

# TURNITIN TRAINING

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# INSTRUCTOR TRAINING

## Objectives

- ✓ Create user account/profile
- ✓ Add a new class
- ✓ Enroll student
- ✓ Add assignment

# STEP 1 - CREATING A USER PROFILE

## Option 1

- **To begin you need to register with Turnitin and create a user profile. If you have received an e-mail from Turnitin follow instruction provided to create a user profile.**

# Welcome to Turnitin

Hi Repository mku,

You've been added as an instructor to the account, Mount Kenya University, by MKU library.

As our newest instructor, you are joining a worldwide community of education specialists. We are glad to have you with us.

Ready to set up your classes?

Get Started

Click to start

If you'll be using Turnitin via an integration, visit our [user guidance](#) for help using your LMS.

**You'll need your email address and last name to create your Turnitin account password and set your security information; this information can be found in your welcome email. You can then log into Turnitin and begin customizing your account.**

# GO TO TURNITIN HOME PAGE

Ready to Start Using Turnitin?

Create Password

Or why not [download this page as a PDF](#) for later reading?

This information and more is available at [guides.turnitin.com!](https://guides.turnitin.com/)

Create Password

# SETTING YOUR PASSWORD

## Reset User Password

Please enter the email address you used to create your user profile. Click "next" when you are done.

Email Address

Last Name or Family Name

If you do not know the email address for your account...

Ask your instructor (or Turnitin administrator, if you are an instructor) to look up your email address.

NOTE: Due to privacy agreements, Turnitin CANNOT release your email address - even to you. You MUST get this information from your institution.

Next

Enter your email address

Enter your last name as it appear in turnitin then click next

# GO TO YOUR EMAIL INBOX

## Reset User Password

The link to reset your password has been sent to: erepository@mku.ac.ke

You have 24 hours to change your password using the emailed link.

The screenshot shows a Gmail inbox on a desktop browser. The email is titled "Reset your Turnitin password" and is from "Turnitin No Reply". The email content includes a greeting "Dear Repository mku," and instructions to click a link to reset the password. The link provided is [https://www.turnitin.com/login\\_reset.asp?lang=none&id=e077a80rd1c56b3156f70416c4d55233](https://www.turnitin.com/login_reset.asp?lang=none&id=e077a80rd1c56b3156f70416c4d55233). Below this, it states the link expires in 24 hours and provides an alternative URL: [https://www.turnitin.com/password\\_reset1.asp?lang=none](https://www.turnitin.com/password_reset1.asp?lang=none). The email is dated 10:26 (1 minute ago). The browser's address bar shows the Gmail URL. The Windows taskbar at the bottom indicates the time is 10:28 AM on 9/13/2016.

Click here  
or the link  
provided

# SET THE PASSWORD

## Reset User Password

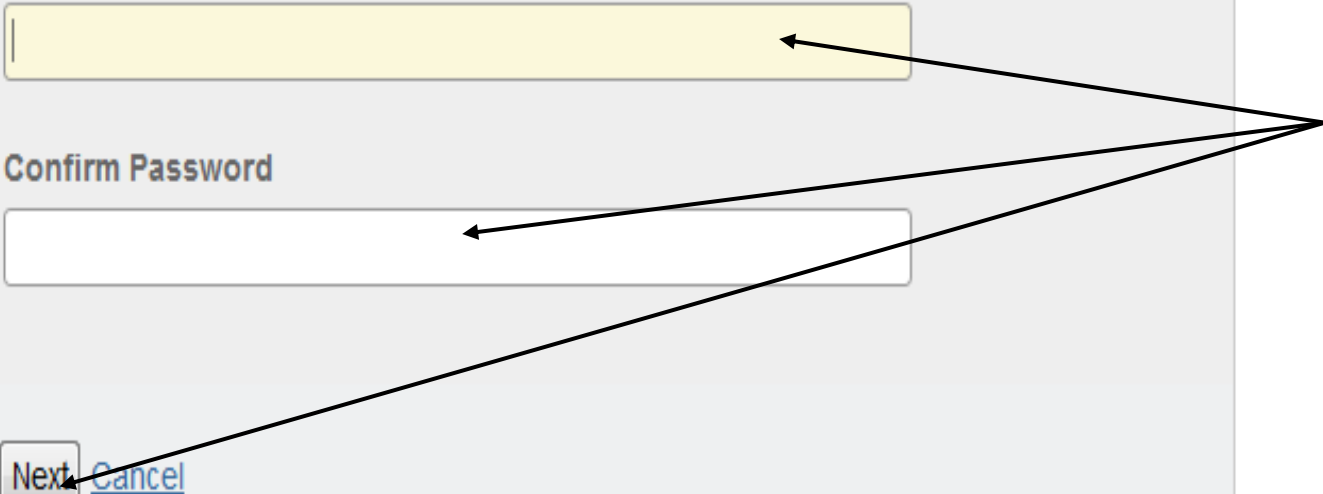
Thank you! Please enter your new password, and then confirm your new password. Your password must be at least six characters long and contain at least one letter and one number. Click "next" when you are done.

Password

Confirm Password

[Cancel](#)

**Enter  
password  
and  
confirm  
then next**



## Reset Password Complete

Thank you! Your password has been successfully reset. Please note your password for future use.

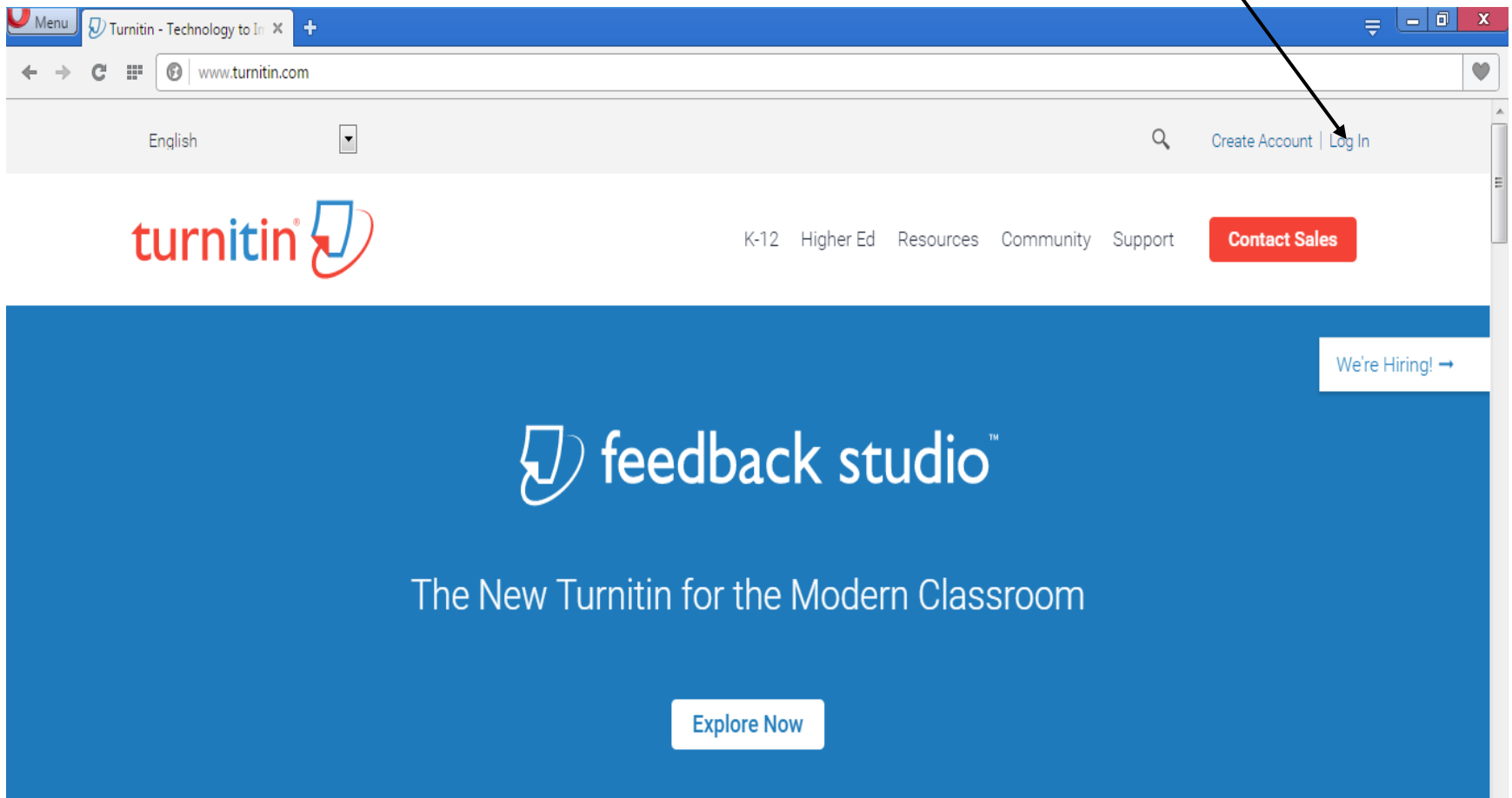
[Log in Now](#)



**You are now ready to log in to turnitin. Click on log in Now, enter your email address as the user name and the password you have created to log in.**

# LOG IN

Log in



The image is a screenshot of a web browser displaying the Turnitin website. The browser's address bar shows the URL 'www.turnitin.com'. The website's header includes the Turnitin logo on the left, a search icon, and links for 'Create Account' and 'Log In'. A red 'Contact Sales' button is also visible. Below the header, a blue banner features the 'feedback studio' logo and the text 'The New Turnitin for the Modern Classroom'. A white button labeled 'Explore Now' is centered at the bottom of the banner. A callout box with the text 'Log in' and an arrow points to the 'Log In' link in the website's navigation bar.

# COMPLETE REGISTRATION

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

Before you can get started, we want to confirm your user information and give you the chance to set up your secret question and answer. Please feel free to change any other information as needed.

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

**your email \***

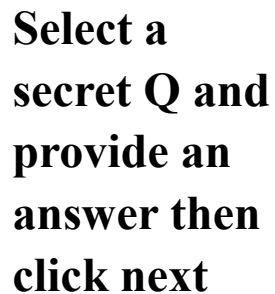
**Secret question \***

**Question answer \***

**your first name \***

**your last name \***

Select a  
secret Q and  
provide an  
answer then  
click next



# USER AGREEMENT

## User Agreement

**Our user agreement has been updated.** Please read our user agreement below and agree or disagree to its terms and conditions:

Turnitin.com and its services (the "Site" or the "Services") are maintained by Turnitin, LLC ("Turnitin"), and offered to you, the user ("You" or "User"), conditioned upon Your acceptance of the terms, conditions, and notices contained herein without modification (the "User Agreement").

**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 to

**Read the terms of agreement then click I Agree**

**I Agree -- Continue**

[I Disagree -- Logout](#)

# INSTRUCTOR HOMEPAGE

The screenshot shows a web browser window with several tabs open, including 'Koha staff client', 'Facebook', 'Inbox - jkipron...', 'Instructor Quic...', 'Reset your Tur...', 'Turnitin', and 'Instructor - Get...'. The address bar shows the URL: [https://www.turnitin.com/t\\_home.asp?svr=09&lang=en\\_us&r=40.8336004972899](https://www.turnitin.com/t_home.asp?svr=09&lang=en_us&r=40.8336004972899). The page header includes navigation links: Repository mku | User Info | Messages | Instructor | English | Roadmap | Help | Logout. The Turnitin logo is prominently displayed. Below the logo, there are buttons for 'All Classes', 'Join Account', and 'Join Account (TA)'. The main content area shows 'NOW VIEWING: HOME' and 'About this page' with the text: 'This is your instructor homepage. To create a class, click the "Add Class" button. To display a class's assignments and papers, click the class's name.' A large box for 'Mount Kenya University' contains a green '+ Add Class' button and three tabs: 'All Classes', 'Expired Classes', and 'Active Classes'. At the bottom, a message states: 'No classes have been added to this account. To add your first class, click here.'

# CREATE A USER ACCOUNT

## Option 2: self-enroll

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.

Select your language and Click on the 'Create Account' link on the homepage and the Create a User Profile page will open.

# SELECT INSTRUCTOR

**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.**

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

## **STEP 2 - ADDING A CLASS**

**The creation of a class is the first step towards using the Turnitin services available to your institution. A Turnitin class groups assignments, helping you to organize student submissions. Once your classes have been created, you can start creating assignments.**

# CONT....

- ✓ Click the 'Add Class' button to create a class.
- ✓ On the 'Create a New Class' page, enter a *class name* and an *enrollment password*.
- ✓ 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.**

## **STEP 4 - ADD STUDENTS**

- There are three routes available for adding students. You may find it convenient to add students one by one, or add a large portion of students at once by uploading a list. Alternatively, why not allow your students to enroll themselves at their own pace?**

## OPTION 1 - ADD STUDENTS ONE BY ONE

**You may prefer to use this method when adding fewer than ten students.**

- ✓ Click the *All Classes* tab from the top right of the Turnitin homepage
- ✓ From the Class homepage, click the *Students* tab at the top of the page
- ✓ Click the *Add Student* button to the right
- ✓ Enter the student's first name, last name, and email address
- ✓ Click *Submit* to add the student

## OPTION 2 - UPLOAD A LIST OF STUDENTS

**For adding ten students or more, you may find it quicker and easier to upload a list.**

- ✓ In a Word or plain text file, each student should be written as: first name, last name, email address format with one student per line. In Excel, separate the first name, last name, and email address into different cells in a column.
- ✓ Click the *All Classes* tab from the top right of the Turnitin homepage
- ✓ Click the relevant class name

# CONT...

- ✓ From the Class homepage, click the *Students* tab at the top of the page
- ✓ From the student list, click the *Upload List* button
- ✓ Click the *Choose file* button and browse for the plain text, Word™, or Excel™ file that you wish to upload
- ✓ Once the file has uploaded, click the *Submit* button to upload
- ✓ Check the student details displayed on screen, then click *yes, submit* to add the students, or *no, go back* to amend the file

## OPTION 3 - ALLOW STUDENTS TO SELF-ENROLL

**Allowing students to self-enroll can save you time.**

- ✓ Click the *All Classes* tab from any Turnitin page. This will direct you to the homepage
- ✓ Make a note of the seven-digit Class ID for the class you would like your students to join
- ✓ Next, select the cog icon under *Edit*
- ✓ From the *Edit Class* page, make a note of the enrollment password
- ✓ Pass the Class ID and enrollment password to your students
- ✓ Ensure this information is kept safe at all times

## **STEP 5 - CREATING A NEW ASSIGNMENT**

**Once your class is ready, it's time to set up your first assignment. A Turnitin assignment forms the basis of accepting student submissions. Once your assignments are set up, you start adding students to your class.**

# CONT...

- **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.**
- **The default assignment submission option is to 'Allow only file types that Turnitin can check for originality' but for non-writing assignments instructors can select 'Allow any file type.' If 'Allow any file type' is selected instructors are able to leave feedback on and download submitted files but Turnitin may not be able to generate Originality Reports or display the uploaded file within the Document Viewer.**

# CONT...

- **Originality Reports can be generated for the following file types:**

{Microsoft Word, PowerPoint, WordPerfect, PostScript, PDF, HTML, RTF, OpenOffice (ODT), Hangul (HWP), Google Docs (submitted via the Google Drive submission option), plain text files}

- **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.**
- **On the paper submission page, enter the paper's title and select the author's name from the author pulldown menu for enrolled students.**
- **Users have a choice to upload a file from: the computer, Dropbox, or Google Drive. Click on one of the submission buttons *Choose from this computer*, *Choose from Dropbox*, or *Choose from Google Drive* and select the file for submission.**
- **When you are done, click the "Upload" button to upload the paper**

## 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 "Confirm" 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 for supported file types.**
- **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 if available. 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.**
- **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.**
- **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.**

# ORIGINALITY REPORT:

## HAS PLAGIARISM HAPPENED?

2

When first discovered by Europeans, Pennsylvania, like the rest of the continent, was

inhabited by groups of American Indians, people of Asian ancestry unaware of

1

European culture. The area was home to the Delaware tribe (also known as Leni

1

Lenape), as well as the Susquehannock, Iroquois, Erie, Shawnee and other Native

American peoples. Many of these tribes were forced to relocate or reduced to

remnants as a result of the European colonization.

### Match Overview



1

en.wikipedia.org  
Internet source

52%

2

www.newmarketservic...  
Internet source

12%

# BEST PRACTICES: PLAGIARISM

- **Inform students**
- **Non-traditional assignment?**
- **Train students in your standards**
  - What must be cited? How do you cite?
  - Let students ask questions
    - Allow students to scan drafts in **Revision Assignments**
  - Fine points not always obvious to students

# BEST PRACTICES: ORIGINALITY REPORT

- **Review reports carefully**
  - Quotes often included as match
- **Also**
  - Beware paper with no citations
  - Beware change in style, check again w/Google
- **If plagiarism suspected**
  - Talk with student first
    - Student could be the victim of a friend!

**THE END**