

1.Introduction to Turnitin

Turnitin is a web-based text-matching software system designed to check electronically submitted documents for similarity against other documents in their database.

Turnitin has three primary databases. Each one can be used to help identify different types of plagiarism.

Global student papers database:

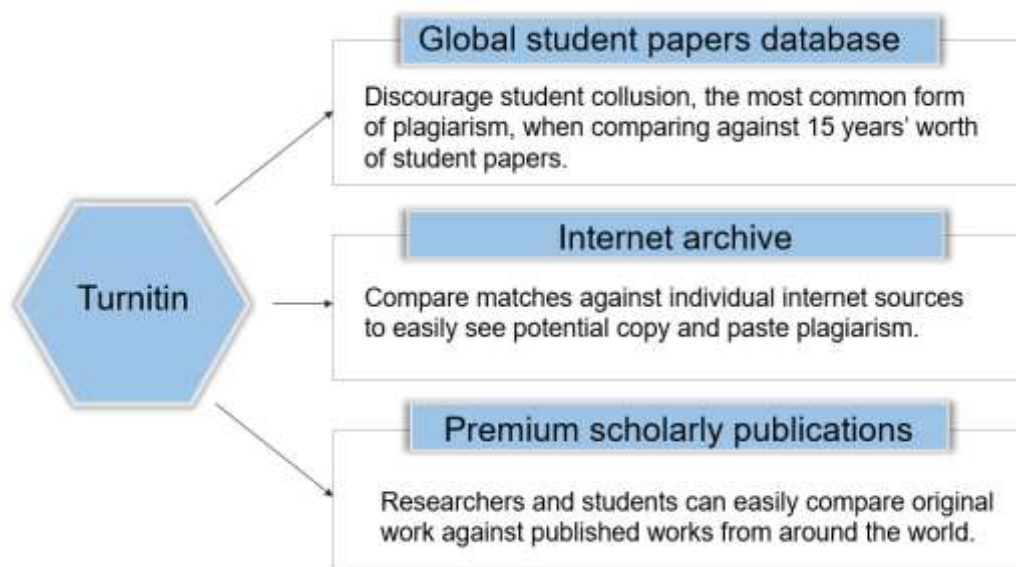
This database discourages student collusion, the most common form of plagiarism, by comparing submitted documents against 15 years' worth of student papers.

Internet archive:

This database compares matches against individual internet sources to detect potential copy and paste plagiarism.

Premium scholarly publications:

This database allows researchers and students to easily compare original work against published works from around the world.



Source: <https://www.turnitin.com/about/content>

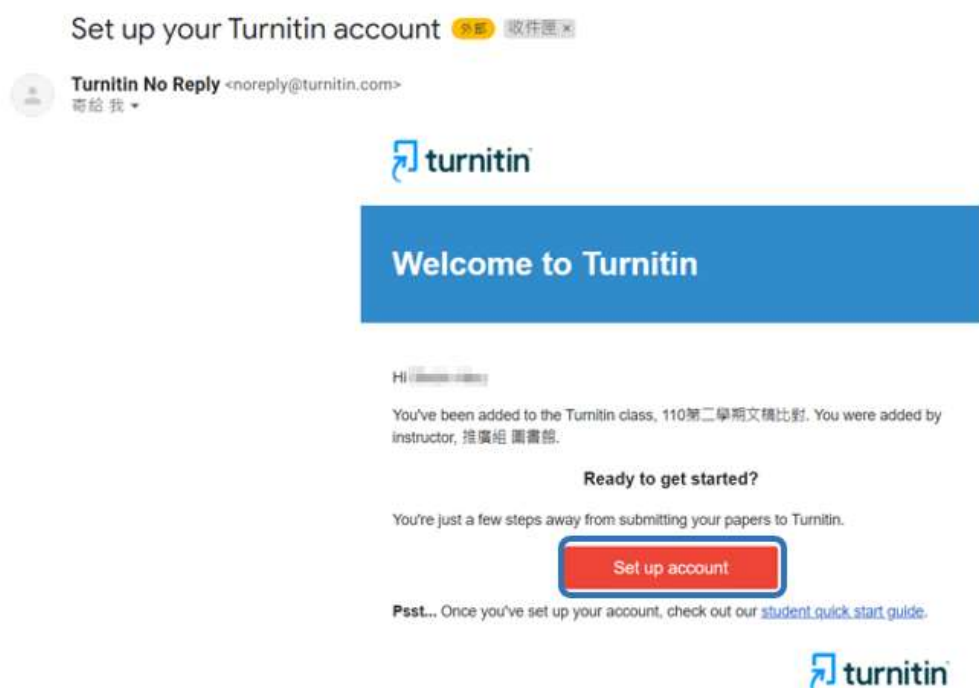
2. Apply for an account

When applying for an account please keep in mind,

- **Postgraduate**- All postgraduate students should contact the teaching assistant in each department to apply for a Turnitin account.
- **Undergraduate**- All undergraduate students can [fill the application](#) to apply for a new account.

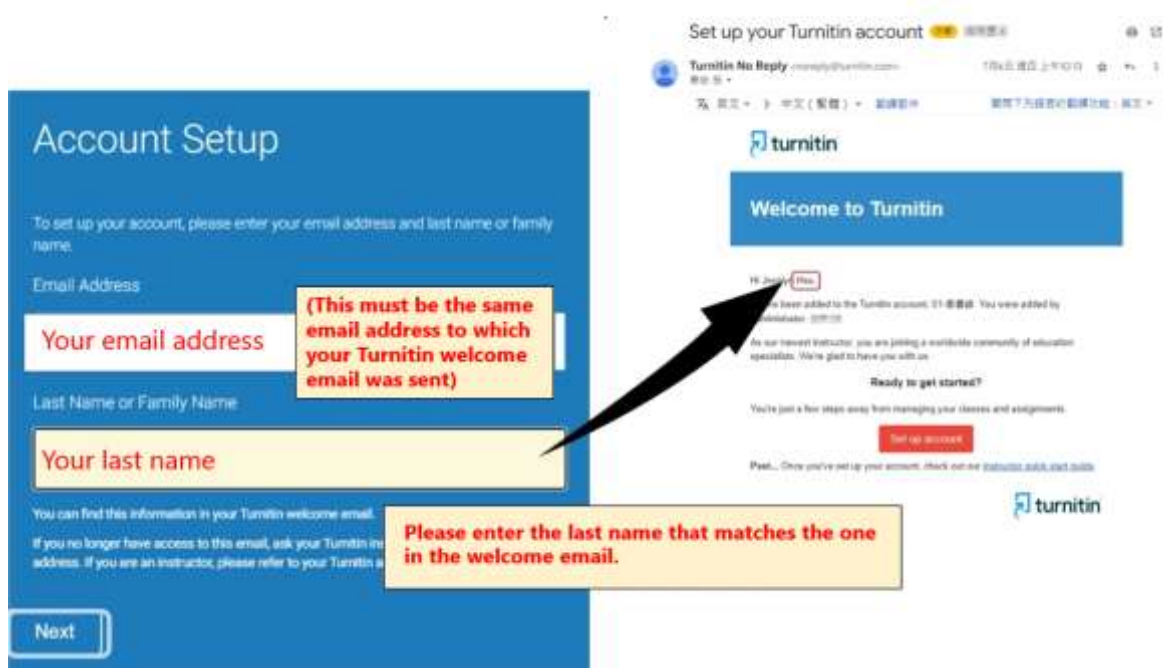
3. Setting up your account from your welcome mail

3.1 Click the setup account button from your Turnitin welcome email



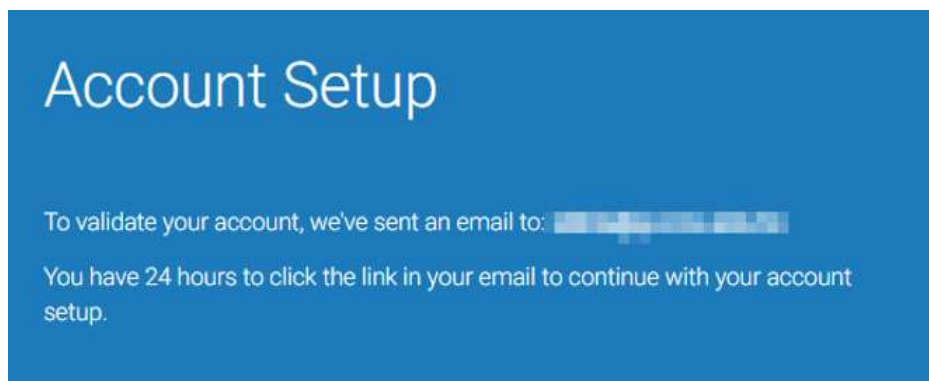
3.2 To create your password, enter your email address and Last Name

Remember, **you must use the same email address and last name as the one that received the welcome email when creating your account.** After filling in the relevant fields, click the "Next" button to proceed.



3.3 Validate your account

Turnitin will send you an email to validate your account, with the subject: **Set up your Turnitin Account.**



3.4 Return to your email inbox

Follow the instructions in your email to finish setting up your Turnitin account. The create password URL contains a unique ID and will expire if you fail to click it within 24 hours. If your created password link is no longer working, click the link under Has your link expired? to request a new email.



3.5 Create Your Password

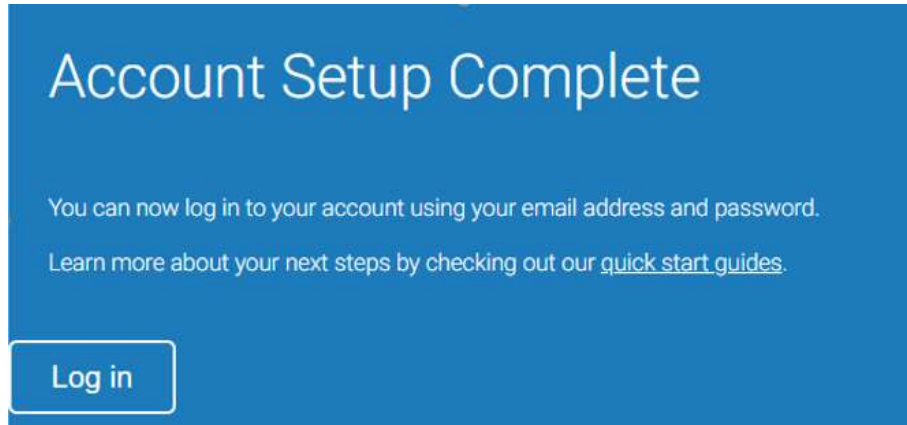
Your password must be between 6 and 12 characters, containing at least one letter and one number.

This is a screenshot of a web form titled "Create Your Password". The form has a blue header with the title. Below the header, there is a message: "To finish setting up your account, please enter a password. Your password must be between 6 and 12 characters, containing at least one letter and one number." There are two input fields: "Password" and "Confirm Password", both with masked text (dots). At the bottom of the form, there are two buttons: "Create Password" and "Cancel".

3.6 Log in to Turnitin

Now that your username and password have been set up, you can now Log in to Turnitin

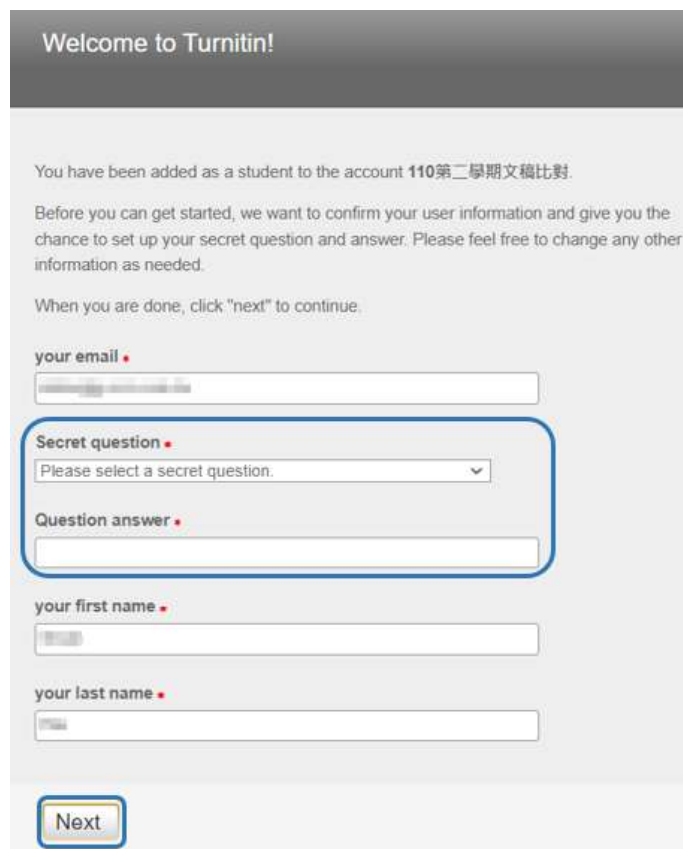
Enter your username and password into the relevant fields to log in.



3.7 Set secret question

Select a security question, then enter an answer in the fields provided. This will be used if you need to reset your password.

Then click Next button.

A light gray rectangular form with a dark gray header bar at the top containing the text 'Welcome to Turnitin!'. Below the header, there is a paragraph of text: 'You have been added as a student to the account 110第二學期文稿比對.' followed by another paragraph: 'Before you can get started, we want to confirm your user information and give you the chance to set up your secret question and answer. Please feel free to change any other information as needed.' and a final instruction: 'When you are done, click "next" to continue.' The form contains several input fields: 'your email' (text input), 'Secret question' (a dropdown menu with the placeholder text 'Please select a secret question.'), 'Question answer' (text input), 'your first name' (text input), and 'your last name' (text input). At the bottom left, there is a button with a blue border and the text 'Next' in blue. The 'Secret question' dropdown and the 'Question answer' text input are highlighted with a blue rounded rectangular border.

3.8 User Agreement

Select the I Agree -- Continue button to accept Turnitin's user agreement and enter the Turnitin service.



User Agreement

Our user agreement has been updated. Please read our user agreement below and agree or disagree to its terms and conditions:

Turnitin End-User License Agreement

***Users who are not in the European Union refer to Section A only.**

****Users in the European Union refer to Section B.**

I Agree -- Continue I Disagree -- Logout

Source: <https://guides.turnitin.com/hc/en-us/articles/26708418753165-Setting-up-a-new-account>

4.Submitting a paper

4.1 File requirement

If an assignment is set to allow any file type, Turnitin will accept any file:

- less than 100MB;
- has a minimum of 20 words; and
- is less than 800 pages (.xls/.xlsx and .csv files must be less than 450 pages).

4.2 File format

Turnitin will only accept files that can generate Similarity Reports. This includes:

- Microsoft Word® (.doc/.docx)
- OpenOffice Text (.odt)
- WordPerfect® (.wpd)
- PostScript (.ps)
- HTML
- Hangul Word Processor (.hwp)
- Rich text format (.rtf)
- Plain text (.txt)
- Google Docs, Google Slides, Google Sheets via Google Drive™
- Adobe® PDF (.pdf) (you can copy and paste the content)
- Microsoft PowerPoint® (.pptx, .ppt, .ppsx, and .pps)
- Microsoft Excel® (.xls/.xlsx)

4.3 Submitting a paper

Log in to Turnitin

Once you've logged in, you should see your homepage listing all classes you have enrolled in.

A. Click class name

Click the name of the class for the relevant assignment.

This hyperlink will take you to your Class Homepage for that class.

turnitin

[All Classes](#) [Enroll in a Class](#) [What is Plagiarism?](#) [Citation Help](#)

NOW VIEWING: HOME

About this page

This is your student homepage. The homepage shows the classes you are enrolled in. To enroll in a new class, click the enroll in a class button. Click a class name to open your class homepage for the class. From your homepage, you can submit a paper. For more information on how to submit, please see our help page.

National Chengchi University: 01-圖書館

Class ID	Class name	Instructor	Status	Start Date	End Date	Drop class
33297211	110第二學期文稿比對 (文稿比對)	推廣組 圖書館	Active	19-Jan-2022	31-Jul-2022	

A (points to the class name)

B. On the Class Homepage, please click **Open**

Class Homepage

This is your class homepage. To access more information about the assignment, click the "Open" button.

Assignment Inbox: 112第一學期論文比對

Assignment Title	Dates									
論文比對	<table><tr><td>Start</td><td>06-Mar-2024</td><td>4:29PM</td></tr><tr><td>Due</td><td>31-Jul-2024</td><td>4:29PM</td></tr><tr><td>Post</td><td>13-Mar-2024</td><td>4:29PM</td></tr></table>	Start	06-Mar-2024	4:29PM	Due	31-Jul-2024	4:29PM	Post	13-Mar-2024	4:29PM
Start	06-Mar-2024	4:29PM								
Due	31-Jul-2024	4:29PM								
Post	13-Mar-2024	4:29PM								

B (points to the Open button)

C. Uploading a submission

Only a single file may be submitted to a Turnitin assignment. Any second or subsequent submission will overwrite the original submission in this assignment.

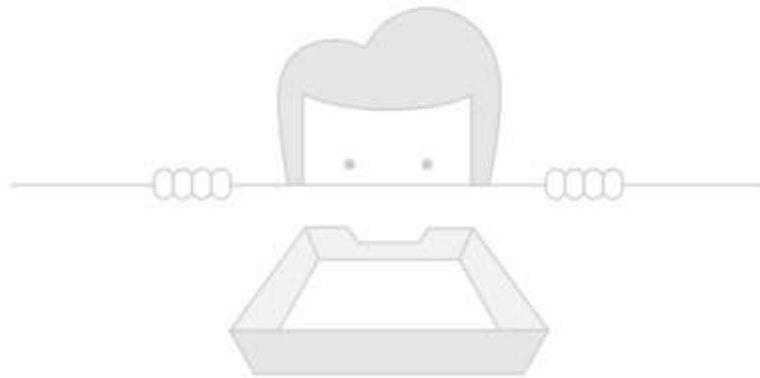
Before you submit you will be able to check the assignment details by selecting the assignment title bar.

About this page

This is your assignment dashboard. You can upload submissions for your assignment from here. When a submission has been processed you will be able to download a digital receipt, view any grades and similarity reports that have been made available by your instructor.

> 論文比較 ?

Upload Submission



To submit, select **Upload Submission**.

The 'Submit File' screen allows you to submit your paper to the assignment in three different ways.

Upload Submission

The **Upload Submission** method allows you to upload a file directly to Turnitin.

Submit File ×

Upload

Review

Complete

Upload Submission

Text Input

Cloud Submission ▾

Enter or paste the text of your submission into the box below.

Submission Title

Untitled

Submission Text

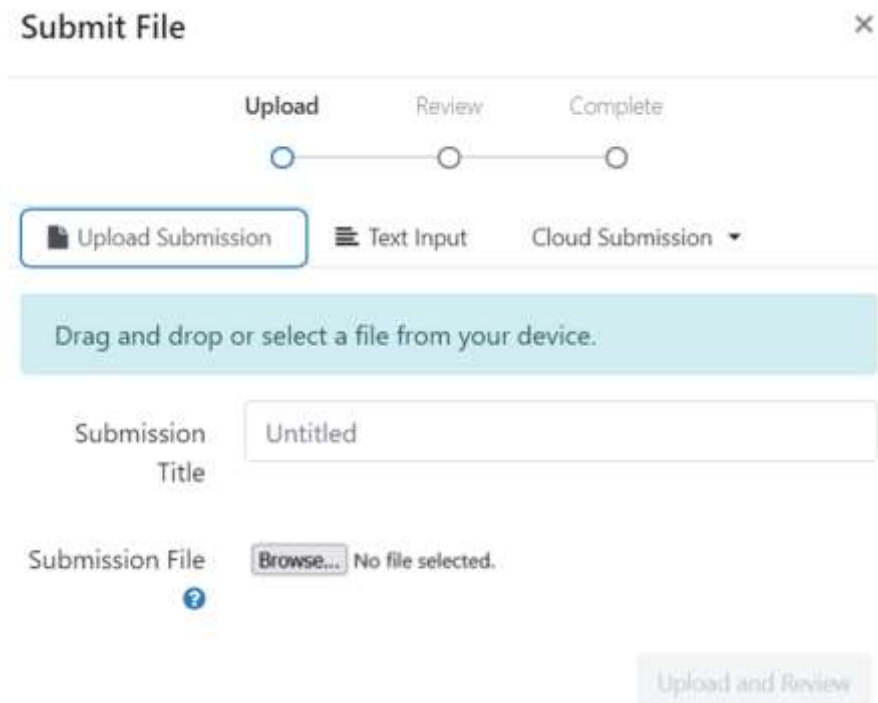
Enter or paste the text of your submission into the box below.

Upload and Review

Select the **Browse** button, or drag your file directly onto the modal.

Text Input

The **Text Input** method allows you to submit just the text of your assignment directly to Turnitin.

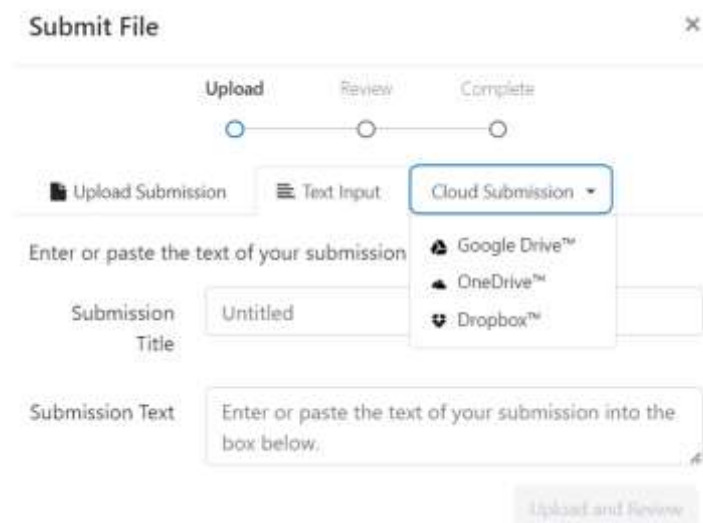


The screenshot shows the 'Submit File' dialog box with a close button (X) in the top right corner. A progress bar at the top indicates three steps: 'Upload' (active, with a blue circle), 'Review', and 'Complete'. Below the progress bar, there are three tabs: 'Upload Submission' (selected and highlighted with a blue border), 'Text Input' (with a list icon), and 'Cloud Submission' (with a dropdown arrow). A light blue instruction box says 'Drag and drop or select a file from your device.' Below this, the 'Submission Title' field contains the text 'Untitled'. The 'Submission File' section shows a 'Browse...' button and the text 'No file selected.' with a question mark icon. At the bottom right, there is a greyed-out 'Upload and Review' button.

Enter or paste your submission title into the **Submission Title** field and then enter or paste your submission text into the **Submission Text** field.

Cloud Submission

The **Cloud Submission** method allows you to submit from a cloud drive.

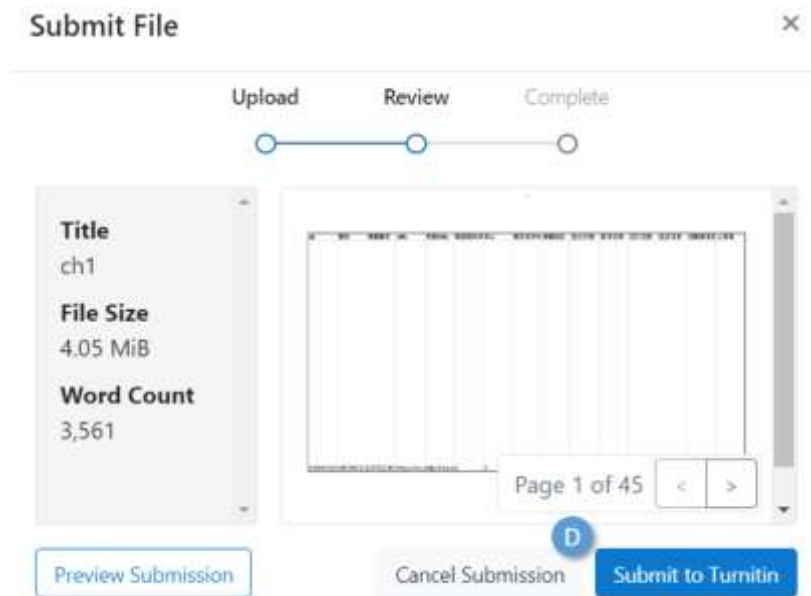


This screenshot shows the 'Submit File' dialog box with the 'Cloud Submission' dropdown menu open. The 'Text Input' tab is still selected, but the 'Cloud Submission' menu shows options for 'Google Drive™', 'OneDrive™', and 'Dropbox™'. The 'Submission Title' field still contains 'Untitled'. The 'Submission Text' field now has a placeholder text: 'Enter or paste the text of your submission into the box below.' The 'Upload and Review' button remains greyed out.

Choose one way to submit and select **Upload and Review**.

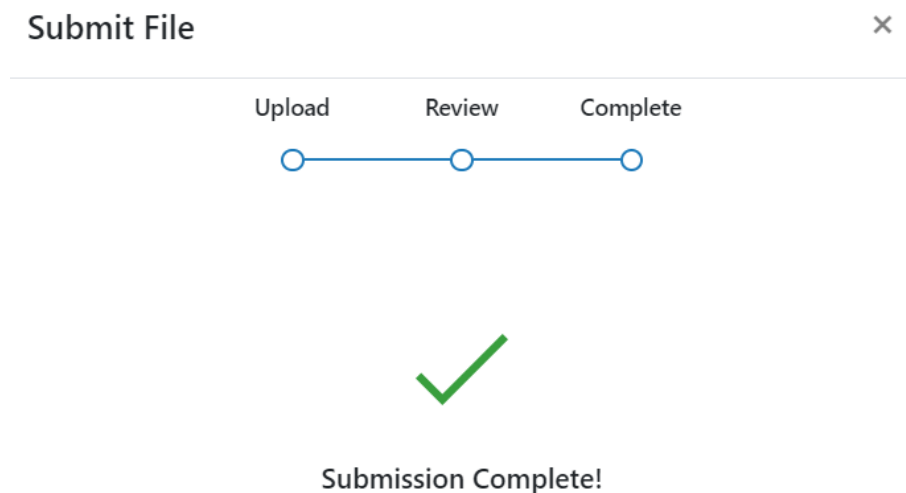
D. Review and Submit

Before submitting, you will have the opportunity to check that the file you are about to submit is correct. Then, select **Submit to Turnitin** to submit your assignment.



The screenshot shows the 'Submit File' window with a progress bar at the top indicating the 'Review' stage is active. On the left, a sidebar displays file details: Title 'ch1', File Size '4.05 MiB', and Word Count '3,561'. The main area shows a preview of the document, which is a table with 10 columns and 10 rows. Below the preview, there are three buttons: 'Preview Submission' (disabled), 'Cancel Submission' (disabled), and 'Submit to Turnitin' (active). A blue circle with the letter 'D' is positioned above the 'Submit to Turnitin' button. The window title is 'Submit File' and there is a close button in the top right corner.

You will see a submission complete notice if your submission was successful. Please don't leave the submission process until you have seen this notice.



The screenshot shows the 'Submit File' window with a progress bar at the top indicating the 'Complete' stage is active. Below the progress bar, there is a large green checkmark. Underneath the checkmark, the text 'Submission Complete!' is displayed. The window title is 'Submit File' and there is a close button in the top right corner.

source: <https://guides.turnitin.com/hc/en-us/articles/22049882775821-Submitting-to-an-essay-assignment>

4.4 Resubmitting a paper

If you need to resubmit your paper, you can click the resubmission icon.

About this page

This is your assignment dashboard. You can upload submissions for your assignment from here. When a submission has been processed you will be able to download a digital receipt, view any grades and similarity reports that have been made available by your instructor.

> 論文比對 ?

Paper Title	Uploaded	Grade	Similarity
Ch1	12 Mar 2024 13:24	--	37%

Resubmit paper

Download paper

Download digital receipt

You can resubmit your paper to overwrite your previous submission **until an assignment's due date**.

Class Homepage

This is your class homepage. To access more information about the assignment, click the "Open" button.

Assignment Inbox: 112第一學期論文比對

Assignment Title	Dates
論文比對	Start: 06-Mar-2024 4:29PM Due: 31-Jul-2024 4:29PM Post: 13-Mar-2024 4:29PM

Open

You are allowed three resubmission attempts where the Similarity Report will generate within 1-2 hours. **After three attempts**, you'll have to wait **24 hours** until the new Similarity Report will be generated.

5.The Similarity report

Under the Similarity column, you'll find your similarity score. You can click the similarity score or View button to access the similarity report.

About this page

This is your assignment dashboard. You can upload submissions for your assignment from here. When a submission has been processed you will be able to download a digital receipt, view any grades and similarity reports that have been made available by your instructor.

> 文稿比對 ?

Paper Title	Uploaded	Grade	Similarity
ch1	29 Mar 2024 16:17	--	22%   

The similarity score is a percentage of how much the text of a paper matches other sources; it is not an assessment of whether the paper includes plagiarized material. The similarity report is simply a tool for instructors and students to easily find matches or similar text within submitted work.

Similarity score ranges

TITLE	SIMILARITY	
Submission	0%	•Blue: No matching text
Submission	6%	•Green: One word to 24% matching text
Submission	43%	•Yellow: 25-49% matching text
Submission	58%	•Orange: 50-74% matching text
Submission	80%	•Red: 75-100% matching text

Source: <https://guides.turnitin.com/hc/en-us/articles/23713493434253-Understanding-the-Similarity-Score>

5.1 Viewing a breakdown of your matches

To view the Match Overview, click on the red, numerical similarity score from the product toolbar. The Match Overview is displayed within the Match Overview side panel. The Match Overview breaks down of all the matches that have been found in the paper and allows the user to clearly view the similarity score. Matches are ordered by highest instance of similarity down to the lowest. Each match has a color and a number attached to it. These color tags will help you to find the match on the paper itself.

Clicking the Match Overview Icon will also highlight any matches within the paper itself. Each match can be color coded to help you identify them easily.

Match Overview

61%

Rank	Source	Match Rate
1	www.lib.nccu.edu.tw Internet Source	60%
2	lib.nccu.edu.tw Internet Source	1%

5.2 Viewing all sources associated with a paper

To view All Sources, select the red graph icon from the similarity toolbar. You can now see a large list of all the sources for this paper. Select any of these matches to be directed to it on your paper.

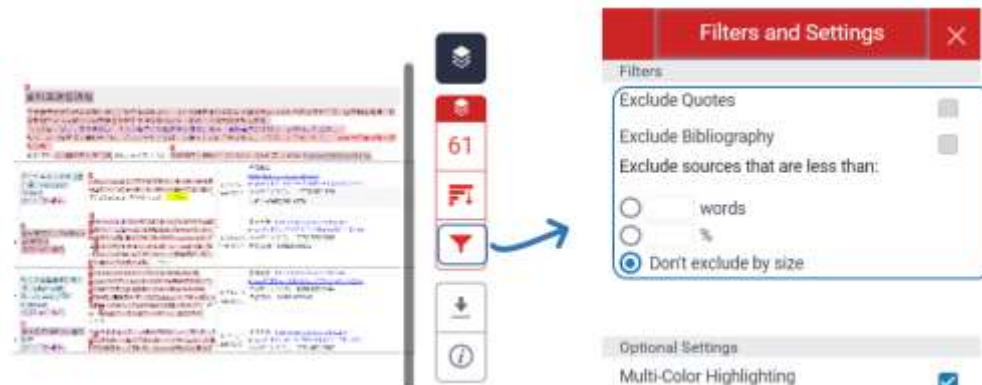
All Sources

Match 1 of 46

Source	Match Rate
www.lib.nccu.edu.tw Internet Source - 6 urls	61%
lib.video.nccu.edu.tw Internet Source - 2 urls	22%
lib.nccu.edu.tw Internet Source - 2 urls	20%
ncculib.lib.nccu.edu.tw Internet Source	19%
moltke.nccu.edu.tw Internet Source - 9 urls	14%
nccur.lib.nccu.edu.tw Internet Source - 2 urls	5%

5.3 Excluding quotes, bibliography and small sources

You can exclude quotes, bibliography, and small sources. As a student, any exclusions you make to your Similarity Report will not be reflected in your official similarity score. **Student changes are only temporary.** Select the red Filter icon from the similarity toolbar.



- Quote exclusion

A screenshot of the 'Filters and Settings' dialog box. The 'Exclude Quotes' checkbox is checked. The 'Exclude Bibliography' checkbox is unchecked. The 'Exclude sources that are less than:' section has three radio buttons: 'words', 'percent', and 'Don't exclude by size'. The 'Optional Settings' section has a checked checkbox for 'Multi-Color Highlighting'. An 'Apply Changes' button is at the bottom.

Quote exclusion

Supported marks

Unsupported marks

Block quotations

Turnitin will exclude block quotation (an indented block of text) when the original file is a .doc or .docx file.

- Bibliography exclusion

A screenshot of the 'Filters and Settings' dialog box. The 'Exclude Quotes' checkbox is unchecked. The 'Exclude Bibliography' checkbox is checked. The 'Exclude sources that are less than:' section has three radio buttons: 'words', 'percent', and 'Don't exclude by size'. The 'Optional Settings' section has a checked checkbox for 'Multi-Color Highlighting'. An 'Apply Changes' button is at the bottom.

Bibliography exclusion

Turnitin will detect the following keywords and disregard any matches between them:

Beginning phrases

•reference	•further reading
•references	•further information
•cited articles	•previous works
•Cited references	•published works
•Bibliography	•literature
•work cited	•footnotes
•citations	•sources
	etc.

Source: <https://guides.turnitin.com/hc/en-us/articles/23503006879885-Using-exclusions-and-filters>

- **Excluding small sources**



Excluding small sources

From the **Filters and Settings** side panel, use the radio and text boxes to make report exclusions. You may exclude sources that are less than a certain number of words or a certain percentage of words. For example, filtering by 10 words will exclude all sources with a cumulative match word count that is less than 10 words.

source: <https://guides.turnitin.com/hc/en-us/articles/23503006879885-Using-exclusions-and-filters>

5.4 Downloading the Similarity Report

Similarity Reports can be downloaded in PDF format for ease of viewing. Select the down arrow **download icon** from the Feedback Studio toolbar. Select **Current View** to start the download of your Similarity Report. The download will also include some extra information about the paper, such as the submission date, submission ID, and word count. For large files, it may take a few minutes. Once the file has been processed, the download will start automatically.



The final page of the downloaded Similarity Report includes a list of the sources found in the paper. The sources are color coded, and can be used to compare against the on-paper highlighting of the rest of the document.

source: <https://guides.turnitin.com/hc/en-us/articles/23505750835085-Downloading-a-Similarity-Report-as-a-student>