

turnitin

Turnitin 論文線上比對系統

www.turnitin.com

Turnitin 教師使用指南

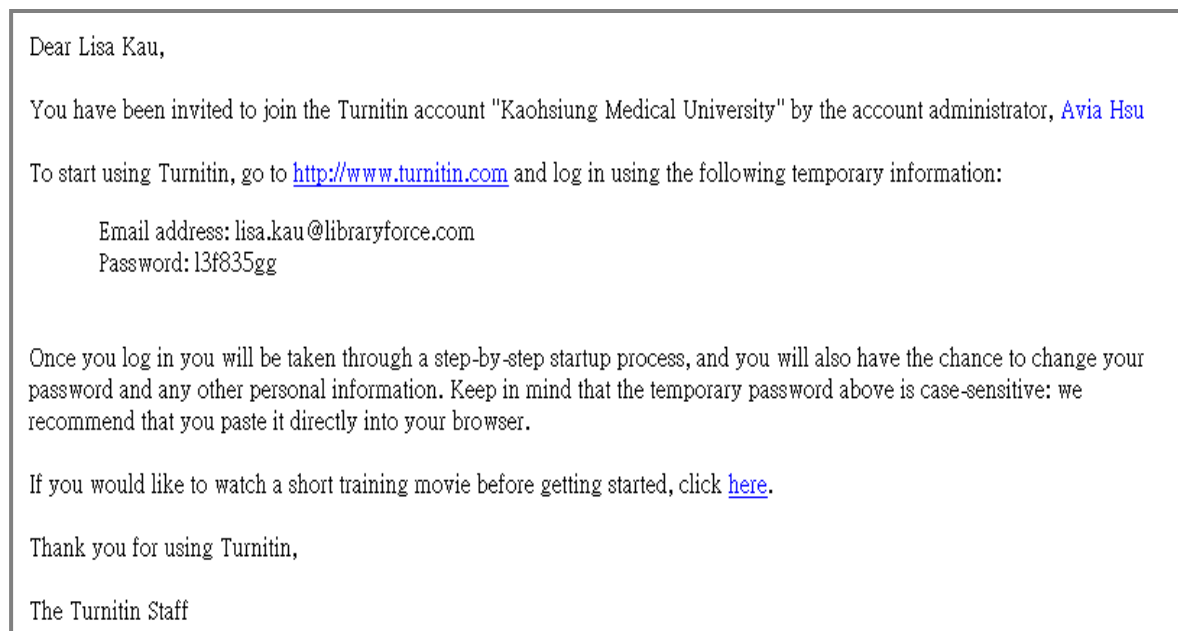
Turnitin 能幫您做些什麼？

Turnitin Plagiarism Prevention 原創性比對的來源

1. 所有線上有效或過期開放給大眾瀏覽的網頁。
如:Google 網頁自 1998 開始收錄迄今 (超過 50 億頁的網頁資訊)
2. 超過百萬筆的全文電子出版品，包括電子期刊，電子資料庫，電子雜誌 (CrossRef. 之下所有的出版機構出版品)。
3. 自 1996 年開始收集學生在 Turnitin 繳交過的文章-超過百萬篇
4. 繁體中文：google scholar、wikipedia 中文、天下雜誌群、全國碩博士作業網...等
5. 中國期刊網，中國知識，龍源期刊網，萬芳數據知識平台

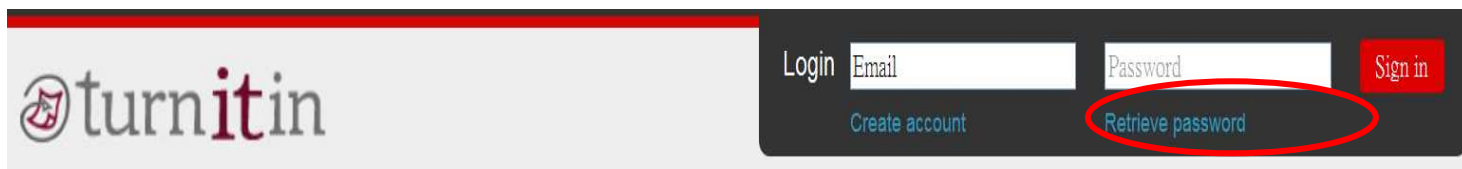
Turnitin 使用指南

一、歡迎使用 Turnitin (邀請信範例)



請至您的 e-mail 信箱確認是否已收到 Turnitin 邀請信(如上圖)。
若未收到請與圖書館 參考服務組 沈珮琴 小姐 聯繫(校內分機 2666)。

二、登入 (網址：<http://www.turnitin.com>)



請使用邀請信中的 E-mail address 以及預設密碼進入 Turnitin，
成功登入後，系統會跳出使用同意書，請您選擇 accept 後再重新設定您的專屬密碼。

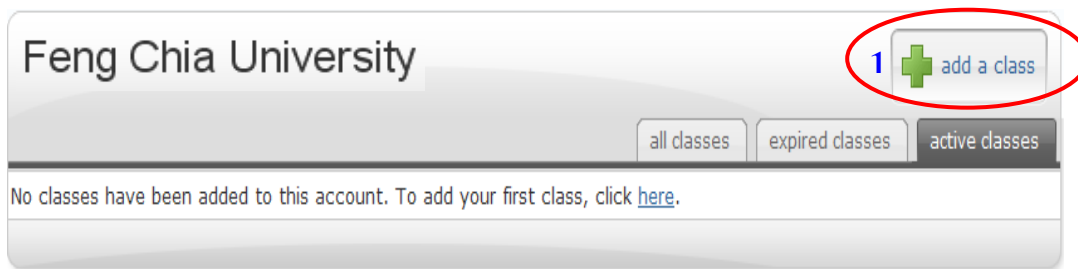
***小提醒：**若是不小心忘記密碼了，請您直接點選 **Retrieve password**，
再輸入學校所屬的 email 信箱，系統會寄送重設密碼信給您。

三、重設密碼：

四、教師首頁說明：

1. 使用者資訊：可在此修改個人資料、重設密碼...等
2. 訊息：瀏覽系統維護訊息，課程通知訊息
3. 平台語言切換：目前支援 10 種語言。
4. Turnitin 小幫手：操作遇到困難時，所提供的簡易使用指引
5. 我的課程：瀏覽課程清單
6. 統計數字：該課程學生人數及作業抄襲狀況統計
7. 編輯：更改課程名稱及結束時間
8. 刪除：刪除該課程

五、新增課程



create a new class

class type *
standard class

class name *
2

enrollment password *
2

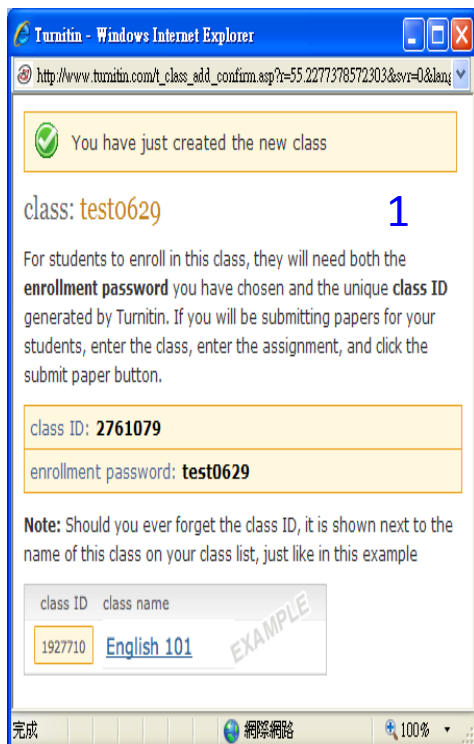
class start date June 29, 2009

class end date
May 31 2010 3

submit

新增課程步驟：

1. 請點選右上角— add a class 按鍵。
2. 請輸入課程名稱，並預設一組課程的密碼。
3. Class end date 請設定為學期結束的日期。
4. 請注意，課程名稱最少為 5 個字，最多不可超過 100 個字。
5. 預設的課程密碼需輸入 6~12 個字。



Feng Chia University

+ add a class

all classes | expired classes | active classes

class ID	class name	status	statistics	edit	delete
2761079	test0629	active			

2 3

課程新增成功：

1. 若新增成功，系統會跳出一個提醒的小視窗，剛剛新增的課程也會出現在您的課程清單上。
2. 可點選 statistics 了解作業繳交狀況以及原創性比對分布情形。
3. 課程的結束時間可隨時到 edit 編輯。

六、上傳學生清單(若無教學需求，請直接跳到單元七)

assignments **students** peer review gradebook libraries calendar discussion preferences

NOW VIEWING: HOME > TRAINING > STUDENTS

About this page **請先切換至學生管理功能**

The student list shows the students enrolled in your class. To add a student, click the add student link. If you would like to send an email to your class, click the email all students link. Click a student's name to view his or her submissions.

students **a** add student **b** upload student list email all students

enrolled student name user ID email address drop

Welcome! Currently, there are no students enrolled in this class. We recommend you have your students enroll themselves, using the class ID and class enrollment password you created. If you prefer, you can also enroll students in your class manually. To enroll your first student, click [here](#). To add additional students, click "add student" above.

enroll a student

To enroll a student, enter a first name, last name, and an email address and click submit.

If the student already has a Turnitin user profile, they will be notified and enrolled in your class immediately. If they do not have a profile, we will create one and send them an email notification with a temporary password.

add student to
class name: Taiwan Demo, rita02

first name

last name

email (user name)

a. 逐一新增學生資料：

1. 請點選 **add student**.
2. 請逐一輸入學生名字、姓氏與 email.
3. 確認後請送出，學生資料即新建完成。

students add student upload student list email all students

enrolled	student name	user ID	email address	drop
11-18-08	Hung, Rita	14638040	iamritamao@gmail.com	

Upload student list

browse for the file to upload:
 瀏覽...

Your student list will be created for each student. If the student already has a profile, they will be notified and enrolled in your class immediately. If they do not have a profile, we will create one and send them an email notification with a temporary password. To see templates, click [here](#).

submit

Microsoft Excel - student list

名	姓	電子郵件
Hill	Chen	hillchen@hotmail.com
Rita	Hung	iamritamao@gmail.com

student list - Microsoft Word

Hill,Chen,hillchen@hotmail.com+
Rita,Hung,iamritamao@gmail.com+

未命名 - 記事本

Hill,Chen,hillchen@hotmail.com
Rita,Hung,iamritamao@gmail.com

b. 上傳學生清單：

1. 請點選 **upload students list**.
2. 請選擇欲上傳學生清單。
**請注意，學生清單需為 Word、excel 或.txt 文字檔，內容格式如左列所示。
3. 確認後即可送出，學生名單即新建完成。

Is this the list you want to submit?

first name	last name	email	accepted?
Hill	Chen	hillchen@hotmail.com	(Yes)
Rita	Hung	iamritamao@gmail.com	(Yes)

七、新增作業/論文資料夾

Feng Chia University

all classes | expired classes | active classes

class ID	class name	status	statistics	edit	delete
3125119	training demo	active			

training demo

ASSIGNMENT INBOX & PORTFOLIO

START DUE POST STATUS ACTIONS

Before you or your students can submit a paper, you first need to create an assignment.

Select your assignment type

Paper Assignment

Revision Assignment

Next Step

new assignment

general

assignment title

training of new version

dates

start date

Feb 8 2010

at 10:16 PM

due date

May 31 2010

at 11:59 PM

+ more options

close options

Enter special instructions

Generate Originality Reports for submissions?

yes

no

Generate Originality Reports for student submissions

immediately first report is final

Allow students to see Originality Reports?

yes

no

Allow submissions after the due date?

yes

no

Submit papers to:

no repository

Point!!
請注意!!

8
submit

training demo

ASSIGNMENT INBOX & PORTFOLIO

START DUE POST STATUS ACTIONS

training for new version

PAPER	START	DUE	POST	STATUS	ACTIONS
	02-08-10 10:26PM	03-31-10 11:59PM	N/A N/A	0 / 0 submitted	View More actions

***新增作業資料夾步驟:**

- 1.請點選您的課程
- 2.請點選 new assignment
- 3.資料夾類型請預設為 Paper Assignment.
- 4.請輸入資料夾的名稱
- 5.設定資料夾有效時間 (可設定為訂期結束時間)
- 6.請點選 more options 進入資料夾進階設定
- 7.進階設定:
* Submit papers to:
可依教師需求選擇.
(建議點選 no repository)
Ps.若選擇標準儲存模式, Turnitin 會自動將該資料夾中所有作業內容備份至比對資料庫中.
(請看 Q&A 第 6 點說明)
- 8.設定完成, 請按下方 submit 將資料送出。
- 9.新增成功, 新的作業資料夾便會出現現在您的作業資料夾清單中!

八、上傳作業

The screenshot shows the Turnitin 2 profile interface. At the top, there's a header for 'training demo' with a 'New Assignment' button. Below is a table with columns: START, DUE, POST, STATUS, and ACTIONS. A row for 'training for new version' is highlighted. The 'ACTIONS' column for this row has a 'More actions' dropdown menu, which is circled in red and labeled '1'. The dropdown menu includes 'Edit settings', 'Submit paper', and 'Delete assignment'. Below the table, there's a 'Turnitin 2 profile' section with 'INBOX | NOW VIEWING: NEW PAPERS'. A 'Submit Paper' button is circled in red and labeled '2'. Below this is a table with columns: AUTHOR, TITLE, REPORT, GRADEMARK, FILE, PAPER ID, and DATE.

**上傳作業步驟：

1. 請選擇存放作業的資料夾
- 點選後方的 **More Action**.

2. 請點選 **submit paper**
上傳您的作業

**繳交作業方式有四種：

- 單一檔案直接上傳
- 將內文剪貼至對話欄
- 大批上傳，
一次上傳多個檔案
- 上傳壓縮檔

a. 單一檔案直接上傳

The screenshot shows the 'submit paper: by file upload (step 1 of 2)' form. It has a dropdown menu for 'choose a paper submission method:' with 'single file upload' selected, labeled '1'. Below is a dropdown for 'author' with 'non-enrolled student' selected. There are input fields for 'first name *', 'last name *', and 'submission title *'. The 'last name' field is labeled '2'. A yellow box contains the text: 'The paper you are submitting will not be added to any paper repository.' Below that, a yellow box lists 'Requirements for single file upload:' with bullet points: 'File must be less than 20 MB' and 'File Types allowed: MS Word, WordPerfect, PostScript, PDF, HTML, RTF and plain text.' It also says 'If your file exceeds 20 MB, read suggestions to meet requirements'. At the bottom, there's a 'browse for the file to upload *' section with a file input field and a '瀏覽...' button, labeled '3'. At the very bottom, there are 'upload' and 'cancel, go back' buttons.

a. 單一檔案直接上傳步驟：

(1) Choose a paper submission method:
請選擇 **single file upload**

(2) 請逐次輸入您的名字、姓氏與
標題 (有 * 欄位為必填)

(3) 請點選瀏覽，選擇上傳的檔案。

(4) **請注意:上傳檔案限制!!**

文件檔案格式限制如下:

MS Word, WordPerfect,
PostScript, 未加密 PDF, HTML,
RTF, 和純文字檔。

單一檔案上限為 **20MB**.

b. 將內文剪貼至對話欄

submit paper: by cut & paste

choose a paper submission method:
cut & paste upload (1)

author:
non-enrolled student

first name: *

last name: * (2)

submission title: *

cut and paste your paper: *

(3)

The paper you are submitting will not be added to any paper repository.

submit

b. 剪下與貼上步驟:

- (1) Choose a paper submission method:
請選擇 **cut & paste upload**
此時下方將會顯示剪貼欄。
- (2) 請逐次輸入您的名字、姓氏與標題 (有*欄位為必填)
- (3) 將您欲上傳的作業內容反白複製，再按右鍵貼入下方黏貼欄。

c. 大批上傳，可一次上傳多個檔案

submit paper: by multiple file upload

choose a paper submission method:
multiple file upload (1)

upload multiple papers

Requirements for uploading a file for multiple file upload:

- Each file must be less than 20 MB
- File Types allowed: MS Word, WordPerfect, PostScript, PDF, HTML, RTF and plain text.

If your file exceeds 20 MB, [read suggestions](#) to meet requirements

File Submission Preview (editing fields is not required)

submit	file	accepted?	student	last name	first name	title
<input checked="" type="checkbox"/>	GP.doc	Yes	non-enrolled student	(3)		
	<input type="text"/>					

瀏覽...

(2)

delete all

submit all (5)

c. 大批上傳步驟:

- (1) Choose a paper submission method:
請選擇 **multiple file upload**。
- (2) 請點選瀏覽，選擇上傳的檔案。
(請注意檔案類型限制)
- (3) 請逐次輸入您的名字、姓氏與標題 (有*欄位為必填)
- (4) 若還有其他檔案須上傳，請重複步驟(2)與(3)，檔案會依序新增至列表中。
- (5) 請確認上傳清單是否有誤，確認後再按 submit 送出。
****若欲刪除某些檔案，請先勾選要刪除的檔案，再按右下角 delete all 即可。**

九、判讀原創性報告

English Demo
CLASS HOMEPAGE

+ New Assignment

	START	DUE	POST	STATUS	ACTIONS
Demo01					
PAPER	11-17-09 3:53PM	11-17-09 11:59PM	11-25-09 12:00AM	10 / 0 submitted	View 1 More actions ▼

INBOX | NOW VIEWING: NEW PAPERS ▼

Submit Paper GradeMark Report | Edit assignment settings

	AUTHOR	TITLE	REPORT	GRADEMARK	FILE	PAPER ID	DATE
<input type="checkbox"/>	123, 123	1234	99% 2	0 --	4	117738632	12-09-09 5
<input type="checkbox"/>	Test, Test	TEST20091110	-- 3	0 --		113859333	11-12-09

*作業資料夾清單說明:

1. 請點選作業資料夾後方的 View 進入資料夾內。
2. 若 report 標籤有顯示數字，表示比對完成。請直接按比例標籤，檢視您的原創性報告。
3. 若 report 為灰色，表示文章尚在比對中。
4. 可直接按 file 圖示下載 paper 原檔。
5. 可看到交作業的日期。

原創性報告：文件瀏覽模式

Originality GradeMark PeerMark ncu BY: NCU NCU turnitin SIMILARITY 29% GRADE -- OUT OF 1

Primary Source View

1	fedatd.mis.nsysu.edu.tw Internet source	14%
2	www.ncc.org.in Internet source	2%
3	www.prism.uvsq.fr Internet source	1%
4	umbra.nascom.nasa.gov Internet source	1%
5	Submitted to Yonsei Un... Student paper	1%
6	cmc.rice.edu Internet source	1%
7	embdata.gefc.nasa.gov Internet source	1%
8	cswww.sx.ac.uk Internet source	1%

Text-Only Report

Paper Info

列印原創性報告

下載原創性報告

Text-Only Report

建議切換至純文字檢視模式，下次登入時將會自動以純文字模式顯示。

原創性報告：純文字檢視模式

Turnitin - Mozilla Firefox
 http://www.turnitin.com/newreport.asp?r=77.1134674147515&svr=14&lang=en_us&oid=112999522&ft=1

Processed on: 11-06-09 2:11 PM SGT
 ID: 112999522
 Word Count: 816
 Submitted: 1

astm-ebooks test
 By Astm Ebooks

Similarity Index: 33%

Similarity by Source:
 Internet Sources: 33%
 Publications: 8%
 Student Papers: 2%

(1)

A CORROSION TESTS ARE performed to provide information on material degradation in specific environments, information that is not available from other sources. Corrosion testing can be divided into two broad categories, electrochemical and nonelectrochemical. Within these categories, test results are presented in a

B

1 23% match (Internet from 7/12/09)
<http://www.astm.org>

2 4% match (Internet from 9/17/06)
<http://www.ianosbackfill.com>

3 3% match (Internet from 5/12/03)
<http://www.setlaboratories.com>

4 1% match (publications)
 G. W. Brown. "The fatigue of aluminum alloys subjected to random loading", Experimental Mechanics, 08/1970

5 1% match (Internet from 5/19/09)
<http://www.che.uh.edu>

6 % match (publications)
 E. F. Womack. "Torsional fatigue tests of anodized aluminum rods", Experimental Mechanics. 10/1976

完成

*判讀原創性報告：

** **A 欄**為作業原文，
B 欄為來源清單。

- (1) 依照不同的來源，系統會將原文以不同顏色標示。
 例：A 欄紅字部分與 B 欄紅字資源內文重複。
- (2) 框內數字代表抄襲比例排序。
- (3) 若右列資源來源不可靠，或並無抄襲該資源的問題，可按 **X** 忽略掉該來源，系統將自動重跑抄襲比例。
- (4) **exclude quoted** 可排除引文所佔的抄襲比例。
- (5) **exclude bibliography** 可排除書目資訊所佔的抄襲比例。
- (6) 可自行設定最小比對單位字數，如圖例，相似內容小於 100 字的相似來源將不會被列出。
- (7) 相似度來源比例清單。
- (8) 欲看資源全文可直接點選 A 欄內文，B 欄會自動展開資源全文。
- (9) 欲下載原創性報告請按 download 圖示

Turnitin - Mozilla Firefox
 http://www.turnitin.com/newreport.asp?eq=0&eb=0&esm=100&oid=112998584&sid=1965771054&n=43&m=0&dsc=1&tm=2869&svr=15#

個人偏好 協助

已處理到: 11-06-09 2:03 PM SGT
 ID: 112998584
 字數計算: 1409
 繳交: 1

IGI-Global-Brochure
 整合者 Igi Global

相似度指標: 71%

依來源標示相似度:
 網際網路來源: 71%
 出版物: 9%
 學生作業: 8%

(4) **(5)** **(6)**

(排除引用) (排除參考書目) 不含 < 100 字的相符結果

模式: 和高度符合的一起顯示

Tung, Nanyang Te
 von Solms, Port E
 Dakota State Univ
 Abdul Rahman, Ma
 Australia • Cheng

字數計算: 100 字
 百分比: 7 %
 繳交 或者 取消

recommend JGIM or other IGI journals to your library, visit www.igi-global.com/downloads/pdf/LibRecForm.pdf to download a recommendation form. Indices JGIM is listed in the following

(8)

indices: ABI/Inform, Aluminium Industry Abstracts, Bacon's Media Directory, Burrelle's Media Directory, Cabell's Directory, Ceramic Abstracts, Compendex (Elsevier Engineering Information), Computer and Information Systems Abstracts, Corrosion Abstracts, CSA Civil Engineering Abstracts, CSA Mechanical & Transportation Engineering Abstracts, CSA Illumina, Current Contents/Social & Behavioral Sciences (ISI), DBLP, DEST Register of Refereed Journals, EBSCOhost's Business Source, EBSCOhost's Computer and Applied Sciences Complete, EBSCOhost's Computer Science Index, EBSCOhost's Current Abstracts, EBSCOhost's Library/Information Science &

3

3 10% 媒合 (Internet from 2/6/09)
<http://www.igi-pub.com>

717-533-8845 X100 Toll Free: 1-800-342-0657 Fax: 717-533-8661 or 717-533-7115 Email: cust@igi-global.com Journal of Global Information Management (JGIM): An Official Publication of the Information Resources Management Association Since 1993 Back To Publication Details... Journal

Indices ABI/Inform Aluminium Industry Abstracts Bacon's Media Directory Burrelle's Media Directory Cabell's Directory Ceramic Abstracts Compendex (Elsevier Engineering Information) Computer and Information Systems Abstracts Corrosion Abstracts CSA Civil Engineering Abstracts CSA Mechanical & Transportation Engineering Abstracts CSA Illumina Current Contents/Social & Behavioral Sciences (ISI) DBLP DEST Register of Refereed Journals EBSCOhost's Business Source EBSCOhost's Computer and Applied Sciences Complete EBSCOhost's Computer Science Index EBSCOhost's Current Abstracts EBSCOhost's Library/Information Science &

十、Q&A

1. Turnitin 可以幫我做什麼事?

A: Turnitin 可以幫您的作業與各類電子資源(如：期刊、資料庫、電子書與開放網域..等)進行原創性比對，讓您在作業發表前可以再確認一次文獻回顧清單是否有遺漏，提高作業的公信力。

2. 可不可以交中文的 paper?

A: 可以，但目前中文比對資源不若西文資源豐富，中文比對資料庫陸續新增中。

3. 目前 crossref.org 有多少資源在比對資料庫中?

A: Turnitin 與 crossref.org 有合作的關係，其旗下所有的電子出版品均在比對資料庫中，詳細清單可至下列網址查詢。

<http://www.crossref.org/O1company/O6publishers.html>

4. 標題跟姓名可以打中文嗎?

A: 可以，介面均已中文化，因此可接受中文資料。

5. 如果我忘記密碼或一直無法登入怎麼辦?

A: 如果您忘記密碼或一直無法登入，請點選首頁資訊下方的 Retrieve password 輸入您的 e-mail 信箱，系統將會詢問您之前在使用者資訊預設的密碼提示問題，回答無誤後，您將會收到一封密碼提示信。若您忘記密碼提示問題的答案了，可直接點選忘記答案，系統同樣會直接將重設的密碼提示信寄至您的信箱。若還是無法處理，請至 Helpdesk 敘述您的問題，我們將會盡速為您處理。(<http://www.turnitin.com/help/helpdesk.asp>)

6. 若我在資料夾設定時不小心選成標準儲存模式，系統把交上去的作業複製到 Turnitin 的比對資料庫中，別人會不會看到我寫的作業全文?

A: 不會! 若比對來源是 Turnitin 所收錄的作業時，系統顯示的 sample 如下，系統並不會將比對資料庫的文章全文 show 出來，只會告訴比對者，文章中有哪些字與比對資料庫中相同，並用有顏色的字標示出來。若要看到全文內容，只要點選 send a request to view this paper, 原文的所有者就會收到系統發出的消息，並與您聯繫。

The screenshot shows a Turnitin report for a document titled '無限放大你的閱讀新視界-電子書' by 芷芳洪. The Similarity Index is 100%. A table shows 'Similarity by Source' with 'Internet Sources' at 1%, 'Publications' at 0%, and 'Student Papers' at 100%. A red circle highlights a message box that reads: '100% match (student papers from 04/23/10) Submitted to iGroup'. Below this, a text box explains that submitted papers remain the intellectual property of authors and institutions, and that the system cannot show the content. It provides instructions on how to request to view the paper. A button at the bottom of the text box says 'send a request to view this paper'.

如有任何疑問請連繫圖書館 參考服務組 沈珮琴 小姐 (校內分機 2666)，謝謝。