

Turnitin

“Turnitin is a tool designed to support students in their writing by identifying writing that is paraphrased, requires citation, or has a component of plagiarism. Papers submitted to Turnitin may be compared against billions of Internet documents, archived Internet data that is no longer available on the live web, a local repository of previously submitted papers, and subscription repository of periodicals, journals, and publications.”

<http://www.umsl.edu/services/ctl/techguides/facultytechguide.html#t>

Protocol

- 1) Prior to submission, students should be notified (i.e. course syllabi, instructions, rubric, etc.) that they will submit their assignment through Turnitin. Students may be told to turn in the paper with the Turnitin originality report.
- 2) Turnitin software is housed in Information Technology Services (ITS) and is accessible through the assignment feature in Canvas. If you'd like to use Turnitin with MyGateway (Blackboard), you will need to have students turn their assignments in through the Writing Center. Call or [email Chris Schott](#) in the Writing Center for assistance on accessing Turnitin through MyGateway (314-516-5613).

Since Turnitin and software like it is best used as a tool to improve writing (rather primarily as a device to catch student plagiarism), we strongly recommend that low or no point drafts be submitted prior to the final paper to enable students to see the originality report. This report should be used by the student to improve the paper prior to final submission.

- a. To make an assignment a Turnitin assignment in Canvas, go to the Assignments area in your course and click the **+Assignment** button to create a new assignment. Add all of the information you would typically add like assignment name, description, # of points, due date, etc.
- b. Under the heading Submission Type, use the dropdown menu to find External Tool – then click the **Find** button to locate Turnitin (pictured below).

Submission Type

External Tool

External Tool Options

Enter or find an External Tool URL

<http://www.example.com/launch> Find

Load This Tool In A New Tab

- c. This opens a new window – scroll down to Turnitin (close to the bottom of the list). Click on Turnitin and click Select.

Configure External Tool

[Roll Call Attendance Tracker](#)
A very handy tool for creating seating charts and keeping track of attendance.

Turnitin

[Vitalsource Books](#)

[VitalSource Bookshelf](#)

[Voicethread](#)

URL:

to use this tool the domain must match turnitin.com

Load in a new tab

Cancel Select

- d. Click the **Save** or **Save & Publish** button to save your assignment.
- e. The first time you click Save for a Turnitin assignment, you'll be sent to a page to agree to terms and conditions. This will only happen the first time you make a Turnitin assignment.
- f. After agreeing, you'll be taken to the Turnitin Assignment Inbox for the Assignment where student work will be stored and analyzed. You can also change certain settings for Turnitin within this area by clicking the **Settings** button (pictured below).



- 3) After submission, Turnitin will produce an *originality report* which highlights similarities in content between the student's work and the database.
 - i. Note: The originality report may highlight correctly documented/cited content. *Please review the originality report carefully prior to grading.*
- 4) Once the originality report is created, the report should be used to help students to develop better writing habits and skills. Many faculty encourage students to use TurnItIn during the draft stages of writing to identify sections with liberal paraphrasing. Students have the opportunity to improve the paper and learn how to synthesize material from multiple sources. When final papers are presented, students should have improved the paper so the originality report allows the student and instructor to be confident that the paper is truly the work on that student.
- 5) If there are concerns with academic dishonesty, please follow the steps below. At any time, faculty members can contact Tanisha Stevens, Director of the Office of Academic Integrity/Affairs at (314) 516-5304 for advice on how to proceed.
 - a. Faculty members should make an academic judgment about the student's grade on that work. In most cases, students receive either a "0" or failing grade on the work in question (revisions, alternative assignments, etc. are up to the discretion of the faculty member).
 - b. Faculty members should send a written statement of the incident in question that includes the student's name, student's number, date of alleged incident, grade received for the work, documented evidence (Turnitin originality report) as well as any additional information deemed relevant to the incident.
 - c. The Office of Academic Affairs will investigate the reported student misconduct, give the student the opportunity to present a personal version of the incident or occurrence, then set forth a disciplinary sanction appropriate to the act of dishonesty (notifications of the decision will be submitted to all involved parties by mail/email). A record of the student's charge will also be kept in the Office of Academic Affairs.