Turnitin for Students

What is Turnitin?

Turnitin is an electronic plagiarism detection service that is used by many universities world-wide. When a student's assignment is submitted to the system it is matched against millions of Internet pages, electronic journals and a constantly increasing database of all previously and concurrently submitted assignments. Teaching staff receive a report from Turnitin that can be used as a resource to assist them in making a judgment as to whether a student's work is plagiarised.

Understanding the issues surrounding plagiarism

Before you submit your assignment to Turnitin you will want to ensure that you have not plagiarised any text in your assignment. The best way to do this is to know what plagiarism is, know how to cite and reference correctly and how to paraphrase. To learn correct referencing techniques:

1. Ask your lecturer, course co-ordinator and/or your tutor about the referencing style you should use and about appropriate referencing guides and guidelines for your department.
2. The Student Learning Centre (SLC) at **www.slc.auckland.ac.nz** has both hard copies and on-line resources outlining correct referencing and offers various workshops on referencing.
3. Check **www.cite.auckland.ac.nz** for online support and solutions.
4. Consult the University's 'Guidelines: Conduct of Coursework' at **http://www.auckland.ac.nz/uoa/honesty/**
5. **http://www.plagiarism.org** provides a definition of plagiarism and numerous self-help tips on correctly citing and quoting work, paraphrasing and referencing

Using Turnitin

Turnitin is an on-line resource, so you will need an Internet connection to use it. It can be used from any location, on- or off-campus. To access University computers you will need your NetID and UoA password. You can obtain these at the IC Helpdesk at the Information Commons on the City, Grafton and Epsom Campuses. It should take you less than five minutes to submit an assignment to Turnitin.
If you haven't used Turnitin before, have a look at these videos: University home » Current students » Academic Information » Academic honesty and plagiarism » Turnitin for students

1. Accessing Turnitin

Go to: http://www.turnitin.com

2. Creating a User Profile

When you first use Turnitin you must set up your personal user profile. You only need to do this once to create the login and password you will use to login to Turnitin in the future. If you have received an e-mail from Turnitin with a temporary password, a user profile has already been created for you.

1. Go to Turnitin (see steps in Section 1 above)
2. From the Turnitin homepage click on the '**Create account**' option.

3. From the next screen, select 'student' under 'Create a New Account'.

4. Enter the class ID and class enrolment password that you have been given by your lecturer/tutor. Do not borrow the class ID and enrolment password from students in other streams of the same class.
5. Enter your first name, last name and e-mail address.
6. Choose a password, enter your password, and confirm your password.
7. Select a secret question and answer combination that you will be asked if you forget your password.
8. Read the user agreement and click 'I agree – create profile'. Clicking "I disagree" will cancel the process of creating your profile.

You have now created your personal user profile and can enrol into classes specified by your lecturer.

> NOTE: **Your Turnitin user profile (email and password) can be used for all the courses at University that require you to use Turnitin.** You do not need to create a new login for each different course.

3. Joining a Class

If you have previously used Turnitin, you do not need to create a new user profile. You can use the same e-mail address and password. Follow the steps below to enrol in Turnitin for a different course.

1. Go to Turnitin (see steps in Section 1 above)
2. Enter your email address and password and click 'Sign in'. (If you have forgotten your password, click on the 'Retrieve password?' link and follow the steps).

3. At the top of the screen, click on the 'enroll in a class' link.

4. Enter the class id and enrolment password provided by your lecturer and click 'submit'. Do not borrow the class ID and enrolment password from students in other streams of the same class.

You are now enrolled and can submit assignments for this class via Turnitin. Follow the same steps to join a class for every course that requires you to use Turnitin.
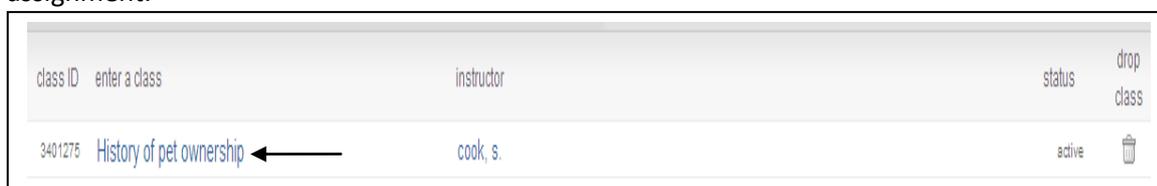
4. Submitting an assignment

<u>*Note*</u>: *for each assignment you are asked to submit, you are **only able to submit your work once**. If you wish to resubmit your work, please contact your lecturer/course coordinator.*

Once you have enrolled in a class (Step 3), you can submit your assignment to Turnitin. Assignments can be submitted in the following file formats:

File format	File extension
MS Word	.doc
WordPerfect	.wp or .wpd
Rich Text Format	.rtf
PDF	.pdf
Postscript	.ps
HTML	.html or .htm
Plain text	.txt

1. Go to Turnitin (see steps in Section 1 above), enter your email address and password and click 'Sign in'.
2. On your homepage (the first page you come to from logging in) you will see your class list, showing all the classes you have enrolled in. Click on the name of the class for which you are submitting an assignment.

3. This will take you to 'your class homepage' where you will see the assignments for your class and the start and due dates for the assignment. Click the 'Submit' icon alongside the assignment name for which you wish to submit an assignment. If you cannot see a 'submit' button, your lecturer has not yet created a Turnitin assignment so you will be unable to submit until they do.

There are two methods you can use to submit your assignment: file upload or cut and paste.

The file upload method

1. From the drop down menu alongside the text 'choose a paper submission method' select 'single file upload'.

2. Enter a title for your submission. You may also want to enter your Student ID number together with your essay title.

3. Click the 'browse' icon.

4. Navigate to your assignment file in the same way you would when opening a file in Word (double click

on your assignment file name).

5. Click 'upload'.

6. The text from the document you selected will appear. Check it is the correct document, if so, click 'Submit' to confirm your submission.

7. Turnitin will display a digital receipt – the confirmation that your assignment has been received. You can note the paper ID number and/or print this out for your records. You will also receive an electronic receipt (via e-mail)of your submission. *If you do not receive a digital receipt, your assignment has not been correctly submitted.*

> ✔ Your submission was **successful**. This is the digital receipt for your paper. Only the first page of the document is included in the digital receipt.
>
> paper title: history of pets
>
> paper ID: 145498932
>
> author: cook, stephanie
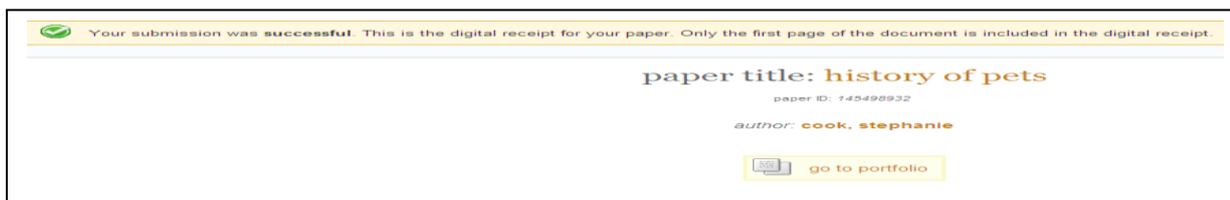>
> 🖥 go to portfolio
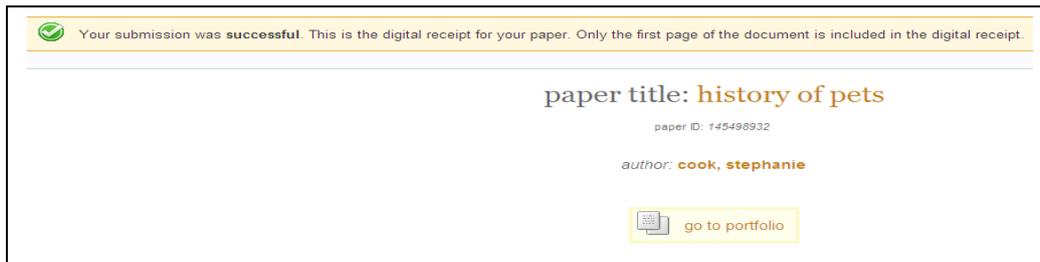
Note: The file size may not exceed 20 MB. Files of larger size may be reduced in size by removal of non-text content. Files that are password protected, encrypted, hidden, system files, or read only files cannot be uploaded or submitted to Turnitin. Text only files may not exceed 2 MB. Papers which have been scanned must be sent through Optical Character Recognition (OCR) software before they can be submitted to Turnitin – this can usually be done using Adobe Acrobat Professional.

The cut and paste method

If you would like to submit only a section of text from an assignment, or if your assignment is an unaccepted file type, or if you only have a hard copy of the paper that you would like to submit, then you should use the cut and paste method of submission.

1. From the drop down menu alongside the text 'Submit paper by' select 'cut & paste upload'.
2. Enter a title for your submission. You may also want to enter your Student ID number together with your essay title.
3. Cut and paste your assignment into the text box.
4. Click 'submit'.

submit paper: by cut & paste

submit paper by:
cut & paste upload ▾

first name: *
stephanie

last name: *
Cook

submission title: *

cut and paste your paper: *

> Use right-click > Paste or Ctrl-V to paste the text of your assignment into the box.

submit

5. Turnitin will display a digital receipt – the confirmati ... ved. You can note the paper ID number and/or print this out f ... n electronic receipt (via e-mail) of your submission. If y ... , your assignment has not been submitted to Turnitin and y ...

Your submission was **successful**. This is the digital receipt for your paper. Only the first page of the document is included in the digital receipt.

paper title: history of pets
paper ID: 145498932
author: cook, stephanie

go to portfolio

NOTE: **Students can only view Originality Reports if their lecturer has chosen to allow this option as a class preference.**

Help using Turnitin

If you come across problems when trying to submit your assignment to Turnitin, there are several avenues of help available to you.

- In most cases, it is best to ***contact your lecturer/tutor first.***
- If you are in a University computer lab, the IT assistant or IC Helpdesk staff *may* be able to help.
- Watch the Turnitin videos http://www.auckland.ac.nz/uoa/home/about/teaching-learning/honesty/tl-turnitin-for-students
- Consult the **Turnitin FAQs for Students** web page - http://www.auckland.ac.nz/uoa/tl-turnitin-faq and see if there is a suitable answer there.
- Go to **www.turnitin.com**, and click on 'Training'. Here you can take the 'Student quickstart' or the 'Student tutorial'. These offer you step-by-step instructions and explain the functions of each page in detail.