Turnitin

Distance Learning Services
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Introduction

What is Turnitin?

Turnitin is a licensed tool that instructors can utilize to see the types of resources that their students are using in their writing. While Turnitin does not check to make sure that citations are accurate, it does highlight sources within the students writing so that the instructor can more easily see if the sources used are appropriate, how much material comes from sources and if material is properly cited.

While Turnitin has a reputation of being a plagiarism detection tool, it has limitations when used in this manner. This is because Turnitin is unable to discern properly cited text from material that has been plagiarized. In all suspected instances of plagiarism, the instructor must carefully examine both the submitted paper and the suspected sources before reaching a conclusion.

Why use Turnitin?

Turnitin can be a really helpful writing tool for both students and instructors. Instructors are able to easily see how much material comes from the different sources used, and together with the students, they can make sure that appropriate sources are utilized and that the material used is cited properly. Turnitin also allows instructors to leave dynamic feedback, while also employing a built-in grammar checker, e-rater Grammar Check.

For students, they can use the feedback that they receive from their instructors to improve their writing. Students can also learn to revise the work of their peers, through the use of the PeerMark drop boxes, which will also help them to better understand the writing process. Turnitin also helps deter students from simply copying and pasting text from their sources into their own papers. Students will gain a better understanding about the writing process and citing materials properly because of Turnitin.

How does Turnitin Work?

There are three core tools that make up Turnitin.

OriginalityCheck is the tool that probably comes to mind when you think of Turnitin. This aspect of Turnitin compares the text of submitted papers to a vast database of over 24 billion pages online (both archived and live pages), as well as over 250 million student papers, and more than 120,000 professional, academic, and commercial journals and publications. The database is frequently updated to include new content in order to provide the most accurate results about originality.

GradeMark allows instructors to provide students with rich feedback by using GradeMark's built in drag and drop marks, voice comments, and customizable rubrics. GradeMark also has built-in spelling, grammar, mechanics, style, and usage checking to allow for instructors to spend more time with providing more complex feedback.

PeerMark facilitates the peer review process, allowing students to evaluate and learn from each other. Papers can be distributed automatically, comments can be made anonymously, and review questions can be customized by the instructor.

Guidelines for Using Turnitin

There are five principles for expected use of Turnitin by instructors that instructors will have to agree to before using Turnitin. They are:

1. I will use Turnitin as part of a balanced approach to encourage academic integrity and foster student success
    - By providing clear instructions and guidance for assignments
    - Encouraging students to manage time and make progress prior to deadlines for submission of graded assignments
    - Making other resources known to students (i.e. writing center)
    - Applied as a deterrent, not as a "caught you" enforcement tool
2. I will openly disclose use of Turnitin in this course on the syllabus and at the time assignments are announced
    - Including clarifying the choices I've made about retention of student work (Global, Local, or No-Retention)
3. For a given assignment, I will use Turnitin for all papers
    - I will not submit papers arbitrarily to Turnitin, such as by only reviewing originality reports for papers deemed "suspicious"
    - I will consider exceptions for specific students, who may object to the retention of their work by Turnitin, working with the University Ombudsman to resolve any conflict
4. I will make the final determination of originality and integrity
    - The originality reports, and the machine judgment that generates them, provide a set of useful resources for comparison. However, there is no substitute for human judgment and assessment prior to generating feedback for students or making a determination about honesty and integrity.
5. To ensure privacy, I will ask students to remove identification (e.g. names and student numbers) from submissions
    - Turnitin will automatically add student's names to assignments when instructors are viewing, downloading, or printing
    - Removing the identifying information from the document allows it to be preserved in the repository without affecting the student's educational privacy

Required Syllabus Statement for Courses Utilizing Turnitin

Along with abiding by the five guidelines above, you also need to include the following statement in your syllabus. This statement can be used to supplement existing statements about academic integrity that are already included in your syllabus.

> *Consistent with MSU's efforts to enhance student learning, foster honesty, and maintain integrity in our academic processes, instructors may use a tool called Turnitin to compare a*

student's work with multiple sources. The tool compares each student's work with an extensive database of prior publications and papers, providing links to possible matches and a 'similarity score'. The tool does not determine whether plagiarism has occurred or not. Instead, the instructor must make a complete assessment and judge the originality of the student's work. All submissions to this course may be checked using this tool.

Students should submit papers to Turnitin Dropboxes without identifying information included in the paper (e.g. name or student number), the system will automatically show this info to faculty in your course when viewing the submission, but the information will not be retained by Turnitin.

Additionally, you may want to include one of the following optional statements about the retention of student papers, depending on which retention type you select:

- *Student submissions will be retained in the global Turnitin repository*
- *Student submissions will be retained only in the MSU repository hosted by Turnitin*
- *Student submissions will not be retained beyond the initial comparison*

Using Turnitin in ANGEL

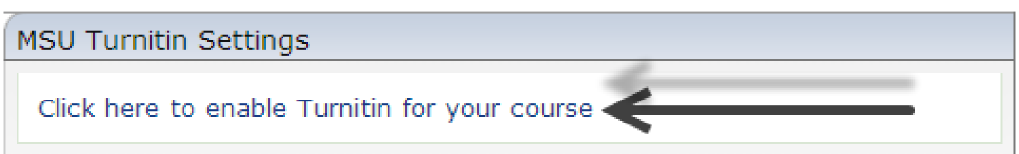
Enabling Turnitin

By default, Turnitin is disabled in ANGEL courses and in order to be used, it must be enabled in each individual course.

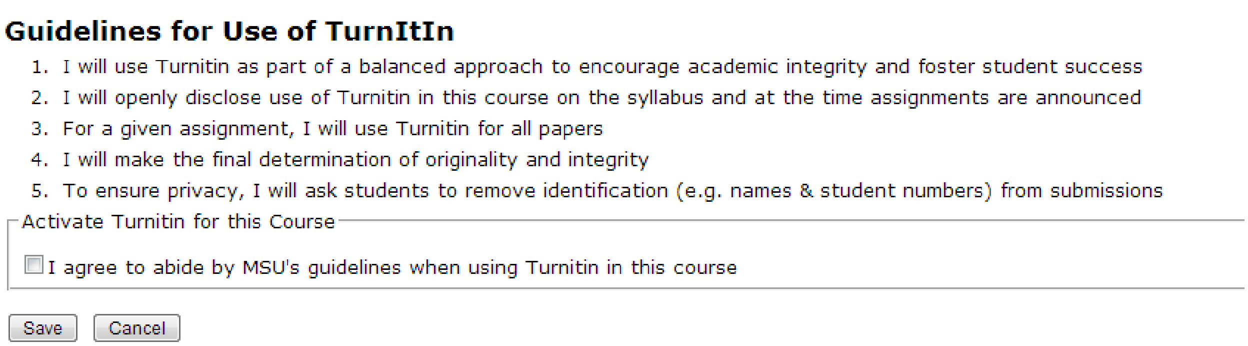
Please note: Turnitin is not available in ANGEL Groups; it is only available in Courses and Development Courses.

To enable Turnitin in your course, please enter the course and click on the Manage tab.

Click the link that says "Click here to enable Turnitin for you course"



You will be prompted to accept guidelines for using Turnitin in your course.

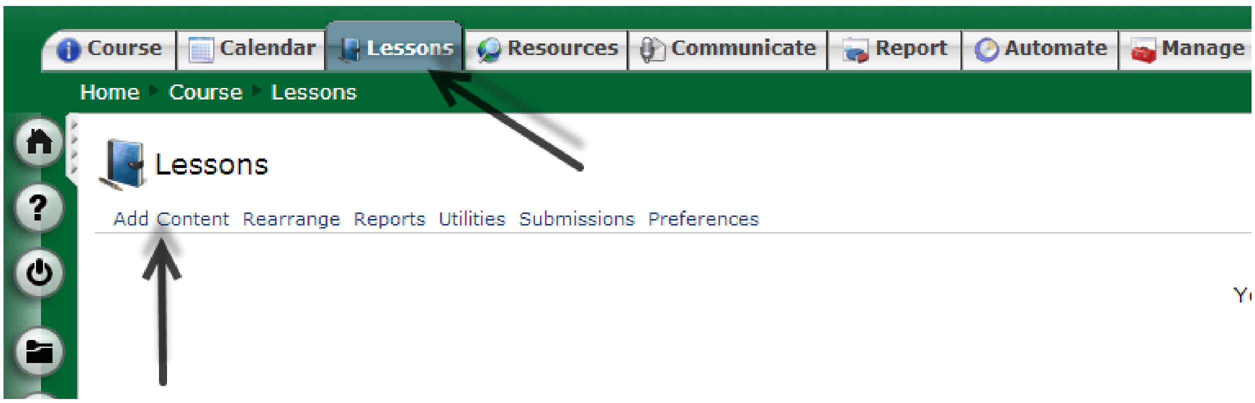


After agreeing to the guidelines and clicking "Save," you may have to exit your course and then re-enter it in order for the change to take effect.

Creating a Turnitin Drop Box

Once Turnitin is enabled in your course, you will be able to create a Turnitin drop box for students to submit their work.

Click on the Lessons tab in your course and choose Add Content.



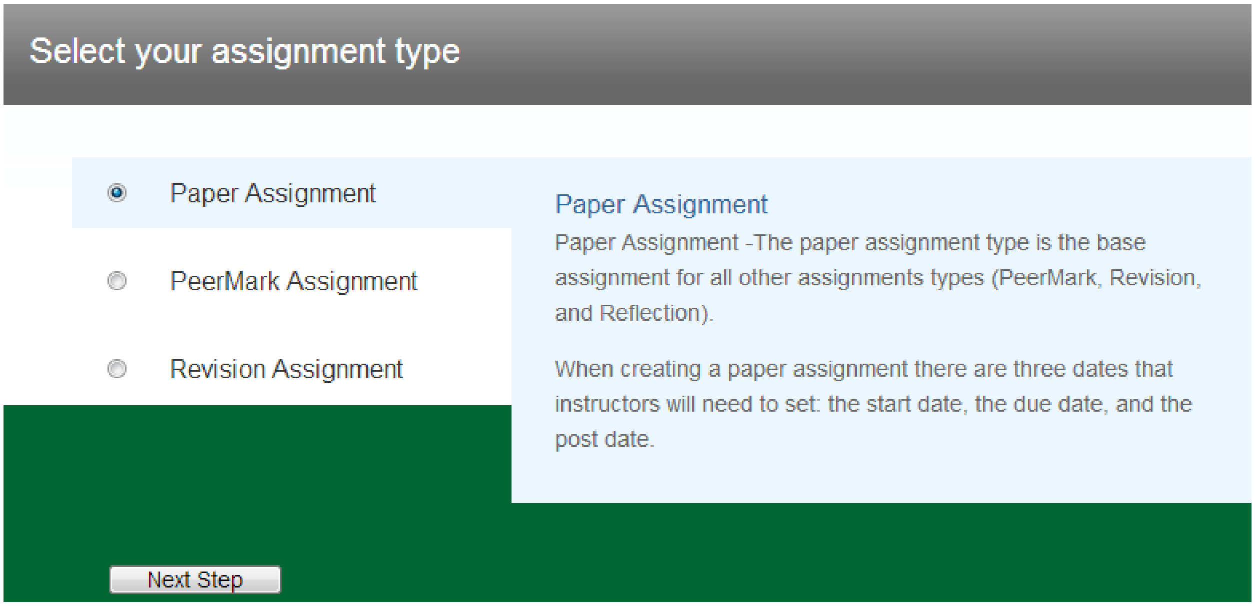
Select Turnitin Drop Box

You will then be able to select they type of Turnitin Drop Box that you would like to use.

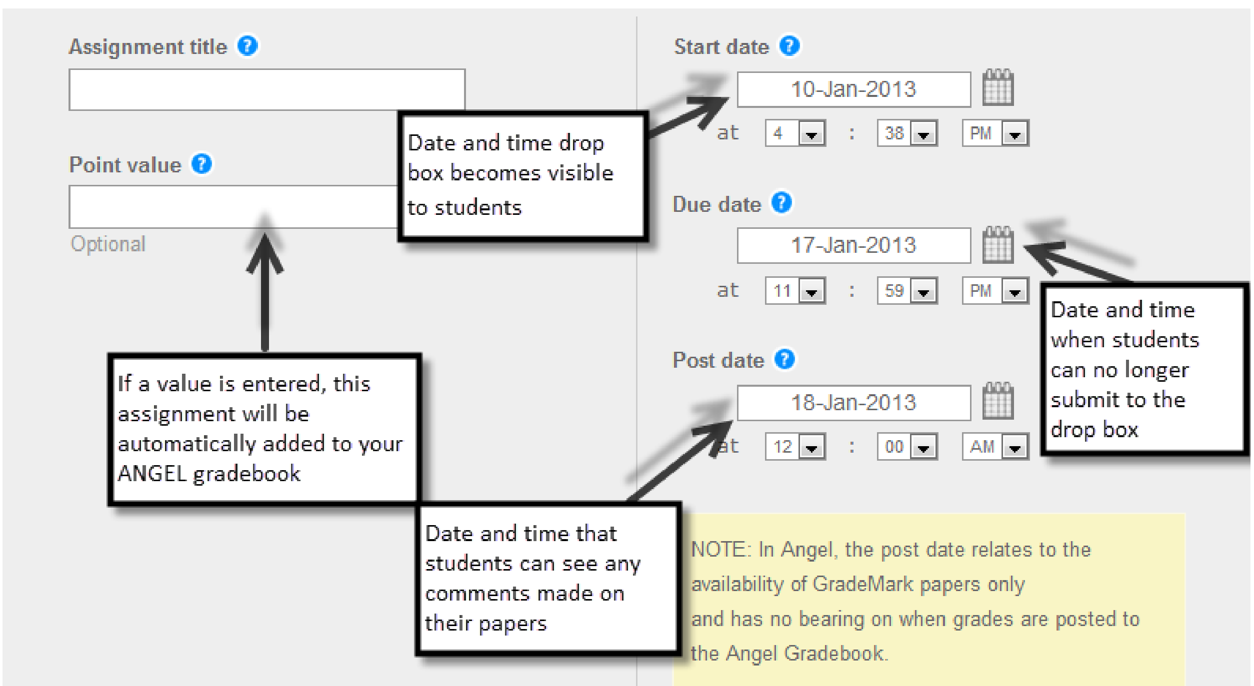
Using the Different Drop Boxes

Paper Assignment

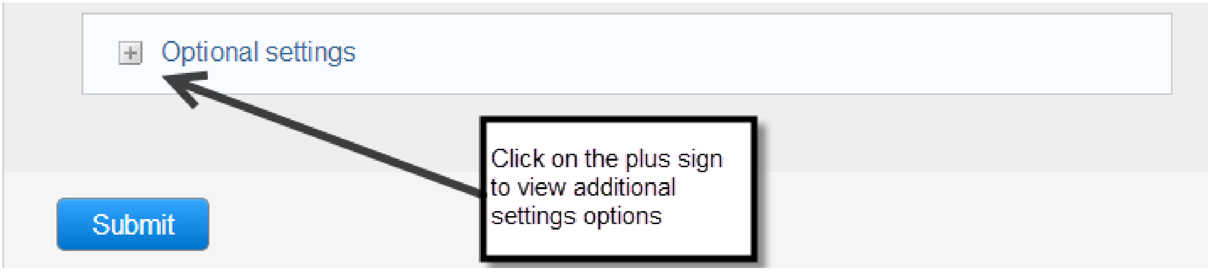
Note: A paper assignment MUST exist before you can select any other type of assignment. When creating the first Turnitin drop box in a course, you will not have the option to choose a drop box type.

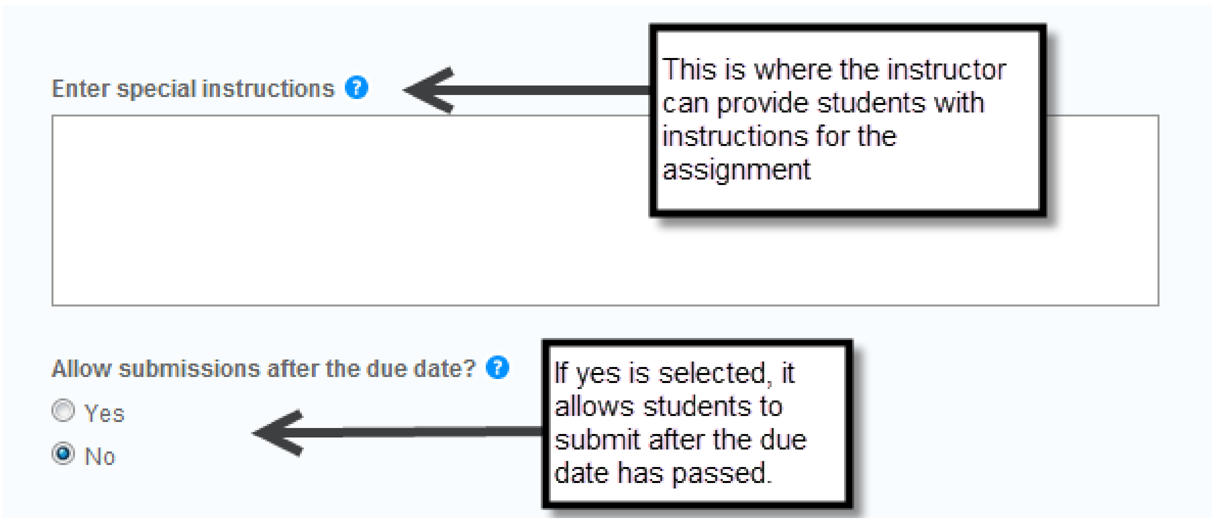


After you select which type of drop box you would like, click "Next Step" to go to give the drop box a name, points value, and set the access dates.

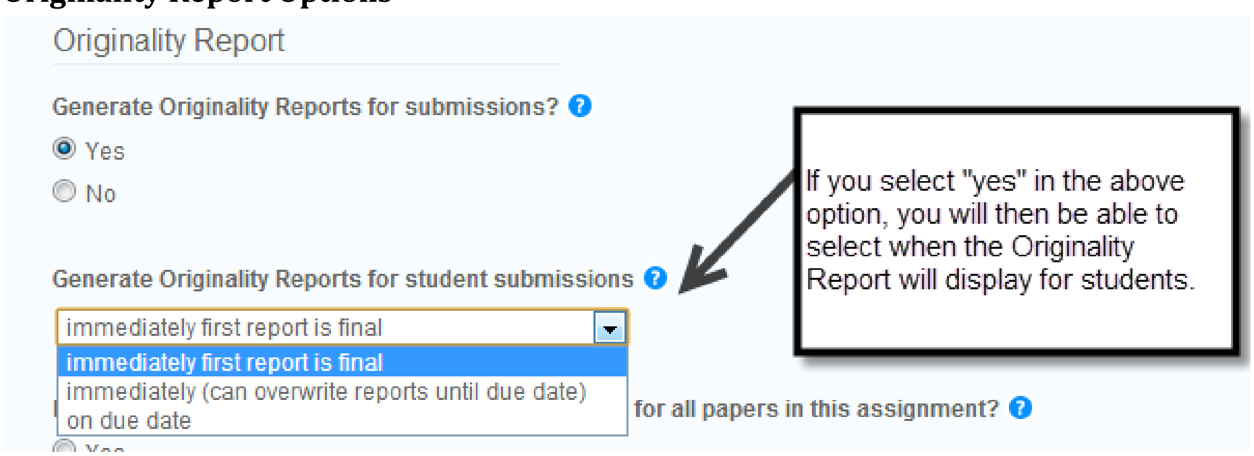


If you would like an assignment to be automatically created in the ANGEL Gradebook for this drop box, please enter the total that this assignment is worth in the "Point Value" box. Otherwise you will have to manually create the assignment in the ANGEL Gradebook.





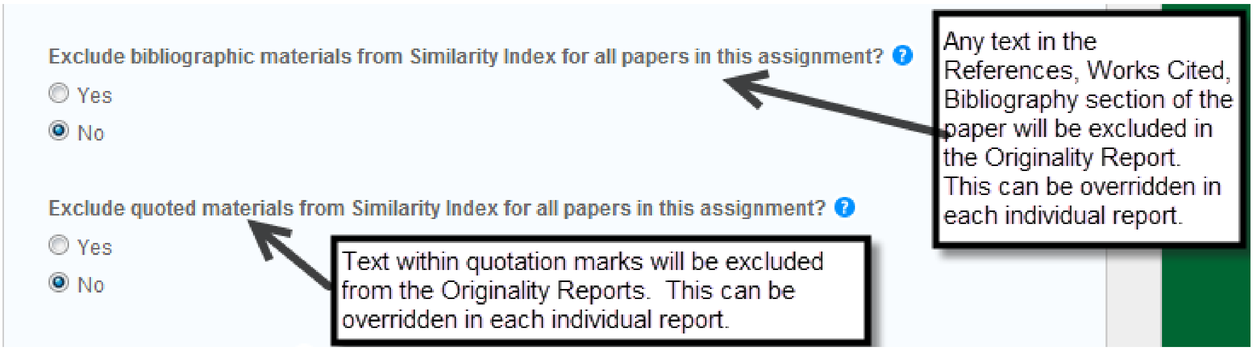
Originality Report Options

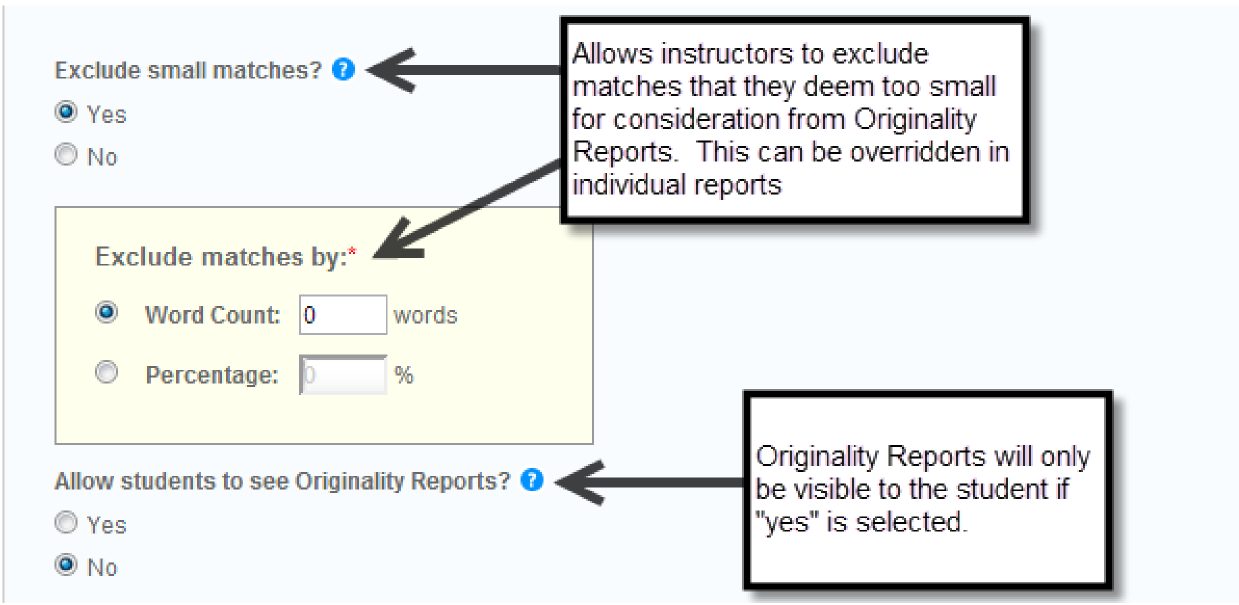


If you choose to have an Originality Report generated, you have three options as to when that report will be visible to students:

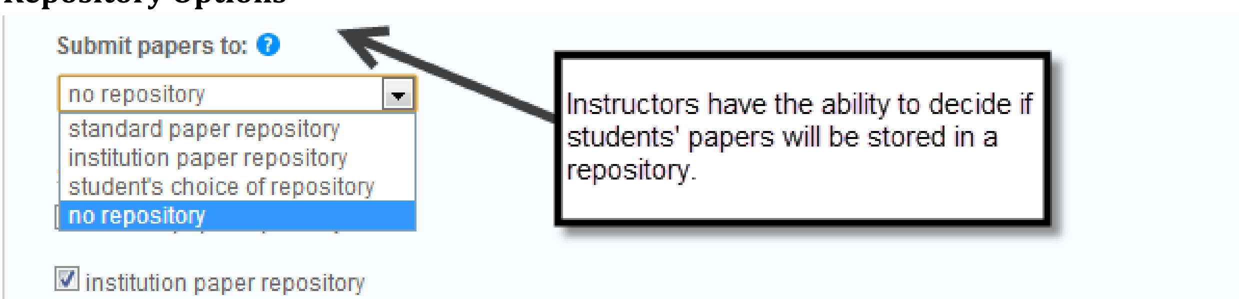
- **Immediately first report is final**: As soon as a student submits their paper, an Originality Report will be generated. When this option is used, students will not be able to submit multiple times.
- **Immediately (can overwrite reports until due date):** This option allows students to submit to the drop box multiple times until the due date. Please note if a student submits more than once, there is a delay of 24 hours between the creation of new reports. This automatic delay is to prevent matches between previous drafts.

- **On due date:** An Originality Report will only be generated on the assignment's due date. When this option is selected, all of the assignments that are submitted to this drop box are compared against each other when the reports are created.





Repository Options



Instructors are able to decide whether students' papers will be submitted to a Turnitin student paper repository. If papers are added to a repository, they will be checked against other papers submitted by your current class and used during future Originality Reports. The different repository options are:

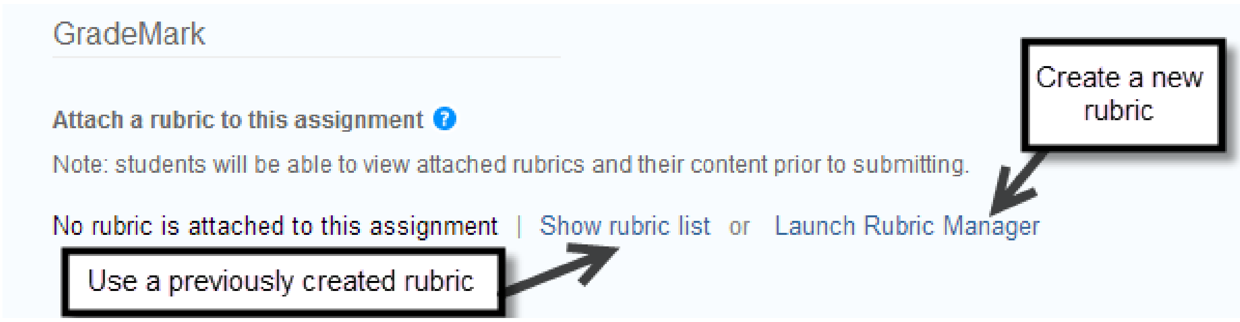
- **Standard paper repository:** This is the universal Turnitin repository. Papers submitted to this repository can be checked during Originality Reports run at other institutions.
- **Institution paper repository:** This adds the papers to an institution-only Turnitin repository. Only Originality Reports run at this institution will be checked against these papers. Papers submitted to this type of repository at Michigan State University will only be checked when future Originality Reports are run by another class at Michigan State University.
- **Student's choice of repository:** Each individual student will be able to choose if they want their papers to be deposited in the standard paper repository, the institution paper repository, or no repository.
- **No repository:** The papers will not be submitted to any repository. Any future use of this paper will not show up in an Originality Report.

*If you plan on allowing your students to submit their papers multiple times, it is recommended that you only have the final draft be submitted into a repository. Otherwise when subsequent drafts are submitted, the Originality Report will show a match for the entire paper.

Search Targets

By default, all of the search targets used for the Originality Reports are selected, but instructors have the option of limiting the documents checked in the Originality Report by deselecting areas that they do not wish to search. If fewer search targets are selected, the similarity index may decrease.

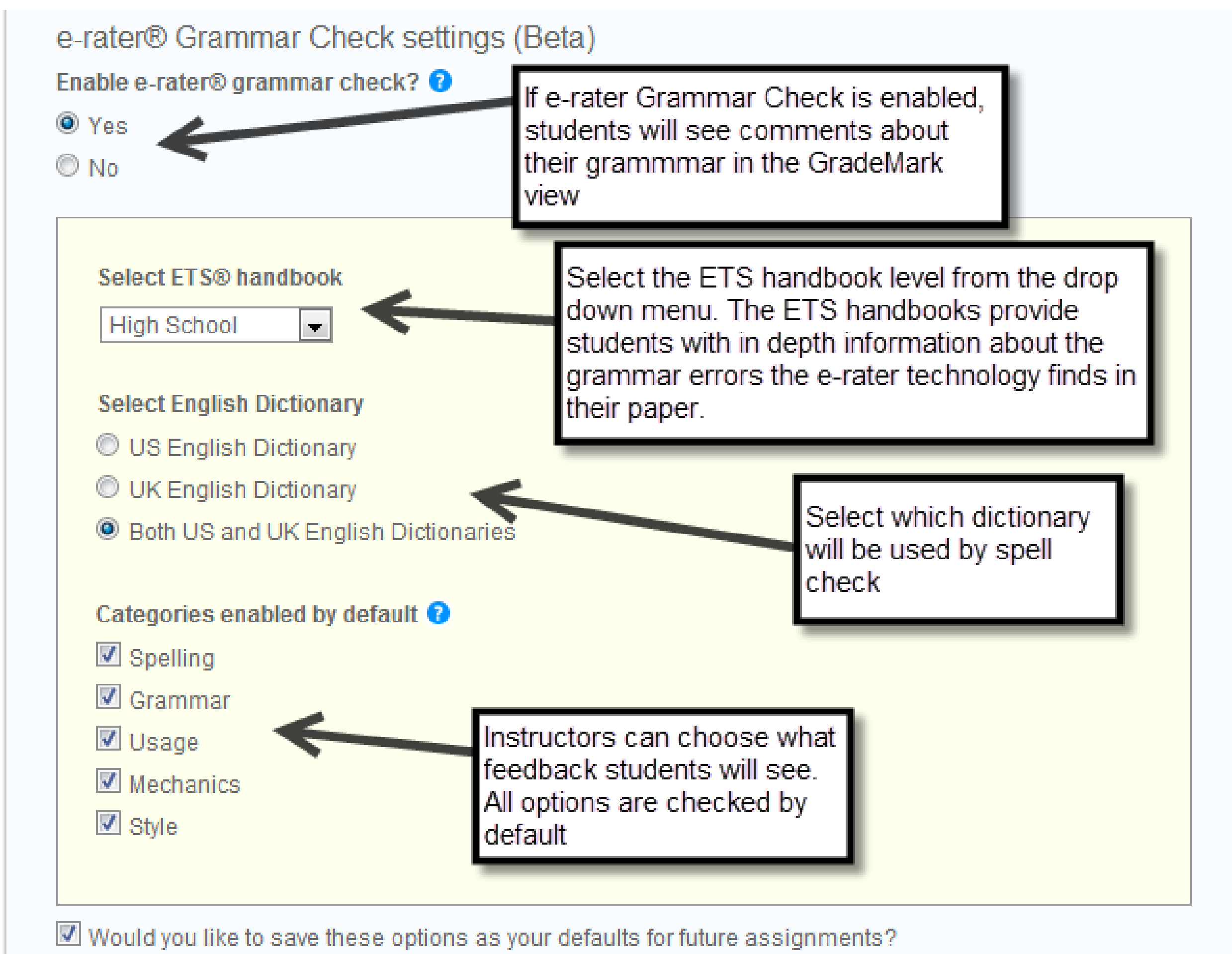
- **Student paper repository:** Works previously submitted to the global Turnitin paper repository.
- **Institution paper repository:** Works previously submitted to the institution paper repository.
- **Current and archived internet:** Billions of pagers of archived and current webpages that are publicly available. Tens of thousands of new pages are added to this repository every day.
- **Periodicals, journals, & publications:** Third party content of articles from periodicals, journals, and other publications including material produced by major professional journals, periodicals, and business publications.



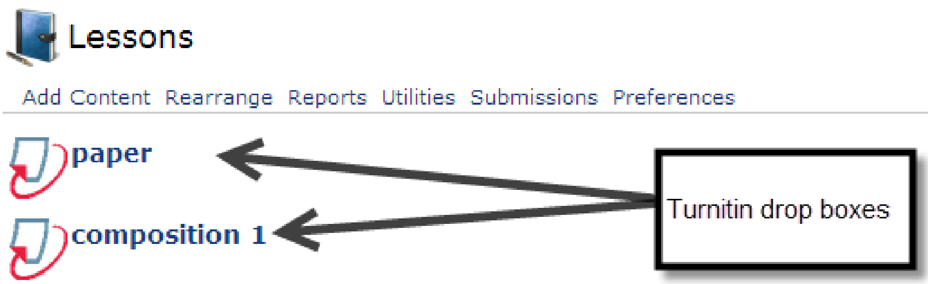
You can choose to attach a rubric to a Turnitin drop box. Grades that you enter using the rubric will automatically move into ANGEL Gradebook as long as you also added a point value when creating this drop box (please see page 6 for more information).

If you have already created a rubric in another Turnitin drop box in one of you courses and you wish to reuse it, click on the "Show rubric list" to view a drop down list of rubrics that are available.

If you need to make a new rubric for this drop box, select "Launch Rubric Manager." For more on rubrics, please go to page 36.

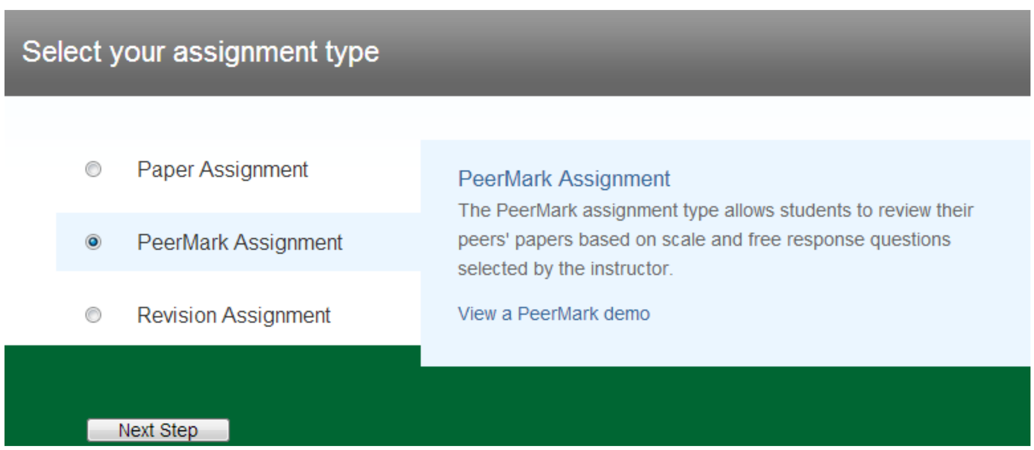


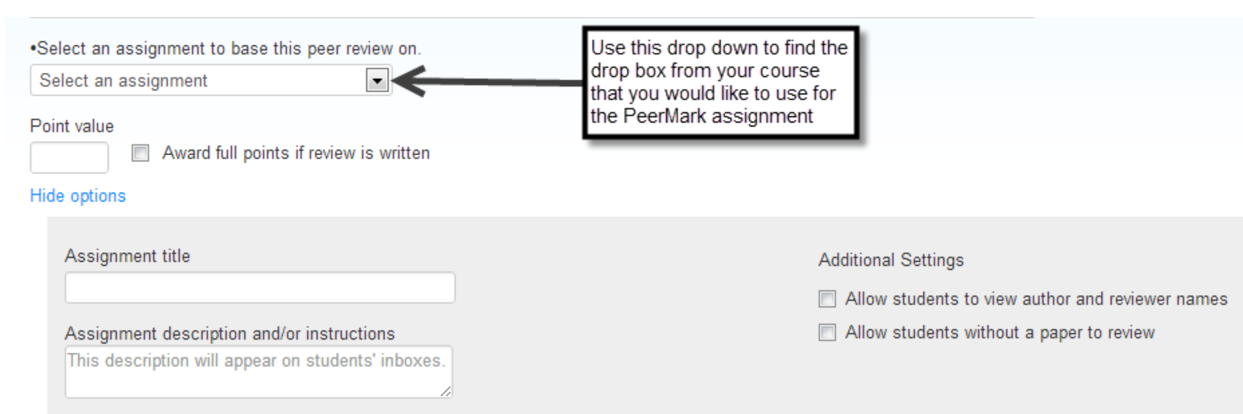
When you are done configuring the options for your drop box, click the blue “Submit” button.



PeerMark Assignment

Instructors can create and manage PeerMark assignments that allow students to read, review, and evaluate one or many papers submitted by their classmates. Instructors can choose whether the reviews are anonymous or attributed, decide if students should be excluded from reviews, or pair students to assign students specific papers to review.



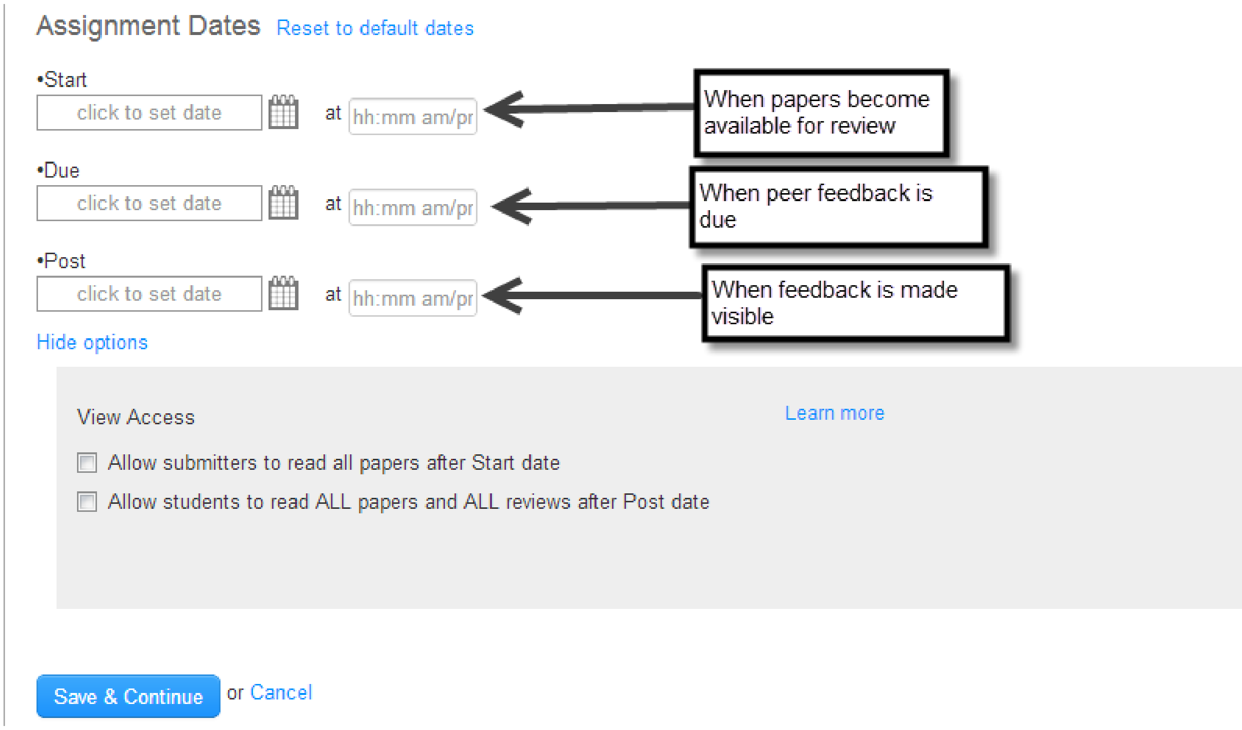


The PeerMark assignment title is the title that will appear for this drop box when a student views this assignment. The assignment instructions will also be visible to students and they are intended to allow instructors to provide their students with basic guidelines for completing their reviews.

The author and reviewer anonymity option appears as "Allow students to view author and reviewer names." When this option is selected, students will see the name of the author of the papers that are being reviewed and the names of the students who wrote the reviews for the papers.

When the option "Allow students without a paper to review" is selected, then students who did not submit a paper to the PeerMark assignment are allowed to review other submissions.

Access Options



If "Allow submitters to read all papers after Start date" is selected, students are able to read all the papers submitted to the base paper assignment by clicking on the link within the PeerMark box labeled "Read All Papers."

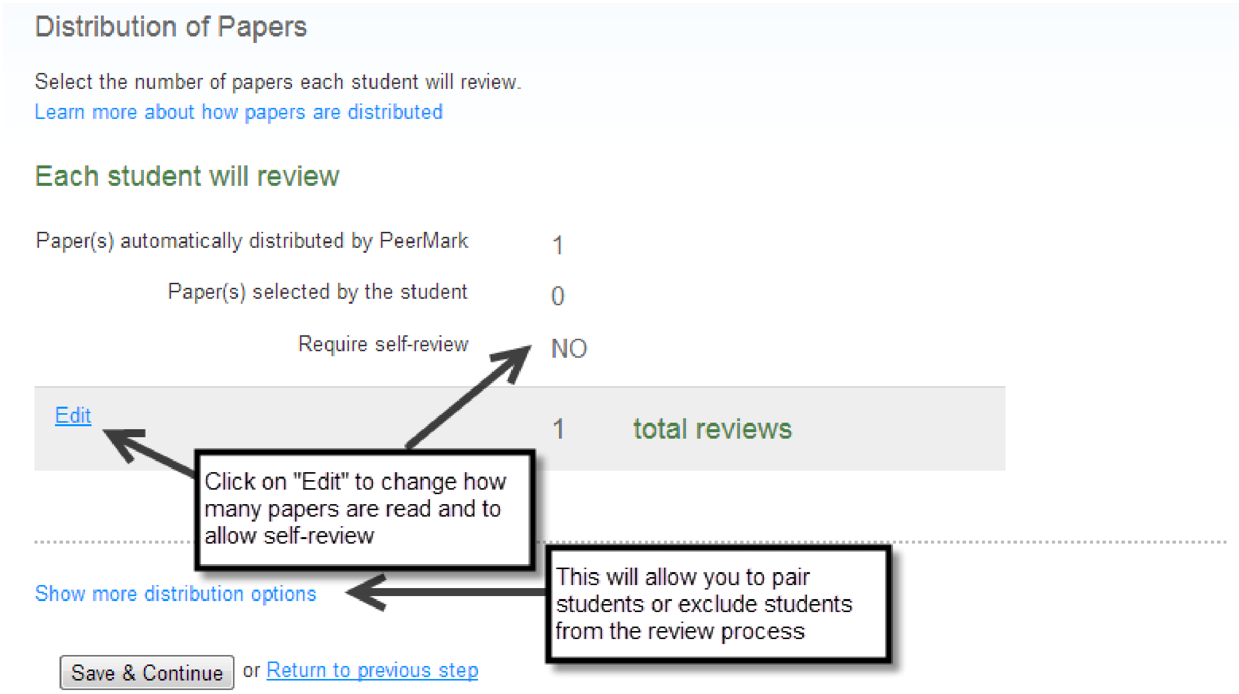
If "Allow students to read ALL papers and ALL reviews after the Post date" is selected, students will be able to read every paper submitted to the base paper assignment and read every review written for each paper after the PeerMark assignment's post date.

Note: Unless the option "Allow students to view author and reviewer names" is selected, students will not see the names of the paper or review authors.

Late Papers

When a PeerMark assignment is created, it is possible to set the assignment to accept late papers. If the instructor has chosen to allow late papers in the base paper assignment that the PeerMark assignment is based on, then there will be a “Late Papers” option when setting up the PeerMark drop box. The “Late Papers” option allows instructors to select the last date papers can be submitted to the base paper assignment and still be included in the pool of papers to be reviewed in the PeerMark assignment.

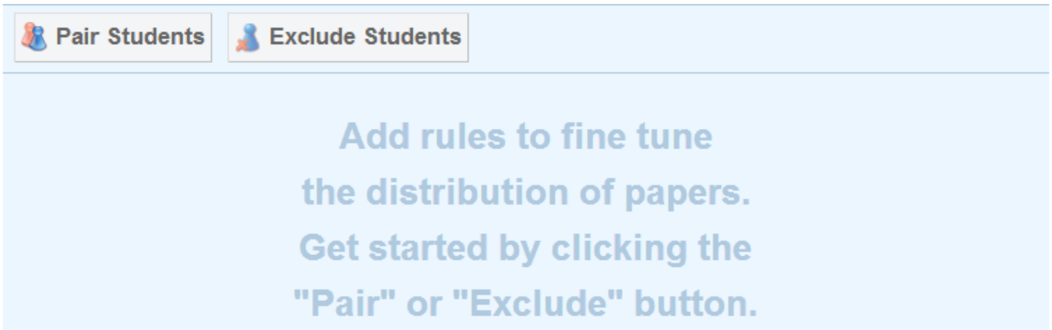
Paper Distribution



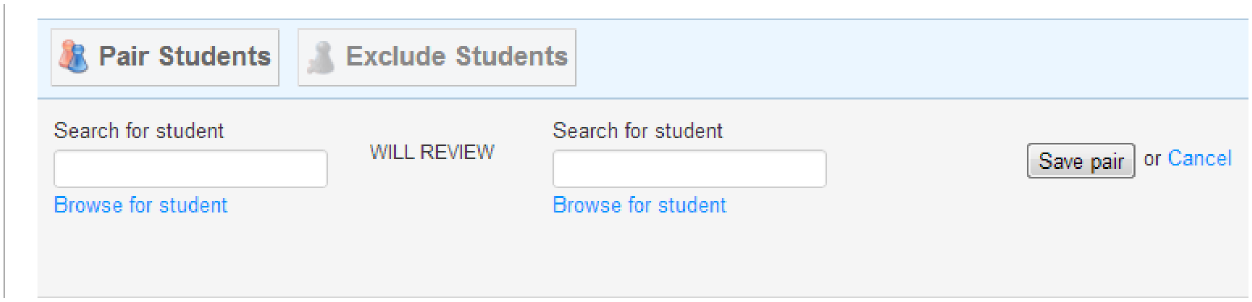
Selecting the Number of Papers Each Student Will Review

1. Click on the “Edit” link to adjust the number of papers each student will have to review. The default is to have each student review 1 paper automatically distributed by PeerMark
2. Place the number of “paper(s) automatically distributed by PeerMark” or “papers selected by the student to review” within the appropriate fields
3. Select whether you would like the student to write a self-review by clicking in the “require self-review” check box. A self review uses the same free response and scale questions the student used to write reviews of their classmates’ papers but the review is for their own paper
4. Click on the “Save” button to save any changes or “Cancel” link to cancel any changes
5. Click “Save & Continue” to move on to Step 3 of PeerMark assignment creation or to view the advanced distribution options click on the “Show more distribution options” link

The advanced distribution options allow instructors to choose to exclude student papers from distribution or specify which student papers a student(s) will have to review. PeerMark will automatically distribute papers to students buy an instructor may choose specific student pairings which will then add an exception to the PeerMark distribution which will adjust its logic according to the instructor’s rules.

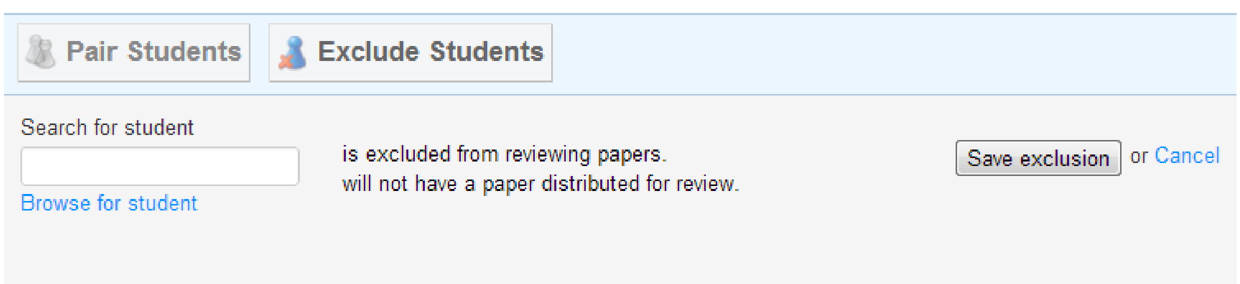


Pairing Students for Review



1. Click on the “Pair Students” button
2. Click on the “Browse for student” link to selct a student you would like to be the reviewer. Then click on the “Browse for student” to the right of “Will Review” to select the student whose paper will be reviewed
3. An instructor can select multiple students to be a reviewer of another student. Once one reviewer has been selected an instructor may click on the plus icon to the left of the first reviewer to open up another search box which the instructor can then use to select another student to be a reviewer
4. Once the pairing of students is complete, click on the “Save Pair” button to save this pairing.

Excluding Students from Review



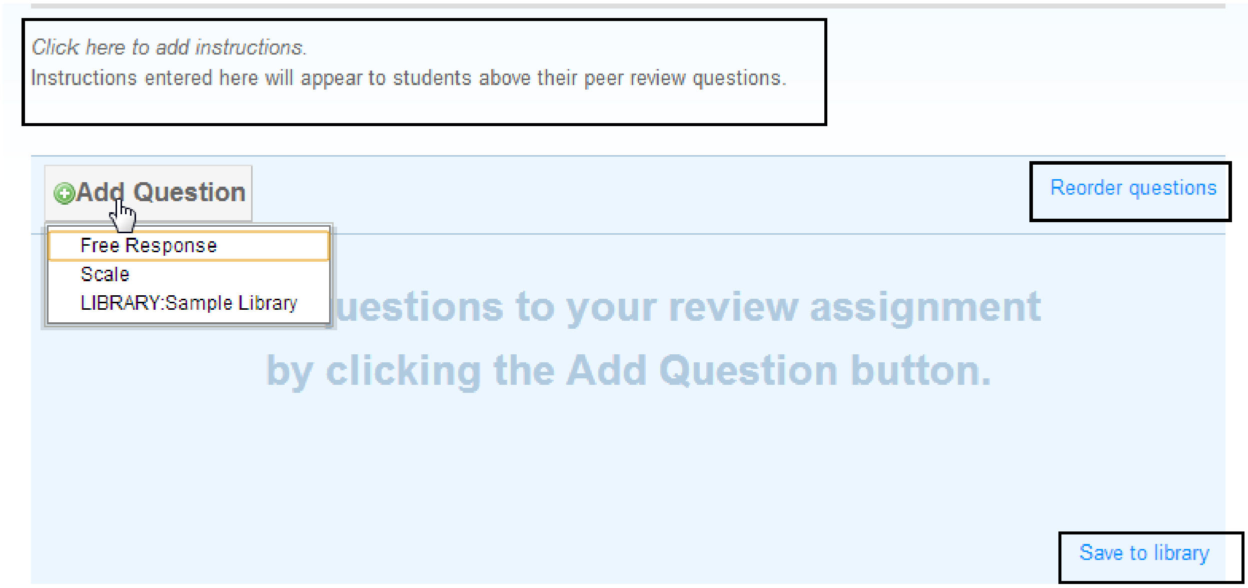
Students may also be excluded from review by clicking on the “Exclude Students” button. Students who are excluded from review will not be able to write or receive reviews.

1. Click on the “Exclude Students” button
2. Click on the “Browse for student” link to select a student who will be excluded from review papers and will not have a paper distributed for review

3. Select a student from the drop down list
4. Once a student is selected, click on "Save exclusion" to exclude the student from the review

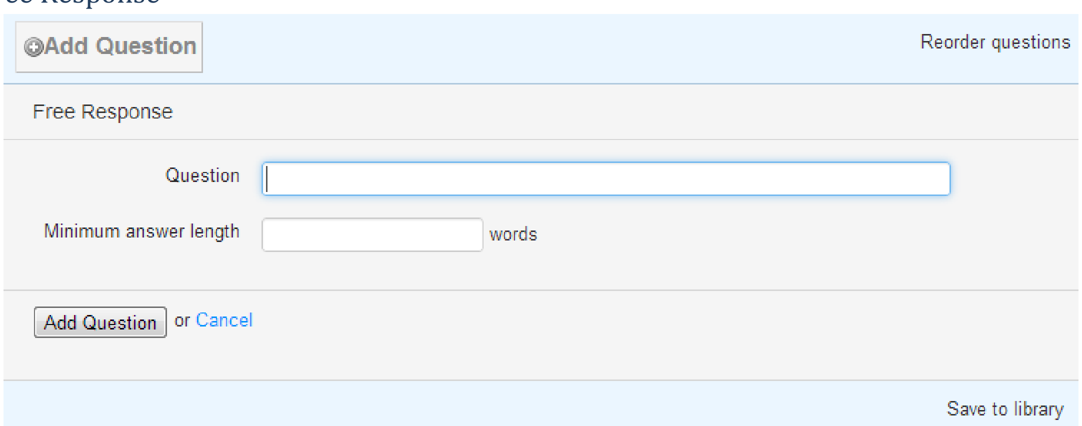
Student pairs or exclusions can be edited or deleted up until a student has begun a review which will lock the assignment settings. To edit a student Pair or Exclusion, click on the "Edit" button to the right of the student pair or exclusion that you would like to edit.

Adding Questions



Instructors can choose scale and free response questions for the PeerMark assignment. To add questions to a PeerMark assignment, click on the "Add Question" button and select the type of question you would like to add.

Free Response

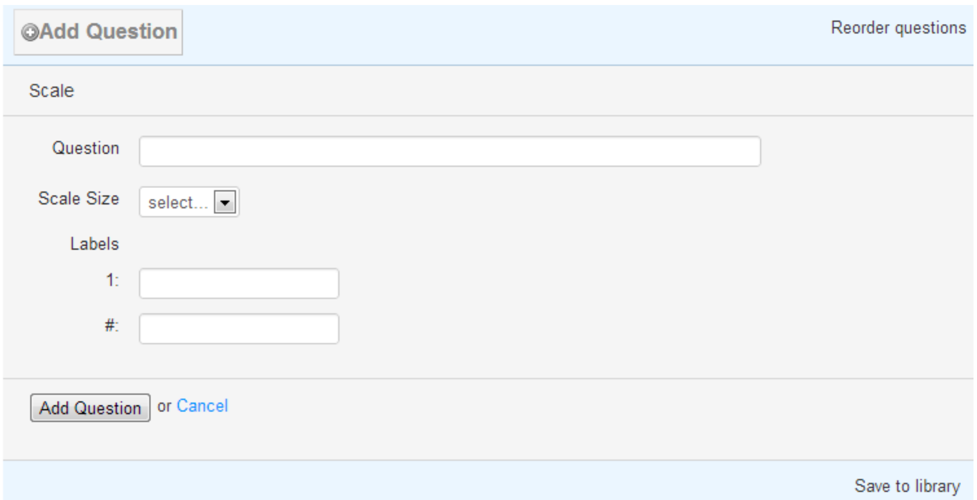


Free response questions allow an instructor to pose these questions for students to answer in their peer review and can include minimum length requirements.

1. Click on the "Add Question" button and select "Free Response"

2. Enter the question in the Question field and enter a value in the Minimum answer length field
3. Once the question and minimum answer length have been entered, click on the "Add Question" button to add the free response question to the PeerMark assignment

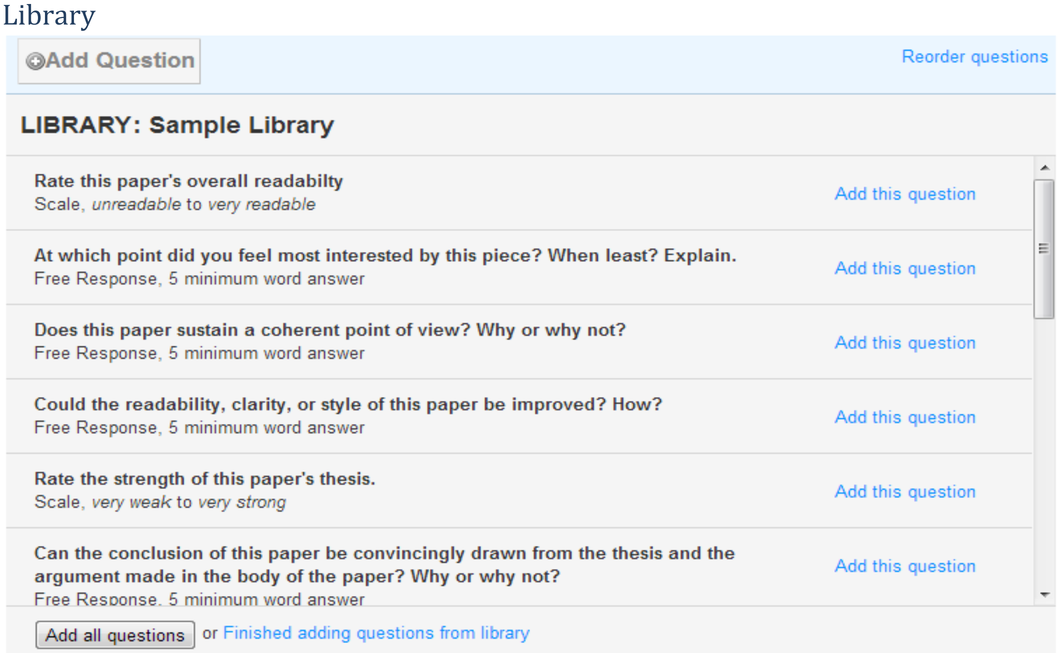
Scale



Scale questions allow students to rate the paper on instructor chosen areas of writing.

1. Click on the "Add Question" button and select "Scale"
2. Enter the question in the "Question" field
3. Select the scale size. The highest scale value is 5
4. Enter in the labels for the scale in the appropriate fields. An example for labeling a scale question is 1: Not very well to 5:Extremely well
5. Click on the "Add Question" button to add the scale question to the PeerMark assignment

Library



Instructors can also add questions that they create to a library that they can access on future assignments. To add a question, click on the "Save to library" link when in the question editor.

1. Click on the "Add Question" button and select the library you would like to add a question from
2. Click on the "Add this question" link to the right of each question you would like to add to your PeerMark Assignment
3. Click on the "Add all questions" button to add all the questions to the PeerMark assignment
4. Click on the "Finished adding questions from library" link when you have added all the questions you want from this library

When you are done adding questions to the assignment, click on the "Save & Finish" button to complete the PeerMark assignment creation.

Editing or Deleting Questions

Free response and scale questions can be edited by clicking on the "Edit" link to the right of the question.

Free response and scale questions can be deleted by clicking on the trashcan icon to the right of the question that you would like to delete.

Clicking on the trashcan icon will open a prompt asking "Are you sure you want to delete this question?" Click "OK" to delete the question.

When you're done editing and deleting questions, click on the "Save & Finish" button to save any changes.

Reordering Questions

When you are creating questions and adding questions from your libraries, you will see a "Reorder Questions" link in the upper right corner. Click on this link to rearrange the questions by dragging them to where you would like them to be placed. Click on the "Save order" button to save the new order or click "Cancel" to cancel any changes.

***Warning:** Once the start date of the PeerMark assignment has passed and a student has begun peer review, the assignment settings for the PeerMark assignment will become locked and no further edits to the distribution or question options will be allowed.

Writing a Review of a Student Paper

Instructors can write a review to supplement those that students will receive from their peers. The instructor is provided with the same free response and scale question structure as the students.

An instructor can begin writing a review of a student submission from within PeerMark inbox by clicking on the "View" link next to the PeerMark assignment.

Within the PeerMark inbox click on the "More actions" drop down menu and select "Write instructor review" next to the student's name whose paper you like to review

1. All the free response and scale questions that need to be completed for the peer review are located on the right side of the PeerMark screen
2. To answer a free response question, click in the text box below the question and type in your response. The word minimum for the response is listed below the text box
3. To answer scale questions, click the radio button above the number for the rating you are giving the write for the question
4. Answer all remaining free response and scale questions. Once the questions are completed, click on the "Submit" button at the top of the PeerMark page to submit your review

Adding Comments to a PeerMark Paper

PeerMark allows users to comment directly on a paper within a review.

PeerMark Tools Palette

The PeerMark Tools palette contains all the commenting functions available to a user. To access the Tools palette click on "Tools" in the PeerMark toolbar.

The Tools palette contains two commenting tools and several composition marks that instructors can use in reviewing and editing their students' papers.

Commenting Tools

Within PeerMark an instructor may comment on the paper they are reviewing. A comment is equivalent to the notes that an instructor may write in the margins of a paper. A comment may be up to one thousand characters in length.

1. Within PeerMark, to add a comment to a paper click on the paper where you would like to comment. A comment icon and comment bubble will appear
2. Enter text into the text field of the comment bubble
3. (Optional) If the comment references a specific area of the paper, you can click and drag on the paper while the comment bubble is open to create a highlight over text. The color of the highlight can be selected before clicking and dragging. Multiple highlights can be created for each mark if there are multiple areas to reference. Highlghts may be overlapping
4. Click the "Save" button to save the comment

You can edit the comment at any time by clicking on the mark symbol for the comment. The Edit and trash icons will appear, click on the edit icon or double click the mark to open up the comment box. Edit the comment and click "Save" to save any changes. To move a comment, click and hold on the mark symbol and drag the icon to a new location. To delete a comment, click on the trash icon.

Inline Comments

With inline comments, instructors can add comments directly onto the paper. The inline comment appears as type overlaid on the paper. The instructor may select a color from the drop down menu for the inline comment.

To add an inline comment, select the type tool from the Tools palette. Select a color from the color pull down by clicking on the drop down menu for the type tool.

The instructor can click on the paper where the comment should begin. The inline comment will show up as a light gray highlight over which typing may be done. When finished, click elsewhere on the paper or select the highlight tool from the Tools palette. The inline comment will appear as typing directly over the paper.

An inline comment can be deleted by moving the cursor over the comment and then clicking on the gray trashcan icon that appears to the left of the comment. Deleted comments cannot be recovered.

You can move the inline comment by clicking and dragging the comment to a new location on the page. Releasing the mouse will affix the inline comment to the page in the new location.

Composition Marks

Composition Marks are standard editing marks that instructors can utilize when editing and reviewing their peers' papers. To add a composition mark to a paper, click on the mark you want to add in the tools palette and drag the mark to the desired location on the paper.

Note: Composition mark symbols with yellow backgrounds on the palette are dynamic. These marks require further modification when added to a paper. Some of these marks are resizable using handles at the corners of the mark. Others allow for text to be added in a text field. This allows further customizing of these editing marks.

To move a composition mark, click on the mark and drag it to the new position on the paper and release the mouse. To delete a mark, place the cursor over the mark, the trash icon will appear. Click on the trash icon to delete the mark.

Reading Peer Reviews

To read the reviews of student papers the instructor can click on the "View" link to the right of the name in the PeerMark assignment inbox.

To read a student's reviews, click on the "More actions" link and select "Read all reviews students submitted" to the right of the student's name.

Grading Reviews

Instructors can grade the reviews written by the students. If the option to award full points for a written review is not selected during the PeerMark assignment creation, instructors can provide a grade within PeerMark. Once a student's reviews are opened, place the value in the Grade field you would like to give this student for their review. The instructor can use the "Previous" and "Next" arrows to scroll quickly through each review written for this paper.

If the instructor has selected the option to "Award full points if review is written" within the PeerMark assignment settings, then every completed review by a student will be awarded 10 points. A completed review is when all the questions that an instructor has added to the review have been answered. Once the due date has passed, the student's total grade for the assignment will be available for the instructor to view.

The total score for all reviews for a reviewer will be normalized to the point value that was selected for the PeerMark assignment during assignment creation. This is true whether the "Award full points if review is written" option is selected or not.

The instructor may edit the grades given to student reviews or to the student's total score for the assignment once the due date has passed for the assignment. Once the post date of the assignment has passed students will be able to view the grades for their reviews and the total score awarded to them for the assignment.

Editing Review Grades and Overall Grade in PeerMark

1. Click on the "View" link to the right of the PeerMark assignment
2. Click on the "Show details" link next to the student whose grades you would like to edit
3. Click on the "Edit Grades" link
4. To adjust the score for the student's reviews, click on the previous score in the text box and enter the new score
5. To adjust the student's overall grade for the PeerMark assignment, click within the text box of the current score and enter the new grade for the student
6. Click on the "Save Grades" button to save any changes that have been made to the student's grades

Printing Student Reviews

Instructors have two printing options for each student: to print reviews the student submitted or to print reviews the student received. To print student reviews click on the "More actions" link next to the student whose reviews you would like to print and select either "Print reviews student submitted" or "Print reviews student received."

The PeerMark print view will open and will automatically include each students review along with the question and answers and comments for their review.

Instructors may adjust the printing options by selecting or deslecting the check boxes next tot the three print options: "Include Questions & Answers, " " Include Comments," and "Include All Reviews." Click on the "Print" button to print the result(s).

Reviews can also be printed by clicking on the "Print" link when viewing a student's review within PeerMark.

PeerMark in the Document Viewer

Instructors may view a paper's peer reviews within the document viewer once a reviewer submits a PeerMark review. To view a paper in the document viewer click on the paper's title within the assignment inbox for the paper assignment the peer review is based on.

Once the document viewer loads, click on the PeerMark tab

When the PeerMark service is active the sidebar will display a list of all the students who have reviewed the paper.

All reviewer comments appear on the paper. Each mark made to the paper is identifiable by the reviewer's initials.

To view a specific student's comments click on their name in the sidebar.

The list icon can also be used to select a student or to select to view "All Reviews."

Viewing the PeerMark Questions and Answers

To view the PeerMark questions and answers, click on the questions and answers icon.

The sidebar will load all the PeerMark questions added to the PeerMark assignment during assignment creation. The reviewer's answers are located under each question. If all reviews are displayed, the answers are identifiable by the reviewer's initials.

Reviewer Mark List

To view a list of all the comments left on the paper click on the mark list icon.

The Comments List may be used to navigate to the location of a comment on the paper. Simply hover the cursor over a mark in the comment list and then click on the "Show on paper" link that appears.

Grading Reviews

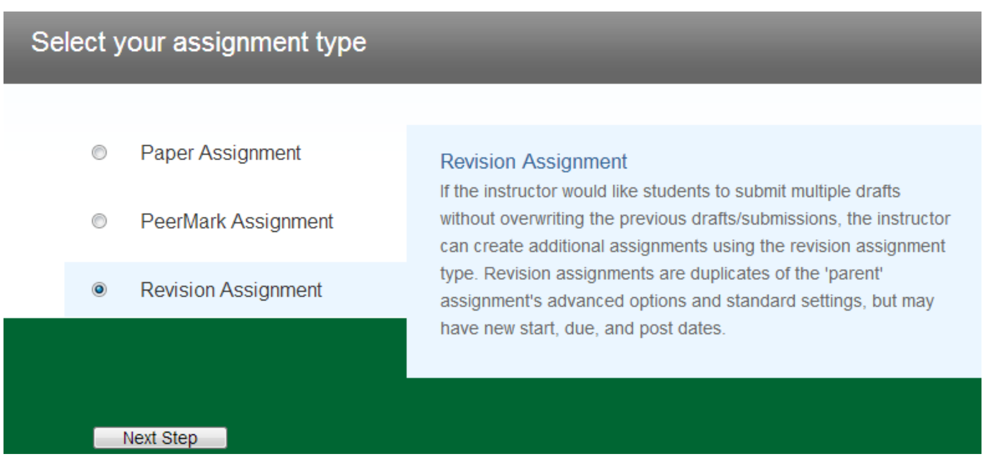
To grade a reviewer, click on the reviewer's name.

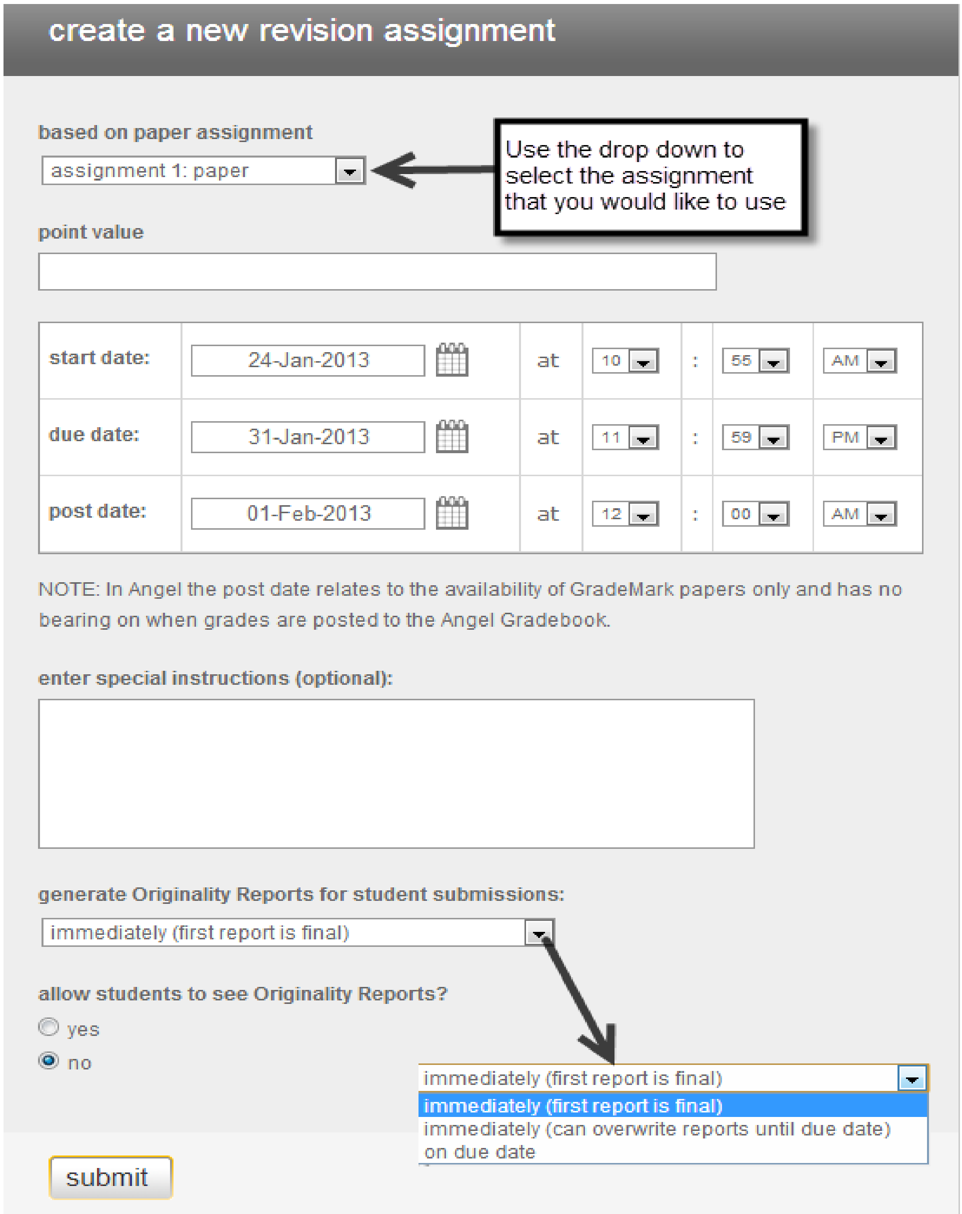
To edit the grade, click on the grade next to the reviewer's name.

Enter the grade in the grade field. Click elsewhere on the screen to save the grade.

Revision Assignment

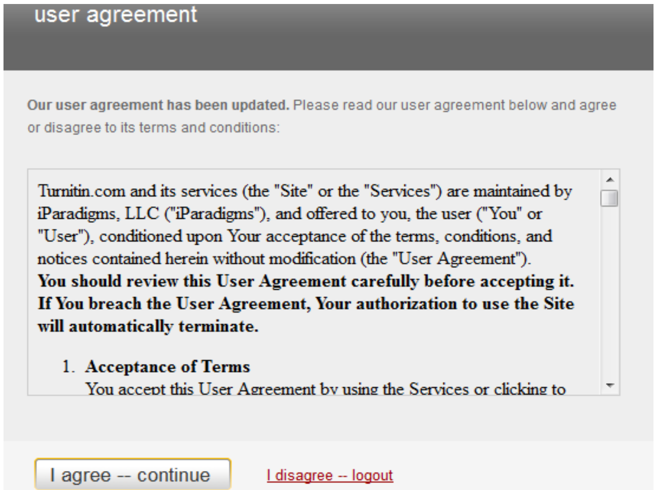
Revision assignments allow for students to submit multiple times to the same Turnitin drop box without overwriting the previously submitted papers.





Viewing and Submitting Papers

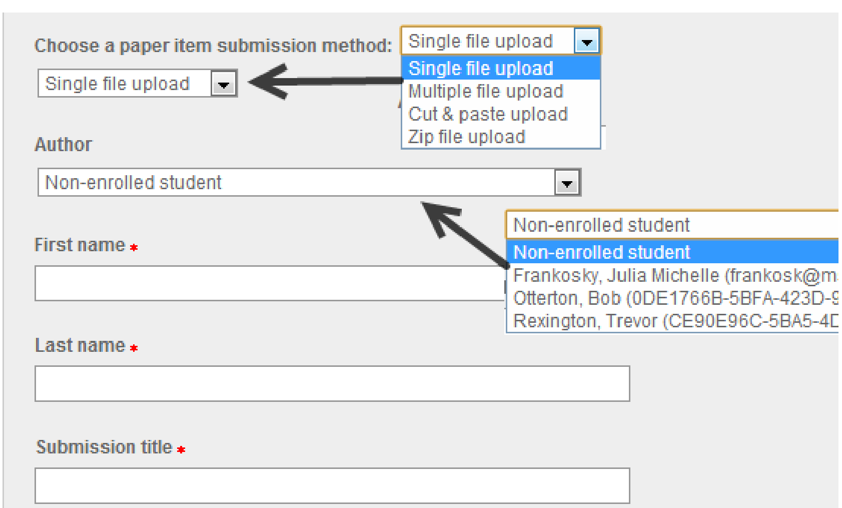
To view student submissions to a Turnitin drop box, under the Lessons tab in ANGEL , click on the name of the drop box that you would like to view. Students will be able to submit their papers by logging into the course on ANGEL and selecting the appropriate drop box.



After agreeing to the the terms of use, students will be taken to the file upload screen. Students can choose to either upload a single file, or use the cut and paste upload option. Their first and last names will already be entered for them and they will not be able to modify this from this screen. Students are required to enter a title for their submission. They can then browse their computer for the file. There are some requirements that the file must meed in order to be uploaded successfully:

- The file must be less than 20 MB
- The file cannot exceed 400 pages in length
- The file must be saved as one of the following file types:
    - MS Word
    - WordPerfect
    - PostScript
    - PDF
    - HTML
    - RTF
    - OpenOffice (ODT)
    - Plain text (txt)

Instructors are also able to submit papers on behalf of their students. To do this, the instructor will click on the appropriate drop box and click the "Submit Paper" button.



Originality Reports

Originality Reports are generated when a submission is made to a Turnitin drop box. Originality Reports are the result of a comparison between the text of the submission and the search targets that were seelcted by the instructor when they set up the assignments (please see page # for more information about search targets). Any text from the submission that matches or is very similar to text in the search targets will be highlighted in this report.

When an Originality Report is available, an icon will appear in the report column of the assignment inbox. If the report is not yet available, either because the report is still being generated or the settings may delay the report's release, the icon in the report column will be grayed out. Please note that it may take up to 10 minutes for an Originality Report to be generated after the paper is submitted. This is due to the size of the material that the report is checking the submission against.

If a submission is overwritten or resubmitted, the Originality Report may not be available for 24 hours. This is an automatic delay that allows resubmissions to correctly generate Originality Reports without matching to the previous draft.

Reading an Originality Report

The color of the Originality Report's icon indicates the Similarity Index for the paper, based on the amount of matching or similar text that was discovered. The percentage range is 0% to 100% and the 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

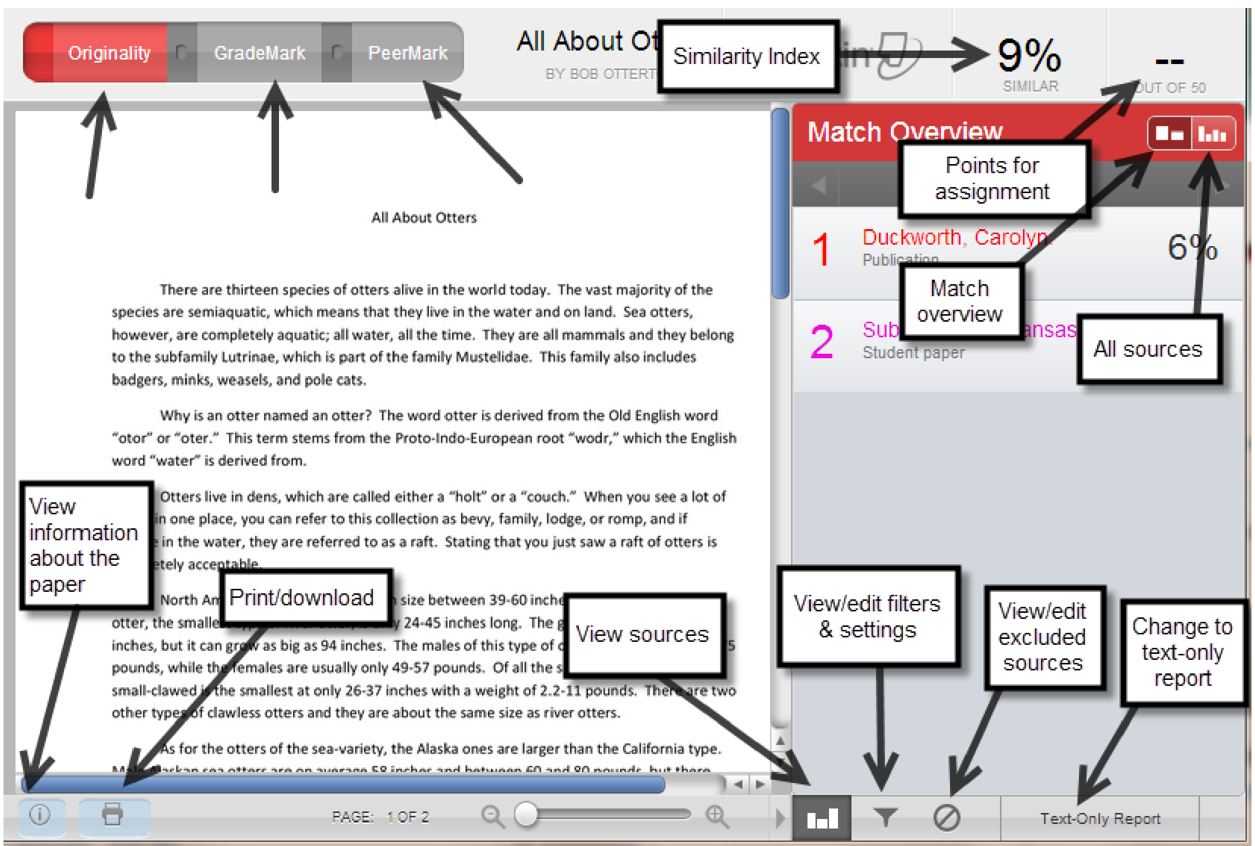
****Note: The Similarity Index does not reflect Turnitin's assessment of whether a paper has or has not been plagiarized. The Originality Report is only a tool to help instructors find sources that contain text similar to submitted papers. The decision to deem any work plagiarized must be made carefully, and only after an in depth examination of both the submitted paper and the suspected sources. ****

Viewing Originality Reports

There are four different modes that you can use to view Originality Reports. The modes allow users to view and sort the information within the Originality Reports in ways that would best suit their needs. The four possible modes are explained below.

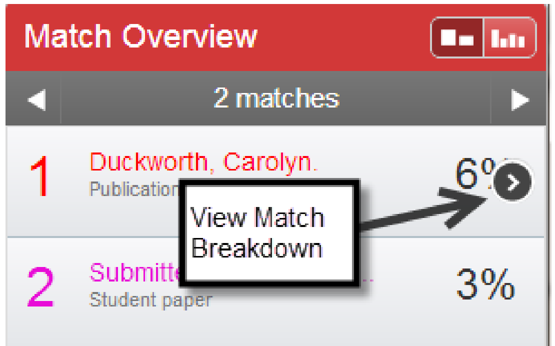
- **Match Overview**: This is the default mode that the Originality Report opens into. This mode shows the highest matches together. A list of all areas of the paper which have similarity to information in the Turnitin repository are displayed. Matches are color coded and listed from highest to lowest percentage of matching word area to the submission. Only the top or best matches are shown and to see all of the underlying matches, you will need to use either "Match Breakdown" mode or "All Sources" mode.

- **All Sources**: This mode allows a user to view matches between the paper and a specific selected source in the Turnitin repositories. It contains a full list of all matches found rather than the best matches per area of similarity. The listing that it displays is exhaustive but will show all matches found, including any that are obscured in the "Match Overview" mode by virtue of being in the same or similar areas as other, better matches.
- **Match Breakdown**: This mode displays matches that are obscured by a top source. It enables instructors to compare the match instance of an underlying source with the match instance for a top source.
- **Direct Source Comparison**: An in depth view is presented in this mode and it shows an area of similarity compared side by side with a specific match from the Turnitin repositories. This is not available on all types of repository matches, however.



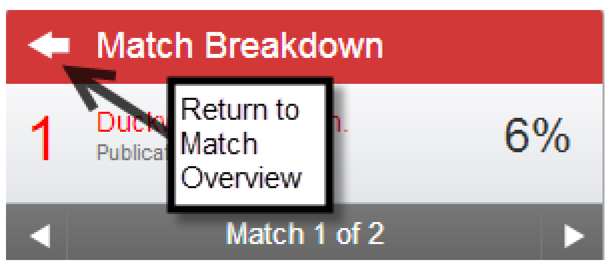
Match Breakdown

It is possible that matches to smaller areas of similarity may be obscured by larger matches and not shown in the default mode, "Match Overview." To see the underlying sources, hover over the match you would like to view the underlying sources for and click on the arrow icon that appears.

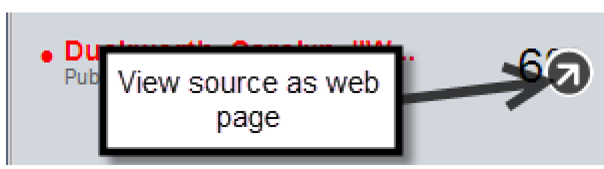


In this mode all sources that are obscured by the selected top source are listed below the top source. Click on a source to display the highlights for the match. The highlight for the top source match become lighter and the match to the selected underlying source will be displayed with a darker highlight.

To return to the “Match Overview” mode click on the back arrow next to “Match Breakdown” at the top of the sidebar.



To view an internet source in a new browser tab, hover over the match and click on the “view source” arrow that appears.



All Sources

This mode allows a user to view matches between the paper and a specific selected source in the Turnitin repositories. It contains a full list of all matches found rather than the best matches per area of similarity. This listing is exhaustive but will show all matches found, including any that are obscured in the “Match Overview” mode by virtue of being in the same or similar areas as other, better matches.

Direct Source Comparison

Direct Source Comparison allows a user to quickly compare matching text to the source of the match in the Turnitin repositories. Matches to other student papers are not available for Direct Source Comparison viewing unless the students' are enrolled in your class. Using Direct Source Comparison can be done from the "Match Overview" or the "All Sources" view mode of the Originality Report.

Users can either view the Direct Source Comparison as a glimpse within the paper or as the "Full Source Text" within the sidebar. The "glimpse only" provides the matching text within context of a few outlying sentences from the source while the "Full Source Text" loads in the sidebar and contains the full text of the source and all the match instances.

Accessing the Direct Source Comparison

1. Open an Originality Report by clicking on an Originality Report "%" icon from within an assignment's inbox
2. Click on a highlighted area of text in the student's paper (on the left-hand side)
3. A pop-up window will appear above the highlighted text displaying the matching text within the source of the match
4. Optional: Clicking on the URL link that displays for live internet matches will bring up a view of the live web site within a new browser tab or window
5. Click on "x" in the top right corner of the pop-up to close the window
6. To view the matching text within the full source text click on the "Expand to Full Text" link
7. The "Full Source Text" view will load into the sidebar
8. If there are multiple matches to this source, click on the arrow icons to quickly navigate through the match instances
9. To exit the "Full Source Text" view click on the "x" button

Note: If an area of submission text is matched to a source in Turnitin's student paper repository, it will be listed as "student papers." Direct Source Comparison is not available to students for student paper matches. Instructor users are able to send an email request to the instructor who received the matching paper. If one instructor user profile controls the class containing both papers, that instructor user is able to see the paper in direct source comparison.

Excluding Material From Originality Reports

Quotations and Bibliographies

Instructors have the ability to exclude quoted material or items from the bibliography from within each individual Originality Report. Cited material cannot be excluded directly, and quotations can only be excluded if block indentation or direct quotation marks are used to begin and end the quotation.

1. Open an Originality Report by clicking on an Originality Report "%" icon from within an assignment's inbox
2. Click on the "Filter and Settings" icon

3. To exclude Quoted or Bibliographic material click the check box next to the “Exclude Quotes” and “Exclude Bibliography” exclusion options
4. Click on the “Apply Changes” button at the bottom of the filter and settings sidebar to apply the changes
5. Review the revised report. Quoted or bibliographic material can be re-included by deselecting the “Exclude Quotes” and “Exclude Bibliography” options within Filter and Settings and then clicking on “Apply Changes”

Small Matches

Small matches can be excluded by either word count or by percentage. Within an Originality Report, click on the “Filter and Settings” icon below the sidebar. The exclusion options will load within the sidebar. Below the “Exclude matches that are less than” option, enter the numeric value for small matches that you would like to be excluded into either the words or % fields. To turn off exlucding small matches, click on the radio button next to “Don’t exclude by size” and then click on the “Apply Changes” button. You can adjust this feature at any time.

Specific Match

Any source or match source can be removed from the Originality Report through the “Match Breakdown” or “All Sources” modes. This allows instructors to remove a match from consideration if the instructor determines the match is not needed. When this is used, the similarity index will be recalculated and will change the current percentage of the Originality Report.

1. Open an Originality Report
2. To exclude matches for a top match, hover over the match you would like to view the underlying sources for and click on the blue arrow icon that appears
3. To exclude matches from the “All Sources” view, click on the “All Sources” icon at the top of the side bar
4. Click on the “Select Sources to be Excluded” button at the bottom of the sources list to enter source exclusion mode
5. Select the sources that you would like to remove by clicking in the check box next to each source
6. Once all the sources that you would like to exclude are selected, click on the “Exclude (#)” button located at the bottom of the sidebar

Exclusion List

The Exclusion List contains the sources that were excluded from the Originality Report. To access the Exclusion List, click on the “Exclusion List” icon at the bottom of the sidebar. To include a match that is on the Exclusion List

1. Within the “Exclusion List” a check box will appear next to each excluded source. Click on the check box next to the source that you would like to include in the Originality Report
2. Click on the “Restore (#) & Recalculate” button to include the source in the Originality Report
3. The percentage will recalculate if the included source affects the Similarity Index percentage

Downloading Reports and Digital Receipts

You can download the Originality Report or digital receipt to your computer for future reference.

To print/download a report, click on the print icon at the bottom of the Originality Report. This will create a readable PDF version of the Originality Report or digital receipt. When downloading a report, the downloaded version is created based on the current view of the Originality Report.

Once a PDF version of the report of digital receipt has been saved to your computer, you may then use your computer's default PDF viewing application to print the Originality Report or digital receipt. The downloaded version will no longer have any of the Direct Source Comparison capability an dwill not be able to show side by side comparisons. The different view modes of a downloaded report are not available in the PDF document.

Refreshing Reports

Since new material is constantly entering Turnitin's repositories, it is sometimes beneficial to generate a new Originality Report for a student submission at a later date to see if there are any new matching sources, or to ensure that it checks against later submissions made by other students or other classes.

When the Originality Report is open, you have the option to refresh a report. The current report will be deleted and a new report will be generated. Please note that no report will be available until the new report has been finished. You can download or print a copy of the current report before selecting the "New Report" option in the "Filter and Settings" sidebar.

Navigation in the Document Viewer

The assignment drop down menu in the document viewer allows an instructor to navigate to a student's submission in another assignment. Simply click on the assignment drop down at the top left of the document viewer and select the assignment. Please note that only the assignments that have been submitted by the student that you are currently viewing a report for will be displayed in this drop down.

To navigate to another student's within the assignment, use either the "Previous" and "Next" paper navigation arrows or the "Paper # of #" drop down menu to select a specific student.

Paper Information

The information about a paper can be viewed by clicking on the "Information" icon at the bottom left of the document viewer. This information includes: paper id, date paper was processed, word count, character count, number of submissions to the assignment, Similarity Index, and the three repository similarity indices.

GradeMark

GradeMark enables instructors to edit and grade student papers online. The instructor can add comments within the body of the paper, point out grammar and punctuation mistakes, evaluate the paper against qualitative or quantitative rubrics, assess the student's performance within the class and enter a grade for that paper that is automatically saved.

Note: GradeMark works best when the submissions have double spaced text.

Marks and Comments

GradeMark has several tools and types of mark that instructors can use when grading and assessing papers. These include:

- Comments
- Inline comments
- QuickMark comments
- Rubric scorecards
- General comments

Comments

A comment is equivalent to the notes that an instructor may write in the margins of a paper. A comment may be up to one thousand characters in length.

Adding a Comment to a Paper

1. Click on the GradeMark icon for a submission to access the interface
2. Click on the point on the paper where you would like to add a comment
3. Enter text into the text field of the comment bubble
4. (Optional) If you would like to make this comment into a reusable QuickMark comment, click on the "More Options" button
5. (Optional) Enter a title for the QuickMark. This title will be displayed on the paper. Select a set to add this QuickMark to by clicking on the "Set" drop down menu. Click "Save" to save the comment as a QuickMark.. Note: QuickMark comments that are not added to a set will be located within "All" in the QuickMark manager
6. Click the "Save" button to save the comment

The comment will be added to the paper. You can edit this comment at any time by hovering the cursor over the mark for the comment and then clicking the "Edit" button. Edit the comment and click "Save" to save any changes. To move a comment, click and hold on the mark symbol and drag the icon to a new location.

Deleting a Comment

A comment and the associated mark can be deleted by clicking on the mark symbol on the paper. Click on the trash can icon at the top right of the comment bubble to delete the mark from the paper.

Highlighting Text for a Comment

You can associate a highlighted section of text with a comment to reference a specific are of text.

1. Within the GradeMark interface select the text of the paper
2. Click anywhere within the highlighted text to open up a comment bubble

3. The selected text will be highlighted and the comment is placed where the highlighted section of text was clicked. Enter the comment into the text field of the comment bubble. Select the highlight color from the 5 color options. Yellow is the default color for highlights.
4. Click the “Save” button to save the comment
5. The comment icon will appear where the highlight was clicked. The comment icon can be move away from the highlight and still be associated with the highlight by a connecting line
6. To move the comment icon, click on the icon and drag it to the new location; release the held click

Strike Through Text

Instructors can strike through text within GradeMark by first selecting the text and then hitting either “delete” or “backspace” on their keyboards. To delete the strikethrough, hover over the strikethroughed text and click on the trash can icon that appears.

Inline Comments

Inline comments allow instructors to add marks directly onto the paper. The inline comment appears as type overlaid on the paper.

To add an inline comment, click on the type tool button within the sidebar.

The user can click on the paper where the comment should begin. The inline comment will show up as a light gray highlighted box over which typing may be done. When finished, click elsewhere on the paper. The inline comment will appear as blue text directly on the paper. To edit an inline comment, click directly on the inline comment’s text and adjust the comment accordingly.

An inline comment can be deleted by moving the cursor over the comment and then clicking on the trashcan icon that appears above the inline comment. Deleted comments can be recovered by clicking on the “Undo” button at the bottom of the document viewer.

General Comments

An instructor is able to write a general comment or leave a voice comment regarding a paper. The general comment tool allows for longer, less area-specific to be provided to the student.

To Add a General Comment

1. Click on the general comments icon at the bottom of the GradeMark sidebar
2. Click on the Pencil icon or within the text filed to add your comment
3. Type in the comment within the text field
4. Click “Save” to save your comment

The general text comment will be part of the printable version of the GradeMark page for student users.

Note: The General Comments sidebar is the default sidebar that students see when they open up their papers in GradeMark.

Voice Comment

Instructors can leave a voice comment on the student's paper from within the General Comments sidebar. Voice comments allow the instructor to leave extended comments about the paper as a whole. To leave a voice comment, the instructor must navigate to the General Comment sidebar and have a computer microphone available.

1. Click on the general comments icon at the bottom of the GradeMark sidebar
2. Click on the "Record" button to begin recording the voice comment. Note: An Adobe Flash player settings pop-up will appear asking for permission to allow Turnitin to use the computer's microphone. Select allow to be able to record a voice comment.
3. When you have finished recording your comment, click on the "Stop" button to stop recording. Note: A voice comment can be up to three minutes long. The length of the recording is noted in the top right corner of the Recording section.
4. To play back the recording before saving it click on the "Play" button
5. To save the voice comment, click on the "Save" icon
6. If you would like to rerecord a voice comment after a voice comment was already saved, you must first delete the current comment by clicking on the trashcan icon and then repeat steps 2-5

QuickMark Comments

QuickMark comments are commonly used or standard editing marks that instructors can utilize when editing and grading papers.

These marks are stored in sets found in the QuickMark Manager. The marks are added to a student paper from the QuickMark sidebar. The GradeMark system automatically provides four QuickMark sets consisting of commonly used editing marks and standard corrections. Instructors can use these sets, create sets of their own, upload a set provided by another instructor, or draw from a combination of sets.

To add a QuickMark editing mark to a paper, click on the QuickMark comment in the sidebar and drag it onto the desired location on the paper.

Selecting the Active QuickMark Set for the QuickMark Sidebar

1. Click on the QuickMark Manager icon
2. The active set has the circle next to its name filled in with blue. Click on the name of the set to add to the sidebar
3. Click the "Make this the active set" link in the far right corner
4. Close the library by clicking on the "Close" link in the bottom right corner of the QuickMark Manager. The QuickMark comments within the active QuickMark set will now be displayed in the QuickMark sidebar
5. To change the active QuickMark set without opening the QuickMark Manager, click on the QuickMark set list icon to the left of the active set name and select the set to use to mark up the paper

Adding a QuickMark Editing Mark to a Paper

1. If the QuickMark sidebar is not open, click on the “QuickMark” button below the sidebar
2. Click the QuickMark comment to add it to the center of the paper or click and drag the comment to the desired location on the paper. Hovering over a QuickMark will display the description of the mark in the blue tinted area below the QuickMark sidebar
3. To associate a highlight with a QuickMark comment, select the text on the paper and then click on the QuickMark comment on the sidebar
4. The QuickMark comment will automatically be placed at the end of the highlight
5. (Optional) Instructors can add additional comments to a QuickMark or change the color of the highlight by clicking on the “Edit” button while hovering over a QuickMark comment
6. (Optional) Enter the additional comment in the text box or select a different color for the highlight. Then click “Save” to add the additional comment to the QuickMark or apply the new highlight color

Creating QuickMark Comments

Instructors can create their own QuickMark comments in the QuickMark Manager or transform a regular comment on a paper into a QuickMark. This allows instructors to create class or curriculum specific marks that may not be part of the provided sets.

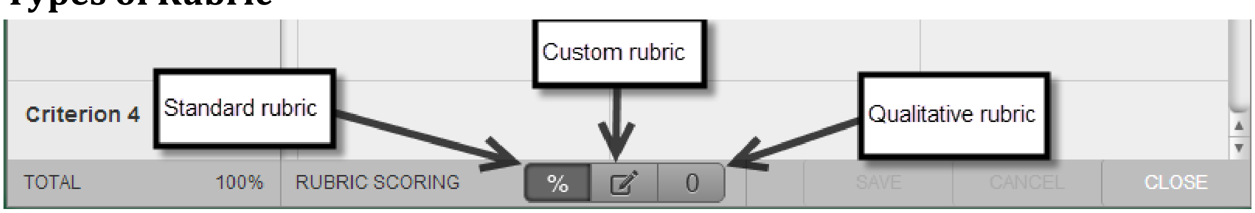
Creating a New QuickMark From a Regular Comment

1. Click on the “Comment” button on the sidebar or click anywhere on the paper to add a comment to the paper
2. Enter the comment description within the text field
3. Click on the “Save as new QuickMark” link
4. Enter a title for the QuickMark. This title will be displayed on the paper. Select a set to add this QuickMark to by clicking on the drop down menu below “Add to set.” Note: QuickMark comments that are not added to a set will be located within “All” in the QuickMark Manager
5. Click “Save” to save the new QuickMark comment

Rubrics

Rubrics can be used to evaluate student work based on defined criteria and scales. Instructors can create and share rubrics, allowing other instructors to upload the rubrics to their classes.

Types of Rubric

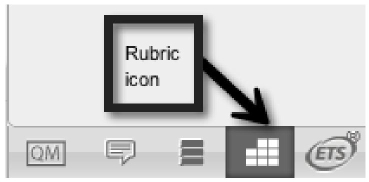


- **Standard rubric:** allows you to enter scale values and criteria percentages. The maximum value will be the same as the highest scale value entered

- **Custom rubric:** allows you to enter any value directly into the rubric cells. The maximum value will be the sum of the highest value entered in each of the criteria rows
- **Qualitative rubric:** allows you to create a rubric that has no numeric scoring

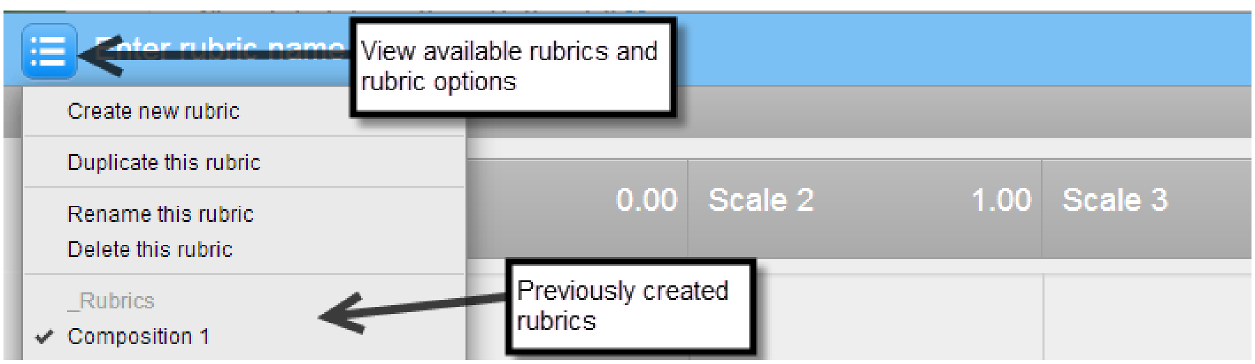
Creating a Standard Rubric

1. Click on the Rubric icon below the GradeMark sidebar

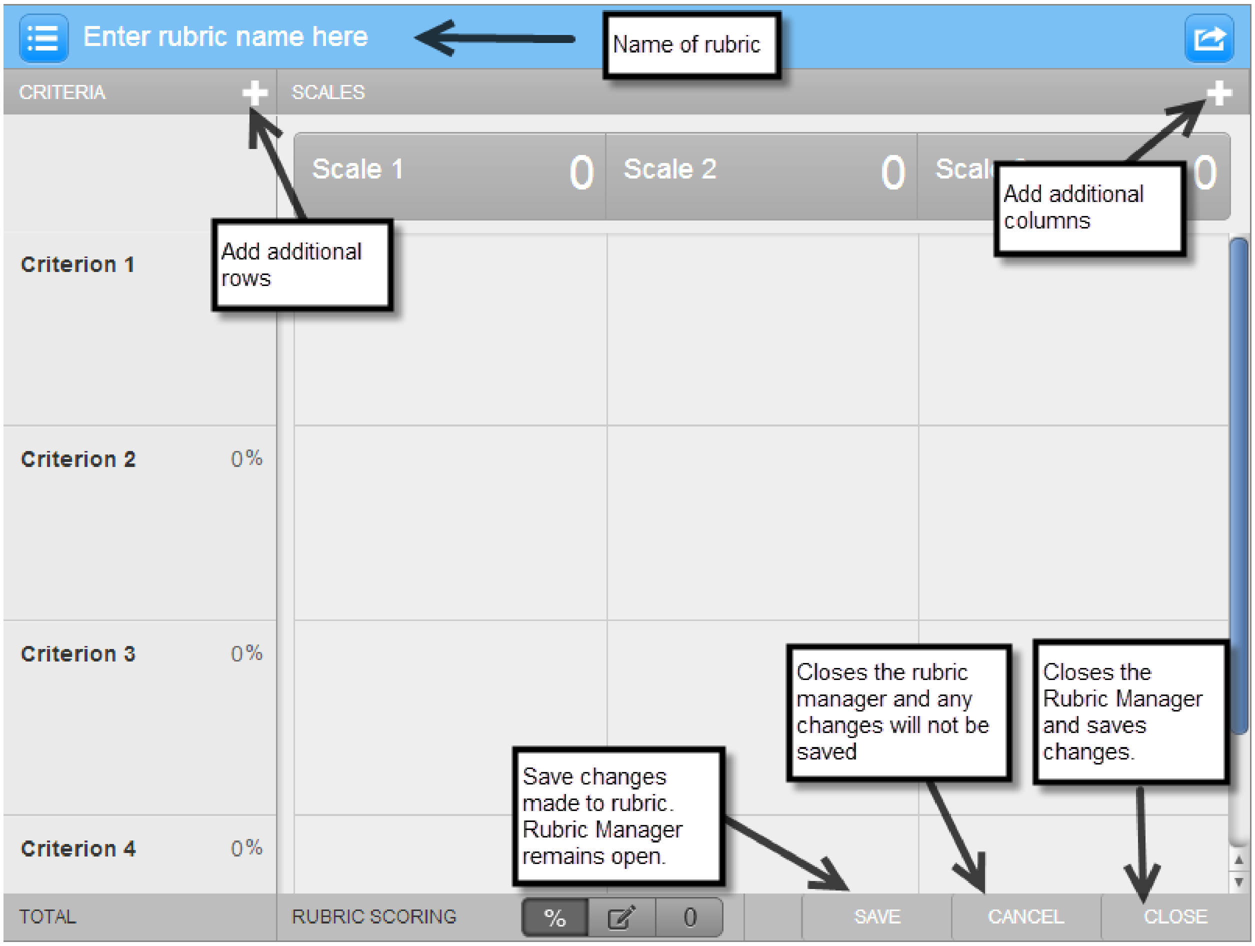


2. Click on the Rubric Manager icon

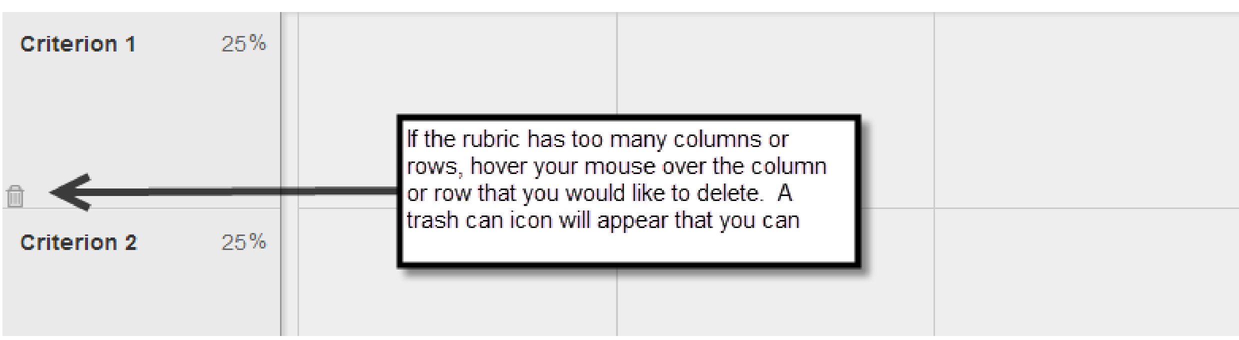
3. Click on the Rubric list icon



4. Select “Create new rubric” from the drop down menu
5. Enter the rubric name in the top left of the rubric manager



6. To edit the name, description, or percentage value for a criterion, click directly on the title, description, or percentage value to open the text box field. Enter the new title, description, or value and press enter to finish editing the field or click elsewhere on the screen
7. To add extra rows of criteria, click on the "+" icon to the right of the Criteria header



8. To enter the description for each cell, click on the cell, enter the description and then click outside of the cell's text filed to finish editing the description
9. To enter the scale title or value, click on the scale title or scale value and enter the title or value. Click elsewhere on the screen to finish editing
10. To add extra scale columns click on the "+" icon to the right of the Scale header

11. Once the rubric is completed, click on “Save” at the bottom right of the Rubric Manager

Creating a Custom Rubric

1. Click on the “Rubric” icon below the GradeMark sidebar
2. Click on the Rubric Manager icon
3. Click on the Rubric list icon
4. Select “Create new Rubric” from the drop down menu
5. Click on the rubric type icon for the custom rubric at the bottom of the Rubric Manager
6. To enter the title and description for each criterion, click on the appropriate field and enter the new title or description within the text field that appears. Click elsewhere on the screen to finish editing the criterion title or description
7. To add extra rows of criteria, click on the “+” icon to the right of the “Criteria” header
8. To edit scale titles click on the Scale title and enter the new title. Click elsewhere on the screen to finish editing the scale title
9. To add extra scale columns click on the “+” icon to the right of the “Scale” header
10. To edit the cell descriptions click on the “description” field. Enter the description and then click elsewhere on the paper to finish editing the description
11. Enter the cell value for each cell by clicking on the “0.00” portion of each cell. In a custom rubric, cell values are chosen by the instructor
12. Once the rubric is complete, click on “Save” to save the rubric

Creating a Qualitative Rubric

1. Click on the “Rubric” icon below the GradeMark sidebar
2. Click on the Rubric Manager icon
3. Click on the Rubric list icon
4. Select “Create new rubric” from the drop down menu
5. Click on the rubric type icon for the qualitative rubric at the bottom of the Rubric Manager
6. Edit the criteria title and description, the scale title, and each cell description by clicking on either the title or description fields
7. When all the criterion, scales, and cells have been edited click on “Save” to save the rubric

Modifying Rubrics

Rubrics can be modified after creation. However, if the rubric has been used to score student papers, modification of the rubric will not be allowed.

Modifying a Rubric

1. Click on the “Rubric” icon below the GradeMark sidebar
2. Click on the Rubric Manager icon
3. Click on the Rubric list icon
4. Select the rubric that you would like to edit from the list of rubrics. Note: Rubrics that have been shared with you cannot be edited

5. Change the rubric as needed
6. Click “Save” to save any changes.

Note: Rubrics can only be edited if they have not been used to grade a paper before.

Duplicating a Rubric

Rubrics that have been attached to an assignment cannot be edited. Duplicating a rubric helps instructors reuse a rubric that they would like to modify.

1. Click on the “Rubric” icon below the GradeMark sidebar
2. Click on the Rubric Manager icon
3. Click on the Rubric List icon
4. Select the rubric that you would like to duplicate from the list of rubrics
5. Click on the Rubric List icon and select “Duplicate this rubric” from the drop down menu
6. (Optional) Enter a new name for the rubric and make any changes to the rubric
7. Click “Save” to save the changes

Adding a Rubric to an Assignment

1. Click on the “Rubric” icon below the GradeMark sidebar
2. Click on the Rubric Manager icon
3. Click on the Rubric List icon
4. Select the rubric that you would like to attach from the list of rubrics
5. Click on the attach icon to attach the rubric to the assignment
6. If a rubric is already attached to the assignment, a warning notification will appear. To attach the new rubric click “Ok, detach the rubric”

Exporting and Importing Rubrics

Within the Rubric Manager, instructors can export rubrics to share with other instructors or import rubrics to use when grading papers with GradeMark. Unlike sharing, once a rubric set has been imported into an account, it is owned by that instructor who may then make any desired changes to the rubric.

Exporting a Rubric

1. Click on the Rubric Manager icon within the Rubric sidebar
2. Click on the name of the rubric to export
3. Click on the “import/export” button and select “Export…” from the drop down menu
4. A prompt will appear asking if you would like to save the file, select “OK” to save the file. The file name will be the rubric name with .rbc appended

Importing a Rubric

1. Click on the Rubric Manager icon within the rubric sidebar
2. Click on the “import/export” button and select “import…” from the drop down menu

3. Click on the “Browse” button and locate the rubric file on your computer. Only .rbc file types may be imported into the Rubric Manager
4. Click on the “Import” button
5. To import additional rubrics, repeat steps 3-4
6. Click on the “Close” button to return to the Rubric Manager

Using a Rubric to Grade

The rubric allows instructors to easily score the performance of a paper against a set of criterion on a scale. The rubric is accessed within the rubric sidebar in the GradeMark paper view.

To open the rubric while viewing a student paper, the instructor must click on the rubric icon at the bottom right corner of the GradeMark window. A rubric will only appear if there is a rubric attached to the assignment.

To grade with the rubric, click on the scale the paper has met for the criteria. The “Rubric Score” below the rubric displays the total of all the selected cells and values. The “Rubric Percentage” displays the percentage of the total points out of points possible for the rubric. Click on the “Apply rubric percentage to grade” button at the bottom of the rubric sidebar to apply this percentage to the assignments total point value. Once a grade is applied from the rubric scorecard it will appear in the “Grade” field at the top right corner of the document viewer.

Using the Expanded Rubric to Grade

The expanded rubric can be used by instructors to grade papers in GradeMark. The expanded rubric opens in a new window displaying the rubric cell descriptions. The expanded rubric can remain open and used to grade each student’s paper as the instructor navigates through the submitted papers using the paper list drop down located at the top right of the document viewer.

To view the expanded rubric within another window, click on the expand rubric icon on the rubric sidebar.

The expanded rubric displays each cell description to allow instructors to easily select the criteria scales for the paper.

Click on the “Apply rubric percentage to grade” button at the bottom of the expanded rubric window to apply the rubric percentage to the assignments total point value. Once a grade is applied from the rubric, it will appear in the “Grade” field at the top right corner of the document viewer.

To continue grading other student papers with the expanded rubric open in another browser window, click on the “Next” arrow at the top right of the document viewer or use the “Paper list” drop down to select a specific paper.