

Turnitin (Feedback Studio) tutorial for Students



Updated : 202003

Check before you begin

1. Acceptable browser types

Use a Chrome Browser rather than Internet Explorer (IE) even though Turnitin works on all browser types including chrome, IE, Safari, Firefox

- Download chrome browser URL :

<https://www.google.co.kr/chrome/browser/desktop/>



2. Acceptable file types

Any file types are acceptable including MS Word(.doc/.docx), PDF, Text file (.txt), Google docs, PPT files (.ppt/.pptx), Excel(.xls, .xlsx), Hangul(.hwp), etc. (**Except that HWP files (Hangul file) can lead to an error due to a compatibility issue. Please convert the file to MS-Word or PDF,**

which is a quick fix for a Turnitin upload error for hwp file)

- Only files with texts can be read, not the scanned image files or pdfs with watermarks added.

3. Technical support

If you're experiencing some technical difficulties, please contact Turnitin Support team at tiisupport@turnitin.com stating your name, role, school/institution, Turnitin ID (email address), error description or screenshots)

4. Other types of support

If you have any questions regarding your school's class ID, enrollment key, or deleting your submitted files to Turnitin, contact your school's Turnitin admin (check out your school library website or graduate school webpage to find the contact info.) If you cannot find your school's Turnitin admin info, please contact us at koreasales@turnitin.com

5. Student Quick start guide video:

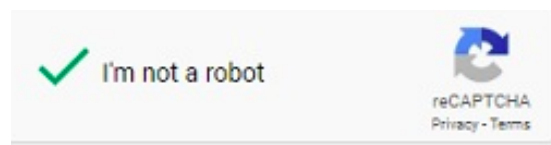
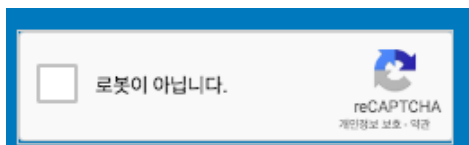
<https://youtu.be/AC3GB-FOMvY>

Create a Turnitin student account

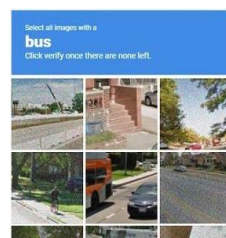
1. Go to www.turnitin.com and click on the **Create Account** link next to the **Log In** button
2. Click on the **student link**.
3. The Create a New Turnitin Student Profile form must be completed to create a new student user account.
4. Enter the class ID number and the case sensitive Turnitin class enrollment key.

Class ID: 24141953
Enrollment key: hufs2020

5. Enter the user first name, last name, and a valid e-mail address to use as the login for Turnitin.
6. Create a user password. The user password must be between six and twelve characters long and contain at least one letter and one number. Re-enter the password to confirm it.
7. Select a secret question from the drop-down menu. Enter the answer for the question. Remember and keep this information. The answer is case and space sensitive.
8. Review the user agreement.
9. **Check** the box next to 'I'm not a robot' (or '로봇이 아닙니다') and click on '**I agree – create profile**'



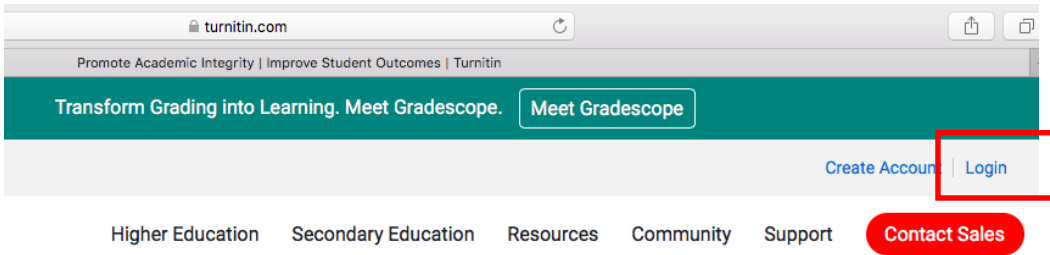
10. Solve the Google's RECAPCHA image quiz by following the instructions (select all the traffic lights, crosswalks, buses, cars, etc.)



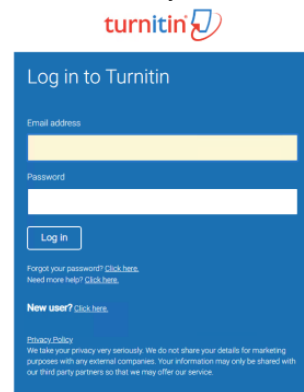
11. From the completed user profile creation page, click on **Log in to Turnitin**.

Logging in

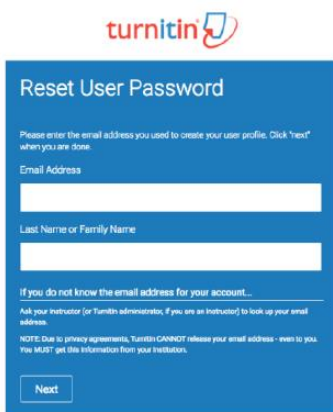
1. Go to www.turnitin.com and at the top right click on the **Log In** button.



2. Enter your school email address (or the email you used to create your account) and your password and click on the 'Log in' button.



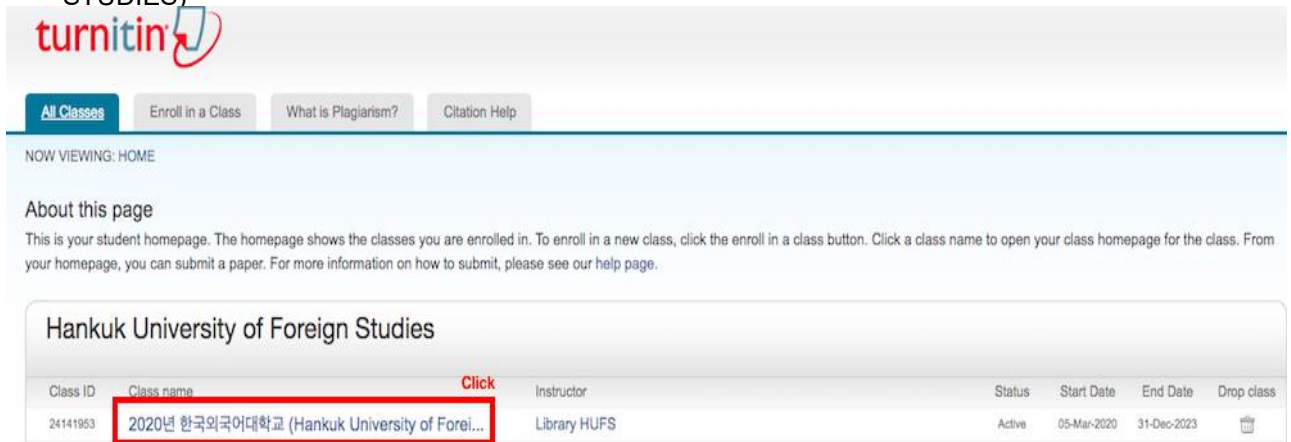
3. If you have forgotten your password, or you didn't receive your initial welcome Email, you can reset your password via secret questions or by the Email address that you originally used during signup. Turnitin cannot send password reset information to any other Email address.
4. Go to www.turnitin.com and click on the **Log in** button. Click the link alongside **Forgot your password?** Enter the email address and last name associated with your Turnitin user profile, then click **Next**.



5. Answer your secret question. If you have forgotten the answer to your secret question, click the link labelled **Forgot your answer?** This will send a link to reset your password to your registered Email address.

How to Use Turnitin Self-checking

6. Click on the class name '2020년 한국외국어대학교 (HANKUK UNIVERSITY OF FOREIGN STUDIES)'



turnitin

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 see our help page.

Hankuk University of Foreign Studies

| Class ID | Class name | Instructor | Status | Start Date | End Date | Drop class |
|----------|---|--------------|--------|-------------|-------------|------------|
| 24141953 | 2020년 한국외국어대학교 (Hankuk University of Foreign Studies) | Library HUF5 | Active | 05-Mar-2020 | 31-Dec-2023 | |

7. There are 2 types of paper self-checking assignments: 1) Originality Check - Save to Repository for Copyright and 2) Originality Check - No Repository. Click one 'submit' button among '논문 및 과제 검사 - 유사도 검사 시 DB 미 저장 (Originality Check - No Repository)' submit buttons to check your paper. With each 'submit' button, you can check your paper 4 consecutive times by clicking 'resubmit' button. After checking your paper 4 times with the same button, move on to the next button check your paper.

This is your class homepage. To submit to an assignment click on the "Submit" button to the right of the assignment name. If the Submit button is grayed out, no submissions can be made to the assignment. If resubmissions are allowed the submit button will read "Resubmit" after you make your first submission to the assignment. To view the paper you have submitted, click the "View" button. Once the assignment's post date has passed, you will also be able to view the feedback left on your paper by clicking the "View" button.

| Assignment Title | Info | Dates | Similarity | Actions |
|---|------|--|------------|---------------|
| 논문 및 과제 검사 - 지적재산보호 목적 DB 저장 (Originality Check - Save to Repository for Copyright) | ⓘ | Start 10-Mar-2017 9:00AM Due 31-Aug-2020 1:19AM Post 31-Aug-2020 1:19AM | | Submit View ↓ |
| 논문 및 과제 검사 - 지적재산보호 목적 DB 저장 (Originality Check - Save to Repository for Copyright) | ⓘ | Start 10-Mar-2017 9:14AM Due 31-Aug-2020 1:19AM Post 31-Aug-2020 1:19AM | | Submit View ↓ |
| 논문 및 과제 검사 - 지적재산보호 목적 DB 저장 (Originality Check - Save to Repository for Copyright) | ⓘ | Start 10-Mar-2017 9:15AM Due 31-Aug-2020 1:19AM Post 31-Aug-2020 1:19AM | | Submit View ↓ |
| 논문 및 과제 검사 - 지적재산보호 목적 DB 저장 (Originality Check - Save to Repository for Copyright) | ⓘ | Start 10-Mar-2017 9:15AM Due 31-Aug-2020 1:19AM Post 31-Aug-2020 1:19AM | | Submit View ↓ |
| 논문 및 과제 검사 - 지적재산보호 목적 DB 저장 (Originality Check - Save to Repository for Copyright) | ⓘ | Start 10-Mar-2017 9:16AM Due 31-Aug-2020 1:19AM Post 31-Aug-2020 1:19AM | | Submit View ↓ |
| 논문 및 과제 검사 - 지적재산보호 목적 DB 저장 (Originality Check - Save to Repository for Copyright) | ⓘ | Start 10-Mar-2017 9:17AM Due 31-Aug-2020 1:19AM Post 31-Aug-2020 1:19AM | | Submit View ↓ |
| 논문 및 과제 검사 - 유사도 검사 시 DB 미 저장 (Originality Check - No Repository) | ⓘ | Start 10-Mar-2017 9:17AM Due 31-Aug-2020 1:19AM Post 31-Aug-2020 1:19AM | | Submit View ↓ |
| 논문 및 과제 검사 - 유사도 검사 시 DB 미 저장 (Originality Check - No Repository) | ⓘ | Start 10-Mar-2017 9:19AM Due 31-Aug-2020 1:19AM Post 31-Aug-2020 1:19AM | | Submit View ↓ |
| 논문 및 과제 검사 - 유사도 검사 시 DB 미 저장 (Originality Check - No Repository) | ⓘ | Start 14-Mar-2017 8:11AM Due 31-Aug-2020 1:19AM Post 31-Aug-2020 1:19AM | | Submit View ↓ |
| 논문 및 과제 검사 - 유사도 검사 시 DB 미 저장 (Originality Check - No Repository) | ⓘ | Start 03-Jan-2018 11:41AM Due 31-Aug-2020 11:59PM Post 31-Aug-2020 12:00AM | | Submit View ↓ |
| 논문 및 과제 검사 - 유사도 검사 시 DB 미 저장 (Originality Check - No Repository) | ⓘ | Start 03-Jan-2018 11:42AM Due 31-Aug-2020 11:59PM Post 31-Aug-2020 12:00AM | | Submit View ↓ |

8. If you have your final version of your paper (thesis) and would like to protect your copyright, you can save your work in Turnitin's Database by using one among '논문 및 과제 검사 - 지적재산보호 목적 DB 저장 (Originality Check - Save to Repository for Copyright)' submit buttons. It does not mean your work is saved in Turnitin's Database immediately, but it will be saved after the stated 'due date' and 'post date'. 6

How to understand Turnitin's Originality Reports

1. Your originality results will be ready in 5 minutes. Refresh the page or click F5.

Once you see the colored box and the percentage under Similarity, your results are ready. Please **click the colored box or the Similarity index (number)** to access the result page.

| 제출 | 저자 | 제목 | 유사성 | 파일 | 보고서 ID |
|--------------------------|-----|----|---|----|-----------|
| <input type="checkbox"/> | 홍길동 | 샘플 | 53% ■ | | 630665061 |

2. Click the first button in the red section to see the match overview.

The majestic blue whale, the goliath of the sea, certainly stands alone within the animal kingdom for its adaptations beyond its massive size. At 30 metres (98 ft) in length and 190 tonnes (210 short tons) or more in weight, it is the largest existing animal and the heaviest that has ever existed. Despite their incomparable mass, aggressive hunting in the 1900s by whalers seeking whale oil drove them to the brink of extinction. But there are other reasons for why they are now so endangered.

The blue whale's common name derives from bluish-hue that covers the upper side of it body, while its Latin designation is Balaenoptera musculus.

- 1)
- 2)
- 3)
- 4)
- 5)

Match Overview
✕

43%

| 1 | en.wikipedia.org <small>Internet Source</small> | 17% > |
|---|---|-------|
| 2 | animals.nationalgeogra... <small>Internet Source</small> | 14% > |
| 3 | www.squidoo.com <small>Internet Source</small> | 12% > |

Upon clicking the 1) button (Originality index button), you can see the match overview of matched sources. If you need to download the results and hand in the pdf copy of this to the school or the office, please click 5) button.

1) Originality Index: The number you see (ex. 43) is the Originality index and not plagiarism. Upon clicking this number, you can see the match overview. When clicking each matched source, you'll be directed to the matched parts in context in the paper.

2) Match breakdown: This button shows you all the marched sources in details. You also can exclude some sources by double clicking them and select "exclude sources"

3) Filter: You can exclude direct quotes (Parts in double quotation marks), bibliography (parts under "references") from your originality results

4) Undo: Reset settings of 3) button

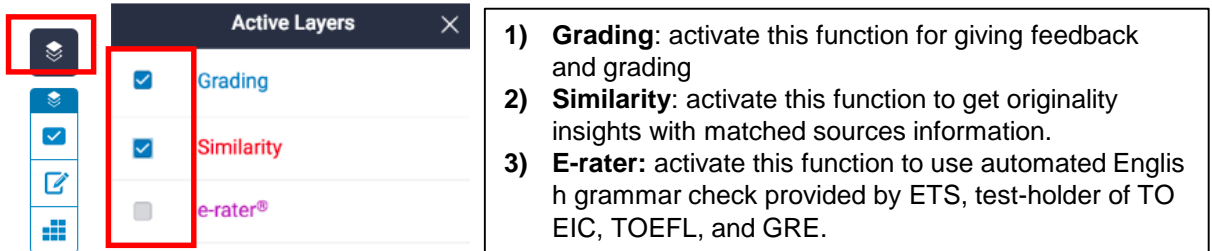
5) Download: downloading the pdf of the results (click [current view])

If you need to submit Turnitin Originality report to your school, it is the pdf file you can download by clicking 'download' icon and choosing 'current view'

Automated English Grammar Check powered by ETS E-rater (for TFS customers)

Notice: Automated grammar check e-rater works **when the submitted file is written in English ONLY. It works properly when the submitted paper contains less than 64,000 characters.**

1. Click the black button to make sure e-rater button is activated. If not, please activate the engine by checking the box.

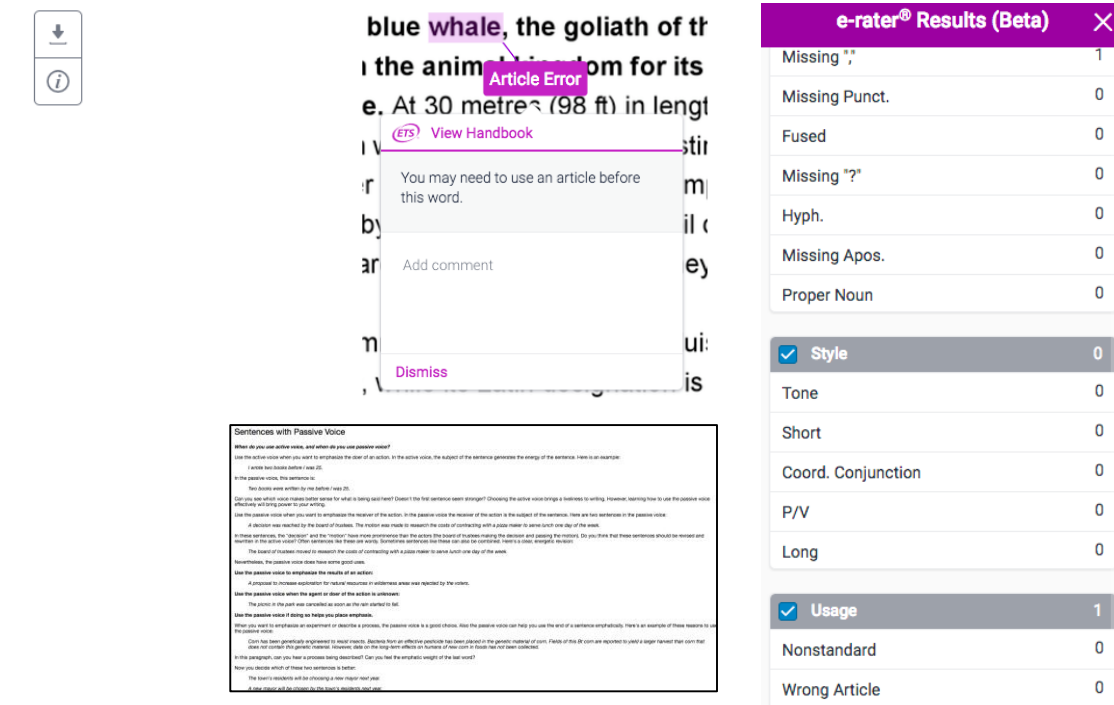


1) Grading: activate this function for giving feedback and grading

2) Similarity: activate this function to get originality insights with matched sources information.

3) E-rater: activate this function to use automated English grammar check provided by ETS, test-holder of TOEIC, TOEFL, and GRE.

2. Click ETS button (purple layer) to see the grammar check results. (5 categories of feedback on your English grammar.



e-rater® Results (Beta)

| | |
|---|---|
| Missing “” | 1 |
| Missing Punct. | 0 |
| Fused | 0 |
| Missing “?” | 0 |
| Hyph. | 0 |
| Missing Apos. | 0 |
| Proper Noun | 0 |
| <input checked="" type="checkbox"/> Style | 0 |
| Tone | 0 |
| Short | 0 |
| Coord. Conjunction | 0 |
| P/V | 0 |
| Long | 0 |
| <input checked="" type="checkbox"/> Usage | 1 |
| Nonstandard | 0 |
| Wrong Article | 0 |

Sentences with Passive Voice

When do you use active voice, and when do you use passive voice?

Use the active voice when you want to emphasize the user or performer. In the active voice, the subject of the sentence generates the energy of the sentence. Here is an example:

I wrote two books before last year.

In the passive voice, this sentence is:

Two books were written by me before last year.

Can you see what your reader knows for what is being said here? Often the first sentence seems stronger? Choosing the active voice brings a freshness to writing. However, learning how to use the passive voice effectively will bring power to your writing.

Use the passive voice when you want to emphasize the receiver of the action. In the passive voice the receiver of the action is the subject of the sentence. Here are two sentences in the passive voice.

A decision was reached by the board of trustees. The author was made to research the costs of contracting with a pipe master to write on the side of the wall.

In these sentences, the “subject” and “verb” have more importance than the action the object of the sentence. The decision and passing the orders. Do you think that these sentences should be revised and rewritten in the active voice? Often sentences like these can also be combined. Here is one example:

The board of trustees decided to research the costs of contracting with a pipe master to write on the side of the wall.

Nonetheless, the passive voice does have some good uses.

Use the passive voice to emphasize the results of an action.

A proposal to increase expenses for vehicle expenses or reimbursements were now handled by the client.

Use the passive voice when the agent or doer of the action is unknown.

The person who paid your credit card bill was not identified to me.

Use the passive voice if being too helpful you please emphasize.

When you want to emphasize an equipment or describe a process, the passive voice is a great choice. Also the passive voice can help you use the end of a sentence emphatically. Here is an example of these reasons to use the passive voice.

Can you have been generally expected to check in with the author from an official perspective has been chosen in the generic manner of our. (Many of our are expected to send a sign before that can be used to control the general interest. However, due to the long which is known of our work it is best for our own interests.)

In the paragraph, can you have a sentence being described? Can you feel the emphasis being of the last word?

Now you decide which of these two sentences is better.

The board's members will be choosing a new report next year.

A new report will be chosen by the board's members next year.

3. Depending on the language settings, feedback and explanations are available in different languages. This grammar check function is good for student self-correction.

Frequently Asked Questions

Uploading papers

1) It takes too long to upload my file.

- If your paper is hwp file, please convert it to MS-Word file or adobe pdf and try again.
- If you're using Internet Explorer browser, use google chrome browser. ([download chrome](#))

2) I got 0% of originality index. Is it okay?

- Depending on the academic field or the research topic, originality can be low.
- Convert your file to MS-word and check again in case of file-recognition error.

3) My Originality is way too high. By looking at the match overview, I think my paper is matched against the paper I submitted in the past.

- This can happen in three cases:

- a. you have more than 2 Turnitin IDs
- b. your supervisor (professor) or co-researchers might have checked your paper
- c. You've published your paper in journal

- Needed action on your end

- a. you have more than 2 Turnitin IDs: Write an email to tiisupport@turnitin.com with your name, school, and the email addresses you suspect you have in Turnitin. Make a request to delete multiple IDs leaving only one Turnitin ID and delete all submitted files.

- b. your supervisor (professor) or co-researchers might have checked your paper: Check with your supervisor or co-researchers to confirm. Contact your Turnitin admin at your school to delete the previously submitted file with the explanation. If you don't know your Turnitin admin, contact koreasales@turnitin.com

- c. You've published your paper in journal: Please contact koreasales@turnitin.com

4) Paper deletion request

- If you need your paper removed from Turnitin DB, please send an email to your school's Turnitin admin and request your paper deletion. Include your name, school and department, your Turnitin ID (email address), and Paper ID.

- How can we find my paper ID (submission ID)?

In your result page, click on the 'download' icon (please refer to p.5 in this manual) and click on 'digital receipt'. You can check your paper ID (submission ID) there.