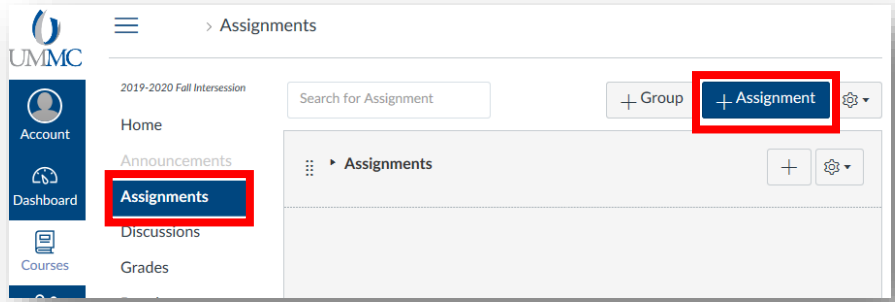



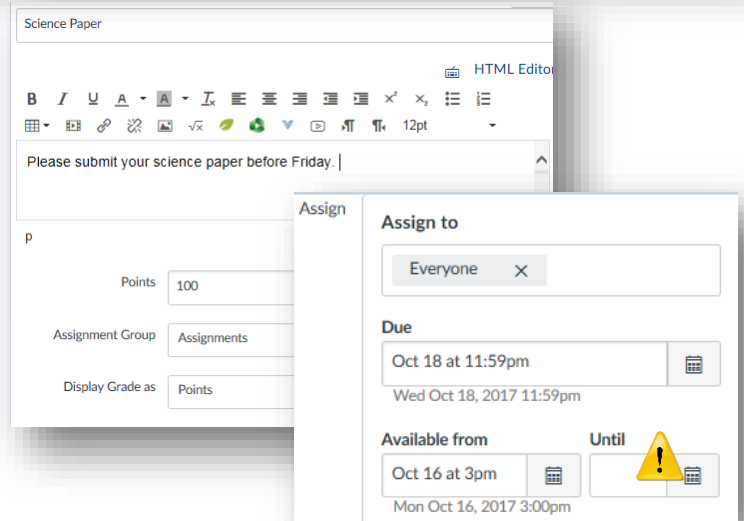
Creating a Turnitin Assignment

1. In your Canvas course, click **[Assignment]** located in the left side course menu.
2. Click **[+Assignment]** located in the top right of the Assignments page.
A page will display with the options for setting up a new assignment.

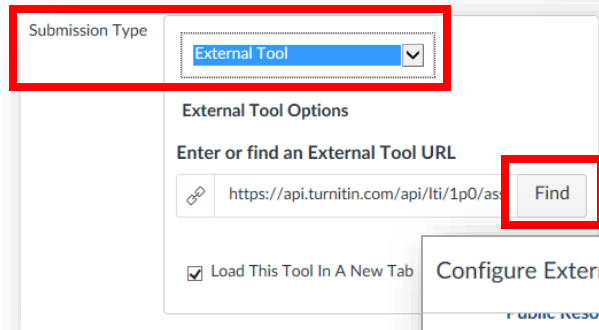


3. Enter your basic assignment details, for example the **Assignment Name**, **Points** (this is the maximum grade available to the student), **Due Date** and **Available from** date.

 Turnitin recommends that you do not amend the *Until* date. If a date is inserted in this field, students will not be able to access Turnitin once the date has passed.

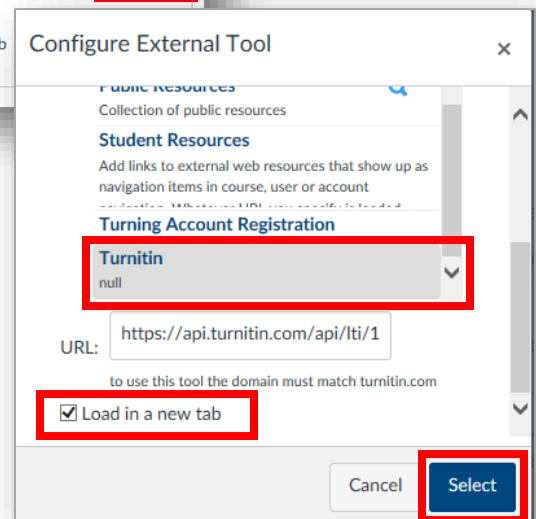


4. For **'Submission Type'**, click the dropdown button and select **[External Tool]**



5. Click the **[Find]** button

6. Scroll down and select **'Turnitin'**.



7. Click the **'Load in a new tab'** checkbox.
8. Click the **[Select]** button.
You will be directed back to the Assignment's settings page.
9. Click the **[Save]** button to save the assignment.

Creating a Turnitin Assignment

Page 2 of 3

10. When prompted to open the assignment in a new window. Click to load the assignment in a new window.

You are redirected to Turnitin to complete the assignment creation.

This page lists all assignments. Since there is no assignment yet, the screen is blank. Complete the remaining steps to create the assignment.

11. Click [Settings]

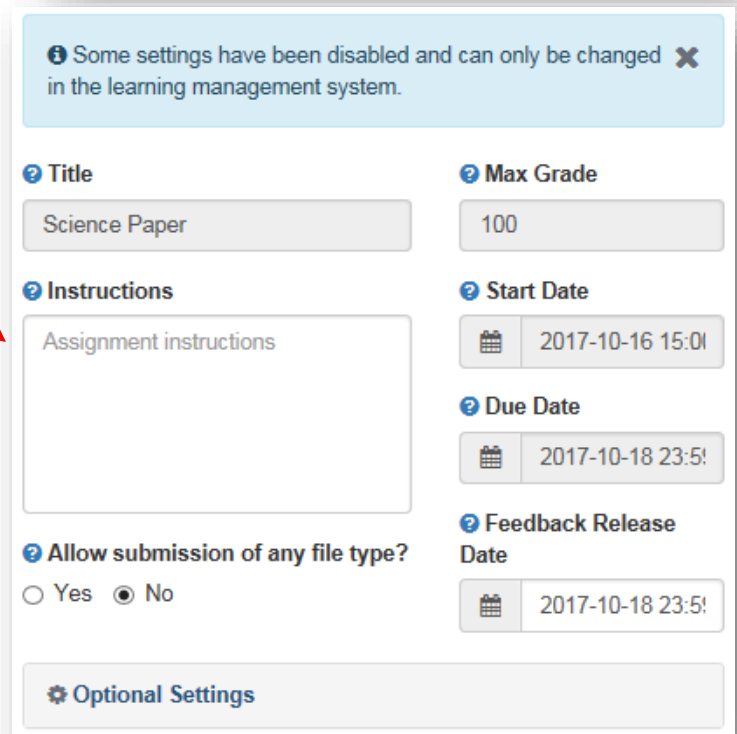
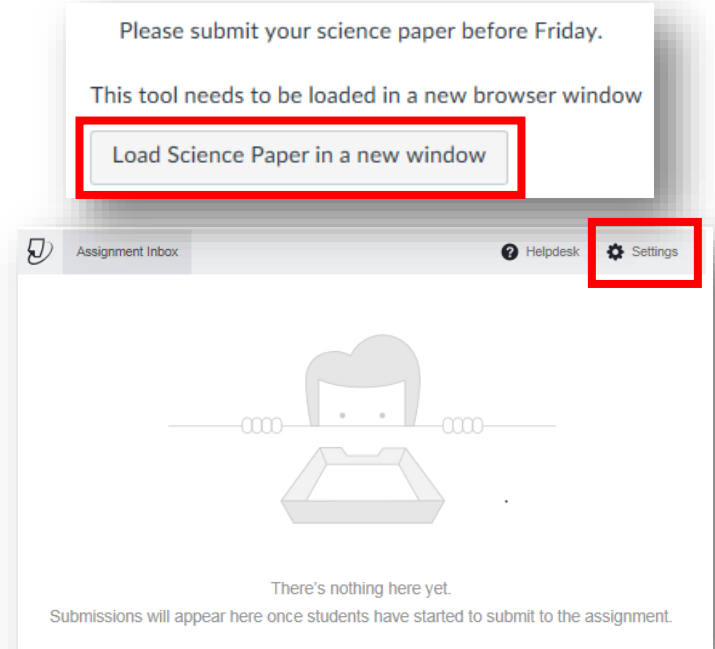
12. Enter the assignment instructions in the 'Instructions' text box.

Some of the settings (title, max grade, start date, due date) will be greyed. These were set in a previous step and transfer from the Canvas assignment settings to the Turnitin settings.

13. Select the preferred option for 'Allow submission of any file type?'

Yes - Allows any file type to be submitted. The file must be less than 40mb, a minimum of 20 words and less than 400 pages.

No - Allow only files types that can be checked for Originality. For complete list of file types click [here](#). When students are converting to a different file type it is recommended to rename the file to avoid overwriting their original file.



Creating a Turnitin Assignment

Page 3 of 3

14. After verifying the dates and basic settings. Click the **'Optional Settings'** link to view additional features for use with this submission.

Optional Settings

- Allow late submissions? Yes will allow submissions after the due date.
- Compare submitted papers against the following sources: You can choose to limit the comparison to journals, websites, and/or student paper submissions or all three.
- 'Originality Report generation and resubmissions' You can choose when to allow the creation of the plagiarism report. Please choose the option most applicable to your assignment. For details about this option click this link to see [Assignment Settings](#)
- 'Exclude bibliographic materials from Similarity Index for all papers in this assignment?' – Click 'No'
- 'Exclude quoted materials from Similarity Index for all papers in this assignment?' – Click 'Yes'. This will keep the system from comparing materials related to this specific assignment. The paper will be compared. However, quoted materials will not be included.
- Small Matches – You can choose the option you feel is best
- 'Allow students to view Originality Reports?' – Click 'Yes' so they can view these results.
- 'Submissions to the assignment will be stored in:' – Keep this setting.
- 'Add PeerMark Assignments' – Click 'No'. If you would like to allow for peer review, using peer review in Canvas is recommended.
- Attach a rubric to this assignment' – If using a rubric, you can recreate the rubric here and grade using the rubric in GradeMark. This will make grading much more efficient.
- 'Enable grammar checking using ETS e-rater technology?' – An optional setting, but one that will help students. You can choose the levels of grammar checking based upon your preferences.
- 'Would you like to save these options as your defaults for future assignments?' – Click 'Yes'. This doesn't always save the settings.

Optional Settings

Allow late submissions?

 Yes No

Compare submitted papers against the following sources:

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

Originality Report generation and resubmissions

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

 Yes No

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

 Yes No

Exclude small matches?

 Yes No

Allow students to view Originality Reports?

 Yes No

Submissions to this assignment will be stored in:

Add PeerMark assignments

 Yes No

Attach a rubric to this assignment

Note: students will be able to view attached rubrics and the rubric content prior to submitting.

Launch Rubric Manager

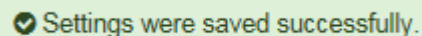
Enable grammar checking using ETS® e-rater® technology?

 Yes No

Would you like to save these options as your defaults for future assignments?

 Yes No

15. Click **Submit**. You should see this message at the top of the page.





16. Publish the assignment and add it to the desired module in Canvas. When the student clicks on the assignment link, they will be directed to the Turnitin site for submission. As assignments are submitted they will appear in the Assignment Inbox. For a detail description about the Assignment Inbox can click this link, [The Assignment Inbox](#).