Enable Turnitin submission in IVLE Files / Workbin (Instructor)

Set up or create Turnitin submission folders in IVLE Files / Workbin.

**IMPORTANT NOTES**
Please read and understand the following before creating a Turnitin submission folder:

**Files hosted on Turnitin**

1. Enabling Turnitin submission means that students will upload their files directly to a Turnitin assignment via IVLE.
2. IVLE does not host a copy of the files for Turnitin submission folders.

**Access**

3. Only Module Owners and Managers can access students' files in Turnitin submission folders.
4. Read Managers cannot access students' files in Turnitin submission folders.

**Integration caveats**

5. You should not undo the integration once a Turnitin submission folder is created. Files are not passed back to IVLE by doing so.
6. IVLE submission folders with student submissions cannot be converted to Turnitin submission folders.

**Settings**

7. Turnitin assignment settings must be configured after the Turnitin submission folder is created.
8. Turnitin submission folders cannot contain sub-folders. Each Turnitin submission folder contains one Turnitin assignment.
   a. You can still create a normal student submission folder that contains several Turnitin submission folders.
9. Each student can only submit one file per assignment. If resubmission is allowed, any submission by a student overwrites his/her previous submission.

**Log in to IVLE.**

In the *Workspace*, click the *Module* code where you want to create the Turnitin submission folder.

Click *Files (Workbin)* on the sidebar.
If you are in Preview Mode, click to switch to Edit Mode.

Click + New Folder.

A window will pop up. Fill in the Folder Name.
Edit the **Folder Open Date**.

Edit the **Folder Expiry Date**.

Edit the **Accessible To** lists, if necessary. (Refer to *How do I grant my tools access to selective official groups?*)

Click **Yes** for **Student Submission Folder**. More options will appear below. (You may need to scroll down in the options window.)

Click **Yes** for **Enable Turnitin Integration**. Some options will be hidden.
A pop-over will appear. Read the instructions, then click Modify Assignment Settings.

Wait for Assignment Inbox to load.
Important

Continue to configure the Turnitin Assignment Settings.