GUIDE FOR TURNITIN INSTRUCTORS:
HOW TO USE TURNITIN
LOGGING IN

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

- Enter your **email address** and **password** then click **Log in**
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
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**
CREATING AN ASSIGNMENT (cont.)

- Enter an Assignment title
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.)
CREATING AN ASSIGNMENT (cont.)

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

- 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**
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:

<table>
<thead>
<tr>
<th>Originality Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>22%</td>
</tr>
<tr>
<td>15%</td>
</tr>
<tr>
<td>7%</td>
</tr>
<tr>
<td>18%</td>
</tr>
</tbody>
</table>

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