

# Instructor Turnitin Quickstart Guide

**Turnitin**, is a web-based plagiarism detection service that evaluates the originality of students' work by comparing their electronic documents to online sources and the Turnitin databases. Turnitin searches for textual matches from current copy and archived copies of publicly accessible Internet pages, including published works, publications, and a UMass Dartmouth database of previously submitted work. Once a paper has been submitted to the database, an originality report is generated that highlights text matches to other documents. Faculty will then need to review and evaluate the report to determine if plagiarism is present.

## **Syllabus Statement**

(adapted with permission from University of Massachusetts Amherst Library)

If you plan to use the Turnitin for assignments in your course, you will need to add one of the following statements.

**If you plan to use the Turnitin plagiarism detection services for **all assignments** in your course, include this paragraph in your syllabus and review it during the first class meeting:**

As a condition of continued enrollment in this course, you agree to submit all assignments to the Turnitin services for textual comparison or originality review for the detection of possible plagiarism. All submitted assignments will be included in the UMass Dartmouth dedicated databases of assignments at Turnitin. These databases of assignments will be used solely for the purpose of detecting possible plagiarism during the grading process and during this term and in the future. Students who do not submit their papers electronically to the selected service will be required to submit copies of the cover page and first cited page of each source listed in the bibliography with the final paper in order to receive a grade on the assignment.

**If you plan to use the Turnitin plagiarism detection services for **selected suspect assignments**, include this paragraph in your syllabus and review it during the first class meeting:**

Students should be aware that suspect assignments (e.g., those without drafts, without works cited pages, or with large departures in style) will be submitted to Turnitin by the instructor for the purpose of detecting possible plagiarism. Submitted assignments will be included in the UMass Dartmouth dedicated databases of assignments. These databases of assignments will be used solely for the purpose of detecting possible plagiarism during the grading process during this term and in the future. Students must provide an electronic copy of their assignment to the instructor for submission to the service when plagiarism is suspected, in order to receive a grade on the assignment and to avoid possible sanctions.

## **Academic Dishonesty/Plagiarism Statement**

In addition it is recommended that faculty also include a statement declaring the specific disciplinary action/s they will take for verified academic dishonesty. As stated in the Student Handbook: "Penalties assessed by faculty members for academic dishonesty generally consist of a reprimand, a requirement to resubmit the work in a more acceptable form, a lowering of a grade, failure in the course in which the alleged infraction took place, or a combination of these. Instead of (or in addition to) assessing such penalties, a faculty member may refer the matter to the UMass Dartmouth Student Judiciary. Decisions made by the Student Judiciary may be appealed to the University Appellate Board."

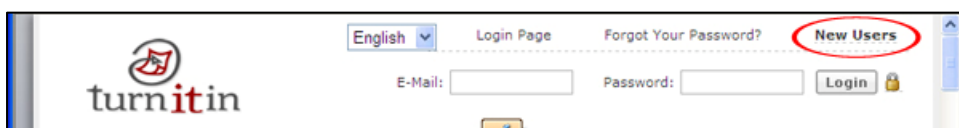
<http://www.umassd.edu/studenthandbook/academicregs/ethicalstandards.cfm>.

## Creating a Turnitin Account

1. To get started with the Turnitin Plagiarism detection service, faculty will need to obtain the Turnitin account access information by logging in with their UMass Dartmouth login username(email username) and password here, <http://www.umassd.edu/cits/id/turnitin.cfm>.
2. Once your username and password has been authenticated, you will receive an account ID and password that will enable you to join the UMass Dartmouth Turnitin account. Please do not share the account information with anyone outside of UMass Dartmouth and do not post this information in a public forum.

If you don't know your UMassD Logon, please contact Access Management at [cit\\_am@umassd.edu](mailto:cit_am@umassd.edu) or call 508-999-8532 or x8532.

3. Go to <https://www.turnitin.com>.
4. Then click on **New Users**.



5. Select **Instructor** from the drop down menu and click **Next**.



6. Enter the Turnitin account ID and password and then click **Next**. This is the account information you received in Step 1. You will need this account information in order to continue with the profile creation process. Please do not share the account information with anyone outside of UMass Dartmouth and do not post this information to a public forum.

**Create a user profile**

To join an account as an instructor you will need a password and ID combination, which you should have received either from your account administrator or from the instructor of the class for which you are a teaching assistant.

If you do not have this combination, or your combination appears to be incorrect, please contact your administrator or instructor.

Turnitin account/class ID:  ← Enter the UMass Dartmouth account ID here

Turnitin join password:  ← And the password here from Step 1

7. Enter your **email address**(this will also be your username) and click **Next**.

**Create a user profile**

Thank you! You have successfully joined the account:

**University of Massachusetts, Dartmouth**

The next step is to enter your email address, which will be your user name.

enter your email address:

8. Enter a password and then click **Next**.

**Create a user profile**

Now you will create your password.

Please keep in mind that your password is case sensitive (for example, paSS123 would be different than pass123), must be 8-12 characters long, and contain at least one letter and one number (for added security).

enter your password:

confirm your password:



9. Select a secret question and enter the question answer. Then click **Next**.

Create a new user profile

Next, please enter a secret question and answer combination. You will be asked for this combination if you ever forget your password and need to reset it.

secret question: What is your mother's maiden name? ▾

question answer: Smith

◀ previous    next ▶

10. Enter your first and last name and then click **Next**.

Create a user profile

Please enter your first and last name.

your first name: Susan

your last name: Jones

◀ previous    next ▶

11. Read the user's agreement and then select "**I agree**" to create your profile.

Create a user profile

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

Turnitin and its services are maintained by iParadigms, LLC ["Licensor"], and offered to you, the user ["User"], conditioned on your acceptance without modification of the terms, conditions, and notices contained herein. Your use of this web site constitutes your agreement to all such terms, conditions, and notices.

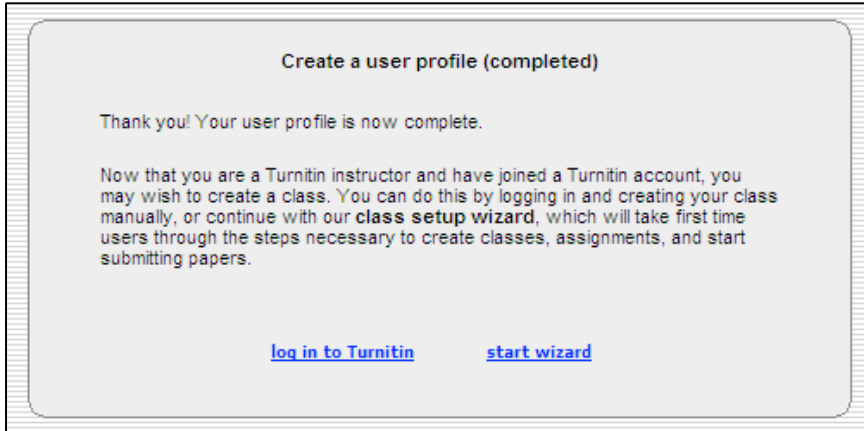
Personal and noncommercial use limitation

[I disagree -- cancel profile](#)    [I agree -- create profile](#)

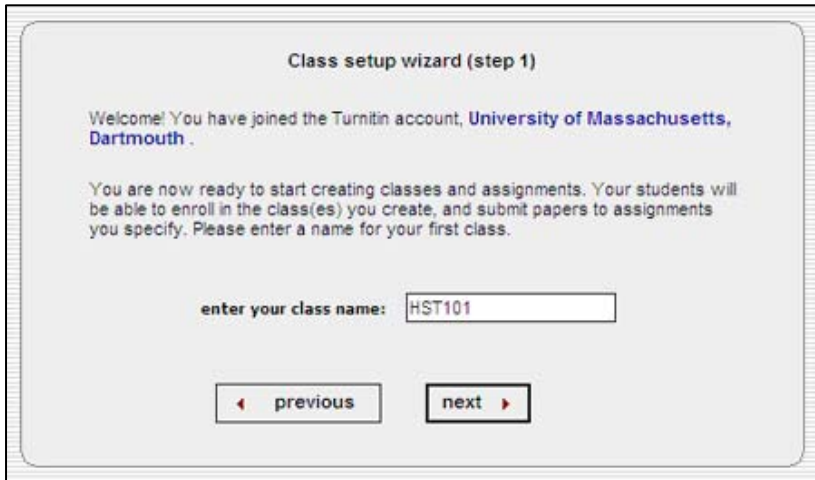
12. The Turnitin profile creation process is now complete.. You may now login to your account at <https://www.turnitin.com> and login with your email address and password to begin creating classes and assignments manually. (See Step 17)

Alternatively, you can utilize the **class setup wizard** to setup a class and assignments. (Steps 13-16)

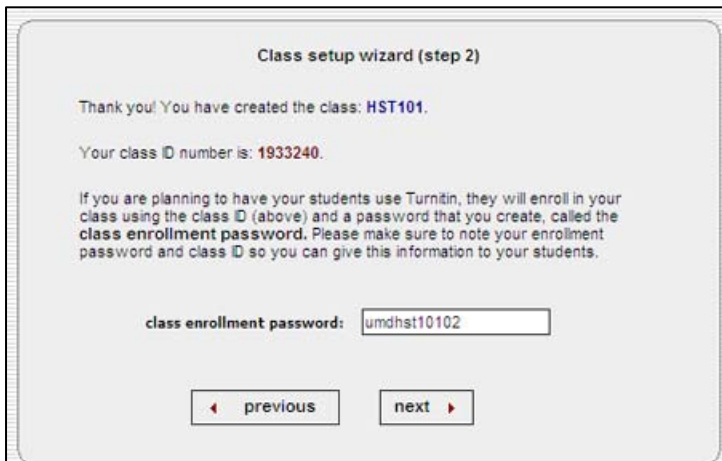
13. Click **Start Wizard**.



14. Enter your class or course name and click **Next**.



15. A class ID number will be generated. Enter a class enrollment password and then click **Next**. Write down the class ID number and enrollment password. We recommend giving this information to students so that they can enroll in the Turnitin class you have setup.



16. Create an assignment where students will submit their papers. Enter an assignment name and due date. Then click **Next**.

**Class setup wizard (step 3)**

Thank you! Your class has been created.

Now that you have joined an account and created a class, the final step before you and your students can begin submitting papers is to create your first assignment. Please enter a title for your assignment and an assignment due date.

enter your assignment name:

select the assignment due date: Sep 20 2007

optional assignment info:

[previous](#) [next](#)

17. The class setup wizard process is complete. You may now instruct students to create their own Turnitin profile and join your class using the class ID and enrollment password that you created. Click end wizard and log in.

**Class setup wizard (completed)**

Congratulations! You have completed the class setup wizard, and are ready to start using Turnitin.

If you are going to have your students submit papers, please instruct them to create their own user profiles and login to Turnitin. Make sure your students have your class ID and enrollment password—they will need this information to create their user profiles.

If your students already have profiles, they can login and enroll in your class.

If you plan on submitting papers yourself, please login and click on the name of your new class. You will be taken to your class home page, which will look much like this:

#	assignment	inbox	submit
1	<a href="#">your new assignment</a>		

click to submit

Next to the name of your assignment will be a submit button to the right. You can click on the submit button to submit your first paper.

[end wizard and log in](#)

## Enrolling Students

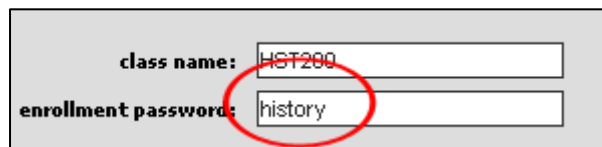
We highly recommend having students submit their own papers to help save you time. However, if you prefer to enroll students manually, please refer to page 11 of the Turnitin Instructor User Manual located here, [http://www.turnitin.com/static/pdf/tii\\_instructor\\_guide.pdf](http://www.turnitin.com/static/pdf/tii_instructor_guide.pdf)

Students can enroll themselves in your Turnitin class by going to <https://www.turnitin.com> and clicking New Users to create a new profile. Your students will need the your class ID number located on the main page next to the class name and the enrollment password you created. (see step 14)



class ID	class name	status	stats	update	del
1933240	<a href="#">HST101</a>	active			
1933615	<a href="#">HST200</a>	active			

Click update to view enrollment password

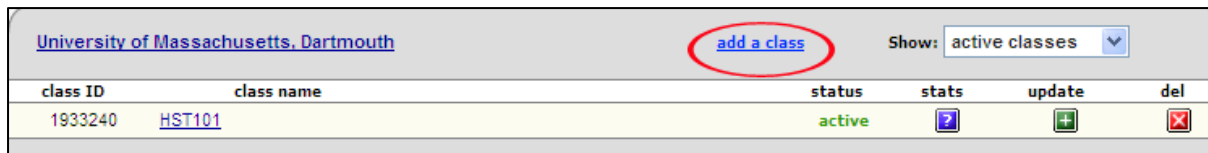


class name:

enrollment password:

## Creating Classes and Assignments Manually

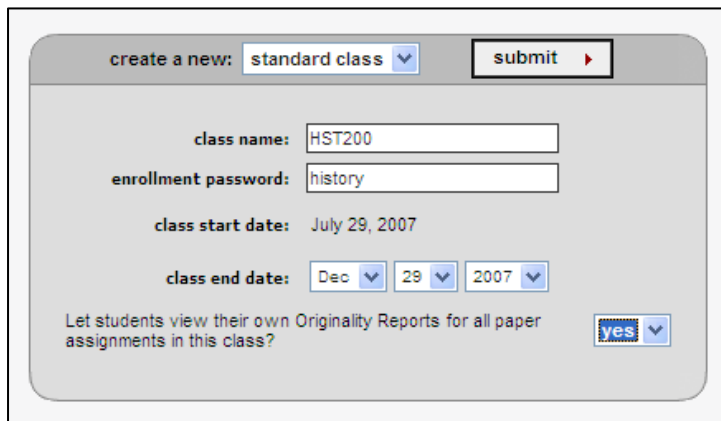
1. While you are logged into your Turnitin account, click **Add a Class**.



University of Massachusetts, Dartmouth [add a class](#) Show: active classes

class ID	class name	status	stats	update	del
1933240	<a href="#">HST101</a>	active			

2. Enter a class name, enrollment password, and class end date. Select "Yes" if you would like students to view their own originality reports.



create a new:

class name:

enrollment password:

class start date: July 29, 2007

class end date: Dec 29, 2007

Let students view their own Originality Reports for all paper assignments in this class?

- A pop up window will appear with the class ID and enrollment password. This is the information you will need to provide to your students so they can enroll in the Turnitin class.

**new class confirmation**

You have just created the new class: **HST200**. For students to enroll in this class, they will need both the **enrollment password** you have chosen and the unique **class ID** generated by Turnitin:

**class ID:**                    **1933615**

**enrollment password:** **history**

If your students will be submitting papers to this class themselves, please distribute this information to them. If you will be submitting papers for your students, you can do so by entering this class from your class list and then clicking on the submit icon:

**Note:** Should you ever forget the class ID, it is shown next to the name of this class on your class list, just like in this example:

948	<a href="#">Painting 2</a>	active			
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- To create an assignment, click on the class name.

<a href="#">University of Massachusetts, Dartmouth</a>		<a href="#">add a class</a>
class ID	class name	status
1933240	<a href="#">HST101</a>	active
1933615	<a href="#">HST200</a>	active

- Click **Create a New Assignment**.



- Enter assignment title, due date, and settings. Then click **Submit**. The assignment is now active.

## Submitting Papers

- To submit a paper to the turnitin database, click on the class name. Then click on the **Submit** icon.

#	assignment	inbox	submit	start	due	post	delete
1	<a href="#">Assignment 1</a>			05-16-07	05-23-07	N/A	

- Select Non Enrolled Student from the drop down menu or enter a student name and submission title. Click Browse to search for the file to upload. Then click **Submit**. Click **Yes, Submit** to confirm.

submit a paper by: file upload submit

author: non-enrolled student

first name:

last name:

submission title:

browse for the file to upload:

Browse...

We currently accept document files of the following types: MS Word, WordPerfect, PostScript, PDF, HTML, RTF, and plain text.

File size limit:  
~10.48576 MB

3. A digital receipt is generated.

<b>Turnitin Digital Receipt</b>		paper title: <u>Summer</u>
inbox	submit again	paper ID: 48988441
		author: Student, C

4. Click on **Inbox**. Normally within 10 minutes, an originality report is generated and will appear in the color coded percentage column next to the title. If the report column is gray and no percentage number appears, the report is not ready. To view an originality report, click on the report column icon next to the paper title.

<input type="checkbox"/> author	title	report	gm	file	paper ID	date
<input type="checkbox"/> Jones, S	<a href="#">Global Warming 1</a>	100%		.doc	46429318	05-16-07
<input type="checkbox"/> Student, B	<a href="#">History</a>	69%		.doc	46434284	05-16-07
<input type="checkbox"/> Student, A	<a href="#">Sports</a>	15%		.doc	46430136	05-16-07
<input type="checkbox"/> Smith, J	<a href="#">Sample paper</a>	9%		.doc	46428553	05-16-07
<input type="checkbox"/> Student, C	<a href="#">Summer</a>	--		.doc	48988441	07-29-07

Each report is represented by a similarity index:

**blue** (no matching text)

**green** (1 word-24% matching text)

**yellow** (25-49% matching text)

**orange** (50-74% matching text)

**red** (75-100% matching text)

5. The originality report displays the source document on the left and any matching text on the right for you to evaluate.

Turnitin Originality Report

Sports by A Student

Processed on 05-16-07 7:43 AM PDT ID: 46430136 Word Count: 3843

Overall Similarity Index: 15%

include quoted include bibliography mode: show highest matches together

list of possible sources of acute stress 1

that might go on in a game. Then they

followed by a specific personal example of one of these stressful situations. Then 1

it was determined weather or not the stressor was positive or negative, and they viewed how the subjected reacted and coped with the situation

1 9% match (publications) Anshel, Mark H. Delany, Jennifer. "Sources of acute stress, cognitive appraisals, and coping strategies of male and female child athlete". Journal of Sport Behavior. Dec 2001 Issue

2 4% match (internet from 10/01/06) http://www.coloradoperformance.org

3 1% match (internet) http://www.lin.ca

Remember, Turnitin searches for textual matches from current copy and archived copies of publicly accessible Internet pages, including published works, publications, and a UMass Dartmouth database of previously submitted work. Turnitin does not determine if plagiarism has or has not taken place, it simply searches for textual matches in its' database. Additionally, quoted and bibliographic material are included as part of the originality report, but can be excluded by clicking the **exclude quoted** or **exclude bibliography** links.

#### Further Resources:

Turnitin Detailed Instructor Manual : [http://www.turnitin.com/static/pdf/tii\\_instructor\\_guide.pdf](http://www.turnitin.com/static/pdf/tii_instructor_guide.pdf)

Turnitin Training Materials: <http://www.turnitin.com/static/training.html>

#### Getting Help

If you forget your Turnitin password, please go to <https://www.turnitin.com> and click the **Forget Your Password** link to proceed through the reset process.

If you don't know your UMassD Logon, please contact Access Management at [cit\\_am@umassd.edu](mailto:cit_am@umassd.edu) or call 508-999-8532 or x8532.

For questions or assistance with Turnitin, please contact the **Turnitin Helpdesk** (24/7) at <http://www.turnitin.com/help/helpdesk.asp?svr=>

Prior to contacting the helpdesk, please review the Turnitin Knowledge Base at [http://www.turnitin.com/static/Knowledge\\_center/Knowledge\\_base.asp](http://www.turnitin.com/static/Knowledge_center/Knowledge_base.asp)