Removing Staff from Turnitin assignments and modules

When staff are no longer teaching a module, they need to be removed from Turnitin assignments before they are unenrolled from the module. If staff are unenrolled from modules before disassociating them from Turnitin assignments, this breaks the link between the Turnitin database and the Blackboard database which cannot be restored. More importantly, it creates technical problems for those staff remaining on the module.

Staff can be disassociated from a single assignment in the module. It is not necessary to remove them from every assignment.

Navigate to the assignments area of the module and hover over an assignment title. Select ‘Edit’ from the menu.

This takes you to the screen displaying the assignment settings and there will be a link at the foot of the page to ‘Modify Instructors’.

When you click on ‘Modify Instructors’ you will see a list of those instructors enrolled on the module and you can click the broken chain icon to break the link between the appropriate instructor and the class. The instructor can then be unenrolled as normal.