



Instructor QuickStart Guide

Introduction

This Instructor QuickStart will help you get started with Turnitin as an instructor. 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 or <http://submit.ac.uk> (UK) 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.

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

Step 2 - Adding a Class

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. Be sure to include this link to our student QuickStart:

http://www.turnitin.com/en_us/training/student-training/student-quickstart-guide

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.

Step 4 - Creating a New Assignment

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.

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.

For assignments that only allow file submissions that are able to generate Originality reports we support the following formats:

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

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.

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.

Click on the check box next to all the sources 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. If the sources that were excluded affects the Similarity Index it will recalculate and display a new percentage of matching content.

Step 9 - Leaving Feedback on Submissions

From the Assignment Inbox click on the blue pencil icon next to the paper title to open the paper in GradeMark to grade the student submission online. The GradeMark system contains several tools and types of mark that instructors can use in grading and assessing papers.

These include:

- comments
- inline comments

- QuickMark comments
- rubric scorecards
- general comments
- voice comments

For more information about GradeMark please view our [GradeMark training pages](#) or use our [GradeMark interactive tutorial](#).

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Additional Support

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

