Faculty of Science

Checking papers for plagiarism using Turnitin

Contents

Introduction

Turnitin enables students to submit their coursework (papers, reports, etcetera.) through the Blackboard environment to the Turnitin website. The Turnitin servers will then check the submitted documents for unoriginal content.

This manual assumes you are familiar with the use of Blackboard's basic functions.

If you'd like to read more on Blackboard or Turnitin, we refer you to their online manuals:
- Blackboard for instructors: https://help.blackboard.com/en-us/Learn/9.1_2014_04/Instructor
- Turnitin for instructors:
  https://guides.turnitin.com/?title=01_Manuals_%26_Guides/Instructor/Instructor_User_Manual

If you have any questions or remarks regarding this manual, Blackboard or Turnitin, please contact the faculty's Blackboard support at blackboard@edufwn.leidenuniv.nl.

**Author:** A. Gielis of the Educational Centre of the Faculty of Science, Leiden University.
This manual is partly based on manuals kindly provided to us by the Faculty of Humanities of Leiden University.

Version: 1.0, 26-2-2015

Turnitin assignments by groups

If the students in your Blackboard course are enrolled in groups, this is how you can view only the work that your students have handed in via a Turnitin-assignment.

1. Go to Control Panel -> Course Tools and click on 'Turnitin Assignments by Groups'.
2. In the overview of all Turnitin assignments in the course, click on the desired assignment.
3. In the next screen, select a group in the drop down list and click [Go]:
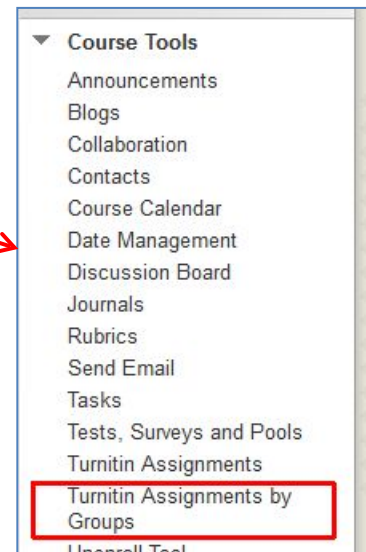
4. You'll see the overview of all students in the selected group.
   If a student has handed in a paper, you'll see the title and similarity score.

5. Click on the **Title** to access the paper and provide comments (in GradeMark-view) or click on the **Originality Score** to view the details of the originality check (Originality report).

Originality report

A high similarity score in itself is not enough to know whether a student has committed plagiarism. You should read the originality report to see which parts of a paper / thesis are unoriginal content (i.e. copied from another source).

Turnitin's online Instructor Manual describes the originality report in detail:
https://guides.turnitin.com/?title=01_Manuals_%26_Guides/Instructor/Instructor_User_Manual/21_OriginalityCheck .

Excluding sources of plagiarism

If Turnitin detects a large amount of similarity in a student's paper, it is possible that this is not intended as plagiarism (e.g. previous versions of reports). As a teacher you can exclude a specific source, thereby ignoring the plagiarism alert:

- Open the similarity/originality report.
- Go to all sources by clicking the button with 4 bars in the red "Match Overview" box on the top right of your screen.
- Click on the [Exclude sources] button on the lower right corner of your screen. Now you see all sources of the plagiarism.
- Select the sources you want to exclude and click on the [Exclude] button. The originality score will be calculated again automatically.
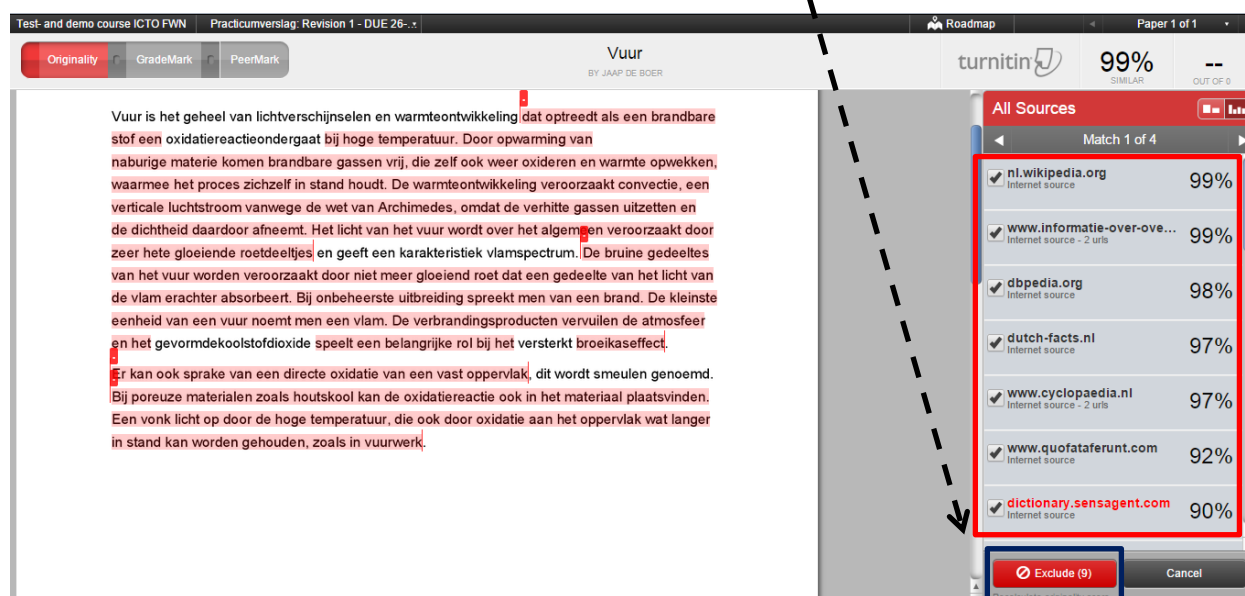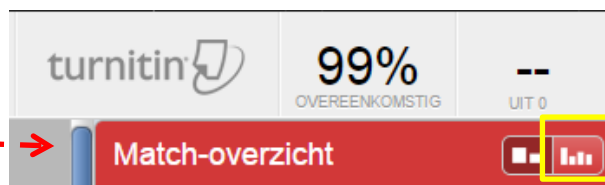
Giving feedback

With the GradeMark function you can add comments to the text[1], use pre-set QuickMarks for easy evaluation and add overall general comments.
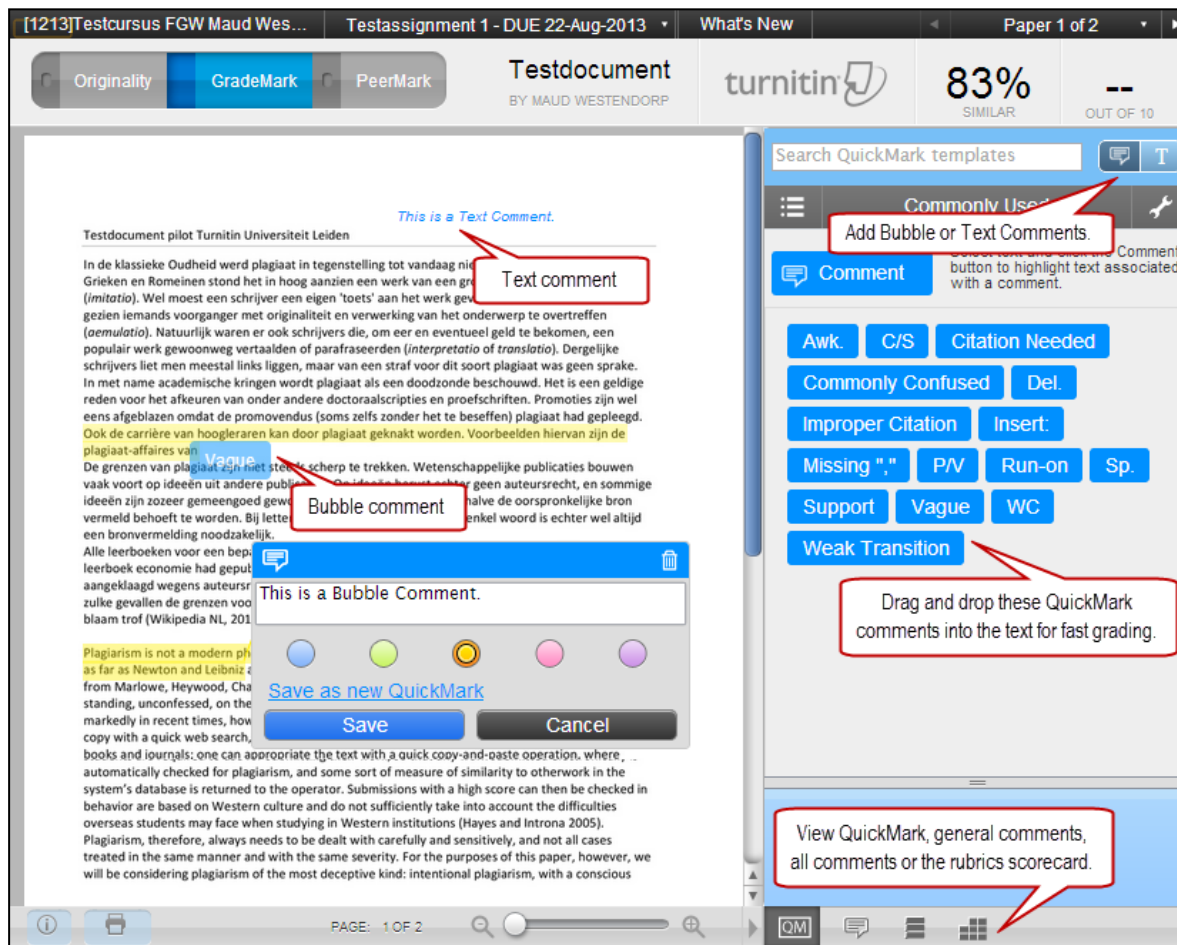
If you are viewing the Originality report, you can switch to the GradeMark-view by clicking the

GradeMark-button in the top left corner:

You can also access the GradeMark Tools by clicking the title of the paper in the list of papers for your group.

---

[1] Like you would do in the margins of a printed paper.

- A new screen will show the GradeMark tool:

Comments

There are three different types of comments you can add to the report:
- Text (Inline) Comments
- Bubble Comments
- QuickMark Comments.

Text comments

Add a text comment by clicking the blue button with a capital 'T' in the sidebar.
- Click any spot in the paper to add a comment to.
- Enter text. When you are finished simply click anywhere outside of the comment box to finalize your comment.

You can edit the comment by hovering over the text and clicking it.
A comment can be deleted by hovering over the comment and clicking the Trash can symbol.

Bubble comments

- You can add a Bubble Comment (speech bubble) by selecting the blue speech bubble icon in the sidebar.
- Double click any spot in the paper to add a comment to.

- Enter text and click [Save] to finalize your comment. (*Optionally you can save a Bubble Comment into a reusable QuickMark by clicking the link 'Save as new QuickMark'.*)

You can edit the comment by hovering over the mark and clicking the [Edit] button.
A comment can be deleted by hovering over the mark and clicking the Trash can symbol.

Highlighting
If you would like to highlight part of the text to attach a comment to, select the text by clicking and dragging and then click the [Comment] button.
You can change the colour of the highlight in the small pop-up window.

General Comments
You can also write a comment regarding the paper as a whole. This feedback can be longer than the other comment types listed above:

- Click the icon for General Comments (speech bubble, in grey) at the bottom of the side bar.
- Click the pen icon to write a comment, or click the microphone icon to add a voice-comment (use the pause/stop buttons to stop the recording).
- Type your feedback and click [Save] to submit (or click the blue arrow to save your recording).
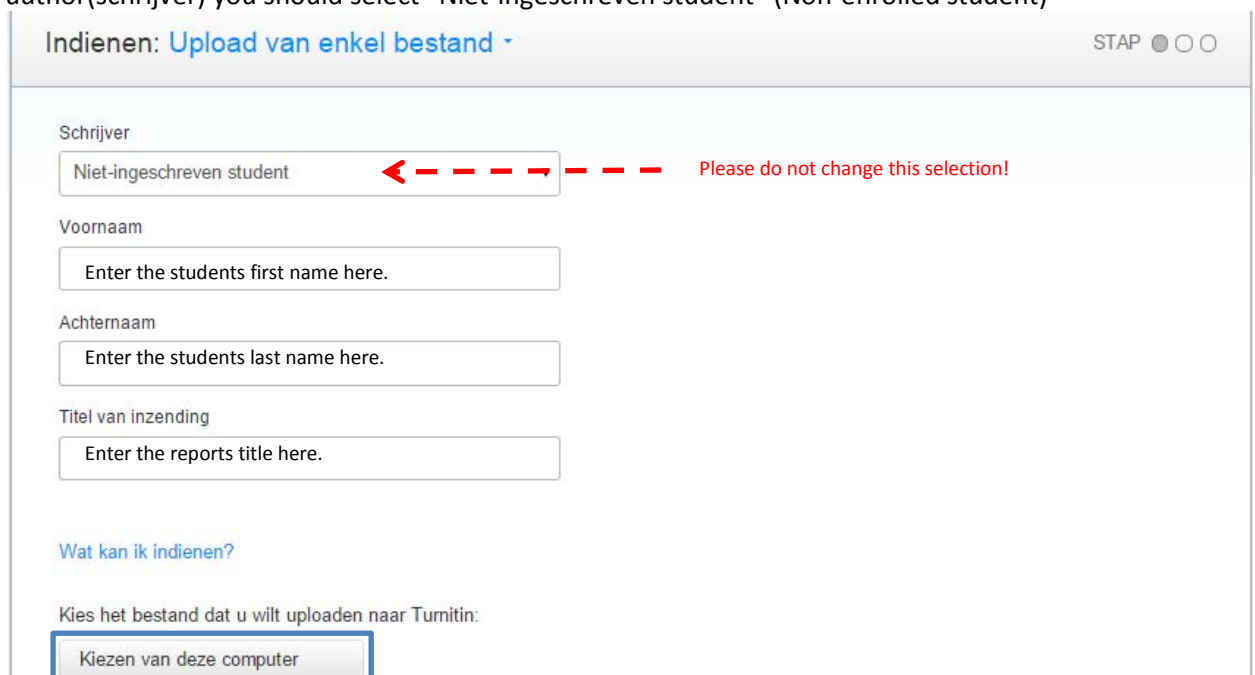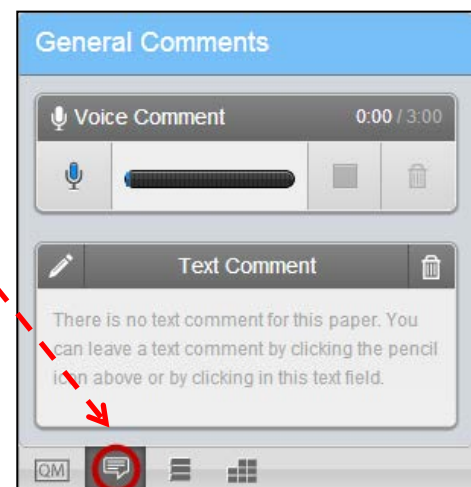
Submitting student reports

It is possible that students are late or are not able to submit their paper/thesis. If you want to check their document for plagiarism, please follow the following steps.

- In the control panel of the course (course management), please go to Course tools.
- Click on [Turnitin assignments]. You will now see all the Turnitin assignments of the course.
- Select the Turnitin assignment for which you want to submit the report. The inbox of this assignment will now be opened.
- Click on the [Indienen] (Submit) button.
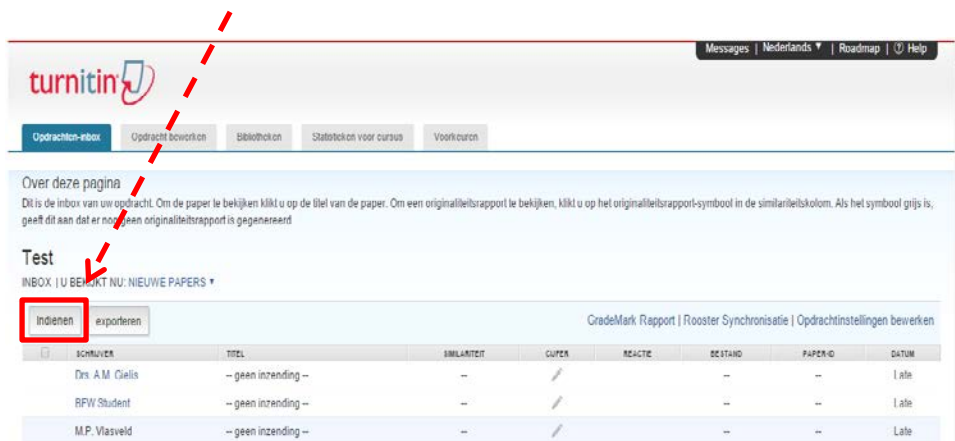
- Enter the data that is required (first name, last name and the title of the report). For author(schrijver) you should select "Niet-ingeschreven student" (Non-enrolled student)

- Choose the file you want to upload from your computer and click on the blue [Uploaden] button.
- Uploading the file should take less than two minutes. After the upload is complete, click on [Bevestigen] (Confirm). The report is now submitted and Turnitin will check it for plagiarism.

Papers you submit for non-enrolled students will not be accessible to any of your students.