

Class ID: \_\_\_\_\_

Enrolment password: \_\_\_\_\_

(Your lecturer or tutor will provide these)

## Turnitin.com for Students: What it is, and how to use it

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### What is Turnitin.com?

Turnitin.com is an electronic plagiarism detection service that is used by many universities world-wide. When a student's assignment is turned in to the system it is matched against millions of Internet pages, electronic journals and a constantly increasing database of all previously and concurrently submitted assignments. Teaching staff receive a report from Turnitin that can be used as a resource to assist staff in making a judgement as to whether a student's work is plagiarised.

### Understanding the issues surrounding plagiarism

Before you submit your assignment to Turnitin you will want to ensure that you have not plagiarised any text in your assignment. The best way to do this is to know what plagiarism is, know how to cite and reference correctly and how to paraphrase. To learn correct referencing techniques:

1. Ask your lecturer, course co-ordinator and/or your tutor about the referencing style you should use and about appropriate referencing guides and guidelines for your department.
2. The Student Learning Centre (SLC) at [www.slc.auckland.ac.nz](http://www.slc.auckland.ac.nz) has both hard copies and on-line resources outlining correct referencing and offers various workshops on referencing.
3. Check [www.cite.auckland.ac.nz](http://www.cite.auckland.ac.nz) for online support and solutions.
4. Check <http://www.library.auckland.ac.nz/instruct/ref/ref.htm> for lists of referencing styles used at the University of Auckland.
5. Consult the University's 'Guidelines: Conduct of Coursework' at <http://www.auckland.ac.nz/uo/about/teaching/plagiarism/plagiarism.cfm>
6. <http://www.plagiarism.org> provides a definition of plagiarism and numerous self-help tips on correctly citing and quoting work, paraphrasing and referencing

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### Using Turnitin

Turnitin.com is an on-line resource, so you will need an Internet connection to use it. It can be used from any location, on- or off-campus.

To access University computers you will need your NetID and UoA password. You can obtain these at the IC Helpdesk at the Information Commons on the City, Grafton and Epsom Campuses.

It should take you less than five minutes to submit an assignment to Turnitin.

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### 1: Accessing Turnitin on campus

*If you are on campus then follow the steps below to access Turnitin through the Library EZproxy system. This means access will be at full speed without traffic counting against any data cap. If you are accessing Turnitin from off-campus then you may prefer to go straight to [www.turnitin.com](http://www.turnitin.com).*

1. Go to [www.library.auckland.ac.nz](http://www.library.auckland.ac.nz)
2. Click on the **Databases & Article Searching** link
3. Click on the letter 'T' in the Databases A-Z area
4. Find the **Turnitin link** on this page and click on it.
5. Click on **Connect (campus only)**

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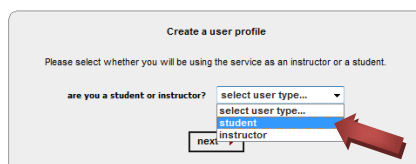
## 2: Creating a user profile

When you first use Turnitin you must set up your personal user profile. You only need to do this once to create the login and password you will use to login to Turnitin in the future.

1. Go to Turnitin (see steps in Section 1 above)
2. From the Turnitin.com homepage click on **New Users** in the top right corner.



3. Select 'student' as your 'user type' and click 'next'.



4. Enter your class ID and enrolment password that you have been given by your lecturer/tutor. Do not borrow the class ID and enrolment password from students in other streams of the same class.
5. Enter your e-mail address and click 'next'.
6. Choose your password and click 'next'.
7. Select a secret question and answer combination that you will be asked if you forget your password and click 'next'.
8. Enter your name and click 'next'.
9. Read the user agreement and click 'I agree – create profile'. Clicking "I disagree" will cancel the process of creating your profile.

You have now created your personal user profile and can enrol into classes specified by your lecturer.

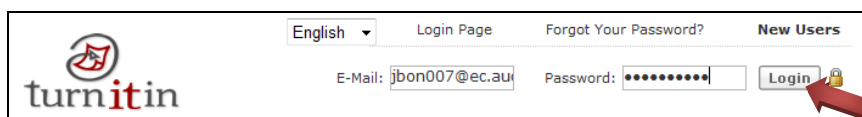
**Note: Your Turnitin user profile (email and password) can be used for all the courses at University that require you to use Turnitin. You do not need to create a new login for each different course.**

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## 3: Joining a class

If you have previously used Turnitin, you do not need to create a new user profile. You can use the same e-mail address and password. Follow the steps below to enrol in Turnitin for a different course.

1. Go to Turnitin (see steps in Section 1 above)
2. Enter your email address and password and click 'Login'.

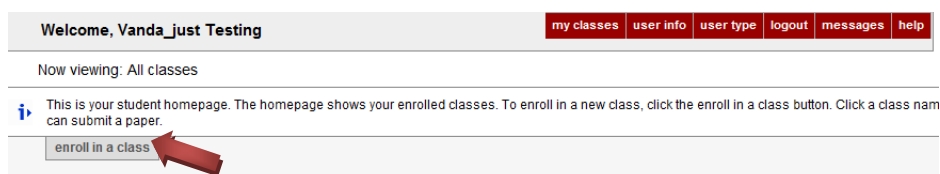


### Forgotten your Turnitin password?

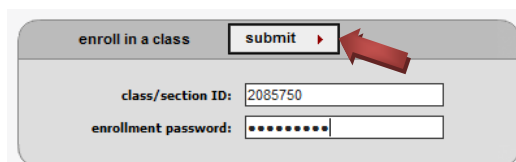
You can reset your password by doing the following:

1. Go to [www.turnitin.com](http://www.turnitin.com) and click on the 'Forgot your password?' link.
2. Enter your e-mail address and click 'submit'.
3. You now have 2 options to have your password reset:
  - a. If you can remember the secret question and answer you entered when registering, you should select the question from the drop-down list provided and enter the answer and click on 'next'.
  - b. If you cannot remember your secret question and answer you entered when registering, click on the blue 'click here' link. Turnitin will send you an e-mail, which you should open and follow its instructions to reset your password.

3. Click on the 'enroll in a class' link.



10. Enter the class id and enrolment password provided by your lecturer and click 'submit'. Do not borrow the class ID and enrolment password from students in other streams of the same class.



*You are now enrolled and can submit assignments for this class via Turnitin. Follow the same steps for every course that requires you to use Turnitin.*

## 4: Submitting an assignment

**Note:** for each assignment you are asked to submit, you are **only able to submit your work once**. If you wish to resubmit your work, please contact your lecturer/course coordinator.

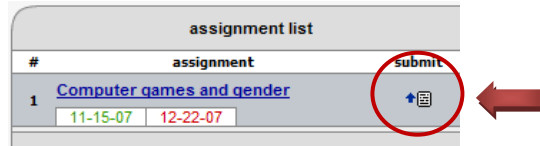
Once you have enrolled in a class (Step 3), you can submit your assignment to Turnitin. Assignments can be submitted in the following file formats:

File format	File extension
MS Word	.doc or .docx
WordPerfect	.wp or .wpd
Rich Text Format	.rtf
PDF	.pdf
Postscript	.ps
HTML	.html or .htm
Plain text	.txt

1. Go to Turnitin (see steps in Section 1 above), enter your email address and password and click 'Login'.
2. On your homepage (the first page you come to from logging in) you will see your class list, showing all the classes you have enrolled in. Click on the name of the class for which you are submitting an assignment.

University of Auckland: University Library				
class ID	enter a class	instructor	status	drop class
2085750	<a href="#">Gender and Gaming</a>	<a href="#">Ivanovic, V.</a>	active	<input type="checkbox"/>
2097993	<a href="#">Poetics of video games (Tuesday 5pm tutori...</a>	<a href="#">Ivanovic, V.</a>	active	<input type="checkbox"/>

- You are now on the 'class portfolio' page. Click the 'submit' icon alongside the assignment name for which you wish to submit an assignment.

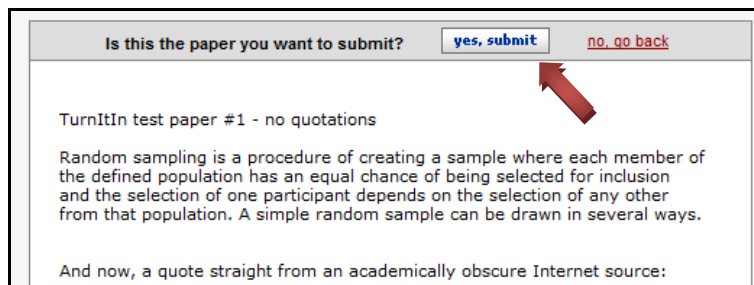


There are two methods you can use to submit your assignment: file upload or cut and paste.

### The file upload method

- From the drop down menu alongside the text 'Submit a paper by' select 'file upload'.
- Enter a title your submission. You may also want to enter your Student ID number together with your essay title.
- Click the 'browse' icon.
- Navigate to your assignment file in the same way you would when opening a file in Word (double click on your assignment file name).
- Click 'submit'.

- The text from the document you selected will appear. Check it is the correct document, if so, click 'yes submit' to confirm your submission.



- Turnitin will display a digital receipt – the confirmation that your assignment has been received. You can note the paper ID number and/or print this out for your records. You will also receive an electronic receipt (via e-mail) of your submission.

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## The cut and paste method

1. From the drop down menu alongside the text 'Submit a paper by' select 'cut & paste'.
2. Enter a title for your submission. You may also want to enter your Student ID number together with your essay title.
3. Cut and paste your assignment into the text box.
4. Click 'submit'.

Use right-click > Paste or Ctrl-V to paste the text of your assignment into the box.

5. Turnitin will display a digital receipt – the confirmation that your assignment has been received. You can note the paper ID number and/or print this out for your records. You will also receive an electronic receipt (via e-mail) of your submission.

*You have successfully turned in your assignment.*

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## Help using the Turnitin system

If you come across problems when trying to submit your assignment to Turnitin, there are several avenues of help available to you:

- If you are in a University computer lab, talk to the IT assistant or ask at the IC Helpdesk.
- Go to [www.turnitin.com](http://www.turnitin.com), and click on 'Training'. Here you can take the 'Student quickstart' or the 'Student tutorial'. These offer you step-by-step instructions and explain the functions of each page in detail.
- If you are still having problems with Turnitin, talk to your lecturer/tutor.