

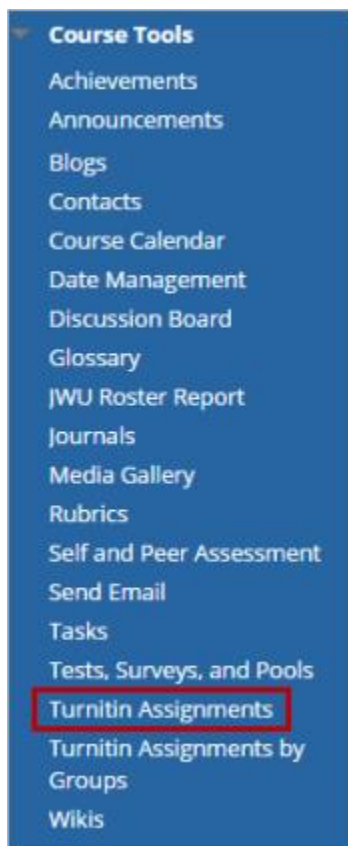
TURNITIN: ACCESSING SUBMISSIONS

Turnitin submissions can be accessed through either the Turnitin assignment inbox or the ulearn grade center. All submissions open in the Turnitin Feedback Studio. Tips for navigating the Feedback Studio are located in the last section of this document.

Instructions

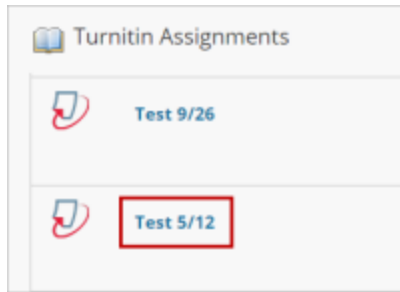
Method 1 – Access through the Turnitin assignment inbox

1. On the left menu, click **Course Tools** to expand the menu. Select **Turnitin Assignments**.

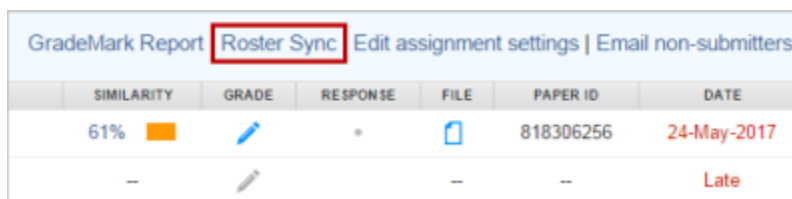


2. Click the title of the assignment you want to grade.

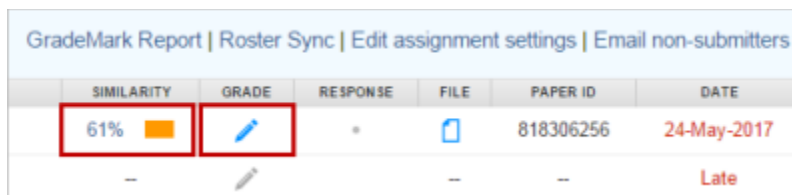
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3. On the next page, click **Roster Sync** to synchronize the assignment with the roster of students enrolled in the course. This will allow you to see which students have submitted the assignment.

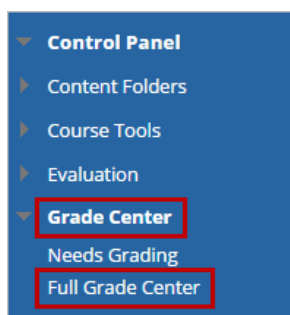


4. Submitted assignments are listed. To access the similarity report directly, click on the score percentage under the Similarity heading. To leave feedback on student submissions, click the pencil icon under the Grade heading. You can easily switch between the similarity report and the grading features once you are in the Feedback Studio.



Method 2 – Access through the ulearn grade center

1. On the left menu, click **Grade Center** to expand the menu. Select **Full Grade Center**.

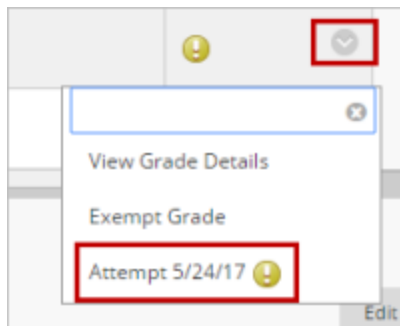


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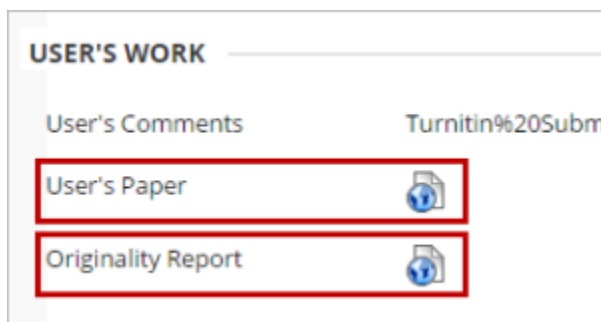
- When a Turnitin assignment is added to a content area in ulearn, a corresponding column is created in the grade center. A Turnitin submission that needs grading displays an exclamation point to indicate grading action is needed.

<input type="checkbox"/>	LAST NAME	FIRST NAME	APRIL 11, 2017	TEST 5/12
<input type="checkbox"/>	Sky-Student	Mary	--	--
<input type="checkbox"/>	Student	ap	--	
<input type="checkbox"/>	Wayne	John	--	--

- Click the down arrow in the cell of the grade column and select the attempt.



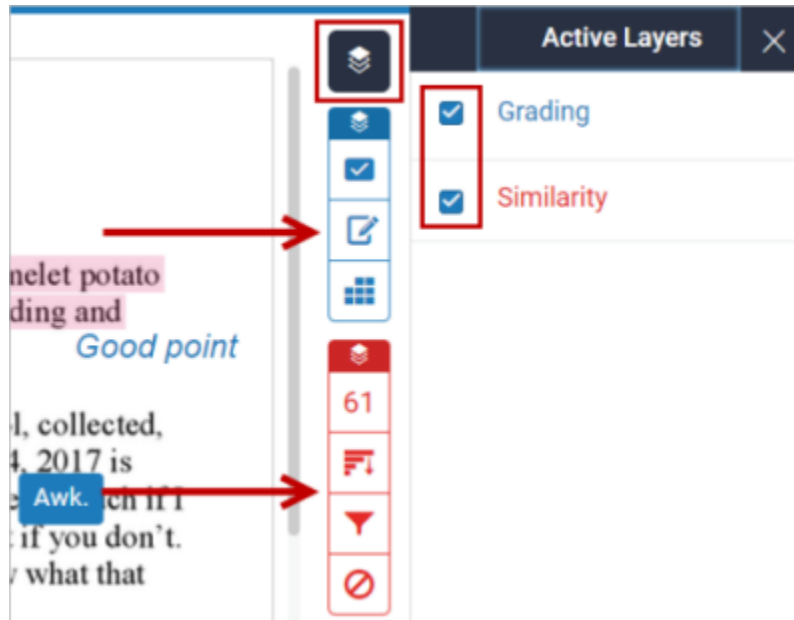
- Access the student's submission in the User's Work section. Click the icon next to **User's Paper** to go directly to the grading screen. Click the icon next to **Originality Report** to go directly to the similarity report. You can easily switch between the similarity report and the grading features once you are in the Feedback Studio.



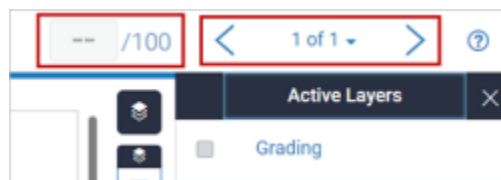
Navigating the Turnitin Feedback Studio

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1. You can move between the grading screen and the similarity report using the icons on the right side of the page. The blue icons are grading options. The red icons are options for viewing the similarity report. At the top of the menu is the layer icon. Clicking the layer icon opens a side panel of active layers. The layers available (e.g. Grading or Similarity) are displayed beside a check box. Click the relevant check box to view or hide a layer on the paper submission.



2. When you are ready to assign a grade for the submitted paper, click in the grade box in the upper right corner and enter the grade. The grade entered here will also appear in the ulearn grade center. Students can see it through the My Grades link.



Note:

To easily move from one paper to the next use the Next and Previous arrows to the right of the grade entry box or the drop down menu between the arrows to select a specific paper to grade.