

Turnitin User Guide (Instructor)

2023



Catalog



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





About Turnitin

- The only comprehensive solution for preventing multiple forms of plagiarism, grading assignments, and safeguarding your institution's reputation.
- Turnitin is used by 40 million students and 16,000 institutions worldwide.

Multilingual Content for Comparison

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

Online Feedback & Grading

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



Originality Checking

Content database: current and archived internet student papers, publications; Exclusive partnership: Crossref 1,300+ top publishers around the world.

E-Rater Grammar Checking

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



About Turnitin



Exclusive Relationship: CrossRef

Turnitin content is trusted and used exclusively by 1300+ top publishers

American Chemical Society American Institute of Physics American Physical Society Elsevier



Institute of Physics Lippincott Williams & Wilkins

Nature Publishing

Ovid

Oxford University Press Sage Publications

Springer

Taylor & Francis Wiley Blackwell



















3 Primary Databases



99 billion

current & archived web pages



1.8 billion

Student paper submissions



89 million

Articles &

X Eci

56 k Journals





About Turnitin

Turnitin Account Levels:

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

Turnitin Procedure:

Instructor

- Creating classes
- Enrolling students
- Adding assignments

Student



- Making a submission
- Checking the Similarity Report

Instructor



- Reviewing papers & Similarity Reports
- Giving feedback & grades

Student

Reviewing grades and feedback





Turnitin Account Registration

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



1	turnitin
Accou	ınt Setup
To set up your a name. Email Addres	account, please enter your email address and last name or family
Last Name or	Family Name
	nformation in your Turnitin welcome email. sve access to this email, ask your Turnitin instructor to look up your email
	an instructor, please refer to your Turnitin administrator for this information.

3	turnitin
Create	Your Password
	o your account, please enter a password. ust be between 6 and 12 characters in length, containing at least number.
	>
Confirm Passwo	ord
••••••	
Create Pas	<u>Cancel</u>

Login, Set up your secret question & Agree to the End User License Agreement

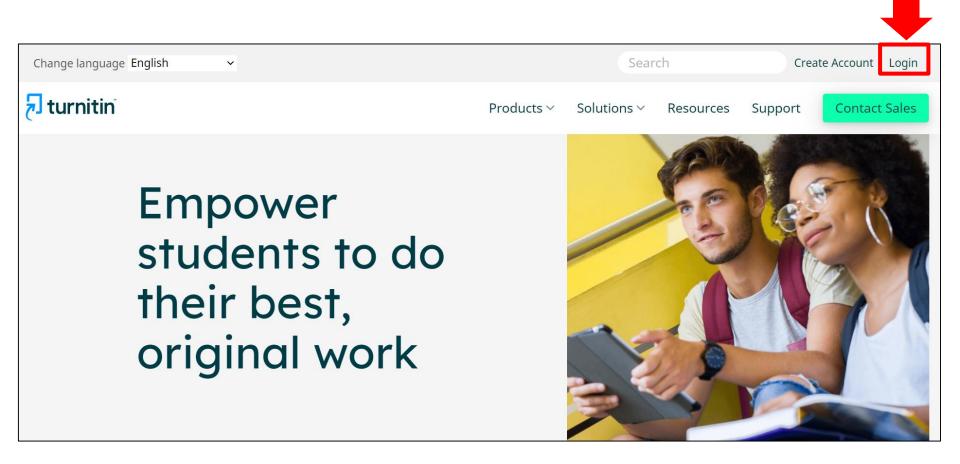




Access website: www.turnitin.com

or directly use Login Link:

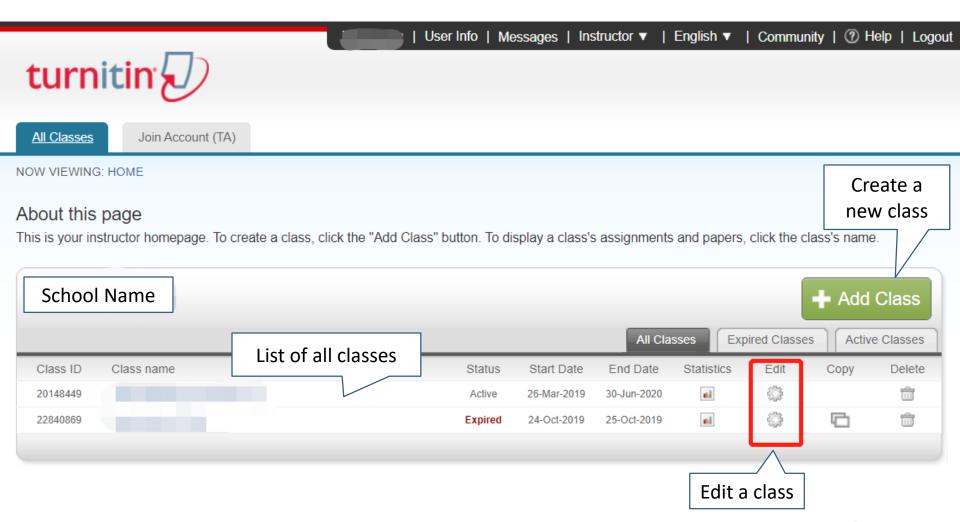
https://www.turnitin.com/login_page.asp?







Instructor Homepage







Create a class

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

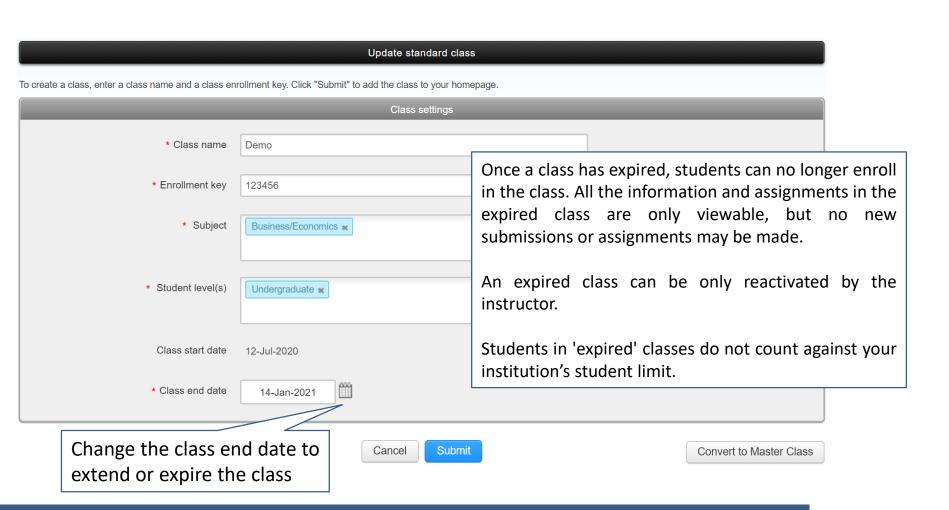
Create a new class					
To create a class, enter a class name and a class enrollment key. Click "Submit" to add the class to your homepage.					
	Class	settings			
* Class type	Standard v				
* Class name					
* Enrollment key					
* Subject area(s)	Select subject(s)		-		
* Student level(s)	Select student level(s)		Click submit to add the	class	
Class start date	10-Mar-2020		Class information wil		
* Class end date	11-Sep-2020		displayed in a pop-up w containing the ID and enro		
	Cancel	Submit	password for confirmation	•	





Edit a class



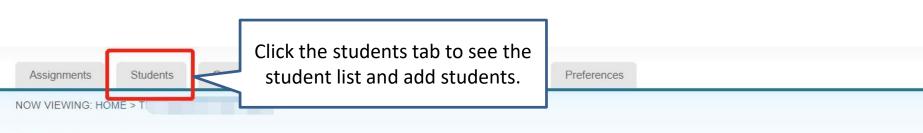


NOTE: While it isn't possible to immediately expire a class, you can make a class inactive in the near future by changing its end date to tomorrow. When tomorrow passes, the class will have expired.





Class Homepage



About this page

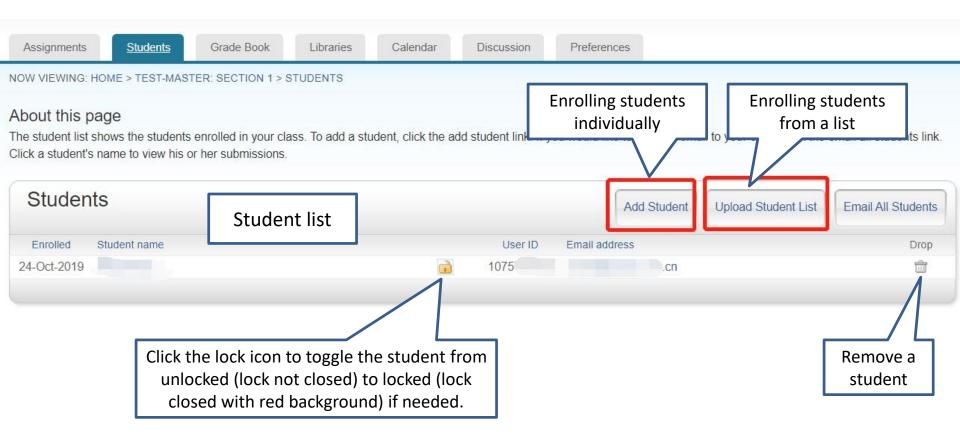
This is your class homepage. Click the "Add assignment" button to add an assignment to your class homepage. Click an assignment's "View" button to view the assignment inbox and any submissions that have been made to the assignment. You can make submissions by clicking on the "Submit" option in the assignment's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

_	START	DUE	POST	STATUS	ACTIONS	
PAPER	30-Mar-2019 21:57PM	17-Feb-2020 15:00PM	17-Feb-2020 15:05PM	2 / 1 submitted	View	More actions ▼
PAPER	31-Jul-2019 11:16AM	07-Aug-2019 23:59PM	List of as	signments	View	More actions ▼





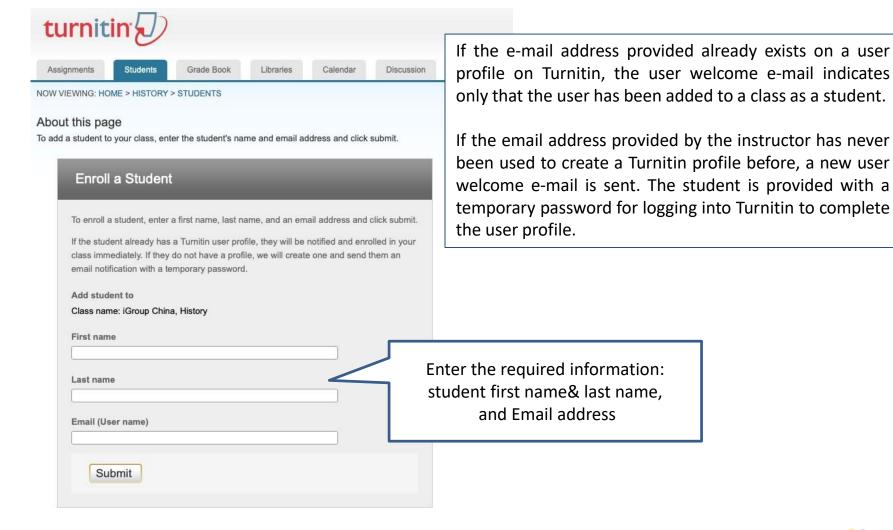
Student List & Management







Enrolling Students Individually



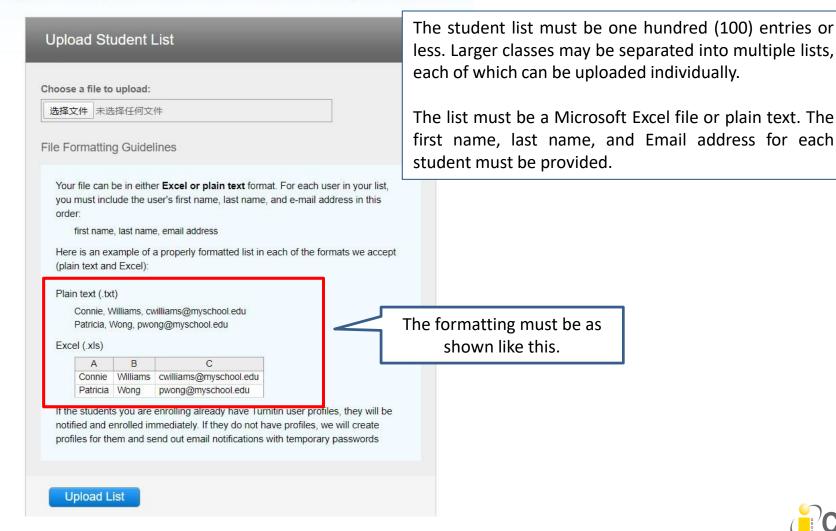




Enrolling Students from a List

About this page

To upload a student list, click the browse button and select a file. Click submit to upload the list of students.







Resending Student Welcome Emails

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

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

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

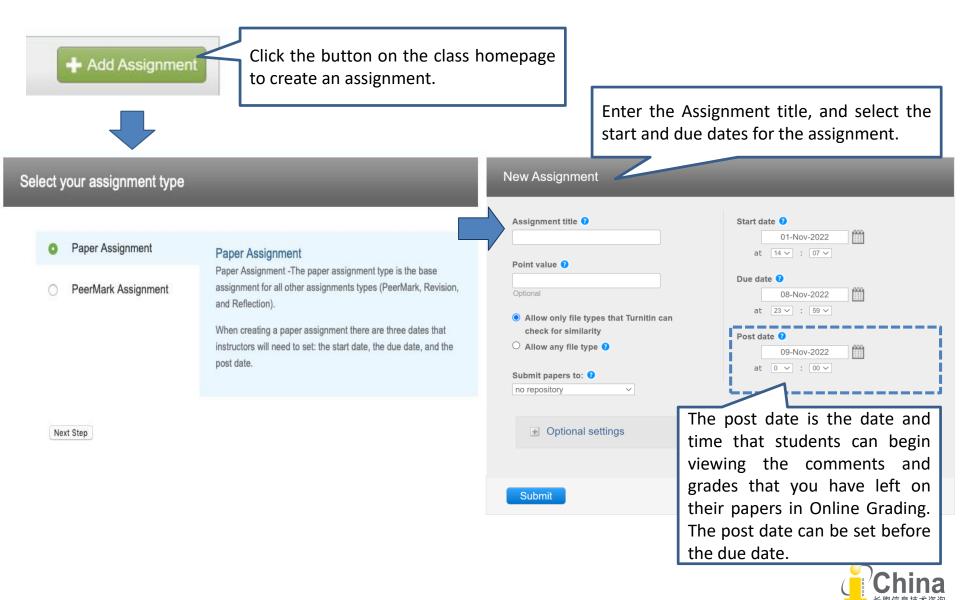
To re-send the confirmation email, click on the pink highlighted date to the left of the student name.

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





Creating a Paper Assignment





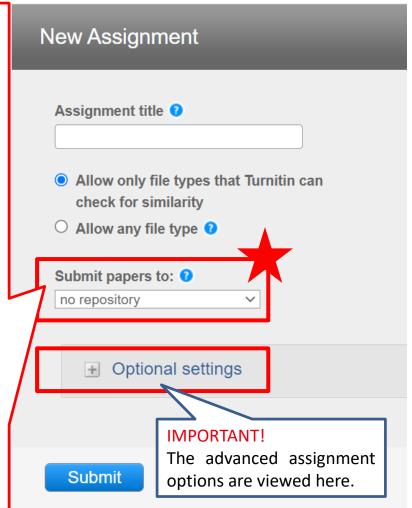
Creating a Paper Assignment

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

Repository Options:

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

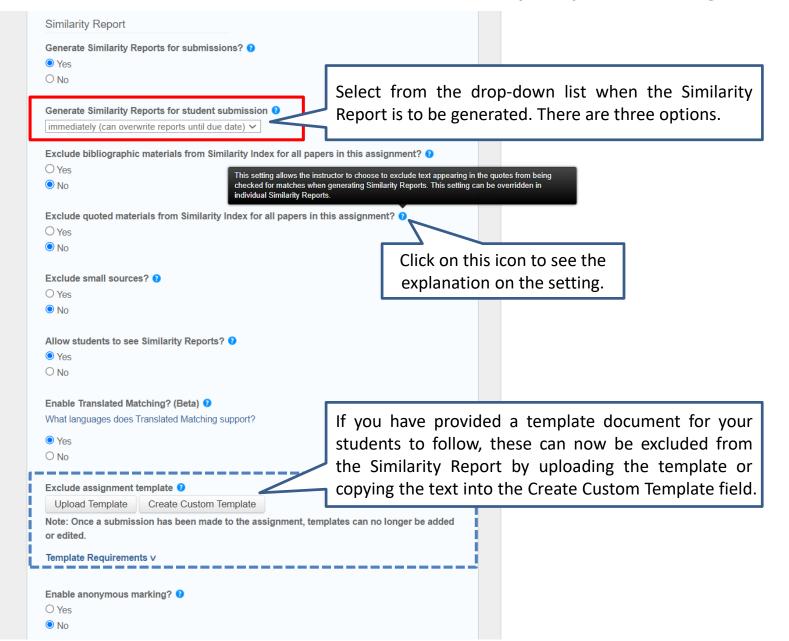
Papers in "Standard Paper Repository" will be used as match sources by any of Turnitin users. If you don't want anyone outside you school to use the paper as a match source, please choose institutional repository or no repository.







Advanced Similarity Report Settings





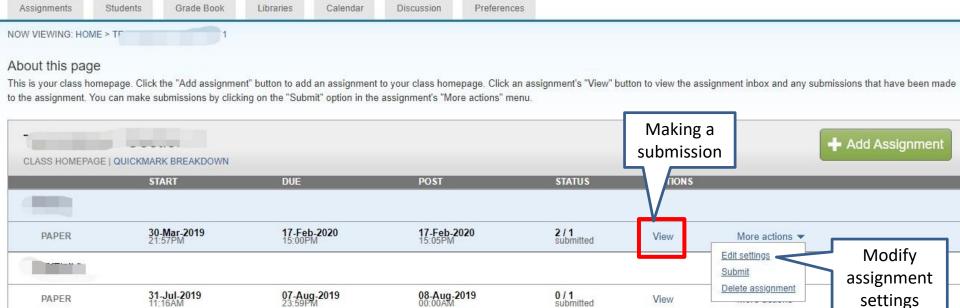


Enable Online Grading & e-rater

Online grading	
Note: students will be able to view the attached rubric/form and its content prior to submitting No rubric/form ▼ Launch Rubric/Form Manager Find a rubric that's right for your assignment in Turnitin Teaching Tools ETS® e-rater® Settings Enable grammar checking using e-rater® technology? ● Yes No	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.
Note: Turnitin for iPad® doesn't currently support ETS® e-rater®. All viewing and management of ETS® e-rater® results must be completed through Turnitin directly.	
Select ETS® handbook High School Select English Dictionary US English Dictionary UK English Dictionary Both US and UK English Dictionaries Categories enabled by default 1	ETS e-rater provides instructors with the option to enable the e-rater grammar and spelling check for all submissions to the assignment.
Spelling ☑ Grammar ☑ Usage ☑ Mechanics ☑ Style	
■ Would you like to save these options as your defaults for future assignments? Submit to save all settings and	
create a new assignment	China







01-Nov-2019

1/1 submitted

View

More actions ▼

31-Oct-2019

24-Oct-2019 17:12PM

PAPER



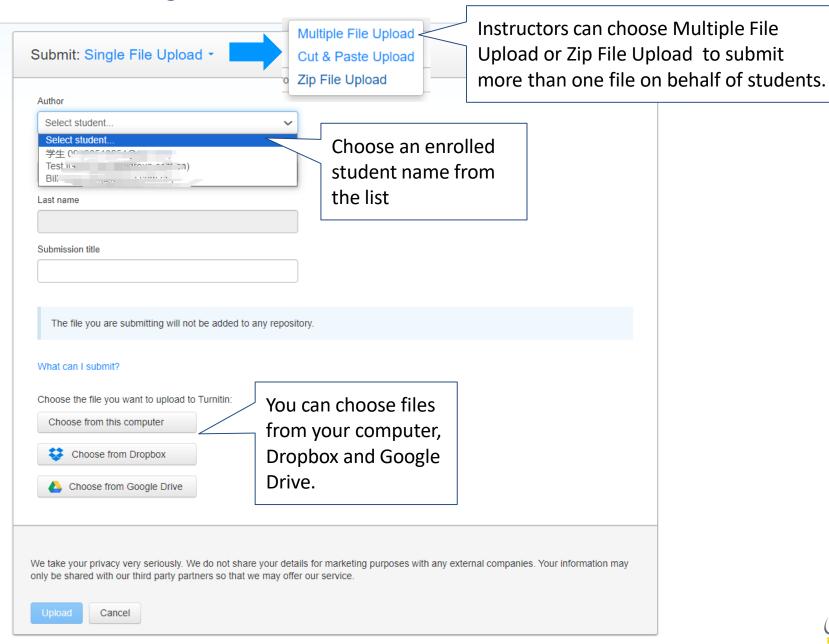


Assignments can be submitted by students themselves or teachers when they receive the students' files.



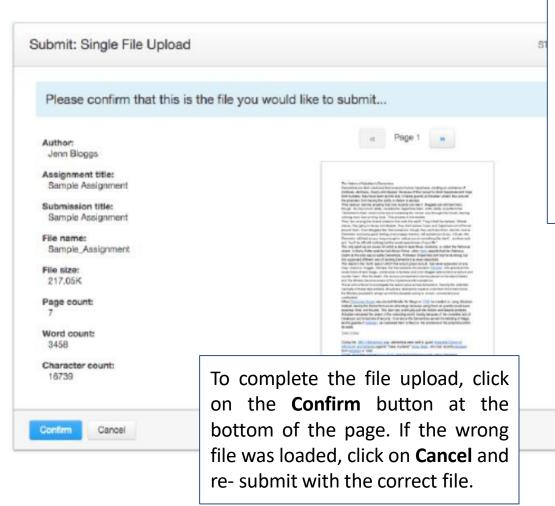










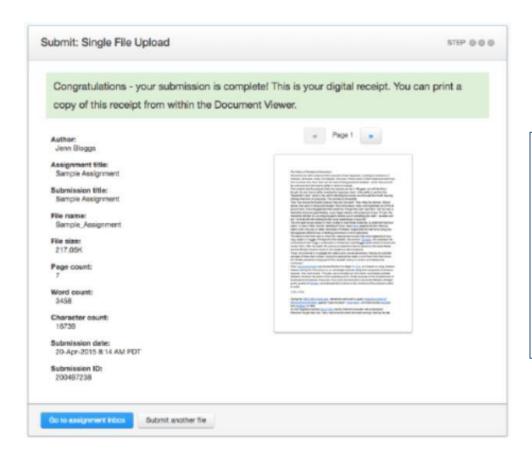


Once the paper has been uploaded, the first page of the paper being submitted is displayed. Review the text to confirm the correct file was selected. Use the arrows above the document preview to check any further pages in the document.





Digital receipt



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





Similarity Report

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

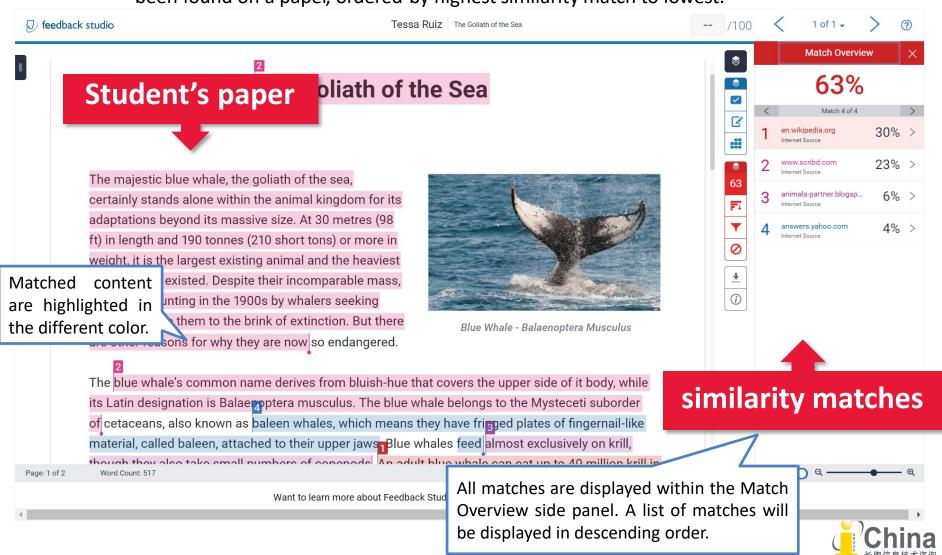






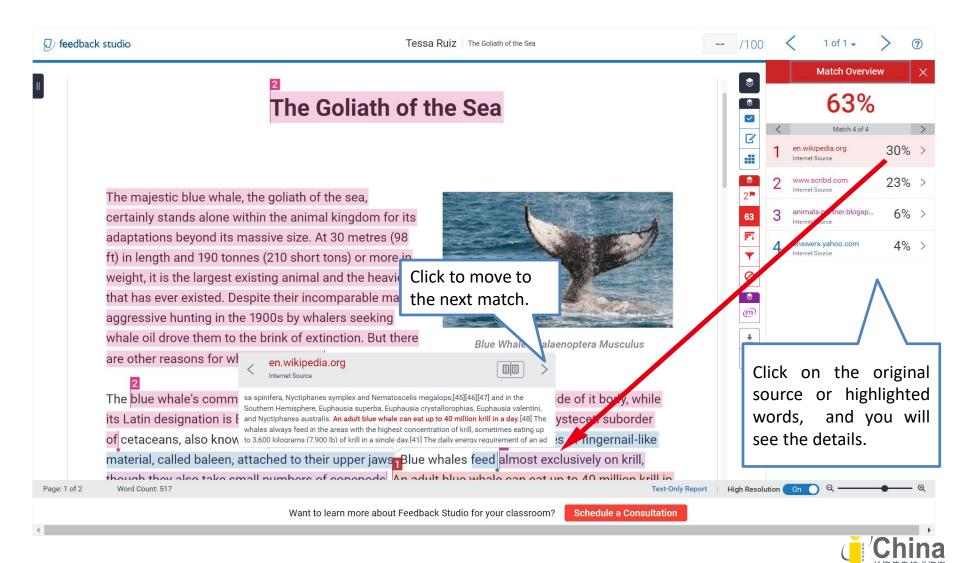
Viewing Similarity Matches

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



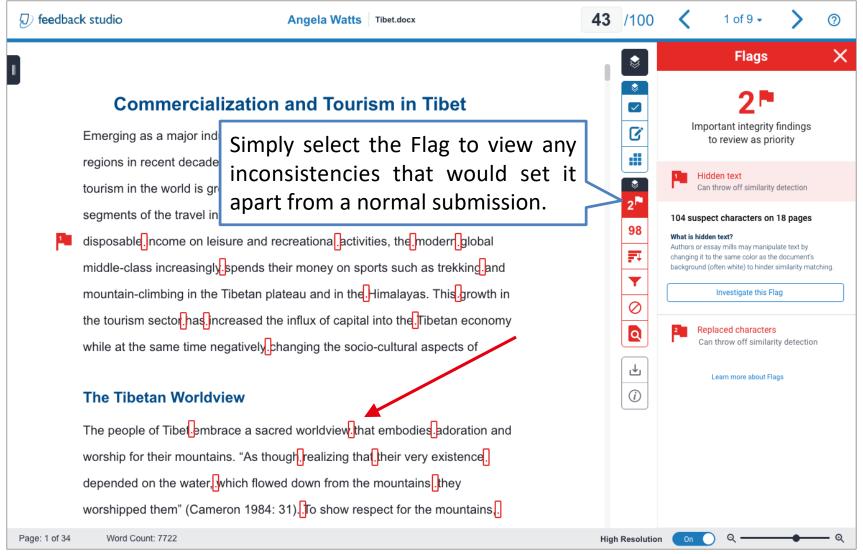


Viewing Similarity Matches





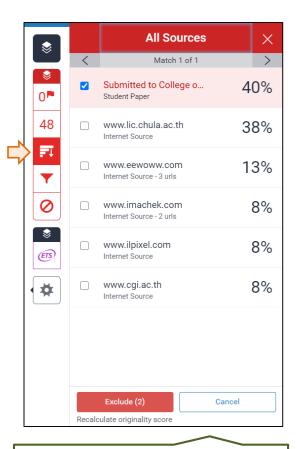
Viewing Similarity Matches



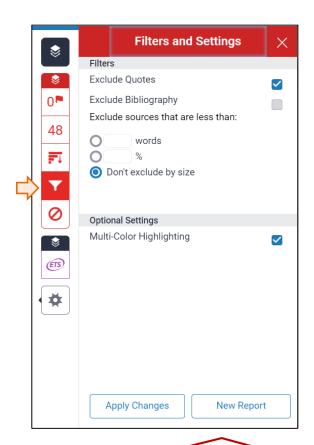




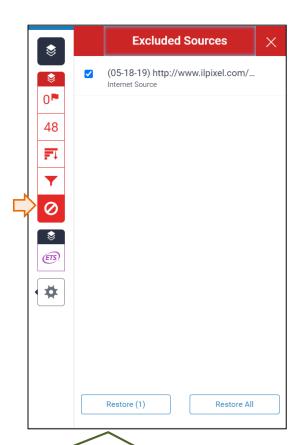
Excluding Sources



Exclude one/multiple sources



Refine the Similarity Report

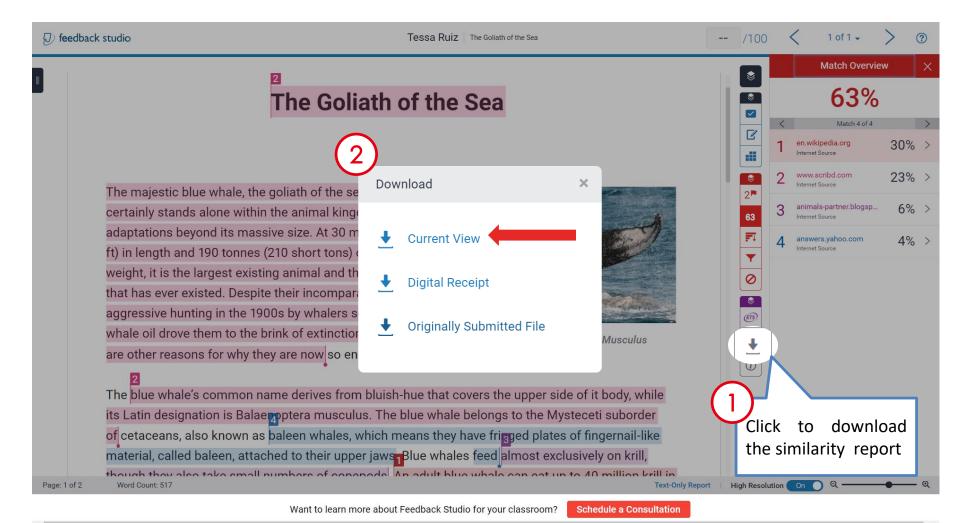


Resotre excluded sources





Downloading a PDF Report







Report in PDF Format

Test-Vicky 作者分NN 様変日期: 2019年33月30日 09:08下午 (UTC+0800) 様文作金代码: 1102602732 太郎名称: EDWOWW_Introduction.docx (13.03K) 大事名象: 33 李君名象: 1502

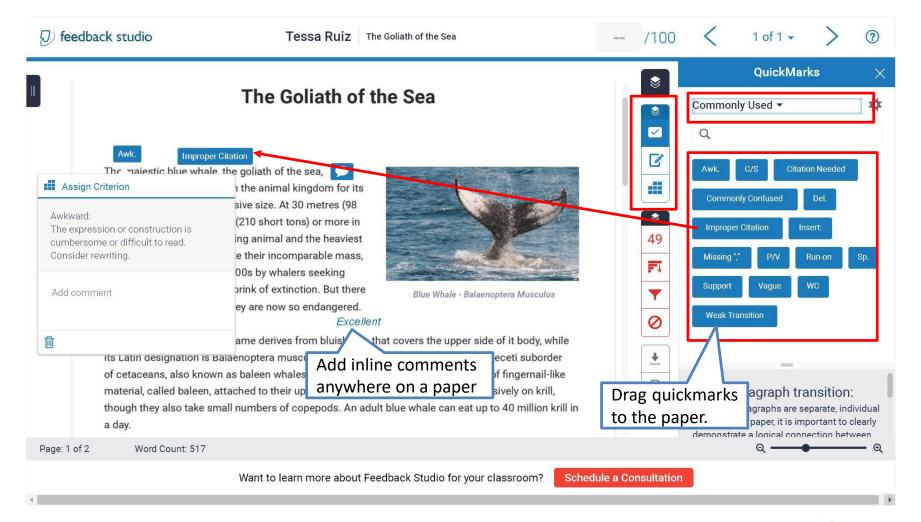








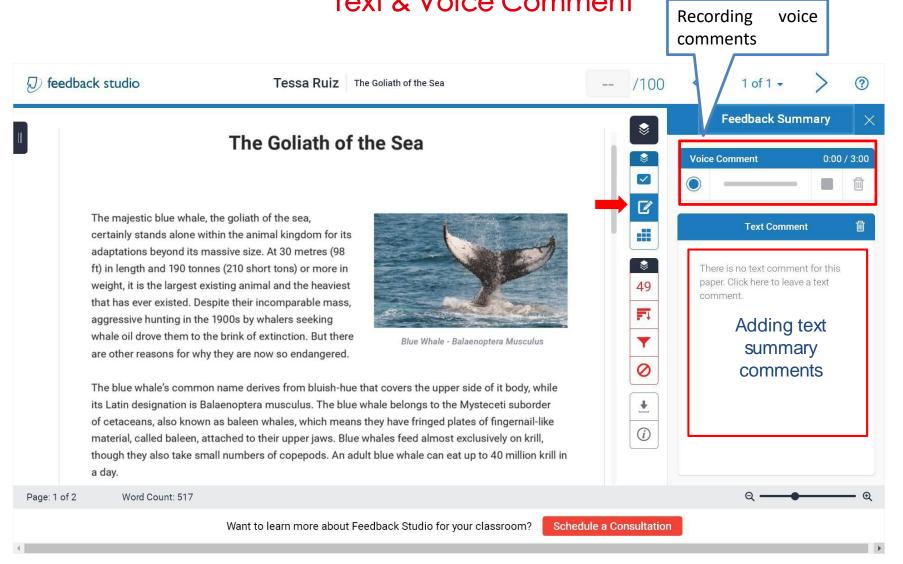
Online Feedback & Grading QuickMarks & Inline Comments







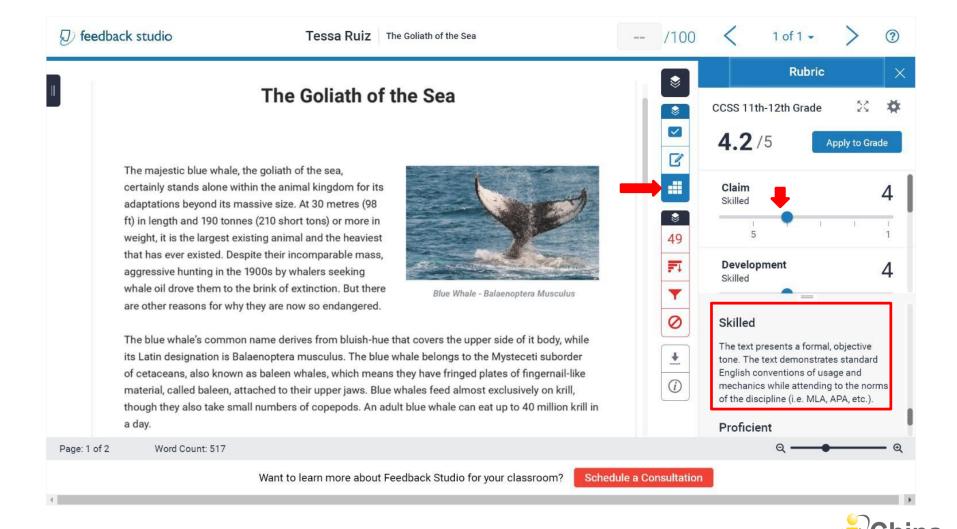
Online Feedback & Grading
Text & Voice Comment







Online Feedback & Grading Rubric

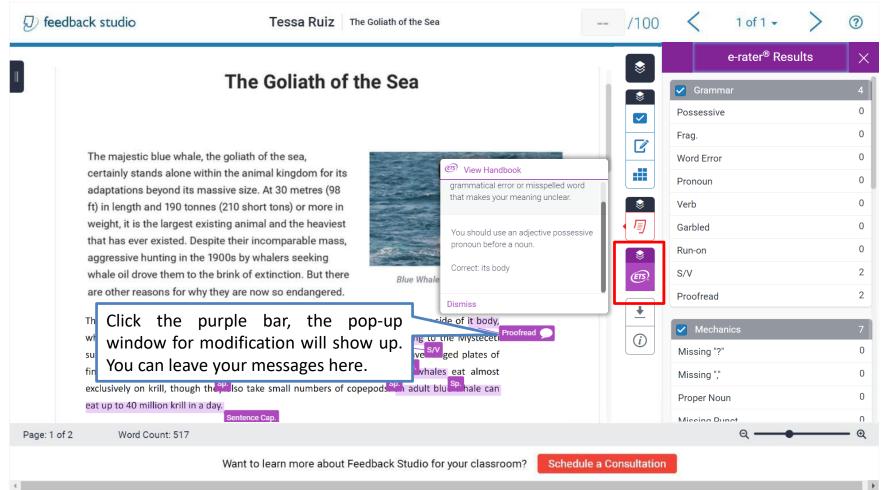




ETS e-rater

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

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

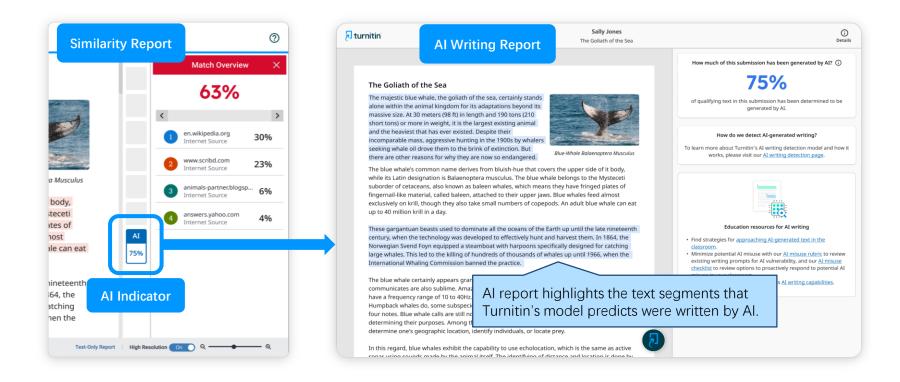




Al Writing Detection & Al indicator



- Please note, students are NOT able to see the AI indicator and report.
- The percentage on the AI writing indicator should not be used as the sole basis for action or a definitive grading measure by instructors.
- Click here to learn more about AI writing detection tool.
- The feature is available till the end of 2023.





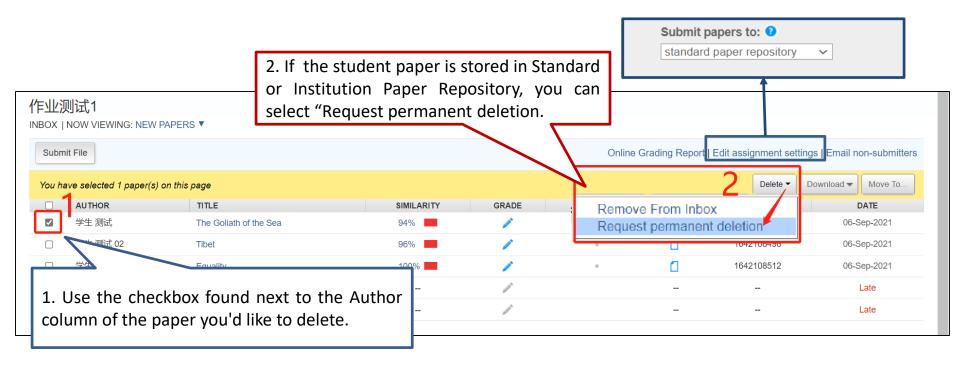


Paper Deletions Request a permanent deletion

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

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

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



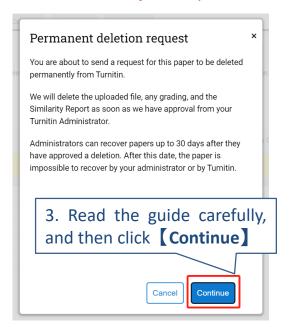




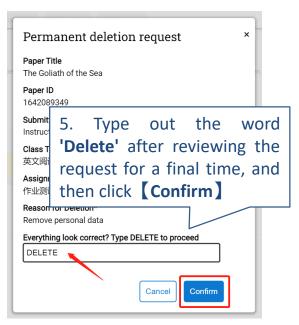
Paper Deletions Request a permanent deletion

If your request is approved by the administrator,

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









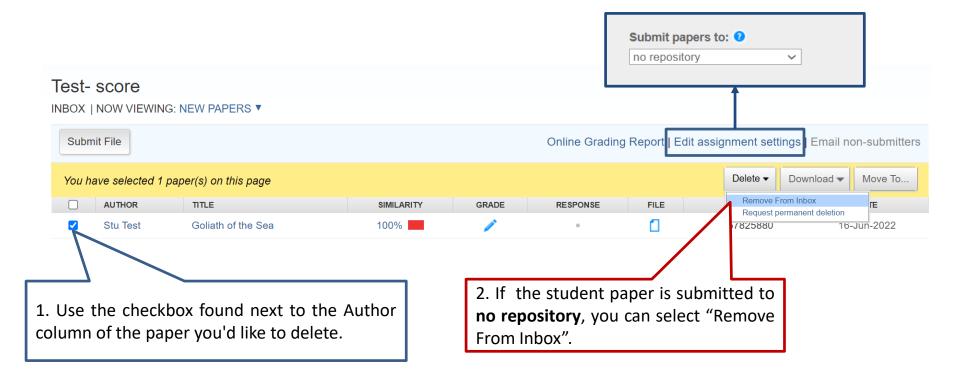




Paper Deletions Remove from Inbox

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

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









Any questions, please contact:

turnitin@igroup.com.cn

021-64453167/64454595

www.igroup.com.cn

iGroup China

Shanghai – Beijing – Guangzhou – Xi'an – Chongqing

iGroup China is the exclusive distributor of Turnitin/iThenticate in China mainland.

