

Moodle Help for Students

How to use Turnitin through Moodle

Turnitin is an online service to which the University subscribes. It enables the text-matching of submitted texts against an extensive library of visible internet pages, journals, periodicals etc. and student essays previously submitted. It is a tool for use in preventing plagiarism. Staff and students can access an Originality Report which indicates the percentage of text matched, i.e. the percentage that is thought to have been copied as well as the suspected sources.

Check your Module Handbook for information on how to submit assignments. This may be through a link on the Moodle page for your module or it may be in a separate Moodle site set up by your School.

The TurnitinUK space in Moodle allows students to test their assignments by uploading them to receive an originality report for their own use before they submit the assignment for real.

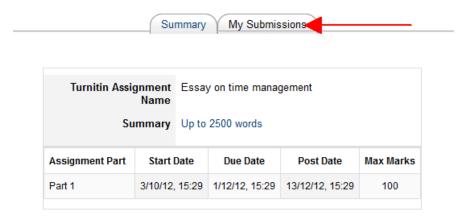
To upload a document into Turnitin via Moodle

- 1. Login to Moodle using your University username and password.
- 2. Enter the course that you would like to submit an assignment in, either

a module or

TurnitinUK, text-matching tool

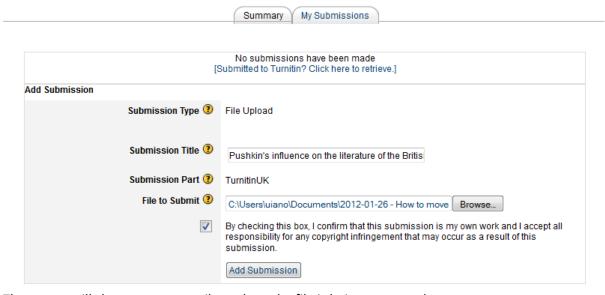
- 3. Alternatively, click on **Site home** (under Navigation), type a keyword (e.g., module name or "TurnitinUK") in the search box and click Go
- 4. Go to the relevant link for the assignment it will have the Turnitin icon
 - e.g., in the TurnitinUK space this is "TurnitinUK, text-matching tool"
- 5. Click the My Submissions tab.





- 6. Enter the submission title and then use the **Browse** button to locate the file you want to upload.
- 7. Click on **Add Submission** to upload your file for checking.

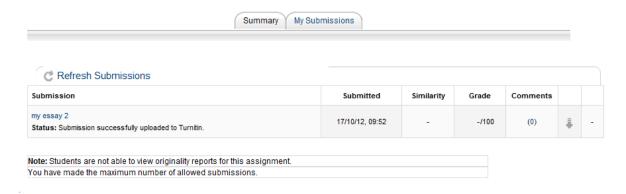
 Don't forget to tick the box to confirm that this submission is your own work and you accept all responsibility for any copyright infringement that may occur as a result of this submission.



The screen will change momentarily to show the file is being processed:



The screen then changes to show you a confirmation of your submission



You can click on the title of your essay to get a digital receipt (please see below)

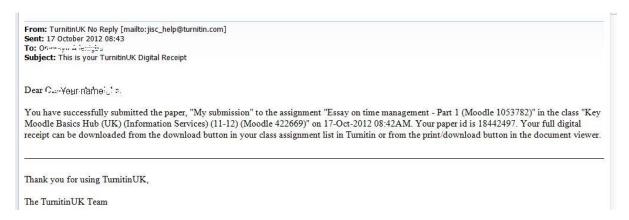
How to download a Turnitin receipt

When you have submitted your assignment you will receive an email with your ID number as a digital receipt.



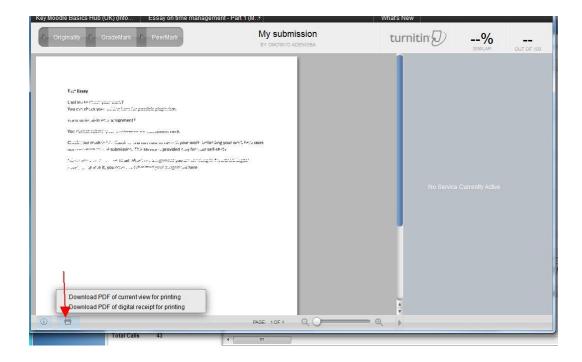
This email will be sent to your University email address.

Please ensure it is not treated as junk and that you clear out your account so that it is not too full to receive the message.



Once you have submitted an assignment you can download a digital receipt in [Title of Turnitin assignment] > My submissions.

Click on your submission to open it in a Turnitin Viewing Window.



In the Turnitin viewing window click on the Print/Download button (indicated in the screenshot above) to get the option to print/download either your submission or its digital receipt.

Click on the Information icon to the left of it to see information including the submission's Turnitin ID.

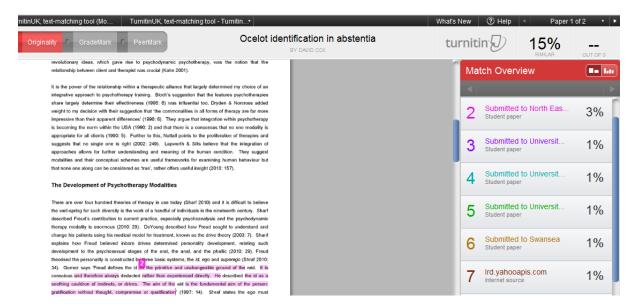


Checking your originality report

In some assignments (particularly the ones in TurnitinUK) you are permitted to see your originality report. (This depends on how the module convenor has set it up.)

Once the document has been uploaded the system will produce an originality report (the report can take up to 24 hours to produce during peak times but is usually much quicker than that). When the report is ready a percentage will be displayed under the **Originality** tab. To view the originality report click onto the percentage score.

Your document will be displayed on the left hand side of the screen and the corresponding information sources that contain matching text will be displayed on the right.



Please see the document "Using your TurnItIn Originality Report" in the Moodle module **Introduction to Moodle for Students** for more detail on using the originality report as a formative writing tool.