Turnitin Student User Manual

Chapter 1: Getting Started

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Contents

Introduction

Welcome to Turnitin. The purpose of this handbook is to provide an in-depth guide to using Turnitin as a student. Student users on Turnitin can enroll in classes and submit files to assignments.

Student users in classes on some accounts may also be able to:

• Review the Originality Reports for the submissions made to assignments
• View papers marked with our GradeMark® paperless grading tool
• Write peer reviews on papers
• Read peer reviews written on their papers
• View their grades in the GradeBook
• Participate in discussions on a discussion board

Note: The availability of these additional features depends on the services purchased by the school and the options selected or used in the course by the instructor. For more information, a student will need to contact the instructor for assistance.

Accessing Turnitin

To access Turnitin, each user must create a unique user profile. The user profile consists of an e-mail address, user password, optional personal information, and a set of user preferences.

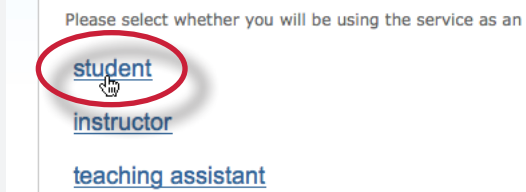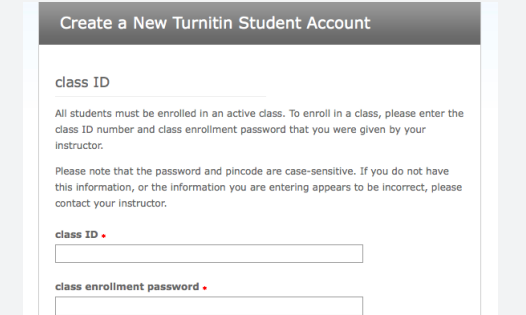There are two ways for a student to obtain a Turnitin user profile.
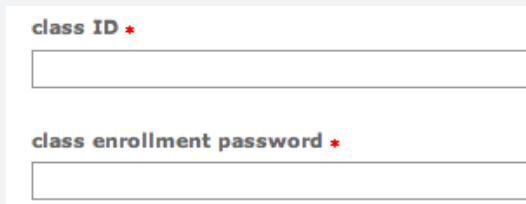
• An instructor may add the student to the course, in which case the student would receive an e-mail with a temporary password and login instructions

• An instructor may provide the information which allows a student to join a class on the Turnitin website

Warning: Each user profile must be assigned a unique e-mail address in the Turnitin system. Users who have previously created a Turnitin user profile will need to log in with the e-mail address and password that was originally set for the user profile.

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Creating a New User Profile

If an instructor has added the student to a course and the student has received the automated notification e-mail containing a temporary password or if the student has used Turnitin previously and has an existing user profile, continue down to the Logging In section.

⚠ **Warning**: A class ID and enrollment password are required to enroll in a class on Turnitin. This information may only be provided by the instructor of the class. Turnitin cannot provide a class ID or enrollment password in any circumstances. If you do not have this information contact the class instructor.

To create a user profile:	
1. Go to www.turnitin.com and click on the *Create Account* link next to the *Log In* button	Create Account · Log In
2. Click on the *student* link	Please select whether you will be using the service as an i student instructor teaching assistant
3. The Create a New Turnitin Student Account form must be completed to create a new student user account	Create a New Turnitin Student Account class ID All students must be enrolled in an active class. To enroll in a class, please enter the class ID number and class enrollment password that you were given by your instructor. Please note that the password 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 password ∗
4. Enter the class ID number and the case sensitive Turnitin class enrollment password	class ID ∗ class enrollment password ∗

To create a user profile:	
5. Enter the user first name, last name, and a valid e-mail address to use as the login for Turnitin	your first name * [field] your last name * [field] email address * [field]
6. Create a user password. The user password must be between six and twelve characters long and contain at least one letter and one number. Re-enter the password to confirm it	enter your password * [field] confirm your password * [field]
7. Select a secret question from the drop-down menu. Enter the answer for the question. Remember and keep this information. The answer is case and space sensitive	secret question * [Please select a secret question ▼] question answer * [field]
8. Review the user agreement. To continue using Turnitin, click on *I agree -- create profile*	capacity and authority to enter into, this User Agreement; and bound by all of its terms and conditions. You should review this carefully. If You breach the User Agreement, Your authorization may automatically terminate (I agree -- create profile) I disagree -- cancel
9. From the completed user profile creation page, click on *Log in to Turnitin*	Log in to Turnitin

📄 **Note**: If step 6 indicates that the e-mail provided is already in Turnitin, there is an existing profile under the e-mail you entered. Please use the Resetting Your Password instructions, if the password has been forgotten, to gain access to the user profile if you had a previously existing Turnitin user profile, or use an alternate e-mail address for your Turnitin access.
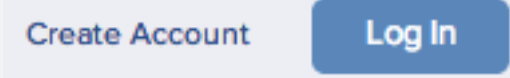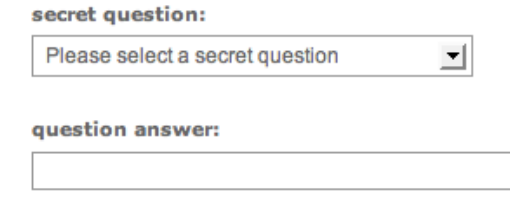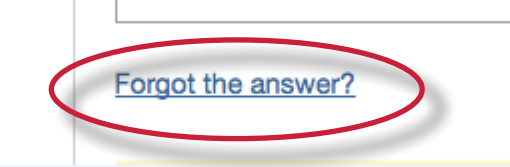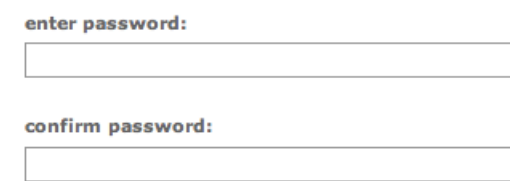
Logging In

To begin using Turnitin, you must first log in. During login a cookie will be set on your web browser to allow Turnitin to authorize your access during use of the site. Please ensure that the web browser program you are using will allow this cookie to be set. Please refer to the help or support information for your web browser for more information on allowing cookies from our site, www.turnitin.com.

If you are logging into a profile using a temporary password received via e-mail, you will be required to confirm your user information and set a personal password and secret question/answer information. The password selected will be required to log into the user profile, replacing the temporary password from the e-mail.

To login to Turnitin:	
1. Go to www.turnitin.com	
2. At the top right click on the *Log In* button	
3. Enter the e-mail address and password then click on the *Log In* button	

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Resetting Your Password

If a Turnitin user password is forgotten or the initial user welcome e-mail is not received, the password can be reset via secret question or e-mail. To reset a password via e-mail, your user information must contain a valid e-mail address. Turnitin cannot send password reset information to any other e-mail.

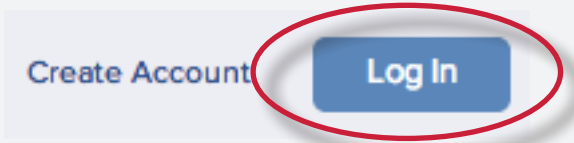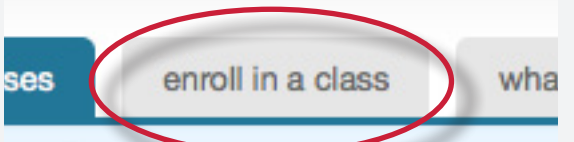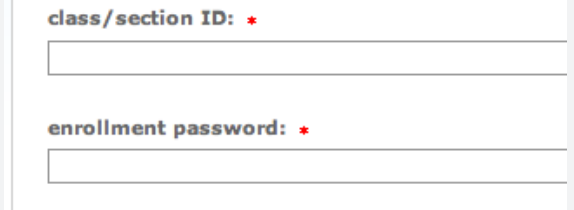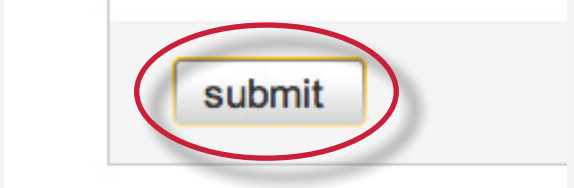| E-mail password reset:	
1. Go to www.turnitin.com and click on the *Log In* button	Create Account Log In
2. Click on *Reset Password* link	Reset Password
3. Enter the e-mail address associated with a Turnitin user profile and click on *next*	email address:
4a. Either select the secret question for the user profile and enter the answer in the field provided and click *next*	secret question: Please select a secret question ▼ question answer:
4b. Or if you do not know the secret question/answer set for the user profile, click the link below labeled *Forgot the answer?* to have a link to a password reset sent via e-mail	Forgot the answer?
5. On the password reset page, you must enter a new password and log into Turnitin using the e-mail and new password for your profile	enter password: confirm password:
6. Use the e-mail and new password for your user profile to log into Turnitin	Email Password Create Account Retrieve Password

⚠️**Warning**: If you do not receive the e-mail containing the password reset link, make certain that the e-mail service is not filtering this e-mail from noreply@ turnitin.com to your spam or junk mail. Add noreply@turnitin.com to the e-mail contact list or contact your e-mail service for more information on ensuring this important password reset e-mail is able to be received.

Enrolling in a Class

The student homepage displays a list of any courses that the student user profile is enrolled in. Newly created user profiles are automatically enrolled in the class associated with the class ID used to create the user profile.

A single user profile can be used to enroll in multiple classes. Enrollment into additional classes can be completed once the user signs on as the student profile and is viewing the student user homepage. Enrollment in additional classes on Turnitin will always require a valid class ID number and the case sensitive enrollment password for the class. This information can only be distributed by the instructors.

Students may also receive a notification e-mail from Turnitin indicating that they have been added to a new course by the instructor directly. This new class will appear automatically on the student user homepage.

Enrolling in a class:	
1. Log into Turnitin with a student user profile	Create Account **Log In**
2. Click on the *enroll in a class* tab on the student homepage	...ses enroll in a class wha...
3. Enter the class ID and enrollment password for the new class	class/section ID: * enrollment password: *
4. Click *submit* to enroll in the class and add it to the student user homepage	**submit**

Submitting a Paper

Student users of Turnitin submit papers to a class from the class portfolio page. The class portfolio page is viewed by clicking on the name of the class from the student homepage. The class portfolio page lists assignments created by the instructor for students to submit to.
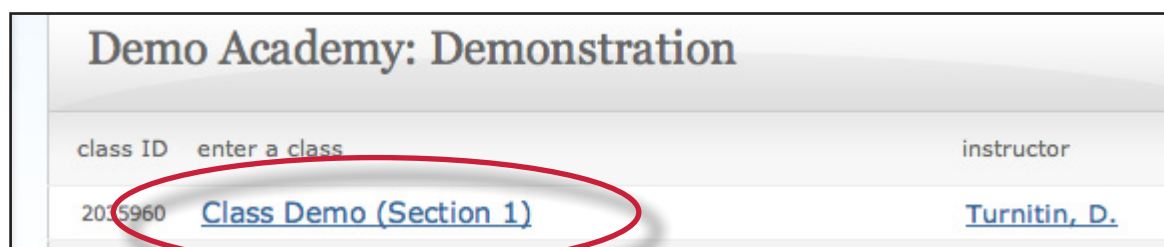
📄 **Note:** If there are no assignments listed, students will not be able to submit any papers to the course until the assignments are created. Ensure that the correct course is being accessed and contact the instructor if no assignments are available to submit to. Only the instructor controlling the class will be able to create assignments for students in the class.

File Types and Size

Turnitin currently accepts the following file types for upload into an assignment:

- Microsoft Word™ (DOC and DOCX)
- Corel WordPerfect®
- HTML
- Adobe PostScript®
- Plain text (TXT)
- Rich Text Format (RTF)
- Portable Document Format (PDF)
- OpenOffice (ODT)
- Hangul (HWP)

The file size may not exceed 20 MB. Files of larger size may be reduced in size by removal of non-text content or the instructor may be contacted to request multiple assignments to submit the document in sections.

📄 **Note:** Text only files may not exceed 2 MB.

📄 **Note:** PDF documents must contain text to be submitted. PDF files containing only images of text will be rejected during the upload attempt. To determine if a document contains actual text, copy and paste a section or all of the text into a plain-text editor such as Microsoft Notepad or Apple TextEdit. If no text is copied over, the selection is not actual text.

❓**Tip:** Users submitting scanned images of a document or an image saved as a PDF will need to use Optical Character Recognition (OCR) software to convert the image to a text document. Manual correction of the resulting document is highly recommended to fix any errors caused by the conversion software.

▣ **Note:** Some document formats can contain multiple data types. This includes text, images, embedded information from another file, and formatting. Non-text information that is not saved directly within the document will not be included in a file upload. This includes references to a Microsoft Excel® spreadsheet included within a Microsoft Office Word document.

▣ **Note**: Users whose files are saved in a file type that is not accepted by Turnitin will need to use a word processing program to save the file as one of the accepted types. Rich Text Format and Plain Text file types are nearly universally available in word processing software. Neither file type will support images or non-text data within the file. Plain text format does not support any formatting, and rich text format supports only limited formatting options.

▣ **Tip:** When converting a file to a new file format, users should rename their file with a name other than that of the original file. This is suggested to prevent permanent loss of the original formatting or image content of a file due to it being overwritten.
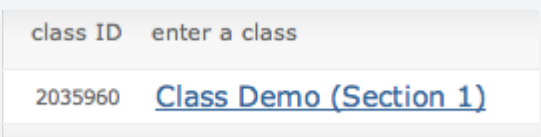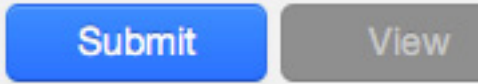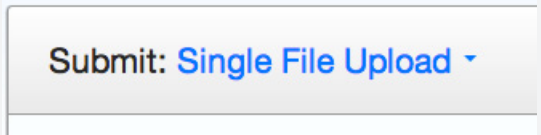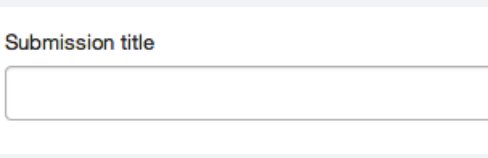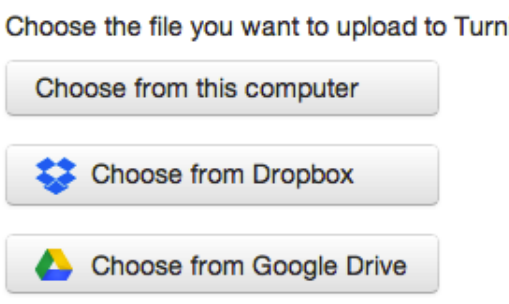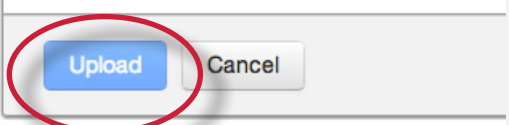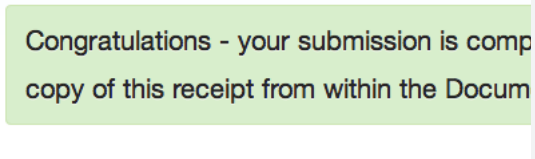
How to Submit a Paper

To submit a paper to an assignment on Turnitin, the user must log in and upload a file to an existing assignment. Assignments on Turnitin cannot accept student submissions until the assignment start date and time has passed. Assignments may also reject submissions after the due date and time set by the instructor.

To check the start date and due date information, either click on the name of the assignment in the class portfolio page or view the start and due dates located under the assignment name. This action opens a pop-up window showing assignment preference information, including start and due dates/times as well as other assignment information or special instructions.
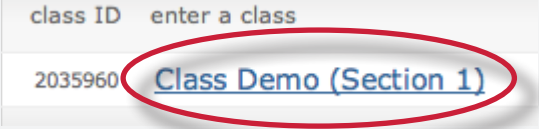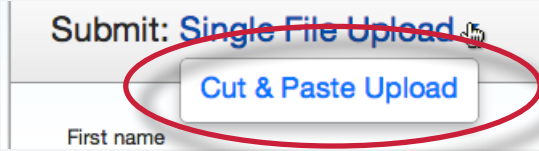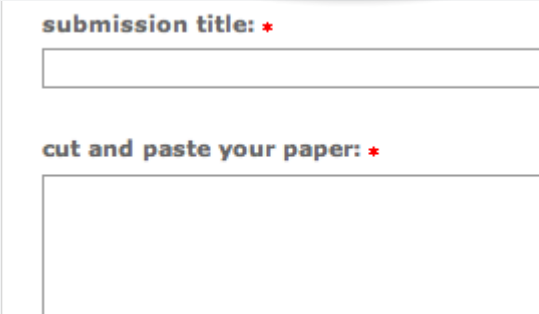
▣ **Note:** After the submission has been completed on step 7 below, a digital receipt is displayed in your browser window. A copy is also sent via e-mail to the address for the user login. It is important to use a valid e-mail address to receive this copy of the digital receipt. Save the receipt and the submission id it contains, as this is proof of a completed submission.

⚠ **Warning**: If the digital receipt is not shown on screen after submission, return to the class portfolio page and view the assignment to ensure the paper submission completed correctly. Submissions can be checked and viewed by clicking on the title of the paper under the *title* column to the right of the assignment name.

Submitting a paper by single file upload:	
1. Start by clicking on the class name you would like to submit to after logging in to Turnitin	class ID enter a class 2035960 **Class Demo (Section 1)**
2. Click on the *Submit* button to the right of the assignment name	**Submit** View
3. If necessary, select *single file upload* from the *Submit:* pull down menu	Submit: Single File Upload ▾
4. Enter a title for the submission	Submission title
5. Once the requirements for single file up-load have been reviewed, students have a choice to upload a file from: • the computer • Dropbox • or Google Drive Click one of the submission buttons and then select the file you would like to upload	Choose the file you want to upload to Turni Choose from this computer Choose from Dropbox Choose from Google Drive
6. Click *Upload* to upload the file	Upload Cancel
7. Review the preview panel. Click the Confirm button to upload the file to the assignment	Confirm Cancel
8. After the submission is complete a digital receipt is displayed on screen. A copy is also sent via e-mail to the address for the user login. Save the receipt and the submission id it contains, as this is proof of a completed submission.	Congratulations - your submission is comp copy of this receipt from within the Docum

The digital receipt contains a unique submission id number, the name of the user profile submitting, the assignment title, the paper title given by the submitting party, the file name, the file size, the page count, word count, character count, the submission date, as well as the body text of the file submitted.

📄 **Note:** If the *add to:* pull-down menu appears within the submit paper screen, select whether to store your paper in the standard paper repository or in the institution paper repository.

Submitting a paper by copy and paste:	
1. Start by clicking on the class name you would like to submit to after logging in to Turnitin	class ID enter a class 2035960 **Class Demo (Section 1)**
2. Click on the *Submit* button to the right of the assignment name	Submit View
3. Select *cut & paste* upload from the *Submit* drop down menu	Submit: Single File Upload Cut & Paste Upload First name
4. Fill in the submission title field and copy the text from the text document. This must be done from a word processor able to open the file you wish to submit content from. Do **not** manually type an entire paper in the copy/paste field, which could cause the user login to time-out, losing all the entered data	submission title: * cut and paste your paper: *
❓ **Tip**: To cut and paste text, highlight the text of a paper in a word processing or text editing program and select *copy* from the edit menu. To transfer the text into your browser, place your mouse cursor in the text box of the submission page and select *paste* from your browser's edit menu	
5. Click *Upload* to complete the cut and paste submission of the text pasted into the content box	Upload

After the submission has been completed on step 5 a digital receipt is displayed on screen. A copy is also sent via e-mail to the address for the user login. Save the receipt and the submission id it contains, as this is proof of a completed submission.

The digital receipt contains a unique submission id number, the name of the user profile submitting, the paper title given by the submitting party, the assignment title, and the e-mail address for the user submitting, as well as the body text of the file submitted.

Viewing Submitted Files

After a submission has been completed it will be immediately available to view from the class portfolio page for the student or the assignment inbox of the instructor. Submissions made previously can be viewed in any active or expired class that the student is still enrolled in on Turnitin. Instructors may delete classes or unenroll students which prevents the student from viewing submissions that were made in the class.

Every paper that has been submitted can be viewed by clicking on the *View* button next to the assignment name. This will open a new window in a separate screen that displays the paper information in the heading at the top and the full text of the paper beneath.
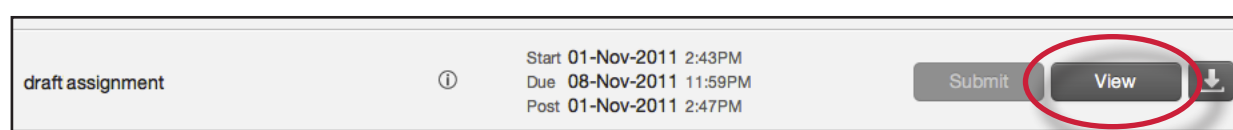

Downloading Submitted Papers and Digital Receipts

Previously submitted papers can be downloaded by the student user. This allows a student user to download and save a copy of any submission in the class made by this user. The downloadable version of the file is in the original format of the submission, indicated by the file type name to the right of the file download icon. Some accounts allow the student to select either the PDF version or the original format version to download.

Students may download the digital receipt for submissions at any time from the student's class home page.

To download a file navigate to the Turnitin class home page for the class the file was submitted to.

Click on the download button to view and select one of the three download options: Originally submitted format, PDF format, and Digital receipt.
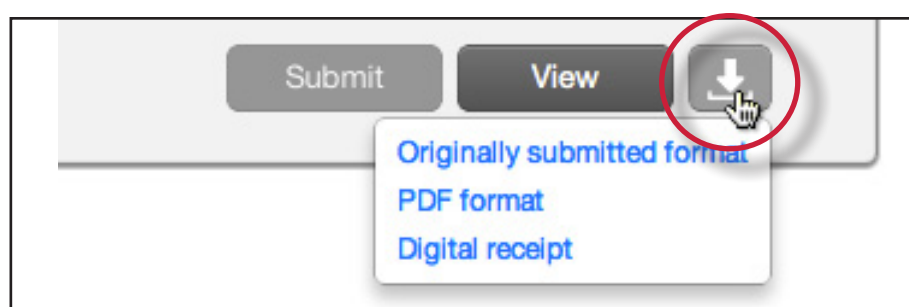
Some users may be prompted by pop-up windows or toolbar icons on their web browser to continue and approve the download or open the file.

Resubmitting

Some assignments may allow students the ability to overwrite their previous submissions until the due date and time set for the assignment. This option can be set by the instructor on an assignment by assignment basis. If overwriting is not enabled, the instructor must manually delete a previous submission to allow the student user to submit a second file.

Note: Only a single file may be submitted by a student user to any Turnitin assignment. Any second or subsequent submission will overwrite the original file submission in this assignment. Multiple files cannot be uploaded to the same assignment by a student.

Tip: If there is more than one file that must be submitted to complete the directions given by an instructor, contact the instructor immediately. Additional assignments may be created, or the student users may need to combine multiple documents into a single file of an acceptable file type to be uploaded into Turnitin.

How to Resubmit to an Assignment

If resubmission by overwrite has been enabled or an instructor has deleted the student user's first submission, resubmitting a paper is handled in an identical manner as a first time submission to an assignment. Follow the steps for a first time submission as listed in this handbook.

Note: When a student user clicks on the *Resubmit* button in the class portfolio page for an assignment allowing overwrite resubmission, a warning pop-up will appear. This serves to notify the student user that, if available, Originality Reports for any resubmission that is made in this assignment will require an additional twenty four hour delay to generate.

This applies to all submissions after the first submission made by any student user in any assignment.

Assignment Types

Instructors may create different assignment types based on the Turnitin products that have been purchased. The full list of assignment types is:

- **Paper Assignment** - the standard Turnitin assignment, allowing students a single submission of a file which can then be viewed by the instructor or used with other Turnitin products on the account.

- **Revision Assignment** - a copy of a Paper Assignment which an instructor may create to allow for revisions or rewrites.

- **Reflection Assignment** - an assignment for submitting self-written assessment of the writing process of a Paper Assignment. Based on a specific Paper Assignment.

- **PeerMark Assignment** - an assignment which allows students to peer-review the papers written by other students in a Paper Assignment. Students are given free response and scale questions for the review. Peer reviews may be anonymous, and allow students to comment directly on the paper.

User Info, Preferences, Messages and Assistance

The Turnitin student user homepage contains a number of links in the toolbar at the top that allow a user to change their profile and preference information or check for system-wide announcements from Turnitin.

My Classes

The *HOME* link returns a student user to their student user homepage and the list of classes in which the active user profile is currently enrolled. From this page, a user can enroll in new classes or enter a class portfolio.
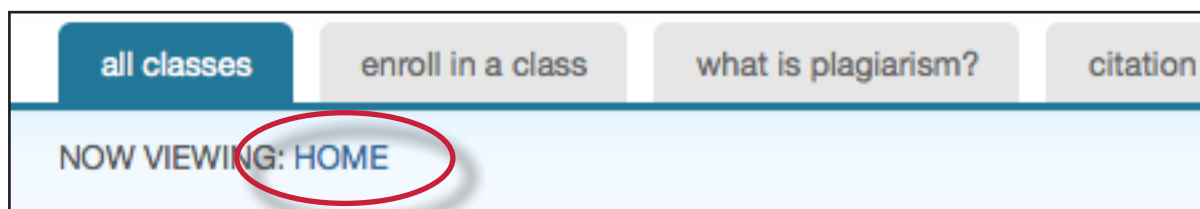
User Info

A user profile contains personal information and user preferences. Click the *user info* link to open the user profile options. The user information area is separated into two sections: personal information and user preferences.
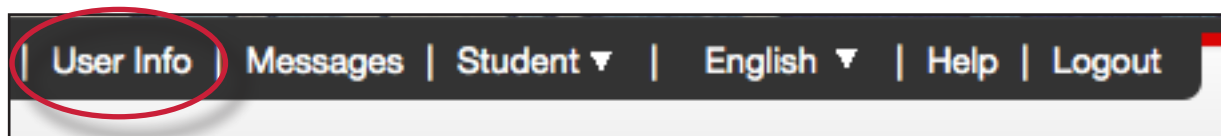
Personal Information

In the personal information section of the user information page a user is shown a number of fields, many of which are optional and can be provided at your discretion. There are required fields however, which are listed here:

• User name (e-mail)
• Password
• Confirm password
• Secret question
• Question answer
• Last name
• First name

All other areas of the personal information section are optional.

User Preferences

The user preferences section of a user profile affects how information within the profile account is presented and sets defaults for commonly used functions. User preferences include:

• **default user type** – determines the type of user homepage seen on login - administrator, instructor, or student; change user type is done by using the *user type* button.

• **default submission type** – select a default submission type: file upload, bulk upload, or cut and paste

• **items per page** – select the number of items you would like displayed per page

• **show page info** – toggles the info messages at the top of each page on and off

• **send me e-mail updates** – choose yes to receive e-mail updates from Turnitin

• **use homepage link** – choose yes to create a homepage link. To set up a link, enter a link name and URL below.

Messages and Announcements

To view important Turnitin messages and announcements, click on the *messages* link.
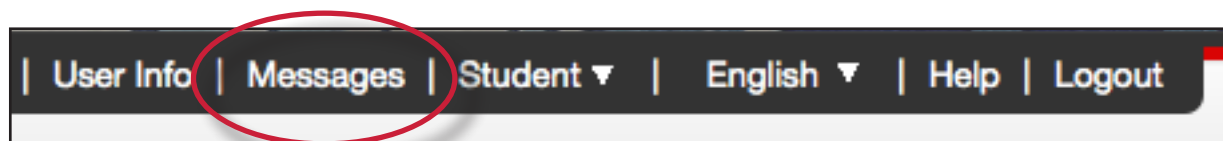
> ⚠ **Warning**: Urgent notifications may appear both on the messages page and on the Turnitin user homepage. These include messages announcing scheduled downtimes.

Information and Assistance

The yellow *help* button on the top right corner of the page allows a user to contact the helpdesk and send any questions or problems about Turnitin with a description of the question/problem. The Turnitin helpdesk will email you an answer to your question in a timely manner.
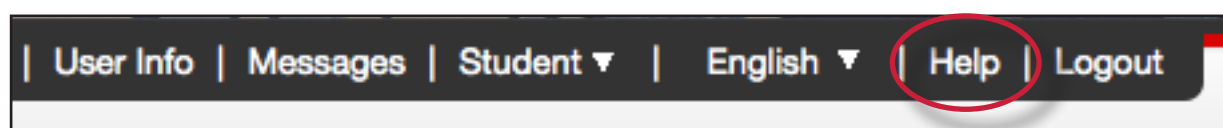
Help Center

The Help Center is an area we have created for our users to search for help or information about using Turnitin. Frequently updated lists of the most common questions we receive are also available.

Turnitin Student User Manual
Chapter **2**: OriginalityCheck

Updated January 24, 2014

Introduction

Papers submitted to Turnitin may be compared against billions of internet documents, archived internet data that is no longer available on the live web, a local repository of previously submitted papers, and subscription repository of periodicals, journals, and publications. The comparison may be against any or all of these repositories as set on a specific assignment by the instructor of the class.

The comparison document is called an Originality Report. This document details the matching or similar text between a submission made on Turnitin and the documents the submission was compared against. This document is listed in the instructor's view of the class assignment inbox.

At the discretion of the instructor, student users may be able to view the Originality Reports for their own submissions on Turnitin. This is a preference that is selected on an assignment by assignment basis and may be updated at any time by the instructor. Only the instructor can change this setting.

📄 **Note**: If *Not Available* appears under the *Similarity* column for the assignment, then Originality Reports are not available to student users in this assignment. Students wishing to view or receive a copy of the Originality Report for their submissions must contact the instructor. The determination of authorizing access to this information is in the hands of the instructor and institution.

Originality Reports

The Originality Report provides a summary of matching or similar areas of text found in a submitted paper. When an Originality Report is available to be viewed an icon is placed in the *Similarity* column of the student class portfolio page. Originality Reports that have not finished generating will display the text processing within the *Similarity* column of the student class portfolio page.

📄 **Note:** Overwritten or resubmitted papers may not generate a new Originality Report for a full twenty four hours. This delay is automatic and allows resubmissions to correctly generate without matching to the previous draft.

The Originality Report icon shows a percentage and a corresponding color indicating on an index where this percentage falls in terms of matching content. This percentage is the Similarity Index.

The higher the percentage, the greater the amount of text in the submission that came up as matching against information in Turnitin's repositories. The percentage range runs from 0% to 100%. The percentage is generated by the amount of similar or matching text compared to the number of words in the submission in total.

The paper shown in the Originality Report is fully formatted and contains any images and graphs included in the original document.

Similarity Index

The color of the report icon is linked to one of five tiers of the Similarity Index. This is based on the amount of matching text found by the repository comparison. The possible similarity index percentage ranges are linked to a corresponding color:

- **blue** (no matching words)
- **green** (one matching word - 24% similarity index)
- **yellow** (25-49% similarity index)
- **orange** (50-74% similarity index)
- **red** (75-100% similarity index)

The overall similarity index and the corresponding color scaling of the icons provides a basic indication of how much information contained in a specific submission is matched to other sources in the Turnitin repository. This number is a raw amount of matching done against the repositories selected for the assignment the submission was made to. Direct quotation, citations, or bibliography areas of the paper are not automatically excluded. The decision to permanently exclude or disregard matches to these types of text in a paper is made solely by the instructor of the class.

⚠️ **Warning:** These indices in no way reflect Turnitin's assessment of whether a paper contains plagiarized material or improperly used material. The Originality Report provides instructors with a tool to more easily locate matching or similar text within the text of a submitted work. The determination and adjudication of proper citation and plagiarism are left solely to the instructor and institution to which the work was submitted. Any questions regarding the definition of plagiarism used at your institution should be directed to the instructor of the class or an appropriate institutional staff member.

Opening the Originality Report

Originality Reports are typically completed within ten to fifteen minutes of submissions. This report generation time may vary based on the extreme levels of usage that may occur during certain periods of the academic year or due to very large submissions.

If the Originality Report viewing preference is set by the instructor to allow students to access the reports, the Originality Report icon will allow the user to open the report.
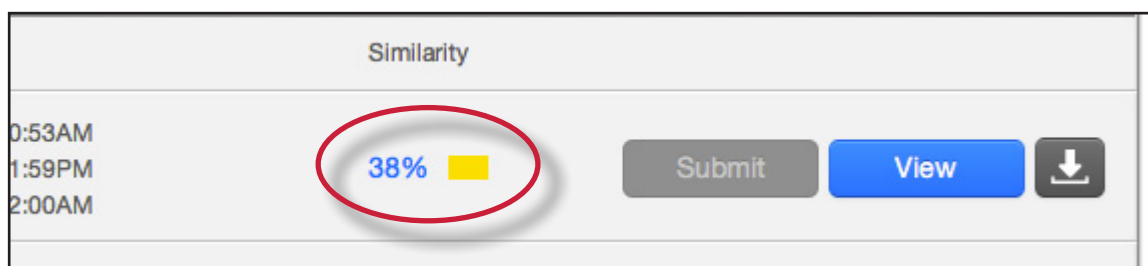

Viewing Originality Reports

The Originality Report can be viewed in one of four modes. These modes allow users to view and sort the information contained in the Originality Report in ways better suited to their needs. The four viewing modes for an Originality Report are:

- **Match Overview** (show highest matches together): A list of all areas of the paper which have similarity to information in the Turnitin repository. Matches are color coded and listed from highest to lowest percentage of matching word area to the submission. Only the top or best matches are shown, all underlying matches are visible in the Match Breakdown and All Sources modes

- **All Sources**: Allows a user to view matches between the paper and a specific selected source in the Turnitin repositories. Contains a full list of all matches found rather than the best matches per area of similarity. This listing is exhaustive but will show all matches found, including any that are obscured in the Match Overview by virtue of being in the same or similar areas as other, better matches

- **Match Breakdown**: Displays matches that are obscured by a top source. Allows instructors to compare the match instance of a underlying source with the match instance for a top source

- **Direct Source Comparison**: An in depth view that shows an area of similarity compared side by side with a specific match from the Turnitin repositories. Not available on all types of repository matches

Originality Report Contents

The Originality Report is separated into three main areas:

- **document viewer frame** - shows the Similarity Index for the report and the title and author of the paper

- **paper text** - the submitted paper text in its original formatting. Matching text is highlighted in a color that corresponds to the matching source listed on the right side of the Originality Report

- **matching sources/sidebar** - the list of matching sources for the highlighted areas of the paper text to the left. The sidebar also displays the Filter and Settings (exclusion options)
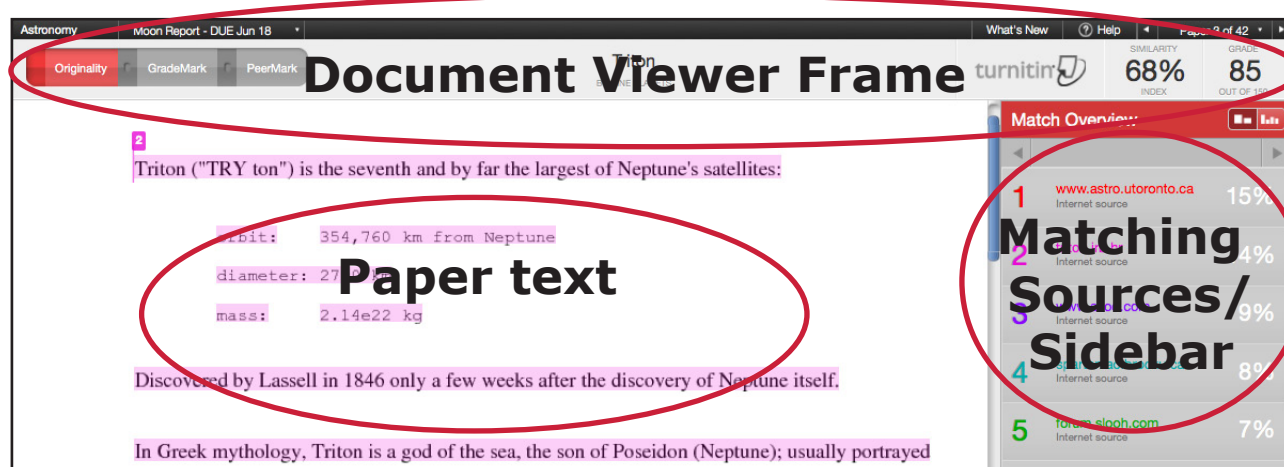
Paper Information

The paper information can be viewed by clicking on the information icon at the bottom left of the document viewer.
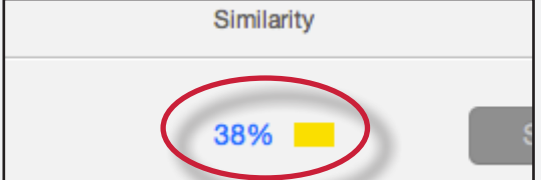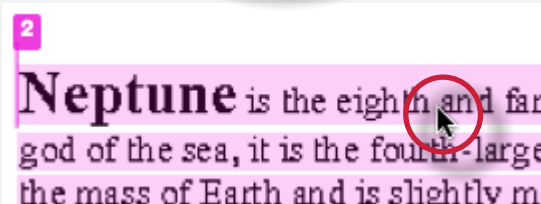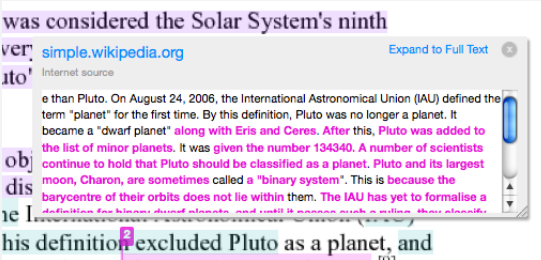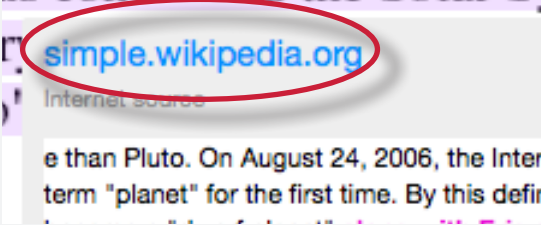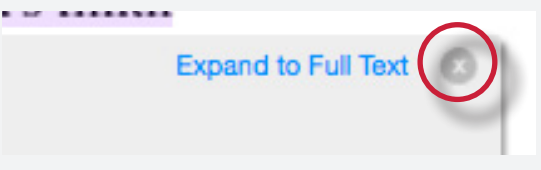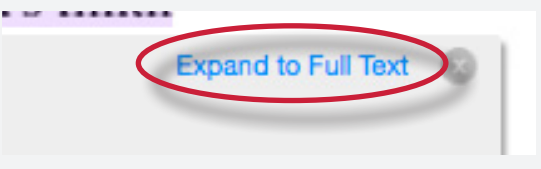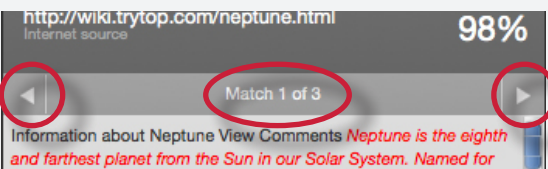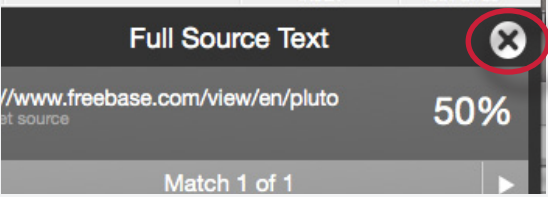

The paper information contains: the submission id, the date the paper was processed, the word count, the character count, the number of submissions to the assignment, the overall similarity index, and the three repository indices.

Direct Source Comparison

Direct Source Comparison, allows a user to quickly compare matching text to the source of the match in the Turnitin repositories. Matches to other student papers are not available for Direct Source Comparison viewing unless the students are enrolled in your class. Using Direct Source Comparison can be done from the Match Overview or the All Sources view mode of the Originality Report.

Users can either view the Direct Source Comparison as a glimpse within the paper or as the Full Source Text within the sidebar. The glimpse only provides the matching text within context of a few outlying sentences from the source while the Full Source Text loads in the sidebar and contains the full text of the source and all the match instances.

Accessing direct source comparison:	
1. Open an Originality Report	
2. Click on a highlighted area of text on the left hand (student paper) side	
3. A pop-up window will appear above the highlighted text displaying the matching text within the source of the match	
4. (Optional) Clicking on the *url* link, available on live internet matches, brings up a view of the live web site within a new browser tab or window	
5a. Click on the "x" in the top right corner of the pop-up to close the window	
5b. To view the matching text within the full source click on the *Expand to Full Text* link	

Accessing direct source comparison:	
6. The *Full Source Text* view of the source will load into the sidebar	
7. If there are multiple matches to this source, click on the arrow icons to quickly navigate through the match instances	
8. To exit the *Full Source Text* View click on the "*X*" button	

Repository Sources

Turnitin utilizes multiple types of repository in the generation of the Originality Reports. There are currently three types of repository:
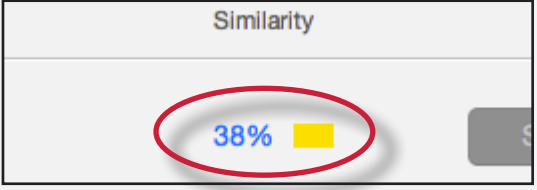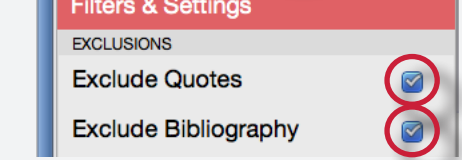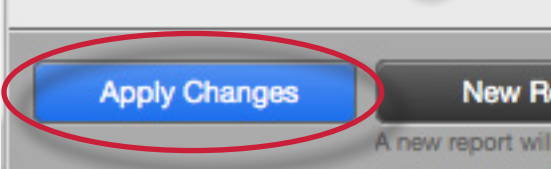
- **internet repository** - billions of active and archived web pages from the internet. Internet sources indicate a date of download on the Turnitin Originality Report if the match is not found on the most recent download of content from this site

- **periodicals** - a repository of frequently updated content from professional journals, periodicals, and publications

- **student paper repository** - a repository of papers previously submitted by Turnitin users

- **institution paper repository** - a collection of papers submitted to the institution's repository

  Note: If an area of submission text is matched to a source in the student paper repository on Turnitin, it will be listed as *student papers*. Direct Source Comparison is not available to students for student paper matches.

Excluding Quoted or Bibliographic Material

If quoted or bibliographic material is flagged as similar or matching, this information can be removed from the Originality Report. Students are only able to remove quoted or bibliographic material for the duration of the current view of the report. Permanent exclusion of this information must be handled by the instructor.

Please note that the functions for excluding material are approximate and human judgement is the final arbiter for proper quotation or bibliographic reference. Cited material cannot be excluded directly, and quotations can only be excluded if block-indentation or direct quotation marks ("") begin and end the quotation.

| **Excluding quoted or bibliographic Matches:**	
1. Open an Originality Report	
2. Click on the *Filter and Settings* icon	
3. To exclude Quoted or Bibliographic material click the check box next to the *Exclude Quotes* and *Exclude Bibliography* exclusion options	
4. Click on the *Apply Changes* button to save the settings	

Excluding Small Matches

Users have the ability to exclude small matches by either word count or by percentage. To exclude small matches within an Originality Report click on the *Filter and Settings icon* below the sidebar.

The sidebar will load with the exclusion options. Below the *Exclude matches that are less than:* option enter into either the *words* or *%* fields the numerical value for small matches that will be excluded from this Originality Report. To turn off excluding small matches click on the radio button next to *Don't exclude by size*. To save the settings click on the *Apply Changes* button at the bottom of the sidebar. This feature can be adjusted at any time.

When a student closes an Originality Report after using the exclude small matches option the Originality Report will return to the assignment's default setting for excluding small matches and the students changes will not be saved.
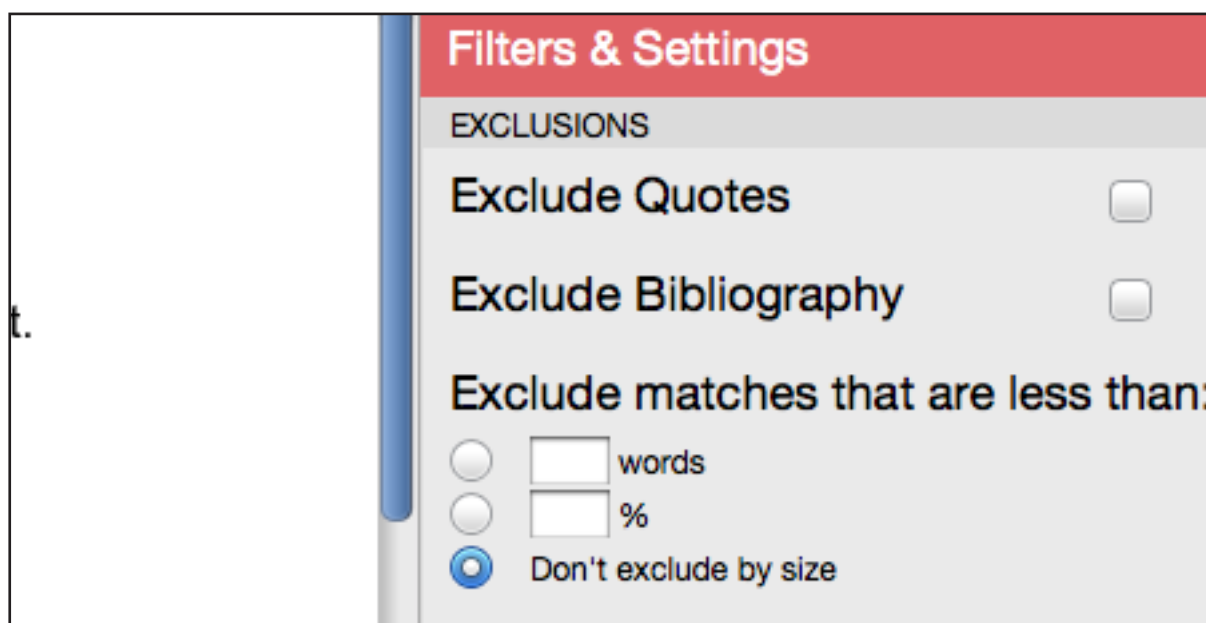
Downloading Reports and Digital Receipts

The Originality Report or digital receipt can be downloaded to the user's computer for later reference.

To print/download a report, click on the print icon at the bottom of the Originality Report. This will prepare a readable, PDF version of the Originality Report or digital receipt. When downloading a repot, the downloaded version created is based on the current view of Originality Report. For example, clicking the download icon while using the default Match Overview will create a PDF of only the highest matches.
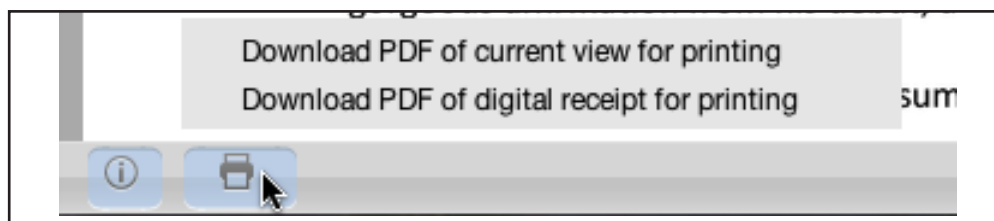
Once a PDF version of the report or digital receipt has been saved to your computer, you may then use your computer's default PDF viewing application to print the Originality Report/digital receipt. The downloaded version will no longer have any of the Direct Source Comparison capability and will not be able to show side by side comparisons. The view modes of a downloaded report are not available in the PDF document.