



ACCRA TECHNICAL UNIVERSITY(ATU)

GRADUATE SCHOOL TURNITIN POLICY

NOVEMBER, 2023

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Section 1: Definition of Terms

The key terms in this policy have been defined as follows:

Plagiarism: Plagiarism is the act of presenting someone else's work, ideas, or expressions as one's own without proper acknowledgment. This includes not only traditional sources like written texts, images, and data but also content generated by artificial intelligence (AI). Using AI-generated content without appropriate attribution or referencing, whether it be text, images, code, or other media, constitutes plagiarism.

Turnitin: An originality checking and plagiarism prevention service that checks for inappropriate copying and citation.

Academic integrity: To conduct oneself in a manner that reflects honesty, fairness and responsibility in academic work and research.

Similarity index: It is a percentage that is returned on a student's submission and shows how much of the content matches related content in other databases.

Originality: The production of new findings, theory, method or approach following a formal scientific enquiry

Feedback: Information relating to the performance of a product, an individual's performance of a given responsibility, often used as the basis for progress and improvement

AI-Generated plagiarism: AI-generated plagiarism refers to the act of using content produced by artificial intelligence, such as text, code, or images, and presenting it as one's own original work without proper acknowledgment or citation.

Section 2. Policy Statement:

The institution is committed to upholding academic integrity by prohibiting all forms of plagiarism, including the unauthorized use of AI-generated content, and ensuring that all work submitted is original and properly referenced.

Section 3. Policy Purpose

This policy aims to maintain the highest standards of academic honesty, promote ethical research practices, and safeguard the value of the institution's postgraduate programs.

Section 4. Policy Scope

The scope specifically focuses on the use of the TURNITIN software to check plagiarism in the thesis and project work of final year postgraduate students and reports/documents that emerge from staff research in Accra Technical University (ATU).

4.1 Common Sources of Plagiarism

- a) **Matching of Text** (very high and unacceptable percentage of text matching).
- b) **Copying, Cutting and Pasting** materials verbatim from the web, textbooks or journals. Activities of lifting phrases, sentences and paragraphs of someone's work (published and unpublished) beyond an acceptable number of words, without rephrasing words and acknowledging sources through required in-text citations and referencing.
- c) **Copying** the work of another student, researcher, author etc. locally or internationally.
- d) **Copying** from course material, and lecture notes, which are owned by another person.
- e) **Copying** laboratory data or other forms of data from unauthorized sources.
- f) **Direct Quotation** (Direct quotes not duly acknowledged). For example, using the APA format, present quotation in 'block form' when the direct quote is more than 40 words. Contrariwise, use quotation marks for quotations of less than 40 words and provide the source and page number accordingly. Correspondingly, quoting comprehensively from a single source (even if duly acknowledged) despite the availability of several other sources.
- g) Paraphrasing (paraphrased views of others without acknowledgement)

h) Engaging in AI-generated plagiarism that undermines academic integrity by obscuring the true origin of the work and misleading others about the extent of the individual's own intellectual effort.

5. Policy Principles:

a) Academic Integrity:

All students and staff must adhere to the highest standards of academic honesty, ensuring that all work submitted is their own or appropriately attributed to its original sources, including AI-generated content.

b) Transparency in Attribution:

Proper referencing is required for all sources of information, including traditional texts, digital content, and AI-generated material, to give credit to original authors and creators.

c) Consistent Enforcement:

The institution will consistently apply this policy across all postgraduate programs, with clear procedures for detecting, addressing, and penalizing instances of plagiarism.

d) Education and Support:

The institution is committed to educating students and staff on the importance of academic integrity and providing resources and support to help them understand and avoid plagiarism, including guidance on using AI responsibly.

5. POLICY PROCEDURES

5.1 INTRODUCTION AND RATIONALE FOR USING TURNITIN SOFTWARE IN ACCRA TECHNICAL UNIVERSITY (ATU)

Plagiarism is an academic infraction. Students, teachers, and non-teaching staff all have a responsibility to use the academic commitments of others honestly and with sufficient affirmation and acknowledgement of sources accessed and used. To facilitate this, the Accra Technical University (ATU) has adopted this TURNITIN policy for the Graduate School to aid in the promotion and enhancing of academic integrity. Thus, the Accra Technical University TURNITIN policy is to act/serve as an instructional tool for identifying plagiarism in postgraduate academic work and to complement and promote high-quality teaching, learning and research.

The University's major goal in implementing the TURNITIN policy is to help students and staff improve on their knowledge and comprehension of plagiarism. The University seeks to enable/empower postgraduate students to establish excellent academic practices in

order to appropriately reference content as well as reduce/curtail the danger of plagiarized work in various evaluations. Staff and students should be aware that TURNITIN is not the only way to check for plagiarism, and that there are alternative options. The Plagiarism Policy of the University should be read in conjunction with the TURNITIN policy.

5.2 OVERVIEW OF TURNITIN SOFTWARE

TURNITIN is a plagiarism detection programme/software that looks for errors in citations and plagiarism in other people's work. TURNITIN software scans submitted papers for plagiarism by comparing them to many academic databases. Individual works can be uploaded to TURNITIN and automatically compared for resemblance to content on the web, some electronic journals, all assignments posted on the school's Learning Management System (LMS) and by other TURNITIN users.

With TURNITIN, students, academic staff, and other members of the university community are reminded not to duplicate others' works without following citation standards and citing sources in the most effective way possible. TURNITIN will be used as a teaching tool in the institution to assist postgraduate students improve critical thinking, analysis, synthesis, paraphrasing and summarizing, as well as citing and referencing abilities. TURNITIN will specifically assist students in demonstrating academic integrity in their work by teaching them how to use, produce, and transmit knowledge in a unique, honest, and responsible way. The software also generates a report that shows the amount of text matching previous works using a color-coded similarity index. TURNITIN does not prove that the submitted paper is competent or acceptable, and hence does not show that plagiarism has occurred. The judgment of whether plagiarism occurs is based on institutional rules.

5.3 LIMITATIONS

TURNITIN has the following limitations:

- a) Unable to detect plagiarized work from 'old' books, which are not available on the internet.
- b) Unable to detect plagiarized content translated from one language to another, e.g., Spanish to English.

- c) Unable to search ALL electronic journals.
- d) Unable to detect plagiarized image and graphs.
- e) Unable to detect handwritten documents that are scanned.

5.4 IMPLEMENTATION GUIDELINES

As stated above, these guidelines focus specifically on the final year thesis of Master's and Doctorate students and reports/manuscripts/papers emanating from research in ATU.

1. Use of the TURNITIN Originality Report

- a) Postgraduate Students are required to submit their final thesis/dissertation work through the ATU Learning Management System (LMS), which will be set to generate a TURNITIN originality report with a similarity index.
- b) All staff in ATU are encouraged to use the TURNITIN and to be familiar with the Thesis submission tool in the ATU-LMS since it provides the easiest means for students to submit their work online.
- c) All staff papers emerging/emanating from research sponsored by the University shall be assessed by the TURNITIN. In addition, staff who produce papers/reports from non-sponsored research are encouraged to use the TURNITIN.
- d) Postgraduate students are required to submit their final printed theses and TURNITIN REPORT initially to their respective HODs for approval.
- e) After approval and defence of project work in Departments, students are subsequently required to submit the approved TURNITIN Report by their HOD and final (corrected) printed project work to DRIPTT for final processing.
- f) Matching of text (a very high or unacceptable percentage of text matching using TURNITIN colour coding). In the case of ATU, the following similarity indices are to be used:
 - Overall Similarity Index: This should not exceed 20% for Master's Students and 15% for Doctorate students in TURNITIN, indicating that it is within the acceptable range). Note that 14% and below will give colour green in TURNITIN.

- Single Source Similarity Index: This should not exceed 4%. Acceptable number of words in an unbroken string (phrase or sentence) should not exceed 10 words.
- g) Students shall be given the opportunity to submit three (3) drafts of their
- Final year theses to the TURNITIN. Irrespective of this,
 - Students should be given the opportunity to meet/satisfy the overall similarity index requirements for their project theses before final submission.
 - These similarity indices are not exclusive of each other though they can be applied individually.

2. Additional Verification Procedures for Plagiarism Detection Using TURNITIN Originality Report

Apart from the above indices, the following procedures should be applied when deciding whether plagiarism has occurred or not.

- a) Academic staff in ATU should be mindful of the limitations of TURNITIN (See section 1.3) and review the originality reports carefully.
- b) A student being charged with plagiarism, should be sanctioned in accordance with the appropriate procedure in ATU's plagiarism policy. Such documentation will be essential if there is an appeal by the sanctioned student.
- c) The overall similarity index should not be used as the only basis for determining that plagiarism has occurred. Each work should be reviewed thoroughly by academic staff (supervisors) through visual inspection of the matched text, irrespective of how high or low a similarity index is. Correspondingly, the single source index and the number of words in a string that have been flagged should be examined.
- d) Where direct quotations have been properly acknowledged they can be ignored. In the event where there is limited information in the research area, similarity index from a single source exceeding 4% should be further investigated before taking action.
- e) In the event where an author (student and staff) copies his own previous work without acknowledgement, the issue of self-plagiarism has to be verified and handled appropriately by informing the student to cite and acknowledge his/her own sources.

- f) Bibliography, references and extensive direct quotations, although duly cited, could present a high percentage match. The TURNITIN software could be set to ignore such material.
- g) Additionally, cover page, dedication and declaration information in the final year project work will be similar for all students and this can inflate the similarity index. This aspect of the plagiarism check should be ignored during the visual inspection.

3. Use of Turnitin to check AI-generated plagiarism

- a) Students must produce project works/dissertations/theses that demonstrates their ability to think and write.
- b) An AI threshold shall be determined by the DRIPTT Board and approved by Academic Board each academic year. Generally, an AI percentage of over 30% is presumed not original work.
- c) DRIPTT shall review the threshold for AI percentage score every academic year to commensurate with developments in the Generative AI Technology space.
- d) Project work(s) detected to have AI percentage exceeding the threshold shall be submitted to DRIPTT for investigation. DRIPTT shall determine the following sanctions based on its investigation:
 - a. Requesting students to redo the work: This would apply where percentage is above the expected threshold but not so high to reflect lazy work.
 - b. Cancellation of project work: This would apply where percentages are very high to show no originality. Students would be requested to abandon their topic and work on another topic if they want to graduate.
- e) Supervisors should communicate to students before commencement of project work the pros and cons of academic dishonesty, and most importantly Generative AI and the sanctions applicable in the policy.
- f) Supervisors must verify data reported in project work/dissertation/theses to ensure that it has accurate references and does not overly make use AI tools.

4. Management and Training of the TURNITIN Software

The Library, the ICT Directorate and the Directorate of Research, Innovation, Publication and Technology Transfer (DRIPTT) should be responsible for the management and training of students and staff on the TURNITIN Software.

5. Procedures for Submission of Work to LMS/TURNITIN

- a) Students are expected to submit all their assignments, lab reports, and dissertation reports through the LMS. Before submission, a TURNITIN check will be done through the LMS for students to verify the level of similarity in relation to their

document(s) before final submission to their lecturers. Academic staff have to notify their students about submission procedures well in advance.

- b) Students/Staff should be permitted to submit three drafts of their work in order to evaluate the TURNITIN reports generated before submitting their final work.
- c) Individual academic staff or project work supervisors should decide how many submissions will be permitted and explain this to the students.
- d) Students should be told how many times they will be permitted to resubmit an assignment or compose project work /theses using the LMS in advance.
- e) When the same (draft) assignment is repeatedly submitted to TURNITIN to edit the matching part, the similarity index may be high. To avoid high similarity rates in such reports, draft work or any work in progress should not be uploaded to the standard TURNITIN repository before final submission.

6. GUIDELINES TO THE USE OF THE TURNITIN SOFTWARE

6.1 USER GUIDE ON LMS

6.1.1 Creating a TURNITIN Assignment

To create a TURNITIN Assignment on the University LMS, open the course home page, after logging in as a tutor click the 'Turn editing on' button. Select 'TURNITIN Assignment' from the 'Add an activity...' drop down menu.

6.1.2 General TURNITIN Assignment Settings

- a) Enter a **Name** for the TURNITIN Assignment. This will display as a link for students, so make it intuitive.
- b) Type a **Summary**: This will display for students at the top of the assignment page.
- c) Select the 'Submission Type'. The first option is 'File Upload' (default). The second option is 'Text Submission' which will upload pasted text. The third is 'Any Submission Type' which allows either of those formats.
- d) Set the **Number of Parts** (separate uploads) you want students to submit that assignment. For each, you will set a **Start Date**, **Due Date** and **Post Date** a bit later.
- e) For **Maximum File Size** for submissions, the **Site Upload Limit** is often best. This will display to students on their submission page.
- f) Set **Anonymous Marking** if applicable.

- g) **Allow Submission of Any File Type** if students are expected to upload types of file which TURNITIN cannot check for originality.
- h) **Display Originality Reports to Students** – If set to Yes, the Originality Report generated by TURNITIN is available to the student. Improve students' academic writing by allowing them to view their Originality Reports and supporting them to interpret them - ideally before the Due Date.
- i) **Grade Display** – Set whether students should see their grade as a fraction or a percentage.
- j) **Auto Refresh Grades/Scores** – Set automatically sync changes to grades. If you have a very large cohort and this slows you down, you can set to Manual (but then you need to remember to refresh).
- k) **Set These Values as Assignment Defaults** – This only applies to assignments you set up under your own account, and may be helpful if you have many similar assignments to create. Grade settings
- l) Set a **Type** – Point is a number out of a Maximum Grade. Scale allows you to choose from any grade Scales set by your institution e.g. Fail / First. None allows you to give feedback only.
- m) **Grade Category** – If you have set these up in your Moodle Gradebook, then you can select one here.
- n) **Grade to Pass** – If you have a threshold, setting it here will display passes and fails as green and red in the Gradebook.

6.1.3 Assignment Part Settings

- a) **Name** – Make it clear what you expect students to upload to this part. If you are only expecting a single upload, then something like 'Your work' may be more intuitive than Part 1.
- b) **Start Date** – The earliest date students can submit.
- c) **Due Date** – The deadline. If you have enabled late submissions any late submission will appear in red.
- d) **Post Date** – The date that marks and feedback are returned to students. If you are using anonymous marking, then names are revealed to tutors at this point. Two things to keep in mind about the Post Date: one is that it can be changed (as long

as it has not already passed) and the other is that you do not want to reveal marks and feedback until the entire cohort has been marked. You can set a Post Date further in the future than you need, but be aware students can see this date so you need to liaise with them separately.

6.1.4 Originality Report Option Settings

- a) **Allow Submissions after the Due Date** – Decide whether you wish to allow students to submit after the Due Date. Those submissions will be clearly marked as late.
- b) **Report Generation Speed** – Decide when reports are generated and if students can have multiple attempts to submit. The options are:
 - i. *Generate reports immediately (resubmissions are not allowed)* - Originality reports are created immediately and students may not resubmit papers. Submissions must be deleted by the instructor to enable resubmission.
 - ii. *Generate reports immediately (resubmissions are allowed until the due date)* - The Originality Report is generated immediately. A student may resubmit as often as the student wishes up until the due date. TURNITIN will require students to wait 24 hours between viewing each subsequent Originality Report. Only the latest submission is available to the student and instructor. When the due date passes, the originality report is regenerated and student submissions within the same assignment are included in the comparison which may result in a change to the originality report similarity index. Resubmissions are not allowed after the due date.
 - iii. *Generate reports on due date (resubmissions are allowed until the due date)* - Originality reports for submissions are generated on the due date. Resubmissions are allowed up until the due date.
- c) **Store Student Papers** – Choose whether student papers are stored in the TURNITIN Student Paper Repository for comparison against future submissions. Choose 'No Repository' for particularly confidential or sensitive student work, or where you are testing the system. Most common option: Standard Repository

- d) **Check Against Stored Student Papers** – If set to Yes, this includes checks against TURNITIN's Student Paper Repository in the Originality Reports for papers. If set to No, the similarity index percentage may decrease.
- e) **Check Against Internet** – Determine whether submissions are checked against TURNITIN's Internet Repository. If set to No, the similarity index percentage may decrease.
- f) **Check Against Journals, Periodicals and Publications** – Determine whether submissions are checked against TURNITIN's journal, periodical and publication sources. If set to No, the similarity index percentage may decrease.
- g) **Exclude Bibliography** – This setting allows the instructor to choose to exclude text appearing in the bibliography, works cited, or references sections of student papers from being checked for matches when generating Originality Reports. This setting can be overridden later in individual Originality Reports.
- h) **Exclude Quoted Material** – Allows the instructor to exclude text appearing in double quotation marks (i.e., " ") from being checked for matches when generating Originality Reports. This setting can be overridden in individual Originality Reports. Note that this setting will not allow misquotes to be identified, and note also that single quotation marks cannot be excluded.
- i) **Exclude Small Matches** – Allow the instructor to choose to exclude matches that are lower than a certain number of words (determined by the instructor) from being considered when generating Originality Reports. This setting can be overridden in individual Originality Reports.

6.1.5 Grade Mark Option Settings

- a) **Attach a Rubric to This Assignment** – To use a marking grid, enable it here (see TURNITIN guidance on setting it up).

6.1.6 Advanced TURNITIN Assignment Settings

The rest of the settings are not particular to TURNITIN, so we would not cover them here. Once you have selected all of the required options, click '**Save and Display**'. The assignment's summary page displays with options to configure each assignment part in more detail.

6.1.7 Further Settings for a TURNITIN Assignment

The summary screen displays settings organised in three tabs which we will describe in turn.

6.2 SUBMISSION INBOX TAB

When you are logged in as a tutor, you can access the student submission inbox by clicking the 'Submission Inbox' tab. Here, you can edit some of the settings you previously made and access the rest via the Update button. You can also configure a TURNITIN Rubric or Quick Mark set (see TURNITIN guidance on these), configure how many submissions' display on each page, and refresh the submissions. You can notify students who have not submitted - particularly helpful if the submissions are anonymous. Below those settings is the inbox of students' submitted work.

- i. If you have set up the assignment to use groups, you will see a 'groups' dropdown located at the top of the page. Selecting a group will filter out all the students in other groups (not compatible with anonymous assignments).
- ii. Next, you will see the title, start, due and postdates for the assignment. You can edit the dates simply by clicking on the date or the edit icon next to it. The post date is when any grades and feedback will be revealed to students and anonymous assignments will become de-anonymised.
- iii. If you want to bulk download the assignments in either their original format or the TURNITIN PDF format, use the icons under the Export heading.
- iv. The next icons provide quick links to the Rubric Manager and the Quick Mark Manager.
- v. (If enabled) The next line down details any Peer mark settings and provides a link to the Peer Mark Manager.
- vi. The next section of the screen displays a table of all the submissions for the assignment
- vii. You can control how many records you see on one page using the Show dropdown in the top left corner of the page. You can also use the Search function in the top left corner of the page if you need to search for one student.
- viii. If a student's Similarity report says pending, you can click on the Refresh Submissions icon at the top of the table.

- ix. The 'Student' column shows the name of the student (this will display anonymous if anonymous marking is enabled) The 'Similarity' column shows the percentage similarity score for the submission with a 'heat map' rectangle underneath it. If a submission is still being processed it will display 'Pending' and a grey rectangle. Note: Assignments should not usually take longer than half (½) hour after submission to show the similarity report, however, at peak submission times this may take longer. If a report still says pending after several hours, please report this problem to ELE.
- x. The last two icons allow you to download or delete that individual submission. Note: Submission time stamps in red have been submitted after the deadline.

6.2.1 Submit on Behalf of a Student

You can submit on behalf of a student if necessary / permissible by selecting the Cloud-Arrow icon in their record - though this won't work if submissions are set to be anonymous.

6.2.2 TURNITIN Tutors Tab

This tab is usually only needed if you or colleagues expect to be accessing your assignment through TURNITIN's web interface i.e., independently of Moodle. Here you can add any outstanding colleagues who need to be tutors. Difficulties bulk-downloading TURNITIN inboxes are sometimes due to not being a TURNITIN Tutor.

6.2.3 TURNITIN Students Tab

This tab is usually only needed if you expect students to be accessing your assignment through TURNITIN's web interface i.e., independently of Moodle. Here, you can add any outstanding students whose work you need to access via Moodle.

6.3 TURNITIN USER GUIDE FOR LECTURERS/STUDENTS

This instructor quick start guide is here to help you to get started with TURNITIN. To begin, you must register with the LMS.

6.3.1 Adding a Class

- a) Select the **Add Class button** to start creating a class to visit the **Create a new class page**.
- b) Enter a **class name** and an **enrolment key**. Your students can use the enrolment key to join your class.
- c) The class end date is the date that your class expires.

d) Select the **Submit button** to add the class to your instructor homepage.

NOTE: *When a class expires, students can no longer submit papers or enrol in the class. The default duration for all classes is Six months. If you want your class to last longer, you can change the end date at any time.*

6.3.2 Class Information

The class will now appear in your **class list** on the instructor homepage. The number to the left of your class name is the **class ID**. Students will use this ID, along with the class enrollment key, to enroll in your class. You can view your class enrollment key at any time by clicking the **gear-shaped edit icon** to the right of your class. You should distribute your **class ID** and **enrollment key** to your students so that they can enroll in your class and submit their papers.

NOTE: *Don't share your enrolment key publicly outside of your institution. With a Class ID and key, anyone, at any institution, will be able to join your class.*

6.3.3 Create an Assignment

- a) Within your class homepage click on the **Add Assignment button** to create an assignment.
- b) Enter an **assignment title** and choose a **start and due date** for the assignment.
- c) The default assignment submission option is to **allow only file types that TURNITIN can check for similarity**.

NOTE: *Similarity Reports can be generated for the following file types:*

- Microsoft Word
- PowerPoint
- WordPerfect
- PostScript
- PDF
- HTML
- RTF
- OpenOffice (ODT)
- Hangul (HWP)
- Google Docs (submitted via the Google Drive submission option),
- Plain text files

Students will be able to submit their papers and assignments starting on the start date and until the due date passes.

- d) Select the **Submit button** to add the assignment to your class homepage.

6.3.4 Submit a Paper on Behalf of a Student

- a) If you would like to submit papers on behalf of your students, select **View** alongside the paper assignment name to open the assignment inbox.
- b) Select the **Submit Paper button**.
- c) On the paper submission page, enter the **paper's title** and select the **author's name** from the **author drop-down menu** of enrolled students.
- d) You can upload a file from your computer, Dropbox, or Google Drive.
- e) When you are done, select the **Upload button** to upload the paper.

6.3.5 Accessing the Submission Inbox

After you submit a paper, our/the system will begin processing the paper and will generate a Similarity Report within minutes for supported file types. To view the report, select the **Inbox button** on submission confirmation page. Your assignment inbox will open.

NOTE: You can open the assignment inbox from your class homepage by selecting the View link in the Actions column alongside the paper assignment.

6.3.6 Viewing Similarity Reports

- a) The **assignment inbox** shows submitted papers with their Similarity Reports. To open the Similarity report for a paper, select the report icon.
- b) The Similarity Report will open in a new window. We call this the document viewer. The document viewer allows instructors to access each TURNITIN product in one location and view all the products simultaneously as layers.
- c) All the top sources found to match the paper submission are in the sidebar to the right of the paper contents.
- d) To view all underlying sources for a top source, hover the cursor over the source and select on the arrow icon. The overlapping sources are listed below the top source.
- e) To exclude a source from the **Match Breakdown List**, select the **Select Sources to be Excluded** (button) at the bottom of the source list.
- f) Select the checkbox for each source you would like to exclude.

g) Once you have selected all the sources to exclude, use the **Exclude (#) button** at the bottom of the **Match Breakdown List**. If the sources that were excluded affect the Similarity Index, it will recalculate and display a new percentage of matching content.

6.3.7 Leaving Feedback

From the Assignment Inbox, select on the blue pencil icon next to the paper title to open the paper with the online grading tools to grade the student submission online. TURNITIN Feedback Studio contains several tools and types of marks that instructors can use in grading and assessing papers. These include the following:

- Comments
- Inline comments
- Quick Mark comments
- Rubric scorecards
- Summary comments
- Voice comments



6.3.8 The Student Homepage

The student homepage is the first page you see after logging in to TURNITIN. You'll see a list of all the classes that you are currently enrolled in. Select the name of your class to open your assignment inbox.

NOW VIEWING: HOME

About this page

This is your student homepage. The homepage shows the classes you are enrolled in. To enroll in a new class, click the enroll in a class button. Click a class name to open your class homepage for the class. From your homepage, you can submit a paper. For more information on how to submit, please see our [help page](#).

University of Turnitin				
Class ID	Class name	Instructor	Status	Drop class
2903018	Natural History	Rachel McBride	Expired	
2921595	English and Philosophy	Arjan Singh	Active	

6.3.9 Assignment Inbox

The **Assignment Inbox** is the home for any assignment the student may be working on. He or She will find the key dates for the assignment, and most importantly, when it needs to be submitted. The student will also has access to any rubrics their instructor has attached

to the assignment. From the assignment inbox, the student can access any feedback from their instructor, including the student's Similarity Report.

6.3.10 Submitting a Paper

- a) From the assignment inbox, select the blue **Submit Button** relevant to your assignment.
- b) The paper submission page will open. Enter a title for your paper.
- c) There are multiple ways to upload to TURNITIN. Select **Choose from this computer** to pick a file that you have saved on your computer. If your file exists in Google docs or Dropbox, you can upload directly from there.
- d) TURNITIN will generate a similarity report for files in the following formats:
 - Microsoft Word
 - PowerPoint
 - WordPerfect
 - PostScript
 - PDF
 - HTML
 - RTF
 - OpenOffice (ODT)
 - Hangul (HWP)
 - Google Docs (submitted via the Google Drive submission option),
 - Plain text files
- e) Once you have selected your file, select the **Upload button** to upload your paper.
- f) A preview of the paper will be displayed with some details for you to look over. With this extra information, check that the right file has been uploaded. If everything looks good, select the **Confirm button** to send your paper to TURNITIN.

NOTE: *Your submission is not complete until you have confirmed your submission.*

- a) If your submission is successful, you will see your digital receipt. You can print this page or view it later from within TURNITIN Feedback Studio. We will also email you a copy to your email address.

6.3.11 Viewing Your Similarity Report

From the Assignment Inbox, select the Similarity Report icon to the right of your assignment. Need a little help working out what it all means? Check out our [interpreting the Similarity Report](#) guidance. If the assignment inbox says that your Similarity Report is not available, your instructor has set up your assignment to not allow students to view it.

6.3.12 Viewing Instructor Feedback

If your instructor has provided feedback on your paper, you will be able to view it once the post date for the assignment has passed.

7.0 CONCLUSION

Accra Technical University seeks to empower postgraduate students and staff to uphold integrity, creativity and excellence in academic publications hence the introduction of the TURNITIN software on the learning management system (LMS). The effective usage of the guidelines and procedures of the TURNITIN software will control plagiarism in the academic publications of staff and students. This requires systematic and effective hands-on training of staff and students to use the TURNITIN software. The total cooperation and support of management, staff and students is paramount for the successful implementation of the TURNITIN policy of the University.

8.0 ACKNOWLEDGEMENTS

The Graduate School wishes to acknowledge the rich inputs and contributions made by the following internal stakeholders in the preparation of this policy document:

- a) The Governing Council
- b) Management
- c) Academic Board
- d) ATU Library
- d) Quality Assurance and Academic Planning Directorate
- e) Directorate of Research, Innovation and Technology Transfer
- f) The Planning Committee
- g) Deans of Faculties and Heads of Departments
- h) The Graduate School Committee

5.0 REFERENCES

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