INSTRUCTIONS TO STUDENTS FOR USING THE TURNITIN PROGRAM AT THE FACULTY OF VETERINARY

When writing these instructions, materials are available at: https://www.turnitin.com/

Creating a new account

Using the official email domain @vef.hr, a student can create a user account on the Turnitin page. Mails from other domains will not work! You must have access to an official email to create an account.

Create a new account and select the Student profile.

Please fill out all fields needed.

Contact your mentor for Class ID and enrollment key:

Create a New Student Profile

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
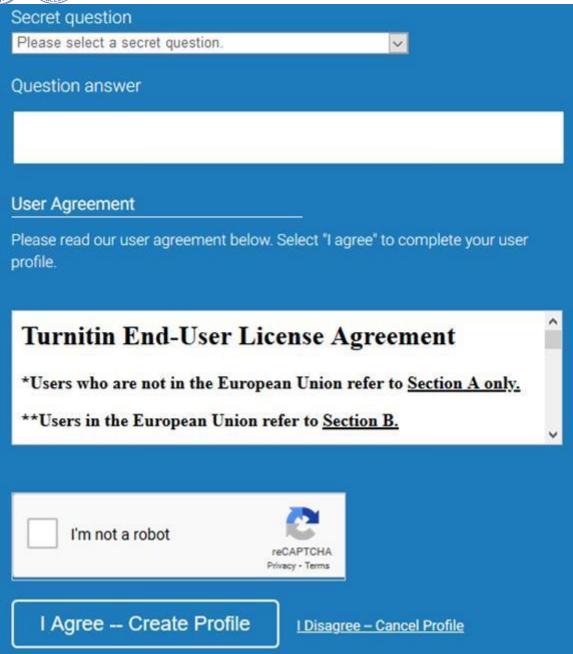
 for simple usage fill in Class ID: 41207095

enrollment key: veterina

Please use only mail with @vef.unizg.hr domain

User Information

Your first name

Your last name

Display names as
- First name (Space) Last name (example: John Smith)
- Last name (Space) First name (example: Smith John)
- Last name(No space)First name (example: SmithJohn)

Email address

Confirm email address

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.

Mark I am not a robot and choose:

„I agree – Create profile“.

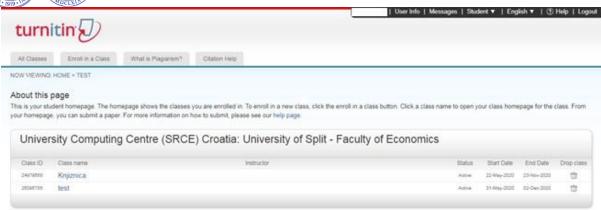After filling all data you must confirm the account via your official mail.

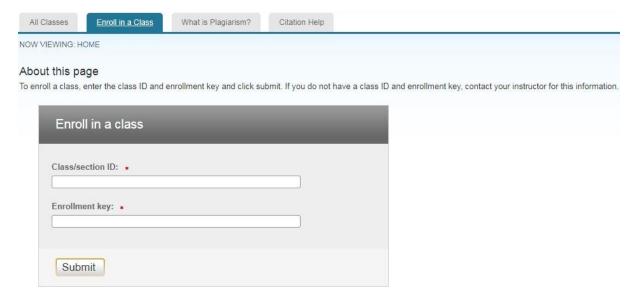Finally you ca use your account via log in.

Submitting a paper to Turnitin

After successful login, you will see a home page.
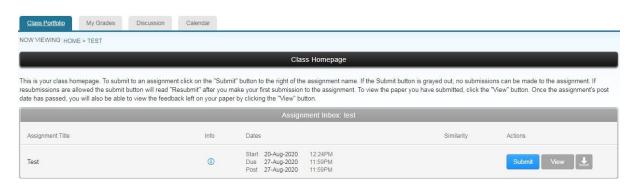
Choose „Enroll in a Class":

Fill in Class ID and Enrollment key
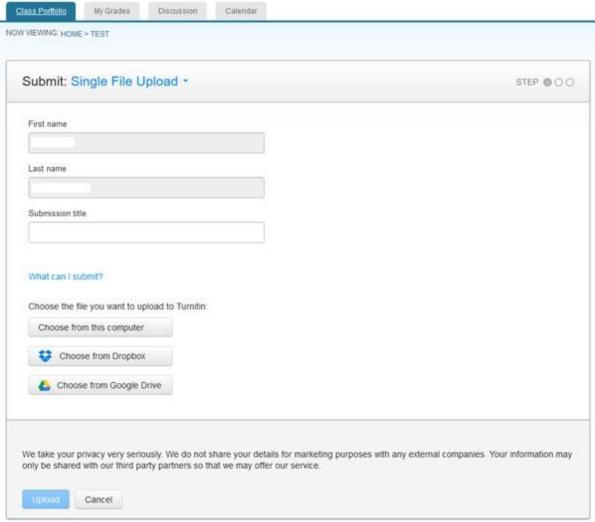
ID je 41207095

Password: veterina

This window will show.

Choose folder Diplomski and press Submit.
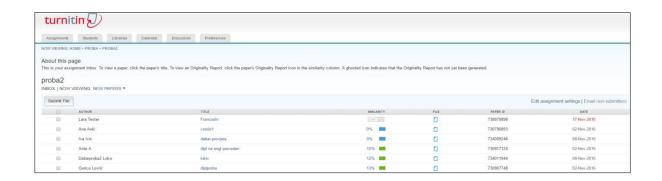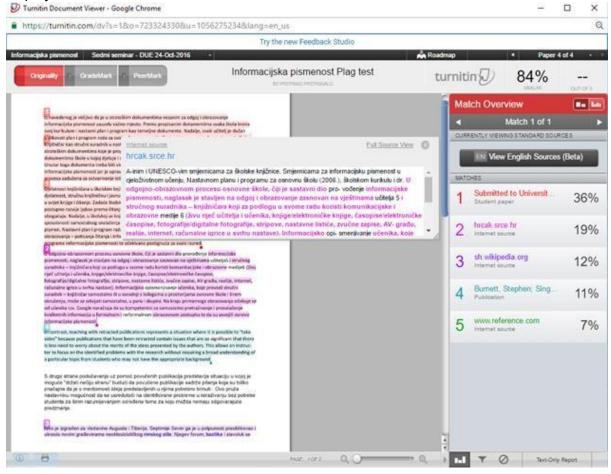
 The next window for submitting will open:

 Write your name and surname and Thesis Title. Upload file.

After uploading the work to the system, it takes a few minutes for the verification process. When the originality report is ready, the list of works will show the match percentage and a rectangle of the corresponding color. If the report is not yet finished, a gray rectangle will be

displayed next to the name of the work.

The report on the originality of the work contains a list and percentages of all matches

found.

*• Match Overview (display of grouped largest matches): List of all match areas.
Matches are displayed in color, grouped and sorted from highest to lowest
percentage.*

• All Sources: List of all matches.

*• Match Breakdown: Display of individual matches within the grouped largest matches
(Match Overview).*

• Direct Source Comparison: Comparative display of student work and the original.

Exclusion of cited text, bibliography, or minor matches from the match report

Select the Filter and Settings icon at the bottom of the report page

1. Filters&Settings options will open in the right window. To exclude quoted text from the report, select the Exclude Quotes option, and to exclude the bibliography, select the Exclude Bibliography option.

2. This filter should be previously set to the value of 5 words when opening the course. It is possible to apply it here if it was previously forgotten.

3. Select the ApplyChanges option at the bottom of the page.

NOTES RELATED TO THE REPORT

Once the report is generated and ready for review, the percentage of potential plagiarism found during the comparison will appear. It will be accompanied by a corresponding color that indicates a lower or higher degree of plagiarism according to the default parameters used by the software.

Each of the colors represents a certain range on a scale with five degrees:

• Blue: No matches found to work

• Green: One word up to 24% of matching text found

• Yellow: 25-49% matching text found

• Orange: 50-74% matching text found

• Red: 75-100% matching text found

Note: documents marked in red are not necessarily plagiarism.

The percentage of potential plagiarism with the corresponding color is an aid that indicates how detailed it is necessary to independently analyze the work to see the context of the matches found. Thus, a higher percentage of matches is expected in parts of the paper such as "Introduction" and "Pregeld literature", and there should be no matches (or there is only a very small percentage) in the parts "Materials and Methods" and "Results". It is certainly the best option to consult with the head of the course/teacher/mentor about the way to interpret the results of similarity because it is possible to expect a different set of results in certain areas and according to the topics of the papers.