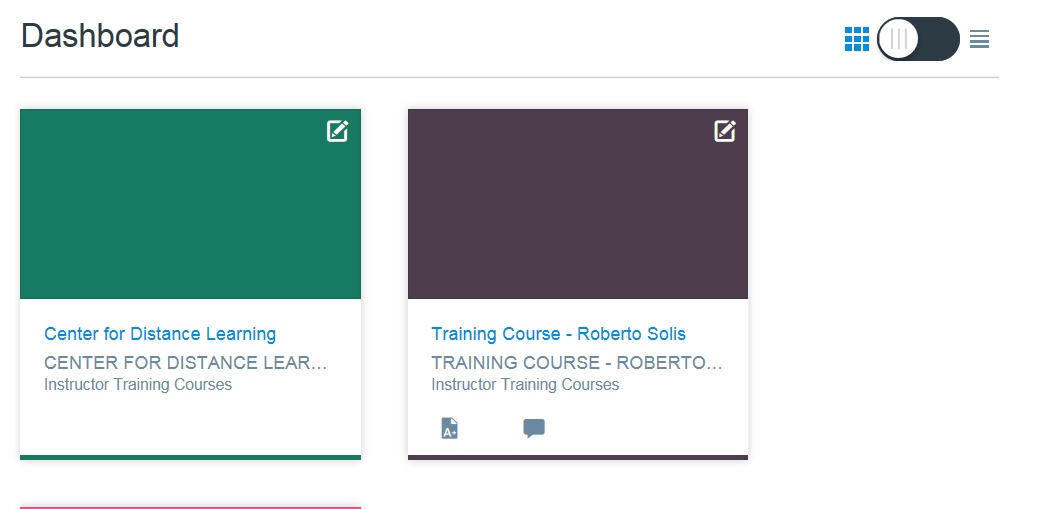
** for Canvas Instructor Guide**

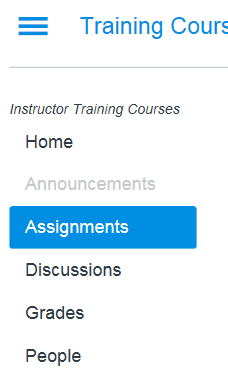
This guide has been created to help you setup an assignment with Turnitin.

**Setting up an Assignment in Canvas with Turnitin**

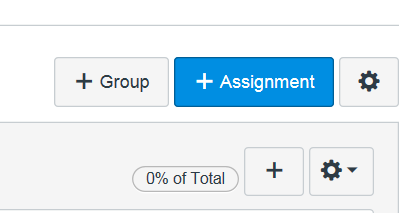
1. **Navigate to your dashboard and click on your course.**

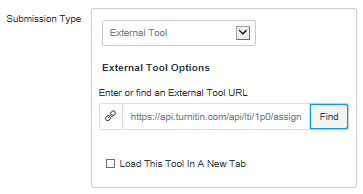
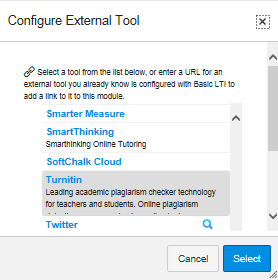
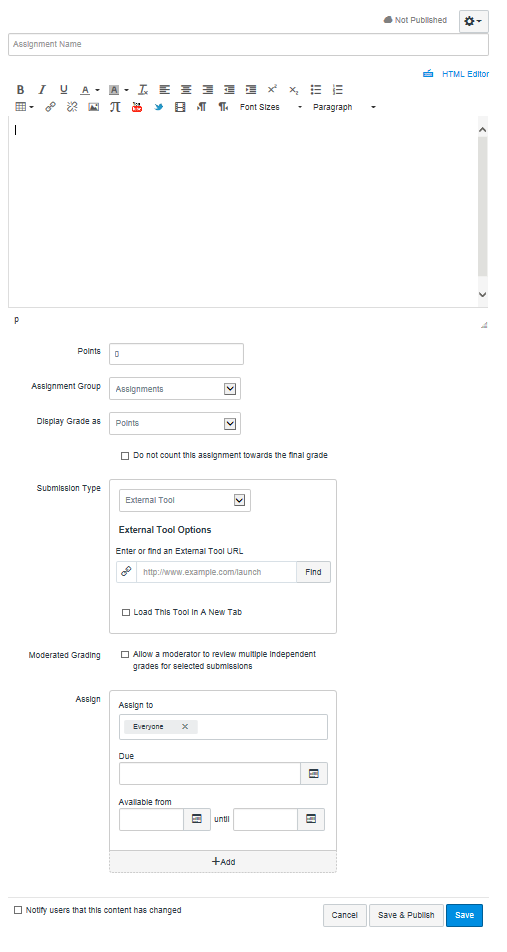


1. **Under your course menu click Assignments.**



1. **Click add assignment on the top right.**



1. **Fill in all details for your assignment** 

**Due dates will be assigned in Turnitin**

**Display grade as points**

**Enter assignment description**

**Enter assignment title here**

**Save and publish**

**Assign to everyone**

**Remove Checkmark**

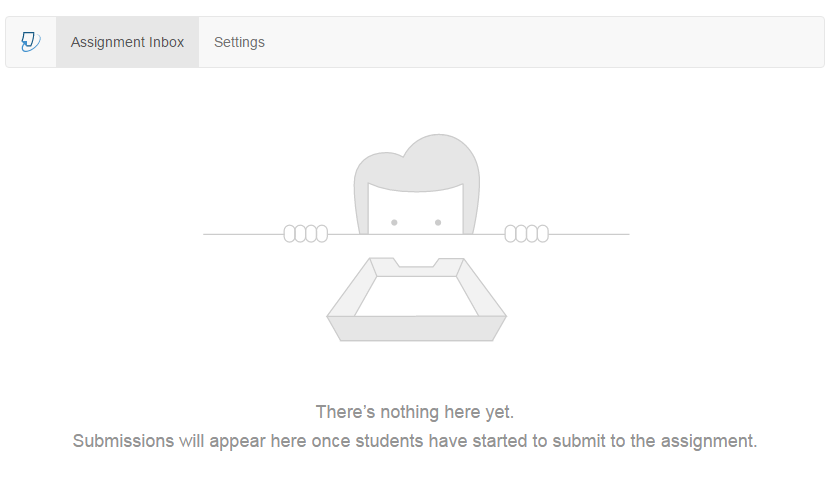
**Click find button**

**Select External Tool**

**Select assignment group**

**Set points to 100**

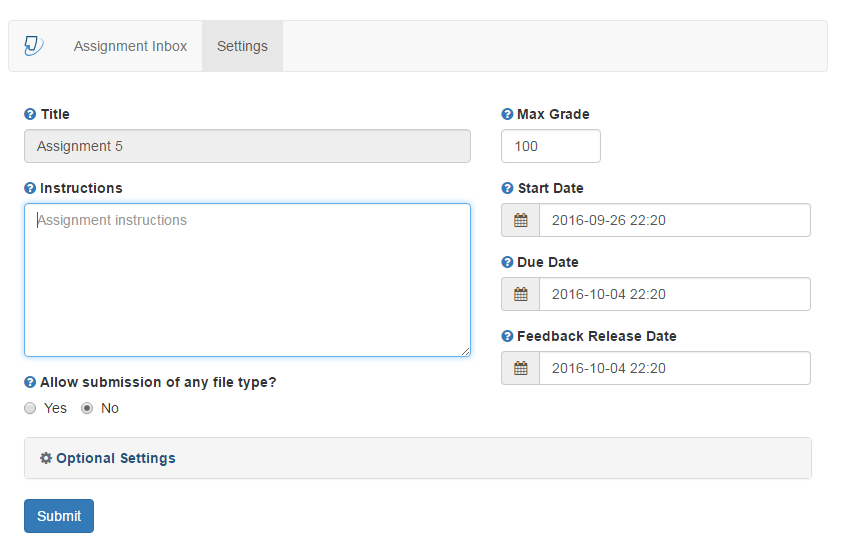
**5. Go back to assignments and open the Turnitin assignment you just created.**



**This page is your assignment inbox. All student submissions will be stored in here.**

1. **Click settings on top to set assignment start and due date.**

**Set file type to No**



**Assignment title will transfer from canvas**

**Leave this area blank. All instructions from Canvas will transfer.**

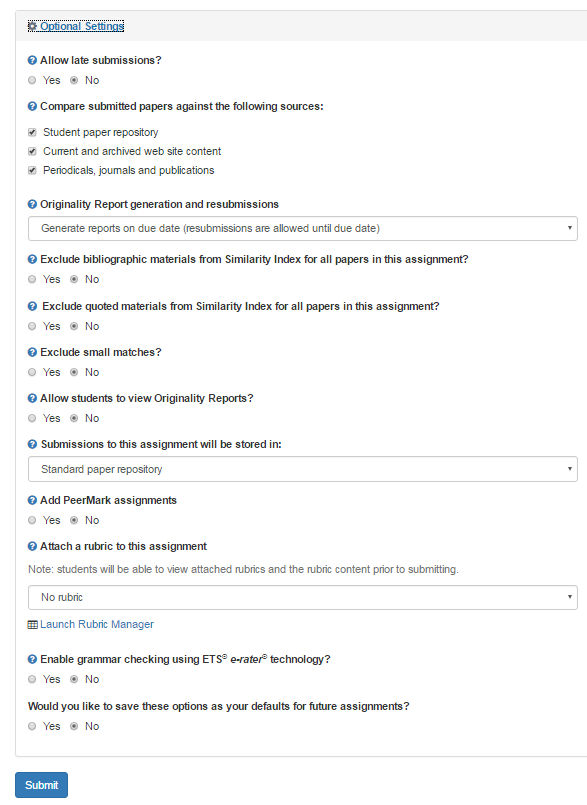
**Set max grade to 100**

**Assign due date**

**Set date for students to start viewing your feedback and grades**

**Assign start date**

1. **Click optional settings to display additional assignment settings.**



**Submit your changes**

**Save settings for future assignments yes or no**

**Enable grammar feedback from turnitin**

**Refer to step 8 to learn how to create a rubric**

**Set it to your discretion**

**Leave this option as is**

**Set it to your discretion**

**Set it to your discretion**

**Make sure all three options have a check mark**

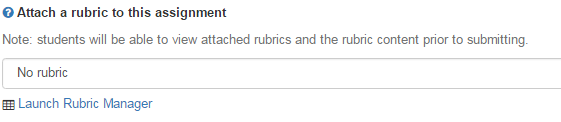
**Set it to your discretion**

**Exclude quoted materials from report**

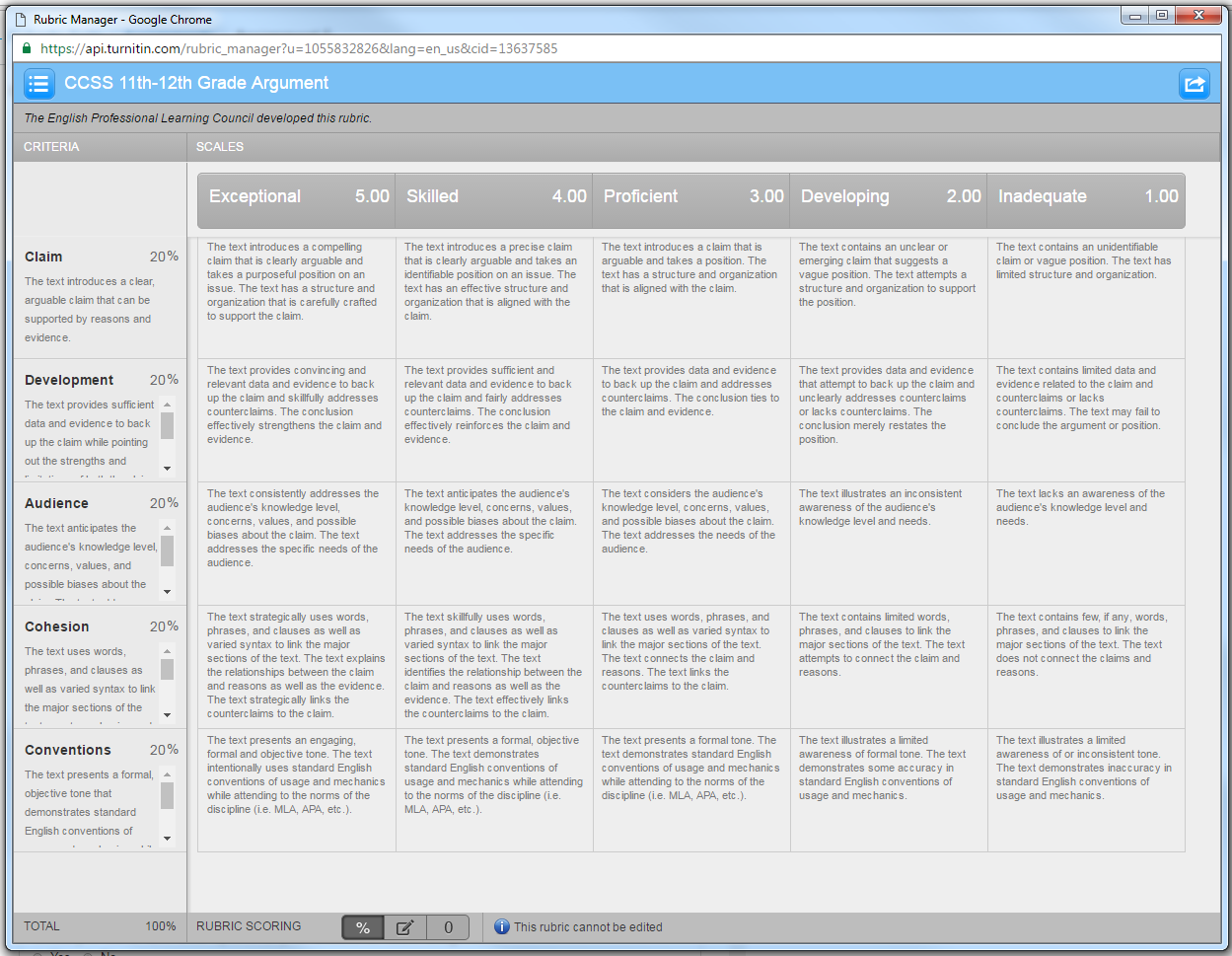
**Exclude works cited page yes or no**

**Set it to your discretion**

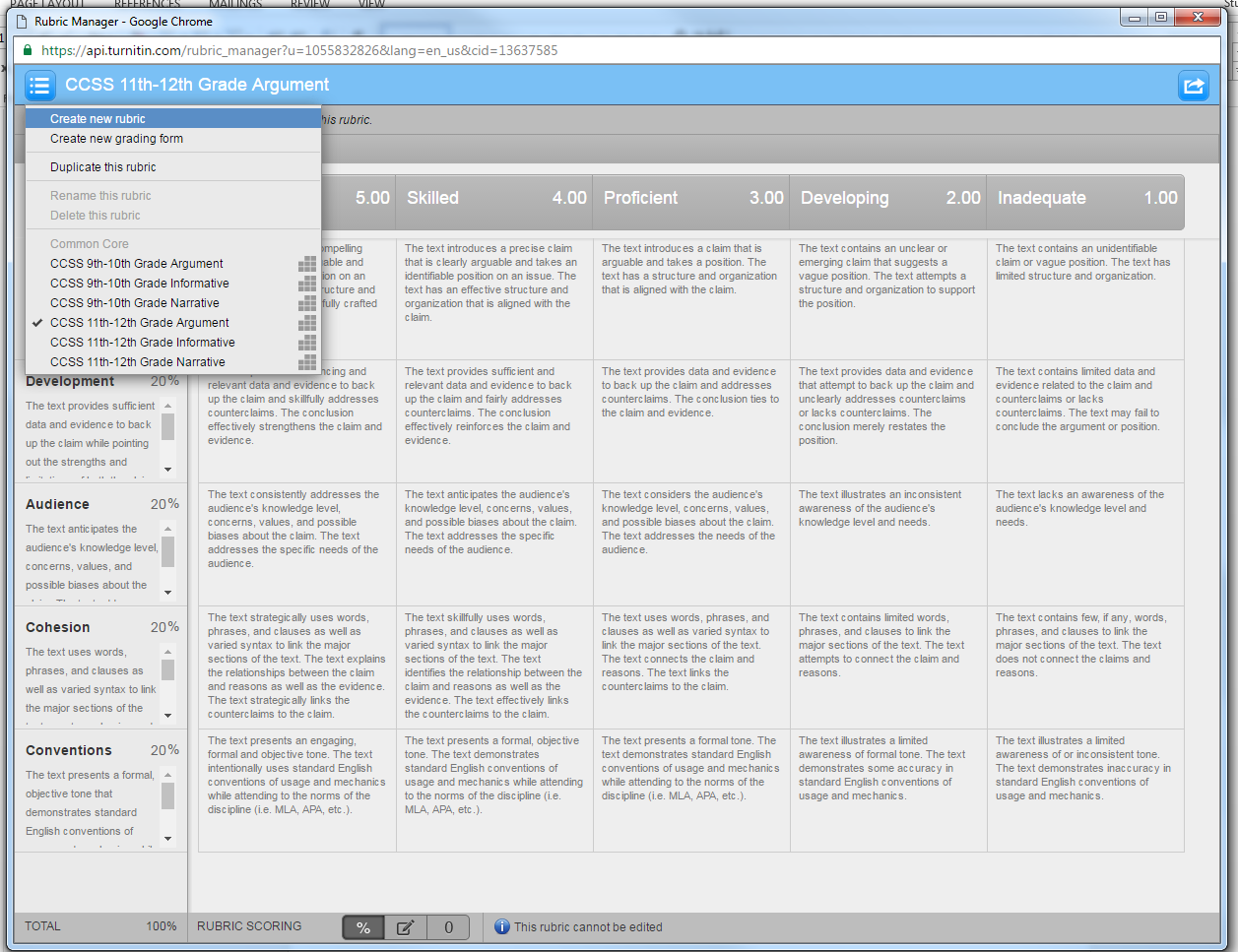
1. **Under optional settings click launch rubric manager**



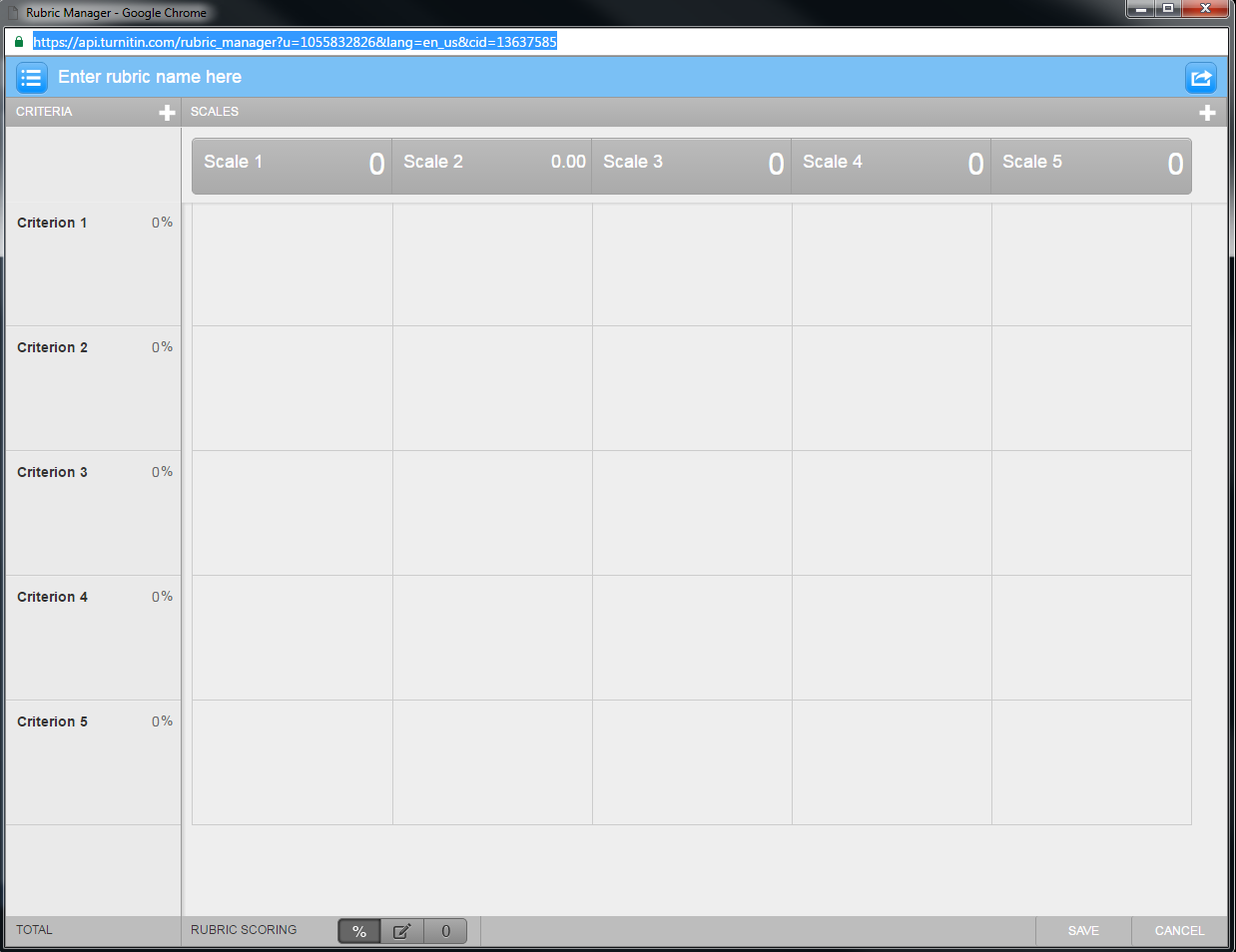
1. **The rubric manager will open in a new window**



1. **Click menu button on the top left and select create new rubric**



1. **Customize the rubric to your needs**



**Click to edit scale description**

**Edit scale value**

**Edit percentage value**

**Click to edit or delete criterion 2**

**Click to edit or delete criterion 1**

**Save your changes**

**Enter title for your rubric**

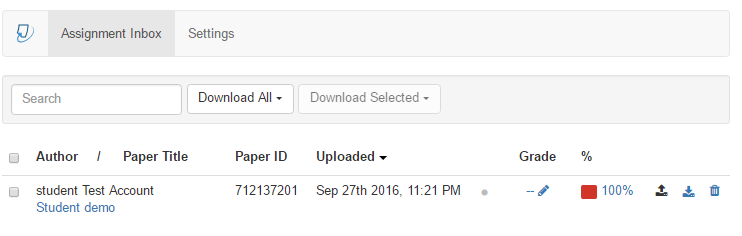
1. **Save all changes**

**Grading an assignment in Turnitin**

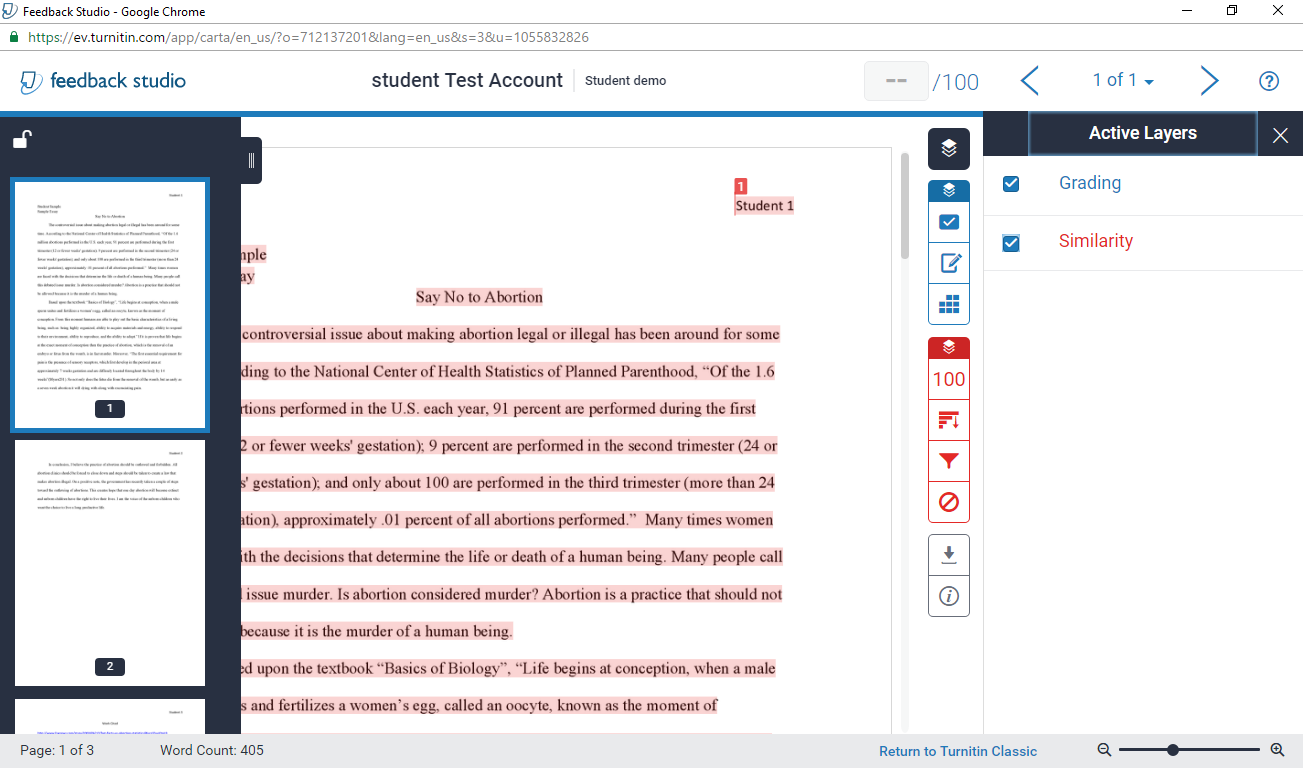
All grades assigned in Turnitin will transfer to the Canvas gradebook.

**1. Click assignments to view your student submission**

**2. Click the blue pencil below grade to open “Feedback Studio”**



**3. Feedback studio should open in a new window**



**Enter grade here**

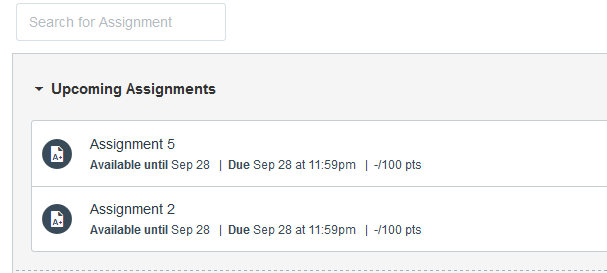
**Download paper**

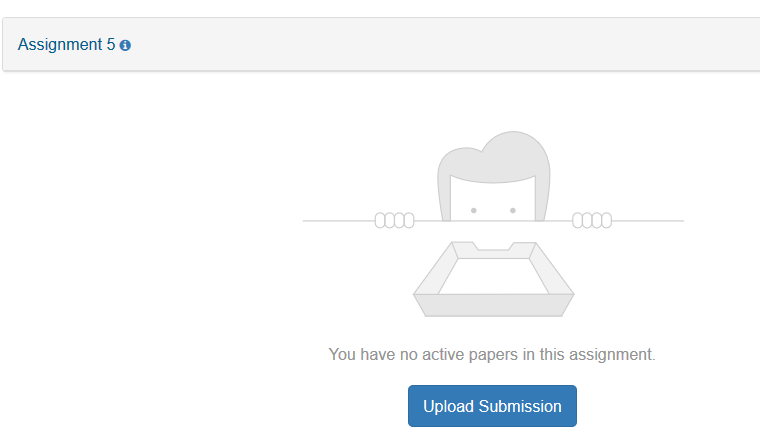
**Show / hide layers**

**Paper navigation**

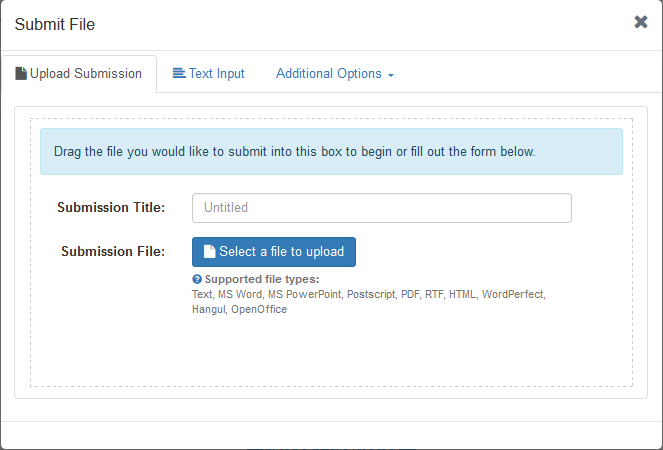
**Uploading an Assignment from the Students perspective**

1. **The student will access the assignment in Canvas and click upload submission**





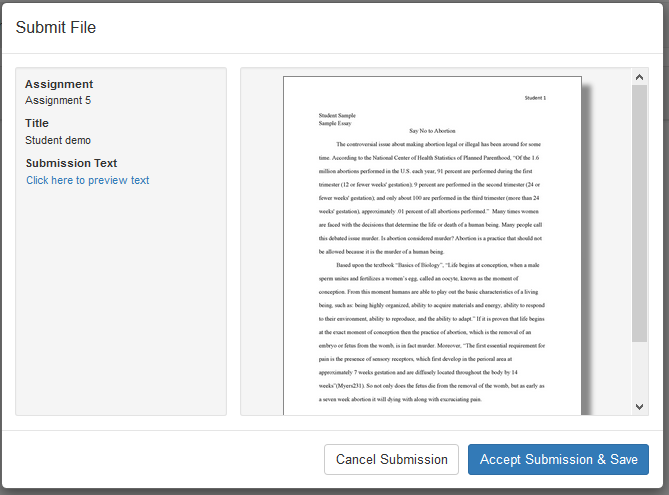
**2 The student will enter the assignment title and select the essay file**



**Click select file button**

**Enter a title for your submission**

1. **The student will click accept submission and save**



**For questions on how to use Turnitin, contact the Center for Distance Learning at 956-721-5211 or distance@laredo.edu.**