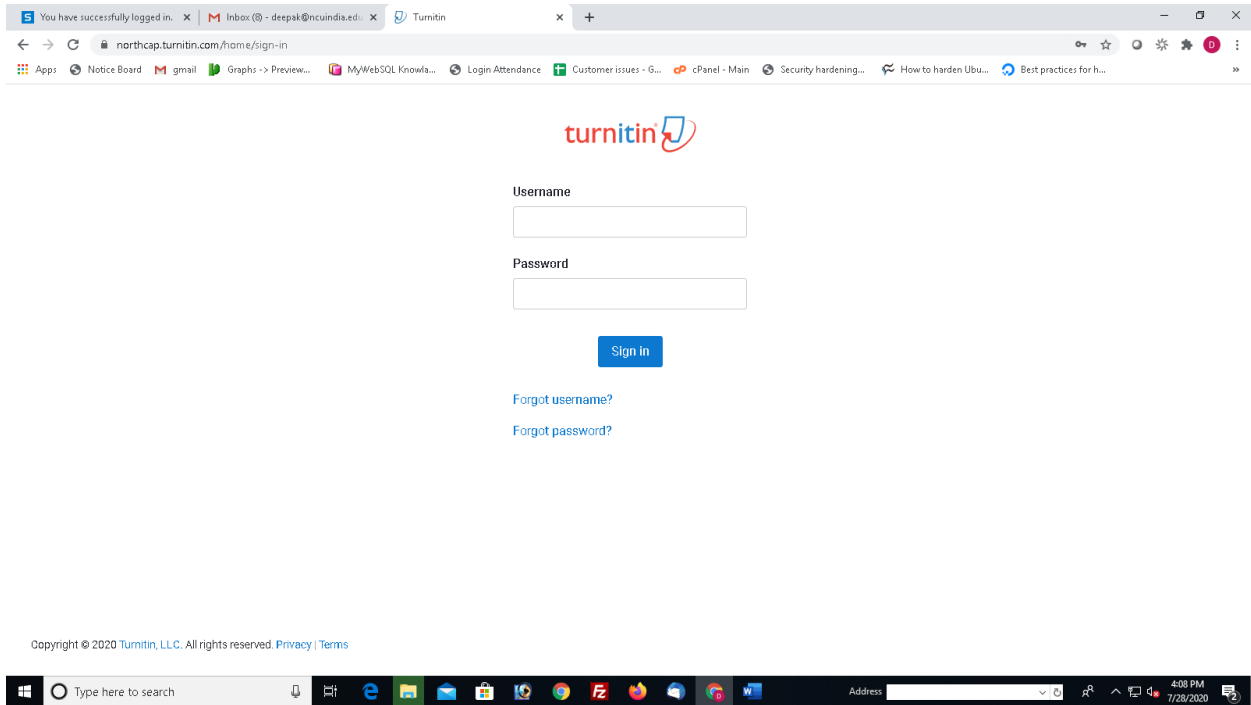
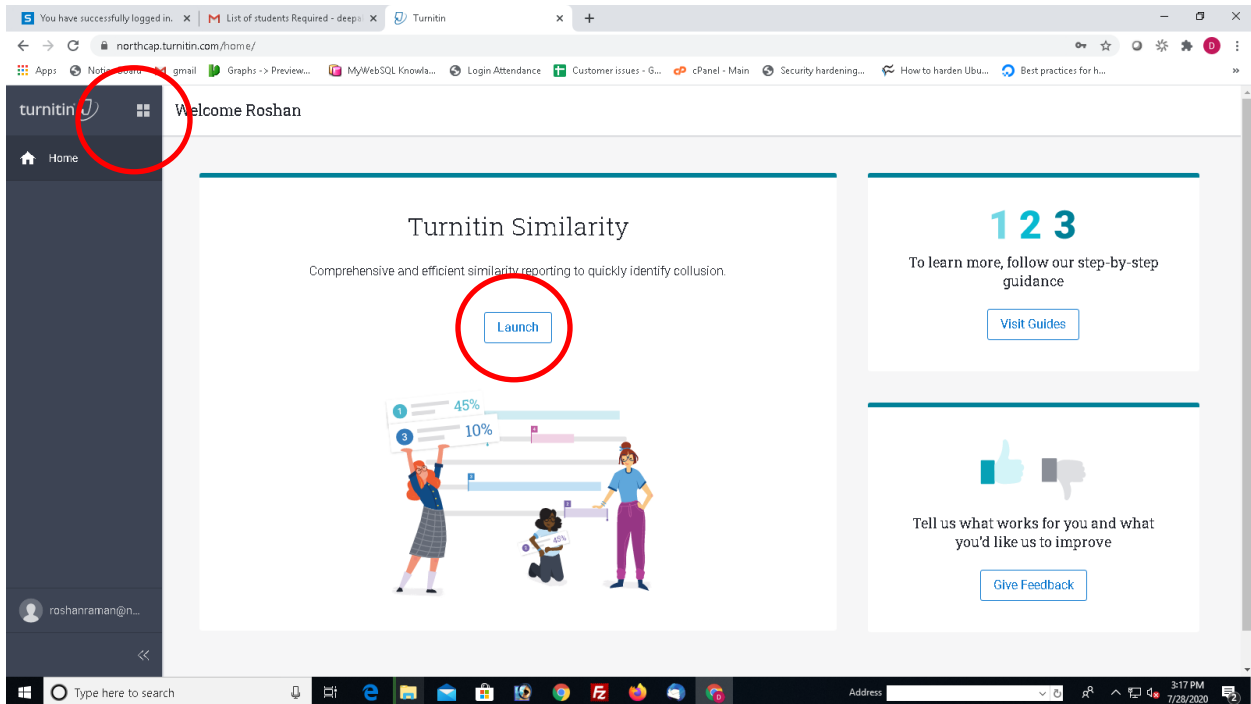


Turnitin Similarity Guide (Students)

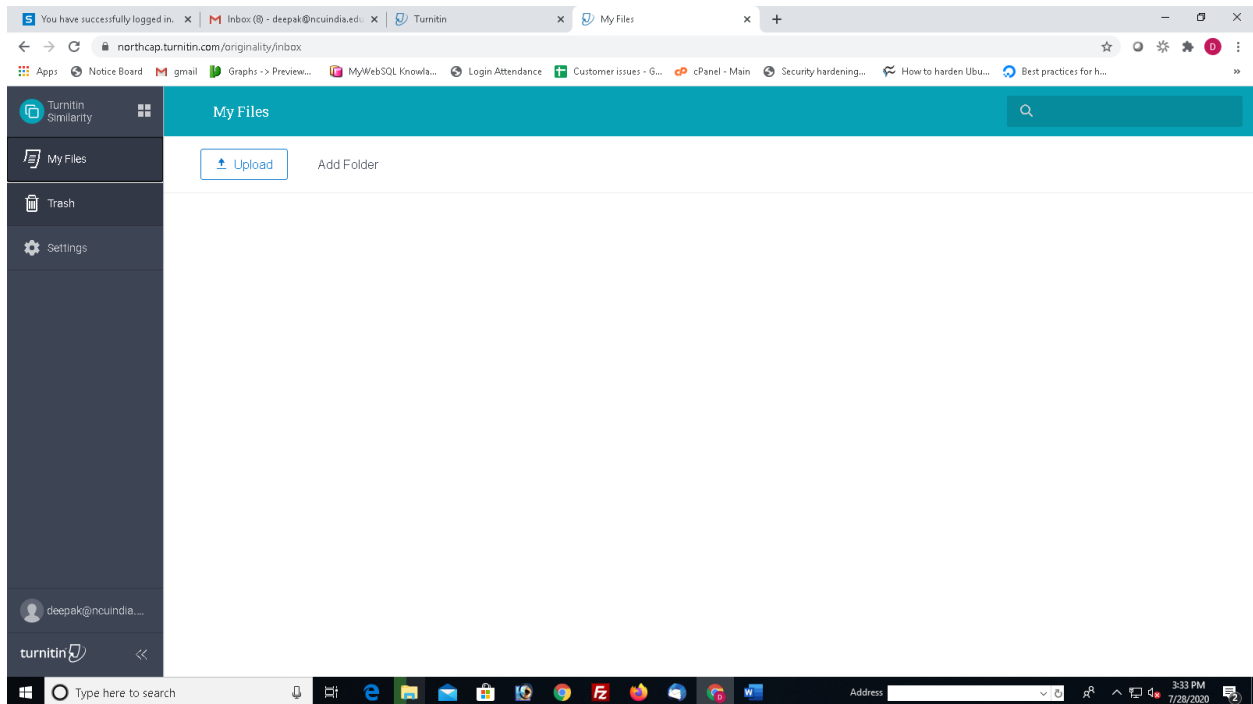
Login process



Login to https://northcap.turnitin.com

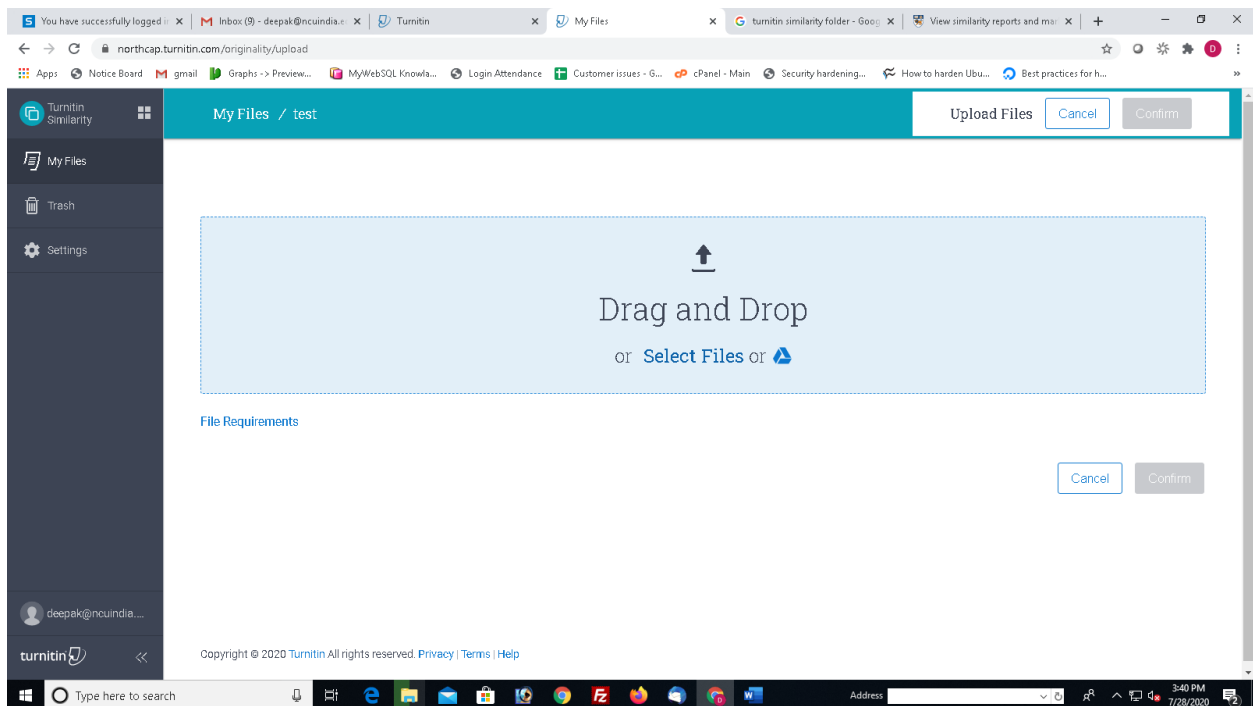


Click on Launch or click on 4 buttons on top left to open Turnitin Similarity

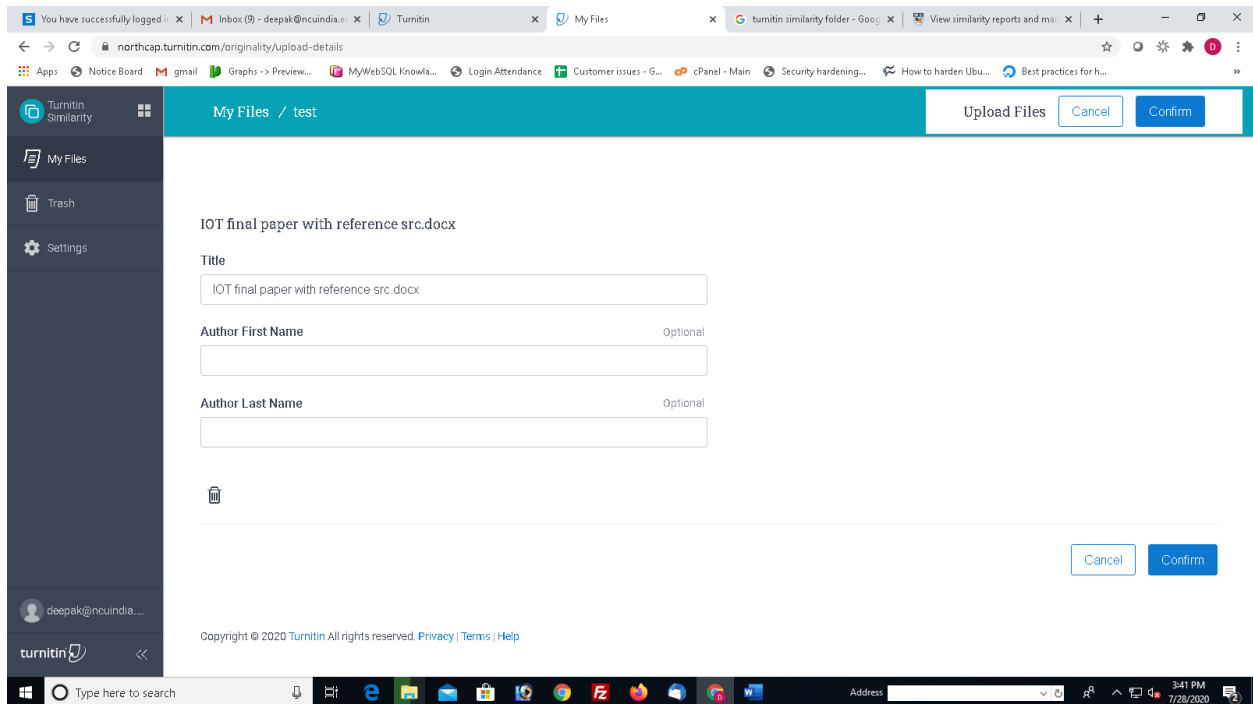


Turnitin Similarity is opened

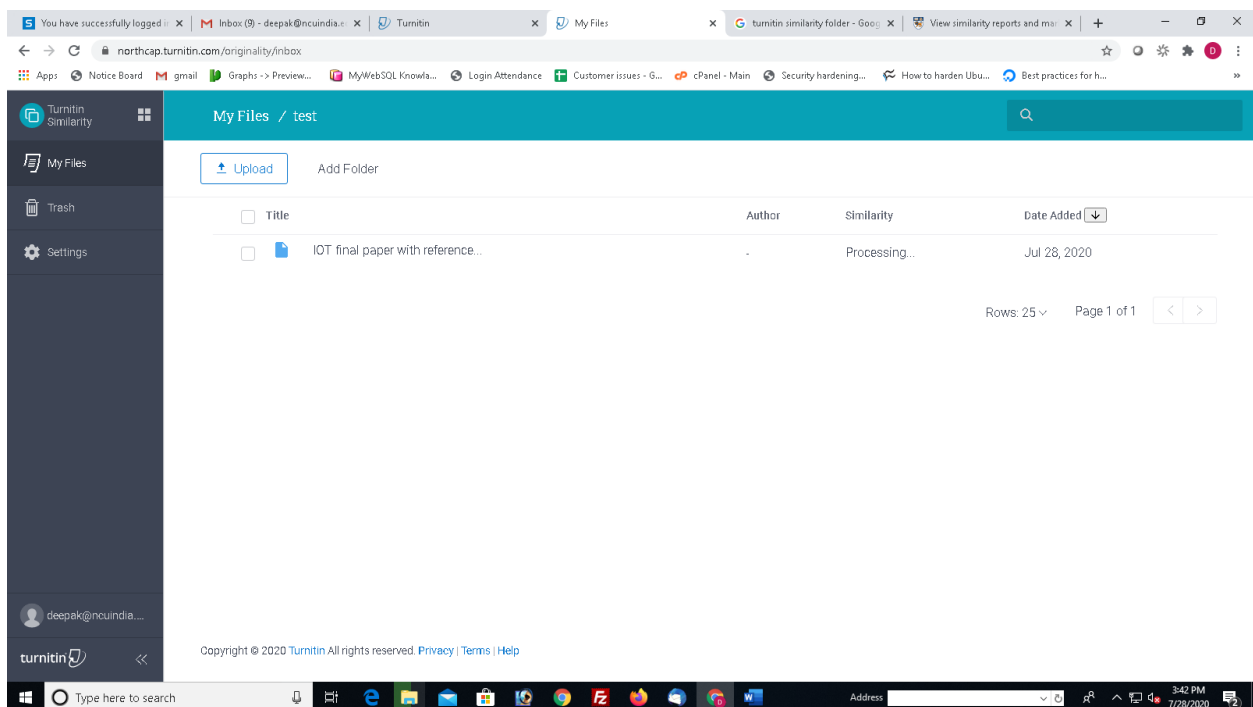
Submission of papers



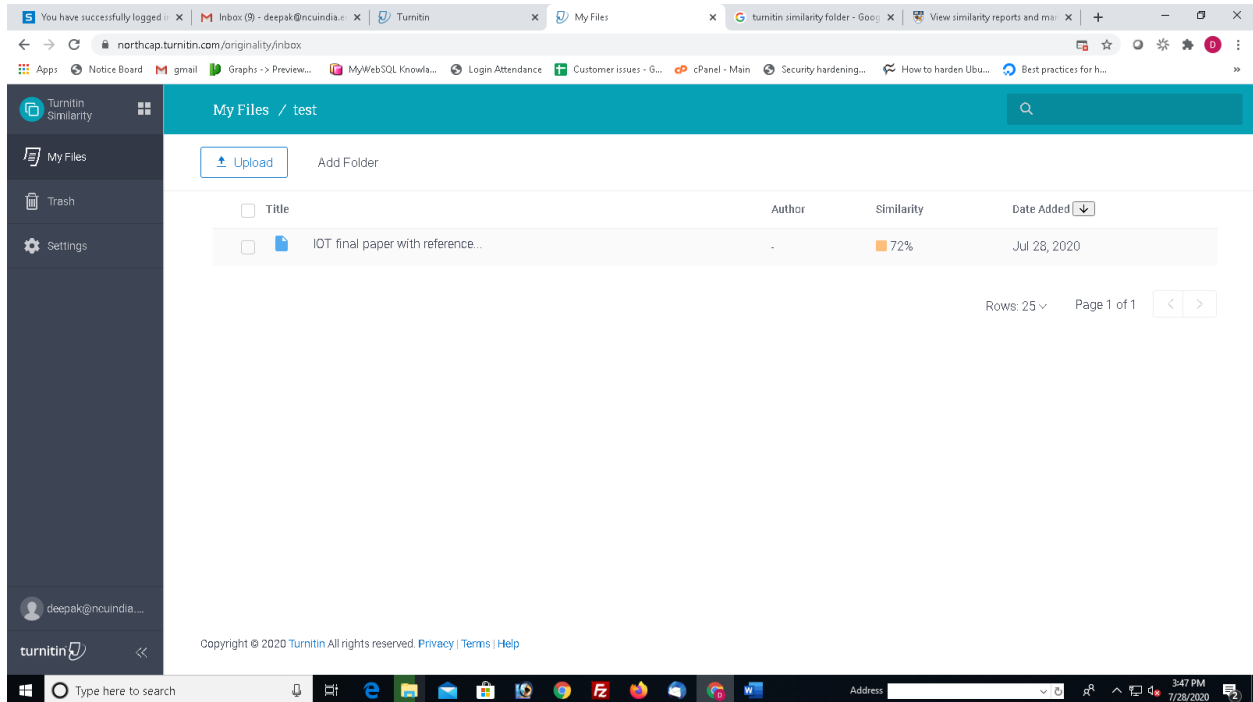
In case you want to submit a paper. Double click on folder to open it. You can submit the files here. Folder can be used for organizing the submissions.



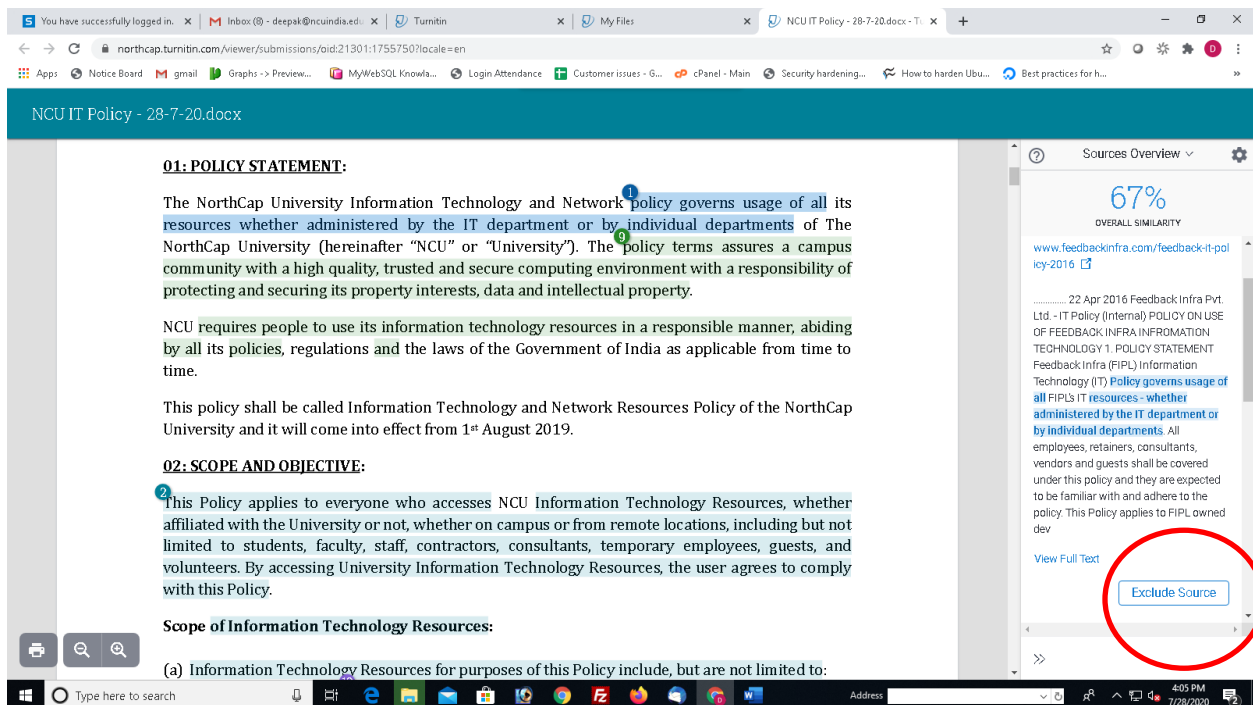
Fill the Title, First Name and Last Name. Click on confirm to upload the file.



It will take some time to upload the file.



Click on similarity to open the report



You can see the source of similarity and source can also be excluded from here.

NCU IT Policy - 28-7-20.docx

Sources Overview

67% OVERALL SIMILARITY

1 www.feedbackinfra.com 33% INTERNET

< 1 of 41 >

www.feedbackinfra.com/feedback-it-policy-2016

..... 22 Apr 2016 FeedbackInfra Pvt. Ltd. - IT Policy (Internal) POLICY ON USE OF FEEDBACK INFRA INFORMATION TECHNOLOGY 1. POLICY STATEMENT FeedbackInfra (FIPL) Information Technology (IT) Policy governs usage of all FIPL's IT resources - whether administered by the IT department or by individual departments. All employees, retainers, consultants, vendors and guests shall be covered under this policy and they are expected to be familiar with and adhere to the policy. This Policy applies to FIPL owned

Type here to search

4:06 PM 7/28/2020

NCU IT Policy - 28-7-20.docx

Settings

Exclude search repositories:

- Internet
- Publications
- Crossref
- Crossref Posted Content
- Submitted Works

Exclude from Similarity Report:

- Bibliography
- Quotes
- Citations
- Small Matches

Done

01: POLICY STATEMENT:

The NorthCap University Information Technology and Network policy governs usage of all its resources whether administered by the IT department or by individual departments of The NorthCap University (hereinafter "NCU" or "University"). The policy terms assures a campus community with a high quality, trusted and secure computing environment with a responsibility of protecting and securing its property interests, data and intellectual property.

NCU requires people to use its information technology resources in a responsible manner, abiding by all its policies, regulations and the laws of the Government of India as applicable from time to time.

This policy shall be called Information Technology and Network Resources Policy of the NorthCap University and it will come into effect from 1st August 2019.

02: SCOPE AND OBJECTIVE:

This Policy applies to everyone who accesses NCU Information Technology Resources, whether affiliated with the University or not, whether on campus or from remote locations, including but not limited to students, faculty, staff, contractors, consultants, temporary employees, guests, and volunteers. By accessing University Information Technology Resources, the user agrees to comply with this Policy.

Scope of Information Technology Resources:

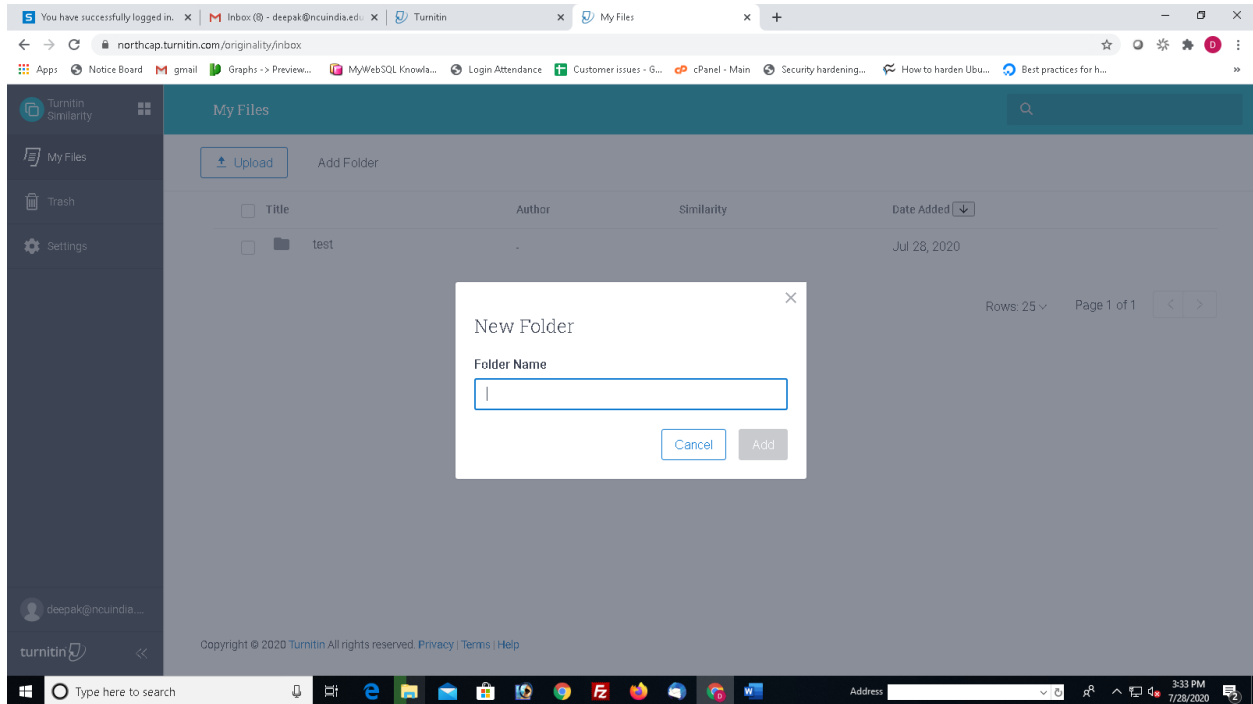
(a) Information Technology Resources for purposes of this Policy include, but are not limited to:

Type here to search

4:05 PM 7/28/2020

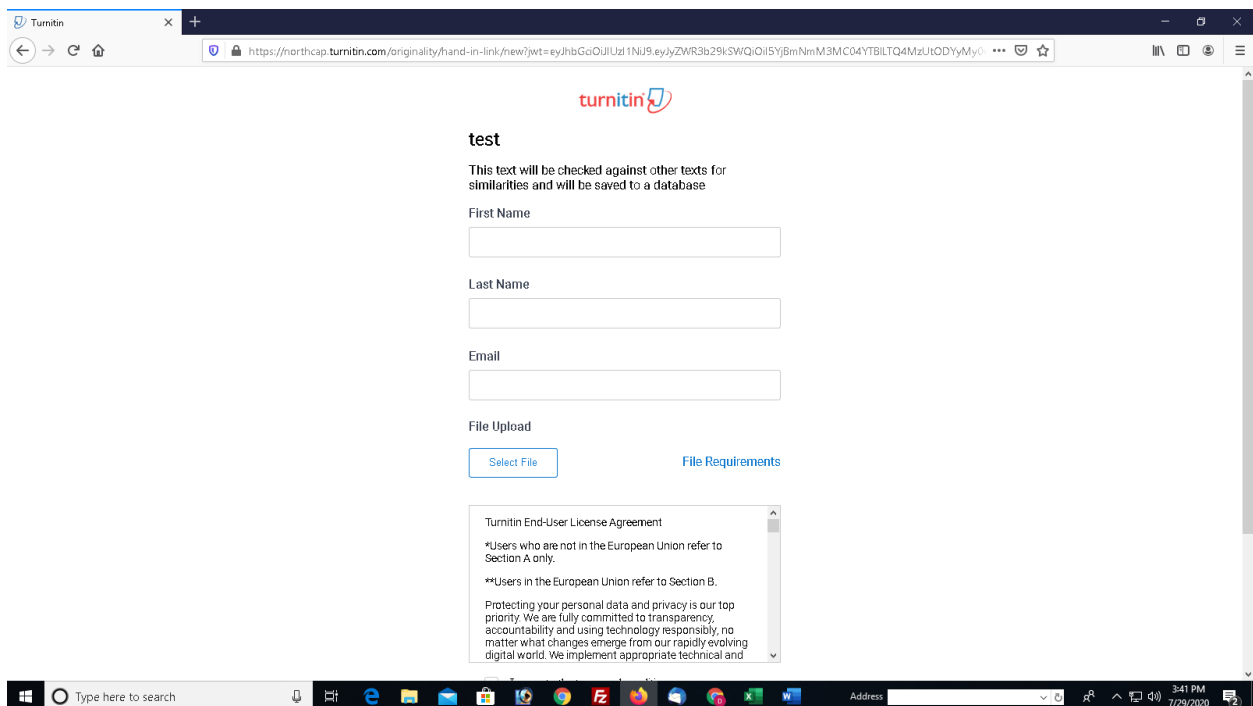
You can also exclude the sources by clicking on the cog button. Printing of the report can be done by clicking on the print button. It can also be printed in pdf format and shared to the student.

Uploading files in the folder shared by Faculty members to check similarity



The screenshot shows the Turnitin 'My Files' interface. A 'New Folder' dialog box is open, prompting the user to enter a 'Folder Name'. The background shows a table with columns for Title, Author, Similarity, and Date Added. A folder named 'test' is visible, dated Jul 28, 2020. The interface includes a sidebar with 'My Files', 'Trash', and 'Settings' options. The bottom of the screen shows the Windows taskbar with the time 3:33 PM on 7/28/2020.

Faculty can create folders according to subject or as desired and share the folder with the students.



The screenshot shows the Turnitin submission page for a folder named 'test'. The page includes the Turnitin logo and the text: 'This text will be checked against other texts for similarities and will be saved to a database'. Below this, there are input fields for 'First Name', 'Last Name', and 'Email'. A 'File Upload' section contains a 'Select File' button and a link to 'File Requirements'. At the bottom, there is a 'Turnitin End-User License Agreement' section with a scrollable text area containing the following text:

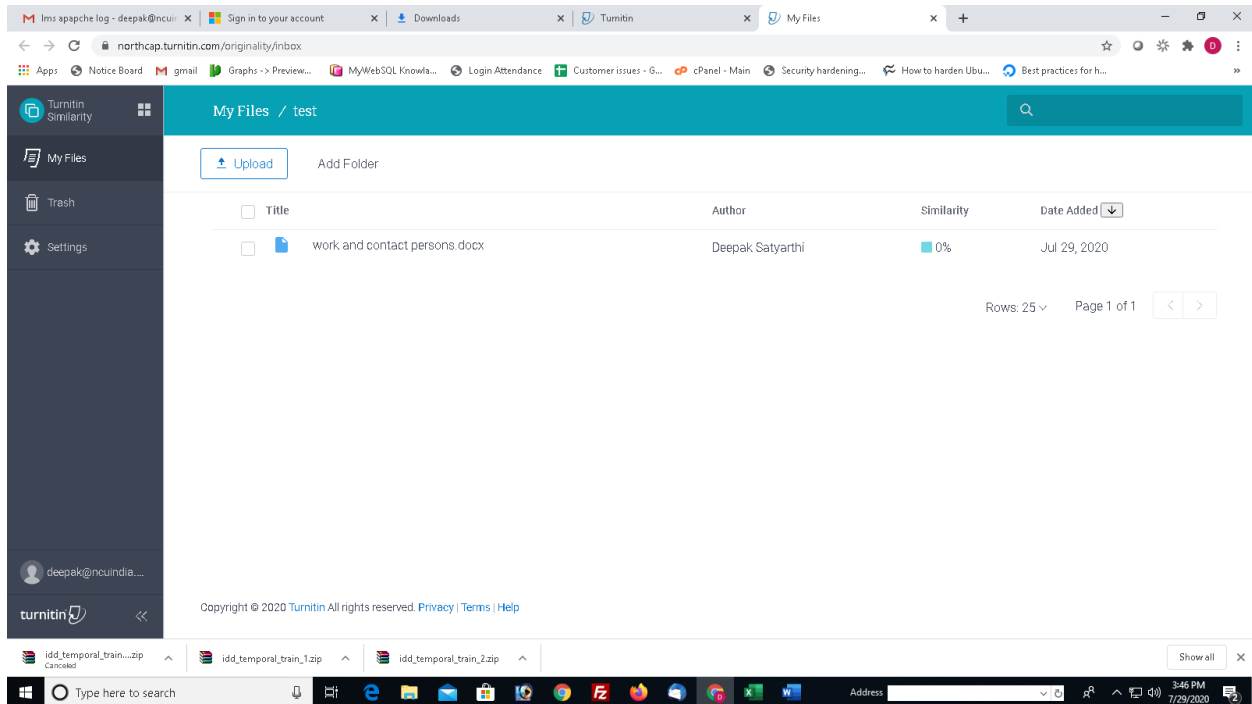
Turnitin End-User License Agreement

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

Protecting your personal data and privacy is our top priority. We are fully committed to transparency, accountability and using technology responsibly, no matter what changes emerge from our rapidly evolving digital world. We implement appropriate technical and

The bottom of the screen shows the Windows taskbar with the time 3:41 PM on 7/29/2020.

Student will open the URL and get the screen as illustrated above. Student fills his/her first name, last name, email ID. Selects the file and send it to you.

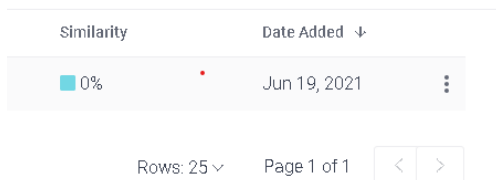


Faculty will check the similarity going inside the folder. Student will get a mail for successful submission.

Faculty will not delete the submitted papers. They can exclude the submission already done.

Important

On paper submission, you will get three dotted lines as illustrated below.



Right click on the three dots and select copy ID. This provides an oid number for every paper submitted. You are requested to note down the oid number for

all papers submitted. For any problem related to paper submission or removal from Turnitin repository this paper ID is required. **Do not Loose this OID number.**

Similarity	Date Added ↓	
■ 0%	Jun 19, 2021	⋮
Rows: 25 ▾	Page 1 of	<div data-bbox="732 583 954 856"><ul style="list-style-type: none">EditMoveDeleteCopy ID</div>

Getting the paper deleted from repository

Provide the OID number to deepak@ncuindia.edu. Oid can be taken from concerned faculty member if submitted in the faculty folder or from your account if the paper has been submitted by the student on their account.

To get the oid follow the steps given above.

Normal time to delete the pare is one day. On losing the oid requires the involvement of Turnitin USA Team which can take weeks.

In case of any problem, follow the escalation matrix

- 1) Concerned faculty member
- 2) <https://helpdesk.ncuindia.edu/>
- 3) Deepak Satyarthi (deepak@ncuindia.edu)