



## Instructor QuickStart Guide

### Introduction

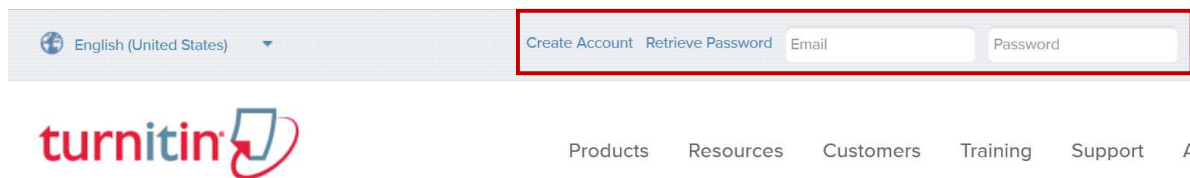
This Instructor Quickstart will help you get started with Turnitin. To begin, you need to register with Turnitin and create a user profile.

If you have received an e-mail from Turnitin with a temporary password, a user profile has already been created for you. To get started, log in to Turnitin with your e-mail address and password and proceed to Step 2 in this Quickstart.

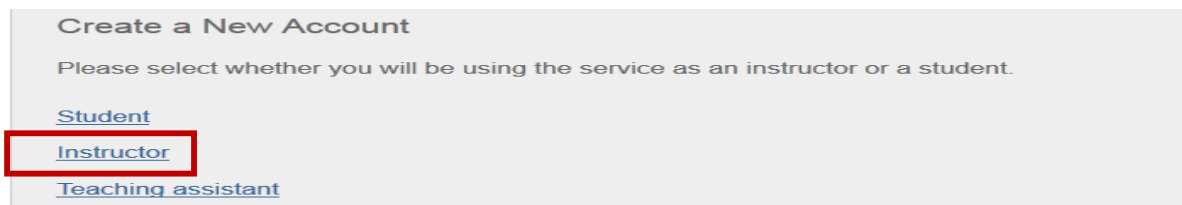
### Step 1 - Creating a User Profile

To register and create a user profile, go to [www.turnitin.com](http://www.turnitin.com) and select your language from the drop down menu.

Click on the "Create Account" link on the homepage and the **Create a User Profile** page will open.



Click on the "Instructor" link. Fill in the required information in the new user profile form. In order to complete your profile, you must have an **Account ID** and an **Account Join Password**. You can get this information from your institution's account administrator.



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The registration form contains the following fields:

- Account ID**: A text input field.
- Join password**: A text input field.
- User Information**: A section header.
- Your first name**: A text input field.
- Your last name**: A text input field.

Once you have created your profile, click the **"I Agree"** button to log into Turnitin.



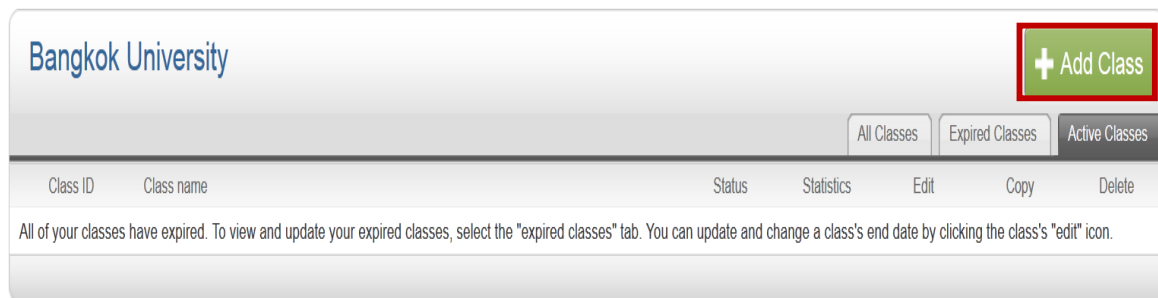
The User Agreement screen displays the following content:

- User Agreement** header.
- Text: "Please read our user agreement below. Select 'I agree' to complete your user profile."
- A scrollable text box containing:
  - You should review this User Agreement carefully before accepting it. If You breach the User Agreement, Your authorization to use the Site will automatically terminate.**
  - 1. Acceptance of Terms**
  - You accept this User Agreement by using the Services or clicking to accept or agree to the Terms, where this option is made available.
- Two buttons at the bottom:
  - I Agree – Create Profile** (highlighted with a red box)
  - [I Disagree – Cancel Profile](#)

## Step 2 - Adding a Class

Welcome to your Instructor Homepage. If you do not want to create a new class at this time, skip ahead to the next step.

Click the **"Add a Class"** button to create a class.

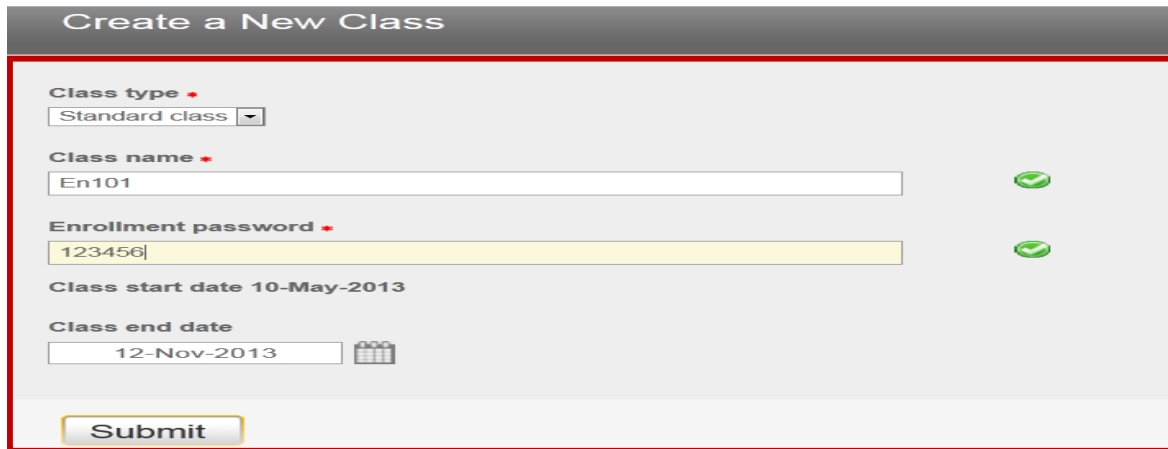


The Instructor Homepage features the following elements:

- Bangkok University** logo.
- + Add Class** button (highlighted with a red box).
- Navigation tabs: **All Classes**, **Expired Classes**, and **Active Classes**.
- Table headers: **Class ID**, **Class name**, **Status**, **Statistics**, **Edit**, **Copy**, and **Delete**.
- Message: "All of your classes have expired. To view and update your expired classes, select the 'expired classes' tab. You can update and change a class's end date by clicking the class's 'edit' icon."

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On the "Create a New Class" page, enter a class name and an enrollment password.



**Create a New Class**

**Class type** ▾  
Standard class ▾

**Class name** ▾  
En101 ✓

**Enrollment password** ▾  
123456 ✓

**Class start date** 10-May-2013

**Class end date**  
12-Nov-2013 📅

**Submit**

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.

The end date 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.

Click "**Submit**" to add the class to your homepage.

### Step 3 - Class Information

The class will now appear in your class list beneath your account. The number to the left of your class name is the **class ID**. Students will use this ID along with the class enrollment password to enroll in your class. You can view your class enrollment password at any time by clicking the edit icon to the right of your class.

You should distribute your **class ID** and **enrollment password** to your students so that they can enroll in your class and submit their papers.

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



Bangkok University + Add Class

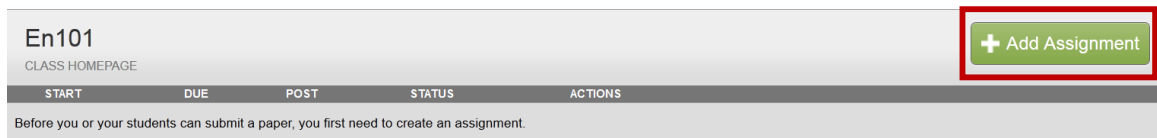
All Classes Expired Classes Active Classes

Class ID	Class name	Status	Statistics	Edit	Copy	Delete
6452982	En101	Active				

## Step 4 - Creating a New Assignment

If you do not want to create a new assignment at this time, you can skip ahead to the next step.

Within your class homepage click on the "Add Assignment" button to create an assignment.



Enter an **assignment title** and choose a start and due date for the assignment. Students will be able to submit their papers to the assignment starting on the start date and until the due date passes. Click "**Submit**" to add the assignment to your class homepage.

## Step 5 - Submitting a Paper as an Instructor

If you want to submit papers yourself, click on the **"View"** link to the right of the paper assignment to open the assignment inbox and then click on the **"Submit Paper"** button.

The screenshot shows the Turnitin instructor interface. At the top, there is a header for 'En101 CLASS HOMEPAGE' with a '+ Add Assignment' button. Below this is a table with columns: START, DUE, POST, STATUS, and ACTIONS. The table contains one row for a 'conversation' assignment. The 'View' link in the ACTIONS column is highlighted with a red box. Below the table, there is a section for 'conversation' with a 'Submit Paper' button highlighted in a red box. The 'Submit Paper' button is located in the 'INBOX | NOW VIEWING: NEW PAPERS' section. To the right of the button are links for 'GradeMark Report' and 'Edit assignment settings'. Below the button is a table with columns: AUTHOR, TITLE, SIMILARITY, GRADE, RESPONSE, FILE, PAPER ID, and DATE. The table is currently empty.

On the paper submission page, enter the **paper's title** and select the **author's name** from the author pulldown menu for enrolled students.

The screenshot shows the 'Submit Paper: by File Upload (Step 1 of 3)' form. The form has a title bar and a main content area. The main content area has a section for 'Choose a paper item submission method:' with a dropdown menu set to 'Single file upload'. Below this is a section for 'Author' with a dropdown menu set to 'Non-enrolled student'. There are three text input fields: 'First name' (containing 'peter'), 'Last name' (containing 'bond'), and 'Submission title' (containing 'greeting'). These three fields are highlighted with a red box. Below the text input fields is a section for 'Add to' with a dropdown menu set to 'Institution paper repository' and a link for 'More info'.

To select a paper for submission, click the browse button and locate the paper on your computer. We accept submissions in these formats:

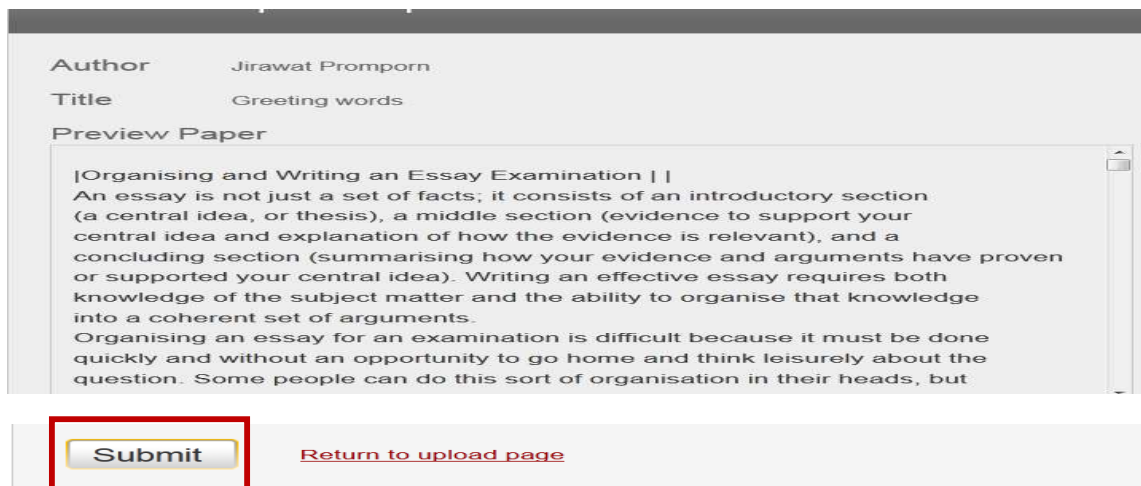
- MS Word, WordPerfect, RTF, PDF, PostScript, HTML, plain text (.txt)

When you are done, click the **"Upload"** button to upload the paper.

The screenshot shows the file upload interface. It has a title bar that says 'Browse for the file to upload'. Below the title bar is a text input field and a 'Browse...' button highlighted with a red box. Below the text input field is an 'Upload' button highlighted with a red box. To the right of the 'Upload' button is a link for 'Cancel, go back'.

### Step 6 - Submitting a Paper Confirmation

A preview of the paper you chose to submit will be shown on this page. Look over all the information and make sure that it is correct. To confirm the submission, click the **"Submit"** button.



### Step 7 - Accessing Inbox

After you submit a paper, our system will begin processing the paper and will generate an **Originality Report** within minutes.

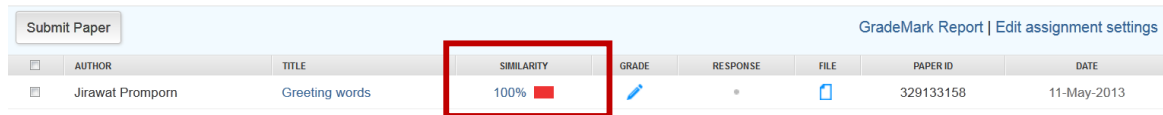
To view the report, click the **"Inbox"** button on submission confirmation page. Your **assignment inbox** will open.



Please note that you can also open your assignment inbox from your class homepage by clicking on the **"View"** link in the **Actions** column next to the paper assignment.

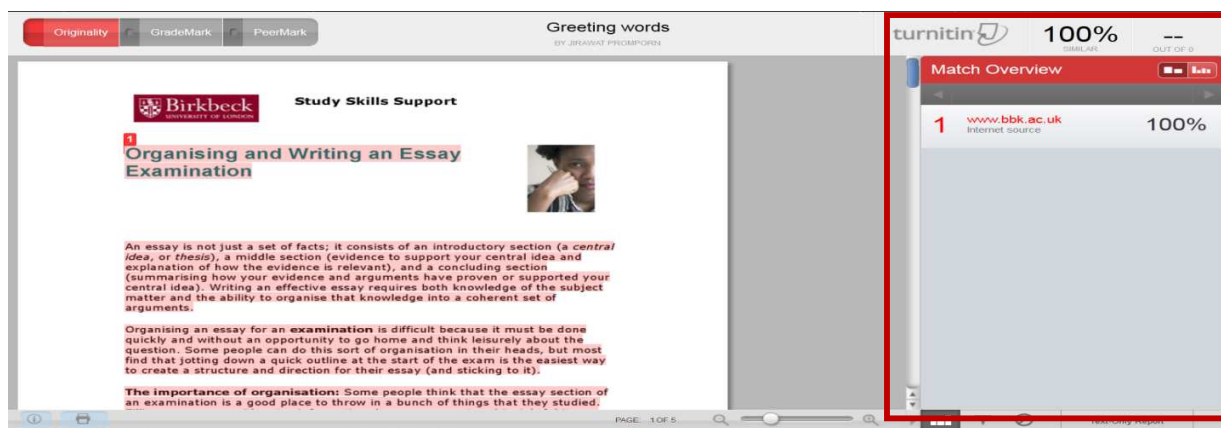
### Step 8 - Viewing Originality Reports

Your **Assignment Inbox** shows submitted papers with their **Originality Reports**. To open the Originality Report for the paper you just submitted, click the report icon. Note: A grayed out report icon indicates that the report has not yet been generated. Please wait a few moments and click your browser's refresh button.



Submit Paper		GradeMark Report   Edit assignment settings						
AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE	
Jirawat Promporn	Greeting words	100%		*		329133158	11-May-2013	

The Originality Report will open in a new window called the **Document Viewer**. The Document Viewer allows instructors to access each Turnitin product in one location and view all the products simultaneously as layers.



The screenshot shows the Document Viewer interface. The main document area displays text from a Birkbeck University of London 'Study Skills Support' page titled 'Organising and Writing an Essay Examination'. The text includes definitions of an essay and advice on organization. The Turnitin interface shows a 100% similarity score. A sidebar on the right, titled 'Match Overview', lists the top source as 'www.bbk.ac.uk' with a 100% match. The sidebar is highlighted with a red box.

All the top sources found to match the paper submission are in the sidebar to the right of the paper contents. Top sources are the sources that have the closest match (most matching words without variation) to the document's text.

To view all underlying sources for a top source hover the cursor over the source and click on the **arrow** icon. The overlapping sources are listed below the top source.



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The screenshot shows the Turnitin interface. On the left, a document titled "Organising and Writing an Essay" is displayed with several paragraphs of text. On the right, the "Match Breakdown" panel is visible, showing a list of sources. The top source is "www.bbk.ac.uk" with a 100% match. Below it, several "mybirkbeck/services/facilitie..." sources are listed with varying match percentages (100%, 77%, and four 4% matches). At the bottom of the list, "clover.slvac.pitt.edu" is listed with a 72% match. A red box highlights the "Exclude Sources" button at the bottom of the Match Breakdown panel.

To exclude a source from the **Match Breakdown** list click on the "**Excluded Sources**" button at the bottom of the source list.

Click on the check box next to all the sources you would like to exclude.

This screenshot shows the same Turnitin interface as the previous one, but with the "Match Breakdown" panel updated. The "clover.slvac.pitt.edu" source now has a 72% match. The "mybirkbeck/services/facilitie..." sources now have checkboxes next to them, all of which are checked. A red box highlights the "Exclude (6)" button at the bottom of the Match Breakdown panel, which is now active. Below the button, it says "Recalculate originality score".

Once you have selected all the sources to exclude, click on the "**Exclude (#)**" button at the bottom of the **Match Breakdown** list. If the sources that were excluded affects the **Similarity Index** it will recalculate and display a new percentage of matching content.