# ABOUT TURNITIN

Turnitin is a web-based service used to check submitted files for unoriginal content. When a text file is submitted to Turnitin, this software compares it to text in its database of publications, student papers, websites and other online material, and generates a similarity report. A Similarity Report is a file containing details about matching or highly similar text discovered by Turnitin.

USER ACCOUNT ACTIVATION AND LOGIN

To use Turnitin, you need to activate an account. To request one, send the Library an email at **lib@imtlucca.it**.

Once your request has been processed, you will receive an email from Turnitin containing a link to access the service (**Fig. 1**).

Fig. 1. Activation email. From: help.turnitin.com
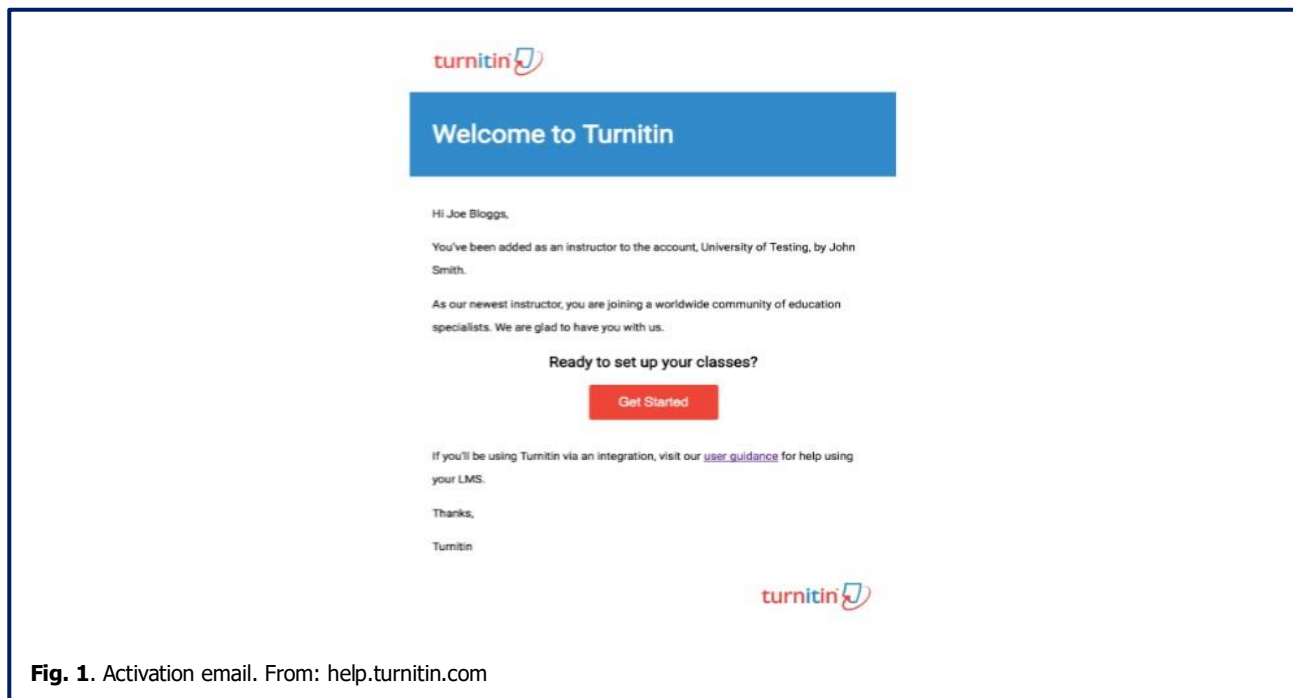
To use Turnitin you have to enable cookies and pop-up windows on your browser.

At first access, you will be directed to a quick 4-step introduction to Turnitin, and asked to set up a password. Finally you will be asked to confirm your account, and agree to Turnitin's terms of service.

Once you are logged in, please verify that your user profile is set up as "Instructor", not as "Student".

SUBMIT YOUR OWN PAPER

If you would like to submit your article to self-evaluate and verify the percentage of similarity, you can "Quick submit". Thanks to this feature, you do not have to create a class and assignments in order to submit papers. To activate this option, click "user info" from the top of your homepage, and select "activate quick submission".

You can now submit your paper:

1. Go to the "quick submit" tab and click "submit".

2. Select the database you would like to search (**Fig. 2**, **1**). Remember to select the option "Submit papers to no repository", **if you do not want your file to be added to any repository** (**2**). This is particularly important if you mean to submit multiple versions of your file. If the paper is added to Turnitin's database, the software will match the following versions of the file against the first version, and generate a 100% similarity score.

3. Click "submit" (**3**).

4. Enter your name, and the title of your paper.

5. Upload the paper.

6. Click "confirm".

Fig. 2. Quick submission, options. From: turnitin.com
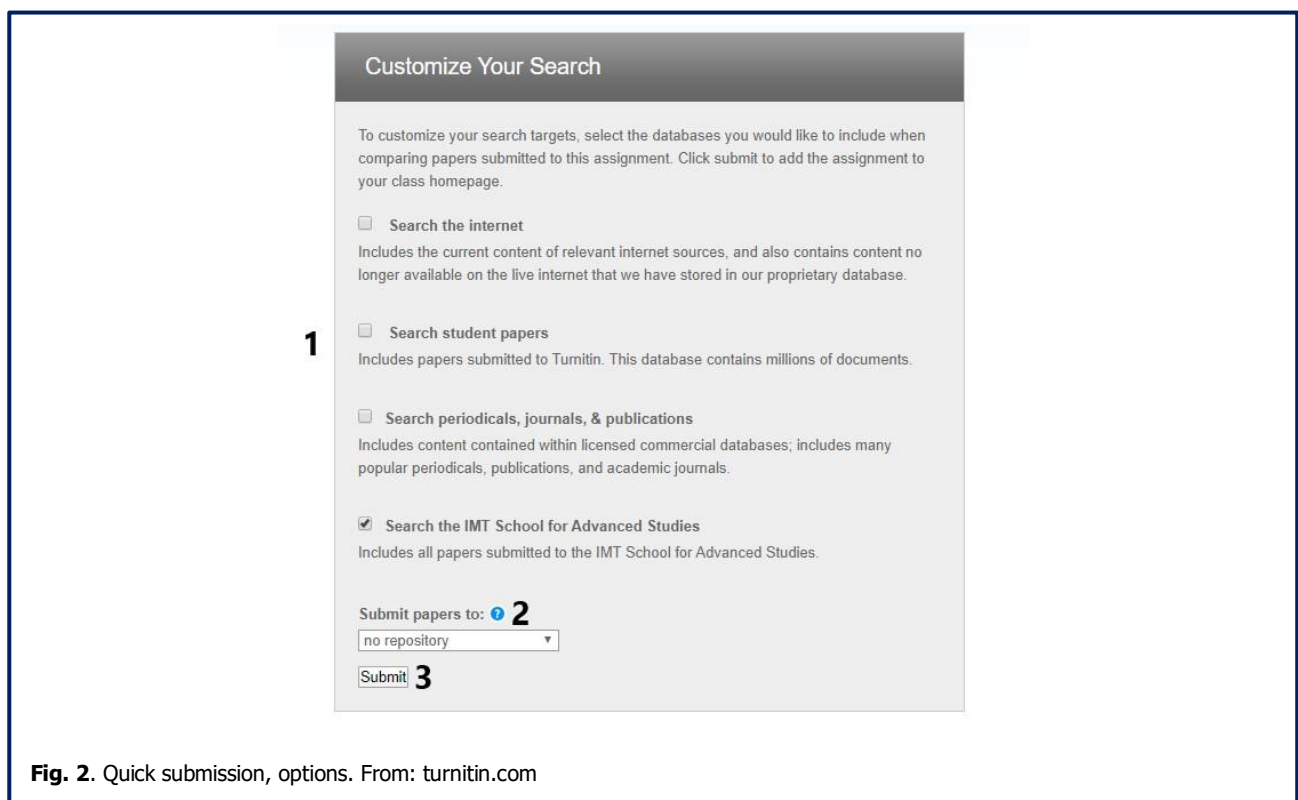
Once you have submitted your file, you will be redirected to the quick submit page, where you will be able to view the list of your submissions.

A report icon will appear next to the file title, after the report has been generated. This process could take a while, depending on the lenght of the paper. It is advised to refresh the page often.

CHECK A STUDENT'S PAPER

To submit a student's paper you have two options. You can either upload it yourself, or ask the student to upload it to Turnitin. For both, you need first to create a class, and at least one assignment.

Class and assignment set up

From the "all classes" tab, click "add class". Select a class type, and enter the requested information. The enrollment key can be used by the student to access the class and upload his own paper, if you need her/him

to. Then click "submit" (**Fig. 3**). You will be redirected to your homepage.

Fig. 3. "Add class" window. From: turnitin.com
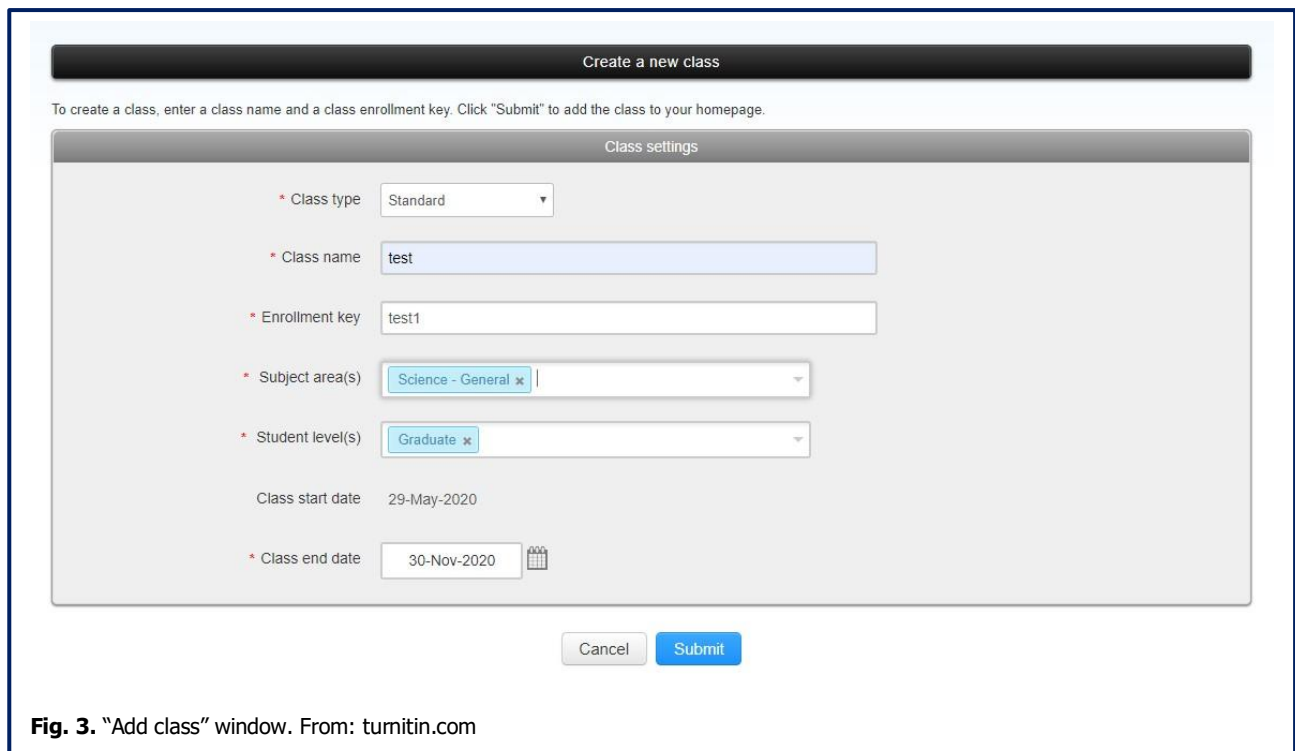
To set up an assignment, click the class name, and then "add assignment". Select the type of assignment, and click "next step". Enter a name for the assignment, leave the "point value" field blank. Select a deadline (**Fig. 4**).

**Fig. 4**. "Add assignment" window. From: turnitin.com
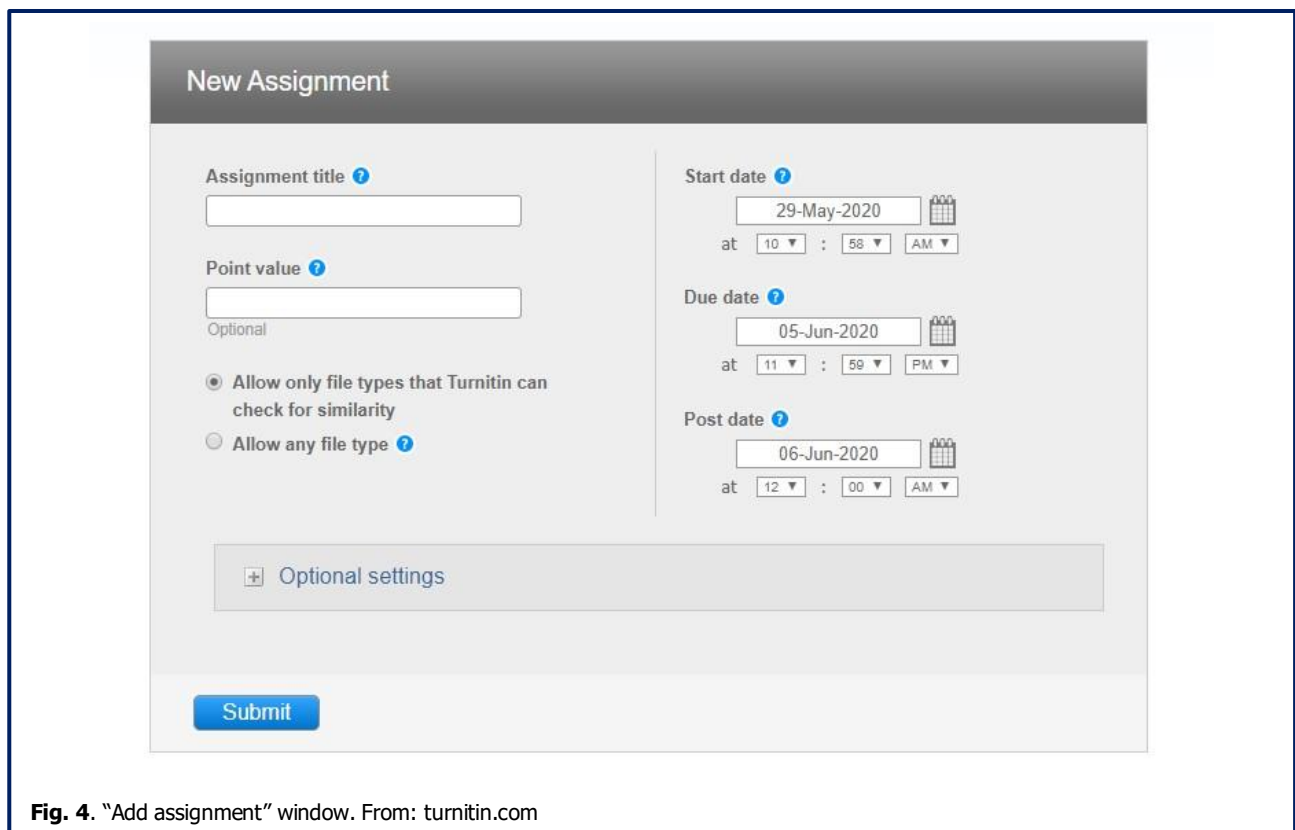
Then click optional settings. From there, you can customize your student's similarity report.

Select "allow students to see similarity report" if you want the student to view her/his own similarity report from her/his personal page. **Remember to select "add to no repository", if you do not want the paper to become part of Turnitin's database**.

Now that your class and assignment are set up, you can start uploading papers.

Upload a student's paper

From the assignment inbox, click "submit file". Enter the student's name and last name, and the paper title. Select the file, and click "upload" (**Fig. 5**). You can upload files up to 100 mb, and they must be between 20 words and 800 pages long. Turnitin supports different formats: Microsoft Word, Excel, PowerPoint, WordPerfect, PostScript, PDF, HTML, RTF, OpenOffice (ODT), Hangul (HWP), Google Docs, and plain text.

Fig. 5. "Upload file" window. From: turnitin.com
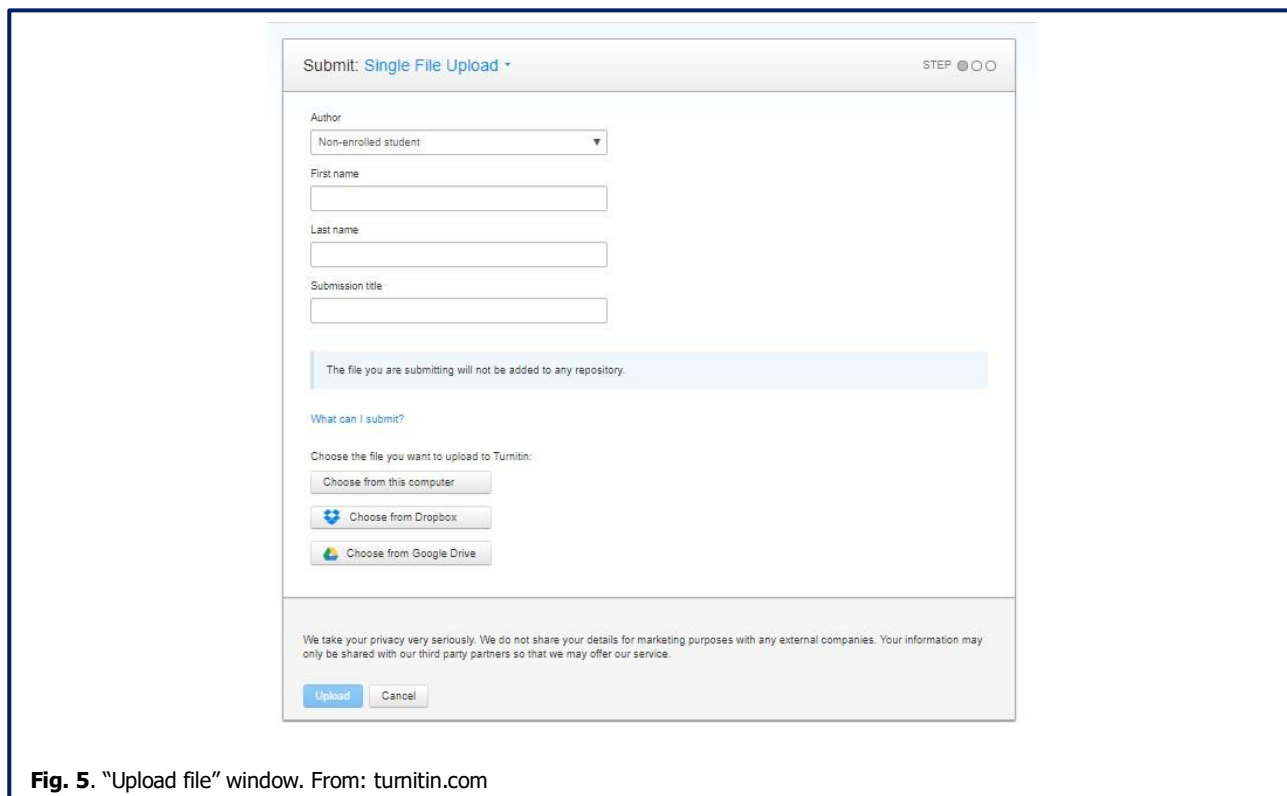
You will be asked to confirm, and redirected to the assignment inbox, where you will be able to see your submissions. A report icon will appear next to the file title, after the report has been generated. This process could take a while, depending on the lenght of the paper. It is advised to refresh the page often.

Invite a student to upload her/his own paper

To invite a student to upload her/his paper, you first need to enroll them in your class. You can do it manually, or allow students to self-enroll.

Enroll a student

Go to the "students" tab, and click "add students". Enter the required information - the student first name, last name, and Email address. Click "submit". A welcome Email will be sent to the user.

Self-enroll

In order to self-enroll, students need to have a Turnitin account (to set up an account, the student should send a request to **lib@imtucca.it**). After they have an account, they will need the class id and enrollment key. You can find the class ID at the left of the class name on your homepage. You can view (and change) your class' enrollment key from the "edit" section of your class.

Once the student has submitted her/his paper, you will be able to see it in the assignment inbox. A report icon will appear next to the file title, after the report has been generated. This process could take a while, depending on the lenght of the paper. It is advised to refresh the page often.

THE SIMILARITY REPORT

Similarity Reports provide a summary of matching or highly similar text found in a submitted paper.

TITLE	SIMILARITY
Submission	0%
Submission	6%
Submission	43%
Submission	58%
Submission	80%

Fig. 6. Similarity score, examples. From: turnitin.com

The color of the report icon indicates the similarity score of the paper, i.e. "a percentage of a paper's content that matches to Turnitin's databases." The percentage range is 0% to 100% (**Fig. 6**). The possible similarity ranges 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.

Remember that **Turnitin does not automatically detect plagiarism**, but it only singles out text matching against its database, whether it is correctly cited or not. Therefore, the similarity score may not reflect an accurate percentage of misquoted material or plagiarized sources. **Matches must be inspected carefully, and sources have to be excluded manually from the score if necessary.**
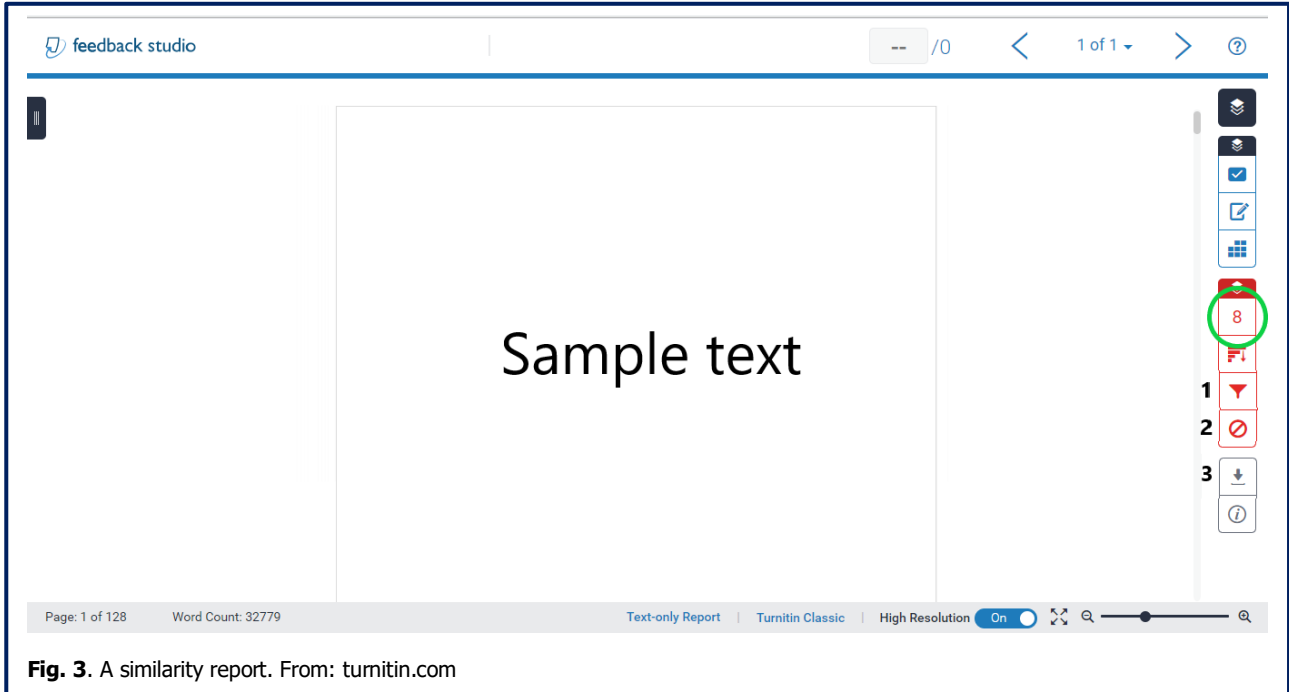
REVIEW AND EXCLUDE SOURCES

Once a Similarity Report has been generated, you will be able to open it by clicking the score.

A similarity report is composed of two main sections. The first section consists of the text of the submitted file, highlighted in different colors and paired with a specific number. Each number identifies a source matched to the highlighted text.

The second section is the **Match Overview**, which gives you "a breakdown of all the matches that have been found on a paper, ranked from highest similarity to lowest." To open it, click the number in the red panel (**Fig. 7**, green circle).

From this panel, you can also filter sources (**Fig. 7**, **1**), view excluded sources (**2**) and download the report (**3**).

Fig. 3. A similarity report. From: turnitin.com

You can view details about single matches by clicking the source (**Fig. 8**, green circle).

Fig. 8. A similarity report. From: turnitin.com

Once you have clicked a source, you will be able to review all matches against that source. You can proceed to exclude sources manually by clicking "exclude sources". If you do, the similarity score will be recalculated.

Select the sources you would like to exclude from the similarity score, and click exclude (**Fig. 9**, green circles). Excluded sources can be viewed in the "excluded sources" section.

Fig 9. How to exclude a source. From: turnitin.com

It is not possible to exclude single matches. You can only exclude the whole source from the report. It is also important to remember that, since sources often overlap, **the total similarity score is not a sum of the scores of single sources.**

ADD COMMENTS

You can add in-text comments by clicking the text and selecting "comment". The comment will be automatically saved. If you wish to add a feedback summary, click the comment icon on the blue panel (**Fig. 10**, green circle). To leave a text comment, simply click in the text box provided, and begin typing.
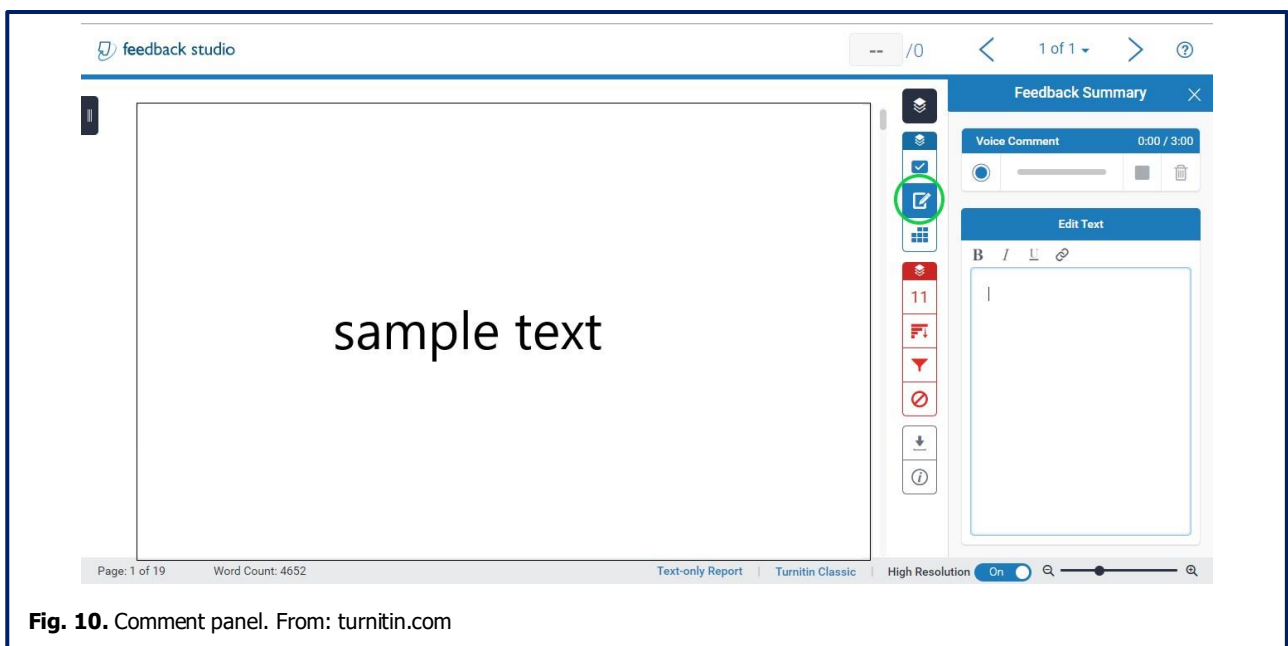

Fig. 10. Comment panel. From: turnitin.com

Remember that **the student will be able to see comments only after the "post date"** you selected when you set up the assignment.

FILTER SOURCES

To filter sources, click the filter icon on the red panel (see **Fig. 7, 1**). You can exclude:

- Quotes.
- Bibliography.
- Small sources (by percentage or word number).

Please note that the software does not always detect these elements. Quotations, and/or part of the bibliography may be flagged, even if you apply the filter.

BIBLIOGRAPHY

This guide is based on material produced by and found on: **turnitin.com.**

If you need further assistance, view Turnitin's guide at **help.turnitin.com**, or ask the Library at **lib@imtlucca.it**.

IMT Library

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