

Turn-It-In

INSTRUCTIONAL TECHNOLOGY

Pensacola Junior College

Turn-It-In

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About Turn-It-In

Turn-It-In is a powerful new tool used in the ongoing effort to prevent plagiarism while also providing a centralized and convenient area for students to submit their work electronically.

Why Use Turn-It-In

Turn-It-In gives instructors a tool to more efficiently discourage and detect plagiarism attempts by students.

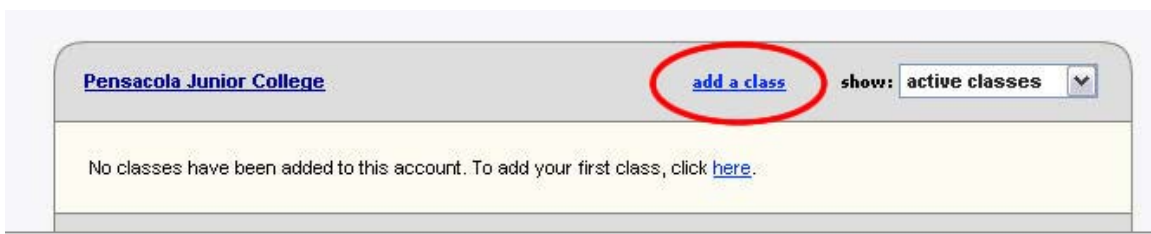
Requesting an Instructor Account

1. To request an instructor account be created, please call x1970 or e-mail mmercerc@pjc.edu.
2. An account will be created for you and instructions on how to access your account will be sent via e-mail.

Adding Classes

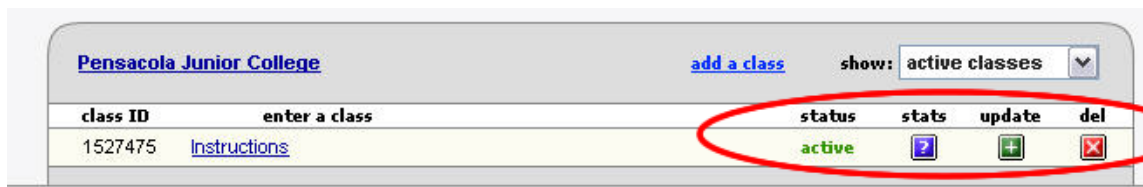
Once your account has been created, you must add your classes.

1. Log-on to your account.
2. On your instructor screen click **add a class**.



3. Enter a name for your class and an **enrollment password**. You will have to send your students this enrollment password in order for them to register for your course.
4. The start date for the course is automatically set to the date the course was created. Remember, no one may access this course until you have given them the enrollment password.
5. Enter an end date for the course. After this date, the course will be placed in an archive folder, but may still be accessed and updated by the instructor.
6. Click **Submit**.
7. A new class confirmation screen will pop-up with you class ID number and the enrollment password.
8. Congratulations, you have successfully added a class to your account. Follow the same procedure to add more new classes.

9. Look on the right hand side of the screen and 4 buttons now appear.



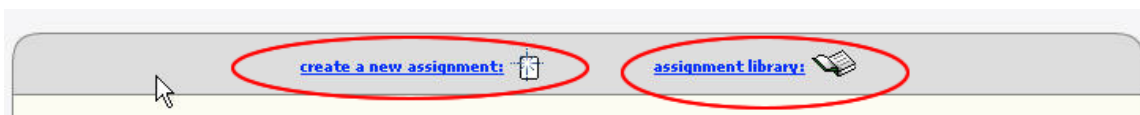
- **Status:** shows whether or not the course is active
- **Stats:** shows an overview of the originality ratings for submitted papers (this view can be exported to Excel)
- **Update:** allows you to change the course information, including name, password and end dates
- **Del:** allows you to delete the course

10. Now you will add your assignments.

Adding Assignments

1. Enter you class by clicking on the class name.
2. You have two options here;
 - a. you can either create a new assignment or
 - b. you can view assignments in the assignment library.

NOTE: The assignment library contains all assignments not currently being used in the class making it easier to revise and reuse past assignments.



3. To add an assignment to your course, click on **create a new assignment**.
4. You will be presented with a screen to enter information for you new assignment.

create a new: paper assignment submit

1 assignment title:

2 start date: May 16 2006 at 9:50 AM

3 due date: May 23 2006 at 11:59 PM

4 Enter any special assignment instructions (optional):

5 Generate Originality Reports for submissions? yes

6 Show advanced assignment options? no, use default options

1. **Assignment Title:** enter a descriptive title for your assignment.
2. **Start/End Date:** enter the dates for which the assignment is available
3. **Enter any special...:** enter special assignment instructions, i.e. length, format, word count.
4. **Generate Originality...:** select whether you would like Turn-It-In to generate a report automatically for each submission made to this assignment.
5. **Show Advanced...:** selecting yes allows you more options, such as whether to accept more than one attempt or to allow submissions after the due date.

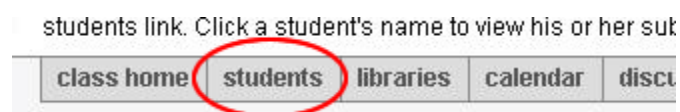
5. Enter all the information for the assignment and click **Submit**.
6. Follow this process for each assignment you would like to add to the course.

Adding Students

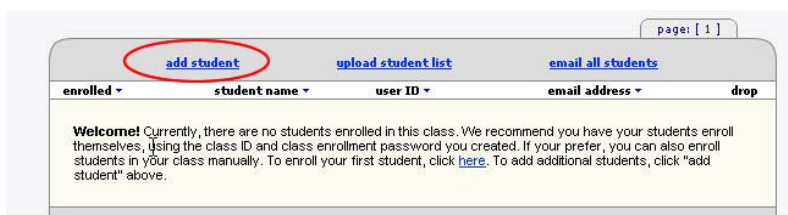
Turn-It-In gives you several options when it comes to adding students to your classes. You can either add students individually, import a group of students, or allow the students to self-register. The first option may be time consuming but is helpful when students enter your class late. The other two options are most recommended. NOTE: Only students added to your Turn-It-In class have the ability to submit papers.

Adding Students Individually

1. Enter the class to which you want to add the student.
2. In the mid-right-hand side of the screen click on **students**.



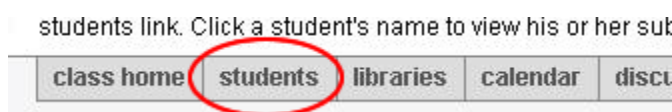
3. You will see a list of all the students currently enrolled in your course.
4. Click on **add student**.



5. Enter the students name and e-mail address which will become the student's username and hit **Submit**.
6. The student will be added to your course automatically. The student will also receive an e-mail at the address you entered with a temporary password.
7. They will use this and their e-mail address to log-in the first time and then will be prompted to change their password after their initial log-in.
8. They will also still need **class ID** and **enrollment password** to enroll in your specific course. This is **not** included in the e-mail they receive from Turn-It-In and must be provided by the instructor.
9. Congratulations, you have added a student to your course.

Adding Students through Import

1. Click the class to which you want to add the student.
2. In the mid-right-hand side of the screen click on **students**.



3. You will see a list of all the students currently enrolled in your course.
4. Click on **upload student list**.



NOTE: Turn-It-In accepts **plain text**, **Word**, and **Excel** files only. The format for your file should be **first name**, **last name**, and **email address**.

5. You can then browse for your list of students and hit **Submit**.

6. If your students have Turn-It-In profiles already, they will be notified by e-mail and added to your course.
7. If your students do not have current profiles, the student will be added to your course automatically. The student will also receive an e-mail at the address you entered with a temporary password.
8. They will use this and their e-mail address to log-in the first time and then will be prompted to change their password after their initial log-in.
9. They will also still need **class ID** and **enrollment password** to enroll in your specific course. This is **not** included in the e-mail they receive from Turn-It-In and must be provided by the instructor.
10. Congratulations, you have added students to your course.

Student Self-Registration

Students may register themselves for a course if they have the course ID and enrollment password.

1. If you would like your students to self-register for your course, send them to www.turnitin.com.
2. They will click on the **New Users** option at the top right of the page and follow the wizard provided to register.
3. Remember your students will need your class ID and the enrollment password you created with creating the class to be allowed access to your class.
4. Congratulations, hopefully most of your students enrolled without any problems.

Submitting Assignments

Submitting assignments is another area that Turn-It-In gives you a couple of options. You can either have students send you their papers which you can then submit or you can have your students submit the papers to Turn-It-In themselves. The latter option is the one most recommended to save time.

IMPORTANT NOTE: BEFORE SUBMITTING THEIR ASSIGNMENTS, STUDENTS MUST BE AWARE THAT THEY ARE SUBMITTING TO A THIRD-PARTY SERVER THAT, WHILE SECURE, IS OUTSIDE THE PJC SERVER SYSTEMS. INSTRUCTORS CAN NOT SUBMIT STUDENT PAPERS WITH ANY IDENTIFYING INFORMATION CONCERNING THE STUDENT'S NAME. IF THE INSTRUCTOR SUBMITS THE ASSIGNMENTS THEY MUST ERASE ALL IDENTIFYING INFORMATION AND REPLACE IT WITH A SERIAL OR CODE NUMBER AS PER THE GUIDELINES LAID OUT IN FERPA.

Instructor Submitted Assignments

1. Log-in to the course for which you would like to submit the assignments.
2. Click the **Submit** button.



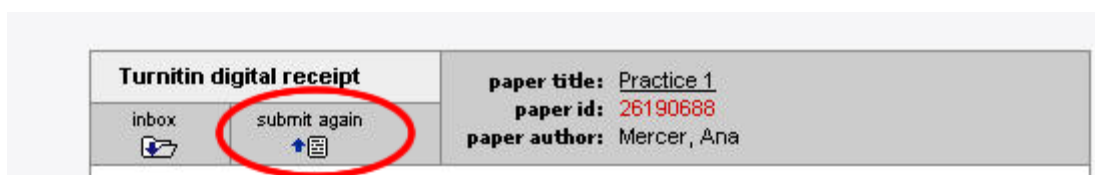
3. In the **author** dropdown box select the student for which the paper is being submitted. **MAKE SURE ALL IDENTIFYING INFORMATION HAS BEEN REMOVED!**

NOTE: Non-enrolled students: choose this option if the student is not enrolled in your Turn-It-In class.

4. Enter the **Submission Title** for the assignment.
5. Browse for the file.

NOTE: Turn-It-In currently accepts Word, WordPerfect, PostScript, PDF, HTML, RTF, and plain text documents.

6. Click **Submit**.
7. You will receive a prompt showing the text of the paper being submitted, if this is the correct paper click **yes, submit**.
8. A digital receipt will appear showing that you have successfully uploaded a paper.
9. To upload another assignment, go to **submit again**.
10. If you are finished submitting assignments click on **Inbox**.



11. Congratulations, you have now submitted an assignment.

Student Submitted Assignments

Turn-It-In also allows students to submit their own individual work. This is the recommended procedure to save the instructor time. NOTE: The student must be enrolled in the class.

1. Students must log-in to their Turn-it-In accounts.

2. Then, they will click on the course for which they are submitting the assignment.
3. By the title of the assignment they will see a submit button.
4. They must click on the submit icon.
5. They will give the submission a name and then browse to find it on their computer.
6. Then hit **submit**.
7. They will receive a confirmation page showing them the text be submitted, they must hit **yes, submit** to submit the paper.
8. They will then see a digital receipt. A copy of this receipt will also be e-mailed to them.
9. Congratulations, they have successfully uploaded a report which will generate an automatic report for the instructor.

Viewing an Originality Report

Once an assignment has been submitted by you or the student, it will automatically generate an originality report based on its findings. Turn-It-In presents a color coded system with colors indication to what degree it believes the work has been plagiarized. Remember that not everything Turn-It-In picks as being plagiarized is of legitimate concern. Turn-It-In sometimes will identify a quoted and cited source and it is up to the instructor to determine whether the work has been cited correctly.

1. To view a report, go to the Inbox for that class.
2. To the right of the assignment title click on the box containing the percentage. This percentage indicates the percent of the paper believed to be plagiarized. NOTE: A grayed out box indicates the report has not been check yet, allow a few moments or click your browsers refresh button.

title	report	gm	fil
Assignment 1	22% ■	-	.d
Practice 1	1% ■	--	.d

3. A screen will pop-up giving you a split view of the report. The entire report will be displayed on the right and each sentence or paragraph that Turn-It-In detects as plagiarized will be a different color and will have a number associated with the section. This number will correspond to numbers on the left hand side of the screen which provide the percentage match and the possible web address for the plagiarized section. Remember though that Turn-It-In may only detect one source for the information, if the student has cited another source, you may have to do some more investigating.

4. This report also automatically generates a word count and allows you to navigate to other reports in the same assignment.
5. Congratulations, you have generated and viewed a report.