ASSESSING AN ASSIGNMENT VIA TURNITIN

Turnitin is online software that compares the content of text-based assignments/essays against a global database of websites, journals and assignments/essays submitted by other students. Students and staff can also view the originality report for each submitted work. For more information about plagiarism detection at VU, please view the Turnitin Staff Guide.

STEP 1
From your course/unit space, go to Assessment Dropbox from the Assessments menu in the navbar.

STEP 2
In the Assessment Dropbox Folders area, click on the Assessment Dropbox folder you would like to assess.

The OriginalityCheck enabled icon appears if Turnitin is enabled for submissions to your Dropbox Folder. Turnitin is only enabled if the OriginalityCheck option was previously selected when the Dropbox Folder was set up.
STEP 3

If the OriginalityCheck display option was previously selected by the instructor, then the Originality Report will appear below the student’s submission. This allows the user to view the report.

To grade and comment on a student’s submission, choose the student whose assignment you would like to assess and click the coloured box under Report. This will open the student’s submission in Turnitin.

Note Please access the resources on the Learning and Teaching website for information about Turnitin-compatible file types and sizes and information about Originality Report generation times.

STEP 4

Turnitin will open in a new browser tab, showing the student’s assignment in the assignment reader. In this view you can see Originality and GradeMark options.

Click GradeMark to begin inserting grades and comments. You can insert a grade by clicking into the Edit grade for this paper field at the top right.

To provide comments, you can:
• drag and drop the commonly used comments
• click on a place in the assignment to add a new comment.

Close the browser tab to update the grade.

To learn more about using Turnitin, please visit the Turnitin Instructor Training.
STEP 5
Back in the Assessment Dropbox Folders area, click Evaluate Submission to complete the grading and feedback.

STEP 6
In the Evaluate Submission area, the grade/score that has been entered on Turnitin will appear under Markup Document.

Turnitin does not automatically send grades to VU Collaborate. If you want your grades to appear in the gradebook, you will need to manually re-enter the grade in the Score field in the Evaluation section.

You can type feedback into the Feedback field.

To instantly publish grades and provide feedback, click Publish.
If you want to release grades and feedback at a later time, click Save Draft.

Click the Done button on the top right to close this screen.

STEP 7
To publish feedback to all students, use the bulk-publish feature. Click the Select all rows tickbox, then click Publish Feedback. Click Yes when prompted for confirmation.
STEP 8

Once grades and feedback have been published, they will appear for students to access.

Students can access published results from their Assessment Dropbox Folders area.

Students can click the View icon to view feedback.

From the View Feedback screen, students can view their GradeMark comments in Turnitin by clicking on the GradeMark icon.

FURTHER SUPPORT

Visit the VU Collaborate Help site [https://blendedlearning.vu.edu.au] for up to date information and resources on blended learning.

Contact ITS Service Desk on (03) 9919 2777 or via self-service [http://servicedesk.vu.edu.au] for further technical support.