Turnitin Quick Guide for students

Section 1: Submitting your assignment in LEO via Turnitin
Section 2: Turnitin ‘Pending’ and Similarity Ratings
Section 3: Accessing the report and its links: interpreting the matches
Section 4: Printing the final Turnitin Originality Report

Section 1: Submitting your assignment in LEO via Turnitin

In the Assessment section of the unit homepage you will see a blue link when the date for access is due:

If there is more than one link or Stream, **take care to select the Stream you are in.**

Click on the link. You will be taken to a page with two tabs: **Summary** and **My Submissions**.
You will see the Summary Tab first:

![Summary and My Submissions tabs](image)

**Please note:**

**Before** you upload your assignment, ensure the following information is in the header* of your Word document in Font 10:

- Your name and student number- eg. S000123401 Jo Citizen Critical Account
- Your Tutor’s name- eg. Tutor: Jack Spratley

Click the **My Submissions** tab. On the **My Submissions** page for File Upload enter the information for the fields as shown below. Note that when you browse for the file on your computer, it must already be saved so it has your **student ID number** followed by your name and ‘Critical Account’ in the file name. It is best not to leave spaces - use hyphens and underscores as in the example above.

* if you don’t know what a ‘header’ is, please use Word help – or ask a fellow student.
Declaration of Originality: See the check box next to the confirmation statement.

When everything is uploaded and confirmed, click the Add Submission button. Depending on your browser, wait for the submission process to complete. It may take up 10 seconds or more depending on your Internet connection.

Section 2: Turnitin ‘Pending’ and Similarity Ratings

Below with the My Submissions tab selected, you can see your submission and its Status as successfully uploaded to Turnitin, when submitted and, at first, a Pending report.

How long you have to wait for the ‘Pending’ to turn into a % rating for Similarity depends on how many other people are submitting at the same time. Generally it takes 10 minutes or so the first time you submit but it mostly takes 24 hours for the second resubmission to change from ‘Pending’ to a rating.
Once you have a rating, you can access the Turnitin report on your assignment. You cannot access your assignment before this happens...if you try, you will get a "No service currently available".

In the example below, the ‘student’ has received a rating of 27% matches. This means the student should click the assignment and go and look at how Turnitin found matches for possible plagiarism – and then rework your essay to eliminate any problem areas. You can choose to use Turnitin as an educational process to understand and develop your academic writing.

To access the Turnitin report for your assignment, click the similarity rating.

After amendments you can resubmit your assignment. It will show your previous submission file in the Submission Title field as below:

Remember:
It usually takes 24 hours to get your Turnitin report on a second resubmission – so you need to think about how many days you need for this whole process before the due date.
Section 3: Accessing the report and interpreting the matches

1. Click the percentage/colour in the Similarity column and you will be taken to Turnitin and see the report.
2. There are two columns. On the right, the Match Overview lists the matches from different Internet websites.
3. On the left is your assignment where you can click any of the coloured numbers. These numbers will give a pop-up with part of the matched text visible and showing (in blue) the website the match was located:

4. You can also click the ‘Full Source View’ to see how all matched text is mapped in the source/article/website compared to your account.

Clicking ‘Full Source View’ will give you this (which is scrollable):

5. If there are problems, you are able to redraft your assignment and resubmit. The point of all this is to improve your own analytical and citing skills. It is a process over time and your tutor can assist you.
Section 5: Printing the final Turnitin Originality Report

Download your Turnitin assignment report

Click the PRINT icon on the bottom left of the page [1.] and choose, *Download PDF of current view for printing* [2.] as in the image below:

[Image]

What will your Turnitin report include?

1. Word count, character count, time submitted and paper ID at the bottom of the coversheet
2. Matched texts with other sources on the Internet will be highlighted on your assignment per page, and numbered as in the above image.

3. An *Originality Report* at the end of your document, which will list matched sources and the percentage for each. At the top of this listing, there will be a percentage for:
   - Similarity Index
   - Internet Sources
   - Publications

And after the Due Date:
   - Turnitin will run a check across all student papers. Your tutor may check this later.

**IMPORTANT:** For full understanding, please see the ACU guides on your LEO unit in the Assessment section: *Turnitin – LEO Guide for Students*