How to use Turnitin Draft Coach

1st Edition

Table of contents

Introduction

What is Turnitin Draft Coach;

Turnitin Draft Coach can be used as an add-on to Microsoft Word Online (access through the Microsoft 365 portal), allowing you to check your final draft of your assignment before you submit it. It cannot be used in the desktop version of Microsoft Word.

The database includes billions of web pages: both current and archived content from the Internet, a database of student papers that have been submitted to Turnitin in the past, and a collection of documents, which consists of thousands of periodicals, journals, and publications.

Using this tool you can run:

1. Similarity Check
2. Citations Check
3. Grammar Guide
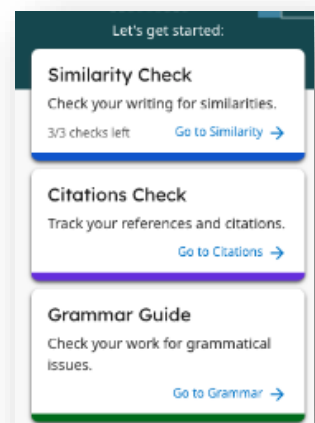
Notes

1. The reports are visible only to the person using it
2. You will be able to run a total of **three Similarity Checks** while drafting your assignment.
3. You will be able to run as many Grammar Guide checks as you like

To Turnitin Draft Coach στο Microsoft Word online

- You can use the Turnitin Draft Coach on office.com in MS-Word as long as you are connected to your UCY account

- Open an online Microsoft Word document

- Ensure **Home** is selected on the menu bar, and then select Turnitin.

  Draft Coach is now listed as an option beneath the menu bar.

`
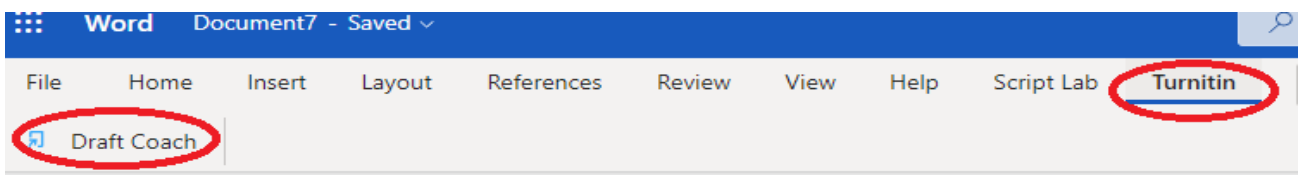
- Select Draft Coach. The Turnitin Draft Coach panel will appear on the right-hand side of your document.

- The first time you use it you should follow the steps below:

- Select **Get Feedback Now**

- On the Permissions Requested tab, select **Accept**

- Choose **I agree to the terms and conditions** και **Continue to Draft Coach**
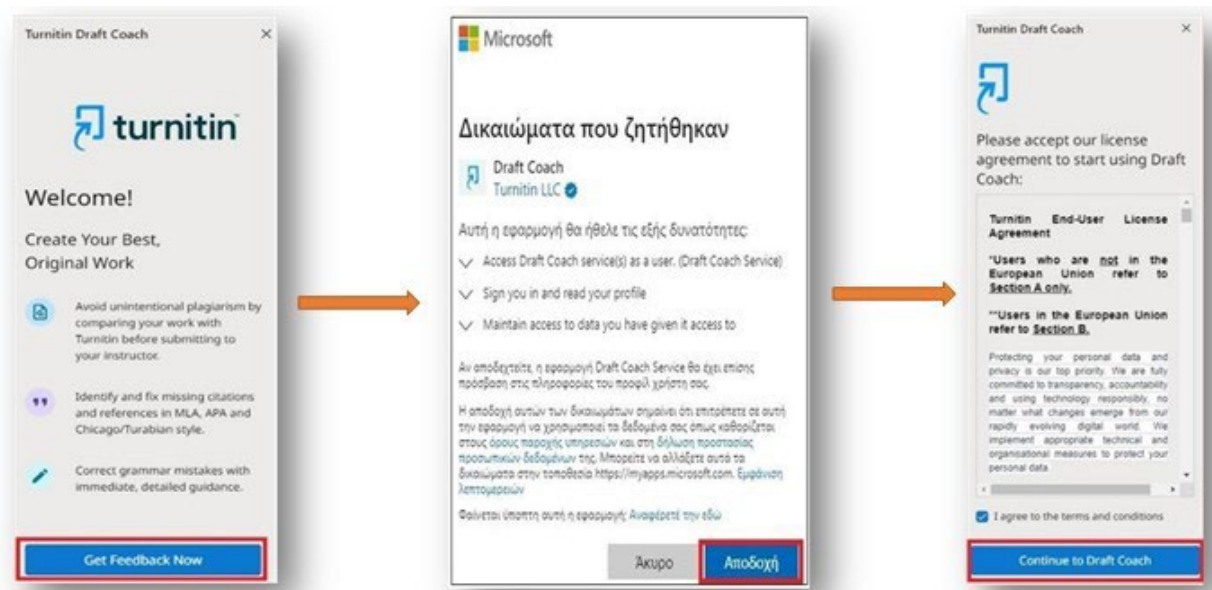
Similarity Check

You will be able to run a total of three Similarity Checks while drafting your assignment.

To run your Similarity Check:

- Select the **Similarity** tab at the top of the panel or the **Similarity Check card** in the middle of the panel.
- Select **Run Similarity Check**
- 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.


Do not alter your text while the Similarity Check is running. You can make changes as soon as the report has generated.

Full report

Once you have run at least one Similarity Check, you will be given the option to view the full report. Selecting the **View Full Report** button at the bottom of your Draft Coach similarity report will launch your draft into a new window
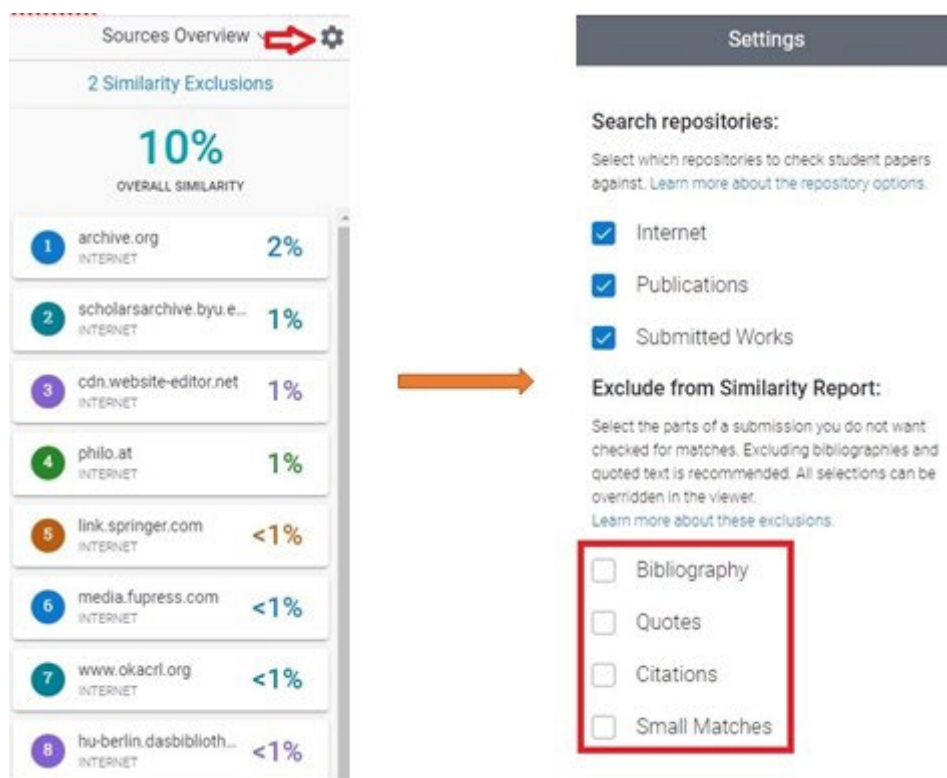
You can download or print your similarity report
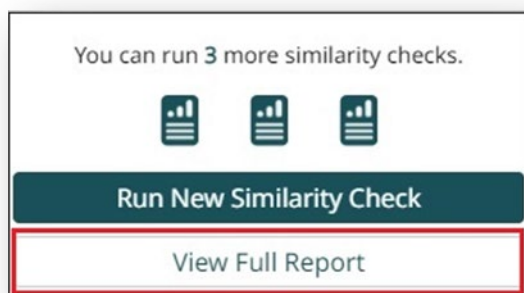
Excluding content from the Similarity Report

Content exclusions can include removing any matches to the bibliography or any places within a document where the author has used quotes.

- Select **Settings** ⚙ from the sidebar.
- Using the checkboxes, select the content types you would like to exclude from your document.
- Changes should automatically apply, but select the **Done** button to confirm and close the side-bar.

Citations Check

You will be able to run as many Citation Checks as you like while you draft your assignment. The Citations Check is used to help you identify when your citations are missing references or when your references are missing citations. This check focuses on identifying matching pairs of citations and references that you include in your text.

To run your Citations Check:

- Select the **Citations** tab at the top of the panel or the Citations Check card in the middle of the panel.
- Select **Run Citations Check**.
- If you have made changes to your assignment and would like to run a new report, select Run New Citations Check.

Grammar Guide

You will be able to run as many Grammar Guide checks as you like while you draft your assignment.

To run your Grammar Guide:

- Select the Grammar tab at the top of the panel or the Grammar Guide card in the middle of the panel.
- Select **Run Grammar Check**
- You will now have access to your Grammar Guide
- If you have made changes to your assignment and would like to run a new report, select Run Grammar Check.