

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

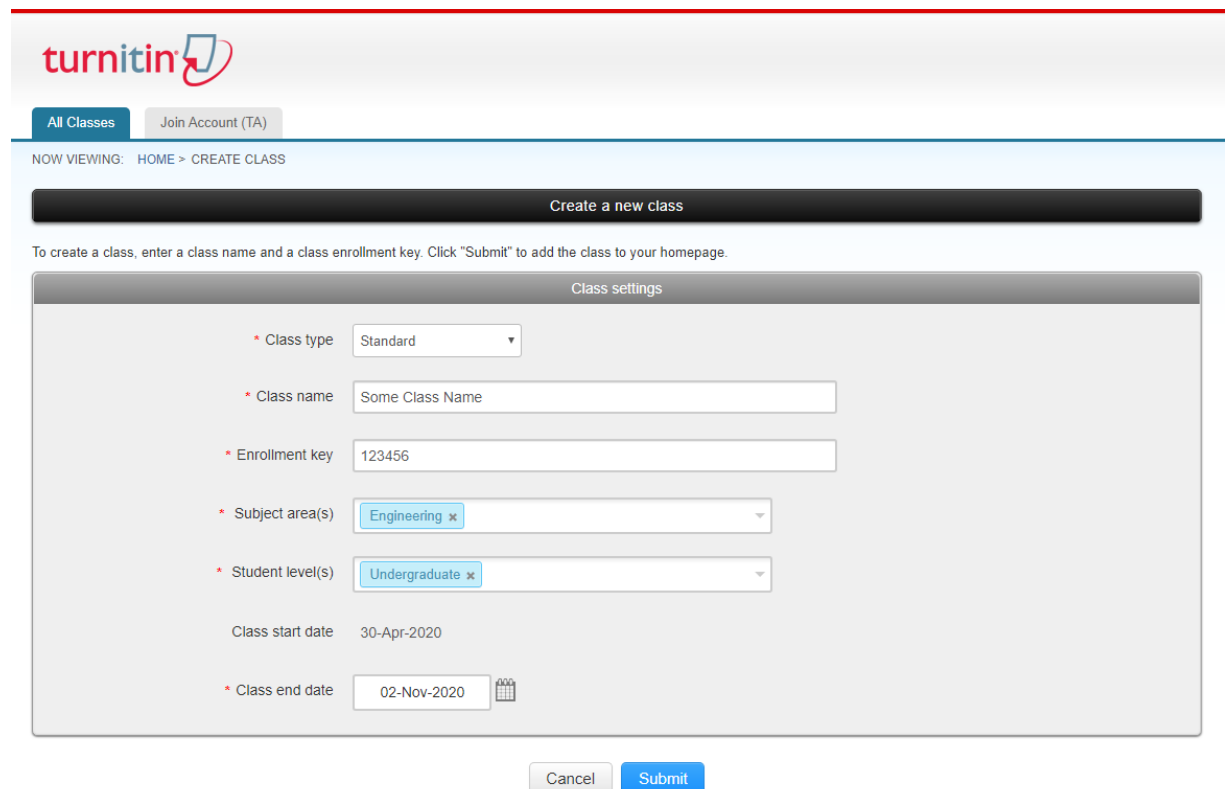
Class Name: <put some name>

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.



The screenshot shows the Turnitin user interface for creating a new class. At the top, there is a navigation bar with the Turnitin logo and buttons for "All Classes" and "Join Account (TA)". Below this, a breadcrumb trail reads "NOW VIEWING: HOME > CREATE CLASS". A prominent black button labeled "Create a new class" is centered. Below the button, a message states: "To create a class, enter a class name and a class enrollment key. Click 'Submit' to add the class to your homepage." The main form area is titled "Class settings" and contains the following fields:

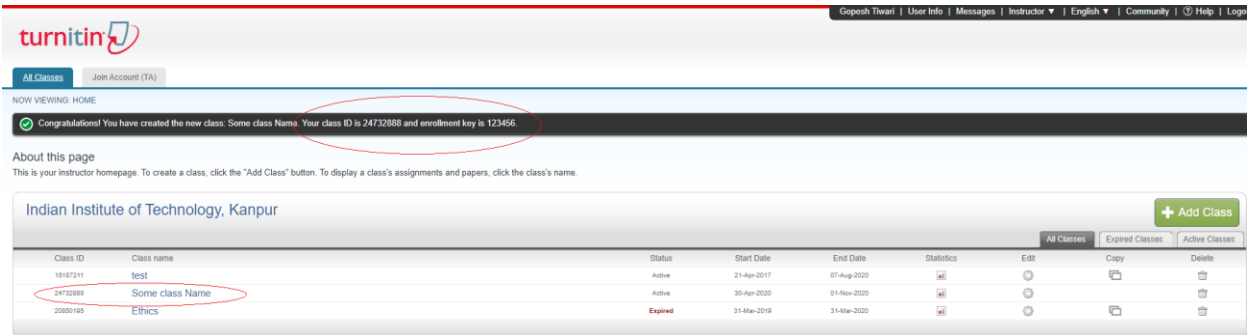
- * Class type: Standard (dropdown menu)
- * Class name: Some Class Name (text input)
- * Enrollment key: 123456 (text input)
- * Subject area(s): Engineering x (dropdown menu)
- * Student level(s): Undergraduate x (dropdown menu)
- Class start date: 30-Apr-2020 (text input)
- * Class end date: 02-Nov-2020 (text input with a calendar icon)

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

Then click on submit.

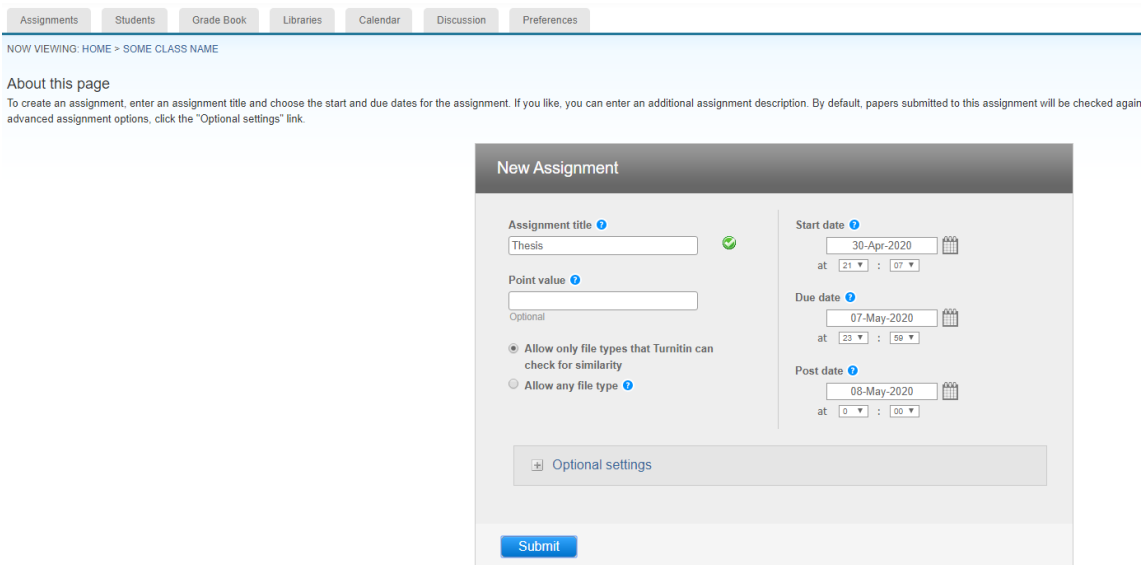
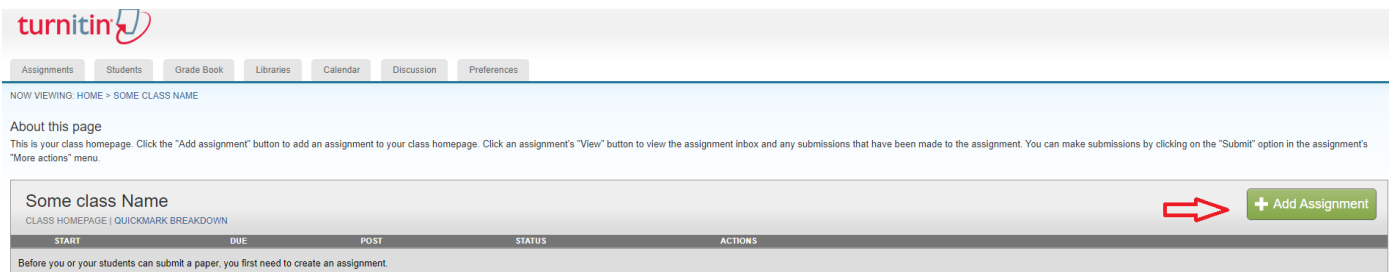
You get the following screen confirming the creation of the class. Please circulate the Class Id and Enrollment Key to your students (if you wish them to directly upload their work and check). If you plant to check document yourself then simply proceed. Press Continue

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: words
 Percentage: %

Allow students to see Similarity Reports? [?](#)

- Yes
- No

Enable Translated Matching? (Beta) [?](#)

What languages does Translated Matching support?

- Yes
- No

Submit papers to: [?](#)

no repository [▼](#)

Search options: [?](#)

- Student paper repository
- Institution paper repository
- Current and archived internet
- Periodicals, journals, & publications

Note: In case of checking research papers, un-check the "Student paper repository" and "Institution paper repository" options

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.

The screenshot shows the Turnitin interface. At the top, there is a navigation bar with the Turnitin logo and several tabs: Assignments, Students, Grade Book, Libraries, Calendar, Discussion, and Preferences. Below the navigation bar, there is a message: "Congratulations! You have created your first assignment. To add students or view your student list click the 'students' tab above." Below this message, there is a section titled "About this page" with instructions on how to use the interface. The main part of the screenshot is a table showing the assignment list. The table has columns for START, DUE, POST, STATUS, and ACTIONS. The first row is for an assignment titled "Thesis". The "START" column shows "30 Apr 2020", the "DUE" column shows "07 May 2020", and the "POST" column shows "08 May 2020". The "STATUS" column shows "0 / 0". The "ACTIONS" column has a "View" button and a "More actions" dropdown menu. The "View" button and the "Submit" option in the "More actions" dropdown are circled in red.

START	DUE	POST	STATUS	ACTIONS
30 Apr 2020	07 May 2020	08 May 2020	0 / 0	View More actions

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.

Author

Non-enrolled student ▾

First name

First

Last name

Last

Submission title



Title of the Paper/Thesis

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:

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.

Upload

Cancel

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







Assignments Students Grade Book Libraries Calendar Discussion Preferences

NOW VIEWING: HOME • TEST • THESIS

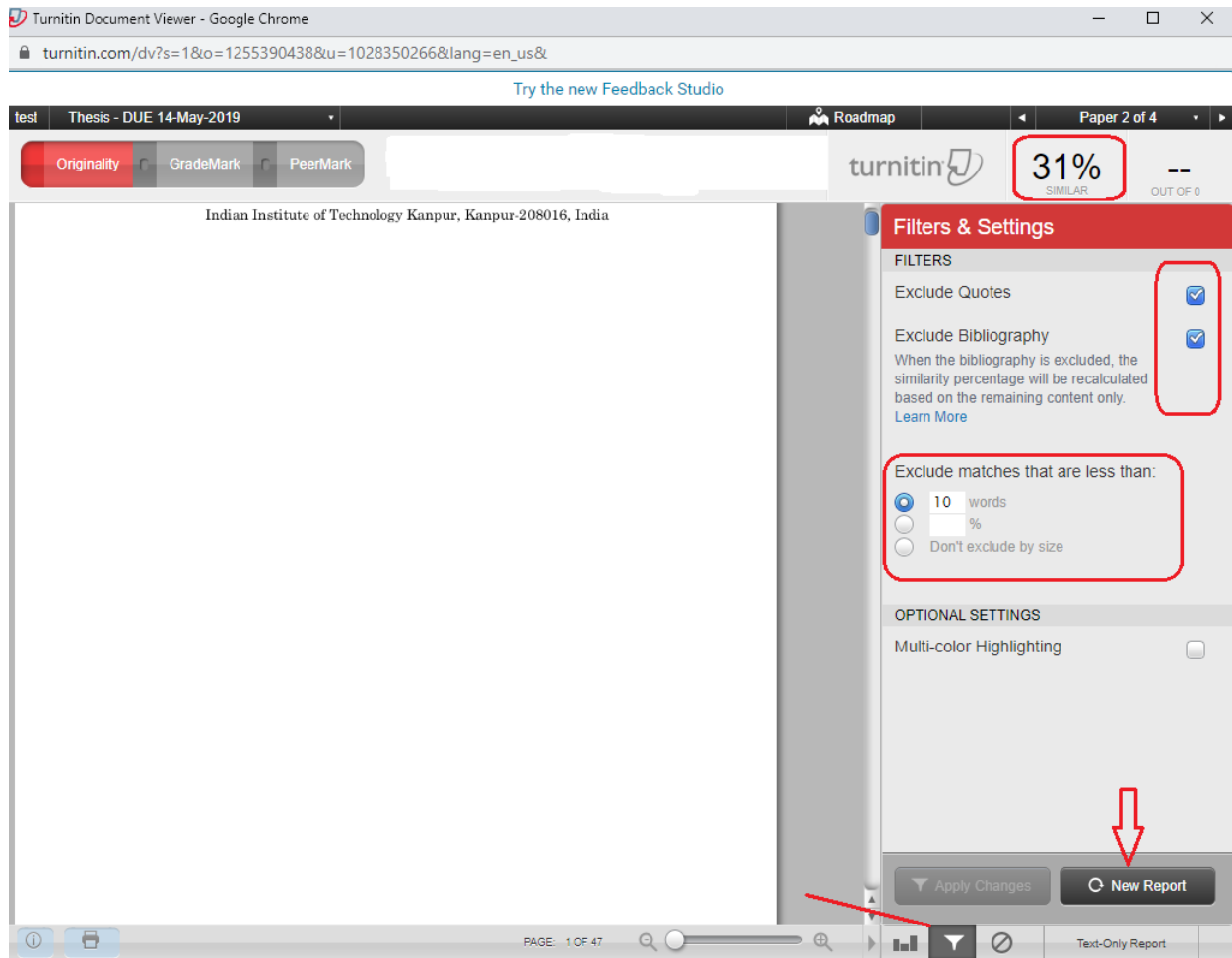
About this page
This is your assignment inbox. To view a paper, select the paper's title. To view a Similarity Report, select the paper's Similarity Report icon in the similarity column. A ghosted icon indicates that the Similarity Report has not yet been generated.

Thesis
INBOX | NOW VIEWING: NEW PAPERS ▾

Submit File Online Grading Report | Edit assignment settings | Email non-submitters

AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
Author's name (removed)	Thesis	28% 		+		1261 3078	21-Feb-2020
(removed)	Title (removed)	31% 		+		12... 438	11-Feb-2020

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