

Turnitin: Essentials

This training document contains information on creating and editing Turnitin inboxes, viewing and downloading submitted assignments as well as some guidance on introducing Turnitin to students. You can also find some frequently asked questions at the end of the document.

- [Creating a Turnitin assignment \(page 1\)](#)
- [Introducing Turnitin to your students \(page 4\)](#)
- [Turnitin administration \(page 5\)](#)
- [Originality Reports \(page 7\)](#)
- [Frequently Asked Questions \(page 9\)](#)

What is Turnitin?

Turnitin is originality checking software, supplied under license from Turnitin UK.

Submitted work is matched against a database of previously submitted work from every institution that subscribes to Turnitin, (including international institutions); current and archived internet pages and databases of journals and periodicals.

Turnitin does not detect plagiarism: it is text-matching software providing a report on whether a student's work is original (no matching text) or unoriginal. Each instance of matching text should be examined individually for full and correct referencing.

If you intend to use Turnitin, you need to consider:

- **School guidelines and procedures for online submission.**
- **Archiving of work stored electronically.**
- **University Guidelines on using Turnitin.**
- **Adequately preparing your students for Turnitin.**

If you are using Turnitin as part of School policy, some of the advanced options may be defined by the policy. Check with your School Administrator for details.

Accessing the Turnitin service

Turnitin can be accessed from a Moodle module via any web browser at <http://moodle.kent.ac.uk>. To access the service you will need your University username and password. If you need help using Moodle please contact your **Faculty Learning Technologist** (<http://www.kent.ac.uk/elearning/staff>).

Before using the Turnitin service, you need a Moodle module. All SDS-registered modules are automatically created in Moodle and populated with students and timetabled teaching staff. If your module is not in Moodle, contact your Faculty Learning Technologist.

Creating a Turnitin assignment

Initial setup.

1. In your Moodle module, with editing turned on, select **Assignment: Turnitin** from the **Add an activity** drop down menu of the appropriate section.

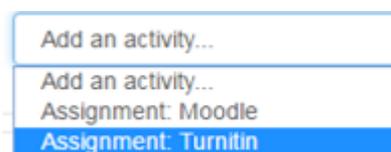


Figure 1 - Add an activity dropdown menu

2. On the page that follows, enter an **assignment name** (1) and **assignment instructions** (2); indicate in these instructions whether more than one submission is allowed and if the originality report will be made available to students.
3. Select **File Upload** and choose the number of parts (the number of files) required for this assignment. Each part can have different deadlines and so could be used to allow students to submit a plan before the final assignment submission, for example.
4. Change the maximum file size if required. Turnitin accepts files up to 40mb.
5. Set the overall grade for the assignment. For single-part assignments, the overall grade is typically set to 100. However, for multi-part assignments, for instance, the assignment could be graded as a maximum of 16 marks in total, with each part marked out of 100, but with an overall grade represented out of 16. Note that it is also possible to allocate categorical and satisfactory marking scales at this stage.
6. Select whether or not to enable **anonymous marking** (3). When anonymous marking is enabled, the author's name will be anonymous until the post date has been reached. In order to preserve anonymity, prior to the post-date being reached, you will not be able to download any files and will only be able to access the GradeMark and online versions of submissions.
7. Choose whether students can submit **any file type** (4). This setting will allow any file type to be submitted. With this option set to "Yes", submissions will be checked for originality where possible. Submissions will be available for download and GradeMark feedback tools will be available where applicable. For further information on this feature, please visit **Turnitin's Grade Anything web page** (http://turnitin.com/en_us/features/grade-anything).
8. Select whether you want students to be able to view their Originality Reports (5).

The screenshot shows the 'General' configuration page for a Turnitin assignment. The interface includes a text input field for the assignment name (marked with a green circle '1'), a rich text editor for instructions (marked with a green circle '2'), and several dropdown menus for submission settings. A checkbox for 'Display description on main module page' is present. The 'Submission Type' is set to 'File Upload'. The 'Number of Parts' is set to '1'. The 'Maximum File Size' is set to 'Site upload limit (40MB)'. The 'Anonymous Marking' setting is set to 'No' (marked with a green circle '3'). The 'Allow submission of any file type?' setting is also set to 'No' (marked with a green circle '4'). Finally, the 'Display Originality Reports to Students' setting is set to 'No' (marked with a green circle '5').

Figure 2 - Initial setup

Tip: On the Initial Setup page, ticking the *Set these values as assignment defaults* checkbox, the current assignment settings will be used for any new instances of the Turnitin Assignment created by you and will supersede any defaults specified within Moodle.

Setting and editing the deadline(s).

Each part of the assignment (where applicable) can have its own name, dates and mark weighting. If your assignment only has one part, you will only see options for 'Part 1' of the assignment.

1. Give the **Assignment Part** a name (1), e.g. "Plan" or "Final".
2. Set the **start** and **due date** and time for the assignment (2). To make the inbox available immediately, leave the start date as the default.
3. Set the **post date** (3). If you are using GradeMark, this is the date that students will be able to access their marks and comments. If you are not using GradeMark, you just need to ensure that this date is set after the due date.
4. Adjust the maximum marks total (where applicable) (4).

Assignment Part 1

Name * Part 1 1

Start Date 2 3 May 2018 09 00

Due Date 18 May 2018 16 00

Post Date 3 8 June 2018 11 00

Max Marks 100 4

Figure 3 - Setting and editing the deadline(s)

Originality Report options.

1. Choose whether to allow late submissions (1).

Note: Setting this to "No" will mean you need to set up a separate inbox for students who have been granted an extension

2. Select the **Report Generation Speed** (2) from the following options:
 - a. **Generate reports immediately (resubmissions are not allowed):** students can only submit once and the Originality Report is generated immediately.
 - b. **Generate reports immediately (resubmissions are allowed until due date):** students can submit as many times as they like up to the deadline, and will receive a new report every 24 hours (if they are able to view them). *Where applicable, you should inform students that Originality Reports for resubmissions take up to 24 hours to generate.*
 - c. **Generate reports on due date (resubmissions are allowed until due date):** students can submit as many times as they like but no report will be generated until after the deadline.
3. Choose whether or not to store the student submissions within a repository (3). **Standard Repository** is the default setting; if you choose this, papers will be stored in Turnitin UK's database and will be used in future originality checks. **No Repository** means that student

submissions will still be originality checked, but will not be stored in Turnitin UK's database of student submissions. This setting is most commonly used for formative and drafting purposes.

4. Change the further options as required. Please note that your School may have standard or recommended settings as part of their Turnitin policy.

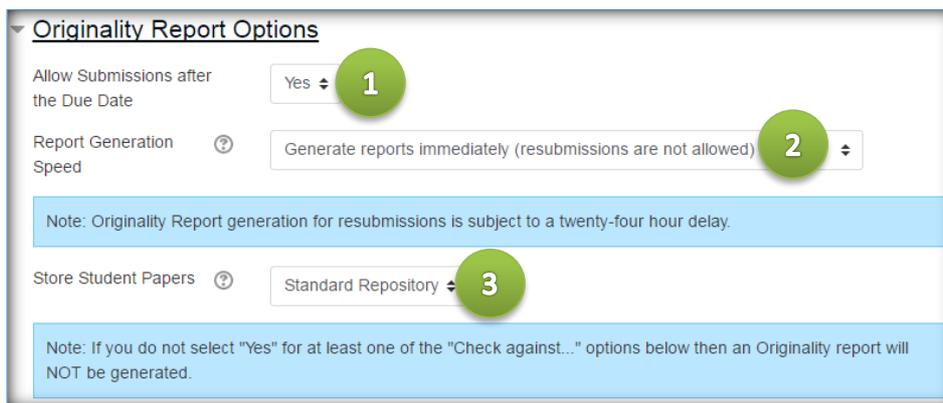


Figure 4 - Originality report options

Attaching a rubric.

1. If you plan to use a marking rubric with your assignment, select an existing rubric from the dropdown menu to attach it to your assignment.
2. To create a new rubric or to edit an existing one, select **launch rubric manager**

For further information on rubrics, please see **Creating and using rubrics in GradeMark** (www.kent.ac.uk/elearning/files/turnitin/turnitin-rubrics.pdf)

Once you are happy with all of the above settings, click **Save and return to module** to return to the front page of your module or click **Save and display** to go directly to the assignment inbox.



Introducing Turnitin to your students

How do my students submit an assignment?

To submit an assignment to the Turnitin service, your students should:

1. Click on the title of the appropriate Moodle module from their **My Modules** list.
2. Locate the Turnitin assignment and click on its title to take them to the **My Submissions** tab.
3. Click on the **Submit Paper** icon (Figure 5).
4. Enter a submission title and select which part (if relevant) they are uploading.
5. On the page that follows, click on the **Add...** icon () to select a file to upload. (Students can also use Moodle's drag and drop functionality to upload a file.)
6. Click on **Add Submission**.

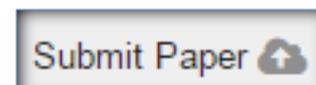


Figure 5 - Submit Paper

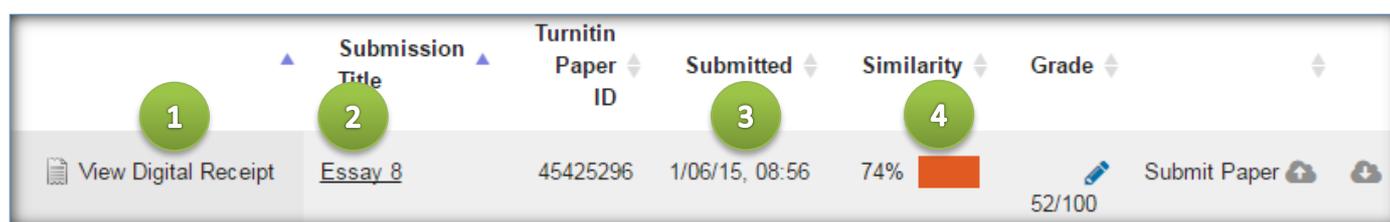
The students will then be taken to a summary screen which includes the status of their submission to Turnitin. **Students are advised to make a note of their Turnitin paper ID.**

Note: A Turnitin inbox can be configured to permit the submission of any file type (up to 40mb), however, originality checking is only available on the following files types: Microsoft Word (.doc and .docx), Microsoft PowerPoint (.ppx, .pptx and .pps), Corel WordPerfect, HTML, Adobe PostScript, Plain text (.txt), Rich Text Format (.rtf), Portable Document Format (.pdf) and Hangul (.hwp).

How do my students access their digital receipt and Originality Report? (Where applicable.)

Turnitin inboxes can be configured to allow students to see their originality report. To access their originality report, students should:

1. Click on the title of the appropriate Moodle module from their **My Modules** list.
2. Locate the Turnitin assignment and click on its title to go to the **My Submissions** tab. On this page students will see a summary screen which includes the status of their submission to Turnitin (Figure 6).



	Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade
1	2		3	4	
 View Digital Receipt	Essay 8	45425296	1/06/15, 08:56	74% 	 Submit Paper   52/100

Figure 6 - Accessing the originality report

On this page, students can access their **digital receipt** (1), click to **view** their submission (2) and check the **date and time** of their submission (3). The 'overall similarity index' indicated by 'similarity' (4) shows how much matching text as a percentage of the whole document has been found. This percentage includes both correctly referenced and unacknowledged text. Clicking on the **coloured box** next to the percentage figure will open the originality report within the Turnitin Document Viewer.

Further information on viewing and interpreting the originality report can be found on the following web page: <http://www.kent.ac.uk/elearning/turnitin/originality-report.html>

Turnitin administration

How can I upload my students' assignments?

There may be some occasions where you need to upload an assignment on behalf of a student. To do this:

1. From within the applicable Moodle module, click on the link to the Turnitin assignment to access the **Submission inbox** tab.
2. Navigate to the relevant student in the submission table and click on the **Submit to Turnitin** icon to the right of their name. 
3. On the page that follows, click on the **Add...** icon to select a file to upload. (Note: You can also use Moodle's drag and drop functionality to upload the file).
4. Click **Add submission** to complete the process.

Note: If the deadline has passed and you have set Turnitin to not allow submissions after the deadline, you will not be able to submit on behalf of a student.

Deleting a student's submission.

1. From within the Moodle module, click on the link to the Turnitin assignment to access the **Submission inbox** tab.
2. Navigate to the relevant student in the submission table and click on the **trash** icon to the right of their name.
3. Click **OK** on the confirmation box to remove the submission.



Note: If you have chosen to store student papers within the Standard Repository and have set the report generation speed to generate reports immediately, deleting student papers from the submission inbox does not completely remove them from the Turnitin database. To completely remove a student submission from the Turnitin database, please contact your Faculty Learning Technologist.

Downloading students' assignments.

- To download all submissions, navigate to the submission inbox and click on either the **Original Format** or **PDF** icons in the **Export** column of the Turnitin assignment summary. Note: All submissions will be contained within a single .zip file.
- To download individual submissions, navigate to the submission inbox and click on the **Download Submission** icon  to the right of the student's name.
- To download a selection of submissions, navigate to the submission inbox, tick the checkbox to the left of the applicable students' names and then click on the **Download Original Files** icon below the Turnitin assignment summary.
- To download all (or a selection of) **Marked** files, navigate to the submission inbox, tick the checkbox to the left of the applicable students' names (or, tick the uppermost checkbox (1) to select all submissions) and then click on the **Download - Selected GradeMarked Files** icon (2) below the Turnitin assignment summary. The latter only appears when one or more checkboxes is selected.

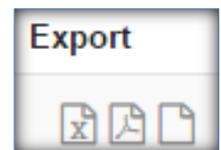


Figure 7 - Download all assignments

SHOWING 1 TO 10 OF 25 ENTRIES.

<input checked="" type="checkbox"/> 1 Student	Submission Title	Turnitin Paper ID	Submitted
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Downloading marks in an excel spreadsheet (where applicable).

- To download all of the marks for an assignment, navigate to the submission inbox and click on the Excel icon under the **Export** column of the Turnitin assignment summary page (these icons are small, it is easy to click on the wrong one).
- To download all the marks for a Moodle module:
 1. Click on **Grades** on the left hand side of the page.
 2. On the next page, click **Export** then **Excel Spreadsheet**.
 3. Select the assignments you wish to include and click on **Download**.

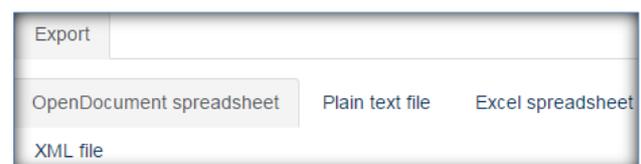


Figure 8 - Download marks to Excel

Viewing an Originality Report

The Originality Report shows the amount of text in a document that matches with electronic sources within or scanned by Turnitin. **Turnitin does not detect plagiarised work.** Turnitin searches current and archived internet pages (these are updated on a regular basis), databases of published journal articles and the Turnitin database of submitted work.

Accessing an originality report.

1. In your Moodle module, locate the appropriate Turnitin assignment and click on its title to access the **submission inbox**.

Student	Submission Title	Turnitin Paper ID	Submitted	Similarity
Maus, Michael	My essay	45108564	20/05/15, 20:23	40%

Figure 9 – The submission inbox

2. The 'overall similarity index' indicated by 'similarity' shows how much matching text as a percentage of the whole document has been found. This percentage includes both correctly referenced and unacknowledged text. Clicking on the **coloured box** (1) next to the percentage figure will open the **originality report** within the Turnitin Document Viewer. The colour of the originality icon indicates the amount of matching text found.

Note: The originality report **does not** specify whether an assignment has or has not been plagiarised; it is a tool to help you identify sources of matching text.

Feedback studio.

Turnitin's feedback studio (figure 10) will open in a new tab in your browser. The Match Overview section allows you to interrogate the originality of a particular piece of work in more detail.

The screenshot shows the Turnitin Document Viewer interface. At the top, it displays 'feedback studio', 'Charles Banks', and 'Essay 1'. The document content is titled 'Demo Turnitin Submission' and includes sections like 'Natural User Interface' and 'Perceptive Pixel'. A 'Match Overview' panel on the right shows a 73% similarity score and a list of three matched sources: 1. thedailyomnivore.net (56%), 2. Submitted to Kingston... (10%), and 3. www.nytimes.com (6%). A red box with the number 1 is placed over the 73% similarity score, a green box with the number 2 is placed over a highlighted paragraph in the document, and a green box with the number 3 is placed over the Match Overview panel.

Figure 10 – Document Viewer in originality view

Choose the percentage matched number to see a list of matched texts (1). Any matched extracts will be highlighted within the student paper (2) and the source of these extracts will be listed in the Match Overview pane (3). Matched extracts are colour-coded to denote different underlying sources. By clicking on sources in the Match Overview pane the Document Viewer will automatically navigate to those matches within the document.

By default, Turnitin shows the **highest matching source** within the Match Overview pane (i.e. the source

that contains the most text matched within the highlighted extract).

Click on the arrow > next to a source in the Match Overview pane to view a match breakdown. **Note that other matches are hidden when the arrow is clicked. Click the left arrow < to return to the list of matches.**

The match breakdown provides a list of **all** of the sources which have matched within the highlighted extract. For instance, a quote from a journal article may be matched to the original journal publication as well as other sources; such as websites and student papers referencing the same quote.

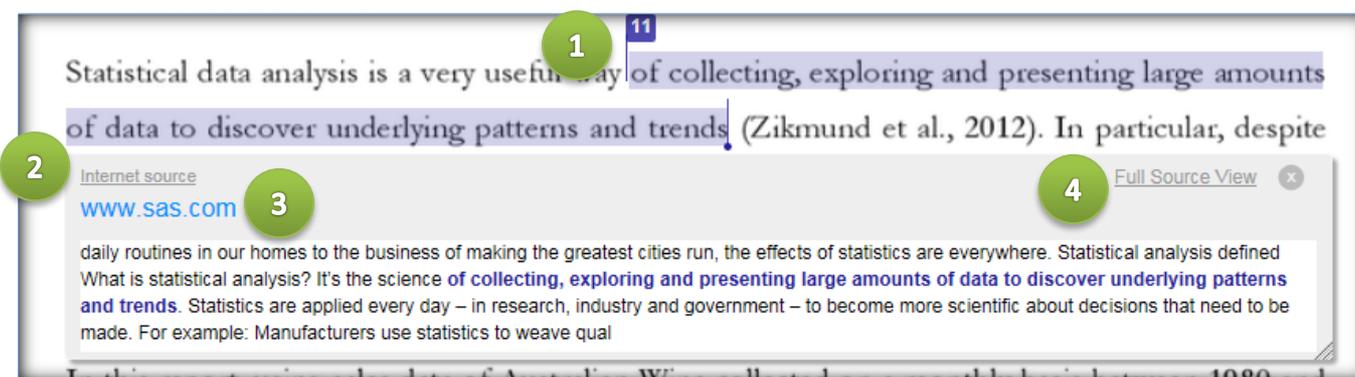
In the example to the right, the BBC match is obscuring the news/uk and the news/magazine sources. **Sometimes student papers may be obscured by higher matches.**



• www.bbc.co.uk Internet source - 2 uris	86%
• news/uk-11420737	86%
• news/magazine-11426737	22%
• www.language- Internet source	16%
• www.wordmagazine.co.uk Internet source	15%

Interrogating sources.

Clicking on either the coloured number within the highlighted text (1, figure 12) or on a source in the match breakdown pane (figure 11 above) displays a pop-up window (2) containing the matched text in the context of its original source.

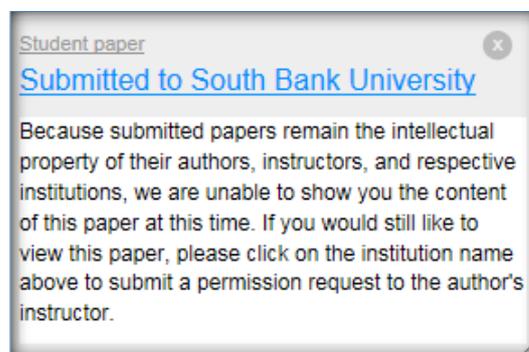


The screenshot shows a document viewer with a highlighted text block. A green circle with the number '1' is placed over the highlighted text. A blue box with the number '11' is in the top right corner of the highlighted area. Below the highlighted text, a pop-up window is displayed. A green circle with the number '2' is placed over the top left corner of the pop-up window. Inside the pop-up window, there is a link 'www.sas.com' with a green circle with the number '3' next to it. A green circle with the number '4' is placed over the 'Full Source View' button in the top right corner of the pop-up window. The pop-up window contains the following text: 'Internet source', 'www.sas.com', 'daily routines in our homes to the business of making the greatest cities run, the effects of statistics are everywhere. Statistical analysis defined What is statistical analysis? It's the science of collecting, exploring and presenting large amounts of data to discover underlying patterns and trends. Statistics are applied every day – in research, industry and government – to become more scientific about decisions that need to be made. For example: Manufacturers use statistics to weave qual'.

Figure 12 - original source pop-up

For internet sources, a link is provided to the original online source (3). To view the match in **full** context within the Document Viewer, click Full Source View (4).

If several sources indicate matches to student papers submitted in other courses/institutions, this may indicate that students are actually using a common original source and may not necessarily indicate plagiarism. If you suspect the work has been taken from another student, it is possible to request the paper. Before requesting a student paper from an external institution, check whether the sources used are common course texts or even essay bank sites.



The screenshot shows a pop-up window titled 'Student paper'. The text inside the window reads: 'Submitted to South Bank University', 'Because submitted papers remain the intellectual property of their authors, instructors, and respective institutions, we are unable to show you the content of this paper at this time. If you would still like to view this paper, please click on the institution name above to submit a permission request to the author's instructor.'

Excluding sources.

To exclude a source from the originality report:

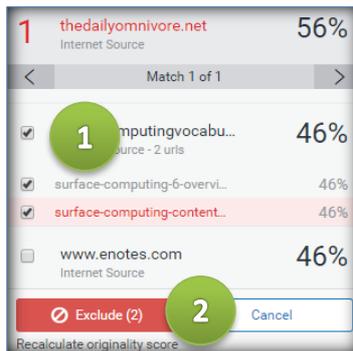
1. At the bottom of the match breakdown pane, click on

Exclude Sources

2. Select the source(s) to exclude (1).
3. Click 'exclude' (2)

The similarity index percentage will now update to reflect the exclusion of a particular source.

To view a list of sources currently excluded from the report and to un-exclude sources, click on the excluded sources icon (3).



Note: Schools using cover sheets can use the options above to exclude any pre-defined text from the similarity index.

Frequently Asked Questions

Can my students refuse permission for me to use the Turnitin service?

The Data Protection Act 1998 sets out when and how personal data can be “processed”. We must comply with one of the two conditions in Schedule 2 of the Data Protection Act 1998. These are:

Condition 1: “The data subject has given his consent to the processing.”

Condition 6: “(1) The processing is necessary for the purposes of legitimate interests pursued by the data controller or by the third party or parties to whom the data are disclosed, except where the processing is unwarranted in any particular case by reason of prejudice to the rights and freedoms or legitimate interests of the data subject.”

The University will obtain a student’s consent during the registration process at the start of the year. If consent is given, Condition 1 is fulfilled. Without consent, the University may use Condition 6 to process the data, on the basis that quality of marking and detection of academic deceit are legitimate interests of the University (advice from the JISC Legal Service).

My students cannot access my Moodle module. What should I do?

In the case of individual students you should first check that they have been enrolled in SDS. Once enrolled in SDS it may take up to 48 hours for a student to receive access to the module in Moodle. If none of your students can access the module, first check that it is available to students. If this does not resolve the issue, please contact elarning@kent.ac.uk

Why do I need to use Moodle to access Turnitin?

We use Moodle to access Turnitin for two reasons: Firstly your students would otherwise be required to remember another username and password issued by Turnitin. Secondly, you would be required to undertake a number of onerous administrative tasks such as setting up a “class” and either creating student accounts or ensuring students have secured access themselves, before creating an assignment and finally, both you and your students would need to become familiar with another online system. Using Moodle avoids all these problems and issues.

I suspect plagiarism, but did not use the Turnitin service, can I check an assignment at a later date?

An assignment can be set up in two ways in your Moodle module: as a Moodle assignment or as a Turnitin: Essentials (updated 19/05/17) www.kent.ac.uk/elearning/turnitin

Turnitin assignment. Only Turnitin assignments are automatically checked against the Turnitin system. If you have received assignment submissions to the Moodle system and you suspect plagiarism in one or more assignments, you must upload the entire batch of assignments to Turnitin (see The University Guidelines on Using Turnitin for more information). To do this, you need to create a Turnitin assignment within Moodle.

Can I use Turnitin to originality check my own work?

No. The University's contract with Turnitin states that the University has an obligation to *"use the Service only in connection with classes offered in its own curriculum, to its own students for the purpose of submitting student work for evaluation."* As such, submissions from members of staff as well as non-Kent students (i.e. applicants) are in breach of the University's contract with Turnitin.

Help & Support

For general help using Moodle, contact your Faculty Learning Technologist (FLT). If you are having problems accessing Moodle, contact the Helpdesk on 01227 82 4888, or email helpdesk@kent.ac.uk. Other training guides are available on the e-learning website: www.kent.ac.uk/elearning/.