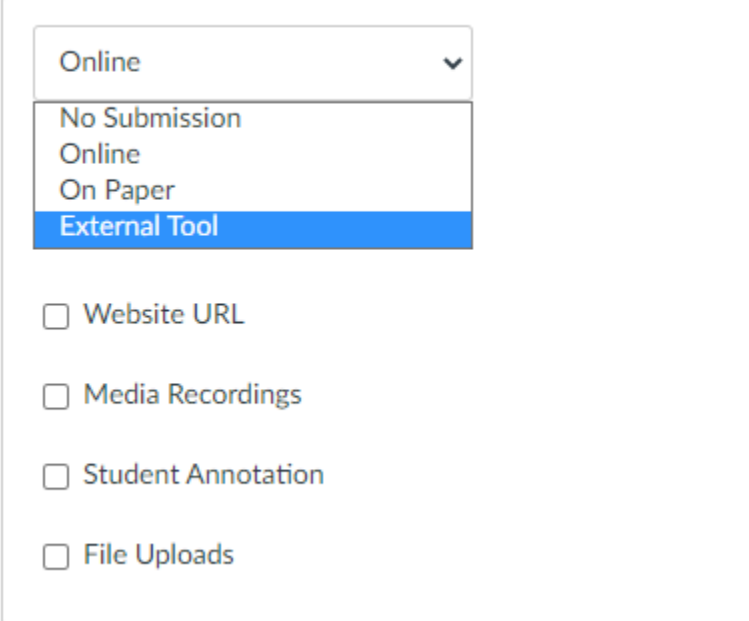


How to Create a Turn It In Assignment in Canvas

This is the procedure for adding a Turn It In assignment:

1. Go to Assignments.
2. **Add** an Assignment, give it a name, point value, etc. (or edit an existing Assignment)
3. Under Submission Type, choose **External Tool**.

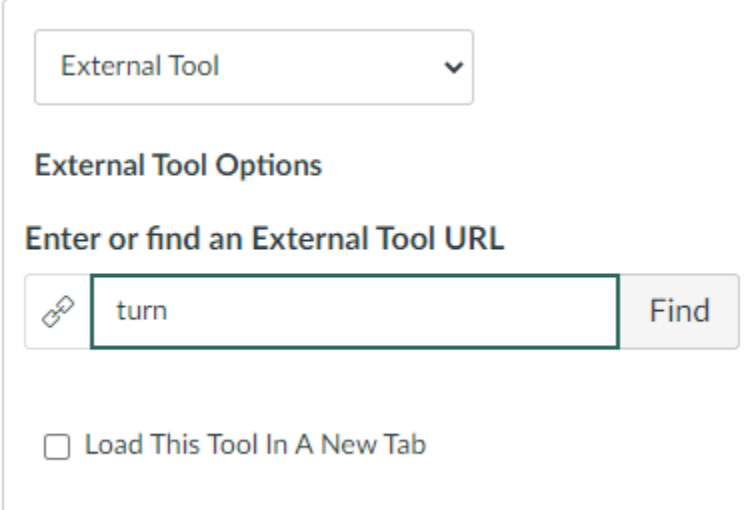
Submission Type



A screenshot of the 'Submission Type' dropdown menu in Canvas. The dropdown is open, showing the following options: 'Online' (selected), 'No Submission', 'Online', 'On Paper', and 'External Tool' (highlighted in blue). Below the dropdown are five checkboxes: 'Website URL', 'Media Recordings', 'Student Annotation', and 'File Uploads', all of which are currently unchecked.

4. Type "Turn" in the box and click **Find**.

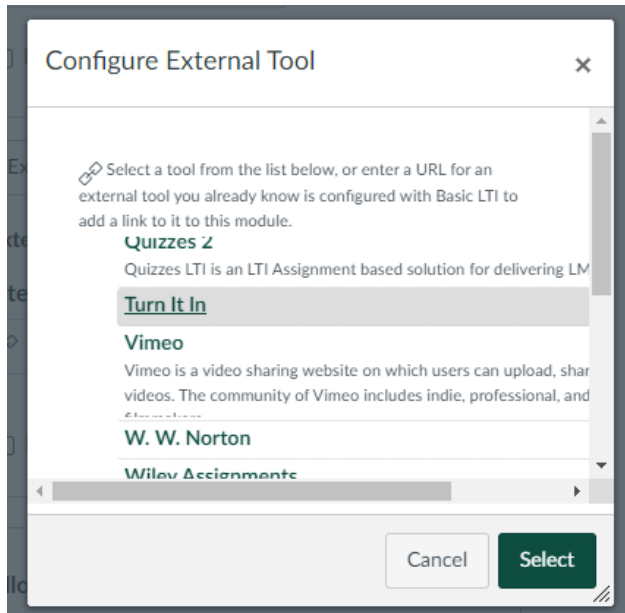
Submission Type



A screenshot of the 'External Tool Options' section in Canvas. The 'Submission Type' dropdown is set to 'External Tool'. Below it, the text 'External Tool Options' is displayed. Underneath, the instruction 'Enter or find an External Tool URL' is shown. A search box contains the text 'turn' and a 'Find' button is to its right. At the bottom, there is an unchecked checkbox labeled 'Load This Tool In A New Tab'.

How to Create a Turn It In Assignment in Canvas

5. Scroll down, click on TurnItIn and hit **Select**.



6. Click **Save** (or **Save & Publish**).
7. You will then be taken to a Turn It In screen, where you set up the assignment. Note that the “Title” and “Max Grade” will be the title and point total you entered when creating the assignment in Step 2 and cannot be edited here.

Assignment Inbox Analytics 🔔 ? ⚙️

Some settings have been disabled and can only be changed in the learning management system. ✕

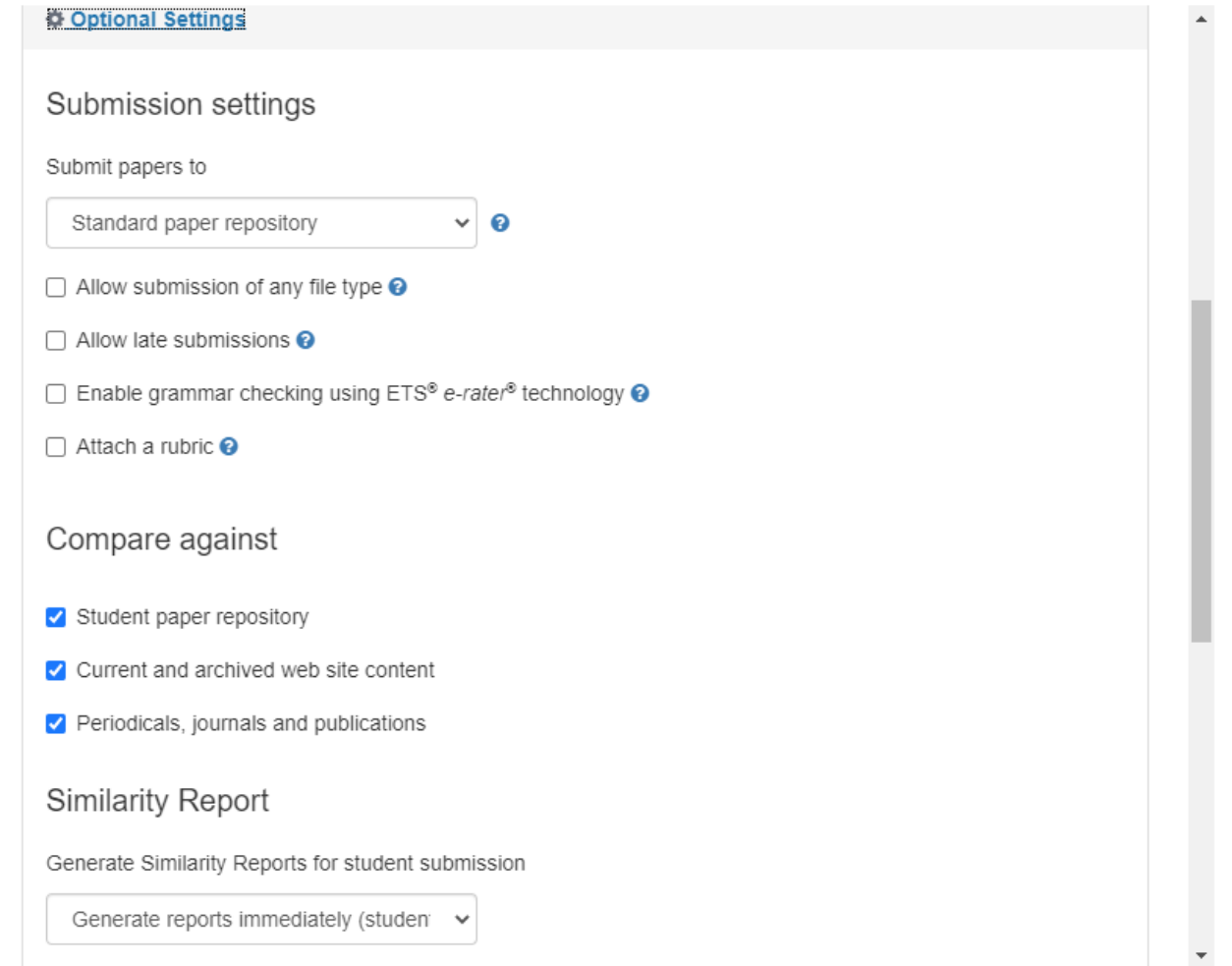
<p>Title</p> <input type="text" value="Test"/>	<p>Max Grade</p> <input type="text" value="0"/>
<p>Instructions</p> <input type="text" value="Assignment instructions"/>	<p>Start Date</p> <input type="text" value="2022-11-03 20:19 EDT"/>
<p><input type="checkbox"/> Enable PeerMark</p>	<p>Due Date</p> <input type="text" value="2022-11-11 20:19 EST"/>
	<p>Feedback Release Date</p> <input type="text" value="2022-11-11 20:19 EST"/>

Optional Settings

Submit

How to Create a Turn It In Assignment in Canvas

8. Click on **Optional Settings** before submitting. Make sure everything in this section is set how you want it to be. Most of the default settings are fine, unless you want to allow late submissions or allow students to view originality reports (this option is further down the screen). The final option, "Save These Settings for Future Use", might be something you want to make sure is selected to save you time in the future.

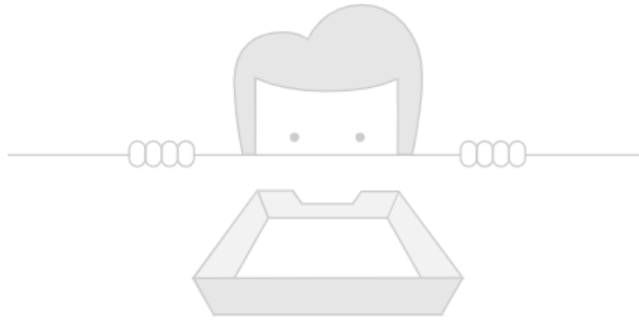
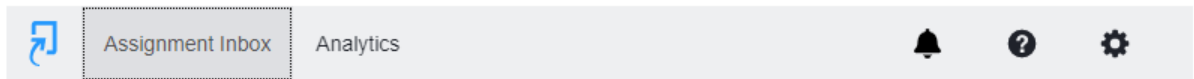


The screenshot shows the 'Optional Settings' panel in Canvas. The panel is titled 'Optional Settings' and contains three main sections: 'Submission settings', 'Compare against', and 'Similarity Report'. In the 'Submission settings' section, there is a dropdown menu for 'Submit papers to' set to 'Standard paper repository', and four unchecked checkboxes: 'Allow submission of any file type', 'Allow late submissions', 'Enable grammar checking using ETS® e-rater® technology', and 'Attach a rubric'. In the 'Compare against' section, there are three checked checkboxes: 'Student paper repository', 'Current and archived web site content', and 'Periodicals, journals and publications'. In the 'Similarity Report' section, there is a text label 'Generate Similarity Reports for student submission' and a dropdown menu set to 'Generate reports immediately (student)'. A vertical scrollbar is visible on the right side of the panel.

9. Click **Submit**.

How to Create a Turn It In Assignment in Canvas

10. Click **Assignment Inbox**. If you see a "creepy guy" peering over the inbox, this is set up correctly.



There's nothing here yet.

Submissions will appear here once students have started to submit to the assignment.

11. Before students can access, be sure to **Publish** the assignment and add it to the appropriate **Module**.