

Turnitin

Student's Manual



Moodle Direct Integration Student Manual

- ◆ Welcome to the Turnitin Moodle Direct Integration Student Manual.
- ◆ This section will educate students on how to submit papers to a Turnitin assignment.
- ◆ Other topics that will be covered are: a walkthrough of the assignment inbox interface, how to view an Originality Report, and how to view GradeMark.

Submitting a Paper

- ◆ Student users submit papers to a Turnitin assignment from the Turnitin assignment inbox.
- ◆ To access the assignment inbox, first click on an assignment from the homepage.
- ◆ A new window will open displaying the start, due date, and post date of the assignment.

Click on the *My Submissions* tab to submit to the Turnitin assignment.

File Types and Size

- ◆ Microsoft Word™ (DOC and DOCX)
 - ◆ Corel WordPerfect®
 - ◆ HTML
 - ◆ Adobe PostScript®
 - ◆ Plain text (TXT)
 - ◆ Rich Text Format (RTF)
 - ◆ Portable Document Format (PDF)
- ◆ The file size may not exceed 20MB. Files of larger size may be reduced in size by removal of non-text content or the instructor may be contacted to request multiple assignments to submit the document in sections.

How to Check the Turnitin Assignment Dates

- ◆ To submit a paper to a Turnitin assignment, the student user must upload a file to an existing assignment. Turnitin assignments cannot accept student submissions until the assignment start date and time has passed. Assignments may also reject submissions after the due date and time set by the instructor.
- ◆ To check the start date and due date information, click on the Turnitin assignment name on the course homepage.

Submission Types

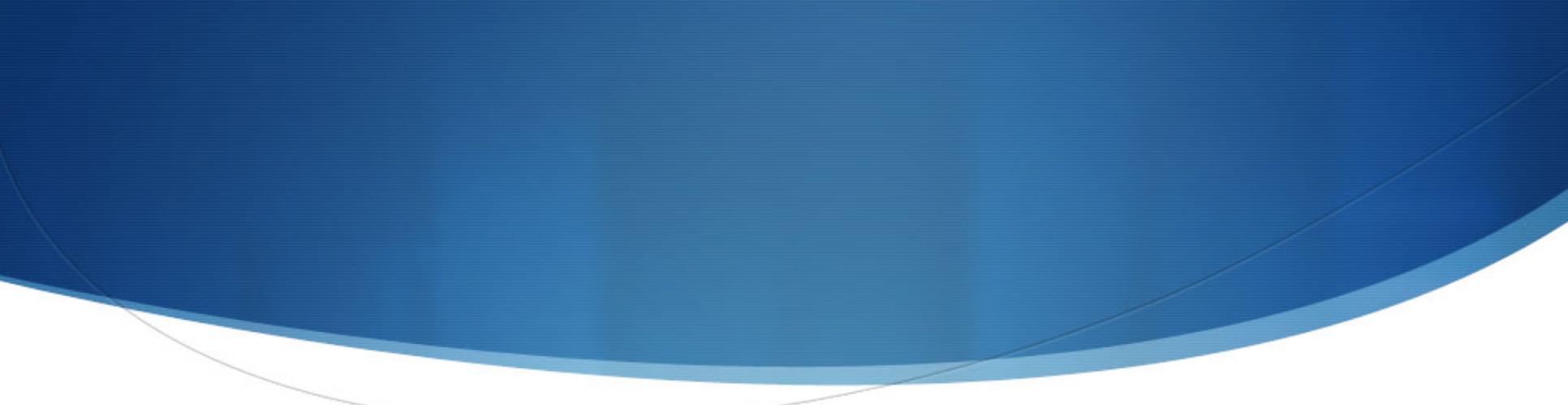
- ◆ There is only one way a student can submit an assignment and that is via:

- ◆ File Upload

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File Upload

- ◆ **Submitting a paper by file upload:**
- ◆ 1. Click on the Turnitin assignment from the course homepage. This will open up a new window, click on the *My Submissions* tab to open up the Turnitin assignment submission page
- ◆ 2. If you are given a choice of which submission type to use to submit to the assignment, you will need to select *File Upload*. If the assignment requires you to submit by *File Upload* go to the next step
- ◆ 3. Enter the submission title
- ◆ 4. If there is more than one part for the assignment you will need to select which part you are submitting to from the *Submission Part* pull down menu

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- 5. Click on the *Browse...* button to select the file you would like to submit
 - 6. Before submitting you will need to check the box next to the agreement your institution has provided
 - 7. Click the Add Submission button to submit your paper

Submissions Inbox

- ◆ Once a submission has been made to a Turnitin assignment, the submission inbox will contain the submitted paper. If the instructor has allowed students to view the Originality Report for their paper, a percentage icon will appear once the report has been generated. If the instructor used GradeMark to grade the paper, then once the post date passes, students will see an apple icon that will open GradeMark when clicked.

- ◆ The *My Submissions* tab contains the following columns:
- ◆ **Submission:** contains the title of the paper submitted and the status of the submission
- ◆ **Submitted:** contains the date and time of the submission
- ◆ **Similarity:** contains the Originality Report icon for the submission which displays the percentage of text within the paper that matches content in the Turnitin databases

- ◆ **Grade:** contains the grade received for the paper and the GradeMark icon. Clicking on the GradeMark icon opens up the graded paper in GradeMark. After the post date of the assignment both the grade for the paper and GradeMark will be available to view.
- ◆ **Feedback:** if the instructor has left feedback for your paper, the blue number link will show the number of comments an instructor has made. Click on the blue number to view the instructor's comment(s).

Opening Originality Reports

- ◆ Instructors can choose for each Turnitin assignment whether or not to allow students to view Originality Reports. If a student has been given access to Originality Reports, they can view their report by clicking on an assignment from the homepage.
- ◆ Click on the My Submissions tab. In this screen the student can click on the Originality Report icon to view their Originality Report.

What percentages are safe?

- ◆ There are no clear cut rules for this as all work will probably contain some words from other sources. As a guide a returned percentage of below 15% would **probably** indicate that plagiarism has not occurred.
- ◆ However, if the 15% of matching text is one continuous block this could still be considered plagiarism.
- ◆ A high percentage would **probably** be anything over 25% (Yellow, orange or red). Again to deem work plagiarised will depend on the students work and the requirements of the assignment.

The Originality Report is NOT a plagiarism report

- ◆ The matching text found is not an assessment of whether work has or has not been plagiarised.
- ◆ Originality Reports can help tutors to locate **potential** sources of plagiarism. The decision to deem any work plagiarised is made only after careful examination of both the submitted paper and the suspect sources.