

# Turnitin® Guidelines for Students

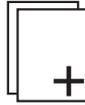
## What is Turnitin®?

Turnitin® is a text-matching tool that is commonly used to help detect plagiarism, but it can be integrated into course activities as an educational tool to help you practise proper scholarly writing skills.



### Check

Turnitin® compares submitted documents to its database and sources on the web.



### Add

Submitted files are housed on the Turnitin® server, which is based in the U.S., and on our local LEARN server.



### Report

For each submission, an originality report is generated which provides information about matched text.

## How is Turnitin® used? As of Spring 2018, all course outlines must include the following statement:

**Turnitin.com:** Text matching software (Turnitin®) may be used to screen assignments in this course. Turnitin® is used to verify that all materials and sources in assignments are documented. Students' submissions are stored on a U.S. server, therefore students must be given an alternative (e.g., scaffolded assignment or annotated bibliography), if they are concerned about their privacy and/or security. Students will be given due notice, in the first week of the term and/or at the time assignment details are provided, about arrangements and alternatives for the use of Turnitin® in this course.

It is the responsibility of the student to notify the instructor if they, in the first week of term or at the time assignment details are provided, wish to submit the alternate assignment.

### As a scholarly writing tool

Both you and your instructor see the originality report for the Final submission.



Draft submission originality report helps you implement proper scholarly writing skills before final submission.

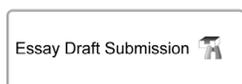
### As a text-matching only tool

Only the instructor sees originality report for student submission.



Instructor uses Turnitin® to evaluate whether your work matches the works of others.

## Submitting Documents to Turnitin®



Add a File



Upload



Add



Select the "Draft Submission" Dropbox in the Dropbox under the Assessments tab

Click the "Add a File" button in order to submit your draft

Click "Upload" to browse your computer for the draft document you want to submit

Once you locate your file, click "Add" to submit your file to the Dropbox

Originality report is generated for review before final submission (**Note:** the analysis may take a few hours)

*Need additional assistance?  
Contact your instructor or teaching assistant.*

## Turnitin® Submission guidelines

### As a scholarly writing tool



- Number of submissions set by instructor
- Ungraded
- Dropbox closes before final deadline
- Single submission
- Graded

### As a text-matching only tool



- Single submission
- Graded

## Interpreting Turnitin® Reports



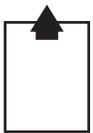
### Check

Check Similarity Index for percentage of common phrases.



### Review and Assess

Review and assess the highlighted text within the document and make necessary changes.



### Submit Final

Submit document to the Final Dropbox for grading.

### Similarity Index

A percentage representing the number of words found in common with database content, divided by the total number of words in the file.

Blue:	≥0 to <20%	
Green:	≥20 to <40%	
Yellow:	≥40 to <60%	
Orange:	≥60 to <80%	
Red:	≥80 to ≤100%	



**Did you know:** You can change your settings so Turnitin® will NOT include properly quoted materials and references in your score? Explore “**Filters & Settings**”.

## Additional Resources

Originality Report: [http://turnitin.com/en\\_us/features/originalitycheck](http://turnitin.com/en_us/features/originalitycheck)  
[http://turnitin.com/en\\_us/training/student-training/viewing-originality-reports](http://turnitin.com/en_us/training/student-training/viewing-originality-reports)  
 Writing Centre: <https://uwaterloo.ca/writing-centre>  
<https://owl.english.purdue.edu/owl/resource/563/02/>

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