

Turnitin/Write Source Online Teacher Manual_v0.2

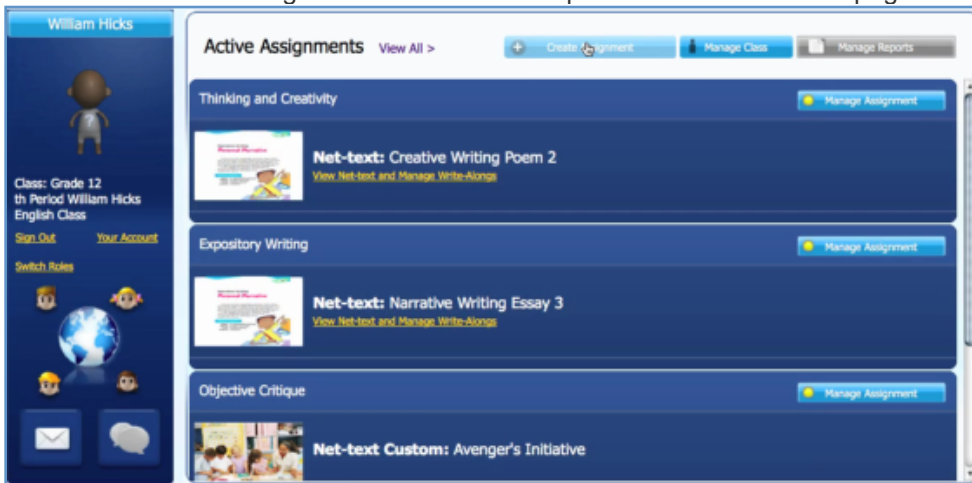
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1. Create an Assignment

- A. Users may wish to view the video instructions here: <http://writersource.iparadigms.com/create-assignment>
- B. Click the "+ Create Assignment" button at the top of the instructor home page.

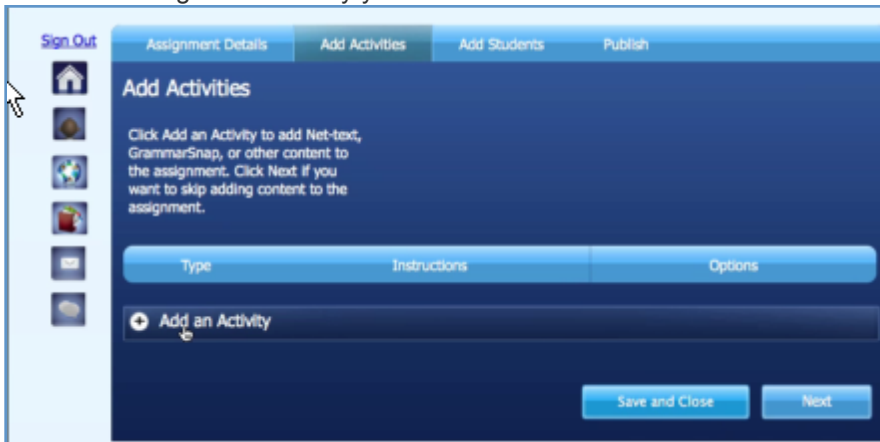


- C. At the Assignment Details tab, select a Due Date, Enter an Assignment Name, and Assignment Description, as you would for other Write Source assignments. Click next.

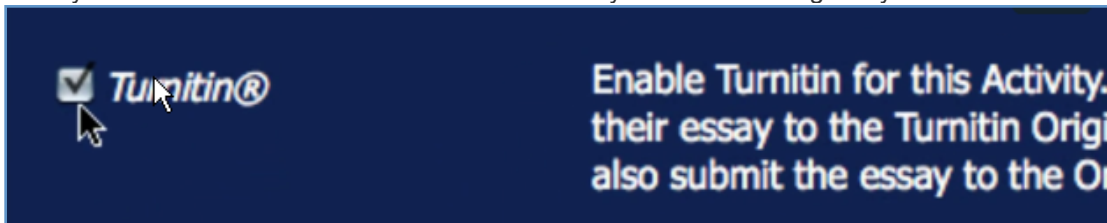


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- D. From the Add Activities tab, click the "+ Add an Activity" link. A window will appear to Add an Activity. Select the assignment activity you would like to use from Net-text or a Custom writing task.



- E. Whatever assignment-type you choose, make sure 'Turnitin®' is checked to enable Turnitin for this activity. This will allow students to submit their essay to Turnitin's OriginalityCheck. Click Save.

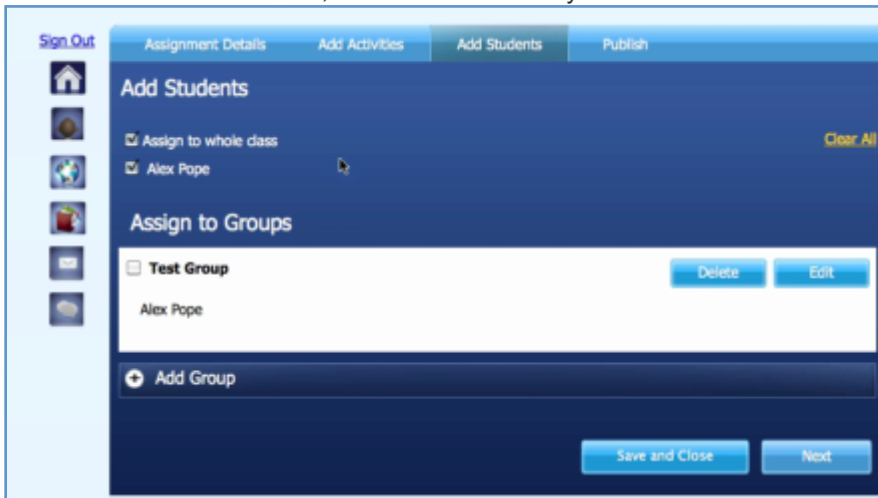


- F. Confirm your activities, and then click Next.

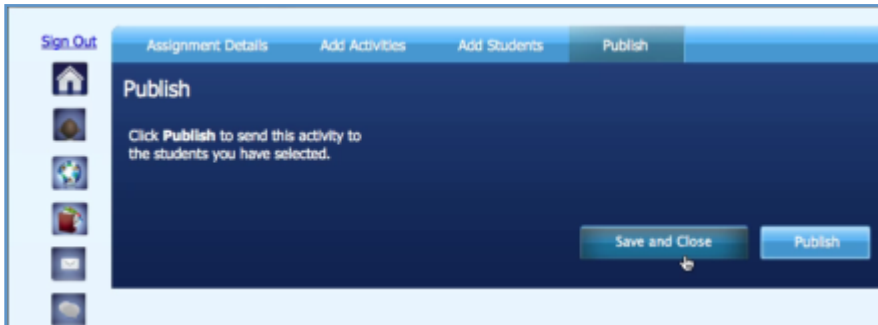


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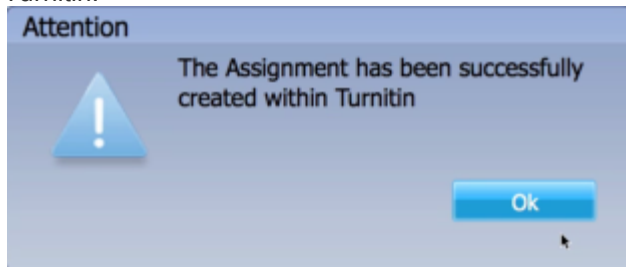
- G. From the Add Students tab, select the students you would like to add. Click Next.



- H. From the Publish tab, click Publish when you are ready to send this activity to your selected students, or click Save and Close.



- I. Your assignment has now been published to your class and the assignment has also been created in Turnitin.



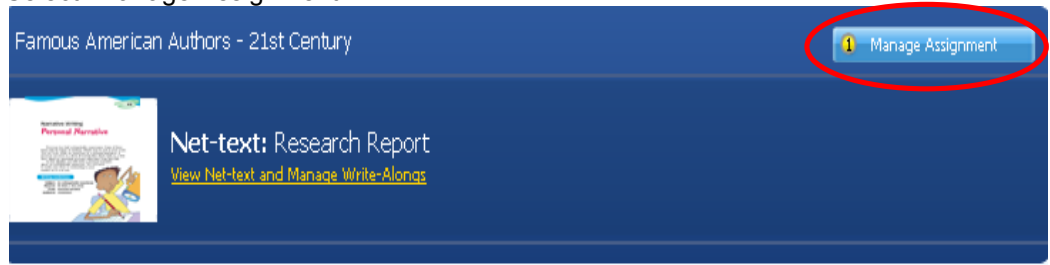
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2. Access and Navigate an OriginalityCheck Report

A. View an OriginalityCheck Report

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

- b. Select “Manage Assignment”



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

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Famous American Authors - 21st Century Due: November 30, 2011

Please add instructions for your assignment.

turnitin Enabled

Messages

[View All](#)

11/29/2011 ! The assignment has been sent to Turnitin.

Settings: Peer Review: Off | [Edit](#) Stage Gating: Off | [Edit](#)

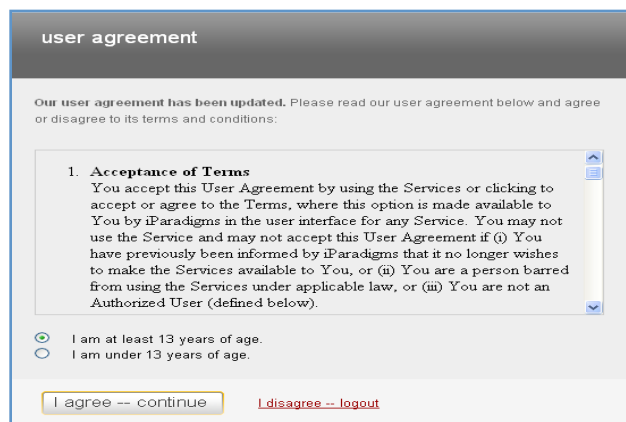
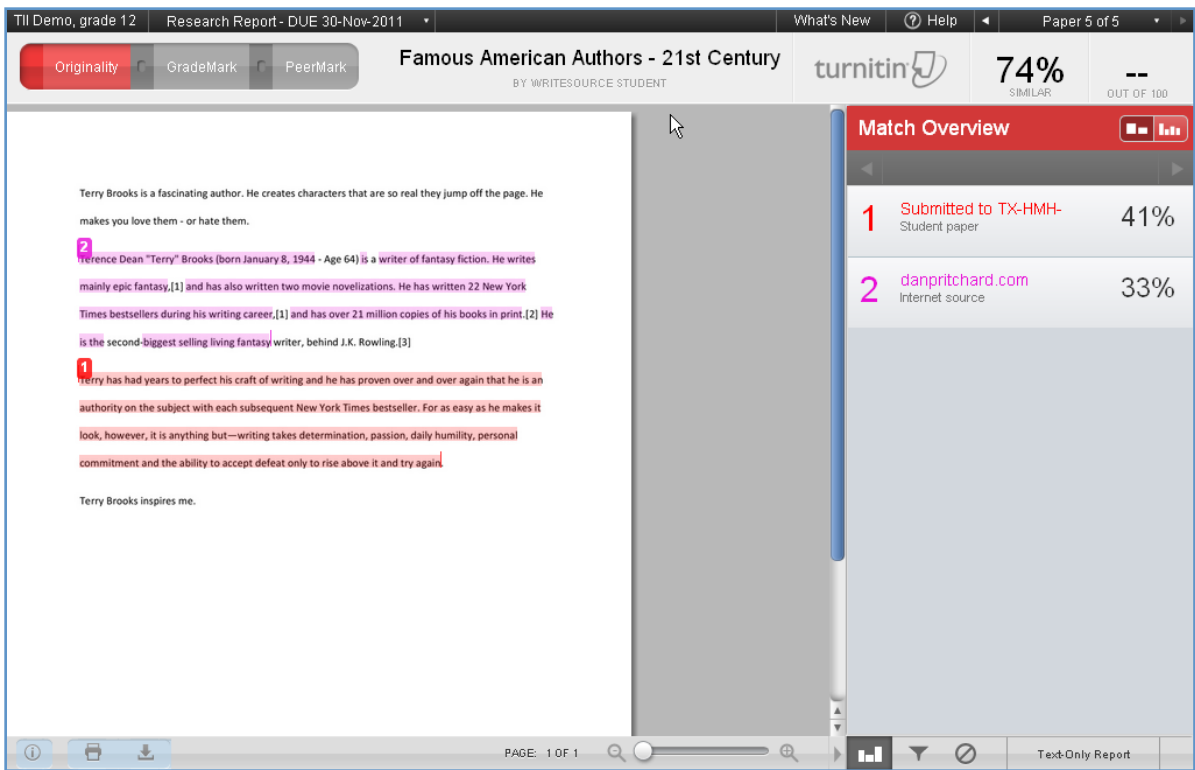
! You have 1 action to attend to

Student	Progress	Actions	Completed	Notes	Final Grade	Turnitin
Cara Huff	5/6 In Progress	! Review Publish Submission	—/—/—	! Add Note	Grade (optional)	Similarity 74% Index
Joe White	0/6 Not Started		—/—/—	! Add Note	Grade (optional)	(—)
Mary Smith	0/6 Not Started		—/—/—	! Add Note	Grade (optional)	(—)

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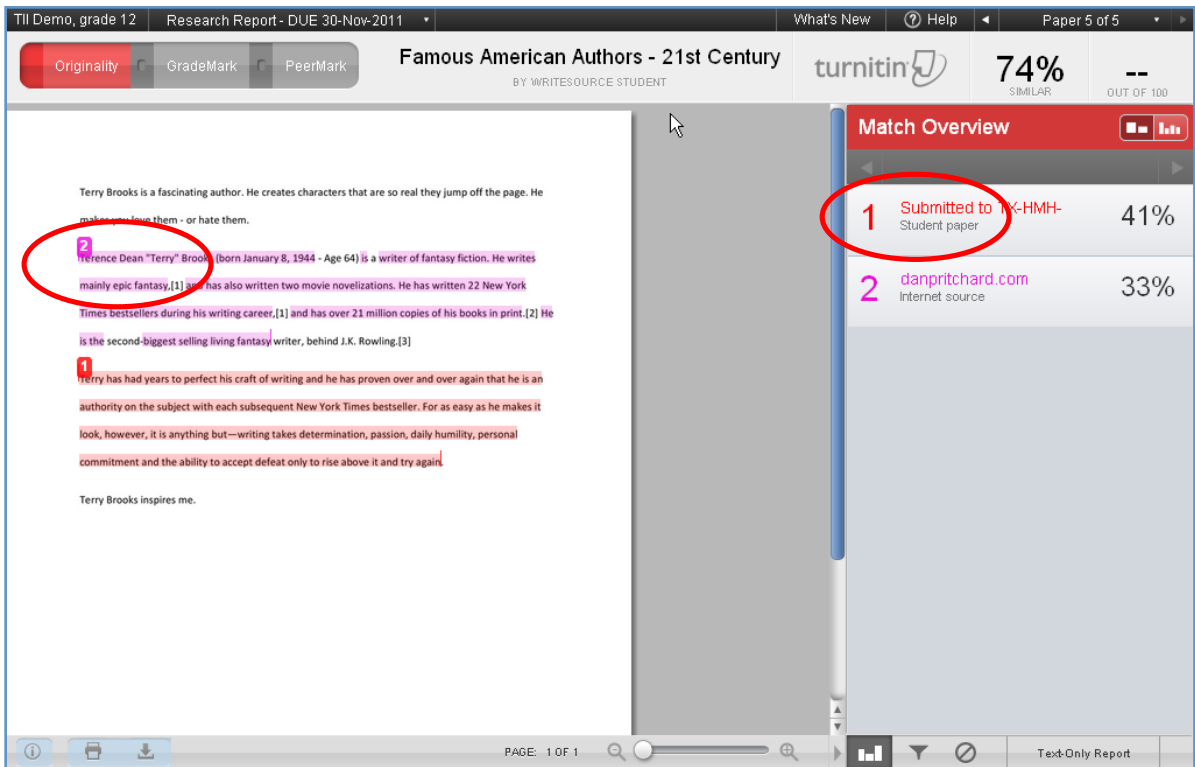
d. A new window will open—this is the Document Viewer for Turnitin. In the document viewer, the student paper is on the left and the matching sources appear in the right sidebar. The Similarity Index in the upper-right refers to the percentage of words in the entire paper that matches to the source.

1. Note: The first time you use Turnitin, you'll need to virtually sign the User Agreement.



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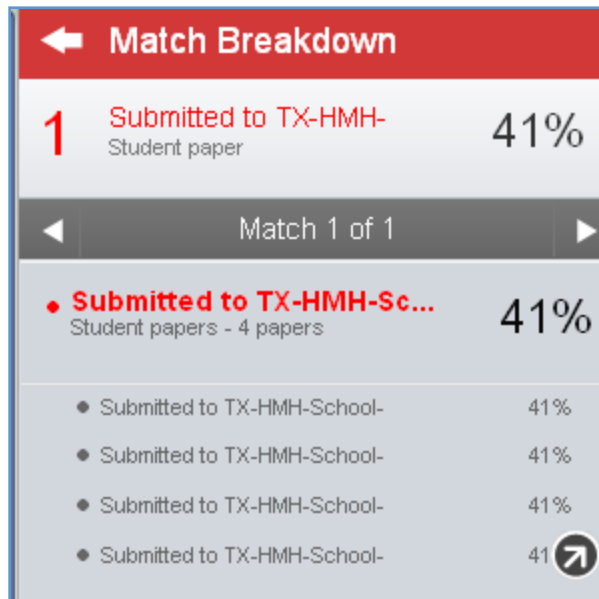
- e. Text within the student's paper that matches to content in the Turnitin database will be highlighted in the student's paper. Each match is given a number and a color. This number and color appears within the student's paper and corresponds to the sources in the sidebar.
- f. Click on the matching 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.



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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.

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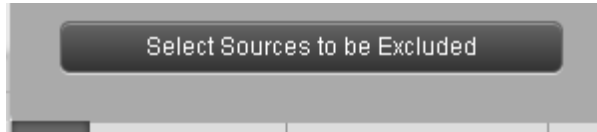
Internet source Full Source View ✕

danpritchard.com

erling, Illinois, U.S. Occupation author, former attorney Nationality United States Genres epic fantasy, urban fantasy Influences J. R. R. Tolkien, William Faulkner, Alexandre Dumas 1 terrybrooks.net **Terence Dean "Terry" Brooks (born January 8, 1944) is an American writer of fantasy fiction. He writes mainly epic fantasy,2 and has also written two movie novelizations. He has written 22 New York Times bestsellers during his writing career,2 and has over 21 million copies of his books in print.3 He is one of the biggest-selling living fantasy writers4.** Contents 1 Biography 2 Novels versus short stories 3 Bibliography 3.1 Shannara series 3.1.1 The Original Shannara Trilogy 3.1.2 The Heritage of Shannara tetralogy 3.1.3 Prequel to the Orig

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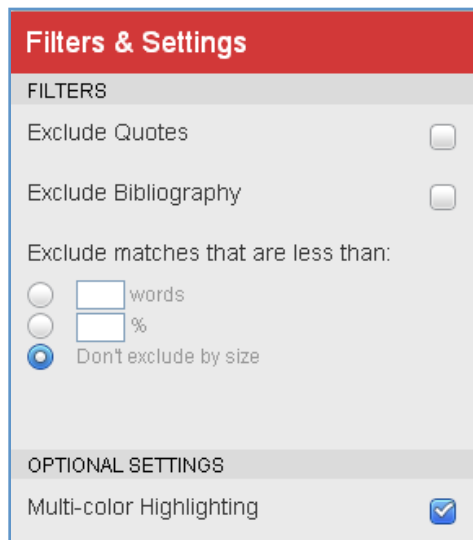
- c. Exclude some or all of these sources by clicking the "Select Sources to be Excluded" button towards the bottom. Select the sources you want to exclude, and then click "Exclude". The OriginalityCheck report is then reevaluated and the similarity index is updated to reflect these exclusions.



- 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 the "Filters & Settings" menu. The menu has a red header with the title "Filters & Settings" in white. Below the header, there are 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.

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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.

