

Turn-It-In

Plagiarism Detection Service

Request your Turn-It-In account:

Request an account by using the online form available at the ITD website: <http://www.itd.depaul.edu>. Select the **Faculty** tab, then **ITD Services** then **Request Forms**.

Access your account, Change your password:

You will receive an e-mail with your *Turn-It-In* account information. Go to the Turn-It-In website at: <http://www.turnitin.com>. In the upper-right corner of the screen, type in your e-mail address and your temporary password: _____ Click on **Login**.

Change your temporary password to one you will remember – one that includes both letters and numbers.

- Click on **User Info** along the upper dark read task bar. Scroll down to the password box. Type in a new password; type it in again after Confirm password.
- Click on **Submit**.
- **If you forget your password:** on the *Turn-It-In* website, Click on **password help**. Fill in your e-mail address (the one you use with *Turn-It-In*) and **submit**. Use the information you receive by e-mail to reset your password. Note: you have 60 minutes to complete the process.

Submit material to examination:

When successfully logged in, your 'instructor homepage' will appear. This page lists the classes created within your *Turn- It-In* account. Before you can submit material you must have 1) a class and, inside that class, 2) an assignment.

- To create a *Turnitin* class, click on **Add a Class**. Fill in the form and **Submit**.
- To create an assignment, enter your class by clicking once on its title. Click on **Create a new assignment**. Fill in the form and **Submit**.
- To submit material for examination, click on the paper-like **icon** in the 'Submit' column. Fill in the submit form with the student's name and the paper title. At this point, choose to submit using one of the following three methods:
 1. File Upload – Click on the **Browse** button; locate the file on the computer hard drive, diskette, or other location. Select the file; click on **Open**. Or,
 2. Copy and Paste – Open the student's paper, copy (ctrl-c) a selection; return to *Turnitin* and paste (ctrl-v) the selection in the text box.
 3. Bulk Upload – select two or more files and upload them at the same time.

Hint: To Organize

Use the *Class* and *Assignment* structure to organize your papers. Create a 'class' to represent an entire quarter or academic year; create an 'assignment' for each course or each incidence of suspected plagiarism. Archive last quarter/year's class to save space.

To view a report on the submitted materials:

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- Log into <http://www.turnitin.com>; enter the appropriate class.
- Click on the Inbox button to the right of the appropriate assignment – this will provide a list of all papers/materials submitted under that assignment.
- Filter which papers will appear. 1) Use the **Show** dropdown menu or 2) check which color-coded levels you'd like to view – these range from blue for low percent of findings to red for a high percentage.
- To view the report itself, click on the report icon in the **Report** column.
- The report identifies the amount of non-original text found in the material. Text found to be duplicated is underlined and linked to the URL where similar text is found.

Additional resources for managing plagiarism:

Please keep in mind that *Turn-It-In* does not, in and of itself, prove plagiarism nor does it check student work against all available sources – it may even miss materials on the open Web. Here are some additional actions you can take, or resources you can make use of, to keep students from using resources without proper citation.

- At the beginning of the quarter, let your student know you may use *TurnItIn* to check their work.
- Add a note in your syllabus along these lines: "Students may be asked by the instructor to submit electronic versions of any assignment."
- Questions concerning plagiarism policy or how to approach students who plagiarize should be addressed to department heads or your college office.
- Copy a full sentence – enclosed in quotations marks - of suspect text into Yahoo, google, or other search engine.
- Design assignments that make relying on plagiarism difficult (contact your ITD consultant, the Assessment Center, or colleagues for assistance).

To contact your ITD Consultant:

Your ITD consultant is available to assist you in using technology in support for teaching and learning. To identify your consultant, use the ITD website: <http://www.itd.depaul.edu>. Click on the *Faculty* tab, and then select your campus and department in the left panel.