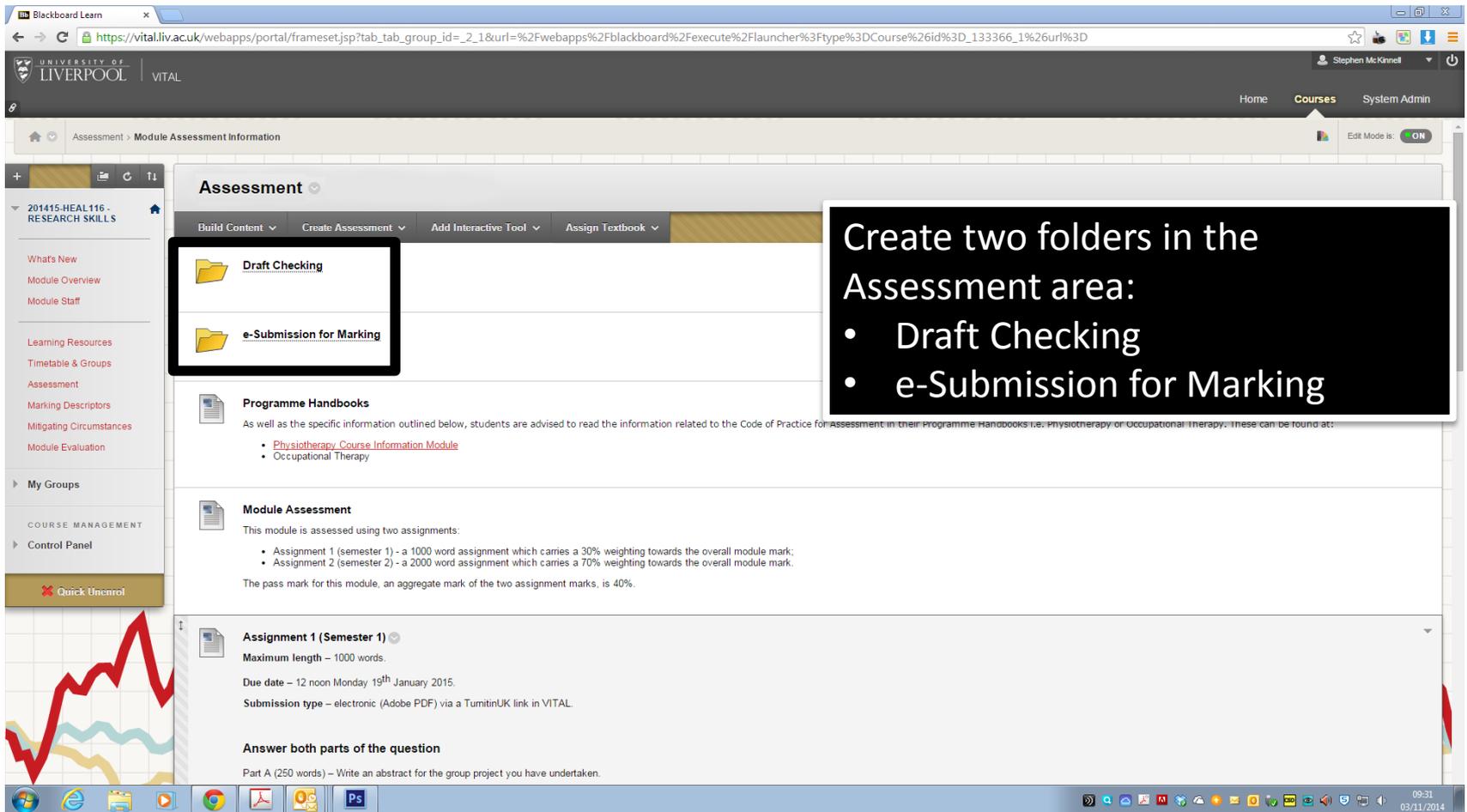


TurnitinUK

Creating Submission Links in VITAL

Create two folders.



The screenshot shows the Blackboard Learn interface for the 'Assessment' area. The left sidebar contains navigation links for '201415-HEAL116 - RESEARCH SKILLS', 'What's New', 'Module Overview', 'Module Staff', 'Learning Resources', 'Timetable & Groups', 'Assessment', 'Marking Descriptors', 'Mitigating Circumstances', 'Module Evaluation', 'My Groups', 'COURSE MANAGEMENT', and 'Control Panel'. The main content area is titled 'Assessment' and includes a toolbar with 'Build Content', 'Create Assessment', 'Add Interactive Tool', and 'Assign Textbook'. Below the toolbar, there are two folders: 'Draft Checking' and 'e-Submission for Marking', both highlighted with a black box. Further down, there are sections for 'Programme Handbooks', 'Module Assessment', and 'Assignment 1 (Semester 1)'. A callout box on the right side of the screen contains the following text:

Create two folders in the Assessment area:

- Draft Checking
- e-Submission for Marking

The 'Assignment 1 (Semester 1)' section includes the following details:

- Maximum length – 1000 words.
- Due date – 12 noon Monday 19th January 2015.
- Submission type – electronic (Adobe PDF) via a TurnitinUK link in VITAL.

Answer both parts of the question

Part A (250 words) – Write an abstract for the group project you have undertaken.

Create the TurnitinUK Links

Blackboard Learn

https://vital.liv.ac.uk/webapps/portal/frameset.jsp?tab_tab_group_id=_2_1&url=%2Fwebapps%2Fblackboard%2Fexecute%2Flauncher%3Ftype%3DCourse%26id%3D_133366_1%26url%3D

UNIVERSITY OF LIVERPOOL | VITAL

Stephen McKinnell

Home Courses System Admin

Assessment > Module Assessment Information > e-Submission for Marking

Edit Mode is: ON

e-Submission for Marking

Build Content Create Assessment Add Interactive Tool Assign Textbook

Test
Survey
Assignment
Self and Peer Assessment
SafeAssignment
TurnitinUK Assignment
Mobile Compatible Test

Inside each of the two folders:

- Click on 'Create Assessment'
- Click on 'TurnitinUK Assignment'

201415-HEAL116 - RESEARCH SKILLS

What's New
Module Overview
Module Staff

Learning Resources
Timetable & Groups
Assessment
Marking Descriptors
Mitigating Circumstances
Module Evaluation

My Groups

COURSE MANAGEMENT
Control Panel

Quick Unenroll

https://vital.liv.ac.uk/webapps/blackboard/content/listContentEditable.jsp?content_id=690542_1&course_id=133366_1#evaMenu

Configure the Standard Settings

New Assignment

Assignment title [?](#)

Point value [?](#)

Optional

Allow only file types that Turnitin can check for originality

Allow any file type [?](#)

Start date [?](#)

03-Nov-2014

at 9 : 41 AM

Due date [?](#)

10-Nov-2014

at 11 : 59 PM

Post date [?](#)

11-Nov-2014

at 12 : 00 AM

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. Otherwise, in Blackboard, the post date relates to the availability of GradeMark papers only and has no bearing on when grades are posted to the Blackboard Grade Centre.

[+ Optional settings](#)

The Standard Settings

Assignment Title

- 'Draft Submission'
- 'e-Submission for Marking' or 'e-submission for Marking – Marker X' or 'Assignment X e-Submission for Marking'

Point Value

- So students can interpret their assignment mark as a percentage mark add '100' to this box.
- Only needed for the 'e-submission for marking link'.

Start Date

- The date and time from which students can start submitting their assignment.
- Will auto-fill when you create the TurnitinUK link.

The Standard Settings

Due Date

- Set the same date and time for both links.
- Working days only, 9 am to 5 pm.

Post Date

- Date and time students can theoretically view feedback and marks.
- Date and time student names can be seen in the TurnitinUK inbox.
- No need to set for the 'Draft Checking' link.

Optional Settings

Close options

Enter special instructions ?

Allow submissions after the due date? ?

Yes

No

Originality Report

Generate Originality Reports for submissions? ?

Yes

No

Generate Originality Reports for student submissions ?

immediately first report is final

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 see Originality Reports? ?

Yes

No

Reveal grades to students only on post date?

Yes

No

Enable anonymous marking? ?

Yes

No

Submit papers to: ?

no repository

Search options: ?

Student paper repository

Institution paper repository

Current and archived internet

Periodicals, journals, & publications

GradeMark

Attach a rubric/form to this assignment ?

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

1st yr assignment feedback Launch Rubric/Form Manager

Find a rubric that's right for your assignment in Turnitin Teaching Tools

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

Submit

OPTIONAL SETTINGS FOR 'DRAFT CHECKING' SUBMISSIONS

Optional Settings - Draft

Enter special instructions

- Normally additional content elsewhere in VITAL should already cover this.
- Remind students that the Draft Submission is not a formal submission, it will not be assessed, it is an opportunity for students to view an Originality Report before formally submitting their assignment.

Allow submissions after the due date?

- Due to the setting for 'Generate Originality Reports for Student Submissions' set this to 'No'.

Optional Settings - Draft

Generate Originality Reports for Submission

- Set to 'Yes'

Generate Originality Reports for Student Submissions

- Set to 'immediately (can overwrite until Due Date)'. This will allow students to see an originality report for each draft submission.
- There is no limit to how many drafts a student can submit.

Exclude Bibliographic materials from Similarity Index for all papers in this assignment.

- Set to 'No'.
- This is best done on an individual basis when Similarity Scores are high.

Optional Settings - Draft

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

- Set to 'Yes'

Exclude small matches?

- Set to 'No'.
- This is best done on an individual basis when Similarity Scores are high.

Allow students to see Originality Reports?

- Set to 'Yes'.
- This is the purpose of the 'Draft Checking' submission.

Optional Settings - Draft

Reveal grades to students only on post date?

- Set to 'No'.
- Irrelevant as 'Draft Checking' submissions will not be marked.

Enable anonymous marking?

- Set to 'Yes'
- It will be reassuring for students to know that even 'Draft Checking' submissions are anonymous.

Optional Settings - Draft

Submit papers to

- Select 'no repository' from the pull down menu.
- This will prevent later submissions, including the 'e-Submission for marking', being compared to earlier submissions.

Search options

- Make sure all 4 options are selected.
 - Student paper repository
 - Institution paper repository
 - Current and archived Internet
 - Periodicals, journals & Publications.

Optional Settings - Draft

Attach a rubric/form to this assignment

- Select 'no rubric/form' from the pull-down menu
- The 'Draft Checking' submissions are not being marked so they do not need an associated rubric.

Finally

- Make sure you click 'Submit' at the bottom of the page.

OPTIONAL SETTINGS FOR 'E-SUBMISSIONS FOR MARKING' SUBMISSIONS

Optional Settings: e-Submission for Marking

Enter special instructions

- Normally additional content elsewhere in VITAL should already cover this.
- Remind students that the e-Submission for Marking is a formal submission and it will be assessed. Advise students to read the Programme Handbook which outlines their responsibility.

Allow submissions after the due date?

- Set this to 'Yes'.
- The Code of Practice on Assessment allows for assignments to be submitted up to 5 working days late with penalty.

Optional Settings: e-Submission for Marking

Generate Originality Reports for Submission

- Set to 'Yes'

Generate Originality Reports for Student Submissions

- Set to 'immediately first report is final'.
- This will allow one submission per student.

Exclude Bibliographic materials from Similarity Index for all papers in this assignment.

- Set to 'No'.
- This is best done on an individual basis when Similarity Scores are high.

Optional Settings: e-Submission for Marking

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

- Set to 'Yes'

Exclude small matches?

- Set to 'No'.
- This is best done on an individual basis when Similarity Scores are high.

Allow students to see Originality Reports?

- Set to 'No'.

Optional Settings: e-Submission for Marking

Reveal grades to students only on post date?

- Set to 'Yes'.

Enable anonymous marking?

- Set to 'Yes'

Submit papers to

- Select 'Standard paper repository' from the pull down menu.

Search options

- Make sure all 4 options are selected.
 - Student paper repository
 - Institution paper repository
 - Current and archived Internet
 - Periodicals, journals & Publications.

Optional Settings: e-Submission for Marking

Attach a rubric/form to this assignment

- Select the appropriate rubric from the pull-down menu
- Rubrics are associated with your (staff) user account. Once you have added a rubric it will be available for you to use in all VITAL modules.
- Rubrics can be managed (added, deleted, edited) using the 'Launch Rubric/Form Manager'.
- Rubrics are available for download from the 'Health Sciences Staff' module in VITAL (see the content area 'TEL Resources').

Finally

- Make sure you click 'Submit' at the bottom of the page.

STUDENTS' ACCESS TO FEEDBACK AND MARKS

School / Directorate Policies

- Guidance on when students are allowed to access marked assignments will be provided in the relevant School / Directorate documentation.

Technical Control of Access to Marked Work

The TurnitinUK Submission/View Link

- Students can access their marked assignments (feedback and marks) by clicking on the TurnitinUK link originality used to submit their assignment.
- This link only allows marked assignments to be viewed after the Post Date (if the option has been set in the configuration of the TurnitinUK link).
- By creating the TurnitinUK link in a folder, it is possible to make the folder unavailable to students thereby preventing them from being able to access the TurnitinUK Submission/View link.
- Depending on when students are allowed to view their marked assignments, it is possible to use adaptive release rules (or manually) to hide the folder after any agreed extensions or after 5 working days. This will prevent students from being able to view marks/feedback even after the Post Date has been reached.

Technical Control of Access to Marked Work

The VITAL Grade Centre and My Grades

- The VITAL home page has a 'My Grades' item in the 'Tools' panel.
- Once a TurnitinUK Post Date has been reached, the TurnitinUK system publishes the assignment marks to the module's Grade Centre and the Grade Centre can publish the marks to the 'My Grades' item in the Tools panel.
- To prevent the publishing of marks to 'My Grades', the appropriate column in the module's Grade Centre needs to be hidden. See the following instructions to hide Grade Centre columns.

Hiding a Grade Centre Column

- In the VITAL course, navigate to: Control Panel > Grade Centre > Full Grade Centre.
- The Grade Centre looks similar to an Excel spreadsheet.
- Scroll horizontally until you can see a column with a heading that matches the name of the TurnitinUK submission e.g. 'e-Submission for Marking'.
Tip: if you position the cursor over a column heading it will display the full column name.
- Click (left mouse button) on the pull-down menu 'down arrow' to the right of the column title.
- Click on 'Show/Hide to Users'.
Tip: Columns which are hidden have a dark circle icon, with a red line running through the circle, to the left-hand side of the Column title.
- As long as the column is hidden, marks will not appear in the My Grades area of the Home screen in VITAL.