



# Turnitin for Post-graduate students

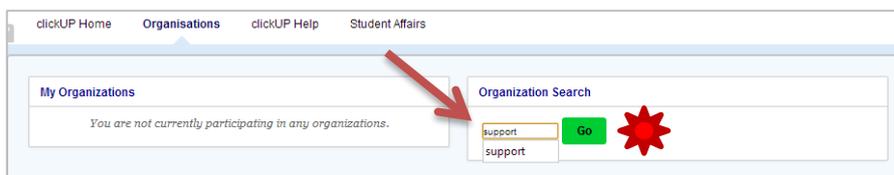
Log in through the Portal on the UP homepage: [web.up.ac.za](http://web.up.ac.za). Use the links to create / update your password if needed.

OR you can log in directly to the clickUP portal: [clickup.up.ac.za](http://clickup.up.ac.za)

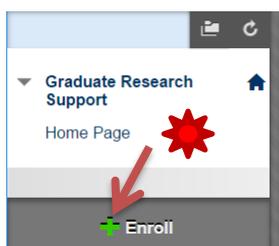
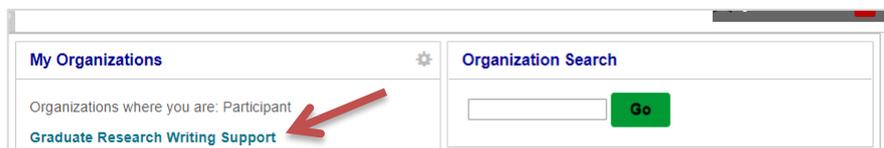
1. Select **Organisations** in the top row of links and click.



2. In the search window, type “support” and click on Go



3. In your organisations list you will see [Graduate Research Writing Support](#). Click on this Organisation link

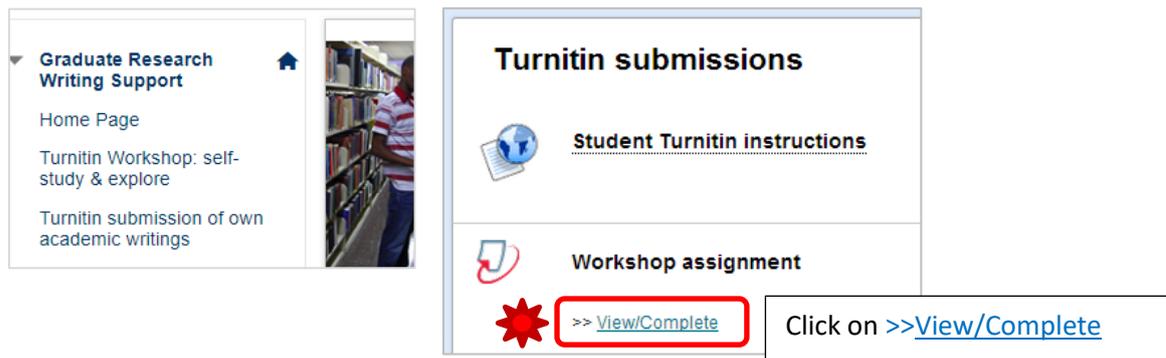


It is a self-enrol organisation, *click on +Enroll* at the bottom of the left-hand menu. You now have membership.

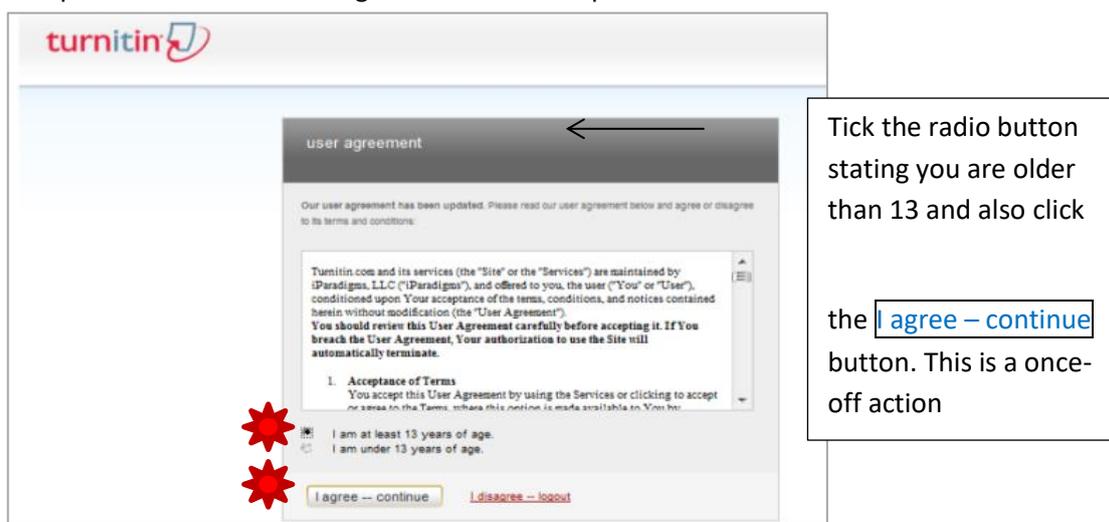
4. Kindly read the information on the Homepage under IMPORTANT!!! Regarding the settings in the assignments. Do visit the plagiarism section on the UP Library web <http://www.library.up.ac.za/plagiarism/index.htm>, and view the UP policy regarding plagiarism.
5. If you are not an experienced Turnitin user, it is recommended that you work through the resources and exercise in the Turnitin workshop link.
6. If you are very experienced and need only to submit a document for a similarity assessment, you can proceed to the third item on the left menu: Turnitin submission of own academic writings.



7. The Turnitin submissions page also contains a link to the standard student instructions for Turnitin. In all Turnitin assignments in other clickUP modules created by your lecturers or supervisor, the process from here is the same: Look for the [View/Complete](#) link to upload your paper.



8. Complete the once-off user agreement when it opens.



Note that you need to have a valid email address on the UP administrative system. If that address is invalid, you should update it in the UP Portal. Your Turnitin receipts will be sent to this address

9. Turnitin web opens.

Messages English What's New Help

turnitin

Assignment Inbox preferences

Welcome to your new class homepage! From the class homepage you can see all your assignments for your class, view assignment information, submit your work, and access feedback for your papers. Hover on any item in the class homepage for more information.

**Class Homepage**

This is your class homepage. To submit to an assignment click on the "Submit" button to the right of the assignment name. If the Submit button is grayed out, no submissions can be made to the assignment. If resubmissions are allowed the submit button will read "Resubmit" after you make your first submission to the assignment. To view the paper you have submitted, click the "View" button. Once the assignment's post date has passed, you will also be able to view the feedback left on your paper by clicking the "View" button.

Info	Dates	Similarity
Workshop assignment	Start 22-Oct-2013 5:01PM Due 30-Nov-2013 11:59PM Post 01-Dec-2013 12:00AM	<b>Submit</b> View

If you want to submit a paper, click on the Submit button under the assignment title

10. The Submit Paper screen opens; you have to browse for the file and upload.

**Submit Paper: Single file upload** STEP ● ○ ○

Choose a paper item submission method:  
Single file upload

First name  
Chicken (S1)

Last name  
Little

Submission title

The paper you are submitting will not be added to any paper repository.

[What are the file requirements for single file upload?](#)

Choose the file you want to upload to Turnitin:  
Choose from this computer  
Choose from Dropbox  
Choose from Google Drive

**Upload** Cancel

Normally you will submit a single file. It is possible to submit multiple or zip files, if you make the correct selection here.

Type in the title of your document

Take note of file sizes and document types. Large documents should be broken down in smaller files before submission

Browse your computer, Dropbox or Google Drive to find the file and click on **Upload**

**Dropbox**  
Your photos, videos and docs anywhere

- Always have access to your stuff
- Share easily with your friends and family

Sign in to your Dropbox account

Email

Password

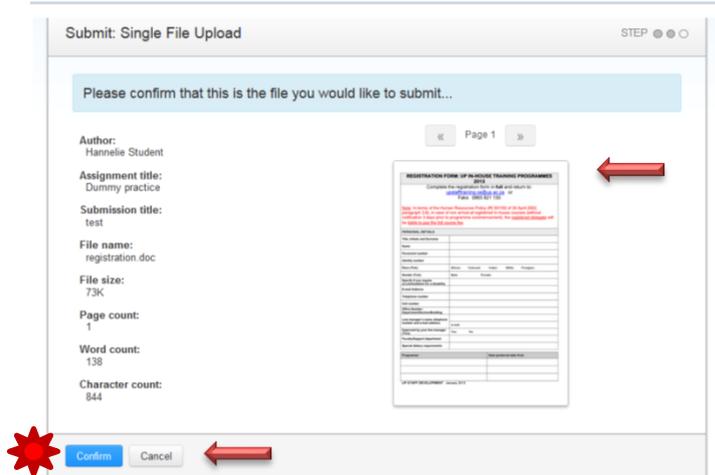
Remember me

**Sign in** Cancel

Sign up for Dropbox

If choosing Dropbox or Google Drive you will be directed to the [Sign in](#) screen

11. Turnitin shows the unformatted text of your file to **confirm that you have uploaded the correct file**; then you click on Confirm.

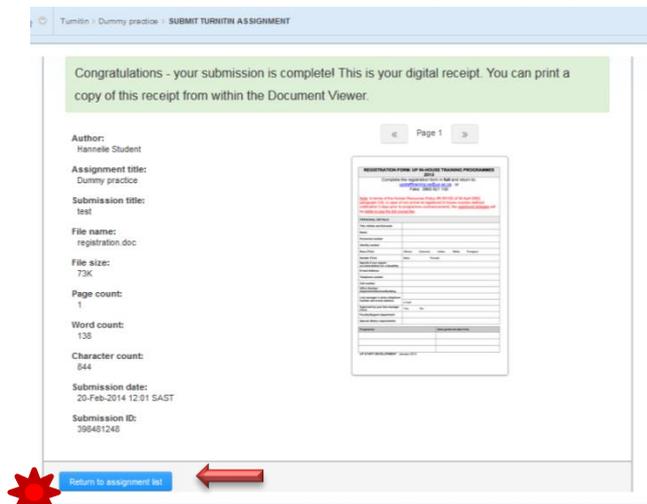


Check the text of the first page of your submitted file in the window in step 2, making sure it is the correct document / version

Click on **Confirm** 

If it is **not** the correct file, click on **Cancel** to return to the upload screen

You will receive a **digital receipt** on the screen. It is also sent to your email. You can print the receipt if needed as proof of submission (see step 15).



Click **Return to Assignment list**.

12. Clicking on either **Go to portfolio** or **Assignment inbox**, takes you to the **Inbox**. You might have to wait a few minutes for the report while it is processing your paper.



After a while (depending the size of your document, the internet connection and the time of day), the report becomes available. You might have to refresh your screen to see the Similarity report, which is incrementally colour coded: Red(= highest similarity),>Orange, >Yellow, > Green>Blue (least).

13. **Return to this report**

If you choose to leave the page and return to the report **at a later stage**, you can click on the following links:



1. View/Complete
2. Messages
3. Assignment Inbox
4. Similarity Score

## Submit Turnitin Assignment

2 Messages English Help

3 Assignment Inbox preferences

Class Homepage

This is your class homepage. To submit to an assignment click on the "Submit" button to the right of the assignment name. If no submissions can be made to the assignment. If resubmissions are allowed the submit button will read "Resubmit" after the assignment. To view the paper you have submitted, click the "View" button. Once the assignment's post date has passed you can view the feedback left on your paper by clicking the "View" button.

Info	Dates	Similarity	
Demo	Start 08-Aug-2016 9:25AM Due 08-Aug-2016 9:35AM Post 09-Aug-2016 12:00AM	41%	Submit View

4

Click on **the percentage** to open the report. The colour coding relates to the similarity score.

View the similarity report that opens in a new window, in **Feedback Studio**. Students with visual disabilities are advised to use Document Viewer that is found at the bottom of the page in full-screen view.

## Feedback Studio: View Similarity scores

View similarity scores: Messages > Assignment Inbox > Similarity column

Match Overview

41% Total Similarity%

1 thinkspace.csu.edu Internet Source

2 educationnext.org Internet Source

3 Herreid, Clyde Fr Publication

4 ecbhs.blogspot.com 6% >

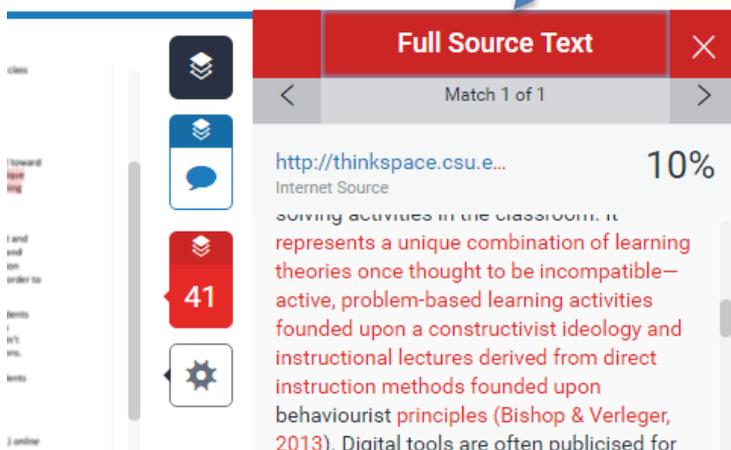
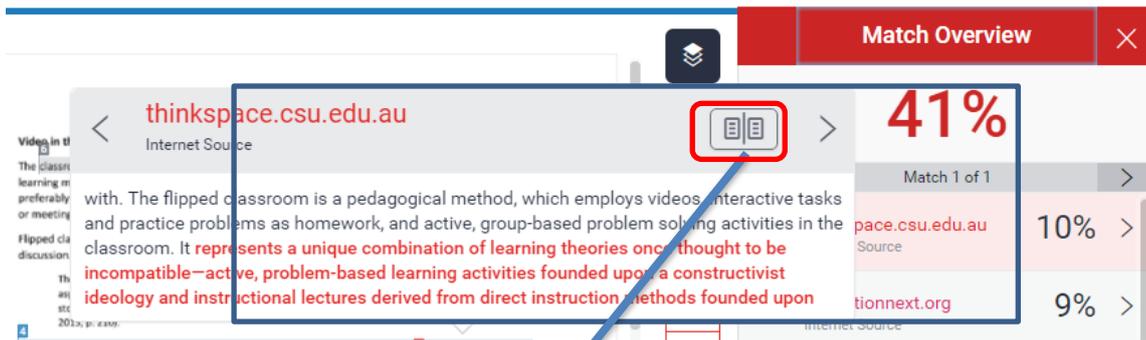
5 www.ocerint.org 6% >

Quotations

References

Click on a matching source, or the match breakdown icon to open the match Overview, showing the full text that corresponds to the match

### Match breakdown



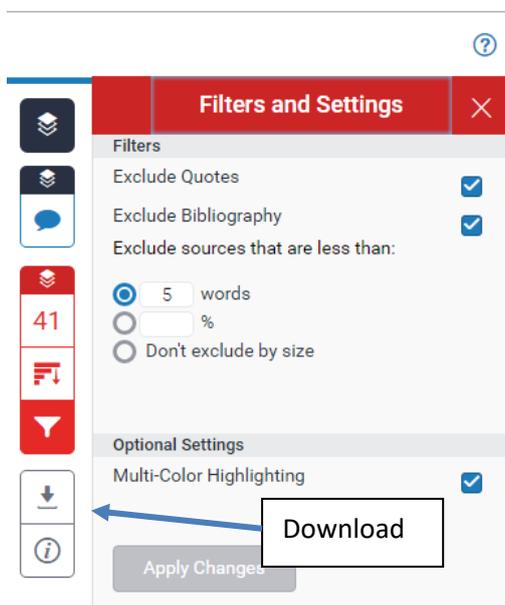
Clicking on the icon opens the Full source text in the match overview window. Close it by clicking on the X

Lecturers / supervisors can select sources to exclude to verify their origin. Some thesis chapters like Methods will have high similarity due to terminology in the field, and do not necessarily implicate plagiarism.

### Filters and settings



- ← % Similarity
- ← Match breakdown
- ← Filter out quotes, bibliography, small matches.

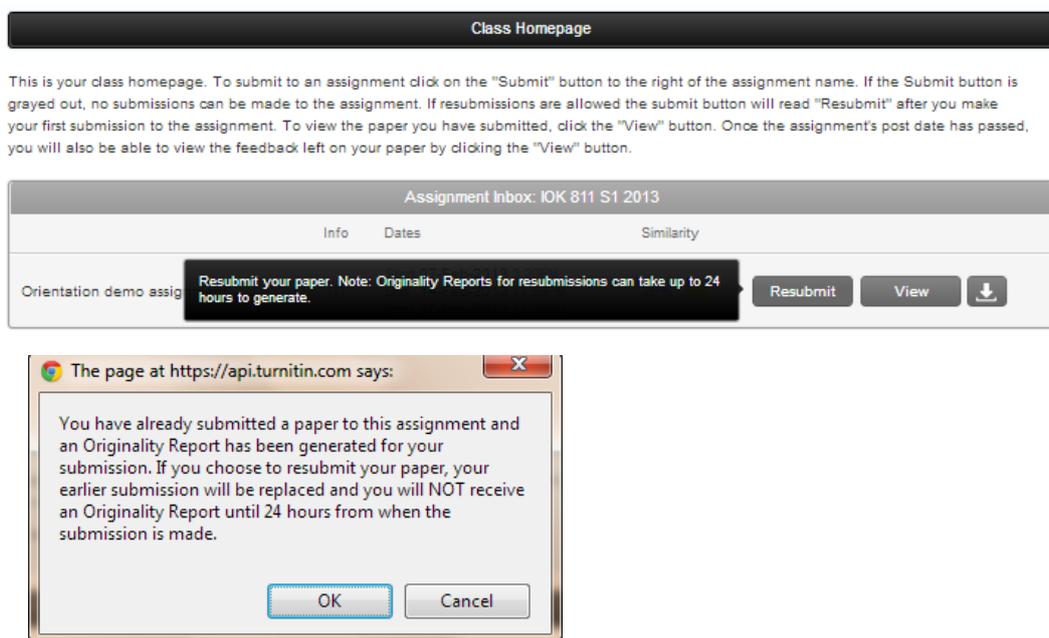


Help

Apply Changes will have an immediate effect, and this paper's similarity score will change in this view, but not on the Assignment Inbox/ lecturer view. If Quotes are excluded: both block quotes and those in double quotation marks are affected. Bibliography / References excluded: All text following this heading excluded from similarity flagging. Turnitin currently does NOT exclude footnotes if they are used as references.

Note that the **Download** button allows one to download the document with/without feedback and similarities. The documents are often too large to email or print.

Some assignments created by lecturers do not display your report till after the due date, and in some you will not be able to resubmit. **Resubmissions:** The report for a paper resubmitted in the same assignment link, can take up to 24 hrs to become available.



### *Tips on writing a good assignment:*

- Use high quality, verified, scholarly resources found in the Library's databases (if unfamiliar with using those, talk to the information specialists on how to create web-searches for your topic).
- Keep track of where information comes from: use a reference organiser like **Endnote** (on your own computer) It helps you use a reference style consistently and saves a lot of time. See the UPLibrary web for free licence and links to download and install the programme.  
<http://www.library.up.ac.za/referencing/index.htm>.
- Always try to write information in your own words, as you would explain it to someone else, while still citing the original author whose idea you refer to.
- When quoting someone's own words use double quotation marks and give a full citation (including page numbers). Familiarise yourself with the details of the prescribed reference style.
- Avoid using unscholarly web-pages such as social networking, blogs, Wikipedia etc as resources.
- Find more tips on avoiding plagiarism on the Library Plagiarism webpage:  
<http://www.library.up.ac.za/plagiarism/index.htm>
- Revise, revise, revise...

Note that your lecturers cannot view your papers in the Research organisation, and will not provide feedback there. Make sure that you submit papers to the correct clickUP modules as instructed by your lecturer / supervisor for marking and feedback. Instructions on viewing feedback can be found in the [Turnitin factsheet for students](#) that is available on the Library Plagiarism web page (<http://www.library.up.ac.za/plagiarism/index.htm>).

## Tips for academic writing (when using Turnitin)

**Goal:** Strive for an overall similarity score of less than 10% when small matches, References, front matter and addenda are excluded.

**Strategy:** Do not include generic documents like plagiarism declarations or lengthy descriptions of standardised methods in your dissertation. Make optimal use of quotations, diagrams, a Glossary and Abbreviations that are included in the front matter along with tables of content, lists of figures etc. Standard procedures or tables that are not authored by yourself, should be numbered and housed in Addenda. For the rest, practice writing and summarising in your own words.

**Front matter:** Plagiarism declarations, language editing certificates, acknowledgments, table of contents, lists of tables of figures etc., Glossary, Abbreviations and Acronyms (as used) and the Abstract(s) should be placed in the *Front Matter* of the dissertation, pages numbered with small roman numerals, and need *not* be submitted to Turnitin. Make optimal use of the Glossary and Abbreviations, providing the generic definitions and explanations of terms that are used many times. These explanations need not be repeated every time in your text, and increase the readability of the text. The full name of an abbreviation or acronym is given in the text only the first time it is mentioned.

**Addenda / Appendices:** Standard methods could be provided as numbered Addenda, as should data gathering instruments like questionnaires. The materials and methods chapter might display the highest similarity score of all chapters, and does not necessarily constitute plagiarism. Addenda need not be submitted through Turnitin as part of the final Turnitin submission.

**Quotes:** Turnitin can be configured to exclude quotations. Short quotes should be enclosed in double quotation marks, followed by a reference and page number. Single quotation marks are used for quotes within quotes, and to denote unpublished spoken words, without citations. If you quote a published speech, use double quotation marks and a citation. The text of long quotations (length determined by the reference style, typically more than 30 words (APA) or 3 lines of text (Harvard), should be formatted as blocked, indented text and followed by a citation and page number. Do not quote more than one paragraph in a block quote, or in quotation marks. If your citation style prescribes using single quotation marks, Turnitin will not exclude those quotes, and the similarity score should be interpreted accordingly.

**References:** Text preceded by an unnumbered heading named References, Bibliography or Resources will be excluded from the similarity index, if this exclusion has been selected in the Turnitin assignment settings. This is not a chapter!

**Footnotes and Endnotes:** If you place references in the footnotes and not in a reference list at the end of the document, note that Turnitin will not exclude them from the similarity score. If this is the preferred or prescribed citation format in your field, adjust the acceptable similarity score accordingly. The UP recommended 10% similarity goal might not be feasible. Documents discussing laws and legislation will also have higher similarity scores, and have to be evaluated accordingly.