



# Turnitin for Post-graduate students

1. [Log in](#) through the Portal on the UP homepage: [web.up.ac.za](http://web.up.ac.za). Use the links to create / update your password if needed.
2. Choose **clickUP** Portal within 15 seconds of entering the student portal.

OR If you have a working password, you can [log in](#) directly to the clickUP portal: [clickup.up.ac.za](http://clickup.up.ac.za)

3. Select **Organisations** in the top row of links and click.

4. In the search window, type "support" and click on Go

5. In your organisations list you will see Graduate Research Support. Click on the Organisation ID [link](#)

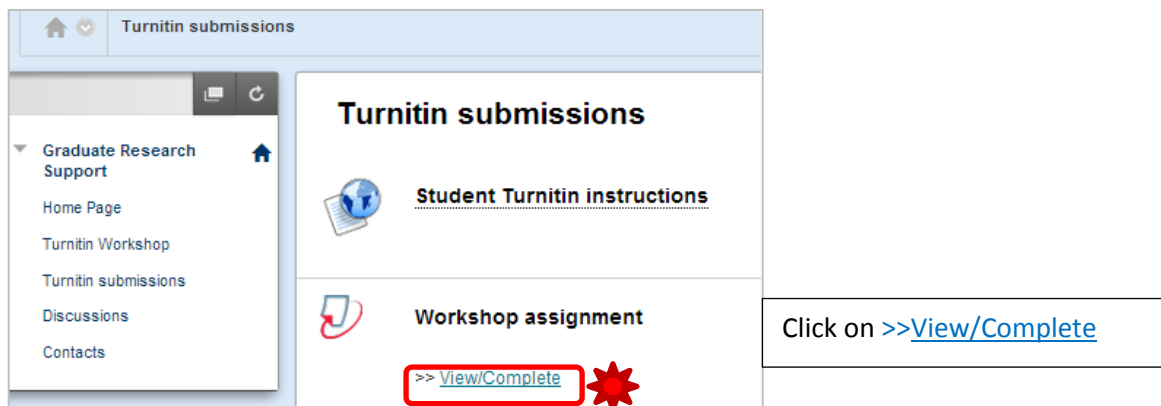
Organization ID	Organization Name	Leader Names	Description	Textbooks
<a href="#">org_graduate_research_support_2013</a>	Graduate Research Support	L (Lynette) Nagel	Graduate Research Support	

6. It is a self-enrol organisation, and you now have membership.

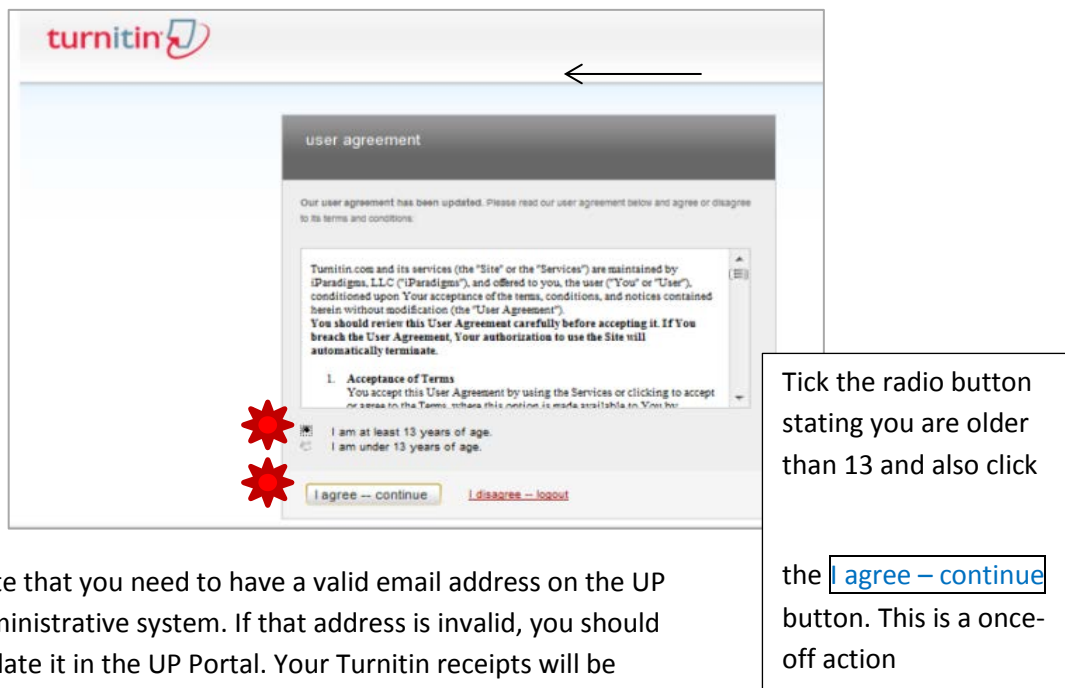
7. In this organisation the link to Turnitin submissions is on the left-hand navigation pane, click.



8. The Turnitin submissions page also contains a link to the standard student instructions for Turnitin. Do visit the plagiarism section on the UP Library web, and view the UP policy regarding plagiarism. In all Turnitin assignments in other clickUP modules created by your lecturers or supervisor, the process from here is the same: Look for the [View/Complete](#) link to upload your paper.



9. Complete the once-off user agreement.



Note that you need to have a valid email address on the UP administrative system. If that address is invalid, you should update it in the UP Portal. Your Turnitin receipts will be sent to this address

10. Turnitin web opens.

Messages English What's New ? Help

turnitin

Assignment Inbox preferences

Welcome to your new class homepage! From the class homepage you can see all your assignments for your class, view assignment information, submit your work, and access feedback for your papers. Hover on any item in the class homepage for more information.

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.

Info	Dates	Similarity
Workshop assignment	Start 22-Oct-2013 5:01PM Due 30-Nov-2013 11:59PM Post 01-Dec-2013 12:00AM	Submit View

If you want to submit a paper, click on the Submit button under the assignment title

11. The Submit Paper screen opens; you have to browse for the file and upload.

Submit Paper: Single file upload STEP ● ○ ○

Choose a paper item submission method:  
Single file upload

First name  
Chicken (S1)

Last name  
Little

Submission title

The paper you are submitting will not be added to any paper repository.

What are the file requirements for single file upload?

Choose the file you want to upload to Turnitin:  
Choose from this computer  
Choose from Dropbox  
Choose from Google Drive

Upload Cancel

Normally you will submit a single file. It is possible to submit multiple or zip files, if you make the correct selection here.

Type in the title of your document

Take note of file sizes and document types. Large documents should be broken down in smaller files before submission

Browse your computer, Dropbox or Google Drive to find the file and Upload

Dropbox  
Your photos, videos and docs anywhere

- Always have access to your stuff
- Share easily with your friends and family

Sign in to your Dropbox account

Email  
Password  
Remember me

Sign in Cancel  
Sign up for Dropbox

If choosing Dropbox or Google Drive you will be directed to the Sign in screen

12. Turnitin shows the unformatted text of your file to confirm the file; you click on submit.

**Submit Paper** STEP ●●○

Author: Chicken (s1) Little  
Title: Demo paper

Preview Paper

Tii demo  
"Live as if you were to die tomorrow. Learn as if you were to live forever."  
— Mohandas Karamchand Gandhi  
"I have never let my schooling interfere with my education."  
— Mark Twain  
"You can never be overdressed or overeducated."  
— Oscar Wilde  
"Who dares to teach must never cease to learn."  
— John Cotton Dana  
Education would be so much more effective if its purpose were to ensure that by the time they leave school every boy and girl should know how much they don't know, and be imbued with a lifelong desire to know it.  
The world is a book and those who do not travel read only one page. — Saint Augustine of Hippo  
"You educate a man; you educate a man. You educate a woman; you educate a generation."  
— Brigham Young  
"Education is the most powerful weapon which you can use to change the world."

**Submit** Back

Check the text of the first page of your submitted file in the window in step 2, making sure it is the correct document / version  
Click on **submit**  
If it is **not** the correct file, click on **Back** to return on the upload page

13. You will receive a **digital receipt** on the screen. It is also sent to your email. You can print the receipt if needed as proof of submission (see step 15).

Messages | English | What's New | Help

Assignment Inbox preferences

Your submission was successful! This is your digital receipt. This receipt contains only the first page of your submission. You can later download a digital receipt for a submission from within the Document Viewer. Students can also access digital receipts for their submissions from their Student Class Home page.

Paper title: **Demo paper**  
Paper ID: 366013278  
Author: **Chicken (S1) Little**

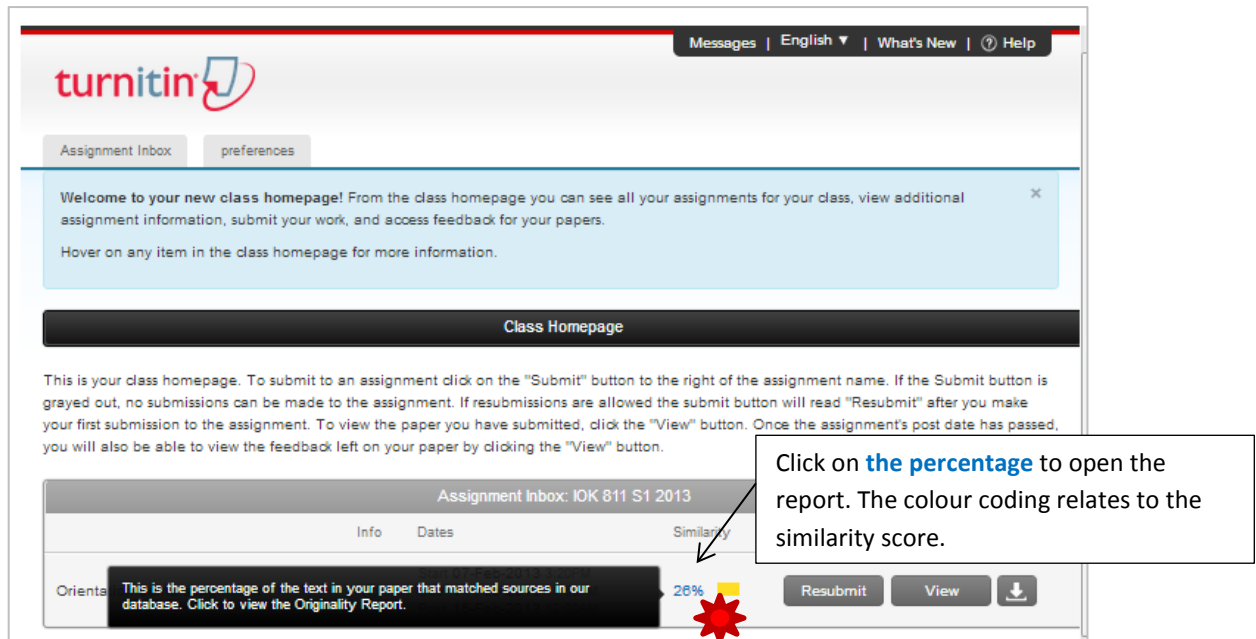
**Go to Portfolio**

14. Clicking on either **Go to portfolio** or **Assignment inbox**, takes you to the **Inbox**. You might have to wait a few minutes for the report while it is processing your paper.

Orientation demo assignment ⓘ Start 07-Feb-2013 3:20PM Due 14-Feb-2013 11:59PM Post 15-Feb-2013 12:00AM

**Processing** Resubmit View ↓

After a while (depending the size of your document, the internet connection and the time of day), the report becomes available. You might have to refresh your screen to see the Similarity report, which is incrementally colour coded: Red(= highest), >Orange, >Yellow, > Green >Blue (least).



15. View the similarity report that opens in a new window. The **Document Viewer** might take a while to load. Text that is similar to any text on the www databases is marked in a colour that is the same as the corresponding source in the Match Overview column on the right hand side. Matching sources are numbered and sorted from highest to lowest occurrence in the document.

Poor paraphrase

Quotation “ ”

Good paraphrase

Patch writing

Print and download report in greyscale, very large file size( pdf)

Filter change settings

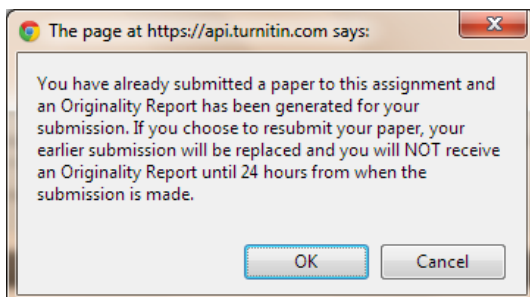
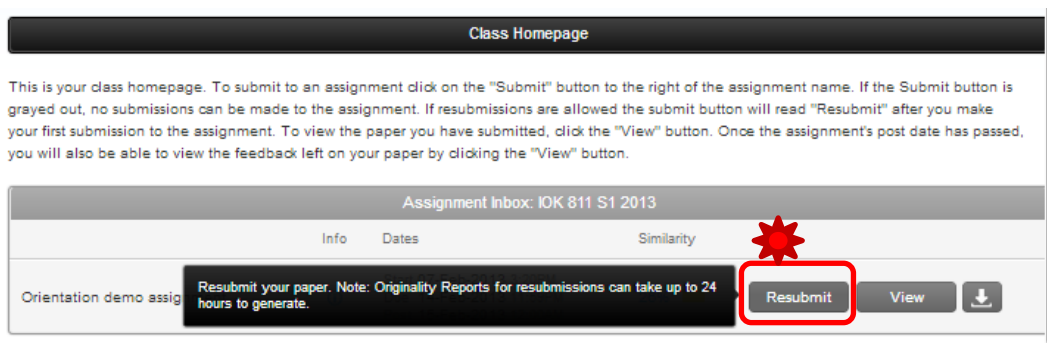
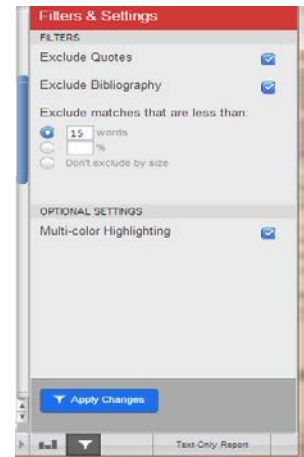
Download Text-only report in colour, small file size (html)

16. Change settings: The similarity score might include or exclude quotations.



You can change the settings of what to include or exclude from the similarity index by clicking on the funnel / filter: ticking quotes and /or the References (Bibliography). Remember to click on **Apply Changes**. This might change your similarity score.

17. Depending on the lecturer's settings, you might see your first similarity report immediately and be able to overwrite it by resubmitting up to the due date. To submit an improved / corrected version of this assignment, go to the **Inbox** and click on **resubmit**.



Some assignments do not display your report till after the due date, and you will not be able to resubmit. The report for a resubmitted paper takes up to 24 hrs to become available.

It is your responsibility to find out what plagiarism is. Use the Library web page on plagiarism, and prepare your document using your Department's prescribed reference style.

### *Tips on writing a good paper / chapter:*

- Use high quality, verified, scholarly resources found in the Library's e-journals (if unfamiliar with using those, talk to the information specialists on how to create web-searches for your topic.
- Keep track of where information comes from: use a reference organiser like **Refworks** (online) or **Endnote** (on your own computer: enquire about UP student licencing) or **Zotero** (freeware). These programmes help you to use a reference style consistently.
- Always try to write information in your own words, as you would explain it to someone else, while still citing the original author whose idea you refer to.
- When quoting someone's own words use double quotation marks and give a full citation (including page numbers). Familiarise yourself with the details of the prescribed reference style.
- Avoid using unscholarly web-pages such as social networking, blogs, Wikipedia etc as resources.
- Revise, revise, revise...