

## MEMORANDUM

To: Economics Faculty Teaching Seminars  
From: Robert C Robinson  
Economics Department Faculty Affairs Administrator  
Re: Turnitin.com  
Date: November 14, 2012

Beginning in the Fall 2012 Semester, all Senior Seminars will have the option of utilizing the turnitin.com service to collect student essays. Turnitin.com is an internet based plagiarism prevention service which allows students to upload written assignments, and which then checks the documents for unoriginal content. Turnitin delivers an "originality report" to the instructor, along with links to matching content.

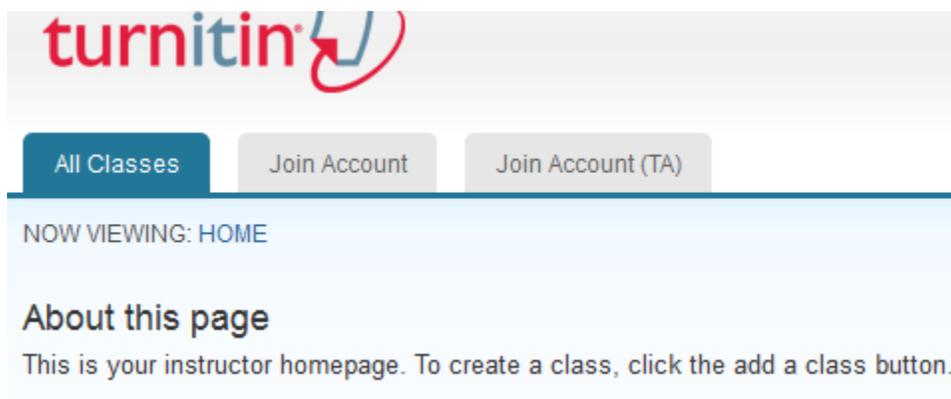
Turnitin is designed to be intuitive and easy to use for the instructor, and straight forward for the student. To begin using turnitin.com, secure your login information (viz., your Columbia email address with UNI), and your password. Contact the department administrator (rr2818@columbia.edu) for your password. Instructors in the Economics Department have two options for using turnitin. First, you may opt to have the section administered by the department administrator. The department administrator can create classes, run reports, and transmit the results to you. Or second, you can easily administer the account yourself. To administer the course account yourself, follow the instructions below.

### Logging in

Login at the main page, available here:

<http://turnitin.com>

The first thing you will see, is your instructor home page:



On this page, you'll see a list of your Economics courses. If it is your first time logging in, you'll see a notice that "No classes have been added to this account."

## Adding a class

To add a class, click the big green “+ Add a Class” button:



When you add a class, you will have two options: Standard Class, and Master Class. A Master Class will allow you to add a TA. If your class uses a TA, and you want your TA to have access to turnitin submissions, choose Master Class. Otherwise, choose Standard.

Choose a unique Class Name, such as Fall 2012 Economics W4911. Remember that if your name is general, you will not be able to use it again in future semesters.

Choose a unique Enrollment Password. This password will be transmitted to your students by you, so it should be difficult to guess, but easy to remember.

The class start date will be chosen for you. Choose your class end date carefully – after the class end date, the course will become inactive, and will accept no further student submissions. Instructors are able to access inactive courses, but students cannot.

When all fields are filled in successfully, press submit. You will be congratulated with a popup message, confirming your class ID and Password. This is the information you must transmit to your students. If you lose the class ID, you can retrieve it easily on your instructor homepage.

If you are teaching more than one section, you can add a second class by pressing the “+Add Class” button again.

Once your class is created, you must create an assignment. For most sections, there is only one written assignment, but if you have more than one, you can create more than one at this point. To create an assignment, click the “+ Add Assignment” button:



You will be taken to a new page. On this page, enter the details of the assignment. Give your assignment a unique name, such as “Final Essay” and enter a total point value, such as “100”.

**Start Date:** This is the first date that students can begin uploading their assignments to turnitin

**Due Date:** This is date after which no assignments will be permitted to be uploaded.

**Post Date:** This is the date after which students will be able to see any comments you’ve entered onto their written assignment.

The following optional settings are available by choosing the “optional settings” button:

1. Enter Special Instructions
2. Allow submissions after the due date
3. Generate Originality report (this option should remain “yes”, if you are using turnitin as a plagiarism detection tool)
4. Generate Originality Reports for student submissions (you may generate reports immediately, or only on the due date. The default is ‘immediately’)
5. Exclude bibliographic materials from Similarity Index for all papers in this assignment?
6. Exclude bibliographic materials from Similarity Index for all papers in this assignment? (The default is set to ‘No’, which allows the instructor to determine for him/her self whether quoted material is suitable)
7. Exclude small matches (this allows the instructor to eliminate matched content below a particular word threshold)
8. Submit papers to: (The default is to allow turnitin to submit papers to the entire database of all submitted papers. Instructors can choose lower levels, such as institutional only, student’s choice, or not at all)
9. Search options (this allows the instructor to eliminate any repositories, such as journals, or institution. The default is to search all repositories)
10. Attach a rubric to the assignment
11. Grammar check (please note that this option is in Beta testing, and may not function as you expect)

When you are happy with the settings, choose “Submit”.

## Reviewing Submissions

Instructors can view student submissions from the class homepage, by clicking the “view” button, immediately under the “Actions” column:



Submissions will be lined up and organized by student. The columns include student name, submission title, and originality report:

	AUTHOR	TITLE	SIMILARITY
<input type="checkbox"/>	Robinson, Robert	Economics Essay	6% <span style="color: green;">■</span>

Depending on the similarity, the report will be in green, yellow, or red. To view the originality report, click the column under “similarity”. On the report, sections matching external content will be color coded:

all. As Williams puts it, <sup>1</sup>Just as there is a 'problem of evil' only for those who expect the world to be good, there is a problem of free will only for those who think that the notion of the voluntary can be metaphysically deepened."30

Color coded sections will be numbered, and associated with a link to the original, or external content:



Remember that the result is an “originality report” and not a plagiarism detector, so at this point the instructor must use his/her judgment to determine whether or not a violation has occurred. For example, in the above selection, the highlighted portion is a direct quote, used with quotations, and a citation, so no plagiarism seems to have occurred.

## Grading Assignments

If instructors desire, turnitin can be used to record grades by clicking on the ‘grade’ icon from the assignment inbox:



Remember that, at this point, turnitin is not integrated with CourseWorks, so grades entered into turnitin must be manually recorded into CourseWorks, or the instructor’s grade book.

## Notes

For further details about using turnitin in your class, please see:

[http://www.turnitin.com/en\\_us/training/instructor-training](http://www.turnitin.com/en_us/training/instructor-training)

Direct student questions to:

[http://www.turnitin.com/en\\_us/training/student-training](http://www.turnitin.com/en_us/training/student-training)

All other questions should be directed toward the department administrator, or the director of Undergraduate Studies.