Student User Guide (updated 2.06.06)

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1 Getting Started

Welcome to Turnitin! This document will guide you through the process for submitting papers and peer reviews to your instructor's class and give you a complete introduction to the Turnitin suite of services. All of Turnitin's services are accessible online at www.turnitin.com.

Creating Your User Profile

All Turnitin users have a unique user profile, which consists of an e-mail 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 *New Users* on the Turnitin homepage ❶.

3. Follow the on-screen instructions. In order to create a profile, you will need a class id and enrollment password. If you don't have this information, please contact your instructor. When you are done creating your profile, you will be logged in to your account.

❗ **If you have created your own profile using the steps above, you can skip ahead to the section *Submitting a Paper*.**

❶ *The new user link on the Turnitin homepage.*

Logging In

To login to Turnitin:

1. Go to www.turnitin.com.

2. At the top, enter your e-mail address and user password ❷.

3. Click *Log In* to open your Turnitin homepage.

❷ *The login button on the Turnitin*

Enrolling in a Class

Your student homepage lists your enrolled classes. If you are a new user, you will see the class you enrolled in when you created your profile.

To enroll in additional classes:

1. Click the *enroll in a class* tab on your homepage ①.

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 ②.

⚠ **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 ③.

The class portfolio lists the assignments your instructor has created and your submissions to these assignments.
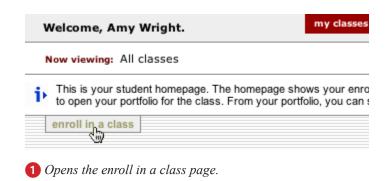
⚠ **If there are no assignments in your portfolio, your instructor has not yet created class assignments. Until your instructor creates an assignment, you will not be able to submit a paper.**

You can submit a paper in two ways:

- by **file upload** (used to submit a paper as a computer file; we currently accept submissions in Microsoft Word, WordPerfect, RTF, PDF, PostScript, plain text, 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)
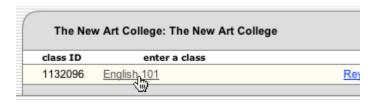
To submit by file upload:

1. Click the submit icon next to the desired assignment in your class portfolio ④.

2. Select *file upload* from the submission pulldown menu ⑤.
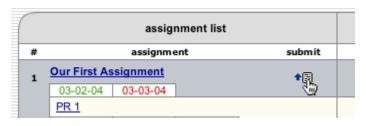
3. Enter a title for your submission and an ID (op-

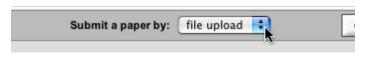① *Opens the enroll in a class page.*

② *A newly added class on the student homepage.*

③ *Click a class name to open its portfolio.*

④ *Click to submit a paper to an assignment.*

⑤ *Select a submission type using the pulldown.*

tional).

4. Click the *Browse* button and locate the paper you want to submit.

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 **1**.

After submitting a paper, you will receive a digital receipt. From this screen you can proceed to your class portfolio to view the submission **2**.

To submit by cut and paste:

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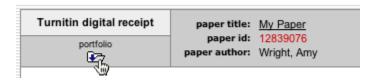
Click the portfolio icon to return to your class portfolio and view your submission.

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 **3**. You can download a paper to your computer in file format by clicking on the file icon **4**.

1 *Click to confirm your submission.*

2 *Click to open your class portfolio.*

3 *Click a paper title to view it online.*

4 *Downloads a paper in file format.*

② Plagiarism Prevention

Papers submitted to Turnitin are compared against billions of internet documents, an archived copy of the internet, 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.

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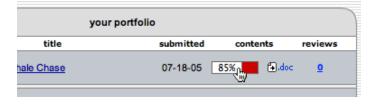
Originality Reports

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** (no matching words)

- **green** (1 word-24% matching text)

- **yellow** (25-49% matching text)

- **orange** (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 ❶. The Originality Report will open in a new window.

❶ *Reports show up in your class portfolio.*

The Originality Report has three main sections:

- **paper information**

  The report header shows information about the submitted paper including paper title, author, word count, and the date the report was processed.

- **paper text**

  The left side of the report shows the text of the submitted paper. Matching text is highlighted in red and numbered to correspond with sources to the right.

- **matching sources**

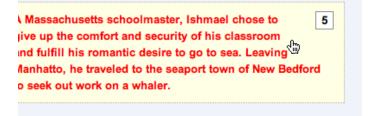 The right side of the report lists the sources of matching text.

Direct Source Comparison

Direct Source Comparison lets you quickly compare matching text to its source. To activate Direct Source Comparison, click a block of matching text **1**. The source of matching text will open to the right.
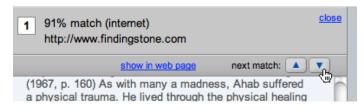
If the source you are viewing contains multiple sources of matching text, you can quickly navigate between sources using the up/down arrows **2**. The text in the paper will automatically line up with the source for easy comparison.

If you want to view matching text from an internet source in its original web context, you can do so by clicking the *show in web page* link **3**.

When you are done viewing a source, you can return to the list of matching sources by clicking the *close* link **4**. Or you can immediately jump to another source by clicking on a new block of matching text **1**.

1 *Click matching text to view its source.*

2 *Use the arrows to quickly navigate between source matches.*

3 *Click "show in web page" to see the source in its web context.*

4 *Click "close" to reveal the list of matching sources.*

Originality Report Modes

By default the Originality Report shows you only the highest percentage matches. In some cases, it is possible that smaller matches are obscured by larger matches and are not shown.

If you would like to see an exhaustive list of sources, you can switch to the *show matches one at a time* mode ❶. In this mode, all sources for a given paper are listed, even those that are obscured by larger percentage matches. To view the matching text for a given source in this mode, click the radio button next to a source ❷.
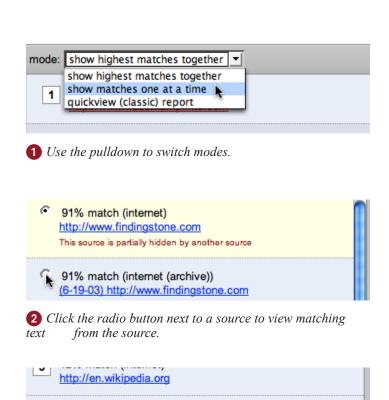
If you would like to view an Originality Report showing only matching text and source links without the source view, select *quickview (classic) report* using the pulldown ❶.
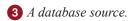
Database Sources

If a source is from our database, *student papers* will show up next to the source ❸. As a student, you will not have access to these sources.

Internet Archive Sources

In addition to searching a copy of the active internet, Turnitin also searches a copy of the archived internet, which includes an extensive number of web pages no longer available on the internet. If a match is found in our internet archive, *internet (archive)* will appear next to the source ❹.

❶ *Use the pulldown to switch modes.*

❷ *Click the radio button next to a source to view matching text from the source.*

❸ *A database source.*

❹ *An internet archive source.*
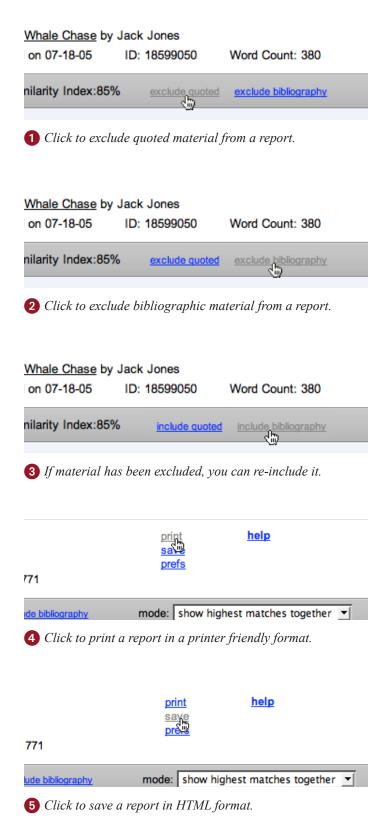
Excluding Quoted and Bibliographic Material

If quoted or bibliographic material is flagged, you can exclude it from the report. To exclude quoted material, click the *exclude quoted* link **1**. To exclude bibliographic material, click the *exclude bibliography* link **2**.

Please note that the functions for excluding material are approximate. If more material is excluded than you would like, you can re-include excluded material by clicking the *include quoted* or *included bibliography* links **3**.

Printing and Saving Reports

To print a report in a printer friendly format, click the *print* link at the top of the Originality Report **4**. The report that is printed will be based on the mode you are currently viewing. For example, if you are viewing the report using the default *highest matches* mode, the report that will be printed will only show the highest matches (*see the Originality Report modes section on the previous page for more information*).

If you would like to save and download a copy of a report in HTML format, click *save* **5**.

1 *Click to exclude quoted material from a report.*

2 *Click to exclude bibliographic material from a report.*

3 *If material has been excluded, you can re-include it.*

4 *Click to print a report in a printer friendly format.*

5 *Click to save a report in HTML format.*

Report Preferences

From the report preferences pane, you can change the appearance and behavior of Originality Reports. To open the preferences pane, click *prefs* at the top of the report ❶.

From the preference pane ❷, you can change the following report settings:

- **color-code matches**

  By default, matching text is color-coded. If you would like to turn off color-coding, select *no* using the pulldown.
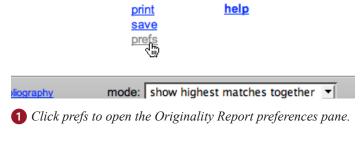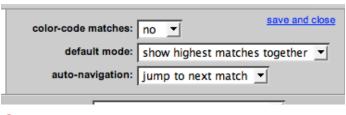
- **default mode**

  When you open a report, it shows the highest matches together by default. If you would like to change the default mode for the report, select either *show matches one at a time* or *quickview (classic) report*.
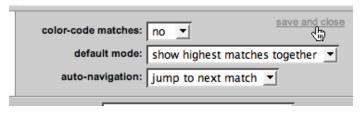
- **auto-navigation**

  When you navigate to a match, the text scrolls smoothly. If you would like to jump immediately to the next match without scrolling, select *jump to next match*.

When you are done making changes to the report preferences, click *save and close* ❸.

❶ *Click prefs to open the Originality Report preferences pane.*

❷ *The Originality Report preference pane.*

❸ *Click save and close to save your preference and close the pane.*