

# How to Use Turnitin

## An Introduction to Using Turnitin

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.

### 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 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.



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.

your email \*

current user password \*

new user password \*

confirm your new password \*

6. Select a secret question and type the answer, then click **Next**.

secret question \*



question answer \*

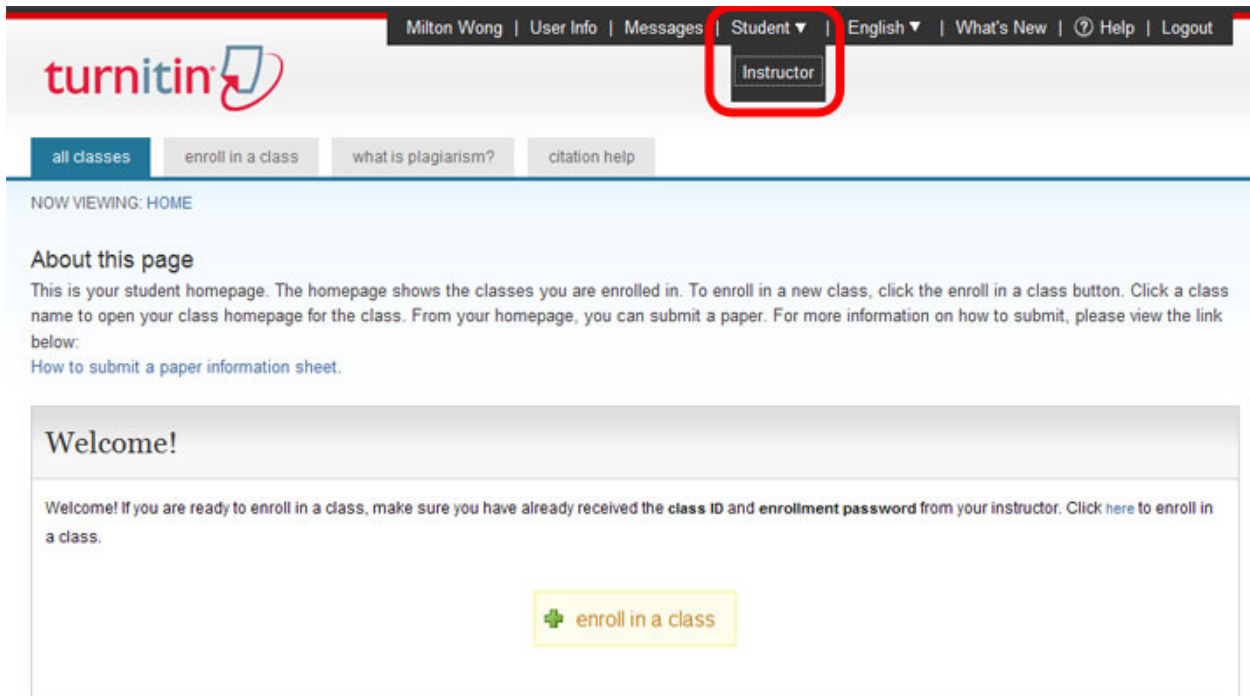
7. Next, you must accept the user agreement by choosing your age category and clicking on the **'I agree -- continue'** button.

- I am at least 13 years of age.
- I am under 13 years of age.

I agree -- continue

[I disagree -- logout](#)

8. You'll begin on the Student Homepage of Turnitin.com website. Click on Student on the menu bar to switch to the Instructor Homepage. **Note: Every time you login to the Turnitin.com website, the default home is the Student Homepage.**



The screenshot shows the Turnitin.com website interface. At the top, there is a navigation bar with the Turnitin logo on the left and a menu on the right. The menu includes 'Milton Wong | User Info | Messages | Student | English | What's New | Help | Logout'. The 'Student' menu item is highlighted with a red box, and a dropdown menu is visible below it with the 'Instructor' option. Below the navigation bar, there are several tabs: 'all classes', 'enroll in a class', 'what is plagiarism?', and 'citation help'. The main content area is titled 'NOW VIEWING: HOME' and contains a section 'About this page' with text explaining the student homepage and a link to 'How to submit a paper information sheet.'. Below this is a 'Welcome!' section with a message about enrolling in a class and a yellow button labeled 'enroll in a class' with a plus sign icon.

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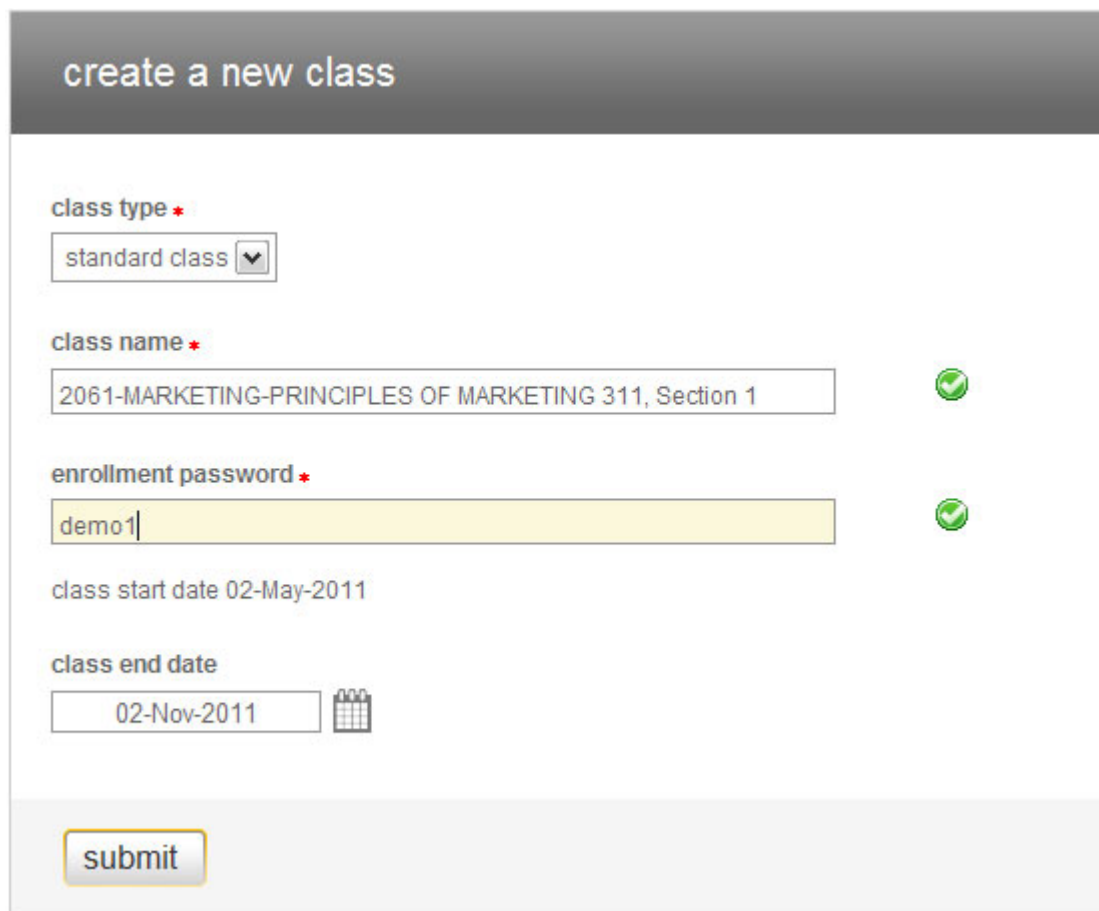
[usage policy](#) [privacy pledge](#) [helpdesk](#) [research resources](#)

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

1. After you have changed the homepage from Student to Instructor. Click on the **add a class** button to create your first class.



2. On the **create a new class** window, enter the **class name** 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-MARKETING-PRINCIPLES OF MARKETING 311, Section 1**.

The screenshot shows the 'create a new class' form. The title 'create a new class' is at the top. The form contains the following fields:


- class type \***: A dropdown menu with 'standard class' selected.
- class name \***: A text input field containing '2061-MARKETING-PRINCIPLES OF MARKETING 311, Section 1' with a green checkmark to its right.
- enrollment password \***: A text input field containing 'demo1' with a green checkmark to its right.
- class start date**: A text input field containing '02-May-2011'.
- class end date**: A text input field containing '02-Nov-2011' with a calendar icon to its right.

At the bottom of the form is a 'submit' button.

Enter a **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.

Click **submit** to add the class to your homepage.

3. Once the new class is created. A pop-up window will open containing an **enrollment password** and **class ID**.

 You have just created the new class

class: **2061-MARKETING-PRINCIPLES OF MARKETING 311, Section 1**

For students to enroll in this class, they will need both the **enrollment password** you have chosen and the unique **class ID** generated by Turnitin. If you will be submitting papers for your students, enter the class, enter the assignment, and click the submit paper button.

class ID: **4002595**

enrollment password: **demo1**

**Note:** Should you ever forget the class ID, it is the number to the left of the class name on your class list.

4. The class you just created will be listed on the Instructors Homepage. Click on class name of the course to create a **New Assignment** within the class you just created.



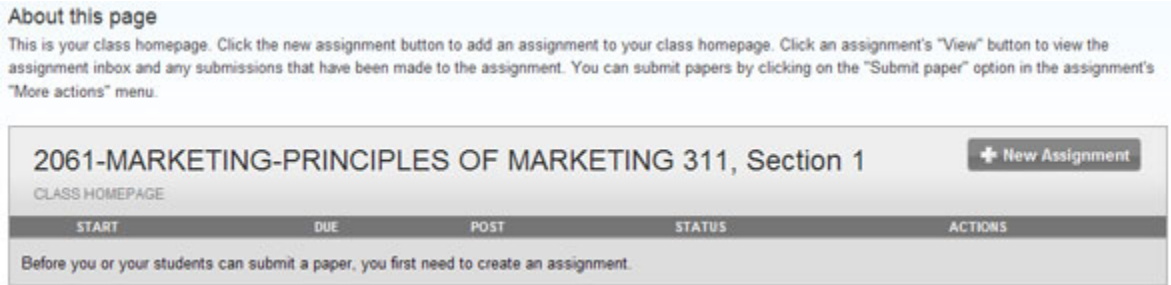
University of Wisconsin-Whitewater

add a class

all classes | expired classes | active classes

class ID	class name	status	statistics	edit	delete
4002595	2061-MARKETING-PRINCIPLES OF MARKETING 311, Sectio...	active			

5. On the **class homepage** click on the **New Assignment** button to begin create a new assignment wizard.

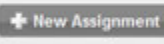


About this page

This is your class homepage. Click the new assignment button to add an assignment to your class homepage. Click an assignment's "View" button to view the assignment inbox and any submissions that have been made to the assignment. You can submit papers by clicking on the "Submit paper" option in the assignment's "More actions" menu.

2061-MARKETING-PRINCIPLES OF MARKETING 311, Section 1

CLASS HOMEPAGE



START	DUE	POST	STATUS	ACTIONS
-------	-----	------	--------	---------

Before you or your students can submit a paper, you first need to create an assignment.

6. Select Paper Assignment by clicking on the radio button next to **Paper Assignment**. Click on the **Next Step** button.

Select your assignment type

Paper Assignment

Revision Assignment

**Paper Assignment**

Paper Assignment -The paper assignment type is the base assignment for all other assignments types (PeerMark, Revision, and Reflection).

When creating a paper assignment there are three dates that instructors will need to set: the start date, the due date, and the post date.

Next Step

7. On the next page enter the following information:
- assignment title
  - Enter a **start date** and **due date**.
  - Click **submit**

New Assignment

general

assignment title \*

demo1 ✔

point value

dates

start date \*

02-May-2011 📅

at 4 ⌵: 22 ⌵ PM ⌵

due date \*

09-May-2011 📅

at 11 ⌵: 59 ⌵ PM ⌵

post date \*

10-May-2011 📅

at 12 ⌵: 00 ⌵ AM ⌵

+ more options

submit

8. The assignment you just created will be listed on the class homepage.

2061-MARKETING-PRINCIPLES OF MARKETING 311, Section 1						<a href="#">+ New Assignment</a>
CLASS HOMEPAGE						
	START	DUE	POST	STATUS	ACTIONS	
<b>demo1</b>						
PAPER	02-May-2011 4:22PM	09-May-2011 11:58PM	10-May-2011 12:00AM	0 / 0 submitted	View More actions ▾	

### Submitting Papers for Testing

1. On the class homepage, click on the **More actions** link next to the Paper assignment you would like to submit to and select **Submit paper**

2061-MARKETING-PRINCIPLES OF MARKETING 311, Section 1						<a href="#">+ New Assignment</a>
CLASS HOMEPAGE						
	START	DUE	POST	STATUS	ACTIONS	
<b>demo1</b>						
PAPER	02-May-2011 4:22PM	09-May-2011 11:58PM	10-May-2011 12:00AM	0 / 0 submitted	View More actions ▾	

- [Edit settings](#)
- [Submit paper](#)**
- [Delete assignment](#)

2. If needed, select single file upload from **the choose a paper submission method**: pull down menu. File upload is the default submission type for new users

choose a paper item submission method:

single file upload ▾

3. Select **non-enrolled student** using the **author** pull down menu on the submission page.

author

non-enrolled student ▾

4. Enter the author's first and last names and a title for the paper. You don't have to use the actual title. Click Browse to locate the file on your hard drive or other location, then click upload.

last name \*

submission title \*

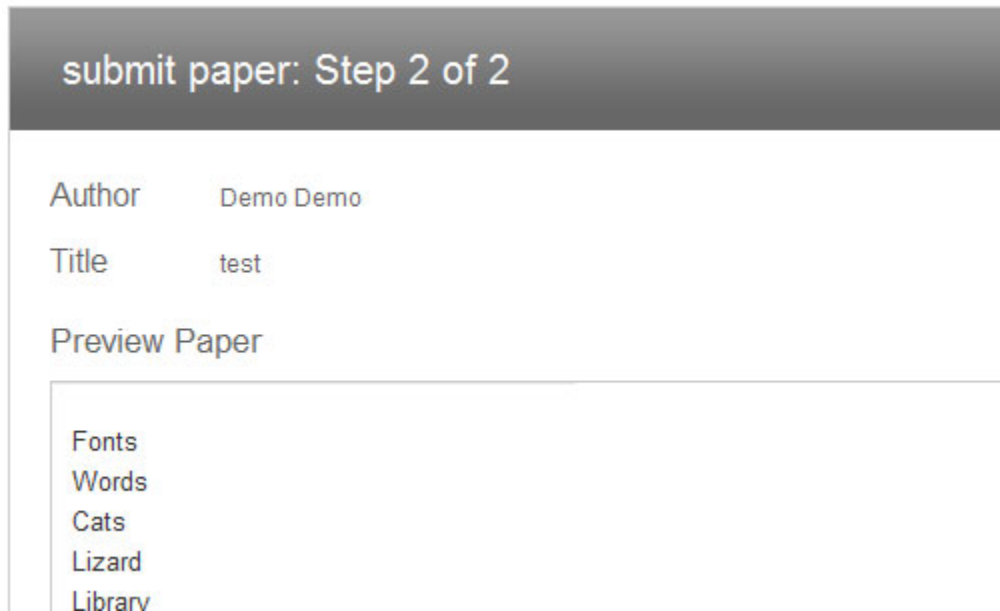
Requirements for single file upload:

- File must be less than 20 MB
- The maximum paper length is 400 pages.
- File Types allowed: MS Word, WordPerfect, PostScript, PDF, HTML, RTF and plain text.

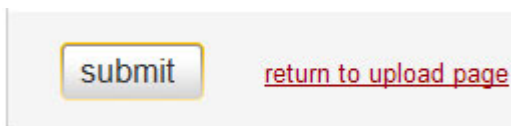
If your file exceeds 20 MB, read suggestions to meet requirements

browse for the file to upload \*

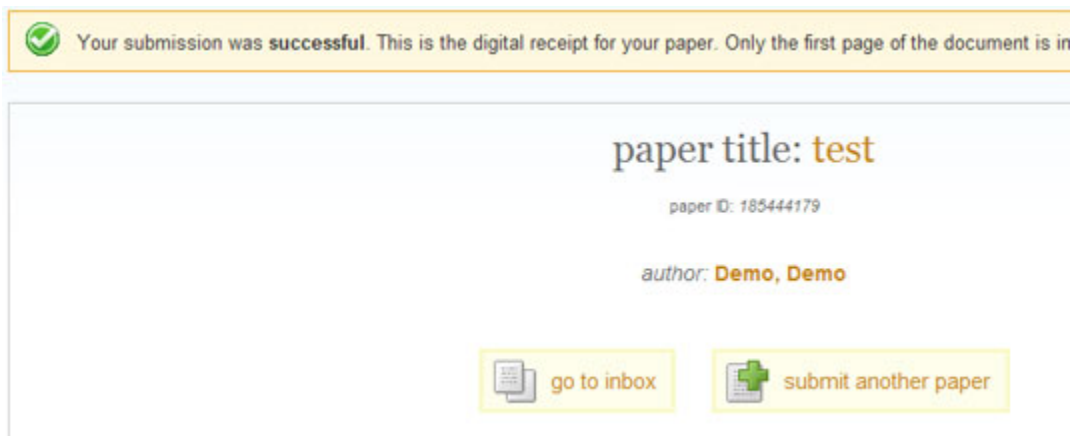
5. A status bar will indicate the upload progress of the selected file. Once the file is uploaded you will be redirected to the submission preview page.
6. Once the paper has been uploaded, the following page previews the paper being submitted. Review the text to confirm the correct file was selected.



7. To complete the file upload, click on submit at the bottom of the page. If the wrong file was loaded, click on return to upload page and re-submit with the correct file.



8. Once the submission is complete a digital receipt is displayed. The paper ID on the digital receipt is a unique number assigned to this submission. Click on the **go to inbox** button to go back to the assignment Inbox, where all submitted papers are stored.



## Understanding the Originality Report

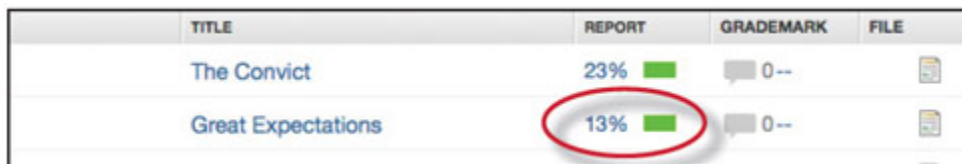
1. The image below shows your assignment Inbox with several assignments submitted.



The Convict	23%		0--	
Great Expectations	13%		0--	
Broken Hearts	8%		0--	
The Narrator	0%		0--	

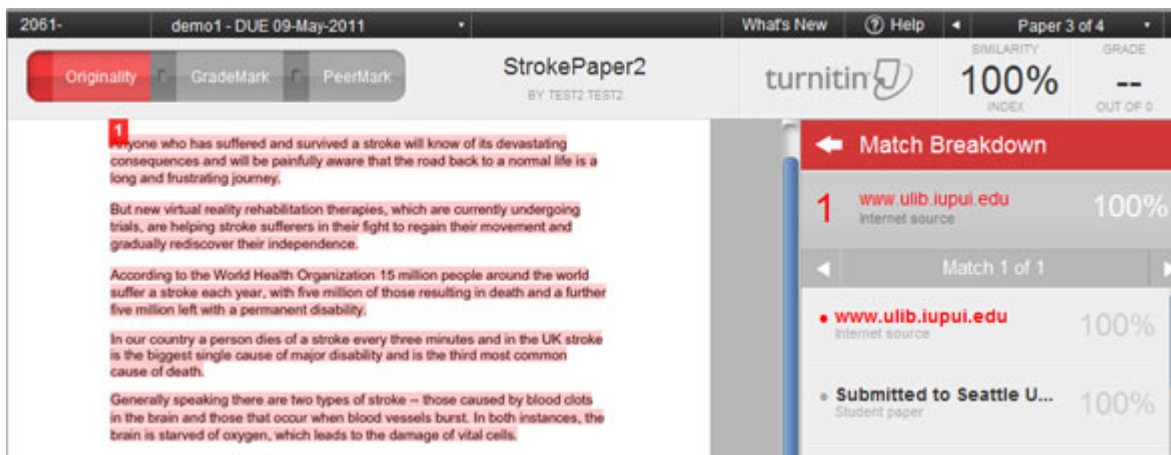
The **originality reports** for the papers appear in the column labeled Report. If icons are ghosted (dimmed) in the Report column, this means that the report has not finished being generated. It sometimes takes a minute or so to generate the originality reports. The more reports to generate and the 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 on the report icon, where the percent score is located.



TITLE	REPORT	GRADEMARK	FILE
The Convict	23%	0--	
Great Expectations	13%	0--	

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.



2061- demo1 - DUE 09-May-2011 What's New Help Paper 3 of 4

Originality GradeMark PeerMark

StrokePaper2 BY TEST2 TEST2

turnitin SIMILARITY INDEX 100% GRADE -- OUT OF 0

1 Everyone who has suffered and survived a stroke will know of its devastating consequences and will be painfully aware that the road back to a normal life is a long and frustrating journey.

But new virtual reality rehabilitation therapies, which are currently undergoing trials, are helping stroke sufferers in their fight to regain their movement and gradually rediscover their independence.

According to the World Health Organization 15 million people around the world suffer a stroke each year, with five million of those resulting in death and a further five million left with a permanent disability.

In our country a person dies of a stroke every three minutes and in the UK stroke is the biggest single cause of major disability and is the third most common cause of death.

Generally speaking there are two types of stroke – those caused by blood clots in the brain and those that occur when blood vessels burst. In both instances, the brain is starved of oxygen, which leads to the damage of vital cells.

Match Breakdown

- 1 www.ulib.iupui.edu internet source 100%
- www.ulib.iupui.edu internet source 100%
- Submitted to Seattle U... Student paper 100%

## Submitting a paper to test

1. To submit a paper on the class homepage, click on the **More actions** link next to the Paper assignment you would like to submit to and select **Submit paper**



The screenshot shows a class homepage for '2061-MARKETING-PRINCIPLES OF MARKETING 311, Section 1'. It features a table with columns for START, DUE, POST, STATUS, and ACTIONS. A row for 'demo1' is highlighted, showing a 'PAPER' assignment due on '09-May-2011'. The 'ACTIONS' column for this row has a dropdown menu open, showing options: 'Edit settings', 'Submit paper', and 'Delete assignment'.

	START	DUE	POST	STATUS	ACTIONS
demo1					
PAPER	02-May-2011 4:22PM	09-May-2011 11:59PM	10-May-2011 12:00AM	0 / 0 submitted	View More actions Edit settings Submit paper Delete assignment

2. If needed, select single file upload from **the choose a paper submission method**: pull down menu. File upload is the default submission type for new users

choose a paper item submission method:

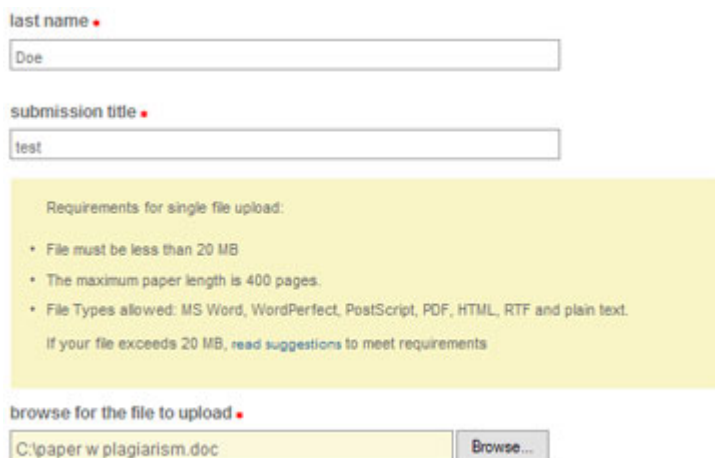
 

3. Select **non-enrolled student** using the **author** pull down menu on the submission page.

author

4. Enter 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. Click Browse to locate the file named "paper w plagiarism.doc" on your hard drive or other location, then click upload.

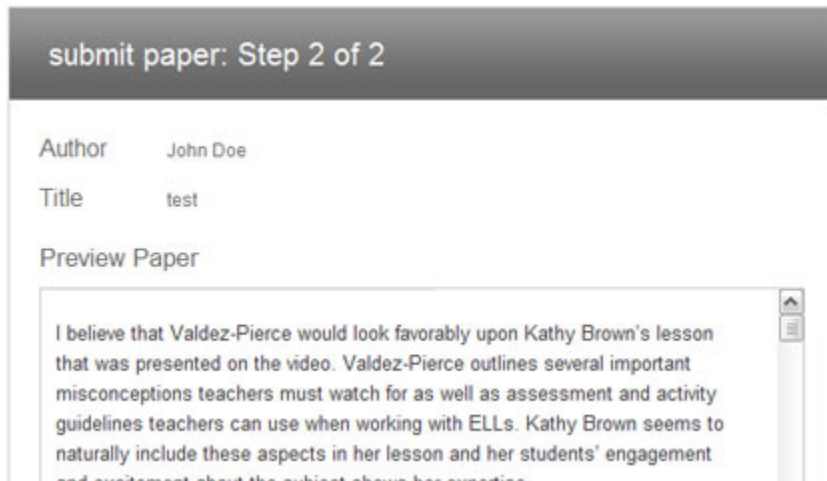


The screenshot shows a submission form with the following fields and elements:

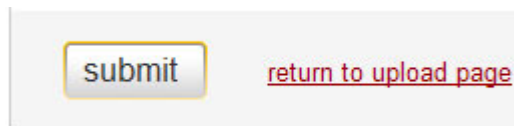
- last name:
- submission title:
- Requirements for single file upload:
  - File must be less than 20 MB
  - The maximum paper length is 400 pages.
  - File Types allowed: MS Word, WordPerfect, PostScript, PDF, HTML, RTF and plain text.If your file exceeds 20 MB, read suggestions to meet requirements
- browse for the file to upload:

5. A status bar will indicate the upload progress of the selected file. Once the file is uploaded you will be redirected to the submission preview page.

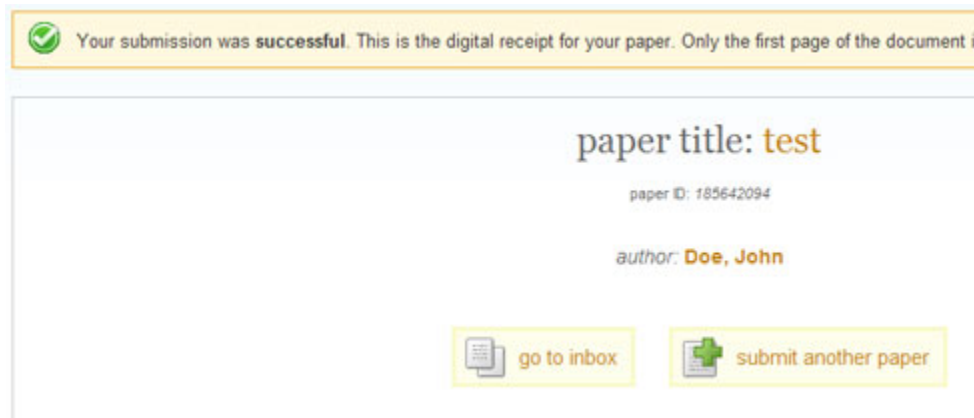
- Once the paper has been uploaded, the following page previews the paper being submitted. Review the text to confirm the correct file was selected.



- To complete the file upload, click on submit at the bottom of the page. If the wrong file was loaded, click on return to upload page and re-submit with the correct file.



- Once the submission is complete a digital receipt is displayed. The paper ID on the digital receipt is a unique number assigned to this submission. Click on the **go to inbox** button to go back to the assignment Inbox, where all submitted papers are stored.



9. The image below show your assignment Inbox with several assignments submitted.

submit paper		GradeMark Report   Edit assignment settings						
<input type="checkbox"/>	AUTHOR	TITLE	REPORT	GRADEMARK	FILE	PAPER ID	DATE	
<input type="checkbox"/>	Demo, Demo	test	100%		--		185444179 04-May-2011	
<input type="checkbox"/>	Doe, John	test	100%		--		185642094 05-May-2011	
<input type="checkbox"/>	Test1, Test1	Stroke victim finds the Wii helps with	100%		--		185469441 04-May-2011	
<input type="checkbox"/>	Test2, Test2	StrokePaper2	100%		--		185470064 04-May-2011	
<input type="checkbox"/>	Gibberish, Gibberish	Repud ru nefig na tab yahoti tifab apore...	0%		--		185477641 04-May-2011	

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, and 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."

10. 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 displayed in the **Match Overview** column on the right.

The screenshot shows the Turnitin interface for a paper titled "test" by John Doe. The similarity index is 100%. On the right, the "Match Overview" panel shows one match: "Submitted to University of Wisconsin-Whitewater" with a 100% similarity. The main text area on the left shows a paragraph with several lines highlighted in red, indicating matches.

Click on the item in the **Match Overview** column a **Match Breakdown** list will appear. The list shows a breakdown of the documents and sources that match the submitted document.

This screenshot shows the "Match Breakdown" panel for the match "Submitted to University of Wisconsin-Whitewater". The panel shows a list of matching sources, all with a 100% similarity. The first source is "Submitted to University of Wisconsin-Whitewater" (Student paper). Below it, there are three more entries, each with a 100% similarity. The main text area on the left shows a paragraph with several lines highlighted in red, indicating matches.

## **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/community/instructors.php>. There are also online resources concerning plagiarism at <http://www.plagiarism.org/>.

**Student Resources.** Please visit the Turnitin website for student resources at <http://www.turnitin.com/static/community/index.php> and <http://www.plagiarism.org/> website for materials to help students understand what plagiarism is and how to avoid it.