

# PLAGIARISM PREVENTION USING TURNITIN: INSTRUCTOR PROCEDURES

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INSTRUCTOR PROCEDURES FOR USING TURNITIN INTEGRATED WITH ILEARN (MOODLE VERSION 1.9)

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These guidelines are provided by the **Center for Teaching and Faculty Development** as part of their accessibility resources for **Universal Design for Learning**. **Universal Design for Learning** is a process of making course concepts accessible and skills attainable regardless of learning style, physical, or sensory abilities. Providing accessible instructional materials is for the benefit of everyone as accessibility removes the barriers individuals may face from obtaining the information.

For additional information on **Universal Design for Learning**, please visit the **Universal Design for Learning** web site online at <http://ctfd.sfsu.edu/udl>. For additional accessibility resources, please visit the **Center for Teaching and Faculty** web site online at <http://ctfd.sfsu.edu/accessibility-resources.htm>.



## PREFACE

To support faculty in their efforts to promote academic integrity, SFSU has recently renewed its license for the plagiarism detection product Turnitin. Since our last license expired, the product has undergone a number of changes, including:

- Turnitin is now integrated with iLearn, so you will not have to set up separate courses or give students enrollment IDs.
- In the past, you needed to set up special revision assignments to prevent students from being flagged as plagiarizing themselves. This is no longer necessary though you may still choose to set up additional assignments to allow for revisions.
- You'll find a choice of report formats and useful options such as "exclude direct quotations."

iParadigms, the developers of Turnitin, provide text and video documentation for students and faculty at <http://www.turnitin.com/static/training.html> (or go to [www.turnitin.com](http://www.turnitin.com) and select Training). Do not use the instructor quick start guide, which is designed for the standalone product. If you have never used iLearn before, see "iLearn for Turnitin Users," a one-page guide for setting up your courses found on page 13.

While these procedures use the common terms "essay" and "paper," Turnitin may also be used with any written assignment from lab reports to computer source code.

## INTRODUCTION: WHY USE TURNITIN?

As frustrated as teachers are with plagiarism, many are reluctant to use plagiarism detection products such as Turnitin. Some feel that these programs turn them into cops, suspicious of each and every student. Others feel that these programs are just another chore added to their already overwhelming workload.

Of course, these detection tools do neither. A culture of rampant plagiarism puts us at odds with our students and forces us to spend hours looking for original sources whenever our suspicions are aroused. Many are personally and morally offended by such copying. "Does she think I'm such a fool that I can't tell the difference between the writing of a first-year student and a professional?" "Do they know how hard I worked to develop an assignment that would allow them to synthesize their learning?"

And while some students cheat—knowingly breach academic ethics by copying the work of others, whole cloth or piecemeal—many others insufficiently cite for the simple reason that they just don't know how not to. They may come from an educational system that expects, even demands, unreferenced copying. They may know copying is wrong, but have not yet mastered the difference between legitimate paraphrasing and direct quotation. Indeed, in a series of faculty workshops, I have discovered that when instructors look back at their own

undergraduate work, most realize that they had innocently engaged in some form of plagiarism.

Tracking down sins of plagiarism is both time-consuming and pernicious, but there is an alternative. We can acknowledge that the appropriate use of sources is a complex, culturally-situated literacy practice, and that students need instruction and support in this area. We can offer Turnitin as “spell check” for citations, letting students submit their work, review Turnitin’s analyses and correct their errors. By doing so, we are able to reduce our workload and return to being teachers, not detectives.

## ALLOWING STUDENTS TO REVISE AND RESUBMIT

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We suggest that you give students one or more opportunities to correct citation errors uncovered by Turnitin. That said, you would not want to unlimited revisions, which might encourage some to game the system. There are two ways to set up assignments to allow reasonable attempts at revision.

### ALLOW RESUBMISSION

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Set the report timing to generate originality reports “immediately (can overwrite reports until due date.” Students will receive the first originality report quickly, **but will have to wait 24 hours for subsequent reports.** Students who wait until the last minute will have only one chance to revise. If a student tries to resubmit before the second or subsequent report is still being processed, Turnitin will issue a message explaining the need to wait 24 hours.

#### Advantages

- ◆ You only have to set up one iLearn assignment per essay.
- ◆ Students have another incentive to keep up with the work.

#### Disadvantages

- ◆ You only see the final integrity report, so you can’t tell which students struggled citing sources (or started by patching together direct quotations).
- ◆ If students have only a few days to complete an assignment, they will have at most one or two chances to revise. Some students (e.g., those who work or participate in athletic teams) may be disadvantaged by the 24-hour waiting period.

### SET UP THE INITIAL ASSIGNMENT AND ONE OR MORE REVISION ASSIGNMENTS.

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On the original assignment, set the report timing to generate originality reports “*immediately (first report is final).*” Students will be able to revise, resubmit and revise again without waiting 24 hours, but will be limited by the number of revision

assignments you set up. For most 1-20 page assignments, the original with three revision assignments should be enough.

### **Advantages**

- ◆ You can see the integrity report for each assignment. You'll be able to see which students who leave their citations until the final version, as well as those who start by pasting in large block of text from other writers.
- ◆ Students who work or have other obligations are not disadvantaged by the schedule.

### **Disadvantages**

- ◆ You have a little extra work to do, setting up additional assignments.
- ◆ Some students will only need one submission; others will use everyone you set up. If you check the integrity report online, you will have to scroll through all the assignments (extra work for you) or require students to submit their final version to a specific assignment (extra work for the students who cited everything perfectly the first time through).

## **BEFORE YOU START**

- You will need your nine-digit SFSU ID and PAC.
- You should have the Firefox browser installed. You can download it for free [from Mozilla at http://www.mozilla.com/](http://www.mozilla.com/).
- These procedures use the term *navigate* to direct you to different parts of a web page. You may navigate using a keyboard, mouse or (with appropriate software), voice commands.
- All fields are required unless otherwise noted.
- If you have never used iLearn before, begin with "iLearn for Turnitin Users" on page 13.
- iParadigms is in the process of introducing a new look for Turnitin. The functions have not changed, so these procedures will refer to the new version.

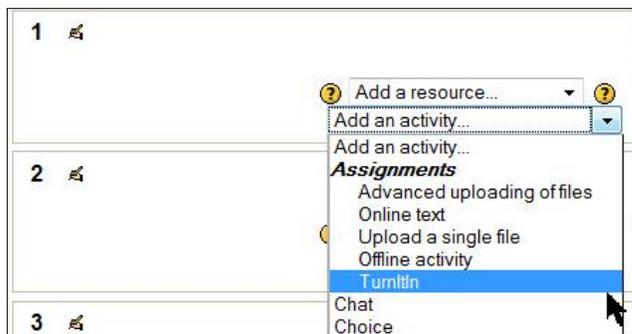
## LOGGING ONTO iLEARN TO EDIT A COURSE

1. Launch Firefox.
2. Key [ilearn.sfsu.edu](http://ilearn.sfsu.edu) in the location field and press **Enter**.
3. Key your SFSU ID in **SF State ID** and press **Tab**.
4. Key your PAC in **SF State Password** and press **Tab**.
5. Press **Enter** to select **Login**.
6. Navigate to the correct class and press **Enter** or click to select it.
7. Log onto iLearn and go to your course.
8. Select **Turn editing on**.




## SETTING UP A TURNITIN ASSIGNMENT

1. Follow the instructions "Logging onto iLearn to Edit a Course."
2. Under **Add an activity**, select **Assignments/Turnitin**.



3. Complete as follows. Unless otherwise noted, all fields are required:

**Assignment name:** Key in a title that will clearly identify the assignment for your students. *Do not use double quotation marks in this name.*

**Description:** Required. Repeat the title if you have no special instructions.

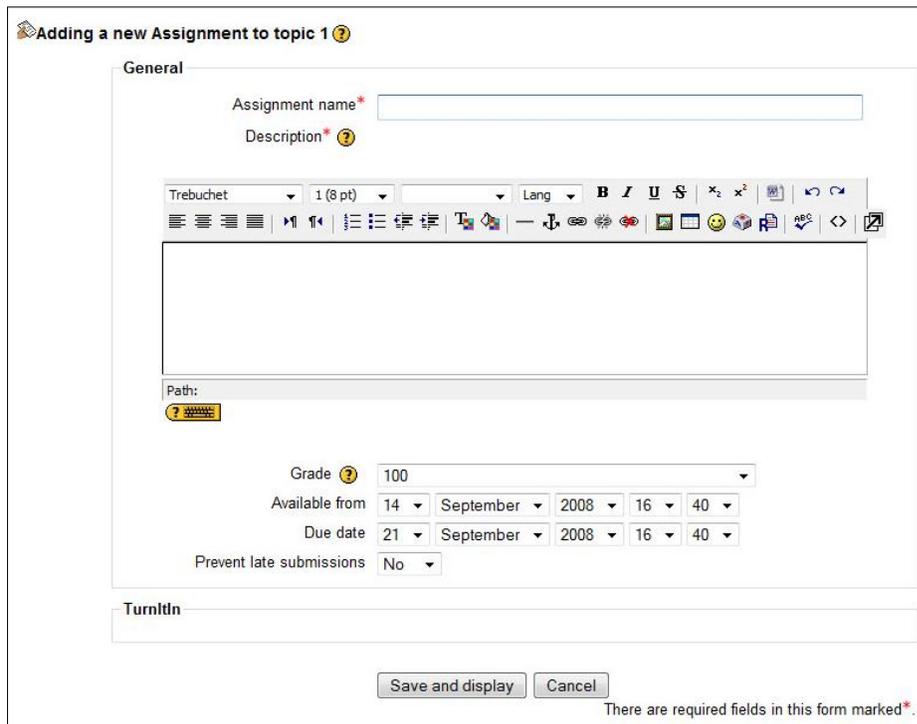
**Grade:** If you want the grade for this assignment to go into the iLearn gradebook, select a number between 1 and 100. Otherwise, select No grade.

**Available from:** Select the earliest date you will allow students to submit their work...

**Due date:** Select a date and time at least 24 hours after the date available, usually the actual due date.

**Prevent late submissions:** Select **No**. (Students can post assignments any time, but they will be flagged with the date and time submitted. You will enforce any late penalties based on this information.)

4. Select **Save and display**.



Adding a new Assignment to topic 1

General

Assignment name\*

Description\*

Trebuchet 1 (8 pt) Lang **B** **I** **U** **S**  $x_2$   $x^2$

Path:

Grade 100

Available from 14 September 2008 16 40

Due date 21 September 2008 16 40

Prevent late submissions No

Turnitin

Save and display Cancel

There are required fields in this form marked\*.

5. iLearn will display the Turnitin assignment page. Select **Try the New Turnitin** if it is available.
6. Select **more options**.
7. Select as follows:

**create a new:** paper assignment  
**Generate originality reports for submissions?**  
**yes**  
**Generate originality reports for student submission?** See "Introduction: Why use Turnitin?"

As frustrated as teachers are with plagiarism, many are reluctant to use plagiarism detection products such as Turnitin. Some feel that these programs turn them into cops, suspicious of each and every student. Others feel that these programs are just another chore added to their already overwhelming workload.

Of course, these detection tools do neither. A culture of rampant plagiarism puts us at odds with our students and forces us to spend hours looking for original sources whenever our suspicions are aroused. Many are personally and morally offended by such copying. "Does she think I'm such a fool that I can't tell the difference between the writing of a first-year student and a professional?" "Do they know how hard I worked to develop an assignment that would allow them to synthesize their learning?"

And while some students cheat—knowingly breach academic ethics by copying the work of others, whole cloth or piecemeal—many others insufficiently cite for the simple reason that they just don't know how not to. They may come from an educational system that expects, even demands, unreferenced copying. They may know copying is wrong, but have not yet mastered the difference between legitimate paraphrasing and direct quotation. Indeed, in a series of faculty workshops, I have discovered that when instructors look back at their own undergraduate work, most realize that they had innocently engaged in some form of plagiarism.

Tracking down sins of plagiarism is both time-consuming and pernicious, but there is an alternative. We can acknowledge that the appropriate use of sources is a complex, culturally-situated literacy practice, and that students need instruction and support in this

new assignment

📄 (general)

**create a new**  

paper assignment ▾

☰ (close options)

**Generate Originality Reports for submissions?**  

yes ▾

**Generate Originality Reports for student submissions**  

(immediately first report is final) ▾

**Allow students to see Originality Reports?**  

no ▾

**(submit papers to):**  

(standard paper repository) ▾

**(search options):**

- (student paper repository)
- current and archived internet
- periodicals, journals, & publications

submit

area. We can offer Turnitin as “spell check” for citations, letting students submit their work, review Turnitin’s analyses and correct their errors. By doing so, we are able to reduce our workload and return to being teachers, not detectives.

Allowing Students to Revise” for a complete explanation. Choose:

**immediately (first report is final)** if you will be setting up more than one Turnitin assignment for the essay, either to track student progress or to allow them quicker feedback for their revisions.

**immediately (can overwrite reports until due date)** to allow students to check and correct their work. Note that students will receive the first originality report quickly, but will have to wait 24 hours for subsequent reports. If students have submitted a report before the due date, they will not be allowed to resubmit after that date.

**on due date** if you consider the assignment to be a type of test.

**Allow students to see Originality Reports? yes**  
**(submit papers to): (standard paper repository)**  
**(search options):** Select all.

8. Select **Submit**.
9. If this is the first Turnitin assignment for a class or if students have been added since the last class, also select **View 0 submitted assignments**.



10. Select **Roster Sync** to populate Turnitin with the current roster of students.



## REMOVING ASSIGNMENTS

1. Follow the instructions "Logging onto iLearn to Edit a Course" on page 6.
2. To remove an assignment, select the X icon.



## UPDATING AND REMOVING ASSIGNMENTS

1. Follow the instructions "Logging onto iLearn to Edit a Course" on page 6.
2. Select **Update this Assignment** and follow the instructions for creating an assignment starting at step 3.



## VIEWING THE RESULTS ONLINE

(If you wish, you instead may instruct students to submit a print of the Originality Report.)

1. Follow the instructions "Logging onto iLearn to Edit a Course" on page 6.
2. Select the assignment.
3. Select View x submitted assignments.



4. Turnitin displays the report status for each student. For students who have submitted essays, the report column displays the percentage of the text that matches existing work. Select the box to see the full originality report.

| Diagnostic Essay         |                     | Roster Sync      |   | submit paper    |   |
|--------------------------|---------------------|------------------|---|-----------------|---|
| inbox                    |                     |                  |   |                 |   |
|                          |                     | (all papers)     |   | (marked papers) |   |
|                          |                     | (viewed papers)  |   | (new papers)    |   |
|                          |                     | delete           |   | download        |   |
|                          |                     | move to...       |   |                 |   |
| checkbox                 | author              | title            | report  | grade           | grademark   |
| <input type="checkbox"/> | Mcconkey, Christina | Diagnostic essay | 11%  | --              |  |
| <input type="checkbox"/> | Garrucho, Leighanne | Diagnostic essay | 8%   | --              |  |

# SUBMITTING AN ASSIGNMENT FOR A STUDENT: FILE UPLOAD

Note: To use this option, the student’s paper must be less than 10 MB and available in one of the following formats: Microsoft Word (doc, docx), Corel WordPerfect (wpd), PostScript (ps, eps), Adobe Acrobat (pdf), Hypertext Mark-Up Language (HTML), Rich Text Format (rtf) or plain text (txt).

1. Follow the instructions “Logging onto iLearn to Edit a Course” on page 6.
2. Select the assignment.
3. Select [**SUBMIT**].
4. For **submit a paper by**, select **file upload**.
5. Complete as follows:

**author:** Select the enrolled student from the drop down list or leave as *non-enrolled student*.

**first name, last name:** Key in name for a non-enrolled student.

**submission title:** Key in a title for the assignment.

6. Browse to select the file.
7. Select **Submit**.
8. Verify the text is correct. If it is the wrong file, select **cancel, go back**; otherwise, select **Submit Paper**.

submit paper:

**submit a paper by:**

**author**

**first name \***

**last name \***

**submission title \***

**browse for the file to upload \***

We currently accept document files of the following types: MS Word, WordPerfect, PostScript, PDF, HTML, RTF, and plain text. File size limit: 10 MB

submit paper: Step 2 of 2

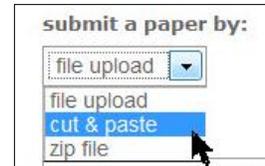
**Preview**

author's point of view. Because the world is changing little by little, our economic grew stronger and technology will expand. The time is different from when we are right now compare to the old time, technology had a strong affects on our human brains, people are less motivate to read a book and forgotten the knowledge of reading. Also there are many other factors that affect our reading skills - non English speaking parents, lack of reading programs, and family background. According to the research, students who watched television more than six hours scored lower points on reading assessment, while students who watched less than three hours scored better. This is not the student's

[cancel, go back](#)

# SUBMITTING AN ASSIGNMENT FOR A STUDENT: CUT AND PASTE

1. Follow the instructions “Logging onto iLearn to Edit a Course” on page 6.
2. Select the assignment.
3. Select [**SUBMIT**].
4. For **submit a paper by**, select **cut & paste**.
5. Complete as follows:



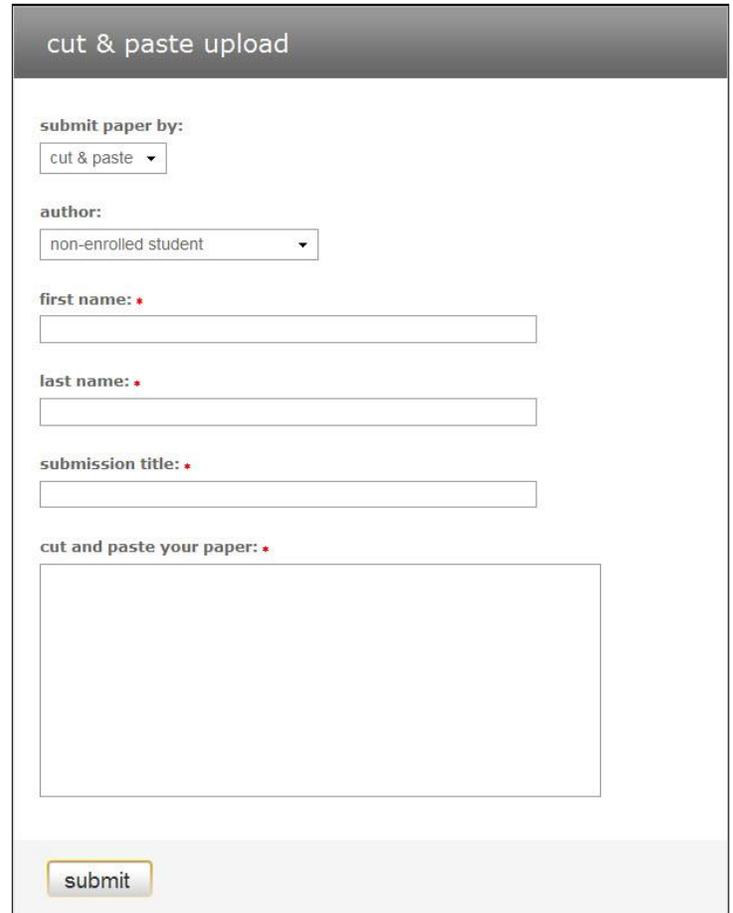
**author:** Select the enrolled student from the drop down list or leave as *non-enrolled student*.

**first name, last name:** Key in name for a non-enrolled student.

**submission title:** Key in a title for the assignment.

**cut and paste your paper:** Copy and paste the student’s paper in the box.

6. Select **Submit**.



A screenshot of a web form titled "cut & paste upload". The form contains the following fields:

- submit paper by:** A dropdown menu with "cut & paste" selected.
- author:** A dropdown menu with "non-enrolled student" selected.
- first name:** A text input field with a red asterisk.
- last name:** A text input field with a red asterisk.
- submission title:** A text input field with a red asterisk.
- cut and paste your paper:** A large text area with a red asterisk.

At the bottom of the form is a "submit" button.

# iLEARN FOR TURNITIN USERS

1. Follow the instructions “Logging onto iLearn to Edit a Course” on page 6.
2. Select **Settings**.



3. Complete only the fields below:

**Number of weeks/topics:** Select the number of essays or units that will be submitted to Turnitin.

**Availability:** This course is available to students.

4. Select **Save Changes**.
5. Repeat for each course.

**General**

Full name  ENG 0104-09 FIRST-YEAR COMPOSITION I Fall 2008  
 Short name  ENG010409-F08R  
 Course ID number  13452  
 Summary 

Trebuchet 1 (8 pt) Lang **B** **I** **U** **S** x<sub>2</sub> x<sup>2</sup>    

Write a concise and interesting paragraph here that explains what this course is about

Path:  

Format  Topics format

Number of weeks/topics 17

Course start date  25 August 2008

Hidden sections  Hidden sections are shown in collapsed form

News items to show  5

Show grades  Yes

Is this a meta course?  No - This course already has normal enrolments.

**Availability**

Availability  This course is not available to students

**Language**

Force language

**Roles**

Your word for Teacher

Your word for Student

## FREQUENTLY ASKED QUESTIONS: FACULTY

**1. I copied my course from my last semester iLearn and I get an error when I try to put in the assignment due dates for this semester.**

The iLearn copy utility does not set up an assignment on Turnitin. You need to delete the assignment from last semester and set up a new assignment.

**2. My students say that they can't submit their papers because the submission time has passed. But when I check, they still should have time.**

Because there have been some problems with timing differences, we recommend that you allow late submissions. You can still see when the work was submitted.

**3. My students have been able to submit their essays, but they say that they can't see the reports. What's wrong?**

First, check to see that you set up the assignment to "allow students to see originality reports" and generate reports "immediately." Update the assignment if needed.

If the parameters are set correctly, students may be looking at the wrong portion of the screen. Refer them to the student instruction sheet.

They may also only be seeing the gray box which indicates that Turnitin is still generating the report. The first report usually is generated quickly, but may be delayed if the system is busy. Students have to wait 24 hours for reports on resubmitted work.

**4. Some students have been added to my class. How do I resync the rosters?**

Select your latest assignment. Select **View x Submitted Assignments**. Select **Roster Sync**.

**5. I don't know what happened, but I ended up on the Turnitin home page with the system asking for my email address and password. What should I do?**

This problem arises if more than an hour has passed since your last activity on Turnitin or if you encounter certain programming errors. Go back to the course home page and then return to the Turnitin assignment.

**6. When I try to look at the instructor training video, it gives me two choices, both for instructors who have received account IDs and passwords. What ID and password should I use?**



You don't need an ID or password to see these videos, but they won't be much use to you since they cover setting up your profile and courses, functions that are automatically handled through the Blackboard or iLearn integration.

**7. iLearn says "View 38 submitted assignments," but there are only 25 students in my class.**

iLearn displays the number of submissions, not the number of students who have submitted assignments. If you allow students to resubmit their essays, this number will not match the number of students in your class.

**8. When I switch to the student role to check my assignment, I get "Moodle Integration Error. You have been dropped from this class on the Turnitin end by your instructor. Please contact your instructor if you think you are receiving this message in error. error: 230"**

As of this writing, the role-switch feature does not work with Turnitin.