

HOW TO USE TURNITIN IN BBULTRA

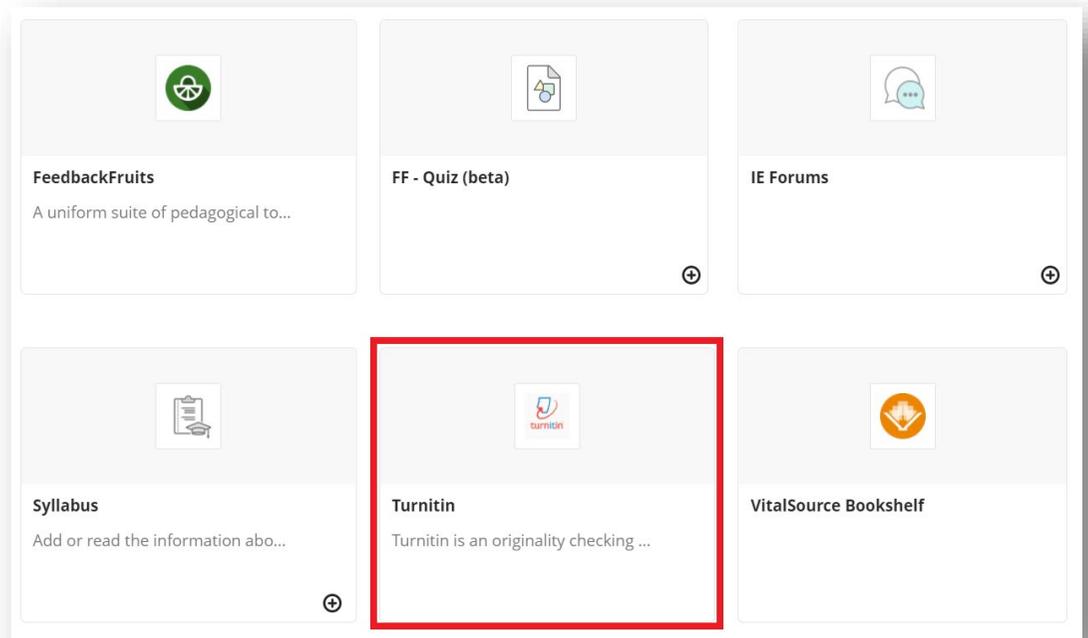
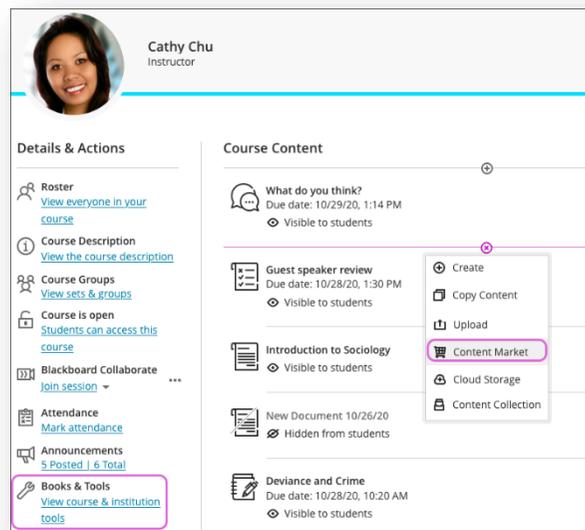
Due to the great amount of information available on the internet and how easy it is to “copy” and “paste”, it has become necessary for universities to have an anti - plagiarism tool to verify students’ work. Turnitin allows educators to check students’ work for improper citation or potential plagiarism by comparing it against continuously updated databases. Every Originality Report provides instructors with the opportunity to teach their students proper citation methods as well as to safeguard their students' academic integrity.

This tool is included in our Online Campus, but, has to be activated by instructors for those subjects where checking is needed.

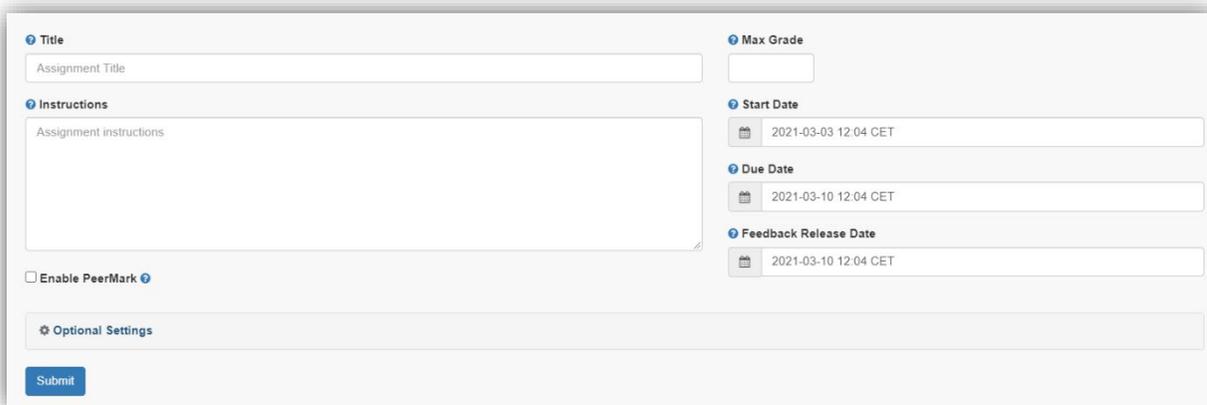
During the use of Turnitin the browser must be allowed to open new windows.

ACTIVATE TURNITIN FOR A COURSE

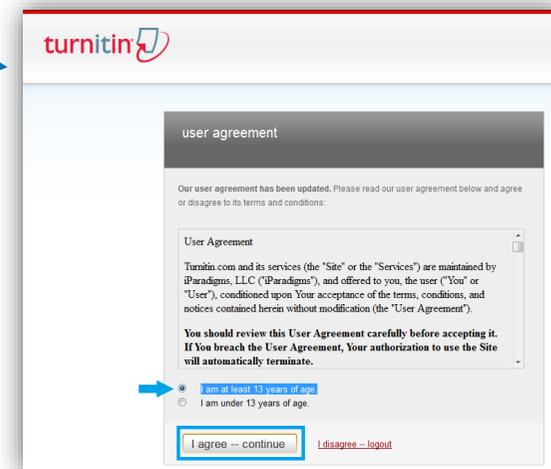
1. Access to the course where you want to use Turnitin.
2. In the menu, select Content Market. Find the Turnitin tool.



The first time you use **Turnitin**, you will see a User agreement; select “I am at least 13 years of age” and then just click on “I agree -continue”:



The screenshot shows the Turnitin assignment creation interface. It includes several sections: 'Title' with an 'Assignment Title' input field and a 'Max Grade' input field; 'Instructions' with an 'Assignment instructions' text area; 'Start Date', 'Due Date', and 'Feedback Release Date', each with a date picker set to 2021-03-10 12:04 CET; an 'Enable PeerMark' checkbox; and an 'Optional Settings' section. A blue 'Submit' button is located at the bottom left.



The screenshot shows the Turnitin user agreement page. At the top is the Turnitin logo. Below it is a 'user agreement' header. The main content area contains the text of the user agreement, including a warning that the user's authorization will terminate if they breach the agreement. At the bottom, there are two radio button options: 'I am at least 13 years of age' (which is selected) and 'I am under 13 years of age'. Below these options are two buttons: 'I agree -- continue' (highlighted with a red box) and 'I disagree -- logout'.

Now fill the form.

Enter an **Assignment Title** and the **Max Grade** and choose a **start and due date** for the **Assignment**.

Students will be able to submit their papers to the **Assignment** starting on the start date and until the due date passes.

OPTIONAL SETTINGS

When creating a paper assignment, you may select to view and change any of the **advanced assignment options**.

Title

Instructions

Assignment instructions

Enable PeerMark

Optional Settings

Max Grade

Start Date

Due Date

Feedback Release Date

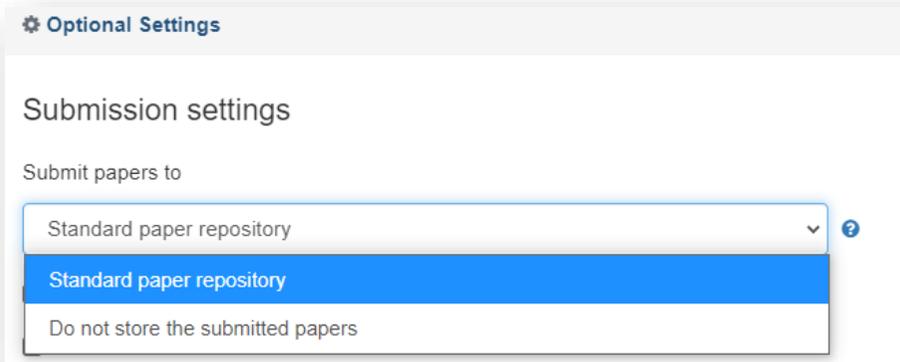
Submit

Submissions Settings

Submit Papers to:

Standard paper repository: Turnitin will store a copy of the submitted document only in the Standard Repository. By choosing this option, Turnitin is instructed to only use stored documents to make similarity checks against any documents submitted in the future.

Do not store the submitted papers: Turnitin is instructed to not store submitted documents to any repository. We will only process the paper to perform the initial similarity check

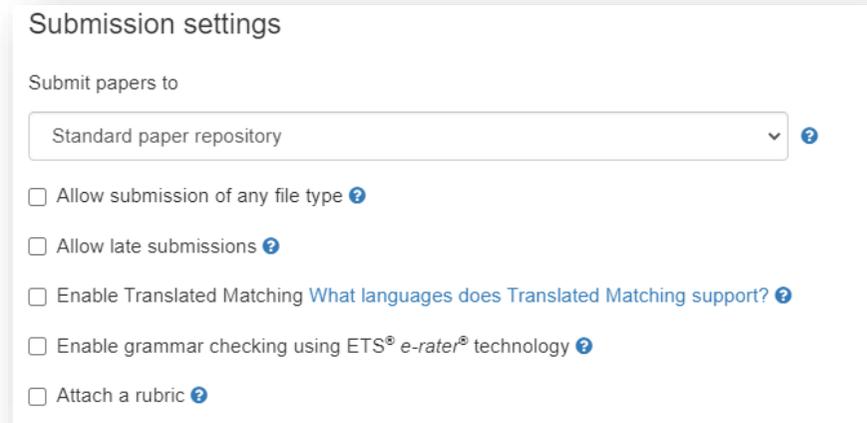


Optional Settings

Submission settings

Submit papers to

- Standard paper repository
- Standard paper repository
- Do not store the submitted papers



Submission settings

Submit papers to

Standard paper repository

- Allow submission of any file type
- Allow late submissions
- Enable Translated Matching [What languages does Translated Matching support?](#)
- Enable grammar checking using ETS[®] e-rate[®] technology
- Attach a rubric

Allow late submissions: This setting allows the instructor to select whether they will allow late submissions to the assignment. If set to yes, students will be able to submit to the assignment after the due date if they have not previously made a submission. If set to no, students will not be able to submit after the due date of the assignment.

Report generation and resubmission options

- **Generate reports immediately (resubmissions are not allowed)**

Originality Reports for all submissions will be generated immediately. Students cannot resubmit papers. If, for any reason, a resubmission is required when this setting is selected, you must manually delete a student's submission from the assignment inbox to allow the student to submit again.

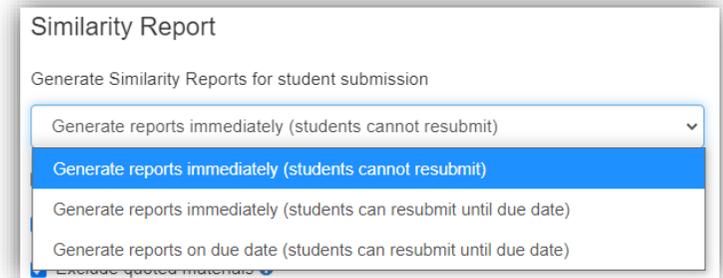
- **Generate reports immediately (resubmissions are allowed until due date). After 3 resubmissions reports generate after 24 hours.**

This option is typically used when students are self-reviewing and revising their submissions and able to view the Similarity Report. Similarity Reports will be generated immediately for each student's initial submission to this assignment.

- Students may resubmit as often as they wish until the assignment's due date.
- As all previous submissions are removed upon resubmission, only the latest submission is available to both you and the student.
- Similarity Reports will regenerate within an hour of the due date and time to allow student submissions to compare against one another within the assignment.
- This report regeneration may cause a change in a paper's similarity score. No resubmissions are allowed after the due date and time of the assignment.

- **Generate reports on due date (resubmissions are allowed until due date)**

Originality Reports will not be generated for any submission until the due date and time of the assignment is reached. Students may resubmit as many times as needed until the due date and time but will not receive reports during this period. No resubmissions are allowed after the due date and time of the assignment.



Allow students to see Similarity Reports

Select the checkbox to allow your students to view their Similarity Reports for submissions to this assignment. This option gives you more flexibility and control when creating assignments.

Exclude bibliographic materials

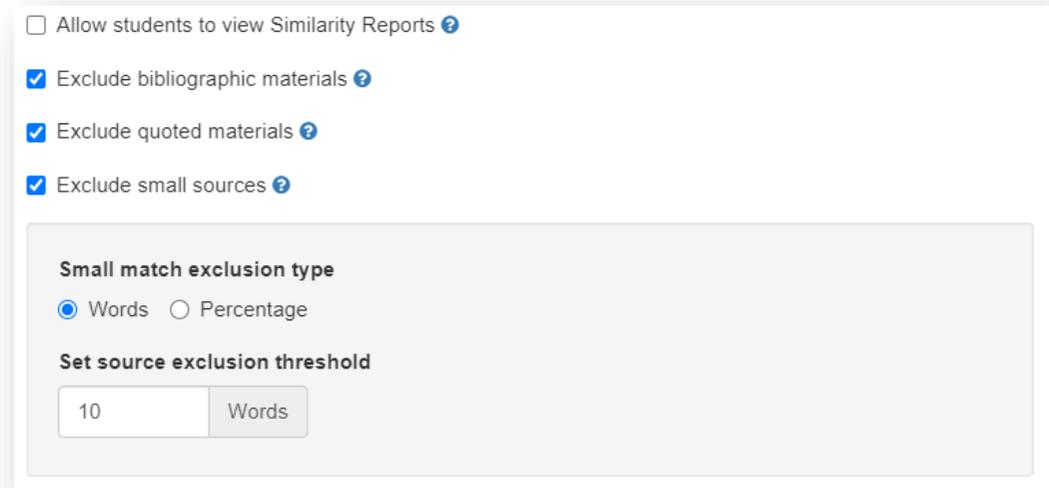
Select the checkbox to exclude text appearing in the bibliography, works cited, or references sections of student papers from being checked for matches when generating Originality Reports. You can overwrite this setting in individual Similarity Reports.

Exclude quoted materials

Select the checkbox to exclude quotations from being checked for matches when generating Similarity Reports. You can overwrite this setting in individual Similarity Reports.

Exclude small sources

Select the checkbox to exclude matches that are not of sufficient length (determined by you) from being considered when generating Similarity Reports. A box will appear, where you can exclude matches by word count or by percentage.



The screenshot shows a settings panel for Similarity Reports. It includes the following options:

- Allow students to view Similarity Reports ?
- Exclude bibliographic materials ?
- Exclude quoted materials ?
- Exclude small sources ?

Below these options is a section for "Small match exclusion type" with two radio buttons: "Words" (selected) and "Percentage".

Underneath is a section for "Set source exclusion threshold" with a text input field containing "10" and a dropdown menu currently set to "Words".

Don't Forget to Submit!

ACCESSING THE SIMILARITY REPORT

Launch the Turnitin LTI assignment where you'd like to see students' Similarity Reports. Launching the assignment will bring you to your inbox for that assignment.



In the assignment inbox, you will see all the information about the assignment, and a table of every student enrolled in the course.

If a student in the course has submitted work, you will see the title, submission date, and similarity score for their work.

Click the student's similarity score in the Similarity column to open their full Similarity Report.



The screenshot shows the 'Assignment Inbox' interface. At the top, there are tabs for 'Assignment Inbox' and 'Online Grading Report'. A search bar is on the left, and a 'Download All' button is on the right. Below is a table with the following columns: Author, Paper Title, Paper ID, Uploaded, Viewed, Grade, Similarity, and Options. One row is visible with the following data:

Author	Paper Title	Paper ID	Uploaded	Viewed	Grade	Similarity	Options
<input type="checkbox"/> Student Language Center 02	Lorem ipsum.pdf	1523066907	Mar 3rd 2021, 10:15 AM CET			7%	

If you see a gray "Not Submitted" notification for a student listed in your assignment inbox, either the assignment hasn't started or they simply haven't submitted work yet.

If you see a **red "Not Submitted"** notification for a student listed in your assignment inbox, then the student did not submit work on time for the assignment.

Similarity: The similarity score can be found in this column. Click on the similarity score to open the document viewer, where you can view the Similarity Report. For Similarity Report guidance, click here.

The Originality Report shows the web sites the student used to make the paper. It shows a color code for the different sources:

The screenshot displays the Turnitin Feedback Studio interface. The main document area shows a text block titled "Lorem ipsum" with several lines of placeholder text. A red horizontal line highlights a specific sentence: "Quisque vitae justo a dui volutpat accumsan." Below this, other lines of text are visible, including "Morbi scelerisque risus in nulla tincidunt vehicula." and "Nulla et urna in dolor fringilla porttitor." The right sidebar features a "Match Overview" panel with a red header and a large "7%" similarity score. Below the score, a list of three sources is shown, each with a red square icon and a "2%" similarity score: "1 www.ipsu.com", "2 pastein.com", and "3 www.cannonglass.com". The bottom status bar indicates "Page: 1 of 2", "Word Count: 623", and "Text-only Report High Resolution On".

For further information go to Turnitin Help: <https://help.turnitin.com/feedback-studio/Iti/instructor/the-similarity-report/viewing-similarity-matches.htm>

RE-SUBMITTING ON BEHALF OF A STUDENT

To resubmit on behalf of a student, please ensure that resubmissions are enabled for the assignment, that the student has already submitted to the assignment and that the student's initial submission is visible in the Assignment Inbox.

1. From the **Assignment Inbox**, select **Options**.

Grade ▲	Similarity	Options
	 25%	...
	 34%	...
	 65%	...

2. From the sub-menu, select **Upload**.
3. Click **Confirm** if you understand that all marks and comments associated with the submission will be deleted if you opt to resubmit the paper. Alternatively, click **Cancel**.

Confirm Resubmission



Resubmissions are allowed for this assignment until the due date passes. All marks and comments associated with this submission will be deleted if it is resubmitted.

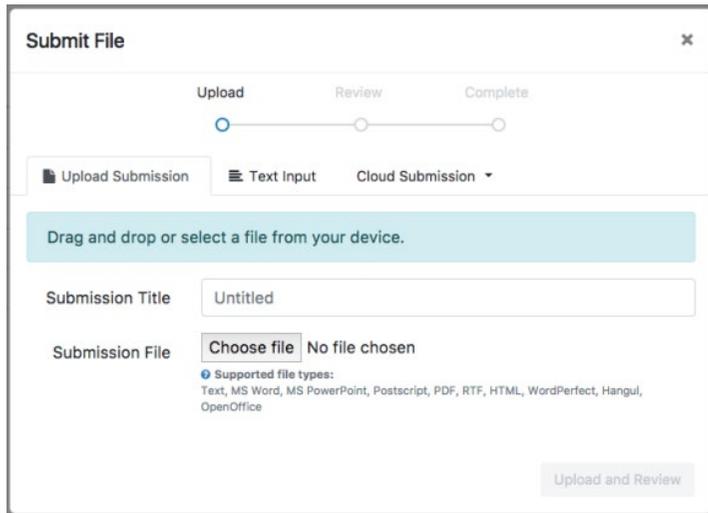
Are you sure you wish to continue?

Cancel

Confirm

Paper Upload Submission

1. Enter a submission title in the box provided

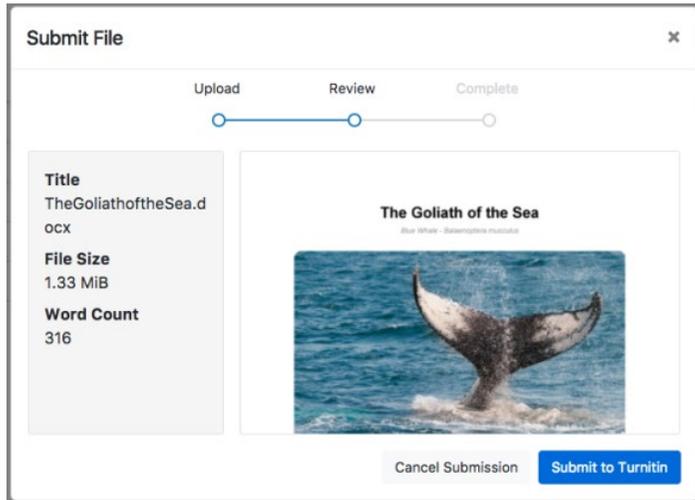


The screenshot shows a 'Submit File' dialog box with a progress bar at the top indicating the 'Upload' stage is active. Below the progress bar, there are three tabs: 'Upload Submission', 'Text Input', and 'Cloud Submission'. A light blue box contains the instruction 'Drag and drop or select a file from your device.' Below this, there is a 'Submission Title' text input field containing 'Untitled'. Underneath, there is a 'Submission File' section with a 'Choose file' button and the text 'No file chosen'. A list of supported file types is shown: Text, MS Word, MS PowerPoint, Postscript, PDF, RTF, HTML, WordPerfect, Hangul, and OpenOffice. At the bottom right, there is an 'Upload and Review' button.

2. You can opt to upload your file in one of two ways:
 - Select the appropriate button and locate the file on your device.
 - Alternatively, drag the file you would like to submit into the boxed area.
3. Select Upload and Review to proceed to the review stage. Alternatively, click Cancel to locate a different file

If resubmissions are not enabled for this assignment, you may not be able to resolve any incorrect submissions.

- Review your upload, then select Submit to Turnitin to submit. Alternatively, select Cancel Submission if you need to make any changes.



You will see a submission complete notice if your submission was successful. Please don't leave the submission process until you have seen this notice.

Submit File



Submission Complete!