



turnitin®

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***Promoting Academic Integrity
and Excellence in Writing***



the people's university

2012

1. What is Turnitin?

Turnitin (<http://www.turnitin.com>) is a Web-based service that allows a user to find and highlight matching or unoriginal text in a written assignment.

Instructors (e.g. Tutors, Course Coordinators) can submit their students' assignment to Turnitin for checking or else allow students to submit their draft written assignments to the service for checking.

Turnitin has a large database of electronic academic materials which it indexes and stores.

Turnitin basically checks the assignment against its databases to look for matches or near-matches in strings of text. The databases store information covering:

- all pages found on the Internet (more than 2 billion pages updated at a rate of 40 million pages per day), as well as archived Internet documents that are no longer available on the live Web.
- subscription repository of periodicals, journals, and publications
- all previously or concurrently papers submitted to Turnitin

At the end of the scanning process, Turnitin then generates an Originality Report online which the user can refer to. The Originality Report summarizes and highlights all matching text found in the submitted document.

2. What does the Originality Report indicate?

Turnitin generates an Originality Report and an overall similarity index. The Originality Reports are represented in the Instructor's inbox by a colour-coded icon. (Within your inbox, click on the coloured square to view the actual report). The colour of the icon indicates the overall similarity index, percentage of text in the student paper which appears to match text from other sources.

Turnitin may generate the Originality Report in as little as a few seconds or it may take up to several hours at peak times. If the coloured icon hasn't appeared in your inbox or is grayed out, trying waiting a few minutes and then refreshing or reloading your browser window.

Turnitin does not determine plagiarism. The Overall Similarity Index is a measure of the percentage of the paper that the system was able to find matching text for, regardless of whether or not the text was properly cited. The decision on plagiarism and proper citation will have to be made by the Instructor.

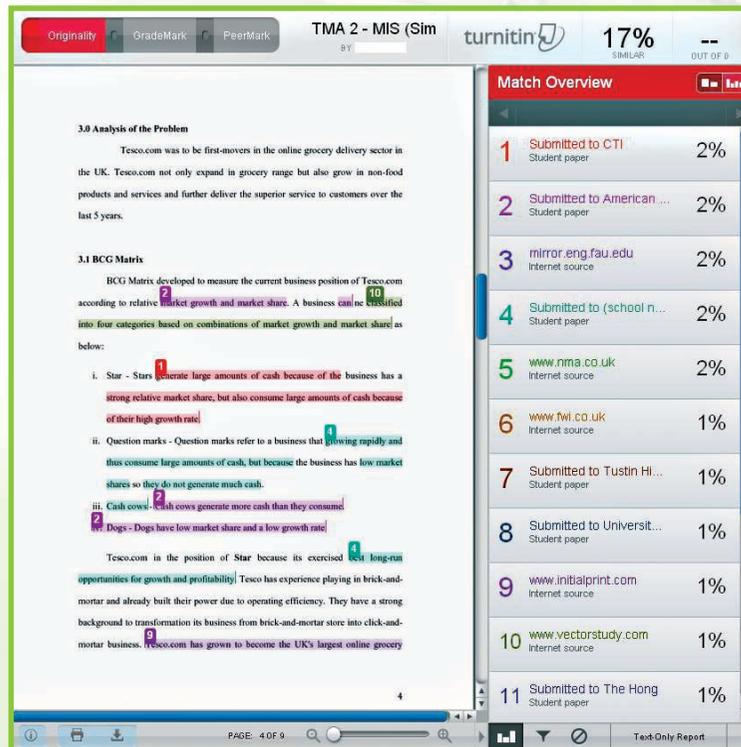
Example 1 Originality Report Colour Index

Less than 20 matches		No matching words
6 %		1-24% matching text
44 %		25-49% matching text
70 %		50-70% matching text
80 %		75-100% matching text

Students find the Originality Report useful for editing papers that include too many quotes and paraphrases. Faculty finds the Originality Report useful as a tool to teach students proper citation practices and highlight the need for more student originality. Faculty can also use Turnitin as a tool to detect possible instances of plagiarism.

It is up to the users of Turnitin to analyze and interpret matching text in the Originality Report. Help screens within the Turnitin interface go into more detail.

Example 2 Sample of an Originality Report



Document viewer (PDF) format

3. How do Students get started?

Instructors should give students their **Turnitin class ID** (a unique **numeric** identification number for a specific class) and **class enrollment password** in order to use Turnitin for that class.

3.1 New users: Create a user profile

- Go to <http://www.turnitin.com>
- Under the E-mail text box, click at **Create account**.
- At the next screen, under Create New Account header, click at **Student**.
- Under **Create a New Student Account** screen, enter the **Turnitin class ID** and the **class enrollment password**. {Your Instructor should supply this information}
- Continue to fill out the form with your full name and e-mail address. Create your personal Turnitin login password and confirm it. Select a secret question and answer it. Read through the user agreement and, if you agree, click **I agree – create profile**.

3.2 Returning users: Add your current class to your profile

- Log in to <http://www.turnitin.com> with your e-mail address and the personal login password you created.
- Click **enroll in class**, and enter your Instructor's **Turnitin class ID** and **class enrollment password**. {Your Instructor should supply this information}

3.3 Submit a paper

- Log in to <http://www.turnitin.com> with your e-mail address and the personal login password you created.
- Once you log-in you will see a list of your classes. Click your class title to see the list of assignments associated with it.
- In the **assignment list** look for the title of your assignment. To the right of the title click the **Submit** icon. 
- Where you see **submit a paper : by file upload (step 1 of 3)**, leave the default setting **single file upload**. You can also use the *cut & paste* upload option.
- Enter submission title, i.e., the title of your paper.

- To upload a file, click on the **Browse** button, find the paper on your disk or computer, and then click on the **upload** button.
- Be sure it is the paper you want to send, then click on the **yes, submit** button.

3.4 Read your Originality Report

If your Instructor wants you to see your own Originality Report, please use the following steps:

- Log in to <http://www.turnitin.com> with your e-mail address and the personal login password you created.
- Click on class title.
- Click on assignment title.
- Click on the **Show details** link and you will see a percent match and a coloured square. **Click on the coloured square** (under Report header) to see the Originality Report.

Multiple drafts

If your Instructor has set up the Turnitin assignment to allow you to submit multiple drafts of your work for checking, just log-in to Turnitin and resubmit your work as you did before. Your newer draft will overwrite the older one. Kindly take note that for **resubmission of assignment**, Turnitin system will take **24 hours per assignment** to generate the Originality Report.

4. How do Instructors get started?

For Course Coordinator, go to **Turnitin Account Request** link posted at the **Staff Portal > Quick Links**. Verify the information provided and click on **Submit**.

For Tutors, the same link is provided on the Tutor Portal. You will receive an activation e-mail from Turnitin.com.

- Go to <http://www.turnitin.com>
- Sign in using your Wawasan Open University e-mail address, and the temporary password (case-sensitive) provided by Turnitin.com.
- Once you log-in you will be taken through a step-by-step startup process, and you will also have the chance to change your password and any other personal information.

4.1 Course Coordinator creates a Master class

- Log in to <http://www.turnitin.com>
- Click on **+add a class**.



Example 3 Sample of Add a class page

- Select **master class** type.
- Enter the **master class name**, **class end date** (e.g. end of each semester) and **TA join password**.
- Click on the **submit** button.
- Provide the **Master Class ID** (a unique **numeric** identification number for a specific Master class) and the **TA join password** information to your respective Tutors.

A screenshot of the 'create a new class' form. The form has a dark header with the title 'create a new class'. Below the header, there are several input fields: 'class type' (a dropdown menu set to 'master class'), 'master class name' (a text input field with 'BRIDGE101 Strategic Management' entered), 'class end date' (a date picker set to '13-May-2012'), and 'TA join password' (a text input field with 'strategic' entered). There is a 'submit' button at the bottom. A yellow note box provides instructions on how to add teaching sections to a master class.

Example 4 Sample of a New Master class page

4.2 Tutor joins Master Class

- Log in to <http://www.turnitin.com>
- Click on **join account (TA)** tab header.
- Enter the provided **Master Class ID** and **TA join password** information provided by Course Coordinator.
- Click on the **submit** button.

A screenshot of the 'join class as a teaching assistant' form. The form has a dark header with the title 'join class as a teaching assistant'. Below the header, there are two input fields: 'master class ID' (a text input field with '1000000' entered) and 'TA join password' (a text input field with 'strategic' entered). There is a 'submit' button at the bottom.

Example 5 Tutor (TA) joins Master Class page

- On the next screen, Tutor is required to enter the following information.
 - section name or number
 - section enrollment password
- Provide the **Class ID** (a unique **numeric** identification number for a specific section name) and **enrollment password** to your students.

4.3 Tutor creates an Assignment Portfolio

- Click on the name of your section class in your class list.
- Click on the **+New Assignment** button.
- Select the **Paper** type assignment. Every assignment must start as *Paper assignment*. Instructor can then decide if they wish to attach a revision assignment to the *Paper assignment*. Click on **Next Step**.
- Follow the on-screen step-by-step instructions for defining your new assignment.
- Enter an **assignment title**, specify **start and due dates and times**, enter any **special assignment instructions**, and select **yes to generate Originality Reports for submissions**.

A screenshot of the 'Select your assignment type' dialog box. The dialog box has a dark header with the title 'Select your assignment type'. Below the header, there are two radio button options: 'Paper Assignment' (which is selected) and 'Revision Assignment'. To the right of the 'Paper Assignment' option, there is a text box with a description: 'Paper Assignment - The paper assignment type is the base assignment for all other assignments types (PeerReview, Revision, and Feedback)'. Below the options, there is a 'Next Step' button.

Example 6 Selecting Assignment Type page

5. More options

- Using the drop-down list, specify when the system should **generate originality reports for student submissions** and whether you will **allow submissions after the due date** and/or **allow other papers to be checked against submissions**.
- Use the check boxes to indicate that the system should **compare submissions against these search targets**.

For further information or assistance, please contact:

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