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Step by Step

Quick Start Guide
Rule changes of Apply Degree Examination

2020/Dec/23 updated

1. As Academic Affairs Conference resolution on Nov. 2020, postgraduate students are required to submit a similarity report with advisor signature.

2. Please note that you must contact with your department/institution about the similarity regulation and implement details, there is no general standard suggestion from the Library.
1. Register
2. Upload
3. Check
4. Graduation

If need Modify

Q A
Register

Step 1  Search “Turnitin” on NCKU E-Resources Gateway

Click “Turnitin” title, links to Turnitin official web service.

Click to obtain class ID & enrollment key
Step 2

Open in new browser tab “Turnitin” official website

Global service：www.turnitin.com
Step 3

Create a personal Student Account
(Cannot login or connect with NCKU ID)

Create a User Profile

Have You Ever Used Turnitin?

If you've used Turnitin before, you can use the same email and password to log in. You can keep all your papers and grades together, even if you're now in a different class or a different school!

Email address

Password (Login to Turnitin)

Forgot your password? Click here.

Create a New Account

Please select whether you will be using the service as an instructor or a student.

Student
Instructor
Teaching assistant

Login

Register as Student …

Note:
Always remember your email address and Family name ☹
Step 4

Enter Class ID and enrollment key to enroll class.

Click “Account Information” to obtain class ID & enrollment key on E-Resources Gateway website.

Create a New Student Account

Class ID Information

All students must be enrolled in an active class. To enroll in a class, please enter the class ID number and class enrollment key that you were given by your instructor.

Please note that the key and pincode are case-sensitive. If you do not have this information, or the information you are entering appears to be incorrect, please contact your instructor.

Class ID

Class enrollment key

User Information

Your first name

Your last name
Step 5: Enrolled successfully!

Class was named by class active period (YYMMDD). If class expired, or drop out of class unexpectedly, please enroll another active class as previous steps.

**Note:**
In order to check all similarity reports in history, DO NOT drop out of all active and expired class before graduation.
Language option, dropdown menu.
**Step 1**

Click Class name to check all assignment. Choose one of Paper 1~6 (Assignment options) to upload file by click “submit”.

<table>
<thead>
<tr>
<th></th>
<th>Dates</th>
<th>Similarity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper 1</td>
<td>Start: 21-Feb-2018 8:30AM</td>
<td>7%</td>
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<tr>
<td></td>
<td>Due: 31-May-2018 11:59PM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Post: 31-May-2018 11:59PM</td>
<td></td>
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<tr>
<td>Paper 2</td>
<td>Start: 21-Feb-2018 8:31AM</td>
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<td></td>
<td>Due: 31-May-2018 11:59PM</td>
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<tr>
<td></td>
<td>Post: 31-May-2018 11:59PM</td>
<td></td>
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<tr>
<td>Paper 3</td>
<td>Start: 21-Feb-2018 8:32AM</td>
<td></td>
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<td></td>
<td>Due: 31-May-2018 11:59PM</td>
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<td>Paper 4</td>
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<tr>
<td></td>
<td>Post: 31-May-2018 11:59PM</td>
<td></td>
</tr>
</tbody>
</table>
Step 2

Choose a single file to upload. Name your file with your thesis title.
Step 3

Upload speed depends on file size and network speed...

Submit: Single File Upload

Please confirm that this is the file you would like to submit...

Author:

Assignment title:

Submission title:

File name:

File size:
25.67K

Page count:
2

Word count:
2076

Character count:
2554

Confirm file for submission.
Report generation depends on file size,
Please wait for report patiently.
Before Submission, please note...

- File less than 100MB; has a minimum of 20 words; and is less than 800 pages.

- Expanded the spacing between letters. (Eg.: like this).

- File types not checked for similarity.
  - Password protected files
  - Microsoft® Works (.wps) files
  - Microsoft Word 2007 macros-enabled .docm files
  - OpenOffice Text (.odt) files created and downloaded from Google Docs online
  - Document (.doc) files created using OpenOffice, as they are not 100% Microsoft Word equivalent
  - Apple Pages
  - Spreadsheets created outside of Microsoft Excel (i.e. .ods)
  - Text with visual effects

Support most common filetypes, or just save as PDF.
3 Check

Step 1

Click color bar with percentages to check similarity details.
Step 2

Click icon to download similarity report.

Download
- Current View
- Digital Receipt
- Originally Submitted File

Matches
1. Tara Radniecki. "Suppo... Publication
2. journals.ub.uni-heidelberg... Internet Source
3. ejournals.bc.edu Internet Source
4. crossfab-workshop.com Internet Source
5. Zeoli, Michael. "Chapte... Publication
6. Submitted to Southern ... Student Paper
7. Heather Piwowar, Jaso... Publication
Step 3

Check similarity report at the second part of download file, print out for an Advisor signature.
Q1 Any regulation about similarity percentage?

A1 It depends on your department or institution, please contact your department office directly. There is no regulation from LIBRARY.

Q2 It results in high similarity score, what should I do next?

A2 Please discuss with your Advisor to modify texts, sentences or re-cite references. Turnitin may highlights some commonly-used words and phrases in your research filed, thus, you MUST discuss with your Advisor about suggestions for revision.

Q3 The similarity report has been matched published academic papers or articles, what should I do next?

A3 Your Advisor must confirmed that you are the author of the academic article. To exclude sources from the similarity report, please ask your advisor to apply an instructor account.
Q4 Can I re-submit a revised version?

A4 Yes, but please note that start from the 3rd submission, you'll have to wait 24 hours before a new similarity report can be generated. If class expired, please enroll a new class for submission.

Q5 When is the deadline date for similarity check?

A5 Please contact your department office for deadline information, some departments may require provide similarity report before applying oral defense.

Q6 Why isn't my Similarity Report available?

A7 Ensure your file is less than 800 pages, less than 100MB and is acceptable filetype (P12). If the Similarity Report for your first submission is still pending after 24 hours, you may remove References, Table of Contents, images and graphs, leave texts and save as a new file for similarity check.

**Ensure that you’d save your original file for oral defense and graduation.
Q7 It shows that my class was expired, what should I do?

A7 In order to manage accounts efficiently, LIBRARY has set for a end date of each class, you may refer to following options:

1) **Enroll a new class**: Please refer to P.G, enroll in a new class for submission.

2) **Check previous report**: You can login in an expired class to check/download similarity report by clicking color bar(with percentages), but you can not resubmit files in an expired class.

**DO NOT drop of all classes before graduation for any possible needs.**

Q8 Who can apply for a class/instructor account?

A8 Only NCKU instructors (Prof./Teachers) can apply for a class/instructor account. Students please enroll in an active LIBRARY class for similarity check.
Need More Help?

1. Visit Reference desk, 1F, Main Library.

2. Call 06-2757575 Ext. 65780.

(1. & 2. During opening time)

3. Email to em65780@email.ncku.edu.tw