

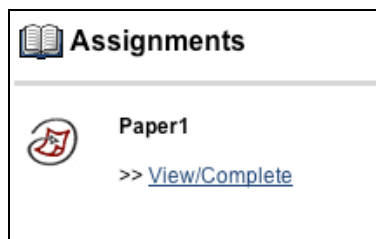
## Tutorial for Students: What is Turnitin and How Do I Use It?

(version 1.0, updated 3/30/06)

Turnitin is a tool that allows users to check for unoriginal text in electronic documents. Documents, which can be submitted from within Blackboard, will be compared against various search targets selected by the instructor (search target options include current and archived internet websites, databases of journals and periodicals, and Turnitin's archive of previously submitted student work). After the work has been reviewed, Turnitin generates an 'Originality Report' that indicates which text in the submitted document was found to be unoriginal, and shows the source of that matching text.


### I. How to submit a Turnitin Assignment in Blackboard


- 1) Sign into your Blackboard course.
- 2) Click on the area where your instructor posts assignments.
- 3) You'll see the Turnitin symbol and the name of the assignment:



Click on 'View/Complete'

- 4) You should now see a screen that lists the assignment name like this:



#	assignment	submit	title	submitted	contents
1	<a href="#">Paper1</a>				
	03-29-06	04-05-06			

- a. To read the instructions for this assignment, click on the name of the assignment (here, it's "Paper1").
- b. The date in green is the date the assignment became available. The date in red is the due date.
- c. To upload your paper, click on the small 'submit' icon (a blue arrow next to a document image) next to the assignment's name.

5) Next, you should see a screen that looks like this:

Submit a paper by: file upload

first name:

last name:

submission title:

Browse for the file you want to upload:

Turnitin currently accepts the following file types:  
**MS Word, WordPerfect, PostScript, PDF, HTML, RTF, and plain text.**

- a. Your name should be automatically filled in. Enter a title for your paper, then click 'Browse,' locate your document on the computer you're using, then click 'Open.'
- 6) Now, click 'Submit' (upper right-hand corner).
- 7) Next, you'll see a screen that asks, "Is this the paper you want to submit?" Confirm that you want to submit the paper by clicking 'Yes, submit.'
- 8) The next screen is a 'Turnitin digital receipt.' You may wish to record the paper id number given on this screen.
- 9) Clicking on the 'Portfolio' icon will take you to a screen that shows you the assignments you have turned in:

#	assignment	submit	title	submitted	contents
1	Paper1 03-29-06 04-05-06		Antiquone2	03-29-06	.doc

- a. The title of your paper and the date you submitted it should appear here. If it does not, something went wrong and you will need to repeat these steps, starting with step #4.
- b. If your instructor has elected to give you access to your Originality Report, it will appear here (just to the right of the 'submitted' date) when it is ready. Not all instructors make the Originality Reports available to students, but if yours has, please take a look at the following page for help interpreting your Report.

## II. How to Access and Interpret a Turnitin Originality Report in Blackboard (for students)

Note: you will only be able to view your Originality Report if your instructor has elected to make the Report available.

- 1) Sign into your Blackboard course.
- 2) You can access your Originality Report in one of two ways.
  - a. From the content area where you submitted your assignment. Click on the image that shows the percentage of matching text.
  - b. From 'My Grades' (often in the 'Tools' area). Click on the grade corresponding to this assignment, or on the '!' if the assignment has not yet been graded:

Review Assignments: Paper1	
<b>1 Assignment Information</b>	
Name	Paper1
Instructions	
<b>2 Assignment Materials</b>	
My Paper Title	Antigone2
My Paper	<input type="button" value="View"/>
<b>3 Results</b>	
Grade	1 out of 50.0
Originality Report	<input type="button" value="View"/>

- i.
- 3) To see a sample Report, visit

[http://www.turnitin.com/static/popups/sample\\_report.html](http://www.turnitin.com/static/popups/sample_report.html)

- 4) As you review your report, check for text that you may have inadvertently failed to cite. Be sure all unoriginal text is enclosed by quotation marks and is accompanied by a citation. Bear in mind that paraphrased or modified text still requires citation if the idea is not your own. See your professor if you have any questions about your report or how to use and cite source material. You may also find it helpful to review the "Proper Use of Information Tutorials" online at <http://www.lehigh.edu/library/infolit/tutorials/>