



COMSATS INSTITUTE OF INFORMATION
TECHNOLOGY

Turnitin User Guide

Plagiarism Detection Source

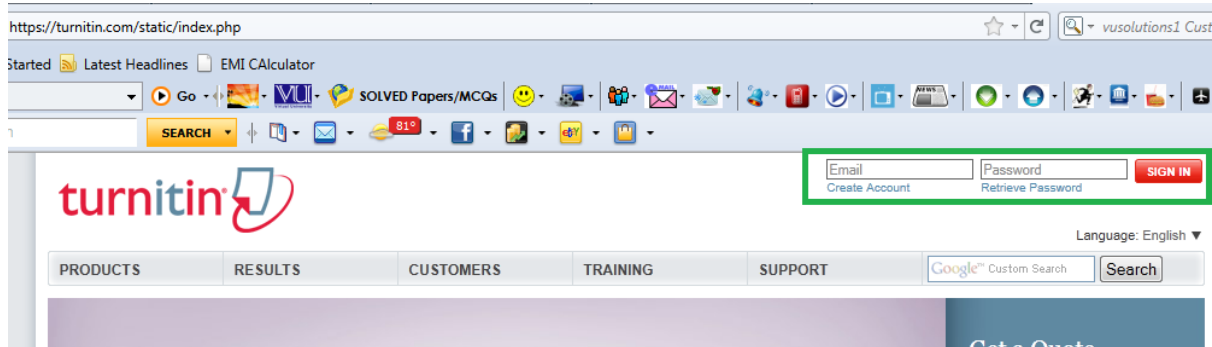
Islamabad Campus Library

2011

To upload a paper, users need to create classes, assignments and then upload papers. Please follow the following steps to submit papers and get reports.

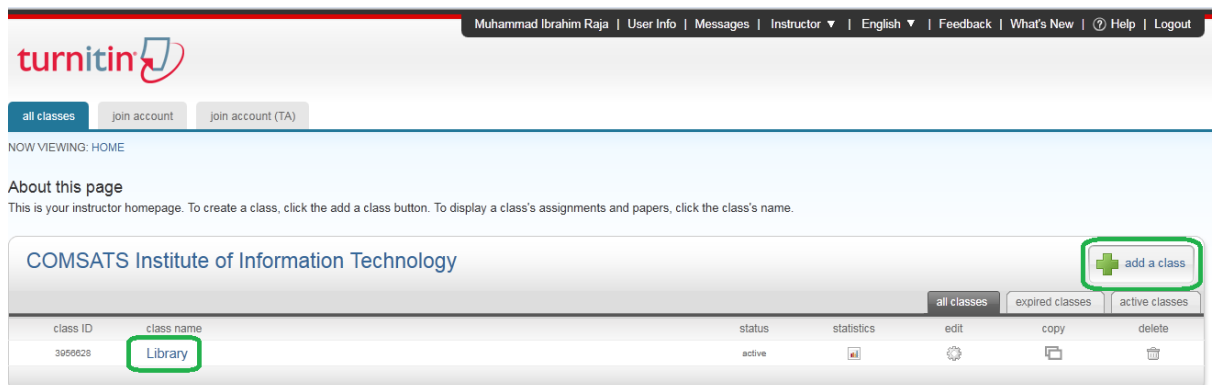
Step 1

Open plagiarism web site turnitin to enter www.turnitin.com in internet explorer. The following window will open. Enter user name and password that is provided you by library in the highlighted area.



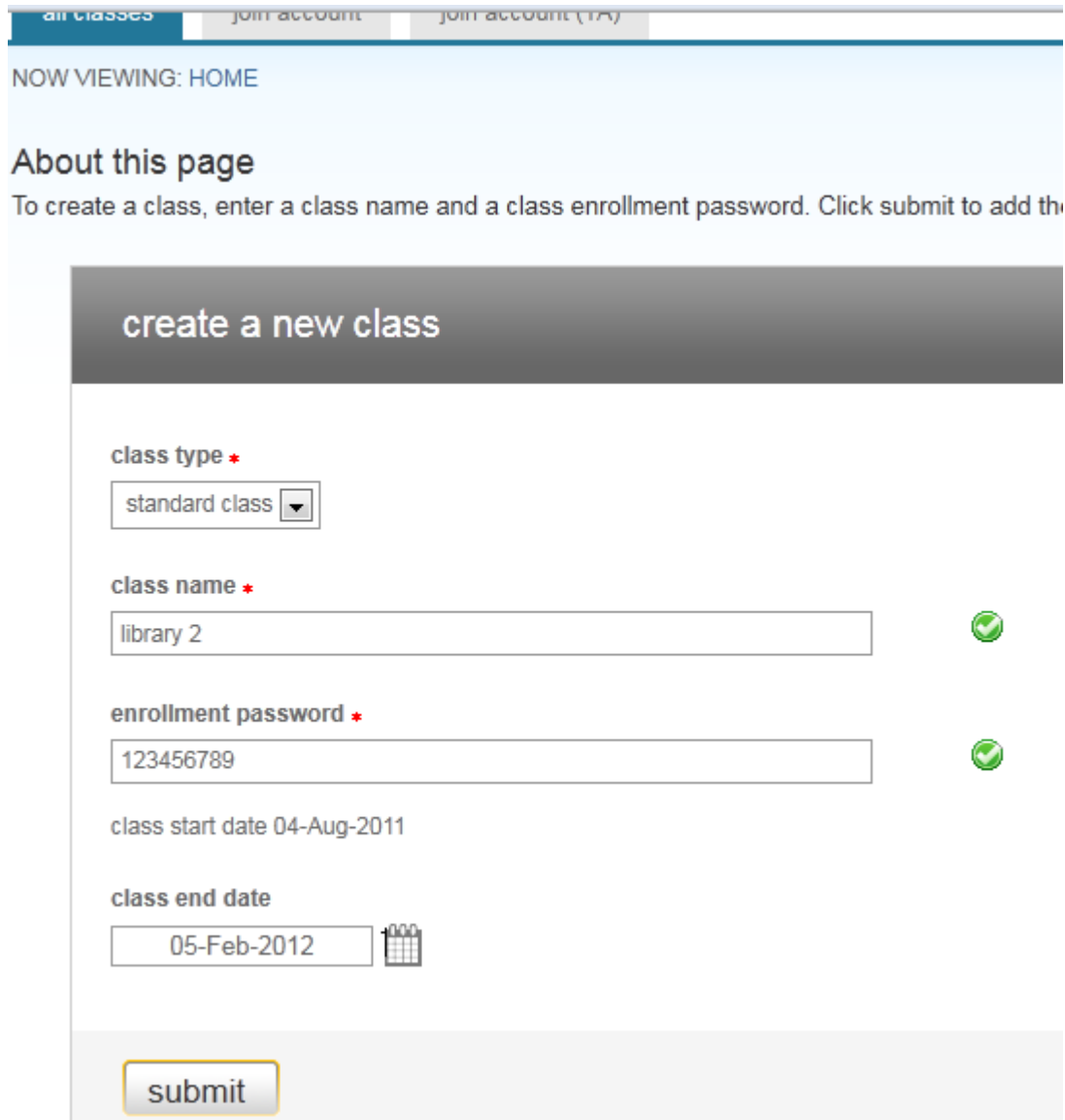
Step 2

After login, the following screen will be displayed. Here a class "library" is already added. When you first time login, you may not find here any class. You have to add a class first to proceed. Please click on "Add a class" button to add/ introduce new class.



Step 3

To click on "Add a Class" button, the following form will be displayed. Give here class name and enrollment password as we given "library 2" as class name and "123456789" as enrollment password. The other information in boxes will remain same. Now click on "Submit" button.



The screenshot shows a web interface for creating a new class. At the top, there are navigation tabs: "all classes", "join account", and "join account (TA)". Below this, it says "NOW VIEWING: HOME". The main heading is "About this page" with a sub-heading "To create a class, enter a class name and a class enrollment password. Click submit to add the".

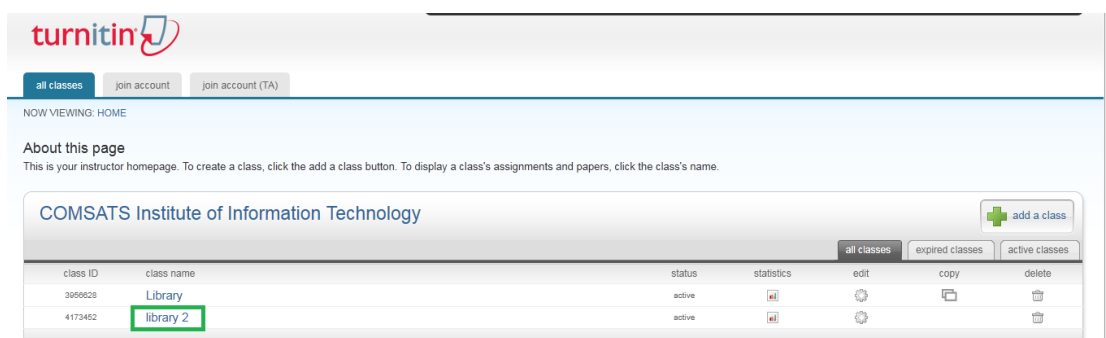
The form is titled "create a new class" and contains the following fields:

- class type ***: A dropdown menu with "standard class" selected.
- class name ***: A text input field containing "library 2", with a green checkmark to its right.
- enrollment password ***: A text input field containing "123456789", with a green checkmark to its right.
- class start date**: A text input field containing "04-Aug-2011".
- class end date**: A text input field containing "05-Feb-2012" and a calendar icon.

At the bottom of the form is a "submit" button.

Step 4

On click submit button, the following screen will display. New class "Library 2" has been added. Now click on "library 2" for further necessary action.



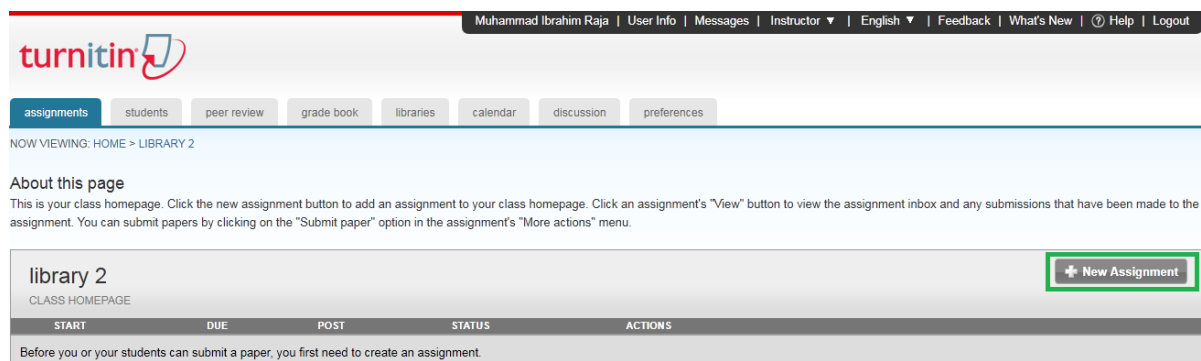
The screenshot shows the Turnitin interface after the class has been added. The Turnitin logo is at the top left. Navigation tabs include "all classes", "join account", and "join account (TA)". It says "NOW VIEWING: HOME". The main heading is "About this page" with a sub-heading "This is your instructor homepage. To create a class, click the add a class button. To display a class's assignments and papers, click the class's name."

The interface shows the "COMSATS Institute of Information Technology" and an "add a class" button. Below this is a table of classes:

class ID	class name	status	statistics	edit	copy	delete
3069028	Library	active				
4173452	library 2	active				

Step 5

This screen of class "library 2" will display. Now you need to add new assignment. Please click on "+ New Assignment" button.



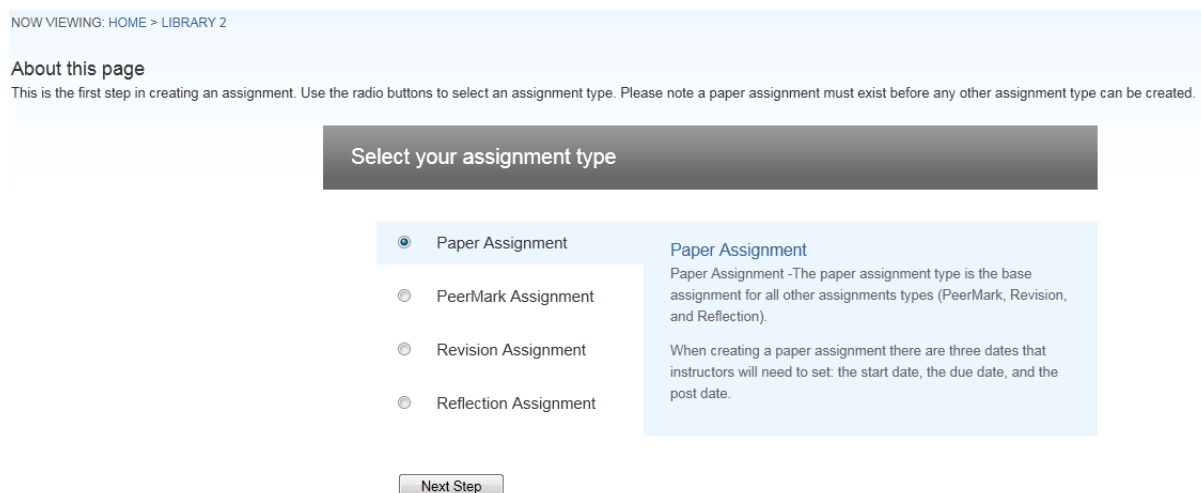
The screenshot shows the Turnitin interface for a class named "library 2". At the top, there is a navigation bar with the Turnitin logo and user information: "Muhammad Ibrahim Raja | User Info | Messages | Instructor | English | Feedback | What's New | Help | Logout". Below this is a menu with tabs for "assignments", "students", "peer review", "grade book", "libraries", "calendar", "discussion", and "preferences". The current view is "NOW VIEWING: HOME > LIBRARY 2".

Under "About this page", it states: "This is your class homepage. Click the new assignment button to add an assignment to your class homepage. Click an assignment's 'View' button to view the assignment inbox and any submissions that have been made to the assignment. You can submit papers by clicking on the 'Submit paper' option in the assignment's 'More actions' menu."

The main content area shows the "library 2" class homepage with a table header: "START", "DUE", "POST", "STATUS", "ACTIONS". A message below the header says: "Before you or your students can submit a paper, you first need to create an assignment." A green box highlights the "+ New Assignment" button in the top right corner.

Step 6

In this step, system asks your choice. You want to add paper assignment, peer mark assignment or other. In our license, we have access to check plagiarism only. So our choice will be "paper assignment" and click on "Next Step" button.



The screenshot shows the "Select your assignment type" dialog box. It contains a list of radio buttons for assignment types: "Paper Assignment", "PeerMark Assignment", "Revision Assignment", and "Reflection Assignment". The "Paper Assignment" option is selected. To the right of the list, there is a description for "Paper Assignment": "Paper Assignment -The paper assignment type is the base assignment for all other assignments types (PeerMark, Revision, and Reflection). When creating a paper assignment there are three dates that instructors will need to set: the start date, the due date, and the post date."

At the bottom of the dialog box, there is a "Next Step" button.

Step 7

In the new assignment step, give "assignment title" as you like. Leave as it is other fields and click on "Submit" button to proceed next.

New Assignment

general

assignment title *

point value

dates

start date *

05-Aug-2011



at 11 : 07

due date *

12-Aug-2011



at 23 : 50

post date *

13-Aug-2011



at 0 : 00

[+ more options](#)

Step 8

Here we created "MS Management Science" assignment name that is highlighted. Now you please click on "View" for next step.

Muhammad Ibrahim Raja | User Info | Messages | Instructor | English | Feedback | What's New | Help | Logout

turnitin

assignments | students | peer review | grade book | libraries | calendar | discussion | preferences

HOW VIEWING: HOME > LIBRARY 2

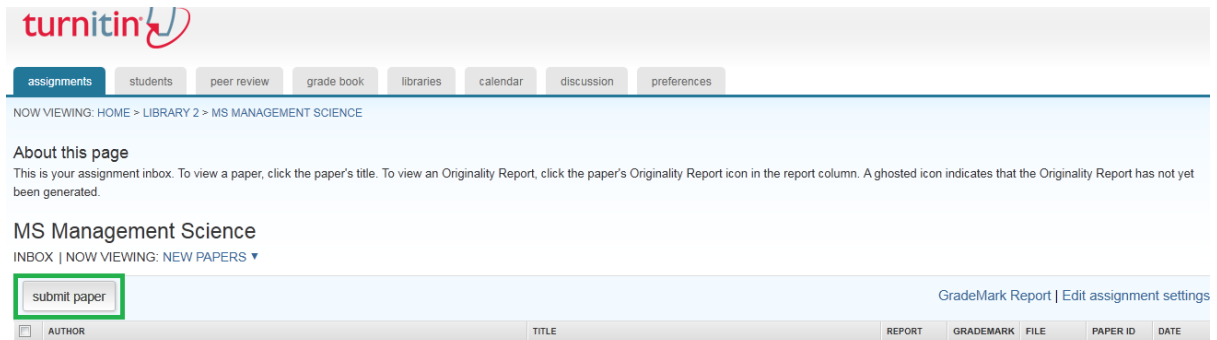
About this page
This is your class homepage. Click the new assignment button to add an assignment to your class homepage. Click an assignment's "View" button to view the assignment inbox and any submissions that have been made to the assignment. You can submit papers by clicking on the "Submit paper" option in the assignment's "More actions" menu.

library 2 New Assignment
CLASS HOMEPAGE

	START	DUE	POST	STATUS	ACTIONS
MS Management Science					
PAPER	05-Aug-2011 11:07AM	12-Aug-2011 11:59PM	13-Aug-2011 12:00AM	0 / 0 submitted	View More actions

Step 9

In this step, click on "submit paper".



The screenshot shows the Turnitin interface. At the top, there is a navigation bar with the Turnitin logo and several menu items: assignments, students, peer review, grade book, libraries, calendar, discussion, and preferences. Below this, there is a breadcrumb trail: NOW VIEWING: HOME > LIBRARY 2 > MS MANAGEMENT SCIENCE. The main content area is titled "About this page" and contains instructions: "This is your assignment inbox. To view a paper, click the paper's title. To view an Originality Report, click the paper's Originality Report icon in the report column. A ghosted icon indicates that the Originality Report has not yet been generated." Below this, there is a section for "MS Management Science" with a sub-section "INBOX | NOW VIEWING: NEW PAPERS". A "submit paper" button is highlighted with a green box. To the right of this button, there are links for "GradeMark Report" and "Edit assignment settings". At the bottom, there is a table header with columns: AUTHOR, TITLE, REPORT, GRADEMARK, FILE, PAPER ID, and DATE.

Step 10

Please enter first name, last name and paper submission title. Now browse required paper from your computer and click on "upload" button. Before browsing, read highlighted instructions carefully.

submit paper: by file upload (step 1 of 3)

choose a paper item submission method:

single file upload ▼

author

non-enrolled student ▼

first name *

last name *

submission title *

Requirements for single file upload:

- File must be less than 20 MB
- The maximum paper length is 400 pages.
- File Types allowed: MS Word, WordPerfect, PostScript, PDF, HTML, RTF and plain text.

If your file exceeds 20 MB, read [suggestions](#) to meet requirements.

browse for the file to upload *

upload

[cancel](#), [go back](#)

Step 11

Your uploaded paper/ article will display just for preview. If you assure, the preview paper is yours, click on "Submit" button.

Title Paper

Preview Paper

A comprehensive study of CIIT Islamabad Campus library collection: present state and future scenario

Abstract

In this paper, print material of COMSATS Institute of Information Technology (CIIT) Islamabad Campus Library is analyzed. The basic purpose of this study is to compare library collection against international standards and to know which department or discipline is enjoying sufficient availability of collection and which department or discipline is suffering with low or lesser availability of collection. There are about nine departments under five faculties in CIIT Islamabad Campus. The total collection is analyzed against the total no of users according to the departments and faculties respectively. The study shows that six departments are

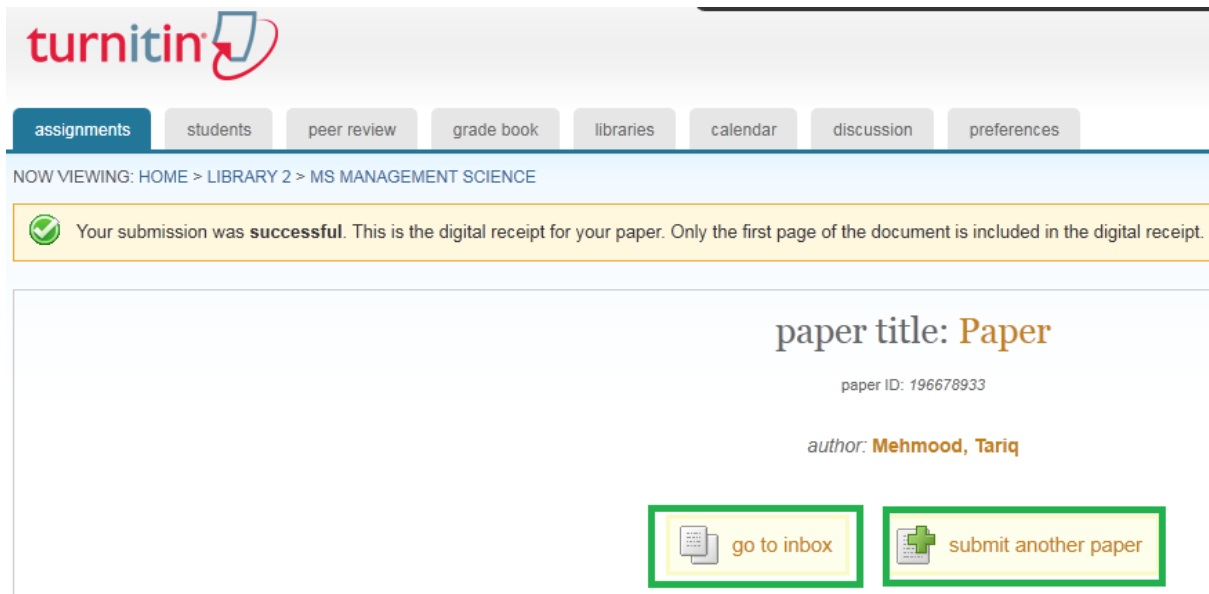
Note: Because you are submitting this paper for a non-enrolled student (a student who is not a user and not enrolled in your class), this paper will be available for your use only, and will not be available for use with collaborative learning products such as Peer Review and GradeBook. If you are planning on using these products, please make sure (1) your students are all enrolled in your class and submit papers themselves, or (2) the papers you submit are for students who are properly enrolled.

submit

[return to upload page](#)

Step 12

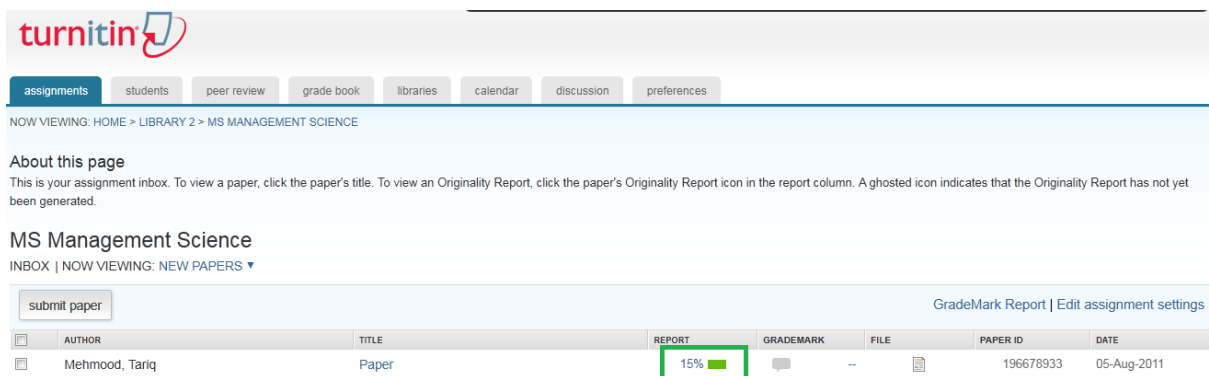
This window will display paper submission. Here you have two options, "go to inbox" for next step or "submit another paper". If you submit only one paper, click on "go to inbox".





The screenshot shows the Turnitin submission confirmation page. At the top, there is a navigation bar with tabs for assignments, students, peer review, grade book, libraries, calendar, discussion, and preferences. Below the navigation bar, a breadcrumb trail reads "NOW VIEWING: HOME > LIBRARY 2 > MS MANAGEMENT SCIENCE". A green checkmark icon is followed by the text: "Your submission was **successful**. This is the digital receipt for your paper. Only the first page of the document is included in the digital receipt." The main content area displays the paper title "Paper" in a large font, with the paper ID "196678933" and the author "Mehmood, Tariq" below it. At the bottom, there are two buttons: "go to inbox" and "submit another paper", both highlighted with a green border.

Step 13

Your inbox will show paper submitted with reports. Initially, highlighted area could be off or disable. The reason is that, report requires some time to compile. After 8 or 10 minutes, refresh internet explorer. Report will highlight with percentage. The percentage with green color is acceptable, others needs to modify. To view report in detail, click on highlighted report area.



The screenshot shows the Turnitin assignment inbox. At the top, there is a navigation bar with tabs for assignments, students, peer review, grade book, libraries, calendar, discussion, and preferences. Below the navigation bar, a breadcrumb trail reads "NOW VIEWING: HOME > LIBRARY 2 > MS MANAGEMENT SCIENCE". A section titled "About this page" contains the text: "This is your assignment inbox. To view a paper, click the paper's title. To view an Originality Report, click the paper's Originality Report icon in the report column. A ghosted icon indicates that the Originality Report has not yet been generated." Below this, the assignment name "MS Management Science" is displayed, along with the text "INBOX | NOW VIEWING: NEW PAPERS". A "submit paper" button is visible on the left, and "GradelMark Report | Edit assignment settings" is on the right. A table lists the submitted papers:

<input type="checkbox"/>	AUTHOR	TITLE	REPORT	GRADEMARK	FILE	PAPER ID	DATE
<input type="checkbox"/>	Mehmood, Tariq	Paper	15% 		--	196678933	05-Aug-2011

Step 14

This is the plagiarism report view in detail. The following points explain more.

1- Exclude Quoted

Click on "exclude quoted" to get report view without quoted contents.

2- Exclude bibliography

Click on "exclude bibliography" to get report view without bibliography.

3- Exclude small matches

Click on "exclude small matches" to get report view without small matches.

4- Download Report

This extreme right side highlighted icon is to download report on your system.

The screenshot shows the Turnitin plagiarism report interface. At the top, there are links for "preferences" and "help". The Turnitin logo is on the left, and the document title "Paper By Tariq Mehmood" is in the center. On the right, a "Similarity Index" box shows 15% with a "What's this?" link. Below it, a "Similarity by Source" table shows: Internet Sources: 11%, Publications: 12%, Student Papers: N/A. A "Document Viewer" section on the left contains a text snippet: "collection according to subjects, than bifurcate it according to departments and faculties. Campus management system 'COMSIS' is being used in CIIT Islamabad Campus to manage faculty, staff and student's functionalities. User's data (faculty, staff and students) is taken from comsis and organize it as requirement. Introduction" followed by a highlighted match: "COMSATS Institute of Information Technology (CIIT) was established at Islamabad in 1998" with a count of 6. Below that is another match: "has six fully functional campuses at Lahore, Abbottabad, Wah, Attock, Sahiwal and Vehari." with a count of 1. On the right, a list of matches is shown: 1. 4% match (Internet from 8/4/11) http://ciit-isb.edu.pk; 2. 2% match (Internet from 11/21/05) http://www.lib.umflint.edu; 3. 1% match (Internet from 5/20/11) http://www.topuniversities.com; 4. 1% match (publications) Ifidon, S.E., "Qualitative/quantitative evaluation of academic library collections: a". At the bottom right, a "Download" icon is highlighted with a red box.

Thanks