

## How to set up online assessments with Blackboard and Turnitin

1. Menu
  - a. In your Blackboard course, make a new menu item via the + button in the upper left corner. Choose “Content Area”. Name it “Exam May 26th”, etc. and make it Available to Users.
2. Declaration of Originality
  - a. In this new Content Area, click Build Content, Create, Item.
  - b. Make an Item, and name it Declaration of Originality”. In the text box paste the official text of the Declaration of Originality in either or both Dutch and English. **The Declaration of Originality is mandatory**. Please note: do not use a URL here, or the Word file or pdf with this text, but show the full text in extenso, such that students cannot ignore it!
  - c. As an alternative you may add the Declaration of Originality as the first page of the exam.
3. The Exam Questions
  - a. Make one or more Items and attach the Exam File(s). Do not release (unhide) these items before the Start date and time.
  - b. Hide documents and other content in your course that students must not be able to consult during the exam. Go to the content item, Make Unavailable, or: Edit, Select Date and Time Restrictions to be more precise.
4. Submission
  - a. Create a new Paper Assignment under Assignments > Assessments > Turnitin Assignment
  - b. Give the assignment a title, e.g. Exam May 26th Group 1, or Version 1
  - c. **Set the Point value to 10**, otherwise Turnitin will use a 100 pt scale, which is inconvenient. Please note: in the Turnitin Feedback studio grades will appear in a 100 pt scale, however, if Point value is set to 10, the grade automatically converts to a 10 pt scale in the Grade Centre.
  - d. **Allow only file types that Turnitin can check for similarity**. See Student Instructions.
  - e. Set the Start date and time
  - f. Set the Due date and time; the assignment will in principle be closed, however we will allow for late submissions
  - g. Set the Post date, that is the date that students expect their grades; according to the OER the Post date must be max. 15 days from the Start date; set it to a date far in the future when you do not share the grades with your students via Blackboard.
  - h. Optional Settings
    - i. **Allow submissions after the due date: Yes**, because internet may be slow in student houses, and also cater for extra-timers
    - ii. **Generate Similarity Reports for student submission: On due date**; this allows Turnitin to check student’s work in this session against each other, added to checking against the standard repository
    - iii. Exclude bibliographic materials/quoted materials/small sources: No, No, No (excluding can still be done afterwards)
    - iv. **Allow students to see Similarity Reports: No**. Anti-plagiarism is learned, not taken advantage of.

- v. Reveal grades to students only on Post date: Yes, such that all students get their grades at the same time
  - vi. Submit papers to: Standard paper repository
  - vii. Search options: check them all (4)
  - viii. Would you like to save these options as your defaults for future assignments? Yes
5. Repeat creating Turnitin Assignments for every version separately, for every time slot or for every group separately. Use exact the same settings, except for the Assignment Title.
  6. **Please note:** *it is not recommended to create a Turnitin Assignment for every question separately. It should only be applied to multiple versions of the same exam. Having a separate Turnitin assignment per question increases the risk of mistakes in submissions by students. Students will have to check carefully which file to submit to which Turnitin assignment. Doing this multiple times increases the risk of mixing up files, especially under time pressure and general exam nervousness. **Only the last submitted file is final.** However, students can continuously submit files until the due date (even after!). The previous file is then overwritten and therefore lost.*
  7. Student Instructions
    - a. In advance, explain how the exam will take place. In short: Students have to download the exam with one or more essay-type questions; they make the exam at home and submit their file(s) (short) before the deadline. By the nature of the exam, students are allowed to meet, discuss, and Google, but time is limited. No proctoring will be used. Trust and loyalty, that is.
    - b. Especially when an exam is set up with more than one Turnitin Assignment, e.g. per question, or per group, point out that it is very important to submit to the right assignment.
    - c. In advance, explain the **purpose of the Declaration of originality**. Students should read it. It can not be checked whether they have read the text, or even agreed with it. **The Declaration is mandatory.**
    - d. In advance, ask the students to **use the best internet connection** they can get. Maybe in their parent's house there is a wired connection, which is preferred above wifi.
    - e. Inform them about the **due date (deadline)**, especially the time. Tell them what the OFFICIAL Due date is, but also that you accept exams that are a little bit too late because of slow internet connections etc. Ask them to not wait until the very last minute to submit, but a little bit earlier. Papers that are submitted after the Due date will be marked "Late" in Turnitin with the exact submission time. Because of the Late submission option, late paper can always be submitted; the Turnitin Assignment will NOT become unavailable. You don't want students to submit their exams to your mailbox.
    - f. Inform them on the size of their exam file(s). Word has a **word count** which is permanently updated while typing.
    - g. Inform them on the **file type** to submit. On Windows, **Microsoft Word is the de facto standard**. It is assumed that most students have Microsoft Office on their laptops. On the Apple/Mac platform the Pages and TextEdit word processors can both export to Microsoft Word format. Like MS Word, the pdf format is also accepted by Turnitin, however, it is much harder to add feedback to such documents.
    - h. (Turnitin does not accept files that are larger than 100 MB, or have more than 800 pages, nor does it accept papers that contain only images.)

- i. Ask them to use a modern browser, like Firefox, Google Chrome, or Microsoft Edge. Internet Explorer is not supported for Blackboard, Safari has “issues” and is discouraged.
8. The Exam session
  - a. At the Start date the Exam File(s) will be made available for download.
  - b. At, or just before the Due date, students start to upload their Exam files.
  - c. Assignments will come in in the Turnitin Assignment Inbox after the Due date, because of the Late submission setting.
9. Grading
  - a. W.r.t. the late submissions, that is after Due date, the exact time of the submission can be found when you click on the document in Turnitin, and go to “Submission Information”, that is the button *i* in the menu at the right side of the Document Viewer.
  - b. Grading of Turnitin Assignments can be done with the GradeMark tool and the Document Viewer. Turnitin only accepts grades on a 100pt scale, but they will be converted to a 10pt scale when transferred to Blackboard’s Grade Center. **It is important to create the Turnitin Assignments on a 10pt scale!** (However, if done wrong, it can be reset to a 10pt scale afterwards.)
  - c. When multiple Turnitin Assignments were used, there will be as many columns in Blackboard’s Grade Center. This is unfortunate for reasons of hiding/unhiding grades to students, and regarding the grades as partial grades while calculating a final grade. In the Grade Center you need an extra grade column that covers all N columns for the N groups or versions.
    - i. Go to the Grade Center
    - ii. Go to Create Calculated Column, Minimum/Maximum Column, give it the name of your exam, and label it as “final”
    - iii. Set the Primary Display to “score” (usually a point value on a 1-10 scale)
    - iv. Set the Calculation Type to Maximum
    - v. Include in Minimum/Maximum: Selected Columns and Categories, select the appropriate columns only, and drag them to the Selected Columns by clicking “>”
    - vi. Calculate as running total: No (the value of 0 (zero) will be used when the cell is empty)
    - vii. Show this column to students: No (not now, at your time only)
    - viii. Submit
    - ix. Make changes via the column’s header, Edit Column Information
  - d. Grading can also be done outside Blackboard. For that purpose it is necessary to prevent that Student’s Exam Files will be saved on your personal computer (AVG/GDPR, privacy and security reasons). SURFdrive is a safe environment (GDPR/AVG-proof), far better than your personal computer drive. **Please do not use cloud solutions as Google Drive, Dropbox, and even Microsoft’s OneDrive. They are less safe.**
  - e. It can occur that grades entered in Turnitin are not immediately sent to the Blackboard Grade Centre. To solve this, go to Course Management > Turnitin Assignments > Synchronize Grades.
  - f. **Warnings when using Turnitin for Grading.**
    - i. **In general: stick to one exam per grader at the same time.**

- ii. On 'horizontal grading': Do not grade the same exam with different graders, as Turnitin does not allow for grading in parallel. Feedback will be lost. Set up a logistics scheme with your colleagues.
- iii. Do not leave Turnitin unattended for a long time. Save your work, close FeedbackStudio, and come back later.
- iv. Do not use multiple instances of FeedbackStudio.
- v. Do not remove rubrics from an assignment once exams have been graded using them; the feedback will be lost.

#### 10. Publishing Grades

- a. After the Post Date, Turnitin will release the grades – when entered in GradeMark – in Blackboard's Grade Center.
- b. When you graded outside of Blackboard, you can enter all grades manually in each cell in the appropriate column, or you choose to publish the grades otherwise.
- c. If you want to have more control on the date and time that grades are published, e.g. if you need more time that was set in the Turnitin Post Date, you can Hide/Unhide the appropriate column in the Grade Centre.
- d. Go to the Full Grade Centre, find the column of the exam (or: columns when you have different versions), hover your mouse over the header of the column, and choose Hide from students (on/off, it is a toggle).