



Student Guides

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Chapter 1: Account Activation and settings

1.1 Registration

If your instructor has added you to a class, and you've received an email from Turnitin:

❶ You'll receive an email from noreply@turnitin.com titled **Log in to your Turnitin Account**. In this email, find the **Create Your Password** button and select it.



❷ Enter your email address and your last name. This is to confirm the details your instructor has given us are correct before we create your account. Select the **Next** button when you're done

A screenshot of the "Account Setup" page. It has a blue header with the title "Account Setup". Below the header, it says "To set up your account, please enter your email address and last name or family name." There are two input fields: "Email Address" and "Last Name or Family Name". Below the "Last Name or Family Name" field, there is a note: "You can find this information in your Turnitin welcome email. If you no longer have access to this email, ask your Turnitin instructor to look up your email address. If you are an instructor, please refer to your Turnitin administrator for this information." At the bottom left, there is a "Next" button circled in red. To the right of the form, there is a yellow callout box with the text: "Enter your last name here. (This must be the same you have been registered on Turnitin by your Instructor) You can find it in your email."

③ We'll send you another email with a verification link titled **Create Your Turnitin Password**. You'll have 24 hours to open this email and follow the link.



Account Setup

To validate your account, we've sent an email to: **1234567@nchu.edu.tw**

You have 24 hours to click the link in your email to continue with your account setup.

④ The email will link out to the **Create Your Password** page.

Turnitin No Reply <noreply@turnitin.com>

收件者

Dear 小明 王

To finish setting up your Turnitin account, please click [here](#) to create your password.

If you have trouble clicking on the link provided, simply copy and paste the following URL into your browser:

https://www.turnitin.com/login_reset.asp?lang=none&id=64a4a4940f77ac9ef28a75f8751357a5&account_setup=1

Has your link expired?

Your create password link is valid for only 24 hours. If you find that your link has expired, click [here](#) to request a new link.

If you have trouble clicking on the link provided, simply copy and paste the following URL into your browser:

https://www.turnitin.com/password_reset1.asp?lang=none&account_setup=1

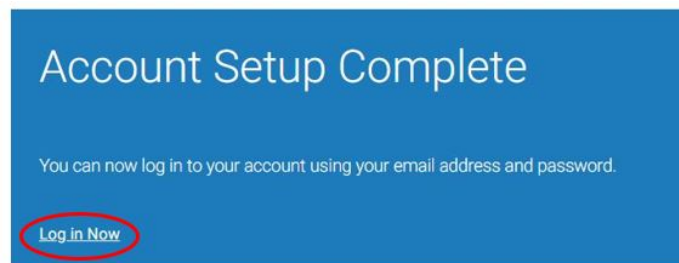
Thanks,

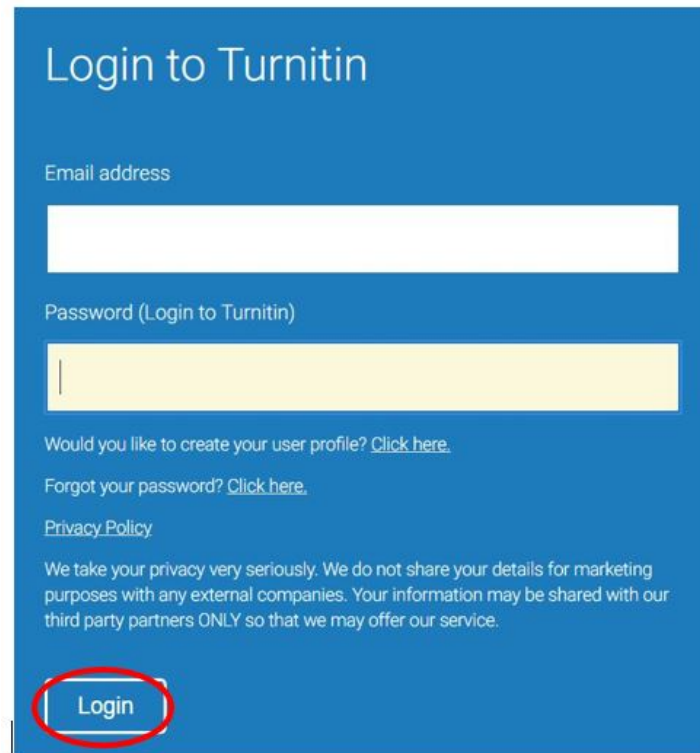
Turnitin

⑤ Create a password for your account, you'll use this to log in to Turnitin in the future. Passwords must be between 6 and 12 characters and contain at least one number and one letter. Select the **Create Password** field when you're done.

A screenshot of a web form titled "Create Your Password" on a blue background. The form includes instructions: "To finish setting up your account, please enter a password. Your password must be between 6 and 12 characters in length, containing at least one letter and one number." Below this are two input fields: "Password" and "Confirm Password". At the bottom, there are two buttons: "Create Password" and "Cancel". The "Create Password" button is circled in red.

⑥ Click **Log in Now** and login Turnitin to set up your account.

A screenshot of a web screen titled "Account Setup Complete" on a blue background. It includes the text: "You can now log in to your account using your email address and password." At the bottom, there is a button labeled "Log in Now", which is circled in red.

The image shows a 'Login to Turnitin' form on a blue background. At the top, the title 'Login to Turnitin' is displayed in white. Below it, there are two input fields: 'Email address' (white) and 'Password (Login to Turnitin)' (yellow). Under the password field, there are three links: 'Would you like to create your user profile? Click here.', 'Forgot your password? Click here.', and 'Privacy Policy'. A paragraph of text follows, stating: 'We take your privacy very seriously. We do not share your details for marketing purposes with any external companies. Your information may be shared with our third party partners ONLY so that we may offer our service.' At the bottom, a 'Login' button is highlighted with a red circle.

Login to Turnitin

Email address

Password (Login to Turnitin)

Would you like to create your user profile? [Click here.](#)

Forgot your password? [Click here.](#)

[Privacy Policy](#)

We take your privacy very seriously. We do not share your details for marketing purposes with any external companies. Your information may be shared with our third party partners ONLY so that we may offer our service.

Login

⑦ Fill out the form and select the **Next button** when you're done. And you're now good to go! You can login to Turnitin using the details you just created.

Welcome to Turnitin!

You have been added as a student to the account **106學年度第2學期全校研究生論文上傳**.

Before you can get started, we want to confirm your user information and give you the chance to set up your secret question and answer. Please feel free to change any other information as needed.

When you are done, click "next" to continue.

your email *

Secret question *

 ▼

Question answer *

your first name *

your last name *

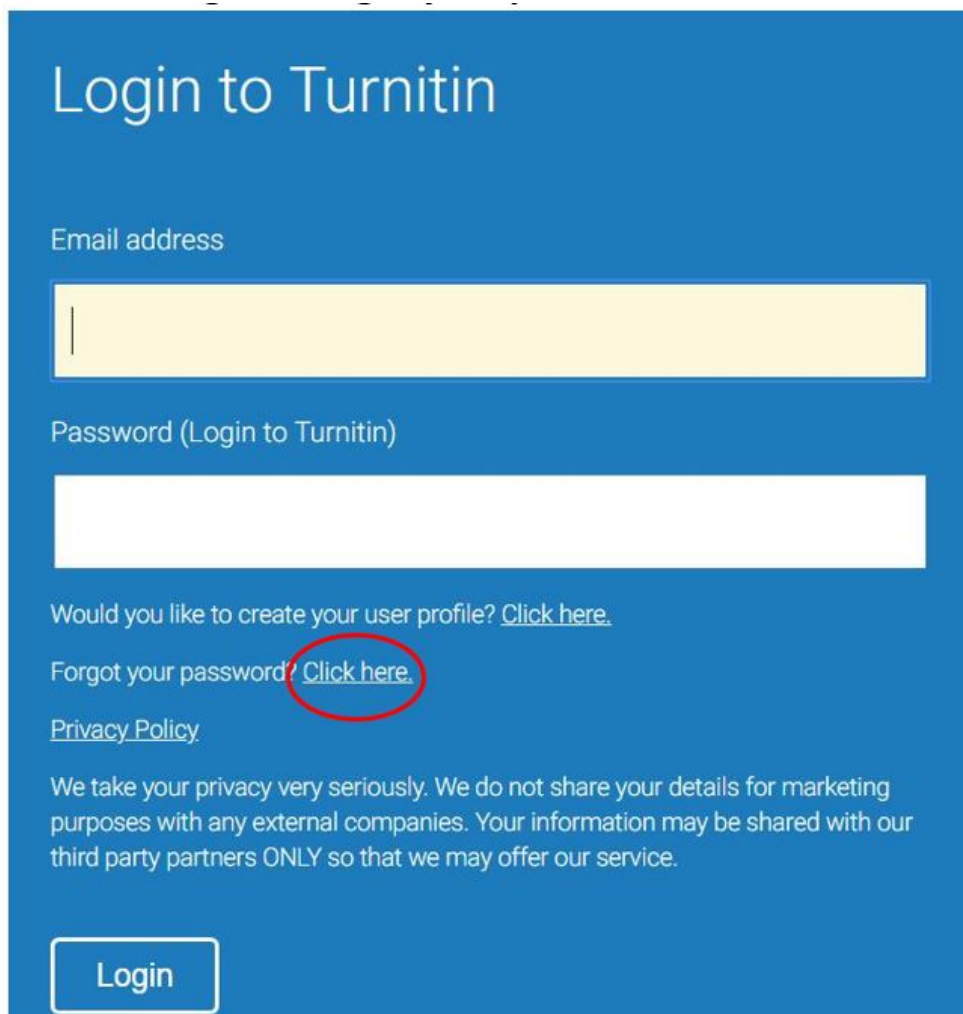
Next

1.2 Changing your forgotten password

If you have forgotten your password, or you didn't receive your initial welcome Email, you can reset your password via secret questions or by the Email address that you originally used during signup. Turnitin cannot send password reset information to any other Email address.

❶ Go to <http://turnitin.com> and click on the Log In link.

❷ Click the link along side **Forgot your password?**

The image shows the Turnitin login page. It has a blue background with white text. At the top, it says "Login to Turnitin". Below that, there are two input fields: "Email address" and "Password (Login to Turnitin)". Below the password field, there are three links: "Would you like to create your user profile? [Click here.](#)", "Forgot your password? [Click here.](#)", and "[Privacy Policy](#)". At the bottom, there is a "Login" button. The "Forgot your password? [Click here.](#)" link is circled in red.

③ Enter the email address and last name associated with your Turnitin user profile, then click the **Next** button.

Reset User Password

Please enter the email address you used to create your user profile. Click "next" when you are done.

Email Address

Last Name or Family Name

If you do not know the email address for your account...

Ask your instructor (or Turnitin administrator, if you are an instructor) to look up your email address.

NOTE: Due to privacy agreements, Turnitin CANNOT release your email address - even to you. You MUST get this information from your institution.

Next

④ Select your language from the drop-down list; if you selected your secret question in a language other than the one in which you are reading. Type the answer to your secret question in the Answer box. You set your secret question and answer when you created your account.

Reset User Password

If you remember the answer to your secret question, please enter it below. Click "Next" when you are done.

If you selected your secret question in a language other than the one you are reading this in, please select your language from the list:

English

Secret Question:
What was the name of your childhood best friend?

Answer:

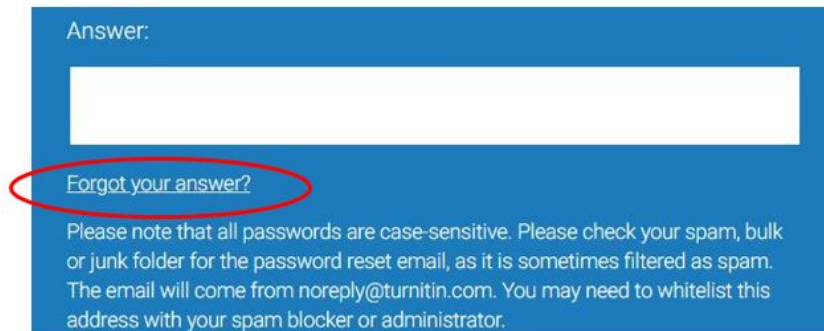
[Forgot your answer?](#)

Please note that all passwords are case-sensitive. Please check your spam, bulk or junk folder for the password reset email, as it is sometimes filtered as spam. The email will come from noreply@turnitin.com. You may need to whitelist this address with your spam blocker or administrator.

Next [Previous](#)

⑤ If you have forgotten the answer to your secret question, click the link labelled **Forgot your answer?** This will send a link to reset your password to your registered Email address.

Please Note: You have 24 hours to change your password using the link that has been sent to you.



Reset your Turnitin password

Turnitin No Reply <noreply@turnitin.com>

收件者 123456@nchu.edu.tw

Dear 小明 王

To reset your Turnitin password, please click [here](#) and follow the instructions provided.

If you have trouble clicking on the link provided, you may copy and paste the following URL into your browser:

https://www.turnitin.com/login_reset.asp?lang=none&id=dac34714591943a8f9e73b0009f3583f

This link will expire in 24 hours. If you receive a message stating that the link has expired, please click [here](#) to request a new 'password reset' link.

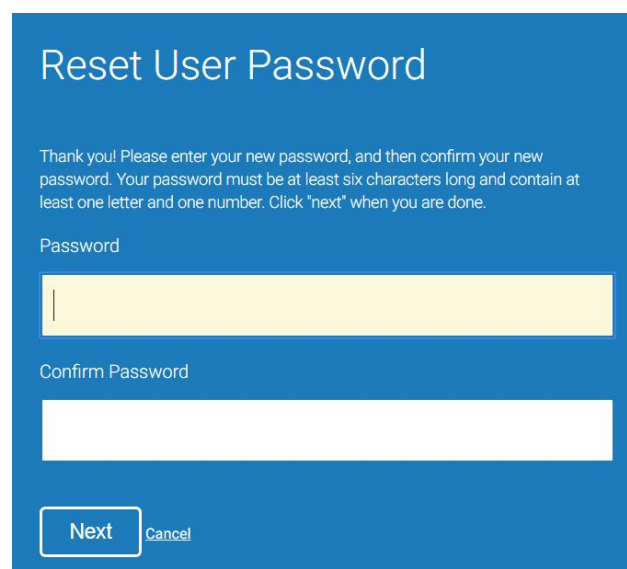
You may also copy and paste the following URL into your browser to request a new 'password reset' link:

https://www.turnitin.com/password_reset1.asp?lang=none

Thank you for using Turnitin,

The Turnitin Team

⑦ On the password reset page, you must enter a new password and log into Turnitin using the Email address and new password for your profile.



⑧ Use the email address and your new password to log into Turnitin in the future

● If you do not receive an email containing the password reset link, please ensure that the Email service is not filtering this Email from noreply@turnitin.com to your spam or junk mail folder.

Add noreply@turnitin.com to your Email account's contact list or contact your Email service for more information on ensuring this important password reset Email is able to be received.

Chapter 2: Submitting a paper

❶ 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.

❷ Select **enroll a new class**, If you want to enroll a new class. Enter the class ID and enrollment key and click submit. If you do not have a class ID and enrollment key, contact your instructor for this information.

The screenshot shows the Turnitin Student Homepage. At the top right, there is a navigation bar with links: 小明 王 | User Info | Messages | Student | English | Help | Log out. Below this, the Turnitin logo is on the left. In the center, there are four buttons: 'All Classes' (annotated with ❶), 'Enroll in a Class' (annotated with ❷), 'What is Plagiarism?', and 'Citation Help'. Below these buttons, it says 'NOW VIEWING: HOME'. Underneath, there is a section titled 'About this page' with a paragraph of text. Below that, there is a header for 'National Chung Hsing University: 圖書館&行政單位'. At the bottom, there is a table with columns: Class ID, Class name, Instructor, Status, and Drop class. The first row shows Class ID '17033829', Class name '106學年度第2學期全校研究生論文上傳' (annotated with ❸), Instructor '考組 參', Status 'Active', and a trash icon.

The screenshot shows the 'Enroll in a class' form. At the top, there are four buttons: 'All Classes', 'Enroll in a Class' (which is highlighted), 'What is Plagiarism?', and 'Citation Help'. Below these buttons, it says 'NOW VIEWING: HOME'. Underneath, there is a section titled 'About this page' with a paragraph of text. Below that, there is a form titled 'Enroll in a class'. The form has two input fields: 'Class/section ID: *' and 'Enrollment key: *'. Below these fields is a 'Submit' button.

③ Select your class. From the Assignment Inbox, select the **Submit button** relevant to your assignment.

Class Homepage

This is your class homepage. To submit to an assignment click on the "Submit" button to the right of the assignment name. If the Submit button is grayed out, no submissions can be made to the assignment. If resubmissions are allowed the submit button will read "Resubmit" after you make your first submission to the assignment. To view the paper you have submitted, click the "View" button. Once the assignment's post date has passed, you will also be able to view the feedback left on your paper by clicking the "View" button.

Assignment Inbox: 106學年度第2學期全校研究生論文上傳			
	Info	Dates	Similarity
106學年度第2學期全校研究生論文上傳作業		Start: 27-Dec-2017 8:39AM Due: 31-Aug-2018 11:58PM Post: 31-Aug-2018 11:58PM	

2.1 File uploade

① Enter a title for your paper and 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. Once you've selected your file, select the **Upload button** to upload your paper.

② If everything looks good, select the Confirm button to send your paper to your instructor.

Please Note: Your submission is not complete until you've confirmed your submission.

Submit: Single File Upload +

First name

Last name

Submission title

What can I submit?

Choose the file you want to upload to Turnitin:

③ Turnitin accepts submissions in these formats:

Microsoft Word™ (DOC and DOCX) 、 Corel WordPerfect 、 HTML 、


Adobe PostScript 、 Plaintext (TXT) 、 Rich Text Format (RTF) 、

Portable Document Format (PDF) 、

Microsoft PowerPoint (PPT, PPTX, and PPS) 、 Hangul (HWP)

2.2 Viewing Your Similarity Report

When Similarity Report is available for viewing, an icon will appear in the Similarity column of the Assignment Inbox. Select the **Similarity Report** icon to the right of your assignment. 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.

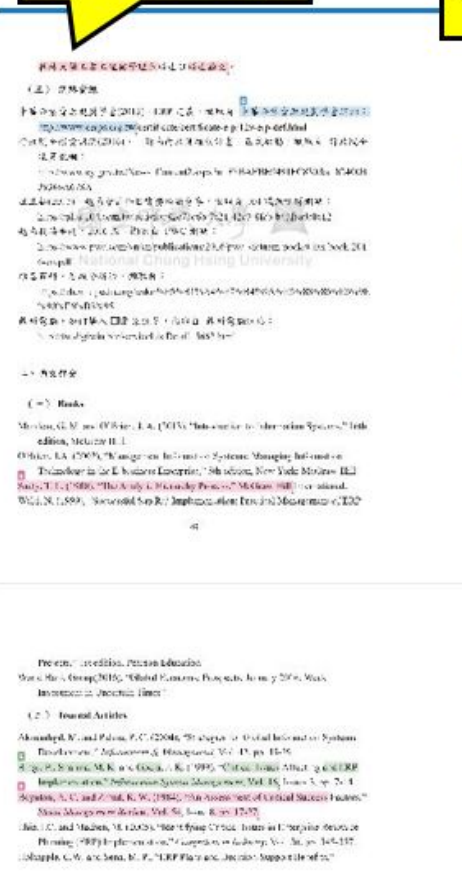
Assignment Inbox: 106學年度第2學期全校研究生論文上傳					
	Info	Dates		Similarity	
106學年度第2學期全校研究生論文上傳作業	①	Start	27-Dec-2017 8:39AM	① 45% 	② ③   
		Due	31-Aug-2018 11:59PM		
		Post	31-Aug-2018 11:59PM		
46465465	①	Start	11-Mar-2018 10:51AM		  
		Due	01-Sep-2018 11:59PM		
		Post	01-Sep-2018 11:59PM		

Note: The ① ② ③ icon above refers to:

- ① Similarity Report icon
- ② View Similarity Report
- ③ Download the Report

Chapter3 :Interpreting the Similarity Report

original manuscript



This is your Similarity Score.

Match Overview

27%

Match 1 of 50

Currently viewing standard sources

View English Sources (Beta)

Matches

1	www.engh.kuas.edu.tw Internet Source	6%	>
2	phaplun.org Internet Source	2%	>
3	www-debian.linux.org.tw Internet Source	2%	>
4	nccuir.lib.nccu.edu.tw Internet Source	2%	>
5	www.mcu.edu.tw Internet Source	2%	>

Note: The ❶❷❸❹ icon above refers to:

- ❶ Match overview
- ❷ All Sources
- ❸ Filters and Settings
- ❹ Excluded sources

3.1 Match overview- All sources

The Match Overview will be displayed within the **Match Overview side panel**. Users can view all matches between the paper and a specific selected source in the Turnitin repositories.

The screenshot displays the Turnitin Match Overview interface. On the left, a document titled "nchu.edu.tw" is shown with a 4% similarity score. The document content includes a list of items and a map of the NCHU campus. A yellow callout box points to the number "1" in the list, indicating that clicking on the number source will view source details.

All sources

Match Overview

Match Overview

4%

Match 2 of 2

Currently viewing standard sources

View English Sources (Beta)

Matches

1 nchu.edu.tw 4% >

Internet Source

至105/01/27 (三)止,逾期恕不受理申請。逾期申請者請自行填妥「校外人士汽車進校申請表」或「校外人士機車進校申請表」(下載網址: <http://www.nchu.edu.tw/~oga/06-003.html>)並送交系主任(所長)核章後,檢附申請資料與費用至本校駐警隊辦公室(位於行政大樓一樓,服務時間為週一至週五8:00~12:00、13:10~17:00)辦理。七

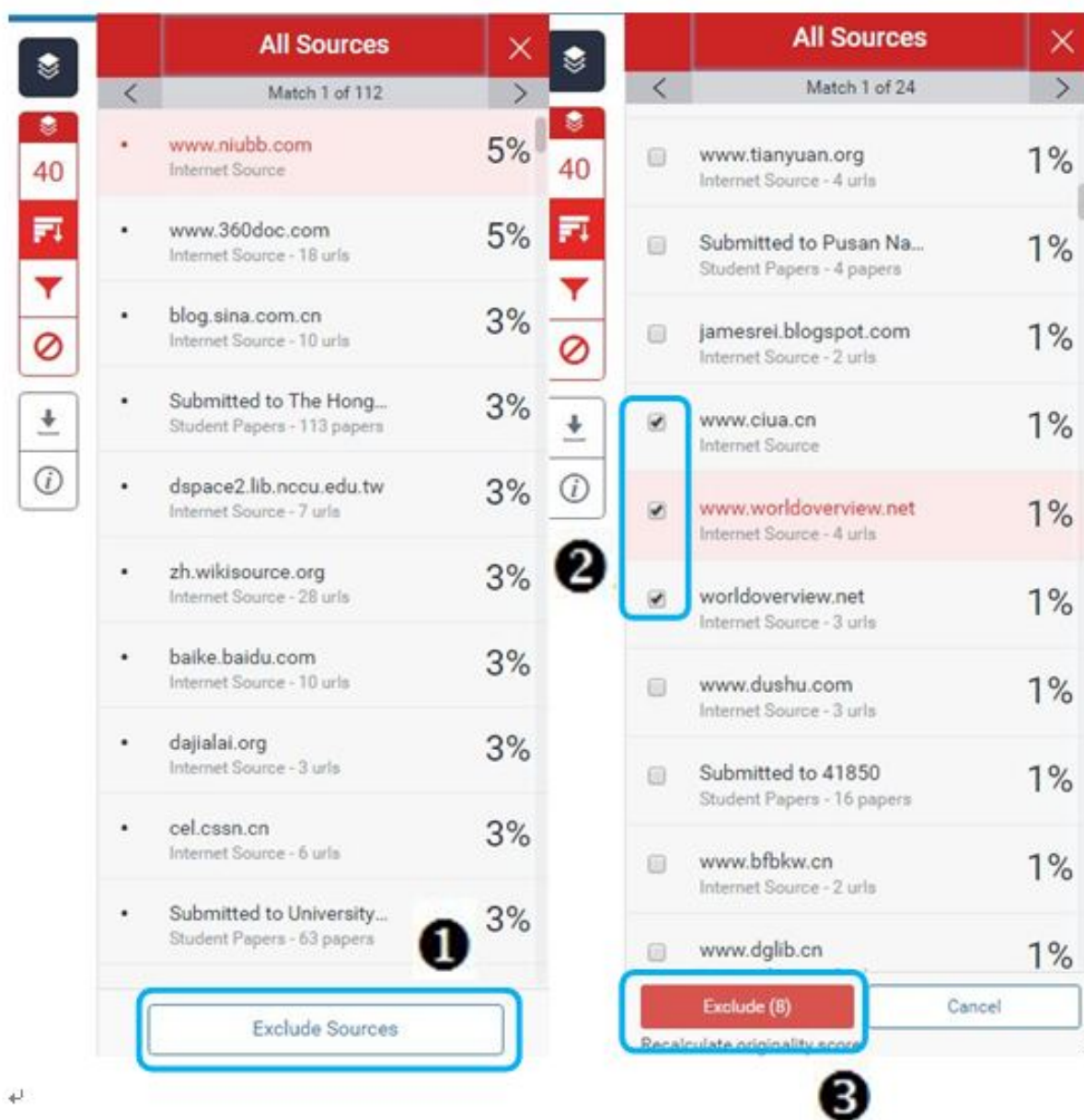
資料(2)繳納費:繳納事務組(駐警隊)可入校車輛數及辦理一次性預繳費用(3)提出申請(檢附上原簽及申請單)

申請單下載處: <http://www.nchu.edu.tw/~oga/06-003.html>

Click on the number source to view source details.

3.3 Exclude specific similar sources

- 1 Click on the **Exclude Sources** icon
- 2 Check specific similar sources you want to exclude
- 3 Click on the **Exclude** icon



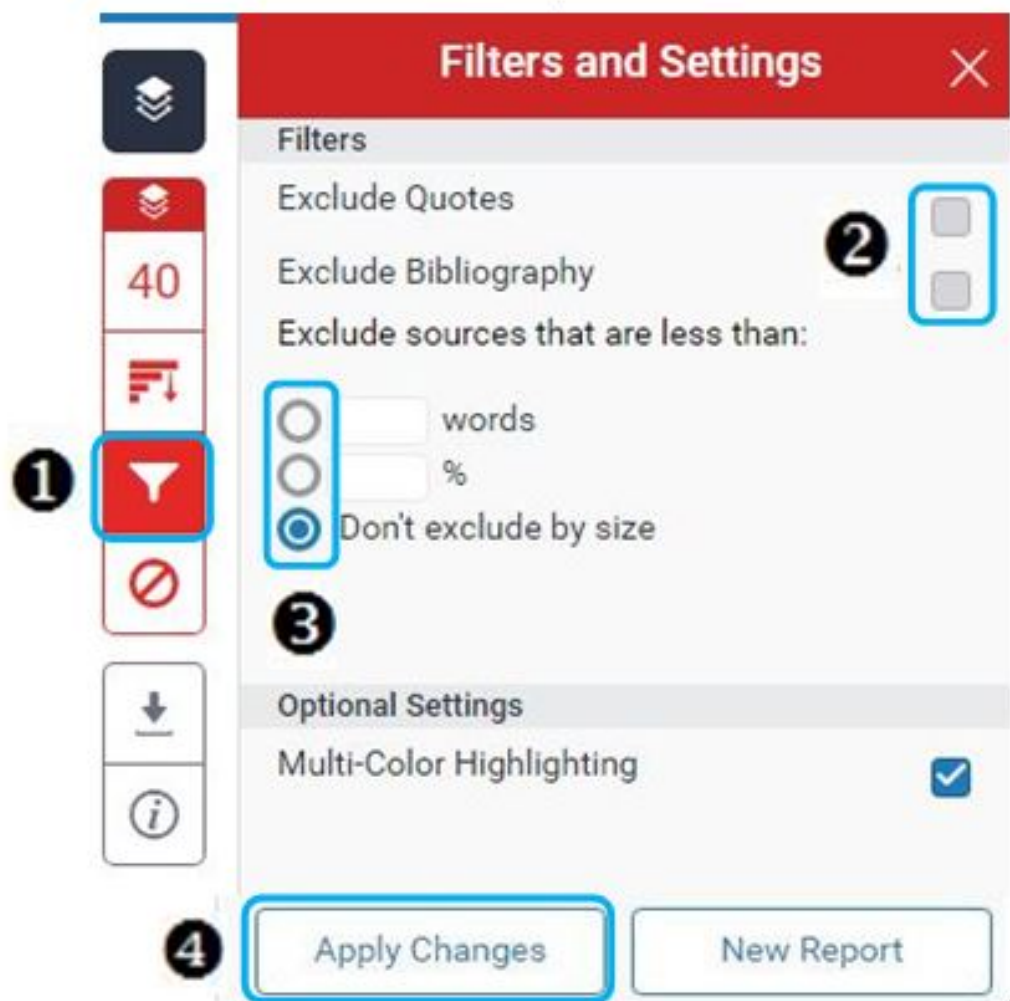
The screenshot displays two side-by-side panels of the 'All Sources' interface. The left panel, titled 'All Sources', shows a list of sources with their respective percentages. A blue box labeled '1' highlights the 'Exclude Sources' button at the bottom. The right panel, also titled 'All Sources', shows a list of sources with checkboxes. A blue box labeled '2' highlights the checkboxes for 'www.ciua.cn', 'www.worldoverview.net', and 'worldoverview.net'. A blue box labeled '3' highlights the 'Exclude (8)' button at the bottom of the right panel.

Source	Percentage
www.niubb.com Internet Source	5%
www.360doc.com Internet Source - 18 urls	5%
blog.sina.com.cn Internet Source - 10 urls	3%
Submitted to The Hong... Student Papers - 113 papers	3%
dspace2.lib.nccu.edu.tw Internet Source - 7 urls	3%
zh.wikisource.org Internet Source - 28 urls	3%
baike.baidu.com Internet Source - 10 urls	3%
dajialai.org Internet Source - 3 urls	3%
cel.cssn.cn Internet Source - 6 urls	3%
Submitted to University... Student Papers - 63 papers	3%

Source	Percentage
www.tianyuan.org Internet Source - 4 urls	1%
Submitted to Pusan Na... Student Papers - 4 papers	1%
jamesrei.blogspot.com Internet Source - 2 urls	1%
www.ciua.cn Internet Source	1%
www.worldoverview.net Internet Source - 4 urls	1%
worldoverview.net Internet Source - 3 urls	1%
www.dushu.com Internet Source - 3 urls	1%
Submitted to 41850 Student Papers - 16 papers	1%
www.bfbkw.cn Internet Source - 2 urls	1%
www.dglib.cn	1%

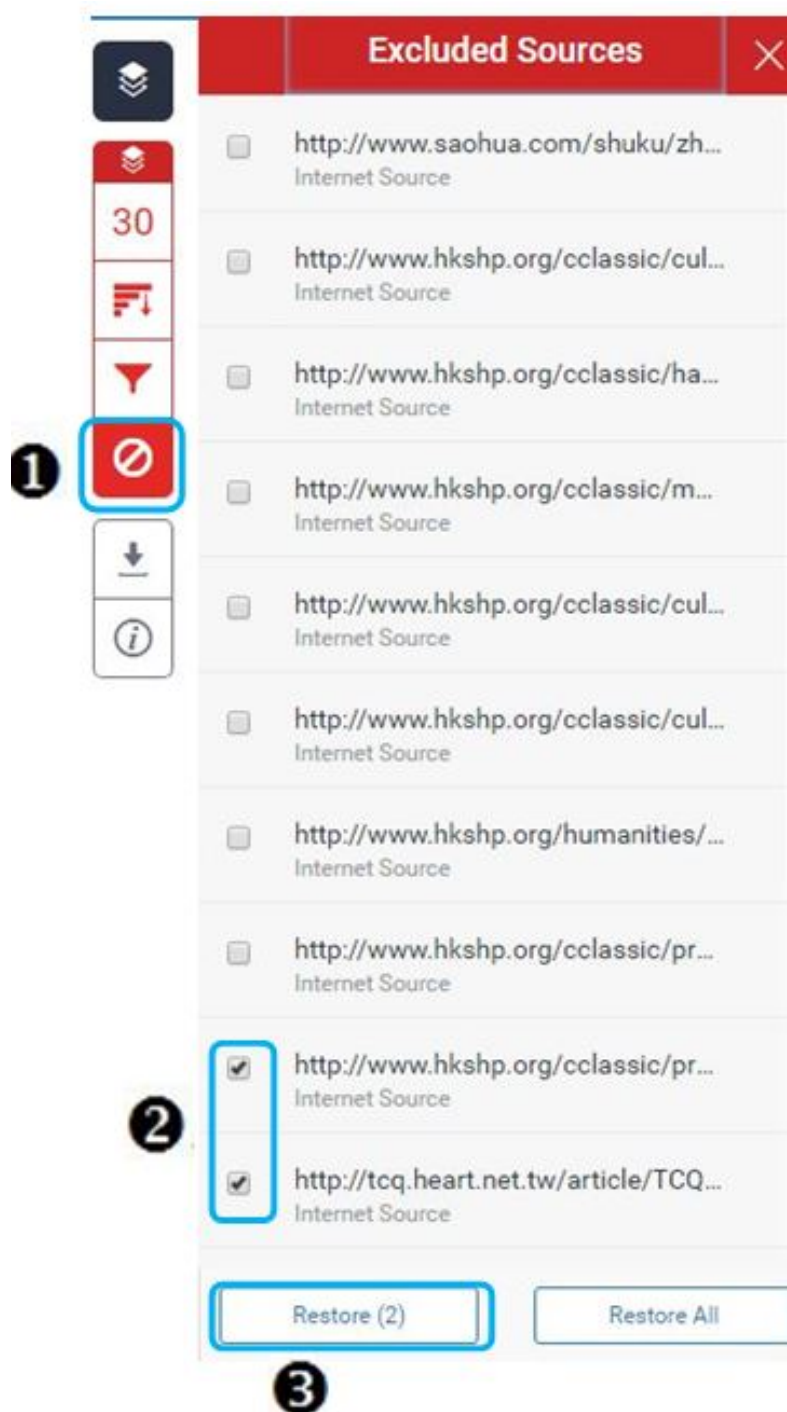
3.4 Excluding Quoted or Bibliographic Material

- ❶ Click on the **Filter and Settings** icon
- ❷ To exclude Quoted or Bibliographic material click the check box next to the Exclude Quotes and Exclude Bibliography exclusion options.
- ❸ Enter into either the words or % fields the numerical value for small matches that will be excluded from this Similarity Report.
- ❹ Click on the **Apply Changes** button to save the settings



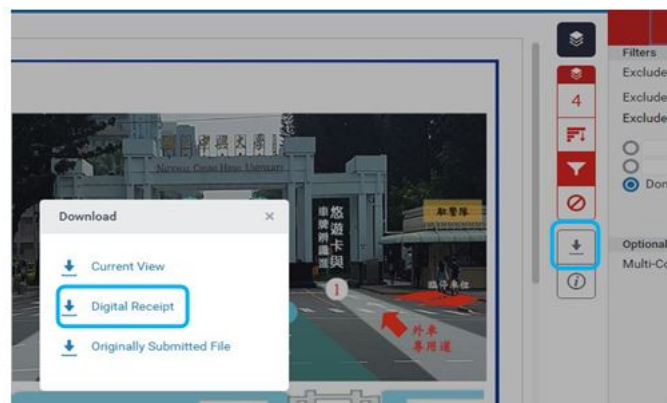
3.5 Restore exclusion

- ❶ Click on the **Excluded sources** icon
- ❷ Check specific similar sources you want to restore.
- ❸ Click on the **Restore** icon



3.6 Downloading Reports and Digital Receipts

- ❶ Click on the **download** icon at the bottom of the Similarity Report.
- ❷ Select the document you need and down load it:
 - Select “current view” for downloading Similarity Report.
 - Select ”digital receipt” for downloading digital receipt.
- Please note: You will need to submit a digital receipt from your “Similarity Report” on Turnitin in a printed version to NCHU Library for your graduation procedure.



- **An example of digital receipt**



- For more using guides please go to Turnitin website:
https://guides.turnitin.com/01_Manuals_and_Guides/Student_Guides