MMS Staff Guide - Turnitin

After the re-adoption of Turnitin for S2 2017/8, this has meant to a few changes in functionality:

- Turnitin can only accept certain file types, but it handles these upon student upload and thus the option to restrict by file type disappears for a Turnitin assignment.
- Turnitin does not understand extensions, so if a student with an extension submits to Turnitin, it will be flagged as late on the Turnitin Dashboard but MMS will handle the lateness correctly. For more details see the 'Extension' section below.
- **Turnitin does not anonymise student submissions** – it is recommended that staff mark submissions before checking the Turnitin score.

Configuring an assignment for Turnitin

1. Go to the MMS coursework tool using the links in MMS or via MySaint (https://mysaint.st-andrews.ac.uk/). See Figure 1 for links to the coursework tool in MMS and MySaint.
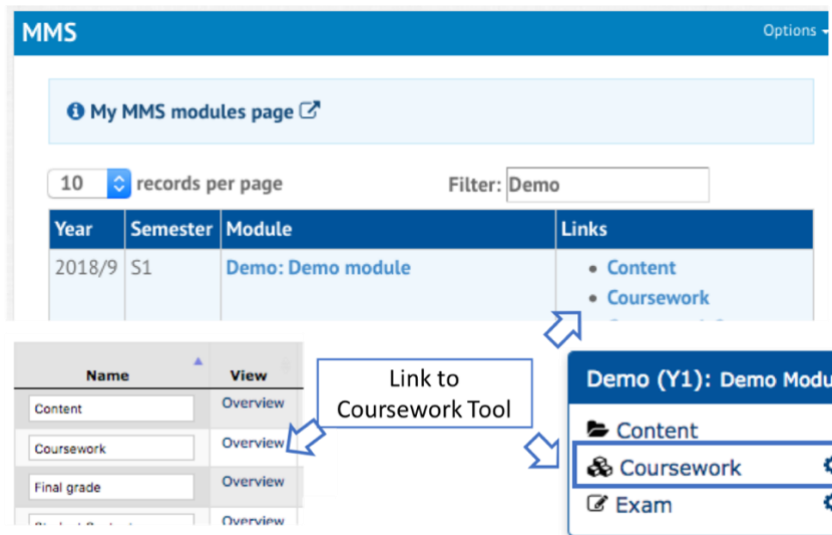

Figure 1: Access the coursework tool view the coursework tool links in (clockwise from top) MySaint – Academic Activities workspace, MMS Modules page, and the MMS module overview
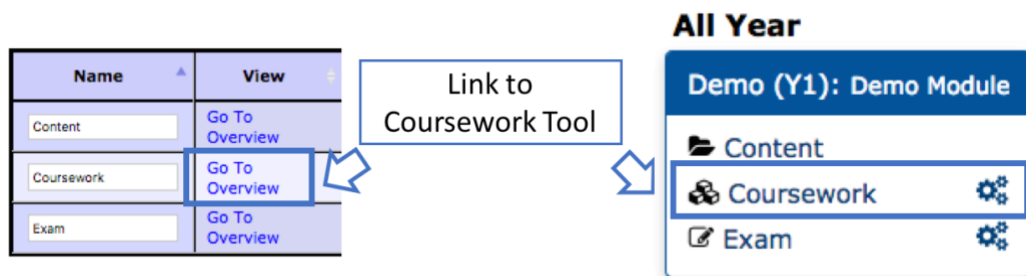

Figure 2: Links to Coursework tool

2. Click the **Configuration icon** in the top right to access the Configuration pages
3. Create a new assignment by clicking **Add Assignment** (see Figure 3), a new row will appear in the assignment table.
4. Enter an **assignment name, due date** and set the type to **Turnitin Assignment**
5. Click **Save Assignments** to save (see Figure 3).

Figure 3: Coursework Configuration page. Set style to 'Turnitin' and click the 'Save Assignments' button.

Notes:

- Assignments must have a **due date**
- Assignment type **cannot** be changed after assignments have been submitted

Viewing Submitted Coursework

Student submission to Turnitin is similar to a standard MMS submission, with the **Browse** option replaced by a **Submit via Turnitin** link. Turnitin will open in a window in MMS, so it will look to the student as though they are still in MMS. The file and submission time will be sent to MMS from Turnitin within 24 hours of the student submitting to Turnitin. Turnitin does not support extensions so lateness should be checked in MMS:

To view the file:

1. Access the coursework tool (see step 1 above).
2. Click the assignment title.
3. Scroll to locate the student.
4. Click the file icon (see Figure 4).

Figure 4: Example of the Assignment Overview. Click the file icon to download the student submission and click the 'View Turnitin Scores' link to view the Turnitin scores.

Viewing Turnitin Scores

To view the Turnitin score:

1. **Important:** Turnitin does not support anonymisation therefore work should be marked before the Turnitin score is checked.
2. Access the coursework tool.
3. Click View Turnitin Scores (see Figure 4).
4. Scroll or enter the student name into the **Search** field to locate the student.
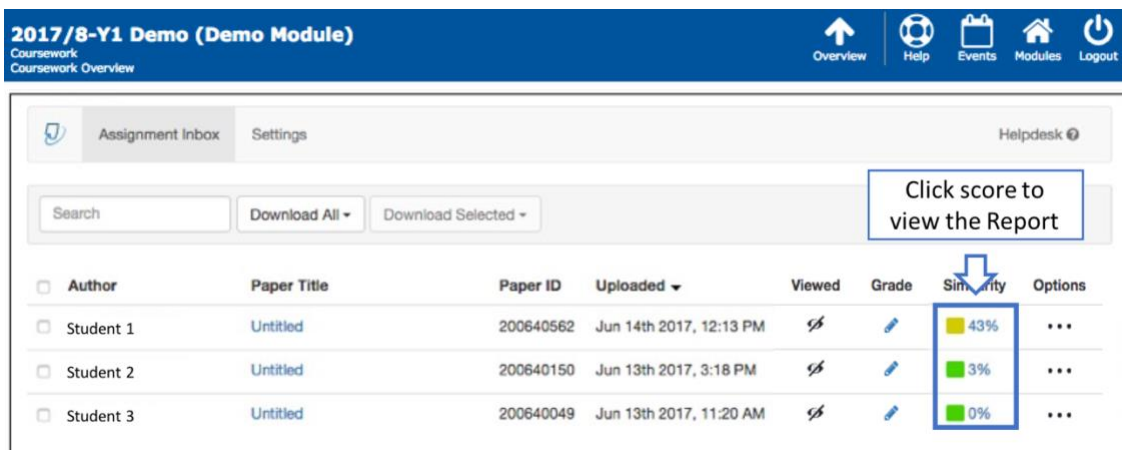5. Click the Similarity score to open the report (see Figure 5).

Figure 5: Staff View of Turnitin Assignment

Extensions

The **Extensions icon** in the top right of the coursework tool can be used to give students and groups extensions, however only the default assignment due date can be sent to Turnitin. This means that a submission after the default due date may appear as 'late' on the Turnitin dashboard despite the student having an extension. As long as the extension has been added, MMS will not apply a lateness penalty.

Student Resubmissions

Before the default due date students should be encouraged to resubmit themselves. After the default due date:

1. Access the Turnitin Dashboard (see **Viewing Turnitin Scores** above).
2. Click **…** (three dot icon) in the 'Options' column for the student.
3. Click **Delete** to delete the file in Turnitin. This will not delete the file in MMS but students will still be able to resubmit without the file being removed from MMS. Further information on submitting on behalf of a student can be found here on the MMS Guide pages here: https://www.st-andrews.ac.uk/mms-guides/staff-guides/mmstools/courseworktool/uploadingonbehalfofstudents/

If you have any queries please contact the IT Service Desk.

Version	Date	Status	Author
V 0.1	19th Jan 2018	Draft awaiting sign off	Vad1
V 0.2	5th Feb 2018	Highlighted the importance of the due date	Vad1
V 0.3	22nd Feb 2018	Updated the screenshots and added the 'Extensions' section.	Vad1
V 0.4	26th Feb 2018	Added the 'Student Resubmissions' section	Vad1
V 0.5	12th April 2018	Updated the anonymised information	Vad1
V 0.6	11th March 2019	Updated guide style and student resubmission info	Vad1