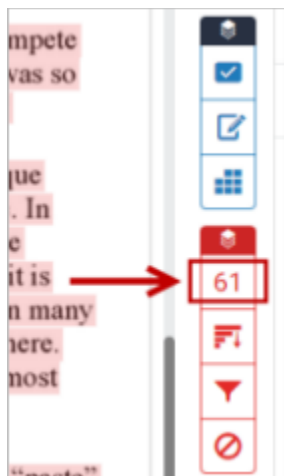


TURNITIN: VIEWING SIMILARITY REPORTS

If you suspect plagiarism in a paper that has been submitted through Turnitin, view the similarity report for the paper to interpret the results and make a decision on whether or not plagiarism has occurred.

Instructions

1. Access the similarity report for a student using the instructions in the Turnitin: Accessing Submissions user guide. Click on the number on the red similarity report menu to view the match overview for the submission.



The match overview shows the text of the submitted paper on the left and matching primary sources (sources that are the closest match without word variation) on the right.



The number next to each highlighted area of text on the left corresponds with the matching primary source on the right.

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2. Review text identified as a match in the submitted paper carefully to see if the student has appropriately cited the material. In some instances, if you are asking all students in your class to write on a specific topic, there will be similar content, especially if they are using sources you have recommended, such as a LibGuide. Common phrases or commonly known facts may also show up as matches, but may not indicate plagiarism.
3. Check each primary source to compare the source with the text of the submitted paper. Click the URL for a primary source on the right to jump to the matching text on the left. Click the URL again to view the source text. The source text opens in a pop-up window either above or below the matching text. Click the **Full Source View** button in the upper right corner of the pop-up window to view the full source on the right side of the screen.



Note:

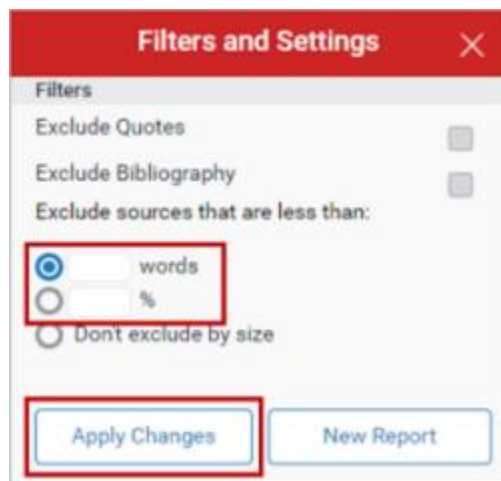
If the source is a previously submitted student paper, you are not able to view the original text due to student confidentiality.

4. To exclude small matches from the report, click the **Filters and Settings** icon on the similarity report menu.

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Indicate either a word count or percentage to be excluded from the report. Click **Apply Changes**.



Note:

You can also exclude quoted material or the bibliography when viewing the similarity report.

5. To see all sources (not just primary sources), click the **All Sources** icon on the similarity report menu.

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All sources that match the paper text will be listed unless you have already excluded them.

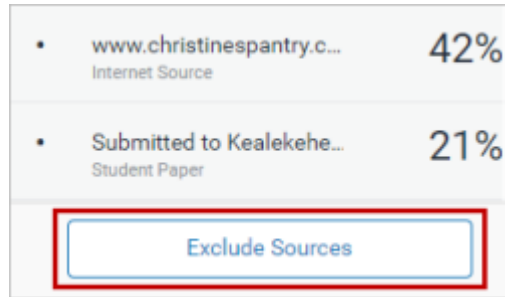
All Sources		X
Match 1 of 2		
• toriavey.com	55%	
Internet Source		
• www.pbs.org	55%	
Internet Source		
• www.christinespantry.c...	42%	
Internet Source		
• Submitted to Kealekehe...	21%	
Student Paper		

Note:

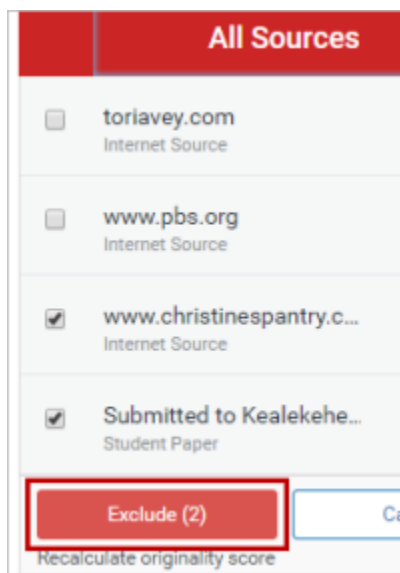
Instructors can also exclude small matches when creating the Turnitin assignment under Additional Options.

6. If you wish to exclude sources, click the **Exclude Sources** button on the bottom of the all sources menu.

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7. Check the box next to each source you want to exclude and then click the **Exclude** button at the bottom of the list of sources. This will exclude the source and recalculate the similarity score.



8. You can download the student paper by selecting the **Download** icon underneath the similarity report menu.



Selecting Current View downloads a PDF file with the similarity report. Choosing Originally Submitted File downloads a Word document with the student's original

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submission. If needed, you can print either document directly through Adobe Reader or Microsoft Word.

