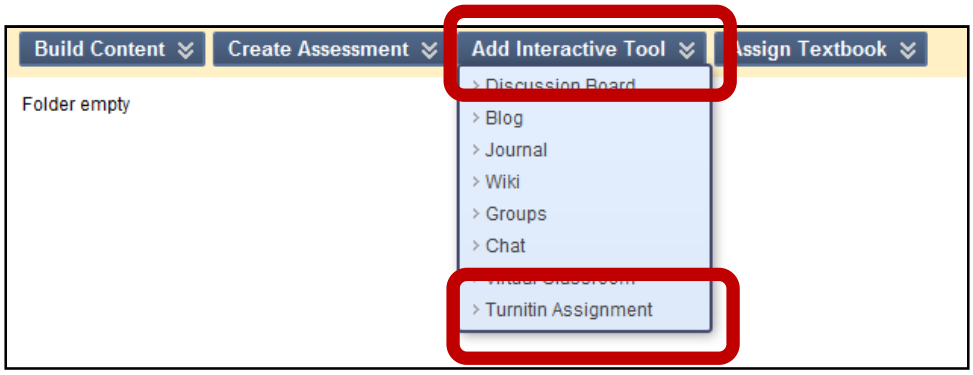
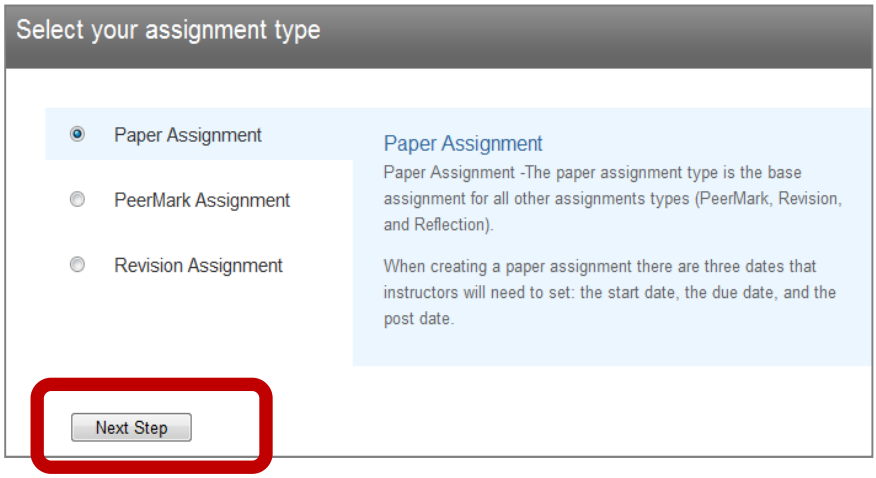
Creating a New TurnItIn Assignment

1. Log in to Blackboard, http://eaglebb.coppin.edu
2. Go to your course site.
3. Select a content area, such as "Assignments."
4. Point to **Add Interactive Tool** on the Action Bar of the Grade Center. Select **TurnItIn Assignment.**

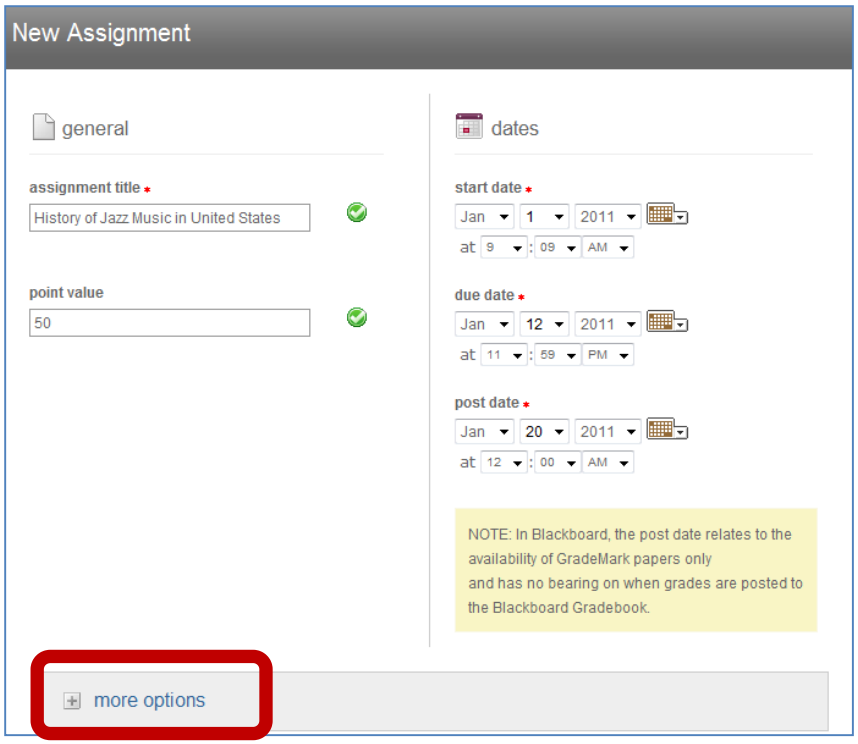


If this is the first time you are using TurnItIn, you will need to accept the Software Agreement.

5. Select **Paper Assignment**. Click the **Next Step** button.



6. Type an **Assignment Title**.



7. Select the **Start Date, Due Date,** and **Post Date**.

8. Click **More Options**.

   Suggested options:

   - Generate Originality Reports for submissions? **Yes**
   - Allow students to see Originality Reports? **No**
   - Allow submissions after Due Date? **yes**

Enter special instructions

Would you like to select a QuickMark set?

no

Generate Originality Reports for submissions?

- (●) yes
- ( ) no

Generate Originality Reports for student submissions

immediately first report is final

Exclude bibliographic materials from Similarity Index for all papers in this assignment?

Bibliographic materials can also be included and excluded when viewing the Originality Report. This setting cannot be modified after the first paper has been submitted.

- ( ) yes
- (●) no

Exclude quoted materials from Similarity Index for all papers in this assignment?

Quoted materials can also be included and excluded when viewing the Originality Report. This setting cannot be modified after the first paper has been submitted.

- ( ) yes
- (●) no

Exclude small matches?

- ( ) yes
- (●) no

Allow students to see Originality Reports?

- (●) yes
- ( ) no

Allow submissions after the due date?

- (●) yes
- ( ) no

Reveal grades to students only on post date?

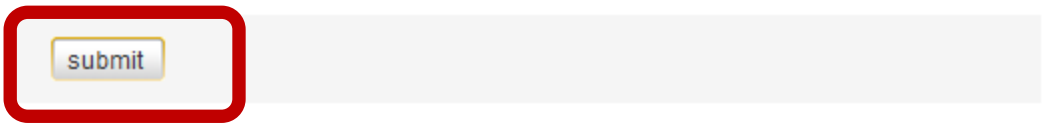
- ( ) yes
- (●) no

Submit papers to:

standard paper repository

Search options:

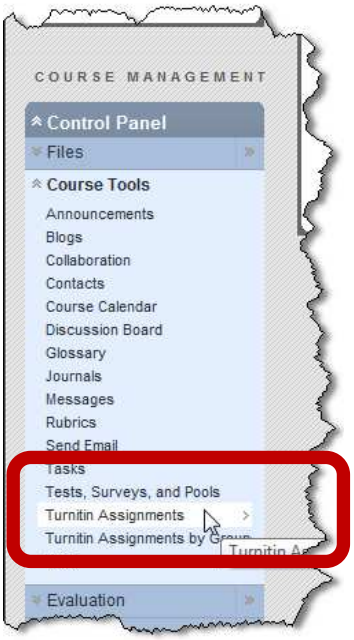
- [x] student paper repository
- [x] current and archived internet
- [x] periodicals, journals, & publications



9. When you are finished setting the options, click **Submit**.

10. Your students will see the TurnItIn assignment, and can click **View/Complete** to submit a paper.

There is a tipsheet on the IT Student Service Center website for students to help them submit a paper.



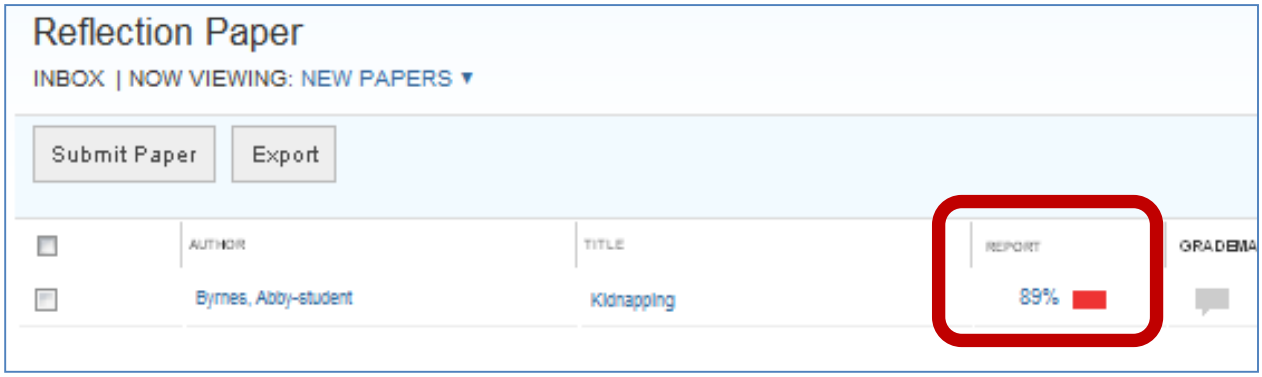
View Student Submissions

1. In your Blackboard course site, go to the Control Panel area in the lower left, click Course Tools.

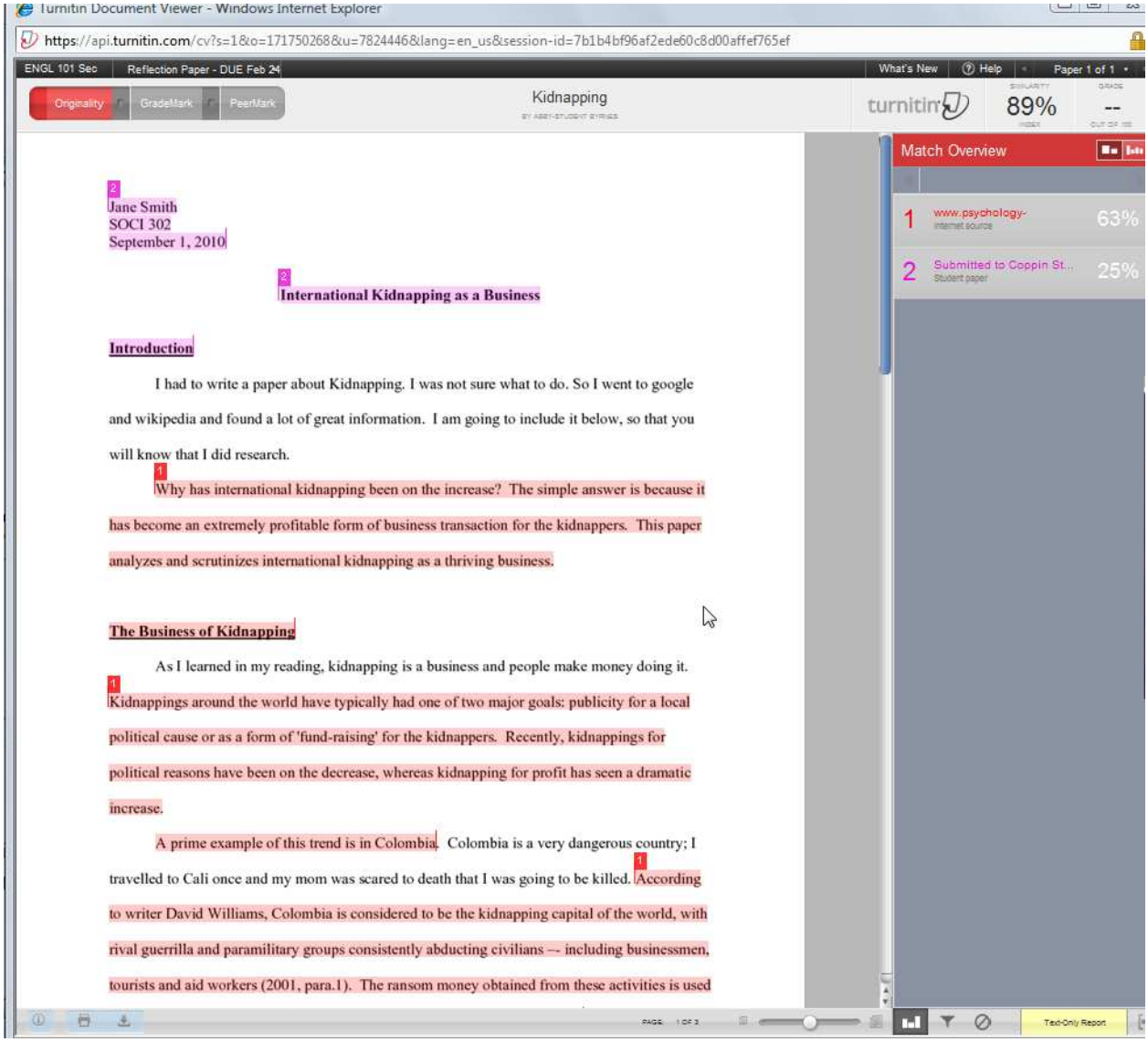
2. Click **TurnItIn Assignments**.

3. Click the name of your assignment.

   You will see the student's name, and if the Originality Report is ready, then you will see a number and a colored box (red, yellow, blue, green).



4. To see the report for a student, click the **xx%** link under Report.



5. TurnItIn displays the Originality Report, which will highlight any material in the paper that matches material from websites, journals, newspapers, or other student papers submitted to Coppin or other universities that use TurnItIn.

TIP: be sure to read the Originality Report. Just because there is a high percentage of "unoriginal material" does not mean plagiarism, if the student has placed the material in quotation marks and properly cited it. And, a lower number may be misleading; the student may have plagiarized only a sentence or two, but by including it in their paper without quotes, the implication is that the student wrote it.

Where to get help

There are several resources at Coppin State University to help you be successful with technology.

If you need help with Blackboard, Tegrity, or submitting assignments with TurnItIn, you can contact the 24x7 help desk at their toll free number:

1-866-886-4911

This support number is open to all faculty, students and staff at Coppin State University.

Where to Get Help - Faculty

- 24 x 7 HelpDesk for faculty and students who need help with Blackboard, Tegrity and TurnItIn:
  866-886-4911

- On campus HelpDesk for faculty and staff:
  410-951-3888

- Faculty training sessions and tipsheets offered by Instructional Technology, website: **http://www.coppin.edu/TLT**

Where to Get Help - Students

- 24 x 7 HelpDesk for faculty and students who need help with Blackboard, Tegrity and TurnItIn:
  866-886-4911

- On campus HelpDesk for students, located in Grace Jacobs MC 16:
  410-951-3872

- Tipsheets for students on the IT Student Service Center (help desk) web site:
  http://www.coppin.edu/ITSSC/