

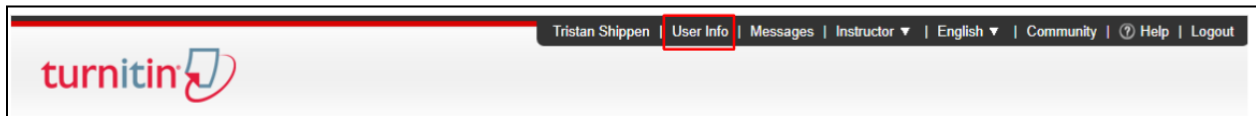
Submit Individual Documents to TurnItIn

TurnItIn can be accessed outside of CourseWorks (Canvas) through <https://www.turnitin.com/>. This option is recommended for those looking to submit individual documents for review.

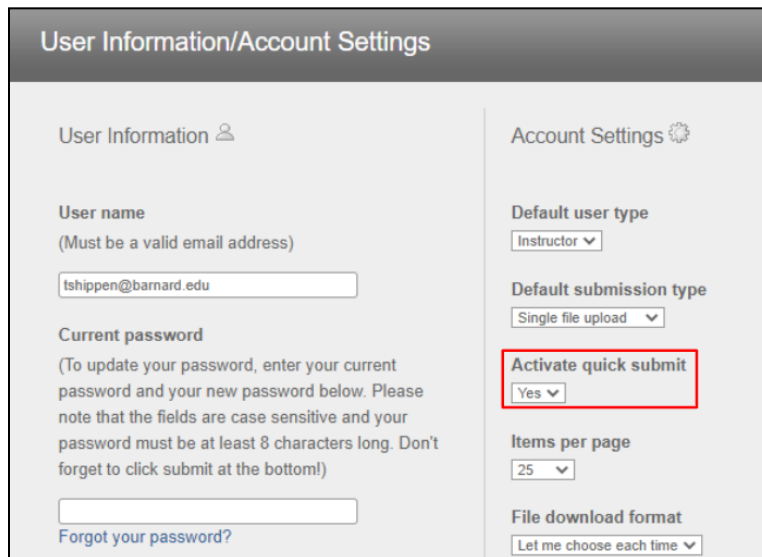
Access Your TurnItIn Account

To access your account for the first time, navigate to <https://www.turnitin.com/>, click "Login" in the top right hand corner of the page, then select "Forgot your password?". Enter your email address (@barnard.edu for staff, @columbia.edu for faculty) and last name, then click submit. You should receive a password reset email with a link to set your password and log in. Please note that this is a separate account from your Barnard or UNI accounts; if you forget your password in the future you'll need to reset it on <https://www.turnitin.com/> by repeating these steps.

Once you've logged in, click "User Info" at the top of the page.



Locate the "Activate quick submit" setting and change the selection to "Yes". Click "Submit" at the bottom of the page.

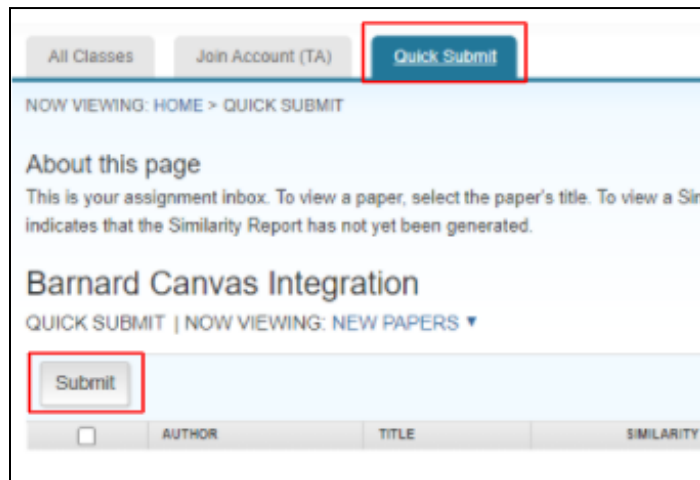
A screenshot of the 'User Information/Account Settings' page. The page is split into two columns. The left column is titled 'User Information' and contains fields for 'User name' (with the value 'tshippen@barnard.edu') and 'Current password'. The right column is titled 'Account Settings' and contains several dropdown menus: 'Default user type' (set to 'Instructor'), 'Default submission type' (set to 'Single file upload'), 'Activate quick submit' (set to 'Yes' and highlighted with a red box), 'Items per page' (set to '25'), and 'File download format' (set to 'Let me choose each time').

You should now see a tab on the navigation bar that says "Quick Submit". Individual documents can be submitted through this tab.

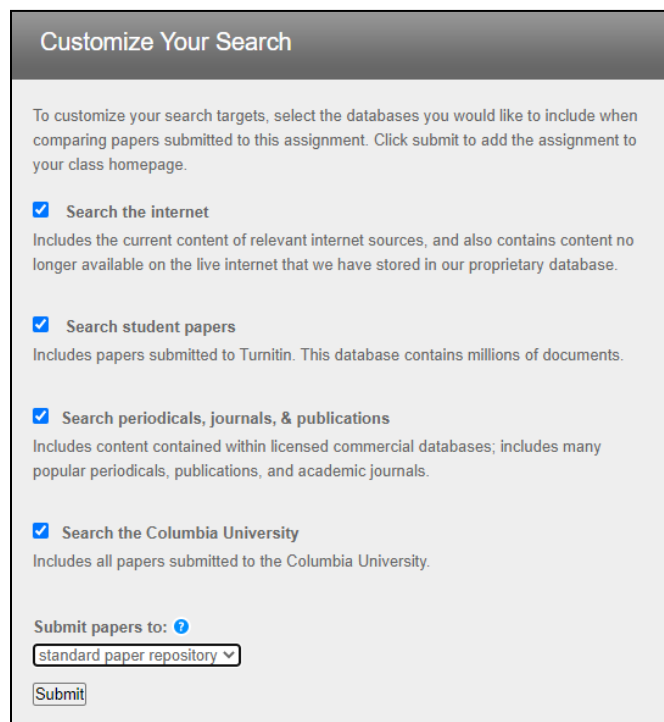
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Upload Document(s) for Review

Click the "Quick Submit" tab, then click "Submit".



Next, select the databases to include in the document comparison. Selecting all of these will provide the most thorough comparison.

A screenshot of the "Customize Your Search" form in TurnItIn. The form has a title "Customize Your Search" and a paragraph of instructions: "To customize your search targets, select the databases you would like to include when comparing papers submitted to this assignment. Click submit to add the assignment to your class homepage." There are four search target options, each with a checked checkbox and a description: "Search the internet" (includes current content of relevant internet sources), "Search student papers" (includes papers submitted to Turnitin), "Search periodicals, journals, & publications" (includes content from licensed commercial databases), and "Search the Columbia University" (includes all papers submitted to Columbia University). At the bottom, there is a "Submit papers to:" label, a dropdown menu set to "standard paper repository", and a "Submit" button.

Finally, enter the student name and title of the document, then upload the document that you've downloaded from CourseWorks (Canvas). Note that this information is used for storage purposes, and is what would normally be provided when using TurnItIn through the

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CourseWorks (Canvas) integration. You'll be asked to confirm the information a final time, and then your document will be submitted to TurnItIn.

Submit: [Single File Upload](#) ▾

First name

Last name



Submission title

[What can I submit?](#)

Choose the file you want to upload to Turnitin:

We take your privacy very seriously. We do not share your details for marketing purposes. Your details will only be shared with our third party partners so that we may offer our service.

It can take several minutes for a Similarity Value to be calculated; refresh the page as necessary. Clicking on the Similar Value will load the submitted document alongside a toolbar for reviewing matched content.

<input type="button" value="Submit"/>						
<input type="checkbox"/>	AUTHOR	TITLE	SIMILARITY	FILE	PAPER ID	DATE
<input type="checkbox"/>	Student Name	Test Submission	0% 		1767764728	21-Feb-2022

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Interpreting the Similarity Report

TurnItIn does not detect plagiarism. Rather, it compares text from the submitted document against a database for instances where the text may appear similar or identical to other text. These instances are flagged for further review by the instructor.

TurnItIn's database includes billions of webpages that include current and archived material, student works that have been submitted to TurnItIn, as well as content from thousands of periodicals, journals, and publications. It is normal, if not expected, that elements of any given submitted document could match something from the database. Instructors are encouraged to review each flagged instance to determine for themselves whether or not there has been any misconduct.



To review a [submission's similarity score and report](#), navigate to a student's submission and click the colored flag and percent icon that appears next to the uploaded file's name. This will open a new tab with the submitted document alongside a toolbar for reviewing matched content. Click the second box from the top (Match Overview) to see all content that matches with the database. Each match will indicate the name of the source and matching text when possible.

