



Instructor QuickStart Guide

Introduction

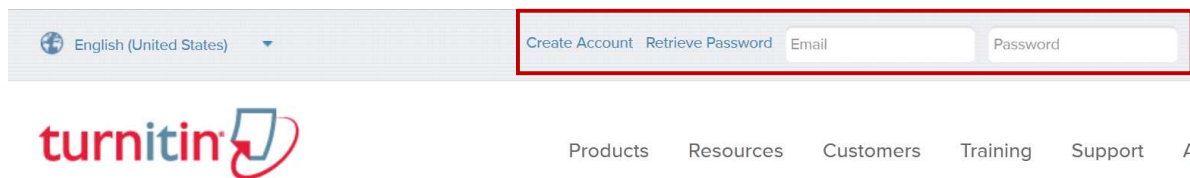
This Instructor Quickstart will help you get started with Turnitin. To begin, you need to register with Turnitin and create a user profile.

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.

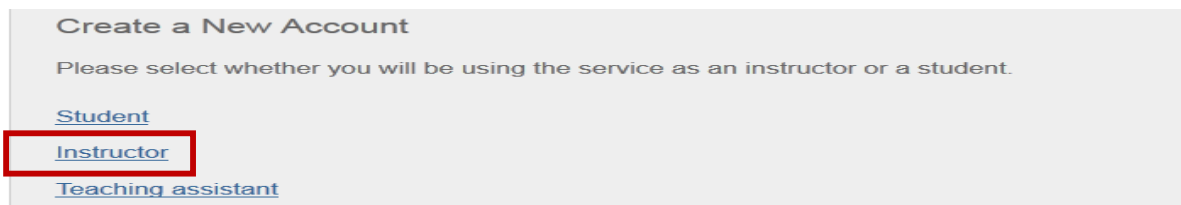
Step 1 - Creating a User Profile

To register and create a user profile, go to www.turnitin.com 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**: Text input field
- Join password**: Text input field
- User Information**: Section header
- Your first name**: Text input field
- Your last name**: Text input field

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



User Agreement
Please read our user agreement below. Select "I agree" to complete your user profile.

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.

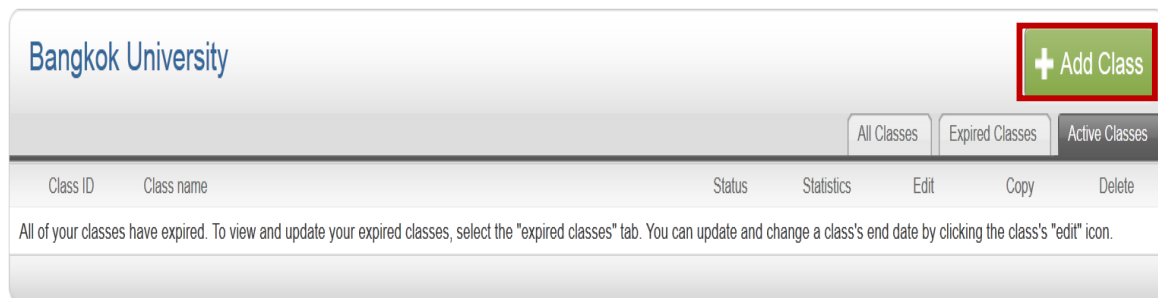
1. Acceptance of Terms
You accept this User Agreement by using the Services or clicking to accept or agree to the Terms, where this option is made available

I Agree – Create Profile [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.



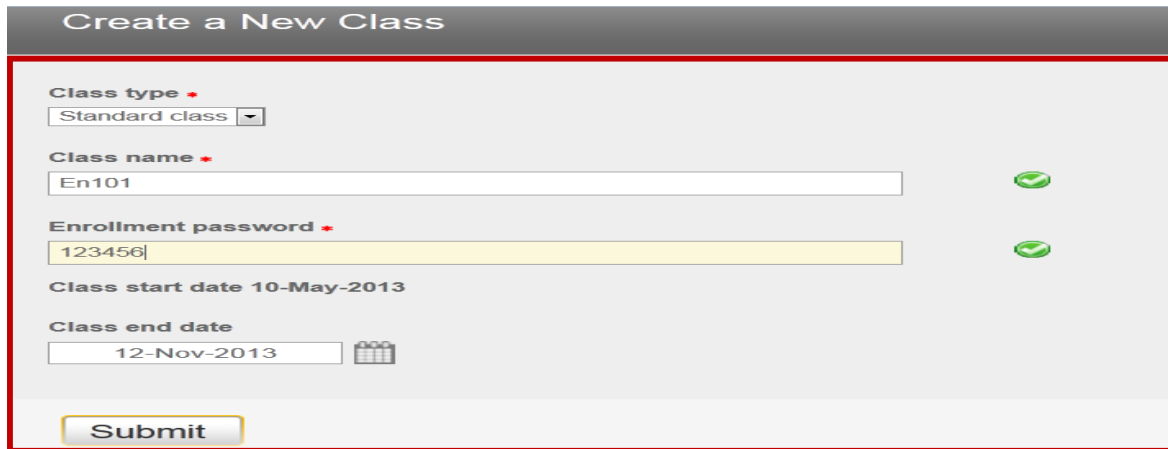
Bangkok University **+ Add Class**

[All Classes](#) [Expired Classes](#) [Active Classes](#)

Class ID	Class name	Status	Statistics	Edit	Copy	Delete
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 for a class named 'En101'. At the top right, there is a green button labeled '+ Add Assignment'. Below this is a table with columns: START, DUE, POST, STATUS, and ACTIONS. The table contains three rows of data, with the first row highlighted in yellow. The first row has the following values: '11-May-2013 1:07PM', '18-May-2013 11:55PM', '19-May-2013 12:00AM', '0 / 0 submitted', and a 'View' button which is highlighted with a red box. Below the table, there is a 'conversation' section with an 'INBOX | NOW VIEWING: NEW PAPERS' dropdown. A 'Submit Paper' button is highlighted with a red box. To the right of this button are links for 'GradeMark Report' and 'Edit assignment settings'. Below these links is a table with columns: AUTHOR, TITLE, SIMILARITY, GRADE, RESPONSE, FILE, PAPER ID, and DATE. Below the table, there is a message: 'Your inbox for this assignment or assignment folder is currently empty. If you would like to submit a paper to this assignment, click here.'

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. At the top, there is a dropdown menu for 'Choose a paper item submission method:' with 'Single file upload' selected. Below this is an 'Author' dropdown menu with 'Non-enrolled student' selected. There are three text input fields: 'First name' with 'peter', 'Last name' with 'bond', and 'Submission title' with 'greeting'. These three fields are highlighted with a red box. Below these fields is an 'Add to' dropdown menu with 'Institution paper repository' selected and a 'More info' link.

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

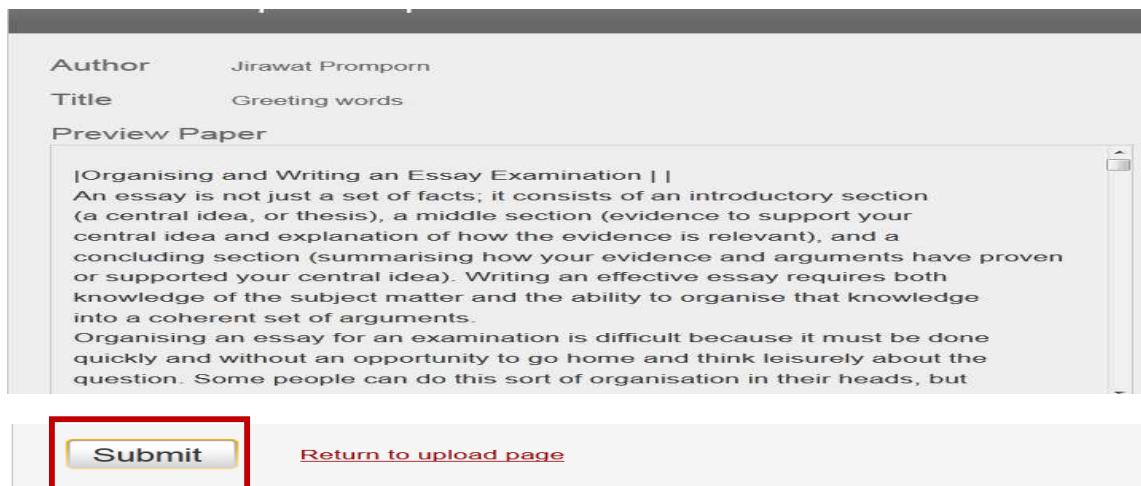
- MS Word, WordPerfect, RTF, PDF, PostScript, HTML, plain text (.txt)

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

The screenshot shows the file upload interface. At the top, there is a text input field for the file name and a 'Browse...' button highlighted with a red box. Below this is an 'Upload' button highlighted with a red box and a 'Cancel, go back' link.

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.

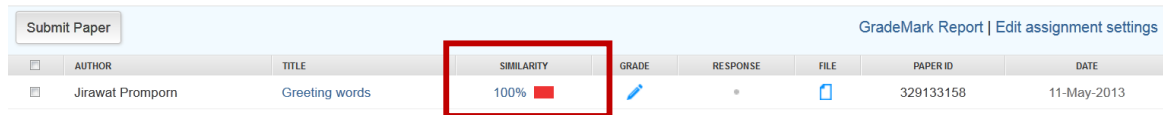
To view the report, click the **"Inbox"** button on submission confirmation page. Your **assignment inbox** will open.



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.

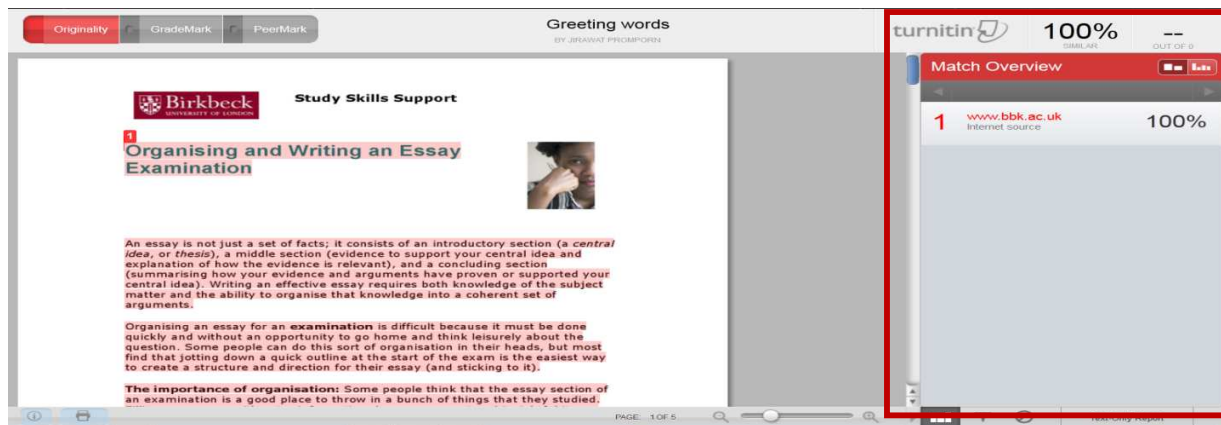
Step 8 - Viewing Originality Reports

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 content is titled "Organising and Writing an Essay Examination" and includes text about essay structure. The sidebar on the right, "Match Overview", shows a 100% match with the source "www.bbk.ac.uk".

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 are now checked with checkboxes. At the bottom of the Match Breakdown panel, a red box highlights the "Exclude (6)" button, which has a red 'X' icon. Below this 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.