

## Using Turnitin for Assignment Submissions and Plagiarism Checks

Turnitin is an Internet-based electronic text matching system that compares text in student assignments, documents and research work against a database of sources. The database contains copies of the electronic text on the Internet, in published works, on commercial databases and in assignments previously submitted to Turnitin by students, faculty and researchers in universities all over the world.

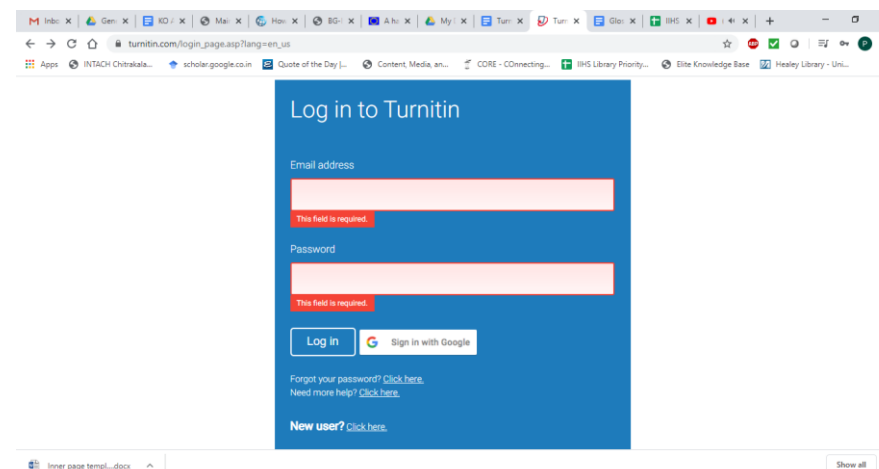
The IIHS Library provides Turnitin accounts for faculty to facilitate plagiarism checks.

There are three categories of users: Administrator, Instructor and Student.

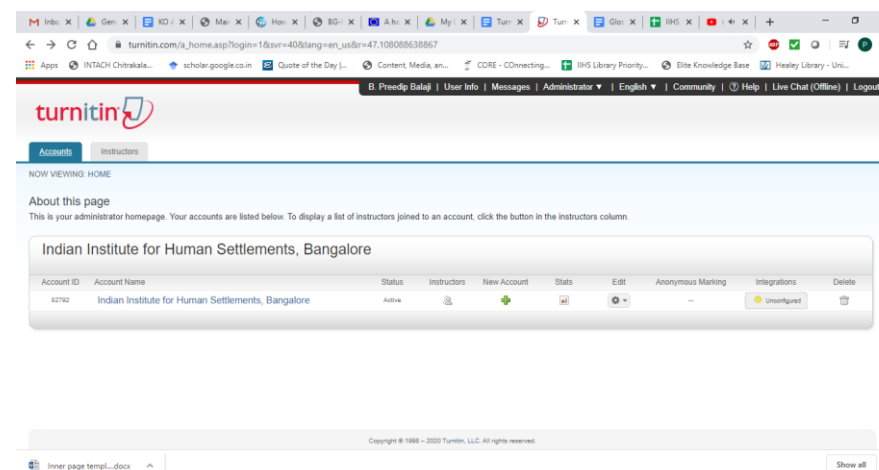
### Guide 1. Administrator Guide

#### Create an Instructor Account

**Step 1.** Go to <https://www.turnitin.com/> and enter the email ID and password to log in.



**Step 2.** Login as administrator to create accounts for users at IIHS.



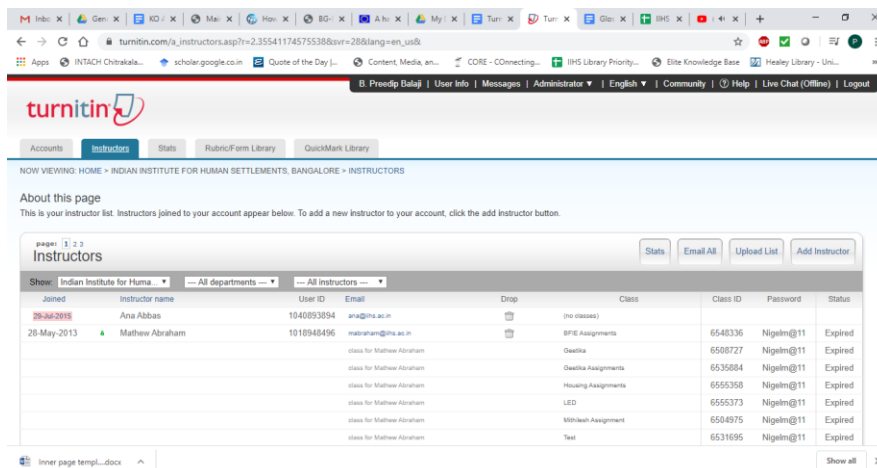
**Subjects:** plagiarism, research skills, writing, publishing

**Tags:** How to use Turnitin, originality report, research guide, submit a paper on Turnitin, Turnitin

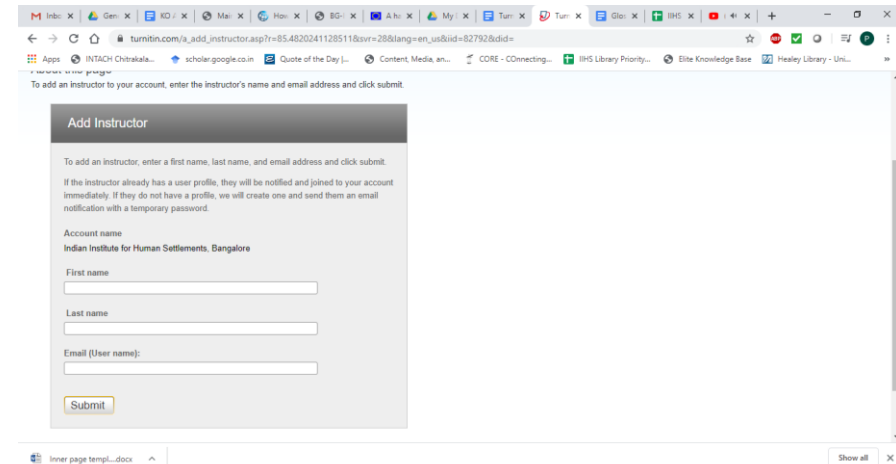
**Subject Librarian:** Anitha K V | [anithkv@ihs.ac.in](mailto:anithkv@ihs.ac.in) | T+ 91 080 - 6760 662



**Step 3.** To add an instructor, select the 'Instructors' tab and click on 'Add Instructor'.



**Step 4.** Enter the instructor's name and email address, and click on 'Submit'. An email is sent to the faculty and they can create their profile.



## Guide 2. Instructor Guide

### Create a Class

The creation of a class on the Turnitin system is the first step in allowing an instructor and students to access and use the services available at their institution. Most instructor and student activity on Turnitin occurs within the class or classes created by an instructor.

New classes should be created each semester or school year when a new group of students is in a course.

**Step 1.** Click the 'Add Class' button on your instructor homepage.

**Step 2.** On the next screen, enter the following information: Class name, Enrollment key, Subject area(s), Student level(s) and the end date for the class. Once the end date has passed, the class will not be accessible for submissions unless the class is reactivated. Click on 'Submit' to add the class.

Step 3. Class information will be displayed in a pop-up window containing the ID and enrollment password for confirmation. Click on 'Continue'.

## Create an Assignment

**Step 1.** This is your class homepage. Click the 'Add Assignment' button to add an assignment to your class homepage.

**Step 2.** Instructors may create different assignment types based on the Turnitin products that have been purchased. The assignment types available to IHS faculty is as follows: Paper Assignment, Revision Assignment, Reflection Assignment and Peermark Assignment. Select the assignment type and click on 'Next Step'.

**Step 3.** Type the assignment title and set the start, due and post dates. Click on 'Optional Settings' to customise account parameter settings.

The screenshot shows the 'New Assignment' form. It has a title field, a point value field, and three date/time pickers for start, due, and post dates. At the bottom, there is a red-bordered button labeled 'Optional settings' and a blue 'Submit' button.

**Step 4.** Set the parameters as per your requirements and click on the 'Submit' button. **Note:** If you select the standard repository from the 'Submit papers to:' dropdown menu, then it will save the submission in the Turnitin database and any repeat submissions will match the previous submission and show a high percentage of similarity.

The screenshot shows the 'Submit papers to:' dropdown menu. It is currently set to 'no repository'. Below this are search options: 'Student paper repository', 'Institution paper repository', 'Current and archived internet', and 'Periodicals, journals, & publications'. There is also a section for 'Online grading' and 'Attach a rubric/form to this assignment'. At the bottom, there is a red-bordered 'Submit' button.

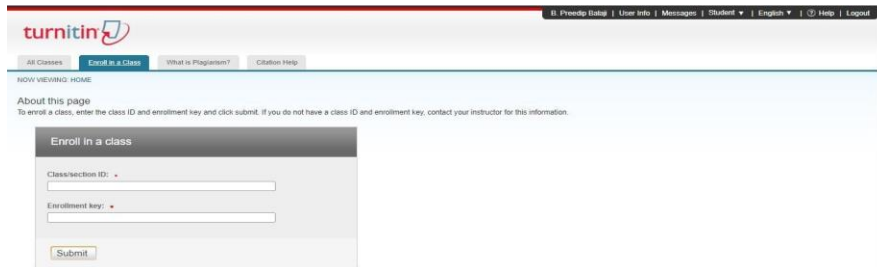
## Guide 3. Student Guide

### Enrol in a class

**Step 1.** Log into Turnitin with a student user profile. Select the 'Enroll in a class' tab on the student homepage.



**Step 2.** Enter the class ID and enrollment key for the new class. Select 'Submit' to enroll in the class and add it to the student user homepage.



### Submit an assignment

Before getting started on submitting to an assignment, keep in mind the following file and submission requirements.

If an assignment is set to allow any file type, Turnitin will accept any file that

- is less than 100MB;
- has a minimum of 20 words; and
- is less than 800 pages.

If the assignment is set to allow only file types that Turnitin can check for similarity, Turnitin will only accept files that can generate Similarity Reports. This includes:

- Microsoft Word® (.doc/.docx )
- OpenOffice Text (.odt)
- WordPerfect® (.wpd)
- PostScript (.ps)
- HTML
- Hangul Word Processor file (.hwp)
- Rich text format (.rtf)

- Plain text (.txt)
- Google Docs via Google Drive
- Adobe PDF
- Microsoft PowerPoint® (.pptx, .ppt, .ppsx, and .pps)
- Microsoft Excel® (.xls and .xlsx)

Turnitin will not accept the following to generate Similarity Reports:

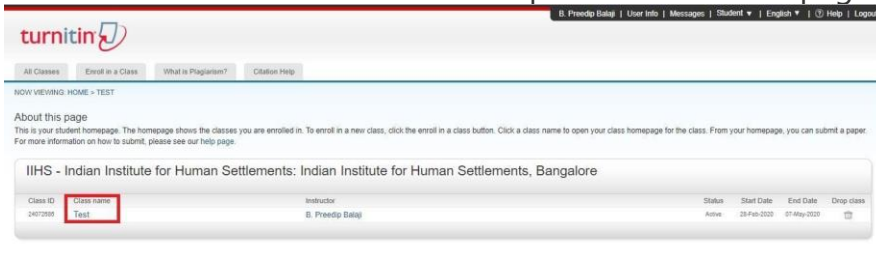
- Password protected files
- Microsoft® Works (.wps) files
- Microsoft Word 2007 macros-enabled .docm files
- OpenOffice Text (.odt) files created and downloaded from Google Docs online
- Document (.doc) files created using OpenOffice, as they are not 100% Microsoft Word equivalent
- Apple Pages
- Spreadsheets created outside of Microsoft Excel
- Text with visual effects

Assignments in Turnitin cannot accept student submissions until the assignment start date and time have passed. Assignments may also reject submissions after the due date and time set by the instructor.

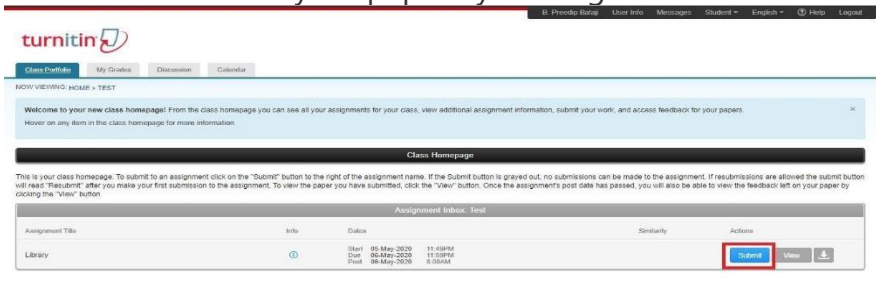
To check the start date and due date information, either click on the name of the assignment on the class homepage or view the start and due dates located under the assignment name.

This action opens a pop-up window showing start and due dates/times as well as other assignment information or special instructions.

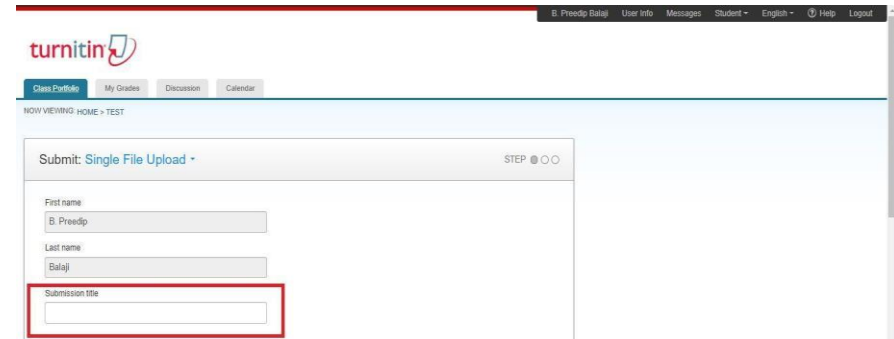
**Step 1.** The student user homepage shows the classes you are enrolled in. Click on a class name to open the class homepage.



**Step 2.** To submit to an assignment, click on the 'Submit' button to the right of the assignment name. To view the paper you have submitted, click the 'View' button. Once the assignment's post date has passed, you will also be able to view the feedback left on your paper by clicking the 'View' button.



**Step 3.** Enter a title for the submission.



**Step 4.** Click the 'What can I submit?' link to review the types of files and file sizes Turnitin can accept. The file can be uploaded from the computer you are using, Dropbox or Google Drive.



**Step 4.** Once you have selected the file to be uploaded. Click the 'Upload' button on the file submission page.

What can I submit?

An assignment.pdf Clear file

We take your privacy very seriously. We do not share your details for marketing purposes with any external companies. Your information may only be shared with our third party partners so that we may offer our service.

Upload Cancel

**Step 5.** Click on the 'Confirm' button to complete the submission.

Submit: Single File Upload STEP 1/3

Please confirm that this is the file you would like to submit...

Author: B. Preedip Balaji  
Assignment title: Test  
Submission title: Submission 1  
File name: An assignment.pdf  
File size: 145.51K  
Page count: 3  
Word count: 2493  
Character count: 14849

We take your privacy very seriously. We do not share your details for marketing purposes with any external companies. Your information may only be shared with our third party partners so that we may offer our service.

Confirm Cancel

**Step 6.** Click on 'Return to assignment list' or submit another file if you are submitting multiple files at a time.

Submit: Single File Upload STEP 2/3

Congratulations - your submission is complete! This is your digital receipt. You can print a copy of this receipt from within the Document Viewer.

Author: B. Preedip Balaji  
Assignment title: Test  
Submission title: Submission 1  
File name: An assignment.pdf  
File size: 145.51K  
Page count: 3  
Word count: 2493  
Character count: 14849  
Submission date: 08-May-2020 09:42AM (UTC+0530)  
Submission ID: 1317245910

We take your privacy very seriously. We do not share your details for marketing purposes with any external companies. Your information may only be shared with our third party partners so that we may offer our service.

Return to assignment list

## Guide 4. How to run a plagiarism check

**Step 1.** Once a submission has been uploaded, it takes a few minutes to complete processing, depending on file size, number of images and graphs, etc. Once processed, a similarity percentage will be visible for the submission as follows:

Blue : No matching words.

Green: 1% - 24% similarity index.

Yellow: 25% - 49% similarity index.

Orange: 50% - 74% similarity index.

Red: 75% - 100% similarity index.



**Step 2.** To view the report click on the 'View' button.

Class Homepage

This is your class homepage. To submit to an assignment click on the 'Submit' button to the right of the assignment name. If the Submit button is grayed out, no submissions can be made to the assignment. If resubmissions are allowed the submit button will read "Resubmit" after you make your first submission to the assignment. To view the paper you have submitted, click the "View" button. Once the assignment's post date has passed, you will also be able to view the feedback left on your paper by clicking the "View" button.

Assignment Title	Info	Dates	Similarity	Actions
Library		Start: 06-May-2020 2:02AM Due: 07-May-2020 11:59PM Post: 07-May-2020 12:05AM	91%	Resubmit View
Test		Start: 06-May-2020 2:07AM Due: 07-May-2020 11:59PM Post: 07-May-2020 12:05AM	74%	Resubmit View

**Step 3.** Click on the Match Overview option from the vertical menu to view matching sources.

Note: The Instructor can access the student's submissions and similarity reports. Only the Instructor can remove individual sources from the matching sources. Students can not access this option.

Match Overview

74%

Source	Similarity
1 types emerging resour...	15%
2 It just as ke	7%
3 ereget onlin as ke	6%
4 ches world as ke	5%
5 international journal for...	5%
6 worldwide science org	5%
7 Submitted to Open Lea...	5%

4. Findings

The study established that financial planning involves commitment of management and staff towards Financial Performance. It's not the responsibility and accountability of managers to facilitate employees to convert individual goals

**Step 4.** Click on the filters and settings option from the vertical menu to exclude quotes and bibliography, and small matches by number of words and percentage of matches.

Abmud Hussain Ali (Diiwaani)  
Fremont University and University of Somalia

Abstract: The purpose of the research study was to examine the relationship between the impact financial planning and financial performance of commercial banks with particular reference to commercial oriented Commercial banks in Mogadishu. The specific objectives of the study included determining the effect of focus on organization goals, allocation of resources as well as risk management on the financial performance of banks. The researcher used descriptive survey research design in collecting data from the respondents. The census-sampling procedure was used which involved the use of the entire target population of one-hundred forty three (143) finance managers drawn from commercial banks. The researcher used questionnaires in collecting data that were analyzed quantitatively and qualitatively. The Research study established the existence of a relationship between organization goal, allocation of resources, risk management and financial performance. There is a positive relationship among all variables as follows: organizational goals and financial performance at ( $r=.344$  and  $p<0.01$ ), Resource allocation and financial performance at ( $r=.232$  and  $p<0.01$ ) finally the study indicated a positive relationship between risk management and financial performance at ( $r=.449$  and  $p<0.01$ ).

Keywords: Organizational goal, allocate Resource, Risk Management and Financial Performance

1. Introduction

Planning is a process which is concerned with deciding in advance what, when, why, how, and who shall do the work (Donald, Thomas & Rebecca, 2001). Generally, planning involves establishment of organizational objectives and policies; identification of alternative courses of action and programs and selecting the best course of action and programs. Financial planning is the task of determining how a business will afford to achieve its strategic goals and objectives (Awino, Muturia & Ocha, 2011). The financial planning activity involves assessing the business environment; confirming the business vision and objectives; identifying the types of resources needed to achieve these objectives; quantifying the amount of resource (labor, equipment, materials); calculating the total cost of each type effective manner to achieve organizational goals (Daft, 1997). Organizational goals vary depending on the purpose for which they are established. Business organizations have profited growth and survival as the main goals. According to Dyer and Reeves' (1995) definition, financial performance consists of financial outcomes (return on invested capital or return on assets and stock value or shareholder return).

Dragon (1990) avers that the most common financial indicators include sales growth, return on investment (ROI), return on sales, return on equity (ROE), and earnings per share. However, the popular ratios that measure organizational performance can be summarized as profitability and growth: return on asset (ROA), return on investment (ROI), return on equity (ROE), return on sale

Filters and Settings

Filters

- Exclude Quotes
- Exclude Bibliography
- Exclude sources that are less than:
  - 1 words
  - %
  - Don't exclude by size

Optional Settings

- Multi-Color Highlighting

Apply Changes New Report

Page: 1 of 3 Word Count: 2493 Text-only Report High Resolution On

**Step 5.** Click on the download option from the vertical menu, click on current View to download the report in PDF format.

feedback studio B. Preedip Balaji Submission 1

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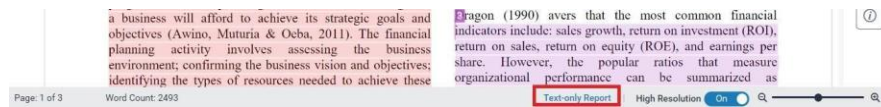
Download

- Current View
- Digital Receipt
- Originally Submitted File

Page: 1 of 3 Word Count: 2493 Text-only Report High Resolution On

**Step 9.** To view the report in Text-only HTML format, click on the Text-only Report option.





**Step 10.** The text-only report opens in a new window, click on the 'download' link to save it as an HTML file.

Turnitin Originality Report

Processed on: 06-May-2020 09:42 IST

ID: 1317246910

Word Count: 2493

Submitted: 1

Submission 1 By B. Preedip Balaji

Document Viewer

Similarity Index:

74%

Similarity by Source

Internet Sources:	69%
Publications:	23%
Student Papers:	62%

[include quotes](#)
[include bibliography](#)
[exclude small matches](#)

mode: quickview (classic) report

Change mode

print

refresh

download

11% match (Internet from 26-Apr-2013)

<http://ricpas.ameripinresource.org>

7% match (Internet from 08-May-2019)

<http://ic.kuat.ac.ke>

6% match (Internet from 30-Jul-2017)

<http://enrpo.uvu.ac.ke>

5% match (Internet from 17-Oct-2019)

[https://chp.uonbi.ac.ke/index.php?page=2&pageon\\_publications%2F-war%2F2012](https://chp.uonbi.ac.ke/index.php?page=2&pageon_publications%2F-war%2F2012)