Using Turnitin

Turnitin can be used to check student assignments, theses, and research papers for similarity, comparing with local and internet-based student paper repository, current and archived internet, periodicals, journals and publications. A slight tweaking with settings makes it adapt to different types of requirements. This document provides a brief version of usage instructions.

Step 1: Create a Class

Step 1 is to create a class. Once you login to your Turnitin account, you will find a " +Add Class" green button. Once you click it, choose the following suggested options:

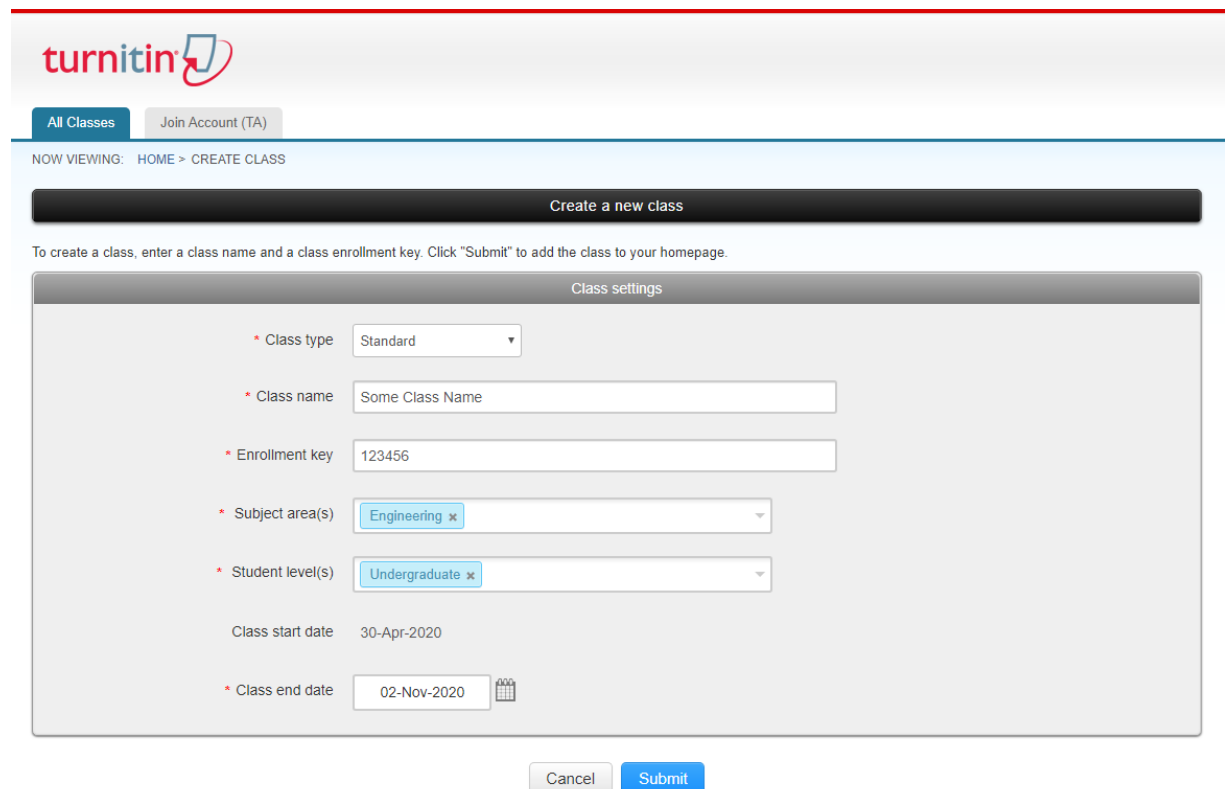Class Type: Standard

Class Name: <put some name>

Enrolment Password: <put some password> The class enrollment password is the password your students will use to enroll in your class. Pick a password that is easy for your students to remember and that contains all lowercase letters.

Subject Areas <Choose as appropriate>

Student Level: <choose as appropriate>

Class start date and end date: leave default.


Then click on submit.

You get the following screen confirming the creation of the class. Please circulate the Class Id and Enrollment Key to your students (if you wish them to directly upload their work and check). If you plant to check document yourself then simply proceed. Press Continue

Now you will be taken back to the home screen.
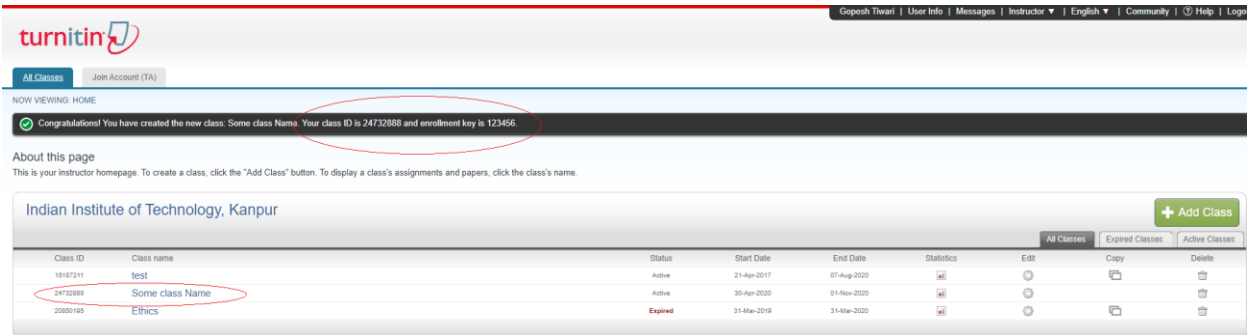
Step 2 : Create an Assignment:

Click on the class name you created in step 1, then click on "+Add Assignment" green button.
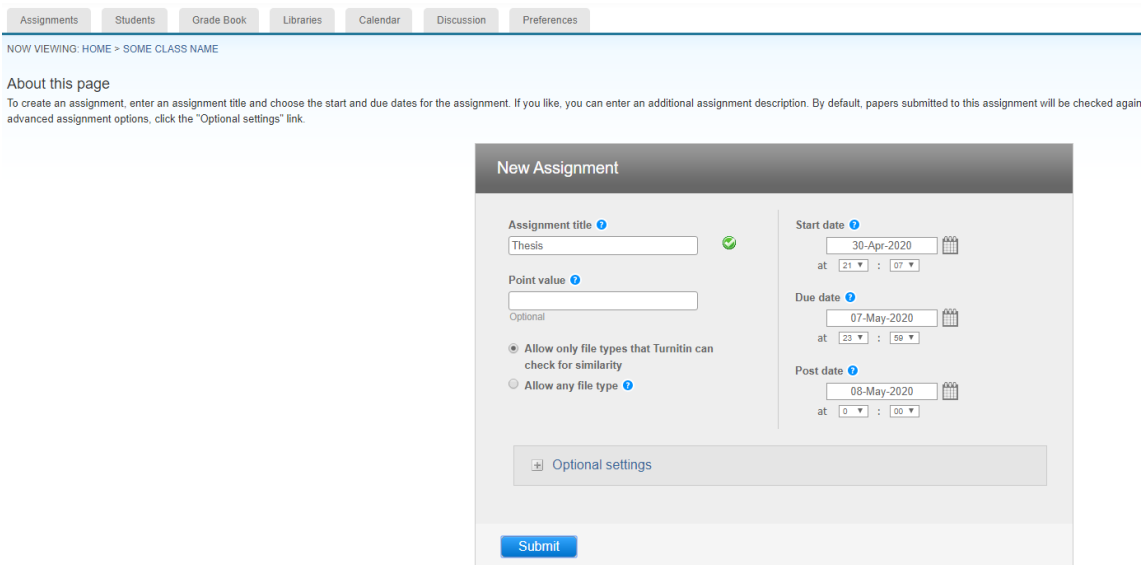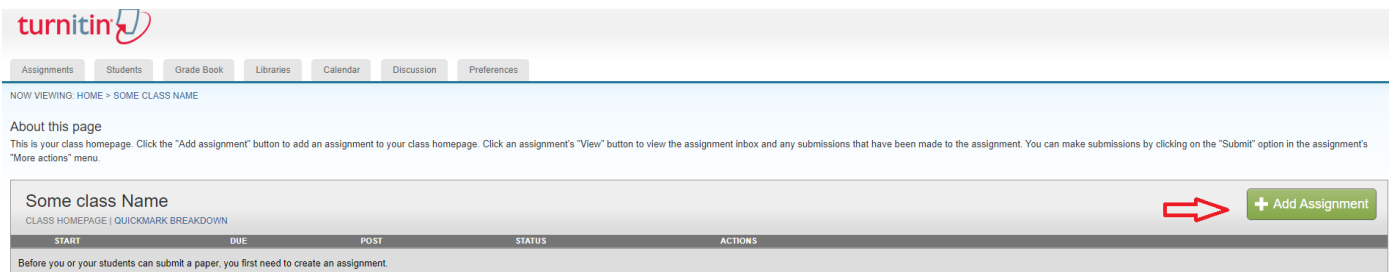
Put some assignment title

Leave other settings as default.

IMPORTANT: In Optional settings scroll down to find "Submit papers to:"

 1. Select Institutional paper repository only if you want to check more than one document (for example assignment of students) for similarity among themselves.

 2. **for all other cases select "NO REPOSITORY"**

SAFER OPTION IS NO REPOSITORY if you are not sure about it.

More optional settings, as recommended are shown in the following screen shots. Please note the settings for "submit papers" to and "Search options" The search options settings can be different for assignment/theses and Research papers to provide best results. Note that after making any change to the settings, report of already submitted document will not change automatically. You need to reopen the report and generate a new report (shown in the screenshot at the end of this document.

☐ 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 ❓
immediately first report is final   ▾

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

Set source exclusion threshold:*

◉ Word Count: 10   words

○ Percentage: 0   %

Then click on Submit. You will be, again, taken back to the home screen. The assignment you just created will be shown in the list.

Step 3: Submit paper

Notice a drop down arrow labelled "More Actions". Click that and choose submit. Use the intuitive interface to submit the paper. After you submit the paper wait for 10-15 minutes to see the results.

After submitting, wait for about 30 minutes. You will see the result in the Assignment Inbox.

Note that the similarity is given as a percentage. Click on the number to view the report.
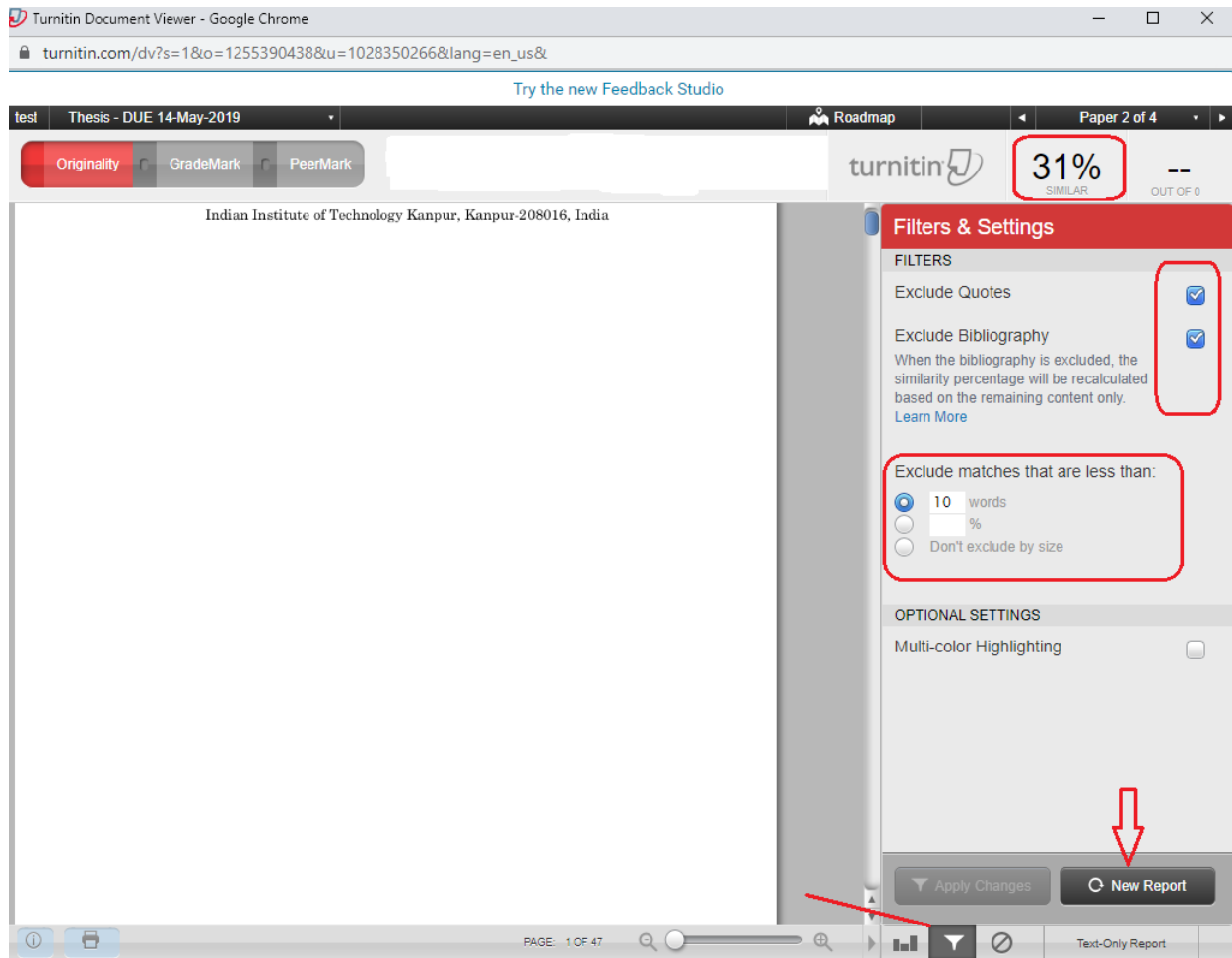
The above screenshot shows the report view. The similarity score is shown on the top. When you make any changes in assignment settings, click on the funnel symbol (bottom right) and then click on new report. Some settings you can alter here itself (exclude quotes, bibliography, small sources)

Note that the above instructions are prepared with an assumption that you as an instructor are uploading the material to be checked.

Your students can join the class created by you with the Class ID and password and submit their documents directly. Please see the full version here:

https://guides.turnitin.com/01_Manuals_and_Guides/Instructor/01_Instructor_QuickStart_Guide