Examine the Originality Reports

(A) Retrieve report

1. At **Home**, click on the **class name**

   ![Image of the Turnitin interface]

   - **About this page**
     - This is your instructor homepage. To create a class, click the add a class button. To display a class’s assignments and papers, click the class’s name.

   - **Endnote Workshop I**

2. Click on **View**

   ![Image of the Turnitin interface showing a class list]

   - **Exercise 1**
     - **Start**: 12 Dec 2012
     - **Due**: 15 Dec 2012
     - **Post**: 20 Dec 2012
     - **Status**: 1/1 submitted

   - **View**

3. Click on **similarity** for the corresponding student

   - **INBOX | NOW VIEWING: NEW PAPERS**

   - **Similarity**: 6%

   - **GradesMark Report | Edit assignment settings**

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%

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.

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B1 General information

Similarity index

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

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.
(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. Check those sources you’d like to exclude.

3. Click on Exclude Sources.

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.

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(D) **Print or Download the report / digital receipt**
(E) Switch between Document Viewer and Text-Only Report

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.

**Document Viewer**

**Text-Only Report**