

Turnitin (Feedback Studio) tutorial

for Instructors



Updated : 202002

Contents



1. Check before you begin (p.3)
2. Create a Turnitin instructor account (pp. 4-5)
3. **[Quick Submit] How to use Turnitin Self-checking (for researchers to check originality index themselves) (pp. 6-8)**
4. **How to understand Turnitin's originality reports (pp. 9-10)**
5. **How to use Automated English Grammar Check engine E-rater (only for TFS institutions, not OC ones) (pp.11)**
6. How to use **Turnitin Online Class** (for instructors to check students' papers to prevent plagiarism and give feedback) (pp. 12-15)

Check before you begin

1. Acceptable browser types

Use a Chrome Browser rather than Internet Explorer (IE) even though Turnitin works on all browser types including chrome, IE, Safari, Firefox

- 1) Download chrome browser URL :

<https://www.google.co.kr/chrome/browser/desktop/>



2. Acceptable file types

Any file types are acceptable including MS Word (.doc/.docx), PDF, Text file (.txt), Google docs, PPT files (.ppt/.pptx), Excel (.xls, .xlsx), Hangul (.hwp), etc. (Except that HWP files (Hangul file) can lead to an error due to a compatibility issue. Please convert the file to MS-Word or PDF,

which is a quick fix for a Turnitin upload error for hwp file)

- Only files with texts can be read, not the scanned image files or pdfs with watermarks added.

3. Technical support

If you're experiencing some technical difficulties, please contact Turnitin Support team at tiisupport@turnitin.com stating your name, role, school/institution, Turnitin ID (email address), error description or screenshots)

Create a Turnitin instructor account

1. Email your school/institution's Turnitin admin with the following details:

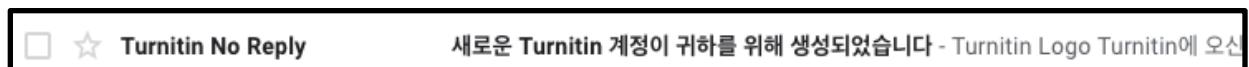
Title: Turnitin instructor account

Include: your school, department, name, role, and email address (preferably school email)

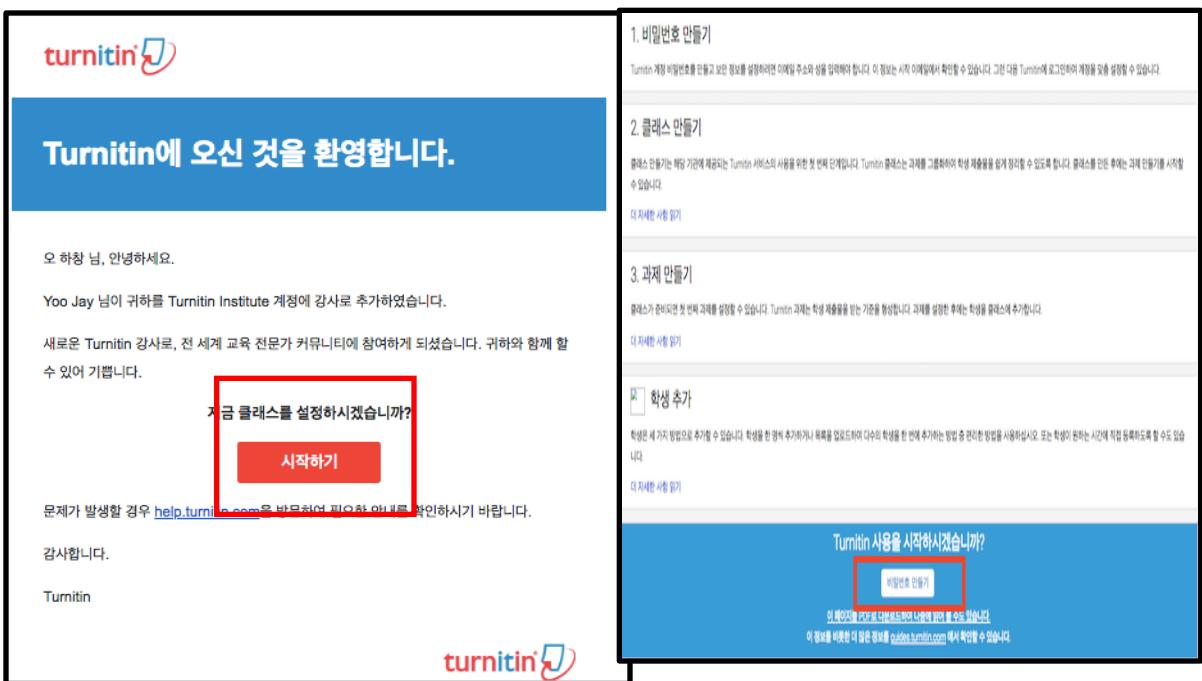
1) You can find Turnitin admin info on your school library or graduate school website. If you can't, please contact koreasales@turnitin.com if you can't find the Turnitin admin info of your school.

2. Once your school's Turnitin admin adds you to the system, you'll receive an automatic email from Turnitin No-reply. Check your email inbox and open the email from Turnitin No-reply.

- Open welcome mail from Turnitin with a sender Turnitin No Reply

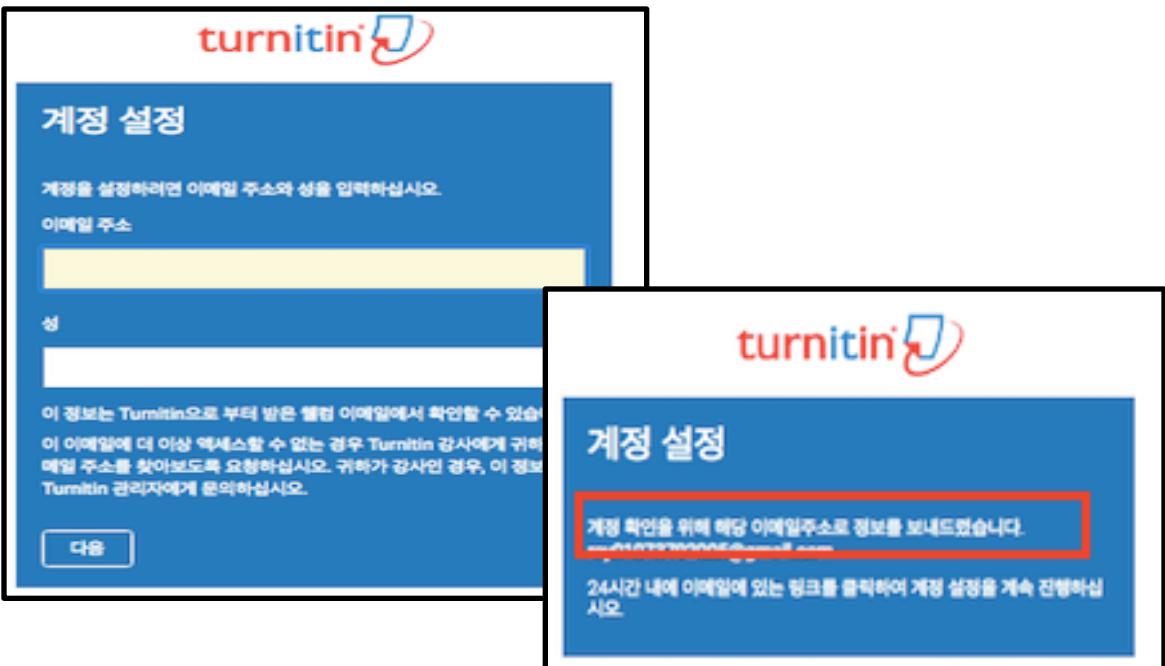


- Click [시작하기] (Begin) -> Click [비밀번호 만들기] (Create password)

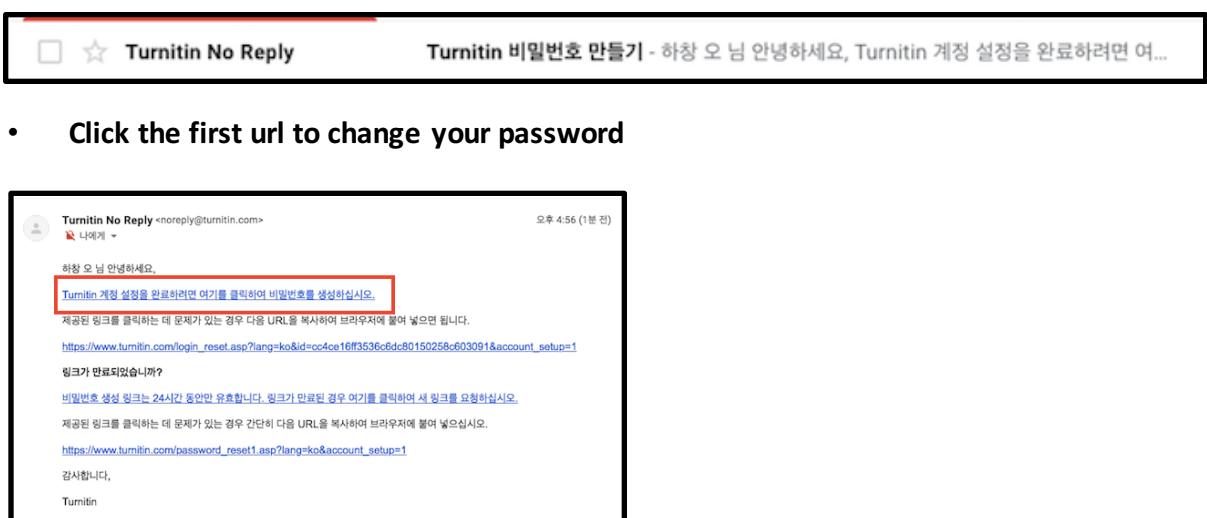


Create a Turnitin instructor account continued

1. Type in your email address and your last name and click [next], then you'll receive an automatic email to change your password.)



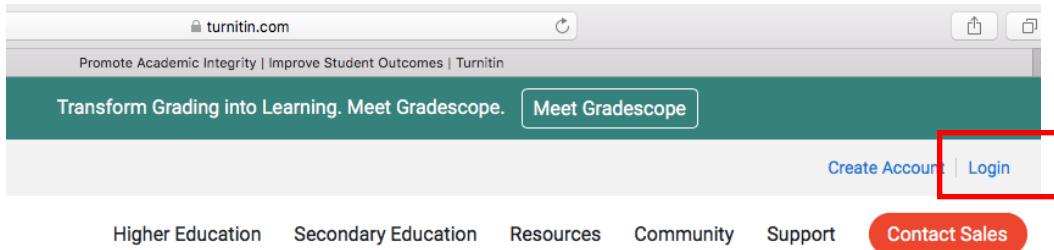
2. Check your inbox and click the email from Turnitin No-reply.)



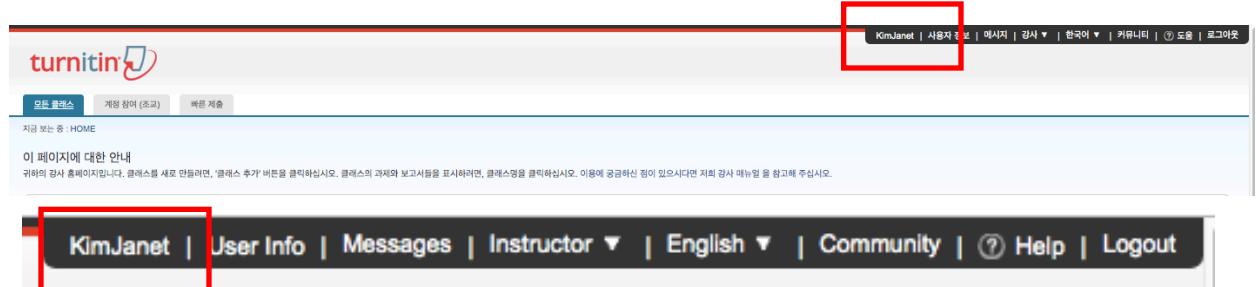
3. There are two different ways of using Turnitin depending on your purpose:
 - 1) Checking your research paper for originality: refer to this manual pp. 6-11
 - 2) Checking your students' papers and give feedback through Turnitin Online Class: refer to this manual pp. 12-15, pp. 9-11

How to Use Turnitin Self-checking

1. Go to www.turnitin.com and log in



2. Click your Profile (Your name on the right top)

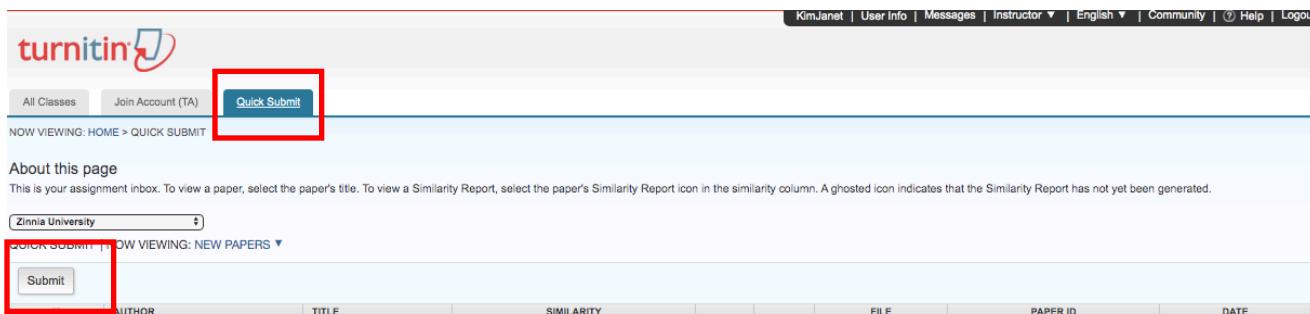


On “**Activate Quick Submit**”, choose “**Yes**” and click “**Submit**” at the bottom. (If you like to check multiple files at once, choose that option from “**Default Submission type**”)

A screenshot of the 'User Information/Account Settings' page. The left sidebar shows 'User Information' with fields for 'User name' (janetkim@turnitin.com), 'Password', 'Confirm password', 'Secret question' (Where was the first place that you traveled to?), 'Question answer', 'Last name' (Kim), 'First name' (Janet), and 'Display names as' (radio buttons for 'First name (Space) Last name (example: John Smith)', 'Last name (Space) First name (example: Smith John)', and 'Last name(No space)First name (example: SmithJohn)'). The right sidebar contains 'Account Settings' with 'Default user type' (Administrator), 'Default submission type' (Single file upload), 'Activate quick submit' (Yes), 'File download format' (Let me choose each time), 'Show page info' (Yes), 'Send me email updates' (Yes), 'Use class homepage link' (No), 'Link URL', and 'Link name'. At the bottom, a 'Submit' button is highlighted by a red box.

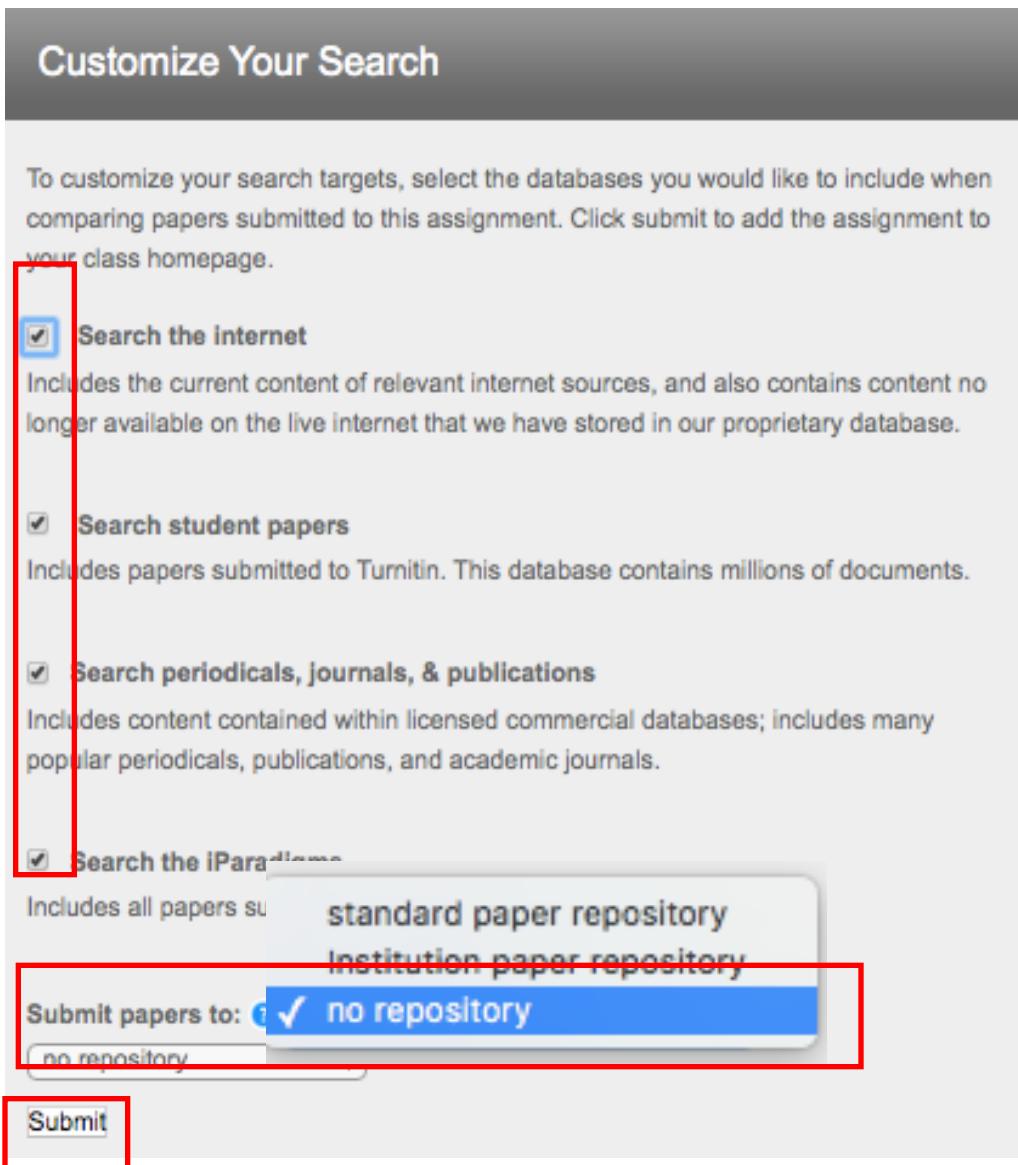
How to Use Turnitin Self-checking continued.

3. Once Quick Submit is activated, there'll be a tab called Click "Submit" button below your school name. "Quick Submit".



The screenshot shows the Turnitin interface. At the top, there are navigation links: 'All Classes', 'Join Account (TA)', 'Quick Submit' (which is highlighted with a red box), 'Kim.Janet | User Info | Messages | Instructor | English | Community | Help | Logout'. Below this, the text 'NOW VIEWING: HOME > QUICK SUBMIT' is displayed. A section titled 'About this page' provides information about assignment inbox and similarity reports. The main area shows a table with columns: 'QUICK SUBMIT', 'NOW VIEWING: NEW PAPERS', 'AUTHOR', 'TITLE', 'SIMILARITY', 'FILE', 'PAPER ID', and 'DATE'. A 'Submit' button is located in the 'QUICK SUBMIT' column, which is also highlighted with a red box.

4. On your "Customize Your Search" page, check all the boxes to include all kinds of papers in the DB, choose "No repository" under "Submit papers to" and click "Submit".



The screenshot shows the 'Customize Your Search' page. The title is 'Customize Your Search'. The text instructions say: 'To customize your search targets, select the databases you would like to include when comparing papers submitted to this assignment. Click submit to add the assignment to your class homepage.' There are four checkboxes listed, each with a red box around it:

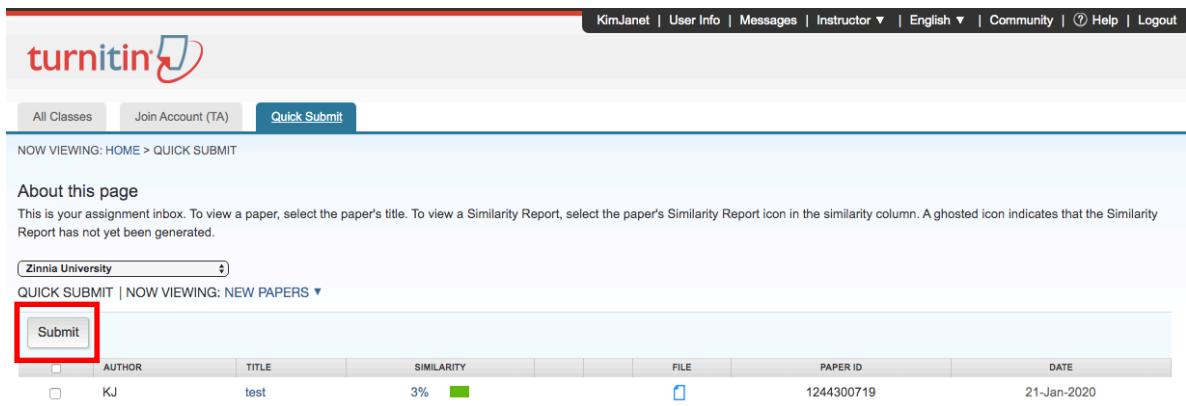
- Search the internet**
Includes the current content of relevant internet sources, and also contains content no longer available on the live internet that we have stored in our proprietary database.
- Search student papers**
Includes papers submitted to Turnitin. This database contains millions of documents.
- Search periodicals, journals, & publications**
Includes content contained within licensed commercial databases; includes many popular periodicals, publications, and academic journals.
- Search the iParatext**
Includes all papers submitted to Turnitin. This database contains millions of documents.

Below these, there is a section for 'Submit papers to':
 no repository
 standard paper repository
 Institution paper repository

A large red box highlights the 'no repository' option. At the bottom, a 'Submit' button is also highlighted with a red box.

How to Use Turnitin Self-checking continued.

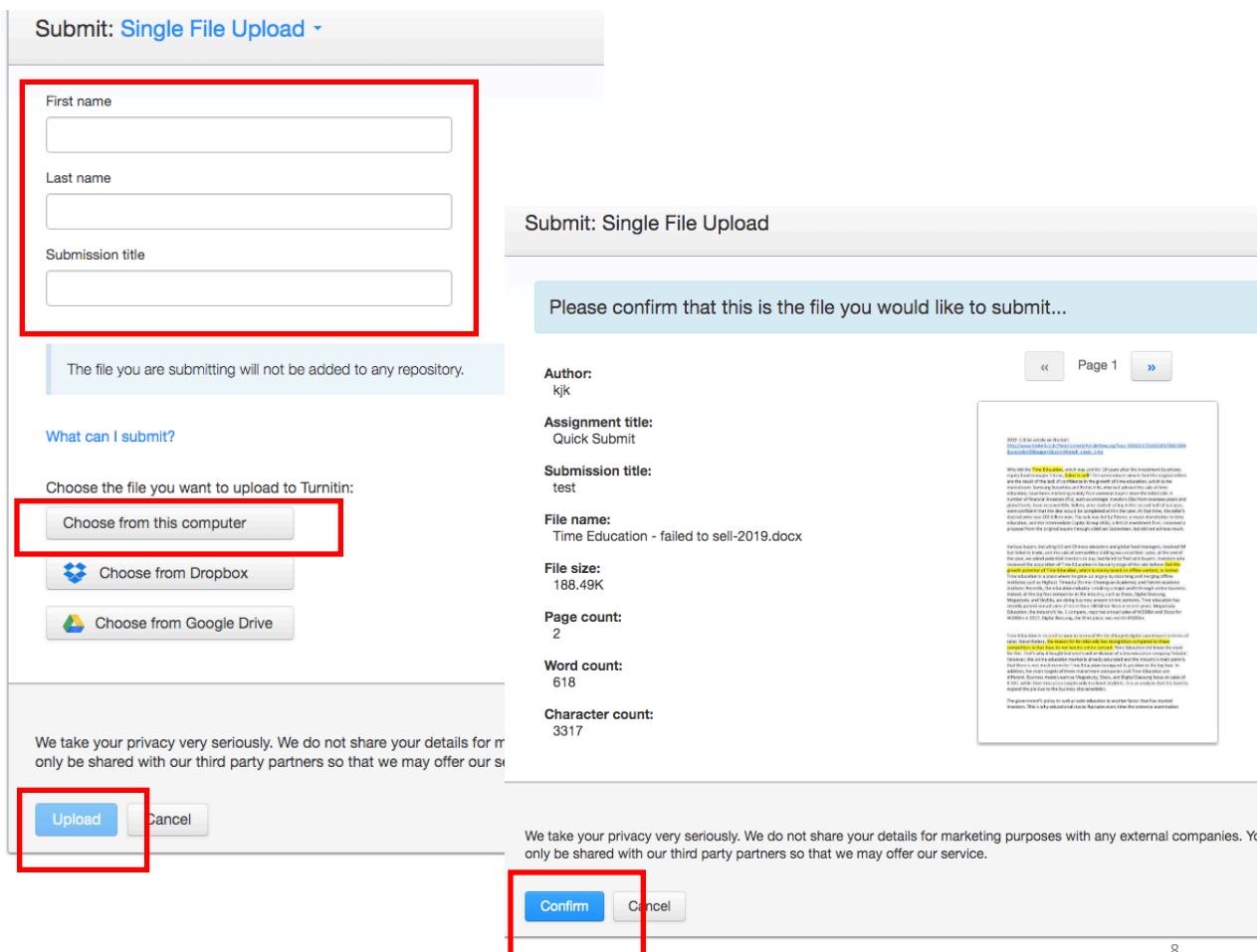
5. Once you finish editing settings, click “Submit” button below your school name to upload your file.



The screenshot shows the Turnitin interface for a "QUICK SUBMIT" session. At the top, there are links for "KimJanet", "User Info", "Messages", "Instructor", "English", "Community", "Help", and "Logout". Below this, the Turnitin logo is on the left, and a "Quick Submit" button is on the right. The main area shows a table with one row of data. The columns are labeled "AUTHOR", "TITLE", "SIMILARITY", "FILE", "PAPER ID", and "DATE". The data row shows "KJ" as the author, "test" as the title, "3%" as the similarity (with a green bar), a blue file icon as the file, "1244300719" as the paper ID, and "21-Jan-2020" as the date. The "Submit" button in the top left of the table area is highlighted with a red box.

6. Fill in your first name, last name, and submission title, select your file after clicking “choose from your computer” and click “upload”. Click “confirm” after reviewing submission summary.

* Each file should be not bigger than 40MB (400p) for optimal result processing. Please adjust the size by deleting image files.)



The screenshot shows the Turnitin submission process. It starts with a "Submit: Single File Upload" page. On the left, there are fields for "First name", "Last name", and "Submission title", all of which are highlighted with a red box. Below these is a note: "The file you are submitting will not be added to any repository." On the right, there is a "Submit: Single File Upload" summary. It shows the "Author" as "kjk", the "Assignment title" as "Quick Submit", and the "Submission title" as "test". It also shows the "File name" as "Time Education - failed to sell-2019.docx", "File size" as "188.49K", "Page count" as "2", "Word count" as "618", and "Character count" as "3317". The "Upload" button at the bottom left and the "Confirm" button at the bottom right are both highlighted with red boxes.

How to understand Turnitin's Originality Reports

1. Your originality results will be ready in 5 minutes. Refresh the page or click F5.

Once you see the colored box and the percentage under Similarity, your results are ready. Please **click the colored box or the Similarity index (number)** to access the result page.



2. Click the first button in the red section to see the match overview.

A screenshot of the Turnitin interface. On the left, there is a text box containing a paragraph about blue whales. The text is mostly black, with some parts in red and pink, indicating matches. On the right, a 'Match Overview' window is open, showing a red header with '43%' in large white text. Below it is a list of three sources: 1. en.wikipedia.org (17%), 2. animals.nationalgeogra... (14%), and 3. www.squidoo.com (12%). Each source entry has a 'View' button to its right. To the left of the overview window, there is a vertical red box containing five numbered buttons: 1, 2, 3, 4, and 5. The '1' button is highlighted with a red box. The '5' button is at the bottom of the list. The rest of the interface is mostly gray and white.

Upon clicking the 1) button (Originality index button), you can see the match overview of matched sources. If you need to download the results and hand in the pdf copy of this to the school or the office, please click 5) button.

1) Originality Index: The number you see (ex. 43) is the Originality index and not plagiarism. Upon clicking this number, you can see the match overview. When clicking each matched source, you'll be directed to the matched parts in context in the paper.

2) Match breakdown: This button shows you all the matched sources in details. You also can exclude some sources by double clicking them and select "exclude sources"

3) Filter: You can exclude direct quotes (Parts in double quotation marks), bibliography (parts under "references") from your originality results

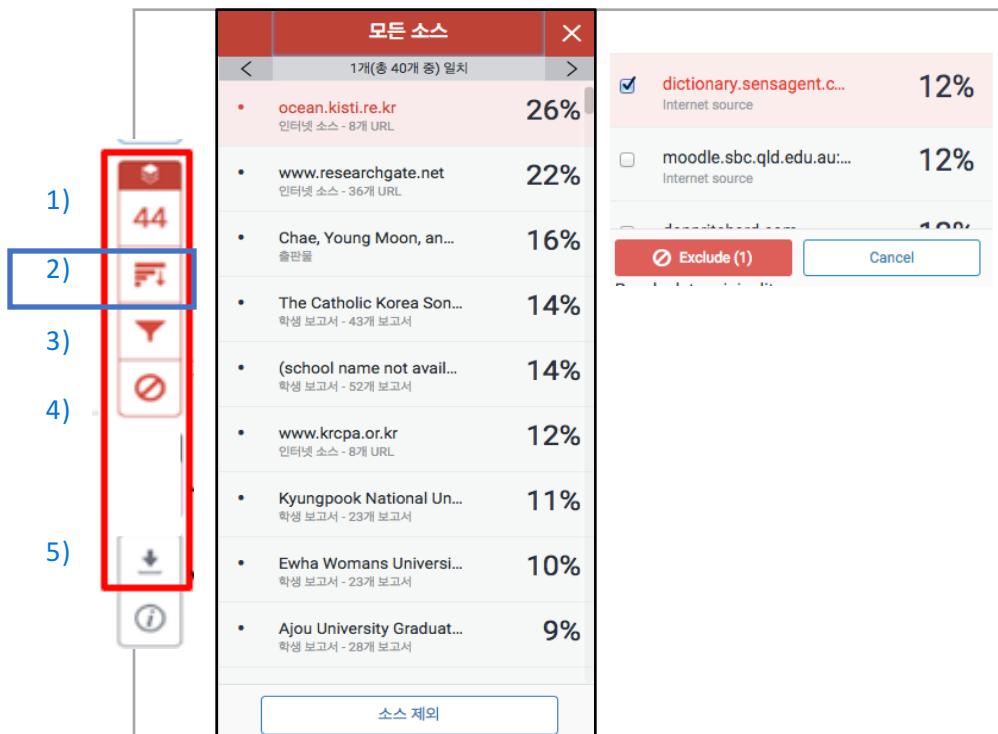
4) Undo: Reset settings of 3) button

5) Download: downloading the pdf of the results (click [current view])

How to understand Turnitin's Originality Reports

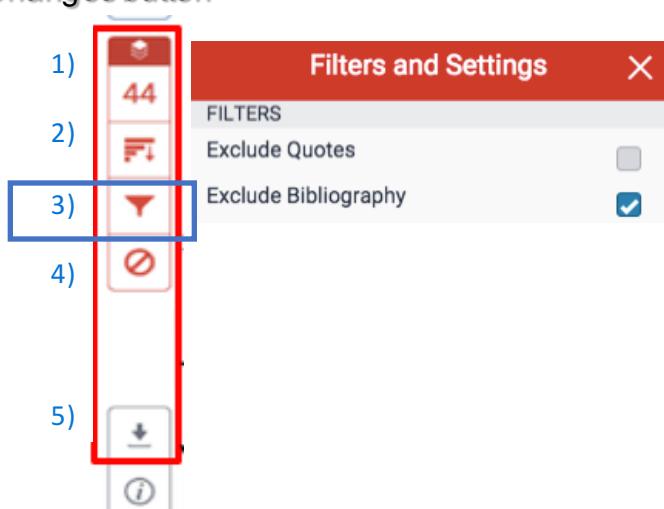
3. You can exclude particular sources of all matched sources from the originality report results by following instructions below. (optional)

Click 2) button -> Double click the item you want to exclude -> Scroll down and click 'exclude sources' -> Click "exclude"



4. You can use the filter function by clicking 3) button.

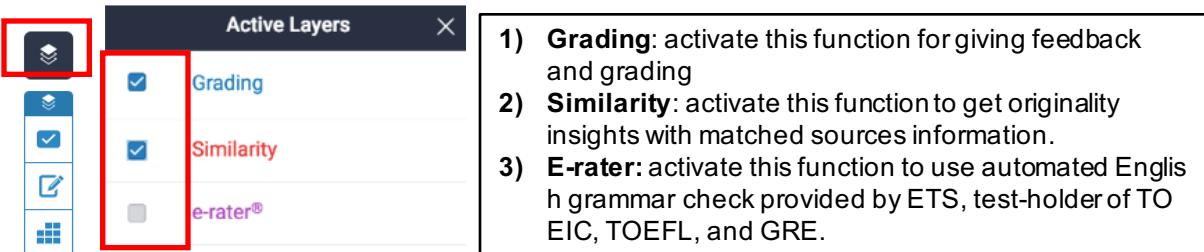
- * You can exclude direct quotes (Parts in double quotation marks("..."))
- * You can exclude bibliography (parts under "references") from your originality results
- * Select Apply Changes button



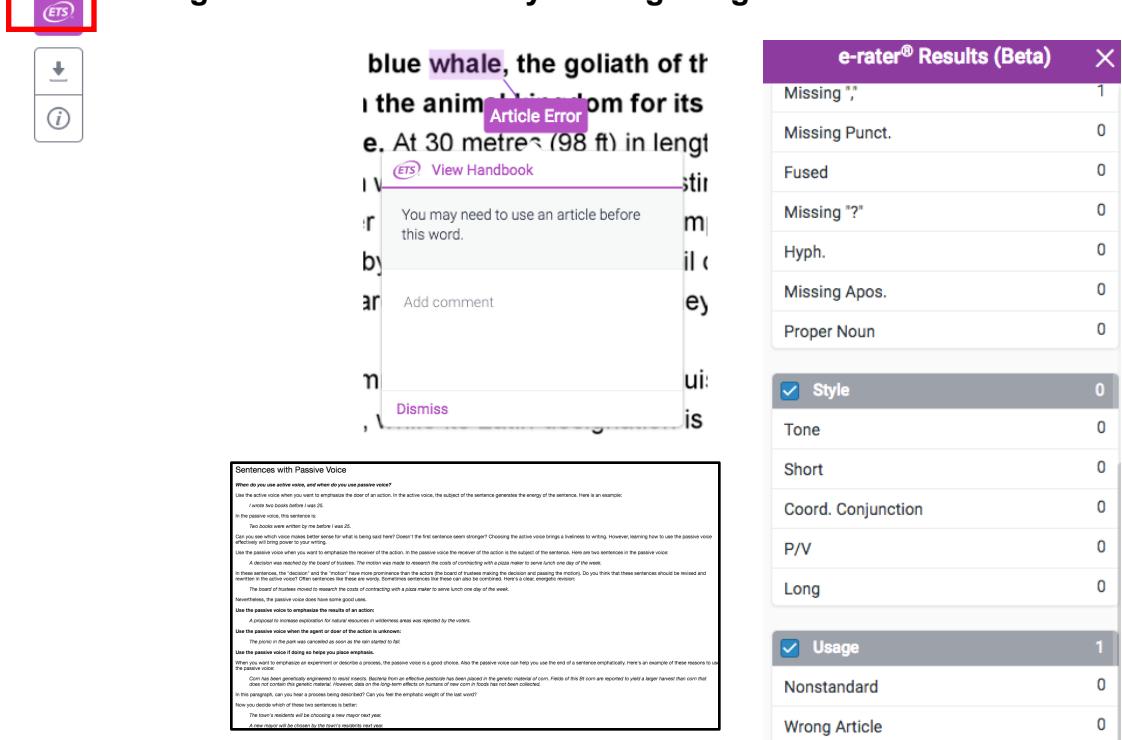
Automated English Grammar Check powered by ETS E-rater (for TFS customers)

Notice: Automated grammar check e-rater works when the submitted file is written in English ONLY. It works properly when the submitted paper contains less than 64,000 characters.

1. Click the black button to make sure e-rater button is activated. If not, please activate the engine by checking the box.



2. Click ETS button (purple layer) to see the grammar check results. (5 categories of feedback on your English grammar.



3. Depending on the language settings, feedback and explanations are available in different languages. This grammar check function is good for student self-correction. You can also use these results as the 1st feedback for your students.

How to use Turnitin Online Class (Adding class)

Turnitin Online Class for instructors is to check students' papers to prevent plagiarism and give feedback

1. Once you log in, you'll be directed to your class page. Click [**+Add class**] button to create a class.

| Class ID | Class name | Status | Actions |
|----------|------------------------------|--------|---------|
| 14946480 | Business + Section | Active | |
| 14946496 | Business - Draft (Suji Jeon) | Active | |
| 14946498 | Business - Final (Suji Jeon) | Active | |
| 14889444 | English + Section | Active | |
| 14889620 | Assistance (David Sharma) | Active | |
| 14889543 | Section 1 (Suji Jeon) | Active | |

2. Fill in the form for creating a class.

- 1) Class type: [[Standard](#)]
- 2) Class name
- 3) Enrollment key: make your own enrollment key (4-12 numbers or English letters ex. 1234, 2020class)
- 4) Subject area
- 5) Student level: Undergraduate, Graduate, etc.
- 6) Class start date
- 7) Class end date
- 8) Click [[Submit](#)]
- 8) Click [[Continue](#)] on the new pop-up page

Once you click [[submit](#)] button, the class ID will be generated. Students will use this class ID and the enrollment key you made to enroll in this class.

Create a new class

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

Class settings

* Class type: Standard

* Class name:

* Enrollment key:

* Subject area(s): Select subject(s)

* Student level(s): Select student level(s)

Class start date: 09-May-2017

* Class end date: 09-Nov-2017

[Cancel](#) **Submit**

All Classes Join Account Join Account (TA) Quick Submit

NOW VIEWING: HOME

Congratulations! You have created a new class.

About this page

This is your instructor homepage.

David's Demo A

Class created

Congratulations! You have just created the new class: Science

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

Class ID: 15306495

Enrollment key: 0000

Note: Should you ever forget the class ID, it is the number to the left of the class name on your class list. You can view or change your enrollment key by editing the class.

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

Continue

3. Click [[+Add assignment](#)] button.

How to use Turnitin Online Class (Adding assignment)

3. Click [+Add assignment] button.

New Assignment

Assignment title

Point value Optional

Allow only file types that Turnitin can check for originality
 Allow any file type

Start date 08-May-2017 at 11 : 17 PM
Due date 15-May-2017 at 11 : 59 PM
Post date 16-May-2017 at 12 : 00 AM

[+ Optional settings] Optional settings

Submit

- 1) Assignment title
- 2) Point value: 0~100
- 3) Start date
- 4) Due date
- 5) Post date: **the date that marks and feedback are released to students**
- 6) [+Optional settings]

4. On [+Optional settings]: Choose [On due date] for “Generate Originality Reports for student submissions”

Close options

Enter special instructions Enter special instructions to your students about the assignment

Allow submissions after the due date? Yes No Select whether you wish to allow submissions after the due date of the assignment.

Originality Report

Generate Originality Reports for submissions? Yes No Select whether you would like Originality Reports to be generated for submissions to the assignment.

Generate Originality Reports for student submissions immediately (can overwrite reports until due date) immediately first report is final
immediately (can overwrite reports until due date)
on due date

How to use Turnitin Online Class (Adding assignment) continued.

5. On [+Optional settings] : Choose [Standard paper repository] for “Submit papers to”

Exclude bibliographic materials from Similarity Index for all papers in this assignment? [?](#)

Yes
 No

Exclude quoted materials from Similarity Index for all papers in this assignment? [?](#)

Yes
 No

Exclude small sources? [?](#)

Yes
 No

Allow students to see Originality Reports? [?](#)

Yes
 No

Student papers submitted to the assignment are checked against other institutions' student submissions.

Submit papers to: [?](#)

no repository
 standard paper repository
 no repository

GradeMark

Attach a rubric/form to this assignment [?](#)

Note: students will be able to view the attached rubric/form and its content prior to submitting.

No rubric/form Launch Rubric/Form Manager

Find a rubric that's right for your assignment in Turnitin Teaching Tools

ETS® e-rater® Settings (Beta)

Enable grammar checking using e-rater® technology? [?](#)

Yes
 No

Note: Turnitin for iPad® doesn't currently support ETS® e-rater®. All viewing and management of ETS® e-rater® results must be completed through Turnitin directly.

Select ETS® handbook

High School

Select English Dictionary

US English Dictionary
 UK English Dictionary
 Both US and UK English Dictionaries

Categories enabled by default [?](#)

Spelling
 Grammar
 Usage
 Mechanics
 Style

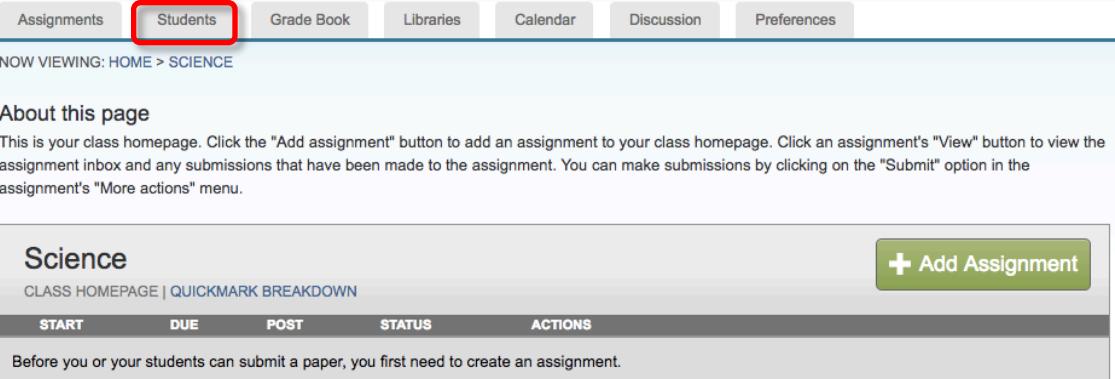
Would you like to save these options as your defaults for future assignments?

6. You can change the assignment settings here:

| English: Section 1 | | | | | | + Add Assignment |
|--------------------------------------|------------------------|------------------------|------------------------|-----------------|------|---|
| CLASS HOMEPAGE QUICKMARK BREAKDOWN | | | | | | |
| START | DUE | POST | STATUS | ACTIONS | | |
| William Shakespeare | | | | | | |
| PAPER | 23-May-2017 1:20PM | 01-Jun-2017 4:59PM | 31-May-2017 8:00PM | 8 / 4 submitted | View | More actions <input type="button" value="Edit settings"/> |
| PEERMARK | 07-Jul-2017 12:01AM | 22-Jul-2017 11:59PM | 24-Jul-2017 12:01AM | 0 / 4 completed | View | More actions <input type="button" value="Submit"/> |

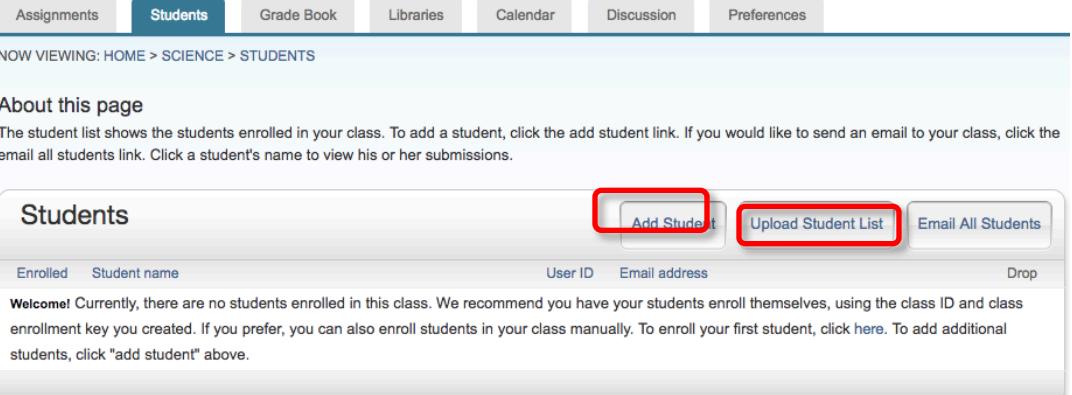
How to use Turnitin Online Class (Adding Students)

7. You can add students following instructions below:



The screenshot shows the Turnitin Online Class homepage. At the top, there is a navigation bar with tabs: Assignments, Students (which is highlighted with a red box), Grade Book, Libraries, Calendar, Discussion, and Preferences. Below the navigation bar, the text "NOW VIEWING: HOME > SCIENCE" is displayed. Under the "SCIENCE" heading, there is a sub-section titled "About this page" with the following text: "This is your class homepage. Click the 'Add assignment' button to add an assignment to your class homepage. Click an assignment's 'View' button to view the assignment inbox and any submissions that have been made to the assignment. You can make submissions by clicking on the 'Submit' option in the assignment's 'More actions' menu." To the right of this text is a green button with a plus sign and the text "Add Assignment". Below this section, there is a table with columns: START, DUE, POST, STATUS, and ACTIONS. A note below the table says: "Before you or your students can submit a paper, you first need to create an assignment."

- 1) Click the class name to add your students
- 2) Click "Students" (this tab only appears after you click the class name)
- 3) Add student: Enroll a single student: first name, last name, Email address
- 4) Upload student list: The student list must be one hundred (100) entries or less. The list must be a Microsoft Word, Microsoft Excel, or plain text (.txt) file. The first name, last name, and Email address for each student must be provided



The screenshot shows the "Students" page within the Turnitin Online Class. At the top, there is a navigation bar with tabs: Assignments, Students (which is highlighted with a blue background), Grade Book, Libraries, Calendar, Discussion, and Preferences. Below the navigation bar, the text "NOW VIEWING: HOME > SCIENCE > STUDENTS" is displayed. Under the "Students" heading, there is a sub-section titled "About this page" with the following text: "The student list shows the students enrolled in your class. To add a student, click the add student link. If you would like to send an email to your class, click the email all students link. Click a student's name to view his or her submissions." To the right of this text are three buttons: "Add Student" (highlighted with a red box), "Upload Student List" (highlighted with a red box), and "Email All Students". Below these buttons, there is a table with columns: Enrolled, Student name, User ID, Email address, and Drop. A note below the table says: "Welcome! Currently, there are no students enrolled in this class. We recommend you have your students enroll themselves, using the class ID and class enrollment key you created. If you prefer, you can also enroll students in your class manually. To enroll your first student, click [here](#). To add additional students, click "add student" above."

As soon as students are added to a class a confirmation Email is sent to the Email address provided.

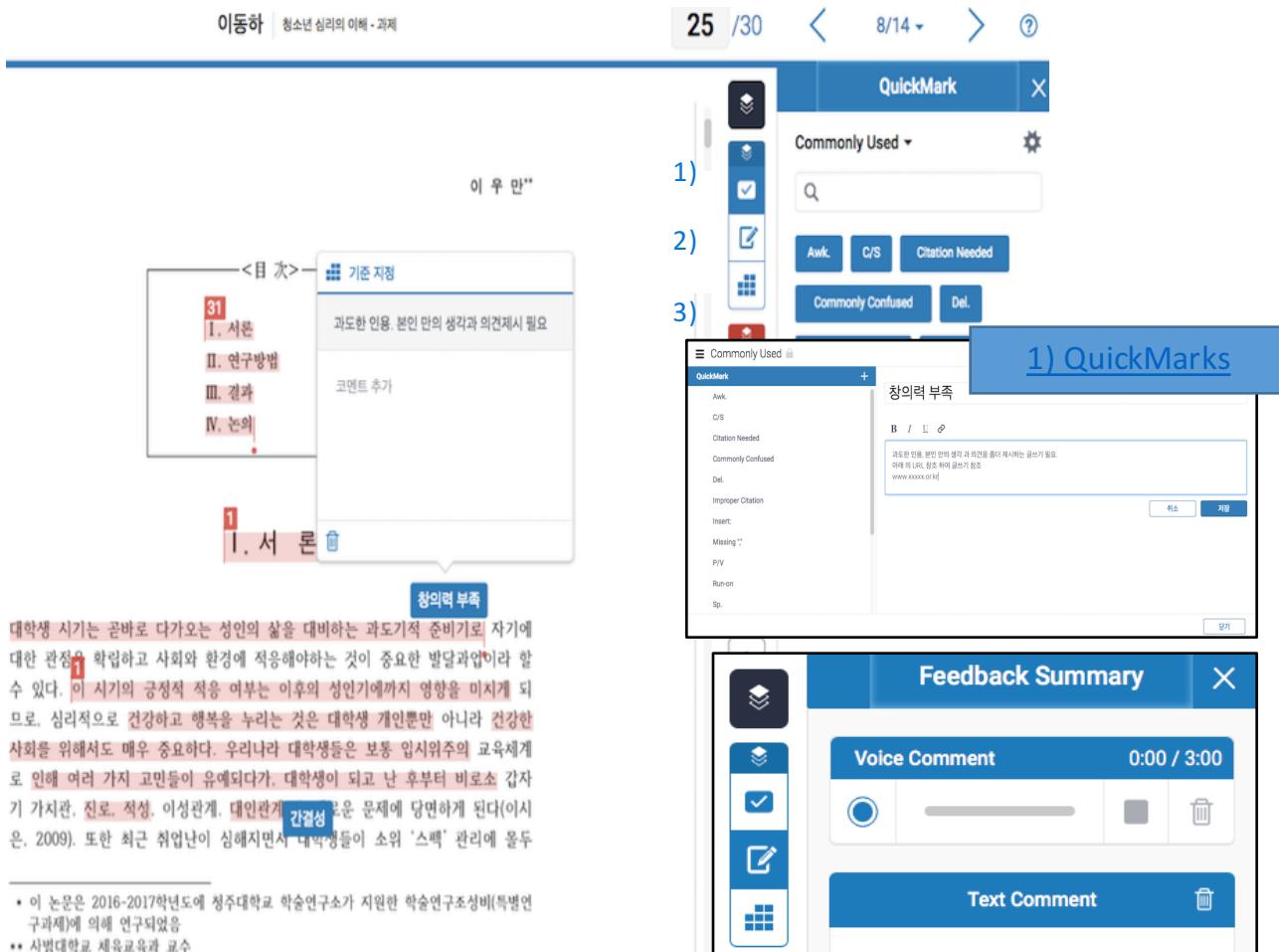
If the student has an existing user profile, the confirmation Email contains only notification of the new class enrollment.

If the Email address used was not for an existing student user in the Turnitin system, the confirmation Email will allow the student to create their password.

New student user profiles that have never logged in are indicated with a pink highlight over the enrollment date to the left of the student name on the student list page.

How to use Turnitin Online Class (Giving feedback)

8. Use blue buttons for giving comments and grading



The image shows the Turnitin Online Class interface. At the top, there is a navigation bar with a user icon, a search bar, and various links. Below the navigation bar, there is a toolbar with several blue buttons for giving comments and grading. The main content area shows a document titled '이동하 청소년 심리의 이해 - 과제' (Moving - Understanding of Adolescent Psychology - Assignment). The document has a table of contents with sections like 'I. 서론' (Introduction), 'II. 연구방법' (Research Methods), 'III. 결과' (Results), and 'IV. 논의' (Discussion). A red box highlights the 'I. 서론' section. To the right of the document, there are two floating windows: 'QuickMark' and 'Feedback Summary'. The 'QuickMark' window is titled 'Commonly Used' and shows a list of common errors with blue buttons for marking them. The 'Feedback Summary' window shows a 'Voice Comment' section with a timer and a 'Text Comment' section. At the bottom, there is a rubric titled 'essay1_rubric' with three columns: 'Criteria', 'Scales', and 'Comments'.

이동하 청소년 심리의 이해 - 과제

25 /30 8/14 < > ?

QuickMark

Commonly Used

1) QuickMarks

Feedback Summary

Voice Comment 0:00 / 3:00

Text Comment

essay1_rubric

3) Rubrics

| Criteria | Scales | Comments | |
|----------------|--|---|---|
| Focus & Detail | 10 | 15 | 20 |
| Organization | There is no clear introduction, structure, or conclusion. Transitions are not appropriately used or missing. | The introduction states the main topic. A conclusion is included. Use of transitions is attempted but not consistent or effective at times. | The introduction states the main topic and provides an overview of the paper. A conclusion is included. Transitions are appropriately used. |
| Word Choice | uses a limited vocabulary. Some choices and placement of words is often inaccurate. | uses words that communicate clearly, but the writing lacks variety. | uses vivid words and phrases although the choice and placement of words may be inaccurate at times and/or seems overdone. |
| | 어휘 사용이 제한적임. 어휘 선택과 배치가 종종 부정확함. | 의미 전달을 위한 어휘를 적절히 사용하였으나, 다양성은 부족함. | 어휘의 선택이나 배치가 종종 부정확 |

How to use Turnitin Online Class (Giving feedback)

bluish-hue that covers the upper side of its body, while its Latin name whale belongs to the Mysticeti suborder of cetaceans, also feeding on krill, almost exclusively on krill, and an adult blue whale can eat up to 40 tons. An adult blue whale can eat up to 40 tons.

The image shows a mobile application interface for leaving a text comment. At the top, there is a blue header bar with the text "Text Comment" and a trash bin icon. Below this, the main content area displays a message: "There is no text comment for this paper. Click here to leave a text comment." To the left of this message is a vertical sidebar with four icons: a diamond with a downward arrow, a checkmark, a pencil, and a grid. Below the message is a recording interface. It features a lightbulb icon with a speech bubble, followed by the text: "During recording, the **record** button will change to a **pause** button. Click **pause** to pause the recording." Below this text is a blue rectangular bar with the word "Recording" and a timer showing "0:39 / 3:00". Underneath the timer is a control bar with four buttons: a double vertical bar for pause, a play/pause icon, a blue square, and a trash bin icon. At the bottom of the screen, there is a note: "Should you wish to resume your recording later, click the **record** button to continue." The overall layout is clean and user-friendly, designed for quick access to commenting and recording features.



Ideas/Content
Exceeds

4

Actual Writing

Joe Bloggs | Test Assignment

| Criteria | Scales | | | | |
|---------------|--------|--|---|---|--|
| Ideas/Content | 20 % | Exceeds 4.00 | Meets 3.00 | Nearly Meets 2.00 | Beginning 1.00 |
| Organization | 20 % | Order and structure are strong and move the reader through the text. Effective sequencing and paragraph breaks. Introduction: inviting beginning that draws the reader in. Conclusion: Satisfying sense of resolution or closure. Smooth, effective transitions among elements (sentences, paragraphs, ideas). | Organization is clear, order and structure are present. Clear sequencing and paragraph breaks; organization is predictable. Introduction: recognizable, developed. Conclusion: developed. A variety of transitions used. Details may be unclear. Introduction: too short, obvious or ineffective (e.g., "My topic is..."). Conclusion: too short, obvious or ineffective. Transitions are infrequent, ineffective or repetitive. Placement of details is unclear. | Organization is unclear and difficult to follow, or too short to demonstrate organization. Paragraph breaks are missing. Introduction: missing or underdeveloped. Conclusion: missing or underdeveloped. | |
| Word Choice | 20 % | Employs a broad range of words, which have been carefully chosen and thoughtfully placed for impact. Accurate, specific words; word choices energize the writing. Fresh, vivid expression; slang, if used, seems purposeful and is effective. Used, is appropriate and effective. | Employs a variety of words that are functional and appropriate to audience and purpose. Expression that is accurate and effective. Words and phrases are natural. Descriptive, figurative, or technical language, if used, is appropriate and effective. | Does not employ a variety of words, producing a "generic" paper filled with familiar words and phrases. Language lacks precision and variety or is inappropriate to audience and purpose. Expression is ordinary or generic; if used, is inappropriate and ineffective. | Language is repetitive and/or misused, taking away from the meaning and impact. General, vague words. Extremely limited range of words. Words do not fit the text: imprecise, inadequate, or wrong. Text is too short to show. |

Organization

Exceeds

Order and structure are strong and move the reader through the text. Effective sequencing and paragraph breaks. Introduction: inviting beginning that draws the reader in. Conclusion: Satisfying sense of resolution or closure. Smooth, effective transitions among elements (sentences, paragraphs, ideas).

Ideas/Content

Organization

Word Choice