Referencing

Useful Links

- Turnitin: [Feedback Studio > Blackboard > Blackboard LTI > Instructor](#)
- Turnitin: [Feedback Studio > Blackboard > Blackboard LTI > Assignment Settings | Blackboard LTI](#)
- Student Terms and Conditions: [Code of Practice on Student Discipline (Academic)](#)
- [Toolkit - MyAberdeen: Staff](#)
- [Course Design Guidelines](#)
- [www.abdn.ac.uk/elearning](#)