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Student submission of electronic assignments to Turnitin

1. Avoiding plagiarism at Massey

Many of you are aware of the increasing difficulties educational institutions are having dealing with issues of plagiarism. This problem impacts on students as it disadvantages honest students, undermines the credibility of the qualification, and takes up huge staffing resources that could be better spent elsewhere. Massey has purchased a licence to a product called Turnitin®, which is a text matching web application, and is one of many tools available to deal with the problem.

Plagiarism is defined by Massey University as:

Presenting as one's own work the work of another, including copying or paraphrasing of another's work without acknowledging it as another person's work through full and accurate referencing. It applies to material presented through written, spoken, electronic, broadcasting, visual, performance or other medium.

Any form of plagiarism is considered to be Academic Misconduct and is viewed seriously by this University.

The course(s) you are studying at Massey University may require you to submit an electronic version of your assignment to Turnitin. The electronic version you submit will be compared with material available on the world wide web including many electronic books, journals, newspapers, cheat sites (or paper mills), web pages and previously submitted assignments.

Plagiarism can be avoided by simply correctly acknowledging the authorship of any material in your assignment that is not your own work.

There is more than one way you submit an electronic version of your assignment to Turnitin. Both use online submissions through a browser. Your lecturer will inform you if you are submitting your assignment to Turnitin by:

- Stream (Massey's online learning environment), or by
- Turnitin.com web application.

2. Is my paper using Turnitin?

The paper coordinator decides whether to use Turnitin or not. It is not mandatory.

The lecturer will provide the student in their course with relevant information. You will most probably find this in your Admin/Study Guide.

3. Legal issues surrounding submission of Assignments

There is no breach of copyright of a student's work once it is submitted to Turnitin. Turnitin does, however, keep a digitalised copy of the text of the document but they do not publish or re-distribute the student's work.

If a student declines to submit material to Turnitin, they breach the student contract and the Code of Conduct, Section 2 of which requires students to comply with relevant University policies, regulations and procedures.

Any questions in relation to these issues can be referred to Massey's Turnitin Administrator, who you can contact through the ITS – HelpDesk.

Submitting to Turnitin using Stream

Your lecturer will tell you whether assignments will be submitted to Turnitin using Stream.

4. What do I have to do?

Submitting assignments to Turnitin in Stream is seamless. You **DO NOT** need to go to the Turnitin.com web application.

Your lecturer will have placed in your Stream course an Assignment 'drop box'. On upload of your assignment as a file, your assignment file will be automatically submitted to Turnitin.com.

If your lecturer has enabled Turnitin and also has allowed students to view the results of text matching, the results from Turnitin will appear beside the document that you uploaded. The results consist of a Turnitin score (or Similarity Index), as a percentage and/or a Similarity Report.

 ACADEMIC_INTEG_FRAMEWORK.doc ✖ Similarity: 17%

To view the Similarity Report, if enabled, click on the word ***Similarity***.

Remember that a high percentage of text matching may not necessarily mean you have plagiarised. Your lecturer will view the Turnitin results within the course's Gradebook and interprets them in the context of the assignment question, deciding whether there is potential plagiarism that needs to be investigated further. If you are at all concerned about this you should ask your lecturer.

Submitting to Turnitin.com web application

Your lecturer will give you information about submitting your assignment to Turnitin.com web application. You may find the following information in your Admin Guide or as additional information given to you. You need to know:

- Turnitin Class ID for your paper:
- Turnitin Class Enrolment password for your paper:

5. Before you access Turnitin

Do you have you an active email address?

To submit an assignment you will need an active email address. If you do not currently have one, you can use the Massey email address that has been created for you by logging into MyMassey (<http://mymassey.com/>) and select Web Mail to get your email address. Alternatively check with the Massey University Contact Centre 0800 MASSEY (627 739), from overseas +64 6 350 5701 or email contact@massey.ac.nz and they will tell you how to access the Massey email address that has been created for you.

6. Access for new Turnitin users

If you have never sent assignments directly to Turnitin.com before, you need to set up your own personal Turnitin profile. This allows you to send assignments, through a password-protected link directly to Turnitin. To set up your profile, do the following:

- a. Go to <http://www.turnitin.com>
- b. Click on the **Create Account** link in the login at top right of the page.



Student information about submitting to Turnitin

Create a User Profile

Have You Ever Used Turnitin?

If you've used Turnitin before, you can use the same email and password to log in. You can keep all your papers and grades together, even if you're now in a different class or a different school!

Email Address:

Password:

SIGN IN

[Forgot your email or password?](#)

Create a New Account

Please select whether you will be using the service as an instructor or a student.

- **student**
- instructor
- teaching assistant

Select student

- c. To create a New Account, select **student**
- d. At the next screen you **Create a New Student Account**. You will need the class ID and class enrolment password that your lecturer has given to you.

turnitin

Create a New Student Account

class ID information

All students must be enrolled in an active class. To enroll in a class, please enter the class ID number and class enrollment password that you were given by your instructor.

Please note that the password and pincode are case-sensitive. If you do not have this information, or the information you are entering appears to be incorrect, please contact your instructor.

class ID

class enrollment password

- e. Complete the profile by entering user information - your first and last name, email address, and create your unique password, select and answer a secret question, and agree to the user agreement.

7. Access and submission of assignments for existing Turnitin users

If you have previously submitted assignments directly to Turnitin.com you will already have a Turnitin login i.e. your email and a password. If you have forgotten this password, you can click on **Retrieve password** to reset your user password.

Student information about submitting to Turnitin

Login to Turnitin

- a. In your Internet browser go to www.Turnitin.com and login by entering your Turnitin email address and password.

The screenshot shows the Turnitin login page. The Turnitin logo is on the left. Below it are navigation tabs: PRODUCTS, RESULTS, COMMUNITY, and ABOUT US. On the right, there is a search bar and a language dropdown set to English. The login section has two input fields: 'Email' and 'Password'. Below the 'Email' field is a link 'Create Account'. Below the 'Password' field is a link 'Retrieve Password'. A red 'SIGN IN' button is to the right of the password field. Two callout boxes point to the input fields: one for 'Email' with the text 'Enter your email address' and one for 'Password' with the text 'Enter your password here'.

- b. Click **Sign in** to open your Turnitin student homepage.

Enrol in the class:

- c. Your lecturer has already set up your paper to receive assignments in Turnitin. To submit an assignment you must first enrol in the class. At your student homepage click on the tab **enroll in a class** and enter the Class ID and enrollment password given to you

The screenshot shows the 'Enroll in a class' page. At the top, there are tabs: 'all classes', 'enroll in a class' (selected), 'what is plagiarism?', and 'citation help'. Below the tabs, it says 'NOW VIEWING: HOME'. Under 'About this page', it says 'To enroll a class, enter the class ID and enrollment password and click submit. If you do not have a class ID and enrollment password, contact your instructor for this information.' The main form has two input fields: 'class/section ID' and 'enrollment password'. A 'submit' button is at the bottom. A callout box points to the form with the text 'Enter the Class/section ID and the enrollment password.'

- d. Your class will show on your home page. Now click on the class name to open your class portfolio.

The screenshot shows the class portfolio page. At the top, it says 'Massey University'. Below it is a table with columns: 'class ID', 'enter a class', 'instructor', 'status', and 'drop class'. The first row has the class ID '2736687', a link 'Testing student details', the instructor 'Su, J.', the status 'active', and a trash icon. A callout box points to the 'Testing student details' link with the text 'Click here to enter the appropriate class'.

Class portfolio:

Student information about submitting to Turnitin

- e. Your class portfolio shows a list of the assignments for the paper and the due dates for each assignment.

To begin to submit an assignment, click on the **Submit** button next to the correct assignment, as shown below.

The screenshot shows the '110100/0712/E' Assignment Inbox & Portfolio. It features a table with columns: START, DUE, POST, STATUS, and ACTIONS. The table lists 'Assignment 1' with a 'PAPER' due on '01-12-10' at '2:34PM'. The status indicates 'This assignment has not yet been completed.' and provides links for 'Expand this assignment', 'Show details', and a 'Submit' button.

	START	DUE	POST	STATUS	ACTIONS
Assignment 1					Expand this assignment
PAPER	01-12-10 2:34PM	01-19-10 11:59PM	01-20-10 12:00AM	This assignment has not yet been completed.	Show details Submit

Browse to your assignment:

- f. To submit your electronic assignment by file upload follow the next two steps.
Make sure you give a clear title for you assignment, such as name of assignment and your name e.g. Assignment One_ASmith.

Browse your computer to locate the correct file to upload. Note that you can only submit one file to Turnitin, so take care to ensure that you have selected the correct one. Click on upload as shown in the diagram following:

The screenshot shows the 'submit paper: by file upload (step 1 of 2)' form. It includes a dropdown for 'choose a paper submission method' set to 'single file upload'. Fields for 'first name' (Dione), 'last name' (Knowles), and 'submission title' are present. A yellow box lists requirements: file must be less than 20 MB and file types allowed are MS Word, WordPerfect, PostScript, PDF, HTML, RTF and plain text. A 'browse for the file to upload' button is shown. At the bottom are 'upload', 'cancel', and 'go back' buttons. Annotations with callout boxes provide instructions: 'Give your assignment a clear title' points to the submission title field; 'Browse to locate your assignment file to upload' points to the 'Browse...' button; and 'Click here to upload the file to Turnitin' points to the 'upload' button.

submit paper: by file upload (step 1 of 2)

choose a paper submission method:
single file upload

first name *
Dione

last name *
Knowles

submission title *

Requirements for single file upload:

- File must be less than 20 MB
- File Types allowed: MS Word, WordPerfect, PostScript, PDF, HTML, RTF and plain text.

If your file exceeds 20 MB, [read suggestions](#) to meet requirements

browse for the file to upload *
Browse...

upload cancel go back

Give your assignment a clear title

Browse to locate your assignment file to upload

Click here to upload the file to Turnitin

Student information about submitting to Turnitin

Submit the document:

- g. The next screen confirms that you have submitted the correct document. You can quickly preview the paper and if you have selected the wrong document, return to upload page and browse to the correct file to upload again.

This is the time to make any last minute changes to your assignment. If you are happy with your assignment, then click the submit button.

submit paper: Step 2 of 2

Author

Titletest

Preview Paper

Steps for implementing the TrackIT in Pursuit:
Create Status: Recorded
Create Information Template: Recorded
Subject: ITS-Help-Desk : Request Recorded : #REQUEST_DESCRIPTION#
Body:
Hello
Please reply directly to this message if necessary, without changing the subject line, or call the ITS Help Desk on extension 5200 quoting your Reference Number.
Your request has been recorded and will be assigned to the appropriate team.
Reference Number: #REQUEST_NUMBER_ONLY#
Description: #REQUEST_DESCRIPTION#
Records

submit

[return to upload page](#)

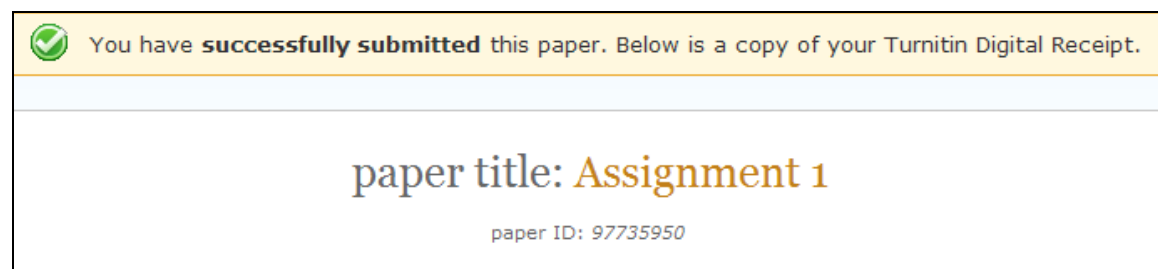
Click here to confirm the submission

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8. Turnitin's automatic acknowledgements

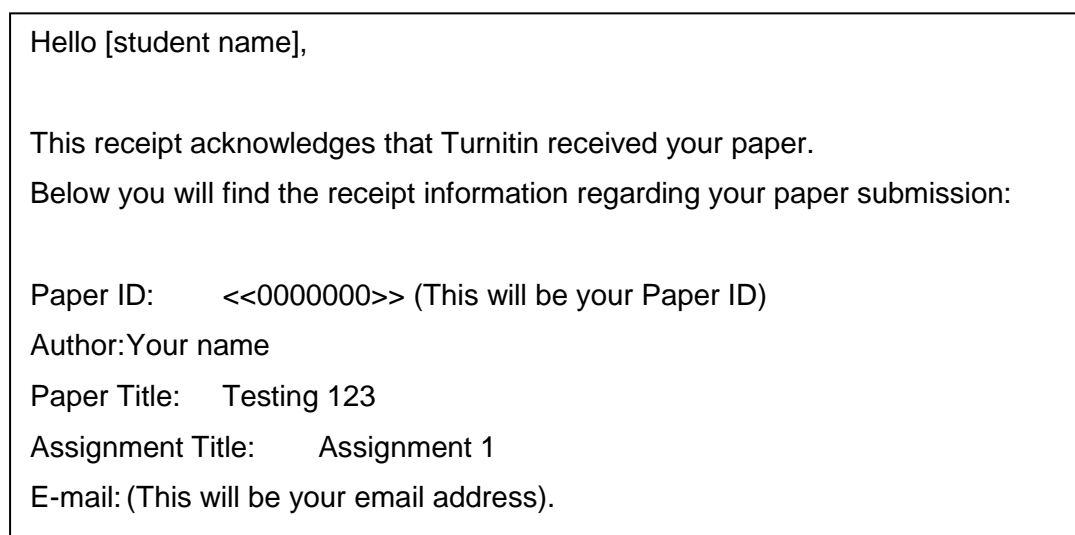
You will receive two automatic acknowledgements that Turnitin has received your assignment file:

- On submit, the next web page gives you immediate acknowledgement of your submission. You see the paper title and generated paper ID, the author (you) and a copy of the document you submitted.



- An email receipt will be sent to the email address that you use to login to Turnitin. The email receipt called **Turnitin Digital Receipt** can take up to 30 minutes to arrive at your mailbox and acknowledges receipt of your paper.

NOTE that some Internet Service Providers (ISPs) may take longer than 30 minutes to send this through so don't panic if it is not there instantly. Try again in an hour or so.



It's a good idea to keep a copy of this receipt as you may require this as evidence of submission in the event of any problems, and check for yourself in Turnitin that the assignment is shown as being submitted.

Troubleshooting

The following information may help you avoid issues when submitting to Turnitin.com web application and when using Stream.

Assignment formats

Make sure that your assignment file meets the Turnitin File Types. Turnitin only accepts the following file types:

- Microsoft Word
- WordPerfect
- RTF
- PDF
- PostScript
- plain text
- HTML

Sometimes Turnitin will not accept submissions. For example, the assignment is too short, or is an image and not text, or is done in an unknown format, such as MS Works.

Note: Lecturers can limit the number and size of files you can upload (and consequently submit to Turnitin).

Turnitin supported web browsers

Turnitin currently supports the following web browsers:

- Firefox 3.0+, Internet Explorer 7.0+, Chrome 4+, or Safari 4+ for Windows machines
- Firefox 3.0+, Chrome 4+, or Safari 4+ for Mac OS machines

Students experiencing problems with their Internet browser can seek further advice from the Turnitin Help Center at

http://turnitin.com/static/knowledge_base/supported_web_browsers.html

Email address

Have you got an active email address? If you do not currently have one, you can use the Massey email address that has been created for you by logging into MyMassey (<http://mymassey.com/>) and select Web Mail to get your email address.

Alternatively check with the Massey University Contact Centre 0800 MASSEY (627 739), from overseas +64 6 350 5701 or email contact@massey.ac.nz and they tell you how to access the Massey email address that has been created for you.

Resources and support

The Massey University web page about Turnitin is managed by Massey's Turnitin Administrator at <http://www.massey.ac.nz/?ta5c75148n>

In Stream, check out Massey University's resources online in the Student Guide to Stream at <http://stream.massey.ac.nz/course/view.php?id=337> . (You will first need to login to Stream). Scroll down to Section 6 Assignments and select *How to submit Assignments*. At the bottom right-hand-side there is a button about Turnitin – Originality Checking.

Develop your academic writing skills by accessing the writing resources on OWLL - the [Online Writing and Learning Link](#)

The Turnitin web application provides online support services and training for students at <http://turnitin.com/static/community/index.php>. You can view these without logging in to Turnitin.

Your first point of contact for support

If you need any assistance with your Turnitin submission please call the **Massey Contact Centre**.

With any enquiry about Turnitin assignment submission, it is very useful to be ready with your paper number and name, and your instructor's name.

Free Phone: 0800 MASSEY (0800 627 739)

Free Text: 5222

Email: contact@massey.ac.nz

Website: <http://www.massey.ac.nz/?i88061817o>

Massey Contact can assist you with most general and system enquiries relating to Turnitin, and if not, will forward your enquiry to Massey's Turnitin Administrator.