**Turnitin FAQs for Lecturers**

**Title Page**

**General Information**

What is Turnitin? 2

What does Turnitin search? 2

How do I get access to Turnitin? 2

Can students get access to Turnitin? 2

Is student consent needed to run their work through Turnitin? 2

**How to use Turnitin**

Create a class 3

Create an assignment 3

Submit an assignment 4

**Questions**

How can I submit a document without creating a class (Quick Submit)? 5

What is an originality report? 6

How long does it take for Turnitin to generate the originality report? 6

How do I view the originality report? 7

How do I interpret the originality report? 7

Can I view another student’s paper if the originality report shows a match? 8

Where can I get further help with Turnitin? 8

# **General Information**

This document gives step by step instructions for staff wishing to upload student work to Turnitin in-order to run an originality (text match) report. It should be read in conjunction with the University’s [Turnitin Policy](http://www.studynet1.herts.ac.uk/intranet/lti.nsf/Teaching+Documents?Openview&count=9999&restricttocategory=Strategy%20and%20Policy/Turnitin+Policy) which states how and when Turnitin should be used.

What is Turnitin?

Turnitin is a text matching tool that identifies and highlights text that has been found in other sources. It checks the text submitted for originality against a database. It is important to note that this system does not make decisions about the originality of a student paper, nor does it determine if the highlighted text has been referenced correctly or not.

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# **What does Turnitin search?**

Turnitin searches online digital records and databases as well as its own repository of student work:

* Student papers previously submitted to Turnitin
* Current and archived internet text
* Digitally published work from books, journals, databases, newspapers and periodicals

It is important to note that Turnitin does not contain every reference source in its database. In particular, hard copy textbooks are missing. If you suspect plagiarism in an assignment that has not been picked up by Turnitin, it may be worth trying Google Scholar or Google Books instead.

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# **How do I get access to Turnitin?**

Staff will need to set up a user account prior to using Turnitin for the first time; there is a facility to do this in StudyNet via the Assignment set-up page on each module site. Once created, the account can be used to upload single or multiple assessments for any given group. **Please note:** Staff must not give students access to their accounts; student access to Turnitin must be via their own account set at module level by the module leader (see below).

## Can students get access to Turnitin?

Student access is set at module level by the module leader via the Assignment set-up page on the module site. Students take responsibility for running their own work through Turnitin and their reports cannot be seen by the academic staff. Students using Turnitin for the first time will need guidance and support.

## Is student consent needed to run their work through Turnitin?

Student consent to submit coursework to TurnitinUK is covered by UPR AS14 para C2.9.2. (2013-14): ‘In registering as students of the University of Hertfordshire, individuals give consent to copies of their work being submitted to any plagiarism detection service employed by the University or processed by any electronic plagiarism detection facility used by the institution’

This means that it is not necessary to get consent from students before using this system. However it is good practice to advise students in advance of any coursework submission that you may be submitting their work to a text matching service.

# **How to use Turnitin**

# **Create a ‘class’ and an ‘assignment’**

A ‘class’ must be created in Turnitin before any documents can be uploaded for review. ‘Classes’ are useful for grouping together different pieces of work from a single group (cohort) of students i.e. where students of one module have several different assessments to complete, you may wish to upload the work from each assessment separately.

When the ‘class’ has been created, an ‘assignment’ can be added. The ‘assignment’ option is the feature that allows you to upload the students’ work (their assignments/submissions). You can create different ‘assignments’ within a ‘class’ so that you can keep different pieces of work from one student group together.

***Example:*** *Module code 6NMH0290 has 30 students registered on it. The students have two summative pieces of work to complete both of which will be run through Turnitin. You can set up a ‘class’ called 6NMH0290Sep13 and one assignment called ‘literaturereview’ and one called ‘onlineblog’.You then upload the submissions for each assessment into the appropriate ‘assignment’ box.*

|  |  |
| --- | --- |
| * Log in to Turnitin and from the home page, click on ‘+ add a class’, |  |

|  |  |
| --- | --- |
| * Add the class name and enrolment password. A good way of remembering the class name and enrolment password is to use the following convention e.g. Class name   Enrolment password - 2BUS0133   * Enter class end date  –this is when module will finish, it is good practice to use the end of the academic year to include any referred/deferred work. * Click submit. |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| * Click on ‘+Add new assignment’ |  | | | |
|  |  | | | |
| * Select assignment type and then click on next step (normally this is a paper assignment). | | |  | |
|  | |  | |

|  |  |
| --- | --- |
| Enter the following details   * Assignment title * Point value - leave blank unless you are using gradebook to mark assignments * Start date  - the date from which the students can   submit their assignment. * End date  - the date the assignments are due in. * Post date – only relevant for grademark users + more options for special instructions (see below) |  |
|  |  |
| * Generate originality reports for submissions * Exclude bibliographic material * Exclude quoted material |  |
|  |  |

## **Submit an assessment to the class**

|  |  |
| --- | --- |
| Select:   * Single file upload * Multiple file upload * Cut and paste upload * Zip file upload |  |

## Questions

## How can I submit a document without creating a class (Quick Submit)?

Quick submit is a way of submitting documents without creating a class. To use Quick Submit for the first time, it is necessary to change the user info.

|  |  |
| --- | --- |
| * From the home page, click on ‘User Info’ |  |

|  |  |
| --- | --- |
| * Change ‘Activate Quick Submit’ to Yes |  |

|  |  |  |
| --- | --- | --- |
| * Click on the ‘Submit’ tab at the bottom of the screen to take you back to the home page |  | |
|  |  | |
| * ‘Quick submit’ should now be showing on the left hand side of the screen. Click on ‘Quick Submit’. | |  |

|  |  |
| --- | --- |
| * Click on ‘Submit paper’. |  |
|  |  |
| * Select relevant search options, student papers, current and archived internet sources, books, journals and periodicals |  |
|  |  |

What is an Originality Report?

An originality report is a copy of the assignment with any matching text highlighted within the paper. The report is **not used to detect plagiarism**. It is simply a tool for you to check for any matching text. Tutors can then use the report as a guide to help them decide if a paper has been plagiarised.

See below for an example of an originality report:

# originlaity report showing matching sources

How long does it take for Turnitin to generate the originality report?  
The originality report is normally ready within one hour. However, it may take as long as 24 hours in peak times.

## How do I view the Originality Report?

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | | * Log in to Turrnitin with your email address and password   (<https://www.submit.ac.uk/>)   * Click on the ‘class title’ | |  | |  | |  | | * Click on view for the assignment |  | | |  |  | | | * Click on the box with the percentage and colour to view the originality report | C:\Users\Martin\AppData\Local\Temp\SNAGHTML35f03444.PNG | | |

## How do I interpret the Originality Report?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Step 1: Open Turnitin**  Using the same method you used to submit the document – look for the icon showing the overall percentage (%) match box in the top right hand corner – see red circle. |  | | | | |
| If this area is greyed out – the report is not yet ready, (it should be ready in a short period of time – 10 to 15 minutes but can take up to 24 hours). | | | | | |
| **Step 2 : Know your colours**  The colour alongside the % shows the category your work falls in to. | | | | | |
| If the percentage (%) match is higher than expected, it could be due to one of the following reasons:   * Quoted references have not been excluded. * The bibliography has not been excluded. * The student has not referenced correctly e.g..e. the quotation marks have been omitted or they have used single (‘ ‘) rather than double quotation marks (“ “) * The student may have submitted a similar piece of work previously e.g. for another assignment. | | | | | |
| **Step 3 : How to use ‘viewing mode’.**  Use the drop down menu to select one of the three options   * Show highest matches together (selected close matches) * Show matches one at a time (a list) * Quickview: Classic Report (a list followed by complete paper with highlighted text)   Click on originality report icon and a new window opens. | | | |  | |
| **Step 4: Report format**  The report is in 2 columns:   * + essay on the left   + matched text sources on the right   Matching text is numbered and highlighted in corresponding colours. | | Turnitin originality report | | |
| Make sure you select *exclude quoted* and *exclude bibliography* | | |  | | |

Can I view another student’s paper, if the originality report shows a match?  
To view the paper, you need to click the permission request button to obtain permission from the lecturer regardless of whether this is an internal request or from another institution.

## Where can I get further help with Turnitin?

The Associate Dean of Learning and Teaching and/or Associate Dean of Academic Quality for your School will be able to give advice on School level policy and guidance on the use of Turnitin.

The LTI site has further resources about [Turnitin](http://www.studynet1.herts.ac.uk/intranet/lti.nsf/Teaching+Documents?OpenView&count=9999&restricttocategory=Guidance,+Resources+and+Toolkits/Academic+Integrity/Turnitin&refresh=true) and [Academic Integrity](http://www.studynet1.herts.ac.uk/intranet/lti.nsf/Teaching+Documents?Openview&count=9999&restricttocategory=Guidance,%20Resources%20and%20Toolkits/Academic+Integrity)

Turnitin has various tutorials available [Turnitin Training for Staff and Students](http://turnitin.com/en_us/training/getting-started)