

The screenshot shows the Moodle navigation menu. The 'My courses' option is highlighted with a red box. Below it, three courses are listed: ACT-2200-1 (CRN: 2), ACT-4354-1 (CRN: 12), and ACT-3367-1 (CRN: 11). To the right, a 'Turn editing on' button is also highlighted with a red box.

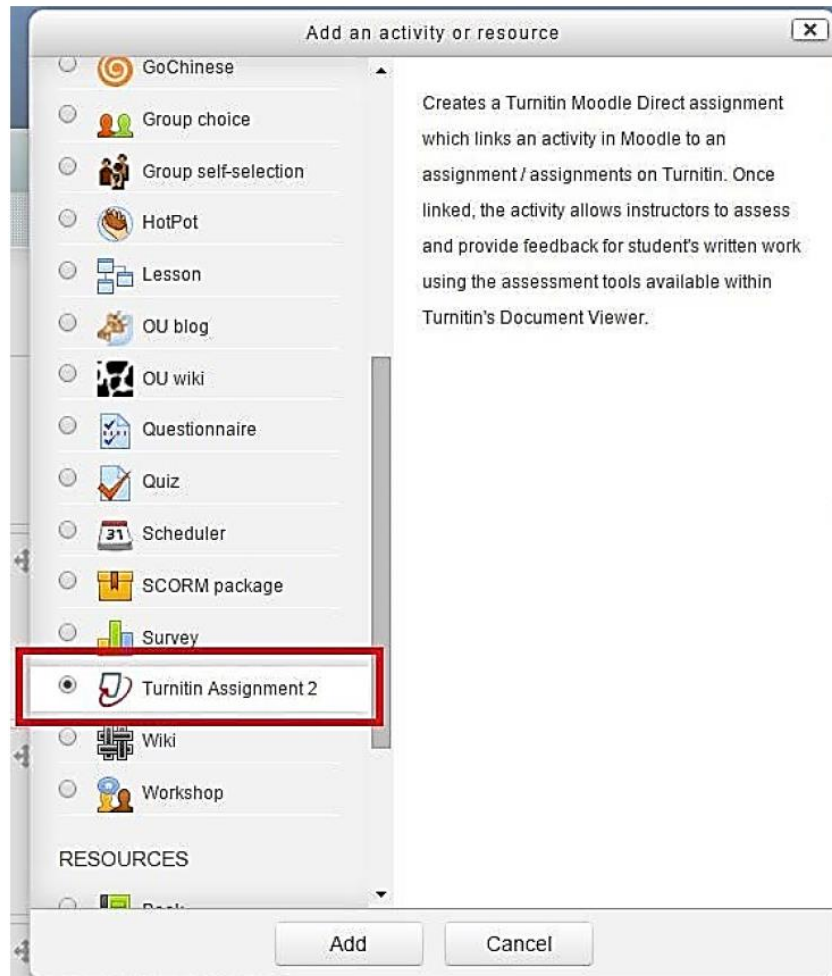
## Step 1

Go to My courses, select you course and then turn editing on (top right).

The screenshot shows the Moodle course page with editing turned on. The 'Add an activity or resource' button is highlighted with a red box. The page includes a 'News forum' section, a '3 July - 9 July' section, and a '10 July - 16 July' section. A 'Turn editing off' button is visible at the top right.

## Step 2

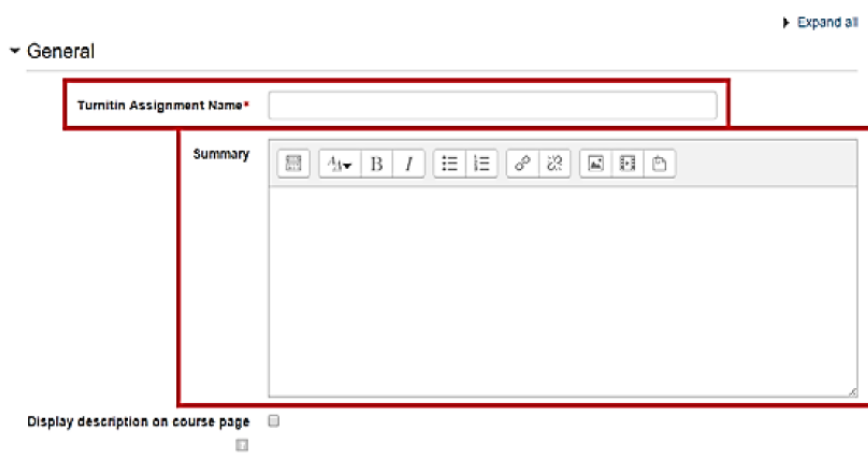
Note: You will see a number of icons – hover your mouse pointer over an icon to see what a particular icon is for. You will see ***'Add an activity or resource'***



## Step 3

Choose "**Turnitin Assignment 2**" from the menu and click "**Add**"

## Adding a new Turnitin Assignment 2



## Step 4

Enter a "**Turnitin Assignment name**" and a "**Summary**".

## Advanced | Using Turnitin To Assist Students in Avoiding Plagiarism

Display description on course page

**Submission Type\***

Number of Parts

Maximum File Size

Allow submission of any file type?

**Display Originality Reports to Students**

Grade Display

Auto Refresh Grades / Scores

Set these values as assignment defaults

### Step 5

Set the “**Submission Type**” to File Upload

It is recommended to leave the “**Display Originality Reports to Students**” to the default “No”

### Assignment Part 1

Name\*

Start Date

Due Date

Post Date

Max Marks

### Step 6

An assignment must have at least 1 Part (e.g. a single file upload).

Setting the Start, Due and Post dates:

- Start date: the earliest time that a student can submit the paper to the Turnitin assignment.
- Due date: the due date of the Turnitin assignment.
- Post date: the date when the grade/comments will be released to students.

### Advanced | Using Turnitin To Assist Students in Avoiding Plagiarism

#### Originality Report Options

Allow Submissions after the Due Date

Report Generation Speed

Note: Originality Report generation for resubmissions is subject to a twenty-four hour delay.

Store Student Papers

Note: If you do not select "Yes" for at least one of the "Check against..." options below then an Originality report will NOT be generated.

Check against stored student papers

Check against internet

Check against journals, periodicals and publications

Exclude Bibliography

Exclude Quoted Material

Exclude Small Matches

Words

## Step 7

It is recommended to set:

- Exclude Bibliography to **Yes**.
- Exclude Quoted Material to **Yes**.
- Exclude Small Matches to **at least 3 Words**.

#### Restrict access

Access restrictions

Add restriction...

Save and return to course

Save and display

Cancel

## Step 8

Press "**Save and display**".

The setup of the Turnitin assignment is completed.

#### Part 1

Title	Start Date	Due Date	Post Date	Marks Available
Turnitin Assignment 2 (Part 1)	16 Oct 2015 - 13:24	23 Oct 2015 - 13:24	23 Oct 2015 - 13:24	100
Peermark Assignments (0)				

Show 10 Entries Search Refresh Submissions

## Step 10 (optional)

Click the pencil icon to edit start date, due date and post date (Same as Step 7)

Title	Start Date	Due Date	Post Date	Marks Available	Export
Turnitin Assignment 2 (Part 1)	16 Oct 2015 - 13 24	23 Oct 2015 - 13 24	23 Oct 2015 - 13 24	100	

Peemark Assignments (0)

Show 10 Entries Search Refresh Submissions Turnitin Messages Inset (0)

### Step 11 (optional)

Once the dates have been changed, click the sides. It will update itself.

Note: The **“Post Date”** refers to when students can see their grades and comments.