# Setting Up A Turnitin Assignment Submission Area

Almost all text based work will be submitted in one of two ways. It will generally be through Turnitin on NILE, but you may choose to use the Assignment Tool if your assignment includes file formats like .ppt, .xls, or involves group work. Both systems are straightforward to set up and use.

See the [Turnitin user guide](http://nile.northampton.ac.uk:80/bbcswebdav/xid-65931_1) developed by the Learning Technology Team for more detailed guidance.

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| How | Why |
| 1. You need instructor access to the module
 | Module tutors will take responsibility for setting up the submission areas on their own sites |
| 1. Click the Submit your work button from the left menu
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| 1. Click on the Evaluate button from the top of the page
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| 1. Select TurnitinUK assignment
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| 1. Select Paper assignment then click Next Step
 |  |
| 1. The title of your assignment *MUST* display the Assessment code *first* (e.g. ES1, AS1). You can then enter a title which your students will recognise.
 | This is ***essential*.** If you are unsure about codes ask your SATExample: “ES1 – Assignment 1” |
| 1. Enter 100 in the point value box
 | This will ensure the grading schema is correct |
| 1. Choose the start of the academic year from the calendar and time options to specify start date
 | This will enable students to submit early. It is the same as putting an essay title in a module guide |
| 1. Specify the date and time (midnight) for due date (this must correspond to the date advertised to the students in their module guide)
 | All e-submitted work will have a deadline of midnight |
| 1. Specify a post date. This must be specified in the module guide
 | This post date is the date when the grades and feedback that you have written becomes visible to all students. It is the e-version of giving work back |
| 1. Click more options
 |  |
| 1. Enter any specific instructions into the box
 |  |
| 1. Select yes for “Generate Originality Reports for submissions?”
 | This allows you see the analysis report of matching text for all submissions for this assignment |
| 1. Choose immediately (can overwrite reports until due date) for “Generate Originality Reports for student submissions”
 | This allows students the freedom to re-submit their work as many times as they like up until the deadline. (Please make sure they aware that it may take up to 24 hours for the reports to be available for them to view) |
| 1. Choose yes for “Exclude bibliographic materials....”
 | This will minimise legitimate text matches in the report (**note:** if you would like to include these types of matches choose **no** as this option cannot be changed once the submission area has been created) |
| 1. Choose yes for “Exclude quoted materials...”
 | This will minimise legitimate text matches in the report (**note:** if you would like to include these types of matches choose **no** as this option cannot be changed once the submission area has been created) |
| 1. Choose yes for “Exclude small matches?”
 | This will minimise the amount of general sentence (e.g. “This is an example of”) text matches. (**note:** if you would like to include these types of matches choose **no** as this option cannot be changed once the submission area has been created) |
| 1. Specify the criteria for matching text to exclude from the analysis.
 | Specify the number of words in a string to exclude, or the percentage to ignore (e.g. 2 or 3 %) |
| 1. Choose yes for “Allow students to see Originality Reports?”
 |  |
| 1. Choose yes for “Allow submission after the due date?”
 | You will be able to see which assignments were submitted after the due date and time |
| 1. Choose yes for “Reveal grades to students only on post date?”
 | This will ensure that the feedback and grades are released at the same time for all students |
| 1. Choose standard paper repository for “Submit papers to:”
 | This will enter the paper into the TurnitinUK repository and therefore be available to future submissions to be checked against |
| 1. Tick all 3 boxes under “Search options:”
 |  |
| 1. If this is the first time you have set up a Turnitin assignment you will be asked if you would like to save the choices you have made. Select yes.
 | If you do not see this option it is because you have already saved your settings. Simply click **Submit** to set up the assignment submission link |