Instructions for Creating Turnitin and Peermark Assignments in Blackboard

Before getting started, open the following in a new window or tab:
- The course schedule for the current course.
- Peer review guidelines, linked within the Introduction module.
- The grading rubric, linked within the peer review guidelines.

First, create content area on the course menu called Writing Assignments

- Locate the + sign in the top left hand corner of the course menu and roll over it.
- Click on the **Content Area** option
- In the text field type in **Writing Assignments**, check the box available students
- Click **Submit**.

Second, set up your first assignment.
- Click on the Writing Assignments content area.
- Scroll to Assessments at the top of the screen.
- Select Turnitin assignment on the dropdown menu.
- Select New Assignment.

See the list of assignments and point values at the bottom of this document and refer to the Course Schedule, located within the course. For this example, we're going to use the first essay from EN 101.

M1 Response Essay Draft Turnitin assignment
Response Essay Draft is due on **January 22 at 11:59pm**
Response Essay Draft PeerMark is due on **January 24 at 11:59pm**
Response Essay Final Draft is due on **January 29 at 11:59pm**

Enter the following settings for the assignment:

> **Name:** M1 Response Essay Draft
> **Point value:** 5
> **Start Date:** Either the beginning of the semester or the first day of the module (This is when the assignment will become visible to students.)
> **Due Date:** January 22 at 11:59pm
> **Post Date:** January 23 at 12:00am (This is when your comments will become visible to students.)
> Make sure to select "Only Allow File Types that Turnitin Can Check for Originality."

Under optional settings:
> Allow submissions after due date: This setting is up to you; if you want to go back in and change it later, you can. If you allow late submissions, the essay inbox will highlight late papers in red. Note that late drafts will not be included in the pool for peer review.
> Generate Originality Reports: Yes

Generate Originality Reports for student submissions: Immediately first report is final OR immediately (can overwrite reports until due date). I prefer the latter in case students submit the wrong file.

The rest of the settings are up to you.

Third, set up *M1 Response Essay Draft PeerMark Assignment 1*

Follow these steps to complete this task:

1. Under **Writing Assignments**, roll over Assessments and choose Turnitin Assignment
2. Select the second radio button labeled **PeerMark Assignment**
3. Click **Next Step**
4. Under the drop down menu in the first item on the page, select **M1 Response Essay Draft - DUE Jan 22**
5. Assign point value of 5

Under Show more options:
Assignment title: May provide essay title or leave blank.
Assignment description and/or instructions: You may leave blank or provide instructions here.

If you want, you may check the box to allow students without a paper to review.

6.   Under <u>Assignment Dates</u>, set the **Start** as Jan 23 at 12:01am (this date will be filled out for you every time based on the due date for the Essay Draft)
7.   Under **Due** date select the due date of January 24 at 11:59pm (see course schedule for due dates)
8.   Under **Post** date select January 25 at 12:01am (this is when students will be able to read their peers' comments)

Under Show more options:
View Access: Checking these boxes is up to you.
Late papers: Up to you, but this part is very particular and you may need to experiment with dates/times. For online classes, it's typically best to not accept late papers.

9.   Click **Save & Continue**
10.   On the next page (Step 2) change the number of reviews from 1 to 2 by clicking the Edit link. Do not require a self review.
11.   Click **Save & Continue**
12. This will take you to Step 3: Questions. At the top of the page, copy and paste the following:

   Read your partners' essays carefully, using "Peer Review Guidelines" in the Wilhoit text. As you read, you should make constructive comments within each essay to assist your peers with their revisions. Try to make at least ten comments, addressing issues such as adherence to the essay assignment, clarity of ideas, organization, formatting, and so on. Additionally, answer the questions. Be honest, clear, and constructive in your responses. Note that each

question has a word count minimum, and your review will not show that it is complete until you have met these minimums. You will also be asked to provide five scaled responses, which are based on the essay rubric. Please be honest with your assessments.

13. Next you will add a Library of questions to this peer review. (See separate handout for creating a library.)
    1. Click on **Add Question**
    2. From the drop down list select the name of the library that you created from the questions listed in the PeerMark assignment instructions (Free responses), as well as the rubric (scaled responses 1-5).
    3. Scroll down the page and click **Save & Finish**
14. You are done!

Fourth, set up the Response Essay Final Draft Turnitin assignment.

Settings for the assignment:

Name: M1 Response Essay Final Draft
Point value: 90
Start Date: After the due date of the peer review (January 25 at 12:01 a.m.)
Due Date: January 29 at 11:59pm
Post Date: January 30 at 12:00am (Or whenever you want students to be able to view your comments and see their grades within Turnitin. The grade will be visible in the Blackboard grade book as soon as you enter it in Turnitin.)

Under optional settings:
Allow submissions after due date: This setting is up to you.
Generate Originality Reports: Yes
Generate Originality Reports for student submissions: Immediately first report is final OR immediately (can overwrite reports until due date)
Rubric: See separate handout for creating a rubric in Turnitin. You can link your rubric here or later, when you begin grading.

The rest of the settings are up to you.

***Be sure to double check the course schedule for all deadlines. Check the modules for point values and peer reviews (some assignments do not have peer reviews and some are worth 150 points total, not 100).

EN 101 Turnitin Assignments

Module	Essay Assignment Title	Point Values
1: Response	M1 Response Essay	5 (Draft) + 5 (PeerMark) + 90 (Essay) = 100 Total
2: Critique	M2 Critique Essay	5 + 5 + 90 = 100
3: Rhetorical Analysis	M3 Rhetorical Analysis Essay	5 + 5 + 90 = 100

4: Visual Argument	M4 Visual Argument Essay	100 (No peer review)
5: Informative Synthesis	M5 Informative Synthesis Essay	5 + 5 + 140 = 150
6: Final Reflection	M6 Reflective Final Exam	150 (No peer review)

*Note that drafts and final drafts have unique titles; refer to the modules for their exact titles.

EN 102 Turnitin Assignments

Module	Essay Assignment Title	Point Values
1: Argument Basics	M1 Editorial Analysis Essay	5 (Draft) + 5 (PeerMark) + 90 (Essay) = 100 Total
2: Argument Analysis	M2 Argument Analysis Essay	5 + 5 + 90 = 100
3: Visual Argument	M3 Visual Analysis Essay	100 (No peer review)
4: Definition Argument	M4 Definition Argument Essay	5 + 5 + 90 = 100
5: Proposal Argument	M5 Proposal Argument Essay	5 + 5 + 140 = 150
6: Final Reflection	M6 Reflective Essay	150 (No peer review)

*Note that drafts and final drafts have unique titles; refer to the modules for their exact titles.