**Calculating word count in Blackboard Ultra**

The two main coursework/assignment submission options in Blackboard Ultra are the Blackboard Assignment tool and Turnitin.

**Blackboard Assignment**

Students often submit their coursework as attached file(s) via the Bb Assignment tool, for staff to mark and provide feedback, such as a document, spreadsheet and/or media files. These attached files don’t include word count functionality. If the student inputs text directly into the submission *Content Editor*, the student can view the word count below the submission editor, which updates automatically as they input text. However, staff don’t see the word count when they view the submission via the marking and feedback interface. (Note, the marking and feedback digital annotation tools aren’t available to staff when students input content directly into the submission *Content Editor*.)

To calculate word count for either attached file(s) or text directly into submission *Content Editor*, staff can highlight all the text in the marking and feedback interface within their browser window, and right click to select ‘*Copy*’ and then ‘*Paste*’ into a MS Word blank document and check the word count. Alternatively, attached files can be downloaded from the marking and feedback interface via the three dots (…) to the top right of the submission, and select ‘*Download*’. Which can then be opened directly into the relevant application such as MS Word to check the word count.

**Turnitin**

For Turnitin submissions staff can view the word count viathe *Document Viewer* marking and feedback interface. It displays the word count on the grey bar towards the bottom of the browser window. It is also available from the *Submission* Information ⓘ icon (bottom right grey icon), for each submission.

However, the word count in Turnitin is not always 100% accurate (see notes below). Due to which staff can download and view the original file in MS Word, to ensure accuracy and consistency in calculating word count.

Notes:

* The word count may have small inconsistencies between MS Word and Turnitin, and between different file type submitted (Word doc or pdf file).
* The original file can be downloaded from the *Download* icon (bottom right) in the marking and feedback interface, or from the *Assignment Inbox*.
* The word count is also displayed to the student when submitting their submission via Turnitin.
* The word count includes all text in the submission, including any cover page, references & bibliography, etc, though doesn’t include images, non-text elements.
* The *Template* functionality available via the Turnitin assignment settings, does not exclude elements from the word count (it excludes elements from the *Similarity* check).
* It may also be necessary to copy text from a pdf viewer into MS Word, or convert to MS Word to determine word count.