



PROVIDENCE
COLLEGE

Using Turnitin with Sakai

<http://Sakai.Providence.edu>
SakaiHelp@Providence.edu
www.Providence.edu/ITDP

Directions for using Turnitin:

This site has been created so you can check a student's paper for plagiarism retroactively. As mentioned on the site, the easiest way to use Turnitin at PC is by creating "Turnitin Assignments" within your own courses. However, if you *didn't* do that before and you have a paper that you're *just not sure about*, you can submit it through the Turnitin Site by following these simple directions:

1. Once you are in the Turnitin site in Sakai, click where it says "Assignments".

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Turnitin Site: Site Information Display

Welcome to the Turnitin site!

The easiest way to use Turnitin at PC is by creating "Turnitin Assignments" within your own courses. When you create an assignment you can check a box and say you want to "Use Turnitin," and then papers that students submit are automatically scanned. But if you *didn't* do that before and you have a paper that you're *just not sure about*, you can submit it here!

You're enrolled in this site "as a student" -- and here, we let the "students" see the report that Turnitin generates. So you can submit your student's paper to one of the Assignments here and then see the scan results.

Also, submitted papers are NOT added to the "Turnitin repository." That way you can submit a rough draft to one assignment, and then a final paper at a later date. If papers were added to the repository, the final paper would appear to be almost a complete copy!

Lastly, you'll see this site has multiple Assignments. That's because you can submit to each assignment only once; if you have another paper to scan, submit to a different assignment. If you've submitted to all the assignments and still need to scan more papers, please send an email to sakaihelp@providence.edu.

Thanks!
Your Sakai Administrators

Turnitin Site: Message Center Notifications

[New Messages](#)

2. Click on one of the open assignments to submit the student paper in question to.

Turnitin Site: Assignments

Assignment List

Select an assignment to view details, start working or edit your previous work.

Assignment title	Status	Open
Assignment 01	Not Started	Sep 3, 2016 12:00 pm
Assignment 02	Not Started	Sep 3, 2016 12:00 pm
Assignment 03	Not Started	Sep 3, 2016 12:00 pm
Assignment 04	Not Started	Sep 3, 2016 12:00 pm
Assignment 05	Not Started	Sep 3, 2016 12:00 pm
Assignment 06	Not Started	Sep 3, 2016 12:00 pm
Assignment 07	Not Started	Sep 3, 2016 12:00 pm
Assignment 08	Not Started	Sep 3, 2016 12:00 pm
Assignment 09	Not Started	Sep 3, 2016 12:00 pm
Assignment 10	Not Started	Sep 3, 2016 12:00 pm

3. Click on “Choose File” to upload the student assignment in question. Please note that you can only upload Word (.doc, .docx), PostScript (.ps), PDF (.pdf), HTML (.html), rich or plain text (.rtf, .txt) files.

The screenshot shows the Turnitin Site: Assignments page. The top navigation bar includes 'My Workspace', 'FA16TDF107001 Oral Interpretation', 'New Course Proposal', 'Turnitin Site', and 'More Sites'. The left sidebar has 'Home', 'Assignments', 'Messages', and 'Help'. The main content area is titled 'Assignment - In progress' and shows details for 'Assignment 01'. The details include: Title (Assignment 01), Due (empty), Number of resubmissions allowed (0), Status (Not Started), Grade Scale (Ungraded), and Modified by instructor (Sep 3, 2016 5:17 pm). The Instructions section states: 'When submitting attachments, students should only use these file types: Word (.doc, .docx), PostScript (.ps), PDF (.pdf), HTML (.html), rich or plain text (.rtf, .txt). Students should always save files with the appropriate extension.' The Submission section has a warning: 'Your submission will be sent to Turnitin to be electronically reviewed for plagiarism.' The Attachment section shows 'No attachment yet' and a 'Choose File' button, which is highlighted with a red box. Below the button is the text 'No file chosen'. At the bottom are 'Submit', 'Cancel', and 'Don't forget to save or submit!' buttons.

4. Once the file has been uploaded, click “Submit”.

This screenshot shows the same Turnitin Site: Assignments page as the previous one, but now with a file uploaded. The Attachment section shows 'The Declaration of Independence.docx' (178 KB; Sep 19, 2016 2:23 pm) with a 'Remove' link. The 'Submit' button at the bottom is now highlighted with a red box. The rest of the page, including the navigation bar, sidebar, and assignment details, remains the same.


7. The next page will confirm that the assignment has been submitted. Turnitin typically takes no more than 15 minutes to scan a file for plagiarism, but during peak usage periods it may take up to 24 hours, so plan accordingly.


Once the Turnitin report has been created, you can view the results by going back to the assignments page, and clicking on the assignment you submitted to.


The screenshot shows the Turnitin Site: Assignments page with the 'Assignment List' table. The table has four columns: 'Assignment title', 'Status', 'Open', and 'Due'. The first row, 'Assignment 01', is highlighted with a red box and shows a status of 'Submitted Sep 19, 2016 2:24 pm' and an 'Open' date of 'Sep 3, 2016 12:00 pm'. The other rows show assignments from 'Assignment 02' to 'Assignment 10', all with a status of 'Not Started' and an 'Open' date of 'Sep 3, 2016 12:00 pm'. The table is part of a larger interface with a navigation bar, sidebar, and a 'Viewing 1 - 10 of 10 items' indicator.


Assignment title	Status	Open	Due
Assignment 01	Submitted Sep 19, 2016 2:24 pm	Sep 3, 2016 12:00 pm	
Assignment 02	Not Started	Sep 3, 2016 12:00 pm	
Assignment 03	Not Started	Sep 3, 2016 12:00 pm	
Assignment 04	Not Started	Sep 3, 2016 12:00 pm	
Assignment 05	Not Started	Sep 3, 2016 12:00 pm	
Assignment 06	Not Started	Sep 3, 2016 12:00 pm	
Assignment 07	Not Started	Sep 3, 2016 12:00 pm	
Assignment 08	Not Started	Sep 3, 2016 12:00 pm	
Assignment 09	Not Started	Sep 3, 2016 12:00 pm	
Assignment 10	Not Started	Sep 3, 2016 12:00 pm	

8. You will see an option to view the Turnitin Report. Click the report icon and it will open the report in a new browser tab.

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Assignments

[Messages](#)

[Help](#)

Turnitin Site: Assignments**Assignment 01 - Submitted**

Title

Assignment 01

Student

Shonna Ryan (Student)

Submitted Date

Sep 19, 2016 2:24 pm

Grade Scale

Ungraded

Turnitin Report

 [The Declaration of Independence.docx](#)

History

Mon Sep 19 14:24:16 EDT 2016 Shonna Ryan (Student) (ryan_stu) submitted

Instructions

- When submitting attachments, students should only use these file types: Word (.doc, .docx), PostScript (.ps), PDF (.pdf), HTML (.html), rich or plain text (.rtf, .txt).
- Students should always save files with the appropriate extension.

Submitted Attachment [The Declaration of Independence.docx](#) (178 KB; Sep 19, 2016 2:23 pm)[Back to list](#)