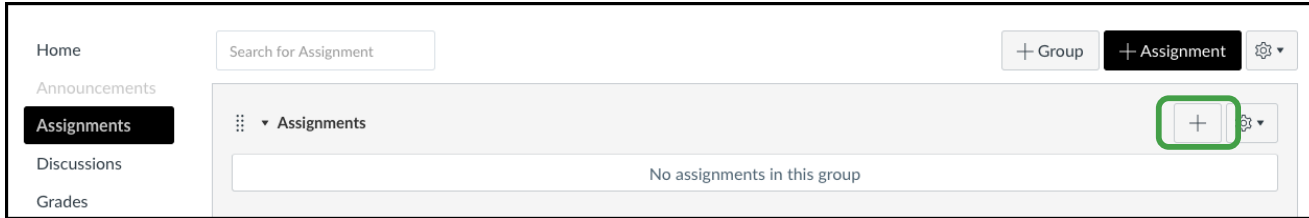

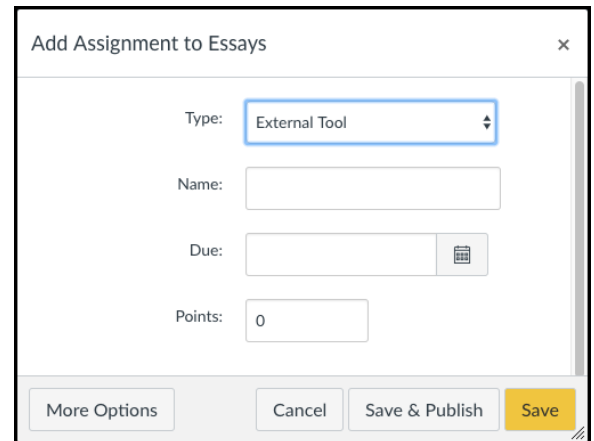


Create a Canvas Assignment (External Tool)

NOTE: There are multiple ways to create an assignment in Canvas. This document utilizes one method.



- 1) Navigate to a course in Canvas.
- 2) Click **Assignments** in the lefthand column.
- 3) Click the **Plus Sign** . The **Add Assignment** popup will appear.
- 4) In the **Type** dropdown, select **External Tool**.
- 5) Type in the **Name** of the assignment.
- 6) Select a **Due Date** for the Assignment.
- 7) Assign the maximum number of **Points** for the assignment.
- 8) Click **More Options** to continue editing the settings for the assignment. Canvas will create the unsaved assignment and open the **Canvas Assignment Settings** page.

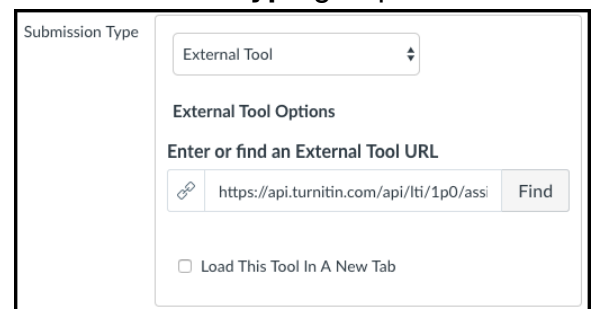
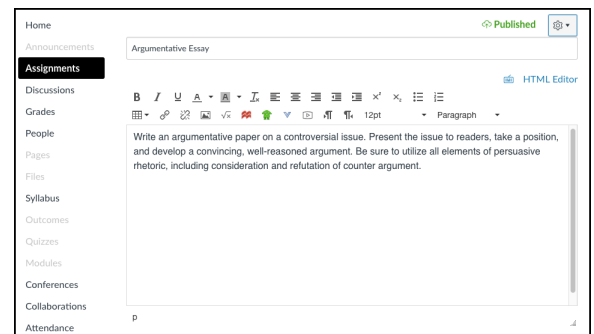


Canvas Assignment Settings

NOTE: The Assignment is in an unpublished state. In order for students to view the assignment, the assignment must be published.

- 1) The information entered on the **Add Assignment** popup will automatically populate the appropriate fields.
- 2) Type a description in the **Description** field.
- 3) Select an option from the **Display Grade as** dropdown.
- 4) Because **External Tool** was selected as the **Assignment Type** in the **Add Assignment** popup, it will automatically populate the first field in the **Submission Type** group box.
- 5) Find **Turnitin** as the **External Tool URL**.
 - Click **Find**. Scroll through the list. The list of External Tools is alphabetized so Turnitin should appear near the bottom of the list.
 - Select **Turnitin**.
 - Click **Select**.

NOTE: The **Load This Tool In A New Tab** is an option for the instructor. If the checkbox is marked, then both the instructor and student will be prompted to load the Turnitin Assignment on a new internet tab.
- 6) To allow for moderated grading, mark the **Moderated Grading** checkbox.



Create A Turnitin Assignment in Canvas

Assign Groupbox

- 1) Ensure that **Everyone** autopopulates the **Assign to** field. Do not delete.
- 2) Select a **Due Date**. Submissions past the due date may be allowed within the Turnitin settings.
- 3) Select an **Available from** date. Student will not be able to see the assignment until this date.
- 4) Select an **Until Date**. This field controls the visibility of the assignment to students. If the assignment should be visible until the end of the term, select the date of the last day of the term as the Until date or leave the field blank.

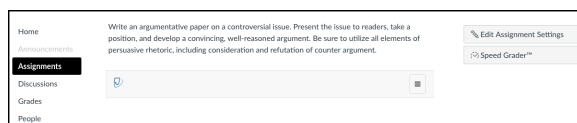
NOTE: Canvas allows instructors to designate differentiated due dates for students, whereas Turnitin has a single due date field. Differentiated due dates can be used with Turnitin; however, if used, the due date of the assignment will be altered to be the latest date associated with any one student (or student group). For example, if an Assign to group is added to the assignment and a later date is selected as the due date for that group of students, then Turnitin will use the later date as its Due date for all students. Individual students will only see the Due Date assigned to their differentiated group and the gradebook will mark an assignment as late if it is turned in past a differentiated due date.

Click **Save** to save the assignment without publishing the assignment or click **Save and Publish**. Canvas will navigate to the **Assignment Inbox**.

Assignment Inbox

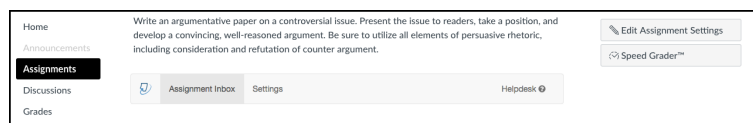
The appearance of the Inbox will depend on the size of the window.

Small window



OR

Expanded Window



If the Assignment Inbox opens in a small window, a Menu icon will appear in the upper righthand corner of the Assignment inbox. Click **Menu** to access three options: Assignment Inbox, Settings and Helpdesk. If the Inbox opens on an expanded window, these three options will be tabs across the top of the Inbox. **NOTE:** If PeerMark is enabled for a specific assignment, then two additional tabs, PeerMark Setup and PeerMark Reviews will appear.

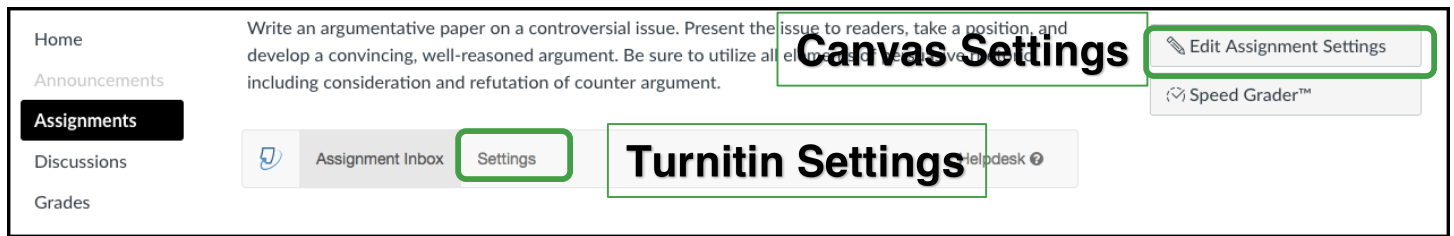
To expand the size of the window, click and drag the edges of the window or click the Maximize Window button.

This document assumes that the window is expanded.

Canvas Assignment Settings vs Turnitin Assignment Settings

To access Canvas **Assignment Settings**, click **Edit Assignment Settings**. Canvas will navigate to the **Assignment Settings** Page where Canvas settings can be edited.

To access **Turnitin Assignment Settings**, click the **Settings** Tab at the top of the Assignment Inbox.

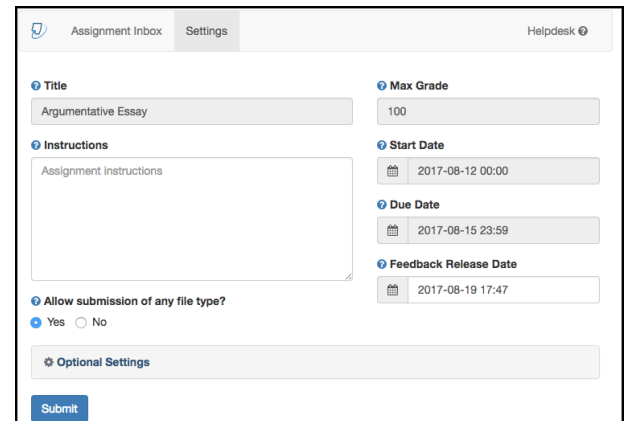


NOTE: Canvas Speed Grader can be used to grade a Turnitin Assignment. Compare Speed Grader to Turnitin Feedback Studio before making a decision about the Grading Tool that will work best.

Turnitin Assignment Settings

Click the Turnitin **Settings** tab to edit the default Turnitin Settings for the assignment. Title, Max Grade, Start Date, and Due Date automatically populate based on the Canvas Assignment settings. To edit these fields, navigate back to Canvas Assignment Settings.

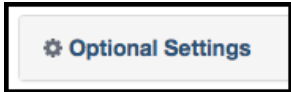
Name	Functionality
<i>Feedback Release Date</i>	Students will not be allowed to see their Turnitin grade or feedback until this date. This date should fall after the Due Date. NOTE: The Feedback Release Date field does NOT control student view of a grade in the Canvas gradebook. If you would like to hide gradebook grades from students, you must do so in Gradebook setup.
<i>Instructions</i>	These Instructions will appear to students when they submit their Turnitin papers.
<i>Allow submission of any file type?</i>	This option controls the file types that students are allowed to upload by dividing them into two categories: those which can be checked for originality and those that cannot. Select No to limit student uploads to only those file types that contain highlightable text and are therefore able to generate source matches in the originality report. Select Yes to allow students to upload additional types of files such as images that cannot be compared to other sources.



NOTE: Have you considered going paperless? Because of the **Allow submission of any file type** option, an Instructor from any discipline can use Turnitin. For example, a mathematics instructor can have students complete an assignment, take a picture of the assignment and upload the image file. Feedback Studio can then be used to markup and score the student paper.

Optional Settings

Click **Optional Settings** to modify additional Turnitin Settings.



Name	Functionality
<i>Allow late submissions?</i>	If set to Yes , students will be able to submit papers past the due date on the assignment. NOTE: Late submissions are for first time submissions only. Once a student has made an initial submission, they will not be allowed to resubmit past the due date.
<i>Compare submitted papers against the following sources</i>	These three checkboxes give the instructor some control over the content of the originality report. The fields allow the instructor to choose which databases to compare to when generating the originality report. Instructors can tell Turnitin to check against any combination of the following 3 categories: Student paper repository, current and archived web site content, and periodicals, journals and publications. NOTE: At least one of the checkboxes should be marked in order to generate an Originality Report.
<i>Report Generation Speed</i>	There are three options. Instructors can choose whether or not to allow students to submit papers after the due date has past and when to generate an originality report . With the first two options, Instructors can choose whether to generate a report immediately or on the due date and choose, if reports are generated immediately, whether or not to allow student resubmissions. The third option, if selected, will cause all student submission originality reports to generate on the due date. Resubmissions are allowed if this option is chosen. NOTE: Allow resubmissions of papers until the due date: If students resubmit a paper, the originality report for the resubmission may take up to 24 hours to process. NOTE: To ensure that papers created by students are compared against one another, select Generate reports on the due date . If reports are generated immediately, student papers will not be compared to other papers submitted after their own submission.
<i>Exclude bibliography/quoted material/small matches from Similarity Index for all papers in this assignment?</i>	The instructor can choose whether to exclude the bibliography, quoted materials, and/or small matches from the originality reports. Mark Yes or No for each option. To exclude small matches, click Yes then select either Words or Percentage. Type an appropriate number in the field. NOTE: This field is strictly less than. Turnitin will exclude source matches for less than (but not equal to) the value entered here. If exclusions are designated under assignment settings, the exclusions will apply to all papers submitted for the assignment.
<i>Allow students to view Originality Reports?</i>	Select Yes to allow students to view the Originality Report after they submit their paper. Select No to hide the Originality Report form students.

<i>Submissions to this assignment will be stored in</i>	<p>Dropdown choices include Standard paper repository or Do not store the submitted papers. If papers are added to the standard repository, the student username associated with that paper will not be associated with the paper. Rather the image of the paper is tagged with an ID number and the paper can be used in comparisons for future assignments, either yours or others at your own institution and at other schools that use Turnitin.</p> <p>NOTE: For Rough Draft assignments that will have a final draft, consider not storing the Rough Draft in the Standard Repository.</p> <p>NOTE: When working in a Development or Test environment, do not store papers in the repository.</p>
<i>Add PeerMark Assignments</i>	<p>To add a PeerMark Assignment to this assignment, select Yes. NOTE: For more information on managing PeerMark Assignments, consult the Turnitin PeerMark: An Instructor Perspective document.</p>
<i>Attach a Rubric to this Assignment</i>	<p>Select a Rubric form the dropdown or Launch Rubric Manager to create or assign a rubric. For more information on Managing Rubrics, consult the Manage Turnitin Rubrics document.</p>
<i>Enable grammar checking using ETS e-rater technology?</i>	<p>To enable ETS e-rater grammar check, select Yes. This will make ETS e-rater available as a layer in the document viewer. Students will be able to immediately see the recommendations of e-rater for revising spelling, grammar, usage, mechanics, and style elements of their paper.</p>
<i>Select ETS Handbook</i>	<p>The selection made from this dropdown determines the default ETS handbook that is available to students when they review an ETS mark on their paper. Students can change the level of the handbook.</p>
<i>Select English Dictionary</i>	<p>There are three selections available: US English, UK English or both.</p>
<i>Categories enabled by default</i>	<p>Instructors can select any combination of the following e-rater categories to default on for both students and instructor: Spelling, Grammar, Usage, Mechanics, and Style. The categories can also be turned on for individual student papers in Feedback Studio if ETS e-rater is enabled.</p>

Select **Yes** for **Would you like to save these options as your defaults for future assignments?** if you would like for these settings to be the default Turnitin Settings for future assignments.

Click **Submit** to save your settings. Optional Settings will collapse. To navigate back to the Assignment Inbox, click **Assignment Inbox**. Once students begin submitting papers for the assignment, the papers will appear here.