

UNIVERSITY OF MAURITIUS

CENTRE FOR INFORMATION TECHNOLOGY & SYSTEMS

Turnitin Quick Reference Guide for Academics

Turnitin is a cloud-based service for originality checking, online grading and peer review. The Turnitin System can be accessed at <http://www.turnitin.com> with a valid login/password.

The University has approved the provision of Turnitin Instructor Account to all Academics and individual student account to all **final year students**. CITS will create the accounts using staff and student details together with University email accounts. Instructors should **NOT** create student accounts.

1. Turnitin Account

All Academics will be provided with a Turnitin account, the account details will be communicated to your email.

The following procedure must be followed by **newly recruited academic** staff for requesting a Turnitin Account. The same procedure is applicable for email & network account request:

1. Go to <http://www.uom.ac.mu/cits/download.html>
2. Click on [Application for E-Mail Account and Network User Account](#) link
3. Fill the form and send to CITS
4. Turnitin will send you the login credentials via email

The following sections provide a brief with regards to Turnitin. Users are encouraged to access the online instructor trainings at http://www.turnitin.com/en_us/training/instructor-training

2. Getting Started

2.1. Creating Classes

The creation of a class or classes on the Turnitin system is the first step in allowing you (instructor) and students to use the available services. Most activities on Turnitin occur within the class or classes created by you.

Only you can create a class. Students can submit their assignments as long as the end (expiry) date has not reached. Once a class has expired, the information and assignments in the class are viewable but no new submissions or assignments may be made. However, you are capable of extending the expired class to reactivate it.

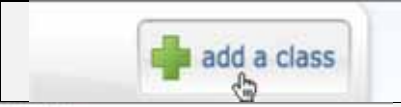


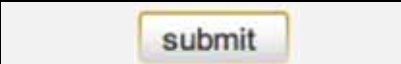
| To create a class: | |
|---|---|
| 1. Type http://www.turnitin.com and enter your login credentials | |
| 2. Click the <i>add a class</i> button on your instructor homepage |  |
| 3. Enter the following information: <ul style="list-style-type: none"> the name for the class the class enrollment password |  |
| 4. Select the end-date for the class. Once the end date has passed, the class will not be accessible for submissions unless the class is reactivated. <p>NOTE: You are strongly recommended to end your classes before the end of the Academic Year. Otherwise, Turnitin Administrator will drop all active classes which are supposed to be expired as per Academic Calendar Year and you will lose all submissions done by the students. In case a class needs to remain active after the Academic Calendar Year is over, then you should send your request to mishelpdesk@uom.ac.mu not to drop the class.</p> |  |
| 5. Click <i>submit</i> to add the class. |  |
| 6. Class information will be displayed in a pop-up window containing the Class ID and Enrollment password. <p>NOTE: You will have to note down the Class ID and Enrollment password to be provided to your students for enrollment in your class.</p> | <p>For example:</p> <p>Class ID 6082196 Enrollment password abcd</p> |

Table 2.0

2.2. Enrolling Students

Students must be enrolled in a class to submit papers, access grades, or access peer review assignments. There are three ways to enroll students which are depicted below.

2.2.1. Enrolling Students by Class ID

You will have to communicate the class ID number and class Enrollment password (refer to step 6 in Table 2.0 above) to your students. The instructions are as follows.

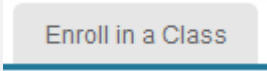
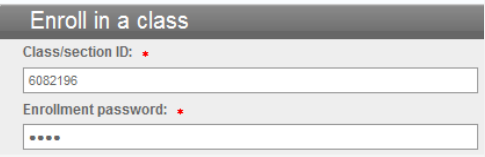
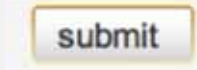
| Enrolling students by class ID: | |
|--|---|
| 1. You must communicate the class ID and Enrollment password to your students | |
| 2. The students must enter their login credentials by typing http://www.turnitin.com | |
| 3. From the student homepage click on the <i>Enroll in a class</i> tab |  |
| 4. Enter to Class ID and Enrollment password provided by you. |  |
| 5. Click <i>submit</i> to enroll. |  |

Table 2.1

It is recommended that you verify that all your students have successfully enrolled in your class.

2.2.2. Enrolling Students Manually

Alternatively, you may add students individually to your class. You will have to provide first name, last name, and e-mail address of the student (it is mandatory that the umail account provided by UoM be used). A welcome e-mail will be sent to the student being added to the class.


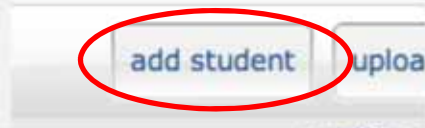
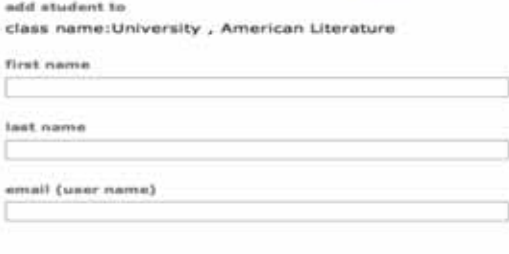

| Enrolling students one by one: | |
|--|---|
| 1. Type http://www.turnitin.com and enter your login credentials | |
| 2. From the class homepage click on the <i>students</i> tab to open the student list for the class |  |
| 3. Click the <i>add student</i> button |  |
| 4. Enter the required information - the student first name, last name, and e-mail address |  |
| 5. Click <i>submit</i> to enroll the student. A welcome e-mail will be sent to the user. |  |

Table 2.2

2.2.3. Enrolling Students From a List

You may upload a list of students to a class. The list must be a Microsoft Word, Microsoft Excel, or plain text (.txt) file. The first name, last name, and e-mail for each student must be provided. The formatting must be as follows:

❖ Microsoft Word or Plain Text:

John,Doe,JDoe@umail.uom.ac.mu

❖ Microsoft Excel:

| | | |
|------|-----|----------------------|
| John | Doe | JDoe@umail.uom.ac.mu |
|------|-----|----------------------|

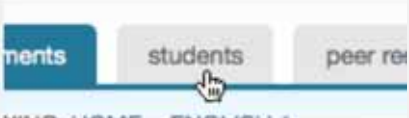


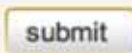
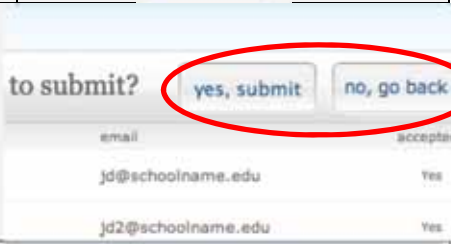
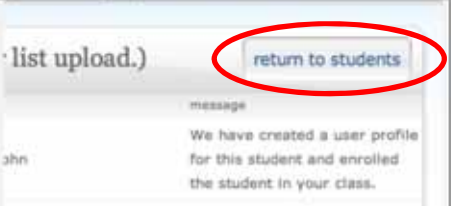
| Enrolling a list of students: | |
|--|--|
| 1. Type http://www.turnitin.com and enter your login credentials | |
| 2. From the class home page, click on the <i>students</i> tab |  |
| 3. Click the <i>upload student list</i> button |  |
| 4. Click the <i>Browse</i> button and locate the file containing the student list on the computer. For example lists, use the <i>click here</i> link to see templates |  |
| 5. Click <i>submit</i> to upload the student list file |  |
| 6. The student list will be displayed. Check the displayed list for errors. To submit this list, click <i>yes, submit</i> . If the incorrect file was selected, choose <i>no, go back</i> and select a different file for step 3 |  |
| 7. Once <i>yes, submit</i> has been selected the final screen will display the newly enrolled list of student users. To return to the class student page, click the <i>return to students</i> link |  |

Table 2.3

For more details refer to http://www.turnitin.com/en_us/training/instructor-training/enrolling-students

3. Creating An Assignment

To create assignments follow these steps:



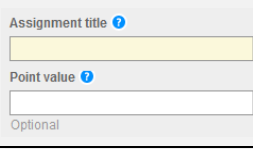
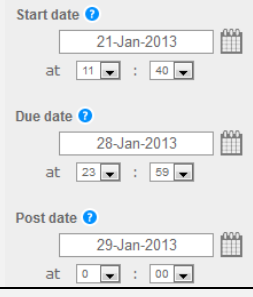
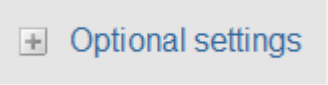
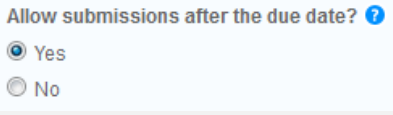
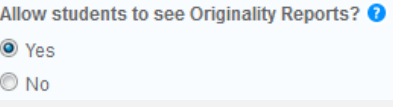

| Creating An Assignment: | |
|---|---|
| 1. Type http://www.turnitin.com and enter your login credentials | |
| 2. From the instructor home page, click on the class name to display class's assignments and papers | |
| 3. Click the Add Assignment button |  |
| 4. Select the Assignment type and click on <i>next</i> button |  |
| 5. Enter the following information: <ol style="list-style-type: none"> Assignment Title Point value for GradeBook users (Optional) |  |
| 6. Enter the following information: <ol style="list-style-type: none"> Start Date – Date and time when students can start submitting their assignment Due Date Post Date – Date and time when students can view the comments entered by the instructor |  |
| 7. Click on <i>Optional Setting</i> , to expand the advance assignment options. |  |
| 8. Select <i>yes</i> for <i>Allow submissions after the due date?</i> This setting allows the instructor to select whether they will allow late submissions to the assignment. If set to yes, students will be able to submit their assignment after the due date. |  |
| 9. Select <i>yes</i> for <i>Allow students to see Originality Reports?</i> And select <i>no</i> in case you do not want students to see Originality Report. |  |
| 10. <i>Tick</i> the check box, if you wish to use the same setting for your future assignment creation. | <input checked="" type="checkbox"/> Would you like to save these options as your defaults for future assignments? |
| 11. Click submit button to finalize the assignment. It will appear on the class homepage. |  |

Table 3.0

For more details refer to http://www.turnitin.com/en_us/training/instructor-training/creating-assignments

4. Upload an Assignment/Dissertation

This section can also be used by the Instructor to upload the dissertation on behalf of the student.

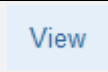
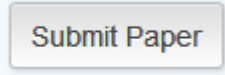
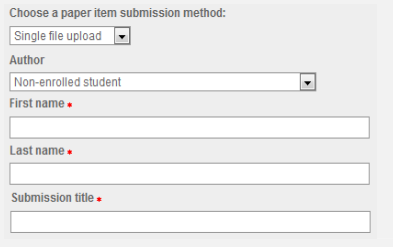
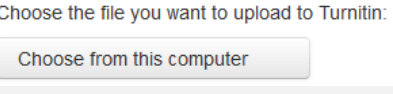


| Uploading An Assignment: | |
|---|---|
| 1. Type http://www.turnitin.com and enter your login credentials | |
| 2. From the class home page, locate the assignment and click on the word <i>view</i> |  |
| 3. From the assignment inbox, click on <i>submit paper</i> button |  |
| 4. Enter the following information: <ol style="list-style-type: none"> Choose a paper item submission method e.g single file upload, multiple file upload, zip files etc Select your name from the Author List and First Name & Last Name will appear automatically Enter Submission title |  |
| 5. Click <i>Choose from this computer</i> button to select the file to be uploaded |  |
| 6. Click <i>Upload</i> button to upload the file. A status bar will indicate the upload progress of the selected file. Once the file is uploaded you will be redirected to the submission preview page. |  |
| 7. Click on <i>Confirm</i> button |  |

Table 4.0

For more details refer to http://www.turnitin.com/en_us/training/instructor-training/submitting-papers

5. Originality Check

Originality Reports provide a summary of matching or highly similar text found in a submitted paper. When an Originality Report is available for viewing, an icon will appear in the similarity column of the assignment inbox. To view the Originality Report, the steps are depicted below:


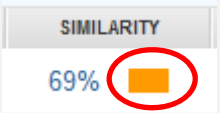
| Viewing Originality Report: | |
|---|---|
| 1. Type http://www.turnitin.com and enter your login credentials | |
| 2. From the class home page, locate the assignment and click on the word <i>view</i> |  |
| 3. From the assignment inbox, click on ‘%’ icon to view the originality report. A pop-up window will appear above the highlighted text displaying the matching text within the source of the match. |  |

Table 5.0

6. Best Practice

List of best practices that might be adopted with Turnitin System:

- a. Always set a Due (expiry) Date for the class. Turnitin Administrator will drop all active classes which are supposed to be expired as per Academic Calendar Year and you will lose all submissions done by the students. In case a class needs to remain active after the Academic Calendar Year is over, then you should send your request to mishelpdesk@uom.ac.mu not to drop the class.
- b. Open the class for a reasonable time limit
- c. Create an assignment first then enroll students so that when students log into the system they can view the assignment otherwise the students' assignment inbox will be empty.
- d. Students must be enrolling using their student email account (umail account provided by UoM).
- e. You can limit the amount of times a student is allowed to submit their draft assignment or project is once by create the following assignments under the SAME class:
 - Dissertation Draft 1 (Allow student to view originality report & The First Report is the Final)
 - Dissertation Draft 2 (Allow student to view originality report & The First Report is the Final)
 - Dissertation Final (Do NOT allow student to view originality report & The First Report is the Final)

Contact Quality Assurance Office if you have any query regarding interpretation of the Originality Report.

Contact mishelpdesk@uom.ac.mu if you encounter any technical issue.