

Turnitin Student User Manual

Chapter 1: Getting Started

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Introduction

Welcome to Turnitin. The purpose of this handbook is to provide an in-depth guide to using Turnitin as a student. Student users on Turnitin can enroll in classes and submit files to assignments.

Student users in classes on some accounts may also be able to:

- Review the Originality Reports for the submissions made to assignments
- View papers marked with our GradeMark® paperless grading tool
- Write peer reviews on papers
- Read peer reviews written on their papers
- View their grades in the GradeBook
- Participate in discussions on a discussion board

Note: The availability of these additional features depends on the services purchased by the school and the options selected or used in the course by the instructor. For more information, a student will need to contact the instructor for assistance.

Accessing Turnitin

To access Turnitin, each user must create a unique user profile. The user profile consists of an e-mail address, user password, optional personal information, and a set of user preferences.

There are two ways for a student to obtain a Turnitin user profile.

- An instructor may add the student to the course, in which case the student would receive an e-mail with a temporary password and login instructions

- An instructor may provide the information which allows a student to join a class on the Turnitin website

Warning: Each user profile must be assigned a unique e-mail address in the Turnitin system. Users who have previously created a Turnitin user profile will need to log in with the e-mail address and password that was originally set for the user profile.

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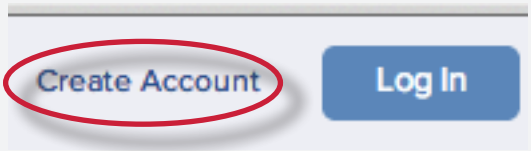
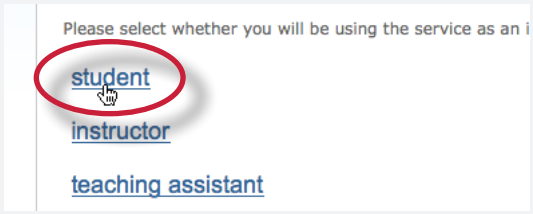
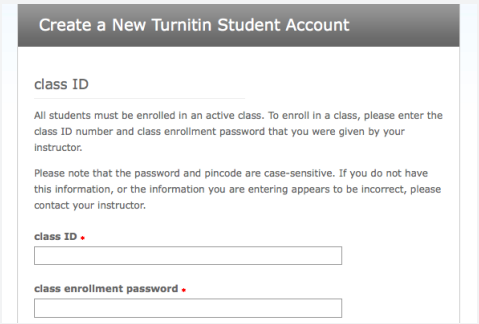
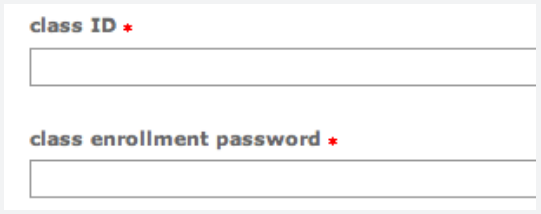
Creating a New User Profile

If an instructor has added the student to a course and the student has received the automated notification e-mail containing a temporary password or if the student has used Turnitin previously and has an existing user profile, continue down to the Logging In section.

Warning: A class ID and enrollment password are required to enroll in a class on Turnitin. This information may only be provided by the instructor of the class. Turnitin cannot provide a class ID or enrollment password in any circumstances. If you do not have this information contact the class instructor.

To create a user profile:	
1. Go to www.turnitin.com and click on the *Create Account* link next to the *Log In* button	
2. Click on the *student* link	
3. The Create a New Turnitin Student Account form must be completed to create a new student user account	
4. Enter the class ID number and the case sensitive Turnitin class enrollment password	

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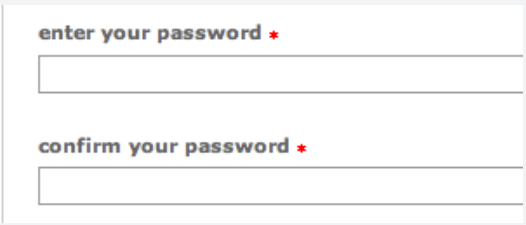
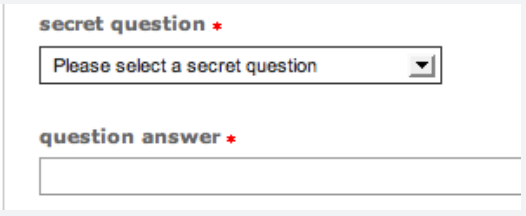
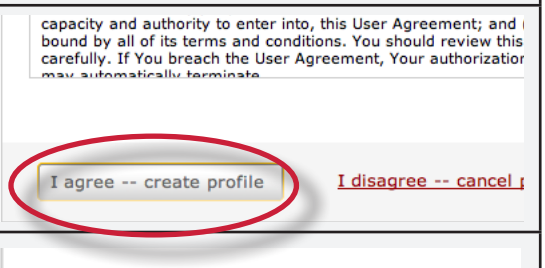
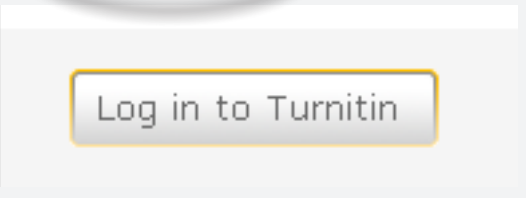
To create a user profile:	
5. Enter the user first name, last name, and a valid e-mail address to use as the login for Turnitin	
6. Create a user password. The user password must be between six and twelve characters long and contain at least one letter and one number. Re-enter the password to confirm it	
7. Select a secret question from the drop-down menu. Enter the answer for the question. Remember and keep this information. The answer is case and space sensitive	
8. Review the user agreement. To continue using Turnitin, click on *I agree -- create profile*	
9. From the completed user profile creation page, click on *Log in to Turnitin*	

Note: If step 6 indicates that the e-mail provided is already in Turnitin, there is an existing profile under the e-mail you entered. Please use the Resetting Your Password instructions, if the password has been forgotten, to gain access to the user profile if you had a previously existing Turnitin user profile, or use an alternate e-mail address for your Turnitin access.

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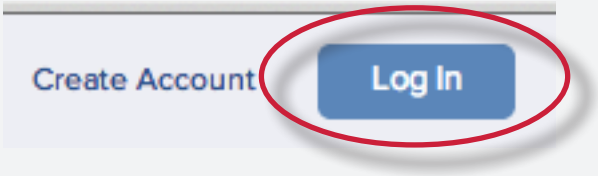
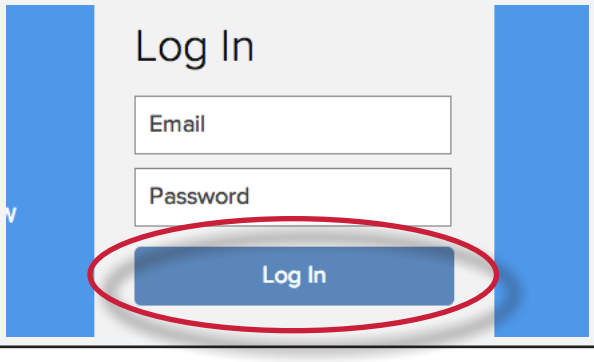
Logging In

To begin using Turnitin, you must first log in. During login a cookie will be set on your web browser to allow Turnitin to authorize your access during use of the site. Please ensure that the web browser program you are using will allow this cookie to be set. Please refer to the help or support information for your web browser for more information on allowing cookies from our site, www.turnitin.com.

If you are logging into a profile using a temporary password received via e-mail, you will be required to confirm your user information and set a personal password and secret question/answer information. The password selected will be required to log into the user profile, replacing the temporary password from the e-mail.

To login to Turnitin:	
1. Go to www.turnitin.com	
2. At the top right click on the *Log In* button	
3. Enter the e-mail address and password then click on the *Log In* button	

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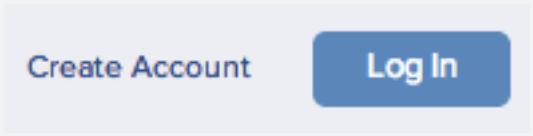
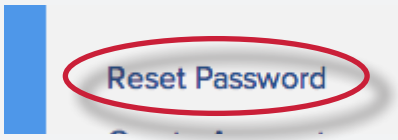
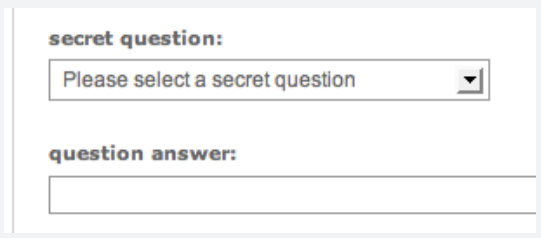
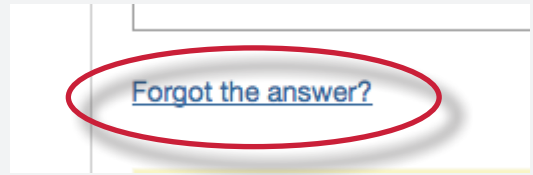
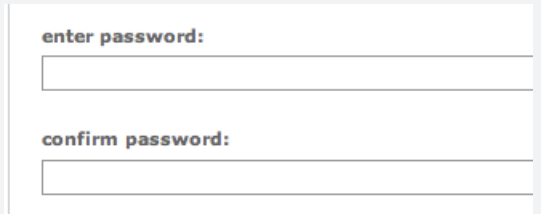
Resetting Your Password

If a Turnitin user password is forgotten or the initial user welcome e-mail is not received, the password can be reset via secret question or e-mail. To reset a password via e-mail, your user information must contain a valid e-mail address. Turnitin cannot send password reset information to any other e-mail.

E-mail password reset:	
1. Go to www.turnitin.com and click on the *Log In* button	
2. Click on *Reset Password* link	
3. Enter the e-mail address associated with a Turnitin user profile and click on *next*	
4a. Either select the secret question for the user profile and enter the answer in the field provided and click *next*	
4b. Or if you do not know the secret question/answer set for the user profile, click the link below labeled *Forgot the answer?* to have a link to a password reset sent via e-mail	
5. On the password reset page, you must enter a new password and log into Turnitin using the e-mail and new password for your profile	
6. Use the e-mail and new password for your user profile to log into Turnitin	

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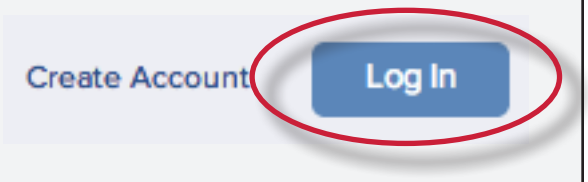
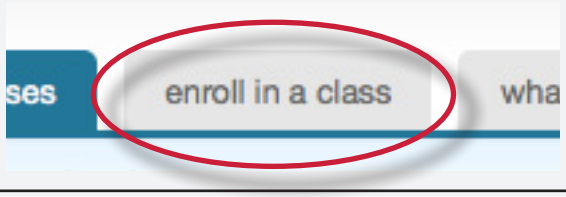
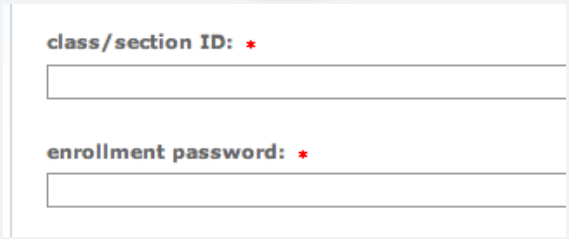
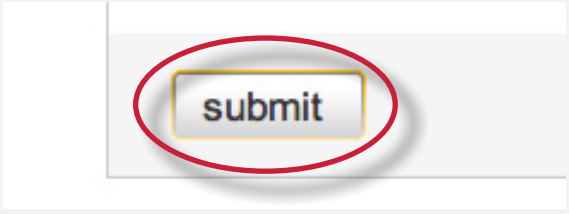
⚠**Warning**: If you do not receive the e-mail containing the password reset link, make certain that the e-mail service is not filtering this e-mail from noreply@turnitin.com to your spam or junk mail. Add noreply@turnitin.com to the e-mail contact list or contact your e-mail service for more information on ensuring this important password reset e-mail is able to be received.

Enrolling in a Class

The student homepage displays a list of any courses that the student user profile is enrolled in. Newly created user profiles are automatically enrolled in the class associated with the class ID used to create the user profile.

A single user profile can be used to enroll in multiple classes. Enrollment into additional classes can be completed once the user signs on as the student profile and is viewing the student user homepage. Enrollment in additional classes on Turnitin will always require a valid class ID number and the case sensitive enrollment password for the class. This information can only be distributed by the instructors.

Students may also receive a notification e-mail from Turnitin indicating that they have been added to a new course by the instructor directly. This new class will appear automatically on the student user homepage.

Enrolling in a class:	
1. Log into Turnitin with a student user profile	
2. Click on the *enroll in a class* tab on the student homepage	
3. Enter the class ID and enrollment password for the new class	
4. Click *submit* to enroll in the class and add it to the student user homepage	

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Submitting a Paper

Student users of Turnitin submit papers to a class from the class portfolio page. The class portfolio page is viewed by clicking on the name of the class from the student homepage. The class portfolio page lists assignments created by the instructor for students to submit to.



Note: If there are no assignments listed, students will not be able to submit any papers to the course until the assignments are created. Ensure that the correct course is being accessed and contact the instructor if no assignments are available to submit to. Only the instructor controlling the class will be able to create assignments for students in the class.

File Types and Size

Turnitin currently accepts the following file types for upload into an assignment:

- Microsoft Word™ (DOC and DOCX)
- Corel WordPerfect®
- HTML
- Adobe PostScript®
- Plain text (TXT)
- Rich Text Format (RTF)
- Portable Document Format (PDF)
- OpenOffice (ODT)
- Hangul (HWP)

The file size may not exceed 20 MB. Files of larger size may be reduced in size by removal of non-text content or the instructor may be contacted to request multiple assignments to submit the document in sections.

Note: Text only files may not exceed 2 MB.

Note: PDF documents must contain text to be submitted. PDF files containing only images of text will be rejected during the upload attempt. To determine if a document contains actual text, copy and paste a section or all of the text into a plain-text editor such as Microsoft Notepad or Apple TextEdit. If no text is copied over, the selection is not actual text.

Tip: Users submitting scanned images of a document or an image saved as a PDF will need to use Optical Character Recognition (OCR) software to convert the image to a text document. Manual correction of the resulting document is highly recommended to fix any errors caused by the conversion software.

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Note: Some document formats can contain multiple data types. This includes text, images, embedded information from another file, and formatting. Non-text information that is not saved directly within the document will not be included in a file upload. This includes references to a Microsoft Excel® spreadsheet included within a Microsoft Office Word document.

Note: Users whose files are saved in a file type that is not accepted by Turnitin will need to use a word processing program to save the file as one of the accepted types. Rich Text Format and Plain Text file types are nearly universally available in word processing software. Neither file type will support images or non-text data within the file. Plain text format does not support any formatting, and rich text format supports only limited formatting options.

Tip: When converting a file to a new file format, users should rename their file with a name other than that of the original file. This is suggested to prevent permanent loss of the original formatting or image content of a file due to it being overwritten.

How to Submit a Paper

To submit a paper to an assignment on Turnitin, the user must log in and upload a file to an existing assignment. Assignments on Turnitin cannot accept student submissions until the assignment start date and time has passed. Assignments may also reject submissions after the due date and time set by the instructor.

To check the start date and due date information, either click on the name of the assignment in the class portfolio page or view the start and due dates located under the assignment name. This action opens a pop-up window showing assignment preference information, including start and due dates/times as well as other assignment information or special instructions.

Note: After the submission has been completed on step 7 below, a digital receipt is displayed in your browser window. A copy is also sent via e-mail to the address for the user login. It is important to use a valid e-mail address to receive this copy of the digital receipt. Save the receipt and the submission id it contains, as this is proof of a completed submission.

Warning: If the digital receipt is not shown on screen after submission, return to the class portfolio page and view the assignment to ensure the paper submission completed correctly. Submissions can be checked and viewed by clicking on the title of the paper under the *title* column to the right of the assignment name.

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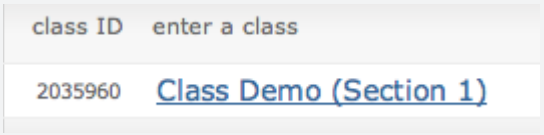
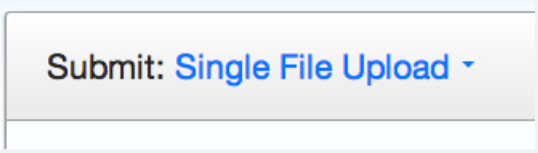
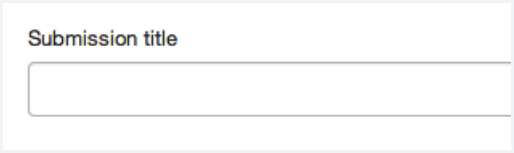
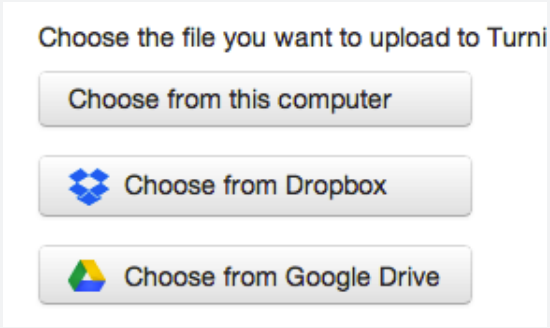
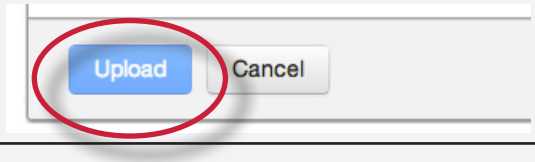
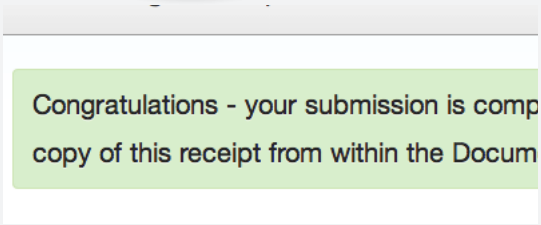
Submitting a paper by single file upload:	
1. Start by clicking on the class name you would like to submit to after logging in to Turnitin	
2. Click on the *Submit* button to the right of the assignment name	
3. If necessary, select *single file upload* from the *Submit:* pull down menu	
4. Enter a title for the submission	
5. Once the requirements for single file upload have been reviewed, students have a choice to upload a file from: • the computer • Dropbox • or Google Drive Click one of the submission buttons and then select the file you would like to upload	
6. Click *Upload* to upload the file	
7. Review the preview panel. Click the Confirm button to upload the file to the assignment	
8. After the submission is complete a digital receipt is displayed on screen. A copy is also sent via e-mail to the address for the user login. Save the receipt and the submission id it contains, as this is proof of a completed submission.	

The digital receipt contains a unique submission id number, the name of the user profile submitting, the assignment title, the paper title given by the submitting party, the file name, the file size, the page count, word count, character count, the submission date, as well as the body text of the file submitted.

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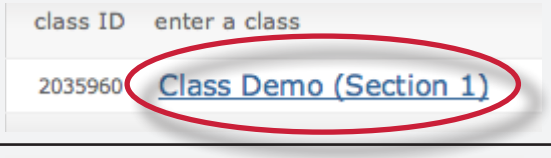
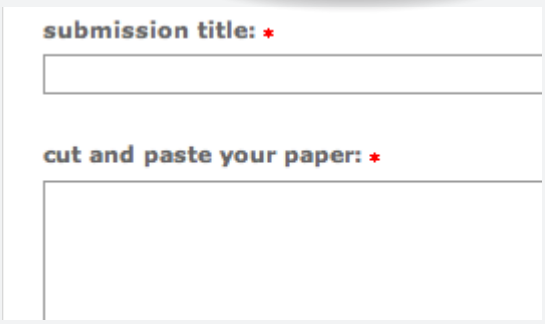
Note: If the *add to:* pull-down menu appears within the submit paper screen, select whether to store your paper in the standard paper repository or in the institution paper repository.

Submitting a paper by copy and paste:	
1. Start by clicking on the class name you would like to submit to after logging in to Turnitin	
2. Click on the *Submit* button to the right of the assignment name	
3. Select *cut & paste* upload from the *Submit* drop down menu	
4. Fill in the submission title field and copy the text from the text document. This must be done from a word processor able to open the file you wish to submit content from. Do **not** manually type an entire paper in the copy/paste field, which could cause the user login to time-out, losing all the entered data	
Tip: To cut and paste text, highlight the text of a paper in a word processing or text editing program and select *copy* from the edit menu. To transfer the text into your browser, place your mouse cursor in the text box of the submission page and select *paste* from your browser's edit menu	
5. Click *Upload* to complete the cut and paste submission of the text pasted into the content box	

After the submission has been completed on step 5 a digital receipt is displayed on screen. A copy is also sent via e-mail to the address for the user login. Save the receipt and the submission id it contains, as this is proof of a completed submission.

The digital receipt contains a unique submission id number, the name of the user profile submitting, the paper title given by the submitting party, the assignment title, and the e-mail address for the user submitting, as well as the body text of the file submitted.

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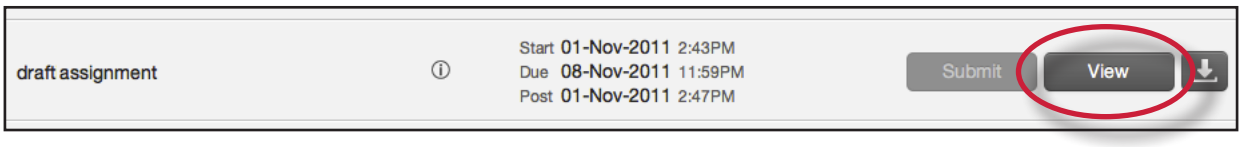
Viewing Submitted Files

After a submission has been completed it will be immediately available to view from the class portfolio page for the student or the assignment inbox of the instructor. Submissions made previously can be viewed in any active or expired class that the student is still enrolled in on Turnitin. Instructors may delete classes or unenroll students which prevents the student from viewing submissions that were made in the class.

Every paper that has been submitted can be viewed by clicking on the *View* button next to the assignment name. This will open a new window in a separate screen that displays the paper information in the heading at the top and the full text of the paper beneath.



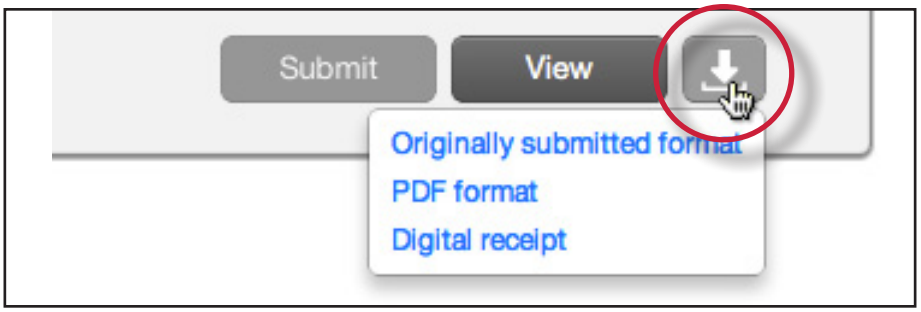
Downloading Submitted Papers and Digital Receipts

Previously submitted papers can be downloaded by the student user. This allows a student user to download and save a copy of any submission in the class made by this user. The downloadable version of the file is in the original format of the submission, indicated by the file type name to the right of the file download icon. Some accounts allow the student to select either the PDF version or the original format version to download.

Students may download the digital receipt for submissions at any time from the student's class home page.

To download a file navigate to the Turnitin class home page for the class the file was submitted to.

Click on the download button to view and select one of the three download options: Originally submitted format, PDF format, and Digital receipt.



Some users may be prompted by pop-up windows or toolbar icons on their web browser to continue and approve the download or open the file.

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Resubmitting

Some assignments may allow students the ability to overwrite their previous submissions until the due date and time set for the assignment. This option can be set by the instructor on an assignment by assignment basis. If overwriting is not enabled, the instructor must manually delete a previous submission to allow the student user to submit a second file.

Note: Only a single file may be submitted by a student user to any Turnitin assignment. Any second or subsequent submission will overwrite the original file submission in this assignment. Multiple files cannot be uploaded to the same assignment by a student.

Tip: If there is more than one file that must be submitted to complete the directions given by an instructor, contact the instructor immediately. Additional assignments may be created, or the student users may need to combine multiple documents into a single file of an acceptable file type to be uploaded into Turnitin.

How to Resubmit to an Assignment

If resubmission by overwrite has been enabled or an instructor has deleted the student user's first submission, resubmitting a paper is handled in an identical manner as a first time submission to an assignment. Follow the steps for a first time submission as listed in this handbook.

Note: When a student user clicks on the *Resubmit* button in the class portfolio page for an assignment allowing overwrite resubmission, a warning pop-up will appear. This serves to notify the student user that, if available, Originality Reports for any resubmission that is made in this assignment will require an additional twenty four hour delay to generate.

This applies to all submissions after the first submission made by any student user in any assignment.

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Assignment Types

Instructors may create different assignment types based on the Turnitin products that have been purchased. The full list of assignment types is:

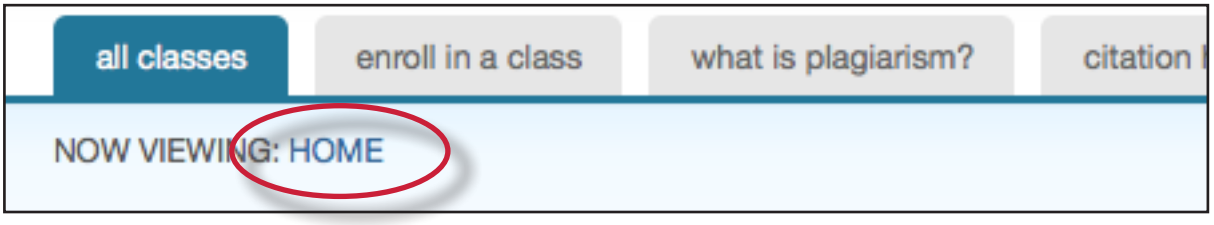
- **Paper Assignment** - the standard Turnitin assignment, allowing students a single submission of a file which can then be viewed by the instructor or used with other Turnitin products on the account.
- **Revision Assignment** - a copy of a Paper Assignment which an instructor may create to allow for revisions or rewrites.
- **Reflection Assignment** - an assignment for submitting self-written assessment of the writing process of a Paper Assignment. Based on a specific Paper Assignment.
- **PeerMark Assignment** - an assignment which allows students to peer-review the papers written by other students in a Paper Assignment. Students are given free response and scale questions for the review. Peer reviews may be anonymous, and allow students to comment directly on the paper.

User Info, Preferences, Messages and Assistance

The Turnitin student user homepage contains a number of links in the toolbar at the top that allow a user to change their profile and preference information or check for system-wide announcements from Turnitin.

My Classes

The *HOME* link returns a student user to their student user homepage and the list of classes in which the active user profile is currently enrolled. From this page, a user can enroll in new classes or enter a class portfolio.



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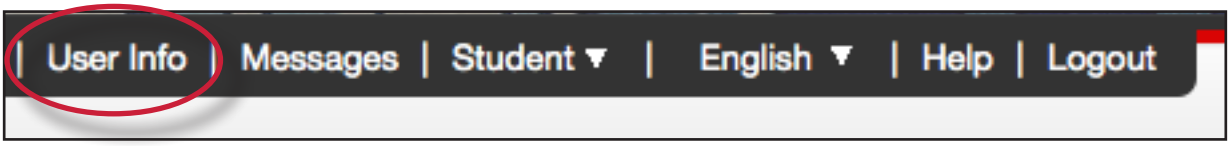
User Info

A user profile contains personal information and user preferences. Click the *user info* link to open the user profile options. The user information area is separated into two sections: personal information and user preferences.



Personal Information

In the personal information section of the user information page a user is shown a number of fields, many of which are optional and can be provided at your discretion. There are required fields however, which are listed here:

- User name (e-mail)
- Password
- Confirm password
- Secret question
- Question answer
- Last name
- First name

All other areas of the personal information section are optional.

User Preferences

The user preferences section of a user profile affects how information within the profile account is presented and sets defaults for commonly used functions. User preferences include:

• **default user type** – determines the type of user homepage seen on login - administrator, instructor, or student; change user type is done by using the *user type* button.

• **default submission type** – select a default submission type: file upload, bulk upload, or cut and paste

• **items per page** – select the number of items you would like displayed per page

• **show page info** – toggles the info messages at the top of each page on and off

• **send me e-mail updates** – choose yes to receive e-mail updates from Turnitin

• **use homepage link** – choose yes to create a homepage link. To set up a link, enter a link name and URL below.

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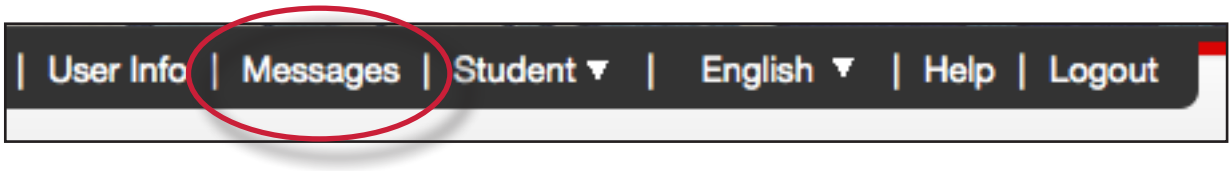
Messages and Announcements

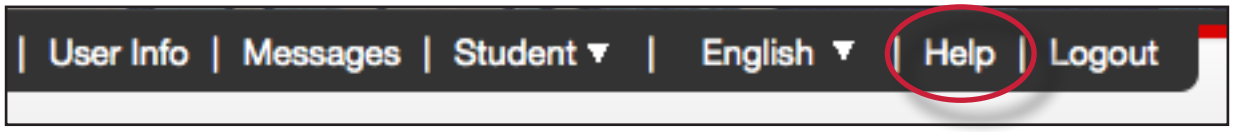
To view important Turnitin messages and announcements, click on the *messages* link.



Warning: Urgent notifications may appear both on the messages page and on the Turnitin user homepage. These include messages announcing scheduled downtimes.

Information and Assistance

The yellow *help* button on the top right corner of the page allows a user to contact the helpdesk and send any questions or problems about Turnitin with a description of the question/problem. The Turnitin helpdesk will email you an answer to your question in a timely manner.



Help Center

The Help Center is an area we have created for our users to search for help or information about using Turnitin. Frequently updated lists of the most common questions we receive are also available.

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Turnitin Student User Manual Chapter 2: OriginalityCheck

Updated January 24, 2014

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Introduction

Papers submitted to Turnitin may be compared against billions of internet documents, archived internet data that is no longer available on the live web, a local repository of previously submitted papers, and subscription repository of periodicals, journals, and publications. The comparison may be against any or all of these repositories as set on a specific assignment by the instructor of the class.

The comparison document is called an Originality Report. This document details the matching or similar text between a submission made on Turnitin and the documents the submission was compared against. This document is listed in the instructor's view of the class assignment inbox.

At the discretion of the instructor, student users may be able to view the Originality Reports for their own submissions on Turnitin. This is a preference that is selected on an assignment by assignment basis and may be updated at any time by the instructor. Only the instructor can change this setting.

Note: If *Not Available* appears under the *Similarity* column for the assignment, then Originality Reports are not available to student users in this assignment. Students wishing to view or receive a copy of the Originality Report for their submissions must contact the instructor. The determination of authorizing access to this information is in the hands of the instructor and institution.



Originality Reports

The Originality Report provides a summary of matching or similar areas of text found in a submitted paper. When an Originality Report is available to be viewed an icon is placed in the *Similarity* column of the student class portfolio page. Originality Reports that have not finished generating will display the text processing within the *Similarity* column of the student class portfolio page.

Note: Overwritten or resubmitted papers may not generate a new Originality Report for a full twenty four hours. This delay is automatic and allows resubmissions to correctly generate without matching to the previous draft.

The Originality Report icon shows a percentage and a corresponding color indicating on an index where this percentage falls in terms of matching content. This percentage is the Similarity Index.

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The higher the percentage, the greater the amount of text in the submission that came up as matching against information in Turnitin's repositories. The percentage range runs from 0% to 100%. The percentage is generated by the amount of similar or matching text compared to the number of words in the submission in total.

The paper shown in the Originality Report is fully formatted and contains any images and graphs included in the original document.

Similarity Index

The color of the report icon is linked to one of five tiers of the Similarity Index. This is based on the amount of matching text found by the repository comparison. The possible similarity index percentage ranges are linked to a corresponding color:

- **blue** (no matching words)
- **green** (one matching word - 24% similarity index)
- **yellow** (25-49% similarity index)
- **orange** (50-74% similarity index)
- **red** (75-100% similarity index)

The overall similarity index and the corresponding color scaling of the icons provides a basic indication of how much information contained in a specific submission is matched to other sources in the Turnitin repository. This number is a raw amount of matching done against the repositories selected for the assignment the submission was made to. Direct quotation, citations, or bibliography areas of the paper are not automatically excluded. The decision to permanently exclude or disregard matches to these types of text in a paper is made solely by the instructor of the class.



Warning: These indices in no way reflect Turnitin's assessment of whether a paper contains plagiarized material or improperly used material. The Originality Report provides instructors with a tool to more easily locate matching or similar text within the text of a submitted work. The determination and adjudication of proper citation and plagiarism are left solely to the instructor and institution to which the work was submitted. Any questions regarding the definition of plagiarism used at your institution should be directed to the instructor of the class or an appropriate institutional staff member.

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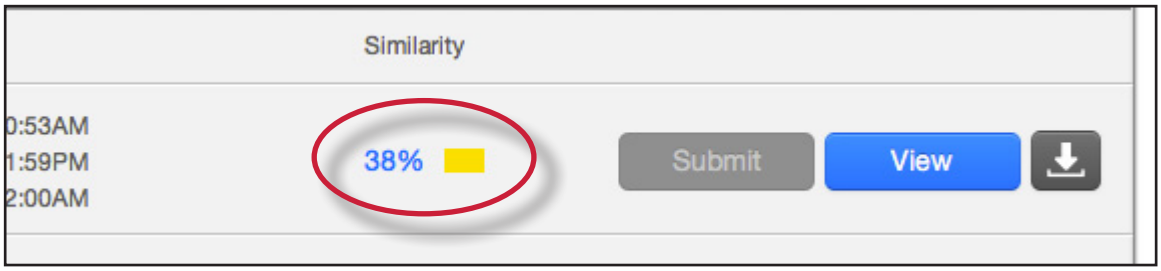
Opening the Originality Report

Originality Reports are typically completed within ten to fifteen minutes of submissions. This report generation time may vary based on the extreme levels of usage that may occur during certain periods of the academic year or due to very large submissions.

If the Originality Report viewing preference is set by the instructor to allow students to access the reports, the Originality Report icon will allow the user to open the report.



Viewing Originality Reports

The Originality Report can be viewed in one of four modes. These modes allow users to view and sort the information contained in the Originality Report in ways better suited to their needs. The four viewing modes for an Originality Report are:

- **Match Overview** (show highest matches together): A list of all areas of the paper which have similarity to information in the Turnitin repository. 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, all underlying matches are visible in the Match Breakdown and All Sources modes

- **All Sources**: Allows a user to view matches between the paper and a specific selected source in the Turnitin repositories. 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 by virtue of being in the same or similar areas as other, better matches

- **Match Breakdown**: Displays matches that are obscured by a top source. Allows instructors to compare the match instance of a underlying source with the match instance for a top source

- **Direct Source Comparison**: An in depth view that shows an area of similarity compared side by side with a specific match from the Turnitin repositories. Not available on all types of repository matches

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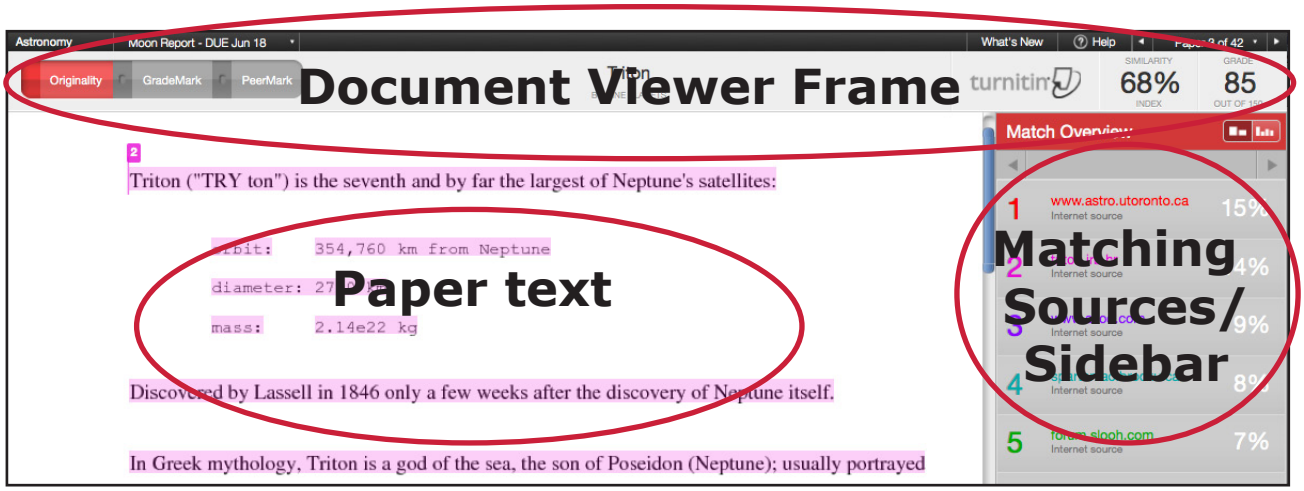
Originality Report Contents

The Originality Report is separated into three main areas:

- **document viewer frame** - shows the Similarity Index for the report and the title and author of the paper
- **paper text** - the submitted paper text in its original formatting. Matching text is highlighted in a color that corresponds to the matching source listed on the right side of the Originality Report
- **matching sources/sidebar** - the list of matching sources for the highlighted areas of the paper text to the left. The sidebar also displays the Filter and Settings (exclusion options)



Paper Information

The paper information can be viewed by clicking on the information icon at the bottom left of the document viewer.



The paper information contains: the submission id, the date the paper was processed, the word count, the character count, the number of submissions to the assignment, the overall similarity index, and the three repository indices.

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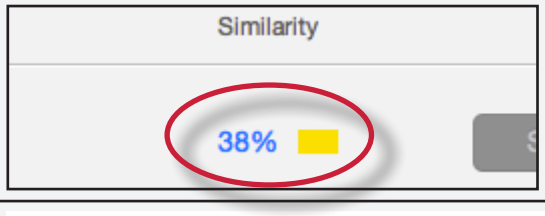
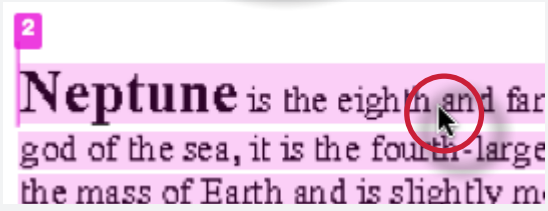
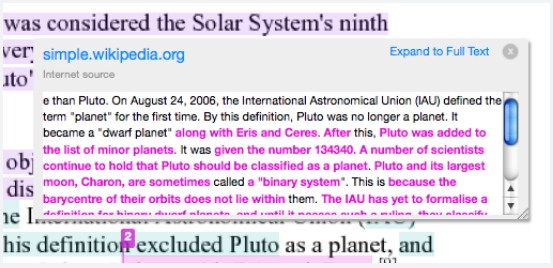
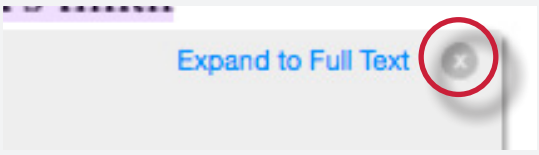
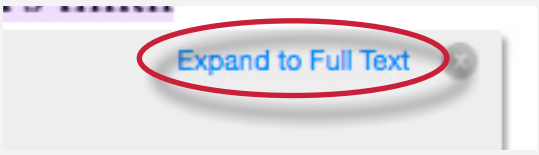
Direct Source Comparison

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 direct source comparison:	
1. Open an Originality Report	
2. Click on a highlighted area of text on the left hand (student paper) 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, available on live internet matches, brings up a view of the live web site within a new browser tab or window	
5a. Click on the “x” in the top right corner of the pop-up to close the window	
5b. To view the matching text within the full source click on the *Expand to Full Text* link	

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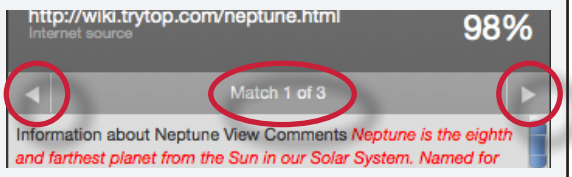
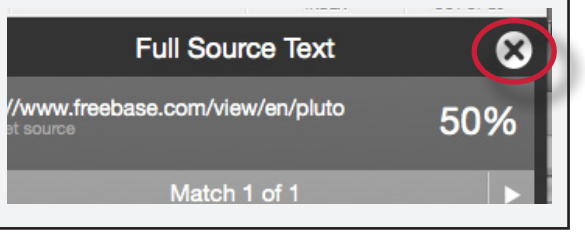
Accessing direct source comparison:	
6. The *Full Source Text* view of the source will load into the sidebar	
7. If there are multiple matches to this source, click on the arrow icons to quickly navigate through the match instances	
8. To exit the *Full Source Text* View click on the "*X*" button	

Repository Sources

Turnitin utilizes multiple types of repository in the generation of the Originality Reports. There are currently three types of repository:

- **internet repository** - billions of active and archived web pages from the internet. Internet sources indicate a date of download on the Turnitin Originality Report if the match is not found on the most recent download of content from this site
- **periodicals** - a repository of frequently updated content from professional journals, periodicals, and publications
- **student paper repository** - a repository of papers previously submitted by Turnitin users
- **institution paper repository** - a collection of papers submitted to the institution's repository

Note: If an area of submission text is matched to a source in the student paper repository on Turnitin, it will be listed as *student papers*. Direct Source Comparison is not available to students for student paper matches.

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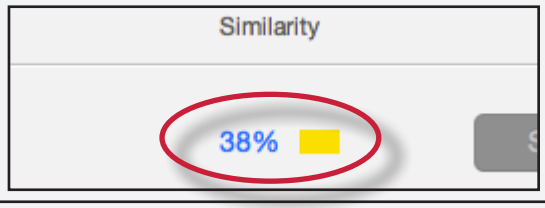
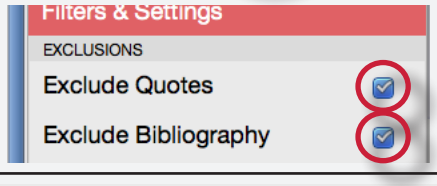
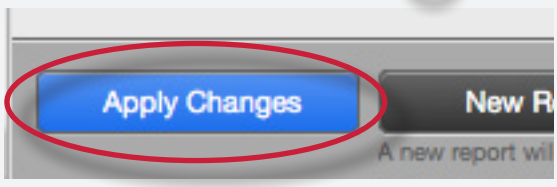
Excluding Quoted or Bibliographic Material

If quoted or bibliographic material is flagged as similar or matching, this information can be removed from the Originality Report. Students are only able to remove quoted or bibliographic material for the duration of the current view of the report. Permanent exclusion of this information must be handled by the instructor.

Please note that the functions for excluding material are approximate and human judgement is the final arbiter for proper quotation or bibliographic reference. Cited material cannot be excluded directly, and quotations can only be excluded if block-indentation or direct quotation marks (“”) begin and end the quotation.

Excluding quoted or bibliographic Matches:	
1. Open an Originality Report	
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 to save the settings	

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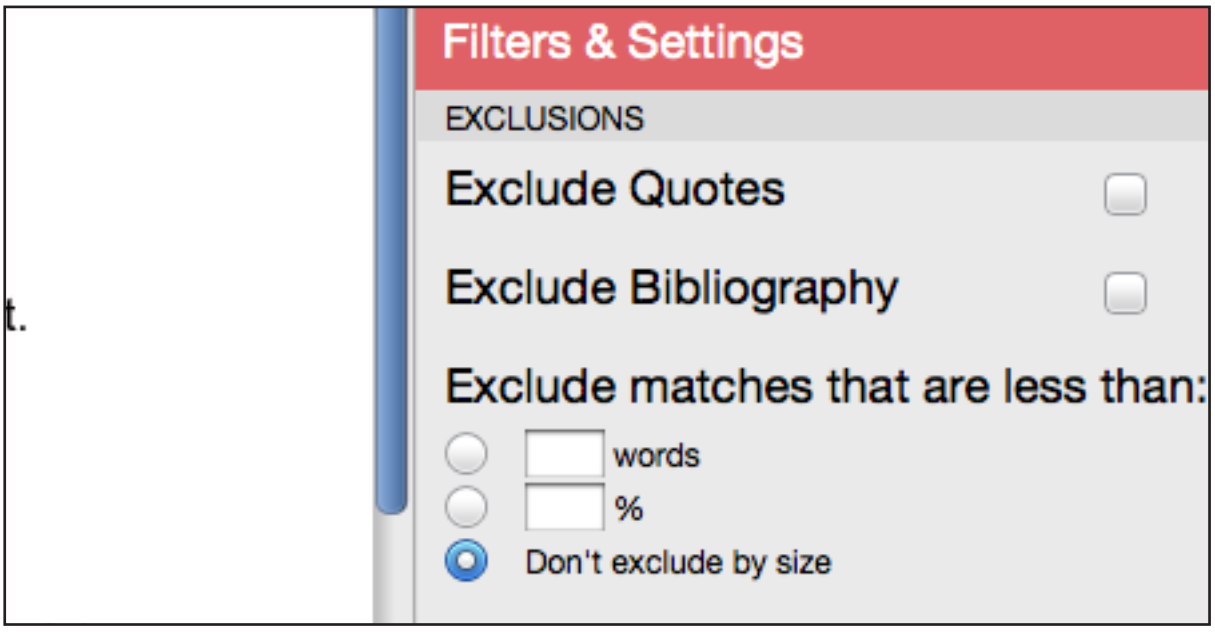
Excluding Small Matches

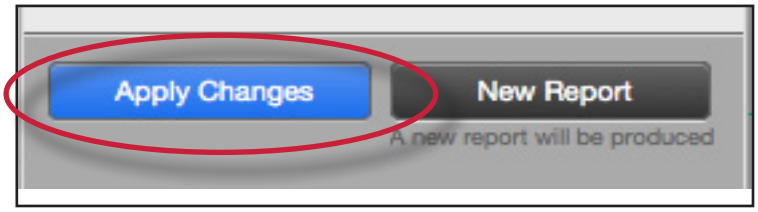
Users have the ability to exclude small matches by either word count or by percentage. To exclude small matches within an Originality Report click on the *Filter and Settings icon* below the sidebar.



The sidebar will load with the exclusion options. Below the *Exclude matches that are less than:* option enter into either the *words* or *%* fields the numerical value for small matches that will be excluded from this Originality Report. To turn off excluding small matches click on the radio button next to *Don't exclude by size*. To save the settings click on the *Apply Changes* button at the bottom of the sidebar. This feature can be adjusted at any time.

When a student closes an Originality Report after using the exclude small matches option the Originality Report will return to the assignment's default setting for excluding small matches and the students changes will not be saved.





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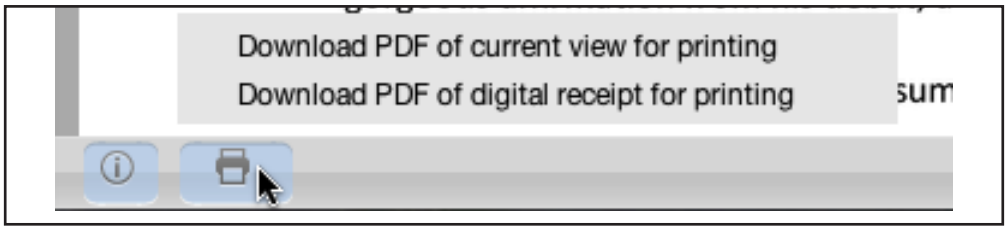
Downloading Reports and Digital Receipts

The Originality Report or digital receipt can be downloaded to the user's computer for later reference.

To print/download a report, click on the print icon at the bottom of the Originality Report. This will prepare a readable, PDF version of the Originality Report or digital receipt. When downloading a repot, the downloaded version created is based on the current view of Originality Report. For example, clicking the download icon while using the default Match Overview will create a PDF of only the highest matches.



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

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Turnitin Student User Manual Chapter 3: PeerMark

Updated January 24, 2014

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Introduction

PeerMark assignments allow students to read, review, and score or evaluate one or many papers submitted by their classmates. At the end of the PeerMark assignment, the papers will be distributed so that all the students are able to read the comments left on their work. The PeerMark assignment may be anonymous or attributed, depending on the classroom structure determined by the instructor.

Overview

The basic stages of the PeerMark peer review process are:

- Student papers are submitted to a Turnitin assignment
- The instructor creates a PeerMark assignment and sets the number of reviews each student will be required to write
- On the PeerMark assignment start date, students may begin their reviews through the PeerMark assignment on the class portfolio page
- The student writes a review for each assigned paper by responding to the free response (written) and scale (ranked) questions selected by the instructor
- Once the PeerMark assignment due date passes, no additional reviews can be written, completed, or edited by the student
- On the PeerMark assignment post date, reviews of the students' papers become available for the papers' authors to view

Distribution of Peer Reviews

PeerMark assignments may have a combination of the following methods of distribution of papers to be reviewed:

- Automatically selected by the Turnitin system
- Manually selected by the instructor
- Self-selected by the student

For example: An instructor may assign students to review five total papers. One paper would be manually selected by the instructor. Two papers would be automatically selected by Turnitin. The students would select two additional papers to review.

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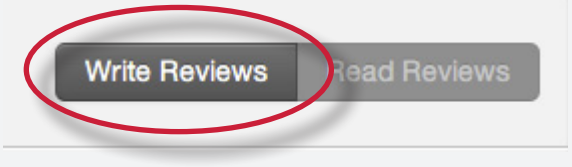
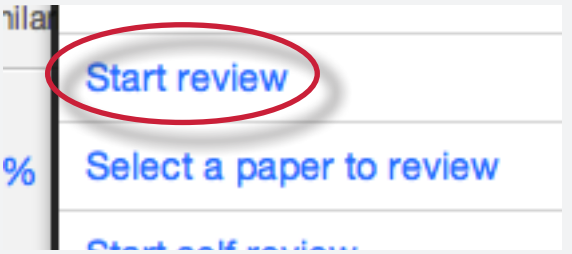
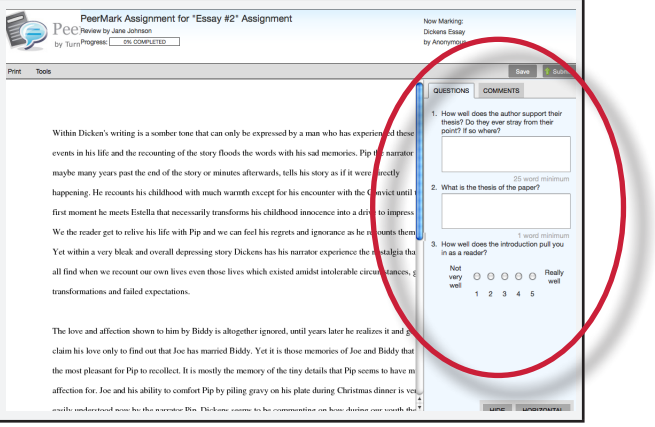
Writing Peer Reviews

Peer reviews are completed by students writing or selecting answers to free response or scale questions provided by PeerMark or created by the instructor.

Free response questions require a written response and may have a minimum length requirement. Scale questions require the students to rate an aspect of the paper that is being reviewed based on a question the instructor has created according to a scale.

Tip: A peer review can be saved and closed to be completed at a later time by clicking the *Save* button at the top of the peer review page.

Writing a peer review for an assigned paper:	
1. Click on the class name	
2. Click on the *Write Reviews* button to the right of the PeerMark assignment	
3. Click on the *Start review* link to start a pre-assigned review	
4. PeerMark will open. 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	

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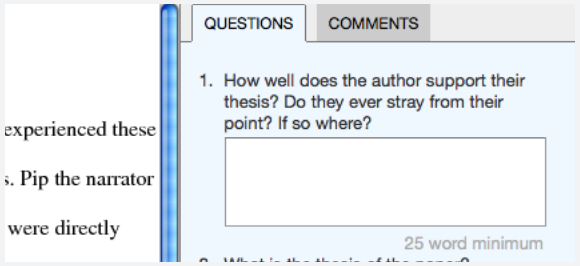
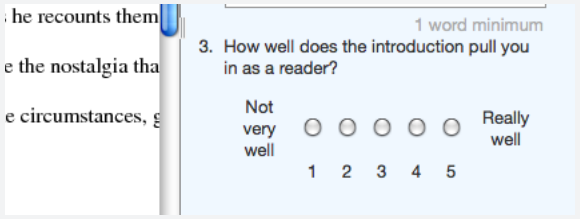
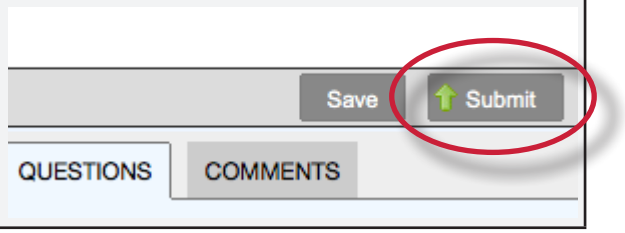
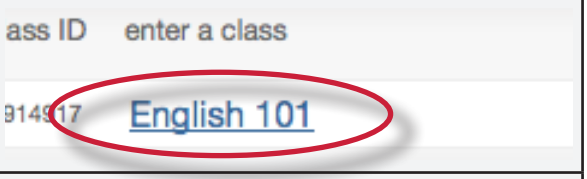
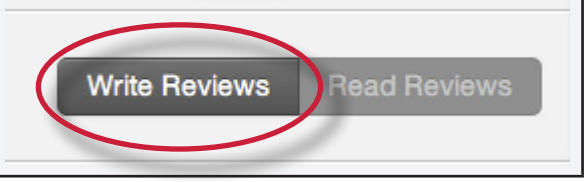
Writing a peer review for an assigned paper (Continued)	
5. To answer a free response question, click in the text box below the question and type in your response. The word minimum for the response is listed below the text box	
6. To answer scale questions, click the radio button above the number for the rating you are giving this writer for the question	
7. 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	

Tip: Students may add comments directly on the paper they are reviewing, please view the Adding Comments to a Peer Review section for more information on how to add comments in PeerMark.

Selecting a Paper to Peer Review

Some instructors may create a PeerMark assignment that allows students to select one or more papers to review from the papers submitted to the paper assignment. These papers may be in addition to or instead of automatically assigned papers.

Writing a peer review for a selected paper:	
1. Click on the class name	
2. Click on the *Write Reviews* button to the right of the PeerMark assignment	

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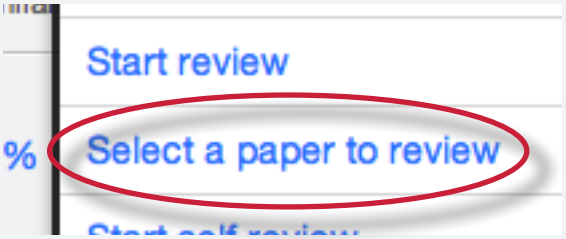
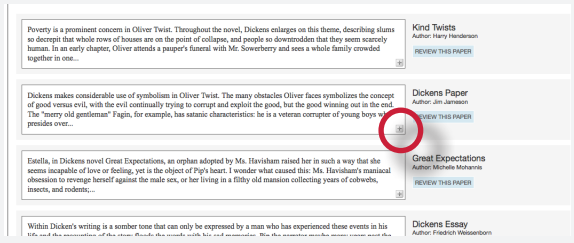
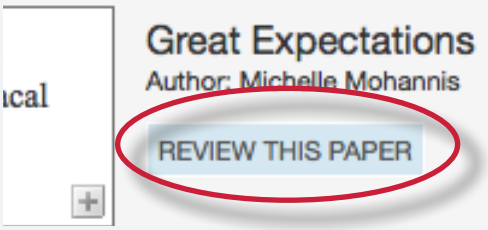
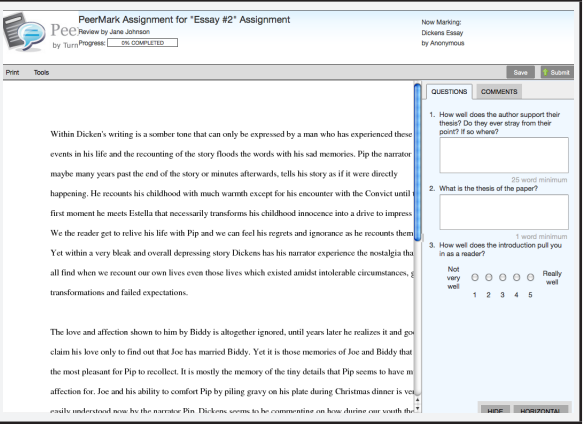
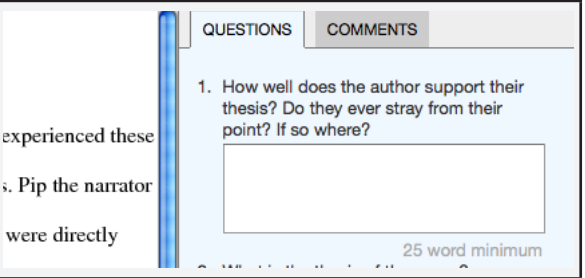
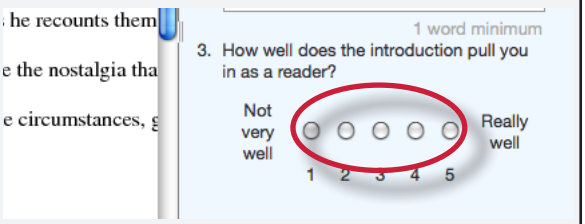
Writing a peer review for a selected paper:	
3. Click on the *Select a paper to review* link to choose a paper to review	
4. Look through the available papers to review. If you would like to view a paper in its entirety click on the grey plus icon at the bottom right corner of the excerpt	
5. Once you have decided which paper you would like to review click on the REVIEW THIS PAPER button	
6. PeerMark will open. 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	
7. 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	
8. To answer scale questions, click the radio button above the number for the rating you are giving this writer for the question	
9. Once the questions are completed click on the *Submit* button at the top of the PeerMark page to submit your review	

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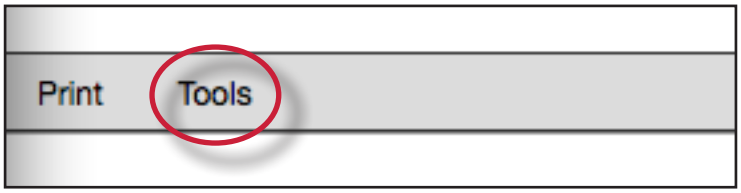
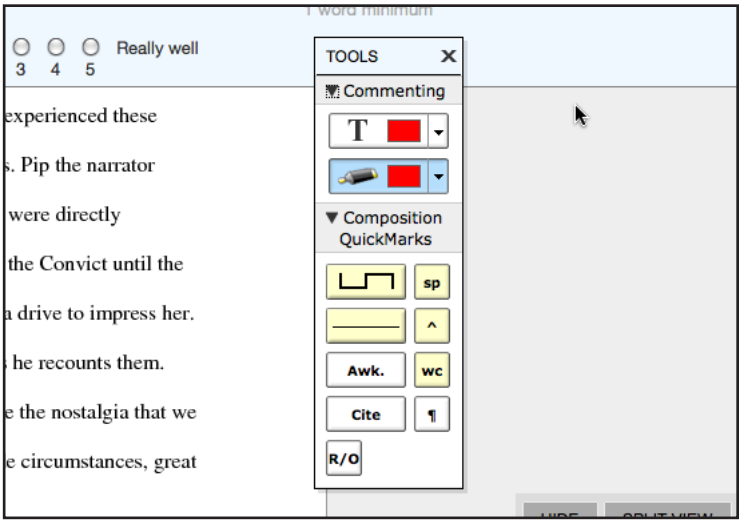
Adding Comments to a Peer Review

PeerMark Tools Palette

The PeerMark Tools palette contains all the commenting functions available to a student. To access the Tools palette click on *Tools* on the PeerMark tool bar.



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



Commenting Tools

Within PeerMark students may comment on the paper they are reviewing. A comment is equivalent to the notes that a student may write in the margins of a paper. A comment might be:

> *"I like this idea. Think you could develop it further in this paragraph."*

A comment may be up to one thousand characters in length.

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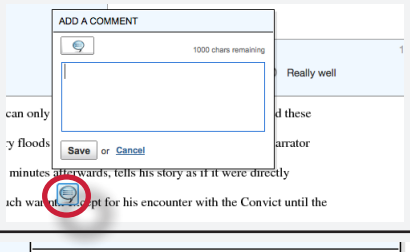
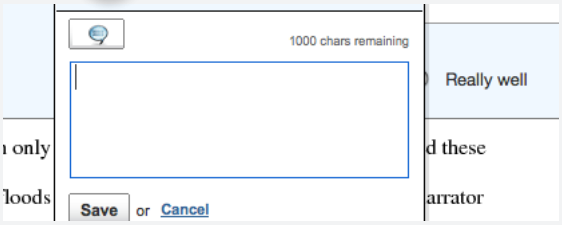
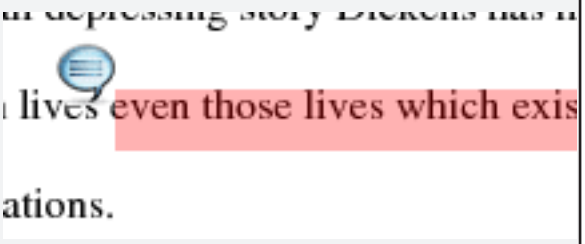
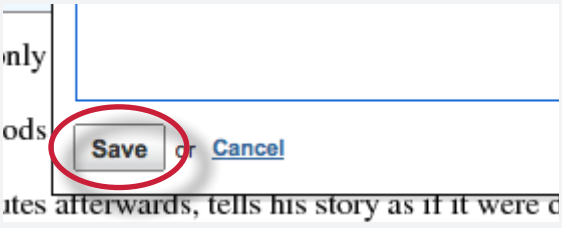
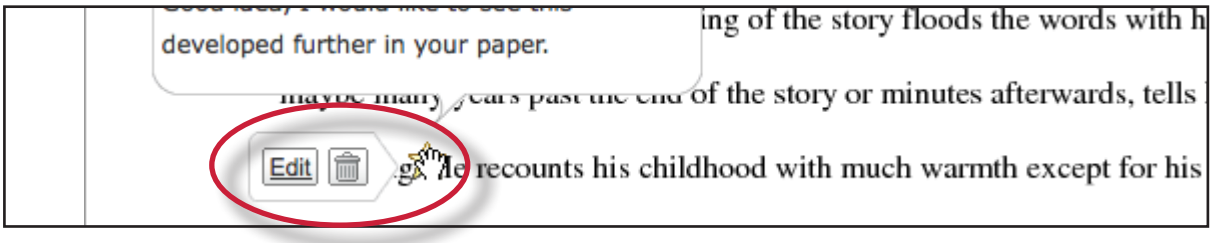
Adding a comment to a paper:	
1. Within PeerMark, to add a comment to a paper click on the paper where you would like to comment. A comment icon and comment bubble will appear	
2. Enter text into the text field of the comment bubble	
3. (Optional) If the comment references a specific area of the paper, 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. Highlights may overlap	
4. Click the *Save* button to save the comment	

The comment can be edited 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 made to the comment. 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.



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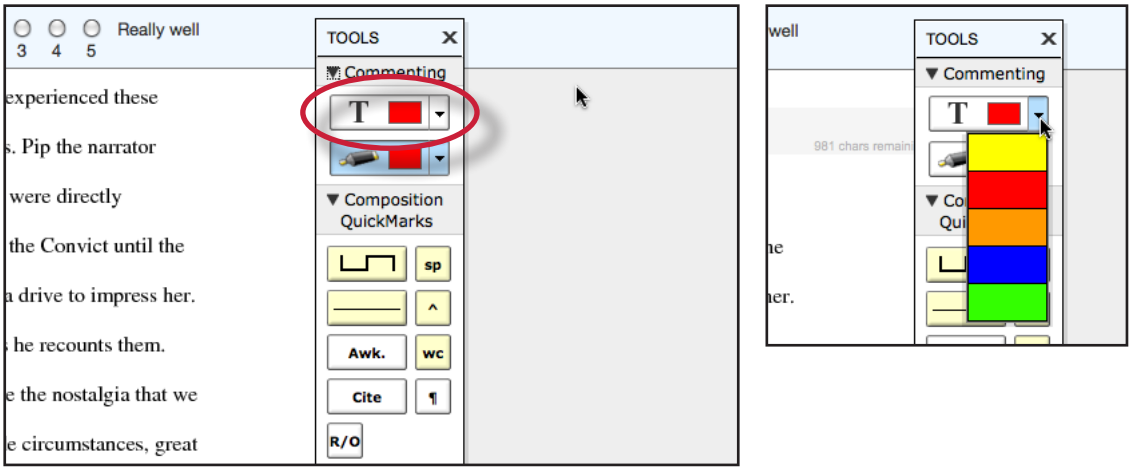
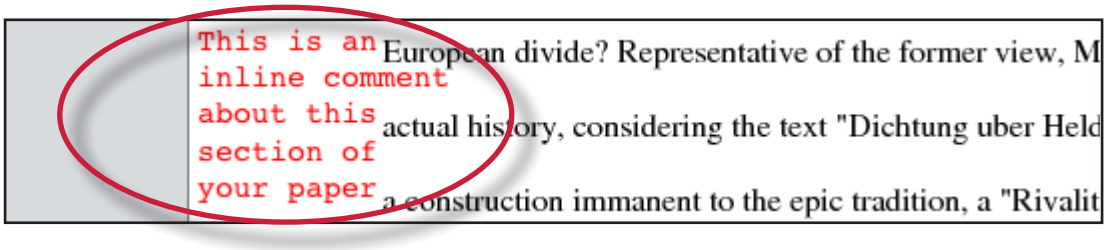
Inline Comments

Inline comments allow students to add comments directly onto the paper. The inline comment appears as type overlaid on the paper. The student 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 user 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 highlighter 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 trash can icon that appears to the left of the comment. Deleted comments cannot be recovered.

The inline comment can be moved 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.

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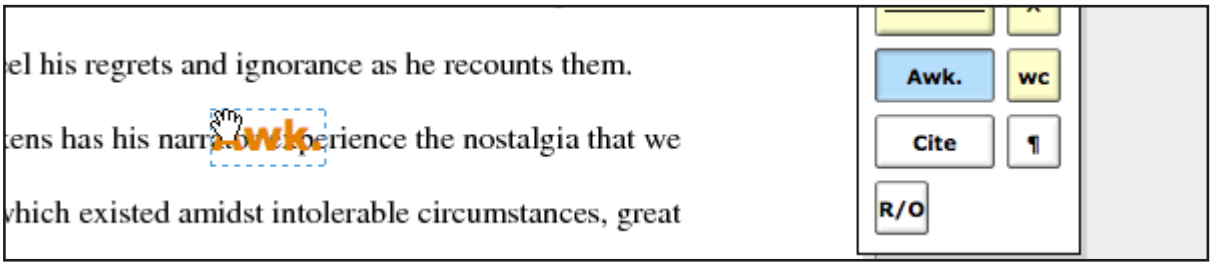
Composition Marks

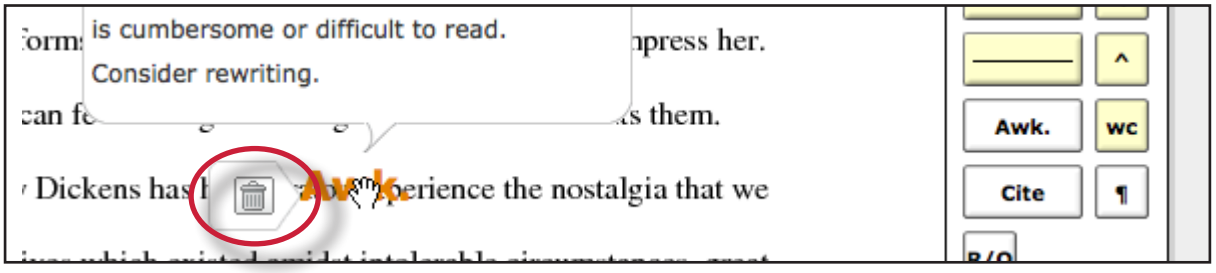
Composition Marks are standard editing marks that students can utilize when editing and reviewing their peers' papers. To add an composition mark to a paper click on the mark you want to add in the tools palette and drag the mark to the desired location on the paper.



Tip: 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 click. To delete a mark place the cursor over the mark, the trash icon will appear click on the trash icon to delete the mark.



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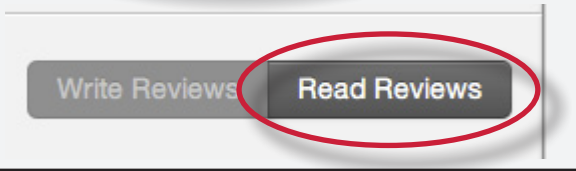
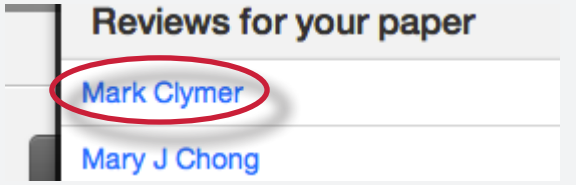
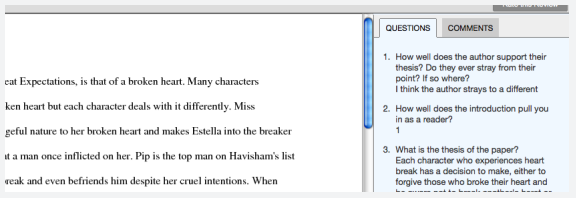
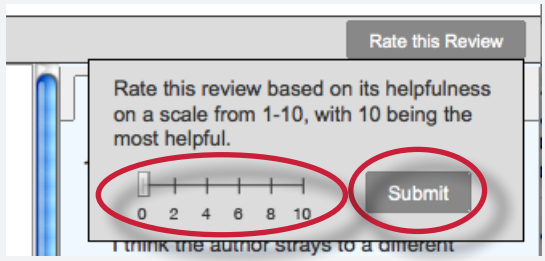
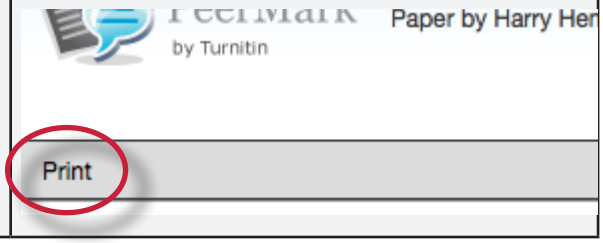
Reading Peer Reviews

Once the PeerMark assignment post date has passed, students are able to read the reviews written on their papers.

How to read a peer reviewed paper:	
1. Once logged in, click on the name of the class the peer review was in	
2. Click on the *Read Reviews* button for the PeerMark assignment	
3. Click on the links within the *Reviews for your paper* window to read the reviews of your paper	
4. PeerMark will open with the student's review of your paper. All answers to the free response and scale questions will be available on the right side of the screen under the *Questions* tab	
5. To view the reviewers comments in a list click on the *Comments* tab	
6. Click on the *Rate this Review* button to rate the helpfulness of the review. Select a number on the scale from 0 to 10 and click on the *Submit* button to rate the review	
7. If you would like to print the review click on the *Print* link on the PeerMark toolbar	

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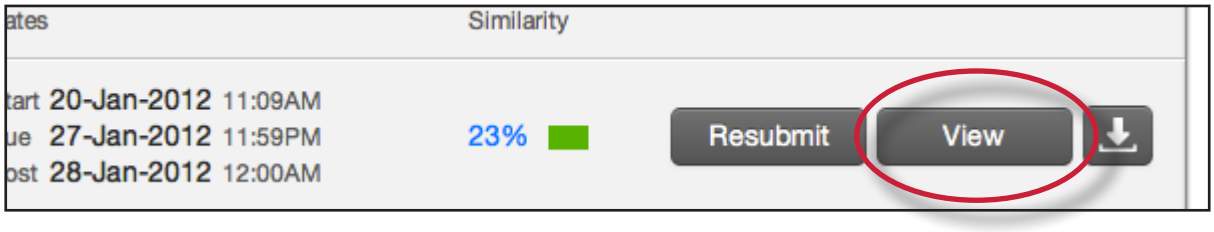
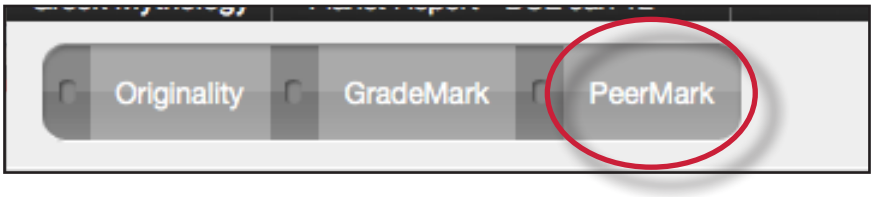
PeerMark in the Document Viewer

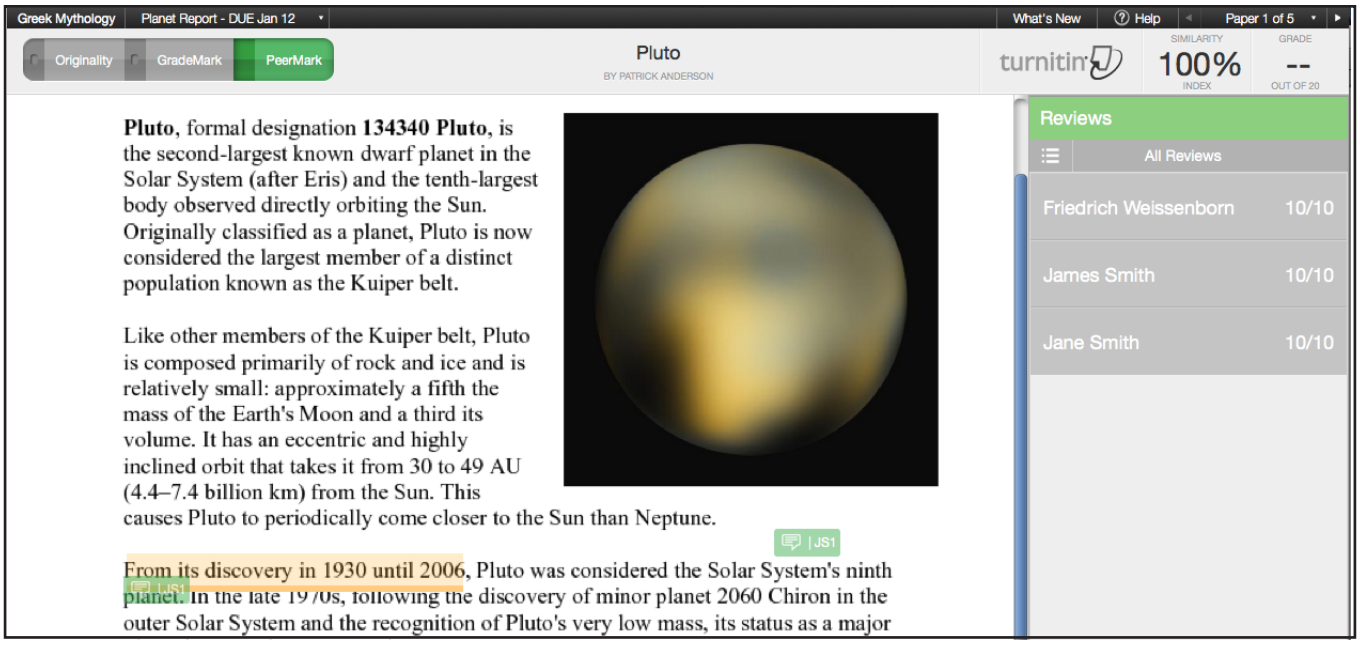
Students may view the peer reviews for their paper within the document viewer once the post date of a PeerMark assignment has passed. To view the paper in the document viewer first click on the *View* button for the paper assignment the peer review was based on.



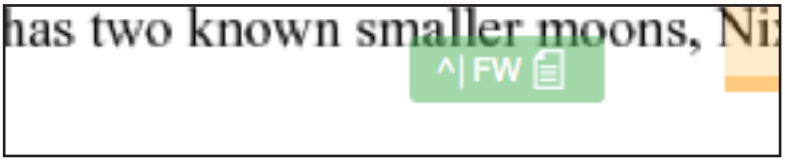
Once the document viewer loads click on the PeerMark tab.



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, unless the reviews are anonymous.



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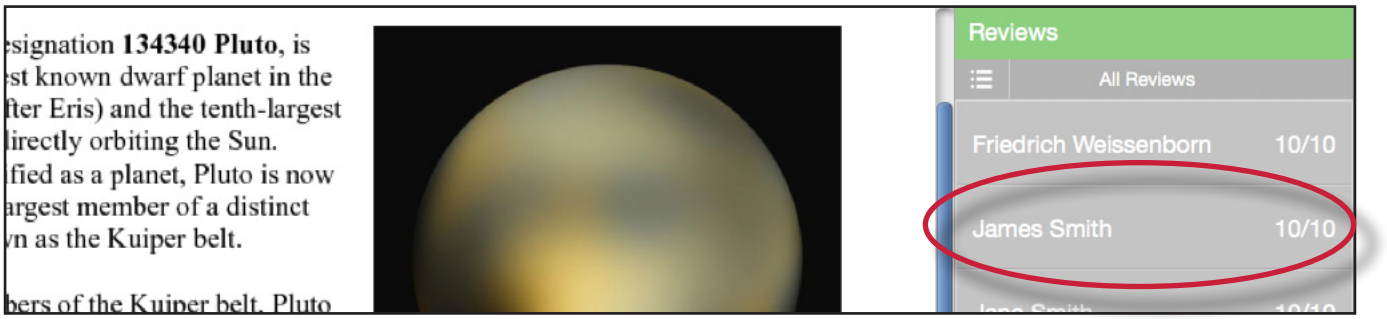
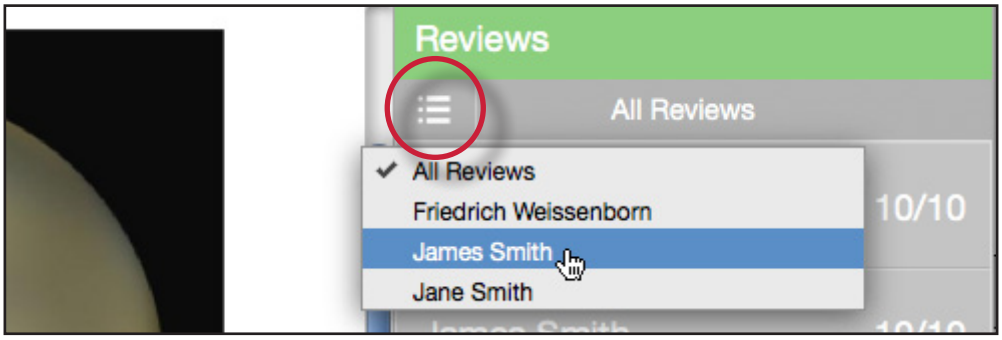
To view a specific student's comments click on their name in the sidebar.

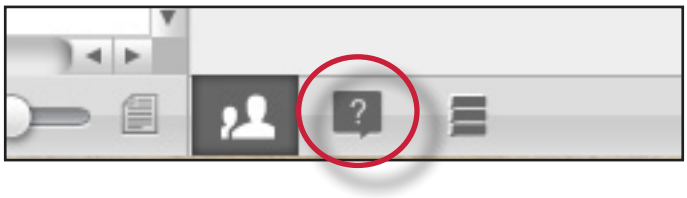


The list icon can also be used to select a student or to select to view *All Reviews*.

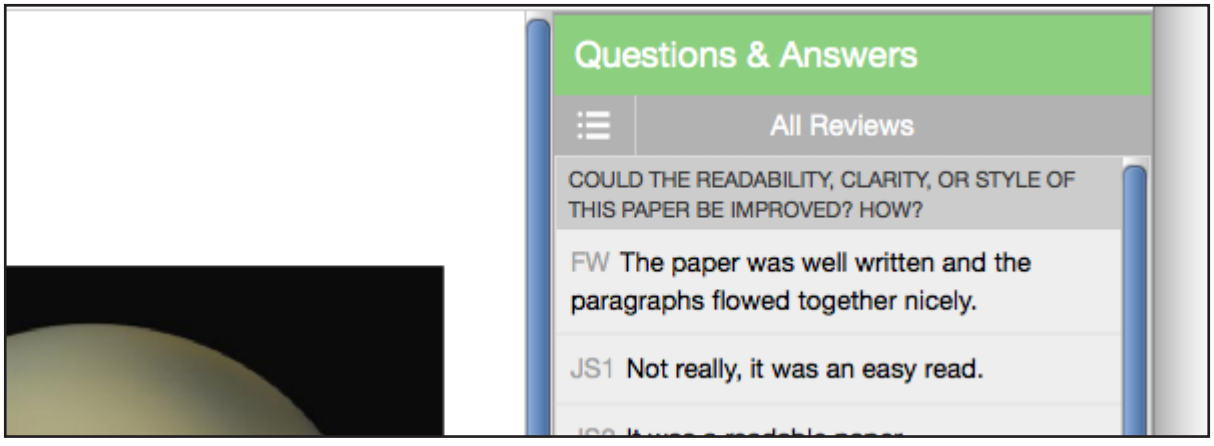


Viewing the PeerMark Questions and Answers

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



The sidebar will load all the PeerMark questions. The answers are located under each question. If all reviews are displayed the answers are identifiable by the reviewers initials, unless reviews are anonymous.



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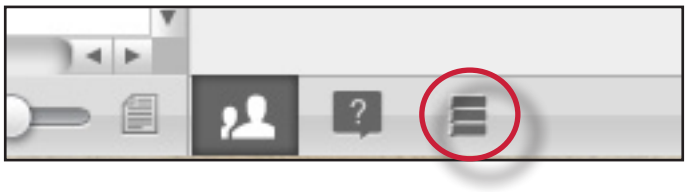
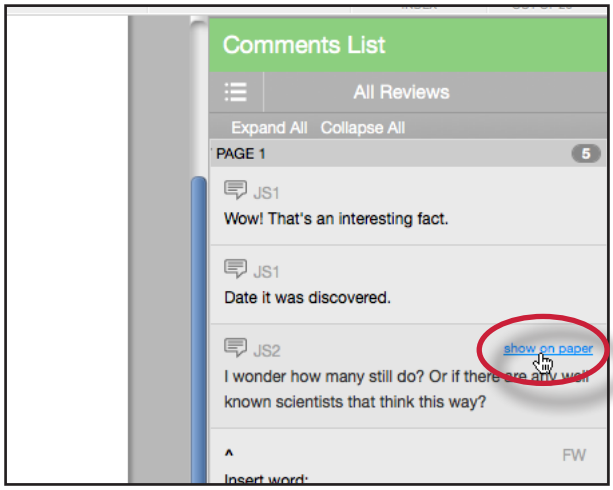
Reviewer Mark List

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.



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Turnitin Student User Manual
Chapter 4: GradeMark®

Updated January 24, 2014

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Introduction

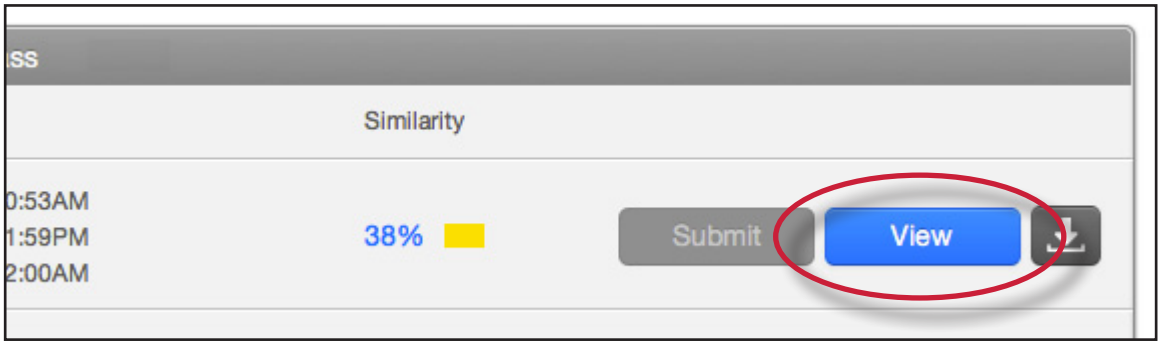
The GradeMark® digital mark-up tool allows instructors to mark and grade papers online in a paperless environment. Instructors are able to create custom sets of comments and marks for grading as well as use rubric scorecards that feature quick scoring of student papers against a list of scaled criteria created by the instructor or educational institution.

Once the post date of a paper has passed, students are able to access the marked version of the paper and view any grades, comments, marks, or requested changes noted by the instructor.

Tip: If the GradeMark *View* button is gray, the post date of the assignment has not been reached or the instructor has not yet graded or marked the paper. Contact the instructor for further information.

Viewing Marked Papers

To view a marked paper, the student user will need to click on the blue *View* button next to the assignment. The student GradeMark paper view will open in a separate window in which the student may view or print the grade and comment information. Not all browsers will be able to display the complete features of the GradeMark product. If a browser that is not fully supported is being used, a notification will inform the user.



GradeMark Contents

GradeMark consists of:

- **document viewer frame** - shows the Grade, the title and author of the paper. The similarity index will be displayed if the instructor has allowed students to view the Originality Report for the assignment
- **paper text** - the full content of the submitted paper, including images, as well as any marks made by the instructor
- **the GradeMark sidebar** - displays the comment/mark list, general comments, and rubric scorecard information for the paper being viewed

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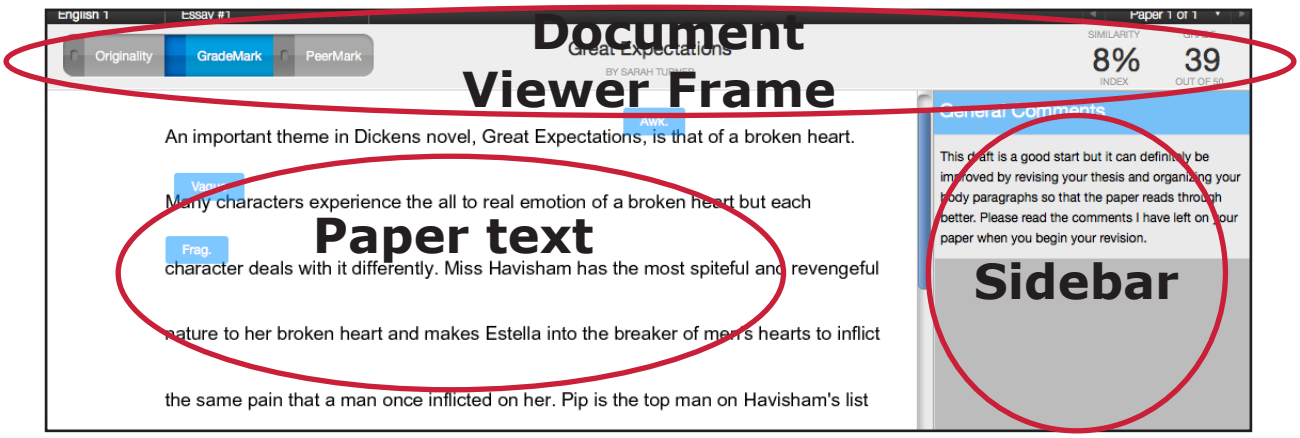

Paper Information

The paper information can be viewed by clicking on the information icon at the bottom left of the common viewer.



The paper information contains: the submission id, the date the paper was processed, the word count, the character count, the number of submissions to the assignment. The Similarity Indices will only be displayed if the instructor has allowed students to view Originality Reports for the assignment.

Marks

Marks added to a student submission appear in the body of the paper. The types of mark that an instructor can make on a student submission is a combination of any of the following:

- **comments** - a comment is equivalent to the note an instructor would write in the margins of a paper
- **QuickMark(SM)** - QuickMark comments may be used by an instructor to easily place notice of a complex or frequently used grammar, punctuation, or formatting issue
- **a rubric** - the rubric scorecard icon located at the bottom of the sidebar allows a student to view any rubric scorecard information added to the paper by the instructor
- **general comments** - a general text or voice comment can be added to a paper by the instructor to include a longer statement or overall review and assessment in greater depth without reference to specific marks on the paper

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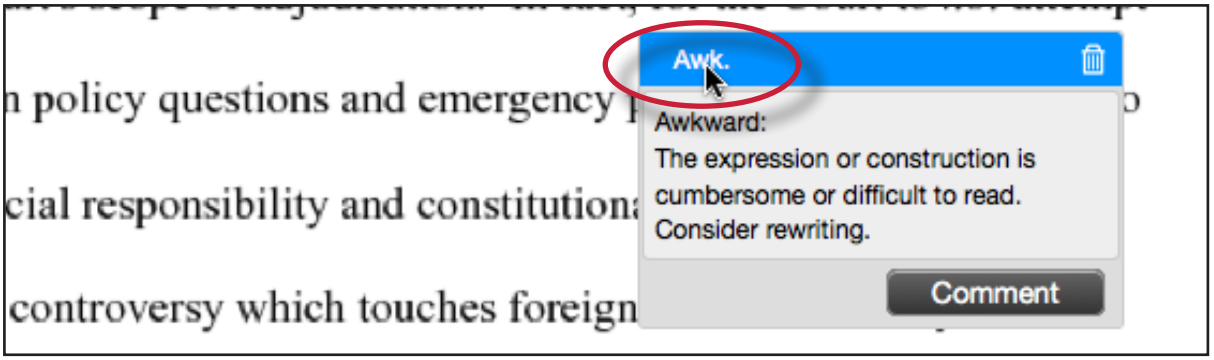
Viewing Marks

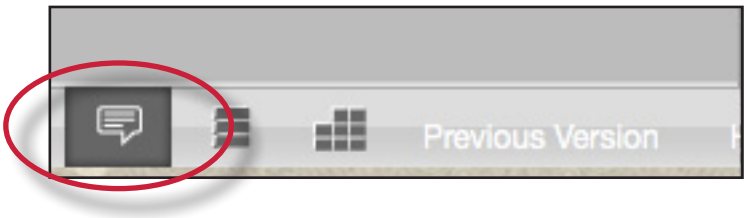
Student users are able to view the full information of a comment or QuickMark editing mark in multiple ways.

The primary method is using the mouse. The student will need to locate and click on a comment bubble on the paper. This will select the mark in question and open the comment attached to it, as well as emphasizing any highlight associated with the comment.

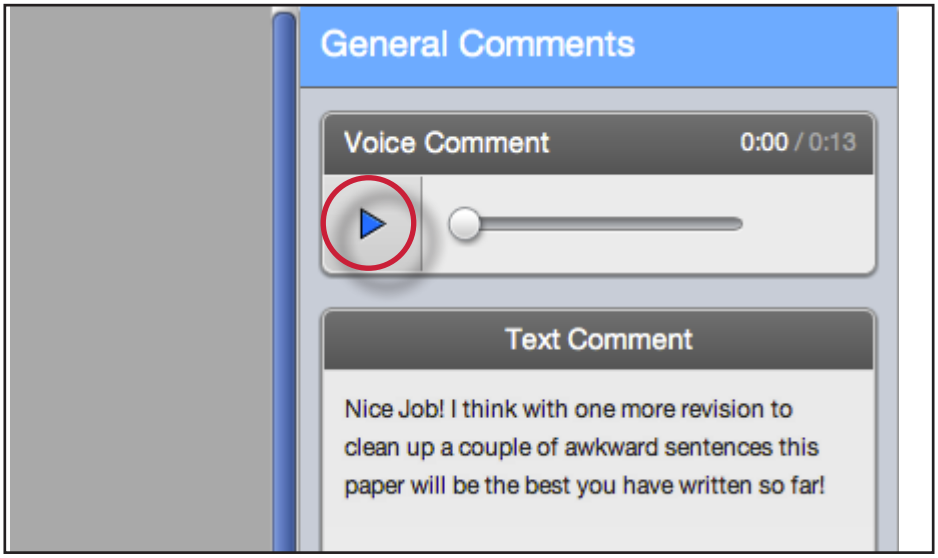
To view a QuickMark editing mark, the student user must move the mouse pointer over the mark to view the full information of the text associated with the mark.



When a student opens a paper in GradeMark the General Comments is the default sidebar view.



To listen to a voice comment, if an instructor has included it their feedback, click on the play button.



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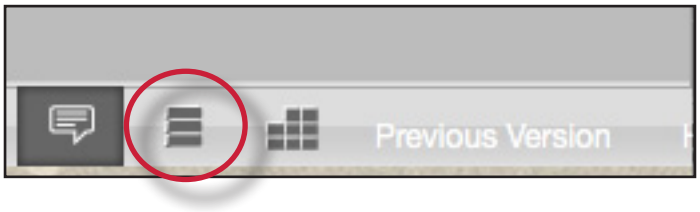
To view a full list of comments the student user must click on the comment list icon located at the bottom of the sidebar.



Clicking on the *comment list* icon opens a scrollable window of all comments or marks placed on the paper within the sidebar. To view the location of a mark on the paper, hover over a comment or mark in the comment list and click on the *show on paper* link that appears.

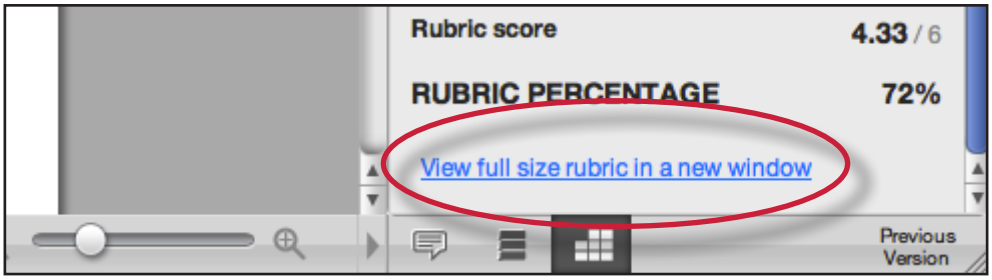


Rubrics

If a rubric was used by the instructor to grade the paper click on the rubric icon at the bottom of the sidebar.



The rubric criteria descriptions that the paper received are listed in the rubric sidebar. To view the entire rubric used to grade the paper, scroll to the bottom of the rubric sidebar and click on the *View full size rubric in a new window* link. A new window containing the entire rubric will open.



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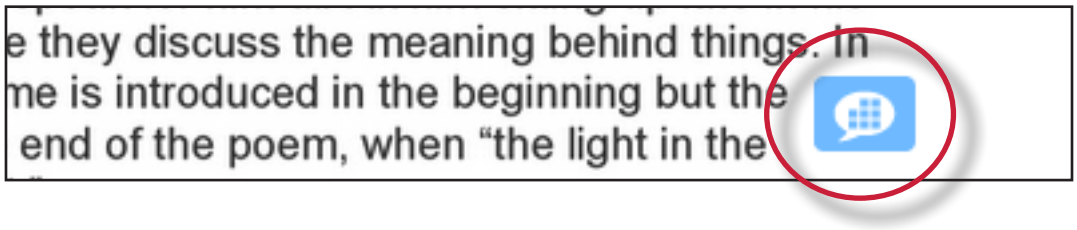
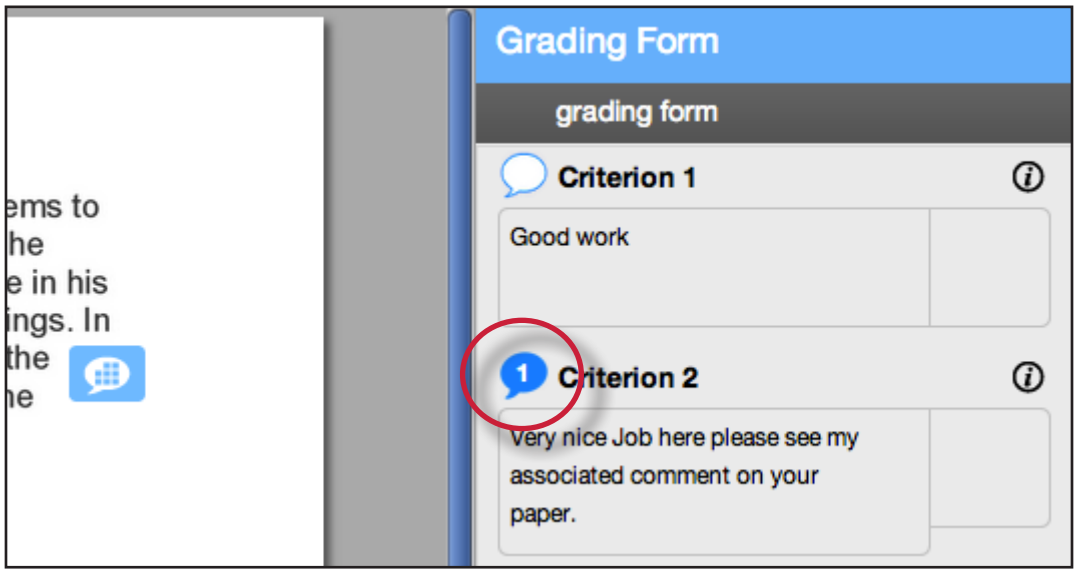
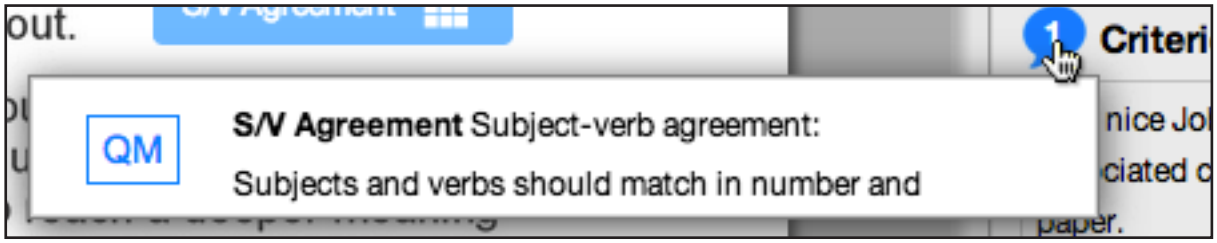
If marks on the paper were associated with rubric criteria the mark will display the rubrc icon.



When viewing a rubric, students can view the list of marks associated with a specific criterion. The number of marks associated is displayed within the comment icon next to each criterion.



To view the list of associated marks click on the comment icon. Hover over a mark in the list and then click on the *Show* link to view the mark location on the paper.



Grades

The paper’s grade is displayed in the top right corner of the document viewer. If students are allowed to view the Originality Report for the assignment the Similarity Index will be displayed in the top right corner as well.



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Printing

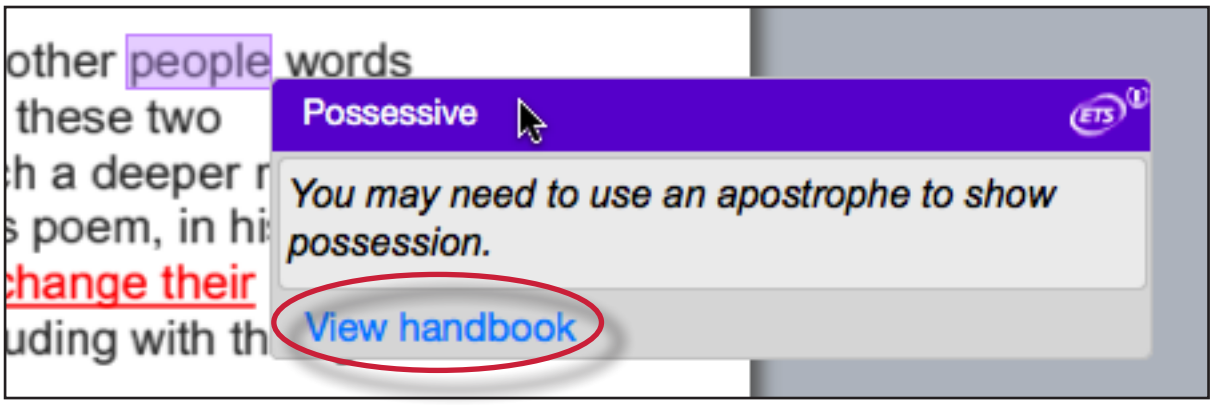
To print a paper that has been graded by an instructor using the GradeMark product, the student will need to open the GradeMark paper view. Once the paper is open, the student can click on the *printer* icon on the bottom of the viewing window.



e-rater® Grammar Check Technology

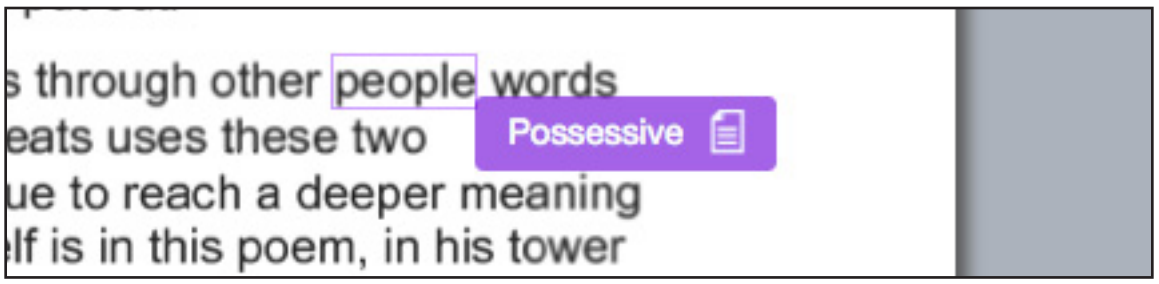
The *e-rater* grammar feedback technology, developed by ETS®, automatically checks submissions to an assignment for grammar, usage, mechanics, style and spelling errors; providing in depth feedback with on paper marks.

When viewing a paper in GradeMark for an assignment with *e-rater* assignment settings enabled by the instructor, *e-rater* technology will load the grammar and spelling marks once GradeMark opens in the document viewer. Hover over the *e-rater* mark to view the description of the mark. For a more detailed description about the *e-rater* error click on the *View handbook* link.



Note: It may take up to a minute for the *e-rater* feedback to load for the paper.

If the instructor left an additional comment on an *e-rater* mark a comment icon will appear next to the mark title. Hover over the mark to view the instructor's additional comment.



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Turnitin Student User Manual
Chapter 5: GradeBook

Updated January 24, 2014

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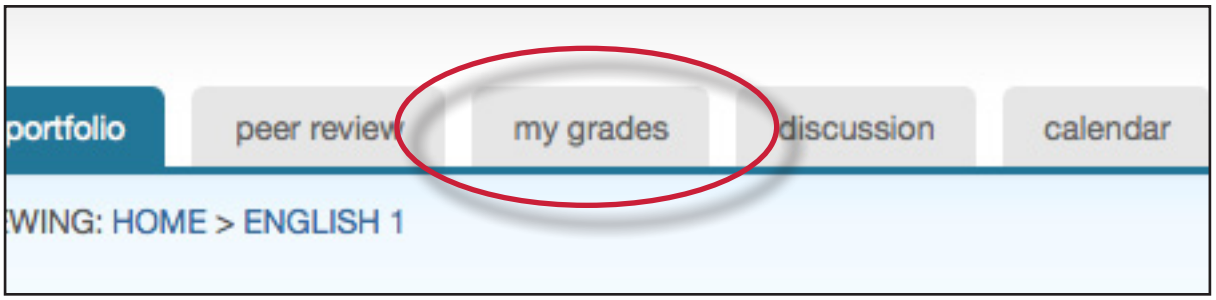
Introduction

The Turnitin GradeBook allows an instructor to enter and calculate grades for students on assignments submitted to the instructor. The *my grades* tab appears on the class portfolio page when this product is available.

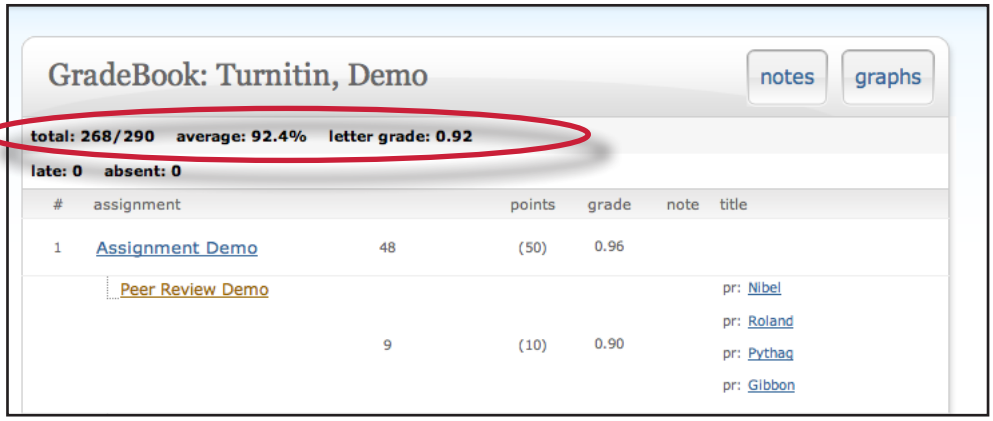
The GradeBook can be used to track numeric grades, attendance, and notes as well as allowing students to graph their performance. To view any grades and attendance records or instructor notes visible in a specific class, open the class portfolio page and click on the *my grades* tab.



Viewing Grades

A student user's grade page will show the papers and reviews the student has submitted along with any grades that have been given by the instructor on these submissions. The number in the points column shows the total number of points an assignment is worth. The number placed to the left of the points column shows how many points the student received for the assignment. The grade value for the submission appears in the grade column. Grades only become available on the post date of an assignment.

The top of the grades page shows the overall class grade and the attendance.



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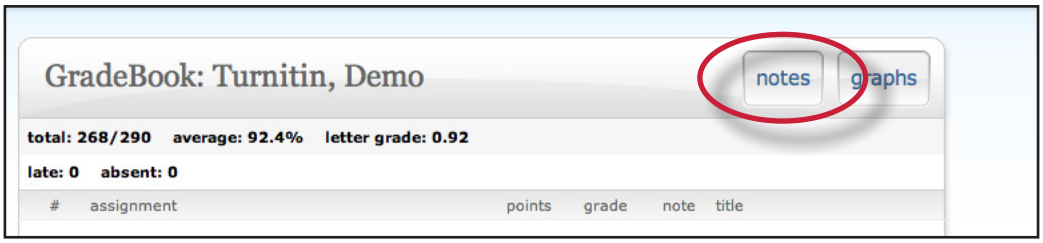
Notes

The instructor can enter a note alongside a grade for a submission. If the instructor has entered a note for the submission a note icon will appear next to the grade under the *note* column. Click on the note icon to view the instructor note.

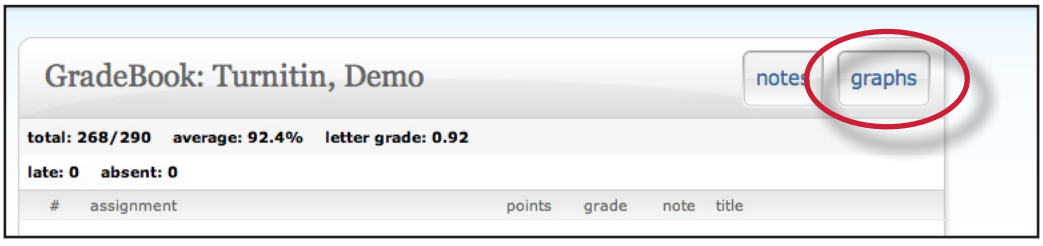


The full list of notes given to the student in a class can be viewed by clicking on the notes icon next to the grade summary at the top of the GradeBook window.

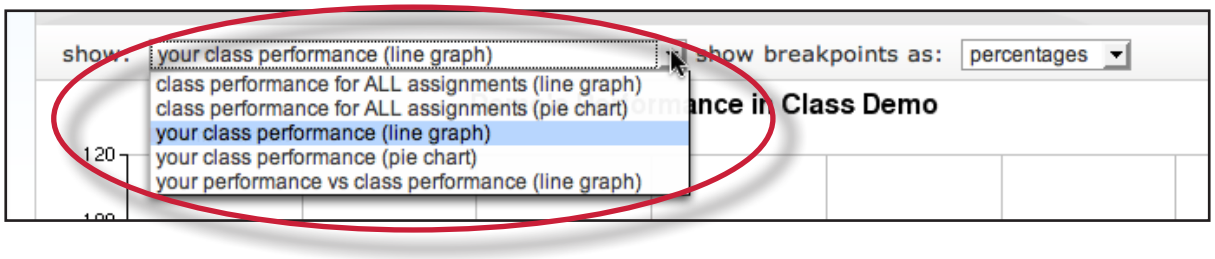


Graphing Tools

The graphing tools allow a student to view their own performance and the class average performance in line graph or pie chart formats. The graphing tools are accessed by clicking on the graphs button in GradeBook.



On the graphs page, the student will use the *show* pull down menu to select the graph type to view.



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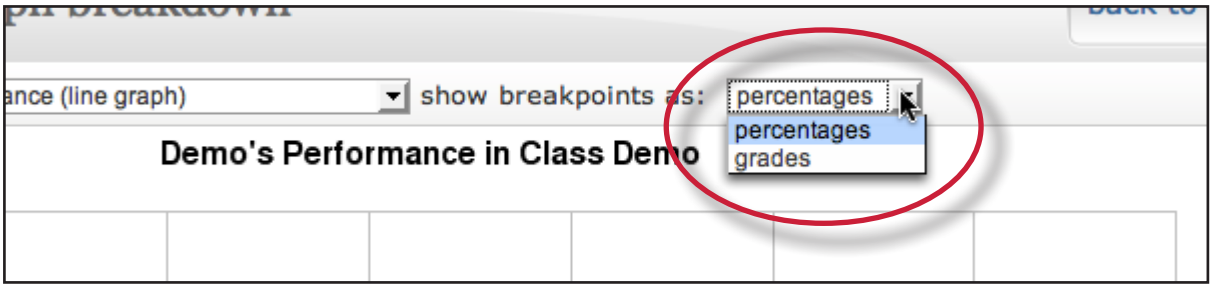
Student users can select from the following graphs available in line or pie chart formats:

- graphs showing class performance on all assignments
- graphs showing student performance for all assignments
- graphs comparing performance of this student to the class average

When viewing a line graph, a selection can be made to view grades as well as percentages. This is selected from the *show breakpoints as* drop down menu. Selecting grades adds the grades. The grades can be removed by selecting percentages.

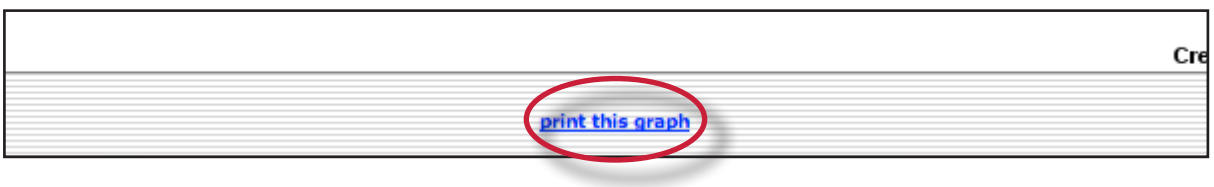


Printing Graphs

All of the graphs in the GradeBook are available in a printer friendly version. To print a GradeBook graph, first click on the *print view* link below the graph.



The print view for the graph will open in a new browser window. Once the print view is loaded, click on the *print this graph* link or use the print command on the web browser.



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Turnitin Student User Manual

Chapter 6: Discussion Boards

Updated January 24, 2014

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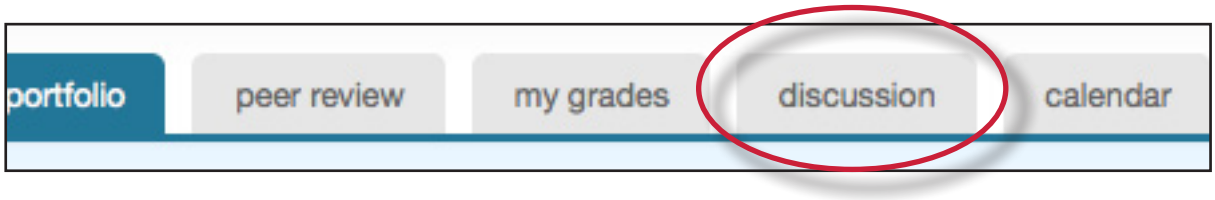
Introduction

Discussion boards give students the chance to participate in peer discussions using the online discussion board feature in Turnitin. The class discussion board allows students to suggest topics for approval by the instructor, reply to topics posted by the instructor, and reply to the posts made by other students in a moderated discussion environment.

Accessing Class Discussion Boards

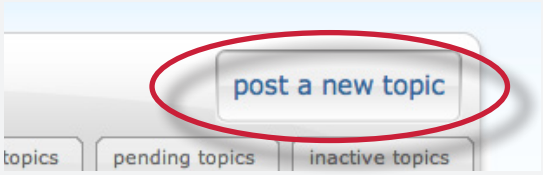
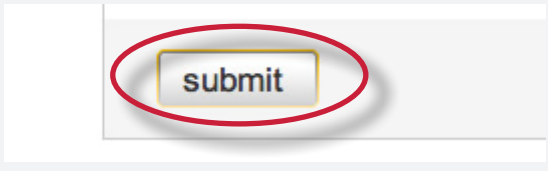
The class discussion board is available from the class portfolio *discussion* tab. The class instructor or account administrator for the institution may disable this feature or the feature may not be in use. If the discussion tab is not available it has been disabled.

If the discussion board is available, access the class discussion board by clicking on the *discussion* tab.



Posting a Discussion Topic

The instructor may not allow student posting of discussion topics. Discussion topics only become active if the instructor approves these topics. If there is no link to *post a new topic* the instructor has disabled the ability of students to post topics.
The discussion topic must be approved by the instructor before it can be viewed by students in the course.

How to post a new discussion topic:	
1. From the discussion board page click on the **post a new topic** link	
2. Enter the topic information: • topic title (required) • topic description (optional)	
3. Click **submit** to add the new topic to the list of pending topics to the discussion board. The topic must be approved by the instructor before users are able to post replies to the new topic	

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Discussion Page Overview

The discussion page lists all discussion topics for a class. From this page the user has a quick overview of all the discussions that are ongoing or previously active in the class.

The *status* column displays if a topic is active or inactive. Active discussions still allow student posting. Inactive topics do not allow any posting to be made unless the instructor reactivates the topic.

The *replies* column shows the total number of replies to a topic.

The *new* column shows how many replies, if any, have been posted since the student user last viewed the discussion topic

If the class instructor has selected a moderator for a topic, the *pending* column shows how many replies need to be moderated. Refer to the Moderation section in this chapter for more information on moderating a discussion topic.

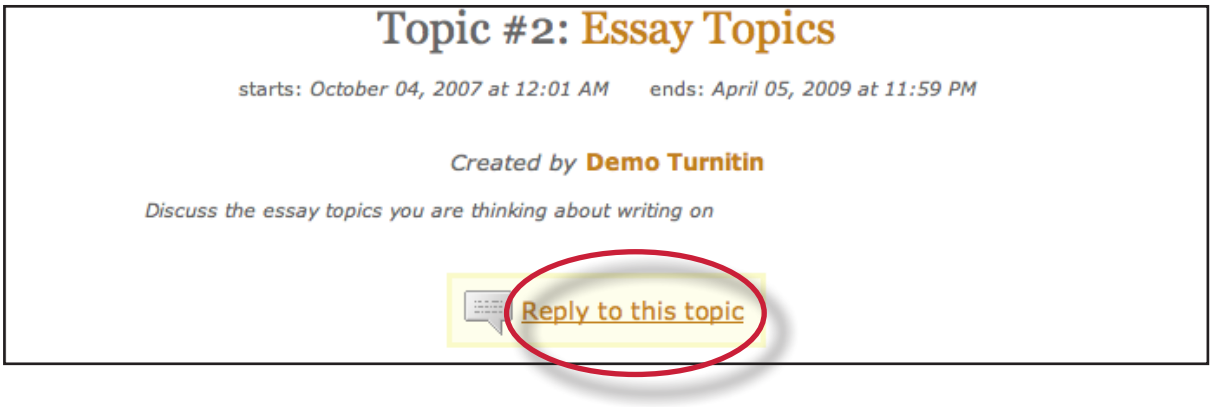
The *last reply* column shows when the last reply was posted in a topic.

The *moderator* column displays the moderator for the topic, if any. If no moderator has been selected, *none* is displayed in this column.

The pull down menu on the discussion page lets the user choose to view *all topics, active topics, pending topics, or inactive topics*. By default the view is set to *all topics*.

Posting a Reply

To access a discussion and view the responses in the discussion, click the title of the topic listed on the discussion board page. This will bring the user into the detailed view of the topic. The topic is listed at the top of the page, and any responses are listed beneath the topic.



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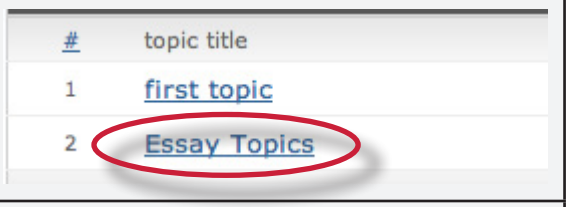
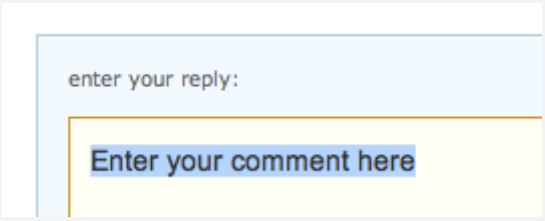
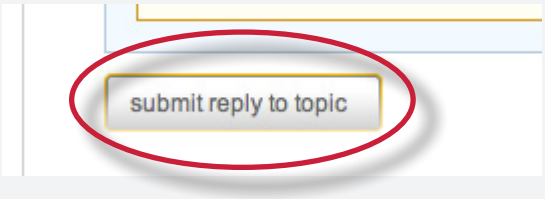
To post a reply to a topic:	
1. From the discussion board page click on the name or title of the topic to reply to	
2. Click on the **reply to topic** button next to the discussion topic	
3. Enter the response in the reply box provided. By default only the latest reply is shown. To display the entire thread, use the pulldown menu at the top of the form and select **entire thread**	
4. Once the reply is entered, click on the **submit reply to topic** button to add the reply to the discussion. If the topic is moderated, the reply will only be posted after moderator approval	

Tip: Responses that will take more than a few minutes to type should be written in a word processor software and then copy and pasted into the reply box for the discussion board. This prevents loss of internet connection causing a lost reply to the discussion board, especially in the event of complex replies.

No images or formatting is accepted by the reply box - only text will be entered into a discussion board reply thread.

Responding to Previous Replies

Student users may also respond to the replies left by other classmates. This encourages discussion and can help students to polish opinions and ideas with the assistance of their peers. To respond to a reply rather than to the discussion topic, use the *reply* link to the right of the specific reply instead of the *reply to topic* link.

Deleting or Editing Responses

A response may be edited or deleted by the user who created the response. This is done by clicking on the *edit* or *delete* links to the right of the response.
If a reply has been added to a post, it cannot be deleted or edited by the user. Only the moderator or instructor will be able to modify or delete the response.

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Discussion Board Views

The discussion boards feature two main viewing styles - a flat view and a threaded view. These views use one basic structure but differ in other ways.

A topic thread might look like this:

Topic
1. *First response to topic*
    1.1 *Response to reply 1*
2. *Second response to topic*
    2.1 *First response to 2*
    2.2 *Second response to 2*

Flat View

The default discussion board view is the flat view. This view shows responses flat in thread order, like the example above.

With the flat view, users can view responses with or without threads. By default, the thread is shown.

For example, the following is posted:

I agree with this topic

and the student user replies with:

Why do you agree with this topic?

The posting order will show up as:

I agree with this topic.
Why do you agree with this topic?

The flat view with nested threads is the default viewing method. To view only responses and see no referenced thread, use the *show replies as* pull down menu to select *flat view with no thread* on the discussion page.



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Threaded View

The second primary view type is the threaded view. To use the threaded view, use the *show replies as* pull down menu and select *threaded view.*



When viewing a discussion using the threaded view, only the top response of each thread is shown. For example, if the discussion has this structure:

Topic
1. *First response to topic*
    1.1 *Response to reply 1*
2. *Second response to topic*
    2.1 *First response to 2*
    2.2 *Second response to 2*

the threaded view will appear as:

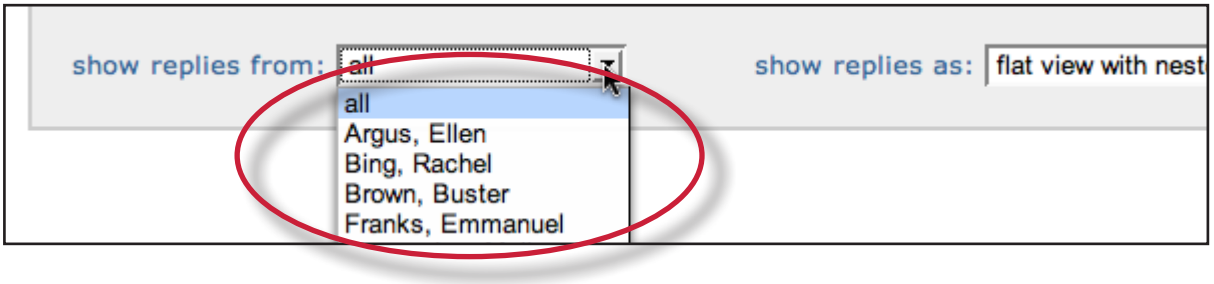
Topic
1. *First response to topic*
2. *Second response to topic*

Additional replies will be accessible by clicking on the *replies* link for the selected response. The user can drill further down, opening additional layers of the thread, by following the reply links.

To go back up a level, the user can click on the thread title. This will return the view to the level that was clicked.

Viewing Replies by User

Replies can be sorted by user via use of the *show replies from* pull down menu. To view only responses from a specific student user, select the name of the student from the pull down menu. Student users can also view only their own responses by selecting their own name from the menu.



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Sorting Replies

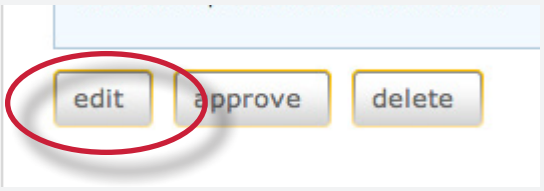
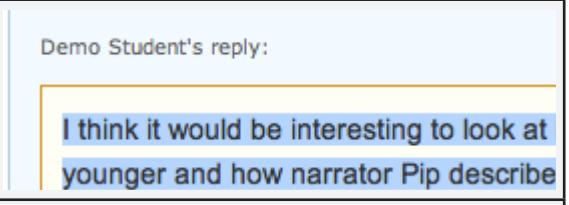
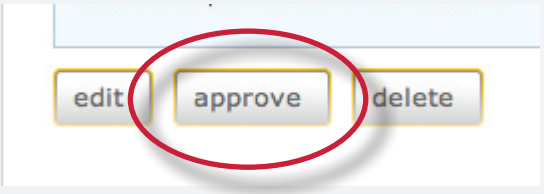
Replies on a discussion board can be sorted by status, author, reply number, date posted, and number of replies. This is accomplished by clicking on the column header for the sorting method. A single click of the column header *author* will alphabetize the reply list from A-Z. A second click of the *author* column header will organize the list from Z-A. The default organization is listed in the organizational examples earlier in this chapter.



Moderation

An instructor may select to appoint a moderator for a discussion, or may moderate the discussion themselves. The role of the moderator is to approve any and all replies made on a discussion board. Typically, this approval is used to ensure that only acceptable content is posted, that the discussion stays on topic, and that no inappropriate language is used.

If the instructor sets a student user as the discussion moderator, an e-mail is sent to notify the student of this assignment. As moderator, the student user is responsible for approving pending replies. An indicator of the number of pending replies in each discussion topic that the user is moderating is visible from the discussion board main page. If a discussion topic has pending replies, these can be viewed by clicking the discussion topic title. Pending replies will be listed at the top of the discussion.

How to moderate a discussion topic replies:	
1. To edit a reply before approving it, click the **edit** button below the pending reply. Replies can also be edited after being approved	
2. Edit the reply for content if necessary	
3. To approve a reply, click the **approve** button below the pending reply. The pending reply will be shown	

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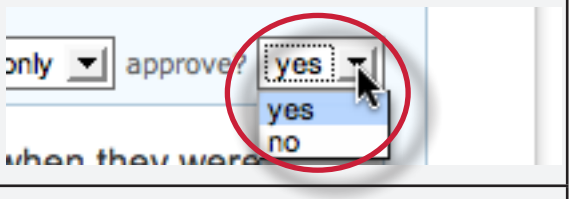
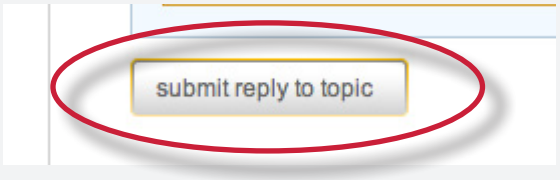
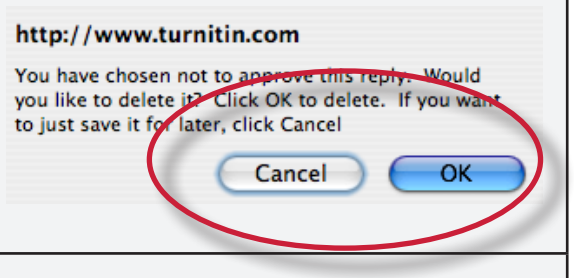
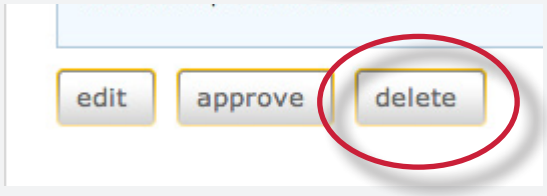
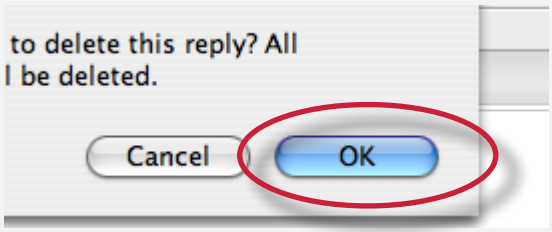
How to moderate a discussion topic replies:	
4. Use the **approve?** pull down menu at the top and select **yes** to approve and post the reply, or select **no** to reject the reply. A reply can also be edited at this time before approving.	
5. After selecting from the approve? pull down menu **yes** or **no,** click on the **submit reply to topic** button to approve the reply or delete it	
6. If the reply was approved it will be posted to the discussion. If the reply was rejected, the moderator is prompted to delete the reply or save it for later	
7. The moderator can also delete a reply or a pending reply by clicking on the delete button below the reply	
8. A prompt will appear. To delete the reply click **Ok** **Warning:** If a reply is deleted that has replies that have been made to it, all replies made to the deleted reply will also be deleted	

Once the reply has been approved it will be assigned a number and added into the discussion thread.

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Turnitin Student User Manual

Chapter 7: Class Calendar

Updated: January 24, 2014

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Introduction

The class calendar allows student users to keep track of important dates for Turnitin class assignments. The Turnitin class calendar can also display announcements, class notes, or holidays posted by the instructor.

Also on the class calendar page is a syllabus link that allows instructors to post an electronic version of their syllabus for easy student reference.

Accessing the Calendar

Each class will have its own unique Turnitin class calendar. The class calendar can be accessed from any page within the class using the calendar tab.



Calendar Items

There are four types of item that can be entered on the class calendar on Turnitin: assignments, notes, announcements, and holidays.

Turnitin Calendar Items

Assignments - assignments or peer reviews that the instructor creates are automatically added to the calendar. Click on the assignment title to view the information on the assignment

Notes - class notes uploaded by the instructor appear on the calendar. Click the note icon to view the note info in a new browser window

Announcements - announcements posted by the instructor appear on the calendar with an announcement icon. Click the link beside the icon to view the announcement

Holidays - holidays posted by the instructor appear on the calendar. All holidays on the calendar appear with a light blue highlight to the date.

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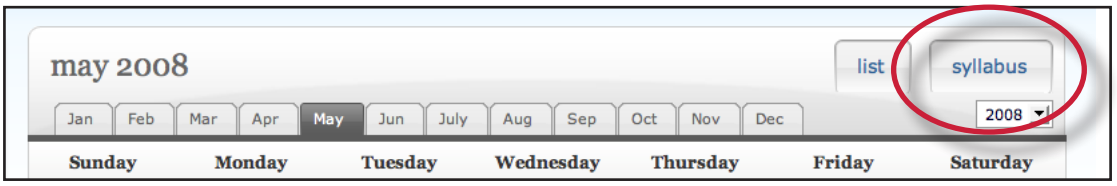
Class Syllabus

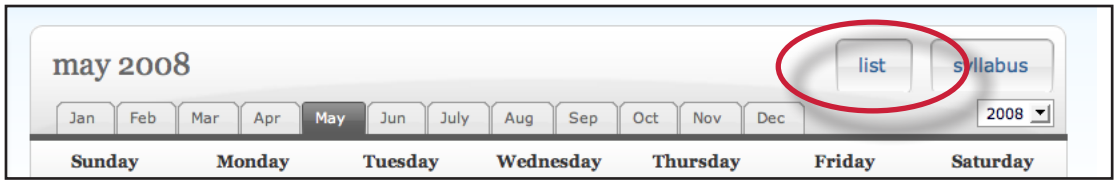
If the instructor has uploaded a syllabus for the class, this can be viewed from the calendar page by clicking the *syllabus* button. The syllabus page will open and display the syllabus, if any, posted by the instructor.

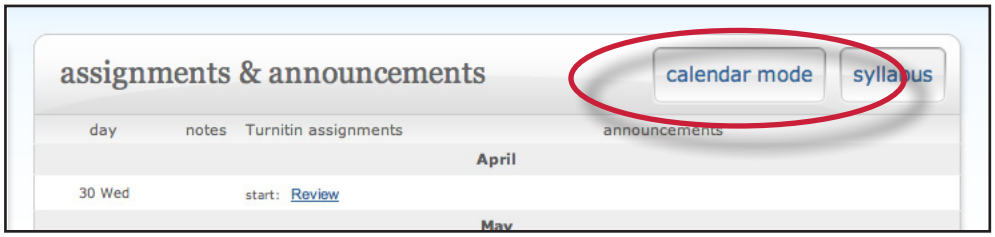


Calendar List

The calendar can also be viewed in list mode. The list mode will display all assignments and calendar entries in a list, one year at a time. To view the calendar in list mode the user must click on the *list* button on the class calendar page.

To switch back to the calendar view, click the *calendar mode* button.





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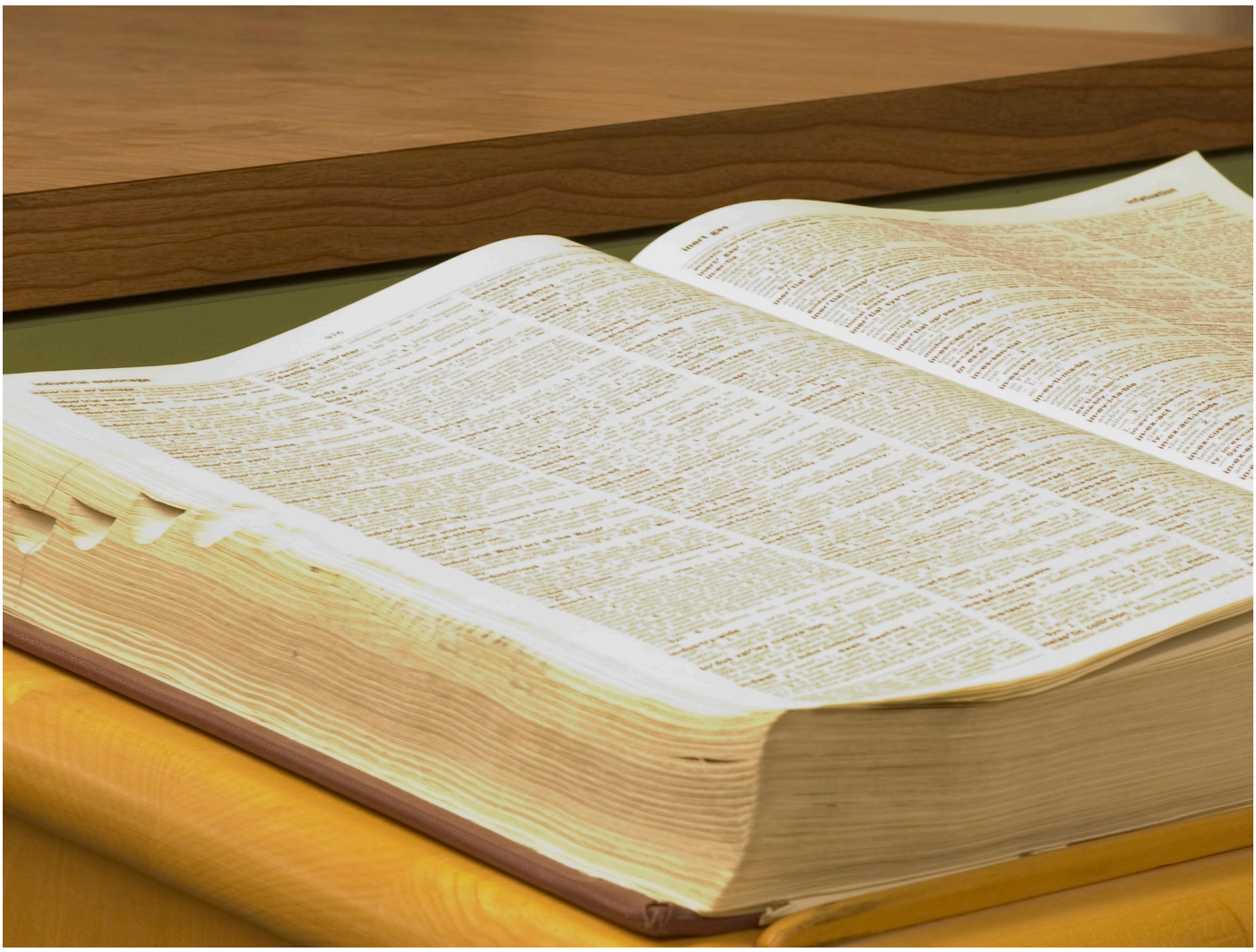

Turnitin Student User Manual

Chapter 8: Glossary

Updated: January 24, 2014

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Definitions

account - a Turnitin account allows instructors to use products purchased from Turnitin

account ID - the numeric identification number for a specific account or sub-account

account join password - an account-specific password which allows instructors to self-join an account when used in conjunction with the account ID

active students - the number of unique student users enrolled in at least one active class on an account or accounts. Active student counts do not include students who are joined to more than one course using the same student user profile

administrator - the controller of a specific Turnitin account. This user type is able to activate or deactivate products on an account, change account settings, and add or remove instructors from account access

assignment - Submissions to a class on Turnitin are made to an assignment. Each assignment can allow only a single submission per student user who is enrolled in the class

announcements (toolbar) - announcements from Turnitin are available on the messages link from the user toolbar on the main user pages. These announcements are only sent by Turnitin. Instructor announcements are made via the calendar.

announcements (calendar) - The Turnitin calendar area of classes allows an announcement link to be added by the instructor to notify students of important information.

available active students - the number of student users available on an account. This number is the difference between the active student and student limit numbers for an account.

browser - the web browser is the program used to view or access the internet or Turnitin. This program is on the user computer. Turnitin currently supports:
PC (Windows 7/Vista/XP/2000/Me/98/NT)
Internet Explorer 7
Mozilla Firefox
Mac (OS X/9)
Safari 1.0 and higher
Mozilla Firefox

class - to allow students to submit files, an instructor must create a class for their students. A class requires a name, a class ID, and a class enrollment password.

class calendar - the class calendar page allows instructors to post announcements, notes, and holidays as well as automatically displaying the assignment start and due dates for a class. Instructors can post a syllabus through the link on this page for quick reference by students in the class.

class ID - a unique numeric identification number for a specific class created by an instructor on Turnitin

class enrollment password - an instructor-created authorization password for a class on Turnitin. Both class ID and enrollment password are required for students

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who will be self-enrolling in a class

class portfolio - the class portfolio page is the main view page of a student for a specific class

comment (GradeMark) - A correction or other mark left on a student submission by the instructor using the GradeMark digital assessment product from Turnitin

cookie - an information packet sent to and stored on the web browser of a user. Access to Turnitin requires the web browser to be set to allow cookies from the service. These cookies are used to check and ensure access is granted as the user moves between pages within Turnitin's website.

consortium account - an account type which is the parent for multiple institutional accounts. Consortium accounts do not allow instructors to directly join. Instructors must be added to an institutional or departmental account

criteria (GradeMark®) - criteria are a part of the Rubric Scorecard feature in GradeMark. Criteria describe the requirements for a submission to meet specific areas of the grading scale (GradeMark)

cumulative view - one of the viewing modes available on the Turnitin Originality Report. This view shows the best overall matches to the entire submission. This viewing mode is also known as "show best matches together"

database - a set of information of a specific type or types. In the specific context of the Originality Report provided by Turnitin, database is used to refer to the type of information the submission was evaluated against for direct matching or high levels of similarity. Available databases include internet, archived internet, periodical/journal/publication information, and previous submissions.

default submission type - a user preference set by instructor or student users to define which file submission method should be displayed by default for submissions to an assignment in a Turnitin class

default user type - a user preference which determines the type of user homepage viewed after the user logs into Turnitin. Users may switch user types without logging out by use of the *user type* tool bar menu link

departmental account - Departmental accounts are created for specific departments within an institution to use Turnitin products. Instructors are able to join departmental accounts or be added by the departmental administrator

digital receipt - the digital receipt is a confirmation of a successful paper submission to a Turnitin assignment. The digital receipt contains the unique *submission id* number, user name, submission date and time, class name, assignment title, and a copy of the submitted work. The digital receipt is shown on-screen after submission and a copy is sent by e-mail to the user at the e-mail address provided as the user login name. This e-mail is sent by noreply@turnitin.com and spam filters should be checked to ensure they do not block users from receiving this e-mail

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direct source comparison - a type of viewing mode on the Turnitin Originality Report that allows users to compare a matching or similar area of a submitted paper with a specific source to visually assess the extent of matching or similar text. This view mode is provided to allow the user better determination of the usage of the matching or similar areas in both the submitted paper and the source found in the Turnitin databases. Not all match types allow Direct Source Comparison

discussion board - the discussion board feature on Turnitin allows instructor and student users to converse through a basic discussion board feature as part of a Turnitin class. The discussion board is enabled by default but the instructor or institutional administrator for the account may disable this feature at any time. Instructor approval is required for topic posting, and replies on a discussion board may be moderated for content by a user in the class, and may be anonymous or attributed.

download (file) - transmission of a file from Turnitin to the computer of the user selecting to download files). Some users may need to enable file download due to security considerations on the web browser or computer being used

downtime - a period of time during which Turnitin will not be available or have extremely limited availability to users

due date - the due date on a Turnitin assignment indicates the date and time of day at which an assignment is due. Submissions after the due date and time may no longer be allowed and will be automatically blocked by the Turnitin system. Only the instructor can enable late submissions on an assignment on Turnitin. The due date must come after the start date and before the post date during assignment creation. The due date and time may be changed by the instructor at their discretion to meet the needs of a class.

e-mail address - an address at which a user may be contacted via e-mail with digital receipts, notifications or announcements (if enabled), new user login information or welcome notices, or password reset information in the event of a password reset request. A valid e-mail address is highly recommended due to the important information that can be transmitted via e-mail from Turnitin. The e-mail address used on Turnitin is also the user name for logging into Turnitin.

e-mail updates - notification sent from Turnitin to the user with important information such as product upgrades, major changes, customer polls, class notifications, and scheduled downtime information

enrollment - student users on Turnitin must be enrolled in an active class. Student users can be enrolled by an instructor who provides the required information to create a user profile and e-mail the student. Student users can also be authorized to log into Turnitin and enroll in a class by use of the numeric class ID and the case sensitive class enrollment password selected by the instructor during class creation.

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exclude bibliography - the exclude bibliography link is an option on the Turnitin Originality Report. Use of this feature automatically excludes information in the bibliography section of a paper. Only an instructor can exclude the bibliography permanently. Student exclusion of the bibliography will revert when the Originality Report view window is closed. This function is an approximation and not all bibliography structures will be correctly removed. Proper usage of bibliographic information can be determined by the class instructor

exclude quoted - the exclude quoted link is an option on the Turnitin Originality Report. Use of this feature automatically excludes information from directly quoted areas of the submission. Citation is not detected or disregarded. A significant percentage of overall quoted material will cause an automatic notification that the exclusion may be exceptionally large. Only the class instructor can exclude the quoted sections permanently. Student use of this feature will revert back to normal when the Originality Report view window is closed. This function is an approximation and not all quoted material can be correctly disregarded. Correct use and type of quotation or citation in a submission is the jurisdiction of the instructor.

expired (class) - in the class context, an expired status indicates the class is no longer available for the instructor to create new assignments. Students will not be able to submit any new files. Existing submissions can still be viewed or downloaded. A class can be reactivated from expired status by the instructor from the class update screen

expired (account) - in the account context, an expired account is no longer available to create new sub-accounts or any instructor or student usage. Currently existing information will still be available for viewing. Expired accounts will need to contact a Turnitin account representative for renewal. Expired accounts on Turnitin will become inactive after a period of 180 days

export (GradeMark libraries) - saving and downloading a copy of a specific GradeMark rubric or QuickMark set locally to the computer of the user

export (stats) - downloading a copy of account statistics in a Microsoft Excel® format to a user's computer

feature - a part or aspect of a specific product, such as discussion boards which are a feature of the Turnitin product as a whole

general comment (GradeMark) - a general comment is created by an instructor reviewing a submission using the GradeMark digital assessment product on Turnitin. The general comment is not linked to a specific area of the paper.

GradeBook - a product which allows instructors to place grades on student submissions to a class. Tracks and calculates grades for students across multiple assignments as well as providing statistics for the class or assignments

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GradeMark® - a digital grading product offered by Turnitin which allows instructors to place comments and QuickMark editing marks on a submission for students to review. This product also includes standardized rubric scorecards and the ability to share QuickMark standard editing marks and rubric scorecards between instructors on an account via export or via administrators using the libraries sharing feature of the GradeMark digital grading product

graph (GradeBook) **-** the graph feature in GradeBook allows an instructor or student user to view class or student performance in a number of different graph types

holidays (calendar) **-** the holiday icon on the class calendar for a Turnitin class indicates a holiday entered by the class instructor. Instructors may set a holiday to indicate the class will not meet on this date. A holiday with this setting will show up with a blue highlight in the class calendar

homepage - the default login page, which is different based on the selected default user type of the user profile being accessed

homepage link - a user preference option available under the *user info* toolbar menu. The homepage link allows a user to embed the URL for a link to a specific page on their Turnitin class toolbar for quick reference if needed. This link is only available to the user who creates this homepage link for themselves. A *class homepage link* may be created by the instructor.

inactive (account) - an account which has expired longer than 180 days previous and is now inaccessible for reactivation or viewing

inactive (class) - a class which belongs to an inactive account. Information contained within inactive classes is no longer available and cannot be viewed by instructors or students

inactive (product) - a product which has not been purchased or has been deactivated for a specific account or course

individual account - this type of Turnitin account is limited to a single instructor user. Individual accounts receive limits to the number of Originality Reports and (if available) GradeMark digitally graded papers that can be generated

inline comment (GradeMark) **-** a comment typed directly onto the student submission by the instructor while reviewing the student work. The color of inline comments may be selected by the instructor.

institutional account - this type of Turnitin account is designed for an institutional location and can be separated into sub-accounts at the departmental level

instructor - the term used for teachers, tutors, or other student-assisting users added or authorized to join as instructors on a specific Turnitin account. A single person may be joined to multiple Turnitin accounts or sub-accounts using one user profile or separate user profiles. Users may fill more than one user type role on Turnitin

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internet archive - Turnitin's web database includes inactive or no longer available web pages and copies of pages that have changed over time. This allows Turnitin to search against information that is no longer available or which has changed over time.

items per page - a user info page preference that allows users to determine the number of items from any list they wish to see per page on Turnitin.

knowledge base - The knowledge base is an area we have created for our users to search for help or information on specific aspects of using Turnitin. Also available are frequently updated lists of the most common questions we receive.

libraries (assignment, peer review) - these library types allow instructors to easily, quickly copy or replicate existing assignments or peer reviews from one class to another

libraries (rubric) - the rubric library available from the instructor class homepage allows an instructor to create, review, edit, or delete the marking rubrics available for a peer review. Peer review rubrics are completely separate from GradeMark libraries of QuickMark editing and rubric scorecards

libraries (rubric scorecard, QuickMark) - the rubric scorecard or QuickMark scoring marks created by a particular user. These libraries allow a user to create, edit, apply, copy, move, or delete rubric scorecards or QuickMark editing sets. These libraries can be shared to section classes by a master class instructor. An administrator can share these libraries to all instructors on a specific account

list (calendar) - a view mode of the calendar that lists all of the information on a class calendar for the current year. This includes assignment information, notes, announcements, and holidays

log in - the act of an authorized user entering the e-mail address and personal password created for a user profile to enter Turnitin as the user associated with the e-mail address entered

messages - a user tool bar menu link that leads to a page listing the current announcements and messages, if any, from Turnitin

metric question (peer review) - a metric question is create by instructors for students to assign ratings to a peer's paper during the peer review assignment. Metric questions allow a student to rate performance of the paper being reviewed against the given question on a scale of one to five

moderator (discussion board) - moderation of the discussion board in a class is assigned by the instructor. The instructor may moderate the discussion or may assign this duty to a user in the class. The moderator must approve all replies before the reply becomes public and is posted to allow all users in the course to view the reply.

notes (calendar) - an instructor may place notes in the class calendar for information about the class that does not fit as an announcement or assignment. Class notes are visible to all students in

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the class.

notes (GradeBook) - a note may be added to the student overall grade or to a specific assignment for a student by the class instructor using the GradeBook product. These notes are viewed by the student through the *my grades* link on the class toolbar menu.

Optical Character Recognition (OCR) - Optical character recognition software converts a image of text information into an actual text document that can be read and altered by word processing software. Papers or documents transferred into a computer via a scanner require optical character recognition software conversion to be submitted to Turnitin. Turnitin only accepts documents containing actual text data rather than an imaged document or submission. Some scanners offer OCR conversion automatically, but most OCR conversion requires hand correction to resolve any inaccuracies which can cause major changes to the actual content of a document.

Originality Report - the Originality Report is a flexible document that allows students and instructors to review matches between a submitted work and the databases scanned by Turnitin. Citations, quotations, and bibliographic material are scanned against Turnitin's databases to determine an overall similarity percentage as well as specific matches to similar text

Overall Similarity Index - the overall similarity index is a percentage indicating the similarity of the text submitted to information contained in the Turnitin databases used for comparison on the assignment the submission was made in. This percentage indicates a percentage based on the length of the paper compared to the length of the areas flagged as similar during the comparison.

page information - the page information bar shows any information provided on the page, including error messages or tips on the use or requirements of the page the user is currently viewing within the primary areas of the Turnitin site.

paper - a paper refers to the document or file submitted by a user to an assignment in a class on the Turnitin website

PeerMark - this product allows students to anonymously or with attribution review submissions made by other students within the course. Students reply to free response and scale questions selected or created by the instructor. Instructors may also comment on the paper using three different commenting tools: inline text tool, highlighter tool, and composition marks. A PeerMark assignment must be based on a normal Turnitin assignment where the student papers are initially submitted

PeerMark assignment - the PeerMark product allows an instructor to create an assignment where students will peer review the submissions of Turnitin classmates on a previous assignment. PeerMark assignments distribute the papers based on the instructors selection of the distribution type to be used for the peer review. Once the due date

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passes, no further peer reviews can be written or completed for this assignment by the students

Plagiarism Prevention - this product creates Originality Reports for submissions in assignments on Turnitin. The Originality Reports allow instructors and students to easily determine any problems in citation or referencing and assists instructors in determining the originality of a submitted work

post date - the post date of an assignment is set by the instructor during the assignment creation. When the post date and time has passed, students will be able to view GradeMark and GradeBook information on their submissions in this assignment. If the assignment is a Peer Review, students will be able to read the assessments written by their peers after the post date passes. The post date does not control Originality Reports. The post date must come after the start date and due date during assignment creation.

product - a specific service, feature, or group of features offered by Turnitin as part of the purchase of a Turnitin license by an educational customer

QuickMark standard editing marks - A library of standard editing or correction marks provided by Turnitin which can be augmented by additional marks created by an instructor

quickview (Originality Report) - a view listing the sources for any matching or similar text at the top and shows the student paper with highlights indicating the matched or similar areas beneath. This is similar to the print view of Originality Reports.

reply (discussion board) - a posting made by a student in response to a discussion topic, or the response to an existing reply by another student in the discussion board.

resubmit - the act of submitting a new paper in place of an existing submitted paper. Resubmission can only be done if the instructor has set an assignment to allow students to overwrite until the due date and time of the paper, or if the instructor has manually deleted the student's existing submission in the assignment inbox. This option can only be enabled by the class instructor.

revision (assignment type) - an assignment created by an instructor that is linked to an existing assignment. Revision assignments may have a different start, due, or post date than the primary assignment. Revision assignments allow instructors to easily enable students to submit multiple drafts of the same submission to different assignments. Revision assignments, like regular assignments, only allow one paper per student to be submitted.

rubric scorecard (GradeMark) - a scorecard which allows instructors to easily grade students based on a scaled assessment of the submission meeting certain criteria set for an assignment. The rubric scorecard automatically totals a grade for the submission based on the boxes checked on the scorecard

rubrics (peer review) - a set of basic editing marks or comments available for student or instructor

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use on a peer review assignment. Rubrics for a peer review must be selected on the assignment the review is based on. Some rubrics for peer review are provided by Turnitin. Instructors may also create their own peer review rubrics

scale (GradeMark) - A series of descriptors by which a student's submission is categorized on a rubric scorecard. Default scale entries are headed "Poor", "Fair", and "Good". Scale headings are customized by instructors creating or editing a rubric scorecard. Descriptions can be entered for instructor guidance at every point where a criterion meets a scale. Ex: The description where the Grammar criterion intersects with the Good scale may indicate 'Above average understanding of word usage'

secret question and answer - the secret question and answer set allows a user to reset their password immediately through the *Forgot your Password?* link on the Turnitin website. The secret question is selected from a list during user profile creation, and the user enters an answer. The answer is case sensitive and may or may not include spacing. Different capitalization or spacing when answering the secret question will result in rejection of the password reset attempt.

Secure Socket Layer - A security protocol available on many web browsers. Secure Socket Layer comes in version 2.0 and 3.0. The standard acronym for Secure Socket Layer encryption is SSL. SSL connection to Turnitin is available by clicking on the lock icon to the right of the login button on the main page at www.turnitin.com or by connecting directly to SSL at https://www.turnitin.com

single source (Originality Report) - a view mode of the Originality Report where the user selects a specific source of matching or similar text to view. Only sources from the specific match will be highlighted on the Originality Report in the submission. Since multiple sources can be found for many similarities or matches, this may allow a user to dig down to determine a primary source of the matching or similar text.

start date - a date and time selected by the instructor when creating an assignment. The start date and time must pass before students are able to begin submitting to an assignment. Instructors are not prevented from submitting before the start date. The start date for an assignment must be before the selected due date and post date during assignment creation. This may be updated only by the instructor to meet the needs of a class.

student - a user type able to enroll in courses created by an instructor user. Student user profiles can only submit to assignments created by an instructor in a class they are joined to or have been authorized to join

student limit - the maximum active student count available for an account or accounts based on the number of student licenses purchased

student mode - the student view mode of a paper reviewed by an instructor using the GradeMark digital assessment product. Student

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mode allows the user to view or print the paper and to view or download a PDF or original format copy of the document that was graded. The download copy does not contain any of the GradeMark comment or scoring information. Student mode of viewing a GradeMark paper cannot remove or modify marks or grades in any way.

sub-account - an account created beneath a parent account. The Turnitin account tree allows for multiple sub-accounts created under each parent account. Only individual accounts may not create sub accounts. The number of institutional accounts created beneath a consortium account is determined by license purchases

submission - a file or files uploaded by a student or instructor user into an assignment within a Turnitin class. Only a single file per student user can be submitted to an assignment by a student user

submission id - the submission id number is a unique identifier that can be used to refer to a specific paper. The submission id number can be viewed by accessing the paper in the assignment inbox for instructors. The submission id number is also available on the paper view page, Originality Report, or GradeMark digital assessment view of the submission.

submission type - Turnitin offers multiple submission types for students and instructors. Students are able to submit a single file at a time by either single file upload or cut-and-paste submission. Instructors are able to submit files by file upload, copy and paste, zip upload, or bulk upload options. The default file type for a user to submit by can be viewed or changed in the preferences section of the user info page

syllabus (calendar) - the syllabus link on the calendar page allows a user to view the syllabus document, if any, for a specific class. The instructor is able to upload a class syllabus for easy reference by the students during the course.

thread (discussion board) - the list of replies and responses to a specific topic on the discussion board. The thread can be displayed based on the needs of the user by changing the viewing options on the topic in the discussion board. Each user must change these preferences as needed.

topic (discussion board) - the topic is a question or statement to which students can reply on the class discussion board. Topics may only be approved by the instructor, though students may post a topic suggestion. Topic suggestions may be deleted by instructors.

topic question (Peer Review) - topic questions are a list of questions selected by an instructor for students to answer on a review of a peer's paper. Topic questions may be sorted into categories and may have minimum length requirements. Instructors have the option of including rubric sets for students to use during marking of peer's papers. Students may also place numbered marks during their reply to a topic question to indicate areas they are speaking about when answering a topic question.

total active students in applicable accounts - the number

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of active students in the selected account and any sub-accounts which are drawing on the selected account for student limit availability

upload (list) - sending a Comma Separated Values(CSV) or Microsoft Excel® document containing multiple sets of user information for bulk creation of student or instructor profiles. Also the bulk addition of users to an account or class

upload (file) - the act of submitting or sending a file into a specific assignment within a Turnitin class for use with the Turnitin products selected for the class

user agreement - For access to Turnitin, all users must accept the Turnitin user agreement presented during user profile creation or during the first login with the user profile. The user agreement can be found by clicking on the link provided on the bottom of the page on the primary pages of the Turnitin website labeled *usage policy*.

user profile - the user profile is a set of user preferences and information associated with a specific ID within Turnitin. Each user profile requires a unique e-mail address. A specific e-mail address can only be used once within the Turnitin database. New attempts to create a profile associated with an e-mail address currently existing in Turnitin will not succeed

user password - a user password is a six to twelve character, case sensitive password that requires the presence of at least one letter and at least one number. The user password is generated randomly when a user is created and added by list upload from the administrator or instructor, or is set by the user when joining the Turnitin account for their institution by creating a new user profile. User passwords may only be reset via e-mail to the user name selected or via use of the secret question and answer set for the user profile. No other method of password reset can be done outside of this manual system due to the privacy policies of the Turnitin website.

user type - Turnitin has three available user types. A single user profile may have access to all three user types to fulfill different functions. The user types are administrator, instructor, and student

view mode (Originality Report) - the Originality Report can be viewed in multiple modes by users. These modes allow users to access the information presented in the Originality Report in the mode that most usefully presents the information of any matching or similar text in the comparison of the submitted work to the Turnitin databases in use for a specific assignment.

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