

# Protocol Turnitin Assignments FGW 2023

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Please get in touch with [ecole@hum.leidenuniv.nl](mailto:ecole@hum.leidenuniv.nl) if you have any questions about setting up Brightspace for your exams or if you intend to use different versions of the same exam or sort students into groups.

## Take home exam, paper or essay handed in on Brightspace

### When?

- You want all students in your course to take the same take home exam with the same questions.
- You want all your students in your course to be able to hand in a paper or essay.
- The submissions need to be checked for plagiarism using Turnitin

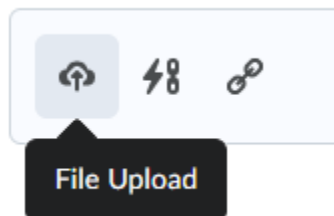
### How?

#### 1. Create an Assignment

*Course Tools > Assignments > New Assignment.*

1. Give the assignment a recognisable title.
2. If you want to include the grade for the exam in Grades, click on Ungraded and enter a maximum score. We recommend entering “100”, as Turnitin works with a score out of 100. Brightspace automatically creates a grade item with the same name as the assignment. See below for instructions on how to edit this automatically created grade item.

3. Add a due date.
4. Write instructions for students in the instructions box.
5. Add the exam questions (if using a document) as an attachment via File Upload > My Computer > Upload > Add.



- 5.1. You can also paste them in the instructions box.

On the right-hand side of the main instruction field, you'll find three more settings categories. Please see below in **bold** for some recommended settings.

#### 1. Availability Dates & Conditions

- a. *Start and End Date*: **set a date and time** for when the assignment should be available for students (start date) and from when it should no longer be available (end date).
  - i. Tip: set the end date 30 minutes after the due date. This allows students to submit their assignment late, preventing students from sending panicked emails after missing the due date by a few minutes. Brightspace marks late submissions as Late.
- b. *Release Conditions*: if you want the assignment to be available only under certain conditions, you can choose one or several release conditions. Please see [here](#) for more information about release conditions.
- c. *Special Access*: set individual due dates/times for specific students, e.g. those who are registered [STUFU students](#).

#### 2. Submission & Completion

- a. You may change any settings, but make sure to leave the *Assignment Type* **Individual Assignment**.  
Under *Submission Type*, **File Submission** is required for a Turnitin Assignment. Here's a quick rundown of the other options:
  - i. Text Submission: Useful for short-answer formative questions that don't need to be checked for plagiarism
  - ii. On paper submission and Observed in person: both useful for online assessment of offline items like presentations or participation. Both options allow for the assessment to still take place in Brightspace, including giving detailed feedback per student.

- b. *Allowable File Extensions*: It is recommended to select the option **Compatible with Turnitin**. This will prevent students from handing in files that cannot be read by Turnitin.
    - i. Tip: students can install the complete Office 356 package for free using their student account. Please see [here](#) for more information.
3. Evaluation & Feedback
- a. *Rubrics*: you can create a rubric or attach one you have made previously. Rubrics are a practical and transparent way of evaluating an assignment. Students can use the rubric as a checklist to make sure they keep all the criteria in mind. You can use the rubric to assess assignments efficiently and fairly. Please see [here](#) more information on Rubrics.
  - b. *Learning Objectives*: This option is currently disabled and cannot be used.
  - c. *Annotation Tools*: tick to enable annotation tools which can be used in the Brightspace assessment interface. If you grade in Turnitin Feedback Studio or offline, you can leave this option unticked.
  - d. *Anonymous Marking*: tick to hide student names and student numbers during marking.
  - e. *Turnitin Integration*: click on **Manage Turnitin**. In the pop-up screen, tick **Enable Similarity Report for this folder** to enable the plagiarism check. Also tick **Enable Online Grading for this folder** if you want to use Turnitin Feedback Studio for grading (e.g. use Tii Rubrics and Quickmarks).
    - i. *More Options*: optional settings
      1. *Submit papers to*: Standard paper repository
      2. Attach a Turnitin rubric
      3. *Compare against*: leave everything ticked
      4. *Similarity Report*: “**Generate reports immediately (students can resubmit until due date)**”.
      5. *Exclude assignment template skip*
      6. *Save these settings for future use?* Unticked
      7. Click *Submit*
  - f. Click **Save**.

The final step is to switch the visibility toggle to Visible. This is particularly important if you

- Want the assignment to be visible to students immediately
- Have set up a start date for the assignment. **If you don't switch the visibility toggle to Visible, the assignment will not become visible on the start date.**

Finally, click *Save and Close*.

## 2. Edit the grade item

If you have gone through the steps in 1 above, Brightspace has automatically created a grade item for your assignment. It's very likely that the default settings aren't correct for your course. Here's how you make any necessary changes.

**Please note:** Brightspace creates a numeric grade item by default. If you want [another grade item type](#), you need to create the grade item before creating the assignment. When you create the assignment, you can associate the grade item with the assignment by selecting Link to an existing grade item in Edit Assignment.

### *Grades > Manage Grades*

Find the grade item with the same name as the assignment you created in 1 above. It can usually be found at the bottom of the list of grade items.

Click on the grade item title. This opens *Edit Item*.

Usually, the only changes that need to be made here are

- Add to a grade category (optional). More on [grade categories](#).
- Change the weight of the grade item.
  - o The default weight is 10%. Under Grading > Weight, you can change this to the correct weight.
- Grade Scheme. The grade item gets the default grade scheme but if you want to change it, choose a more appropriate one from the drop-down menu under Grade Scheme. More on [Grade Schemes](#).

Click *Save and Close*.

### 3. Set up the exam folder in the course Content.

This is where you will create a folder in which you place a link to the Assignment and Declaration of Originality.

1. If you do not have a folder called "Exams" or "Tentamens", click *+ New Unit* in Content. Include "Exam" and the exam date in the title. Add a description. Click on the toggle to make it visible. Click *Save*.
2. Click *Create New > HTML Document*. Name it "Declaration of Originality". Paste the official text of the Declaration of Originality in either or both Dutch and English. See Appendix A. Check whether this is the most recent version. **Including the Declaration of Originality is mandatory.** Students should not submit it as part of their submission. Click the toggle to make it visible. Click *Save*.

3. Click *Add Existing > Assignment*. Click on the title of the Assignment(s) you created earlier. NB. Students can always access all available Assignments via Course Tools > Assignments. This is why the start date is important. Adding the link in the exam folder is not the only way in which students can access the assignment.
4. Do **not** add the exam questions in this folder. The exam questions should be included in the Assignment.
5. It is recommended to make this folder visible before the start of the exam. This allows students to see where they can find the exam and read the Declaration of Originality in advance. Students do not have access to the exam questions before the start date set in the Assignment properties. See more info here on [making content visible at set times](#).

## Student Instructions

1. In advance, explain how the exam will take place. In short: students have to open the exam by opening the folder named "Exam (date)" in Content. Here they will find the exam instructions and the link to the assignment. Alternatively, students can navigate to Course Tools > Assignments. Students make the exam at home and submit their file(s) before the deadline. By the nature of the exam, students are allowed to meet, discuss, and Google, but time is limited. No proctoring will be used. Trust and loyalty are key.
2. In advance, explain the **purpose of the Declaration of Originality**. Students should read it. It cannot be checked whether they have read the text, or even agreed with it. **Including the Declaration is mandatory.**
3. In advance, ask the students to **use the best internet connection** they can get. Maybe in their parent's house there is a wired connection, which is preferred over wi-fi.
4. Inform them about the **due date (deadline)**, especially the time. Tell them what the OFFICIAL due date is, but also that you accept exams that are a little bit too late because of slow internet connections etc. Ask them to not wait until the very last minute to submit, but a little bit earlier. Papers that are submitted after the Due date will be marked "Late" in Brightspace with the exact submission time. You don't want students to submit their exams to your mailbox.
5. Inform them on the **file type** to submit. On Windows, **Microsoft Word is the de facto standard**. It is assumed that most students have Microsoft Office on their laptops. If not, they can [download the full Office365 package](#) using their student credentials. On the Apple/Mac platform the Pages and TextEdit word processors can both export to Microsoft Word format. PDFs are also accepted.
6. Turnitin does not accept files that are larger than 100 MB, or have more than 800 pages, nor does it accept papers that contain only images.
7. Ask them to use an updated browser, like Firefox, Google Chrome, or Microsoft Edge. Internet Explorer is **not** supported for Brightspace; Safari is discouraged.

8. Students will receive a confirmation email of their submission by Brightspace automatically. If they do not find such an email within minutes, they can go to the Assignment again where the status of their submission is listed. They will also see a submission confirmation upon submitting.

## The Exam

1. At the Start date the Assignment will be made available for viewing, and students can download the written instructions if included.
2. At, or just before the Due date, students start to upload their Exam files. Students access the assignment via the Exams folder in Content, or via Course Tools > Assignments.
3. Submitted assignments will appear in the Assignment submissions overview (Course Tools > Assignments) as soon as they have been submitted by the students.

## Assessment, Grading and Publishing Grades/Feedback

1. Go to Course Tools > Assignments. In the column “Completed”, you will see how many students in the course have submitted their exam assignment.
2. Open the assignment by clicking on the assignment title.
3. You will see an overview of all submitted assignments sorted alphabetically by students’ last name.
4. To open the Turnitin Feedback Studio, click on the percentage bar under *Turnitin® Similarity*. You can then go through all students’ submissions by clicking next in the Feedback Studio. Please [see this manual](#) for detailed information about grading assignments in Brightspace using Turnitin Feedback Studio.
  - a. Enter a grade out of 100 in the Turnitin Feedback Studio. This grade is saved as draft and won’t be visible to students until you select all submissions and click on “Publish Feedback” in Brightspace’s Assignments tool.
5. To open the Brightspace assessment studio, click on the title of a student’s submitted file. Please see [this manual](#) for detailed information about grading assignments in Brightspace. Make sure to click Save as Draft before continuing to the next submission; this ensures that grades and feedback won’t be visible to students until you select all submissions and click on “Publish Feedback”
6. Select all submissions and click “Publish Feedback”. By this the grades will be communicated to Grades and, depending on the visibility of the grade item and/or the assignment, will be visible to students. If the grade item **and** assignment are set to Hidden from students, the students will not see their grade (yet). If either the grade item or the assignment is visible to students, they will also see published grades and/or (Turnitin) feedback.

## Appendix A: Originaliteitsverklaring / Declaration of originality [Declaration of Originality](#)

## Appendix B: Support websites

[ECOLe helpdesk](#)

[Digital assessment at Humanities](#); this is the ECOLe site on assessment

[Humanities-specific Brightspace instructions and information](#)

[Teaching Support](#), the university-wide website on Remote Teaching

When students experience technical problems with the exam, they should contact the instructor who can contact ECOLe during office hours: [ecole@hum.leidenuniv.nl](mailto:ecole@hum.leidenuniv.nl) or 071 527 2773.