## Instructor Guide

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## What is Turnitin?
For Originality checking of students’ work for proper citation or potential plagiarism.

![Turnitin Workflow Diagram]

December 2012
**Important Note!**

**Is there a standard similarity index for plagiarism?**

<table>
<thead>
<tr>
<th>Colour coding of originality reports</th>
<th>Percentage Match</th>
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<tr>
<td>Blue</td>
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</table>

Similarity Index

\[
\text{Similarity Index} = \frac{\text{Number of word matches}}{\text{Total word count}}
\]

The index, however, does not reflect whether the paper carries plagiarized materials or not. It is an indication as to the word-for-word match with the Turnitin database. The final judgement resides on the examiner of the paper.

**Same paper in different assignment boxes/ student 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:

1. **DO NOT** submit a paper using different accounts/ assignment boxes.
2. Students can re-submit if instructors have set the assignment option to overwrite reports. Re-submissions require 24 hours to generate a new originality report.

**The originality report is RED.**

It matches a previous submission in another account.

You can remove the matching source in the instructor mode. Please see page 22 in this Guide.

**DO NOT** delete classes/ assignments. Papers removed from the assignment inbox are still retained in the Turnitin database.
Turnitin workflow for instructors

START

I
Set up Turnitin instructor account

TA to assist you?

No

IIA
Step 1 Create a Standard Class
Step 2 Create Assignment(s)

Yes

IIB
Step 1 Create a Master Class
Step 2 Create Section(s)

TA joins your section and create assignment (IIA, Step 2)

IIIA
Step 1 Enroll students to your class
Step 2 Submit papers for students

Students submit assignments (Refer to Student Guide)

IIIB
Step 1 Give Class ID and Enrollment password to students

Students to submit?

Yes

No

IV
View Originality Reports

END

Key:
- By instructor
- By TA
- By student

Turnitin @ HKU : Instructor Guide
Set up a Turnitin instructor account

1. Send email to turnitin@hku.hk
2. Enter subject as Get Turnitin account
3. Include the required information (Note: Must use HKU email account)

A new Turnitin account has been created for you

Dear Michael Chan,

You have been added to the Turnitin account for “Science” as an instructor by the account administrator, Antonia Yu.

Turnitin Originality Checking 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.

To start using Turnitin, go to http://www.turnitin.com and log in using the following temporary information:

   Email: siuming@hku.hk
   Password: 73hpx1fv

Once you log in you will be taken through a step-by-step startup process, and you will also have the chance to change your password and any other personal information. Keep in mind that the temporary password above is case-sensitive: we recommend that you paste it directly into your browser.

Turnitin’s Instructor Training will get you and your students prepared to use Turnitin. Get started now.

Thank you for using Turnitin,

The Turnitin Team

4. Proceed with the password setup according to the email from Turnitin.

5. Login to Turnitin website - http://www.turnitin.com
Create a Standard Class

Step 1: Create a Standard Class

1. Make sure you are viewing HOME.

2. Click on Add Class.

3. Complete the details:
   - Choose Standard class
   - Enter Class name
   - Enter Enrollment password
   - Specify Class end date

4. Note down the Class ID and Enrollment password.
   Give this information to your students if they submit papers directly to Turnitin.
Step 2: Create an assignment

1. Make sure you are viewing HOME

2. Click on the class name just created

   ![Class name](image)

3. Click on Add Assignment

4. Select Paper Assignment and then Next Step.

5. Enter the:
   - Assignment title
   - Due date
   - Post date

   **Note:**
   1. Due date must be before class end date.
   2. Post date must be after the due date

6. Click on Optional settings
Three important options to decide at this stage:

**A** Generate Originality Reports for student submissions

- **immediately (first report is final)**
  - Originality Reports generated immediately.

- **immediately (can overwrite reports until due date)**
  - Allows resubmissions until the due date.
  - Second and subsequent reports require 24 hour processing time.
  - Only the latest submission is available to the instructor or student.

- **on due date**
  - Originality Reports generated on the due date.
  - Students may resubmit until the due date without receiving reports.
  - All papers submitted to the assignment will be compared against each other when the Originality Reports are created.

**B** Allow students to see Originality Reports?

- **Yes**
  - Students can see the report and apply temporary filters

- **No**
  - Students cannot see the report

**C** Submit papers to:

- **Standard paper repository**
  - Student paper will become part of the Turnitin database

- **No repository**
  - Student paper will become part of the Turnitin database, but not available for future matching

New assignment is then created
Create a Master Class

Master class allows you to delegate some Turnitin tasks to your TA. Under a master class, you can create sections. The TA assigned to a section will administer the student submissions under that section.

**Step 1: Create a Master Class**

1. Make sure you are viewing **HOME**
2. Click on **Add Class**

3. Complete the details:
   - Choose **Master class**
   - Enter **Master class name**
   - Specify **Class end date**
   - Enter **TA join password**

4. Note down the **class ID** and **join password**.
   - **Note:** You do not necessarily have to give this information to your TA, as you will be inviting him/her to join the class in Step 2.
**Step 2: Create a Section**

1. Make sure you are viewing **HOME**

2. Click on **Section** under the Master

3. Enter **details of your TA:**
   - first name
   - last name
   - email address

4. Enter the **section name / number** and the **enrollment password.**
The **Class ID** and the **section enrollment password** will be displayed.

**Note:**
This is for students to enroll in this section for submission. Your TA will need to give this to the students for submission.

When you return to **Home**, you will see the section created under your class.

Your **TA** will be notified by **email from Turnitin**.

- **First-time TAs** will receive a temporary password to join your class

![Turnitin TA account has been created](image)

To start using Turnitin, go to [http://www.turnitin.com/en_us/home](http://www.turnitin.com/en_us/home) and log in using the following temporary information:

- **TAs who already possess a Turnitin account** will see the class once they log in to Turnitin

![Turnitin TAs](image)
How First-time TAs join your class

1. Go to Turnitin website (http://www.turnitin.com). Login with TA’s email address and the temporary password as indicated in the email.

2. Enter a new password and set up the secret question which will be needed for password reset in the future.

3. Review the user agreement and click on I agree if acceptable.

4. TA to retrieve Class ID and enrollment password for distribution to students. Note: DO NOT post the Class ID and password on the Web.
For students to submit papers to Turnitin, you will need to give the **Class ID** and **enrollment password** to the students.

If you have **forgotten** the class ID and enrollment password...

1. Make sure you are viewing HOME

   ![Turnitin HOME page]

   The **class ID** is displayed next to the class name.

2. ![Turnitin Class ID]

3. Click on **edit icon** to get the **enrollment password**

   ![Turnitin Edit Enrollment Password]

   **Enrollment password**
Instructor / TA to submit papers

Instead of students submitting papers directly to Turnitin, you or your TA can submit papers on behalf of students. For this arrangement, you will need to do two steps:

**Step 1:** Enroll students to your class

1. While at Home, click on the **class name**

2. Click on the **students tab**

3. Click on:
   - **Add Student:** to add one student at a time.
   - **Upload Student List:** to add a list of students as a batch
Note:
- Students who already have Turnitin user profiles will be notified and enrolled immediately.
- Students without a profile will receive an email notification with temporary passwords for account setup.
Step 2: Submit papers

1. Under your assignment, open **More actions** and then select **Submit paper**

2. Select the file upload options:

   - Choose the **submission method**:
     - Single file upload
     - Multiple file upload
     - Cut & paste upload
     - Zip file upload

   - Choose the **student**:
     - Non-enrolled student: Does not allow re-submissions
     - Enrolled student: Allows re-submissions

   - Enter a **submission title** and upload the paper accordingly.

**Note:**

Format of a student paper
(a) File type: MS Word, WordPerfect, PostScript, PDF, HTML, RTF, OpenOffice (ODT) and plain text.
(b) Language: Chinese / English
(c) File size: < 20 MB
(d) Page length: < 400 pages

Requirements of a zip file
(a) Can contain a max of 1000 papers
(b) Must be less than 200 MB
3. Review if the paper is in good order. If so, click on the **Submit** button.

4. If submission has been successful, you will see the **Turnitin Digital Receipt** as confirmation of the submission. The receipt contains the **Paper ID** of the assignment.

5. Under your assignment, you can **view the originality report**.
IV Examine the Originality Reports

(A) Retrieve report

1. At Home, click on the class name

2. Click on View

3. Click on similarity for the corresponding student

What does the colour indicate?
The colour provides a quick visual guideline as to the percentage match of the report:

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How long does it take to generate a report?
Generally, a report will be generated within 10 to 15 minutes depending on the size of the file and the server response time. Re-submissions however require 24 hours.

Turnitin @ HKU : Instructor Guide
Similarity index = Number of word matches ÷ Total word count

Note: The index does not reflect whether the paper has or has not been plagiarized. It is an indication as to the word-for-word match with the Turnitin database.

Types of matching sources in Turnitin

- **Student paper** submitted in another institution. Because of intellectual property issues, the content of the student paper cannot be retrieved.

- **Internet source** either on current and archival web. Source can be viewed online.

- **Publication** in journals, newspapers or books. Source can be viewed online.
B.2 Trace a matching source

Jump to source no. 5 in the student paper

Match breakdown (Source no. 5):
Sources with the same matching words

Word match highlighted in this paper

Word match highlighted in the source

View full source

(Note: Not available for student papers)
How to request for a matched student paper from another instructor?

1. In the originality report, mouseover to the matched source. You will see the black arrow button. Click on it.

2. A window will appear in the report with the header “Student paper Submitted to…”. Click on this link.

3. In the new window, click on send a request to view this paper. The instructor holding the matched student paper can then choose to respond to your request.

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Because submitted papers remain the intellectual property of their authors, instructors, and respective institutions, we are unable to show you the content of this paper at this time.

If you would still like to view this paper, please use the button below to submit a permission request to the author’s instructor. We will send the instructor an email detailing your request and include any information the instructor will need to respond if your request is accepted.
(C) Re-analyse report

C.1 Edit filters

You can:
- Exclude quotes
- Exclude bibliography
- Specify a threshold to exclude small matches

Once done, click on Apply Changes

This may reduce the similarity index

Note: Clicking on New Report will refresh the report based on the most recent Turnitin database content. Only do this if you believe there are recent sources that were not matched in the first report.
C.2 Remove matching sources

1. Click on **View match breakdown**

2. Click on **Exclude Sources**

3. Check those sources you’d like to exclude

4. Click on the **Exclude** button

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**Extra**

1. Click on **View/ edit excluded sources**

2. Click on **Restore All** OR select the source(s) and then click on **Restore Selected**
(D) Print or Download the report / digital receipt
Turnitin offers two ways of viewing the Originality Report:

1. **Document Viewer**: Displays documents fully formatted, and offers the latest features created by Turnitin.

2. **Text-Only mode**: Shows a paper in plain text format, with no formatting at all. This mode is recommended for slower computers, or users requiring the use of a screen reader.

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**Document Viewer**

![Image of Document Viewer]

**Text-Only Report**

![Image of Text-Only Report]

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**Print / Refresh / Download**

![Image of Print / Refresh / Download]