

Turnitin 课业检查系统简要操作手册

Turnitin 分为三级管理账号

第一级（管理员）：管理员负责整个学校账号的管理工作，并且负责添加老师账号的职责，是最高权限的账号

第二级（教师）：教师可以添加自己的班级，并为每个班级布置不同的作业。

第三级（学生）：学生根据每次作业的要求提交作业

注意事项：

每个作业都能设置此次作业是否入库，入库的意思是指提交的作业存储到标准比对库中，作为下次检测的参考，如果有些文章需要发表的话，建议在作业的选项中选择不入库。入库的好处是同一个班级的文章可以相互比对，对于同一个作业相互抄袭有很大帮助。

万一不小心文章入库也不必担心，你只要能提供上传文章的 paper id 和您的账户名给 [support](#) 客服是可以帮助您删除入库的文章。

- 不入库的设置：点击 assignment , edit setting.

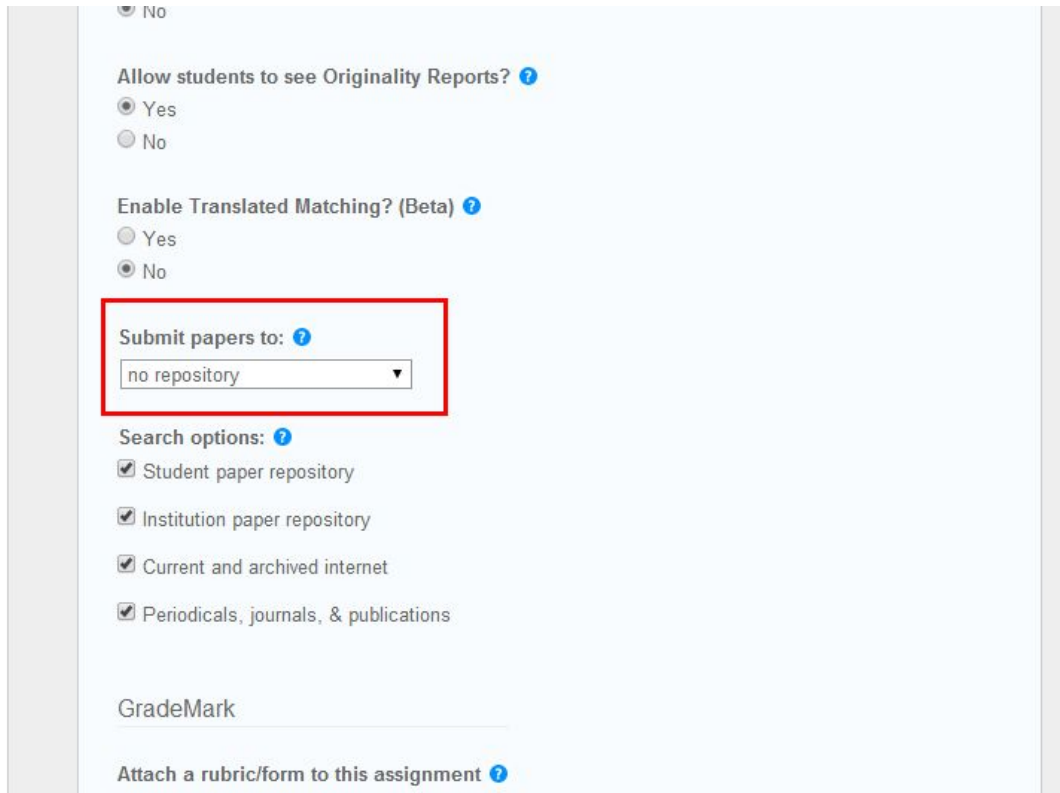
The screenshot shows the Turnitin interface for a class named 'Kang Chiao'. At the top, there is a navigation bar with links for 'iGroup/Jack', 'User Info', 'Messages', 'Instructor', 'English', 'Roadmap', 'Help', and 'Logout'. Below this is a secondary navigation bar with tabs for 'Dashboard', 'Assignments', 'Students', 'Grade Book', 'Libraries', 'Calendar', 'Discussion', and 'Preferences'. The main content area shows 'NOW VIEWING: HOME > KANG CHIAO'. Under 'About this page', there is a description of the class homepage. Below that is a section for 'Kang Chiao' with a '+ Add Assignment' button. A table lists assignments, with 'Trial 1' highlighted. The table has columns for 'START', 'DUE', 'POST', 'STATUS', and 'ACTIONS'. The 'ACTIONS' column for 'Trial 1' has a 'More actions' dropdown menu with options: 'Edit settings', 'Submit', and 'Delete assignment'. The 'Edit settings' option is highlighted with a red box.

	START	DUE	POST	STATUS	ACTIONS
Trial 1					
PAPER	15-Oct-2014 10:50AM	20-Dec-2014 11:59PM	22-Dec-2014 12:00AM	1 / 3 submitted	View More actions

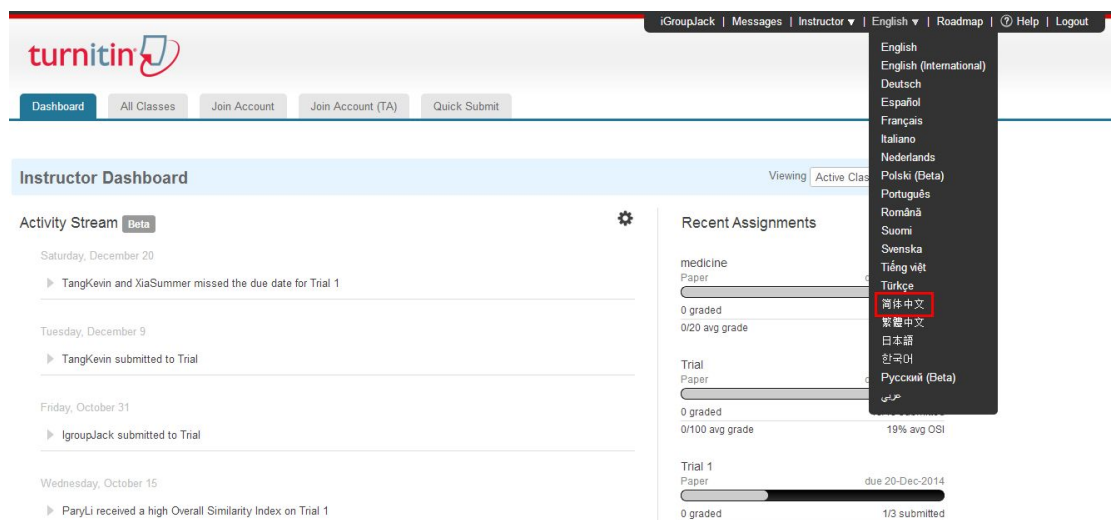
点击 “optional setting”

The screenshot shows the 'Update Paper Assignment' form. It has a title bar 'Update Paper Assignment'. The form is divided into two columns. The left column contains 'Assignment title' (with a dropdown menu showing 'Trial 1'), 'Point value' (with a dropdown menu showing '10'), and radio buttons for 'Allow only file types that Turnitin can check for originality' and 'Allow any file type'. The right column contains 'Start date' (with a date picker showing '15-Oct-2014'), 'at' (with a dropdown menu showing '10'), 'Due date' (with a date picker showing '20-Dec-2014'), 'at' (with a dropdown menu showing '23'), and 'Post date' (with a date picker showing '22-Dec-2014'), 'at' (with a dropdown menu showing '0'). At the bottom of the form, there is a link labeled 'Optional settings' which is highlighted with a red box.

找到 “submit papers to”，选择 “no repository” 即可。

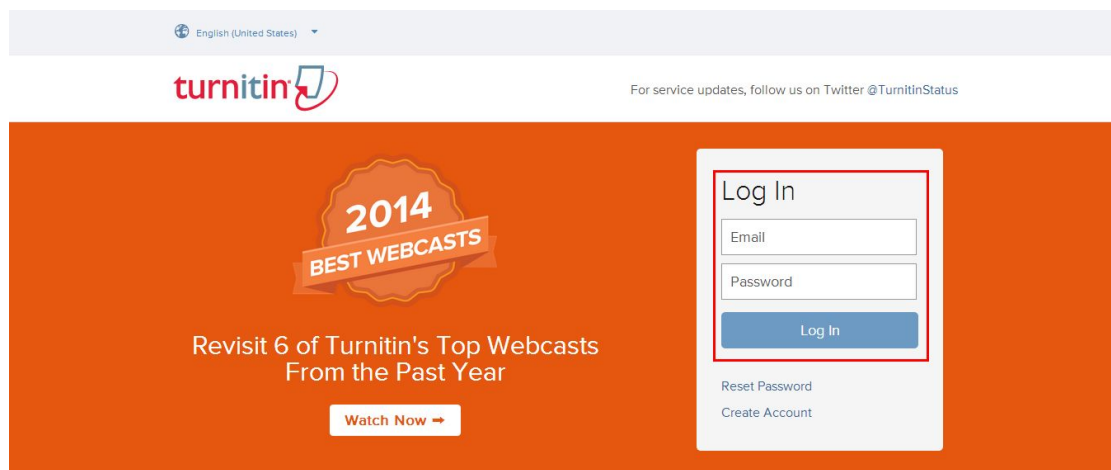


另外，Turnitin 支持中文界面，在主界面选择语言，简体中文，即可把操作界面转换成中文

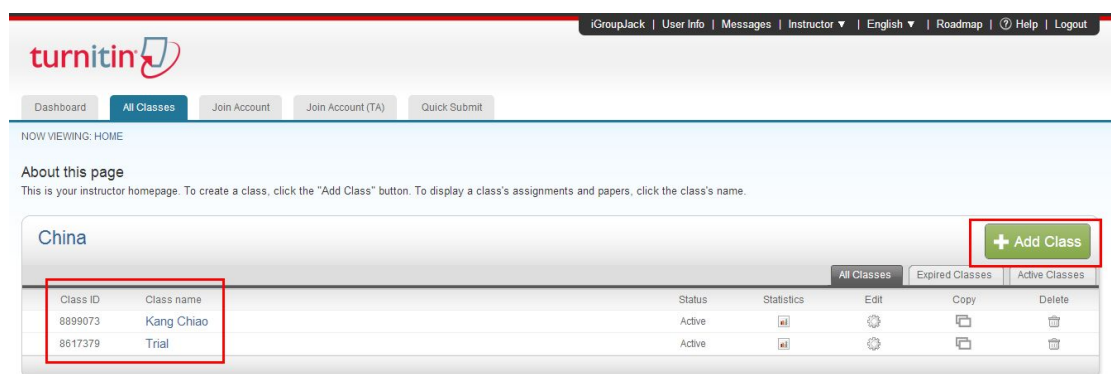


以下是教师账号具体的操作步骤：

1. 注册账号：管理员会根据您提供的 email 地址为您开通账号，开通后，您会收到一封注册邮件和一个初始登陆密码，使用邮件中的链接打开网页，完善个人信息并设定密码后，初始密码失效。
2. 登陆账号：打开 Turnitin 网站，点击“ login” 登录。



3. 主页面：主页面显示了目前您拥有的班级情况，初次登陆时点击“Add Class” 来添加班级



班级（课程）：班级分为“主课程”和“标准课程”，只有主课程才能添加助教，标准课程不能添加助教。助教可以在主课程下设置分课程，然后帮助学生把文章上传至分课程。您可以点开每个分课程批改作业并且查看原创性报告。

4.添加主课程：

- Class type:选择“ Master”
- TA join password:这个是让助教加入您课程的密码，助教凭您的 Class ID 和此密码可以加入您的主课程。
- Class end date:这个日期与您的课程结束日期相同

Create a new class

To create a class, enter a class name and a class enrollment password. Click "Submit" to add the class to your homepage. For a master class, you will also need to enter a TA join password.

Class settings

* Class type

* Master class name

Note: There are two ways to add teaching sections to a master class: you can create sections yourself, or have your teaching assistants join your master class and create their own sections. To add sections yourself, click "Submit" and then press the add section button next to the name of this master class on your home page. If you intend to have your assistants join themselves, please enter the password they will use below.

* TA join password

* Subject area(s)

* Student level(s)

Class start date 16-Jan-2015

* Class end date

主课程下，有两种方法来添加分课程，一种是由您自己添加，一种是让助教加入到您的主课程后，助教添加分课程。

由您来添加：点击“+”按钮，填入助教姓名和 email，如果助教已经有账户了，则他会收到一封提示邮件，提示您已将他添加为助教。若没有账户，则与您第一次登陆一样，系统会发送注册邮件给他，他根据邮件中的链接和初始密码就可以注册账号。

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iGroupJack | User Info | Messages | Instructor | English (International) | Roadmap | 86% | 1.5K | 0.9K

Dashboard | All Classes | Join Account | Join Account (TA) | Quick Submit

NOW VIEWING: HOME

About this page
This is your instructor homepage. To create a class, click the "Add Class" button. To display a class's assignments and papers, click the class's name.

China + Add Class

Class ID	Class name	Status	Statistics	Edit	Copy	Delete
9351859	Economy + Section	Active				
8899073	Kang Chiao	Active				
8617379	Trial	Active				

点击主课程名称旁的 “+ Section”

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iGroupJack | User Info | Messages | Instructor | English (International) | Roadmap | 86%

Dashboard | All Classes | Join Account | Join Account (TA) | Quick Submit

NOW VIEWING: HOME

Create a new section

To add a section to your class, enter the TA's information. The information you enter here will be sent to the added TA's email address, along with instructions on how to start using Turnitin. If the TA does not already have a user profile with Turnitin, we will generate a user password and send it along with this email.

TA information (step 1 of 2)

* TA's first name

* TA's last name

* TA's email address

输入助教的姓名及 email，点击 “submit”

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iGroupJack | Messages | Instructor | English (International) | Roadmap | 86%

Dashboard | All Classes | Join Account | Join Account (TA) | Quick Submit

NOW VIEWING: HOME > CREATE SECTION

Create a new section

Enter information for your section below including a section enrollment password and an optional section name/number. Students will need both your section enrollment password and the section class ID to enroll in your section. The section name and number are optional.

Section information (step 2 of 2)

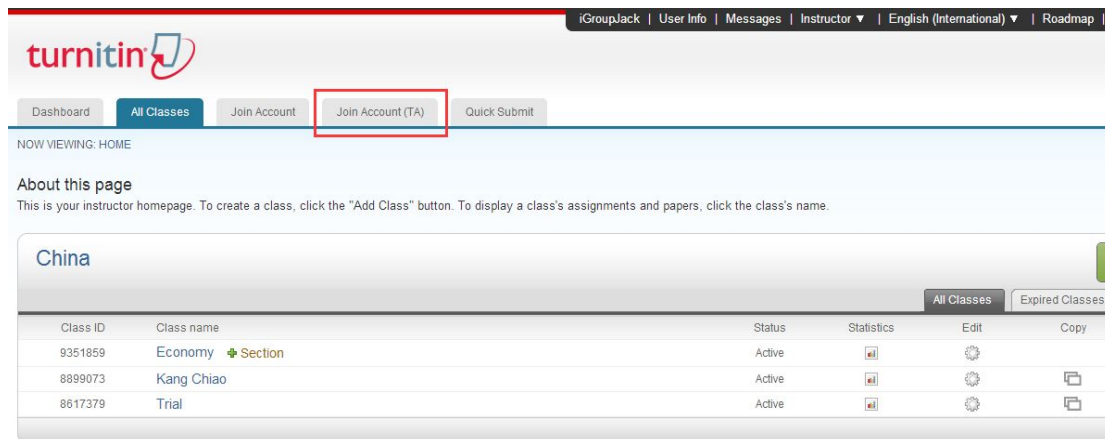
Section name or number

* Section enrollment password

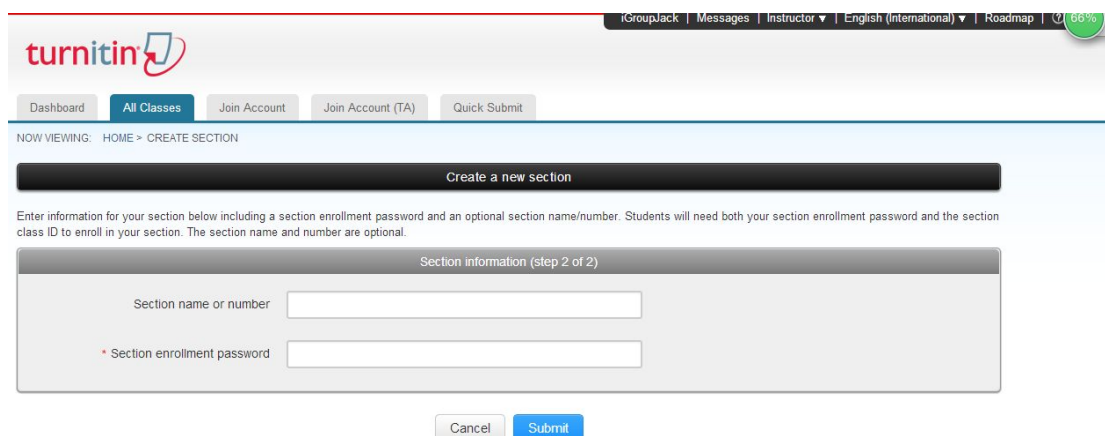
填写分课程名称和 “加入密码”，加入密码是让学生加入到此分课程中的密码。最后点击 “submit” 完成。

如果是让助教自己加入主课程，则按以下步骤操作。

助教收到系统发送的邮件后，按步骤 1 完成账户的注册，登陆后点击
“Join Account(TA)”



输入主课程的 id 和 password,点击 submit



填写“分课程名称”和“加入密码”，加入密码是让学生加入到此分课程中的密码。因为厦门大学账号不开设学生账户，因此这个密码可以忽略。最后点击“submit”完成。

5.添加标准课程：

- 点击“Add Class”
- 输入课程信息，点击“Submit”

建立新课程

欲建立课程, 输入课程名称和课程加入密码。点选提交以添加课程至您的主页。若是主课程, 您也将需要输入助教加入密码。

课程设置

* 课程类型

* 课程名称

* 注册密码

* 学科领域

* 学生学年

课程开始日期 16-1月-2015

* 课程截止日期

如果您希望您的标准作业也由助教提交的话,那么您可以把您的账号密码告诉您的助教,让他用您的账号提交。好处就是不需要每个课程都设置助教,比较适合需要快速检测的作业。

6.布置作业,点击“assignment”选项卡,点击“add assignment”布置作业。当学生提交完作业后,您可以点击“view”查看作业情况。

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Dashboard | **Assignments** | Students | Grade Book | Libraries | Calendar | Discussion | Preferences

NOW VIEWING: HOME > KANG CHIAO

About this page
This is your class homepage. Click the "Add assignment" button to add an assignment to your class homepage. Click an assignment's "View" button to view the assignment inbox and any submissions that have been made to the assignment. You can make submissions by clicking on the "Submit" option in the assignment's "More actions" menu.

Kang Chiao
CLASS HOMEPAGE + Add Assignment

	START	DUE	POST	STATUS	ACTIONS
Trial 1					
PAPER	15-Oct-2014 10:50AM	20-Dec-2014 11:59PM	22-Dec-2014 12:00AM	1 / 3 submitted	View More actions ▾

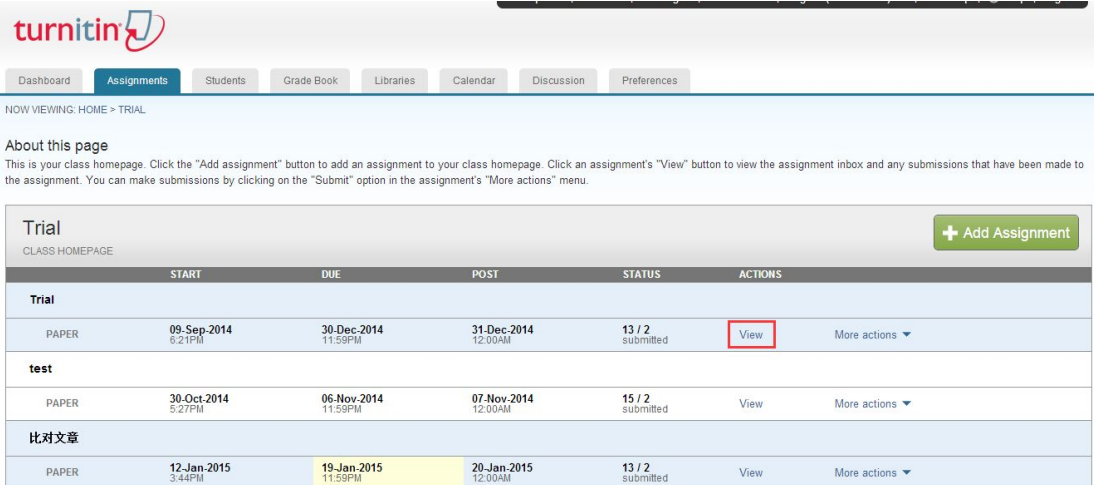
7.提交作业:当布置完作业后,

- 点击“More actions”
- 点击“Submit”
- 选择“Zip File Upload”上传作业的打包文件
- 点击“upload”

等待上传完成

8.查看作业重复率:

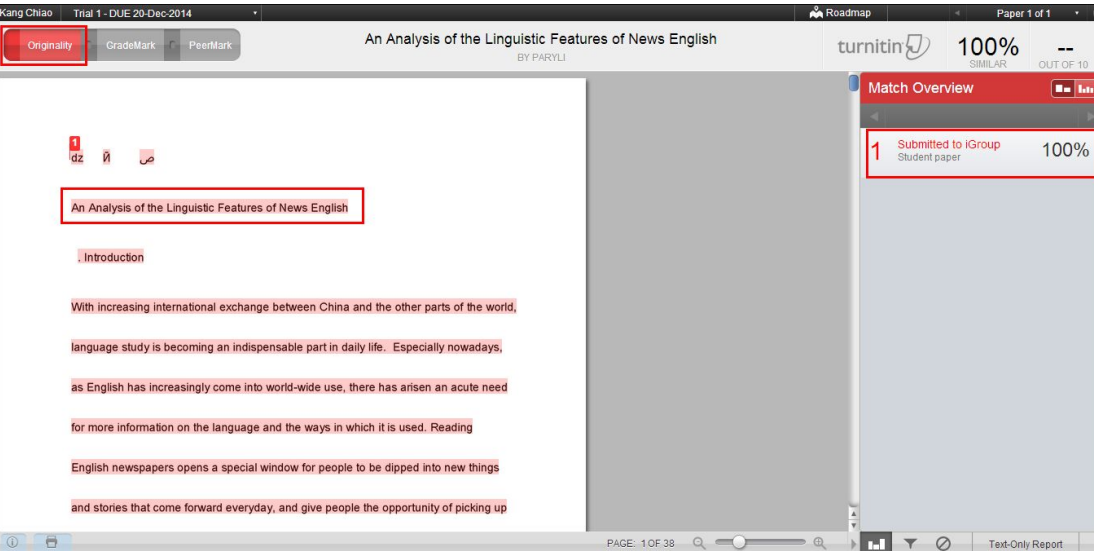
- 点击您的班级
- 点击布置的作业
- 点击 “View”



The screenshot shows the Turnitin interface for a class named 'Trial'. At the top, there are navigation tabs: Dashboard, Assignments (selected), Students, Grade Book, Libraries, Calendar, Discussion, and Preferences. Below the tabs, it says 'NOW VIEWING: HOME > TRIAL'. There is a section 'About this page' with instructions. The main content is a table of assignments:

	START	DUE	POST	STATUS	ACTIONS
Trial					
PAPER	09-Sep-2014 6:21PM	30-Dec-2014 11:59PM	31-Dec-2014 12:00AM	13 / 2 submitted	View More actions ▾
test					
PAPER	30-Oct-2014 5:27PM	06-Nov-2014 11:59PM	07-Nov-2014 12:00AM	15 / 2 submitted	View More actions ▾
比对文章					
PAPER	12-Jan-2015 3:44PM	19-Jan-2015 11:59PM	20-Jan-2015 12:00AM	13 / 2 submitted	View More actions ▾

- 点击学生提交的文章，系统会进入重复率界面，点击 “Originality”，在右上角可以看到重复率。点击右边的来源可以看到具体的来源地址等。



The screenshot shows the Turnitin Originality report for a student paper. The paper title is 'An Analysis of the Linguistic Features of News English' by PARYLI. The originality score is 100% (SIMILAR). The report shows a match overview with one match: 'Submitted to iGroup Student paper' with a 100% similarity. The main text of the paper is displayed on the left, with some text highlighted in red. The text includes: 'Introduction', 'With increasing international exchange between China and the other parts of the world, language study is becoming an indispensable part in daily life. Especially nowadays, as English has increasingly come into world-wide use, there has arisen an acute need for more information on the language and the ways in which it is used. Reading English newspapers opens a special window for people to be dipped into new things and stories that come forward everyday, and give people the opportunity of picking up'.

9.排除来源：系统默认会找到所有和数据库内相符的来源，并在页面的右边显示，但有些来源您可能认为不算抄袭，那可以使用“排除”工具来排除这些来源



- 点击来源右边的小三角

← 相符处分析

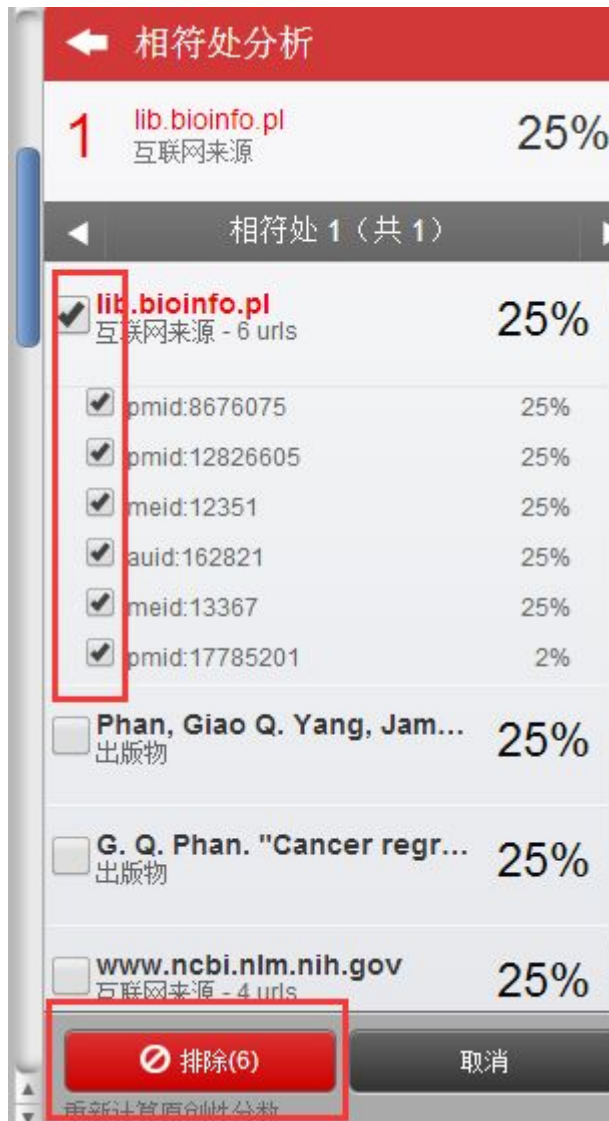
1 lib.bioinfo.pl 25%
互联网来源

← 相符处 1 (共 1) ▶

- lib.bioinfo.pl 25%
互联网来源 - 6 urls
 - pmid:8676075 25%
 - pmid:12826605 25%
 - meid:12351 25%
 - auid:162821 25%
 - meid:13367 25%
 - pmid:17785201 2%
- Phan, Giao Q. Yang, Jam... 25%
出版物
- G. Q. Phan. "Cancer regr... 25%
出版物
- www.ncbi.nlm.nih.gov 25%
互联网来源 - 4 urls

不含来源

- 点击“不含来源”



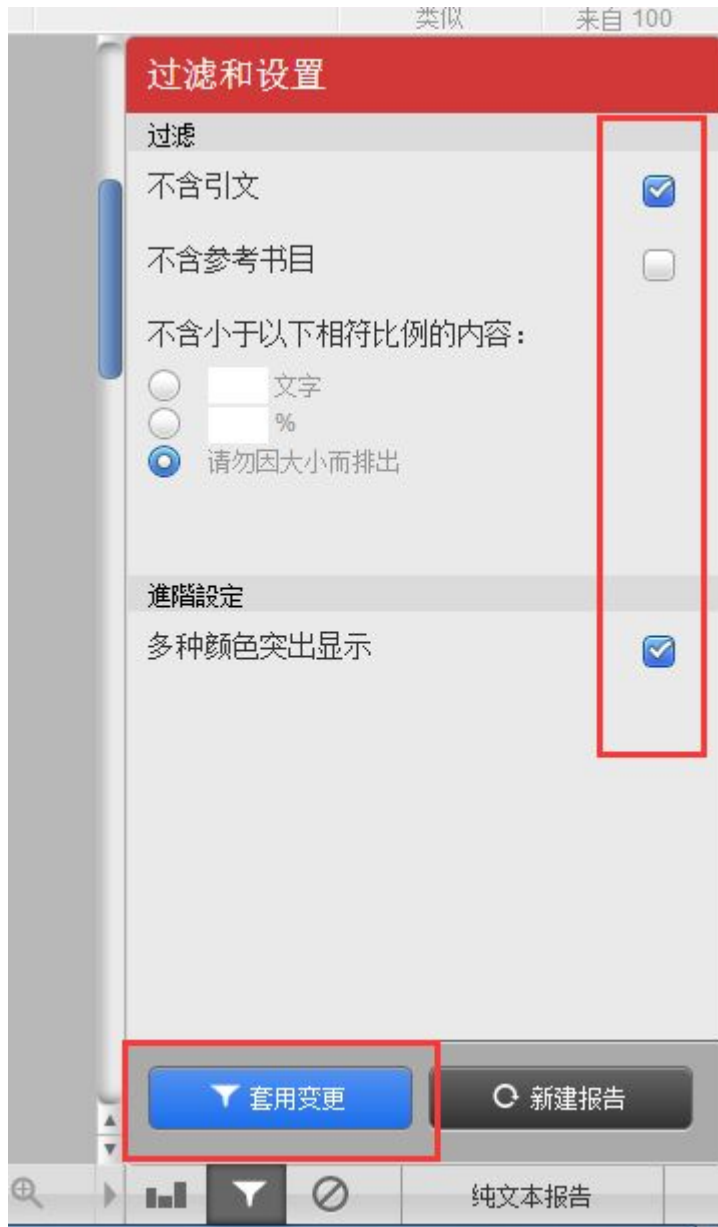
- 选择需要排除的来源
- 然后点击“排除”

10. 设置“过滤设置”

系统还可以自动过滤“引用”，“书目资料”等，使生成的报告更符合个性化需求



- 点击屏幕右下方图示按钮



- 在需要过滤的选项后打钩
- 点击“套用变更”使设置生效