

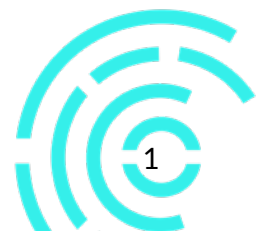
TURNITIN – STUDENT QUICK GUIDE

Turnitin is an anti-plagiarism software that has been integrated into the group work submissions of all courses in the MScFE program as well as some of the submissions in your final Capstone course.

Upon assignment submission, Turnitin creates a similarity report that matches your paper against its database as well as papers created by other WQU students. It also checks your paper for grammar, spelling, and punctuation. The similarity report highlights all the matches that have been identified and allows you to check whether you have cited your sources appropriately and included sufficient original content in your work.

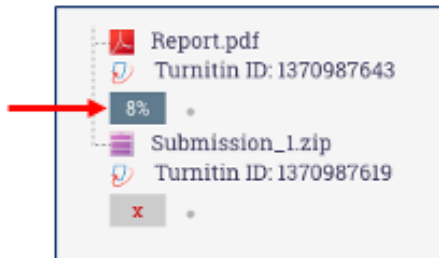
This quick guide has been designed to help you understand how it works.

- 1 What is plagiarism and how can I avoid it?** Plagiarism is the act of presenting another person's ideas, research, or writing, as your own. Since plagiarism can take many forms, it is helpful to review a few examples to understand what it looks like in practice. [Watch this video tutorial](#) to learn more.
- 2 Do I need to create a Turnitin account?** No. Rather than creating an account directly on the Turnitin website, you will access your Turnitin similarity report via the group work (or Capstone assignment) submission page in your WQU online course room.
- 3 How do I submit an assignment via Turnitin for the first time?** The first time you submit an assignment via Turnitin in the WQU online course, you must accept the Turnitin's EULA user agreement. If you do not accept the user agreement, you will not be able to use Turnitin and your submission will be rejected. Click [here](#) to learn more on how to accept Turnitin's EULA.
- 4 How do I submit my assignments via Turnitin?** In order to create a similarity report via Turnitin, you must visit the group work (or Capstone assignment) submission page in your online course room and upload a PDF file with your paper **separately** from the zipped folder



that includes additional files (e.g. spreadsheets with data, charts, code, etc.). Turnitin cannot create a similarity report for a document included in a compressed folder.

- 5 What is a similarity report?** When you upload your assignment submission, Turnitin automatically creates a similarity report that matches your paper against its database (Internet resources, peer reviewed journals, magazines, textbooks, student assignments submitted at other Universities, etc.) as well as papers submitted by other WQU students in the same WQU online platform. It also checks your paper for grammar, spelling, and punctuation. The similarity report highlights all the matches that have been identified and allows you to check whether you have cited your sources appropriately and included sufficient original content in your work.
- 6 How can I access the similarity report and use it?** Once you have uploaded your paper, Turnitin will queue it for review, assign it a unique ID, and generate the similarity report. This process can take up to **20-30 minutes**; once completed, you will see a colored little box with a percentage (your similarity score) under your PDF upload. Clicking on this little box will lead you to the similarity report.



To take advantage of the similarity report, you must submit the assignment **before the due date and leave it in the “Draft” status**. As long as your assignment has not been submitted for grading yet, you can review the similarity report and use it to make any needed updates to your paper to reduce the similarity score and/or to improve your spelling and grammar. Once you have completed your revision and reuploaded your paper, Turnitin will generate a new similarity report with an adjusted similarity score, which will be available to both you and your instructor. Click [here](#) to learn how to read and use the Turnitin similarity report.

- 7 What if I am submitting a group work assignment?** Remember, Turnitin similarity reports do not only match your paper against its database but also against papers submitted by other WQU students. If you are working in a group, make sure to follow the rules as

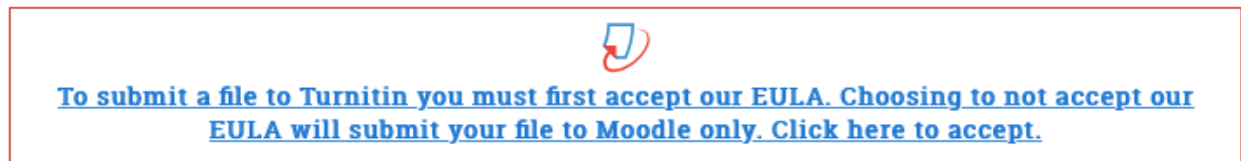


explained in the online course room: **Only one group member must upload the assignment** for submission; the rest of the group members will confirm the submission by clicking the "Submit Assignment" button. If two members of the same group submit the same assignment, Turnitin will generate a similarity report with 100% similarity score.

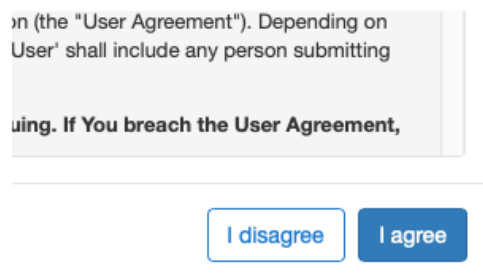
- 8 What is the similarity score threshold for plagiarism?** In general, a similarity score below 20% on your similarity report is considered acceptable by WQU faculty. If your similarity score is between 20% and 30%, you should check with your instructor whether it can be accepted. A similarity score greater than 30% is not acceptable and you must revise your paper before submitting it for grading. Remember, the point is to use sources to enhance your **own** research rather than reiterating another person's argument. To learn more about academic integrity and tips on how to avoid plagiarism, visit the Student Resource Center ([SRC](#)).

HOW TO ACCEPT THE TURNITIN'S EULA USER AGREEMENT

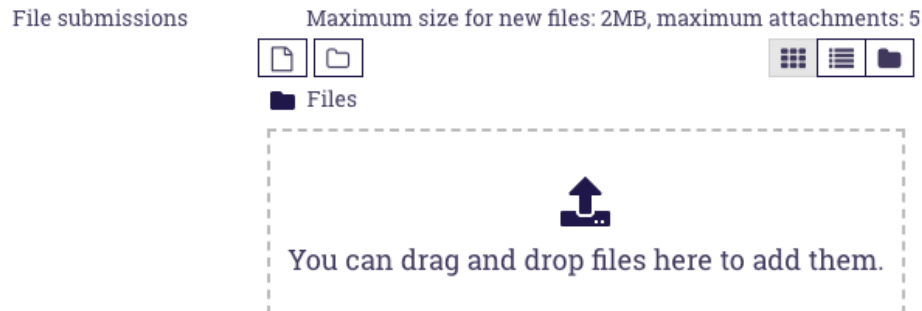
- 1 The first time you attempt to submit a group work assignment in a WQU online course by clicking the "EDIT SUBMISSION" button and dragging and dropping the document in the designated area, the following link will automatically appear:



- 2 Click on the link, read the Turnitin User Agreement, and then click the "I agree" button at the bottom of the pop-up window:



Once you see a green check acknowledging the agreement, **you must refresh your browser page** and return to the submission page, where you can drag and drop the assignment for submission:



This procedure must be completed only the first time you submit an assignment via Turnitin and the EULA user agreement remains active for all future submissions.

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HOW TO GENERATE AND USE A SIMILARITY REPORT

- 1 The Turnitin similarity report is automatically generated when you drag and drop your assignment in the designated area for submission. Once you click "SAVE", below the submitted document you find the Turnitin icon with the label "Turnitin status: Queued":



Within a few minutes the label changes to a Turnitin ID number:

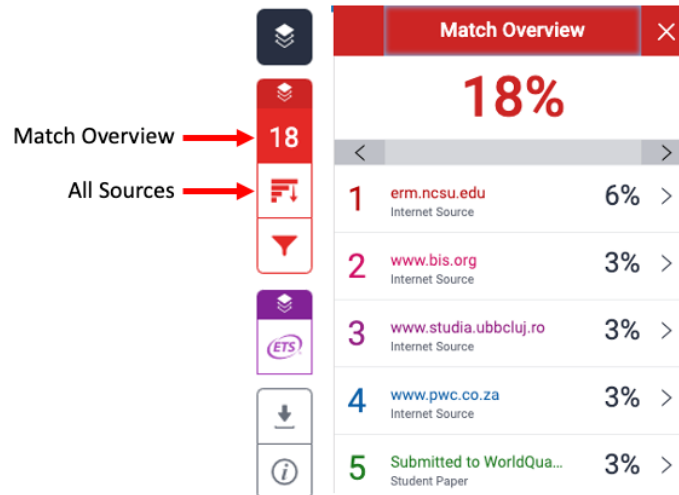


Within 20-30 minutes a colored box with the similarity score percentage appears. Click on the box to open the similarity report:

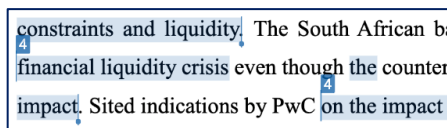


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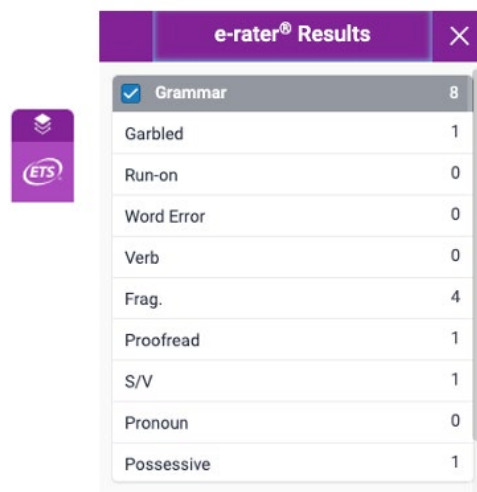
- The similarity report opens in a separate browser tab. By clicking on the similarity score you will open the Match Overview which lists all the matches that have been found in your paper, organized by highest similarity match on top to the lowest at the bottom.



A more detailed matching list with all sources can be viewed by clicking on the icon below the similarity score. The color code of the sources helps you find the match with a specific source in the submitted paper.



- The ETS e-rater checks the submitted assignment for grammar and spelling errors. Click on the ETS icon to view a summary on the right and the possible errors highlighted with purple color throughout the paper:



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- 4 You can download the similarity report on your computer by clicking on this icon:



- 5 While in draft status, you can use the similarity report to revise your paper, discuss the matches with your instructor, and then resubmit before the deadline. A new similarity report with an updated similarity score percentage will replace the previous one. After the deadline, you will no longer be able to access your similarity report.

The question mark icon on top right opens the Turnitin online help.

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