

A HOW-TO GUIDE FOR STUDENT SELF-DIRECTED USE OF TURN IT IN

This document is a summary guide to assist students who would like to use Turn It In to improve their academic writing, and are not enrolled in a course that uses Turn It In enabled dropboxes in D2L.

DOCUMENT INFORMATION

DOCUMENT NAME	A How-to Guide for Student Self- Directed Use of Turn It In
DOCUMENT VERSION NUMBER	1.0
DOCUMENT VERSION DATE	Nov 16, 2018

REVISION HISTORY

VERSION #	VER. DATE	REVISED BY	DESCRIPTION OF CHANGE
1.0	Nov 16, 2018	Deborah Leal	Original Document

OVERVIEW

Welcome to Fleming College!

This document outlines the Turn It In functionality that is integrated with the dropbox in Desire2Learn (D2L).

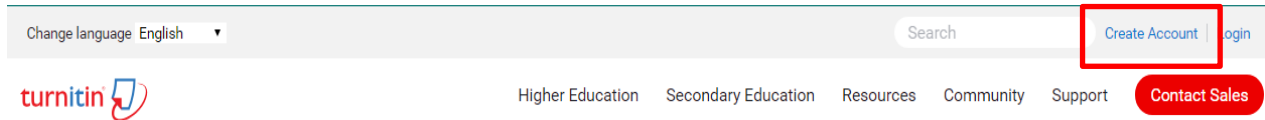
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SETTING UP A STUDENT ACCOUNT

If you are not already a Turn It In user, you'll need to create an account.

1. Navigate to the Turn It In website in your browser. You will find the link on [Turnitin.com > Create Account](#)
2. Select the Create Account link at the top of the page.



3. On the account creation page, select Student from the Create a New Account section.

A screenshot of the 'Create a User Profile' page on Turnitin. The page has a blue background with white text. At the top, it says 'Create a User Profile'. Below this is a section titled 'Have You Ever Used Turnitin?' with a sub-header. The text explains that users can reuse their email and password. There are input fields for 'Email address' and 'Password (Login to Turnitin)'. A link 'Forgot your password? Click here.' is provided. The 'Create a New Account' section follows, with instructions to select between 'Student' and 'Teaching assistant'. The 'Student' option is highlighted with a red rectangular box.

4. On the Create a New Student Account page, you'll first be asked for the Class ID and Join Key that you have been supplied with. Enter these details into the relevant fields.

Class ID Information

All students must be enrolled in an active class. To enroll in a class, please enter the class ID number and class enrollment key that you were given by your instructor.

Please note that the key and pincode are case-sensitive. If you do not have this information, or the information you are entering appears to be incorrect, please contact your instructor.

Class ID

19661625

Class enrollment key

FL3m0599|

User Information

Your first name

Your last name

Display names as

☒ First name (Space) Last name (example: John Smith)

5. The rest of the form will ask for your name and email address, a password and a security question, and to confirm the ReCaptcha.

6. Read the terms and conditions, and select the 'I Agree -- Create Profile' button to finish creating your account.

User Agreement

Please read our user agreement below. Select "I agree" to complete your user profile.

Turnitin End-User License Agreement

***Users who are not in the European Union refer to Section A only.**

****Users in the European Union refer to Section B.**

☐ I'm not a robot


reCAPTCHA
[Privacy](#) - [Terms](#)

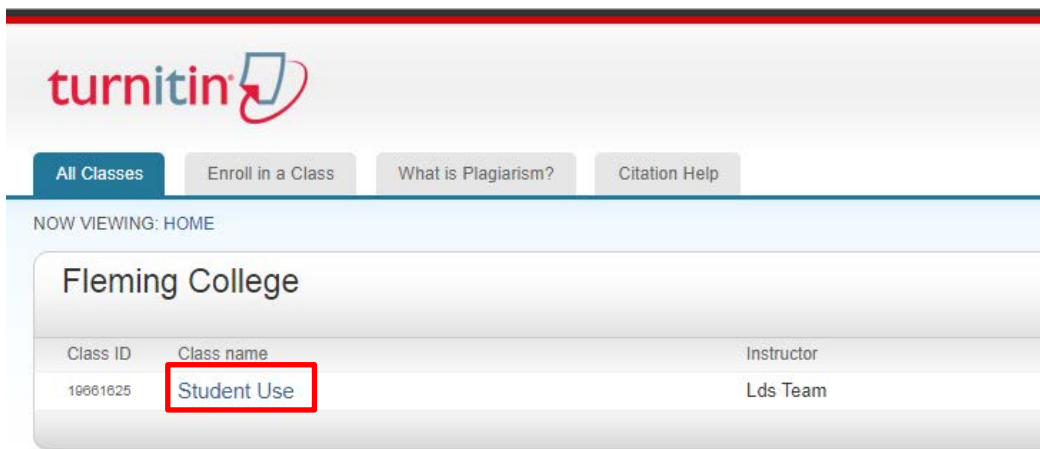
I Agree -- Create Profile

[I Disagree -- Cancel Profile](#)

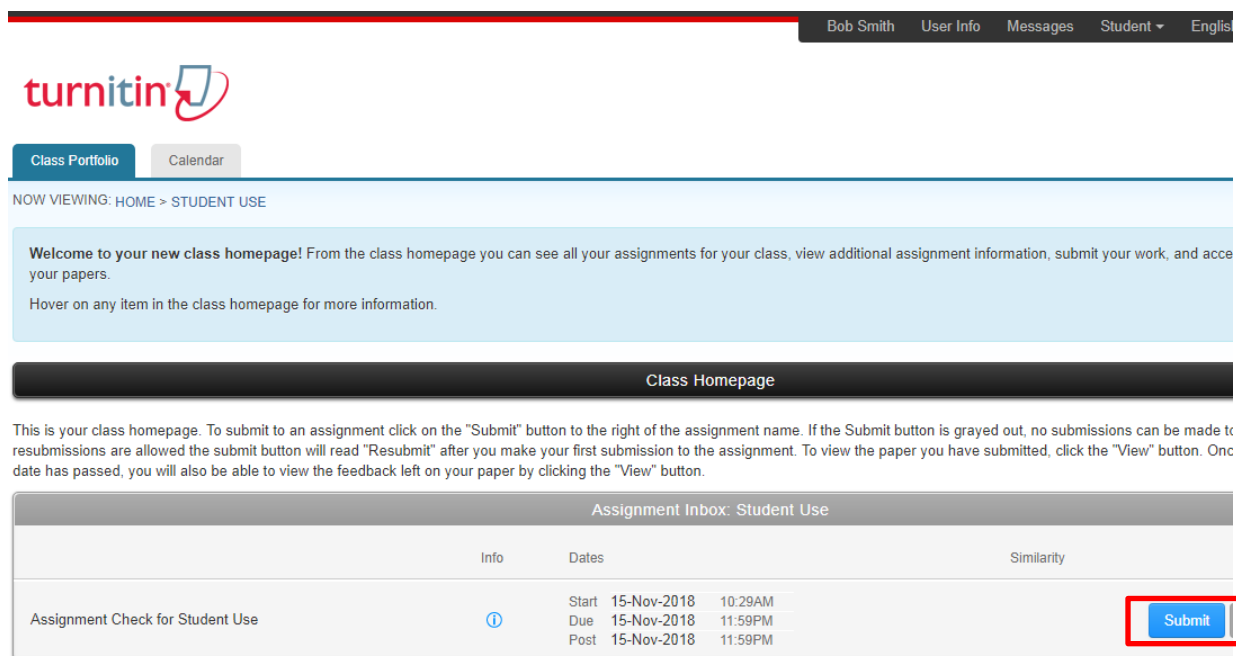
UPLOADING AN ASSIGNMENT

The Student Homepage is the first page you see after logging in to Turn It In. You'll see a list of all the classes that you are currently enrolled in.

1. Select the name 'Student Use' to open the assignment inbox.



2. Select the blue 'Submit' button when you are ready to upload your file to Turn It In.



3. The paper submission page will open. The default will be a 'Cut & Paste Upload'. Choose the 'Single File Upload' option from the Dropdown.

Submit: **Single File Upload** ▾

4. Enter a title for your paper.
5. Select **'Choose from this computer'** to pick a file that you have saved on your computer. If your file exists in Google docs or Dropbox you can upload directly from there.

Submit: **Single File Upload** ▾

First name

Bob

Last name

Smith

Submission title

Assignment 1

[What can I submit?](#)

Choose the file you want to upload to Turnitin:

Choose from this computer

Choose from Dropbox



Choose from Google Drive

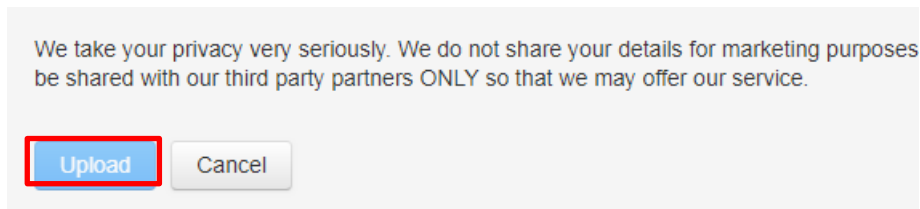
We take your privacy very seriously. We do not share your details for marketing purposes with any external companies. be shared with our third party partners ONLY so that we may offer our service.

[Upload](#)[Cancel](#)

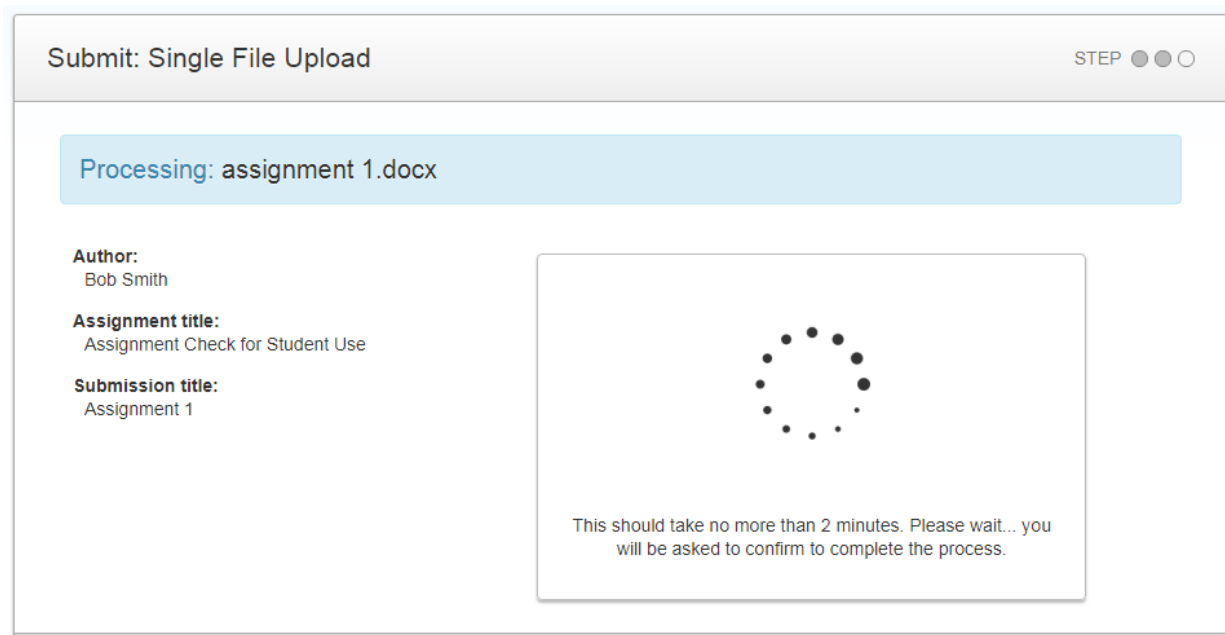
Turn It In accepts submissions in these formats:

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

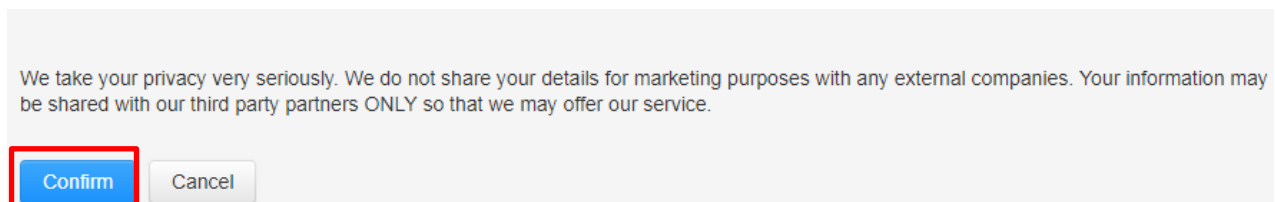
6. Once you've selected your file, select the Upload button to upload your paper.



7. A status box will show you the status of your upload. Do not close the page.



8. You will be shown a preview of the paper. If everything looks good, select the '**Confirm**' button to upload the paper for the similarity check. Your submission is not complete until you've confirmed your submission.



If your submission is successful, you'll see your digital receipt. You can print this page or view it later from within Turn It In Feedback Studio. We'll also email you a copy to your email address.

9. Click 'Return to the Assignment List' to see your Similarity Report.

Submit: Single File Upload

STEP ● ● ●

Congratulations - your submission is complete! This is your digital receipt. You can print a copy of this receipt from within the Document Viewer.

Author:
Bob Smith

Assignment title:
Assignment Check for Student Use

Submission title:
Assignment 1

File name:
assignment 1.docx

File size:
3.41M

Page count:
35

Word count:
2772

Character count:
18402

Submission date:
16-Nov-2018 10:34AM (UTC-0500)

Submission ID:
1040334188

« Page 1 »

Fleming College


Assignment 1

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

Return to assignment list



VIEW THE SIMILARITY REPORT

On the Assignments list page, If your Similarity Report is not ready you will see the word 'Processing' beside your assignment title. You may have to wait a few minutes for the report to generate.

Class Homepage				
This is your class homepage. To submit to an assignment click on the "Submit" button to the right of the assignment name. If the Submit button is grayed out, no submissions or resubmissions are allowed the submit button will read "Resubmit" after you make your first submission to the assignment. To view the paper you have submitted, click the "View" button. If the date has passed, you will also be able to view the feedback left on your paper by clicking the "View" button.				
Assignment Inbox: Student Use				
	Info	Dates		Similarity
Assignment Check for Student Use		Start	15-Nov-2018 10:29AM	Processing
		Due	15-Nov-2025 11:59PM	
		Post	15-Nov-2025 11:59PM	

When your Similarity Report is ready, the score and a coloured bar will appear.

1. Select the **Similarity Report** icon to the right of your assignment.

Class Homepage				
This is your class homepage. To submit to an assignment click on the "Submit" button to the right of the assignment name. If the Submit button is grayed out, no submissions or resubmissions are allowed the submit button will read "Resubmit" after you make your first submission to the assignment. To view the paper you have submitted, click the "View" button. If the date has passed, you will also be able to view the feedback left on your paper by clicking the "View" button.				
Assignment Inbox: Student Use				
	Info	Dates		Similarity
Assignment Check for Student Use		Start	15-Nov-2018 10:29AM	99% 
		Due	15-Nov-2025 11:59PM	
		Post	15-Nov-2025 11:59PM	

Your Similarity Report will display in a separate window.

HOW TO INTERPRET THE SIMILARITY REPORT

turnitin Bob Smith | Assignment 1

OVERVIEW
Welcome to Fleming College!
This document outlines the Turn It In functionality that is integrated with the **dropbox** in Desire2Learn (D2L).

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Legend		
A Body of the student paper	B Content match to another work	C Layer filters
This is the area where the content of the student's paper will display. You can use your mouse wheel or the scroll bar to advance through the content.	Where Turn It In finds content in the student paper that matches another work, the matched content will be highlighted, with a different colour indicating each distinct source	By clicking on the top icon in this horizontal bar, you will expand this area to access the filters and marking tools available while reviewing a paper

VIEWING THE SIMILARITY REPORT

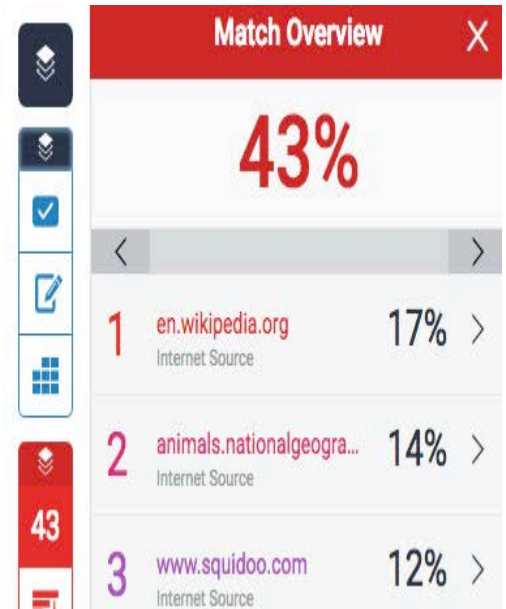
A submission in Turn It In generates a Similarity Report. The Similarity Report is the result of comparison between the text of the submission against the search targets selected for the assignment; this may include billions of pages of active and archived internet information, a repository of works previously submitted to Turn It In, 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.

The similarity score is a percentage of a paper's content that matches to Turn It In's databases; it is not an assessment of whether the paper includes plagiarized material.

VIEWING SIMILARITY MATCHES

The majestic blue whale, the goliath of the sea, certainly stands alone within the animal kingdom for its adaptations beyond its massive size. At 30 metres (98 ft) in length and 190 tonnes (210 short tons) or more in weight, it is the largest existing animal and the heaviest that has ever existed. Despite their incomparable mass, aggressive hunting in the 1900s by whalers seeking whale oil drove them to the brink of extinction. But there are other reasons for why they are now so endangered.

The blue whale's common name derives from bluish-hue that covers the upper side of its body, while its Latin designation is *Balaenoptera musculus*.



The Match Overview sidebar displays a red header with the title "Match Overview" and a close button. Below the header, a large red "43%" indicates the overall similarity score. A list of matches follows, each with a rank, source, and percentage, and a right-pointing arrow for more details.

Rank	Source	Percentage
1	en.wikipedia.org Internet Source	17%
2	animals.nationalgeogra... Internet Source	14%
3	www.squidoo.com Internet Source	12%

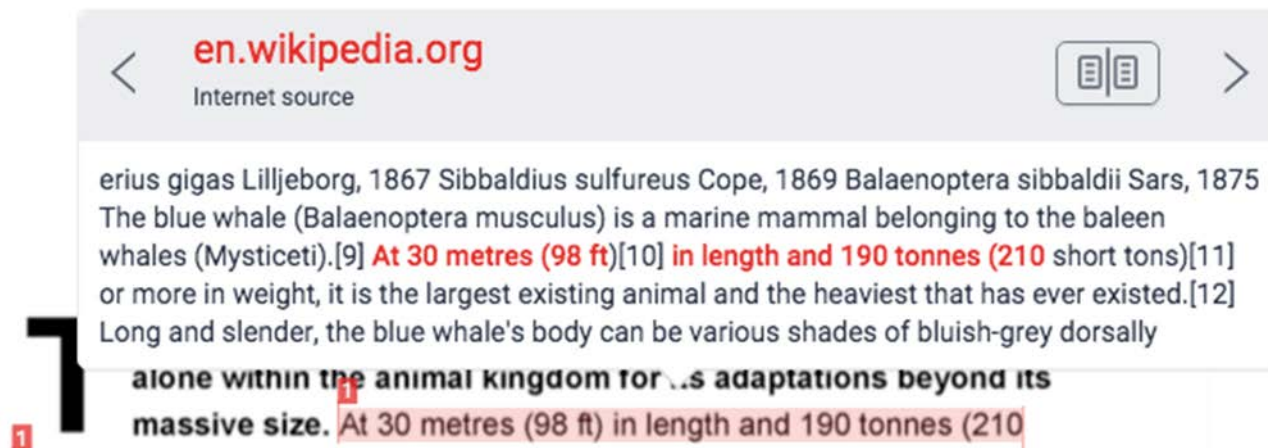
The Match Overview gives you a breakdown of all the matches that have been found on a paper, ordered by highest similarity match to lowest.

- 1) To view the Match Overview, click the red numerical similarity score from the similarity toolbar. If the similarity layer was inactive, it will now be activated, highlighting all matches on the paper.

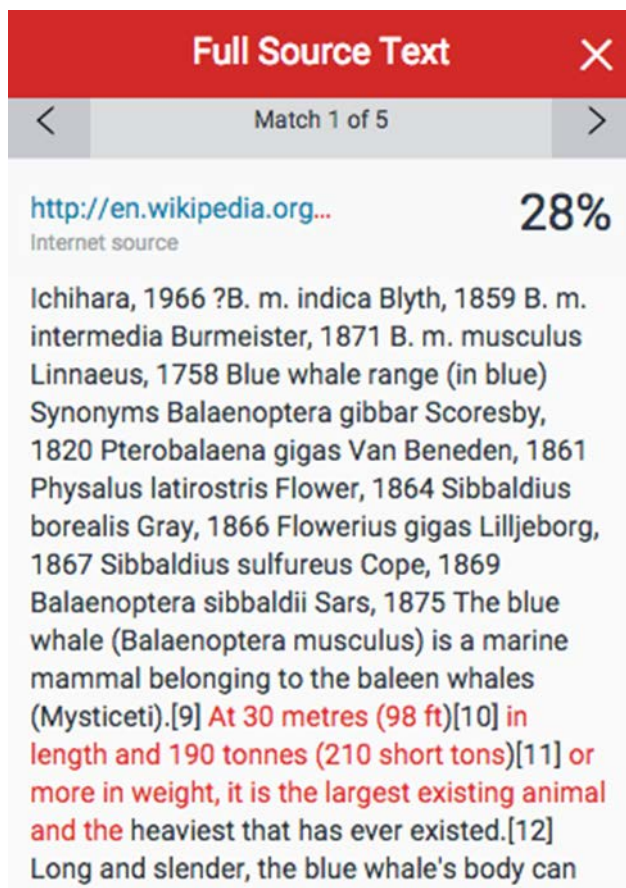


- 2) All matches are displayed within the Match Overview side panel. A list of matches will be displayed in descending order.
- 3) To access each match in more detail, click the arrow to the right of each similarity percentage.

- 4) The match breakdown will display all sources identified for each match. To view the sources on-paper, simply click on any source in the Match Breakdown.
- 5) A source box will appear on the paper, revealing where in the source the text has been identified. If you would like to read the full source, click the **book** icon in the top right-hand corner of the box. You can also access this source box by clicking the red match flag to the left of the highlighted text.



- 6) Click the left or right arrow in the source box to move between sources.
- 7) The full source text can now be viewed in the Full Source Text side panel, with all matching text shown in red.



- 8) Click the source hyperlink in either the source box or side panel to access the website from which the match was identified.

VIEWING SOURCES

In the All Sources side panel, all of the sources that have been found are displayed and sorted by highest percentage match. Clicking on any source will change the navigation bar at the top of the page, revealing the number of times a particular source has matched in the paper.

- 1) To view all sources, click the red **All sources** icon from the similarity toolbar. If the similarity layer was inactive, it will now be activated, highlighting all on-paper matches.



- 2) All sources are displayed within the All Sources side panel. A list of sources will be displayed in descending order.
- 3) To view each match within the selected source, simply use the navigation arrows at the top of the All Sources side panel. As you navigate through, a new on-paper source box will appear.

FILTERING THE SIMILARITY REPORT

There are various options for filtering the Similarity Report for ease of review and to focus in on accurate potential areas of plagiarism, rather than detecting legitimately copied materials, such as content within a Works Cited or Reference page. Options for filtering are reviewed in the following sections.

EXCLUDING QUOTES AND BIBLIOGRAPHY

When you choose to exclude quotes, our system will recognize quotes by the use of double quotation marks - "like this" - or paragraph indentations in a Microsoft Word® document. Single quotations - 'like these' - are not recognized as quotes.

When you choose to exclude bibliographies, our system will detect the following keywords and disregard matches in the paper after that point:

- References
- References cited
- References and notes
- Resources
- Bibliography
- Works cited

However, when the paper reaches the following words in the paper, it will resume the similarity check:

- Appendix
- Appendices

- Glossary
- Table
- Tables
- Acknowledgment
- Acknowledgments
- Exhibits
- Figure
- Figures
- Chart
- Charts

- 1) To exclude different types of text from the similarity report, click the red **filter** icon from the similarity toolbar. If the similarity layer was inactive, it will now be activated, highlighting all on-paper matches.



- 2) From the Filters and Settings side panel, use the check boxes to make bibliography and quote exclusions from the similarity report.
- 3) Click Apply Changes to confirm this change. This will repaint the similarity report with your change now reflected in the assignment.

EXCLUDING SMALL MATCHES

- 1) To exclude text from the similarity report according to its size, click the red **filter** icon from the similarity toolbar. If the similarity layer was inactive, it will now be activated, highlighting all on-paper matches.



- 2) From the Filters and Settings side panel, use the radio and text boxes to determine which exclusions should apply to the paper's similarity report. You can exclude sources that are less than a certain number of words, or a certain percentage of words. For example, filtering by 10 words will exclude all sources that have a cumulative number of matching words that are less than 10 words in length.
- 3) Click Apply Changes to confirm this change. This will repaint the similarity report with your change now reflected in the assignment.

SIMILARITY REPORT – MULTICOLOUR HIGHLIGHTING

- 1) To apply multi-color highlighting to the similarity report, click the red **filter** icon from the similarity toolbar. If the similarity layer was inactive, it will now be activated, highlighting all on-paper matches.
- 2) From the Filters and Settings side panel, use the Multi-Color Highlighting checkbox to toggle highlighting on and off in the similarity report.
- 3) The paper's similarity matches can now be identified on-paper by color, as well as number.

The majestic blue whale, the goliath of the sea, certainly stands alone within the animal kingdom for its adaptations beyond its massive size. At 30 metres (98 ft) in length and 190 tonnes (210 short tons) or more in weight, it is the largest existing animal and the heaviest that has ever existed. Despite their incomparable mass, aggressive hunting in the 1900s by whalers seeking whale oil drove them to the brink of extinction. But there are other reasons for why they are now so endangered.

	<div><div><</div><div>></div></div> <div><div>1</div><div>en.wikipedia.org</div><div>Internet Source</div><div>17%</div><div>></div></div> <div><div>2</div><div>animals.nationalgeogra...</div><div>Internet Source</div><div>14%</div><div>></div></div> <div><div>3</div><div>www.squidoo.com</div><div>Internet Source</div><div>12%</div><div>></div></div>
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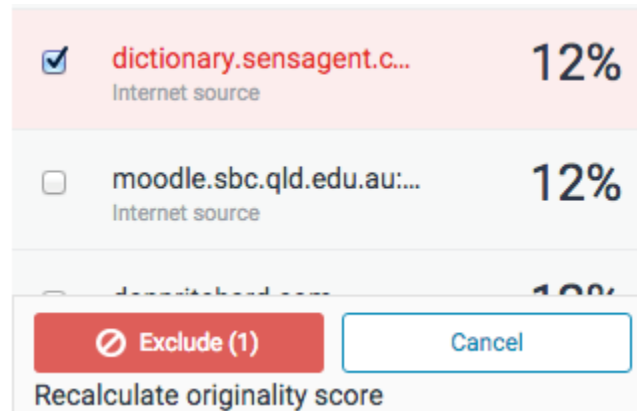
EXCLUDING SOURCES VIA MATCH OVERVIEW

- 1) To exclude sources from the similarity report using the Match Overview side panel, click the red numerical similarity score from the similarity toolbar. If the similarity layer was inactive, it will now be activated, highlighting all on-paper matches.
- 2) All matches will be displayed within the Match Overview side panel.

Match Overview				×
43%				
<				>
1	en.wikipedia.org Internet Source	17%	>	
2	animals.nationalgeogra... Internet Source	14%	>	
3	www.squidoo.com Internet Source	12%	>	

- 3) To access each match in more detail and exclude sources, click the arrow to the right of the relevant similarity percentage.
- 4) At the bottom of the Match Breakdown side panel, click the Exclude Sources button.

- 5) Using the checkboxes, select the source(s) you would like to exclude from the paper's similarity report, and click the red Exclude button.



By clicking the Exclude (x) button, this will recalculate the similarity score.

EXCLUDING SOURCES VIA ALL SOURCES

- 1) To exclude sources from the similarity report using the All Sources side panel, click the **graph** icon from the similarity toolbar. If the similarity layer was inactive, it will now be activated, highlighting all on-paper matches.



- 2) Click the Exclude Sources button at the bottom of the All Sources side panel.
- 3) Use the checkboxes to select the sources that you'd like to exclude from the Similarity Report.
- 4) Click the red Exclude (x) button at the bottom of the All Sources side panel. The button will provide a count of the number of sources you have chosen to exclude. Alternatively, click the Cancel button to clear your selection.

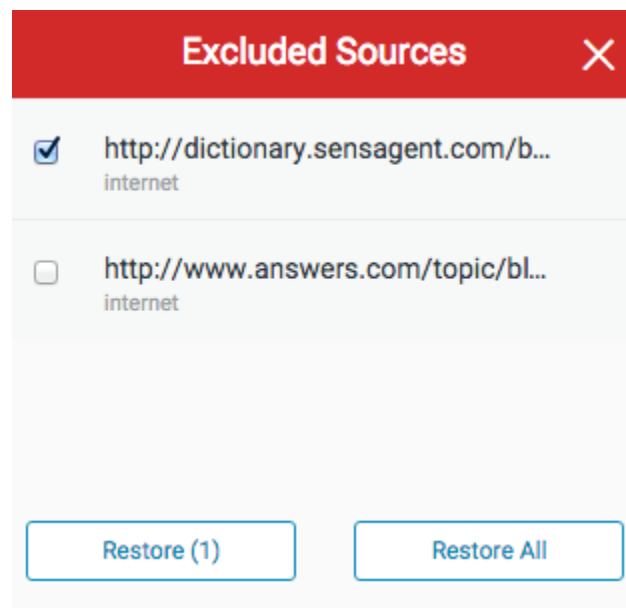
By clicking the Exclude (x) button, this will recalculate the similarity score.

VIEWING EXCLUDED SOURCES

- 1) To view sources that have been excluded from the similarity report, click the red **exclude** icon from the similarity toolbar. If the similarity layer was inactive, it will now be activated, highlighting all on-paper matches.



- If you have not excluded any sources from the similarity report, you will simply receive a notification advising No sources have been excluded for this report.
- If you have excluded any sources from the paper's similarity report, you can find a list of excluded sources in the Excluded Sources side panel.



- 2) To restore only some of the excluded sources, use the checkboxes to select the relevant sources. Click the Restore button to continue.
- 3) To restore all of the excluded sources in the list, click the Restore All button.

You do not need to refresh the Similarity Report to see these sources reflected in the similarity score.

For a video on how to use the Similarity Report filters, visit: <https://www.youtube.com/watch?v=Grs3-JBf5G4>

VIEWING E-RATER RESULTS

The e-rater® grammar feedback technology, developed by ETS®, automatically checks submissions to an assignment for grammar, usage, mechanics, style and spelling errors; providing in-depth feedback with on paper marks. To use e-rater® technology for an assignment it must be enabled during assignment creation.

1. Click the **e-rater** icon to view feedback.



2. The e-rater® side panel displays the five trait categories and the number of each type of mark found for the paper.

e-rater® Results		×
<input checked="" type="checkbox"/> Grammar	4	
S/V	0	
Run-on	1	
Garbled	0	
Possessive	0	
Verb	0	
Pronoun	0	
Word Error	0	
Proofread	2	
Frag.	1	
<input checked="" type="checkbox"/> Mechanics	1	
Proper Nouns	0	
Compound	0	
Dup.	0	
Missing Apos.	0	
Missing Punc.	1	

3. If you click on an e-rater comment in the body of the paper, you will see more information on the error.



4. If you click on 'View Handbook', an instructional guide on the particular error will be displayed.

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Writer's Handbook

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Grammar

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- [Verb Form Errors](#)
- [Pronoun Errors](#)
- [Possessive Errors](#)
- [Wrong or Missing Word](#)
- [Proofread This!](#)

RESUBMITTING ASSIGNMENTS AFTER EDITING

You may resubmit your assignment for checking numerous times.

1. To resubmit, go to the Class homepage and click the '**Resubmit**' button.

The screenshot shows the Turnitin Class Homepage. At the top is the Turnitin logo. Below it are tabs for 'Class Portfolio' and 'Calendar'. A navigation bar indicates 'NOW VIEWING: HOME > STUDENT USE'. A welcome message states: 'Welcome to your new class homepage! From the class homepage you can see all your assignments for your class, view additional assignment information, submit your work, and access your papers. Hover on any item in the class homepage for more information.' Below this is a dark header labeled 'Class Homepage'. A text block explains: 'This is your class homepage. To submit to an assignment click on the "Submit" button to the right of the assignment name. If the Submit button is grayed out, no submissions can be made to this assignment. If resubmissions are allowed the submit button will read "Resubmit" after you make your first submission to the assignment. To view the paper you have submitted, click the "View" button. Once the due date has passed, you will also be able to view the feedback left on your paper by clicking the "View" button.' Below this is a table titled 'Assignment Inbox: Student Use'.

	Info	Dates	Similarity	
Assignment Check for Student Use		Start 15-Nov-2018 10:29AM Due 15-Nov-2025 11:59PM Post 15-Nov-2025 11:59PM	99%	Resubmit

2. You will follow the same procedure to re-upload as you did for the first upload of the file.

When resubmitting, you will see the following warning message. Click the '**OK**' button.

The dialog box has a title bar that says 'www.turnitin.com says'. The text inside reads: 'You have already submitted a paper to this assignment and a Similarity Report was generated for your submission. If you choose to resubmit your paper, your earlier submission will be replaced and a new report will be generated. After 3 resubmissions, you will need to wait 24 hours after a resubmission to see a new Similarity Report.' At the bottom right are two buttons: 'OK' (highlighted with a red box) and 'Cancel'.

When the new Similarity Report is ready, the new score will display on the Assignment List page.

3. Click the Similarity Score to view the new Similarity Report (reviewing section "Interpreting the Similarity Report").

[END OF DOCUMENT]