

Plagiarism check

These instructions describe how to use the plagiarism check software “Turnitin” for teachers.

Target audience of the documentation: Teachers

Please send requests to: For questions concerning study law and content please contact the Study Services: studienervices@boku.ac.at.

For technical support please contact the BOKU-IT hotline: boku-it@boku.ac.at.

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1 Plagiarism check with Turnitin

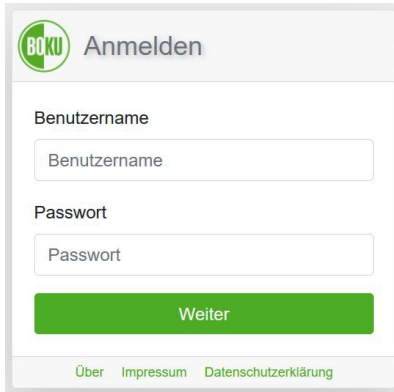
The plagiarism check is performed using Turnitin:

- <https://turnitin.boku.ac.at/>

2 Login

BOKU teachers have the possibility to log in to Turnitin with their BOKU credentials via Shibboleth (SSO).

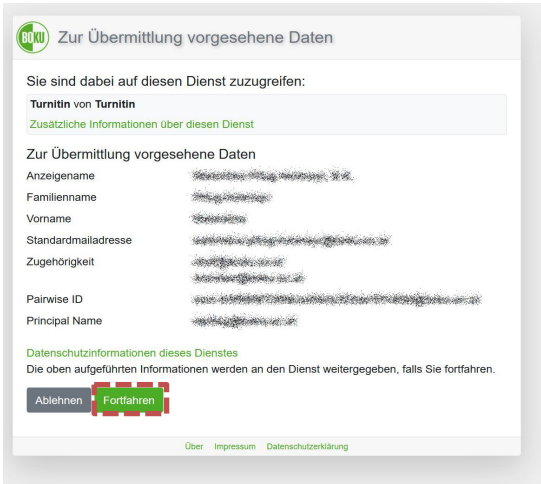
There you have the possibility to upload files of students to the Turnitin server, where the plagiarism check is performed.



The screenshot shows a login form titled "Anmelden" with the BOKU logo. It contains two input fields: "Benutzername" and "Passwort". Below the fields is a green button labeled "Weiter". At the bottom of the form, there are links for "Über", "Impressum", and "Datenschutzerklärung".

Illustration 1: Log in via SSO

Afterwards please confirm the redirection to Turnitin by clicking "Continue":



The screenshot shows a confirmation page titled "Zur Übermittlung vorgesehene Daten" with the BOKU logo. It contains the following text: "Sie sind dabei auf diesen Dienst zuzugreifen:", "Turnitin von Turnitin", "Zusätzliche Informationen über diesen Dienst", "Zur Übermittlung vorgesehene Daten", and a list of data fields: Anzeigenname, Familienname, Vorname, Standardmailadresse, Zugehörigkeit, Pairwise ID, and Principal Name. Below the list, there is a note: "Datenschutzinformationen dieses Dienstes" and "Die oben aufgeführten Informationen werden an den Dienst weitergegeben, falls Sie fortfahren." At the bottom, there are two buttons: "Ablehnen" and "Fortfahren".

Illustration 2: Continue

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After the login you can see the start page:

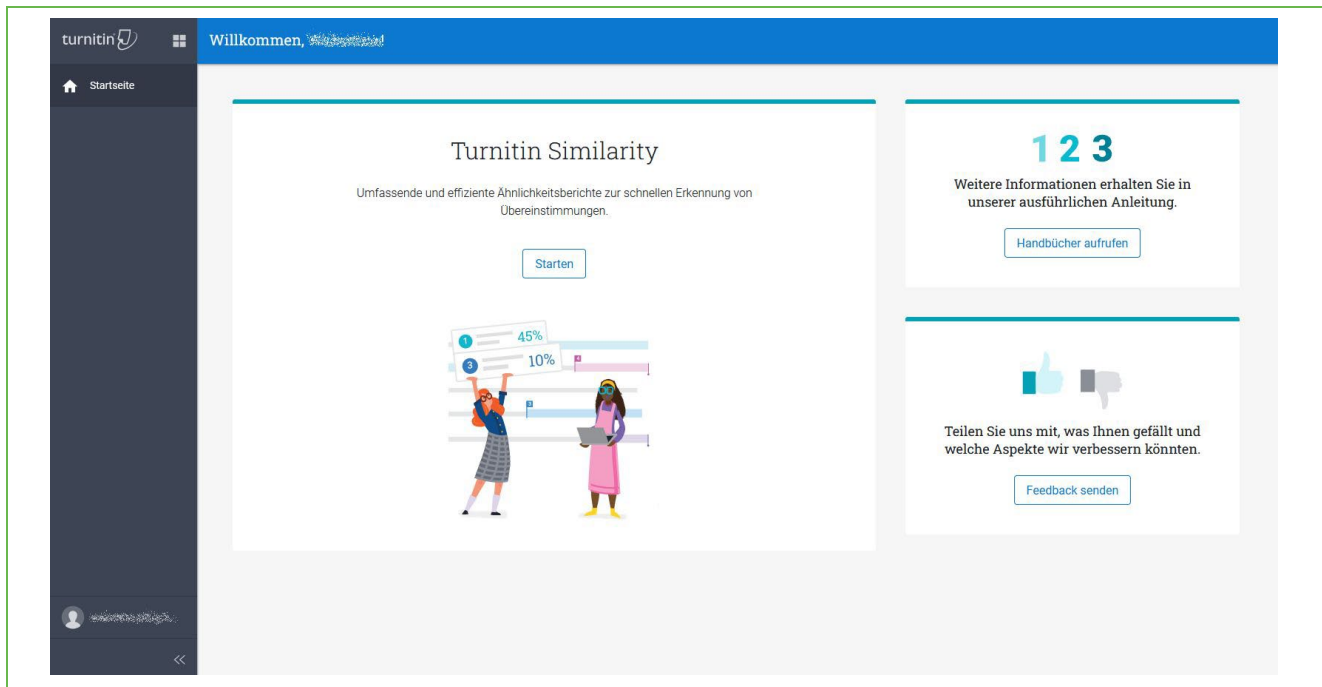


Illustration 3: Start page

3 Navigation

You can access the personal settings and logout by clicking on your profile user:

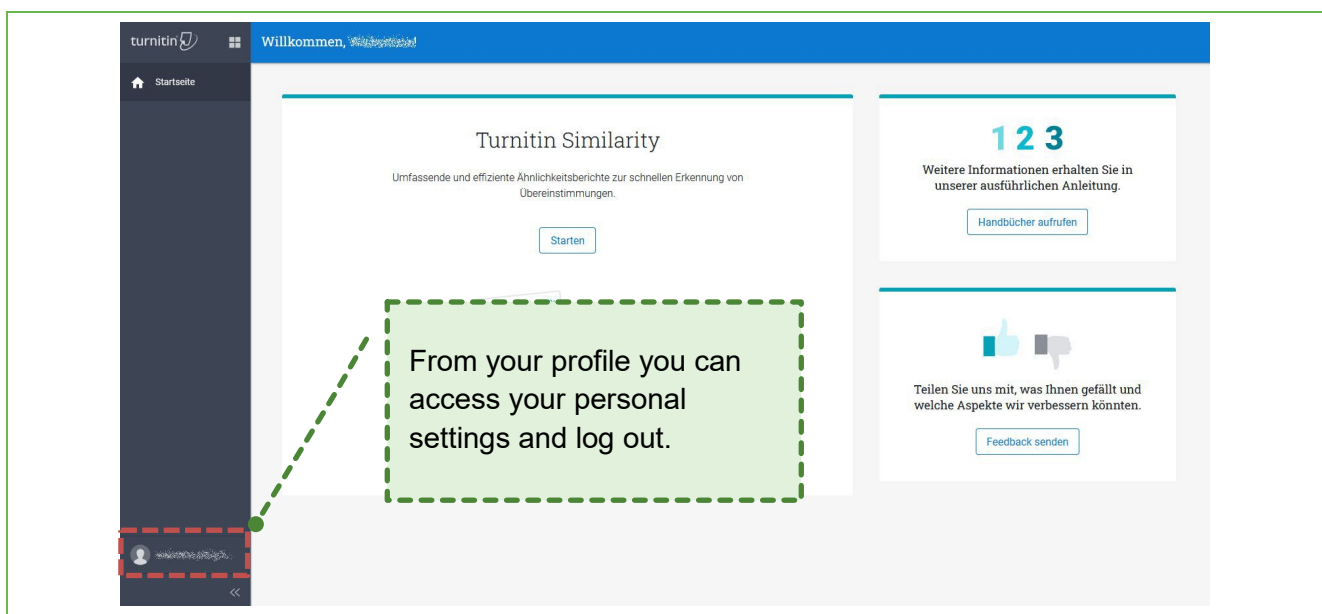


Illustration 4: Navigation

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Useful help and instructions can be found under "Call up manuals".

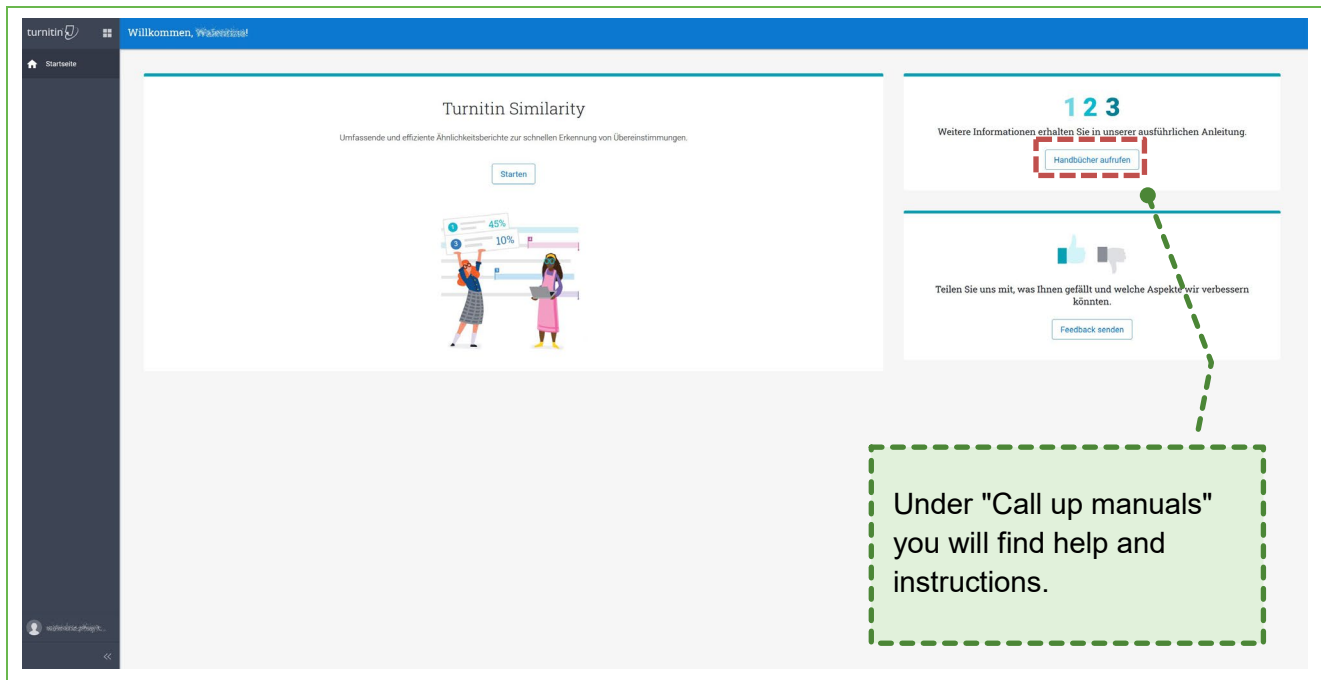


Illustration 5: Manuals

With "Start" you can begin to create similarity reports.

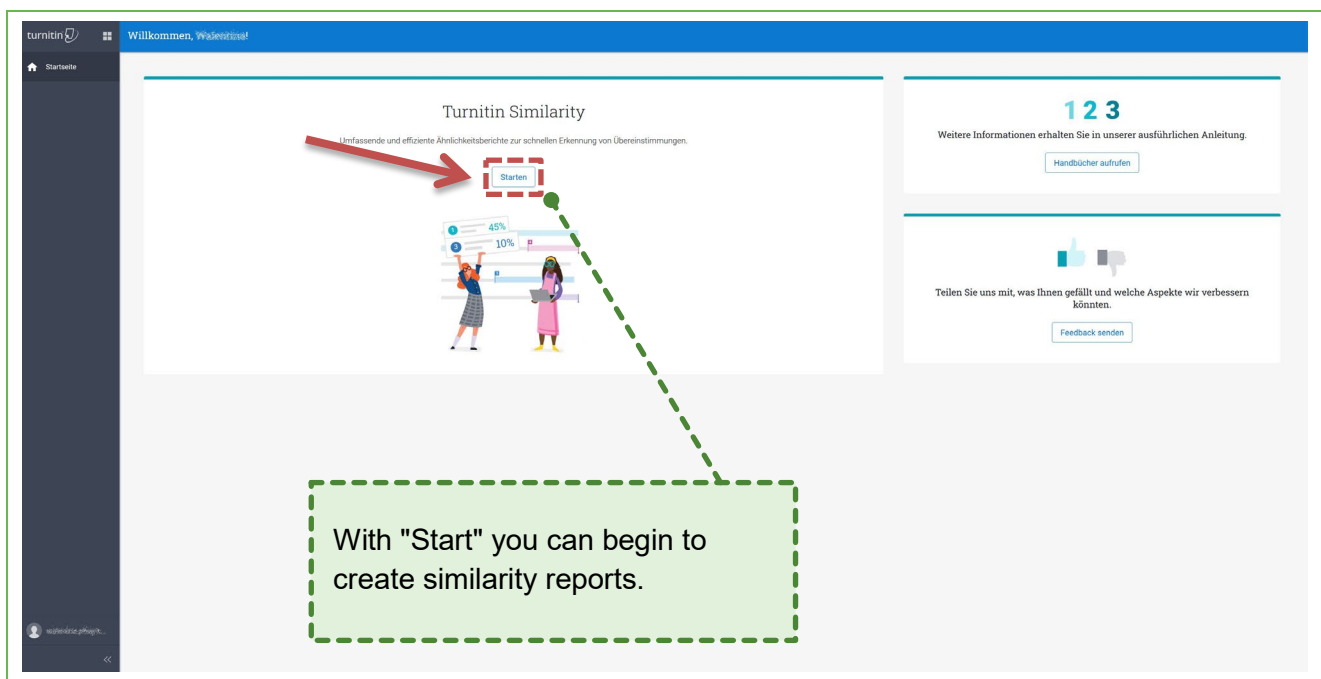


Illustration 6: Starting similarity reports

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You can also start the similarity reports by selecting the four boxes in the upper left corner and then selecting "Turnitin Similarity":

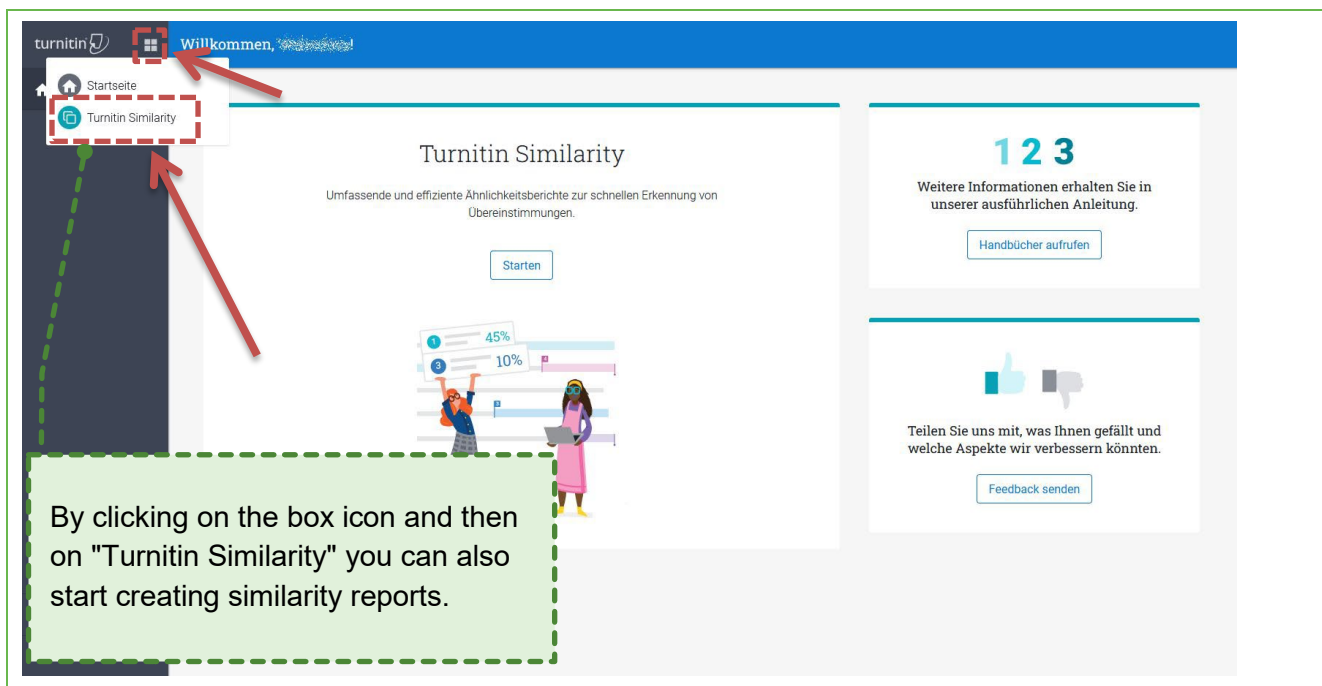


Illustration 7: Starting similarity reports

4 Disappeared navigation bar

When the navigation bar is hidden, you can extend it again at any time:

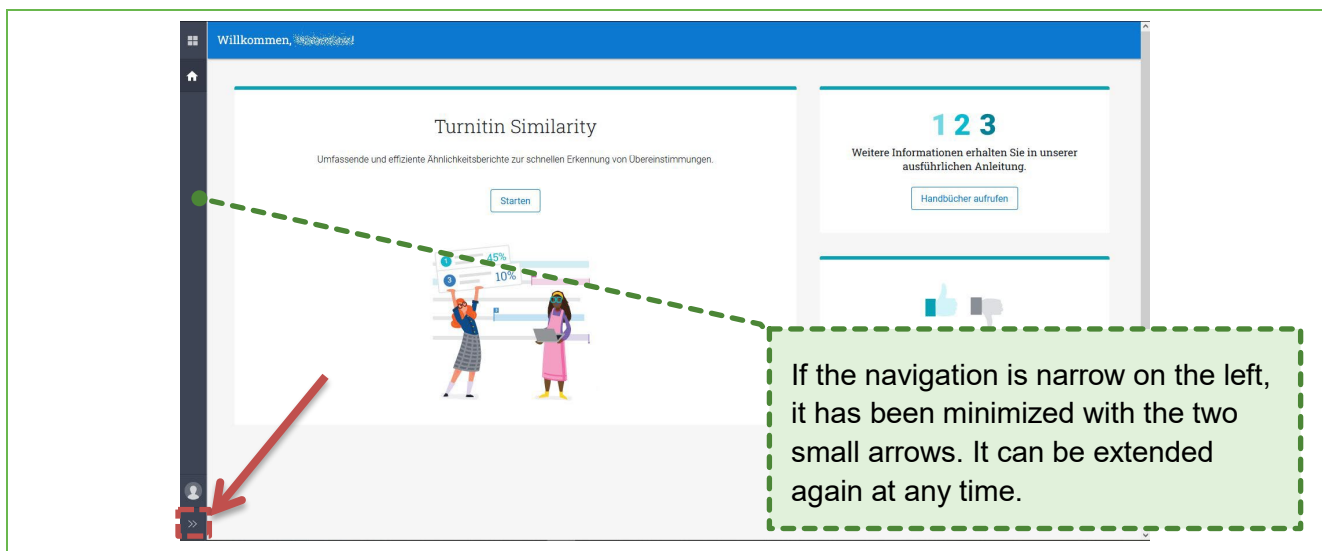


Illustration 8: Extending the navigation bar

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5 Creating similarity reports

Now you enter the similarity report workspace:

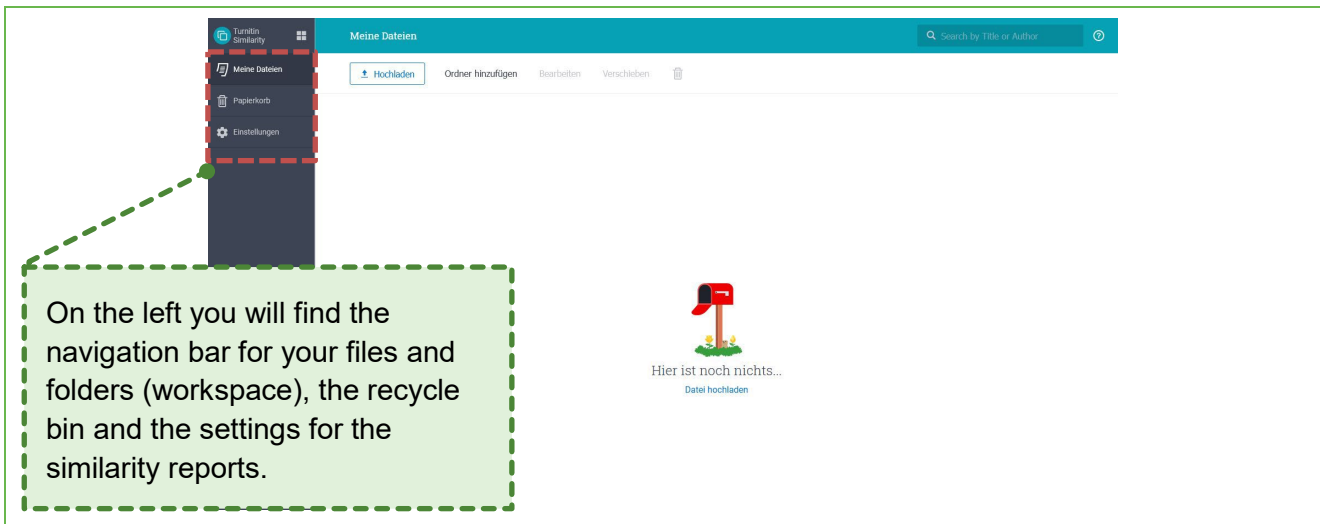


Illustration 9: Navigation

5.1 Settings for similarity reports

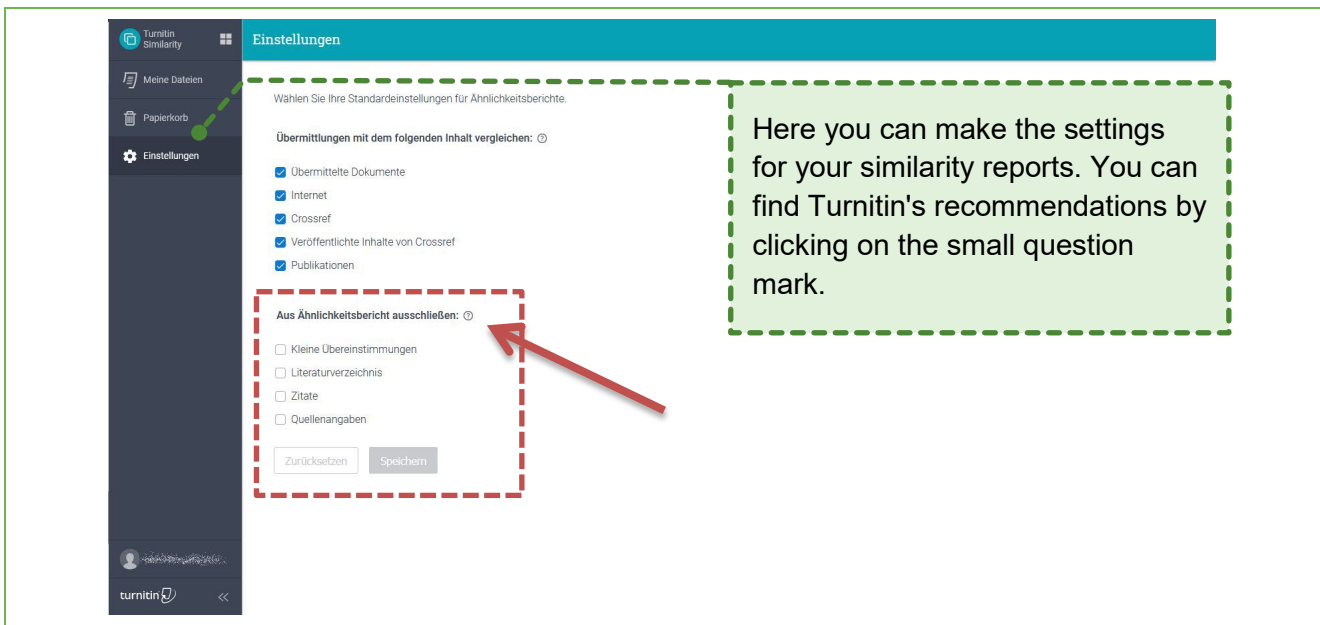


Illustration 10: Settings for similarity reports

5.2 Uploading files

To upload files, select "My Files" and "Upload Files":

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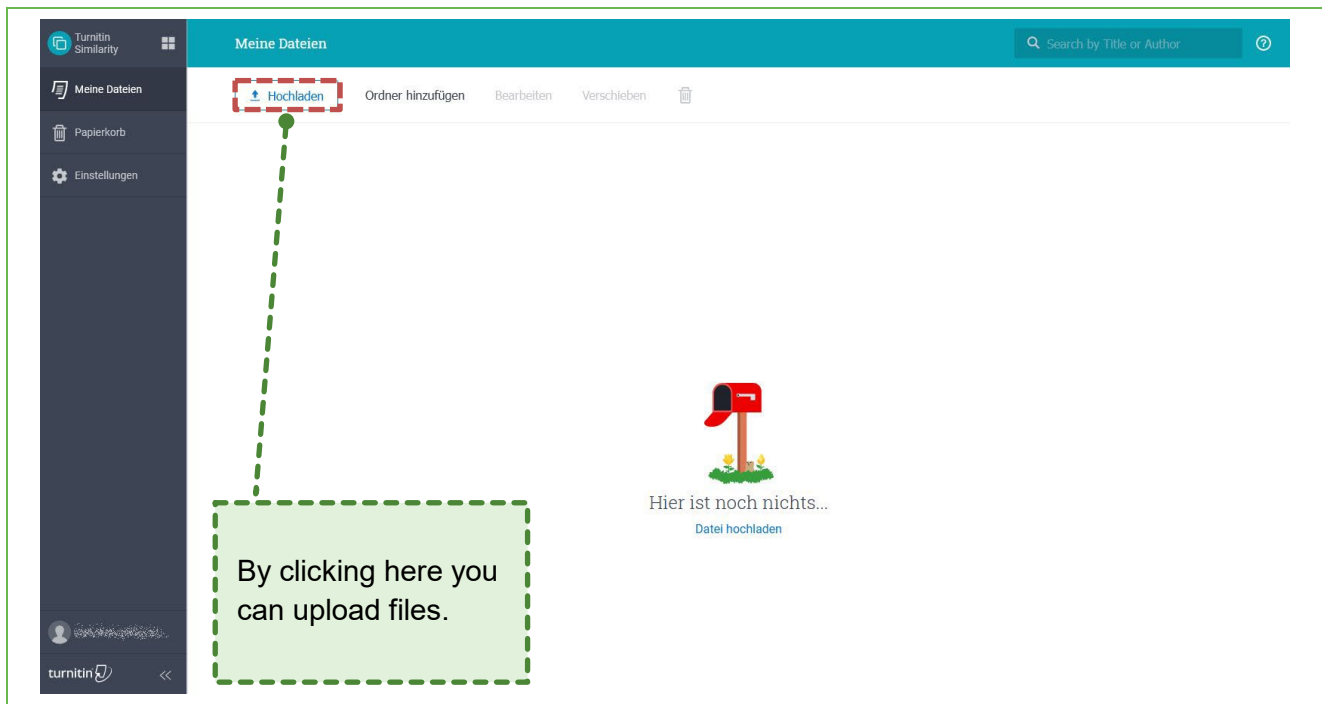


Illustration 11: Uploading files

You can now upload the file to be uploaded to Turnitin via "Drag and Drop", via "Select Files" or via "Google Drive" (icon).

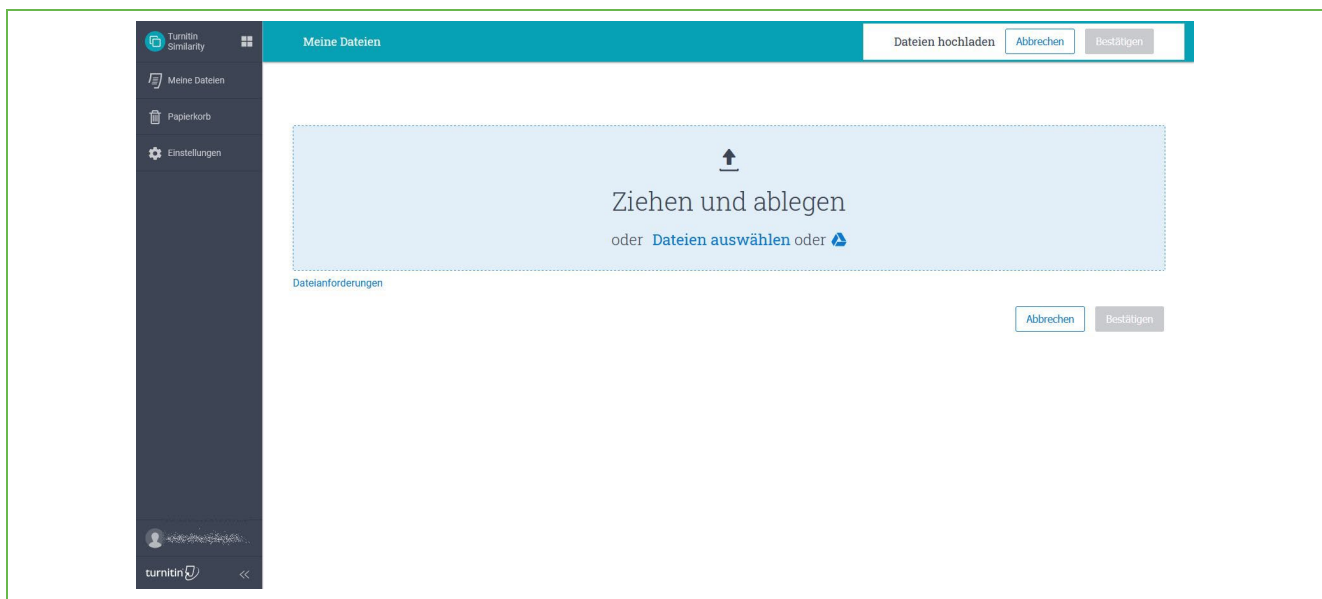


Illustration 12: Uploading files

If desired, you can change the name of the document to be uploaded.

You can also enter the first and last name of the author.

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Do not forget to confirm the upload.

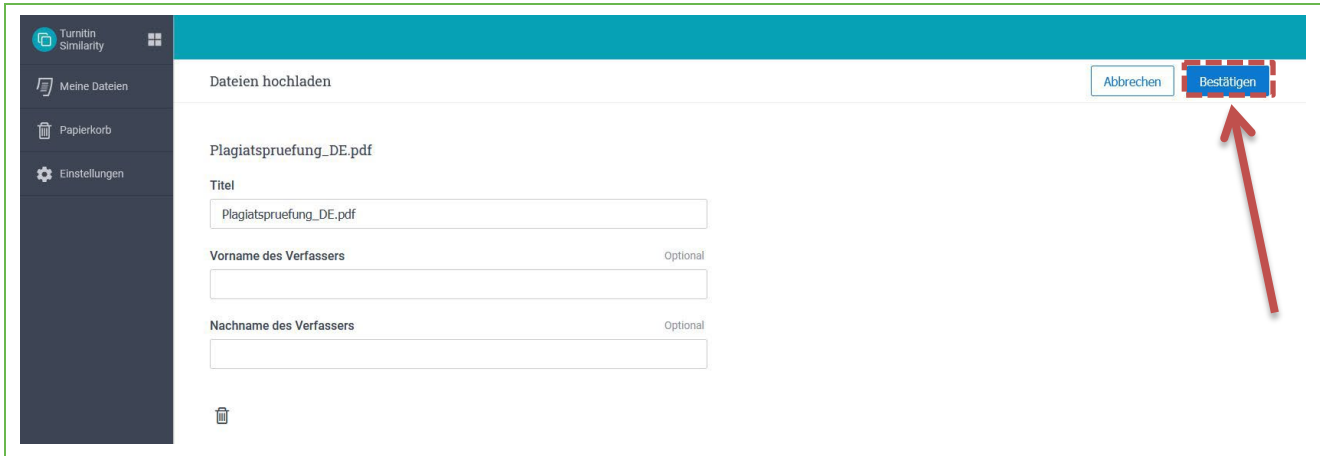


Illustration 13: Uploading files

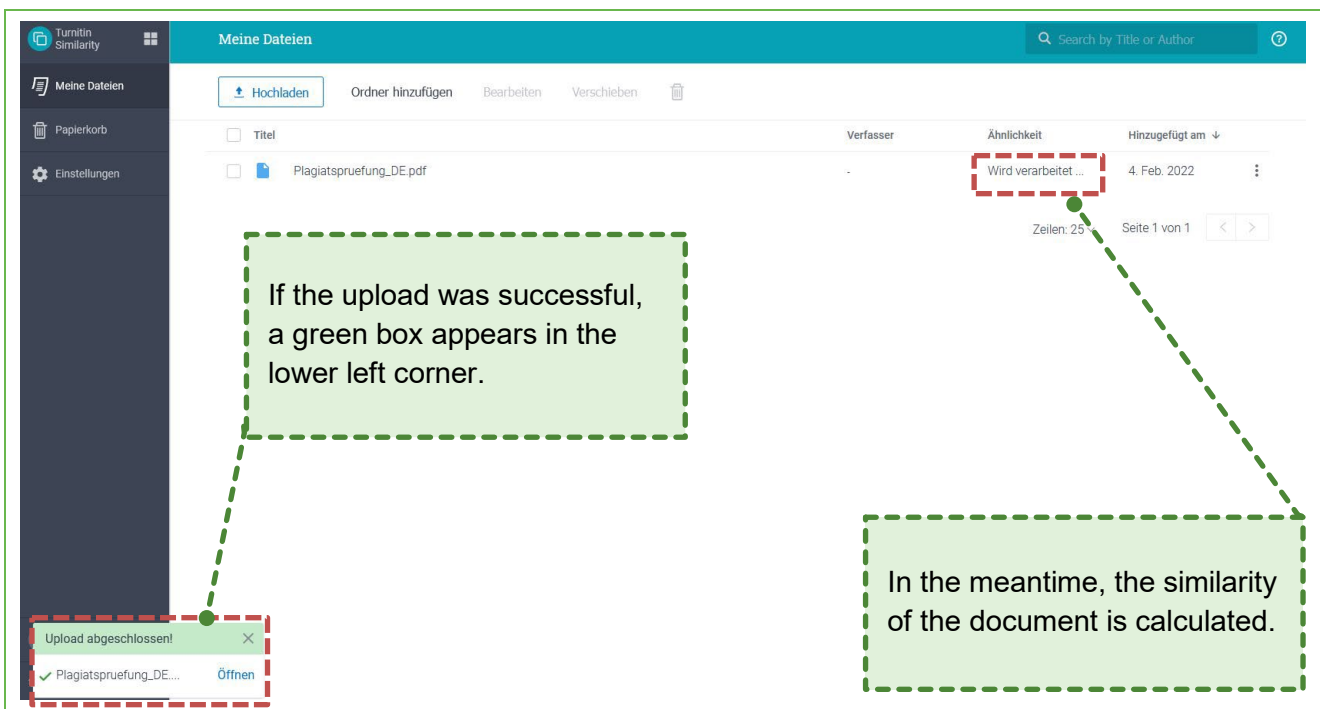


Illustration 14: Successful upload – similarity is being calculated

Once a document is uploaded, you can see if the upload was successful in the bottom left corner. Next, Turnitin calculates the similarity with the set sources.

As soon as the calculation is finished, a percentage is displayed under "Similarity", which depends, among other things, on the settings for the similarity reports:

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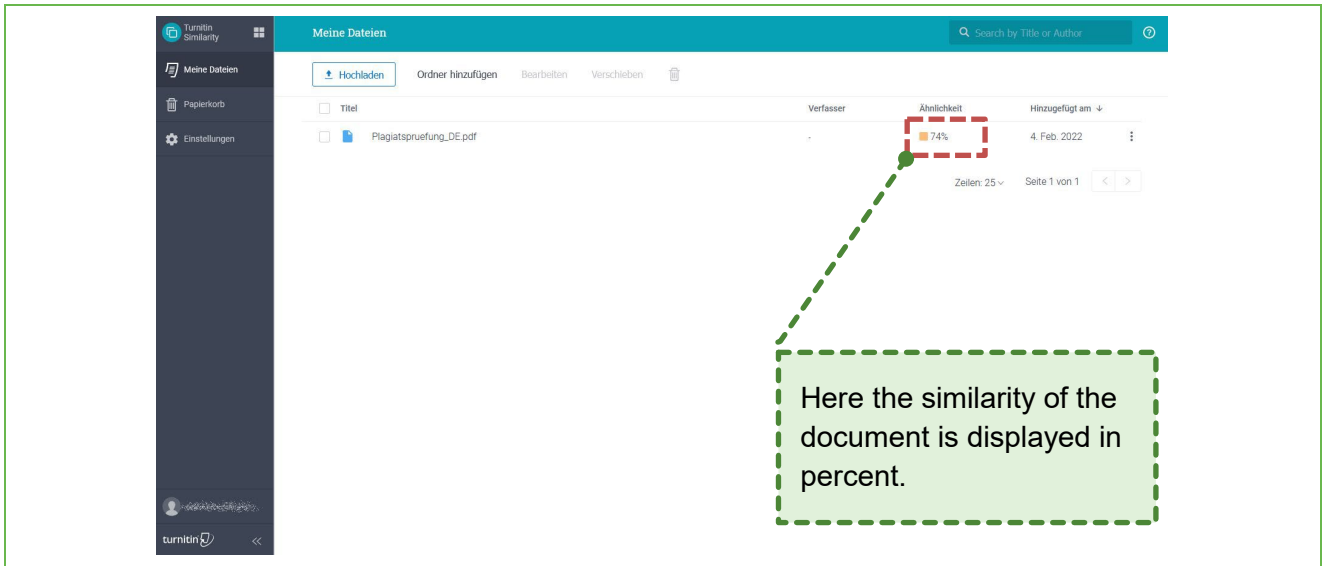


Illustration 15: Similarity is calculated

5.3 The similarity report

Click the document to show the similarity report:

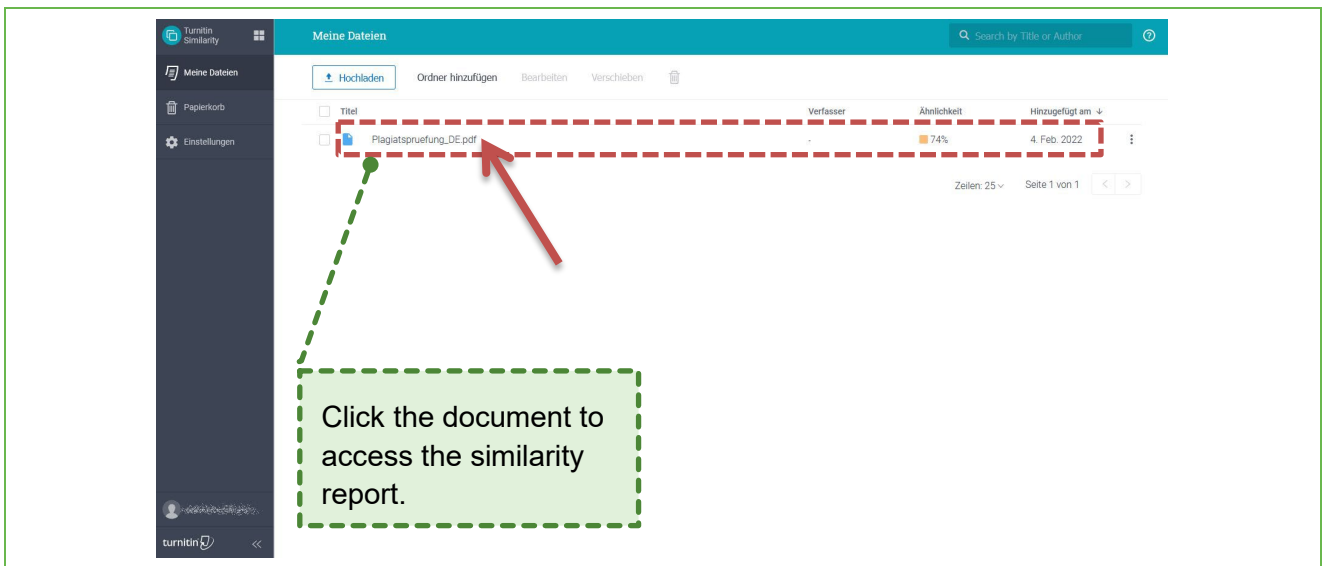


Illustration 16: Accessing the similarity report

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Now you will see the created similarity report and you can start checking it:

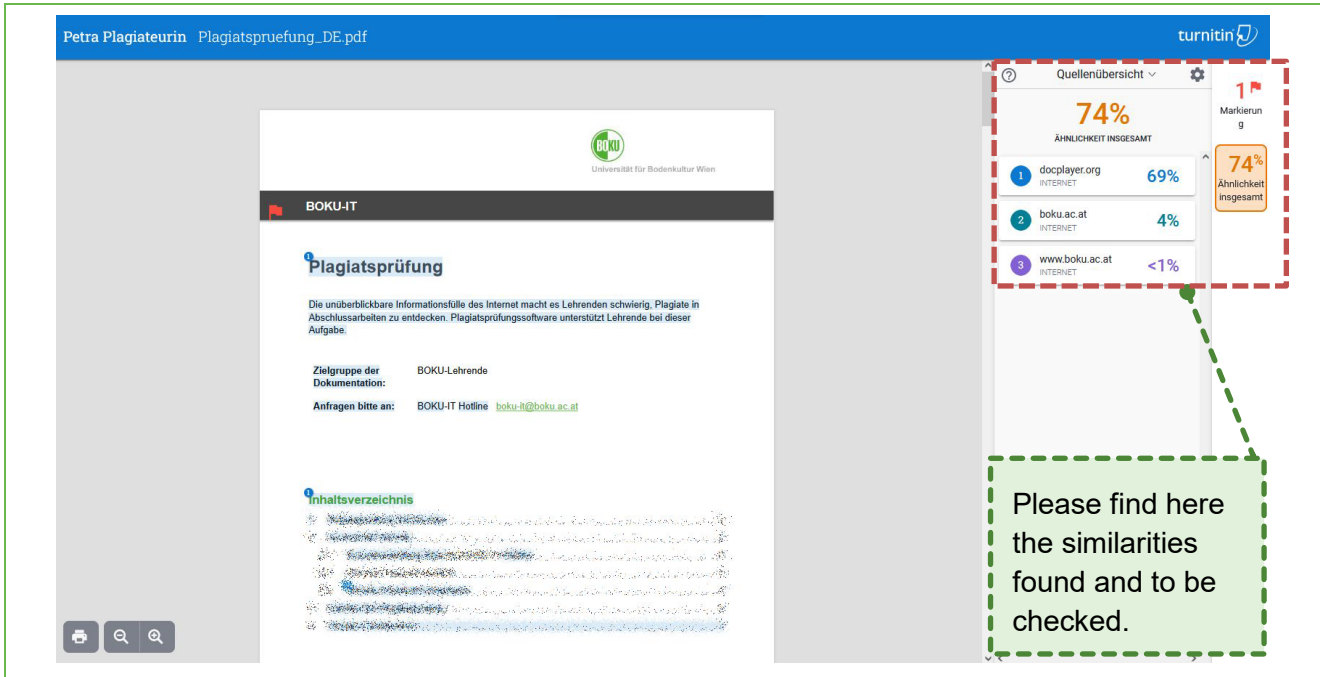


Illustration 17: Similarity report to be checked

6 Search for titles or authors

If you are looking for specific works, you can always use the search bar and search by title or author:

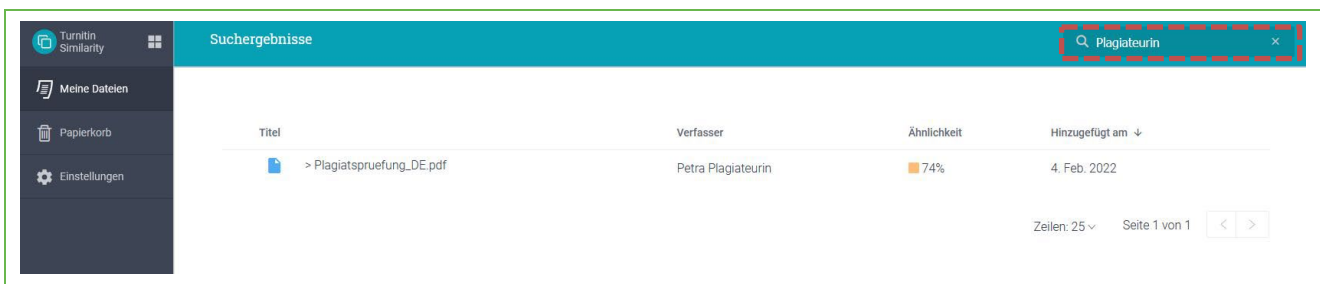


Illustration 18: Search bar

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7 Create and edit folders

If desired, you can always create folders to keep the files organized:

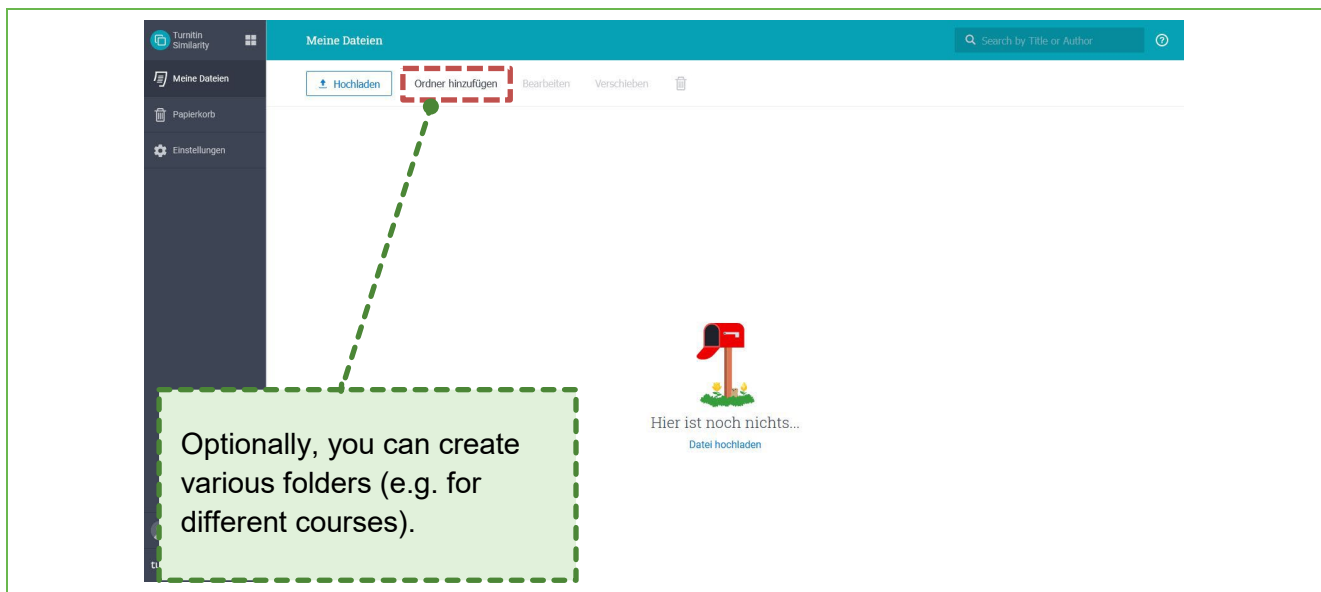


Illustration 19: My Files - Workspace

7.1 Setting up a transfer link for students

You can also set up submission link for your students, through which students can directly provide you with the files on Turnitin.

In this case, you first create a folder and then edit it. Only when you edit the folder will new functions appear, each of which you can set up for the folder.

You have two possibilities to edit existing folders:

- Option 1: Select folder and then edit it.
- Option 2: Select the three vertical dots and then edit.

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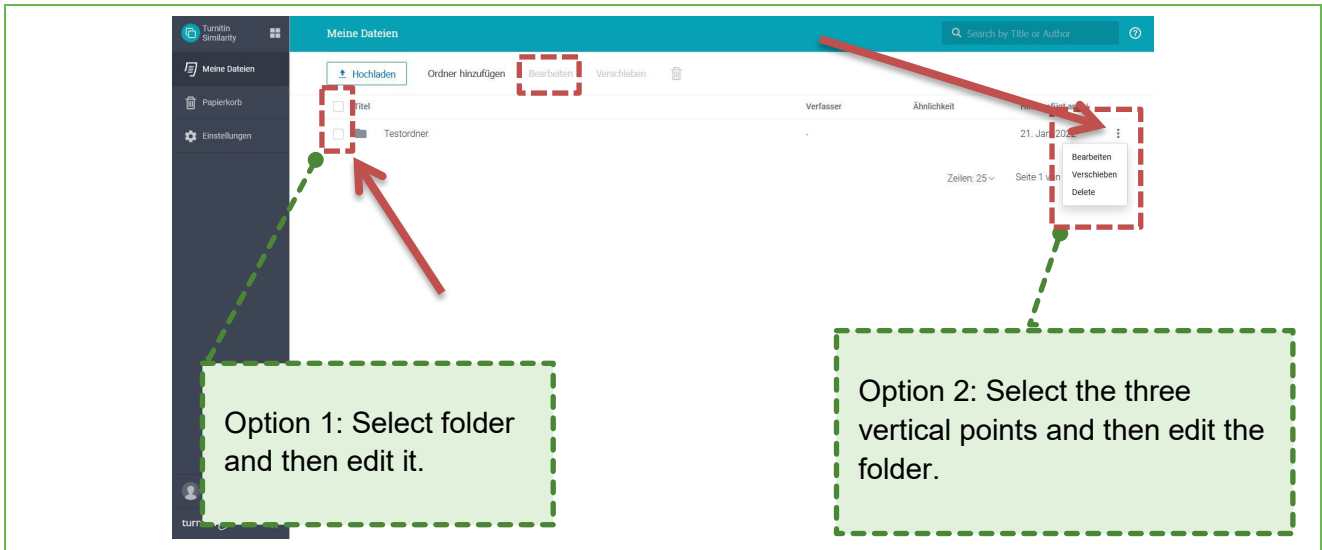


Illustration 20: Edit folders

Now a window appears where you can edit the name of the folder and have new functions at your disposal.

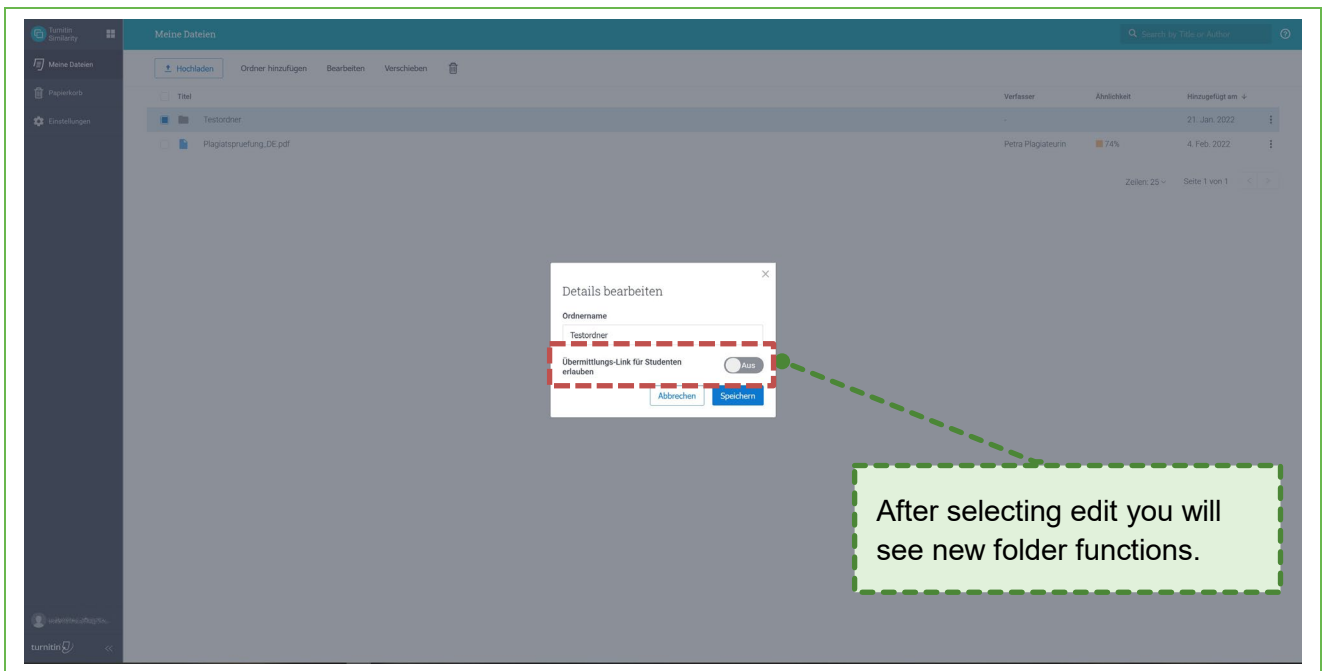


Illustration 21: Edit folder - new functions

If you want to create a link so that students can upload files directly to your folder, turn on "Allow submission link for students".

First you need to set up an expiration date, then you can copy the link and after saving it, make it available for your students to upload their files.

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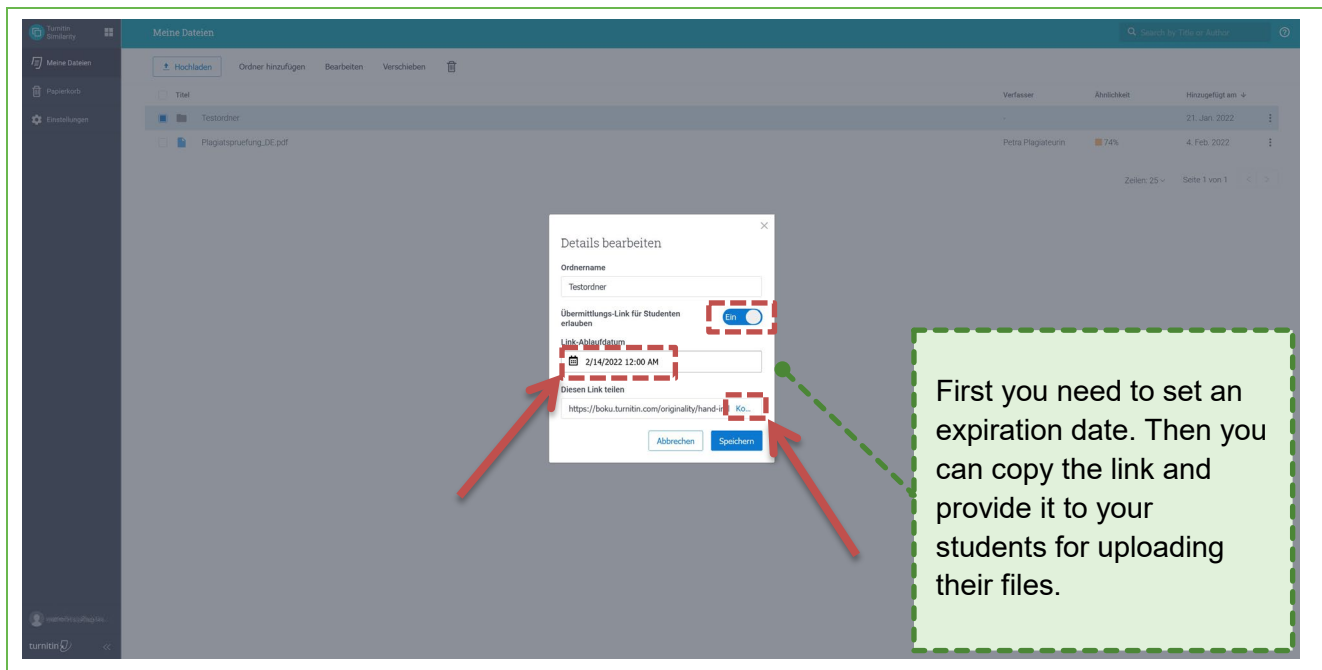


Illustration 22: Setting up a transfer link for students

8 Deleted folders and files

You can find deleted folders and files in the Recycle Bin. You can also recover them.

You can also empty the Recycle Bin and delete the files permanently.

8.1 Recovering deleted files

To restore folders or files, select the corresponding folders or files and then click Restore.

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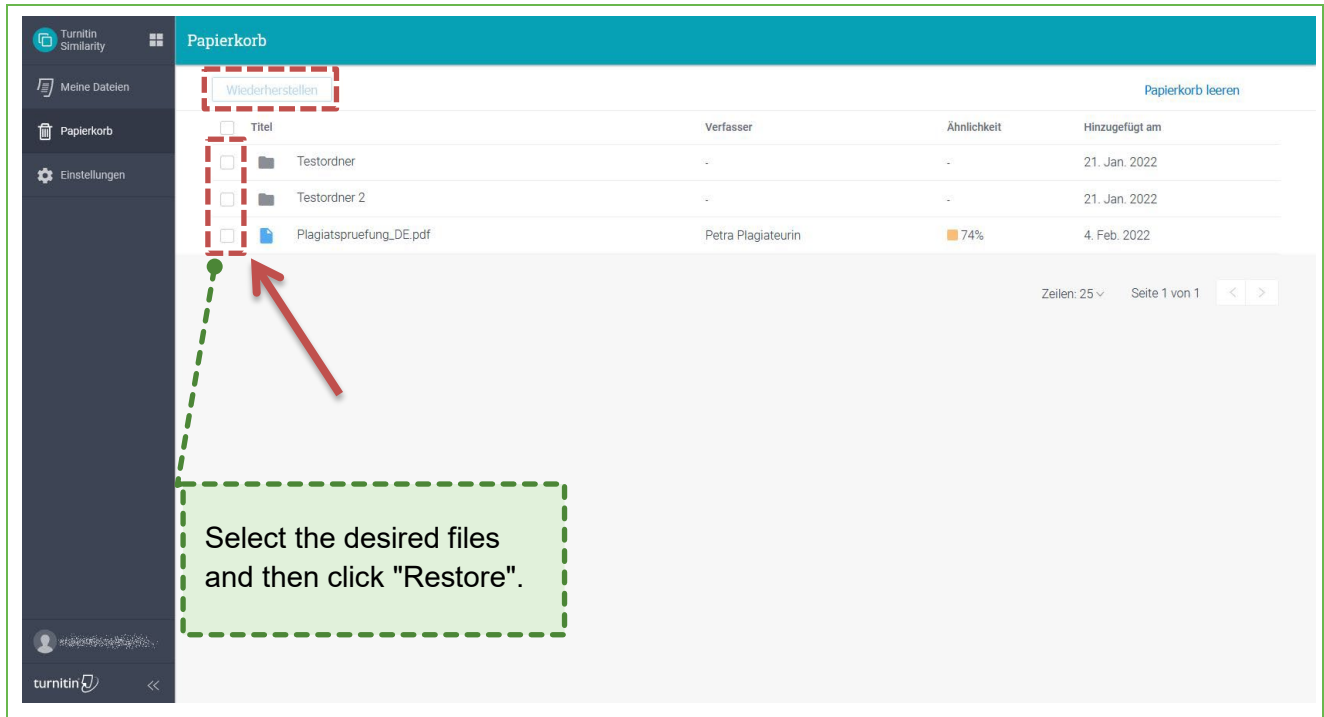


Illustration 23: Recovering deleted folders and files

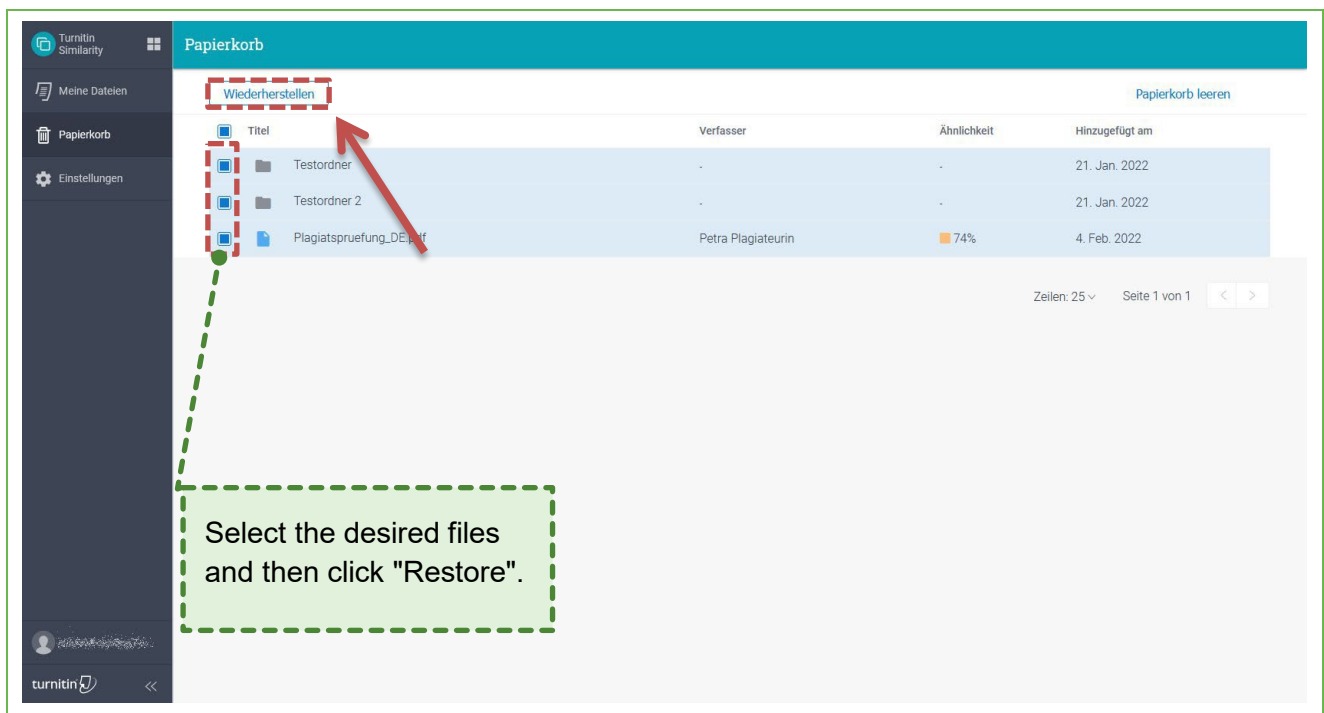


Illustration 24: Recovering deleted folders and files

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8.2 Empty recycle bin

If you don't need the files anymore, you can also empty the recycle bin.

Attention: Emptying the recycle bin means that the folders or files will be permanently deleted from the Turnitin database.

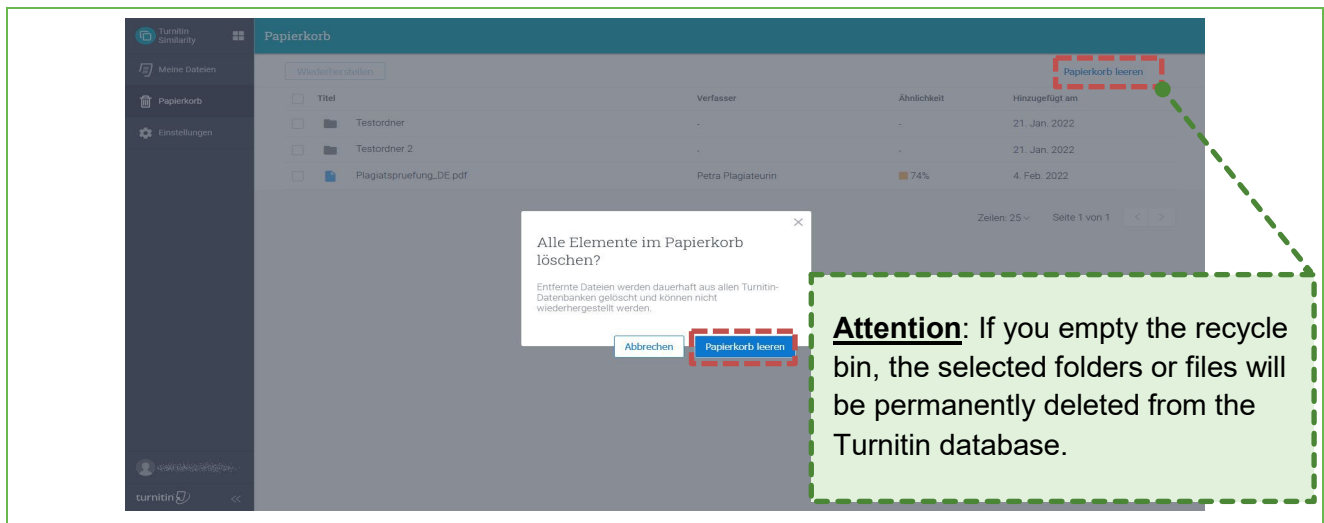


Illustration 25: Delete folders and files permanently

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History

Last change: 6. March 2023

The **current version** of this documentation can be found on the BOKU IT service pages at:

<https://short.boku.ac.at/it-plagiatspruefung>

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Source Document		BOKU	---
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