



# Turnitin Instructor User Manual

## Chapter 2: OriginalityCheck

Updated January 27, 2011



## Introduction


A typical submission made to an assignment on Turnitin generates an Originality Report. The Originality Report is the result of comparison between the text of the submission against the search targets selected for the assignment which 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, & publications. Any matching or highly similar text discovered is detailed in the Originality Report that is available in the assignment inbox.

## Originality Reports

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 report column of the assignment inbox. Originality Reports that have not yet finished generating are represented by a grayed out icon in the reports column. Reports that are not available may not have generated yet, or assignment settings may be delaying the generation of the report.



The Convict	23%		 0--	
Great Expectations	13%		 0--	
Broken Hearts	8%		 0--	
The Narrator	0%		 0--	

 **Note:** Overwritten or resubmitted papers may not generate a new Originality Report for a full twenty four 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

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

The Originality Report can be viewed in one of four modes. These modes allow users to view and sort the information contained in the Originality Report in any way best suited to their needs. The four modes for viewing an Originality 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 Originality Report provides the instructor with information regarding the origin of the matching paper. Not available for students viewing Originality 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.

To open an Originality Report, click on the icon in the REPORT column in the assignment inbox. The Originality Report will open in a new window. If the new window does not appear, the user may need to add turnitin.com to the list of sites allowed to create pop-up windows on the web browser the instructor is using.

TITLE	REPORT	GRADEMARK	FILE
The Convict	23% <span style="color: green;">■</span>	0--	
Great Expectations	13% <span style="color: green;">■</span>	0--	

## Originality Report Contents

The Originality 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 Originality 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

The screenshot displays the Turnitin Originality Report interface. At the top, the 'Document Viewer Frame' shows the document title 'Triton' and a similarity index of 68% (85 out of 100). The main content area shows the text of the document, with several lines highlighted in pink. The 'Matching Sources/Sidebar' on the right lists five sources with their respective similarity percentages: 1. www.astro.utoronto.ca (15%), 2. iStock.com (4%), 3. iStock.com (9%), 4. iStock.com (8%), and 5. iStock.com (7%).

## Paper Information

The paper information can be viewed by clicking on the information icon at the bottom left of the document viewer.



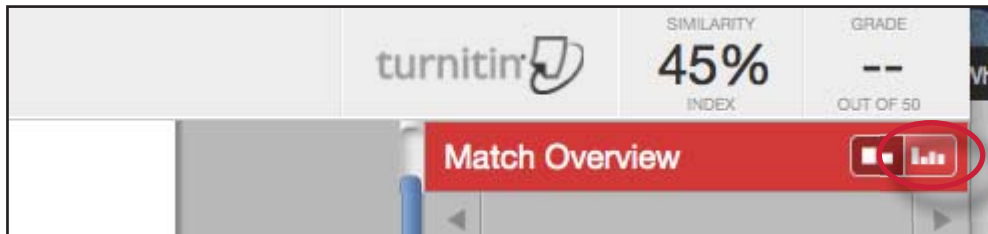
The paper information contains: the paper id, the date the paper was processed, the word count, the character count, the number of submissions to the assignment, the Similarity Index, and the three repository similarity indices.



## View Mode Icons

The view mode icons allow users to switch between the Originality Report viewing modes: Match Overview and All Sources view. The default viewing mode is the Match Overview.

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

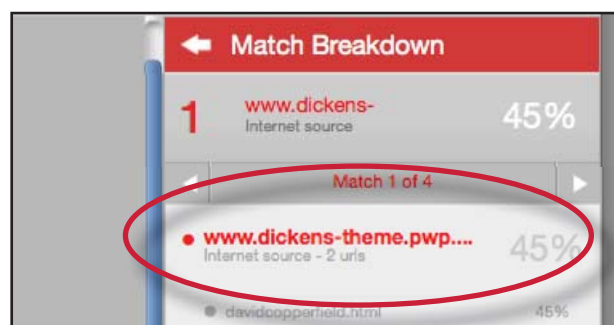


## Match Breakdown Mode

By default the Originality 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. 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.



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.



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



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

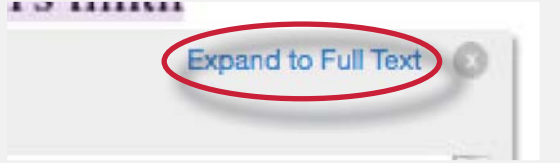
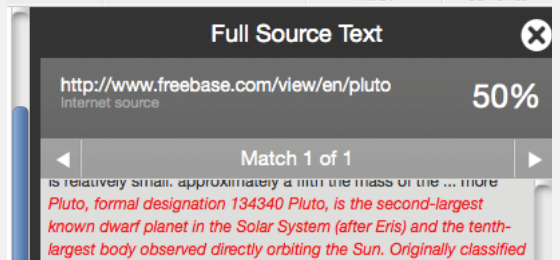
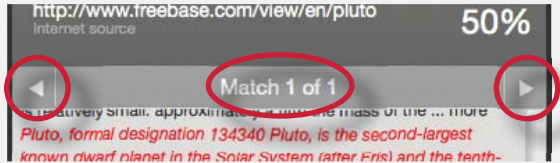
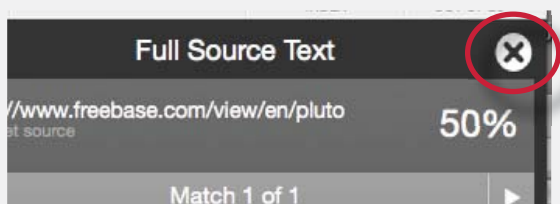



## Direct Source Comparison

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 Originality 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. Open an Originality Report	
2. Click on a highlighted area of text on the left hand (student paper) side	
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 <i>url</i> link, available on live internet matches, brings up a view of the live web site within a new browser tab or window	
5a. Click on the "x" in the top right corner of the pop-up to close the window	

<b>Accessing direct source comparison:</b>	
5b. To view the matching text within the full source text click on the <i>Expand to Full Text</i> link	
6. The <i>Full Source Text</i> 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 <i>Full Source Text</i> 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 e-mail 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



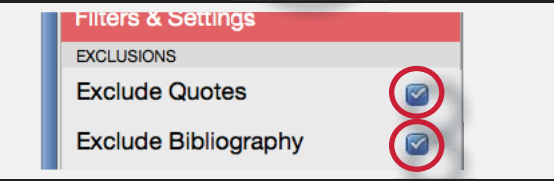
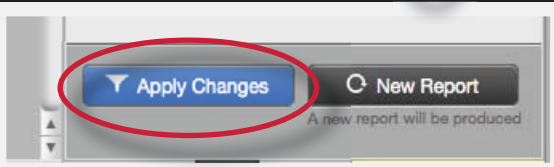
Turnitin utilizes multiple types of repositories in the generation of the Originality Reports. There are currently four types of repositories:

- **current and archived internet** - billions of active and archived web pages from the internet. Internet sources indicate a date of download on the Turnitin Originality 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

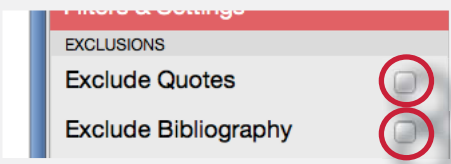
## Excluding Quoted or Bibliographic Material

If quoted or bibliographic material is flagged as similar or matching, this information can be removed from the Originality 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 Originality Report.

Please note that the functions for excluding material are approximate and human judgement 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.

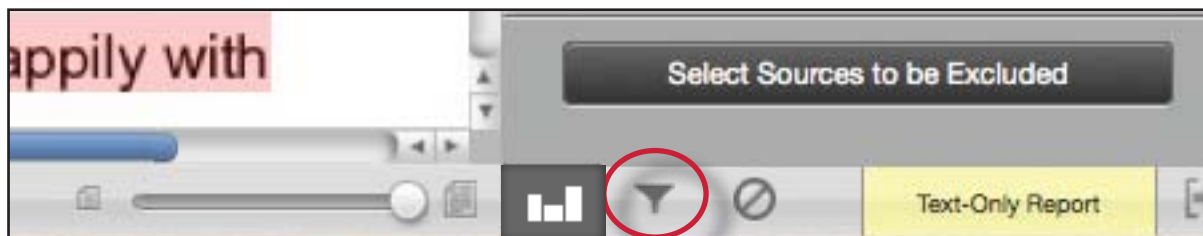
<b>Excluding quoted or bibliographic Matches:</b>	
1. Open an Originality Report	
2. Click on the <i>Filter and Settings</i> icon	
3. To exclude Quoted or Bibliographic material click the check box next to the <i>Exclude Quotes</i> and <i>Exclude Bibliography</i> exclusion options	
4. Click on the <i>Apply Changes</i> button at the bottom of the filter and settings sidebar to apply the changes	



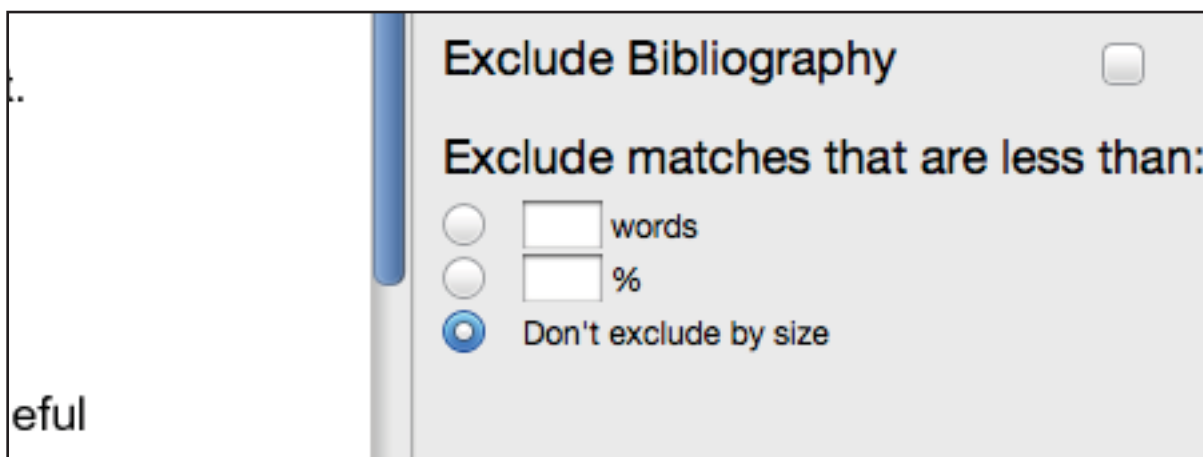
<b>Excluding quoted or bibliographic Matches:</b>	
5. Review the revised report. Quoted or bibliographic material can be re-included by deselecting the <i>Exclude Quotes</i> and <i>Exclude Bibliography</i> options within Filter and Settings and then clicking on <i>Apply Changes</i>	

## Excluding Small Matches

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



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 Originality 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.



## Refreshing 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 Originality 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 Originality 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 Originality Report generated.



## Excluding a Match

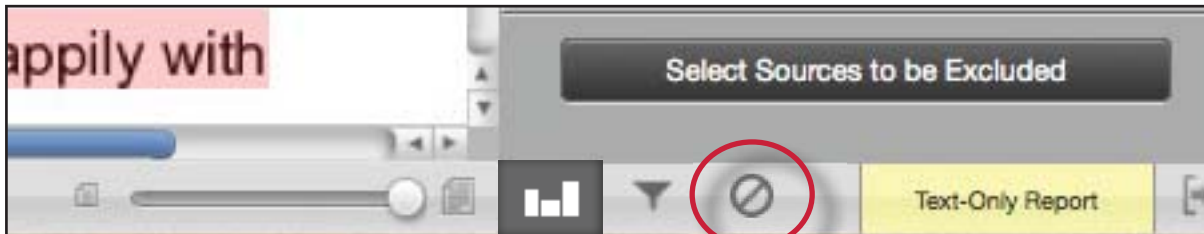
Any source or match source can be removed from the Originality Report through the Match Breakdown or All Sources viewing modes. This allows the instructor to remove a match from consideration, if the instructor determines the match is not needed. The similarity index will be recalculated and change the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

To exclude a match:	
1. Open an Originality Report	
2a. To exclude matches for a top match hover over the match you would like to view the underlying sources for and click on the blue arrow icon that appears.	
2b. To exclude matches from the All Sources view click on the All sources icon at the top of the side bar	
3. Click on the <i>Select Sources to be Excluded</i> button at the bottom of the sources list to enter source exclusion mode	
4. Select the sources that you would like to remove by clicking in the check box next to each source	
5. Once all the sources are selected click on the <i>Exclude (#)</i> button located at the bottom of the sidebar to exclude the sources	

## Exclusion List

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

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



<p><b>To include a match from the exclusion list:</b></p>	
<p>1. Within the <i>Exclusion List</i> 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 Originality Report</p>	A screenshot of the "Exclusion List" window. It has a red header. Below the header, there are two entries. The first entry has a checked checkbox and a mouse cursor pointing to it, both circled in red. The URL is "http://en.wikipedia.org/wiki/Tri...". The second entry has an unchecked checkbox and the URL "http://bdaugherty.tripod.com/gcs...".
<p>2. Click on the <i>Restore (#) &amp; Recalculate</i> button to include the source in the Originality Report</p>	A screenshot of a blue button with white text that says "Restore (1) & Recalculate". The button is circled in red.
<p>3. If the included source affects the Similarity Index percentage the percentage will recalculate</p>	

## Printing or Saving Reports

The Originality Report can be downloaded to the user's computer for later reference.

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

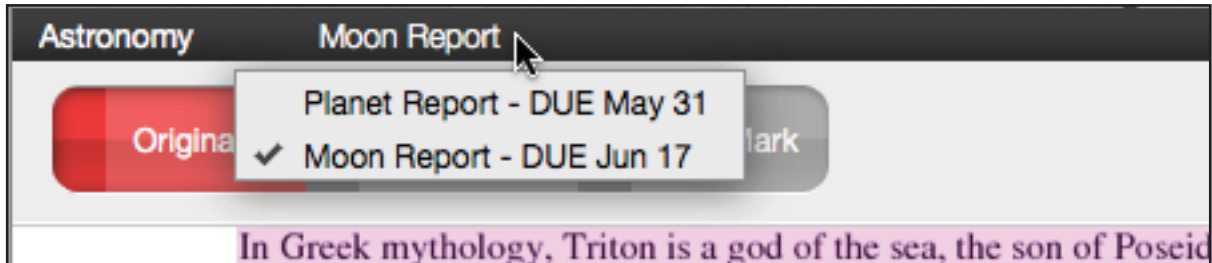


Once a PDF version of the report has been saved to your computer, you may then use your computer's default PDF viewing application to print the Originality Report. The downloaded version will no longer have any of the Direct Source Comparison capability and will not be able to show side by side comparisons. 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.

