



# Moodle - Turnitin

## Faculty User Manual

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*Moodle is an e-Service that allows the faculty of AU create personalized learning environments for their courses each semester, where they can upload lectures' materials, create different kinds of assignments, quizzes and other interactive features. This manual will provide you with the details of creating and using a Turnitin assignment.*

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### The Office of Information Technology



[helpdesk@ajman.ac.ae](mailto:helpdesk@ajman.ac.ae)



06-7056500, or Ext.: 6500

2019-2020

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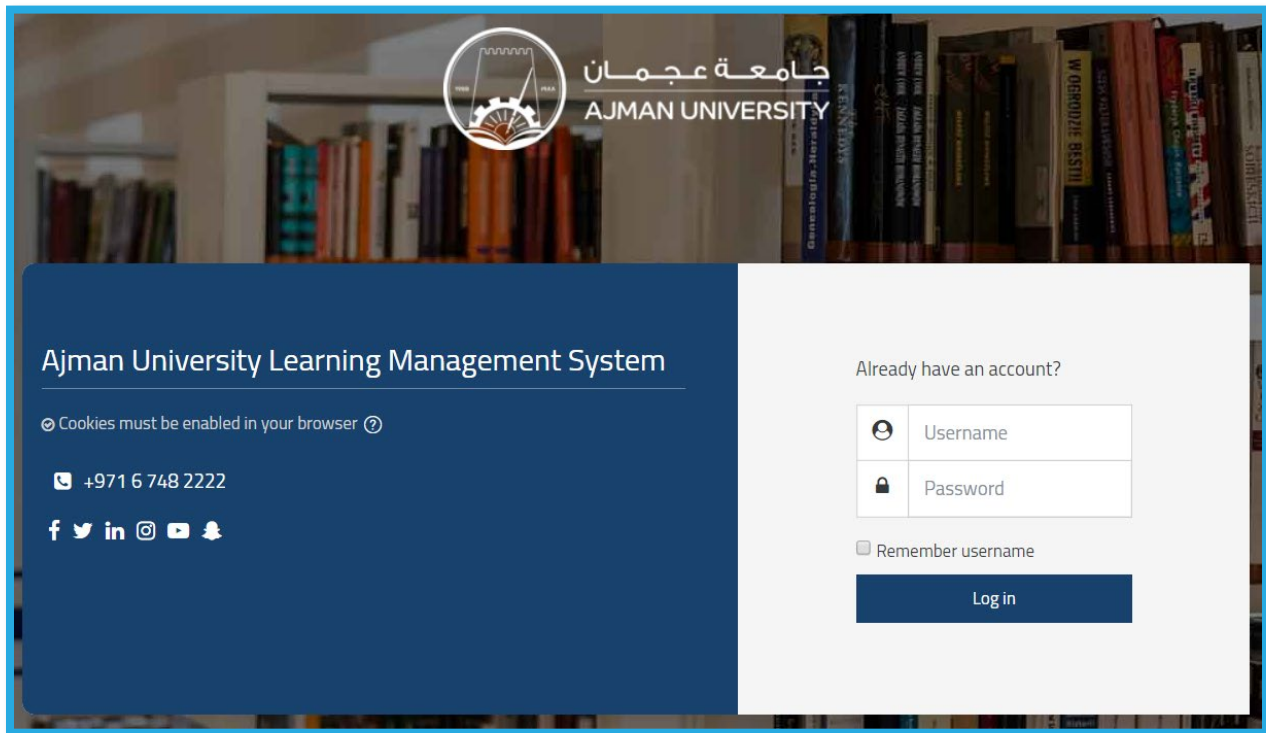
Release Date: Wednesday, June 17, 2020  
Version # 2.0

## Table of Content

1. Login to Moodle.....	3
2. Create and set up a Turnitin Assignment .....	3
3. Add & attach rubric.....	10
3.1 Create rubric.....	10
3.2 Import rubric .....	12
3.3 Modify a previously added rubric .....	13
3.4 Attach the rubric to the assignment.....	14
4. View the similarity report and provide feedback.....	14
4.1 Add your feedback .....	16
4.1.1 Add QuickMarks .....	16
4.1.2 Add Summary Feedback .....	20
4.1.3 Add grade based on rubric .....	21
4.2 View the similarity details .....	23
4.2.1 View the overall similarity .....	23
4.2.2 View all sources.....	24
4.2.3 Adjust the filters and settings.....	25
4.2.4 View the excluded sources .....	26
4.3 Download the document or the report .....	27
4.4 View the submission information.....	27
5. Download the students grade report .....	28

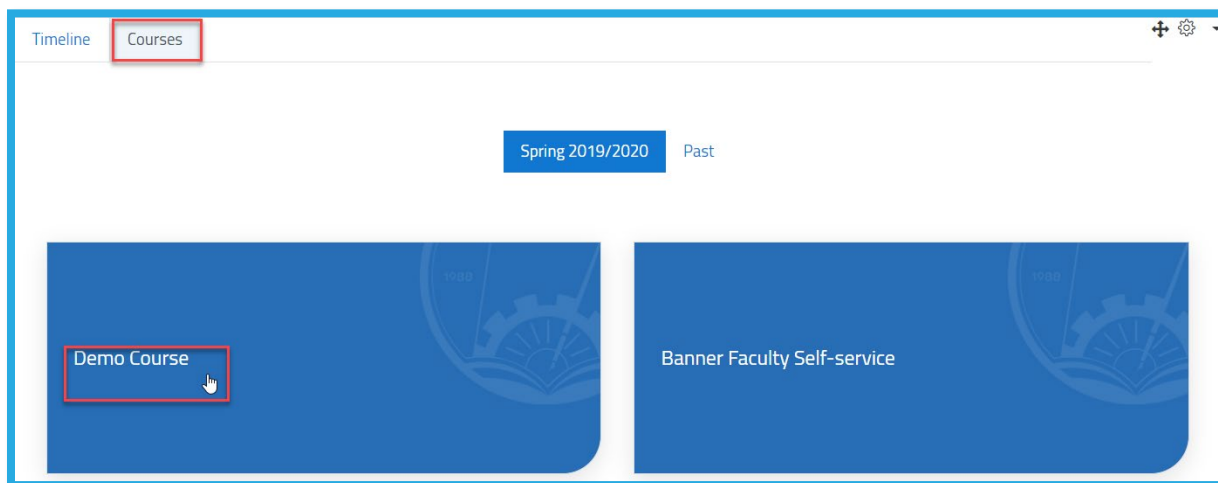
## 1. Login to Moodle

Log in to [Moodle](#) using your username without the domain (example: x.lastname, and **not** x.lastname@ajman.ac.ae) and password.

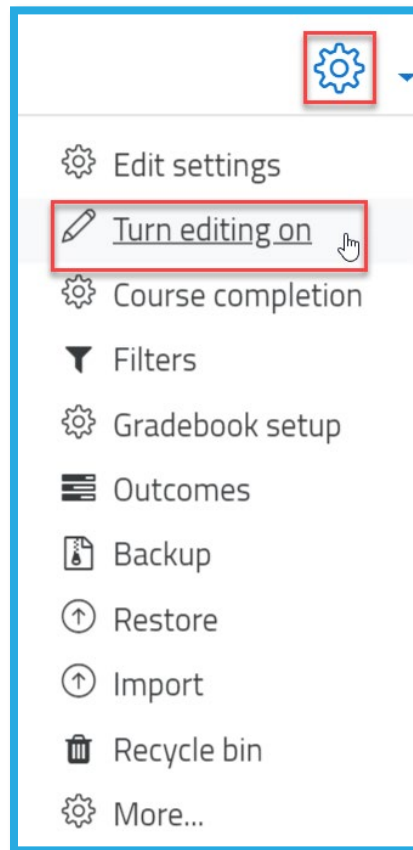


## 2. Create and set up a Turnitin Assignment

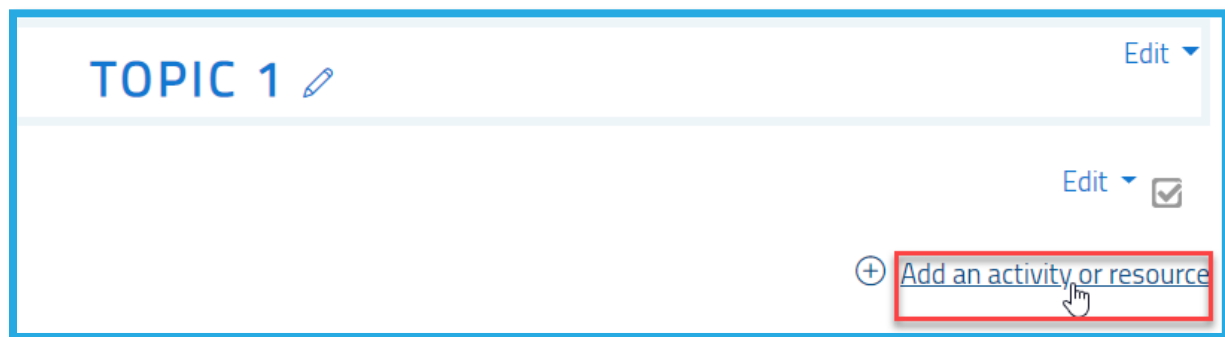
1- Select the course from the Dashboard, as illustrated below:



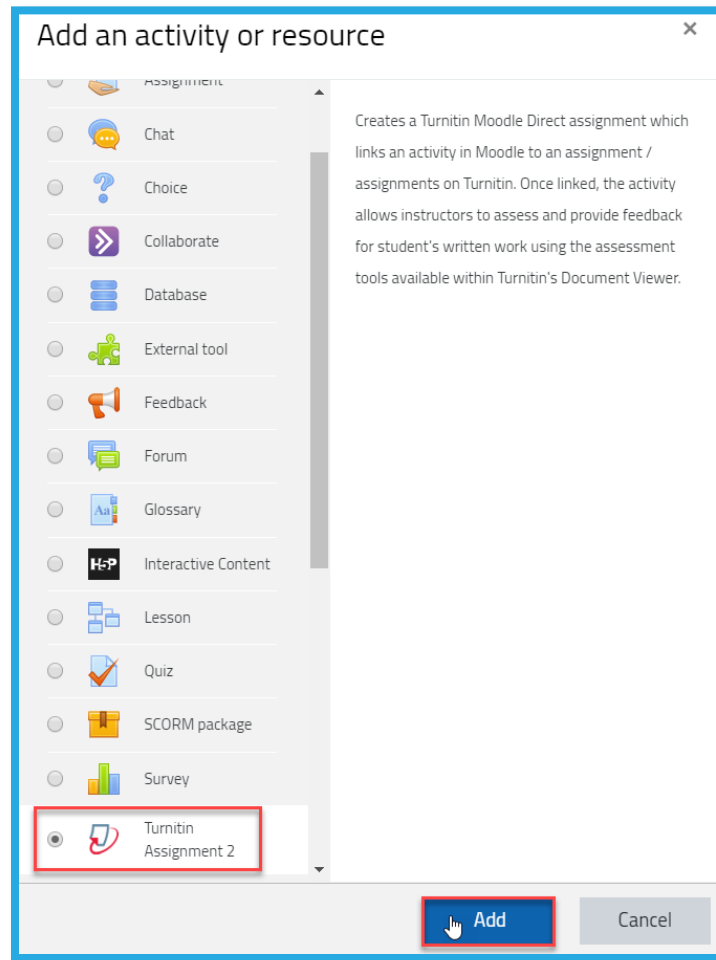
2- Inside the course, turn editing on by clicking on the **gear icon** and then the **Turn editing on** option, as illustrated below:



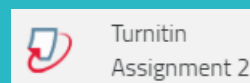
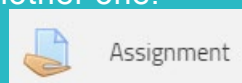
3- Under a specific topic, click on the **Add an activity or resource** button, as illustrated below:



4- Choose **Turnitin Assignment 2** as an activity type and click the **Add** button, as illustrated below:



**Note:** The Assignment type is different from Turnitin Assignment 2 type. Choosing the Assignment type will not include the features of Turnitin, such as showing similarity percentage, etc. And in order to change the type, you will have to delete the activity and add another one.



## 5- Set the General Settings as illustrated below:

The screenshot shows the 'General' settings for a Turnitin assignment. The settings are as follows:

- 1. Turnitin Assignment Name: Assignment 1
- 2. Summary: A large text area with a rich text editor toolbar.
- 3. ☐ Display description on course page
- 4. Submission Type: File Upload
- 5. Number of Parts: 1
- 6. Maximum File Size: Site upload limit (100MB)
- 7. Allow submission of any file type?: No
- 8. Display Originality Reports to Students: No
- 9. Grade Display: Show grades as Fraction (e.g. 89/100)
- 10. Auto Refresh Grades / Scores: Yes, automatically refresh originality scores and grades

Below the screenshot, there are 10 numbered instructions:

- 1 Enter a name for the assignment
- 2 Enter a summary, if needed, to provide the students with any details that would help them out
- 3 Check this box if you'd like to display the summary in the course page
- 4 The Submission Type should always be "File Upload"
- 5 You can have up to 5 parts. However, it is recommended to have one part only. Nevertheless, if you chose to have multiple parts, students should submit unrelated topics to avoid high similarity percentage.
- 6 The Maximum File Size should remain as 100MB
- 7 The File Type should always be "No"
- 8 Change the option of Displaying Originality Reports to Students to "Yes", if you would like the students to view the similarity percentage of their assignment
- 9 The Grade Display should always be as Fraction, as recommended for AU faculty
- 10 The grades should be refreshed automatically, therefore leave this option as it is

6- In the Grade section, keep the type of grade as Point and input the maximum grade you would like to assign for this assignment, as illustrated below:

Grade

Type Point

Scale Default competence scale

Maximum grade 100

7- In the Assignment Part 1 section, set the settings as the following:

Assignment Part 1

1 Name Part 1

2 Start Date 8 January 2020 11 16

3 Due Date 15 January 2020 11 16

4 Post Date 15 January 2020 11 16

5 Max Marks 100

1 Enter a name for this part

2 In the Start Date, specify the date and time for when the students can start submitting the assignment

3 In the Due Date, specify the date and time for the deadline of submitting assignments. **This date should be after the start date**

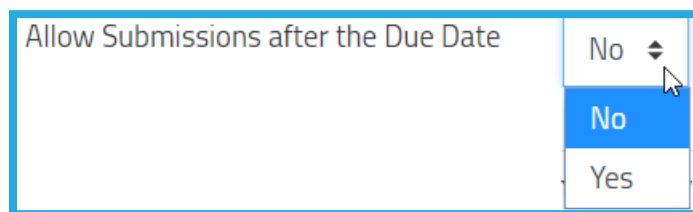
4 In the Post Date, specify the date and time for when the marks (if you chose to manually grade the assignment) and the feedback from GradeMark for the assignment are released to the students. Noting that this does not include the similarity percentage. **This date should be after the due date**

5 Enter the maximum marks for this assignment, which should be equivalent to the one entered in the Grades section



8- In the Originality Report Options section, follow the following:

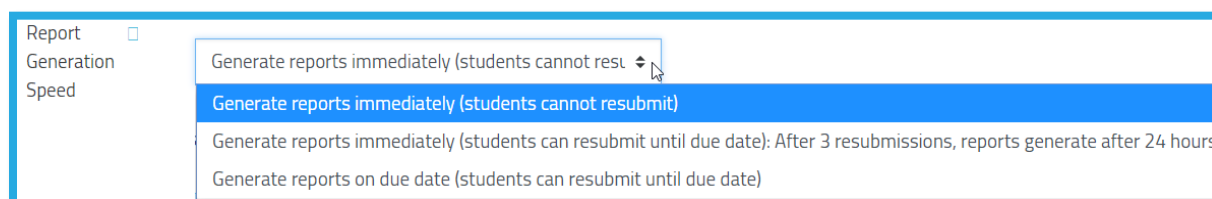
8.1 Change the “Allow Submissions after the Due Date” to “Yes”, if you want to enable the students to submit after the Deadline, as illustrated below:



A screenshot of a dropdown menu for the setting 'Allow Submissions after the Due Date'. The menu is open, showing three options: 'No' (selected), 'No', and 'Yes'. A mouse cursor is pointing at the 'No' option.

8.2 In the Report Generation Speed:

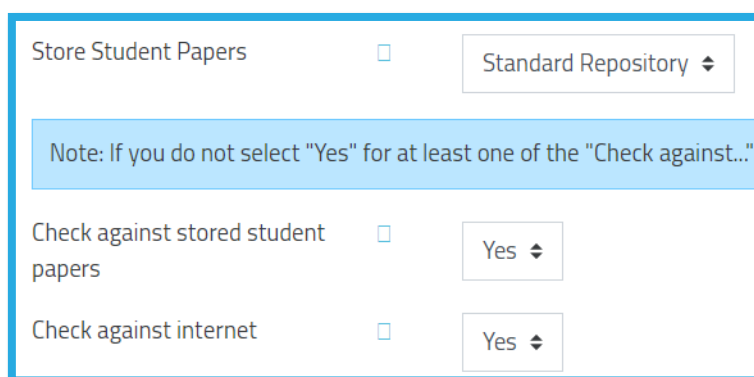
- a. The first option: the student will have one chance to submit as multiple submissions is not allowed.
- b. The second option: the student has three chances to resubmit and the report on the similarity percentage will be generated after 24 hours of the third submission.
- c. The third option: **highly unrecommended and should be ignored.**



A screenshot of a dropdown menu for the setting 'Report Generation Speed'. The menu is open, showing four options: 'Generate reports immediately (students cannot resubmit)', 'Generate reports immediately (students cannot resubmit)', 'Generate reports immediately (students can resubmit until due date): After 3 resubmissions, reports generate after 24 hours', and 'Generate reports on due date (students can resubmit until due date)'. A mouse cursor is pointing at the first option.

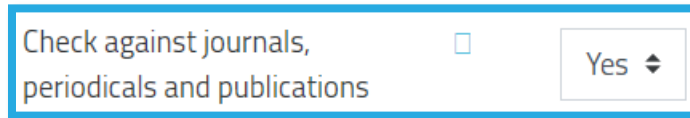
**Note:** It's not allowed for instructors to delete any submitted Turnitin paper as it will not be deleted from Turnitin database and if the student resubmits the assignment, it will be compared to the deleted one and will result in a higher similarity percentage.

8.3 The “Store Students Papers”, “Check Against Stored Student Papers” and “Check Against Internet” should be left as the default option, as illustrated below:



A screenshot of the 'Store Student Papers' section. It includes a checkbox for 'Store Student Papers' and a dropdown menu for 'Standard Repository'. Below this, there is a note: 'Note: If you do not select "Yes" for at least one of the "Check against..."'. There are two checkboxes: 'Check against stored student papers' and 'Check against internet', both with a 'Yes' dropdown menu.

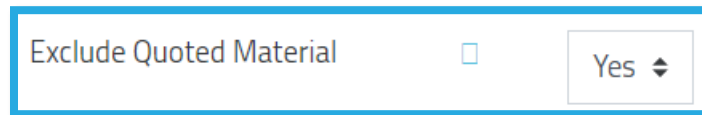
8.4 If you would like the student's assignment to be compared against online journals and publications, then keep the "Check against journals, periodicals and publications" as "Yes", as illustrated below:

A screenshot of a Turnitin settings box. The text "Check against journals, periodicals and publications" is on the left. To its right is a small square icon. On the far right is a dropdown menu showing "Yes" with a downward arrow.

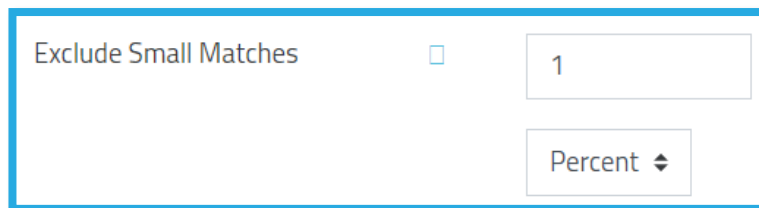
8.5 If you would like to exclude the bibliography while comparing the student's assignment against other online material then change the "Exclude Bibliography" to "Yes", as illustrated below:

A screenshot of a Turnitin settings box. The text "Exclude Bibliography" is on the left. To its right is a small square icon. On the far right is a dropdown menu showing "Yes" with a downward arrow.

8.6 If you would like to exclude the quoted parts while comparing the student's assignment against other online material then change the "Exclude Quoted Material" to "Yes", as illustrated below:

A screenshot of a Turnitin settings box. The text "Exclude Quoted Material" is on the left. To its right is a small square icon. On the far right is a dropdown menu showing "Yes" with a downward arrow.

8.7 "Excluding Small Matches" means that you can allow small parts from the same resource in the student's assignment to be excluded while comparing it to other online materials. **It is recommended by Turnitin to allow 1-2% only**, as illustrated below:

A screenshot of a Turnitin settings box. The text "Exclude Small Matches" is on the left. To its right is a small square icon. On the far right is a text input field containing the number "1". Below the input field is a dropdown menu showing "Percent" with a downward arrow.

Example:

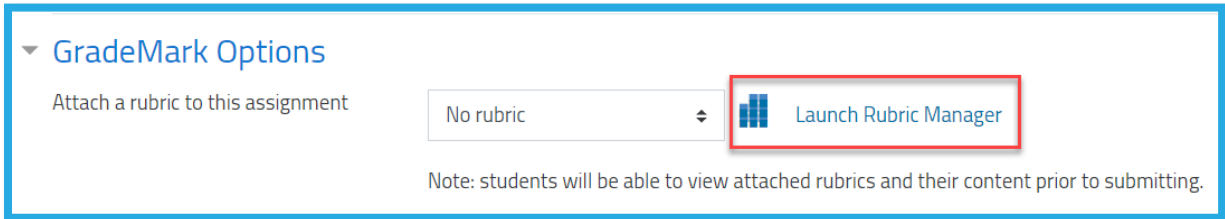
If you enter 20 percent to be excluded, then if the student copied 19% from the same resource into their assignment, Turnitin will ignore it and will not flag it. Therefore, it is better to enter 1-2%. Noting that this is the allowed percentage **from each source** and not the total allowed percentage from all sources.

9- If you would like to have restrict access for the assignment, please refer to the Restrict Access manual.

10- Once all the above steps are completed, click on the **Save and return to course** button.

### 3. Add & attach rubric

Rubrics can be used to evaluate student work based on defined criteria and scales. You can add rubric to a Turnitin assignment by accessing the Rubric Manager through clicking on **Launch Rubric Manager** under the **GradeMark Options** while creating the Turnitin assignment, as illustrated below:

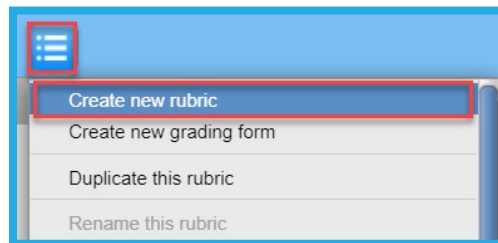


There are multiple ways of adding a rubric:

#### 3.1 Create rubric

To create rubric, please follow the below steps:

- 1- Access the Rubric Manager as described previously.
- 2- Click on the **menu icon** and then click on **Create new rubric**, as illustrated below:



### 3- Edit the rubric as the following:

The screenshot shows a rubric editor interface. At the top, there is a header bar with a menu icon, a text field labeled 'Enter rubric name here' (callout 1), and an export/import icon (callout 9). Below the header, there are two main sections: 'CRITERIA' and 'SCALES'. The 'CRITERIA' section has a '+' icon (callout 8) and contains a table with two rows: 'Knowledge' (callout 2) with a percentage of 20% (callout 4), and 'Criterion' (callout 3) with a percentage of 0%. The 'SCALES' section has a table with three columns: 'Scale 1' (callout 5) with a value of 1.00 (callout 6), 'Scale 2' with a value of 5.00, and 'Scale 3' with a value of 10.00. The table cells for the criteria are empty (callout 7). At the bottom, there is a 'TOTAL' row showing 20% and a 'RUBRIC SCORING' section with a percentage dropdown (callout 10), a unit icon, a value of 0, and 'SAVE' and 'CANCEL' buttons.

CRITERIA	SCALES
Knowledge 20%	Scale 1 1.00 Scale 2 5.00 Scale 3 10.00
Use of Knowledge	
Criterion 0%	

**1** Enter the rubric name

**2** Enter the criterion name

**3** Enter description for the criterion, as needed

**4** Enter percentage value for the criterion. The total percentage must be equal to 100%

**5** Enter the scale title

**6** Enter the scale value

**7** Enter description for each cell

**8** You can add extra scale columns

**9** You can export or import the rubric (file format must be .rbc)

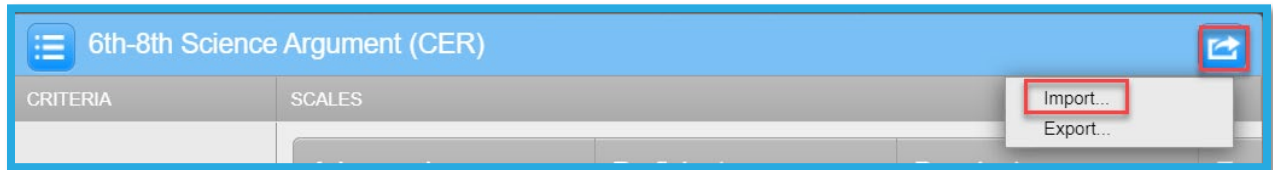
**10** Once you are done from working on the rubric, click Save

### 3.2 Import rubric

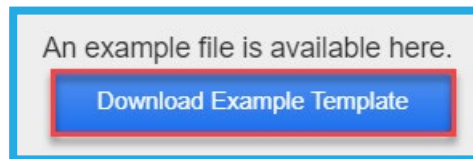
To import rubric from your device, make sure that the file format is “.rbc”, or “.xls” or “.xlsx” and then follow the below steps:

1- Access the Rubric Manager as described previously.

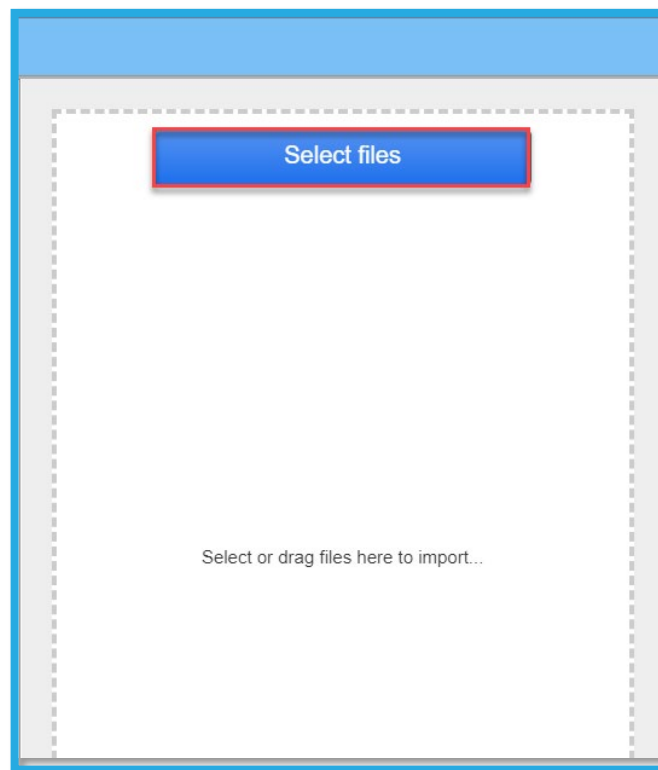
2- Click on the **Import/Export** button and then click on **Import**, as illustrated below:



3- If you don't have a file in hand, you can download the template by clicking on **Download Example Template**, as illustrated below. Fill the sheet using Microsoft Excel, as needed, and then save it in “.rbc”, or “.xls” or “.xlsx” format.



4- Select the file from your device by clicking on **Select files** button, as illustrated below, or by dragging and dropping the file into the white space.



**Note:** Please read the below rules for importing rubric:

- The file format must be “.rbc”, “.xls” or “.xlsx”
- Only one rubric can be uploaded per Excel file
- The rubric in the spreadsheet must have the scales of the rubric as its first row
- The rubric in the spreadsheet must have the criteria of the rubric as its first column
- If included, criteria descriptions should be in the same cells as the criteria titles separated by a line break
- Descriptors for the body of the rubric can be included
- Criteria titles must be 13 characters or less
- Grading formulas will not be imported with the Excel file
- Numerical values cannot be imported. If you would like to use numerical values, add them to the rubric after import using the rubric/form manager.

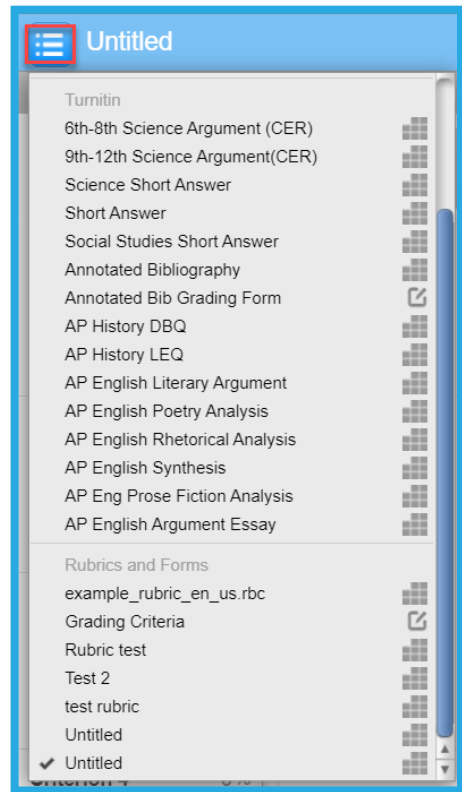
### 3.3 Modify a previously added rubric

You can find the list of previously added rubric by following the below steps:

1- Access the Rubric Manager as described previously.

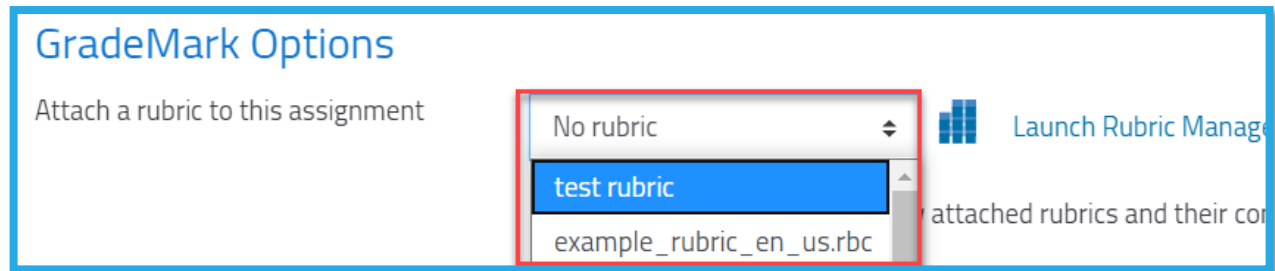
2- Click on the **menu icon** and you will be able to view a list of previously-created rubrics at the end of drop-down menu, as illustrated:

**Note:** You can only modify rubric if it is not attached to an assignment. If you cannot modify the rubric, then click on **Duplicate this rubric** from the dropdown menu and then modify it and save it.



### 3.4 Attach the rubric to the assignment

You can attach rubric to Turnitin assignment by selecting it from the dropdown menu under the GradeMark Options, as illustrated below:



### 4. View the similarity report and provide feedback

To view the similarity report and to provide feedback for the students you need to access the Feedback Studio by following the below steps:

- 1- Click on the Turnitin assignment inside your course in Moodle.
- 2- Choose a student's assignment, as illustrated below. You can notice the similarity percentage as well in the same row.

SHOWING 1 TO 6 OF 6 ENTRIES.

<input type="checkbox"/>	First Name / Last Name	Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade					
<input type="checkbox"/>		--	--	--	--	--					
<input type="checkbox"/>		--	--	--	--	--					
<input type="checkbox"/>		--	--	--	--	--					
<input type="checkbox"/>		--	--	--	--	--					
<input type="checkbox"/>		Assignment	1337575305	4/06/20, 12:53	51%	--/100					

The layout of the Feedback Studio is as illustrated below, noting that more details will be provided in the next subsections.

The screenshot shows the Feedback Studio interface. At the top, there is a header bar with a logo, a student name and ID (callout 1), an assignment title, a grade field (callout 2), and navigation buttons (callout 3). The main content area displays the assignment text (callout 4) and an abstract. Below the abstract, there is a status bar showing page and word count (callout 5 and 6), and a zoom slider (callout 7). On the right side, there is a vertical toolbar with icons for feedback (callout 8), similarity (callout 9), and submission information (callout 10).

**Technology and Social Futures**

**Abstract**

Technology has been woven into disability, and the lives of people with disabilities, in intimate, public, and far-reaching respects. Yet the ways of imagining, framing, shaping, and assembling technology and society remain far too restricted, exclusionary, and oppressive. Yet, despite “design thinking”, “universal” and “inclusive” design, “digital disruption”,

Page: 1 of 9 Word Count: 3589 Text-only Report High Resolution On

- 1 The student name and ID
- 2 The assignment grade, you can either enter it manually or reflect it from the rubric
- 3 You can navigate between the students' assignments without going back to the assignment page in Moodle
- 4 The assignment text
- 5 You can view the number of pages in the assignment
- 6 You can view the word count of the assignment
- 7 You can zoom in/out
- 8 Instructor Feedback Layer: You can add your feedback and view the rubric in this layer
- 9 Similarity Layer: You can view the similarity percentage and its breakdown in terms of resources
- 10 Submission Information and Download: You can view the submission information and download the file



## 4.1 Add your feedback

In this section you will learn how to add your overall and specific feedback, noting that it is visible for the student. There are multiple ways to add feedback including:

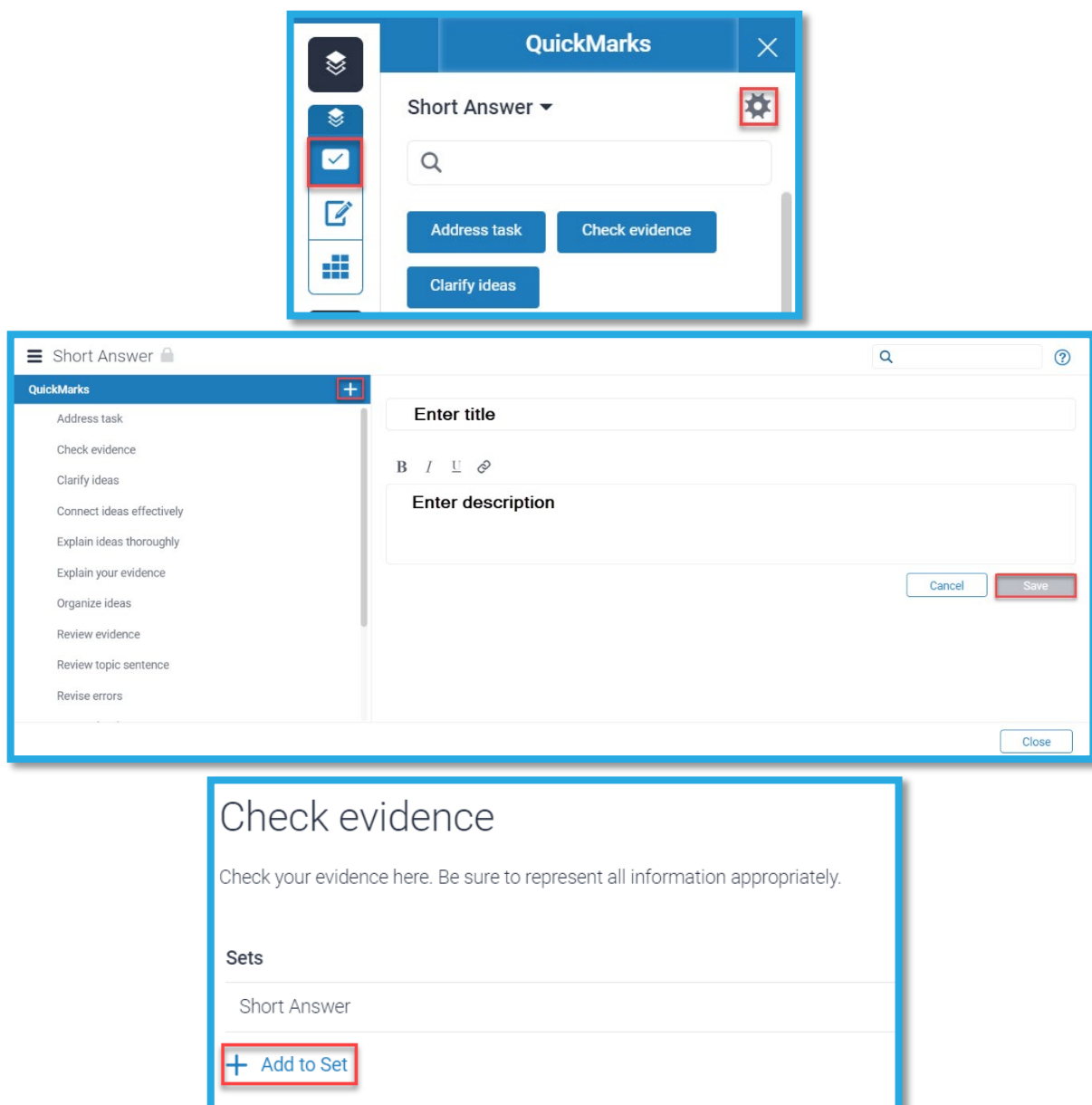
### 4.1.1 Add QuickMarks

This option allows you to create a library of feedback that might be applicable, on multiple occasions, to multiple students, across multiple assignments.

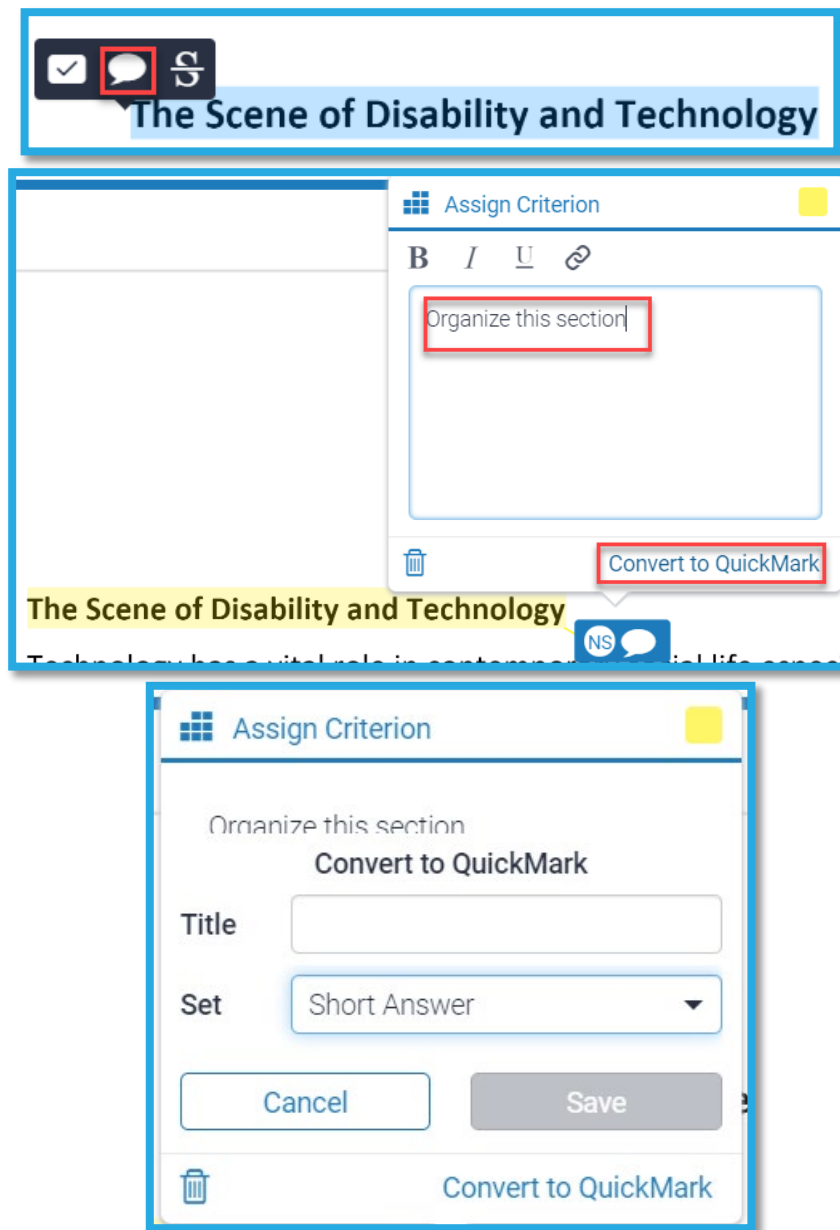
#### 4.1.1.1 Create QuickMarks and add them to your library

There are two ways to add QuickMarks to your library:

1- Add it through the QuickMark manager (from the side panel), as illustrated below:



2- Add a comment and convert it to a QuickMark by adding its title and set, as illustrated below:





#### 4.1.1.2 Add on-paper QuickMarks

You can add a QuickMark to both a selection of text or on the full paper:

1- To add a QuickMark to the full paper, click on the paper and select the **QuickMark icon** from the in-context marking tool, as illustrated below. This will allow you to choose a QuickMark to leave on the paper.





2- To add a QuickMark to a selection of text, highlight the section of text you would like to associate the QuickMark with, and click the **QuickMark icon** from the in-context marking tool.

have fair, democratic, enabling, and transformative technology. Hence this manifesto for technology, to underpin cultural futures as if disability, in all its diversity and it  matter. Railing against technology as some kind of 'manifest destiny' for disability,  instead articulate potential ways that critical disability studies, crossed with science and technology studies, and cultural and media studies, can help us reimagine, remake, and productively confront technology.

You can add comments to the QuickMark, or delete it from this place, as illustrated below:



**Abstract**

Technology has been woven into disability, and the lives of people with disability in intimate, public, and far-reaching respects. Yet the ways of imagining, framing, and assembling technology and society remain far too restricted, exclusionary, and limiting. Yet, despite “design thinking”, “universal” and “inclusive” design, “digital disability”, “innovation”, “hack-a-thons”, and other approaches, there is a long way to go to have fair, democratic, enabling, and transformative technology. Hence this manifesto for technology, to underpin cultural futures as if disability, in all its diversity and it  matter. Railing against technology as some kind of ‘manifest destiny’ for disability,  instead articulate potential ways that critical disability studies, crossed with science and technology studies, and cultural and media studies, can help us reimagine, remake, and productively confront technology.

**Assign Criterion**

Take the time to explain your ideas thoroughly. Provide clear explanations of how the evidence provided supports your topic sentence.

Add comment

  Explain ideas thoroughly

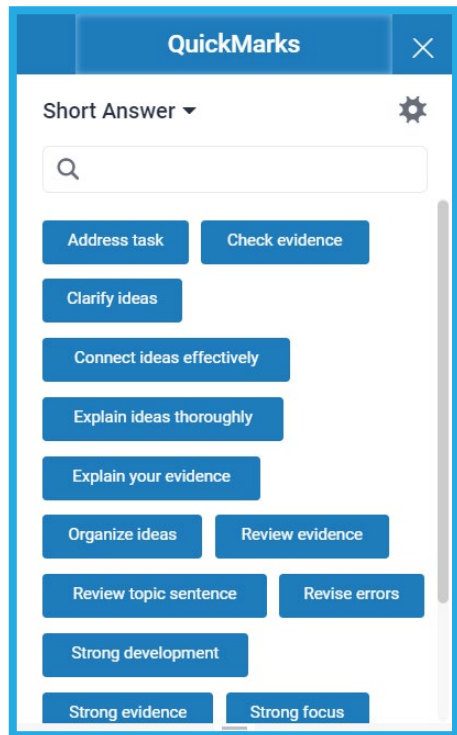
#### 4.1.1.3 Add QuickMarks from the side panel

You are also able to add QuickMarks by using the side panel where you can search through all the QuickMarks currently attached to the account. To do that, follow the below steps:

1- Open the QuickMark side panel by selecting the **QuickMark icon**, as illustrated below:



2- The current QuickMark set will be displayed in the side panel, as illustrated below. You can use the search box to find a specific QuickMark.



3- Once you've found a QuickMark that you'd like to use on the paper drag and drop it onto the relevant part of the paper.

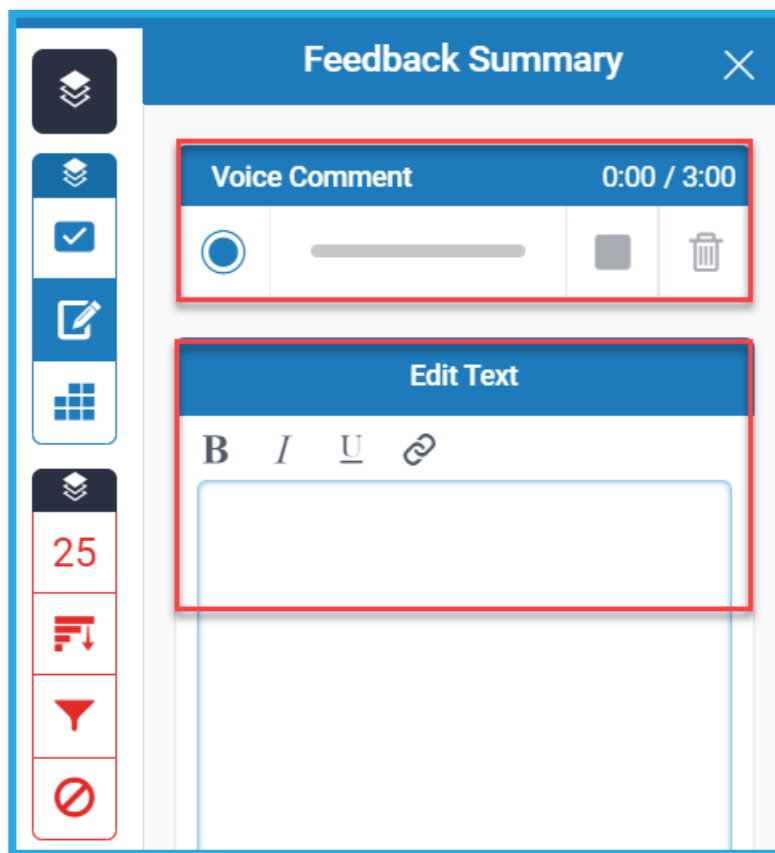
#### 4.1.2 Add Summary Feedback

You can add summary feedback which applies to the whole assignment by following the below steps:

1- Open the Summary Feedback side panel by selecting its icon in the navigation bar, as illustrated below:



2- You can either record your feedback as an audio, with a 3 minutes limit, or type it in as a text, as illustrated below:



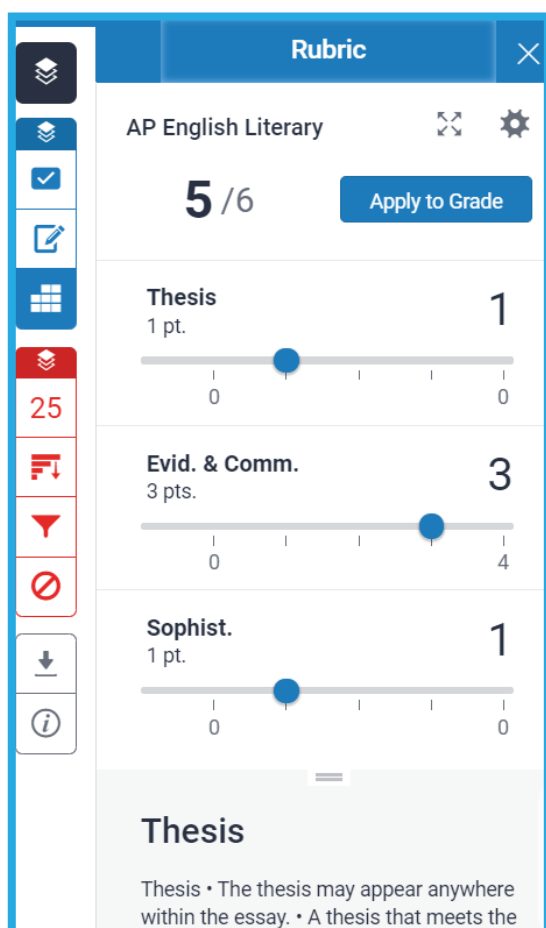
#### 4.1.3 Add grade based on rubric

If you have a rubric assigned to the assignment, you can grade the assignment submission based on the criteria and scales of the rubric by following the below steps:

1- Open the Rubric/Form side panel by selecting its icon in the navigation bar, as illustrated below:



2- Adjust the scales of each criterion as needed and as illustrated below:



**Rubric**

AP English Literary

5 / 6 Apply to Grade

**Thesis**  
1 pt.

0 0

**Evid. & Comm.**  
3 pts.

0 4

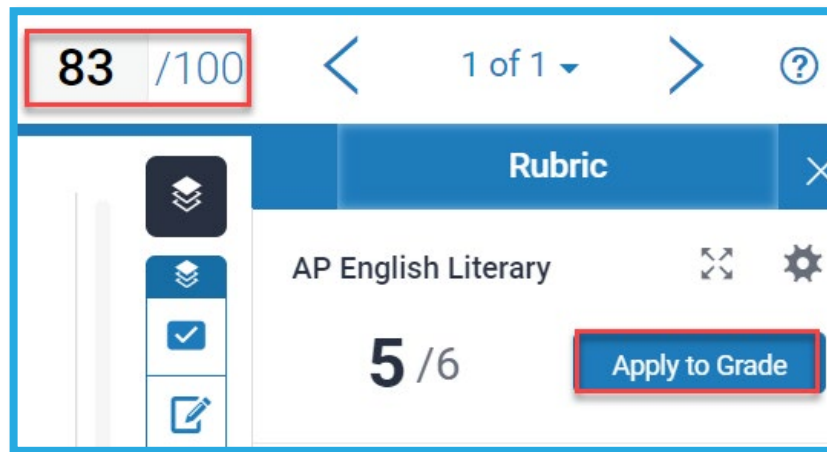
**Sophist.**  
1 pt.

0 0

**Thesis**

Thesis • The thesis may appear anywhere within the essay. • A thesis that meets the

3- Once you are done with the scaling, click on the **Apply to Grade** button, to reflect this to the grade, as illustrated below:



**Note:** You can enter or adjust the grade manually.

## 4.2 View the similarity details

In this section you will learn how to view the similarity percentage overall and its breakdown to sources, you will learn also how to adjust the filters and settings that might affect the similarity percentage, noting that the visibility of the similarity percentage to the student is depending on the assignment settings.

### 4.2.1 View the overall similarity

1- Open the Match Overview side panel by selecting its icon in the navigation bar, as illustrated below:



2- Click on a specific source to view the exact text in the assignment which was taken from, as illustrated below:

The screenshot shows the Feedback Studio interface. The top bar displays 'feedback studio', '201920084 Test Student', 'Assignment', and a score of '83 /100'. The main area shows a student's assignment text with several lines of text. A source is highlighted in the text: 'sapia110.blog.nepsport.hu'. The right side panel is titled 'Match Overview' and shows a large '25%' similarity score. Below the score, a list of sources is shown with their respective similarity percentages:

Source	Similarity
1 The Palgrave Handbo... Publication	3%
2 sapia110.blog.nepsport... Internet Source	3%
3 link.springer.com Internet Source	3%
4 Submitted to tliu_test_2 Student Paper	3%
5 www.astrologi-og-horo... Internet Source	3%
6 leonoraszalon.hu Internet Source	3%
7 Submitted to National ... Student Paper	2%
8 www.taylorfrancis.com Internet Source	2%



#### 4.2.2 View all sources

You can view all sources that fed into the similarity percentage by following the below steps:

1- Open the All Sources side panel by selecting its icon in the navigation bar, as illustrated below:



2- Click on a specific source to view the exact text in the assignment which was taken from, as illustrated below. You can even view the different URLs that are related to it, if available; and you can exclude a specific source.

The screenshot shows the 'All Sources' panel on the right side of the interface. The panel has a red header with the title 'All Sources' and a close button. Below the header, there is a list of sources with their respective similarity percentages. The source 'leonoraszalon.hu' is selected, and a pop-up window displays the text snippet it contributed. The 'Exclude Sources' button is visible at the bottom of the panel.

Source	Percentage
leonoraszalon.hu	14%
naslenaween.fm	12%
buy-youtube-viewsonline...	11%
www.tandfonline.com	10%
streaming-20144.blogs...	10%
"The Palgrave Handbo...	10%
sapitu104.blog.nepspo...	9%
link.springer.com	9%

### 4.2.3 Adjust the filters and settings

You can adjust the filters and settings that feed into the similarity percentage by following the below steps:

1- Open the Filters & Settings side panel by selecting its icon in the navigation bar, as illustrated below:

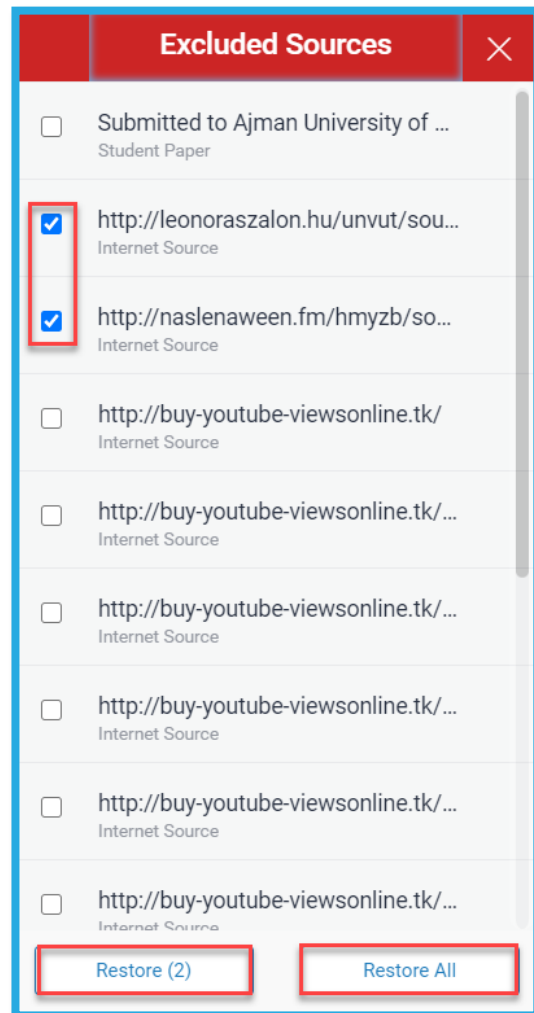
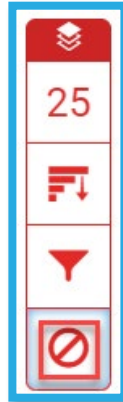


2- You can adjust the settings such as excluding the quotes, bibliography, etc, as illustrated below, and then click on **Apply Changes** button.

**Note:** The similarity percentage may change after adjusting the filters and settings, but it is not necessarily.

#### 4.2.4 View the excluded sources

You can view and restore the excluded sources by opening the Excluded Sources side panel by selecting its icon in the navigation bar, as illustrated below, and then selecting the sources you would like to restore (or restore all sources).



## 4.3 Download the document or the report

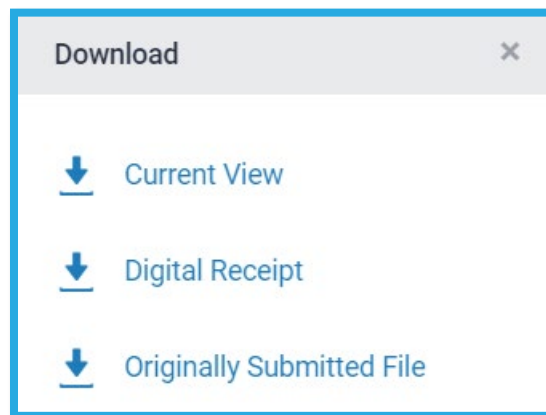
In the side panel, there is a Download button, which is illustrated below, which allows you to perform the following:



1- Download the current view: You will have a PDF file including the assignment, with your comments, the originality report, primary sources, GradeMark report, and the rubric.

2- Digital receipt: This PDF file includes the submission author, file details, submission date and ID, etc.

3- Originally submitted file: This is the original file which the student uploaded in Moodle assignment.



## 4.4 View the submission information

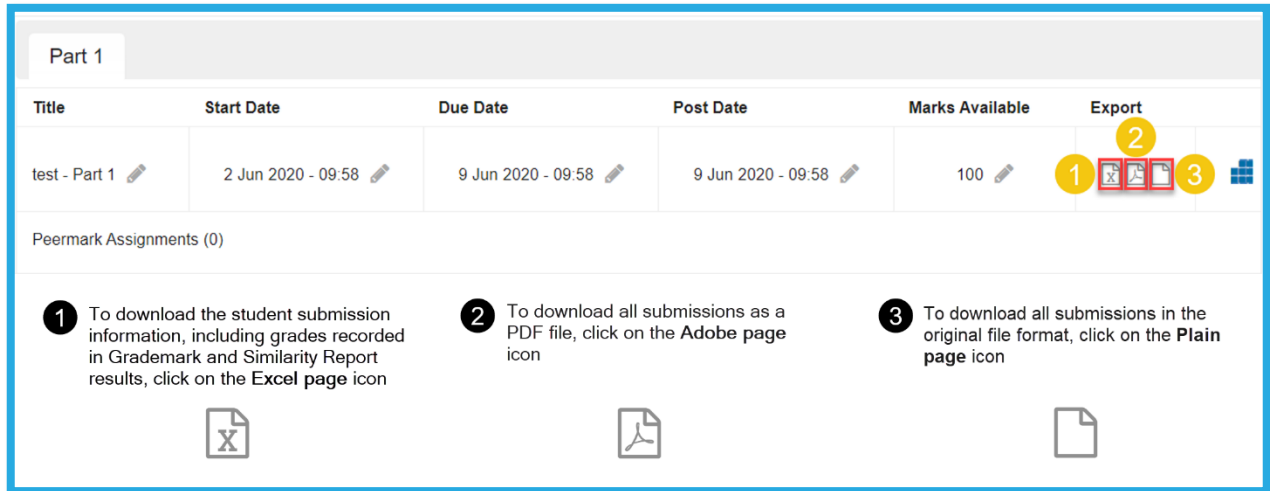
In the side panel, there is a Submission Information button, which is illustrated below, which allows you to view the: Submission ID, date, word and page count, file name, extension and size, and other details.






## 5. Download the students grade report

You can download the students grade report by following the below steps:

- 1- Click on the Turnitin assignment inside your course in Moodle.
- 2- In the Part 1 section, find the Export column to perform the following:




The screenshot shows the Moodle Turnitin assignment interface. At the top, there is a tab labeled "Part 1". Below it is a table with the following columns: Title, Start Date, Due Date, Post Date, Marks Available, and Export. The table contains one row for the assignment "test - Part 1". The Start Date is "2 Jun 2020 - 09:58", the Due Date is "9 Jun 2020 - 09:58", and the Post Date is "9 Jun 2020 - 09:58". The Marks Available is "100". The Export column contains three icons: a document icon (labeled 1), a PDF icon (labeled 2), and a Plain text icon (labeled 3). Below the table, there is a section titled "Peermark Assignments (0)".


Title	Start Date	Due Date	Post Date	Marks Available	Export
test - Part 1	2 Jun 2020 - 09:58	9 Jun 2020 - 09:58	9 Jun 2020 - 09:58	100	  

Peermark Assignments (0)

1 To download the student submission information, including grades recorded in Grademark and Similarity Report results, click on the **Excel page** icon



2 To download all submissions as a PDF file, click on the **Adobe page** icon



3 To download all submissions in the original file format, click on the **Plain page** icon

