



## About Turnitin: For staff

For Blackboard Vista 4.x

### Overview

**Turnitin** has been licensed by the University of Tasmania, as part of a range of strategies to help staff and students manage issues associated with academic integrity. Academic integrity is important to students and staff as it is about mastering the art of scholarship. By managing academic integrity, there is a higher level of confidence that the mark given to a student for a piece of work is fair, relative to the rest of the group. It also preserves the integrity of the awards given by the university.

**Turnitin** matches text in a submitted paper against its database of web pages, electronic journals and previously submitted work. **Turnitin** does not differentiate between correctly cited and unattributed work, this must be done by the lecturer when reviewing the **Turnitin** reports.

**Turnitin** doesn't identify all potential cases of plagiarism, as its data base doesn't contain all web pages, electronic journals, published or individually produced works. However it does provide a standardised tool to highlight text with a significant probability of being plagiarism.

**Turnitin** can be accessed through **MyLO**.

The **Turnitin** website: [www.turnitin.com](http://www.turnitin.com) provides a range of excellent demonstrations, training materials and documentation, to help **Turnitin** users.

### Assignment cover sheet

Various approaches have been developed to handle submission of the assignment cover sheet when assessable work is submitted electronically. Some schools require a signed paper based assignment cover sheet to be submitted with the electronic submission of the assessable work. Other schools require an electronic version of the assignment cover sheet to be included with the assessable work, the cover sheet is not signed.

**Turnitin** will only accept one file per student for submissions. If the assignment cover sheet is included as the first part of the student's file **Turnitin** will detect the form as a match on the first 8-10 submissions. After this number it will recognise the assignment cover sheet as a form and cease to match it on subsequent papers.

Having students submit only their assessable work to **Turnitin** and separately submit the assignment cover sheet, whether emailed to a specified address or physically posted is recommended. Check relevant School and Faculty procedures regarding submission of the assignment cover sheet with electronic submission.

### Turnitin – the easy way

Using a **MyLO Turnitin** assignment is the easiest way to setup a **Turnitin** assignment, have papers submitted to **Turnitin** and then review the **Turnitin** reports on individual student papers.

## Hints and Tips

### How long does it take to use?

- To setup a **Turnitin** assignment takes about 5 minutes.
- Submitting papers is done by the students so requires no staff time.
- The time to review a **Turnitin** report varies according to the length of the document. For 1000 words it is unlikely to take more than 3 minutes. To keep the time required to review **Turnitin** reports to about 30 minutes, two models for checking reports have been adopted. These are either that reports with 50% or greater matched text are reviewed; or a fixed number of reports, selected randomly, are reviewed.

### Supported software

#### PC (Windows XP/2000/Me/98/NT)

- Internet Explorer 5.5 and higher
- Netscape 7.0 and higher
- Mozilla Firefox

#### Mac (OS X/9)

- Safari 1.0 and higher
- Netscape 7.0 and higher
- Mozilla Firefox

### Student filenames

These should contain the student's id number- in a standard format - to ensure uniqueness. This provides easy identification by the course lecturer, but avoids the author being identified to external users of **Turnitin** who see the file name, if part of a submitted paper matches part of the text in an earlier submitted UTAS file.

**Turnitin** accepts the following file types:

- MS Word (.doc)
- WordPerfect (.wpd)
- PostScript (.eps)
- Portable Document Format (.pdf)
- HTML (.htm)
- Rich Text (.rtf) and Plain Text (.txt).

All files submitted to **Turnitin** must be text based. If a file type is not acceptable the contents of the file can be copied and pasted into **Turnitin's** "cut and paste" submission option.

For Macintosh files check that they have the appropriate PC file prefix, such as .txt for text or .doc for Word documents.

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### Large files

- **Turnitin** will accept single files of up to 10Mb. If a file is larger than this, it is likely to contain images, which **Turnitin** ignores. Remove the images from the file and resubmit it.
- Zipped files of up to 100Mb and containing up to 1,000 individual files will be accepted by **Turnitin**. If you need to submit more than this, divide the contents into two or more files.

### More information

- See **Turnitin: Getting Started – For Staff** and **Turnitin: Viewing Originality Reports – For Staff**.
- Information on academic integrity is available at <http://www.utas.edu.au/tl/supporting/academicintegrity>
- Tutorials and other support materials are available on the **Turnitin** website at [www.turnitin.com/static/training.html](http://www.turnitin.com/static/training.html)
- For further assistance email [turnitin.admin@utas.edu.au](mailto:turnitin.admin@utas.edu.au).

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