



Turnitin Manual for instructors Pusan National University

Agenda

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



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 your 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/>



Adding a Class

Once you log in, you will be directed to your class page.
Click the 'Add Class' button to create a class.



















Turnitin Melbourne College

 + Add Class

All Classes

Expired Classes

Active Classes

Class ID	Class name	Status	Statistics	Edit	Copy	Delete
14948490	Business  Section	Active				
14948496	Business - Draft (Suji Jeon)	Active				
14948498	Business - Final (Suji Jeon)	Active				
14889544	English  Section	Active				
14889820	Assistance (David Sharma)	Active				
14889543	Section 1 (Suji Jeon)	Active				



Adding a Class

Create a new class

To create a class, enter a class name and a class enrollment key. Click "Submit" to add the class to your master class, you will also need to enter a TA join key.

Class settings

* Class type


* Class name

* Enrollment key

* Subject area(s)

* Student level(s)

Class start date 09-May-2017

* Class end date 

- 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.



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.

All Classes | Join Account | Join Account (TA) | Quick Submit

NOW VIEWING: HOME

✔ Congratulations! You have just created a new class.

Class created

Congratulations! You have just created the new class: Science
If you would like students to enroll themselves in this class, they will need both the enrollment key you have chosen and the unique class ID generated by Turnitin:

Class ID 15306495
Enrollment key **0000**

Note: Should you ever forget the class ID, it is the number to the left of the class name on your class list. You can view or change your enrollment key by editing the class.

Click the class name to enter the class and get started creating assignments.

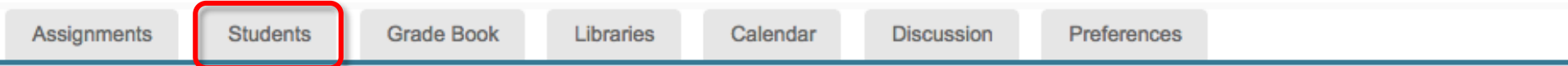
[Continue](#)

Class ID	Class name
14888812	ENGLISH1



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)



Assignments **Students** Grade Book Libraries Calendar Discussion Preferences

NOW VIEWING: HOME > SCIENCE

About this page

This is your class homepage. Click the "Add assignment" button to add an assignment to your class homepage. Click an assignment's "View" button to view the assignment inbox and any submissions that have been made to the assignment. You can make submissions by clicking on the "Submit" option in the assignment's "More actions" menu.

Science

CLASS HOMEPAGE | QUICKMARK BREAKDOWN

[+ Add Assignment](#)

START	DUE	POST	STATUS	ACTIONS
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Before you or your students can submit a paper, you first need to create an assignment.



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.

Assignments **Students** Grade Book Libraries Calendar Discussion Preferences

NOW VIEWING: HOME > SCIENCE > STUDENTS

About this page

The student list shows the students enrolled in your class. To add a student, click the add student link. If you would like to send an email to your class, click the email all students link. Click a student's name to view his or her submissions.

Students

Add Student **Upload Student List** Email All Students

Enrolled	Student name	User ID	Email address	Drop
<p>Welcome! Currently, there are no students enrolled in this class. We recommend you have your students enroll themselves, using the class ID and class enrollment key you created. If you prefer, you can also enroll students in your class manually. To enroll your first student, click here. To add additional students, click "add student" above.</p>				



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 student list page.

✓ Student QuickStart Guide

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

Students	
Enrolled	Student name
20-Apr-2015	Jenn Bloggs
20-Apr-2015	Joe Bloggs
20-Apr-2015	Jane Doe
20-Apr-2015	John Doe



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.

The screenshot shows a navigation bar with tabs for Assignments, Students, Grade Book, Libraries, Calendar, Discussion, and Preferences. Below the navigation bar is a breadcrumb trail: NOW VIEWING: HOME > SCIENCE. The main content area is titled "About this page" and contains a paragraph explaining the class homepage and the "Add assignment" button. Below the text is a table with columns for START, DUE, POST, STATUS, and ACTIONS. A red box highlights the "+ Add Assignment" button in the top right corner of the table area.

Assignments Students Grade Book Libraries Calendar Discussion Preferences

NOW VIEWING: HOME > SCIENCE

About this page

This is your class homepage. Click the "Add assignment" button to add an assignment to your class homepage. Click an assignment's "View" button to view the assignment inbox and any submissions that have been made to the assignment. You can make submissions by clicking on the "Submit" option in the assignment's "More actions" menu.

START	DUE	POST	STATUS	ACTIONS
Before you or your students can submit a paper, you first need to create an assignment.				+ Add Assignment



Adding an Assignment

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

New Assignment

Assignment title [?](#)


Point value [?](#)

Optional

Allow only file types that Turnitin can check for originality

Allow any file type [?](#)

Start date [?](#)

08-May-2017 

at 11 : 17 PM

Due date [?](#)

15-May-2017 

at 11 : 59 PM

Post date [?](#)

16-May-2017 

at 12 : 00 AM

 Optional settings

Submit

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



File Types

CAN 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)

CANNOT Generate Originality Reports

- 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.



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).



Adding an Assignment

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

New Assignment

Assignment title ?


Point value ?

Optional

Allow only file types that Turnitin can check for originality


Allow any file type ?

Start date ?

08-May-2017 


at 11 : 17 PM

Due date ?

15-May-2017 

at 11 : 59 PM

Post date ?

16-May-2017 

at 12 : 00 AM

+ Optional settings

Submit



Optional Settings

Advanced Assignment Option

Close options

Enter special instructions ?

Enter special instructions to your students about the assignment

Allow submissions after the due date? ?

- Yes Select whether you wish to allow submissions after the due date of the assignment.
- No

Originality Report

Generate Originality Reports for submissions? ?

- Yes Select whether you would like Originality Reports to be generated for submissions to the assignment.
- No

Generate Originality Reports for student submissions

immediately (can overwrite reports until due date)

- immediately first report is final
- immediately (can overwrite reports until due date) on due date

- 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 assignment.



Optional Settings

Exclude bibliographic materials from Similarity Index for all papers in this assignment? ?

- Yes
- No
- 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](#))

Exclude quoted text from Similarity Index for all papers in this assignment? ?

- Yes
- No
- 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.

- ## Exclude small sources? ?
- 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).
- Yes
- No

Allow students to see Originality Reports? ?

- Yes
- No
- 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.

Submit papers to: ?

standard paper repository
 no repository

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

Search options: ?

- Student paper repository
- Current and archived internet
- Periodicals, journals, & publications



Optional Settings

GradeMark

Attach a rubric/form to this assignment ?

Note: students will be able to view the attached rubric/form and its content prior to submitting.

No rubric/form Launch Rubric/Form Manager

Find a rubric that's right for your assignment in Turnitin Teaching Tools

ETS® e-rater® Settings (Beta)

Enable grammar checking using e-rater® technology? ?

Yes

No

Note: Turnitin for iPad® doesn't currently support ETS® e-rater®. All viewing and management of ETS® e-rater® results must be completed through Turnitin directly.

Select ETS® handbook

High School

Select English Dictionary

US English Dictionary

UK English Dictionary

Both US and UK English Dictionaries

Categories enabled by default ?

Spelling

Grammar

Usage

Mechanics

Style

Would you like to save these options as your defaults for future assignments?

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



Edit Assignment Settings

English: Section 1

CLASS HOMEPAGE | QUICKMARK BREAKDOWN

+ Add Assignment

	START	DUE	POST	STATUS	ACTIONS
William Shakespeare					
PAPER	23-May-2017 1:20PM	01-Jun-2017 4:59PM	31-May-2017 5:00PM	8 / 4 submitted	View More actions ▼
			24-Jul-2017 12:01AM	0 / 4 completed	View More actions ▼

- [Edit settings](#)
- [Submit](#)
- [Delete assignment](#)

- 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.

Update Paper Assignment

Assignment title ? <input type="text" value="William Shakespeare"/>	Start date ? <input type="text" value="23-May-2017"/> at <input type="text" value="1"/> : <input type="text" value="20"/> PM
Point value ? <input type="text" value="100"/> Optional	Due date ? <input type="text" value="01-Jun-2017"/> at <input type="text" value="4"/> : <input type="text" value="59"/> PM
<input checked="" type="radio"/> Allow only file types that Turnitin can check for originality	Post date ? <input type="text" value="31-May-2017"/> at <input type="text" value="5"/> : <input type="text" value="00"/> PM
<input type="radio"/> Allow any file type ?	

+ Optional settings


























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.

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



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

TITLE	SIMILARITY
Submission	0% 
Submission	6% 
Submission	43% 
Submission	58% 
Submission	80% 

