



### Guide for Students

Students are required to submit their assignments/ project paper/ dissertation/ thesis to the Turnitin software (Plagiarism Checker) located at myPLS before final submission of their assignments/ project paper/ dissertation/ thesis.

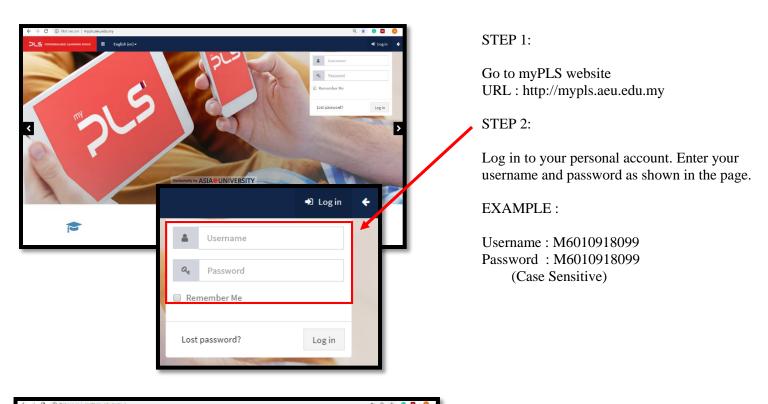
#### Quick Guide:

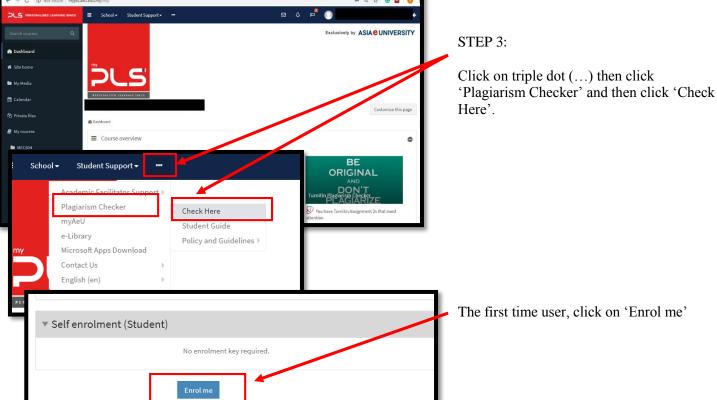
- When an assignments/ project paper/ dissertation/ thesis is submitted to Turnitin, an Originality
   Report will be produced within a few minutes after the first submission.
- o For the second and subsequent submissions reports will be churned within 24 48 hours.
- Students are encouraged to pre submit their work to Turnitin.
- o If originality report shows similarity of more than 20%, students need to redo their assignment/ project paper/ dissertation/ thesis. If it less than 20%, students can proceed to submit the paper.
- Final submission of the assignments / project paper/ dissertation/ thesis is made when the required percentage is achieved.
- Submit the revised assignments / project paper/ dissertation/ thesis with the Originality Report at myPLS Submission of Assignment link.
- For project paper/ dissertation/ thesis, only chapter 1-5 need to submit via Turnitin. The preliminary pages, references & appendices are excluded.
- Students can choose to exclude quotations and/or references from the similarity index and originality report generated by the system but not allowed to 'Exclude' small sources (measured by word number of percentage) at Filter and Settings.

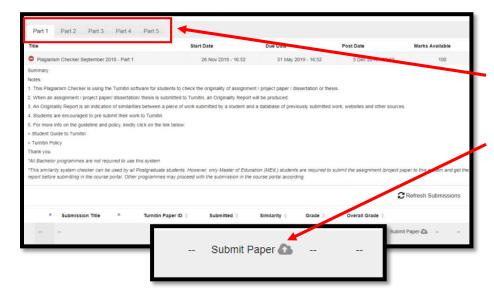
#### \* What is Originality Report?

An Originality Report is an indication of similarities between a piece of work submitted by a student and a database of previously submitted work, websites and other sources. If a match between a submitted piece of work and an existing work is found, Turnitin will highlight the matching text and provide a summary on the Originality Report.

# <u>Guide</u> PART I : How to Submit Assignment / Project Paper/ Dissertation/ Thesis via <u>Turnitin (Plagiarism Checker) in myPLS</u>



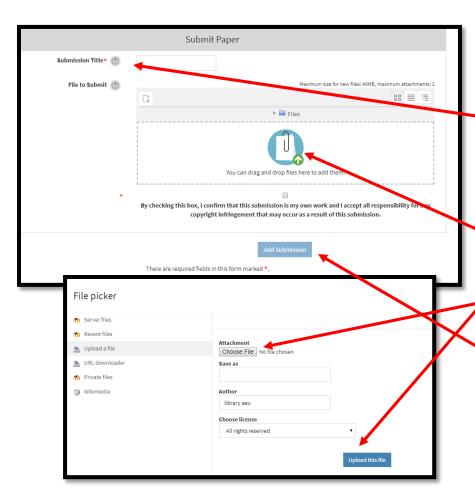




#### STEP 4:

There are 5 parts provided to submit assignment/ project paper / dissertation or thesis. Choose 1 part for 1 course.

Click 'Submit Paper' icon.



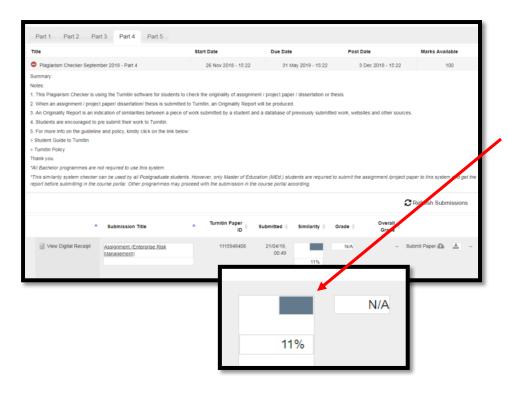
#### STEP 5:

Pop up page for Submit Paper,

- a. Enter Submission Title as instructed by your lecturer. EXAMPLE:
   EPS613\_Philosophy and Sociology of Education\_0918\_Evonsun\_E60101180009 (File Name and Submission Title must be the same)
- b. Click 'Files' icon to attach assignment/ project paper/ dissertation or thesis file to be upload.
- c. Select 'Choose File' and then Click 'Upload this file'
- d. Tick 'Declaration' & lastly Click 'Add Submission'

#### Notes:

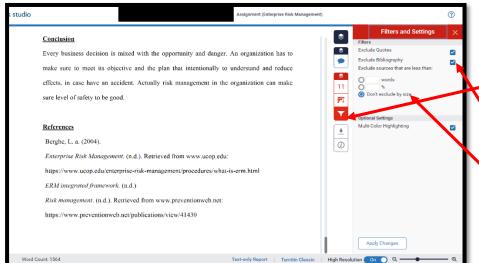
TURNITIN report will be available within a few minutes after the first submission and 24-48 hours for second & subsequent submission.



#### STEP 6:

The similarity Report of your assignment/ project paper/ dissertation or thesis will be shown here.

Student can view the details of the report by Clicking at the percentage (%).



#### STEP 7:

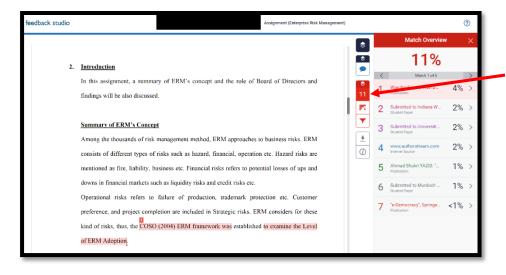
Exclude quotes and bibliography,

Click Icon Filters & Setting

Tick 'Exclude Quotes' & 'Exclude Bibliography' then click 'Apply Changes'

#### Notes:

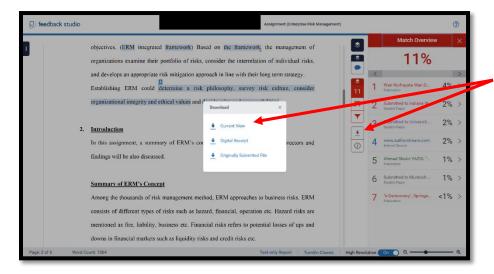
You are not allowed to Exclude small sources (measured by word number of percentage).



#### STEP 8:

Check Match Overview,

Click at the percentage to check match overview of your report.



#### STEP 9: Check Match Overview,

Click 'Download' icon and then Click 'Current View' to download Turnitin Report and it will auto save to your computer.

Upload and attach the report when you submit your assignment/ project paper/ dissertation or thesis via myPLS or email.

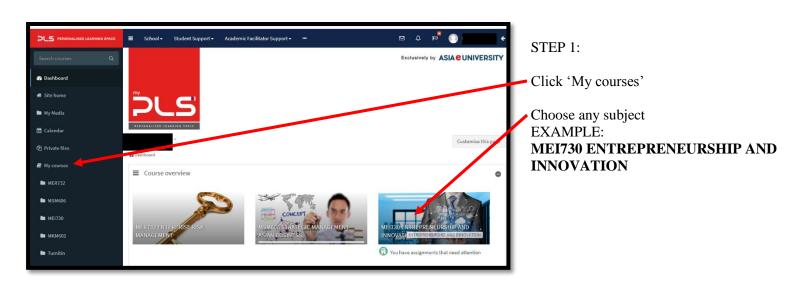
#### Notes:

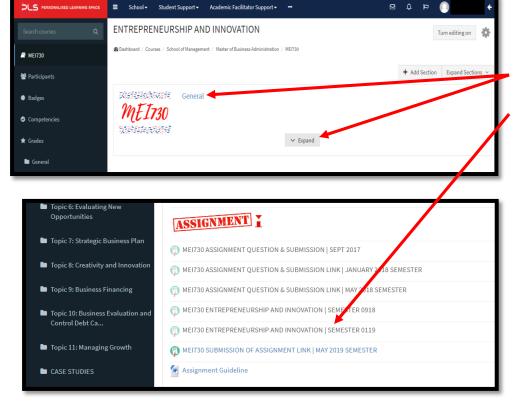
According to AeU University policy, the percentage of originality report must not exceed 20%.

Please revise your assignment/ project paper/ dissertation or thesis if more than 20%

Then you are ready to submit your assignment with final Originality Report incorporated.

## <u>Guide</u> PART II: How to Submit the Final Work with Turnitin Originality Report on myPLS





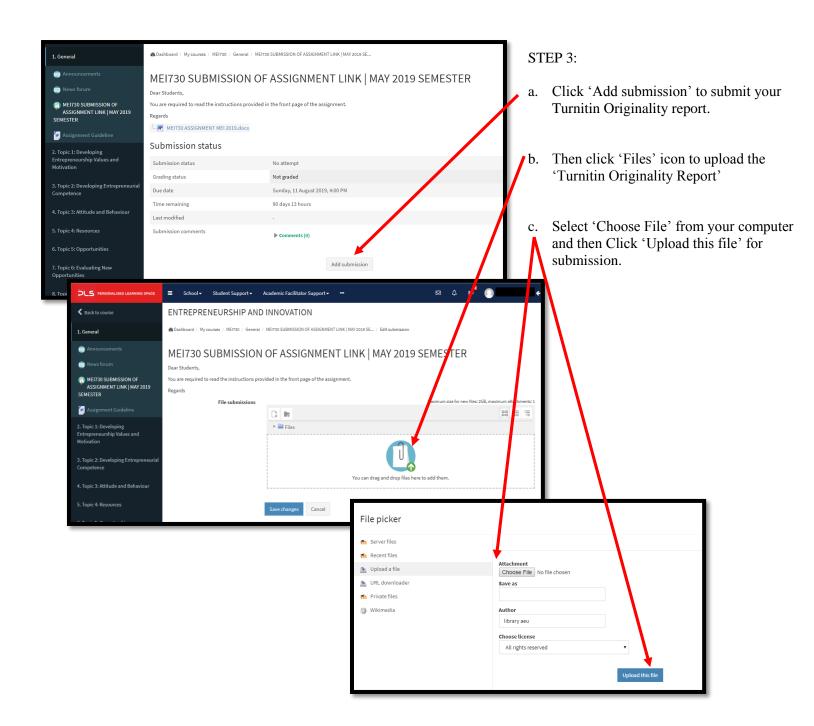
#### STEP 2:

Go to 'General' or 'Assessment' and click 'Expand' to view more details.

Then go to Assignment and Click on Link given

**EXAMPLE**:

MEI730 SUBMISSION OF ASSIGNMENT LINK| MAY 2019 SEMESTER



-END-

#### **For more HELP and Guides**

Users can get more guides, or refer to Online Tutorial Training at Turnitin Official Website under Support Service by go to URL link <a href="https://help.turnitin.com/Home.htm">https://help.turnitin.com/Home.htm</a>