This Quick Guide will take you through the steps involved in creating a TurnitinUK assignment in your MyAberdeen course.

TurnitinUK is an online service which compares student assignments with online sources including web pages, databases of reference material, and content previously submitted by other users across the UK.

The software makes no decision as to whether a student has plagiarised; it is simply a tool which highlights sections of text which have been found in other sources. The assignment submitted by the student and an Originality Report (the report which identifies the text matches found) are displayed for the member of staff to view. The member of staff can see whether resources have been appropriately referenced and judge whether the student has committed plagiarism. Students can see their Originality Report only if the member of staff enables this.

TurnitinUK is accessed directly through MyAberdeen. (Note: this is not the case with students studying Medicine or Dentistry. In this instance you should access it via http://www.turnitinuk.com/en_gb/).

Information for Students
Advice about avoiding plagiarism, the University’s Definition of Plagiarism, a Checklist for Students, Referencing and Citing guidance, and instructions for TurnitinUK, can be found at http://www.abdn.ac.uk/sls/online-resources/avoiding-plagiarism/.

Information for Staff
Further information, instructions and video tutorials for staff can be found at http://www.abdn.ac.uk/clt/good-practice/resources/plagiarism/

For instructions on other aspects of the MyAberdeen environment, refer to the documentation at: http://www.abdn.ac.uk/eLearning/myaberdeen/student-documentation/

Step 1 – Create a TurnitinUK assignment
• Login to MyAberdeen and click on your selected Course
• In the course menu at the left hand side of the Homepage, select the Course Area e.g. Assessment, where the TurnitinUK Assignment will be located
• In the Course Area page which opens, move the cursor over the Assessments button to display the create options
• Click TurnitinUK Assignment
• In the TurnitinUK Assignment page that opens, select Paper Assignment (unless you wish to use the Revision Assignment or the Peer Mark Assignment – contact clt@abdn.ac.uk for further details) and click Next Step
• Give the TurnitinUK Assignment a title and assign a point value (if planning to use the TurnitinUK and/or Blackboard Grade Centre) - we recommend setting this to 22 to ensure the grade can be converted into an alphanumeric grade in the Common Grading Scale.
• Using the drop-down menus or Calendar provide the:
  ▪ Start date/time: the date from which students can submit work
  ▪ Due date/time: the date when the assignment is due. Submissions made after the due date will be highlighted. You can remove the option allowing late submission if you choose.
  ▪ Post date/time: the date when grades and feedback will become visible to students if you use the TurnitinUK Grade Centre
• Scroll down and click + optional settings
  ▪ Enter any special instructions
  ▪ We recommend that you choose Yes to allow submissions after the due date (These will be highlighted as late for you)
  ▪ Ensure that Generate Originality Reports for submissions is set to yes
  ▪ Choose from the Generate Originality Reports for student submissions options:
    - Immediately (first report is final)
- Immediately (can overwrite reports until due date) (Note: This is the recommended option)
- On due date
  - We recommend that you leave the next three remaining options in their default settings. Note: It is good practice to allow students to see their Originality Reports
  - You have the option to attach a rubric/form to the assignment. Please contact elearning@abdn.ac.uk for further information on this option.
  - Click submit. You will be informed that the TurnitinUK Assignment has been successfully added
  - Click ok

Step 2 – Student submission
- Students should submit assignments themselves. You can direct your students to the instructions for submitting a TurnitinUK assignment at http://www.abdn.ac.uk/eLearning/turnitinuk/students/
- Note: If you wish to submit an assignment yourself, click the view/complete link beneath the assignment name on the course area page. However, this would be for your own work not that of a student. Please do not submit a students work without their knowledge or permission.

Step 3 – Viewing an Originality Report
- Note: If you have set up the TurnitinUK assignment to enable students to view their Originality Report, they can do this by following the same route as they took to submit their assignment
- You can view (and mark if you wish) students’ Originality Reports by going to the Control Panel, in the Course Management Menu at the left side of the page
- Click Course Tools and then select TurnitinUK Assignments
- Click the assignment name to take you to the assignment inbox
- You will see a summary of the assignments which have been submitted
  - To view a student’s Originality Report, click the percentage or coloured block under Similarity
    - Note: A greyed-out report icon indicates that the report has not yet been generated. Originality Reports are usually generated within minutes of a student’s submission. Please wait a few moments and click your browser’s refresh button
- The Originality Report will open in a new window called the Turnitin Document Viewer. The viewer allows instructors to access each TurnitinUK service (includes GradeMark and PeerMark) in one location and view all the services as layers
- The Match Overview of text which shown in the sidebar to the right of the student’s assignment. The Primary Sources listed here are the sources that have the closest match (most matching words without variation) to the document’s text
- To view a Match Breakdown for a Primary Source, hover the cursor over the source and click the View match breakdown arrow which appears. The Match Breakdown is now listed below the primary source
- To exclude a source from the Match Breakdown list click on the Exclude Sources button at the bottom of the source list
- Click on the check box(s) next to all the source(s) you would like to exclude. Once you have selected all the sources to exclude, click on the Exclude button at the bottom of the Match Breakdown list. If the sources that were excluded affect the overall similarity index it will recalculate and display the new percentage of matching content
- You can view All Sources of matched text by clicking the All Sources (histogram) icon in the top right-hand corner of the page

If you require further assistance with TurnitinUK please contact the eLearning Team (mailto:elearning@abdn.ac.uk or call 01224 27 3765).