Turnitin @ HKU
lib.hku.hk/turnitin

Student Guide

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

Turnitin database:
- 20 billion web pages crawled and archived
- 220 million student papers
- Millions of articles published in journals, newspapers, magazines

Originality Report

Student Assignment

Important Note Overleaf!

October 2012
Is there a standard similarity index for plagiarism?

Similarity Index = Number of word matches ÷ 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.

<table>
<thead>
<tr>
<th>Colour coding of originality reports</th>
<th>Percentage Match</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue</td>
<td>0%</td>
</tr>
<tr>
<td>Green</td>
<td>One word - 24%</td>
</tr>
<tr>
<td>Yellow</td>
<td>25 - 49%</td>
</tr>
<tr>
<td>Orange</td>
<td>50 - 74%</td>
</tr>
<tr>
<td>Red</td>
<td>75 - 100%</td>
</tr>
</tbody>
</table>

Important Note!

Same paper in different assignment boxes/ student accounts = 100%

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 your paper using different accounts/ assignment boxes.
2. With the assignment option set to overwrite reports, you can make multiple submissions under the same assignment. Re-submissions require 24 hours to generate a new originality report. Contact your instructor for this setup.

The originality report is RED. It matches my previous submission in another account.

Explain this to your instructor. If the explanation is acceptable, your instructor can remove the match in the instructor mode. Please see page 22 in the Instructor Guide.

**DO NOT** ask your instructor to delete classes/ assignments. Papers removed from the assignment inbox are still retained in the Turnitin database.
Turnitin workflow for students

START

Get ClassID and Enrolment Password from Instructor

Student Account?

No

Create student account and enroll in the class

Yes

Enroll in a new class

Submit assignment

Allow student to view report?

No

Yes

View Originality Report

Print or Save Report

END
Create a Turnitin student account

This is for first-time Turnitin users. In creating the account, you should have a Class ID and Enrollment password from your instructor.

1. Go to [http://www.turnitin.com](http://www.turnitin.com)

2. Click on Create Account.

3. Select student under Create a New Account
Fill in the account information.

(a) **Class ID Information**
   - Enter the Class ID and enrolment password as provided by your supervisor.

(b) **User information**
   - Enter your first name, last name and email address.
     **(Note:** The email address is your login name.)

(c) **Password and security**
   - Enter password and secret question.
     **(Note:** This is needed for resetting password in the future.)

(d) **User agreement**
   - Read the agreement and click on “I agree” to complete your user profile setup.
Enroll in a new class

This is for students who already have a Turnitin student account. To enroll in a new class, you need to have the new set of Class ID and Enrollment password from your instructor.

1. Go to http://www.turnitin.com
2. Enter your email address and password. Then, click on the Sign In button.
3. If you would like to enroll in a new class, click on enroll in a class.
4. Enter the class ID and enrolment password.
5. You will see the class in your student profile.
Submit an assignment

1. Click on the **class name**.

   ![Class Name](image)

2. Click on the **submit icon**.

   ![Submit Icon](image)

   **Note:**
   If your instructor has enabled the feature **can overwrite reports until due date**, you will be allowed to make multiple submissions of your assignment. Re-submissions require **24 hours** to generate a fresh report, and will overwrite the previous originality report.

3. Choose the **uploading selections**.

   ![Upload Selections](image)

   (a) Choose either **file upload** or **copy & paste**.

   (b) Enter the **submission title**.

   (c) **Browse** or **paste** the assignment.

   **Note:** Format of student papers

   (a) **File type:**
   - MS Word
   - WordPerfect
   - Postscript
   - PDF (text-readable)
   - HTML
   - RTF (Rich Text)
   - TXT (Plain Text)

   (b) **Language:** Chinese / English

   (c) **File size:** < 20 MB

   (d) **Page length:** < 400 pages
If everything is in order, click on the submit button.

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

You will also receive an email copy of the Turnitin Digital Receipt. Save the receipt and the paper ID as proof of a completed submission.
View the Originality Report

1. Return to Home and then click on the Class Name.

   ![Class Name](image)

2. Retrieve the report.

   **The Originality Report**
   
   Similarity index shows the percentage of text in this paper that matched the Turnitin sources. Click to view the originality report

   ![Similarity Index](image)

   **Resubmit paper**
   
   It will take up to 24 hours to generate a new report.

   ![Resubmit button](image)

   **View/Download the paper** submitted to this assignment

   ![Download button](image)

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**What does the colour indicate?**

The colour provides a quick visual guideline as to the percentage match of the report:

- **Blue**: 0%
- **Green**: One word - 24%
- **Yellow**: 25 - 49%
- **Orange**: 50 - 74%
- **Red**: 75 - 100%

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**Why is the Report icon grayed?**

This indicates that the originality report is not available yet.

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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 generally require 24 hours.
Examine the anatomy of an originality report

Student paper with the highlighted text **colour-coded** and **numbered** to the matching source to the right.

**Similarity index**

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

**Information about this paper**

- e.g. paper ID, submission history.

**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.

**Example**

1. Submitted to Ohio Univ...
   - Student paper
   - 2%

   - Internet source
   - <1%

12. Quinney, Kayla L. Smit...
    - Publication
    - <1%
4. Trace a matching source

View match breakdown

Jump to source no. 6 in the student paper

Match breakdown (Source no.6):
Sources with the same matching words

www.librarycrunch.com

Internet source

Word match highlighted in the source

Word match highlighted in this paper

View full text of the source

(Note: Not available for student papers)
**Edit filters** to remove small matches, etc

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:** Students are only able to remove quoted or bibliographic material for the duration of the current view of the report. Permanent exclusion of this information must be handled by the instructor.
Print or Save the report

Click on the Printer icon

...and then select Download PDF of current view for printing