

# Create Turnitin submission folder in LumiNUS Files (Instructor)

Set up or create Turnitin submission folders in LumiNUS Files.



## 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 LumiNUS.
2. LumiNUS 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 LumiNUS by doing so.
6. LumiNUS 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. However, multiple Turnitin folders are best placed in a normal Files folder. This is to prevent accidental submission into the parent submission folder (which is not a Turnitin submission folder).
9. Each student can only submit *one file per assignment*. If resubmission is allowed, any submission by a student overwrites his/her previous submission.

The steps to create a Turnitin submission folder are:

1. Click the module card from the landing page, you will be brought to the module page.
2. Click **Files**.
3. If you currently do not have any folder, when you enter Files you will see a remark indicating that you do not have any folder and a link to **Create one**, click that link. Alternatively, click **+ CREATE FOLDER**. A form will appear and the first section is **GENERAL**.
4. Fill in the **Folder Name**.
5. Set **Folder Opens** date and time.
6. Set **Folder Closes** date and time.
7. Set **Sort Files by** based on how you want the files to be sorted.
8. Set **Allow Student Submission?** to **Yes**.
9. Set **Enable Turnitin Integration?** to **Yes**.

10. If you want to release feedback, set **Set Feedback Release Date for Turnitin Folder** to **Yes**. A date and time option will then appear, set the date and time accordingly. This date must not be earlier than the Folder Opens date and time.

## Create New Folder

for LL4209V LEGAL ARGUMENT & NARRATIVE

General Permissions

Folder Name

Folder Opens

Folder Closes

STUDENT SUBMISSIONS

Allow Student Submission?

Enable Turnitin Integration?   
When enabled, students will upload their files to Turnitin via LumiNUS. Module Facilitators can access students' files via LumiNUS.

Set Feedback Release Date for Turnitin Folder

11. Click **CREATE FOLDER**. You will be brought to **PERMISSIONS** section.

12. Set the permission for the folder. If you want to grant access to everyone in your module, tick **Everyone in this Module**.

### Create New Folder

for LL4209V LEGAL ARGUMENT & NARRATIVE

General **Permissions**

Who can view this folder?

Everyone in this Module X

- Everyone in this Module
- Class Groups >
- Facilitators >
- Guest Roster >

Cancel Create Folder

13. Click **CREATE FOLDER**.

#### Important

Continue to [configure the Turnitin assignment settings](#).