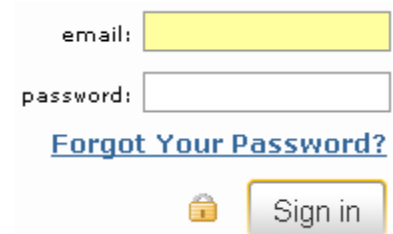This guide will address the following tasks for getting started with Turnitin:

1. Login to the Turnitin website.
2. Create a class, invite students, and locate student resources.
3. Create an assignment for students.
4. Manually submit student papers to an assignment.
5. View, download and print the Originality Reports.
6. Access additional resources and training materials.

Detailed Instructions

1   **Login to the Turnitin website.**

a. Go to http://www.turnitin.com.
b. Next to **email:** type your email address (Fig. 1).
c. Next to **password:** type your Turnitin password (Fig.1).
d. Click **Sign in** (Fig. 1)**.**

email:
password:
Forgot Your Password?
Sign in

Fig. 1

2   **Create a class, invite students, and locate student resources.**

add a class

Fig. 2

a. Click the **Add a class** button on the main screen (Fig. 2).
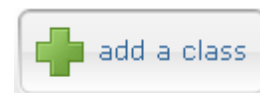b. On the class creation page, enter a **class name, enrollment password,** and **class end date (Fig. 3).**

class name *

Demonstration

enrollment password *

demo1

class start date January 22, 2009

Fig. 3

class end date

Jul   25   2009

c. The **class name** will be the name that is displayed on the Turnitin class listing.
d. The **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.
e. The **class end date** is is the date your class expires. When a class expires students can no longer submit papers or enroll in the class. The default duration for all classes is 6 months. If you want your class to last longer or shorter, you can change the end date.
f. Click **Submit** when done.

g. A pop-up will appear with your **class ID** and **enrollment password** (Fig. 4).

h. Copy and paste these values into an email to your class. Be sure to include a link to the Turnitin student quick start reference: http://www.turnitin.com/static/pdf/tii_student_qs.pdf.

class ID: **2585317**

enrollment password: **demo1**

Fig. 4

With this information, your students will have everything they need to get started with Turnitin.

3 **Create an assignment for students.**

a. Click on the name of your class to open your class homepage.

b. Click the **new assignment** button.

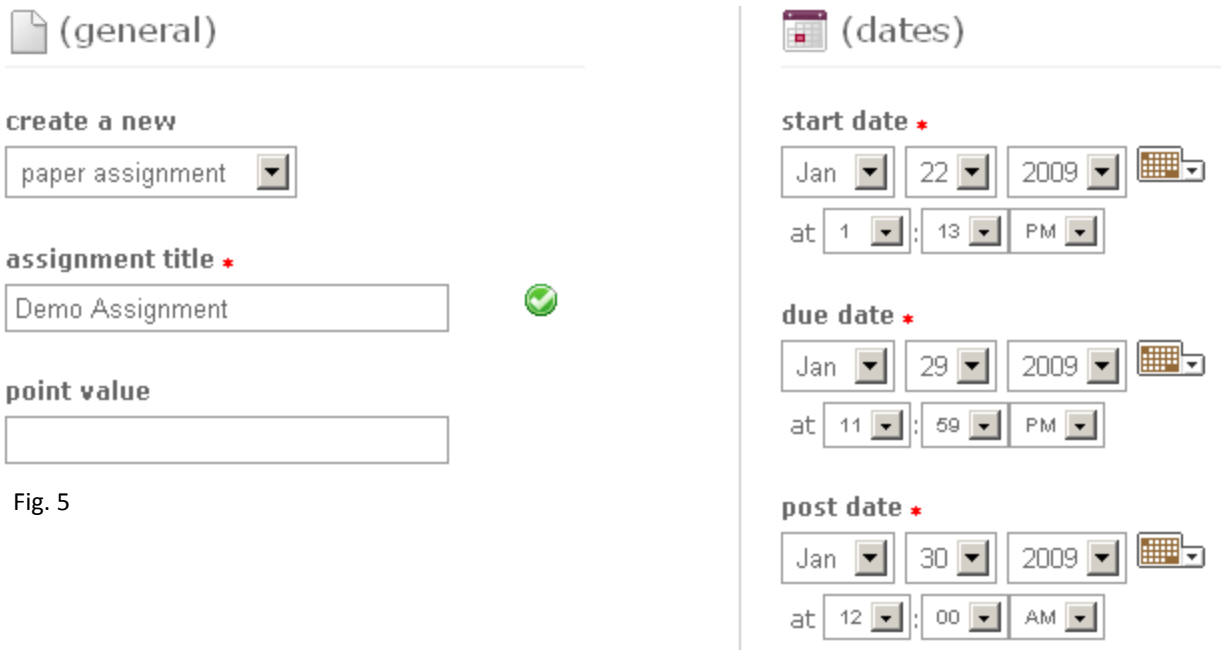c. Enter an **assignment title** and choose a **start date, due date, and post date** for the assignment (Fig. 5).

📄 (general)

create a new

paper assignment ▼

assignment title *

Demo Assignment ✔

point value

Fig. 5

📅 (dates)

start date *

Jan ▼ 22 ▼ 2009 ▼ 📅▼

at 1 ▼ : 13 ▼ PM ▼

due date *

Jan ▼ 29 ▼ 2009 ▼ 📅▼

at 11 ▼ : 59 ▼ PM ▼

post date *

Jan ▼ 30 ▼ 2009 ▼ 📅▼

at 12 ▼ : 00 ▼ AM ▼

d. Students will be able to submit their papers to the assignment starting on the **start date** and until the **due date** passes. The **post date** determines when marked papers or grades will be available for students to view. The post date must come after the due date of an assignment.

e. Click **Submit** to add the assignment to your class homepage and allow students to submit their papers.

4 **Manually submit student papers to an assignment.**

Once you have given your students access to the course and created an assignment, they will be able to submit their papers directly to Turnitin. You may also manually submit papers if your students have trouble with the site or just as practice for yourself.
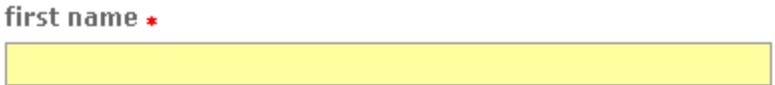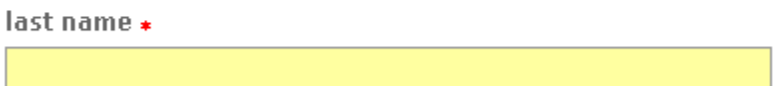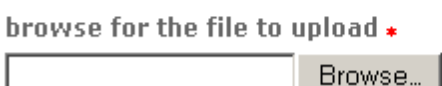
a. While in a class, click the name of the assignment on the class homepage.
b. Click the **submit paper** button.

first name *

last name *

c. On the paper submission page, enter the author's **first name**, **last name**, and the **submission title** (Fig. 6).
d. To select a paper for submission, click the **Browse…** button and locate the paper on your computer.

submission title *

browse for the file to upload *

Browse…

Fig. 6

e. Turnitin accepts submissions in **MS Word**, **WordPerfect**, **RTF**, **PDF**, **PostScript**, **HTML**, and **plain text** formats.
f. Click the **submit** button to upload the paper.

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5   **View, download and print the Originality Reports.**

a. Click the **inbox** button on submission confirmation page. You can also open your assignment inbox from your class homepage by clicking on the assignment name.
b. To open the **Originality Report** for the paper you just submitted, click the report icon (Fig. 7).
c. The color of the report icon indicates the overall similarity index of the paper, based on the amount of matching or similar text that was uncovered. The percentage range is 0% to 100% The possible similarity indices are:
   - blue - no matching text
   - green - one word to 24% matching text
   - yellow - 25-49% matching text
   - orange - 50-74% matching text
   - red - 75-100% matching text

title   report   grademark   file

Contribute handout   52%

Fig. 7

d. The **Originality Report** is separated into three main areas in the default view. These default areas are:
   - **Paper information** - the top of the report page shows information about the submitted paper. This includes the paper title, the submitting user profile name information, the word count, date of the Originality Report creation, and how many submissions have been made to the assignment

- **Paper text** - the extracted text only version of the submitted paper. Matching text is highlighted in a color that corresponds to the matching source listed on the right side of the Originality Report
- **Matching source** - the list of matching sources for the highlighted areas of the paper text to the left

e. To print the report click the **print** icon above the *Matching source* section of the report. This will prepare a readable, print-friendly version of the Originality Report (Fig. 8).

Fig. 8

f. Click the **print** link at the top of the screen to send the report to your printer. Click the **done** link to close the print view.

g. To download and view, or save a copy of the Originality Report click on the download icon at the top right of the Originality Report (Fig. 9).

Fig. 9

h. Click **OK** when Turnitin asks you if you would like to download this page.

i. Click the **Save** button to save the report as a webpage on your computer.

j. Close the report pop-up window when you are done viewing the report.

6 Access additional resources and training materials

If you need further assistance with Turnitin or would like to learn about the advanced features that this system offers, please download the Turnitin instructor user manual. You can view all of the Turnitin manuals as well as helpful videos and tutorials at: http://www.turnitin.com/static/training.html

For more information and additional guides and resources on other software check out http://www.txwes.edu/titleiii/

If you have any questions contact Meghan Foster at 817-531-6584 or mfoster@txwes.edu.