



## Student Guide to Turnitin

This guide can be used to submit assignments in WorldClassRoom that use the Turnitin plagiarism detection service. Your instructor will notify you if you are expected to turn in assignments in this way.

### Part 1: How to Submit a Paper

1. In WorldClassRoom, **click** on the class that the paper is for. Make sure you are in the Course Content section under the Course Tools menu. **Click** on the [TurnItIn Assignment](#) folder. You can also click on the icon that is pictured below.



[TurnItIn Assignments](#)

**NOTE:** The exact look and location of the Turnitin assignment will depend upon how your instructor has chosen to organize the course home page.


**Click** on the assignment's title (Shown as 'Example Paper' in the image below).



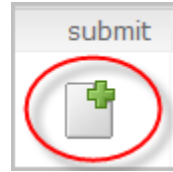
[Example Paper](#)


2. You are now in the “**assignment inbox**” for the Turnitin assignment.

turnit **assignment inbox** preferences

#	assignment	submit	title	submitted contents
5	<a href="#">Research Paper</a> start: 08-20-08 due: 08-27-08			

3. To submit your assignment click on the **submit** icon



#	assignment	submit	title	submitted	contents
5	<a href="#">Research Paper</a> start: 08-20-08 due: 08-27-08				

4. Leave the default setting for the paper submission as **file upload**. Your name will automatically be loaded into the first and last name fields. Type in a **title** for your paper. The title is required to submit the paper.

**submit paper:**

**submit a paper by:**  ← Leave the default as "file upload."

**first name \***

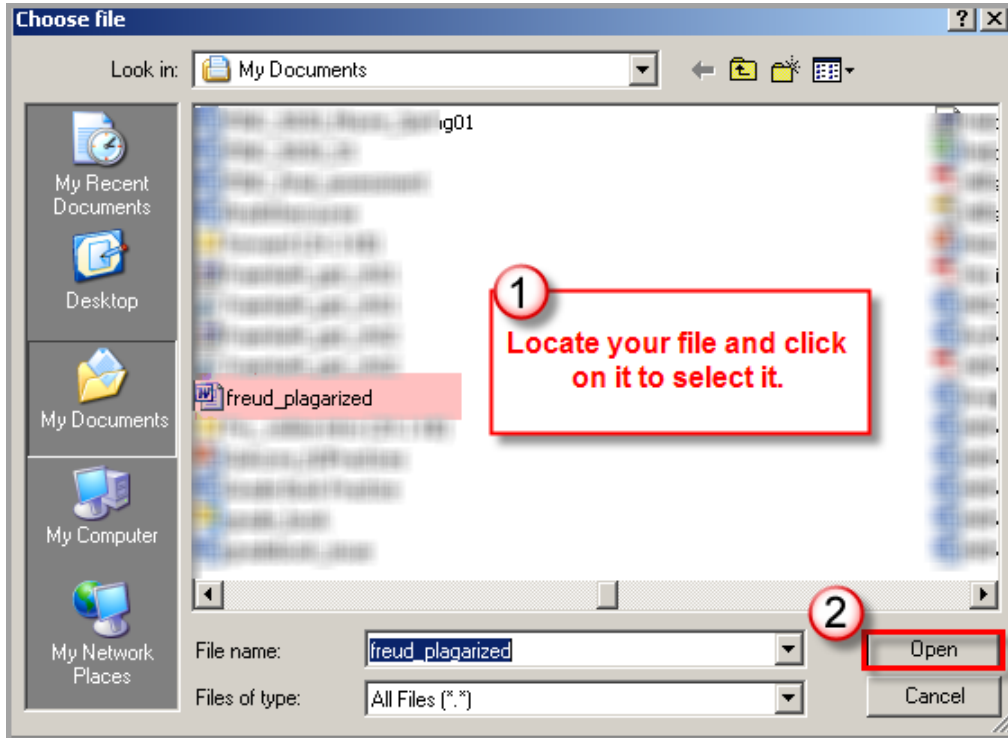
**last name \***

**submission title \***  
 ← Type in a title.

**browse for the file to upload \***

We currently accept document files of the following types: MS Word, WordPerfect, PostScript, PDF, HTML, RTF, and plain text. File size limit: 10 MB

5. Click the **Browse** button to navigate to your file (You will need to know where you saved your file); click on the **file name** to select it; click on the **Open** button. The complete path to the file will be displayed in the **Browse field**.



submit paper:

submit a paper by:  
file upload

first name \*  
Rebecca

last name \*  
Orange

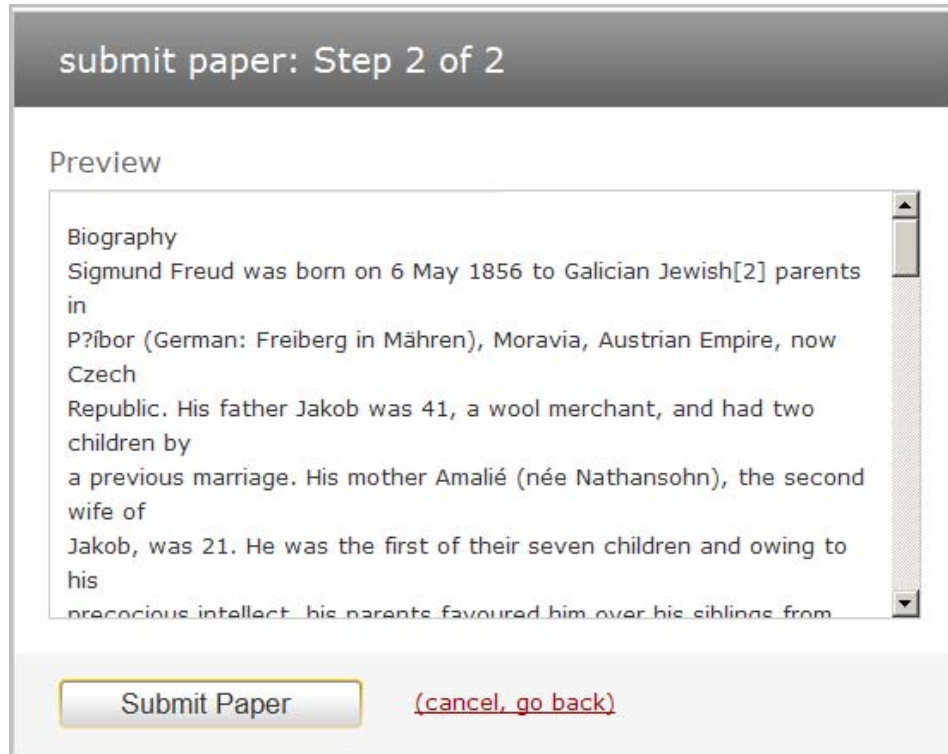
submission title \*  
Research Paper

browse for the file to upload \*  
and Settings\User\My Documents\freud\_plagariz; Browse...

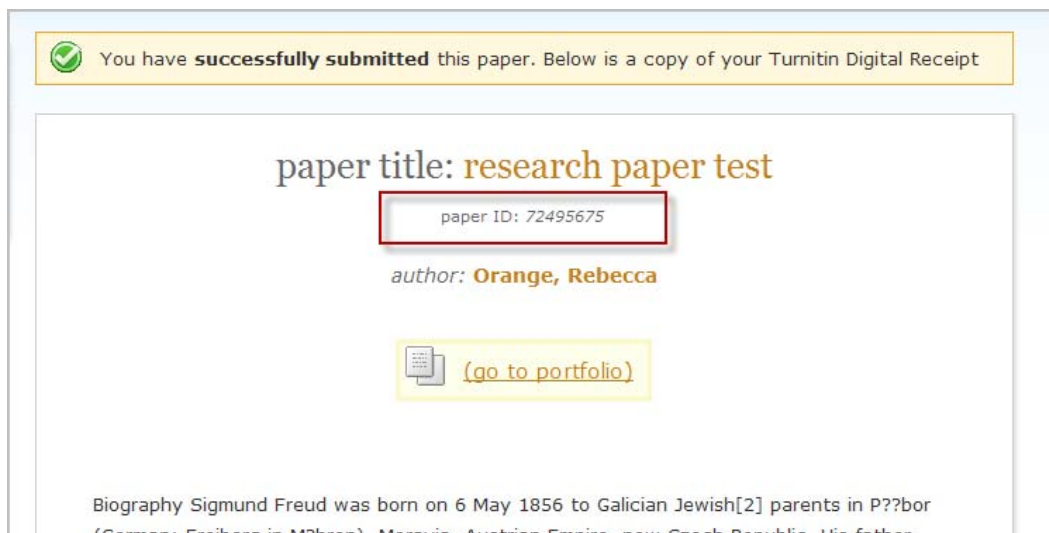
We currently accept document files of the following types: MS Word, WordPerfect, PostScript, PDF, HTML, RTF, and plain text. File size limit: 10 MB

submit

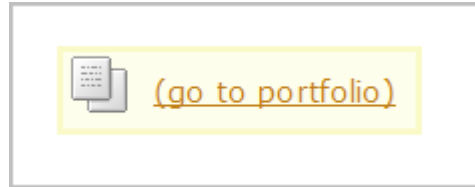
6. Click on the **submit** button to upload your file to the Turnitin service.
7. The paper will be displayed and you will have the choice to submit the paper or return to the file upload window. If this is the correct paper, click on the **submit paper** button. If it is the *wrong paper*, click on the **cancel go back** button to return to the file upload window and repeat steps 5 & 6 above to locate the correct file.



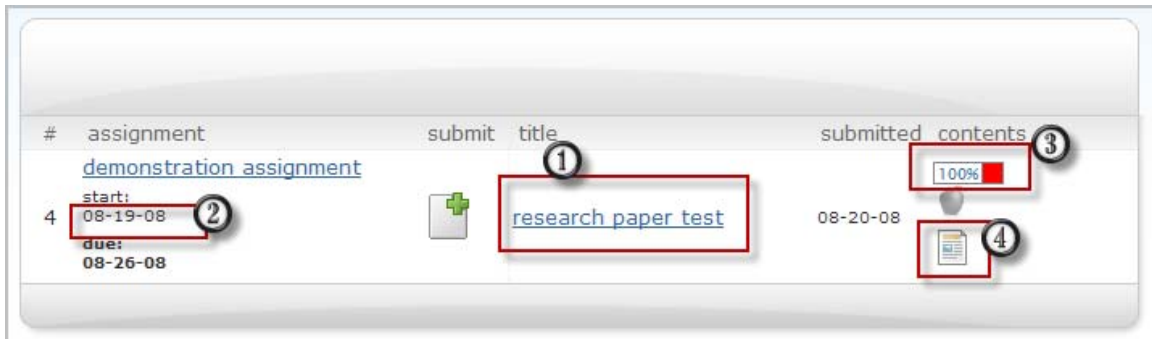
8. You will receive a **“Digital Receipt”** with a paper ID to verify that your paper was submitted.



9. Click on the “go to portfolio” button to return to the assignment **Inbox**.



10. The **assignment inbox** will now display the (1) **paper title**, (2) **the date of submission**, (3) **the percent of text matching external sources**, and the (4) **file type**.

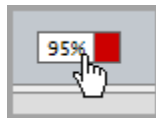


If you do not see the report percentage: leave the Assignment Inbox page, go to another page in your course and then return to the inbox after 15 minutes to view the report. If there is still no report; check with your Instructor to determine if you are allowed to view it.

**NOTE:** The Grademark Apple 🍏 is available only if your instructor has used this software to mark-up and grade your paper online. If so, you will be able to click on this icon to see the mark-up and grade of your paper.

11. Once you submit your paper it will automatically be compared by Turnitin to one or more of the following repositories set by your instructor: the current and archived Internet, previously submitted student papers, including those offered for sale by vendors, journals, and other publications.

If you are allowed to view the originality report click on the **percent displayed** icon.



A new window displaying your results will open.

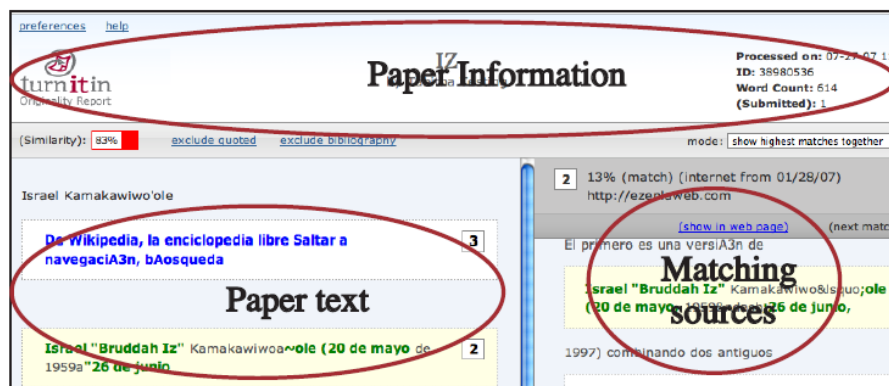
The percent of matching external sources is color coded to according to the following guide:

- blue (no matching words)
- green (one matching word - 24% similarity index)
- yellow (25-49% similarity index)
- orange (50-74% similarity index)
- red (75-100% similarity index)

## Part 2: How to Use an Originality Report

### Default View of an Originality Report

The default view of the Originality Report displays the paper's title followed by the paper's text on the left and the matching external sources on the right. The highest matches are display first and the numbers correspond to matching text in the paper text.



### Identifying Plagiarism

The Originality Report only identifies matches and does not determine whether the material was improperly used, i.e., either intentionally or unintentionally.

The Originality Report is intended to help both the instructor and the student identify and address instances of plagiarism, often through an editing process if the faculty member has enabled resubmitting of papers up until the due date.

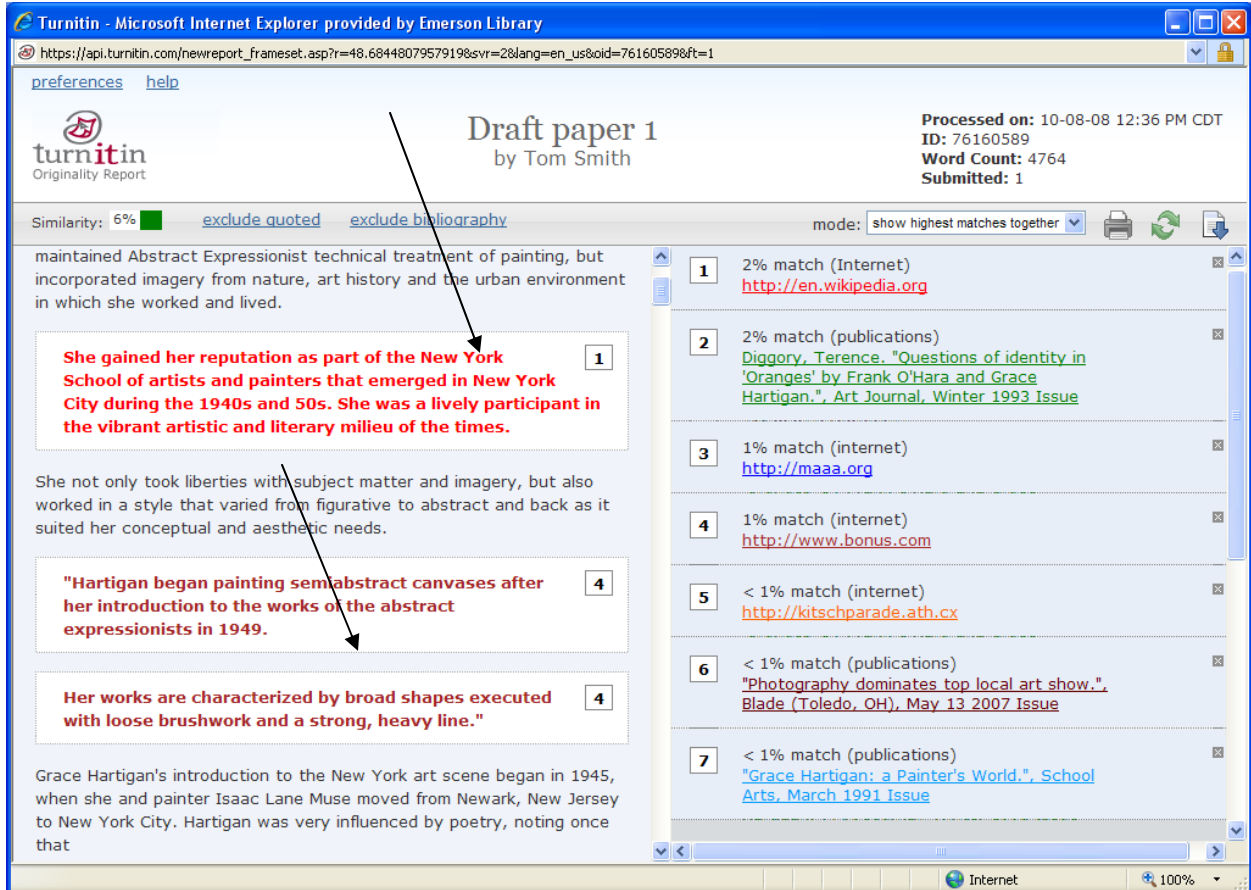
**NOTE:** It may take up to 24 hours to generate reports for resubmitted papers.

### Interpreting an Originality Report

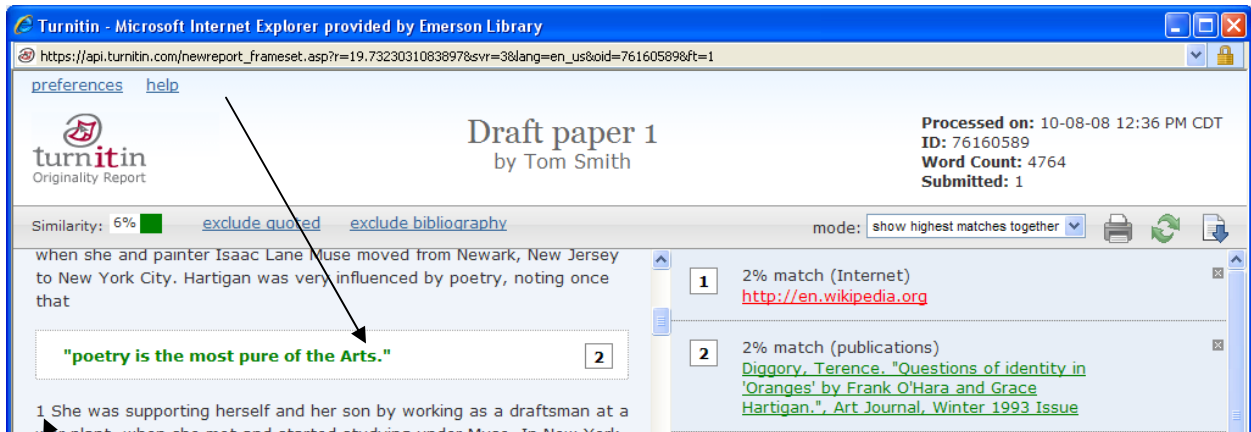
The following are examples of the kinds of matches you may see in an Originality Report. Note that the source matches on the right are listed in numerical order but the paper text matches are not. This is because the view defaults to show the matches with the highest number of matched text first.

**Item 1** shows a match that was cut and pasted from the online encyclopedia Wikipedia. It is not in quotations and the source (Wikipedia) is not cited. This appears to be intentional plagiarism. (**Note:** Some instructors may not allow the use of Wikipedia at all for college level research).

**Item 4 (both sentences)** shows a match from a website. It has been put in quotations but is not cited. This appears to be unintentional plagiarism that can be corrected by citing the source during the revision process if that is allowed by the instructor.



**Item 2** shows a match from a journal that is both in quotations and cited by a footnote. This is the correct use of copyrighted material.

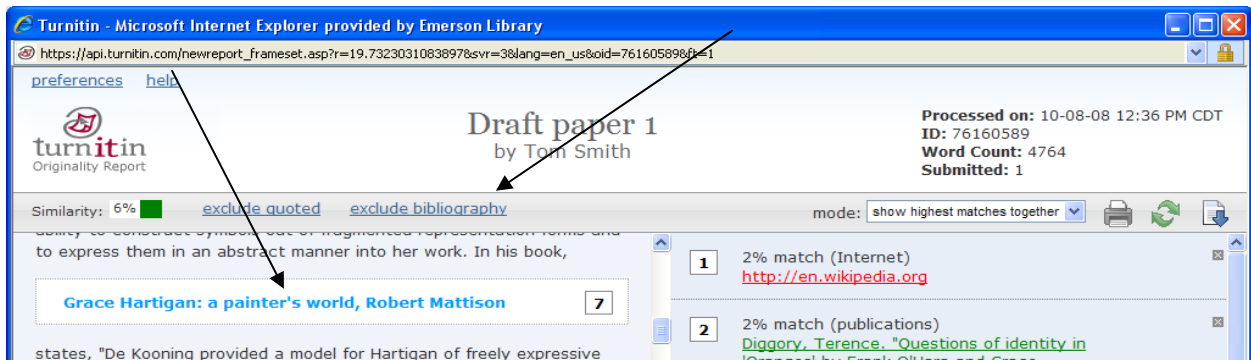


Footnote 1

**Item 6** shows a coincidental match of words. This happens often with proper names and descriptions that cannot be phrased otherwise. This is not plagiarism.



**Item 7** shows a match of a book title that is properly used in the paper. This is not plagiarism. This also happens with the titles in bibliographies. Note the option to exclude bibliographies in the originality report if you wish.

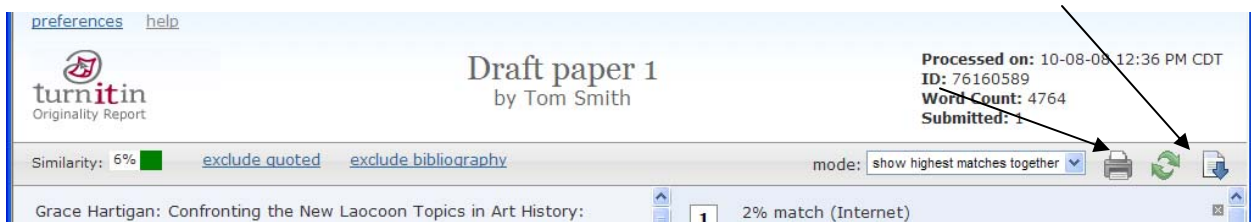


**Note:** If an area of submission text is matched to another student's paper, it will be listed as *student papers*. Direct Source Comparison is not available to students for student paper matches. Only your instructor may gain access to other students' papers for comparison purposes.

### Printing or Saving Reports

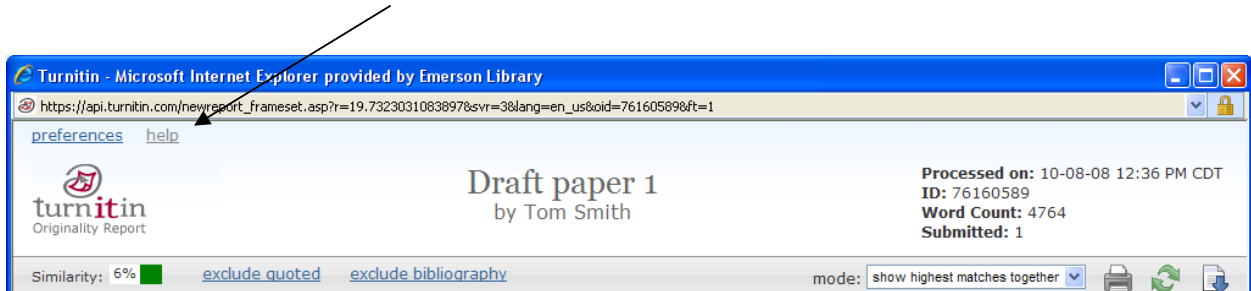
The Originality Report can be printed to or downloaded to the user's computer.

To print a report, click on the print icon at the top of the Originality Report.



To download a copy of the Originality Report, click on the download icon in the top right corner of the Originality Report.

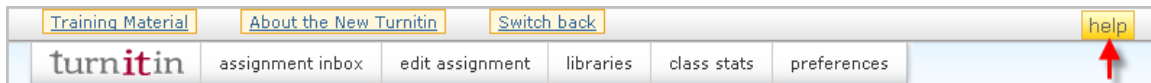
For more information on the originality report, click on the help button at the top of the originality report



### Resubmitting Your Paper

You may be able to resubmit your paper depending on your Instructor's assignment settings. However, you must wait at least 24 hours between submissions and the originality report on subsequent submissions may take as much as 24 hours. Check with your instructor regarding the assignment requirements and Turnitin permissions.

To learn more about Turnitin or the originality reports click on the “**help**” tab in the assignment inbox.



### How to Get Assistance

For information and tutorials on avoiding plagiarism, please visit:

<http://www.webster.edu/students/plagiarism>

If you need assistance with writing click on the “**Writing Assistance**” button on the course tools menu of your WorldClassRoom course home page. Here you will find a number of writing resources including access to the Online Writing Center.

