How to Create a Turnitin Assignment
Blackboard 8

Creating a Turnitin Assignment link is similar to creating a regular Assignment link in Blackboard.

1. In your course Control Panel, click the content area where you want to create the Turnitin Assignment, usually the Assignments area.

2. Select *Turnitin Assignment* from the dropdown menu on the right and click the **Go** button.
3. Select your assignment type.

**Paper Assignment** - the base assignment for all other assignments types.

**Revision Assignment** - for submitting multiple drafts without overwriting the previous drafts/submissions. Revision assignments are duplicates of the parent assignment’s advanced options and standard settings, but may have new start, due, and post dates. To use a Revision Assignment, first create a Paper Assignment.

Click the Next Step button.
4. Enter the assignment title, the point value, and the start and due dates for your assignment. The post date is not needed, but should be set for a date later than the due date (it’s used for services we don’t have).

Click the Submit button to post the assignment. Or click + more options for more options.
More Options
Enter Special Instructions and select options for the TII report.

Click the **Submit** button at the bottom of the page.
**Students**
Students submit the assignment by going to the content area where you posted it and clicking the *View/Complete* link.

![First Assignment]

**Instructor Download**
Collect the students’ submitted work and view their papers and plagiarism reports by going to the *Turnitin Assignments* link in your Control Panel.

![Course Tools]

You can also access the papers from the entries in Control Panel > Gradebook.

Notes About File Types, Sizes, and Submissions

Turnitin currently accepts the following file types for submission: MS Word (.doc, .docx), WordPerfect (.wpd), PostScript (.eps), Portable Document Format (.pdf), HTML (.htm, .html), Rich Text (.rtf) and Plain Text (.txt).

All files submitted to Turnitin must contain actual text (not a picture of text, e.g., jpg, png). Papers that have been scanned must be sent through Optical Character Recognition (OCR) software before they can be submitted to Turnitin.

The file size may not exceed **20 MB**. Files of larger size may be reduced in size by removal of non-text content. Text only files may not exceed 2 MB.

Only one file per student can exist for each assignment. Students who would like to submit multiple papers will need either to submit to multiple assignments or combine the papers into one file for submission.

Turnitin automatically excludes papers submitted to the class under the same author's name from the Originality Report for a paper. The exclusion is based first on the author's e-mail address then on the author's name. If the authors of two papers in the class have the same name (i.e., both John Doe) the system will include the papers on each another's Originality Reports if different e-mail addresses are used (i.e., J Doe@turnitin.com and J Doe@iparadigms.com).

Students may not submit .zip files.
If you are uploading the student files as a zipped file, that file
• Can contain a maximum of 1000 papers
Check the contents of your zip file to verify it contains only the file types allowed. Check the number of documents in the zip file. If it contains more than 1000 papers, the system will take a minimum of one hour to detect the error, and the zipped file will not be uploaded.
  • Must be less than 200 MB
  • File types allowed in a zip file: MS Word, WordPerfect, PostScript, PDF, HTML, RTF, and plain text.
If your zip file exceeds 200MB:
  1. unzip the file and split the student papers into two folders,
  2. zip up each individual folder,
  3. upload the contents of the zipped file as individual documents.