Using Turnitin in ARCH 331

As a faculty member at Texas A&M University, I know that many of you are unfamiliar with what constitutes plagiarism, commonly defined as the act of passing off someone else’s work as your own.

This semester, we will be using the website, Turnitin.com, as a monitor so you can check your writing for plagiarism in the Learning Portfolio.

**Instructions for Turnitin can be found at**

You can also find this guide by going to http://www.turnitin.com, click on Training Materials underneath the login, and then click on Student User Guide. Below is the shortened version.

**How to Register Yourself in Our Class at Turnitin.com**

1. Go to the website: http://www.turnitin.com
2. If you do not have an existing user profile, in the top right corner, click on New Users.
   - Step 1: Click the drop down menu labeled are you a student or instructor? and select student. Click on next.
   - Step 2: Enter the class ID number and the case sensitive class enrollment password then click on next. They are listed below in item 4.
   - Step 3: Enter a valid email address – it would be better if you used an approved university one. Click on next.
   - Step 4: Enter and confirm a password. Choose a secret question and enter an answer (case sensitive).
   - Step 5: Enter your first and last name.
   - Step 6: Click I Agree – create profile to the User Agreement.
   - Step 7: Click on end wizard and log in to start using Turnitin
3. Login, if you did not go through the new user profile wizard and click on enroll in a class
4. To enroll, Our Class ID is 12622325
   Our Class Enrollment Password is design16B
5. You are now ready to submit a paper.
   To submit a paper, please login to Turnitin.com and click on the name of your class or choose the assignment tool. You will be taken to your Class Homepage, which will contain your Assignment inbox which looks much like this:

<table>
<thead>
<tr>
<th>Assignment inbox: ARCH 331</th>
</tr>
</thead>
<tbody>
<tr>
<td>Info</td>
</tr>
<tr>
<td>Learning Portfolio</td>
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To the right of the name of your assignment will be a submit button. You can click on it to submit your paper. You have the option of uploading your text by cut and paste or by file upload.
IMPORTANT: The content of the paper you are submitting must not contain your names, UINs, or other identifying personal information.

Cut and Paste: This is very straightforward. DO NOT add HTML tags; it is not necessary and will only confuse you when you look at the report.

Uploading the file: Click Browse and then select the file you want; and type your submission title into the text box. Click Submit and confirm after reviewing the preview panel by clicking Submit Paper. After submission, you will see a digital receipt for your submission. A copy of this receipt will also be emailed to you. If you would like, print the receipt below for you records."

You can resubmit your assignment as many times as you wish. The first time you submit, you should be able to immediately look at your “Originality Report”. After submission, click on “Class Portfolio”. There is a small colored box to the right of the submission date under “contents”. The color denotes how original your paper is. If it is gray, either the program hasn’t finished checking or you have submitted more than twice. When you click on the box after your first submission, you’ll see your “Originality Report”. Any part of your text in red can be considered by me to be plagiarized if it hasn’t been properly cited. The program cannot tell if you have cited correctly, although there is an option to review by excluding quoted or bibliographic materials. You can click on “Side-By-Side Version” near the top right hand corner to see your paper and the one to which it was compared.

Your work will be checked against internet sources and each other. Note: If you submit two papers for the same assignment, you will be checked against your own work and it will be all red – that’s why you must resubmit your paper, not submit two different papers.

An acceptable paper for our assignments must be in the blue or green zone (less than 24% matching), unless the text has been properly cited. The program cannot recognize if you put quotes around text – it only recognizes phrases. If your essay is in the yellow, orange or red zone, and if you didn’t cite properly, you must rewrite your paper and resubmit it. You will be allowed to revise as many times as you wish, up to the deadline. However, I believe you can only see your revised Originality Report after your first resubmission, not subsequent ones.

The Learning Portfolio must be printed out and turned in for grade.

Your Learning Portfolio must be submitted to Turnitin.com by the assignment deadline or you will get a zero for the assignment, even if your work is original. I will be checking everyone’s work for each assignment to be sure (1) it was submitted within the time limit, and (2) it passes the guidelines for plagiarism.