

Setting up Anonymous Submission points in Turnitin

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When is it appropriate to use Turnitin?

- For written submissions that require plagiarism detection.
- For PowerPoint presentations that require plagiarism detection.

When is it not appropriate to use Turnitin

These are examples based on practices observed in the school in the past:

- For submission of forms
- When the student does not have anything to submit
- For submission of scanned or image-based content that does not feature detectable text, e.g. handwritten forms, a document featuring only embedded images, content which has been scanned from hard-copy to PDF.
- For submission of posters and leaflets with only a small amount of written content
- For eFeedback related to in-person presentations, this is best delivered via a custom column in the Grade Centre
- For submission of multiple documents for one assessment. Turnitin will only accept one submission, if plagiarism detection is not needed then documents can be submitted and eMarked using the studentcentral assignment tool.
- For unconventional file types, such as Microsoft Publisher, source code, unusual file formats and zip files
- For submissions that will or have been submitted via another submission method, e.g. students are asked to submit a document via an ePortfolio (studentfolio) and then are also asked to submit via Turnitin it should ideally be one or the other. In the case where plagiarism detection is required Turnitin should be selected.
- It is a group work submission

Remember: if there is a concern about any piece of text submitted by a student it can be run through Turnitin as a *copy and paste* submission. This option can be used successfully in conjunction with other approved submission methods such as ePortfolios (studentfolio) and blogs (edublogs).

For a full comparison chart of the different approved eSubmission methods that are approved at the university please review this page:

<https://staff.brighton.ac.uk/is/learningandteaching/Pages/Teaching%20Practice/assessment.aspx>

Turnitin submission point setup instructions

When creating submission points in a module it is best practice to create two at the same time. One submission point for submissions that come in prior to the published deadline and one for agreed extensions in the case of LSP agreements. This ensures that students who have LSPs have the same opportunities to draft their work and then view and act upon the results displayed in their similarity report as students who submit prior to the published deadline.

Points for Programme Administrators:

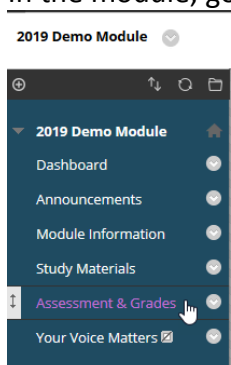
- We recommend programme administrators should login with their *own username and password* to create Turnitin submission points. This allows easier auditing if schools wish to do so.
- Programme administrators may also have a copy of the rubrics per module within the pathway/division that they oversee. In this case the programme administrator will add the rubric when creating the rubric. In some schools, academic members of staff will add the rubric once the submission points have been created.
- We recommend that backup copies of rubrics, which are specific to each module, are held in a central folder in the school's MyDepartment area on Sharepoint. This will allow for their use in case of staff absence as it is not possible to share rubrics directly within Turnitin's settings; rubrics can only be exported from an individual's logged-in account and then imported into another person's logged-in account. Rubrics can be held in Microsoft Excel format and .rbc which is the proprietary file format that Turnitin uses. These .rbc files cannot be opened or edited in any software other than Turnitin.

Before you begin:

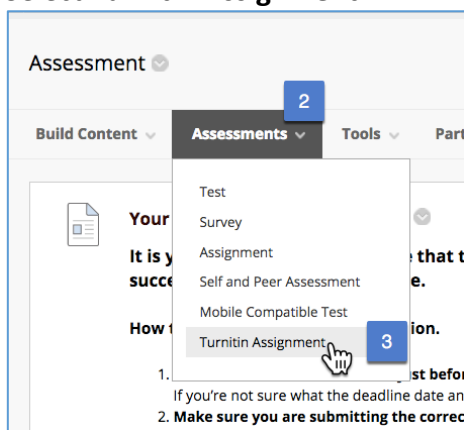
- **When creating Turnitin submission points, please ensure that you use Firefox web browser.** If Firefox is not working as you expect, then you can request an upgrade from the service desk (remote install takes <15mins), you can also use Chrome as an alternative. Please do not use Internet Explorer.
- **When you are creating Turnitin submission points, please login afresh.** If you have been logged into studentcentral for several hours, please logout and login again prior to creating submission points. Turnitin has a 1 hour session timeout which we cannot alter, so if you are logged in for many hours there is a higher likelihood that there will be issues with the Turnitin submission points that you create.
- **Please make sure that you do not have Turnitin submission points open on more than one tab in your web browser.** For example: do not have the Turnitin submission points for multiple modules open on different tabs; do not have multiple submissions points from the same area open on different tabs. Having Turnitin submission points open on multiple tabs can cause settings to become jumbled between module areas, especially during inbox setup. This can cause quite profound issues with the mapping between the submission point and the grade centre column later on. If you need to refer to the settings from another submission point, we recommend using the snipping tool or the *Print Scrn* button to take a screenshot and refer to that.

Initial submission point setup

1. In the module, go to the **Assessment & Grades** area in the colourful menu.



2. Go to the **Assessments** drop-down.
3. Select **Turnitin Assignment**.




4. In the assignment setup area, the **Assignment Title** field is one of the most important areas for providing meaningful information to students. We recommend that clear and concise naming conventions are used, as follows:

[Module code] [Assignment Name] Deadline: [Day, Date, Month, Time of Day, Year]
e.g.

NI000 2000 Word Essay Deadline Monday 22 July at 4pm 2019

!!!Important!!! Do not include any punctuation whatsoever in the title. This will cause issues with synchronisation with the Grade Centre.

Add Turnitin Assignment


Messages | English ▼ | Community | Help

New Assignment

4 Assignment title ✔

NI000 2000 Word Essay - Deadline: M

5 Point value Optional

100

Allow only file types that Turnitin can check for similarity

Allow any file type

6 Start date

20-Nov-2018

at 2 : 20 PM

7 Due date

28-Jan-2019

at 4 : 00 PM

8 Post date

25-Feb-2019

at 4 : 00 PM

NOTE: For assignments with Anonymous Marking enabled, the post date determines when grades are posted to the Blackboard Grade Centre and when the author names are made available.

5. The point value needs to be out of 100. Even if the assignment is weighted in the overall calculations, the point value should still be out of 100. It is possible for us to calculate weightings in studentcentral within the Grade Centre, but Turnitin cannot handle weighting calculations. In the case where an assignment is pass/fail we recommend that the submission point is set to be out of 1 (1 = pass, 0 = fail) and then the pass/fail schema be implemented on the Grade Centre column ([see this guide for details](#) or ask your LTA for guidance).

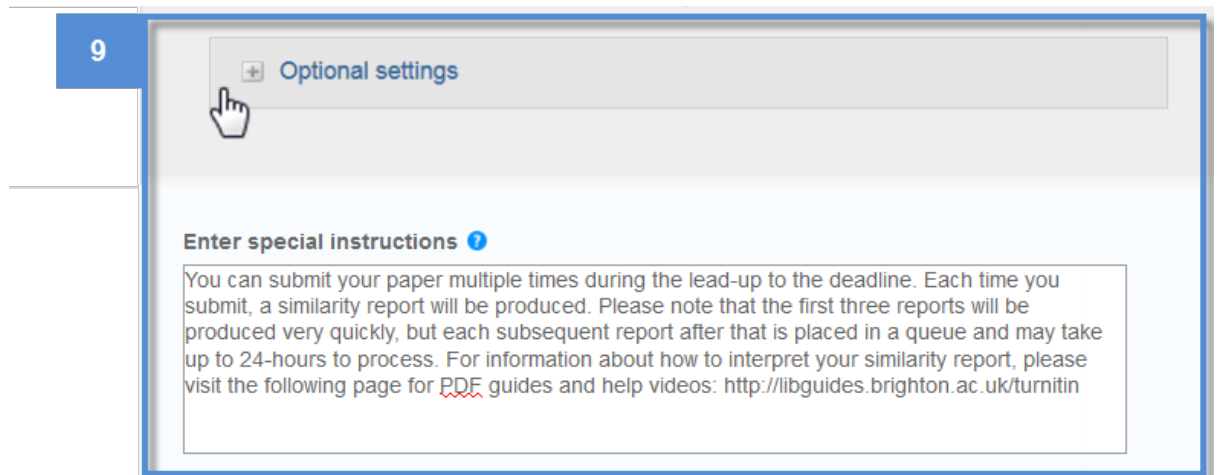
*If you are using a Quantitative Rubric, please ensure any point values selected match the value being used in the rubric.

!!!Important!!! Make sure that the setting below **Point value** is set to 'Allow only file types that Turnitin can check for similarity'.

6. Set the **Start date**. This is the date when students can start using the submission point. This is typically set to a minimum of two-weeks prior to the due date in order to allow students time to obtain similarity reports from their draft submissions.
7. Set the **Due date**; this is the hand-in date. Make sure you also set the time as AM or PM. In this example: *Monday 22 July at 4pm 2019*. As of 2018/19 the deadline time should be set during working hours, Monday to Friday. **There should not be a buffer period e.g. the deadline is a hard deadline, the time must not be set to 4.01pm or 4.15pm.**
8. Set the **Post date**; this is the date when marks and feedback will be available to students if you are marking online. This date is set to 20 working days after the deadline, not including bank holidays. So the post date for the example above would be: *19 August at 4pm 2019*.

9. In the Optional Settings (which are very important, rather than optional). There is a special instructions box and this is a good area to include some information about how to use the submission point. Here is some stock text which we have used in the school before:

“You can submit your paper multiple times during the lead-up to the deadline. Each time you submit, a similarity report will be produced. Please note that the first three reports will be produced very quickly, but each subsequent report after that is placed in a queue and may take up to 24-hours to process. For information about how to interpret your similarity report, please visit the following page for PDF guides and help videos: <http://libguides.brighton.ac.uk/turnitin>”



Please continue to the next page

10

Allow submissions after the due date? ?

Yes a

No

Similarity Report

Generate Similarity Reports for submissions? ? b

Yes

No

Generate Similarity Reports for student submission ? c

immediately (can overwrite reports until due date) ▼

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

Yes

No

10. Choose the other options as follows:

- a. Allow submissions after the due date = No
- b. Generate Similarity Reports for submissions = Yes
- c. Generate Similarity Reports for student submissions = immediately (can overwrite reports until due date); this allows students to submit initially and then resubmit up until the due date
- d. Exclude bibliographic materials from Similarity Index for all papers in this assignment? = Yes
- e. Exclude small sources? = No
- f. Allow students to see Similarity Reports = Yes
- g. **Reveal grades to students only on post date = Yes**
This is a very important setting as it ensures that marks and feedback are released to students on the Post Date only, and not before. This option, when set to 'Yes', also hides its corresponding column in the Grade Centre - check the Grade Centre to make sure the column is hidden. The post date is also important as it is when the students' work is de-anonymised after marking. All marking must be completed prior to the post date, if it is not then the best option is to alter the post date in the **Edit Assignment tab**, which is accessible from the Turnitin Assignment Inbox.
- h. Enable anonymous marking = Yes
- i. "Submit papers to:" **Important:** for summative assessments, choose **standard paper repository**. For formative assessments, such as dissertation drafts or test submissions, choose **no repository**
- j. In the search options keep all of the three boxes ticked.

10

Exclude quoted materials from Similarity Index for all papers in this assignment? [?](#)

- Yes
 No

Exclude small sources? [?](#)

- Yes
 No

e

Allow students to see Similarity Reports? [?](#)

- Yes
 No

f

Reveal grades to students only on post date?

- Yes
 No

g

Enable anonymous marking? [?](#)

- Yes
 No

h

Submit papers to: [?](#)

standard paper repository ▾

i

Search options: [?](#)

- Student paper repository
 Current and archived internet
 Periodicals, journals, & publications

j

- k. In the *Online grading* section, if you are marking online, you can choose a rubric (assessment criteria) or a grading form. Academic staff should provide the rubric file based on the university templates; these can either be created in Microsoft Excel and uploaded (using provided templates) or an existing rubric file can be exported from the academic's account and then imported to your account. **The use of rubrics is a university-wide recommendation. If you do not have the rubric at the time of creating the submission points you can attach it later any time prior to marking.**
- l. At the end of the submission point setup process you can choose to select a checkbox which allows you to "...save these options as your defaults for future assignments?". We recommend ticking this box as it will save the settings for the next submission point that you create, which will likely be the extension submission point for this same assignment. Do ensure that your settings match the points, so you do not have the incorrect settings saved.

11. Select **Submit** to save all changes.

Extension submission point setup

For setup of the Extension submission point the setup is the same aside from the following steps.

1. The **Assignment Title** should reflect the fact that it is an extension submission point, as follows:

For extensions: [Length] Extension and LSPs [Module code] [Assignment Name] [Deadline, if applicable]

e.g.

2 Week Extension and LSPs NI000 2000 Word Essay Deadline Monday 5 August at 4pm 2019

!!Important!! Do not include any punctuation whatsoever in the title. This will cause issues with synchronisation with the Grade Centre.

2. Point value remains the same, if there are adjustments for late submissions (which are not covered by Learning Support Plans [abbrev. ~ LSP]) then this is typically undertaken manually by an administrator.
3. Set the **Start date**. The agreed extension submission point should start at the same time as the first submission point. This is so as not to put the students with LSPs at a disadvantage in terms of drafting their work. For instance, students with LSPs may want to submit a draft prior to the published deadline, but submit the final version according to the dates specified in their LSP (after the published deadline).
4. Set the **Due date**; this is the extended hand-in date. Make sure you also set the time as AM or PM. In this example: *Monday 5 August at 4pm 2019*
5. Set the **Post date**; this date is set to 20 working days after the deadline, not including bank holidays. So the post date for the example above would be: *3 September at 4pm 2019*, bearing in mind the August bank holiday (26/08/19).

Troubleshooting issues with anonymous submissions

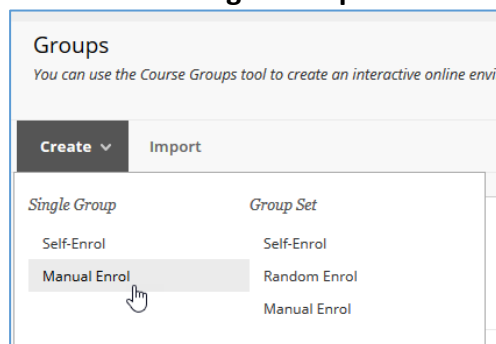
Scenario 1: A student wants to check that their work has submitted correctly

Description:

A student contacts the School office for help. They have recently submitted their work to Turnitin and they are concerned that it may not have processed correctly.

Steps to take:

1. **Ask the student if they have received a receipt via email from Turnitin.** The email receipt is most important evidence of submission because it includes the time and date of submission and
2. **Ask the student if they are able to see their document in the Turnitin document viewer,** accessed via the same link that they used to submit their work in the *Assessments & Grades* area of the module. If the student seems unclear on this request then, recommend that they review the Turnitin submission guide for students on the [eSubmission LibGuide](#) page. This page is linked to from the *Assessment & Grades* area in each module.
3. **If the student is still concerned then you can use a hidden group to check the student's work.** As this temporarily de-anonymises the student it should be used with care.
 - a. In the module area, under the **Course Management** menu go to **Users and Groups > Groups**
 - b. Create a new **Single Group** with the **Manual Enrol** setting.



- c. Give the group a **Name** – do not identify the student in the group title.
!Important! Make sure that 'Group is visible to students' is set to **No**.

GROUP INFORMATION

* Name

Description

Rich text editor toolbar: Paragraph, Arial, 30, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Link, Unlink, Image, Video, Audio, Code, Source, Mashups, Help, Close.

Path: p

* Group is visible to students No Yes

- d. You do not need to alter any of the other settings on the page, you do need to add the student to the group at the very bottom of the page. Use the **Add Users** button to do this; a pop-up window will come up allowing you to search for and then select the student using a checkbox to the left of their name.

MEMBERSHIP

No users have been added.

Click **Submit** to proceed.

- e. Having added the student in the pop-up window, click on **Submit** to save your group.
- f. Go back to the **Course Management** menu and click on **Course Tools > Turnitin Assignments by Groups**. This will allow you to filter the Turnitin submission inboxes by your new group.
- g. Click on the inbox that you think the student submitted to and select your group from the list and click **Go**.

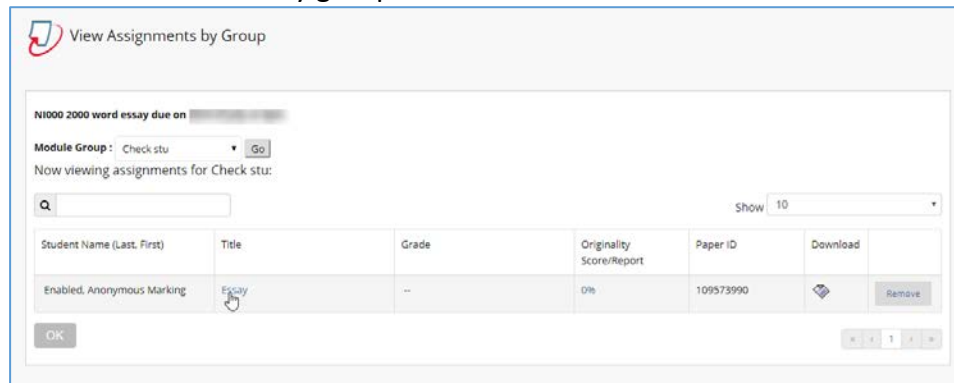
View Assignments by Group

NI000 2000 Word Essay - Deadline: Monday 22 July at 4pm 2019

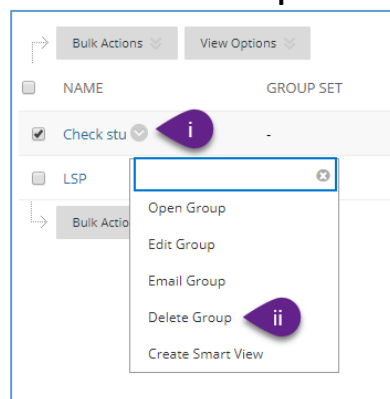
Module Group :

Dropdown menu options: Please select a group, Check stu (selected), LSP

- h. If the submission is the inbox then you will see the student's submission as shown below in the 'by groups' filtered view.



- i. If you do not see the student's submission then you might need to go back to the **Turnitin Assignments By Groups** and check the other inboxes to see if the work was uploaded to a different submission point.
- j. When you have finished using the group you need to delete it. Do this by going back to **Users and Groups > Groups**
- Click on the chevron next to the group
 - Click on **Delete Group**



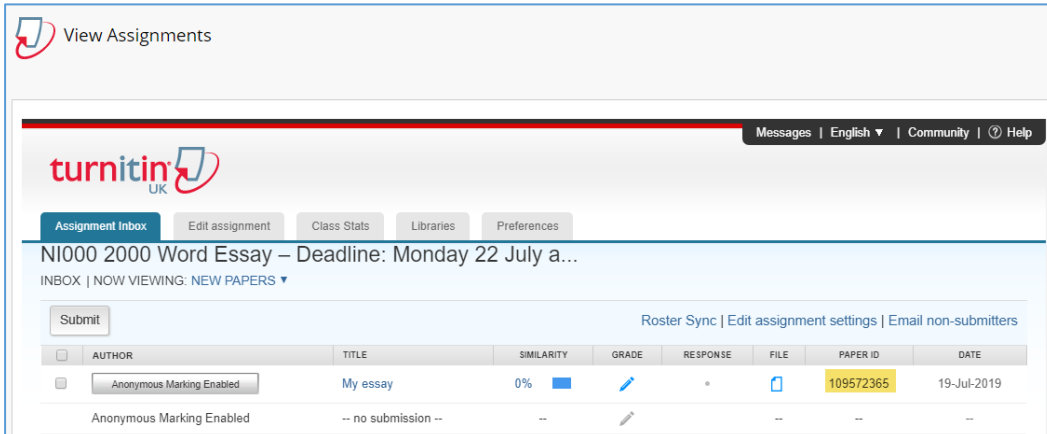
Scenario 2: An academic member of staff alerts you that a student's submitted work does not look right

Description

An academic member of staff contacts the School office for help. They are in the process of marking and have noticed that a student submission has not come through correctly. The student's work was uploaded but it has not rendered properly.

Steps to take:

1. Contact your school's LTA or the service desk to log a ticket. Include the submission ID in your ticket (highlighted in yellow below), the module ID and the name of the Turnitin submission/inbox. With this information your LTA can ask Turnitin Support to reprocess a paper. If Turnitin reprocess a paper it will retain its original submission information, such as date/time of submission, so this is preferable to resubmitting on behalf of a student (in the instance where this information is known). Outside of working hours you can call Turnitin Support at: 0191 681 0200, you will need to have the submission ID to-hand and Turnitin will not disclose the identity of the student.

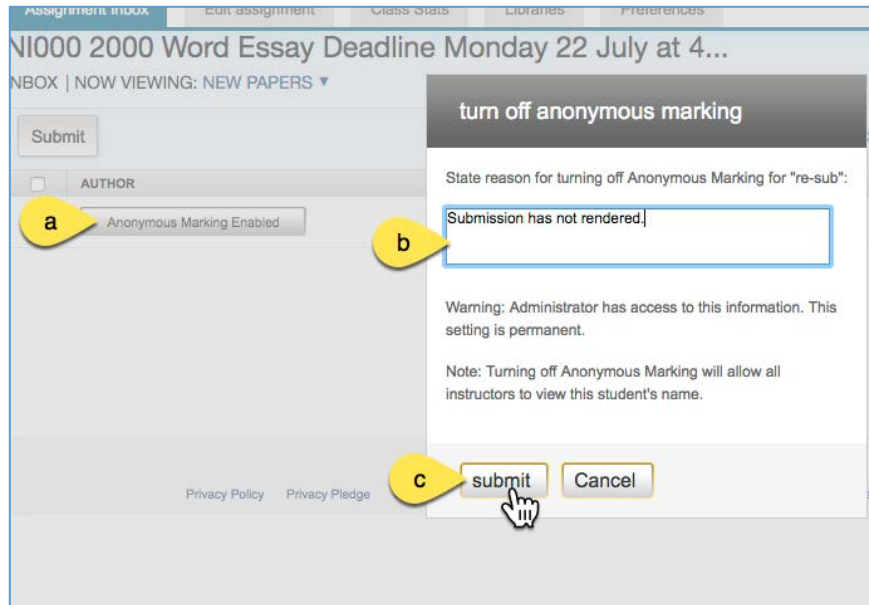


The screenshot shows the Turnitin UK 'View Assignments' page. The assignment is 'NI000 2000 Word Essay – Deadline: Monday 22 July a...'. The submission table is as follows:

AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
Anonymous Marking Enabled	My essay	0%		*		109572365	19-Jul-2019
Anonymous Marking Enabled	-- no submission --	--				--	--

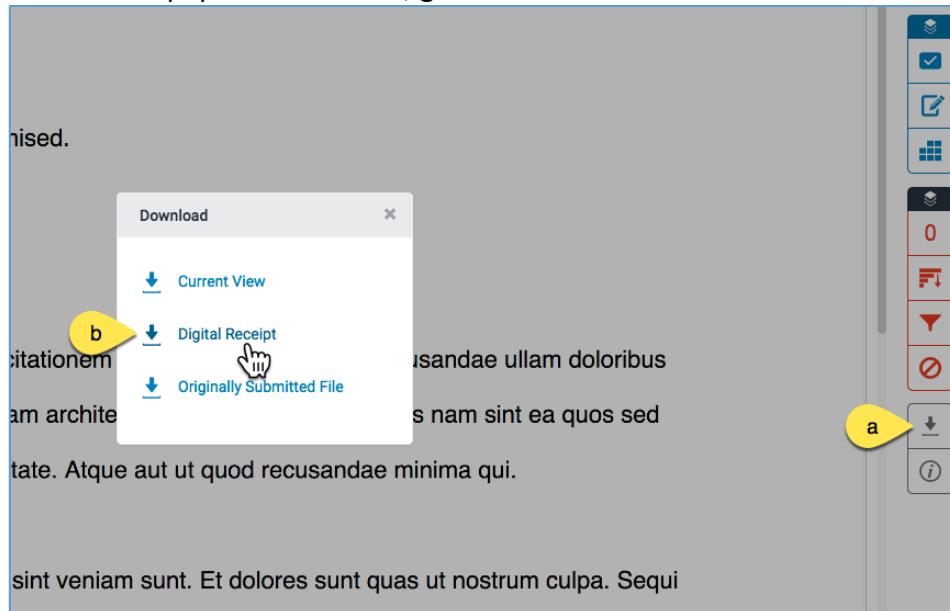
2. If Turnitin Support are unable to re-process the paper and advise that the only option is to resubmit the original work then it is permissible to de-anonymise the student's work. This is so that you can contact the student and ask them for the original submission file. It is likely that some adjustment to the file may be required prior to it being re-submitted, so you may need to ask your LTA for help (e.g. slide background being removed in PowerPoint files).
 - a. To de-anonymise, click on 'Anonymous Marking Enabled'.
 - b. Provide the reason why – please keep it short.

- c. Click on submit.



3. The new file can be resubmitted on behalf of the student after the deadline, but the old submission needs to be removed first. Make sure that you download the digital receipt prior to doing this, to retain a record of the original submission date and time. **Please note: it is not possible to re-anonymise the student's work. A new submission point for this individual student could be created for re-submission of this work and anonymous marking.**

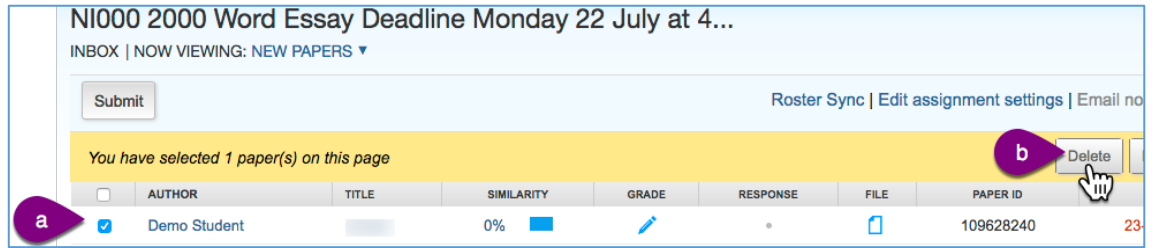
- a. Click on the paper in the inbox, go to the download button.



- b. Click on the **Digital Receipt** option in the pop-up window.

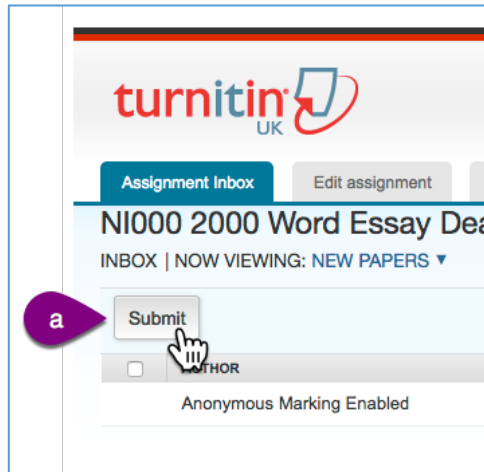
4. Take care to select and delete the correct submission in the Turnitin inbox.

- a. Click the checkbox on the left of the paper.
b. Click on the **Delete** button.



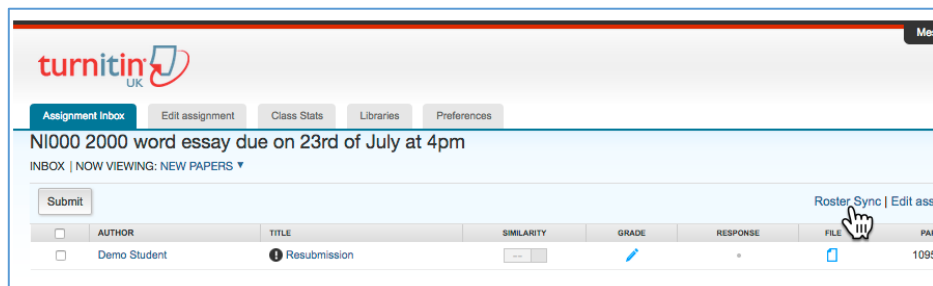
5. Having deleted the paper, you can resubmit the work on behalf of the student following the steps outlined below.

a. Click on the **Submit** button in the inbox.



b. Select the correct student from the list.

If you are not seeing the student in the list then you may need to go back to the main inbox and click on the Roster Sync button and then repeat steps *a.* and *b.*



c. Provide a submission title – advice: labelled the work as a resubmission and include your initials so that you are identified as the person resubmitting the work.

d. Upload the file for submission from your computer.

Submit: **Single File Upload** ▾

Author

- ✓ Non-enrolled student
- Demo Student (ds100)**

First name

Last name

Submission title

[What can I submit?](#)

Choose the file you want to upload to TurnitinUK:

d

e. Click on the **Upload** button.

Student

Submission title

Resub - FJM

[What can I submit?](#)

We take your privacy very seriously. We do not share your details for marketing purposes. Your details may only be shared with our third party partners so that we may offer our services to you.

e

f. On the next page, check the information and the click on the **Confirm** button.

Please confirm that this is the file you would like to submit...

Author:
Demo Student

Assignment title:
NI000 2000 Word Essay Deadline Monday 22 July at 4pm 2019

Submission title:
Resub - FJM

File name:
35.docx

File size:
39.11K

Page count:
8

Word count:
4138

Character count:
19276

NI000 Nursing in the acute care setting

NI000 assignment

For this assignment you are going to focus the content of this essay on a patient who suffers from the chronic disease diabetes mellitus. I have participated in the care of the patient during the time I worked under her direct supervision. I will write the patient's case study as an acute care assignment. The essay should be a minimum of 2000 words. The patient has affected all health systems to admission to hospital. While doing this I shall explore the different aspects of the health being delivered to the patient in order to give a broader view on the health system and how it has changed to fit. I shall also explore how the health care system is organized and what are the responsibilities of the different health care professionals on the admission to hospital. In doing so I will consider how the work is organized to care for the patient and what are the responsibilities of the different health care professionals in the acute care setting. The 3000 word essay should be a minimum of 2000 words. The 3000 word essay should be a minimum of 2000 words.

- Education on a diet for a type 2 diabetes which will help him to plan a suitable diet for his health.
- Considering the type of patient.
- Teaching how to self-test urine for ketones and glucose because when he was admitted he had high levels of ketones in his urine.

These case study are mainly supportive and educational needs that the patient has. I will also explore the role of the nurse and other health care professionals in the acute care setting in meeting the needs for a patient who has a chronic disease. I will also explore the role of the nurse and other health care professionals in meeting the needs for a patient who has a chronic disease. I will also explore the role of the nurse and other health care professionals in meeting the needs for a patient who has a chronic disease.

Medicine has (2000) defined a chronic disease as:

"A disease that persists for a long period of time. The term 'chronic' comes from the Greek chronic, and means lasting long time."

A chronic disease is one lasting 3 months or more, by the definition of the U.S. National Center for Health Statistics. In several sources, the "other of duration" requirement distinguishes diseases that were acute (short-lived) and brief from those that were chronic.

Diabetes mellitus (also simply referred to as diabetes) is a chronic disease where elevated blood glucose is characteristic (Doran et al., 2005). The reason that people who are diabetic have insufficient insulin activity for a metabolism that is normal (Doran, 2005) is not understood why this is. It is thought to have a genetic basis (Doran, 2005).

Insulin and glucose are both produced in the beta cells of the pancreas and are both involved in regulating the level of glucose that is found in the blood (Doran, 2005). Insulin is secreted when there is too much glucose detected in the blood (e.g. after a meal, while

We take your privacy very seriously. We do not share your details for marketing purposes with any external companies. Your only be shared with our third party partners so that we may offer our service.

f

g. You can return to the inbox from the digital receipt page by clicking on the **Go to assignment inbox** button.

Congratulations - your submission is complete! This is your digital receipt. You can print a copy of this receipt from within the Document Viewer.

Author:
Demo Student

Assignment title:
NI000 2000 Word Essay Deadline Monday 22 July at 4pm 2019

Submission title:
Resub - FJM

File name:
35.docx

File size:
39.11K

Page count:
8

Word count:
4138

Character count:
19276

Submission date:
23-Jul-2019 03:57PM (UTC+0100)

Submission ID:
109628240

NI000 Nursing in the acute care setting

NI000 assignment

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...continuation of long page in screenshot...

We take your privacy very seriously. We do not share your details for marketing purposes with any external companies. Your information may only be shared with our third party partners so that we may offer our service.

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Scenario 3: An academic member of staff tells the school office that they suspect a case of academic misconduct

Description:

Having read through a submission and having read the similarity report an academic member of staff is sure that they have found a suspected case of plagiarism or collusion.

Steps to take:

1. Ask the academic member of staff to supply the numerical submission ID, the inbox and the module where the work has been submitted.
2. Locate the work in the inbox. Any second opinions on the work can be sought prior to de-anonymisation by using the submission ID to search through submissions.
Tip: use ctrl+f on your computer keyboard to search an inbox page for a numerical submission ID.
3. If the work is deemed to be a case of misconduct then it can be de-anonymised (SEE 2.a for screenshots) by the person who is completing the academic misconduct form.
Note: you will be asked to provide a reason for de-anonymising the work, do not include any personal information in this field. Provide a short description, for example "*Suspected plagiarism*", "*Suspected collusion*". The work cannot be re-anonymised.

Scenario 4: A student has submitted to an incorrect module.

Description:

A student contacts their instructor or the school office to report that they have submitted their work to the incorrect module.

Steps to take:

1. Ask the student for their submission receipt email as this can help to identify the incorrect submission.
2. If the student does not supply the submission receipt email. The create a group of one person in the module (see 3.a for instructions) and use the group with **Turnitin Assignments by Groups**.
3. **Important:** find out from the student if the work submitted incorrectly has already been submitted to the correct module or is still due to be submitted to the correct module. It may also be that what was submitted is irrelevant; an unrelated document such as rough notes for example.
4. Contact your school's LTA with all the information above.

What your LTA will do next:

- a. If the work has already been submitted to the correct module and that happened before the submission to the incorrect module, then the newer incorrect submission can be safely deleted by the LTA.
- b. If the work is due to be submitted to the correct module then the incorrect submission needs to be deleted from the Turnitin database and this requires a written request being sent to Turnitin Support by the LTA. This then has to be approved by the Turnitin administrator for the university (email approval from K. Piatt). If the paper is not deleted from the database then any subsequent submission will show as 100% plagiarised against the paper. As both papers are anonymised it makes harder to unpick the connection between the two papers as the student is not identified.

OR

- c. Your LTA can help you to omit the match from the similarity report using the filtering tools having confirmed that the work is being matched to itself. This approach can however raise questions later on for external examiners who will may question the 100% match. Therefore, the approach outlined in *b.* is preferred.