



Turnitin fact sheet: Lecturers

Definition of Plagiarism:

- To copy information directly into an assignment or other document without paraphrasing the original author's work or placing the quoted material in quotation marks AND including a citation, (i.e., an in-text reference).
- The University of Pretoria has a policy about plagiarism. Staff and students can access it at the following url:
<http://www.library.up.ac.za/plagiarism/index.htm>

What is Turnitin?

Turnitin is a web-based plagiarism detection service that is integrated with the clickUP system.

Avoiding plagiarism

1. Create new and original assignment topics every year to discourage plagiarism
2. Emphasize originality
3. Educate students in the use of proper referencing and citation techniques
4. Simply making students aware that their work will be checked discourages them from committing plagiarism.
5. View the anti-plagiarism website on the Library page, including the link to types of plagiarism

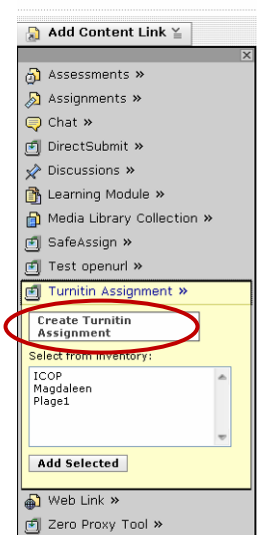
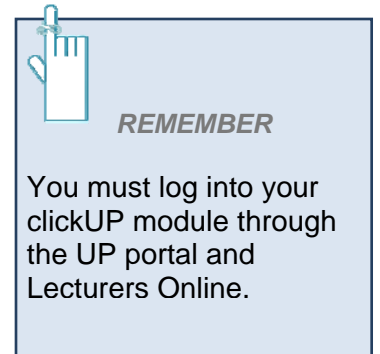
One cannot make a conclusion regarding plagiarism on Turnitin originality scores alone. Please consult the UP Policy in this regard.

See also the following guide on how to avoid plagiarism:

<http://www.plagiarism.org/>

Create a new Turnitin assignment in clickUP

1. Navigate to the **Course Content Home page** using the **BUILD** tab.
2. Click on the **Add Content Link** button situated at the top of the page.
3. Select the **Turnitin Assignment** option from the dropdown menu.
4. Click on the **Create Turnitin Assignment** button situated in the expanded area.
5. Fill in the form (see below) and click on submit



There are two types of Assignments available. The *paper assignment* is used to upload the first version of an assignment. The *revision assignment* is used for the revised version of a previous paper assignment.

an assignment title and choose the start and due dates for the assignment. If you like, you can enter an additional assignment description. By default, papers submitted to this assignment will be checked against all of our databases. If you would like to create a custom search or view other advanced assignment options, select yes using the show advanced assignment options pull-down.

Dates
Start date: When students can start to upload the assignments
Due date: The last date for students to upload the assignment
Post date: Not applicable on UP, should be later than *due date*

Click on **more options** to add more functionality to the assignment.

For draft submissions, select the middle option, "immediately" (can overwrite reports until due date). Students can then improve their assignments and resubmit to the same assignment, overwriting the report, up to the due date. The instructor then does not need to create a revision assignment

Select yes to exclude bibliographic material from the similarity index for ALL the student papers

Select yes to exclude text in quotation marks from the similarity index for ALL the student papers

Select yes to exclude small pieces of text from the similarity index for ALL the student papers. You can specify the minimum number of words that should be ignored

EI recommends that students see their originality reports. This can facilitate learning about plagiarism.

Submit papers to:

Submit papers to: ▼

Search options:

student paper repository

current and archived internet

periodicals, journals, & publications

Would you like to save these options as your defaults for future assignments?

yes

no

When you allow other papers to be checked against submissions – you will be able to see whether students have copied from each other in class or even between year groups. The system will automatically bypass the student's previous submission. The only way a student's submission will match to it's self is if he/she submits the same paper to a different class.

Click on the submit button when you have completed setting up your assignment.

How to upload assignment(s)

Students and lecturers can upload assignments to Turnitin.

Build **Teach** **Student View** Staff should use the **Teach tab** to submit and view student assignments.

A separate fact sheet that is available on the Library page and clickUP help site illustrates how students may upload their own assignments to Turnitin.

The screenshot shows the Turnitin interface for a 'Feb09 assignment'. On the left is a sidebar with 'turnitin' logo and navigation links: 'assignment inbox', 'edit assignment', 'libraries', 'class stats', and 'preferences'. Below this is an 'About this page' section. The main area shows the 'inbox' for the assignment, with tabs for 'all papers', 'marked papers', 'viewed papers', and 'new papers'. A 'submit paper' button with a plus icon is circled in red. Below the tabs is a table of student submissions:

<input type="checkbox"/>	author	title	report	grade	grademark	file	paper ID	date
<input type="checkbox"/>	Balovi, L	-- no submission --	--	--	--	--	--	--
<input type="checkbox"/>	Bokaba, RP	-- no submission --	--	--	--	--	--	--
<input type="checkbox"/>	Chihuri, S	-- no submission --	--	--	--	--	--	--
<input type="checkbox"/>	Crookes, GJ	-- no submission --	--	--	--	--	--	--
<input type="checkbox"/>	De klerk, TE	-- no submission --	--	--	--	--	--	--
<input type="checkbox"/>	Geekie, WW	-- no submission --	--	--	--	--	--	--
<input type="checkbox"/>	Gericke, E	-- no submission --	--	--	--	--	--	--
<input type="checkbox"/>	Gewanlal, CM	-- no submission --	--	--	--	--	--	--
<input type="checkbox"/>	Gous, WD	-- no submission --	--	--	--	--	--	--
<input type="checkbox"/>	Govender, T	-- no submission --	--	--	--	--	--	--
<input type="checkbox"/>	Jali, SM	-- no submission --	--	--	--	--	--	--
<input type="checkbox"/>	Jansen van rensburg, ...	-- no submission --	--	--	--	--	--	--
<input type="checkbox"/>	Jume, J	-- no submission --	--	--	--	--	--	--

1. Submission
Click on the submit button to upload an assignment for a student.

2. Different options:

- File upload:* Upload 1 existing file or zip file for each specific student
- Cut & paste:* Cut / copy the assignment from a document on your computer and paste it in the space provided
- Bulk upload:* Lecturer uploads the files for several students simultaneously
- Zip file:* Add all the assignments to a Zip file and upload that file, OR Students submit a zip file of an html site

your computer by clicking the "browse" button and enter a title for the paper. Select an enrolled student using the student pulldown to associate the submission with a student and click the submit button to upload the paper.

3. Select the student's name from the dropdown list next to "author". If the student is not on the class list, add him as a non-enrolled student completing the name boxes

4. Type in the submission title and click on Browse to upload the assignment from your computer to the Turnitin database

Click on the submit button when you have uploaded the assignment.

The Submit paper screen will be displayed. Click on **Yes, submit**.

submit paper: Step 2 of 2

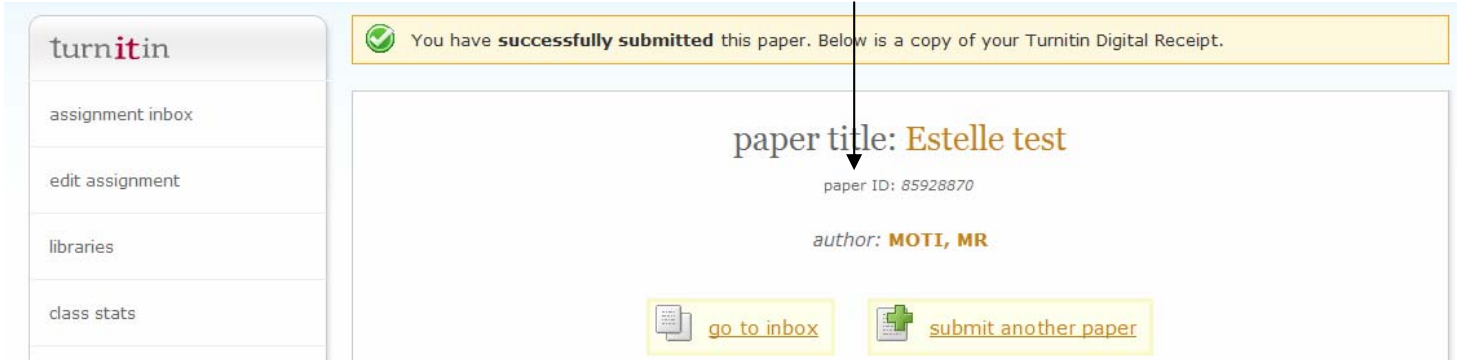
Preview

Roles and Responsibilities

Project Leader
(Academic dept.)The Project Leader is usually the Head of Department or other senior staff member.
His/her responsibilities include:
compile and submit the project proposal if seed funds are required
manage seed funds allocated to the project on approval of the proposal
submit annual report on the use of the seed funds
co-ordinate the submission of content from lecturers
ensure the quality of the content
ensure that agreed deadlines are met

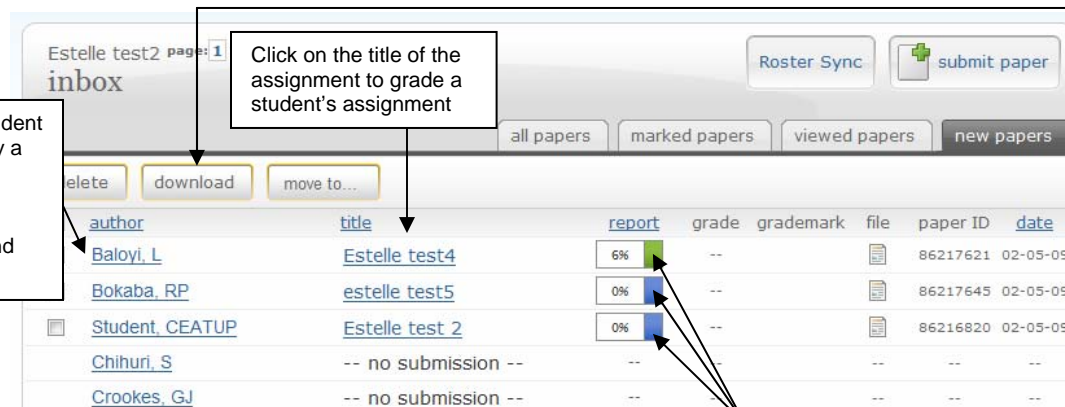
yes, submit [cancel, go back](#)

Once your document has been submitted, a new screen will appear with the heading “Turnitin Digital Receipt”. Make a note of the paper ID to track the paper if necessary. Students should do this as well.



View the originality report

1. Click on **Go to inbox** after submitting the assignment.
2. OR click on the Turnitin assignment link on the homepage. The Inbox with the class list and submissions will be displayed.



Click on the student name to display a portfolio of the student's assignment submissions and grades.

Click on the title of the assignment to grade a student's assignment

Click on the tick boxes in front of the student names and click on Download to save the assignments to your computer to be able to mark these assignments and give feedback.

3. Click on the originality icon indicating the amount of matching text.
4. A new window will open with the assignment. The areas that match will be highlighted in different colours and also with a unique number. The source will be displayed on the right-hand side of the screen marked with the same number and colour. A percentage will be displayed to indicate what percentage of the submitted document corresponds to another source document.

https://api.turnitin.com - Turnitin - Mozilla Firefox

preferences help

turnitin Originality Report

Estelle test 3
by CEATUP Student

Processed on: 02-05-09 11:14 SAST
ID: 86217352
Word Count: 5622
Submitted: 1

Similarity: 89% exclude quoted exclude bibliography mode: show highest matches together

Mrs Estelle Drysdale

E-mail: estelle.drysdale@up.ac.za

Address: P O Box 65150 Erasmusrand Gauteng South Africa 0165
Telephone +27 82 784 4846

ADOPTION OF A WEBCT LEARNING ENVIRONMENT IN LECTURE-BASED MINING ENGINEERING EDUCATION
Drysdale, E.1, Thompson, R.J.2 1Department of Telematic Learning and Education Innovation, University of Pretoria, Pretoria, 0002, South Africa.
E-mail:estelle.drysdale@up.ac.za 2Department of Mining Engineering, University of Pretoria, Pretoria, 0002, South Africa. E-mail: roger.thompson@up.ac.za ABSTRACT Two years ago, the Department of Mining Engineering at the University of Pretoria expanded its lecture-based teaching approach to encompass the utilities of a WebCT environment

- 1 87% match (student papers from 09/25/07)
Class: cil111 - cil111_s01_2007
Assignment: assign3
(Paper ID): [51557981](#)
- 2 1% match (Internet from 09/21/08)
<http://www.aurion.co.uk>
- 3 < 1% match (student papers from 12/22/06)
[Submitted to American Intercontinental University Online](#)
- 4 < 1% match (student papers from 08/25/06)
[Submitted to \(school name not available\)](#)
- 5 < 1% match (student papers from 01/03/04)
[Submitted to Bellevue Community College](#)

Change the entry in the “mode:” drop down list to “quickview (classic) report”. The format of the report will change to the one shown below:

turnitin Originality Report

Similarity: 89% exclude quoted exclude bibliography mode: quickview (classic) report

02-05-09 11:14 SAST

Selecting the “exclude quoted” and “exclude bibliography” links might decrease the Similarity Index dramatically if you have quoted or referenced extensively.

Click here to save a copy of the report to your PC.

These entries show the matching sources and the percentage matching text from each source.

- 87% match (student papers from 09/25/07)
Class: cil111 - cil111_s01_2007
Assignment: assign3
Paper ID: [51557981](#)
- 1% match (Internet from 09/21/08)
<http://www.aurion.co.uk>
- <1% match (student papers from 12/22/06)
[Submitted to American Intercontinental University Online on 2006-12-22](#)
- <1% match (student papers from 08/25/06)
[Submitted to \(school name not available\) on 2006-08-25](#)
- <1% match (student papers from 01/03/04)
[Submitted to Bellevue Community College on 2004-1-3](#)

Mrs Estelle Drysdale E-mail: estelle.drysdale@up.ac.za Address: P O Box 65150 Erasmusrand Gauteng South Africa 0165 Telephone +27 82 784 4846 [ADOPTION OF A WEBCT LEARNING ENVIRONMENT IN LECTURE-BASED MINING ENGINEERING EDUCATION Drysdale, E.1, Thompson, R.J.2 1Department of Telematic Learning and Education Innovation, University of Pretoria, Pretoria, 0002, South Africa. E-mail:estelle.drysdale@up.ac.za 2Department of Mining Engineering, University of Pretoria, Pretoria, 0002, South Africa. E-mail: roger.thompson@up.ac.za ABSTRACT Two years ago, the Department of Mining Engineering at the University of Pretoria expanded its lecture-based teaching approach to encompass the utilities of a WebCT environment in two of it modules; a core course and a capstone course. The aims behind the adoption of the web-supported approach were primarily to improve students’ abilities to both acquire \(at](#)

All similarities must be checked and evaluated individually by the student and lecturer.

View statistics

1. On the top menu in Turnitin, click on **class stats**.
2. A list with all the assignments that were submitted for the assignment is displayed can be exported to MS Excel™.

turnitin

assignment inbox

edit assignment

libraries

class stats

preferences

Stats displayed are from February 8, 2008 to February 5, 2009.

statistics

export to excel

Now viewing: imp801 - imp801_s01_2008

Show:

name	join/enrollment password	ID	students	submissions	originality reports	75-100%	50-74%	25-49%	0-24%	no matches	peer reviews	grademarks	graded papers	discussion replies	discussion topics	quickmark breakdown
imp801 - imp801_s01_2008	h74x1dz0	2178802	-	64	64	4	2	15	40	3	-	-	-	-	-	view
Group assignment	-	5998203	-	4	4	-	-	-	4	-	-	-	-	-	-	view
Estelle test3	-	7193801	-	1	1	1	-	-	-	-	-	-	-	-	-	view

Interpreting statistics



Note: Turnitin does not search ALL databases and Internet sources.

One **cannot** make a conclusion regarding plagiarism on Turnitin originality scores alone. Please consult the UP Policy in this regard.

Please encourage students to peruse the Library's resources on plagiarism

<http://www.ais.up.ac.za/plagiarism/index.htm>

Grading

1. In Teach: go to **Inbox**
2. Click on the paper title: The paper will open in a new window
3. Type in a grade.
4. Tick on Next paper to grade the next student's paper. Grades go to the clickUP Gradebook.
5. To see which students have not submitted their papers: In Inbox: click on "Roster synch" The complete class list will display with the names of those who did not submit at the bottom.

Troubleshooting

If the report does not appear after a reasonable period, the file size is probably too big. Remember, files should be smaller than 20 MB, and preferably much smaller. Tick that paper's tickbox and select "delete". After reducing the file size by removing for instance large graphics embedded in the document, resubmit the assignment.

Useful tip for lecturers:

If lecturers want to submit their own papers, for instance research articles, etc. they can hide the Tii link on the homepage. It is then invisible to students, but still accessible to the lecturer from the Teach tab for uploading of papers.