

Turnitin (Feedback Studio) tutorial

for Instructors



Updated : 202002

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Check before you begin

1. Acceptable browser types

Use a Chrome Browser rather than Internet Explorer (IE) even though Turnitin works on all browser types including chrome, IE, Safari, Firefox

1) Download chrome browser URL :

<https://www.google.co.kr/chrome/browser/desktop/> 

2. Acceptable file types

Any file types are acceptable including MS Word(.doc/.docx), PDF, Text file (.txt), Google docs, PPT files (.ppt/.pptx), Excel(.xls, .xlsx), Hangul(.hwp), etc. **(Except that HWP files (Hangul file) can lead to an error due to a compatibility issue. Please convert the file to MS-Word or PDF,**

which is a quick fix for a Turnitin upload error for hwp file)

- Only files with texts can be read, not the scanned image files or pdfs with watermarks added.

3. Technical support

If you're experiencing some technical difficulties, please contact Turnitin Support team at tiisupport@turnitin.com stating your name, role, school/institution, Turnitin ID (email address), error description or screenshots)

Create a Turnitin instructor account

1. Email your school/institution's Turnitin admin with the following details:

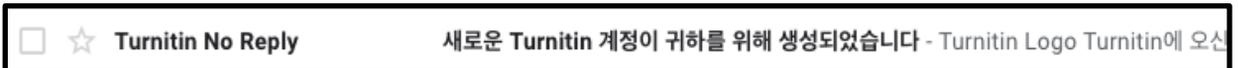
Title: Turnitin instructor account

Include: your school, department, name, role, and email address (preferably school email)

1) You can find Turnitin admin info on your school library or graduate school website. If you can't, please contact koreasales@turnitin.com if you can't find the Turnitin admin info of your school.

2. Once your school's Turnitin admin adds you to the system, you'll receive an automatic email from Turnitin No-reply. Check your email inbox and open the email from Turnitin No-reply.

- Open welcome mail from Turnitin with a sender Turnitin No Reply

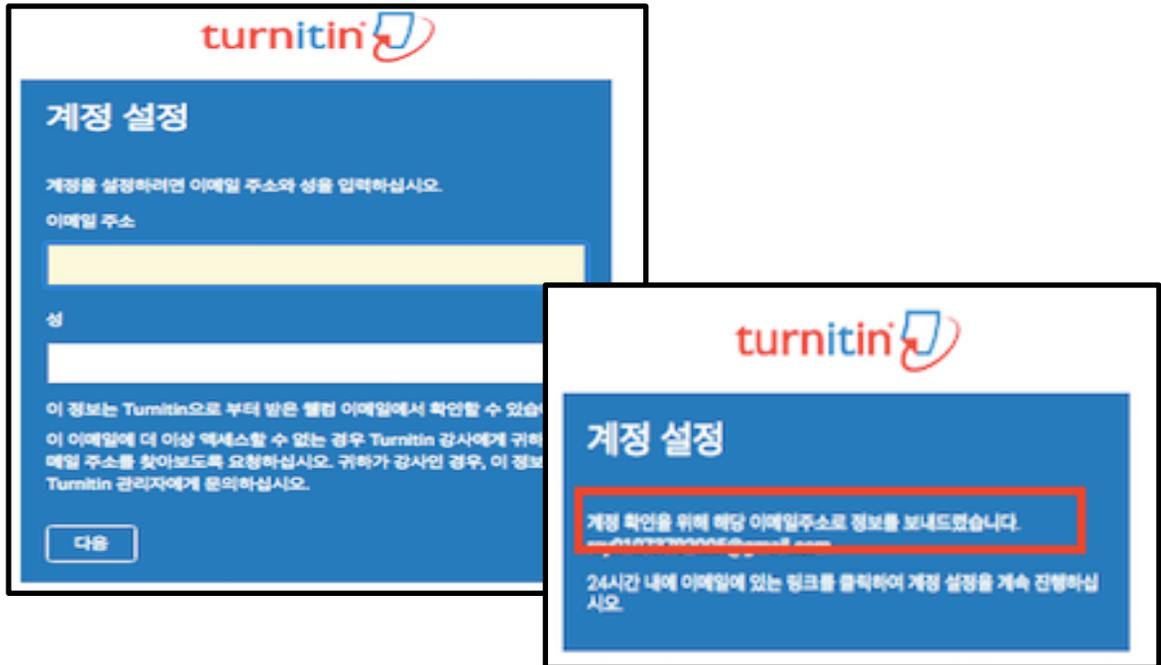


- Click [시작하기] (Begin) -> Click [비밀번호 만들기] (Create password)

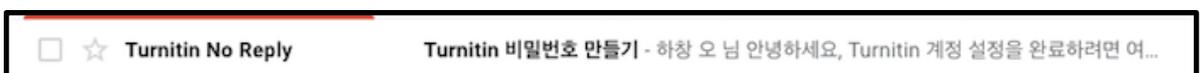
The image displays two screenshots of the Turnitin instructor onboarding process. The left screenshot shows a welcome email from Turnitin. The email header includes the Turnitin logo and the subject line 'Turnitin에 오신 것을 환영합니다.' (Welcome to Turnitin). The body of the email greets the user and provides instructions. A red box highlights the '시작하기' (Start) button. The right screenshot shows the '1. 비밀번호 만들기' (Create password) step. It includes a '비밀번호 만들기' (Create password) button highlighted in a red box. Below the button, there is a 'Turnitin 사용을 시작하시겠습니까?' (Do you want to start using Turnitin?) question with a '비밀번호 만들기' (Create password) button.

Create a Turnitin instructor account continued

1. Type in your email address and your last name and click [next], then you'll receive an automatic email to change your password.)



2. Check your inbox and click the email from Turnitin No-reply.)



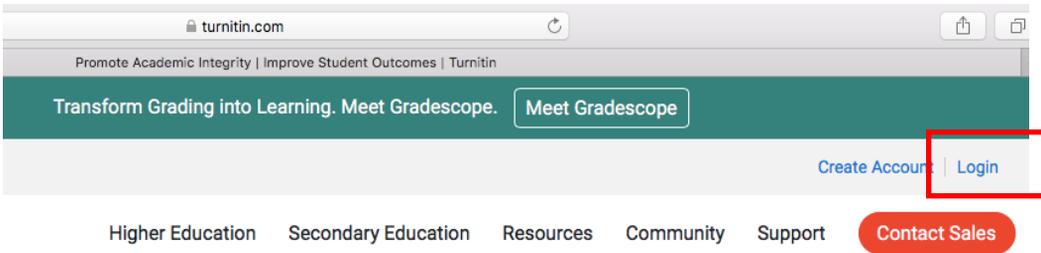
- Click the first url to change your password



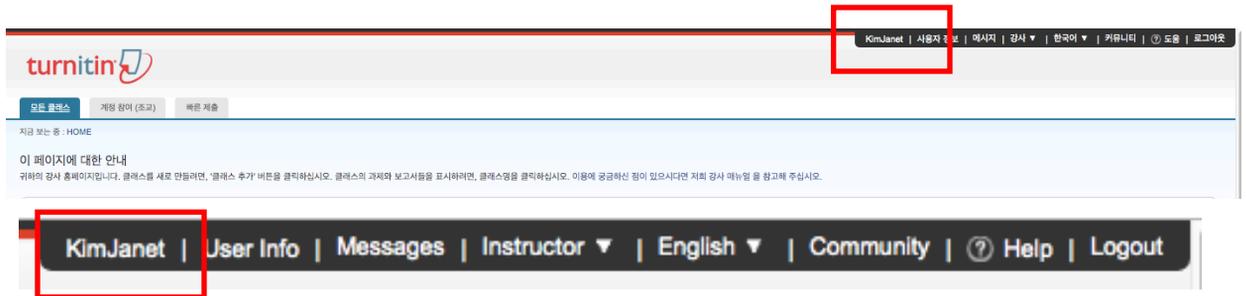
3. There are two different ways of using Turnitin depending on your purpose:
 - 1) Checking your research paper for originality: refer to this manual pp. 6-11
 - 2) Checking your students' papers and give feedback through Turnitin Online Class: refer to this manual pp. 12-15, pp. 9-11

How to Use Turnitin Self-checking

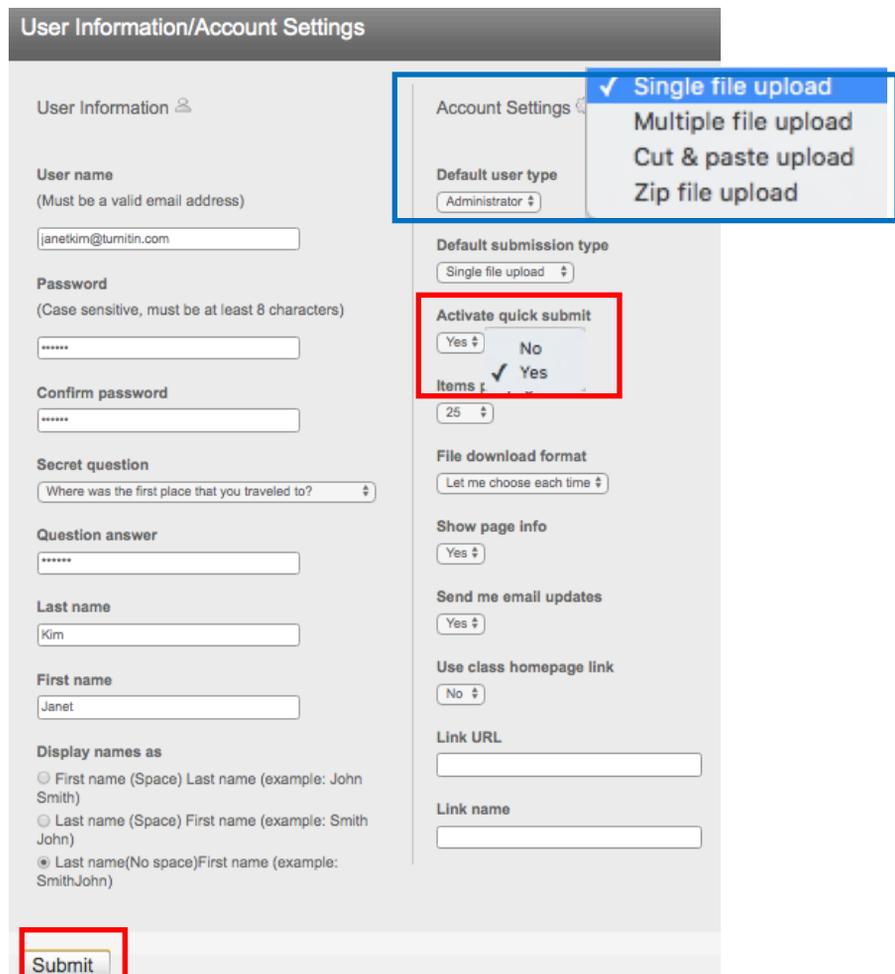
1. Go to www.turnitin.com and log in



2. Click your Profile (**Your name on the right top**)

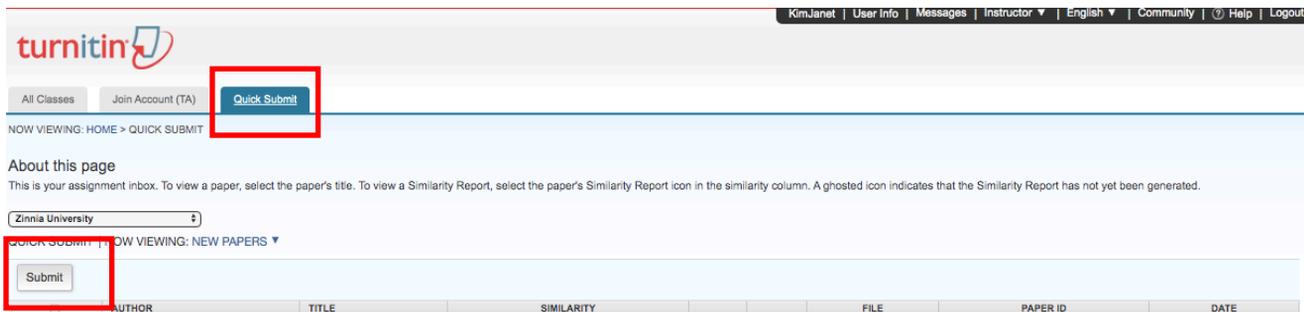


On **“Activate Quick Submit”**, choose **“Yes”** and click **“Submit”** at the bottom. (If you like to check multiple files at once, choose that option from **“Default Submission type”**)

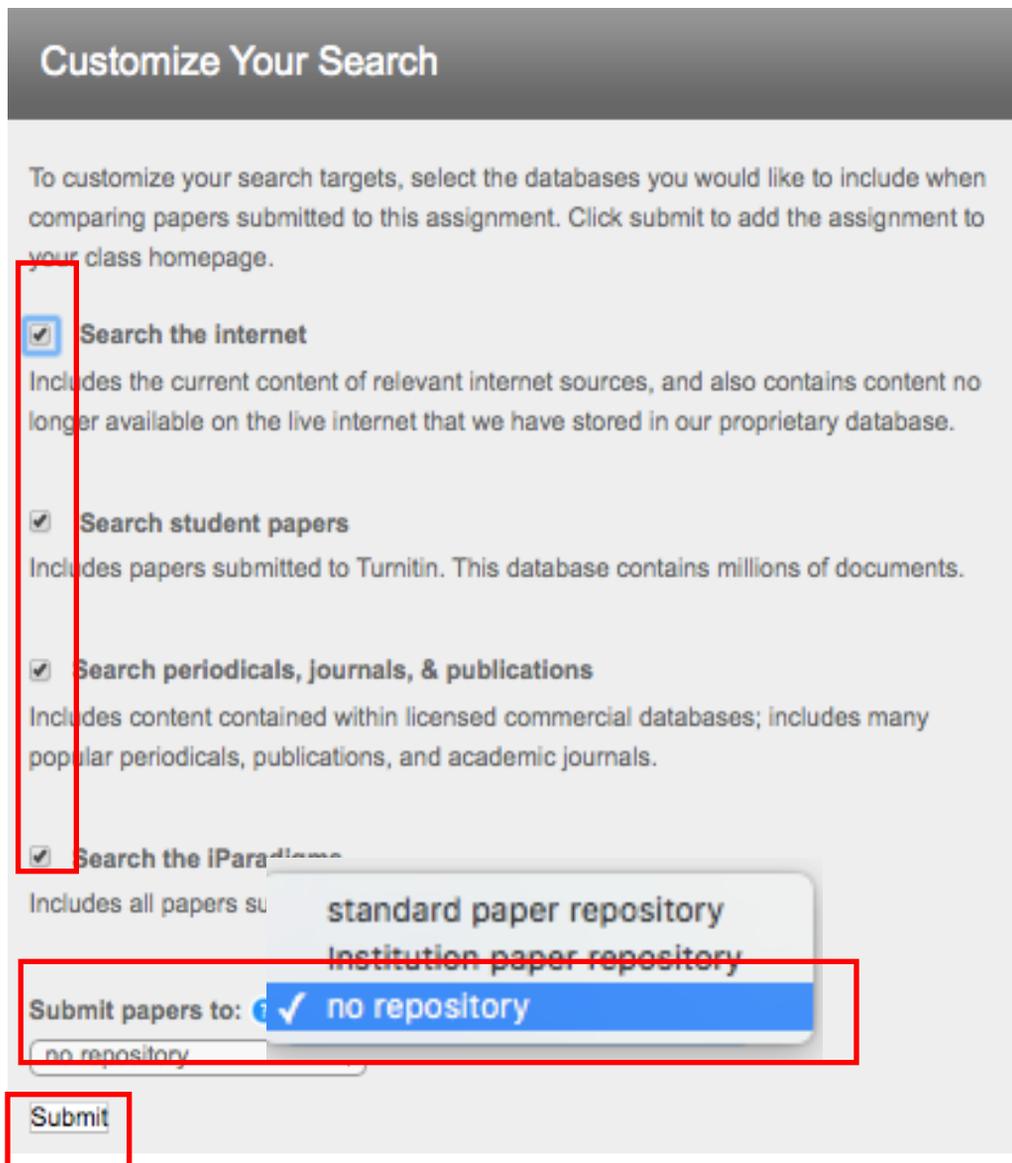


How to Use Turnitin Self-checking continued.

3. Once Quick Submit is activated, there'll be a tab called Click **“Submit”** button below your school name. **“Quick Submit”**.



4. On your **“Customize Your Search”** page, **check all the boxes** to include all kinds of papers in the DB, **choose “No repository”** under **“Submit papers to”** and click **“Submit”**.



How to Use Turnitin Self-checking continued.

5. Once you finish editing settings, click **“Submit”** button below your school name to upload your file.

The screenshot shows the Turnitin user interface. At the top, there is a navigation bar with links for 'KimJanet', 'User Info', 'Messages', 'Instructor', 'English', 'Community', 'Help', and 'Logout'. Below this, the Turnitin logo is visible. The main content area has tabs for 'All Classes', 'Join Account (TA)', and 'Quick Submit'. Under 'Quick Submit', there is a section titled 'About this page' which explains the assignment inbox. Below that, a dropdown menu shows 'Zinnia University'. A 'Submit' button is highlighted with a red box. Below the button is a table with columns: AUTHOR, TITLE, SIMILARITY, FILE, PAPER ID, and DATE. The table contains one entry: KJ, test, 3%, [file icon], 1244300719, 21-Jan-2020.

6. Fill in your **first name, last name, and submission title**, select your file after clicking **“choose from your computer”** and click **“upload”**. Click **“confirm”** after reviewing submission summary.

* Each file should be not bigger than 40MB (400p) for optimal result processing. Please adjust the size by deleting image files.)

The screenshot shows the 'Submit: Single File Upload' page. On the left, there is a form with three input fields: 'First name', 'Last name', and 'Submission title', all of which are highlighted with a red box. Below the form, there is a message: 'The file you are submitting will not be added to any repository.' Underneath, there is a section titled 'What can I submit?' with the instruction 'Choose the file you want to upload to Turnitin:'. Three buttons are shown: 'Choose from this computer' (highlighted with a red box), 'Choose from Dropbox', and 'Choose from Google Drive'. At the bottom of the form, there is an 'Upload' button (highlighted with a red box) and a 'Cancel' button. On the right side, there is a summary section titled 'Submit: Single File Upload' with a confirmation message: 'Please confirm that this is the file you would like to submit...'. Below this, there is a page indicator 'Page 1'. The summary includes the following details: Author: kjk; Assignment title: Quick Submit; Submission title: test; File name: Time Education - failed to sell-2019.docx; File size: 188.49K; Page count: 2; Word count: 618; Character count: 3317. At the bottom right, there is a 'Confirm' button (highlighted with a red box) and a 'Cancel' button. A privacy notice is visible at the bottom of the page.

How to understand Turnitin's Originality Reports

1. Your originality results will be ready in 5 minutes. Refresh the page or click F5.

Once you see the colored box and the percentage under Similarity, your results are ready. Please **click the colored box or the Similarity index (number)** to access the result page.

제출	저자	제목	유사성	파일	보고서 ID
<input type="checkbox"/>	홍길동	샘플	53% ■		630665061

2. Click the first button in the red section to see the match overview.

The majestic blue whale, the goliath of the sea, certainly stands alone within the animal kingdom for its adaptations beyond its massive size. At 30 metres (98 ft) in length and 190 tonnes (210 short tons) or more in weight, it is the largest existing animal and the heaviest that has ever existed. Despite their incomparable mass, aggressive hunting in the 1900s by whalers seeking whale oil drove them to the brink of extinction. But there are other reasons for why they are now so endangered.

The blue whale's common name derives from bluish-hue that covers the upper side of it body, while its Latin designation is Balaenoptera musculus.

1)

2)

3)

4)

5)

Match Overview ✕

43%

1	en.wikipedia.org <small>Internet Source</small>	17% >
2	animals.nationalgeogra... <small>Internet Source</small>	14% >
3	www.squidoo.com <small>Internet Source</small>	12% >

Upon clicking the 1) button (Originality index button), you can see the match overview of matched sources. If you need to download the results and hand in the pdf copy of this to the school or the office, please click 5) button.

1) Originality Index: The number you see (ex. 43) is the Originality index and not plagiarism. Upon clicking this number, you can see the match overview. When clicking each matched source, you'll be directed to the matched parts in context in the paper.

2) Match breakdown: This button shows you all the matched sources in details. You also can exclude some sources by double clicking them and select "exclude sources"

3) Filter: You can exclude direct quotes (Parts in double quotation marks), bibliography (parts under "references") from your originality results

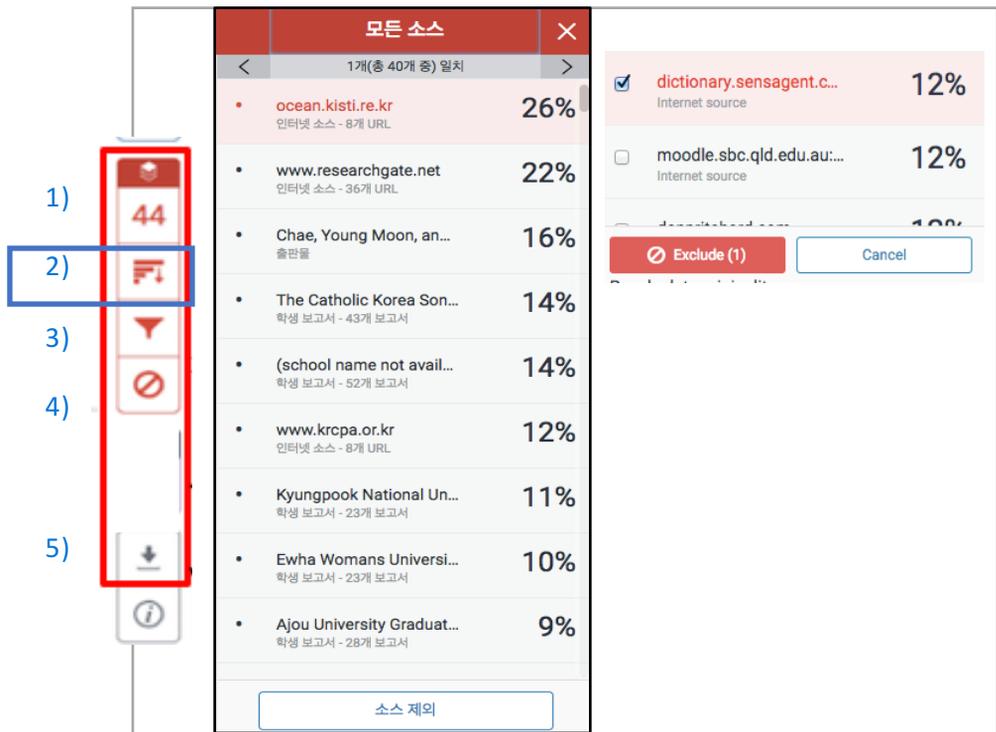
4) Undo: Reset settings of 3) button

5) Download: downloading the pdf of the results (click [current view])

How to understand Turnitin's Originality Reports

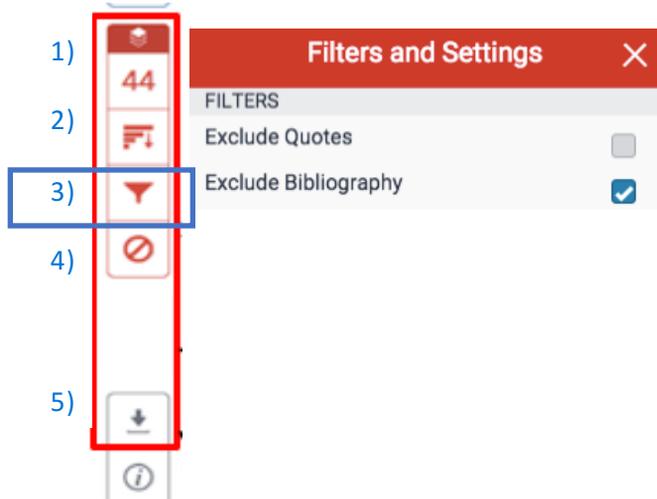
3. You can exclude particular sources of all matched sources from the originality report results by following instructions below. (optional)

Click 2) button -> Double click the item you want to exclude -> Scroll down and click 'exclude sources' -> Click "exclude"



4. You can use the filter function by clicking 3) button.

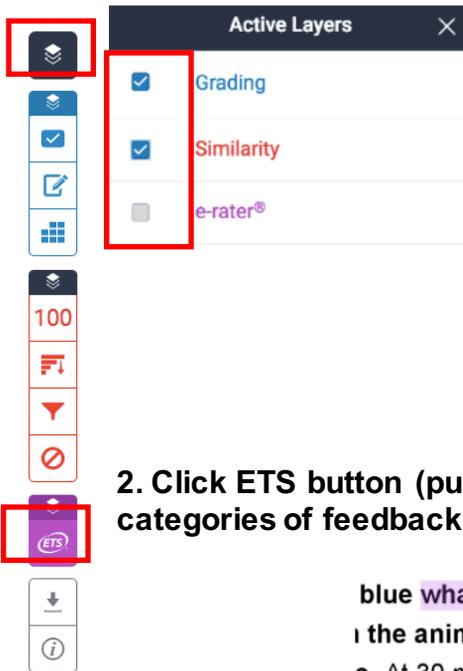
- * You can exclude direct quotes (Parts in double quotation marks("..."))
- * You can exclude bibliography (parts under "references") from your originality results
- * Select Apply Changes button



Automated English Grammar Check powered by ETS E-rater (for TFS customers)

Notice: Automated grammar check e-rater works when the submitted file is written in English ONLY. It works properly when the submitted paper contains less than 64,000 characters.

1. Click the black button to make sure e-rater button is activated. If not, please activate the engine by checking the box.



- 1) **Grading:** activate this function for giving feedback and grading
- 2) **Similarity:** activate this function to get originality insights with matched sources information.
- 3) **E-rater:** activate this function to use automated English grammar check provided by ETS, test-holder of TOEIC, TOEFL, and GRE.

2. Click ETS button (purple layer) to see the grammar check results. (5 categories of feedback on your English grammar.



e-rater® Results (Beta)	
Missing “”	1
Missing Punct.	0
Fused	0
Missing “?”	0
Hyph.	0
Missing Apos.	0
Proper Noun	0
<input checked="" type="checkbox"/> Style	0
Tone	0
Short	0
Coord. Conjunction	0
P/V	0
Long	0
<input checked="" type="checkbox"/> Usage	1
Nonstandard	0
Wrong Article	0

Sentences with Passive Voice

When do you use active voice, and when do you use passive voice?

Use the active voice when you want to emphasize the agent or doer of an action. In the active voice, the subject of the sentence generates the energy of the sentence. Here is an example:

I wrote her before I was 25.

In the passive voice, this sentence is:

I was written to by her before I was 25.

Can you see which voice makes better sense for what is being said here? Doesn't the first sentence seem stronger? Choosing the active voice brings a liveliness to writing. However, learning how to use the passive voice effectively will bring power to your writing.

Use the passive voice when you want to emphasize the receiver of the action. In the passive voice the receiver of the action is the subject of the sentence. Here are two sentences in the passive voice:

A decision was reached by the board of trustees. The motion was made to recess the study of conducting with a pass meter to some lunch one day of the week.

In these sentences, "was" ("decision" and "motion") has been transformed from the active to the passive by making the decision and passing the motion. Do you think that these sentences should be revised and written in the active voice? Other sentences that have no words. Sometimes sentences that have no words can also be corrected. Here is a clear example:

The board of trustees received to request the state of conducting with a pass meter to some lunch one day of the week.

Nonetheless, the passive voice does have some good uses.

Use the passive voice to emphasize the results of an action.

A proposal to increase expenses for related expenses or unknown areas was rejected by the voters.

Use the passive voice when the agent or doer of the action is unknown.

The plane in the park was controlled on crash as the pilot started to fail.

Use the passive voice of being to help you make an analysis.

When you want to emphasize an experiment or describe a process, the passive voice is a good choice. Add the passive voice can help you use the end of a sentence emphatically. Here is an example of these reasons to use the passive voice:

Clare has been generally experienced to make errors. Besides that an effective procedure has been placed in the generic manual of care. Many of the all over are reported to yield a larger harvest than corn that when the control the genetic material. However, due to the English which is based on the verb to be, the verb has been selected.

In the paragraph, can you find a sentence being described? Can you tell the emphasis weight of the last word?

How do you describe what or whom the sentence is about?

The team's members are all studying a new report next year.

A new report will be released by the company's employees next year.

3. Depending on the language settings, feedback and explanations are available in different languages. This grammar check function is good for student self-correction. You can also use these results as the 1st feedback for your students.

How to use Turnitin Online Class (Adding class)

Turnitin Online Class for instructors is to check students' papers to prevent plagiarism and give feedback. If you're using Moodle classes, use Turnitin classes on Moodle (creating classes, assignments, students uploading assignments, giving feedback, and grading). This is for instructors who don't use Moodle and want to run online classes on www.turnitin.com

1. Once you log in, you'll be directed to your class page. Click **[+Add class]** button to create a class.

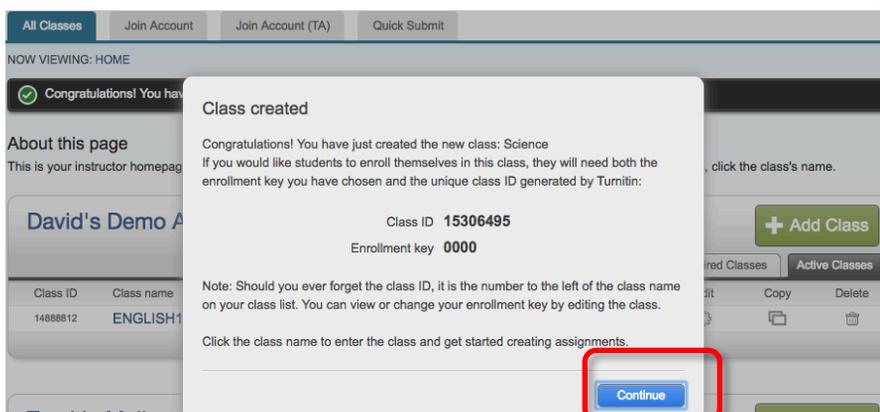


2. Fill in the form for creating a class.

- 1) Class type: [Standard]
- 2) Class name
- 3) Enrollment key: make your own enrollment key (4-12 numbers or English letters ex. 1234, 2020class)
- 4) Subject area
- 5) Student level: Undergraduate, Graduate, etc.
- 6) Class start date
- 7) Class end date
- 8) Click [Submit]
- 8) Click [Continue] on the new pop-up page

The screenshot shows the 'Create a new class' form. The form includes fields for Class type (set to Standard), Class name, Enrollment key, Subject area(s), Student level(s), Class start date (09-May-2017), and Class end date (09-Nov-2017). A blue 'Submit' button is highlighted with a red rectangular box.

Once you click [submit] button, the class ID will be generated. Students will use this class ID and the enrollment key you made to enroll in this class.



3. Click **[+Add assignment]** button.

How to use Turnitin Online Class (Adding assignment)

3. Click [+Add assignment] button.

New Assignment

Assignment title [?](#)

Point value [?](#)

Optional

Allow only file types that Turnitin can check for originality

Allow any file type [?](#)

Start date [?](#)

08-May-2017

at 11 : 17 PM

Due date [?](#)

15-May-2017

at 11 : 59 PM

Post date [?](#)

16-May-2017

at 12 : 00 AM

Optional settings

Submit

- 1) Assignment title
- 2) Point value: 0~100
- 3) Start date
- 4) Due date
- 5) Post date: the date that marks and feedback are released to students
- 6) [+Optional settings]

4. On [+Optional settings] : Choose [On due date] for “Generate Originality Reports for student submissions”

Close options

Enter special instructions [?](#)

Enter special instructions to your students about the assignment

Allow submissions after the due date? [?](#)

Yes Select whether you wish to allow submissions after the due date

No of the assignment.

Originality Report

Generate Originality Reports for submissions? [?](#)

Yes Select whether you would like Originality Reports to be generated for submissions to the assignment.

No

Generate Originality Reports for student submissions [?](#)

immediately (can overwrite reports until due date)

immediately first report is final

immediately (can overwrite reports until due date)

on due date

How to use Turnitin Online Class (Adding assignment) continued.

5. On [+Optional settings] : Choose [Standard paper repository] for “Submit papers to”

Exclude bibliographic materials from Similarity Index for all papers in this assignment? ?

Yes
 No

Exclude quoted materials from Similarity Index for all papers in this assignment? ?

Yes
 No

Exclude small sources? ?

Yes
 No

Allow students to see Originality Reports? ?

Yes
 No

Student papers submitted to the assignment are checked against other institutions' student submissions.

Submit papers to: ?

no repository standard paper repository no repository

Search options: ?

Student paper repository
 Current and archived internet
 Periodicals, journals, & publications

GradeMark

Attach a rubric/form to this assignment ?
 Note: students will be able to view the attached rubric/form and its content prior to submitting.

No rubric/form Launch Rubric/Form Manager

Find a rubric that's right for your assignment in Turnitin Teaching Tools

ETS® e-rater® Settings (Beta)

Enable grammar checking using e-rater® technology? ?

Yes
 No

Note: Turnitin for iPad® doesn't currently support ETS® e-rater®. All viewing and management of ETS® e-rater® results must be completed through Turnitin directly.

Select ETS® handbook
 High School

Select English Dictionary
 US English Dictionary
 UK English Dictionary
 Both US and UK English Dictionaries

Categories enabled by default ?

Spelling
 Grammar
 Usage
 Mechanics
 Style

Would you like to save these options as your defaults for future assignments?

6. You can change the assignment settings here:

English: Section 1

CLASS HOMEPAGE | QUICKMARK BREAKDOWN

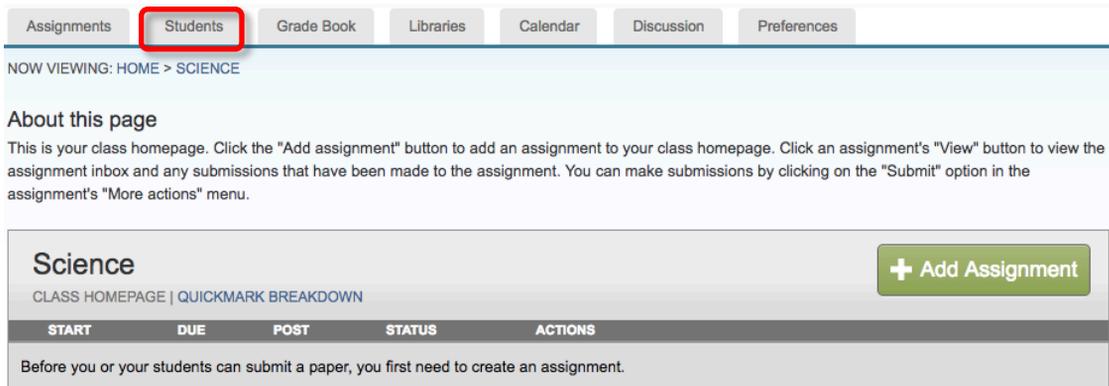
[+ Add Assignment](#)

	START	DUE	POST	STATUS	ACTIONS
William Shakespeare					
PAPER	23-May-2017 12:00PM	01-Jun-2017 4:30PM	31-May-2017 5:00PM	8 / 4 submitted	View More actions
PEERMARK	07-Jul-2017 12:01AM	22-Jul-2017 11:59PM	24-Jul-2017 12:01AM	0 / 4 completed	View More actions Edit settings Submit Delete assignment

William Shakespeare | Revision 1

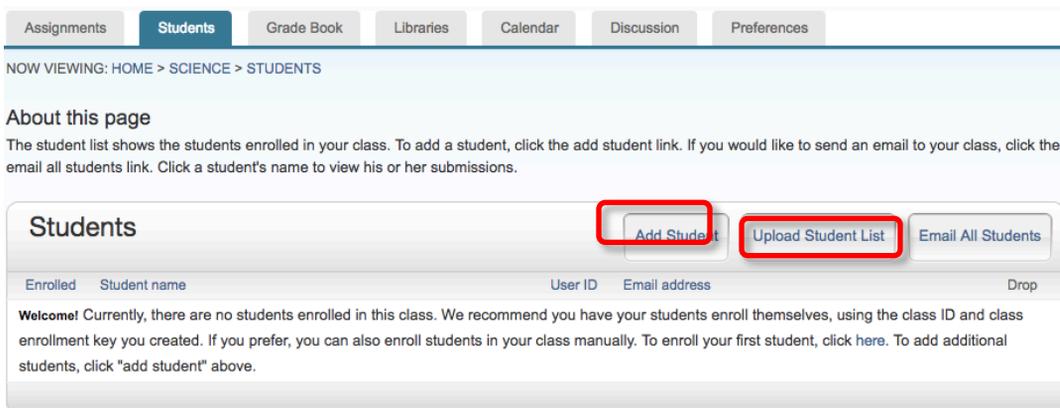
How to use Turnitin Online Class (Adding Students)

7. You can add students following instructions below:



The screenshot shows the Turnitin Online Class interface. At the top, there is a navigation bar with tabs: Assignments, Students (highlighted with a red box), Grade Book, Libraries, Calendar, Discussion, and Preferences. Below the navigation bar, it says "NOW VIEWING: HOME > SCIENCE". Underneath, there is a section titled "About this page" with a paragraph of text. Below that, there is a box for the class "Science" with a "+ Add Assignment" button. At the bottom of this box, there is a table with columns: START, DUE, POST, STATUS, and ACTIONS. Below the table, there is a message: "Before you or your students can submit a paper, you first need to create an assignment."

- 1) Click the class name to add your students
- 2) Click "Students" (this tab only appears after you click the class name)
- 3) Add student: Enroll a single student: first name, last name, Email address
- 4) Upload student list: The student list must be one hundred (100) entries or less. The list must be a Microsoft Word, Microsoft Excel, or plain text (.txt) file. The first name, last name, and Email address for each student must be provided



The screenshot shows the Turnitin Online Class interface for the "Students" page. At the top, there is a navigation bar with tabs: Assignments, Students (highlighted with a red box), Grade Book, Libraries, Calendar, Discussion, and Preferences. Below the navigation bar, it says "NOW VIEWING: HOME > SCIENCE > STUDENTS". Underneath, there is a section titled "About this page" with a paragraph of text. Below that, there is a box for the "Students" page. At the top of this box, there are three buttons: "Add Student" (highlighted with a red box), "Upload Student List" (highlighted with a red box), and "Email All Students". Below the buttons, there is a table with columns: Enrolled, Student name, User ID, Email address, and Drop. Below the table, there is a message: "Welcome! Currently, there are no students enrolled in this class. We recommend you have your students enroll themselves, using the class ID and class enrollment key you created. If you prefer, you can also enroll students in your class manually. To enroll your first student, click here. To add additional students, click 'add student' above."

As soon as students are added to a class a confirmation Email is sent to the E-mail address provided.

If the student has an existing user profile, the confirmation Email contains only notification of the new class enrollment.

If the Email address used was not for an existing student user in the Turnitin system, the confirmation Email will allow the student to create their password.

New student user profiles that have never logged in are indicated with a pink highlight over the enrollment date to the left of the student name on the student list page.

How to use Turnitin Online Class (Giving feedback)

8. Use blue buttons for giving comments and grading

이동하 | 청소년 심리의 이해 - 과제

25 /30 < 8/14 > ?

이 우 만"

<目次> 기준 지정

31 I. 서론
II. 연구방법
III. 결과
IV. 논의

1. 서론

창의력 부족

대학생 시기는 곧바로 다가오는 성인의 삶을 대비하는 과도기적 준비기로 자기에 대한 관심, 확립하고 사회와 환경에 적응해야하는 것이 중요한 발달과업이라 할 수 있다. 이 시기의 긍정적 적응 여부는 이후의 성인기에까지 영향을 미치게 되므로, 심리적으로 건강하고 행복을 누리는 것은 대학생 개인뿐만 아니라 건강한 사회를 위해서도 매우 중요하다. 우리나라 대학생들은 보통 일시위주의 교육체제로 인해 여러 가지 고민들이 유발되다가, 대학생이 되고 난 후부터 비로소 갑자기 가치관, 진로, 적성, 이성관계, 대인관계, **간결성** 등은 문제에 당면하게 된다(이시은, 2009). 또한 최근 취업난이 심해지면서 대학생들이 소위 '스펙' 관리에 몰두

1) QuickMarks

QuickMark

Commonly Used

Awk. C/S Citation Needed

Commonly Confused Del.

창의력 부족

B I U @

과도한 인용, 본인만의 생각과 의견을 좀더 제시하는 글쓰기 필요
이해의 난이, 참조 되어 글쓰기 참조
www.turnitin.com

Feedback Summary

Voice Comment 0:00 / 3:00

Text Comment

이 문은 2016-2017학년도에 청주대학교 학술연구소가 지원한 학술연구조성비(특별연구과제)에 의해 연구되었음
** 사범대학교 체육교육과 교수

Turnitin Classic으로 돌아가기

3) Rubrics

Criteria	10	15	20
Focus & Detail 주제와 내용	The topic and main ideas are not clear. Details are not relevant to the topic or missing. 주제와 중심 생각이 명확하게 드러나지 않음.	Topics and main ideas are somewhat clear. Some details are insufficient or irrelevant to the topic. 주제와 중심 생각이 어느정도 명확함. 일부 세부 사항이 충분치 않거나 주제	Clear, well-focused topic. Main ideas are clear and well supported by detailed and accurate information. 주제가 명확하게 초점이 잡혀 있음. 중심 생각이 명료하고, 구체적이고 정
Organization 구성	There is no clear introduction, structure, or conclusion. Transitions are not appropriately used or missing. 서론, 본론, 결론 구조가 명확하지 않음.	The introduction states the main topic. A conclusion is included. Use of transitions is attempted but not consistent or effective at times. 서론이 주제를 소개하며, 결론이 포함	The introduction states the main topic and provides an overview of the paper. A conclusion is included. Transitions are appropriately used.
Word Choice 어휘	uses a limited vocabulary. Some choices and placement of words is often inaccurate. 어휘 사용이 제한적임. 어휘 선택과 배치 가 종종 부정확함.	uses words that communicate clearly, but the writing lacks variety. 의미 전달을 위한 어휘를 적절히 사용 하였으나, 다양성은 부족함.	Uses vivid words and phrases although the choice and placement of words may be inaccurate at times and/or seems overdone. 어휘의 선택이나 배치가 종종 부정확

