

# How to Use Turnitin System

## **Global Institute of Theology**



Yonsei University



# First of all, you must hold a "Yonsei" e-mail account address <u>https://portal.yonsei.ac.kr/main/indexe.jsp</u>



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Select 'English' and click the [아이디신청] which means 'create new ID'

PLEASE KEEP YOUR YONSEI E-MAIL ADDRESS AS IT SHOULD BE USED WHEN SIGNING UP THE TURNITIN SYSTEM (XXXX@yonsei.ac.kr).



WEBMAIL	English	Ŧ
ID	@yons	sei.ac.kr
Password		
LOGI	N	
Save ID		
아이디 신청 비밀	빈호 찾기	
고객센터:1668-2590   정보통 졸업생 문의 02-21	통신처:02-212 23-4971~2	23-6416

\* Inquiries regarding e-mail system: <a href="mailto:sysop@yonsei.ac.kr">sysop@yonsei.ac.kr</a>

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- Go to <a href="https://library.yonsei.ac.kr/">https://library.yonsei.ac.kr/</a> and click [RESEARCH] → 'Turnitin'
- Click the "URL for Access"

YONSEI UNIVERSITY	Find	Research	Services	Collections	About	My Library	Ξ
	nitin			Find All	▼ searches for I	ibrary holdings and	Q

#### Turnitin Introduction

- Turnitin is the most widely used service around the world for plagiarism prevention and detection.
- Compare submitted papers against webpages, newspapers, magazines, academic papers, essays, books, and more in real time
- Compatible with HWP, PDF, DOC, HTML, TXT and Word PerFect formats

#### Turnitin Access Instructions

- URL for Access http://api.turnitin.com/ko
- There may be errors due to incapability with a lower version of Internet Explorer or other bugs. In that case, download and install Google Chrome, whic h is the most compatible browser with Turnitin (https://www.google.co.kr/chrome/browser/desktop/

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# Empower students to do their best, original work





• New user → Click "Student"





- Put the class ID and enrollment key given by Yonsei University
- You must sign up with your "YONSEI" e-mail address

# Create a New Student Profile

#### **Class ID Information**

All students must be enrolled in an active class. To enroll in a class, please enter the class ID number and class enrollment key that you were given by your instructor.

Please note that the key and pincode are case-sensitive. If you do not have this information, or the information you are entering appears to be incorrect, please contact your instructor.

#### Class ID

Class enrollment key





## After signing up and log-in, you may see the page as below

- Click the active class name with "연세대학교(Yonsei University)"
- PLEASE WAIT FOR 2–3 MINUTES FOR THE NEXT PROCESS



#### About this page

This is your student homepage. The homepage shows the classes you are enrolled in. To enroll in a new class, click the enroll in a class button. Click a class name to open your class homepage for the class. From your homepage, you can submit a paper. For more information on how to submit, please see our help page.

Yons	ei University			
Class ID	Class name	Instructor	Status	Drop class
9240033	연세대학교 (Yonsei University)	University Yonsei	Active	â

• If you are told to register the new class ID, you should click [Enroll in a Class] menu above to use the new one.



## Submit the thesis/dissertation manuscript for plagiarism check

- Click the "Submit" button at the top of the list.
- The reason why there are multiple assignment boxes is that the system allows you to try several times to submit your document. One [submit] button allows "four" times to be tried consequently. If you want to try for the fifth time, you should click another [submit] button.
- Working draft is recommended to be uploaded on "No Repository" space. It won't be considered as duplicate if you submit the papers on the same account.
- Final draft shall be uploaded on "Save to Repository for Copyright" to protect your copyright.

Class Portfolio My Grades Discussion Calendar					
NOW VIEWING: HOME > 연세대학교 (YONSEI UNIVERSITY)					
Welcome to your new class homepage! From the class homepage you can see all your as your papers.	ssignments for y	our class, view additiona	I assignment information, submit yo	our work, and access feedback for	×
Hover on any item in the class homepage for more information.					
	Class Home	page			
This is your class homepage. To submit to an assignment click on the "Submit" button to the rig resubmissions are allowed the submit button will read "Resubmit" after you make your first sub date has passed, you will also be able to view the feedback left on your paper by clicking the "V	ght of the assign mission to the a √iew" button.	ment name. If the Submi ssignment. To view the p	t button is grayed out, no submissio aper you have submitted, click the '	ons can be made to the assignment "View" button. Once the assignmer	: If it's po:
Assignment Int	box: 연세대학	교 (Yonsei University)			
Assignment Int	box: 연세대학. Info	교 (Yonsei University) Dates	Similarity		

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## Put your thesis/dissertation title and upload the file

## turnitin

ss Portfolio My Grades	Discussion Ca	alendar		
/IEWING: HOME > 연세대학교 (YC	NSEI UNIVERSITY)			
ubmit: Single File U	pload <del>-</del>		STEP • • •	
First name			1	
.ast name				
Submission title				
What can I submit? Choose the file you want to up Choose from this computer	load to Turnitin:			
Choose from Dropbox	Irive			
e take your privacy very serio Ily be shared with our third par	usly. We do not share ty partners so that we	your deta e may offe	ails for marketing purposes with any external companies. Your information may er our service.	3 44 -
Upload Cancel				
ć	3 Bre			F.C.



- The result takes about 10 minutes to be generated according to the file's capacity.
- The similarity index will be shown when completed.
- Click the percentage(%) to see the details.

#### 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.

Assignment Inbox: 연세대령	학교(Yons	ei University) - 이용가능		
Assignment Title	Info	Dates	Similarity	Actions
논문 및 과제 검사 - 유사도 검사 시 DB 미 저장 (Originality Check - No Repository)	()	Start         05-Mar-2019         7:30PM           Due         03-Nov-2023         8:27AM           Post         03-Nov-2023         8:28AM	49%	Resubmit View
논문 및 과제 검사 - 유사도 검사 시 DB 미 저장 (Originality Check - No Repository)	(i)	Start         05-Mar-2019         7:30PM           Due         03-Nov-2023         8:27AM           Post         03-Nov-2023         8:28AM		Submit View
논문 및 과제 검사 - 유사도 검사 시 DB 미 저장 (Originality Check - No Repository)	(i)	Start         05-Mar-2019         7:31PM           Due         03-Nov-2023         8:27AM           Post         03-Nov-2023         8:28AM		Submit View
논문 및 과제 검사 - 유사도 검사 시 DB 미 저장 (Originality Check - No Repository)	()	Start         05-Mar-2019         7:32PM           Due         03-Nov-2023         8:27AM           Post         03-Nov-2023         8:28AM		Submit View
논문 및 과제 검사 - 유사도 검사 시 DB 미 저장 (Originality Check - No Repository)	0	Start         05-Mar-2019         7:32PM           Due         03-Nov-2023         8:27AM           Post         03-Nov-2023         8:28AM		Submit View



- Through the filter icon, you can "exclude" quotes or bibliography to enhance the results.
- However, DO NOT change the "word matches".

⑦ feedback studio		0
	TOPIC:	34
	SUPERVISOR : PROFESSOR CHARLES V. PANO	
		Yonsei Unive



• Click  $\frown$  [Current View] to issue the similarity report

D feedback studio	0
TOPIC:	34
Download ×	۲ (67)
SUPERVISOR : PROFESSOR	
	Yonsei University



• Please wait for 5~10 minutes

⑦ feedback studio		0
	Preparing download     X	

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- If you move the scroll bar down, you can see the page that shows the total percentage(%).
- Please save a copy of the similarity report and submit it to your examiners as well as the GIT Office.



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## Document (2) Digital Receipt

- Click  $\checkmark$   $\rightarrow$  [Digital Receipt] to issue the digital receipt
- Please submit the digital receipt to the GIT Office

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	TOPIC:	34 <b>■</b> ■
	Download ×	
	<ul> <li>                 Digital Receipt                 </li> <li>                 Originally Submitted File                 </li> </ul>	
	SUPERVISOR : PROFESSOR	
		Yonsei University



## Sample of a digital receipt (MUST be submitted to the GIT Office)

Digital Robolp	
This receipt acknowledges t information regarding your s	that Turnitin received your paper. Below you will find the receipt submission.
The first page of your subn	nissions is displayed below.
Submission author:	:
Assignment title:	논문 및 과제 검사 - 유사도 검사 시 D
Submission title:	
File name:	
File size:	
Word count:	
Character count:	
Submission date:	
Submission ID:	:
	May 2018

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- The system says the ID has already existed. What shall I do?
   Please reset the password. If you still have problems, please send an email to <u>turnitin@yonsei.ac.kr</u>.
- 2. I have saved the wrong document on the Turnitin DB so I want to delete it.
  - : Please send an email to <u>turnitin@yonsei.ac.kr</u> with the following information.
  - (1) your name
  - (2) your student ID
  - (3) your Turnitin ID (Yonsei e-mail address)
  - (4) Submission ID that you want to remove from the database
- 3. What kind of documents can I upload to Turnitin? : MS Word (.doc/.docx), PDF
- 4. I am still having technical problems with the system.
  - <u>turnitin@yonsei.ac.kr / koreasales@turnitin.com / tiisupport@turnitin.com</u>