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Quick Start Guide for Instructors

- ◆ Once the system Administrator enrolls you to the system as an Instructor you will receive the login details. Then Log in to Turnitin, using the [Email](#) and [Password](#) received
- ◆ Click the '[Add Class](#)' button to create a new class
- ◆ Click '[Submit](#)' to add the class to your homepage enter an assignment title and choose a start and due date for the assignment
- ◆ Within your class homepage Click on the '[Add Assignment](#)' button to create an assignment title

Submitting a Paper as an Instructor

- ◆ If you want to submit a paper by yourself, **click** on the "**View**" link to the right of the paper assignment to open the assignment inbox, then **click** on the "**Submit Paper**" button
- ◆ Click the "**Upload**" button to Upload the paper
- ◆ Click the "**Confirm**" button
- ◆ To view the Report; **click** the "**Inbox**" button
- ◆ To get the Document Viewer **click** the "**Report**" icon
- ◆ Submitting Papers as a student to the class created by the Instructor

This package has 200 student access and each faculty gets 25 student access. Instructors could allocate one student from each group to upload the assignment to a selected project

- ◆ If you submit a paper to check the originality only you have to be careful of *to select the "No Repository" option*

If you publish the paper on its first submission without above No Repository option the paper will be published in cloud and the next time you upload the same paper to check the originality, it will show 100% repetition.



For Further Clarification
Please Call Malabe Ext:3181