

## **eFundi Tutorial:**

### **Getting started with Turnitin in the Assignments tool**



Turnitin (Tii) is software that integrates with eFundi and is an assignment tool which compares the students' submission with the Internet and a lot of other electronic databases to detect similarities. It is important to note that TII does NOT identify plagiarism – only similarities. The lecturer/study leader has to work through the reports to determine whether similarities are in fact plagiarism. At the NWU TII is integrated with the Assignments tool of eFundi. This implies the following responsibilities for the:

#### **Lecturer / Study leader:**

It is the responsibility of the lecturer / study leader to create a site in eFundi where students can upload their assignments. This can typically be your normal course site for your module OR in the case of post-graduate studies you can create a separate site(s) for the purpose of submitting the work of your students.

Creating the assignment(s) in the site – see procedure later in this document

After a TII report was received, the lecturer / study leader has to work through the report to determine the level of plagiarism. Do not just look at the similarity index at the top of the report – it does not reflect the level of plagiarism!

#### **Student:**

It is the responsibility of the student to submit his/her work through the assignment created on the Assessment tool in the eFundi site.

Although it is highly recommended that the student should submit his/her own work, there are instances that a lecturer may decide to submit the assignment on behalf of the student. This document will describe the procedure to do so.

## Set up and assessment of a Tii assignment

Go to the site where the Tii assignment(s) have to be submitted. It is highly recommended that a course site (not a project site) is used for Tii.

**Due to the fact that Tii, from time to time, delete classes in their database it is recommended that you create a new eFundi site for Tii assignments every year.**

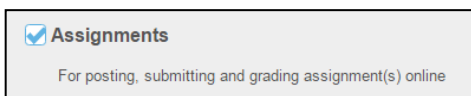
If you do not know how to create a site please refer to the [Worksite Setup tutorial](#) for assistance.

### 1 To setup a Tii assignment

In the eFundi site go to **Site info** and choose **Manage tools**



Select the **Assignments** tool and click on **Continue**.



**Assignments** will now be displayed in the tool menu on the right-hand side of the screen.

Click on **Assignments** and then on **Add** to add a new assignment.



Fill in the appropriate fields paying particular attention to the following required items:

The **Title** of your assignment should be something descriptive and unique, as this is the title students will see when they go to the **Assignments** tool to submit their work.

When you create a new assignment, change the **Open Date**, **Due Date** and **Accept Until** using the calendar icon to bring up the date-picker pop-up calendar.

There are several **Student Submissions** formats that you may accept. However for Tii assignments it is recommended to choose the **Single Uploaded File only** option from the dropdown menu.

Enter the **Assignment Instructions** into the Rich Text Editor.

To generate an Originality Report for student assignment submissions check the **Use Turnitin** option.



Check **Allow students to view report** this option will allow students to view the student version of the Tii Originality report.

### Repository Options

The settings under **Submit papers to the following repository:** provide you with the ability to select whether papers are stored in the Tii **Standard Paper Repository**, or no repository at all (**None**).

- a) If you select **None**, your students' papers will not be stored in the Turnitin standard paper repository, therefore meaning that the papers will not be checked for collusion between students of the same or different institutions.
- b) If you select **Standard Paper Repository** the benefit is that student papers submitted to the assignment are checked against the NWU and other institutions' student submissions.

### Generate originality reports:

Select from the list when, after student submission, that you would like Tii reports to be generated. There are two options for this assignment setting:

- a) **Immediately** (first report is final) – Tii reports for all submissions will be generated immediately. It is recommended that students do not resubmit papers.
- b) **On due date** - Tii Reports will not be generated for any submission until the due date and time of the assignment. Students may resubmit as many times as needed until the due date and time without receiving reports. Resubmissions may not be made after the due date and time of the assignment.

### Exclusion options:

- a) Select whether you would like text appearing in the bibliography, works cited, or references sections of assignments to be excluded from being checked for matches in the Similarity Index when generating Tii Reports.
- b) Select whether you would like text appearing in the quotes of an assignment to be excluded from being checked for matches in the Similarity Index when generating Tii Reports.
- c) Select whether you would like to exclude matches that are not of sufficient length (determined by yourself) from being considered when generating Originality Reports. Once yes has been selected, a yellow box will appear. Here, you can exclude matches by word count, through entering the amount of words that you would like to exclude from being considered when generating Tii Originality Reports. Alternatively, you can also exclude matches by percentage, through entering the percentage of words that you would like to exclude from being considered when generating Originality Reports.

### Check originality against:

The search options setting allows you to select which Turnitin repositories students' submissions will be checked against when processing Tii reports for papers. This allows an instructor to disregard a source type if the comparison against this type of source is not needed. The similarity index percentage may decrease if a repository option is de-selected.

The options with a check mark are those that will be searched. To remove a repository option, click on the check box to remove the check mark. Clicking on an empty selection box next to the repository will re-add the repository as a search option. The currently available search targets are:

- a) **Turnitin paper repository** - works previously submitted to assignments on Turnitin
- b) **Current and archived internet** - a repository of archived and live publicly available internet pages containing billions of pages of existing content and tens of thousands of new pages added daily
- c) **Periodicals, journals, & publications** - third party periodical, journal, and publication content including many major professional journals, periodicals, and business publications

Once you have entered all of your assignment settings, scroll down to the bottom and click **Post** to save your changes and post the assignment.

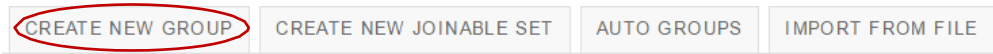
Note: This summarises all the required fields for setting up a Tii assignment. For more detail on setting up Assignments please refer to the [Assignments tutorial](#).

## 2 Submit assignment on behalf of a student

In the eFundi site go to **Site info** and click on **Manage Groups** at the top of the screen.



Click on Create New Group



Next to **Group Title** type in Instructor

In the **Site Member List**, select the Role: Instructor and click on the arrow pointing to the right to add the role to the group – then click **Add**

### Membership



Go to Assignments and create an Assignment, follow the steps in **1 To setup a Tii assignment** above.

Once you have created the assignment, please wait for at least 5 minutes before you submit the student's work on his/her behalf. This step is important as we find that many reports are not returned from TII if you submit the assignment directly after you created the assignment. For every assignment created TII has to create an assignment on their side as well – this can take a minute or two.

You can now submit the assignment by clicking the Student View tab.



Underneath the assignment click on **Submit as Student**

Choose the student submission you wish to submit.

Click **Submit**

### Note:

- Always include file extension
- Files must be less than 40 Mb
- Files must be less than 400 pages
- Only the following file types will be accepted: Word 97-2003 (.doc), Word 2007+ (.docx), Excel (.xls, .xlsx), PowerPoint (.pps, .ppsx, .ppt, .pptx), PDF (.pdf), PostScript (.eps, .ps), plain text (.txt), HTML (.htm, .html), WordPerfect (.wpd), OpenOffice (.odt), rich text (.rtf), Hangul (.hwp)

To Review the Report from TII click on the **Grade OR View Submissions** options under the assignment name to see a list of students that have submitted.

If you submitted on behalf of the student you will not see your name on the list presented to you. To view the report click on the View options and select the group you have created from the list.

You will now see your name on the list of submissions.

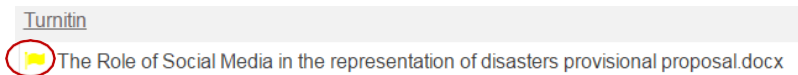
### 3 Assessment of the Tii assignment

In the eFundi site go to **Assignments**

To Review the Report from TII click on the **Grade OR View Submissions** options under the assignment name to see a list of students that have submitted.



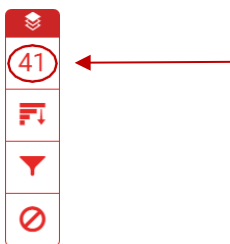
Your Assignment Inbox shows submitted papers with their Tii Reports if available. To open the Tii Report for a student submission, click the report icon.



Note: A grayed out report icon indicates that the report has not yet been generated. If there is exclamation mark it indicates that an error occurred while generating the Tii report. Please send an email with your Name, Surname, Personal number, Name of the Site, Name of the Assignment and as much detail describing the error as possible to [eFundi-pc@nwu.ac.za](mailto:eFundi-pc@nwu.ac.za).

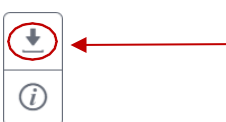
The Turnitin Report will open in a new window called the Document Viewer.

To expand the view to see all the top sources found to match the paper submission, click on the number displayed as the similarity percentage.



Top sources are the sources that have the closest match (most matching words without variation) to the document's text.

To print a digital receipt as proof of Tii submission or to print a detailed view of the Tii submission click on the Download icon.



For a more detailed explanation of how to analyse the [Tii Originality Report video](#) watch this video.

