

TurnItIn

New Process for TurnItIn Accounts

In order to best serve students, all TurnItIn accounts will be routed through the LMS, Person LearningStudio, beginning in the Fall 2015 semester. This reduces the need for manual account creation, which makes the process easier for students, eliminating potential account management errors. In order to use TurnItIn for an assignment, instructors need to complete the following:

1. Create a LearningStudio Course Shell

If there is currently no LearningStudio course shell for the course in which the assignment is assigned, it is easy to create one.

1. Access the Course Copy Application (<https://appsprod.tamuc.edu/CourseCopyApp/CourseCopy/>) and create a course shell.
2. If your course is not available to copy via the Course Copy Application, contact your administrative assistant and ask them to put an "E" in the Attendance Method in BANNER for your course. Once this occurs, you will be able to copy the course.
3. Course shells for Web Enhanced (not fully online) courses can be made at any point over the course of a semester, and take between twelve and twenty-four hours to populate with students on average. If you are not enrolled in your course within that time period, please contact the CFEI at (903)886-5511 or by e-mail at online@tamuc.edu.

2. Create an Assignment Dropbox

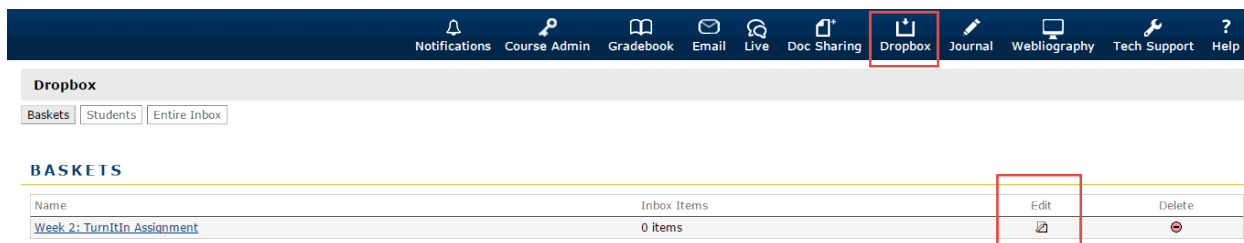
Once your course shell has been successfully populated, create an assignment dropbox. **You do not have to set up the gradebook to do this.** TurnItIn is not dependent upon an assignment being gradable in order to create a similarity report. By creating a dropbox within LearningStudio, you are giving your students a safe, verifiable way to submit their work while also enabling the use of TurnItIn.

The screenshot shows the 'ADD ITEMS' form in the LearningStudio interface. The form is titled 'ADD ITEMS' and has a yellow header bar. On the left, there is a sidebar with navigation links: 'Course Home', 'Start Here', 'TAMUC Syllabus', 'Student Lounge', 'Virtual Office', 'Library', 'Technical Support', 'VoiceThread', and 'Week One' (selected). The main content area has a 'Course Home' tab selected, and a 'Course Items' tab is also visible. The form fields are as follows:

- Name: TurnItIn Assignment (required field)
- Item type: Text/Multimedia (dropdown menu)
- Add to: Course Home, Week 1: Week One, Week 2: Week Two (dropdown menu)
- Grading: ☒ Add to Gradebook (checkbox), ☐ Hide item from students (checkbox), ☒ Create dropbox basket (checkbox)
- Points: 100 (text input), Points (label)
- Exclude from Grade (radio button)
- Extra Credit (radio button)

At the bottom right, there are three buttons: 'Add Items', 'Save & Add More Items', and 'Cancel'. A small asterisk indicates a required field.

Once your dropbox basket is created, you can turn on TurnItIn by going to “Edit” in the Dropbox basket overview.



The screenshot shows the top navigation bar with icons for Notifications, Course Admin, Gradebook, Email, Live, Doc Sharing, Dropbox (highlighted with a red box), Journal, Weblogography, Tech Support, and Help. Below the navigation bar is a 'Dropbox' section with tabs for Baskets, Students, and Entire Inbox. Under the 'BASKETS' section, there is a table with columns: Name, Inbox Items, Edit, and Delete. The first row shows 'Week 2: TurnItIn Assignment' with '0 items' and an 'Edit' button (highlighted with a red box) and a 'Delete' button.

Name	Inbox Items	Edit	Delete
Week 2: TurnItIn Assignment	0 items		

Checking the TurnItIn checkbox will open an option to access TurnItIn Settings.

Basket associated with	Custom basket name	Turnitin	Settings
Week 1: Digital Portfolio	Final Unit: Digital Portfolio	☐	
Week 2: Writing Assignment	Unit One: Writing Assignment One	☒	

For information on best practices for your TurnItIn settings, please see the TurnItIn Best Practices User Guide.