



How to use *Turnitin*?

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Introduction

A typical submission made to an **eFundi** assignment on **Turnitin** generates an Originality Report. The Originality Report is the result of comparison between the text of the submission against the search targets selected for the assignment which may include pages of active and archived internet information, a repository of works previously submitted to **Turnitin**, and a repository of periodicals, journals, & publications. Any matching or highly similar text discovered is detailed in the Originality Report that is available in the **eFundi** assignment inbox.



To use **Turnitin** you will need to know the following:

- [How to create an **eFundi** site](#)
- How to create an **eFundi** assignment



If you do not have any experience in using **eFundi** we recommend that you register for a basic **eFundi** workshop. The next **eFundi** workshop will be advertised on the [@NWU](#). [Back to top](#)



How to create a *Turnitin* assignment

1. In the **eFundi** site that you want to create the **Turnitin** assignment in, choose the assignment tool.

Home Announcements Messages Assignments	Assignments Add Assignment List Student View Permissions Options	In Assignments click on Add
	Assignment List There are currently no assignments at this location.	

2. To add a new assignment fill in the following information...

Add new assignment
Complete form and then choose 'post' at the bottom. A * means required information.

Assignment

* Title ←

* Open Date 2013 APR 15 at 12 00 PM
Students will not see this assignment until the open date.

* Due Date 2013 APR 22 at 5 00 PM
Assignments cannot be submitted after the close date.

* Accept Until 2013 APR 22 at 5 00 PM

* Student Submissions ←

Allow Resubmission

* Grade Scale ←
 For points, enter maximum possible

Assignment Instructions

This is a required field
Hierdie is 'n verpligte veld.

←

Add an announcement about the open date to Announcements

Add honor pledge

Turnitin Service

Use Turnitin ←

Allow students to view report

Grading

Do not add assignment to Gradebook

Add Assignment to Gradebook

Associate with existing Gradebook entry

Released Grade Notification Email Options:

Do not send notification email to student when the grade is released

Send notification email to student when the grade is released

Attachments

No attachments yet

←

Type in a **Title** for the assignment.

Choose an **Open, Due** and **Accept Until Date**.

Choose **Single Uploaded File only** as the **Student submissions** type.

Choose the **Grade Scale**

Type in the **Assignment instructions**.

Click the option to **Use Turnitin** and to **Allow the students to view report**

Click on **Add Attachments** to add additional information for students on the assignment.

3. Click on **Post** to create the assignment.

Assignment title	Status	Open	Due
Opdrag / Assignment 1 Edit Duplicate Grade	Open	14-Apr-2013 12:00	22-Apr-2013 17:00

4. Your students will now be able to submit their assignment on **eFundi**, and a **Turnitin** report will be generated for submitted assignments.



It is important that students can upload only a single file in an assignment sent through **Turnitin**. Only the first file will be sent through to **Turnitin**.

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How to submit a Turnitin assignment

1. To submit on behalf of a student or to submit your own document through **Turnitin**, click on **Student View**.

Assignments	
Add	Assignment List Grade Report Student View Permissions Options

2. In the **Student View** mode you will be able to submit an assignment just like a student would.

3. To submit an assignment click on **Submit as Student**

Assignment title	Status	Open
Opdrag / Assignment 1	Not Started	14-Apr-2013 12:00
Submit as Student		

If the assignment is **Open** you will be able to submit.

4. Scroll down the Assignment and click on **Browse...** to select the file from your computer.

5. Select the file and click **Open**.

6. If you are satisfied with the file attached, click **Submit**.

Submission

This assignment allows submissions by attaching documents only.

Attachments

[Mobile Applications.pdf](#) (396 KB; 15-Apr-2013 11:58) [Remove](#)

Select more files from computer **Browse...**

Submit Preview Save Draft Cancel Don't forget to save or submit

7. You will receive a message that you have successfully submitted your work, click **Back to list**.

8. Click on **Assignment List** to go out of **Student View** mode.



Please note that **Turnitin** registers the person who submitted the document as the author. Depending on the length of the paper that you have submitted, the **Turnitin** report will be generated after an hour or two. (If it takes longer than three hours please email a request for assistance to efundi-pc@nwu.ac.za).

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How to view a Turnitin report



To be able to view **Turnitin** reports, please make sure that the following versions of your internet browsers are installed:

- The newest version of **Internet Explorer** 8 or higher
- The newest version of **Mozilla Firefox** 3.6.8 or higher

1. In **Assignments...**

Assignment title
Opdrag / Assignment 1
Edit Duplicate Grade

Click on **Grade** or **View Submissions**

2. The following page will open with names of people connected to the site. The **Turnitin** report will appear next to each student's name, if you submitted on behalf of a student the document will be under your name.

Student	Submitted	Status	Grade	Turnitin
Gantsu, BS(21467595)	Mar 5, 2009 10:07 pm - late	Ungraded		
Guttner, M(12139041)		No Submission		no report
Kirton, TJF(21230862)	Mar 6, 2009 10:24 am - late	Ungraded		
Koekemoer JH, JH(20971230)	Mar 5, 2009 12:04 am	Ungraded		

3. Click on the , or icon to view the **Turnitin** report.



The colour of the report icon indicates the Similarity Index of the paper, based on the amount of matching or similar text that was uncovered. The percentage range is 0% to 100%. The possible similarity indices are:

- **Blue** no matching text
- **Green** one word to 24% matching text
- **Yellow** 25-49% matching text
- **Orange** 50-74% matching text
- **Red** 75-100% matching text



Warning: These indices do not reflect **Turnitin's** assessment of whether a paper has or has not been plagiarised. Originality Reports are simply a tool to help an instructor find sources that contain text similar to submitted papers. The decision to deem any work plagiarised must be made carefully, and only after in depth examination of both the submitted paper and suspect sources in accordance with the NWU's [Policy on Plagiarism](#).

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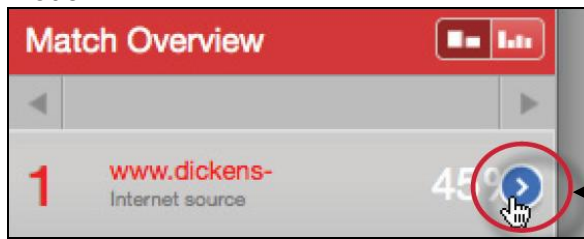
*How to interpret the **Turnitin** report

The Originality Report is separated into three main areas:

- **Document viewer frame** - shows the Similarity Index for the report and the title and author of the paper
- **Paper text** - the submitted paper's text in its original formatting. Matching text is highlighted in a colour that corresponds to the matching source listed on the right side of the Originality Report
- **Matching sources/sidebar** - the list of matching sources for the highlighted areas of the paper text to the left. The sidebar also displays the Filter and Settings (exclusion options) and the Exclusion List

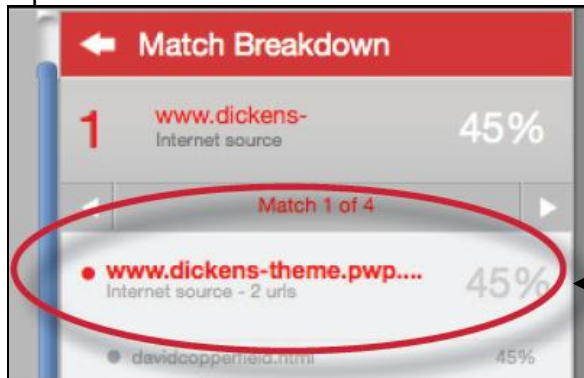
The screenshot shows a Turnitin report for a document titled 'Moon Report - DUE Jun 16'. The document viewer frame displays text about Triton, with several lines highlighted in pink. The matching sources sidebar on the right lists five sources with their respective similarity percentages: 1. www.astro.toronto.ca (15%), 2. Internet source (1%), 3. Internet source (9%), 4. Internet source (8%), and 5. Internet source (7%). The overall similarity index is 68% and the grade is 85 out of 100.

By default the Originality Report opens in **Match Overview** mode. In some cases, matches to smaller areas of similarity may be obscured by larger matches and not shown on this view mode.



To find the underlying sources, hover over the match you would like to view the underlying sources for and click on the arrow icon that appears.

In this mode all sources that are obscured by the selected top source are listed below the top source.



Click on a source to display the highlights for the match. The highlight for the top source match will become lighter and the match to the selected underlying source will be displayed with a darker highlight.



To return to Match Overview mode click on the arrow next to *Match Breakdown*

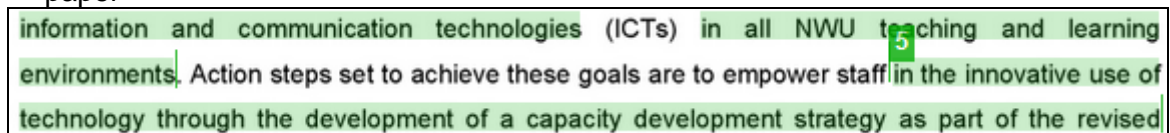
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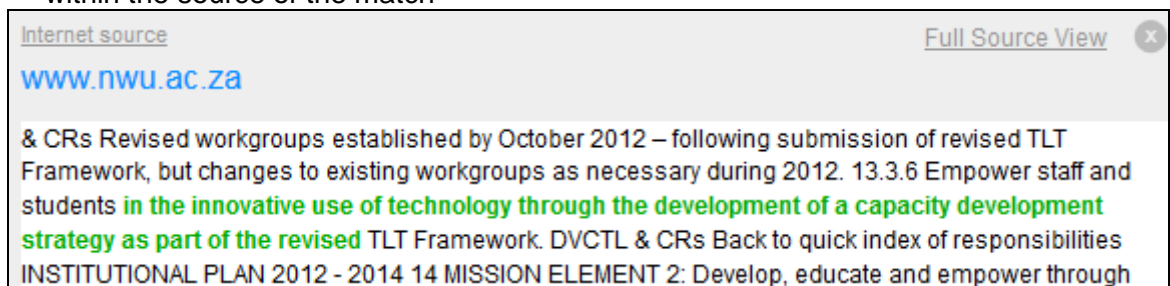
*How to access direct source comparison

Direct Source Comparison, allows a user to quickly compare matching text to the source of the match in the **Turnitin** repositories. Matches to other student papers are not available for Direct Source Comparison viewing unless the students' are enrolled in your module.

1. To access direct source comparison, click on the highlighted area of text on the student paper



2. A pop-up window will appear above the highlighted text displaying the matching text within the source of the match



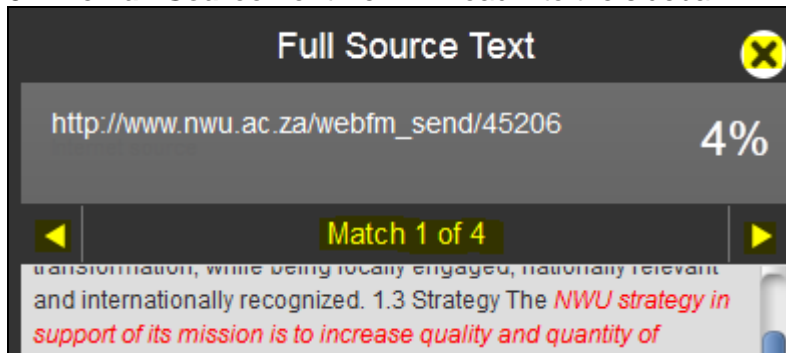
3. Clicking on the **url** link, available on live internet matches, brings up a view of the live web site within a new browser tab or window



4. Click on the "x" in the top right corner of the pop-up to close the window

5. To view the matching text within the full source text click on the **Full Source View** link

6. The **Full Source Text** view will load into the sidebar



7. If there are multiple matches to this source, click on the arrow icons to quickly navigate through the match instances

8. To exit the **Full Source Text** view click on the **X** button



If an area of submission text is matched to a source in the student paper repository on **Turnitin**, it will be listed as *student papers*. Direct Source Comparison is not available to students for student paper matches. Instructor users are able to send an e-mail request to the instructor who received the matching paper. If one instructor user profile controls the class containing both papers, that instructor user is able to see the paper in direct source comparison.

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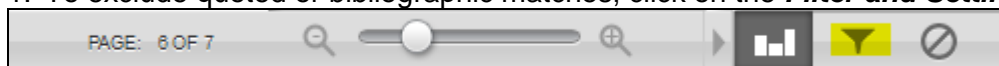
***Excluding Quoted or Bibliographic Material**

If quoted or bibliographic material is flagged as similar or matching, this information can be removed from the Originality Report. Cited material cannot be excluded directly, and quotations can only be excluded if block indentation or direct quotation marks (""") begin and end the quotation.

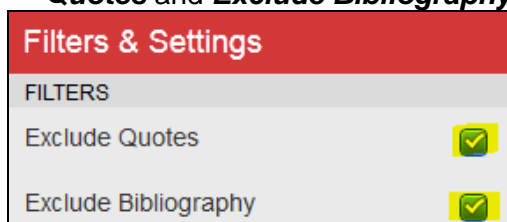


Please note that the functions for excluding material are approximate and human judgement is the final evaluator for proper quotation or bibliographic reference.

1. To exclude quoted or bibliographic matches, click on the **Filter and Settings icon**



2. To exclude Quoted or Bibliographic material click the check box next to the **Exclude Quotes** and **Exclude Bibliography** exclusion options



3. Click on the **Apply Changes** button at the bottom of the filter and settings sidebar to apply the changes



4. Review the revised report. Quoted or bibliographic material can be re-included by deselecting the **Exclude Quotes** and **Exclude Bibliography** options within Filter and Settings and then clicking on **Apply Changes**

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*How to exclude small matches

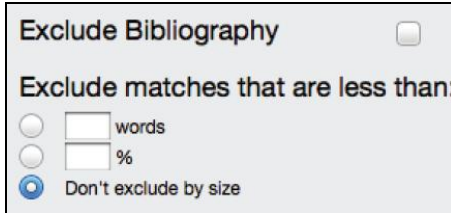
Instructors have the ability to exclude small matches by either word count or by percentage.

1. To exclude small matches within an Originality Report click on the **Filter and Settings icon** below the sidebar.



2. The sidebar will load with the exclusion options. Below the **Exclude matches that are less than:** option enter into either the **words** or **%** fields the numerical value for small matches that will be excluded from this Originality Report.

3. To turn off excluding small matches click on the radio button next to **Don't exclude by size** and then click on the **Apply Changes** button. This feature can be adjusted at any time.



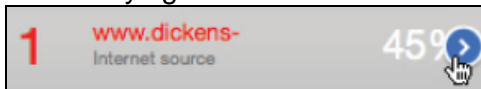
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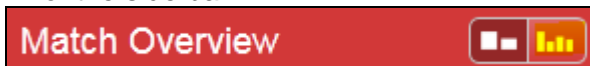
*How to exclude a match

Any source or match source can be removed from the Originality Report through the Match Breakdown or All Sources viewing modes. This allows the instructor to remove a match from consideration, if the instructor determines the match is not needed. The similarity index will be recalculated and change the current percentage of the Originality Report if matches are excluded.

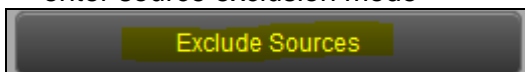
1. To exclude matches for a top match hover over the match you would like to view the underlying sources for and click on the blue arrow icon that appears.



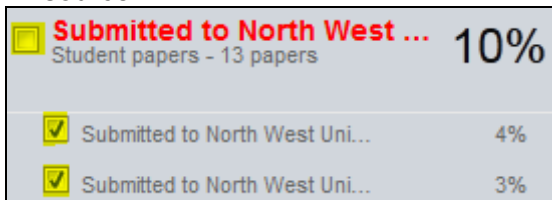
2. To exclude matches from the **All Sources** view click on the **All sources icon** at the top of the side bar



3. Click on the **Select Sources to be Excluded** button at the bottom of the sources list to enter source exclusion mode



4. Select the sources that you would like to remove by clicking in the check box next to each source



5. Once all the sources are selected click on the **Exclude (#)** button located at the bottom of the sidebar to exclude the sources



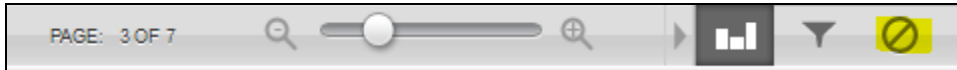
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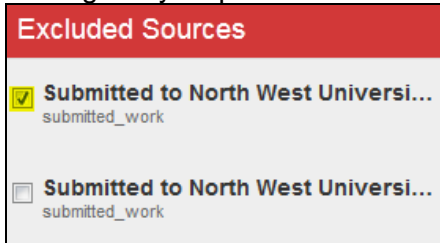
*How to include a match from the exclusion list

The Exclusion List contains each source that was excluded from the Originality Report.

1. To access the exclusion list click on the **Exclusion List icon** at the bottom of the sidebar.



2. Within the **Exclusion List** a check box appears next to each excluded source.
3. Click on the check box next to the source you would like to include back into the Originality Report



4. Click on the **Restore (#)** or **Restore All** button to include the source in the Originality Report



5. If the included source affects the Similarity Index percentage the percentage will recalculate

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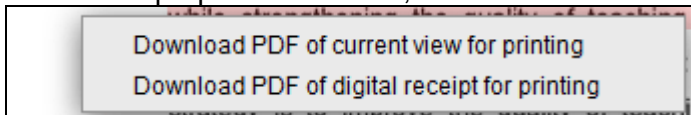
*Downloading Reports and Digital Receipts

The Originality Report or digital receipt can be downloaded to the user's computer for later reference.

1. To print/download a report, click on the **print icon** at the bottom of the Originality Report.



2. This will prepare a readable, PDF version of the Originality Report or digital receipt.



When downloading a report, the downloaded version created is based on the current view of Originality Report. For example, clicking the download icon while using the default Match Overview will create a PDF of only the highest matches.

3. Once a PDF version of the report or digital receipt has been saved to your computer, you may then use your computer's default PDF viewing application to print the Originality Report/digital receipt.
4. The downloaded version will no longer have any of the Direct Source Comparison capability and will not be able to show side by side comparisons. The view modes of a downloaded report are not available in the PDF document.



For more information on how to use **Turnitin** visit the **Turnitin** training webpage: http://Turnitin.com/en_us/training/getting-started

*Based on the [Turnitin Instructors user Manual](#).