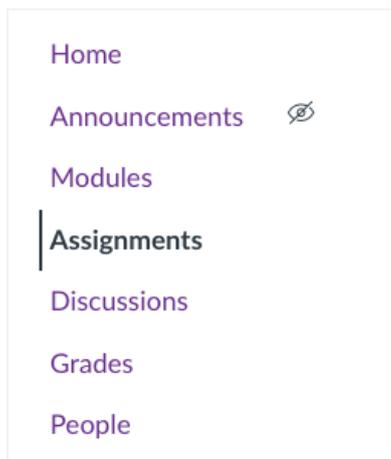


Canvas Training: Plagiarism Checking, Grades Visibility and Late Submissions in Canvas

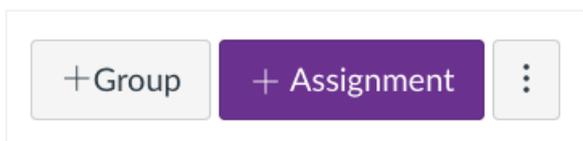
Activities

Activity 1: Set up the Turnitin Plagiarism Framework within a Canvas Assignment

1. Go to canvas.manchester.ac.uk.
2. Navigate to your **Canvas Sandbox**.
3. In the course menu, select **Assignments**.



4. Click the **Add Assignment** button.



5. Name the assignment Turnitin Plagiarism Framework or similar.
6. Scroll down to **Submission Type**; ensure **Online** submission is selected and **File Uploads** are enabled.

Submission type

Online

Online entry options

Text entry

Website URL

Media Recordings

Student Annotation

File Uploads

Restrict upload file types

7. Scroll down to the **Plagiarism Review** settings and select **Turnitin-Plagiarism-Framework-Prod**.

Plagiarism Review

Turnitin-Plagiarism-Framework

turnitin  [Need help?](#)

Store submissions in:

Standard paper repository

Compare submissions against:

Student repository

Website content

Periodicals, journals and publications

Similarity Report:

Exclude bibliographic materials

Exclude quoted materials

Exclude small sources

Save as default settings

Show report to students

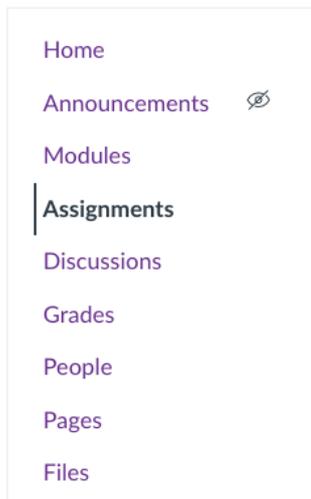
Never

8. You will now see Turnitin Settings that look familiar to how they were in Blackboard. Tick/untick the boxes to configure the setup how you wish.
9. You should also set the **Show report to students** settings to your preferred option.
10. Click **Save & Publish**.

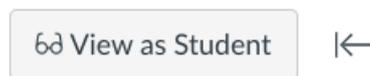
Activity 2: Make a Dummy Submission

1. Go to tinyurl.com/dummysubmission and **download the PDF**.

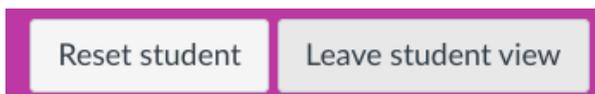
2. Back to your Sandbox, click **Assignments** in the course menu.



3. Click on the **title of the assignment** you have just created.
4. Select **View as Student** in the top-right corner.



5. Select **Start Assignment**.
6. **Upload the PDF** file you download.
7. Agree to the End-User License Agreement.
8. Select **Submit Assignment**.
9. Select **Leave student view** in the bottom-right.



10. **DO NOT** click Reset student as this will delete the submission that you have just uploaded. This submission is required for completing another activity.

Activity 3: Access A Similarity Report

1. In the course menu, select **Grades** to enter the Gradebook.
2. In **Gradebook**, locate the column for the assignment you have created.
3. Notice a **red icon** being displayed in the Gradebook. Can you guess what that is?

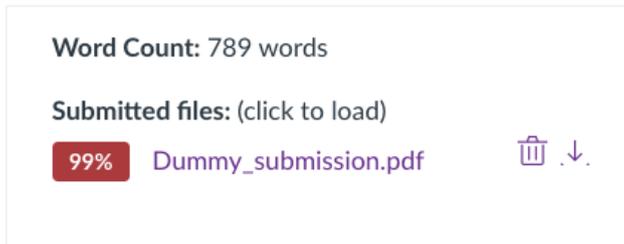


4. Click on the **three-dot icon** in the assignment column header and select **SpeedGrader**.

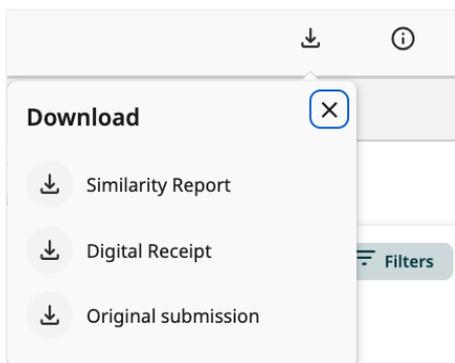
SpeedGrader is the Canvas tool used to mark assessments.

The similarity score will be displayed in the column on the right of the submission preview.

5. Click on the **percentage score** to access the Similarity report.



6. Take a minute to explore the Similarity report.
7. Can you **download** a copy of the Similarity score?

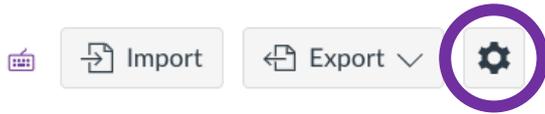


Similarity reports cannot be downloaded in bulk from Canvas. Instead, you must open each submission in SpeedGrader and click the download icon to retrieve them individually.

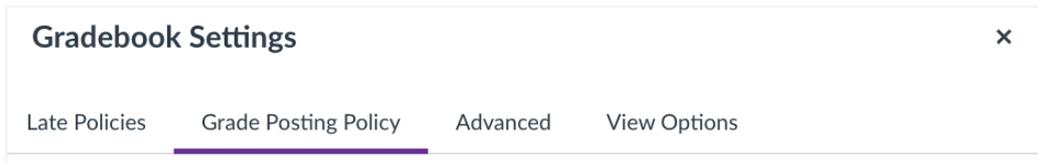
The Gradebook includes coloured icons that reflect the Similarity report scores of submissions. A red icon, for example, indicates that between 75% and 100% matching text has been found in the submitted paper. A clock icon means that the similarity report is still being generated.

Activity 4: Set up a Grade Posting Policy at Gradebook level

1. Access your **Canvas Sandbox**.
2. In the course menu, select **Grades** to access the Gradebook.
3. Click the cog icon in the top-right corner to access the **Gradebook settings**.



4. Select the **Grade Posting Policy** tab.

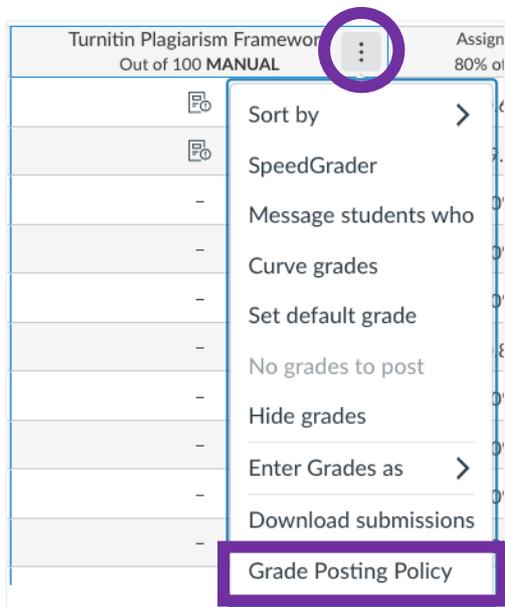


5. Select **Manually Post Grades**.
6. Click **Apply Settings** to save the changes.

Manually Post Grades is the default policy setting for all courses in Canvas, and the recommended option for all assignments. This does not apply to Sandbox spaces.

Activity 4: Set up a Grade Posting Policy at assignment level

1. In the course menu, select **Grades** to access the Gradebook.
2. Locate the column for the assignment you created.
3. In the assignment column header, click on the **three-dot icon** and select **Grade Posting Policy**.



4. **Manual** will be selected as the Assignment Level Policy defaults to the Gradebook Level Policy.

Switching to an Automatic Grade Posting Policy is **not recommended**.

5. Select the **X icon** to return to the Gradebook.

Activity 5: Posting grades

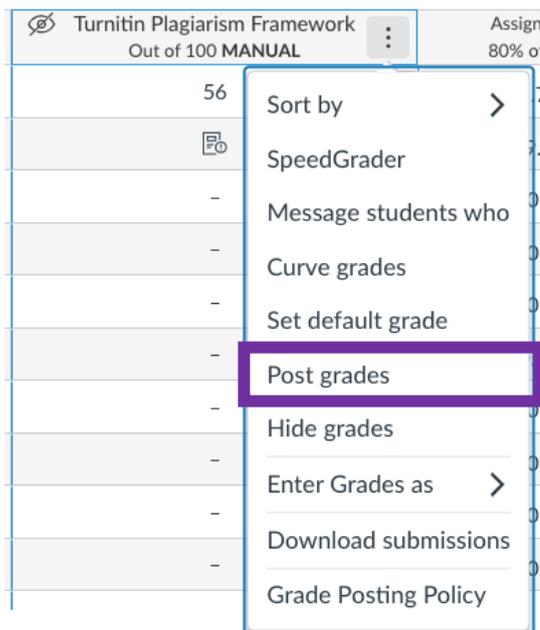
1. In the course menu, select **Grades** to access the Gradebook.
2. Locate the cell where the dummy submission is displayed.



3. Click on it and enter a grade.



4. In the assignment column header, click the **three-dot icon** and select **Post Grades**.



5. Select **Everyone**. This releases grades to all students.

× Assignment

Post grades

1 Hidden

Everyone
All students will be able to see their grade and/or submission comments.

Graded
Students who have received a grade or a submission comment will be able to see their grade and/or submission comments.

Specific Sections

6. Notice the number of currently hidden grades in the configuration settings.
7. An orange dot will also display in the assignment column next to those whose grades are hidden.

👁 Assignment	Out of 100 MAN...
	63
	45
●	56

8. Click **Post** to release the grades to students.
9. Can you enter student view to see what a student will see after the mark is released?