

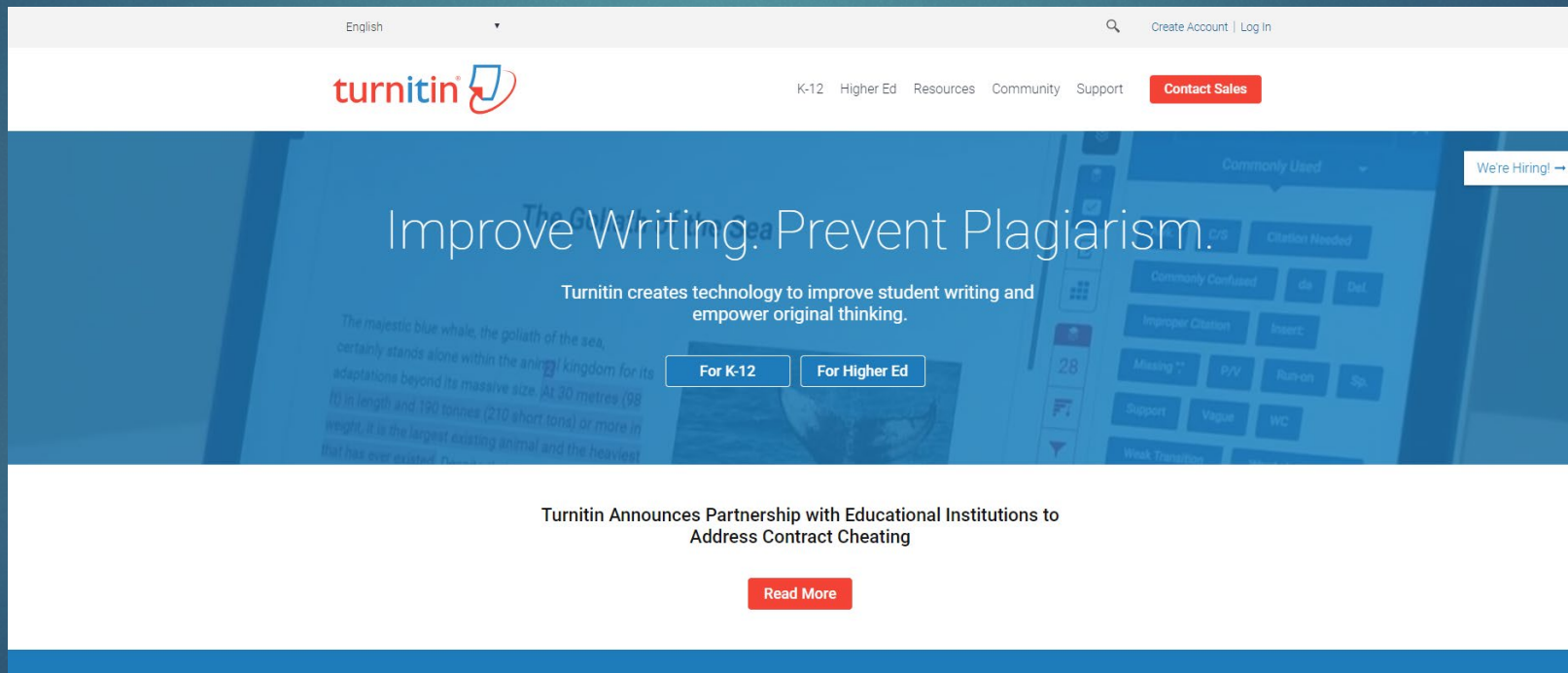


GUIDE FOR STUDENTS:

HOW TO USE TURNITIN

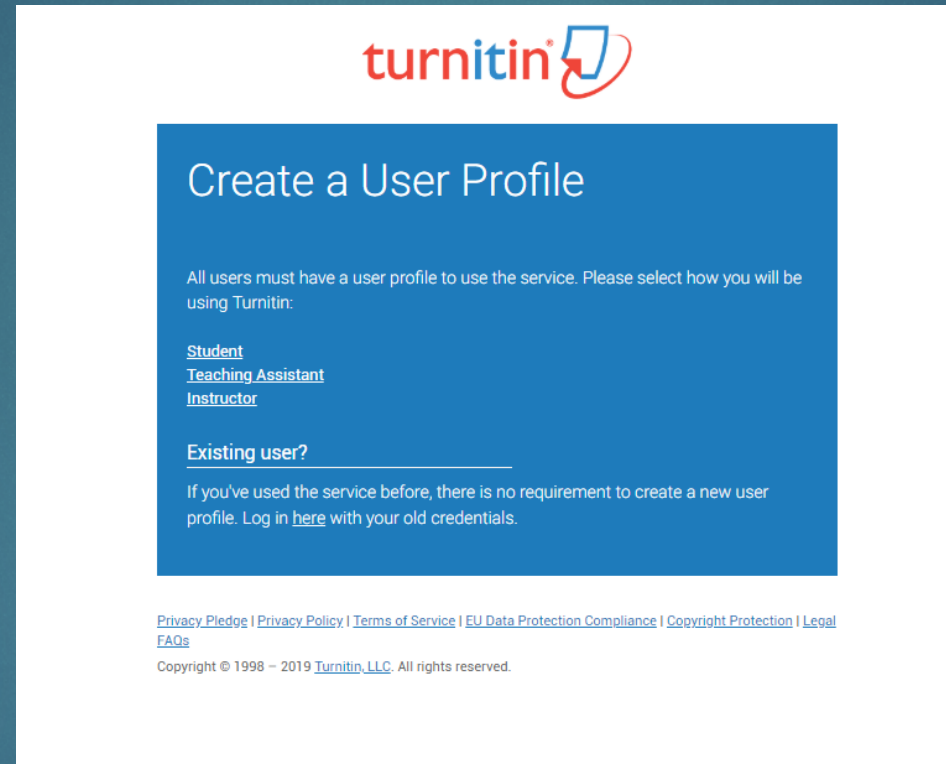
CREATING AN ACCOUNT

- Go to www.turnitin.com
- Click **Create Account**



The screenshot shows the Turnitin website homepage. At the top, there is a navigation bar with "English" on the left, a search icon, and "Create Account | Log In" on the right. Below this is a secondary navigation bar with the Turnitin logo, "K-12 | Higher Ed | Resources | Community | Support", and a red "Contact Sales" button. The main content area features a large blue banner with the headline "Improve Writing. Prevent Plagiarism." and the sub-headline "Turnitin creates technology to improve student writing and empower original thinking." Below the sub-headline are two buttons: "For K-12" and "For Higher Ed". To the right of the banner, there is a "Commonly Used" dropdown menu and a "We're Hiring!" link. At the bottom of the banner, there is a white box with the text "Turnitin Announces Partnership with Educational Institutions to Address Contract Cheating" and a red "Read More" button.

CREATING AN ACCOUNT (cont.)



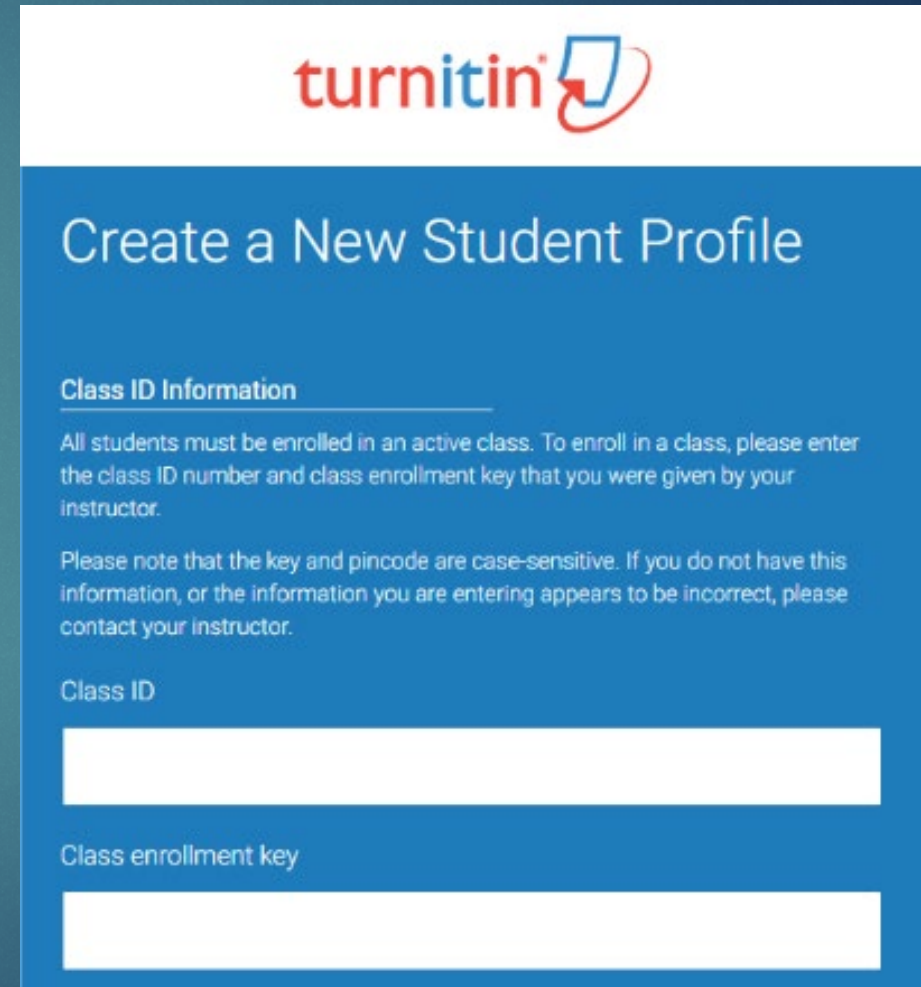
The screenshot shows the Turnitin logo at the top. Below it is a blue box with the heading "Create a User Profile". The text inside the box says: "All users must have a user profile to use the service. Please select how you will be using Turnitin:". There are three links: "Student", "Teaching Assistant", and "Instructor". Below these is a section titled "Existing user?" with a horizontal line underneath. The text says: "If you've used the service before, there is no requirement to create a new user profile. Log in [here](#) with your old credentials." At the bottom of the page, there are several small links: "Privacy Pledge", "Privacy Policy", "Terms of Service", "EU Data Protection Compliance", "Copyright Protection", and "Legal FAQs". The footer text reads: "Copyright © 1998 – 2019 Turnitin, LLC. All rights reserved."

- Click **Student**


CREATING AN ACCOUNT (cont.)

- Enter Class ID and Class Enrollment key.

(NOTE: The Class ID and the Class enrollment key will be provided by your instructor)



The screenshot shows the Turnitin website interface for creating a new student profile. At the top, the Turnitin logo is displayed. Below it, the heading "Create a New Student Profile" is centered. Underneath, there is a section titled "Class ID Information" with a horizontal line. The text in this section explains that all students must be enrolled in an active class and provides instructions on how to enter the class ID and enrollment key. It also notes that the key and pincodes are case-sensitive and advises contacting the instructor if the information is incorrect. At the bottom of the form, there are two input fields: one for "Class ID" and one for "Class enrollment key".

turnitin 

Create a New Student Profile

Class ID Information

All students must be enrolled in an active class. To enroll in a class, please enter the class ID number and class enrollment key that you were given by your instructor.

Please note that the key and pincodes are case-sensitive. If you do not have this information, or the information you are entering appears to be incorrect, please contact your instructor.

Class ID

Class enrollment key

CREATING AN ACCOUNT (cont.)

- Answer all the information needed in setting up an account.

User Information

Your first name

Your last name

Display names as

- First name (Space) Last name (example: John Smith)
- Last name (Space) First name (example: Smith John)
- Last name (No space) First name (example: SmithJohn)

Email address

Confirm email address

CREATING AN ACCOUNT (cont.)

- Enter your desired password.
- Then, enter a secret question and answer combination. This will help you recover your account if ever you forget your password in Turnitin.

Password and Security

Please keep in mind that your password is case sensitive (for example, paSS1234 would be different than pass1234) and must be at least 8 characters long.

Enter your password

Confirm your password

Next, please enter a secret question and answer combination. You will be asked for this combination if you ever forget your password and need to reset it.

Secret question

Please select a secret question. ▼

Question answer

CREATING AN ACCOUNT (cont.)

- Read the user agreement and then select “I agree”.

User Agreement

Please read our user agreement below. Select "I agree" to complete your user profile.

guardian. Unless You are using this service through an integration, if You are Not of Majority Age, You must have a parent or legal guardian review and agree to this User Agreement by clicking the "I agree -- Create Profile" button below.

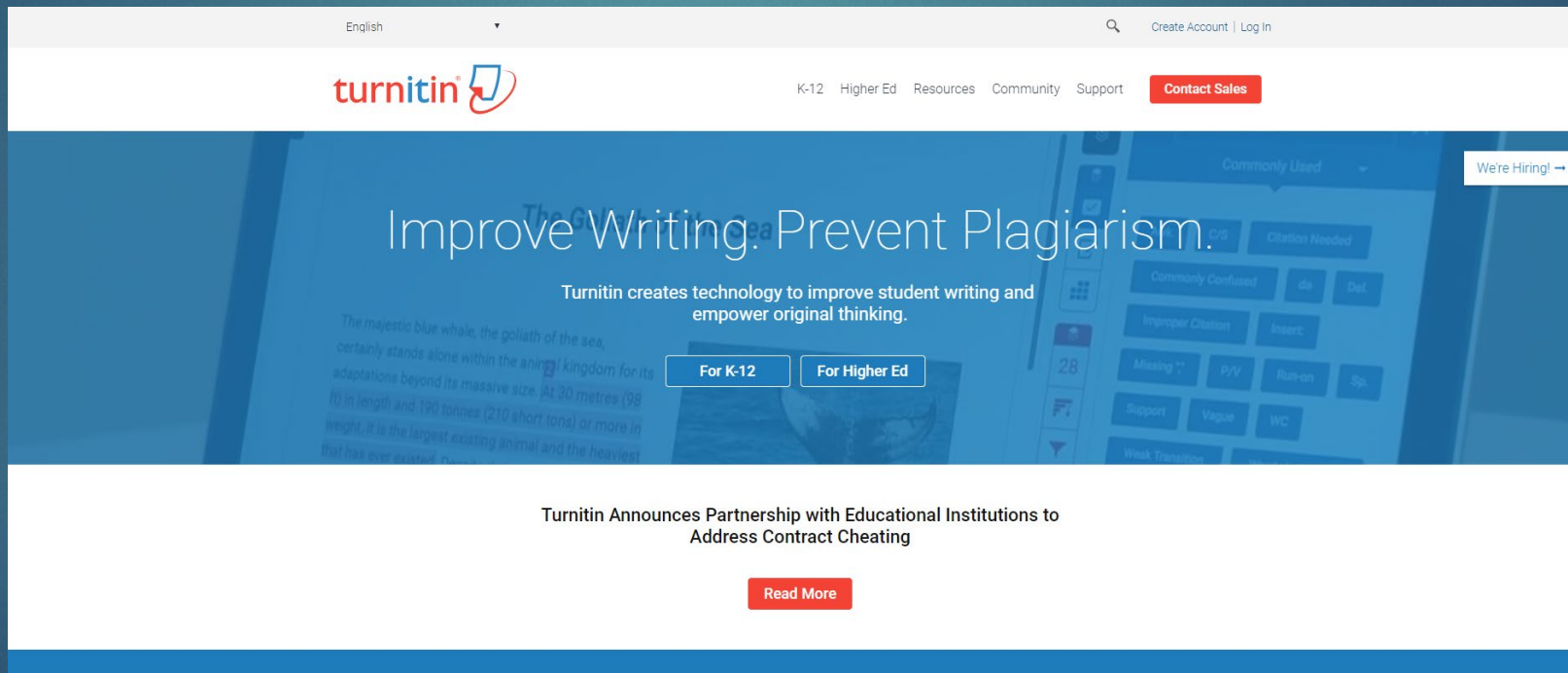
3. Scope of Services - Change

I'm not a robot  reCAPTCHA
Privacy - Terms

[I Agree -- Create Profile](#) [I Disagree -- Cancel Profile](#)

LOGGING IN

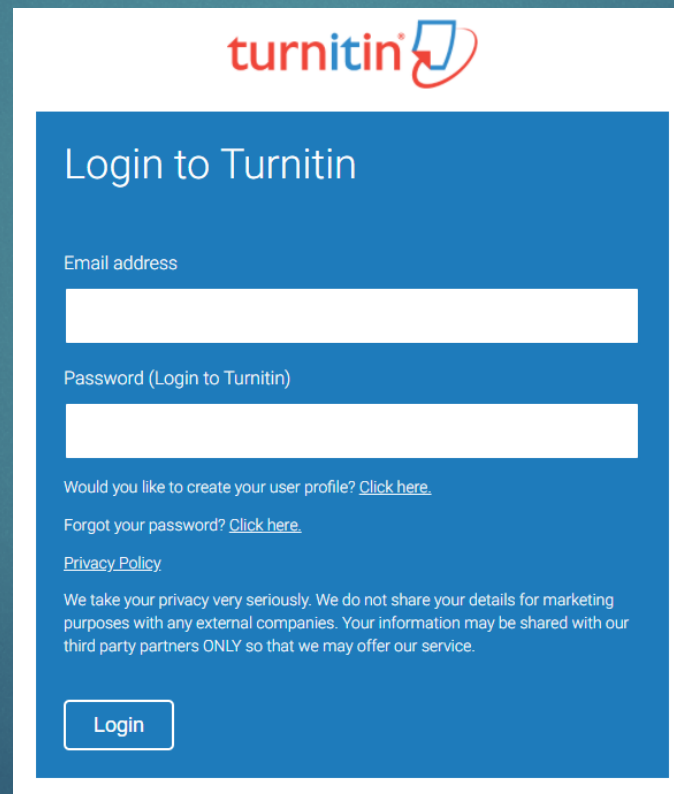
- Go to www.turnitin.com
- Click **Log in**



The screenshot shows the Turnitin website homepage. At the top, there is a navigation bar with 'English' on the left, a search icon, and 'Create Account | Log In' on the right. Below this is a secondary navigation bar with the Turnitin logo, 'K-12 | Higher Ed | Resources | Community | Support', and a red 'Contact Sales' button. The main content area features a large blue banner with the headline 'Improve Writing. Prevent Plagiarism.' and the sub-headline 'Turnitin creates technology to improve student writing and empower original thinking.' Below the sub-headline are two buttons: 'For K-12' and 'For Higher Ed'. To the right of the banner, there is a 'Commonly Used' dropdown menu and a 'We're Hiring!' link. At the bottom of the banner, there is a white box with the text 'Turnitin Announces Partnership with Educational Institutions to Address Contract Cheating' and a red 'Read More' button.

LOGGING IN (cont.)

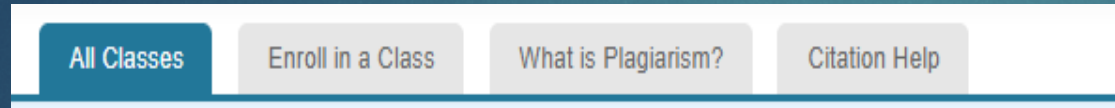
- Enter your **email address** and **password** then click **Log in**



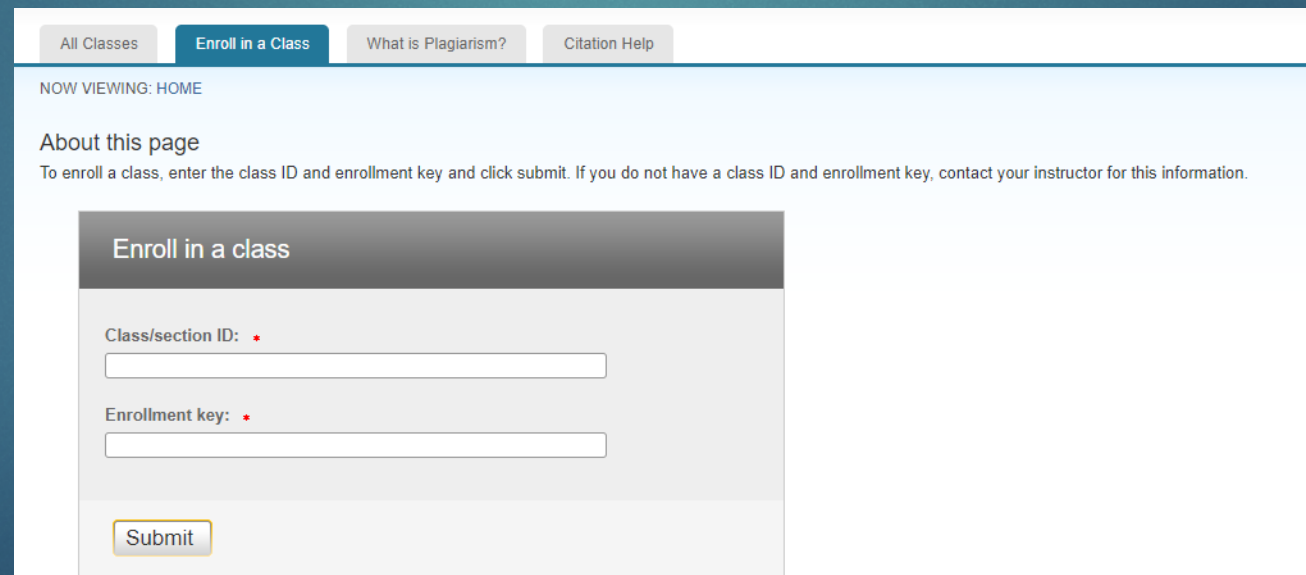
The screenshot shows the Turnitin login interface. At the top is the Turnitin logo. Below it is a blue header with the text "Login to Turnitin". There are two white input fields: the first is labeled "Email address" and the second is labeled "Password (Login to Turnitin)". Below the password field are three links: "Would you like to create your user profile? [Click here.](#)", "Forgot your password? [Click here.](#)", and "[Privacy Policy](#)". At the bottom is a white "Login" button.

ENROLLING IN A CLASS

- Click **Enroll in a class** tab

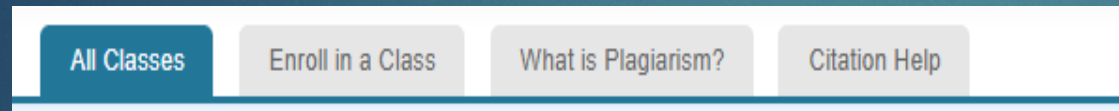


- Enter the Class/Section ID and the Enrollment key provided by your Instructor then click **Submit**

A screenshot of a web page showing the 'Enroll in a class' form. The page has a navigation bar at the top with tabs for 'All Classes', 'Enroll in a Class', 'What is Plagiarism?', and 'Citation Help'. Below the navigation bar, it says 'NOW VIEWING: HOME'. Underneath, there is a section titled 'About this page' with the text: 'To enroll a class, enter the class ID and enrollment key and click submit. If you do not have a class ID and enrollment key, contact your instructor for this information.' The main form is titled 'Enroll in a class' and contains two input fields: 'Class/section ID: *' and 'Enrollment key: *'. Below the input fields is a 'Submit' button.

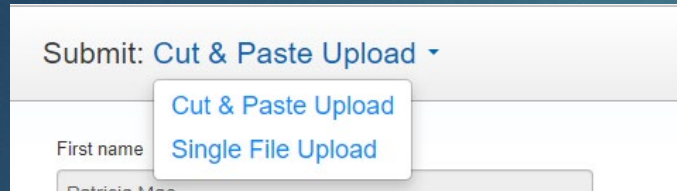
UPLOADING FILE

- Click the **All Classes** tab



- Click the relevant class name
- From the class homepage, select the relevant assignment name where you wish to run the paper then click **Submit**

UPLOADING FILE (cont.)



Submit: Cut & Paste Upload ▾

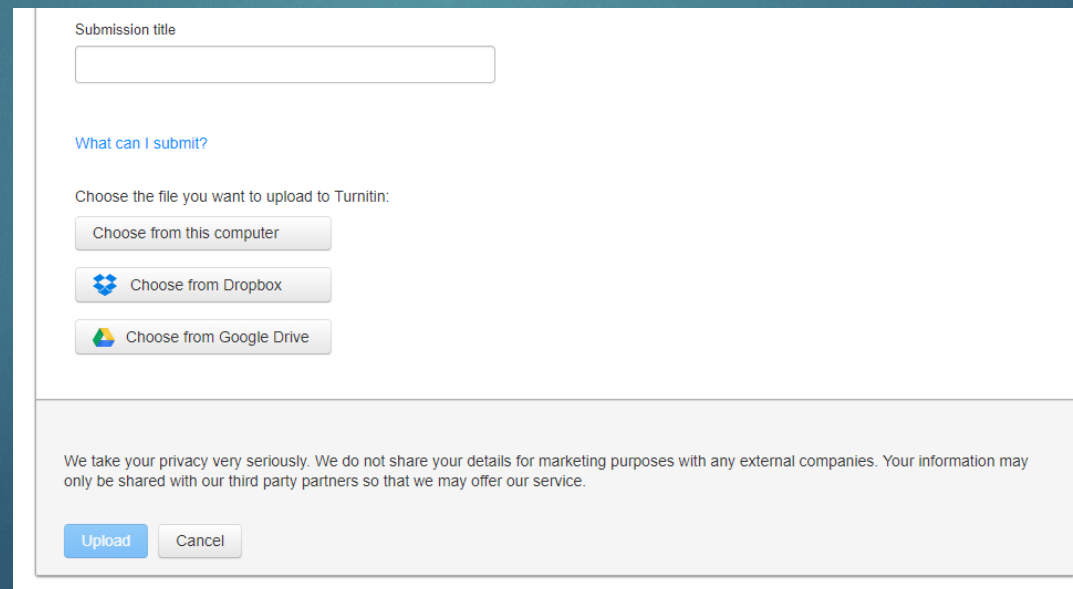
Cut & Paste Upload

Single File Upload

First name

Patricia Mae

- Choose Single File Upload
- Enter your submission title and choose the file that you want to upload
- Click **Upload**





Submission title

[What can I submit?](#)

Choose the file you want to upload to Turnitin:


Choose from this computer

 Choose from Dropbox

 Choose from Google Drive

We take your privacy very seriously. We do not share your details for marketing purposes with any external companies. Your information may only be shared with our third party partners so that we may offer our service.

UPLOADING FILE (Cont.)

- Uploading will take a few minutes, when the confirmation page appeared click **Confirm**
- Once the submission is complete, click **Return to assignment list**
- You will have to wait for a few minutes before you can see the Similarity index.
- When the Similarity index appeared, click the Similarity index of the file you uploaded; it will redirect you to the Feedback Studio
- In the Feedback Studio, click **Filter and Settings** ()
- When the Filter and Settings pops up, check **Exclude Bibliography**

UPLOADING FILE (Cont.)

Below exclude bibliography who will see these options:

Exclude sources that are less than:

words

%

Don't exclude by size

- Select words, then enter **20**
- Check **Multi-Color Highlighting**

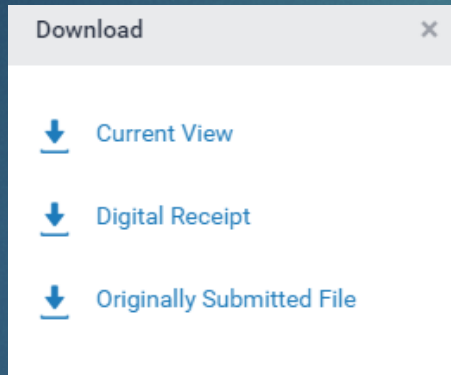
Optional Settings

Multi-Color Highlighting

- Click **Apply Changes**

DOWLOADING ORIGINALITY REPORT

- In the Feedback Studio, click **Download** and these options will appear:

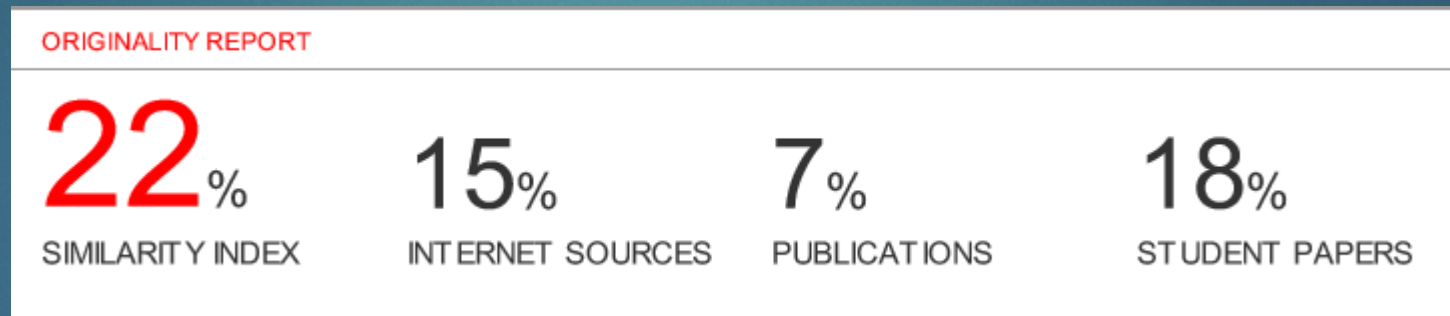


- Choose **Current View**
- After a few seconds, the download window will appear. Click **Save**

ORIGINALITY REPORT

- Open the file that you downloaded
- Get the **Submission ID**, **Similarity Index**, **Internet Sources**, **Publications** and **Student Papers** (Remember: Similarity index must be lower than 25%)

Example:



- Submission ID is located in the first page of the Originality report, while the rest is located in the last page of the report

ORIGINALITY REPORT (Cont.)

- You may also view the originality report by clicking Text-only Report in the bottom of the Feedback Studio

