

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: 1. Please email the library's assistant director, Joi Phillips, at jjphilip@deltastate.edu who will enter you into the Turnitin system. 2. Turnitin will subsequently email you with further instructions on creating your profile, and you will then be ready to begin adding classes and assignments.

Creating a Class: Once you've created your profile, you then must create a class. Sign in, and find the green "Add Class" button.

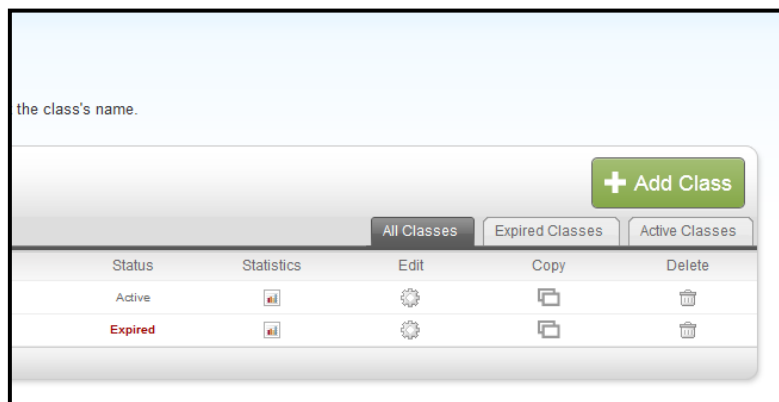


Figure 3 – Add a class

A screenshot of the "Create a new class" form in the Turnitin interface. The form has a title bar "Create a new class" and a subtitle "a class name and a class enrollment key. Click 'Submit' to add the class to your homepage. For a master class, you". Below this is a section titled "Class settings" with several fields: "Class type" (a dropdown menu set to "Standard"), "Class name" (a text input field containing "LIB 650"), "Enrollment key" (a text input field containing "literacy"), "Subject area(s)" (a dropdown menu set to "Information Literacy"), and "Student level(s)" (a dropdown menu set to "Undergraduate"). There are also fields for "Class start date" (set to "08-Aug-2017") and "Class end date" (set to "09-Feb-2018" with a calendar icon). At the bottom of the form are two buttons: "Cancel" and "Submit".

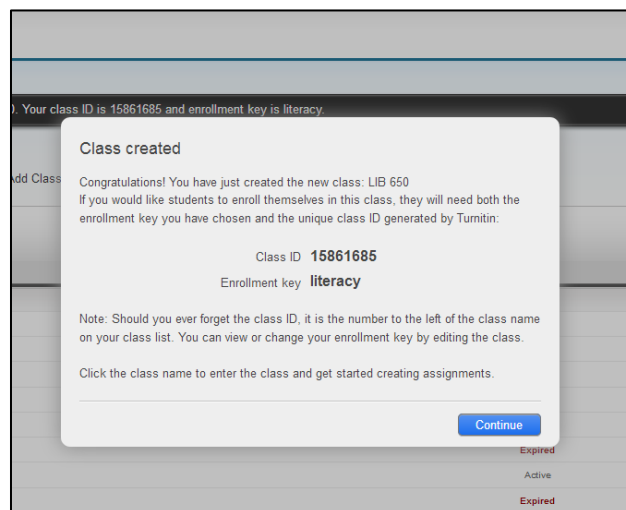
To add a class, you must enter a name for it and then provide an enrollment key specific only to that one course. You will also have to select a subject area and student level.

Figure 4 – Creating a Class screen

Once the class is added, a pop up window will appear providing a unique Class ID and the Enrollment Key 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 the class page. Once there, click on the “add assignment” link (green box with a white “+” sign.)

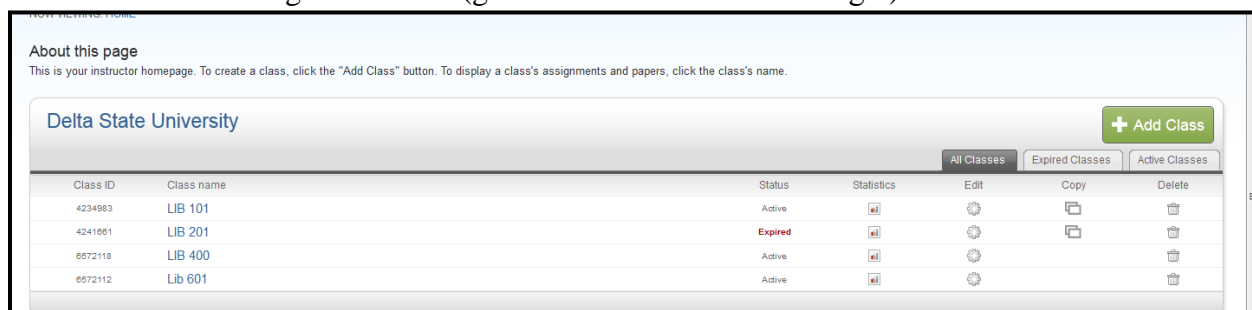


Figure 6 – Instructor Homepage with added course

Figure 7 – Creating an Assignment

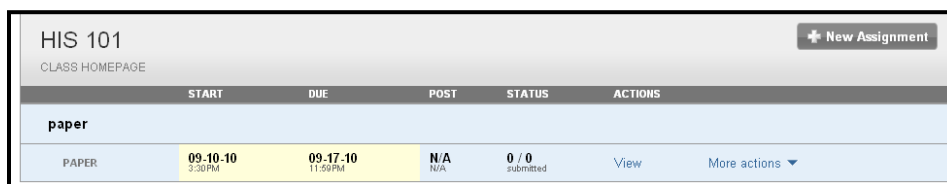
The most common type of assignment is “Paper Assignment,” but you also have the option to allow revisions (revision assignment), thought pieces (reflective assignment), and peer remarks (Peermark). Revision, Reflection, and Peermark assignments are only available after you create an initial Paper assignment.

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.

If you want Turnitin to create similarity reports, you must select the option stating “Allow only file types that Turnitin can check for similarity.”

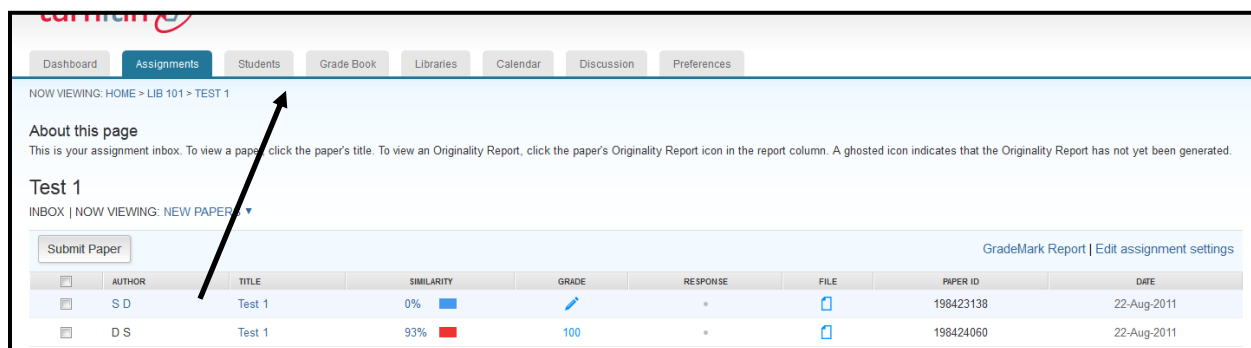
Click on “Optional Settings” to see additional submission guidelines and report modifications.



	START	DUE	POST	STATUS	ACTIONS
paper					
PAPER	09-10-10 3:30PM	09-17-10 11:59PM	N/A N/A	0 / 0 submitted	View More actions ▾

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.



Dashboard Assignments Students Grade Book Libraries Calendar Discussion Preferences

NOW VIEWING: HOME > LIB 101 > TEST 1

About this page
This is your assignment inbox. To view a paper, click the paper's title. To view an Originality Report, click the paper's Originality Report icon in the report column. A ghosted icon indicates that the Originality Report has not yet been generated.

Test 1
INBOX | NOW VIEWING: NEW PAPER ▾

Submit Paper GradeMark Report | Edit assignment settings

	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
<input type="checkbox"/>	S D	Test 1	0%		*		198423138	22-Aug-2011
<input type="checkbox"/>	D S	Test 1	93%	100	*		198424060	22-Aug-2011

Figure 9 – Course Tabs

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

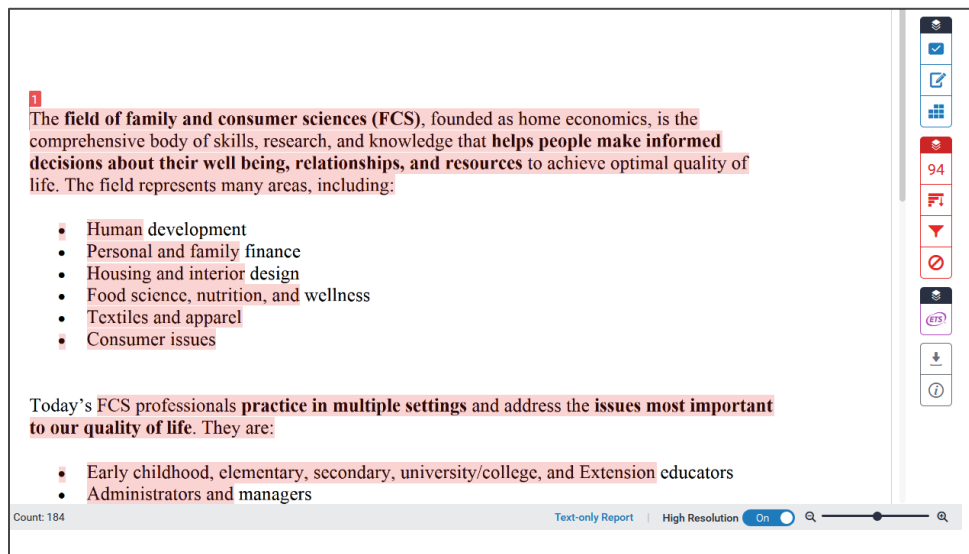


Figure 10 – Reports

Similarity Reports

To view the similarity 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 billions of sources including previously submitted papers by Delta State students. Similarity Report options are available in red on the report toolbar (see Figure 10).

Grammar Check

The report also provides a grammar check, provided by ETS, the Educational Testing Service. The e-rater Grammar Check examines the following: grammar, spelling, usage, mechanics, and style. Remember that this feature can be disabled using the Preferences tab. Grammar Check options are available in purple in the report toolbar (see Figure 10).

Instructor Feedback

You may also provide commentary on student papers through quick comments or more in-depth feedback. These options are available in blue on the report toolbar (see Figure 10).

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.