USING TURNITIN TO PREVENT PLAGIARISM

Instructors at ACC have access to Turnitin’s plagiarism prevention system to deter plagiarism and promote academic integrity.

Below you will find a basic introduction to Turnitin and how to use it from the Turnitin Web site or from within Desire2Learn (D2L). Included are instructions for Quick Submit, the easiest way to use Turnitin on an individual paper without the time-consuming process of having to fully enroll an entire class in Turnitin.
What is Turnitin?

Turnitin helps prevent plagiarism by comparing student papers and assignments against the following sources and indicating matches with existing content:

- Archived and current text and pages on the Internet
- All other student submissions that have been submitted to Turnitin
- Commercial databases of online journal articles and periodicals (ProQuest)

How does Turnitin work?

Access through Desire2Learn (D2L) and Turnitin Web site

Instructors may use Turnitin through D2L or through the Turnitin Web site. Though an instructor can use either method to access Turnitin, it is strongly recommended that an instructor make the decision on which method to use before a semester begins because these two options do not work in conjunction with each other. In other words, student submissions submitted through D2L cannot be seen by the instructor who may also have a Turnitin account directly through the Turnitin Web site and vice versa.

You may find that using Turnitin directly through D2L is the most efficient option as you can simultaneously use D2L to post other course materials, such as lecture notes, a syllabus, or student grades. In addition, many students at ACC are familiar with logging into D2L and using the tools. You can use both options for multiple courses or switch back and forth between semesters, but the two methods of using Turnitin are not linked in any way.

The Turnitin tool is similar to other tools in D2L, and grade book columns are automatically created when you create a Turnitin assignment. The Turnitin grades work in conjunction with other grades in D2L, so a calculated, end-of-semester grade is easy to obtain. If using the Web site, you can keep a database of Turnitin grades via the Web site.

The basics of how Turnitin works

1. An instructor makes the decision to use Turnitin through D2L or the Turnitin Web site
2. The instructor creates an assignment through the Turnitin Web site or through D2L.
3. The instructor or students submit papers to the Turnitin assignment you created.
4. Turnitin compares the text in the paper against text on the Internet, other student submissions, and commercial databases (as listed above)
5. Turnitin generates an Originality Report for each student submission and highlights any text that duplicates text found in other sources

The instructor uses this information to decide if the duplicated text is plagiarized. In many cases, students will have properly cited the duplicated text, and this duplicated text may not indicate plagiarism at all. The instructor remains the arbiter of what constitutes plagiarism.

Below are the instructions for getting started with the two methods of Turnitin access: through the Turnitin Web site and through D2L.

### Turnitin Web site access

*(To use Turnitin without D2L)*

You must first register with Turnitin as an instructor. To do so,

1. Click New Users on the upper right page at turnitin.com
2. Enter the ACC account ID 45233
3. Enter the account join password Accturnitin1
4. Follow the sign-up instructions

There are two ways of using Turnitin: (1) the full features and (2) Quick Submit.

To fully access Turnitin requires establishing classes and assignments, then signing up students. Once the instructor establishes a class, instructors can sign up students or students can join themselves. Instructors can submit papers to Turnitin themselves or instructors can have students submit their own papers—in either case, instructors need to create a Turnitin assignment first.

Other features of Turnitin include Grademark, Gradebook, Peer Review, Digital Portfolio, Calendar, Discussion Boards, and Libraries.

For explanations of all these features, manuals, videos, and help topics are available on the Turnitin site and linked from within Turnitin (see Assistance and Training Materials on last page of this handout).

*Quick Submit* is a fast and easy method for occasional plagiarism checks and a good way to try out Turnitin before using its full features. Whether using *Quick Submit* or the full features, you will have to know how to use the plagiarism reports (“Originality Reports”)—explained in the Turnitin manuals and videos.
Instructions for *Quick Submit* (non-established classes) are as follows:

1. Start at your instructor homepage. This is the page you start with after you log in with your e-mail address and password from the Turnitin homepage at turnitin.com.
2. Quick Submit will not appear as an option until you activate it. To activate Quick Submit, click the *User Info* tab.
3. Under Account Settings on the right side, change activate Quick Submit to *Yes*.
4. Click the large *Submit* button on the bottom to create the change.
5. When you go back to your main page again, you will now notice a *Quick Submit* button on the left side or on the top.
6. Click this *Quick Submit* button to enable you to upload anything you want checked.
7. The *quick submit* inbox will appear. This inbox contains all papers you will have plagiarism reports (*"Originality Reports"*) made with *quick submit* (color coded for levels of plagiarism).
8. To quick submit a paper, click the *submit paper* button on the upper right.
9. Under *customize your search*, check off any or all of the sources to be checked for plagiarism: *search the Internet; search student papers; search periodicals, journals, and publications*.
10. If you might be re-submitting the same paper again (revised by a student), do not check off *search student papers*. If you do check off *search student papers*, your second submission of the same paper will be treated as plagiarism, mistaking the second paper as a plagiarism of the first paper. A way to avoid this problem is to create the assignment as a *Revision Assignment*.
11. Click the *submit* button.
12. Under *submit paper*, make selections for your submission.
13. First select type of upload with the pulldown menu under *submit a paper by*: *file upload; cut and paste; zip file*. If you are uploading a document stored in your computer, select *file upload*. You will then click the *browse* button below to select the document after you have filled in the name of the student and title of the paper. If you are submitting some text from a document, you may select *cut and paste*.
14. You will now upload the paper for *quick submit*. Click the *browse* button to locate the document file from a floppy disk (A:), computer hard drive (C:), CD (D:), or flash drive (E:). Or, you can *cut and paste* from the submission pull-down menu.
15. Double click the file you wish to upload, or select the file then click the *open*.
16. Click the *submit* button.
17. A box will appear asking, “Is this the paper you want to submit?” The text of the paper will be displayed. Click *yes, submit*.
18. A “digital receipt” will appear with the paper title, author, and ID. If you wish to submit another paper, click *submit again*.
19. To see your Originality Reports, go back to the *quick submit* inbox (click *inbox*).
20. An Originality Report will be generated in a few minutes (the report icon will be grayed out until the report is completed, then the icon color will display, indicating the proportion of matches). If the gray does not change color, click the refresh button of your Web browser.

**Submitting papers for established classes**
Click the submit icon next to the desired assignment on your class homepage (after you have set up classes and assignments and signed up students). Instructions for submitting a paper are basically the same as above.

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**Turnitin D2L access**

Turnitin automatically works with assignments that are submitted within D2L

1. Log in to D2L.
2. To use Turnitin with D2L, you must first enable Plagiarism Detection.
3. When you create a New Folder and Folder Properties, check off Enable for this Folder (How Does Plagiarism Detection Work?).
4. When you enable Plagiarism Detection, an options area appears at the bottom of the Edit Folder page. Here you can enable detailed Originality Reports for Dropbox submissions and adjust options that control end user visibility and report frequency.
5. Thereafter, all assignments submitted will be analyzed by Turnitin and Plagiarism Reports will be generated, viewable and accessible from within the Dropbox folders.

**More detailed instructions**
(from D2L Wiki from University of Wisconsin-Oshkosh, at idea.uwosh.edu/D2Lwiki)

1. Go to Dropbox in the navigation.
2. Select New Folder
   o (NOTE: Dropboxes do not have to be new to enable Turnitin, existing dropboxes can be modified by editing the folder.)
3. Give your dropbox a name – usually the name of the assignment
4. Check the box labeled Plagiarism Detection
5. Fill in additional fields as necessary (How do I use the dropbox...)
6. Modify Plagiarism Detection Options as necessary

**Plagiarism Detection Options**

- **Generate Originality Reports:**
  - **Hide Advanced Plagiarism Detection Options**
  - **Display:**
    - **Allow submitters to see Originality Reports**
  - **Frequency:**
    - **Automatic plagiarism detection on all submissions**
    - **Identify individual submissions for plagiarism detection**
  - **Check submissions against:**
    - **Use Paper Database**
    - **Current and archived internet**
    - **Periodicals, journals, & publications**
  - **Index files for Plagiarism Detection:**
    - **Allow other files to be checked against submission**

- **Generate Originality Reports:** check this box to enable Turnitin’s originality reports
- **Allow submitters to see Originality Reports:** check this box to let students view their report
- **Automatic plagiarism detection on all submissions:** check this box to have Turnitin generate reports for all submissions.
- **Identify individual submissions for plagiarism detection:** This option is not functional, an originality report will be generated for every submission
- **Check Submissions Against:**
  - Use Paper Database: This will compare the student’s paper to Turnitin’s large database of papers submitted by other students from around the country.
  - Current and archive internet: This will compare the students’ papers to text on the internet.
  - Periodicals, journals, & publications: This will compare the students’ papers to articles available in a variety of online databases.
- **Index files for Plagiarism Detection:** Check this box if you would like the students’ papers to Turnitin’s database.

7. Click the Save button.

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**Assistance and training materials**

For help, contact ACC Librarian Ed Sadowski, ed.sadowski@arapahoe.edu or librarians@arapahoe.edu, or call 303-797-5729.
Contact Turnitin support by clicking Helpdesk within Turnitin.

Turnitin training material: click Help within Turnitin to access help topics. Within the assignment inbox, click View Training Material for manuals and videos. The same training material is available on the Turnitin.com site under Training.

Turnitin FAQs (for faculty and students) link on ACC Library homepage at bit.ly/accturnitininfo

The Turnitin plagiarism educational site for faculty and students: plagiarism.org (teaching guides and tips for instructors; research, writing, citation, plagiarism guides for students; printable handouts on plagiarism and citation).

For interesting Web sites relating to D2L, see ACC Library’s Delicious bookmarks at delicious.com/acclibrary/D2L

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