

Canvas Turnitin Guide

This Guide includes two sections:

- Basic setup of a Turnitin (TII) assignment dropbox.
- How to avoid problems – an imperfect connection between systems.

How to Create a Turnitin Assignment in Canvas:

Setting up Turnitin Assignments in Canvas is different to Blackboard. The TII assignment is generated inside a Canvas assignment. Note: Please follow this setup, there is a feature whereby you could build an 'external tool' directly into a 'Module'; please do not do this as it will not create a column in Canvas Marks.

In order to create a TII assignment, follow these steps:

Part 1 of setup – Canvas Assignment Shell

1. Go to 'Assignments' in the left hand panel of your site. In the top right click on the red '+ Assignment' button.
2. Here you can name your assignment, set the number of possible points (no more than 100 points) and set due and availability dates.
3. Set the 'Submission Type' to 'External Tool'. Click 'Find' which opens up a pop-up box with external tools listed in alphabetical order. Locate and click on the 'Turnitin Assignment LTI', and click 'Select'.
4. Click to 'Save' or 'Save & Publish' and you will be taken to the TII student submission inbox for step 2 of setting up your assignment.
5. Please ensure you have 'muted' the assignment in the Canvas Marks area until you have completed your marking to avoid students receiving feedback prematurely.

Part 2 of setup – Turnitin specific settings

1. There are two options at the top of the page: 'Assignment Inbox' and 'Settings'. Click on 'Settings'.
2. TII's settings are in a default state as the Canvas settings you made in the previous step do not come across. You will need to check settings to avoid losing any marks as follows:
 - a. The assignment title cannot be modified – this can only be done in the Canvas options for the assignment.
 - b. The 'Max Grade' must be set no higher than 100 points
 - c. Set the TII Start and Due Dates as identical to the Canvas dates and set a reasonable 'Feedback Release Date' for you assignment (this is akin to the 'Post Date' TII setting in the Blackboard environment).
 - d. TII defaults to the same time as the 'Due Date' which does not make sense for a manually marked assignment. We recommend choosing a date several months in advance and modifying the setting later when you have completed your marking.
 - e. Please select 'Yes' to 'Allow submission of any file type?' to avoid problems with student submissions.
 - f. Expand and review the 'Optional Settings' which are anything but optional. Review these settings to ensure they are set correctly for your assignment dropbox.

- g. Set the 'Originality Report generation and resubmissions' dropdown menu to 'Generate reports on due date'. This allows flexibility in terms of late or special consideration student submissions in the software.
- h. It is also necessary to set 'Allow late submissions?' to 'Yes'.

How to avoid problems – an imperfect connection between systems

Canvas and Turnitin are separate platforms developed by different companies and as in Blackboard there are limitations which can lead to loss of work or other errors. The following information will help you to avoid issues.

Issue 1: Avoid losing your marking effort – Assign a single person to control all TII settings

Issue: The interconnection between Canvas and TII settings is fragile. This known issue involves use of TII rubrics. If they are detached from a TII assignment, then all commenting and marking up of assignments, along with rubric results, will be lost and cannot be retrieved by the Educational Innovation eLearning team, TII or Canvas.

If someone other than the person who setup a TII assignment with rubrics changes the settings after marking has begun, the TII rubric can become detached and it will likely **result in an irrevocable loss of all comments given through TII GradeMarks**. This includes changes to any setting (the TII rubric, due date, allowing late submissions etc.).

This will not affect the student's submissions, only the marking effort.

If the setting change occurs before marking has begun, this can be rectified. The person who setup the assignment originally will need to re-attach the TII rubric to the assignment.

Solution: Designate a single person to setup and make all changes to a TII assignment's settings.

Issue 2: Max points must be equal in both systems

Issue: Turnitin will only accept point values up to a 100 point maximum. If you set the value to be greater, Canvas will retain your greater than 100 possible points while the TII component will be set at 100 points possible.

The point values in both systems must match. TII will not communicate correctly if it is transmitting a score out of 50 to Canvas which is set to be out of 100.

In Canvas you can select options for 'Display Mark as' with points, percentages, etc. It is best to select points for communication from TII's GradeMark marking tool.

Solution: Ensure you have set the same point value in both Canvas and Turnitin, this number is 100 or less, and that in Canvas the setting for 'Display Mark as' is set to 'points'.

Issue 3: Date matching – ensure the dates in both Canvas and TII settings are the same

Check you have set the assignment due dates as the same in the both Canvas and TII setting. If they are not the same, this can result in conflicts between the two systems and lead to errors.

Issue 4: Syncing issue between TII GradeMark and Canvas Speedgrader – Grade flow

Issue: Similar to Blackboard set-up, the flow of information is a one-way street between Canvas and TII. Grades flow from TII to Canvas, but Canvas cannot push any information to TII.

For example if you gave a student a score of 15 in TII, this will be reflected in the Canvas Marks area. If you use Canvas Marks or Canvas Speedgrader to set a score of 15 and the student opens up TII they will not see the score, which is acceptable. Issues arises when marks are set in TII, then modified in Canvas. In this case the student will see two different marks because the old mark was retained by TII.

Solution: Perform your marking out of a single marking system from either platform. If you or your tutor are using both systems, this often leads to synchronisation and mark display errors.

If you are using TII's GradeMark tool and a mark did not transfer from TII to Canvas as expected, this can typically be rectified by removing the grade in the TII Grademark tool, hitting enter or clicking away from the entry box to push the 'no mark' through, then re-entering the grade.

Issue 5: Dealing with late, special consideration, and other student (re)submissions

Issue: There is no 'submit on behalf of' feature in Canvas. It is no longer possible to submit on behalf of a student if they email or otherwise share a submission file with you.

This is a significant change between the Blackboard and Canvas to TII integrations.

Solution: If a student needs to submit late, had technical trouble submitting, has special consideration, or for any other reason needs to submit to the TII dropbox after the due date; you have two options:

- Use the 'Assign to' within the Canvas assignment options to make the link visible and accessible to the correct student and change your TII settings to allow late submissions;
- OR
- You can gain full access to TII's features, such as submitting on behalf of a student, by logging directly into Turnitin's website at www.turnitin.com. You can use the 'Reset Password' feature to gain access to the site if you have not used it before. Once logged in, select the correct UoS site, then click on 'More actions' on the right hand side of the table which lists your available TII dropboxes for that UoS. From there you can select the 'Submit' option. After that you'll be able to select the student and upload a file.

Issue 6: Browser access and assignment visibility

Solution: It is recommended that students and staff use the latest version of Chrome, Firefox, or Safari to access Canvas and Turnitin.

If you or a student do encounter an access issue, clear your browser's cache, and enable cookies in your browser. These steps resolve the issue in most cases.

If there is a genuine access issue for your students, the assignment settings can be reviewed as there are a few different reasons why students would not have access to a dropbox e.g. two different due dates in Canvas and TII.

Issue 7: Do not create TII assignments from the TII website

Issue: Creating a new TII assignment from the TII website will disconnect TII from your Canvas site.

Solution: You must only create TII assignments from within Canvas, though you can modify the settings, view submissions, or make submissions on behalf of a student from the Turnitin website.