

## Introduction

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



### Step 1

To register and create a user profile, go to [www.turnitin.com](http://www.turnitin.com) and click on the *Create Account* link on the homepage **1**.

**1** Click to register and create your user profile

The *Create a user profile* page will open click on the *instructor* link. Fill in the required information within the new user profile form. In order to create a profile, you must have the account id **67294** and the password **VCInstrucTech54**. You can get this information from your institution's account administrator.

Once you have created your profile, click the *Log in to Turnitin* button to log in to Turnitin **2**.

**2** Click the button to Log in to Turnitin

## Step 2

On your homepage, click the *add a class* button to create a class **3**.

**!** If you do not want to create a new class at this time, skip ahead to the next step.



**3** Adds a new class to your account

On the class creation page, enter a **class name** and an **enrollment password** **4**.

 A screenshot of the class creation form. It contains two input fields: 'class name' with the value 'Demonstration' and 'enrollment password' with the value 'Demo1'. Both fields have a green checkmark to their right, indicating they are valid. Below the fields, it says 'class start date April 23, 2008'.

**4** Enter a class name and enrollment password

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.

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

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 **5**.



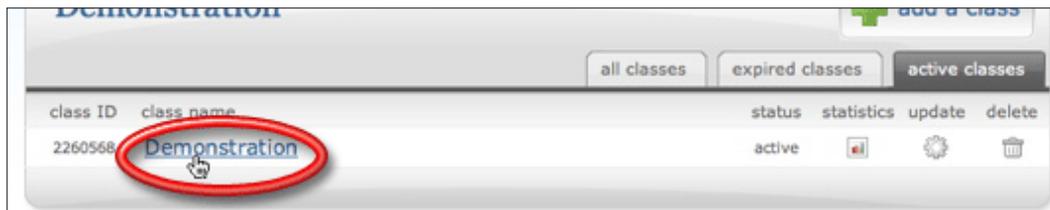
**5** The class ID is to the left of your class; to view your class enrollment password, click edit

You should distribute your **class ID** and **enrollment password** to your students so that they can enroll in your class and submit their papers. Be sure to include this link to our student quickstart:

[https://turnitin.com/static/training/student\\_quickstart\\_guide.php](https://turnitin.com/static/training/student_quickstart_guide.php)

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

Click on the name of your class to open your class homepage **6**.



**6** Enter a class by clicking its name

## Step 4

Within your class homepage click on the *New Assignment* button to create an assignment **7**.

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

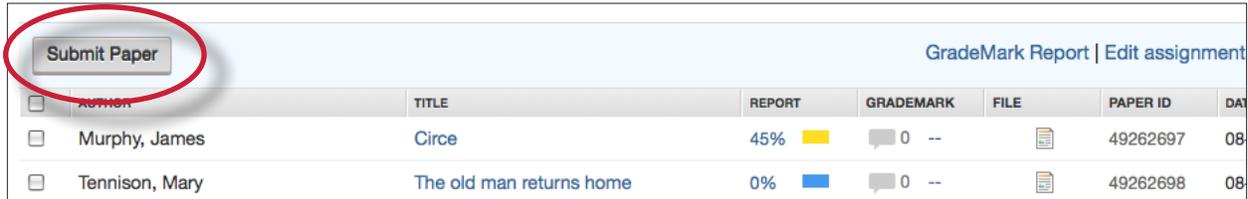


**7** Click the *New Assignment* button to create a new assignment

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

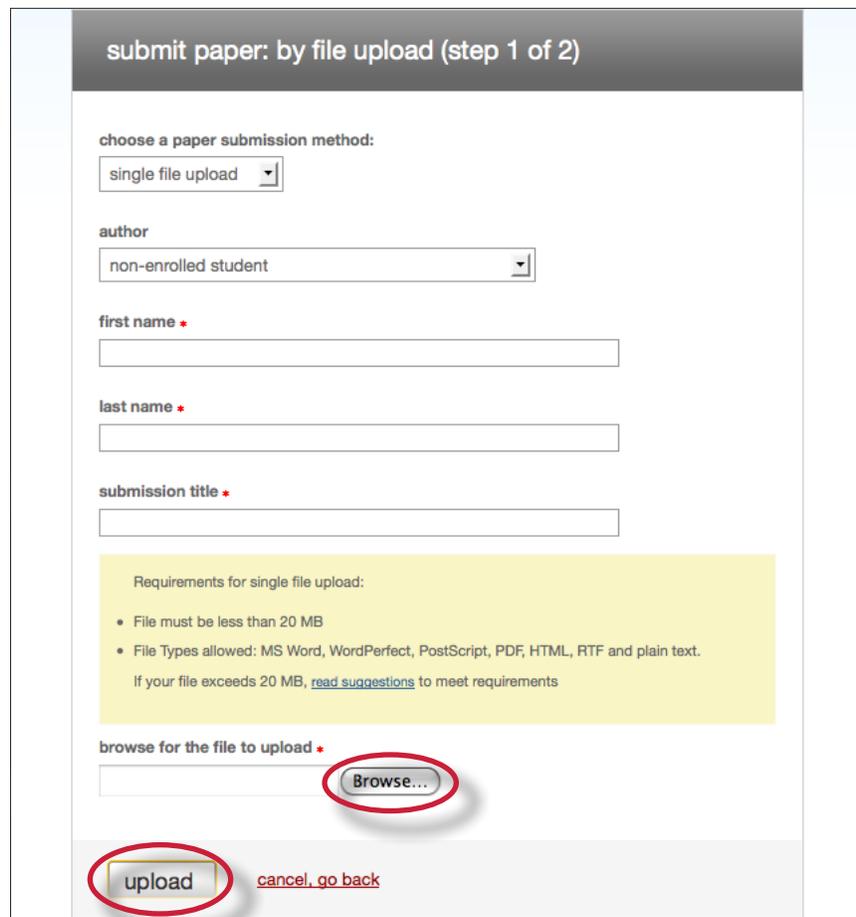
If you want to submit papers yourself, click on the *View* link to the right of the paper assignment to open the assignment inbox and then click on the *Submit Paper* button **8**.



		GradeMark Report   Edit assignment					
<input type="checkbox"/>	AUTHOR	TITLE	REPORT	GRADEMARK	FILE	PAPER ID	DATE
<input type="checkbox"/>	Murphy, James	Circe	45% <span style="color: yellow;">■</span>	0 --		49262697	08/...
<input type="checkbox"/>	Tennison, Mary	The old man returns home	0% <span style="color: blue;">■</span>	0 --		49262698	08/...

**8** Click the *Submit Paper* button to upload a paper

On the paper submission page, enter the paper's title and select the author's name from the author pulldown menu for enrolled students **9**.



submit paper: by file upload (step 1 of 2)

choose a paper submission method:

author

first name \*

last name \*

submission title \*

Requirements for single file upload:

- File must be less than 20 MB
- File Types allowed: MS Word, WordPerfect, PostScript, PDF, HTML, RTF and plain text.

If your file exceeds 20 MB, [read suggestions](#) to meet requirements

browse for the file to upload \*

[cancel](#) [go back](#)

**9** Enter the paper's title and its author's first and last names

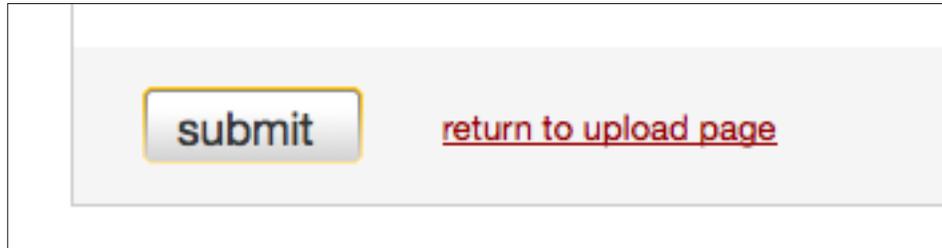
To select a paper for submission, click the *browse* button and locate the paper on your computer. We accept submissions in these formats:

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

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

## Step 6

The paper you chose to submit will be shown on the next page. Look over all the information and make sure that it is correct. To confirm the submission, click the *submit* button **10**.



**10** Make sure you selected the correct paper; click "submit" to finalize your submission

## Step 7

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 **11**.



**11** Opens your assignment inbox containing submissions and Originality Reports

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 **12**.

	START	DUE	POST	STATUS	ACTIONS
<b>Demo Assignment</b>					
PAPER	11-10-09 9:03AM	11-17-09 11:59PM	11-18-09 12:00AM	1 / 2 submitted	<a href="#">View</a> <a href="#">More actions</a> ▼

**12** Click to open your assignment inbox

## Step 8

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 **13**. **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.

TITLE	SIMILARITY	GRADE	RESPONSE	FILE
The Convicts Shadow	27%			
Groomed for Revenge	14%			
Heartbreakers	8%			

**13** Click on the Originality Report icon to view the Originality Report

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.

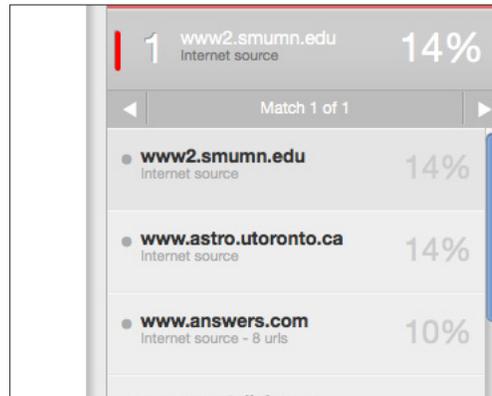
All the top sources found to match the paper submission are in the sidebar to the right of the paper contents. Top sources are the sources that have the closest match (most matching words without variation) to the document's text.

The Originality Report retains the paper's original format along with images and graphics

To view all underlying sources for a top source hover the cursor over the source and click on the arrow icon **14**.

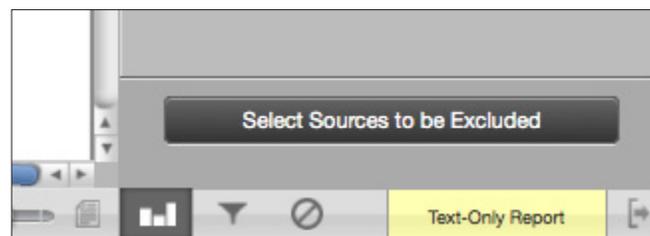
**14** Click to view all underlying sources for the top source

The overlapping sources are now listed below the top source **15**.



**15** All the overlapping sources are listed below the top source

To exclude a source from the Match Breakdown list click on the *Select Sources to be Excluded* button at the bottom of the source list **16**.



**16** Click to enable source exclusion from the Match Breakdown list

Click on the check box next to all the sources you would like to exclude **17**.



**17** Click on the check boxes next to each source you would like to exclude

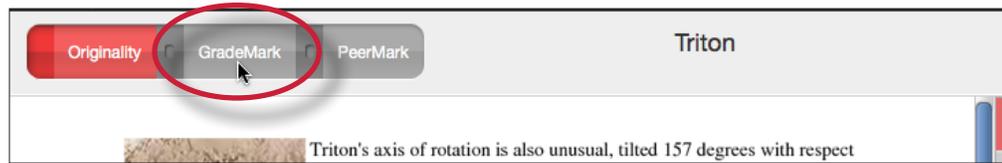
Once you have selected all the sources to exclude, click on the *Exclude (#)* button at the bottom of the Match Breakdown list **18**. If the sources that were excluded affects the similarity index it will recalculate and display a new percentage of matching content.



**18** Click to enable source exclusion from the Match Breakdown list

## Product Navigation

To view the paper in GradeMark click on the GradeMark tab at the top of the document viewer <sup>19</sup>.



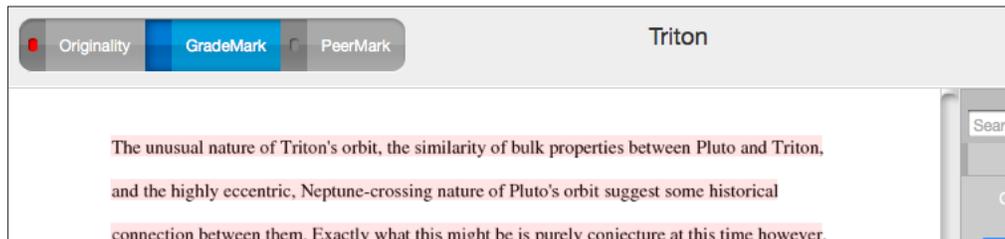
<sup>19</sup> Click the GradeMark tab to use GradeMark to mark-up the paper

You will notice that the sidebar changes functionality and that the GradeMark tab is now highlighted blue notifying you that you are now viewing the paper in GradeMark. To view the Originality Report layer while grading a paper, click on the radio button directly to the left of the *Originality* tab <sup>20</sup>.



<sup>20</sup> Click to view the match instances from the Originality Report while in GradeMark

You can now mark-up the paper while viewing the match instances from the Originality Report and easily leave comments regarding text that needs to be cited.



*Using GradeMark with the Originality Report layer turned on*

If you need further assistance with Turnitin or would like to learn about the advanced features our system offers, please download our [instructor user manual](#). You can view all of our user manuals and documentation at:

<https://turnitin.com/static/training/instructor.php>