Turnitin Manual for instructors
Pusan National University

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Agenda

- Creating a Turnitin Account
- Adding a Class
- Adding Students
- Adding an Assignment
- Editing Assignment Settings
- Feedback Studio Overview
- Who to contact?

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Creating a Turnitin Account

How to create a Turnitin Account?

- Send an account request to the Turnitin admin of Pusan National University
  - The email should be included youtr 1)name 2)department 3)e-mail address [*****@pusan.ac.kr])
  - Once done the admin will send you a notice
  - You also can refer to following link from library webpage
    - https://lib.pusan.ac.kr/en/research/plagiarism-prevention/turnitin/

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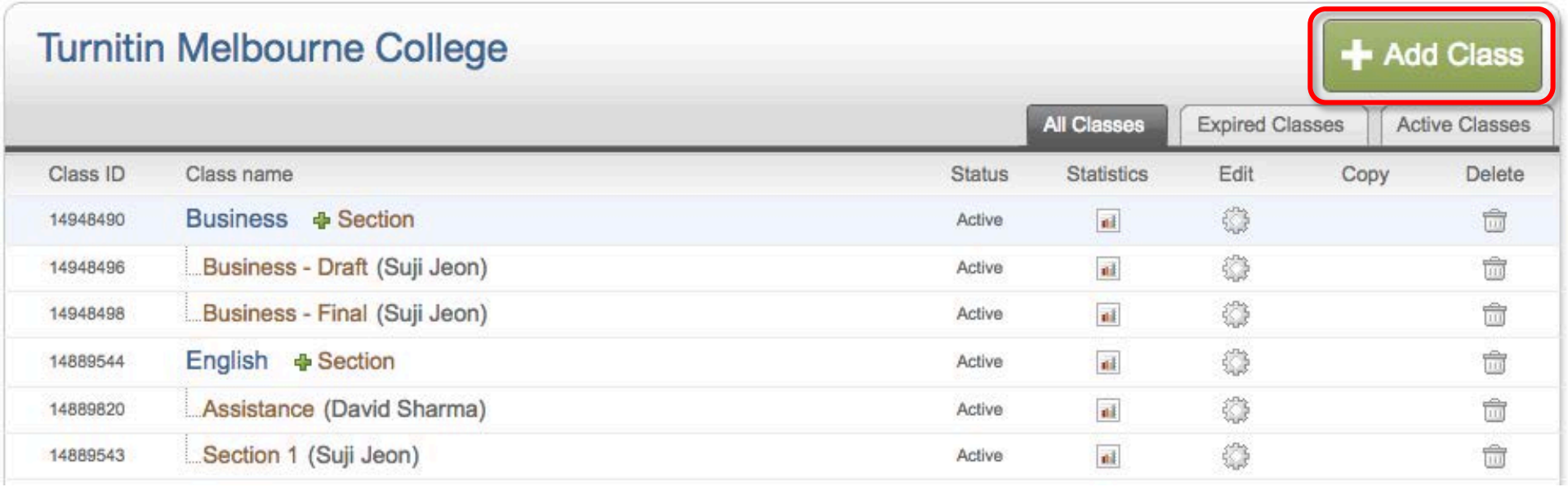
Adding a Class

Once you log in, you will be directed to your class page.

Click the 'Add Class' button to create a class.



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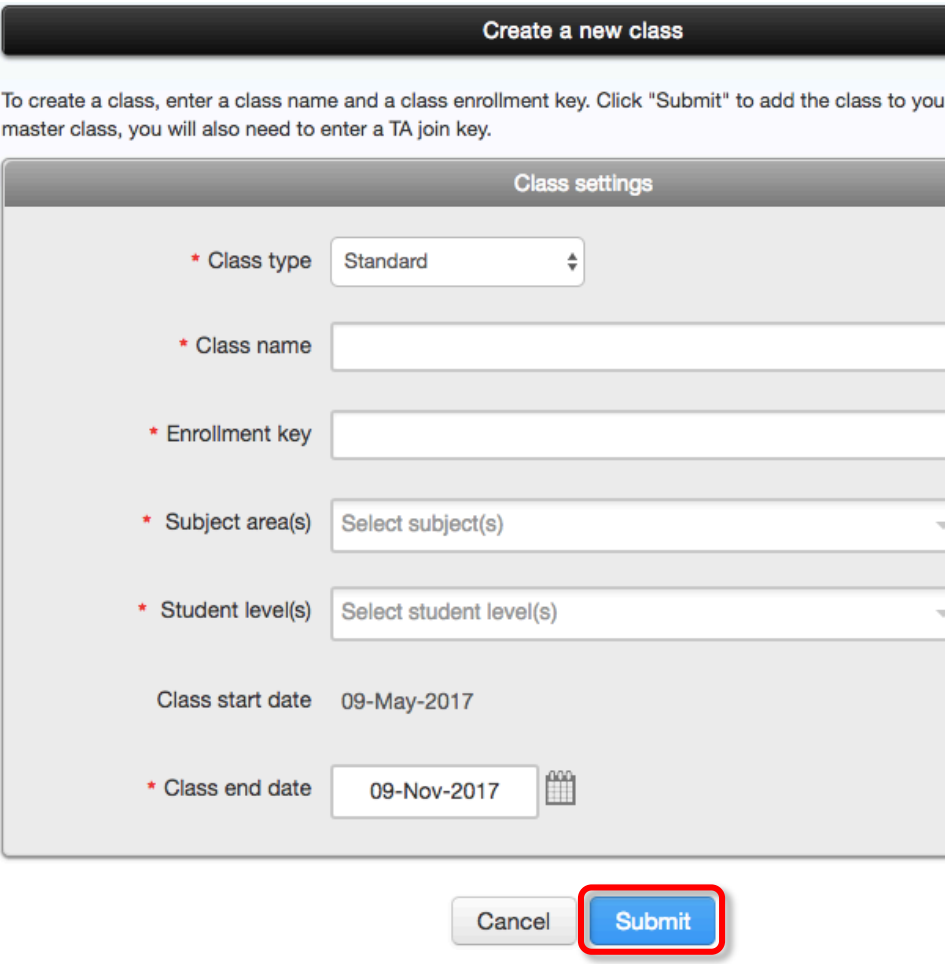
Adding a Class



1) On the 'Create a New Class' page, enter a class name and an enrollment key. The class enrollment key is for your students to enroll in your class. Pick a key that is easy for your students to remember.

2) The end date is the date your class expires. When a class expires, students can no longer submit papers or enroll in the class. The default duration for all classes is 6 months. If you want your class to last longer or shorter, you can change the end date.

3) Click 'Submit' to add the class to your homepage.

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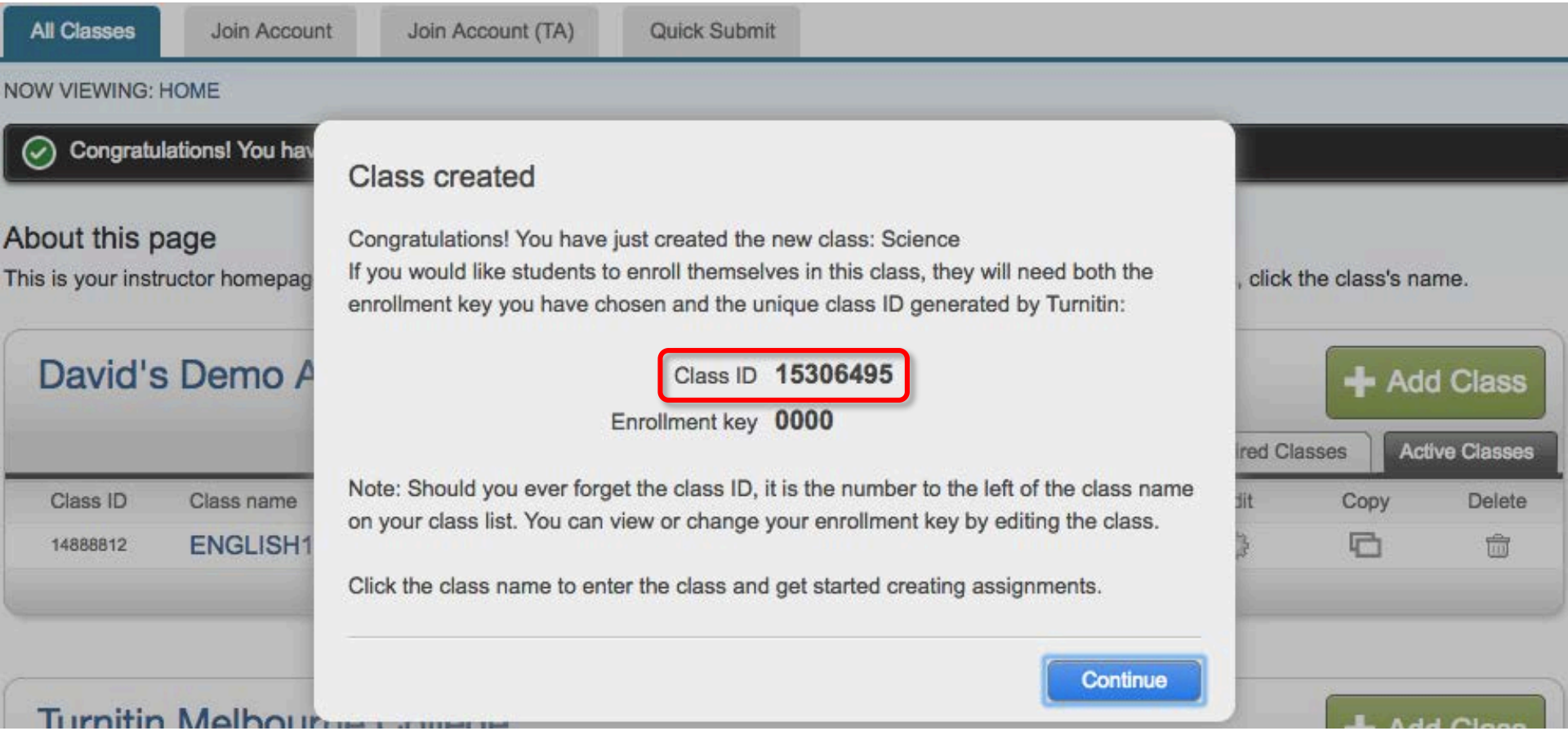
Adding a Class

Once you click ‘submit’ button, the Class ID will be generated. Students will use this ID along with the class enrollment password to enroll in your class.



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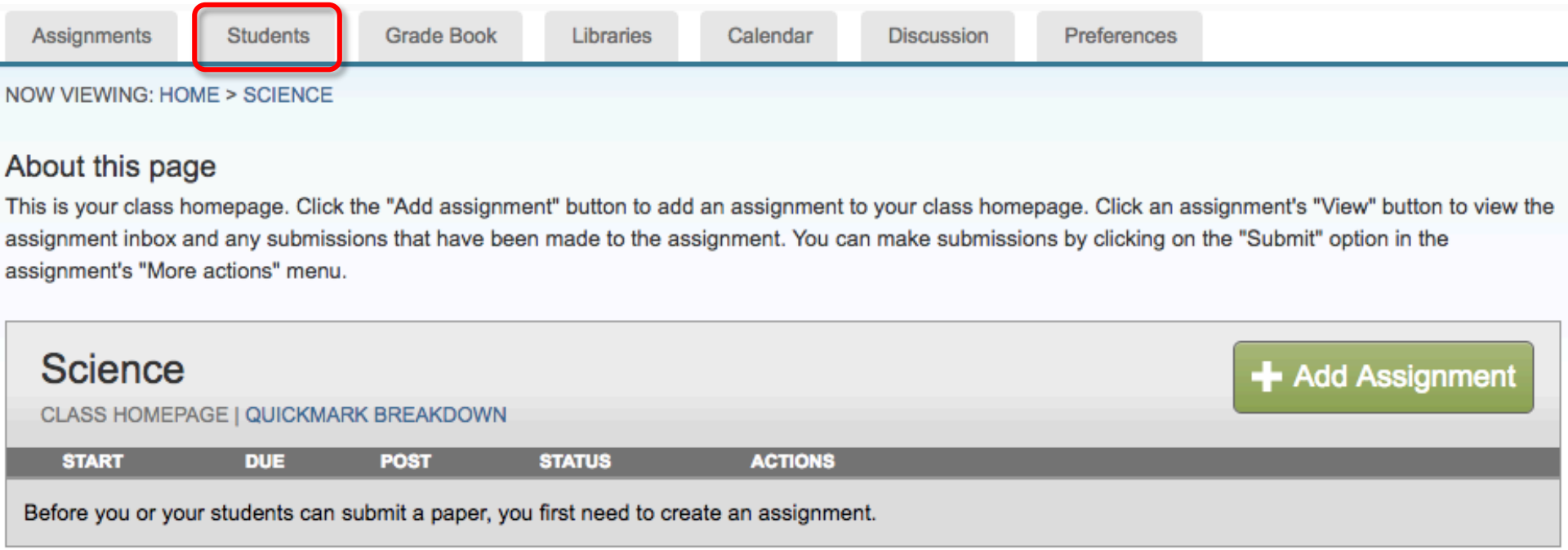
Adding Students

1) Click the class name to add your students
2) Click “Students” tab (this tab only appears after you click the class name)



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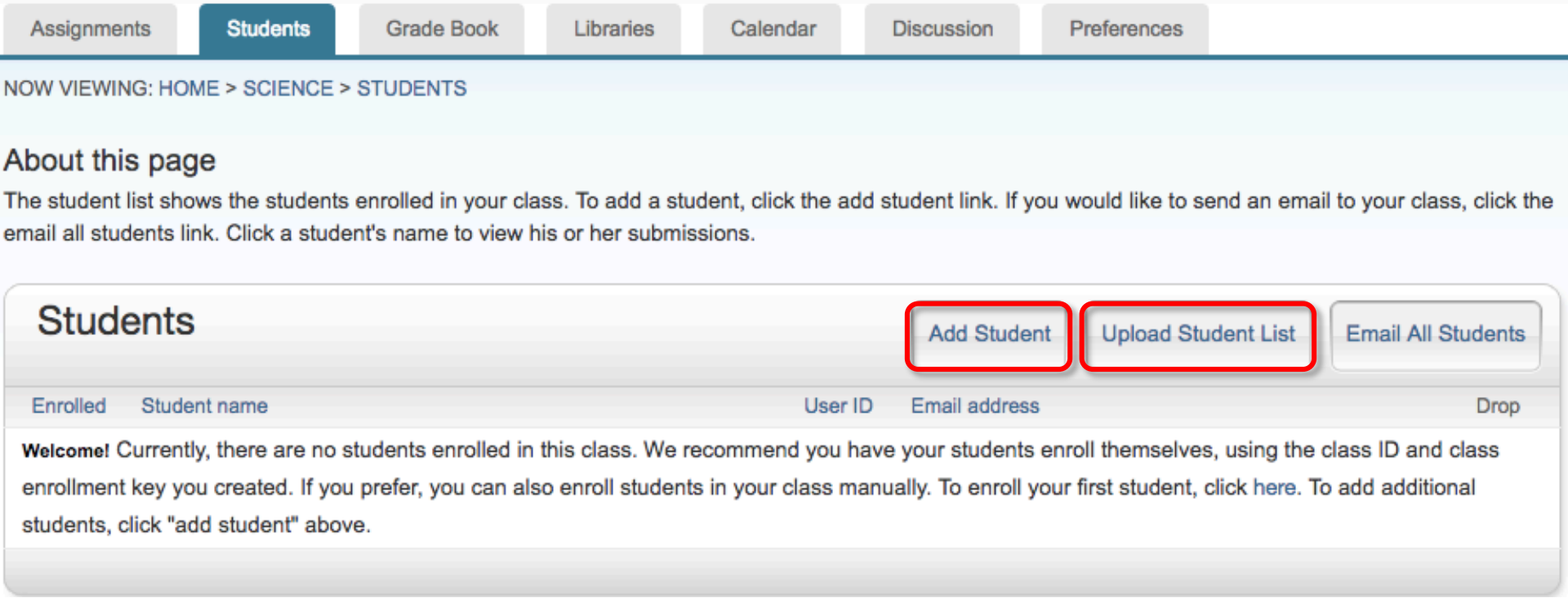
Adding Students

1) **Add Student:** Enroll a single student – first name, last name, and Email address
2) **Upload Student List:** The student list must be one hundred (100) entries or less. The list must be a Microsoft Word, Microsoft Excel, or plain text (.txt) file. The first name, last name, and Email address for each student must be provided.



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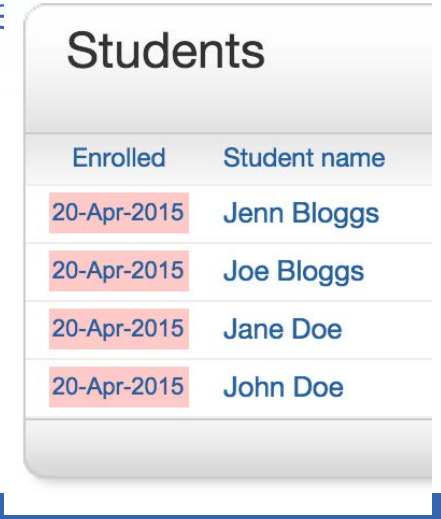
Adding Students

As soon as students are added to a class a confirmation Email is sent to the Email address provided.

- If the student has an existing user profile, the confirmation Email contains only notification of the new class enrollment.
- If the Email address used was not for an existing student user in the Turnitin system, the confirmation Email will allow the student to create their password.

New student user profiles that have never logged in are indicated with a pink highlight over the enrollment date to the left of the stude
student list page.



✓ Student QuickStart Guide

https://guides.turnitin.com/01_Manuals_and_Guides/Student_Guides/01_Student_QuickStart_Guide

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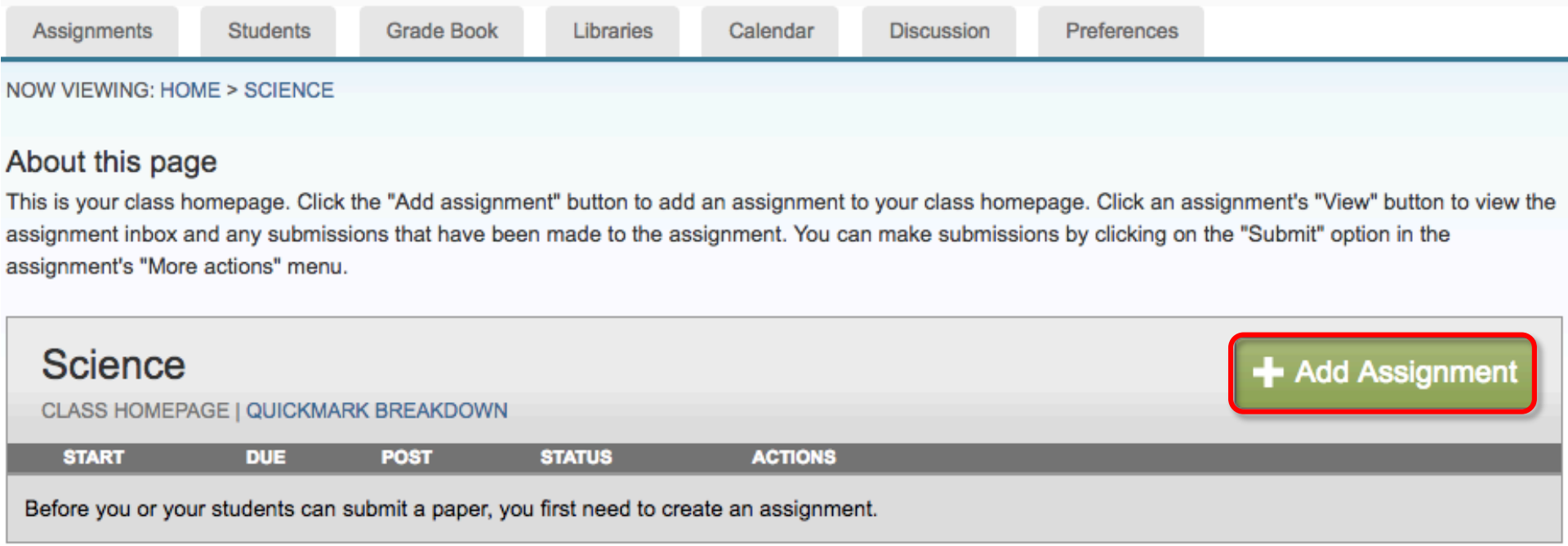
Adding an Assignment

After adding students, you can create an assignment. You may create an assignment before adding students.

Within your class homepage click on the 'Add Assignment' button to create an assignment.



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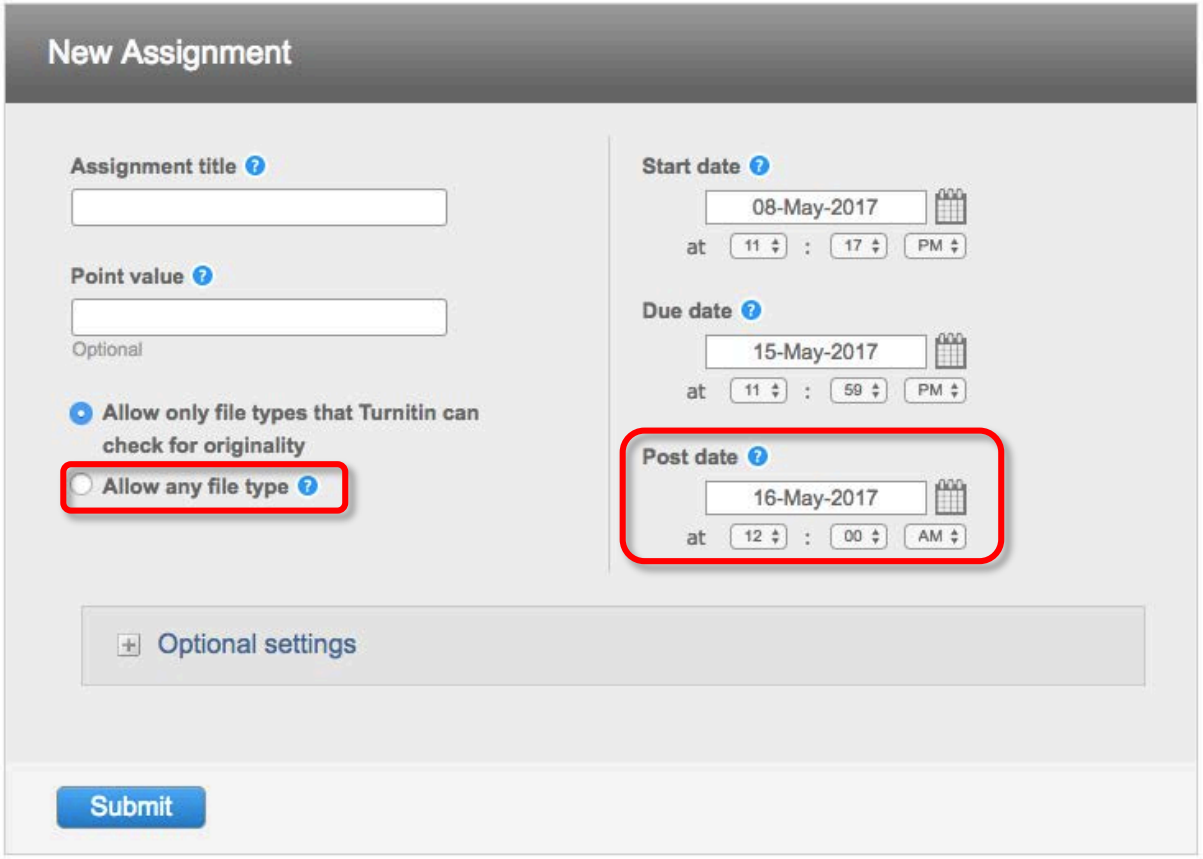
Adding an Assignment

1) Create a title for the assignment.
2) Set the assignment Start, Due, and Post dates and times.



Allow any file type: For assignments that do not require Originality Reports, you can select Allow any file type.

Post Date: the date that marks and feedback from GradeMark are released to students

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File Types

CAN Generate Originality Reports	*CANNOT* Generate Originality Reports
• Microsoft Word® (.doc/.docx) • OpenOffice Text (.odt) • WordPerfect® (.wpd) • PostScript (.ps/.eps) • HTML • Hangul Word Processor file (.hwp) • Rich text format (.rtf) • Plain text (.txt) • Google Docs via Google Drive™ • Adobe® PDF • Microsoft PowerPoint® (.pptx, .ppt, .ppsx, and .pps) • Microsoft Excel® (.xls and .xlsx)	• Microsoft® Works (.wps) file types. • Apple Pages file types. • Spreadsheets created outside of Microsoft Excel (i.e. .ods). • GDOC files (.gdoc) which are just links to online Google Document files, but don't actually contain text or the document's content. Google Drive must be used to upload Google Docs.

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File Types

- **Minimum & Maximum File Requirements**

  The paper being submitted must contain more than 20 words, must be under 40MB (or approximately two million characters), must not exceed 400 pages in length, and must not contain spaces in between every letter (l i k e t h i s).

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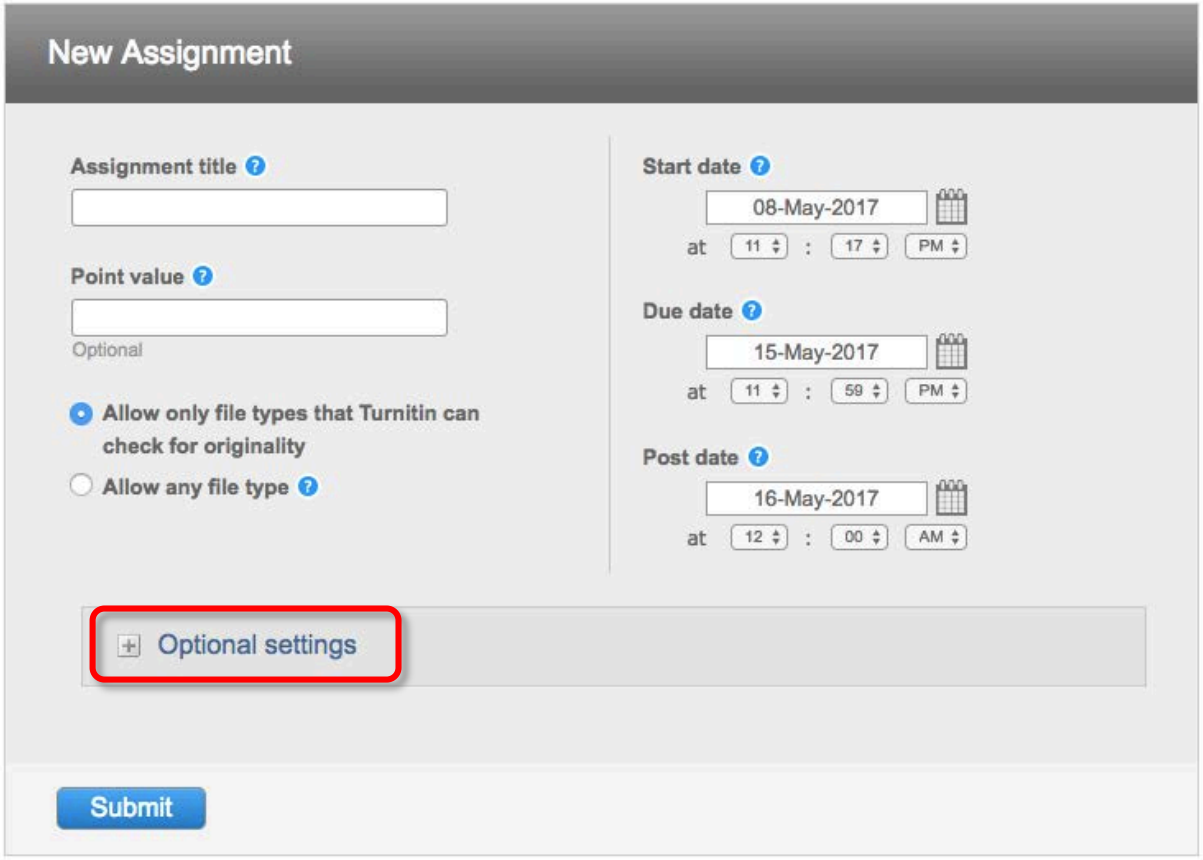
Adding an Assignment

Click on the (+) link for "Optional Settings" and set the preferences for your assignment.



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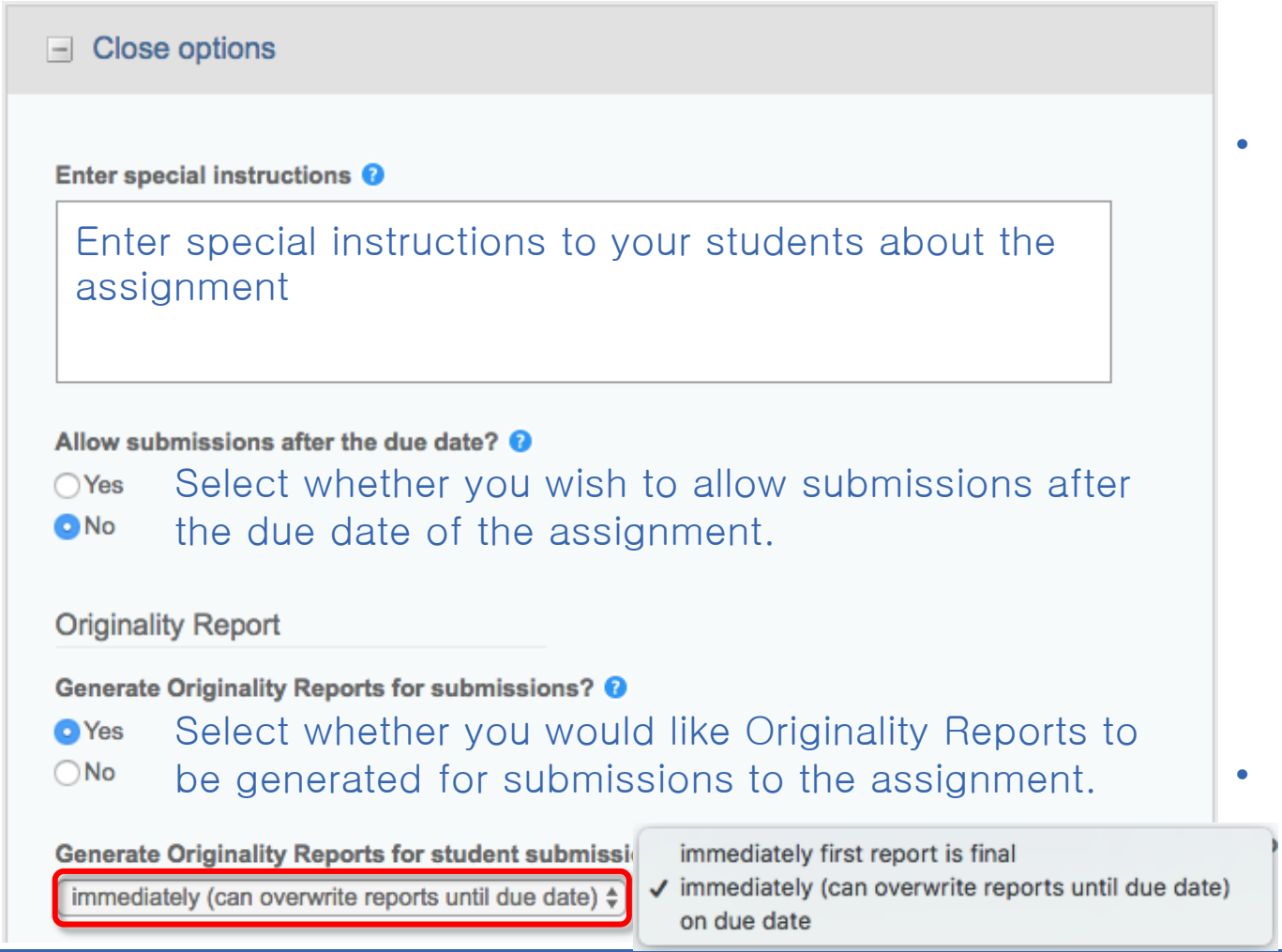
Optional Settings

❑ Advanced Assignment Option



- Originality Reports for all submissions will be generated immediately.
- Originality Reports for the initial submission will be generated immediately. Students may resubmit as often as the student wishes until the assignment due date. Originality Reports for the second or subsequent submission will require a 24 hour delay before the originality Report begins processing.
- Originality Reports will not be generated for any submission until the due date and time of the

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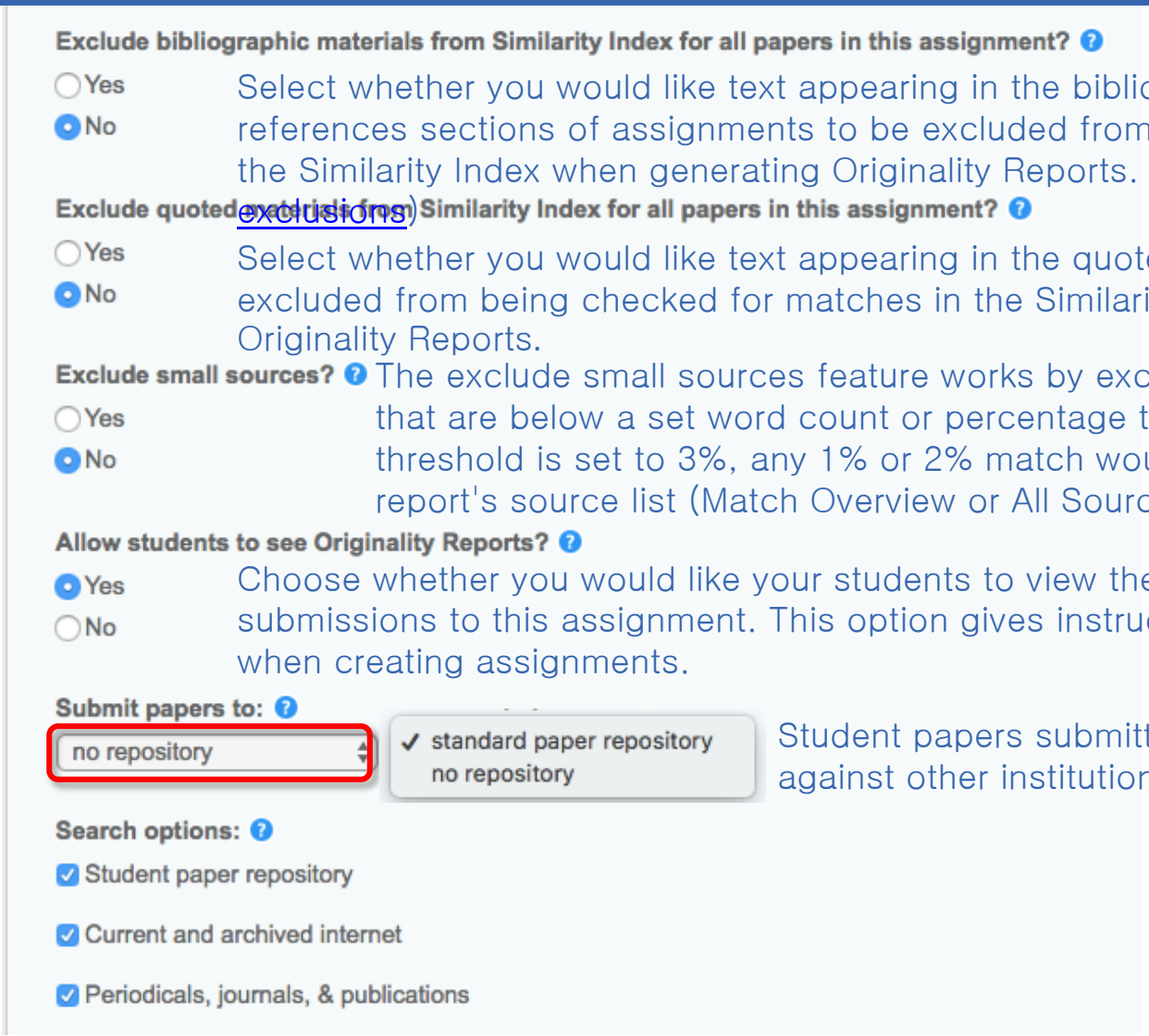
Optional Settings



Select whether you would like text appearing in the bibliography, works cited, or references sections of assignments to be excluded from being checked for matches in the Similarity Index when generating Originality Reports. (Bibliography and quote exclusions)

Select whether you would like text appearing in the quotes of an assignment to be excluded from being checked for matches in the Similarity Index when generating Originality Reports.

The exclude small sources feature works by excluding sources in the source list that are below a set word count or percentage threshold. For example, if the threshold is set to 3%, any 1% or 2% match would be removed from the current report's source list (Match Overview or All Sources).

Choose whether you would like your students to view the Originality Reports for their submissions to this assignment. This option gives instructors more flexibility and control when creating assignments.

Student papers submitted to the assignment are checked against other institutions' student submissions.

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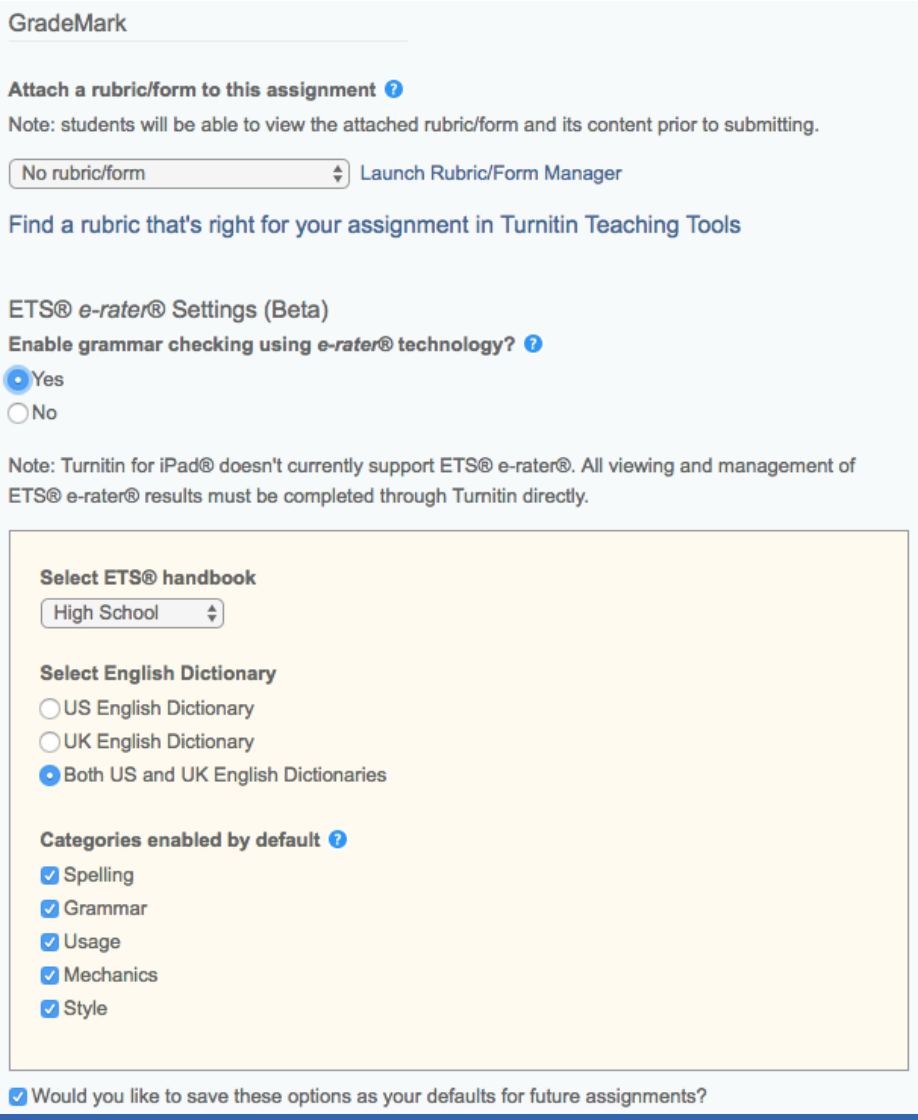
Optional Settings



If you would like to use a rubric to grade the papers submitted to the assignment, you may use the rubric list drop down menu to select a previously created or imported rubric, or you can launch the rubric manager by clicking on the Launch Rubric Manager link and create a new rubric to attach to the assignment.

This feature of assignment creation provides instructors with the option to enable the e-rater grammar and spelling check for all submissions to the assignment.
When enabled student submissions receive detailed grammar feedback in GradeMark automatically through the e-rater technology.

Students will be able to get grammar feedback from ETS e-rater as soon as they submit their work if it's been enabled for the

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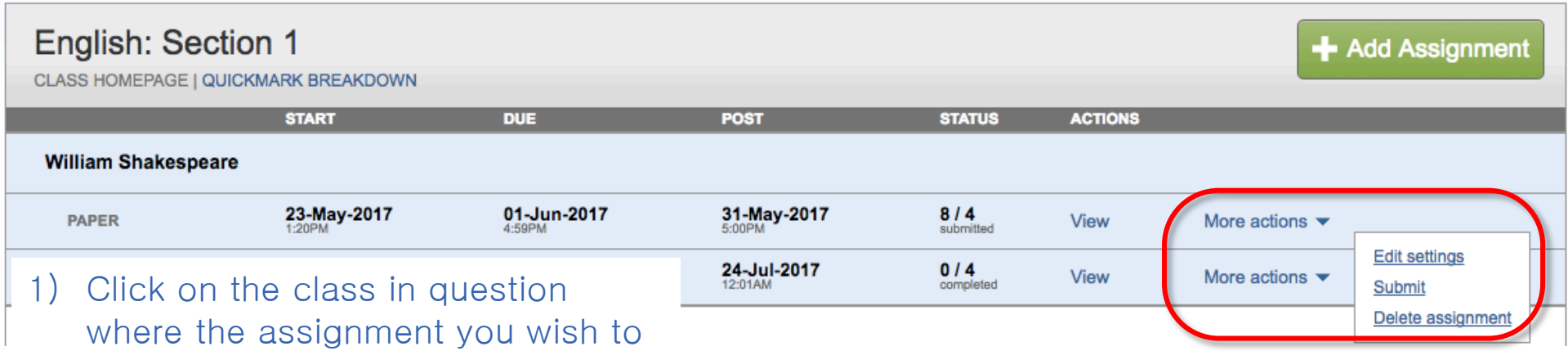
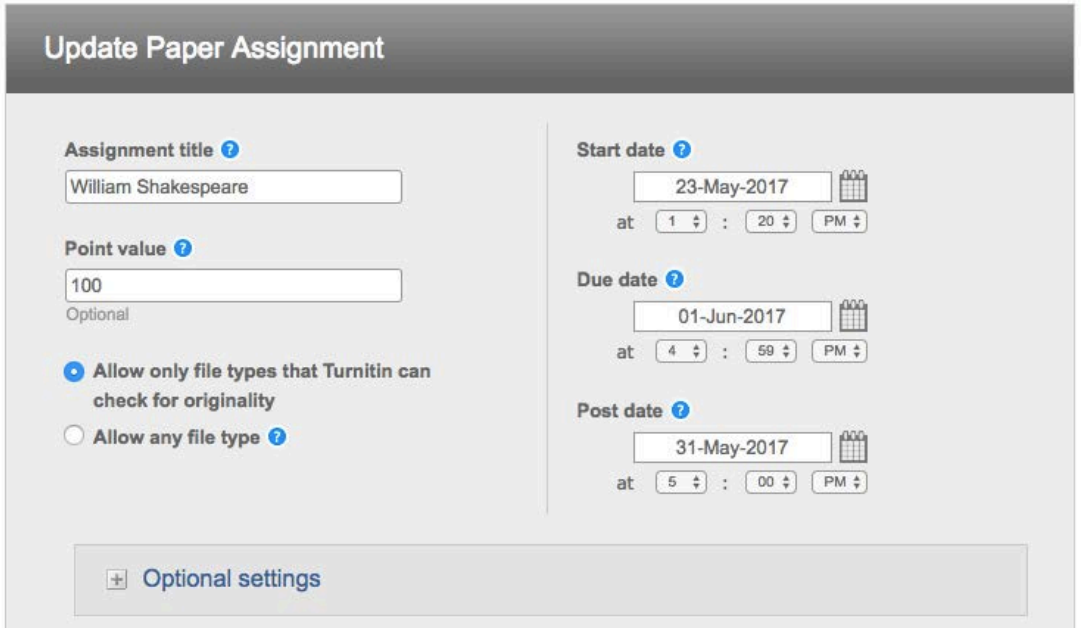
Edit Assignment Settings



1) Click on the class in question where the assignment you wish to edit resides.
2) From within the class homepage, locate the assignment. On the far right of the assignment name, click on "More actions" and choose "edit settings."
3) Review your assignment settings. You may scroll down and click on "Optional settings" for additional assignment settings.
4) Once the changes have been made, scroll to the bottom and click on the "submit" button.



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The Assignment Inbox

- **Author** – Students who submitted a paper
- **Title** – Title of the paper submitted
- **Similarity** – The overall similarity percentage of the paper in the Turnitin repositories
- **Grade** – A blue pencil icon indicates that a paper is ready to be graded, but has not yet been graded. Once a paper is graded, the point value given to the paper will replace the pencil icon in the grade column.
- **Response** – Indicate whether students have viewed their graded papers or not.
- **File** – Download a copy of the submission as originally uploaded by the student to the assignment
- **Paper ID** – The unique numeric ID number assigned to every submission made to Turnitin. This column contains a dash if no submission was made. The paper ID is also provided to students or instructors when submitting by file upload or copy and paste as part of the digital receipt
- **Date** – The date of a submission.

AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
Vuos Vu	Third Essay	0%				783882510	13-Mar-2017
Martin Kelly	Paper test 5	8%				783867323	13-Mar-2017
Anna Borek	Paper test 3	15%				783875415	13-Mar-2017
Suj Jeon	Forth Essay	22%				783884251	13-Mar-2017
Sarah Bardwell	Second Essay	28%	0			783871451	13-Mar-2017
Suji Jeon	First essay	56%	75			779931427	05-Mar-2017
Nick Watson	Paper test 2	87%				783863352	13-Mar-2017
David Sharma	Paper test	100%				783859152	13-Mar-2017

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The Assignment Inbox

- The possible similarity indices are:

Blue: No matching text

Green: One word to 24% matching text

Yellow: 25-49% matching text

Orange: 50-74% matching text

Red: 75-100% matching text

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