

Instructors

After requesting access via CLPD, you will receive an automatic email from *Turnitin* which will include your account ID and temporary password.

To Login

To login to *Turnitin* go to www.turnitin.com

At the top right, enter your email address and temporary user password

Click login to open your *Turnitin* homepage



A login form with two input fields: 'email address' and 'password'. To the right of the 'password' field is a 'security:' icon. A red 'Log In' button with a right-pointing arrow is positioned to the right of the 'email address' field.


Change Password

It is strongly recommended that you change your password after logging in.

To do so, click on **User Profile**



You will see the following screen.



A form titled 'user information/preferences'. Under the heading 'personal information (Required fields are in red)', there are three fields: 'user name' (containing 'instructor@adelaide.edu.au'), 'password' (containing '*****'), and 'confirm password' (containing '*****'). Red arrows point to the 'password' and 'confirm password' fields. Below the 'password' field is a note: '(must be a valid email address)'. Below the 'confirm password' field is a note: '(case sensitive, must contain 6-12 characters and at least one letter and one number)'.

Highlight the password and enter your own password.

Repeat this within <confirm password>

Press submit.



A rectangular button with the text 'submit' and a right-pointing arrow.

Your login details have now changed. Next time you login you will now use your newly created password along with your email address.

Joining an Account

You have already been given access to your School account and the ID was forwarded to you in the automatic email from *Turnitin*.

To check your School account ID click on your School account name



to get the following screen



Contact [Geoff Crisp](#) or [Judi Baron](#) if you do not have an account ID and join password

Creating a Class

All submissions and most activity at *Turnitin* takes place within a class or classes that you create. You can use classes (and assignments within them) to structure and organise your students' submissions.

To create a class:

Click the add class link on your instructor homepage



On the next screen,

create a new: **standard class**

class name:

enrollment password:

class start date: September 21, 2006

class end date: Mar 25 2007

Let students view their own Originality Reports for all paper assignments in this class?

enter the following

A class name

A class enrolment password (to distribute to your students)

A class end date

Students View Reports – this needs to be enabled if you want students to view their own originality reports.

Note that you can create a new **standard class**, or a **master class**. A master class allows you to create a class with sections so that instructors can be assigned to a section to view assignments specific to that section. See Turnitin's *Instructors User Guide* for further details.

Click submit to add the class. You will see a new class homepage and confirmation window containing the *Turnitin* class ID for your class.



For students to enrol in your class they will need this number as well as your enrolment password.

Creating an Assignment

All papers are submitted to assignments that you create. Your assignments for any given class are created, displayed, and modified from the class homepage. Click on the name of a class to open its homepage.

▶ This is your class homepage. Click the create a new assignment link to add an assignment to your class homepage. Click an assignment's inbox button to view submissions that have been made to the assignment. Click an assignment's submit button to submit a paper.

class home | students | peer review | libraries | calendar | preferences

[create a new assignment:](#)  [assignment library:](#) 

#	assignment	inbox	submit	start	due	post	delete
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- 1 Click the create a new assignment link
- 2 Enter an assignment title, start date, due date and any additional instructions
- 3 Click submit to finalise the assignment. It will now appear in your class homepage

create a new:

assignment title:

start date: at :

due date: at :

Enter any special assignment instructions (optional):

Generate Originality Reports for submissions?

Show advanced assignment options?

REVISION ASSIGNMENTS

Students can only submit one paper per assignment. If you would like your students to submit another draft of their paper, you can create a revision assignment. Click the *create a new assignment link* and select *revision assignment*. You can only create a revision assignment **after** a paper assignment has been created.

GENERATE ORIGINALITY REPOTS FOR SUBMISSIONS?

The default is 'yes'.

If you accept the default and choose 'yes' for "show advanced assignment options" you will get the following screen

Generate Originality Reports for submissions?

Show advanced assignment options?

Generate Originality Reports for student submissions:

Allow submissions after the due date?

Allow other papers to be checked against submissions?

Compare submissions against these search targets:

- student paper database
- current and archived internet
- periodicals, journals, & publications

Note that this advanced option allows you to choose two further options. See below.

- immediately (first report is final)
- immediately (can overwrite reports until due date) on due date

However from the drop down menu you can choose “no, this is a draft assignment”. If you choose this option and also ‘yes’ for “show advanced assignment options” you will get the following screen

Generate Originality Reports for submissions?

Show advanced assignment options?

Allow submissions after the due date?

Allow other papers to be checked against submissions?

MORE ON ORIGINALITY REPORT OPTIONS

You can choose several Originality Report options:

- 1 Generate Originality Report for student submissions:
 - **immediately (first report is final)**
reports will be generated immediately for all submissions and students cannot resubmit their papers (default)
 - **immediately (can overwrite reports until due date)**
reports for a student’s initial submission will be generated immediately. Students can choose to resubmit their papers and receive Originality Reports as many times as they would like up until the assignment’s due date. Reports for subsequent submissions are delayed 24 hours.

- **On due date**

Originality Reports will not be generated for submissions until the assignment's due date. Students can submit their papers as many times as they would like up until the assignment's due date.

- 2 Choose whether you want to allow student submissions after the assignment due date.
- 3 Allow other papers to be checked against submissions? Choose *yes* if you want papers submitted to this assignment indexed in Turnitin's database. If you do not want papers submitted to this assignment stored in Turnitin's database and used for future plagiarism searches, select *no*.
- 4 Select the sources you want papers submitted to this assignment checked against. The three sources you can choose from are:
 - *student based database* that includes all papers submitted to Turnitin
 - *current and archived internet*
 - *ProQuest* (an online content repository - see <http://www.proquest.co.uk/about/index.html>)
- 5 If you make changes to the advanced options, a pulldown will appear. To save the options you have selected for assignments you create in the future, select *yes* using the save options pulldown.

Click *submit* to create your assignment using the specified advanced assignment options.

Getting your students started

Students must be enrolled in your class to submit papers. Normally they do this themselves by creating a user profile and using your class ID and password information. However you may wish to enrol your students yourself. If so, go to the [Turnitin Instructor User Guide](#) for further details.

Submitting a Paper (for Instructors)

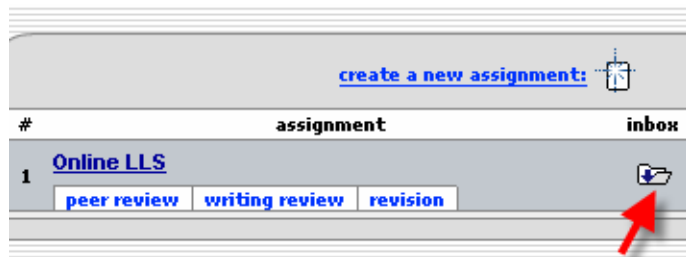
If you wish to submit student papers, go to **Submitting a Paper** within the [Turnitin Instructor User Guide](#) (page 13) for full details.

Note that there are four ways for instructors to submit papers to *Turnitin* – single file upload, bulk upload, by cut and paste, or by zip file upload. File formats that can be used include MS Word, WordPerfect, RTF, PDF, PostScript and HTML.

Note also that papers that you submit for your students will not be viewable by the students themselves. They only have access to papers they have submitted using their own user profile.

Assignment Inbox

Each assignment has its own inbox that contains the assignment's submitted papers and Originality Reports. To access your inbox, click on the desired assignment's inbox button from your class homepage.



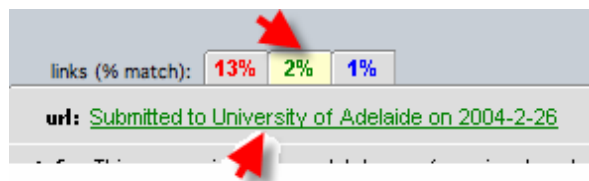
Every paper submitted to your class can be viewed online by clicking on its title and you can download the paper to your computer if it has been submitted as a file.

Viewing Originality Reports

Originality Reports are exact copies of submitted papers with any matching text colour coded, underlined, and linked to its original source. To access any paper's Originality Report, click on the report icon. Each report is available in two formats: a print version and a side-by-side version.

Direct Source Comparison

This allows you to quickly compare matching text found in a paper to its source. To activate this, click on a percentage tab in the source section of the report. You can also view the source by clicking on the URL



Reanalysing Reports

You may wish to exclude sources from a report, eg if a student quotes directly from a source, the match from that source may obscure other matches. Once you have verified that the student quoted correctly from the source, you can exclude the source from the report and have the report reanalysed.

To exclude a source, click on the percentage tab for the source and then click the exclude button next to the source. Repeat this as necessary and then reanalyse the report by clicking on the reanalyse button.

For further information on Originality Reports go to **Plagiarism Prevention** within [Turnitin Instructor User Guide](#) (page 18).

Organising your inbox

If you are teaching a class with many students your inbox can sometimes become large and unmanageable. You can organise papers in your inbox in several ways, including

- Sorting by column header
- Sorting by folder
- Viewing by selecting originality indices
- Deleting unwanted papers

Preferences and Notifications

There are two types of preferences, user preferences and class preferences. User preferences are part of your user profile, while class preferences are part of each class. For further details refer to **Preferences** within [Turnitin Instructor User Guide](#) (page 70).

Information in this Quick Guide to Turnitin for Instructors was extracted from the “[Turnitin Instructors User Guide](#)”.

JB 07/03/2007