

UNIVERSITI TUN HUSSEIN ONN MALAYSIA

MANUAL PENGUNAAN TURNITIN

EDISI 2 TAHUN 2022

DISEDIAKAN OLEH:



PERPUSTAKAAN
TUNKU TUN AMINAH
UNIVERSITI TUN HUSSEIN ONN MALAYSIA



MANUAL PENGGUNAAN TURNITIN

**TELAH MENDAPAT KELULUSAN MESYUARAT JAWATANKUASA PENGAJIAN
PERPUSTAKAAN TUNKU TUN AMINAH BIL2/2022**

Disediakan oleh:

**Perpustakaan Tunku Tun Aminah
Universiti Tun Hussein Onn Malaysia
2022**

Penulis:

Siti Raudhah Ruslan

Nor Haslini binti Abd Alim

Perpustakaan Tunku Tun Aminah

Universiti Tun Hussein Onn Malaysia

Rekabentuk Kulit: Asuwat bin Yazib

Cetakan Pertama 2022.

2022 Hak Cipta Terpelihara. Universiti Tun Hussein Onn Malaysia.

KANDUNGAN

1.0	PENGENALAN	1
2.0	SKOP	1
3.0	DEFINISI	1
4.0	DASAR UMUM	2
5.0	KAEDAH PENGGUNAAN TURNITIN	3
5.1	PENDAFTARAN AKAUN	3
5.2	TANGGUNGJAWAB STAF (INSTRUCTOR)	3
5.3	KAEDAH PENGGUNAAN	4
LAMPIRAN		
1.	KAEDAH PENDAFTARAN AKAUN TURNITIN – <i>INSTRUCTOR</i>	5
	KAEDAH PENDAFTARAN AKAUN TURNITIN – PELAJAR	8
2.	<i>SETTING</i> BAGI <i>ASSIGNMENT</i> YANG MEMERLUKAN <i>SUBMISSION</i> BERULANG	11
3.	KAEDAH MENAMATKAN KELAS YANG TIDAK AKTIF	12
4.	KAEDAH MEMADAMKAN REKOD ARTIKEL SECARA <i>PERMANENT DELETION</i>	13

**PERPUSTAKAAN TUNKU TUN AMINAH
UNIVERSITI TUN HUSSEIN ONN MALAYSIA**

DASAR PENGGUNAAN TURNITIN

1.0 PENGENALAN

Dasar ini disediakan bagi menetapkan kaedah dan dasar penggunaan Turnitin untuk memastikan ia digunakan secara optimum dalam mencegah aktiviti plagiarisma dalam kalangan pelajar di Universiti Tun Hussein Onn Malaysia (UTHM).

2.0 SKOP

Dasar ini diguna pakai bagi semua staf dan pelajar UTHM khususnya pelajar pasca siswazah.

3.0 DEFINISI

3.1 ***Similarity report*** merujuk kepada laporan yang diperolehi hasil semakan antara dokumen pengguna dengan dokumen sedia ada dalam Turnitin.

3.2 ***Class ID*** dan ***Enrollment Key*** merujuk kepada maklumat yang akan diberikan oleh staf kepada pelajar.

3.3 ***Instructor*** merujuk kepada staf akademik/pengurusan.

3.4 ***Class*** merujuk kepada kelas yang perlu diwujudkan oleh staf.

3.5 ***Assignment*** merujuk kepada tugas yang perlu diwujudkan oleh staf.

- 3.6 **Paper ID** dan **Submission ID** merujuk kepada ID dokumen yang telah dihantar kepada Turnitin untuk membuat semakan originaliti.
- 3.7 **Class ID** merujuk kepada ID kelas yang telah diwujudkan.
- 3.8 **Submission** merujuk kepada proses penghantaran dokumen kepada Turnitin.

4.0 DASAR UMUM

- 4.1 Turnitin merupakan pangkalan data yang digunakan untuk membuat semakan *similarity report*.
- 4.2 Pangkalan data ini diuruskan sepenuhnya oleh Perpustakaan Tunku Tun Aminah (PTTA) termasuklah proses perolehan/pembaharuan, latihan dan dan urusan pembukaan akaun *instructor*.
- 4.3 PTTA berhak untuk menamatkan akaun pengguna yang tidak aktif.
- 4.4 Staf khususnya staf akademik adalah dipertanggungjawabkan untuk memantau dan mengawal selia penggunaan akaun pelajar dalam Turnitin termasuk proses muat-naik atau muat-turun fail.
- 4.5 PTTA tidak akan bertanggungjawab terhadap sebarang kehilangan fail yang terdapat di dalam kelas-kelas yang diwujudkan dalam Turnitin oleh staf.
- 4.6 PTTA tidak akan bertanggungjawab terhadap sebarang penyalahgunaan akaun oleh mana-mana pihak.

5.0 KAEDAH PENGGUNAAN TURNITIN

5.1 Pendaftaran Akaun

5.1.1 Hanya staf sahaja yang boleh memohon untuk pembukaan akaun *Instructor*. Permohonan boleh dibuat dengan menghantar maklumat berikut kepada ptta@uthm.edu.my :

First name:

Last name:

UTHM Email:

5.1.2 Pendaftaran akaun Turnitin hendaklah **menggunakan e-mel rasmi UTHM**. PTTA berhak untuk menamatkan akaun pengguna jika tidak berdaftar menggunakan e-mel universiti

5.1.3 Sila rujuk **lampiran 1** untuk mendapatkan maklumat lanjut mengenai kaedah pendaftaran akaun bagi *instructor* dan pelajar.

5.2 Tanggungjawab Staf (Instructor)

5.2.1 *Instructor* sendiri bertanggungjawab untuk mendaftar dan mewujudkan *class dan assignment*. ***Class ID*** dan ***Class Enrollment Key*** yang diperolehi perlu dimaklumkan kepada pelajar masing-masing mengikut keperluan.

5.2.2 *Instructor* hendaklah memastikan **setiap class diwujudkan/ dibuka dalam tempoh tidak melebihi 3 bulan dan assignment tidak melebihi 7 hari** bagi memberi peluang kepada pelajar lain untuk menggunakan pangkalan data ini.

5.2.3 *Instructor* hendaklah memberi keutamaan penggunaan pangkalan data ini untuk semakan tesis pasca siswazah dan projek sarjana muda sahaja.

5.3 Kaedah Penggunaan

5.3.1 *Instructor* hendaklah memastikan ruangan ***no repository*** dipilih bagi *assignment* yang memerlukan *submission* berulang (*submission* melebihi satu kali) (rujuk **lampiran 2**). Sekiranya ia tidak dipatuhi, pengguna akan memperoleh peratusan *similarity report* yang tinggi bagi *submission* kali kedua dan seterusnya.

5.3.2 Pengguna boleh memohon untuk memadamkan rekod artikel/dokumen dari sistem Turnitin sepenuhnya dengan memilih ***Request Permanent Deletion*** dibahagian ***Delete***. (**Rujuk lampiran 4**) Sekiranya pengguna telah memadamkan rekod dengan cara biasa sebelum ini, pengguna perlu memberi maklumat lengkap ***Class ID***, ***Paper ID*** atau ***Submission ID*** kepada ptta@uthm.edu.my bagi memohonan pengaktifan semula rekod (*restored the deletion paper*). Proses ini hanya boleh dilakukan oleh PTTA. Sebarang proses pemadaman artikel/dokumen yang dibuat sendiri (sebelum April 2022) oleh pengguna tidak akan memadam artikel secara sepenuhnya di pangkalan data Turnitin.

5.3.3 *Instructor* hendaklah memastikan kelas yang tidak lagi aktif ditamatkan. (Rujuk **lampiran 3**).

LAMPIRAN 1:

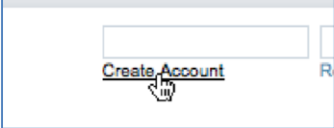


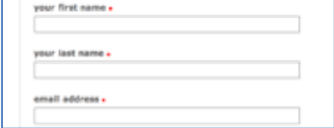
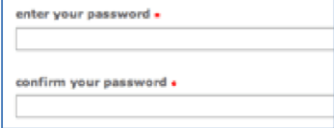
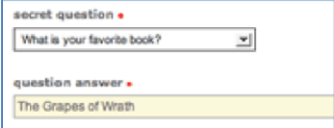
**KAEDAH PENDAFTARAN AKAUN TURNITIN
INSTRUCTOR**

TURNITIN TRAINING GUIDE

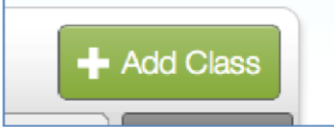

GETTING STARTED (FOR INSTRUCTORS ONLY)

1. Create User Profile/Registration (one-time only)	3. Create Assignment
2. Create Class	4. Submit Paper


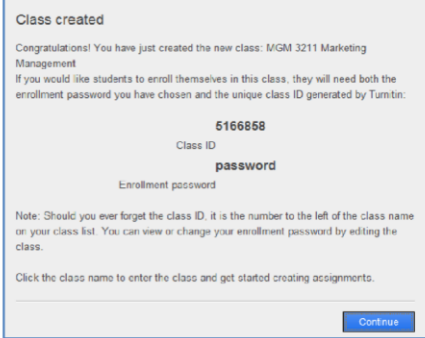
1 CREATE USER PROFILE (ONE-TIME ONLY)

1. Click **Create Account** link in the upper right corner of the Turnitin homepage (*www.turnitin.com*)

2. Click on the **instructor link** from the *Create a New Turnitin Account* screen

3. Enter your **Account ID** and **Join Password** in the appropriate fields

4. Enter your first name, your last name and the e-mail address you would like associated with your Turnitin account (this will be your user name)

5. Enter (and re-enter) the password you would like to use as your Turnitin login password

6. Select a secret question using the secret question pull down menu, enter an answer

7. Review the Turnitin user agreement and click **I agree** and finalize user profile creation

2 CREATE CLASS

1. Click **Add Class** button on your homepage

2. Enter a name and enrollment password for the class


NOTE:
The enrolment password is the password your students will use to enroll in your class. Pick a password that is easy for your students to remember

3. Use the date pull down menus to set the class end date

4. Click **Submit** to create the class
5. A pop-up page will pop up on your homepage


NOTE:
*Please distribute your **Class ID** and **Enrolment Password** to your students so that they can enroll in your class and submit their papers*

TURNITIN TRAINING GUIDE

GETTING STARTED (FOR INSTRUCTORS ONLY)

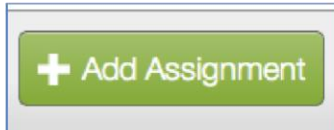
1. Create User Profile/Registration (one-time only)	3. Create Assignment
2. Create Class	4. Submit Paper

3 CREATE ASSIGNMENT

1. Click on the **Class Name** on the homepage



2. Click **Add Assignment** button



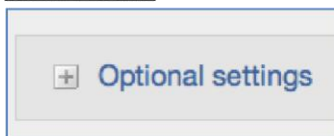
3. Create a title for the assignment

A screenshot of a form field for creating an assignment title. It has a label 'assignment title *' and an empty text input box.

4. Set the assignment start and due dates and times using the date and time pull down menus

A screenshot of the date and time selection interface. It shows two sections: 'start' and 'due date'. Each section has a date pull-down menu (e.g., 'May 27 2008') and a time pull-down menu (e.g., '12:00 PM').

5. To view the advanced assignment options click **Optional Settings**



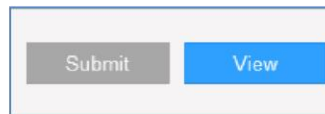
6. Click **Submit** to create the assignment



4 SUBMIT PAPER

Submit Paper – STUDENT

1. Students to submit their papers in their class assignment portfolio once enrolled in your class



2. Instructor can view the students submissions by clicking the class name

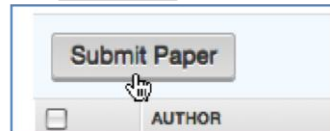
Then, click **View** to open the assignment inbox



Submit Paper – INSTRUCTOR

1. If you want to submit your personal papers, click **View** to open the assignment inbox

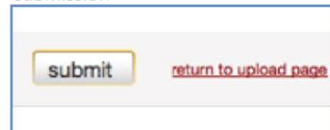
2. Click **Submit Paper** button to submit your papers



3. Select "single file upload" from the "choose a paper submission method:" pull down menu

4. Click **Browse** to find the file on your computer and click **Upload**

5. Review the file and click **Submit** to finalize your submission



**KAEDAH PENDAFTARAN AKAUN TURNITIN
PELAJAR**

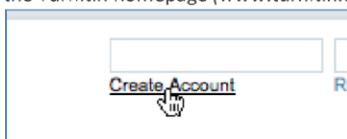
TURNITIN TRAINING GUIDE

GETTING STARTED (FOR STUDENTS)

1. Create User Profile/Registration (one-time only)	3. Viewing Originality Reports
2. Submit Paper	4. Enroll In Additional Classes

1 CREATE USER PROFILE (ONE-TIME ONLY)

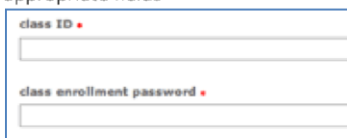
1. Click **Create Account** link in the upper right corner of the Turnitin homepage (www.turnitin.com)



2. Click on the **student link** from the *Create a New Turnitin Account* screen



3. Enter your **Class ID** and **Enrolment Password** in the appropriate fields



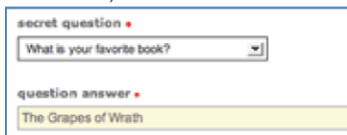
4. Enter your first name, your last name and the e-mail address you would like associated with your Turnitin account (this will be your user name)



5. Enter (and re-enter) the password you would like to use as your Turnitin login password



6. Select a secret question using the secret question pull down menu, enter an answer



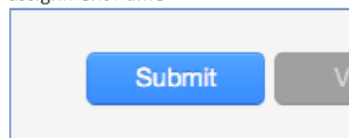
7. Review the Turnitin user agreement and click **I agree** and finalize user profile creation

2 SUBMIT PAPER

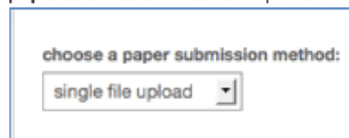
1. Click on the **Class Name**



2. Click on the **Submit** button to the right of the assignment name



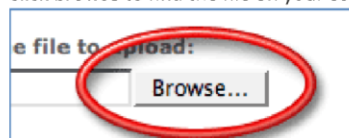
3. Select the submission method from the "choose a paper submission method:" pull down menu



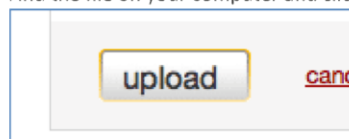
4. Enter the paper title for the submission in the appropriate field



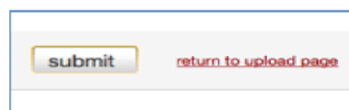
5. Click browse to find the file on your computer



6. Find the file on your computer and click **upload**



7. Review the file and click **Submit** to finalize your submission






TURNITIN TRAINING GUIDE

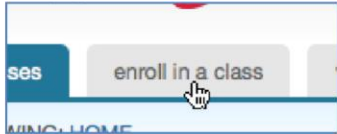


GETTING STARTED (FOR STUDENTS)

1. Create User Profile/Registration (one-time only)	3. Viewing Originality Reports
2. Submit Paper	4. Enroll In Additional Classes

3 VIEWING ORIGINALITY REPORTS

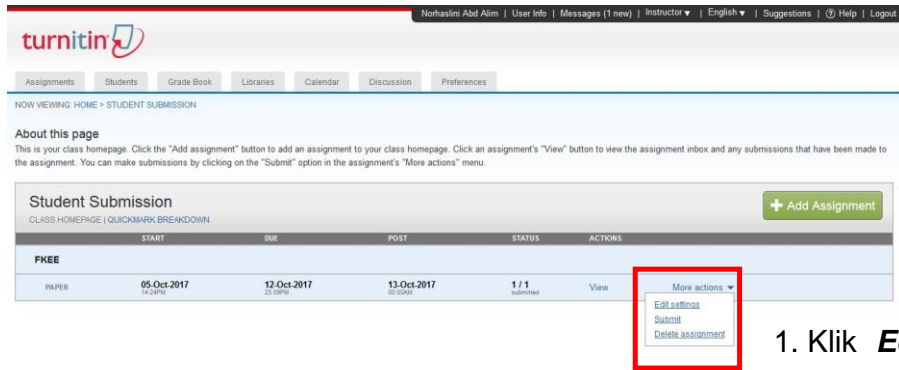
- Click on the **Class Name**

- Click on the **View** link to the right of the assignment name

- Click on the Originality Report icon and the report will appear in a pop-up window


4 ENROLL IN ADDITIONAL CLASSES

- Click on the **enroll in a class** tab on your student homepage

- Enter the class id and enrollment password

- Click **submit** to enroll in the class


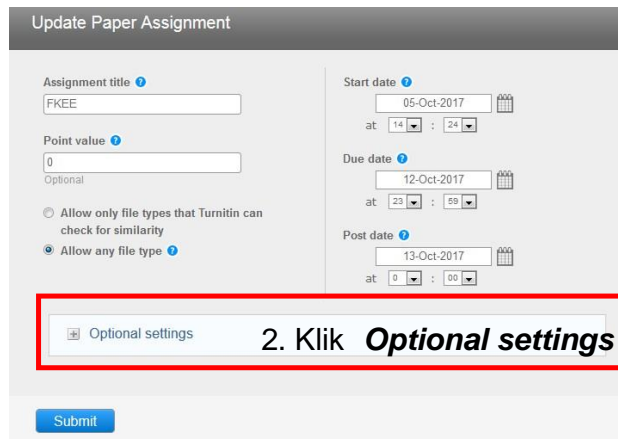
LAMPIRAN 2:

SETTING BAGI ASSIGNMENT YANG MEMERLUKAN SUBMISSION BERULANG



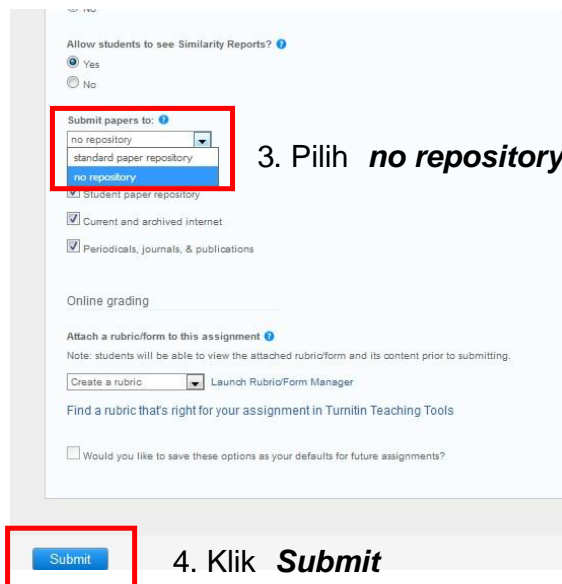
The screenshot shows the Turnitin interface. At the top, there's a navigation bar with the Turnitin logo and user information. Below that, a menu bar contains 'Assignments', 'Students', 'Grade Book', 'Libraries', 'Calendar', 'Discussion', and 'Preferences'. The main content area is titled 'Student Submission' and includes a '+ Add Assignment' button. A table lists assignments with columns for 'START', 'DUE', 'POST', 'STATUS', and 'ACTIONS'. One assignment is listed with the title 'FKEE', start date '05-Oct-2017', due date '12-Oct-2017', and post date '13-Oct-2017'. The 'ACTIONS' column for this assignment has a 'More actions' dropdown menu, which is highlighted with a red box. The dropdown menu contains three options: 'Edit settings', 'Submit', and 'Delete assignment'.

1. Klik **Edit settings**



The screenshot shows the 'Update Paper Assignment' form. It has several input fields: 'Assignment title' (containing 'FKEE'), 'Point value' (containing '0'), 'Start date' (05-Oct-2017), 'Due date' (12-Oct-2017), and 'Post date' (13-Oct-2017). There are also radio buttons for file type options: 'Allow only file types that Turnitin can check for similarity' and 'Allow any file type'. At the bottom, there is a red-bordered box containing the text 'Optional settings' and the number '2. Klik **Optional settings**'. A 'Submit' button is located at the bottom left of the form.

2. Klik **Optional settings**



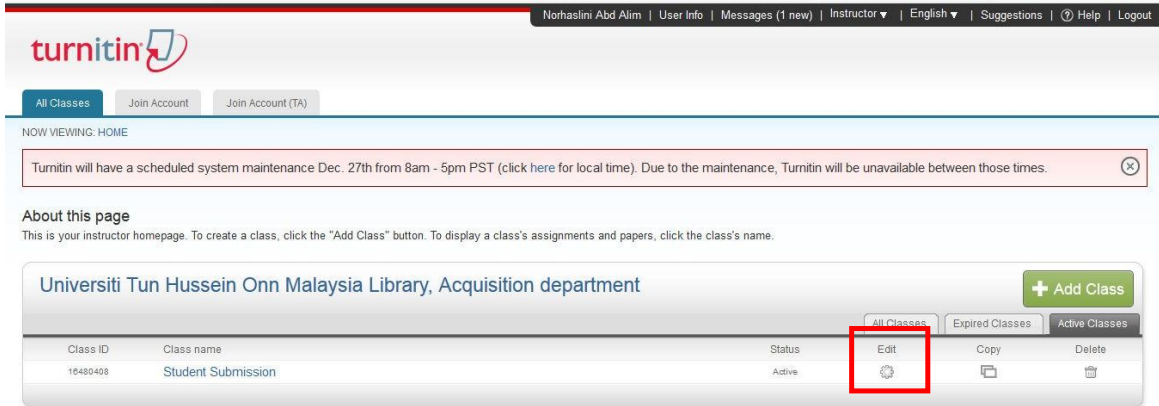
The screenshot shows the 'Similarity Reports' settings. It has radio buttons for 'Allow students to see Similarity Reports?' with 'Yes' selected. Below that, there is a dropdown menu for 'Submit papers to:' with 'no repository' selected. Other options include 'standard paper repository' and 'no repository'. There are also checkboxes for 'Student paper repository', 'Current and archived internet', and 'Periodicals, journals, & publications'. At the bottom, there is a 'Submit' button highlighted with a red box and the text '4. Klik **Submit**'. The number '3. Pilih **no repository**' is also present next to the dropdown menu.

3. Pilih **no repository**

4. Klik **Submit**

LAMPIRAN 3:

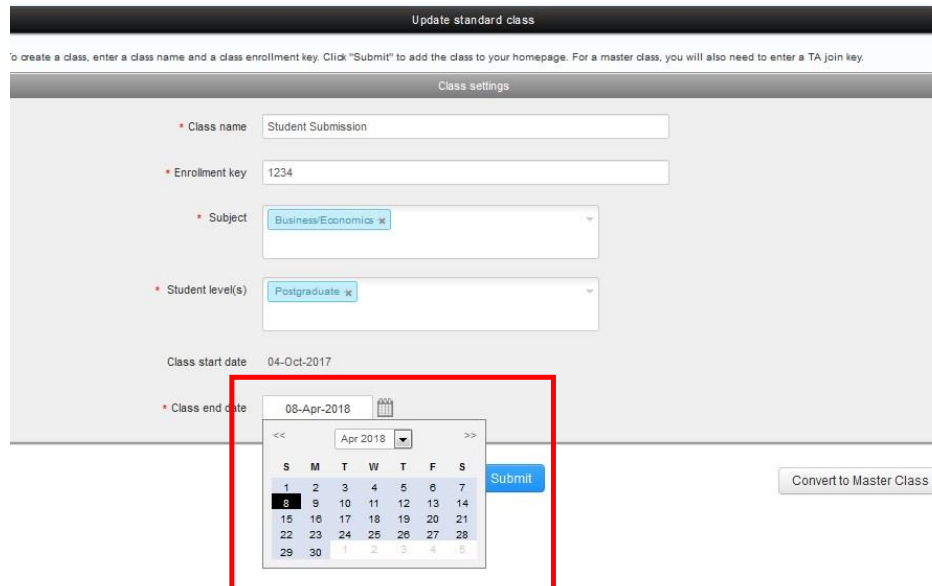
KAEDAH MENAMATKAN KELAS YANG TIDAK AKTIF



The screenshot shows the Turnitin instructor interface. At the top, there is a navigation bar with the Turnitin logo and user information. Below this, there are tabs for 'All Classes', 'Join Account', and 'Join Account (TA)'. A notification banner indicates a scheduled system maintenance on Dec. 27th. The main content area is titled 'Universiti Tun Hussein Onn Malaysia Library, Acquisition department' and includes a '+ Add Class' button. Below this is a table of classes. The table has columns for 'Class ID', 'Class name', 'Status', 'Edit', 'Copy', and 'Delete'. The first row shows a class with ID '16480408', name 'Student Submission', and status 'Active'. The 'Edit' button for this class is highlighted with a red box.

Class ID	Class name	Status	Edit	Copy	Delete
16480408	Student Submission	Active			

1. Klik **Edit**



The screenshot shows the 'Update standard class' form. It includes fields for 'Class name', 'Enrollment key', 'Subject', and 'Student level(s)'. The 'Class start date' is set to '04-Oct-2017'. The 'Class end date' is currently set to '08-Apr-2018'. A calendar widget is open, showing the month of April 2018. The date '8' is highlighted in the calendar, and the 'Submit' button is visible. The 'Convert to Master Class' button is also present.

Class settings

- Class name: Student Submission
- Enrollment key: 1234
- Subject: Business/Economics
- Student level(s): Postgraduate
- Class start date: 04-Oct-2017
- Class end date: 08-Apr-2018

Calendar: Apr 2018

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Submit

Convert to Master Class

2. Ubah tarikh kelas kepada tarikh semasa

3. Tekan **Submit**

LAMPIRAN 4:

KAEDAH MEMADAMKAN REKOD ARTIKEL SECARA *PERMANENT DELETION*

About this page
This is your assignment inbox. To view a paper, select the paper's title. To view a Similarity Report, select the paper's Similarity Report icon in the similarity column. A ghosted icon indicates that the Similarity Report has not yet been generated.

July Assingmnet
INBOX | NOW VIEWING: NEW PAPERS ▾

Submit File Online Grading Report | Edit assignment settings | Email non-submitters

You have selected 1 paper(s) on this page Delete ▾ Download ▾ Move To...

<input type="checkbox"/>	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
<input type="checkbox"/>	Syamimi Waznah Hamdo...	Tittle- Social Wellbeing Elements throug...	16%	■		*	1632383977	17-Aug-2021
<input checked="" type="checkbox"/>	Nina Sanusi	Bab 3	36%	■		*	1624243408	26-Jul-2021
<input type="checkbox"/>	Rosnee Ahad	The Identification of Brain Waves Signal...	90%	■		*	1638001201	30-Aug-2021

1. Pilih rekod yang ingin dipadamkan

2. Tekan **DELETE**

July Assingmnet
INBOX | NOW VIEWING: NEW PAPERS ▾

Submit File Online Grading Report | Edit assignment settings | Email non-submitters

You have selected 1 paper(s) on this page Delete ▾ Download ▾ Move To...

<input type="checkbox"/>	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
<input type="checkbox"/>	Syamimi Waznah Hamdo...	Tittle- Social Wellbeing Elements throug...	16%	■		*	1632383977	17-Aug-2021
<input checked="" type="checkbox"/>	Nina Sanusi	Bab 3	36%	■		*	1624243408	26-Jul-2021
<input type="checkbox"/>	Rosnee Ahad	The Identification of Brain Waves Signal...	90%	■		*	1638001201	30-Aug-2021

3. Pilih **Request permanent deletion**

Delete ▾ Download ▾ Move To...

Remove From Inbox
Request permanent deletion

1632383977 17-Aug-2021

