CICM Turnitin Learner Guide

Contents

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Advancing the credit profession

Turnitin Guide

New to Turnitin? In this guide, you'll find everything you need to get started with Turnitin. We'll start by helping you create your account all the way through to submitting your first assignment file and viewing any feedback CICM has left for you.

TURNITIN What you need to do in 4 easy steps

1 Confirm entry

Complete CICM exam entry form by deadline date

CICM will enrol you onto Turnitin and send you an email with login details

2 Set up password

When you receive your Turnitin welcome email, click on the link and create a password.

You have now set up your Turnitin account.

3 Upload assignment

Log into your Turnitin account, click on title of assignment, upload your file, and press Confirm

4 Collect Results

Log back into Turnitin on results day to download your results file

CICM - Advancing the credit profession

CICM

Turnitin brings huge benefits to you as a CICM candidate:

- **Similarity reports** to help you check if you have referenced your work correctly before final submission.

- **Detailed feedback** on where CICM has awarded marks.

- **Instructions** which will support any resubmission or preparation towards your next CICM award (see advice later on Instructor Feedback).

Read on to find out how to set up your Turnitin Account and submit your assignment.

A. Terminology

Whilst using Turnitin:
- You, as a CICM assignment candidate, will be known as 'Student'
- CICM Staff will be known as 'Instructor' or 'TA'.
- The assignment you are submitting will be linked to an assignment 'Class'

B. Turnitin enrolment

1. Registration

After you submit your CICM assignment entry form, we will register you on Turnitin using the email address you provide on your assessment entry form, and your first and last name in the following formats:

> **Turnitin Login details**
>
> First Name: e.g. **Tracey**
>
> Last name: e.g. **Turville_6000024** (**surname** (first letter a capital) and then **underscore**
>
> then your **CICM membership number** with no spaces)

We will then send you a Turnitin welcome email.

> **REMEMBER TO SAVE YOUR LOG IN DETAILS SAFELY, BECAUSE YOU WILL NEED THESE TO UPLOAD ASSIGNMENTS EACH ASSESSMENT SERIES, ALSO TO VIEW YOUR RESULTS WHEN PUBLISHED**

If you haven't received your confirmation email, please check your junk mail, or any other mail filters and check you are able to receive emails from noreply@turnitin.com and helpdesk@turnitin.com.

If you still can't find it, please contact CICM Awarding Body at awardingbody@cicm.com.

Here is an example of your confirmation email:

> **Welcome to TurnitinUK**
>
> Hi Tracey
>
> You have been enrolled in the class, January 2020 Series, by Tanya Clegg.
>
> **Ready to get started?**
>
> Click below to log in and begin submitting your papers.
>
> Log In Now

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T: 01780 722900   E: awardingbody@cicm.com   www.cicm.com

2. **Logging in**

You will need to click the log in now button to finalise your account, making sure you use the correct format (above). This format will give you access to Turnitin so you can create a unique password.

Please do not change your surname login format because we need to see your candidate number in the Turnitin platform to ensure the results transfer correctly from one system to another.

C. **Preparing to submit your assignment**

In order to submit your assignment onto Turnitin, you must ensure that your assignment is in **one** document which includes supprting evidence, and adheres to our CICM Learner Guidance regarding to **size limits** and **format types**. These are:

- Maximum file size 30mb

- A single file must be submitted to the Turnitin platform

- **The following types are acceptable:**
  – Microsoft Word® (.doc/.docx)
  – OpenOffice Text (.odt)
  – WordPerfect®
  – PostScript (.ps)
  – HTML
  – Hangul Word Processor file (.hwp)
  – Rich Text format (.rtf)
  – Plain Text (.txt)
  – Google Docs via Google Drive™

If you are using an unsupported word processor, you may need to save your plain text file as .txt or .rtf in order to upload to Turnitin.

If submitting with Google Drive™, third party cookies must be allowed in your browser, otherwise, any attempts to sign into Google to upload from Google Drive will fail. Note that Google Drive functionality is not supported with IE8 or below. Do not upload Google Doc (.gdoc) files directly to Turnitin; a .gdoc file does not store the document, but contains a reference to it online, in Google Docs.

Adobe® PDF

Turnitin will not accept PDF image files, forms, or portfolios, files that do not contain highlightable text (e.g. a scanned file - usually an image), documents containing multiple

files or files created with software other than Adobe Acrobat®.

Microsoft PowerPoint® (.pptx, .ppt, .ppsx, and .pps)

It is possible to submit PowerPoint® files through Turnitin.com, TurnitinUK.com, Turnitin Basic integrations, newer versions of the Turnitin Direct integrations, and LTI compliant integrations only. Turnitin converts the PowerPoint® slide deck into a static PDF, leaving all text and images in their original format but leaving out features such as presenter notes, embedded video, and animations. Text with visual effects is not supported, and it is recommended that any visual effects such as shadows and 3D be removed prior to submitting to Turnitin.

Microsoft Excel® (.xls and .xlsx)

The version of the file that can be viewed in the Document Viewer will look the same as it would if the Excel file had been saved as a PDF and submitted to Turnitin. We highly recommend that users pay attention to the image preview provided in the single file submission to verify that the file is presented in an acceptable manner. Users can adjust the way the file looks by editing the page setup and print area settings for the file prior to saving it and submitting it to Turnitin.

If you are submitting supporting evidence or appendices, please ensure these are copied into the document, our assessment team can not view images or hyperlinks.

Use appendices carefully – you may support your work with appendices, which do not form part of your word count. However, it must be noted that appendix items themselves do not attract marks. It is important then, that any appendix is relevant to the question and referred to in the body of the answer. Remember to add any appendix items directly into the assignment template.

D. Submitting your assignment

To submit your assignment on Turnitin, you must log in and upload the file to the correct assignment title/class. Please ensure to check this as your assignment may not be marked if uploaded incorrectly.

1. Log in to turnitinuk.com (or turnitin.com if you are outside the UK).

> See Logging in if you can't quite remember how to log in to Turnitin.

2. Once you've logged in, you will see your Turnitin homepage listing assignment class titles. This will show all the assignment classes you are enrolled in.
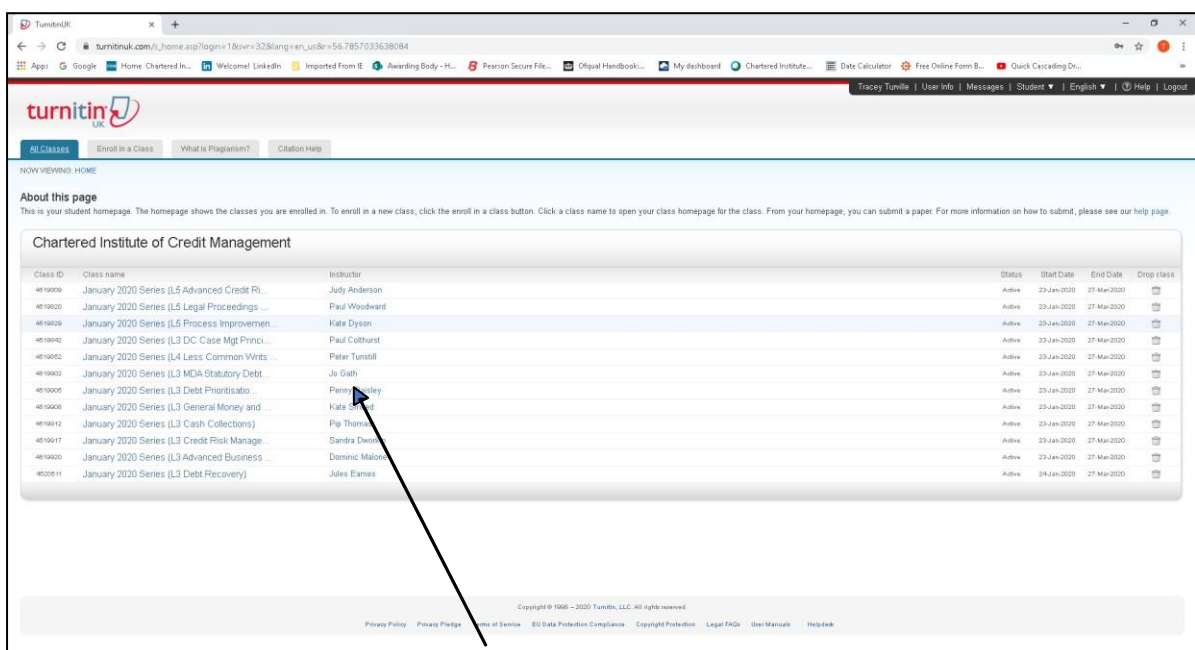
3. Click the name of the assignment class where you'd like to upload a file. This will take you to your **Class Homepage** for that assignment.

4. Click the **Submit** button to the right of the assignment name. This will take you to the file submission page.

> On the file submission page, make sure the phrase next to the Submit: heading says "Single File Upload." If it says "Cut and Paste Upload," use the dropdown menu (the down arrow) next to Submit: to switch to "Single File Upload." This will allow you to upload your file rather than using the Cut and paste file submission feature.

5. Enter a title for the assignment submission.

6. Click the **What can I submit?** link to review the types of files and file sizes Turnitin can accept.

7. Decide whether you would like to upload the assignment file from:
   - The computer you are using OR
   - Dropbox OR
   - Google Drive

Remember to check CICM's list of acceptable file types and sizes, and only upload **ONE** document per assignment.

NB: When converting a file to a new file format, users should rename their file with a name other than that of the original file. This is suggested to prevent permanent loss of the original formatting or image content of a file due to it being overwritten.

8. Click on one of the submission buttons (computer, Dropbox, Google Drive).

9. Select the assignment file you want to upload.

10. Click the Upload button on the file submission page.

11. Review the preview panel (and congratulate yourself on getting your assignment done).

12. Then, you must click the Confirm button to officially upload the file. Your submission is not complete until you've confirmed your submission.

After the submission has completed, a digital receipt is displayed in your browser window. A copy is also sent via email. It is important to use a valid email address to receive this copy of the digital receipt. Save the receipt and the submission ID it contains, as this is proof of a completed submission. If the digital receipt is not shown on screen after submission, return to the class portfolio page and view the assignment to ensure the paper submission completed correctly. Submissions can be checked and viewed by clicking on the title of the paper under the title column to the right of the assignment name.

If you have multiple assignments due, close your server between submissions or open a new window each time. Do not submit from the same browser using separate tabs. This may cause a failed upload for one, some or all of the assignments.

13. CICM allows you to overwrite your previous submissions until an assignment's deadline date. **Note that this new submission will replace your previous one.**

14. For each submission, Turnitin will generate a similarity report, provided you have submitted the assignment in the correct file format.

E. Your Similarity Report

Each time you submit an assignment, Turnitin will generate a Similarity Report. This report will indicate similarities, or matches, between your submitted work and a series of third party sources that the   software has checked your work against. Check out our **Interpreting the Similarity Report** guidance for more information.

To access your report, select the **Similarity Report icon** to the right of your assignment. If the assignment inbox says that your Similarity Report is not available, it may mean that your submitted   work is not in the correct readable format for the report to be produced. Contact CICM staff to discuss   further on 01780 727272.
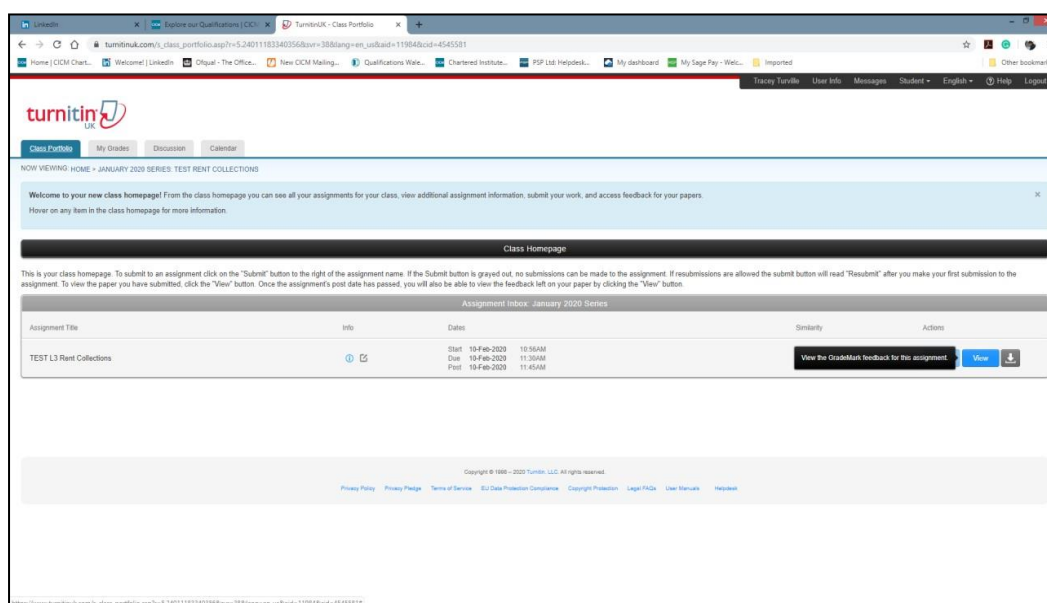
Each new submission generates a Similarity Report, so if you choose to overwrite a previously   submitted assignment, you can access a new Similarity Report. Note that this report is instantly available for the first three submissions and available after 24 hours for any subsequent submissions.

F. Viewing your results/comments online

Once results day arrives, you will be able to log back into your Turnitin account to view your result and any CICM feedback which the assessment team may have made. This last section orientates you around the information.

First you when you log in, you will see your marked assignment result shown as percentage mark. Assignments achieving a mark of 50% or more will have secured a pass. Your result will automatically form part of the statistics for the National Result,   and you can select to view where your results fits within the National Result at this point. This information is anonymised and does not disclose your personal results or those of other candidates.

Your marked assignment will show notation marks made by your examiner and moderator. This is perfectly normal and is for internal use. If your instructor has also provided feedback on your paper you will also be able to view this here.

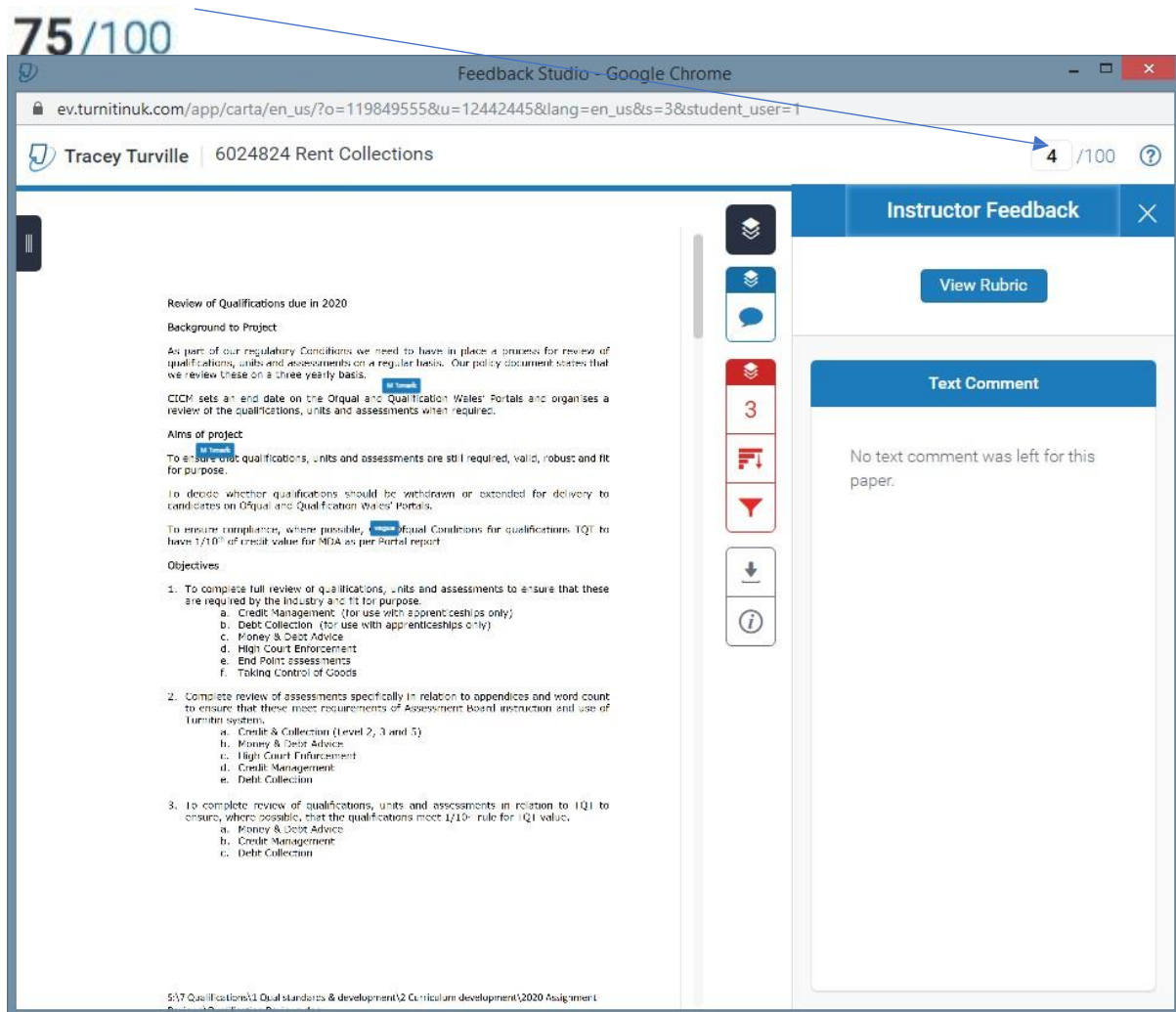**Advancing the credit profession**

T: 01780 722900   E: awardingbody@cicm.com   www.cicm.com

1.   Viewing the overall grade

You can view your paper's overall grade from the top right-hand corner of the Turnitin Feedback Section. You can also see the maximum marks available for this assignment.

You can then have a look through your assignment and review all the comments given to you to help improve with your next submission. Please note not all questions will have a comment only if the assessment team feel it was appropriate and useful to the candidates these would have been made.

The comments type may be seen in different forms, e.g. QuickMarks, bubble comments, inline comments or strikethrough.

Inline comments
Inline comments are comments that appear directly on top of your paper. These comments are usually brief, e.g.

You should have added more to the conclusion of this essay.

whales. This led to the killing of hundreds of thousands of whales up until 1966, when the International Whaling Commission banned the practice.

Bubble comments

Bubble comments allow the assessment team to provide you with more detailed feedback. A bubble comment may be highlighted and linked to a specific piece of text.

The blue whale's common na
upper side of it body, while it
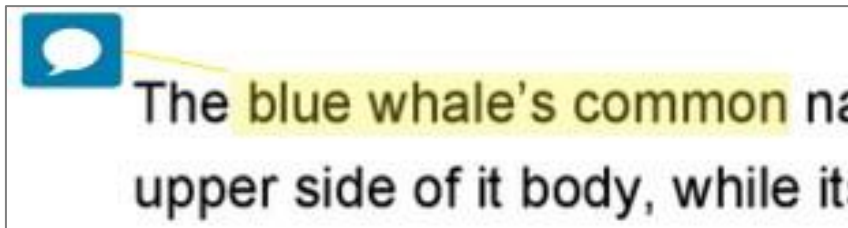
Alternatively, a bubble comment may be placed alongside a line or paragraph. This is usually the case if the assessment team want to make a more general comment about your paper.

Blue whales feed
all numbers of
on krill in a day.
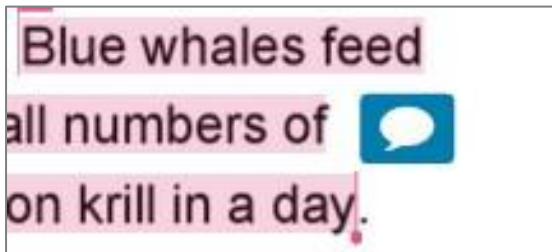
- Select the bubble comment icon on your paper to view the comment's made.

- Scroll through any bubble comment, if necessary, then click anywhere outside of the comment window to close it.

2.   QuickMarks

QuickMarks allow CICM to create a library of feedback that might be applicable, on multiple occasions, to multiple student candidates, across multiple assignments. A QuickMark may be a word or phrase, or may even be an abbreviation.

- A QuickMark may be highlighted and labelled to refer to a specific piece of text (see comment in blue on the right).

the 1900s by whalers seeking whale oil drove them to the brink of

But there are other reasons for why they are now so endangered.

Citation Needed

- Alternatively, a QuickMark may be placed alongside a line or paragraph. This is usually the case if the   assessment team are making a more general comment about your paper.

the Norwegian Svend Foyn **Improper Citation**

ifically designed for catching large

Select the QuickMark to view the definition of the mark.

- Scroll through the QuickMark information, then click anywhere outside of the expanded QuickMark to close it.

Improper citation:
Improperly cited material. Please use the link below to find links to information regarding specific citation styles:
http://www.plagiarism.org/plag_article_citation_styles.html

Svend Foyn **Improper Citation**

Strikethrough

If the assessment team marking your assignment may feel that parts of your paper are not entirely necessary, they may choose to strike through pieces of text to advise you that it could be removed.

~~These gargantuan beasts used to dominate all the oceans of~~ until the late nineteenth century, when the technology was de effectively hunt and harvest them. In 1864, the Norwegian Sv

Text comments

A text comment is an overall comment given by the assessment team about your whole assignment. This may include comments on positive aspects of your paper, how you can improve in future, or any issues with your paper.

- To view your text comment, click the speech bubble icon from the product toolbar.

- Your text comment is now visible from the Instructor Feedback side panel.
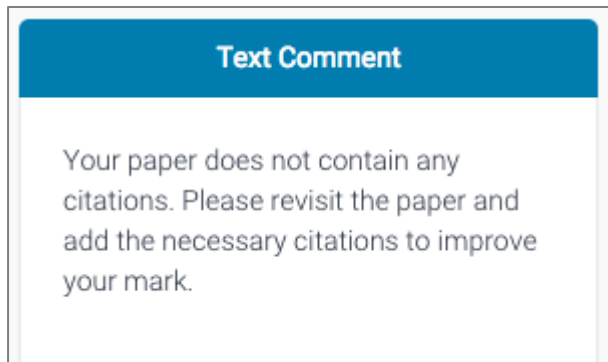
3.   Grading forms

Grading forms provide feedback and scores to evaluate student candidate work based on defined criteria. CICM assessment team has used a grading form to grade your paper, you can view the score and comments they have given for each criterion in the grading form.

- To access the expanded grading form, click the online grading icon from the product toolbar.

- Select the View Rubric button from the Instructor Feedback side panel to open the scorecard.
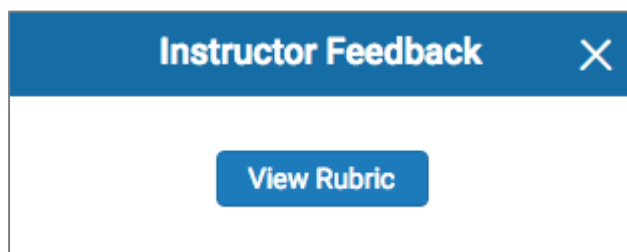
- From this new window, you can view the grading form that was used to grade your paper. Each criterion will be followed with a score and an optional comment; this information displays the extent to which you have achieved each criterion. Your total score can be found at the bottom of the grading form.
-

- Select the **Close** button to exit the expanded rubrics window

> If your browser has a pop-up blocker active, you may need to add Turnitin to its
>
> exceptions list in order to view the grading form.

- Then select **Close** button to exit the expanded rubrics window.

4. Accessing the Grade Book

The Turnitin Grade Book allows CICM assessment team to enter and calculate grades for any assignments you have submitted.

Here you can see a summary of your performance. Click on the **my grades** tab on the assignment class portfolio page to see any grades.
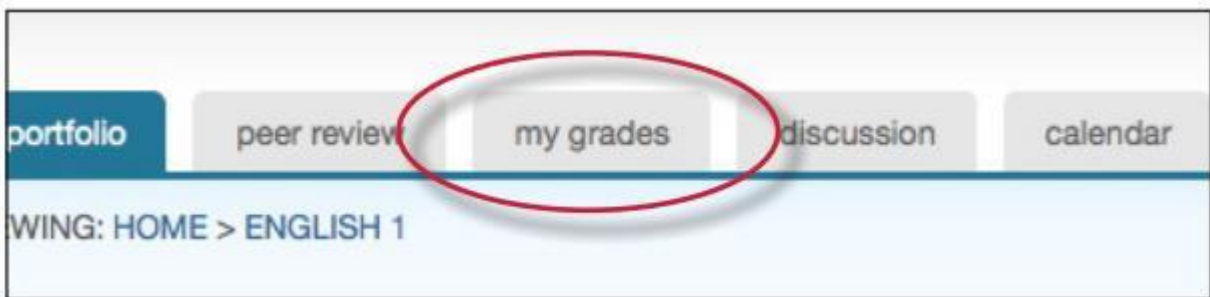
Viewing performance grades

Your 'My grades' page will show assignments you have submitted along with any grades awarded by our assessment team.
- The number in the points column shows the total number of points an assignment is worth.
- The number placed to the left of the points column shows how many points you have received for the assignment.
- The grade value for the submission appears in the grade column.

Grades only become available on results day.

The top of the Grade Book page shows number of submissions/entries and average mark.
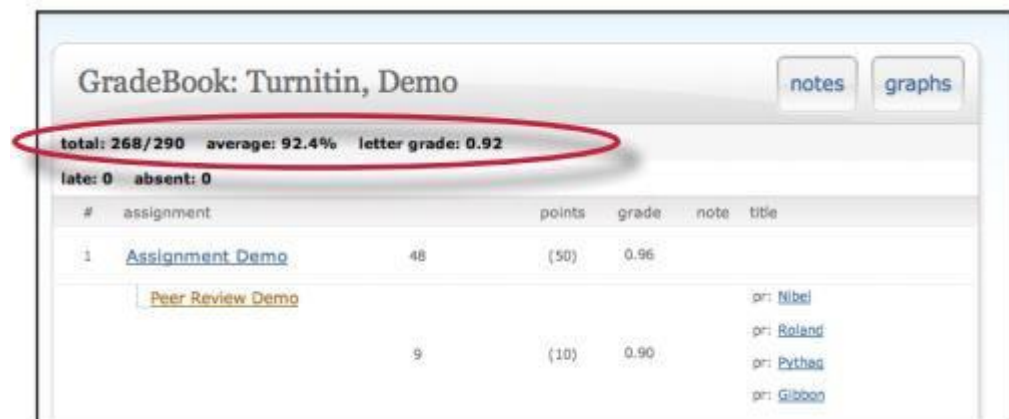
How to see feedback notes in the Grade Book (instructor notes)
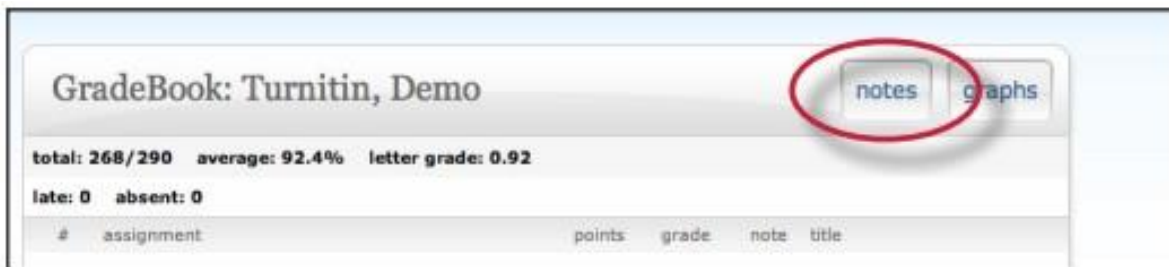
You may receive a note alongside your grade for your assignment. If our assessment team have entered a note for your submission, a note icon will appear next to the grade under the note column. Select the note icon to view the note.

The full list of notes given to you can be viewed by selecting the notes icon next to the grade summary at the top of the Grade Book window.
Viewing all grades

Viewing all grades

The graphing tool allows you to view your performance, and the average performance of the group submitting assignments, in line graph or pie chart formats. You can access the graphing tools by clicking on the graphs button in the Grade Book.

On the graphs page, you can use the **show** pull down menu to select the graph type to view. You can select from the following graphs available in line or pie chart formats:

- graphs showing assignment class performance on all assignments

- graphs showing your performance for all assignments

- graphs comparing your performance to the assignment class average
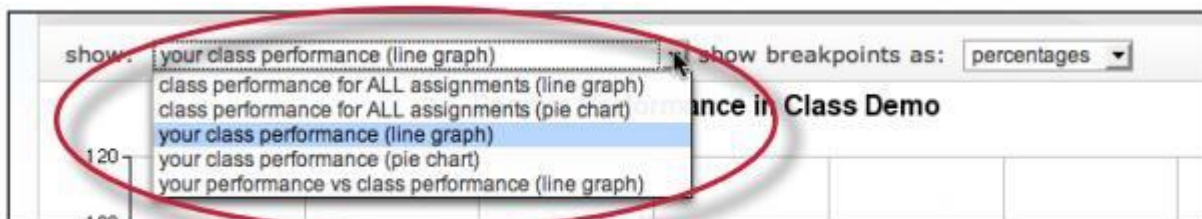
When viewing a line graph, you can select to view grades as well as percentages by selection 'show breakpoints' from the drop down menu. Selecting grades adds the grades. You can remove grades by selecting percentages.
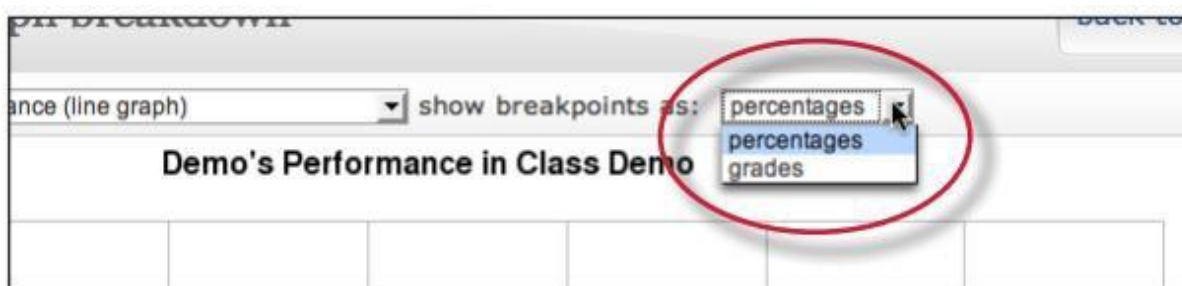
Printing Grade Book graphs

All of the graphs in the Grade Book are available in a printer friendly version. To print a grade book graph, first click on the **print view** link below the graph.
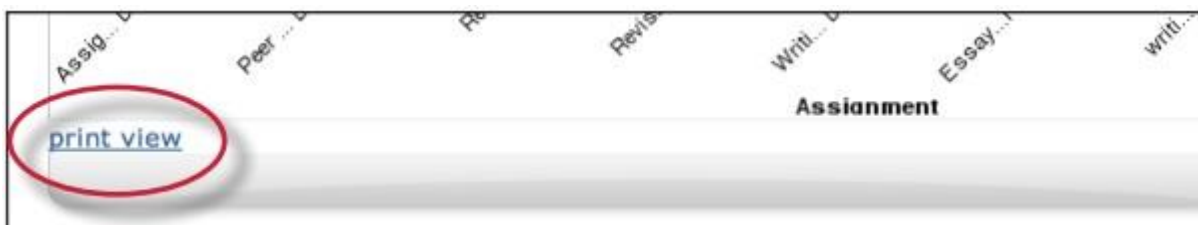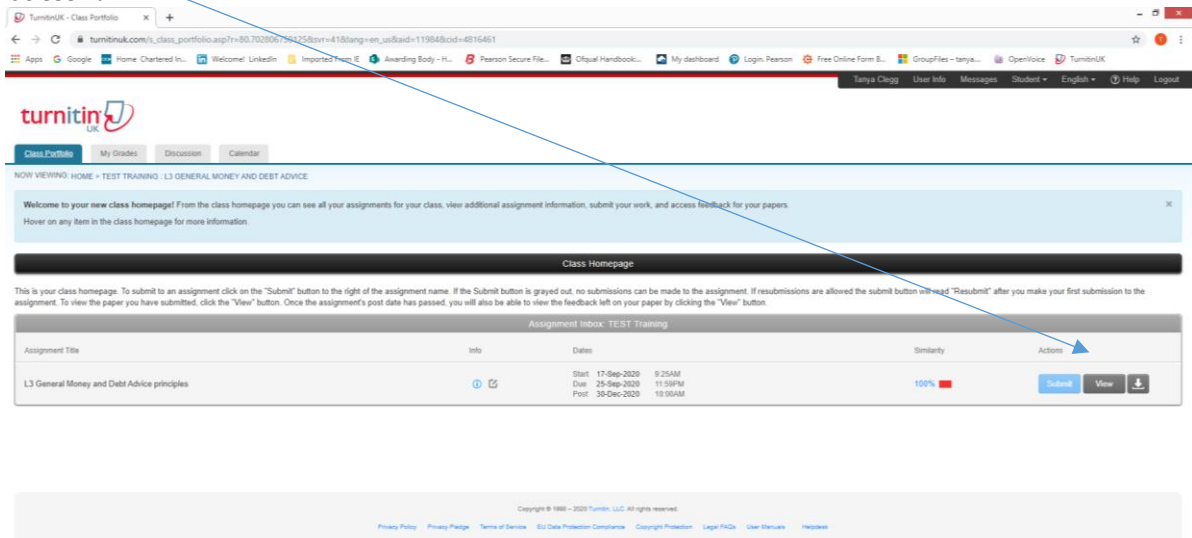

The print view for the graph will open in a new browser window. Once the print view is loaded, click on the print this graph link or use the print command.
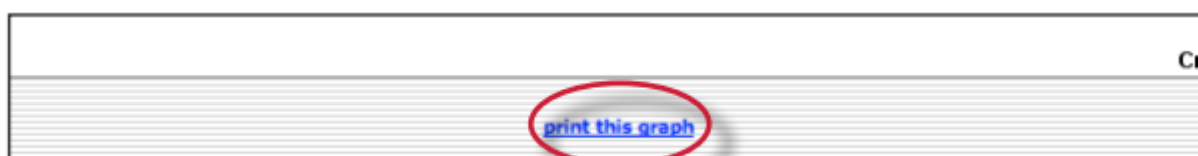
G   Download a results report
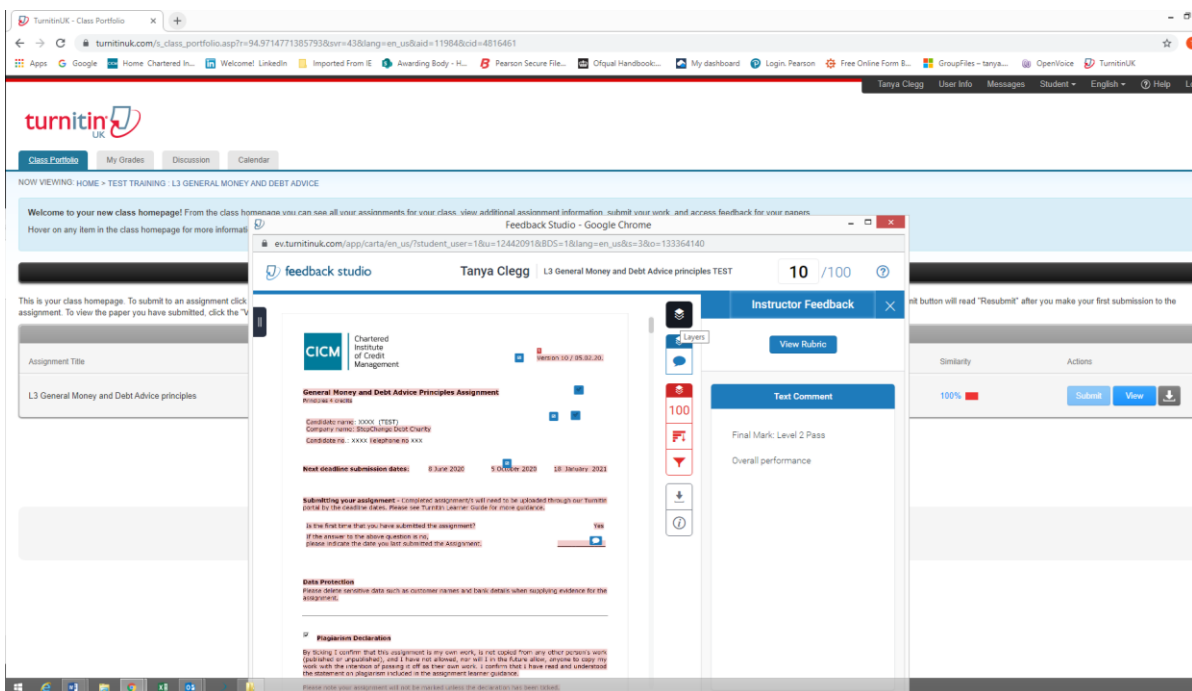
You can download a report showing all your marked assignment information inclduing your simialrity report.

From your student homepage click on the **assignment title** you wish to view and click the **view button:**

You will then be able to see your mark and comments if made by assessment team. Please note not all questions will have a comment only if the assessment team feel it was appropriate and useful to the candidates.
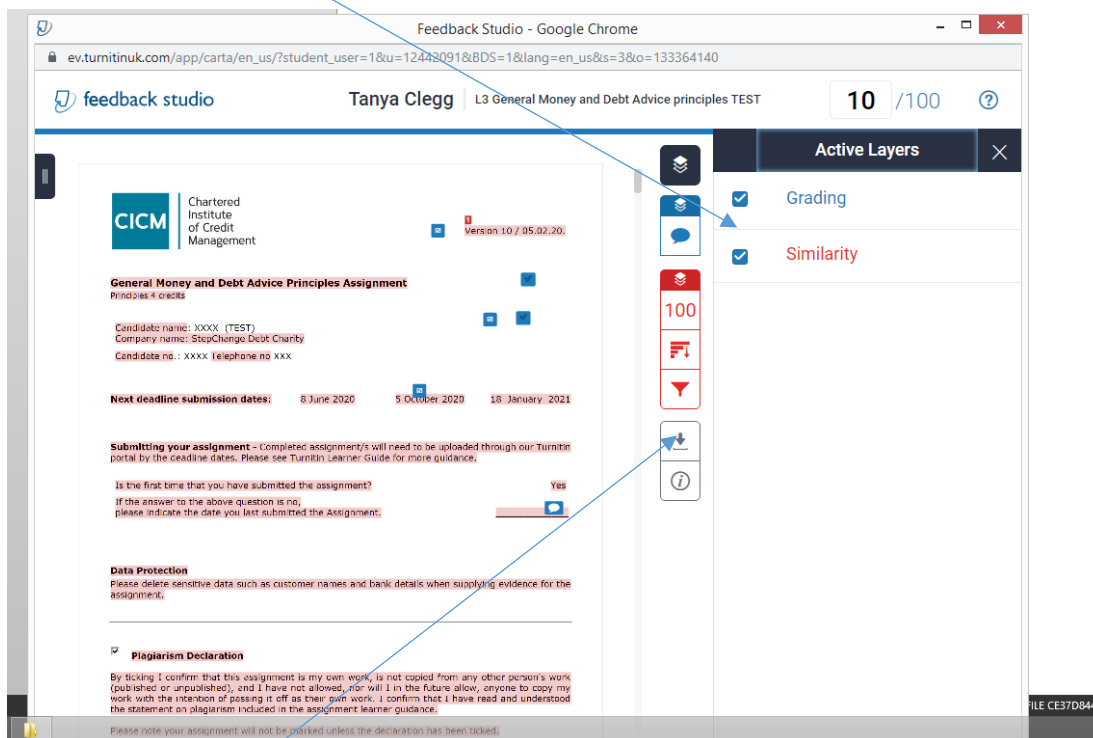
Click on the **black layers** icon
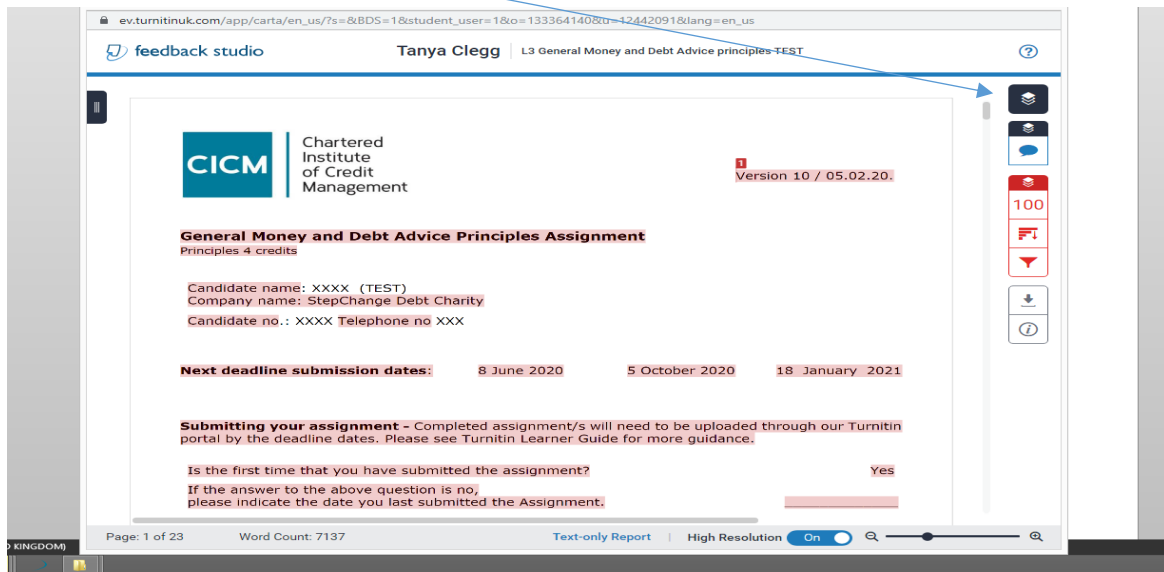
Then tick what you would like to appear in the download,

Grading
Similarity

Click on the **download icon** in the Submission Tools section of the product toolbar.
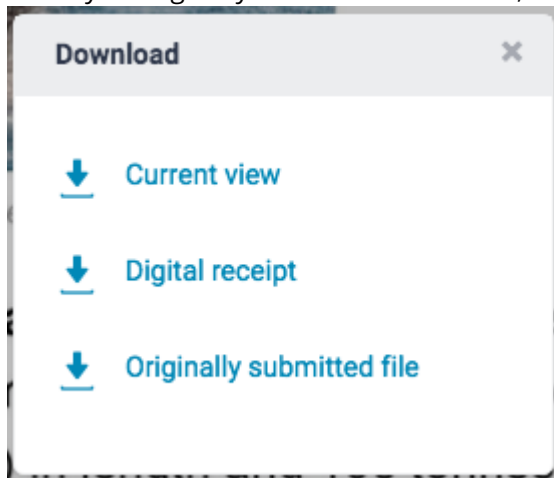
A pop-up box will appear, asking you what you would like to download. From here, click to download the current view of the paper (with similarity, grading, and ETS feedback included), the file as you originally submitted to Turnitin, or the digital receipt for the submission.

Click on **current view** to download the results report. Save this to your own device.

At this point you can consider sharing your marked work to perhaps coach/tutor/employer. Be sure that you are careful who looks at your work as sharing this with other studying learners may result in a higher risk of plagerism. It is your responsbility to protect your work.