



## 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.



Create a User Profile

All users must have a user profile to use the service. Please select how you will be using Turnitin:

- Student**
- [Teaching Assistant](#)
- [Instructor](#)

Existing user?

If you've used the service before, there is no requirement to create a new user profile. Log in [here](#) with your old credentials.

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](mailto: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.



Secret question

Please select a secret question.

Question answer


User Agreement

Please read our user agreement below. Select "I agree" to complete your user profile.

### Turnitin End-User License Agreement

**\*Users who are not in the European Union refer to Section A only.**

**\*\*Users in the European Union refer to Section B.**

I'm not a robot   
reCAPTCHA  
Privacy - Terms

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.



## Account Setup

To validate your account, we've sent an email to: [REDACTED]

You have 24 hours to click the link in your email to continue with your account setup.

## Account Setup Complete

You can now log in to your account using your email address and password.

Learn more about your next steps by checking out our [quick start guides](#).

Log in

Finally you can use your account via log in.

### **Submitting a paper to Turnitin**

After successful login, you will see a home page.



Class ID	Class name	Instructor	Status	Start Date	End Date	Drop class
20472058	Knjiznica		Active	23-May-2020	23-Nov-2020	
20068788	test		Active	31-May-2020	02-Dec-2020	

Choose „Enroll in a Class“:

Enroll in a class

Class/section ID: \*

Enrollment key: \*

Submit

Fill in Class ID and Enrollment key

**ID je 41207095**

**Password: veterina**

This window will show.

Assignment Title	Info	Dates	Similarity	Actions
Test		Start 20-Aug-2020 12:24PM Due 27-Aug-2020 11:59PM Post 27-Aug-2020 11:59PM		<a href="#">Submit</a> <a href="#">View</a>

Choose folder Diplomski and press Submit.

The next window for submitting will open:



Class Portfolio My Grades Discussion Calendar

NOW VIEWING: HOME > TEST

Submit: Single File Upload STEP ● ○ ○

First name

Last name

Submission title

What can I submit?

Choose the file you want to upload to Turnitin:

We take your privacy very seriously. We do not share your details for marketing purposes with any external companies. Your information may only be shared with our third party partners so that we may offer our service.

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

turnitin

Assignments Students Libraries Calendar Discussion Preferences

NOW VIEWING: HOME > PROBA > PROBA2

About this page  
This is your assignment inbox. To view a paper, click the paper's title. To view an Originality Report, click the paper's Originality Report icon in the similarity column. A ghosted icon indicates that the Originality Report has not yet been generated.

proba2  
INBOX | NOW VIEWING: NEW PAPERS

Edit assignment settings | Email non-submitters

<input type="checkbox"/>	AUTHOR	TITLE	SIMILARITY	FILE	PAPER ID	DATE
<input type="checkbox"/>	Lera Tester	Francuski	<input type="text" value=""/>	<input type="button" value=""/>	730870898	17-Nov-2016
<input type="checkbox"/>	Ana Anić	crossbi1	0%	<input type="button" value=""/>	730796893	02-Nov-2016
<input type="checkbox"/>	Iva Ivic	dabar-provjera	0%	<input type="button" value=""/>	734095248	08-Nov-2016
<input type="checkbox"/>	Anta A	dipi na engl preveden	12%	<input type="button" value=""/>	730811124	02-Nov-2016
<input type="checkbox"/>	Dabarproba2 Luka	lukic	12%	<input type="button" value=""/>	734011944	08-Nov-2016
<input type="checkbox"/>	Gojica Lovric	dipproba	13%	<input type="button" value=""/>	730807748	02-Nov-2016

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 screenshot displays a Turnitin Document Viewer interface. The main document is titled 'Informacijska pismenost' and is identified as 'Paper 4 of 4'. The similarity score is 84%. A sidebar on the right, titled 'Match Overview', shows a list of matches. The matches are as follows:

Match Number	Source	Percentage
1	Submitted to Universit... (Student paper)	36%
2	hrcak.srce.hr (Internet source)	19%
3	sh.wikipedia.org (Internet source)	12%
4	Burnett, Stephen; Sing... (Publication)	11%
5	www.reference.com (Internet source)	7%

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 "Pregled 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.