Instructions for Using Turnitin

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(Adapted from a documented originally prepared by the School of Psychiatry & Psychology, Monash University)
Step 1. Registering with Turnitin

To begin using Turnitin you must first register and create a personal user profile.

How you do this depends on whether your details have already been registered with Turnitin.

If you have received notification by email from Turnitin of your login username (usually your Monash student email) and a temporary password complete the steps under Section A below to create your Turnitin user profile.

If you have not received notification by email from Turnitin of your login username and a temporary password complete the steps under Section B below to register with Turnitin and create your user profile.

A. You have received login details from Turnitin

If you have already received notification from Turnitin of your login username (usually your Monash student email address) and a temporary password, then a Turnitin account has already been created for you. You will need these details to create your user profile as described below.

Login to Turnitin using these details either by:

1. following the link from Blackboard
2. or directly at http://www.turnitin.com
The first time you log into Turnitin you will be presented with the “Welcome to Turnitin!” screen as shown below. **You are required to complete this section the first time you login to Turnitin only.**

![Welcome to Turnitin](image)

Complete the sections that require you to choose a unique password and select a secret question for identity verification. Click the Next button to move to the "User agreement" screen. Complete the required fields then click the "I agree -- continue" button.

**B. You have not received login details from Turnitin**

If you do not have a Turnitin account you will first need to register and create your own user profile. Complete the steps below.

Go to Turnitin either by:
1. following the link from Blackboard
2. or directly at [http://www.turnitin.com](http://www.turnitin.com)

Click on the Create Account link on the Turnitin homepage.
You will be presented with the “Create a User Profile” screen as shown below.

Select “Student” under the “Create a New Account” section.

You will then be taken to the “Create a New Student Account” screen as shown below.
To create your user profile you will need the “Class ID” and “Class enrollment password”. Your lecturer will provide these to you.

Complete the remaining sections that require you to enter your name, email address, choose a unique password and select a secret question for identity verification.

**Note: You must enter your Monash student email address in the “email address” field.**

Click the Next button to move to the "User agreement" screen. Complete the required fields then click the "I agree -- continue" button.

Once you have completed the registration process you will be able to login to Turnitin.
Step 2. Submitting Assignments to Turnitin

When you login to Turnitin, or immediately after completing the registration procedure above you will be taken to the list of classes available to you.

1. Select the appropriate class from the class list

2. Click on the “Submit” button beside the appropriate assignment

3. Upload your assignment draft to Turnitin

On the assignment submission screen shown below enter a title for your assignment then use the “Browse” function to locate the file on your computer. Finally click the “Upload” button.

IMPORTANT: To protect your privacy, make sure you delete all identifying personal information that either identifies you or any other person from the document before submitting.
Your assignment will be displayed on the next screen and you will be asked if it is the paper you want to submit - if it is, click the “submit” button.

When the assignment has been successfully submitted you will be issued with a Turnitin Digital receipt.

**Note:** A copy of the receipt will also be sent to your Monash University email address. Keep this as proof of your submission.
Step 3. Viewing your Originality Report

To view your Originality Report click on the “class portfolio” link then the "Show details" link.

Click on the icon showing the overall percentage of matched text (in this case 12%).

This will open a copy of the Originality Report.

**Important Points to Note:**

It is likely that there will be some text matching found in your draft.

Remember that a text match does not necessarily constitute plagiarism. For example, it is not plagiarism: a) if the text is part of a heading, b) if the text is actually a quote that has been adequately acknowledged with quotation marks and a citation, or c) if the text is a citation or a reference in your reference list.

Where Turnitin identifies a paragraph or series of sentences that are text matched to another source, and which have not been referenced correctly, then this is classified as plagiarism. In this instance the text matched section should be either rewritten in your own words and/or cited correctly before the final draft is submitted for assessment.

The resources on the Blackboard site have been provided to help you reference and cite correctly.
Step 4. Resubmitting Another Draft of your Assignment

If you wish to resubmit a revised version of your assignment click the "Resubmit" button for the relevant assignment.

![Demo Class Assignment Index & Portfolio]

Note: Each time you submit a new draft of an assignment to Turnitin, it overwrites the previous draft and a new Originality report will be generated which will overwrite the previous one. If you wish to keep a copy of the previous Originality report either click the Print or Download icons of the report before submitting a revised draft.

Originality Reports are not generated immediately for revised drafts and there may be a delay of approximately 24 hours for subsequent drafts for a given assignment.

Repeat the Steps 2 & 3 above for submitting the revised draft and viewing the new Originality report.