

# Turnitin/Write Source Online Student Manual\_v0.2

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## Table of Contents

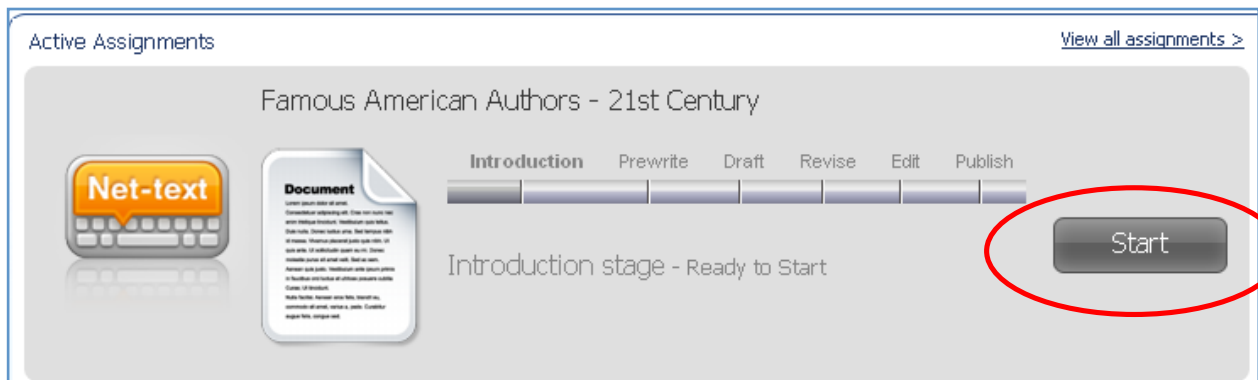
1. Submit an Assignment .....	2
A. Submit to Turnitin and a Teacher at the Same Time .....	2
B. Submit to Turnitin Prior to Sending to a Teacher .....	3
2. Access and Navigate an OriginalityCheck Report .....	4
A. View an OriginalityCheck Report .....	4
B. View Match Breakdown.....	9
C. Use Filters .....	10
D. View Paper Information.....	11
E. Print and Download .....	11

# Turnitin/Write Source Online Student Manual\_v0.2

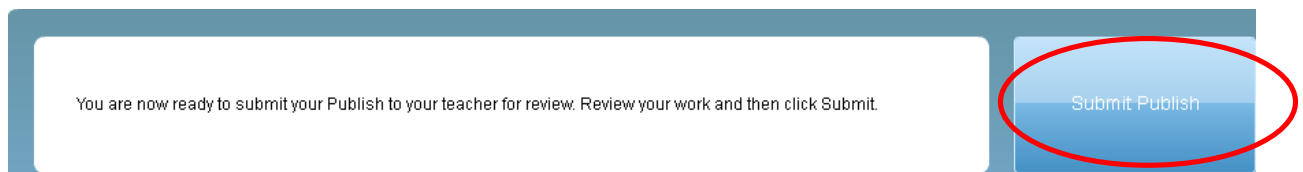
## 1. Submit an Assignment

### A. Submit to Turnitin and a Teacher at the Same Time

- a. Users may wish to view the video instructions here: <http://writsource.iparadigms.com/submit>
- b. Open the assignment.
  1. Click on the assignment name or icon to open Net-text.



- c. Complete the written assignment.
- d. Click the "Submit Publish" Button.



## Turnitin/Write Source Online Student Manual\_v0.2

- e. Click the "Submit" button to submit your assignment to the teacher.

**Before your finish**  
Enter the title of your essay

Terry Brooks

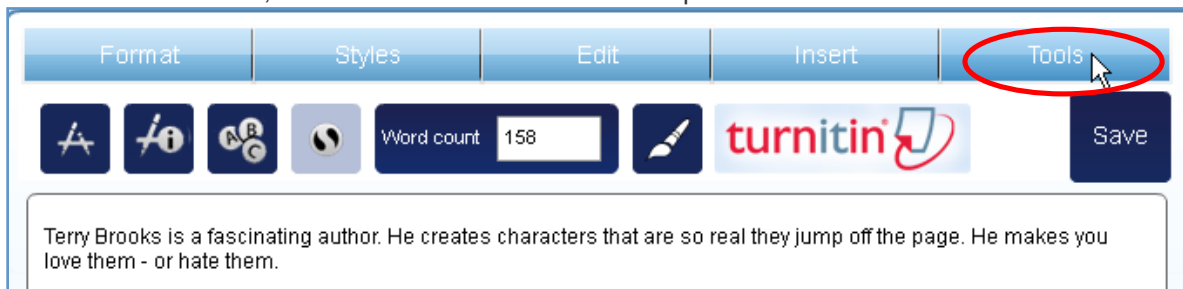
This title will be used in your Portfolio

A comment can be attached to your submission by typing into the box below before pressing the Submit button.

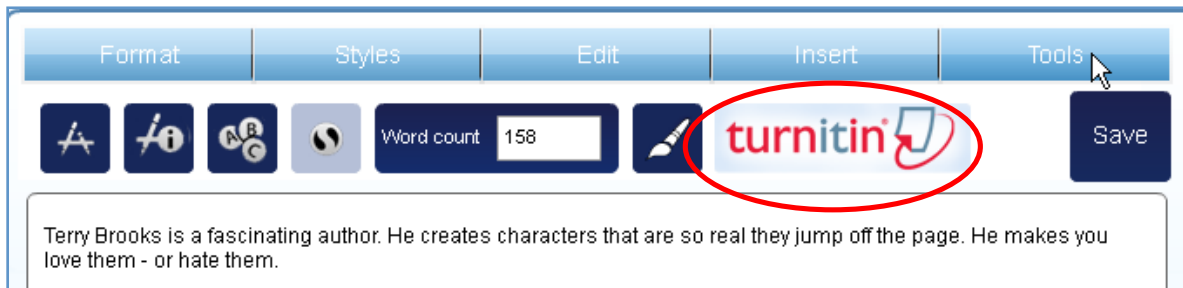
Submit Cancel

### B. Submit to Turnitin Prior to Sending to a Teacher

- a. From Net-text, click the "Tools" button from the top menu.

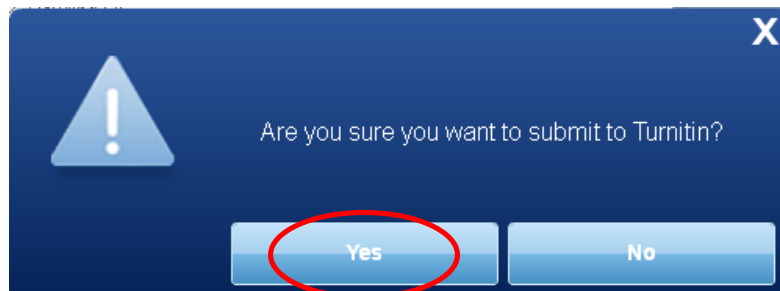


- b. Click the "Turnitin" button located next to the "Save" button.

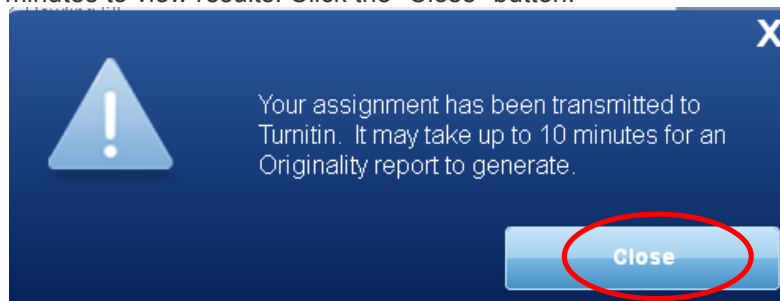


## Turnitin/Write Source Online Student Manual\_v0.2

- c. A notification will appear asking, "Are you sure you want to submit to Turnitin?" Select "Yes."



- d. A notification will appear stating that your assignment has been sent to Turnitin. It may take a few minutes to view results. Click the "Close" button.



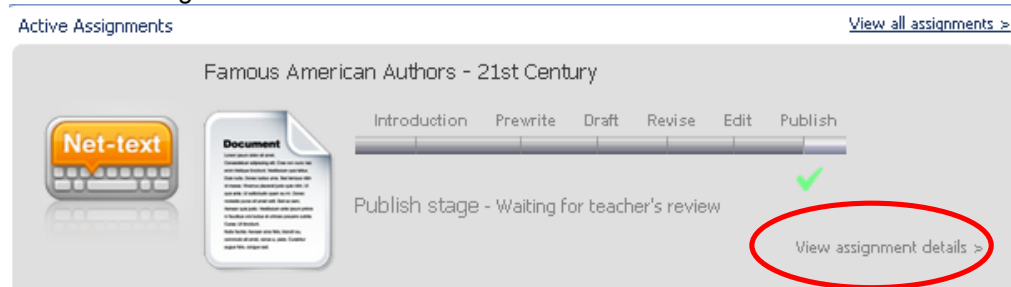
- e. Click the "Save" button in NetText.



## 2. Access and Navigate an OriginalityCheck Report

### A. View an OriginalityCheck Report

- a. Users may wish to view the video instructions here: <http://writingsource.iparadigms.com/viewing-originality>
- b. Select the assignment.



# Turnitin/Write Source Online Student Manual\_v0.2

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(Continues on next page)

## Turnitin/Write Source Online Student Manual\_v0.2

- c. Click on the Similarity Index or percentage in the Turnitin column of your activities dashboard in Write Source Online.

**Famous American Authors - 21st Century** Due: November 30, 2011 (1 Day)

Please add instructions for your assignment.

**Messages** View All

11/29/2011 You submitted your [Publish](#) stage.  
 11/29/2011 You submitted your [Edit](#) stage.  
 11/29/2011 You submitted your [Revise](#) stage.

**Activities**

Open	Instructions	Progress	My Work	Turnitin
	<b>Introduction</b> - Writing guidelines for your research report			You haven't created anything yet.
	<b>Prewrite</b> - Selecting your topic and organizing your ideas			
	<b>Draft</b> - Starting your research report			
	<b>Revise</b> - Change and improve the ideas in your report			
	<b>Edit</b> - Incorporate the rules of grammar, sentence structure, punctuation and spelling.			
	<b>Publish</b> - Create a neat final copy to share and publish			You haven't created anything yet. <b>Similarity Index 74%</b>

## Turnitin/Write Source Online Student Manual\_v0.2

- d. A new window will open—this is the Document Viewer for Turnitin. In the document viewer, the student paper is on the left and the matching sources appear in the right sidebar. The Similarity Index in the upper-right refers to the percentage of words in the entire paper that matches to the source.
- Note: The first time you use Turnitin, you'll need to virtually sign the User Agreement.

The screenshot displays the Turnitin Document Viewer interface. The top navigation bar includes 'TII Demo, grade 12', 'Research Report - DUE 30-Nov-2011', 'What's New', 'Help', and 'Paper 5 of 5'. Below this, there are tabs for 'Originality', 'GradeMark', and 'PeerMark'. The main title of the document is 'Famous American Authors - 21st Century' by a 'WRITESOURCE STUDENT'. The Turnitin logo is visible, along with a similarity score of '74%' (SIMILAR) and a status of '--' (OUT OF 100). The left pane shows the student's text with highlighted matches and numbered callouts (1, 2, 3). The right pane, titled 'Match Overview', lists two sources: 'Submitted to TX-HMH- Student paper' at 41% and 'danpritchard.com Internet source' at 33%. The bottom status bar shows 'PAGE: 1 OF 1', a search bar, and a 'Text-Only Report' button.

The screenshot shows a 'user agreement' dialog box. It contains the following text:

Our user agreement has been updated. Please read our user agreement below and agree or disagree to its terms and conditions:

**1. Acceptance of Terms**  
You accept this User Agreement by using the Services or clicking to accept or agree to the Terms, where this option is made available to You by iParadigms in the user interface for any Service. You may not use the Service and may not accept this User Agreement if (i) You have previously been informed by iParadigms that it no longer wishes to make the Services available to You, or (ii) You are a person barred from using the Services under applicable law, or (iii) You are not an Authorized User (defined below).

I am at least 13 years of age.  
 I am under 13 years of age.

## Turnitin/Write Source Online Student Manual\_v0.2

- e. Text within the student's paper that matches to content in the Turnitin database will be highlighted in the student's paper. Each match is given a number and a color. This number and color appears within the student's paper and corresponds to the sources in the sidebar.
- f. Click on the matching text within the paper, and the matching source of the text will be displayed in a pop-up, showing the matching text plus some of the surrounding text.

The screenshot displays the Turnitin/Write Source interface. The main window shows a student's paper titled "Famous American Authors - 21st Century" with a 74% similarity score. The paper content includes a paragraph about Terry Brooks, with several lines highlighted in pink and numbered. A red circle highlights the number '2' next to the highlighted text. The Match Overview sidebar on the right lists the sources for the matches:

Match Number	Source	Similarity
1	Submitted to J.K.-HMH- Student paper	41%
2	danpritchard.com Internet source	33%

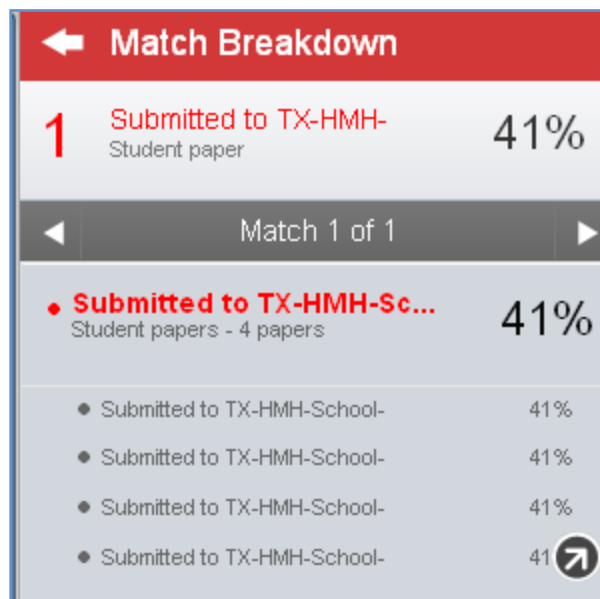
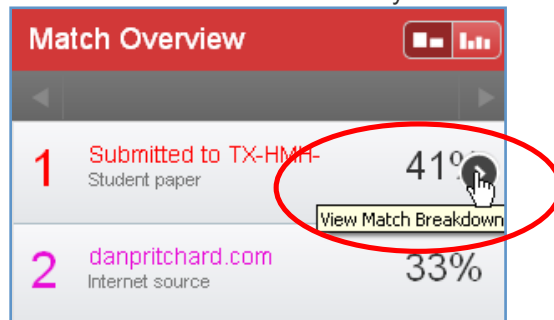
The interface also shows navigation tabs for Originality, GradeMark, and PeerMark, and a footer with "PAGE: 1 OF 1" and "Text-Only Report".



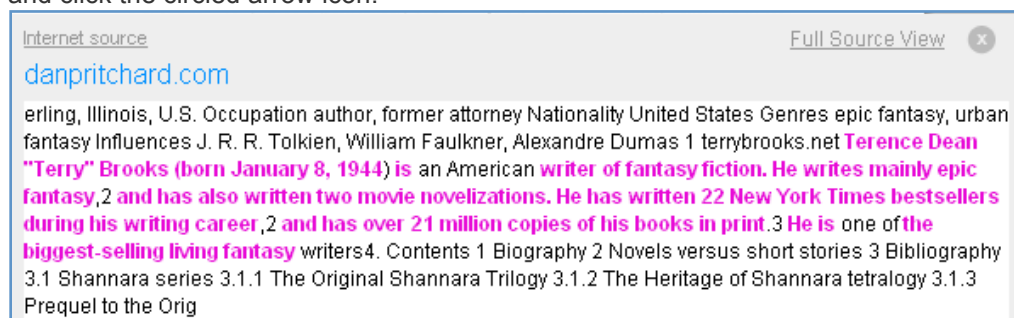
## Turnitin/Write Source Online Student Manual\_v0.2

### B. View Match Breakdown

- a. Hover over the source listing in the sidebar, and click on the circled arrow icon that appears. This will take the user to the 'Match Breakdown' view. From the Match Breakdown view, users can see some additional sources that may have been used.



- b. For Internet source matches, hover over a match in the side bar to view the original web page, and click the circled arrow icon.



## Turnitin/Write Source Online Student Manual\_v0.2

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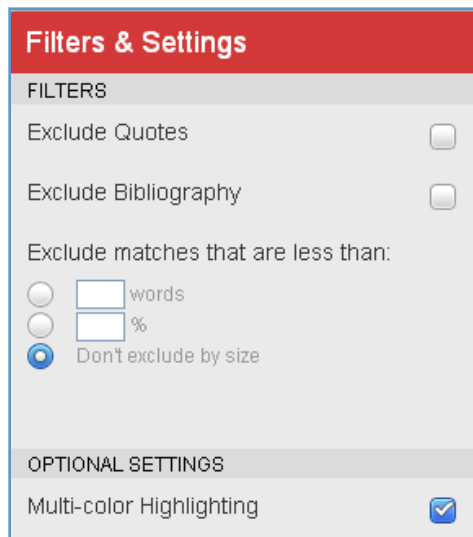
- c. Exclude some or all of these sources by clicking the "Select Sources to be Excluded" button towards the bottom. Select the sources you want to exclude, and then click "Exclude". The OriginalityCheck report is then reevaluated and the similarity index is updated to reflect these exclusions.



- d. To view or restore any exclusion, click the exclusions icon at the bottom of the sidebar. Select the sources you want to restore, then click restore, or click restore all.

### C. Use Filters

- a. Click on the Filter icon at the bottom of the sidebar to access Filters and Settings menu.  
b. Choose the options to exclude quotes, bibliography and/or exclude small matches.  
c. Choose whether you want multi-colored or single-color highlighting.

A screenshot of a settings menu titled "Filters & Settings" in a red header. The menu is divided into two sections: "FILTERS" and "OPTIONAL SETTINGS". Under "FILTERS", there are three items: "Exclude Quotes" with an unchecked checkbox, "Exclude Bibliography" with an unchecked checkbox, and "Exclude matches that are less than:" with three radio button options: "words" (unchecked), "%" (unchecked), and "Don't exclude by size" (checked). Under "OPTIONAL SETTINGS", there is one item: "Multi-color Highlighting" with a checked checkbox.

Filters & Settings	
FILTERS	
Exclude Quotes	<input type="checkbox"/>
Exclude Bibliography	<input type="checkbox"/>
Exclude matches that are less than:	
<input type="radio"/> words	
<input type="radio"/> %	
<input checked="" type="radio"/> Don't exclude by size	
OPTIONAL SETTINGS	
Multi-color Highlighting	<input checked="" type="checkbox"/>

## Turnitin/Write Source Online Student Manual\_v0.2

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### D. View Paper Information

- a. Click on the Paper Info icon in the bottom-left of the document viewer.



- b. Paper information will reveal the paper ID number, when it was submitted, word count, character count, the number of times the paper was submitted, as well as a breakdown of the Similarity Index by database type.

Paper Info	
PAPER ID	217695781
SUBMITTED ON	29-Nov-2011 4:13PM
WORD COUNT	162
CHAR COUNT	934
SUBMISSIONS	1
ORIGINALITY	
OVERALL	74%
INTERNET	73%
PUBLICATIONS	0%
STUDENT PAPERS	73%
GRADEMARK	
LAST GRADED	N/A
COMMENTS	
QUICKMARKS	

### E. Print and Download

- a. To the right of the info icon, click the print and download button to download the OriginalityCheck report as a PDF.
- b. Once downloaded as a PDF, send the document to a printer.

