

Turnitin

TEACHING & LEARNING TECHNOLOGIES

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INFORMATION TECHNOLOGY AT PURDUE

# Turnitin: Online Plagiarism- Checking Service

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## Introduction

Turnitin has been a standard-setter in plagiarism prevention, having created the first Originality Report in 1998.

Every paper submitted to Turnitin is compared against a comprehensive digital repository of potentially plagiarizable material in the world. The repository currently consists of three primary databases:



1. Both a current and extensively archived copy of the publicly accessible internet;
2. Millions of commercial pages from books, newspapers, and journals;
3. Tens of millions of student papers already submitted to Turnitin.

Turnitin then returns an “originality report” on each submitted paper. Originality reports provide the text of the original source, if on the web, and contact information for the instructor of a student’s paper.

For more information about how Turnitin works, see Turnitin’s site at <http://www.plagiarism.org/technology.html> .

In addition to plagiarism detection, Turnitin can be used as a learning tool for students, and it provides a powerful deterrent to stop plagiarism in the classroom before it starts.

## Using the Turnitin Tool in Blackboard Vista

The full functionality of Turnitin's online plagiarism checking service is available through the Blackboard Vista plug-in. The integration of Turnitin into Vista is seamless: instructors add Turnitin assignments as they would add other components to their Vista class. Instructors and their students are identified to Turnitin through enrollment in the Vista grade book. Using this plug-in tool eliminates the need for having two separate web sessions for accessing Vista and Turnitin and makes using Turnitin easier for both instructors and students.

Through Vista, instructors can create Turnitin assignments that allow students to:

1. submit their papers individually,
2. submit a paper multiple times, or
3. view originality reports on their own submissions (as a learning tool to avoid plagiarism).

Instructors can also "zip up" a group of student papers into one compressed file, which can be uploaded through the Turnitin plug-in in one step.

The following section will go over how to request a Vista class and request course population.

**Note:** if you already have a Vista class, and it is populated with students taking the course, you may want to skip ahead to the section entitled, "Creating Turnitin Assignments."

## FERPA-Compliant Use of Turnitin

Instructors are not required to get consent from students to have them submit papers to Turnitin.

**It is recommended** that you put the following in your class syllabus under the section in which the plagiarism policy of the University, College or department appears:

Students must submit all papers written for this class to Turnitin, a web-based plagiarism detection service, prior to submitting the papers to the instructor. Before submitting your paper to Turnitin, please remove your title page and other personal information. [OPTIONAL: Any paper that is not submitted to Turnitin prior to submission to the instructor will not be accepted by the instructor and will not be graded.]

Any student who fails to submit a paper to Turnitin prior to submission to the instructor must submit an electronic copy of his or her paper to the instructor (e.g., with the Vista assignment tool, via email, or on disk).

Instructors will, using bulk or individual submissions, submit any such student papers to Turnitin after removing the title page and all personally identifying information.

## Preparing your Vista Class

### FERPA Certification

Federal law and Purdue University policies require that instructors and others having access to student receive FERPA certification (and annual recertification) before requesting a New Vista Section, Semester Transition, or Vista Section Population.

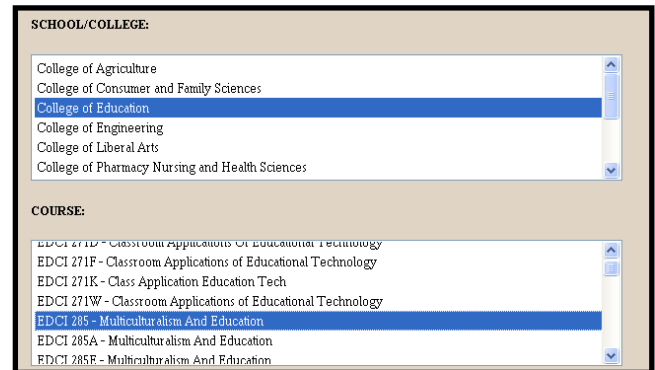
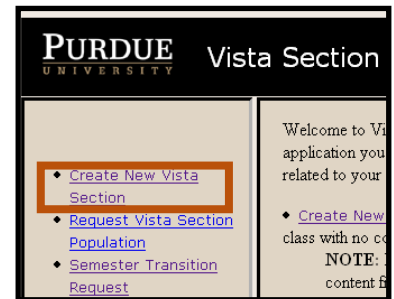
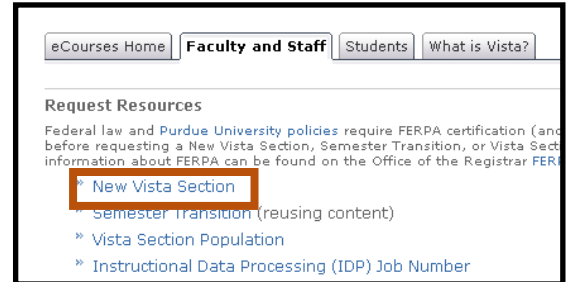
You can complete FERPA Certification Training in about 10-15 minutes by going to the Registrar's website at <http://www.purdue.edu/registrar>, and then, under

Quick Links, clicking on the **FERPA Training** link. If you have questions regarding FERPA Certification requirements contact Abby Bryant at the Registrar's Office, at [bryantah@purdue.edu](mailto:bryantah@purdue.edu).

## West Lafayette Classes: Creating Courses listed in the Purdue WL Catalog

To request a new Vista section for a class taking place at the West Lafayette campus, do the following:

1. In your web browser, visit the Faculty and Staff tab at <http://www.itap.purdue.edu/tit/blackboard>
2. Under **Request Resources**, click the **Request a New Section** link.
3. At the next screen, select **West Lafayette new section request**.
4. Log on using your Purdue Career Account login and password.
5. On the *Vista Section Management* page, click the **Create New Vista Section**.
6. Scroll down the page, then double-click the name of your **School/College**, then double-click the title of your **Course**. The section information page will appear.



**Note:** If you can't locate the title of your course in the pre-populated list OR if you need to create a Vista Section for a "special purpose" class like a research group, contact the ITaP Customer Service Center (CSC) at [itap@purdue.edu](mailto:itap@purdue.edu) and request your class through the CSC.

- In the Primary Instructor text box at the top, enter the **Purdue Career Account Login** of the course instructor, then hit the **Tab** key.

The instructor's First Initial and Last Name will be automatically filled in if the instructor is FERPA Certified. If the instructor is not FERPA Certified, you will get a warning that this person needs to be FERPA Certified before you can continue.

- From the dropdown lists, choose the semester and year the Vista Section will be used.
- If you are a staff member or graduate student requesting a course for another instructor, your login will automatically be listed under the Additional Instructors area, and you will be given instructor/designer access to this course once it's created.

**Create a section under: EDCI 270 - Introduction To Educational Technology And Computing**

Primary Instructor  
Purdue Career Account login:

Instructor First Initial:

Instructor Last Name:

Semester:

Section Name: EDCI 270 - T Newby - Fa07

Additional Instructors?

Login	Primary?
<input type="text" value="senol"/>	<input checked="" type="checkbox"/>
<input type="text" value="dattardo"/>	<input checked="" type="checkbox"/>

[remove](#) [add another?](#)

Verify that the information below is correct. Make any necessary changes using the boxes above.

**Section Name:** EDCI 270 - T Newby - Fa07

**Additional Instructors:**  
**dattardo:** *Donalee Attardo*  
**senol:** *Sinem Senol*

- To add additional users as instructor-designers, click the **"add another"** link on the page. If any of these are not FERPA-Certified, you will receive an error, and you will not be allowed to add them.
- When you finish adding all users, click **Proceed**. A confirmatory text will appear at the bottom of the screen displaying all your selections. Click **"Yes, Create Section"** to complete the section creation wizard.

If it is within two weeks of the start of the new semester, you may now request course population.

### Open Campus Classes

To request a Vista section for a distance education class that does not meet at the West Lafayette campus, please visit the Faculty and Staff tab on <http://www.itap.purdue.edu/tlt/blackboard> and choose **"New Vista Section"** link under **Request Resources**. At the next screen, select **Open Campus new section request**. Fill out and submit the online form.

Sections requested on this site should only be for classes that include large numbers of non-West Lafayette campus students.

If you have questions or problems with the Vista class request process, please contact [itap@purdue.edu](mailto:itap@purdue.edu) .

## Vista Section Population

### Automatically Adding Students from Registrar's Roster(s) to your Vista Class

**Note:** you may request auto-population two weeks prior to the beginning of each semester. The new semester's data will not be available before that time.

After creating a Blackboard Vista Section, you can populate the class with students listed in the Registrar's Roster(s) automatically.

**Important:** Before you start the Vista Section Population process, you should first make sure that the scheduling deputy in your department has given you access in the Student Information System (SIS) in one of the following roles:

- Instructor of record
- Section roster viewer
- Course roster viewer

The section population process at Purdue allows you to populate one Blackboard Vista Section with multiple Registrar Roster(s). If you are teaching multiple sections of the same course and choose to populate your Vista Class with students from more than one section, you would see all the students listed in one single grade book. This eliminates the need to create the same course content twice. Now that honors sections are usually listed as separate rosters by the Registrar, don't forget to choose the honors division/section if you want to populate these students to the same Vista Section.

Some instructors prefer to keep the students in separate Vista class sections. In that case, you will need to create two separate Blackbaord Vista Sections for the same course. To do this, please contact the ITaP Customer Service Center at [itap@purdue.edu](mailto:itap@purdue.edu) or call at 49-44000 to get your Vista sections created.

If you are a course coordinator for a large course with multiple sections, you will have two options with regard to how you populate your Vista Section.

## Option 1

Some courses have lecture divisions in the SIS that list all students enrolled in the class. You can choose to populate your class with this large lecture division/section. This will add all students to your Vista Section, but they will all appear to have the same division/section number listed in the Blackboard Vista grade book. If you don't need to see which lab, recitation, or pso section each student is assigned to within your grade book you can choose this option.

## Option 2

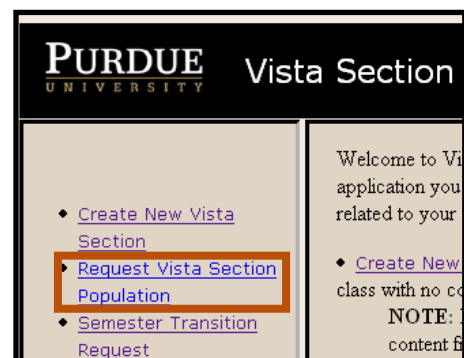
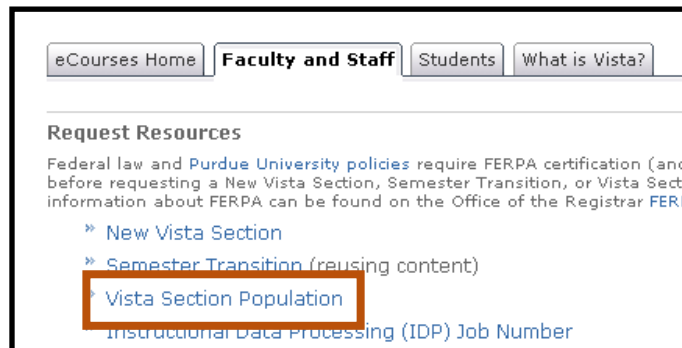
Instead of choosing the large lecture division/section, you can mark and select all the individual lab, recitation, or pso division/sections listed in the Vista Section Population wizard. If you choose this option the division-section column in the Blackboard Vista grade book will display which section each of your students belong to.

**Note:** If the registrar adds a new section for the class after you complete your section population request, you will need to come back and request that the new section added by the registrar be populated to your class as well.

Once you fill the section population form, students will automatically appear in your grade book within 24-48 hrs. Any student adding the course after your request will automatically appear in your gradebook within 2-3 business days after the time they register. Those who drop the course, however, will not automatically be removed from your gradebook – to make sure that instructors do not lose any grade data they may have already entered for these students.

To request auto-population for a class taking place at the West Lafayette campus:

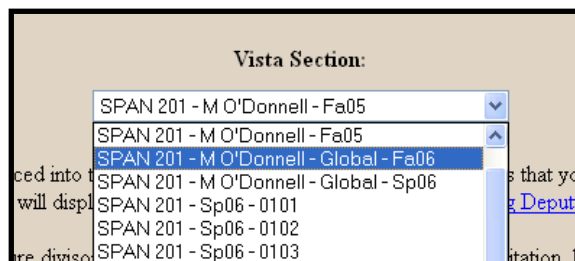
1. In your web browser, visit the Faculty and Staff tab on <http://www.itap.purdue.edu/tl/blackboard>.
2. Under **Request Resources**, choose **Vista Section Population**.
3. Log on using your Purdue Career Account login and password.



## Selecting Registrar Rosters

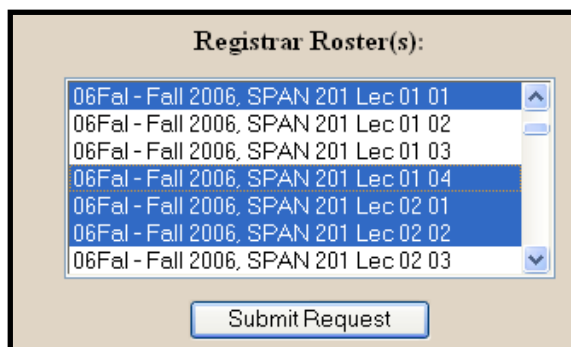
1. On the *Vista Section Management* page, click the **Request Vista Section Population** link,

2. Under **Vista Section** scroll down and select the title of the WebCT Vista Section you would like to populate. You can only select one Vista Section at a time. If you have multiple Vista Sections in the drop down, make sure you choose the class for the right semester.



3. Next, in the Registrar Roster(s) drop down list, scroll down and select all the registrar sections you'd like to populate your Vista Section with.

Note that you can shift-click or ctrl-click to select multiple sections.



4. When you finish selecting all sections, click **Submit Request**.

Your Vista class is now ready for you to add your Turnitin assignments.

**Note:** If you would like to add a header, a Syllabus, or any other Vista tools or class content to your class, you may want to attend a training session on Vista or consult one of our Vista learning resources.

Go to the eCourses Faculty and Staff web page for more information:

<http://www.itap.purdue.edu/tlt/blackboard>.

## Creating Turnitin Assignments

You will create a separate assignment link for each written assignment that uses Turnitin. When students click on the assignment link, they can access and submit papers to Turnitin for that particular assignment only.

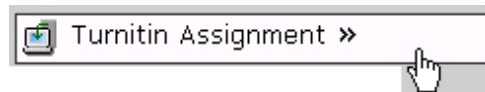
### Adding the Turnitin Link

A Turnitin assignment is added to a Vista class in the same way other tools are added.

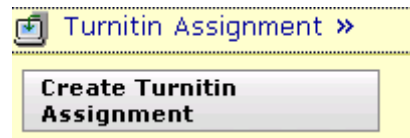
1. In your Vista section, from the **Build** tab and **Basic** view, click **Add Content Item**. (The **Add Content Item** appears at the top of your home page and inside any folders you create.)



2. Click the **Turnitin Assignment** link.



3. Click the **Create Turnitin Assignment** button.



4. Give your Turnitin assignment an appropriate title and click on the **Create Turnitin Assignment** button.

This will create a clickable link and a connection to the Turnitin service where you will need to configure the assignment as illustrated below.

**Create Turnitin Assignment**

\* Title:

Create Turnitin Assignment Cancel

\* Required field

**Note:** The default icon for Turnitin looks like the icon for a Discussion topic. You can customize any icon in Vista to use any icon you wish, including the Turnitin icon. The Turnitin icon is available through the ITaP Training Web Site at



<http://www.itap.purdue.edu/training/materials/>. Under Instructional Design and Tools, select Turnitin, then Turnitin icon (you will need your Purdue Career account username and password).

## Configuring Your Turnitin Assignment


Once you have added the Turnitin assignment, you are automatically taken to the screen where you will define the assignment.

**Note:** to return to this screen, go to the **Teach** tab in Vista and click on the assignment icon.

1. Next to *create a new:*, click the down arrow and choose the assignment type (generally, you will want to leave this as the default “paper assignment”, but see below on *revision assignments*).

The screenshot shows the Turnitin assignment configuration interface. At the top, there is a dropdown menu for "create a new:" set to "paper assignment" (callout 1) and a "submit" button. Below this is the "assignment title:" field (callout 2) and a "point value:" field. The "start date:" is set to Feb 3, 2008 at 4:54 PM, and the "due date:" is set to Feb 10, 2008 at 11:59 PM (callout 3). The "post date:" is set to Feb 11, 2008 at 12:00 AM. A note states: "NOTE: In Vista/CE6, the post date relates to the availability of GradeMark papers only and has no bearing on when grades are posted to the Vista/CE6 Gradebook." Below the note is a text area for "enter special instructions (optional):" (callout 4). There are two dropdown menus for "Generate Originality Reports for submissions?" (set to "yes", callout 5) and "Show advanced assignment options?" (set to "yes", callout 6). The bottom section contains "Generate Originality Reports for student submissions:" (set to "immediately (first report is final)"), "Allow students to see Originality Reports?" (set to "no", callout 7), "Allow submissions after the due date?" (set to "no"), and "Allow other papers to be checked against submissions?" (set to "yes"). At the bottom, there are three checked checkboxes for "Compare submissions against these search targets:": "student paper database", "current and archived internet", and "periodicals, journals, & publications" (callout 8).

2. Next to *assignment title:*, enter your assignment title.

3. Next, set your *start date* and *due date*. (The small calendar icon  can be clicked on to open a small calendar window.) Students can begin submitting papers to an assignment once the start date arrives and will be blocked from submitting papers once the due date has passed.

**Note:** the *post date* does not apply to Purdue's implementation of Turnitin in Blackboard Vista. You can set the *post date* to be the same as the *due date*.

4. In the large window under *Enter any special assignment instructions (options)*: enter any special instructions you wish to deliver to your students.
5. Next to *Generate Originality Reports for submissions?*, leave the option set to **yes**.
6. Next to *Show advanced assignment options?*, click the down arrow to change from the default **no**, opening a lower box of *Advanced* options.

### ***Advanced Options***

Under *Advanced Options*, you can make the following selections:

#### *Generate Originality Report for student submissions:*

- immediately (first report is final)  
Reports will be generated immediately for all submissions and students cannot resubmit their papers (default).
- immediately (can overwrite reports until due date)  
Reports for a student's initial submission will be generated immediately. Students can choose to resubmit their papers and receive Originality Reports as many times as they would like up until the assignment's due date. Please note that reports are generated immediately only for a student's first submission; reports for subsequent submissions are delayed 24 hours.
- on due date  
Originality Reports will not be generated for submissions until the assignment's due date. Students can submit their papers as many times as they would like up until the assignment's due date.

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

Some instructors want students to see results as part of the learning process. By default, this is set for **no**.

*Allow submissions after the due date?*

Choose whether you want to allow student submissions after the assignment due date.


*Allow other papers to be checked against submissions?*

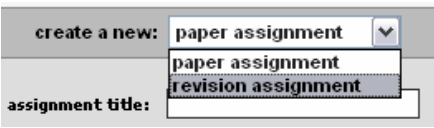
Choose **yes** if you want papers submitted to this assignment indexed in Turnitin's database. If you do not want papers submitted to this assignment stored in their database and used for future plagiarism searches, select **no**.

*Compare submissions against these search targets:*

Select the sources you want papers submitted to this assignment checked against. The three sources you can choose from are:

- student paper database that includes all papers submitted to Turnitin
- current and archived internet
- ProQuest

7. If you make changes to the advanced options, a pulldown will appear. To save the options you have selected for assignments you create in the future, select yes using the save options pulldown.
8. When you are finished configuring your settings, in the upper right corner of the assignment window, click **submit**  .



**Revision Assignments**

Students can only submit one paper per assignment. If you would like your students to submit another draft of their paper, you can create a revision assignment. Revision assignments make duplicating an assignment easy and ensure that revised submissions are not compared against previously submitted drafts.

To create a revision assignment, using the pulldown at the top of the assignment page, select *revision assignment*. The revision form will open. You will need to select a paper assignment for the revision assignment. You will also need to enter dates and optional assignment instructions.

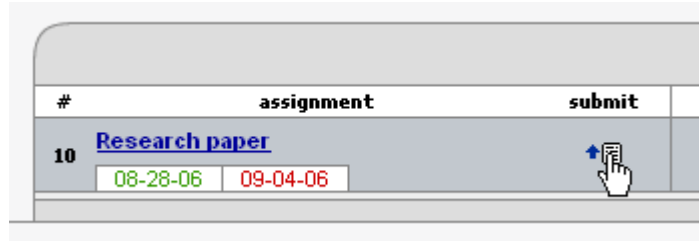
## Submitting Papers

After you have set up your first assignment, you and your students are ready to start submitting papers.

### Students: File Upload or Cut and Paste

To submit an assignment, students will do the following:

1. Click the icon for the Turnitin assignment. That assignment's inbox will open.
  - To view the assignment instructions, click the name of the assignment.
2. Next to the assignment name, click **submit**.
3. At the submission screen, next to *submission title*:, enter a title for the paper being submitted.
4. Next to *Submit a paper by*, click the down arrow to select whether the paper will be attached as a file, or copied and pasted into an empty text window.

A screenshot of the Turnitin submission form. At the top, it says 'Submit a paper by:' followed by a dropdown menu currently set to 'file upload'. A mouse cursor is pointing at the dropdown arrow. Below the dropdown are three text input fields: 'first name:' with 'Strawberry', 'last name:' with 'Fields', and 'submission title:' with 'research paper 1'. To the right of these fields is a 'submit' button with a right-pointing arrow. Below the input fields, there is a section titled 'Browse for the file you want to upload:' with an empty text box and a 'Browse...' button. At the bottom, there is a note: 'Turnitin currently accepts the following file types: MS Word, WordPerfect, PostScript, PDF, HTML, RTF, and plain text.'

- If *file upload* is chosen, click the **Browse...** button and navigate to the file to be attached as the assignment.
- If *cut & paste* is chosen, a window will open where the text of the paper may be copied.

**Note:** as noted onscreen, Turnitin accepts files in these formats: Microsoft Word, WordPerfect, PostScript, PDF, HTML, RTF, and plain text.

5. Click **submit**.
6. A confirmation screen will display, showing the text of the paper being submitted. At the top of the window, next to *Is this the paper you want to submit?*, click **yes, submit** to submit the paper or **no, go back** to select a different file or copy different text into the text box.
7. Students will then be notified that their paper has been submitted, and a digital receipt displays. Students can print this receipt, or see their Vista Mail for a copy of the receipt that has been mailed to them. After they have submitted their paper, students can return to the assignment inbox to view their assignment submission or, if the instructor has allowed, the originality report generated for their submission.

**Note:** if you wish for your students to easily see the digital receipts for their Turnitin submissions, be sure to add the Mail tool to the Vista tool bar in your class. Students may also access mail in your class from the Mail tool appearing in the My WebCT portal.

## Instructors

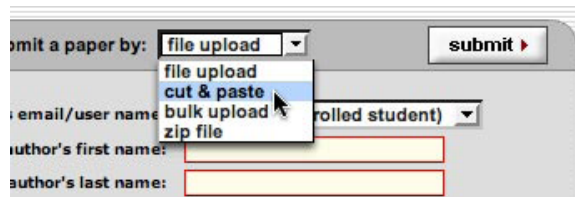
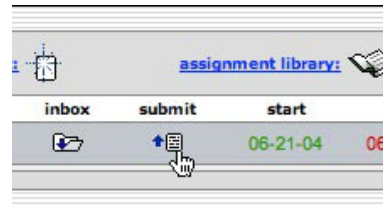
For instructors, there are four ways to submit papers to Turnitin:

- file upload (used to submit a single paper in file format; we accept submissions in Microsoft Word, WordPerfect, RTF, PDF, PostScript, plain text, and HTML formats)
- bulk upload (used to submit multiple papers in file format, just like adding attachments to an e-mail)
- cut and paste (used to submit a paper in a file format we do not accept, by cutting and pasting the text into a text box)
- zip file (used to submit multiple papers as a single zip file)

To submit a paper to an assignment, click the submit icon next to the desired assignment on your class homepage.

## To submit a paper by file upload

1. Select *file upload* from the submission pulldown menu.
2. Select an enrolled student using the pulldown menu on the submission page. Papers that you submit on behalf of a student will appear in the student's inbox for the assignment, just as if the student submitted the paper to your class.



3. Or, if you are submitting a paper for a student not enrolled in your class, enter the student's first and last name.
4. Enter a title for the submission.
5. Click the **Browse** button and locate the paper you want to submit.
6. Click **submit**. On the following page you will be asked to confirm the text of the submission. If the text checks out, click **yes**, then **submit** to finalize the submission.

## To submit by cut and paste

1. Select *cut and paste* from the submission pulldown menu.
2. Select an enrolled student using the pulldown menu on the submission page. Papers that you submit on behalf of a student will appear in the student's portfolio, just as if the student submitted the paper to your class.

Or, if you are submitting a paper for a student not enrolled in your class, enter the student's first and last name.

3. Enter a title for the submission.
4. Cut and paste the paper into the text box and click **submit**.

**Note:** To cut and paste text, highlight the text of a paper in a word processing or text editing program and select copy from the edit menu. To transfer the text into your browser, place your mouse cursor in the text box of the submission page and select paste from your browser's edit menu.

## To submit multiple papers using bulk upload

1. Select *bulk upload* from the submission pulldown menu.
2. Select an enrolled student using the pulldown menu on the submission page. Papers that you submit on behalf of a student will appear in the student's inbox, just as if the student submitted the paper to your class.

OR

If you are submitting a paper for a student not enrolled in your class, enter the student's first and last name (optional – defaults to "anonymous" if a first or last name is not entered).

The screenshot shows a web interface for submitting papers. At the top, there is a dropdown menu set to "bulk upload" and a "submit" button. Below this, a text box explains that multiple files can be uploaded at once. A file browser shows a path "C:\Documents and Settings\...". To the right, there are input fields for "author" (a dropdown menu), "first name" (Strawberry), "last name" (Fields), and "submission title" (res\_ppr\_fields). An "attach" button with a paperclip icon and a "delete all" link are also visible. At the bottom, a table header is shown with columns: author, user name/email, title, f, and d.

3. Click the **Browse** button and locate the first paper you want to submit.
4. Enter a paper title (optional – defaults to the name of the submitted file if nothing is entered)
5. Click the **attach** button to add the paper to your batch.
6. Repeat steps 2 through 5 for each paper you want to submit.
7. When you are done adding papers, click the **submit** button to upload the batch of papers.

## To submit multiple papers as a zip file

1. Select *zip file* from the submission pulldown menu.
2. Click **Browse** to locate the zip file containing the papers you want to submit.
3. Click **submit** to view the papers in the zip file. You can choose whether you want to submit a paper by

The screenshot shows a table with columns: last name, first name, title, and include?. The "include?" column contains checkboxes. Above the table, there is a "go back" link and a "submit" button. The text above the table reads: "ent names, titles, and user profiles. to resubmit your zip file. Otherwise".

clicking the checkbox in the *include?* column. For each paper you submit, select an enrolled student in your class, or you can enter the following information:

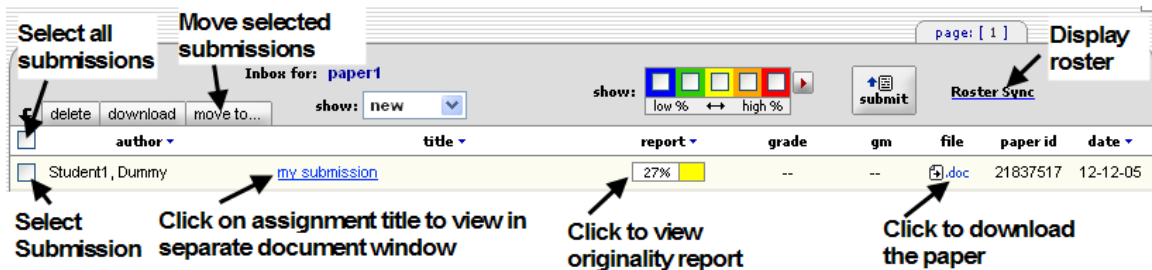
- author's last name (defaults to anonymous)
- author's first name (defaults to anonymous)
- paper title (defaults to file name)

4. When you are finished entering information for the papers, click **submit** to upload the papers to your class.

Papers you submit are accessible from the assignment inbox.

## Working with the Turnitin Inbox

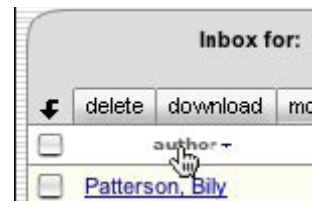
Each assignment has an inbox containing the papers that have been submitted to the assignment.



## Organizing Your Inbox

If you are teaching a class with many students, your inbox can sometimes become large and unmanageable. You can organize papers in your inbox in several ways, including:

- sorting by column header : click on the top of the student name, paper title, date submitted, or report columns to sort papers by any of these criteria.
- sorting by folder: move selected papers into either the *viewed* or *marked* folders by checking them and clicking the move to button.



## Viewing and Downloading Papers

<input type="checkbox"/>	<a href="#">Jones, Jack</a>	<a href="#">Harvey_Milk.doc</a>
<input type="checkbox"/>	<a href="#">Hernandez, Melissa</a>	<a href="#">Dizzy_Dean.doc</a>
<input type="checkbox"/>	Reynolds, Ellen	<a href="#">Essay 1</a>

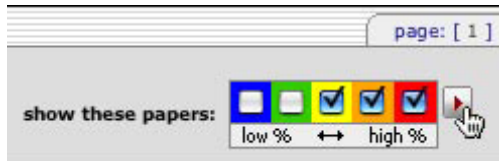
Every paper submitted to a Turnitin assignment can be viewed online by clicking on its title in the inbox.

You can download a paper to your computer in file format by clicking on the file icon.



To download multiple papers at once, click on the checkboxes next to the papers you want to download and click the **download** button.

- viewing by selected originality indices



Every Originality Report has a color that reflects the amount of matching text we found for that paper. You can view papers with selected originality indices by checking the index colors you wish to

view and clicking the arrow icon.

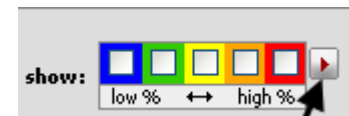
- deleting unwanted papers

You can delete papers at any time by checking them and clicking the delete button.

To view the submissions inside Turnitin, click on the Assignment title to the right of the student's name. This opens a popup window with the text of the assignment:

Also visible are the submission date and time, and the word count.

You can view all reports of a certain matching text percentage by clicking one or more checkboxes in the multi-colored box and then clicking the red view icon to the right. To see all reports again, select all checkboxes and click the view icon.



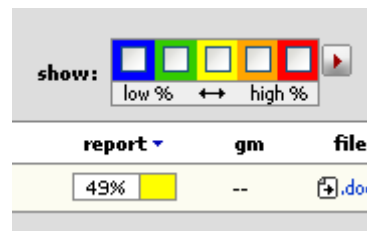
**Click to view by selected percentage**

**Note:** Be aware that if you want to use the Vista Assignment Tool for an assignment along with the anti-plagiarism scanning, you will either have to upload papers to Turnitin yourself or have your students upload their papers separately to both Vista tools: a Turnitin assignment and the Vista Assignments tool.

## Originality Reports

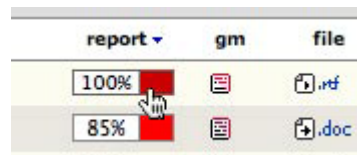
Originality Reports document potential plagiarism. Any text from the paper matching text in the TurnItIn database is linked to its original source.

Originality Reports provide a summary of the matching text found in a submitted paper. When an Originality Report is available to view, an icon will appear in the report column of your assignment inbox. Originality reports that are not yet finished are represented by a grayed-out icon.



The color of the report icon indicates the overall similarity index of the paper, based on how much matching text we found. The possible similarity indices are:

- blue (no matching text)
- green (1 word-24% matching text)
- yellow (25-49% matching text)
- orange (50-74% matching text)
- red (75-100% matching text)



**Important:** These indices do not reflect Turnitin's assessment of whether a paper has or has *not* been plagiarized. Originality Reports are simply tools to help you find sources that contain text similar to submitted papers. The decision to deem any work plagiarized must be made carefully, and only after careful examination of both the submitted paper and the suspect sources.

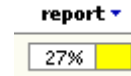
For assistance, contact the Office of Student Rights and Responsibilities in the Office of the Dean of Students at <http://www.purdue.edu/ODOC/osrr>.

## Accessing Originality Reports

1. Log in to your section in Vista and go to the **Teach** tab.
2. Click on the Turnitin assignment for which you wish to view originality reports.
3. Make sure the **assignment inbox** is highlighted.



- Click on the colored icon under the **report** header to view the originality report for a particular student.



## Working with Originality Reports

### Refreshing Reports

Since the internet is constantly changing, you might want to generate a new report at a later date to see if there are any new matching source documents. Or perhaps you suspect that a student has shared his or her paper with another student. You might also want to generate a new report for an earlier submission to see if the paper has been submitted to another class.

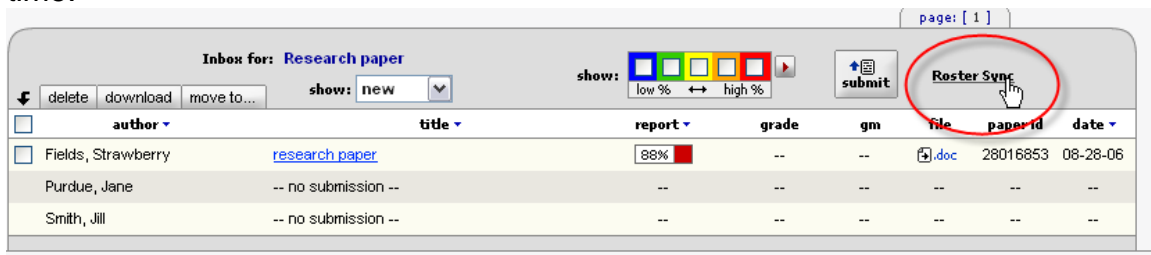


With the refresh report feature, you can generate new reports for past submissions at any time. When you refresh a report, your current report is deleted and a new report is generated. To refresh a report, click the refresh link at the top of the report.

### Synching the Roster

As more students add your class to their schedules, they will be added to your Vista class through the process of course auto-population. In addition, you may decide to remove students from your Vista grade book who are no longer in your class (course population never removes students from your Vista grade book).

As a result, you may need to “synch” your Turnitin assignment with your Vista class grade book to add new students to the assignment. You may do this at any time.



To update the Turnitin assignment, open the assignment from the Teach tab by clicking on its icon. In the assignment inbox, click the **Roster Sync** link.

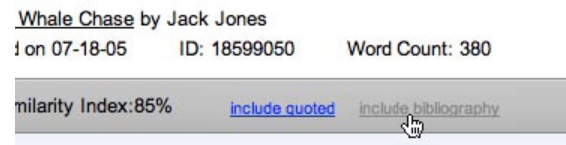
## Excluding Quoted and Bibliographic Material

Originality Reports document all instances of matching text including quoted and bibliographic material. If quoted or bibliographic material is flagged, you can exclude it from the report. To exclude quoted material, click the exclude quoted link. To exclude bibliographic material, click the exclude bibliography link.



When you exclude material, the Originality Score on the report and in your inbox is updated to reflect the exclusion of matching text.

Please note that the functions for excluding material are approximate. If more material is excluded than you would like, you can re-include excluded material by clicking the include quoted or included bibliography links.



## Printing Reports



To print a report in a printer friendly format, click the print report link at the top of the Originality Report . The report that is printed will be based on the mode you are currently viewing. For example, if you are viewing the report using the default

highest matches mode, the report that will be printed will only show the highest matches (see the Originality Report modes section on the previous page for more information).

## Interpreting Originality Reports

The Originality Report has three main sections:

- paper information

The report header shows information about the submitted paper including paper title, author, word count, and the date the report was processed.

- paper text

The left side of the report shows the text of the submitted paper. Matching text is numbered and color-coded to correspond with sources to the right.

- matching sources

The right side of the report lists the sources of matching text.

## Direct Source Comparison

Direct Source Comparison lets you quickly compare matching text to its source. To activate Direct Source Comparison, click a block of matching text. The source of matching text will open to the right.

If the source you are viewing contains multiple sources of matching text, you can quickly navigate between sources using the up/down arrows. The text in the paper will automatically line up with the source for easy comparison.



If you want to view matching text from an internet source in its original web context, you can do so by clicking the show in web page link.



When you are done viewing a source, you can return to the list of matching sources by clicking the close link. Or you can immediately jump to another source by clicking on a new block of matching text

## Originality Report Modes

By default, the Originality Report shows you only the highest percentage matches. In some cases, it is possible that smaller matches are obscured by larger matches and are not shown.



If you would like to see an exhaustive list of sources, you can switch to the show matches one at a time mode. In this mode, all sources for a given paper are listed, even those that are obscured by larger percentage matches.



To view the matching text for a given source in this mode, click the radio button next to a source.

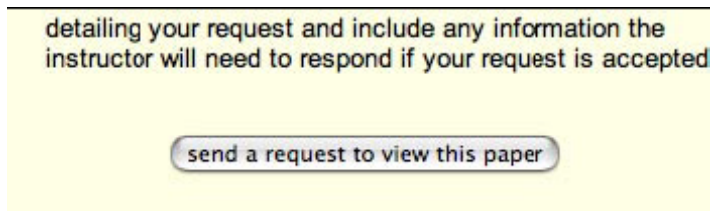
To switch back to the default report mode, select show highest matches together from the mode pulldown.

## Database Sources

Because of Turnitin's privacy policy, sources in the Turnitin database are handled differently from internet sources. If a source is from our database, student papers will show up next to the source.



If the source of matching text is a student paper that belongs to one of your classes, the paper will be displayed with the matching text highlighted.



If the paper is from another instructor's class, we cannot provide direct access to the paper. To view the paper, you must first request permission from the instructor in

possession of the paper by clicking the permission request button. We will then auto-generate an e-mail detailing your request. If permission to view the paper is granted, a copy of the paper will be sent back to you via e-mail.

### Internet Archive Sources

In addition to searching a copy of the active internet, Turnitin also searches a copy of the archived internet, which includes an extensive number of web pages no longer available on the internet.



If a match is found in our internet archive, internet (archive) will appear next to the source.

### Turnitin FAQs

We have FAQs for students and instructors using Turnitin, particularly in WebCT Vista. Access these in the ITaP Knowledge Base at <http://help.itap.purdue.edu/> (search for *Turnitin*).

### Resources for Academic Honesty and Plagiarism

Turnitin Research Resources: [https://turnitin.com/research\\_site/e\\_home.html](https://turnitin.com/research_site/e_home.html)  
Plagiarism defined, tips on avoiding plagiarism, guidelines for proper citation, tips for detecting plagiarism

Purdue University Online Writing Lab Guide to Avoiding Plagiarism:  
<http://owl.english.purdue.edu/owl/resource/589/01/>

Purdue University Office of Student Rights and Responsibilities:

<http://www.purdue.edu/ODOS/osrr/Welcome.html>

For help in specific cases, contact [osrr@purdue.edu](mailto:osrr@purdue.edu) . Also features brochures on academic integrity, deterring and detecting academic dishonesty, guides for students and faculty