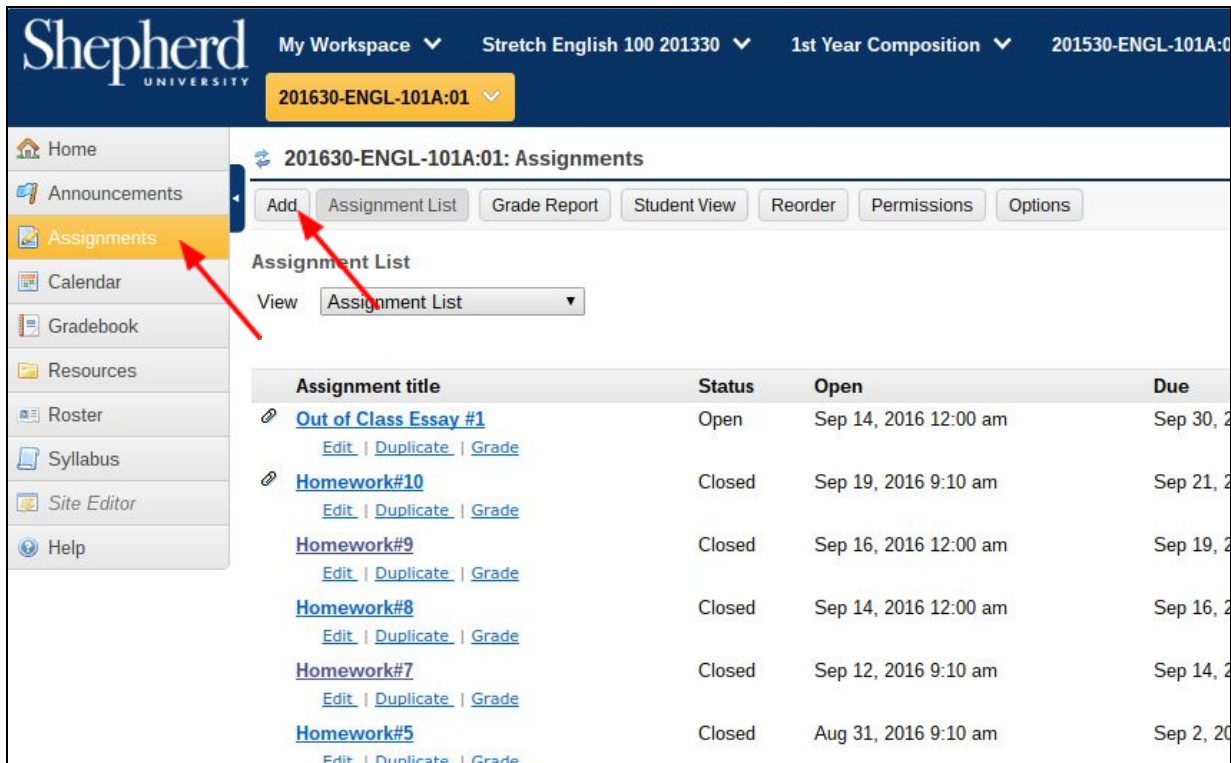


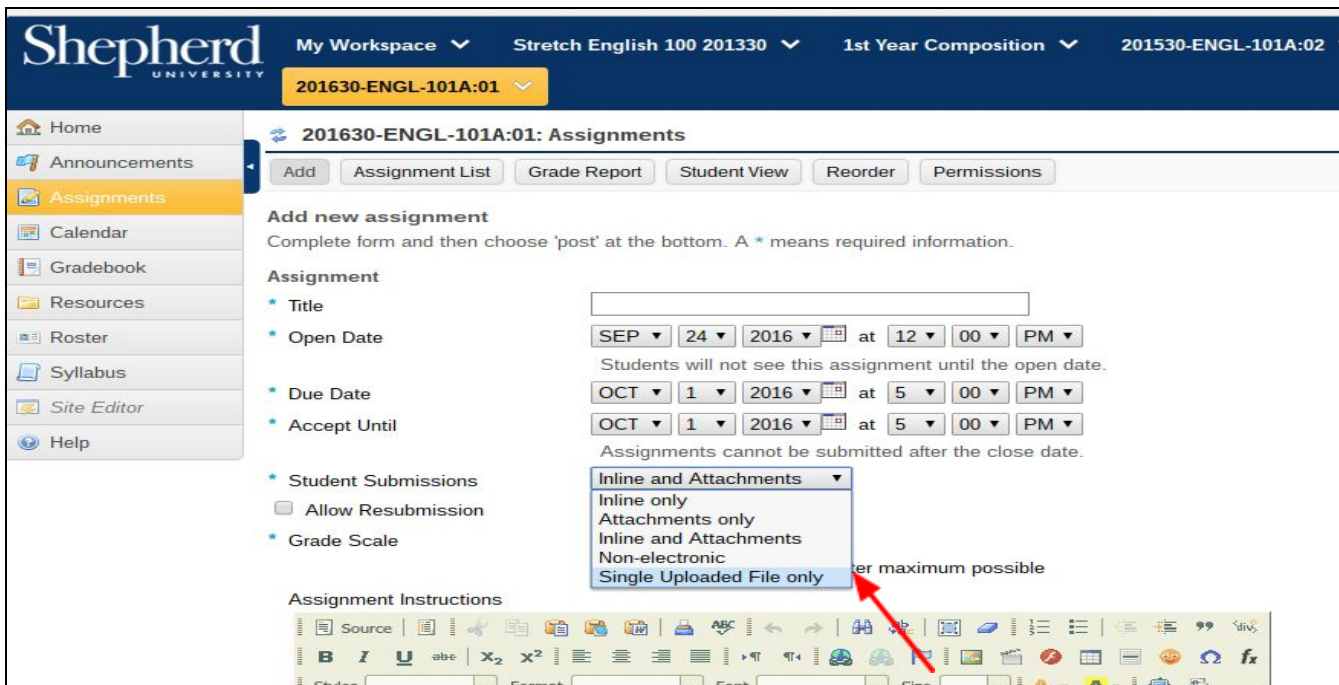
How to Create a Turnitin Enabled Assignment on Sakai

1. After logging into your class on Sakai, click on **Assignments**, and click on **Add**



The screenshot shows the Sakai interface for a class. The top navigation bar includes 'My Workspace', 'Stretch English 100 201330', '1st Year Composition', and '201530-ENGL-101A:0'. Below this, there's a dropdown menu for '201630-ENGL-101A:01'. The left sidebar contains navigation options: Home, Announcements, Assignments (highlighted with a red arrow), Calendar, Gradebook, Resources, Roster, Syllabus, Site Editor, and Help. The main content area is titled '201630-ENGL-101A:01: Assignments' and features a toolbar with 'Add', 'Assignment List', 'Grade Report', 'Student View', 'Reorder', 'Permissions', and 'Options'. Below the toolbar is an 'Assignment List' table with columns for 'Assignment title', 'Status', 'Open', and 'Due'. The table lists several assignments, including 'Out of Class Essay #1' (Open, Sep 14, 2016 12:00 am, Sep 30, 2016) and 'Homework#10' (Closed, Sep 19, 2016 9:10 am, Sep 21, 2016).

2. Next, fill out the title, due dates, etc. and under Student Submissions, select **Single Uploaded File Only**



The screenshot shows the 'Add new assignment' form in Sakai. The top navigation bar is the same as in the previous screenshot. The left sidebar is also the same. The main content area is titled '201630-ENGL-101A:01: Assignments' and features a toolbar with 'Add', 'Assignment List', 'Grade Report', 'Student View', 'Reorder', and 'Permissions'. Below the toolbar is the 'Add new assignment' form. The form includes a title field, an 'Open Date' field (set to SEP 24, 2016 at 12:00 PM), a 'Due Date' field (set to OCT 1, 2016 at 5:00 PM), and an 'Accept Until' field (set to OCT 1, 2016 at 5:00 PM). The 'Student Submissions' dropdown menu is open, showing options: 'Inline and Attachments', 'Inline only', 'Attachments only', 'Inline and Attachments', 'Non-electronic', and 'Single Uploaded File only' (selected with a red arrow). The form also includes checkboxes for 'Allow Resubmission' and 'Grade Scale'. Below the form is the 'Assignment Instructions' field, which is currently empty.

3. Click on **Allow Resubmission**, select **Unlimited**, and set the dates. Unlimited resubmission allows the students to look over their drafts, fix plagiarism issues and repost their essays.

Shepherd UNIVERSITY

My Workspace ▾ Stretch English 100 201330 ▾ 1st Year Composition ▾ 201530-ENGL-101A:02 ▾ 2015

201630-ENGL-101A:01 ▾

Home

Announcements

Assignments

Calendar

Gradebook

Resources

Roster

Syllabus

Site Editor

Help

201630-ENGL-101A:01: Assignments

Add Assignment List Grade Report Student View Reorder Permissions

Add new assignment

Complete form and then choose 'post' at the bottom. A * means required information.

Assignment

* Title

* Open Date

* Due Date

* Accept Until

* Student Submissions

Allow Resubmission

Number of resubmissions allowed

* Grade Scale

1 2016 at 12 00 PM

2

3 not see this assignment until the open date.

4 2016 at 5 00 PM

5

6 2016 at 5 00 PM

7

8 cannot be submitted after the close date.

9

10

Unlimited

Unlimited

Resubmission Accept Until

OCT 1 2016 at 5 00 PM

Ungraded

For points, enter maximum possible

Assignment Instructions

4. Click on **Use Turnitin**

Assignment Instructions

Source

Styles

Format

Font

Size

Word Count : 0

Add due date to Schedule

Add an announcement about the open date to Announcements

Add honor pledge

Turnitin Service

Use Turnitin

Grading

5. Click on the following: **Standard Paper Repository, Immediately, Allow Students to view report**, and make sure all the boxes are checked under **Check originality against**

Turnitin Service

Use Turnitin

NOTE, If using Turnitin:

1. Set this assignment to "Single Uploaded File only."
2. Tell students:
 1. Submit only one attachment.
 2. Only use file types: Word, PDF, HTML, RTF, or plain text.
 3. Always include file extension.

Submit papers to the following repository:

Standard Paper Repository

Generate originality reports:

Immediately

On Due Date

Allow students to view report

Check originality against:

Turnitin paper repository

Current and archived internet

Periodicals, journals, and publications

Grading

Do not add assignment to Gradebook

Add Assignment to Gradebook

Associate with existing Gradebook entry

Submission Notification Email Options:

Do not send me notification emails for any student submissions

Send me a notification email for each student submission

Send me one email per day summarizing notifications for student submissions

6. Finally, set your grading preferences and click on **Post**

Grading

Do not add assignment to Gradebook

Add Assignment to Gradebook

Associate with existing Gradebook entry

Submission Notification Email Options:

Do not send me notification emails for any student submissions

Send me a notification email for each student submission

Send me one email per day summarizing notifications for student submissions

Released Grade Notification Email Options:

Do not send notification email to student when the grade is released

Send notification email to student when the grade is released

Attachments

No attachments yet

[Add Attachments](#)

Additional information

Supplement Items

Model Answer [Add](#)

Private Note [Add](#)

All Purpose item [Add](#)

[Post](#) [Preview](#) [Save Draft](#) [Cancel](#)