Turnitin Guide for Faculty

Turnitin is a program that checks the originality of papers. Any papers submitted to this program will be compared to billions of web pages, articles from databases, books, and other papers in its repository. Any phrases from the paper that are found in its database are highlighted with the source given showing what was used in the paper and from where.

Create a User Profile

Step 1 – Go to www.turnitin.com

Step 2 – Click on Create Account. Turnitin also has some tutorials including videos for more help and information. Click on the tab titled Support for those.

Step 3 – Select instructor under Create a user profile.

Step 4 – Complete the following form with your user information. Email Heidi Johnson (hjohnso2@css.edu) or Julie Rustad (jrusted@css.edu) in the Library to get the Account ID and Join key. Use your email address from The College of St. Scholastica. Click on the I agree – create profile button after you read the user agreement to continue.
Create a New Instructor Account

Account ID Information

To join an account as an instructor you will need a key 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.

Account ID

Join key

User Information

Your first name

Your last name

Display names as:
- First name (Space) Last name (example: John Smith)
- Last name (Space) First name (example: Smith John)
- Last name (No space) First name (example: Smith John)

Email address

Confirm email address

Password and Security

Please keep in mind that your password is case sensitive (would be different than pass123), must be at least 6 characters, at least one letter and one number (for added security).

Enter your password

Get these from Heidi or Julie

Use your CSS email

This can be anything you want, but write it down as we can't help you if you forget.
Using Turnitin

Once you have created a user profile, the next time you want to use Turnitin, all you need to do is enter your email address and password and click on Log In on Turnitin’s homepage.

Adding Classes

Click on Add Class.

Select which class type from the pull-down menu. You can choose a standard class or a master class. A master class is helpful if you have multiple sections in which TA’s or adjuncts are involved. Enter your class name and an enrollment password. As you will give these to your students, you might want to make them intuitive. Select the subject area and student level from the pull-down menus and put in the class end date. When you are finished, click the Submit button.
The class will then appear with a class ID before its name. This is the final piece of information you need to give to your students so they can join your class.

At any time, you can make changes to your class such as its end date by clicking on *Edit*. *Statistics* gives you a list of your assignments, students, how many submissions, what the originality report percentages are, and more options. You can also copy or delete the class.

### Adding Assignments

Click on the class name, and this screen will appear:

To add assignments to your class that you want students to submit to Turnitin, click on *new assignment* to get this form. Here you can set the assignment parameters such as its start and due date.

First select what type of assignment it is. The choices are a plain paper assignment, a peermark assignment where students are allowed to review peers’ papers, a revision assignment if you would like students to submit multiple drafts without overwriting the previous drafts/submissions, or a reflection assignment where students have an opportunity to write about what they learned and offer feedback on the assignment.

Once you have clicked on the circle you want, click on the *Next Step* button.
Enter the Assignment title and the optional point value as well as the start, due, and post dates for the assignment.

Click on Optional settings to add special instructions for your students including whether you will allow submissions after the due date, against which Turnitin resources the paper will be compared, etc.
If you would like to allow students to submit a paper multiple times before the due date to check their originality reports and make improvements (to use Turnitin as a learning tool), click on yes to allow students to see originality reports and on the pull down menu after Generate Originality Reports for student submissions and select immediately (can overwrite reports until due date).

If you wish to change against what the papers will be compared, you can uncheck the boxes in front of the search options. Select no repository from the pull-down menu if you will not have the papers submitted to Turnitin’s standard paper repository.
Once students have started to submit assignments, you can click on the assignment name and inbox to view their submissions or you yourself can submit a paper for any assignment by clicking on the Submit file button.

Here is a submissions for an assignment. You can click on the file to view the paper. Click on the percentage in the similarity column to view the originality report.

<table>
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<th>GROUP</th>
<th>RESPONSE</th>
<th>FILE</th>
<th>PAPER ID</th>
<th>DATE</th>
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Originality Report
Here is an example of an originality report:

Turnitin highlights content in the paper that matches websites, other students’ papers in its database, papers in paper mills, articles, and books. The percentage of originality is not as important as what the objectives for the assignment were and that outside resources are cited correctly in the paper.

For example, a literature review largely consisting of outside resources cited correctly would have a high percentage, but this is okay as it is what the assignment requires and is academically honest. Conversely a reflection paper which should use no outside resources but where a
A paragraph is cut and pasted from a web site and not cited, would have a low percentage but would be both a poor paper and academically dishonest.

The originality report does require some interpretation to make sure that what is found to be a match is both within the parameters of the assignment and is correctly cited.

If outside resources have not been cited correctly, this could be seen as plagiarism or as it states in the Student Handbook, the “misrepresentation of the work of others as one’s own.” The penalty could be lost credit for the assignment, course, or even expulsion from the College.

Contact your department chair, school dean, and/or the Vice President for Academic Affairs for consistency and fairness as well as to record the instance in case this is a repeat occurrence.

**Adding Students**

It is Turnitin’s recommendation that you have students add themselves to your class using the class ID and class enrollment password you created and give to them. However, you can enroll students to your class yourself by clicking on the *Students* tab at the top left and then clicking on *Add Student*. You will need to enter the student’s first name, last name and CSS email address.

From here you can also upload a student list from a file you have already created or email all your students.

**Quick Submit**

You can always submit a paper you would like to run through Turnitin even if you haven’t set up a class or assignment or enrolled any students in a class by using the *Quick Submit* feature.

Click on your name at the top of the screen to get to your user information and account settings.
Change the *no* to a *yes* by clicking on the pull-down arrow beneath *activate quick submit*.

You will now see the *quick submit* tab in your Turnitin menu. Click on the tab to get to your quick submit inbox.

To submit a paper, click on the *Submit* button.
Once you have submitted a paper and the originality report is generated, you can click on the percentage to view the report, click on the title of the paper to view the paper, or click on the file to view the paper as Word doc or as a pdf.

Click on the boxes in front of the resources you wish the paper to be compared against and then click on the Submit button.

Type in the first and last name of the student or to maintain anonymity, type in a fictitious name. Type in the name of the assignment or name of the paper in the submission title field. Find the paper where you have saved either on your computer, Dropbox, or Google Drive. If you have the paper in your email, you will need to save it to your computer to upload it from there. Once you have found the paper, click on the Upload button. You will be allowed to see a copy of the paper to confirm that is the one you wish to upload. Click on the Submit button.
GradeMark, PeerMark, and App

Turnitin also has related writing tools to help you give feedback to your students.

PeerMark allows you to have students give peer feedback to each other. You have the choice to randomly and/or anonymously have Turnitin set this up. Select PeerMark Assignment when you are creating an assignment for this feature.

The Turnitin App is free and for an iPad. It allows you to view the originality report, give comments, add a voice comment, touch the rubric for grading that is automatically calculated and sync your account from the web to work offline.
GradeMark allows you to add bubble comments as well as record up to 3 minutes of your voice for feedback. In addition, it also has a built-in grammar checker.

Click on the blue or purple bubble comments to read the full comment.

Click on the Originality, GradeMark or PeerMark tabs at the top left to toggle between the other views of the paper.

You can also set up interactive rubric grading for your assignments.

INTRODUCTION TO ACADEMIC WRITING

PART I

As I reviewed the list of questions from the “Seeing Yourself as a Writer” project (Fernstom and Reda 2011), I found it challenging to determine which question could best provide the information for the reading audience to understand my writing history and success or lack of.

I will start by sharing my first memory of writing which was in my sophomore year of high school. Our class was assigned to write a ten page research paper. Technically, it was not a true research paper as we did not provide our own research rather we found the information in books, articles or other sources. I remember considering what topic I would choose that would keep mine and the reader’s interest for ten pages. I also thought the assignment would be a nice challenge as our small school often did not make assignments that were challenging to all students. I remember thinking that this could be an opportunity to learn more about a topic that interests me. I am quite a perfectionist so I spent many hours reviewing sources and composing the paper. We were able to utilize resources from our local library, school library as well as request sources from the closest university. Since this was in 1983, finding the correct sources was not as easy as it is today. It required a lot of reading to determine if the source included applicable information. We also had to type the paper with a typewriter which required me to

Click on the printer icon in the bottom left corner to print the paper with the comments.
You can create your own comments and then just click and drag them to the paper.

Click here to record a voice comment.