TURNITIN AT WESTERN SYDNEY UNIVERSITY:
A brief instructional guide for students
Getting started

You are able to submit your paper to Turnitin via vUWS. Login to vUWS using your Western Sydney Account login and password, select the appropriate unit and click on the Turnitin assignment link.

Submitting a Paper


Ensure that you insert your name and/or student ID into the header or footer of your document.

1. To upload a paper, choose the Submit button

At the Submit paper: by file upload screen choose the following options:

2. Enter a submission title. It is recommended that you include your student id number in the title of the submission

3. Choose your preferred submission option (e.g. browse to file location, Google Docs or Dropbox) and click on Open to attach file

4. Click on the Upload button to commence upload

5. A preview of the paper will be displayed. Choose the Confirm button to submit your assignment

6. After the submission has been completed a digital receipt is displayed onscreen. A copy is also sent to your Western Sydney University student email account. The receipt is proof of a completed submission. At anytime, the digital receipt is also accessible via the Assignment Inbox. Click on the ‘download’ icon to the bottom right of the document viewer.
Accessing the Report

1. When you click on the Turnitin Assignment link, the Assignment Inbox will display the status of your submission.

2. When the word ‘processing’ appears in the Similarity column, this indicates that your paper has been submitted but the report has not yet been generated.

3. When a report has been generated, an icon is placed in the Similarity column of the portfolio page.

4. To open a report, click on the percentage and report will be displayed in a new window.

Note: The generation of the Originality Reports for first submissions usually takes a few minutes. For second and subsequent submissions of the same paper, the report might not appear for up to 24 hours.

Re-submitting an Assignment

- Some lecturers may allow students the ability to overwrite their previous submissions until the due date and time set for the assignment.
- Re-submitting an assignment is handled in an identical manner as a first time submission to an assignment.
- Re-submissions will completely overwrite the original submission. Note papers can only be re-submitted until the assignment due date.
- If the setting to allow late submissions after the due date is turned on, only students who have not yet submitted a paper will be able to submit.
Interpreting the Report

An Originality Report does not detect plagiarism, it provides a summary of matching or similar areas of text found in a submitted paper.

- The paper shown in the Originality Report is fully formatted and contains any images and graphs included in the original document. However, please be aware that to check the original formatting on your document you should download the file you submitted.
- The Originality Report icon shows a percentage and a corresponding colour indicating on an index where this percentage falls in terms of matching content. This percentage is the overall similarity index.

The overall similarity index and the corresponding colour scaling of the icons provides a basic indication of how much information contained in a specific submission is matched to other sources in the Turnitin repository. The possible similarity index percentage ranges are linked to a corresponding colour:

- **Blue** (<20 matching words)
- **Green** (single word – 24% match)
- **Yellow** (25 – 49% matching text)
- **Orange** (50 – 74% matching text)
- **Red** (75 – 100% matching text)

The Originality Report is separated into three main areas:

- **Document viewer frame** – shows the Overall Similarity Index for the report and the title and author of the paper
- **Paper text** – the submitted paper text in its original formatting. Matching text is highlighted in a colour that corresponds to the matching source listed on the right side of the Originality Report
- **Matching sources/sidebar** – the list of matching sources for the highlighted areas of the paper text to the left.
Primary Source View

The default view is Primary Source View. This shows highest matches together and lists of all areas of the paper which have similarity to information in the Turnitin repository. Matches are colour coded and listed from highest to lowest percentage of matching word area to the submission.

Direct Source Comparison

Direct Source Comparison, allows a user to quickly compare matching text to the source of the match in the Turnitin repositories.

To view match content:

- Click on a highlighted area of text on the left hand (student paper) side
- A pop-up window will appear above the highlighted text displaying the matching text within the source of the match. Click on the Full Source View link in the top right of the pop-up window to view the Full Source Text within the sidebar
If the source you are viewing contains multiple segments of matching text, you can navigate between segments using the up/down arrows. The text in the paper will automatically line up with the source for easy comparison.

To view matching text, select the link listed at the top of the sidebar. It will display matching text from a web source in its original web context.

When you have finished viewing a source, return to the list of matching sources by clicking the close link.

**Printing or Downloading Reports**

- The Originality Reports can be printed or downloaded to provide a physical copy or saved to your computer to retain an offline copy of the results.

- Select the print icon at the bottom of the Originality Report. This will prepare a readable, print-friendly version of the Originality Report.

- When printing, the print version created is based on the view mode of the Originality Report currently open.

- A copy of the Originality Report can be saved in a HTML format to your computer or a connected data storage device.

- You cannot print from the screen. You must select the print icon, located at the bottom left of the screen. This will prepare a readable, PDF version of the Originality Report.

- Click on the ‘Click here to download your file’ link in the pop-up window and choose the ‘open’ button.

- Then, choose the ‘Print’ icon from the top left of the screen.

**What percentage matters?**

A **low percentage** indicates a low incidence of matching text. A low percentage may indicate:

- Low use of direct quotes: Good academic writing does not rely heavily on the use of direct quotes.

- Use of paraphrased or summarised text: Make sure that all the sources you have used, including ideas etc. have been acknowledged accurately.

A **high percentage** of matching text may indicate:

- Relying too much on direct quotation.

- Cut and paste from sources.
The percentage of original writing will vary depending on the type of writing and the subject area involved. It is important to use your own academic judgement in each individual piece of work. In order to avoid any possibility of plagiarism, ensure that you write original work for each assignment you submit.

Ask yourself:

- Have I written an original piece of work?
- Have I clearly acknowledged all of my sources
- Are my sources in my reference list?
- Has any work in this assignment already been submitted to Turnitin?

**What do I do with matching text?**

The possible sources of matching text must be carefully examined to determine whether you have correctly cited the source or whether the matching text is likely to be plagiarism or merely commonly used works. Consider paraphrasing or summarising the text.

**Turnitin videos**

Additionally, you may wish following to view the videos covering the topics of:

- **How to submit an assignment into Turnitin**, Students are encouraged to pre-submit their work to Turnitin and to make revisions on the basis of the Originality Report before final submission of their work for assessment. Note: An originality report will be available within a few minutes after the first submission or 24 hours for second and subsequent submissions

- **Viewing and interpreting your Originality report**, Good academic writing is a skill that comes with practice and experience. The Originality Report is useful for editing papers that include excessive use of direct quotes and paraphrases. Students are encouraged to pre-submit their work to Turnitin and to make revisions on the basis of the Originality Report before final submission of their work for assessment.

- **Accessing assignment feedback via Turnitin**, Feedback on assignments is an essential part of learning. This video will demonstrate how to obtain your grade and feedback via the Turnitin assignment link.

Some common questions about Turnitin and the submission process are answered at the [Student FAQ page](#).

For technical assistance please contact the IT Service Desk via the [MyIT portal](#).