

## Turnitin Originality – Direct Access Guide

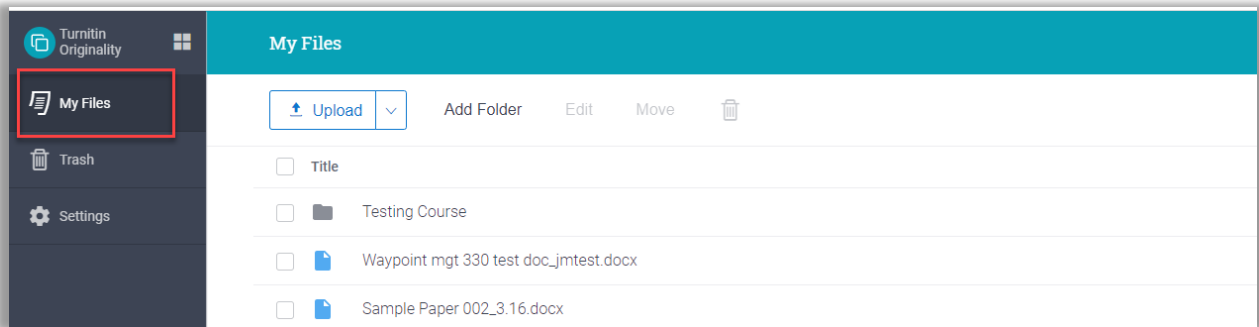
While the majority of faculty access Turnitin through Waypoint, UAGC Faculty will be able to log directly into the new Turnitin Originality platform to submit files for Turnitin checks as needed. This method of access is typically utilized when faculty check discussion forum content for originality.

Unlike Turnitin Feedback Studio, your Turnitin Originality access is NOT associated to your Canvas/Waypoint class sections. This means you have the flexibility to use the Turnitin folder structure in a way that works best for you (i.e., by course, by section, by assignment, etc...)

Visit [Turnitin's Managing Files and Folders](#) web resources.

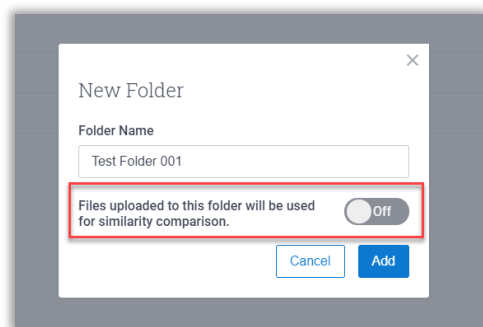
### Getting Started:

Once you complete your account setup and login <https://zoviouagc.turnitin.com/home/sign-in> , click on 'My Files'



### Create Folders:

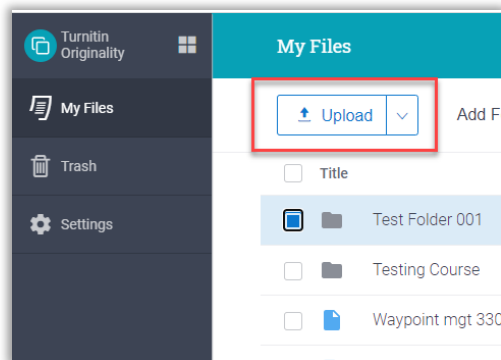
You can create a folder and sub folders by clicking on 'Add Folder'. You have the flexibility to create folders for a course, section, assignment, or function (i.e., discussions). When creating a folder, be sure to specify if you want submissions indexed. Folder options can be edited at any time.



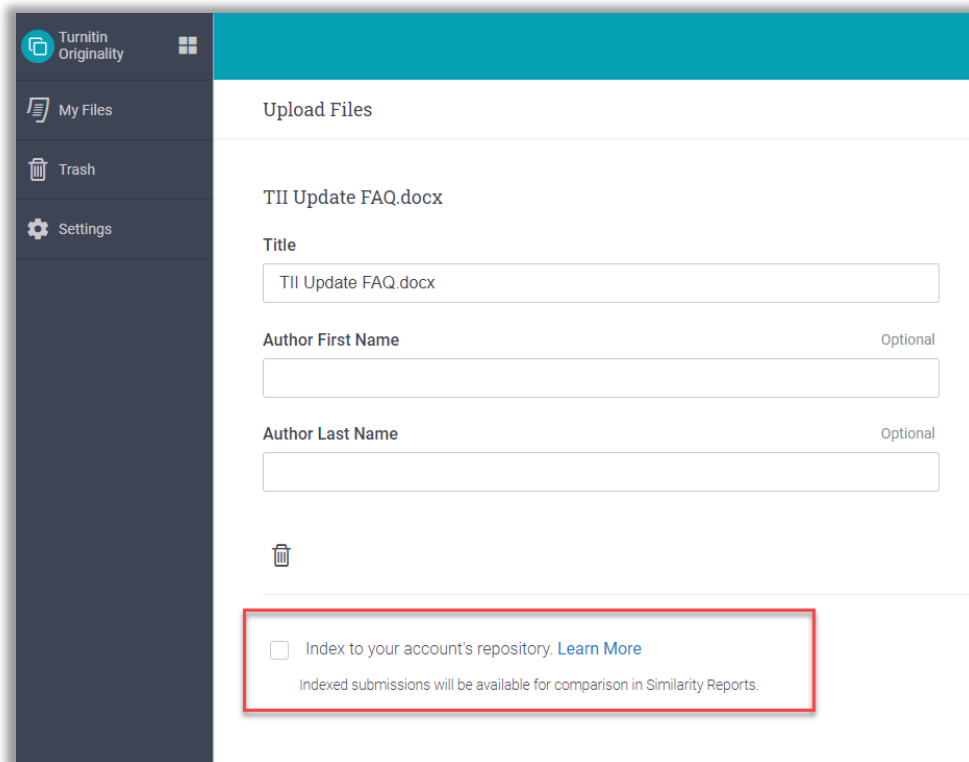
### Uploading Files:

Select the folder you'd like to upload a file to. Please note you can also upload to your main page without selecting a folder.

Click the 'Upload' tab

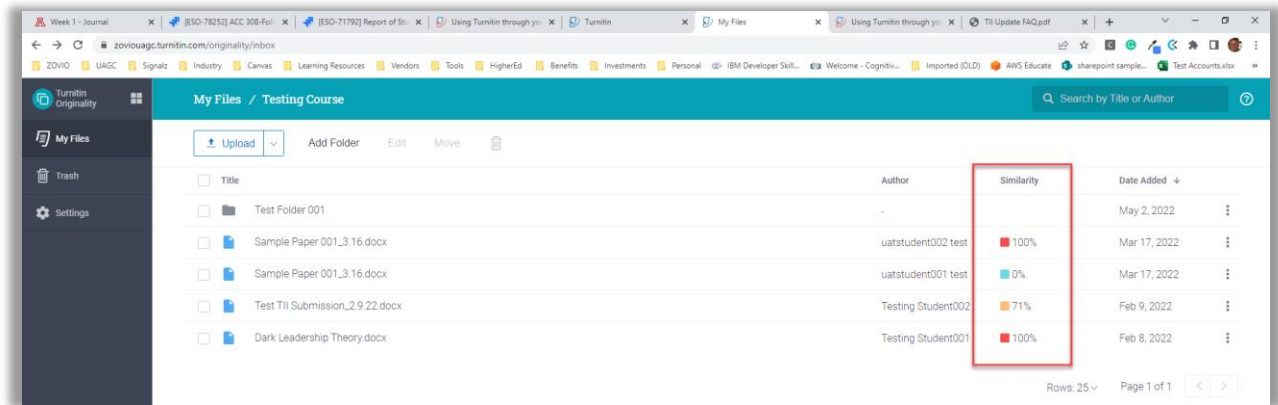


Once a file is selected, click on the bottom box if you want the file indexed to UAGC's account repository, and then click on 'Confirm'. This will submit the file for a TII Originality check, and the score and document will be available for review in a several minutes.

A screenshot of the Turnitin Originality 'Upload Files' form. The sidebar is the same as in the previous image. The main area has a teal header 'Upload Files'. Below it, the file name 'TII Update FAQ.docx' is displayed. There are input fields for 'Title' (containing 'TII Update FAQ.docx'), 'Author First Name' (marked 'Optional'), and 'Author Last Name' (marked 'Optional'). Below these is a trash icon. At the bottom, a red box highlights a checkbox labeled 'Index to your account's repository. [Learn More](#)'. Below the checkbox is a line of text: 'Indexed submissions will be available for comparison in Similarity Reports.'

## Reviewing Scores:

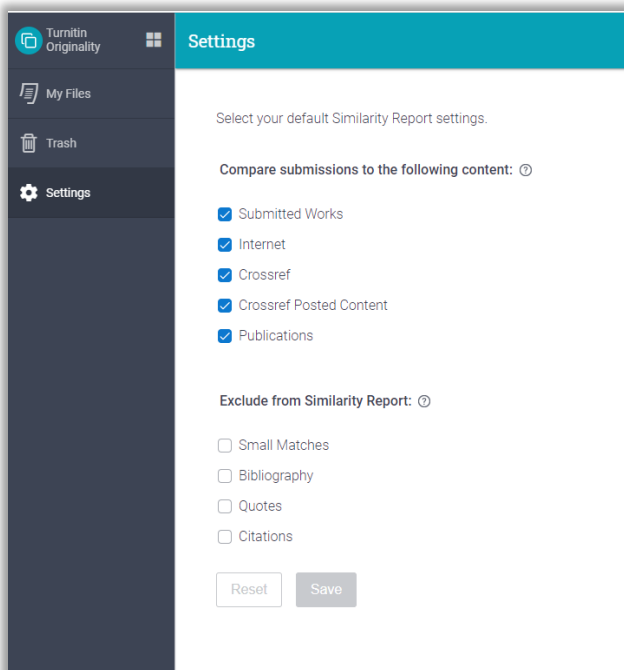
Once processing is completed, scores will display within the folder under the Similarity column. Click on the score to open the document viewer. Files can be moved or deleted as needed.



Title	Author	Similarity	Date Added
Test Folder 001	-	-	May 2, 2022
Sample Paper 001_3.16.docx	uatstudent002 test	100%	Mar 17, 2022
Sample Paper 001_3.16.docx	uatstudent001 test	0%	Mar 17, 2022
Test TII Submission_2.9.22.docx	Testing Student002	71%	Feb 9, 2022
Dark Leadership Theory.docx	Testing Student001	100%	Feb 8, 2022

## Settings:

You have the flexibility to adjust the settings for your account. Click on the 'Settings' tab to set the default per your preferences around which repositories to check against and any exclusions. These settings can also be adjusted at the paper level within the report viewer.



Select your default Similarity Report settings.

Compare submissions to the following content: ⓘ

- ☒ Submitted Works
- ☒ Internet
- ☒ Crossref
- ☒ Crossref Posted Content
- ☒ Publications

Exclude from Similarity Report: ⓘ

- ☐ Small Matches
- ☐ Bibliography
- ☐ Quotes
- ☐ Citations