

STUDENT USER GUIDE

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 **turnitin**UK

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JISC

Note:

This is an abridged version of the student guide to Turnitin. Only those sections relevant to its use by students to help prevent plagiarism are presented.

Students can obtain the full version of this document from the help system within Turnitin.

2 Plagiarism Prevention

Papers submitted to TurnitinUK are compared against billions of internet documents, an archived copy of the internet, our local databases of submitted student papers, and a database of periodicals, journals, & publications. Any matching text we find is detailed in an Originality Report sent to your class portfolio.

! You will be able to view Originality Reports only if your instructor has given you permission to access them.

Originality Reports

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 colour 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 words)
- **green** (1 word-24% matching text)
- **yellow** (25-49% matching text)
- **orange** (50-74% matching text)
- **red** (75-100% matching text)

! These indices in no way reflect TurnitinUK's assessment of whether a paper has or has not been plagiarized. Originality Reports are simply tools to help your teacher locate potential sources of plagiarism in 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.

Reading Reports

To open an Originality Report, click the report icon in the contents column of your portfolio **1**. The

your portfolio			
title	submitted	contents	reviews
hale Chase	07-18-05	85%   .doc	

1 Reports show up in your class portfolio.

Originality Report will open in a new window.

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 highlighted in red and numbered to correspond with sources to the right.

- **matching sources**

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

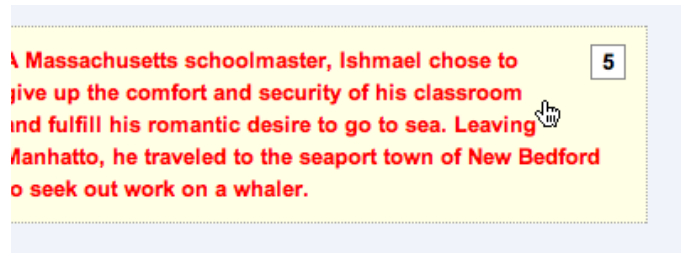
Direct Source Comparison

Direct Source Comparison lets you quickly compare matching text to its source. To activate Direct Source Comparison, click a block of matching text **1**. The source of matching text will open to the right.

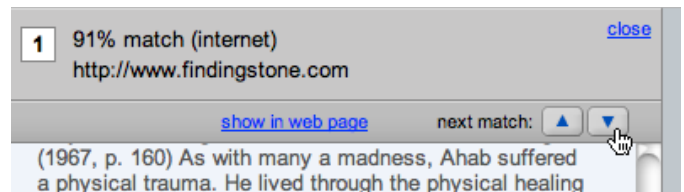
If the source you are viewing contains multiple sources of matching text, you can quickly navigate between sources using the up/down arrows **2**. The text in the paper will automatically line up with the source for easy comparison.

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 **3**.

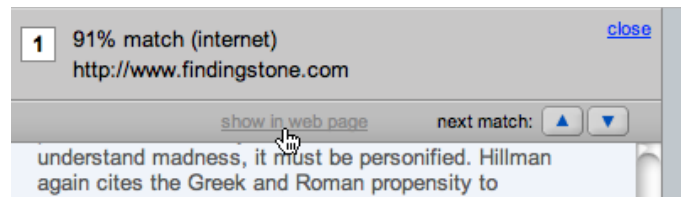
When you are done viewing a source, you can return to the list of matching sources by clicking the *close* link **4**. Or you can immediately jump to another source by clicking on a new block of matching text **1**.



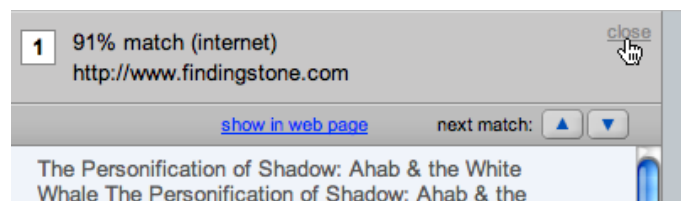
1 Click matching text to view its source.



2 Use the arrows to quickly navigate between source matches.



3 Click "show in web page" to see the source in its web context.



4 Click "close" to reveal the list of matching sources.

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 **1**. 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 **2**.

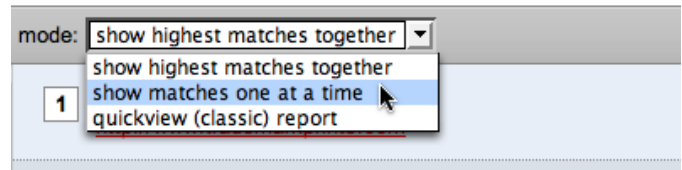
To switch back to the default report mode, select *show highest matches together* from the mode pull down **1**.

Database Sources

If a source is from our database, *student papers* will show up next to the source **3**. As a student, you will not have access to these sources.

Internet Archive Sources

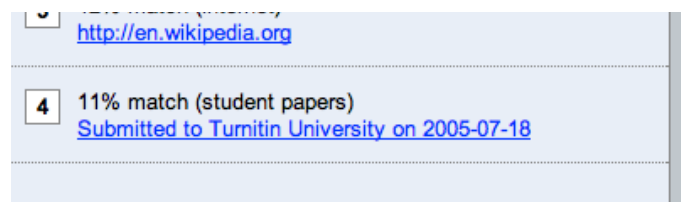
In addition to searching a copy of the active internet, TurnitinUK also searches a copy of the archived internet, which includes an extensive number of web pages no longer available on the internet. If a match is found in our internet archive, *internet (archive)* will appear next to the source **4**.



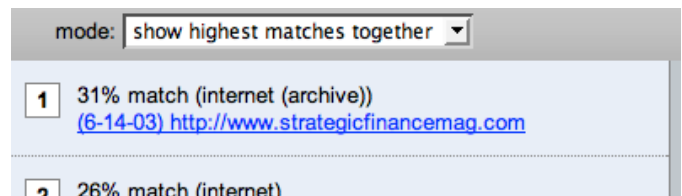
1 Use the pull down to switch modes.



2 Click the radio button next to a source to view matching text from the source.



3 A database source.



4 An internet archive source.

Excluding 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 **1**. To exclude bibliographic material, click the *exclude bibliography* link **2**.

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 **3**.

Printing and Saving Reports

To print a report in a printer friendly format, click the *print report* link at the top of the Originality Report **4**. 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*).

If you would like to save and download a copy of a report in HTML format, click *save* **5**.

Whale Chase by Jack Jones
on 07-18-05 ID: 18599050 Word Count: 380

Originality Index:85% [exclude quoted](#) [exclude bibliography](#)

1 Click to exclude quoted material from a report.

Whale Chase by Jack Jones
on 07-18-05 ID: 18599050 Word Count: 380

Originality Index:85% [exclude quoted](#) [exclude bibliography](#)

2 Click to exclude bibliographic material from a report.

Whale Chase by Jack Jones
on 07-18-05 ID: 18599050 Word Count: 380

Originality Index:85% [include quoted](#) [include bibliography](#)

3 If material has been excluded, you can re-include it.

[print](#) [help](#)
[save](#)
[prefs](#)

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[exclude bibliography](#) mode: show highest matches together ▾

4 Click to print a report in a printer friendly format.

[print](#) [help](#)
[save](#)
[prefs](#)

771

[exclude bibliography](#) mode: show highest matches together ▾

5 Click to save a report in HTML format.

Report Preferences

From the report preferences pane, you can change the appearance and behaviour of Originality Reports. To open the preferences pane, click *prefs* at the top of the report **1**.

From the preference pane **2**, you can change the following report settings:

- **colour-code matches**

By default, matching text is color-coded. If you would like to turn off colour-coding, select *no* using the pull down.


- **default mode**

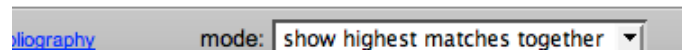
When you open a report, it shows the highest matches together by default. If you would like to change the default mode for the report, select either *show matches one at a time* or *quick-view (classic) report*.

- **auto-navigation**

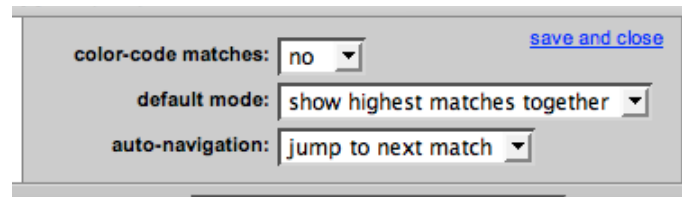
When you navigate to a match, the text scrolls smoothly. If you would like to jump immediately to the next match without scrolling, select *jump to next match*.

When you are done making changes to the report preferences, click *save and close* **3**.

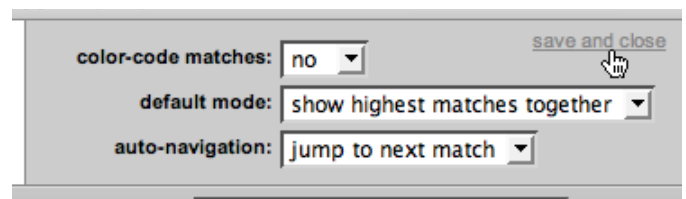
[print](#)
[save](#)
[prefs](#) 



1 Click *prefs* to open the Originality Report preferences pane.



2 The Originality Report preference pane.



3 Click *save and close* to save your preference and close the pane.