TURNITIN: AN ELECTRONIC RESOURCE TO DETER PLAGIARISM

The University of Toronto has a license for the unlimited use of Turnitin.com by our instructors. Turnitin.com is an electronic resource that assists in the detection and deterrence of plagiarism. It is widely used by universities in the United States and by a growing number of universities in Canada, and has over 2,000 registered institutions and over 200,000 registered users from 51 countries. The Turnitin.com database searches over 4.5 billion pages on the Internet, millions of published works (including ABI/Inform, Periodical Abstracts, Business Dateline, and tens of thousands of electronic books), and currently holds over a million previously submitted papers (including paper mill essays).

USING TURNITIN.COM AT THE UNIVERSITY OF TORONTO

U of T instructors who establish Turnitin accounts have access to the following:

• originality reports for all student assignments submitted through Turnitin;
• the ability to email one or all students enrolled in your class, and;
• the ability to create separate sections for Teaching Assistants or co-instructors.

CONDITIONS OF USE AT THE UNIVERSITY OF TORONTO

The use of Turnitin.com by our instructors is completely voluntary. Those wishing to use Turnitin.com in their courses should be aware of the following conditions of use:

1. Turnitin.com is a tool that will assist in detecting textual similarities between compared works. Instructors must exercise their independent professional judgment in, and assume responsibility for, determining whether a text has been plagiarized or not.
2. Students must be informed at the start of the course that the instructor will be using Turnitin.com.
3. The course syllabus must include the following statement: “Normally, students will be required to submit their course essays to Turnitin.com for a review of textual similarity and detection of possible plagiarism. In doing so, students will allow their essays to be included as source documents in the Turnitin.com reference database, where they will be used solely for the purpose of detecting plagiarism. The terms that apply to the University's use of the Turnitin.com service are described on the Turnitin.com web site”.
4. Turnitin.com is most effective when it is used by all students in a particular course; however, if and when students object to its use on principle, a reasonable offline alternative must be offered. There is a wide variety of non-electronic methods that can be used to deter and detect plagiarism; for example, to require that all rough work is handed in with the paper or that the student include an annotated bibliography with the paper. We ask that instructors consult with the Centre for Teaching Support & Innovation when establishing these alternatives.
WHAT IS TURNITIN.COM AND HOW DOES IT WORK?
Turnitin.com is an electronic resource that assists in the detection and deterrence of plagiarism. Instructors using this tool set up “virtual classes” to which students submit their assignments electronically. Each submitted paper is checked for textual similarity using millions of resources stored in the Turnitin.com database. Once analyzed, originality reports are generated within 5-10 minutes for instructors, highlighting questionable areas. The Turnitin originality reports can save instructors time in the investigation of the originality of student work and can allow for efficient citation verification. Using this information, as well as any other relevant information, it is then up to the individual instructor to determine if these passages represent plagiarism.

All work submitted to Turnitin is checked against three databases of content:

- A current and archived copy of the publicly accessible Internet (more than 5 billion pages updated at a rate of 30-40 million pages per day);
- Millions of published works (from ABI/Inform, Periodical Abstracts, Business Dateline, ProQuest, the Gutenberg Collection of literary classics, and tens of thousands of electronic books);
- Millions of student papers submitted to Turnitin since 1996.

WHAT ARE THE ORIGINALITY REPORTS?
For each paper submitted to your account an Originality Report is generated by Turnitin. This report highlights any suspicious passages that match other materials in the Turnitin database or on the web. Please remember that these reports do not indicate whether a student has plagiarized but simply help to identify sources that contain textual similarities in submitted papers. The instructor must use his/her own judgment to determine if plagiarism has occurred. For information on what constitutes plagiarism at UofT consult the Code of Behaviour on Academic Matters (www.governingcouncil.utoronto.ca/policies/behaveac.htm) and/or your department or division.

HOW DO I SET UP AN ACCOUNT?
For new accounts, please contact portal.help@utoronto.ca.

If your first use of Turnitin was through our Learning Portal, the integration would have created an account for you using the email address associated with you in the Portal. To access this account on the Turnitin website you will need to use the Reset Password tool, available on the Turnitin Login page.

IMPORTANT CONTACTS
Instructors who have questions about the process for the handling of academic offences should contact their department/division (in many cases this would be the undergraduate chair or associate chair/dean). In addition, divisional offices (or individuals) are also available to provide advice regarding particular academic integrity issues or to discuss a specific situation. These include:
• Kristi Gourlay (Manager, Office of Student Academic Integrity) at 416-946-5810 or 
kristi.gourlay@utoronto.ca
• Lucy Gaspini (Manager, Academic Affairs, Office of the Dean, UTM) at 905-828-3964 or 
lucy.gaspini@utoronto.ca
• Eleanor Irwin (Dean's Designate, University of Toronto at Scarborough) at 
irwin@utsc.utoronto.ca
Emma Thacker (Associate Director, Graduate Affairs) at 416-946-3102 or 
em.thacker@utoronto.ca

ADDITIONAL RESOURCES

• Academic Integrity at the University of Toronto
  www.academicintegrity.utoronto.ca
• Code of Student Conduct
  www.governingcouncil.utoronto.ca/policies/studentc.htm
• Code of Behaviour on Academic Matters
  www.governingcouncil.utoronto.ca/policies/behaveac.htm

TURNITIN – CONDITIONS OF USE
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2. **Students must be informed at the start of the course** that the instructor will be using Turnitin.com. The course syllabus must include the following statement:

   " Normally, students will be required to submit their course essays to Turnitin.com for a review of textual similarity and detection of possible plagiarism. In doing so, students will allow their essays to be included as source documents in the Turnitin.com reference database, where they will be used solely for the purpose of detecting plagiarism. The terms that apply to the University's use of the Turnitin.com service are described on the Turnitin.com web site”.

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A GUIDE FOR INSTRUCTORS

A full length Manual for Instructors is available on the Turnitin.com website. Please see this online guide for more detailed instructions and for information on the advanced features.

For instructors wanting to set up a new account, please contact portal.help@utoronto.ca.

FREQUENTLY ASKED QUESTIONS

1. What is Turnitin.com and how does it work?
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* Millions of published works (from ABI/Inform, Periodical Abstracts, Business Dateline, ProQuest, the Gutenberg Collection of literary classics, and tens of thousands of electronic books);
* Millions of student papers submitted to Turnitin since 1996.

2. How can I sign up to use Turnitin.com?
The University of Toronto has purchased a license for this program allowing all of our instructors and students to use this service at no cost. However, individuals must register and set up their own user profiles. To do so, link to http://www.turnitin.com and follow these easy steps:

Create a user profile
1. Click on the New User link.
2. You will be asked to register as a student or instructor.
3. You will be asked to provide a Turnitin account number and join password. For new accounts, please contact portal.help@utoronto.ca.
4. Enter your email address, select a password and follow the prompts.
5. Please read the terms of the agreement.

3. I used the Turnitin integration in the U of T Portal and now need to login to the Turnitin website. How do I access my account?
If your first use of Turnitin was through our Learning Portal, the integration would have created an account for you using the email address associated with you in the Portal. To access this account on the Turnitin website you will need to use the Reset Password tool, available on the Turnitin Login page.
4. **How do I set up a class and create assignments in my Turnitin account?**

   To create a class:
   1. You may add a class from your instructor home page – simply click on the Add a Class link and follow the prompts.

   Please note: If you want to share this account with a Teaching Assistant of co-instructor, you must select the Master Class option. If you will be the sole instructor choose Standard Class. (Please see “Can I share my account?” instructions below for further details.)

   2. You will be asked to choose an enrollment password for your students.
   3. Be sure to make note of the Class ID (generated by Turnitin). Your students will need the ID number and the selected password to enroll in and submit assignments to your class.
   4. Click submit and your new class will appear on your instructor home page.

   N.B. Students will need to establish their own accounts. For more on this see below.

To create an assignment:
   1. You may create an assignment from your instructor home page. Select the class by clicking on its name.
   2. Click on the Create a New Assignment link. (You can choose between a Paper, Writing Review or Revision Assignment.)
   3. You will be asked to enter the assignment title, start and due dates, and any assignment instructions (optional).
   4. You will automatically receive Originality Reports for all assignments submitted to you by your students.
   5. Advanced assignment options are also available. Here you may choose, for example, to allow students to submit papers after the posted due date (a recommended option).
   6. Click submit and the assignment will appear on your class home page.

5. **Can I share my account with my Teaching Assistant or co-instructor?**

   Yes. Turnitin allows you to create sections within your class for TAs or co-instructors. This will allow students in the class to enroll in one of the course sections and submit their assignment directly to their TAs. In order to create these sections a top-level master class must first be created. To create a Master Class:
   1. Select the Add a Class link from your home page and choose Master Class from the dropdown menu.
   2. Enter a name for your class and select an end date for the course.
   3. Click submit.

To add class sections:

There are two options for adding class sections; 1) manually set up all of your sections and enter TA information for each; 2) distribute the class ID and TA join password and have TAs join the class and set up their sections themselves.

Turnitin will guide you through this process when you create a Master Class – simply follow the prompts.
The primary instructor for the course will be able to view all papers submitted to each class section along with the associated originality reports.

Please note that students enroll in and submit assignments to one of the class sections and not the master class. To do so they will need the appropriate class section ID and enrollment password. (They cannot use the general Class ID # and password). The Section ID # appears next to each section on the course homepage. To retrieve the password for each section click on the Update button.

6. How do my students create Turnitin accounts and submit their assignments?
In order to submit their assignments to your class students will need to establish their own Turnitin account. They will first create a user profile and will then join your class. You will need to provide them with the Class ID number and the enrollment password for the course.

Once a student has created an account and joined a class, they will have access to their own home page (similar to the instructor home page above). From here they can view their class portfolio, which includes a list of all the documents they have submitted for a given class, assignment and calendar information.

7. How far in advance should I notify my students that I will be using Turnitin.com?
Students must be notified at the start of a course. The course syllabus must include the following statement: “Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. The terms that apply to the University’s use of the Turnitin.com service are described on the Turnitin.com web site.”

In addition, it is recommended that you also take a few moments in class at the outset of your course to discuss the use of Turnitin.com and the issue of academic integrity with your students. You may wish to consult U of T’s resources (for faculty, students and TAs) on academic integrity available online at: http://www.utoronto.ca/academicintegrity

8. Why do I have to inform students of my intention to use Turnitin.com?
As part of the licensing agreement with Turnitin.com instructors are required to inform students at the start of a course that this program will be used to check their papers. Further, students should be informed of its use, since their papers are retained in the Turnitin.com database. Note however, that students retain the copyright on their work.

9. How are paper submitted to Turnitin?
There are two options for submitting papers:
1. Instructors submit papers for students (not recommended.)
2. Students submit their own papers (recommended).

N.B. We also recommend that you require your students to provide you with hard copies of the assignments that they submit to Turnitin.

As students submit their assignments to your course, they will appear in your Assignment Inbox.
10. How can I view submitted papers?
You can view any submitted paper from your assignment inbox. Simply click on the title of the paper.

11. What are Originality Reports and how can I view them?
For each paper submitted to your account an Originality Report is generated by Turnitin. This report highlights any suspicious passages that match other materials in the Turnitin database or on the web.

Please remember that these reports do not indicate whether a student has plagiarized but simply help to identify sources that contain textual similarities in submitted papers. The instructor must use his/her own judgment to determine if plagiarism has occurred. For information on what constitutes plagiarism at U of T consult the Code of Behaviour on Academic Matters (http://www.utoronto.ca/govcncl/pap/policies/behaveac.html) and/or your department or division.

To view Originality Reports for individual students, click on the Report icon.

The Originality Report highlights in colour any suspicious passages. By clicking on these passages you will be linked directly to the related internet source. If the source of the matching text is a student paper from your class this will be indicated. However, if the match is with a student paper from another course you will be provided with the contact information for the instructor of that class.

12. What happens to the papers once they are submitted through Turnitin.com?
Submitted papers are stored in the Turnitin.com database but are not the property of Turnitin.com. Instructors can only access those papers that were directly submitted to their own class. Similarly, students can only access and view the papers that they have submitted through their own account.

13. Can graduate course papers be submitted through Turnitin.com?
The conditions of use for Turnitin.com apply to both undergraduate and graduate course papers.

14. Can graduate theses be submitted to Turnitin.com?
Supervisors should ensure that they have the explicit consent of a student before they submit his/her thesis to Turnitin.com.

15. What about copyright and intellectual property issues?
Under Canadian copyright laws students retain the copyright to any papers submitted to Turnitin.com. The Turnitin.com system creates digital fingerprints of student papers – which are not “true derivative works for copyright purposes; they contain only uncopyrightable numerical algorithms regarding the papers but not the papers themselves.”

The intellectual property of all students submitting to Turnitin.com is protected by the licensing agreement between the University of Toronto and iParadigms. In addition, this agreement ensures that student papers submitted to Turnitin.com will not be used for commercial purposes.

(To view the complete Canadian legal opinion on the issue of copyright and the use of Turnitin please visit: http://www.utoronto.ca/ota/canadian_legal.pdf).
16. If a student is unable to or objects to submitting a paper through Turnitin.com, what are some of the alternate methods that I can use to check his/her paper as rigorously?
There are a number of alternate methods that can be implemented, including:
- requiring annotated bibliographies from students;
- requiring students submit all rough work with their papers;
- requiring that students include the call numbers or web site addresses of all sources cited in their paper.

17. What other tools are available through Turnitin?
Your Turnitin account can be customized to suit your needs (please see Turnitin’s Instructor User Guide for details). You may:
- add a section(s) for your teaching assistant(s) or co-instructor(s);
- use tools such as the Course Calendar, Course Notes and Discussion Boards;
- upload a course syllabus;
- email one or all of your students;
- view the class portfolio for individual students (see all papers submitted to your course and associated originality reports).

18. How can I add Turnitin.com to my Blackboard Course?
We're continuing to work with Turnitin to provide better integration with Blackboard. For now, you must add a link to Turnitin.com from your Blackboard course using either the Create a Tool link or the Create a Web Link.

19. Can Turnitin review papers in languages other than English?
Turnitin Global now handles text correctly in 31 languages in addition to English:

- Arabic, Catalan, Chinese (simplified and traditional), Croatian, Czech, Danish, Dutch, Finnish, French, German, Greek, Hebrew, Hungarian, Italian, Japanese, Korean, Norwegian (Bokmal, Nynorsk), Farsi, Polish, Portuguese, Romanian, Russian, Serbian, Slovak, Slovenian, Spanish, Swedish, Thai, Turkish

This means that papers submitted via global.turnitin.com will generate an Originality Report with no question marks or odd character strings replacing "special" characters.

This also means Turnitin.com is indexing many additional websites that contain those languages against which we compare submitted papers.

To try this capability, you must sign in through global.turnitin.com (using your regular login information). Anything that is created or submitted through global.turnitin.com will also be available in www.turnitin.com (albeit with the current service's text display limitations).
20. Can I use Turnitin.com to check one student paper? Can I upload a student’s paper to Turnitin.com to check for plagiarism?
At U of T, our conditions of use require that students be informed at the outset of the course that the instructor intends to use Turnitin. Our practice is to ask students to submit directly through Turnitin, rather than having instructors submit on behalf of the students. This ensures that students can opt out of using the program - something that we allow for here without penalty.

And so this means, that instructors cannot submit a paper through Turnitin without the student's knowledge. You can ask your student to submit directly to Turnitin but you cannot require them to do so.

There are a number of methods that can be implemented as an alternative to using Turnitin.com to check for plagiarism including:

- Requiring students submit all rough work with their papers;
- Requiring that students include the call numbers or web site addresses of all sources cited in their paper.

A GUIDE FOR STUDENTS

Turnitin.com is an electronic resource that assists in the deterrence and detection of plagiarism. Instructors set up “virtual classes” to which students submit their assignments electronically. Each submitted paper is checked for textual similarity against resources stored in the Turnitin.com database and against billions of web pages (including on-line texts and journals). Instructors receive originality reports for all papers submitted through Turnitin that indicate the degree of textual similarity found in each assignment.

SET UP A USER PROFILE

- Visit www.turnitin.com and click Create a user profile.
- Follow the on-screen directions (the system will ask you to enter your name and email address and will also ask you to choose a password).
- Once you have established a user profile you will be asked if you would like to enroll in a class using the student class enrollment wizard. If your instructor has provided you with the necessary course account numbers you may proceed. (If you do not have the course account numbers you can add the class at a later date – to do so, follow Steps 2 and 3).

LOGGING IN

- To login visit www.turnitin.com and enter your email address and password in the space provided in the top right hand corner of the web site.
- Click the Login button to enter your personal Turnitin homepage.
- If your first use of Turnitin was through our Learning Portal, the integration would have created an account for you using the email address associated with you in the U of T Portal. To access this account on the Turnitin website you will need to use the Reset Password tool, available on the Turnitin login page.
ENROLLING IN A CLASS

- From your homepage click the Enroll in a class button.
- On the next page enter the Class ID and Enrollment password for your class (available from your instructor or Teaching Assistant).
- Click Submit to enroll in the class and add it to your homepage. Each class that you have enrolled in will appear on your homepage. Click on the class identifier to enter the class and view the assignments associated with that course.

SUBMITTING A PAPER

- From your Turnitin homepage select the class to which would like to submit an assignment.
- Click on the Submit button and select either File Upload or Cut and Paste from the pulldown menu.
- To upload a file:
  - Enter a title for your paper and then use the Browse button to select the file that you would like to submit. Click Submit.
  - You will be asked to confirm your selection. Click Yes, submit to finalize your submission.
  - Once you have submitted your paper you will receive a digital receipt.
- To submit by cut and paste:
  - Select Cut and Paste from the pull down menu, enter a title for the paper and cut and paste it into the text box.
  - Click Submit. After submitting you will receive a digital receipt.
- Submitted papers will appear in your class portfolio next to the relevant assignment.

ADDITIONAL RESOURCES

Class Calendar: The class calendar keeps track of important dates for your class assignments.

- Click on the Calendar button on the class bar to open a class calendar.

User Manuals for Students: To access the student manuals click on the Training Manuals button on the Turnitin.com homepage.

A GUIDE FOR TEACHING ASSISTANTS

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Turnitin allows instructors to add sections to their class account for Teaching Assistants or co-instructors. Each TA section is given its own Section ID # and password and students will join this section and submit their assignments directly to their TA.
TO JOIN A CLASS AS A TA:
Instructors may choose to create TA sections themselves or may ask their TAs to do so. If the instructor has asked you to create your own section for his/her course, follow these steps:

2. Enter your name, email address, etc.
3. Select your user type – select Teaching Assistant.
4. When prompted enter the Master Class ID # and the TA join password (available from the course instructor).
5. You will then be asked to select a password for your section (you might choose something relevant to the course that will be easy for your students to remember).
6. Your TA section will now appear as a subsection of the course and will be assigned its own unique ID #.
7. Distribute the Section ID # and section password to the students in your tutorial section. They will now enroll in your section and submit assignments directly to you.

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VIEWING ORIGINALITY REPORTS
Student assignments will appear in your TA section once they have been submitted. You will see the student’s name, the title of their assignment, and the date they submitted it. In addition, a colour-coded icon for the Originality Report will also appear. To view the Originality Report simply click on the icon.

The Originality Report highlights textual similarities found within the assignment and provides links to sources (e.g., web pages) with similar text. You may choose to view this report side-by-side with the original paper – allowing for a quick and easy comparison.

You may choose to view your class inbox before you read and mark an assignment. Since Turnitin provides colour-coded Originality Reports it is easy to identify those papers that have suspicious content. You may wish to view those reports with the highest rating (reds, oranges) before you look at the original paper.

Remember that the Originality Reports highlight suspicious passages and do not make judgments as to whether or not a paper is plagiarized. The Turnitin system may highlight passages or quotations that have been properly cited. Keep this in mind when you are viewing these reports.

Please note: If you uncover what you think is a case of plagiarism please bring this to the attention of the course instructor. Provide the instructor with a copy of the original paper and the Originality Report. It is not the responsibility of the Teaching Assistant to discuss this matter directly with the student.