

Turnitin: a student guide



FIJI NATIONAL
UNIVERSITY

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This is part of a series of good practice guides to prepare you for technology enhanced learning and teaching at FNU and beyond. As more good practice guides become available, you will be notified by adfel@fnu.ac.fj or cfel@fnu.ac.fj.

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What is Turnitin?

Turnitin is an originality checking service that compares your assignment, text and citations with other online papers (sources) published that are available online. Once your paper has been uploaded into the assignment drop box on Moodle, it is sent to the Turnitin database. A similarity report is generated upon completion of the originality checking against the Turnitin database. Simply explained, Turnitin is a text-matching tool.

“ *Note: Turnitin may not be used in all courses at FNU. Turnitin as a tool is mainly used in courses which generally require text-based assessments. Use of Turnitin will also depend on your course lecturer enabling it in Moodle.*

Why use Turnitin?

Turnitin builds your critical skills so you can develop more credible and cultivating writing excellence. Here are four benefits of using Turnitin from Edusson.com (2018):

1. **Instant feedback** – when you use Turnitin, you avoid the hassle of doing self-checks and spending hours correcting work that you have been working on for some time. Turnitin checks through your assignments, provides feedback in a timely way, and shows you if you are on the right track.
2. **Acquire honesty habits** – once you develop a habit of copying or not paraphrasing properly, chances are you will repeat it anytime you are given a writing assignment. By using Turnitin, you can kick these bad habits. Turnitin has been designed in such a way that even the slightest instance of obvious plagiarism will be spotted and marked red.
3. **Write properly** – Turnitin is not a tool to penalise you. Instead, it is a tool to help you write properly. Good writing skills enable you to paraphrase properly, reference sources correctly, and quote sources appropriately.
3. **Fairness** – Turnitin is objective with no favoritism. Since everyone in the class is graded using the same criteria and system, you can relax knowing that nothing will hinder you from getting the grade you have worked very hard for in your assignment.



(Image: <https://www.hiclipart.com/free-transparent-background-png-clipart-pfzdb>)

What does FNU say about academic dishonesty?

The following information is from the FNU University Academic & Student Regulations (UASR 2017):

5.2 Academic Dishonesty

This misconduct involves any type of cheating that occurs in relation to study at the University. Some forms of academic dishonesty are listed below:

5.2.1 Complicity

Voluntarily or consciously aiding other students in one or more of the offences covered in these regulations.

5.2.2 Plagiarism

Submitting or presenting someone else's work (writing, invention, or other creative work, etc.) as one's own and that is done solely for that course. Plagiarism may exist in the following forms:

5.2.2.1 The work submitted was done in part or whole by an individual other than the one submitting or presenting the work.

5.2.2.2 The whole work or parts of it are copied from another source without due reference.

5.2.2.3 A student submits, in one Course, work that is already been submitted in another Course, without prior arrangement with both Course lecturers.

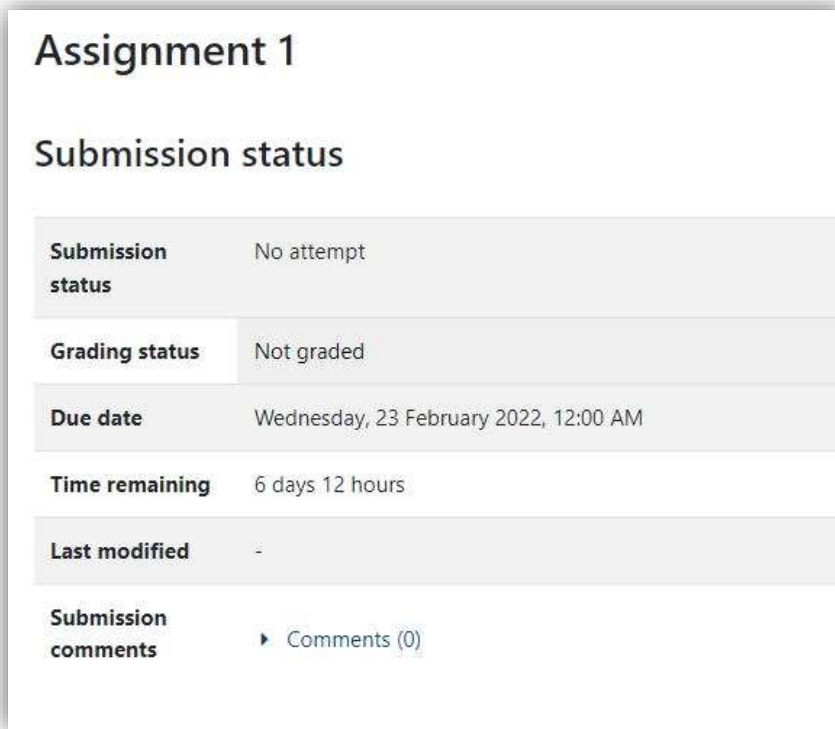
“ **Note:** The UASR is updated regularly so please refer to the latest version for information on academic dishonesty.



How to use Turnitin?

Step 1: When to submit your assignment

When your lecturer enables Turnitin for your assignment, take note of the Assignment due date. The 'Due Date' refers to the date in which your assignment is to be submitted and you will have access to the 'Time remaining' status. This information will help you prioritise your time and provide an update on the actual time you have left to submit your work.



The screenshot shows a user interface for 'Assignment 1' with the following submission status details:

Submission status	No attempt
Grading status	Not graded
Due date	Wednesday, 23 February 2022, 12:00 AM
Time remaining	6 days 12 hours
Last modified	-
Submission comments	▶ Comments (0)

You can only submit your assignment between the 'Start Date' and 'Due Date'. Sometimes, the 'Start Date' is not provided, which means you may be able to start submitting assignments from the moment your lecturer makes the assignment drop box available to you.

Step 2: Accepting the Turnitin user agreement

On your first submission through Turnitin, you will have access to a link as is shown below. You will need to follow the instructions by clicking on the link. This is an agreement that will only appear once, as a record of your student account registration to the Turnitin software.



Select the 'I agree' button to proceed to your Assignment upload.

Turnitin User Agreement

Our user agreement has been updated. Please read our user agreement below and agree or disagree to its terms and conditions:

Turnitin End-User License Agreement

***Users who are not in the European Union refer to Section A only.**

****Users in the European Union refer to Section B.**

Protecting your personal data and privacy is our top priority. We are fully committed to transparency, accountability and using technology responsibly, no matter what changes emerge from our rapidly evolving digital world. We implement appropriate technical and organizational measures to protect your personal data.

***Section A (For Users who are not in the European Union)**

Turnitin and its services (the "Site" or the "Services") are operated and maintained by Turnitin, LLC ("Turnitin"), and provided to you, the user ("You" or "User" or "End-User"), conditionally upon Your acceptance of the terms, conditions, and notices contained herein without modification (the "User Agreement"). Depending on the Turnitin solution utilized, references to 'You', 'student', or 'End-User' shall include any person submitting papers through the Service, however they are defined.

You should review this User Agreement carefully before continuing. If You breach the User Agreement, Your authorization to use the Site will automatically terminate.

Tip:

To be able to view the Turnitin User Agreement, you will need to allow pop-ups from 'elearn.fnu.ac.fj'.

Refer to the following resource to enable pop-ups in your web browser:

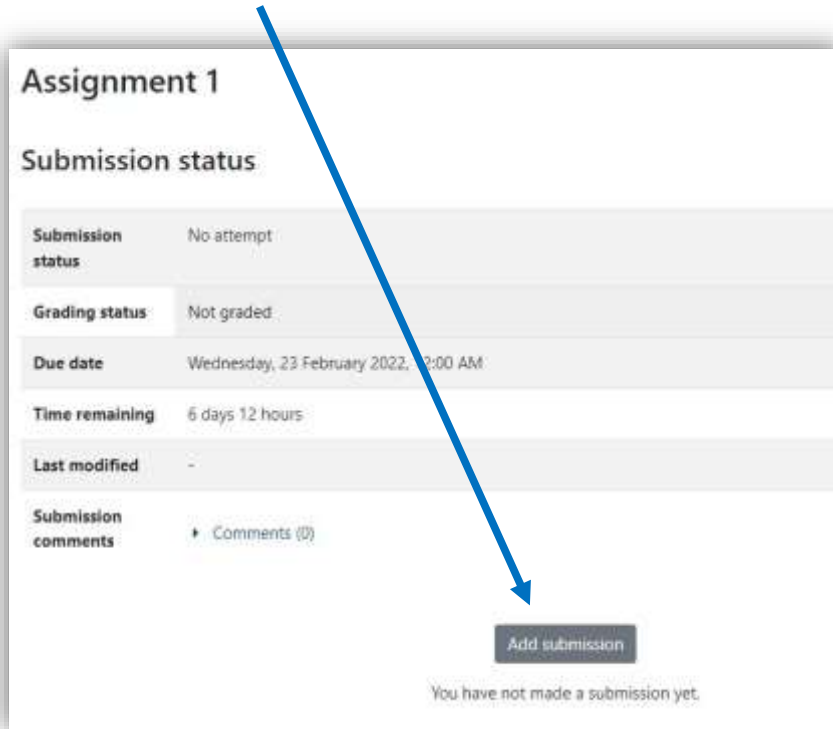
<https://support.google.com/chrome/answer/95472?co=GENIE.Platform%3DAndroid&hl=en>

Google Chrome or Firefox are the recommended browsers to use when accessing Moodle at FNU.

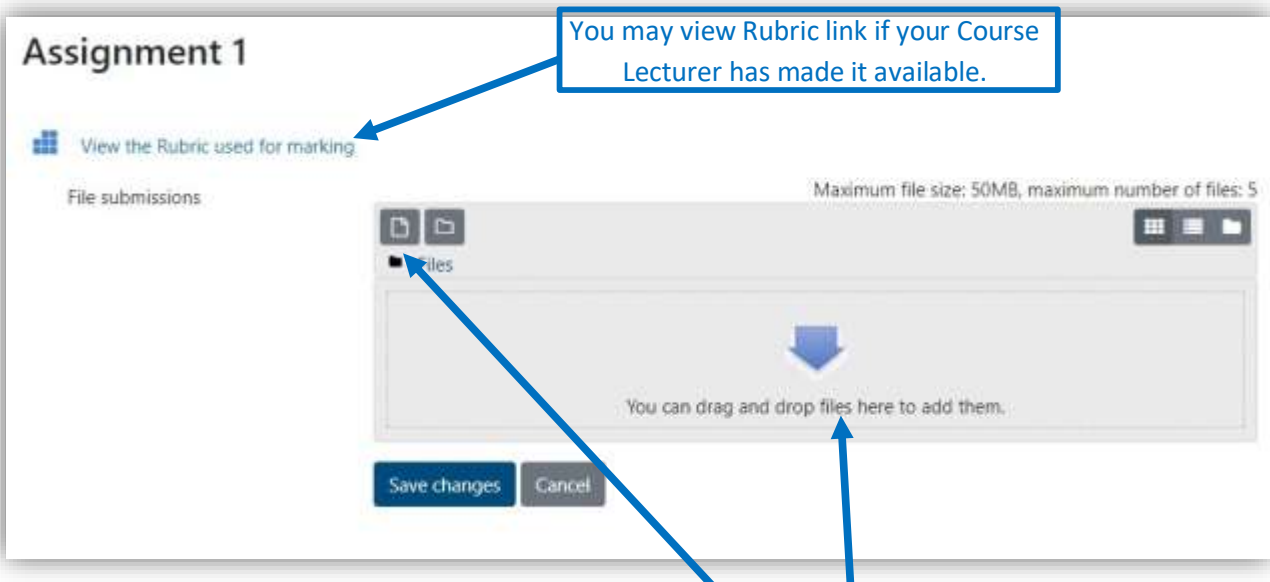
Step 3: Submitting your assignment

You will need to ensure that you have an electronic copy of your assignment, ready for submission, saved either on your desktop or storage device.

Next, select the 'Add submission' button as shown below.



You will then be prompted to a Submit Paper dialog box as shown below.



You can add your assignment file through the *file picker* OR *drag and drop* your assignment from your desktop or storage device to the area shown above.

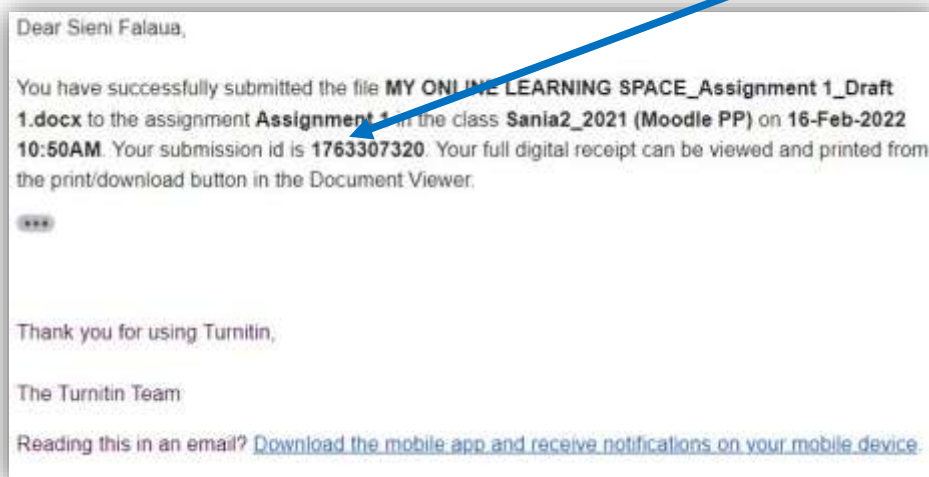
Click the 'Save Changes' button once you have uploaded your assignment.

Tip: The table below shows the file formats for your assignments that you can submit. Also, note the file formats that are not supported for submission to Turnitin.

Supported file types:	Unsupported file types:
<ul style="list-style-type: none"> • HTML • Microsoft Word® (.doc/.docx) • Hangul Word Processor file (.hwp) • OpenOffice Text (.odt) • Rich Text Format (.rtf) • WordPerfect® (.wpd) • Plain Text (.txt) • PostScript (.ps) • Google Docs via Google Drive™ • Adobe® PDF - Portable Document Format (.pdf) 	<ul style="list-style-type: none"> • Password protected files • Microsoft® Works (.wps) files • Microsoft Word 2007 macros-enabled (.docm) files • OpenOffice Text (.odt) files created and downloaded from Google Docs online • Document (.doc) files created using OpenOffice, as they are not 100% Microsoft Word equivalent • Apple Pages • Spreadsheets created outside of Microsoft Excel (e.g., .ods) • Text with visual effects <p><i>Note: Turnitin will not accept PDF image files, forms, or portfolios and files that do not contain highlighted text (e.g. a scanned file – usually an image).</i></p>

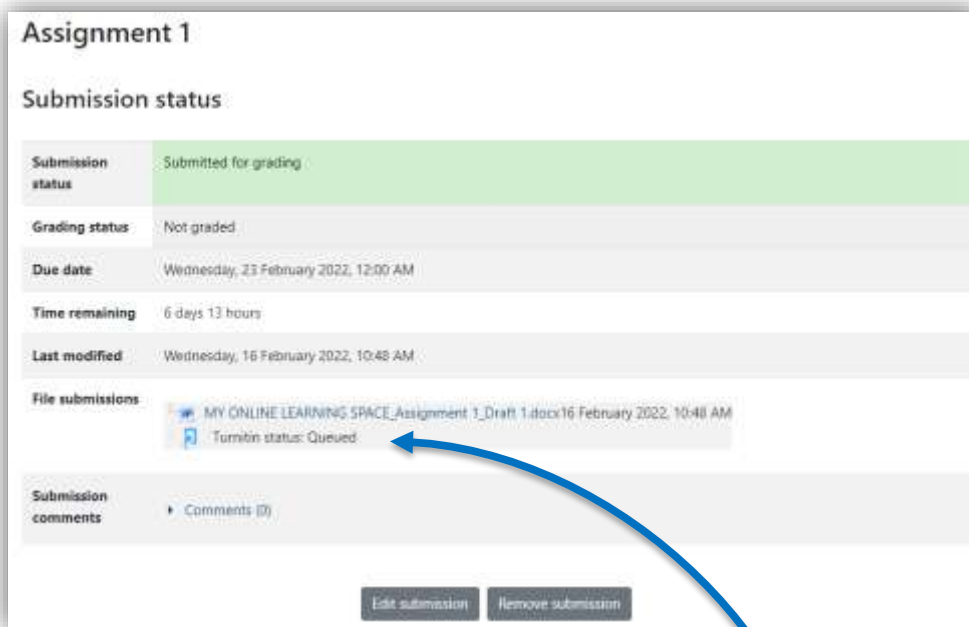
Step 4: Checking your submission

Once you have successfully submitted your assignment, you should receive a Digital Receipt as shown below, and an email receipt. Your submission will be assigned a unique submission ID number by Turnitin.



While your assignment is being checked by Turnitin, your submission will show as 'Queued' as shown below. It may take anywhere from ten minutes to 24 hours for Turnitin to generate the Originality Report.

Once an Originality Report is generated, the 'Queued' status should change to a percentage as shown below.

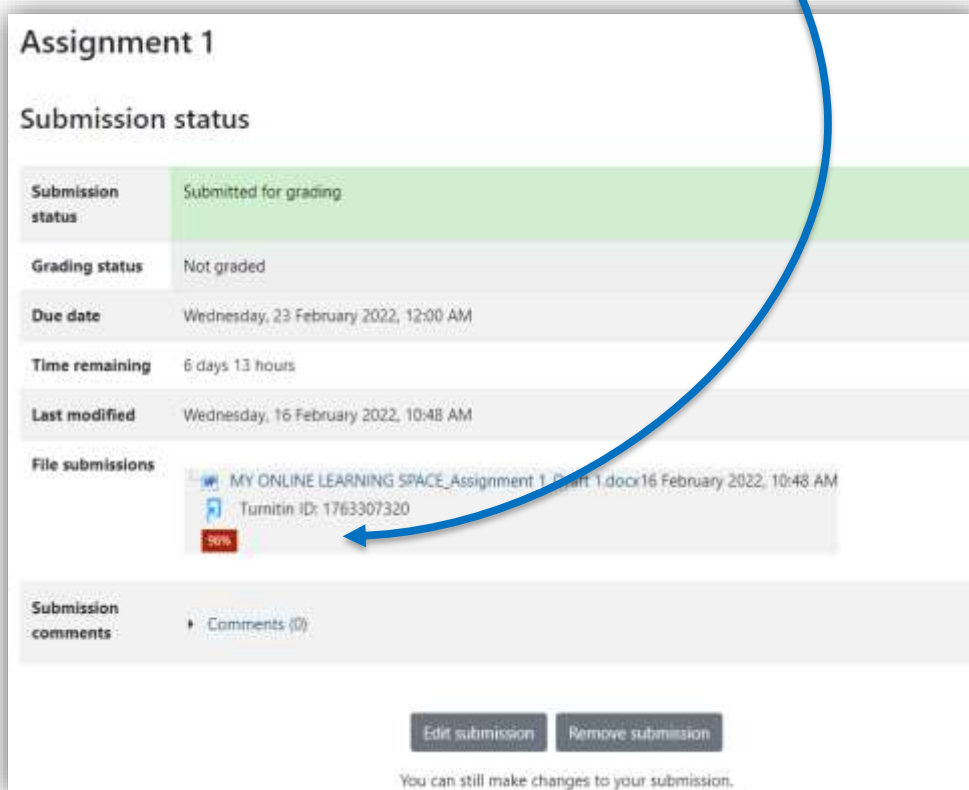


Assignment 1

Submission status

Submission status	Submitted for grading
Grading status	Not graded
Due date	Wednesday, 23 February 2022, 12:00 AM
Time remaining	6 days 13 hours
Last modified	Wednesday, 16 February 2022, 10:48 AM
File submissions	<ul style="list-style-type: none">MY ONLINE LEARNING SPACE_Assignment 1_Draft 1.docx16 February 2022, 10:48 AM<ul style="list-style-type: none">Turnitin status: Queued
Submission comments	Comments (0)

[Edit submission](#) [Remove submission](#)



Assignment 1

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Due date	Wednesday, 23 February 2022, 12:00 AM
Time remaining	6 days 13 hours
Last modified	Wednesday, 16 February 2022, 10:48 AM
File submissions	<ul style="list-style-type: none">MY ONLINE LEARNING SPACE_Assignment 1_Draft 1.docx16 February 2022, 10:48 AM<ul style="list-style-type: none">Turnitin ID: 176330732090%
Submission comments	Comments (0)

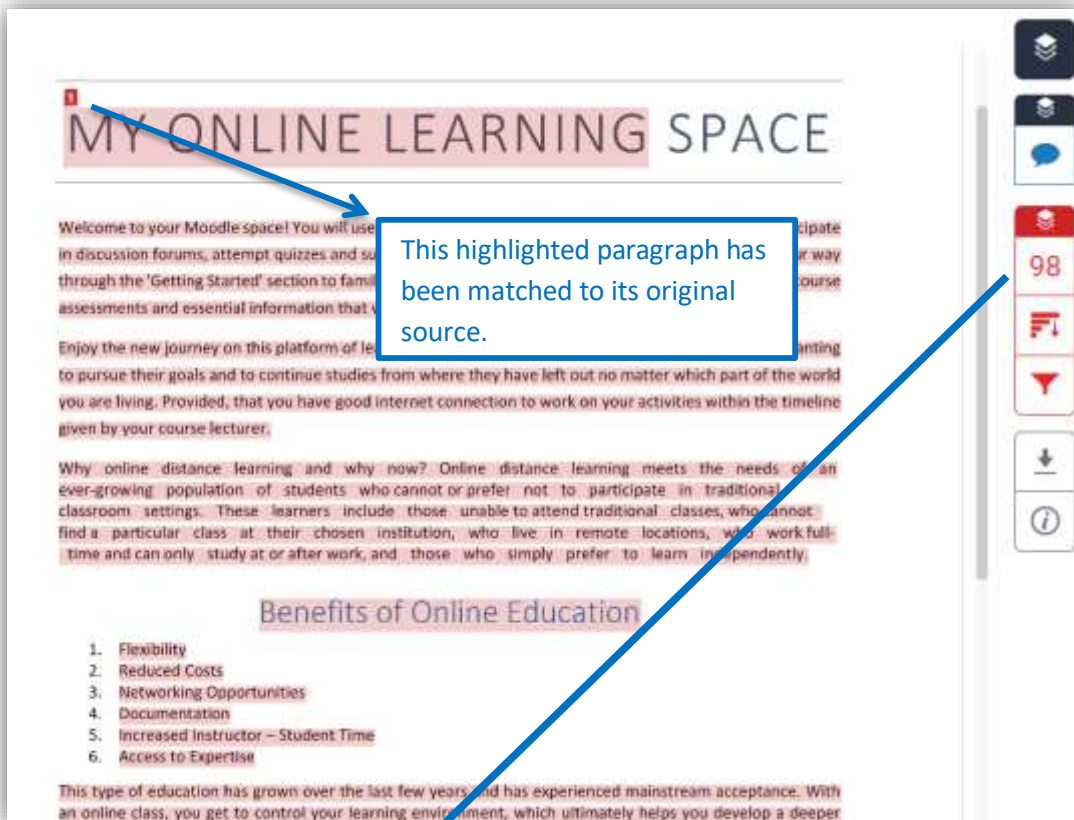
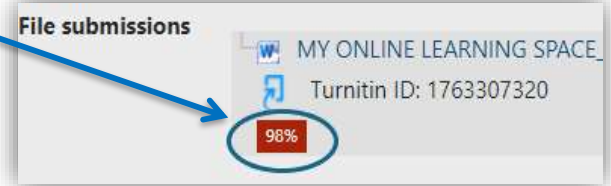
[Edit submission](#) [Remove submission](#)

You can still make changes to your submission.

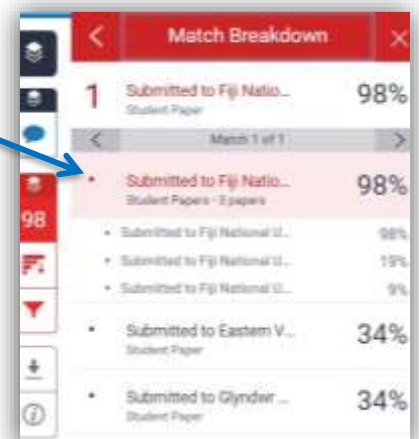
Step 5: Viewing your Originality Report

To view your Originality Report, click on the coloured bar or similarity index of the percentage under the 'Similarity' column in the assignment dropdown.

The Originality Report will open in a new window called the 'Feedback Studio' or Document Viewer as shown below.



The Match overview provides a list of the sections of an assignment that matches with existing text in the Turnitin database. The overall percentage will be broken down into individually matched sources in order from the most matched to the least matched source. For example, the assignment on the left was matched to one (1) primary source that showed 98% in terms of similarity.



In the example on the right, the assignment shows individual matches/ match breakdown to two (2) or more sources. The most matched source is 34% with the secondary matched source also at 34%.

To give you a quick indication of whether your assignment may be plagiarised, or a substantial portion copied instead of being properly paraphrased, quoted, or referenced, for example, the following colour chart can guide you.

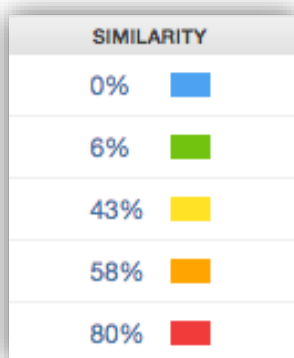
Blue: No matching text

Green: 1-24% matching text

Yellow: 25-49% matching text

Orange: 50-74% matching text

Red: 75-100% matching text



Tip: Try to use a wide range of sources for your assignments and ensure you use quotations appropriately, and paraphrase properly.

A 'safe' Similarity Index score would be if all of your individual sources have a match of less than 1%.

Note: There are ways in which students try to 'beat the system' by generating a low or zero similarity index score. Turnitin has enhanced its features to detect this and alert teachers. The final product of your honest hard work should be yours and no one else's.

Resubmissions

Your lecturer may allow assignments to be resubmitted up until the due date. If enabled in your course, a resubmitted assignment overwrites the previous submission. The resubmission process is the same as the initial submission process described above. Just remember to assign a **new file name** to your resubmission. There may be delays in receiving your originality report on resubmissions.

Tip: Resubmissions may result in higher Similarity Index scores. If your lecturer has enabled resubmissions, she/ he should be aware of this expected outcome and not penalise you. However, the exact match should originate from your initial submission and no other source. Extra care should be taken for group work submissions that may also result in high similarity index scores. Therefore, it is recommended to set Group assignment for submission of one group member only on behalf of the group.

Where do I get more Turnitin help?

You may experience various issues when using Turnitin. The first point of contact should be your course lecturer. Your local campus librarian may be able to assist you as well.

If for some reason you are not able to contact your course lecturer or librarian, you can email itshelpdesk@fnu.ac.fj or lt-cfel@fnu.ac.fj

Additional resources

Turnitin.com also has guides available at these locations:

<https://www.turnitin.com/resources>

<https://www.turnitin.com/blog/how-to-start-the-spring-semester-off-right>

<https://www.turnitin.com/static/plagiarism-spectrum/>

As more good practice guides become available, you will be informed by adfel@fnu.ac.fj or cfel@fnu.ac.fj