

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.

STUDENT ACCOUNT ACTIVATION AND LOGIN

To use Turnitin, you need to activate an account. You can set up one via welcome email, or using an enrollment key.

Welcome email¹

Your instructor will provide to add you to his class, and send you a welcome email.

1. Click the "Create your password" button from your Turnitin welcome email. Please note that the create password URL contains a unique ID and will expire if you fail to click it within 24 hours. If your create password link is no longer working, click the link under "Has your link expired?" to request a new email.
2. To create your password, enter your email address (this must be the same email address to which your Turnitin welcome email was sent), along with your last name or family name.
3. Click "Next" to continue.
4. Turnitin will send you an email to validate your account, with the subject: Set up your Turnitin Account. Return to your email inbox, ensuring you check your email client's spam or junk folder for this email.
5. Follow the instructions in your email to finish setting up your Turnitin account. This will direct you back to Turnitin's account setup pages.
 - a. Enter and confirm your new password. Your password must be between 6 and 12 characters, containing at least one letter and one number.
 - b. Click the "Create Password" button to finish the account setup process. Alternatively, click Cancel to abort.
5. Your account setup is now complete; an email will also be sent to confirm this setup. You can now log in to Turnitin to set your security question and answer and begin using the service.
6. Click the "Log in Now" link.
7. Using your email address and newly created password, enter this information in the log in fields provided.
8. After login, you have the opportunity to amend your name and email address, should any of this information have been entered incorrectly.
Select a security question, then enter an answer in the fields provided. This will be used in the event that you need to reset your password. Click Next to continue.

¹ "Setting up your account from your welcome email," Turnitin, accessed June 5, 2020, <https://help.turnitin.com/feedback-studio/turnitin-website/student/account-basics/setting-up-your-account-from-your-welcome-email.htm>

9. Select the "I Agree – Continue" button to accept Turnitin's user agreement and enter the Turnitin service. Alternatively, select "I Disagree – Logout".

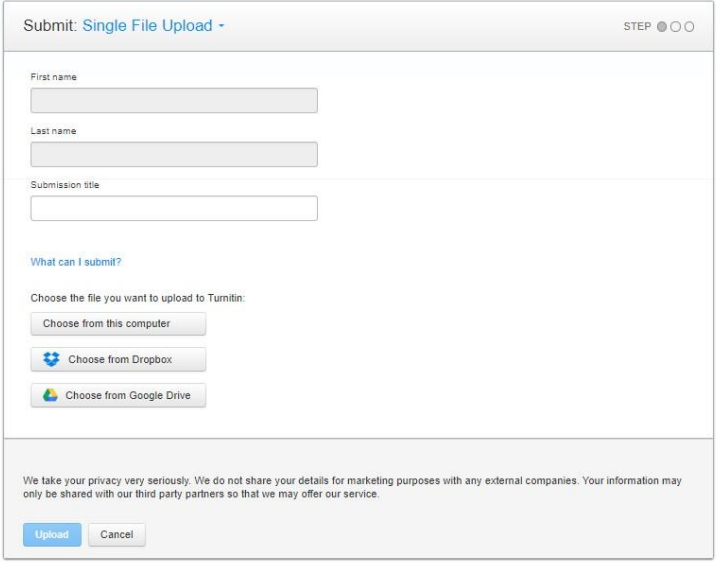
Set up an account with an enrollment key²

In order to use this method, you will need a class ID and enrollment key from your instructor.

1. Go to **www.turnitin.com** and click on the Create Account link next to the Log In button.
2. Click on the student link.
3. The Create a New Turnitin Student Profile form must be completed to create a new student user account.
4. Enter the class ID number and the case sensitive Turnitin class enrollment key.
5. Enter the user first name, last name, and a valid e-mail address to use as the login for Turnitin.
6. Create a user password. The user password must be between six and twelve characters long and contain at least one letter and one number. Re-enter the password to confirm it.
7. Select a secret question from the drop-down menu. Enter the answer for the question. Remember and keep this information. The answer is case and space sensitive.
8. Review the user agreement. To continue using Turnitin, click on "I agree - create profile".
9. From the completed user profile creation page, click on Log in to Turnitin.

SUBMIT YOUR PAPER

From your homepage, click the class name, and then submit. Choose a submission title and click "upload" (**Fig. 1**).



Submit: Single File Upload - STEP 1/1

First name

Last name

Submission title

What can I submit?

Choose the file you want to upload to Turnitin:

We take your privacy very seriously. We do not share your details for marketing purposes with any external companies. Your information may only be shared with our third party partners so that we may offer our service.

Fig. 1. "Submit paper" window. From: turnitin.com

Please note that 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,

² "Setting up your account using a class enrollment key," Turnitin, accessed June 5, 2020, <https://help.turnitin.com/feedback-studio/turnitin-website/student/account-basics/setting-up-your-account-using-an-enrollment-key.htm>

RTF, OpenOffice (ODT), Hangul (HWP), Google Docs, and plain text.

Check your upload, click "confirm", and then "return to assignment list." You will receive a Turnitin digital receipt for your submission at the email address you used for registration.

From there you can:

- Submit again, if your instructor allowed resubmissions (**Fig. 2, 1**).
- View your submission (**2**).
- Download your submission (**3**).
- View your similarity report, by clicking on the percentage score (**4**). If your instructor disabled student access to similarity report, a black icon will appear instead (**5**). If the last case applies, you should ask your instructor to know about the results.

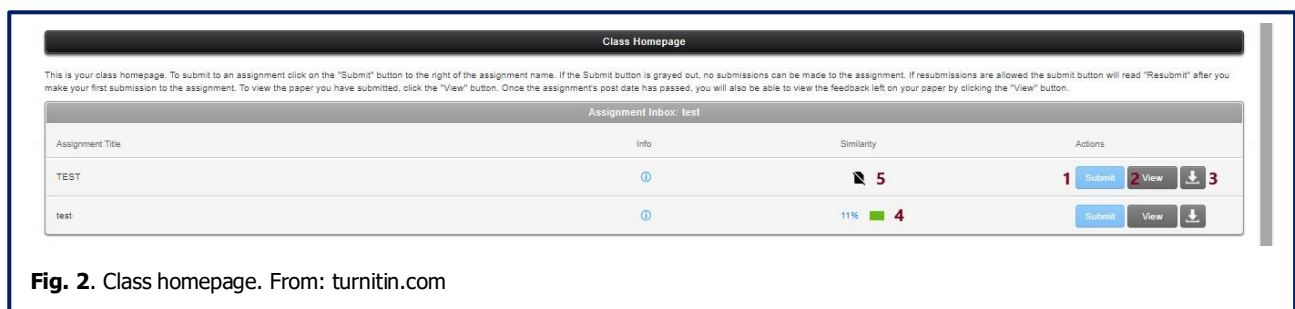


Fig. 2. Class homepage. From: turnitin.com

VIEW YOUR SIMILARITY REPORT

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

The table displays similarity scores for five submissions. The columns are "TITLE" and "SIMILARITY". The similarity scores are 0%, 6%, 43%, 58%, and 80%, each accompanied by a color-coded bar.

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

Fig. 3. 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. 3**). 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.

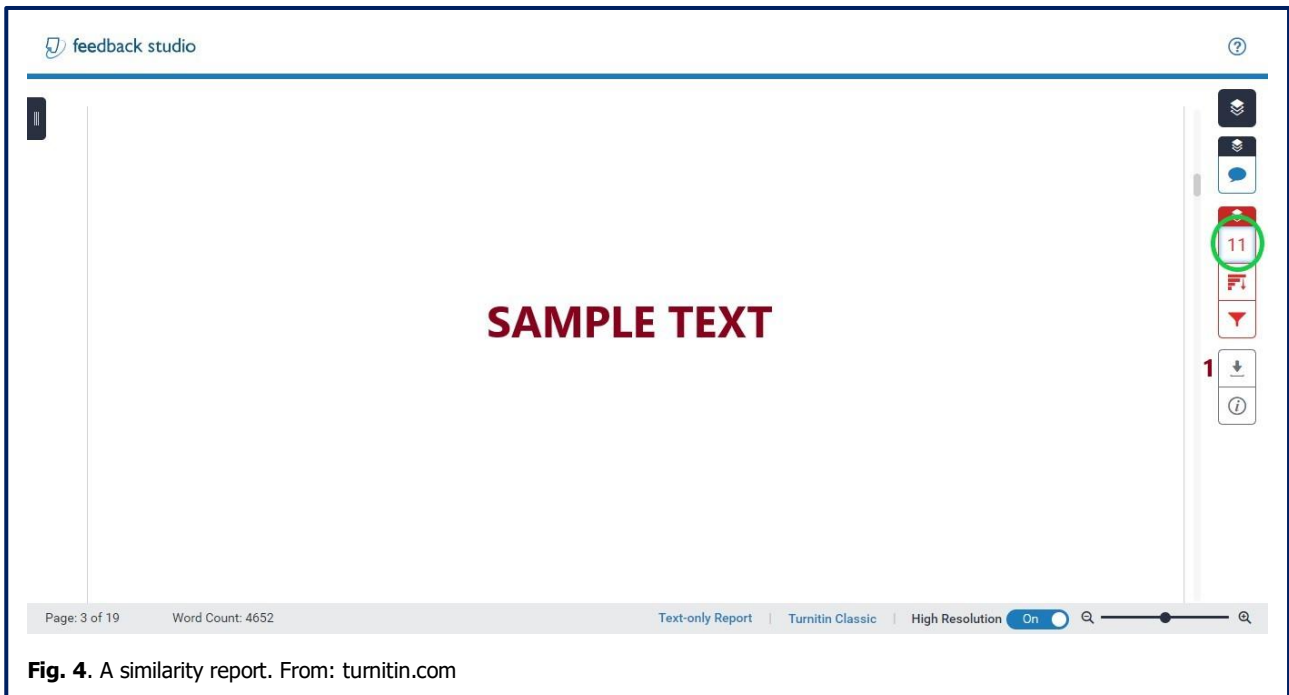
Remember that **Turnitin does not automatically detect plagiarism**, but it only singles out text matching against its database, whether it is correctly cited or not. Therefore, the similarity score may not reflect an accurate percentage of misquoted material or plagiarized sources. **Matches must be inspected carefully.**

REVIEW SOURCES

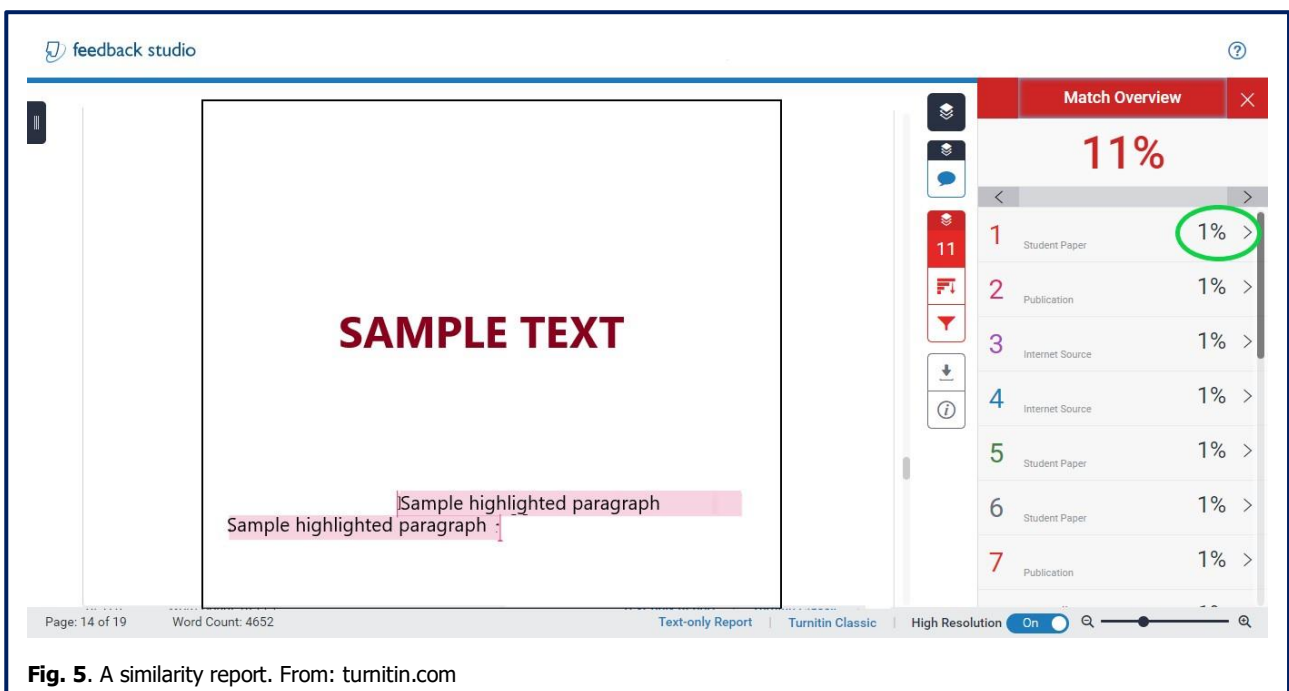
Once a Similarity Report has been generated, you will be able to open it by clicking the score.

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. 4, 1**). From this panel, you can also download the report (**Fig. 4, 1**).



You can view details about single matches by clicking the source (**Fig. 5, green circle**).



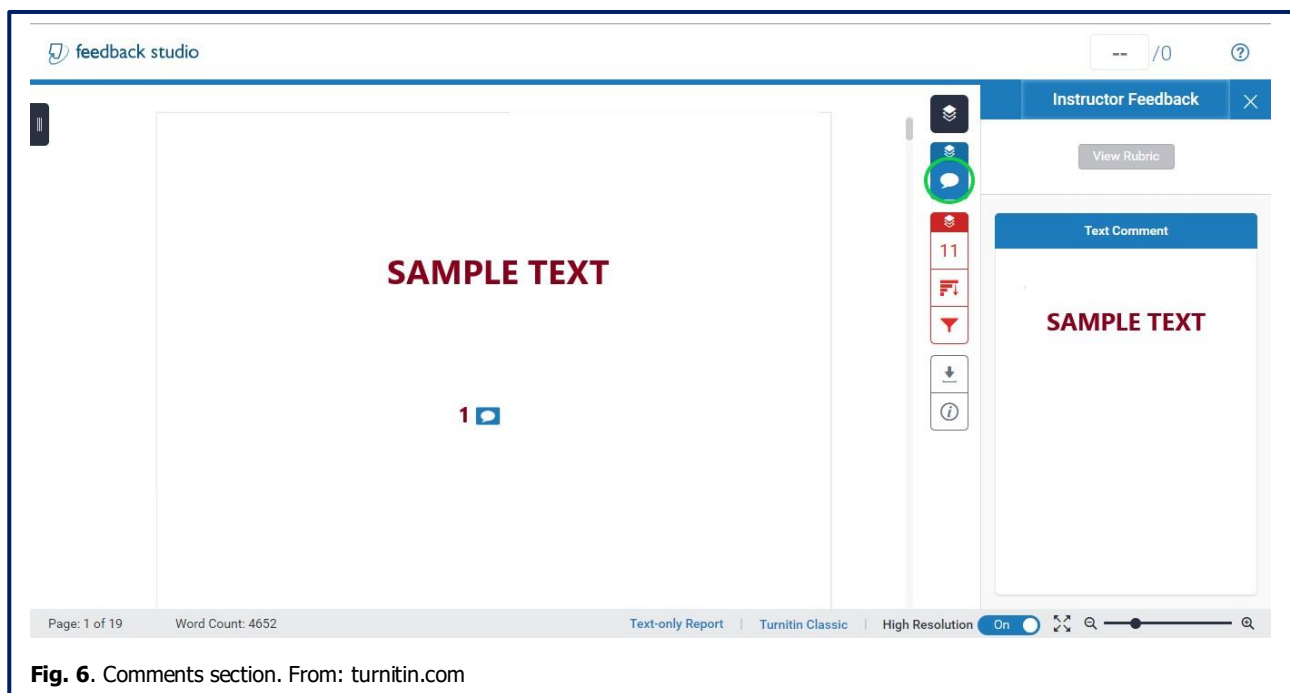
Once you have clicked a source, you will be able to review all matches against that source. In order to understand the similarity report, it is important to remember that, since sources often overlap, **the total similarity score is not a sum of the scores of single sources.**

To know more about similarity reports, read our **guide.**

READ COMMENTS

From your similarity score, you can also read comments from your instructor, if there are any. In line comments are identified by a blue balloon icon (**Fig. 6, 1**). To view in line comments click the icon.

To view feedback summary (if there is any), click the balloon icon on the blue panel (**green circle**).



BIBLIOGRAPHY

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

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