Turnitin Guide for Students

Using Turnitin Software in the TAFE NSW Higher Education Moodle

Useful resources can be located on the Turnitin site at:

http://turnitin.com/en_us/training/student-training
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Introduction

Turnitin is installed and configured in the Higher Education Moodle and is used for ANY subject, via the Turnitin Assignment ‘activity’ plug-in.

Student users of Turnitin submit papers to a class via the subject Moodle. The subject Moodle lists assignments created by the teacher for students to submit to.

A Turnitin Assignment will have this icon next to the assignment title.

**Note:** If there are no assignments listed, students will not be able to submit any papers to the subject or course until the assignments are created. Ensure that the correct subject or course is being accessed, check your subject guide and contact the teacher if no Turnitin assignment links are available to submit to. Only the teacher controlling the class will be able to create assignments for students in the class.

Turnitin is an Internet based text matching system which is used by many education institutions to assist staff and students deal with issues surrounding academic integrity. The primary purpose of Turnitin at TAFE NSW Higher Education is to assist students with their academic literacy. We are presently using the ‘Originality Check’ feature of Turnitin as an educative tool rather than a punitive one in order to assist students needing more help with academic research, writing, study skills and referencing. Additionally, Turnitin software may be of use to staff in the process of ensuring that student work conforms to the standards of academic integrity outlined within the TAFE NSW Higher Education Academic Integrity and Honesty Procedures [https://www.det.nsw.edu.au/policies/students/high_edu/aca_hon/aca_prod.pdf](https://www.det.nsw.edu.au/policies/students/high_edu/aca_hon/aca_prod.pdf) and referencing standards expected within their specific discipline.

The Turnitin system allows students and staff to submit electronic files to be checked against electronic resources held within the Turnitin database. The files that are submitted are usually text based files and are accepted in many common formats, such as Microsoft Word, PDF, and Word Perfect etc. Work is usually submitted through a Turnitin Assessment ‘link’ associated with a subject Moodle or specific course Moodle. The work submitted is compared to the information already held within the database, and against material which is generally available on the Internet. A report is generated and visible to both the person who submitted the material and authorised academic staff member/s. The report details areas that have been matched to previously available work, and gives an ‘overall’ percentage match for the document in its entirety.

Students can then identify any areas where they may have failed to conform to the standards of academic integrity required, make appropriate changes and resubmit the material in order to generate a new report. Once a final submission is made or the due date of the assessment has passed, authorised staff can view the report as a tool to assist them in assessing the work submitted.
This Guide is presented in three parts, by steps instruction, illustrated by relevant screenshots:

- **Part 1** details the steps for the student to submit an assessment item to Turnitin via their subject / course Moodle
- **Part 2** details the steps for the student to view / check / generate / the Originality Report
- **Part 3** details the steps for the student to view their graded assessment.

**TAFE NSW Higher Education Moodle URL:** https://courses.highered.tafensw.edu.au/

Scholarly writing is a skill that all students are expected to develop. It involves examining the work that others have done on the topic, combined with your own opinions on the content, its quality or validity and conclusions made. Competent scholarly writing is not developed overnight and must be practised and refined as you progress through a course. You will be introduced to academic writing conventions and requirements in Orientation Week (‘O’ Week) and during the first semester of your course.

TAFE NSW Higher Education teaching staff are here to advise you and can help to clarify expectations around academic writing and academic integrity.
PART 1

Student submits a Turnitin assignment

Once the teacher has created the Turnitin assignment and notifies their students, it is ready for students to submit their assessment item.

Student logs on to their subject or course Moodle, selects the week or section and clicks on the Turnitin assignment link.

Student then clicks on ‘My submissions’ tab.
The student completes the submission task – i.e. adds ‘submission title’ (the name of the assessment item); browses for and uploads the item; ticks the box (authenticity of the submission), and then clicks on ‘Add Submission’.

The next screen displays the Status as: ‘Submission successfully uploaded to Turnitin’.
When the screen above displays this status, the student has successfully submitted their assignment.

When an **Originality Report** is being generated, it is represented by the text ‘**Pending**’ in the **Similarity** column.

The **Originality Report** for the submitted file is usually created within 5 to 10 minutes of submission. That is for an average paper of 500 to 1,000 words. Longer papers will take a little more time.

Students can resubmit their work until the due date of the assessment. Refer to the above screen shot and you will notice the ‘Add Submission’ area in the lower section of the screen. The student simply resubmits the piece of work using the same method of submission described above.

**Note:** Overwritten or resubmitted papers may not generate a new **Originality Report** for a **full twenty four hours**. This delay is automatic and allows resubmissions to correctly generate without matching to the previous draft.
PART 2

Student views their Turnitin originality report

To view a Turnitin Originality Report for an assignment that has been submitted, the student goes to the subject or course Moodle and ‘clicks’ on the Turnitin assignment link.

The screen below will appear:

Click on ‘My Submissions’ tab.
The screen below will appear:

To access the **Originality Report** browse over the similarity column, % (coloured icon), and ‘click’. A new window will open and the **Originality Report** will be displayed (see next page).
What does an originality report look like?

Clicking on the similarity column, % (coloured icon), the ‘Document Viewer’ will upload the Originality Report and displays the Match Overview.

Overall percentage of text found in Turnitin resources.

Original assignment with ‘matched’ text highlighted.

Text that has been flagged by Turnitin. Click the text to see the matched text in the source material.

Key colour coded and numbered sources in matched text.

Print or download the Originality Report.

To generate a text only report for viewing, downloading or printing, ‘click’ on ‘Text Only Report’ (see screen on next page).
Return to the Originality Report, click on 'Document Viewer'.

Print or download the report.

Check word count.

**Sources of match:**

- Identification of Source
- Percentage of match attributed to the source
- Source is an Internet site
- Source is a previously submitted student paper
- Source is a publication, usually made available electronically
Interpreting an originality report

An Originality Report does not detect plagiarism; it provides a summary of the matching text found in a submitted paper. The percentage of match reported by Turnitin is an indication of how much of the material that has been submitted for a given assignment has a high degree of similarity to previously created material that the Turnitin program has been able to access. The material which Turnitin checks includes previously submitted student assignments, certain journal articles, database repositories and material which is generally available on the internet. The program uses a ‘text-matching’ system that identifies text patterns, strings of repeated words and direct word sequences to calculate an overall match for the work.

When the Originality Report is available to view, the icon will be coloured, according to the amount of text that matches to other documents in the Turnitin databases.

Colours are used to show how much matching text has been found:

- blue (no matching text)
- green (1 word-24% matching text)
- yellow (25-49% matching text)
- orange (50-74% matching text)
- red (75-100% matching text)

An Originality Report is a tool to help students find the sources of matched text to papers in the Turnitin database. Students can then check that the matched text is properly referenced.

Your lecturer can also see any Originality Report that is generated by Turnitin and can monitor any additional submissions until the Assignment is closed.
PART 3

Student views their graded assessment

The GradeMark online marking tool allows comments and grades to be added to Turnitin assignments. Students can view comments and grades by accessing their submitted Turnitin assignment after the Post Date.

Post Date in Turnitin is the date after which your marks and feedback can be released to you, or can be 'Posted' up in your course Moodle for you to access. You will usually not be able to see your Marks or feedback until after this date.

Comments can be embedded throughout the assignment by writing directly into comment boxes or using prepared QuickMark comments. Regardless of the file format of the student submission, general comments, audio comments and rubrics can be used for marking and providing feedback.

To view your marked assessment:

1. Navigate to the specific course or subject Moodle and find your Turnitin assignment submission link where you submitted your assignment (see Part 2 above)
2. Click on the assessment link
3. Click on ‘My Submissions’
4. Click on the ‘% cell’ (coloured icon)
5. It opens a new window, Document Viewer
6. In the Turnitin document viewer, click the GradeMark button at top-left (next to the Originality tab)
7. You can now view comments/feedback on your marked assessment
8. Your mark is located on the top-right
**Viewing comments and marks**

Student users are able to view the full information of a comment or QuickMark editing mark in multiple ways.

The primary method is using the mouse. The student will need to locate and click on a comment bubble on the paper. This will select the mark in question and open the comment attached to it, as well as emphasizing any highlight associated with the comment.

To view a QuickMark editing mark, the student user must move the mouse pointer over the mark to view the full information of the text associated with the mark.

When a student opens a paper in GradeMark the general comments is the default sidebar view.

To view a full list of comments the student user must click on the ‘comment list’ icon located at the bottom of the sidebar.

Clicking on the ‘comment list’ icon opens a scrollable window of all comments or marks placed on the paper within the sidebar. To view the location of a mark on the paper, hover over a comment or mark in the comment list and click on the ‘show on paper’ link that appears.

To view the rubric scorecard for the paper (if applicable), click on the ‘rubric’ icon located on the bottom right of the screen.

The assignment (complete with grades, comments and feedback) can be downloaded or printed by ‘clicking’ on the print icon on the bottom left of the screen and by following the screen instructions.