



Turnitin Draft Coach

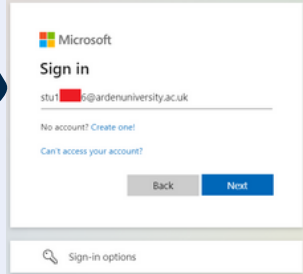
Quick Guide



How to Get the Draft Coach Add-in

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Step 1: Turnitin Draft Coach works only with the online version of Office Word. Therefore, directly go to <https://portal.office.com> and log in with your Arden University e-mail address and password.

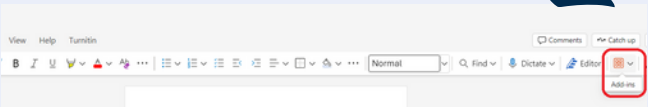
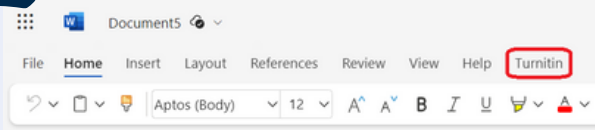


Step 2: You will see several Microsoft Office 365 programmes in the dashboard on the left. Click "Word" and create an empty Word document.

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Step 3: You should be able to see the Turnitin tab added to your menu ribbon already. Then proceed to step 5. If not, go to the "Home" tab.

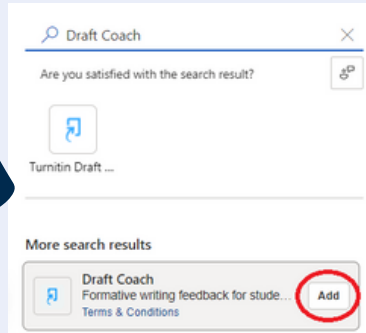


Step 4: When in Home, click the "Add-ins" button on the right side of the tool bar.

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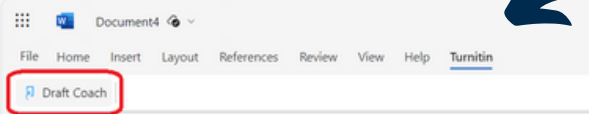
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Step 5: Write "draft coach" in the search bar. The add-in will appear in your search results. Click the "Add" button next to the add-in. This then opens the licence agreement in the sidebar. Click accept and continue to complete installation. The Turnitin Draft Coach icon then appears in the menu ribbon ready for use.



Step 6: Click the "Turnitin" tab in the menu ribbon and then click the Draft Coach button appearing on top left corner of the document. The Draft Coach dashboard will appear on the right side of your document.

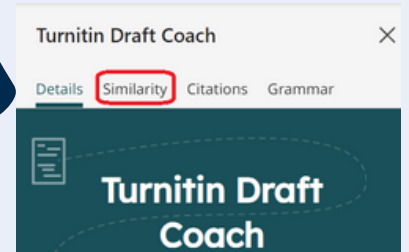
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How to Run a Similarity Check

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Step 1: On the Draft Coach dashboard on the right side of the screen, go to the "Similarity" tab.



Similarity Score Check

When you finish a draft, run a similarity check on your paper to see if it matches existing content in Turnitin's Database.

[How should I use these checks?](#)

Run Similarity Check

Step 2: Click the "Run Similarity Check" button.

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Step 3: Draft Coach will remind you that you can run only 3 similarity checks per document. If your draft is complete, then click "Confirm".

This will be the first of 3 similarity checks you can run on this paper before you submit it.

You can run 2 more similarity checks.

Cancel

Confirm

4

Step 4: The check process might take a few seconds. It is best if you make no changes to the document in the meantime for an accurate check.

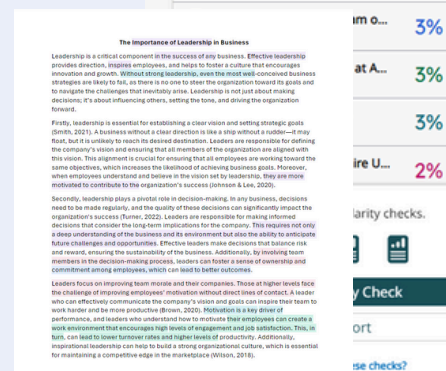
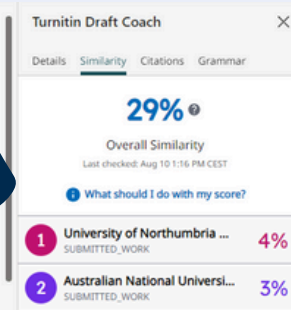
i Please do not alter your text while the check is running. We need your text to stay the same so we can mark it accurately.

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Step 5: Turnitin will then give you an overall similarity score, and all word chunks / sentences too similar to other people's work will be highlighted. As in a regular Turnitin report, the highlighted sentences will be numbered and colour-coded for you to check where the sentence might have been taken from. In order to tackle these highlighted sentences, follow the steps below:

- Go to the original source and find the sentence that you wanted to integrate into your own work.
- Paraphrase the sentence by changing the wording as much as you can, maintaining the meaning of the sentence.
- Cite the sentence in your body text and provide a full reference to the source at the end of your work.

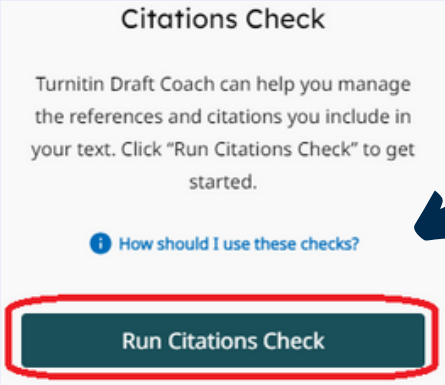
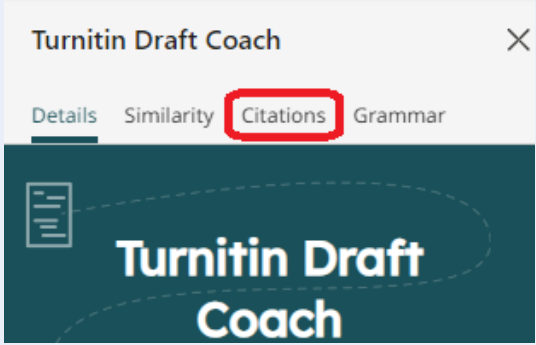
Once you have addressed all similarity issues, you can run a second and a third similarity check and see if there are still highlighted sentences.



How to Do a Citation Check

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Step 1: On the Draft Coach dashboard on the right side of the screen, go to the "Citations" tab.

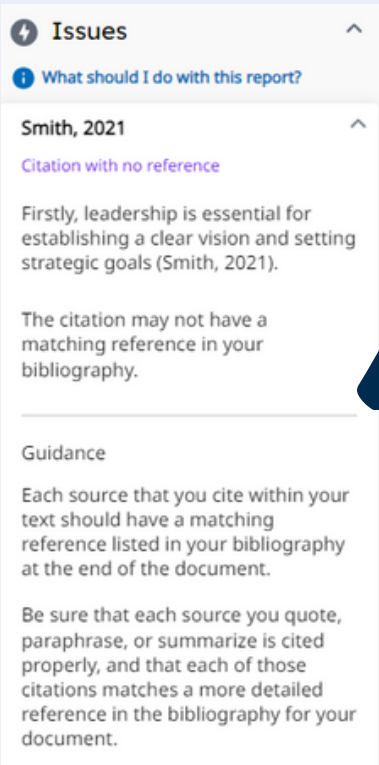
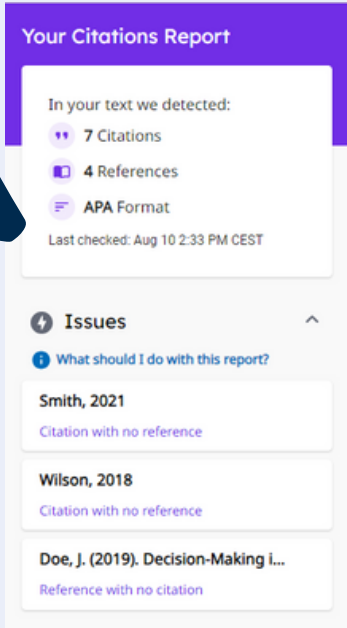


Step 2: Click the "Run Citations Check" button. You can run an unlimited number of checks.

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Step 3: Draft Coach will present you with your overall citations report, giving you the number of citations and references you have used in your work. You will also see a list of issues.



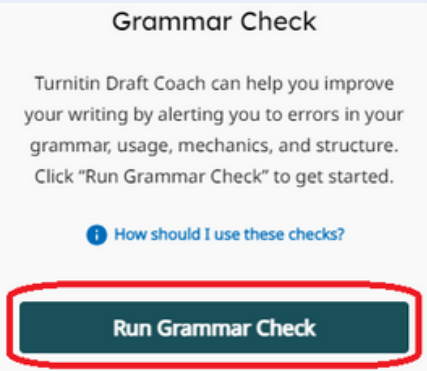
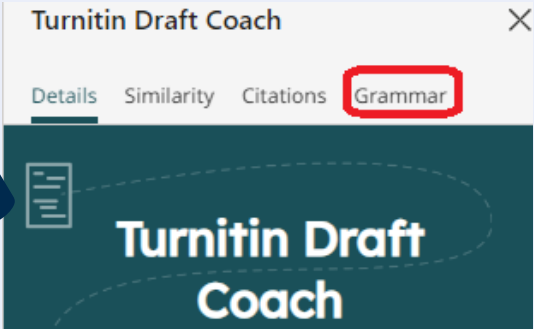
Step 4: When you click on a specific citation issue, Draft Coach provides you with an explanation about the nature of the issue and guidance on how to tackle it.

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How to Do a Grammar Check

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Step 1: On the Draft Coach dashboard on the right side of the screen, go to the "Grammar" tab.

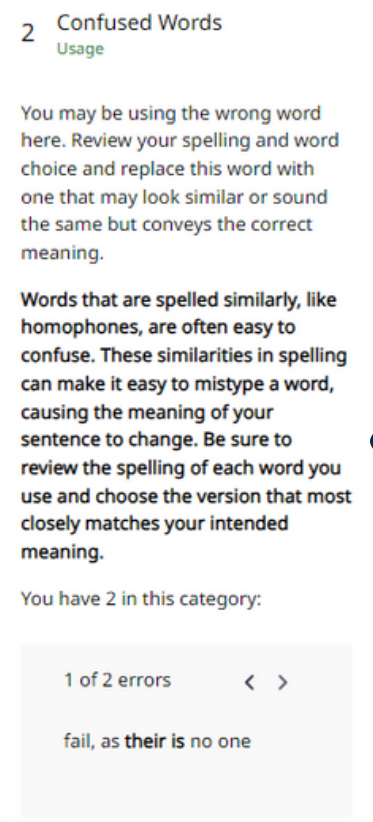
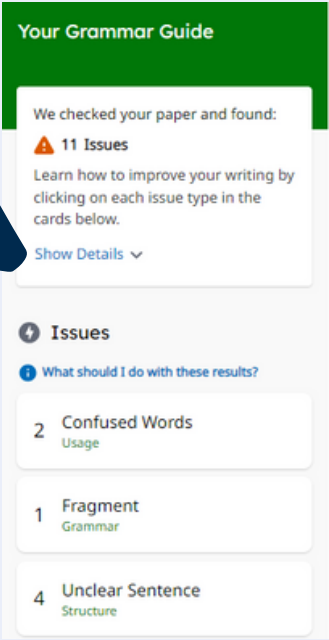


Step 2: Click the "Run Grammar Check" button. You can run an unlimited number of checks.

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Step 3: Draft Coach will present you with a list of grammar issues detected across your work, categorising the issues according to the nature of the error.



Step 4: When you click on a specific issue category, Draft Coach provides you with an explanation about the nature of all the errors in this category and guidance on how to tackle them.

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Step 5: You can go through all the errors using the arrows. The errors will be pinpointed for you with bold text.

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