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Note: Information contained in this manual was obtained from Turnitin Web site: http://www.turnitin.com
Workshop Overview

In this workshop, participants will gain hands-on experience with the online plagiarism tool, Turnitin. Tarleton State University purchases this service each year, as requested by faculty members. Turnitin accounts will be created by all participants. Suggested guidelines for Turnitin use will be discussed. Participants will design and post assignments. Student submission process will be explained. The tools of Turnitin will be demonstrated. Application to classroom learning as well as anticipated challenges to the review process will be explored.

Topics

- Guidelines for the use of Turnitin
- Account creation
- Assignment design
- Report tools
- Classroom application
- Student use

Learning Outcomes

After completing this workshop, participants will be able to:

- answer student questions concerning intellectual rights and Turnitin.
- develop course assignments.
- interpret Turnitin reports.
- guide students in the submission process.
Overview

Turnitin is an online service which provides a plagiarism prevention system which allows instructors to quickly and effectively check students’ work for copyright violations. Every paper submitted to the Turnitin service is returned to the instructor (and student if desired) in the form of an Originality Report. The report results are based on searches of pages from both current and archived instances of the Internet, student papers previously submitted to Turnitin, and commercial databases (journal articles/periodicals).

According to Turnitin’s documentation, this plagiarism prevention system is the world’s most widely used solution to the growing problem of cut and paste plagiarism. The plagiarism prevention service purchased by Tarleton State University features:

1. The industry’s most advanced search technology that checks papers against our in-house copies of both current and archived internet content and our proprietary database of millions of previously submitted student papers.

2. Expanded searches of academic and professional content not available on the public internet, including millions of commercial pages from books, newspapers, and journals.

3. Extremely flexible, intuitive, and clear Originality Reports that make investigating the sources of plagiarism easy.

4. Direct Source Comparison for easily comparing matching passages of text in a paper with corresponding passages in the original source.

5. Complete integration with WebCT® and Blackboard®.

- Numbered information taken directly from Turnitin site:

Since January 2006, Tarleton faculty have reported that Turnitin also acts as a powerful deterrent to stop plagiarism and cheating before it begins.

General Guidelines

General guidelines were developed by a pilot group of faculty members when Turnitin was introduced to the Tarleton campus. The guidelines are presented for faculty consideration:

1. **Guideline One:** Inform students Turnitin will be used as a plagiarism detection tool (not a grading tool). Place the notice of Turnitin application and helpful information in course syllabi.

2. **Guideline Two:** Provide all students with Turnitin submission instructions. Note: Students will establish accounts and submit their own papers to Turnitin.

3. **Guideline Three:** Offer an off-line plagiarism detection alternative to Turnitin submission. For instance, “the student could be required to turn in a photocopy of the first page of all reference sources used and a copy of the page(s) cited an
annotated bibliography, and a one page paper reflecting on their research methodology. Such an option would be unlikely to be chosen by any students, but if they did choose it, the chances of plagiarism would also be vanishingly thin…” http://bedfordstmartins.com/technotes/workshops/fullcopyright.htm

4. **Guideline Four:** Determine the course consequences of plagiarism before an incident arises. Discuss consequences with department head or the appropriate academic officer.

**Create a Turnitin Account**

**To begin** use of Turnitin, register with Turnitin and create a user profile.

1. To register and create a user profile, go to [www.turnitin.com](http://www.turnitin.com) and click on "create a user profile" link at the top of the homepage.

![Turnitin Login](image)

2. The new user wizard will open and walk you through the profile creation process. In order to create a profile, you must have an account ID and an account join password. You can get this information from your CITDE office (Stephenville campus) or Steve Blum (Killeen Campus).

![Create a user profile](image)
3. Once you have created your profile, click the start class setup wizard link to use the class setup wizard to create your first class and assignment.

4. When you are finished creating your profile, you will be logged in to Turnitin.
Create a Class

To create a class in Turnitin:

1. From your Turnitin homepage, you will see the class you created using the class setup wizard. If you want to create another class or if you did not use the class setup wizard, click “add a class” link. If you do not want to create a new class at this time, skip ahead to the next section.

2. On the class creation page, enter a class name and an enrollment password. The enrollment password is the password your students will use to enroll in your class. Pick a password that is easy for your students to remember and that contains all lowercase letters.

4. The end date is the date your class expires. When a class expires students can no longer submit papers or enroll in the class. The default duration for all classes is 6 months. If you want your class to last longer or shorter, you can change the end date.

5. If you want to let students enrolled in your class view their own Originality Reports, select yes using the pull down. By default, students do not have access to their own reports.

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

7. The class will now appear in your class list beneath your account. The number to the left of your class name is the class ID. Students will use this ID along with the class enrollment password to enroll in your class. You can view your class enrollment password at any time by clicking the update button next to your class.

Distribute the class ID and enrollment password to your students so that they can enroll in your class and submit their papers. Instructions for student submission is the last section of this manual.

8. Click on the name of your class to open your class homepage.
Create an Assignment

To create an assignment in Turnitin:

1. Open the class from your homepage. If you created an assignment using the class setup wizard, you will see the assignment. If you did not create an assignment or if you want to create another assignment, click create a new assignment link.

2. To create an assignment, enter an assignment title and choose a start and due date for the assignment. Students will be able to submit their papers to the assignment starting on the start date and until the due date passes. Click submit to add the assignment to your class homepage.

To submit assignments to Turnitin:

1. If you want to submit papers yourself, click the icon in the submit column next to your assignment.
2. On the paper submission page, enter the paper’s title and its author’s first and last names.

3. To select a paper for submission, click the browse button and locate the paper on your computer. We accept submissions in these formats:
   - MS Word, WordPerfect, RTF, PDF, PostScript, HTML, plain text (.txt)

4. When you have selected the document for submission, click submit button to upload.

5. After you submit a paper, our system will begin processing the paper and will generate an Originality Report within minutes. To view the report, click the inbox button on submission confirmation page. Your assignment inbox will open.

6. Note: you can open your assignment inbox from your class homepage by clicking the icon in the inbox column.
Interpret Originality Reports:

1. Your assignment inbox shows submitted papers with their Originality Reports. To open the Originality Report for the paper you just submitted, click the report icon. **Note:** A grayed out report icon indicates that the report has not yet been generated. Please wait a few moments and click your browser’s refresh button.

2. Each report will open in a popup window. The left portion of the screen shows the student’s submitted work. The right portion of the screen shows the documents containing matching text. Click on the highlighted text in the student work to view the source document which matches the text included in the student work. Click on the links in the right portion of the screen to view the complete original text.

3. If you need further assistance with Turnitin or would like to learn about the advanced features the system offers, please download the instructor’s manual form the Turnitin web site.
Classroom Application

To allow students to view their originality reports and resubmit the assignment before the due date:

1. Enter the class and click “create a new assignment” link.

2. Enter the assignment title. Point value and instructions as required. Set the start and due dates.

3. Select “yes” from the “Show advanced assignment options” box.

4. In the” Generate Originality Reports for student submission” area, select “immediately” which allows students to re-submit assignments until due date. Some Tarleton faculty members have found this a useful teaching tool. Students submit papers, review the report, adjust their papers then resubmit before the due date for improved score and advanced learning of the principles for professional writing.
Submission Guide for Students

Replace the red text with information specific to your class:

INSTRUCTONS FOR THE ELECTRONIC SUBMISSION OF ASSIGNMENTS

Place your class name and your name here

Follow these steps when you are ready to submit an assignment

1. Go to www.turnitin.com

2. Create a user profile
   a. click on “create new user profile” at the top right hand corner of the web page
   b. select “student” as the user type
   c. enter the class ID number (Place your class number here) and password (Place your class password here) supplied by the course instructor
   d. enter your email address
   e. create a password
   f. enter your name, country, and state
   g. read and agree to the user agreement
   h. return to the login page

3. Log in at the top right hand corner of the web page with your email address and password

4. Click on the name of the class

5. Click on “submit” next to the assignment name

6. Enter a title for your assignment, browse for the file you wish to submit for the assignment, and then click on the “submit” button

7. Confirm your submission and complete the remaining steps as they appear

8. Be sure to logout when finished
   (the logout button is located at the top of the web page)

Instruction sheet created by Dr. David Weissenburge, Professor, Tarleton State University, 2006