Introduction
Turnitin is a plagiarism prevention system available through Blackboard. All you need is Internet access and a Blackboard account to use the system. Students’ papers are checked by Turnitin’s in-house copy of the Internet (including public Internet, ProQuest, Periodical Abstracts, Business Dateline, and ABI Inform) and millions of submitted papers to Turnitin.

Students submit papers up to 10MB in one of the following formats MS Word, WordPerfect, PDF, rtf, txt, HTML, and PostScript through a Turnitin assignment created in Blackboard. The papers are immediately checked for plagiarism. A detailed report is available for the instructor to view. You may also make the report available for the student to review. Any text found to be unoriginal is underlined, color-coded and linked to its original source. The report also includes the percentage of the paper that appears to be plagiarized and provides a tab with all matching sources in the paper.

Syllabus Statement
You should notify students that you may use plagiarism detection software for their assignments. Here is an example of a statement you may want to include in your syllabus (faculty has permission to use this paragraph):

Bloomsburg University is committed to the fundamental values of preserving academic honesty as defined in the Student Handbook (PRP-3512). Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin service is subject to the Terms and Conditions of Use posted on Turnitin’s website.

Create a New Turnitin Assignment
In order for your students to submit papers to be checked for plagiarism by Turnitin, you will need to create a Turnitin Assignment in Blackboard. This is very similar to creating an assignment in Blackboard. Follow these steps:

1. Open Blackboard
2. Login
3. Select the course
4. Click Control Panel
5. Click Assignments in the Content Areas box
6. Using the drop-down menu, choose Turnitin Assignment
7. Click GO

You are now on the Add Turnitin Assignment page.
To complete this page:
8. Select paper assignment in the drop-down menu for create a new
9. Enter an assignment title
10. Enter a point value (optional)
11. Select a start date by using the drop-down menus for month/day/year or use the calendar to select a date
12. Select the start time
13. Select a due date by using the drop-down menus for month/day/year or use the calendar to select a date
14. Select the due date time
15. We do not have GradeMark, so you do not need to worry about the post date
16. Click on (more options) to enter any special assignment instructions
17. **Enter any special assignment instructions** (optional)
18. **Would you like to select QuickMark set?** (Leave set to no, unless you have created rubrics in Turnitin).
19. Select **yes** or **no** to **Generate Originality Reports for submissions**
20. Select one of the three options for **Generate Originality Reports for student submissions**
   a. Immediately first report is final
   b. Immediately (can overwrite reports until due date)
   c. On due date
21. Select **yes** or **no** to **Allow students to see Originality Reports**
22. Select **yes** or **no** to **Allow submissions after the due date**
23. Select one of the two options for **(submit papers to)**
   a. standard paper repository – will enter the paper in Turnitin’s database
   b. no repository will not enter into the database and it will not be used for comparison purposes in the future
24. Click **Submit**

You may receive a security alert pop-up box.

1. Click **Yes** to continue.

The Turnitin assignment has now been added. Click **OK** to return to the assignments page. You will see the Turnitin Assignment listed with any other assignments you have created.

**Note:** Students also see the Turnitin symbol.

**Create a Revision Turnitin Assignment**

You may already have a Turnitin assignment created, but decide that you want to have students submit a revision of the assignment. To create a revision assignment, follow steps #1 - #7 in **Create a New Turnitin Assignment** above. In step #8, in **create a new**, select **revision assignment**. Your screen updates to the following:
Select the name of the assignment in the drop-down menu for **based on paper assignment**. Complete the screen and click **submit**. Click **Yes** for the security alert. Click **submit**.
**OK** to return to the assignment screen. You will see the name of the assignment followed by **Revision 1**.

![Assignment #5: Revision 1](image)

**Note:** A column for the assignment is still added to the gradebook when you create this Turnitin assignment. You can remove this column from the gradebook. To do so:

1. Click **Control Panel**
2. Click **Gradebook** in the **Assessment** box
3. Click **Manage Items**
4. Click **Remove** next to the Turnitin assignment you want to delete

**Student Self-Submission**

Now that you have created a Turnitin Assignment, students can submit their papers. The student needs to login to Blackboard and select the course. The student will do the following:

1. Click **Assignments** on the left menu (or whichever button you have the assignment listed under).
2. Locate the assignment and click **View/Complete**

![Assignment #5](image)

3. Click **Submit**
submit paper: by file upload

submit a paper by:
file upload

first name
Student

last name
Test

submission title

browse for the file to upload
Browse...

The paper you are submitting will not be added to any paper repository.

We currently accept document files of the following types: MS Word, WordPerfect, PostScript, PDF, HTML, RTF, and plain text. File size limit: 10 MB

4. Select file upload or cut & paste from the drop-down menu
5. The student's first and last name should already be entered
6. Enter submission title
7. Click Browse to locate the file
8. Click Submit
9. A preview of the paper will appear
10. Click **Submit Paper** button to submit or cancel, go back if needed.

![Submit Paper Button]

The student will receive confirmation the paper has been submitted.

![Successfully Submitted]

11. The receipt is sent to the student’s email
12. The student may print the receipt

**Note:** Depending on how you set the assignment properties, the student may or may not submit again.

**Submit Student Paper**
You may submit a student’s paper.

To submit a student paper:
1. Click **Control Panel**
2. Click **Assignments (or wherever you have the Turnitin assignment)** in the **Content Areas** box
3. Click **View/Complete** under the assignment title
4. Select the **Submit a paper by** from the drop-down menu (bulk upload is covered in the next section)
5. Select the paper’s **author** from the drop-down menu
   If the author is not an enrolled student, enter the first name and last name.
6. Enter **submission title**
7. Click **Browse** to locate the file
8. Click **Submit**
13. Click **Submit Paper** button to submit or cancel, go back if needed.

9. Click **Yes** for the **Security Alert** (this may not appear on some computers)
10. Click **OK** to return to the assignments

**Submit Multiple Papers**
You may submit multiple papers. There are two options: bulk upload or zip.

**Bulk Upload**
To submit multiple papers using bulk upload:
1. Click **Control Panel**
2. Click **Assignments** in the **Content Areas** box
3. Click **View/Complete** under the assignment title
4. Select **bulk upload** from the drop-down menu for **submit papers by**
submit paper: by bulk upload

submit papers by:

bulk upload

You can upload many files at once by browsing and then attaching them, just like email attachments. Just find the file you want, associate it with any author information (defaults are "anonymous") and click on the attach button. Each file you attach will stack in the table below.

(When you have all the files you want to upload, click "submit" at the bottom left.)

(upload a paper)

We currently accept document files of the following types: MS Word, WordPerfect, PostScript, PDF, HTML, RTF, and plain text.

author:

non-enrolled student

first name

last name

submission title

Attach

(your uploaded papers)

<table>
<thead>
<tr>
<th>author</th>
<th>user name/email</th>
<th>paper title</th>
<th>f</th>
<th>d</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test, Student</td>
<td>N/A</td>
<td>student4_assignment5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test, Student</td>
<td>N/A</td>
<td>student7_assignments</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

submit
5. Click **Browse** to locate the first file
6. Select the author from the drop-down menu or enter first and last name
7. Enter **submission title**
8. Click **Submit**
9. Continue with steps #5 – #8 till you add all the documents you would like (the documents you add are listed at the bottom of the screen)
10. Click **Submit**
11. Click **Yes** for the **Security Alert** (this may not appear on some computers)
12. Click **OK** to return to the assignments

**Zip Upload**

To submit multiple papers using zip upload, you must first create the zip file of the documents. To upload the zip files:

1. Click **Control Panel**
2. Click **Assignments** in the **Content Areas** box
3. Click **View/Complete** under the assignment title
4. Select **zip file** from the drop-down menu for **submit papers by**
5. Click Browse to locate the zip file
6. Click **Submit**
7. Step 2 of 3 will then appear

8. Select the student name for each file or enter last and first name (optional)
9. Enter title of papers (optional)
10. Review the list of files – if you don’t want to include a file, click the checkbox off under the **submit** column
11. Click **Submit**
12. Click **Yes** for the **Security Alert** (this may not appear on some computers)
13. Click **OK** to return to the assignments

**View Submissions**

Within a few minutes of the student submission you can view the report. Reports are accessed from a link in the **Control Panel** of Blackboard. To view a report:

1. Click **Control Panel**
2. Click **Turnitin Assignments** in the **Course Tools** box
3. Click **View** under assignment name

![Turnitin Interface](image)

You have a few different options on this screen.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>title</td>
<td>Clicking on the paper title opens the paper for you to view and enter a grade. Notice the last student did not submit a paper.</td>
</tr>
<tr>
<td>report</td>
<td>The report column shows the originality score for each submitted paper. The report has not been completed if it is grayed out. Remember, it may take a few minutes for a report depending on the size of the paper.</td>
</tr>
<tr>
<td>grade</td>
<td>The grade column displays the grade you enter for the paper.</td>
</tr>
<tr>
<td>grademark</td>
<td>This feature is not available.</td>
</tr>
<tr>
<td>file</td>
<td>Download the paper to save to your computer. You can also download all of the files at once by using the download tab.</td>
</tr>
<tr>
<td>paper id</td>
<td>Each paper submitted receives an id. The students receive this id when they submit their papers.</td>
</tr>
<tr>
<td>date</td>
<td>The date column shows when the student submitted the paper. If the date is in red, the student submitted the paper past the deadline. Remember, you have the option of allowing students to submit papers after the end date when you set up the assignment.</td>
</tr>
<tr>
<td>buttons</td>
<td>The buttons for delete, download, and move to help you organize the class. Please check the box in front of the item that you would like the action performed on.</td>
</tr>
<tr>
<td>tabs</td>
<td>There are tabs that provide different settings to view papers. The tabs are titled (all papers);(marked papers);(viewed papers) and (new papers)</td>
</tr>
<tr>
<td>submit</td>
<td>You can submit a paper for a student.</td>
</tr>
</tbody>
</table>
Roster sync  Students enrolled in your class will appear in your inbox when they make their first Turnitin submission. If you would like to have all the students listed before the submission of the first assignment, you may synchronize the assignment roster with your Blackboard roster by using this link.

There are some other options on the screen.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>assignment inbox</td>
<td>This lists all of the files loaded for an assignment.</td>
</tr>
<tr>
<td>edit assignment</td>
<td>You can change the settings for the assignment.</td>
</tr>
<tr>
<td>libraries</td>
<td>You can create rubrics for the assignment.</td>
</tr>
<tr>
<td>class stats</td>
<td>View the originality report statistics for each assignment.</td>
</tr>
<tr>
<td>preferences</td>
<td>The user preferences let you customize your information. For example, you can choose the number of items per page to be viewed.</td>
</tr>
</tbody>
</table>

Download Submissions

1. Click Control Panel
2. Click Turnitin Assignments in the Course Tools box
3. Click View under assignment name
4. Check the box in front of the student name(s) you would like to download. (Put a check in the ‘author’ box to select all students)
5. Please make sure you have your Pop-Up Blocker set to allow pop-ups from Turnitin’s website, otherwise you will not be allowed to download the files.
6. Click the ‘download’ button
7. If you get a message similar to either one below, click ‘OK’.

Firefox Web Browser
8. A pop-up box similar to the either one below will appear:

![Download File - Mozilla Firefox](http://api.turnitin.com/download_file.esp?type=

Your download will begin shortly. If download does not begin, please click here.

[close window]

[Windows Internet Explorer](http://api.turnitin.com/download_file.esp?type=)

This action will compress the selected files and download them to your computer. Do you want to continue?

[OK] [Cancel]

If using Internet Explorer, you may need to click in the light yellow area in order to download the file. Click in the yellow area and then select ‘Download File’ from the menu box that appears.

You will then see another pop up box asking you to Open or Save the file. Always SAVE the file.
9. Save the file and name it appropriately. (Make sure you know where you saved it)
10. Navigate on your computer to where you have saved the file
11. Right click on the zip file and then left click ‘Extract All’ (If you get pop up with a message about the page having an 'unspecified potential security risk', click ‘Yes’.)
12. Click Next
13. Click **Next** again

14. Click **Finish**
15. Your student files are now ready to be viewed
**Originality Report**
The Originality Report has three sections to it. The top section includes information about the paper. The left side is the text of the submitted paper and the right side contains the matching sources.

**Overall Similarity Index**
The color indicates the overall similarity index of the paper based on how much matching text was found.

<table>
<thead>
<tr>
<th>Color</th>
<th>Matching Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue</td>
<td>No matching text</td>
</tr>
<tr>
<td>Green</td>
<td>1 word – 24% matching text</td>
</tr>
<tr>
<td>Yellow</td>
<td>25 – 49% matching text</td>
</tr>
<tr>
<td>Orange</td>
<td>50 – 74% matching text</td>
</tr>
<tr>
<td>Red</td>
<td>75 – 100% matching text</td>
</tr>
</tbody>
</table>

**Note:** This report is a tool to help you find sources that contain text similar to submitted papers. You must make the decision to deem a work plagiarized after careful examination of both the submitted paper and suspect sources.

**Direct Source Comparison**
To view a source, click on the block of text on the left side. The matching source opens on the right.
If there are multiple sources of matching text from the same source you are viewing, you can navigate through them using the up and down arrows. Text in the submitted paper will line up with the source.

To view the original website of a source, click Show in Web Page. The source will open on the right.

If the source is from a student paper previously submitted to Turnitin, student papers will show next to the percentage. If the source is a paper in Turnitin’s database belonging to another instructor, the Permission Request window will open. The instructor may then send you the paper. If the paper is from one of your classes, the source will open on the right.

If the source is from an active Internet site, you can choose to view the current site. If the source is from an inactive site, archive will show next to the source.

When done viewing a source, click Close or jump to another source by clicking a new block of text in the submitted paper.

**Originality Report Modes**
The default mode for Turnitin reports is show highest matches together. However, smaller matches may be obscured. Using the dropdown menu, you can select show matches one at a time to view all matches and sources.

To view the matching text, click the radio button next to the source.
To switch back to the default report mode, use the dropdown box to select **show highest matches together**. You now have the option of selecting **quickview (classic) report** to view the details of the report on a single page.

**Exclude Quoted and Bibliographic Material**
This feature allows you to exclude quoted or bibliographical material that is flagged. To exclude quoted material from a report click **exclude quoted**. A box will appear asking if you want to continue. Click **OK**.

To exclude bibliographic material, click **exclude bibliography**. A box will appear asking if you want to continue. Click **OK**.

Once the material is excluded, the originality report similarity index is updated.

If more material is excluded than you would like, you can re-include by clicking on **include bibliography** or **include quoted**.

**Print Report**
You have the option to print the report. To do this, click **print report**. The report printed is based on the mode you are currently viewing.

**Refresh Reports**
Turnitin provides the opportunity to refresh a report. This feature may be useful if you suspect a student shared a paper with another student or submitted the paper for another class. To do this, click [refresh icon].

**Note:** If you refresh a report, the original report is deleted and replaced with the new report.

**Student Access to Originality Report**
If you selected the option to allow students to view their originality reports when creating the assignment, they can view their submission and report by clicking on an assignment’s view/complete link. This will take the student to his or her assignment portfolio. In this screen the student can click the Originality Report icon to view his or her Originality Report.

**Organizing the Inbox**
If you are teaching a class with many students, your inbox can sometimes become large and unmanageable. You can organize papers in your inbox in several ways, including:

- **Sort by column header** - Click on the top of the author, title, date, or report columns to sort papers by any of these criteria.
- **Sort by folder** - Move selected papers into either the viewed or marked folders by checking them and clicking the move to button.
- **Delete unwanted papers** - You can delete papers at any time by checking them and clicking the delete button.
- **Sort by new, viewed, marked, or all** using the drop-down menu.
- **Sort by originality score** by selecting the percentage you want to view.

**Grading Submissions**
Papers submitted to Turnitin Assignments can be graded in two ways; directly on the paper within the Turnitin Assignment inbox or using the Blackboard gradebook.
**Turnitin Grade**

To grade a paper from within the Turnitin Assignment inbox:

1. Click on the paper’s title in the assignment inbox

   | grade for this paper: | out of 100 |

2. Enter a grade for the paper in the grade for this paper field
3. Click  
4. Click  
   to move to another student or close the window to return to the assignment inbox

**Blackboard Gradebook**

To grade a paper from within the Blackboard gradebook:

Papers submitted to Turnitin Assignments can be graded in the Blackboard gradebook in the same manner as regular Blackboard assignments. Please enter your Blackboard gradebook and insert a grade for the paper.

**Note:** While grades added to papers in the Turnitin Assignment inbox are automatically imported to the Blackboard gradebook, grades added directly to the Blackboard gradebook will not automatically appear on the paper in Turnitin.

**Resources**

Turnitin provides resources on plagiarism for students and faculty at [http://www.turnitin.com/research_site/e_home.html](http://www.turnitin.com/research_site/e_home.html).