Quick Guide - MyAberdeen: Turnitin (Staff)

MyAberdeen: Turnitin (LTI 1.3 integration with Ultra Course View)
This Quick Guide outlines the steps to create a Turnitin assignment in an Ultra course on MyAberdeen.

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, 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

Information for Students
The Avoiding Plagiarism page on the Student Learning Service web site, contains the University’s Definition of Plagiarism, a Checklist for Students, Referencing and Citing guidance.

Information for Staff
More detailed information about using Turnitin can be found on Turnitin web pages.

Create a Turnitin Assignment in MyAberdeen

- Login to MyAberdeen and go to the appropriate Course area for the assignment
- On the content page, click on the plus sign where you wish to add the assignment
- Select Tools, you will see a list of Institution Tools, select TurnitinUK Assignment
- The Turnitin Assignment page will open for you to complete the following details:
  - Title, Instructions, Max Grade (the recommended is 22 as per the University of Aberdeen Common Grading Scale), Start Date, Due Date, Feedback Release Date (previously known as ‘post date’) and there is an instruction field which is not normally completed.
  - Scroll down and click + optional settings.
  - We recommend that you tick Allow late submissions (these will be highlighted as late)
  - Under Compare against select all 3 options to compare against
  - Under Similarity Report for student submissions, select Generate reports Immediately (students can resubmit until due date) – this is the recommended setting
  - We recommend that you tick to Allow students to see their Similarity Reports
  - A rubric/form can be attached upon saving and returning to edit settings within Turnitin
  - Click submit, you will be informed that the Turnitin Assignment has been successfully added and click OK

Recommendations: Max Grade set at 22; Generate Similarity Reports select Immediately (can overwrite until due date) and that you allow students to see their similarity reports
Editing a Turnitin Assignment

- Upon creating a Turnitin Assignment, edit by clicking on the Turnitin Assignment, click on Settings at the top right corner of the Assignment Inbox.
- If you want to edit the start date, edit the date both in Turnitin Settings AND MyAberdeen (click the ellipses to open the Assignment settings on MyAberdeen).

Student Submission

- Students should submit assignments themselves, there are instructions for submitting a Turnitin assignment on Toolkit under Links. You may wish to advise students to retain the ID number that is displayed upon successful submission, useful if the paper goes missing.

Viewing the Similarity Report and Grading on Turnitin

- If enabled, students can view their Similarity Report, by clicking on the assignment name.
- To view students’ Similarity Reports, go to the course area and select the GradeBook from the navigation bar. Here you will see a row created for your Turnitin assignment.
- Click on the assignment name and this will take you to the Assignment Inbox in Turnitin.
- You will see a summary of the assignments which have been submitted.
- Click on the percentage or coloured block under Similarity
  - Note: A greyed out report icon indicates that the 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. Note it can take up to 24 hours when busy.
- The Similarity Report will open in Turnitin’s Feedback Studio, visit Turnitin Feedback Studio Walkthrough for an overview video.
- Turnitin’s ‘Quick Tips for Mastering Feedback Studio’ is available at Instructor quick start guide.

Grading Submissions and Providing Feedback

- 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.
- Students WILL be able to see their grades and feedback in Turnitin IF the post date has passed.

Refer to our Quick Guide on Grading & Feedback in the Gradebook on the Ultra Course View or providing feedback using Turnitin tools, such as using the Commenting tools.

Students Accessing Their Feedback

Your students will be able to access their feedback through a number of ways:

- Notification on Activity Stream
- Grades area on Ultra Base Navigation
- In the course area, within Gradebook

Please highlight to your students where they will find your comments/feedbacks, whether this will be displayed in the course assignment area or actually within Turnitin.
Basic Troubleshooting
Invalid or missing state

The most common error that occurs in Turnitin is the **Invalid or missing state** error:

![Turnitin Error]

If you receive this error message, please follow the steps below:

- First clear your browser cache by following the steps found on the [Lifewire](https://lifewire.com/) 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](https://www.uq.edu.au/) guide.
  - For Edge users follow the steps on the [What is my browser](https://www.whatismybrowser.com/) website and make sure to select the ‘Don’t block cookies’ option.

Further Resources

- Turnitin: [Feedback Studio > Blackboard > Blackboard LTI > Instructor](https://www.turnitin.com)
- Turnitin: [Feedback Studio > Blackboard > Blackboard LTI > Assignment Settings | Blackboard LTI](https://www.turnitin.com)
- Toolkit - MyAberdeen: [Staff](https://www.myaberdeen.ac.uk)
- Student Learning Service: [Avoiding Plagiarism](https://www.learninghub.abdn.ac.uk)
- Toolkit - Library: [Referencing](https://www.library.abdn.ac.uk)
- Student Terms and Conditions: [Code of Practice on Student Discipline (Academic)](https://www.abdn.ac.uk/studenttermsandconditions)
- MyAberdeen: [Student, Links, Submitting an assignment to Turnitin](https://www.myaberdeen.ac.uk)
- Quick Guide: [Grading and Feedback in Ultra Course View](https://www.abdn.ac.uk/elearning)
- For further eLearning advice, visit: [www.abdn.ac.uk/elearning](https://www.abdn.ac.uk/elearning)
- For course design information, check our [Course Design Guidelines](https://www.abdn.ac.uk/coursesanddegrees)

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