

# How to Use Turnitin

## An Introduction for Instructors

Please note that any student papers checked by Turnitin are added to the Turnitin database. This means that if a student submits material from a paper that was already submitted earlier by the same or a different student, the material will be identified as already submitted.

### 1. How to Get an Account and Activate It

1. First, send a message to the Learning Technology Center (LTC) at [ltc@uww.edu](mailto:ltc@uww.edu). You will then be added to the system.
2. After you are added to the system, you will receive an email message from the Turnitin Helpdesk entitled "You have been added as an instructor." The message will contain your email address, which will be your username, and an automatically generated password, which you can change later.
3. Click the link in your enrollment email message, or go to <http://www.turnitin.com> to log in.
4. At the top of the Turnitin log in page, shown below, enter your complete email address and the password from your enrollment message into the blanks. Note that your password is case-sensitive, and it is best to copy the password from the email and paste it into the blank.

Turnitin logo

Login Page Password Help New Users

E-Mail:  Password:  Login

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5. After logging in, you will see the User Profile screen, shown on the next page. Create a new password and confirm. The password must contain 6 to 12 characters, and must contain at least one letter and one number. Select a secret question and type the answer, then click Next.

**Welcome to Turnitin!**

You have been added as an instructor to the account **Turnitin University**.

Before you can get started, we want to confirm your user information and give you the chance to change your password. Please feel free to change your password or any other information as needed. Keep in mind that your password must contain at least one letter and one number.

When you are done, click "next" to continue.

**your email:**

**current user password:**

**new user password:**

**confirm your new password:**

**secret question:**

**question answer:**

**your first name:**

**your last name:**

6. Next, you must accept the user agreement by clicking on the I Agree link.

**Create a user profile**

Please read our user agreement below. Select "I agree" to complete your user profile.

Turnitin and its services are maintained by iParadigms, LLC ["Licensor"], and offered to you, the user ["User"], conditioned on your acceptance without modification of the terms, conditions, and notices contained herein. Your use of this web site constitutes your agreement to all such terms, conditions, and notices.

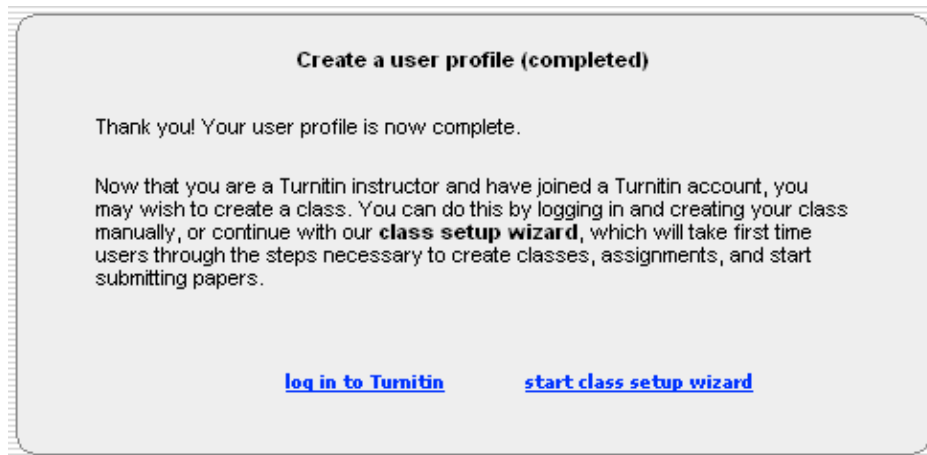
Personal and noncommercial use limitation

This web site is for your personal and noncommercial use only.

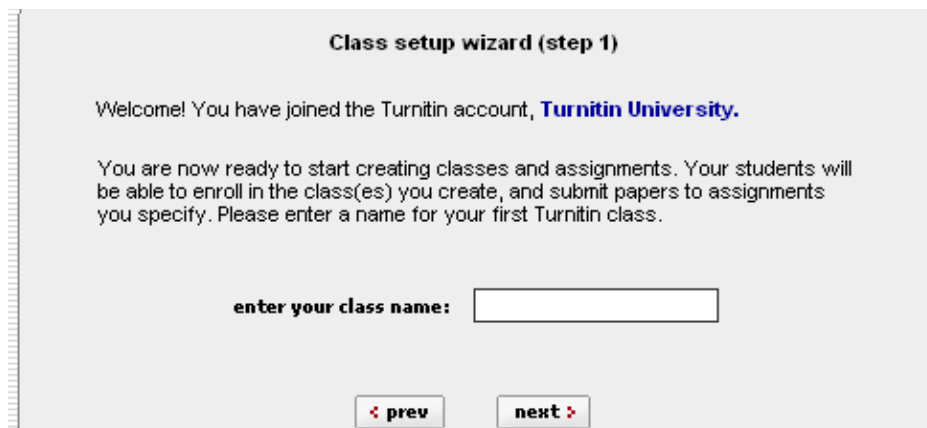
[I disagree -- cancel profile](#)      [I agree -- create profile](#)

## 2. Setting up your First Course Using the Class Setup Wizard

1. After you accept the user agreement, you will see the window below. Click the Start Class Setup Wizard link. This will allow you to create your first class.



2. Enter the name of the class where you want to use Turnitin to check papers. It is best to use a version of the official class name, to minimize possible confusion, for example: 2061-MARKETNG-PRINCIPLES OF MARKETING 311, Section 1. Then, click Next.



3. On the next screen, enter a **class enrollment password**. You need to create the password even if you don't plan to use it. But, make sure to write it down, just in case. Students can submit papers to their D2L dropbox, and you can import the papers into Turnitin. Then, click Next.

**Class setup wizard (step 2)**

Thank you! You have created the class: **English spring 05**.

Your class ID number is: **1274293**.

If you are planning to have your students use Turnitin, they will enroll in your class using the class ID (above) and a password that you create, called the **class enrollment password**. Please make sure to note your enrollment password and class ID so you can give this information to your students.

**class enrollment password:**


### 3. How to Set Up Your First Assignment

1. Enter a name for your assignment and select a due date, then click Next.

Thank you! Your class has been created.

Now that you have joined an account and created a class, the final step before you and your students can begin submitting papers is to create your first Turnitin assignment. Please enter a title for your assignment and an assignment due date.

**enter your assignment name:**

**select the assignment due date:** Mar ▼ 15 ▼ 2005 ▼ 

**optional assignment info:**

2. After following the above steps using the Class Setup Wizard, you have created a new class into which you can add student papers for testing. Click the link End Wizard and Log In link to log into Turnitin to start submitting your papers.



**Class setup wizard (completed)**

Congratulations! You have completed the class setup wizard, and are ready to start using Turnitin.

If you are going to have your students submit papers, please instruct them to create their own user profiles and login to Turnitin. Make sure your students have your class ID and enrollment password--they will need this information to create their user profiles.

If your students already have profiles with Turnitin, they can login and enroll in your class.

If you plan on submitting papers yourself, please login to Turnitin and click on the name of your new class. You will be taken to your class home page, which will look much like this:

| # | assignment                          | inbox   | submit  |
|---|-------------------------------------|---|---|
| 1 | <a href="#">your new assignment</a> |  |  |

click to submit


Next to the name of your assignment will be a submit button to the right. You can click on the submit button to submit your first paper.

[end wizard and log in](#)

## 4. Submitting Papers for Testing

1. After leaving the Class Setup Wizard, you will be in your Turnitin homepage. This contains a listing of all the classes you have created. To enter a class, you click on the class name in the “add a class” column.

**Welcome, Jane Doe.** 
[my classes](#)
[user info](#)
[user type](#)
[logout](#)
[messages](#)
[help!](#)




**Now viewing:** All accounts and classes 

**i** This is your instructor homepage. To create a class, click the add a class link. To display a class's assignments and papers, click the class's name.

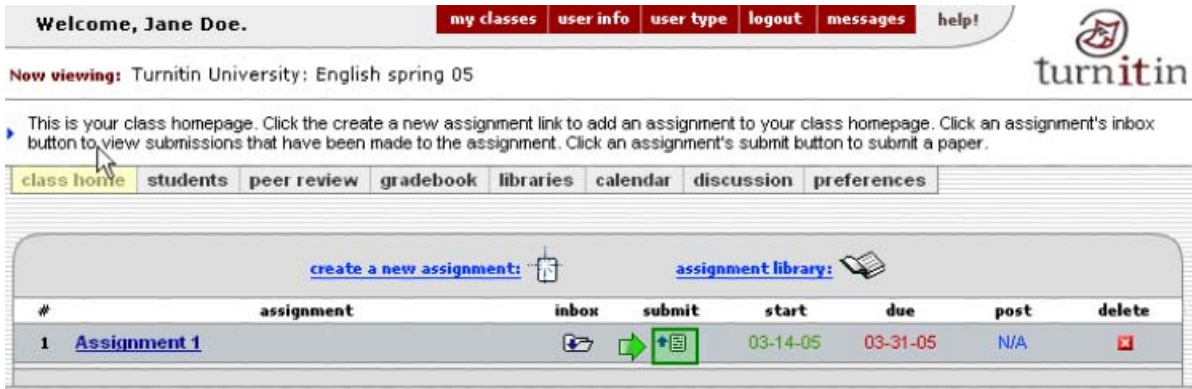
[join account](#)
[join class \(TA\)](#)

[Turnitin University](#)

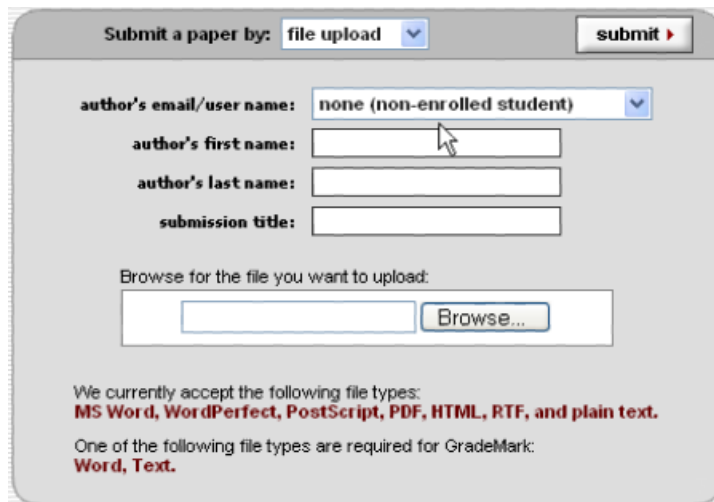
[add a class](#)
 show: active classes

| class ID | enter a class                     | status | stats   | update  | del   |
|----------|-----------------------------------|--------|---|---|---|
| 1273622  | <a href="#">English spring 05</a> | active |  |  |  |

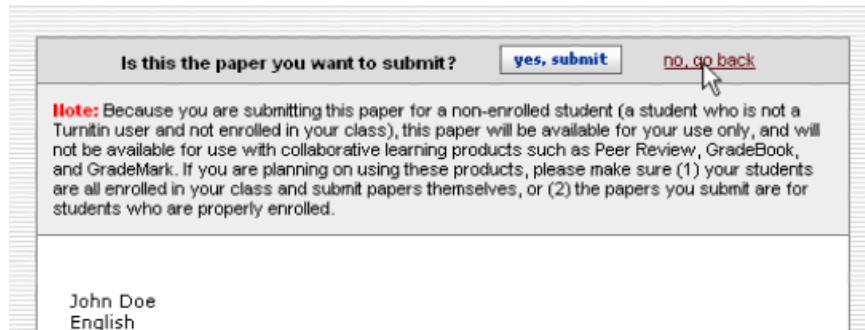
2. Click on your class name in the “enter a class” column to enter the class you created. You will also see the assignments you have created. To submit student papers for checking, click on the Submit button, to the right of the assignment name.



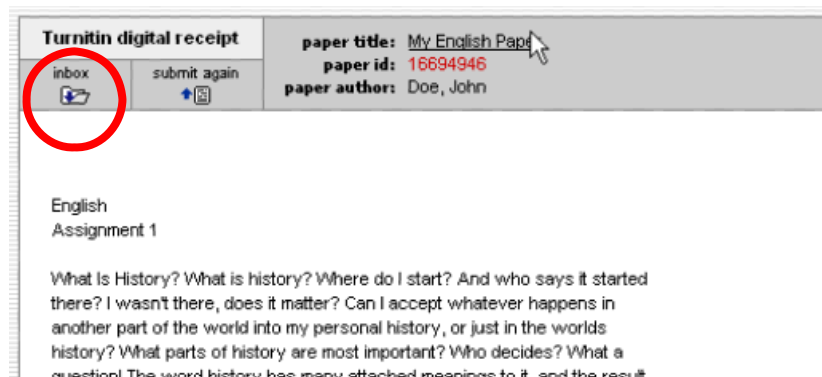
3. After clicking the Submit button, add the author’s first and last names and a title for the paper. You don’t have to use the actual title. Finally, click Browse to locate the file on your hard drive or other location, then click the Submit button at the upper right.



4. Have a quick look at the paper to confirm it is the correct paper. If so, click Yes, submit.

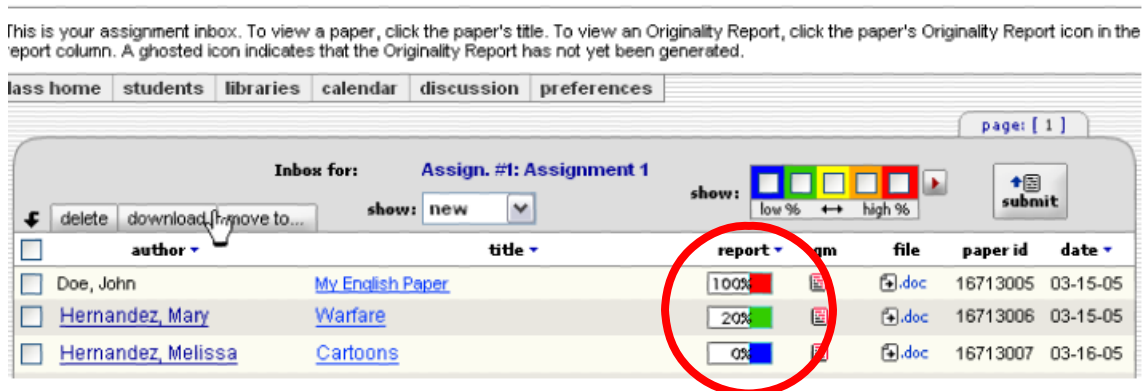


5. After clicking Submit, you will receive a digital receipt, shown below. Click on the Inbox icon to go back to your assignment Inbox, where all submitted papers are stored.



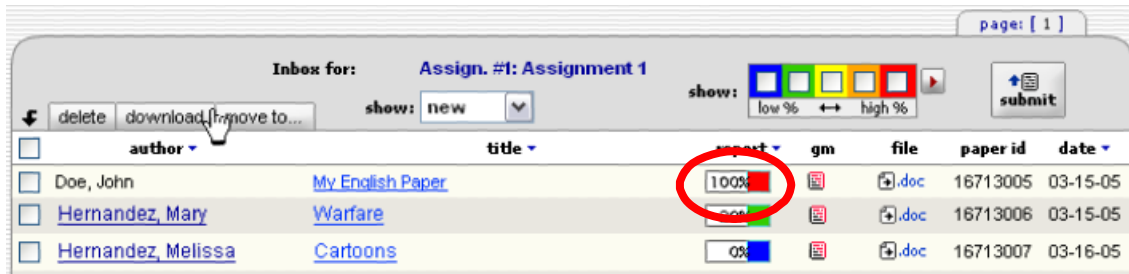
## 5. Understanding the Originality Report

1. The image below shows your assignment Inbox with several assignments submitted.

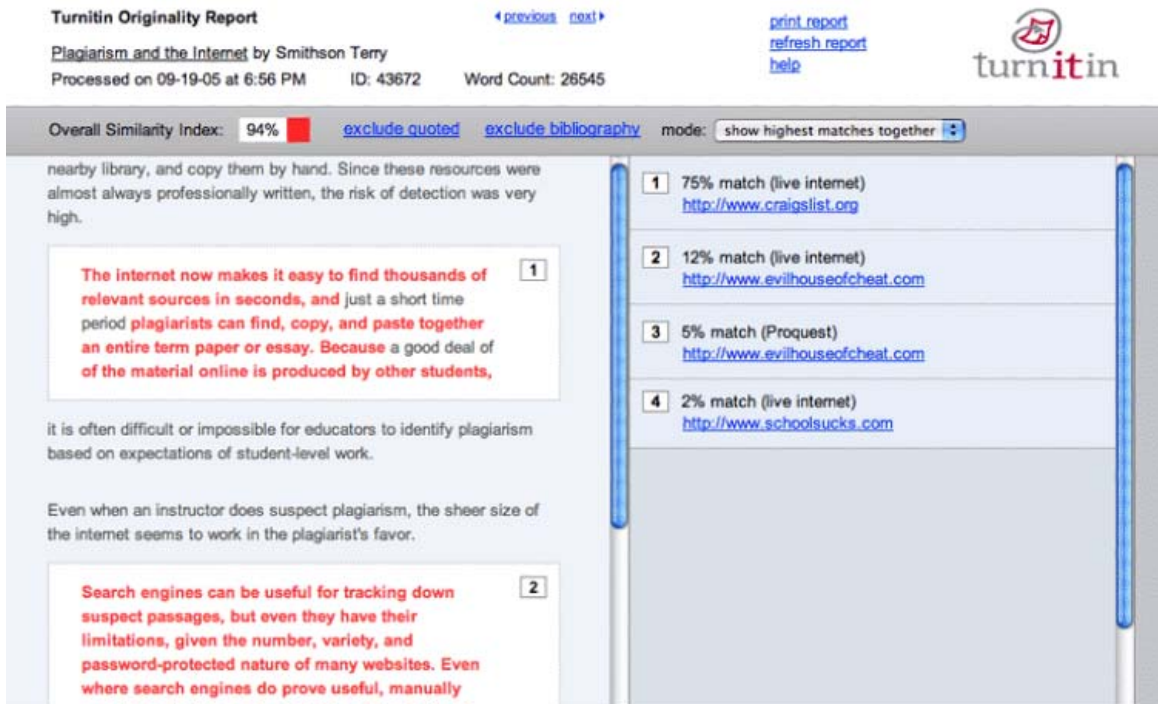


The **originality reports** for the papers appear in the column labeled Report. If icons are ghosted (dimmed) in the Report column, this means that the report has not finished being generated. It sometimes takes a minute or so to generate the originality reports. The more reports to generate and the longer the papers, the longer it will take. It is best to wait a while and periodically click your browser's reload button to see if additional papers have finished. **The originality report shows the percentage of text that matches available sources.** The higher the percentage, the greater the "borrowing."

2. To read the originality report for a paper, click the report icon, where the percent score is located.



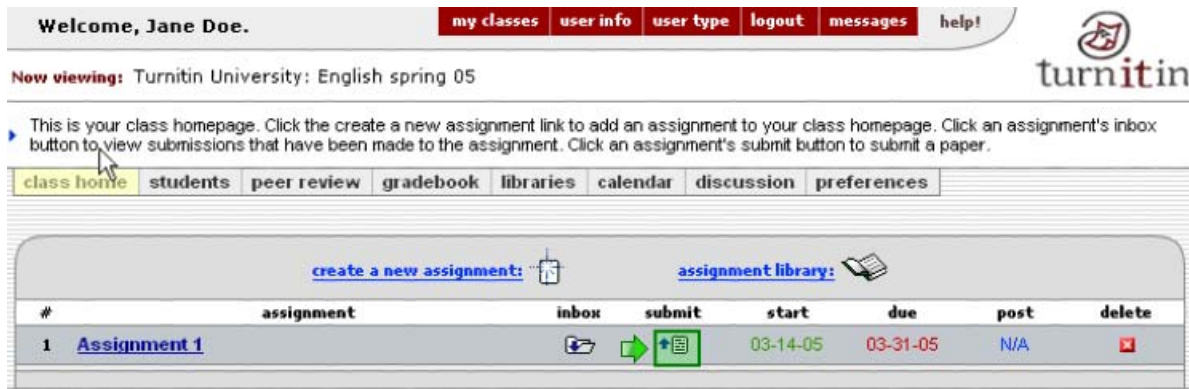
3. The **originality report** shows the overall similarity index, the paper's similarity with sources available on the internet. You see the paper's text on the left, and the sources used on the right. In the source listing on the right, clicking on a link will open the internet source in a new window.



## 6. Submitting a paper to test

1. To submit a paper, click on your class name in the “enter a class” column to enter the class you created. You will also see the assignments you have created. To submit a paper for checking, click on the Submit button, to the right of the assignment name.

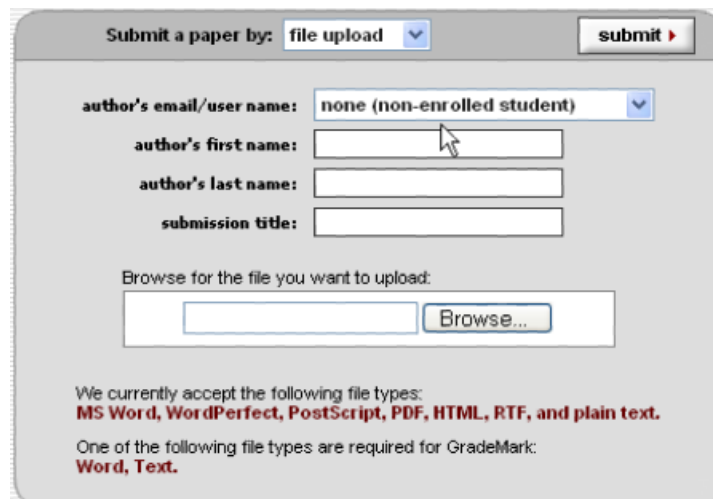
Keep in mind that any paper submitted for testing is kept in the Turnitin database, so that if a student submits work previously used by another student it will be identified as a match.



The screenshot shows the Turnitin user interface. At the top, it says "Welcome, Jane Doe." and has navigation links for "my classes", "user info", "user type", "logout", "messages", and "help!". Below this, it indicates "Now viewing: Turnitin University: English spring 05". A message box says: "This is your class homepage. Click the create a new assignment link to add an assignment to your class homepage. Click an assignment's inbox button to view submissions that have been made to the assignment. Click an assignment's submit button to submit a paper." A navigation bar includes "class home", "students", "peer review", "gradebook", "libraries", "calendar", "discussion", and "preferences". Below this is a section for "create a new assignment:" and "assignment library:". A table lists assignments with columns: #, assignment, inbox, submit, start, due, post, and delete. The first row shows "1 Assignment 1" with a submit button highlighted in green.

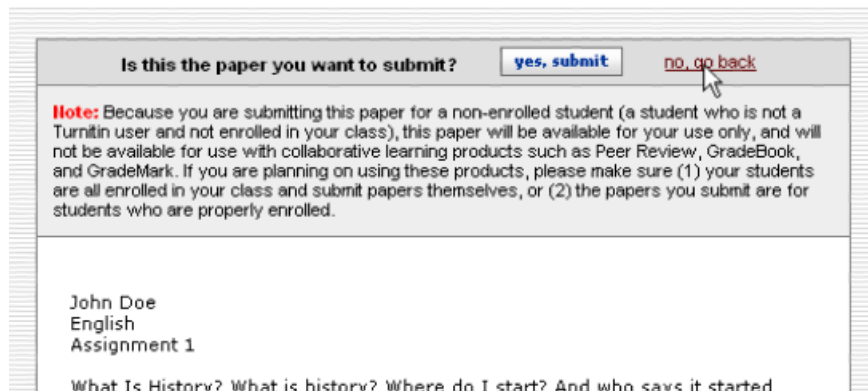
| # | assignment                   | inbox | submit | start    | due      | post | delete |
|---|------------------------------|-------|--------|----------|----------|------|--------|
| 1 | <a href="#">Assignment 1</a> |       |        | 03-14-05 | 03-31-05 | N/A  |        |

2. First, add the author’s first and last names and a title for the paper. Just use any names or “test” at this point. You don’t have to use the actual title of a paper. Finally, click Browse to locate the file named “paper w plagiarism.doc” inside the folder Turnitin on the C drive, then click the Submit button at the upper right.

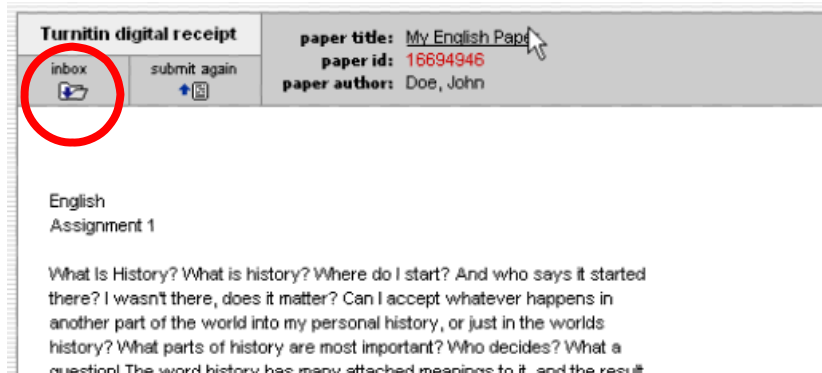


The screenshot shows the "Submit a paper by" form. It has a "submit" button at the top right. The form includes a dropdown menu for "author's email/user name" set to "none (non-enrolled student)". Below this are input fields for "author's first name", "author's last name", and "submission title". A "Browse for the file you want to upload:" section contains a text box and a "Browse..." button. At the bottom, it lists accepted file types: "MS Word, WordPerfect, PostScript, PDF, HTML, RTF, and plain text." and "One of the following file types are required for GradeMark: Word, Text."

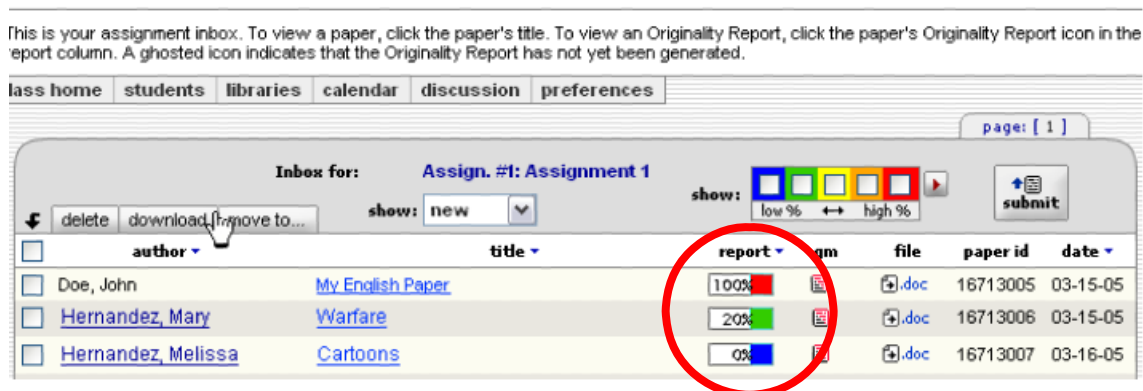
3. Have a quick look at the paper to confirm it is the correct paper. Click Yes, submit.



4. After clicking Submit, you will receive a digital receipt, shown below. Click on the Inbox icon to go back to your assignment Inbox, where all submitted papers are stored.



5. The image below shows your assignment Inbox with several assignments submitted.



The **originality report** for the paper appears in the column labeled Report. If icons are ghosted (dimmed) in the Report column, this means that the report has not finished being generated. It sometimes takes a minute or so to generate the originality reports. The more reports to generate and the longer the papers, the longer it will take. It is best to wait a while, then periodically click

your browser's reload button to see if additional papers have finished. The **originality report** shows the percentage of text that matches available sources. The higher the percentage, the greater the "borrowing."

6. To read the originality report for your test paper, click the report icon to the right of the paper name "paper w plagiarism," where the percent score is located.

| Inbox for: Assign. #: assignment 1 |                                    |        |                      |      |          |          |  |
|------------------------------------|------------------------------------|--------|----------------------|------|----------|----------|--|
| show: new                          |                                    |        | show: low % ↔ high % |      | submit   |          |  |
| author                             | title                              | report | gm                   | file | paper id | date     |  |
| Test1, Test1                       | <a href="#">test paper</a>         | 100%   |                      |      | 23465650 | 02-27-06 |  |
| Test, Test                         | <a href="#">paper w plagiarism</a> | 28%    |                      |      | 23508675 | 02-28-06 |  |
| Student2, Test                     | <a href="#">assign</a>             | 4%     |                      |      | 23180409 | 02-17-06 |  |

7. The **originality report** shows the overall similarity index, the paper's similarity with sources available on the internet.

You see the paper's text on the left, and the sources used on the right. In the source listing on the right, clicking on a link will open the internet source in a new window.

**Turnitin Originality Report**

[paper w plagiarism](#) by Test Test

Processed on 02-28-06 1:53 PM CST    ID: 23508675    Word Count: 1714

[←previous](#)   [next→](#)

[print](#)   [help](#)

[save](#)

[refresh](#)

[prefs](#)

---

Overall Similarity Index: 28%   [exclude quoted](#)   [exclude bibliography](#)

mode: show highest matches together

I believe that Valdez-Pierce would look favorably upon Kathy Brown's lesson that was presented on the video. Valdez-Pierce outlines several important misconceptions teachers must watch for as well as assessment and activity guidelines teachers can use when working with ELLs. Kathy Brown seems to naturally include these aspects in her lesson and her students' engagement and excitement about the subject shows her expertise.

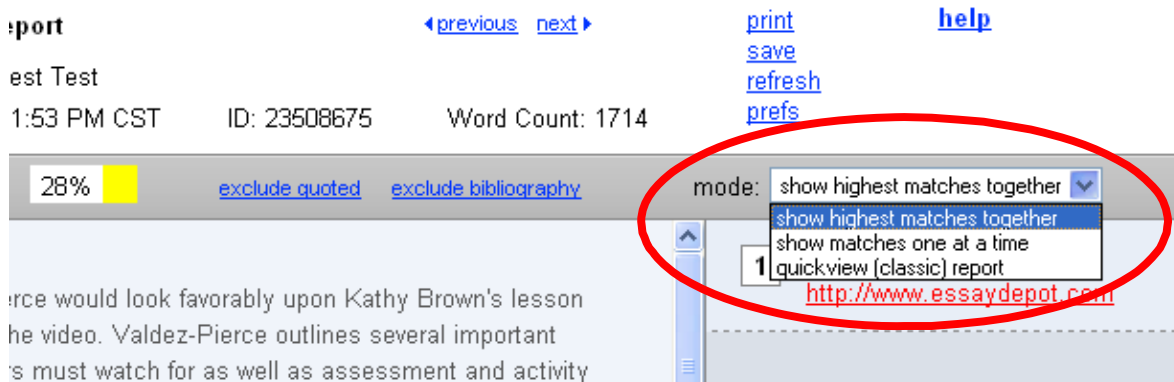
Socio-economic conditions in North America have contributed to the need for dual incomes for families. Economically, "the number of two parent families below the poverty line would increase to an estimated 78% if they were to become single income families." (Ontario Women's Directorate 9) Socially, it was the norm, in the past, for women to stay at home having a more expressive role in the family; taking care of the children and providing emotional support for the family.

Valdez-Pierce is primarily concerned with how ELLs are perceived by their teachers. It is important that teachers hold high expectations for ELLs, just because a person does not speak English does not mean that they are not

1   28% match (internet)  
<http://www.essaydepot.com>

## 7. Understanding the Different View Modes

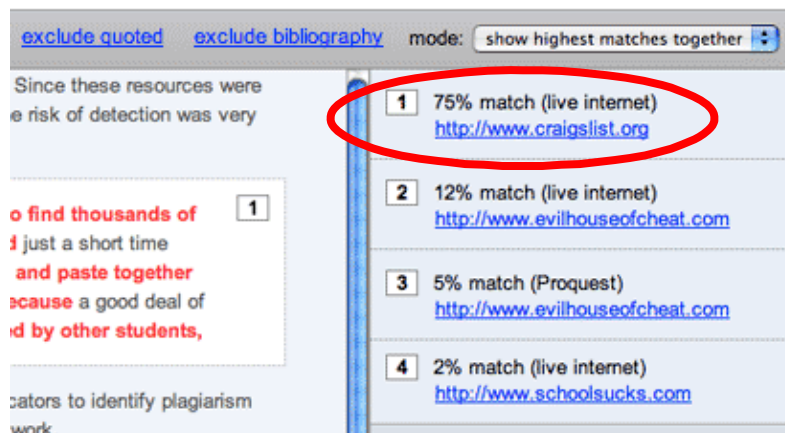
Notice that you can choose several “modes” that show different views of the paper being tested. You choose the mode by clicking on the arrow on the dropdown menu to the right of “mode,” as shown circled below.



The screenshot shows the top navigation area of a plagiarism checker. It includes links for 'report', 'previous', 'next', 'print', 'save', 'refresh', and 'help'. Below these are fields for 'Test ID: 23508675' and 'Word Count: 1714'. A progress bar shows '28%' completion. A dropdown menu labeled 'mode:' is circled in red, with a list of options: 'show highest matches together' (selected), 'show matches one at a time', and 'quickview (classic) report'. Below the menu, a snippet of text from a source is visible, mentioning 'Kathy Brown's lesson' and 'Valdez-Pierce outlines several important'.

### View Mode: show highest matches together

The default mode, “show highest matches together,” shown below, shows the web sites which have the greatest number of matches to content in the student’s paper, from greatest to lowest.



The screenshot shows the 'show highest matches together' view. A dropdown menu at the top right is set to 'show highest matches together'. Below it, a list of matches is displayed, with the first match circled in red. The matches are:

- 1 75% match (live internet) <http://www.craigslist.org>
- 2 12% match (live internet) <http://www.evillhouseofcheat.com>
- 3 5% match (Proquest) <http://www.evillhouseofcheat.com>
- 4 2% match (live internet) <http://www.schoolsucks.com>

On the left side, there is a text box with red text: 'to find thousands of', 'just a short time', 'and paste together', 'because a good deal of', 'and by other students,'. Below this, there is a small box with the number '1'.

The above listing shows that the paper tested has the greatest number of matches to content from the craigslist site. In the source listing on the right, clicking on a link will open the internet source in a new window.



## ***8. Turnitin Resources for Instructors and Students***

**Instructor Resources.** The Turnitin website provides training materials for instructors learning to use the system. If you would like additional information beyond the present introduction, please visit the Turnitin website at <http://www.turnitin.com/static/training.html>. There are also resources concerning plagiarism and materials that instructors can print as a handout for students. These are found at [http://www.turnitin.com/research\\_site/e\\_home.html](http://www.turnitin.com/research_site/e_home.html).

**Student Resources.** The Turnitin website also has materials to help students understand what plagiarism is and how to avoid it. These are found at [http://www.turnitin.com/research\\_site/e\\_home.html](http://www.turnitin.com/research_site/e_home.html)