



Turnitin Instructors Guide

Turnitin is an Internet-based electronic text matching system that compares text in a student assignment, documents, research work against a database of sources. The database contains copies of the electronic text on the Internet, in published works, on commercial databases, and in assignments previously submitted to Turnitin by students in universities all over the world, including assignments obtained from internet sites that sell student papers. Results can identify similarities with existing sources, and can also be used in formative assessment to help students learn to avoid plagiarism and improve their writing.

Turnitin provides an Originality Report in which 'matched' text is underlined, colour coded, and linked to either the source or a similar document on its database. The report also indicates the proportion of the submitted work that matches other sources; this is the Similarity Index. It is important to be aware that Curtin does NOT define a 'safe' level for the Similarity Index nor is there a level that signals that plagiarism has occurred. The evaluation of plagiarism is an academic process that takes into account the evidence within the context of the specific assignment.

Turnitin is integrated into the Assignments tool in all online classrooms. This means that when you upload your paper to your classroom for grading, it will automatically be sent through Turnitin's repository. The Similarity Report that it generates will help identify possible instances of plagiarism.

How to create an instructor account?

In the Subscribed module, each department has been assigned four Instructor at the level of Professor, Associate professor, Assistant Professor and Research Scholar as per the name suggested by the Head of the Department. Some Instructors may be added on the request of Department. However, additional accounts will be created as per the availability of Instructors.

For Instructor accounts forward a request letter through Head of the department to Deputy Librarian, Main Library, IIT (BHU), Varanasi.

Note: Letter should contain Name, Designation, Staff ID, email ID (Institutional email ID) & Mobile Number.

Setting up a User Account:

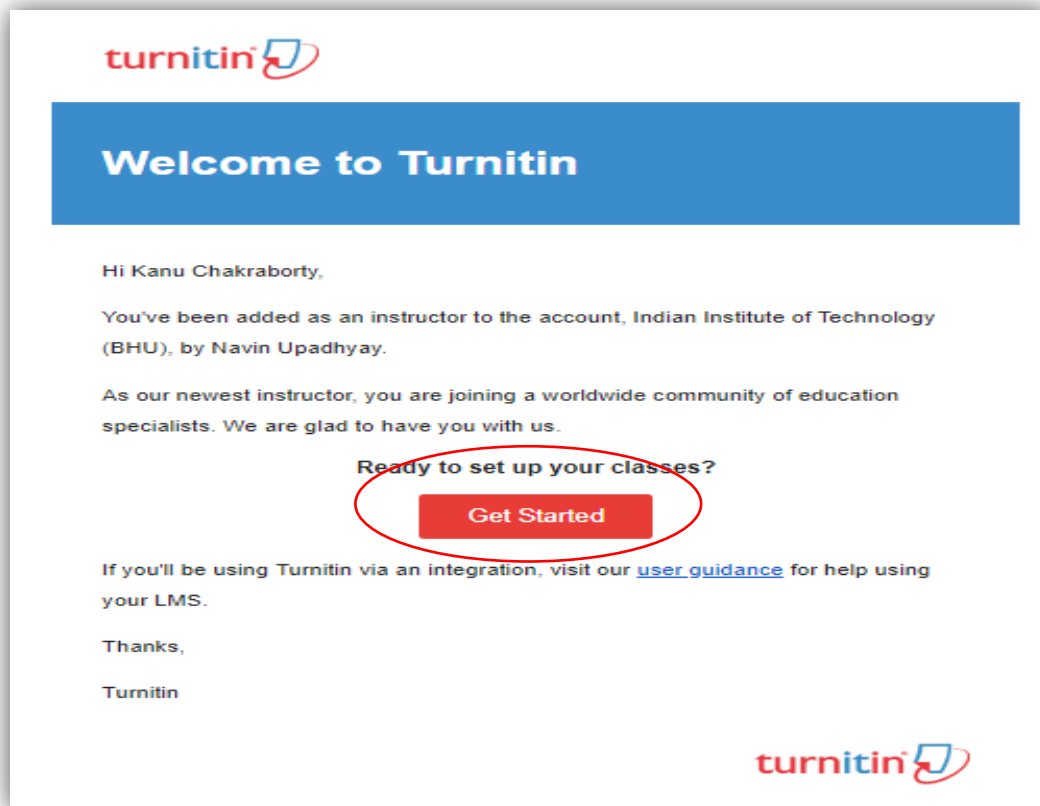
If you have received a welcome email from Turnitin, this confirms that your Turnitin account is now ready to use, or you have been added as an Instructor by the administrator, and you can now access the Turnitin service. Please check your spam or junk folder if you did not find an email in Primary box.



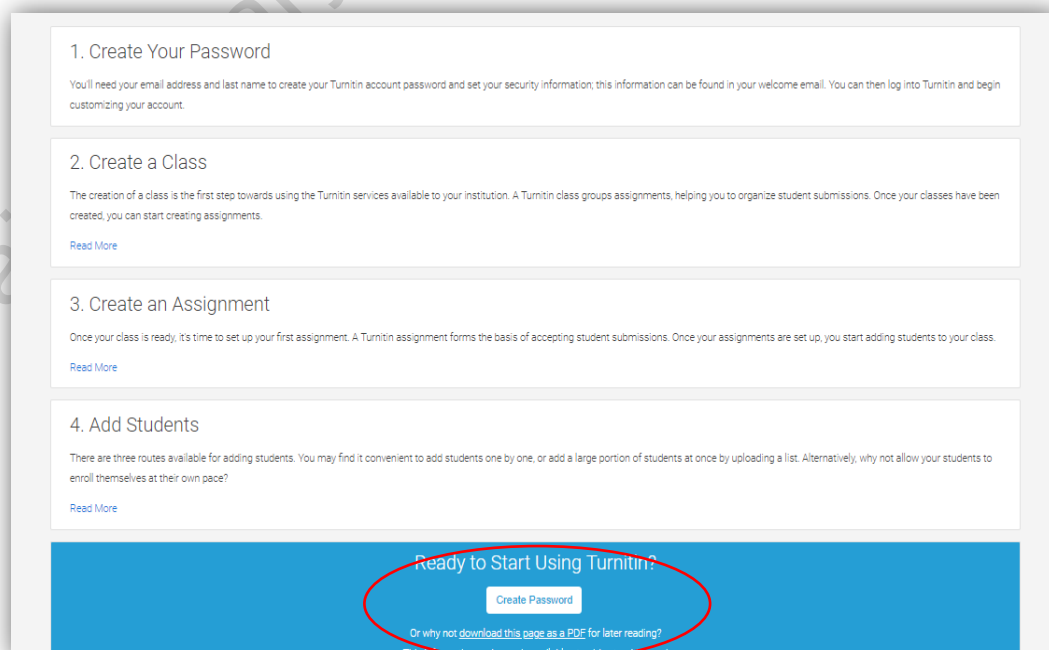
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Setting up Your Account from Your Welcome Email:

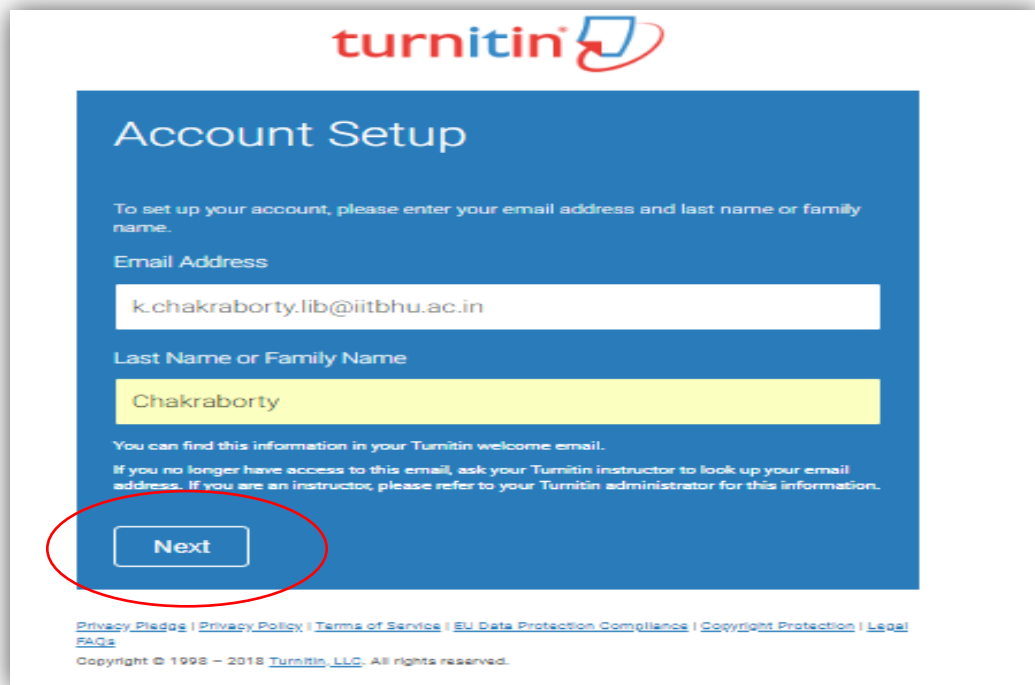
- Click the **Get Started** button from your Turnitin welcome email.



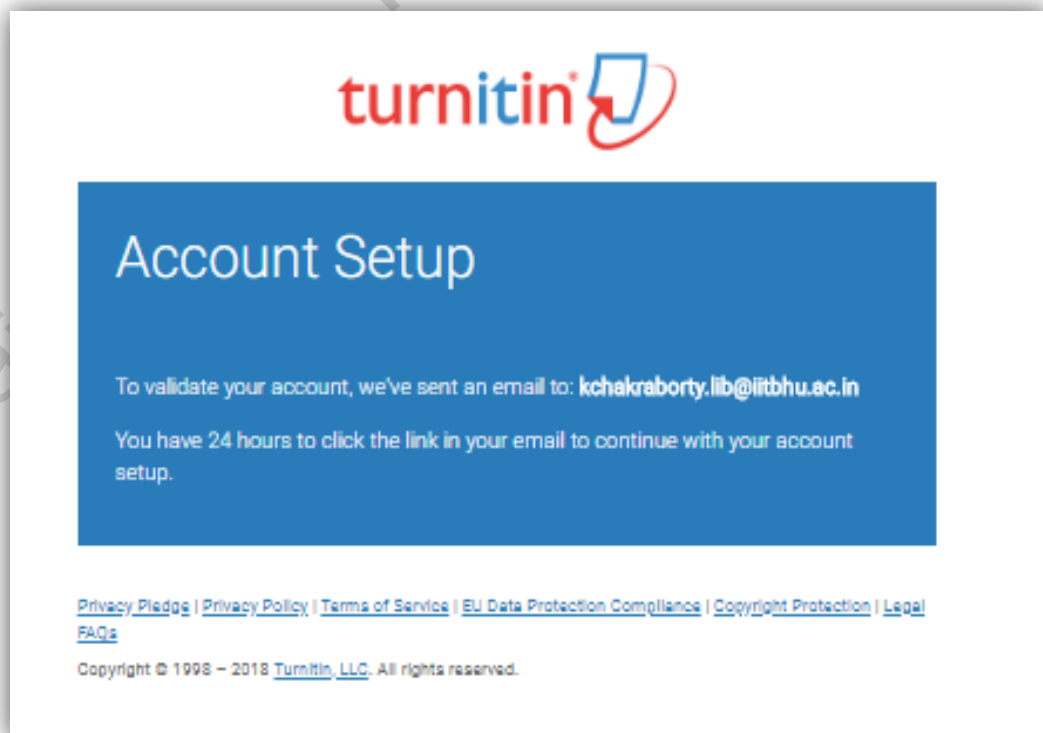
- Click the **Create Password** from the window for account setup.



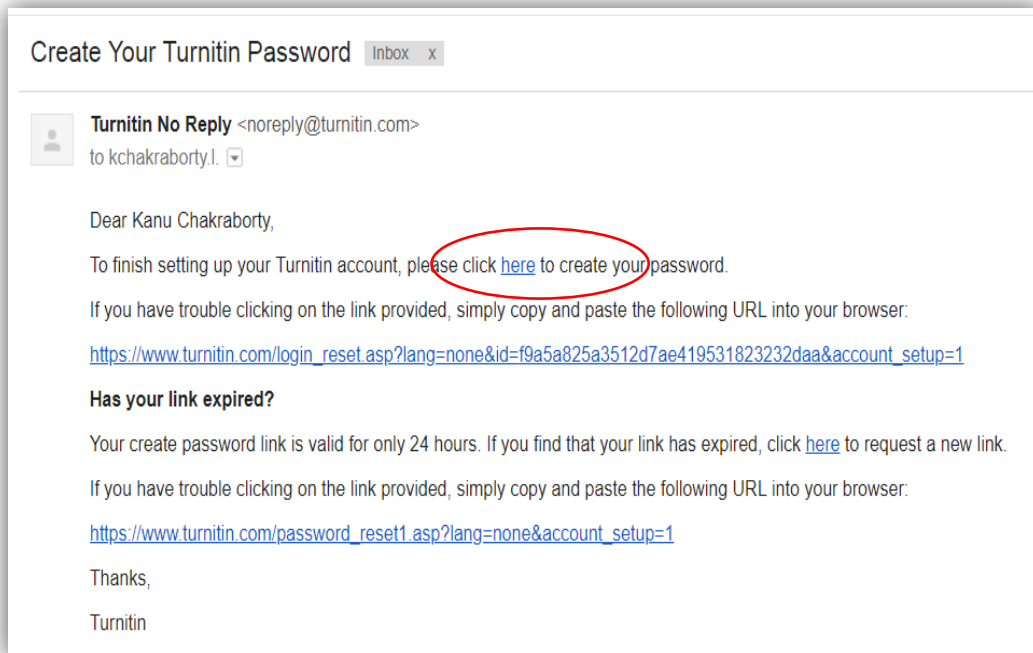
- Account Setup, please type your email address & Last name then click on **Next**.



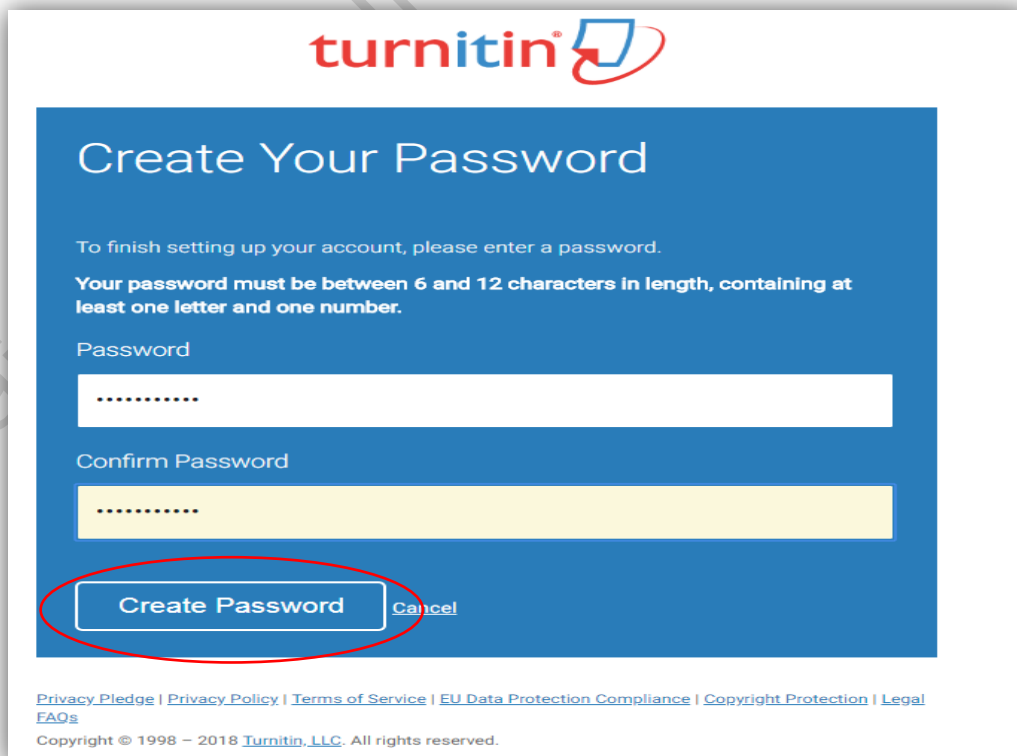
- To validate your account, please **check your email** & follow the instructions.



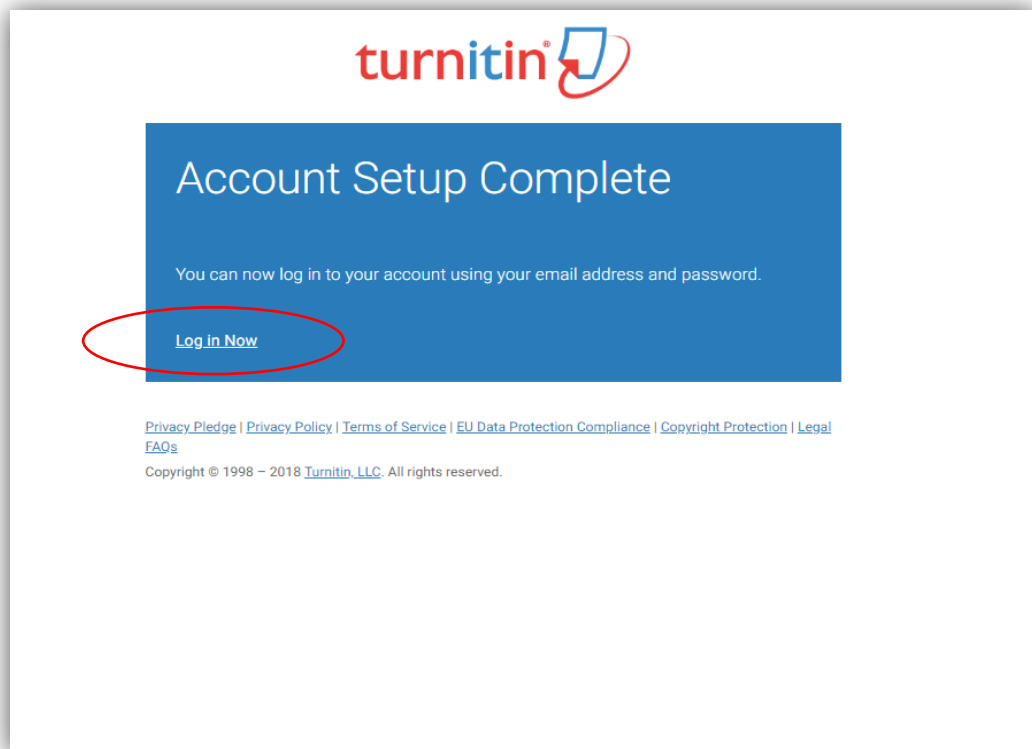
- Create your Turnitin password, please click the link given in email (*Click here*)



- Type your Password & Confirm password than click on **Create Password**.



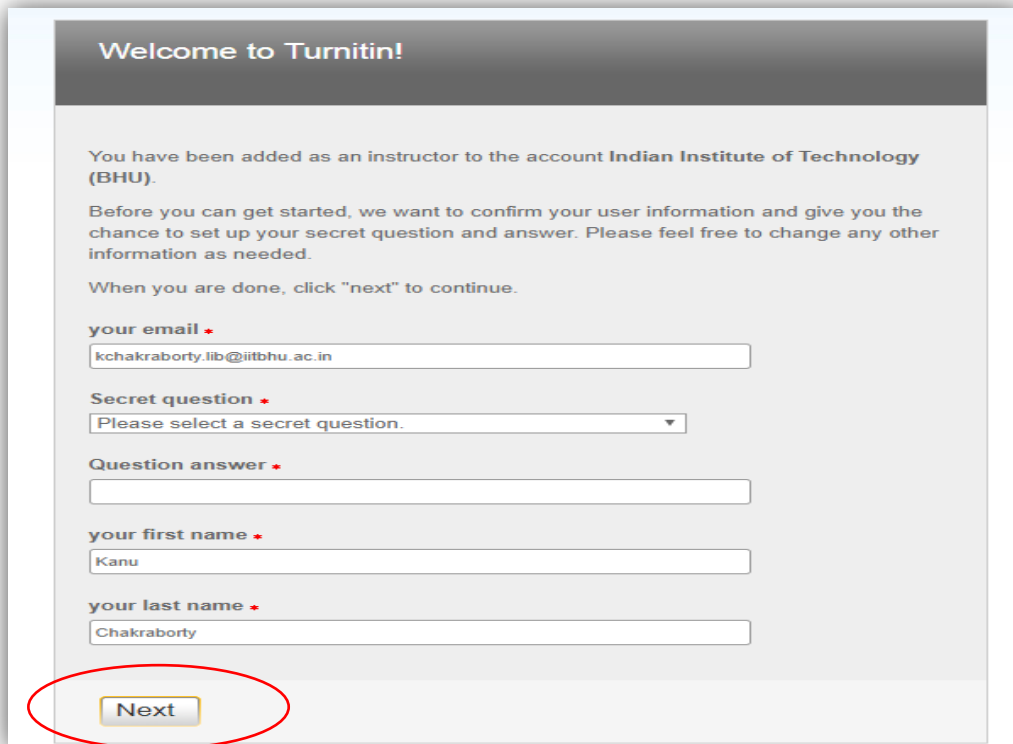
- Account setup is completed now Click on **Log in Now**.



- Type your email address & Password then click on Login Button.



- Select the question from drop-down & type your answer then click on **Next**.



Welcome to Turnitin!

You have been added as an instructor to the account **Indian Institute of Technology (BHU)**.

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 *
kchakraborty.lib@iitbhu.ac.in

Secret question *
Please select a secret question.

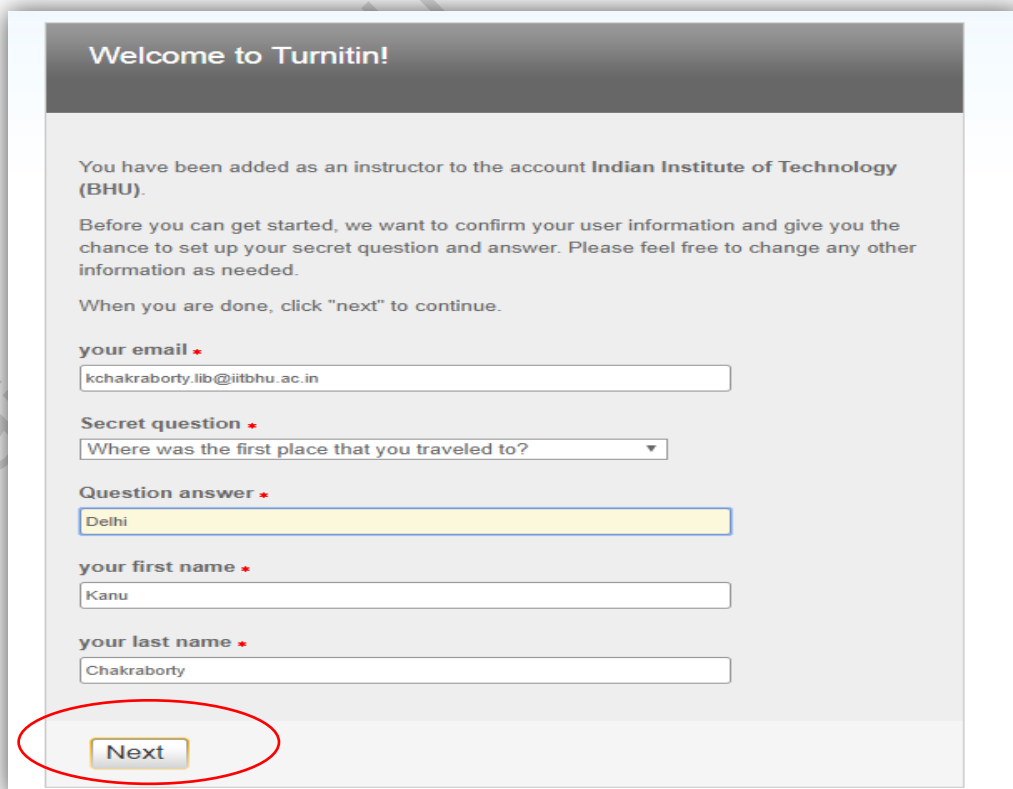
Question answer *

your first name *
Kanu

your last name *
Chakraborty

Next

- As an example.



Welcome to Turnitin!

You have been added as an instructor to the account **Indian Institute of Technology (BHU)**.

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 *
kchakraborty.lib@iitbhu.ac.in

Secret question *
Where was the first place that you traveled to?

Question answer *
Delhi

your first name *
Kanu

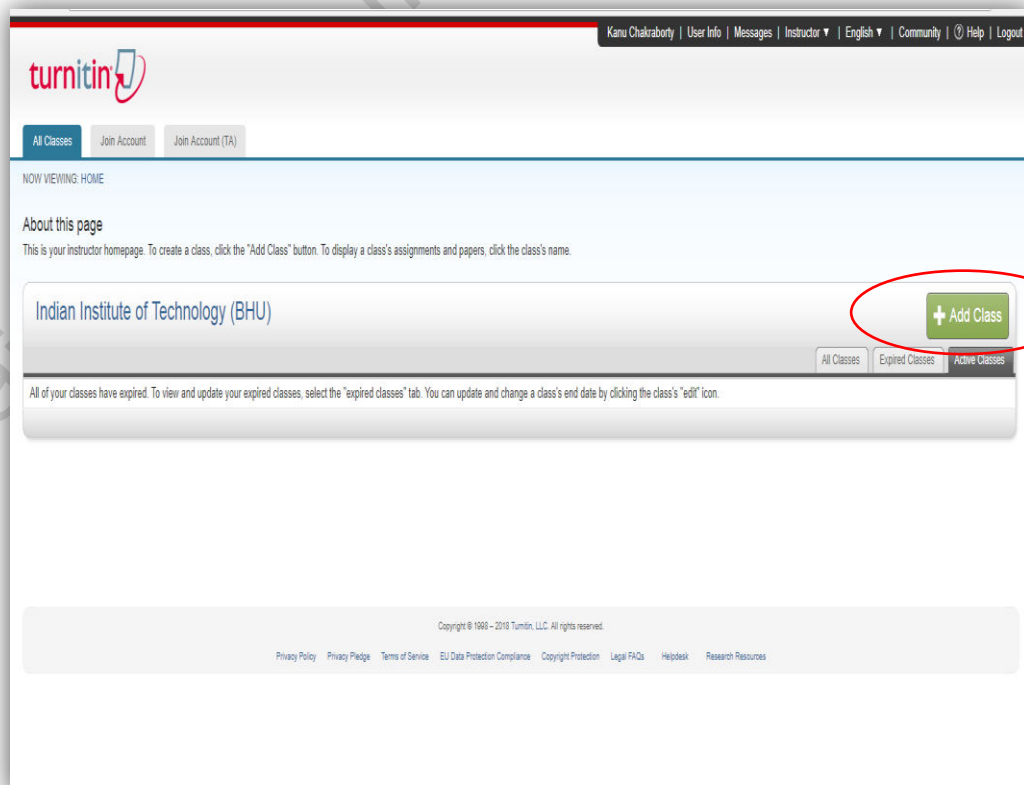
your last name *
Chakraborty

Next

- End-User Agreement, please click on **I Agree – Continue**.



- Your account activated, this is your instructor homepage. To create a class, click the "Add Class" button.



- Create a new class type; class name, Subject area etc. then click on **Submit** button.

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All Classes Join Account Join Account (TA)

NOW VIEWING: HOME > CREATE CLASS

Create a new class

To create a class, enter a class name and a class enrollment key. Click "Submit" to add the class to your homepage. For a master class, you will also need to enter a TA join key.

Class settings

* Class type Standard

* Class name Research Scholar

* Enrollment key 123456

* Subject area(s) Engineering x

* Student level(s) Postgraduate x

Class start date 29-Jul-2018

* Class end date 30-Jan-2019

Cancel Submit

- Click on **Continue**, please note Class ID & Enrollment Key for student's account.

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All Classes Join Account Join Account (TA)

NOW VIEWING: HOME

Congratulations! You have created the new class: Research Scholar. Your class ID is 18540074 and enrollment key is 123456.

About this page
This is your instructor homepage. To create a class, click the "Add Class" button. To display

Indian Institute of Technology (BHU)

Class ID Class name
18540074 Research Scholar

Class created

Congratulations! You have just created the new class: Research Scholar
If you would like students to enroll themselves in this class, they will need both the enrollment key you have chosen and the unique class ID generated by Turnitin:

Class ID **18540074**
Enrollment key **123456**

Note: Should you ever forget the class ID, it is the number to the left of the class name on your class list. You can view or change your enrollment key by editing the class.

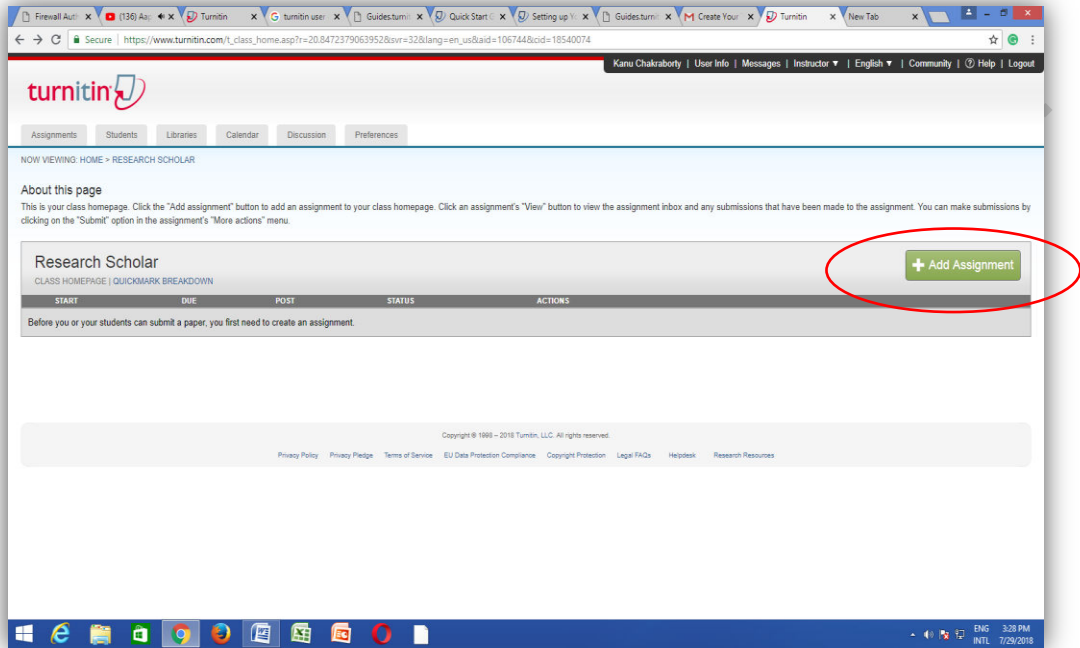
Click the class name to enter the class and get started creating assignments.

Continue

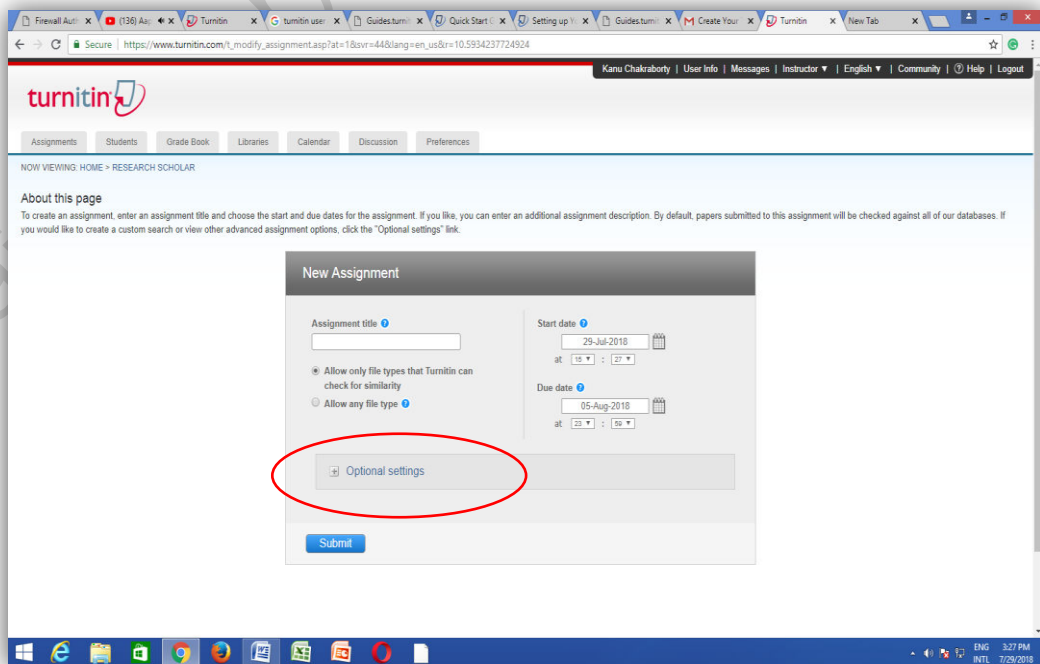
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- This is your class homepage. Click the "Add Assignment" button to add an assignment to your class homepage. Click an assignment's "View" button to view the assignment inbox and any submissions that have been made to the assignment. You can make submissions by clicking on the "Submit" option in the assignment's "More actions" menu.

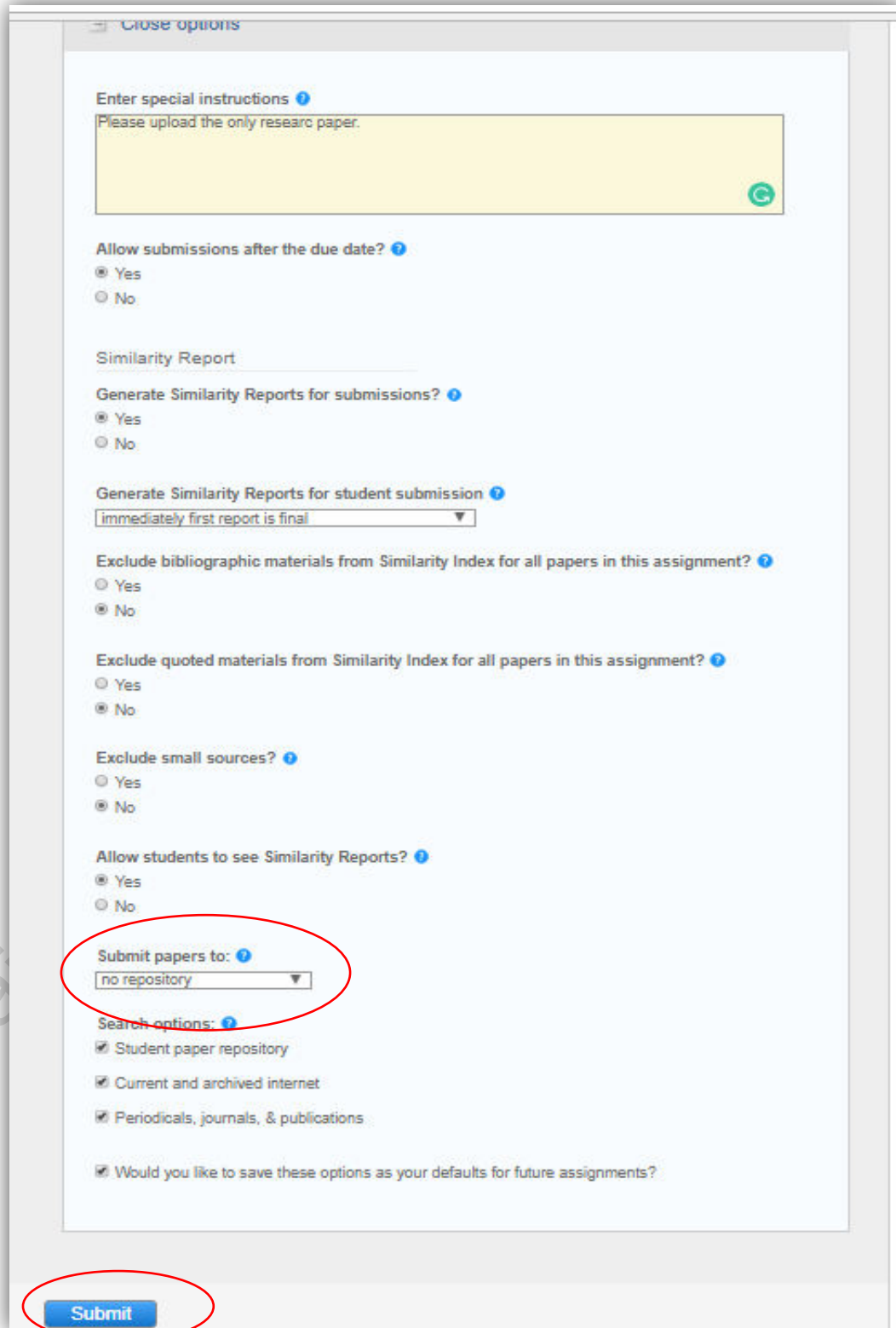


- New Assignment, type assignment title & set dates. Please click on **Optional settings** for account parameter settings.



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- Please set the parameter as per your requirements; then click on Submit buttons.
Note: In Submit paper to option Select No Repository, if you select standard repository than it will save in Turnitin database and next time it will show 100% plagiarism. It's very difficult to remove a submission from a standard database.



Close options

Enter special instructions ⓘ
Please upload the only research paper.

Allow submissions after the due date? ⓘ
 Yes
 No

Similarity Report

Generate Similarity Reports for submissions? ⓘ
 Yes
 No

Generate Similarity Reports for student submission ⓘ
Immediately first report is final ▼

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 sources? ⓘ
 Yes
 No

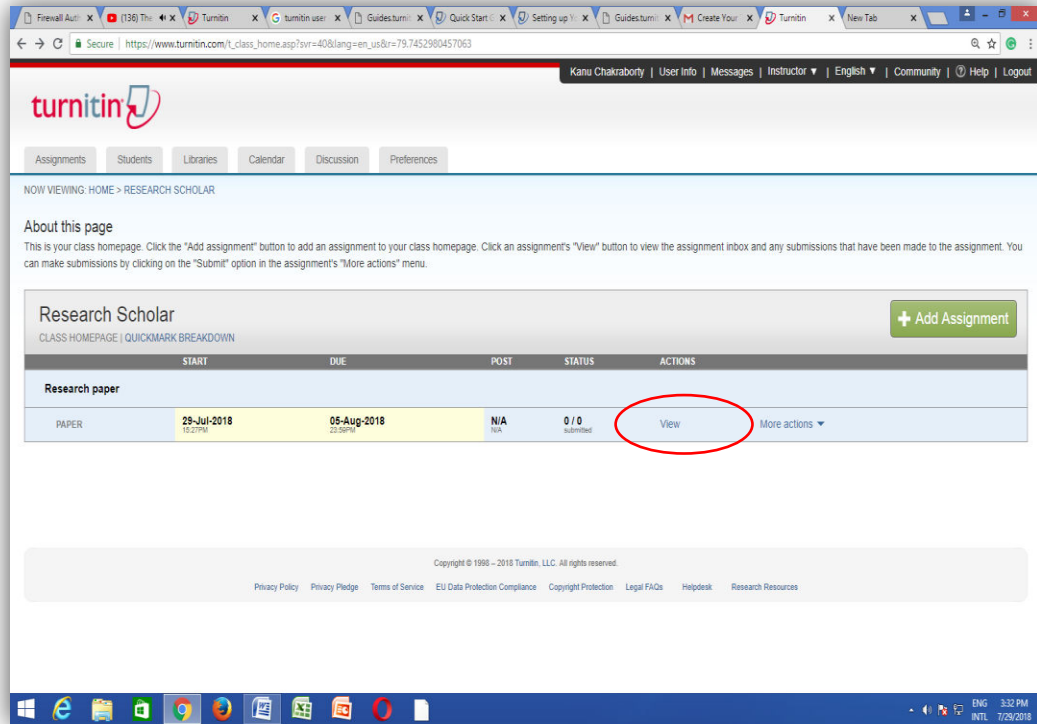
Allow students to see Similarity Reports? ⓘ
 Yes
 No

Submit papers to: ⓘ
no repository ▼

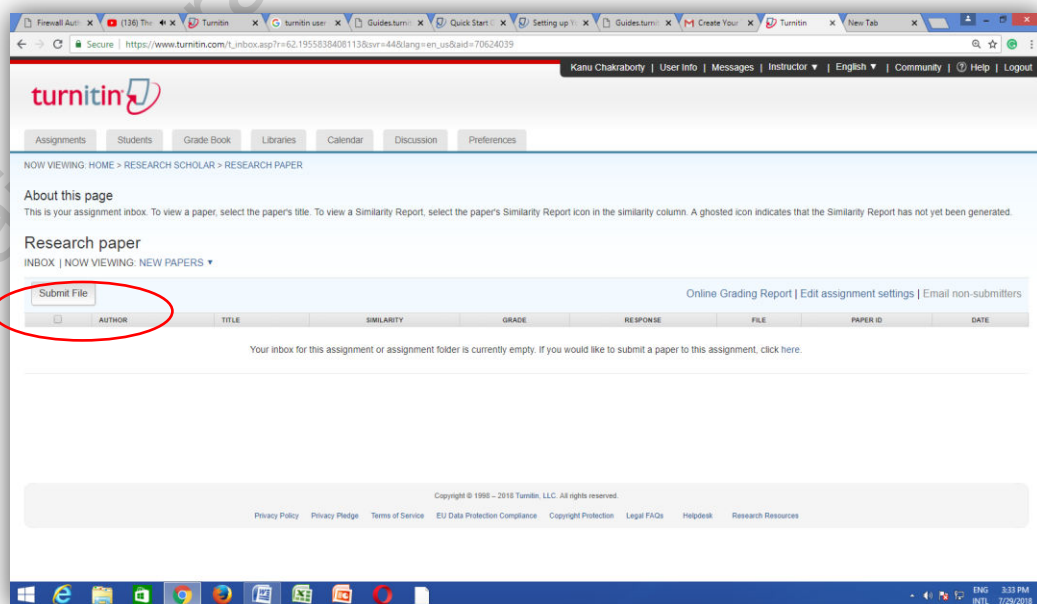
Search options: ⓘ
 Student paper repository
 Current and archived internet
 Periodicals, journals, & publications
 Would you like to save these options as your defaults for future assignments?

Submit

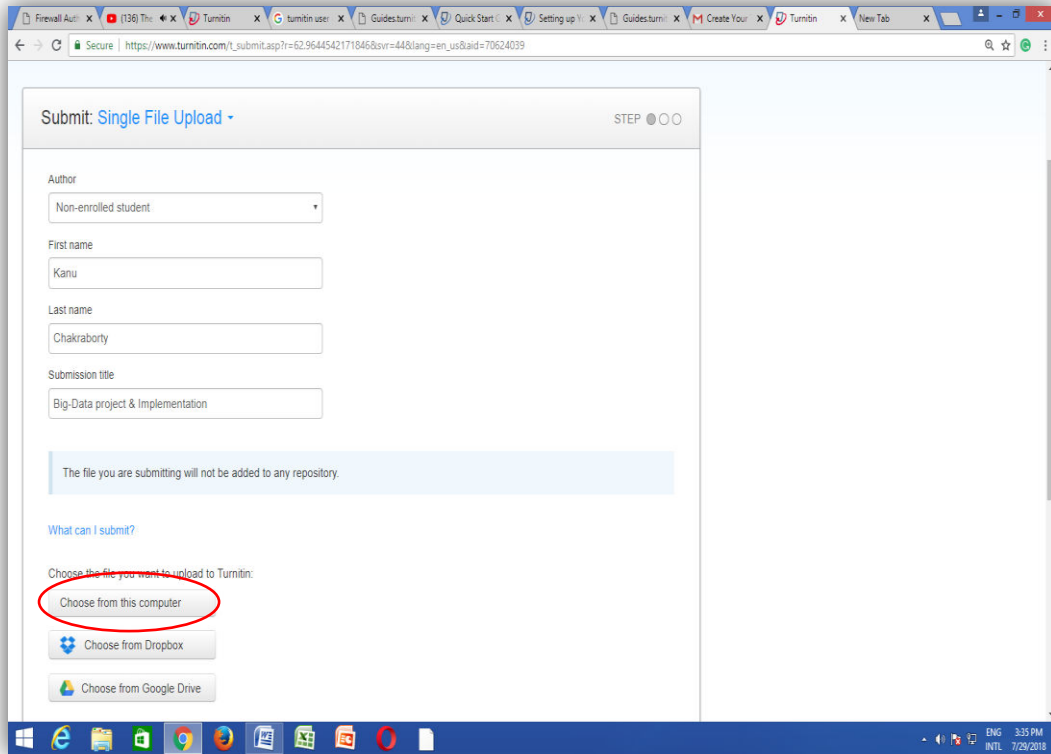
- This is your assignment inbox. To view a paper, select the paper's title. To view a Similarity Report, select the paper's Similarity Report icon in the similarity column. A ghosted icon indicates that the Similarity Report has not yet been generated. For paper submitting click on **View**.



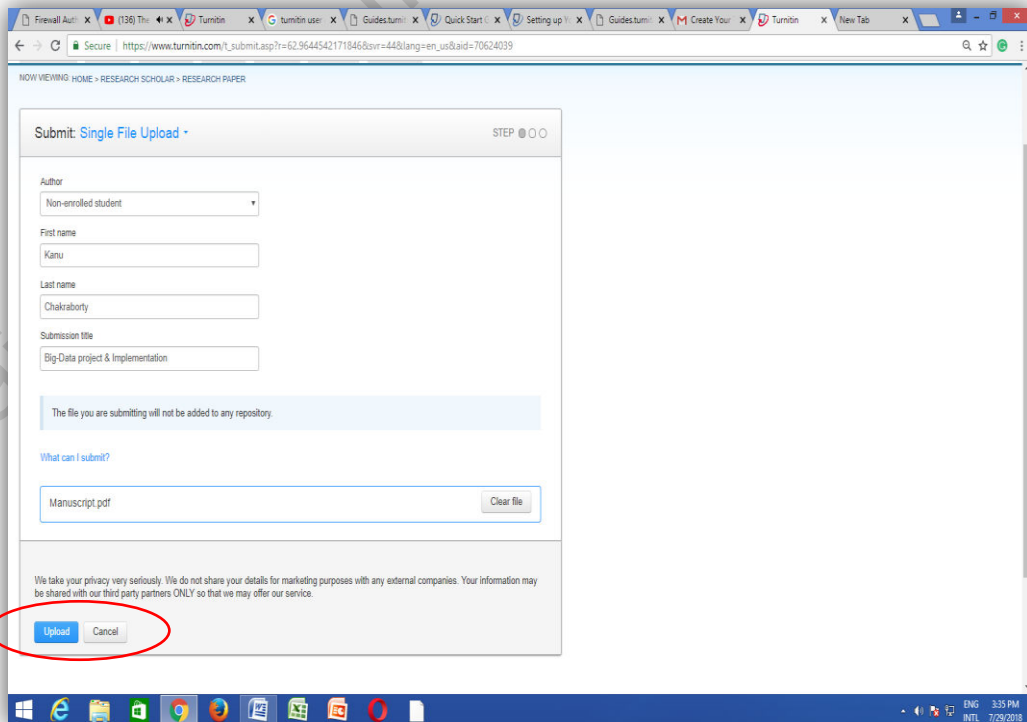
- Click on **Submit file** for submitting your paper for plagiarism check.



- Type Author First & Last name, submission title then upload a file from the computer.



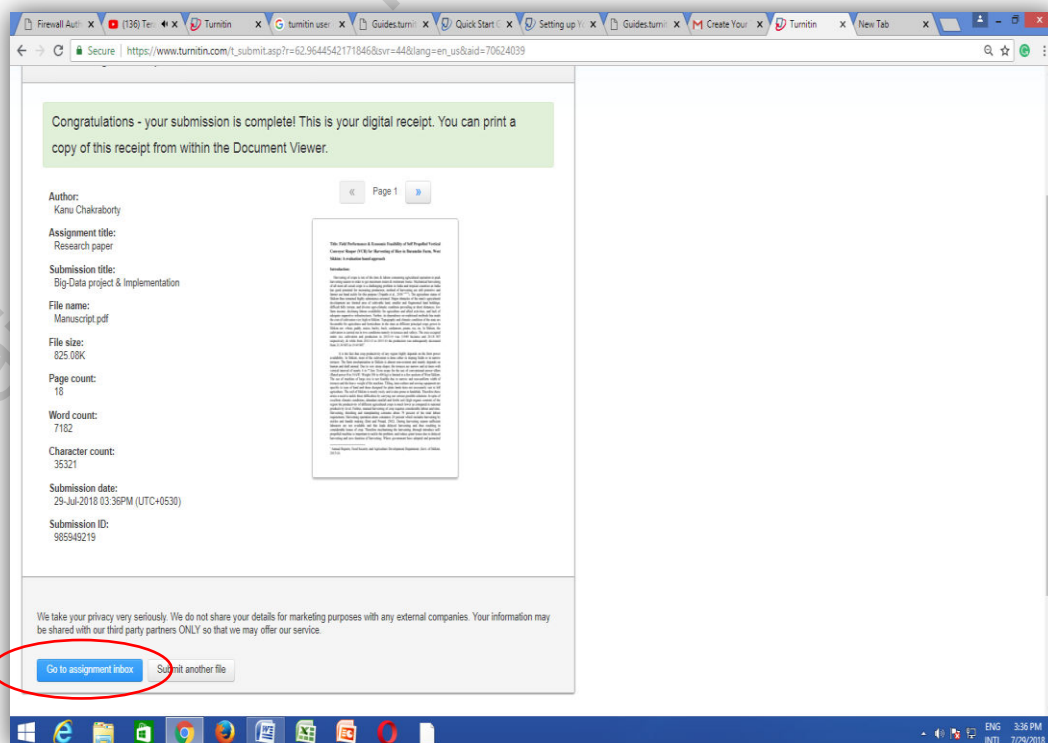
- Click on **Upload Button** for plagiarism check.



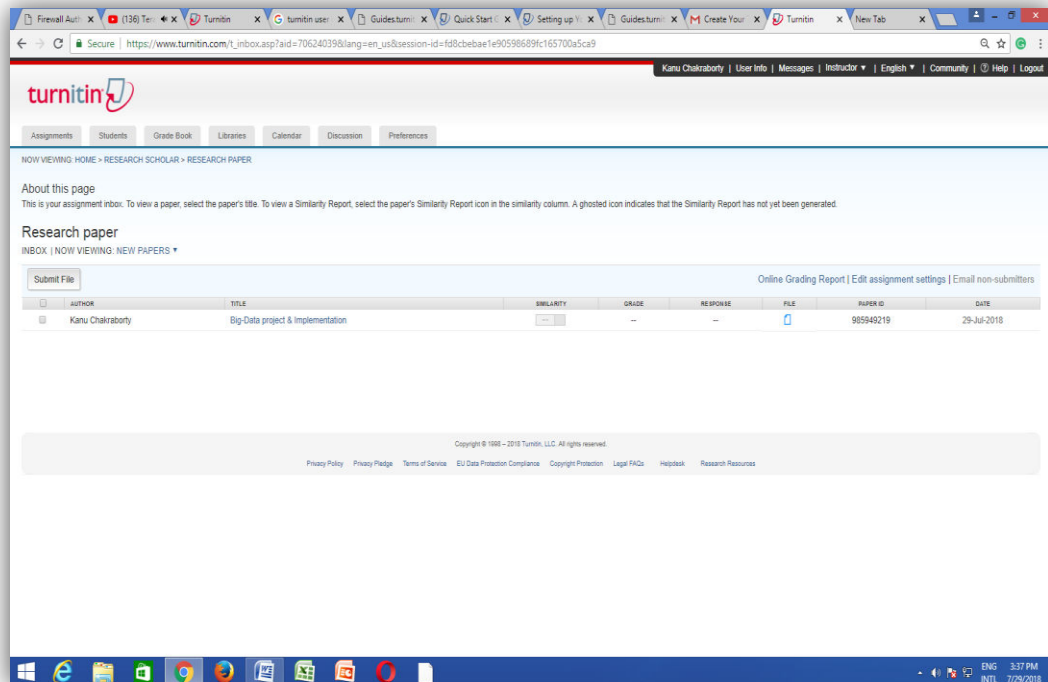
- Click on **Confirm** button after that it will start to check plagiarism from different sources like Database, web server, internet etc.



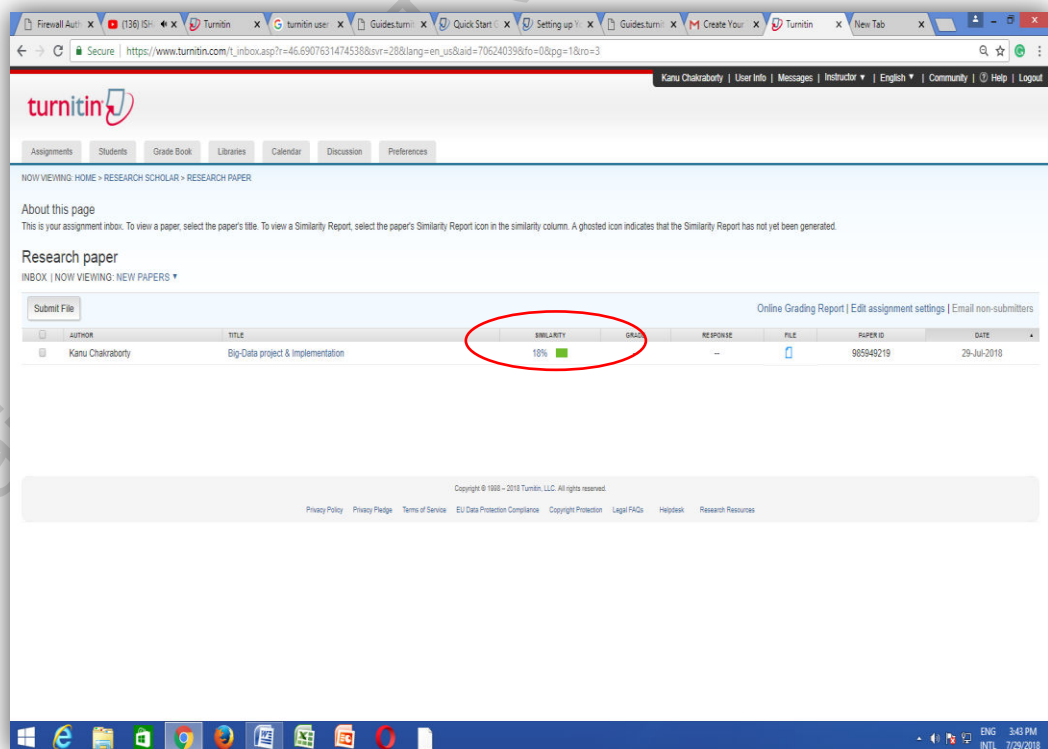
- Click on **Go to assignment inbox** or submit another file if you want to check more than one file at a time.



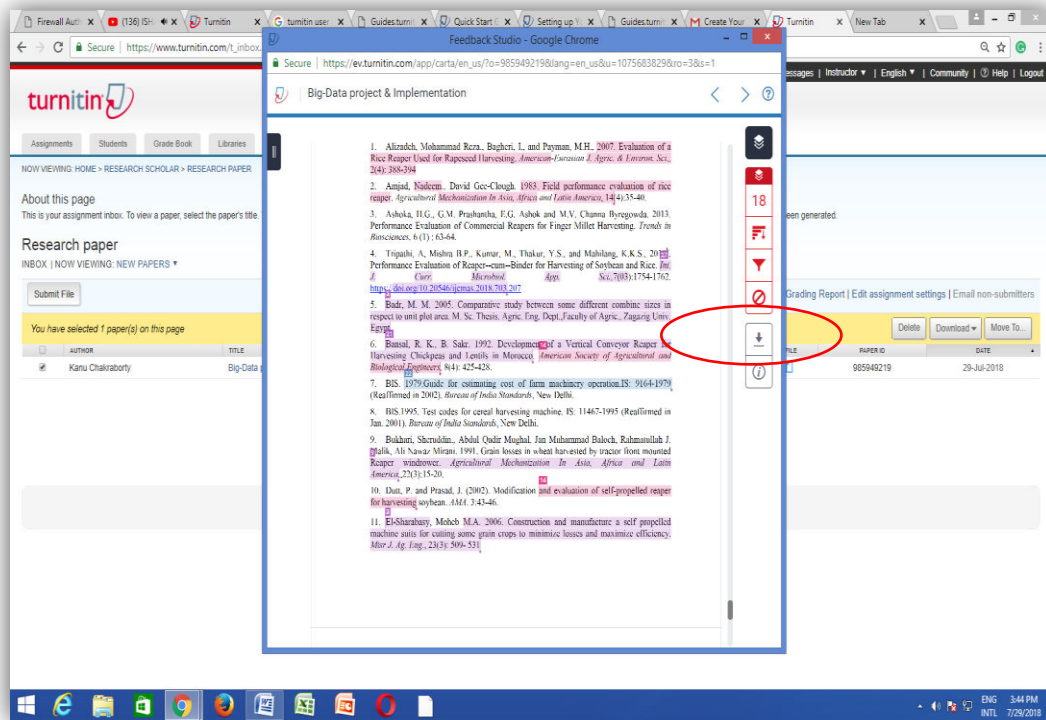
- It takes few minutes to complete the process, depends on file size, images, graph etc.



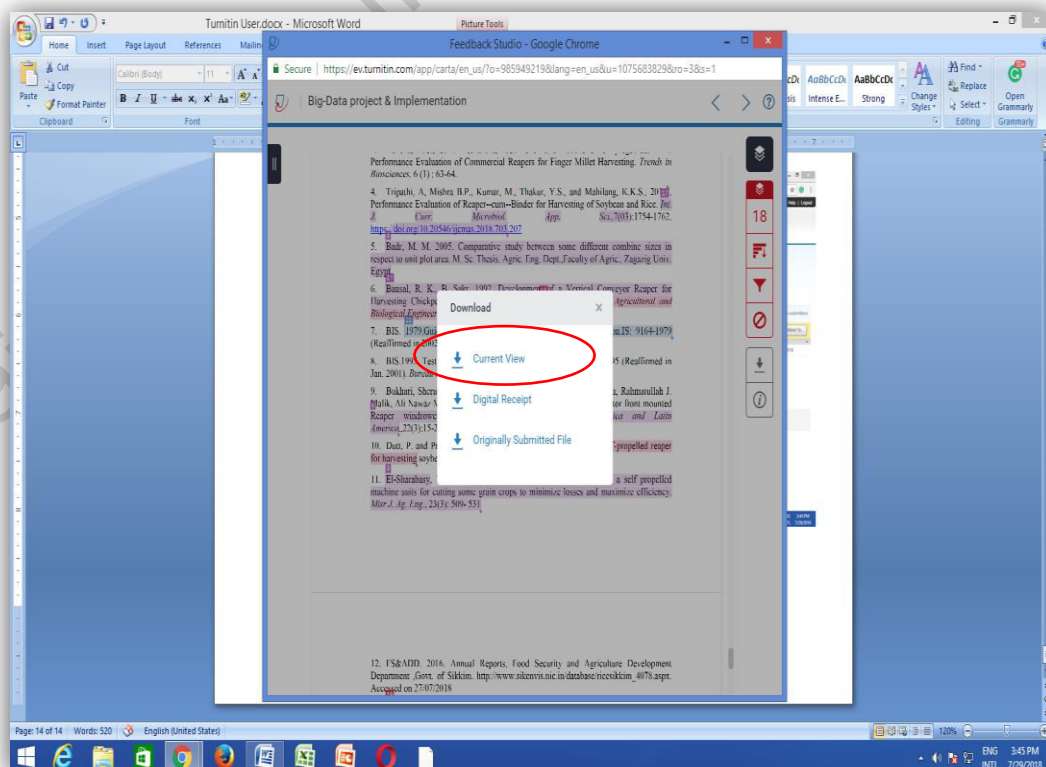
- For viewing similarity report click one similarity percentage.



- Now you can view the details report also you can download, for download report you can click in download icon.



- Click on **Current View** then it will start downloading the report.





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- For Quick start, guide click on the below-given link.

https://guides.turnitin.com/01_Manuals_and_Guides/Student_Guides/01_Quick_Start_Guide

- For Student, guide click on the below-given link.

https://guides.turnitin.com/01_Manuals_and_Guides/Student_Guides

[Note: Please feel free to contact with Main Library, or you can email to libraryservices@iitbhu.ac.in for any clarifications]

Prepared by-

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