



About Turnitin

Turnitin is an Internet-based plagiarism detection service, which checks submitted documents against its database and the content of other websites.

Documents are assigned a **similarity score**, indicating the percentage of text in the uploaded document that matches text in other published documents or web pages. This is further detailed in a **similarity report**.



Turnitin Options

There are currently two methods for accessing Turnitin.

1. Turnitin In-Course Assignments
2. The Turnitin Self-Check Tool



Turnitin In-Course Assignments

Lecturers may choose to establish designated Turnitin drop-boxes in their respective myeLearning course shells. Documents submitted to these Turnitin Assignments may be added to the Official Turnitin Database, depending on the settings chosen by the Lecturer.

Once included in the Official Turnitin Database, the document is used to detect plagiarism in all future Turnitin Submissions. This is achieved by comparing new user submissions with those previously stored in the Turnitin Database.



The Turnitin Self-Check Tool

The Turnitin Self-Check Tool allows students to submit unlimited draft documents for analysis. This tool is quite handy, since the documents are not added to the Official Turnitin Database. It simply analyzes submissions and generates a similarity score/report.

Although the Turnitin Self-Check Tool allows for unlimited submissions, it is important to note some of its limitations.

1. Multiple/Parallel submissions are not supported. *Only one document may be submitted for analysis at a particular time.*
2. Similarity reports may take up to 24 hours to be generated.



Accessing The Self-Check Tool

Use the following steps to analyze a document with the Turnitin Self-Check Tool:

1. Login to the **Student Portal** at my.uwi.edu.
2. Select **myeLearning** from the (left) QuickLaunch Navigation Box or the (top) Menu Bar. *You will be taken to your myeLearning Dashboard.*
3. Under the (left) myeLearning Support Section, select **Access Turnitin Here**. *You shall see the Turnitin Course Page appear.*
4. Under the Assignment Area, click the **Turnitin Self Check** link (for the current academic year).



First Time Submissions

To submit your first document for analysis, simply click **Submit Paper** from the Turnitin Dashboard.

Submission Title	Turnitin Paper ID	Submitted	Similarity	
--	--	--	--	Submit Paper

1. Enter a Submission Title.
2. Drag and drop your desired file within the dotted box.
3. Accept the plagiarism policy.
4. Click Add Submission.

Once submitted, it may take up to 24 hours for a similarity score/report to be generated. You may close the Turnitin window and periodically return to this page to check on the processing status.



New/Re-submissions

After submitting your first document, your Turnitin Dashboard might appear to lack the functionality to add a new document for analysis. Don't be alarmed; it's as easy as clicking **Submit Paper** again.

Submission Title	Turnitin Paper ID	Submitted	Similarity	
5008 midterm	1033334279	5/11/18, 13:22	26%	Submit Paper

Your previous submission will be overwritten and a similarity score for your new document will be generated within 24 hours.



Downloading Similarity Reports

In addition to the similarity score that is displayed on the Turnitin Dashboard, a detailed similarity report can be downloaded by performing the following steps:

1. From the **Turnitin Dashboard**, click on your **Submission Title**. *This will open a new window containing additional reporting tools.*
2. On the **right menu**, you may toggle various options and filters. Click the **download** button (down arrow).
3. Select **Current View**, from the resulting dialogue box.



Frequently Asked Questions

I've submitted a paper to the Turnitin Self Check Tool, but it's stuck on 'pending'. Is there any way to speed up the time taken to generate a similarity score/report?

Unfortunately, this is a limitation of the Turnitin Service. If your paper remains in a pending state for longer than 24 hours, kindly confirm that your file meets the requirements listed on the adjacent section. For further assistance contact myeLearning@sta.uwi.edu.

My similarity score is 100%. How is this possible?

Perhaps you had previously submitted the same document at another institution, or convinced your friend to submit it on your behalf. For further guidance, contact myeLearning@sta.uwi.edu.



File Types and Size

If an assignment is set to allow any file type, Turnitin will accept any file:

- ◆ less than 40mb;
- ◆ has a minimum of 20 words; and
- ◆ is less than 400 pages.

If the assignment is set to allow only file types that Turnitin can check for originality, Turnitin will only accept files that can generate Originality Reports. This includes:

- ◆ Microsoft Word® (.doc/.docx)
- ◆ OpenOffice Text (.odt)
- ◆ WordPerfect® (.wpd)
- ◆ PostScript (.ps)
- ◆ HTML
- ◆ Hangul Word Processor file (.hwp)
- ◆ Rich text format (.rtf)
- ◆ Plain text (.txt)
- ◆ Google Docs via Google Drive™
- ◆ Adobe® PDF
- ◆ Microsoft PowerPoint® (.pptx, .ppt, .ppsx, and .pps)
- ◆ Microsoft Excel® (.xls and .xlsx)

If you are using an unsupported word processor, you may need to save your plain text file as .txt or .rtf in order to upload to Turnitin.

For further information on file restrictions, refer to the Official Turnitin Documentation at <https://guides.turnitin.com/> and navigate to the **Student Guides** section.



QUICK START GUIDE



FOR MORE INFORMATION

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STUDENTS