Checking for plagiarism and originality in students’ work

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Definition of Plagiarism:
It’s stealing! It’s lying! It’s plain wrong!
More specifically, according to Hacker in the 7th edition of A Writer’s Reference, “Three different acts are considered plagiarism: (1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotation marks, and (3) failing to put summaries and paraphrases in your own words” (2011, p. 376).

What is Turnitin?
The Turnitin is a web-based anti-plagiarism detection service used at the University of Balamand as an on-line service to which student work is submitted. The software goes through the paper or presentation to detect the plagiarized pieces; it then produces a report, highlighting the plagiarized parts and giving the location of the original text.
The main purpose behind Turnitin is:
- To deter plagiarism
- To hold students accountable
- To determine the congruence of text to sources
- To enhance teaching and student learning
- One cannot make a conclusion regarding plagiarism on Turnitin originality scores alone.
The Turnitin program resides on the Web outside the UOB domain, and requires using an Internet password if accessed from campus.

1. Getting a Turnitin account
1.1 Applying for an account
Send an email to eresources@balamand.edu.lb with the information outlined in the sample and the subject “Turnitin Instructor Account”
1.2 Setting for the password
Once the account has been activated, you will receive email with instruction on access your account and your username (UOB email) and password.

1.3 Accessing Turnitin
It would be best if you access your account and change your password:
1. Log onto: www.turnitin.com
2. Sign in with you email and password
3. You will access the Turnitin interface:
2. Submitting to Turnitin

2.1 Instructors: Before students are able to submit or instructors can upload papers, the instructor has to create a class with assignments.

2.1.1 Create a class

1. Go to My Classes

2. Click on add a class

3. Fill in the details. Note: Class type ➔ standard class

4. You will receive a pop-up window. Write down the Class ID and the Password to give to students for Turnitin submissions.
5. Your class has now been created. Follow the same procedure for each course.

6. Click on the class name to access to go on to the next step

2.1.2 Create an assignment: the second step is to create assignments for the class

7. Click on new assignment

8. Enter assignment title

9. Enter dates:
   * Start date: link appears for students to submit their work
   * Due date: students will not be able to submit after this time
   * Post date: marks for the assignments to be available for students to view if using the grading feature

10. Click on more options to enter special features
* On due date: reports for student submissions are generated on the assignment's due date
* Immediately (first report is final): reports are generated immediately and students will not be able to resubmit their papers once a report is generated
* Immediately (can overwrite reports until due date): reports are generated immediately but students can resubmit their papers and get new reports as many times as they would like up until the assignment's due date.

By default "yes"

To exclude bibliographies and quoted material for the plagiarism count in the originality report active these features. This can also be done when the originality report has been generated.

Exclude small matches like two or three words; this will decrease the percentage of plagiarism. This can also be done when the originality report has been generated.

By default, only instructors can see Turnitin originality reports.

If you would like to have submitted papers to stored in Turnitin's database of student papers and used for future searches. If not, select "no repository." If you choose not to have papers stored in Turnitin's database, you will not be able to check submissions against Turnitin's student paper database. **Watch out:** Student Submission item above.

To specify the sources that submitted papers will be checked against:
* Turnitin's student paper repository
* Current and archived Internet pages
* Periodicals, journals, and publications (even form databases)
2.1.3 Give students the Class ID and enrolment password
If you have forgotten the class ID or password, go to My classes to get the ID of the classes under your account.

2.1.4 Upload student list
1. Click the class name to enter the class.
2. Click on students on left hand side

2 Options:

To add 1 student at a time

To upload as a batch

List can be in Plain (.txt), Word (.doc) or Excel (.xls); for each user in your list, include the user's UOB email address, last name, and first name in this order.
2.1.5 Upload student papers

Click on Submit paper

Acceptable formats to upload:
MS Word, WordPerfect, PostScript, PDF, HTML, RTF and plain text
File size: less than 20 MB
Follow the instructions according to the chosen format

Fill out the required data

2.1.6 Email students

When you have uploaded your student list, you can return to the Student page and email the students the Class ID and Password
2.2 Students: Submit paper
Students can also submit their material.

2.2.1 Create an account

1. Log onto: [www.turnitin.com](http://www.turnitin.com)

2. Click on NEW USER

3. Click on Create user profile

4. Click on student

5. Fill out the required info with UOB email address.

Read the USER AGREEMENT and click on SUBMIT
2.2.2 Enroll in a class

6. Click on enroll in a class

7. Enter class ID and enrollment password

2.2.3 Submit an assignment

8. Click on class name

9. Click on Submit
10. Fill out the required information and **UPLOAD** the paper.

11. Confirm that this is the right choice and click **SUBMIT**.

12. Receive notification of successful upload.

13. Click on **go to portfolio**.
2.2.4 View Originality report

1. To view the Originality report, click on the percentage button in the portfolio

**Originality Report Contents**

**Paper information:** includes the paper title, the submitting user profile name information, the word count, date of the Originality Report creation, and how many submissions have been made to the assignment

**Paper text:** the extracted text only version of the submitted paper. Matching text is highlighted in a color that corresponds to the matching source listed on the right side of the Originality Report

**Matching source:** the list of matching sources for the highlighted areas of the paper text to the left.
2.2.5 Resubmit paper

1. Access assignment list portfolio

2. Click Submit button and upload the updated version

3. Originality Reports

3.1 Retrieve the report

1. Click on Class name

2. Click Submit button and upload the updated version

3. Pop-up window notifying of update status

1. Click on Class name
2. Click on Assignment name

Click on Report, to view Originality report

Click on Title, to view student paper
3.2 View the report

The Originality Report is separated into three main areas in the default view.

1. **Paper information:** The top of the report page shows information about the submitted paper. This includes the paper title, the user profile name.

2. **Paper text:** the extracted text only version of the submitted paper. Matching text is highlighted in a color that corresponds to the matching source listed on the right side of the Originality Report.

3. **Matching source:** the list of matching sources for the highlighted areas of the paper text to the left.
3.2.1 Matching results

If you click on the arrow of one of the matching sources, the original source will be retrieved for comparison.

If you click on “Full Source View,” you will be able to view the complete original documented that was plagiarized.

You can also choose to exclude a source from the list.
3.2.2 Color Codes
The color of the report icon indicates the overall similarity index of the paper, based on the amount of matching or similar text that was uncovered. The percentage range is 0% to 100%. 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

3.2.3 Types of sources

- **An internet source**: 23% match (Internet from 04/25/09)  
  [http://www.isb.edu](http://www.isb.edu)
- **An archived internet source**: 5% match (Archived internet from 07/01/09)  
  [http://www.cluteinstitute-onlinejournals.com](http://www.cluteinstitute-onlinejournals.com)
- **An article form database**: 15% match (EBSCO)  
  Robbins, Ruth R., *Attitudes and Perceptions of Employees*
- **A student paper in your class or university**: 8% match (student papers from 03/04/09)  
  Submitted to University of Balamand on 03/04/2009
- **A student paper in university/institution***: < 1% match (student papers from 12/11/07)  
  Submitted to Strayer University

*Send request to institution or instructor to view paper*
3.3 Re-analyse the report: optional features

The Similarity Index might decrease dramatically if there are extensive quotes or references in the paper.

3.4 Paper Information

The top of the report page shows information about the submitted paper:
Paper ID no. / Date of Submission / word & character count / Number of submissions made / Statistical breakdown of Originality report
3.5 Print or Save the Report

4. Additional Notes

In order for UOB become part of an international database/repository to monitor plagiarism among local and international institutions, there are some points you should be aware of:

1. Under the **MORE OPTIONS** tab when you are creating an assignment, the option: Generate originality reports for student submissions provides three choices:

   1.1 On due date: reports for student submissions are generated on the assignment's due date so the student paper is submitted into the repository only ONCE and reports are generated once; the after that one essay is submitted into the repository;

   1.2. Immediately (first report is final): reports are generated immediately and students will not be able to resubmit their papers once a report is generated so the first (and probably only) essay submitted is the one that is stored in the repository;

   1.3. Immediately (can overwrite reports until due date): reports are generated immediately, but students can resubmit draft assignments up until the due-date their papers and get new reports as many times as they would like up until the assignment's due date. So the copy is submitted MORE THAN ONCE and corrected to the faculty member’s satisfaction; the final paper -- the last one submitted up through the due date -- is the one which is stored in the repository.

Click here to print or save a copy of the Report to your PC
2. The option of that allows you to save the paper in the international repository or not comes under: **Submit papers to.** If you would like to have submitted papers stored in Turnitin’s database of student papers and used for future searches, select "Standard paper repository” . If not, select "no repository." **WATCH OUT:** If you choose the second option, then if the paper is submitted another time in another course or another institution that subscribes to Turnitin, then the plagiarized copy will not be detected.

3. If you are working on personal material, then do not submit to the repository until you have drafted the final version, so choose the “Immediately (can overwrite reports until due date)” option in the generating originality reports. OR you have the choice of not submitting it to the repository. Once a paper is submitted to the repository, if you try to resubmit, it will provide you with an originality report of 75-100% plagiarism.

4. If the mistake is made by submitting a paper in the repository, please provide the **E-Resources Librarian** with the title and author of the paper, as well as the “Paper ID” number in the Assignment Inbox (Image sample).

![Image of Assignment Inbox](image.png)

**Questions or Help**

For further **guides and multimedia material**, log on to:

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

**Instructor** training video:


**Student** training video: http://www.turnitin.com/static/videos/student_ppm.html

For **further help** or in case of difficulties, contact the E-Resources Librarian:

email: eresources@balamand.edu.lb or call +961-6-930250 EXT 4077.