

# Moodle-Turnitin Instructor User Manual

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fairUTU - version 8 November 2013

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## Ethical Guidelines for Learning

5.9.2013

Dnro 718/001/2013

The activities of the University of Turku are founded on high-quality multidisciplinary research. The University is part of the international academic community and works in interaction with society.

The fundamental values of the University of Turku are ethicality, criticality, creativity, openness and communality. Ethicality indicates striving for good and correct decisions. In compliance with the strategy of our University, both in research and in other operations, the personnel and the students follow the principles of high professional ethics and good scientific practice.<sup>1</sup>

The University of Turku is committed to following the guidelines *Responsible conduct of research and procedures for handling allegations of misconduct in Finland* created by the Finnish Advisory Board on Research Integrity.<sup>2</sup>

Our university is also bound by a legal obligation in the Universities Act to educate students to serve their country and humanity. Activities must be arranged in conformity with ethical principles and good scientific practices.<sup>3</sup>

These operational requirements not only guide our university as a community, but also guide each of its individual members. The ethical instructions are written in the first person because ethicality is always actualised through a personal commitment. The aim is to secure an atmosphere that both values trust and cooperation and in which all parties also enjoy working.<sup>4</sup>

### **As a student**

1. *My main goal is to learn.*
2. *I am aware of my role as a responsible actor in the academic community.*
3. *I recognise the value of the work done by others and I act honestly. With my own actions, I support the academic community's ethical, critical, creative, open and communal ways of operating.*
4. *My achievements in study are based on real knowledge:*
  - *I do not cheat nor engage in any other kind of misconduct in my studies.*
  - *I do my assignments and final theses myself and I do not take advantage of other people's work without permission.*
  - *I report the sources I have used and I do not take as my own information from the internet, other students or from anywhere else.*
  - *I do not give my own work to another student for fraudulent use nor do I use my earlier achievements as a basis for new ones without references.*
  - *When engaged in group or pair work, I describe the way work is distributed honestly and in a way that supports the evaluation.*
5. *I do not disturb others in teaching and exam situations.*
6. *I respect the teaching and research work of my teachers:*
  - *In teaching situations, I maintain a positive atmosphere by being an active and responsible student*
  - *I give constructive feedback on the teaching*
  - *If needed, I take the initiative in asking for more information on the correct ways to behave*
  - *I support the group's common interests in situations where individual claims cannot be fulfilled.*

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1. Strategy of the University of Turku 2013–2016.

2. Responsible conduct of research and procedures for handling allegations of misconduct in Finland -guidelines 2012.

3. Universities Act 558/2009, Section 2.

4. These guidelines have been prepared by the working group "Ethical guidelines for research and teaching" appointed by the Rector. On the basis of the proceedings of the Management group of the University of Turku and the Teaching and Learning Council, the Rector has ratified the guidelines for use 5.9.2013. The ethical guidelines for teachers and students published by the University of Oulu in 2005 have been used as a model for these guidelines.

## As a teacher

1. *My main goal is to advance the learning of the students.*
2. *I am aware of my role as a responsible actor in the academic community.*
3. *I am aware of being a role model for the students and for my colleagues a partner building a good working environment. With my own actions, I support the academic community's ethical, critical, creative, open and communal ways of operating.*
4. *I value and develop my work as a teacher and follow good scientific practice:*
  - *I treat the students equally and evaluate their learning objectively.*
  - *I give positive or constructive critical feedback on the progress of the studies.*
  - *I guide the students to change their way of working if I discover that it has features which compromise learning outcomes or disturb other students.*
  - *I respect the students' points of view and the constructive feedback they give me*
  - *I do not take advantage of my students' work contribution in a dishonest way.*
5. *I, for my part, assume responsibility for giving my students sufficient information on the principles of good scientific practice and on applying them to my own field of science.*  
*In accordance with the Guidelines for Misconduct and Fraud at the University of Turku, I intervene in academic misconduct, such as plagiarism or cheating in an exam.*
6. *In difficult counselling situations, I turn to my colleagues for support and advice to ensure just treatment both for me and for the student.*



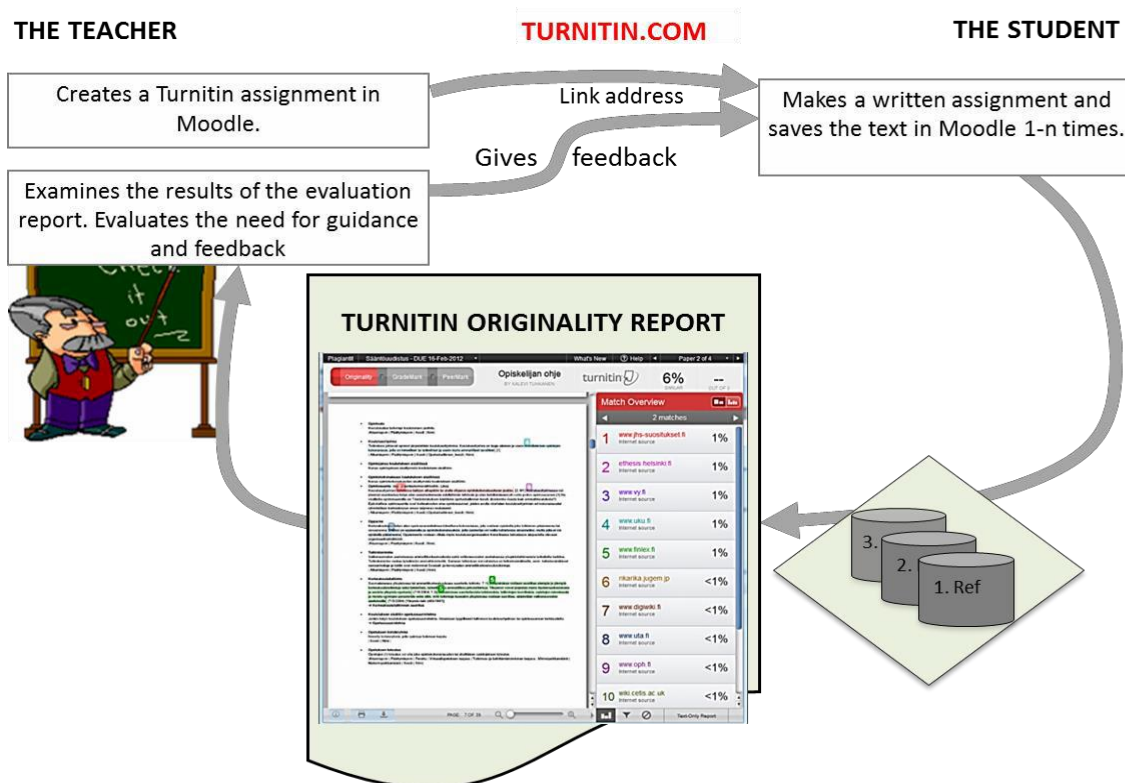
*The Genius guides the youth. Wäinö Aaltonen 1961.*

See: <https://intranet.utu.fi/fi/hakemisto/paatoksenteko/rehtorin/Documents/Turun%20yliopiston%20oppimisen%20eettiset%20ohjeet.pdf>

*The University of Turku has introduced Turnitin OriginalityCheck. From 1 January 2013 onwards, dissertations applying for permission for preliminary examination must be attached with a certificate which states that an originality check has been made by the supervisor.*

*From 1 August 2013 onwards, the originality of Bachelor's and Master's theses will be checked in a similar manner during preliminary examination.*

*The Turnitin system is used especially to check the originality of theses but also different kinds of assignments completed during courses. The Turnitin system has been integrated into the University of Turku Moodle learning platform.*

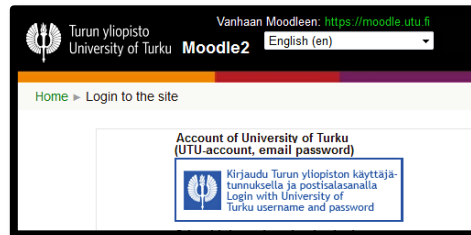


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This manual is based (on the technical part) on: [Turnitin Moodle Direct Integration Instructor User Manual](#), version 2.1.1, September 13, 2012. iParadigms, LLC 2012.

### A: If You have never used Moodle to teach an online course

2. Log in to the site:



- ### 3. Request a Turnitin assignment course

[illegible]

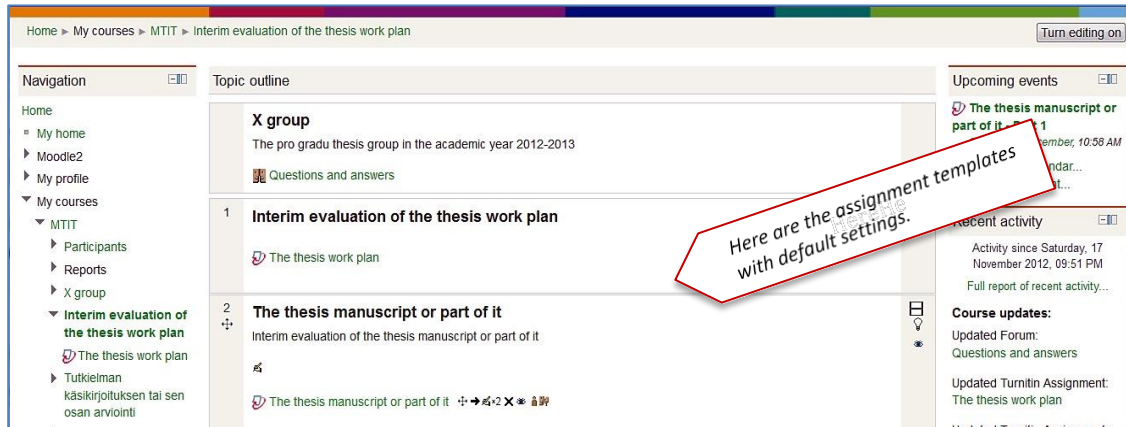
4. Click to the course !



You will get an email from the UTU Moodle administrator with the address link of your new Moodle course! You can also find it on the My Courses list in Moodle.



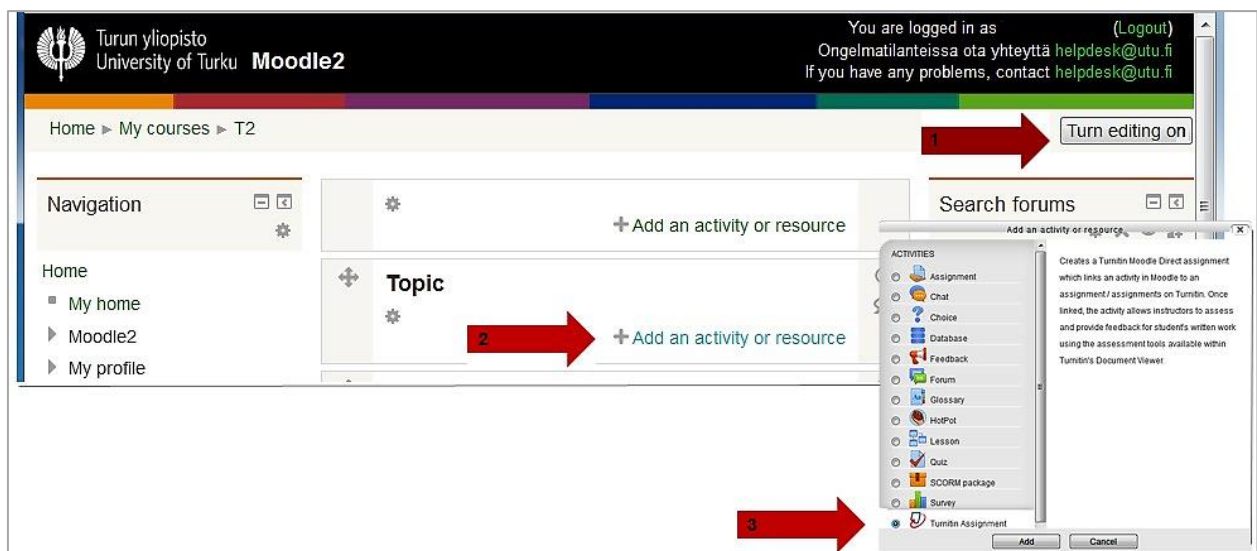
## 5. Receive the course package



### B: If You already have a Moodle course

Turnitin assignments are added from the course's home page. To open the course home page, click on the course from the Moodle start page.

From the course home page, click on the Turn editing on link in the Administration menu to allow assignments to be added to the course. Select Turnitin Assignment from the 'Add an activity or resource' pull-down menu.



General Turnitin Assignment Settings, see chapter 2.

## Chapter 2: Set General Turnitin Assignment Settings /Modify the course

### Set General Assignment Options

1. **Assignment name\***  
Assignment title, "The thesis manuscript of part of it"
2. **Description\***  
A short description for the assignment, "Interim evaluation of the thesis manuscript or part of it"
3. **Submission Type\***  
Select "File Upload"
4. **Number of Parts**  
Select the number of parts you want the assignment to have from the "Number of Parts" pull down menu
5. **Overall Grade**  
Select the Overall Grade from the pull down menu. The default is 100.
6. **Student Originality Reports**  
Select "YES". – Select yes to allow students to see the Originality Report for the assignment.

### Set Advanced Assignment Options

1. **Allow Late Submissions**  
The Allow Late submissions option allows students to submit work after the due date. Late submissions are marked as being late and the actual submission date is recorded. The default is set to no – better is "YES".
2. **Store Student Papers**  
The Store Student Papers has two options: 1. "Standard Repository" i.e. the UTU institution's repository, and "No Repository" to not store the papers. The default is to store the student papers in the Standard (UTU) Repository.  
Dissertations and Master's theses are checked so that the texts are saved in the system as reference material. Bachelor's theses are not saved in the system. (see: Vararehtoreiden ilmoitus tarkennuksista kandidaatintöiden tarkastusohjeeseen. 14.8.2013)
3. **Report Generation Speed**  
Select: Generate reports immediately, reports can be overwritten until due date.  
There are three options for generating Originality Reports for student submissions:
  - *Generate reports immediately, first report is final* - Originality Reports for all submissions will be generated immediately. Students cannot resubmit papers. Submissions must be deleted by the instructor to enable resubmission.
  - *Generate reports immediately, reports can be overwritten until due date* - Originality Reports for the initial submission by each student user to this assignment will be generated immediately. Students may resubmit as often as the student wishes until the assignment due date. Originality Reports for the second or subsequent submission will require a 24 hour delay before the Originality Report begins processing. Only the latest submission is available to the instructor or student. Previous versions are removed. Student submissions will be compared against each other within the assignment on the due date and time, which may result in a change in the Originality Report similarity index and results on the due date and time. This option is typically used when students are self-reviewing and revising their submissions and able to view the Originality Report. No resubmissions after the due date and time of the assignment. We are using this!
  - *Generate reports on due date* - Originality Reports will not be generated for any submission until the due date and time of the assignment. Students may resubmit as many times as needed until the due date and time without receiving reports. Resubmissions may not be made after the due date and time of the assignment.

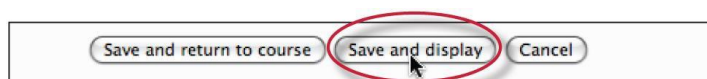
#### 4. Repository Sources for Originality Reports

The instructor is able to select the available repository sources to compare them against the submissions in the assignment. This allows an instructor to disregard a source type if the comparison against this type of source is not needed. There are three database search options: Check against stored student papers, Check against the internet, and Check against the journals, periodicals and publications. The default for each of these search options is set to YES.

#### 5. Moodle Groups

The Moodle functionality for managing groups and groupings of students within Moodle courses / activities is fully supported in Moodle Direct. Click on the Save and Display button once you have selected all the assignment options for the Turnitin assignment.

#### 6. ...and

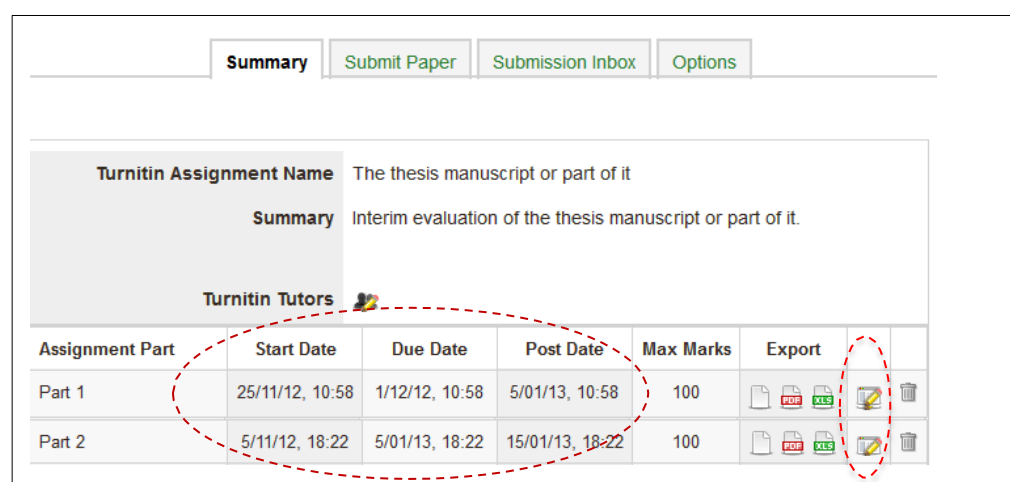


#### 7. Set the schedule information for the Turnitin assignment

After completing the assignment settings and clicking on the Save and Display button you will be redirected to the Turnitin assignment page. Clicking on the Turnitin assignment from the course homepage also redirects you to the Turnitin assignment page.



All the assignment dates are contained within the Summary tab for the Turnitin assignment. The due date will default to a week after the date the assignment was created.



Assignment Part	Start Date	Due Date	Post Date	Max Marks	Export	
Part 1	25/11/12, 10:58	1/12/12, 10:58	5/01/13, 10:58	100		
Part 2	5/11/12, 18:22	5/01/13, 18:22	15/01/13, 18:22	100		

To change the assignment dates click on the pencil icon to the right of the dates.

Use the pull-down menus to change the date and times for the Start Date, Due Date, or the Post Date. You may also change the assignment part name and the assignment point value. Once you have finished editing the dates click on the Submit button to save your changes.



**Start Date** -The start date defines the earliest time a student can make a submission to the assignment part.

**Due Date** -This is the final date by which the student should have submitted their assignment. If you are allowing late submissions, the submissions will be marked as late after this date.

**Post Date** - This is the date when marks/grades will be released to students. If anonymous marking is turned on (UK only) this is also the date when marks will be released to students.

\*

**Turnitin tutors:** This setting has no effect within Moodle itself and only controls who can see the class within Turnitin. You must log in to Turnitin to see this change. In the majority of cases you will never need to change this setting or log in to Turnitin. In a future release of Turnitin multiple Instructors will be supported and this setting will be removed from the integration.

### **“Your Turnitin user profile has been created” - What does this email mean?**

You do not have to respond to this email, but it is a good idea to save it.

The goal is, that all our IT services can be used with UTU-account.

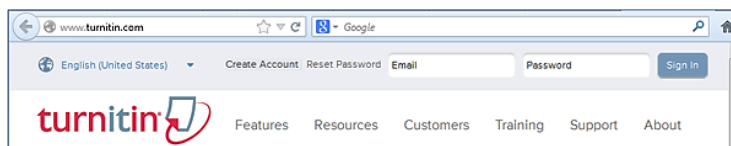
Turnitin, which is a foreign online service, has been integrated to the UTU IDM system with the Moodle learning environment.



*The instructions and support concerning Turnitin are entirely based on the Moodle-integration of the service.*

HOWEVER, every user who saves a text to a Turnitin for the first time receives an email from Turnitin.com with the subject “Your Turnitin user profile has been created / Sinun Turnitin käyttäjäprofiilisi on luotu”.

The email contains a temporary password which enables temporary use of the system through the Turnitin.com pages.



This option can be used on one’s own responsibility following the general Turnitin instructions, not localised for UTU purposes. *The University of Turku does not have the resources to support the use of these two parallel systems for signing in and two separate user interfaces.*

The University of Turku promotes the introduction and versatile use of learning environments. Our “official” learning environment is Moodle. Turnitin is an additional application in Moodle.

## Chapter 3: Add the participants

Navigation

Home

- My home
- Moodle2
- My profile
- My courses
  - MTIT
    - Participants
    - Reports
    - X group
    - Interim evaluation of the thesis work plan
    - The thesis manuscript or part of it

Settings

- Course administration
  - Turn editing off
  - Edit settings
  - Users
    - Enrolled users
    - Enrolment methods
      - Self enrolment (Student)

Self enrolment

Custom instance name

Allow self enrolments Yes

Enrolment key Unmask

Use group enrolment keys Yes

Default assigned role Student

Enrolment duration 0 days Enable

Start date 19 November 2012 Enable

End date 19 November 2012 Enable

Unenrol inactive after Never

Max enrolled users 0

Send course welcome message

Custom welcome message

Settings

- Course administration
- Users
- Enrolment methods
- Self enrolment

Add method Cancel


Take Users → Enrolment methods → select Self enrolment, and if necessary, activate the Enrolment key.

Give the students the course link (and the course key) so that they can enrol.



You need teacher and student roles activated:

To submit your own papers to the Turnitin assignment, you need the student role, too.

1. Select Users → Enrolled users. There, you see your name and role (teacher).
2. Click  mark after your role. Select 'student' and enter. Now you have 'teacher' and 'student' role.

*THE COURSE IS READY!*  
*Now you have the time to*  
*enjoy a cup of coffee or tea...*



## Chapter 4: The course navigation

Welcome to the course! In the future, you can also find the course in the Navigation menu under My courses.

The screenshot shows the Moodle2 interface for the University of Turku. The left navigation menu has 'My courses' expanded, with 'X GROUP' highlighted. The main content area displays the 'Topic outline' for 'X group', which includes 'Interim evaluation of the thesis work plan' (marked as a Turnitin assignment) and 'The thesis manuscript or part of it'. The right sidebar shows 'Upcoming events' and 'Recent activity'.

Open  Turnitin assignment by clicking its name in green.

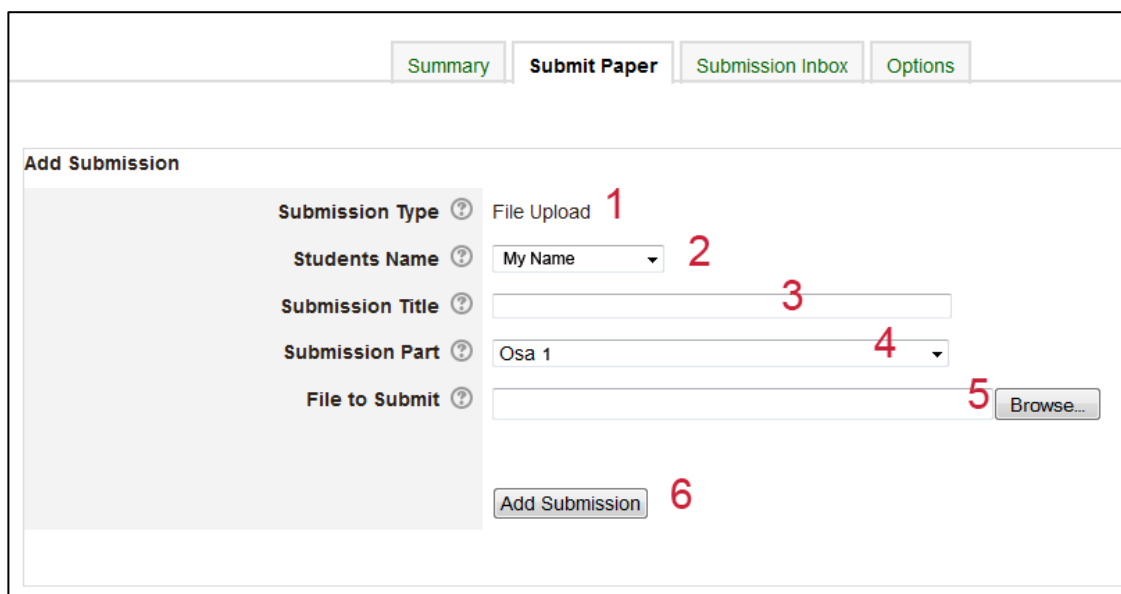
The screenshot shows the Turnitin assignment summary page. The 'Summary' tab is active, displaying the assignment name 'The thesis manuscript of part of it' and instructions. Below the instructions is a table with assignment details.

Assignment Part	Start Date	Due Date	Post Date	Max Marks
Part 1	5/11/12, 18:22	5/01/13, 18:22	15/01/13, 18:22	100

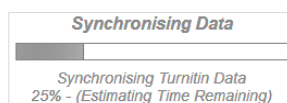
The Summary tab includes the instructions for the assignment and the information on the first and last day you can submit the assignment and the day the results will be published. In this view, you can also see the maximum marks on a scale if you are using it. (here 100/100).

## Chapter 5: Submitting an assignment

Click the Submit Paper tab, give the information on the assignment to be submitted and click Add Submission.





1. Preselected or free submission type. The recommendation is “File upload” i.e. uploading the file from the hard drive of your computer, memory stick or network drive to Moodle. An alternative is copy/paste transfer or settings that allow both options.
2. Your name. (Or select the student from the Students Name pull down menu who you will be submitting on behalf of!)
3. Give your text a name that describes the assignment.
4. If there are several assignments in the course, select the part you are submitting now. If the previous part has already been closed, the form will notify you of this and the text can be submitted to the next part in the list [e.g. Part 2].
5. Use Browse to find the file on your computer, network drive or memory stick.
6. In the end, confirm uploading by clicking ‘Add Submission’.



7. You will get an email confirmation with the subject line “This is your Turnitin Digital Receipt”. It means that the material has been successfully submitted to the system.



8. When you have submitted the text and its evaluation report is ready, the information on your assignment can be seen on the list. By clicking the % figure on the Similarity column, you can see the evaluation report.

Summary		My Submissions				
		Refresh Submissions				
Submission	Submitted	Similarity	Grade	Comments		
Modernism Status: Submission successfully uploaded to Turnitin.	22/11/12, 15:37	4% 	80/100	(0)		-

**NB!** If the Similarity column says “Pending” the analysis is still going on. That is, the text has been submitted correctly and you should not submit the same text again when the report is “Pending”. When the result is ready, there will be a percentage in the column. If the view is not refreshed, click “Refresh Submissions”.

**NB!** Even though the assignment settings can allow several submissions/reports on the same assignment (**recommendation**), a new version of the same assignment cannot be submitted on the same day: the assignment must be finalised “over the night”. This restriction is to avoid overburdening the service.

**NB!** In addition to these instructions, there are separate instructions for students on how to submit assignments on the fairUTU intranet site.

**Make sure that the file type you are submitting can be accepted by Turnitin:**

Microsoft Word (doc, docx), Microsoft Excel (xls), Corel WordPerfect, HTML, Adobe PostScript (ps, eps), Plain text (txt), Rich Text Format (rtf), Portable Document Format (pdf), OpenOffice (odt).

**Note 1:**

Text only files may not exceed 2 MB.

**Note 2:**

The .odt files of Open Office are recognized when using Turnitin directly. When using Turnitin through Moodle (as in UTU) the document has to be saved as .doc or .rtf before uploading it to Turnitin.

**Note 3:**

PDF documents must contain text to be submitted. PDF files containing only images of text will be rejected during the upload attempt.  
Word.doc is always better file type than PDF!

**Note 4:**

Users whose files are saved in a file type that is not accepted by Turnitin will need to use a word processing program to save the file as one of the accepted types. Rich Text Format and Plain Text file types are nearly universally available in word processing software. Neither file type will support images or non-text data within the file. Plain text format does not support any formatting, and rich text format supports only limited formatting options.



## Chapter 6: Examining the evaluation report

The evaluation process consists of the activities of the teacher, student and Turnitin program (see p. 4).

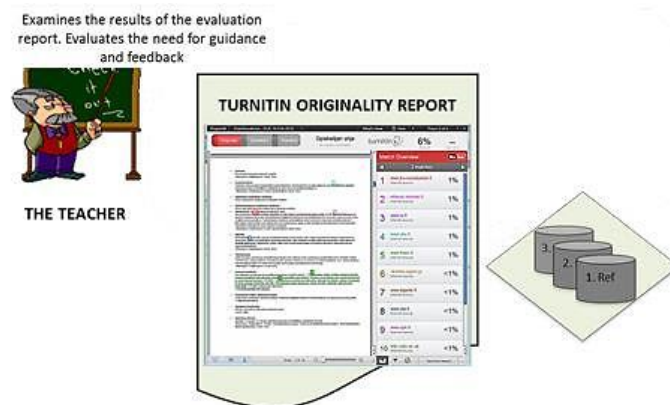


Figure: The technical phases of the evaluation process

**Ref. 1** is a comparison database consisting of indexed contexts openly available in the internet.

In 2013, there are over 37 billion pages in the database.

**Ref. 2** is a comparison database consisting of published literature not openly available in the internet.

Over 110 million articles are indexed.

**Ref. 3** is a comparison database where 150 to 200 thousand scripts are saved every day.

The database has over 300 million student works.

### Turnitin recognizes

- 1) The similarities of character strings in all content available openly in the internet, published publications indexed in the system by contract and contents saved in the system.
- 2) The similarities can present themselves through synonyms and translations from one language to another.
- 3) The similarities are always confirmed between the text that is being evaluated and the contents already indexed in the system.

### Turnitin does not recognize

- 1) Text saved in image format (eg. tiff, jpg, png)
- 2) Translation plagiarism completely reliably. The function is, however, in use.
- 3) Such published contents that the service provider does not have a contract on indexing.
- 4) New, unindexed contents.

## The Submission inbox view

Log into your course area. Open the Turnitin assignment by clicking its name. Select Submission inbox. You can see the assignments you or your students have submitted this far.

<div>Summary Submit Paper <b>Submission Inbox</b> Options</div>									
<div>Refresh Submissions Enroll All Students</div>									
<div>Search: <input type="text"/> Show 10 Entries</div>									
<div>First Previous 1 Next Last Showing 1 to 10 of 10 entries.</div>									
Student Submission	Paper ID	Submitted	Similarity	Grade					
Oppilas, Kaino - (2 Submissions)									
Osa 1: Expression of Normal and Mutant Ninja 1	333609508 2	30/05/13, 12:45 3	37% 4	5	6	-7	8		
Osa 2: El installation course work: emergency instruction	333356279	29/05/13, 10:13	94%			(0)			

1. Name of assignment. By clicking the link, you can see your text in its original form.
2. Account ID - the numeric identification number for a specific account (to Certificate!)
3. Information on the date of submission.
4. Information on the similarities. In a 100 page text, 37% means 37 pages.  
By clicking the color box, you can see Match Overview.
5. Grade information. If you have graded the content of students work.
6. The number in parentheses tells the number of feedback comments you have received.
7. Download Submission text
8. Delete Submission (from Moodle course, not form Turnitin database)

- **Student Submission** - a column containing the names and assignment title for Moodle students in the assignment. Clicking the name takes you to the Moodle user page for that student. If a student is enrolled in the Turnitin system but not enrolled in the Moodle system the student is listed as "Non Moodle Student". If the student is subsequently enrolled in Moodle the submission will be linked to the student account automatically. The number of submissions made by a student is included in brackets.
- **Submitted** – this column of the report contains the date and time of submission. Late submissions are color coded red.
- **Similarity** - this column contains a percentage indicating the overall similarity of the paper to information in the Turnitin repositories, 100% being 'fully similar', 0% indicating 'no similarity'. Clicking on the Similarity % icon opens the Originality Report.
- **Grade column** – this column either contains a grade and a pencil icon for editing the grade or if GradeMark has been enabled the column indicates if GradeMark is available. A red apple icon shows what papers can be accessed in GradeMark. A grey apple icon indicates that a submission is not available in GradeMark. No icon will appear if a student has not submitted a paper to the assignment or if GradeMark has not been purchased for the account. If the icon is available, click on the red apple icon to open a GradeMark window.
- **Download icon** – an arrow icon located to the right of the submission. Click on the icon to download a copy of the submission.
- **Delete icon** – a trash bin icon located to the right of the submission. Click on the icon to delete the submission from the inbox.
- **Refresh Submissions** – this option checks with Turnitin to see if more submissions have been entered or if new Originality Reports are available.

## The Originality view of the report

Select Originality(Check) as the report view by clicking the red **Originality** tab. The matching findings in the text are marked with different colours that correspond to the colours in the reference links on the right.

1. Originality tab selected

2. Match Overview sidebar

3. Similarity percentage (92%)

4. Match Overview title

5. Match Overview list

6. Match Overview list item 1

7. Match Overview list item 2

8. Match Overview list item 3

9. Match Overview list item 4

10. Match Overview list item 5

1. Print the report into a PDF file using Download PDF of current view for printing when you want to file the feedback report outside the Turnitin system. In the PDF report, the highlights are in grey. At the end of the report, there is a list of the matching sources and a summary of how the findings are spread among internet sources, publications and student papers.
2. The percentage of found correspondences in the text.
3. This shows the content grade you have received (cf. Submission inbox, point 5).
4. **Match Overview** shows the correspondences by main sources, in descending order from the highest percentage.
5. By clicking the source link or the percentage, you can see the **Match Breakdown** (see below). By clicking the smaller columns, you move to the **All Sources** tab, which shows all findings in detail.


6. Match Breakdown view

7. All Sources view

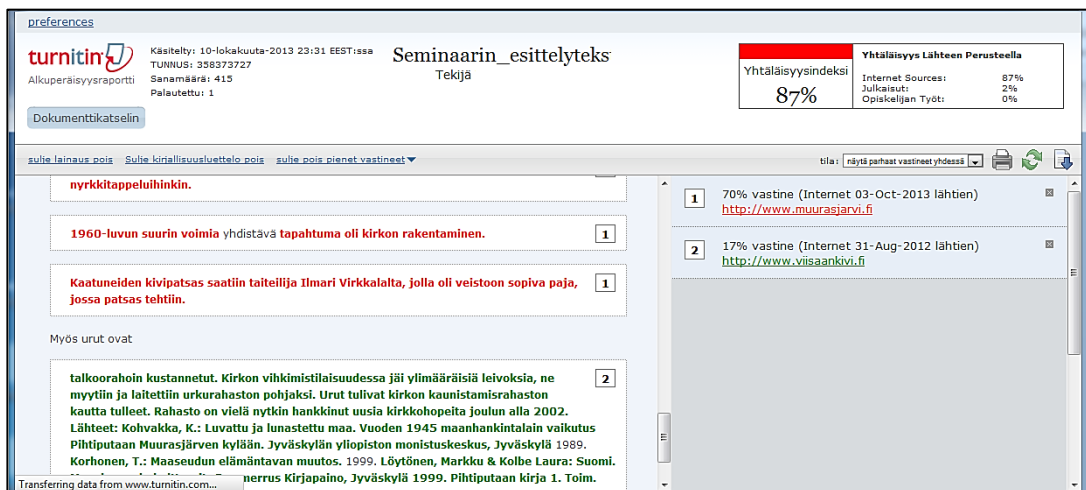
7. With **Match 1 of X** browsing, you can move to the next finding from the same source. The **View sources** function activates all the findings on the text view at the same time.
8. **Filter** simplifies the result, e.g. by excluding bibliographies and the smallest matches from the report.
9. Here you can find the **excluded matches** if you need them.
10. Text-Only Report view is very fast to use.

ORIGINALITY REPORT			
91 %	91 %	11 %	82 %
SIMILARITY INDEX	INTERNET SOURCES	PUBLICATIONS	STUDENT PAPERS
PRIMARY SOURCES			
1	www.klango.pl		37%
2	discussions.apple.com		26%
3	www.sybase.com.cn		8%
4	planete-bcast.inrialpes.fr		7%

## Processing the report in different display modes

If browsing the Originality Report is bothersome because the pages are updating so slowly, you can use the “Text-Only Report” -view. Click the icon. 

In the Text-Only Report -view, you see the inspected text without formatting, but the places with the same wording have been indicated clearly with frames. In connection to the reference link, the percentage of similarity, address link and the date when the document was saved to this address are marked.



The screenshot shows the Turnitin interface in the Text-Only Report view. The top navigation bar includes 'preferences', the Turnitin logo, and document details: 'Käsitelty: 10-lokakuuta-2013 23:31 EEST:ssä', 'TUNNUS: 358373727', 'Sanamäärä: 415', 'Palautettu: 1', and 'Seminaarin\_esittelyteks Tekijä'. The main content area displays a list of matches with their similarity percentages and source links. The bottom status bar indicates data transfer from www.turnitin.com.

Yhtäläisyysindeksi	Yhtäläisyys Lähteen Perusteella
87%	Internet Sources: 87%
	Julkaistut: 2%
	Opiskelijan Työt: 0%

tila: näytä parhaat vastineet yhdessä


1 70% vastine (Internet 03-Oct-2013 lähtien)  
<http://www.muurasjarvi.fi>

2 17% vastine (Internet 31-Aug-2012 lähtien)  
<http://www.viisaankivi.fi>

Myös urut ovat

talkoorahoin kustannetut. Kirkon vihkimistilaisuudessa jäi ylimääräisiä leivoksia, ne myytiin ja laitettiin urkurahaston pohjaksi. Urut tulivat kirkon kaunistamisrahaston kautta tulleet. Rahasto on vielä nytkin hankkinut uusia kirkkohopeita joulun alla 2002. Lähteet: Kohvakka, K.: Luvattu ja lunastettu maa. Vuoden 1945 maanhankintalain vaikutus Pihlputaan Muurasjärven kylään. Jyväskylän yliopiston monistuskus, Jyväskylä 1989. Korhonen, T.: Maaseudun elämäntavan muutos. 1999. Löytönen, Markku & Kolbe Laura: Suomi. nerrus Kirjapaino, Jyväskylä 1999. Pihlputaan kirja 1. Toim.

There are three display modes for the reference links: 1) show highest matches together, 2) show matches one at a time, 3) quickview (classic) report.

The results in the Text-Only Report -view can also be printed. By clicking the  icon you can download the original document to the desktop of your computer.

To return to the original work view, click the Document Viewer-button.

## Choosing the Internet browser

Turnitin functions flawlessly with Firefox browsers which are in accordance with the basic settings of the University of Turku. There are some problems with using Internet Explorer: the pages are updated more slowly and printing the originality report as a PDF-file does not necessarily work at all.

Unless you already use Firefox, open it on your work computer by navigating to Start → All Programs → Mozilla → Firefox. When printing the Originality Report: click on the “Print/Download” logo, select either “Download PDF of Current view for printing” (the text with its Match Overview and, at the end of the file, an analytical report of the results) or “Download PDF of digital receipt for printing” (which contains the following information: Paper ID, Paper title, Assignment title, Author, E-mail, Submission time, Total words, First 1000 words of the submission).



Originality GradeMark PeerMark

mandela BY PETER PAN

turnitin 100% SIMILAR OUT OF 100

Match Breakdown

Source	Similarity
Submitted to Turun yliopisto	100%
www.nelsonmandela.org	68%
in.answers.yahoo.com	28%
www.answers.com	27%
Submitted to UNITEC In...	26%

Exclude Sources

Text-Only Report

**Example 1: Literal plagiarism.** An exactly identical practice essay has been previously saved in the University of Turku database. This may be a case of self-plagiarism and the same text has been used in another course, or it is a case of copy-paste plagiarism of someone else's text.

Theoretically, it could be a case of an earlier draft version of the same text, used with another teacher (in another course area), but then the correspondance would not be 100 %, because there is no reason to test the same version of the text in different situations.

In addition, **A**: 68 % of both "UTU-texts" are identical to the text in nelsonmandela.org, **B**: 27 – 28 % is identical to the contents of two "answers" -sites, and **C**: 26 % is identical to another university's two texts. There are no quotes and no list of references.

1 ANTI-INTRUSION ALARM

Operating the alarm

First make sure all the all doors are closed.

The alarm is armed by pressing button A on the remote control.

With the alarm armed, the protections are active after 2 seconds (perimeter) and 30 seconds (volumetric). When the alarm is armed (on standby), any intrusion will trigger the siren for one second, accompanied by the direction indicators lighting up.

The alarm then goes back on standby. The triggering remains memorised. The warning lamp on button D flashes quickly when the alarm is deactivated by pressing the unlocking button E. This flashing stops when you switch on the ignition.

The siren is also triggered if there is a cutting of the electrical supply. To stop it, restore the electrical supply then press on the unlocking button F.

Note: If you want to lock your vehicle without arming the alarm, just lock with the key only. If you lock your vehicle and a door, or the boot, is still open, the central locking does not operate but the alarm will arm itself after approx. 40 seconds.

Note: The siren is automatically deactivated (for example for disconnecting the battery) as soon as the

Match Breakdown

Source	Similarity
Submitted to Turun yliopisto	96%
c6owners.org	10%

Exclude Sources

**Example 2:** In the Turnitin report, a weak paraphrase and a copied model of quotation are shown in the same way: there are gaps in copied sections the length of a declarative sentence in parts where the author has added results or values of their research in the middle of a plagiarised phrase. In this situation, it is questionable which comes first: the language or the contents. (This example is based on the comparison of two user manuals of different model versions : the concept is the same, but the details are different.)



## The management of the Originality view when checking article-based thesis

A special challenge for handling the Turnitin reports of article-based doctoral dissertations is a situation where some of the articles have already been published in electronic form, some are still in the review or publication phase or waiting for them.

In these situations, the articles uploaded for the plagiarism check get very different match overviews. When a doctoral candidate submits to Turnitin his or her article that has been published online, the cumulative value (in the grey top part) and the Match Overview of the first source is often 98–100%. The first source link of the Match Overview is a reference to the author's own publication.

So that this 'self-referencing' that covers 98–100 % of the report view would not drown the rest of the correspondence analysis view, it can be filtered out. Any other reference material can also be removed from the view if it is necessary for the result analysis.

You have the possibility to filter out links from the view by using the Filters & Settings menu.



See the videos:

### About OriginalityCheck

[http://turnitin.com/en\\_us/training/instructor-training/about-originalitycheck](http://turnitin.com/en_us/training/instructor-training/about-originalitycheck)

### Viewing Originality Reports

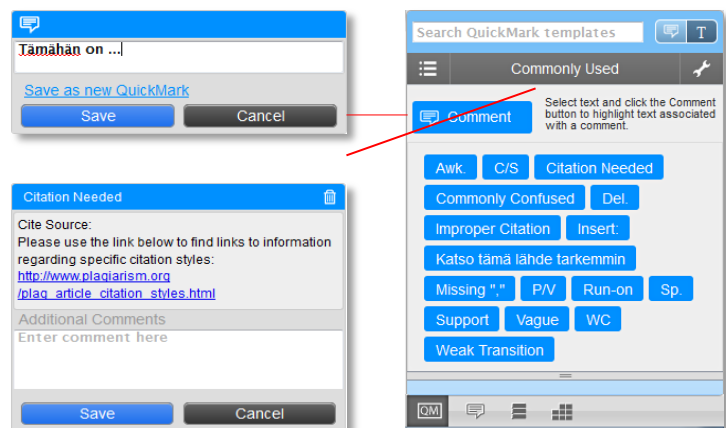
[http://turnitin.com/en\\_us/training/instructor-training/viewing-originality-report](http://turnitin.com/en_us/training/instructor-training/viewing-originality-report)

### Oxford Brookes University: How to Interpret Turnitin reports

<http://www.youtube.com/watch?v=1yYf8AihndI&feature=related>

## Comments in the text

With the GradeMark tools, the teacher can add feedback comments on the text under evaluation. They are either text or recorded oral feedback.



## Chapter 7: Forms of plagiarism

Plagiarism means borrowing someone else's material in a way that is against the general research ethical norms and presenting it as one's own. The common forms of textual plagiarism have been described as follows:

- 1) **"Copy and paste"** plagiarism means copying directly from the Internet, printed material, manuscripts etc. material produced by someone else and adding one's own name as the author to this kind of text. Direct translations without appropriate references are also "copy and paste" plagiarism.
- 2) **Word switch**; plagiarism by changing a word or words means copying a text from a source so that only slight changes are made to the source text, for example, by replacing words with their synonyms, leaving out references from paraphrases or describing a direct quote as a paraphrase.
- 3) **Self-plagiarism** means using the same content in several different assignments.
- 4) Idea, metaphor, concept or style plagiarism means following the reasoning of another author step by step so that the content of the work of another author is retold and the borrowed idea structure or way of expression is presented as one's own.
- 5) **Cooperative plagiarism** means complete or partial free riding in group work.
- 6) **Institutional plagiarism**: using assistants/ghost writers in preparing the texts.

The Turnitin system recognises plagiarism in categories 1, 2 and 3, also some plagiarism in category 4. Categories 5 and 6 are related to the background arrangements of producing a text and cannot be checked through comparing the text with the source texts.

- The most blatant form of **copy and paste** plagiarism is directly copying research or a thesis text by changing one's own name as the author. This kind of plagiarism is fairly rare.
- At the moment, the most common form of **copy and paste** plagiarism is using Wikipedia sources without references. The students' understanding about the limits and meaning of general knowledge as part of scientific argumentation has declined – more attention should be paid to this in teaching.
- So-called **on-line plagiarism** is also copy and paste plagiarism. It means copying online discussions held in other higher education institutions based on the same teaching materials and using them as the argumentation of one's own discussion assignment.
- **Covering traces/paraphrasing**: Turnitin full text search recognises synonyms and traces that have been covered by switching word/clause orders. The teacher's role in evaluating borrowings in this category is essential: sometimes the student has processed the information and internalised it so that it supports the argumentation in accordance with the assignment instructions, in other cases the student has distorted the information, made the reference in a wrong way or left it out altogether.
- **Self-plagiarism** i.e. using the same text, reasoning model or problem-solving method multiple times in different theses and publications without a reference to the previous texts is common. There are differences between disciplines on what is and is not appropriate recycling of one's own work. Gross cases of deceit are related to presenting the same thesis for different disciplines or faculties.
- **Plagiarism of idea, metaphor, concept or style** the Turnitin system can recognise only rarely, in cases where the same words are used in addition to the form. Plagiarism in this category is hard to recognise although its scientific significance can be high.
- **Cooperative and institutional plagiarism** is related to violations against the general principles of the academic community.

(See: Veikko Surakka et al: *Plagiointi opintosuorituksissa*. TTY 2003 – the classification is based on the typology of Cecilia Barnbaum, 2002.; vrt. Kari Silpiö, on the typology of Cecilia Barnbaum, 2002.; vrt. Kari Silpiö, *Opiskeluvilppi ja plagiointi korkeakoulujen opintosuorituksissa*, 2012, 77-78)

## Chapter 8: How to avoid plagiarism

The difference between acceptable and fraudulent use of source material surfaces when material collected as source information is processed and utilised as a part of your own text.

An authentic scientific text is composed by following good scientific practices, actively discussing with the source material and marking sources. Quoted information without appropriate references or with misleading references is plagiarism. Plagiarism turns into a fraud when the text is handed in for evaluation as a study attainment. This is when personal benefit as study credits is sought by misleadingly presenting personal work effort.

However, a student should not overuse references in every sentence of your work in fear of plagiarism. Information is always built on previous information, which can be openly used. Authenticity of deduction and expression becomes more important when advancing in studies. It is only at the level of doctoral dissertations that a mature and individual relationship to research data is required.

The teacher will not require the same things from course exercises, a bachelor's thesis and a doctoral dissertation. There are also some areas of information where similarities are acceptable and even necessary. As the studies advance the student will learn to recognize these disciplinary practices, and the teacher will take them into consideration when interpreting the results provided by Turnitin.

Two forms of similarities often found in Turnitin reports:

1. Weak paraphrasing: The source text has been written in own words, but it has been assimilated only superficially, and the text is too close to the source material (repeating the point of view and structure). The text does not serve the student's own point of view. Turnitin recognizes the source even when words have been replaced with synonyms, there are omissions and word and chapter order has been modified.
2. Copied method of argumentation. Turnitin recognizes translated phrases, sentences and chapters especially from texts written in some other language than the writer's mother tongue (usually English), where only the empirical results or numbers have been changed. If the entire text is built like this, the evaluator may have to ask which came first: the results or the (copied) expressions.

The Turnitin plagiarism detection software recognizes similarities of character strings and synonym based/translated similarities. Turnitin does not report suspicions of plagiarism. It merely points out the parts where there are similarities with a text in the database. The teacher or student must decide by themselves whether the findings need to be reacted to or whether the findings are completely natural (eg. bibliographical information).

Detected similarities can refer to:

- 1) references made precisely and correctly;
- 2) inadequate, careless or distorted textual references;
- 3) leaving the reference out, i.e. plagiarism;
- 4) word-for-word expressions that cannot be avoided in certain phenomena that must be described in an exact way.

The Turnitin evaluation reports will help you and your students to recognise areas of development in their skills in using scientific information. For the teacher, OriginalityCheck is part of thesis supervision and so the problems should be treated as manifestations of the maturity rate of the text – the extra work caused by deficiencies means further maturing the text.

## Chapter 9: Things to remember about theses

Remind your students to write this text to the page after the title page:

The originality of this thesis has been checked in accordance with the University of Turku quality assurance system using the Turnitin OriginalityCheck service.

The originality check is conducted and the certificate signed by you (as supervisor) prior to leaving the thesis in the faculty for preliminary examination.

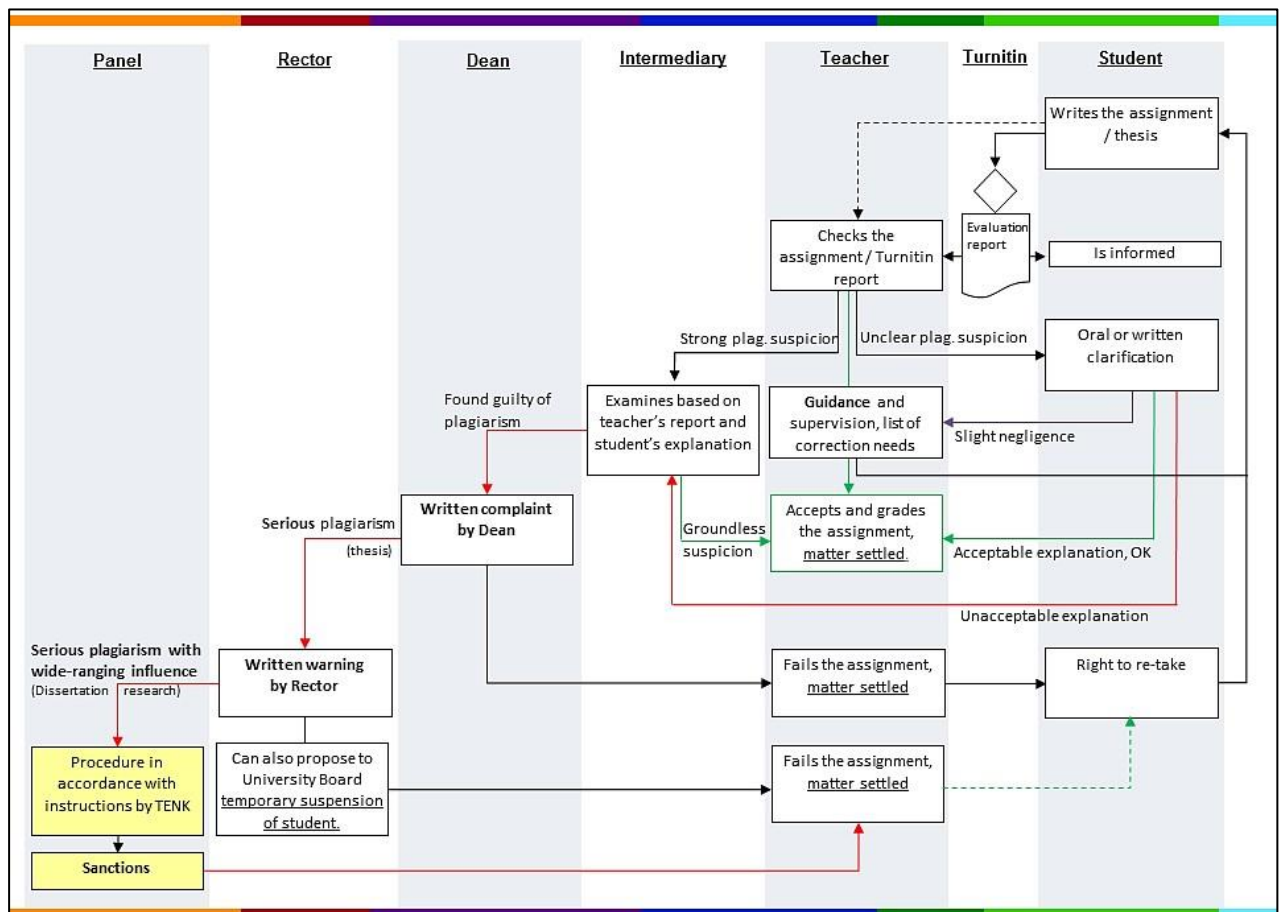
The form is titled 'Turun yliopisto University of Turku' and 'Todistus suoritetusta plagiaattitarkastuksesta Turnitin-järjestelmällä'. It contains several sections for filling in details about the thesis and the supervisor. The sections are: 'Tutkittavan nimi' (Thesis name), 'Tutkittavan tekijän nimi' (Author name), 'Tutkittavan tai sen muodostavien osa-artistikoiden ID-numerit Turnitin-järjestelmässä' (ID numbers), 'Tarkastuspäivämäärä' (Date), 'Tarkastajan nimi ja arvo' (Supervisor name and title), 'Tarkastajan lausunto' (Supervisor statement), and 'Päiväys ja allekirjoitus' (Date and signature). The statement section includes a checkbox for 'Tämä työ on arvioitu Turnitin-plagiatointijärjestelmällä. Olen analysoinut järjestelmän luottamusraportin ja sen nojalla totean työn lähimmäisten käytön hyödyntämisen käytännön mukaisesti toteutetuksi.' (This work has been evaluated using the Turnitin plagiarism detection system. I have analyzed the system's confidence report and on its basis I declare the work's use of others' work in accordance with the implemented practice.) and a checkbox for 'Olen tässä raportissa korvalla ja allekirjoitan sen. Tutkittavan tekijän ID-numero on tässä raportissa korvalla PEP-muutoksella.' (I am in this report with a stamp and I sign it. The author's ID number is in this report with a stamp PEP modification.)

## Chapter 10: If you suspect plagiarism

...the matter is dealt with according to the rules and regulations of the university:

- The University of Turku is committed to the procedures in accordance with the instructions *Good scientific practice and procedures for handling misconduct and fraud in science* published by the Finnish Advisory Board on Research Integrity.
- The *Ethical guidelines for learning* are in the beginning of this guide.
- More detailed instructions: *Ethical guidelines on studying and research at the University of Turku and procedures for handling misconduct* define the rights and obligations of the University's students and staff working in different roles in issues related to ethical operation. Plagiarism detection is discussed in Chapter 5 of the instructions.


The process described in the guidelines can be presented as a graph as follows:



The Turnitin plagiarism detection software is first and foremost a tool for interactive supervision and the teacher and the student should openly discuss the possible problems it recognises.

More detailed information about the proceedings in problem situations can be found in chapter 5 of the *Guidelines for Misconduct and Fraud at the University of Turku*, the Tasks of the Investigator and the theme chapter 5 of the FairUTU course (when you open the link, and log in to the FairUTU course).





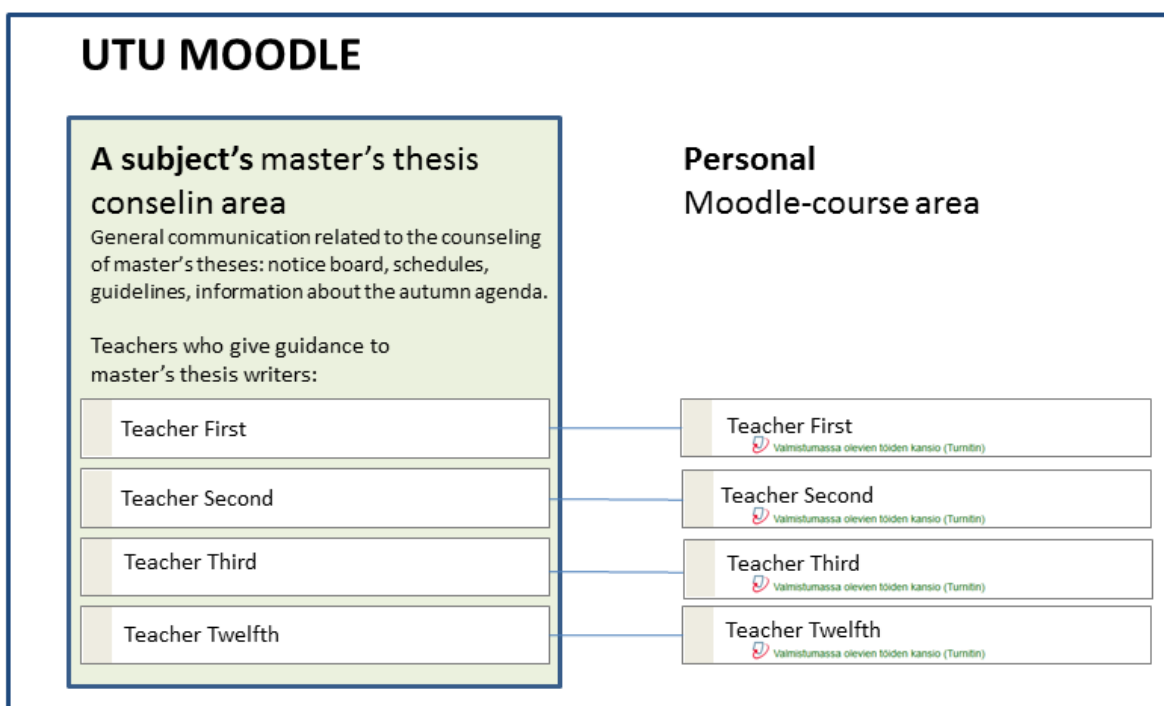
In practice, the teacher must always evaluate the intentionality of the possible plagiarism and whether the mistake can be corrected with guidance or whether it is a case of an intentional attempt of fraud. The student has a right to make mistakes – recognising and learning from mistakes is part of the process of learning scientific practices and values. By committing to the ethical guidelines for learning of the University of Turku you can protect yourself from problematic situations.

## Creating a common control area into Moodle

A central data security principle is that a teacher can enter another teacher's personal course area and its Turnitin assignment only in the role of a student, i.e. with restricted access. However, if two teachers share the responsibility of guiding a certain group, both teachers have the right to act as main teachers in the "personal" course area together, and thus view the results and the evaluation reports of all manuscripts of the Turnitin assignments submitted to this course area.

To support the counseling of final theses, a subject can use for example a "master's thesis counseling course" in Moodle. Through this course, the subject can inform about the activities, work instructions and academic events of master's thesis groups in a centralised way. In this common area, students can also utilise the guidance material of different teachers. The course area has a list of counseling teachers and of their personal course areas, where the Turnitin-assignments have been placed. This kind of two-level course page model is needed for managing the access rights connected to different roles. – If the assignments are placed directly to the main view of the course area, every teacher has access to each other's personal and student-specific evaluation data.

Exemplifying image



The guidelines and the teacher directory are created to the subject's common course area. The teacher's name is a link to the teacher's personal Moodle-course, in which Turnitin-assignments have been activated (the teacher has ordered e.g. a "ready-made package" through the fairUTU-page).

NB! The teacher's name must not be specified as a "metalink" in Moodle, because that would lead to a situation in which each teacher in the common course area gets the same access as the linked courses' teacher, and thus gets to see each teacher's own and their students' Turnitin-reports. This procedure is against the data security model of Turnitin.


If a course key is used, it can be the same for courses which are attached to the directory through the names of the teachers/supervisors.

The essential principle in this structure is that a teacher navigating (self-enrolment) to another teacher's course only gets into the course area with a student status. S/he can see the general contents of the course, but not (other) students' result lists and percentages nor other students' evaluation reports.

## Advice on error notifications and problem situations

### Error when submitting an assignment

In some cases, the Turnitin assignment activated to Moodle does not work properly. Submitting the text does not succeed. When the submitting has succeeded, the one who has saved (or the one in whose name the text is saved) always receives a notification to their email.

1. If the text stays for over 30 minutes in 'Pending' ('Odottava'), the assignment might be defective. To verify this matter, select the link Refresh Submissions (Päivitä palautukset) in the view Submission Inbox (Saapuneiden palautusten lokero).
2. If instead of 'Pending' an icon saying  Submit to Turnitin ('palauta Turnitiniin') is shown, the saving has failed. The reason for this might be the inappropriate format of the text to be saved.
3. If a notification saying "Turnitin API Base URL incorrect or unavailable" ("Turnitin sovellusliittymäpohjan URL on virheellinen tai ei saatavilla") is shown, there is a disturbance in the information network or the Moodle data transmission service,
  - First try saving the text in another saving area.
  - If this does not help, activate a new Turnitin-task in the Moodle-course. You can find directions on how to do this in the Turnitin Teacher Manual, chapter 2. Also view the guidance video (in Finnish).
  - When errors occur in saving, they are related to the functioning of Moodle, information transmission interface or the intranet of the university. Always report problems to the main user of Turnitin or to [helpdesk@utu.fi](mailto:helpdesk@utu.fi).

### Not possible to read a PDF – How can I open a closed PDF-file?

Turnitin cannot make a verification report of a PDF-file saved in a closed security format. When you are using a PDF-translator or an OCR-programme (Optical character recognition) to transform the closed PDF file into an open PDF file, you will need the password used when closing the document. You can also open the secured pdf-file with an image processing programme (e.g. PhotoShop) only if you know the password. Documents opened with an image processing programme and saved as "photographs" can be quite reliably read with an OCR-programme and transformed into a word.doc-format for Turnitin verification.

If the password cannot be found, the text must be printed and then scanned as page images so that it is possible to read it with an OCR-programme. There are free online OCR-services available on the Internet, and both very affordable and completely free downloads of OCR-programmes for personal use.

Always report problems to the main user of Turnitin or to [helpdesk@utu.fi](mailto:helpdesk@utu.fi).

## Chapter 11: Where can I get support?

- In technical problems, please contact: [helpdesk@utu.fi](mailto:helpdesk@utu.fi)
- In issues related to the process, please contact [totti.tuhkanen@utu.fi](mailto:totti.tuhkanen@utu.fi)
- If you suspect plagiarism, an investigator from your faculty will make a memo of the case. Both you and your student will be heard and the investigator will be an unbiased adviser to both parties. If the matter is dealt with in a hearing, the student can request support from the Student Union. A support person from the Student Union may accompany the student in the hearing.
- Answers to many questions can be found from the FAQ-section of the FairUTU- site.

### On Plagiarism:

- Barnbaum Cecilia: 2002 ja 2010. *Plagiarism. A Student's Guide to Recognizing It and Avoiding it.* [http://www.valdosta.edu/~cbarnbau/personal/teaching\\_MISC/plagiarism.htm](http://www.valdosta.edu/~cbarnbau/personal/teaching_MISC/plagiarism.htm) )
- Carroll Jude (2002): *A Handbook for Deterring Plagiarism in Higher Education.* Oxford Brookes University.
- Carroll Jude: *Addressing Plagiarism* (HEA 2010)
- Culwin, F. & Lancaster, T. 2001. *Plagiarism issues for Higher Education.* Vine 123.
- Harvey, Gordon 1998, *Writing with sources: a guide for students.* Indianapolis. Hackett Publishing Company.
- Neville, Colin 2007. *Complete Guide to Referencing and Avoiding Plagiarism.* Berkshire: Open University Press.
- Roig, Miguel: *Avoiding plagiarism, self-plagiarism, and other questionable writing practices: A guide to ethical writing.* 2006.
- Sutherland-Smith (2005): Pandora's box:academic perceptions of student plagiarism in writing. *Journal of English for Academic Purposes* 4, 83-95.
- Sutherland-Smith (2008): *Plagiarism, the Internet and Student Learning. Improving Academic Integrity.* London: Taylor & Francis.
- Whitley & Keith-Spiegel (2002): *Academic Dishonesty: An Educator's Guide.* Mahwah, NJ: Lawrence Erlbaum Associates.

*Good luck with the supervisory work!*