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Logging In
Resetting Your Password
The Instructor Homepage
Classes
Assignments
Getting Your Students Started
Managing Students
Originality Check
Quick Submit
Preferences & Notifications
Logging In

To begin using Turnitin, you must first log in. During login a cookie will be set on your web browser to allow Turnitin to authorize your access during use of the site. Please ensure that the web browser you are using will allow the cookie to be set by our site, http://turnitin.com (or http://turnitinuk.com if you are in the UK).

If you are logging into a profile using a temporary password, received via e-mail, the system will require a confirmation of the user information. New users must also set a personal password and secret question/answer information. The new password that is set by the user will replace the temporary password and will be required for all future login attempts.

If you have created just created an account with Turnitin you'll have set your password during the account creation process.

1. Go to http://turnitin.com (or http://turnitinuk.com if you are in the UK)

2. At the top right click on the Log In button

3. Enter the e-mail address and password associated with the instructor user profile and click on the Log In button
Resetting Your Password

If you have forgotten your password, or you didn't receive your initial welcome Email, you can reset your password via secret questions or by the Email address that you originally used during signup. Turnitin cannot send password reset information to any other Email address.

1. Go to http://turnitin.com (Or http://turnitinuk.com if you are in the UK) and click on the Log In button

2. Click on the Reset Password link

3. Enter the Email address and last name associated with your Turnitin user profile
4. Click Next

5. Select your language from the dropdown list, if you selected your secret question in a language other than the one you are reading the page in

6. Type the answer to your secret question in the Answer box. You set your secret question and answer when you created your account

6b. If you have forgotten the answer to your secret question, click the link labelled Forgot your answer? This will send a link to reset your password to your registered Email address. You have 24 hours to change your password using the link that has been sent to you.

7. On the password reset page, you must enter a new password and log into Turnitin using the Email address and new password for your profile
8. Use the email address and your new password to log into Turnitin in the future

**Warning:** If you do not receive an email containing the password reset link, please ensure that the Email service is not filtering this Email from noreply@turnitin.com to your spam or junk mail folder. Add noreply@turnitin.com to your Email account's contact list or contact your Email service for more information on ensuring this important password reset Email is able to be received.
The Instructor Homepage

After logging in, you will be directed to the Instructor homepage. The Instructor homepage provides access to many Turnitin features. The Instructor homepage lists the accounts and classes the instructor has created and any class sections which the instructor has been assigned as the Teaching Assistant (TA) for.

If there are no accounts listed, visit the Joining an Account page for details on how to join an account as an instructor.

Home

The Home link leads back to the instructor homepage list of all accounts and classes controlled by the instructor.

User Info

A user profile contains personal information and account settings. Click the User Info button on the system bar to open the user profile options. The system bar can be located from the top of any page.
User information area is separated into two sections: personal information and account settings.

**Personal Information**

In the personal information section of the user information page, there are a number of fields - many of which are optional and can be filled at your own discretion.

The following is a list of required fields:

- User name (Email address)
- Password
- Confirm password
- Secret question
- Question answer
- Last name
- First name

All other areas of the personal information section are optional.

**Account Settings**

The account settings section of a user profile affects how information within the profile account is presented and sets defaults for commonly used functions. Account settings include:

- Default user type – select the type of user access to default to upon login
- Default submission type – select a default submission type: single file upload, multiple file upload, cut and paste upload, or zip file upload
- Items per page – select the number of items you would like displayed per page
- Show page info – toggles the info messages at the top of each page on and off
- Send me Email updates – choose yes to receive Email updates from Turnitin
Use homepage link – choose yes to create a homepage link. To set up a link, enter a link name and URL below.

Default language - select the language in which Turnitin will display by default for this user when logged in.

**Changing User Types**

A single user profile can access multiple roles on any Turnitin account, including instructor, student, and administrator functions. To access the student or administrator homepage, you will need to change your user type in the top left hand corner of the web page. For more information on using the system as a specific user type, please refer to the corresponding User Guide.

**Messages and Announcements**

To view important Turnitin messages and announcements, click on the messages button on the system bar.

**Warning**: Urgent notifications may appear both on the messages page and on the Turnitin user homepage. These include messages announcing scheduled downtimes.
Classes

Creating a Class

The creation of a class or classes on the Turnitin system is the first step in allowing an instructor and students to access and use the services available at their institution. Most instructor and student activity on Turnitin occurs within the class or classes created by an instructor.

The class is used by the instructor to organize students and student submissions into groups. A single class may be used for multiple courses, but is typically not recommended due to the additional challenges this can create in organization. A class and its assignments are fully available to the instructor between the date of the class creation and the selected expiration date. Once a class has expired, the information and assignments in the class are viewable, but no new submissions or assignments may be made. The instructor is capable of extending the expired class to reactivate it.

New classes should be created each semester or school year when a new group of students is in a course. Assignments can be easily imported to a new class using the directions under the Libraries section of this user guide. This allows users to easily add assignment sets in a new course.

1. Click the Add Class button on your instructor homepage
2. On the next screen, enter the following information:

   Class name
   Enrollment password
   Subject area(s) e.g. science
   Student level(s) e.g. postgraduate

   ![Class settings screenshot]

   **Note**: Your class name should be between 2 and 100 characters long.

3. Select the end date for the class. Once the end date has passed, the class will not be accessible for submissions unless the class is reactivated.

   ![Class start date and end date screenshot]

4. Click *submit* to add the class. Class information will be displayed in a pop-up window containing the ID and enrollment password for confirmation.
Expired Classes

Every class created on Turnitin has an end date. When the end date is reached, the class expires and is limited to read-only access and will no longer appear on the active classes list. The students and instructor will no longer be able to submit papers or peer reviews, create assignments, or mark any of the papers using GradeMark.

To view expired classes only, click on the Expired classes tab on the Turnitin instructor homepage. The All Classes tab, to the left of the Expired Classes tab, will list both active and expired classes.

Reactivating an Expired Class

An expired class can be only reactivated by the instructor. The edit icon can be used to reactivate the course by giving it a new end date. The instructor can change the end date of the class from the class update screen. Once the end date has been changed, the instructor must click on submit to save the new end date and reactivate the class.

Copying a Class

Turnitin allows instructors to easily copy classes for reuse in another semester or year. When a class is copied the instructor is prompted to enter a new class name, enrollment password, and the start date for the first assignment in the class. The remaining assignment and discussion dates for the class will automatically be set based on the start date you set for this assignment.
1. Click on the class copy icon to the right of the class name

2. On the next screen, edit the following information:

   Class name
   Enrollment password

3. Select the start date and time for the first assignment for the class

4. Click Save to copy the class or Cancel to abort the process
5. You will then be directed to the copied class' page, where you can review the dates for the assignments in the copied class. Edit any assignment dates by clicking on the *More actions* link to the right of the assignment, and then select *Edit settings* from the dropdown menu.
Assignments

Creating an Assignment

All submissions by students are made to assignments in a Turnitin class. Assignments for a given class are created, displayed, and modified from the class homepage.

1. To reach the class homepage, you must firstly access the main homepage by clicking the All Classes tab from the top of any page

2. From the main homepage, the instructor must click on the name of the class to view the class portfolio
**Note:** An instructor with GradeMark or grade book available, will be required to set a post date on an assignment. This post date and time must be after the start date, but can be set before the due date of the assignment.

3. In the class portfolio, click on the *Add Assignment* button

2. If you have not yet created an assignment for this class, please continue to **Step 4**. If an assignment has been created, select Paper Assignment by clicking on the radio button next to Paper Assignment

The paper assignment type is the base assignment for all other assignments types (PeerMark, Revision, and Reflection). When creating a paper assignment, there are three dates that instructors will need to set: the start date, the due date, and the post date.

3. Click on the *Next Step* button

4. On the next page, enter the Assignment title.
If you are a grade book user, you may also enter an option point value. This is the maximum number of points a student can receive from an assignment. E.g. 100. By setting a point value, this allows the grade to be set by rubrics (if used) and be sent to the grade book.

5. Select the start and due dates for the assignment. Specific times are also selected. Students are only able to submit once the start date and time has passed. After the due date and time, students will be blocked from submitting papers, unless late submissions are enabled.

5a. GradeMark and Grade book users must select a post date for the assignment. The post date is the date and time that students can begin viewing the comments and grades that you have left on their papers in GradeMark. The post date can be set before the due date.
6. Select whether the assignment will require Originality Reports for submissions or whether any file type can be uploaded. The default option is to *Allow only file types that Turnitin can check for originality*. For assignments that do not require Originality Reports, you can select *Allow any file type*. This allows instructors to leave feedback on every file type.

**Advanced Assignment Options**

When creating a paper assignment, the user may select to view and change any of the advanced assignment options. The advanced assignment options are viewed by clicking the + *Optional Settings* link.

1. Enter special instructions to your students about the assignment

2. Select whether you wish to allow submissions after the due date of the assignment. If set to *Yes*, students will be able to submit to the assignment after the due date, providing they have not
previously made a submission. If set to No, students will not be able to submit after the due date of the assignment.

**Originality Report Settings**

Select whether you would like Originality Reports to be generated for submissions to the assignment. If you have chosen to set this to Yes, continue to **step 2**. If you prefer to set this option to No, please skip to **step 3**.

If the assignment is set to accept any file type Turnitin will only generate Originality Reports for the following file types:

Microsoft Word, PowerPoint, WordPerfect, PostScript, PDF, HTML, RTF, OpenOffice (ODT), Hangul (HWP), Google Docs (submitted via the Google Drive submission option), plain text files.

**Report Generation and Resubmission Options**

Select from the dropdown list when, after student submission, that you would like Originality Reports to be generated. There are three options for this assignment setting:
Immediately (first report is final) - Originality Reports for all submissions will be generated immediately. Students cannot resubmit papers. Submissions must be deleted by the instructor to enable resubmission.

Immediately (can overwrite reports until due date) - Originality Reports for the initial submission by each student user to this assignment will be generated immediately. Students may resubmit as often as the student wishes until the assignment due date. Originality Reports for the second or subsequent submission will require a 24 hour delay before the Originality Report begins processing. Only the latest submission is available to the instructor or student. Previous versions are removed. Originality Reports will regenerate within an hour of the due date and time to allow student submissions to compare against one another within the assignment. A change in the Originality Report similarity index may result from the regeneration of the reports. This option is typically used when students are self-reviewing and revising their submissions and able to view the Originality Report. No resubmissions are allowed after the due date and time of the assignment.

On due date - Originality Reports will not be generated for any submission until the due date and time of the assignment. Students may resubmit as many times as needed until the due date and time without receiving reports. Resubmissions may not be made after the due date and time of the assignment.

Note: If an instructor chooses to grade without a student submission and the Immediately first report is final is selected, students will not be able to submit to the assignment once the Grading Template is created.

Excluding the Bibliography

Select whether you would like text appearing in the bibliography, works cited, or references sections of assignments to be excluded from being checked for matches in the Similarity Index when generating Originality Reports. This setting can be overridden in individual Originality Reports.
Excluding Quotes

Select whether you would like text appearing in the quotes of an assignment to be excluded from being checked for matches in the Similarity Index when generating Originality Reports. This setting can be overridden in individual Originality Reports.

Excluding Small Matches

Select whether you would like to exclude matches that are not of sufficient length (determined by yourself) from being considered when generating Originality Reports. This setting can be overridden in individual Originality Reports. If you have chosen to set this to Yes, continue to step 8b. If you prefer to set this option to No, please skip to step 10.

Once yes has been selected, a yellow box will appear. Here, you can exclude matches by word count, through entering the amount of words that you would like to exclude from being considered when generating Originality Reports.

Alternatively, you can also exclude matches by percentage, through entering the percentage of words that you would like to exclude from being considered when generating Originality Reports.
Instructors can adjust the exclude small matches assignment setting at any time by clicking on the *edit* icon to the right of the assignment name. The excluding small matches feature can also be adjusted within each Originality Report. With this feature, instructors have greater control over sifting out smaller matches, allowing them to focus on larger, more problematic and suspect matches within Originality Reports.

### Allowing Access to Originality Reports

Choose whether you would like your students to view the Originality Reports for their submissions to this assignment. This option gives instructors more flexibility and control when creating assignments.

### Repository Options

If the repository options are enabled for an instructor by the administrator, two or four options will appear within the *Submit papers to* dropdown list. Select from the dropdown list where you would like papers to be submitted to. The settings provide you with the ability to select whether papers are stored in a Turnitin standard paper repository, your institution's paper repository, the student's choice of paper repository, or no repository at all.

The benefit of submitting papers to the standard paper repository is that student papers submitted to the assignment are checked against other institutions' student submissions. However, by selecting to submit
papers to the institution's paper repository, this means that the assignment will only be checked against other students' submissions within the institution. If you select *no repository*, your students' papers will not be stored in the Turnitin standard paper repository or the institution's paper repository, therefore meaning that the papers will not be checked for collusion between students of the same or different institutions.

The search options setting allows you to select which Turnitin repositories students' submissions will be checked against when processing Originality Reports for papers. This allows an instructor to disregard a source type if the comparison against this type of source is not needed. The similarity index percentage may decrease if a repository option is de-selected.

The available search targets are listed under *Search options*. The targets with a check mark are those that will be searched. To remove a search target repository, click on the check box to remove the check mark. Clicking on an empty selection box next to the repository will re-add the repository as a search target. This selection will not alter any currently generated Originality Reports or Overall Similarity Index scores.

The currently available search targets are:

**Student paper repository** - works previously submitted in classes and assignments on Turnitin
**Institution paper repository** - a repository of student papers for the institution

**Current and archived internet** - a repository of archived and live publicly available internet pages containing billions of pages of existing content and tens of thousands of new pages added daily

**Periodicals, journals, & publications** - third party periodical, journal, and publication content including many major professional journals, periodicals, and business publications

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**GradeMark Settings**

**Attach a rubric to the assignment**

If you would like to use a rubric to grade the papers submitted to the assignment, you may use the rubric list drop down menu to select a previously created or imported rubric, or you can launch the rubric manager by clicking on the *Launch Rubric Manager* link and create a new rubric to attach to the assignment.
Enable e-rater® grammar check?

This feature of assignment creation provides instructors with the option to enable the e-rater grammar and spelling check for all submissions to the assignment. When enabled student submissions receive detailed grammar feedback in GradeMark automatically through the e-rater technology. Select yes to enable the e-rater engine for the assignment. If this assignment option is not available then the e-rater grammar check is disabled for the account. Contact your Turnitin account administrator to enable the e-rater grammar check for the account.

![Enable e-rater® grammar check?](image)

**Note:** e-rater grammar and spelling check comments are not automatically shown to the student. These comments are released, with all other comments, on the assignment post-date. Students will also not see e-rater comments if the assignment has not been opened by the instructor and if no comments have been left on the paper. This is to ensure that all comments e-rater has generated have been approved by the instructor.

**Optional:** Select the ETS handbook level from the drop down menu. The ETS handbooks provide students with in depth information about the grammar errors the e-rater technology finds in their paper.

![Select ETS handbook](image)

Select the dictionary used for the spelling check

![Select English Dictionary](image)
The *Categories enabled by default* option allows instructors to choose which categories of feedback are enabled when viewing assignment submissions in GradeMark. The default is to show the feedback for every category.

Changing Advanced Assignment Option Defaults

If any changes have been made to the advanced assignment options, an additional option will be available at the bottom of the options panel. The instructor is asked *Would you like to save these options as your defaults for future assignments?* Select *yes* to have all future assignment creations use the advanced assignment options that have been selected as the default setting. Select *no* to continue with the previous default advanced assignment option settings.

The default settings can be changed at any time when creating a new assignment or updating an existing assignment.

Revision Assignments

Student users can only submit one paper per assignment. If the instructor would like students to submit multiple drafts without overwriting the previous drafts, the instructor can create additional assignments using the revision assignment type. Revision assignments are duplicates of the ‘parent’ assignment’s advanced options and standard settings, but may have new start, due, and post dates. The revision assignment may have a different Generate Originality Reports for student submissions setting. The instructor may also select a different set of optional special instructions, or assign a different point value.
1. From the class portfolio, click on the Add Assignment button

![Add Assignment Button]

2. Select Revision Assignment by clicking on the radio button next to Revision Assignment. Then click on the Next Step button

![Revision Assignment]

3. From the dropdown menu labeled based on paper assignment, select the assignment that this revision should be based on

![Create a New Revision Assignment]

4. (Optional) If you are a grade book user, you may enter an option point value. This is the maximum number of points a student can receive from an assignment. E.g. 100. By setting a point value, this allows the grade to be set by rubrics (if used) and be sent to the grade book
5. Select the start date and time, due date and time, and (if available) post date and time for the assignment.

6. (Optional) Enter any special assignment instructions for your students

7. Select from the dropdown list when, after student submission, that you would like Originality Reports to be generated. There are three options for this assignment setting:

**Immediately (first report is final)** - Originality Reports for all submissions will be generated immediately. Students cannot resubmit papers. Submissions must be deleted by the instructor to enable resubmission.

**Immediately (can overwrite reports until due date)** - Originality Reports for the initial submission by each student user to this assignment will be generated immediately. Students may resubmit as often as the student wishes until the assignment due date. Originality Reports for the second or subsequent submission will require a 24 hour delay before the Originality Report begins processing. Only the latest submission is available to the instructor or student. Previous versions are removed. Originality Reports will regenerate within an hour of the due date and time to allow student submissions to compare against one another within the assignment. A change in
the Originality Report similarity index may result from the regeneration of the reports. This option is typically used when students are self-reviewing and revising their submissions and able to view the Originality Report. No resubmissions are allowed after the due date and time of the assignment.

**On due date** - Originality Reports will not be generated for any submission until the due date and time of the assignment. Students may resubmit as many times as needed until the due date and time without receiving reports. Resubmissions may not be made after the due date and time of the assignment.

![Generate Originality Reports for student submissions](image)

**Note:** If an instructor chooses to grade without a student submission and the Immediately first report is final is selected, students will not be able to submit to the assignment once the Grading Template is created.

8. Choose whether you would like your students to view the Originality Reports for their submissions to this assignment. This option gives instructors more flexibility and control when creating assignments.

![Allow students to see Originality Reports](image)

9. Click on submit to save this revision assignment. Revision assignments appear as sub-assignments of the main assignment on the class home page for instructors.
Creating a Reflection Assignment

Reflection assignments are created to allow students to submit a paper about what they have learned during the writing process, as well as offer feedback on the assignment they worked on. While not part of the peer review itself, a Reflection assignment is often a good follow up to a peer review to reinforce the lessons of peer-reviewed work.

1. From the class portfolio, click on the Add Assignment button

2. Select Reflection Assignment by clicking on the radio button to the left of Reflection Assignment. Click on the Next Step button

3. Select the paper assignment that the reflection assignment will be associated with
4. (Optional) Enter a reflection assignment title

5. (Optional) If you are a grade book user, you may enter an option point value. This is the maximum number of points a student can receive from an assignment. E.g. 100. By setting a point value, this allows the grade to be set by rubrics (if used) and be sent to the grade book.

6. Select the start date and time, due date and time, and (if available) post date and time for the assignment

7. (Optional) Enter any special assignment instructions for your students
8. Click submit to add the reflection assignment to the class homepage

The reflection assignment will stack beneath the assignment it is associated with. Students submit to the reflection assignments in the same way any normal paper submission would be made using Turnitin.

**Note:** Originality Reports are not generated on submissions made to reflection assignments. If the instructor user needs Originality Reports, a normal Turnitin assignment or a revision assignment should be used.

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### Submitting Papers

Instructors joined to a Turnitin account can submit papers using the four available methods. Instructor uploads may be submitted by:

**Single file upload** - A single file submission selected by the instructor.

**Cut and paste** - Submission of text copied and pasted into a Turnitin submission box. May be used to submit from a file format that is not accepted. No images or non-text information can be copied and pasted - only plain text can be accepted.

**Multiple file upload** - Multiple files selected one by one. Similar to adding multiple attachments to an e-mail

**Zip file upload** - Submit a standard zip file containing multiple papers. May contain up to 200MB or 1,000 files. Zip file uploads of significant size may require additional time to complete
File Types and Size

Turnitin currently accepts the following file types for upload into an assignment that has the *Allow only file types that Turnitin can check for originality* enabled:

- Microsoft Word® (DOC and DOCX)
- Corel WordPerfect®
- HTML
- Adobe PostScript®
- Plain text (TXT)
- Rich Text Format (RTF)
- Portable Document Format (PDF)
- OpenOffice (ODT)
- Hangul (HWP)
- Powerpoint (PPT)

When "Accept any file type" is enabled for an assignment, Turnitin will accept any file type submission as long as file requirements are met.

The file size may not exceed 40 MB. Files of a larger size may be reduced in size by removal of non-text content. Files that are password protected, encrypted, hidden, system files, or read only files cannot be uploaded or submitted to Turnitin.

**Note:** Text only files may not exceed 2 MB.

**Note:** If your class is set up to only accept files in which Turnitin can generate a originality report PDF documents must contain text to be submitted. PDF files containing only images of text will be rejected during the upload attempt. To determine if a document contains actual text, copy and paste a section or all of the text into a plain-text editor such as Microsoft Notepad or Apple TextEdit. If no text is copied over, the selection is not actual text.

**Note:** Users whose text files are saved in a file type that is not accepted by Turnitin when the assignment is set to *Allow only file types that Turnitin can check for originality* will need to use a
word processing program to save the file as one of the accepted types. Rich Text Format and Plain Text file types are nearly universally available in word processing software. Neither file type will support images or non-text data within the file. Plain text format does not support any formatting, and rich text format supports only limited formatting options.

**Warning:** Users who are converting to a new file format will need to save their file with a name different than the original. Any file should be saved with a new file name when converting to plain text or rich text formats to prevent permanent loss of the original formatting or image content of a file.

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**Single File Upload**

1. On the class homepage, click on the *More actions* link next to the Paper assignment that you would like to submit to and select *Submit paper*

![More actions dropdown]

2. If needed, select *Single File Upload* from the *Submit* drop down menu. File upload is the default submission type for new users

![Submit: Single File Upload]

3.
3a. Select an enrolled student name using the author pull down menu on the submission page. Papers submitted by an instructor on behalf of a student will appear in the student portfolio just as if the student made the submission.

3b. You must enter the first and last name when the non-enrolled student is selected from the author dropdown menu.

**Warning:** Papers you submit for non-enrolled students cannot be graded or marked for paperless return to students.

3c. Enter the title for the paper.

5. Once the requirements for single file upload have been reviewed, you have a choice to upload a file from:
A computer
Dropbox
or Google Drive

Click one of the submission buttons and then locate the file you would like to upload

6. Click *Upload* to upload this file.

7. The upload will begin processing on the submission preview page and will indicate the upload progress of the selected file. Once the file is processed the first page of the file will be displayed
8. 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.

9. To complete the file upload, click on the **Confirm** button at the bottom of the page. If the wrong file was loaded, click on **Cancel** and re-submit with the correct file.
10. 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.

11. Click Go to assignment inbox to view the list of current student submissions, or click Submit another file to continue submitting as a student.

Multiple File Upload

The multiple file upload submission option allows you to upload multiple files simultaneously.

1. On the class homepage, click on the More actions link next to the Paper assignment that you would like to submit to and select Submit paper.
2. Select *Multiple File Upload* from the *Submit:* drop down menu. *Single file upload* is the default submission type.

3. Click on *Choose File* and locate the file from your computer to attach to the File Submission Preview list

Each file must be less than 40 MB

If your file contains images, you may remove the images or save the file as a rich text or plain text file to make the file smaller. If your file is a PDF and exceeds the 40 MB restriction: (1) copy the text in the document, (2) change the upload process to 'copy and paste', and (3) paste the text in the body field.

The maximum paper length for each file is 400 pages
All file types are allowed and can receive marks in GradeMark and PeerMark; however, only Microsoft Word, PowerPoint, WordPerfect, PostScript, PDF, HTML, RTF, OpenOffice (ODT), Hangul (HWP), Google Docs, and plain text files with at least 20 words of text will be eligible to receive Originality Reports.

4.  

4a. Once your first file has been successfully uploaded, the file will appear within the File Submission Preview list. Select an enrolled student name using the dropdown menu on the submission page. Papers submitted by an instructor on behalf of a student will appear in the student portfolio.

4b. Once your first file has been successfully uploaded, the file will appear within the File Submission Preview list. To submit on behalf of a non-enrolled student, ensure that "non-enrolled student" is selected from the Student dropdown list, and enter their last and first name in the respective text boxes. Papers submitted by an instructor on behalf of a student will appear in the student portfolio.

5. Enter the title for the paper. If no paper title is entered, the title defaults to the file name for the submitted file.
6. Repeat **steps 3 - 6** for each paper being submitted as part of the upload.

7.

7a. When all the desired files are attached, review the student names and assignment titles.

7b. Files can be excluded from the upload by removing the check from the check box to the left of the file name under the **Submit** column.

8.

8a. **Click** **Upload All** to upload the files.
8b. You can remove all uploaded files from the File Submission Preview list by clicking on the *Delete all* link located below the list to the right. A dialog box will ask you to confirm the deletion. This will clear the list and allow you to restart the upload process.

9. On the accepted files page, please review the files to be uploaded

10. Click *Submit* to submit all uploaded files to Turnitin, or click *Go back* to make changes to the multiple file upload
Cut and Paste Submissions

The cut and paste submission option allows users to submit information from non-supported word processors or file types, or to only submit specific parts or areas of a document that may need an Originality Report generated.

Please note that only text can be submitted via the cut and paste method - any graphics, graphs, images, and formatting are lost when pasting into the text submission box.

1. On the class homepage, click on the More actions link next to the Paper assignment that you would like to submit to and select Submit paper

2. Select Cut and paste from the Submit Paper: pull down menu. Single file upload is the default submission type
3. 

3a. Select an enrolled student name using the author pull down menu on the submission page. Papers submitted by an instructor on behalf of a student will appear in the student portfolio just as if the student made the submission.

3b. You must enter the first and last name when the non-enrolled student is selected from the author dropdown menu.

Warning: Papers you submit for non-enrolled students cannot be graded or marked for paperless return to students.

4. Enter the title for the paper.
5. Copy and paste the selected text into the text box

Tip: To copy and paste text, highlight the text to submit in a word processing or text editing program and select copy from the edit menu. To transfer the text into the text box on Turnitin, click inside the text box of the submission page and select paste from the browser edit menu.

6. Click on Upload to submit the text.

7. 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.
8. Click *Go to assignment inbox* to view the list of current student submissions, or click *Submit another file* to continue submitting as a student.

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**Zip File Uploads**

Instructors are able to upload a zip file of papers to a Turnitin assignment. The zip file may be any size up to approximately 200MB and contain up to 1000 individual files. If the zip file exceeds either limit it will be rejected.

In uploading zip files, you are advised to ensure that no unacceptable file types are contained within the zip file and to be careful of duplicate copies of the same file within the zip file. Turnitin will attempt to detect duplicate or invalid files and warn you of any duplicate or unacceptable files.

1. On the class homepage, click on the *More actions* link next to the Paper assignment that you would like to submit to and select *Submit paper*
2. Select Zip file upload from the choose a paper submission method: pull down menu. Single file upload is the default submission type for new users.

3. Click on Choose File and select the zip file that will be uploaded

Zip files can contain a max of 1000 papers

Please check the contents of your zip file. Check the number of documents in the zip file, if it contains more than 1000 papers, the system will take a minimum of an hour to detect the error and the zip file will not be uploaded.

The zip file must be less than 200 MB

Individual files must be less than 40 MB each
If your file contains images, you may remove the images or save the file as a rich text or plain text file to make the file smaller. If your file is a PDF and exceeds the 40 MB restriction: (1) copy the text in the document, (2) change the upload process to 'copy and paste', and (3) paste the text in the body field.

The maximum paper length for individual files is 400 pages each.

All file types are allowed and can receive marks in GradeMark and PeerMark; however, only Microsoft Word, PowerPoint, WordPerfect, PostScript, PDF, HTML, RTF, OpenOffice (ODT), Hangul (HWP), Google Docs, and plain text files with at least 20 words of text will be eligible to receive Originality Reports.

4. Click Upload to load the zip file and view the list of papers. A status bar indicating upload progress should be shown. Once uploaded the paper will be redirected to the File Submission Preview page.

5. Once your zip file has been successfully uploaded, the individual files within the zip file will appear in the File Submission Preview list. Select an enrolled student name using the dropdown menu on the submission page. Papers submitted by an instructor on behalf of a student will appear in the student portfolio.
5b. Once your first file has been successfully uploaded, the file will appear within the File Submission Preview list. To submit on behalf of a non-enrolled student, ensure that "non-enrolled student" is selected from the Student dropdown list, and enter their last and first name in the respective text boxes. Papers submitted by an instructor on behalf of a student will appear in the student portfolio.

6. Enter the title for the paper. If no paper title is entered, the title defaults to the file name for the submitted file.

7. When all the desired files are attached, review the student names and assignment titles.

7b. Files can be excluded from the submission by removing the check from the check box to the left of the file name under the Submit column.
6. Once the files to submit from the zip file have been selected and (if needed) assigned name and title information, you must click on Submit to continue the upload of papers into the assignment. I

![Submit File](image)

7. A confirmation screen will be shown listing all file names, author names, Email user profiles, and submission titles. Any fields containing Anonymous or Not Entered are not required, but may be set by using the Go back button to return to the previous screen.

Click Submit to finalise the zip file upload into the assignment. Otherwise, click Go back to make any necessary amendments. A progress bar will display the remaining time for the upload.

![Submit Go back](image)

Assignment Inbox
Each assignment in a class has an assignment inbox. The assignment inbox contains any submissions that have been made by students or the instructor to the assignment.

1. To access the assignment inbox, click the All Classes tab, which will direct you to the Instructor homepage.

2. From the Instructor homepage, click on the class name of the assignments you wish to access. You will be directed to the class homepage.

3. From the Class homepage, click on the View link under the Actions column next to the assignment that you wish to access.
Elements of the Assignment Inbox

The assignment inbox is a sorted list of columns containing information regarding submissions in an assignment. The assignment inbox can be organized by any of the criteria listed - for example, clicking on the column heading name of author will sort the contents of the assignment box by author last name from A to Z. Clicking the column heading again will sort it again by the reverse of the criteria, from Z to A.

The column headings in the assignment inbox are:

**Author** - A column containing the names of any enrolled students and the names given for any non-enrolled instructor uploaded papers in the assignment. Clicking on the name of the author opens the class portfolio page for any enrolled students. Enrolled student names are underlined and lettered in blue

**Title** - The title given for any paper submitted. If there is no submission for a user, this field will list "no submission". Clicking on the title of a paper will open a text version of the paper with submission information, but no Originality Report data, to allow an instructor to view the student paper

**Similarity** - The Similarity column contains the Similarity Report icon. The icon contains a percentage indicating the overall similarity of the paper to information in the Turnitin repositories: 100% being 'fully similar', 0% indicating 'no similarity'. The icon is rectangular and contains the percentage number and the corresponding color. If only a grayed out icon is available, the report is not ready. A dash in the report column indicates no submission or that no Similarity Report is generated based on assignment settings. For more information, see the Viewing Similarity Reports section of this guide

**Grade** - The grade column indicates GradeMark image availability. A blue pencil icon indicates that a paper is ready to be graded, but has not yet been graded. A grey pencil icon that no submission was made or that GradeMark digital assessment is not available for the class or account. Once a paper is graded, the point value given to the paper will replace the pencil icon in the grade column

**Response** - The response column provides instructors with insight on which students have viewed their graded papers. A grey icon of a person with a check mark notifies the instructor that their student has viewed their graded paper in GradeMark for over 30 seconds. If the student does not view GradeMark for more than 30 seconds, the response column will not update. By hovering over this icon, you will be advised of the date and time that your student viewed GradeMark
**File** - A page icon will appear in the file column if a submission has been uploaded to Turnitin. If there was no submission made, a dash will appear. Click on the page icon to download a copy of the submission as originally uploaded by the student to the assignment.

**Paper ID** - The unique numeric ID number assigned to every submission made to Turnitin. This column contains a dash if no submission was made. The paper ID is also provided to students or instructors when submitting by file upload or copy and paste as part of the digital receipt.

**Date** - The date of a submission. Any dates shown in red indicate a late submission made after the due date and time of an assignment. The format is day-month-year. If no submission was made after the due date/time for a student, this column shows *(late)* in red. If the due date has not passed, students in the class with no submissions have a dash in this column.

The assignment inbox also contains a number of items in the assignment inbox panel at the top of the assignment inbox. The items are:

- All papers
- Marked papers
- Viewed papers
- New papers

These allow an instructor to select which folder of an assignment inbox to view. By default, all papers are in the new papers folder. Papers can be moved between folders in the assignment inbox by using the *move to* function. Papers only can be placed in a single folder. Selecting a folder will display only that folder unless *all papers* is selected, which shows every submission in an assignment.
Submit button - Allows an instructor to begin submitting a paper or papers to this assignment

Organizing the Assignment Inbox

Turnitin offers the instructor user many methods to organize papers in the assignment inbox to assist with handling large classes or simply to quickly sort the submissions and Originality Reports in an inbox.

The following are the ways an instructor is able to organize the assignment inbox:

Sorting by column header - Click any of the following column names to sort the inbox by that column: author, title, similarity, grade, paper ID and date. Click a second time to re-sort in the opposite direction

Delete - By ticking the checkbox for a particular paper, the delete option will appear above. This will allow you to delete the paper
**Download** - By ticking the checkbox for a particular paper, the download option will appear above. Select from the *Download* dropdown list whether you would like to download the original paper or the GradeMark paper.

In selecting Original File, a dialog box will appear advising you that the file will be compressed and downloaded to your computer. Click OK to accept, or Cancel to abort the procedure.

In selecting GradeMark paper, a dialog box will appear advising you that this action will compress the selected files into a zip file. You will be notified in your Turnitin Messages tab when the zip file is available for download. Click OK to accept, or Cancel to abort the procedure. This process is confirmed through a yellow notification at the top of the page. Select the Messages link to view and download the zip file.

**Move to** - By ticking the checkbox for a particular paper, the move to... option will appear above. This button will allow you to move papers to the viewed or marked folders. You will be directed to the move paper(s) page, where you can select the destination folder and destination assignment from their respective dropdown lists. Click submit to confirm this move.
GradeMark Report

GradeMark Report provides information on how many times each QuickMark was used on and each rubric criterion rating given for each graded paper in an assignment. This allows instructors to more quickly identify learning patterns among their students and determine which rubric criteria or writing skills their students show strengths or weaknesses in.

1. To view the GradeMark Report summary click on the GradeMark Report button.

Within the GradeMark report there are two main viewing options: the rubrics tab or the quickmarks tab. If e-rater grammar check is turned on for an assignment a third tab will appear titled e-rater® Marks.

2. By clicking on the Quickmarks tab, this will display the QuickMark sets used in grading the papers within the assignment and the number of QuickMark editing marks used in each paper from each QuickMark set.
3. To view the specific QuickMark editing marks that were used from each QuickMark set, click on the *details* link under the QuickMark set that you would like to view.

4. GradeMark report tracks and records each QuickMark used within a student's paper. This information is located underneath the QuickMark symbol column header to the right of the student name and paper title. Use the QuickMark set name tabs to navigate between QuickMark sets.

5. 

5a. To make any changes to the GradeMark report, click on the *gm* link under GradeMark, which will open GradeMark. Once you have made these changes, close the GradeMark window.
5b. For the aforementioned changes to update in the GradeMark report, click on the Refresh Report button in the top right corner of the GradeMark report page. This will update the changes made.

5c. To export the GradeMark report click on the Export Report button in the top right corner of the GradeMark report page. Whichever page of the GradeMark report you are currently viewing will be exported to an excel file.

6. Selecting the Rubric/Form tab will open the rubric portion of the GradeMark report.
7. There are two viewing options for the rubrics tab: numerical scores or qualitative scores. Use the "View as" dropdown menu to move between the two options.

Training Video

Accessing the Assignment Inbox
Viewing Papers

Every text or image-based submission made to an assignment can be viewed online. To view a paper through the Turnitin website, simply click title of the paper in title column of the Assignment Inbox; this will open the paper in the Document Viewer.

Note: Media files cannot be played within the Document Viewer, but can be downloaded from the Document Viewer. Click here to view guidance on downloading media files.

Downloading Papers

You can download and save papers submitted to an assignment one by one, or in bulk, as a zip file. If the GradeMark or Peer Review products are active on your account, you will have the option of downloading a PDF version of the submission, or the file in its original format.

1. Click on the icon under the File column for the paper to download.
2. For Peer Review and GradeMark accounts, a pop-up window will prompt you to opt to download the submission in its originally submitted format, or in PDF format.

3. The file will download automatically to your device

**Note:** Media files can only be downloaded in their original format.

**Bulk Downloading Papers**

You can also download papers in bulk into a zip file, either in the submission’s original file format or in GradeMark format.

1. From the Assignment Inbox, check the boxes alongside the papers that you would like to download
1a. The user may also check box in the column heading to download all papers from all pages of an assignment inbox.

2. Click the Download button above the author column and select the format you'd like to use.

3. Click on ok to accept the download.

4. We'll now work away in the background creating a zip file with your requested files. Feel free to use Turnitin as normal while we process your files.

5. We'll send you a notification once your files have finished processing in the Messages tab. You can find the Messages tab in the top right corner of Turnitin.
6. Inside your Messages tab you will have a new notification from us. Open the message to find your download link.

7. Click the download link contained in the message to download your files.

**Note:** Media files can only be downloaded in their original format.

### Downloading Files in the Document Viewer

Files can also be downloaded directly from the Document Viewer

1. Click the paper title from the *Title* column in the Assignment Inbox; this will open the Document Viewer in a new browser
2. Click the printer icon from the bottom left-hand corner of the Document Viewer, and select *Download submitted file* to download the submission in its original format. Alternatively, you can download a PDF version of the current view in the Document Viewer or digital receipt.

**Note:** By clicking *Download PDF of the current view for printing* when dealing with a media file submission, only the submission information and comments added in GradeMark will appear within the PDF.

### Downloading Media Files in the Document Viewer

When opening a media file submission in the Turnitin Document Viewer, you will immediately be prompted to download the file in its original format. From here, you can provide feedback on the submission in GradeMark using the blank paper provided.

1. Click the title of the paper from the *Title* column in the Assignment Inbox; this will open the paper in the Document Viewer.

2. Click anywhere in the *Download submitted file:* banner at the top of the Document Viewer to download your student's media submission in its original format. The file will download to your device automatically.
Getting Your Students Started

Once a class and assignment have been created, the instructor or students are ready to begin submitting papers and using Turnitin. If the instructor is planning to do the submissions of papers, please skip to the next section, Submitting Papers.

**Warning**: It is strongly recommended that students submit papers themselves. This will save time and enable the use of the PeerMark, GradeMark and Gradebook products.

Enrolling Students

Students must be enrolled in a class to submit papers, access grades, or access peer review assignments. Students can self-enroll by creating a user profile using the class ID number and class enrollment password. You can enroll students in a class one by one or by uploading a list of e-mails and student names.

If you choose to add students to the class directly, each student added to the class will be automatically e-mailed a temporary password and login information. If the e-mail address entered when adding a student is not valid, the student will not receive an e-mail. For this reason, students who do not possess valid e-mail addresses must enroll themselves using the class ID and enrollment password.

**Allowing Students to Self-Enroll**

Students self-enrolling into a Turnitin class must have the numeric class ID and the case sensitive class enrollment password. This provides a student user with authorization to access the class on Turnitin. Please do not post the class ID and password on a publicly accessible website; this is to ensure only your students enroll in your class.
1. To confirm the class ID and enrollment password, click on the statistics icon next to the class name under the statistics column on the Turnitin instructor homepage.

2. The class ID and enrollment password are displayed as part of the class statistics.

If needed, you can change the enrollment password to remove accidental capitalization or spaces that may be causing student enrollment issues. Changing the enrollment password after student enrollment is completed also prevents students with forgotten passwords from enrolling multiple times and causing confusion.

To change the enrollment password, click on the edit icon for the class on the Turnitin instructor homepage. Update the enrollment password and click on submit to save the change.
For step by step student oriented instructions or student self-enrollment information, please view the Turnitin Student User Manual, Student Quick Start Guide, or Student training video.

Enrolling Students Manually

An instructor may add students individually to the class. You must provide first name, last name, and e-mail address for the user. A welcome e-mail will be sent to the student being added to the class.

If the e-mail address provided already exists on a user profile on Turnitin, the user welcome e-mail indicates only that the user has been added to a class as a student.

If the Email address provided by the instructor has never been used to create a Turnitin profile before, a new user welcome e-mail is sent. The student is provided with a temporary password for logging into Turnitin to complete the user profile.

1. From the class homepage click on the students tab to open the student list for the class

2. Click the add student button
3. Enter the required information - the student first name, last name, and Email address

![Image](First name
Last name
Email (User name)](submit)

4. Click *submit* to enroll the student. A welcome Email will be sent to the user.

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**Enrolling Students From a List**

You may upload a student list to add to a course. The student list must be one hundred (100) entries or less. Larger classes may be separated into multiple lists, each of which can be uploaded individually.

The list must be a Microsoft Word, Microsoft Excel, or plain text (.txt) file. The first name, last name, and Email address for each student must be provided. The formatting must be as follows:

Microsoft Word or Plain Text: John,Doe, johndoe@schoolname.edu

Microsoft Excel:
Once the student list is available, the list may be uploaded from the student page of the class.

1. From the class home page, click on the students tab

2. Click the upload student list button

3. Click the Choose File button and locate the file containing the student list on your computer.
4. Click **submit** to upload the student list file

5. The student list will be displayed. Check the displayed list for errors. To submit this list, click **yes, submit**. If you find any errors, or the incorrect file was selected, choose **no**, go back and make the necessary changes or select a different file for **step 3**

6. Once **yes, submit** has been selected the final screen will display the newly enrolled list of student users. To **return to the class student page**, click the **return to students** link in the top right-hand corner
Enrollment Emails

As soon as students are added to a class a confirmation Email is sent to the Email address provided. If the student has an existing user profile, the confirmation Email contains only notification of the new class enrollment. If the Email address was not for an existing student user in the Turnitin system, the confirmation Email contains a temporary password and login instructions.

New student user profiles that have never logged in are indicated with a pink highlight over the enrollment date to the left of the student name on the student list page.

Re-sending New User Enrollment E-Mail

You can re-send the welcome Email, including the temporary password, to student users who have not yet logged into Turnitin. You can also change the Email address or name information to fix any incorrect information in the event that a student no longer has access to the Email address used initially for the user profile.
Students who did not receive the enrollment Emails will need to check junk mail or any other mail filters (such as parental filters on Email account) and ensure that they are able to receive Emails from noreply@turnitin.com and helpdesk@turnitin.com before the welcome Email is re-sent.

Student users who have logged into Turnitin one or more times cannot have this information reset by yourself and must use the Forgot Your Password? link on the Turnitin homepage.

**How to Re-Send Welcome E-mail**

You can re-send welcome e-mails from the student list page of a class. To reach the student page, click on the class name and then the gray student tab above the assignment list.

On the students page, 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.

**Note:** Students who do not have the pink highlight over the enrolled date must use the Turnitin password reset system if the student has forgotten or lost the password to the student user profile. This is accessible at www.turnitin.com by clicking on the Forgot Your Password? link at the top right corner.

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

Check the user information and make any needed changes to this information.
To send the new user confirmation and welcome Email, click on submit. A new copy of the welcome e-mail, including temporary password, will be sent.

**Training Video**

**Adding Students to a Class**
Managing Students

The student list page allows an instructor to access the class portfolio (a collection of submissions, Similarity Reports, peer reviews, and marked papers for the class) for each student, drop or add students, block students from accessing the class, or contact the list of students individually or via Email.

1. To access the assignment inbox, click the *All Classes* tab, which will direct you to the Instructor homepage.

![Image of Turnitin interface](image1.png)

2. From the Instructor homepage, click on the class name of the student list you wish to access. You will be directed to the class homepage.

![Image of sample account](image2.png)

3. From the Class homepage, the student list for a class is gained by clicking the students tab on the tab column.
Student Page Features

The features of the student home page include:

Viewing a Student Class Portfolio

1. Click on the name of a student to visit the class portfolio for the student.

Emailing a Student

1. Click on the Email address of any student to open a mail window in your default Email program.
Emailing all students

1. Click the e-mail all students link to compose and send an e-mail to all students in the class.

Locking and Unlock Students

Students can be locked or unlocked from a class once they have logged into Turnitin with their user profile.

1. Click the lock icon to toggle the student from unlocked (lock not closed) to locked (lock closed with red background) if needed.

2. When changing the lock status, a dialog box will pop up asking you to confirm this change. Click OK to continue, or Cancel to abort.

Note: When a student is locked, the student profile can no longer access the class.
Removing a Student

1. Click the drop icon to the right of the student Email address to remove the student from a class. Accidentally dropped students may be re-added manually, but must be added under the same Email address to regain access to the previous submissions that were made.

**Warning:** Students should be dropped from a class only if you are absolutely certain that the student user profile and its submissions are no longer needed. Dropped students cannot re-add themselves to the class even with the class ID and enrollment password.
Originality Check

Overview

A typical submission made to an assignment in Turnitin generates a Similarity Report. The Similarity Report is the result of comparison between the text of the submission against the search targets selected for the assignment; this may include billions of pages of active and archived internet information, a repository of works previously submitted to Turnitin, and a repository of tens of thousands of periodicals, journals, and publications. Any matching or highly similar text discovered is detailed in the Similarity Report that is available in the Assignment Inbox.

1. To access a Similarity Report, you must firstly access the main homepage by clicking the All Classes tab from the top of any page

2. From the main homepage, the instructor must click on the name of the class to view the class portfolio
3. By clicking View under the Actions column, this will direct you to the Assignment Inbox.

**Similarity Reports**

Similarity Reports provide a summary of matching or highly similar text found in a submitted paper. When a Similarity Report is available for viewing, an icon will appear in the Similarity column of the Assignment Inbox. Similarity Reports that have not yet finished generating are represented by a grayed out icon in the Similarity column. Reports that are not available may not have generated yet, or assignment settings may be delaying the generation of the report.

<table>
<thead>
<tr>
<th>TITLE</th>
<th>SIMILARITY</th>
<th>GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Assignment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demo Assignment</td>
<td>73%</td>
<td></td>
</tr>
<tr>
<td>Sample Assignment</td>
<td>91%</td>
<td></td>
</tr>
<tr>
<td>-- no submission --</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Overwritten or resubmitted papers may not generate a new Similarity Report for a full 24 hours. This delay is automatic and allows resubmissions to correctly generate without matching to the previous draft.
The color of the report icon indicates the Similarity Index of the paper, based on the amount of matching or similar text that was uncovered. The percentage range is 0% to 100% The possible similarity indices 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

**Similarity Report Accepted File Types**

The following file types are able to generate Similarity Reports:

- Microsoft Word® (DOC and DOCX), Corel WordPerfect®, HTML, Adobe PostScript®, Plain text (TXT), Rich Text Format (RTF), Portable Document Format (PDF), Hangul (HWP), Powerpoint (PPT, PPTS, and PPS).

**Warning**: These indices do not reflect Turnitin’s assessment of whether a paper has or has not been plagiarized. Similarity Reports are simply a tool to help an instructor find sources that contain text similar to submitted papers. The decision to deem any work plagiarized must be made carefully, and only after in depth examination of both the submitted paper and suspect sources in accordance with the standards of the class and institution where the paper was submitted.

**Viewing Similarity Reports**

The Similarity Report can be viewed in one of four modes. These modes allow users to view and sort the information contained in the Similarity Report in any way best suited to their needs. The four modes for viewing an Similarity Report are:

- **Match Overview** (show highest matches together): A list of all areas of the paper which have similarity to information in the Turnitin repository. Matches are color coded and listed from highest to
lowest percentage of matching word area to the submission. Only the top or best matches are shown, all underlying matches are visible in the Match Breakdown and All Sources modes

**All Sources:** Allows a user to view matches between the paper and a specific selected source in the Turnitin repositories. Contains a full list of all matches found rather than the best matches per area of similarity. This listing is exhaustive but will show all matches found, including any that are obscured in the Match Overview by virtue of being in the same or similar areas as other, better matches

**Match Breakdown:** Displays matches that are obscured by a top source. Allows instructors to compare the match instance of a underlying source with the match instance for a top source

**Direct Source Comparison:** An in depth view that shows an area of similarity compared side by side with a specific match from the Turnitin repositories. Not available on all types of repository matches

**Note:** If the source of matching text is a student paper in one of the classes controlled by the user as an instructor, the paper can be displayed in direct source comparison mode with matching text highlighted. The Similarity Report provides the instructor with information regarding the origin of the matching paper. Not available for students viewing Similarity Reports.

If the paper is from a class controlled by another instructor, no direct access to this paper can be provided. To view the paper, the instructor must request permission from the instructor in possession of the paper by clicking on the link to the source and then using the permission request button. Turnitin will auto-generate an e-mail request to the instructor who controls the paper. The instructor can reply via e-mail to the user if the request is granted. No student papers are made available to another user within the Turnitin system.

**Opening the Similarity Report**

1. To access the assignment inbox, click the *All Classes* tab, which will direct you to the Instructor homepage.

2. From the Instructor homepage, click on the class name of the assignments you wish to access. You will be directed to the class homepage.
3. From the Class homepage, click on the View link under the Actions column next to the assignment that you wish to access.

4. Under the Similarity column are the icons indicating the percentage of the Overall Similarity Index and the corresponding color on a blue to red scale.

5. Click on the similarity percentage from the aforementioned Similarity column to open the Similarity Report in a new window.

If the new window does not appear, you may need to add turnitin.com to the list of sites allowed to create pop-up windows on the web browser that you are using.
Similarity Report Contents

The Similarity Report is separated into three main areas:

**Document viewer frame** - shows the Similarity Index for the report and the title and author of the paper

**Paper text** - the submitted paper’s text in its original formatting. Matching text is highlighted in a color that corresponds to the matching source listed on the right side of the Similarity Report

**Matching sources/sidebar** - the list of matching sources for the highlighted areas of the paper text to the left. The sidebar also displays the Filter and Settings (exclusion options) and the Exclusion List

Submission Information

The submission information can be viewed by clicking on the information icon at the bottom left-hand corner of the document viewer.
The submission information contains:

- The submission ID
- The date that the paper was processed
- The number of times that the student has submitted a paper to the assignment
- The name of the file
- The size of the file
- The paper's character count
- The paper's word count
- The paper's page count
- The overall originality of the paper
- The paper's similarity to internet sources
- The paper's similarity to publications
- The paper's similarity to other students' papers
- When the submission was last graded in GradeMark
- The number of comments the paper has received
- The number of Quickmarks the paper has received

View Mode Icons
The view mode icons allow users to switch between the Similarity Report viewing modes: Match Overview and All Sources view. The default viewing mode is the Match Overview. The Match Overview icon appears as a two-bar bar chart. The All sources icon appears as a four-bar bar chart.

To change the view mode for an Similarity Report to the All Sources view, click on the All Sources icon. The sidebar will automatically update to the All Sources view mode.

Match Breakdown Mode

By default, the Similarity Report opens in Match Overview mode. In some cases, matches to smaller areas of similarity may be obscured by larger matches and not shown on this view mode.

1. To find the underlying sources, hover over the match you would like to view the underlying sources for and click on the arrow icon that appears.

2. In this mode, all sources that are obscured by the selected top source are listed below the top source. Click on a source to display the highlights for the match. The highlight for the top source match will become lighter and the match to the selected underlying source will be displayed with a darker highlight.
3. To return to the Match Overview mode click on the back arrow next to Match Breakdown at the top of the sidebar.

4. To view an internet source within a new browser tab, hover over the match and click on the view source arrow icon that appears.

Direct Source Comparison
Direct Source Comparison, allows a user to quickly compare matching text to the source of the match in the Turnitin repositories. Matches to other student papers are not available for Direct Source Comparison viewing unless the students’ are enrolled in your class. Using Direct Source Comparison can be done from the Match Overview or the All Sources view mode of the Similarity Report.

Users can either view the Direct Source Comparison as a glimpse within the paper or as the Full Source Text within the sidebar. The glimpse only provides the matching text within context of a few outlying sentences from the source while the Full Source Text loads in the sidebar and contains the full text of the source and all the match instances.

Accessing direct source comparison

1. To access a direct source comparison, you must firstly access the Similarity Report. Visit the main homepage by clicking the All Classes tab from the top of any page

2. From the main homepage, the instructor must click on the name of the class to view the class portfolio

3. By clicking View under the Actions column, this will direct you to the Assignment Inbox
4. Under the Similarity column are the icons indicating the percentage of the Overall Similarity Index.

5. Click on the similarity percentage from the aforementioned Similarity column to open the Similarity Report in a new window.

If the new window does not appear, you may need to add turnitin.com to the list of sites allowed to create pop-up windows on the web browser that you are using.

2. Click on a highlighted area of text on the left hand (student paper) side
3. A pop-up window will appear above the highlighted text displaying the matching text within the source of the match.

4. (Optional) Clicking on the url link, available on live internet matches, brings up a view of the live web site within a new browser tab or window.

5. 
   5a. Click on the "x" in the top right corner of the pop-up to close the window.
5b. To view the matching text within the full source text click on the Full Source View link

6. The Full Source Text view will load into the sidebar

7. If there are multiple matches to this source, click on the arrow icons to quickly navigate through the match instances
8. To exit the Full Source Text view click on the "X" button

Note: If an area of submission text is matched to a source in the student paper repository on Turnitin, it will be listed as student papers. Direct Source Comparison is not available to students for student paper matches. Instructor users are able to send an Email request to the instructor who received the matching paper. If one instructor user profile controls the class containing both papers, that instructor user is able to see the paper in direct source comparison.

Repository Sources

Turnitin utilizes multiple types of repositories in the generation of the Similarity Reports. There are currently four types of repositories:

- **Current and archived internet** - Billions of active and archived web pages from the internet. Internet sources indicate a date of download on the Turnitin Similarity Report if the match is not found on the most recent download of content from this site

- **Institution paper repository** - The institutions paper repository of student papers

- **Periodicals** - A repository of frequently updated content from professional journals, periodicals, and publications

- **Student paper repository** - A repository of papers previously submitted by Turnitin users

Excluding Quoted or Bibliographic Material
If quoted or bibliographic material is flagged as similar or matching, this information can be removed from the Similarity Report. Permanent exclusion of bibliography or quoted material can only be handled by the instructor. Students are only able to remove quoted or bibliographic material for the duration of the current session of viewing the Similarity Report.

Please note that the functions for excluding material are approximate and human judgment is the final arbiter for proper quotation or bibliographic reference. Cited material cannot be excluded directly, and quotations can only be excluded if block indentation or direct quotation marks (""") begin and end the quotation.

1. To exclude quoted or bibliographic material, you must firstly access the Similarity Report. Visit the main homepage by clicking the All Classes tab from the top of any page.

2. From the main homepage, the instructor must click on the name of the class to view the class portfolio.

3. By clicking View under the Actions column, this will direct you to the Assignment Inbox.
4. Under the Similarity column are the icons indicating the percentage of the Overall Similarity Index.

5. Click on the similarity percentage from the aforementioned Similarity column to open the Similarity Report in a new window.

If the new window does not appear, you may need to add turnitin.com to the list of sites allowed to create pop-up windows on the web browser that you are using.

6. Click on the Filter and Settings icon at the bottom of the page
7. The sidebar will load the Filters & Settings options. To exclude Quoted or Bibliographic material, click the relevant check boxes next to the *Exclude Quotes* and *Exclude Bibliography* exclusion options.

![Filters & Settings](image)

8. Click on the *Apply Changes* button at the bottom of the filter and settings sidebar to apply the changes.

9. Review the revised report. Quoted or bibliographic material can be re-included by deselecting the *Exclude Quotes* and *Exclude Bibliography* options within Filter and Settings and then clicking on *Apply Changes*. 
excluding small matches

Instructors have the ability to exclude small matches by either word count or by percentage. To exclude small matches within an Similarity Report click on the Filter and Settings icon below the sidebar.

1. Click on the Filter and Settings icon at the bottom of the page

2. The sidebar will load with the exclusion options. Below the Exclude matches that are less than: option enter into either the words or % fields the numerical value for small matches that will be excluded from this Similarity Report. To turn off excluding small matches, click on the radio button next to Don’t exclude by size and then click on the Apply Changes button. This feature can be adjusted at any time.
3. Click on the *Apply Changes* button at the bottom of the filter and settings sidebar to apply the changes.

Regenerating Reports

Since new material is constantly entering Turnitin’s repositories from ongoing internet crawls, new publication content, and submissions made to Turnitin, it is sometimes beneficial to generate a new Similarity Report for a student submission at a later date to see if there are any new matching sources, or to ensure that it checks against later submissions made by other students or other classes.

The option to refresh a report is available on the Similarity Report once it has opened. The current report is deleted and a new report is generated. Please note that no report will be available until the new report has finished. If the user wishes, they can save or print a copy of the existing report before selecting the *New Report* option in the Filter and Settings sidebar to have a new Similarity Report generated.

1. Click on the *Filter and Settings* icon at the bottom of the page

2. Click *New Report* to produce a new report
Excluding a Match

Any source or match source can be removed from the Similarity Report through the Match Breakdown or All Sources viewing modes. This allows the instructor to remove a match from consideration, if the instructor determines the match is not needed. The similarity index will be recalculated and change the current percentage of the Similarity Report if matches are excluded.

To exclude a match

1. To exclude a match, you must firstly access the Similarity Report. Visit the main homepage by clicking the All Classes tab from the top of any page

2. From the main homepage, the instructor must click on the name of the class to view the class portfolio
3. By clicking View under the Actions column, this will direct you to the Assignment Inbox.

4. Under the Similarity column are the icons indicating the percentage of the Overall Similarity Index.

5. Click on the similarity percentage from the aforementioned Similarity column to open the Similarity Report in a new window.

If the new window does not appear, you may need to add turnitin.com to the list of sites allowed to create pop-up windows on the web browser that you are using.
6. **6a.** To exclude matches for a top match, hover over the match you would like to view the underlying sources for and click on the large black arrow icon that appears next to the match percentage.

6b. To exclude matches from the All Sources view, click on the All sources icon at the top of the side bar, which appears as a four-bar bar chart icon.

7. Click on the *Exclude Sources* button at the bottom of the sources list to enter source exclusion mode.

8. Select the sources that you would like to remove by clicking in the check box next to each source.
5. Once all of the sources are selected, click on the *Exclude (#)* button located at the bottom of the sidebar to exclude the sources. This will recalculate the originality score. Click *Cancel* to abort this exclusion.

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### Exclusion List

The Exclusion List contains each source that was excluded from the Similarity Report.

To access the exclusion list click on the Exclusion List icon at the bottom of the sidebar.

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### Including a Match from the Exclusion List

1. Within the *Exclusion List* a check box appears next to each excluded source. Click on the check box next to the source you would like to include back into the Similarity Report.
2. Click on the Restore (#) button to restore the sources in the Similarity Report. If you would like to restore all sources, click the Restore All button.

3. If the included source affects the Similarity Index percentage, the percentage will recalculate

Downloading Reports and Digital Receipts

The Similarity Report or digital receipt can be downloaded to your computer for later reference.

To print or download a report, click on the print icon at the bottom of the Similarity Report. This will prepare a readable, PDF version of the Similarity Report or digital receipt. When downloading a report, the downloaded version created is based on the current view of Similarity Report. For example, clicking the download icon while using the default Match Overview will create a PDF of only the highest matches.

Once a PDF version of the report or digital receipt has been saved to your computer, you may then use your computer’s default PDF viewing application to print the Similarity Report/digital receipt. The downloaded version will no longer have any of the Direct Source Comparison capability and will not be
able to show side by side comparisons. The view modes of a downloaded report are not available in the PDF document.

**Navigation in the Document Viewer**

The assignment drop down menu in the document viewer allows an instructor to navigate to a student’s submission in another assignment. Simply click on the assignment drop down at the top left of the document viewer and select the assignment.

![Assignment dropdown menu](image)

**Note:** Only the assignments that have been submitted to by the student you are currently viewing a report for will be displayed in the assignment drop down.

To navigate to another student’s paper within an assignment, use either the previous and next paper navigation arrows or the *Paper # of #* drop down menu to select a specific student.

![Paper navigation](image)

**Training Videos**
About Originality Check

Viewing an Originality Report
Quick Submit

The quick submit feature allows instructors to submit papers and receive Originality Reports without creating a class or an assignment. This is ideal for instructors who would like to use Turnitin to spot check submissions and have these papers in electronic format. Quick submit should not be used if the instructor desires to have students submit their own papers or plans on using Peer Review, GradeMark, or GradeBook.

Accessing Quick Submit

Quick submit must be activated by an instructor before it can be used. Quick submit is activated on the user preferences page.

To activate quick submit, the instructor first clicks on the user info link on the instructor homepage.

On the preferences page, the instructor must use the activate quick submit: pull down menu and select yes. Clicking on submit will save this preference change.
The quick submit tab will appear on the instructor homepage. The quick submit inbox is available by clicking on this tab.

### Submitting Papers

The instructor can now upload papers for submission in this inbox. To begin the submission process, click on *submit* in the top right corner of the quick submit inbox.

The first step of submission is selecting the databases that the submitted paper or papers will be checked against.

The available sources are:

- a database of active and archived internet information
- a database of previous submissions to Turnitin
- a database of journal, periodical, and publication information
Select the sources for the Originality Report searches by clicking on the check boxes next to the source.

Continue to the paper submission page by clicking on submit. The rest of the quick submission process is similar to the standard submission process outlined in Chapter 1. The notable exception is that during quick submission, the instructor cannot submit papers for an enrolled student as the quick submit inbox is not available to student users. All papers are submitted as non-enrolled. For step by step submission instructions, please refer to Submitting a Paper in Chapter 1 of this manual.

**Accessing Originality Reports**

Once a submission is completed, Originality Report icons will appear for a submission after the report has generated. The instructor must refresh the view of the quick submit inbox for the icons to appear if a report has generated while the instructor is viewing the quick submit inbox.

The quick submit inbox works just like an assignment inbox. For more information on organizing or using a quick submit inbox, please refer to the assignment inbox information in Chapter 1 of this manual.
Preferences & Notifications

Introduction

There are two preference types available to Turnitin instructors - user preferences and class preferences. User preferences apply to the instructor’s user profile, including default login views.

Class preferences are specific to each class, and apply only within the class to the assignments and student users in the class.

User Preferences

An instructor can view the current user preferences by clicking on the User Info tab.

The user preferences available are:

**default user type** - select from student, instructor, or administrator; this will be the user home page seen when the user logs in

**default submission type** - select a default submission type, which determines which type of submission page is shown automatically for an instructor clicking on the submit icon in Turnitin

**activate quick submit** - select yes to turn quick submit on; refer to Chapter 10 for information on quick submit
items per page - select the number of items from a list of students, submissions, or assignments to display per page on Turnitin

file download format - select the default format for files downloaded from Turnitin; the options available are original format, PDF format, or let me choose each time

show page info - choose yes to display page information at the top of each page, which contains helpful information for each user

send me e-mail updates - choose yes to receive e-mail updates from Turnitin

use homepage link - choose yes to create a homepage link; to set up a link, enter a link name and URL in the fields below this option; this provides a link to a homepage for the user

Note: If any changes were made to the user profile, the instructor must click on the Submit button at the bottom of the page to save the changes.

Class Preferences

The class preference page allows an instructor to control the products and features available for the class. This allows an instructor to determine whether students can post proposed discussion topics, or whether or not GradeMark or other products are available in a class. An instructor can also set a class homepage link which is visible to both students and the instructor on the class homepage and other class pages.

To open the preferences page for a class, click the preferences tab on the class bar.

Each class has two preference types available to the instructors. There are general preferences and products that have been enabled. Only services purchased by the instructor’s institution are available
under the enable these products: preference menu. Products that are not available will be greyed out and cannot be checked or un-checked.

To enable or disable a preference, click the check box to the left of the selected preference or product. Un-checked products or preferences are disabled in the specified class. For more information on the products, please see the appropriate chapter of this manual for the product or feature.

General Preferences

**let students submit discussion topics?** - determines if student users are able to post proposed discussion topics. Discussion topics must be approved by the instructor before the topic becomes active

**show students link to my e-mail?** - determines whether or not the e-mail address used by the instructor to log into Turnitin is available as a link for the students to click on to use their default e-mail program to contact the instructor

**Lock assignment dates in sections?** - locks assignment dates set by the master class instructor for assignments pushed to sections

**Lock assignment info in sections?** - locks assignment info set by the master class instructor for assignments pushed to sections

Enable These Products:

- GradeMark
- PeerMark
- Grade book
- Discussion boards

**Class Link** - A class link can be created for the instructor and students on the preferences page. Enter a name for the link and the full URL for the link. The URL must be in the full HTTP:// format.

If any changes are made to the class preferences, the instructor must click on the submit button at the bottom of the preferences page to save the changes that have been made.
Messages and Announcements

Important announcements and messages can be viewed by clicking on the *messages* tab on the system bar.

**Note:** Urgent notifications including announcements of scheduled downtimes for improvements to Turnitin will appear both on the messages page and on the user homepages for all users, including instructors.