

Using Turnitin @ NCC

Faculty Guide

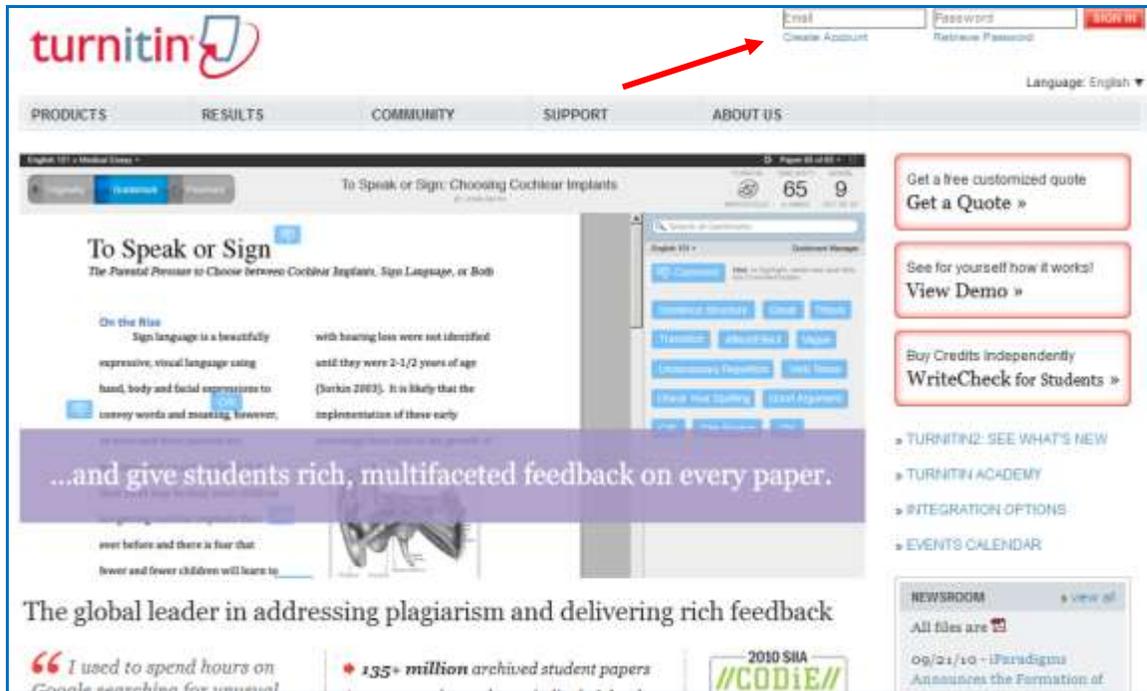
Turnitin is a web-based program that notifies educators when improper citations or unoriginal content is found in students' work. Once a student submits a paper, an originality report is generated. These reports check students' work against: over 150 million archived student papers, over 14 billion web pages and over 90,000 books, newspapers, magazines and journals.

It is very important to understand that **Turnitin is an educational tool**. It is designed so that students and professors can work through drafts, revisions and resubmissions *together*. Turnitin provides teachable moments so that students can improve and fully develop critical thinking, research and writing skills.

This guide will cover:

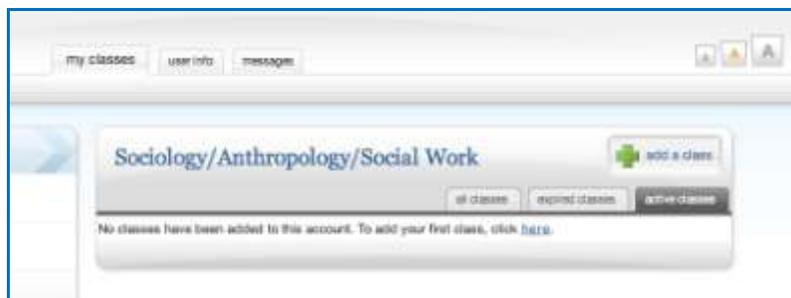
- Accessing your instructor account
- Adding classes
- Creating your password for students to enroll in your class
- Creating assignments
- Options and preferences for each assignment
- Viewing originality reports
- Downloading and printing originality reports

Accessing Your Account



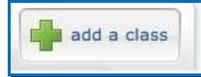
To begin, go to www.Turnitin.com. Here you will enter your NCC email address and the password given to you during the *Using Turnitin* Workshop. If you have any questions about this, please email Christine.Butler@ncc.edu.

Adding Classes



The next page is your instructor homepage. From this page you can add classes.

Just click on:



Then you must enter the appropriate information for the class you would like to add.

A screenshot of a web form titled "create a new class". The form has a dark gray header with the title in white. Below the header, there are several input fields: "class type" with a dropdown menu showing "standard class", "class name" with a text input field, "enrollment password" with a text input field, "class start date" with a pre-filled date "February 8, 2009", and "class end date" with a date picker showing "Aug 11 2009". At the bottom of the form is a "submit" button.

The class type is *standard*. You must also create an enrollment password for every class you add. This password will be the one you give out to your students. It should **not** be the password you were given to join Turnitin. The password you create should be new and something easy for your students to remember. **It should also be all lowercase letters with no spaces** (EX: butlerbio). Then click *submit*.

A screenshot of a web page titled "Library". In the top right corner, there is a button with a green plus sign and the text "add a class". Below the header, there are three tabs: "all classes", "expired classes", and "active classes". The "active classes" tab is selected. Below the tabs is a table with the following data:

class ID	class name	status	statistics	edit	copy	delete
250925	example class	active				
430220	Research Methods	active				

A red arrow points from the "add a class" button to the "class name" column header in the table.

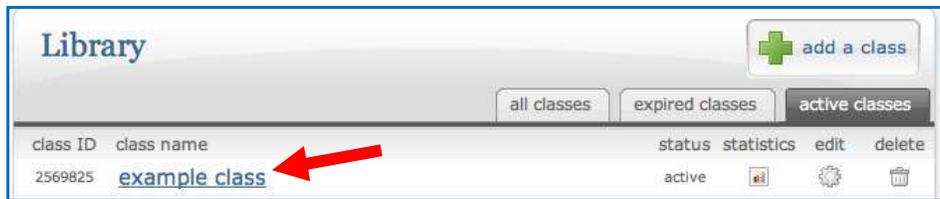
Your instructor homepage will now open and your new class will appear under the account name.

The number to the left of your class name is the class ID.

You will need to give your students the class ID and the enrollment password for them to enroll in your class. You can view the enrollment password that you created at any time. Just click on *edit* on the right side of the page.

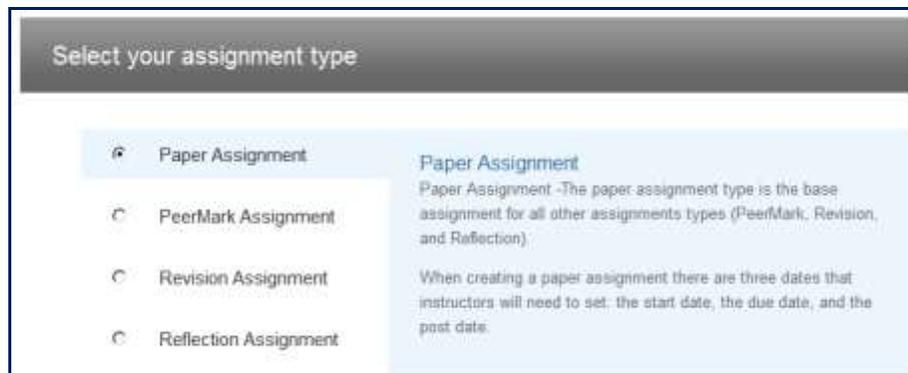


Creating Assignments



Click on to the name of your class to open your class homepage. In order for students to submit papers, you must first create an assignment.

Click on *new assignment*.



Select the type of assignment you wish to create.

You will then need to enter the assignment title, start date, due date and post date.

The screenshot shows the 'New Assignment' form with two main sections: 'general' and 'dates'. The 'general' section includes fields for 'assignment title' and 'point value', and a section for 'Enable grammar checking?'. The 'dates' section includes fields for 'start date', 'due date', and 'post date', each with a calendar icon and a time dropdown. At the bottom of the form, there is a 'more options' button with a plus sign icon, which is highlighted by a red arrow.

The post date is irrelevant. Simply make it the day after the due date you choose.

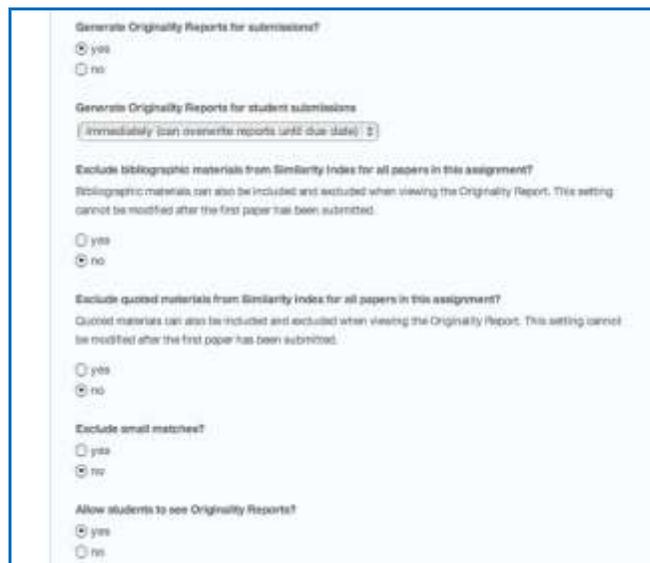
Now you can click *submit* and finish making your new assignment or you can choose to select *more options*.

The screenshot shows the 'close options' form. It has a section for 'Enter special instructions' with a text area. Below that, there are two radio button options for 'Generate Originality Reports for submissions?': 'yes' (selected) and 'no'. At the bottom, there is a dropdown menu for 'Generate Originality Reports for student submissions' with the option 'immediately (can overwrite reports until due date)' selected. A red arrow points to this dropdown menu.

This feature allows instructors to create a more detailed assignment. It also enables you to change the default settings for future assignments.

One important option is choosing how students can submit their work. You have three choices:

1. **Immediately (can overwrite reports until due date):** Students can start submitting work right away and can resubmit papers until the due date. This option best utilizes Turnitin as a learning tool. It allows students to start handing in their papers (or drafts of papers) as soon as they would like. Each paper will create an originality report, which they can see. This allows students to revise their work up to the due date and learn from their mistakes.
2. **Immediately (first report is final):** Students can start submitting work right away, but the first report generated by the paper submission is final. Students are not allowed to resubmit their work.
3. **On the due date:** Students can only submit one paper on the day it is due.



The image shows a screenshot of the Turnitin interface for configuring originality reports. It includes several sections with radio button options:

- Generate Originality Reports for submissions?**
 - yes
 - no
- Generate Originality Reports for student submissions**
 - Immediately (can overwrite reports until due date)
- 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.

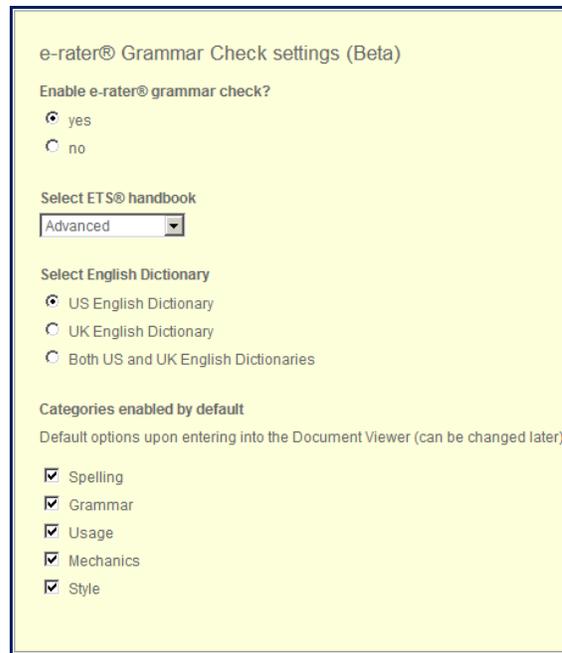
 - yes
 - no
- Exclude small matches?**
 - yes
 - no
- Allow students to see Originality Reports?**
 - yes
 - no

Instructors also have the option of excluding bibliographic and quoted materials from the similarity indexes. If you set this to “yes” you cannot change it. So if you are unsure about this option, say “no” and then you will have the later option of eliminating bibliographic materials and quotes from individual papers.



Instructors also have the option to exclude matches based on the number of words (such as eight or ten) or by percentage. Later, you will also have a chance to exclude small matches from individual papers.

You also have the option of activating the new e-rater® Grammar Check settings.



This is a brand new feature. It allows you to choose settings and have your students' work automatically checked for grammar, style, usage, mechanics and spelling errors.

You also have the option to select a level for the ETS handbook. Students will be able to view the handbook you select for grammar corrections/usage in ten languages.

(submit papers to):
 (standard paper repository) ⌵

(search options):
 (student paper repository)
 current and archived internet
 periodicals, journals, & publications

Instructors can also limit the search settings. Underneath *Search Options*, which is at the bottom of the same page, there are three options listed. These are the student papers, web pages and periodicals which Turnitin searches for matching material. The default option is to search all three. If you want to change the options, you can do so.

At the bottom of the page click *submit* and you have created your first assignment!

It will appear on your class homepage along with the start date and due date.

Biography Essay					
PAPER	14-Sep-2011 4:31PM	19-Oct-2011 11:59PM	20-Oct-2011 12:00AM	0 / 16 submitted	View More actions ▾

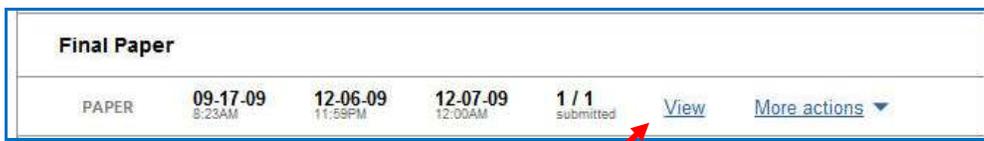
Originality Reports

Each paper or assignment submitted to Turnitin.com generates an originality report. These reports highlight any matching text between a student's paper and Turnitin's extensive repositories of web pages, periodicals and student papers. It is important to remember **matching text does not mean a student has plagiarized**. Turnitin is a tool to alert educators to matching text, but only an instructor can examine the material within the parameters of the institution, the instructions, the assignment and their personal judgment.

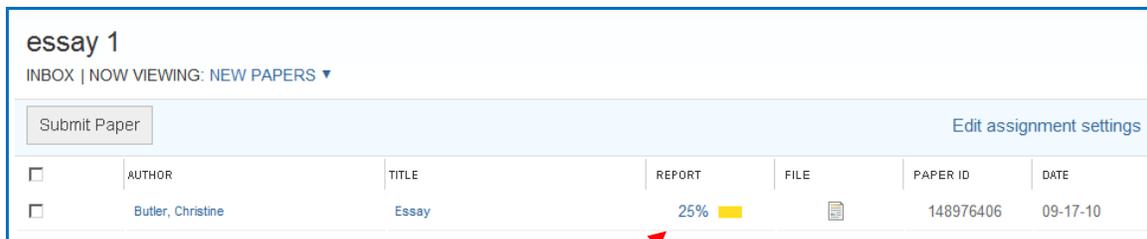


From your homepage, click on the title of your class and then click on an assignment.

Your assignment inbox will open. This inbox will keep track of all the students' submitted work.



To see any available student submissions, click on view.



To the right of each assignment, there is a report icon. This icon will appear in color when an originality report is available for viewing. Most originality reports are generated in 10 to 15 minutes.

If you have given your students the option to overwrite reports until the due date, the new papers will take longer. Overwritten papers may not generate a report for up to 24

hours. This is the time necessary so that overwritten reports do not automatically match to the original papers' content.

Viewing Originality Reports

To view an originality report, simply click on the report icon. The originality report will open in a new window called the document viewer.

The screenshot shows a Turnitin interface for a 'Poe Essay'. The main document area displays a draft of a paper on Edgar Allan Poe's 'The Murders in the Rue Morgue'. The right sidebar, titled 'Primary Source View', lists 14 sources with their respective match percentages. Source 9, 'Cavendish, Richard, Publication', is highlighted in green and matches a quote in the text: '"No one knows What happened to him until he was found in an Irish Tavern named Gunners Hall on October 3rd, stupefied with drink and wearing badly fitting trousers" (Cavendish, 52).'

All the primary sources found to match the paper submission are in the sidebar to the right of the paper contents. Primary sources are the sources that have the closest match to the document's text. Each match is numbered and color-coded.

This close-up screenshot shows a match between a source and a quote. A red double-headed arrow points from source 9 in the sidebar to the corresponding quote in the main text area.

The matching text from the student's paper will be highlighted. In the example above, the source of the match will appear on the right.

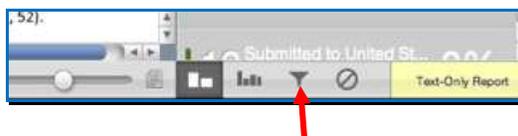


Clicking on the number above the matching text (see example above), will open a window above it that will display more information about the source of the match.

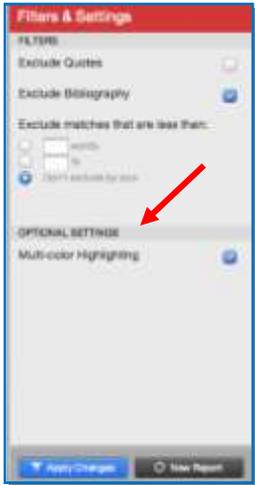
Once a professor has read the originality report, they can then examine the material and make their own judgment as to whether or not the student has intentionally plagiarized.

EXCLUDING QUOTES, MATERIALS & MATCHES

The filter and settings option allows you to exclude quoted text, bibliographic material and small matches.



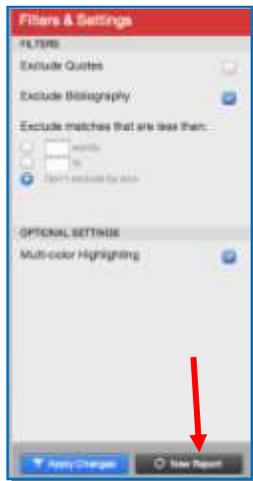
Simply click on the symbol above to view the filter and settings options.



Instructors can choose to filter quotes, the bibliography or small matches. It is important to understand that the results from these features are an approximation. For example, text will not be excluded as a quotation unless quotation marks begin and end the statement. This option is meant to be a helpful tool, but only instructors can ascertain correct quotations and bibliographic references.

You can also view the student's paper without the highlighted text by changing the optional setting (see above). When you are finished, make sure to click *Apply Changes*. The originality report will then change to reflect any changes you have made.

You also have the option to generate a new originality report within the filters and settings options. If you create a report, it will reflect any new



material found in the paper repository, books, web pages or periodicals. The original report will be deleted, unless you have saved it before you click on the new report option.

Printing & Downloading

At the bottom left corner of each originality report, you will see the following two icons:



The first icon allows you to print your originality report. The second icon is for downloading the originality report to your computer or flash-drive.

Additional Help

There are helpful documents and instructions for faculty and students on the Turnitin

LibGuide, which can be found on the library's homepage or by going to

<http://ncc.libguides.com/turnitin>.

Please feel free to contact me with any questions or comments you may have at 572-

9924 or Christine.Butler@ncc.edu