Turnitin

Step-by-Step Guide

Creating Instructor Accounts

1. Go to www.turnitin.com and click on the "Create Account" link.
2. Under the "New Instructors start here" section click on the "Create a user profile" link.
3. Click on the "instructor" link.
4. The Create a New Turnitin Instructor Account form must be completed.
5. Enter the account ID number and account join password for the institutional account.

   To obtain Account ID and Join Password, please contact the library (journals@lib.mrt.ac.lk).

6. Enter the user first name, last name, and a valid e-mail address to use as the login for Turnitin.
7. Select a password for logging in. The password must be six to twelve characters including at least one letter and one number. The password is case sensitive.
8. Select a secret question from the pull down menu and enter the answer. This answer is not case sensitive. Click on "next" to continue.
9. To continue using Turnitin, the user must click on "I agree - - create profile" to access Turnitin.
10. To go directly to Turnitin, click on "Log in to Turnitin".
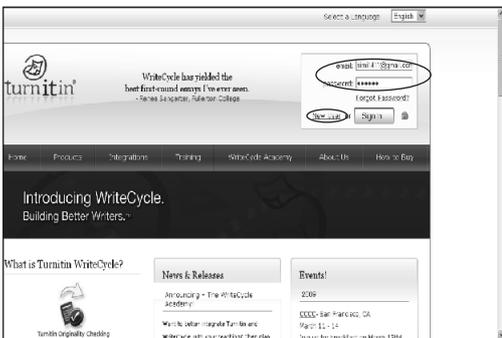
Go to the url www.turnitin.com and please provide your (for instructor) login id and password to enter into your account(if administrator has already added you as an instructor and given you the essential details) else need to click on new user option and need to register yourself with the joint account id and password given to you by administrator.

This will be the home page for instructor where he can add classes by clicking on the 'add a class' tab and clicking on any class name you can enter into the class where you can add the students.
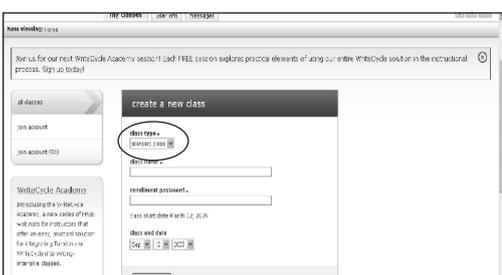
After clicking on the add a class tab this page will appear where you can create a new class by adding class type (keep it standard class always or keeping master class allows you to divide a class into sections). Add class name and enrollment password. After addition of class name Turnitin will generate you an unique class id and enrollment password which you can give to the students so that they directly add themselves to your class. You can set the class end date if you want to set up a class for short time. Then click on submit option.
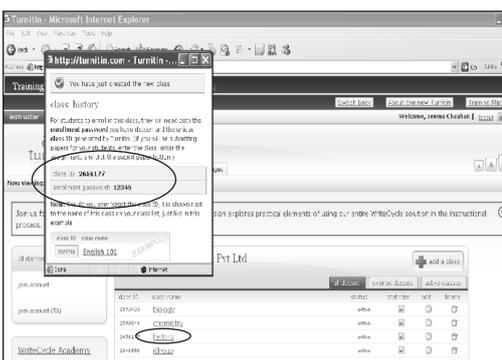
The small window is showing the class id and password which was mentioned earlier. You can also see the 'history' class has been added successfully.

Click on the class name 'history' and this window (by default) will appear which says to submit assignment by you or through students need to create an assignment. To add students click on the students tab.
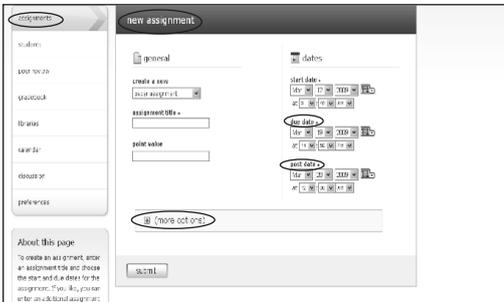
By clicking on 'new assignment' tab this page will appear where you can create paper assignment for originality check. Provide a title to the assignment. Provide point value e.g.50, 100 etc. (works only if you have subscribed to the write cycle for grade mark & peer review purpose). You can also assign dates as from when up to when the assignments must be submitted by students e.g. start date is 12 March'09 to 17 March'09 or you can also put a post date means you can accept the assignments after due date but before post date. You can also go into 'More options' for additional settings.
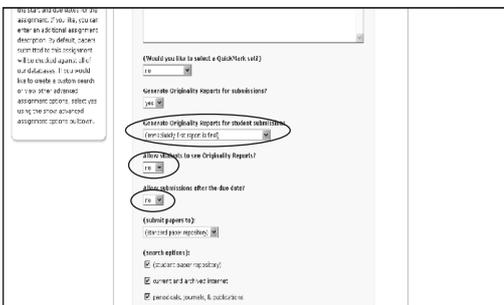
By clicking on more options you can add some special instructions for the students regarding assignments. You can set an option that first report will be the final one or one can overwrite the previous report which allows students to review their reports so that they can improve and submit more authentic report. You can also allow your students to see the originality reports and to submit after due date but before post date. You can also set the search options like that you want the paper to get checked with papers submitted already and other options provided by Turnitin. You can save these settings for future assignments also. Then click on submit.

This is the page showing your assignment of 'modern world'. Click on the assignment name.

This is the next page where assignments submitted by students can be viewed by you. You can also add the assignment paper by clicking on 'submit paper'.

You can either upload a document or cut and paste or can also upload bulk file or zip file. Then you can add other info like name and submission title and submit. It accepts only word format and not pdf.

After submitting paper this window will appear which asks you to 'go to inbox' or 'submit another paper'

Clicking on 'go to inbox' will get you back in your inbox where you can see the % of plagiarized content under report tab. Clicking on this % will allow you to see the plagiarized content and the source name from where it has been plagiarized. Sometimes reports do not come at once when you get back to the inbox, so please be patient and refresh in 2-5 minutes. Time depends on the length of the report submitted and % changes according to the length of paper.

The originality report appears in the diff. window. Here you can see the plagiarized content from 2 sources. The red one from one source and the green one from another source whereas the text in black color is the original work. For more help about the originality report you can also click on the help tab. So this is how we can see the originality reports & can check the plagiarism. You can also download the reports and can save to your system so that if you want to mail you can e-mail as an attachment.
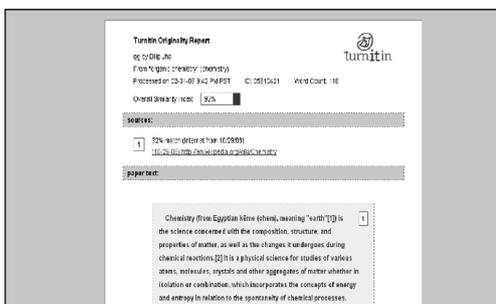
A sample of downloaded report.

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January 2014