Turnitin is available in Canvas to compliment Canvas’s own Assignment handler. Turnitin assignments are used where originality reports are needed to aid plagiarism detections or to maintain school policy on use of electronic marking.

When using Turnitin in Canvas you are in effect using two different but linked systems, and some of the setup information provided by Canvas flows into Turnitin.

This guide assumes prior familiarity with Turnitin. For new users we recommend coming onto one of our Turnitin workshops: https://ltech.ljmu.ac.uk

Clearing out (from a Blackboard migrated course)

If you are working on a course that used migrated Blackboard content you should delete any assignments or Assignment Groups that may have been copied over. If you started from scratch in Canvas you don’t need to do this.

1. Go to the Assignments area of your coursespace
2. Click on the drop-down Settings button (gear/cog) for any Assignment and choose Delete (A)
3. Click on the drop-down Settings button (gear/cog) for any Assignment Group and choose Delete (B), leaving a single group called ‘Assignment’

Step 1: The Canvas Assignment placeholder

1. Within the coursespace go to the Assignments area
2. Click on the blue ‘+ Assignment’ button at the top-right
3. The Create New Assignment screen must be configured for Turnitin (an external third party tool). Some settings are vital, and others must not be used as they break the grading process. Do not use Moderation and Peer Review settings:

   | Assignment Name | The name of the Assignment provided through to Turnitin |
   | Assignment Brief (Rich Text Editor) | Provide some instructions for the assignment. Try to keep anything to do with the assignments here, so insert links to any further assignment documents from Files |

4. After providing the above information click on the Save & Publish button.

Step 2: Configuring Turnitin settings

Now that you have setup the basic Canvas assignment, you need to configure Turnitin specific settings.

1. Return to the Assignments area of the course and click on the Assignment you just created
2. Click on the button to load the assignment in new window

   This takes you to the Turnitin Assignment Inbox within a new browser tab. You will see that no submissions have been received yet.

3. Click on the Settings button at the top-right

   You will then be given a number of fields for you to provide additional information about the assignment. Some of these will be greyed out and uneditable (already populated with data by Canvas), and others you will need to now complete:

   | Instructions | Do not use this area for assignment instructions as superseded by brief provided by Canvas setup |

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Technology Enhanced Learning team
Feedback Release Date
The date by which all marking will be complete, and feedback and grades returned to students. See university/school policy on feedback turnaround.

Allow submissions of any type
Recommended to choose No - which means only the most common text formats are accepted (Word docs, PDF, RTF and TXT).

Allow late submissions
Choose Yes for ease (late submissions are flagged as late)

Compare submitted papers against the following sources
Check all to ensure strongest originality search

Originality Report generation and resubmission
For ease choose ‘Generate reports immediately (resubmissions are allows until due date)’

Exclude bibliographic materials, quoted materials, small matches
All No, you can always ignore these later on but best to have information available

Enable anonymous marking
See school policy

Allow students to view Originality Reports
See school policy

Submissions to this assignment will be stored in
Standard paper repository unless you want students to submit work that will form part of a later submission (would lead to false-positive)

Add PeerMark assignments
An advanced feature for peers to mark each others work - ignore for now

Attach a rubric to this assignment
Select from existing rubrics here, or you can apply directly in Feedback Studio document viewer

Would you like to save these options
Yes, but always double-check these options anyway

4. After configuring the additional Turnitin settings click Submit

Step 3: Withholding grades and feedback

After creating your Turnitin assignment its important to ‘Mute’ the assignment so that you can withhold grades and feedback until a certain date. To do this:

1. Go to the Grades area within the course
2. Locate the heading that relates to your assignment
3. Hover your mouse pointer over the column heading, click on the drop-down arrow that will appear, and choose Mute Assignment

Applying grade weighting

Assignment groups allow you to weight different assignment components to calculate a final grade for the overall course.

Canvas courses have an assignment group created by default (‘Assignments’), and in simple configurations you can have all of your assignments stored within this single group, with the final grade contributed equally from assignments. But if you wish to apply differentiated grading to assignments (e.g. 70% of final grade from one assignment, and 30% from another) you will need to setup and use Assignment Groups.

It is not crucial to apply weighting at the outset of assessment as it can be applied retrospectively, and it is likely your school office will apply weighting manually during entry of grades into the Student Information System.

1. Within the course go to the Assignments area
2. Click on the ‘+ Group’ Button at the top-right of the page
3. Provide a title for the group – if it is to contain a single assignment then you are welcome to name the group after the assignment, or else choose a name to group the assignments (e.g. Reports)
4. Click Save, and repeat within any additional groups
5. To apply the weighting, click on the Settings button (cog/gear) at the furthest top-right of Assignments page
6. And choose Assignment groups weight
7. At the Assignment groups weight box, check the box for Weight final grade based on assignment groups
8. Type in a percentage for each of the groups (the total should amount to 100%)
9. Click Save

You will now see on the Assignments page that a percentage is indicated next to each of the Assignment Groups.

In an Assignment Group with more than one assignment within it, Canvas will apply equal weighting of these assignments to make up the weighted grade for the group.

Interpreting the Grades area

The Grades area in a Canvas course provides an overview of grades for all assignments for all students. After setting up Assignments you will find that the Grades area updates with columns that correspond to each assignment (A) and also columns that correspond to Assignment Groups (B). Through this you can observe, once assignments are graded, how assignments count towards a final grade for the course.

4. After configuring the additional Turnitin settings click Submit

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