Turnitin is a web-based teaching tool used at Unisa to prevent plagiarism by checking documents for originality.

Please remember that you have to conform to the UNISA plagiarism policy and regulations (available on the *my*Unisa home page). Unisa has a zero tolerance for plagiarism.

Turnitin Quick Start Guide
for registered UNISA postgraduate students

Note 1: *You must have access to a PC with an internet connection, no programme installation is required. You may use Mozilla Firefox, Google Chrome, Safari or Internet Explorer.*

Note 2: *You must have an active Unisa myLife email account. Your Turnitin access is linked to your myLife email address and that is where Turnitin will send all correspondence.*

All registered Unisa Masters & Doctoral students are **automatically enrolled** in formal Unisa Turnitin classes. Selected Unisa Honours' modules also make use of Turnitin.

When you are enrolled for your first class in Turnitin, you will receive an email directly from Turnitin with a link to create your password for Turnitin. Use the same password that you are using for your myLife email account.

If your Turnitin profile is already active, and you are enrolled into a new class, you will also receive an email from Turnitin directly with a link to access the new class.
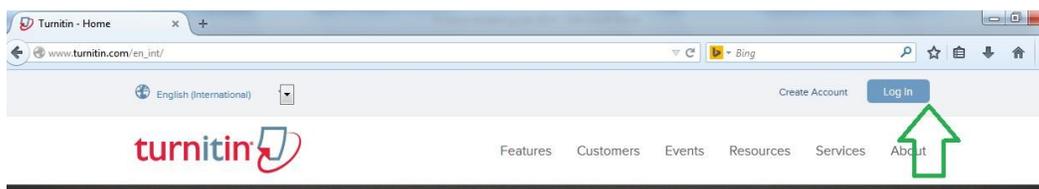
Should you have an active profile, but forgot your password, go to the Turnitin website's login page and click on 'Forgot your password?' then follow the onscreen instructions.

Step 1: Login to Turnitin

Go to Turnitin with your web browser: http://www.turnitin.com
Click on the Login button in the top right corner of the screen
See example below:

Complete your username and password on the next page.

If you are logging in for the first time, you need to complete your user profile next.
See example below:

Continue to the next page and read through the Turnitin User Agreement then click on
"I Agree" to proceed to your personal Turnitin Homepage.

> *Note: Once you have set up your user profile, you can access Turnitin repeatedly using your
> myLife e-mail address and your selected Turnitin password.*

If you experience difficulties with registering and getting started with Turnitin, please direct an
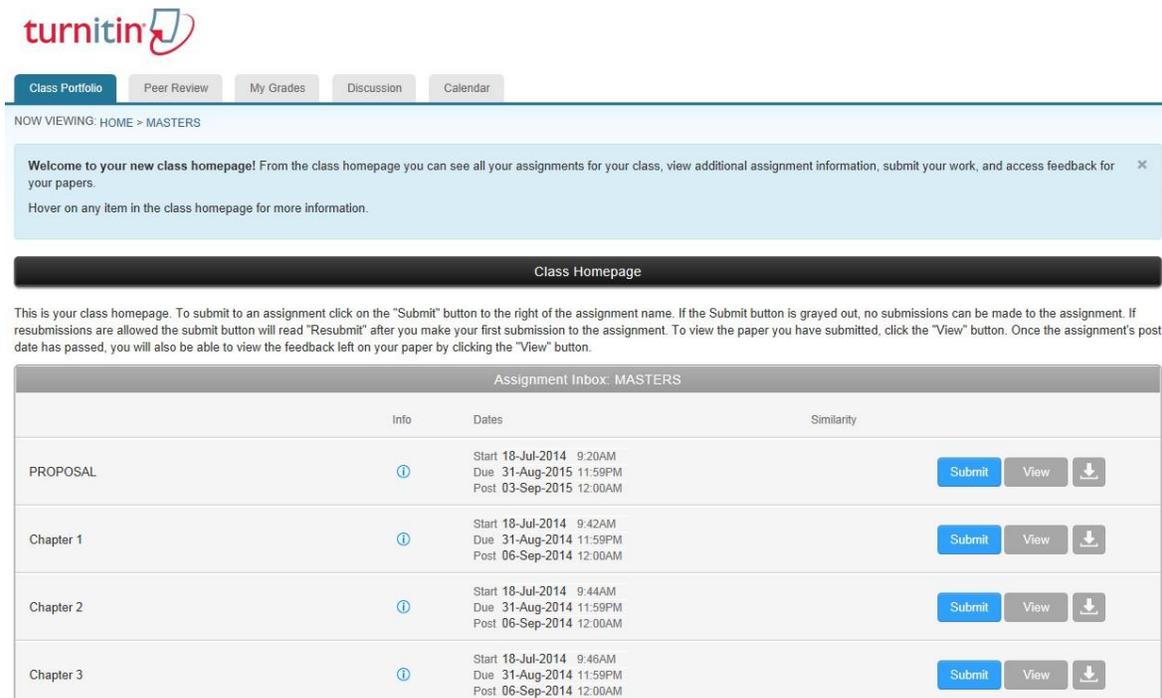email explaining your difficulties to Turnitin@unisa.ac.za.

Step 2: Classes and assignments

Your student homepage will open next with a list of the classes you are enrolled in.
Click on the relevant class name itself to open your class homepage.
In the example below, the class name is MASTERS:

The class homepage will list your assignments. In the example below, the assignments are
Proposal, Chapter 1, Chapter 2, and Chapter 3:

*Note: Do not confuse Turnitin DUE dates set here with the formal assignment due dates required
by myUnisa*

Step 3: Submit documents to Turnitin

To submit your document, click the "Submit" button next to the relevant assignment. See example below:

> *Note: UNISA requires you to submit your document in MS Word format. You may also submit an electronically created PDF document (but not a scanned PDF).*

A new page will open and you are required to make a "single file upload". Enter the title of your submission next and click on "choose from this computer" to select the file you want to submit. See example below:

Very important: UNISA Turnitin submissions are **'all inclusive'**, which means that <u>every submitted document needs to include a title page (with your name and student number), as well as a bibliography (reference list)</u>. The title page protects your submission as being your upload and the bibliography serves as confirmation of the research content within your document. We cannot protect your submissions without it.

Locate the document on your computer, select it, return to the Turnitin window and click on "Upload" to continue.
See example below:

Very important: Submissions are permanently stored in Turnitin!!

As a precaution, before finally submitting your document, Turnitin will let you preview your submission before accepting the file.
See example below:

Once you are sure you selected the correct document, click "Confirm" to submit your document to Turnitin for originality checking.

Turnitin will confirm the success of the upload. Please take note of the "Submission ID". See example below:

Note: Turnitin also sends you a digital receipt to your myLife email address.

You may now return to your class portfolio page by clicking "Return to assignment list".

Once back on your class homepage, wait for a while and refresh your page (press F5 on your keyboard) and you will see your Similarity Index result (%). See example below:

***Note**: The Originality Report is compiled online for both student and supervisor within 24 hours after submission. The duration will depend on network connections.*

Step 4: Open Turnitin originality reports

The document you submit to Turnitin will be compared against millions of internet webpages, published books and articles, as well as previously submitted documents saved in the Turnitin repositories. The comparison document is called an Originality Report.

- The Originality Report provides a summary of matching text found in the submitted document.
- The Originality Report also reveals the sources of matching text identified.
- The amount of matching text is indicated by an index of similarity, shown as a percentage. The higher the percentage, the greater the amount of matching text.
- UNISA students are permitted to view the Originality Reports for their submitted documents.

Click on the percentage in the similarity column to open the originality report in a new window. See example below:
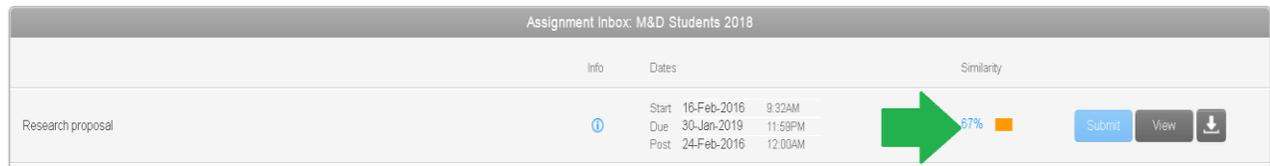
Assignment Inbox: M&D Students 2018			
	Info	Dates	Similarity
Research proposal	ⓘ	Start 16-Feb-2016 9:32AM Due 30-Jan-2019 11:59PM Post 24-Feb-2016 12:00AM	67% ▮ Submit View ⬇

Note: Proper interpretation of an originality report requires careful thought and discussion with your instructor/supervisor. Ask your instructor/supervisor about conditions under which a certain % of matching text may be allowed and how such text should be referenced in your document.

Next you need to unfold the match overview of the originality report. This can now be done by clicking on the similarity index itself within the report (document viewer). Unfolding the match overview will assist in quickly identifying an undue match.
See example below:
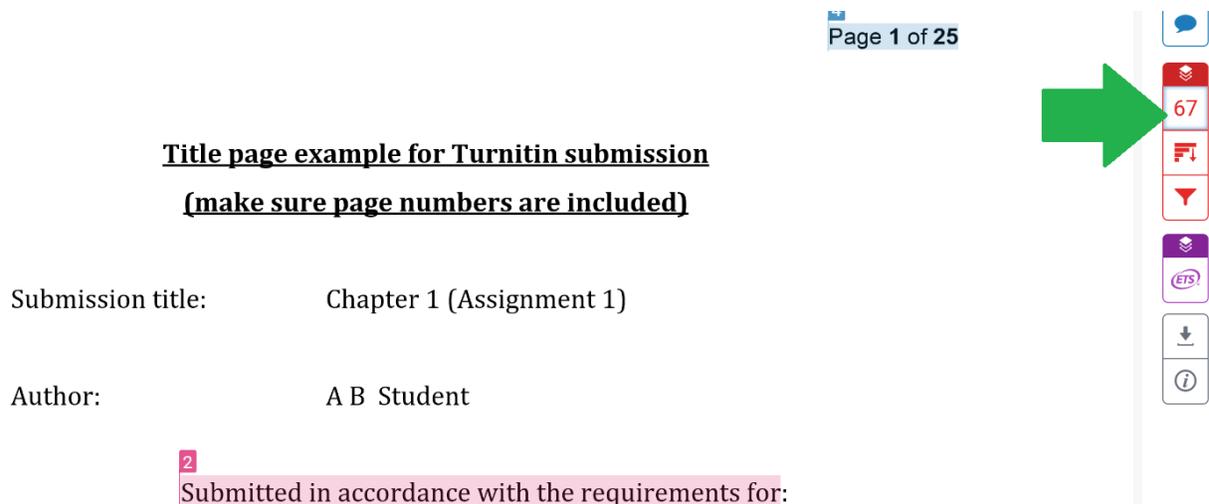
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Title page example for Turnitin submission
(make sure page numbers are included)

Submission title: Chapter 1 (Assignment 1)

Author: A B Student

2

Submitted in accordance with the requirements for:

The left side of the window displays the content of your submitted document with portions of text highlighted in different colours. The column on the right displays the sources found in the Turnitin repository marked with corresponding colours to identify the matching text.

Title page example for Turnitin submission
(make sure page numbers are included)

Submission title: Chapter 1 (Assignment 1)

Author: A B Student

2
Submitted in accordance with the requirements for:

DOCTOR OF EDUCATION (Module code HRECS83)

2
at the UNIVERSITY OF SOUTH AFRICA

Match Overview ✕

67%

‹   ›

Currently viewing standard sources

View English Sources (Be...

Matches

1	Submitted to University... Student Paper	32% ›
2	uir.unisa.ac.za Internet Source	29% ›
3	www.gerbera.org Internet Source	3% ›
4	www.goneboarding.com Internet Source	1% ›
5	www.flowerweb.com Internet Source	1% ›

Very important: As a universal rule for all Unisa students, the similarity of your document to any single source has to be below 5%. *So, if the matching of any single source is 5% or more, you may wish to revise and resubmit your document to Turnitin.*

You now have a Turnitin profile and may access the programme anytime to submit your draft documents for originality checking before your final submission for assessment by your instructor/supervisor.

It is generally not necessary to rework every single highlighted portion of text. Your aim should not be to reduce the similarity index, but to give your own interpretation of the research done.

Very important: although certain percentages might be acceptable under certain conditions, *blatant plagiarism is completely unacceptable regardless of the overall similarity index*.

The above means, even when your similarity index or a specific individual match percentage is very low, but blatant plagiarism is found in the document it will still be unacceptable. Do consult with your supervisor.

Regards
Turnitin Team Unisa