

Turnitin.com is an easy to use web-based application that helps detect and prevent plagiarism. This service makes it easy for faculty to determine if a research paper has been copied or paraphrased from the Internet.

Swarthmore has subscribed to Turnitin.com at a reduced rate because we hope that faculty will use this service selectively rather than comprehensively. As you use the service, you may sense that it is geared more towards large universities whose professors want to submit for review all their student's papers. Additionally, the service has the functionality to allow students to upload and review their own work. We have decided that our usage of the system should be limited to those individual cases where we question the academic integrity of a paper.

Faculty can use Turnitin.com after registering for a profile and joining your profile to our Swarthmore account. Instructions on accessing and using Turnitin.com are outlined below. For a more comprehensive introduction, please review the help screens available at [turnitin.com](http://turnitin.com) or contact Anne Garrison, Head of Reference Services, McCabe Library (agarris1, x8492) or Doug Willen, Academic Computing Coordinator (willen, x7787) for assistance.

In order to use the turnitin.com system, you will need to create a personal user profile. This is a one-time only step to creating your account.

### **Setting up your Personal User Profile:**

- Open <http://www.turnitin.com>
- Click "User Log In"
- Then click on New User link
- Type in your e-mail address and a password of your choosing.
- Click "next" to go to the personal information page.
- Fill in the required information.
- Once you have submitted the information, an e-mail will be sent to you verifying your membership

### **Joining your User Profile with the Swarthmore Account**

Now you are ready to log in to your personal account and join your account with our Swarthmore account. Once you do this, you will be able to add and update classes, submit papers for review and view originality reports.

- Open <http://www.turnitin.com>
- Select "faculty" as your user type
- Enter your e-mail and password
- Click on submit
- Click on "join new account" at the middle navigation bar of your personal home page.

- Enter the account ID and password: **Contact Anne Garrison**
- Click “submit”

You are now joined to the Swarthmore account.

*\*Please note that the account ID and password are proprietary and must not be given out to anyone other than Swarthmore faculty.*

### Adding Classes

In order to submit suspect papers, you must add at least one class to your account in order to create assignments, to which papers are uploaded to your class for text comparison.

#### To add a class

- Click on “Add Class”
- Name the class
- Enter the class number, if applicable
- Select a class enrollment password of your choosing
- Enter a class description if desired
- Click on the “submit” button

#### Create an Assignment

- Click on the class title
- Click on the “assignments” link in the middle navigation bar
- Click on the “new assignment”
- Enter the assignment name and number
- You do not need to add instructions as this field is for students who access the account
- Click on “submit”

#### Submitting Papers

- Click on the appropriate class title
- On the following *report inbox page*, click the “submit” link on the middle navigation bar
- On the following page, enter the author ID, paper title, and select the assignment # from the pull down menu
- Copy the student’s text from a word processing document or type in the text
- Past the text into the applicable text box (ie Abstract, Main Text, or Bibliography)
- Click on “submit”

You will receive an originality report for each paper uploaded. It generally takes 24 hours for the results of the report to be posted to your site. Reports can be sorted by title, date, assignment number, student ID, and paper title.

The originality reports rate papers on a scale of 1-5, 1 being least similar to documents in their local database, 5 being most similar. If the submitted paper matches documents in the Turnitin.com database, the report will contain links to all the web sites and database sources.

Please keep in mind that Turnitin.com is only one method of tracking and preventing plagiarism. It is not a full-proof system and should not be used as such. If you have further questions about using Turnitin.com or questions about preventing and detecting plagiarism, please contact Anne Garrison, Head of Reference Services, McCabe Library (agarris1, x8492) for assistance.