

Turnitin Reliable Similarity Detection Tool

Guide for Instructors 2025



🔁 turnitin

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05 **FAQ**

Cannot upload the file

Delete the submission

Contact us





01 Sign up & Sign in

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.



Agree to the User Agreement after Step 03, and then you can use your email and password to log in.



"log in" button

01 Sign up & sign in

Access website: www.turnitin.com/login_page.asp?

🔊 turnitin

Why Turnitin Products Resources Partners Media Center ${\sf Q}$

Empower students to do their best,

original work



Support

Contact Sales





02 Manage class and assignment Switch your role Change the language to instructor Scarlett Liu | User Info | Messages | Instructor V English T | Community | ⑦ Help | Logout turnitin Join Account (TA) All Classes NOW VIEWING: HOME About this page Click on "add class" This is your instructor homepage. To create a class, click the "Add Class" button. To display a class's assignments and papers, click the class's name. iGroup China (with Originality) Add Class All Classes **Expired Classes** Active Classes Start Date End Date **Class Summary** Learning Analytics Copy Class ID Class name Status Edit Delete Test unit standard adi. ad l 0 P ŵ 24-Jul-2025 44707541 24-Jul-2024 Active Test unit master - Section ad i ad. 俞 44707528 Active 24-Jul-2024 31-Aug-2025 ÷ P 俞 Standard 1 ad. ad. 44776313 30-Jul-2024 30-Jul-2025 Active ad i ai i Ô Test Unit Ê 44881811 Active 06-Aug-2024 06-Aug-2025





02 Manage class and assignment Add class







02 Manage class and assignment Add class

About this page

This is your instructor homepage. To create a class, click the "Add Class" button. To display a class's assignments and papers, click the class's name.

Click on the class name	n Originality)				Edit the	class inform	nation	Add	I Class
Class ID Class e		Status	Start Date	End Date	Class Summary	Learning Analytics	Edit	Сору	Delete
44707541 Test unit stand	ard	Active	24-Jul-2024	24-Jul-2025			\$	G	<u> </u>
44707528 Test unit maste	er 🗣 Section	Active	24-Jul-2024	31-Aug-2025		ai	٥		ŵ
Assignments Students	Choose "student" to manage student list Grade Book Libraries Calendar	Discussio	Scarlett Liu	User Info	Messages Instru	JCCOF ▼ English ▼	Community	/ 🕐 Help	Logout

NOW VIEWING: HOME > TEST UNIT STANDARD > CLASS HOME

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.



02 Manage class and assignment Add student



NOW VIEWING: HOME > TEST UNIT > STUDENTS

About this page

The student list shows the students enrolled in your class. To add a student, click the add student link. If you would like to send an email to your class, click the email all students link. Click a student's name to view his or her submissions.





02 Manage class and assignment Add student

About this page

To add a student to your class, enter the student's name and email address and click submit.

Enroll a Student

To enroll a student, enter a first name, last name, and an email address and click submit.

If the student already has a Turnitin user profile, they will be notified and enrolled in your class immediately. If they do not have a profile, we will create one and send them an email notification with a temporary password.

Add student to

Class name: iGroup China (with Originality), Test unit standard

First name

Last name

Email (User name)

Submit

Enter the required student information.

Once the student receives the email, follow the instructions to register for a personal (student) account.

Upload Student List
Choose a file to upload:
选择文件 未选择任何文件
File Formatting Guidelines The list must be a Microsoft Excel
file or plain text. The required
Your file can be in either Excel information and formatting must be
you must include the user's tirs order: as shown here.
first name, last name, email address
Here is an example of a properly formatted list in each of the formats we accept
(plain text and Excel):
Plain text (.txt)
Connie, Williams, cwilliams@myschool.edu
Patricia, Wong, pwong@myschool.edu
Excel (.xls)
A B C
Connie Williams cwilliams@myschool.edu
Patricia vvong pwong@myschool.edu
If the students you are enrolling already have Turnitin user profiles, they will be
notified and enrolled immediately. If they do not have profiles, we will create
promes for them and send out emain notifications with temporary passwords





02 Manage class and assignment Add student

NOW VIEWING: HOME > TEST UNIT STANDARD > STUDENTS

About this page

The student list shows the students enrolled in your class. To add a student, click the add student link. If you would like to send an email to your class, click the email all students link. Click a student's name to view his or her submissions.

Studen	ts		重新	发送注册邮件
Enrolled 24-Jul-2024	Student name Scarlett L	User ID Email addre	S 下面的 ⁴ 加入的 ⁴ 们将重新 选"提交	学生还没有登录并完成它们的用户资料。可能是因为他们已删除或没有收到他们被 B子邮件通知。如果你确信这些学生的电子邮件地址是正确的话,按一下提交,我 形发送电子邮件通知。如果你发现电子邮件地址是不正确的,请变更地址,然后点 ",我们会将发送一个新的电子邮件。
			first na	me
Enrolled	Student name	Any students who have never logged in will have a pink	last na	ne
24-Jul-2024	Scarlett L	highlight over the date in the enrolled column to the left of th	Zheng	
		student name.	email (user name)
		You can re-send the welcome email to these students.	5436820	113@qq.com
		To re-send the confirmation email, click on the pink highlighte		
		date to the left of the student name.	提交	5
				そ 時信息技术 容



02 Manage class and assignment Add assignment

About this page

This is your instructor homepage. To create a class, click the "Add Class" button. To display a class's assignments and papers, click the class's name.

Group Chipa (with Originality)							♣ Add Class	
class name					All Classes	Expired Classes	s Active Classes	
		Status St	art Date End Date	Class Summary	Learning Analytics	Edit	Copy Delete	
44707541 Test it standard		Active 24	-Jul-2024 24-Jul-2025	al	al	4	G	
44707528 Test unit master 🔮 Section		Active 24	-Jul-2024 31-Aug-2025	al	al	0	Î	
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. Click on the "add assignment" Test unit standard CLASS HOMEPAGE QUICKMARK BREAKDOWN								
assignment 1	S IAK I	DOE	POST	5141	IUS ACT	IONS		
PAPER	25th Jul 2024 10:51 AM	1st Aug 2024 10:51 AM	1st Aug 20 10:51 AM	24 1 / sub	1 Vie mitted	ew Mo	pre actions 💌	



02 Manage class and assignment Add assignment

About this page

To create an assignment, enter an assignment title and choose the start and due dates for the assignment. If you like, you can enter an additional assignment description. By default, papers submitted to this assignment will be checked against all of our databases. If you would like to create a custom search or view other advanced assignment options, click the "Optional settings" link.

Title	Max Grade
Assignment Title	100
Instructions	Start Date
Assignment instructions	2024-07-25 10:25
Important: please see the next	Due Date
page for further information.	2024-08-01 10:25
Submit papers to	Feedback Release Date
Standard paper repository	× 2024-08-01 10:25
Enable PeerMark	
Optional Settings IMPORTANT: DON' T FORGET TO Submit CLICK OPTIONAL SETTINGS!	• Feedback release date: the date and time that students can begin viewing the comments and grades that you have left on their papers in Online Grading. The post date can be set before the due date.



02 Manage class and assignment Add assignment

About this page

To create an assignment, enter an assignment title and choose the start and due dates for the assignment. If you like you can enter an additional assignment description submitted to this assignment will be checked against all of our data

Title

Assignment Title

Instructions

Assignment instructions

Submit papers to

Standard paper repository

Enable PeerMark

Standard paper repository

Institution paper repository Do not store the submitted papers

Standard paper repository

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

Repository Options:

Submit papers to

- <u>Standard Paper Repository</u>: Turnitin will store these submissions to the standard repository allowing them to be compared against by students from others institutions.
- <u>Institution Paper Repository</u>: 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.
- <u>Do not store</u>: The file will not be stored in the Turnitin standard paper repository or the institution's paper repository.

Optional Settings

Submit



02 Manage class and assignment Add assignment: optional setting





02 Manage class and assignment Add assignment: rubric







02 Manage class and assignment Add assignment: optional setting

Choose the comparison database.
 (Note: the settings here will also apply to all students on this assignment.
 We recommended you to tick all of them to ensure the accuracy of result.

Compare against

Student paper repository

□ Institution student paper repository

Current and archived web site content

Periodicals, journals and publications

Exclude assignment template

9. Exclude the same template content that comes with a student's paper (e.g. acknowledgement, question list...), making similarity reporting more accurate.

Upload or create a template of text to be automatically excluded from the Similarity Report.

9. The uploaded templates have formatting requirements. Don't forget to check them.

Upload Template

Create Custom Template

Note: Once a submission has been made to the assignment, templates can no longer be added or edited.

Template Requirements

Additional settings

The saved settings here DO NOT INCLUDE assignment template.

China ^{长敗信息技术咨询}

Save these settings for future use g



02 Manage class and assignment Add assignment: optional setting

Exclude assignment template

•	Filters and Settings	\times				
×	Filters					
-	Exclude Quotes					
	Exclude Bibliography					
	Exclude sources that are less than:					
ك	O words					
	O %					
	On't exclude by size					
	Exclude Assignment Template					
	Optional Settings					
A ()						

After uploading a template, the 'Exclude Assignment Templates' field in the 'Filtering and Settings' module of the similarity report interface will be shown as a ticked box, so you don't need to do anything.

Apply Changes New Report





02 Manage class and assignment Upload assignment

1. Students upload their own assignments: they can only upload their own assignments, and influenced by due date.

2. Instructors collect and upload students' assignments: they can upload multiple students' assignments in bulk.







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02 Manage class and assignment Upload assignment: single file

Choose a student	Submit: Single File Upload Choose a upload methods. Either way need to manually match the paper to the students.	Multiple File Upload Cut & Paste Upload Zip File Upload
and the name will be automatically filled in the blank.	First name Last name	
	Submission title The file you are submitting will not be added to any repository shown here match the settings. What can I submit? Choose the file you want to unlead to Turpito:	
	Choose from this computer Choose from Dropbox Choose from Google Drive Choose from Google Dri	
	We take your privacy very s only be shared with our thir upload Cancel click "upload"	



02 Manage class and assignment Upload assignment







02 Manage class and assignment Upload assignment: multiple file







02 Manage class and assignment Assignment inbox





03 Interpret similarity report





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03 Interpret similarity report





03 Interpret similarity report Use the filter



Apply Changes





➤ "Quotes"

When the Exclude Quotes filter is active, the report will ignore any matches that use the following quotation marks (as well as quotations within a quotation):

"..." '...' «...» »...« "..." 《...》 〈...〉 [...]

➢Bibliography

These words and phrases will signal the start of a reference section in a submission and begin excluding the content that follows.

Reference / references / work cited / citations/ literature cited ...

If one of the words below appears after a detected list of references, the similarity check will resume.

```
Appendix / appendices / glossary / table / acknowledgement / figures …
```

https://guides.turnitin.com/hc/en-us/articles/23539146689549-How-exclusions-andfilters-refine-the-Similarity-Report



03 Interpret similarity report Use the filter







03 Interpret similarity report Download pdf report







03 Interpret similarity report Download pdf report

There are 3 parts in the pdf report: Cover page, Integrity overview, Integrity submission

turnitin Page 1 of 7-Cover Page	Submission ID propid:::12066612366	Turnitin Page 2 of 7- Integrity Ownedwo		ubmission ID recold=1206641206	turnitin	Page 6 ef 7 - legrega de integédad	Submission ID smooth
		Match Groups 1 1 Nac Cale C - Ound 78 1 1 Nac Cale C - Ound 78 1 C - Ound 70 - Ound 78 1 C - Ound	Top Sources 2014 the second second Second Second Second Second Papers) 2014 Lindensed Second Second Papers)		Fruit popu contr	s have long been a staple in human diets acn alar food choice. In an essay, select a fruit ar ribute to that fruit's popularity.	oss the globe and continue to be and continue to be and explore the various factors that
Hilda G		Top Sources The sources at the hypert number of matches white the adversaries and the source at the hypert number of matches white the adversaries and the source of the s	. Overlagstrig storess will not be displayed.		Apple all ye many fanta swee	pples es are a fruit that are a very popular choice in A ear round, their relatively low cost to the consu y different varieties available to eat. Apples are a astic option for those looking to improve their at foods.	ustralia, because of their availabilit mer, and their sweet taste amongs also a nutrient dense food and are health while still being able to ea
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		jeensun kurgunki Diemse çukora.ink	28		Apple avail sold	es are a relatively cheap food source, and a lable on the supermarket shelves. Apple varietie at between \$4 to \$7 a kilo, making them pop	re comparatively so to other frui es at major supermarkets are bein ular with shoppers, and retail dat.
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03 Interpret similarity report Integrity flag

Replaced Character detection

For example: Replacing Latin letters with Greek letters





03 Interpret similarity report Integrity flag

Hidden Character detection

For example, set the text color as background color





04 Grading & feedback





04 Grading & feedback Download grade report

NOW VIEWING: HOME > TEST UNIT STANDARD > ASSIGNMENT 2

About this page

This is your assignment inbox. To view a paper, select the paper's title. To view a Similarity Report, select the paper's Similarity Report icon in the similarity column. A ghosted icon indicates that the Similarity Report has not yet been generated.







- Q. Cannot upload the document successfully, or the document cannot generate similarity report.
- A. a) It is possible that there is a converting error within your document, please use another tool to convert the file format.
 b) The content in the document can not be recognized and extracted, resulting in the Turnitin system that the number of words in the document is less than 20 words. It might caused by font problems, or the document is scanned or only include pictures, etc. Please check and re-upload.
 - c) The image used in the file has too many pixels, please reduce the size and resolution of the image before re-uploading the file.







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