What is TurnitinUK?

TurnitinUK is an online service that enables Universities and lecturers to compare their students' assignments with a range of electronic sources, including other students' work. The service is supported by the JISC – the leading body supporting UK Universities in the use of ICT – as a valuable tool to help institutions, staff and students prevent and detect plagiarism.

The Turnitin software is in use at UWL, and can be accessed via Blackboard.

Your lecturers will normally tell you when assignment work is to be submitted to TurnitinUK. It is possible for lecturers to collect all your work electronically (either by email, or via a Blackboard Assignment) and then submit this to Turnitin themselves. However in practice they are more likely to ask you to submit the work directly to Turnitin, and make the Turnitin "Originality Report" visible to you. They may allow you to submit an early draft to Turnitin, then revise your assignment based on the report which is generated.

Features of the system

- you receive a receipt when you submit work online, and your work is securely stored
- lecturers can enter your grades through Turnitin, and use the system to provide feedback on your work

What is Plagiarism? What does the University do about it?

See the University's Academic advice to students on plagiarism on the University of West London website at
https://www.uwl.ac.uk/current-students/support-current-students/academic-support/advice-students-plagiarism

Staff will not rely solely on reports generated by the Turnitin software when reaching judgments on whether plagiarism has occurred:

"The electronic detection software does not make decisions about the intention of unoriginal work, nor does it determine if unoriginal content is incorrectly cited or indeed plagiarised. It simply highlights sections of text that have been found in other sources to help academic staff members

make these decisions. In many cases this will lead the academic member of staff to provide feedback to students on how to improve their coursework submissions and citations. All assessment decisions will continue to be made by the course tutor who will review the entire work."

www.northumbrialearning.co.uk/turnitinmoreinfo.php [Accessed 07 May 2008]
*(Northumbria Learning managed the plagiarism detection service for the JISC)*

Contents

How do I submit my assignment work to Turnitin?

Your lecturer determines
- whether Turnitin is to be used for a particular assignment
- how you are presented with your assignments
- when and how you should submit them
- whether you can submit draft work to Turnitin, or whether your first submission is final
- whether you see the Originality Report for your work
- whether Turnitin will be used to provide grades and feedback on your work.

Your lecturer will have provided you with an assignment brief (usually included in the Module Study Guide). You will then submit your work to Turnitin using a link on your Blackboard course, such as that shown below.
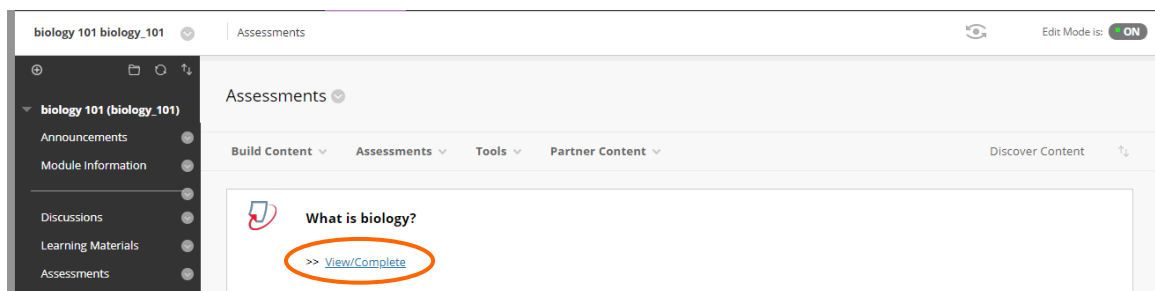
When you click on View/Complete the Turnitin software opens within Blackboard.
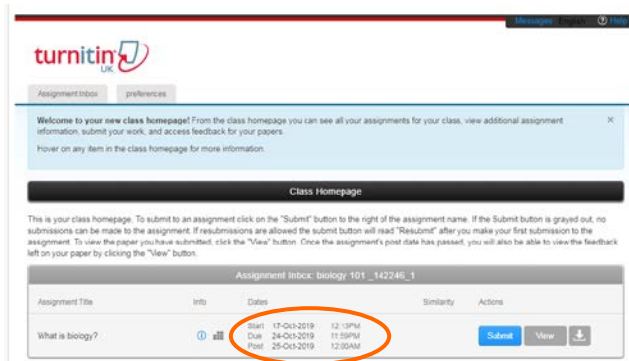
You can immediately see the day and time when your assignment is due, and the post date (when you will be able to view your grades and feedback through Turnitin).

Hover over each button to view further information.

ⓘ = general assignment information.
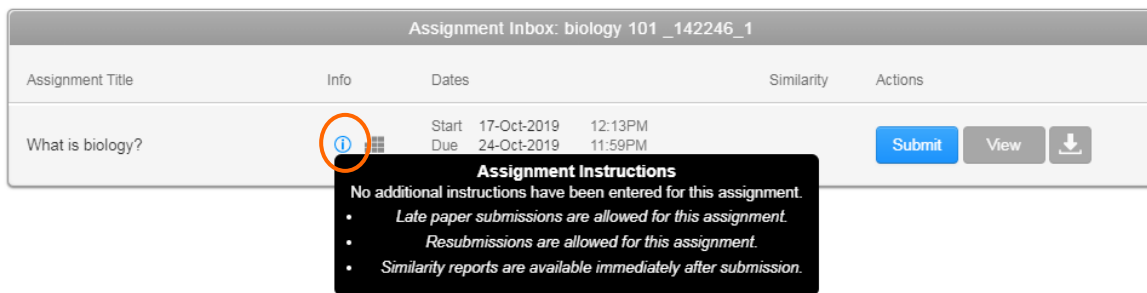
If the **Submit** button is blue, you are still able to submit to this assignment.
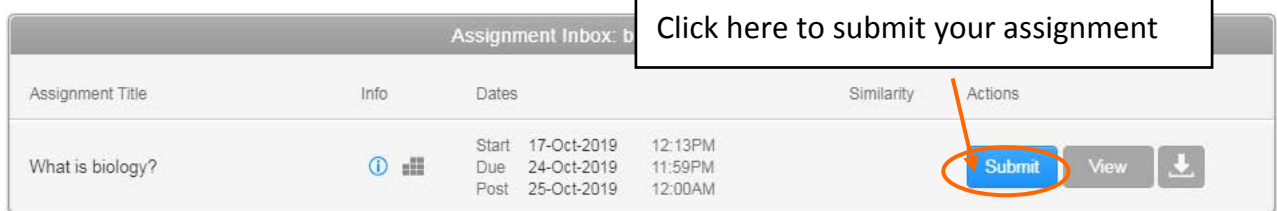
If the **Submit** button is grey then you are no longer able to submit. The message shown will depend on the assignment settings, and whether you have already submitted work to this assignment.

e.g. Due date passed – you have not submitted any work – late submissions not allowed.
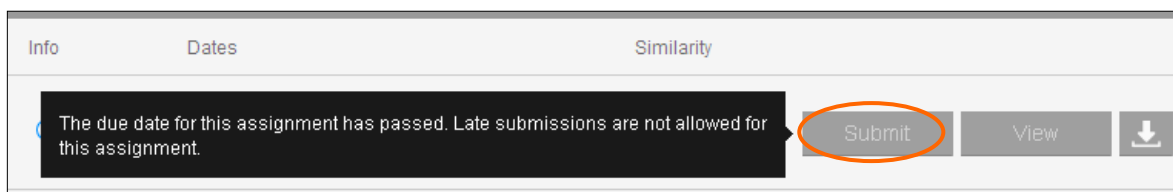
Submitting an Assignment by file upload

Having clicked on the Submit button, you will see this screen.

Your name will already be filled in.

Provide a title for the piece of work being submitted (this should normally be your student ID number) then click on **Choose** to locate and upload your work.

Note that there is a range of supported file types including - MS Word, WordPerfect, PostScript, PDF, HTML, RTF, and plain text. If you have prepared your assignment in some other format, you can use the cut and paste option (see below).

Now scroll down and press **upload**

The text of the uploaded file is displayed, as a check that the correct document has been selected. If OK, click on **Confirm** to submit.

You will see a receipt on screen. The submission process is now complete.

A receipt is also emailed to the email address held for you in West London Online. This email will be sent from noreply@turnitin.com with the Subject heading TurnitinUK Digital Receipt

An Originality Report for your work will be generated within a few hours, and often much more quickly.

Please note that in the email you receive, and on the screens you see during the submission process, your work appears in plain text, with no formatting. Do not be alarmed by this – your lecturer will still have access to your file in its original format (or as a PDF) and should be able to see the work with full formatting, as you intended it to be seen.

Submitting an Assignment via Cut & Paste

As an alternative to uploading a file, it is possible simply to cut and paste the text of the assignment direct from another application.

Access the Turnitin assignment as before.
Select cut & paste upload from the drop-down list.

Paste the assignment text into the box indicated, then **Upload**.

Submitting work this way will lose all formatting – bold, italic, bullets etc.

Resubmitting work

If your lecturer has set up the Turnitin assignment so that you can submit multiple drafts up until the due date, you will be able to go back via the same route i.e. by locating the Turnitin assignment and clicking View/Complete

Although the assignment will be marked as complete, instead of Submit you will see a **Resubmit** button.
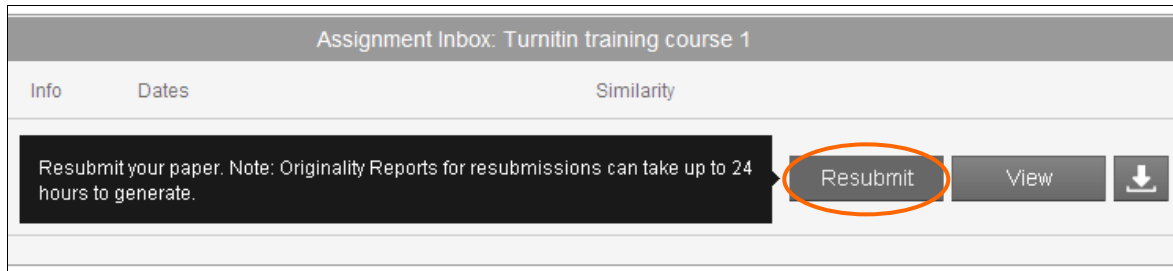
If resubmissions are not allowed, the Submit button will be greyed out. This will be the case once the due date has passed: even if late submissions are allowed on this assignment, you can never *resubmit* after the due date.

> Please note you may have to wait longer to see a report on a resubmitted assignment than on your first submission.

Viewing an Originality Report

If your lecturer has set up the Turnitin assignment so that students can view Originality Reports for their work, you can do this by following the same route as you took to submit the assignment.

Click on View/Complete to open Turnitin.

The colour of the report icon indicates the overall similarity index of the paper, based on how much matching text was found.
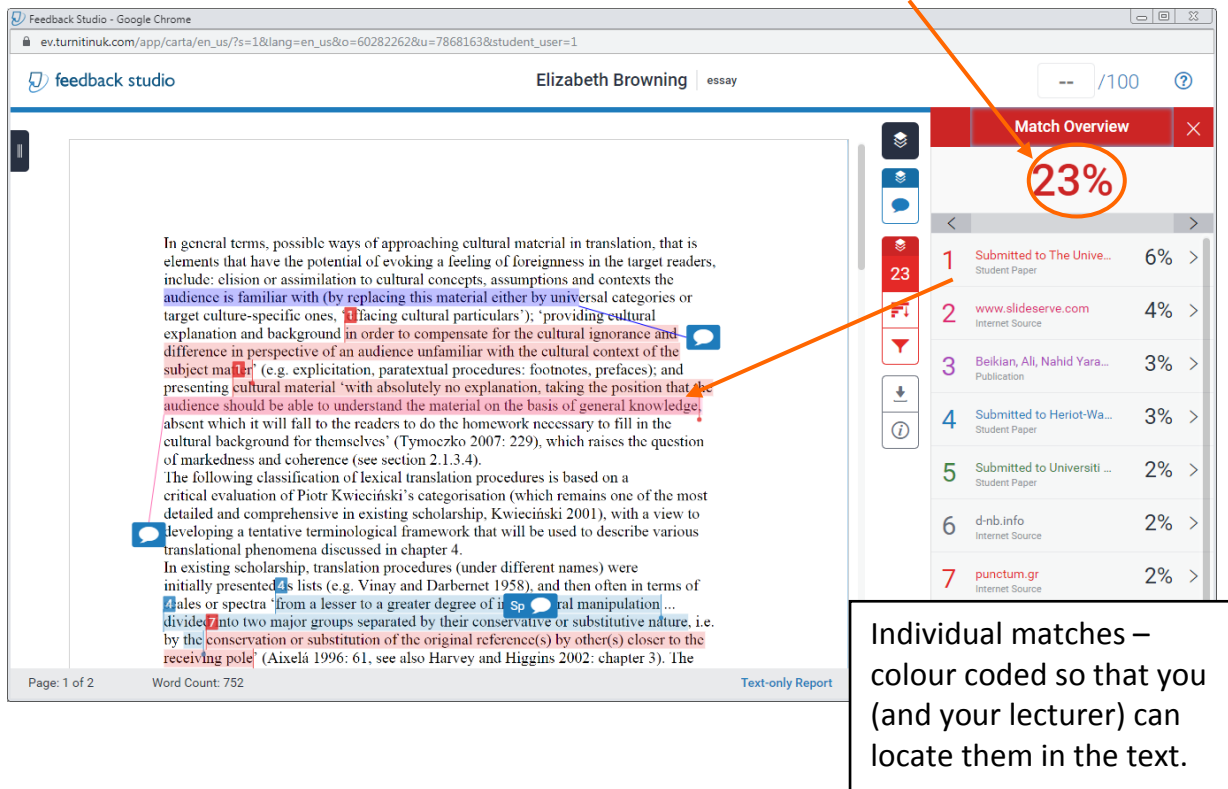
- **blue** (no matching words)

- **green** (1 word-24% matching text)

- **yellow** (25-49% matching text)

- **orange** (50-74% matching text)

- **red** (75-100% matching text)

Please note, to quote the TurnitinUK Student Manual:

"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."

In particular, Turnitin may well include matches for quotations which you have correctly referenced.

The Originality Report for your submission appears in a new window.
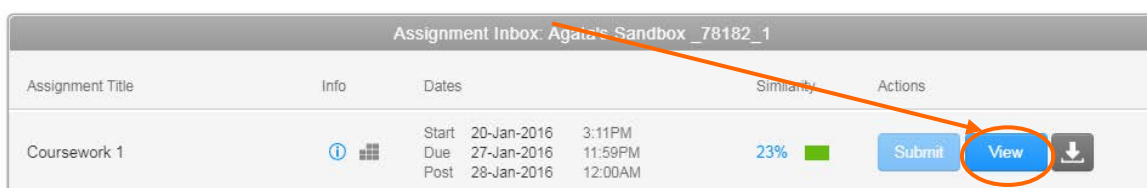
Individual matches – colour coded so that you (and your lecturer) can locate them in the text.

Viewing your grades and feedback

How you receive your grades and feedback depends on your lecturers. They may decide to enter a grade and annotate your assignment electronically using Turnitin's GradeMark software. If so, you can view marks and feedback by following the same route as you took to submit your assignment, and view the Originality Report.

Once your lecturer has marked the assignment, and the assignment "Post Date" has arrived, you will able to click on **View** to see your grades and/or feedback in GradeMark.

Before the Post Date, the **View** button will be grey – clicking this will open the paper you submitted, and the Originality Report.

After the Post Date, the **View** button will appear blue. Clicking on this will allow you to see your grade and/or feedback.
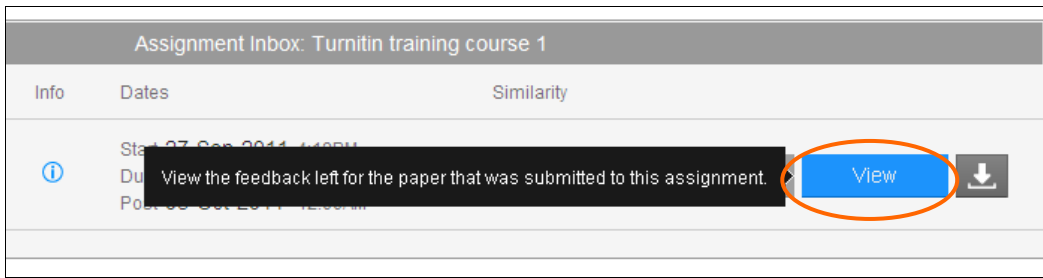
The final button allows you to download the paper you submitted.
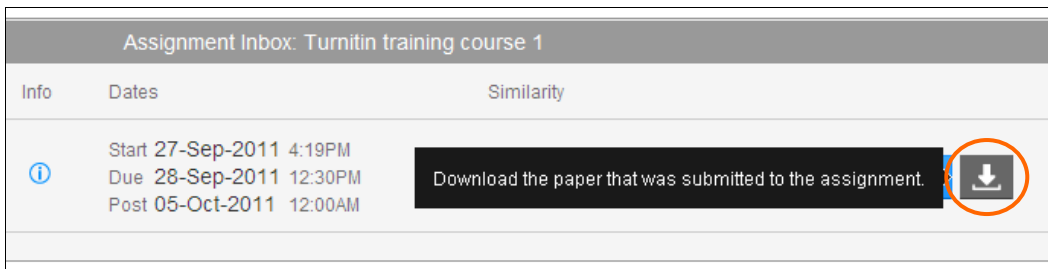
Your marked assignment opens in a new window. The Grade is shown here.
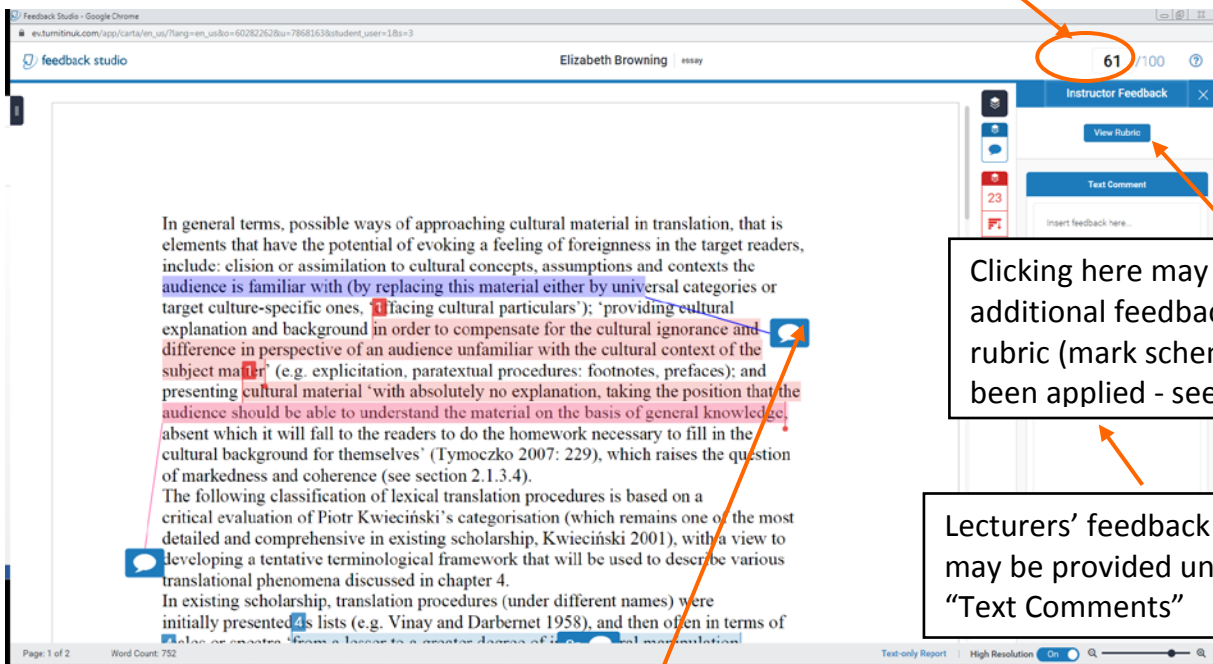
Clicking here may show additional feedback if a rubric (mark scheme) has been applied - see below.

Lecturers' feedback may be provided under "Text Comments"

Your paper may also be annotated with comments – hover over the highlighted text to display comments.

Example of Turnitin assignment with a rubric (mark scheme) applied

Further help

Help is available whenever you access Turnitin from within Blackboard

Please note that, because we have integrated Turnitin fully with Blackboard, some sections of the Turnitin manual (e.g. creating user accounts and enrolling in a class) are redundant.

If you require further help, please contact the IT Service Desk:

telephone   0300 111 4895
email   itservicedesk@uwl.ac.uk