Topic 2: Assignment Details > Using Functions Inside the Turnitin Paper Assignment Inbox
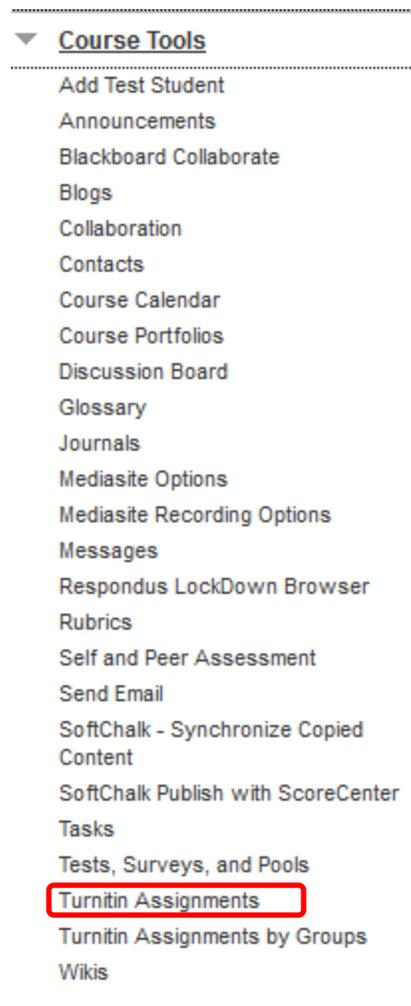
The Turnitin Inbox is the central location that contains student paper submissions for a Turnitin Paper Assignment. Each separate Turnitin Paper Assignment has a corresponding Inbox that can be accessed to view student submissions. In the Turnitin Inbox, you have acess to the Originality Report which can be used to detect potential plagiarism and the Grademark Tool that can be used to evaluate performance for each student's submission.

Follow the steps below to access a Turnitin Paper Assignment Inbox:

1. Log into your Blackboard Learn account by going to http://www.uh.edu/blackboard.

2. In the control panel at the bottom left of the screen, choose Course Tools and select the option for Turnitin Assignments.

▼ **Course Tools**

Add Test Student
Announcements
Blackboard Collaborate
Blogs
Collaboration
Contacts
Course Calendar
Course Portfolios
Discussion Board
Glossary
Journals
Mediasite Options
Mediasite Recording Options
Messages
Respondus LockDown Browser
Rubrics
Self and Peer Assessment
Send Email
SoftChalk - Synchronize Copied Content
SoftChalk Publish with ScoreCenter
Tasks
Tests, Surveys, and Pools
Turnitin Assignments
Turnitin Assignments by Groups
Wikis

3. From there, select the correct assignment. It will take you to an assignment inbox as pictured below. All of the Turnitin functions can be directly accessed from the Inbox. The Turnitin Inbox is designed to be user friendly and easy to use.
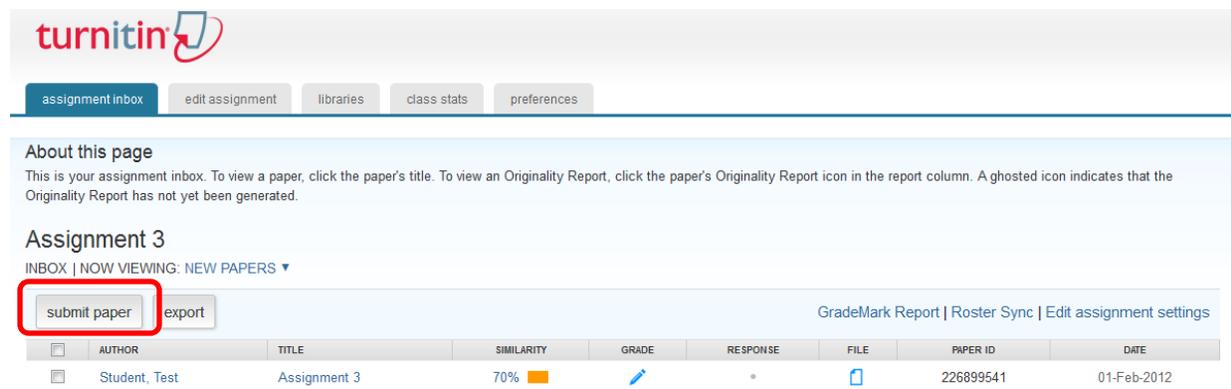

The following tasks are available in this tutorial:

-Submitting a student paper
-Deleting, downloading, or moving a student paper
-Accessing an originality report
-Editing the Turnitin assignment
-Initiating a roster sync

Submitting a Student Paper

When submitting a paper for a student, please remember they will not be able to view any comments or feedback that you mark on their Turnitin assignment.

1. Look at the left side of the Turnitin Inbox and select the Submit Paper button.

2. Use the Author drop down menu and select the name of the student who wrote the paper.
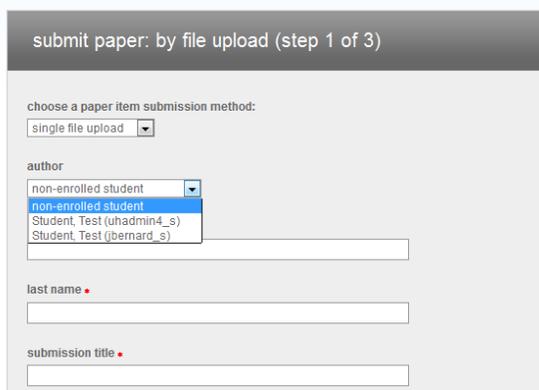
submit paper: by file upload (step 1 of 3)

choose a paper item submission method:
single file upload

author
non-enrolled student
non-enrolled student
Student, Test (uhadmin4_s)
Student, Test (jbernard_s)

last name *

submission title *

After choosing the student from the drop down list, the student's name will automatically be placed in the first name and last name fields.
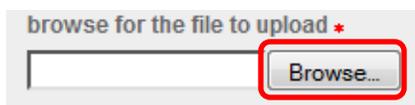
first name *
Test

last name *
Student

3. Type in the title of the student submission in the Submission Title field.
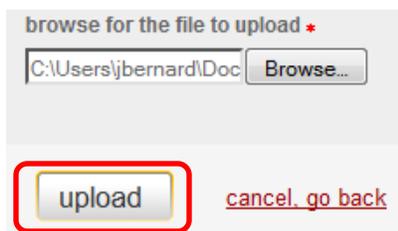
submission title *
Submission Title

4. To attach the student's paper for submission, click on the Browse button.

browse for the file to upload *

Browse…

5. Once you've selected your document and the file name appears in the Browse window, select the button to upload.

browse for the file to upload *

C:\Users\jbernard\Doc   Browse…

upload   cancel, go back

6. A new window appears with a preview of the student's paper. The formatting is removed from the preview, so it does not appear as it would in the submission. Select the button to Submit.

submit paper: Step 2 of 3

Author   Test Student

Title   Submission Title

Preview Paper

Topic 1: Getting Started > How to Create a Turnitin Paper Assignment in Blackboard Vista.
You may be questioning – "Do I need a new account to use Turnitin although I have a Blackboard Vista account?" The answer is "NO." To make your life easier, Turnitin is integrated directly into Blackboard Vista. This means that you don't have to go to the Turnitin website to use the program.
Follow the steps below to create a Turnitin assignment:
1. Log into Blackboard Vista by going to http://www.uh.edu/blackboard.
NOTE: If you don't have a Blackboard account, please contact blackboard@uh.edu for obtaining instructions on getting your Blackboard Vista account setup.
2. Click on the Build tab.

submit   return to upload page

7. Turnitin will confirm that the student paper has been successfully submitted by providing a digital receipt that shows a preview of the document.

Your submission was **successful**. This is the digital receipt for your paper. Only the first page of the document is included in the digital receipt.

paper title: Submission Title

paper ID: 227758788

author: **Student, Test**

go to inbox   submit another paper

Educational Technology and University Outreach   **FDIS**

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You may be questioning – "Do I need a new account to use Turnitin although I have a Blackboard Vista account?" The answer is "NO." To make your life easier, Turnitin is integrated directly into Blackboard Vista. This means that you don't have to go to the Turnitin website to use the program.

Deleting a student paper

Warning: Deleting a student paper from the Turnitin Inbox will remove the paper permanently.

1. Inside the Turnitin Inbox, locate the name of the student whose paper you wish to delete and select the box that is located directly to the left of the student's name. A checkbox will appear in the box. A message will also appear confirming how many papers have been selected.

2. If you're certain you wish to delete that assignment, select the button in the top right corner to Delete.

3. When you select to delete the assignment, you will receive a message that by deleting the paper, you remove it from the assignment inbox but not from the database they use to compare future papers (if this option is selected for the assignment). Choose OK to confirm that you wish to delete the assignment.

Downloading an Assignment

1. From the assignment inbox, select the student's assignment you wish to download by selecting the box next to the student's name. When you select it, a message will appear with the number of items you have selected. Choose the button that says Download on the right side of the inbox.

2. When you select the button for Download, you will have the option to select either the Original File or the GradeMark paper. If you choose the Original File, you will download the original paper that the student submitted. If you choose the GradeMark paper, you will download the assignment along with any notes you may have made in GradeMark.

3. If you choose to download the original file, you will receive the message shown below. Select OK if you wish to continue the download.
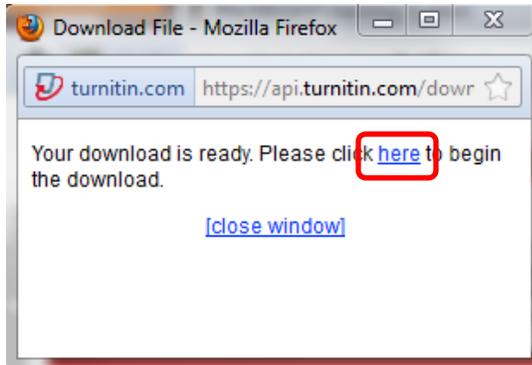
4. Once you select to continue, a pop-up will appear directing you to select a file format for you download. Select the format you wish to download the assignment in from the list provided. Once you select, you will receive a message prompting you to begin the download. Select the word "here" to begin the download.

5. You will have the option at this point to open the file or save the file. Once you select whether you wish to open the file or save it, the file will download and a window will open like the one below, allowing you to access your file. From there, you can save to a new location, rename, etc.
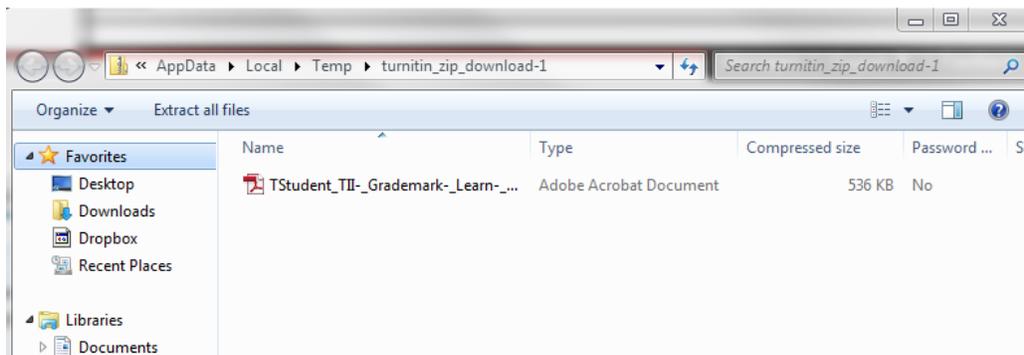
Moving a File

1. From the assignment inbox, select the student's name. When you do, the option to Move To will appear.

2. When you select that option, you will be redirected to a screen that allows you to move the paper. The first drop down menu determines the destination folder. If you select that, you can choose to move the assignment to the folder for new papers, viewed papers, or marked papers.

move paper(s)

destination folder

new papers

new papers
viewed papers
marked papers
this assignment

ment

submit

3. The next option is to select a destination. This feature is not enabled, though, so the default is to keep the paper in the current assignment. Choose to submit.

destination assignment

this assignment

submit

Accessing an Originality Report

1. Viewing an Originality Report can be used to help determine if a student has plagiarized a paper. To access the Originality Report of a student, first locate the student's name in the Turnitin Inbox.

AUTHOR	TITLE	REPORT
User10, Student	Test	100%

2. Look to the right of the student's name and locate the Report column. In that column, there will be a box for each student with a percentage inside of it. This percentage represents the percent of the document submitted that is matched to other sources. To view the report, select the colored square next to the percentage.

3. The Originality Report will open up in a new window. The Originality Report contains the plagiarized text from the student paper and the source from which the student took the text.

Plagiarized Text from Student Paper

Plagiarism Source and Percent

Editing the Turnitin Assignment

1. Click on the Edit Assignment tab in the top left corner of the Inbox.

2. Make any necessary changes to the Turnitin Assignment. To view instructions on how to alter properties of the Turnitin Assignment, please view the instructions for creating a paper, PeerMark, or revision assignment tutorial at http://eto.uh.edu/FDIS/Tutorials/turnitin_tutorial.cfm.

3. Click the Submit button when finished with any assignment changes.
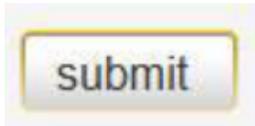
Initiating a Roster Sync

1. It is sometimes necessary to sync the list of students inside the Turnitin Inbox and Blackboard Vista. To initiate this process, click on the Roster Sync button.

2. "Synchronizing Class Roster" text will appear on the screen as the Turnitin roster is successfully synced with the Blackboard student roster.