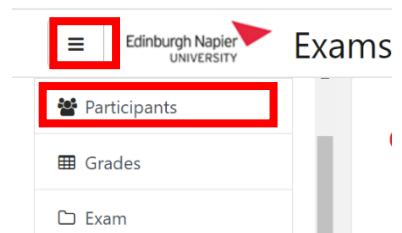


Instructions for Exams team- How to create a group and restricting access to the correct exam paper

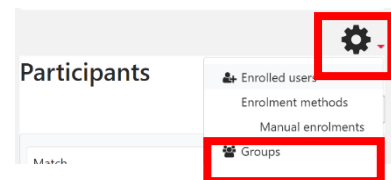
Create a Cohort Group

Create a group with the students who require access to the secondary paper.

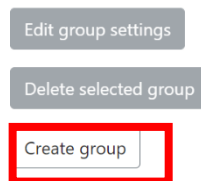
Go to the Participants Page – this is accessed via the left-hand side menu



On the Participants Page, click on the Cog menu on the Right-hand side – Select Groups



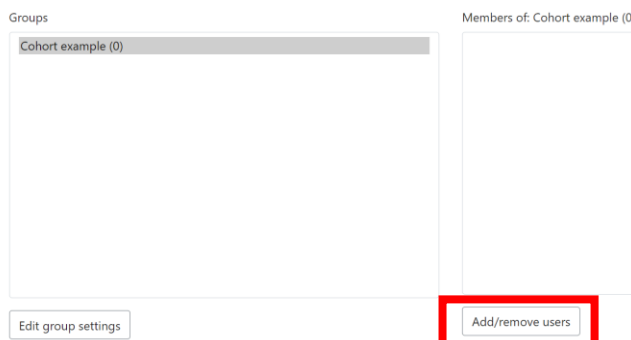
Towards the bottom of the page- click Create Group



Give the Group a name and then Click Save changes at the bottom of the page

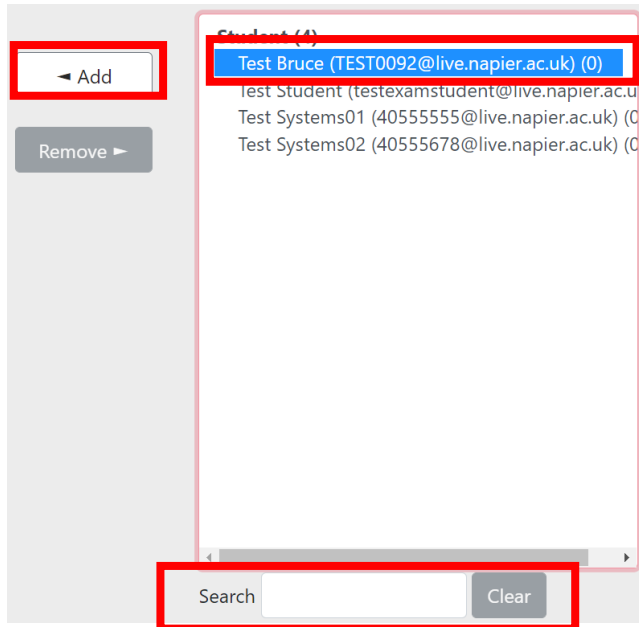


On the Groups page, select the group you have created – this will highlight grey and then click Add/remove users.



Instructions for Exams team- How to create a group and restricting access to the correct exam paper

Find students who need to be added to group, using search box at the bottom right-hand side or by select the students from the list and clicking Add.

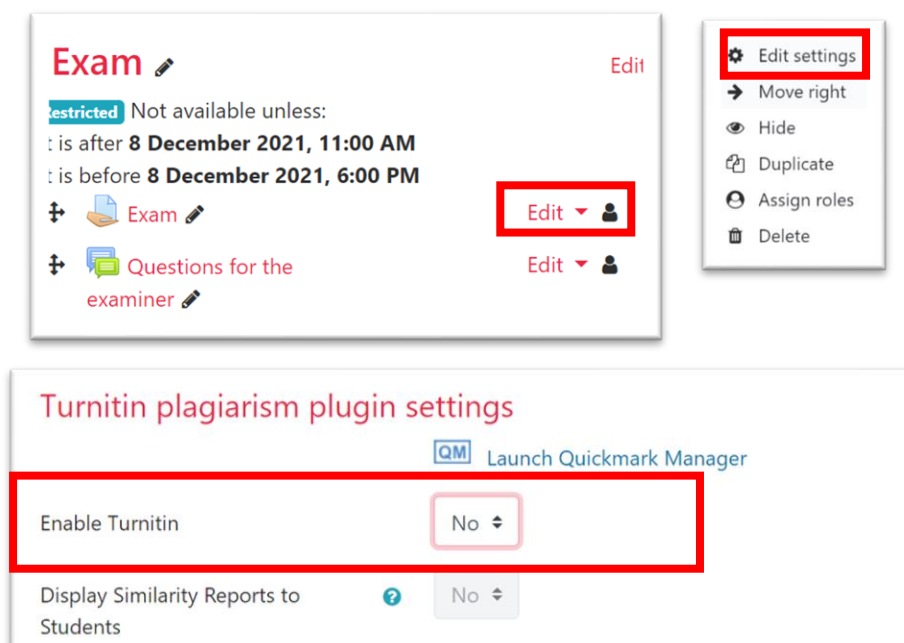


Once all students have been added to the group, return to the main Exam page.

Duplicate Submission Box

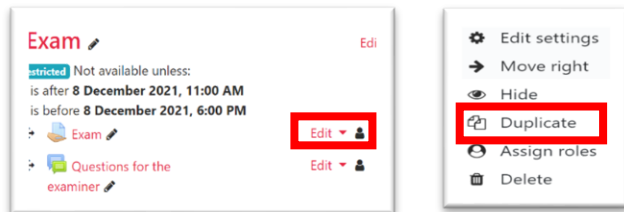
Turn Editing on.

Next to the submission box click Edit and from the menu - select Edit Settings. Scroll to the 'Turnitin Plagiarism plugin settings' section and Set Enable Turnitin to **No** then Click Save and Return to Course at the bottom of page



Instructions for Exams team- How to create a group and restricting access to the correct exam paper

Next to the Submission Box click on Edit and from the menu select Duplicate



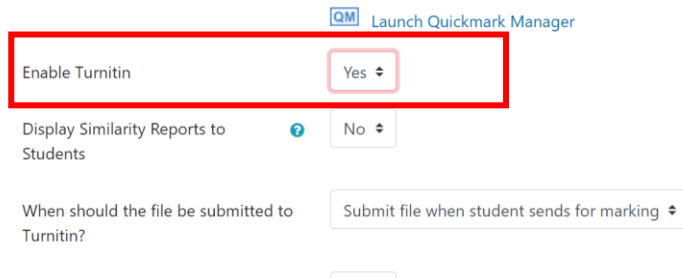
Re-enable Turnitin for both submission boxes

Once the Secondary box has been added, click Edit next to the original Submission box and from the menu Select Edit Settings - Scroll to the Turnitin Plagiarism plugin settings section and Set Enable Turnitin to **Yes** and the Click Save and Return to Course at the bottom.

Repeat this process for the secondary box.



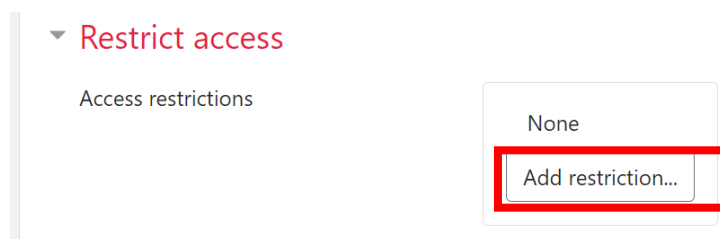
▼ Turnitin plagiarism plugin settings



Restrict Access

Now that the two submission boxes are set up, the following steps can be used to separate student access to the different papers.

In the Edit Settings page go to the restrict access settings section and click Add restriction... Select Group from the pop-up window



Instructions for Exams team- How to create a group and restricting access to the correct exam paper

For the Submission box where the exam paper uploaded is related **to the group created** – Set restrict access as follows

This screenshot shows the configuration for a restriction where students must match the following criteria. The interface includes a dropdown menu set to 'must', a search icon, a group name 'Cohort example', and an 'Add restriction...' button. Red boxes highlight the 'must' dropdown, the search icon, and the group name. Red arrows point from these elements to explanatory text boxes: 'Restricts students outwith group from accessing' points to the 'must' dropdown; 'Hides submission from those outwith group' points to the search icon; and 'Name of Group created' points to the 'Cohort example' dropdown.

For the Submission box where the exam paper which is **related to students outwith group** – Set restrict access as follows

This screenshot shows the configuration for a restriction where students must not match the following criteria. The interface includes a dropdown menu set to 'must not', a search icon with a slash, a group name 'Cohort example', and an 'Add restriction...' button. Red boxes highlight the search icon with a slash, the 'must not' dropdown, and the group name. Red arrows point from these elements to explanatory text boxes: 'Restricts students within group from accessing' points to the 'must not' dropdown; 'Hides submission from those within the group' points to the search icon with a slash; and 'Name of Group created' points to the 'Cohort example' dropdown.

Once Restriction is added click Save and Return to Course. The submission box should have similar restriction details to the image below.

This screenshot shows the final restriction message displayed in the submission box. The message is: **Restricted** Not available unless: You do not belong to **Cohort example** (hidden otherwise). The entire message is enclosed in a red border.