

## TurnItIn – Quick Start Guide for iSchool Students

For information on TurnItIn at the University of Toronto, including Conditions of Use:

Go to <http://www.teaching.utoronto.ca/teaching/academicintegrity/turnitin.htm>

### Creating an Account on TurnItIn:

Go to <http://www.turnitin.com>. On the TurnItIn homepage you have the choice of creating a new account or accessing an account that you have already set up.

**New Account:** Create a new account by clicking on **Create Account**

**Current Account:** If you already have an account, then enter your **Email address, Password** and click **Sign In**

The screenshot shows the TurnItIn homepage. At the top right, there are two input fields: 'Email' with a 'Create Account' link below it, and 'Password' with a 'Retrieve Password' link below it. To the right of these fields is a red 'SIGN IN' button. Three arrows point from the text above to these elements: one to the 'Create Account' link, one to the 'SIGN IN' button, and one to the 'Password' field. Below the input fields is a navigation menu with links for PRODUCTS, RESULTS, COMMUNITY, SUPPORT, and ABOUT US. There is also a search bar with 'Google Custom Search' and a 'Search' button. The main content area features a large image of a woman smiling at a computer monitor, with the text 'Setup is quick and easy...'. Below this is a testimonial from Jenny Edwards of Fielding Graduate University. To the right of the testimonial is a list of statistics: 135+ million archived student papers, 90,000+ journals, periodicals & books, 823,414 active instructors, 13.5+ billion web pages crawled, 9,500 educational institutions, 19 million licensed students, and 126 countries. Further right are several award logos, including '2010 SIIA //CODiE// FINALIST', 'WINNER', and 'winner'. At the bottom right is a 'NEWSROOM' section with a 'view all' link and a list of recent news items.

If you are creating a new account and are on the **Create a User Profile** webpage, choose **student**:



## Create a User Profile

Have You Ever Used Turnitin?

If you've used Turnitin before, you can use the same email and password to log in. You can keep all your papers and grades together, even if you're now in a different class or a different school!

email address

password (Login to Turnitin)

Forgot your password? [Click here.](#)

Create a New Account

Please select whether you will be using the service as an instructor or a student.

[student](#)

[instructor](#)

[teaching assistant](#)

*Continued on next page >*

Fill in the required boxes in order to register for a new student account. To have an account you must be a student in a course at UofT, so identify the class ID and class enrollment password (example below).

**NOTE: both the class ID and the class enrollment password must be provided by the course instructor**



### Create a New Student Account

class ID information

All students must be enrolled in an active class. To enroll in a class, please enter the class ID number and class enrollment password that you were given by your instructor.

Please note that the password and pincode are case-sensitive. If you do not have this information, or the information you are entering appears to be incorrect, please contact your instructor.

**class ID**

**class enrollment password**

user information

**your first name**

**your last name**

**email address**

Provide your **first** and **last name** and your University of Toronto **email address**

Choose your personal **password** and a **secret question** for verification purposes should you ever forget your password

password and security

Please keep in mind that your password is case sensitive (for example, paSS123 would be different than pass123), must be 6-12 characters long, and contain at least one letter and one number (for added security).

Enter an email address and password you can easily remember. Please write down your email address and password for future reference.

**enter your password**

**confirm your password**

Next, please enter a secret question and answer combination. You will be asked for this combination if you ever forget your password and need to reset it.

**secret question**

**question answer**

*Continued on next page >*

You then need to agree to the conditions of the TurnItIn **user agreement** and your profile is created

user agreement

Please read our user agreement below. Select "I agree" to complete your user profile.

Turnitin.com (the "Site") and its services are maintained by iParadigms, LLC ("iParadigms"), and offered to you, the user ("You" or "User"), conditioned upon Your acceptance of the terms, conditions, and notices contained herein without modification (the "User Agreement"). By clicking the "I agree -- create profile" button below You: (1) represent that You have read and understand, and have the capacity and authority to enter into, this User Agreement; and (2) agree to be bound by all of its terms and conditions. You should review this User Agreement carefully. If You breach the User

I am at least 13 years of age  
 I am under 13 years of age

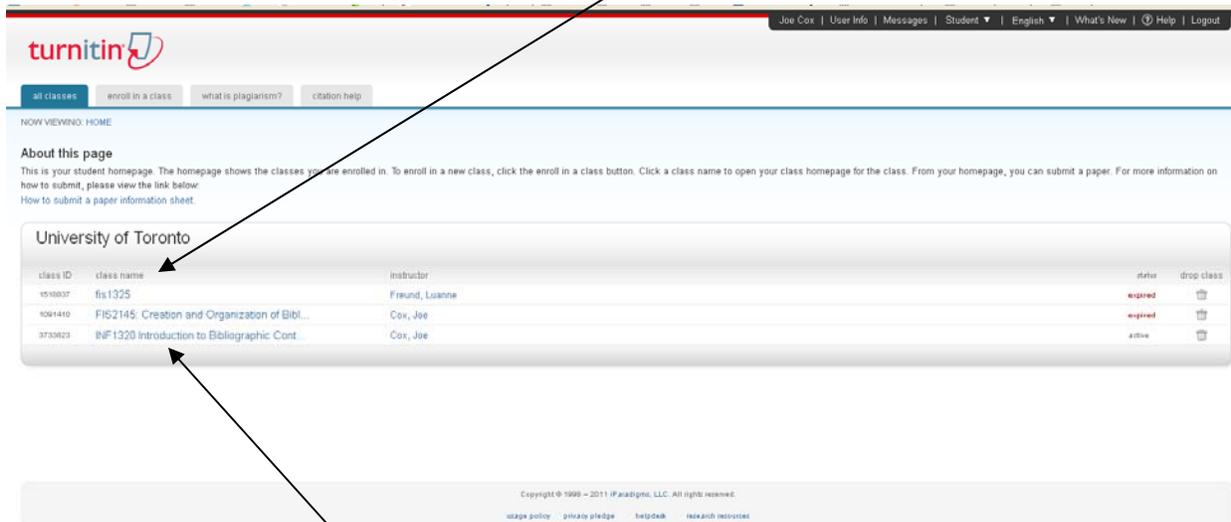
[I disagree -- cancel profile](#)

You are now registered with TurnItIn. Be sure to record the e-mail address that you have used and your personal password.

*Continued on next page >*

## Accessing Your Courses (called Classes in TurnItIn):

Once you have registered or logged in successfully to TurnItIn, a list of **classes** (those that you are enrolled in and whose professors are requiring TurnItIn) will appear



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Joe Cox | User Info | Messages | Student | English | What's New | Help | Logout

all classes | enroll in a class | what is plagiarism? | citation help

NOW VIEWING: HOME

**About this page**  
This is your student homepage. The homepage shows the classes you are enrolled in. To enroll in a new class, click the enroll in a class button. Click a class name to open your class homepage for the class. From your homepage, you can submit a paper. For more information on how to submit, please view the link below.  
[How to submit a paper information sheet.](#)

University of Toronto

class ID	class name	instructor	status	drop class
1510807	fis1325	Fraud, Luanne	expired	
1001410	FIS2145: Creation and Organization of Bibli...	Cox, Joe	expired	
3733623	INF1320 Introduction to Bibliographic Cont...	Cox, Joe	active	

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You can enter a class site by clicking on the **class name**

*Continued on next page >*

A list of **assignments** for the course will appear. Your professor has already set up the parameters for each assignment, e.g. **due date** under **POST**:

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NOW VIEWING HOME > INF 1320 INTRODUCTION TO BIBLIOGRAPHIC CONTROL

**About this page**  
This is your class homepage. If an assignment is available to receive submissions, a "Submit" button will appear to the right of the assignment. If resubmissions are allowed, the button text will read "Resubmit" after your first submission. To view more information about an assignment, view your submission, view your Originality Report (if allowed by the class/instructor), or view your marked paper (if available), click on the show details link to the right of the assignment.

	START	DUE	POST	STATUS	ACTIONS
<b>The Joy of Cataloguing</b>					Expand this assignment
PAPER	06-Jan-2011 5:19 PM	13-Mar-2011 11:59 PM	14-Mar-2011 12:00 AM	● Submission for this assignment is complete.	Show details
<b>Lament for Cataloguing</b>					Expand this assignment
PAPER	06-Jan-2011 6:14 PM	13-Feb-2011 11:59 PM	14-Feb-2011 12:00 AM	● This assignment is incomplete and the due date has passed. Late submissions are not allowed in this assignment.	Show details
<b>Cataloguing and Metadata: Is There a Difference?</b>					Expand this assignment
PAPER	12-Dec-2011 12:59 PM	30-Apr-2012 11:59 PM	01-May-2012 12:00 AM	This assignment has not yet been completed.	Show details <input type="button" value="Submit"/>

To see the current stage of an assignment, **STATUS** displays a note about the assignment  
When you are ready to submit a copy of your assignment, click on **Submit**

*Continued on next page >*

## Submitting a paper to TurnItIn:

### Step 1:

Choose a **submission** method and enter the required **author** information (you) and **title** (of assignment)

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NOW VIEWING: HOME > INF1320 INTRODUCTION TO BIBLIOGRAPHIC CONTROL

submit: paper: by file upload (step 1 of 3)

choose a paper item submission method:  
single file upload

first name \*  
Joe

last name \*  
Cox

submission title \*

Requirements for single file upload:

- File must be less than 20 MB
- The maximum paper length is 400 pages.
- File Types allowed: MS Word, WordPerfect, PostScript, PDF, HTML, RTF and plain text.

If your file exceeds 20 MB, read suggestions to meet requirements.

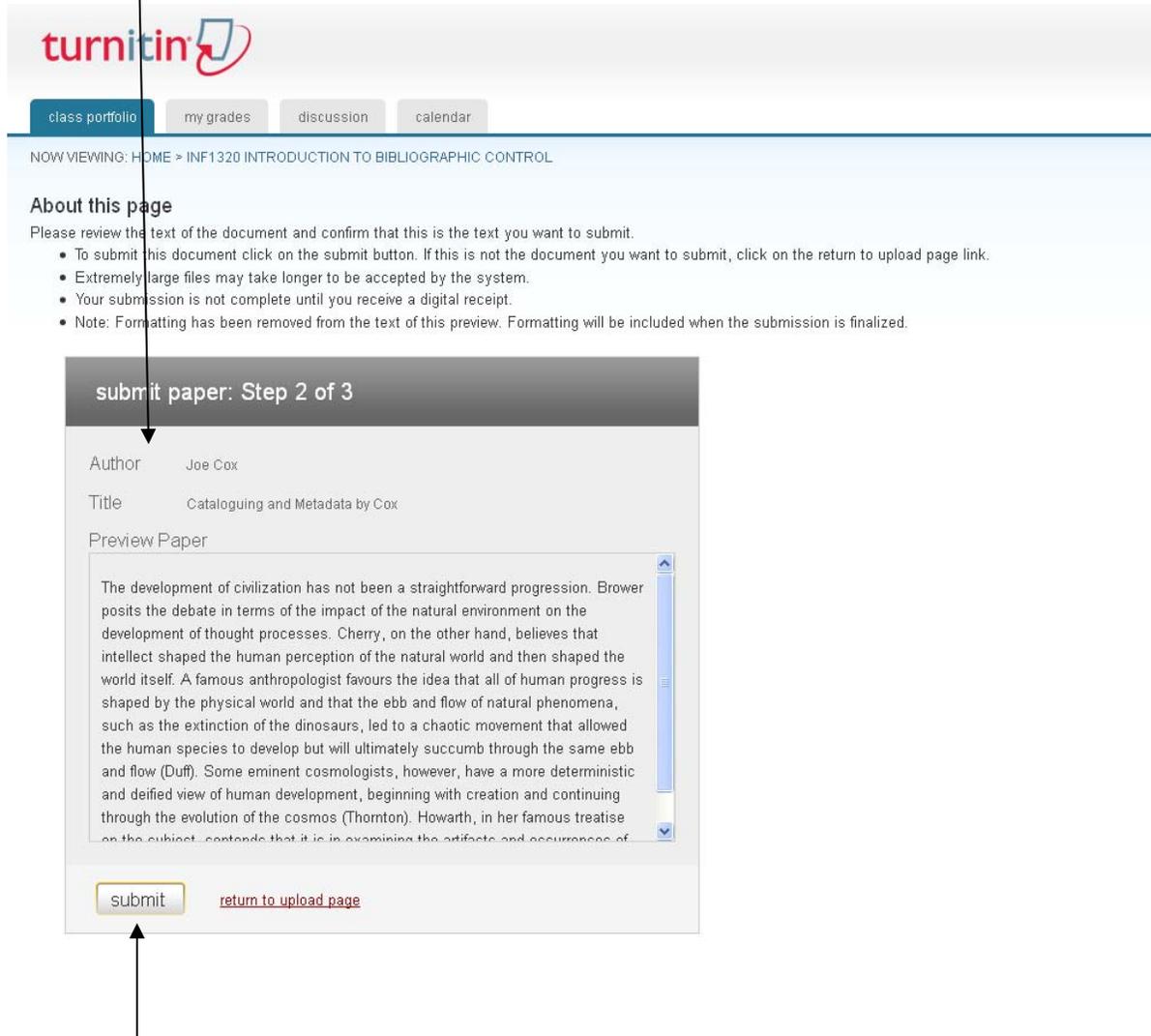
browse for the file to upload \*  
Browse...

upload [cancel, go back](#)

After you **browse** your computer directory for the file, you can then **upload** the file

## Step 2:

Your **document** is then shown for you to preview and for you to verify that it is the document you really wish to submit (be sure to submit the *final* copy of a paper and not a draft!).



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### About this page

Please review the text of the document and confirm that this is the text you want to submit.

- To submit this document click on the submit button. If this is not the document you want to submit, click on the return to upload page link.
- Extremely large files may take longer to be accepted by the system.
- Your submission is not complete until you receive a digital receipt.
- Note: Formatting has been removed from the text of this preview. Formatting will be included when the submission is finalized.

**submit paper: Step 2 of 3**

Author Joe Cox

Title Cataloguing and Metadata by Cox

Preview Paper

The development of civilization has not been a straightforward progression. Brower posits the debate in terms of the impact of the natural environment on the development of thought processes. Cherry, on the other hand, believes that intellect shaped the human perception of the natural world and then shaped the world itself. A famous anthropologist favours the idea that all of human progress is shaped by the physical world and that the ebb and flow of natural phenomena, such as the extinction of the dinosaurs, led to a chaotic movement that allowed the human species to develop but will ultimately succumb through the same ebb and flow (Duff). Some eminent cosmologists, however, have a more deterministic and deified view of human development, beginning with creation and continuing through the evolution of the cosmos (Thornton). Howarth, in her famous treatise on the subject, contends that it is in examining the artifacts and occurrences of

**submit** [return to upload page](#)

Click **submit** if the correct document is displayed

*Continued on next page >*

### Step 3:

Once submitted, you are again shown a copy of the document and a receipt with a document number or **paper ID**. It is a good idea to print a copy of the digital receipt; however, a copy is also e-mailed to you for your records.

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YOU ARE VIEWING: HOME > INF1320 INTRODUCTION TO BIBLIOGRAPHIC CONTROL

✓ Your submission was **successful**. This is the digital receipt for your paper. Only the first page of the document is included in the digital receipt.

paper title: **Cataloguing and Metadata by Cox**

paper ID: 220735621

author: **Cox, Joe**

go to portfolio

The development of civilization has not been a straightforward progression. Brower posits the debate in terms of the impact of the natural environment on the development of thought processes. Cherry, on the other hand, believes that intellect shaped the human perception of the natural world and then shaped the world itself. A famous anthropologist favours the idea that all of human progress is shaped by the physical world and that the ebb and flow of natural phenomena, such as the extinction of the dinosaurs, led to a chaotic movement that allowed the human species to develop but will ultimately succumb through the same ebb and flow (Duff). Some eminent cosmologists, however, have a more deterministic and deified view of human development, beginning with creation and continuing through the evolution of the cosmos (Thornton). Howarth, in her famous treatise on the subject, contends that it is

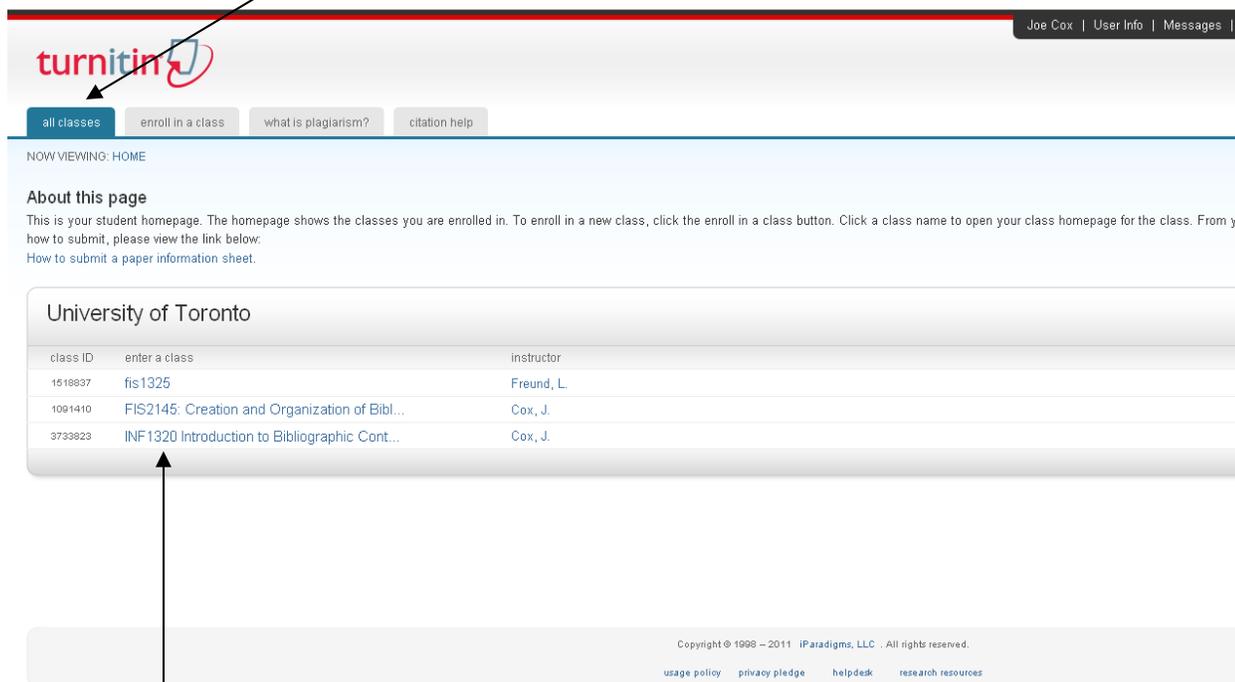
*Continued on next page >*

## Viewing an Originality Report:

If provided for by your instructor, you can see a TurnItIn **originality report** on your assignment. The **originality report** highlights matches between content in your submission and that found on the Internet and in the TurnItIn database, which is a database of previously submitted papers and also papers purchased by TurnItIn from paper mills. Matches between your document and other documents do not mean that you have committed plagiarism. It means that there must be correct in-text and corresponding references in your paper to the text to which your paper is matched. It is your instructor who decides, based on the presence or absence of correct and proper citation, if plagiarism has occurred or not. After seeing the Originality Report be sure to check all matches for correct citation and resubmit the paper with corrections, if necessary.

To view an originality report:

When in your TurnItIn account, click **all classes** and your list of courses requiring TurnItIn will be displayed.



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Joe Cox | User Info | Messages

all classes | enroll in a class | what is plagiarism? | citation help

NOW VIEWING: HOME

**About this page**  
This is your student homepage. The homepage shows the classes you are enrolled in. To enroll in a new class, click the enroll in a class button. Click a class name to open your class homepage for the class. From y how to submit, please view the link below.  
How to submit a paper information sheet.

University of Toronto

class ID	enter a class	instructor
1618837	<a href="#">fis1325</a>	Freund, L.
1091410	<a href="#">FIS2145: Creation and Organization of Bibl...</a>	Cox, J.
3733823	<a href="#">INF1320 Introduction to Bibliographic Cont...</a>	Cox, J.

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Choose a **class** (course) by clicking on its title.

*Continued on next page >*

Click on **show details** (or **view** in some displays) for the assignment that you have already submitted and for which an originality report will have been generated

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About this page  
This is your class homepage. If an assignment is available to receive submissions, a "Submit" button will appear to the right of the assignment. If resubmissions are allowed, the button text will read "Resubmit" after your first submission. To view more information about an assignment, view your submission, view your Originality Report (if allowed by the class instructor), or view your marked paper (if available), click on the show details link to the right of the assignment.

	START	DUE	POST	STATUS	ACTIONS
<b>The Joy of Cataloguing</b>					
PAPER	06-Jan-2011 01:00PM	13-Mar-2011 11:59PM	14-Mar-2011 12:00AM	● Submission for this assignment is complete.	Expand this assignment Show details
<b>Lament for Cataloguing</b>					
PAPER	06-Jan-2011 01:00PM	13-Feb-2011 11:59PM	14-Feb-2011 12:00AM	● This assignment is incomplete and the due date has passed. Late submissions are not allowed in this assignment.	Expand this assignment Show details
<b>Cataloguing and Metadata: Is There a Difference?</b>					
PAPER	12-Dec-2011 12:00PM	30-Apr-2012 11:59PM	01-May-2012 12:00AM	● Submission for this assignment is complete.	Expand this assignment Show details Resubmit

An additional shaded box will then appear. To see details of the report, click the % or coloured box

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About this page  
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<b>Cataloguing and Metadata: Is There a Difference?</b>					
PAPER	12-Dec-2011 12:00PM	30-Apr-2012 11:59PM	01-May-2012 12:00AM	● Submission for this assignment is complete.	Collapse this assignment Hide details Resubmit

assignment title: Cataloguing and Metadata: Is There a Difference?

assignment instructions:

search criteria: internet, Turnitin student paper database, periodicals, journals, & publications

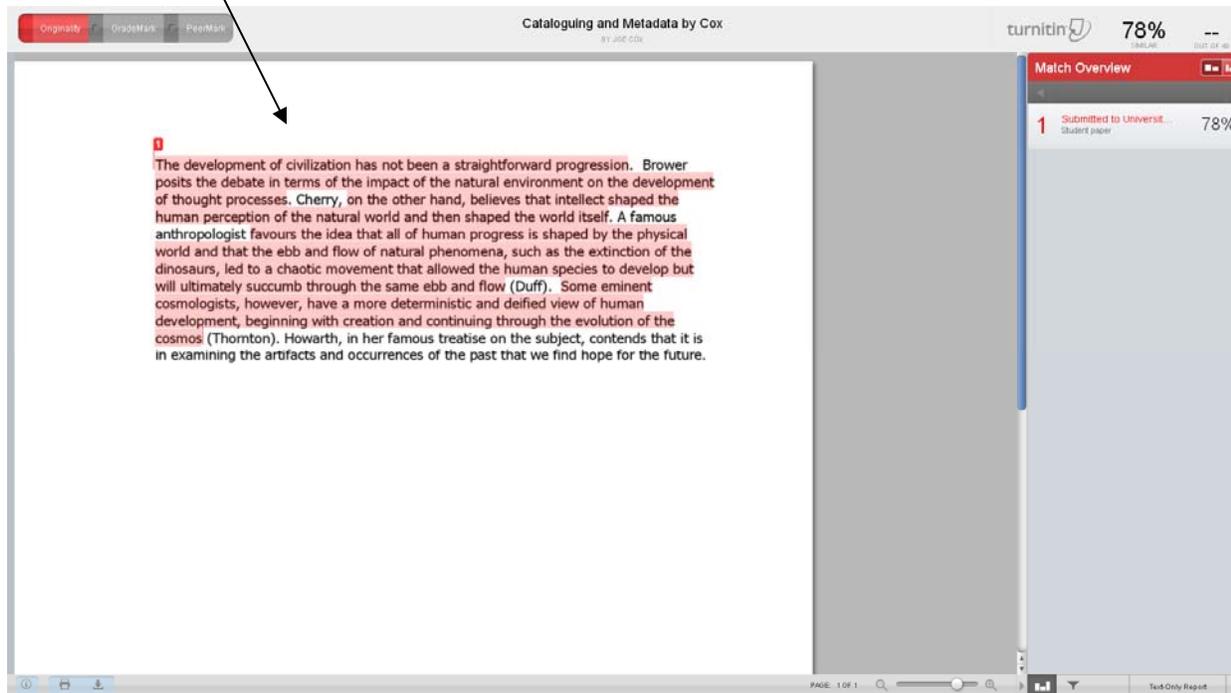
allow late submissions: no

Paper Title: Cataloguing and Metadata by Cox

Rep: 78% GradeMark: -- Download

*Continued on next page >*

The **originality report** is shown in detail, highlighting similarities of your work with items found by TurnItIn on the Internet and in the TurnItIn databases.



While there should be some similarities due to good academic research and writing, make sure all quotes, etc., are fully and properly cited.

Further information and help on TurnItIn is available at <http://www.turnitin.com/static/support.html>

Additional help on citation is available from Information Services staff at [help.ischool@utoronto.ca](mailto:help.ischool@utoronto.ca)  
416.978.7060