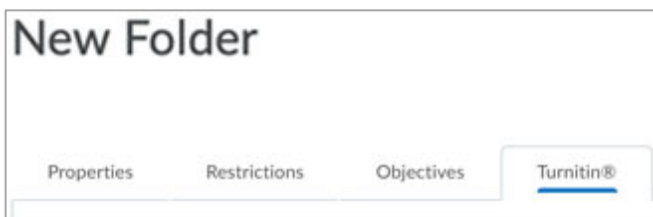# Using Turnitin - Instructions for Set-up

This resource provides instructions on how to use the Turnitin settings. It is important to select settings that fit your needs because the Turnitin settings affect the similarity score that your students receive.

Using the settings to exclude references and quoted material can provide the most accurate percentage of text that has been copied (without attribution), and this can help to alleviate undue anxiety in students. By using the Turnitin settings you do not lose any of its effectiveness as a text-matching tool.
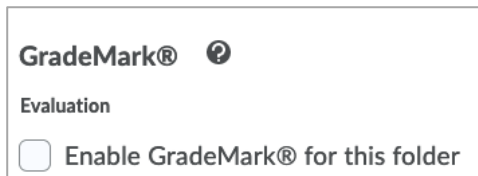
The recommended practice is to use Turnitin as an **educational tool** by allowing students to see their Similarity Report before submitting their final draft for grading. This allows them to identify and correct any citation problems before submitting their final version. If you choose to use Turnitin as an educational tool, please see Turnitin Statements to Include in Your Course.

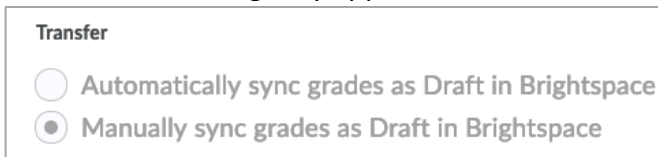## Instructions for using Turnitin and Turnitin Settings

- Click on Turnitin Tab

- Check the box beside "Enable GradeMark for this folder." Grademark is the Turnitin feature that allows you to grade and provide feedback right in the submitted document. Even if you don't intend to use Grademark, you must check this box in order to use Turnitin.
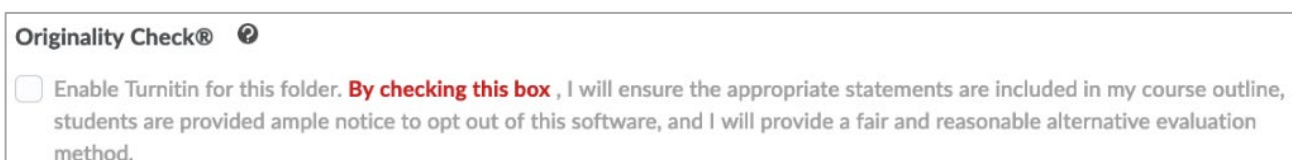

- The Transfer setting only applies to instructors who are using GradeMark to grade.

- Select Originality Check if you want to use Turnitin to compare student submissions against the database. If you only want to use the GradeMark feature for grading then do not select this box.

  Note that your syllabus must include the appropriate statements about Turnitin use, either way.

- It is highly recommended that you check the box to allow learners to see their Turnitin similarity scores so that students have the opportunity to learn from their Turnitin results.

  Display

  ☑ Allow learners to see Turnitin similarity scores in their dropbox folder

- We recommend using the default setting of automatic originality checking, otherwise you will need to click on each submission.

  Frequency

  ⦿ Automatic originality checking on all submissions
  ◯ Identify individual submissions for originality checking

- The default setting under More Options are the recommended ones so it's not necessary to click on More Options in Turnitin.

  More Options in Turnitin®

- Enter the maximum grade that your assignment is being graded out of. This number should match the number you entered for maximum grade points in the Dropbox.

  ❓ Max Grade

  100

- We recommend using the default Optional Settings. When viewing the Similarity Report, you can toggle on and off the bibliography setting and the quoted material setting to see how these two settings affect (increase or decrease) the similarity score.

  ⚙ Optional Settings

- We recommend using the default setting here, including the Institution paper repository. Note that UWaterloo has its own repository, which does not become part of the Turnitin larger repository; however, these data are stored on servers in the USA.

  UWaterloo students' work is compared to external sources. However, because UWaterloo pays extra in order to keep our students' submission in our own repository, they do not become part of the international comparison pool.

  Submission settings

  Submit papers to

  Institution paper repository   ❓

  ☑ Allow submission of any file type ❓
  ☑ Allow late submissions ❓
  ☐ Attach a rubric ❓

- Do not select "Do not store the submitted papers" option. It does not prevent a final submission from being compared against its own draft version; Turnitin will not compare a final version against its previously submitted draft that is submitted by the same students.

  Turnitin recognizes drafts submitted by the same student.

  We recommend using the default late submissions box checked; you can control late submissions in LEARN.

  If you want to use a rubric, we recommend using the LEARN rubric tool rather than the Turnitin rubric)

- We recommend using the default settings for all four of these settings. The **Student paper repository** is the worldwide database of student papers. UWaterloo pays extra in order to keep our students' submission in our own repository and they do not become part of the international comparison pool.

- **Excluding bibliographic materials** provides a more accurate similarity score. If you do not check this box, the similarity score will be inflated because all references will be flagged as a direct match.

  Excluding quoted materials provides a more accurate similarity score. If you do not check this box, the similarity score will be inflated because all direct quotes that are referenced will be flagged as a direct match.

Ignore this setting; this is controlled on the first Turnitin page:

- Small sources are phrases that a student would likely use repeatedly in their assignment, that have few variations.
  - **Example**: There are only so many ways to say "the principles of Universal Design"

  If excluding small sources, do not use percentage; select **number of words** and enter the number 4 (do not leave it as 0).

- To view a Similarity Report for a student's submission, click on the Turnitin similarity score beside the student's submission and you will be taken to the "Feedback Studio" where you'll see the report, which is called the Similarity Report. Note that in Turnitin documentation, the Similarity Report might still be referred to as an "Originality" Report.