



TURNITIN GUIDE /FOR STUDENTS/

2024

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1. First steps

Dear Student,

From September of 2023 it is possible to check a thesis as a University Library and Archives service. University Library and Archives make a Class in Turnitin system in every term for the checking process. Last year students could use Turnitin and checked a thesis by oneself.

Currently, You can get the necessary information from a Neptun message for the Turnitin registration process:

- **Class ID**
- **Class enrollment key**

If you haven't got a message, please write to turnitin@sze.hu.

Firstly, please go to <https://www.turnitin.com/> and click the “**Log In**” option. (Figure 1)

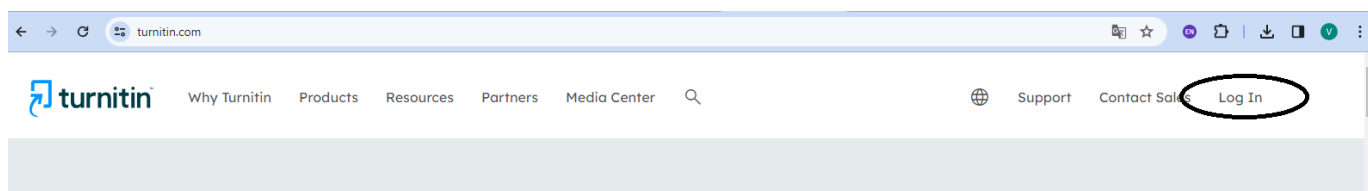


Figure 1

Please click “New user? **click here**” In the “**Create a User Profile**” please select the “**Student**” option (Figure 2).

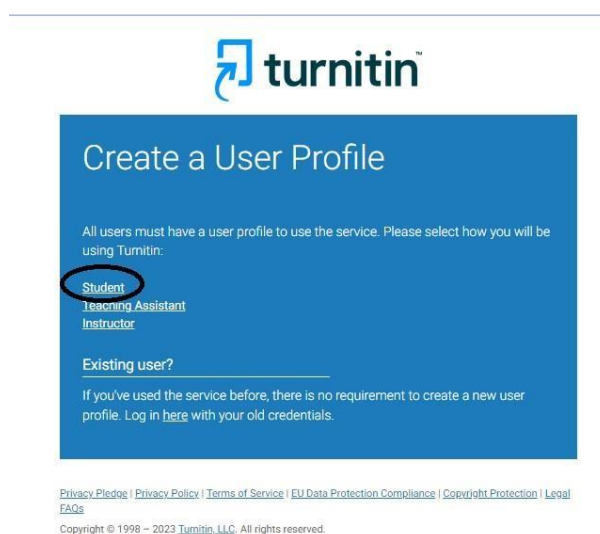


Figure 2

In the “**Create a New Student Profile**” you need to use the “**Class ID**” and a “**Class enrollment key**” from the Neptun message. (Figure 3)

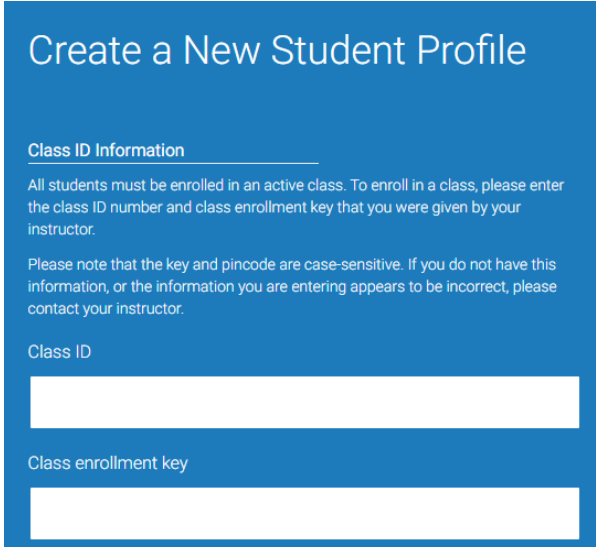


Figure 3

Next part is the “**User information**” where you need to type “**Your first name**”, “**Your last name**”. Use the “**Display names as**” if you want to change the order of the name in the Turnitin. Use a valid email in the “**Email address**” and “**Confirm email address**”. (Figure 4)

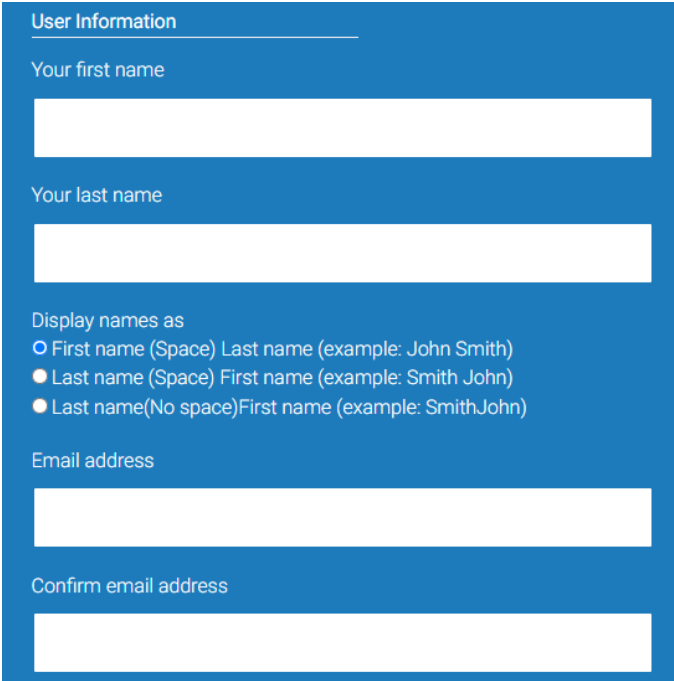
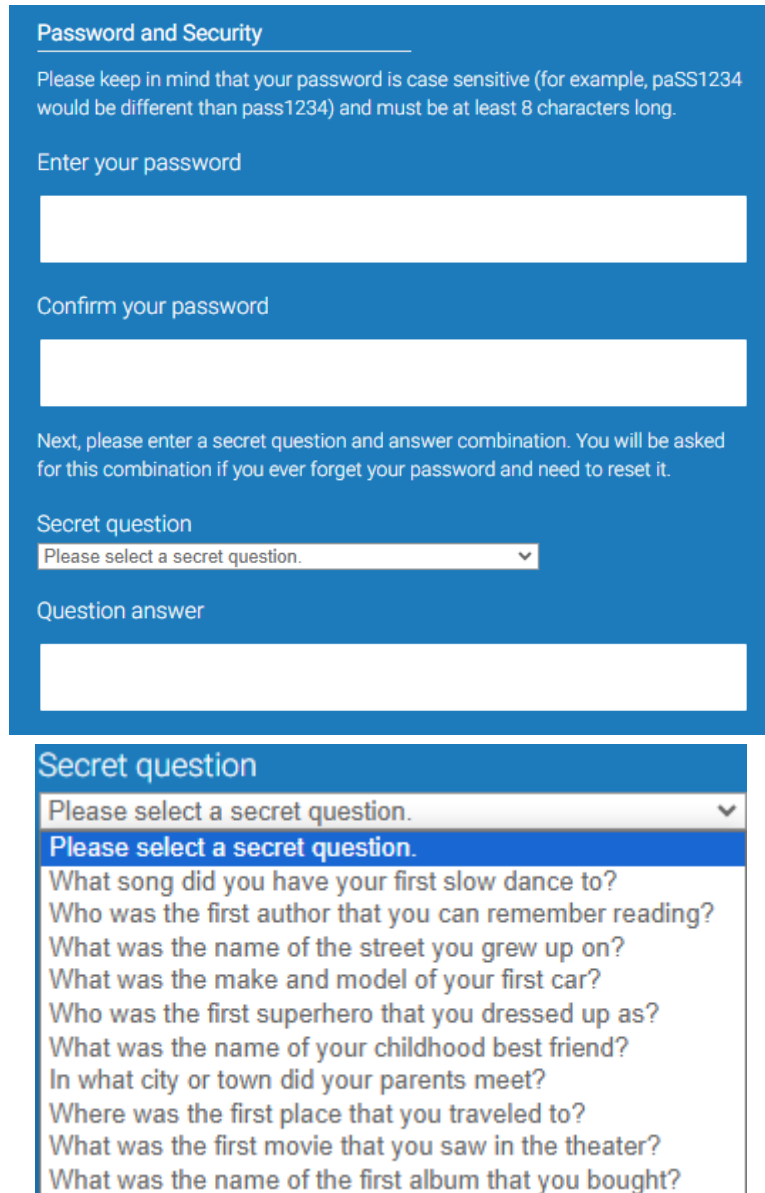


Figure 4

Next section is “**Password and Security**”. First you need to create your own password “**Enter your password**”. Password must be at least 12 characters and you need to use big and small letters and numbers, as well. After you need to confirm the password “**Confirm your password**”. Next step is the “**Secret question**” (you can select from the drop-down list), and the “**Question answer**”. You will get this question when you use the “Forgot your password” option. (Figure 5)



Password and Security

Please keep in mind that your password is case sensitive (for example, paSS1234 would be different than pass1234) and must be at least 8 characters long.

Enter your password

Confirm your password

Next, please enter a secret question and answer combination. You will be asked for this combination if you ever forget your password and need to reset it.

Secret question

Please select a secret question.

Question answer

Secret question

Please select a secret question.

- What song did you have your first slow dance to?
- Who was the first author that you can remember reading?
- What was the name of the street you grew up on?
- What was the make and model of your first car?
- Who was the first superhero that you dressed up as?
- What was the name of your childhood best friend?
- In what city or town did your parents meet?
- Where was the first place that you traveled to?
- What was the first movie that you saw in the theater?
- What was the name of the first album that you bought?

Figure 5

Last step of the Turnitin registration you need to agree with “**User Agreement**”, and you need to click “**I Agree – Create Profile**”. (Figure 6)



6. ábra

2. Logging in, how to use Turnitin?

First step: please go to <https://www.turnitin.com/> and click the “**Login**” option. (Figure 7)

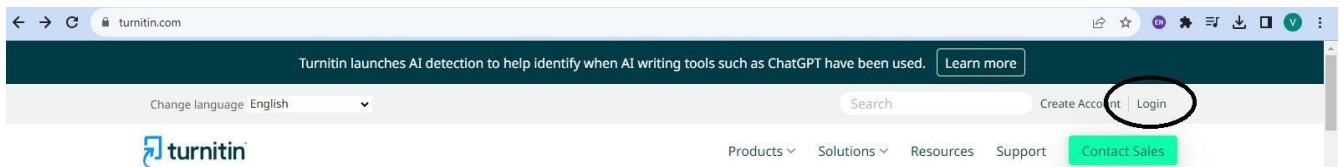


Figure 7

After the logging in you need to click the SZE_2024/2025_1 option. (Figure 8)

Class ID	Class name
45145908	SZE_2024/2025_1

Figure 8

2.1. Submitting a paper

If you want to check your paper, please click the „**Open**” button for uploading. (You can resubmit any times if you want.) (Figure 9)



Figure 9

Please click the “Upload Submission” button. (Figure 10)

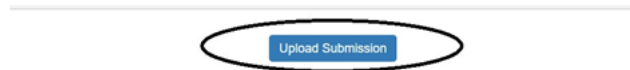
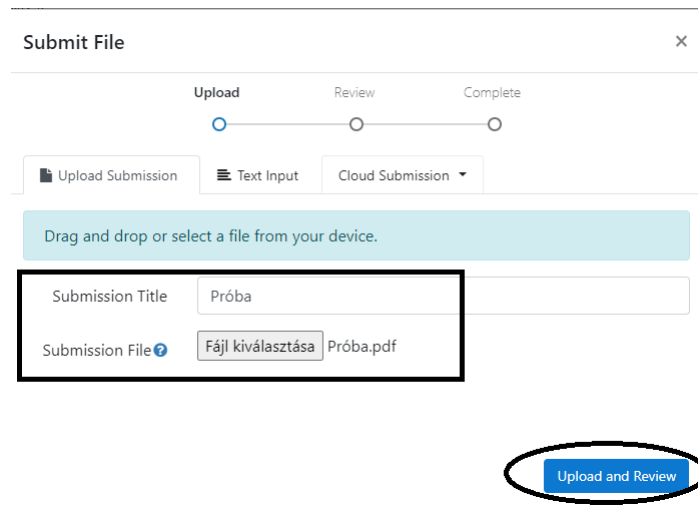


Figure 10

You need to write the title of your paper in the „**Submission title**”. After you can choose the file you upload from your computer, from your Dropbox, or from your Google Drive, or from your OneDrive. (Figure 11) Please click the “**Upload and Review**” button.



Submit File

Upload Review Complete

Upload Submission Text Input Cloud Submission

Drag and drop or select a file from your device.

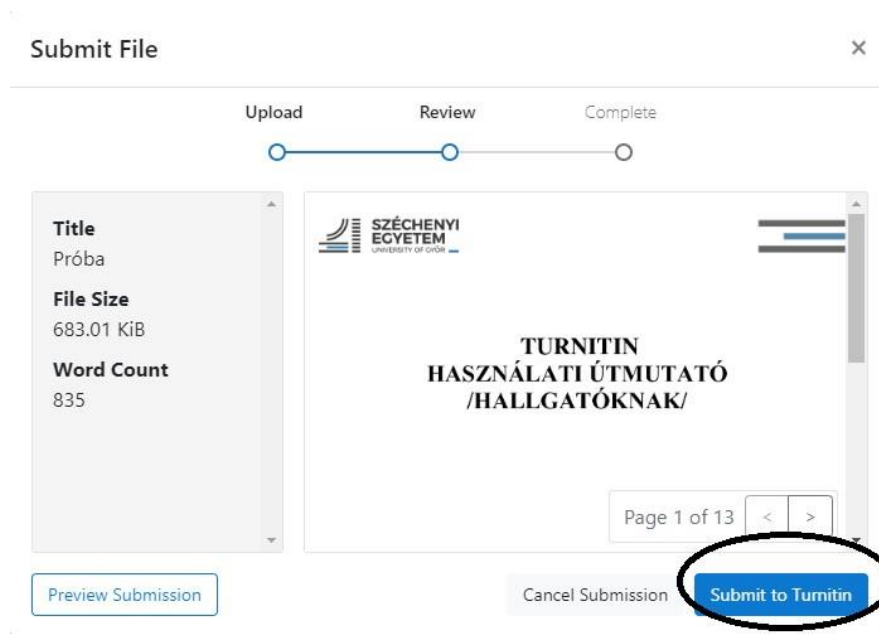
Submission Title: Próba

Submission File: Fájll kiválasztása Próba.pdf

Upload and Review

Figure 11

The last step is to click the **“Submit to Turnitin”** button. You will get a message from Turnitin. (Figure 12)



Submit File

Upload Review Complete

Title: Próba

File Size: 683.01 KiB

Word Count: 835

TURNITIN
HASZNÁLATI ÚTMUTATÓ
/HALLGATÓKNAK/

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Preview Submission Cancel Submission Submit to Turnitin

Figure 12

Finally -after the upload - at least within 48 hours (depending on the load on the Turnitin servers) Similarity Report can be generated. (you will see a percentual chart). This result needs more evaluation from your supervisor. (What is plagiarism and what is not?) (Figure 13)

Paper Title	Uploaded	Grade	Similarity
Próba	12 Mar 2024 14:21	--	 19%

Figure 13

With the „Resubmit” button you can upload your paper limitless again and again. On the other hand, it has to be clear: **After each third resubmissions, you will need to wait 24 hours to see a new Similarity Report.** (Figure 14)

You have already submitted a paper to this assignment and a Similarity Report was generated for your submission. If you choose to resubmit your paper, your earlier submission will be replaced and a new report will be generated. After 3 resubmissions, you will need to wait 24 hours after a resubmission to see a new Similarity Report.

Figure 14

After the resubmission is it possible that the Similarity Report will show 100 %. This is because the Turnitin recognized the match with a previously uploaded paper. You can exclude the match in the **Feedback Studio** by means of clicking on the „Exclude” button.

2.2. How to use the Feedback Studio?

Click the % percentual value and you can enter the **Feedback Studio**. (Details of the evaluation can be seen here. The substantive investigation work of the supervisor is here, as well.)

The Similarity Report signs the text with colours, which are to be found in other sources. The original sources have a link here.

Layers

You can open and close the list panel.

Match Overview

You can list all the sources which are found by the Smimilarity Report in descending order of percentage.

All sources

You get a list of all the websites. All the resulting sites are listed in descending order of the number of results within the websites.

You can use the Exclude button.

Filters and Settings

You can use some filters.

Excluded sources

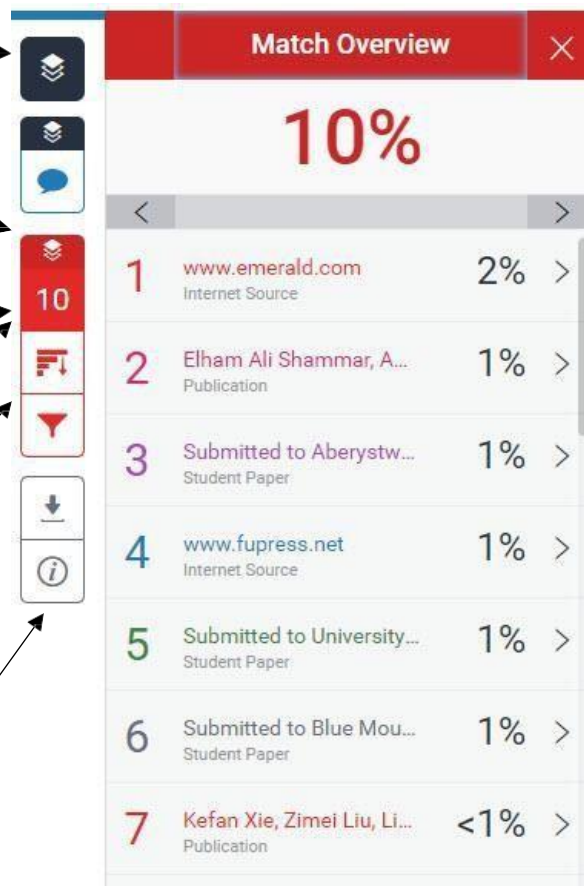
You get a list of the excluded sources (appears only if there are such sources).

Download

You can download the Similarity Report.

Submission information

You can get more information about the submission.



Rank	Source	Percentage
1	www.emerald.com Internet Source	2%
2	Elham Ali Shammar, A... Publication	1%
3	Submitted to Aberystw... Student Paper	1%
4	www.fupress.net Internet Source	1%
5	Submitted to University... Student Paper	1%
6	Submitted to Blue Mou... Student Paper	1%
7	Kefan Xie, Zimei Liu, Li... Publication	<1%

2.2.1. How to download from the Feedback Studio?

You can download the Similarity Report with the „**Download**” button.

Download options:

Current View

It contains the test-paper with the found similarity in colorful texts and a list of found sources. (We suggest to use the „**Match Overview**” for the overall result lists).

Digital Receipt

It contains basic submitting receipt with the special document-identification.

Originally Submitted File

You can download the original test-paper, that already submitted. (Figure 15)

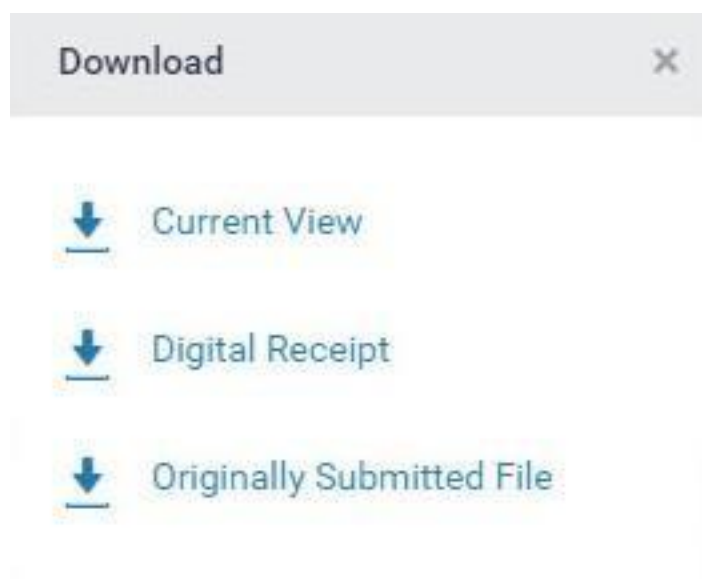


Figure 15

We wish you a successful use of Turnitin!