



Turnitin is an originality checking system that will help the instructor detect or determine plagiarism. Turnitin will compare students' papers with a large database. Their sources are the internet, institution paper repositories, periodicals, and student paper repositories. If Turnitin finds a match in the database, the report shows the percentage of the similarity and the possibility resources. Turnitin will compare only the text in students' assignments; it won't compare any images or charts.

Accepted File Types: Microsoft Word (.doc, .docx), PowerPoint (.ppt, .ppts, and .pps), PDF, Rich Text Format (.rtf), Plain text (.txt)

Create a Turnitin assignment in Moodle * Moodle group setting is not currently supported.

1. Go to your Moodle course page, and turn editing on.
2. Click on **"Add an activity or resource"**.
3. Click on **"Turnitin Assignment 2"** and click on the **"Add"** button.
4. In the General settings:
 - a. Enter the Turnitin Assignment Name and Summary
 - b. Select the submission type: file or online text
 - c. Select **"Number of part"** for your assignment if necessary. This option will allow you to set multiple parts of a submission in an assignment.
 - d. **"Allow submission of any file type?":** If you set 'YES' for this option, students are able to submit unsupported files which Turnitin cannot check for originality.

The following image file types can be displayed in Turnitin, but it won't generate an originality report: **JPEG, GIF, PNG, TIFF, BMP, PICT**

Other unsupported file types may not be displayed in Turnitin, but the instructor is still able to download the original file.

- e. **"Display Originality Reports to Students"**: If you select "Yes", the Similarity Report will be available for the students to view.
- f. **"Grade Display"**: set whether students should see their grade as a fraction or a percentage.
- g. **"Auto Refresh Grade/Scores"**: By default any changes made in Turnitin will automatically be pulled into Moodle.



5. Enter the information for Assignment Part 1.

If you set more than 1 for “number of part”, enter the information for each assignment. To delete assignment part #, click on “**Delete Part**”.

6. In the Original Report Options settings:

a. “**Report Generation Speed**”. There are three options:

- **Generate reports immediately (resubmissions are allowed until due date)**: Originality reports will be generated immediately. Students can resubmit papers until the due date.
- **Generate reports immediately (resubmissions are not allowed)**: Originality reports will be generated immediately. Students can’t resubmit papers.
- **Generate reports on due date (resubmissions are allowed until due date)**: Originality reports won’t be generated until the due date. Students can resubmit papers until the due date.

b. “**Store Student Papers**”: this option is whether your students’ papers are stored in the Turnitin Standard repository. If you select “No repository”, your students’ papers won’t be stored in the Turnitin Standard repository.

c. “**Check against stored student papers**”, “**Check against stored internet**”, “**Check against stored journals, periodicals and publications**”: determines whether or not to include them as a source when Turnitin checks the students’ papers.

d. “**Exclude bibliography**”, “**Exclude quoted material**”, “**Exclude small matches**”: determines whether or not to exclude bibliography/quoted material/small matches either the words or %. This settings can be overridden in the similarity report.

7. In the GradeMark options, you can create/select the rubric. You can also create a rubric in Turnitin.

8. Click on the “**Save and return to course**” button.



To access students' papers

Click on “Turnitin assignment” on your Moodle page. There are 3 tabs: the Submission Inbox tab, the Turnitin Tutors tab, and the Turnitin Students tab. In the Submission Inbox, you can access the students' papers.

The screenshot shows the Moodle Turnitin Submission Inbox interface. At the top, there are three tabs: "Submission Inbox" (selected), "Turnitin Tutors", and "Turnitin Students". Below the tabs, there are two parts: "Part 1" (circled 1) and "Part 2". A table lists assignment details with columns: Title (circled 2), Start Date (circled 2), Due Date, Post Date (circled 3), Marks Available, and Export (circled 4). Below the table, there is a "Summary" section, "Peermark Assignments (0)", and a "Show 10 Entries" dropdown. At the bottom, there is a table of student submissions with columns: First Name / Last Name, Submission Title (circled 5), Turnitin Paper ID, Submitted, Similarity (circled 6), Grade (circled 5), and Overall Grade (circled 7). The table shows three entries: student1 (91% similarity, 25/100 grade), student2 (0% similarity, --/100 grade), and student3 (no data). Action icons for each entry are circled 8, 9, 10, and 11.

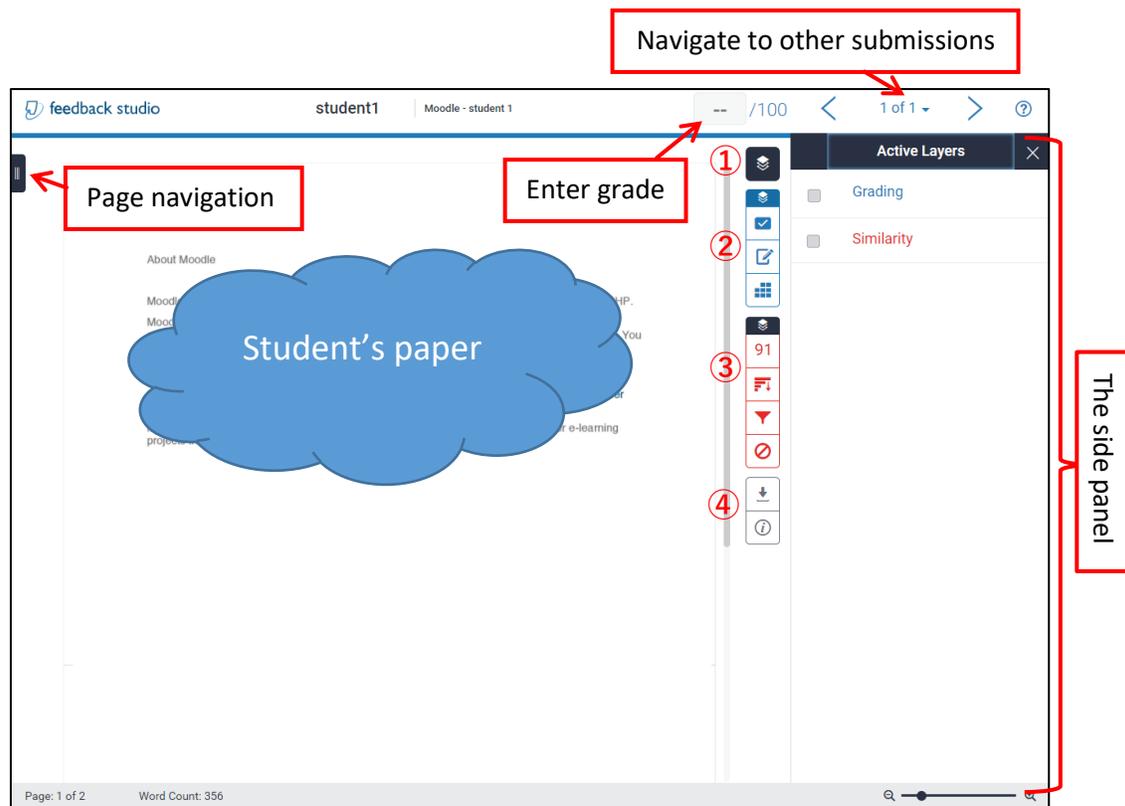
- ① If the assignment has multiple parts, you can switch between them.
- ② You can edit the title, the dates, and the maximum points of the grade.
- ③ Post Date: Students' grades will be released on that day.
- ④ Export the students' submissions or grades
- ⑤ To access the students' works or the grade/feedback page in Turnitin.
- ⑥ Similarity: it might take about 5 mins to appear. To open a similarity report, click here.

- ▶ **Blue – No matching text**
- ▶ **Green – One word to 24% matching text**
- ▶ **Yellow – 25% to 49% matching text**
- ▶ **Orange – 50% to 74% matching text**
- ▶ **Red – 75% to 100% matching text**



- ⑦  : The student viewed the paper
- : The student has not viewed this paper
- ⑧ Resubmit on behalf of your student
- ⑨ Download a copy of the submission
- ⑩ Refresh the current submission
- ⑪ Delete the submission

The Feedback Studio



- ①  Layers: open the “**Active Layers**” panel. You can select the grading and similarity layers here.



② Grading option

	Hide/Show the instructor feedback layer on a student's paper.	
	QuickMarks: Common comments and standard editing marks are provided as quickmarks. Quickmarks can be added by dragging from the side panel to the student's paper.	p.7
	Feedback Summary: the instructor is able to leave a text comment or a voice comment (3 mins)	p.8
	Rubric/Form: open the rubric form.	p.9

③ Similarity reports

	Hide/Show the similarity layer on a student's paper.	
 	Match Overview: it will show you the highest matches and the percentages. The matching text in the student's paper will be highlighted.	p.12
	All Sources: it will allow you to view matches that were found in the Turnitin database. You can remove the particular sources.	p.13
	Filters and Settings: you can decide to exclude small matches within a similarity report.	p.14
	Excluded Sources: removed source names will appear here. You can restore the sources.	p.13



④ Download and Submission information

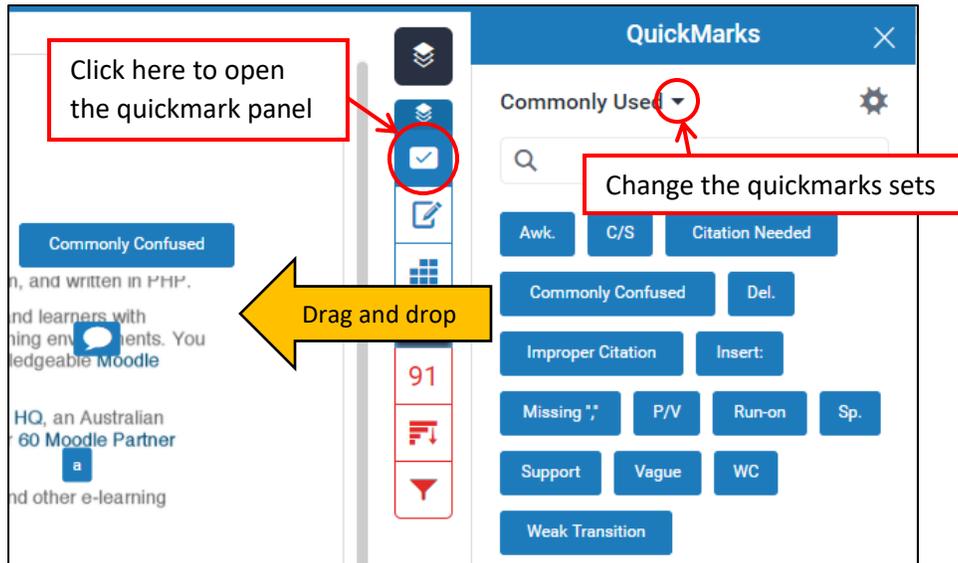
	Download: you can download the current view (PDF format), a digital receipt (PDF format), or a copy of the submission.	p.14
	Submission Information: you can get the submission details such as submission ID, date, file name, access code, etc.	p.14



Grading

Add quickmarks and comments

Open the “quickmark” panel by clicking on the “QuickMarks” button, then drag a quickmark icon on the student’s paper. You can add a comment on each label by clicking on the label.

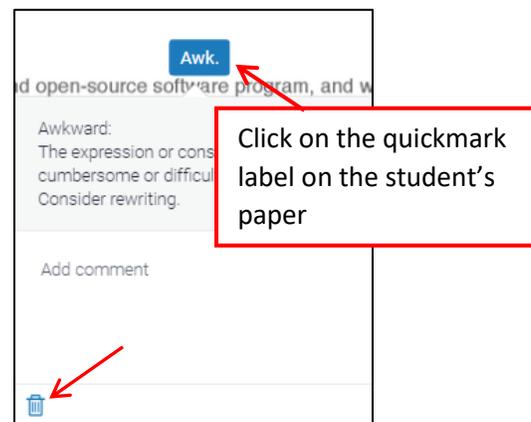


You can also add quickmarks or comments by clicking on the student’s paper. If you click on the student’s paper, a balloon icon will appear. Then, click on one of the icons.



To move: drag the quickmark label

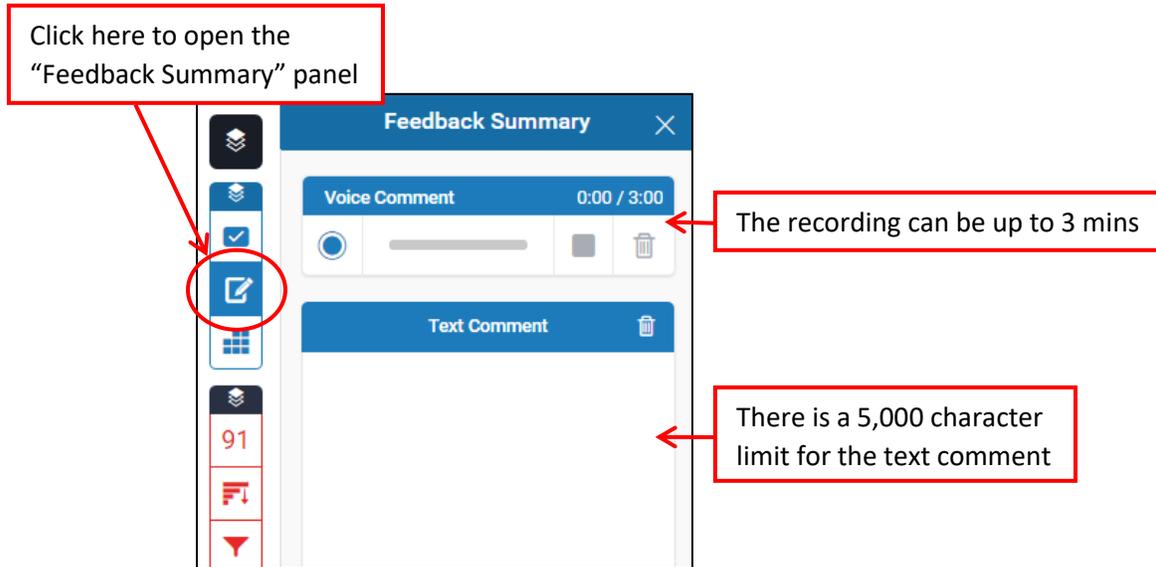
To delete: click on the quickmark label which you want to delete on the student’s paper, and click on the “trash bin” icon.



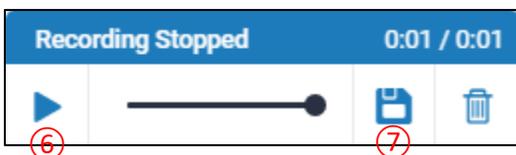
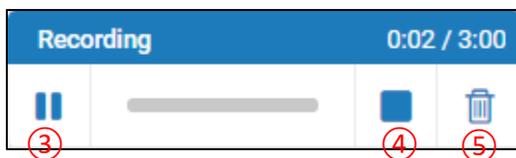
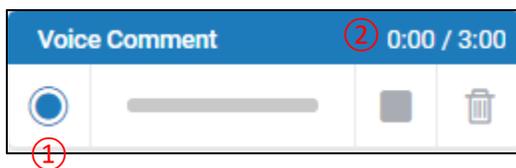


Adding general comments to a student's assignment

You can give a text comment and/or a voice comment. Open the "feedback summary" panel by clicking on the "feedback summary" button.



Voice Comment bar

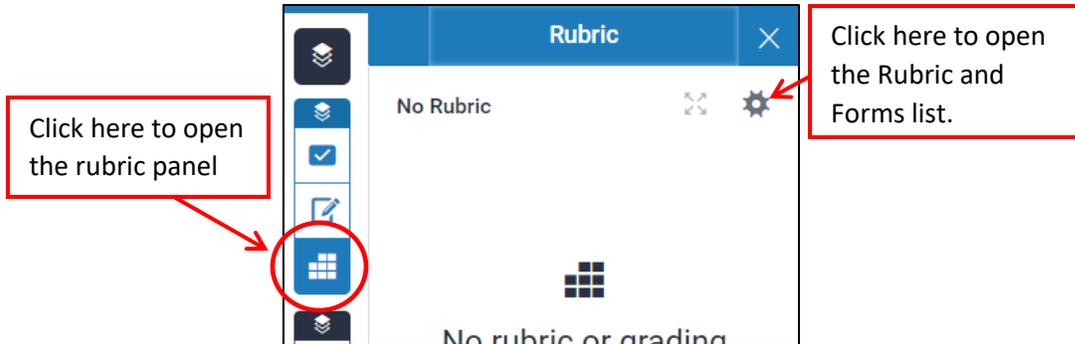


- ① Start/Resume recording
- ② Timer
- ③ Pause
- ④ Stop recording
- ⑤ Delete recording
- ⑥ Play recording
- ⑦ Save recording: If you don't save the recording, students won't receive your voice comment.

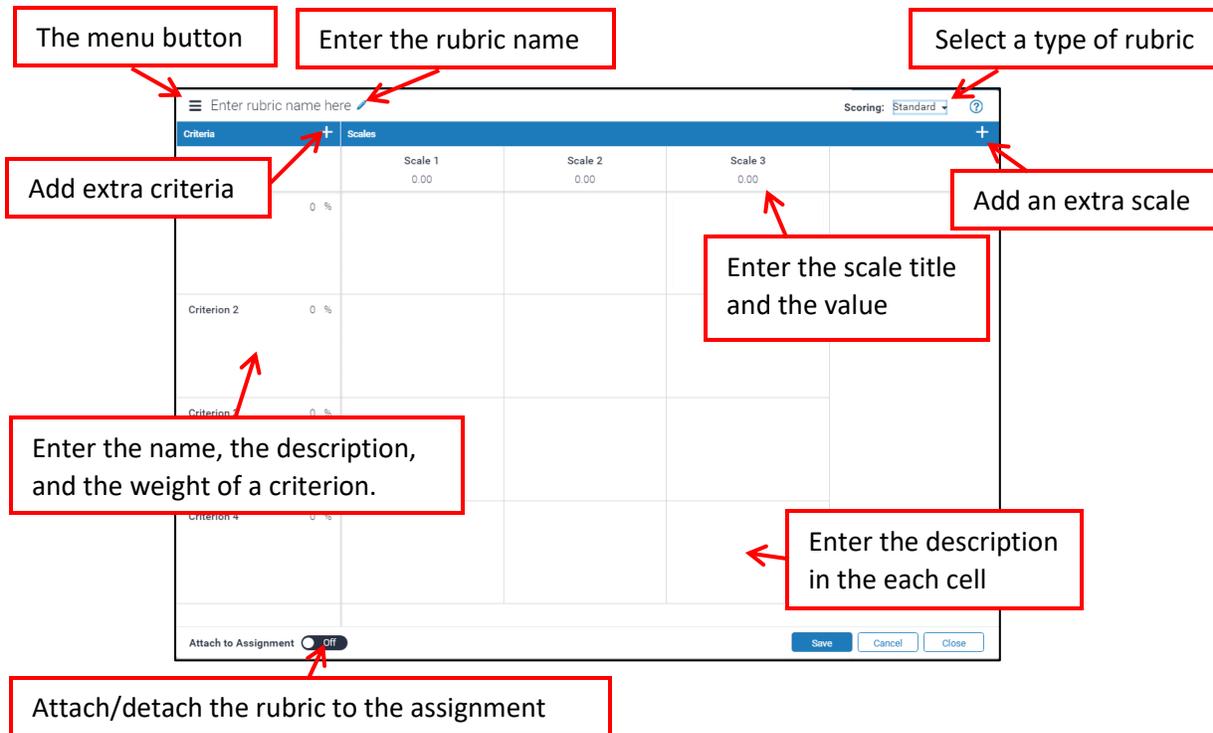


Rubric and Grading Forms

Open the "rubric" panel by clicking on the "Rubric/Form" button.



Rubric Form





Create a Rubric

1. Click on the “**Rubric/Form**” button, then click on the “**Manage rubrics and grading forms**” icon .
2. Click on the menu button  on the top left of the rubric form.
3. Click on “**Create New Rubric**” from the menu. If you want to create a grading form, click “**Create New Grading Form**”.
4. Select a rubric type by clicking on the “**scoring**” button on the top right of the rubric form.

Standard Rubric	Enter scale values for each column and weight criteria rows using percentages. The maximum value for the standard rubric will be the same as the highest scale value entered.
Qualitative Rubric	Provides standard feedback without numeric scoring.
Custom Rubric	Enter any value directly into each rubric cell. The maximum value for the custom rubric will be the sum of the highest value entered in each of the criteria rows.

5. Enter the rubric name and fill out the rubric form by clicking on each field.
6. If you want to attach the rubric to the assignment, turn “**attach to assignment**” on at the bottom left of the form.
7. Click on the “**Save**” button, and close the rubric form.

Attaching a rubric to an assignment

1. Click on the “**Rubric/Form**” button, then click on the “**Manage rubrics and grading forms**” icon .
2. Click on the menu button , and select the rubric from the menu.
3. Click on the “**attach to assignment**” at the bottom left of the rubric form.
4. Close the rubric form.

Delete a Rubric

1. Click on the “**Rubric/Form**” button, then click on the “**Manage rubrics and grading forms**” icon .
2. Click on the menu button , and select the rubric from the menu.
3. Click on “**Delete**” from the menu.



Grading with Rubric

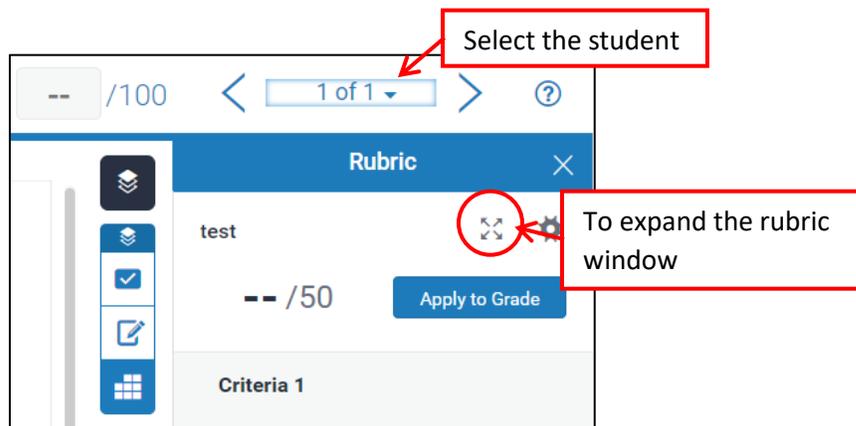
Using the side panel:

Open the rubric panel by clicking on the “**Rubric/Form**” button. Select the student’s mark, and click on the “**Apply to Grade**” button.

To expand a rubric window:

Click on the “**expand**” button, and the rubric will open in the different window. The student’s name will appear on the top right of the window. After you enter the student’s mark, click on the “**Apply to Grade**” button and close the window.

To see another student’s assignment, select a student from the “**select a submission**” list on the Turnitin window.



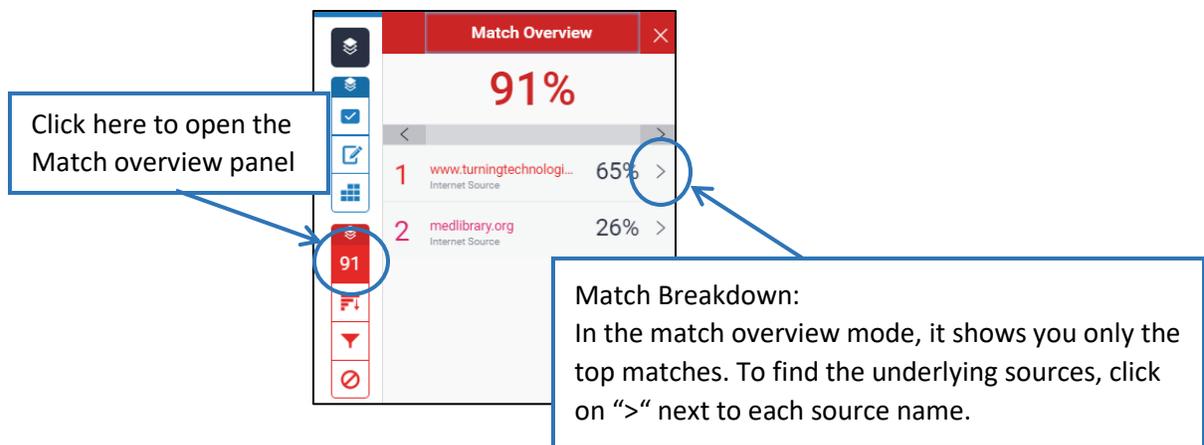


The Similarity Report

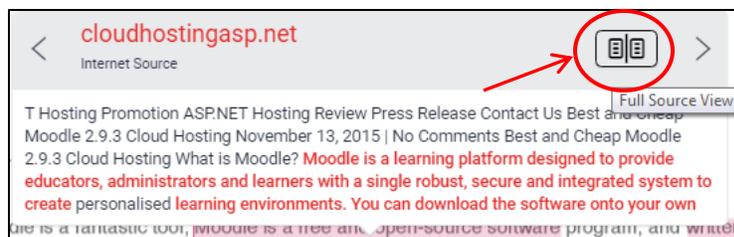
The Similarity report provides a summary of matching/similar texts found in a student's paper. This will help the instructor to find the sources that contain similar texts. The final decision of plagiarism will be made by the instructor.

Match Overview

It will show you the highest matches and the percentages. The matching text in the student's paper will be highlighted and you will be able to see the source.



You can view the full content by clicking on the source name. A bubble icon will appear on the student paper. Click on the **“Full source view”** icon and the full content will appear on the side panel.





However, if you don't have permission to access the source (for example, the paper was submitted by another class), you must request permission to access the paper through the Turnitin system (students' papers are not available to another user within the Turnitin system). To send a request, click on the source name on the side panel. The request button will appear.

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.

[send a request to view this paper](#)

All sources

It will allow you to view matches that were found in the Turnitin database. To view all the sources, click on the “**all sources**” icon. You can remove sources from the list.

Source	Match Percentage
hub.open...	71%
...	67%
...	65%
...	65%
...	65%
...	65%
www.timber...	65%
Internet Source - 3 urls	65%

To remove a source:

1. Click on the “**All sources**” button, then click on the “**Exclude Sources**” button at the bottom of the list.
2. Select the sources by clicking on the check box, then click on the “**Exclude (#)**” button at the bottom of the list.

To restore the excluded sources:

1. Click on the “**Excluded sources**” button. You will see a list of the excluded sources.
2. Select the sources that you want to restore, and click on the “**Restore (#)**” button at the bottom of the list. To restore all the excluded sources, click on the “**Restore All**” button.



Filters and Settings

You can decide to exclude small matches within a similarity report. You can adjust this at any time.

The exclusion options:

If quoted or bibliographic material is flagged as similar or matching, this information can be removed from the Similarity Report.

You can choose to exclude small matches by entering the number of words or the %. To turn off excluding small matches, click on the **“Don’t exclude by size”** option.

To save the settings, click on the **“Apply Changes”** button at the bottom of the side panel.

Click here to open the **“Filter and Settings”** panel

New Report

New materials are constantly being entered in the Turnitin repositories. If a new report is available, you can get a new similarity report by clicking on the **“New Report”** button at the bottom of the **“Filters and Settings”** side panel. The current report will be deleted. If you wish you keep the current report, you can download the file.

Download Report and Submission Information

You can download:
Current view (PDF format)
Digital Receipt (PDF format)
Originally Submitted file

Submission Information:
You can get the submission details such as submission ID, date, file name, * access code, etc.

The **“Current view”** and the **“Digital Receipt”** will be saved as a PDF file.

* You will need to have **“access code”** when you access Turnitin through the Turnitin iPad app.

Printing

You can only print reports as a PDF file. You are not able to print reports directly from Turnitin.