

Getting started with Turnitin

Website: <http://www.turnitin.com>

Background:

Turnitin is an academic integrity web based service which reviews an assignment for originality and citations. Turnitin is a plagiarism detection service which monitors the recycling of research papers. The site compares every paper to a massive database of content from over 10,000 major newspapers, magazines, scholarly journals and books as well as a database of over 11.5 billion current and archived pages of web content, and more than 65 million previously-submitted student papers.

Turnitin user friendly Training Materials are available at <http://turnitin.com/static/support.html> This site has online resources in different formats: Quickstart Guides, User Manuals, Integration Manuals, Narrated Flash Video, and additional Flash Videos. The site also has many resources for the student as to what plagiarism is, how to cite sources, etc.

NYCC has licenses which allow for using Turnitin regardless if course is online, face-2-face or blended. **NOTE:** NYCC has **not subscribed to the Grademark** function in Turnitin. When you reference materials and videos beware that we have not subscribed to the Grademark functions. This document is divided into the two categories as the process is very different. Be certain to choose the applicable option.

File formats to be submitted must be a text based format. The file should be a txt, rtf, doc, docx or pdf (text not image – File generated using Cutepdf works fine). The file name should not have **any** special characters in it.

FYI - If someone would like a paper evaluated for “originality” (such as a dissertation or proposed article submission), there is a paid service at <http://writecheck.turnitin.com>

Video link explaining how to get started with Turnitin:
http://cdn.turnitin.com/resources/multimedia/training/turnitin/narrated/basic_setup/chap1_demo_audio.htm

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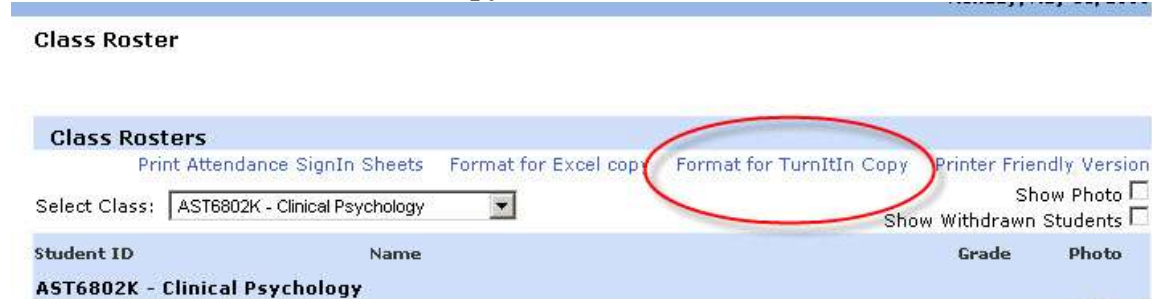
Video link explaining how to **interpret** the Originality Report:
http://www.turnitin.com/static/videos/or_vid.html

Instructions for setting up Turnitin for a face-2-face (f2f) or blended course

See the Turnitin Administrator (Liz Larzelere) to set up your faculty account for Turnitin (You will only need to do this once and then you are in control of how you use Turnitin.)

Creating a text file from the Portal to import your students into Turnitin:

Login to the portal and click on “**Class Roster**” on the left hand side
“**Select Class**” for the applicable course
Click on “**Format for TurnItIn Copy**”



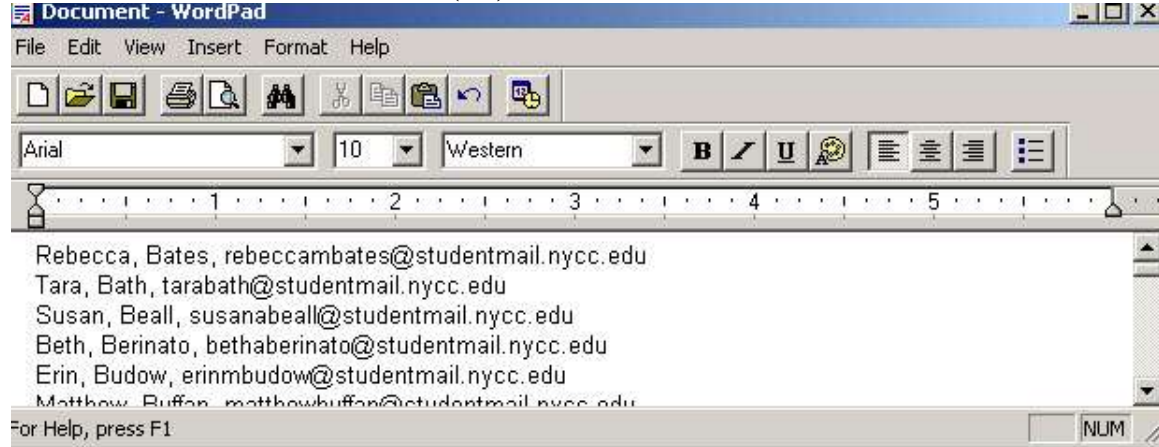
Select all the student information and right click and choose **copy**

Go in to Wordpad on your computer (Start – All Programs – Accessories – Wordpad)

Right click – **Paste**

Save the file (someplace where you can locate it) as a txt file by clicking on

File – Save As – Text Document (txt)



Login to Turnitin and select your course

Note: An instructor may upload a student list to add to a course. The student list must be one hundred (100) entries or less. Larger classes may be separated into multiple lists, each of which can be uploaded individually.

1. Click on the “Students” tab towards the top of the screen

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2. Click on “Upload Student List” towards the bottom of the screen
 3. Browse to where the txt file is located and choose
 4. Click the Browse button and locate the file containing the student list on the computer. For example lists, use the click here link to see templates
 5. Click submit to upload the student list file
 6. The student list will be displayed. Check the displayed list for errors. To submit this list, click yes, submit.
 7. Once yes, submit has been selected the final screen will display the newly enrolled list of student users. To return to the class student page, click the return to students link

Enrollment E-mails:

As soon as students are added to a class a confirmation e-mail is sent to the e-mail address provided. If the student has an existing user profile, the confirmation e-mail contains only notification of the new class enrollment. If the e-mail address was not for an existing student user in the Turnitin system the confirmation e-mail contains a temporary password and login instructions.

Suggestion:

The choice is up to the faculty member as to whether they use Turnitin in their courses. NYCC started to use Turnitin as some courses in Spring 2009. Students may or may not be familiar with anti-plagiarism tools. The Turnitin Administrator will give a 10 minute demo to your class during class time, if requested. The faculty member may want to discuss in class or send an email prior to the one they will receive from Turnitin to enroll, explaining what Turnitin is.

Items covered during demo:

1. Go over the website including the student handout on how to submit an assignment Student **Quickstart Guide** can be found at http://turnitin.com/resources/documentation/turnitin/training/en_us/qs_student_en_us.pdf
2. Discuss types of files which can be submitted: Txt, doc, docx, rtf, pdf (text not image – File generated using Cutepdf works fine). The file name should not have any special characters in it. Files cannot be larger than 2 MB.
3. Once the student has deposit their assignment, they will get an email confirmation with a paper ID.

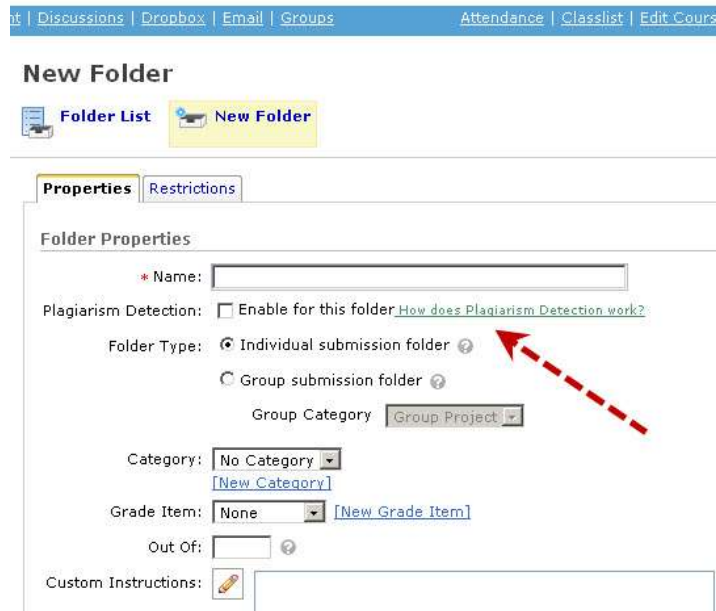
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Instructions for setting up Turnitin for a course on D2L

1. From within your D2L course, setup a new folder within the Dropbox function of D2L by clicking on New Folder



Home | Discussions | Dropbox | Email | Groups | Attendance | Classlist | Edit Course

New Folder

Folder List | **New Folder**

Properties | Restrictions

Folder Properties

* Name:

Plagiarism Detection: Enable for this folder [How does Plagiarism Detection work?](#)

Folder Type: Individual submission folder Group submission folder

Group Category:

Category: [New Category](#)

Grade Item: [New Grade Item](#)

Out Of:

Custom Instructions:








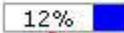

2. Make certain to put a check in the box for Plagiarism Detection.
3. From the folder list, you can tell that Plagiarism Detection has been activated if there are magnifying glasses to the right of the folder name:

Dropbox Folders

Folder	T	F
No Category		
Final Project 		
Group Project Dropbox 		

4. The students should be told that they have to deposit their assignment in the Dropbox. File formats to be submitted must be a text based format. The file should be a txt, rtf, doc, docx or pdf (text not image – File generated using Cutepdf works fine). The file name should not have **any** special characters in it.

5. Several hours after the assignment has been deposited, it should indicate that the originality report is available.

<input type="checkbox"/> Stuck, Test		Leave Feedback	
	 BuckPondREVWeb.jpg (174.24 KB) 	Aug 21, 2009 11:26 AM	
test file to upload			
	 Safari Embed Videos.docx (320.46 KB) 	Aug 25, 2009 10:11 AM	
	 Getting started student.pdf (283.31 KB) 12% 	Aug 27, 2009 2:41 PM	
Here goes my next try			

6. The faculty member will be able to leave feedback in the Dropbox feedback section.

7. The student will be able to see that their assignment is in the Dropbox by clicking on the specific folder within the Dropbox

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