



# On-line Plagiarism Detection Projects 2001 - 2002

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*This document contains  
information and instructions  
on signing up for and  
running a plagiarism  
detection project*

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# Introduction

This document is concerned with the use of the **Turnitin.com plagiarism detection service** and provides instructions on how to register and start using the service in the context of the Leeds University pilot projects. The procedure is as follows:

- Register with Turnitin by creating a user profile. This consists of an email address (which will become both your Turnitin user name and how the system contacts you), a chosen password and a few personal details.
- Send FLDU details of your name, user name (email address) and department.
- Log into the Turnitin to create classes and start uploading student text to produce comparison reports.

Turnitin compares submitted text with its database of web documents. It also stores all submissions and compares new submissions with previous ones. Reports provide a percentage figure for how much of the submitted text appears to be copied, if any, and a list of any source documents and the URLs. Original and source documents can be opened simultaneously in order to compare text. Copied text in each document, original and source, is highlighted for ease of comparison.

For the year 2001-2002 we are obliged to work within strict guidelines in order to comply with the Data Protection Act and the fact that students' permission to have their work submitted to such a system has to be explicitly given. From next academic year onwards the rules will have been changed and students' permission will not have to be sought. The constraints and guidelines are detailed in the next section.

JISC have recently completed a 2-year project investigating electronic plagiarism detection systems and their role within an over-arching University plagiarism policy and strategy. In the final report they warn against seeing these detection systems as a complete solution to plagiarism. They will catch some plagiarisers and dissuade others, but they should be seen as the 'long stop' or rearguard action in a holistic strategy that addresses the more systemic causes of or motivations to plagiarise. JISC commissioned a separate report, produced by Oxford Brookes, with a full consideration of the issues and detailed recommendations of how a University plagiarism strategy could be designed and put in place. The report is highly recommended and can be downloaded from:

<http://www.jisc.ac.uk/pub01/brookes.pdf>

Other reports, for instance on the evaluation of different detection systems, the pilot projects conducted with Turnitin at 6 Universities, and the JISC projects final report can all be found at:

<http://www.jisc.ac.uk/mle/plagiarism/>

The opening paragraph of the final report summarises the report's recommendation on how electronic plagiarism detection should be viewed within the context of a wider strategy.

The JISC Electronic Plagiarism Detection project was established to review electronic solutions to the issue of plagiarism. However, it became clear that, as with most things in life, technology can only assist us, it will never replace the expertise of humans and that **the answer to problems usually lies in process and procedures not technology alone**. Electronic detection has its place in institutions but **the real solutions lie in appropriate assessment mechanisms, supportive institutional culture, clear definitions of plagiarism and policies for dealing with it and adequate training for staff and student** If these areas are improved, the need, desire, and appeal of plagiarism can be taken away for most students. (Plagiarism Detection and Prevention. JISC 2001. Emphasis added.)

In addition to this document, the launch of the pilot projects will be supported by staff development workshops and consultations. Please contact David Gardner of FLDU for more details at

[d.gardner@leeds.ac.uk](mailto:d.gardner@leeds.ac.uk). For information or assistance on running a pilot project and the use of Turnitin please contact either Terry Wassall at [t.wassall@leeds.ac.uk](mailto:t.wassall@leeds.ac.uk) or Alec McAllister at [t.a.mcallister@leeds.ac.uk](mailto:t.a.mcallister@leeds.ac.uk).

Colleagues who run pilot projects this year will be asked to give feedback on their experience in setting up and running their projects and their experience of the Turnitin service. This information will be used to inform Turnitin on additions and improvements to the service. It will also be used as input to the design of the centrally funded UK based system recommended by JISC in its report.

## Legal Constraints and Guidelines

As mentioned in the previous section, on the advice of our legal section, we are obliged to use Turnitin within strict guidelines set down. This is to ensure we comply with the current position of the EEC Data Protection Act with regard to the US and the fact that Turnitin and similar services are not currently included in the third parties to which we can submit student work without seeking explicit permission to do so. Conforming to these guidelines will ensure that evidence of plagiarism gleaned from the Turnitin system will be admissible in any action taken against students. Illegal use of the system could have highly embarrassing consequences if it comes to the notice of a student and/or their legal representatives. It must be stressed that Leeds University's policy on this and other related matters is that its conduct and that of its employees will be exemplary.

1. No student's work should be submitted to Turnitin unless the student has explicitly authorised it. The legal office has constructed a recommended form of words.

**"I agree that my [thesis] [essay] may be checked for plagiarism by agencies employed by the University. These agencies may be based outside of the European Economic Area."**

Tick the check box to withhold agreement

[or] Signed..... Date.....

The method of obtaining agreement will vary depending on whether this statement is added to an existing form that students sign when submitting assessment work or whether a new form is required. If an existing form is used, the statement and a check box to give students the option to refuse permission if they wish should be placed above the signature. If a new form is required, a signature is required to indicate agreement. The normal procedure is likely to ask a complete module group to sign up to it rather than particular individuals.

2. All text submitted to Turnitin must be completely anonymised. This is because the text will remain stored in the Turnitin database. Leeds University student names and SIDs are in the public domain and cannot be used. Work should be submitted using the name of the staff member doing the uploading and an in-house generated **pseudo SID** that can only be traced to the student author within the University. For large groups of students one way to do this is the use Excel to generate a linear series of codes using Edit/Fill/Series/Linear/Autofill.

SID	Name	Pseudo SID
970812883	Addington, C.G.	STUD001
970805140	Allen, C.M.	STUD002
970884282	Allen, S.M.V.	STUD003
971444333	Ash, A.	STUD004
970502216	Badger, C.B.	STUD005
971230839	Baxter, L.V.	STUD006
970629982	Beresford, E.	STUD007

The position next year should be much more straightforward and convenient as, once on-line and electronic plagiarism detection services are added to the Leeds University 'collect notice' of third party institutions, we will no longer have to obtain the students' explicit permission.

## Registering with Turnitin

To use the Turnitin plagiarism detection service it is necessary to go to the Turnitin home page and set up a user profile. Once you have done this The Leeds University system administrator will associate your user profile with The Leeds University Turnitin account from which point you will be able to use the system for submitting student text and receive comparison reports.

Go to the Turnitin home page - <http://www.turnitin.com> -

Click on the **user login button**.



You cannot login until you have set up your user profile. At the top of the screen, click on the **New User link**.

• **New user? [Click here to get started.](#)**

The new user registration form will be displayed.

<b>email address</b> <input type="text"/>	Please enter a valid email address. This will be your user name for Turnitin.com.
<b>password</b> <input type="password"/>	Please enter your password. Your password is <b>case sensitive</b> and must be 6-12 characters long.
<b>re-enter password</b> <input type="password"/>	Please enter your password again.
<input type="button" value="next &gt;"/>	

Enter your **email address**.

**Note:** Your email address will be your Turnitin user name. It is recommended that you use your University email address. However, Turnitin will use this address to communicate with you so, if you have multiple email addresses, choose the one most convenient to yourself.

Choose, enter and re-enter a **password**. Click on the **next button**.

A further form will open requesting personal information. Required fields are indicated. Enter the required information into these fields and any others you wish and click on the **next button**. If you omit information from the required fields you will be returned to the form with the empty required fields marked.

The personal details submitted will be displayed on screen for you to confirm. Confirm by click on the **next button**. Click on the **back button** if you wish to modify the information.

Finally, a message will be displayed confirming the creation of your Turnitin user profile. An email message will also be emailed to you confirming you user name and password.

You will also be presented with buttons that give you the choice of returning to the Turnitin home page or logging in with your user name and password. However, you cannot set-up modules and submit documents for comparison checks and reports until the Leeds University Turnitin system administrator has associated your user profile with the Leeds University Turnitin account. Please email [r.l.williams@adm.leeds.ac.uk](mailto:r.l.williams@adm.leeds.ac.uk) of FLDU reporting you have registered with Turnitin and the **exact email address** you entered as your user name in the registration process and **your department**. You will receive an email within a day notifying that you are able to start using Turnitin.

When you have received this notification you can return to the Turnitin home page and log in in order to set up your module(s) and begin to submit text for comparison and reports.

# Using the Turnitin System

## Logging in

Before logging in to Turnitin to use its services you must have registered a user profile, notified FLDU and received notification that you are able to start using the service, as detailed in the document **Registering with Turnitin**.

Go to the Turnitin home page - <http://www.turnitin.com>

Click on the **user login button**.



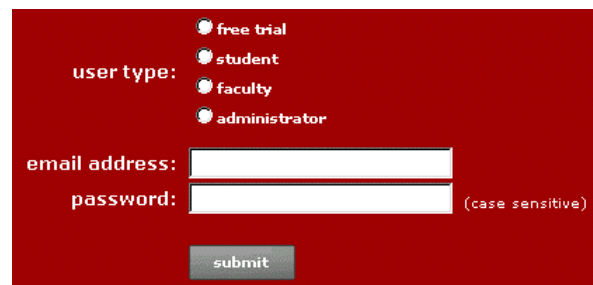
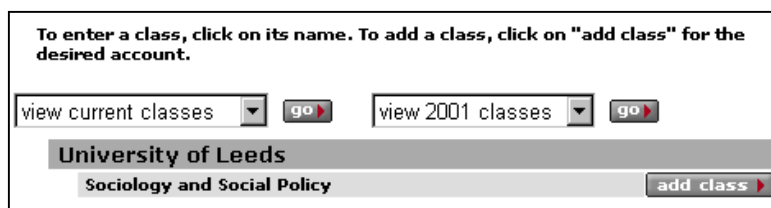
Select user type **faculty**.

Enter your email address.

Enter the password you chose when

registering your user profile with Turnitin.

Click on the **submit** button. You are taken to your personal Turnitin home page.

A login form with a red background. It includes radio buttons for "free trial", "student", "faculty", and "administrator". Below these are input fields for "email address:" and "password:" with a "(case sensitive)" note. A "submit" button is at the bottom.A section of the Turnitin home page. It contains instructions: "To enter a class, click on its name. To add a class, click on 'add class' for the desired account." Below are two dropdown menus: "view current classes" and "view 2001 classes", each with a "go" button. A grey bar shows "University of Leeds" and "Sociology and Social Policy" with an "add class" button.

Your home page lists all the classes you have set up, initially none. You will see **University of Leeds** as your institution, your Department and an **add class** button. Before you can use the service you must set up at least one class.

## Obtaining Turnitin Manuals

Turnitin provides a manual to download. This contains more detailed instructions and explanation than this document. To obtain this document, click on the **help** button at the top of your Turnitin home page to display detailed help on your current context. You may find it helpful to print this. At the bottom of your Turnitin home page is a link to the manuals. Click on this and download either instructor.doc or pdf.

[Usage Agreement](#) | [Privacy Pledge](#) | [Instruction Manuals](#)  
Copyright © 1998-2001 iParadigms, Inc. All rights reserved.

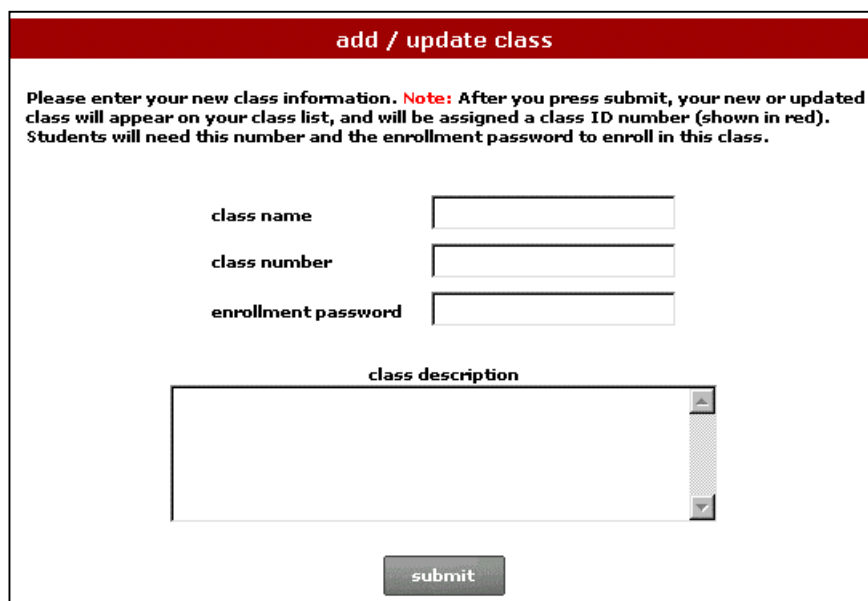
## On-line Help

On-line help is available from the tutor home page menu bar at the top of the screen. Clicking on help displays context sensitive help. You might find it useful to print this out.



## Adding a class

Click on the **add class** button.




Enter a class name. This could be the title of a module. Enter a class number. This could be the module code. Choose and enter an enrolment password. The class description is optional.

**Note:** The enrolment password is used if you allow students or anyone else to submit work to Turnitin for this class. However, for legal reasons, students will not be permitted to submit their own work for the pilot projects this academic year.

Click on the **submit** button. You are returned to your class list where you will see this class has been added.



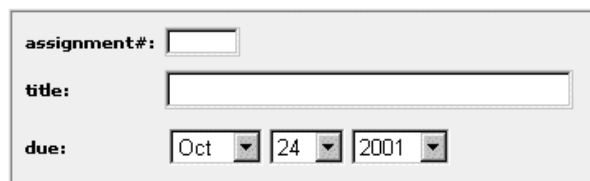
To modify any of the class details click on the  button. To enter the class for submitting text and, eventually, inspecting comparison reports click on the class name. Click on the class name to open the class screen.

## Creating an Assignment for a the Class

Before you can submit student work for the class it is necessary to create at least one assignment. Click on **assignments** button on the class page toolbar. A screen open that will list any assignments for the class, initially none. Click on the new assignment button.



Enter an assignment number, probably 1. Optionally, enter an assignment title, e.g. semester 1 assessment essay. Leave the dues date field as it is. Click on the **submit** button. You are now ready to submit student text to the class.



## Submitting Text to a Class

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Sociology and Social Policy  
Corporate Crime [CC2001]

report inbox students submit assignments stats

Use the pulldown menus to choose which reports to view.

new go all assignments go results: [black] [blue] [green] [yellow] [red] go

Click on the **submit** button

Please enter the author information and title, select the assignment number for your submission, and then paste the text in the corresponding text boxes. Click "submit" when you are done.

**author info**

first name

last name

student ID#  (opt.)

**title**

**assignment #**

select an assignment

**main text**

For the pilot projects the **author info** should be the **name of the member of staff** submitting the work. The **Student ID** should be the **pseudo SID** that enables you to trace the comparison report back to the student whose work it is. *Please read the document that details the legal requirements you must conform to and the guidance on running projects within them.*

Enter a meaningful title. Select an assignment.

Copy and paste student text into the **main text** box.

**Note:** Turnitin's limit is a claimed 10Mb per submission. However, the amount of text submitted may be limited by your browser. If you cannot upload all the text for a student you can subdivide it and send it up as separate submissions. You will need to alter the student pseudo ID (perhaps incrementing with a, b, c etc.) as, for a 24 hour period, if a submission is made with the same student ID and assignment number, it will overwrite the previous submission.

There are further text boxes should you wish to submit abstracts and bibliographies separately. Scroll down to and click on **the submit** button. A confirmation of the submission will appear.

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Thank you for your submission. Your digital receipt ID is: **88542**. Please print or save this page for your records.

submission info	
first name:	Terry
last name:	Wassall
student ID#:	stud001
assignment #:	1

title: Plagiarism without tears

main text

Open seminars on the new strategic plan Two open seminars have been arranged to give members of the University the opportunity to hear more about, and to comment on, the new strategic plan which is currently being prepared for the period 2002-07. The seminars are

Click on the **report inbox**.

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The submission will be listed.

✓	date	#	student ID	student	R	P	paper title
<input type="checkbox"/>	11/01/2001	1	stud001	Wassall, Terry	-		Plagiarism without tears

A comparison report is normally available about 24 after submission.

## Viewing Reports

When logging in to Turnitin.com you are taken to your home page that lists your classes. When you are logged in you can get back to this class list any time by clicking on the **your classes** button.

your classes change user type log out user info help

Click on the class whose reports you wish to inspect.

✓	date	#	student ID	student	R	P	paper title
<input type="checkbox"/>	10/30/2001	1	stud1	Wassall, Terry			resubmission of feminist knowledge
<input type="checkbox"/>	10/25/2001	1		Terry, Wassall			Resubmission of text paper
<input type="checkbox"/>	08/22/2001	1		Wassall, Terry			Feminist Knowledge Politics In Situated Zones
<input type="checkbox"/>	08/22/2001	1		Wassall, Terry			Test Paper

Click on the report button for the relevant submission. The report will open in a browser window.



This displays the details of the submitted essay, the number of apparently copied sources, and the submitted text highlighted where the comparison has been found. The highlighted text and sources are colour coded to identify what text came from where.

Each detected source has a link that takes you to the source document. However, usually the best way to check the comparison is to click on the **dsc** (direct source comparison) button for each source. This will open the source document in a separate window with the copied text underlined. It is a

% of match	exclude	dsc
49%	<input type="checkbox"/>	dsc ▶
18%	<input type="checkbox"/>	dsc ▶
28%	<input type="checkbox"/>	dsc ▶

fairly simple matter to size and drag the report and **dsc** window to visually inspect the 2 documents.

This document describes the basics of using the Turnitin system. There are a number of refinements possible. Please download and refer to Turnitin's user manuals and the context sensitive on-line help pages.

Queries can be addressed to:

Alec McAllister, CandIT, [t.a.mcallister@leeds.ac.uk](mailto:t.a.mcallister@leeds.ac.uk)

Terry Wassall, CandIT, [t.wassall@leeds.ac.uk](mailto:t.wassall@leeds.ac.uk)