



## **Student User Guide**

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# 1 Getting Started

Welcome to Turnitin! This document will guide you through the process for submitting papers and peer reviews to your instructor's class and give you a complete introduction to the Turnitin suite of services. All of Turnitin's services are accessible online at [www.turnitin.com](http://www.turnitin.com).

## Creating Your User Profile

All Turnitin users have a unique user profile, which consists of an email address, user password, personal user information, and user preferences.

If your instructor has added you to his or her class, you will already have a user profile. All other users need to create a user profile to get started.

To create a user profile:

1. Go to [www.turnitin.com](http://www.turnitin.com).
2. Click *create a user profile* on the Turnitin homepage **1**.
3. Follow the on-screen instructions. In order to create a profile, you will need a class id and enrollment password. If you don't have this information, please contact your instructor.

A screenshot of the Turnitin homepage. At the top, there is a login section with two input fields labeled 'email address' and 'password'. To the right of these fields is a red 'Log In' button with a right-pointing arrow. Below the 'password' field is a 'security:' icon. Below the login section, there are two links: 'password help' and 'create a user profile'. A mouse cursor is pointing at the 'create a user profile' link. At the bottom, there is a red navigation bar with white text links: 'TRAINING & SUPPORT', 'FAQs', 'PRESS', 'LEGAL', and 'ABOUT US'.

**1** The new user link on the Turnitin homepage.

## Logging In

To login to Turnitin:

1. Go to [www.turnitin.com](http://www.turnitin.com).
2. At the top right, enter your email address and user password **2**.
3. Click *Log In* to open your Turnitin homepage.

A screenshot of the Turnitin homepage, similar to the one above, but with the login fields filled. The 'email address' field contains 'johndoe@turnitin.com' and the 'password' field contains a series of dots. The 'Log In' button is still visible. The 'create a user profile' link is also present. The navigation bar at the bottom is the same.

**2** The login button on the Turnitin homepage.

## Enrolling in a Class

Your student homepage lists your enrolled classes. If you are a new user, you will see the class you enrolled in when you created your profile.

To enroll in additional classes:

1. Click the *enroll in a class* tab on your homepage **1**.
  2. On the next screen, enter the class ID and enrollment password for your class.
  3. Click *submit* to enroll in the class and add it to your homepage **2**.
- !** If you do not have an class ID and enrollment password, please contact your instructor.

## Submitting a Paper

You will submit papers to your class from your class portfolio. To open your class portfolio, click a class name on your homepage **3**.

The class portfolio lists the assignments your instructor has created and your submissions to these assignments.

- !** If there are no assignments in your portfolio, your instructor has not yet created class assignments. Until your instructor creates an assignment, you will not be able to submit a paper.

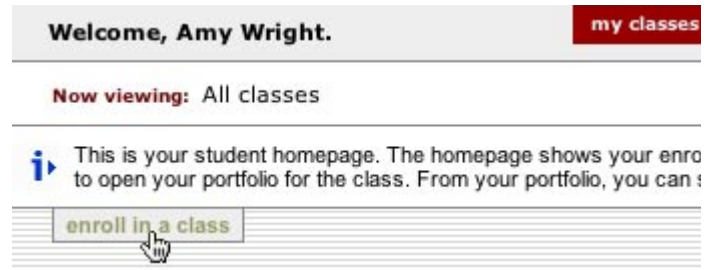
You can submit a paper in two ways:

- by **file upload** (used to submit a paper as a computer file; we currently accept submissions in Microsoft Word, WordPerfect, RTF, PDF, PostScript, and HTML formats)
- by **cut and paste** (used to submit a paper in a file format we do not accept, by cutting and pasting the text into a text box)

To submit by file upload:

1. Click the submit icon next to the desired assignment in your class portfolio **4**.
2. Select *file upload* from the submission pulldown menu **5**.
3. Enter a title for your submission and an ID (optional).
4. Click the *Browse* button and locate the paper you want to submit.
5. Click *submit*. On the following page you will be asked to confirm the text of your submission. If the text checks out, click *yes, submit* to finalize your submission **1**.

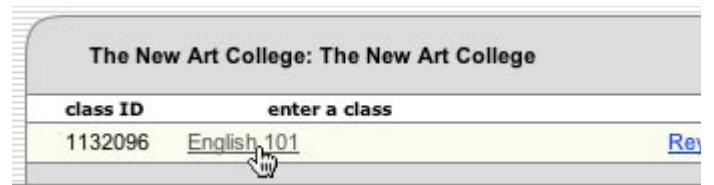
After submitting a paper, you will receive a digital



- 1** Opens the enroll in a class page.



- 2** A newly added class on the student homepage.



- 3** Click a class name to open its portfolio.



- 4** Click to submit a paper to an assignment.



- 5** Select a submission type using the pulldown.

receipt. From this screen you can proceed to your class portfolio to view the submission **2**.

#### To submit by cut and paste:

1. Click the submit icon next to the desired assignment in your class portfolio.
2. Select *cut and paste* from the submission pulldown menu.
3. Enter a title for your submission and an optional student ID.

4. Cut and paste your paper into the text box.

**1** To cut and paste text, highlight the text of a paper in a word processing or text editing program and select *copy* from the edit menu. To transfer the text into your browser, place your mouse cursor in the text box of the submission page and select *paste* from your browser's edit menu.

5. Click *submit*. After submitting your paper you will receive a digital receipt. From this screen, you can resubmit your paper, or proceed to your class portfolio to view the submission.

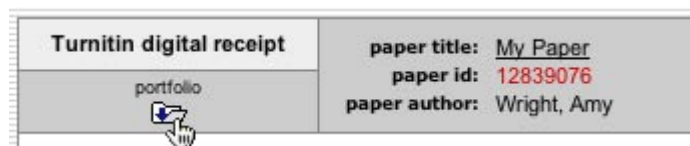
Click the portfolio icon to return to your class portfolio and view your submission.

## Viewing Your Submissions

After you submit a paper, it will appear in your class portfolio next to its assignment. Every paper you submit can be viewed online by clicking on its title in your portfolio **3**. If the paper was originally submitted as a file, you can download that file to your computer by clicking on the file icon **4**.



- 1** Click to confirm your submission.



- 2** Click to open your class portfolio.

your portfolio		
submit	title	submitted
	<a href="#">My Paper</a>	03-12-04

- 3** Click a paper title to view it online.

your portfolio			
title	submitted	contents	reviews
	03-12-04	.doc	<a href="#">0</a>

- 4** Downloads a paper in file format.

## 2 Plagiarism Prevention

Papers submitted to Turnitin are compared against billions of Internet documents, an archived copy of the Internet, our local databases of submitted student papers, and the ProQuest commercial database. Any matching text we find is detailed in an Originality Report sent to your class portfolio.

**!** You will be able to view Originality Reports only if your instructor has given you permission to access them.

### Originality Reports

Originality Reports provide a summary of the matching text found in a submitted paper. When an Originality Report is available to view, an icon will appear in the report column of your assignment inbox. Originality reports that are not yet finished are represented by a grayed-out icon.

The color of the report icon indicates the overall similarity index of the paper, based on how much matching text we found. The possible similarity indices are:

- **blue** (less than 20 matching words)
- **green** (0-24% matching text)
- **orange** (25-49% matching text)
- **yellow** (50-74% matching text)
- **red** (75-100% matching text)

**!** These indices in no way reflect Turnitin's assessment of whether a paper has or has not been plagiarized. Originality Reports are simply tools to help your teacher locate potential sources of plagiarism in submitted papers. The decision to deem any work plagiarized must be made carefully, and only after careful examination of both the submitted paper and the suspect sources.

### Reading Reports

To open an Originality Report, click the report icon in the contents column of your portfolio **1**. The Originality Report will open in a new window. Each report is available in two formats: a side-by-side

your portfolio			
title	submitted	contents	reviews
	03-12-04	  .doc	<a href="#">0</a>

**1** Reports show up in your class portfolio.

version, which lets you navigate through matching sources and compare the content of those sources directly with text from the submitted and a print version, designed to give you a quick overview of source links and allow for easy printing.

## The Print Report

When you open an Originality Report, it defaults to the print report **1**. This report is in a single frame and is ideal for printing. The top of the report lists any sources of matching text found in a paper. The second half of the report shows the submitted paper with matching text highlighted.



**1** A print version Originality Report.

## Viewing Sources

To view a source, click a source link at the top of the print report **2**. If the source is an Internet source, the source will open in a separate browser window.



**2** Clicking a link opens a source in a separate window.

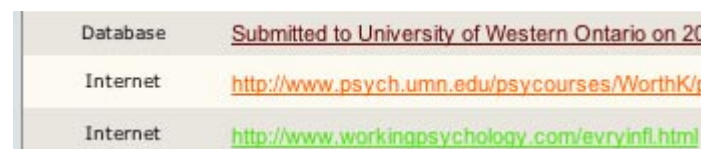
## Database Sources

If a source is in our database, you will not have access to it as a student. All sources from the database are marked as such in the *Sources* column **3**.

## Internet Archive Sources

In addition to searching a copy of the active Internet, Turnitin also searches a copy of the archived Internet, which includes an extensive number of web pages no longer available on the Internet. If a match is found in our Internet archive, *Internet (archive)* will show up next to the source **4**.

If an source is still available on the Internet, you can choose to view the source as it currently exists on the Internet by clicking the URL. You can also choose to view the archived source in our database by clicking the *archived copy* link to the right of the source's URL **5**. This may be helpful if a source is still available online but has changed since a report was generated.



**3** The top source is from our database



**4** An example of a source from our copy of the archived Internet.



**5** Click to view an archived copy of a source



## The Side-by-Side Report

The side-by-side report makes comparing a paper with its matching sources easy by displaying both the submitted paper and matching source at the same time. To view a side-by-side version of an Originality Report, click the side-by-side version link at the top of the print report ①.

The side-by-side report has three sections ②.

- **paper information**

The top of the report displays information about the paper. The similarity index shows the paper's similarity score (*see the beginning of this chapter for detailed information on the similarity index*).

- **report text**

The report text section of the report lists the text of the submitted paper. Any matching text that we find is highlighted and color-coded to match links to source content.

- **source content**

The source content section lists the sources of the matching text found in the submitted paper. The percentage of matching text found at each source is displayed in a tab. Clicking on a tab activates Direct Source Comparison.

: 12584391 submitted: 02-13-04 1:17 PM PST

version: # 2 (03-08-04) [side-by-side version](#)

link

htm

① Click to view a side-by-side report.

The screenshot shows a Turnitin Originality Report for a document titled "Strategic Finance". The report includes a similarity index of 100% and a list of sources. The report text section shows the submitted paper's content, and the source content section lists the sources of the matching text.

② A side-by-side Originality Report.

## Direct Source Comparison

Direct Source Comparison lets you quickly compare matching text found in a paper to its source.

To activate Direct Source Comparison, click a percentage tab in the source section of the report ③.

When you activate Direct Source Comparison, the source of matching text is displayed in the direct source comparison window. The matching text from the source is color-coded to correspond with the highlighted text in the paper.

## Viewing Sources

To view an Internet source, click a URL in the source section of the report ④.

The screenshot shows the Direct Source Comparison window. It displays the source link and URL, and provides information about the source.

③ Activate Direct Source Comparison by clicking a source tab.

The screenshot shows the Direct Source Comparison window. It displays the source link and URL, and provides information about the source.

④ Clicking a link opens a source in a separate window.

## 3 Peer Review

If your instructor has created a peer review assignment, you will have the opportunity to read and review your classmates' papers anonymously. At the end of a peer review, you can read the reviews your classmates have written about your paper and other papers in your class.

### Overview

Here's a brief overview of how the peer review process works:

- Your instructor creates a peer review and assigns papers to your class.
- The papers that have been assigned to you show up in your class portfolio.
- For each assigned paper, you write a review by responding to the topic and metric questions your instructor has chosen for the review.

Once the post date for the review arrives, you can read the reviews that your classmates have written.

### Writing a Review


Papers that have been assigned to you appear in your class portfolio.

To write a review from your portfolio:

- Click a peer review that has been assigned to you **1**.

You can also write reviews from your peer review page. To open the peer review page, click the *peer review* tab at the top of your class portfolio **2**.

The peer review page contains a pulldown menu with the reviews that your instructor has created for the class. Use the pulldown to select the review you would like to view. The papers for the selected review will appear along with the review's start, due, and post dates.

title	submitted	cont
<a href="#">My Paper</a>	03-12-04	
assigned: <a href="#">select a paper...</a>		-
assigned: <a href="#">Essay 1</a>		-

**1** Click a review in your portfolio to write a review.



**2** Click the peer review tab to open your peer review page.

### To write a review from your peer review page:

- Click the pencil icon next to a paper you want to review **1**.

The peer review form will open **2**. The top frame of the peer review form contains paper information, a navigational bar to toggle the topic and metric questions you are currently viewing, and a form for entering your responses. The bottom frame contains the text of the paper you are viewing.

### To respond to a topic question:

- Enter your response in the text box. If there is a minimum response length, it will appear in red next to the question.
- Click *submit* to enter your response and proceed to the next topic question.

### To respond to metric questions:

- Click the *view metrics* link to display the review's metrics (you will automatically be taken to the metrics once you have finished the topic questions).
- Click a radio button in the 1, 2, 3, 4, or 5 column to rate a metric question **3**.
- When you have rated all of the metric questions, click submit to confirm your entries.

## Adding Marks

If a paper has been submitted in Microsoft Word format, you can add marks to the paper during the review process. You can then reference your marks within your topic responses. You can also associate rubrics with your marks.

### To add a mark to a paper:

- If you want to associate a rubric with your mark, select a rubric using the rubric pulldown **4**.
- !** You will only be able to associate a rubric with your mark if your instructor selected a rubric set when he or she created the assignment. If a rubric set was not selected, rubrics will not be available when you write a review.
- Click anywhere on the paper. A mark will appear where you click. If you selected a rubric, it will ap-



author	write review	# reviews	read reviews
onymous		0	
ight, Amy		0	
onymous		0	
onymous		0	

- Click to write a peer review.



reviewing paper: Who Shot JFK? admin: Professor Bly

view topic questions: 1 2 view metrics view comments view a story back

topic question 1: What issues does this piece raise for you? If you had to write a paper on the piece, what would be some possible thesis statements? (no minimum length)

active rubric: no rubric selected mark/rubric

Who Shot JFK?

Say, who shot JFK? Well we never really know? I for one am not sure if this is a fact that anyone in the world could ever ascertain. I will examine the idea of mine in this paper.

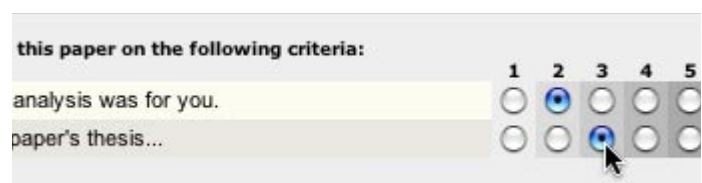
Here are what some ballistic experts seem to think:

Excerpt from testimony of Alfred G. Oliver, DVM to Rockefeller Commission, April 18, 1975. Transcript of testimony taken beginning at page 21 of the transcript. Q1. Oliver: (A) a wound ballistic specialist, is being questioned by Robert Oliver: (Q)

Q: Can you describe for us very briefly the kinds of studies that you have been engaged in over these 15 years? Describe for us briefly, if you will, what kinds of studies you have made of the reactions of animal bodies to high velocity bullets being fired into the various portions of those bodies?

A: Animals are used for - goats are the experimental animal of choice, and also there is less public sympathy with a goat than there is with other types of experimental animals. And you need something fairly large approaching a human. Goats have been used for years. And in the course of these studies one

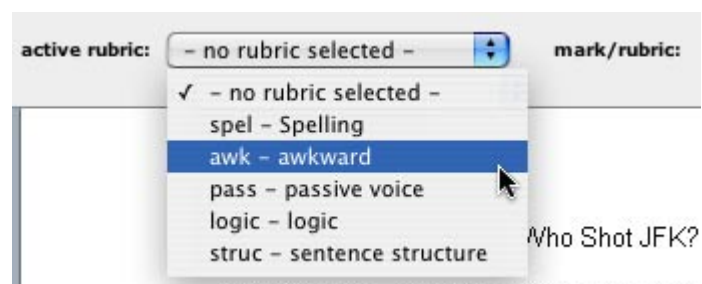
- A peer review form.



this paper on the following criteria:

	1	2	3	4	5
analysis was for you.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
paper's thesis...	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

- Select a metric by clicking a radio button.



active rubric: - no rubric selected - mark/rubric:

- ✓ - no rubric selected -
- spel - Spelling
- awk - awkward
- pass - passive voice
- logic - logic
- struc - sentence structure

Who Shot JFK?

- Use the pulldown to select a rubric.

pear next to the mark **1**.

Once a mark has been added, it will appear both on the paper and in the top frame of the peer review form. You can later add or change rubrics associated with marks.

#### To add or change a rubric:

1. Select a rubric using the rubric pulldown.
2. Click the select icon next to a mark to associate the new rubric with the mark **2**.

#### To move a mark:

1. Click the mark; it will change to a marker icon **3**.
2. Click and drag the marker icon to a new location; when you let go of the mouse button, the mark will appear in its new location.

## Reading Reviews

Once the post date for a review has arrived, you can read the reviews that have been written for your paper from your class portfolio and the papers of your peers from the peer review page.

#### To read the reviews that have been written for your paper:

- Click the linked number in the reviews column of your class portfolio **4** (the number shows how many reviews have been submitted for your paper).

The reviews page will open showing the reviews that have been submitted for your paper. To read a review, click the icon in the full review column **5**.

#### To view reviews from the peer review page:

- Click the read reviews icon next to the paper from your peer review page **6**.

All of the reviews that have been submitted to the paper will be shown. To read a review, click the icon in the full review column **5**.

studies you have made of the reactions of animal bodies of velocity bullet **1** being fired into the various portions of those

A. Animals are used for -- goats are the experimental animals there is less public sympathy with a goat than there is with other types of experimental animals. And you need something fairly large

- 1** A mark with an associated rubric.



- 2** Click to add a rubric to a mark.

als are used for -- goats are the experimental animal of choice; less public sympathy with a goat than there is with other types of experimental animals. And you need something fairly large approach

- 3** Clicking a mark changes it to a moveable marker icon.

title	submitted	contents	reviews
	03-12-04	.doc	<b>2</b>
	03-15-04	-	-

- 4** Shows reviews that have been written for your paper.

reviewed by	metric avg	grade	full review
Anonymous	0.00	-	
Anonymous	0.00	-	
Anonymous	4.00	-	

- 5** Click to read a review written for your paper.

author	write review	# reviews	read reviews
erson, Billy		0	
h, Eileen		0	
erson, Billy	<input checked="" type="checkbox"/>	1	
man, Shelly		0	

- 6** Click to read reviews that have been written for a paper.



## 4 GradeMark™

With GradeMark, your instructor can edit and grade your papers online. You can access your marked-up papers from your class portfolio.

### Viewing Marked Papers

To view a marked paper, click the GradeMark icon next to a paper in your class portfolio **1**. Your paper will open **2**.

The top frame lists the marks your instructor has added to your paper. If your instructor has graded the paper, your grade appears in the top left corner of the page.

### Marks

Each mark your instructor adds to your paper is represented by a number. This number appears in the body of your paper and in top frame of the GradeMark interface. To view the comments your instructor has entered for a mark, click a mark within your paper. The top frame will display your instructor's comment along with its rubric.

If you would like to view your paper without the added marks, you can hide the marks.

To hide marks, click the *hide marks* link **3**.

### Rubrics

For every mark your instructor adds, he or she can add a rubric to the mark. Rubrics are used to quickly point out common problems in papers. You can click on a rubric for more detailed information about the rubric **4**.

### Quickmarks

Your instructor will use quickmarks to point out grammar and punctuation errors. Quickmarks will appear in the body of your paper. To view a quickmark key, click the *quickmark key* link **5**.



**1** Click to view a marked-up paper.



**2** The GradeMark form.



**3** Hides all marks on a paper.



**4** Click to display rubric information.



**5** Click to view a quickmark key.

## 5 GradeBook

If your instructor uses GradeBook to grade your work, a link to your grades and attendance will be available in your class portfolio. To view your grades and attendance, click the *my grades* tab on the class bar **1**.

### Viewing Grades

Your grades page shows the papers and reviews you have submitted along with the grades they have received. The number in the points column shows you the total number of points an assignment is worth. The number in red shows how many points you received for the assignment. The grade for your submission appears in the grade column **2**.

The top of the grades page shows your overall grade for the class and your attendance **3**.

### Notes

Your instructor can choose to enter a note along with a grade. If your instructor has entered a note for your paper, a note icon will appear next to your grade. Clicking a note icon will display your instructor's note **4**.




**1** Click *my grades* to view your grades and attendance.

Hernandez, Melissa		totals: 90/100 90.0%	
#	assignment	points	grade
1	<a href="#">Our First Assignment</a>	90 (100)	0.90
	<a href="#">Peer Review 1</a>	(50)	
	<a href="#">Writing Review 2</a>	(25)	
	<a href="#">Homework</a>	(10)	
1	<a href="#">Revision 1</a>	(100)	

**2** Your grade appears next to each assignment.

a	totals: 90/100 90.0% 0.90			late: 0	absent: 0
	points	grade	note		

**3** The top of the page shows your overall grade and attendance.

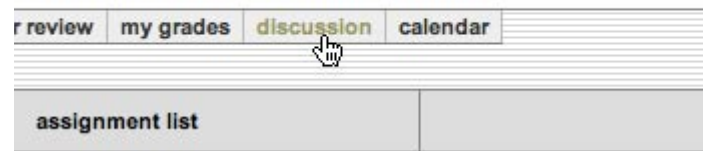
Hernandez, Melissa		totals: 90/100 90.0% 0.90		
assignment	points	grade	note	
<a href="#">First Assignment</a>	90 (100)	0.90		
<a href="#">Peer Review 1</a>	(50)			
<a href="#">Writing Review 2</a>	(25)			

**4** Click the note icon (if present) for a note from your instructor.

## 6 Discussion Boards

Discussion boards give you and your peers the chance to participate in an online class discussion. To access your class discussion board, click the *discussion* tab on the class navigation bar **1**.

portfolio. The left column of your portfolio lists assignments and peer review assignment to submit a paper.



**1** Click to view discussions for your class.

### Posting a Discussion Topic

**!** Your instructor might not allow student posting of discussion topics. If there is no link to *post a new topic*, your instructor has not given students the ability to post topics.

To post a topic to your discussion board:

1. Click the *post a new topic* link **2**.
2. Enter the following topic information:
  - topic title
  - enter a topic description (optional)
3. Click *submit* to add the new topic to your discussion board.

Your discussion topic is added as a pending topic. You and your peers will not be able to post to the topic until it has been approved by your instructor.

### Discussion Page Overview

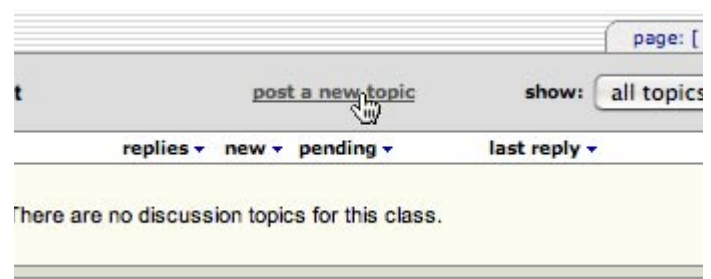
The discussion page lists all discussion topics for your class. From this page, you can get a quick overview of all the discussions in your class.

The *status* column shows whether a topic is active or inactive. Your students will only be able to reply to active topics.

The *replies* column shows the total number of replies to a topic.

The *new* column shows how many replies have been made since you last viewed a topic.

If your instructor has chosen a moderator for a topic, the *pending* column shows how many replies need to be moderated (*refer to the Moderation section in this chapter for more information on how moderating works*).



**2** Click to post a discussion topic to your discussion board.

The *last reply* column shows when the last reply was posted to a topic.

The *moderator* column displays the topic's moderator. If no moderator has been chosen, (*none*) appears in this column.

The pulldown on the discussion page lets you choose to view *all topics*, *active topics*, *pending topics*, or *inactive topics* ❶. The default view is *all topics*.

## Posting a Reply

To view a discussion with its responses, click the discussion topic's title ❷. The page that opens displays the discussion topic at the top of the page and any responses beneath the topic.

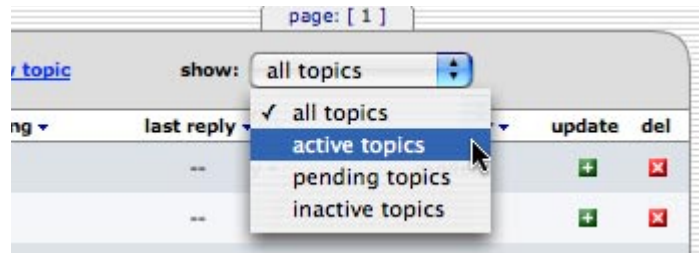
To post a reply to a topic:

1. Click the *reply to topic* button next to the discussion topic ❸.
2. Enter your response in the reply box. By default, only the last reply is shown. If you would only like to see the entire thread, use the pulldown at the top of the form and select *entire thread* ❹.
3. Click *submit* to add your reply to the discussion.

In addition to responding to the topic, you can also respond to a reply.

To post a response to a reply:

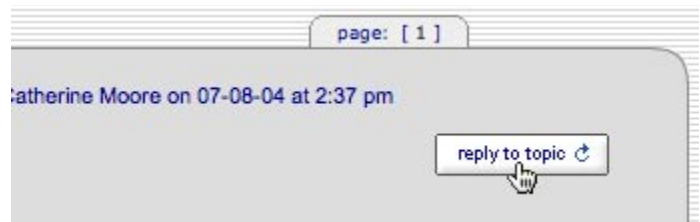
1. Click the *reply* link next to the response you want to reply to ❺.
2. Enter your response in the reply box. By default, only the last reply is shown. If you would only like to see the entire thread, use the pulldown at the top of the form and select *entire thread* ❹.
3. Click *submit* to add your reply to the discussion.



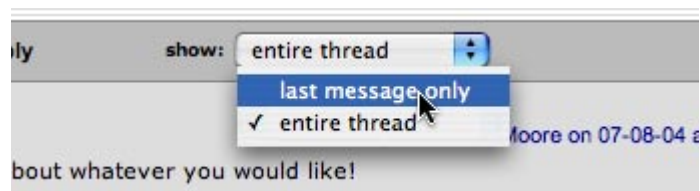
- ❶ Select the types of discussion topics you want to view.



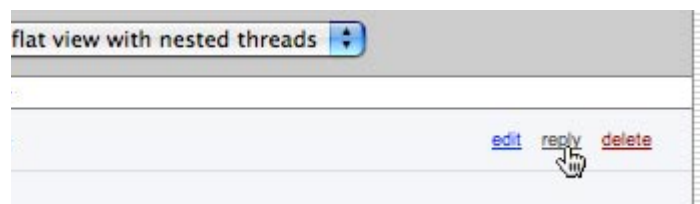
- ❷ Click a topic to view a discussion with responses.



- ❸ Click to reply to a topic



- ❹ Select to view only the message you are replying to



- ❺ Click to reply to a posting



After posting a response, you can edit it by clicking the *edit* link ❶. To delete your response, click the *delete* link ❷. If someone replies to your response, you will no longer be able to edit or delete your post.

## Discussion Views

There are two main discussion views you can choose from—a flat view and a threaded view. Both views use the following structure:

### topic

1 *first response to topic 1*

1.1 *response to 1.1*

2 *second response to topic 1*

2.1 *first response to 1.2*

2.2 *second response to 1.2*

### Flat View

The flat view is the default view and shows responses flat in thread order like the structural diagram above.

With the flat view, you have the option of viewing responses with or without threads. By default, the thread is shown. For example, if someone posts:

*I agree with this topic*

and you reply to the above post with:

**Why do you agree with the topic?**

Your post will look like this:

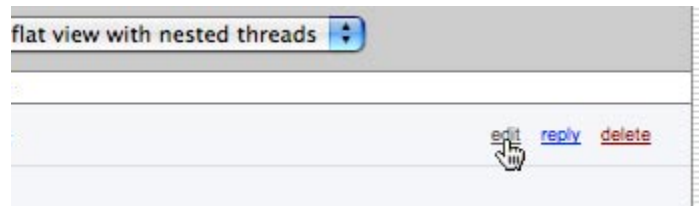
*I agree with this topic*

**Why do you agree with this topic?**

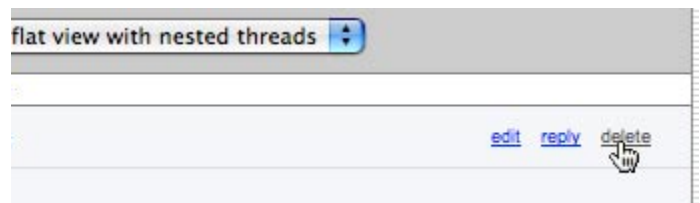
This view, *flat view with nested threads*, is the default view ❸. If you would like to only view responses and not see referenced thread ❹, you can choose *flat view with no thread* using the "show replies as" pulldown on the discussion page ❺.

### Threaded View

You also have the option of using a threaded view. To



❶ Click to edit a response



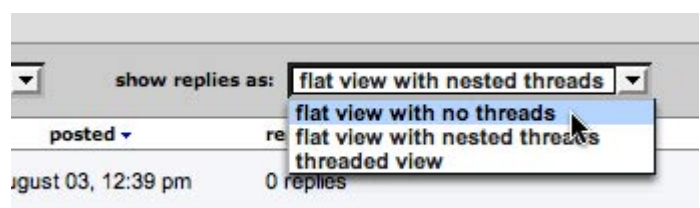
❷ Click to delete a posting

author ▼	# ▼	posted ▼
Moore, Catherine	1.1	46 minutes ago
Did anyone read anything interesting over the weeke		
Patterson, Billy	1.1.1	1 minute ago
Did anyone read anything interesting over the weeke		
I read the New Yorker. Lots of good articles in the lat		

❸ Viewing a thread using nested threads

author ▼	# ▼	posted ▼
Moore, Catherine	1.1	47 minutes ago
Did anyone read anything interesting over the weeke		
Patterson, Billy	1.1.1	1 minute ago
I read the New Yorker. Lots of good articles in the lat		

❹ Viewing a thread with no threads



❺ Use the pulldown to view replies with no threads

use the threaded view, choose *threaded view* using the "show replies as:" pulldown on the discussion page

1.

When you choose to view a discussion using the threaded view, only the top response of each thread is shown. For example, if a discussion has this structure:

### topic

1 first response to topic 1

1.1 response to 1.1

2 second response to topic 1

2.1 first response to 1.2

2.2 second response to 1.2

only responses 1 and 2 will be shown in the threaded view. If you want to view the replies to 2, you can click on the *replies* link to display the responses to this thread. If there are responses to the responses shown, you can drill down further by clicking on more reply links.

If you want to go up a level, you can click on a thread title. You will be taken back up to the level you have clicked to.

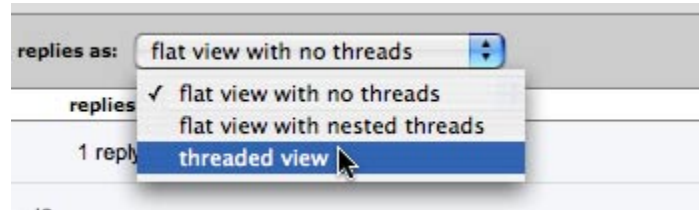
## Viewing Replies by User

You can view replies by user using the "show replies from" pulldown. To view only responses from a given student, select the student's name using the pulldown

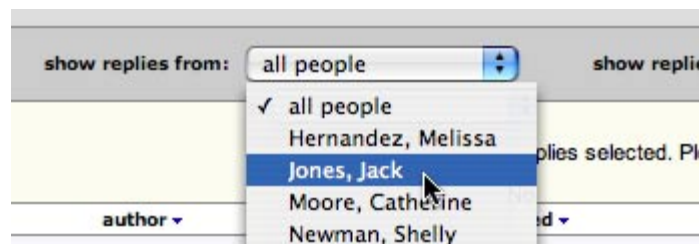
2. You can view your responses by selecting your own name.

## Sorting Replies

You can sort replies by status, author, reply number, date posted, and number of replies by clicking a column header. For example, if you want to sort replies alphabetically by author, click the author header 3. Clicking a header once will sort replies in ascending order. Clicking a column again will reverse the sort order.



1 Select threaded view to see replies in threads



2 Select a student to view only the selected student's replies



3 Select a student to view only the selected student's replies

## Moderation

If your instructor has chosen a moderator for a discussion, the moderator must approve all student replies. Before a reply is approved, it is a pending reply and shows up only for the moderator at the top of a discussion.

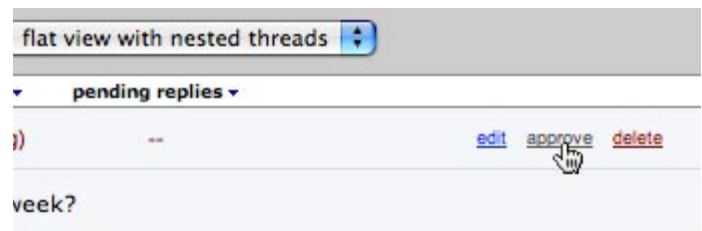
If you are selected as a moderator, you will receive an email stating that you have been made a moderator. As a moderator, you will be responsible for approving pending replies and can get a quick overview of the number of pending replies in each discussion topic from your discussion board main page. If a discussion topic has pending replies, you can view these replies by clicking the discussion topic's title.

Pending replies will show up at the top of the discussion.

### To approve a reply:

1. Click the *approve* link next to a pending reply **1**. The reply will be shown.
2. Edit the reply if you would like.
3. Using the "approve?" pulldown at the top of the form, choose *yes* to approve the reply and add it to the discussion **2**. If you do not want to approve the reply, select *no*.
4. Click *submit*. If you chose to approve the reply, it is added to the discussion. If you chose not to approve the reply, you will be asked if you want to delete the reply or save it for later.

Once a reply has been approved, it will be assigned a number and added to the discussion.



- 1** Click to edit and approve a reply



- 2** Select "yes" and click submit to approve a reply

## 7 Class Calendar

The class calendar keeps track of important dates for your class' assignments. The calendar also displays any announcements, class notes, or holidays your instructor has posted. If your instructor has uploaded a class syllabus, you can view it from your calendar.

### Opening the Calendar

Each of your classes will have its own calendar. You can open the calendar from any page within your class.

To open a class calendar, click the *calendar* tab on the class bar **1**.

When you open a calendar, it will display the current month and year. You can display a different month by clicking on the month tabs along the top of the calendar **2**. To change the year, use the year pulldown menu **3**.



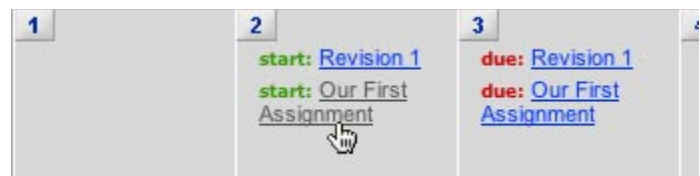
**1** Click calendar on the class bar to open your class' calendar.



**2** Click a month tab to switch months.



**3** Use the year pulldown to switch to a different year.



**4** Click an assignment link for an assignment summary.



**5** Click to open class notes.

### Calendar Items

#### Assignments

Assignments or peer reviews your instructor creates automatically appear on your calendar. A link appears for each assignment's date displaying the assignment or peer review's title. To view a summary of an assignment or review, click the assignment or review title **4**.

#### Notes

Class notes uploaded by your instructor appear on your calendar.

To view class notes, click on the class notes icon. The notes will open in a separate window **5**.

#### Announcements

Announcements posted by your instructor appear on

your calendar next to an announcement icon. To view an announcement, click on the announcement link next to the announcement icon **1**.

## Holidays

Holidays posted by your instructor appear on your calendar. If class will not meet on a holiday, the day will be highlighted in blue **2**.

## Class Syllabus

If your instructor has uploaded a syllabus, you can view it from your calendar by clicking the *syllabus* link **3**. The syllabus page will open. If a syllabus has been posted by your teacher, it will appear on this page.

## Calendar List

You can view the calendar in a list mode. The list mode will display all assignments and calendar entries in a list. To view the calendar as a list, click the *list* link on your calendar **4**.

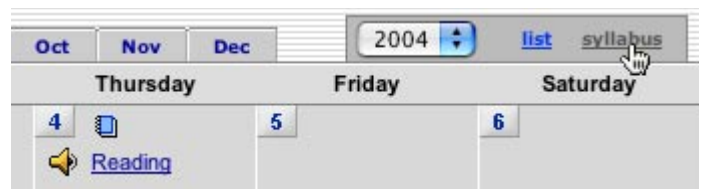
To switch back to the calendar view, click the *calendar mode* link **5**.



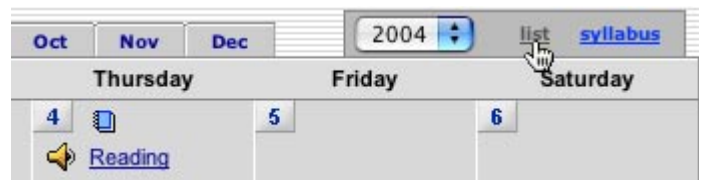
**1** Opens a full announcement.



**2** A calendar with an added holiday.



**3** Opens your class' syllabus.



**4** Click to view the calendar as a list.



**5** Returns you to the calendar view.

## 8 Preferences & Notifications

### User Preferences

To view your user preferences, open your user profile by clicking the *user info* button on the system bar ①.

The user preferences are:

- **default user type** – select from *student*, *instructor*, or *administrator*. Your default user type will be used when you log in.
- **default language** – select your language (currently English only).
- **default submission type** – select a default submission type: *file upload* or *cut and paste*. When you submit a paper, the submission screen will default to the selected submission type.
- **items per page** – select the number of items you would like displayed per page.
- **show page info** – choose *yes* to display page information at the top of each page.
- **show reports as** – choose whether you want to view reports as colors or numbers. If you select numbers, 1 through 5 will be used in place of the colors of the Originality Index.
- **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.



① Click *user info* to open your user profile.

### Messages and Announcements

You can view important Turnitin messages and announcements by clicking on the *messages* button on the system bar ②. An exclamation point next to the messages button indicates that you have new, unread messages or announcements.

❗ **Urgent notifications including messages announcing scheduled downtime will appear both on your messages page and on your homepage.**



② Click to view Turnitin messages and announcements.