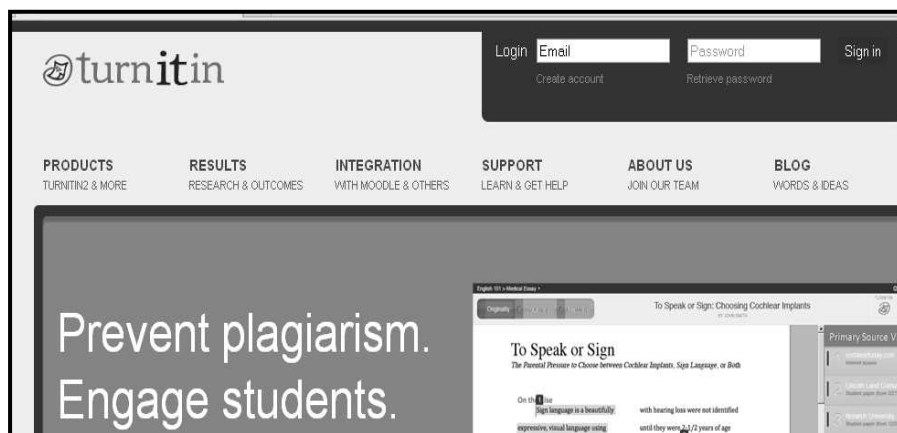


## Guide to Using *Turn It In* for Faculty

**What is *Turn It In*?** The *Turn It In* suite provides a number of educational tools to engage your students and improve their productivity. Key components include plagiarism detection that utilizes a database of over 14 billion web pages, 150 million submitted papers, as well as over 90,000 journals and books; peer review assignments; grade book; grammar check; and a discussion board.

**Creating a Profile:** To begin using this software, each instructor must first create a profile. Go to <http://www.turnitin.com> and click on *Create Account* in the top right corner of the homepage.



*Figure 1 – Turnitin homepage*

- After you click on *Create Account*, click “instructor” to begin your profile.

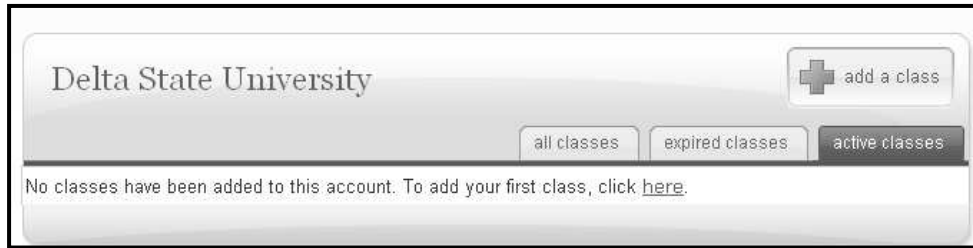
The image shows a web form titled 'Create a New Instructor Account'. It has a dark header with the title. Below the header is a 'class ID' input field. A paragraph of text explains that an instructor needs a password and ID combination. Below this is another paragraph advising to contact an administrator if the combination is incorrect. The form then has three input fields: 'account ID', 'join password', and 'user information'. The 'user information' field is followed by a 'your first name' input field.

You will then be prompted to enter a Turnitin Account ID and password which can only be obtained from a librarian. Please call 846-4431 for assistance. You will use this account ID and join password only once.

To complete the profile, you will then be prompted to enter your name, email address, and a password. (Note: Your turnitin password should be different than the password used to join the DSU turnitin account entered at the top of the page.)

*Figure 2 – Account ID and password*

Figure 3 – Add a class



**Creating a Class:** Once you have created your profile, you then must create a class. Simply find the green “+” sign and click “add a class.”

The screenshot shows a form titled "create a new class". It contains several input fields: a dropdown menu for "class type" (set to "standard class"), a text input for "class name", a text input for "enrollment password", a date selector for "class start date" (set to August 3, 2009), and a date selector for "class end date" (set to Feb 3, 2010). A "submit" button is located at the bottom of the form.

To add a class, you must enter a name for it and then provide an enrollment password specific only to that one course.

Figure 4 – Adding a Class name and password screen

The screenshot shows a confirmation message: "You have just created the new class". Below this, the class name "class: HIS 500" is displayed. A paragraph of text explains that students need both the enrollment password and the unique class ID. Below the text, two fields are shown: "class ID: 2785340" and "enrollment password: morgan". A "Note" section follows, stating that the class ID is shown next to the class name on the class list. At the bottom, a table provides an example of a class listing:

class ID	class name
1927710	English 101

The word "EXAMPLE" is written diagonally across the table.

Once the class is added, a pop up window will appear providing a unique class ID and the enrollment password that you just created. You will need to give this information to your students so they can enroll in the class and submit their own papers.

*(Note: Your browser must allow pop ups for this screen to appear)*

Figure 5 – Pop up screen with class ID and enrollment password

**Creating Assignments:** After you have created the class, you must then create an assignment. On the instructor homepage, you should now see the class you just added. Click on the course link to get to your class page. Once there, click on the new assignment link (gray box with a white “+” sign.)

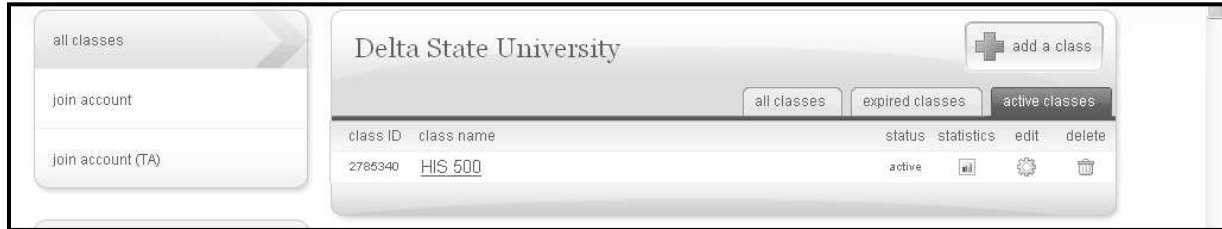


Figure 6 – Instructor Homepage with added course

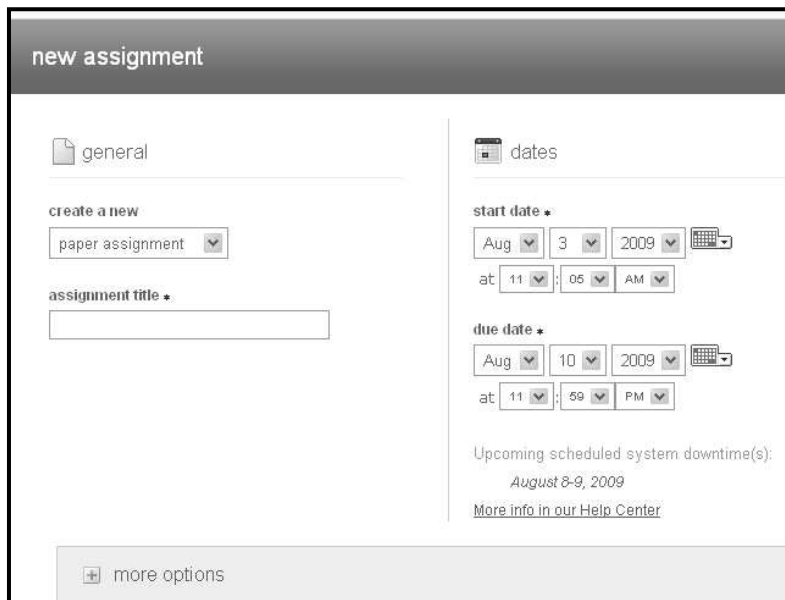


Figure 7 – Creating an Assignment

You must enter a title for the assignment. (ex. History Paper #1)

Here, you also must select begin and end dates.

Click on “more options” to see additional submission guidelines and report modifications.

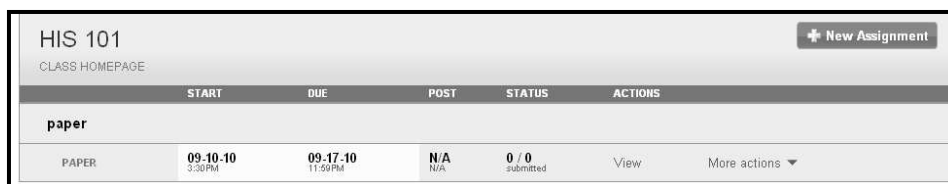


Figure 8 – Class homepage with added assignment

After you have created the assignment, you can always make changes (such as changing a due date) by clicking on the “More actions” link.

**Submitting and Checking Papers:** After you have added an assignment, you’re ready to begin submitting and checking papers.

1. If you want your students to submit their own papers, they will have to go through the same process of creating a profile and then adding the course using the Class ID and enrollment password that you previously created (the information found in the pop-up). You can always find the ID and enrollment password by clicking on “statistics” (See Figure 6) once you have signed into your turnitin account.

2. If you want to submit papers yourself: go to the assignment page, click on “View” or “More Actions” (See Figure 8), and then click “Submit Paper.” Turn It In will accept most common file formats (Word, PDF, HTML, RTF, etc.)

Once either you or your students have submitted papers, the Inbox will show all submissions and provide links to the Originality Report which detects plagiarism and the GradeMark report which provides grammar corrections plus your own comments.

### **Originality Reports**

To view the originality report, click on the percentage next to the paper's title. The percentage represents a Similarity Index. In other words, the higher the percentage, the more similar the submitted paper is to another source in the database, thus indicating possible plagiarism. TurnItIn checks the submitted paper against literally billions of sources including previously submitted papers by Delta State students.

### **GradeMark Reports**

To enable GradeMark, you must click on "More Options" and then enable the E-rater Grammar Check when adding an assignment. The grammar checking is provided by ETS, the Educational Testing Service and checks the following: grammar, spelling, usage, mechanics, and style. On the Grade Mark Report, you can also provide immediate feedback to your students. TurnItIn indicates whether a student has checked instructor feedback or not.

Originality Reports are generally available immediately; GradeMark Reports are not available until after an assignment's post date.

### **Other Features**

#### ***PeerMark Assignments***

These assignments allow students to critique and comment on other students' papers. Additionally, instructors can create a series of open-ended or scaled questions further allowing more peer evaluation. The number of papers one student must critique is at the instructor's discretion.

PeerMark assignments must be based on an already available paper assignment, and can be created simply by clicking on "New Assignment." (*Note: this type of assignment is only available after the original paper assignment's due date has passed.*)

#### ***Gradebook***

Keeps track of all TurnItIn assignments, available points, earned points, and averages.

#### ***Discussion Board***

Open-ended forum to encourage discussion on paper topics or other ideas. Either instructors or students can create discussion topics.