



Turnitin (Tii) is a tool used in the prevention of plagiarism by checking documents for originality.

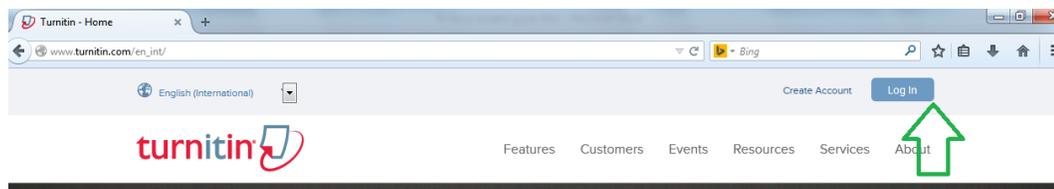
### Tii Quick Start Guide for UNISA postgraduate students

*Note: You must have access to a PC with an internet connection, no programme installation is required. You may use Internet Explorer, Firefox Mozilla, Safari, or Google Chrome.*

To make use of Tii, your instructor/supervisor must enroll you in a Tii class first. When you are enrolled for your first class in Tii, you will receive an email directly from Tii with your username and a temporary password. Please check your “junk mail” folder regularly, because the e-mail is not always delivered in your “Inbox”.

#### **Step 1 Login to Tii**

- Go to Tii with your web browser: <http://www.turnitin.com>
- Once the homepage is open, click on the Login button in the top right corner of the screen
  - See example below:



- Complete your username and password on the next page
  - If you are logging in for the first time:
    - The user profile will open first
    - Follow instructions to complete your personal profile and create your own password
    - Next click on the “I agree” button to confirm your user profile.

*Note: Once you have set up your user profile with Tii, you can access Tii repeatedly using the same e-mail address and your own password.*

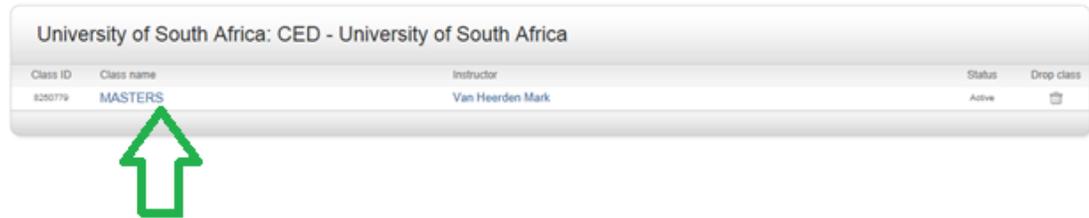
- If you already have a profile, your class home page will open immediately.

*Note: For further information and support: Check out the “Support” webpage of Turnitin. There are video tutorials, user guides and manuals*

for you to refer to or download. The URL address is:  
[http://www.turnitin.com/en\\_us/support/support-services](http://www.turnitin.com/en_us/support/support-services)

## Step 2 Display classes & assignments

- Your student homepage will open next with a list of classes you are enrolled in.
- Click on the relevant class name itself to open your class portfolio.
  - In this example, the course is MASTERS (Status: active):



- The class portfolio will display your assignments. See example below:

The screenshot shows the Turnitin class portfolio for 'MASTERS'. It includes a navigation bar with 'Class Portfolio', 'Peer Review', 'My Grades', 'Discussion', and 'Calendar'. Below the navigation bar, there is a message: 'Welcome to your new class homepage! From the class homepage you can see all your assignments for your class, view additional assignment information, submit your work, and access feedback for your papers.' Below the message, there is a 'Class Homepage' section. The main content is an 'Assignment Inbox' for 'MASTERS' with the following table:

	Info	Dates	Similarity
PROPOSAL		Start 18-Jul-2014 9:20AM Due 31-Aug-2015 11:59PM Post 03-Sep-2015 12:00AM	<a href="#">Submit</a> <a href="#">View</a>
Chapter 1		Start 18-Jul-2014 9:42AM Due 31-Aug-2014 11:59PM Post 06-Sep-2014 12:00AM	<a href="#">Submit</a> <a href="#">View</a>
Chapter 2		Start 18-Jul-2014 9:44AM Due 31-Aug-2014 11:59PM Post 06-Sep-2014 12:00AM	<a href="#">Submit</a> <a href="#">View</a>
Chapter 3		Start 18-Jul-2014 9:46AM Due 31-Aug-2014 11:59PM Post 06-Sep-2014 12:00AM	<a href="#">Submit</a> <a href="#">View</a>

- In the example above, the assignments posted by the instructor/supervisor are Proposal, Chapter 1, Chapter 2, and Chapter 3
  - The START and DUE dates are shown.

*Note: Do not confuse Turnitin DUE dates set here with the formal assignment due dates required by myUnisa.*

### Step 3 Submit documents to Tii

- To submit your document, click the “Submit” button next to the relevant assignment. See example below:

Assignment Inbox: MASTERS			
	Info	Dates	Similarity
PROPOSAL		Start 18-Jul-2014 9:20AM Due 31-Aug-2015 11:59PM Post 03-Sep-2015 12:00AM	
Chapter 1		Start 18-Jul-2014 9:42AM Due 31-Aug-2014 11:59PM Post 06-Sep-2014 12:00AM	

- A new page will open for “single file upload” – do not change the upload method!

The screenshot shows the Turnitin submission page. At the top is the Turnitin logo. Below it are navigation tabs: Class Portfolio, Peer Review, My Grades, Discussion, and Calendar. The current page is titled 'NOW VIEWING: HOME > MASTERS'. The main content area shows a submission method dropdown menu set to 'Submit: Single File Upload'. A green arrow points to this dropdown. Below the dropdown are input fields for 'First name' (filled with 'Fillistea'), 'Last name' (filled with 'Pineapple'), and 'Submission title' (empty). A progress indicator 'STEP 1 2 3' is visible in the top right corner.

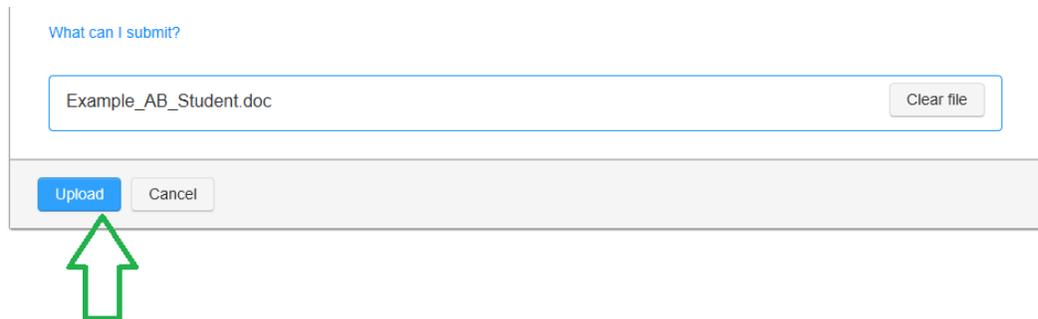
- Next fill in the title of your assignment and click the button “choose from this computer” to submit your file. See example below:

The screenshot shows the submission page with the 'Submission title' field highlighted by a green arrow. Below the field is a link that says 'What can I submit?'. Underneath that, there are two buttons: 'Choose from this computer' and 'Choose from Dropbox'. A green arrow points to the 'Choose from this computer' button.

- Please remember that the file size must be < 40MB

*Note: Turnitin accepts several file types, but keep in mind that UNISA requires you to submit your document in MSWord format. You may also submit an electronically created PDF document (but not a scanned PDF).*

- Locate the document on your computer, select, and then click on the “upload” button. See example below:

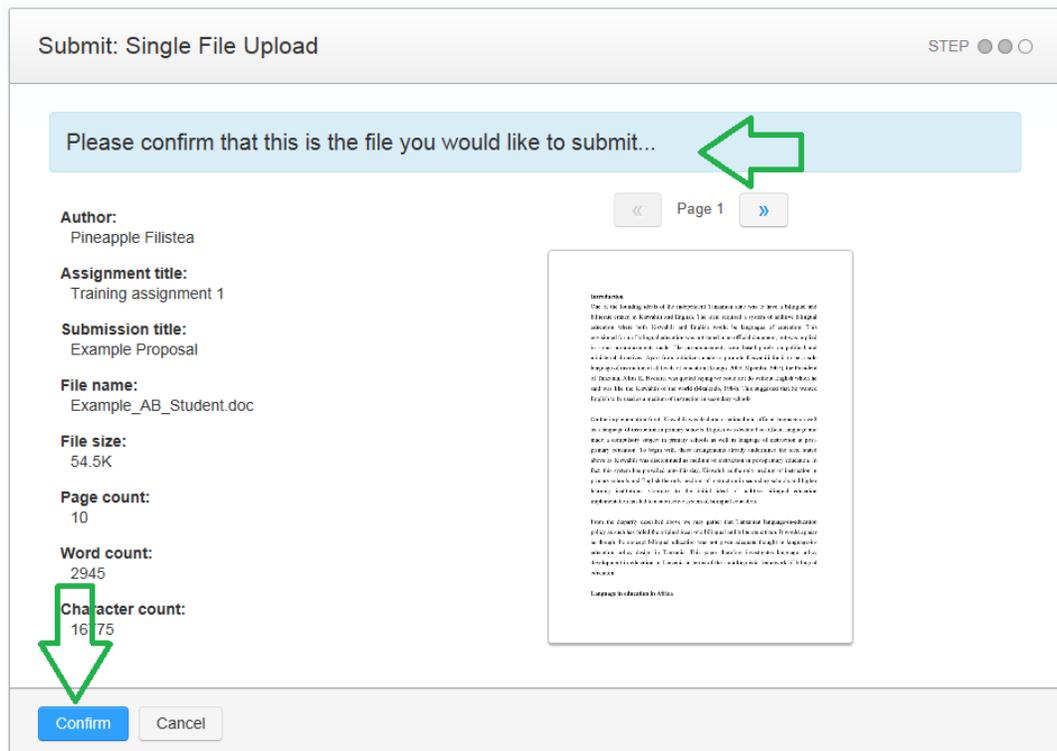


What can I submit?

Example\_AB\_Student.doc Clear file

Upload Cancel

- As a precaution, before finally submitting your document, Tii will let you preview your submission in a separate page. See example below:



Submit: Single File Upload STEP ● ● ●

Please confirm that this is the file you would like to submit... << Page 1 >>

**Author:**  
Pineapple Filistea

**Assignment title:**  
Training assignment 1

**Submission title:**  
Example Proposal

**File name:**  
Example\_AB\_Student.doc

**File size:**  
54.5K

**Page count:**  
10

**Word count:**  
2945

**Character count:**  
16175

Confirm Cancel

- Once you are sure you selected the correct document, click the “confirm” button to submit your document to Tii for originality checking.

- o Tii will confirm the success of the upload. Please take note of the “Submission ID”. See example below:

The screenshot shows a web interface for submitting a file. At the top, it says "Submit: Single File Upload" and "STEP 1". A green box contains the message: "Congratulations - your submission is complete! This is your digital receipt. You can print a copy of this receipt from within the Document Viewer." Below this, submission details are listed: Author: Pineapple Filistea, Assignment title: Training assignment 1, Submission title: Example Proposal, File name: Example\_AB\_Student.doc, File size: 54.5K, Page count: 10, Word count: 2945, Character count: 16775, Submission date: 29-Jul-2014 18:20 SAST, and Submission ID: 441130676. A document viewer on the right shows a preview of the submitted document. At the bottom, there are buttons for "Go to assignment inbox" and "Submit another file". Green arrows point to the Submission ID and the digital receipt message.

*Note: Tii also sends you a digital receipt via email.*

- o You may now return to your class portfolio page by clicking on the relevant tab.
- Once back in your class portfolio page, wait for a while and refresh your page (press F5 on your keyboard) and you will see your Similarity Index result (%).
  - o See example below:

The screenshot shows a "Class Homepage" with an "Assignment Inbox" for "Training 25 July 2014". Below the header, there is a table with columns for "Info", "Dates", "Similarity", and "Resubmit/View/Download". The table lists two assignments: "Training assignment 1" with a similarity of 23% and "Training assignment 2" which is still "Processing". Green arrows point to the "Resubmit" button for the first assignment and the similarity percentage.

Info	Dates	Similarity	Resubmit	View	Download
Training assignment 1	Start 25-Jul-2014 10:18AM Due 04-Aug-2014 11:59PM Post 06-Aug-2014 12:00AM	23%	Resubmit	View	Download
Training assignment 2	Start 26-Jul-2014 10:36AM Due 06-Aug-2014 11:59PM Post 08-Aug-2014 12:00AM	Processing	Resubmit	View	Download

*Note: The “Submit” button has turned into a “Resubmit” button. This indicates that you can resubmit your document for checking after reworking your assignment in consultation with your instructor/supervisor. However, for Resubmission there will be a 24 hour delay in generating the Similarity Index result.*

#### **Step 4      Open Tii reports**

- The document you submit to Tii will be compared against millions of internet webpages, published books and articles, as well as previously submitted documents saved in the Tii repositories. The comparison document is called an Originality Report.

*Note: The percentage shown on the Originality Report is an indication of NON-ORIGINALITY and is by no means a percentage of “plagiarism”. The report itself renders the percentage shown as a Similarity Index only!*

- The Originality Report provides a summary of matching text found in a submitted document.
- The Originality Report also reveals the matching sources of text.
- The amount of matching text is indicated by an index of similarity, shown as a percentage. The higher the percentage, the greater the amount of matching text.
- As a student of UNISA, you are permitted to view the Originality Report on your submitted document.

*Note: Proper interpretation of an Originality Report requires careful thought and discussion with your instructor/supervisor. Ask your instructor/supervisor about conditions under which a certain % of matching text may be allowed and how such text should be cited or reported in your document.*

- To view the Originality Report, click on the percentage in the Similarity column. The report will open in a new window and consists of three parts.
  - See example below:

**Example Proposal**  
BY PINEAPPLE FLISTEA

57% SIMILAR

Match Overview

1	www.njas.helsinki.fi	40%
2	www.jamiforums.com	2%
3	saches.co.za	1%
4	Abdeljalil Akkari. "Bling...	1%
5	www.africanminds.co.za	1%
6	unesdoc.unesco.org	1%
7	isdsnet.com	1%
8	Submitted to Leiden U...	1%
9	Kießling, Roland and R...	1%
10	www.edqual.org	1%
11	Submitted to Katholieke...	1%

**Introduction**  
One of the founding ideals of the independent Tanzanian state was to have a bilingual and biliterate citizen in Kiswahili and English. The ideal required a system of additive bilingual education where both Kiswahili and English would be languages of education. This envisioned form of bilingual education was not stated in an official document, but was implied in some pronouncements made. The pronouncements were based purely on political and ministerial directives. Apart from initiatives made to promote Kiswahili for it to be a sole language of instruction at all levels of education (Kiango, 2005; Mpemba, 2007), the President of Tanzania, Julius K. Nyerere, was quoted saying we could not do without English which he said was like the Kiswahili of the world (Mzalendo, 1984). This suggested that he wanted English to be used as a medium of instruction in secondary schools.

On the implementation front, Kiswahili was declared a national and official language as well as a language of instruction in primary schools. English was declared co-official language and made a compulsory subject in primary schools as well as language of instruction at post-primary education. To begin with, these arrangements already undermined the ideal stated above as Kiswahili was discontinued as medium of instruction in post-primary education. In fact, this system has prevailed unto this day, Kiswahili as the only medium of instruction in primary schools and English the only medium of instruction in secondary schools and higher learning institutions. Contrary to the initial ideal of additive bilingual education

- (1) On top is information about your paper (e.g. title, your name, document title, similarity index)
- (2) Left side view displays text of your submitted paper marked in different colours
- (3) Right hand column displays the matching sources found in the Tii repository and marked with corresponding colours

Remember: You now have a Tii profile and may access the programme anytime to submit your draft documents for originality checking before your final submission for assessment by your instructor/supervisor.

For more information/support, go to the Tii “Training” webpage. There are video tutorials, user guides and FAQ for your reference. The URL address is:

[http://www.turnitin.com/en\\_us/training/student-training](http://www.turnitin.com/en_us/training/student-training)

## References

**Turnitin Originality Check:** [http://www.turnitin.com/en\\_int/training/student-training/about-originalitycheck](http://www.turnitin.com/en_int/training/student-training/about-originalitycheck)

**Turnitin Support Services:** [http://www.turnitin.com/en\\_int/support/support-services](http://www.turnitin.com/en_int/support/support-services)

**Turnitin Student Training:** [http://www.turnitin.com/en\\_int/training/student-training](http://www.turnitin.com/en_int/training/student-training)

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