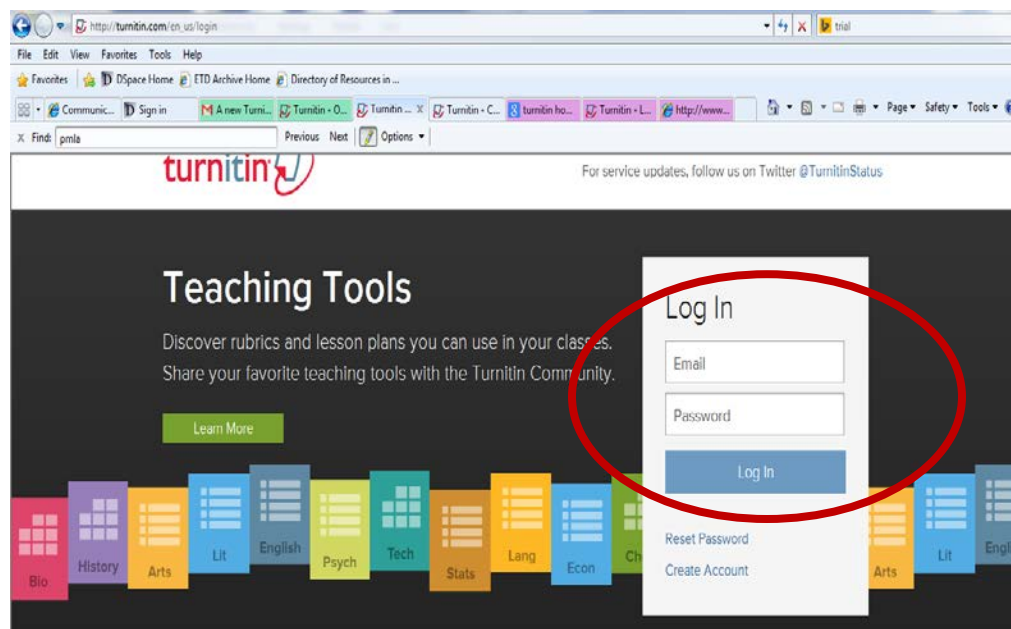


How to Use Turnitin

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.

Welcome to Turnitin!

You have been added as an instructor to the account **Turnitin University**.

Before you can get started, we want to confirm your user information and give you the chance to change your password. Please feel free to change your password or any other information as needed. Keep in mind that your password must contain at least one letter and one number.

When you are done, click "next" to continue.

your email:

current user password:

new user password:

confirm your new password:

secret question:

question answer:

your first name:

your last name:

- vi. Next, you must accept the user agreement by clicking on the I Agree link.

Create a user profile

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

Turnitin and its services are maintained by iParadigms, LLC ("Licensor"), and offered to you, the user ("User"), conditioned on your acceptance without modification of the terms, conditions, and notices contained herein. Your use of this web site constitutes your agreement to all such terms, conditions, and notices.

Personal and noncommercial use limitation

This web site is for non-commercial use only. Your use of this web site is subject to the following terms and conditions:

[I disagree -- cancel profile](#) [I agree -- create profile](#)

Create a user profile (completed)

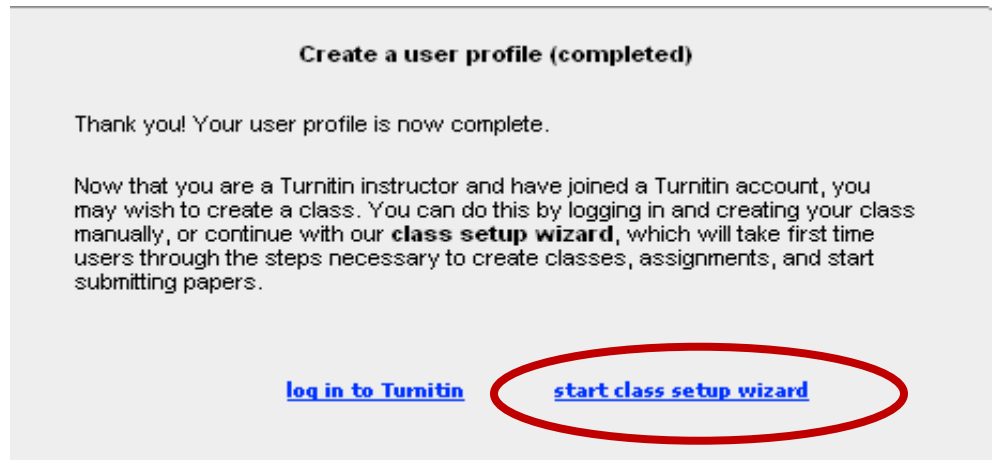
Thank you! Your user profile is now complete.

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.

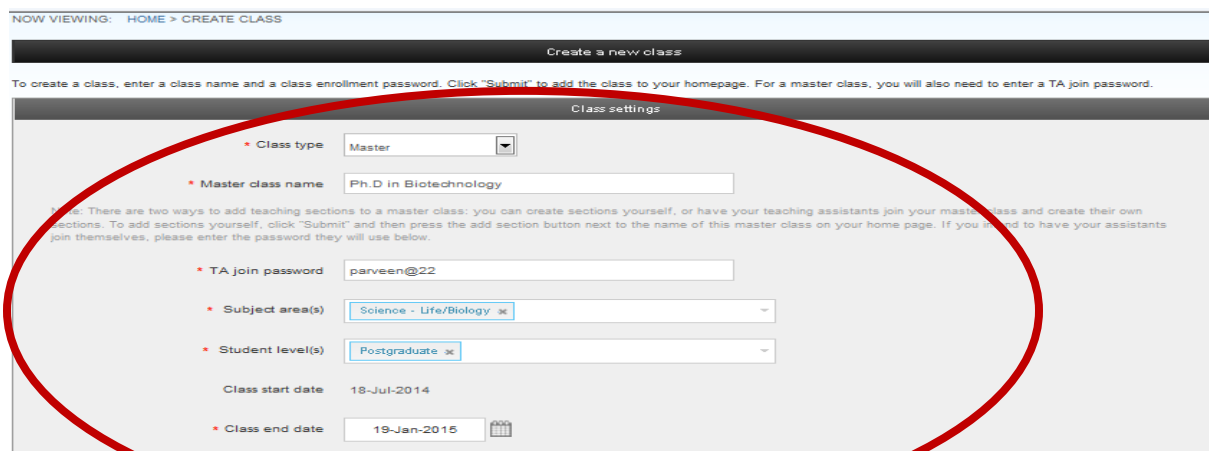
[log in to Turnitin](#) [start class setup wizard](#)

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.



- 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-** Ph.D/ 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

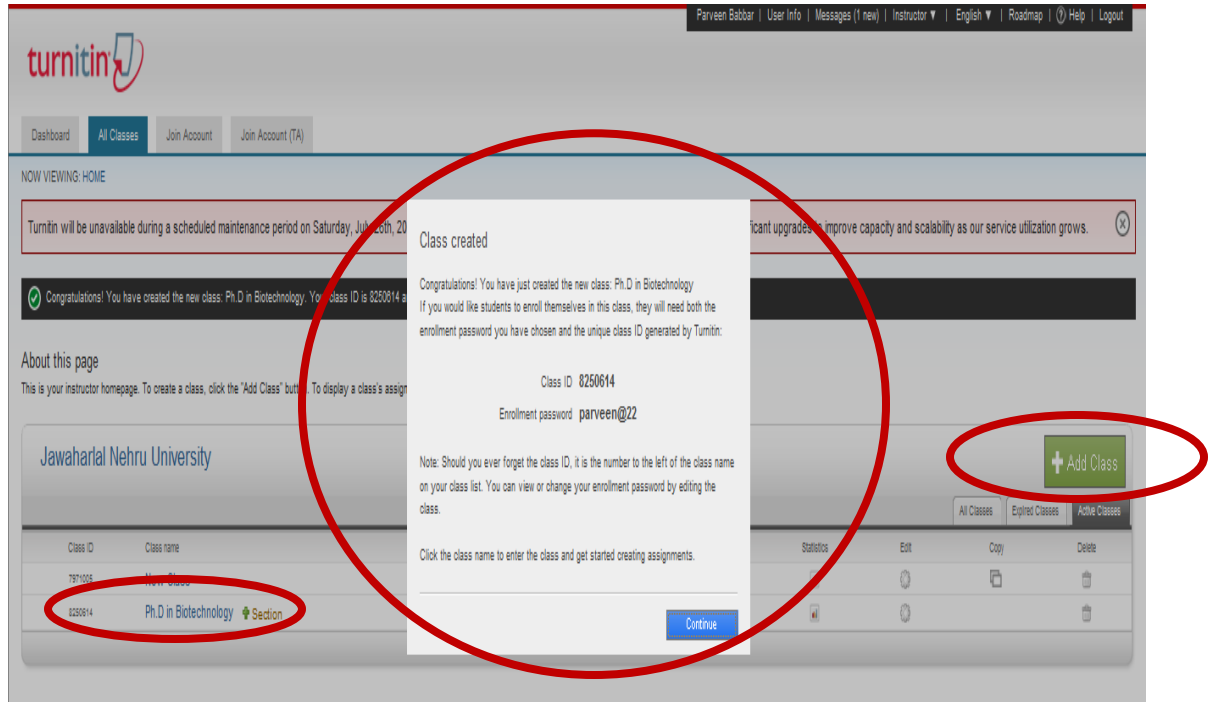


The screenshot shows the "Create a new class" form in Turnitin. The form is titled "Class settings" and contains the following fields:

- Class type:** Master (dropdown menu)
- Master class name:** Ph.D in Biotechnology (text input)
- TA join password:** parveen@22 (text input)
- Subject area(s):** Science - Life/Biology (dropdown menu)
- Student level(s):** Postgraduate (dropdown menu)
- Class start date:** 18-Jul-2014 (text input)
- Class end date:** 19-Jan-2015 (text input with calendar icon)

At the bottom of the form, there are "Cancel" and "Submit" buttons. The entire form area is circled in red.

- 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



- 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



- 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:**
- Assignment Title:** Please write the name of assignment / it can be topic of research also
 - Point Value:** It is optional for grade value and can be kept blank
 - Start Date:** Set the start date from the calendar
 - Due Date:** The date till which student has to complete the assignment
 - Post Date:** Last date till which student can post the assignment
 - Optional Settings:** The most important is that you have to click on optional setting and change the values given in it.

Dashboard | **Assignments** | Students | Grade Book | Library | Calendar | Preferences

NOW VIEWING: HOME > PH.D. IN BIOTECHNOLOGY (MASTER CLASS)

About this page
To create an assignment, enter an assignment title and choose the start and due dates for the assignment. If you like, you can enter an additional assignment description. By default, papers submitted to this assignment will be checked against all of our databases. If you would like to create a custom search or view other advanced assignment options, click the "Optional settings" link.

New Assignment

Assignment title ✓

Point value

Start date

Due date

Post date

Allow only file types that Turnitin can check for originality

Allow any file type

[Optional settings](#)

- 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.

New Assignment

Assignment title ✓

Point value

Allow only file types that Turnitin can check for originality

Allow any file type

Start date at :

Due date at :

Post date at :

Close options

Enter special instructions

Do you want to push this assignment to your sections?

Yes

no, save for later

Allow submissions after the due date? Yes No

Originality Report

Generate Originality Reports for submissions? Yes No

Generate Originality Reports for student submissions Immediately (can overwrite reports until due date)

Exclude bibliographic materials from Similarity Index for all papers in this assignment? Yes No

Exclude quoted materials from Similarity Index for all papers in this assignment? Yes No

Exclude small matches? Yes No

Allow students to see Originality Reports? Yes No

Submit papers to:

Student paper repository

Current and archived internet

Periodicals, journals, & publications

Attach a rubric/form to this assignment

Note: students will be able to view the attached rubric/form and its content prior to submitting.

Launch Rubric/Form Manager

Find a rubric that's right for your assignment in Turnitin Teaching Tools

Would you like to save these options as your defaults for future assignments?

- vi. Click on the submit to create the assignment

turnitin

Dashboard | Assignments | Students | Grade Book | Libraries | Calendar | Preferences

NOW VIEWING: HOME > PH.D. IN BIOTECHNOLOGY (MASTER CLASS)

Congratulations! You have created your first assignment. To add students or view your student list click the "students" tab above.

About this page

This is your assignment push page. To add the selected assignment to all of your sections, click the submit button. If you would like to add your assignment to specific sections, make sure the checkbox in the push? column is checked for only those sections that you want to receive the assignment. If you would like to push the assignment with dates, make sure the option for pushing assignment dates is checked. If dates are not specified, your TAs will need to add dates to the assignment before it is an active assignment.

push assignments to sections

Assignment	Push?	Submit
1 - Structural biology and bioinformatics	<input checked="" type="checkbox"/>	<input type="button" value="submit"/>
2 - Structural biology and bioinformatics	<input type="checkbox"/>	<input type="button" value="submit"/>

There are no sections within this master class.

Step-4 Setting up Student Account Using the Student Tab

turnitin

Parveen Babbar | User Info | Messages | Instructor | English | Roadmap | Help | Logout

Dashboard | Assignments | **Students** | Gradebook | Libraries | Calendar | Preferences

NOW VIEWING: HOME > PH.D IN BIOTECHNOLOGY (MASTER CLASS) > STUDENTS

About this page
This list contains the students enrolled in your sections. To add a student, click the add student link. If you would like to send an email to your class, click the email all students link. Click a student's name to view his or her submissions.

Students

Add Student | Upload Student List | Email All Students

Enrolled | Student name | User ID | Email address | Section | Drop

Welcome! Currently, there are no students enrolled in this class. We recommend you have your students enroll themselves, using the class ID and class enrollment password you created. If you prefer, you can also enroll students in your class manually. To enroll your first student, click here. To add additional students, click "add student" above.

- 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

Student First Name	Student Surname	Student Email ID.

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.

NOW VIEWING: HOME > PH.D IN BIOTECHNOLOGY (MASTER CLASS) > STUDENTS

A section must be specified.

About this page
To add a student to a section, enter the student's name and email address and select the student's section using the

Enroll a Student

To enroll a student, enter a first name, last name, and an email address and click submit.
If the student already has a Turnitin user profile, they will be notified and enrolled in your class immediately. If they do not have a profile, we will create one and send them an email notification with a temporary password.

Add student to

First name

Last name

Email (User name)

submit

turnitin

Parveen Babbar | User Info | Messages | Instructor | English | Roadmap | Help | Logout

Dashboard | Assignments | **Students** | Gradebook | Libraries | Calendar | Discussion | Preferences

NOW VIEWING: HOME > NEW CLASS > STUDENTS

About this page
The student list shows the students enrolled in your class. To add a student, click the add student link. If you would like to send an email to your class, click the email all students link. Click a student's name to view his or her submissions.

Students

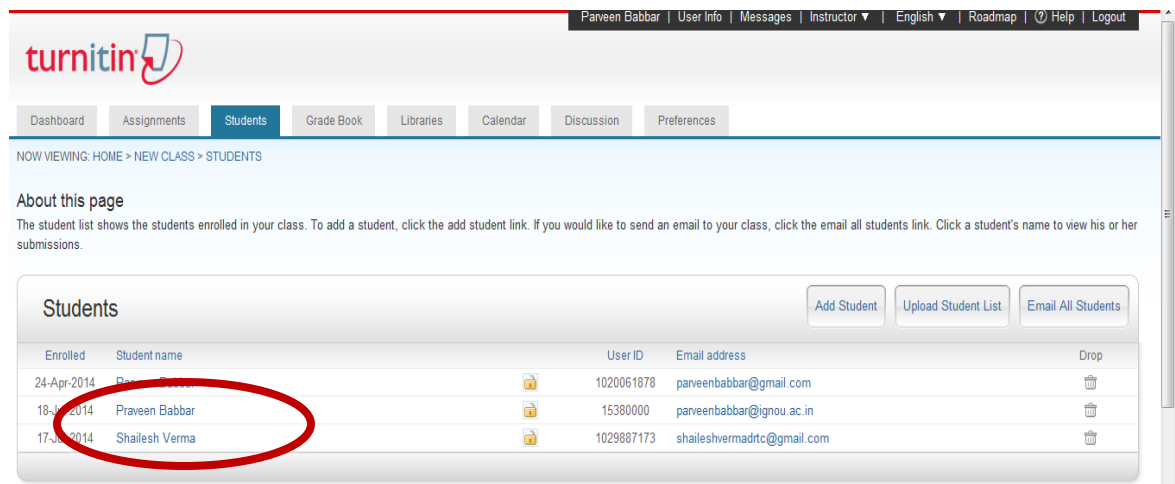
Add Student | Upload Student List | Email All Students

Enrolled	Student name	User ID	Email address	Drop
24-Apr-2014	Parveen Babbar	10220191070	parveenbabbar@gmail.com	
24-Apr-2014	Raj V Bhatnagar	102247417	rajv@igmail.com	
17-Jul-2014	Shalish Verma	1022507173	shalishverma@gmail.com	

- 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



- ii. Here you can see the originality percentage of the paper and can download the paper in PDF/ Word. On the basis of similarities % and may guide the student about next course of action.



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

Dr. Manorama Tripathi
 University Librarian
 Phone: 26742605/26704551
 Email: manoramatripathi2@yahoo.com librarian@mail.jnu.ac.in