Access Turnitin Submissions

Instructors access Turnitin students' submissions by selecting the Turnitin assignment name. This will show their roster of students and who has submitted. This will also show the Similarity Reports and allow instructors to review and add comments to papers.

Access Turnitin Assignment Inbox

1. Click on the **Turnitin assignment link** within the content area where it was created. This will launch the Turnitin LTI.
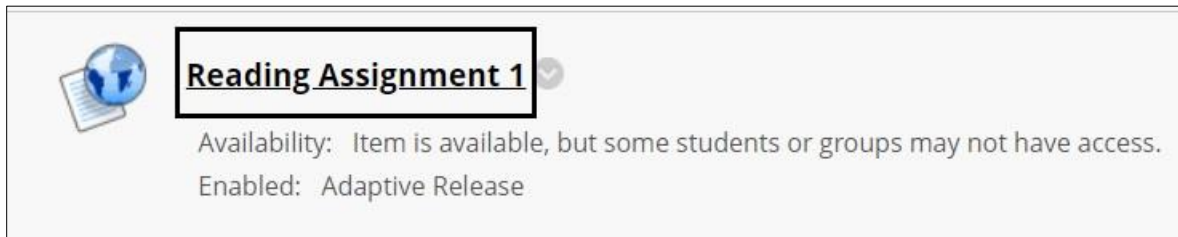
2. Under the **Assignment Inbox** tab, the students' submissions will be listed.

Note: If under the **Optional Settings** > **Generate Similarity Report** settings **> Allow to submit until Due date**, this is considered a draft. All marks and comments will be deleted once the student submits again. A pop-up reminder will display before grading.

Author – This will display the student's name.

Paper Title – Displays the file submission name.

Paper ID – is a unique number given to each submission. This number is important for proof of submission as well as troubleshooting with Turnitin Support.

Uploaded – This will show the date and time the student submitted.

Viewed – This icon indicates whether the paper has been viewed by the student. If the eye has a strike through it, the paper has not been viewed.

Grade – This will display the score given, select the pencil icon to launch the Feedback Studio.

Similarity – The icon contains a percentage indicating the overall similarity of the paper to information in the Turnitin repositories: 100% being 'fully similar', 0% indicating 'no similarity'. The icon is rectangular and contains the percentage number and the corresponding color. If grayed-out icon is available, the report is not ready. A dash in the report column indicates no submission or that no Similarity Report is generated based on assignment settings.

Flags – Turnitin's algorithms look deeply at a document for any inconsistencies that would set it apart from a normal submission. If Turnitin notices something strange, they will flag it for you to review.

Options – Gives the Instructor the option to download the paper, remove from the Inbox or request a permanent deletion of a submission.

Viewing Similarity Report

3. To view the Similarity Report and student paper in the Feedback Studio, click on the **Match Percentage** under **Similarity.** The Feedback Studio can also be launched by selecting the **Pencil Icon** under Grade.

4. Once the Feedback Studio opens, on the right-side panel, the overall match of the Similarity Report will be listed. Click on the **Red Match Number** to expand the menu. This will provide a **Match Overview** which displays individual percentages and links to those materials. The individual matches are numbered and color coded. Each match will be highlighted on the paper with the corresponding color.
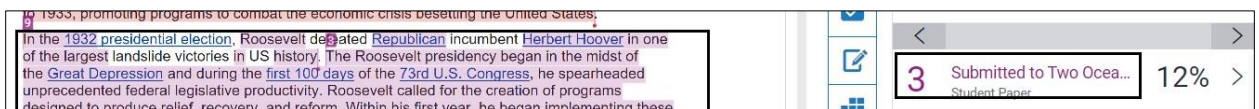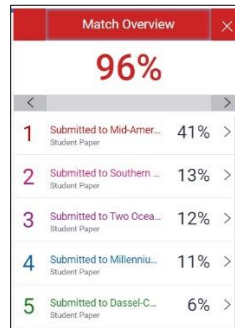

Enter Feedback to Students

5. To add written feedback or voice comments for a paper, select the **Feedback Summary Icon** in blue. This will expand the menu and show the Voice Comment field and the Text Comment Field.
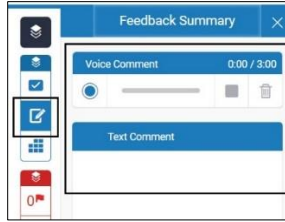
Add Feedback Directly on Paper Submission

6. Instructors can add comments directly on a student's paper by mousing over the paper itself. Click on the paper and the icons will appear. Instructors can add Quick Mark, Comments and Inline Text Comments.
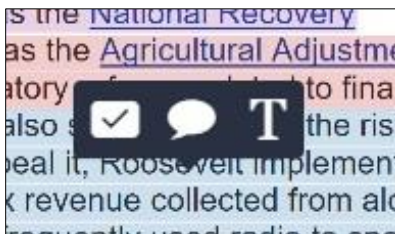
Quick Marks – These are frequently used comments that can be inserted into a student's assignment. These comments can be created, saved and re-used on any assignment from an individual marker's library of comments.
Comments – Instructors can add written comments specific to the student's paper.
Inline Comments – This allows instructors to leave inline text directly on top of the student's writing.

Enter Overall Grade

7. An overall grade can be entered for the student's submission at the top of the page. This grade will automatically sync to the Grade Center in Blackboard.

For more information and assistance, please email DOES Blackboard Support at blackboard@jjay.cuny.edu