How to Use Turnitin An Introduction for Instructors -Teachers/ Faculty

Step -1: How to Get an Account and Activate It

- i. To create an account in Turnitin please send an email to Dr. Ramesh C. Gaur, University Librarian at email id <u>rcgaur@mail.jnu.ac.in or rcgaur66@gmail.com</u> to create your turnitin account.
- ii. After your email, you will be added to the Turnitin System and you will receive an email message from the Turnitin Helpdesk entitled "You have been added as an instructor." The message will <u>contain your email address, which will be your username</u>, and an automatically generated password, which you can change later.
- iii. Click the link in your enrollment email message, or go to http://www.turnitin.com to log in.
- iv. At the top of the Turnitin log in page, shown below, enter your complete email address and the password from your enrollment message into the blanks. Note that your password is case-sensitive, and it is best to copy the password from the email and paste it into the blank.



v. After logging in, you will see the User Profile screen, shown on the next page. Create a new password and confirm. The password must contain 6 to 12 characters, and must contain <u>at least</u> <u>one letter and one number</u>. Select a secret question and type the answer, then click Next.

Welcome to Turnitin!	
You have been added as an instructor to the account Turnitin University.	
Before you can get started, Before you can get started, we want to confirm your user information and give you the chance to change your password. Please feel free to change your password or any other information as needed. Keep in mind that your password must contain at least one letter and one number.	
When you are done, click "next" to continue.	
your email: janedoe@turnitin.com	
current user 6gg2kt14 password:	
new user password:	
confirm your new password:	
secret question: Please select a secret question	
question answer:	
your first name: Jane	
your last name: Doe	
next >	

vi. Next, you must accept the user agreement by clicking on the I Agree link.

Create a user profile	Create a user profile (completed)
Please read our user agreement below. Select "I agree" to complete your user profile.	Thenk woull Your user models is now complete
	mank you: rour user prome is now complete.
Turnitin and its services are maintained by iParadigms, LLC ["Licensor"], and offered to you, the user ["User"], conditioned on your acceptance without modification of the terms, conditions, and notices contained herein. Your use of this web site constitutes your agreement to all such terms, conditions, and notices.	Now that you are a Turnitin instructor and have joined a Turnitin account, you may wish to create a class. You can do this by logging in and creating your class manually, or continue with our class setup wizard, which will take first time users through the steps necessary to create classes, assignments, and start submitting papers.
Personal and noncommercial use limitation	
This make an is framework and the second sec	<u>log in to Turnitin</u> <u>start class setup wizard</u>

Step-2 Setting up your First Course Using the Class Setup Wizard

i. After you accept the user agreement, you will see the window below. Click the Start Class Setup Wizard link. This will allow you to create your first class.

Create a user profile (completed)	
Thank you! Your user profile is now complete.	
Now that you are a Turnitin instructor and have joined a Turnitin account, you may wish to create a class. You can do this by logging in and creating your class manually, or continue with our class setup wizard , which will take first time users through the steps necessary to create classes, assignments, and start submitting papers.	
log in to Turnitin start class setup wizard	

ii. You need to create classes like Ph.D./M.Phil/ M.A. with the following information:

- a. Class Type: Standard/ Master- Please select Master
- b. Name of the Class- PhD/ M.Phil/ M.A. etc
- **c. TA Join Password:** Please create the password even if you don't plan to use it. But, make sure to write it down, just in case. Students can submit papers to their D2L dropbox, and you can import the papers into Turnitin.
- d. Subject Areas: Please choose the subject from the drop down menu
- e. Student Level: Please select the student level from dropdown menu Graduate/ Postgraduate
- f. Class Start Date: It will be automatically from the current date
- g. Class End Date: You can choose the end date of the class from the calendar given

NOW VIEWING: HOME > CREATE CLASS	
	Create a new class
To create a class, enter a class name and a class en	rollment password. Click "Submit" to add the class to your homepage. For a master class, you will also need to enter a TA join password.
	Class settings
* Class type	Master
* Master class name	Ph.D in Biotechnology
year. There are two ways to add teaching sect sections. To add sections yourself, click "Subr join themselves, please enter the password the	ons to a master class: you can create sections yourself, or have your teaching assistants join your mask class and create their own nit" and then press the add section button next to the name of this master class on your home page. If you which to have your assistants y will use below.
* TA join password	parveen@22
* Subject area(s)	Science - Life/Biology 😠 🐨
* Student level(s)	Postgraduate 🗙
Class start date	18-Jul-2014
* Class end date	19-Jan-2015
	Cancel Submit

iii. After you press the submit button a message will be flashed with the Class ID and Password. It says you should never forget the Class ID. So please write the same for your further reference

Dashboard All Casses Join Account Join Account (TA) NOW VIEWING: HOME Class Created Class Created Class Created Image: Comprehensional control of the new class. Ph.D in Biotechnology. Yor class ID is 8250014 Class Created Comprehensives in this class, they will need both the enolment password you have chosen and the unique class ID and the value class I	, Info Nessages (Trelv) Instructor ♥ English ♥ Roadinap (1) Help Logout
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Congratulational You have oreated the new class. Ph.D in Biotechnology, Your class ID is 8200444 If you would like students to errol themselves in this class, they will need both the errolment password you have chosen and the unique class. The your instructor thomepage. To create a class, click the "Add Class" but! To display a class's assign Uses ID & 8250614 Errolment password parveen@22 Jawaharlal Nehru University Note: Should you ever forget the class ID, it is the number to the left of the class name or your class. IST. You can view or change your enrolment password by eding the class.	igrades a improve capacity and scalability as our service utilization grows.
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	Al Classes Expired Classes Avtive Classes
Class ID Class name Clock the class name to enter the class and get started creating assignments.	Statistics Est Copy Delete
18703 Herr Boos 18584 Ph D in Biotechnology In Section	

iv. You can multiple classes by clicking on + ADD CLASS – green button on right side encircled above

Step-3 Setting up your First Assignment Using the Assignment Setup Wizard

- i. After creating the class you need to create an assignment. For this you have to click on the continue button on the message received after the creation of class and then click on the name of the class created as given in the image above with the circled text on the left in the left i.e. Class Name in above case <u>PhD in Biotechnology</u>.
- ii. You will get the following screen after clicking the class

VIEWING: HO	ME > PH.D IN BIOTER	CHINOLOGY (MAS	STER CLASS)					
out this pa	ge							
ie ie unur maete	r close homonono 1	To create an ass	signment, click the	new assignment	button. Once as	signments have been ad	d to your master class homepac	e, you can add them to sections by clicking the button in the
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ssign to section master	class assig	us names in this nments	s column provide yo	u with an overvie	w of the assignm	vents that have been push	I to sections.	New Assignment

iii. Please click on the + New Assignment box as given in the image above to create a new assignment for the students.

- iv. On clicking a new window will open you need to enter the following:
 - a. Assignment Title: Please write the name of assignment / it can be topic of research also
 - b. **Point Value:** It is optional for grade value and can be kept blank
 - c. Start Date: Set the start date from the calendar
 - d. **Due Date:** The date till which student has to complete the assignment
 - e. Post Date: Last date till which student can post the assignment
 - f. **Optional Settings:** The most important is that you have to click on optional setting and change the values given in it.

Dashboard Assignments	Students	Grade Book	Libraries	Calendar	Preferences		
NOW VIEWING HOME > PH D IN About this page To mate an assignment, onter an view other advanced assignment o	BIOTECHNOLOG assignment tille an ptions, oliok the 'O	(WASTER CLASS) d choose the start a ptional settings" link.	nd due dates for	the assignment.	If you like, you can enter	an additional assignm	nert description. By default, papers submitted to this assignment will be obtained against all of our distabases. If you would like to orsate a sustem search or
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-				Sub	nit	ノ	

v. Optional Values: Please click on the optional settings given the image above and you will get the following window with the options. Please check the option Submit paper with "No Repository" from the drop down menu. Otherwise once assignment is submitted it will give 100% plagiarism if again submitted before the final version.



vi. Click on the submit to create the assignment

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Step-4 Setting up Student Account Using the Student Tab

Dashboard Assignments	Students Grade took Librarie	s Calendar	Preferences				
NOW VIEWING: HOME > PH.D IN BIOTE	CHINOLOGY (MASTER CLASS) > STUDENT	S					
About this page This list contains the students enrolled in y	our sections. To add a student, click the add	l student link. If you w	rould like to send an email to y	our class, click the email all students l	link. Click a student's name to view his or her	submissions.	
Students						Add Student	Upload Student List Engl All Students
Enrolled • Student r	ame •		User ID +	Email address •		ectory	Drop
Welcomel Currently, there are no student	s enrolled in this class. We recommend you	have your students er	nroll themselves, using the class	ss ID and class enrollment password y	/ou created. If you prefer, you can also enrol	students in your class manually. To enroll y	rour first student, click here. To add additional

- i. Click on the student Tab and the window given above will open
- ii. Click on the Add Student or Upload Student List in case of multiple students are to be added

iii. Please add the following information in excel file to upload the student list

Student First Name	Student Surname	Student Email ID.

Upload above list under the option "Upload List"

iv. The following window will open for a single student. Please add the First name, Last name and Email ID of the student and click on the submit button. This will automatically send the email to your
 student to register with a link, username and password.

NOW VIEWING: HOME > PH.D IN BIDTECHNOLOGY (MASTER CLASS) > STUDENTS	. Parket babar User mu Messajes monucor ♥ Eligis ♥ Kiaumap Q map	Lagoa
A section must be specified	turnitin	
About this page To add a student to a section, enter the student's name and email address and select the student's section using the		
Enroll a Student	Dattinat keigmeit Solas Ondriko Usaik Dakato Dessin Petrana	_
	NONVEINE KOE-HEIROLKS-STUDRIS	
To enrol a student, enter a first some, kan some, and an enrol address and cick submit. If the autoent steady has a Turnifn user profile, they will be notified and enrolled in your cleas immediately. If they do not have a profile, we will oveste one and send them an email inoffication with a temporary passivoit. Add student to	About this page The student is shows the attents enclosing pour class. To add a student, click the act student link. Typu would like to send an enal to your class, click the enal at students link. Och a students none to very stormssions.	his or her
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Last name	Sinder Substance Useff Fraiddess (b	ap.
Fmail (Usee name)	144p-104 Parentiatas 👔 1200-107 parentatas (grafam	Ĵ
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- v. After creation of account, student need to submit thesis/dissertation to his/her account under the given class and assignment provided by you.
- vi. Once the student submits thesis/dissertation to his/her account, it will automatically reach to your Turnitin account.

Step-5 Reviewing the received assignments

i. You need to review the originality check report you have to click on the student name and see the assignment submitted by the given student

turnit	tin					Parveen Babbar	User Info Messages	Instructor V	English ▼ Roadma	p ⑦ Help Logout
Dashboard	Assignments	Students	Grade Book	Libraries	Calendar	Discussion P	references			
OW VIEWING: H	OME > NEW CLASS > \$	TUDENTS								
About this pe he student list s ubmissions. Studen	age hows the students er ts	rolled in your cl	ass. To add a stud	lent, click the ad	d student link. If you	would like to send a	n email to your class, click	the email all stude	ents link. Click a student Upload Student List	's name to view his or her Email All Students
About this pa he student list s ubmissions. Studen Enrolled	age hows the students er ts Student name	rolled in your cl	ass. To add a stud	lent, click the ad	d student link. If you	would like to send a	n email to your class, click Email address	the email all stude	ents link. Click a student Upload Student List	's name to view his or her Email All Students Drop
bout this pe he student list s ubmissions. Studen Enrolled 24-Apr-2014	age hows the students er ts Student name Back Entition	rolled in your Cl	ass. To add a stud	lent, click the ad	d student link. If you	vould like to send a User ID 1020061878	n email to your class, click Email address parveenbabbar@gmail.cc	Add Student	unts link. Click a student	's name to view his or her Email All Students Drop m
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ii. Here you can see the originality percentage of the paper and can download the paper in PDF/ Word. On the basis of similarities % and may guide the student about next course of action.

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show grades							
ŧ	Assignment	Title	Submitted	Originality	GradeMark	Dowload	Reviews
1	PhD start: 01-May-2014 due: 08-May-2014	85	17-Jul-2014	0%	ų.		0
2	test start: 22-May-2014 due: 30-Sep-2014	Reference Paper	10-1-2014	28%	Ţ		0