

## Using Turnitin in ARCH 631<sup>1</sup>

As a faculty member at Texas A&M University, I know that many of you are unfamiliar with what constitutes plagiarism, commonly defined as the act of passing off someone else's work as your own.

This semester, we will be using the website, Turnitin.com, as a monitor so that you can check your writing for plagiarism in the term report (case study).

### Instructions for Turnitin can be found at

[http://www.turnitin.com/resources/documentation/turnitin/training/en\\_us/Student\\_Manual\\_en\\_us.pdf](http://www.turnitin.com/resources/documentation/turnitin/training/en_us/Student_Manual_en_us.pdf)

You can also find this guide by going to <http://www.turnitin.com>, click on Training Materials underneath the login, and then click on Student User Guide. Below is the shortened version.

### How to Register Yourself in Our Class at Turnitin.com

[http://www.turnitin.com/static/helpCenter/enrolling\\_in\\_classes.php](http://www.turnitin.com/static/helpCenter/enrolling_in_classes.php)

1. Go to the website: <http://www.turnitin.com>
2. If you do not have an existing user profile, in the top right corner, click on *New Users*.  
Step 1: Click the drop down menu labeled *are you a student or instructor?* and select *student*.  
Click on *next*.  
Step 2: Enter the class ID number and the case sensitive class enrollment password then click on *next*. They are listed below in item 4.  
Step 3: Enter a valid email address – it would be better if you used an approved university one.  
Click on *next*.  
Step 4: Enter and confirm a password. Choose a secret question and enter an answer (case sensitive).  
Step 5: Enter your first and last name.  
Step 6: Click *I Agree – create profile* to the User Agreement.  
Step 7: Click on *end wizard and log in* to start using Turnitin
3. Login, if you did not go through the new user profile wizard and click on *enroll in a class*
4. To enroll,      Our Class ID is **6710300**  
                      Our Class Enrollment Password is **NormFoster13**
5. You are now ready to submit a paper.

To submit a paper, please login to Turnitin.com and click on the name of your class or choose the assignment tool . You will be taken to your “class portfolio” page, which will look much like this:

The screenshot shows the Turnitin 'class portfolio' interface. On the left, there is a sidebar with links: 'class portfolio' (which is highlighted in grey), 'my grades', 'discussion', and 'calendar'. On the right, the main area is titled 'assignment list' and shows a table with one row. The table has columns for '#', 'assignment', 'submit', and 'title'. The row contains the text 'Case Study Report', '1', 'start: 09-05-08', 'due: 12-02-08', and a small 'plus' icon in a box under 'submit'. The word 'your' is partially visible above the table.

To the right of the name of your first assignment will be a submit button. You can click on it to submit your first paper. You have the option of uploading your text by cut and paste or by file upload.

<sup>1</sup> Content adapted or repeated in entirety from Chemistry 101 – Dr. Wendy Keeney-Kennicutt

**IMPORTANT:** The content of the paper you are submitting *must not contain your names, UINs, or other identifying personal information.*

**Cut and Paste:** This is very straightforward. **DO NOT** add HTML tags; it is not necessary and will only confuse you when you look at the report.

**Uploading the file:** Click *Browse* and then select the file you want; and type your submission title into the text box. Click *Submit* and confirm after reviewing the preview panel by clicking *Submit Paper*. After submission, you will see a digital receipt for your submission. A copy of this receipt will also be emailed to you. If you would like, print the receipt below for you records.”

**You can resubmit your assignment as many times as you wish. The first time you submit, you should be able to immediately look at your “Originality Report”.** After submission, click on “Class Portfolio”. There is a small colored box to the right of the submission date under “contents”. The color denotes how original your paper is. If it is gray, either the program hasn’t finished checking or you have submitted more than twice. When you click on the box after your first submission, you’ll see your “Originality Report”. Any part of your text in red can be considered by me to be plagiarized IF it hasn’t been properly cited. The program cannot tell if you have cited correctly, although there is a option to review by excluding quoted or bibliographic materials. You can click on “Side-By-Side Version” near the top right hand corner to see your paper and the one to which it was compared.

Your work will be checked against internet sources and each other. Note: If you submit two papers for the same assignment, you will be checked against your own work and it will be all red – that’s why you must resubmit your paper, not submit two different papers.

An acceptable paper for our assignments must be in the blue or green zone (less than 24% matching), unless the text has been properly cited. The program cannot recognize if you put quotes around text – it only recognizes phrases. If your essay is in the yellow, orange or red zone, and if you didn’t cite properly, you must rewrite your paper and resubmit it. You will be allowed to revise as many times as you wish, up to the deadline. However, I believe you can only see your revised Originality Report after your first resubmission, not subsequent ones.

The finished term project report must be printed out and turned in for grade.

Your term project report must be submitted to Turnitin.com by the assignment deadlines or you or your group will get a zero for the assignment, even if your work is original. (Only one submission per group is required.) I will be checking everyone’s work for each assignment to be sure (1) it was submitted within the time limit, and (2) it passes the guidelines for plagiarism.

<sup>1</sup> Content adapted or repeated in entirety from Chemistry 101 – Dr. Wendy Keeney-Kennicutt