How to use Turnitin Draft Coach

Turnitin Draft Coach for Microsoft Word online is now available.

Adding Turnitin Draft Coach to Microsoft Word online

Once Turnitin Draft Coach has been set up by your school, you will be able to use it on any of your drafts to help you work towards the final draft of your assignment.

1. Open a Microsoft Word assignment online.

2. Select Insert and *then Add-ins* . In the view below, Add-ins is visible after you click "Insert" and the meatball menu (3 horizontal dots). The view below is compressed to show part of the Word document in this example.
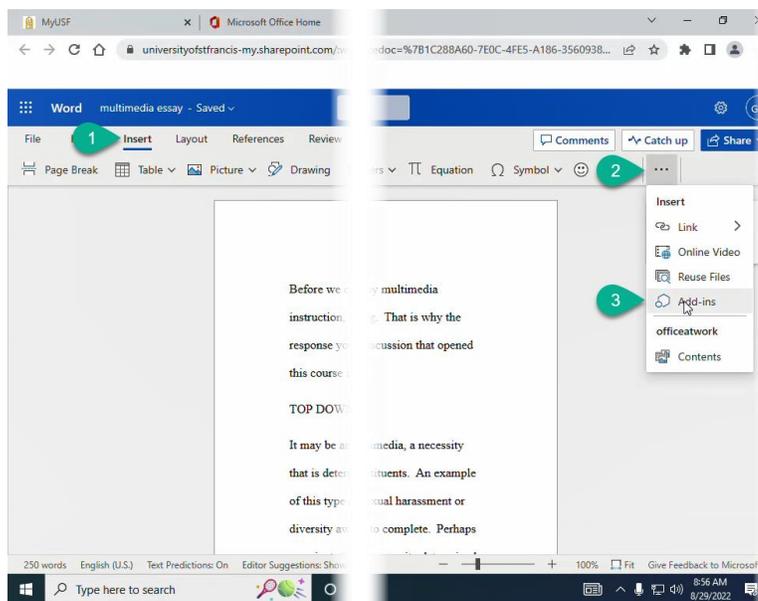
> If the add-in does not appear, you may need to refresh your page and try again. If it does not appear after refreshing the page, it may not be set up for your institution. Contact your instructor and they can advise you.

3. From the Add-ins modal, select Admin Managed and then Turnitin Draft Coach.

The Turnitin feature will appear on your Toolbar.

4. The Turnitin Draft Coach panel will appear on the right-hand side.

If the panel fails to appear and an error message appears instead, ensure pop-ups are enabled in your browsers settings and try again.

5. Turnitin Draft Coach is ready to be used. Select "Draft Coach" from the tools at the top of the window to open up the Turnitin Draft Coach panel. Scroll down and select "Get Feedback Now." You will be prompted to accept the end-user license agreement. Do that and then select "Continue to Draft Coach."

Similarity Check

You will be able to run a total of three Similarity Checks while drafting your assignment. We suggest using these strategically to get as much out of the reports as possible.

- Create a plan for using your reports prior to beginning your assignment.

- Think about the length of your assignment and the amount of source material you're referencing when *determining when to run your Similarity Checks.*

- We strongly suggest that you make an *effort* to not use your checks all at once. Spread them out to help you improve your writing and citations over multiple drafts.

To run your Similarity Check:

1. Make sure the Draft Coach panel is on the right-hand side of the page by adding the Draft Coach add- in to your Word document.

2. Select the Similarity tab at the top of the panel or the Similarity Check card in the middle of the panel.
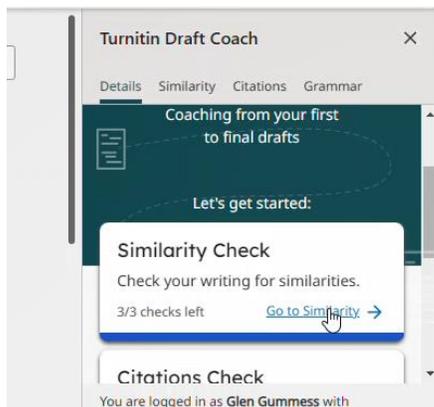
3. Select Run Similarity Check .

4. You will be shown how many reports you have left to run. Select *Confirm* if you would like to continue, or Cancel if you would like to continue working on your assignment.
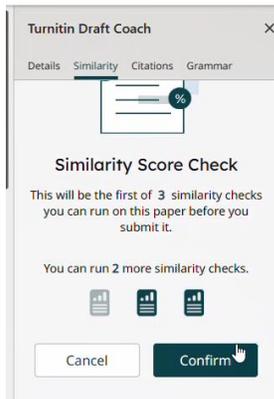
> Please do not alter your text while the Similarity Check is running. You can make changes as soon as the report has generated.

If there are any matches to existing documents (indicating a possible risk of plagiarism), you will see the score:
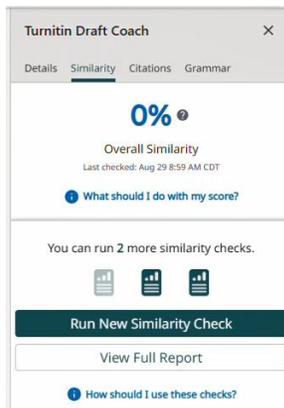
If you received matches to your draft, don't worry! It is normal to receive some matches in a well-referenced paper and it doesn't always mean that it is plagiarism. You can learn more about your Similarity Check results here.

5. If you have made changes to your assignment and would like to run a new report, select Run New Similarity Check. Draft Coach will tell you how many checks you have left to use.

> Running a Similarity Check will not add your assignment to our database so will not be used to match against your final paper.

> You can open an interactive version of your Similarity Report by selecting View Full Report at the bottom of the side panel. This opens a new tab in your browser and will let you select specific matches in your paper and show you the match in more detail within the insight panel. If you select a match from the insight panel, it will show you where in your paper the match was found. You cannot make changes to your paper here