INSTRUCTION FOR USING TURNITIN SIMILARITY DETECTION TOOL FOR LECTURERS

In order to foster academic literacy, integrity, and responsibility within the community, the Lithuanian Sports University applies principles of academic ethics and plagiarism prevention measures in its study and research processes. To prevent plagiarism, the University's lecturers and students use the Turnitin similarity detection tool. This tool checks submitted written works for similarity against other papers in the Standard Turnitin Repository, other repositories of previously submitted papers, and on the internet, and helps identify if sources are properly cited, giving feedback for the evaluation of works.

This instruction provides **lecturers** with information on how to check a student's **written work** for similarity using the Turnitin tool. The result of this check is a Similarity Report showing the percentage of text similarity, text similarity against other papers, and possible cases of plagiarism. The instruction explains how to create a Turnitin Assignment in the Online Learning System, view the Similarity Report, use the Evaluation and Feedback Options, and other features provided by the tool.

Creating a Turnitin Assignment

To check the text of a written work for similarities, the lecturer of a study module or part thereof must create a Turnitin Assignment in the Online Learning System. Once the lecturer creates a Turnitin Assignment, the student will be able to upload their work for the similarity check. After the work is uploaded, the Turnitin tool automatically generates a Similarity Report, which shall be reviewed and evaluated by the lecturer, but may also be downloaded and viewed by the student.

To create a Turnitin Assignment, the lecturer must complete the following steps:

1) Log in to the Lithuanian Sports University Online Learning System (https://emokymas.lsu.lt/#).
2) Once logged in, select the module in which you want to check the written works using the Turnitin tool. In case the lecturer does not have a module in the Online Learning System, he must create one and add a Turnitin Assignment there.
3) After selecting the module, activate its editing.

Figure 1. Activating the edit mode for a module in the Online Learning System

4) Click **+** and *Add an activity or resource*.

Figure 2. First step to creating a Turnitin Assignment

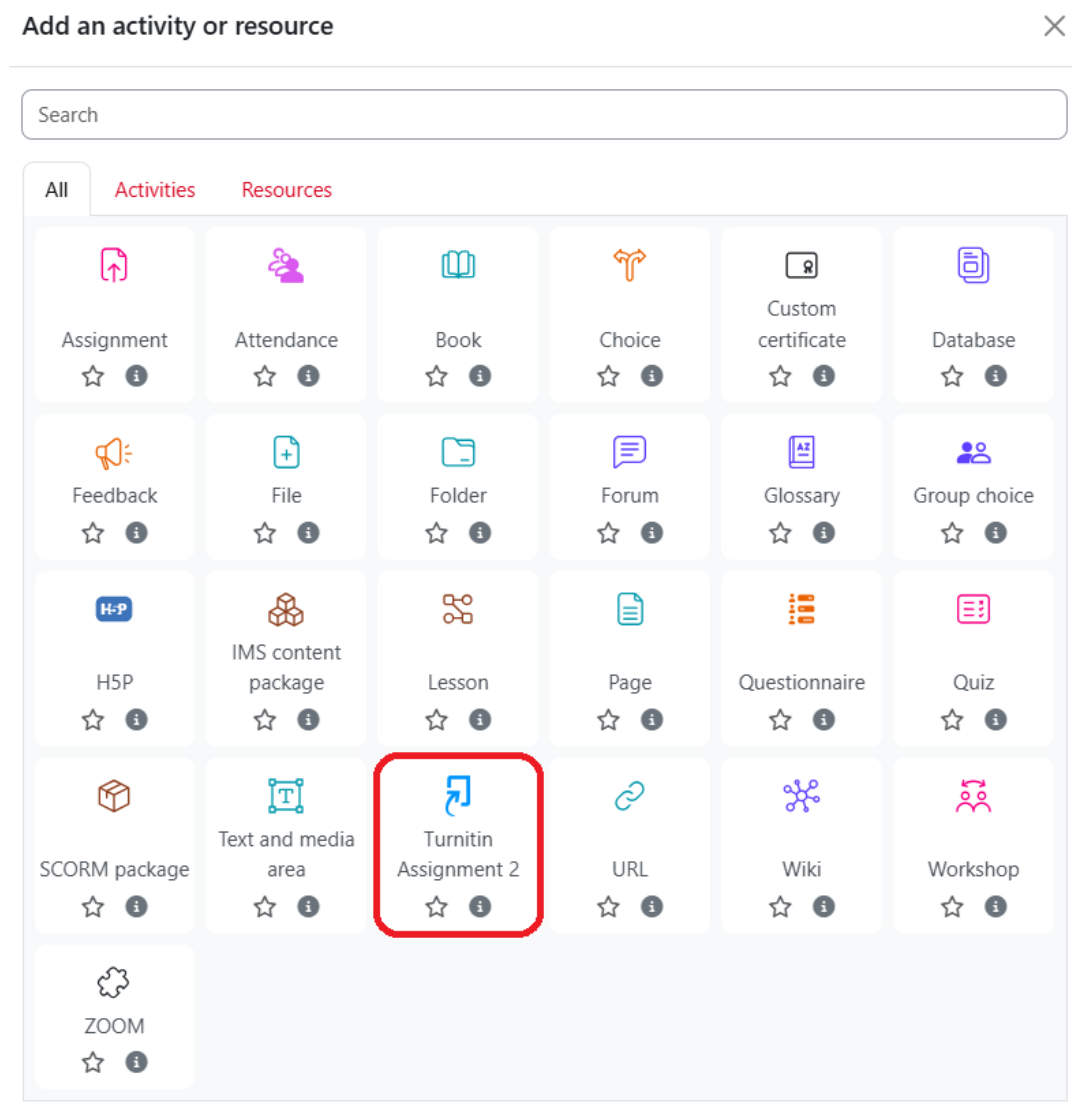5) Select **Turnitin Assignment 2** from the table of activities and resources.

Figure 3. Step two to creating a Turnitin Assignment

Turnitin Assignment Options

Figure 4. General Turnitin Assignment Options

Review and confirm the required Turnitin Assignment Options.

In the **General** Turnitin Assignment Options:

1) Enter the **Name** of the Turnitin Assignment (required) and **Instructions in the Summary**. For the Summary, we recommend to briefly describe what type of assessment will be conducted, specifying the deadline and the details on whether the students are allowed to

resubmit and recheck their works before the deadline, detail the evaluation describing the feedback that the students may expect, etc.

2) In the *Submission Type* select *File Upload*. The written work to be uploaded should be prepared in Microsoft Word (.doc, .docx) format. Incorrectly formatted documents (e.g. .pdf format), scanned text, photos, images, and other similar types of files will not be checked.

3) In *Number of Parts* select how many pieces of work (files) each student will be able to upload. It is recommended to select one (1) so that students upload their entire work in a single file. If you select two (2) or more parts, students are given the opportunity to upload their work in parts (separate files). In this case, students can submit parts of their work on specified individual submission dates and see separate Similarity Reports for each part of the work.

4) In *Maximum File Size* you may specify the maximum file size for upload.

5) For *Allow Submission of Any File Type?* select **No**.

6) For *Display Originality Reports to Students* select **Yes** to allow students to view their Similarity Reports. If **No** is selected, students will not be able to view the Reports.

7) For *Auto Refresh Grades/Scores* select **Yes, automatically refresh similarity scores and grades**.

Review and confirm the mandatory Assignment Options for the Turnitin Assignment in the Grade section:

Figure 5. Options for Assessment section for the Turnitin Assignment

Select the desired grade type (Point, None, Scale). Enter other necessary options, considering the selected grade type.

Review and confirm the mandatory Assignment Options for the Turnitin Assignment in the
Assignment Part 1:

Figure 6. Assignment Part 1 Options

1) Set the **Start Date** and time for submitting work.
2) Set the **Due Date** and time for submission.
3) Set the **Post Date** and time.

Please note that the **Start Date** indicates the date from which students can upload their work for text similarity checking, while the **Due Date** defines the date until which written work can be checked using the Turnitin tool. The **Post Date** indicates the date from which students will be able to see the comments and grades written by the lecturer in the Turnitin Report.

Until the Due Date for submitting Assignments, students can revise their written work (if the lecturer has decided to allow resubmissions), hence the lecturer's comments will not be final if the Post Date is earlier than the Due Date. Lecturers are advised to check students' work and write comments after the Due Date.

Important: If you allow more than one (1) part for written Assignments in the General section, the same number of parts will appear in the Turnitin Assignment Options. For each part of the Assignment, the

lecturer will have to set individual dates for the start and end of submission and for the publication of lecturers' comments and grades to students.

Figure 7. Similarity Report Options

In **Similarity Report Options** complete the following steps:

1. For the statement *Allow Submissions after the Due Date* select **No** – After the due date for submission, students will no longer be able to submit their written work.

2. *Report Generation Speed* allows to choose whether to allow students to submit a written work for review more than once:
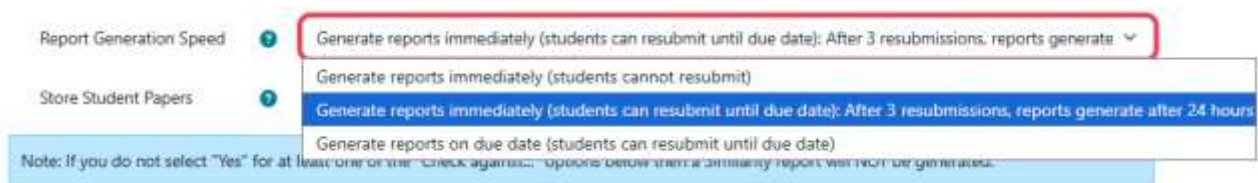
Figure 8. Report Generation Speed Options

1) If you select the option to *Generate reports immediately* (*students cannot resubmit*), the students will only be able to upload their work once (they will not be able to re-upload corrected work) and will immediately see the generated Similarity Report after submission.

2) If you select the option to *Generate reports immediately* (*students can resubmit until due date*), the students will be able to resubmit their written work until the Due Date set. Upon resubmission, a new Similarity Report is generated each time. The Report is generated immediately when the work is submitted for the first three times, and on the fourth and subsequent times, the Report is generated within 24 hours.

3) If you select the option to *Generate reports on due date (students can resubmit until due date)*, the students may resubmit their work to Turnitin, but the Similarity Report will only be generated on Due Date.

Important: The lecturer may select the **Report Generation Speed** option freely. However, it is recommended to choose the second option, as this allows students to correct their work after viewing the Similarity Report but before the work is reviewed by the lecturer, or, if necessary, after receiving lecturer's comments, to submit the corrected work for re-evaluation. With the lecturer's permission to resubmit the work, the student may mark the corrected sections in the document in an agreed manner (e.g. in yellow) so that the lecturer can evaluate the new parts of the text before the Due Date.

3. For the option to *Store Student Papers*, you may select to store students' written work in a **Standard Repository** or **No Repository** (to not store the papers in a Repository).

Please note that if you choose to store the works in the **Standard Repository**, the students will only be able to upload their written work for similarity checking once, as a resubmission would result in a 100% similarity. By selecting **No Repository**, the students will be able to resubmit their work, and no similarity will be found with the version of their work previously submitted. **However, the final versions of all written works submitted for assessment must be stored in the Repository**.

4. For the option to *Check Against Stored Student Papers* select **Yes**.

5. For the option to *Check Against Internet* select **Yes**.

6. For the option *Check Against Journals, Periodicals and Publications* select **Yes**.

7. For the options *Exclude Bibliography, Exclude Quoted Material, Exclude Small Matches* select desired options freely. **By excluding small matches** (for example, 3 words), Turnitin will exclude matches consisting of three words from the overall similarity percentage.

Creating a Rubric for Evaluation in GradeMark Options
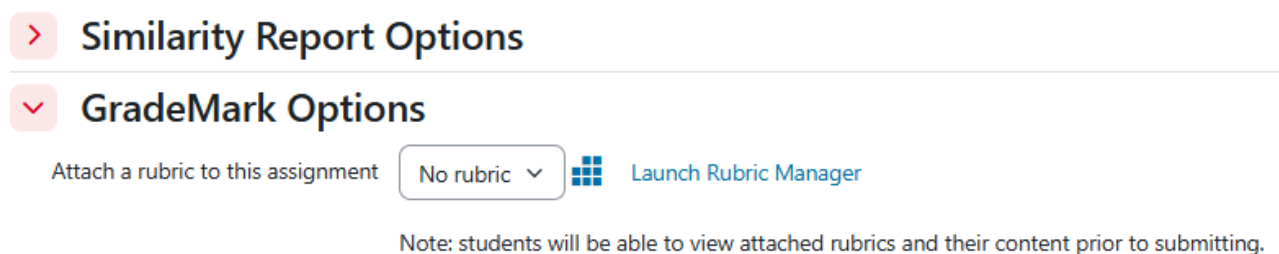

Figure 9. GradeMark Options

Lecturers may create or select a pre-created grading scale in the **GradeMark Options** and use it in the Similarity Report when evaluating student Assignments. The selected (or created) rubrics attached to the Assignment will be visible to students before making a submission. The scale criteria may also be linked to the feedback comments the Lecturer provides in the Similarity Report. To view existing scale criteria or create a new scale, click **Launch Rubric Manager**.

After selecting the desired Turnitin Assignment Options in the Online Learning System, select Save and display.

Figure 10. Save buttons for Turnitin Assignment Options

Similarity Report

After saving the Turnitin Assignment Options, students will be able to submit their written work for the similarity check starting from the Start Date. When a student submits their work, Turnitin automatically generates a Similarity Report, which is visible to both the student and the lecturer in the module Assignment (Figure 11). The Turnitin Assignment displays the percentage of text similarity, the grade (if the subject lecturer grades the Assignment), and the submission date next to the submitted work. Using the system's features, the lecturer may send a reminder to students who have not yet submitted their work. The lecturer and the student can view the Similarity Report (Figure 12) by clicking on the title of the work or the similarity percentage. The Report may also be downloaded.

Figure 11. Turnitin Similarity Report Options in the Online Learning System

After opening the Turnitin Similarity Report, the lecturer may review similarities found. To view the full list of similarities, click on the red box with the similarity percentage in the table on the right hand side of your Similarity Report (Figure 12). In the Similarity Report, all text matches are marked with colours, forming a general list of matching sources found. Identical sources in the text are marked with the same colour.

Figure 12. Similarity review

The use of part or parts of student's previously published work without indicating the original source in the text and in the list of references of the newly submitted work is considered self-plagiarism. However, a match with student's written work may also appear if they have uploaded the same document to Turnitin more than once and the lecturer has enabled the option to **store submitted student papers in a Repository**. In this case, the lecturer, assuming responsibility, may exclude (via Exclude Sources) the student's work that indicates similarity from the list of sources provided in the Similarity Report. The Report may also highlight quotes, bibliographies, and low-volume text s as matches, which can be filtered out using Filters and Settings (Figure 13), as these are not considered plagiarism.
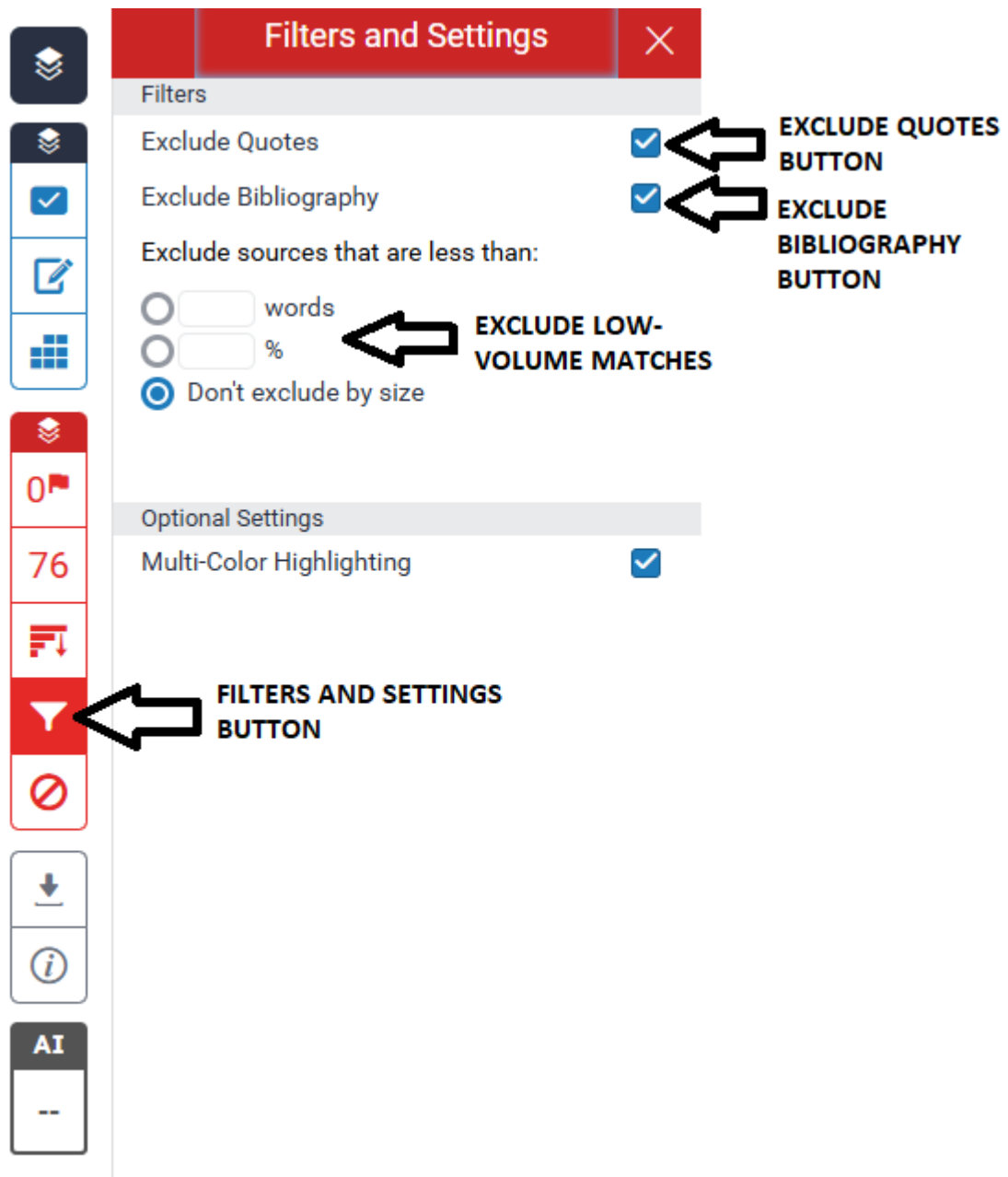
Figure 13. Filters and Settings of the Similarity Report

If the lecturer finds instances of plagiarism or areas that need editing when reviewing the Report, they may note it in the conclusions and the comments for the student. There may be similarities that are not considered plagiarism, but there must be no instances of plagiarism (including self-plagiarism). To write a comment, select QuickMarks on the right hand side of the screen (Figure 14) or comment directly in the text of the Report by right-clicking your mouse and selecting the comment icon (Figure 15).
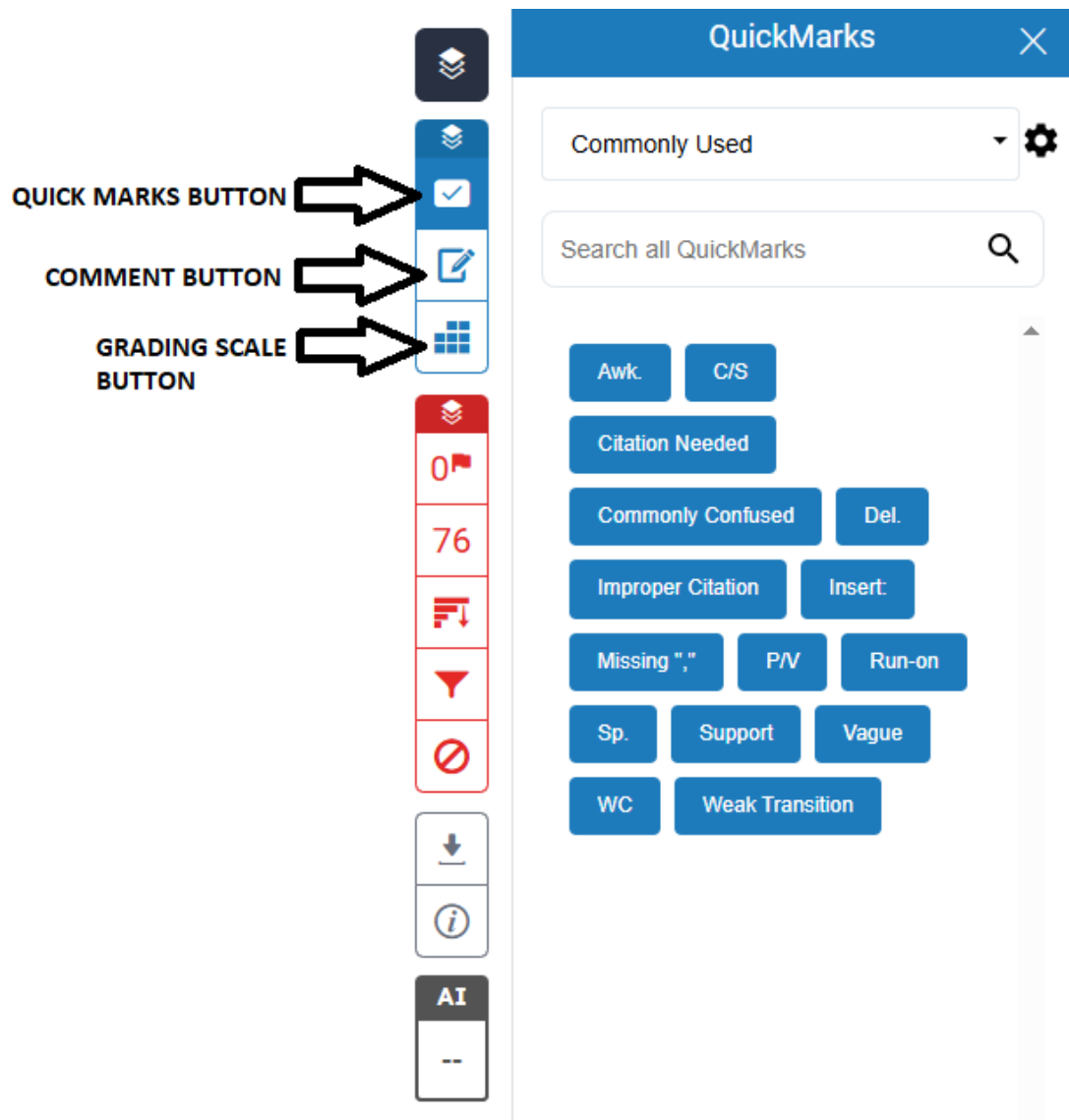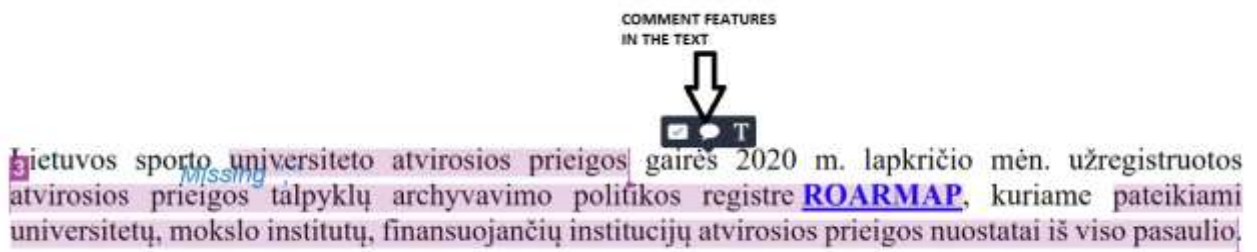
Figure 14. QuickMarks

Figure 15. Direct commenting in the text of the Report

There are three suggested ways to comment (Figure 15):

By selecting the first icon on the left, or the check mark (QuickMark), you can add a previously created comment from the list provided. By selecting the second icon, or cloud icon (Comment), you can write a detailed comment that the student will only see after clicking on the icon that appears in the text. If you select the third icon, marked with the letter T (Inline), the comment will not be hidden and will be visible in full in the text.
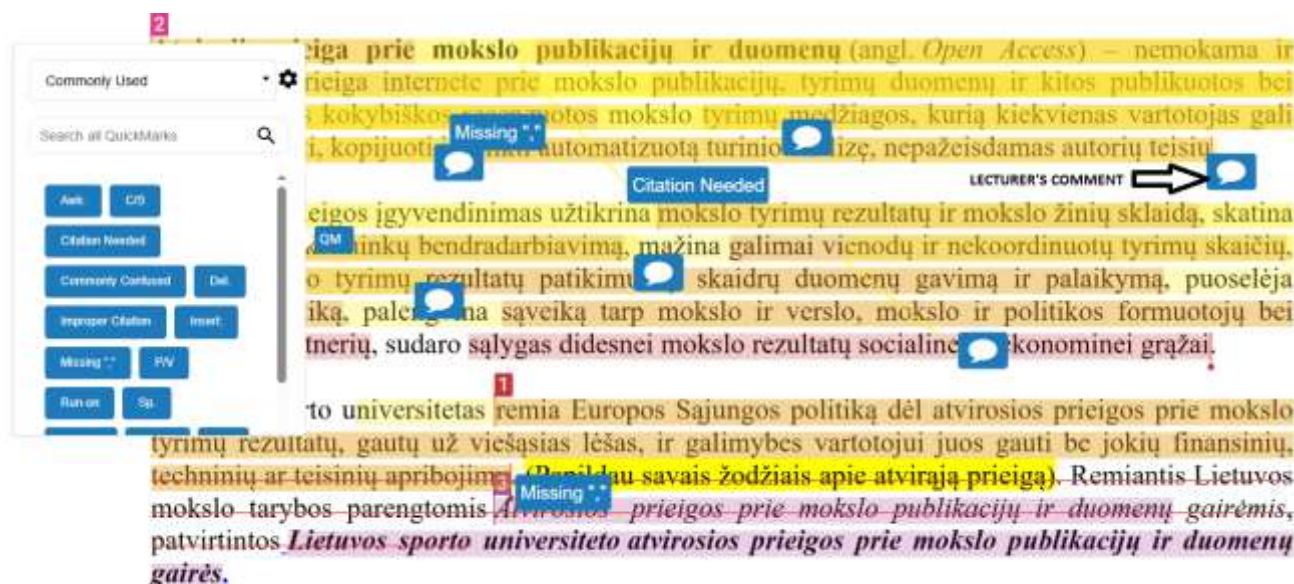

Figure 16. Ways of adding a comment

In addition to the Similarity Report Options described above, the lecturer can also see the percentage of similarity with artificial intelligence, marked with the letters **AI** in the Similarity Report Options list. **Important:** Currently, Turnitin only checks works written in English against AI.

Turnitin also has a hidden symbol detection feature (*Flags for Review*, Figure 17), marked by the flag icon. The number of hidden symbols indicates how many invisible or altered characters, which may reduce the overall similarity percentage and otherwise affect the Similarity Report of the written work, the student used. Such symbols may include check marks, dots, zeros used instead of the letter 'o', and other non-Lithuanian symbols, as well as symbols written in small font size that may remain unnoticed by the lecturer when reading and evaluating the written work.

Figure 17. Hidden symbols feature