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Introduction

Turnitin provides originality checking services, class management tools, and paperless digital grading products to educational institutions around the world. This user guide provides thorough explanations of the features and products found in the Turnitin website that are available for Kennesaw State University instructors.

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Create an account with Turnitin and be able to login
- Navigate the Turnitin website
- Setup Assignments
- Use the commenting features within GradeMark
- Generate and view Similarity reports
- Navigate the document viewer interface
Turnitin - Making Students Aware

Kennesaw State University - UITS highly recommends that faculty notify students regarding the use of any plagiarism detection software use in the course (such as Turnitin) at the beginning of the semester. Faculty are advised to include a statement in the syllabus indicating that papers will be checked for plagiarism by Turnitin throughout the semester.

Setting up Your Account

If you wish to set up your own instructor account for Turnitin, please contact the KSU Service desk via email at service@kennesaw.edu or call 470-578-6999.

Joining an Account

The join account and join account (TA) tabs allow an instructor to join an additional Turnitin account. Some instructors may need to join multiple accounts or may be employed by multiple institutions.

If upon first login, there are no accounts available in the Instructor homepage, you must join an account in order to create a class and assignment.

Join an Account as an Instructor

1. To join an account as an instructor, click the Join Account tab from any page.

   ![Figure 1 - Click Join Account](image)

2. Enter the Account ID and Join password via the Join a Turnitin Account form. You must have the Account ID and Join password to hand in order to proceed.

   ![Figure 2 - Enter Account ID and Password](image)
3. Once you have entered the **Account ID** and **Join password**, click **Submit**, where you will be redirected back to the Instructor homepage, where the account will now be accessible.

![Submit button](image)

**Figure 3 - Click Submit**

**The Instructor Homepage**

After logging in, you will be directed to the Instructor homepage. The Instructor homepage provides access to many Turnitin features. The Instructor homepage lists the accounts and classes the instructor has created and any class sections which the instructor has been assigned as the Teaching Assistant (TA) for.

**Account Settings**

The account settings section of a user profile affects how information within the profile account is presented and sets defaults for commonly used functions. Account settings include:

- Default user type – select the type of user access to default to upon login
- Default submission type – select a default submission type: single file upload, multiple file upload, cut and paste upload, or zip file upload
- Items per page – select the number of items you would like displayed per page
  - Show page info – toggles the info messages at the top of each page on and off
  - Send me Email updates – choose yes to receive Email updates from Turnitin
- Use homepage link – choose yes to create a homepage link. To set up a link, enter a link name and URL below. Default language - select the language in which Turnitin will display by default for this user when logged in.

**Changing User Types**

A single user profile can access multiple roles on any Turnitin account, including **Instructor**, **Student**, and **Administrator** functions. To access the student or administrator homepage, you will need to change your user type in the top left hand corner of the web page. For more information on using the system as a specific user type, please refer to the corresponding User Guide.

![User Roles](image)

**Figure 4 - Accessing Multiple Roles**
Student Enrollment

Once a class and assignment have been created, the instructor or students are ready to begin submitting papers and using Turnitin. If the instructor is planning to do the submissions of papers, please skip to the next section, Submitting Papers.

Warning: It is strongly recommended that students submit papers themselves. This will save time and enable the use of the PeerMark, GradeMark and Gradebook products. PeerMark, GradeMark and Gradebook products.

Enrolling Students

Students must be enrolled in a class to submit papers, access grades, or access peer review assignments. Students can self-enroll by creating a user profile using the class ID number and class enrollment password. You can enroll students in a class one by one or by uploading a list of e-mails and student names.

If you choose to add students to the class directly, each student added to the class will be automatically e-mailed and provided with instructions on how to create their password. If the e-mail address entered when adding a student is not valid, the student will not receive an e-mail. For this reason, students who do not possess valid e-mail addresses must enroll themselves using the class ID and enrollment password.

Allowing Students to Self-Enroll

Students self-enrolling into a Turnitin class must have the numeric class ID and the case sensitive class enrollment password. This provides a student user with authorization to access the class on Turnitin. Please do not post the class ID and password on a publicly accessible website; this is to ensure only your students enroll in your class.

1. To confirm the class ID and enrollment password, click the statistics icon next to the class name under the statistics column on the Turnitin instructor homepage.

2. The class ID and Enrollment password are displayed as part of the class statistics.
If needed, you can change the enrollment password to remove accidental capitalization or spaces that may be causing student enrollment issues. Changing the enrollment password after student enrollment is completed also prevents students with forgotten passwords from enrolling multiple times and causing confusion.

1. To change the enrollment password, click the Edit icon for the class on the Turnitin instructor homepage. Update the enrollment password and click submit to save the change.

![Figure 7 - Click the Edit Icon](image)

**Note:** For step by step student oriented instructions or student self-enrollment information, please view the Turnitin Student User Manual, Student Quick Start Guide, or Student training video.

**Enrolling Students Manually**

An instructor may add students individually to the class. You must provide first name, last name, and e-mail address for the user. A welcome e-mail will be sent to the student being added to the class.

If the e-mail address provided already exists on a user profile on Turnitin, the user welcome e-mail indicates only that the user has been added to a class as a student.

If the Email address provided by the instructor has never been used to create a Turnitin profile before, a new user welcome e-mail is sent. The student is provided with a temporary password for logging into Turnitin to complete the user profile.

1. From the class homepage click the Students tab to open the student list for the class.

![Figure 8 - Click the Students Tab](image)

2. Click the Add Student button.

![Figure 9 - Click Add Student](image)
3. Enter the required information - the student First name, Last name, and Email address.

![Figure 10 - Enter Required Information](image)

4. Click Submit to enroll the student. A Welcome Email will be sent to the user.

![Figure 11 - Click Submit](image)

**Managing Classes**

**Creating a Class**
The creation of a class or classes on the Turnitin system is the first step in allowing an instructor and students to access and use the services available at their institution. Most instructor and student activity on Turnitin occurs within the class or classes created by an instructor.

The class is used by the instructor to organize students and student submissions into groups. A single class may be used for multiple courses, but is typically not recommended due to the additional challenges this can create in organization. A class and its assignments are fully available to the instructor between the date of the class creation and the selected expiration date. Once a class has expired, the information and assignments in the class are viewable, but no new submissions or assignments may be made. The instructor is capable of extending the expired class to reactivate it.

New classes should be created each semester or school year when a new group of students is in a course. Assignments can be easily imported to a new class using the directions under the Libraries section of this user guide. This allows users to easily add assignment sets in a new course.

1. Click the Add Class button on your instructor homepage.

![Figure 12 - Click Add Class](image)
2. On the next screen, enter the following information: **Class name, Enrollment password, Subject area(s)** e.g. science, **Student level(s)** e.g. postgraduate.

![Figure 13 - Enter the Class Settings](image)

**Note:** Your class name should be between 2 and 100 characters long.

3. Select the **end date** for the class. Once the end date has passed, the class will not be accessible for submissions unless the class is reactivated.

![Figure 14 - Select Class End Date](image)

4. Click **Submit** to add the class. Class information will be displayed in a pop-up window containing the ID and enrollment password for confirmation.

![Figure 15 - Click Submit](image)
Expired Classes
Every class created on Turnitin has an end date. When the end date is reached, the class expires and is limited to read-only access and will no longer appear on the active classes list. The students and instructor will no longer be able to submit papers or peer reviews, create assignments, or mark any of the papers using GradeMark.

To view expired classes only, click the Expired classes tab on the Turnitin instructor homepage. The All Classes tab, to the left of the Expired Classes tab, will list both active and expired classes.

![Figure 16 - Click the Expired Classes Tab](image)

Reactivating an Expired Class
An expired class can be only reactivated by the instructor. The edit icon can be used to reactivate the course by giving it a new end date. The instructor can change the end date of the class from the class update screen. Once the end date has been changed, the instructor must click submit to save the new end date and reactivate the class.

Creating a Paper Assignment
Creating an Assignment
All submissions by students are made to assignments in a Turnitin class. Assignments for a given class are created, displayed, and modified from the class homepage.

1. To reach the class homepage, you must firstly access the main homepage by clicking the All Classes tab from the top of any page.

![Figure 17 - Click the All Classes Tab](image)

2. From the main homepage, the instructor must click the name of the class to view the class portfolio.

![Figure 18 - Click the Name of the Class](image)
**Note:** An instructor with GradeMark or grade book available, will be required to set a post date on an assignment. This post date and time must be after the start date, but can be set before the due date of the assignment.

3. In the class portfolio, click the **Add Assignment** button.

![Figure 19 - Click Add Assignment](image)

4. If you have not yet created an assignment for this class, please continue to Step 6. If an assignment has been created, select **Paper Assignment** by clicking on the radio button next to Paper Assignment.

![Figure 20 - Select Paper Assignment](image)

**Note:** 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.

5. Click the **Next Step** button.

![Figure 21 - Click Next Step](image)

6. On the next page, enter the **Assignment title**.

**Note:** If you are a grade book user, you may also enter an option point value. This is the maximum number of points a student can receive from an assignment. E.g. 100. By setting a point value, this allows the grade to be set by rubrics (if used) and be sent to the grade book.

![Figure 22 - Enter the Assignment Title](image)
7. Select the **Start** and **Due** dates for the assignment.

   **Note:** Specific times are also selected. Students are only able to submit once the start date and time has passed. After the due date and time, students will be blocked from submitting papers, unless late submissions are enabled.

![Select a Start and Due Date](image1)

   **Figure 23 - Select a Start and Due Date**

   a. GradeMark and Grade book users must select a **Post date** for the assignment. The post date is the date and time that students can begin viewing the comments and grades that you have left on their papers in GradeMark. The post date can be set before the due date.

![Select a Post Date](image2)

   **Figure 24 - Select a Post Date**

8. Select whether the assignment will require **Originality Reports for submissions** or whether any **file type** can be uploaded.

   **Note:** The default option is to *Allow only file types that Turnitin can check for originality*. For assignments that do not require Originality Reports, you can select *Allow any file type*. This allows instructors to leave feedback on every file type.

![Assignment Options](image3)

   **Figure 25 - Assignment Options**
Advanced Assignment Options

When creating a paper assignment, the user may select to view and change any of the advanced assignment options. The advanced assignment options are viewed by clicking the + Optional Settings link.

1. Enter any special instructions to your students about the assignment.

![Figure 26 - Enter Special Instructions](image)

2. Select whether you wish to allow submissions after the due date of the assignment.
   **Note:** If set to Yes, students will be able to submit to the assignment after the due date, providing they have not previously made a submission. If set to No, students will not be able to submit after the due date of the assignment.

![Figure 27 - Allowing Submission After the Due Date](image)

Originality Report Settings

Select whether you would like Originality Reports to be generated for submissions to the assignment.

![Figure 28 - Originality Report Options](image)

If the assignment is set to accept any file type Turnitin will only generate Originality Reports for the following file types:

Microsoft Word, PowerPoint, WordPerfect, PostScript, PDF, HTML, RTF, OpenOffice (ODT), Hangul (HWP), Google Docs (submitted via the Google Drive submission option), plain text files.
Report Generation and Resubmission Options
Select from the drop-down list when, after student submission, that you would like Originality Reports to be generated. There are three options for this assignment setting:

a. Immediately (first report is final) - Originality Reports for all submissions will be generated immediately. Students cannot resubmit papers. Submissions must be deleted by the instructor to enable resubmission.

b. Immediately (can overwrite reports until due date) - Originality Reports for the initial submission by each student user to this assignment will be generated immediately. Students may resubmit as often as the student wishes until the assignment due date. Originality Reports for the second or subsequent submission will require a 24-hour delay before the Originality Report begins processing. Only the latest submission is available to the instructor or student. Previous versions are removed. Originality Reports will regenerate within an hour of the due date and time to allow student submissions to compare against one another within the assignment. A change in the Originality Report similarity index may result from the regeneration of the reports. This option is typically used when students are self-reviewing and revising their submissions and able to view the Originality Report. No resubmissions are allowed after the due date and time of the assignment.

c. On due date - Originality Reports will not be generated for any submission until the due date and time of the assignment. Students may resubmit as many times as needed until the due date and time without receiving reports. Resubmissions may not be made after the due date and time of the assignment.

Figure 29 - Generating Originality Reports for Student Submissions Option

Note: If an instructor chooses to grade without a student submission and the Immediately first report is final is selected, students will not be able to submit to the assignment once the Grading Template is created.
Excluding the Bibliography
Select whether you would like text appearing in the bibliography, works cited, or references sections of assignments to be excluded from being checked for matches in the Similarity Index when generating Originality Reports. This setting can be overridden in individual Originality Reports.

Excluding Quotes
Select whether you would like text appearing in the quotes of an assignment to be excluded from being checked for matches in the Similarity Index when generating Originality Reports. This setting can be overridden in individual Originality Reports.

Excluding Small Matches
Select whether you would like to exclude matches that are not of sufficient length (determined by yourself) from being considered when generating Originality Reports. This setting can be overridden in individual Originality Reports.

Once Yes has been selected, a yellow box will appear. Here, you can exclude matches by word count, through entering the amount of words that you would like to exclude from being considered when generating Originality Reports.
Alternatively, you can also exclude matches by percentage, through entering the percentage of words that you would like to exclude from being considered when generating Originality Reports.

![Figure 33 - Exclude Matches By Percentage](image)

Instructors can adjust the exclude small matches assignment setting at any time by clicking on the edit icon to the right of the assignment name. The excluding small matches feature can also be adjusted within each Originality Report. With this feature, instructors have greater control over sifting out smaller matches, allowing them to focus on larger, more problematic and suspect matches within Originality Reports.

**Allowing Access to Originality Reports**

Choose whether you would like your students to view the Originality Reports for their submissions to this assignment. This option gives instructors more flexibility and control when creating assignments.

![Figure 34 - Allowing Student Access to Originality Reports](image)

**Repository Options**

If the repository options are enabled for an instructor by the administrator, two or four options will appear within the Submit papers to drop-down list. Select from the drop-down list where you would like papers to be submitted to. The settings provide you with the ability to select whether papers are stored in a Turnitin standard paper repository, your institution's paper repository, the student's choice of paper repository, or no repository at all.

The benefit of submitting papers to the standard paper repository is that student papers submitted to the assignment are checked against other institutions' student submissions. However, by selecting to submit papers to the institution's paper repository, this means that the assignment will only be checked against other students' submissions within the institution. If you select no repository, your students' papers will not be stored in the Turnitin standard paper repository or the institution's paper
repository, therefore meaning that the papers will not be checked for collusion between students of the same or different institutions.

![Submit papers to: Standard Paper Repository](image1)

**Figure 35 - Submit Papers To: Standard Paper Repository**

Or

![Submit papers to:](image2)

**Figure 36 - Submit Papers To:**

The search options setting allows you to select which Turnitin repositories students' submissions will be checked against when processing Originality Reports for papers. This allows an instructor to disregard a source type if the comparison against this type of source is not needed. The similarity index percentage may decrease if a repository option is de-selected.

The available search targets are listed under Search options. The targets with a check mark are those that will be searched. To remove a search target repository, click on the check box to remove the check mark. Clicking on an empty selection box next to the repository will re-add the repository as a search target. This selection will not alter any currently generated Originality Reports or Overall Similarity Index scores.
The currently available search targets are:

- Student paper repository - works previously submitted in classes and assignments on Turnitin
- Institution paper repository - a repository of student papers for the institution
- Current and archived internet - a repository of archived and live publicly available internet
  pages containing billions of pages of existing content and tens of thousands of new pages added
daily
- Periodicals, journals, & publications - third party periodical, journal, and publication content
  including many major professional journals, periodicals, and business publications

![Search Options](image)

**Figure 37 - Search Options**

**Submitting Papers**

Instructors joined to a Turnitin account can submit papers using the four available methods. Instructor
uploads may be submitted by:

- Single file upload - A single file submission selected by the instructor.

- Cut and paste - Submission of text copied and pasted into a Turnitin submission box. May be
  used to submit from a file format that is not accepted. No images or non-text information can
  be copied and pasted - only plain text can be accepted.

- Multiple file upload - Multiple files selected one by one. Similar to adding multiple attachments
  to an e-mail

- Zip file upload - Submit a standard zip file containing multiple papers. May contain up to 200MB
  or 1,000 files. Zip file uploads of significant size may require additional time to complete
File Types and Size

Turnitin currently accepts the following file types for upload into an assignment that has the Allow only file types that Turnitin can check for originality enabled:

- Microsoft Word® (DOC and DOCX) Corel WordPerfect®
- HTML
- Adobe PostScript® Plain text (TXT)
- Rich Text Format (RTF)
- Portable Document Format (PDF) OpenOffice (ODT)
- Hangul (HWP) Powerpoint (PPT)

When "Accept any file type" is enabled for an assignment, Turnitin will accept any file type submission as long as file requirements are met.

The file size may not exceed 40 MB. Files of a larger size may be reduced in size by removal of non-text content. Files that are password protected, encrypted, hidden, system files, or read only files cannot be uploaded or submitted to Turnitin.

**Note:** Text only files may not exceed 2 MB.

**Warning:** Users who are converting to a new file format will need to save their file with a name different than the original. Any file should be saved with a new file name when converting to plain text or rich text formats to prevent permanent loss of the original formatting or image content of a file.

Single File Upload

1. On the class homepage, click on the More actions link next to the Paper assignment that you would like to submit to and select Submit paper.
2. If needed, select **Single File Upload** from the *Submit drop-down menu*. File upload is the default submission type for new users.

![Select Single File Upload](image)

**Figure 39 - Select Single File Upload**

3. Select an **enrolled student name** using the author pull-down menu on the submission page. Papers submitted by an instructor on behalf of a student will appear in the student portfolio just as if the student made the submission.

![Select an Enrolled Student name](image)

**Figure 40 - Select an Enrolled Student name**

4. You must enter the **First** and **Last name** when the non-enrolled student is selected from the author drop-down menu.

![Enter First and last Name](image)

**Figure 41 - Enter First and last Name**

**Warning:** Papers you submit for non-enrolled students cannot be graded or marked for paperless return to students.

5. Enter the **Title** for the paper.

![Enter Title](image)

**Figure 42 - Enter Title**

6. Once the requirements for single file upload have been reviewed, you have a choice to upload a file from:

- A computer
- Dropbox or
- Google Drive
7. Click one of the **submission buttons** and then locate the file you would like to upload.

![Select a Submission Button](image)

**Figure 43 - Select a Submission Button**

8. Click **Upload** to upload this file.

![Click Upload](image)

**Figure 44 - Click Upload**

9. The upload will begin processing on the submission preview page and will indicate the upload progress of the selected file. Once the file is processed the first page of the file will be displayed.

![Upload Processing](image)

**Figure 45 - Upload Processing**
10. Once the paper has been uploaded, the first page of the paper being submitted is displayed. Review the text to confirm the correct file was selected. Use the arrows above the document preview to check any further pages in the document.

![Figure 46 - Navigation Arrows](image)

11. To complete the file upload, click the **Confirm** button at the bottom of the page. **Note:** If the wrong file was loaded, click **Cancel** and re-submit with the correct file.

![Figure 47 - Click Confirm](image)

12. Once the submission is complete, the digital receipt is displayed. The submission ID on the digital receipt is a unique number assigned to this submission. A copy of the digital receipt is available for download within the document viewer print option.

![Figure 48 - Digital Receipt](image)
13. Click **Go to assignment inbox** to view the list of current student submissions, or click **Submit another file** to continue submitting as a student.

![Figure 49 - Assignment Options](image)

**The Assignment Inbox**

**Accessing the Assignment Inbox**

Each assignment in a class has an assignment inbox. The assignment inbox contains any submissions that have been made by students or the instructor to the assignment.

1. To access the assignment inbox, click the **All Classes** tab, which will direct you to the Instructor homepage.

![Figure 50 - Click the All Classes Tab](image)

2. From the **Instructor homepage**, click the **class name** of the assignments you wish to access. You will be directed to the class homepage.

![Figure 51 - Click the Class Name](image)

3. From the **Class homepage**, click the **View** link under the **Actions column** next to the assignment that you wish to access.

![Figure 52 - Click View](image)
Viewing, Downloading, and Moving Papers

Viewing Papers
Every text or image-based submission made to an assignment can be viewed online. To view a paper through the Turnitin website, simply click title of the paper in title column of the Assignment Inbox; this will open the paper in the Document Viewer.

Note: Media files cannot be played within the Document Viewer, but can be downloaded from the Document Viewer.

Downloading Papers
You can download and save papers submitted to an assignment one by one, or in bulk, as a zip file. If the GradeMark or Peer Review products are active on your account, you will have the option of downloading a PDF version of the submission, or the file in its original format.

1. Click the icon under the File column for the paper to download.

   Figure 53 - Click the Icon

2. For Peer Review and GradeMark accounts, a pop-up window will prompt you to opt to download the submission in its originally submitted format, or in PDF format.

   Figure 54 - Select a File Format for your Download

3. The file will download automatically to your device.
   
   Note: Media files can only be downloaded in their original format.
**Downloading Files in the Document Viewer**

Files can also be downloaded directly from the Document Viewer.

1. Click the **paper title** from the *Title column* in the Assignment Inbox; this will open the Document Viewer in a new browser.

![Figure 55 - Click the Paper Title](image)

2. Click the **download icon** in the *Submission Tools* section of the product toolbar.

![Figure 56 - Click the Download Icon](image)

3. A box will appear with download options. From here, you can download the current view of a paper (with QuickMarks included), the paper as it was originally submitted to Turnitin, and the digital receipt for the submission.

![Figure 57 - Download Options](image)

**Note:** By clicking Download PDF of the current view for printing when dealing with a media file submission, only the submission information and comments added in GradeMark will appear within the PDF.
Commenting Tools

The In-Context Marking Tool
The in-context marking tool allows you to choose between all of the different marking types that Turnitin offers. Click anywhere on a paper to reveal the in-context marking tool, where you can then click the relevant icon to leave a mark on the page.

![Figure 58 - In-Context Marking Tool](image)

Inline Comments
Inline comments allow you to leave text directly on top of your student's paper. From the in-context marking tool, choose the T icon and then begin typing your comment. The comment will automatically be saved.

![Figure 59 - Inline Comments](image)

Note: You can move a comment by clicking and dragging it to where you would like to place it.

Deleting an Inline Comment
1. To delete an inline comment, hover over the comment with your mouse and click the trash can icon that appears above the comment.

![Figure 60 - Click the Trash Can Icon](image)

2. If you accidentally remove a comment, you can undo this change by clicking Undo in the notification that appears upon deletion, located at the top of the paper.

![Figure 61 - Undo Comment Deletion](image)
**Strikethrough Text**

By selecting a piece of text, you have the option to strike through a piece of text, instead of adding an inline comment. Choose the **S icon** to strike through.

![Figure 62 - Click the S Icon](image1)

**Deleting a Strikethrough**

1. To remove the strikethrough from a piece of text, hover over the text with your mouse and click the **trash can icon** that appears above.

![Figure 63 - Removing a Strikethrough](image2)

2. If you accidentally remove a comment, you will be able to undo the change by clicking **Undo** in the notification that appears upon deletion.

![Figure 64 - Click Undo](image3)

**Bubble Comments**

1. Bubble comments can be left in two ways. You can leave a bubble comment by clicking directly on the page or by selecting a portion of text.

2. Click directly on the paper, then select the **speech bubble icon** from the in-context marking tool to leave a bubble comment.

![Figure 65 - Select the Speech Bubble Icon](image4)
3. Alternatively, select a section of text, then select the speech bubble icon from the in-context marking tool. This will connect the bubble comment to your chosen text.

![Figure 66 - Selecting Text](image)

4. With bubble comments, you can add text, convert text to hyperlinks, and apply simple formatting to your comment. Highlight the text you wish to format and use the formatting tool to bold, italicize, underline, or hyperlink.

![Figure 67 - Formatting Tool](image)

Assigning a Criterion to a Bubble Comment

**Note:** that the Assign Criterion option will only appear within the bubble comment options if a rubric is attached to the assignment. Learn how to attach a rubric to an assignment here.

1. Click the Assign Criterion button at the top of a bubble comment box. This will reveal a list of criterion; from which you can choose to assign an individual criterion to the bubble comment.

![Figure 68 - Assign Criterion](image)

2. The Assign Criterion button will then change to the criterion name, confirming the assignment.

![Figure 69 - Criterion Name](image)
3. A criterion assigned to a bubble comment is identifiable by the **criterion icon** placed inside a speech bubble.

![Figure 70 - Criterion Icon](image)

**Converting a Bubble Comment to a QuickMark**

For easy reuse in this assignment or other assignments, you can convert your bubble comment into a QuickMark.

1. Click **Convert to QuickMark** from the bottom right-hand corner of the bubble comment box.

![Figure 71 - Convert to QuickMark](image)

2. A menu will appear within the bubble comment box. Here, you can set a **title** and assign the QuickMark to a specific **set**.

![Figure 72 - Criterion Options](image)
3. Click the **Save** button to convert your bubble comment to a QuickMark.

![Figure 73 - Click the Save Button](image)

4. Your *QuickMark title* will now appear on the paper.

![Figure 74 - QuickMark Title](image)

5. If your QuickMark has a criterion assigned to it, the *criterion icon* will appear alongside the QuickMark title.

![Figure 75 - Criterion Icon](image)

**Note:** To edit the description of the QuickMark, navigate to the QuickMark manager and edit it from within the set you have just assigned, visit the QuickMarks Manager guidance for further instruction.
Deleting a Bubble Comment

1. To remove a bubble comment from the paper, click the blue bubble comment, and click the trash can icon in the bottom left-hand corner of the bubble comment box.

![Figure 76 - Click the Blue Bubble Comment](image)

2. If you accidentally remove a comment, you will be able to undo the change by clicking on the Undo notification that appears upon deletion.

![Figure 77 - Click on Undo](image)

QuickMarks

QuickMarks allow you to create a library of feedback that might be applicable, on multiple occasions, to multiple students, across multiple classes and assignments.

Adding a QuickMark

You can add a QuickMark to both a selection of text or on the full paper.

1. To add a QuickMark to the full paper, click the paper and select the QuickMark icon from the in-context marking tool. This will allow you to choose a QuickMark to leave on the paper.

![Figure 78 - Click the QuickMark Icon](image)
2. To add a QuickMark to a selection of text, highlight the **section of text** you would like to associate the QuickMark with, and click the **QuickMark icon** from the in-context marking tool. This appears as a tick inside a rectangular box.

![Figure 79 - Select Text: Click on the QuickMark Icon](image)

3. By clicking the **set title** at the top of the QuickMark box, this will reveal a drop-down list, allowing you to change the active library.

![Figure 80 - Changing the Active Library](image)
4. Click any of the **QuickMarks** within the library to leave that particular QuickMark on the paper.

![Figure 81 - Click on Any QuickMark](image)

5. To leave a comment alongside your QuickMark, click your **QuickMark title** from the paper. Scroll to the bottom of the QuickMark information and click in the **Add comment** field to begin typing.

![Figure 82 - Click Add Comment](image)

6. Click anywhere outside of the comment field to save your comment.
7. A comment left alongside a QuickMark is identifiable by a **speech bubble** alongside the QuickMark title.

![Figure 83 - Speech Bubble](image)
Deleting a QuickMark

1. Click the **QuickMark title** to open the QuickMark.
2. Click the **trash can icon** in the bottom left-hand corner of the QuickMark box.

3. A banner confirming your deletion will appear at the top of your paper. If you change your mind, just click **Undo** from the banner to reinstate your QuickMark.

Feedback Summary

Text and voice comments can be accessed from the Feedback Summary side panel. This side panel allows you to provide overall feedback on a paper.

1. From the online grading toolbar, select the **feedback summary icon** to open the Feedback Summary side panel.
Voice Comments
A voice comment can be up to three minutes long.

1. Click the **record button** (the leftmost button) to start recording.

![Feedback Summary](image)

*Figure 87 - Click the Record Button*

**Note:** You may have to authorize the use of your computer’s microphone before you can begin recording.

2. During recording, the record button will change to a pause button. Click **pause** to pause the recording.

![Recording](image)

*Figure 88 - Click Pause*

3. Should you wish to resume your recording later, click the **record** button to continue.

**Warning:** Changing the active paper, or closing the page, will abandon any partially completed audio comment.

a. To finalize your voice comment, click the **stop** button.

b. Alternatively, click the **trash can** icon to delete your current voice comment.

![Recording Paused](image)

*Figure 89 - Click the Stop Icon or the Trash Can*
4. Once you have stopped recording completely, your comment will then be available for playback and can also be saved by clicking the Save icon.

Figure 90 - Click the Save Icon

a. Click the play button to check your recording.
b. Click the save button to save your recording.
c. If you need to reset the audio comment and start again, click the discard button (the rightmost button) at any time. This will delete your current voice comment.

Text Comments
1. You can leave a text comment by navigating to the Feedback Summary side panel. To leave a text comment, simply click in the text box provided, and begin typing.

Figure 91 - Click in the Text Box

2. (Optional) To delete a comment, click the trash can icon in the top right-hand corner of the Text Comment.

Figure 92 - Click the Trash Can Icon
Note: Your comment will automatically save, so you don't have to worry about being timed out.

Grade Book
The grade book product allows an instructor to track student grades and attendance for a class. To access the grade book, click the grade book tab. Students enrolled in the class appear in the left column of the class grade book. Turnitin assignments for the class are listed along the top of the grade book view.

There are multiple methods that allow an instructor to enter grades into the grade book. Grades may be entered directly from the grade book from the main grade book window or from the assignment and student pages.

The grade book will also accept grades entered for papers and peer reviews outside of the grade book. For example, an instructor can enter grades using GradeMark, a GradeMark rubric scoring card, or for Peer Review assignments. Student grades may also be entered when viewing a student paper from the assignment inbox.

Areas of the Turnitin Grade Book
- Attendance - instructors can check a box indicating an absence or late arrival for a student on a specific date add entry - create a new entry on Turnitin for an assignment not created in Turnitin
- prefs - instructors may set the specific grading format for a course
- key - opens an informative pop-up window that displays the meaning of all information on the grade book page graphs - statistical graphs that can be used to display student and class performance
- scale - used by an instructor to weigh the value of assignments as part of the possible total number of points in the class
- export - download a Microsoft Excel spreadsheet version of the current grade book grade - access to the grading page for a specific assignment
- assignment name - click an assignment name to access further information about this assignment and the grades given in the assignment as well as statistics
Accessing the QuickMark Manager
The QuickMark Manager can be accessed from two areas within the Turnitin Feedback Studio.

Accessing QuickMarks from the Side Panel
1. Click the **QuickMark icon** from the online grading toolbar to open the QuickMarks side panel. This will show the currently open QuickMark set.

![Figure 94 - Click the QuickMark Icon](image)

2. Click the name of the currently open QuickMark set, revealing a drop-down list. From here, click the **QuickMark Manager** button.

![Figure 95 - Click the QuickMark Manager Button](image)
Accessing QuickMarks On-Paper

1. Click anywhere inside the paper to reveal the in-context marking tool. Click the **QuickMark icon**, which appears as a tick inside a rectangle.

![Figure 96 - Click the QuickMark Icon](image)

2. Click the name of the currently open QuickMark set, revealing a drop-down list. From here, click the **QuickMark Manager** button.

![Figure 97 - Click the QuickMark Manager Button](image)

Creating a New QuickMark Set

1. Access the QuickMark Manager from the in-context marking tool or QuickMarks side panel, as detailed in guidance for Accessing the QuickMark Manager.

2. Click the **menu icon** in the top left-hand corner of the QuickMark Manager. This can be found next to the set title.

![Figure 98 - Click the Menu Icon](image)
3. Click **Create new set**.

4. Enter a **title** for the QuickMark set in the text box, and then click **Save**. Alternatively, click **Cancel** to select another item from the menu.

**Creating QuickMarks**

You can create your own QuickMark comments in the QuickMark Manager. This allows you to create class or curriculum specific marks that may not be part of the sets provided by Turnitin or the account administrator.

1. Access the QuickMark Manager from the in-context marking tool or QuickMarks side panel, as detailed in guidance for **Accessing the QuickMark Manager**.
2. Ensure the QuickMark set that you would like to add the new QuickMark to is selected. To navigate to another set, click the menu icon in the top, left-hand corner of the QuickMark Manager. From the list, choose the set you would like to add to.

![Commonly Used](image)

**Figure 101 - Choose the Set**

3. Click the + icon in the QuickMarks column header.

![QuickMarks](image)

**Figure 102 - Click the + Icon**

4. Enter a title and a description into the fields provided. Formatting and hyperlinks are available for your QuickMark's description, too.

![Title and Description](image)

**Figure 103 - Enter a Title and Description**

5. Click Save to create the new QuickMark or Cancel to abort.
Editing QuickMarks

QuickMark comments can be edited from within the QuickMark Manager. Any edits that are made to a QuickMark are applied to every instance where this mark appears in your students’ papers.

1. Access the QuickMark Manager from the in-context marking tool or QuickMarks side panel, as detailed in guidance for Accessing the QuickMark Manager.

2. Ensure the QuickMark set from which you would like to edit a QuickMark comment is selected. To navigate to another set, click the menu icon in the top, left-hand corner of the modal. Click the title of the relevant set.

   ![Sets: Commonly Used Composition Composition Marks Format Punctuation Usage](Figure 104 - Click the Title)

3. Select the name of the QuickMark you would like to edit.

   ![Commonly Used Del. Expand on Blue Whales Float Improper Citation](Figure 105 - Click the Name of the QuickMark)
4. Click the **pencil icon** in the top right-hand corner of the QuickMark manager. This will allow you to edit your QuickMark.

   ![Figure 106 - Click the Pencil Icon](image)

5. You can now edit the QuickMark by altering the information in the fields provided.

   ![Figure 107 - Altering the QuickMark](image)

6. Click **Save** to confirm your changes. Click **Cancel** to discard any changes.

   **Note:** Instructors may only edit QuickMark sets and marks that they have created. QuickMark sets with a lock icon to the right of the set name cannot be modified, as they are provided by Turnitin or the account administrator.

### Copying QuickMarks to an Existing Set

Marks within a QuickMark set can be copied into other sets, allowing you to reuse QuickMarks across multiple situations that you may face whilst grading.

1. Access the QuickMark Manager from the in-context marking tool or QuickMarks side panel, as detailed in guidance for **Accessing the QuickMark Manager**.
2. Navigate to the QuickMark that you would like to add to another set.

![Figure 108 - Add to Set](image)

3. Click + Add to set, then click the **QuickMark set** you’d like to add to.

![Figure 109 - Click the QuickMark Set](image)

**Uploading and Downloading QuickMark Sets**

Within the QuickMark Manager, you can download QuickMark sets to distribute to other instructors, or upload QuickMark sets to use when grading papers. Once a QuickMark set has been uploaded, you own this set, meaning you can make any desired changes to the QuickMark comments.

**Uploading a QuickMark Set**

1. Access the QuickMark Manager from the in-context marking tool or QuickMarks side panel, as detailed in *Accessing the QuickMark Manager guidance.*
2. Click the **gear icon** located on the side panel.

![Gear Icon](image)

**Figure 110 - Gear Icon**

3. Click the **menu icon** in the top left-hand corner of the QuickMark Manager.

![Menu Icon](image)

**Figure 111 - Click the Menu Icon**

4. Click **Upload Set**.

![Upload Set](image)

**Figure 112 - Click Upload Set**

5. Either **drag and drop** your QuickMark set into the QuickMark Manager or click **Or browse** to locate the file on your device.

![File Upload](image)

**Figure 113 - File Upload**

**Note:** Only .qms files can be uploaded to the QuickMark manager. .qms files can only be produced in the Turnitin QuickMark manager. This feature allows you to upload a QuickMark set created by another instructor in Turnitin.
6. Once your upload is complete, click the **Open** button to view your imported QuickMark set.

![Figure 114 - Click the Open Button](image)

**Downloading a QuickMark Set**

1. Access the QuickMark Manager from the in-context marking tool or QuickMarks side panel, as detailed in *Accessing the QuickMark Manager guidance*.

2. Click the **gear icon** located on the side panel.

![Figure 115 - Gear Icon](image)

3. Ensure the QuickMark set that would like to download is selected. To navigate to another set, click the **menu icon** in the top left-hand corner of the QuickMark Manager.

![Figure 116 - Click the Menu Icon](image)
4. Click the **title** of the relevant set.

![Figure 117 - Click the Title of the Relevant Set](image)

5. Click the **menu icon** in the top, left-hand corner of the QuickMark Manager (See Figure 118).

6. Click **Download Set**. (See Figure 118).

![Figure 118 - QuickMark Manager](image)

7. The QuickMark set will download to your device as a .qms file.

**Viewing the Similarity Report**

**Introduction**

The Match Overview gives you a breakdown of all the matches that have been found on a paper.

At the top of the page is a student's similarity score. Turnitin compares papers against an ever expanding database of internet pages, archived pages that might not be available anymore, a subscription repository of periodicals, journals, publications, and a repository of previously submitted papers. This comparison can be completed against any or all of these repositories from assignment settings.

The similarity score is a percentage of a paper's content that matches to Turnitin's databases; it is not an assessment of whether the paper includes plagiarized material. The similarity report allows instructors to easily find matches or similar text within submitted work.
Viewing Similarity Matches

Matches can be found in the Match Overview side panel, ordered by highest similarity match to lowest. Each match is numbered in the Match Overview side panel, helping you to identify this match on the paper.

![Match Overview Panel](image)

1. To view the Match Overview, click the **red numerical similarity score** from the similarity toolbar. If the similarity layer was inactive, it will now be activated, highlighting all matches on the paper.

![Click the Red Numerical Similarity Score](image)

2. All matches are displayed within the *Match Overview* side panel. A list of matches will be displayed in descending order.

![Match Overview Side Panel](image)
3. To access each match in more detail, click the **arrow** to the right of each similarity percentage.

![Click the Arrow]

**Figure 122 - Click the Arrow**

4. The Match Breakdown will display all sources identified for each match. To view the sources on-paper, simply click **any source** in the *Match Breakdown*.

![Match Breakdown]

**Figure 123 - Match Breakdown**

5. A **source box** will appear on the paper, revealing where in the source the text has been identified. If you would like to read the full source, click the **book icon** in the top right-hand corner of the box. You can also access this source box by clicking the red match flag to the left of the highlighted text.

![Click the Book Icon]

**Figure 124 - Click the Book Icon**

**Note:** Click the left or right arrow in the source box to move between sources.
6. The full source text can now be viewed in the Full Source Text side panel, with all matching text shown in red.

**Note:** Click the source hyperlink in either the source box or side panel to access the website from which the match was identified.

**Viewing Sources**

In the All Sources side panel, all of the sources that have been found are displayed and sorted by highest percentage match. Clicking on any source will change the navigation bar at the top of the page, revealing the number of times a particular source has matched in the paper.
1. To view all sources, click the red **All sources icon** from the similarity toolbar. If the similarity layer was inactive, it will now be activated, highlighting all on-paper matches.

![Figure 126 - Click the All Sources Icon](image)

2. All sources are displayed within the **All Sources side panel**. A list of sources will be displayed in descending order.

![Figure 127 - All Sources Side Panel](image)
3. To view each match within the selected source, simply use the navigation arrows at the top of the All Sources side panel. As you navigate through, a new on-paper source box will appear.

![Figure 128 - Use the Navigation Arrows](image)

**Filtering the Similarity Report**

**Exclusion by Type**

1. To exclude different types of text from the similarity report, click the red Filter icon from the similarity toolbar. If the similarity layer was inactive, it will now be activated, highlighting all on-paper matches.

![Figure 129 - Click the Filter Icon](image)

2. From the Filters and Settings side panel, use the checkboxes to make bibliography and quote exclusions from the similarity report.

![Figure 130 - Filter and Settings Panel](image)

**Note:** A recent update to similarity scoring may affect your assignments if you've opted to exclude the bibliography. View this update here.
3. Click **Apply Changes** to confirm this change. This will repaint the similarity report with your change now reflected in the assignment.

![Apply Changes](image)

**Figure 131 - Click Apply Changes**

**Exclusion by Size**

1. To exclude text from the similarity report according to its size, click the red **filter icon** from the similarity toolbar. If the similarity layer was inactive, it will now be activated, highlighting all on-paper matches.

![Filter Icon](image)

**Figure 132 - Click the Filter Icon**

2. From the *Filters and Settings side panel*, use the **radio** and **text boxes** to determine which exclusions should apply to the paper's similarity report. You can exclude sources that are less than a certain number of words, or a certain percentage of words. For example, filtering by 10 words will exclude all sources that have a cumulative number of matching words that are less than 10 words in length.

![Exclude sources that are less than:](image)

**Figure 133 - Filters and Setting Side Panel**

3. Click **Apply Changes** to confirm this change. This will repaint the similarity report with your change now reflected in the assignment.

![Apply Changes](image)

**Figure 134 - Click Apply Changes**
Generating a New Similarity Report

If you believe something may have been added to our database since a paper's last similarity report was generated (a website, journal article, or even another student’s paper), you can generate a new similarity report from the Filters and Settings panel.

1. To generate a new similarity report, click the red filter icon from the similarity toolbar. If the similarity layer was inactive, it will now be activated, highlighting all on-paper matches.

2. From the Filters and Settings side panel, click the New Report button to generate a new report.

   Figure 135 - Click the Filter Icon

   Figure 136 - Click New Report

Note: We encourage you to only generate a new report if you have reason to believe that something new has been added to the database, as your previous similarity report will be overwritten.

3. Click OK to generate a new report, or Cancel to abort.

   Figure 137 - Click OK
Excluding Sources

Excluding Sources via Match Overview

1. To exclude sources from the similarity report using the Match Overview side panel, click the red numerical similarity score from the similarity toolbar. If the similarity layer was inactive, it will now be activated, highlighting all on-paper matches.

![Figure 138 - Click the Numerical Similarity Score](image)

2. All matches will be displayed within the Match Overview side panel.

![Figure 139 - Match Overview Side Panel](image)

3. To access each match in more detail and exclude sources, click the arrow to the right of the relevant similarity percentage.

![Figure 140 - Click the Arrow](image)
4. At the bottom of the *Match Breakdown* side panel, click the **Exclude Sources** button.

![Exclude Sources Button](image)

**Figure 141 - Click the Exclude Sources Button**

5. Using the checkboxes, select the source(s) you would like to exclude from the paper's similarity report, and click the red **Exclude** button.

![Excluding Sources](image)

**Figure 142 - Excluding Sources**

**Note:** By clicking the Exclude (x) button, this will recalculate the similarity score.

**Excluding Sources via All Sources**

1. To exclude sources from the similarity report using the All Sources side panel, click the **graph icon** from the similarity toolbar. If the similarity layer was inactive, it will now be activated, highlighting all on-paper matches.

![Graph Icon](image)

**Figure 143 - Click the Graph Icon**
2. Click the **Exclude Sources** button at the bottom of the *All Sources* side panel.

![Figure 144 - Click the Exclude Sources Button](image)

3. Use the **checkboxes** to select the sources that you'd like to exclude from the similarity report.

![Figure 145 - Excluding Sources](image)

4. Click the red **Exclude (x)** button at the bottom of the All Sources side panel. The button will provide a count of the number of sources you have chosen to exclude. Alternatively, click the **Cancel** button to clear your selection.

![Figure 146 - Click the Exclude Button](image)

**Note:** By clicking the Exclude (x) button, this will recalculate the similarity score.
Viewing Excluded Sources

1. To view sources that have been excluded from the similarity report, click the red exclude icon from the similarity toolbar. If the similarity layer was inactive, it will now be activated, highlighting all on-paper matches.

![Figure 147 - Click the Exclude Icon](image)

2. If you have not excluded any sources from the similarity report, you will simply receive a notification advising *No sources have been excluded for this report.*

![Figure 148 - Excluded Sources](image)

a. If you have excluded any sources from the paper's similarity report, you can find a list of excluded sources in the **Excluded Sources** side panel.

![Figure 149 - Excluded Sources Side Panel](image)
3. To restore only some of the excluded sources, use the checkboxes to select the relevant sources. Click the Restore button to continue.
   a. To restore all of the excluded sources in the list, click the Restore All button. **Note:** You do not need to refresh the similarity report to see these sources reflected in the similarity score.

**Navigating the Document Viewer**

**Moving Between Papers**
You can navigate through papers submitted to an assignment by looking in the top right-hand corner of the navigation frame. Here, you will find arrows to move between papers and a drop-down list that allows you to choose from all papers that have been submitted so far.

**Using the Navigation Arrows**
1. Find the **navigation arrows** in the top right-hand corner of the document viewer.

![Figure 150 - Navigation Arrows](image)

2. The left arrow will take you back to the previous paper and the right arrow will move you to the next paper. Papers are ordered by the date they were submitted.

![Figure 151 - Left and Right Navigation Arrows](image)

**Using the Drop-Down**
1. Find the paper count in the top right-hand corner of the page. This shows the paper that you are currently grading. Click the **arrow** to view all the papers that have been submitted to your assignment, along with your students' names.

![Figure 152 - Click the Arrow](image)
2. This drop-down list informs you of all of the papers that have been submitted to an assignment so far. It shows the student's name on the left and the paper title on the right. Clicking on any of the submissions will change the Turnitin Feedback Studio to that paper.

The Thumbnail Bar

The thumbnail bar gives you a quick overview of the paper you are currently grading.

1. The **thumbnail bar** can be accessed by clicking on the black tab in the left-hand corner of the Turnitin Feedback Studio.

   ![](image1.png)

   **Figure 153 - The Thumbnail Bar**

2. By clicking on one of the **thumbnails**, this will jump to the relevant page within the paper.

   ![](image2.png)

   **Figure 154 - Click the Thumbnail**
3. You can **lock** or **unlock** the thumbnail bar using the padlock icon in the top left-hand corner of the thumbnail bar; this will resize the paper to fit your current view.

![Figure 155 - Lock or Unlock](image)

**Note:** Locking the thumbnail bar will prevent you from being able to close it.

4. To close the thumbnail bar, unlock it by clicking on the locked padlock icon, then click the **black tab** that was originally used to open it.

![Figure 156 - Click the Black Tab](image)

**Additional Help**
For additional support, please contact the KSU Service Desk:

**KSU Service Desk for Faculty & Staff**
- Phone: 470-578-6999
- Email: service@kennesaw.edu
- Website: [http://uits.kennesaw.edu](http://uits.kennesaw.edu)

**KSU Student Helpdesk**
- Phone: 470-578-3555
- Email: studenthelpdesk@kennesaw.edu
- Website: [http://uits.kennesaw.edu](http://uits.kennesaw.edu)