

Administrator guide

# Getting started with

# Feedback Studio

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“Feedback Studio encourages you to work harder at putting your thoughts into words. Good writing skills will help you advance in your classes and career.”

Mishari Husien, Student, California State University, East Bay.

# Welcome to Turnitin...

As the newest member of the Turnitin community, we are excited to show you how Feedback Studio can help promote academic integrity, increase instructor efficiencies, and drive student success at your institution. From integrating Feedback Studio into your institution's Learning Management System to managing instructor accounts, we'll cover everything you need to know to provide a seamless onboarding experience and maximize your investment in Turnitin. Thanks for giving us the opportunity to serve you, we look forward to continuing our partnership well into the future.



# Feedback Studio overview

Feedback Studio is a similarity checking, feedback, and grading solution proven to safeguard institutional reputation and deter plagiarism. The world's most comprehensive collection of internet, academic, and student paper content ensures reliable results when checking student work for text similarity. Time-saving formative feedback and grading tools help students cultivate writing excellence, build critical thinking skills, and drive career readiness.

## Browser support

We support Chrome, Firefox, Safari, and Edge.

Feedback Studio is designed to complement existing workflows through integrations with your Learning Management System, single sign-on partners, and collaboration tools.

**34  
million**

Students benefit  
from Feedback Studio.

**15,000**

Institutions  
worldwide now use  
Feedback Studio.

**80/100**

80 of the top 100  
universities globally now  
use Feedback Studio.



### Safeguard academic integrity

Deter plagiarism and protect your school's reputation.



### Save time on grading and feedback

Intuitive commenting and grading tools make the process faster, easier, and more consistent.



### Measure student success at scale

Analyze student progress to inform instruction and support strategic initiatives.

The screenshot displays the Turnitin Feedback Studio interface. The main document is titled "Commercialization and Tourism in Tibet" by Angela Watts. The text discusses the growth of tourism in mountainous regions of Tibet and its impact on the local economy and culture. Several segments of the text are highlighted in red, indicating a match with sources. A sidebar on the right shows a "Match Overview" with a total match percentage of 16%. The sources are listed as follows:

Rank	Source	Match Percentage
1	blog.hubspot.com Internet Source	27%
2	tibet-tour.nationalgeogra... Internet Source	10%
3	grahamjones.co.uk Internet Source	2%
4	tibettravel.com/resources Internet Source	2%
5	lonelyplanet.com/tibet Internet Source	1%

# Learn to speak Feedback Studio

## Common terms:

### Administrator homepage

The administrator homepage displays a list of all accounts the user has administrator access to. Most Turnitin administrators will have a single account; however, administrators at larger institutions may manage accounts for multiple locations, or accounts that contain several sub-accounts and departments.

### Roster Sync

Roster Sync allows you to securely connect your student information system with Turnitin to provision multiple classes, users, and enrollments at once.

### Similarity Report

The Turnitin Similarity Report is a powerful tool that quickly identifies unoriginal or improperly cited student writing by highlighting similarities to the world's largest collection of internet, academic, and student paper content.

### Similarity score

Each Similarity Report generates a Similarity Score which is the percentage of matching or similar text that has been uncovered. The Similarity Score is not a determination of plagiarism.

### Submission Release

The Submission Release account option, when enabled for an account, allows the account's instructors to view student paper sources within Similarity Reports for papers that were submitted to a class existing within the account.

### Translated Matching

Translated Matching is an optional service offered by Turnitin, which allows your students to submit content in a non-English language, whilst retaining the ability to match against our vast database of English language content.

### Anonymous Marking

Anonymous Marking is a system of assessment where a student's name and any other identifiable information is unavailable to instructors.

### QuickMarks

A QuickMark is a drag-and-drop reusable comment that can be used by an instructor when editing or grading papers. QuickMarks are organized into sets, which administrators can create and share through their QuickMark library.

### PeerMark

PeerMark is a peer review assignment tool. Instructors can create and manage PeerMark assignments that allow students to read, review, and evaluate one or many papers submitted by their classmates.

### Indexing

Indexing is the process of storing a file within our repository. This process happens during the submission of a file. Admins can choose to index all submissions, allow users to choose, or not index any submissions.

# The administrator role

The role of the administrator is a vital one. As a Turnitin administrator, you help drive implementation, manage your institution's account, and serve as the main point of contact for instructors and students who have questions relating to Feedback Studio. The Turnitin administrator has the ability to:

- Assign sub-administrators to oversee specific campuses or departments
- Add and remove instructors from the account
- Select and customize the account settings
- Configure a Learning Management System (LMS) integration with Feedback Studio
- Audit your instructors' anonymous marking
- Create and share QuickMarks, rubrics, and grading forms
- Manage the rubric and QuickMark libraries
- Liaise with the Turnitin support team to manage instructor and student requests
- Run usage reports
- Request paper deletions

**The role of the administrator is a vital one, you help drive and manage implementation, as well as serve as the main point of contact.**

# Ready to get started?

Implementing and rolling out a new learning technology can be a hassle, but you can make it easier by ensuring you delegate and plan for training. Luckily, setting up your Turnitin account is simple. Follow these four quick steps, to get your institution using Feedback Studio in no time.

## Step 1

### Determine how users will access Feedback Studio

#### Adapt Feedback Studio to your workflow

Feedback Studio is designed to complement teaching workflows by integrating seamlessly with a variety of leading Learning Management Systems (LMS), single sign-on partners, and collaboration tools. Before your institution can start using the tool, you need to determine where and how instructors and students will access Feedback Studio. Access options include:

#### Native

Users access Feedback Studio through the Turnitin homepage. As the admin, you can add and manage instructors on your account. Once an instructor is added, they can begin creating classes, adding students, and creating assignments ([more info here](#)).

#### LMS integration

Users access Feedback Studio from directly inside your institution's Learning Management System ([more info here](#)).

#### Google Single Sign-On

Google Single Sign-On (SSO) allows users within your institution to log in to Feedback Studio with a single click ([more info here](#)).

#### Microsoft Teams

Turnitin is available in Microsoft Teams for built-in similarity checks on student assignments. Please note this integration doesn't support Feedback Studio's feedback and grading tools ([more info here](#)).

## Step 2

### Review settings for the institution

#### Define your users' experience

After setting up your Turnitin account, the next step is configuring your account settings in order to customize the Feedback Studio experience based on your institutional needs. There is a series of institutional settings in your administrator account you should review. As you review, decide how to best define your users' experience according to your institution's processes.

You can adjust your institution's default settings at any time, ensuring that all instructors and students get the same experience. You can control which features are available, as well as determine how student papers are stored, by controlling the repositories available to instructors. You can also change the password that instructors will use to join your account.

**More info on your Turnitin account settings can be found [here](#).**



### Pro tip

Make sure you choose a strong password to keep your account secure and personal information safe. We recommend a password that uses a combination of words, numbers, symbols, and both upper and lower case letters. Alternatively, you can use a password generator which creates unique and random passwords based on security recommendations.

## Step 3

### Communicate availability

#### Empower your academic community

After configuring your Turnitin settings and access point, you want to focus on empowering your users to get started quickly and provide some best practices to ensure they get the most out of Feedback Studio. We've included some helpful links and resources below.

#### Resources

[Interpreting the Similarity Report](#)

[Using Feedback Studio to Support Formative Learning](#)

[Student Collusion - The Problem and Prevention](#)

[Academic Integrity Lesson Seeds](#)

[Turnitin QuickMark Sets](#)

[Turnitin Rubrics](#)

[Turning Plagiarism into Teachable Moments](#)

[Emerging Trends in Academic Integrity](#)

[The Turnitin Difference: Our Content Databases](#)

[The Turnitin Difference: Our Web Crawler](#)

[Turnitin's Commitment to Data Privacy and Security](#)

#### Webinars & videos

[Understanding the Similarity Report and Assignment Analytics](#)

[Feedback Studio VidBITs \(Video Best Instructional Tips\)](#)

[Getting the Most Out of Feedback Studio](#) (webinar series)

[Grammar Grading Made Easier](#)

[Faster, Richer Feedback](#)

[Equitable Evaluation and Excellent Expectation Setting](#)

[Leveraging Effective Feedback to Impact Student Growth](#)

#### Webpages

[Using Feedback Studio to Support Remote Learning](#)

[The Plagiarism Spectrum 2.0](#)

[Turnitin Blog](#)

[Turnitin Resources](#)

[Turnitin Support Center](#)

As the Turnitin admin and the main point of contact for your account, you will receive updates from Turnitin on new Feedback Studio enhancements, value-add features, and resources, such as QuickMark sets and rubrics. It's important you forward these updates to instructors so they're kept in the loop.

### Pro tip

**Have instructors subscribe to our RSS feeds to receive alerts about any new release notes (more info [here](#)).**



## Step 4

### Monitor your account

#### Review and evaluate usage and account statistics

Feedback Studio provides important statistics about your account that can surface actionable data insights to inform instruction and identify learning gaps. These account statistics show a high-level overview of usage and similarity statistics for your account so you can easily determine which classes have the highest number of submissions or which instructors are power users of Feedback Studio's feedback and grading tools. Statistic reports are accessed from the administrator homepage and are available for download as a .csv file.

See [here](#) for checking statistics for Turnitin native and integrations access.

#### Pro tip

**Remember to regularly clean up your account and remove any instructor accounts who are not longer at your school or institution. We also recommend training your instructors to regularly create new classes each term, ensuring that inactive students are not counted against your student limit.**

# You did it!

If you have followed these steps, you have now implemented Turnitin at your institution. If something changes later, just revisit these steps.



## Wait! Before you go:

For anything related to technical support we have our support site. The [Turnitin Support Center](#) ensures customers get the very best answers to their questions no matter how they interact with Turnitin Technical Support, whether it be through email, live chat, telephone, or self-service. From there you can [check system status](#), and if something goes wrong, troubleshoot or submit a ticket.

### **The Turnitin support team can help you with:**

- Deleting a paper from the database
- Restoring a deleted class
- Locating a missing paper
- Deactivating an account
- Changing the account administrator
- Consolidating multiple accounts

**We are happy to have you in the Turnitin family!**

## Turnitin

Turnitin is a global company dedicated to ensuring the integrity of education and meaningfully improving learning outcomes. For more than 20 years, Turnitin has partnered with educational institutions to promote honesty, consistency, and fairness across all subject areas and assessment types. Our products are used by educational institutions and certification and licensing programs to uphold integrity and increase learning performance, and by students and professionals to do their best, original work.

## Feedback Studio

Turnitin Feedback Studio is the only comprehensive online learning solution proven to prevent plagiarism and foster a culture of academic integrity. It empowers instructors with time-saving grading and personalized feedback tools that engage students, develop critical thinkers, and drive career readiness. Feedback Studio comes with a collection of curriculum resources and is designed to complement how you teach by integrating seamlessly with your LMS.

