Academic Honesty Statement and Code of Student Conduct

Students are expected to maintain academic integrity and honesty in completion of all work for SOU classes. According to SOU's Student Code of Conduct: "Acts of academic misconduct involve the use or attempted use of any method that enables a student to misrepresent the quality or integrity of his or her academic work and are prohibited".

Such acts include, but are not limited to: copying from the work of another, and/or allowing another student to copy from one's own work; unauthorized use of materials during exams; intentional or unintentional failure to acknowledge the ideas or words of another that have been taken from any published or unpublished source; placing one's name on papers, reports, or other documents that are the work of another individual; submission of work resulting from inappropriate collaboration or assistance; submission of the same paper or project for separate courses without prior authorization by faculty members; and/or knowingly aiding in or inciting the academic dishonesty of another.

Any incident of academic dishonesty will be subject to disciplinary action(s) as outlined in SOU's Code of Student Conduct.

In case of loss, theft, destruction or dispute over authorship, always retain a copy of any work you produce and submit for grades. Retain all written work that has been graded and handed back to you.

Turnitin Overview

Turnitin is a service that can be used to increase awareness of academic honesty. Papers that are submitted to Turnitin are compared to articles on the Internet, magazines and journals, and student submissions to other classes and other schools. After this extensive comparison, Turnitin generates an Originality Report indicating how much of the text in the student submission matches other sources. Turnitin also provides a number of ways for instructors to provide feedback to students. For more information about Turnitin, see Answers to Questions Students Ask About Turnitin.

Browser Requirements

Turnitin requires your browser to accept pop-ups from moodle.sou.edu. If you click on a link and don't see the expected screen, it's likely that your browser has blocked pop-ups.

NOTE: We recommend that you use Firefox or Chrome for working with Turnitin and Moodle. (We don't recommend using Safari because of the way it handles pop-ups.) View pop-up blocker instructions for Firefox, Chrome, or Safari by clicking on the appropriate link. You only need to enable pop-ups from our Moodle site once for each browser you use.

After enabling pop-ups from moodle.sou.edu, click on the link again to display the next screen. The report or other item will open in a new tab or window. This window may be hidden behind your original window, so be sure to check all windows to find it. (It helps to close all extraneous windows first.) If Turnitin still does not work as expected with one browser, try switching to a different browser.

Submitting a Turnitin Assignment

If your instructor has added a Turnitin assignment to your Moodle course, it can be identified by the blue and red icon shown in Figure 1. To submit your assignment:

1. Click on the Turnitin Assignment link on the Moodle course page. The Turnitin **My Submissions** page (Figure 2, below) will display on your screen. (The numbers in the figure correspond to the numbered steps on the following pages.)
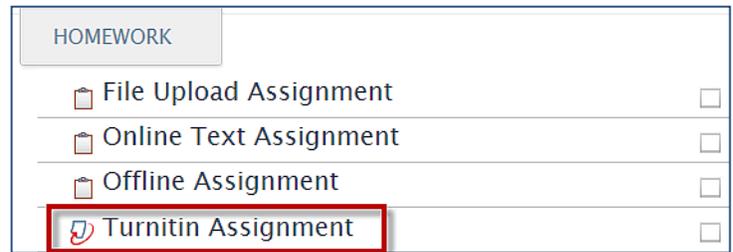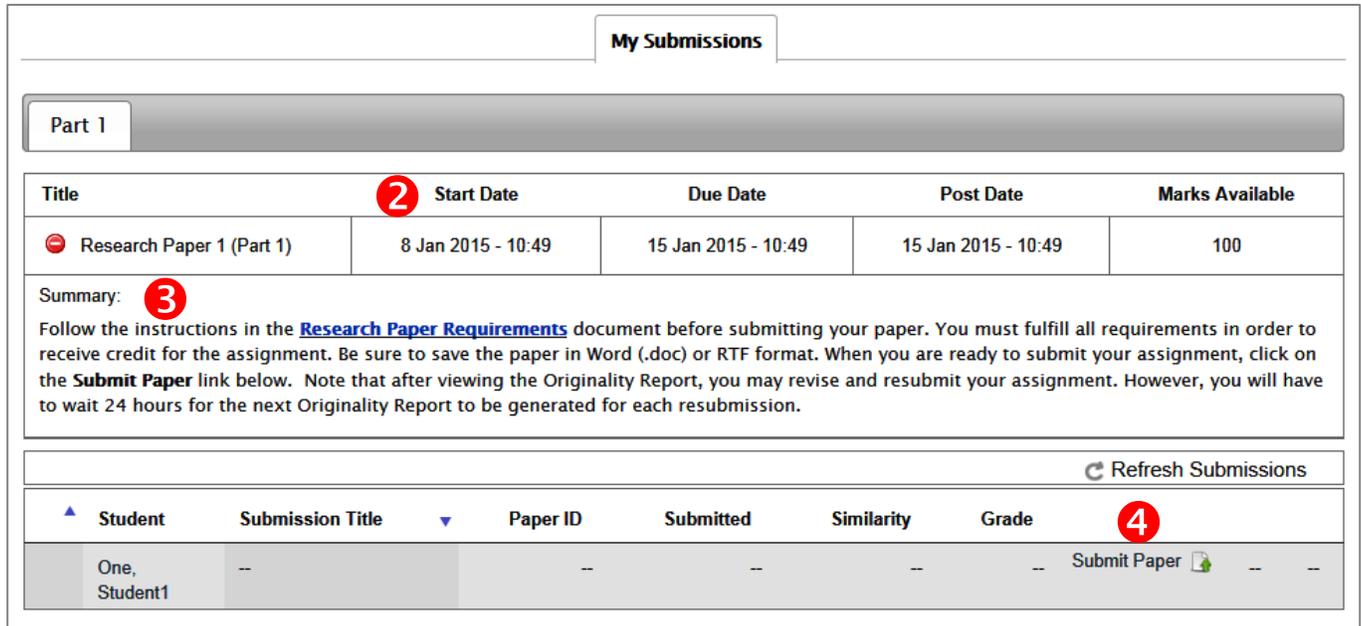

Figure 1: Turnitin Assignment Link

Figure 2: Turnitin My Submissions Screen

2. Note the important dates associated with this assignment:
   - **Start Date** – date and time when you may begin submitting the assignment.
   - **Due Date** – date and time by which you are expected to complete your submission.
   - **Post Date** – date and time when you may view your grade and feedback from the instructor.

3. Review the instructions provided in the **Summary** section. If your instructor has embedded a file or web link for your use in completing the assignment, click on the link to download the file or to go to the website. Be sure to follow all instructions and requirements such as file format, number of pages, naming convention, etc. In most cases, papers should be submitted Microsoft Word (.doc) or RTF format; however, you should follow instructions provided by your instructor.

4. When you are ready to submit your file, click on the **Submit Paper** 📤 link near the bottom of the My Submissions screen.

5. If a link appears for the Turnitin Agreement, click on it to read the agreement. (See **Turnitin** Overview

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6. Browser **Requirements on p. 1 if the agreement does not display**.) Click on **I agree** to continue to the **Submit Paper** screen (Figure 3, below).

Figure 3: Submit Paper Screen

7. Enter a title for your file in the **Submission Title** box.

8. Post your file by dragging and dropping it to the **Files to Submit** box (or clicking on the **Add** icon [+] above the box). If you are not familiar with how to use either method to submit files, see the [Student Guide to Assignments](#) for instructions. When you have successfully added your paper, an icon representing your file and its file name will appear in the **Files to Submit** box.

   -OR-

   If the submission box is labeled **Text to Submit** (instead of File to Submit), you can simply type the text in the box. Better yet, you can compose your response in Word, proofread your work, save the file for safekeeping, and copy and paste the text into the box.

9. **Important!** Below your submission is a statement confirming that the submission is your own work. Be sure to check this box before adding your submission. If you forget to check this box before submitting, you will need to re-attach the file, as the initial file will no longer appear in the **Files to Submit** box. (Text typed or pasted into the box does not need to be re-entered.)

10. Click on **Add Submission**.

11. Wait for a **Digital receipt** (Figure 4, below) to display. It should show the first few paragraphs of your submission, confirming that the file was received and contains readable text. Note that the receipt only includes the first few paragraphs; it does not show all the text that was received.

NOTE: If you see an error message instead of a digital receipt, it's likely that you tried to submit a file in the wrong format. Check with your instructor to verify the required format for the assignment. If you are still having trouble submitting your file, please create a Help Desk ticket.
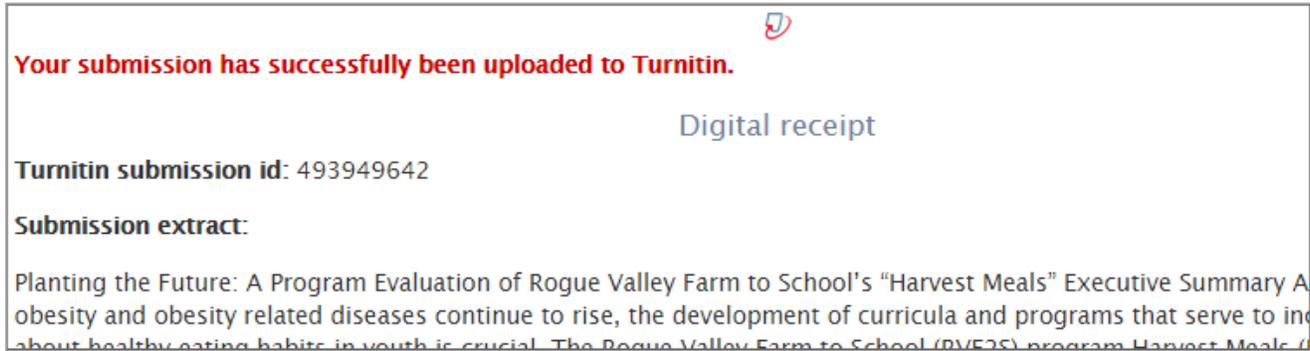

Your submission has successfully been uploaded to Turnitin.

Digital receipt

Turnitin submission id: 493949642

Submission extract:

Planting the Future: A Program Evaluation of Rogue Valley Farm to School's "Harvest Meals" Executive Summary A obesity and obesity related diseases continue to rise, the development of curricula and programs that serve to ind about healthy eating habits in youth is crucial. The Rogue Valley Farm to School (RVF2S) program Harvest Meals (

Figure 4: Digital Receipt

12. After viewing the receipt, click anywhere else on the screen to return to the My Submissions page.

Viewing the Originality Report

After the uploaded file is received, Turnitin generates a Similarity Index and an Originality Report for the file. The Similarity index is the percentage of text in the file that matches text from Turnitin sources (other student papers, journals, websites, etc.). The Originality Report highlights matching text in the file and provides links to matching sources on the Internet. If an Originality Report is available, you will see a number and a colored bar in the **Similarity** column of the My Submissions screen (Figure 5, below). To view the Originality Report:

Figure 5: My Submission Screen with Similarity Index

1. Click on the **Similarity Index** number or the colored box next to it.
2. If the Similarity column indicates that the report is pending, click on ⟳ **Refresh Submissions** to see if any updated results are available.

Note the following:

- See **Turnitin** Overview

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- Browser ==Requirements on p. 1 if the report does not display when you click on the Similarity Index link==.
- It may take anywhere from ten minutes to several hours for an Originality Report to be generated, depending on the amount of activity on the server and the length of your paper.
- If your instructor has set up the assignment to allow you to submit more than one draft, you will have to wait ==24 hours== for a new Originality Report each time you resubmit a file. Be sure to allow time for this resubmission delay if you plan to revise and resubmit your file.
- If the report is still pending after more than 24 hours, and clicking on the ⟳ Refresh Submissions link does not help, it's possible that your instructor has set the Originality Report to be hidden until after the due date. Check with your instructor to see if this is the case. **Do _not_ re-submit an assignment unless instructed to do so. Otherwise, you will have to wait another 24 hours before a new report can be generated**.
- Click on the image at right (Figure 6) to watch a video explaining how to use the Originality Report.
- A Similarity Index of 15% or less is desirable. However, a larger number does not necessarily indicate that portions of the paper have been plagiarized. It may simply mean that you have a lot of quoted text in the paper. Reviewing this report will help you and your instructor determine if you have cited all your sources and/or if you need to a better job of paraphrasing information from your sources.

Figure 6: Link for Originality Report Video

Viewing Grades and Feedback

Any grades or comments entered by your instructor will become visible after the assignment Post Date has passed. When grades and/or comments are available, a blue pencil icon appears in the **Grade** column of the Turnitin My Submissions page (Figure 7, below).

Figure 7: Grade Icon on My Submission Screen

Click on the blue pencil icon to view your instructor's comments. The Turnitin GradeMark page will display in a new browser window or tab (Figure 8, below). (See **Turnitin Overview**

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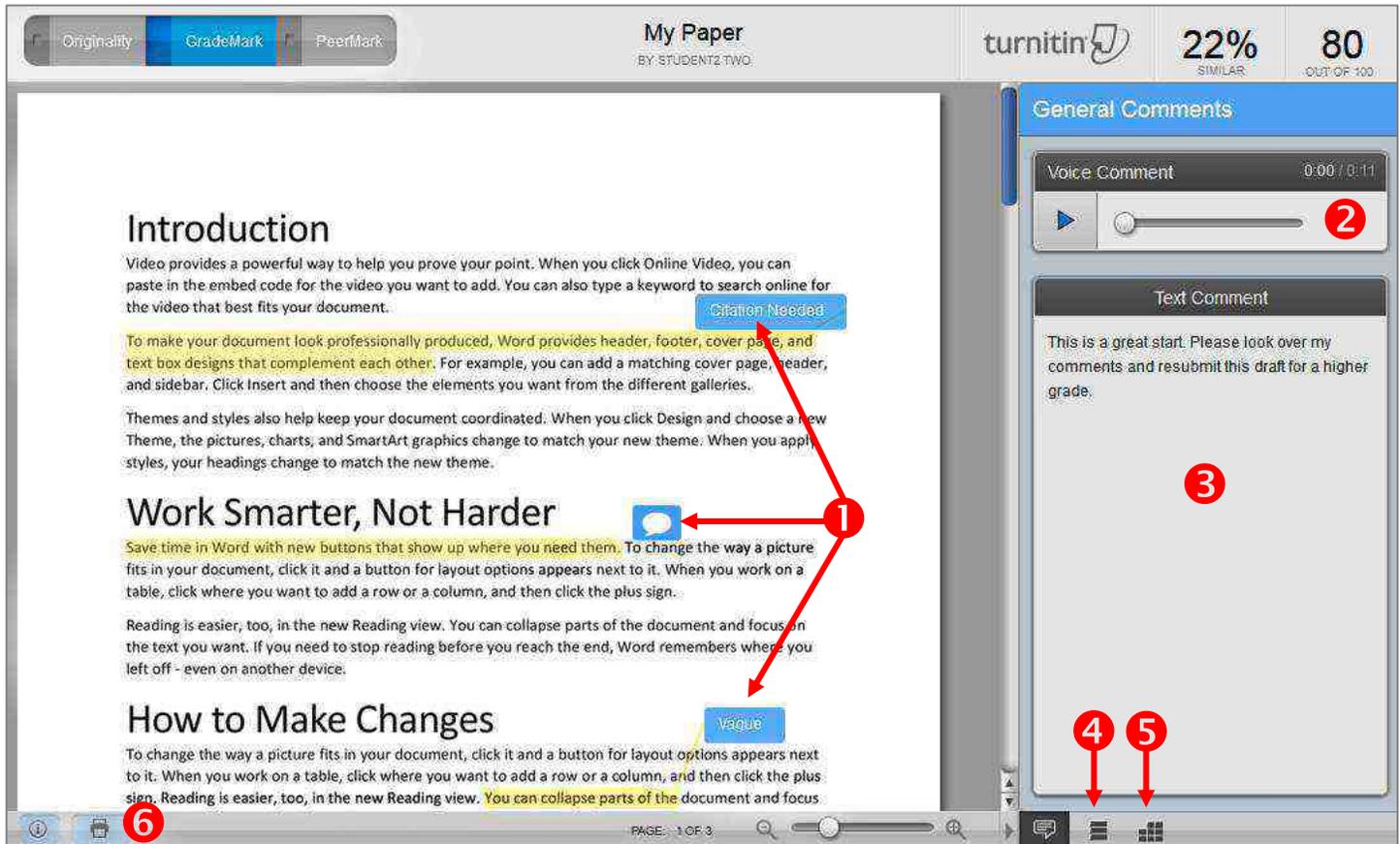Browser Requirements on p. 1 if the page does not display.)

Figure 8: GradeMark Page

1. If your instructor has added comments in specific sections of the paper, they will be identified by blue rectangles on the document. Hover your mouse over each blue rectangle to read the comments.

2. If your instructor has recorded a voice comment, you can hear it by clicking on the **Play** icon ▶ at right. (If your instructor has not recorded a voice comment, this section will not appear on your screen.)

3. If your instructor has entered a general comment about the paper, it will appear in the Text Comment section at right.

4. Instead of scrolling through your entire document to find all comments left by the instructor, you can click on the **View All Comments** icon ☰ at the bottom right section of the GradeMark screen to view them.

5. If your instructor has graded this assignment using a rubric, you can view it by clicking click on the **Rubric** icon ▦ at right.

6. Click on the **Print** icon 🖶 and select **Download PDF of Current View** to download a copy of your paper along with instructor comments.