This guide is an overview of the integration of Turnitin available in CourseLink/Desire2Learn under “Plagiarism Detection in Desire2Learn (D2L).” From here on, Desire2Learn/D2L will be referred to as “CourseLink” which is Guelph branding (except when we refer you to materials published by Desire2Learn). This guide is designed to direct you to the important aspects of these electronic tools and indicates how to interpret the output from the Plagiarism Detection Software. More comprehensive documentation for using both CourseLink Dropbox and Turnitin (Plagiarism Detection) tools through the CourseLink Dropbox interface are available and are linked at the end of this guide in Appendix I.

Note: We are focusing exclusively on the CourseLink interface version of Turnitin. We are not including use of the Turnitin interface independently of D2L. For those of you who are new to the D2L-integrated version and who have used Turnitin independently in the past, you may wish to preview the main differences at the end of this guide in Appendix II.

Graduate Teaching Assistant Involvement:

Before we begin, we would like to orient you to different ways in which you may wish to work with GTAs in using Turnitin as an electronic tool. Instructors should be the ones to set up and configure Dropbox folders for students to submit papers and to set up and using the Plagiarism Detection tools available for a CourseLink Dropbox. It is very important that any GTA time devoted to Turnitin-related activities (and training) be incorporated into the GTA contract. Experienced instructors took varying approaches last year in the pilot study of Turnitin. Typically, instructors gave marking TAs the choice to grade either paper or paperless copies of student papers. Instructors usually appointed themselves as the sole point person inspecting students’ originality reports. Other instructors incorporated as part of the TA hours independent checking the Originality Reports, especially when those GTAs were doing paperless marking and were interested in skill-building regarding Turnitin. Such checks on inter-rater reliability were helpful to instructors when making decisions as to which final papers required more detailed inspection regarding their integrity. Given the required role of the instructor in investigating allegations of misconduct, the instructor needs to be involved in overseeing the use and interpretation of Originality Reports. Instructors also played the lead role in helping students to make sense of the Originality Reports and to assist them in regulating some of their understandable anxiety when first discovering text matches in their drafts.

In CourseLink (D2L):

Turnitin (Plagiarism Detection) is integrated into the Dropbox section of CourseLink. Dropbox is a place for students to submit assignments (either individual or group) electronically. This tool gives you the ability to receive, track, mark, and return papers to students digitally. You have an option of downloading and printing the papers if need be, but it is a good tool if you want to go paperless for a course.

For a detailed guide for setting up a CourseLink Dropbox that uses Plagiarism Detection, please read the Desire2Learn Dropbox User Guide. A copy should have been included in the email you received
with this document. Also, a link can be found at the end of this document under "Links" in Appendix I.

The first part of the D2L Dropbox User Guide walks you through setting up a CourseLink Dropbox folder and how to configure it for students to submit assignments and papers (see pp. 1-10). The addition of Turnitin (Plagiarism Detection) is discussed in the appendix starting on page 11 of the D2L Dropbox User Guide. This section will walk you through setting up and using the Plagiarism Detection tools available for a CourseLink Dropbox.

**Note: The first section of the appendix in the D2L Dropbox User Guide talks about “Activating Plagiarism Detection” for your course dropbox folders. You will not need to do this, as Open Learning and Educational Support (COLES) has already activated it for your course.**

A quick-start guide for activating and using Plagiarism Detection in a CourseLink Dropbox Folder is included in this document designed for participants in CSAHS.

**Notes on the Originality Report:**

Once Turnitin (Plagiarism Detection) is activated for an assignment in CourseLink, it will produce an originality report for each submission (either automatically or by request). This originality report will list the areas in the assignment that are similar to other published works listed in the Turnitin databases (e.g., published papers, websites, and other student work). The originality report will usually be available in a few minutes, but may take up to 24 hours to be completed. Plan accordingly with respect to due dates and timelines for returning student papers.

The originality report and the percentages reported are not a direct measure of plagiarism. They just show areas where similarities exist. This alerts the marker (instructor or TA) to places in the submission of possible plagiarism. **What constitutes plagiarism is an academic judgment and interpretive act.** A tool like Turnitin’s originality report can only point out similarities with other published works. It is up to the instructor (or marker) to apply an interpretation to these matches, based on University of Guelph policy. If a GTA detects what appears to be a possible instance of academic misconduct, he or she should alert the instructor in the course immediately, as it is the responsibility of the instructor to speak to the student in question as part of gathering evidence for the investigation.

Academic misconduct policy at the University of Guelph indicates that a plagiarism or copying offence can involve any instance in which a student fails to give appropriate credit to others for the ideas and/or words included in the paper. Therefore, the scope or scale of the non-originality, which is provided in the originality report, is not germane to a finding of guilt by the Associate Dean (Academic) but rather only to a determination of the severity of an additional penalty if one is applied in addition to the Official Letter of Warning that accompanies a finding of guilt. Thus, both students and instructors need to take careful note of even small segments of text that can misrepresent the ideas and/or wording of sources through improper referencing. It is also important for instructors to pay very close attention to any and all use of quoted text in student papers, as students may put an entire paper in quotation marks to avoid possible detection.

A quick-start guide on interpreting the originality report is included in this document.
CourseLink Dropbox Plagiarism Detection Setup:

When Plagiarism Detection is activated for a course there are two main additions to the options when creating CourseLink Dropbox Folders:

To use Turnitin (Plagiarism Detection) in a Dropbox folder it is just a matter of selecting the option when you create the Dropbox folder.

1. Activating Plagiarism Detection: Click on “Enable for this folder”; see below for how it will appear in the Create Dropbox screen:

```
Enable for this folder How does originality checking work?
```

Note: once you have created a folder with Plagiarism Detection enabled it can’t be disabled. To change this, you need to delete the folder and create a new one. Clicking on “How does originality checking work?” will open a window with information on originality checking.

2. When you select Plagiarism Detection for your Dropbox folder, the Plagiarism Detection Options section becomes available at the bottom of the page. “Generate Originality Reports” will be selected for you; see below for how it will appear in the Create Dropbox screen:

```
Generate Originality Reports

Show Advanced Originality Checking Options
```

To change the options for the OriginalityCheck click on “Show Advanced Originality Checking Options”; see below for how it will appear in the Create Dropbox screen:
There are a number of options under the Advanced Plagiarism Detection Options (See Appendix A and B in the D2L Dropbox User Guide for more details), but in summary you can:

a. allow students to see the Originality Report or not; this is important when permitting students to check draft submissions of their own work. Note: by default students can't see the Originality Reports, you will need to select this option to allow students to see the report.

b. change the frequency of plagiarism detection from Automatic to Identifying individual submissions (i.e. selecting the papers you want to be checked, not all submissions will be checked).

c. determine the databases that are used; by default, all 3 are selected. See Appendix B: (page 16 of the D2L Dropbox User Guide) for more information.

d. also have the current paper available to be checked against by other submitters.

Once you create the Dropbox, students are now able to submit papers, based on any restrictions you may have created. See the D2L Dropbox User Guide for complete instructions.

Interpretation of Originality Reports:

The originality report will categorize a submission into one of 5 categories based on the percent of non-originality. The colour coding used in CourseLink is given below:

- Blue: under 20% matches
- Green: from 20% to under 40% matches
- Yellow: from 40% to under 60% matches
- Orange: from 60% to under 80% matches
- Red: from 80% to 100% matches

While a higher percent might indicate a higher chance that plagiarism has occurred in a paper, it will still require careful examination of the submission to determine if plagiarism has occurred. Conversely, while a low percent here might indicate there is a smaller chance of plagiarism, it does not preclude the possibility, and again careful examination of the submission is needed. There are
many reasons for matches in the student submission to other sources. Some may be valid, while others may involve plagiarism. Bases for similarity can be categorized as: Quotation and Referencing, Common Words and Phrases, Student Reusing Work, Paraphrasing and, of course, outright Plagiarism.

It is important to remember that the particular type of assignment may result in the creation of relatively high similarity percentages if these assignments make a lot of use one or more of the bases for similarity just described.

**Opening the Turnitin Document Viewer:**

Accessing the originality report (through CourseLink):

- Login to CourseLink and go to the Dropbox area of your course
- Click on your assignment folder
- There will be a list of all the submissions for the assignment
- Click on the colour coded icon listed under Report for each student
- A new window will appear, this is the Turnitin Document Viewer

Note: If it says “in-progress,” the report has not been completed yet. This can take up to 24 hours in some cases. The Turnitin Document Viewer will open up in a new window. See The D2L Dropbox User Guide for more detail: Page 13 of the Dropbox User Guide walks through viewing the originality reports.

The paper will appear on the left and the Similarity report will be on the right (see next page for the overall layout of this screen). It shows the Document Viewer with default settings. Note that the overall Similarity index of 9% appears in large bold font at the right hand top of the screen. Below that, all text-matched sources and similarity percentages are itemized. The sources with highest percent matches are listed first and are colour coded and hyperlinked in the paper. If you click on a highlighted segment of “similar” text you will see the source (or possible source) from which the passage was taken.
As explained on the previous page, here is the Turnitin Document Viewer with default settings displaying all text matches and related similarities. Please note the 9% overall Similarity figure as this will be referred to in Appendix IV on the optional use of filters.

As stated above, there are many reasons for a match. Each has to be examined in the marking process for validity. These are itemized and each is described in turn here.

**Quotation and Referencing** - if students have correctly quoted and referenced a work, it will be included as a match between the body of the paper and the References List/Bibliography at the end. You can exclude the References List/Bibliography from the report, although it can be useful to include them at first to ensure that quotations are referenced properly. The main point here is that
“Exclude Quotes” and “Exclude Bibliography” are filters that can be turned on temporarily to reduce the amount of “noise”: that is, potentially “false positive” text-matching. This arises because properly quoted text, footnotes and/or references match to the outside sources, either from other papers or internet sources that are included in the database that are searched by Turnitin. Highlighting of appropriate, non-problematic matches may initially cause some panic among students checking their drafts for the first time. Students may need your help to distinguish between a trivial (i.e., acceptable) match and a potentially problematic (possibly unacceptable) match.

Depending on your preferences, you may wish to start by assessing the originality of a paper in its totality, including the quotations and references, and then in a stepwise fashion exclude each of them. Alternatively, you may wish to start with use of the excluding filters first.

Use of the filters can help alert you to a number of concerns. For example, if a quotation is not executed properly in that it may lack necessary quotation marks, this will show up with “Exclude Quotes” activated. Use of “Exclude Quotes” is also helpful in identifying typos, in otherwise properly executed quotations and in flagging those students who properly give credit to the author and date of an outside source but do not know that they also need to use quotation marks to indicate that the borrowed material includes not only the ideas, but also the exact words, of that outside source.

Filters can identify other issues signaling not possible misconduct but rather a failure of a student to fulfill the learning outcomes of the assignment. Typically, there is an expectation that students will engage their own authorial voice to describe, interpret and critique outside references. For instance, an initial overall Similarity Index of 35% without the use of the “Exclude Quotes” filter may drop to 4% once the quotations are excluded from the text-matching run. This will happen with papers written by students who are chronic direct quoters with little of their own original writing style, or organization and ideas captured in the paper. Such students will not have committed plagiarism but will likely get poor grades for not engaging in the learning activities associated with the assignment.

With respect to references, it can be vary helpful for you to filter out them out of a text-matching run. This is because trivial (acceptable) matches and high similarity will likely occur with a properly done Bibliography or References List. Eliminating the Bibliography temporarily can remove distracting acceptable matches and make it much easier to find material in the paper that is not properly referenced or given credit. Changes in the Similarity Index with and without the “Exclude Bibliography” filter applied can be informative. For instance, if there is a relatively high Similarity Index to start and it still remains relatively high once the “Exclude Bibliography” Filter is applied, this practice can help assess problematic text-matching in the body of the paper, footnotes or endnotes (i.e., outside the Reference List). It will still be important to do a text-matching run including the Bibliography because plagiarism of the Bibliography can and does happen.

To exclude quotations from the report, click on the funnel icon at the bottom right of the originality report:

![Funnel Icon]

Then check “Exclude Quotes” and/or “Exclude Bibliography”:
Please note that use of the filters is entirely optional. However, if you would like to know more about excluding quotations and references, further information is provided in Appendix IV.

Common Words and Phrases - Technical terms and phrases or common terms (jargon) may turn up as matches. These should be inspected when evaluating for plagiarism. If you find there are many short phrases that are common and are turning up as matches, you can exclude short matches from the originality report.

To exclude these short matches from the report, click on the funnel icon at the bottom right of the originality report:

![Funnel Icon]

Then select the number of words (or percentage) of matches to exclude (you can enter the number of words to exclude or the percentage; the default setting is 4):

![Exclude Matches]

Student Reusing Work - If a student has submitted an assignment previously via Turnitin this will be flagged in the originality report. In the pilot, this form of flag can identify situations in which a student has self-plagiarized or self-copied. As described in the 2014/15 Undergraduate Calendar, the offence of copying can involve not only one or more students copying the work of another student, but also a single student who submits the same paper or papers with similar or identical segments in more than one course (at one or more institutions). A student is permitted to submit in one course a paper that has been evaluated in a previous course only with prior written permission of the instructors of record for the relevant courses.

Paraphrasing - Poor paraphrasing will be flagged as too similar to another published work. Here is an opportunity to instruct students on the proper method of paraphrasing.

In all the cases listed above, you can use the originality report to help you determine if the match is a proper use in the submission or if it is inappropriate copying. The matches will be indicated in the report, and on the right there will be a list of the matches.
Again, it is important to remember that the originality report is just indicating where matches exist in a submission. It does not indicate if these matches are plagiarized or valid copies, such as mentioned above. A reminder: The originality report, including the Overall Similarity index, is a tool to use during the marking process that will alert you to possible areas of concern but close inspection of each report is required. A low percent reported might be all plagiarized while a high percent reported may be a comparison-type assignment with a lot of legitimately quoted material.

When viewing sources you can click either the highlighted match within the students text (on the left side) or you can click on the numbered matches (on the right side).

This feature will indicate the type of source, such as Internet source, Student paper, Publication, etc. You can click on "Full Source View" to see the full source displayed in the right column. The only exception is the Student paper source: you will not see the full paper. When you click on the institution to which it was submitted, you will get the following message:

Click on “send a request to view this paper” to initiate a request to view the paper. For all sources you can view directly, you can investigate more thoroughly by hovering your cursor over the numbered match on the right side (Match Overview) and clicking on the arrow (“>”) that comes up. This will show you the Match Breakdown and all the sources that Turnitin has found that match this text.
At this point you can exclude sources by clicking on the “Exclude Sources” button at the bottom of the column.

To see the excluded sources click on the circle with a slash through it in the bottom of the window.

You can restore some or all of the excluded sources at any time; just click on the appropriate button.
Appendix I

Here are some additional links:

Desire2Learn has a user guide for Dropbox that includes the use of Turnitin (plagiarism detection). It can be found at: 

A brief guide for students can be found at: 
http://pages.turnitin.com/rs/iparadigms/images/Dropbox_Quick_Start_8.3_to_8.4.x.pdf

More information on the integration of Turnitin (Plagiarism Detection) tools into D2L Dropbox can be found at: 
http://turnitin.com/en_us/support/integrations/desire2learn

This quick-start guide and other resources for instructors, teaching assistants and students are located at the CSAHS Pilot Project webpage: 
http://www.uoguelph.ca/csahs/academics/turnitin

Appendix II

The main differences between the CourseLink interface and the Turnitin Interface (at www.turnitin.com):

Note: there are some identical options and some different options available between assignments submitted via CourseLink Dropbox and assignments submitted via the Turnitin website.

Features that CourseLink and Turnitin have in common:
- Both will generate an originality report for submissions
- Both have an option for allowing students to see the originality report
- Both will allow you to select the search options (i.e. databases). See Appendix B: (page 16 of the Dropbox User Guide) for more information.
- Both can use rubrics and Turnitin’s GradeMark.

Features that Turnitin has but CourseLink does not:
CourseLink Dropbox can’t do the following as default for a submission:
- For all submissions for a specific assignment, set the originally report to exclude items from the similarity index such as, bibliographic material, quoted materials, and small matches. Note: this can be done on individual submission in the originally report.
- Peer Mark through Turnitin (although we do have a Peer Evaluation and Review (PEAR) system widely used at the University of Guelph)

CourseLink Dropbox has different percentage cut-offs to categorize colour-coded percentages of similarity than does Turnitin (e.g., a red code means 80-100% matching in CourseLink, but 75-100% matching in Turnitin).

CourseLink Dropbox has slightly different options for generating the originality report.
- in Turnitin you can generate the originality report:
  - immediately, with the first report as final
  - immediately (can overwrite reports until due date)
  - on due date
in CourseLink Dropbox you can generate the originality report with the following options:
  o Automatic plagiarism detection on all submissions
  o Identify individual submissions for plagiarism detection
Note: depending on your submission options, all originality reports will either be: a) kept, or: b) overwritten sequentially with only the last one available, if you have permitted an unlimited number of submissions allowed. If you have only one submission allowed selected, then there will be only one originality report.

Appendix III

Staff and faculty support persons are available to help you. Here are their email addresses:

1. **Scott Merrett, Open Ed:** Technical support, including support on use of Dropbox in CourseLink:
   smerrett@uoguelph.ca

2. **Scott Schau, CSAHS:** Technical support (including helping instructors create draft/final assignments/folders):
   sschau@uoguelph.ca

3. **Janet Mersey, CSAHS:** Support to instructors and TAs in interpreting and reporting possible misconduct; support and consultation (including class visits) to instructors, TAs and students regarding University of Guelph academic misconduct policy:
   cmacmart@uoguelph.ca
Appendix IV

The information and examples below further demonstrate and explain the optional use of the “Exclude Quotes” and “Exclude Bibliography” filters.

When you select the “Exclude Quotes” filter, the Document Viewer will exclude quotations that have been properly formatted, that is, either enclosed by quotation marks in the body of the paper or indented and set off in the form of a block quotation as shown below. The previous example from page 5 is shown again here after use of the “Exclude Quotes” filter. Page 1 of the paper is shown.

The document viewer above shows the effect of the “Exclude Quotes” filter on quotations. Note that the block quotation near the bottom of the page (beginning with “Each art...”) is no longer highlighted as it was on page 5 but the cited footnote material remains highlighted because it is not...
quotation material. Note also that the Similarity report now indicates 4% similar matches instead of 9% as under the default parameters.

Below is the second page the example paper before “Exclude Quotes” is used.

The Turnitin Document Viewer shows the default setting (i.e., with no filters switched on) and the same 9% Similarity report (see top right hand corner of the screen). On the Viewer, the bottom right funnel icon is where you activate the optional filters.

Below, you will see the Document Viewer showing the “Filters and Settings” options and the “Exclude Quotes” filter selected.
Here are the steps to take:

Click on the funnel-shaped filter icon at the bottom right of viewer

Then under “Filters” select “Exclude Quotes”
Finally, click on “Apply Changes” button:

The report will be now be different than before the use of the “Exclude Quotes” filter. Only those similarities not involving quotations are displayed, resulting in a drop of the Similarities index from 9% to 4% below:

Above, we can see how the quotation starting with “In modernist paintings...” in the body of the paper is no longer highlighted as it was on page 13. The quotation is no longer included in the now filtered text-matching run, meaning that a match with other sources is no longer captured.
The process is a parallel one when the “Exclude Bibliography” filter is selected instead. Use of the “Exclude Bibliography” option specifically filters out the Bibliography or References list at the end of the paper from the text-matching run. Therefore, Bibliography-related text matches are no longer counted in the Similarity report.

See two highlighted sources listed in the Bibliography below before the “Exclude Bibliography” filter is selected. Highlighting shows that these sources are accounted for and contribute to the Similarity report.

Click on the relevant button under "Filters" in order to select "Exclude Bibliography”:

Once the “Exclude Bibliography” filter is activated, the sources in the Bibliography or References List are excluded from the Similarity report and are no longer highlighted:

In the example below, the Document Viewer shows a drop in the Similarity score from 9% to 7% as a result of excluding the Bibliography material from the text-matching run. As you can see from the highlighted material at the bottom of the page, footnotes and endnotes that contain citations are not excluded from the text-matching run and hence are included in the Similarity report.
Both Clement Greenberg and Leo Steinberg discuss the idea of space and how it is represented and dealt with in painting, from the Old Masters to modernist painters. It is interesting that both seem to have a similar concept on how space was used by the Old Masters and the modernists in relation to the creation of space, the recognition of space and the two-dimensionality of the canvas. However, Steinberg does criticize Greenberg’s seemingly reductionist view.1 I will attempt to explore this navigation of the different spaces as seen by both Greenberg and Steinberg, exploring two works, one by Michelangelo (Sistine Chapel Ceiling) and the other Rauschenberg’s Bed, 1955, to help illustrate my understanding of spaces in art in the context of Greenberg’s and Steinberg’s comments.

Greenberg hints at an idea of different spaces when he suggests that Modernism criticizes from inside as opposed to a more traditional view of criticism that is from the outside.2 Here, he use of space is suggested in the terms inside and outside, implying that art has a space that can be separated from an other. He furthers this idea of separate space by suggesting that an internal Kantian criticism was needed to actually develop a separation (space) from other forms of art and ultimately entertainment. He writes:

1. Each art had to determine, through the operations peculiar to itself, the effects peculiar and exclusive to itself. By doing this each art would, to be sure, narrow its area of competence, but at the same time it would make its possession of this area all the more secure.4

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3 Ibid.