Objective:

Turnitin is a program that checks for plagiarism. It can be used to educate students regarding appropriate citation and referencing techniques.

By following the guide, you will be able to enable Turnitin while creating an assignment. This guide has 3 sections:

- Section 1: Enabling Turnitin
- Section 2: View Reports
- Section 3: More Options

Section 1: Enabling Turnitin

- 1. Create a new assignment by clicking on **Course Tools**, select **Assignments** and click on **New Assignment**
- 2. Fill in the information needed for the assignment: Name, Grade Out Of, Due Date, Instructions, Availability Dates & Conditions, Submission & Completion)
- 3. Click on the Evaluation & Feedback dropdown (1) and select Manage Turnitin (2).

Evalua	tion & Feedback
Rubrics	
Add Rubr	ic 🗸
Learning	Objectives
No learni	ng objectives
Manage I	earning Objectives
Annotati	on Tools
Mal ass	ke annotation tools available for essment
Anonymo	ous Marking
Hid	e student names during assessment
Turnitin I	ntegration
Turnitin® evaluatio	adds additional functionality to n.
Manage 1	Turnitin 2

- 4. To enable Turnitin:
 - a. Click on the Originality Check box (3)
 - b. Check the **Display** box if you want your students to see the similarity report (4)
 - c. Choose the **Frequency** in which papers are checked (5)

	Turnitin® Integration
	Turnitin® Integration
3	Originality Check®
	 Enable Originality Check® for this folder
4	Display Allow learners to see Turnitin® similarity scores in their submission folder
5	Frequency
	Automatic originality checking on all submissions Identify individual submissions for originality checking
	More Ontions in Turnitin®

5. Click Save

CELT:	260-481-6354	<u>celt@pfw.edu</u>
ITS Helpdesk:	260-481-6030	helpdesk@pfw.edu



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Section 2: View Reports

1. To view students' reports, go to the assignments page, click on the dropdown by the assignment that has Turnitin enabled and select **View Submissions**. Turnitin is enabled when there is a the Turnitin icon



- 2. The Turnitin column will display the reports:
 - a. In progress: Turnitin is still compiling the report (1)
 - b. Open box icon: click on it to run the report manually (2)
 - c. Similarity percentage display: click on it to see the report (3)

\Box	Last Name 🔺 , First Name	Turnitin® Similarity	Submission Date	Delete
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	후 🐱 Guieswende Chapter 2 Answers.docx (16.99 KB)	In Progress	Oct 7, 2021 10:24 AM	Î
\Box	Turner, Paige	2	🗭 Evaluate	
	P 🜌 Data Solutions Consulting- SSA Syllabus.docx (16.88 KB)	<i>⊊</i> ⊐	Oct 7, 2021 10:22 AM	Î
	ZZStudent, ZZDemo	3	Ģ	Evaluat
	ව 💌 Data Resources shortlist.docx (18.12 KB)	8 %	Oct 7, 2021 10:22 AM	Î

Section 3: More Options

Click on More Options in Turnitin to see more possibilities:

- 1. Submission Settings
 - a. Submit papers to:
 - Standard paper repository: papers will be stored in the Turnitin Database. If students were to re-submit the same document or part of this document, it will be flagged.



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- Do not store the submitted papers: papers will not be stored in the Turnitin database. Choose this option when you want students to submit drafts.
 Students can see their reports but they will not get flagged when they submit the final document.
- Enable Grammar Checker if you wish

2. Compare against:

Select the repositories (Student paper repository, Current and Archived web site content, Periodicals, journals and publications) you want to compare the students' papers against.

3. Similarity Report

a. Select your preferred similarity report by clicking on the dropdown by **Generate reports immediately**



- b. Allow students to view Similarity Reports.
- c. Exclude bibliographic materials. This will exclude text appearing in the bibliography section.
- d. Exclude quoted materials.
- e. Exclude "small sources". Sometimes small sources can be overwhelming. You can choose a threshold.
- **4.** Additional settings: If you like these settings you can save them as your default by clicking on Save these settings for future use.
- 5. Click Save

