

turnitin

Using Turnitin via eLearning

Instructors' Step by Step User Manual

MSA University IT Staff Assistant librarian for information skills &Turnitin administrator <u>Turnitin@msa.edu.eg</u>

Table of Contents

Introduction	3
Creating Assignments	. 3
Adjust the options of your Turnitin Assignment.	. 4
Assignment inbox	. 6
Reports	. 8
1. Originality Report	. 8
Browse for Originality Reports from the Submission inbox tab.	
- Following a matching source in detail	9
Applying filters	10
Excluding matching sources (2 ways)	10
- Restoring excluded sources	11
Printing or saving the report	12
Important Notes:	12
2. GradeMark Report	14
Access GradeMark	14
Add an inline comment	14
Add a QuickMark comment (2 ways)	14
⁻ Highlight a Text	15
- Strike through text	15
Choose a QuickMark library	15
Use a QuickMark Manager	15
• To add a new set of QuickMarks:	16
Add a voice comment	16
See a full list of comments	16
Apply rubrics to grade the paper	17
• How to create a standard rubric	17
• How to create a custom rubric	18
$^{\circ}$ How to create a qualitative rubric	18
Attach a Rubric to an Assignment	19
-Import a rubric	19
Deleting a rubric	19
Printing or saving the GradeMark report	20

Introduction

This Manual describes the various steps academics should take to enable them to use the Turnitin software to check for similarity in assignments they have set for students. Items from 1-6 of the Manual are set out to show academics how to create Turnitin assignments. This is followed by item 7 which enables academics to browse submitted papers. Finally item 8 describes how to interpret Originality Reports generated by Turnitin.

Creating Assignments

 Login at the eLearning website http://e-learning.msa.edu.eg/ a) Choose one of your courses.



2. Click on Turn editing on

University Dealer Description Methodologics and Arc (27) Call (JL) (M		You are not logged in. (Login)
People	Weekly sufficie	Latest News
გ Fadiciparte	Et News foren	Add a new topic
Actvilles	w Evelat in North P Augusterit	And Inc. reasons we can be for

3. Choose Turnitin Assignment from the Add an activity pulldown menu.

Add an activity	Latest News
Assignments	😓 🗟 🗙 🖷 🗉
Advanced uploading of files Online text Upload a single file	Add a new to (No news has been p
Chat	Upcoming Events
Choice	👂 🗟 🗙 💿 🗉
Forum	[[due]] assignment8 - Part
Glossary	Ontwi
Lesson Quiz	[[due]] Test - Part 1 <i>Tues</i>
SCORM/AICC	
Survey	Go to calendar
Turnitin Assignment	New Event
Wiki	
Workshop	
Add an activity 🛛 💌	Administration

- Adjust the options of your Turnitin Assignment.

a General Options





after the first paper has been submitted.



Note:

Both Anonymous Marking & ETS e-rater® grammar-checking are not available with our current subscription

Assignment inbox -

ning P II P Turnun Assignments P Assignment					Updat	e this Turnitin Ass
(8	Summary Submit Pa	aper Submission Inbo	x Options			
Turnitin Assignment Nan Summa	me Assignment1 ary jhk					
Turnitin Tuto	ors 🖗					
Assignment Part	Start Date	Due Date	Post Date	Max Marks	Export	
Part 1	22/12/11, 09:10	29/12/11, 09:10	29/12/11, 09:10	100	🗐 🗖 🕅	1 9
vnload grades and similarities for subme you want under Export	issions as PDF	F, Word (both in	ZIP files) or E	xcel, click	on any	Expo
vnload grades and similarities for subm e you want under Export ign the dates for the assignment by clic	issions as PDF cking on this ic	F, Word (both in con and	ZIP files) or E I a window will	xcel, click open to re	on any eview	Expa
Click on the Summary tables while a grades and similarities for submine you want under Export sign the dates for the assignment by click tres as follows:	box Options	F, Word (both in con and	ZIP files) or E a window will Start Date for the assign submitting th and time, stu late submissi	open to re Specify the ment so s eir papers. dents will to ons are er	on any eview e start date tudents ca . After the be blocked habled.	e and time an begin due date d unless
Click on the Summary tables were and grades and similarities for submine you want under Export sign the dates for the assignment by click tess as follows:	box Options	F, Word (both in con and	ZIP files) or E d a window will Start Date for the assign submitting th and time, stu late submissi Due Date: the assignment to submit the	Specify the open to re Specify the oment so s eir papers. dents will to ons are en Select the ent so stud ir papers a	on any eview e start date tudents ca After the be blocked habled. due date a ents will n after this da	e and time an begin due date d unless and time for ot be able ate.
Click on the Curriculy table who ad grades and similarities for submine you want under Export sign the dates for the assignment by click tes as follows:	box Options	F, Word (both in con and	ZIP files) or E d a window will Start Date for the assign submitting th and time, stu late submissi Due Date: the assignment to submit the Post Date: students will should be aff	Specify the open to re Specify the ment so s eir papers. dents will to ons are en Select the ent so stud ir papers a This is the have acce er the due	on any eview e start date tudents ca After the be blocked abled. due date a ents will n after this da date and ss to their date.	e and time an begin due date d unless and time for ot be able ate. time grades. It

Delete the assignment by clicking on recycle bin icon C.

Paper Submissions (instructor) In most cases, students will submit their own papers, but if you havea need submit something for a student, click on **Submit Paper** On the next screen, you will be able to select the student name from a dropdown menu, enter a title for this assignment and then attach the file to upload.

	Sun	nmary Submit Paper Submission Inbox Options	
Add Submission			
	Submission Type 🍥	File Upload	
	Students Name 🔞	, Aberdeen-Cheem	
	Submission Title 🔞]
	Submission Part 🔞	Part 1	
	File to Submit 🔞		Browse_
		Add Submission	

• Click on the Options: a. Adjust extra options for the assignment

General Settings Auto Submit @ Submit to Turnitin Immediately on Upload Results Per Page @ 25	• General Settings • Auto Submit • Choose from the pull down menu whether students can submit their papers immediately to Turnitin or to review them before submitting. • Results Per Page • Choose how many students will be listed per page in your inbox
Grading Settings Use GradeMark @ Yes, use GradeMark to grade submissions V Grade Display @ Show grades as Percentage (e.g. 89%) Auto Refresh Grades / Scores @ Yes, automatically refresh originality scores and gra(V Submission List @ List all students V	• Grading Settings • Use GradeMark • Choose whether using GradeMark or Moodle to grade submissions better to use GradeMark as we are subscribing to this service besides it allows you to grade papers online by adding comments& applying rubric scores • Grade Display • Select how grades will be shown either as percentage or fraction. • Auto Refresh Grades/Scores • Select whether you want grades and scores to be changed automatically or manually. • Submission List • Choose whether to list students who have only made submissions to your inbox or to all students.
Comments Settings Comments Remain Editable i 30 Minutes Maximum Comment Length i 800 Characters Save Changes	Comments Settings Comments Remain Editable Select how long you would like your comments that you made to the submissions be available. Maximum Comment Length Set the maximum number of characters allowed in a comment. Click on Save Changes

Reports

There are 2 reports that Turnitin.com generates for its users to view with the ability to toggle between the two views easily. We will walk through them here.

1. Originality Report

The report for which Turnitin.com is probably most known is the originality report. This report will be automatically generated when a paper is submitted. It gives you a coloured percentage of matching sources outside the paper.

Browse for Originality Reports from the Submission inbox tab.



- Following a matching source in detail

- a. The **Match Overvie** is the default viewing mode for Originality Reports where you can find a list of sources that have the greatest matches with the student's paper on the right sidebar.
- b. Each matching text highlighted & numbered on the left is referred to on the Match Overview box on the right sidebar.

c. Click on the **All Sources** iew to display a list of every source found for the paper on the right sidebar.



8%

d. Click on each percentage on the right

sidebar will show additional sources from the Turnitin databases that were found to match the highlighted section of text

e. Click on each percentage on the right sidebar of the **All Sources** view or click on each number on the student's text to view a pop up with the original text in a black colour while



Note:

Full text for submitted students' papers from other institutions ^{won't be} retrieved because of intellectual property issues unless you make a request.

- Applying filters

a. Click on **filters and Setting** button to reduce the similarity index score by excluding bibliographic information, quotations and small matches when they are flagged. After exclusion you will notice that the Overall Similarity index score will be recalculated.



Note:

These filters are only available for the current session of viewing the originality report.

Clicking on **New Report** will refresh the report based on the most recent Turnitin database content only if you believe there are recent sources that were not matched in the first report.

- Excluding matching sources (2 ways)

1. From All Sources view

Exclude	e Sou	rces
All Sources	:h : of 20	• ••••
Submitted to Bi Student papers - 2 page	itish U ^{bers}	63%
 Submitted to British Submitted to British 	Univer Univer	63% 63%
www.pdhengin Internet source	eercom	18%
WWW.natcogrou Internet source - 2 uris	p.c m	18%
• R. Hosny. "Estir Publication	nation	2%
	↓	
Exclu	de Sources	

2. From Match Overview view

a. Click	_{con} View mat	ch breakdown	b.	Click on
Match	Overview			Match Brea
1 Su	bmitted to British U dent paper	56%	4	Internet source Matc
2 WM	w.pdhengineer.com met source	9.0	•)	www.pdhengine
			• \ 	www.natcogrou
			•	Submitted to Br Student papers - 2 pap
			•	R. Hosny. "Estin

b. Click on Exclude	Sources
🗢 Match Breakdown	
2 www.pdhengineer.com Internet source	9%
 Match 1 of 14 	
www.pdhengineer.com Internet source	9%
www.natcogroup.com Internet source - 2 urls	9%
Submitted to British U Student papers - 2 papers	6%
R. Hosny. "Estimation Publication	10
Exclude Sources	



Restoring excluded sources

a. Click on View/edit excluded icon



b. Click on Restore All er select the source(s) and then click on Restore

5
Excluded Sources
Submitted to British University
Restore (0) Restore All

Text-Only Report

- Printing or saving the report

You can download the Originality Report as PDF and print it out besides the digital receipt that confirms submitting the paper successfully by clicking on the printer icon on the bottom left corner

Turnitin (Moodle 4416781) How to teach IL? - Part 1 (Moodle 1349497 Wh	at's New	(?) Help	 Paper 	'2 of 2 ▪ ▶
Originality C GradeMark C PeerMark	turnit	in D	61%	OUT OF 100
<section-header><section-header><section-header><text><text><text><text><text></text></text></text></text></text></section-header></section-header></section-header>	Mª 1 2 3 4 5 6 ₹ 7	tch Over papers.s Internet so. npin.org Internet so. Submitte Student per Student per Student per Student per Student per Internet so.	sm.com sm.com d to Walden d to Franklin uccess org d to Universit d to Universit d to Lac za ces	16% 12% 10% 5% 3% 2%
Download PDF of current view for printing				
Download PDF of digital receipt for printing	1			

- Important Notes:

- Each paper submitted to Turnitin is compared against the following sources:
 - Over 14 billion web pages from the current web as well as archived web pages.
 - ^o Turnitin's local database of over 150 million archived student papers. A database of over 90,000 periodicals, journals & publications.

• Originality Reports

After this comparison, Originality Report will be generated with an overall similarity index showing how much of the student's paper matches content from Turnitin sources so instructors can quickly understand how much of the paper is not original. For example, references and quoted material are identified as copied materials. The color of the report differs according to how much matching text was found. The possible similarity indices are:

- **Blue** (0%)
- Green (1 word-24% matching text)
- yellow (25-49% matching text)
- Orange (50-74% matching text)
- **Red** (75-100% matching text)

However, these indices do not reflect whether a paper has or has not been plagiarized. The decision to judge any work plagiarized must be made carefully and only after careful examination of both the submitted paper and the suspect sources.

• Same paper in different assignments/ student's accounts =

Once a paper is submitted to Turnitin, it will become part of the Turnitin database. You will get a **high similarity index** when the same paper is uploaded to Turnitin again. To avoid this:

100%

DO NOT submit a paper using different accounts/ assignments.

• Accepted file types & size uploaded to Turnitin

For single file upload:

- File must be less than 20 MB
- The maximum paper length is 400 pages.
- File Types allowed: MS Word, WordPerfect, PostScript, PDF, HTML, RTF, OpenOffice (ODT) and plain text

If your file exceeds 20 MB:

If your file contains images, you may remove the images or save the file as a rich text or plain text file to make the file smaller. If your file is a PDF and exceeds the 20 MB restriction: (1) copy the text in the document, (2) change the upload process to 'copy and paste', and (3) paste the text in the body field. (Changing submission type should be done by instructor

according to instruction no. 3)

Requirements for zip file upload:

Can contain a max of 1000 papers

Please check the contents of your zip file, making sure it contains only the specified file types allowed. Check the number of documents in the zip file, if it contains more than 1000 papers, the system will take a minimum of an hour to detect the error and the zip file will not be uploaded.

- Must be less than 200 MB
- File types allowed in a zip file: MS Word, WordPerfect, PostScript, PDF, HTML, RTF, OpenOffice (ODT) and plain text

If your zip file exceeds 200MB:

(1) Unzip the file and split the student papers into two folders, (2) zip up each individual folder, (3) upload the zip files separately.

Receiving a digital receipt after each time submitting a paper

After each submission, Turnitin sends a confirmation message or a digital receipt with the submission date & time to students to ensure that their submission was made successfully even students without email addresses can easily access their digital receipts through their originality reports and print them out if they are required to.(according to instruction: printing or saving the report)

2. GradeMark Report

GradeMark saves instructors time and provide better feedback than before to students by adding custom comments & rubrics directly to the student papers moreover it will help you keeping all assignments with comments in one organised place

- Access GradeMark

You can toggle between Originality Report & GradeMark for a single submission click on " GradeMark " layer above



Otherwise, from your assignment inbox, click on the apple icon under Grade column iside your assignment inbox



- Add an inline comment

a. Click on

on the right sidebar, then click where you'd like to leave an inline comment on the paper

- b. Type your comment and then click elsewhere on the paper
- upon to view its articles, making all the other people notified of the type of the articles you read and a

There is even an application now that you have to agree

explain more

- Inline comments can be deleted by hovering over the comment and then clicking the trashcan icon that appears above the inline comment.
- The inline comment can be moved by clicking on the inline comment's gray border and dragging the comment to a new location on the page.

- Add a QuickMark comment (2 ways)

#1. Drag it to the desired location

- a. Click on a QuickMark comment from the right sidebar and drag it to the desired location
- b. Hover over any QuickMark comment to view its description
- c. Add your feedback to a QuickMark comment by hovering over this comment and click on Edit and then click Save



d. Hover the cursor over the comment icon and then cl trashcan icon in the top right corner of the comment	lick on th t window	ne v	It seems that the information set strict laws on the sold and saved breach. There	he only thing tha lling is the gover regarding specific cit he privacy of per under database was a network b	elow to find links to information ation styles: <u>a.ora/plag_article_citation_style</u> Edit
e A message will appear at the bottom of the window ' deleted" Click Undo, to restore the comment	[,] Quick№	/lark has been	I	QuickMark has been delet	ed Undo
#2. Attach it to a specific text					
 A. Highlight this sentence, click on a QuickMark comm from the right sidebar 	ient	and also remen you advertisen store what eac	and also remember the items you view in order to show you advertisements on related provided to the store what each country's top ter Delete		show
- Highlight a Text		are not only us	ing a perso	n's info	Edit
a. Highlight this paragraph using your mouse, then	nevers	set, or didn't k	know abou	ut, Facebook's privac	y
click on the highlight you just made, type your	tools"	so they still ha	ave a very	long way i 🖙	Ŵ
comment and save it	provid	e a safe and p	rivate net	work for it	tation
You can save your comment as a quickmark to be added to your QuickMark Library for further use using <u>Save as new QuickMark</u>	Privacy 	y problems are	en't exclus	sive to the Save as new Quit	SkMark Cancel
Strike through text					

a. Highlight this sentence using your mouseb. Press Delete or Backspace on your keyboard

- Choose a QuickMark library

a. Click on the icon

(As shown our active set is Commonly used)

located left at the top of the right sidebar

b. Choose another set from the dropdown menu

Composition Marks		Search QuickMark templates
Comment Select text and click the Comment button to highlight text associated with a comment.	Commonly Used	E Commonly Used Comment Select text and click the Comment button to highlight text associated with a comment.
¶ ^ ~ Awk. Cite del R/O sp wc	orisertations erere Format Nabil Plunchuation	Awk. C/S Citation Needed Commonly Confused Del. Improper Citation Insert
	Usage yy	Missing "," P/V Run-on Sp.

- Use a QuickMark Manager

a. Click on the icon

🖌 lo

located at the top of the right sidebar to open a QuickMark Manager

b. Under the "SETS" column, click on each set to browse for its contents and click on each mark in the "Marks" column to see a full description of it SETS + MARKS (Select all) + Actions Edit

		÷	MARKS (Select all)	+	Actions		
All	÷.		1	Ĥ	Δωκ		
Assignment 1		8	A	m	AWK.		
Commonly Used	÷.	16	~	<u> </u>	Awkward:		
Composition	iii.	21	Awk.	e	The expressi	on or construction is cum	bersome or
Composition Marks	- Ĥ		Cite		difficult to rea	d. Consider rewriting.	
Dissertations		10	del	<u> </u>	SETS		
Dr.Mona Assinment1		3	sp	-	Composition	Marks	
erere		2	WC	<u> </u>			
Format		23					

The company said i user permission be

ending to this in sight.

• To add a new set of QuickMarks:

- a. Click on the icon + to add a new "SET" or "Mark"
- b. From the "Marks" column, select the Marks that you'd

like to include in the new QuickMark set. For multi select hold down Ctrl button while selecting Marks

- Click on the "Actions" button C.
- d. Click on the "New set" button. Enter the name for the set and then click on the "Save" button to create the set
- e. Choose your new QuickMark set to be the active one by clicking on Make this the active set





Add a voice comment

- a. Click on the icon located at the bottom of the right sidebar to provide a personalised feedback by voice
- b. Record your voice
- c. Stop recording
- d. Click on the pencil icon or inside the text box to add a written comment
- e. Remove your comments by clicking on the trashcan icon

See a full list of comments

- a. Click on the icon within the paper
- at the bottom of the sidebar to browse for all comments
- b. Expand for comments within each page by clicking on the icon next to each page number



0

PAGE 5

Hover over each comment you will find a link " Show on paper" to view your C. comment on the other side





Apply rubrics to grade the paper -

Rubrics can be used to evaluate student work based on defined criteria and scales.

There are three rubric types:

- Standard rubric allows you to enter scale values and criteria percentages. The maximum value for the Standard rubric will be the same as the highest scale value entered
- Custom rubric allows you to enter any value directly into the rubric cells. The maximum value for the Custom rubric will be the sum of the highest value entered in each of the criteria rows
- Qualitative rubric allows you to create a rubric that has no numeric scoring
- How to create a standard rubric
- edit rubric scorecard for this paper/ a. Click on the icon at the bottom of the sidebar b. Click on Rubric Manager icon & choose "Create new rubrie c. Click on the Rubric list icon RUBRIC SCORING ľ 0 d. Select a type of rubrics (Standard) at the bottom of the Rubric Manager Enter rubric name here e. Enter the Rubric name f. Edit the name, description, percentage value for a criterion by clicking directly on the title, description or percentage value to open the text box field. Click elsewhere on the screen -To add extra rows of criteria click on the "+" icon to the right of the Criteria header 20% Layout Refers to headers & footers margines g. To enter the scale title or value, click on the scale title or scale value and enter the title or value. Click elsewhere on the screen to finish editing -To add extra scale columns click on the "+" icon to the right of the Scale header

SCALES		+
Excellent	very good	weak
10.00 Applying the layout requirements	7.00	5.00

- h. Complete your rubric as shown above and then click "SAVE" at the bottom right of the Rubric Manager

SAVE	CANCEL	CLOSE
------	--------	-------

How to create a custom rubric		
Follow the same steps above from (a. to c. p.16)		
a. Select a type of rubrics (Custom) at the bottom of the Rubric Manager	RUBRIC SCORING	% 📝 0
b. Enter the Rubric name Enter rubric name here		
c. Write the title and description for each criterion, click directly on the appropriate f enter the new title or description. Click elsewhere on the screen to finish editing criterion title or description To add extra rown of criteria elick on the "u" icon to the right of the Criteria base	eld and the	
d. To edit scale titles click on the Scale title and enter new title. Click elsewhere on	the	design considering(colours, margines)

d. To edit scale titles click on the Scale title and enter new title. Click elsewhere on the screen to finish editing the scale title

-Enter the cell value for each cell by clicking on the 0.00 portion of each cell.

-To edit the cell descriptions click on the description field. Enter the description and then click elsewhere on the paper to finish editing the description

-To add extra scale columns click on the "+" icon to the right of the Scale header

SCALES		+
Existed	Not existed	Scale 3
to achieve new results		

e. C omplete your rubric as shown above and then click " **SAVE**" at the bottom right of the Rubric Manager

	SAVE	CANCEL	CLOSE
How to create a qualitative rubric			
Follow the same steps above from (a. to c. p.16)			
a. Select a type of rubrics (Qualitative) at the bottom of the Rubric Manager	RUBRIC SCORING	% (2 0
b. Enter the Rubric name			
c. Edit the criteria title and description		CRITERIA	+
-To add extra rows of criteria click on the "+" icon to the right of the Criteria			0.00
d. Enter the scale title, and each cell description by clicking on either the t		conclusion	
-To add extra scale columns click on the "+" icon to the right of the So		new ideas, new pro	oduct
Scale 1 5.00 Scale 2 0 Scale 3 0			
Indentation is set to			

19

e. Complete your rubric as shown above and then c lick "SAVE" at the bottom right of the **Rubric Manager**



Instructors can attach rubrics to assignments in the Rubric Manager in order to be accessed for grading

- a. Click on the rubric icor
- b. Click on the Rubric Manager icon
- c. Click on the rubric list icon
- d. Click on the rubric name you would like to attach to the assignment

e. Click on the attach button to attach the rubric to the assignment

• If a rubric is already assigned to the assignment "Attach a different rubric?" a window will open informing you that "There is already a rubric attached to this assignment. Attaching another will delete any existing rubric scoring for this assignment." Click "Yes" to assign the new rubric.

- Import a rubric		
a. Click on view import/export options	CRITERIA + SCALES	
b. Follow this link to import the common co	e rubrics released by Turnitin	

http://community.turnitin.com/blogpost/597928/148646/Common-Core-Grading-Rubrics-Now-Available-in-Turnitin

Deleting a rubric a. Click on the rubric icon b. Click on the Rubric Manager icon c. Click on the Rubric list icon









d. Select the rubric name you would like to delete from the assignment



- e. Click on the rubric list icon again
- f. Click on the "Delete this rubric" option

Create new rubric
Duplicate this rubric
Rename this rubric
Delete this rubric

- Printing or saving the GradeMark report

You can download the GradeMark report as PDF and print it out with all of your comments by clicking on the printer icon on the bottom left corner



Follow us on <u>Turnitin page</u> & feel free to contact your Turnitin administrator <u>at_turnitin em</u>ail Turnitin@msa.edu.eg

Reference:

1. iParadigms, LLC.(1998-2012). Turnitin: Support. Retrieved from http://pages.turnitin.com/rs/iparadigms/images/Moodle_Direct_Integration_Instructor_Manual.pdf

2. iParadigms, LLC.(1998-2012). Turnitin: Training: Instructor Training . Retrieved from http://www.turnitin.com/en_us/training/instructor-training/instructor-quickstart-guide