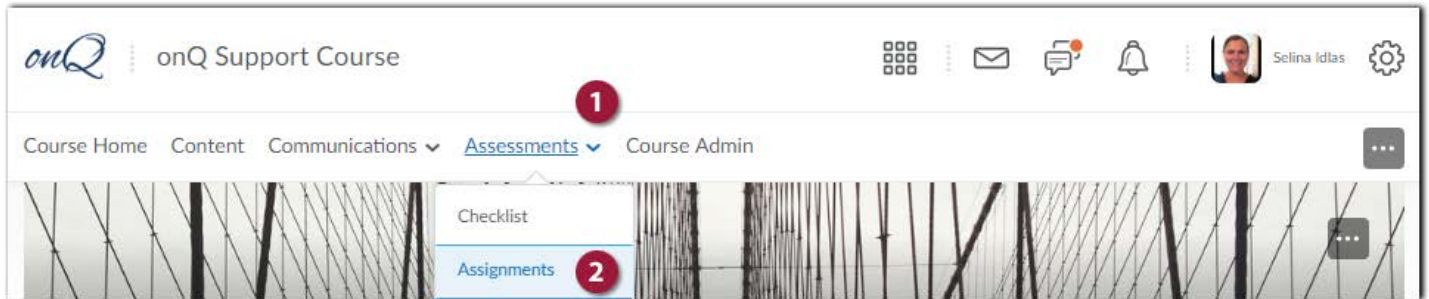


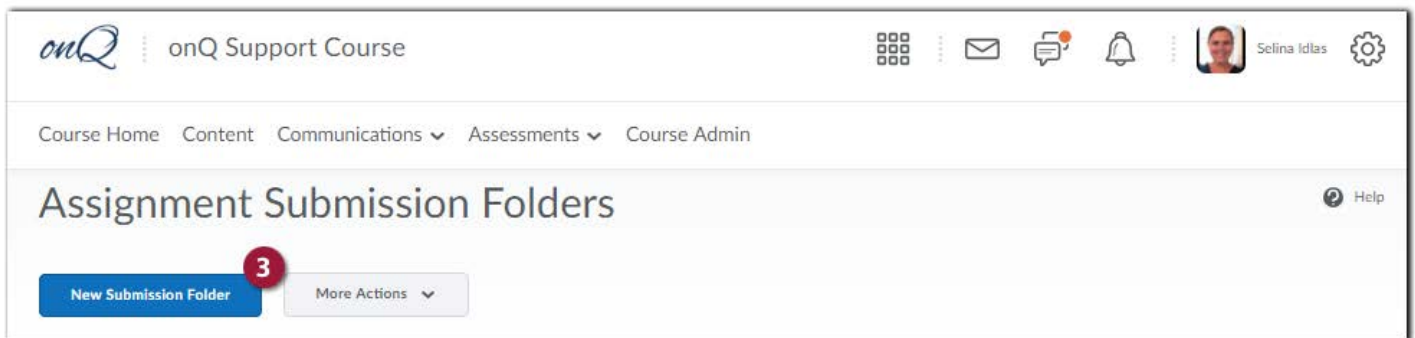
INSTRUCTOR - ONQ - ADD TURNITIN TO AN ASSIGNMENT SUBMISSION FOLDER

TO CREATE A TURNITIN ASSIGNMENT FOLDER IN ONQ

1. Click the **Assessment** link on the navbar.
2. Scroll down and select **Assignments**.



3. Click **New Submissions Folder**.



4. On the **New Folder** page, enter the name of the folder.
5. Select **New Grade Item** and a pop-up will appear to create a new grade item.
6. Enter the number of points in the **Out Of** field that can be achieved by the student.
7. To add a rubric, select the **Add Rubric** button to open the **Select Rubric** pop-up. Once you have chosen the rubrics you want to add, select **Add Selected**. This rubric is an onQ Rubric, if you wish to grade in Turnitin create a rubric under Optional Settings **Attach a rubric to the assignment**, under the Turnitin tab.

onQ Support Course

Course Home Content Communications Assessments Course Admin

New Submission Folder

Properties Restrictions Objectives Turnitin®

Folder Properties

Name * **4**

Assignment 1

Folder Type

Individual submission folder

Group submission folder

Group Category GRASP Groups

Category

No Category [New Category]

Grade Item **5**

None [New Grade Item]

Out Of **6**

Student View Preview

- / -

Rubrics **7**

Add Rubric

No rubrics selected.

[Create Rubric in New Window]

Save and Close Save and New Save Cancel

8. Scroll down and enter instructions for the assignment.
9. Select **Add Attachment** to upload any additional resources for the assignment.
10. Select **Submission Options** to restrict the number of submissions and how assignments will be saved.
11. Click **Save**.

The screenshot shows a configuration window for an assignment. It is divided into several sections:

- Instructions:** A text area with a toolbar above it containing icons for video, image, link, and paragraph. A red circle with the number 8 is placed over the text "Add instructions,".
- Attached Files:** A section with a sub-header "Attachments" and three buttons: "Add Attachment" (with a red circle 9), "Record Audio", and "Record Video".
- Submission Options:** A section with a sub-header "Submission Options" (with a red circle 10) and a dropdown menu set to "Hide Submission Options". Below this are two groups of radio buttons:
 - Files Allowed Per Submission Folder:** "Unlimited" (selected) and "One file per submission folder".
 - Submissions:** "All submissions are kept" (selected), "Only the most recent submission is kept", and "Only one submission allowed".
- Notification Email:** A text input field with a help icon to its right.
- Buttons:** At the bottom, there are four buttons: "Save and Close" (blue), "Save and New", "Save" (with a red circle 11), and "Cancel".

ADD RESTRICTIONS TO THE FOLDER

It is **recommended** that when creating an Assignment Submission folder in onQ that you **ONLY** set a **Due Date**. The Due Date will allow for late submissions but flag the assignment late with a date and time stamp.

1. Click on the **Restrictions** tab.
2. **Add a Due Date -This is the final date by which the student should have submitted their assignment. If you are allowing late submissions, the submissions will be marked as late after this date.**
3. Click **Save**.

onQ Support Course

Course Home Content Communications Assessments Course Admin

Edit Submission Folder - Assignment 1

Properties **Restrictions** Objectives Turnitin®

Hidden from users

Due Date

Has Due Date

12/10/2018 2:00 PM Now

Canada - Toronto

Availability

Has Start Date

5-16-2018 3:49 PM Now

Canada - Toronto

Has End Date

5-23-2018 3:49 PM Now

Canada - Toronto

Release Conditions

Attach Existing Create and Attach Remove All Conditions

There are no conditions attached to this item.

Special Access

Allow users with special access to submit files outside the normal availability dates for this folder

Allow only users with special access to see this folder

Add Users to Special Access

Save and Close Save and New Save Cancel

ENABLE TURNITIN

1. Navigate back up to the **Turnitin** tab.
2. **Enable GradeMark for this folder** by selecting the checkbox.
3. If you want to grade in Turnitin and have those grades transfer automatically to the onQ grade item in the Assignment folder check **Automatically sync grades as Draft in onQ (recommended)**.
4. Select the checkbox to **Enable Originality Check for this folder**.
5. Check the **Allow learners to see Turnitin similarity scores in their submission folder**.
6. It is **recommended** you select **Automatic originality checking on all submissions**.
7. Click **Save**.

Note: It is important to click **Save** before clicking **More Options** in Turnitin so that the assignment settings are transferred to Turnitin.

8. Now click **More Options in Turnitin** link.

Edit Submission Folder - Assignment 1 ▾

Properties

Restrictions

Objectives

Turnitin® **1**

Turnitin® Integration

GradeMark® **2**

Evaluation

Enable GradeMark® for this folder

Transfer **3**

- Automatically sync grades as Draft in onQ **2**
- Manually sync grades as Draft in onQ

Originality Check® **4**

Enable Originality Check® for this folder

Display **5**

Allow learners to see Turnitin® similarity scores in their submission folder

Frequency **6**

- Automatic originality checking on all submissions
- Identify individual submissions for originality checking

More Options in Turnitin® **8**

Save and Close

Save and New

Save **7**

Cancel

TURNITIN ASSIGNMENT SETTINGS

After creating the Assignment Submission folder with Turnitin enabled the settings will transfer to the Turnitin Assignment settings page.

Turnitin Assignment - Google Chrome

Secure | https://api.turnitin.com/api/lti/1p0/redirect/assignment/edit/60577798?lang=en_us&wide=1

Some settings have been disabled and can only be changed in the learning management system. ✕

🔍 Title Max Grade

Assignment 1 100

Allow submission of any file type 🔍

⚙️ Optional Settings

Submit

1. The assignment **Title** and **Max Grade** will be automatically populated with the information from the assignment folder.
2. **Allow submissions of any file type?**

If set to **Yes**, Turnitin will accept any file:

- that is less than 40mb;
- that has a minimum of 20 words; and
- that is less than 400 pages.

If set to **No**, Turnitin will only accept files that can generate Similarity Reports.

This includes:

- a) Microsoft Word™ (doc and docx)
- b) Microsoft PowerPoint (ppt, pptx, and pps)
- c) Portable Document Format (pdf)sss
- d) HTML

- e) Plain text (txt)
- f) Rich Text Format (rtf)
- g) Adobe PostScript®
- h) Corel WordPerfect®
- i) Hangul (hwp)

3. Now click the **Optional Settings**, the page will now expand revealing additional options.

TURNITIN OPTIONAL SETTINGS

SUBMISSION SETTINGS

SUBMISSION STORAGE OPTION

There are two options regarding submissions:

- 1. Turnitin standard paper repository
- 2. Do not store the submitted papers

ALLOW LATE SUBMISSIONS

The **Allow Late submissions** option allows students to submit work after the due date. The default is set to **Yes**.

ENABLE ANONYMOUS MARKING

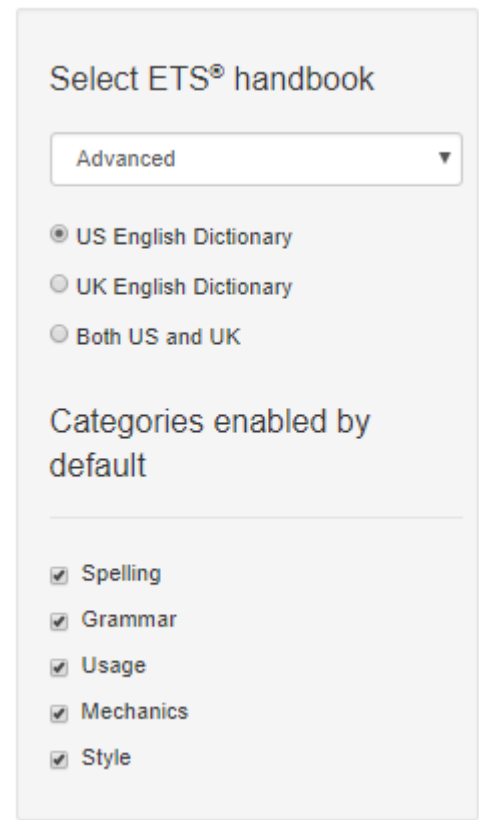
Not available in this integration.

ENABLE GRAMMER CHECKING USING ETS E-RATER® TECHNOLOGY

This feature of assignment creation provides instructors with the option to enable the e-rater grammar and spelling check for all submissions to the assignment. When enabled student submissions receive detailed grammar feedback in GradeMark automatically through the *e-rater* technology. Select **Yes** to enable the *e-rater* engine for the assignment.

If grammar checking is enabled the following options are available:

- (Optional) Select the ETS handbook level from the drop-down menu. The ETS handbooks provide students with in depth information about the grammar errors the *e-rater* technology finds in their paper.
- Select the dictionary used for the spelling check.
- The Categories enabled by default option allows instructors to choose which categories of feedback are enabled when viewing assignment submissions in GradeMark. The default is to show the feedback for every category.

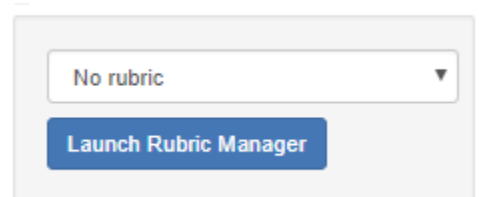


The screenshot shows a user interface for selecting an ETS handbook. At the top, it says "Select ETS® handbook". Below this is a dropdown menu currently set to "Advanced". Underneath the dropdown are three radio button options: "US English Dictionary" (which is selected), "UK English Dictionary", and "Both US and UK". Below these options is a section titled "Categories enabled by default" with a horizontal line above it. This section contains five checkboxes, all of which are checked: "Spelling", "Grammar", "Usage", "Mechanics", and "Style".

ATTACH A RUBRIC TO THE ASSIGNMENT (TURNITIN RUBRIC)

If you would like to use a rubric to grade the papers submitted, you may:

- Select a previously created or imported rubric to the assignment by clicking the drop-down menu to add the required rubric to the assignment.
- or**
- Create a new rubric to attach to the assignment by clicking on the **Launch Rubric Manager** button.



The screenshot shows a user interface for attaching a rubric. It features a dropdown menu at the top with the text "No rubric" and a downward arrow. Below the dropdown is a blue button with the text "Launch Rubric Manager" in white.

COMPARE AGAINST

COMPARE SUBMITTED PAPERS AGAINST THE FOLLOWING SOURCES

The instructor can select the available repository sources to compare submissions in the assignment against. This allows an instructor to disregard a source type if the comparison against this type of source is not needed.

There are three database search options:

1. Check against **Student paper repository**.
2. Check against **Current and archived web site content**.
3. Check against the **Periodicals, journals and publications**.

The default is to enable searching against all available repository sources.

SIMILARITY REPORT

SIMILARITY REPORT GENERATION AND RESUBMISSIONS

There are three options for generating Similarity Reports for student submissions:

Generate reports immediately, students cannot resubmit

Similarity Reports for all submissions will be generated immediately. Students cannot resubmit papers. Submissions must be deleted by the instructor to enable resubmission.

Recommended - Generate reports immediately, students can resubmit until due date

Similarity Reports for the initial 3 submissions by each student user to this assignment will be generated immediately. After the first 3 submissions reports will take **24 hours to generate**. Students may resubmit as often as the student wishes until the assignment due date.

Generate reports on due date, students can resubmit until due date

- **Not Recommended**

ALLOW STUDENTS TO VIEW SIMILARITY REPORTS

This setting is enabled through the Dropbox by checking **Allow learners to see similarity scores in their Dropbox** under the Turnitin tab. This feature of assignment creation provides instructors with the ability to control the option to allow students to see Similarity Reports within each created assignment.

EXCLUDE BIBLIOGRAPHIC MATERIAL

This feature of assignment creation provides instructors with the ability to control the option whether bibliographic material will automatically be excluded from Similarity Reports. The default is set to **unchecked**.

Bibliographic materials can also be included and excluded when viewing the Similarity Report. This setting cannot be modified after the first paper has been submitted.

EXCLUDE QUOTED MATERIAL

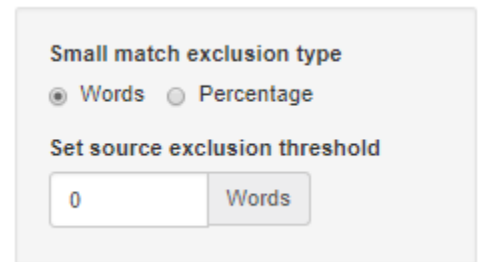
This feature of assignment creation provides instructors with the ability to control the option whether quoted material will automatically be excluded from Similarity Reports. The default is no. Quoted materials can also be included and excluded when viewing the Similarity Report. This setting cannot be modified after the first paper has been submitted. The default is set to **unchecked**.

EXCLUDE SMALL SOURCES

This feature of assignment creation provides instructors with the ability to automatically exclude small sources from all Similarity Reports generated within this assignment.

To exclude small sources check.

Once yes has been clicked the **Exclude matches by:** option window will open. Enter into either the **Word Count:** or **Percentage:** fields the numerical value for small matches that will be excluded from Similarity Reports in this assignment.



Small match exclusion type

Words Percentage

Set source exclusion threshold

0 Words

Instructors can adjust the exclude small matches assignment setting at any time by clicking on the **edit** icon to the right of the assignment name. The excluding small matches feature can be adjusted within each Similarity Report as well. With this feature instructors have greater control on sifting out smaller matches, allowing them to focus on larger, more problematic and suspect matches within Similarity Reports.

SUBMISSION STORAGE OPTION

There are two options regarding submissions:

3. Turnitin Standard paper repository

Submissions to this assignment will be stored in:

Standard paper repository ▼

4. No repository

Submissions to this assignment will be stored in:

Do not store the submitted papers ▼

ADD PEERMARK ASSIGNMENT

Add PeerMark assignments

Yes No

PeerMark is **NOT** available through the current integration with Assignments.

CHANGING ADVANCED ASSIGNMENT OPTION DEFAULTS

Would you like to save these options as your defaults for future assignments?

Yes No

If any changes have been made to the advanced assignment options, an additional option will be available at the bottom of the options panel. The instructor is asked “**Would you like to save these options as your defaults for future assignments?**”? Select **Yes** to have all future assignment creations use the advanced assignment options that have been selected as the default setting. Select **no** to continue with the previous default advanced assignment option settings.

The default settings can be changed at any time when creating a new assignment or updating an existing assignment. Click the **Submit** button to save any changes to the assignment settings.