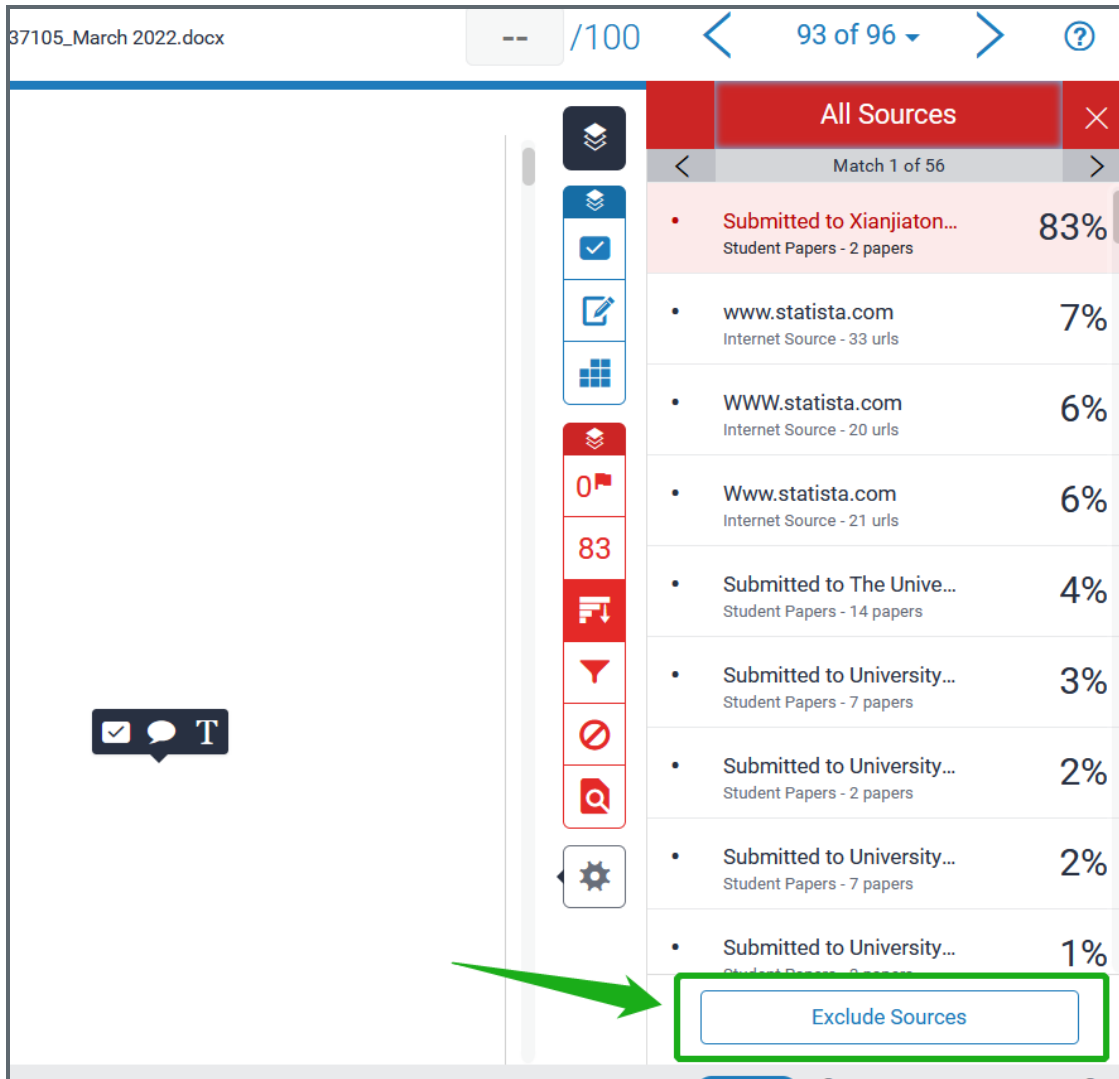


How to Exclude the Source of a Wrong Submission



An example of "Exclude Sources" function in the Turnitin Similarity report

Overview:

This guide will show you how to exclude the sources mistakenly submitted to the wrong modules, thus decreasing the similarity percentage of the current submission.

What to know:

After three trials in "Turnitin Website Checking", some students may attempt to do the informal checking via other accounts or to previous formal modules. Any document submitted to formal modules other than "Turnitin Website Checking" will be saved in the repository and checked against other submissions. Therefore, when the students upload their final draft to the right dropbox, the similarity percentage will be extremely high due to the previous drafts in the wrong modules already stored in the Turnitin repository. When the teachers view the similarity report of these submissions, they could exclude the sources of the wrong submission if confirmed by the student that the source is the same student's previous trial submission.

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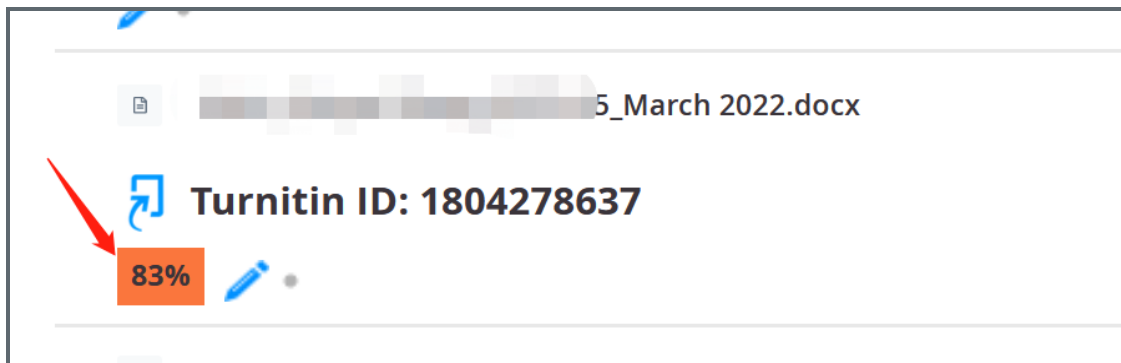
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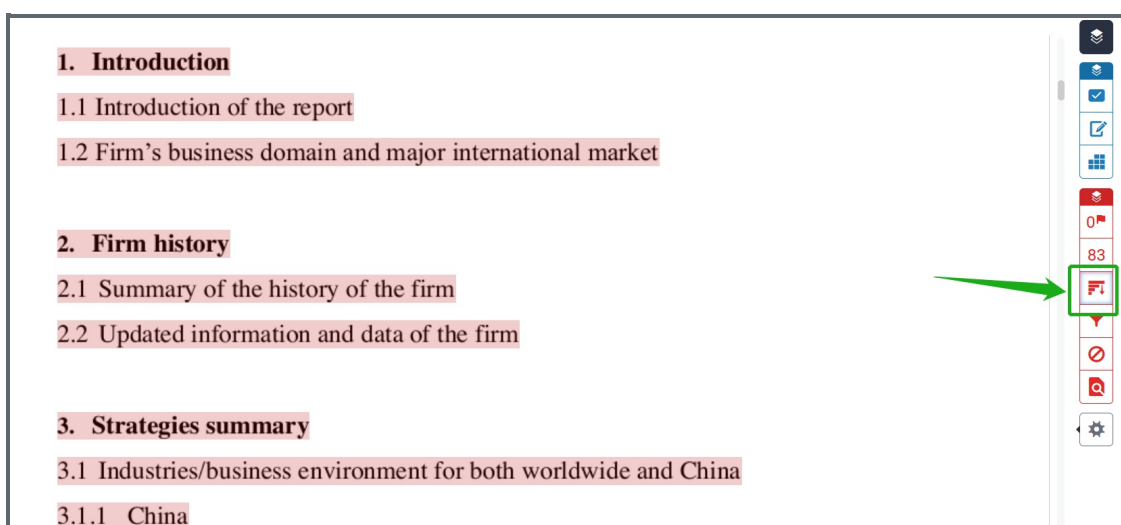
Step 1: Open a similarity report

Click on the similarity percentage and the similarity report will be opened in a new webpage.



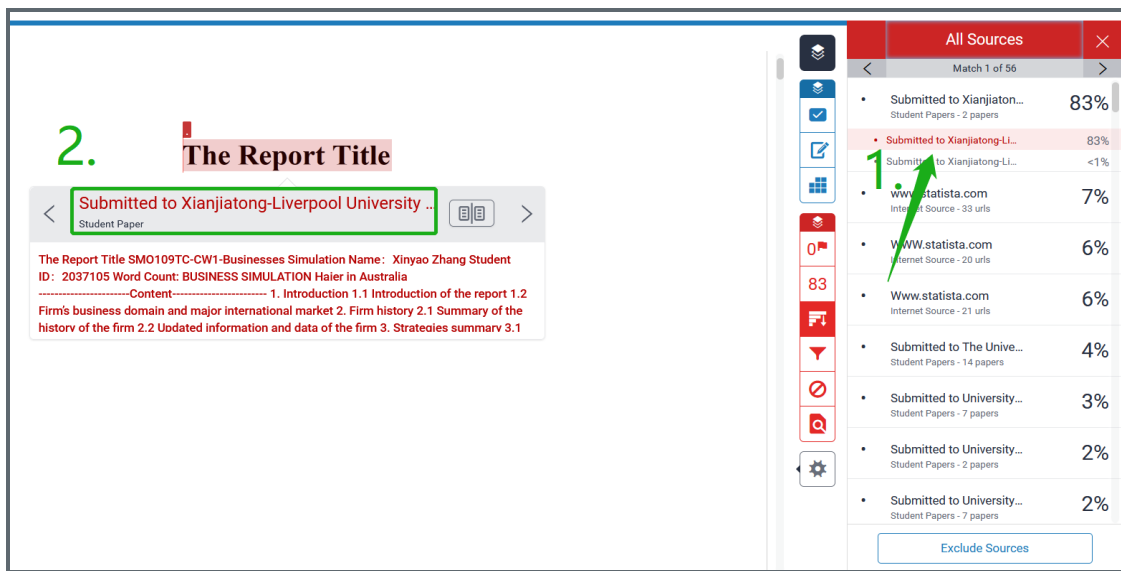
Step 2: Reveal all sources

The similarity layer is usually hidden on the right side. Click the "All sources" button to unhide the side panel. All similar sources will then be revealed in the sidebar.



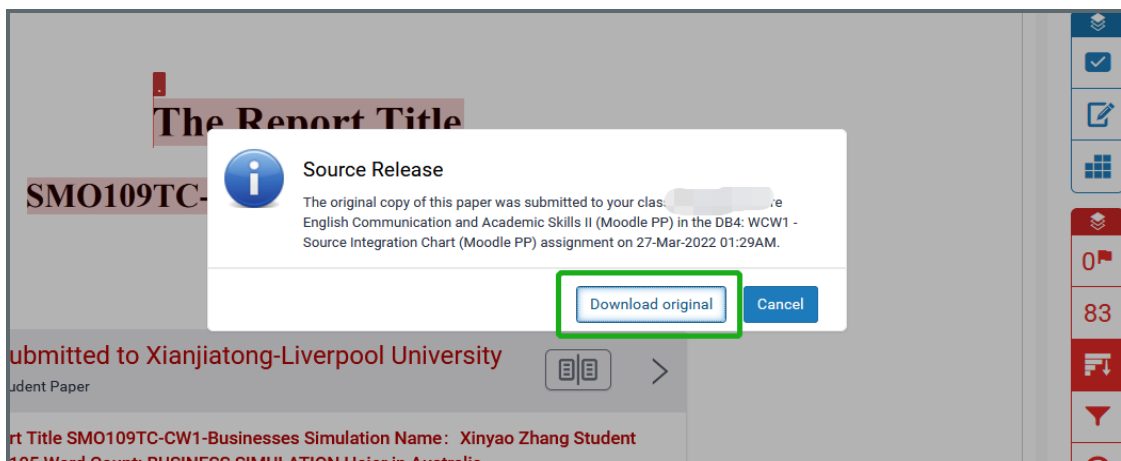
Step 3: Check the source

1. Click on the first source with the highest similarity percentage. A detailed description will be displayed with the student's name and dropbox information.
2. Click on the source button to download the source document.



Step 4: Confirm the writer of the source

After downloading the file, you could check if the source is the previous wrong submission by the same student.



Step 5: Exclude the source with the high percentage

After confirming the source, click the "Exclude" button and then choose the source you need to exclude.

The screenshot displays a software interface for managing sources. On the left is a vertical sidebar with various icons, including a gear icon at the bottom. The main area shows a list of sources under the heading 'All Sources'. The list includes:

- Submitted to Xianjiaton... (Student Papers - 2 papers) 83%
- www.statista.com (Internet Source - 33 urls) 7%
- WWW.statista.com (Internet Source - 20 urls) 6%
- Www.statista.com (Internet Source - 21 urls) 6%
- Submitted to The Unive... (Student Papers - 14 papers) 4%
- Submitted to University... (Student Papers - 7 papers) 3%
- Submitted to University... (Student Papers - 2 papers) 2%
- Submitted to University... (Student Papers - 7 papers) 2%
- Submitted to University... (Student Papers - 2 papers) 1%

At the bottom, there is a red button labeled 'Exclude (2)' and a white button labeled 'Cancel'. Below these buttons, the text 'Recalculate originality score' is visible. A green arrow points to the checked checkbox of the first item, and another green arrow points to the unchecked checkbox of the last item. A large green number '2' is overlaid on the second item, and a large green number '1' is overlaid on the last item.

Step 6: Updated match overview

After the exclusion, the match overview is now updated to a lower similarity percentage accordingly.

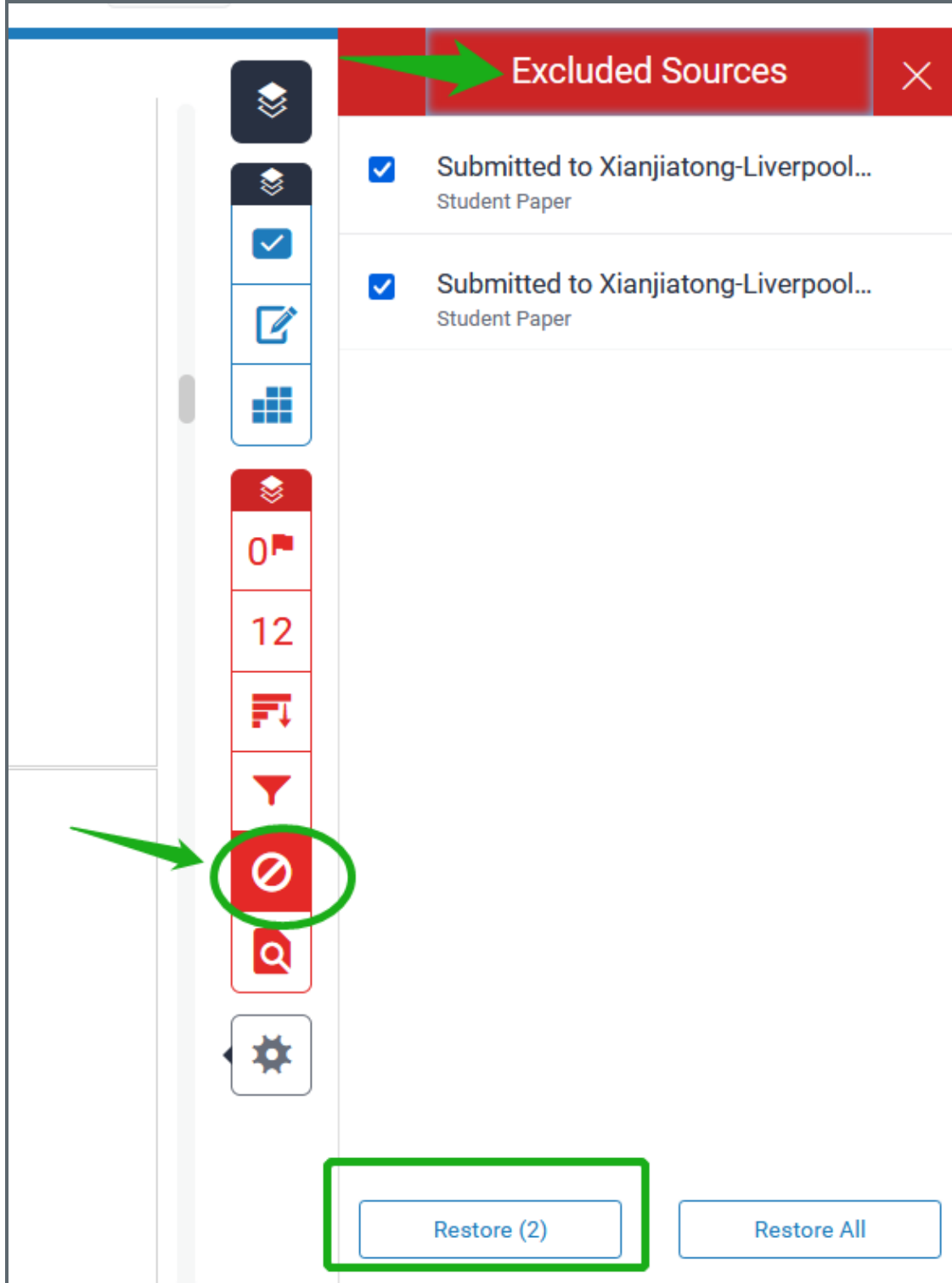
The screenshot shows a software interface with a sidebar on the left and a main content area on the right. The sidebar contains several icons, including a gear icon at the bottom. A red vertical bar highlights a section of the sidebar, and a green circle highlights the number '12' within this section. A green arrow points from the left towards the '12'. The main content area is titled 'All Sources' and shows a list of sources with their respective percentages. The list is as follows:

Source	Percentage
www.statista.com Internet Source - 33 urls	7%
WWW.statista.com Internet Source - 20 urls	6%
Www.statista.com Internet Source - 21 urls	6%
Submitted to The Unive... Student Papers - 14 papers	4%
Submitted to University... Student Papers - 7 papers	3%
Submitted to University... Student Papers - 2 papers	2%
Submitted to University... Student Papers - 7 papers	2%
Submitted to University... Student Papers - 3 papers	1%
Submitted to Fachhoch... Student Paper	1%

At the bottom of the main content area, there is a button labeled 'Exclude Sources'.

Step 7: Restore the exclusion

If you need to recall the excluding, click on the "excluded sources" button in the similarity layer and restore the previous excluded sources. Afterwards, the match overview will be changed back the previous percentage.



Tips:

Only the instructor/Teacher role can make the exclusion of the wrong submission and the changes will be saved in the Turnitin system.