

INSTRUCTION FOR USING TURNITIN SIMILARITY DETECTION TOOL FOR SUPERVISORS BEFORE APPROBATION / ATTESTATION (DURING FINAL THESIS PREPARATION)

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 **for final thesis supervisors** explains how to check for text similarity in **a student's final thesis** using the Turnitin tool before approbation / attestation (during final thesis preparation). 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. Moreover, the instruction contains information for final thesis supervisors and students on how to create a Turnitin Assignment in the Online Learning System, view the Similarity Report and use the comment and other features provided by the tool.

Creating a Turnitin Assignment

To check the text of a final thesis (or part thereof) for similarities, the supervisor must create a Turnitin Assignment in the Online Learning System. Once the supervisor creates a Turnitin Assignment, the student will be able to upload their work for the similarity check. Students studying in English upload their final theses to the same module assigned to their thesis supervisor.

After the work is uploaded, the Turnitin tool automatically generates a Similarity Report, which shall be reviewed and evaluated by the supervisor, but may also be downloaded and viewed by the student. Unless the supervisor creates a Turnitin Assignment, the student will not be able to upload the text of their thesis for a similarity check.

To create a Turnitin Assignment, please 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 final thesis module named "Supervisor's **Name Last Name** | **Final Thesis Preparation**" (next to *Preparation and Supervision of the Final Thesis*). You can find

this module through “**My courses**” or by selecting “**Other**” in the **Course Categories** (Figure 1).

Course categories

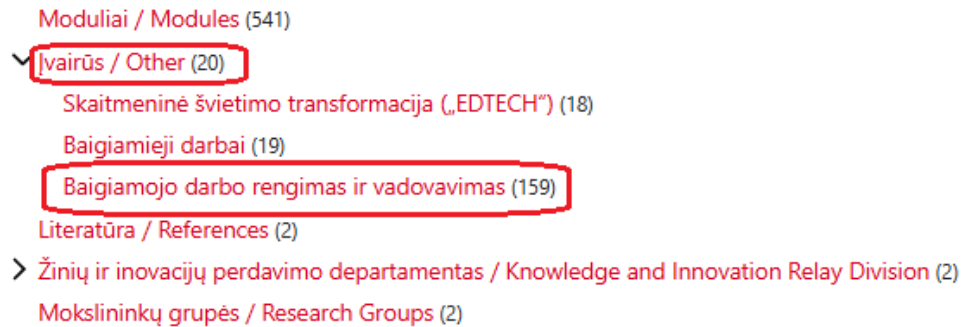


Figure 1. Final thesis module search

3) After selecting the module, activate its editing (Figure 2).



Figure 2. Activating the editing mode for a module in the Online Learning System

4) Click + or Add an activity or resource (Figure 3).



Figure 3. Step one to creating a Turnitin Assignment


























5) Select **Turnitin Assignment 2** from the table of activities and resources (Figure 4).

Add an activity or resource



Search

All Activities Resources

 Assignment ☆ ⓘ	 Attendance ☆ ⓘ	 Book ☆ ⓘ	 Choice ☆ ⓘ	 Custom certificate ☆ ⓘ	 Database ☆ ⓘ
 Feedback ☆ ⓘ	 File ☆ ⓘ	 Folder ☆ ⓘ	 Forum ☆ ⓘ	 Glossary ☆ ⓘ	 Group choice ☆ ⓘ
 H5P ☆ ⓘ	 IMS content package ☆ ⓘ	 Lesson ☆ ⓘ	 Page ☆ ⓘ	 Questionnaire ☆ ⓘ	 Quiz ☆ ⓘ
 SCORM package ☆ ⓘ	 Text and media area ☆ ⓘ	 Turnitin Assignment 2 ☆ ⓘ	 URL ☆ ⓘ	 Wiki ☆ ⓘ	 Workshop ☆ ⓘ
 ZOOM ☆ ⓘ					

Or browse for content on [moodleNet](#)

Figure 4. Step two to creating a Turnitin Assignment

Turnitin Assignment Options

New Turnitin Assignment 2









Expand all


General

Turnitin Assignment Name ?

Summary

Edit View Insert Format Tools Table Help

← → **B** *I* A  **T:**    **H-P**   **!**  

p 0 words Build with 

Display description on course page ?

Submission Type ? ? Any Submission Type

Number of Parts ? 1

Maximum File Size ? Site upload limit (50 MB)

Allow submission of any file type? ? No

Display Similarity Reports to Students ? Yes

Grade Display ? Show grades as Percentage (e.g. 89%)

Auto Refresh Grades / Scores ? Yes, automatically refresh similarity scores and grades

Set these values as assignment defaults ?

Figure 5. **General** Turnitin Assignment Options

Review and confirm the required Turnitin Assignment Options (Figure 5). These options may be edited at a later date, if necessary.

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 student is allowed to

resubmit and recheck their work before the deadline, detail the feedback the student may expect, etc.

- 2) In the *Submission Type* select *File Upload*. The thesis (or part thereof) must be submitted in Microsoft Word (.doc, .docx) or searchable PDF format. Incorrectly formatted documents, scanned text, photos, images, and other similar file types will not be reviewed for similarity.
- 3) In *Number of Parts* select how many pieces of work (files) the student will be able to upload. If you select two (2) or more parts, the student will be able to upload their work in parts (separate files). In this case, the student may 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 the student to view their Similarity Report. If **No** is selected, the student will not be able to view the Reports.
- 7) *Ignore Auto Refresh Grades/Scores*.

Review and confirm the mandatory Assignment Options for the Turnitin Assignment in the **Assignment Part 1** (Figure 6):

The screenshot shows the 'Assignment Part 1' configuration page. It features three expandable sections: 'General', 'Grade', and 'Assignment Part 1'. The 'Assignment Part 1' section is expanded and contains the following fields:

- Name:** A text input field containing 'Part 1' with a red warning icon to its left.
- Start Date:** A date and time picker set to 10:00 on November 8, 2025.
- Due Date:** A date and time picker set to 23:59 on March 21, 2026.
- Post Date:** A date and time picker set to 23:59 on March 21, 2026.
- Max Marks:** A text input field containing '100'.

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 the student can upload their work for text similarity checking, while the Due Date defines the date until which the final thesis can be checked using the Turnitin tool. The Post Date indicates the date from which the student will be able to see the comments written by the supervisor in the Turnitin Report.

Until the Due Date for submitting Assignments, the student can revise their work (if the supervisor has decided to allow resubmissions), hence the supervisor's comments will not be final if the Post Date is earlier than the Due Date.

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

Assignment, the supervisor will have to set individual dates for the start and end of submission and for the publication of his/her comments to the student.

> **Grade**

> **Assignment Part 1**

∨ **Similarity Report Options**

Allow Submissions after the Due Date

Report Generation Speed

Store Student Papers

Note: If you do not select "Yes" for at least one of the "Check against..." options below then a Similarity report will NOT be generated.

Check against stored student papers

Check against internet

Check against journals, periodicals and publications

Exclude Bibliography

Exclude Quoted Material

Exclude Small Matches

Figure 7. Similarity Report Options

In **Similarity Report Options** (Figure 7) complete the following steps:

1. For the statement *Allow Submissions after the Due Date* select **No** – After the due date for submission, the student will no longer be able to submit their work.
2. *Report Generation Speed* allows to choose whether to allow the student to submit their work for review more than once (Figure 8):

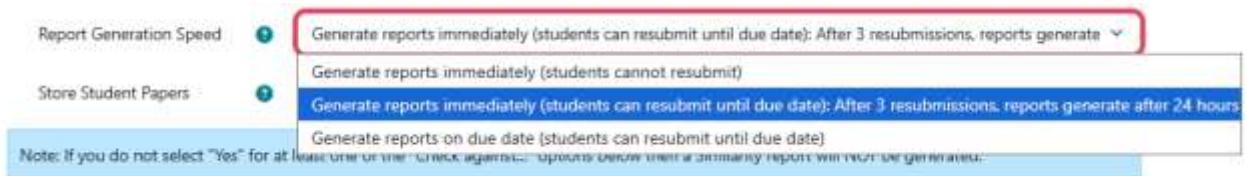


Figure 8. Report Generation Speed Options

- 1) If you select the option to *Generate reports immediately (students cannot resubmit)*, the student 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 student will be able to reupload their work until the Due Date set by the supervisor. 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 student may resubmit their work to Turnitin, but the Similarity Report will only be generated on Due Date.

Important: The supervisor may select the **Report Generation Speed** option freely. However, it is recommended to choose the second option, as this allows the student to correct their work after viewing the Similarity Report but before the work is reviewed by the supervisor, or, if necessary, after receiving supervisor’s comments, to submit the corrected work for re-evaluation. With the supervisor’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 supervisor can evaluate the new parts of the text before the approbation / attestation.

3. For the option to *Store Student Papers*, select **No Repository**.

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

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.

After selecting the desired Turnitin Assignment Options in the Online Learning System, click **Save and display** (Figure 9).



Figure 9. Save buttons for Turnitin Assignment Options

Similarity Report

After saving the Turnitin Assignment Options, the student will be able to submit their 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 10). The Turnitin Assignment displays the percentage of text similarity, and the submission date next to the submitted work. Using the system's features, the supervisor may send a reminder to the student to submit their work. The supervisor and the student can view the Similarity Report (Figure 11) by clicking on the title of the work or the similarity percentage. The Report may also be downloaded.

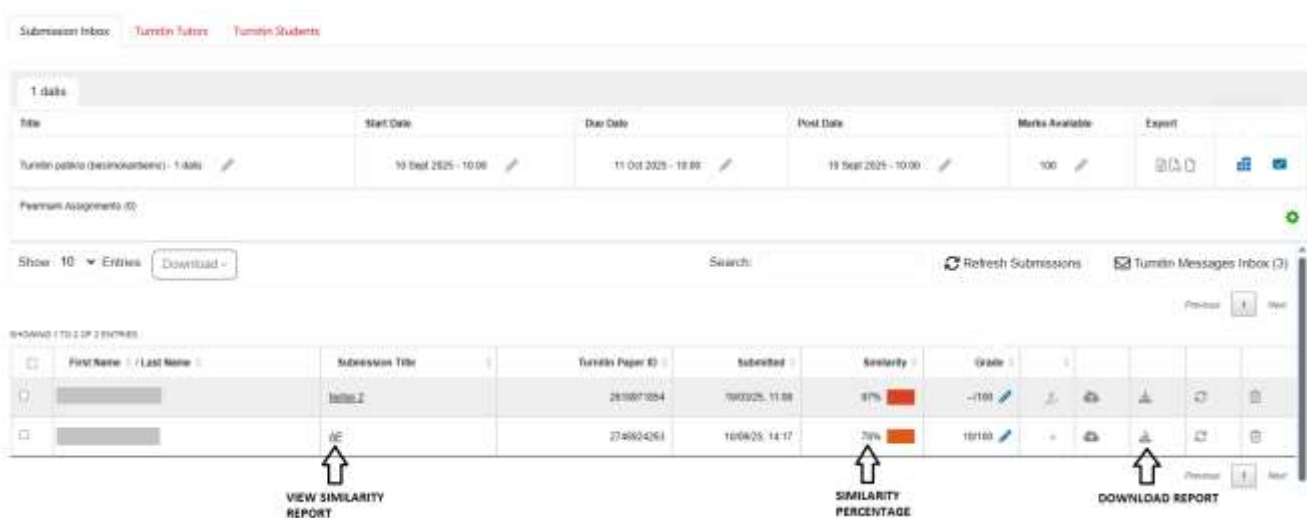


Figure 10. Turnitin Similarity Report link in the Online Learning System

After opening the Turnitin Similarity Report, the supervisor 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 11). 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 11. Reviewing matches and sources in the Similarity Report

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 work may also appear if they have uploaded the same document to Turnitin more than once and the supervisor has enabled the option to **store submitted student papers in a Repository**. In this case, the supervisor may exclude (via *Exclude Sources*) the student's work that indicates similarity from the list of sources provided in the Similarity Report (Figure 12).

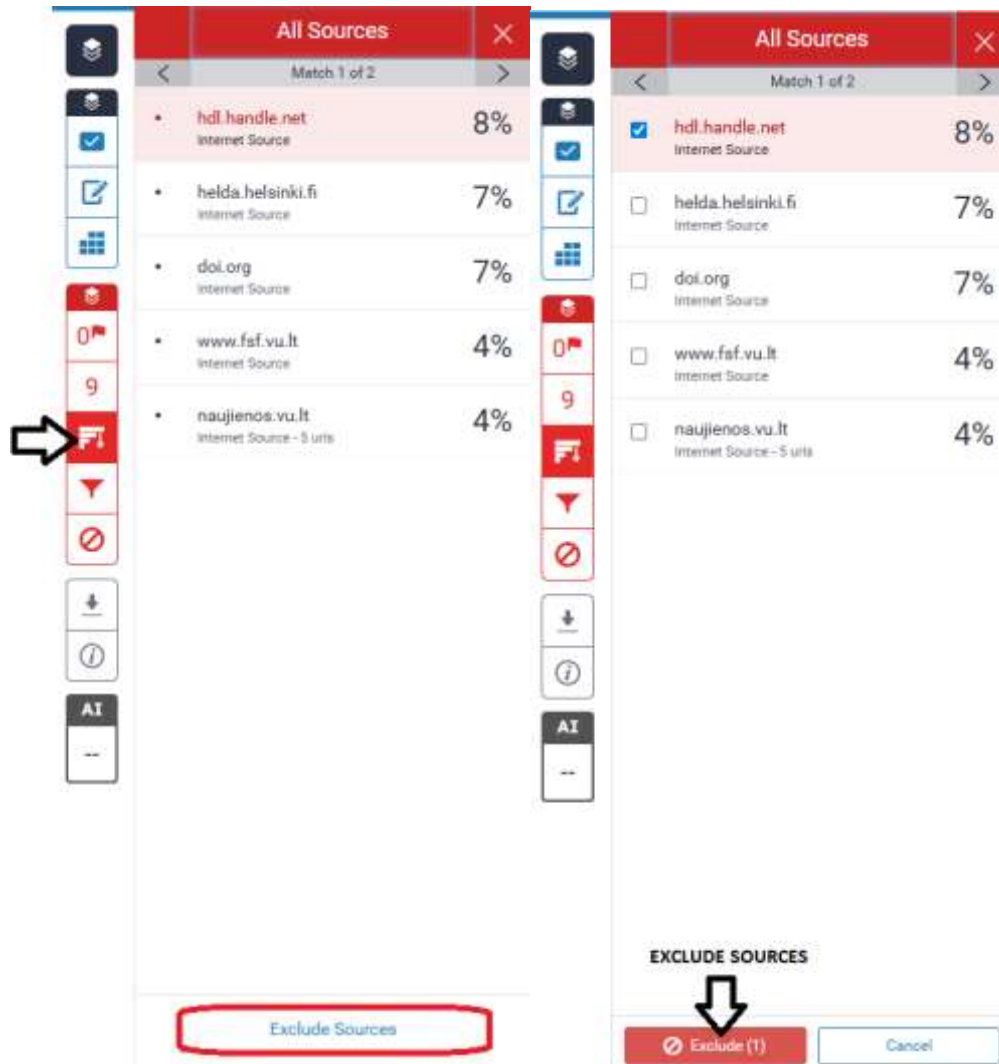


Figure 12. Exclude sources

The Report may also highlight quotes, bibliographies, and low-volume text as matches that are not considered plagiarism. These matches may be filtered out using Filters and Settings (Figure 13), by checking the box next to "Exclude Quotes" or "Exclude Bibliography", or by entering a number (in words or as a percentage) to be excluded from the similarity check.

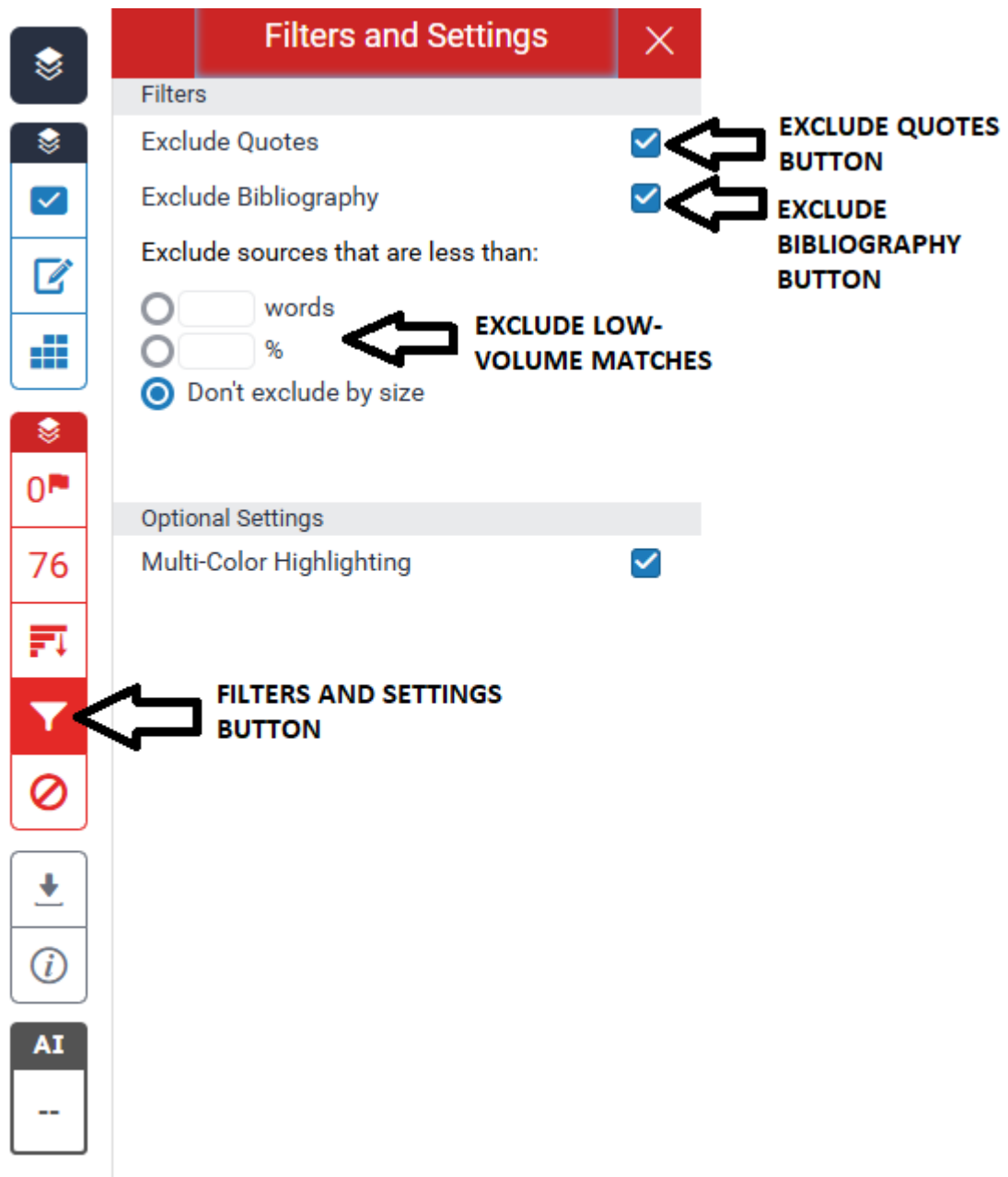


Figure 13. *Filters and Settings*

Text similarities identified in the Similarity Report may be justified (e.g., through proper citation or the use of general terms, references, etc.) and are not in themselves considered plagiarism. However, the final thesis must not contain any instances of plagiarism, including self-plagiarism.

If the supervisor 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. 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). Please note that if a student uploads their work for re-evaluation, any comments left by the supervisor on the original version will be deleted.

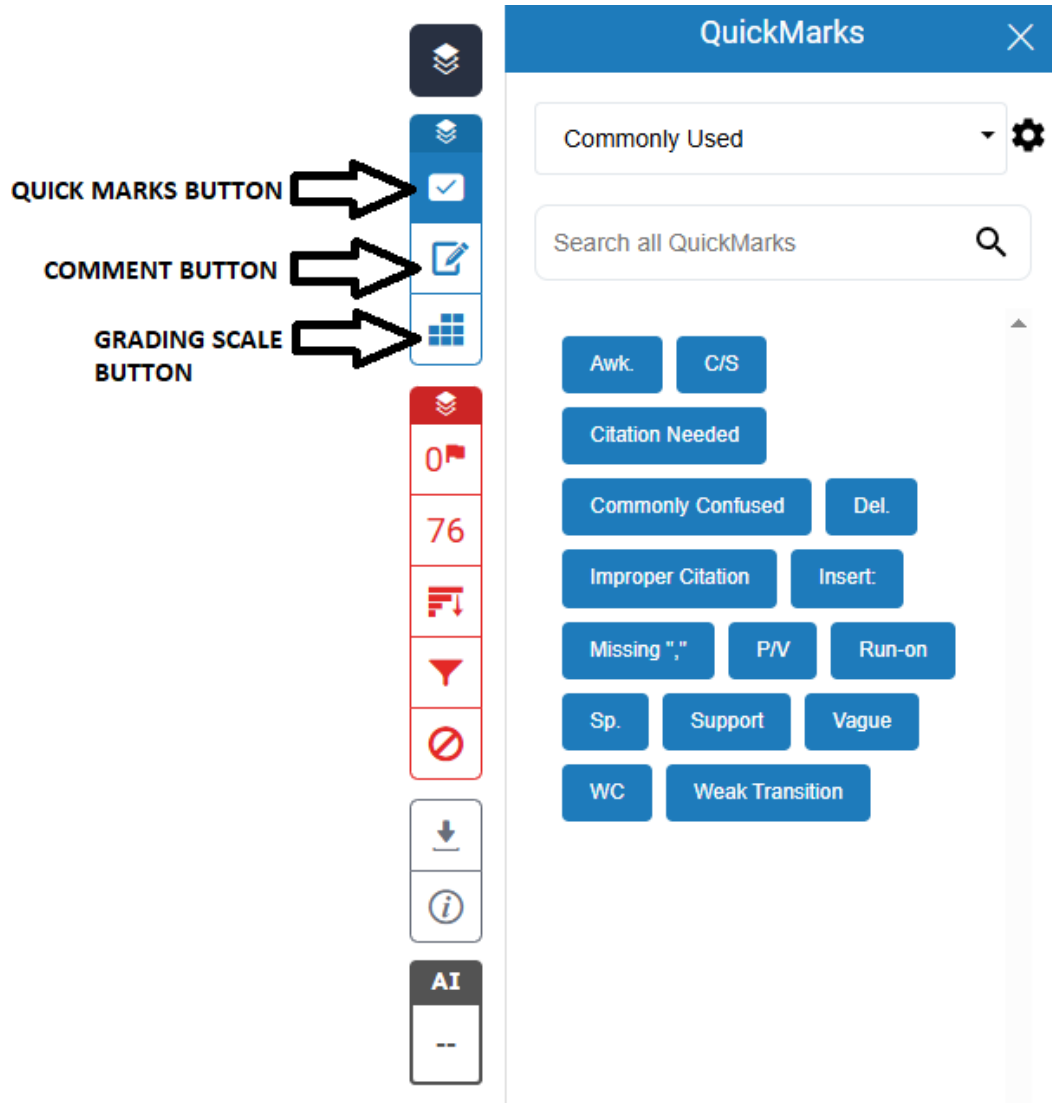


Figure 14. QuickMarks



Figure 15. Comment icons

There are three suggested ways to comment (Figure 16):

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.

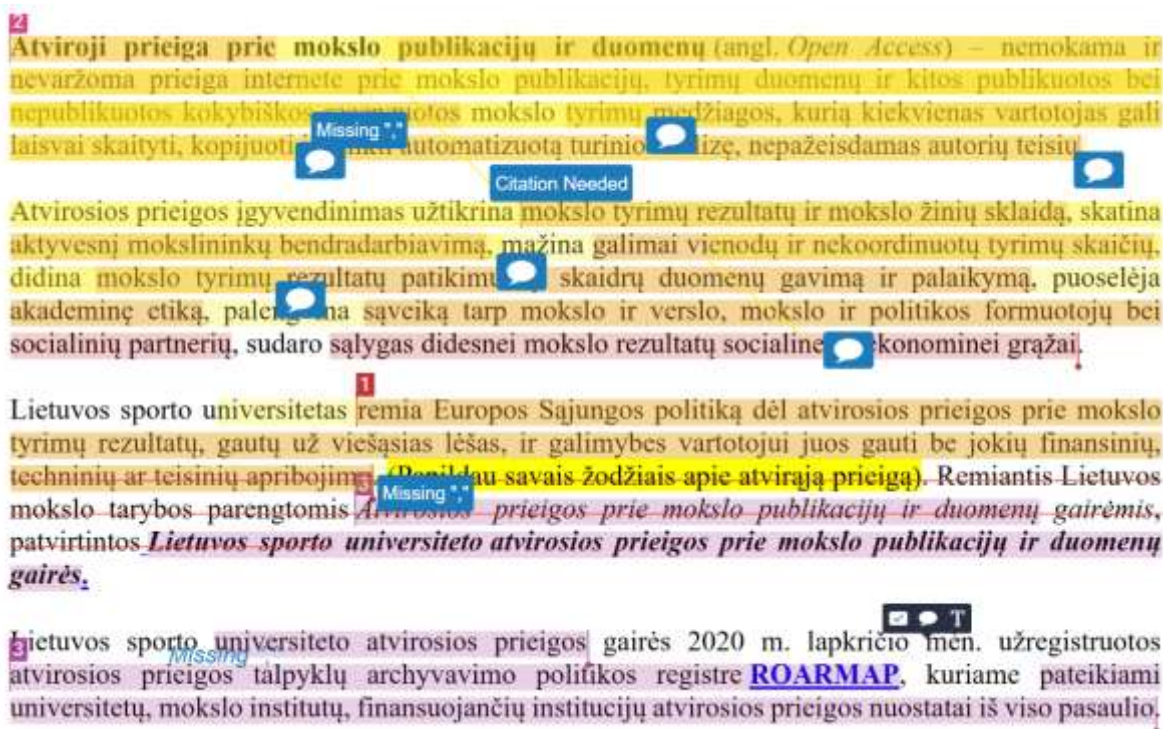


Figure 16. Ways of adding a comment

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 work, the student used in his/her final thesis. 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 when reading and reviewing the final thesis.

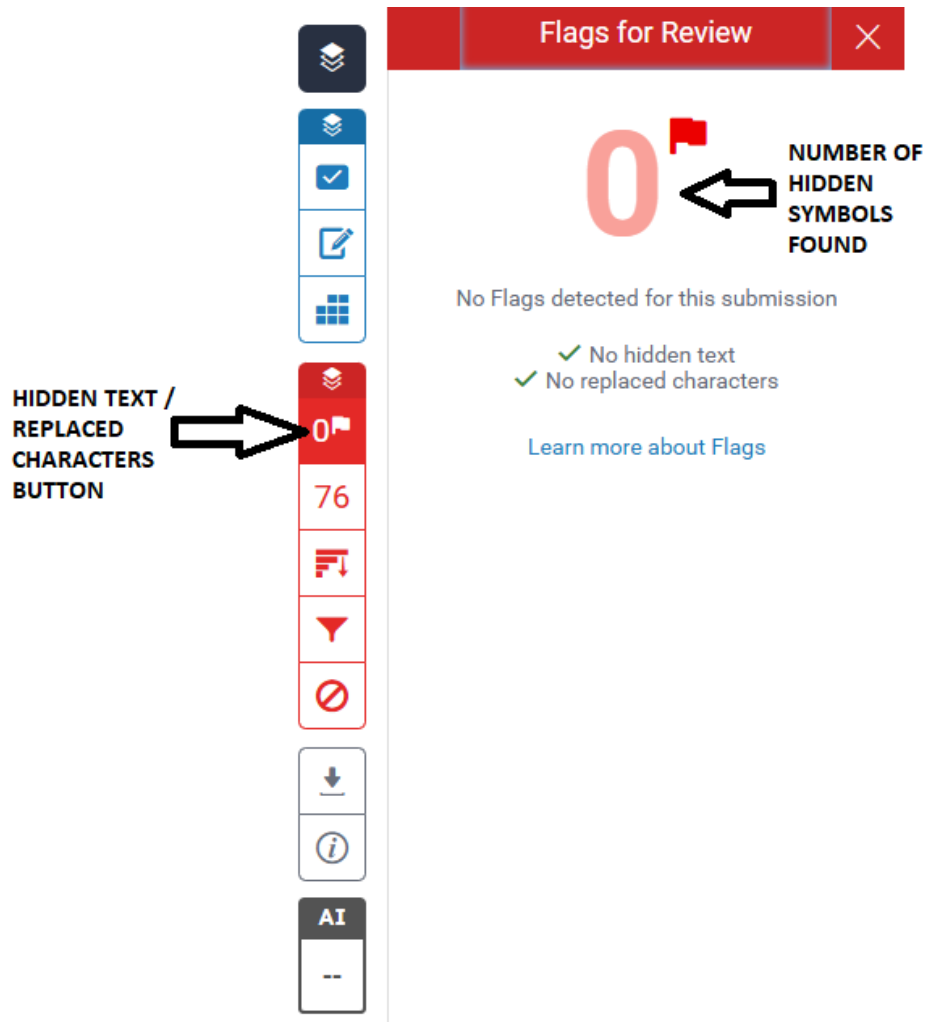


Figure 17. Hidden symbols feature