

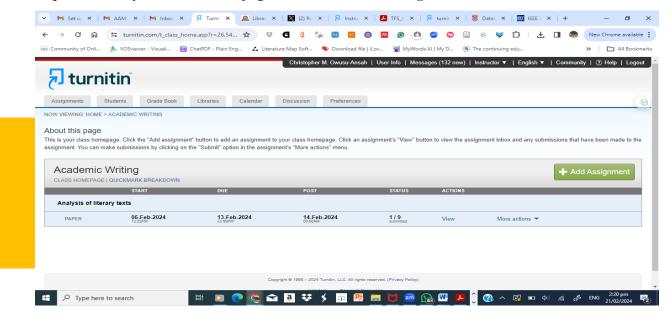


# **GUIDE 2: HOW TO CREATE AN ASSIGNMENT ON TURNITIN**

You need to create an Assignment in your Turnitin Class to enable you do a Similarity Test.

The steps below provide guidance on how to create your Assignment on Turnitin:

Step 1: Within your Class homepage click on the Add Assignment button



Step 2: On the next page, when selecting an Assignment Type, choose "Paper Assignment"

#### Step 3: Mandatory and Optional Settings for the Assignment

Enter an assignment title and choose a start and due date for the assignment.

## File type options

File types allowed on Turnitin include, among others, Microsoft Word, PowerPoint, PDF etc.

## **Additional Options**

a. Submit papers to: Select "No repository" or "Institutional Repository"

**Note:** Selecting "Standard Paper Repository" will retain your work in the Turnitin international database.

Exclude bibliographic materials from Similarity Index for all papers in this assignment?

Yes (Select Yes)
No

Note: References are excluded from similarity tests.

Exclude quoted materials from Similarity Index for all papers in this assignment?

Yes (Select Yes)
No

Advice: In most disciplines, quotations are not considered plagiarised material; however, the lecturer can apply own policy depending on the field.

Exclude small sources?

Allow students to see Similarity Reports?

Yes
No

b. Generate Similarity Reports for student submission: Select "immediately (can override

**Note:** This depends on the policy being applied. AAMUSTED allows excluding sources of up to 10 words in an unbroken string (short phrases and clauses, terminology etc)

**Search Repository:** Select all the databases (This refers to the databases Turnitin compares your submitted papers. Deselecting any of them leaves out other potential basis for comparison.

## FINALLY, CLICK "SUBMIT" TO CREATE YOUR ASSIGNMENT

NOTE: The parameters you set on your Assignment is used by the students you enrol on your Turnitin Class

#### **Very Important**

reports until due date).

When you wish to delete a file from your portal, send a **Deletion Request** to the Turnitin Administrator. Do not delete the Assignment Inbox completely. Only delete files.