Introduction to TurnItIn

Reykjavík University
Hafdís Dögg Hafsteinsdóttir
information specialist
hafdisdh@ru.is
How does Turnitin work?

• Student‘s assignments are uploaded to Turnitin

• Turnitin creates a report which highlights the similarity between assignments and texts in the Turnitin database (Turnitin database includes billions of websites, journal articles and student papers)

• The report depicts in percentages the matches between the student paper and other sources in the Turnitin database

• Turnitin creates a list with sources that match the student paper
Getting access to Turnitin

• Two methods of getting access for students:
  A. An instructor enters new students to the system and the students get an e-mail from the system
  B. An instructor provides students who are already Turnitin users with „Class ID“ number and password and students register themselves in a new class in Turnitin

• The following instructions apply to method A
Getting access to TurnItIn – method A

- When a student is entered to Turnitin by an instructor he gets an e-mail from the system
- The e-mail includes instructions on how to get access to Turnitin
- Click the link in the e-mail log in and follow the instructions on the screen
- **You need to create access within 14 days from receiving the e-mail**
Getting access to TurnItIn – method A

• Enter your e-mail address and last name and click on “Next”

• You receive another e-mail from Turnitin
  You need to **activate your account within 24 hours**

  ![Reset User Password](image)

  - Click the link in the new e-mail and follow the instructions
Getting access to TurnItIn – method A

- Choose your password
- The password must be at least 6 characters and include at least 1 letter and 1 number
- Click the “Return to the homepage and log in” and log on
Getting access to TurnItIn – method A

• Once you have logged on you can choose a new password or use the one you created before

• Choose your “Secret question” and answer

• If you forget your password and answer to the “secret question” you can still have the system send you an e-mail
Registering for a class in TurnItIn

- Instructors have two possibilities of entering **students who are already Turnitin users** in a new class
  
  **A.** Instructors can register students in a new class and students receive an e-mail from the system

  ![Turnitin No Reply](image)

  **You have been enrolled in a Turnitin class by your instructor.**

  Students don‘t need to take any action and can start uploading papers to the new class

  **B.** Instructors can provide students with the „Class ID“ number and password and students register themselves to a class

  » Students register by clicking the „Enroll in a Class“ tab on their Turnitin home page
1. Submitting a paper
2. Waiting for the report to be generated (1-5 min.)
3. Viewing the *Originality Report*
4. Different ways of viewing
   - an overview of matches
   - a break down of matches
   - filters and settings
   - exclusion of resources
Submitting a paper

• Choose the appropriate class and assignment:

• Click the blue „Submit“ button to upload a paper
Submitting a paper con’t.

- There are two methods for uploading a paper:
  - Single file upload
  - Cut & past upload

- Files can be Word, WordPerfect, PostScript, OpenOffice (ODT), HTML, RTF, PDF format
  - up to 20 Mb
  - max 400 pages

- Name the paper

- Upload from ...
  - your computer, from Dropbox or Google Drive

- Click th „Upload“ button
Submitting a paper con’t.

• You can view your paper in a new window
• You can still cancel the submission
• Click the „Confirm“ button to upload your paper
• You get a message stating that your submission has been successful (or not)
Submitting a paper con‘t.

• Your „Digital receipt“ appears on the screen:

  Congratulations - your submission is complete! This is your digital receipt. You can print a copy of this receipt from within the Document Viewer.

• You also receive an e-mail with your submission „Paper ID“ number which also counts as a digital receipt

  This is your Turnitin Digital Receipt

  
  Turnitin No Reply <noreply@turnitin.com>

  to me

  10:55 AM (2 minutes ago)

  Dear Jonni Bollason,

  You have successfully submitted the file "tiraun" to the assignment "Verkefn 1" in the class "Aðferðafæði" on 06-Sep-2016 10:55AM. Your submission id is 701634120. Your full digital receipt can be downloaded from the download button in your class assignment list in Turnitin or from the print/download button in the document viewer.

  Thank you for using Turnitin,

  The Turnitin Team

• Digital receipts can also be generated from your Turnitin home page (see later)
Submitting a paper

To submit a paper to *Turnitin* you need to click on the appropriate class and choose the right assignment to submit to:

Click on „View“ which takes you into the assignment and then click the *Submit Paper* button

- You can submit assignments in four ways:
  - uploading a single file
  - cut and paste your text into a special window
  - uploading multiple files (similar to attaching files to an e-mail)
  - uploading a Zip-file (up to 200 Mb eða 1000 files)
- files can be Word, WordPerfect, HTML, TXT, RTF, PDF formats
- individual files can be 20 Mb but pure text files 2 Mb
After paper submission your class home page should look something like this:

- Similarity check is generated and displayed in percentages and colours
- To view the originality report you click the percentage and the report opens in a new window
The Originality Report shows side by side the student's text and the source(-s) which match the text.
Deciphering „Originality Check“

The paper pops up in the „Document Viewer“ window

– on the left is the student paper where text which matches texts in the Turnitin databases is highlighted – different colors for each database
– on the right there is a list of databases which hold texts with the matched text in the student paper

Purdue University. Topics include fair use law, educational exceptions to copyright law, and library copyright issues. U.S. legislation noted includes the Digital Millennium Copyright Act of 1998 (DMCA), the Copyright Term Extension Act of 1998 (CTEA), and the Technology, Education, and Copyright Harmonization Act of 2002 (TEACH).

➢ In the top right hand corner is the overall match percentage:
Assessing „Originality Check“

Turnitin arranges percentage matches on a color scale:

- **blue** – no match
- **green** – 0-24% match
- **yellow** – 25-49% match
- **orange** – 50-74% match
- **red** – 75-100% match

**Instructors do not assess a project solely on whether there is a match in Turnitin!**
Assignment home page after submission

- The “Resubmit” button becomes active if resubmission is allowed.
- The “View” button is active where you can view the paper you uploaded for submission.
- The “Download” button is also active where you can i.g. download a digital receipt.
Saving „Originality Report“ in PDF form

• Open the class home page and click the percentage number for the appropriate assignment and the originality report opens in a new window

• Click the printer sign in the bottom left corner to download the report in PDF form

• Choose „Download PDF of current view for printing“ (the download may take a while)

• Save the report and/or send by email
Here the greatest match is with a resource in the Skemman repository 3%
Colours and numbers in the student paper correspond with the colours and numbers in the match overview list on the right
You can filter parts of your paper from the match by clicking the **funnel** i.e. reference list, direct quotes and „small matches“ 3-4 words
Match with your own paper

- According to RU code of conduct each paper shall be unique.

- All reuse of projects, whether within a course, between courses, or between study programs, is not permitted, unless otherwise noted.

- In some cases students are allowed to postpone a final project or split it and submit it in parts
  - If a student has uploaded part of his paper during fall semester and the rest during spring semester chances are that he gets a match with “himself”
  - If a student has permission for this his instructor can exclude the first submission and have the system generate a new percentage for match
User instructions at turnitin.com

• Help or at ...  

• Videos and articles
  – articles on submitting papers  
  – videos on submitting papers  