How to Use Turnitin
An Introduction for Instructors - Teachers/ Faculty

Step -1: How to Get an Account and Activate It

i. To create an account in Turnitin please send an email to Dr. Ramesh C. Gaur, University Librarian at email id - rcgaur@mail.jnu.ac.in or rcgaur66@gmail.com to create your turnitin account.

ii. After your email, you will be added to the Turnitin System and you will receive an email message from the Turnitin Helpdesk entitled “You have been added as an instructor.” The message will contain your email address, which will be your username, and an automatically generated password, which you can change later.

iii. Click the link in your enrollment email message, or go to http://www.turnitin.com to log in.

iv. At the top of the Turnitin log in page, shown below, enter your complete email address and the password from your enrollment message into the blanks. Note that your password is case-sensitive, and it is best to copy the password from the email and paste it into the blank.
v. After logging in, you will see the User Profile screen, shown on the next page. Create a new password and confirm. The password must contain 6 to 12 characters, and must contain at least one letter and one number. Select a secret question and type the answer, then click Next.

vi. Next, you must accept the user agreement by clicking on the I Agree link.
Step-2 Setting up your First Course Using the Class Setup Wizard

i. After you accept the user agreement, you will see the window below. Click the Start Class Setup Wizard link. This will allow you to create your first class.

Create a user profile (completed)

Thank you! Your user profile is now complete.

Now that you are a Turnitin instructor and have joined a Turnitin account, you may wish to create a class. You can do this by logging in and creating your class manually, or continue with our class setup wizard, which will take first time users through the steps necessary to create classes, assignments, and start submitting papers.

log in to Turnitin start class setup wizard

ii. You need to create classes like Ph.D./M.Phil/ M.A. with the following information:

a. Class Type: Standard/ Master- Please select Master
b. Name of the Class- PhD/ M.Phil/ M.A. etc
c. TA Join Password: Please create the password even if you don’t plan to use it. But, make sure to write it down, just in case. Students can submit papers to their D2L dropbox, and you can import the papers into Turnitin.
d. Subject Areas: Please choose the subject from the drop down menu
e. Student Level: Please select the student level from dropdown menu – Graduate/ Postgraduate
f. Class Start Date: It will be automatically from the current date
g. Class End Date: You can choose the end date of the class from the calendar given
iii. **After you press the submit button a message will be flashed with the Class ID and Password. It says you should never forget the Class ID. So please write the same for your further reference**

![Class creation screen](image)

iv. **You can multiple classes by clicking on + ADD CLASS – green button on right side encircled above**

### Step 3 Setting up your First Assignment Using the Assignment Setup Wizard

i. **After creating the class you need to create an assignment. For this you have to click on the continue button on the message received after the creation of class and then click on the name of the class created as given in the image above with the circled text on the left in the left i.e. Class Name in above case PhD in Biotechnology.**

ii. **You will get the following screen after clicking the class**

![Assignment setup wizard](image)

iii. **Please click on the + New Assignment box as given in the image above to create a new assignment for the students.**
iv. On clicking a new window will open you need to enter the following:
   a. **Assignment Title**: Please write the name of assignment / it can be topic of research also
   b. **Point Value**: It is optional for grade value and can be kept blank
   c. **Start Date**: Set the start date from the calendar
   d. **Due Date**: The date till which student has to complete the assignment
   e. **Post Date**: Last date till which student can post the assignment
   f. **Optional Settings**: The most important is that you have to click on optional setting and change the values given in it.
v. Optional Values: Please click on the optional settings given the image above and you will get the following window with the options. Please check the option Submit paper with “No Repository” from the drop down menu. Otherwise once assignment is submitted it will give 100% plagiarism if again submitted before the final version.

vi. Click on the submit to create the assignment
Step-4 Setting up Student Account Using the Student Tab

i. Click on the student Tab and the window given above will open

ii. Click on the Add Student or Upload Student List in case of multiple students are to be added

iii. Please add the following information in excel file to upload the student list

<table>
<thead>
<tr>
<th>Student First Name</th>
<th>Student Surname</th>
<th>Student Email ID</th>
</tr>
</thead>
</table>

Upload above list under the option “Upload List”

iv. The following window will open for a single student. Please add the First name, Last name and Email-ID of the student and click on the submit button. This will automatically send the email to your student to register with a link, username and password.
v. After creation of account, student need to submit thesis/dissertation to his/her account under the given class and assignment provided by you.

vi. Once the student submits thesis/dissertation to his/her account, it will automatically reach to your Turnitin account.

**Step-5 Reviewing the received assignments**

i. You need to review the originality check report you have to click on the student name and see the assignment submitted by the given student

![Turnitin Interface](image)

**For more details and organisation of training programme, please feel free to contact:**

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