

Turnitin submission inbox in Minerva – flexible

Turnitin can be used in Minerva modules to set up a ‘non-time-limited’ open book essay style online exam within a defined submission period. This guide explains how to set up this type of assessment on Minerva.

Prerequisites

Before you start, you’ll need to know:

- the start date for the 48hr examination period
- the due date for the assessment (the end of the 48hr period)
- the examination question(s) so you can create an accessible Word or PDF document. You may find this [guidance about digital accessibility](#) useful.

Ensure that in your Minerva module, **Edit Mode** is switched **ON**, indicated by the green button ‘**ON**’ in the top right-hand corner of the screen, as shown below:



Process

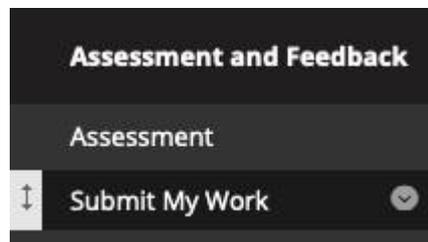
Follow this four-step process to set up your essay style exam in your Minerva module as follows:

1. [Create a folder for the exam](#)
2. [Create a section for the exam information](#)
3. [Create a section for the exam questions](#)
4. [Create the Turnitin inbox for the exam](#)

This guide explains each step in detail.

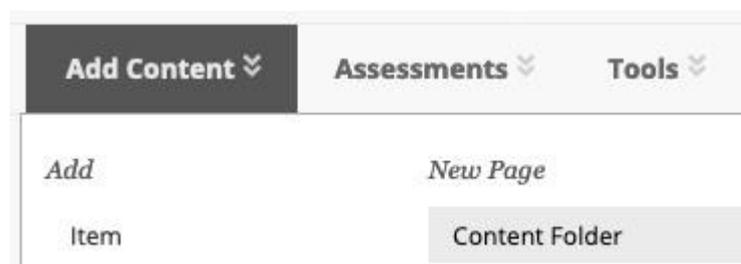
Create a folder for the exam

On the left hand vertical module menu under the section Assessment and Feedback, select **Submit My Work**, as shown in the screenshot below:



The 'Submit My Work' area is where students will view and submit their essay file for the examination.

To create a folder for the examination, select **Add Content** on the horizontal menu bar at the top of the screen in the Submit My Work area, then select **Content Folder**, as shown in the screenshot below:



Enter the name for the folder which will usually be the module title, year and exam. For example: '201920 Module Exam'. Keep all the default settings and submit.

You have now created a folder in your Submit My Work content area which will look like this:

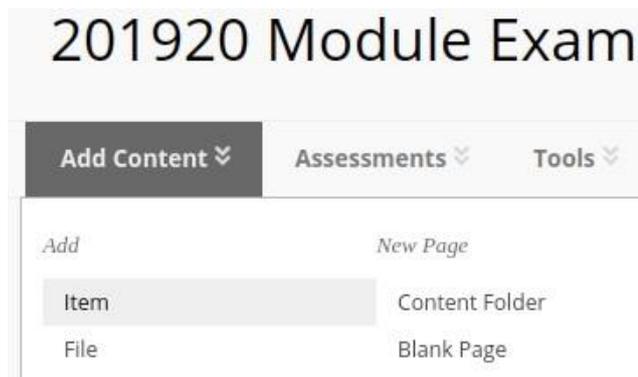


Create a section for the exam information

In the exam folder, you now need to create a section to describe how and when the examination question paper will be released. The type of section needed for this is known as an 'item' in Minerva.

Select the exam folder you have just created; in this example: 201920 Module Exam.

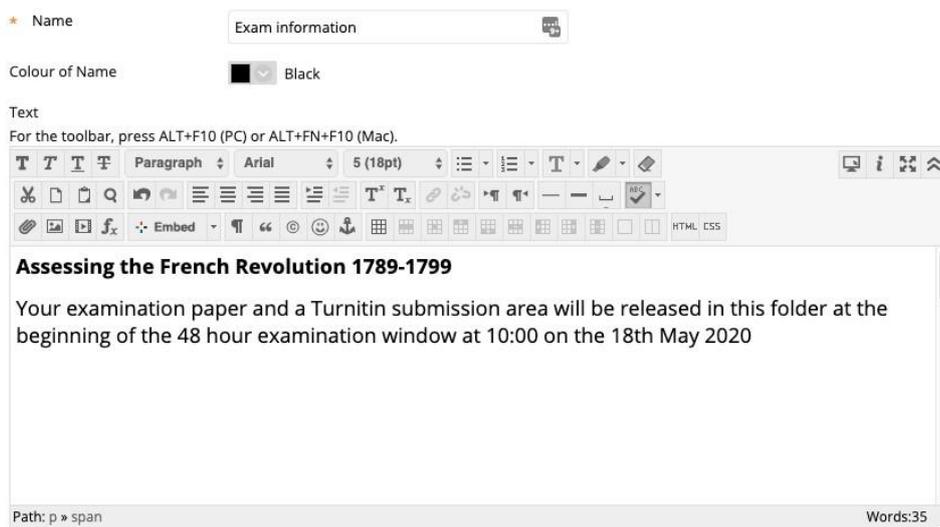
In the exam folder, in the horizontal menu bar at the top of the screen, select the first tab **Add Content** and then select **Item**, as per the screenshot below:



Add the details for the exam information as follows:

Under **Content Information** in the first box labelled **Name**, type in **Exam Information**.

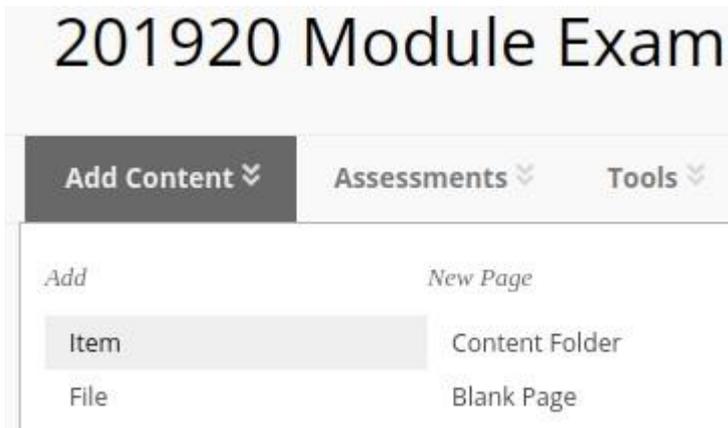
In the text box, insert the required exam information, as per the example screenshot below:



Leave all other options as default and **Submit** the changes.

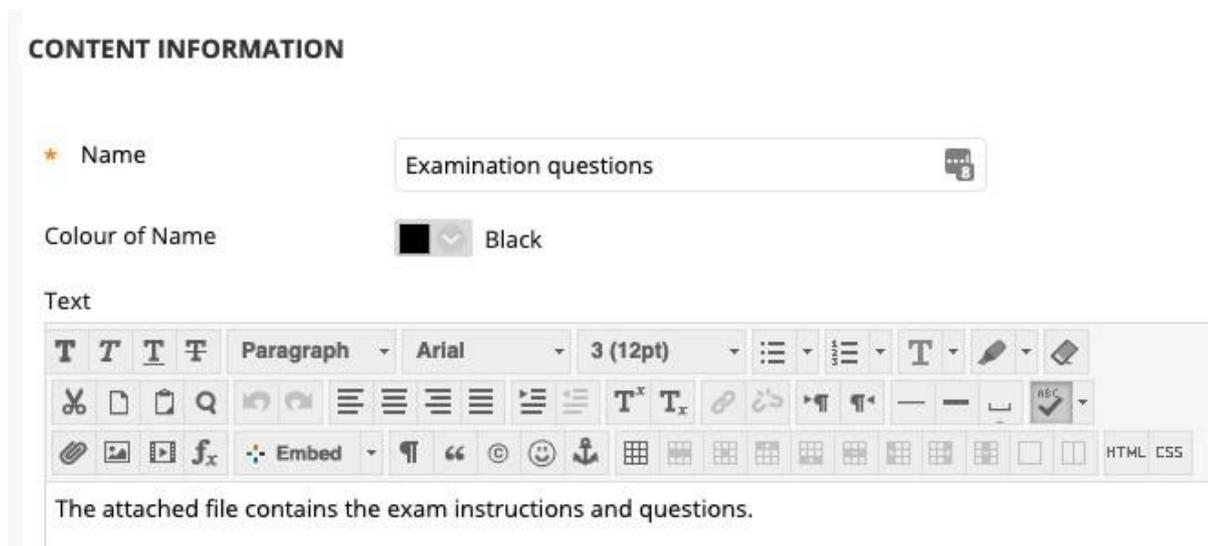
Create a section for the examination questions

In the exam folder, in the horizontal menu bar at the top of the screen, select the first tab **Add Content** and then select **Item** (under **Add**), as per the screenshot below:



Add the details for the exam questions as follows:

Under the **Content Information** section in the first box labelled **Name**, type in **Examination Questions**.



In the text box, type in a

description for the file, as per the example screenshot below:

Attach the exam file containing your exam questions by browsing your computer and selecting the file to upload.



Under the **Standard Options** section, select the **Display After** checkbox and enter the date and time when you want to release the exam question.

Important, please note: This must be the start date and time of the 48 hour examination window, as per the example in the screenshot below:

STANDARD OPTIONS

Permit Users to View this Content Yes No

Track Number of Views Yes No

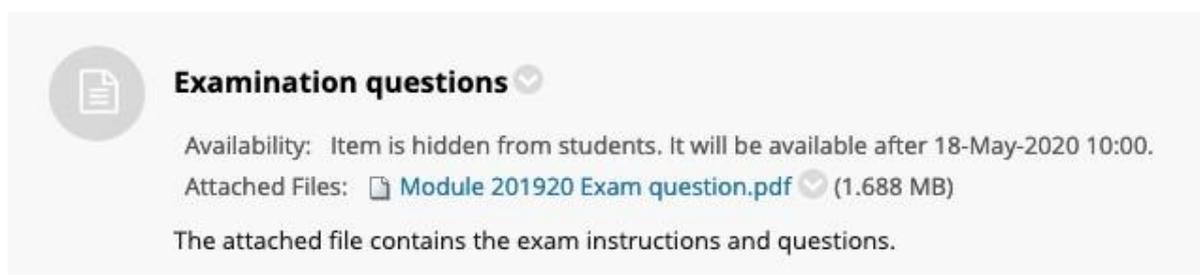
Select Date and Time Restrictions Display After

Enter dates as dd/mm/yyyy. Time may be entered in any increment.

Leave all other options as default.

Select the **Submit** button in the bottom right hand corner.

You have now created an item in your exam folder for the exam questions. It will initially be hidden from students and should show the release date, as per the screenshot below:



Examination questions

Availability: Item is hidden from students. It will be available after 18-May-2020 10:00.

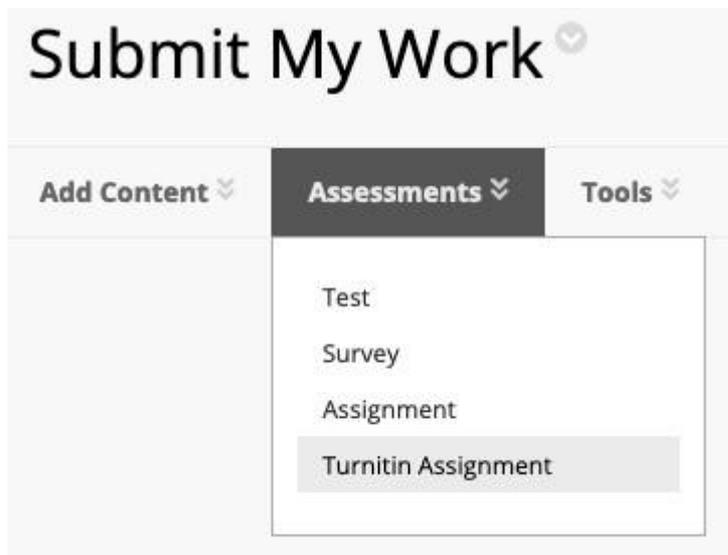
Attached Files: [Module 201920 Exam question.pdf](#) (1.688 MB)

The attached file contains the exam instructions and questions.

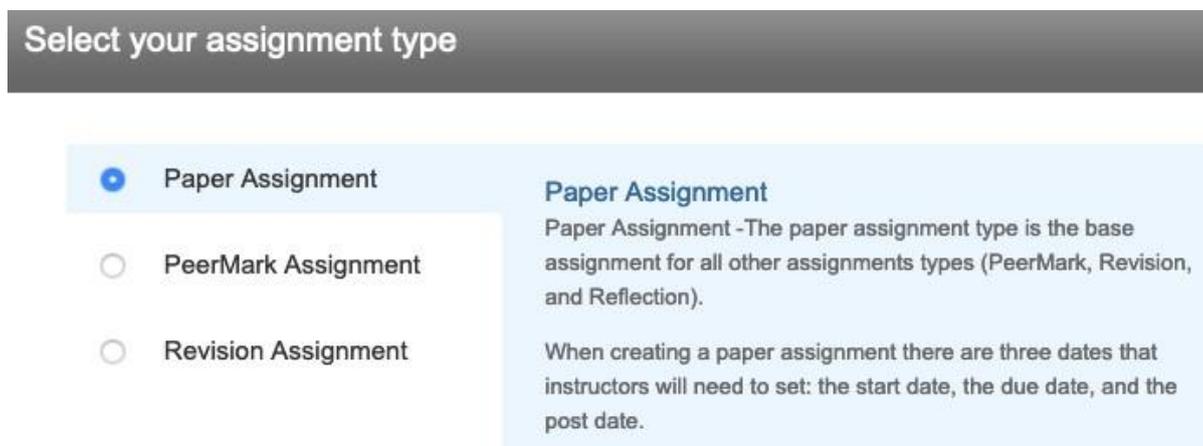
On the defined date, the item will be released to students.

Create the Turnitin inbox for the exam

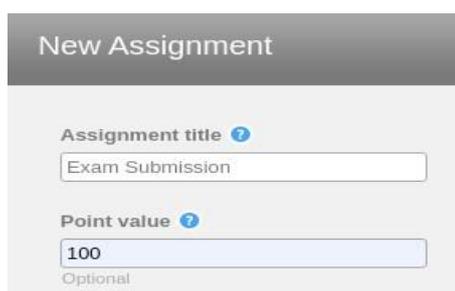
In the exam folder, in the horizontal menu bar at the top of the screen, select the second tab **Assessments** and then select **Turnitin Assignment**, as per the screenshot below:



On the **Add Turnitin Assignment** screen, select **Paper Assignment**:

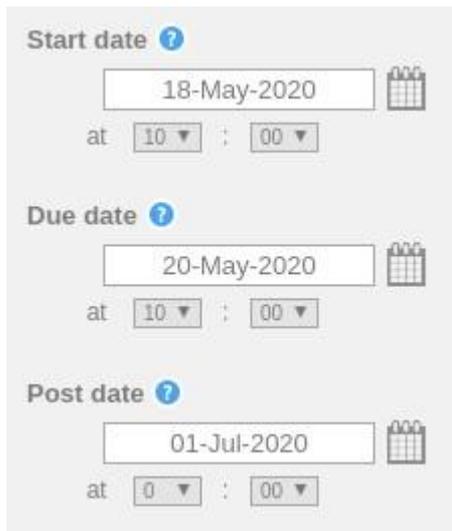


Select the **Next Step** button. Enter a title for the Examination submission point, such as **Exam submission** and enter the point value as required.

A screenshot of a form titled "New Assignment" in a dark grey header. The form has two input fields. The first is labeled "Assignment title" with a help icon and contains the text "Exam Submission". The second is labeled "Point value" with a help icon and contains the number "100". Below the "Point value" field is the word "Optional" in a smaller font.

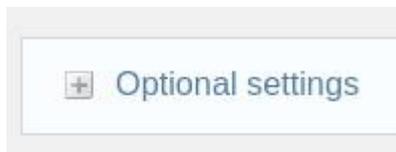
Enter the **Start date**, **Due date**, and **Post date** of the exam following this criteria:

- The Start date must be set to the beginning of the 48hr submission window.
- The Due date must be set to 48hrs after the start date.
- The Post date should be set far into the future to ensure grades are not inadvertently released to students. The Post date controls when marks can be released to students in Minerva through the [My Grades tool](#).



The screenshot shows three date selection fields. The first is 'Start date' with a value of '18-May-2020' and a time of '10:00'. The second is 'Due date' with a value of '20-May-2020' and a time of '10:00'. The third is 'Post date' with a value of '01-Jul-2020' and a time of '0:00'. Each field includes a calendar icon and a help icon.

Scroll down the page and select and expand the **Optional Settings**



A button with a plus sign icon and the text 'Optional settings'.

Enter any special instructions for students required for submission of the paper – for example, you may specify submission must be as a word document, authored in the Leeds 0365 Office Suite, if required.

Set **Allow submission after the due date?** to **No**, as per the screenshot below:



The form shows the question 'Allow submissions after the due date?' with two radio button options: 'Yes' and 'No'. The 'No' option is selected.

Set **Generate Similarity Reports for submissions?** to **Yes**, as per the screenshot below:

Similarity Report

Generate Similarity Reports for submissions? [?](#)

Yes

No

Set **Generate Similarity reports for student submission** to **Immediately first report is final**, as per the screenshot below:

Generate Similarity Reports for student submission [?](#)

immediately first report is final ▼

Set **Exclude bibliographic materials from Similarity index for all papers in this assignment?** to **Yes**. This can be overridden on individual reports.

Exclude bibliographic materials from Similarity Index for all papers in this assignment? [?](#)

Yes

No

Set **Exclude quoted materials from Similarity Index for all papers in this assignment?** to **No**. This can be overridden on individual reports.

Exclude quoted materials from Similarity Index for all papers in this assignment? [?](#)

Yes

No

Set **Exclude small sources?** to **No**.

Exclude small sources? [?](#)

Yes

No

Set **Allow students to see Similarity Reports?** to **No**.

Allow students to see Similarity Reports? [?](#)

Yes

No

Set **Reveal grades to students only on post date?** to **Yes**. This will ensure grades are not passed to the My Grades tool inadvertently.

Reveal grades to students only on post date?

- Yes
- No

Set **Enable anonymous marking?** to **Yes**.

Enable anonymous marking? [?](#)

- Yes
- No

The **Submit papers to:** option should be set to **standard paper repository**.

Submit papers to: [?](#)

standard paper repository ▼

All search options should be enabled as shown in the screenshot below:

Search options: [?](#)

- Student paper repository
- Current and archived internet
- Periodicals, journals, & publications

Finally, attach the examination **Rubric** if required.

Online grading

Attach a rubric/form to this assignment [?](#)

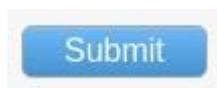
Note: students will be able to view the attached rubric/form and its content prior to submitting.

Rubric ▼ Launch Rubric/Form Manager

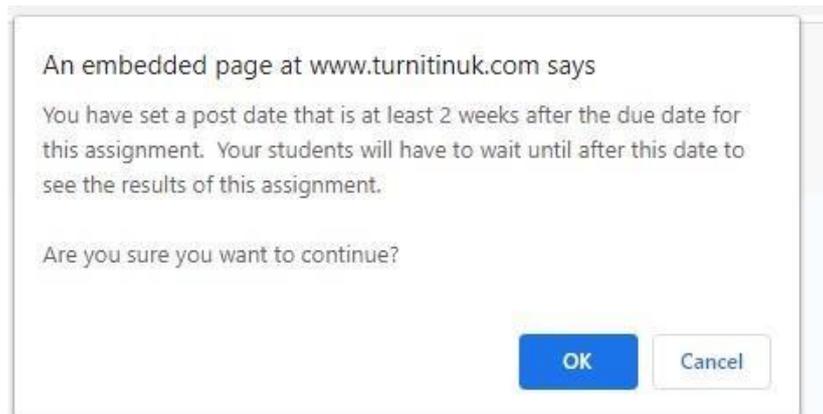
Find a rubric that's right for your assignment in Turnitin Teaching Tools

Would you like to save these options as your defaults for future assignments?

Scroll down the page and select **Submit**.



Because you have set the Post date far into the future, Turnitin will alert you, as per the screenshot below:



This is normal and expected. Select **OK**.

This submission point will accept submissions from the defined Start date configured above.

You will see a confirmation message on the screen, as per the screenshot below:



Select the **OK** button on the right of your screen.

Your Turnitin exam area should now look similar to the example screenshot below:

