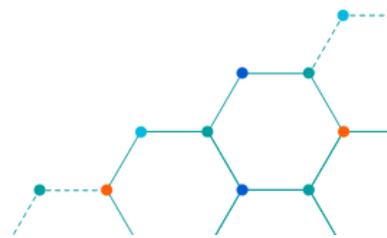


Setting up a 24hr assessment in Turnitin

CONTENTS

Introduction	2
Important information	2
Accessibility considerations	2
Quick Guide	2
Detailed Guide	3



INTRODUCTION

This is one of a series of guides available from the [Supporting Teaching, Learning and Assessment with Technology series](#).

This document covers:

- This guide will give you the steps in setting up a 24hr assessment via Turnitin. Turnitin is an online plagiarism detection service.

Important information

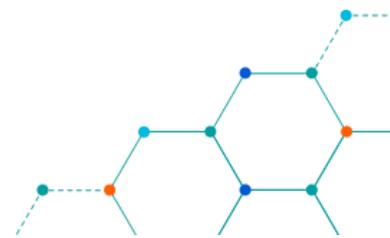
- Always test your Turnitin submission area when you have completed it, so you get a sense of the student experience. You can always go back and edit the settings of the submission.
- You can also get students to mark each others' work – read our separate guide on marking with PeerMark to see how to do this.

Accessibility considerations

- Make sure the assignment is given a clear name so it is easy for all students to find.

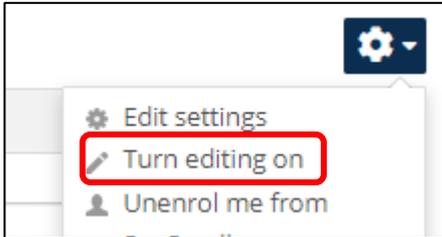
QUICK GUIDE

1. Sign into KEATS (<https://keats.kcl.ac.uk>) and navigate to the KEATS course you want to add the Turnitin assessment to.
2. Click the cog in the top right-hand corner and **Turn editing on**.
3. Navigate to the section of KEATS you want to add the Turnitin assessment to and select **Add an activity or resource**. Select **Turnitin Assignment** from the Activities section and click **Add**.
4. In the **Turnitin Assignment Name**, add the name of the assessment.
5. Under the **Submission Type**, select **File Upload**.
6. Under **Anonymous Marking** set to **Yes** if required, otherwise leave the setting to **No**.
7. Under the **Assignment Part 1** section, replace **Part 1** with the **Name** of the assessment.
8. Set the dates of the assignment:
 - a. Set the **Start Date** and time of the assessment.
 - b. Set the **Due Date** and time of the assessment (which should be 24hrs after the start date and time).
 - c. Set the **Post Date** and time for the assessment. This is the date and time the results will be released to the student and any anonymity is removed.
9. If you are allowing for late submissions, under the **Allow Submissions after the Due Date** setting select **Yes** from the dropdown menu.
10. Click **Save and return to course**.

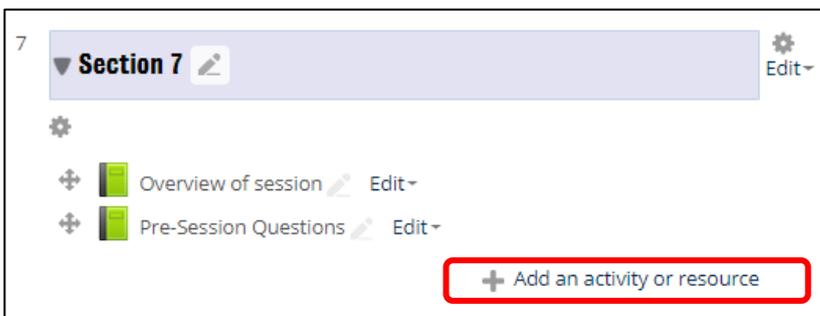


DETAILED GUIDE

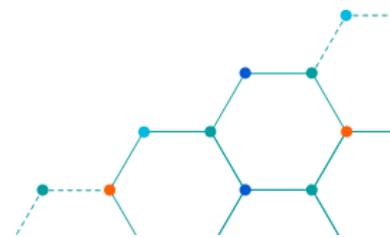
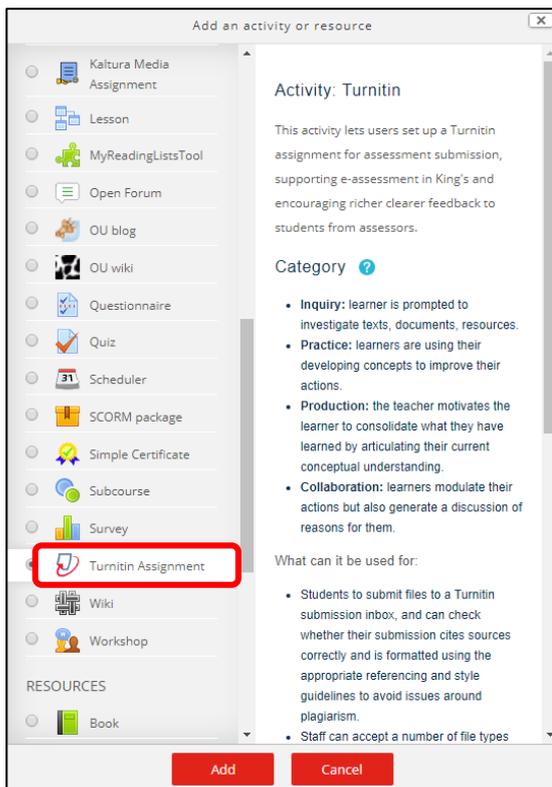
1. Navigate to KEATS (<https://keats.kcl.ac.uk>) and sign in using your King's credentials (your K Number and password).
2. Access the KEATS Course/Module you want to add the Turnitin assessment to.
3. Click the cog in the top right-hand corner and **Turn editing on**.



4. Navigate to the section of KEATS you want to add the Turnitin assessment to and select **Add an activity or resource**.



Select **Turnitin Assignment** from the Activities section and click **Add**.



5. Enter the details for the assessment
 - a. In the **Turnitin Assignment Name**, add the name of the assessment.
 - b. Under the **Submission Type**, select **File Upload**.
 - c. Under **Anonymous Marking** set to **Yes** if required, otherwise leave the setting to **No**.

Adding a new Turnitin Assignment ⓘ

▼ General

Turnitin Assignment Name * Turnitin 24hr Assessment Example

Summary

Paragraph ▼ **B** *I* [List] [List] [Link] [Unlink] [Image] [Smiley] [Video] [File] [More]

Path: p

Display description on course page

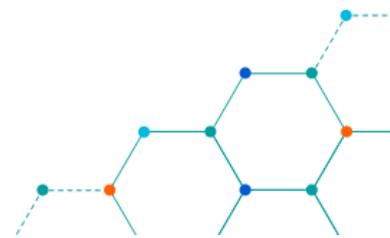
Submission Type * File Upload ▼

Number of Parts 1 ▼

Maximum File Size Site upload limit (40MB) ▼

Anonymous Marking Yes ▼

6. Enter the timings of the assessment:
 - a. Under the **Assignment Part 1** section, replace **Part 1** with the **Name** of the assessment.
 - b. Set the **Start Date** and time of the assessment.
 - c. Set the **Due Date** and time of the assessment (which should be 24hrs after the start date and time).
 - d. Set the **Post Date** and time for the assessment. This is the date and time the results will be released to the student and any anonymity is removed.



▼ Assignment Part 1

Name *

Start Date

Due Date

Post Date

Max Marks

7. Under the **Originality Report Options** you can choose to allow for late submissions.
 - a. If you are allowing for late submissions, under the **Allow Submissions after the Due Date** setting select **Yes** from the dropdown menu.

▼ Originality Report Options

Allow Submissions after the Due Date

8. Click **Save and return to course** button located the bottom of the screen.

