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

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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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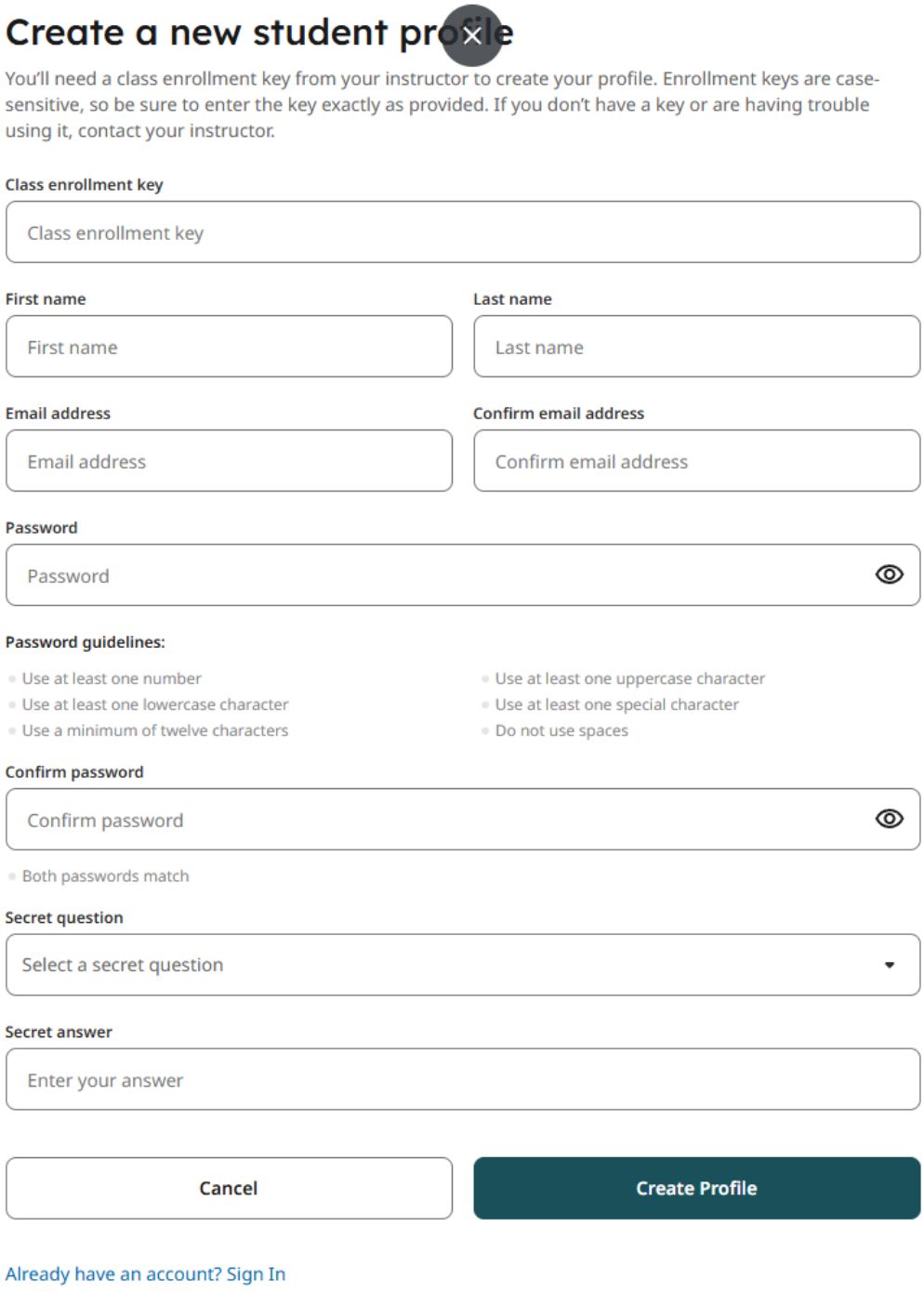
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SETTING UP A STUDENT ACCOUNT

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

1. Navigate to the turnitin website in your browser. You will find the link on Turnitin.com > Create Account
2. Fill in the your details using your Fleming email.

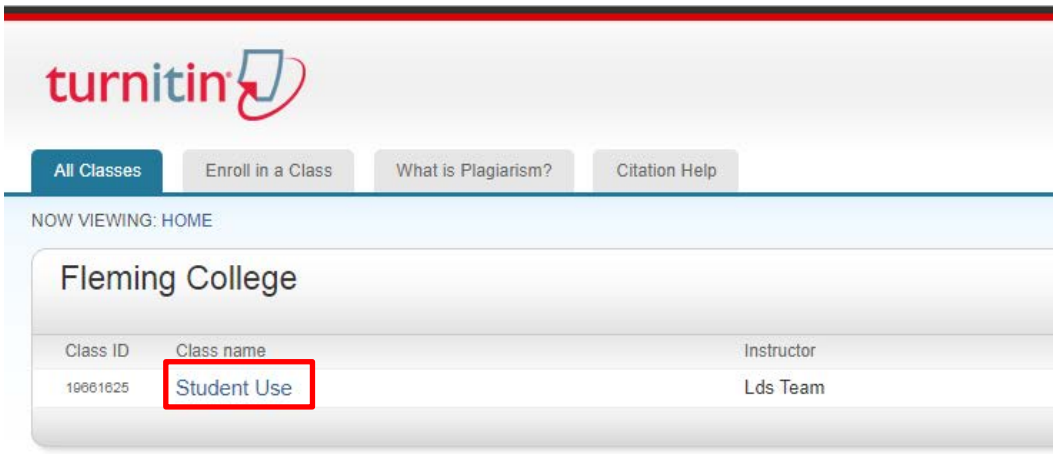
You can find the Class Enrollment key on the library website.



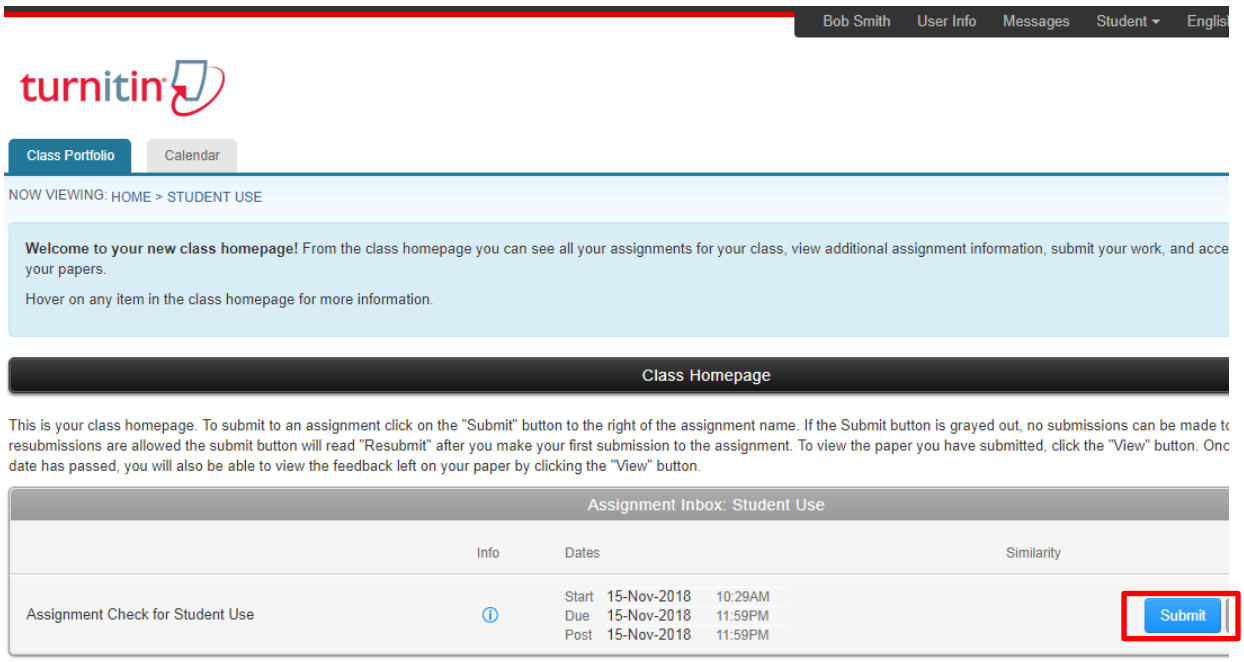
UPLOADING AN ASSIGNMENT

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.

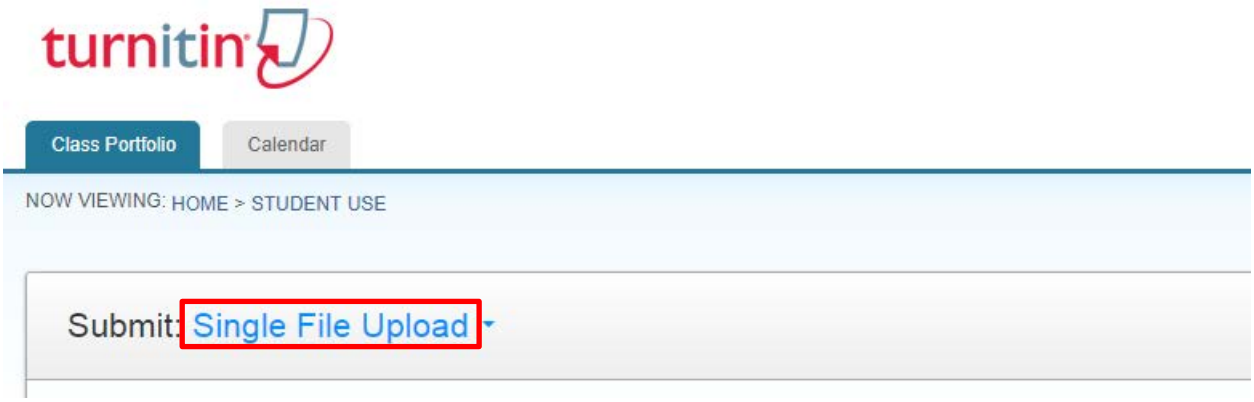
1. Select the name 'Student Use' to open the assignment inbox.



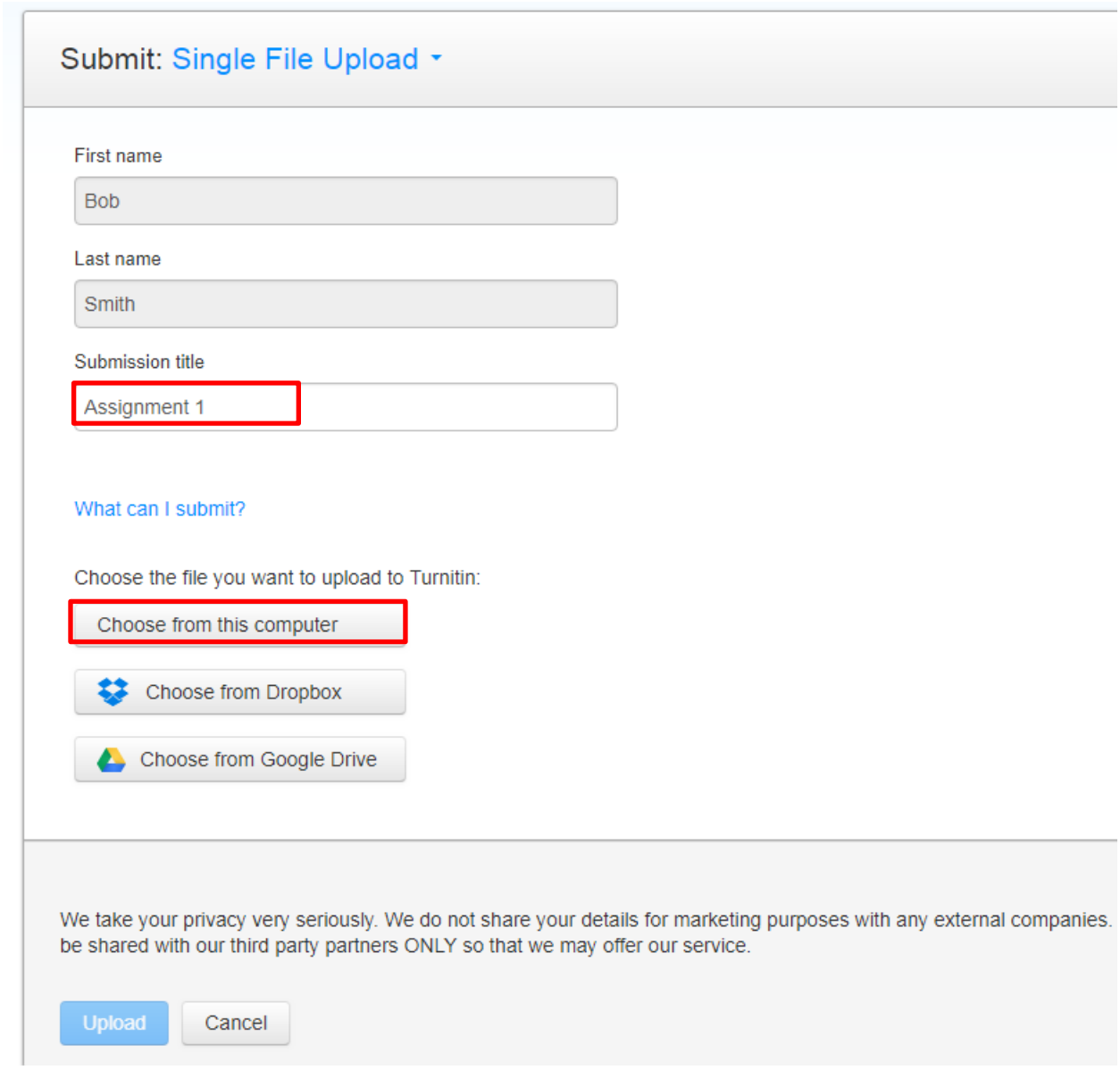
2. Select the blue '**Submit**' button when you are ready to upload your file to Turn It In.



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



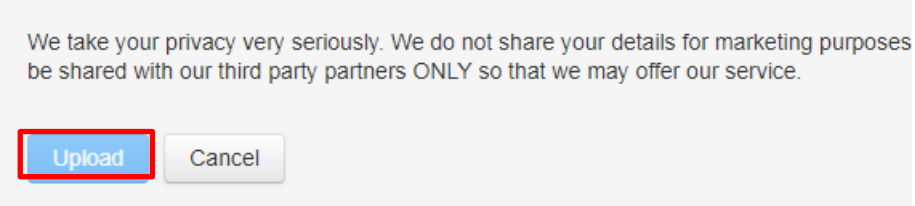
4. Enter a title for your paper.
5. Select '**Choose from this computer**' to pick a file that you have saved on your computer. If your file exists in Google docs or Dropbox you can upload directly from there.



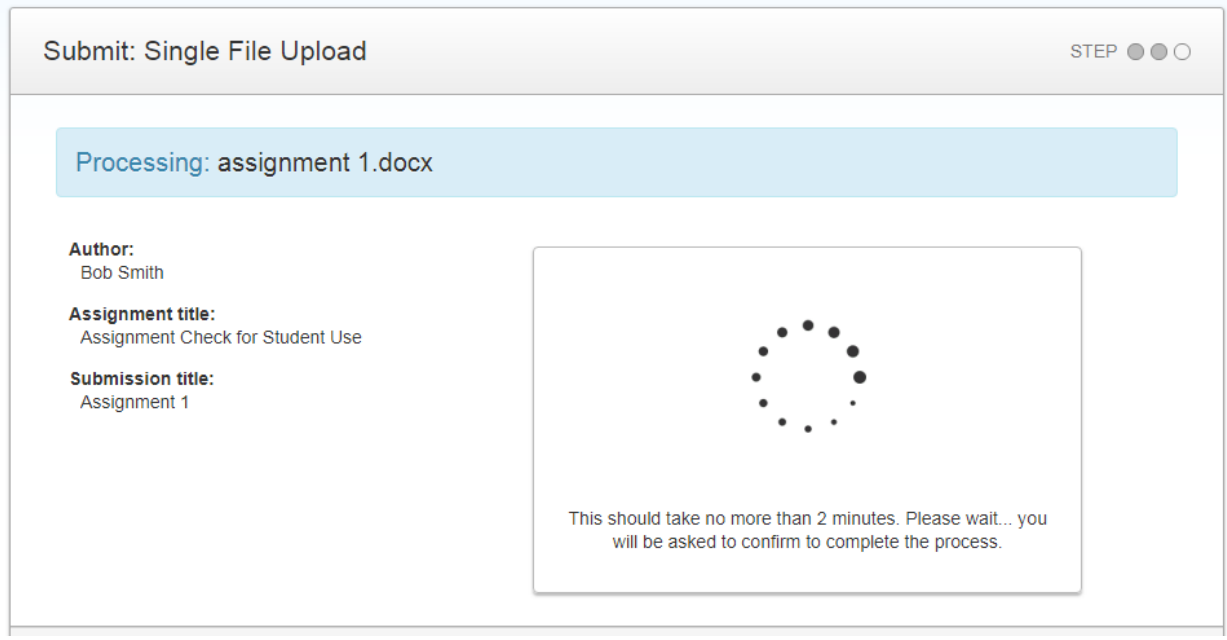
Turn It In accepts submissions in these formats:

- 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)

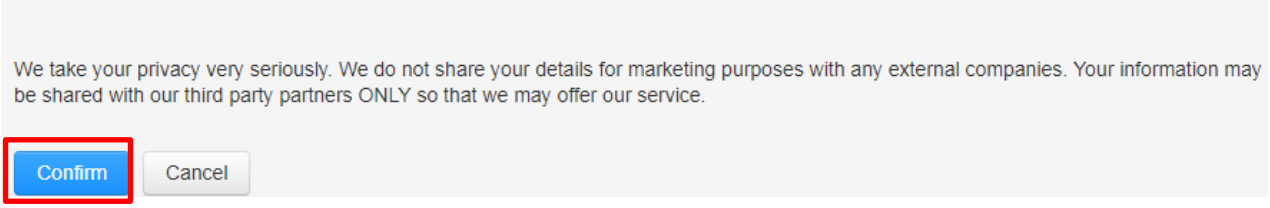
6. Once you've selected your file, select the Upload button to upload your paper.



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

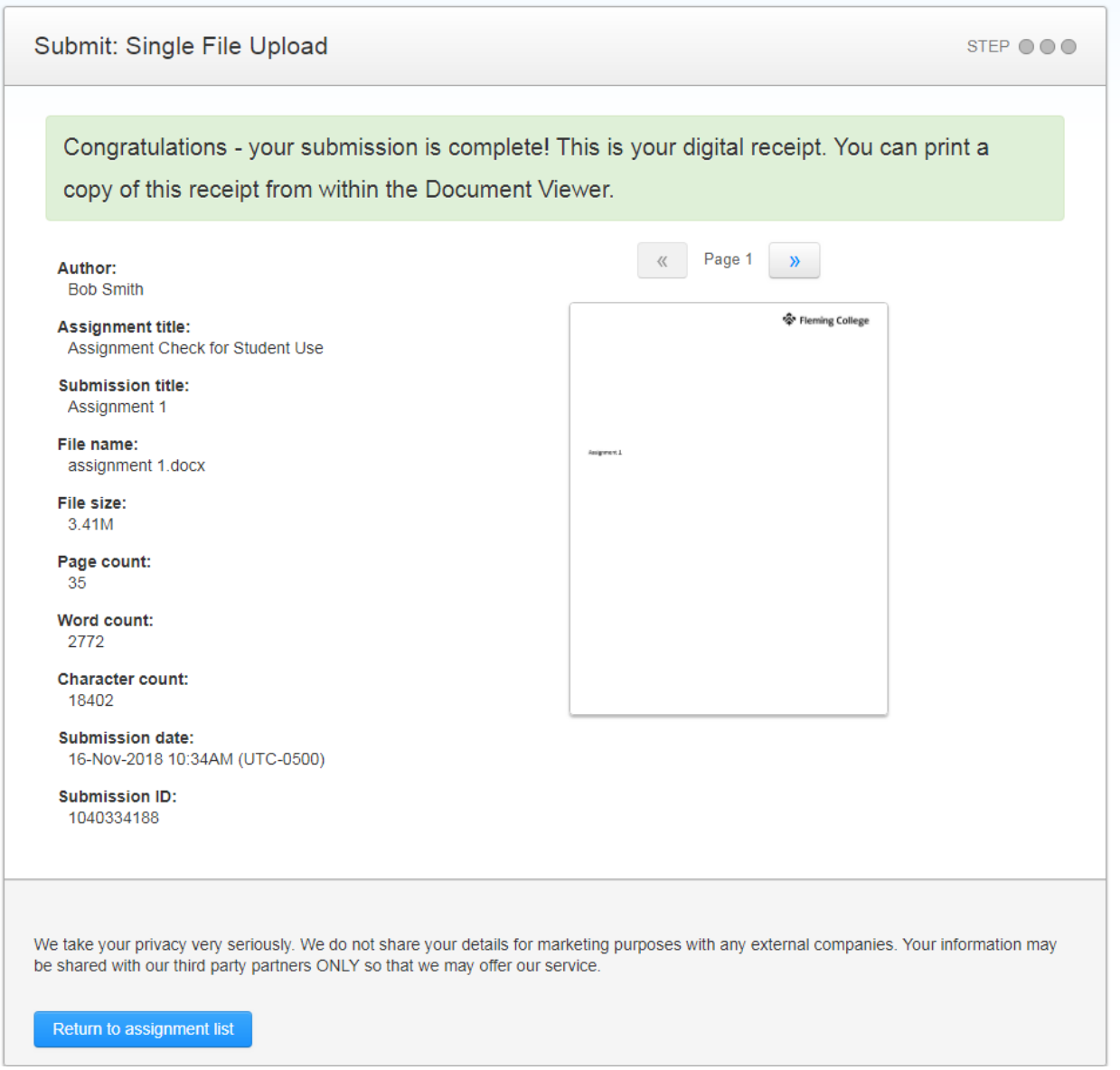


8. You will be shown a preview of the paper. If everything looks good, select the '**Confirm**' button to upload the paper for the similarity check. Your submission is not complete until you've confirmed your submission.



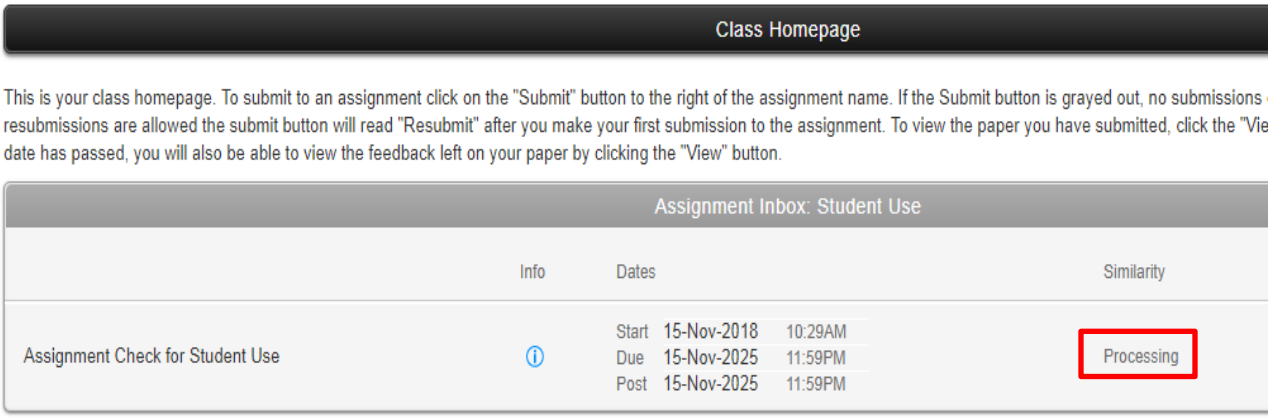
If your submission is successful, you'll see your digital receipt. You can print this page or view it later from within Turn It In Feedback Studio. We'll also email you a copy to your email address.

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



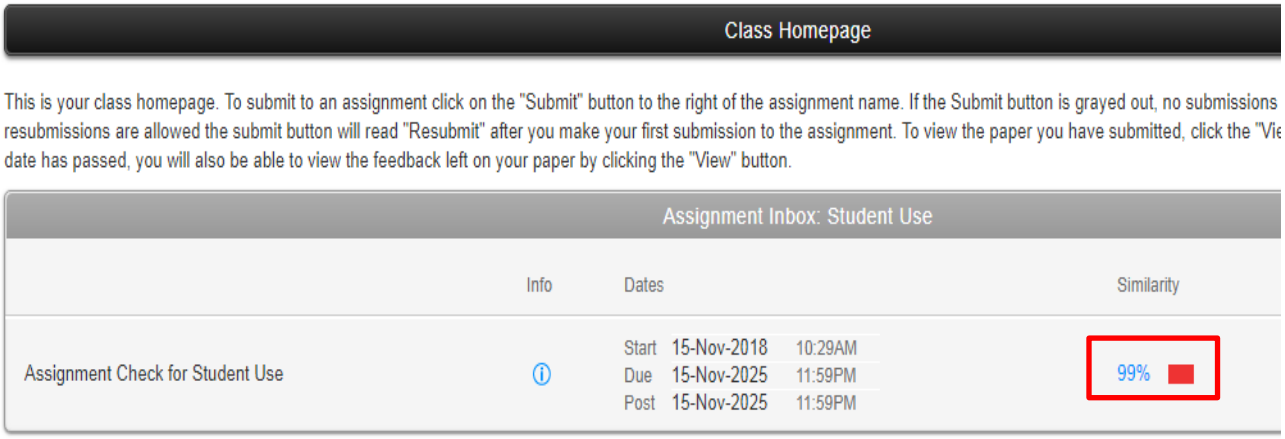
VIEW THE SIMILARITY REPORT

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.



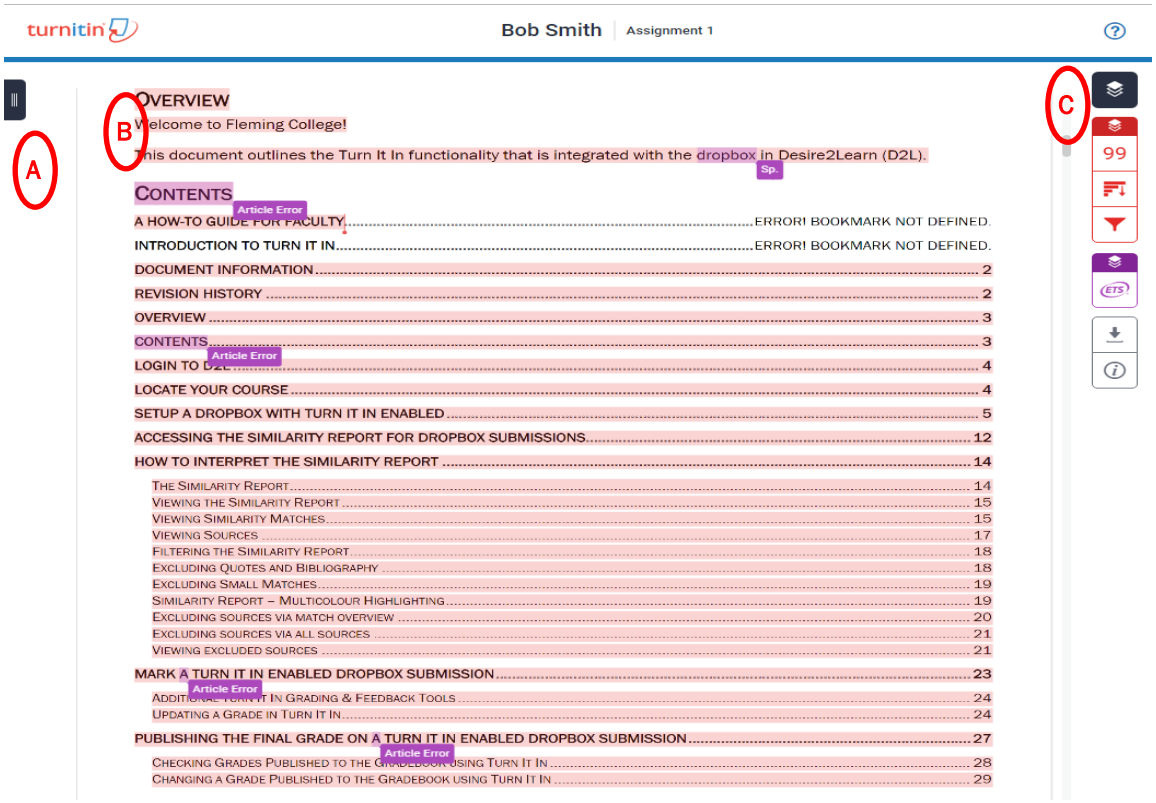
When your Similarity Report is ready, the score and a coloured bar will appear.

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



Your Similarity Report will display in a separate window.

How to Interpret the Similarity Report



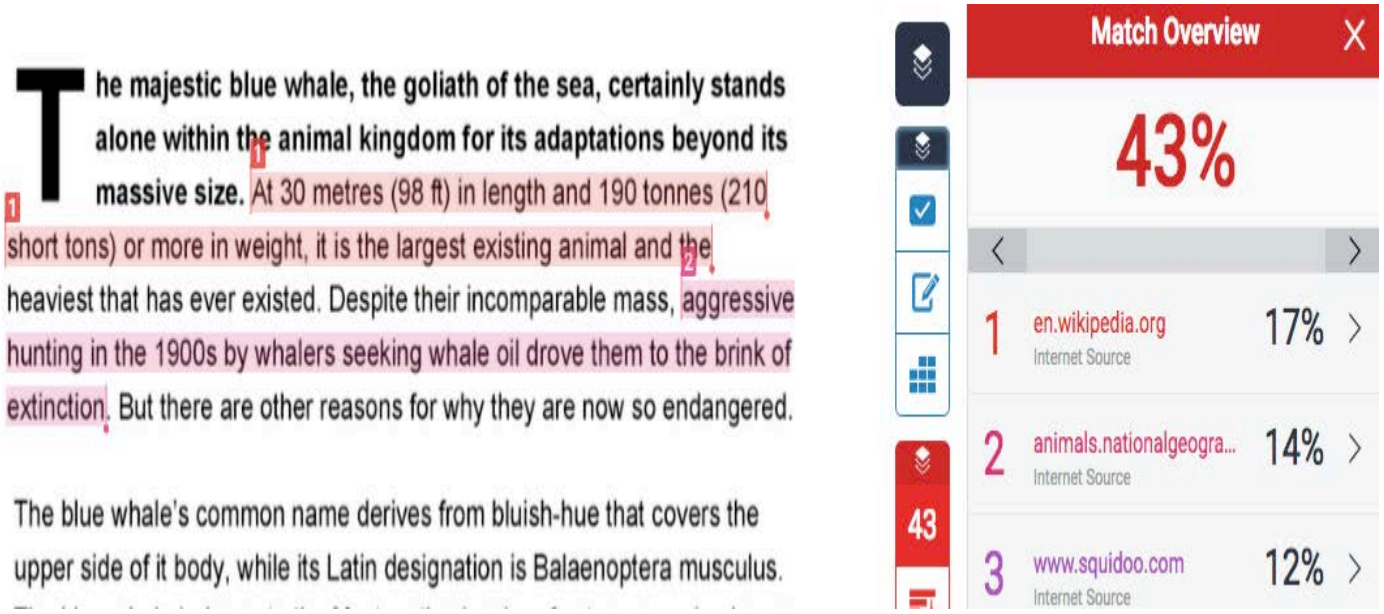
	Legend	
A Body of the student paper	B Content match to another work	C Layer filters
This is the area where the content of the student's paper will display. You can use your mouse wheel or the scroll bar to advance through the content.	Where Turn It In finds content in the student paper that matches another 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 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.

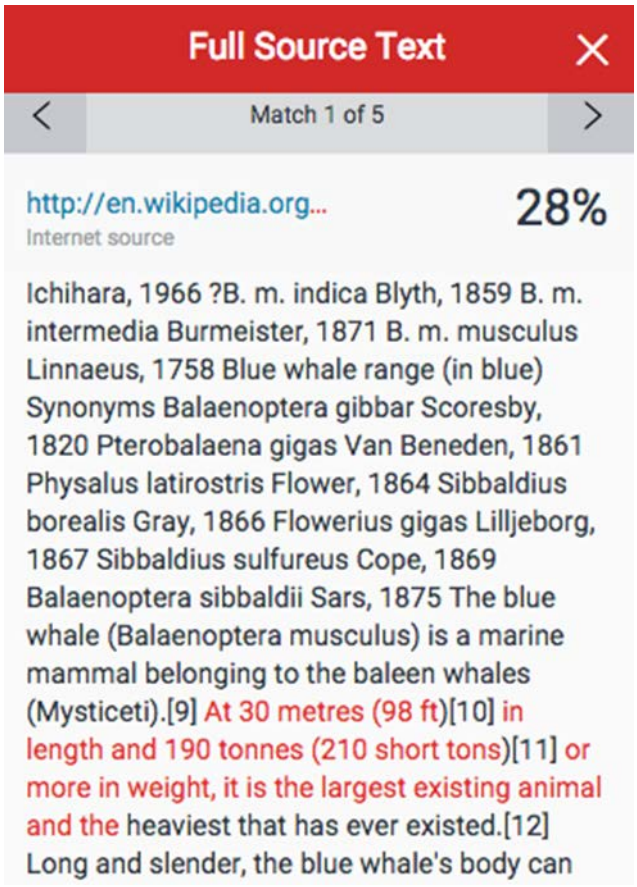
4) The match breakdown will display all sources identified for each match. To view the sources on-paper, simply click on any source in the Match Breakdown.

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

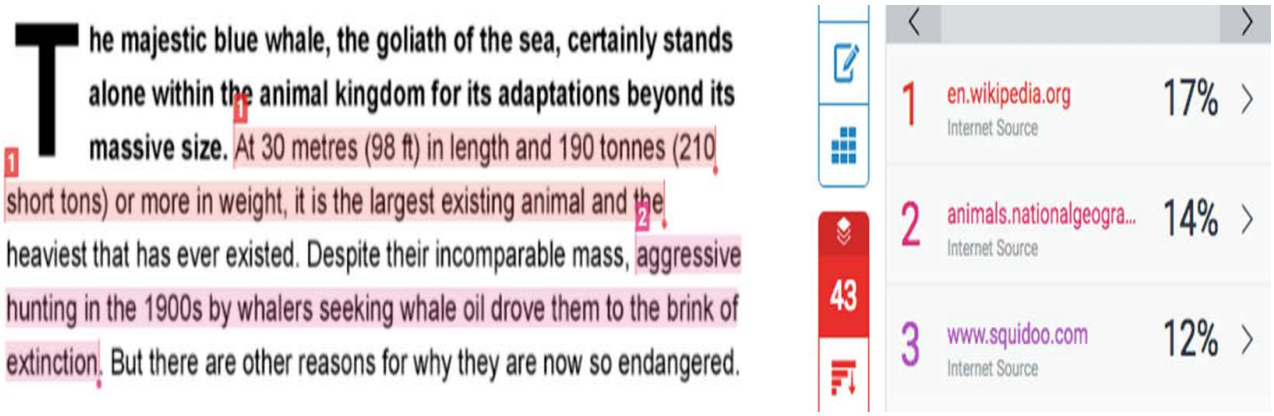
1) To exclude text from the similarity report according to its size, click the red **filter** icon from the similarity toolbar. If the similarity layer was inactive, it will now be activated, highlighting all on-paper matches.



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.

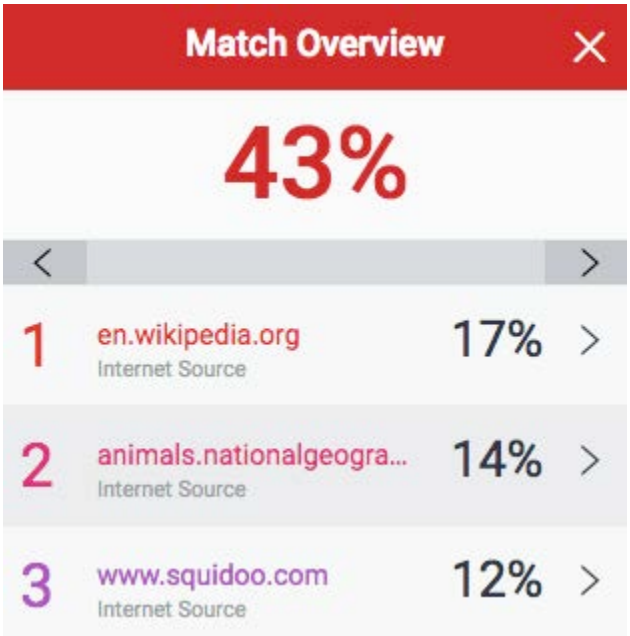
SIMILARITY REPORT – MULTICOLOUR HIGHLIGHTING

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.



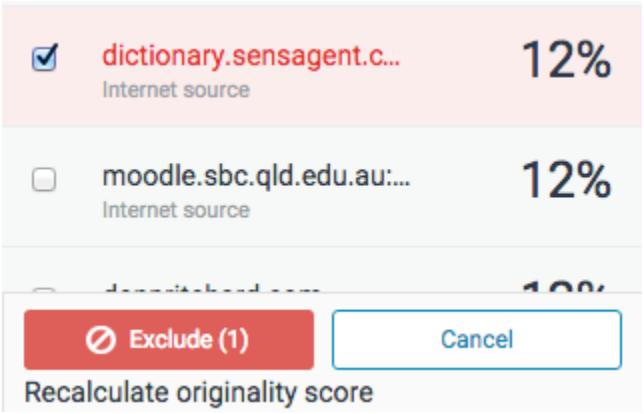
EXCLUDING SOURCES VIA MATCH OVERVIEW

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.



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.

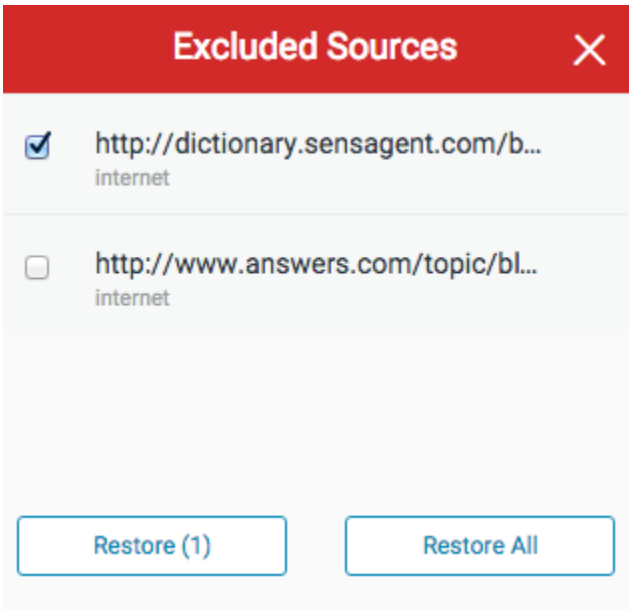
   By clicking the Exclude (x) button, this will recalculate the similarity score.

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

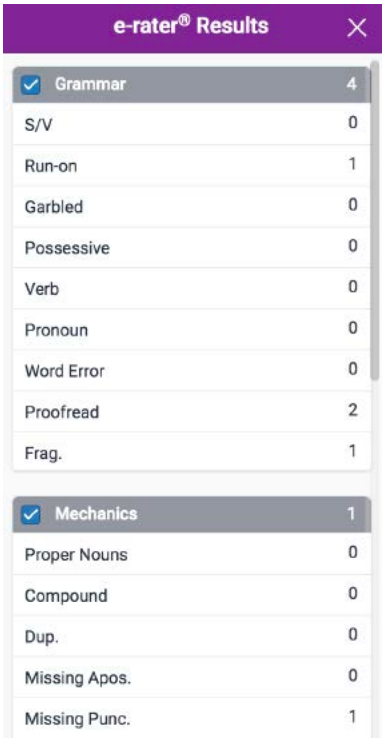
VIEWING E-RATER RESULTS

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.



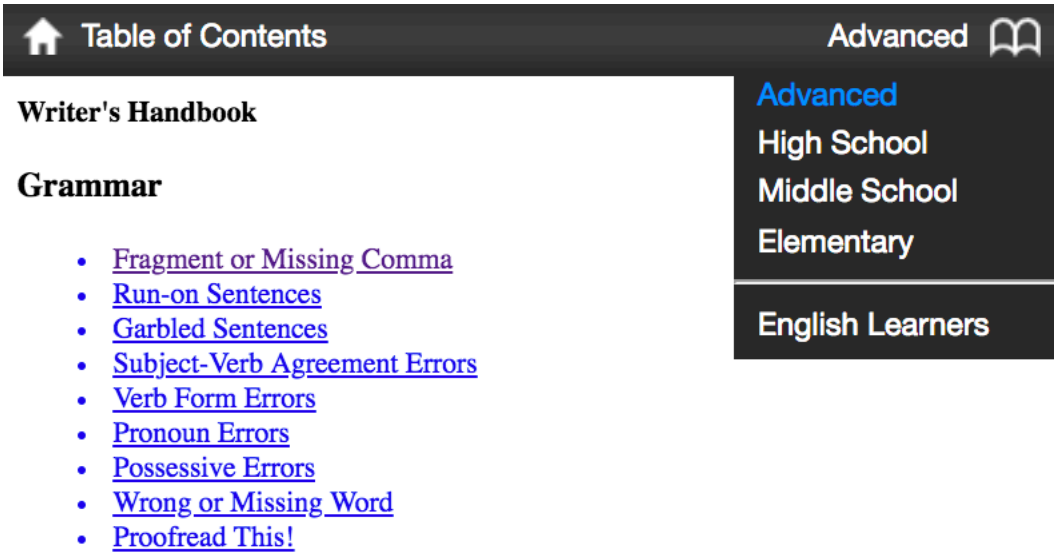
2. The e-rater® side panel displays the five trait categories and the number of each type of mark found for the paper.



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



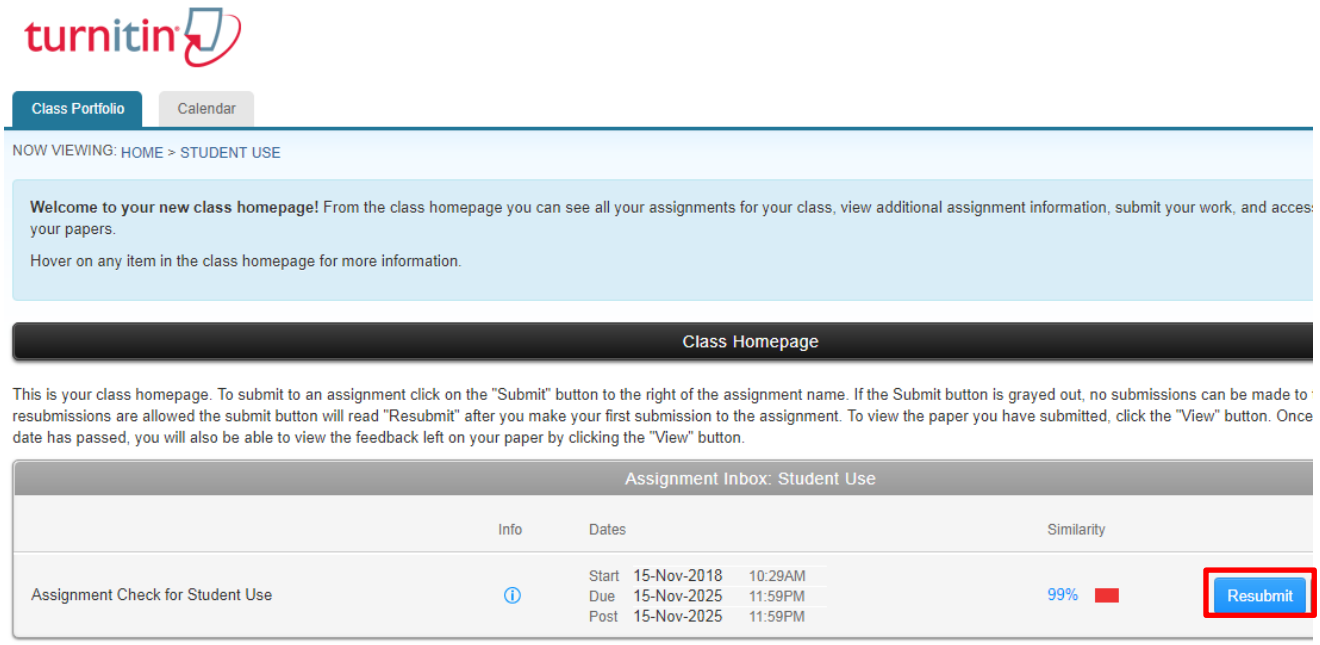
4. If you click on '**View Handbook**', an instructional guide on the particular error will be displayed.



RESUBMITTING ASSIGNMENTS AFTER EDITING

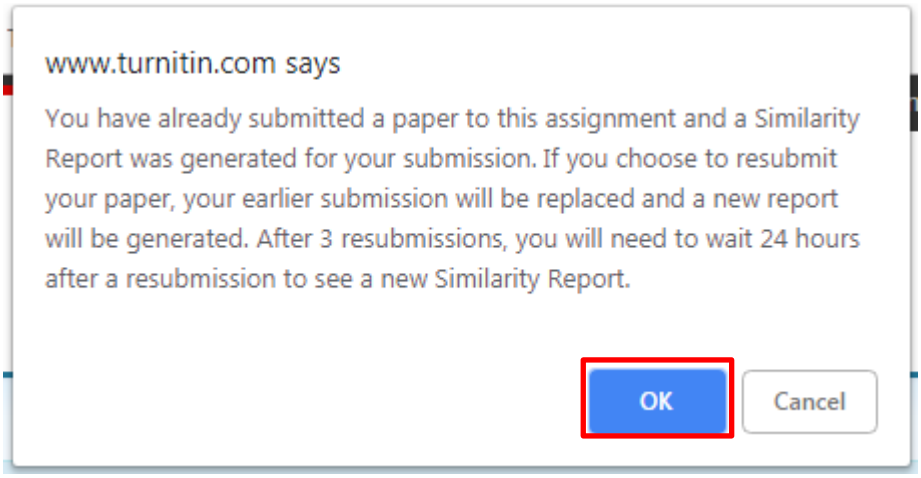
You may resubmit your assignment for checking numerous times.

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



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.



   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]