



**Student User Guide (updated 2.06.06)**

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# 1 Getting Started

Welcome to Turnitin! This document will guide you through the process for submitting papers and peer reviews to your instructor's class and give you a complete introduction to the Turnitin suite of services. All of Turnitin's services are accessible online at [www.turnitin.com](http://www.turnitin.com).

## Creating Your User Profile

All Turnitin users have a unique user profile, which consists of an e-mail address, user password, personal user information, and user preferences.

If your instructor has added you to his or her class, you will already have a user profile. All other users need to create a user profile to get started.

To create a user profile:

1. Go to [www.turnitin.com](http://www.turnitin.com).
2. Click *New Users* on the Turnitin homepage **1**.
3. Follow the on-screen instructions. In order to create a profile, you will need a class id and enrollment password. If you don't have this information, please contact your instructor. When you are done creating your profile, you will be logged in to your account.

**!** If you have created your own profile using the steps above, you can skip ahead to the section *Submitting a Paper*.

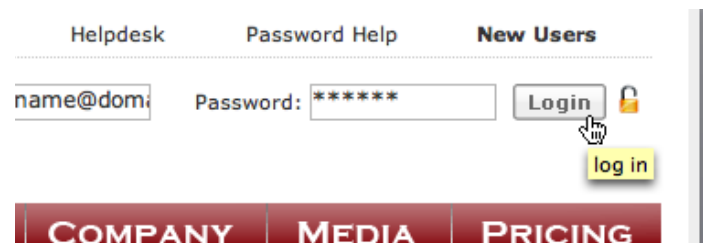
## Logging In

To login to Turnitin:

1. Go to [www.turnitin.com](http://www.turnitin.com).
2. At the top, enter your e-mail address and user password **2**.
3. Click *Log In* to open your Turnitin homepage.



**1** The new user link on the Turnitin homepage.



**2** The login button on the Turnitin

## Enrolling in a Class

Your student homepage lists your enrolled classes. If you are a new user, you will see the class you enrolled in when you created your profile.

To enroll in additional classes:

1. Click the *enroll in a class* tab on your homepage **1**.
2. On the next screen, enter the class ID and enrollment password for your class.
3. Click *submit* to enroll in the class and add it to your homepage **2**.

**!** If you do not have a class ID and enrollment password, please contact your instructor.

## Submitting a Paper

You will submit papers to your class from your class portfolio. To open your class portfolio, click a class name on your homepage **3**.

The class portfolio lists the assignments your instructor has created and your submissions to these assignments.

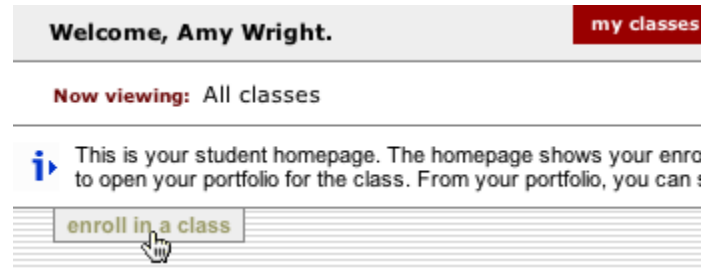
**!** If there are no assignments in your portfolio, your instructor has not yet created class assignments. Until your instructor creates an assignment, you will not be able to submit a paper.

You can submit a paper in two ways:

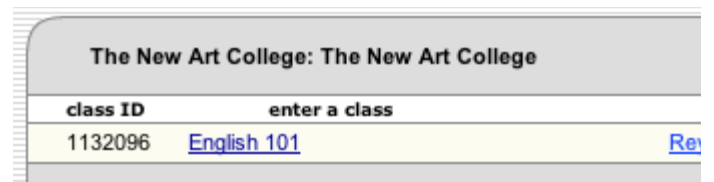
- by **file upload** (used to submit a paper as a computer file; we currently accept submissions in Microsoft Word, WordPerfect, RTF, PDF, PostScript, plain text, and HTML formats)
- by **cut and paste** (used to submit a paper in a file format we do not accept, by cutting and pasting the text into a text box)

To submit by file upload:

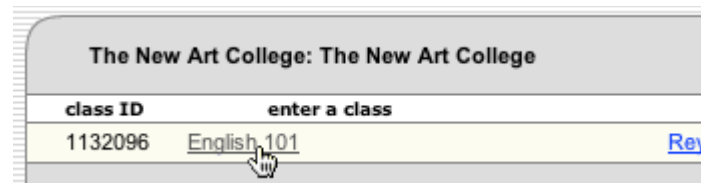
1. Click the submit icon next to the desired assignment in your class portfolio **4**.
2. Select *file upload* from the submission pulldown menu **5**.
3. Enter a title for your submission and an ID (op-



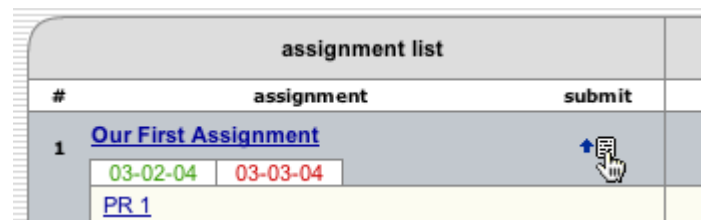
- 1** Opens the enroll in a class page.



- 2** A newly added class on the student homepage.



- 3** Click a class name to open its portfolio.



- 4** Click to submit a paper to an assignment.



- 5** Select a submission type using the pulldown.

tional).

4. Click the *Browse* button and locate the paper you want to submit.
5. Click *submit*. On the following page you will be asked to confirm the text of your submission. If the text checks out, click *yes, submit* to finalize your submission **1**.

After submitting a paper, you will receive a digital receipt. From this screen you can proceed to your class portfolio to view the submission **2**.

To submit by cut and paste:

1. Click the submit icon next to the desired assignment in your class portfolio.
2. Select *cut and paste* from the submission pulldown menu.
3. Enter a title for your submission and an optional student ID.
4. Cut and paste your paper into the text box.

**!** To cut and paste text, highlight the text of a paper in a word processing or text editing program and select *copy* from the edit menu. To transfer the text into your browser, place your mouse cursor in the text box of the submission page and select *paste* from your browser's edit menu.

5. Click *submit*. After submitting your paper you will receive a digital receipt. From this screen, you can resubmit your paper, or proceed to your class portfolio to view the submission.

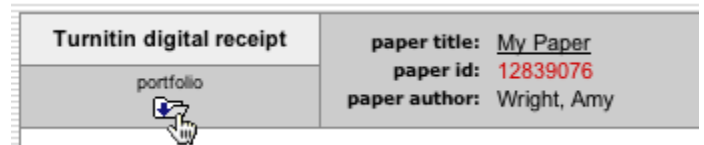
Click the portfolio icon to return to your class portfolio and view your submission.

## Viewing Your Submissions

After you submit a paper, it will appear in your class portfolio next to its assignment. Every paper you submit can be viewed online by clicking on its title in your portfolio **3**. You can download a paper to your computer in file format by clicking on the file icon **4**.



- 1** Click to confirm your submission.



- 2** Click to open your class portfolio.

your portfolio		
submit	title	submitted
	My Paper	03-12-04

- 3** Click a paper title to view it online.

your portfolio			
title	submitted	contents	reviews
	03-12-04	.doc	

- 4** Downloads a paper in file format.

## 2 Plagiarism Prevention

Papers submitted to Turnitin are compared against billions of internet documents, an archived copy of the internet, our local databases of submitted student papers, and a database of periodicals, journals, & publications. Any matching text we find is detailed in an Originality Report sent to your class portfolio.

**!** You will be able to view Originality Reports only if your instructor has given you permission to access them.

### Originality Reports

Originality Reports provide a summary of the matching text found in a submitted paper. When an Originality Report is available to view, an icon will appear in the report column of your assignment inbox. Originality reports that are not yet finished are represented by a grayed-out icon.



The color of the report icon indicates the overall similarity index of the paper, based on how much matching text we found. The possible similarity indices are:

- **blue** (no matching words)
- **green** (1 word-24% matching text)
- **yellow** (25-49% matching text)
- **orange** (50-74% matching text)
- **red** (75-100% matching text)

**!** These indices in no way reflect Turnitin's assessment of whether a paper has or has not been plagiarized. Originality Reports are simply tools to help your teacher locate potential sources of plagiarism in submitted papers. The decision to deem any work plagiarized must be made carefully, and only after careful examination of both the submitted paper and the suspect sources.

### Reading Reports

To open an Originality Report, click the report icon in the contents column of your portfolio **1**. The Originality Report will open in a new window.

your portfolio			
title	submitted	contents	reviews
<a href="#">hale Chase</a>	07-18-05	85%   .doc	<a href="#">0</a>

**1** Reports show up in your class portfolio.

The Originality Report has three main sections:

- **paper information**

The report header shows information about the submitted paper including paper title, author, word count, and the date the report was processed.

- **paper text**

The left side of the report shows the text of the submitted paper. Matching text is highlighted in red and numbered to correspond with sources to the right.

- **matching sources**

The right side of the report lists the sources of matching text.

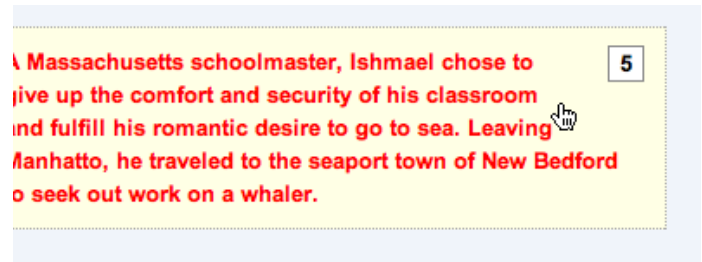
## Direct Source Comparison

Direct Source Comparison lets you quickly compare matching text to its source. To activate Direct Source Comparison, click a block of matching text **1**. The source of matching text will open to the right.

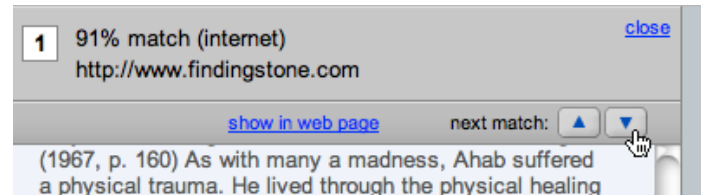
If the source you are viewing contains multiple sources of matching text, you can quickly navigate between sources using the up/down arrows **2**. The text in the paper will automatically line up with the source for easy comparison.

If you want to view matching text from an internet source in its original web context, you can do so by clicking the *show in web page* link **3**.

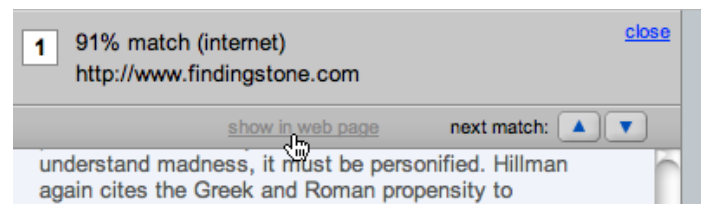
When you are done viewing a source, you can return to the list of matching sources by clicking the *close* link **4**. Or you can immediately jump to another source by clicking on a new block of matching text **1**.



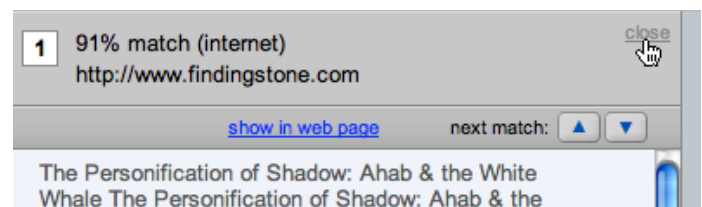
**1** Click matching text to view its source.



**2** Use the arrows to quickly navigate between source matches.



**3** Click "show in web page" to see the source in its web context.



**4** Click "close" to reveal the list of matching sources.



## Originality Report Modes

By default the Originality Report shows you only the highest percentage matches. In some cases, it is possible that smaller matches are obscured by larger matches and are not shown.

If you would like to see an exhaustive list of sources, you can switch to the *show matches one at a time* mode **1**. In this mode, all sources for a given paper are listed, even those that are obscured by larger percentage matches. To view the matching text for a given source in this mode, click the radio button next to a source **2**.

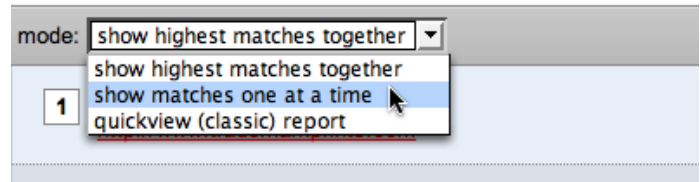
If you would like to view an Originality Report showing only matching text and source links without the source view, select *quickview (classic) report* using the pulldown **1**.

## Database Sources

If a source is from our database, *student papers* will show up next to the source **3**. As a student, you will not have access to these sources.

## Internet Archive Sources

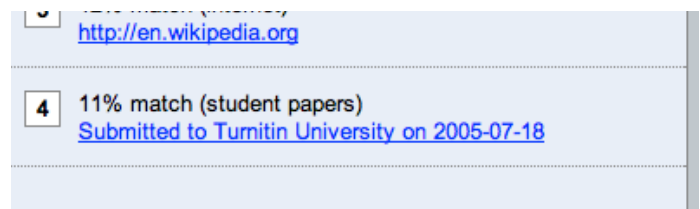
In addition to searching a copy of the active internet, Turnitin also searches a copy of the archived internet, which includes an extensive number of web pages no longer available on the internet. If a match is found in our internet archive, *internet (archive)* will appear next to the source **4**.



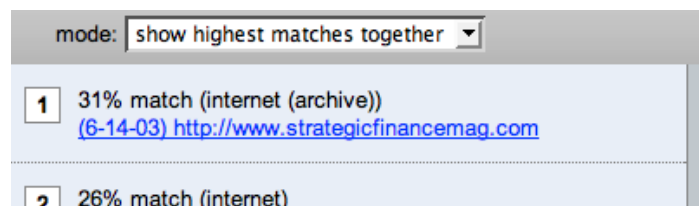
**1** Use the pulldown to switch modes.



**2** Click the radio button next to a source to view matching text from the source.



**3** A database source.



**4** An internet archive source.

## Excluding Quoted and Bibliographic Material

If quoted or bibliographic material is flagged, you can exclude it from the report. To exclude quoted material, click the *exclude quoted* link **1**. To exclude bibliographic material, click the *exclude bibliography* link **2**.

Please note that the functions for excluding material are approximate. If more material is excluded than you would like, you can re-include excluded material by clicking the *include quoted* or *included bibliography* links **3**.

## Printing and Saving Reports

To print a report in a printer friendly format, click the *print* link at the top of the Originality Report **4**. The report that is printed will be based on the mode you are currently viewing. For example, if you are viewing the report using the default *highest matches* mode, the report that will be printed will only show the highest matches (*see the Originality Report modes section on the previous page for more information*).

If you would like to save and download a copy of a report in HTML format, click *save* **5**.

Whale Chase by Jack Jones  
on 07-18-05 ID: 18599050 Word Count: 380  
Originality Index:85% [exclude quoted](#) [exclude bibliography](#)

**1** Click to exclude quoted material from a report.

Whale Chase by Jack Jones  
on 07-18-05 ID: 18599050 Word Count: 380  
Originality Index:85% [exclude quoted](#) [exclude bibliography](#)

**2** Click to exclude bibliographic material from a report.

Whale Chase by Jack Jones  
on 07-18-05 ID: 18599050 Word Count: 380  
Originality Index:85% [include quoted](#) [include bibliography](#)

**3** If material has been excluded, you can re-include it.

[print](#) [help](#)  
[save](#)  
[prefs](#)

771

[include bibliography](#) mode: show highest matches together ▾

**4** Click to print a report in a printer friendly format.

[print](#) [help](#)  
[save](#)  
[prefs](#)

771

[include bibliography](#) mode: show highest matches together ▾

**5** Click to save a report in HTML format.

## Report Preferences

From the report preferences pane, you can change the appearance and behavior of Originality Reports. To open the preferences pane, click *prefs* at the top of the report **1**.

From the preference pane **2**, you can change the following report settings:

- **color-code matches**

By default, matching text is color-coded. If you would like to turn off color-coding, select *no* using the pulldown.

- **default mode**

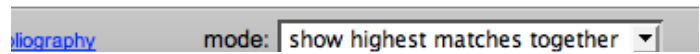
When you open a report, it shows the highest matches together by default. If you would like to change the default mode for the report, select either *show matches one at a time* or *quickview (classic) report*.

- **auto-navigation**

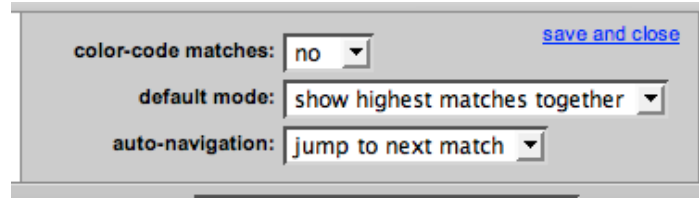
When you navigate to a match, the text scrolls smoothly. If you would like to jump immediately to the next match without scrolling, select *jump to next match*.

When you are done making changes to the report preferences, click *save and close* **3**.

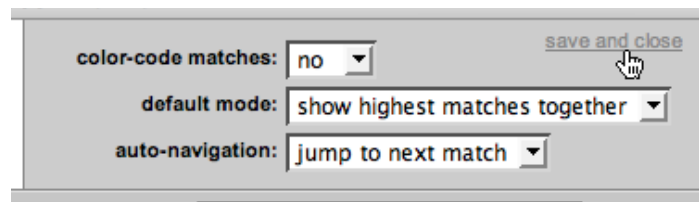
[print](#)  
[save](#)  
[prefs](#)



**1** Click *prefs* to open the Originality Report preferences pane.



**2** The Originality Report preference pane.



**3** Click *save and close* to save your preference and close the pane.

## 3 Peer Review

If your instructor has created a peer review assignment, you will have the opportunity to read and review your classmates' papers anonymously. At the end of a peer review, you can read the reviews your classmates have written about your paper and other papers in your class.

### Overview

Here's a brief overview of how the peer review process works:

- Your instructor creates a peer review and assigns papers to your class.
- The papers that have been assigned to you show up in your class portfolio.
- For each assigned paper, you write a review by responding to the topic and metric questions your instructor has chosen for the review.

Once the post date for the review arrives, you can read the reviews that your classmates have written.

### Writing a Review

Papers that have been assigned to you appear in your class portfolio.

To write a review from your portfolio:

- Click a peer review that has been assigned to you **1**.

You can also write reviews from your peer review page. To open the peer review page, click the *peer review* tab at the top of your class portfolio **2**.

The peer review page contains a pulldown menu with the reviews that your instructor has created for the class. Use the pulldown to select the review you would like to view. The papers for the selected review will appear along with the review's start, due, and post dates.

submit	title	submitted
↑ [icon]	<a href="#">My Paper</a>	03-12-04
	assigned: <a href="#">select a paper...</a>	
	assigned: <a href="#">Essay 1</a>	
↑ [icon]		

- 1** Click a review in your portfolio to write a review.



- 2** Click the peer review tab to open your peer review page.

### To write a review from your peer review page:

- Click the pencil icon next to a paper you want to review **1**.

The peer review form will open **2**. The top frame of the peer review form contains paper information, a navigational bar to toggle the topic and metric questions you are currently viewing, and a form for entering your responses. The bottom frame contains the text of the paper you are viewing.

### To respond to a topic question:

- Enter your response in the text box. If there is a minimum response length, it will appear in red next to the question.
- Click *submit* to enter your response and proceed to the next topic question.

### To respond to metric questions:

- Click the *view metrics* link to display the review's metrics (you will automatically be taken to the metrics once you have finished the topic questions).
- Click a radio button in the 1, 2, 3, 4, or 5 column to rate a metric question **3**.
- When you have rated all of the metric questions, click submit to confirm your entries.

## Adding Marks

If a paper has been submitted in Microsoft Word format, you can add marks to the paper during the review process. You can then reference your marks within your topic responses. You can also associate rubrics with your marks.

### To add a mark to a paper:

- If you want to associate a rubric with your mark, select a rubric using the rubric pulldown **4**.
- !** You will only be able to associate a rubric with your mark if your instructor selected a rubric set when he or she created the assignment. If a rubric set was not selected, rubrics will not be available when you write a review.
- Click anywhere on the paper. A mark will appear where you click. If you selected a rubric, it will

author	write review	# reviews	read reviews
onymous		0	
ight, Amy		0	
onymous		0	
onymous		0	

- Click to write a peer review.

(Our First Assignment) reviewing paper: Who Shot JFK? author: Patterson, Billy

view topic question(s): 1 2 view metrics hide comments save & close help

topic question #1: What issues does this piece raise for you? If you had to write a paper on the piece, what would be some possible thesis statements? (no minimum length)

submit

active rubric: - no rubric selected - mark/rubric:

Who Shot JFK?

So, who shot JFK? Will we ever really know? I for one am not sure if this is a fact that anyone in the world could ever ascertain. I will examine this idea of mine in this paper.

Here are what some ballistics experts seem to think:

Excerpts from testimony of Alfred G. Olivier, DVM to Rockefeller Commission, April 18, 1975. Transcript of testimony taken beginning at page 21 of the testimony. Dr. Olivier, (A.) a wound ballistics scientist, is being questioned by Robert Olsen. (Q.)

Q. Can you describe for us very briefly the kinds of studies that you have been engaged in over these 18 years? Describe for us briefly, if you will, what kinds of studies you have made of the reactions of animal bodies or human bodies to high velocity bullets being fired into the various portions of those bodies?

A. Animals are used for -- goats are the experimental animal of choice, and also there is less public empathy with a goat than there is with other types of experimental animals. And you need something fairly large approaching a human. Goats have been used for years. And in the course of those studies one

- A peer review form.

this paper on the following criteria:

analysis was for you. 1 2 3 4 5

paper's thesis... 1 2 3 4 5

- Select a metric by clicking a radio button.

active rubric: - no rubric selected - mark/rubric:

- ✓ - no rubric selected -
- spel - Spelling
- awk - awkward
- pass - passive voice
- logic - logic
- struc - sentence structure

Who Shot JFK?

- Use the pulldown to select a rubric.

appear next to the mark **1**.

Once a mark has been added, it will appear both on the paper and in the top frame of the peer review form. You can later add or change rubrics associated with marks.

#### To add or change a rubric:

1. Select a rubric using the rubric pulldown.
2. Click the select icon next to a mark to associate the new rubric with the mark **2**.

#### To move a mark:

1. Click the mark; it will change to a marker icon **3**.
2. Click and drag the marker icon to a new location; when you let go of the mouse button, the mark will appear in its new location.

## Reading Reviews

Once the post date for a review has arrived, you can read the reviews that have been written for your paper from your class portfolio and the papers of your peers from the peer review page.

#### To read the reviews that have been written for your paper:

- Click the linked number in the reviews column of your class portfolio **4** (the number shows how many reviews have been submitted for your paper).

The reviews page will open showing the reviews that have been submitted for your paper. To read a review, click the icon in the full review column **5**.

#### To view reviews from the peer review page:

- Click the read reviews icon next to the paper from your peer review page **6**.

All of the reviews that have been submitted to the paper will be shown. To read a review, click the icon in the full review column **5**.

studies you have made of the reactions of animal bodies of velocity bullet **1** being fired into the various portions of those

A. Animals are used for -- goats are the experimental animals there is less public sympathy with a goat than there is with other experimental animals. And you need something fairly large

- 1** A mark with an associated rubric.



- 2** Click to add a rubric to a mark.

als are used for -- goats are the experimental animal of choice; less public sympathy with a goat than there is with other types of experimental animals. And you need something fairly large approach

- 3** Clicking a mark changes it to a moveable marker icon.

title	submitted	contents	reviews
	03-12-04	100%   .doc	<b>2</b>
	03-15-04	-	-

- 4** Shows reviews that have been written for your paper.

reviewed by	metric avg	grade	full review
Anonymous	0.00	-	
Anonymous	0.00	-	
Anonymous	4.00	-	

- 5** Click to read a review written for your paper.

author	write review	# reviews	read reviews
erson, Billy		0	
h, Eileen		0	
erson, Billy	<input checked="" type="checkbox"/>	1	
man, Shelly		0	

- 6** Click to read reviews that have been written for a paper.

## 4 GradeMark™

With GradeMark, your instructor can mark up and grade your papers online. You can access your marked-up papers from your class portfolio.

### Viewing Marked Papers

To view a marked paper, click the GradeMark icon next to a paper in your class portfolio **1**. Your paper will open.

### Marks

Marks your instructor has added appear in the body of your paper **2**. Marks your instructor adds can consist of any combination of the following:

- **comments**

A comment is equivalent to the notes an instructor would write in the margins of a paper.

- **an inline comment**

An inline comment is a comment which has text that appears right on the paper.

- **QuickMarks**

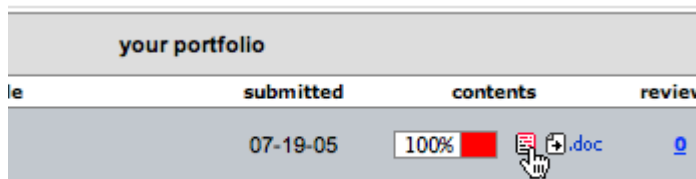
QuickMarks are standard marks that may be used for quickly pointing out grammar, punctuation, or formatting issues **2**.

- **a rubric**

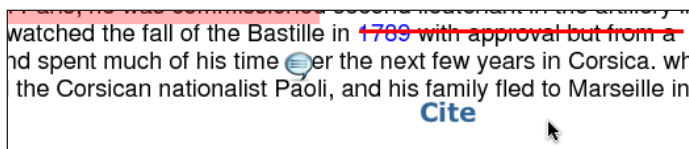
The rubric scorecard button is located at the bottom of the screen **3**. To read more about the criteria your instructor has added, view the full table.

You can quickly navigate between marks using the *jump to next mark* navigation at the top of your paper **4**. Click the *down arrow* to view the next mark your instructor has added. Click the *up arrow* to go back and view the previous mark.

Click on the mark to open the GradeMark bubble **5**. The highlight box beneath the GradeMark bubble shows you the exact area your instructor is referencing **6**.



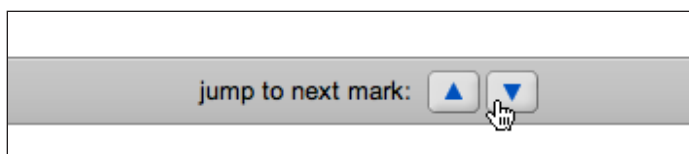
**1** Click to view a marked-up paper.



**2** Comments and QuickMarks as they appear on the paper. The image is a comment and "cite" is a QuickMark.



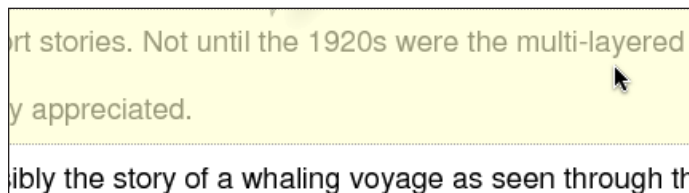
**3** Click to view the rubric scorecard.



**4** Use the up and down arrows to navigate from mark to mark.



**5** Clicking on a mark reveals the information associated with the mark..

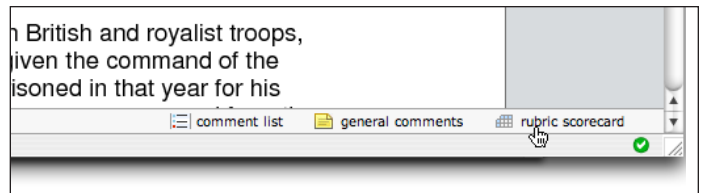


**6** The highlight box shows the exact area your instructor is referencing.

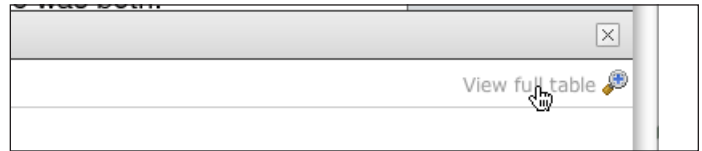
Click on the rubric scorecard button **1** to view your scorecard. To view additional information associated with the criteria your instructor has set, click the view full table button. **2**

## Printing

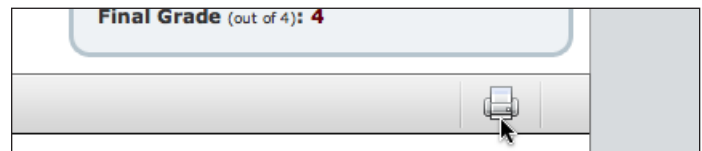
If you would like to read your instructors comments offline, you can print your paper in a printer friendly format. To print your paper, click the printer icon **3**.



**1** Click to view your rubric scorecard.



**2** Click to view all the information associated with the rubric.



**3** Click to print a paper in a printer friendly format.



## 5 GradeBook

If your instructor uses GradeBook to grade your work, a link to your grades and attendance will be available in your class portfolio. To view your grades and attendance, click the *my grades* tab on the class bar **1**.

### Viewing Grades

Your grades page shows the papers and reviews you have submitted along with the grades they have received. The number in the points column shows you the total number of points an assignment is worth. The number in red shows how many points you received for the assignment. The grade for your submission appears in the grade column **2**.

The top of the grades page shows your overall grade for the class and your attendance **3**.

### Notes

Your instructor can choose to enter a note along with a grade. If your instructor has entered a note for your paper, a note icon will appear next to your grade. Clicking a note icon will display your instructor's note **4**.

If you would like to view all of your notes including class notes that your instructor has entered, click the notes icon next to your grade summary **5**.

### Graphing Tools

With Turnitin's graphing tools, you can view both your performance and your class' performance. To access GradeBook's graphing tools, click the *graphs* tab **6**.



**1** Click *my grades* to view your grades and attendance.

#	assignment	points	grade
1	<a href="#">first assignment</a>	75 (100)	C
1	<a href="#">Revision 1</a>	(100)	
2	<a href="#">whatever you want</a>	(50)	

**2** Your grade appears next to each assignment.

195/275	70.9%	C-	late: 0 absent: 0
---------	-------	----	-------------------

**3** The top of the page shows your overall grade and attendance.

assignment	points	grade	note
<a href="#">assignment</a>	75 (100)	C	
<a href="#">sion 1</a>	(100)		

**4** Click the note icon (if present) for a note from your instructor.

points	grade	note	title
75 (100)	C		<a href="#">Dizzy Dean.doc</a>

**5** Click to view all notes that your teacher has entered.

points	grade	note	title
75 (100)	C		<a href="#">Dizzy Dean.doc</a>

**6** Click to view GradeBook graphs.

On the graphs page, use the *show* pulldown to choose what type of graph you want to view **1**. You can choose from the following graphs:

- graphs showing class performance for all assignments
- graphs showing your performance for all assignments
- a graph comparing your performance to the rest of the class

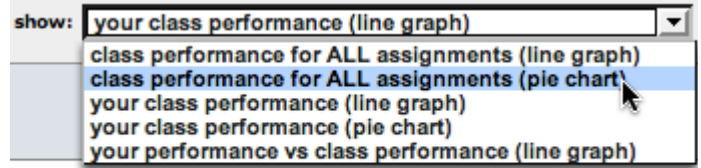
Most of the graphs are available as either a line graph or a pie chart.

When you view a line graph, you have the option of showing grades in addition to percentages. To show grades, select *grades* using the *show breakpoints as:* menu **2**. If you want to hide the grades and only view percentages, select *percentages*.

When you view the bar graph for class performance for one assignment, you have the option of viewing the distribution breakdown using either percentages or points using the *break down distribution using:* pulldown **3**.

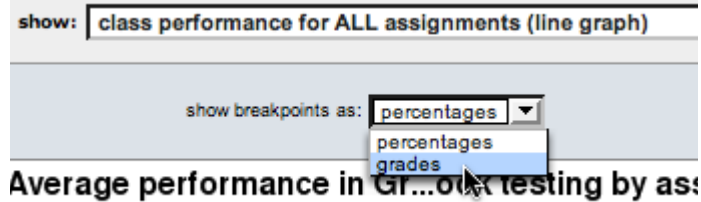
### Printing Graphs

All of the GradeBook graphs are printer friendly. To view a graph in print format, click the *print* link below the graph **4**. The graph will open in a separate window. You can print the graph using your browser's print command, or by clicking the *print this graph* link **5**.



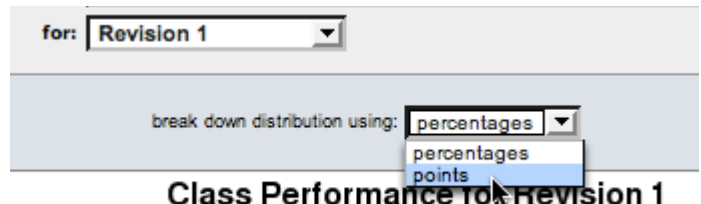
Jack's Performance in GradeBook testing

**1** Choose the type of graph you want to view.



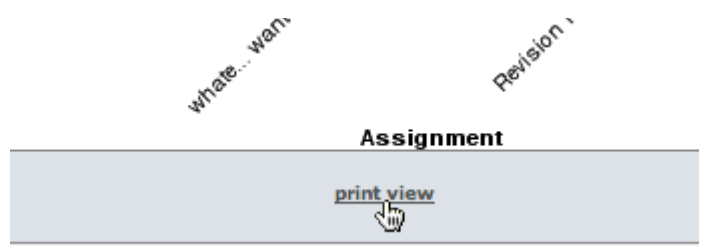
Average performance in GradeBook testing by assignment

**2** Choose grades to view class grades in addition to percentages.

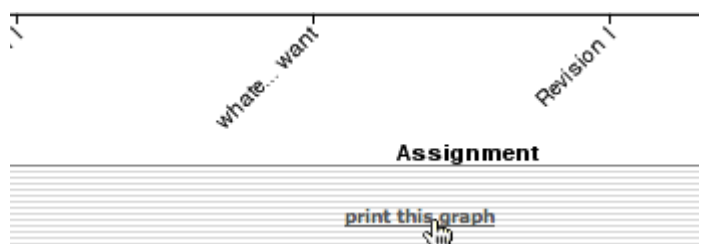


Class Performance for Revision 1

**3** Choose how you want to view your class' grade distribution for a given assignment.



**4** Click the *print view* link below a graph to open a print version.



**5** Click to print a graph.

## 6 Discussion Boards

Discussion boards give you and your peers the chance to participate in an online class discussion. To access your class discussion board, click the *discussion* tab on the class navigation bar **1**.

### Posting a Discussion Topic

**1** Your instructor might not allow student posting of discussion topics. If there is no link to *post a new topic*, your instructor has not given students the ability to post topics.

To post a topic to your discussion board:

1. Click the *post a new topic* link **2**.
2. Enter the following topic information:
  - topic title
  - enter a topic description (optional)
3. Click *submit* to add the new topic to your discussion board.

Your discussion topic is added as a pending topic. You and your peers will not be able to post to the topic until it has been approved by your instructor.

### Discussion Page Overview

The discussion page lists all discussion topics for your class. From this page, you can get a quick overview of all the discussions in your class.

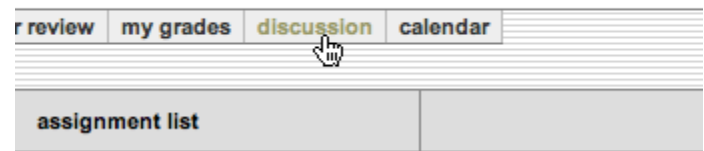
The *status* column shows whether a topic is active or inactive. Your students will only be able to reply to active topics.

The *replies* column shows the total number of replies to a topic.

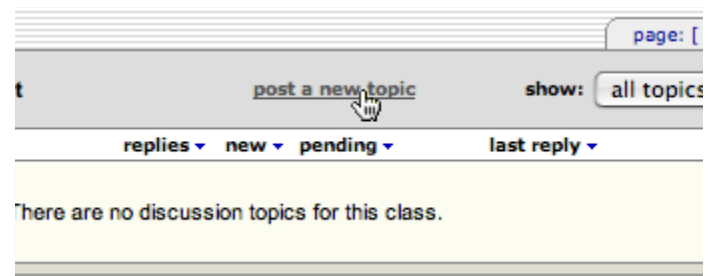
The *new* column shows how many replies have been made since you last viewed a topic.

If your instructor has chosen a moderator for a topic, the *pending* column shows how many replies need to be moderated (*refer to the Moderation section in this chapter for more information on how moderating*

portfolio. The left column of your portfolio lists assignments and peer review assignment to submit a paper.



- 1** Click to view discussions for your class.



- 2** Click to post a discussion topic to your discussion board.

works).

The *last reply* column shows when the last reply was posted to a topic.

The *moderator* column displays the topic's moderator. If no moderator has been chosen, (*none*) appears in this column.

The pulldown on the discussion page lets you choose to view *all topics*, *active topics*, *pending topics*, or *inactive topics* ❶. The default view is *all topics*.

## Posting a Reply

To view a discussion with its responses, click the discussion topic's title ❷. The page that opens displays the discussion topic at the top of the page and any responses beneath the topic.

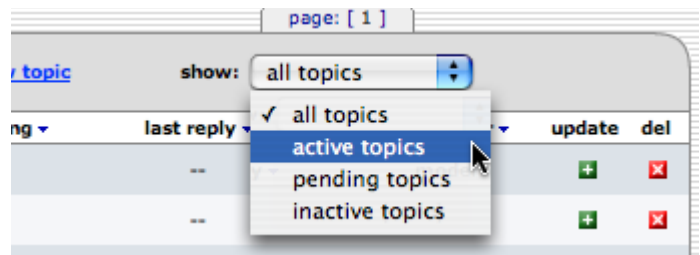
To post a reply to a topic:

1. Click the *reply to topic* button next to the discussion topic ❸.
2. Enter your response in the reply box. By default, only the last reply is shown. If you would only like to see the entire thread, use the pulldown at the top of the form and select *entire thread* ❹.
3. Click *submit* to add your reply to the discussion.

In addition to responding to the topic, you can also respond to a reply.

To post a response to a reply:

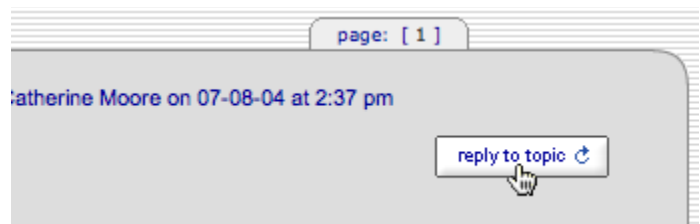
1. Click the *reply* link next to the response you want to reply to ❺.
2. Enter your response in the reply box. By default, only the last reply is shown. If you would only like to see the entire thread, use the pulldown at the top of the form and select *entire thread* ❹.
3. Click *submit* to add your reply to the discussion.



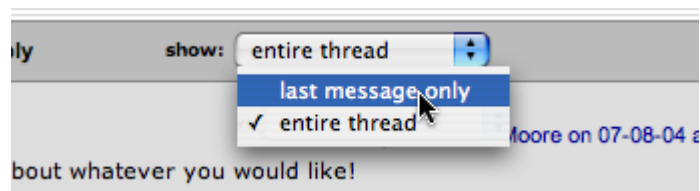
- ❶ Select the types of discussion topics you want to view.



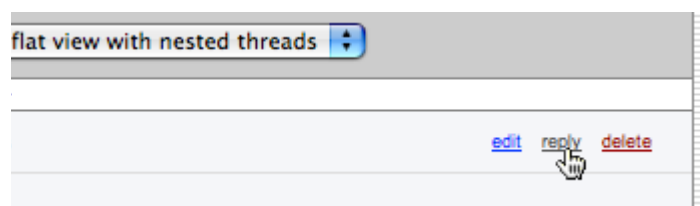
- ❷ Click a topic to view a discussion with responses.



- ❸ Click to reply to a topic



- ❹ Select to view only the message you are replying to



- ❺ Click to reply to a posting

After posting a response, you can edit it by clicking the *edit* link **1**. To delete your response, click the *delete* link **2**. If someone replies to your response, you will no longer be able to edit or delete your post.

## Discussion Views

There are two main discussion views you can choose from—a flat view and a threaded view. Both views use the following structure:

### topic

1 *first response to topic 1*

1.1 *response to 1.1*

2 *second response to topic 1*

2.1 *first response to 1.2*

2.2 *second response to 1.2*

### Flat View

The flat view is the default view and shows responses flat in thread order like the structural diagram above.

With the flat view, you have the option of viewing responses with or without threads. By default, the thread is shown. For example, if someone posts:

*I agree with this topic*

and you reply to the above post with:

**Why do you agree with the topic?**

Your post will look like this:

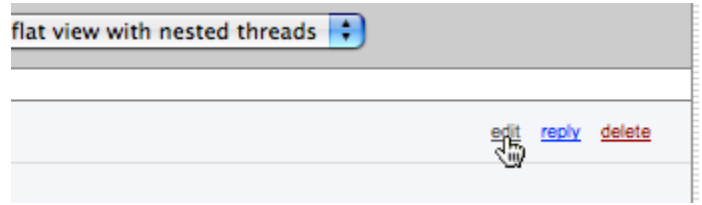
*I agree with this topic*

**Why do you agree with this topic?**

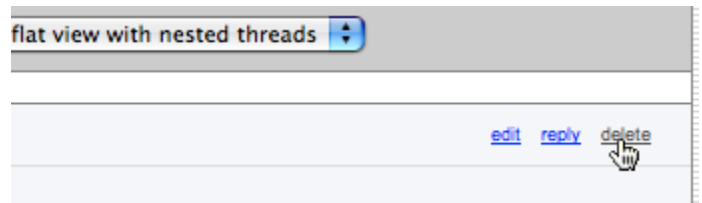
This view, *flat view with nested threads*, is the default view **3**. If you would like to only view responses and not see referenced thread **4**, you can choose *flat view with no thread* using the "show replies as" pull-down on the discussion page **5**.

### Threaded View

You also have the option of using a threaded view. To



**1** Click to edit a response



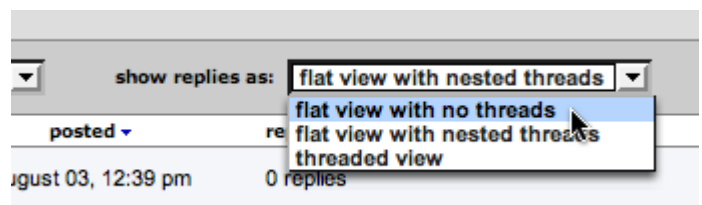
**2** Click to delete a posting

author	#	posted
Moore, Catherine	1.1	46 minutes ago
Did anyone read anything interesting over the weeke		
Patterson, Billy	1.1.1	1 minute ago
Did anyone read anything interesting over the weeke		
I read the New Yorker. Lots of good articles in the lat		

**3** Viewing a thread using nested threads

author	#	posted
Moore, Catherine	1.1	47 minutes ago
Did anyone read anything interesting over the weeke		
Patterson, Billy	1.1.1	1 minute ago
I read the New Yorker. Lots of good articles in the lat		

**4** Viewing a thread with no threads



**5** Use the pull-down to view replies with no threads

use the threaded view, choose *threaded view* using the "show replies as:" pulldown on the discussion page ①.

When you choose to view a discussion using the threaded view, only the top response of each thread is shown. For example, if a discussion has this structure:

### topic

1 *first response to topic 1*

1.1 *response to 1.1*

2 *second response to topic 1*

2.1 *first response to 1.2*

2.2 *second response to 1.2*

only responses 1 and 2 will be shown in the threaded view. If you want to view the replies to 2, you can click on the *replies* link to display the responses to this thread. If there are responses to the responses shown, you can drill down further by clicking on more reply links.

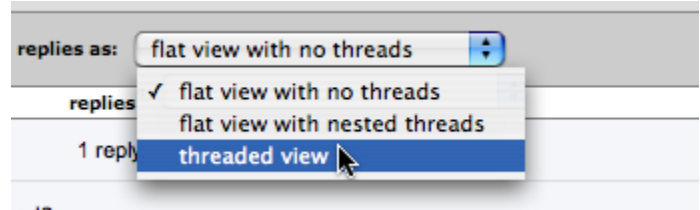
If you want to go up a level, you can click on a thread title. You will be taken back up to the level you have clicked to.

### Viewing Replies by User

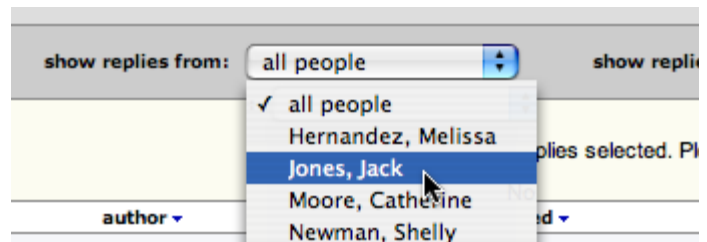
You can view replies by user using the "show replies from" pulldown. To view only responses from a given student, select the student's name using the pulldown ②. You can view your responses by selecting your own name.

### Sorting Replies

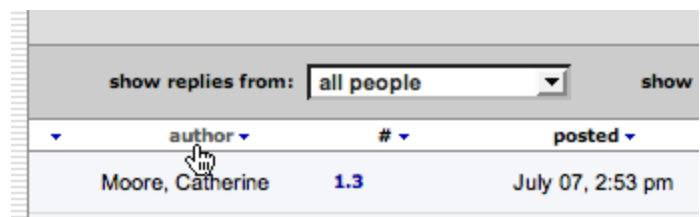
You can sort replies by status, author, reply number, date posted, and number of replies by clicking a column header. For example, if you want to sort replies alphabetically by author, click the author header ③. Clicking a header once will sort replies in ascending order. Clicking a column again will reverse the sort order.



① Select threaded view to see replies in threads



② Select a student to view only the selected student's replies



③ Select a student to view only the selected student's replies

## Moderation

If your instructor has chosen a moderator for a discussion, the moderator must approve all student replies. Before a reply is approved, it is a pending reply and shows up only for the moderator at the top of a discussion.

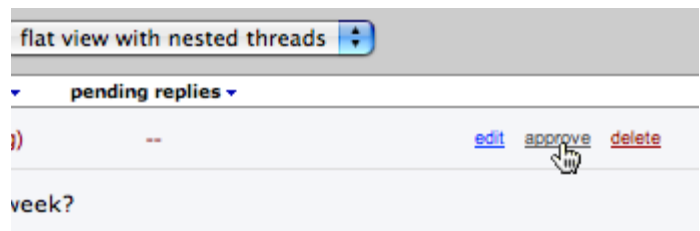
If you are selected as a moderator, you will receive an e-mail stating that you have been made a moderator. As a moderator, you will be responsible for approving pending replies and can get a quick overview of the number of pending replies in each discussion topic from your discussion board main page. If a discussion topic has pending replies, you can view these replies by clicking the discussion topic's title.

Pending replies will show up at the top of the discussion.

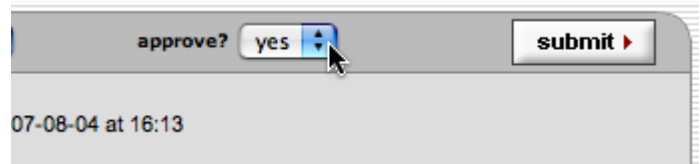
### To approve a reply:

1. Click the *approve* link next to a pending reply **1**. The reply will be shown.
2. Edit the reply if you would like.
3. Using the "approve?" pulldown at the top of the form, choose *yes* to approve the reply and add it to the discussion **2**. If you do not want to approve the reply, select *no*.
4. Click *submit*. If you chose to approve the reply, it is added to the discussion. If you chose not to approve the reply, you will be asked if you want to delete the reply or save it for later.

Once a reply has been approved, it will be assigned a number and added to the discussion.



- 1** Click to edit and approve a reply



- 2** Select "yes" and click submit to approve a reply

## 7 Class Calendar

The class calendar keeps track of important dates for your class' assignments. The calendar also displays any announcements, class notes, or holidays your instructor has posted. If your instructor has uploaded a class syllabus, you can view it from your calendar.

### Opening the Calendar

Each of your classes will have its own calendar. You can open the calendar from any page within your class.

To open a class calendar, click the *calendar* tab on the class bar **1**.

When you open a calendar, it will display the current month and year. You can display a different month by clicking on the month tabs along the top of the calendar **2**. To change the year, use the year pulldown menu **3**.

### Calendar Items

#### Assignments

Assignments or peer reviews your instructor creates automatically appear on your calendar. A link appears for each assignment's date displaying the assignment or peer review's title. To view a summary of an assignment or review, click the assignment or review title **4**.

#### Notes

Class notes uploaded by your instructor appear on your calendar.

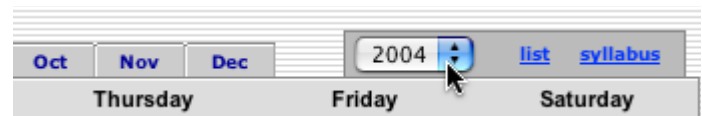
To view class notes, click on the class notes icon. The notes will open in a separate window **5**.



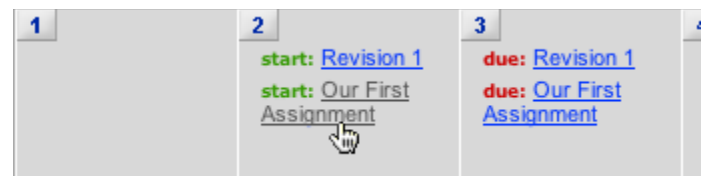
**1** Click *calendar* on the class bar to open your class' calendar.



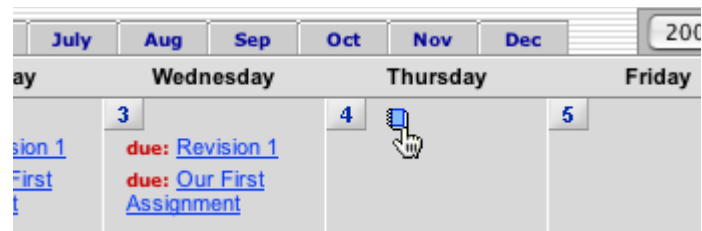
**2** Click a month tab to switch months.



**3** Use the year pulldown to switch to a different year.



**4** Click an assignment link for an assignment summary.

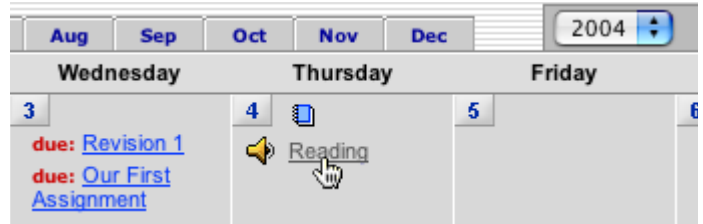


**5** Click to open class notes.



## Announcements

Announcements posted by your instructor appear on your calendar next to an announcement icon. To view an announcement, click on the announcement link next to the announcement icon **1**.



**1** Opens a full announcement.

## Holidays

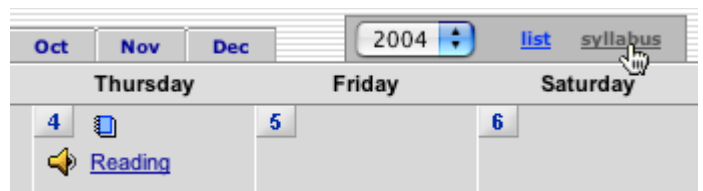
Holidays posted by your instructor appear on your calendar. If class will not meet on a holiday, the day will be highlighted in blue **2**.



**2** A calendar with an added holiday.

## Class Syllabus

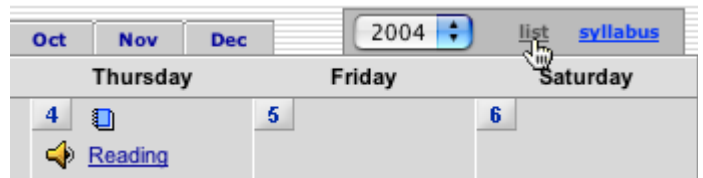
If your instructor has uploaded a syllabus, you can view it from your calendar by clicking the *syllabus* link **3**. The syllabus page will open. If a syllabus has been posted by your teacher, it will appear on this page.



**3** Opens your class' syllabus.

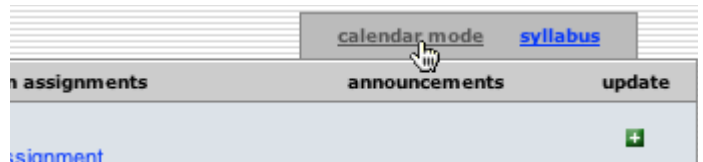
## Calendar List

You can view the calendar in a list mode. The list mode will display all assignments and calendar entries in a list. To view the calendar as a list, click the *list* link on your calendar **4**.



**4** Click to view the calendar as a list.

To switch back to the calendar view, click the *calendar mode* link **5**.



**5** Returns you to the calendar view.

## 8 Preferences & Notifications

### User Preferences

To view your user preferences, open your user profile by clicking the *user info* button on the system bar **1**.

The user preferences are:

- **default user type** – select from *student*, *instructor*, or *administrator*. Your default user type will be used when you log in.
- **default submission type** – select a default submission type: *file upload* or *cut and paste*. When you submit a paper, the submission screen will default to the selected submission type.
- **items per page** – select the number of items you would like displayed per page.
- **file download format** – choose a default format for your downloads (either *original format* or *PDF*); if you want to choose each time you download a paper, select *let me choose each time*.
- **show page info** – choose *yes* to display page information at the top of each page.
- **send me e-mail updates** – choose *yes* to receive e-mail updates from Turnitin.
- **use homepage link** – choose *yes* to create a homepage link; to set up a link, enter a link name and URL below.



- 1** Click *user info* to open your user profile.

### Messages and Announcements

You can view important Turnitin messages and announcements by clicking on the *messages* button on the system bar **2**. An exclamation point next to the messages button indicates that you have new, unread messages or announcements.

**!** Urgent notifications including messages announcing scheduled downtime will appear both on your messages page and on your homepage.



- 2** Click to view Turnitin messages and announcements.