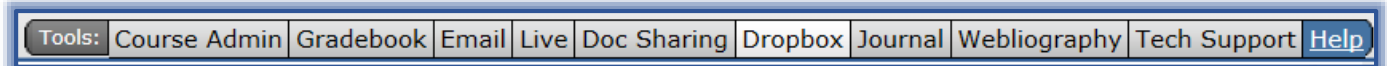


eCollege and Turnitin

Turnitin has been integrated with eCollege for easier access. A Dropbox must be created for each assignment in order for Turnitin to be used. To enable Turnitin for your courses, you must specify which Dropbox you would like to use or not use. Once a Dropbox has been enabled, it can be disabled, if necessary. Turnitin can be enabled for Dropbox Baskets containing previously submitted assignments. After the Dropbox Basket for a submitted assignment is enabled, the system will auto-generate an Originality Report for each document.

ENABLE TURNITIN

† Click the **Dropbox** tab on the **Tools Menu**.



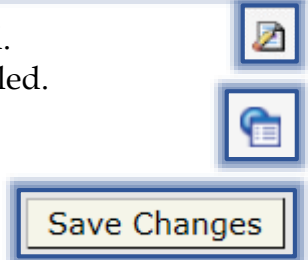
† Click the **Edit** button for the **Dropbox** for which **Turnitin** is to be enabled.

† Click the **check box** next to the **Dropbox** for which **Turnitin** is to be enabled.

☆ This will enable Turnitin for that Dropbox.

☆ The **Settings** icon will appear on the right side of the Dropbox Edit window.

† Click the **Save Changes** button.



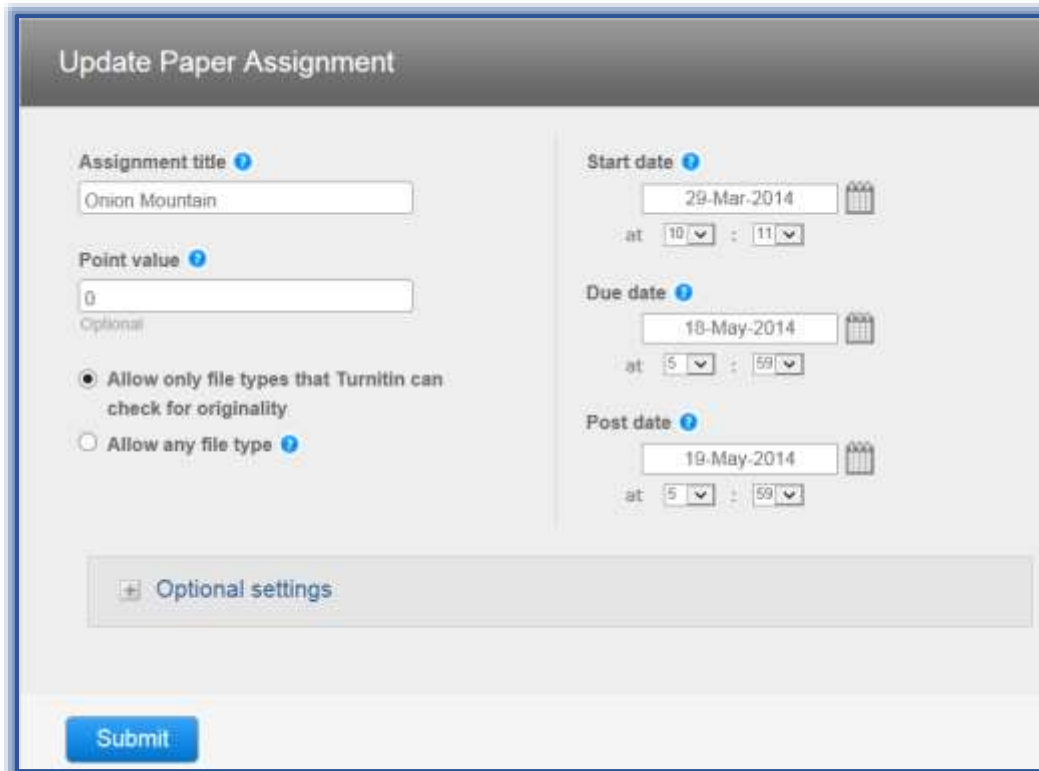
CHANGE TURNITIN PREFERENCES

† Click **Dropbox** on the **Tools Menu**.

† Click the **Edit** button for the **Dropbox** for which **Preferences** are to be changed.

† Click the **Settings** button for that **Dropbox**.

† The **Update Paper Assignments** window will display.

A screenshot of the 'Update Paper Assignment' window. It features a form with the following fields and options:

- Assignment title**: Text box containing 'Onion Mountain'.
- Point value**: Text box containing '0'. Below it is the label 'Optional'.
- File type options**: Two radio buttons. The first is selected: 'Allow only file types that Turnitin can check for originality'. The second is 'Allow any file type'.
- Start date**: Date picker showing '29-Mar-2014' with a calendar icon. Below it are time dropdowns for 'at 10 : 11'.
- Due date**: Date picker showing '18-May-2014' with a calendar icon. Below it are time dropdowns for 'at 5 : 59'.
- Post date**: Date picker showing '19-May-2014' with a calendar icon. Below it are time dropdowns for 'at 5 : 59'.
- Optional settings**: A button with a plus sign and the text 'Optional settings'.
- Submit**: A blue button at the bottom left.

† The **Dropbox** name will appear in the **Assignment Title** box.

- † Select any of the options that are pertinent to the assignment.
- † Click the **Optional Settings** button to select additional settings.

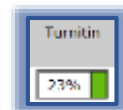
OPTIONAL SETTINGS

- † **Allow Submissions after the Due Date** – This setting allows the instructor to select whether or not late assignments can be submitted to Turnitin.
- † **Generate Originality Reports for Submissions** – When this option is set to Yes, Originality Reports will be generated for the assignment.
- † **Generate Originality Reports for Student Submissions** – The options are:
 - ☆ **Immediately (First Report is Final)** – This option generates the Originality Report immediately when a student submits the assignment. Students will not be able to resubmit the assignment.
 - ☆ **Immediately (Can Override Report until Due Date)** – When this option is selected, students will be able to resubmit assignments until the due date. Resubmissions may take up to 24 hours to process.
 - ☆ **On Due Date** – Students will only see the Originality Report on the Assignment Due Date. All submitted papers will be compared against each other when the Originality Report is created.
- † **Exclude Bibliographic Materials from Similarity Index for All Papers in this Assignment** – The instructor can choose to exclude text from being checked for matches that appear in the bibliography, works cited, or references sections of student papers. This option can be overridden in Individual Originality Reports.
- † **Exclude Quoted Materials from Similarity Index for all Papers in This Assignment** – Material that appears in quotes will be excluded from checking for matches when the Originality Report is generated. This option can be overridden in Individual Originality Reports.
- † **Exclude Small Matches** – Matches that are not a significant length can be excluded when the Originality Report is generated. This option can be overridden in Individual Originality Reports.
- † **Allow Students to see Originality Reports** – The instructor can choose whether or not students will be allowed to view the Originality Report.
- † **Submit Papers to** – Instructors can select whether papers are to be stored in a Turnitin student paper repository. When papers are stored in the repository, assignments are checked against students' submissions within current and previous classes. When No Repository is chosen, student papers will not be stored in the repository.
- † **Search Options** – This option allows the instructor to select which repositories student submissions will be checked against when the Originality Report is processed. The options are:
 - ☆ Student Paper Repository.
 - ☆ Current and Archived internet.
 - ☆ Periodicals, Journals, and Publications.

USER EXPERIENCE

In order to view the Plagiarism Score (Originality Report), the following steps need to be completed.

- † Click the **Dropbox** tab on the **Tools Menu**.
- † Click the **Basket Name** for which the Report is to be viewed.
- † The **Originality Report Percentage** will appear on the right side of the page.
- † Click on the **Percentage** to view the Report.
- † If the report is not ready to view or if there was a problem with the submission, one of the following status icons will display.



Icon	Description
	The submission is being processed. To view the Originality Report, refresh the page after a few minutes.
	This message icon indicates that the submitted file is not supported by the system. The supported file types are Microsoft Word, PowerPoint, WordPerfect, PostScript, PDF, HTML, RTF, OpenOffice (ODT), Hangul (HWP), Google Docs, and Plain Text.
	When this message appears it means that the system has encountered an error. When this icon displays, contact the Client Services Representative or the System Administrator.
	This icon indicates that the system encountered a connectivity problem. When this icon displays, contact the Client Services Representative or the System Administrator.

† When the student paper has been successfully processed, the Originality Report will display.

ORIGINALITY REPORT

Originality Reports provide a summary view of how much of the material in an assignment is original, how much of the material is not original, and the source from which the non-original material was originated. These reports are available from the Instructor's Inbox view, the Outbox View, and the Dropbox Grade Detail view. The table below displays the values that are displayed in a report within the course. Higher scores indicate a higher percentage of plagiarized material.

Color	Description
	Blue- The content originality is less than 1%. This means that less than 1% of the content is not original.
	Green- The originality of the content ranges from 1- 24%. This means that 1- 24% of the content is not original.
	Yellow- The content originality ranges from 24- 49%. This means that 24 - 49% of the content is not original.
	Orange- The originality of the content ranges from 50- 74%. This means that 50 - 74% of the content is not original.
	Red- The content originality ranges from 75- 100%. This means that 75 -100% of the content is not original.

NOTE: For additional assistance with Turnitin, click the **Turnitin** link on the **Training Assistance Site** (My Siena/Computer Services and Systems/Training Assistance Site).