**Turnitin F.A.Qs**

**How do I know if my paper has been submitted?**

You'll know your paper has been submitted by a few different things. First, after uploading your paper and clicking "submit" you'll see a page featuring a "digital receipt" (which will also be emailed to you). A second way to know you've got your paper submitted properly is that back on the class portfolio page the assignment will appear and “Submission for this assignment is complete” [accompanied by a green dot] will replace the spot that earlier said “This assignment has not yet been completed.”

**What’s an originality report and how do I see it?**

Your originality report is, essentially, the results of turnitin’s comparison between your work and all the items in its repository. The report is one of turnitin’s best tools. To view your originality report, once your paper is submitted, return to the class portfolio page and click on “show details” to the far right of the assignment. You will then see your paper's name and a small, rectangular box to the right under the column marked "originality." The box grey while your paper is being processed and then will turn a color [blue, green, yellow, etc.] after turnitin is done checking your paper. If you see the grey rectangle, then you know you've submitted properly (although the paper is still being processed).

On the same page you’ll see a column marked “GradeMark.” This is **not** a service to which we subscribe. Nothing will ever appear in that column. Rather, your papers will be returned and your grades will be posted in D2L.

**How long should the originality box be grey?**

All the grey box is for is to indicate that your paper is being processed. Once your paper has been checked for originality, the box will become a color. This process may take a minute or two, or it may take hours, depending on how busy turnitin is, etc. At the end of a semester, when schools all over the world are submitting papers, it will likely take longer than it will this summer. As long as the grey box is there, you're OK. Give it time--it WILL change!
My percent match is 18% (or 24% or 48%, etc.) Does that mean I've plagiarized?

No. All that number does is give us a starting point for looking at possible plagiarism. I've seen numbers in the 30s and 40s that weren't plagiarized at all. Turnitin sometimes mis-identifies things that are properly quoted. Long quotes, quotes for electronic sources that introduced with signal phrases (and therefore not in need of parenthetical citations) and citations that do not use proper punctuation are particular favorites for being flagged in error. Also, if you cut/paste your text into the submission window sometimes the quotation marks get changed to something else and turnitin is unable to read those passages as being quoted.

Once you get your number, it's up to YOU to go in and check and see what was flagged and whether the flags were in error or not.

Turnitin flagged stuff that I think is OK. What do I do?

If you're sure that turnitin has flagged items in error, then you're fine. I look at the originality reports before deciding whether plagiarism has occurred, and if I see that the flags are in error, I move on to the next one.

Turnitin flagged stuff that I documented improperly or accidentally plagiarized. Now what do I do?

Well, you have a few choices. First, you could do nothing, in which case I'll see the plagiarism too (probably not an option you want to select). Second, you could fix the flagged items so that they are integrated and documented properly. You are best served by submitting to turnitin enough prior to dropping your work in D2L so that you can fix any problems it flags before turning your paper in for grading. Turnitin is a tool for YOU, as well as a tool for me!

Please note, if you make significant changes to how you integrate or document your secondary sources, you will need to re-submit your paper to turnitin. If you change a word or two or tinker with punctuation you generally don't need to re-submit.

Can I have multiple submissions?
I have set turnitin to allow multiple student submissions UNTIL the due date. After that I need to clear out old submissions to allow you to resubmit.

**Why do we have to submit our papers to turnitin AND the D2L dropbox?**

You need to submit your papers to both places largely because they don't interface with each other. You can drop your paper into turnitin, but I have no way to return it to you there or attach a grade that automatically goes into the gradebook (our school doesn’t subscribe to the “Grademark” feature of turnitin). I know it's cumbersome to have to put it in both spots, but there's really no way to get it down to one step...

**My paper formatting looks funny when I try and submit. Should I be worried?**

No. Turnitin is looking for matches of word phrases--not paragraphing. Even though your paper may look a little funny in terms of paragraphing, it's not going to matter for this purpose.

**Will other people be able to see my work?**

No. Turnitin keeps your work in its database, but no one is allowed automatic access. For instance, your originality report may reveal that you have a 5% match to a paper submitted to Scottsdale Community College in Scottsdale, AZ. You can not have access to that paper. The only way I can have access to it is if I request access from the instructor and the instructor agrees. To date, I've only asked for access to four papers--and no one has asked to see a paper submitted to me.

**Why don't all instructors use turnitin?**

Turnitin is a paid service (meaning our school has to subscribe). Not all schools pay for the subscription (although a lot do!). Even at ARCC, not all instructors use turnitin--and the reasons vary from not knowing we have this service available to not having the type of writing assignments that need this sort of service. You may/may not meet turnitin.com again as you go through your college career...but if you do, you'll have a good sense of how it works.