

# Turnitin Guide

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## 1 Introduction

Turnitin is an online plagiarism detection tool that compares submitted documents against over 150 million archived student papers, journals, periodicals and books and over 14 billion web pages to return an originality score (also referred to as the Turnitin score). The Turnitin score is the percentage of the document which is similar to other documents within the Turnitin database. A low score indicates that there is little similarity and a score of 100 indicates that the entire submitted item has been copied from a single or multiple sources. It is up to the discretion of the school in deciding where to set the guidelines on what is considered a 'high score'.

Policy indicates that students do not interact with Turnitin directly, instead assignments are to be created in MMS for students submit to. MMS will then send a copy of the uploaded file to Turnitin and return the Turnitin score on the assignment overview.

**Student Note:** Students must **NOT** upload to Turnitin directly. Work submitted directly to Turnitin will **NOT** be considered a valid submission

<b>School</b>	School of Computer Science
<b>Module Name</b>	Test module
<b>Semester</b>	All year 2010/1
<b>Mark type</b>	UStAndrews20PointMark
<b>Turnitin</b>	Disabled <b>Enable Turnitin</b>
<b>Auto-sync:</b>	<input type="radio"/> Automatically synchronize students from institution <input checked="" type="radio"/> Students on module are manually changed
<b>Evaluate:</b>	Do not evaluate
<b>Evaluation Results To:</b>	
<b>Dates</b>	Module should be visible from 13/09/2010 to 13/09/2010. Module runs from 13/09/2010 to 13/05/2011. All reassessments will be completed by 12/09/2011.
<b>Finalised?</b>	<input type="checkbox"/> To finalise a module, so that its contents cannot be changed, tick this checkbox. Please note that once set, only a sys-admin can unset finalised status.

Figure 1: Example of the module table with the Enable Turnitin button circled.

## 2 Creating A Coursework Tool

Module staff create Turnitin assignments in MMS which students upload to. Only staff with the correct permissions on a module will be able to create assignments. In most schools assignments are created by module administrators or module coordinators. Before assignments are created ensure that Turnitin has been enabled in the table on the module overview by clicking the "Enable Turnitin" button as highlighted in figure 1.

AB1001: Example Module

Coursework Link

Name	View
Coursework	Overview
Final grade	Overview
Exam	Overview

Update Tools

Figure 2: Links to Coursework overview

Once Turnitin has been enabled a Coursework tool should be created to hold the assignments. Scroll down to the Tool section of the module overview. From the list of Core Tools select *Coursework* and then click the **Create Tools** button. A new Coursework tool will appear in the Tool table. The coursework tool can be accessed by clicking the 'Coursework' link on the Modules page or by clicking the 'Overview' link on the module overview as in figure 2.

### 3 Creating a Turnitin Assignment

Once the Coursework Tool has been created, then Turnitin assignments can be created. Assignments are created on the configuration pages which can be accessed by clicking the 'Configure' icon in the top right of the coursework overview. To add an assignment click the 'Add Assignment' button, this will create a new row in the assignment table. Fill in the assignment name and short name. Select a due date by clicking the calendar icon and selecting the required date or by entering the date using the format dd/mm/yyyy. The 'due time' and 'feedback window' should also be changed to represent the timings published in the module handbooks.

The relative weight is used by MMS to calculate the overall coursework mark and is the weight each assignment has in relation to the other assignments. If there is only one assignment in the tool then the relative weight can be left as one. If there are two items of coursework, each worth 50% of the coursework grade then both the relative weights could be entered as 1 as each assignment is worth the same. Some users may find it intuitive to set the weight of each assignment as 50.

To use Turnitin students will need to submit assignments electronically. The 'style' of the assignment should therefore be set to 'Single Upload' to create an upload slot for each student. As Turnitin only accepts certain file types you may wish to restrict the file types that students can upload by entering the file extensions in the 'Allowed types' field, separated by a comma. Allowed file types are: doc, docx, pdf, txt and rtf

The 'Grade Visibility' drop down list controls the student visibility of the student grades and feedback. Students will *never* see the grades or feedback of other students. The visibility settings can be altered and saved any point during the running of the module.

Once the information for an assignment is completed click the 'Save Assignments' button to save the details. A new assignment can be created by clicking the 'Add Assignment' button again. For a more in depth discussion of creating assignments and the settings in the coursework tool, including extensions and automatic lateness policies please see the MMS Coursework Guide.

### 4 Viewing Turnitin Scores and Reports

Once students have submitted electronic copies of their assignments staff on the module can view the Turnitin Score. To view the Turnitin Score access the coursework overview (as outlined above). The main section of the coursework overview contains the Assignment table, which lists each assignment and the marks each student has received. Click the assignment title in the assignment table to view the assignment overview. The assignment overview will list each student, the due date for each student, the feedback date for each student, any lateness, the student grades and the Turnitin Score. To view the Turnitin report click the Turnitin Score (as highlighted in figure 3) which will open a new window containing the Turnitin Report.

Matric Num	Due Date	Feedback	File	Submitted	Lateness		Grade	Feedback <a href="#">[View Feedback]</a>	Turnitin Score	Module Notes	Select
					Days	HH:MM					
000000001	16 Dec 10	6 Jan 11		20 Dec 10	3	20:39	[5.0]	<a href="#">[View Feedback]</a>	<b>20</b>	<a href="#">[Add]</a>	<input type="checkbox"/>
000000002	16 Dec 10	6 Jan 11		15 Dec 10			[17.0]	<a href="#">[View Feedback]</a>	<b>12</b>	<a href="#">[Add]</a>	<input type="checkbox"/>
000000003	16 Dec 10	6 Jan 11		17 Dec 10	1	00:12	[9.0]	<a href="#">[View Feedback]</a>	<b>5</b>	<a href="#">[Add]</a>	<input type="checkbox"/>

Figure 3: Example off the Assignment Overview table with the Turnitin link circled