

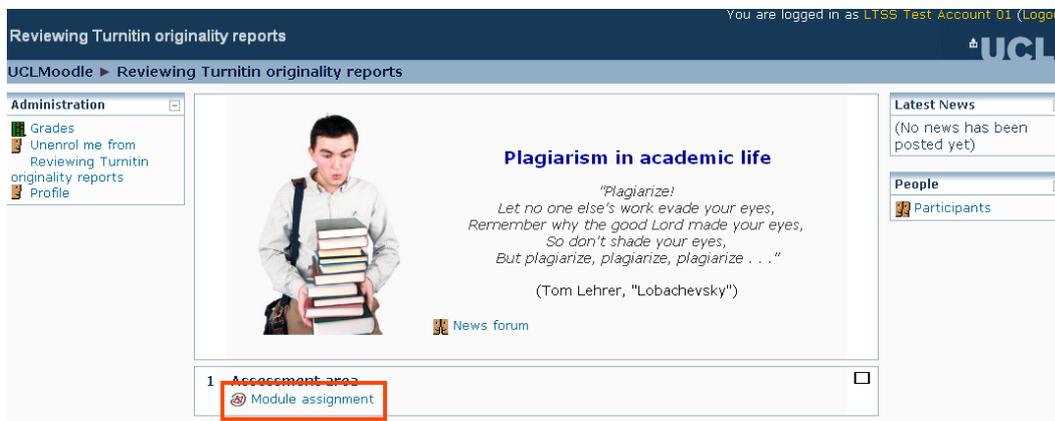
How to Submit Coursework to Turnitin via Moodle

All Geography coursework, with the exception of the third year dissertation, should be submitted electronically to Turnitin via Moodle. The first page of all coursework (again excluding the third year dissertation) should be a completed Coursework Submission Sheet that is available from each Moodle course page and the Undergraduate Page of the Geography Department web site.

The following simple guide defines the steps you should follow to submit coursework via Moodle.

Step 1:

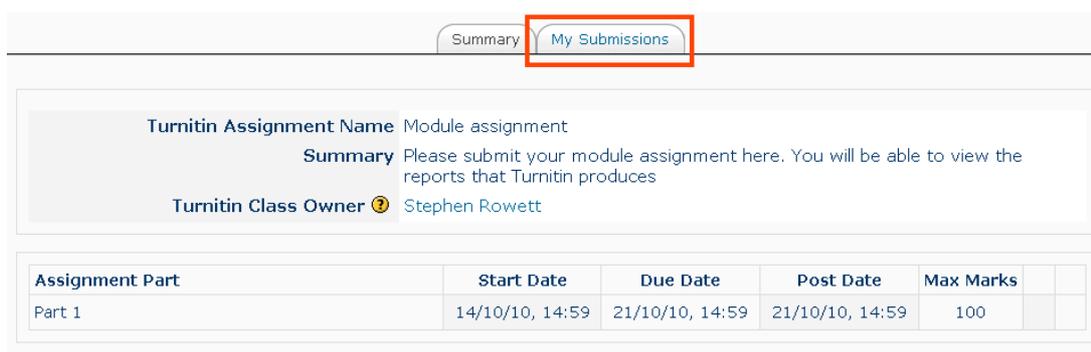
Access your Moodle course and find the correct assignment, such as the one shown below. Click on the assignment. You will see instructions, which you should read carefully, and the date that the work is due:



The screenshot shows a Moodle course page titled "Reviewing Turnitin originality reports". The page features a central article titled "Plagiarism in academic life" with a quote from Tom Lehrer: "Plagiarize! Let no one else's work evade your eyes, Remember why the good Lord made your eyes, So don't shade your eyes, But plagiarize, plagiarize, plagiarize . . ." (Tom Lehrer, "Lobachevsky"). Below the article is a "News forum" link. On the left, there is an "Administration" menu with options like "Grades", "Unenrol me from", "Reviewing Turnitin originality reports", and "Profile". On the right, there are "Latest News" and "People" sections. At the bottom, a "1 Assignment area" is visible, with a red box highlighting the "Module assignment" link.

Step 2:

Click on the My Submissions tab:



The screenshot shows the Moodle assignment submission page. At the top, there are two tabs: "Summary" and "My Submissions", with "My Submissions" highlighted by a red box. Below the tabs, the assignment details are displayed: "Turnitin Assignment Name: Module assignment", "Summary: Please submit your module assignment here. You will be able to view the reports that Turnitin produces", and "Turnitin Class Owner: Stephen Rowett". At the bottom, there is a table with the following data:

Assignment Part	Start Date	Due Date	Post Date	Max Marks		
Part 1	14/10/10, 14:59	21/10/10, 14:59	21/10/10, 14:59	100		

Step 3:

Enter your Exam Candidate ID as the submission title for your assignment and click Browse to find the file on your computer. Please note that if coursework is being submitted anonymously you MUST specify your Exam Candidate ID NOT your name, student number or essay title. You should use the Exam Candidate ID even when you submit initial drafts to Turnitin as the initial entry cannot be easily changed. The instructions for some courses may ask you to also indicate which essay title you have selected. In such

cases the submission title should therefore be "Candidate Exam ID - Question X". For example "ABC01 - Question 3". Read the declaration carefully, and if you confirm all of the points listed, then click the check box next to it. Finally click Add Submission to upload your work.

Submission Type ? File Upload

Submission Title ? My essay

Submission Part ? Part 1

File to Submit ? c:\sampleessay.doc Browse..

DECLARATION OF OWNERSHIP:

- I confirm that I have read and understood the guidelines on plagiarism, that I understand the meaning of plagiarism and that I may be penalised for submitting work that has been plagiarised.
- I confirm that all work will also be submitted electronically and that this can be checked using the JISC detection service, Turnitin®.
- If I have been asked to submit hard copy, I understand that the work cannot be assessed unless both hard copy and electronic versions of the work are handed in.
- I declare that all material presented in the accompanying work is entirely my own work except where explicitly and individually indicated and that all sources used in its preparation and all quotations are clearly cited.

Add Submission

Once your submission has been accepted, you will receive a digital receipt of your submission by email. Make sure you keep this as you may need it as proof of submission. If you do not receive the email the work has not uploaded correctly so please check again on Moodle. You should be able to resubmit before the deadline providing that your first submission is not less than 24 hours before the deadline.

Step 4:

You will then see this screen, although the Similarity will just show as 'Pending' until the report is completed. It normally only takes a minute or so, so click on 'Refresh submissions' to check if it is available.

Summary My Submissions

Refresh Submissions

Submission	Submitted	Similarity	Grade	Feedback		
My essay Status: Submission successfully uploaded to Turnitin.	14/10/10, 16:30	100%	-/100	(0)	↓	🗑️

Add Submission

Submission Type ? File Upload

Submission Title ? My essay (Resubmission)

Submission Part ? Part 1

File to Submit ? Browse..

The number in the similarity score (in this case 100%) shows how much of your work Turnitin has matched against other sources – but a number above 0% doesn't automatically mean that it is plagiarism. Click on your similarity score to view your full Turnitin report.

Reviewing Module assignment - Part 1 (Mo) My essay turnitin SIMILARITY 100% GRADE -- INDEX OUT OF 100

Originality GradeMark PeerMark

BY LTSS TEST ACCOUNT 01

Plagiarism

1 Plagiarism is defined in dictionaries as "the wrongful appropriation, close imitation, or purloining and publication, of another author's language, thoughts, ideas, or expressions, and the representation of them as one's own original work." The modern concept of plagiarism as immoral and originality as an ideal emerged in Europe only in the 18th century, while in the previous centuries authors and artists were encouraged to "copy the masters as closely as possible" and avoid "unnecessary invention."

The 18th century new morals have been institutionalized and enforced prominently in the sectors of academia and journalism, where plagiarism is now considered academic dishonesty and a breach of journalistic ethics, subject to sanctions like expulsion and other severe career damage. Not so in the arts, which have resisted in their long-established tradition of copying as a fundamental practice of the creative process, with plagiarism being still hugely tolerated by 21st century artists.

3 The most important steps in preventing plagiarism are those taken to address its causes. The strategies in this section are intended as guidelines to help you:

1. become aware of the reasons plagiarism occurs
2. identify the different forms of plagiarism
3. integrate plagiarism prevention techniques into your courses

2 Some students believe that they can "beat" Turnitin by employing various tactics. Instructors should rest assured that these tactics do not work as our algorithms take such "tricks" into account. In addition, the best practice for ensuring that students are not able to "beat the system" is to review all Originality Reports – regardless of the percentage shown as the Similarity Index. Instructors who look at the Originality

Primary Source View

1	www.freebase.com Internet source	54%
2	blog.turnitin.com Internet source	28%
3	www.anti-plagiarism.org Internet source	18%

PAGE: 1 OF 1 Text Only Report

In the unoriginality report you can see the work you submitted with colour-coded sections highlighting where Turnitin has identified a match from another source. The details of the match (e.g. the website, journal or student essay) are shown on the right. In this document there are three matches that Turnitin has found, covering all of the student's essay – hence the similarity score of 100%.

Interpreting the unoriginality score and report

There is a very useful guide on academic writing and checking your work with Turnitin. Some themes are highlighted below but we recommend you follow the guidance available through the Moodle course 'Plagiarism and Academic Writing.'

There are a number of things to be aware of when interpreting your unoriginality score and report.

The score that you receive and any matches found in the report do not automatically indicate that you have committed an offence of plagiarism. For example, if you have included quotes in your document, these may show up as matching the original sources and count towards your unoriginality score. However, provided they are correctly referenced they are perfectly legitimate in academic writing and are not an example of plagiarism.

If your document includes references, it is very common for them to show as matches and count towards your unoriginality score, simply because another source has used the same reference as you. Again, simply having references that are the same as those used by other sources does not indicate plagiarism.

There is no particular score to aim for – a high score does not necessarily indicate plagiarism and a low score does not necessarily indicate original work. Do not try to aim

for the lowest score possible; instead aim to make sure that you are using your sources correctly, using quotation marks where needed and referencing the work you discuss.

Some common phrases may show as matches just because they are in common usage. Unless they are particularly relevant phrases in your subject or have a particular relevance to your work that you wish to emphasise, they do not need to be referenced.

If you do find matches in your document

Where you have copied text from a source word-for-word, ensure you are using quotation marks around the copied text and that the source is correctly referenced.

Where you are paraphrasing from a source, ensure that you have NOT copied the text word-for-word and that the source is correctly referenced.

In advance of the deadline you should be allowed to amend your work based on your Turnitin report, and then re-submit the assignment. You will need to wait 24 hours after the first draft submission before you can see your new originality report. Therefore, you must make sure that you submit your draft to Moodle at least 24 hours before the coursework deadline if you wish to see an unoriginality report before you submit your final version.