

This guide provides basic instructions to set up Turnitin Assignments in Canvas. It includes two sections:

- How to create a Turnitin Assignment inside your Canvas website
- How to fix syncing issues between Canvas and Turnitin

The guide assumes you have a basic knowledge of Canvas. Before you start we recommend that you:

- Watch a quick [Canvas overview video](#)
- Read the [Design and build your Canvas site](#) information in our Teaching Resources Hub
- Attend a [Canvas Skills workshop](#)

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## CREATING A TURNITIN ASSIGNMENT IN CANVAS

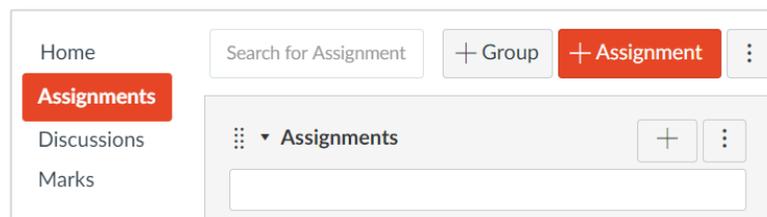
In Canvas, the Turnitin assignment is generated inside a Canvas assignment.

Follow these steps to create a Turnitin assignment.

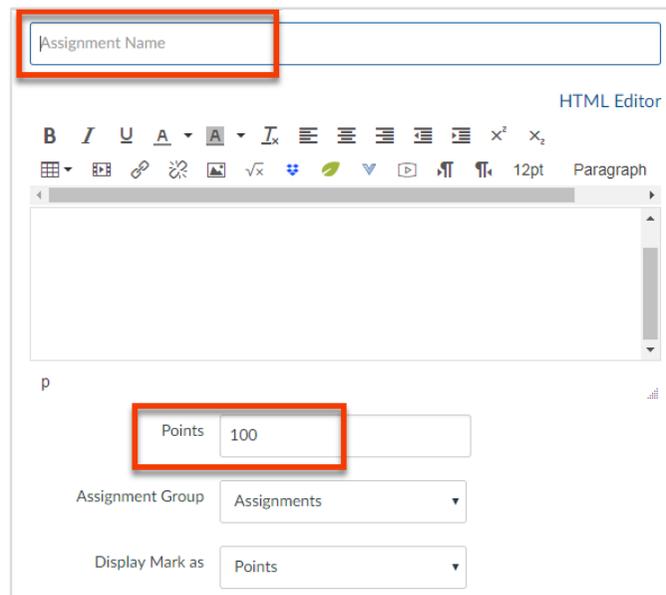
### 1. Create a Canvas assignment shell

1. Go to **'Assignments'** in the course navigation menu of your site.

In the top right corner of the page that loads, click on the red **'+ Assignment'** button.



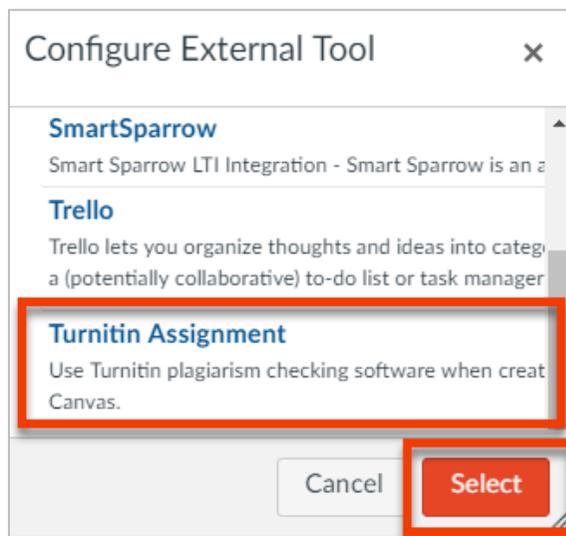
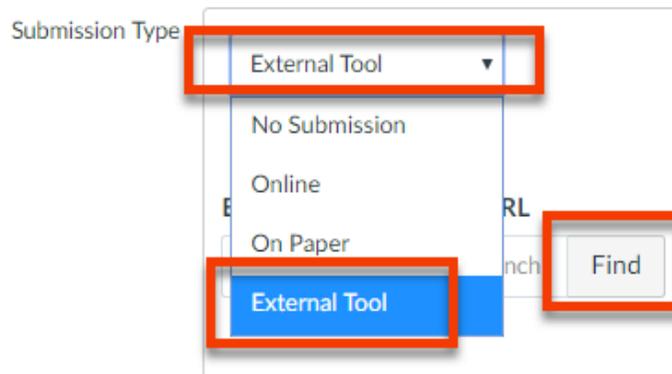
2. Name your assignment.
3. Set the number of possible points.



**CREATING A TURNITIN ASSIGNMENT IN CANVAS**

4. Under 'Submission Type' choose **'External Tool'**.

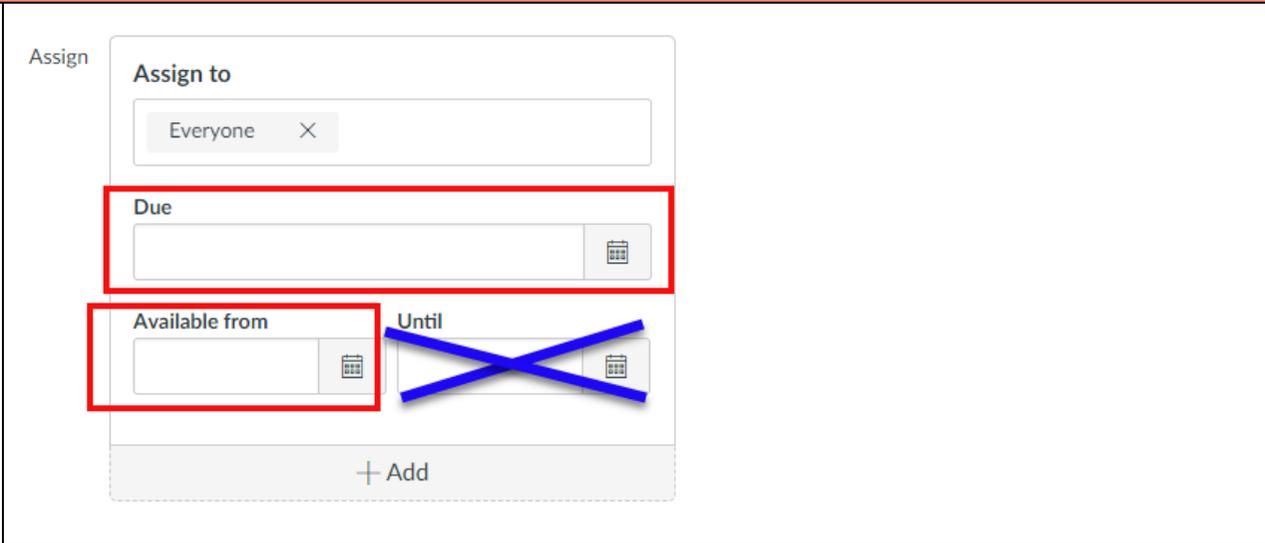
- Click **'Find'** which opens a pop-up box.
- Locate and click on **'Turnitin Assignment'**.
- Click **'Select'**.



**CREATING A TURNITIN ASSIGNMENT IN CANVAS**

5. In the 'Assign' box, enter your assignment 'Due' Date and 'Available from' Date.

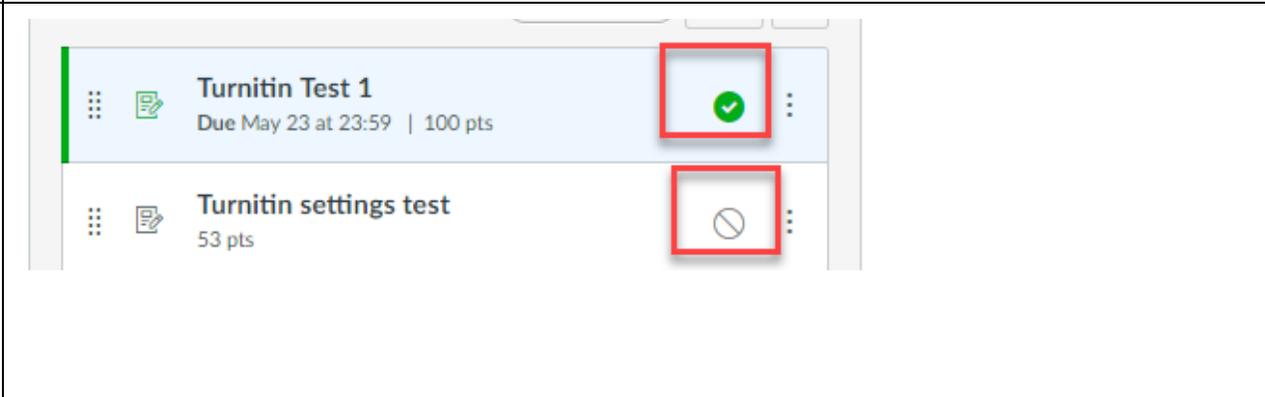
**Note:** Leave the 'Until' date field empty to avoid potential issues with late submissions (see section *Addressing syncing issues between Canvas and Turnitin*, 'Dealing with late submissions').



6. Click to 'Save' or 'Save & Publish'.

**Note:** 'Save & Publish' will make the assignment available to both staff and students. You cannot mark the assignment if it is unpublished.

The published or unpublished status can be changed on the Assignments page by clicking on the green tick or the red no circle to the right of the assignment's name.



**CREATING A TURNITIN ASSIGNMENT IN CANVAS**

7. Under Marks in the navigation menu, click **'Mute Assignment'** until you have completed marking to avoid students receiving feedback prematurely.

**Note:** you need to complete this step after your site has been activated and you have students in your site. If you have no students in your site you will not have the option to Mute Assignment.

The screenshot shows the Canvas interface. On the left is a navigation menu with 'Home', 'Assignments', 'Discussions', 'Marks', 'People', and 'Files'. 'Marks' is highlighted with a red box. The main area displays a table of students with columns for 'Student Name', 'Secondary ID', 'Turnitin Test 1', and 'Canvas online sub'. The 'Turnitin Test 1' column shows 'Out of 100' and a dropdown arrow. A context menu is open over the table, listing options like 'Assignment Details', 'SpeedGrader', 'Message Students Who...', 'Set Default Mark', and 'Curve Marks'. The 'Mute Assignment' option is highlighted with a red box. Below the table is a filter box and 'Import'/'Export' buttons. At the bottom, a message reads: 'Empty site with no students - assignment options not available.'

Student Name	Secondary ID	Turnitin Test 1	Canvas online sub
ntic, Marko aygrounds - Kevin's Canvas Playg	mant8644	Out of 100	Out of 84
riones, Dominique aygrounds - Kevin's Canvas Playg	dbri8175		
emonstration, University Of aygrounds - Kevin's Canvas Playg	student2		
arratt, Anna Marie aygrounds - Kevin's Canvas Playg	agarratt		
enderson, Mark Hugh aygrounds - Kevin's Canvas Playg	markh		
Weeks, Ruth aygrounds - Kevin's Canvas Playg	rweeks		

**CREATING A TURNITIN ASSIGNMENT IN CANVAS****2. Set specific Turnitin settings**

1. Below the Academic Honesty Compliance statement, click on **'Settings'**.

### Compliance statement

In submitting this work, I acknowledge I have understood the following:

- I have read and understood the University of Sydney's Academic Honesty in Coursework Policy 2015.
- The work is substantially my own and where any parts of this work are not my own I have indicated this by acknowledging the source of those parts of the work and enclosed any quoted text in quotation marks.
- The work has not previously been submitted in part or in full for assessment in another unit unless I have been given permission by my unit of study coordinator to do so.
- The work will be submitted to similarity detection software (Turnitin) and a copy of the work will be retained in Turnitin's paper repository for future similarity checking.
- Engaging in plagiarism or academic dishonesty will, if detected, lead to the University commencing proceedings under the Academic Honesty in Coursework Policy 2015 and the Academic Honesty Procedures 2016.
- Engaging another person to complete part or all of the submitted work will, if detected, lead to the University commencing proceedings against me for potential student misconduct under the University of Sydney (Student Discipline) Rule 2016.



Assignment Inbox



Helpdesk



Settings

**CREATING A TURNITIN ASSIGNMENT IN CANVAS**

2. Populate the fields as follows:

- Set the '**Feedback Release Date**' to be far enough in advance to allow time to mark students' work.
- Tick the box '**allow submission of any file type**' to avoid issues with students submitting their work.

**Note:** Title, Max Grade, Start Date and Due Date will auto-populate from the previous Canvas Assignment settings page and cannot be edited in the Turnitin settings page.

**Title**  
test assignment

**Max Grade**  
100

**Instructions**  
Assignment instructions

**Start Date**  
2018-02-15 00:00 AEDT

**Due Date**  
2018-02-28 23:59 AEDT

**Allow submission of any file type** ?

**Feedback Release Date**

**Optional Settings**

**CREATING A TURNITIN ASSIGNMENT IN CANVAS**

## 3. Expand and review 'Optional Settings':

- Under 'Submission settings':
  - Tick '**Allow late submissions?**'
  - Tick '**Enable Anonymous Marking**'.
  
- Under 'Similarity Report'
  - Choose the drop-down menu item '**Generate reports on due date**'. This allows flexibility in terms of late or special consideration submissions.
  
- Under 'Additional Settings':
  - Tick '**save these settings for future use**'.

4. Click '**Submit**'.

**Optional Settings**

**Submission settings**

Standard paper repository

Allow late submissions ?

Enable anonymous marking ?

Attach a rubric ?

**Compare against**

Student paper repository

Current and archived web site content

Periodicals, journals and publications

**Similarity Report**

Generate reports on due date (students can resubmit until due date) ▾

Allow students to view Similarity Reports ?

Exclude bibliographic materials ?

Exclude quoted materials ?

Exclude small sources ?

**Additional settings**

Enable PeerMark ?

Save these settings for future use ?

**Submit**

**CREATING A TURNITIN ASSIGNMENT IN CANVAS**

**3. Mute assignment**

1. Under Marks in the navigation menu, click **'Mute Assignment'** until you have completed marking to avoid students receiving feedback prematurely.

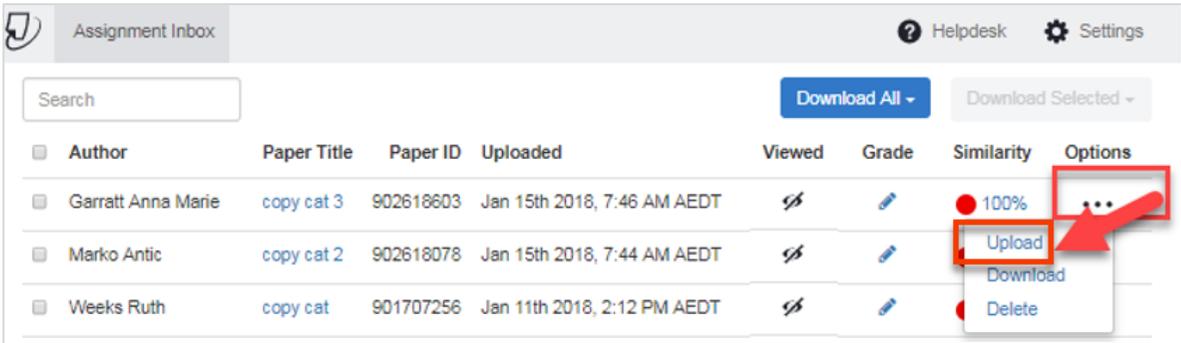
**Note:** you need to complete this step after your site has been activated and you have students in your site. If you have no students in your site you will not have the option to Mute Assignment.

The screenshot shows the Canvas interface. On the left is a navigation menu with 'Home', 'Assignments', 'Discussions', 'Marks', 'People', and 'Files'. 'Marks' is highlighted with a red box. The main area displays a table of students with columns for 'Student Name', 'Secondary ID', 'Turnitin Test 1', and 'Canvas online sub'. The 'Turnitin Test 1' column has a dropdown menu with 'Mute Assignment' highlighted in red. Below the table is a filter box and 'Import'/'Export' buttons. At the bottom, a message reads: 'Empty site with no students - assignment options not available.'

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Weeks, Ruth aygrounds - Kevin's Canvas Playg	rweeks	Mute Assignment	-

## HOW TO FIX SYNCING ISSUES BETWEEN CANVAS AND TURNITIN

KNOWN ISSUES	
<p>There have been reports of synchronisation problems between Canvas and Turnitin.</p> <p>To avoid potential loss of work or other errors, it is important to follow the steps below.</p>	
<p><b>1. Completed marking is disappearing, getting lost or not showing up</b></p>	<p><b>Issue:</b> If Turnitin rubrics are changed or removed from an assignment, rubric scores will be lost and cannot be retrieved by Educational Innovation, Turnitin or Canvas.</p> <p><b>Solution:</b> Assign a single person to control all Turnitin settings – make this person responsible for setup and making all changes to the settings of each Turnitin assignment.</p>
<p><b>2. Turnitin GradeMark and Canvas Marks not syncing</b></p>	<p><b>Issue:</b> Marks flow from Turnitin to Canvas, but not in reverse. If a mark is changed in Canvas Marks, the change will not be updated in Turnitin and a student will see different marks in Canvas and Turnitin.</p> <p><b>Solution:</b> This is typically fixed by removing the grade in the Turnitin Feedback Studio tool, hitting enter or clicking away from the entry box (to push the 'no mark' through), then re-entering the mark.</p>

KNOWN ISSUES	
<p><b>3. Dealing with late, special consideration, and other student (re)submissions</b></p>	<p><b>Issue:</b> Student needs to submit late or submitted the wrong file and needs to re-submit after the due date.</p> <p><b>Solution:</b>                      If you set up the assignment with the settings on page 5 ('generate reports on the due date', 'allow late submissions' and leave the 'Until' assignment date blank), students can submit a late assignment.</p> <p>If you did not set up the assignment following these settings, a student cannot submit after the due date and you can 'submit on behalf of' the student. Under <b>Options</b> to the right of the student's name, click the 3 dots ('...') then <b>'Upload'</b>.</p> 
<p><b>4. Browser access and assignment visibility</b></p>	<p><b>Issue:</b> Students have difficulty accessing assignments and page information.</p> <p><b>Solution:</b>                      Students and staff should use the latest version of Chrome, Firefox, or Safari to access Canvas and Turnitin.</p> <p>If you or a student encounter an access issue, clear the browser's cache, and enable cookies in your browser using the 'help' instructions for the browser. These steps resolve the issue in most cases.</p> <p>Advise students to view the <a href="#">IT Bugs and Fixes page</a> in the Student Canvas Guide for more instructions. The Guide is available through the Help button in the left hand menu of their Canvas site.</p> <p>If there is a genuine access issue for a student, the assignment settings should be reviewed to make sure they are correct – for example, make the due dates in Canvas and Turnitin are the same.</p>