GUIDE FOR STUDENTS:

HOW TO USE TURNITIN
CREATING AN ACCOUNT

- Go to www.turnitin.com
- Click Create Account
CREATING AN ACCOUNT (cont.)

- 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)
CREATING AN ACCOUNT (cont.)

- Answer all the information needed in setting up an account.
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.
CREATING AN ACCOUNT (cont.)

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

![User Agreement dialog box](image)
LOGGING IN

- Go to www.turnitin.com
- Click Log in
LOGGING IN (cont.)

- Enter your email address and password then click Log in
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**
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**
Choose Single File Upload
Enter your submission title and choose the file that you want to upload
Click **Upload**
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:

- Select words, then enter 20
- Check Multi-Color Highlighting
- Click Apply Changes
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:

| ORIGINALITY REPORT |
|-------------------|-----------------|----------------|-----------------|
| %                 |                  | %              | %               |
| SIMILARITY INDEX  | 22%              | INTERNET SOURCES | 15%            |
| PUBLICATIONS      | 7%               | STUDENT PAPERS  | 18%             |

- Submission ID is located in the first page of the Originality report, while the rest is located in the last page of the report
You may also view the originality report by clicking Text-only Report in the bottom of the Feedback Studio.