

INSTRUCTOR QUICK GUIDE – ONQ/TURNITIN RECOMMENDED SETTINGS

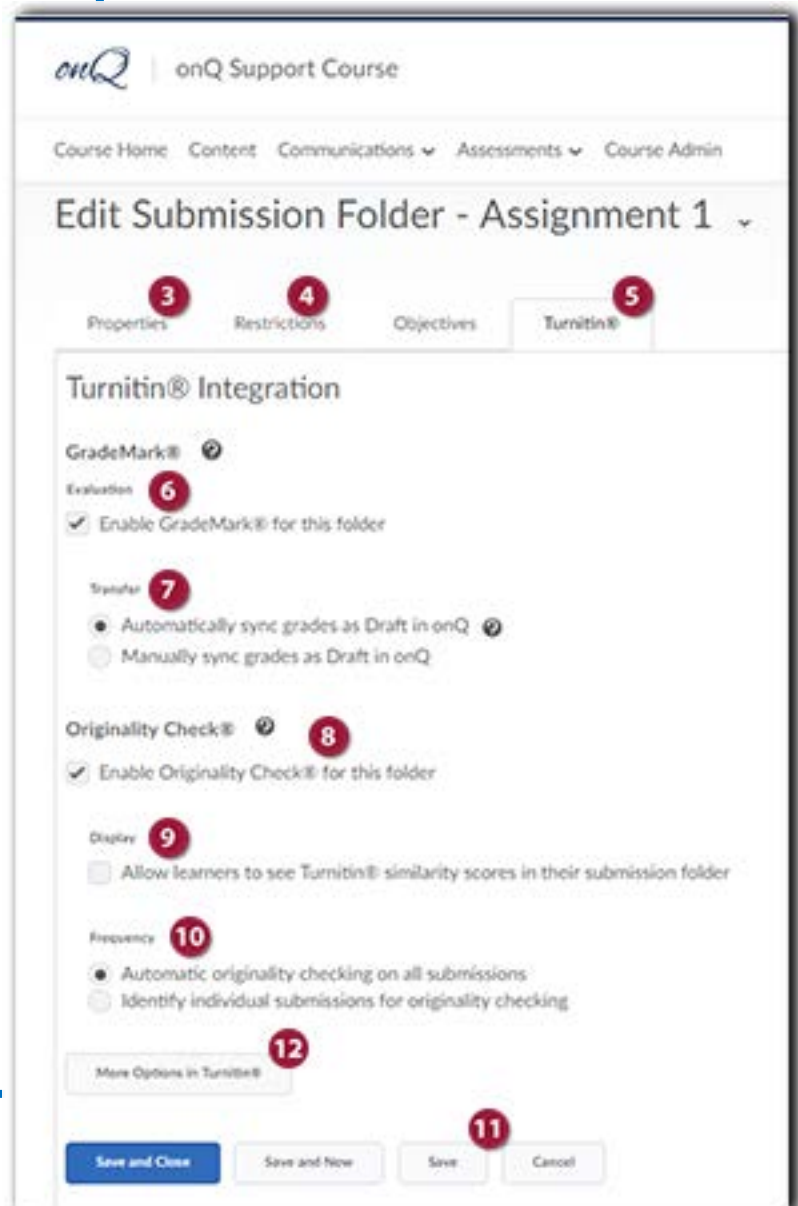
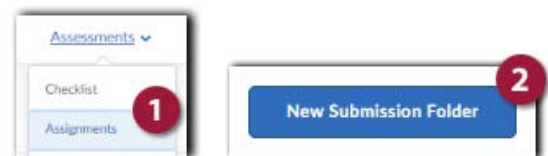
This guide will assist you in selecting the recommended options to enable Turnitin within an onQ Assignment Submission Folder.

These settings will work whether you are interested in:

- ❖ *using Turnitin as a text-matching tool to check for plagiarism alone or*
- ❖ *using Turnitin as a scholarly writing tool to allow students to check their own work against the database and to correct their own research and citation practices.*
- ❖ *using Turnitin GradeMark to annotate, comment and grade then transfer all feedback to onQ.*

STEP 1: CREATE A TURNITIN ENABLED ASSIGNMENT SUBMISSION FOLDER

1. Click on the **Assessment** link on the navbar and select **Assignments**.
2. Click on the **New Submission Folder** button OR edit a currently-existing folder.
3. Select the **Properties** tab
Fill out the Assignment Submission Folder fields as normal.
4. Select the **Restrictions** tab
Add a **Due Date** for the assignment.
Do NOT add a start and end date.
5. Select the **Turnitin** tab.
6. Check **Enable GradeMark** for this folder.
7. Select **Automatically sync grades as Draft in onQ**.
8. Select **Enable Originality Check** for this folder.
9. Select **Allow learners to see Turnitin similarity scores in their submission folder**.
10. Select **Automatic Originality checking on all submissions**.
11. Click **Save**.
12. Now click **More Options in Turnitin**.



STEP 2: OPTIONAL SETTINGS

1. Click **Optional Settings**.

SUBMISSION SETTINGS

2. **Standard Paper Repository**
Select.
3. **Allow Late Submissions**
Leave Default Setting.
4. **Enable anonymous marking**
Not available in this integration.
5. **Enable ETS *e-rater*[®] grammar check**
Select **No (unchecked).**
6. **Attach a rubric** (Turnitin Rubric)
Optional.

COMPARE AGAINST

7. **Student Paper Repository**
Select **Yes (Checked).**
8. **Current and Archived Web Site Content**
Select **Yes (Checked).**
9. **Periodicals, journals and publications**
Select **Yes (Checked).**

SIMILARITY REPORT

10. **Generate reports immediately, (students can resubmit until due date).**
Select.
11. **Allow Students to view Similarity Reports**
Leave Default Setting (dependent on if Allow learners to see Turnitin similarity scores is checked).
12. **Exclude bibliographic material**
Select **No (unchecked).**
13. **Exclude quoted materials**
Select **No (unchecked).**
14. **Exclude small sources**
Select **Yes (checked). Add Word Count **3**.**
15. **Enable PeerMark**
Not available in this integration.
16. **Save these settings for future use**
Optional.

The screenshot shows the 'Optional Settings' page for Turnitin. The settings are organized into sections: Submission settings, Compare against, Similarity Report, and Additional settings. A 'Submit' button is at the bottom.

- 1. Optional Settings (gear icon)
- 2. Standard paper repository (dropdown menu)
- 3. Allow late submissions (checkbox, checked)
- 4. Enable anonymous marking (checkbox, unchecked)
- 5. Enable grammar checking using ETS[®] e-rater[®] technology (checkbox, unchecked)
- 6. Attach a rubric (checkbox, unchecked)
- 7. Student paper repository (checkbox, checked)
- 8. Current and archived web site content (checkbox, checked)
- 9. Periodicals, journals and publications (checkbox, checked)
- 10. Generate reports immediately (students can resubmit until due date) (dropdown menu)
- 11. Allow students to view Similarity Reports (checkbox, checked)
- 12. Exclude bibliographic materials (checkbox, unchecked)
- 13. Exclude quoted materials (checkbox, unchecked)
- 14. Exclude small sources (checkbox, checked)
- 15. Enable PeerMark (checkbox, unchecked)
- 16. Save these settings for future use (checkbox, unchecked)
- 17. Submit button