

3 Easy Steps to Turnitin for Instructors

Instructions created by eLearning Services

Medicine, Nursing and Health Sciences

elearning.med.monash.edu.au

Table of Contents

<u>STEP 1 - Creating a Class</u>	1
To Create a Class	1
Notify Students of Class ID and Password	3
Expired Classes.....	3
Reactivating an Expired Class.....	3
 <u>STEP 2 - Adding an Assignment</u>	 4
To Add an Assignment	4
Optional Settings.....	6
 <u>STEP 3 - Originality Reports</u>	 7
Interpreting Results.....	7
How Do I View My Student's Originality Report.....	7
For Further Information	9

3 Easy Steps to Turnitin for Instructors

STEP 1

Creating a Class

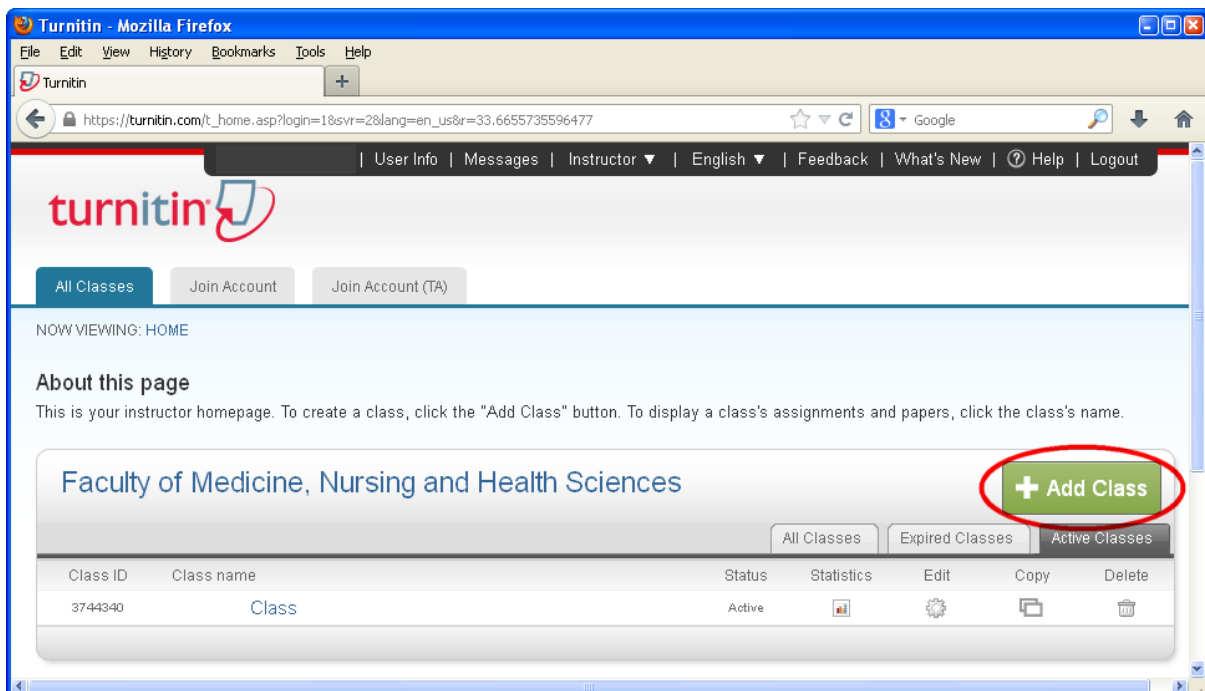
The class is used to organise students and student submissions into groups. Usually, a class is created for each individual unit.

A class and its assignments are fully available to the instructor between the date of the class creation and the selected expiration date. Once a class has expired, the information and assignments in the class are viewable but no new submissions or assignments may be made. The instructor is capable of extending the expired class to reactivate it.

TO CREATE A CLASS

Login to your Turnitin account – www.turnitin.com

Click the "Add Class" button on your instructor homepage.



On the next screen enter the following information:

- the name for the class
- the class enrolment password

Select the end date for the class. Once the end date has passed, the class will not be accessible for submissions unless the class is reactivated.



TIP: Set reasonable end dates eg. end of each semester. Closing off classes that are no longer required will maximize use for everyone. Our Turnitin license depends on the number of active classes and students.

Turnitin - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Turnitin

https://turnitin.com/t_modify_class.asp?r=5.47950294463639&svr=3&lang=en_us&aid=46277

User Info | Messages | Instructor | English | Feedback | What's New | Help | Logout

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All Classes Join Account Join Account (TA)

NOW VIEWING: HOME

About this page

To create a class, enter a class name and a class enrollment password. Click submit to add the class to your homepage. For a master class, you will also need to enter a TA join password.

Create a New Class

Class type * **Class type**
Standard class

Class name * **Class name**
Sample Class

Enrollment password * **Password**
2013sample

Class start date 08-Jul-2013

Class end date **Class end date**
31-Dec-2013

Submit

Click "submit" to add the class. Class information will be displayed in a pop-up window containing the ID and enrolment password for confirmation.

All Classes Join Account Join Account (TA)

NOW VIEWING: HOME

✓ Congratulations! You have successfully created a new class.

About this page

This is your instructor homepage.

Faculty of Medicine

Class ID Class name

3744340	Sample Class
6625406	Sample Class

Class created

Congratulations! You have just created the new class: Sample Class

If you would like students to enroll themselves in this class, they will need both the enrollment password you have chosen and the unique class ID generated by Turnitin:

Class ID: **6625406**

Enrollment password: **2013sample**

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 password by editing the class.

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

Continue

+ Add Class

Red Classes Active Classes

Edit Copy Delete

Watch a short video on [How to Create a Class](#)

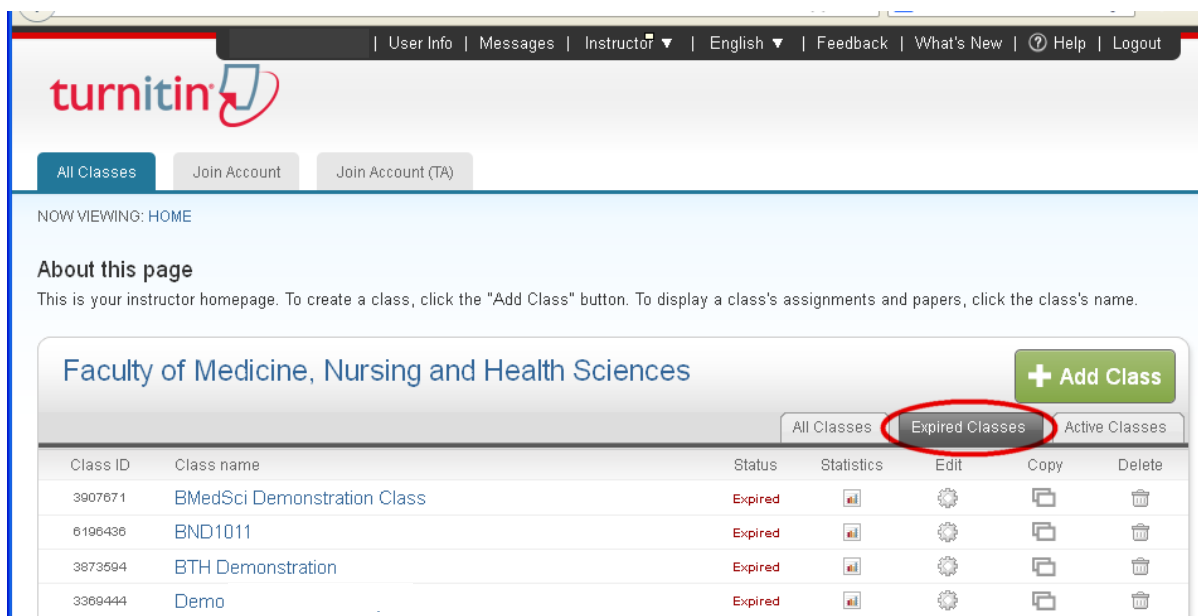
NOTIFY STUDENTS OF CLASS ID AND PASSWORD

After creating the class, notify students of the Class ID and password information. This will allow them to enrol into the class you've created, however they will not be able to submit an assignment until you create an assignment dropbox within the class.

EXPIRED CLASSES

Every class created on Turnitin has an end date. When the end date is reached, the class expires and is limited to read only access. Students and instructors will no longer be able to submit papers or create assignments, however instructors will still be able to view student submissions.

When a class expires it no longer appears on the active classes list. To view expired classes only, click on the "expired classes" tab on the Turnitin instructor homepage. The 'all classes' tab will list both active and expired classes.



The screenshot shows the Turnitin instructor homepage. At the top, there is a navigation bar with links: User Info, Messages, Instructor, English, Feedback, What's New, Help, and Logout. Below this is the Turnitin logo and a section with buttons: All Classes, Join Account, and Join Account (TA). The main content area is titled 'NOW VIEWING: HOME' and 'About this page'. It includes a description: 'This is your instructor homepage. To create a class, click the "Add Class" button. To display a class's assignments and papers, click the class's name.' Below this is a section for the 'Faculty of Medicine, Nursing and Health Sciences' with a '+ Add Class' button. A tabbed interface shows 'All Classes', 'Expired Classes' (which is selected and circled in red), and 'Active Classes'. Below the tabs is a table of expired classes.

Class ID	Class name	Status	Statistics	Edit	Copy	Delete
3907671	BMedSci Demonstration Class	Expired				
6196436	BND1011	Expired				
3873594	BTH Demonstration	Expired				
3369444	Demo	Expired				

REACTIVATING AN EXPIRED CLASS

An expired class can be only reactivated by the instructor. The "edit" icon can be used to reactivate the course by giving it a new end date. The instructor can change the end date of the class from the class update screen. Once the end date has been changed, the instructor must click on "submit" to save the new end date and reactivate the class.

About this page

This is your instructor homepage. To create a class, click the "Add Class" button. To display a class's assignments and papers, click the class's name.

Faculty of Medicine, Nursing and Health Sciences								+ Add Class
Class ID	Class name	Status	Statistics	Edit	Copy	Delete		
3907671	BMedSci Demonstration Class	Expired						
6196436	BND1011	Expired						
3873594	BTH Demonstration	Expired						
3369444	Demo	Expired						

STEP 2

Adding an Assignment

Now that you've created a class and informed the students of the Class ID and password, next you need to create an Assignment. In order for Students to submit an assignment to Turnitin, Instructors must first create an assignment dropbox within the class.

To create an assignment:

- Click on the class name.

User Info | Messages | Instructor ▼ | English ▼ | Feedback | What's New | ? Help | Logout

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All Classes | Join Account | Join Account (TA)

NOW VIEWING: HOME

About this page

This is your instructor homepage. To create a class, click the "Add Class" button. To display a class's assignments and papers, click the class's name.

Faculty of Medicine, Nursing and Health Sciences

+ Add Class

All Classes | Expired Classes | Active Classes

Class ID	Class name	Status	Statistics	Edit	Copy	Delete
3744340	Class	Active				
6625406	Sample Class	Active				

- Click on the "Add Assignment" link to the upper right hand corner of the screen.

About this page

This is your class homepage. Click the new 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 submit papers by clicking on the "Submit paper" option in the assignment's "More actions" menu.

Sample Class

CLASS HOMEPAGE

+

Add Assignment

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

- Select "Paper Assignment" using the radio buttons, then "Next Step"
- Create a name for the assignment.
- Set the assignment Start, Due, and Post dates and times.



NOTE: Post dates is a feature of Turnitin we don't use but is a mandatory field. It must be set to at least one day after the Due Date.

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

About this page

To create an assignment, enter an assignment title and choose the start and due dates for the assignment. If you like, you can enter an additional assignment description. By default, papers submitted to this assignment will be checked against all of our databases. If you would like to create a custom search or view other advanced assignment options, click the "more options" button.

New Assignment

Assignment title ?

Sample Assignment

Point value ?

Optional

Start date ?

09-Jul-2013

at 11 : 16 AM

Due date ?

23-Jul-2013

at 11 : 59 PM

Post date ?

30-Jul-2013

at 12 : 00 AM

+

Optional settings

Submit

Close options

Enter special instructions ?

Allow submissions after the due date? ?

☐ Yes
 ☒ No

Originality Report ?

Generate Originality Reports for submissions? ?

☒ Yes
 ☐ No

Generate Originality Reports for student submissions? ?

Immediately (can overwrite reports until due date) v

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

☐ Yes
 ☒ No

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

☐ Yes
 ☒ No

Exclude small matches? ?

☐ Yes
 ☒ No

Allow students to see Originality Reports? ?

☒ Yes
 ☐ No

Submit papers to: ?

no repository v

Search options: ?

☒ Student paper repository
 ☒ Institution paper repository
 ☒ Current and archived Internet
 ☒ Periodicals, journals, & publications

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

Optional Settings

Special instructions: Add extra information regarding the assignment submission here.

Instructors can allow late submissions. These will be marked in red text in the date column of the inbox.

Originality Report: Select YES to generate an originality report.

Immediately (first report is final): Students cannot resubmit papers. Originality report is generated immediately.
 Immediately (can overwrite reports until due date): Students may resubmit as often as they wish until the assignment due date. Only the latest submission will be available to the instructor and student. No resubmissions are allowed after the due date. The last report generated is the final report.
 On Due Date: Originality reports will not be generated for any submission unit the due date. Students may resubmit as many times as needed without receiving reports. Resubmissions may not be made after the due date.

Select NO to include bibliographic material in the originality report.

Select NO to include quoted materials in the originality report.

Select NO to include small matches in the originality report.

Select YES to allow students to see their originality report.

Select whether to add papers to the repository or not

Select specific repository source search options. The checked options will be targeted in the search.

Check this box to save the current settings for future assignments. Settings can still be altered for each new assignment.

Submit

Click Submit to save and exit

- Scroll to the bottom and click the Submit button to finish.

STEP 3

Originality Reports

INTERPRETING RESULTS

The Originality Reports provide a summary of the matching text found in a submitted paper. The percentage indicates the overall similarity index of the paper, based on how much matching text was found (as a percentage of the total text in the submission). A breakdown of the indexes with the colour code is listed below:

0% (**a valid result**)--Blue icon

1-24%--Green icon

25-49%--Yellow icon

50-74%--Orange icon

75-100%--Red icon

Once you see the percentage icon, it means that the report has generated. If you click on the icon, the report will load for you.

Turnitin does not determine whether a paper has or has not been plagiarised. Originality Reports are simply tools to help instructors locate potential sources of plagiarism, or text which may have been incorrectly cited. Therefore, only instructors can deem what is a "good" or "bad" score, as interpretation of the data can only be made by the instructor.

HOW DO I VIEW MY STUDENT'S ORIGINALITY REPORT?

Once students have submitted their papers to your class, Originality Reports will be generated for the submissions and you will be able to locate them within your Assignment inbox.

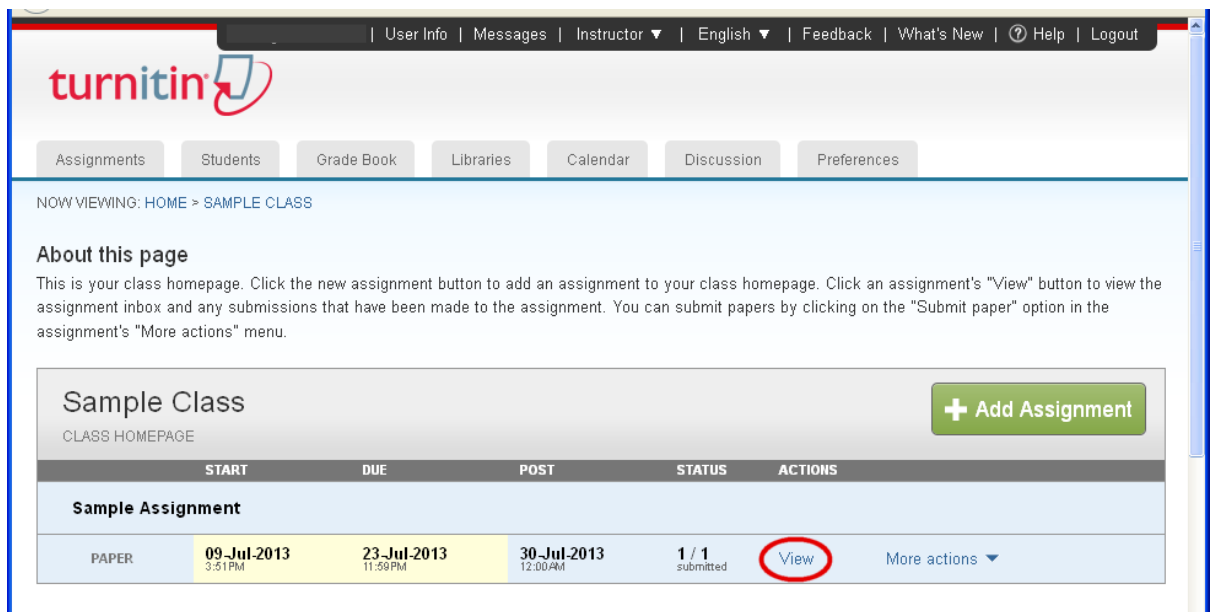
To view the Originality Reports for your students' submissions, please do the following:

- Log into your Turnitin account
- Click on the class name

The screenshot shows the Turnitin instructor dashboard. At the top, there's a navigation bar with the Turnitin logo and buttons for 'All Classes', 'Join Account', and 'Join Account (TA)'. Below this, a message says 'NOW VIEWING: HOME'. A section titled 'About this page' explains that this is the instructor's homepage and provides instructions on how to create a class or view a class's assignments. The main content area displays a table of classes for the 'Faculty of Medicine, Nursing and Health Sciences'. The table has columns for Class ID, Class name, Status, Statistics, Edit, Copy, and Delete. Two classes are listed: 'Class' with ID 3744340 and 'Sample Class' with ID 6625406. The 'Sample Class' is highlighted with a red box. To the right of the table, there are tabs for 'All Classes', 'Expired Classes', and 'Active Classes', and a green '+ Add Class' button.

Class ID	Class name	Status	Statistics	Edit	Copy	Delete
3744340	Class	Active				
6625406	Sample Class	Active				

- Click on "view" for the assignment in question



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User Info | Messages | Instructor ▼ | English ▼ | Feedback | What's New | ? Help | Logout

Assignments Students Grade Book Libraries Calendar Discussion Preferences

NOW VIEWING: HOME > SAMPLE CLASS

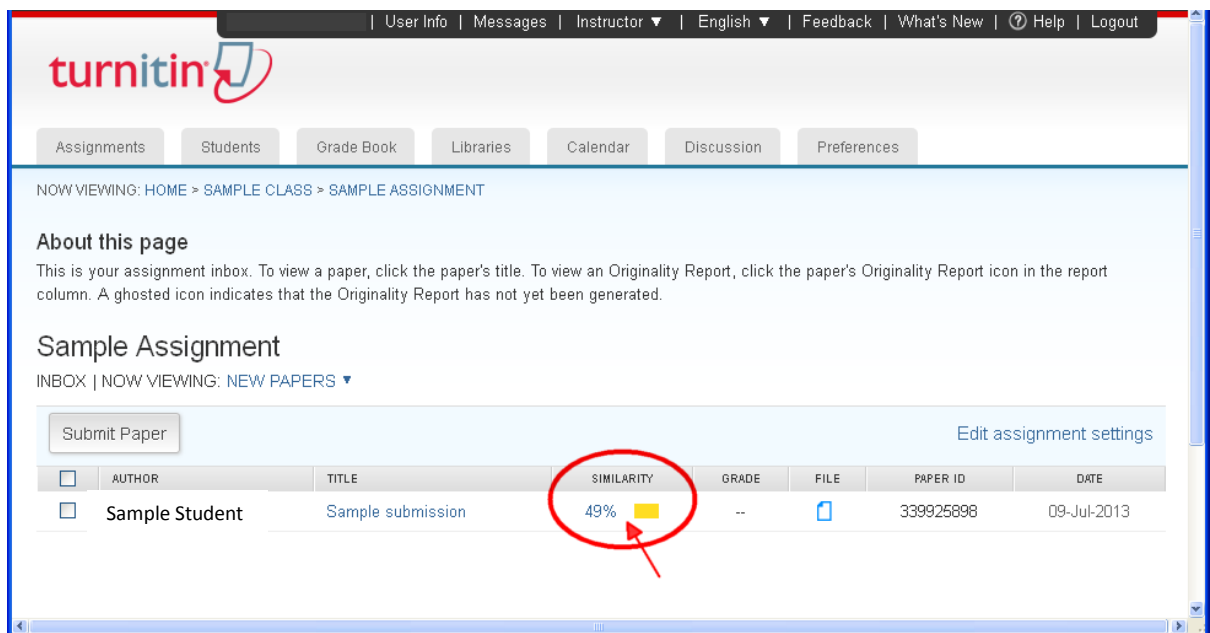
About this page
This is your class homepage. Click the new assignment button to add an assignment to your class homepage. Click an assignment's "View" button to view the assignment inbox and any submissions that have been made to the assignment. You can submit papers by clicking on the "Submit paper"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

Sample Class
CLASS HOMEPAGE

+ Add Assignment

	START	DUE	POST	STATUS	ACTIONS
Sample Assignment					
PAPER	09-Jul-2013 3:51 PM	23-Jul-2013 11:59 PM	30-Jul-2013 12:00 AM	1 / 1 submitted	View More actions ▼

- Click on the percentage or colour-coded box under the "Similarity" heading.
Do **not** click the title of the paper, as this will not open the Originality Report, and will instead open the paper in GradeMark.



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User Info | Messages | Instructor ▼ | English ▼ | Feedback | What's New | ? Help | Logout



Assignments Students Grade Book Libraries Calendar Discussion Preferences

NOW VIEWING: HOME > SAMPLE CLASS > SAMPLE ASSIGNMENT

About this page
This is your assignment inbox. To view a paper, click the paper's title. To view an Originality Report, click the paper's Originality Report icon in the report column. A ghosted icon indicates that the Originality Report has not yet been generated.

Sample Assignment
INBOX | NOW VIEWING: NEW PAPERS ▼

Submit Paper Edit assignment settings

<input type="checkbox"/>	AUTHOR	TITLE	SIMILARITY	GRADE	FILE	PAPER ID	DATE
<input type="checkbox"/>	Sample Student	Sample submission	49% 	--		339925898	09-Jul-2013

- The Originality Report will open in a new window. Please make sure to disable your pop-up blocker.

Sample submission

By Sample Student

Similarity Index	Similarity by Source
49%	Internet Sources: 48%
	Publications: 6%
	Student Papers: 46%

Turnitin - Mozilla Firefox

https://turnitin.com/newreport.asp?r=79,4218818667108&svr=1&lang=en_us&old=339925898&pbd=28ft=1

preferences

turnitin Originality Report

Processed on: 09-Jul-2013 4:00 PM EST
ID: 339925898
Word Count: 470
Submitted: 1

Sample submission
By Sample Student

Document Viewer

exclude quoted exclude bibliography exclude small matches mode: show highest matches together

08/04/13 Explanatory Statement Title: Evaluation of the MBBS Community Based Practice (CBP) 2013 Program - Pre entry

This information sheet is for you to keep. My name is Nicky Peters and I am an Assistant Lecturer in the Faculty of Medicine, Nursing and Health Sciences at Monash University. I am

the Community Based Practice Program Academic Coordinator.

You are invited to take part in this study. Please read this Explanatory Statement in full before making a decision.

Together with Dr Richard Loiacono and Associate Professor Wong, we would appreciate if you would, as MED2031 MBBS students, complete the online anonymous CBP Program pre-entry survey as your participation will assist in improving student's experiences and educational outcomes for the CBP Program. Your response will also provide valuable data in order to assess the delivery of the CBP program and whether its learning outcomes have been met. The study will involve the return of an anonymous online questionnaire that will

take no more than 5 minutes to complete. Survey

participation is voluntary and

you may withdraw from further participation at any stage but you will not be able to withdraw data

once it has been submitted. Data collected from the questionnaires

1 10% match (student papers from 10-May-2012)
Submitted to Monash South Africa

2 8% match (student papers from 03-Dec-2012)
Submitted to Monash University Sunway Campus Malaysia Sdn Bhd

3 7% match (Internet from 19-Jan-2013)
http://sapcu.org

4 5% match (student papers from 04-Sep-2011)
Submitted to Monash University Sunway Campus Malaysia Sdn Bhd

5 5% match (Internet from 29-Jan-2012)
http://www.dpmc.gov.au

6 4% match (Internet from 18-Feb-2012)
http://www.cleftpalsvic.com

7 3% match (student papers from 26-Mar-2013)
Submitted to Monash University

8 3% match (Internet from 22-Feb-2011)
http://sppgm-cf.med.monash.edu.au

9 2% match (Internet from 10-Sep-2010)
http://www.monash.edu.au

10 2% match (Internet from 25-Jun-2010)
http://coldfusion.it.monash.edu.au

If a student states that they have submitted a paper but it is not in your inbox, please request the digital receipt from your student.

DEFINITION:

Digital Receipt: This automatically appears on-screen after a successful submission to Turnitin. The digital receipt is also emailed to the student. It includes a paper ID which can be used to track where the paper is. If a digital receipt is not received at any point, then the paper was not successfully submitted to Turnitin.

FOR FURTHER INFORMATION: [Turnitin Support Centre](#)