



# Turnitin fact sheet: Students

## Definition of Plagiarism:

- To copy and paste information directly into an own 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) that corresponds with a complete reference at the end of the document.
- To use others' ideas without acknowledging the origin.
- The University of Pretoria has a policy regarding plagiarism. Staff and students can access it at the following url:  
<http://www.library.up.ac.za/plagiarism/index.htm>



### REMEMBER

You must log in to your clickUP module in the normal way through Students Online Services

## What is Turnitin?

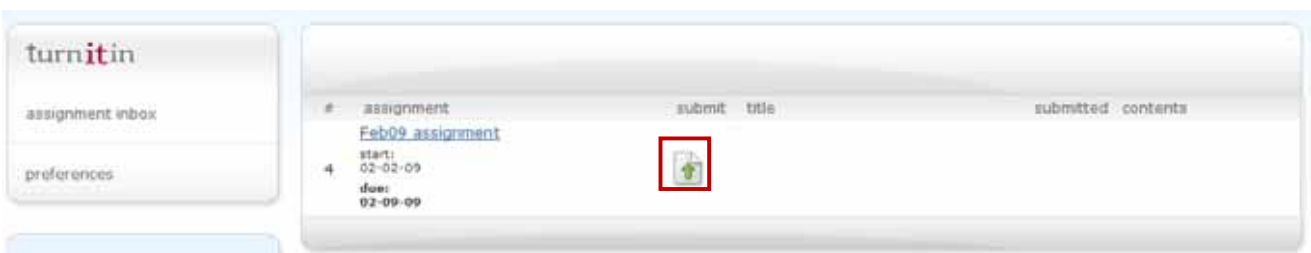
Turnitin is a web-based similarity detection service that is integrated with the clickUP system.

## How to upload your assignment

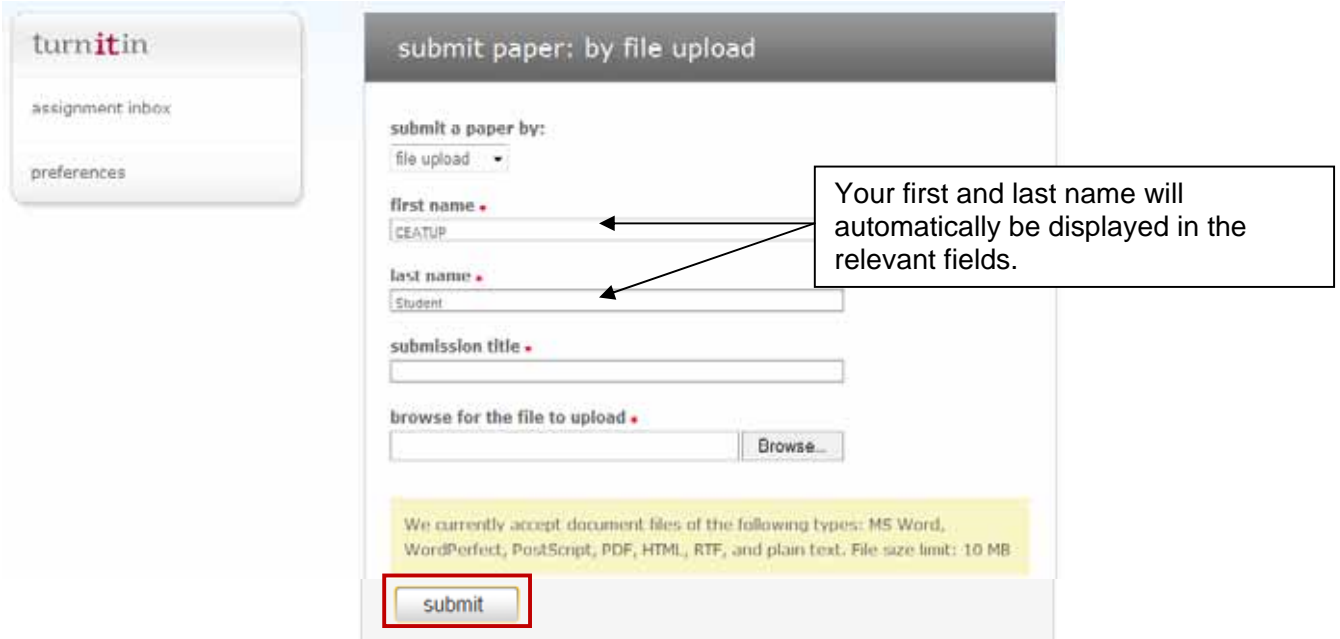
1. Click on the Turnitin assignment link on the homepage. *This link will not be under Assignments on the clickUP Course tools menu.* Look for the Tii icon
2. Type in your Internet Firewall username and password in the popup window (if you are working on campus or at work).
3. The "user agreement" screen will display. Click on **I agree** to continue.



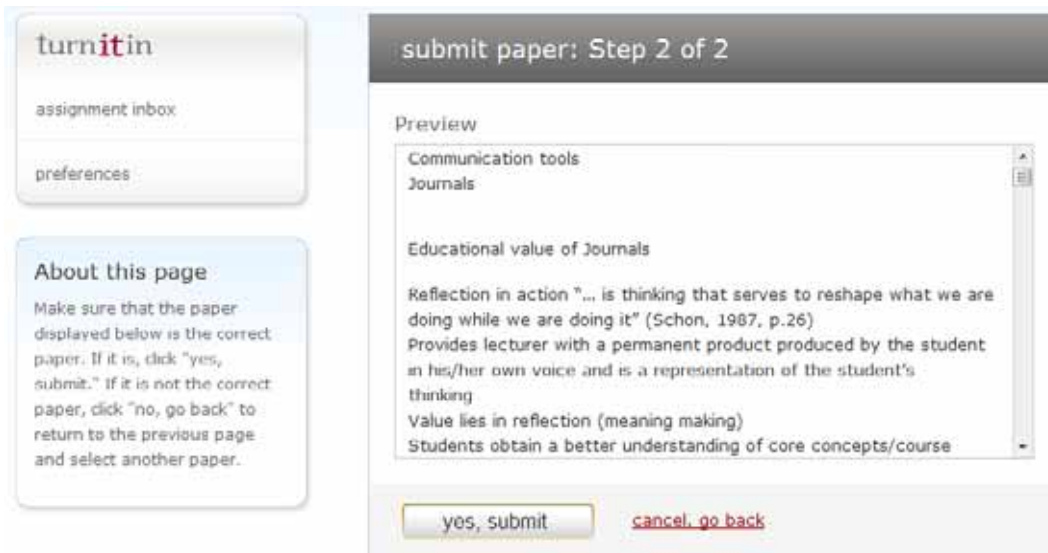
4. The assignment inbox will be displayed. Click on the submit button next to the relevant assignment.



5. The “Submit paper” screen will be displayed.



6. Enter the filename into the **submission title** text box.
7. Click on the **Browse** button. (Take note of the different file formats allowed by the system).
8. The “Choose File” dialogue box will open up. Locate the document that you have saved on your computer and click the **Open** button.
9. The file path to your document should now appear in the “browse for the file to upload:” window.
10. Click on the **Submit** button. A new screen will appear showing a Text-only version of the document that you have submitted with all the formatting removed.



11. Click the **Yes, submit** button.
12. Once your document has been submitted, a new screen will appear with the heading “Turnitin Digital Receipt”. Click on **Go to portfolio** to go back to the Inbox. (Screen on next page)



13. Depending on the settings the lecturer used in creating the assignment, the student will or will not be able to view the similarity report.



When submitting larger documents or a revision assignment, you will have to submit a document and then return later to view the report.

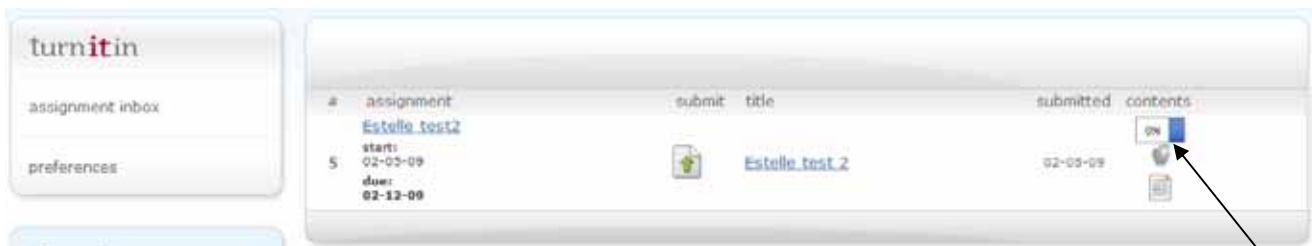
**Where can I get more help in submitting my assignment?**

At the top of each screen in Turnitin this black row with a training material link is provided. Click on it for more help.



**View the originality report**

1. Click on the Turnitin assignment link on the homepage.

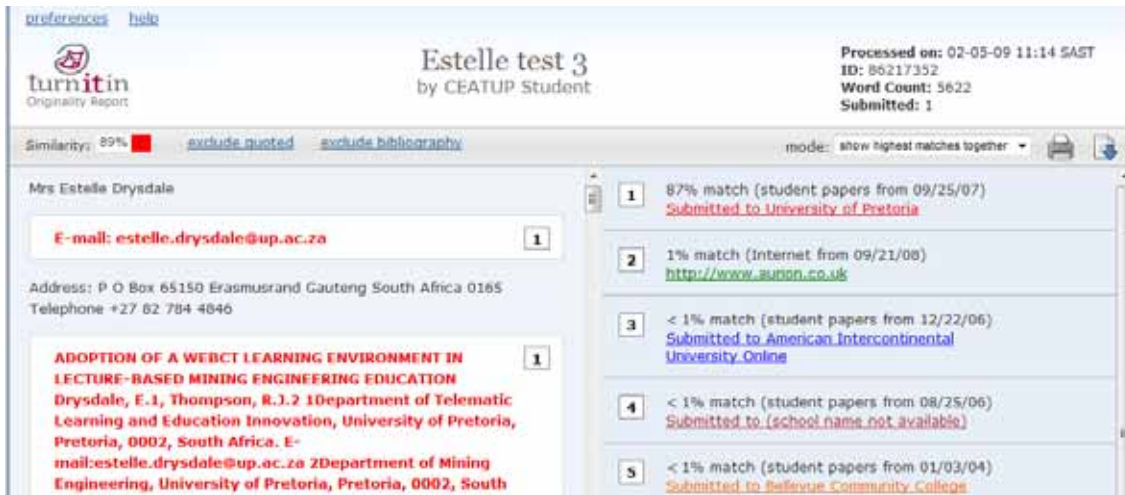


2. Click on the originality icon indicating the amount of matching text. 0% or 92%

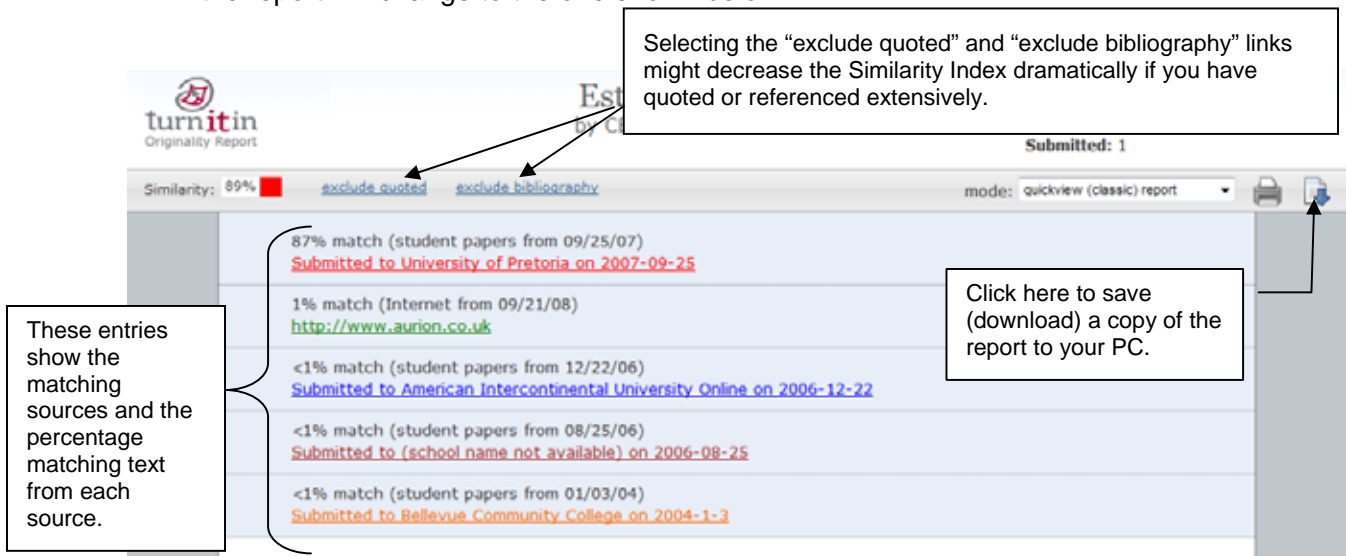
3. A new window will open with the assignment. The areas that match will be highlighted in different colours and also with a unique number. The source will be displayed on the right-hand side of the screen marked with the same number and colour. A percentage will be given to indicate what percentage of the original document was copied. If you change a word here and there, Turnitin will still mark it as similar.

This icon shows the percentage of text in your document that directly matches text in Turnitin's database of current and archived Internet material.

This icon will be blanked out while Turnitin is processing a submission. In the case of a long document, Turnitin may take a few hours to process a submission.



- 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:



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

- You should preferably download and study chapter 2 of Turnitin’s “Student User Guide” (found under “Student User Manual” on the Turnitin.com website for information on how to work with and interpret originality reports.
- Students are usually allowed to make corrections to their assignments after receiving the Turnitin similarity report. In order to improve your similarity score, you should rewrite the marked sections in your own words, remembering to keep the citations to the original author whose ideas you are describing. If you use direct quotes, include them in parentheses ” “.
- References should be included at the bottom of the document under a heading: Bibliography. Turnitin will not include the references in calculating your similarity index.
- If allowed, you can resubmit an improved document.
- See also the following guide on how to *avoid* plagiarism:  
<http://www.plagiarism.org/>