



Using Turnitin – A Tutorial for Students

Academic Integrity

- Galen nursing students are expected to abide by the College's Academic Integrity Honor Code and to demonstrate exemplary behaviors and integrity in all academic endeavors.
- Students are responsible for learning and upholding professional standards of writing, assessment, and ethics in all coursework and clinical experiences in order to prepare for future professional responsibilities.
- Academic dishonesty, which includes cheating, plagiarism, any attempt to receive or give assistance during an examination, and other forms of dishonest or unethical behavior, is prohibited and considered a critical offense. Please refer to the *Student Code of Conduct* for complete information related to critical offenses.

What is Plagiarism?

- Plagiarism is using the written work or idea of an author or another student as one's own. In an effort to verify the integrity of submitted works, faculty may require students to submit assignments through plagiarism detection software, such as Turnitin. Plagiarism detection software assists students in properly citing sources and provides an opportunity to correct accidental or intentional errors of documentation. Although plagiarism detection software can be a very valuable tool, it is not the only determinant faculty will use to monitor submitted works. For information regarding the use of plagiarism detection software, please see your course faculty member. For more information on plagiarism, please visit [the Student Resource Center](#).

Galen College of Nursing TurnItIn Policy

In an effort to uphold the Academic Integrity Honor Code published in the Student Handbook, Galen College of Nursing subscribes to a third-party plagiarism detection service call TurnItIn. This service is used in courses for students as a learning resource tool to check academic assignments before submitting final drafts of assignments to faculty. Faculty use this source as 'originality' checking for acts of plagiarism. Faculty also reserves the right to use TurnItIn at any time for any material submitted to a course to verify originality of work.

Results of Offense for Academic Dishonesty

As per Galen's *Student Code of Conduct*, plagiarism is considered a Critical Offense. Please see the *Student Code of Conduct* and Offenses in the Student Handbook. Additionally, for more information on plagiarism, please visit [the Galen website](#). Any disciplinary action due to plagiarism based on the TurnItIn Originality Reports will follow the guidelines outlined in the *Student Code of Conduct* Discipline Policy and Disciplinary Process.



What is TurnItIn?

- Commercial web-based solution
- Used in all pre-licensure courses

How Does It Work

Students submit **papers** to the TurnItIn-integrated Canvas assignment Dropbox. Once an **assignment** is submitted, the text of the paper gets compared with the material already stored in the TurnItIn database. If there is any string of text that matched something already in the TurnItIn database, then TurnItIn will highlight the matching text, and generates an Originality Report and Originality Score automatically.

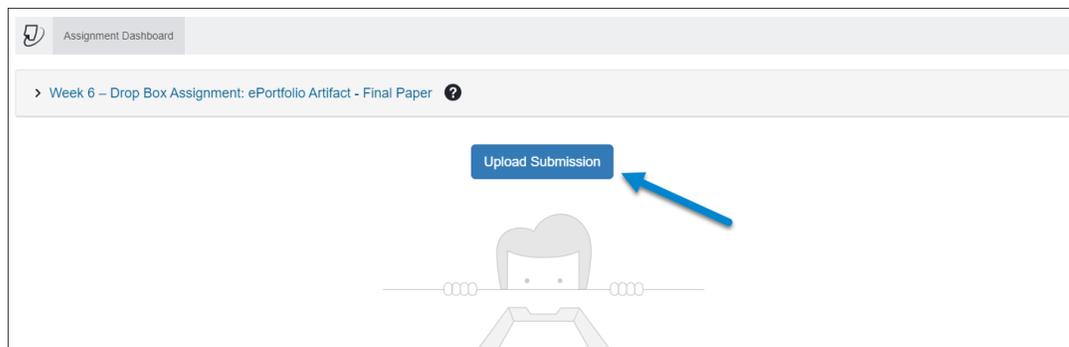
- Student submissions should register an originality score of 25% or below; and
- Multiple attempts are allowed before the assignment's due date

How to Submit a TurnItIn Assignment

Step 1: Open the assignment Dropbox by clicking on the title of the assignment in the module.

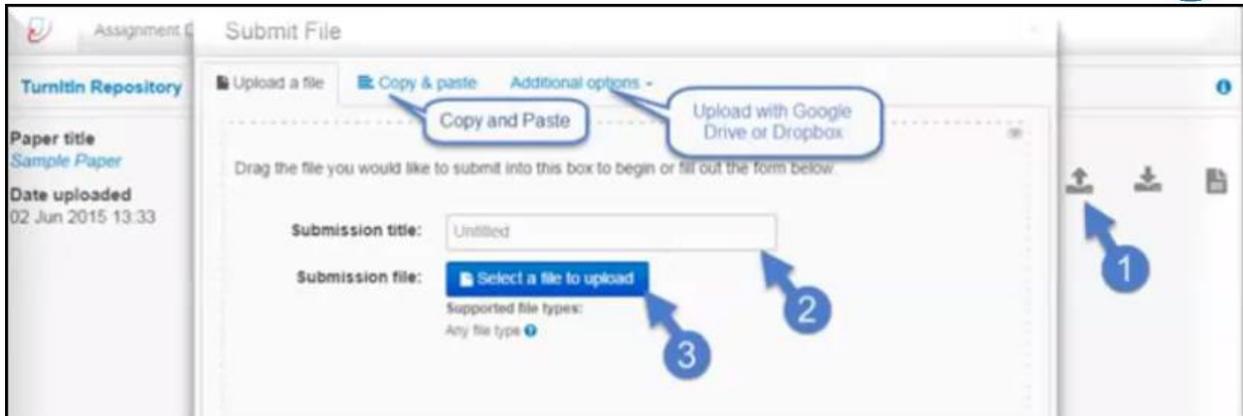


Step 2: Upload the submission to TurnItIn Dropbox by clicking on the blue Upload Submission button.

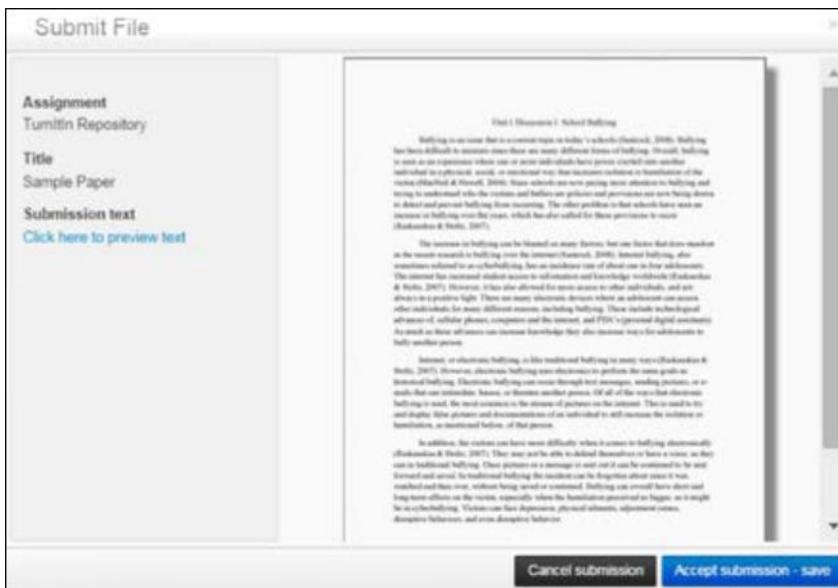
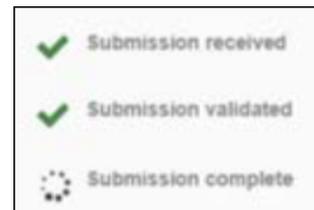


Step 3: Click on the Upload icon. Next, name the assignment/submission.

- To upload the assignment from your computer, click on the blue "Select a file to upload" button.
- To copy and paste your assignment, click on the "Cut & paste" link at the top of the window.
- To upload your assignment from Google Drive or Dropbox, click on the "Additional Options" link at the top of the window.

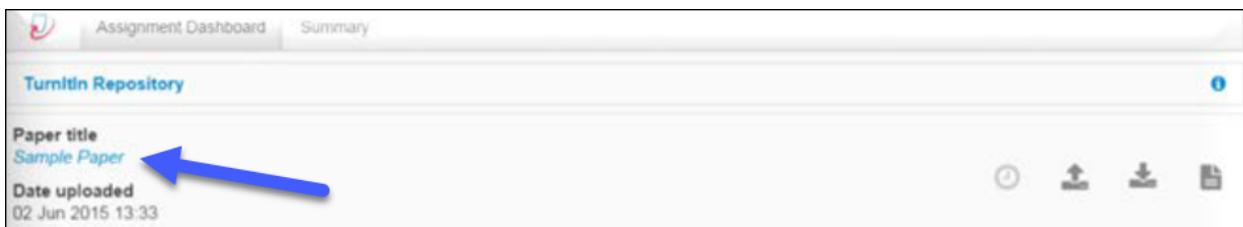


A page will display, showing the status of your submission. It will notify you as your assignment is received, validated, and then completed.



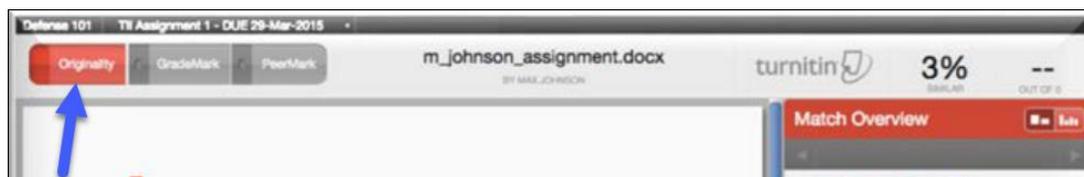
Step 4: Next, you will need to accept the submission by clicking on the blue Accept submission button.

Step 5: To open the assignment, click on the Paper Title which will be highlighted in blue.





Step 6: Once the submission displays, click on the Originality at the top left of the screen to open the report.



Step 7: Click on the Percent of Match near the center-right of the screen to display the Match Overview.



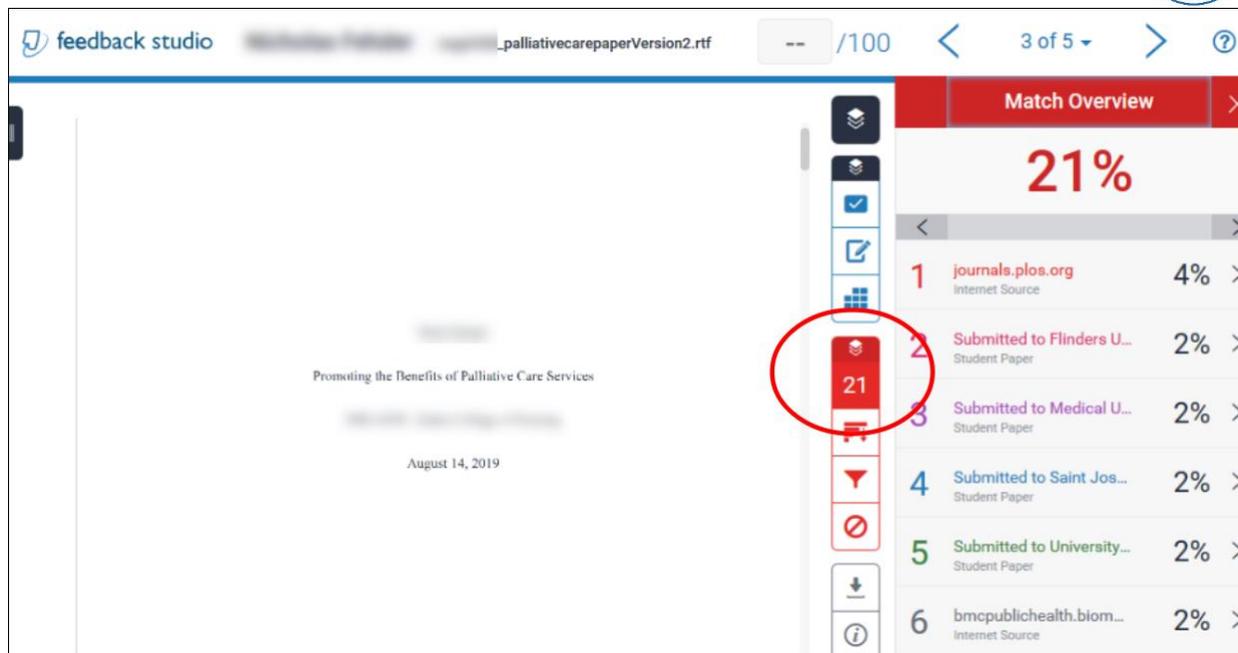
Note: Originality reports can also be accessed from the grades area within Canvas. Click on the colored tag to the right of an assignment.



Taking a Closer Look at the Originality Report

- At the top of the page is information about the paper or assignment.
- On the left side of the page is your paper/assignment.
- On the right side of the page is the originality score with a breakdown.

The text that matches something already in the Turnitin database gets highlighted in various colors. In the right column is a list of the sources within the Turnitin database that matched the highlighted text in your paper.



TurnItIn compares the text in the paper against text on the Internet, other student submissions, and commercial databases.

It is perfectly natural for an assignment to match against some of the TurnItIn databases. If you have used quotes and referenced correctly, there will be instances where the report will pick up a match. The similarity score simply highlights any problem areas in your paper, and then you can use this as an investigative tool to determine whether the match is acceptable or not. Similarity Reports provide a summary of matching or highly similar text found in a submitted paper. When a Similarity Report is available for viewing, a similarity score percentage will be made available. Similarity Reports that have not yet finished generating are represented by a grayed-out icon in the Similarity column.

The color of the report icon indicates the similarity score of the paper based on the amount of matching or similar text that was uncovered. The percentage range is 0% to 100%. The possible similarity ranges are:



| TITLE | SIMILARITY |
|------------|---|
| Submission | 0% ■ |
| Submission | 6% ■ |
| Submission | 43% ■ |
| Submission | 58% ■ |
| Submission | 80% ■ |

- Blue: No matching text
- Green: One word to 24% matching text
- Yellow: 25 – 49% matching text
- Orange: 50 – 74% matching text
- Red: 75 – 100% matching text



Questions to Consider When the Similarity Index is Above 25%

- Is something directly quoted without citing a source? Did you include quotation marks?
- Have you used a source cited by another student?
- Is the matching associated with the sources listed on your reference page?

Your instructor is interested in the reason or explanation for why there is a match. Remember, TurnItIn is only finding matched content, NOT interpreting what the matches mean.

Make Changes to Your Submission

Use this report to make any needed changes to your assignment to obtain a percentage of less than 25%.

- Use the report to identify areas where citations are not found.
- Revise your narrative to paraphrase direct quotes.
- Resubmit the assignment to TurnItIn dropbox within your assignment.
- Check the Originality Report.
- You are allowed three uploads in a 24-hour period. **After three submissions, you must wait 24 hours to resubmit a paper in TurnItIn.**

Be sure to:

- Use the resources available to you.
- Contact your faculty when you have questions.
- Plan ahead, so you have time to review your TurnItIn Originality report and revise your work if needed.

Our faculty and are here to help you achieve successful outcomes.