Important Notice Regarding Turnitin Usage

Dear Instructors and Students,

Recently, we have observed a significant increase in the utilization of our Turnitin licenses, leading to the depletion of our resources and impacting the tool's availability. The Educational Technology Analysts in the Teaching and Learning Centre have been working with Turnitin support to identify the root of the overages and address them. Through this process, we've identified that misuse of the tool, coupled with instances of courses not expiring promptly and duplication, has contributed to this depletion.

We believe we have the problem under control; however, we need to put safeguards in place going forward.

To ensure effective and responsible use of Turnitin going forward, we'd like to share some important guidelines:

1. Integration within Canvas Environment: Turnitin usage should strictly occur within the Canvas environment. This ensures that students only access and use the tool when necessary, specifically before submitting their papers or assignments.

2. Student access and Assignment Labeling: It's essential to create and label assignments with the respective Course CRN and Name, mirroring the conventions used in Canvas. Additionally, students should exclusively utilize their .net accounts when submitting assignments within Turnitin.

3. Instructor Email Usage: Instructors are reminded to use their institutional email addresses when creating Turnitin assignments, ensuring proper authentication and tracking of submissions. Institutional email domains should end with .ca or .net.

4. Assignment Expiration Date: Going forward, all assignment expiration dates should align with the institution's standard semester closure expiration period of 120 days (e.g., semester ends April 30, 2024 then assignment expires August 30, 2024). Please do not extend assignments beyond this timeframe unless necessary; the assignment expiration date should be within the one-year parameter of the assignment creation.

5. Usage in Canvas Sandboxes: Avoid assigning Turnitin assignments to Canvas Sandboxes, as this unnecessarily consumes additional assignment licenses reserved for registered students.

Should you have any questions or require further assistance, please do not hesitate to contact our Educational Technology Analyst team or the Teaching and Learning Centre.

Thank you for your cooperation.

Lasandra Conliffe & Jeanette Oliveira

Educational Technology Analysts

lasandra.conliffe@ontariotechu.ca

jeanette.oliveira@ontariotechu.ca

Sent on behalf of Dr. Susan L. Forbes

Director, Teaching and Learning Centre