



GUIDE FOR TURNITIN INSTRUCTORS:

HOW TO USE TURNITIN

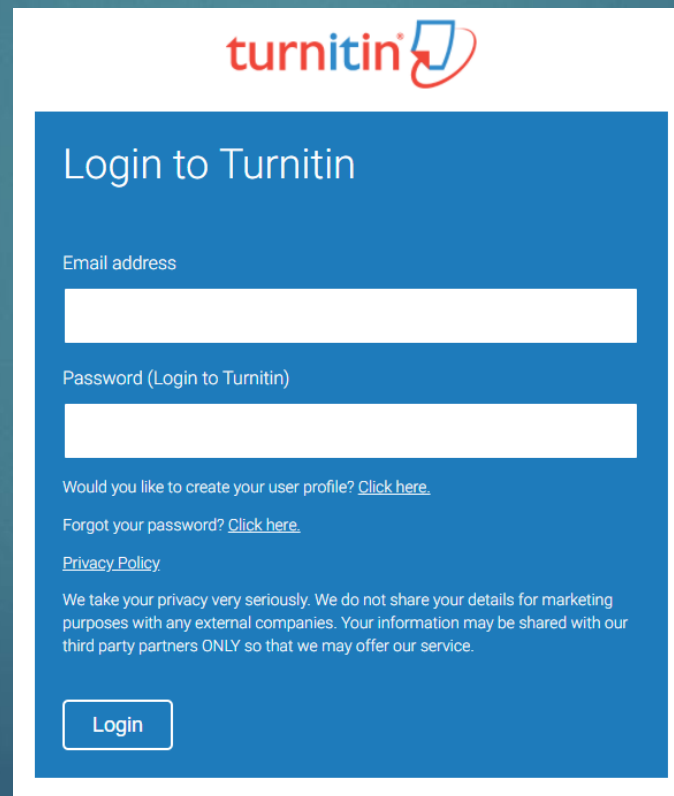
LOGGING IN

- 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 white header containing the Turnitin logo, navigation links for 'K-12', 'Higher Ed', 'Resources', 'Community', and 'Support', and a red 'Contact Sales' button. A 'We're Hiring!' link is also visible on the right. 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'. The background of the banner shows a document with text about blue whales and a keyboard with a 'Commonly Used' dropdown menu. At the bottom of the page, there is a white section with the text 'Turnitin Announces Partnership with Educational Institutions to Address Contract Cheating' and a red 'Read More' button.

LOGGING IN (cont.)

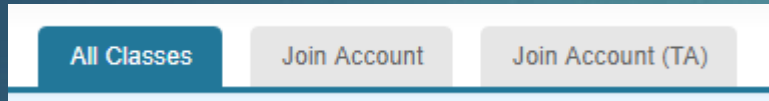
- Enter your **email address** and **password** then click **Log in**



The screenshot shows the Turnitin login interface. At the top is the Turnitin logo. Below it is a blue box with the title "Login to Turnitin". There are two input fields: "Email address" and "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 of the blue box is a "Login" button. Below the blue box is a privacy notice: "We take your privacy very seriously. We do not share your details for marketing purposes with any external companies. Your information may be shared with our third party partners ONLY so that we may offer our service."

CREATING A CLASS

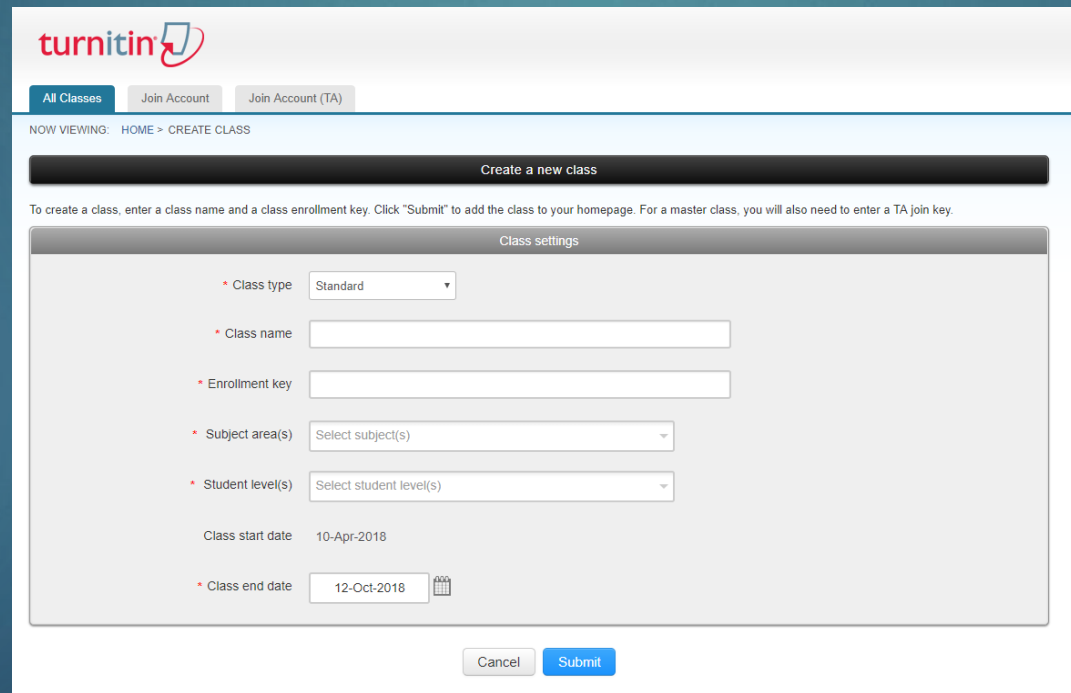
- Click the **All Classes** tab



- Click the **Add Class** button
- From the Create a new class page, select the class type, and complete the fields marked with an asterisk

CREATING A CLASS (cont.)

- Select the class end date
- Click **Submit** to add a class



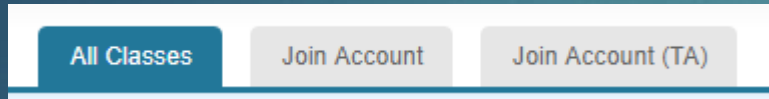
The screenshot shows the Turnitin 'Create a new class' form. At the top, there is a navigation bar with the Turnitin logo and links for 'All Classes', 'Join Account', and 'Join Account (TA)'. Below this, the breadcrumb 'NOW VIEWING: HOME > CREATE CLASS' is visible. The main heading is 'Create a new class'. A sub-heading reads: 'To create a class, enter a class name and a class enrollment key. Click "Submit" to add the class to your homepage. For a master class, you will also need to enter a TA join key.' The form is titled 'Class settings' and contains the following fields:

- * Class type: Standard (dropdown menu)
- * Class name: [text input field]
- * Enrollment key: [text input field]
- * Subject area(s): Select subject(s) (dropdown menu)
- * Student level(s): Select student level(s) (dropdown menu)
- Class start date: 10-Apr-2018
- * Class end date: 12-Oct-2018 (calendar icon)

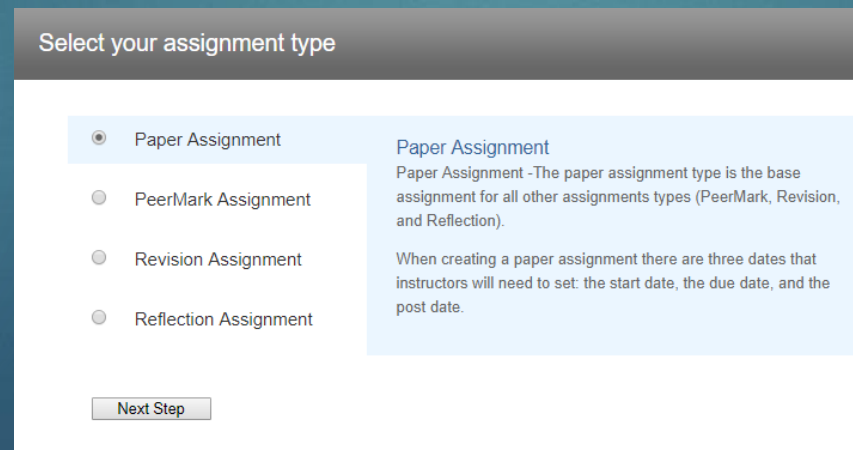
At the bottom of the form, there are two buttons: 'Cancel' and 'Submit'.

CREATING AN ASSIGNMENT

- Click the **All Classes** tab



- Click the relevant class name
- From your class, click the **Add Assignment** button
- Select an Assignment type (Choose Paper Assignment) then click **Next Step**

A screenshot of a dialog box titled "Select your assignment type". It contains four radio button options: "Paper Assignment", "PeerMark Assignment", "Revision Assignment", and "Reflection Assignment". The "Paper Assignment" option is selected. To the right of the selected option, there is a description: "Paper Assignment -The paper assignment type is the base assignment for all other assignments types (PeerMark, Revision, and Reflection). When creating a paper assignment there are three dates that instructors will need to set: the start date, the due date, and the post date." At the bottom of the dialog box, there is a "Next Step" button.

CREATING AN ASSIGNMENT (cont.)

- Enter an Assignment title

New Assignment

Assignment title ? <input type="text"/>	Start date ? <input type="text" value="10-Apr-2018"/> at <input type="text" value="14"/> : <input type="text" value="07"/>
Point value ? <input type="text"/> <small>Optional</small>	Due date ? <input type="text" value="17-Apr-2018"/> at <input type="text" value="23"/> : <input type="text" value="59"/>
<input checked="" type="radio"/> Allow only file types that Turnitin can check for similarity	Post date ? <input type="text" value="18-Apr-2018"/> at <input type="text" value="0"/> : <input type="text" value="00"/>
<input type="radio"/> Allow any file type ?	

CREATING AN ASSIGNMENT (cont.)

- Enter Point Value (Enter **0**)
- You will be choose between Allow only file types that Turnitin can check for similarity and Allow any file type. Choose **Allow only file types that Turnitin can check for similarity**
- Next, select your assignment's start date, end date. There's no need to select post date

CREATING AN ASSIGNMENT (cont.)

- To customize your assignment further, click the **optional settings** button to reveal an array of options; each option will be accompanied with contextual help icons. (Make sure to choose “**no repository**” in the option **submit papers to**)

CREATING AN ASSIGNMENT (cont.)

Close options

Enter special instructions [?](#)

Allow submissions after the due date? [?](#)

Yes

No

Similarity Report

Generate Similarity Reports for submissions? [?](#)

Yes

No

Generate Similarity Reports for student submission [?](#)

Exclude bibliographic materials from Similarity Index for all papers in this assignment? [?](#)

Yes

No

Exclude quoted materials from Similarity Index for all papers in this assignment? [?](#)

Yes

No

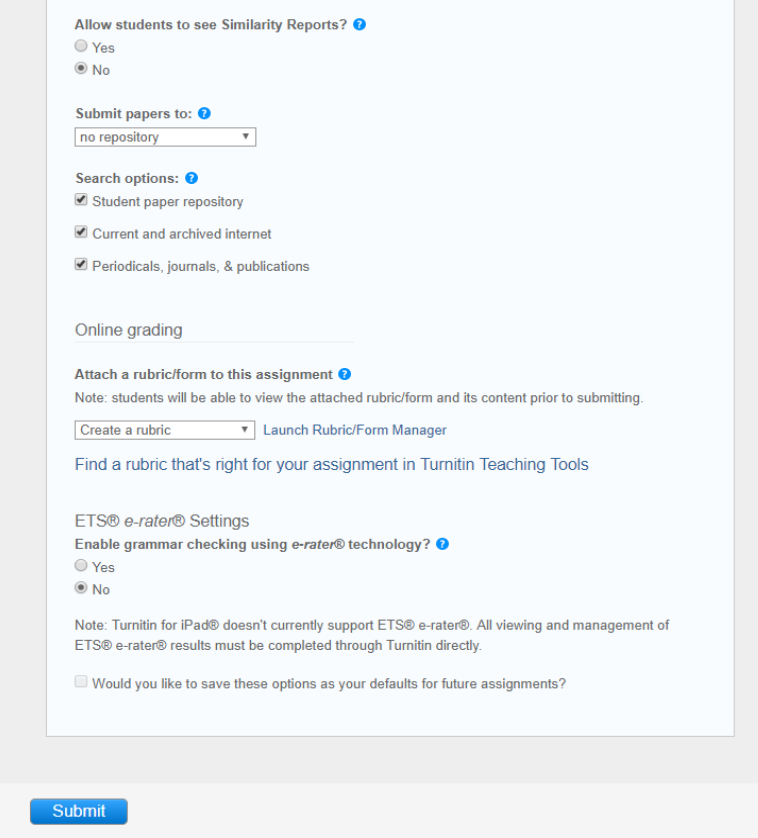
Exclude small sources? [?](#)

Yes

No

CREATING AN ASSIGNMENT (cont.)

- Click **Submit** to add your assignment to your Turnitin class



Allow students to see Similarity Reports? ⓘ

Yes

No

Submit papers to: ⓘ

no repository ▾

Search options: ⓘ

Student paper repository

Current and archived internet

Periodicals, journals, & publications

Online grading

Attach a rubric/form to this assignment ⓘ

Note: students will be able to view the attached rubric/form and its content prior to submitting.

Create a rubric ▾ Launch Rubric/Form Manager

Find a rubric that's right for your assignment in Turnitin Teaching Tools

ETS® e-rater® Settings

Enable grammar checking using e-rater® technology? ⓘ

Yes

No

Note: Turnitin for iPad® doesn't currently support ETS® e-rater®. All viewing and management of ETS® e-rater® results must be completed through Turnitin directly.

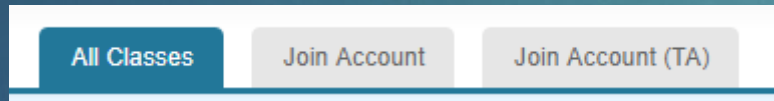
Would you like to save these options as your defaults for future assignments?

Submit

UPLOADING FILE

Once you've created a Class and an Assignment, you can now run papers for authenticity test. To upload papers:

- Click the **All Classes** tab



- Click the relevant class name
- From the class page, select the relevant assignment name where you wish to run the paper then click **View** in the actions column

UPLOADING FILE (Cont.)

- Answer all the fields and choose the file that you want to upload
- Click **Upload**

Submit: [Single File Upload](#) STEP ● ○ ○

Author

First name

Last name

Submission title


The file you are submitting will not be added to any repository.

[What can I submit?](#)

Choose the file you want to upload to Turnitin:

We take your privacy very seriously. We do not share your details for marketing purposes with any external companies. Your information may be shared with our third party partners ONLY 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 **Assignment Box**
- 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**

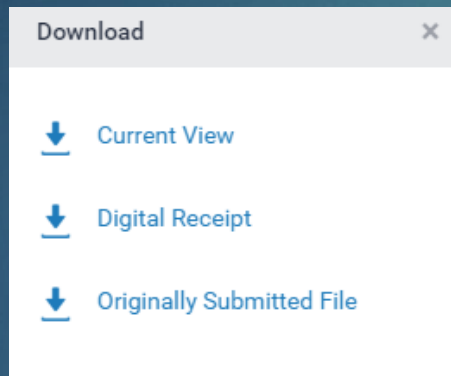
Optional Settings

Multi-Color Highlighting

- Click **Apply Changes**

DOWLOADING ORIGINALITY REPORT

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

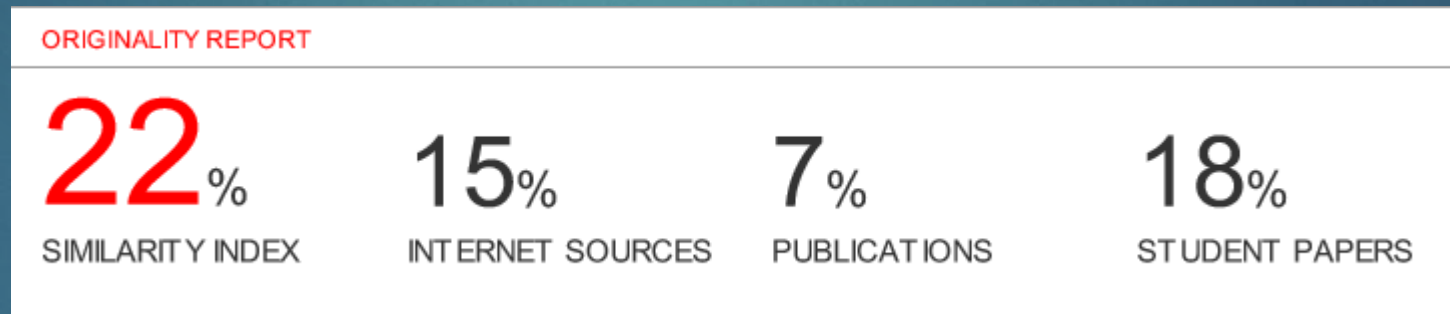


- Choose **Current View**
- After a few seconds, the download window will appear. Click **Save**

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