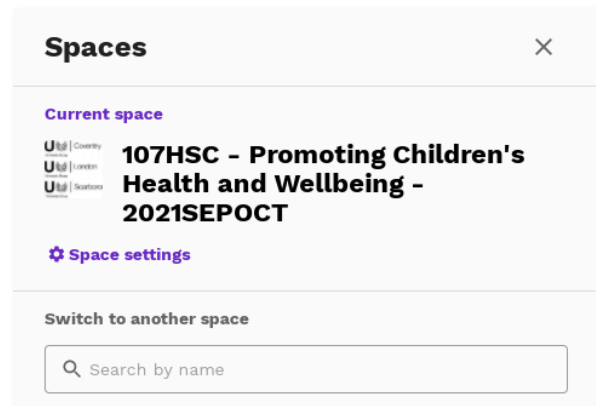




Follow these steps to set up a Turnitin assignment via Aula. Please note:

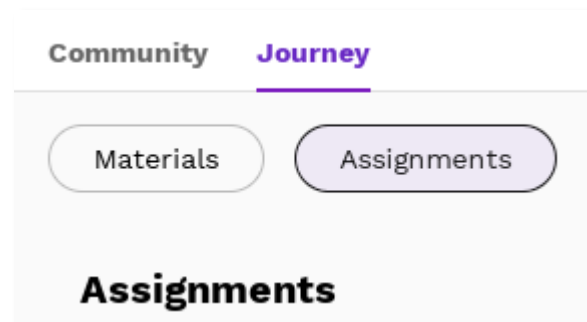
- Students cannot submit assignments via the mobile app.
- Only a single file may be submitted to a Turnitin assignment.
- Turnitin only supports the following file types: **Text, MS Word, MS PowerPoint, Postscript, PDF, RTF, HTML, WordPerfect, Hangul, OpenOffice.**

1. Locate your Aula learning Space (module)



2. Select the Assignments tab within the Journey area

Ensure that you've uploaded the assignment brief into the materials pages.

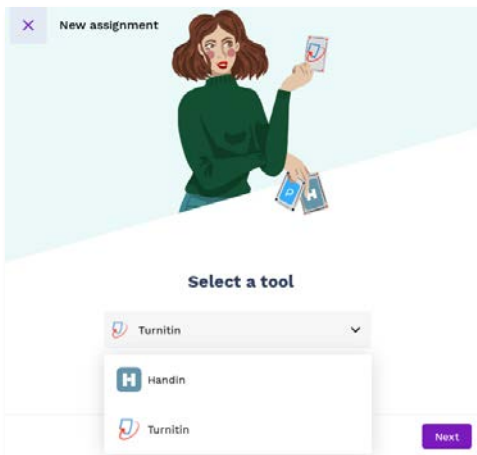


You might see existing assignments, set up by Educators in this teaching space.





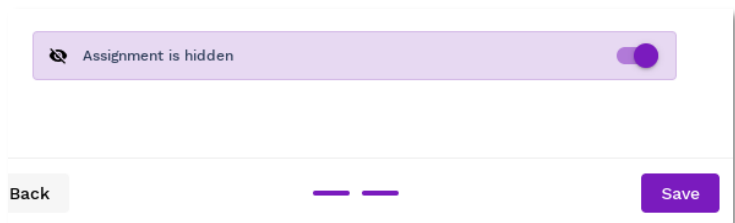
3. Click onto the purple **New Assignment** button, then choose Turnitin from the “*Select a tool*” menu- followed by the **Next** button




On the following screen complete all boxes. Note:

- Open date = date & time **from which** students can submit
- Due date = **hand in** date & time
- Grades release date = date the moderated grades are **released to the student**

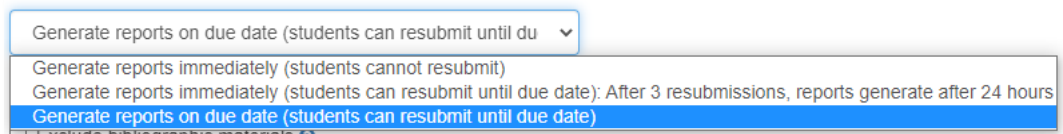
4. If required, unhide the assignment by sliding the button to the left. Then click **save** button to finish set up



5. The next page takes you to the overview screen, where you can modify optional settings. To change these, Click the  [Optional Settings](#) button at the bottom of this page. We've listed the most important below:

- Allow submission of any file type - leave this **unchecked** as per notes at the top of page 1.
- Allow students to view Similarity Reports - leave this checked

To enable multiple submissions (and overwrite) before due date, chose this option.



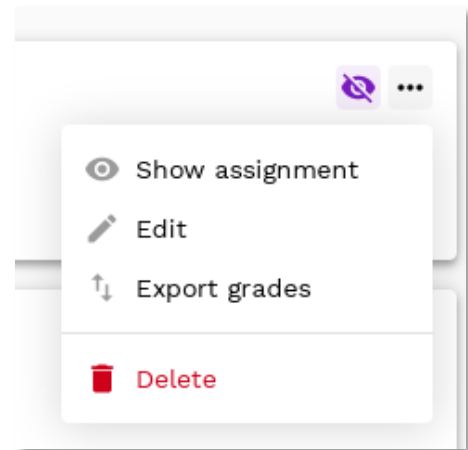
- Save these settings for future use - leave this checked to save these settings for all future assignments




6. Once you've saved your settings, then click the cross at the top of the screen, and then again on the following screen. Your assignment is ready to use – if you've unhidden it




7. If you need to alter any of the main settings, or unhide the assignment. Use the options from the 3 dots menu on the top right of any assignment

NOTE: use this menu to export grades to a CSV (spreadsheet) file



8. To grade and grade and add feedback on a student's submission, you will you need to click onto the assignment then click the blue pencil icon . This opens the submitted paper in the Turnitin Feedback studio (in a new browser tab). This displays all submitted papers.

NOTE: You can reuse existing rubrics, grade forms or Quickmarks for grading/feedback.

Paper Title	Uploaded	Grade	%			
Wroclaw Induction 21/09/20 						
Assignment 1 Submission	21 Sep 2020 11:43 BST	98 	 100%			

To view a full list of students who have submitted, and those who have not submitted, then you must open the Student Success App. Click the **S** to the right of your assignments to open the app.

Tools


S Student Success App

Understand how students are progressing, view all assignments and grades in one place and pass back grades to the student record system.



The **Student Success App** then opens in a new browser tab and displays all assignments within the Aula Space.

The screenshot shows a sidebar on the left with three menu items: 'Assignments' (highlighted in purple), 'Students', and 'Engagement Insights'. The main area is titled 'Assignments' and features a '+ Add' button in the top right. Below the title, there are four assignment entries, each with a 'Manual assignment' icon, a status label, and a 'Percentages' label. The first two entries are 'grade only CW1' and 'grade only CW2', both with a 'Grades not yet released' status. The third entry is 'first assignment' with a 'Grades released' status and an external link icon. The fourth entry is 'Peermark test' with a 'Grades released' status and an external link icon.

Click the name of the assignment to view a list of students (below) who have or have not submitted, including any allocated grades. Click the  green right arrow to open up the assignment submission.

This screenshot shows a detailed view of an assignment titled 'coursework 1 - WROCLAW' with a 'Grade type: Percentages'. At the top, there is a 'Grades not yet released' status label and an external link icon. Below the title, a list of students is shown. The first student, 'Ali', has a grade of 'A' and is marked as 'Not submitted'. The second student, 'effery', has a grade of 'A' and a percentage of '48%'.