



turnitin

Student User Guide

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1 Getting Started

Welcome to Turnitin! This user guide will walk you through the steps necessary to start submitting papers and peer reviews to your instructor's class. Turnitin is available online at www.turnitin.com.

Setting Up Your User Profile

All Turnitin users have a unique user profile, which consists of an email address, user password, personal user information, and user preferences.

If your instructor has added you to his or her class, you will already have a user profile. All other users need to create a user profile to get started.

To create a user profile:

1. Go to www.turnitin.com.
2. Click create a new user profile on the Turnitin homepage **a**.
3. Follow the on-screen instructions. When you are done creating your profile, you will be asked if you want to use the student class enrollment wizard. We recommend that all new users use the wizard to enroll in their class.

! If you choose to use the student class enrollment wizard, you can bypass the next several steps for your first session with Turnitin and skip to the section "Submitting a Paper".

Logging In

To login to Turnitin:

1. Go to www.turnitin.com.
2. At the top right, enter your email address and user password **b**.
3. Click login to open your Turnitin homepage.



a The new user link on the Turnitin homepage.



b The login button on the Turnitin homepage.

Enrolling in a Class

Your student homepage lists your enrolled classes. If you are a new user, your homepage will be empty.

To enroll in a class:

1. Click the enroll in a class button on your homepage **a**.
2. On the next screen, enter the class id and enrollment password for your class.
3. Click submit to enroll in the class and add it to your homepage **b**.

! If you do not have an class id and enrollment password, please contact your instructor.

Submitting a Paper

You will submit papers to your class from your class portfolio. To open your class portfolio, click a class name on your homepage **c**.

The class portfolio lists the assignments your instructor has created and your submissions to these assignments.

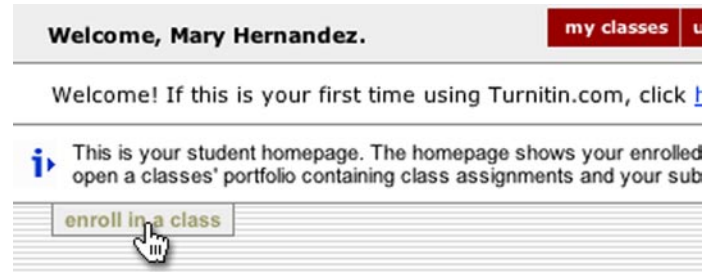
! If there are no assignments in your portfolio, your instructor has not yet created class assignments. Until your instructor creates an assignment, you will not be able to submit a paper.

You can submit a paper in two ways:

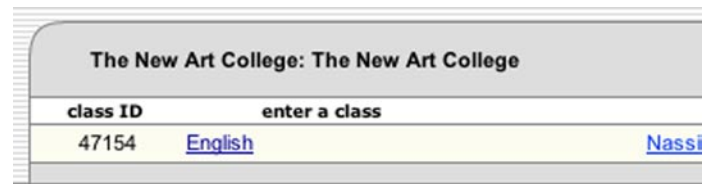
- by **file upload** (used to submit a paper in file format; we currently accept submissions in MS Word, WordPerfect, RTF, PDF, PostScript, and HTML formats)
- by **cut and paste** (used to submit a paper in a file format we do not accept, by cutting and pasting the text into a text box)

To submit by file upload:

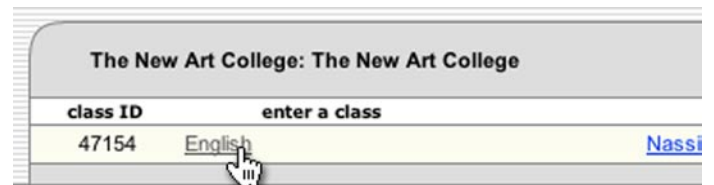
1. Click the submit button next to the desired assignment in your class portfolio **d**.
2. Select “file upload” from the submission pulldown menu **e**.



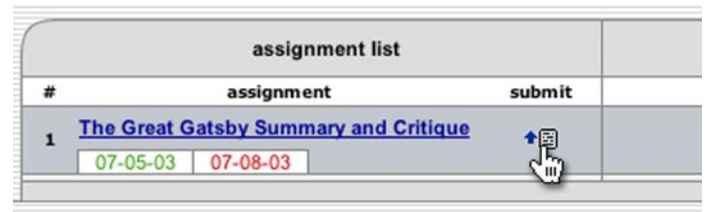
a Opens the enroll in a class page.



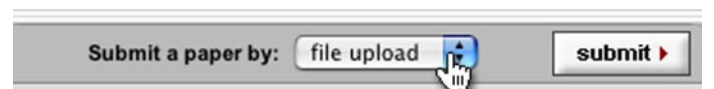
b A newly added class on the student homepage.



c Click a class name to open its portfolio.



d Click to submit a paper to an assignment.



e Select a submission type using the pulldown.

3. Enter a title for your submission and an ID (optional).
4. Click the browse button and locate the paper you want to submit **a**.
5. Click submit. On the following page you will be asked to confirm the text of your submission. If the text checks out, click “yes, submit” to finalize your submission **b**.

After submitting a paper, you will receive a digital receipt. From this screen you can proceed to your class portfolio to view the submission **c**.

To submit by cut and paste:

1. Click the submit button next to the desired assignment in your class portfolio.
2. Select “cut and paste” from the submission pulldown menu.
3. Enter a title for your submission and an optional student ID.
4. Cut and paste your paper into the text box.

! To cut and paste text, highlight the text of a paper in a word processing or text editing program and select “copy” from the edit menu. To transfer the text into your browser, place your mouse cursor in the text box of the submission page and select “paste” from your browser’s edit menu.

5. Click submit. After submitting your paper you will receive a digital receipt. From this screen, you can resubmit your paper, or proceed to your class portfolio to view the submission.

Click the portfolio icon to return to your class portfolio and view your submission.

Viewing Your Submissions

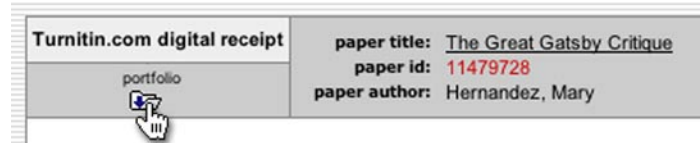
After you submit a paper, it will appear in your class portfolio next to its assignment. Every paper you submit can be viewed online by clicking on its title in your portfolio **d**. If the paper was originally submitted as a file, you can download that file to your computer by clicking on the file icon **e**.




- a** Click browse to locate a paper on your computer.



- b** Click to confirm your submission.



- c** Click to open your class portfolio.

| your portfolio | | |
|---|-----------|--|
| title | submitted | contents |
| The Great Gatsby Critique | 07-05-03 |  .doc |

- d** Click a paper title to view it online.

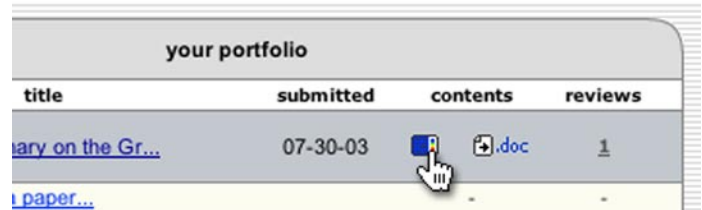
| your portfolio | | |
|---|-----------|--|
| title | submitted | contents |
| The Great Gatsby Critique | 07-05-03 |  .doc |



- e** Downloads a paper in file format.

2 Plagiarism Prevention

Papers submitted to Turnitin are compared against billions of documents online, our local databases of submitted student papers, and the ProQuest commercial database. Any matching text we find is detailed in an Originality Report sent to your class portfolio **a**.

! You will be able to view Originality Reports only if your instructor has given you access to reports.



| your portfolio | | | |
|----------------------------------|-----------|--|-------------------|
| title | submitted | contents | reviews |
| ary on the Gr... | 07-30-03 |   .doc | 1 |
| paper... | | - | - |

a Reports show up in your class portfolio.

Originality Reports

Originality Reports provide a summary of the matching text found in a submitted paper. When an Originality Report is available to view, an icon will appear in the report column of your assignment inbox. Originality reports that are not yet finished are represented by a grayed-out icon.

The color of the report icon indicates the overall similarity index of the paper, based on how much matching text we found. The possible similarity indices are:

- **blue** (less than 20 matching words)
- **green** (0-24% matching text)
- **orange** (25-49% matching text)
- **yellow** (50-74% matching text)
- **red** (75-100% matching text)

! These indices in no way reflect Turnitin's assessment of whether a paper has or has not been plagiarized. Originality Reports are simply tools to help your teacher locate potential sources of plagiarism in submitted papers. The decision to deem any work "plagiarized" must be made carefully, and only after careful examination of both the submitted paper and the suspect sources.

Reading Reports

To open an Originality Report, click the report icon in the contents column of your portfolio **a**. The

Originality report will open in a new window. Each report is available in two formats: a side-by-side version, which lets you navigate through matching sources and compare the content of those sources directly with text from the submitted and a print version, designed to give you a quick overview of source links and allow for easy printing.

The Side-By-Side Report

The side-by-side report has three sections **b**.

- paper information**

The top of the report displays information about the paper. The similarity index shows the paper's similarity score (see the above section for detailed information on the similarity index).

- report text**

The report text section of the report lists the text of the submitted paper. Any matching text that we find is highlighted and color-coded to match links to source content.

- source content**

The source content section lists the sources of the matching text found in the submitted paper. The percentage of matching text found at each source is displayed in a tab. Clicking on a tab activates Direct Source Comparison (see section below) and opens the source of matching text next to the paper.

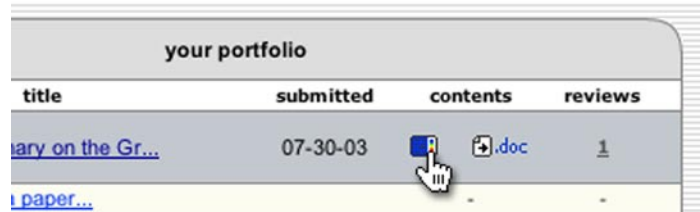
Direct Source Comparison

Direct Source Comparison lets you quickly compare matching text found in a paper to its source.

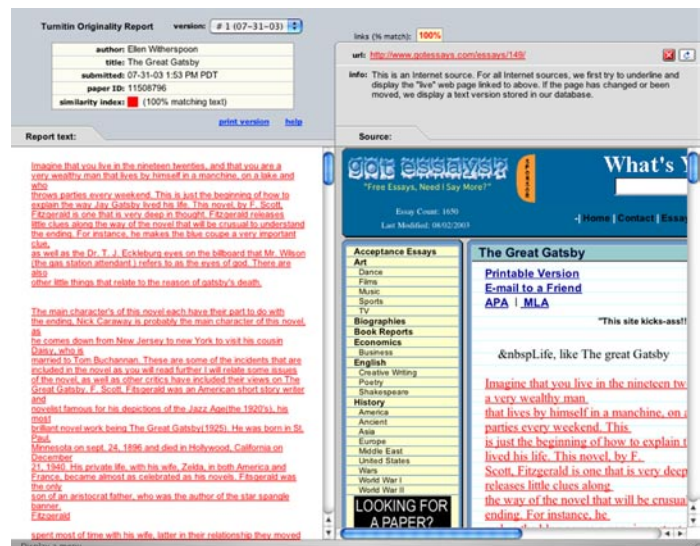
To activate Direct Source Comparison, click a percentage tab in the source section of the report **c**.

When you activate Direct Source Comparison, the source of matching text is displayed in the direct source comparison window. The matching text from the source is color-coded to correspond with the highlighted text in the paper.

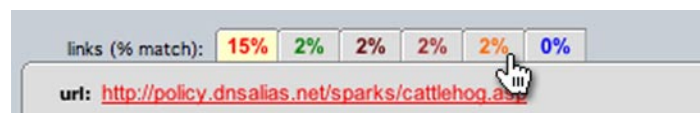
Viewing Sources



a Reports show up in your class portfolio.



b A side-by-side Originality Report.



c Activating Direct Source Comparison by clicking a source tab.

To view an Internet source, click a URL in the source section of the report **a**.

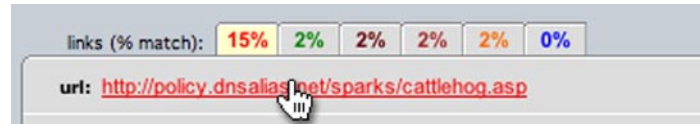
The Print Report

If you would like to print an entire report, you can open a print version. The print version of a report does not contain the direct source comparison window and lists all matching sources with their location at the top of the report. To open a print version of a report, click the print version link at the top of the report **b**.

From the print report, you can view matching sources.

Viewing Sources

To view a source, click a source link at the top of the print report **c**. If the source is an Internet source, the source will open in a separate browser window.



a Clicking a link opens a source in a separate window.



b This link opens a print version of a report.



c Clicking a link opens a source in a separate window.

3 Peer Review

If your instructor has created a peer review assignment, you will have the opportunity to read and review your classmates papers anonymously. At the end of a peer review, you can read the reviews your classmates have written about your paper and other papers in your class.

Overview

Here's a brief overview of how the peer review process works:

- Your instructor creates a peer review and assigns papers to your class.
- The papers that have been assigned to you show up in your class portfolio.
- For each assigned paper, you write a review by responding to the topic and metric questions your instructor has chosen for the review.

Once the post date for the review arrives, you can read the reviews that your classmates have written.

Writing a Review

Papers that have been assigned to you appear in your class portfolio.

To write a review from your portfolio:

- Click a peer review that has been assigned to you **a**.

You can also write reviews from your peer review page. To open the peer review page, click the peer review button at the top of your class portfolio **b**.

The peer review page contains a pulldown menu with the reviews that your instructor has created for the class. Use the pulldown to select the review you would like to view. The papers for the selected review will appear along with the reviews start, due, and post dates.

| your portfolio | | | |
|----------------|---|-----------|---|
| | title | submitted | content |
| | Critique and Summary on the Gr... | 07-30-03 |   |
| assigned: | select a paper... | | - |
| assigned: | My Paper on the Great Gatsby | | - |
| assigned: | Critique -- The Great Gatsby | | - |

- a** Click a review in your portfolio to write a review.



- b** Click the peer review tab to open your peer review page.

To write a review from your peer review page:

- Click the peer review pencil next to a paper that you want to review **a**.

The peer review form will open **b**. The top frame of the peer review form contains paper information, a navigational bar to toggle the topic and metric questions you are currently viewing, and a form for entering your responses. The bottom frame contains the text of the paper you are viewing.

To respond to a topic question:

- Enter your response in the text box. If there is a minimum response length, it will appear in red next to the question.
- Click submit to enter your response and proceed to the next topic question.

To respond to metric questions:

- Click the view metrics link to display the review's metrics (you will automatically be taken to the metrics once you have finished the topic questions).
- Click a radio button in the 1, 2, 3, 4, or 5 column to rate a metric question **c**.
- When you have rated all of the metric questions, click submit to confirm your entries.

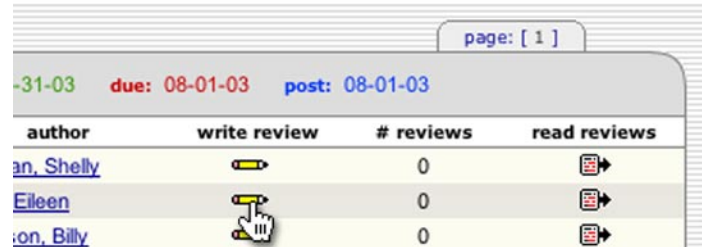
Adding Marks

If a paper has been submitted in MS Word format, you can add marks to the paper during the review process. You can then reference your marks within your topic responses. You can also associate rubrics with your marks.

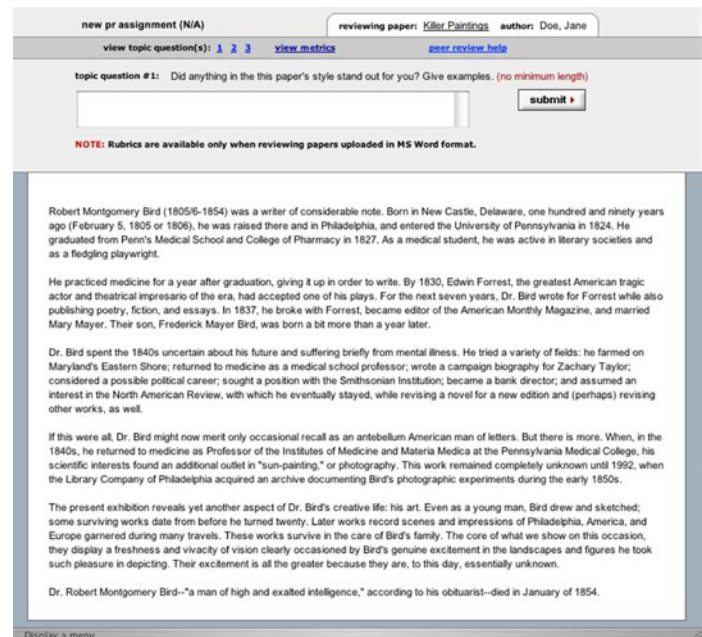
To add a mark to a paper:

- If you want to associate a rubric with your mark, select a rubric using the rubric pull-down **d**.

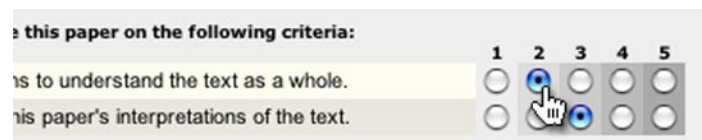
! You will only be able to associate a rubric with your mark if your instructor selected a rubric set when he or she created the assignment.



- a** Click to write a peer review.



- b** A peer review form.



- c** Click to rate a metric.



- d** Use the pull-down to select a rubric.

- Click anywhere on the paper. A mark will appear where you click. If you selected a rubric, it will appear next to the mark **a**.

Once a mark has been added, it will appear both on the paper and in the top frame of the peer review form. You can later add or change rubrics associated with marks.

To add or change a rubric:

- Select a rubric using the rubric pulldown.
- Click the select button next to a mark to associate the new rubric with the mark **b**.

To move a mark:

- Click the mark; it will change to a marker icon **c**.
- Click and drag the marker icon to a new location; when you let go of the mouse button, the mark will appear in its new location.

Reading Reviews

Once the post date for a review has arrived, you can read the reviews that have been written for your paper from your class portfolio and the papers of your peers from the peer review page.

To read the reviews that have been written for your paper:

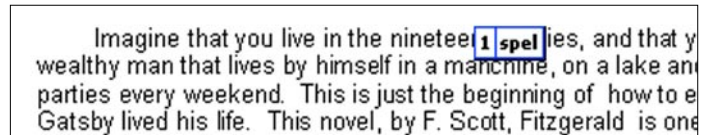
- Click the linked number in the reviews column of your class portfolio **d** (the number shows how many reviews have been submitted for your paper).

The reviews page will open showing the reviews that have been submitted for your paper. To read a review, click the button in the full review column **f**.

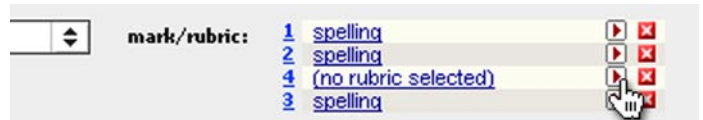
To view reviews from the peer review page:

- Click the read reviews button next to the paper from your peer review page **e**.

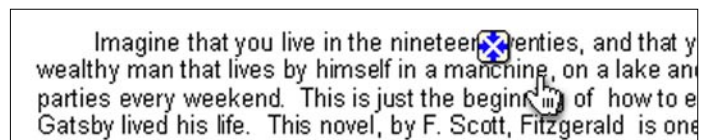
All of the reviews that have been submitted to the paper will be shown. To read a review, click the read full review button next to a review **f**.



- a** A mark with an associated rubric.



- b** Click to add a rubric to a mark.



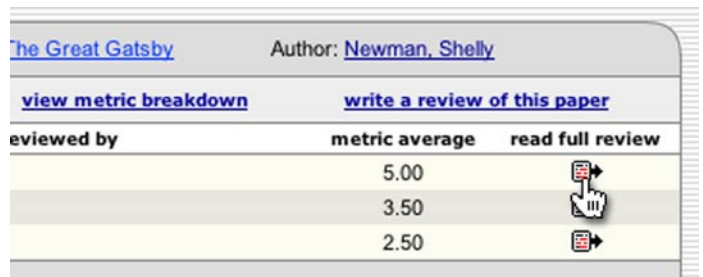
- c** Clicking a mark changes it to a moveable marker icon.



- d** Shows reviews that have been written for your paper.



- e** Displays reviews written for a paper.



- f** Opens a full peer review.

4 GradeMark

With GradeMark, your instructor can edit and grade your papers online. You can access your marked-up papers from your class portfolio.

Viewing Marked Up Papers

To view a marked-up paper, click the GradeMark icon next to a paper in your class portfolio **a**. Your paper will open **b**.

The top frame lists the marks your instructor has added to your paper. If your instructor has graded the paper, your grade appears in the top left corner of the page.

Marks

Each mark your instructor adds to your paper is represented by a number. This number appears in the body of your paper and in top frame of the GradeMark interface. To view the comments your instructor has entered for a mark, click a mark within your paper. The top frame will display your instructor's comment along with its rubric.

If you would like to view your paper without the added marks, you can hide the marks.

To hide marks, click the hide marks link **c**.

Rubrics

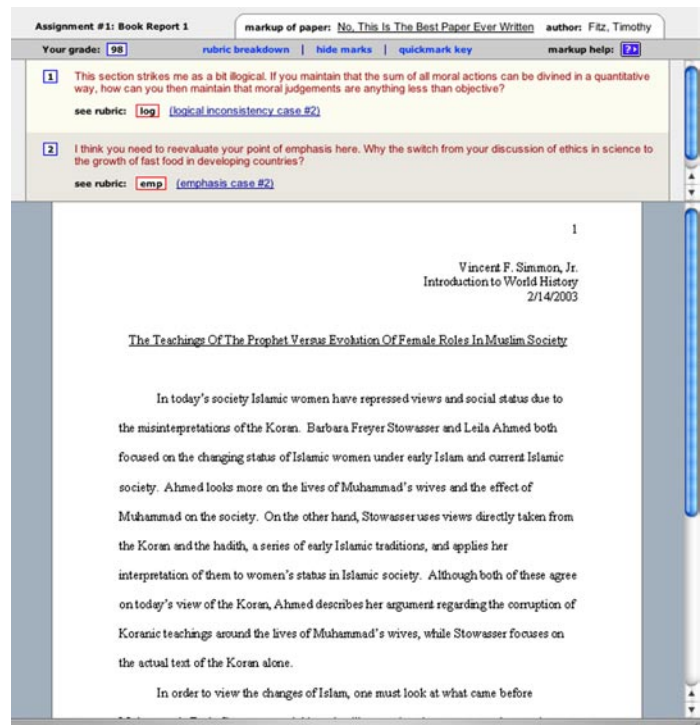
For every mark your instructor adds, he or she can add a rubric to the mark. Rubrics are used to quickly point out common problems in papers. You can click on a rubric for more detailed information about the rubric **d**.

Quickmarks

Your instructor will use quickmarks to point out grammar and punctuation errors. Quickmarks will appear in the body of your paper.

| your portfolio | | |
|---|-----------|--|
| title | submitted | contents |
| The Great Gatsby Critique | 07-07-03 |  .doc |

a Click to view a marked-up paper.



Assignment #1: Book Report 1 markup of paper: No, This Is The Best Paper Ever Written author: Fitz, Timothy

Your grade: **98** rubric breakdown hide marks quickmark key markup help: **22**

1 This section strikes me as a bit illogical. If you maintain that the sum of all moral actions can be divided in a quantitative way, how can you then maintain that moral judgements are anything less than objective?
see rubric: **log** (logical inconsistency case #2)

2 I think you need to reevaluate your point of emphasis here. Why the switch from your discussion of ethics in science to the growth of fast food in developing countries?
see rubric: **emp** (emphasis case #2)

1

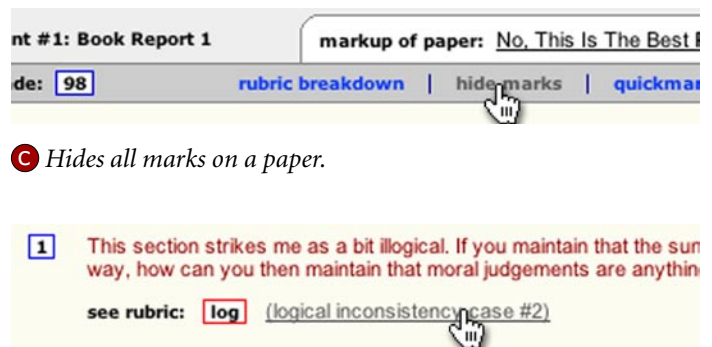
Vincent F. Simmon, Jr.
Introduction to World History
2/14/2003

The Teachings Of The Prophet Versus Evolution Of Female Roles In Muslim Society

In today's society Islamic women have repressed views and social status due to the misinterpretations of the Koran. Barbara Freyer Stowasser and Leila Ahmed both focused on the changing status of Islamic women under early Islam and current Islamic society. Ahmed looks more on the lives of Muhammad's wives and the effect of Muhammad on the society. On the other hand, Stowasser uses views directly taken from the Koran and the hadith, a series of early Islamic traditions, and applies her interpretation of them to women's status in Islamic society. Although both of these agree on today's view of the Koran, Ahmed describes her argument regarding the corruption of Koranic teachings around the lives of Muhammad's wives, while Stowasser focuses on the actual text of the Koran alone.

In order to view the changes of Islam, one must look at what came before

b The GradeMark form.



Assignment #1: Book Report 1 markup of paper: No, This Is The Best I

Grade: **98** rubric breakdown **hide marks** quickmark key

1 This section strikes me as a bit illogical. If you maintain that the sun way, how can you then maintain that moral judgements are anything
see rubric: **log** (logical inconsistency case #2)

c Hides all marks on a paper.

d Click to display rubric information.

5 GradeBook

If your instructor uses GradeBook to grade your work, a link to your grades and attendance will be available in your class portfolio. To view your grades and attendance, click the my grades link on the class bar **a**.



- a** Click my grades to view your grades and attendance.

Viewing Grades

Your grades page shows the papers and reviews you have submitted along with the grades they have received. The number in the points column shows you the total number of points an assignment is worth. The number in red shows how many points you received for the assignment. The grade for your submission appears in the grade column **b**.

| Jones, Jack | | totals: 90/100 90.0% | |
|-------------|---|----------------------|-------|
| # | assignment | points | grade |
| 1 | The Great Gatsby Summary and C... | 90 (100) | A- |
| 2 | Midterm | (150) | |
| | Midterm Revision | (50) | |
| 3 | Final | (200) | |

- b** Your grade appears next to each assignment.

The top of the grades page shows your overall grade for the class and your attendance **c**.

| totals: 90/100 90.0% A- late: 0 absent: 1 | | | |
|---|-------|------|-------|
| points | grade | note | title |

- c** The top of the page shows your overall grade and attendance.

Notes

Your instructor can choose to enter a note along with a grade. If your instructor has entered a note for your paper, a note icon will appear next to your grade. Clicking a note icon will display your instructor's note **d**.

| totals: 90/100 90.0% A- late: 0 absent: 1 | | | |
|---|-------|---|--|
| points | grade | note | title |
| 90 (100) | A- |  | The Great Gatsby Summa |
| (150) | | | |

- d** Click an assignment link for an assignment summary.

6 Class Calendar

The class calendar keeps track of important dates for your class' assignments. The calendar also displays any announcements, class notes, or holidays your instructor has posted. If your instructor has uploaded a class syllabus, you can view it from your calendar.

Opening the Calendar

Each of your classes will have its own calendar. You can open the calendar from any page within your class.

To open a class calendar, click the calendar button on the class bar **a**.

When you open a calendar, it will display the current month and year. You can display a different month by clicking on the month tabs along the top of the calendar **b**. To change the year, use the year pulldown menu **c**.

Calendar Items

Assignments

Assignments or peer reviews your instructor creates automatically appear on your calendar. A link appears for each assignment's date displaying the assignment or peer review's title. To view a summary of an assignment or review, click the assignment or review title **d**.

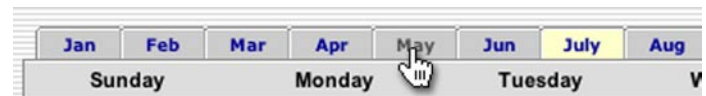
Notes

Class notes uploaded by your instructor appear on your calendar.

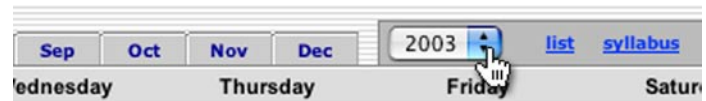
To view class notes, click on the class notes icon. The notes will open in a separate window **e**.



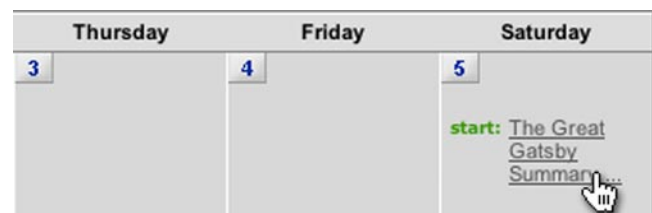
a Click calendar on the class bar to open your class' calendar.



b Click a month to switch month views.



c Use the year pulldown to switch to a different year.



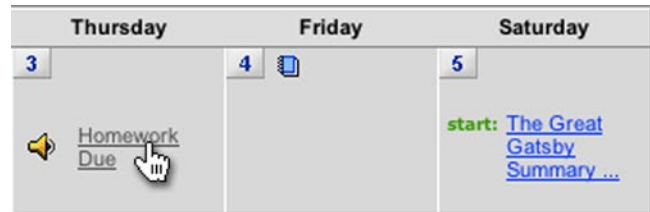
d Click an assignment link for an assignment summary.



e Click to view class notes.

Announcements

Announcements posted by your instructor appear on your calendar next to an announcement icon. To view an announcement, click on the announcement link next to the announcement icon **a**.



a Opens a full announcement.

Holidays

Holidays posted by your instructor appear on your calendar. If class will not meet on a holiday, the day will be highlighted in blue **b**.



b A calendar with a posted holiday.

Class Syllabus

If your instructor has uploaded a syllabus, you can view it from your calendar by clicking the syllabus link **c**. The syllabus page will open. If a syllabus has been posted by your teacher, it will appear on this page.



c Opens your class' syllabus.

Calendar List

You can view the calendar in a list mode. The list mode will display all assignments and calendar entries in a list. To view the calendar as a list, click the list link on your calendar **d**.



d Click to view the calendar as a list.

To switch back to the calendar view, click the calendar mode link **e**.



e Returns you to the calendar view.

7 Preferences

User Preferences

To view your user preferences, open your user profile by clicking the user info button on the system bar **a**.

The user preferences are:

- **default user type** – select from student, instructor, or administrator; your default user type will be used when you login
- **default language** – select your language (currently English only)
- **default submission type** – select a default submission type: file upload or cut and paste; when you submit a paper, the submission screen will default to the selected submission type
- **items per page** – select the number of items you would like displayed per page
- **show page info** – choose yes to display page information at the top of each page
- **show reports as** – choose whether you want to view reports as colors or numbers. If you select numbers, 1 through 5 will be used in place of the colors of the Originality Index.
- **send me email updates** – choose yes to receive email updates from Turnitin
- **use homepage link** – choose yes to create a homepage link; to set up a link, enter a link name and URL below

! If you make any changes to your user preferences, be sure to confirm your password and click submit so that the changes take effect.



a Click **user info** to open your user profile.

preferences submit ▶

user preferences

default user type:

default language:

default submission type:

items per page:

show page info:

show reports as:

send me email updates:

use class homepage link:

link URL:

link name: