Manage A Turnitin Assignment in Canvas

Assignment Page

Navigate to the **Assignment Page** for a specific assignment. If the Assignment Page is opened on a small viewing window, the tabs may be replaced by a menu button in the upper righthand corner of the box. If this is the case, click Menu ☰ and select the desired tab from the menu.

1 – Assignment Inbox: The Assignment Inbox will contain a list of all student submissions for the assignment. On this tab, an instructor can also generate student submission reports and open Feedback Studio (to markup and score a student paper).

2 – Settings: Turnitin settings can be accessed and modified on this tab. **NOTE:** Canvas assignment settings are accessed via the **Edit Assignment Settings** button located in the upper righthand corner of the page. For more information on Settings, consult the **Create a New Assignment in Canvas** document.

3 – PeerMark Setup: PeerMark Assignments are enabled for a Turnitin Assignment in Turnitin Settings. If PeerMark is enabled, then the two tabs PeerMark Setup and PeerMark Review appear in on the Assignment Page. PeerMark Setup contains the fields needed for an instructor to manage setting up the PeerMark assignment.

4 – PeerMark Reviews: PeerMark Reviews contains the fields necessary for an instructor to manage student reviews of peer submissions.

5 – Helpdesk: Click Helpdesk to access the Turnitin Support page where an support ticket can be submitted.

NOTE: For more information on Peermark, consult the **Turnitin PeerMark: An Instructor Perspective** document.

Assignment Inbox

1 – Search: To search for a specific submission, type the student name in the **Search** field.

2 – Download All: Download reports for all student submissions.

3 – Download Selected: Download reports for selected student submissions.

4 – Author/Paper Title: The student name and paper title (as designated by the student during the submission process).

5 – Paper ID: The Turnitin Record for a specific student paper. If Turnitin Support is needed, this number is important for submission tracking.

6 – Timestamp: The date and time of the student upload.

7 – Grade: The score assigned to the paper by the instructor.

8 – Similarity Index: Indicates the percentage of the student paper that might be plagiarized. This number is rounded to the nearest whole percent.

- 0% - Blue
- 1% - 24% - Green
- 25% - 49% - Yellow
- 50% - 74% - Orange
- 75% - 100% - Red

9 – Upload: Submit a paper on behalf of a student.
Download: Download the original paper submitted by the student.
Trash: Delete a student submission.

NOTE: Click on a specific student Submission Title, Similarity Index, or Grade (edit) to open Feedback Studio. To learn more about Feedback Studio, read **Turnitin Feedback Studio: An Instructor Perspective.**
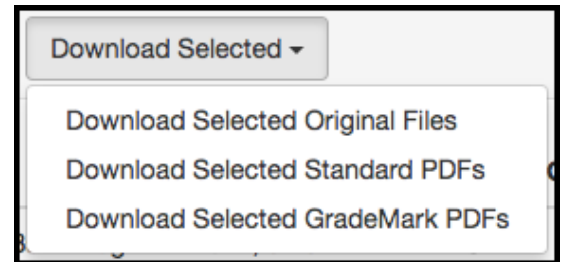
Reports
Turnitin allows instructors to download bulk reports for all students or for selected students. These same reports are available for downloading for individual students in Feedback Studio.

Download Selected
Before attempting to download a report, select the desired student(s) by marking the checkbox next to the student name.

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- **Download Selected Original Files:** The files will download in a zipped file folder containing the original files submitted by the students. Extract and Open the folder to view the files. **NOTE:** The files are the original file types uploaded by the student.

- **Download Selected Standard PDF's:** Turnitin will generate a pdf(s) that contains the student(s) paper with a title page(s) added by Turnitin. The file(s) will download as a zipped file folder containing all the files. At the bottom of the title page(s) of each file(s) are the submission details associated with the paper(s).

- **Download Selected GradeMark PDF's:** Turnitin will generate a pdf(s) that contains the student(s) paper with a title page(s) added by Turnitin. The file(s) will download as a zipped file folder containing all the files. GradeMark PDF's also contain all marks and comments added to document in GradeMark, the Originality Report, ETS marks and Rubric scoring.
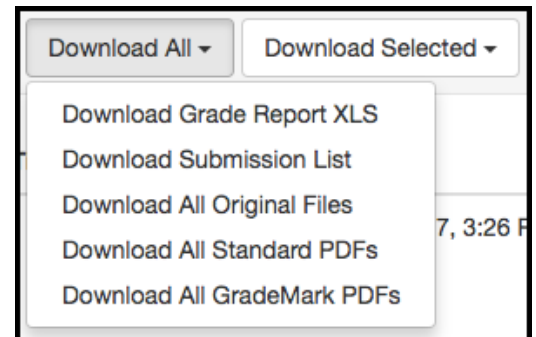
Download All

The three Report types that can be downloaded for selected students can be downloaded for all student by making the selection in the **Download All** dropdown.

Additionally, two other reports are available.

- **Download Grade Report XLS:** Turnitin will generate an excel spreadsheet that displays not only details of student submissions and associated grades but also some general data of the types of matches found in the originality report.

- **Download Submission List:** Turnitin will generate a list of students who have submitted their assignment.

NOTE: Bulk downloads can take time to generate. When downloading a report for multiple students, if desired, close the window and return to it later.