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.
If you do not see other options other than the Folder Name, create a new empty folder first, then edit that folder.

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.)

- **Folder Name**: Assignment 1
- **Folder Open Date**: 05-05-2016 12:00 PM
- **Folder Expiry Date**: 04-06-2016 12:00 PM
- **Accessible To**: Select the students whom you want to grant access to.
  - Follows Parent Folder Access
  - Classes
  - Guests
- **Student Submission Folder**: Click Yes. Student can upload files into the ‘Student Submission Folder’.

Click **Yes** for **Enable Turnitin Integration**. Some options will be hidden.
Read and understand the instructions. Click + Create.

**Enable Turnitin Integration**

If this option is enabled, students will upload their files to Turnitin via IVLE. Module Owners and Managers can access students' files via IVLE. IVLE does not host a copy of the files.

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.