



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

The screenshot shows the Turnitin interface for an 'Academic Writing' class. At the top right, there is a green '+ Add Assignment' button. Below it is a table with the following data:

	START	DUE	POST	STATUS	ACTIONS
Analysis of literary texts					
PAPER	06-Feb-2024 13:23PM	13-Feb-2024 23:59PM	14-Feb-2024 00:00AM	1 / 9 submitted	View More actions

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.

b. **Generate Similarity Reports for student submission:** Select “immediately (can override reports until due date).

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

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

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.

