

Guide to Using *Turn It In* for Faculty

What is *Turn It In*? *Turn It In* is a standard plagiarism detection tool widely used by the academic community. Utilizing a database of over 4.5 billion web pages, 10 million submitted papers, as well as journal and book content from ProQuest, *Turn It In* helps teachers identify plagiarism using an “Originality Report” that compares any submitted paper to the material in *Turn It In*’s database. In addition to acting as a detection tool for instructors, *Turn It In* serves also as a prevention tool for students.

In *Turn It In*, instructors have the option of submitting papers themselves or requiring their students to do so. Please see below for more information on submitting papers.

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

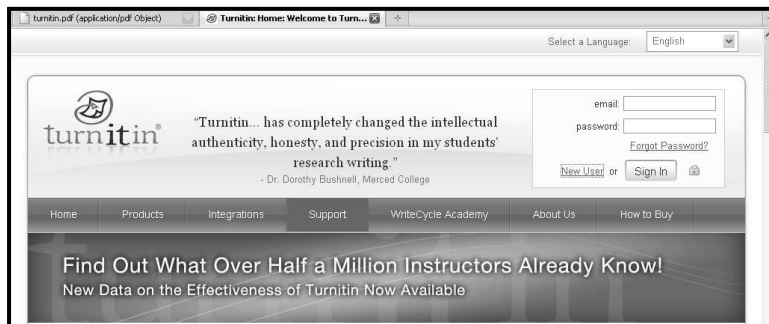


Figure 1 – Turnitin homepage

- After you click on *New Users*, click #3 under “New instructors start here” to create a profile.
- You must then click on “instructor” to create a new account.

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. (Hint: 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

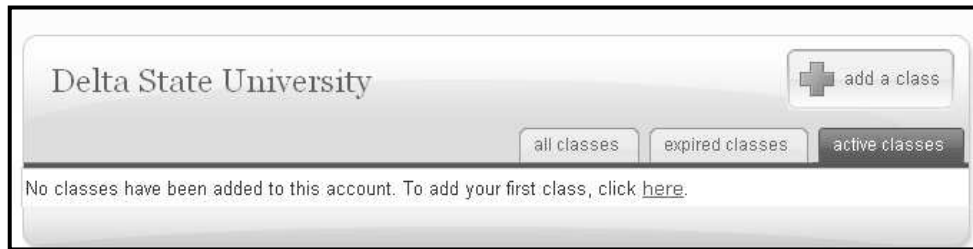


Figure 3 – Add a class

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.”

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

Figure 5 – Adding a Class name and password screen

class ID	class name
1927710	English 101

Once the class is added, a pop up will appear providing a unique class ID and the enrollment password that you just created. This information is necessary if you will require your students to enroll in the class and submit their own papers.

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

Figure 6 – 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 (again, next to a green “+” sign.)

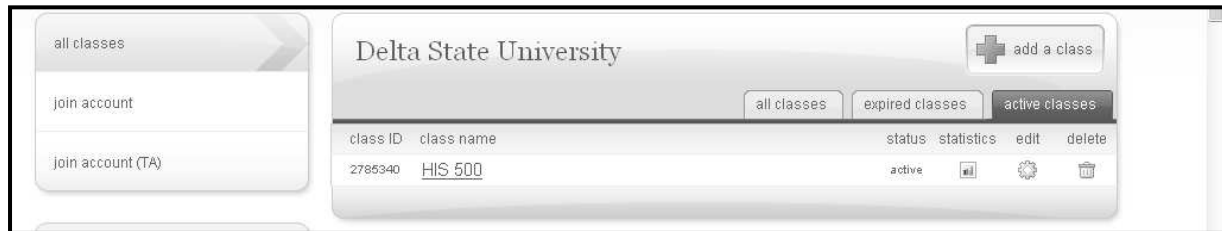


Figure 7 – Instructor Homepage with added course

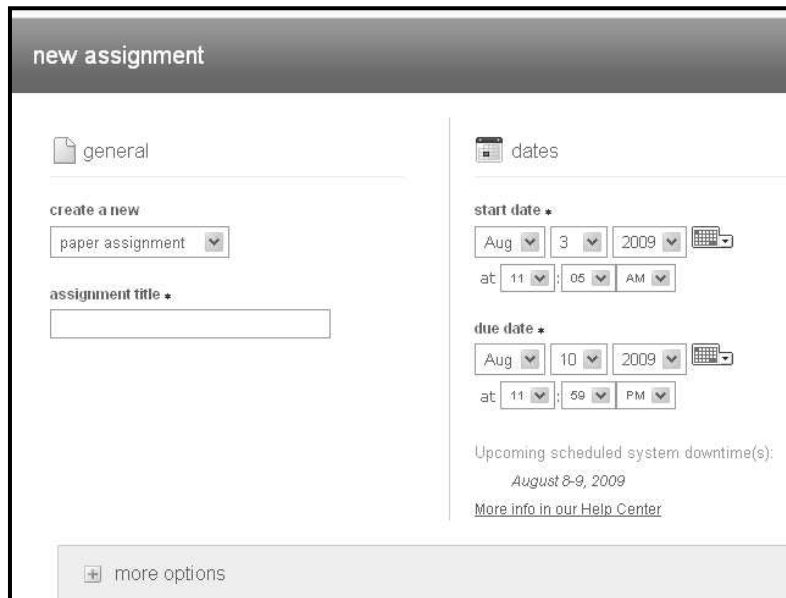


Figure 8 – Creating an Assignment

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.



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

Figure 9 – Class homepage with added assignment

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” once you have signed into your turnitin account.
2. If you want to submit papers yourself, go to the assignment page and then click on “Submit paper” next to the green “+” sign.

Once either you or your students have submitted papers, the Inbox will show all submissions and provide a link to the Originality Report. This report compares the submitted paper against all documents in the database.

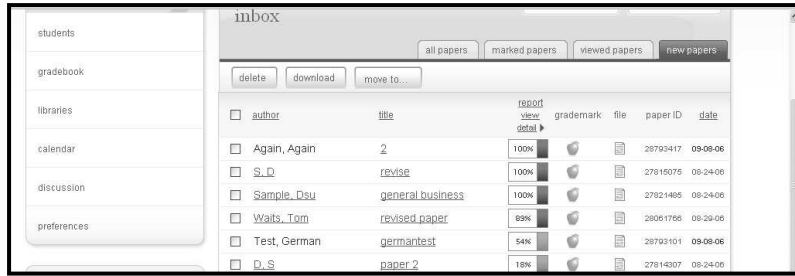


Figure 11 - Inbox

To view the 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.



Figure 12 – Originality Report

The submitted paper is on the left-hand side. Every incident or questionable entry is highlighted and marked by a number. The right side indicates from what source the material was originally taken. Please note that you can view the originality report in different modes. The split screen is a default. **Also, some of these occurrences will be incidental and actually represent coincidence and not plagiarism.**

At the top of the report (and during the creation of the assignment), you have the option of excluding quoted material and the bibliography. These two occurrences will affect the “originality” of the report.

For more assistance, please call a reference librarian at 846-4431.