



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 *myUnisa* 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.

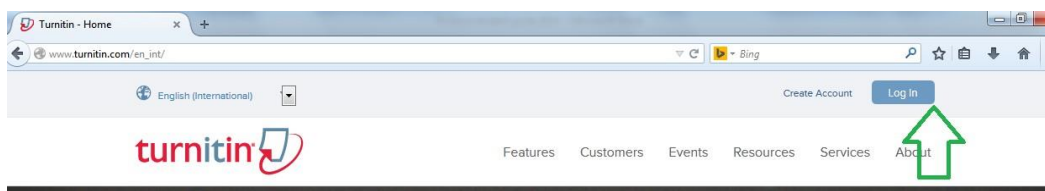
Should you have an active profile, but forgot your password, go to the Turnitin website's login page and click on 'Forgot your password?' then follow the onscreen instructions.

### 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:

The screenshot shows a 'Welcome to Turnitin!' page with a grey header. Below the header, there is a message: 'You have been added as a student to the account **Student submissions for 2018**. Before you can get started, we want to confirm your user information and give you the chance to set up your secret question and answer. Please feel free to change any other information as needed. When you are done, click "next" to continue.'

The form contains the following fields and elements:

- your email \***: A text input field containing '760809@mylife.unisa.ac.za'. A green arrow points to this field with the text 'Choose a question from the dropdown list'.
- Secret question \***: A dropdown menu with the text 'Please select a secret question.' and a downward arrow icon.
- Question answer \***: A text input field. A green arrow points to this field with the text 'Enter your answer here'.
- your first name \***: A text input field containing 'Naomi'.
- your last name \***: A text input field containing 'Van der Walt'.
- Next**: A button with the text 'Next'. A green arrow points to this button with the text 'Click here to continue'.

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](mailto:Turnitin@unisa.ac.za).

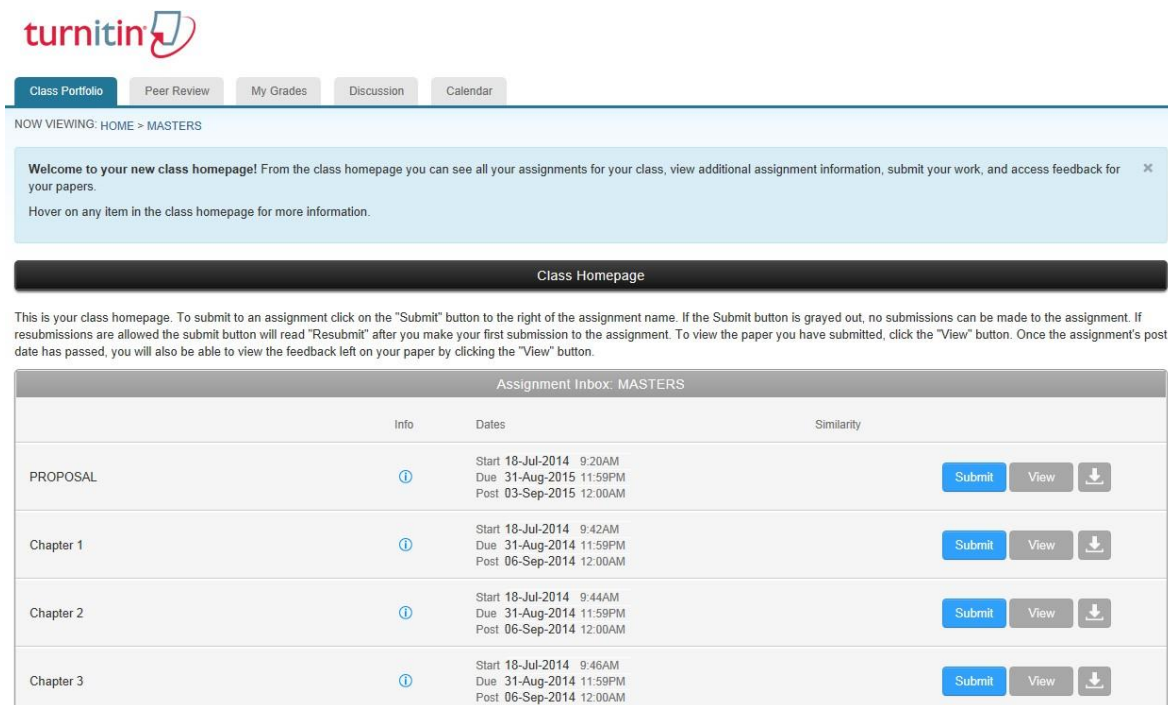
## Step 2: Classes and assignments

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:



| University of South Africa: CED - University of South Africa |            |                  |        |            |
|--|------------|------------------|--------|------------|
| Class ID   | Class name | Instructor       | Status | Drop class |
| 4280779  | MASTERS    | Van Heerden Mark | Active |            |

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



turnitin

Class Portfolio Peer Review My Grades Discussion Calendar

NOW VIEWING: HOME > MASTERS

Welcome to your new class homepage! From the class homepage you can see all your assignments for your class, view additional assignment information, submit your work, and access feedback for your papers. Hover on any item in the class homepage for more information.

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 Inbox: MASTERS |      |   |   |
|---------------------------|------|---|---|
|                           | Info | Dates   | Similarity                                  |
| PROPOSAL                  |      | Start 18-Jul-2014 9:20AM<br>Due 31-Aug-2015 11:59PM<br>Post 03-Sep-2015 12:00AM | <a href="#">Submit</a> <a href="#">View</a> |
| Chapter 1                 |      | Start 18-Jul-2014 9:42AM<br>Due 31-Aug-2014 11:59PM<br>Post 06-Sep-2014 12:00AM | <a href="#">Submit</a> <a href="#">View</a> |
| Chapter 2                 |      | Start 18-Jul-2014 9:44AM<br>Due 31-Aug-2014 11:59PM<br>Post 06-Sep-2014 12:00AM | <a href="#">Submit</a> <a href="#">View</a> |
| Chapter 3                 |      | Start 18-Jul-2014 9:46AM<br>Due 31-Aug-2014 11:59PM<br>Post 06-Sep-2014 12:00AM | <a href="#">Submit</a> <a href="#">View</a> |

**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:

| Assignment Inbox: MASTERS |      |   |            |
|---------------------------|------|---|------------|
|                           | Info | Dates   | Similarity |
| PROPOSAL                  |      | Start 18-Jul-2014 9:20AM<br>Due 31-Aug-2015 11:59PM<br>Post 03-Sep-2015 12:00AM |            |
| Chapter 1                 |      | Start 18-Jul-2014 9:42AM<br>Due 31-Aug-2014 11:59PM<br>Post 06-Sep-2014 12:00AM |            |

*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:

turnitin

Class Portfolio My Grades Discussion Calendar

NOW VIEWING: HOME > STUDENT SUBMISSIONS FOR 2018: ECS4864

Submit: [Single File Upload](#) STEP ● ○ ○

You need to submit a single file in either MSWord or PDF format

First name  
Naomi

Last name  
Van der Walt

Submission title

Give your submission a title for example ASSIGNMENT 1 DRAFT

What can I submit?

Choose the file you want to upload to Turnitin:

Choose from this computer

Choose from Dropbox

Choose from Google Drive

Click CHOOSE FROM THIS COMPUTER to locate your file for this submission

**Very important:** UNISA Turnitin submissions are ‘**all inclusive**’, which means that every submitted document needs to include a title page (with your name and student number), as well as a bibliography (reference list). 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:



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:

Submit: Single File Upload
STEP ●●●

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

**Author:**  
Naomi Van der Walt

**Assignment title:**  
Assignment 1/DRAFT

**Submission title:**  
Assignment 1 Draft

**File name:**  
TRAINING DOCUMENT EXAMPLE.docx

**File size:**  
59.17K

**Page count:**  
25

«
Page 1
»

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

Submission title: Chapter 1 (Assignment 1)

Author: A B Student

Submitted in accordance with the requirements for  
(SCHOOL OF EDUCATION (Graduate Entry Bachelor))  
at the UNIVERSITY OF SOUTHERN AFRICA

Supervisor/Examiner: C D Teacher

Date: 1 April 2017

**DECLARATION**

I declare that this submission is my own work and that all sources that I have used in writing have been indicated and acknowledged by means of complete references.

*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:

| Assignment Inbox: Student submissions 2018 |      |   |            |  |  |  |
|--|------|---|------------|--|--|--|
|  | Info | Dates   | Similarity |  |  |  |
| Assignment 1 DRAFT                         |      | Start 03-Apr-2018 2:00PM<br>Due 23-Apr-2018 11:59PM<br>Post 04-Apr-2018 12:00AM | 67%        |  |  |  |
| Assignment 1 FINAL                         |      | Start 03-Apr-2018 2:00PM<br>Due 23-Apr-2018 11:59PM<br>Post 04-Apr-2018 12:00AM | Processing |  |  |  |

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

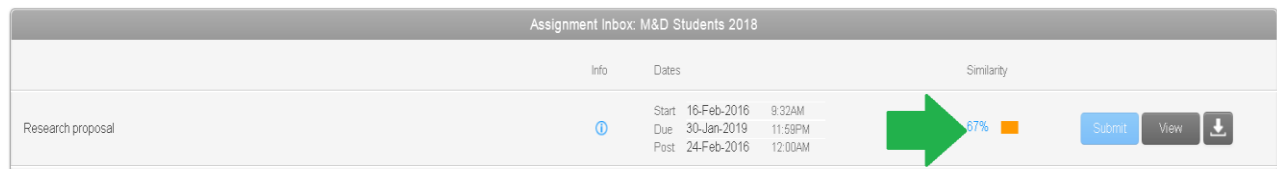
## Step 4: Open Turnitin originality reports

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.

**Note:** The percentage shown on the Originality Report is an indication of **NON-ORIGINALITY** and is by no means a percentage of “plagiarism”. The report itself renders the percentage as a Similarity Index only!

- 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.

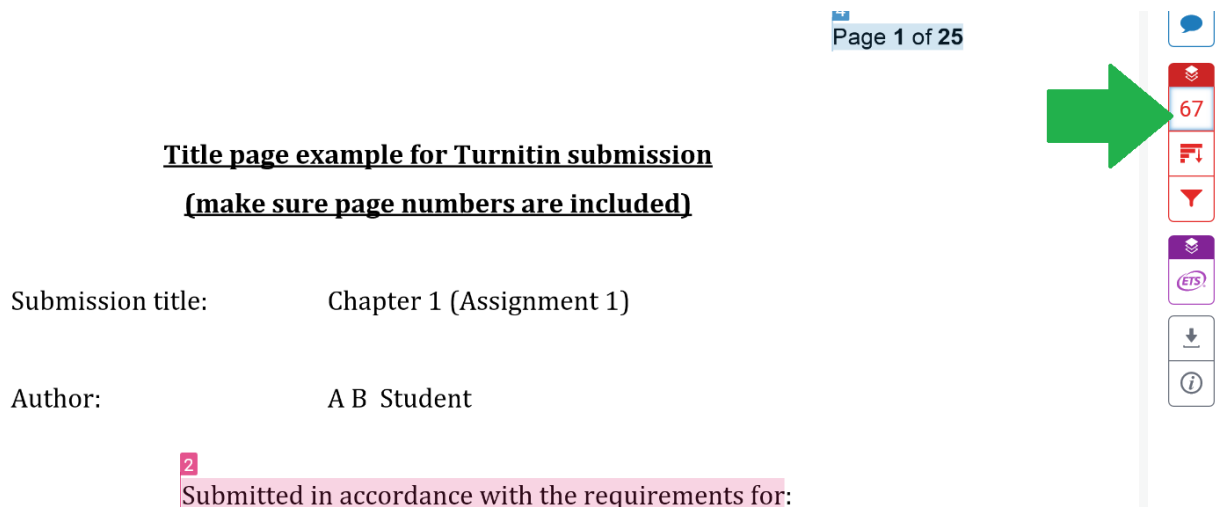
Click on the percentage in the similarity column to open the originality report in a new window. See example below:



|                   | Info | Dates   | Similarity |   |
|-------------------|------|---|------------|---|
| Research proposal |      | Start 16-Feb-2016 9:32AM<br>Due 30-Jan-2019 11:59PM<br>Post 24-Feb-2016 12:00AM | 67%        | <a href="#">Submit</a> <a href="#">View</a> |

**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:



Page 1 of 25

**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.

Page 1 of 25

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

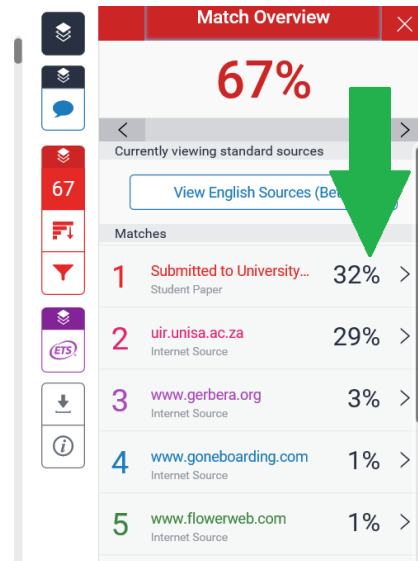
Submission title: Chapter 1 (Assignment 1)

Author: A B Student

Submitted in accordance with the requirements for:

DOCTOR OF EDUCATION (Module code HRECS83)

at the UNIVERSITY OF SOUTH AFRICA



The screenshot shows the Turnitin Match Overview interface. At the top, it displays a similarity index of 67%. Below this, there is a list of matches with their respective similarity percentages. A green arrow points to the 'View English Sources' button.

| Match Number | Source                                   | Similarity Percentage |
|--------------|--|-----------------------|
| 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