




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>
- One cannot make a conclusion regarding plagiarism on Turnitin originality scores alone.



REMEMBER

You must log into your clickUP module through the UP portal and Lecturers Online.

What is Turnitin?

Turnitin is a web-based plagiarism detection service that is integrated with the clickUP system. The Turnitin programme resides on the Web outside the UP domain, and requires using an Internet password if accessed from campus.

Avoiding plagiarism

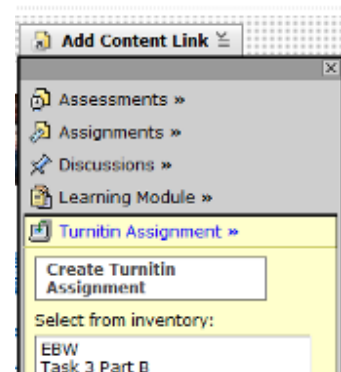
1. Create new and original assignment topics every year to discourage plagiarism
2. Emphasize originality
3. Educate students in the use of proper referencing and citation techniques
4. Simply making students aware that their work will be checked discourages them from committing plagiarism.
5. View the anti-plagiarism website on the Library page, including the link to types of plagiarism
6. Use Turnitin in clickUP for students to submit their assignments. Let students submit their **own** assignments, allow them to view the similarity reports, let them correct assignments and resubmit to Turnitin. This improves their academic writing skills. For post-graduate students, create a clickUP module for their dissertation with a Turnitin assignment where they can submit, correct and resubmit chapters to Turnitin for the duration of their study.

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. Include "Turnitin" in the title of this link.



6. Fill in the form (see below) and click on submit

new assignment

(general)

create a new

assignment title

point value

(dates)

start date
 Feb 2 2009
 at 12:30

due date
 Feb 9 2009
 at 23:59

post date
 Feb 10 2009
 at 0:00

NOTE: In Vista/CE6, the post date relates to the availability of GradeMark papers only and has no bearing on when grades are posted to the Vista/CE6 Gradebook.

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 to UP, but should be later than due date

There are two types of Assignments available. The *paper assignment* is used to upload the first version of an assignment. The *revision assignment* is created for a revised version of a previous paper assignment, or one that contains sections of a previous assignment

submit

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

Generate Originality Reports for submissions?
 yes
 no

Generate Originality Reports for student submissions

Exclude bibliographic materials from Similarity Index for all papers in this assignment?
 Bibliographic materials can also be included and excluded when viewing the Originality Report. This setting cannot be modified after the first paper has been submitted.
 yes
 no

Exclude quoted materials from Similarity Index for all papers in this assignment?
 Quoted materials can also be included and excluded when viewing the Originality Report. This setting cannot be modified after the first paper has been submitted.
 yes
 no

Exclude small matches?
 yes
 no

Exclude matches by:
 Word Count: words
 Percentage: %

Allow students to see Originality Reports?
 yes
 no

Allow submissions after the due date?
 yes
 no

For large / undergraduate class assignments, choose "on due date", in order to compare them with all documents in the repository.

For draft submissions of highly individual work / post-graduate students, select "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 if you want 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 then specify the minimum number of words that should be ignored, i.e.10 words

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

If the report is generated on the due date, no late submissions should be allowed. For post-grad students, late submissions create no problems

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

Submit papers to:

Research papers and dissertations should **not** be included in the student repository, as sections of the initial submissions are likely to be re-used by the same student in other formats, or submitted by external examiners.

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. This setting should accompany the generation of reports on the due date.
 The system will automatically bypass the student's own 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. EI recommends that students submit their **own** assignments, because they can then view their reports. (Staff can use the **Teach** tab to submit assignments).



Staff uses the **Teach** tab to view similarity reports of all submitted assignments.

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

1. Submission
 Click on the *Submit Paper* button to upload an assignment

	STATUS	TITLE	REPORT	ORIGIENARR	FILE	PIPERID	DATE
<input type="checkbox"/>		QDS 323 PAIR ASSIGNMENT (MAXINE BOLT & C...	100%	0 -		140564457	08-19-10
<input type="checkbox"/>		QDS 323 Paie Assignment (Maxine Bolt & ...	100%	0 -		140564197	08-19-10
<input type="checkbox"/>		Task 3: Part B	95%	0 -		140511875	08-23-10
<input type="checkbox"/>		Task 3: Part B	95%	0 -		140512635	08-23-10
<input type="checkbox"/>		infeending assignment	78%	0 -		140839609	08-23-10
<input type="checkbox"/>		Pieter Kruger & Jono van Goo	25%	0 -		140638630	08-20-10

Your location: Home Page > **Task 3 Part B**
 To submit a paper, locate the paper you want to submit on 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.

submit paper: by file upload (step 1 of 2)

choose a paper submission method:
 single file upload

author:
 non-enrolled student

first name:

last name:

submission title:

Requirements for single file upload:

- File must be less than 25 MB
- File Types allowed: MS Word, WordPerfect, PowerPoint, PDF, HTML, RTF and plain text.

If your file exceeds 20 MB, read suggestions to meet requirements

browse for the file to upload:
 Browse...

upload cancel go back

2. Choose a submission option:

File upload: Upload 1 existing file or zip file for each specific student (recommended)

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

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

5. Click on Browse to upload the assignment from your computer to the Turnitin database

6. Click on the upload button when you have located the assignment.

Your location: Home Page > **Turnitin assignment**

submit paper: Step 2 of 2

Author: Mia Nagel
 Title: Modernism

Preview Paper

Modernism : an international style 3
 Aalto : the romantic nationalist 3
 Modernism : away with the old 4
 Aalto : find a balance 4
 Modernism : functionalism 4
 Aalto : humanism 4
 Modernism : standardization 5
 Aalto : personalization 5
 Conclusion 5
 References: 5
 Introduction
 Turn of the century Europe saw the start of a phase of great architectural

Note: Because you are submitting this paper for a non-enrolled student (a student who is not a user and not enrolled in your class), this paper will be available for your use only, and will not be available for use with collaborative learning products such as Peer Review and GradeBook. If you are planning on using these products, please make sure (1) your students are all enrolled in your class and submit papers themselves, or (2) the papers you submit are for students who are properly enrolled.

submit return to upload page

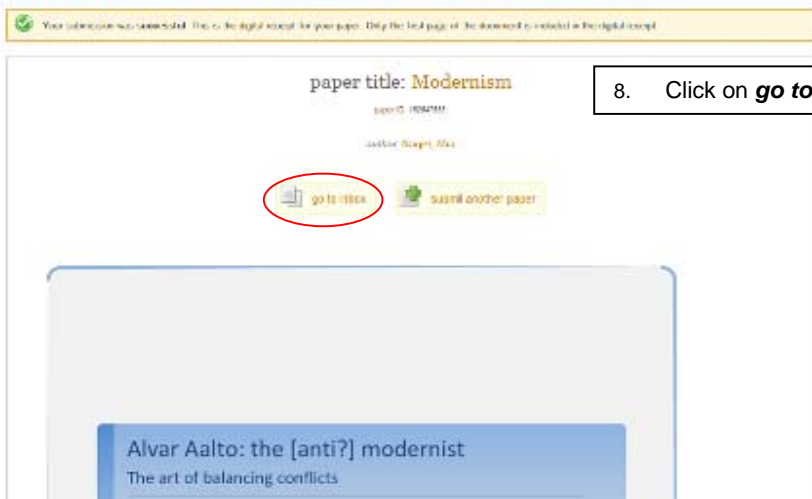
7. Double check that the uploaded document and version are correct before finally submitting. Only the first pages displays in the Preview Paper window

Lecturers' own papers

If lecturers want to submit their own papers, for instance research articles, etc. they can create a Turnitin assignment for themselves in a clickUP module and hide the Turnitin link on the homepage. It is then invisible to students, but still accessible to the lecturer from the Teach tab for uploading of papers.

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

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.



8. Click on **go to inbox**

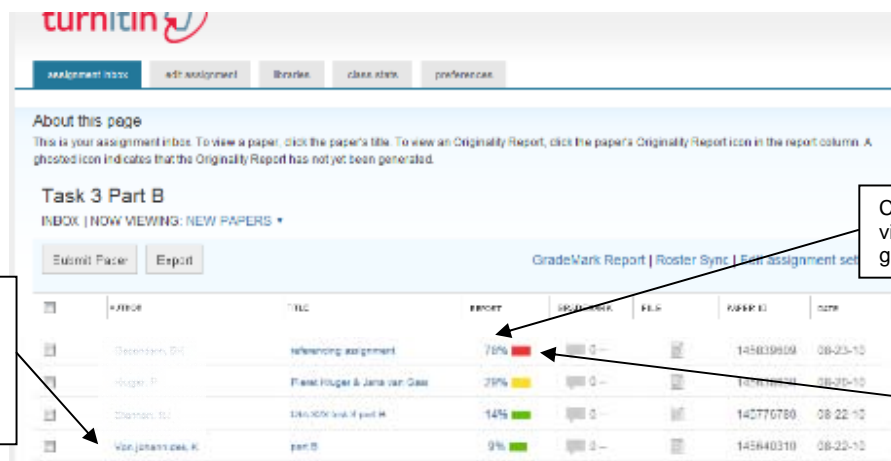
Troubleshooting

If the report does not appear after a reasonable time, the file is probably too big. Remember, file size should be less than 20 MB.

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.

View the originality report, download paper for feedback or grade the paper

1. Click on **Go to inbox** after submitting the assignment. Long documents may take up to several hours to generate a Report.
2. When you are ready for viewing or grading all the papers, click on the Turnitin assignment link on the homepage. The Inbox with the class list and submissions will be displayed. 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.

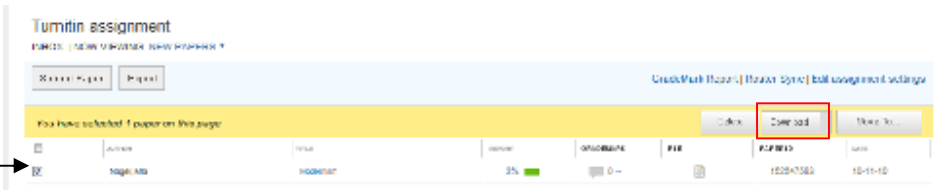


To display a portfolio of the student's assignment submissions and grades: Click on the student name

Click on the Report % to view the Report and / or to grade the paper

The colour of the report indicates the extent of similarity with other online sources or student papers

To download: Click on the tick boxes in front of the student names. The Download link appears. Click on Download to save the assignments to your computer to be able to mark these assignments offline and give feedback



- Click on the Originality button (red); a new window will open with the Similarity Report. A percentage will be displayed to indicate what percentage of the submitted document corresponds to other source documents. The areas in the paper that match other sources will be highlighted in different colours and each source identified and tagged with a unique number. The sources will be displayed on the right-hand side of the screen marked with corresponding numbers and colours as in the assignment text.

Navigate to the next student's paper

Type in a mark for this paper. It will also display in the Gradebook.

Change the filters i.e. "exclude quoted", "exclude small matches" or "exclude bibliography." The Similarity Index might decrease dramatically if there are extensive quotes or references in the paper

Click here to print or save a copy of the Report to your PC

To grade a paper and **add comments**, click on the second (blue) button on the top: Grademark. Follow instructions on screen

View statistics

- On the top menu in Turnitin, click on **class stats**.
- All the assignments that were submitted are listed and can be exported to MS Excel™.



Interpreting statistics

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

One **cannot** make a conclusion regarding plagiarism on Turnitin originality scores alone.

How to download a batch of assignment files

1. Open Turnitin in **Teach Tab**, go to **assignment inbox**.
2. Select files using tickboxes.
3. Click on **Download**
4. Yellow taskbar appears
5. Select **Original File** from drop-down menu. You cannot download a batch of Turnitin reports!

1

2

3

6

AUTHOR	TITLE	REPORT	GRADEMARK	FILE	DATE
Bolt, M.	DES 323 PAIR ASSIGNMENT (MAXINE BOLT & C.)	100%	0 --	Original File	08-19-10
Dumas, CL	DES 323 Pair Assignment (Maxine Bolt)	100%	0 --		08-19-10

- Files are compressed and downloaded as a zip file to your computer. If Internet Explorer blocks the download, click on **Allow**.
- Select location to save the zip file.
- To open files, extract files or unzip according to the software on your computer.

To see which students have not submitted the assignment

6. click on the Roster Sync

Summary of process

Undergraduate students / large classes

Do not include compulsory coversheets or other unoriginal content

1. Options: Generate originality report on due date
2. Do not allow late submissions
3. Submit papers to student repository
4. Search repository

Optional to create a new Revision Assignment based on original paper assignment where students can resubmit revised papers.

Post-graduate students, highly individual assignments

1. Options: Generate originality reports immediately (overwrite reports until due date)
2. Allow late submissions
3. DO NOT submit papers to student repository