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1. First steps

In the first step, you need to send your name, your University students’ card number and a working email address to turnitin@sze.hu. The staff of the University Library will add you to the Turnitin system within two working days, from which you will get an email-notice. If you do not find the email in your Inbox, you need to check your email client’s spam or junk folder for this email. (Figure 1)

![Welcome to Turnitin](image1)

To access your Turnitin account click on the „Set up account” button. On the appearing window please enter your email address and your last name, resp. family name. (Your given e-mail address must be the same email address, which you have already got as a welcome email). (Figure 2)
Turnitin will send you an email to validate your account, with the subject: Set up your Turnitin password. **Return to your email, please check your inbox and spam or even in the Promotion folder.** (Figure 3)
Important! The created password contains a unique ID and it is only valid for 24 hours. If your created password link is no longer working, click the "Click here" to request a new link. (Figure 4)

Your password must include at least 8 characters, containing at least one letter and one number. Confirm your password. (Figure 5)
Your account setup is now complete. You can now „Log in” to Turnitin (Figure 6)

![Account Setup Complete](image)

**2. Logging in, how to use Turnitin?**

In the first step you need to select a so-called „Secret question”, then enter an answer in the fields provided. This will be used in the event of a need to reset your password. (Figure 7).

These secret questions are freely selectable.

![Secret question](image)
In the first “log in” you need to select the „I Agree – Continue” button to accept. (Figure 8)

![User Agreement](image)

After log in you need to click the „Egyetemi Könyvtár” caption. (Figure 9)

![Egyetemi Könyvtár](image)
2.1. Submitting a paper

If you want to check your paper click the „Submit” button for uploading. (You can resubmit any times if you want.) (Figure 10)

The „First name” and the „Last name” fields are filled in automatically. 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. (Figure 11)
The File appears than click the „Upload” button or if you want to delete the file click the „Clear file” button. (Figure 12)

![Figure 12](image)

The last step is to click the „Confirm” button. You will get a message from Turnitin. (Figure 13)

![Figure 13](image)

Congratulations - your submission is complete! This is your digital receipt. You can print a copy of this receipt from within the Document Viewer.
After you need to click the „Return to assignment list” button. (Figure 14)

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 15)

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 16)
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 clocking 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 Similarity 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.
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 colourful 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 17)

![Download options](image)

We wish you a successful use of Turnitin!