

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 access 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.

tur	turnitin							
assignm	edit assignme	nt libraries class s	tats preferences					
About th	is page							
This is you Originality	r assignment inbox. To view a Report has not yet been gene	paper, click the paper's title. To rated.	o view an Originality Rep	port, click the pa	per's Originality Repo	t icon in the rep	port column. A ghosted	icon indicates that the
Assigr	iment 3							
INBOX N	OW VIEWING: NEW PAPER	s 🔹						
submit paper export GradeMark Report Roster Sync Edit assignment settings								
	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
	Student, Test	Assignment 3	70%	/		۵	226899541	01-Feb-2012



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:	
author	
non-enrolled student non-enrolled student Student, Test (uhadmin4_s) Student, Test (übernard_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.



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	submit paper: Step 2 of 3						
Author	Test Student						
Title	Submission Title						
Preview F	Paper						
Topic 1: C Blackboa You may I have a E easier, Tu that you o Follow the 1. Log int NOTE: If y blackboar Vista acc 2. Click o	Setting Started > How to Create a Turnitin Paper Assignment in rd Vista. be questioning – "Do I need a new account to use Turnitin although dackboard Vista account?" The answer is "NO." To make your life rnitin is integrated directly into Blackboard Vista. This means don't have to go to the Turnitin website to use the program. e steps below to create a Turnitin assignment: o Blackboard Vista by going to http://www.uh.edu/blackboard. you don't have a Blackboard account, please contact d@uh.edu for obtaining instructions on getting your Blackboard ount setup.						
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.

Tour submission was succession. This i	s the digital receipt for your paper. Only the linst page of the docum	ent is included in the digital rece
	paper title: Submission	n Title
	paper ID: 227758788	
	author: Student, Test	
	go to inbox	other paper
Educational Techn	ology and University Outreach	FDIS
Topic 1: Getting St Blackboard Vista.	arted > How to Create a Turnitin Paper Assign	ment in



Deleting a student paper

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

 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.

Assignment 2 INBOX NOW VIEWING: NEW PAPERS ▼							
submi	submit paper export						
You ha	ve selected 1 paper(s) on ti	nis page					
	AUTHOR	TITI E	SIMILARITY				
V	Student, Test	Assignment 2	33%				
	Student, Test	Assignment 2	85%				

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

submi	submit paper export GradeMark Report Roster Sync Edit assignment settings							
You have selected 1 paper(s) on this page Delete Download Move							ownload 🔻 Move To	
	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
V	Student, Test	Assignment 2	33%	8	0		227759297	06-Feb-2012
	Student, Test	Assignment 2	85%	1	•	٥	227759493	06-Feb-2012

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.

The page at https://api.turnitin.com says:

Deleting papers removes them from your inbox but does not remove them from our database. Are you sure you want to delete the selected papers?



Downloading an Assignment

 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.

		N PAPERS V						
subm	nit paper export				G	radeMark Rep	oort Roster Sync E	dit assignment settings
You h	ave selected 1 pape	er(s) on this page					Delete Dow	nload 🔻 🛛 Move To
	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER	DATE
	Student, Test	Assignment 2	33%	8	0		227759297	06-Feb-2012
	Student, Test	no submission					-	-

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.

е	Download 🔻	Move To			
RID	Original File				
	GradeMark Paper				
59291	00	-r-ep-z012			

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.

The page at https://api.turnitin.com says:

This action will compress the selected files and download them to your computer. Do you want to continue?





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.

🖉 🖓 🗸 AppData	Local Temp turnitin_zip_download	d-1 🔻 😽	earch turnitin_zip_downl	oad-1	ρ
Organize 🔻 Extract all	l files		8==	- 🔟 🔞	
▲ ★ Favorites	Name	Туре	Compressed size	Password	Si
Nesktop	🔁 TStudent_TIIGrademarkLearn	Adobe Acrobat Document	536 KB	No	
Downloads					
E Recent Places					
Libraries Documents					

Moving a File

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

sub	submit paper export GradeMark Report Roster Sync Edit assignment settings							
You have selected 1 paper(s) on this page Delete Download				Move To				
	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
V	Test, Student	Revision- Assignment 1	99%	1	0	۵	228247003	08-Feb-2012
	Student, Demo	no submission						



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)	İ
destination folder new papers Image: Comparison of the second	
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.

AUTHOR	TITLE	REPORT
User10, Student	Test	(100%)

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.



Editing the Turnitin Assignment

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

tu	rnitii	n D			
assign	ment inbox	edit assignr	nent libraries	class stats	preferences
About f This is yo column. A Test INBOX	this page our assignme A ghosted ic 22 NOW VIE	ent inbox. To view on indicates that WING: NEW PAI	v a paper, click the p the Originality Repo PERS ▼	aper's title. To view rt has not yet been	an Originality Rep generated.
Subm	nit Paper	Export			Grad
	AUTHOR		TITLE		REPORT
	student	social work	Test		100%



- 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.

GradeMark Report Roster Sync Edit assignment settings						
REPORT	GRADEMARK	FILE	PAPER ID	DATE		
100%	0		156866771	11-03-10		
100%	0		156867503	11-03-10		

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

