

Guide to Using *Turnitin* for Faculty

What is Turnitin? The Turnitin 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.

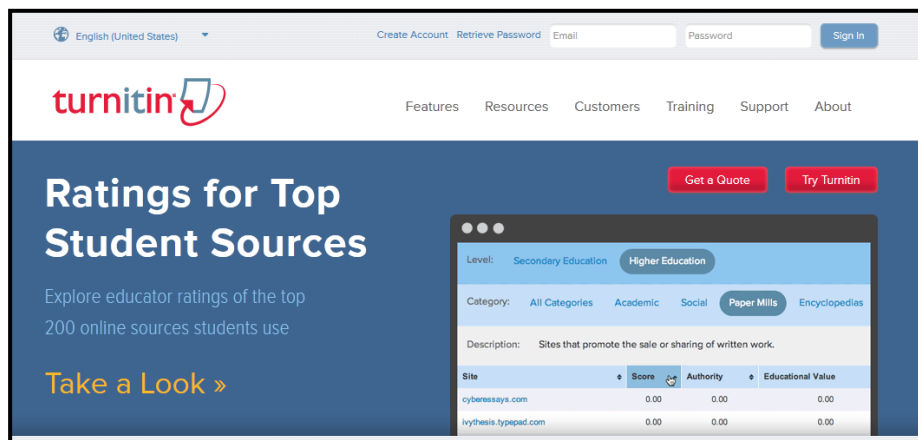
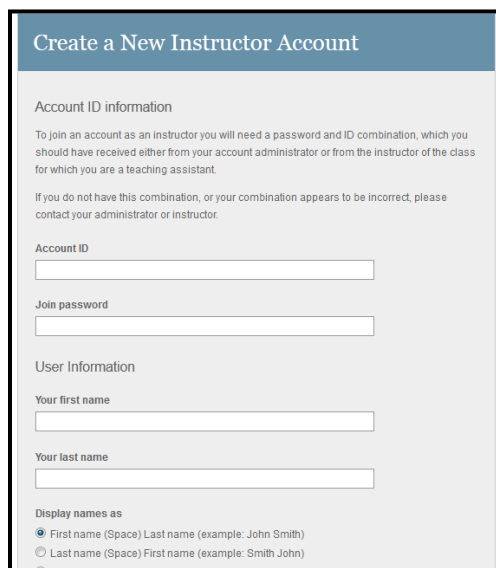


Figure 1 – Turnitin homepage

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

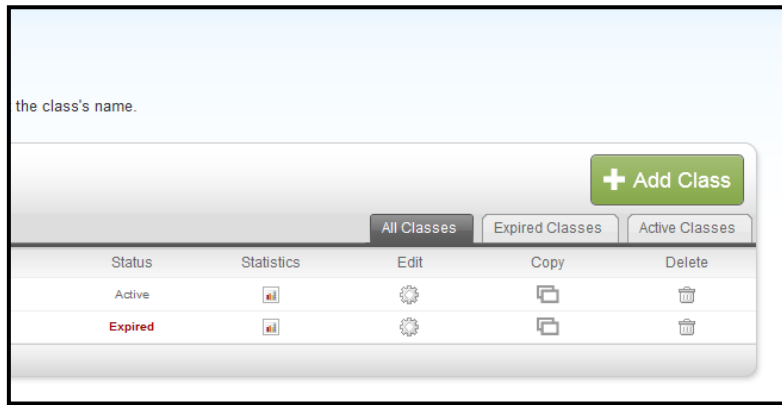
The image shows the 'Create a New Instructor Account' form. It has a blue header with the title 'Create a New Instructor Account'. Below the header, there is a section for 'Account ID information' with a paragraph of instructions and a link to contact an administrator. The form contains several input fields: 'Account ID', 'Join password', 'Your first name', and 'Your last name'. At the bottom, there is a section for 'Display names as' with two radio button options: 'First name (Space) Last name (example: John Smith)' (which is selected) and 'Last name (Space) First name (example: Smith John)'. There are also small icons for 'Account ID', 'Join password', 'Your first name', and 'Your last name'.

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.

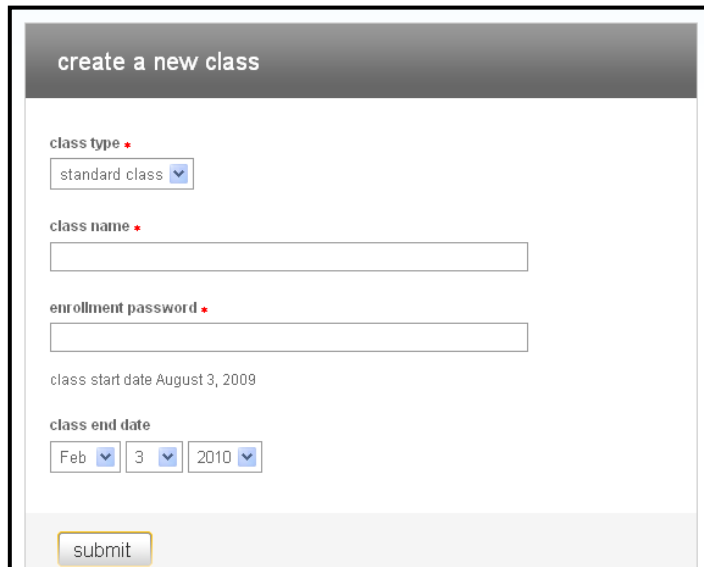
To complete the profile, you will then be prompted to enter your name, email address, and a password. (Note: Your Turnitin password should be different than the password used to join the DSU Turnitin account entered at the top of the page.)

Figure 2 – Account ID and password

Figure 3 – Add a class

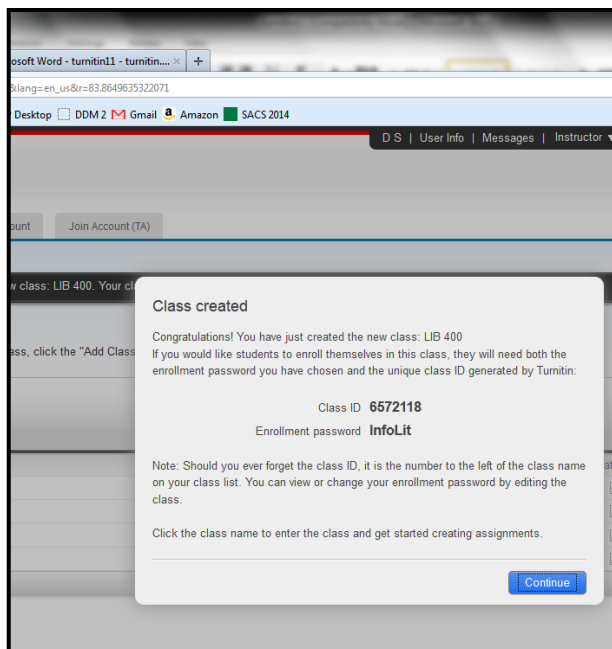


Creating a Class: Once you have created your profile, you then must create a class. Simply find the green button and click “Add Class.”



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

Figure 4 – Adding a Class name and password screen



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 “add assignment” link (green box with a white “+” sign.)

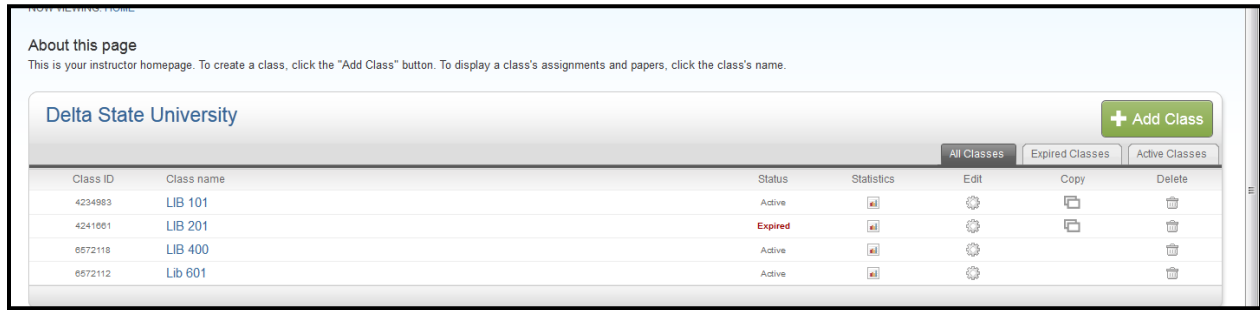


Figure 6 – Instructor Homepage with added course

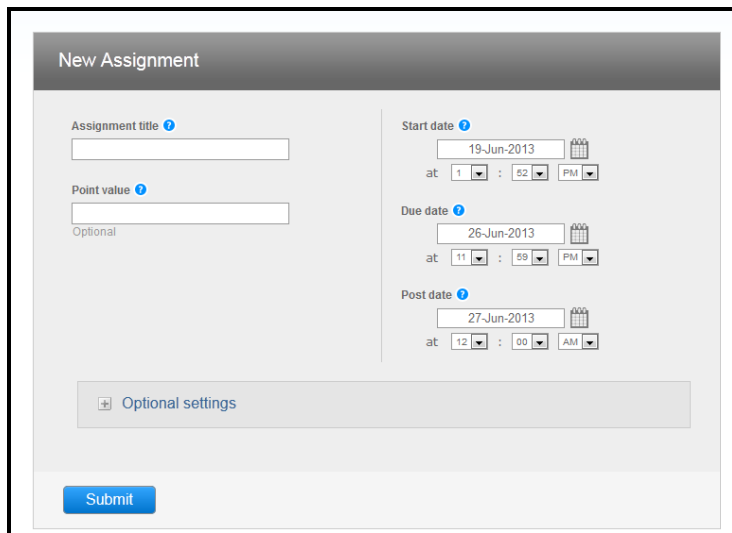


Figure 7 – Creating an Assignment

The most common type of assignment is “Paper Assignment,” but you also have the option to allow revisions (revision assignment), develop thought pieces (reflective assignment), and peer remarks (Peermark)

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

Here, you also must select begin and end dates. “Post date” is when students can begin checking for comments.

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

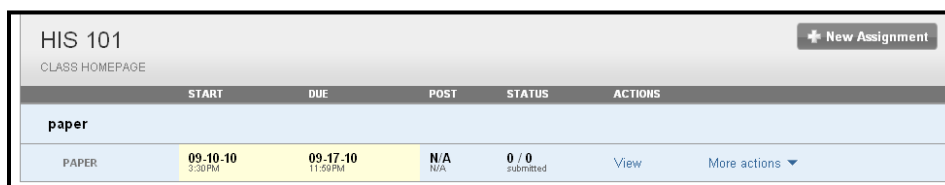


Figure 8 – Class homepage with added assignment

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

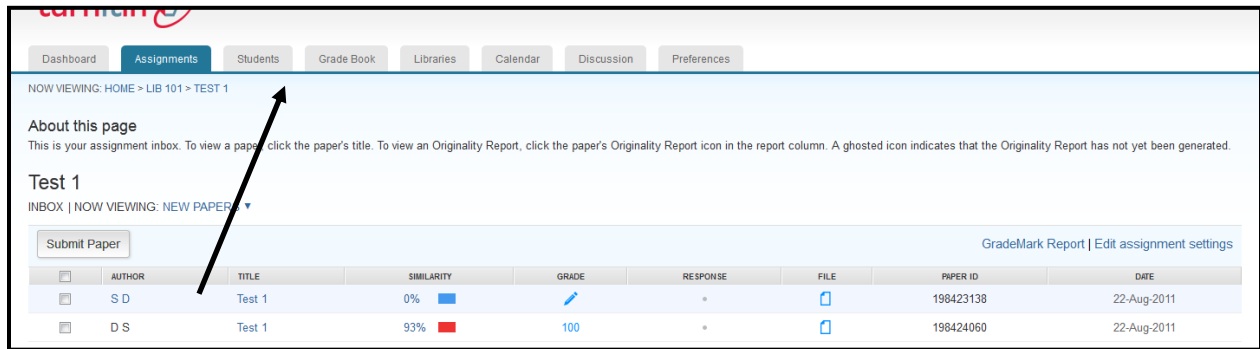


Figure 9 – Course Tabs

The course tabs, found on the Class Homepage and individual assignment pages, provide easy access to common features of a Turnitin course, including roster, gradebook, calendar, discussion board, and preferences. You can use the “Preferences” tab to enable or disable features such as Grademark, Peermark, or the grade book.

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.” Turnitin 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, the GradeMark report which provides grammar corrections plus your own comments, and Peermark (this link would only be necessary if Peermark was selected as the assignment type).

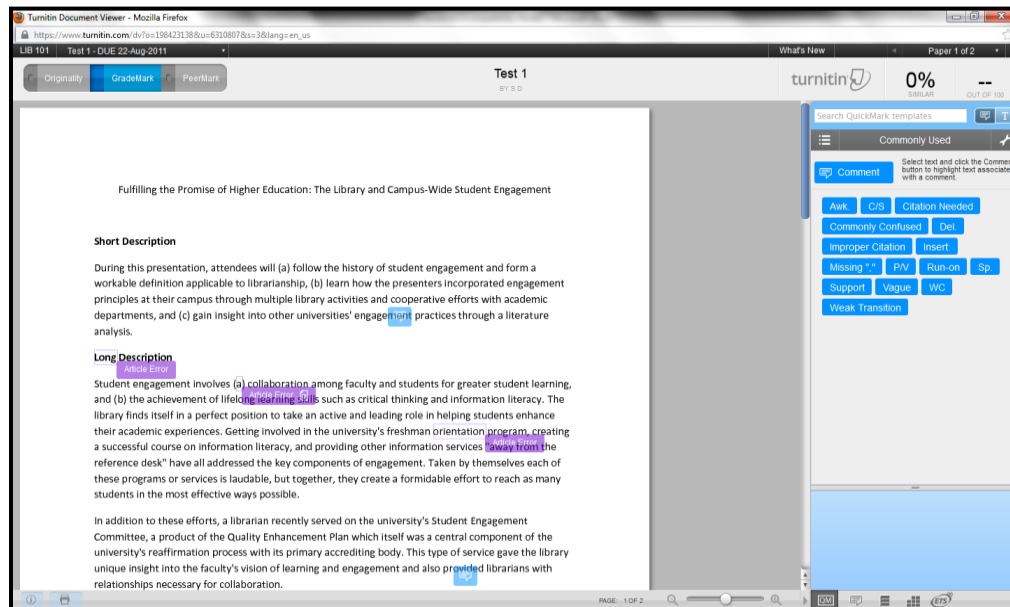


Figure 10 – Reports

Note that in the top left corner, you can toggle among the three different types of reports.

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

GradeMark Reports are available either from the individual assignment's page or from the Originality Report. (*Figure 10* shows where you can toggle back and forth.) 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. Remember that this feature can be disabled in the Course Tabs menu.

Note: 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.