



turnitin

Plagiarism Prevention

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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:
http://www.turnitin.com/static/pdf/datasheet_plagiarism.pdf

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

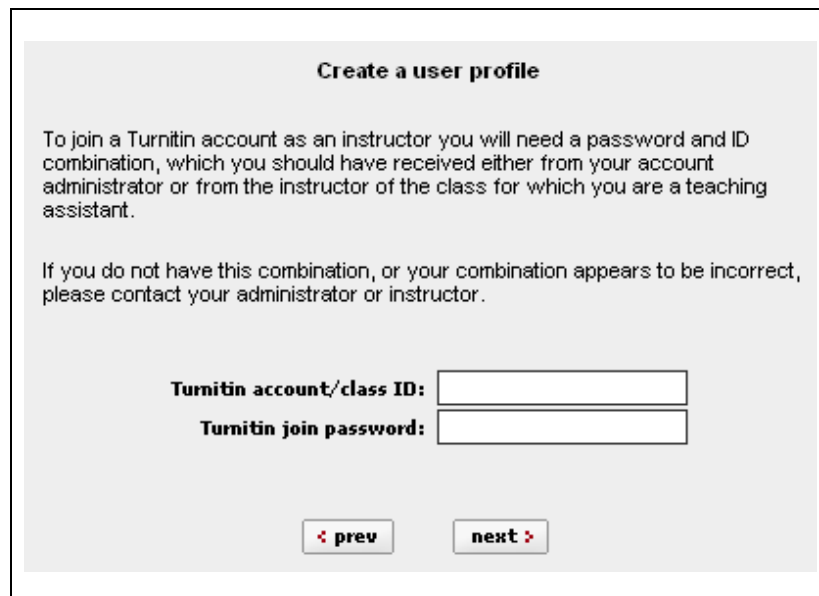
To begin use of Turnitin, register with Turnitin and create a user profile.

1. To register and create a user profile, go to www.turnitin.com and click on "create a user profile" link at the top of the homepage.



The screenshot shows the Turnitin homepage. On the left is the Turnitin logo. On the right, there are links for "Logi Page", "Password Help", and "New Users". The "New Users" link is highlighted with a red box. Below these links are input fields for "E-Mail:" and "Password:", followed by a "Login" button with a small icon.

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).



The screenshot shows the "Create a user profile" wizard screen. The title is "Create a user profile". Below the title, there is a paragraph of text: "To join a Turnitin account as an instructor you will need a password and ID combination, which you should have received either from your account administrator or from the instructor of the class for which you are a teaching assistant." Below this, another paragraph says: "If you do not have this combination, or your combination appears to be incorrect, please contact your administrator or instructor." At the bottom, there are two input fields: "Turnitin account/class ID:" and "Turnitin join password:". Below these fields are two buttons: "prev" and "next", both with small arrows on either side.

- 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.

create a new: standard class ▾ submit ▶

class name:

enrollment password:

class start date: December 01, 2006

class end date: Jun ▾ 3 ▾ 2007 ▾

Let students view their own Originality Reports for all paper assignments in this class? no ▾

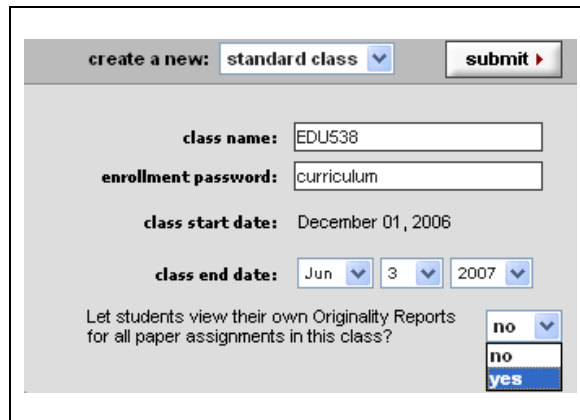
- When you are finished creating your profile, you will be logged in to Turnitin.

Tarleton State University		add a class	show: active classes ▾		
<p>Note: One or more of the products in this account are set to expire within 30 days. For more information, please click here or contact your account administrator.</p>					
class ID	enter a class	status	stats	update	del
1373601	curriculum design and implementation	active	?	+	×
1539189	EDU538Summer06	active	?	+	×
1721988	nursing	active	?	+	×

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.



The screenshot shows a web form titled "create a new:" with a dropdown menu set to "standard class" and a "submit" button. The form contains the following fields:

- class name:** A text input field containing "EDU538".
- enrollment password:** A text input field containing "curriculum".
- class start date:** A text input field containing "December 01, 2006".
- class end date:** A date selector with three dropdown menus: "Jun", "3", and "2007".
- Let students view their own Originality Reports for all paper assignments in this class?** A dropdown menu with "no" selected and "yes" as an option.

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.

Tarleton State University						
			add a class	show: active classes		
<p>Note: One or more of the products in this account are set to expire within 30 days. For more information, please click here or contact your account administrator.</p>						
class ID	enter a class		status	stats	update	del
1373601	curriculum design and implementation		active	?	+	x
1539189	EDU538Summer06		active	?	+	x
1721988	nursing		active	?	+	x

Create an Assignment

To create an assignment in Turnitin:

1. Open the class fro your homepage. If you created an assignment using the class setup wizard, you will see now 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.

create a new: [paper assignment](#) [submit](#)

assignment title:

point value:

start date: Dec 1 2006 at 3 : 11 PM

due date: Dec 8 2006 at 11 : 59 PM

post date: Dec 9 2006 at 12 : 00 AM

Enter any special assignment instructions (optional):

Would you like to select a rubric set? [no](#)

Generate Originality Reports for submissions? [yes](#)

Show advanced assignment options? [no, use default options](#)

To submit assignments to Turnitin:

1. If you want to submit papers yourself, click the icon in the *submit* column next to your assignment.

#	assignment	inbox	submit	start	due	pos
1	Our First Assignment			11-16-04	11-16-04	N/A

2. On the paper submission page, enter the paper's title and its author's first and last names.

Submit a paper by:

author's email/user name:

author's first name:

author's last name:

submission title:

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.

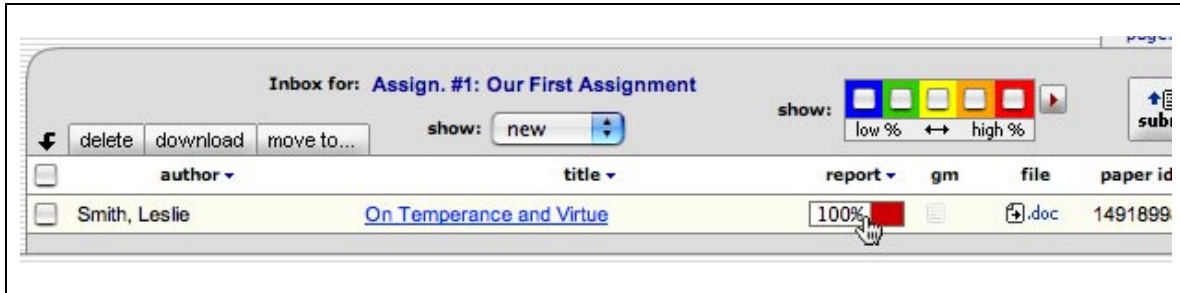
Turnitin digital receipt		paper title: On Temperance and Virtue
inbox	submit again	paper id: 14918998
		paper author: Smith, Leslie
Whether temperance is a virtue?		

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

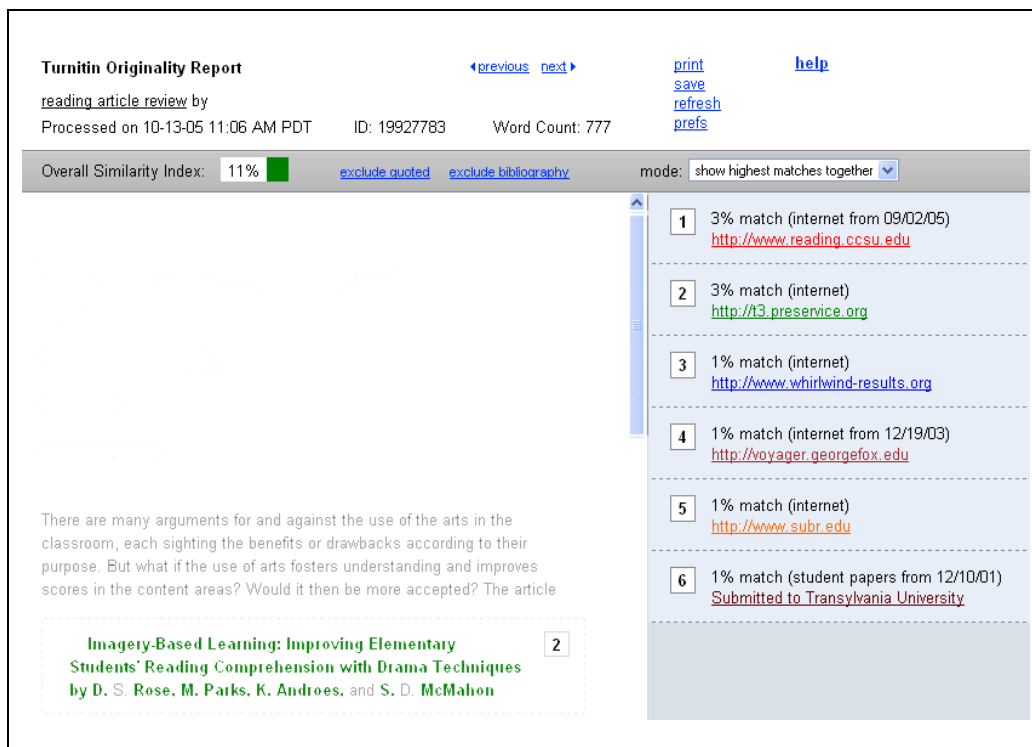
#	assignment	inbox	submit	start	due	po
1	Our First Assignment			11-16-04	11-16-04	N/A

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 from 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.

create a new:

assignment title:

point value:

start date: Dec 4 2006 at 1 : 01 PM

due date: Dec 11 2006 at 11 : 59 PM

post date: Dec 12 2006 at 12 : 00 AM

Enter any special assignment instructions (optional):

Would you like to select a rubric set? no

Generate Originality Reports for submissions? yes

Show advanced assignment options? yes

Generate Originality Reports for student submissions: immediately (can overwrite reports until due date)

Allow submissions after the due date? yes

Allow other papers to be checked against submissions? yes

Compare submissions against these search targets:
 student paper database
 current and archived internet
 periodicals, journals, & publications

4. In the “**Generate Originality Reports for student submission**” area, select “**immediately**” which allows students to re-submit assignments until due the 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:

INSTRUCTIONS 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



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