

## TURNITIN QUICK START GUIDE for Instructors

**Turnitin.com** is a comprehensive plagiarism prevention system that lets instructors quickly and effectively check students' work. Every paper submitted is returned in the form of a customized Originality Report. Results are based on exhaustive searches of billions of pages from both current and archived instances of the internet, millions of student papers previously submitted to Turnitin, and commercial databases of journal articles and periodicals.

Turnitin has been installed on the New Blackboard Server (<http://ccc.blackboard.com>) and is available for all faculty members via the Control Panel of their courses.

**\*\*\*NOTE: Please watch this short demo of Turnitin for Instructors\*\*\***  
[http://www.turnitin.com/static/videos/bb\\_vid.html](http://www.turnitin.com/static/videos/bb_vid.html)

Detailed Turnitin instructions: [http://www.turnitin.com/static/pdf/tii\\_blackboard\\_integration.pdf](http://www.turnitin.com/static/pdf/tii_blackboard_integration.pdf)

### Creating a Turnitin Assignment

Turnitin assignments are added from the Control Panel.

1. From the Control Panel, click the Assignments link in the section "Content Areas"
2. Select Turnitin Assignment using the pulldown on the upper right hand corner of the Assignments page and click Go.
3. On the assignment creation page, enter the following:
  - assignment title
  - point value for the assignment (optional)
  - special instructions for the assignment for students (optional)
4. Choose the following dates for the assignment:
  - start date
  - due date
5. Choose whether or not to allow students to view Originality Reports for their submissions by doing the following:
  - select yes from the show advanced assignment options menu
  - select yes or no from the Allow students to view Originality Reports menu
6. Modify any additional assignment options using the appropriate pulldown menus.
7. Click submit to add the Turnitin assignment to your course.

### Submitting Papers via File Upload

Instructors can submit papers to a Turnitin assignment from the Assignments page.

#### To submit a paper by file upload:

1. To open the assignments page, click the Assignments link on the course homepage.
2. Click the **view/complete** link next to the assignment you would like to submit a paper to.
3. Select file upload from the submission pulldown menu.
4. Select an enrolled student using the pulldown menu. Papers that you submit on behalf of a student will appear in the student's portfolio, just as if the student submitted the paper to your class.

*If you are submitting a paper for a non-enrolled student, enter the student's first and last name. Papers you submit for non-enrolled students cannot be graded or used for GradeMark.*

5. Enter a title for the submission.
6. Click the Browse button and locate the paper you would like to submit.
7. Click submit. On the following page you will be asked to confirm the text of the submission. If the text is correct, click yes, submit to finalize the submission.

**Turnitin assignments can be modified by clicking the Modify button to the right of the Turnitin assignment.**

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There are four ways for an instructor to submit papers to a Turnitin Assignment:

- file upload (explained on page 1)
- bulk upload (used to submit multiple papers in file format)
- cut and paste (by cutting and pasting the text into a text box)
- zip file (used to submit multiple papers as a single zip file)

For further submission information visit:

[http://www.turnitin.com/static/pdf/tii\\_blackboard\\_integration.pdf](http://www.turnitin.com/static/pdf/tii_blackboard_integration.pdf)

## Viewing Turnitin Results

You can view the results of submitted papers from your Control Panel. On the Control Panel page, click the **Turnitin Assignments** link in the Course Tools section to show your course's Turnitin assignments.

Click the **View** link next to an assignment to see the papers that have been submitted to that assignment. **You can now view a paper's Originality Report by clicking on the Originality Report icon.** Originality Reports provide a summary of the matching text found in a submitted paper. When an Originality Report is available to view, an icon will appear in the report column of your assignment inbox. Originality reports that are not yet finished are represented by a grayed-out icon.



The color of the report icon indicates the overall similarity index of the paper, based on how much matching text we found. The possible similarity indices are:

- 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)

These indices do not reflect Turnitin's assessment of whether a paper has or has not been plagiarized. Originality Reports are simply tools to help you find sources that contain text similar to submitted papers.

## Student Submission Instructions

Students can submit papers from the Assignment area. They can only submit a paper once. If a student needs to resubmit a paper, the instructor must reset the assignment for that student. This can be done through the gradebook.

**To submit a paper to a Turnitin Assignment:**

1. Click the Assignment Area link.
2. Click the **view/complete** link next to the assignment you want to submit a paper to.
2. Click the submit icon for the paper.
3. Enter a paper title.
4. Click the browse button to locate the file you want to submit.
5. Click submit. On the following page you will be asked to confirm the text of the submission. If the text is correct, click yes, submit to finalize the submission.

After students submit a paper to a Turnitin Assignment, they receive a Turnitin Digital Receipt to their Student Email address. See receipt below:

Hello Jane Doe,

This receipt acknowledges that Turnitin received your paper.  
Below you will find the receipt information regarding your paper submission.

Paper ID: 28255252

Author:	Jane Doe
Paper Title:	Final Report
Assignment Title:	Jane Doe Final Report
E-mail:	Jdoe47@student.ccc.edu

Turnitin.com instructional support site:

<http://www.turnitin.com/static/training.html>

The demos and instructions found on the site detail the Originality Report and the other features of Turnitin.

*If you are not a Blackboard instructor, but would like to use Turnitin.com, or if you have other questions, please complete this form for assistance:*  
<http://www.ccc.edu/bbsupport/bbsupportform.shtml>