

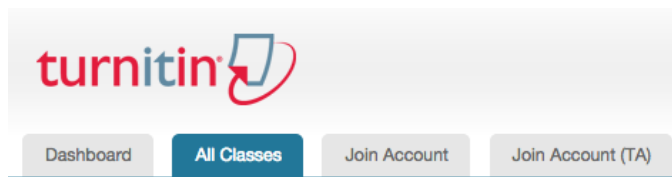


Originality Check

Overview

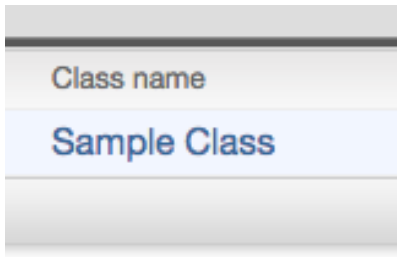
A typical submission made to an assignment in Turnitin generates a Similarity Report. The Similarity Report is the result of comparison between the text of the submission against the search targets selected for the assignment; this may include billions of pages of active and archived internet information, a repository of works previously submitted to Turnitin, and a repository of tens of thousands of periodicals, journals, and publications. Any matching or highly similar text discovered is detailed in the Similarity Report that is available in the Assignment Inbox.

1. To access a Similarity Report, you must firstly access the main homepage by clicking the *All Classes* tab from the top of any page

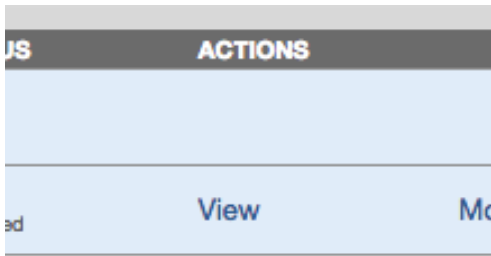


2. From the main homepage, the instructor must click on the name of the class to view the class portfolio





3. By clicking *View* under the Actions column, this will direct you to the Assignment Inbox



Similarity Reports

Similarity Reports provide a summary of matching or highly similar text found in a submitted paper. When a Similarity Report is available for viewing, an icon will appear in the Similarity column of the Assignment Inbox. Similarity Reports that have not yet finished generating are represented by a grayed out icon in the Similarity column. Reports that are not available may not have generated yet, or assignment settings may be delaying the generation of the report.

TITLE	SIMILARITY	GRADE
Test Assignment	--	
Demo Assignment	73%	
Sample Assignment	91%	
-- no submission --	--	

Note: Overwritten or resubmitted papers may not generate a new Similarity Report for a full 24 hours. This delay is automatic and allows resubmissions to correctly generate without matching to the previous draft.



The color of the report icon indicates the Similarity Index of the paper, based on the amount of matching or similar text that was uncovered. The percentage range is 0% to 100% The possible similarity indices are:

Blue - No matching text

Green - One word to 24% matching text

Yellow - 25-49% matching text

Orange - 50-74% matching text

Red -75-100% matching text

Similarity Report Accepted File Types

The following file types are able to generate Similarity Reports:

Microsoft Word® (DOC and DOCX), Corel WordPerfect®, HTML, Adobe PostScript®, Plain text (TXT), Rich Text Format (RTF), Portable Document Format (PDF), Hangul (HWP), Powerpoint (PPT, PPTS, and PPS).

Warning: These indices do not reflect Turnitin’s assessment of whether a paper has or has not been plagiarized. Similarity 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.

Viewing Similarity Reports

The Similarity Report can be viewed in one of four modes. These modes allow users to view and sort the information contained in the Similarity Report in any way best suited to their needs. The four modes for viewing an Similarity Report are:

Match Overview (show highest matches together): A list of all areas of the paper which have similarity to information in the Turnitin repository. Matches are color coded and listed from highest to



lowest percentage of matching word area to the submission. Only the top or best matches are shown, all underlying matches are visible in the Match Breakdown and All Sources modes

All Sources: Allows a user to view matches between the paper and a specific selected source in the Turnitin repositories. Contains a full list of all matches found rather than the best matches per area of similarity. This listing is exhaustive but will show all matches found, including any that are obscured in the Match Overview by virtue of being in the same or similar areas as other, better matches

Match Breakdown: Displays matches that are obscured by a top source. Allows instructors to compare the match instance of a underlying source with the match instance for a top source

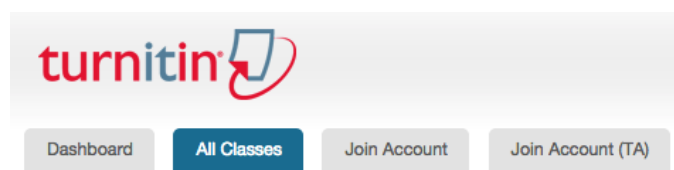
Direct Source Comparison: An in depth view that shows an area of similarity compared side by side with a specific match from the Turnitin repositories. Not available on all types of repository matches

Note: If the source of matching text is a student paper in one of the classes controlled by the user as an instructor, the paper can be displayed in direct source comparison mode with matching text highlighted. The Similarity Report provides the instructor with information regarding the origin of the matching paper. Not available for students viewing Similarity Reports.

If the paper is from a class controlled by another instructor, no direct access to this paper can be provided. To view the paper, the instructor must request permission from the instructor in possession of the paper by clicking on the link to the source and then using the permission request button. Turnitin will auto-generate an e-mail request to the instructor who controls the paper. The instructor can reply via e-mail to the user if the request is granted. No student papers are made available to another user within the Turnitin system.

Opening the Similarity Report

1. To access the assignment inbox, click the *All Classes* tab, which will direct you to the Instructor homepage.



2. From the Instructor homepage, click on the class name of the assignments you wish to access. You will be directed to the class homepage






Sample Account	
Class ID	Class name
4410382	Sample Class

3. From the Class homepage, click on the *View* link under the Actions column next to the assignment that you wish to access

ACTIONS	
View	Mo

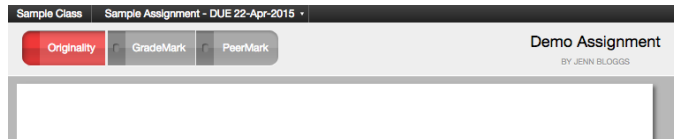
4. Under the Similarity column are the icons indicating the percentage of the Overall Similarity Index and the corresponding color on a blue to red scale.

SIMILARITY	
44%	
73%	
91%	

5. Click on the similarity percentage from the aforementioned Similarity column to open the Similarity Report in a new window.

If the new window does not appear, you may need to add turnitin.com to the list of sites allowed to create pop-up windows on the web browser that you are using.





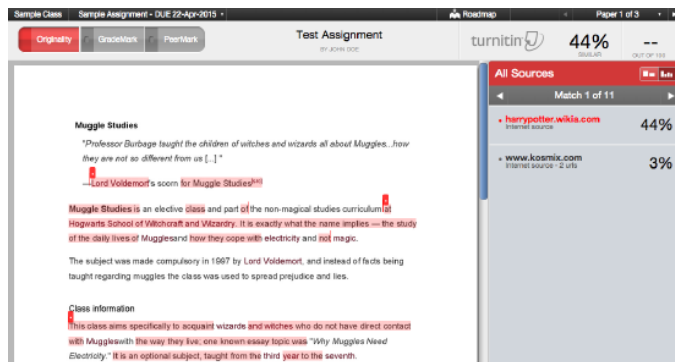
Similarity Report Contents

The Similarity Report is separated into three main areas:

Document viewer frame - shows the Similarity Index for the report and the title and author of the paper

Paper text - the submitted paper's text in its original formatting. Matching text is highlighted in a color that corresponds to the matching source listed on the right side of the Similarity Report

Matching sources/sidebar - the list of matching sources for the highlighted areas of the paper text to the left. The sidebar also displays the Filter and Settings (exclusion options) and the Exclusion List



Submission Information

The submission information can be viewed by clicking on the information icon at the bottom left-hand corner of the document viewer.



Submission Info	
SUBMISSION ID	200497370
SUBMISSION DATE	23-Apr-2015 03:58AM
SUBMISSION COUNT	3
FILE NAME	Test_Assignment.pdf
FILE SIZE	19.32K
CHARACTER COUNT	3696
WORD COUNT	764
PAGE COUNT	3
ORIGINALITY	
OVERALL	44%
INTERNET	44%
PUBLICATIONS	0%
STUDENT PAPERS	0%
GRADEMARK	
LAST GRADED	N/A
COMMENTS	0
QUICKMARKS	0

The submission information contains:

- The submission ID
- The date that the paper was processed
- The number of times that the student has submitted a paper to the assignment
- The name of the file
- The size of the file
- The paper's character count
- The paper's word count
- The paper's page count
- The overall originality of the paper
- The paper's similarity to internet sources
- The paper's similarity to publications
- The paper's similarity to other students' papers
- When the submission was last graded in GradeMark
- The number of comments the paper has received
- The number of Quickmarks the paper has received

View Mode Icons



The view mode icons allow users to switch between the Similarity Report viewing modes: Match Overview and All Sources view. The default viewing mode is the Match Overview. The Match Overview icon appears as a two-bar bar chart. The All sources icon appears as a four-bar bar chart.

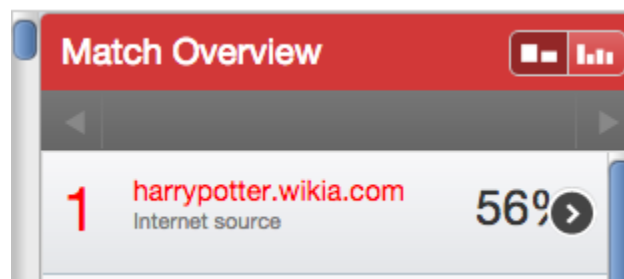
To change the view mode for an Similarity Report to the All Sources view, click on the *All Sources* icon. The sidebar will automatically update to the All Sources view mode.



Match Breakdown Mode

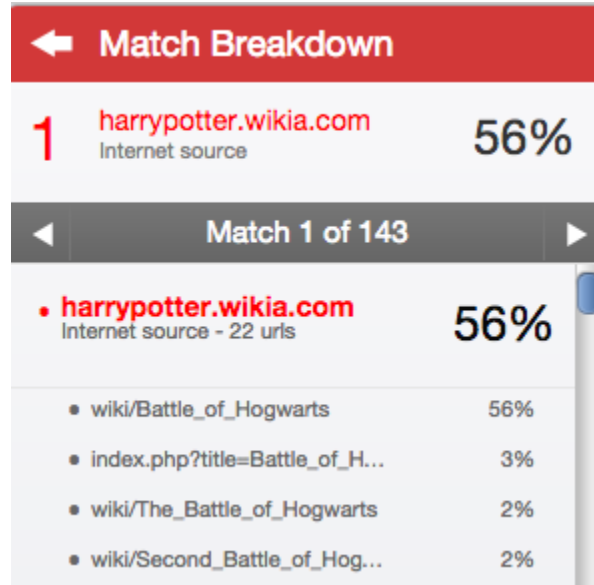
By default, the Similarity Report opens in *Match Overview* mode. In some cases, matches to smaller areas of similarity may be obscured by larger matches and not shown on this view mode.

1. To find the underlying sources, hover over the match you would like to view the underlying sources for and click on the arrow icon that appears.

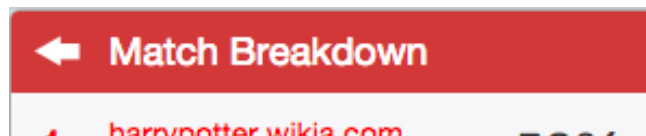


2. In this mode, all sources that are obscured by the selected top source are listed below the top source. Click on a source to display the highlights for the match. The highlight for the top source match will become lighter and the match to the selected underlying source will be displayed with a darker highlight.

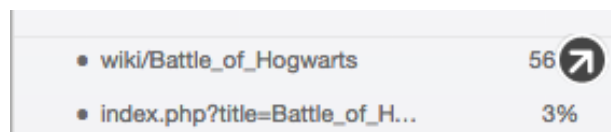




3. To return to the Match Overview mode click on the back arrow next to *Match Breakdown* at the top of the sidebar.



4. To view an internet source within a new browser tab, hover over the match and click on the view source arrow icon that appears.



Direct Source Comparison

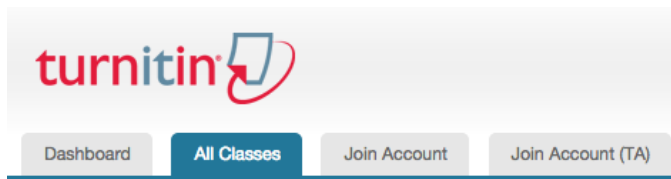


Direct Source Comparison, allows a user to quickly compare matching text to the source of the match in the Turnitin repositories. Matches to other student papers are not available for Direct Source Comparison viewing unless the students' are enrolled in your class. Using Direct Source Comparison can be done from the Match Overview or the All Sources view mode of the Similarity Report.

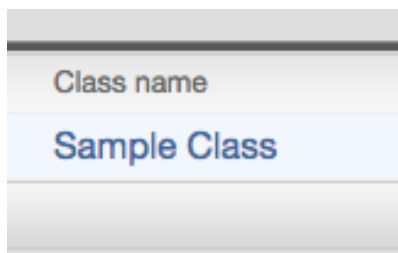
Users can either view the Direct Source Comparison as a glimpse within the paper or as the Full Source Text within the sidebar. The glimpse only provides the matching text within context of a few outlying sentences from the source while the Full Source Text loads in the sidebar and contains the full text of the source and all the match instances.

Accessing direct source comparison

1. To access a direct source comparison, you must firstly access the Similarity Report. Visit the main homepage by clicking the *All Classes* tab from the top of any page

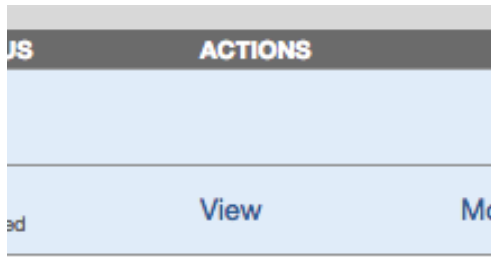


2. From the main homepage, the instructor must click on the name of the class to view the class portfolio






3. By clicking *View* under the Actions column, this will direct you to the Assignment Inbox





4. Under the Similarity column are the icons indicating the percentage of the Overall Similarity Index.

SIMILARITY
44% 
73% 
91% 

5. Click on the similarity percentage from the aforementioned Similarity column to open the Similarity Report in a new window.

If the new window does not appear, you may need to add turnitin.com to the list of sites allowed to create pop-up windows on the web browser that you are using.

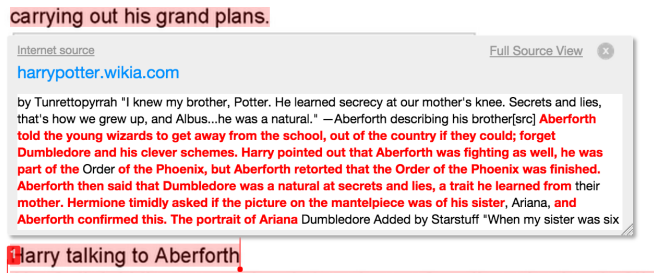


2. Click on a highlighted area of text on the left hand (student paper) side

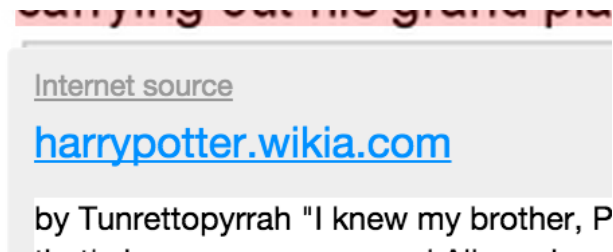


The portrait of Ariana
Hermione said that Professor Dumbledore
that many of the people his brother cared a
he had left them alone. When Hermione as
burst into speech. He told them that when

3. A pop-up window will appear above the highlighted text displaying the matching text within the source of the match



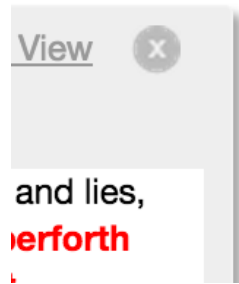
4. (Optional) Clicking on the url link, available on live internet matches, brings up a view of the live web site within a new browser tab or window



5.

5a. Click on the "x" in the top right corner of the pop-up to close the window

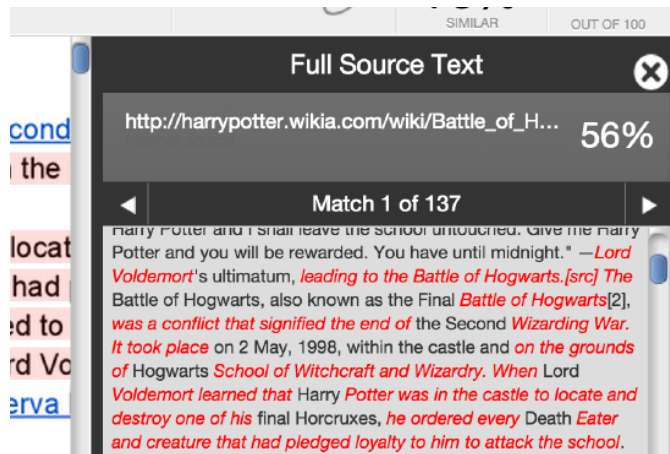




5b. To view the matching text within the full source text click on the *Full Source View* link

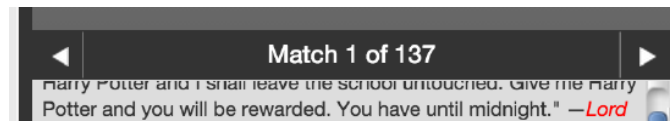


6. The *Full Source Text* view will load into the sidebar

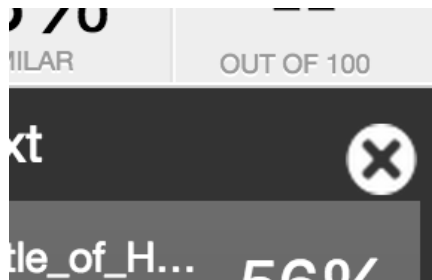


7. If there are multiple matches to this source, click on the arrow icons to quickly navigate through the match instances





8. To exit the *Full Source Text* view click on the "X" button



Note: If an area of submission text is matched to a source in the student paper repository on Turnitin, it will be listed as student papers. Direct Source Comparison is not available to students for student paper matches. Instructor users are able to send an Email request to the instructor who received the matching paper. If one instructor user profile controls the class containing both papers, that instructor user is able to see the paper in direct source comparison.

Repository Sources

Turnitin utilizes multiple types of repositories in the generation of the Similarity Reports. There are currently four types of repositories:

Current and archived internet - Billions of active and archived web pages from the internet. Internet sources indicate a date of download on the Turnitin Similarity Report if the match is not found on the most recent download of content from this site

Institution paper repository - The institutions paper repository of student papers

Periodicals - A repository of frequently updated content from professional journals, periodicals, and publications

Student paper repository - A repository of papers previously submitted by Turnitin users

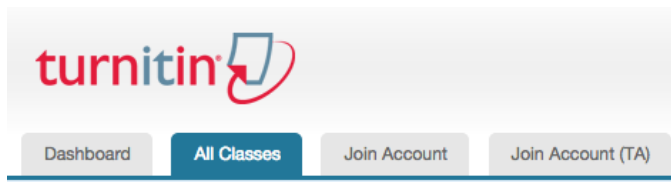
Excluding Quoted or Bibliographic Material



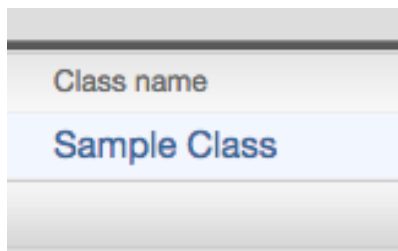
If quoted or bibliographic material is flagged as similar or matching, this information can be removed from the Similarity Report. Permanent exclusion of bibliography or quoted material can only be handled by the instructor. Students are only able to remove quoted or bibliographic material for the duration of the current session of viewing the Similarity Report.

Please note that the functions for excluding material are approximate and human judgment is the final arbiter for proper quotation or bibliographic reference. Cited material cannot be excluded directly, and quotations can only be excluded if block indentation or direct quotation marks (“”) begin and end the quotation.

1. To exclude quoted or bibliographic material, you must firstly access the Similarity Report. Visit the main homepage by clicking the *All Classes* tab from the top of any page

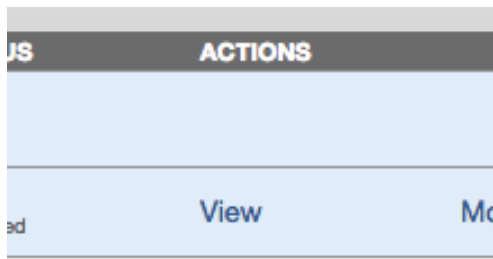


2. From the main homepage, the instructor must click on the name of the class to view the class portfolio






3. By clicking *View* under the Actions column, this will direct you to the Assignment Inbox





4. Under the Similarity column are the icons indicating the percentage of the Overall Similarity Index.

SIMILARITY
44% 
73% 
91% 

5. Click on the similarity percentage from the aforementioned Similarity column to open the Similarity Report in a new window.

If the new window does not appear, you may need to add turnitin.com to the list of sites allowed to create pop-up windows on the web browser that you are using.

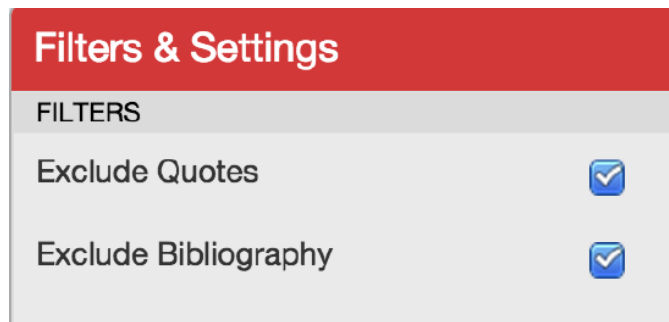


6. Click on the *Filter and Settings* icon at the bottom of the page





7. The sidebar will load the Filters & Settings options. To exclude Quoted or Bibliographic material, click the the relevant check boxes next to the *Exclude Quotes* and *Exclude Bibliography* exclusion options

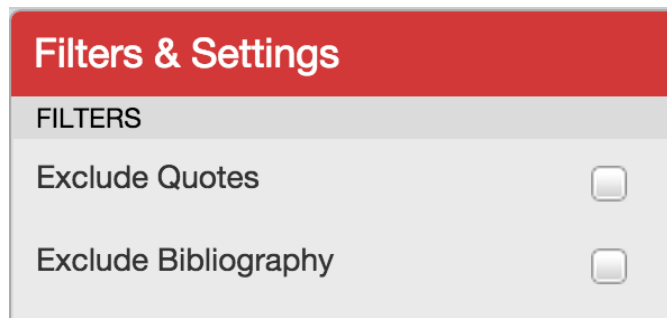


8. Click on the *Apply Changes* button at the bottom of the filter and settings sidebar to apply the changes



9. Review the revised report. Quoted or bibliographic material can be re-included by deselecting the *Exclude Quotes* and *Exclude Bibliography* options within Filter and Settings and then clicking on *Apply Changes*

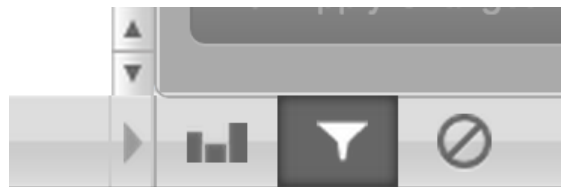




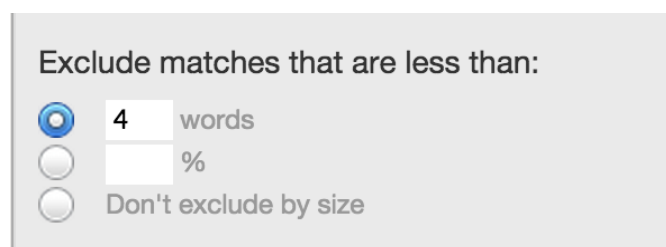
Excluding Small Matches

Instructors have the ability to exclude small matches by either word count or by percentage. To exclude small matches within an Similarity Report click on the Filter and Settings icon below the sidebar.

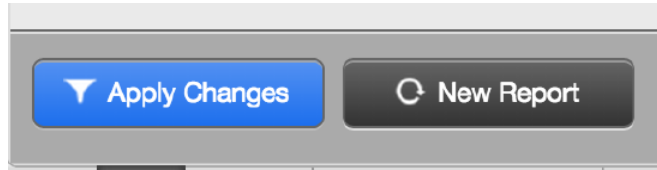
1. Click on the *Filter and Settings* icon at the bottom of the page



2. The sidebar will load with the exclusion options. Below the *Exclude matches that are less than:* option enter into either the *words* or *%* fields the numerical value for small matches that will be excluded from this Similarity Report. To turn off excluding small matches, click on the radio button next to *Don't exclude by size* and then click on the *Apply Changes* button. This feature can be adjusted at any time.



3. Click on the *Apply Changes* button at the bottom of the filter and settings sidebar to apply the changes

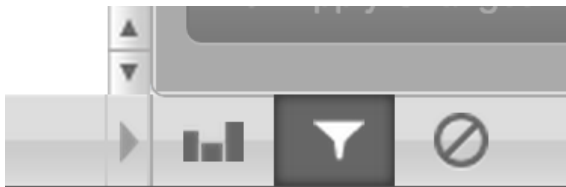


Regenerating Reports

Since new material is constantly entering Turnitin’s repositories from ongoing internet crawls, new publication content, and submissions made to Turnitin, it is sometimes beneficial to generate a new Similarity Report for a student submission at a later date to see if there are any new matching sources, or to ensure that it checks against later submissions made by other students or other classes.

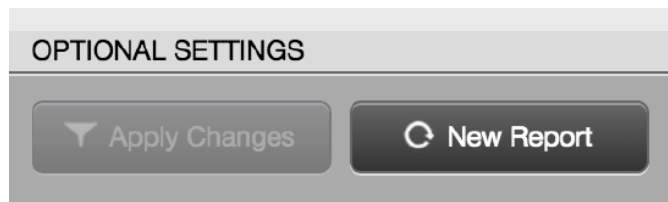
The option to refresh a report is available on the Similarity Report once it has opened. The current report is deleted and a new report is generated. Please note that no report will be available until the new report has finished. If the user wishes, they can save or print a copy of the existing report before selecting the *New Report* option in the Filter and Settings sidebar to have a new Similarity Report generated.

1. Click on the *Filter and Settings* icon at the bottom of the page



2. Click *New Report* to produce a new report



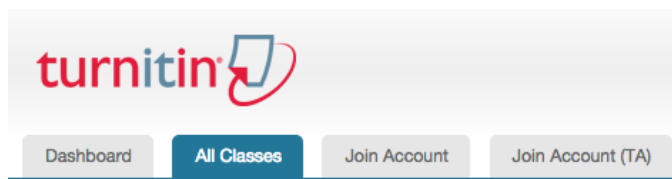


Excluding a Match

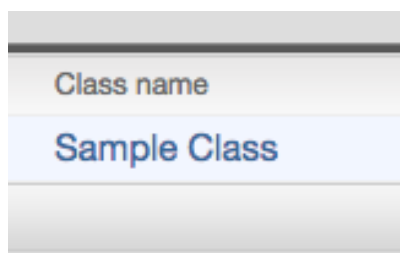
Any source or match source can be removed from the Similarity Report through the Match Breakdown or All Sources viewing modes. This allows the instructor to remove a match from consideration, if the instructor determines the match is not needed. The similarity index will be recalculated and change the current percentage of the Similarity Report if matches are excluded.

To exclude a match

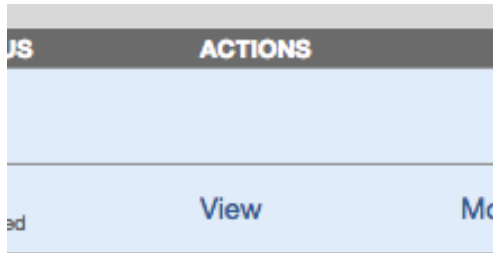
1. To exclude a match, you must firstly access the Similarity Report. Visit the main homepage by clicking the *All Classes* tab from the top of any page






2. From the main homepage, the instructor must click on the name of the class to view the class portfolio



3. By clicking *View* under the Actions column, this will direct you to the Assignment Inbox



4. Under the Similarity column are the icons indicating the percentage of the Overall Similarity Index.

SIMILARITY	
44%	
73%	
91%	

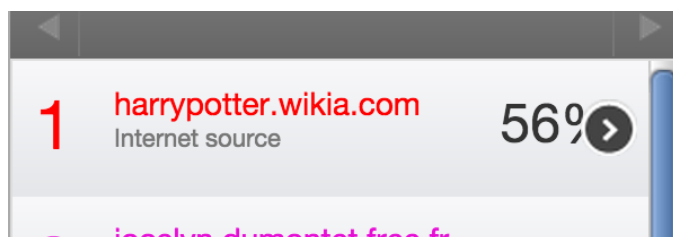
5. Click on the similarity percentage from the aforementioned Similarity column to open the Similarity Report in a new window.

If the new window does not appear, you may need to add turnitin.com to the list of sites allowed to create pop-up windows on the web browser that you are using.



6.

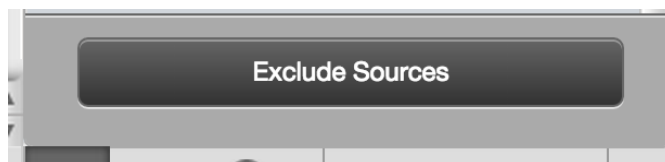
6a. To exclude matches for a top match, hover over the match you would like to view the underlying sources for and click on the large black arrow icon that appears next to the match percentage



6b. To exclude matches from the All Sources view, click on the All sources icon at the top of the side bar, which appears as a four-bar bar chart icon



7. Click on the *Exclude Sources* button at the bottom of the sources list to enter source exclusion mode



8. Select the sources that you would like to remove by clicking in the check box next to each source



<input checked="" type="checkbox"/>	wiki/Battle_of_Hogwarts	56%
<input type="checkbox"/>	index.php?title=Battle_of_H...	4%
<input type="checkbox"/>	wiki/Second_Battle_of_Hog...	3%
<input type="checkbox"/>	wiki/The_Battle_of_Hogwarts	3%

5. Once all of the sources are selected, click on the *Exclude (#)* button located at the bottom of the sidebar to exclude the sources. This will recalculate the originality score. Click *Cancel* to abort this exclusion



Exclusion List

The Exclusion List contains each source that was excluded from the Similarity Report.

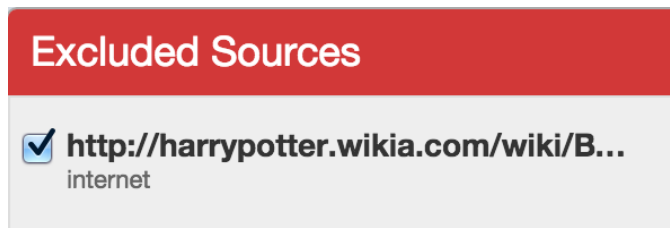
To access the exclusion list click on the Exclusion List icon at the bottom of the sidebar.



Including a Match from the Exclusion List

1. Within the *Exclusion List* a check box appears next to each excluded source. Click on the check box next to the source you would like to include back into the Similarity Report





2. Click on the *Restore (#)* button to restore the sources in the Similarity Report. If you would like to restore all sources, click the *Restore All* button.

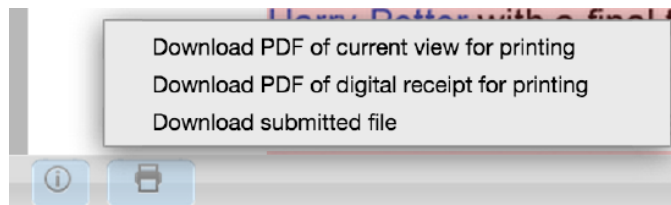


3. If the included source affects the Similarity Index percentage, the percentage will recalculate

Downloading Reports and Digital Receipts

The Similarity Report or digital receipt can be downloaded to your computer for later reference.

To print or download a report, click on the print icon at the bottom of the Similarity Report. This will prepare a readable, PDF version of the Similarity Report or digital receipt. When downloading a report, the downloaded version created is based on the current view of Similarity Report. For example, clicking the download icon while using the default Match Overview will create a PDF of only the highest matches.



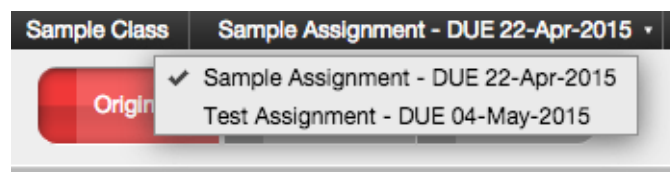
Once a PDF version of the report or digital receipt has been saved to your computer, you may then use your computer's default PDF viewing application to print the Similarity Report/digital receipt. The downloaded version will no longer have any of the Direct Source Comparison capability and will not be



able to show side by side comparisons. The view modes of a downloaded report are not available in the PDF document.

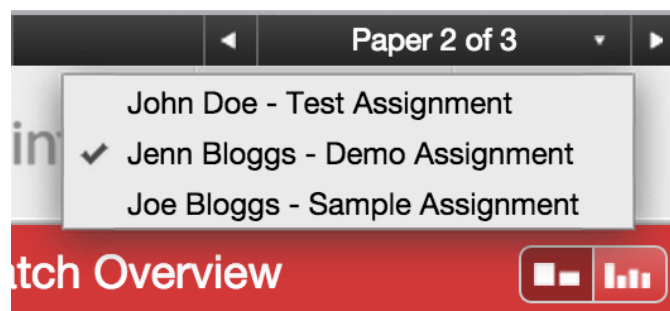
Navigation in the Document Viewer

The assignment drop down menu in the document viewer allows an instructor to navigate to a student's submission in another assignment. Simply click on the assignment drop down at the top left of the document viewer and select the assignment.



Note: Only the assignments that have been submitted to by the student you are currently viewing a report for will be displayed in the assignment drop down.

To navigate to another student's paper within an assignment, use either the previous and next paper navigation arrows or the *Paper # of #* drop down menu to select a specific student.



Training Videos



About Originality Check



Viewing an Originality Report

