



## \* TEACHER'S GUIDE \*

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### TIPS FOR BASIC USE [www.turnitin.com](http://www.turnitin.com)

#### Invitation Letter:

- ✓ Send me an email to request
- ✓ Check your email to accept

#### Setting Up Your Classes:

- ✓ Click 'Add Class'
- ✓ Select Standard
- ✓ Class Name *(i.e. Period 1, General Paper)*
- ✓ Enrollment Password *(i.e. bobcat1)*
- ✓ Start/End Dates *(i.e. August 17, June 4)*

#### Student Enrollment:

- ✓ Provide students with **Class ID**
- ✓ Provide students with the **Enrollment Password** you created
  - *TIP: if you've forgotten it, click on the Edit/Settings tool (HINT: looks like a wheel)*
- ✓ **Students Tab**
  - To ensure that all your students received their invitation email and set up an account, take a look at the column to the left of your 'Students' list...
    - If the Enroll Date is highlighted in **red**, this student did not yet set up his/her account.
    - Click on the red date to re-send the invitation.
- ✓ **Dropping Students**
  - Students Tab Drop *(Hint: icon = trash can to the right)*
- ✓ **Emailing Students:**
  - Students tab
  - 'Email All Students'

## Adding an Assignment:

### ✓ Add Assignment

- *Paper Assignment*
- *Revision Assignment*
- *Reflection Assignment*

### ✓ Settings (I recommend the following settings):

- Allow Submissions After DUE Date
  - Don't worry, you'll still know if a student turned in an assignment late, but this option will save you from having to re-open the submission window every time a student needs to submit late work!
- Generate Originality Report, Allow Students to See (YES)
- Generate Originality Report..." immediately, can overwrite reports until due date"
  - Again, keeps you away from students emailing you because they submitted the wrong file, or found an error and want to resubmit, or...the emails will be endless otherwise!
- Exclude...
  - Quoted Materials (YES)
  - Small Matches (YES)
- Submit papers to: Standard Paper Repository
  - That way, the originality report will look out for papers plagiarized from past papers submitted (*i.e. last year's kids who pass off papers to this year's kids, lol*)
  - **IMPORTANT NOTE:** If you are having students submit a paper a second time around and you didn't make it a 'revision assignment,' you will want to UNCHECK the 'student paper repository.' That will keep students from plagiarizing themselves (*where their paper comes up 0% original because they turned in the same paper...because it's their own!*)
- For ETS (*if I use it*), I usually do not check 'style.' It gets really hectic in terms of feedback, which can be overwhelming for students.

## Monitoring Assignments:

- ✓ Assignments tab -> Actions column -> Click VIEW
- ✓ Check Similarity Index
  - over 12-15%??
- ✓ Check Date submitted
  - did students submit on time?
  - If not, the date will appear in red font
- ✓ Check student Response
  - did students view their feedback?
- ✓ View Student Assignments
  - Adding comments
  - Rubric Feedback
  - Print Options
  - View Originality (see notes below)

## Originality Report

- ✓ ~12%
- ✓ Proper Noun consideration
- ✓ Quotes, Citations, Bibliographic content, etc.
- ✓ Unintentional/Patch Plagiarism v. Real/Intentional Plagiarism

## LIBRARIES TAB...

### QuickMark Manager

- ✓ SETS -> +
- ✓ Name Feedback Set
  - (i.e. Conventions, Organization, Commonly Used, PBPA, Global Perspectives Paper 2, AP Seminar IRR, etc.)
- ✓ Make the Set ACTIVE...
  - Click on the Set title...
    - To the right, under 'Composition Marks,' click on: "Make this the active set"
- ✓ To ADD existing marks to a QuickMarks Set...
  - First, click on a current Set that contains marks you'd like to include in the new Set.
    - Then, highlight the mark(s) you want to add to your new Set
    - Click on ACTIONS --> Add to Set (this option is located to the far right)
    - Pick the Set title you'd like to share these marks with

## Rubric/Form Manager

- ✓ Click the :-- (menu) icon
- ✓ 'Create New Rubric'
- ✓ Enter a Rubric Name (i.e. PBPA Informative, PBPA Argumentative, AP Seminar IRR, etc.)
- ✓ Use the + and trash icons to add/delete rows and columns

*TROUBLESHOOTING: If the original rubric you created will not let you edit...*

- *(You'll see "cannot edit" at the bottom)*
- *Click on the :-- (menu) icon*
- *'Duplicate Rubric'*
  - *You can now edit this one!*