Instructor Guide to Using Turnitin Assignment with LEARN@PolyU

Developed by The Working Group on Promoting Students’ Academic Integrity at PolyU

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Instructor Guide to Using Turnitin Assignment with LEARN@PolyU(理學網)

At PolyU, the plagiarism detection and prevention services of Turnitin are accessible in LEARN@PolyU(理學網), the University’s online Blackboard learning management system. Using the Turnitin Assignment function on a Blackboard course web site, you can create, submit, review and manage students’ assignments. To use Turnitin for course assignments, you do NOT have to register for a Turnitin account, but you need to have a course in LEARN@PolyU(理學網).

Assignments created in Turnitin Assignment in LEARN@PolyU(理學網) cannot be updated within Turnitin accessed at www.turnitin.com. Similarly, changes made within Turnitin at www.turnitin.com will not be shown in Turnitin Assignment in LEARN@PolyU(理學網).

This Instructor Guide contains step-by-step instructions for using Turnitin Assignment in LEARN@PolyU(理學網), and provides explanations for pedagogical considerations related to the options available in the settings and operational procedures. The Guide covers the following five aspects of using Turnitin:

A. Creating a Turnitin Assignment in LEARN@PolyU(理學網) ........................................... pp. 3-9
B. Editing details of a created assignment ................................................................. p. 10
C. Submitting Turnitin Assignments for students ..................................................... pp. 11-12
D. Reviewing and managing Turnitin Assignments and Originality Reports ................ pp. 13-18
E. Understanding and interpreting Originality Reports and Similarity Indices ............ pp. 19-21

Detailed information on Turnitin in Blackboard is available in the Turnitin Blackboard® 9.0 Integration Instructor User Manual available at https://turnitin.com/static/resources/documentation/turnitin/training/Blackboard_9_Integration_Instructor_Manual.pdf

For enquiries on using Turnitin in LEARN@PolyU(理學網), contact ITS Blackboard Support at 2766 5900, or http://www.polyu.edu.hk/hots.
A. Creating a Turnitin Assignment in LEARN@PolyU(理學網)

To create a Turnitin Assignment in LEARN@PolyU(理學網), there are three main steps:

1. Logging in to LEARN@PolyU(理學網) and going to the course web site
2. Going to Turnitin Assignment, via either Content or Assessments
3. Filling in and submitting the assignment details

The following provides details of the steps and the options.

**Step 1** Log in to LEARN@PolyU(理學網) (http://learn.polyu.edu.hk) using your NetID and password.

**Step 2** On the Courses tab, select the course in which you would like to create a Turnitin Assignment (e.g. CRIT0101_20121_A: Introduction to Critical Thinking)

**Step 3** Click Content or Assessments on the left hand menu to open the page.

Note: Make sure Edit Mode is enabled. The Edit Mode button is located in the top right hand corner.
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A. Creating a Turnitin Assignment

Step 4  On the Content or Assessments page, go to Assessments on the top grey menu bar. Select Turnitin Assignment from the drop-down menu.

Step 5  Select Paper Assignment, then click Next Step.

Choose Revision Assignment only when you wish to allow students to make multiple submissions without overwriting the previous ones.

On the Add Turnitin Assignment page, fill in or select the assignment details as appropriate. You may hover your mouse over the question mark icon to see the description of each option.

i. Assignment details

a. Assignment title

Enter the name of assignment.

b. Point value (optional)

Enter the overall mark for the assignment.

c. Start Date, Due Date and Post Date

To set the date and time, click the calendar icon and select from the drop-down menu respectively.
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A. Creating a Turnitin Assignment

Step 5 cont’d

Start Date is the date when students may begin submitting the assignment. Note that students cannot submit work before the start date and time.

Due Date is the assignment due date and time beyond which students will not be able to submit assignment, unless late submissions are allowed (see Step 5ii b).

Post Date is the date and time students can begin viewing instructor feedback.

ii. Advanced assignment settings

Click Optional settings to do other settings for the assignment, e.g. late submission, Originality Report, etc.

Note: Recommended settings for the options in this section are shown in blue as follows.

a. Enter special instructions (optional)

Enter the assignment instructions in the text box.

b. Allow submissions after the due date? (optional)

If you wish to allow student submissions beyond the assignment due date, then select Yes. Late submissions will be marked in red on the list in the Assignment Inbox.

The default setting is No.

c. Generate Originality Reports for submissions? (optional)

The default setting is Yes.

Choose No if you do not want to generate Originality Reports.
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A. Creating a Turnitin Assignment

Step 5 cont’d

d. Generate Originality Reports for student submissions (optional)

The second option *immediately (can overwrite reports until due date)* is recommended. This option allows students to resubmit as many times as they wish until the due date; and you can view the Originality Report after each submission (see *g. Allow students to view originality reports* below for the setting to allow students to view the Originality Report as well).

Note that Originality Reports for initial submissions will be generated immediately. For the second and subsequent submissions, Originality Reports will require at least 24 hours to process.

If you do not wish to allow resubmission, choose the first option: *immediately first report is final*. Resubmission will not be allowed unless the instructor manually deletes the submission (see *D. Reviewing and managing Turnitin Assignments and Originality Reports*, Step 5c on p. 14).

If you allow multiple submissions but do not want any Originality Reports to be generated until the assignment due date, choose the last option: *on due date*.

e. Exclude bibliographic material from Similarity Index for all papers in this assignment? (optional)

The default setting for this option is *No*, which enables bibliographic materials to be checked and displayed in the Originality Report as well. You can exclude these materials by another operation later when viewing the Originality Report (see *D. Reviewing and managing Turnitin Assignments and Originality Reports*, Step 6f on p.17.

Note: The exclusion is only approximate and by no means exact.

f. Exclude quoted material from Similarity Index for all papers in this assignment? (optional)

The default setting for this option is *No*, which enables quoted materials to be checked and displayed in the Originality Report as well. You can exclude these materials by another operation later when
Step 5  
cont’d

f. cont’d

viewing the Originality Report (see D. Reviewing and managing Turnitin Assignments and Originality Reports, Step 6f on p.16).

Note: The exclusion is only approximate and by no means exact.

g. Exclude small matches? (optional)

The default setting is No, which enables all matches to be displayed in the Originality Report.

If you choose Yes, an option window will open. Select if you would like to exclude matches by word count or by percentage.

Word Count

Set the number of words of small matches to be excluded from the Originality Report, e.g. enter “5” if all matches of 5 consecutive words or below are to be excluded. This value can be adjusted within the Originality Report (see D. Reviewing and managing Turnitin Assignments and Originality Reports, Step 6f on p.16).

Percentage

Set the percentage of small matches to be excluded from the Originality Report, e.g. enter “1” if all matches of 1% or below are to be excluded. This value can be adjusted within the Originality Report (see D. Reviewing and managing Turnitin Assignments and Originality Reports, Step 6f on p.16).

h. Allow students to see Originality Reports (optional)

Select Yes to allow students to view Originality Reports. The default setting is No.

i. Reveal grades to students only on post date (optional)

Use the default setting No.
Step 5  j. **Submit papers to (optional)**

Select *institution paper repository* to store student submissions in PolyU’s repository.

Selecting *standard paper repository* will allow student submissions be stored in the Turnitin global database.

If you do not wish student submissions to be stored in any repository, select *no repository*.

Selecting *student’s choice of repository* will allow students to choose whether they would like their submissions be stored in either the standard or institution paper repository.

k. **Search options (optional)**

Use the default settings to enable submissions to be compared with other submitted papers, sources on the Internet, and journals, periodicals and publications.

Uncheck the box if you wish you exclude any of the search option.

Step 6  Check the box if you would like to save the settings as defaults for other assignments.

Step 7  Scroll up to the top of the page, and click the **Submit** button to create the assignment.

An assignment link will be displayed on the *Content or Assessments* page where it has been successfully created.
Your students will now see the Turnitin Assignment link and be able to submit assignments according to the Start and Due Dates you have set. Below is what the students will see on their Content or Assessments page.

Clicking View/Complete, students will be able to submit their assignments.
B. Editing details of a created assignment

You can edit the details of an assignment that has been created by following the steps below.

**Step 1**  
On the *Content or Assessments* page, hover your mouse over the Turnitin Assignment.  
Click the downward arrow button next to the assignment name, then choose *Edit* from the drop-down menu.

**Step 2**  
Edit the assignment details and options as appropriate, then click *Submit* to save the modifications.
C. Submitting Turnitin Assignments for Students

Normally, students should submit the assignments themselves. In case you prefer to submit an assignment for a student, follow the steps below.

Note: Make sure that you have the student’s assignment file on your computer.

Step 1 Go to the Course home page and on the left hand menu, click Content or Assessments where the assignment is located.

Step 2 Click View/Complete of the assignment for which you wish to make a submission.

Step 3 a. Choose the file upload method from the drop-down menu if you do not want to use the default setting Single File Upload.

b. Choose the student name from the Author drop-down menu and the First name and Last name fields will be filled in automatically.

If you cannot find the name of the student for whom you would like to submit the assignment, contact ITS Blackboard Support at 2766 5900.

c. Fill in the Submission title box.
Step 3 cont’d  

| d. Click **Choose from this computer** to locate the file (on your computer or USB) to be submitted. |

Note the following requirements for single file upload. You can find this information by clicking **What can I submit**.

**Requirements for single file upload**
- File must be less than 40 MB
- File must have at least 20 words of text
- The maximum paper length is 400 pages
- File types allowed: MS Word, Excel, PowerPoint, WordPerfect, PostScript, PDF, HTML, RTF, OpenOffice (ODT), Hangul (HWP), GoogleDocs, and plain text

e. Click **Upload** to submit the assignment. A prompt will notify you upon your successful upload and redirect you to a preview of the submission.

Step 4  

Click **Confirm** to submit the assignment.

A prompt will notify you upon your successful submission.
D. Reviewing and managing Turnitin Assignments and Originality Reports

To access Turnitin assignments and Originality Reports in LEARN@PolyU(理學網), follow the steps below.

**Step 1** On the Courses tab, click the course that contains the assignments and the Originality Reports you wish to view (e.g. CRIT0101_20121_A: Introduction to Critical Thinking).

**Step 2** On the left hand menu, click Course Tools, then select Turnitin Assignments.

**Step 3** On the Turnitin Assignments page, click the assignment title.

**Step 4** On the Assignment Inbox tab, you will see information on student submission, e.g. student submissions, submission dates and similarity.
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D. Reviewing & managing Turnitin Assignments & ORs

**Step 5**

a. To view the student submissions and Originality Reports, click the assignment title in the *Title* column or the *percentage* or *colour bar* in the *Similarity* column.

The *Turnitin Document Viewer* will open on a new tab automatically (see Steps 6 & 7 also).

b. To download the file, click the *file* icon in the *File* column. A window will pop up, asking you to select the file format for your download.

c. To delete a submission, check the box next to the student name, then click *Delete* in the yellow prompt.

You may want to do this if you have disabled student resubmission, but wish to allow it on a case-by-case basis (see A. *Creating a Turnitin Assignment*, Step 5i on p.6).

Please note that *Delete Student Submission* will not delete the student submission in Turnitin Repository.
**Step 6** To view student submissions and Originality Reports within *Turnitin Document Viewer*:

a. Click the assignment title under the student name. The *Turnitin Document Viewer* will open automatically.

![Turnitin Document Viewer](image)

b. Click **Originality** on the grey bar on the top left to show the Originality Report.

![Originality](image)

c. The **Similarity Index** is shown on the top right hand side.

![Similarity Index](image)

d. Matches and their corresponding sources are numbered and colour-coded in the assignment (on the left) and the **Match Overview** (on the right).

![Match Overview](image)


Do you know where the following paragraph is copied from? Who is the author? What is the title of the article?

In summarising the discussion, Korean higher education development is explained by the three components (Confucian tradition, western university ideas, and economic development). Of the three dimensions, this section paid attention to co-development of higher education and the economy because economic factors best explain why some countries have well developed higher education while others are not although they share the same Confucian tradition and model for a modern university.

**Test 3** Quoting a sentence from a library book

Here is a sentence copied from p. 43 of the book *Doing honest work in College: How to prepare citations*,...
Step 6  Cont’d

e. To view the details of a matching source, click the number on the assignment, e.g. 2. A window containing the details of the matching source will open above the highlighted text.

f. To exclude quotes and/or bibliography, click the filter button at the bottom right corner of the Match Overview panel.

Edit the settings as appropriate, then click Apply Changes to filter the quotes and/or bibliography immediately.

*Note: Exclusions are only approximate and by no means exact.

Clicking New Report will create a new Originality Report by checking the assignment again with the most recent database content. The current Originality Report will not be available while it is being refreshed.

g. To exclude particular sources, hover your mouse over the source in the Match Overview panel, then click the arrow button to view Match Breakdown.

At the bottom of Match Breakdown panel, click Exclude sources.
Step 6  
Cont’d  
g.(cont’d) Check the sources you would like to exclude, then click Exclude.

h. To view other assignment information, such as Paper ID and word count, click the information button at the bottom left corner.

i. To print the paper and originality report, click the print button, then select Download PDF of current view for printing.

Step 7  
To view another assignment within Turnitin Document Viewer:

• On the top right hand corner of the black menu bar, click the grey arrows to go to the previous or next submission.

• Alternatively, you can click Paper # of #, then select from the drop-down menu the submission you wish to view.
More information is available in Chapter 2: Originality Check of the *Turnitin Instructor User Manual* at
E. Understanding and interpreting Originality Reports and Similarity Indices

The annotated Originality Report below shows the range of information provided by the report.

Clicking the number of the matching text will open a window that shows the source details e.g. source type, author, source title, etc.
To view the full source, click **Full Source View** on the top right hand corner of the window.

Matching sources are numbered, colour-coded, and referenced with a percentage showing the matching proportion in the source.

The Similarity Index shows the total percentage of matching text found in the assignment with other sources. The breakdown of matches is shown in **Match Overview**.

To exclude quotes and/or bibliography, use the filter function (See Section D, Step 6f on p.16).
To exclude particular sources, see Section D, Step -6g on p.16.
The Similarity Index shows the percentage of matching or highly similar text found in a submitted paper compared against the sources stored in the system's database. It ranges from 0% to 100%.

<table>
<thead>
<tr>
<th>Similarity Index (% range)</th>
<th>Possible Interpretation</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-15% similar</td>
<td>Probably no/low level of plagiarism</td>
</tr>
<tr>
<td>16-40% similar</td>
<td>Possibly contained some plagiarized text</td>
</tr>
<tr>
<td>41-75% similar</td>
<td>Likely to contain a significant amount of plagiarized text</td>
</tr>
<tr>
<td>&gt;76% similar</td>
<td>Very high probability of blatant plagiarism</td>
</tr>
</tbody>
</table>

When interpreting Originality Reports and Similarity Indices, note the following points:

- The Similarity Index is by no means a measurement of plagiarism found in a submitted paper.
- The matches or the exclusion of such are approximations only.
- The matches and suspected sources need to be examined carefully to see if proper acknowledgements are given, and determine if plagiarism has occurred.

Turnitin has the following warning note to users when reading Originality Reports and Similarity Indices:

> These indices do not reflect ... whether a paper has or has not been plagiarized. Originality Reports are simply a tool to help an instructor find sources that contain text similar to submitted papers. The decision to deem any work plagiarized must be made carefully, and only after in depth examination of both the submitted paper and suspect sources in accordance with the standards of the class and institution where the paper was submitted.

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