

MALAWI UNIVERSITY OF BUSINESS AND APPLIED SCIENCES LIBRARY

Turnitin User Guide

(Instructor)

2023

- About Turnitin
- Turnitin User Guide
 - Registration & Login
 - Create a Class and Add Students
 - Set Up Assignments and Make a Submission
 - Check the Similarity Report
 - Online Feedback & Grading Quickmarks, Comments, Rubric
 - ETS e-rater
 - Paper Deletions
- Contact Info



About Turnitin

- The only comprehensive solution for preventing multiple forms of plagiarism, grading assignments, and safeguarding your institution's reputation.
- Turnitin is used by 30 million students and 15,000 institutions worldwide.

Multilingual Content for Comparison

Content in 30+ languages: such as English, Chinese, French, Spanish, Arabic, German, Italian, Rusian, Japanese, Korean, and etc.

Online Feedback & Grading

Allow instructors to apply reusable QuickMarks, text and voice comments, rubrics to provide meaningful feedback to students.



Originality Checking

Content database: current and archived internet student papers, publications; Exclusive partnership: Crossref 1,500+ top publishers around the world.

E-Rater Grammar Checking

Automatically check submitted work for grammar, usage, mechanics, style and spelling errors.

About Turnitin



Exclusive Relationship: CrossRef

Turnitin content is trusted and used exclusively by 1500 top publishers

American Chemical Society American Institute of Physics American Physical Society Elsevier IEEE

Institute of Physics

Lippincott Williams & Wilkins

Nature Publishing

Ovid

Oxford University Press Sage Publications Springer

Taylor & Francis
Wiley Blackwell



Taylor & Francis

Taylor & Francis Group











Others



web Pages
99 billion



Student Papers
1.8 billion



About Turnitin

Turnitin Account Levels:

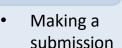
- ▶ Instructor Account, set up by Account Administrator. Instructors are able to create classes, enroll students, and create assignments.
- ▶ **Student Account**, set up by Instructors. Students are able to make submissions.
- ▶ Users will receive account setup notification letter from Turnitin system.

Turnitin Procedure:

Creating classes

- Enrolling students
- Adding assignments

Student



 Checking the Similarity Report

Instructor

- Reviewing papers & Similarity Reports
- Giving feedback & grades

Student

Reviewing grades and feedback



Turnitin Account Registration

Instructor account is set up by the administrator. Teachers will receive a registration email sent by Turnitin system. Please follow the instruction to finish the registration.





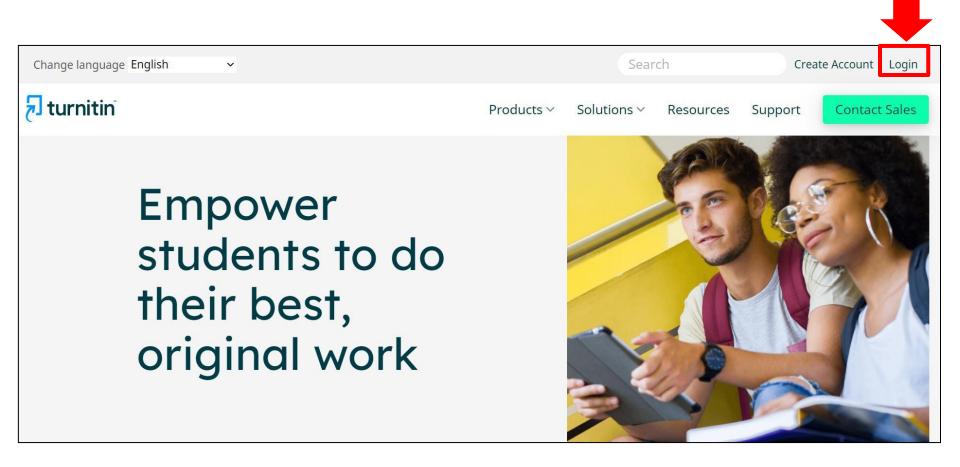


Login & Set up your secret question



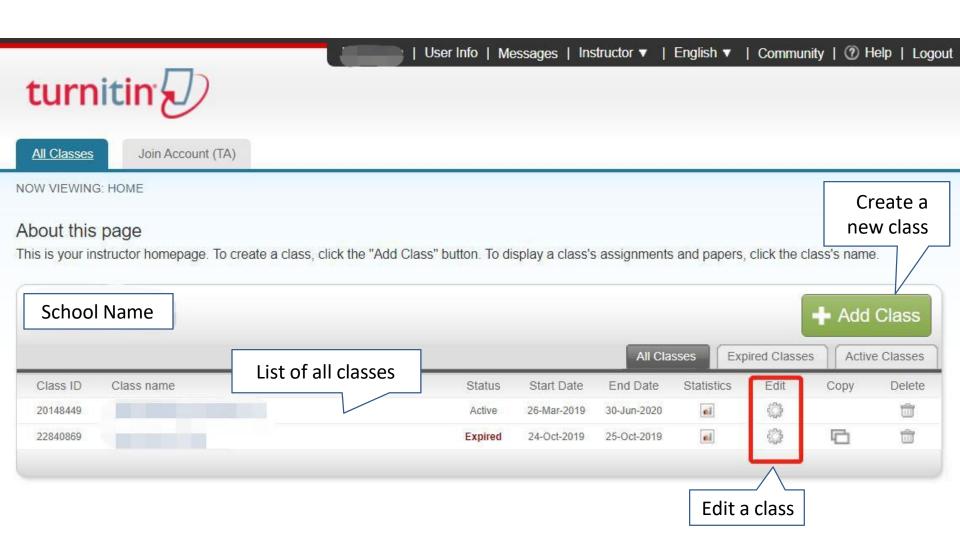
Access website: www.turnitin.com
or directly use Login Link:

https://www.turnitin.com/login_page.asp?





Instructor Homepage





Create a class

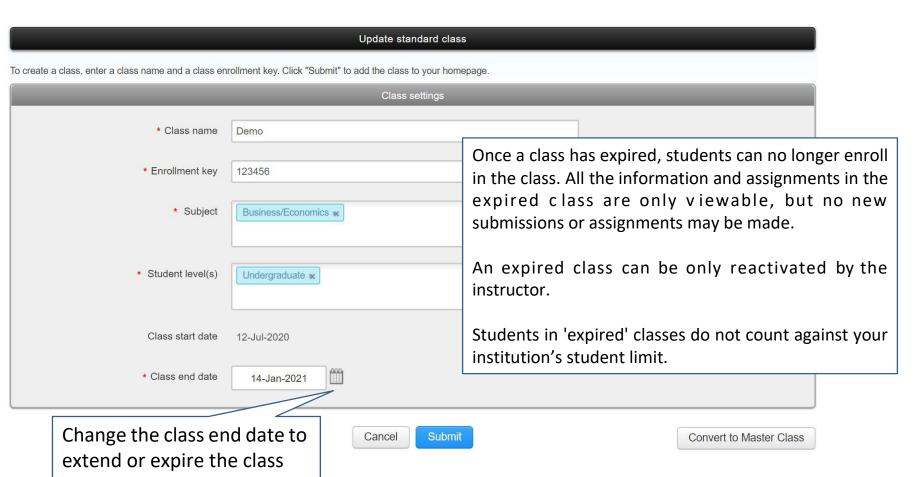
The creation of a class on the Turnitin system is the first step in allowing an instructor and students to access and use the services available at their institution.

	Create a new class			
o create a class, enter a class name and a	class enrollment key. Click "Submit" to add the cla	ss to your homepage.		
	Class settings			
* Class type	Standard v			
* Class name				
* Enrollment key				
* Subject area(s)	Select subject(s)	~		
* Student level(s)	Select student level(s)	~	Click submit to	add the
Class start date	10-Mar-2020		class. Class info	
* Class end date	11-Sep-2020		will be displaye pop-up window	
	Cancel		containing the enrollment pas	
			for confirmatio	
				长胸信自坊。



Edit a class



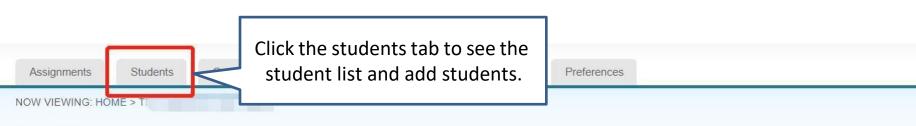


NOTE: While it isn't possible to immediately expire a class, you can make a class inactive in the near future by changing its end date to tomorrow. When tomorrow passes, the class will have expired.





Class Homepage



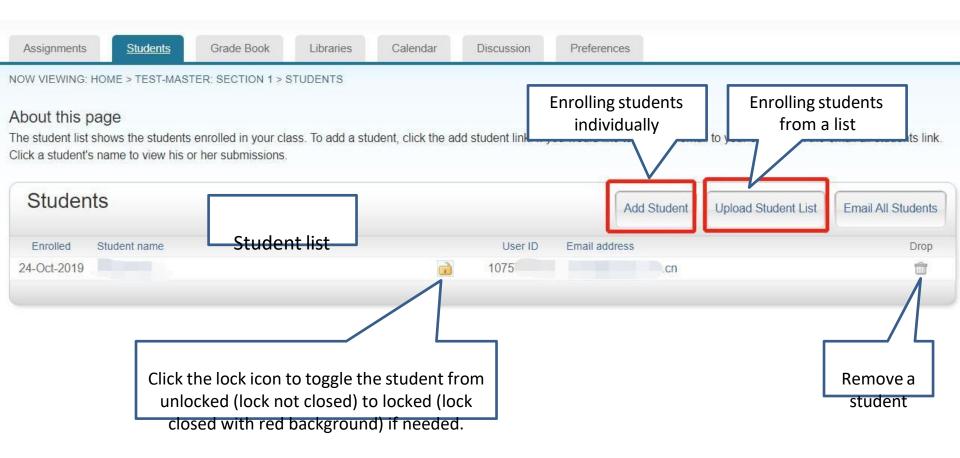
About this page

This is your class homepage. Click the "Add assignment" button to add an assignment to your class homepage. Click an assignment's "View" button to view the assignment inbox and any submissions that have been made to the assignment. You can make submissions by clicking on the "Submit" option in the assignment's "More actions" menu.

						+ Add Assignme
ASS HOMEPAG	GE QUICKMARK BREAKD	OWN				
	START	DUE	POST	STATUS	ACTIONS	
PAPER	30-Mar-2019 21:57PM	17-Feb-2020 15:00PM	17-Feb-2020 15:05PM	2 / 1 submitted	View	More actions ▼
					_	
PAPER	31-Jul-2019 11:16AM	07-Aug-2019 23:59PM	List of as	signments	View	More actions ▼
PAPER	24-Oct-2019 17:12PM	31-Oct-2019 23:59PM	01-Nov-2019 00:00AM	1 / 1 submitted	View	More actions ▼

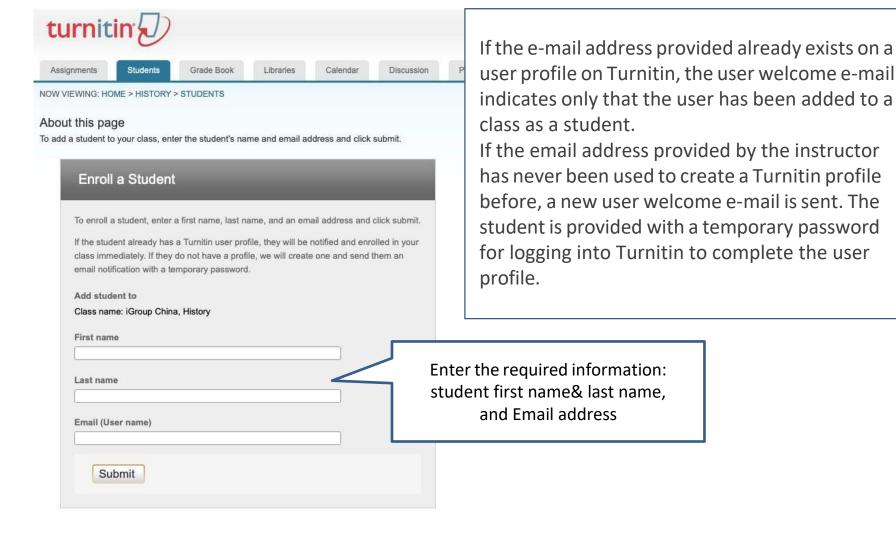


Student List & Management



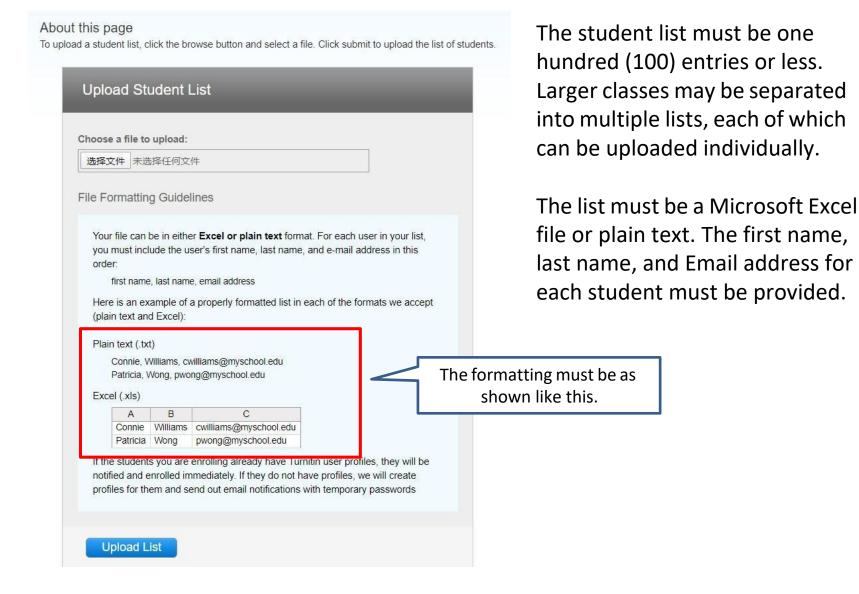


Enrolling Students Individually





Enrolling Students from a List





Resending Student Welcome Emails

Stude	1115
Enrolled	Student name
20-Apr-2015	Jenn Bloggs
20-Apr-2015	Joe Bloggs
20-Apr-2015	Jane Doe
20-Apr-2015	John Doe

Any students who have never logged in and completed the information on the user profile will have a pink highlight over the date in the enrolled column to the left of the student name.

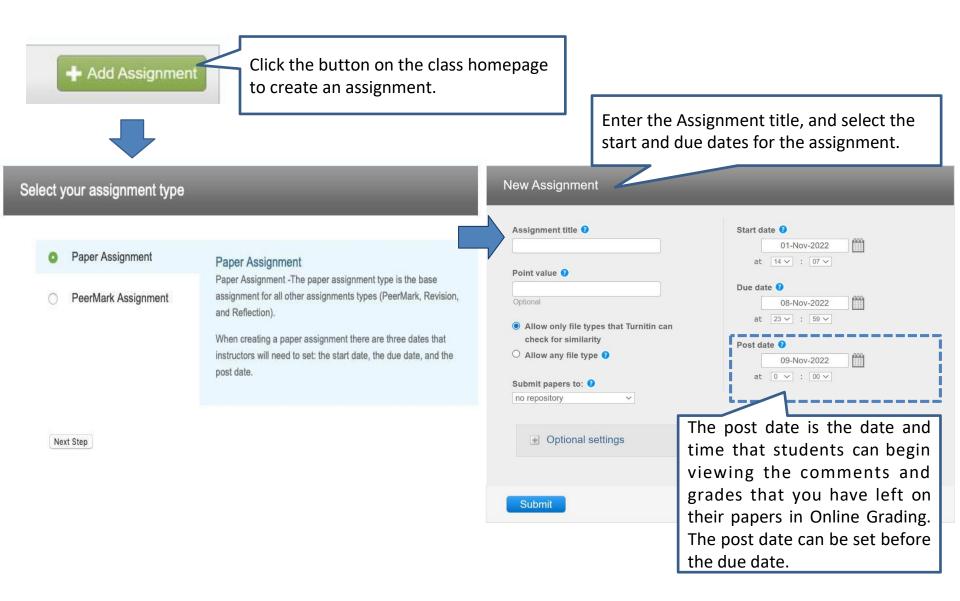
You can re-send the welcome email to student users who have not yet logged into Turnitin.

To re-send the confirmation email, click on the pink highlighted date to the left of the student name.

click on **submit**. A new copy of the welcome email, including temporary password, will be sent.



Creating a Paper Assignment





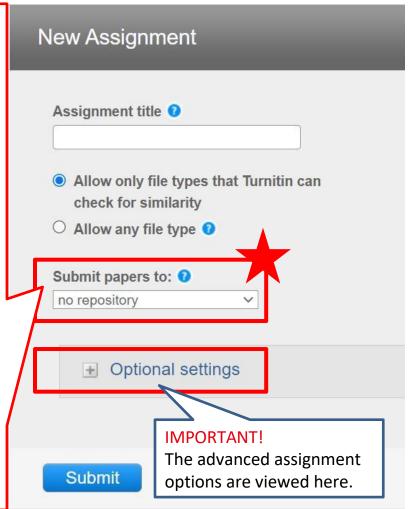
Creating a Paper Assignment

Select from the dropdown list where you would like papers to be submitted to.

Repository Options:

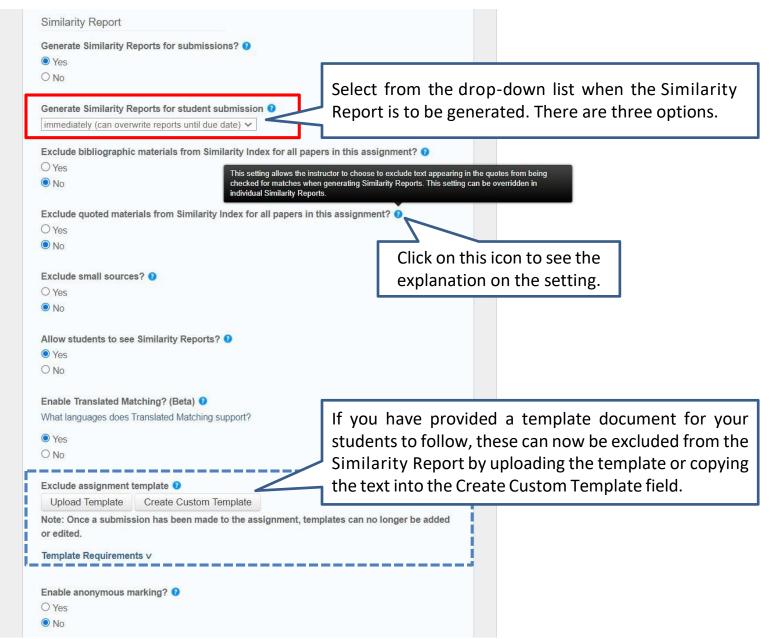
- **Standard Paper Repository:** Turnitin will store these submissions to the standard repository allowing them to be compared against by students from others institutions.
- Institution Paper Repository: Submissions will be stored in a repository private to your institution. Only submissions made within your institution can be compared to the papers in this repository.
- No repository: The file will not be stored in the Turnitin standard paper repository or the institution's paper repository.
- Student's choice of Repository: Allows the student to choose where their file be submitted to. (We suggest users NOT using this option)

Papers in "Standard Paper Repository" will be used as match sources by any of Turnitin users. If you don't want anyone outside you school to use the paper as a match source, please choose institutional repository or no repository.



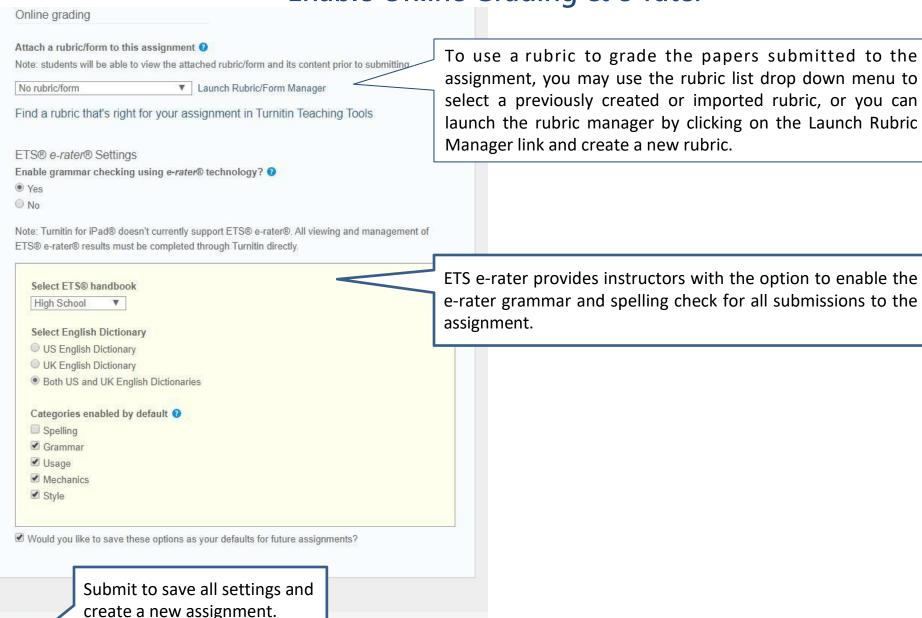


Advanced Similarity Report Settings





Enable Online Grading & e-rater



Submit



Making a Submission

Assignments Students Grade Book Libraries Calendar Discussion Preferences

NOW VIEWING: HOME > TF 1

About this page

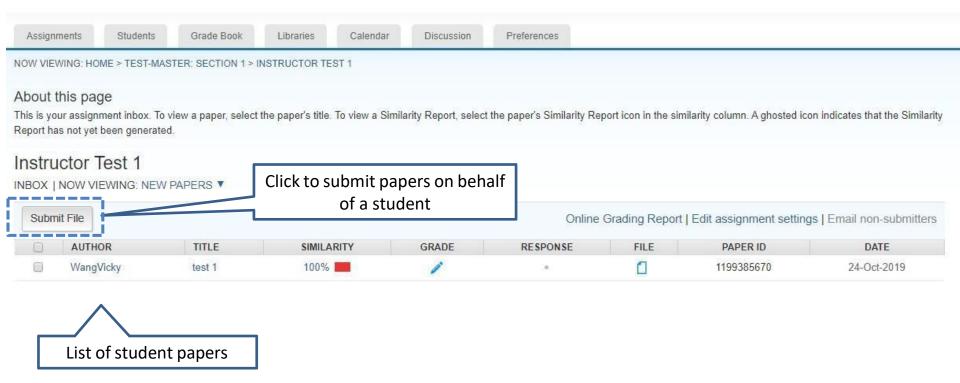
This is your class homepage. Click the "Add assignment" button to add an assignment to your class homepage. Click an assignment inbox and any submissions that have been made to the assignment. You can make submissions by clicking on the "Submit" option in the assignment's "More actions" menu.





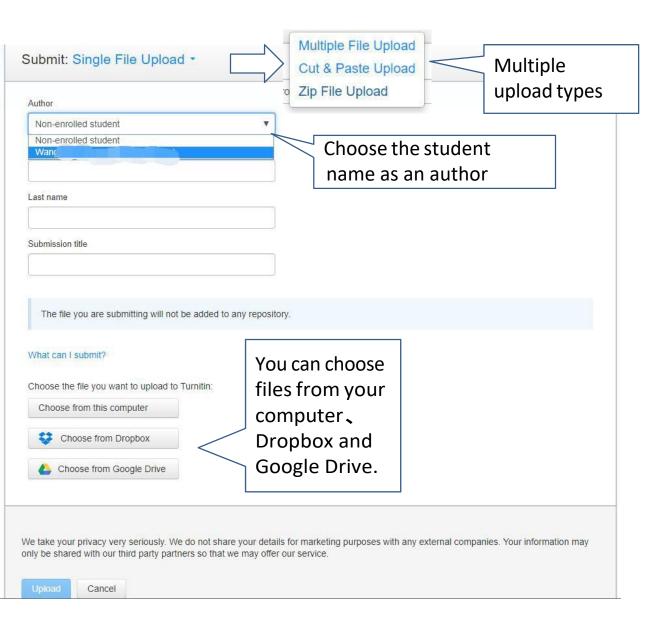
Making a Submission

Assignments can be submitted by students themselves and teachers when they receive the students' files.



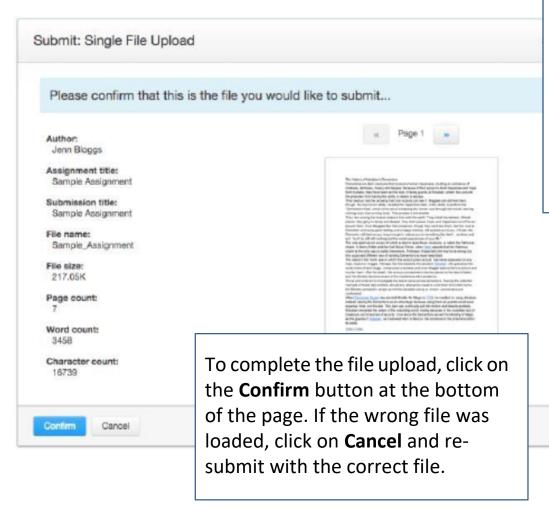








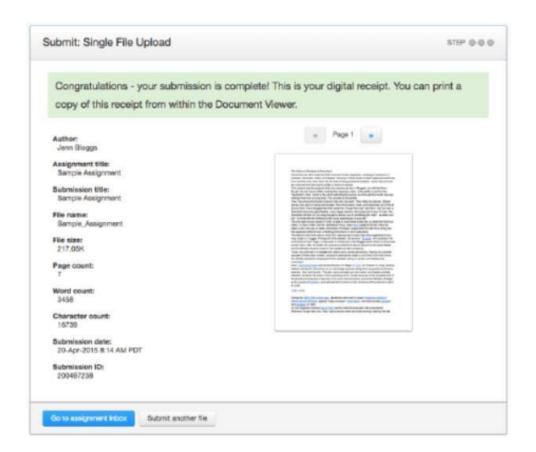
Making a Submission



Once the paper has been uploaded, the first page of the paper being submitted is displayed. Review the text to confirm the correct file was selected. Use the arrows above the document preview to check any further pages in the document.



Digital receipt

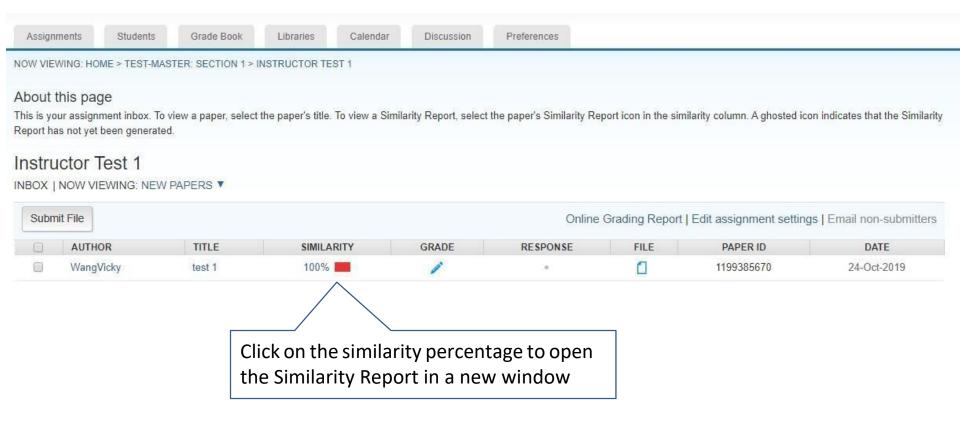


Once the submission is complete, the digital receipt is displayed. The submission ID on the digital receipt is a unique number assigned to this submission. A copy of the digital receipt is available for download within the document viewer print option.



Similarity Report

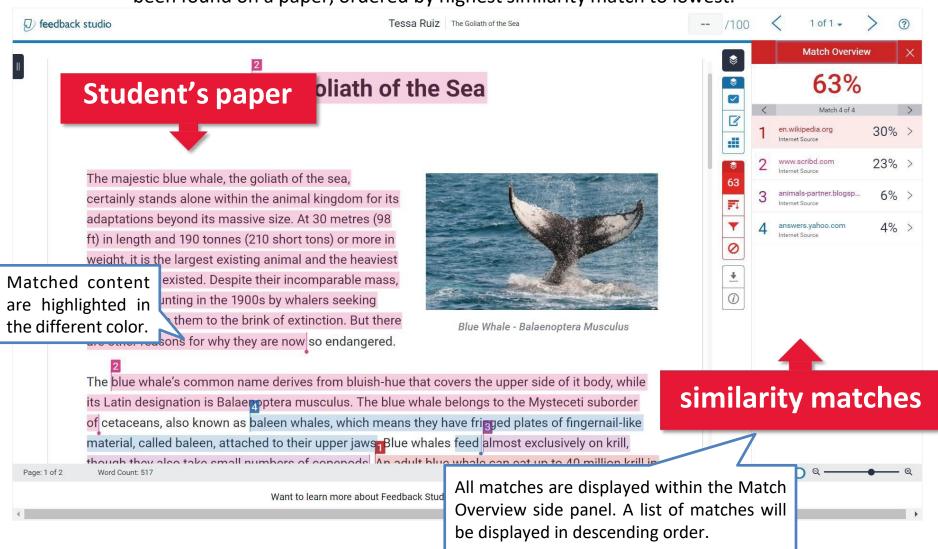
The similarity score is a percentage of the paper's matches to other sources; it is not an assessment of whether the paper includes plagiarized material. The similarity report is a tool for instructors and students to easily find matches or similar text within submitted work.





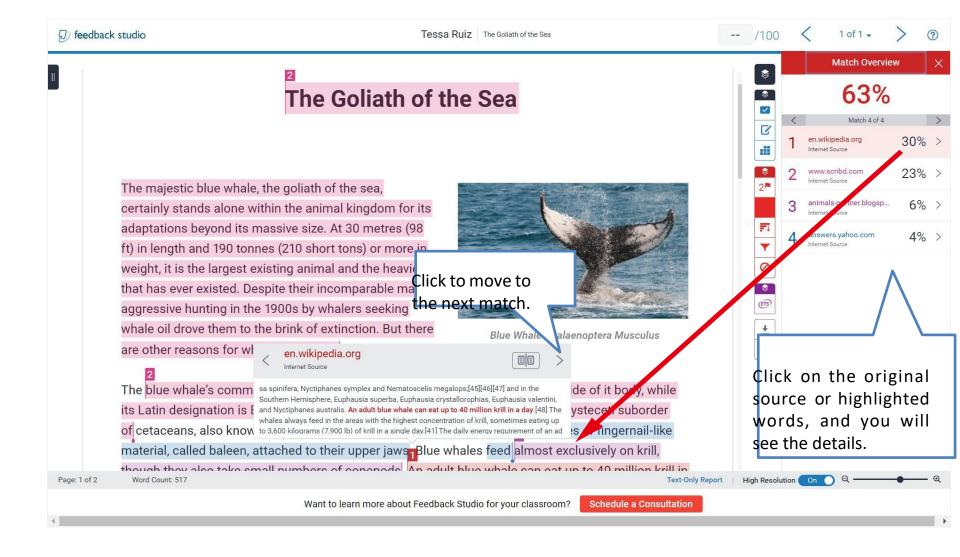
Viewing Similarity Matches

The Match Overview gives you a breakdown of all the matches that have been found on a paper, ordered by highest similarity match to lowest.



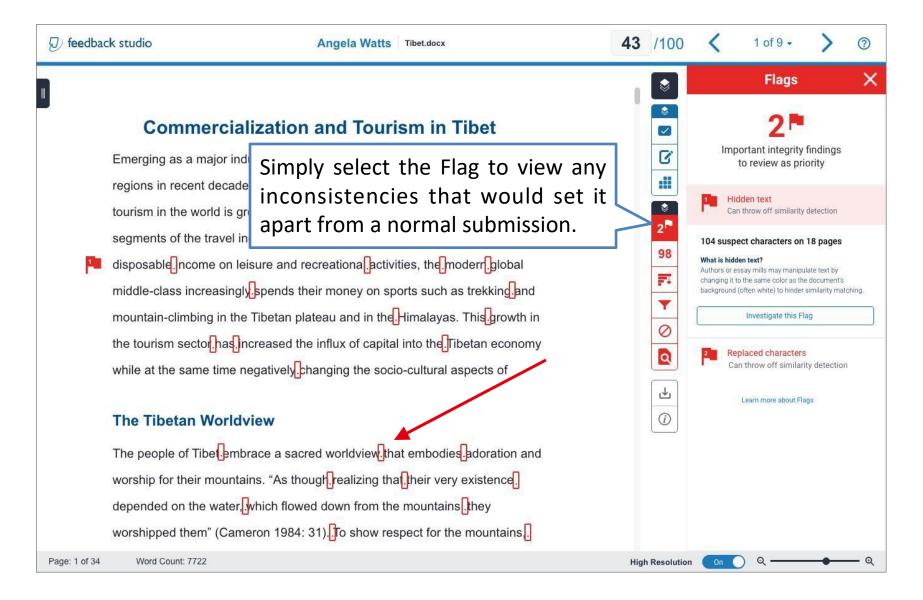


Viewing Similarity Matches



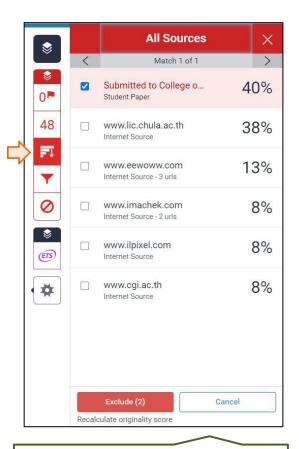


Viewing Similarity Matches

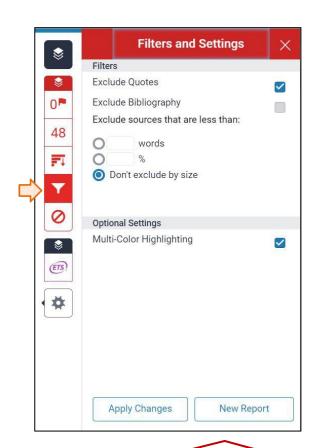




Excluding Sources



Exclude one/multiple sources



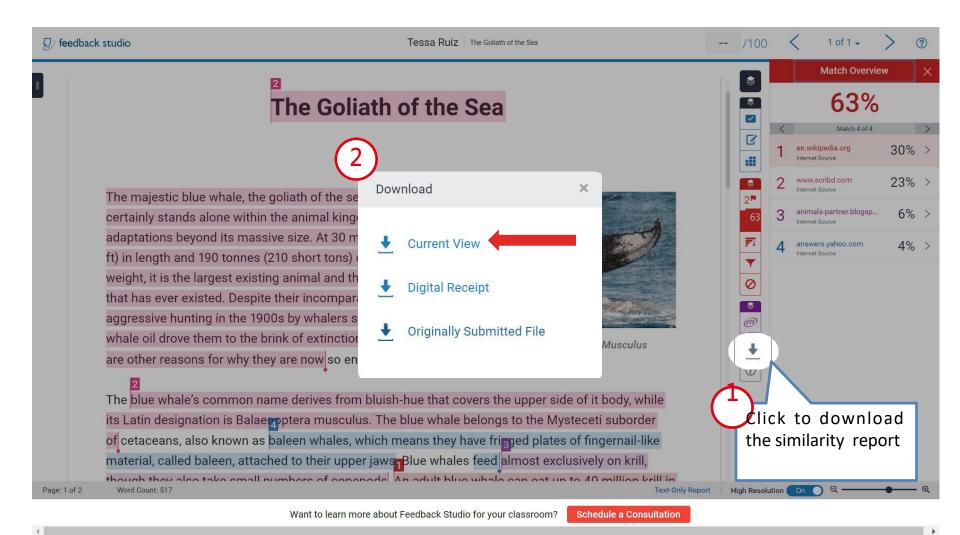
Refine the Similarity Report



Resotre excluded sources



Downloading a PDF Report

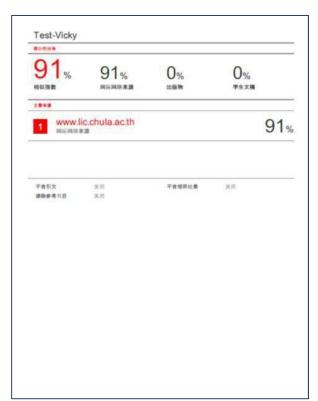




Report in PDF Format

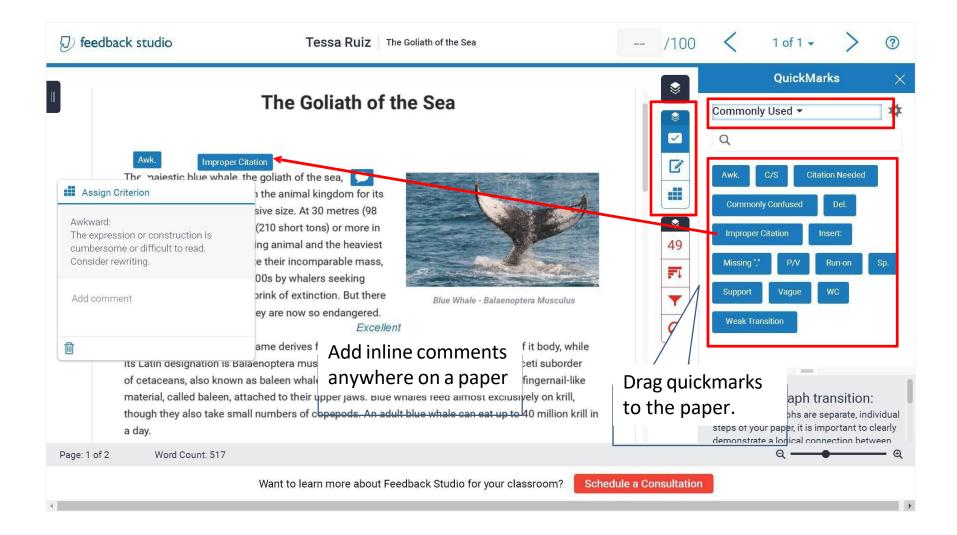
Test-Vicky 作者为NN 様変目数: 2019年03月30日 09:08下午 (UTC+0800) 様安作业代码: 1102602732 文幣名称: EEWCWW_Introduction.docx (13.03K) 文字名数: 233 字容名数: 1502





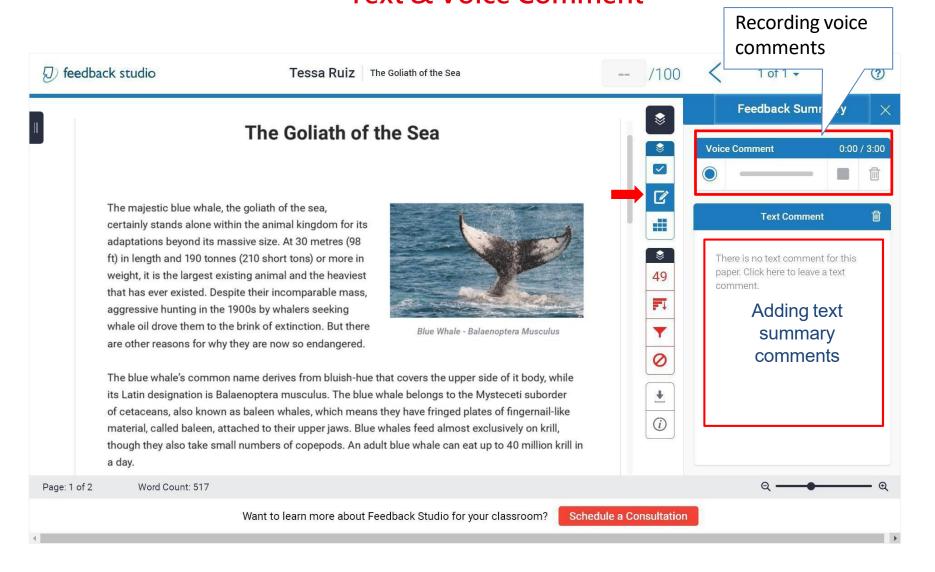


Online Feedback & Grading QuickMarks & Inline Comments



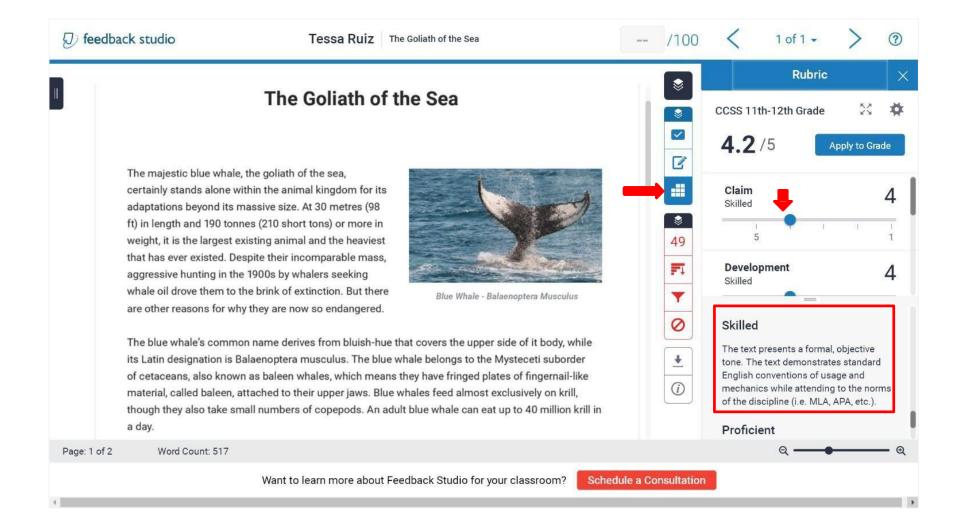


Online Feedback & Grading Text & Voice Comment





Online Feedback & Grading Rubric

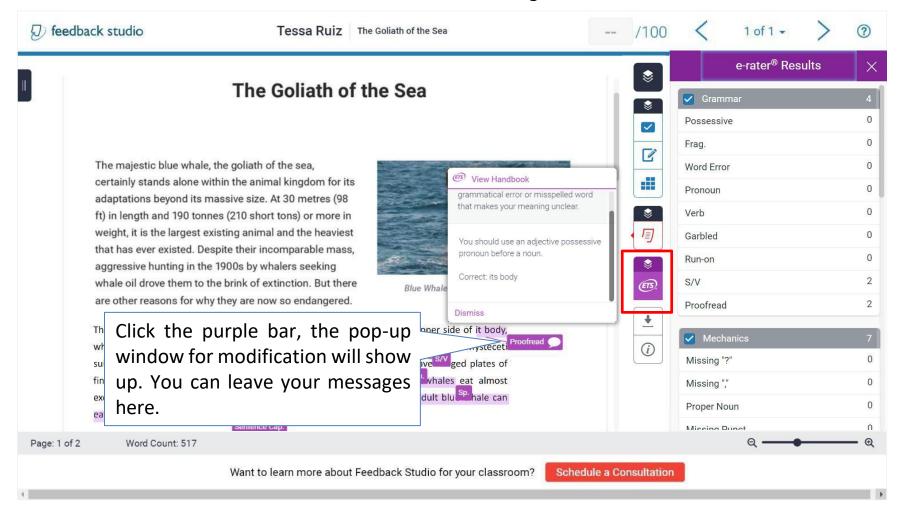




ETS e-rater

When teacher enable the e-rater function for this assignment, the student will see the grammar and spelling checking result by clicking the ETS button.

There is a 64,000 character limit for ETS e-rater checking



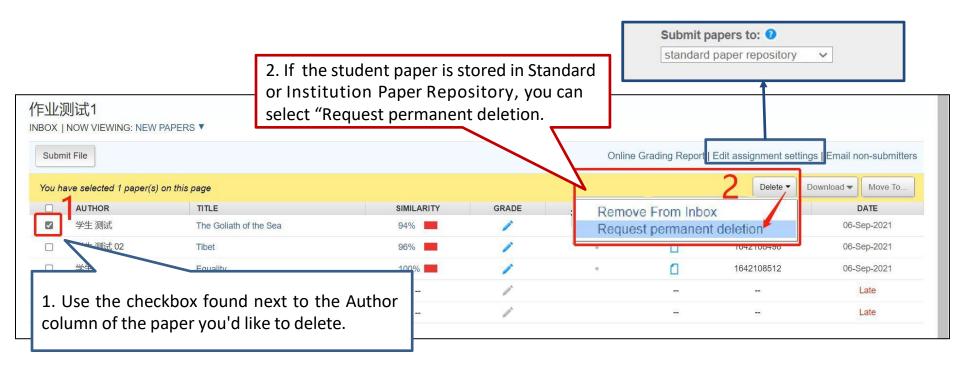


Paper Deletions Request a permanent deletion

If the student paper is stored in Turnitin Paper Repository (please check the assignment settings), instructor can "request permanent deletion" from the assignment inbox.

The request will be passed to your account administrator, who can approve or reject it immediately without any need to contact Turnitin.

*Deletions can only be requested one paper at a time to prevent accidental deletions.

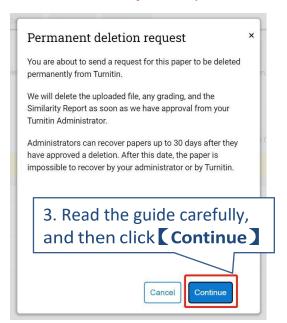




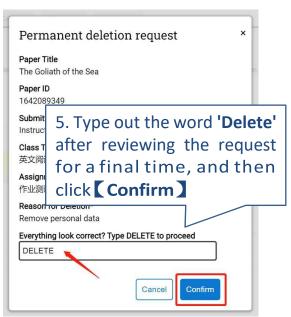
Paper Deletions Request a permanent deletion

If your request is approved by the administrator,

- the uploaded file will be deleted and no longer accessible.
- any associated grading will be removed.
- the Similarity Report will be deleted and the paper will no longer appear in future similarity matches.
- After **30 days** have passed, this process can't be reversed by anyone.







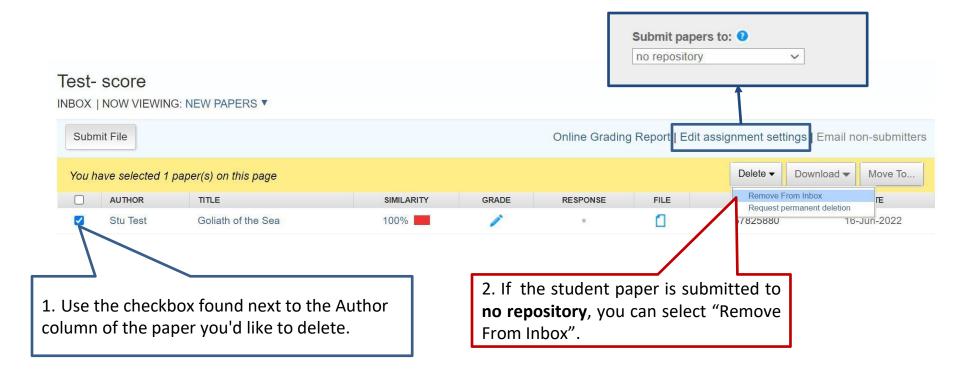




Paper Deletions Remove from Inbox

If the student paper is not stored in any Paper Repository (please check the assignment settings), instructor can simply delete the submitted paper from the assignment inbox.

Scenario: if a student mistakenly submits the wrong file and the assignment settings only allows a student to submit once.





Any questions, please contact:

libraraian@mubas.ac.mw