

TURNITIN USER MANUAL

For Turnitin Software Users



Library & Information Services
COMSATS University Islamabad

This user manual/guide will help you to “how to setup Turnitin account and check similarity/plagiarism from Turnitin software”?

Turnitin Software weblink:

<https://www.turnitin.com/regions/apac>

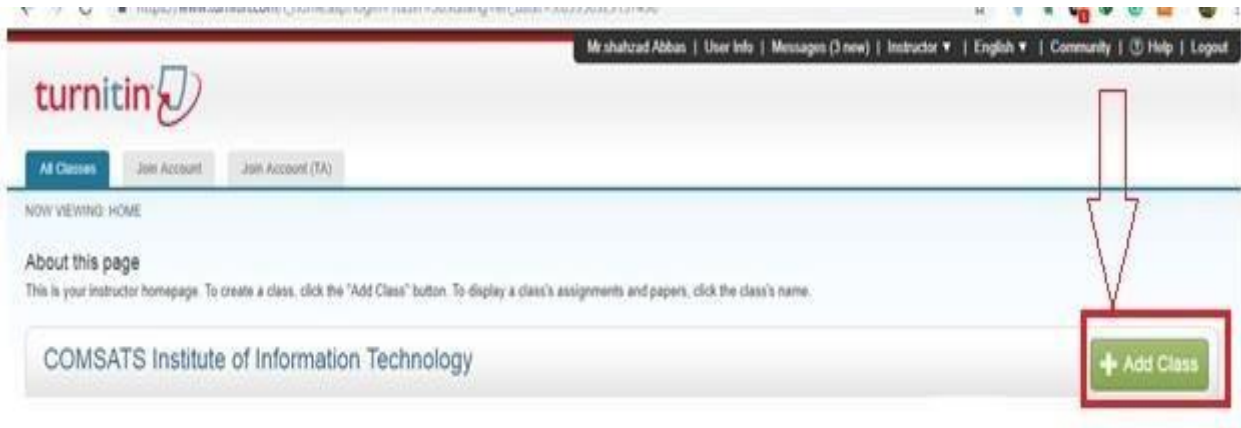
Login to Turnitin software



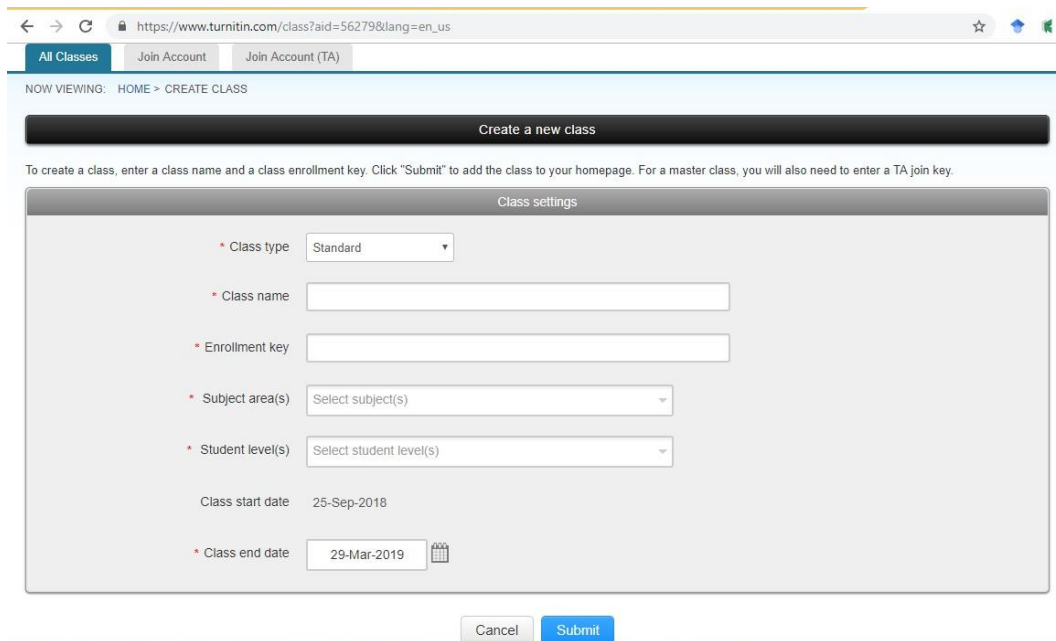
Enter your email and password in given fields

A screenshot of the Turnitin login page. The page has a blue background with the Turnitin logo at the top. The main heading is 'Login to Turnitin'. Below this, there are two input fields: 'Email address' with the placeholder text 'Type your email' and 'Password (Login to Turnitin)' with the placeholder text 'type your password'. Below the password field, there are three links: 'Would you like to create your user profile? Click here.', 'Forgot your password? Click here.', and 'Privacy Policy'. At the bottom of the form, there is a 'Login' button. The page is framed by a yellow header and a brown footer.

Click on “Add Class” Tab:



Create a new class, Fill the blank fields



Select Subject level from given list; you can select multiple options also

The screenshot shows a web browser window at https://www.turnitin.com/class?aid=562798&lang=en_us. The page title is "Create a new class". Below the title, there is a navigation bar with "All Classes", "Join Account", and "Join Account (TA)". The main content area is titled "Class settings" and contains the following fields:

- * Class type: Standard (dropdown)
- * Class name: Test (text input)
- * Enrollment key: 12345 (text input)
- * Subject area(s): A dropdown menu is open, showing a list of subject areas: Business/Economics (highlighted), Career/Technical, Communications/Journalism, Composition, Computer Science/Programming, Engineering, and Foreign Language.
- * Student level(s): (empty dropdown)
- Class start date: (empty text input)
- * Class end date: (empty text input)

At the bottom of the form, there are "Cancel" and "Submit" buttons.

Select student level from given list; you can select multiple options also

The screenshot shows the same Turnitin "Create a new class" form. The "Subject area(s)" dropdown is now closed, and the "Student level(s)" dropdown is open, showing a list of student levels: Undergraduate (highlighted), Graduate, Postgraduate, and Career and Technical.

The form fields are the same as in the previous screenshot, with the "Class name" field containing "Test" and the "Enrollment key" field containing "12345".

At the bottom of the form, there are "Cancel" and "Submit" buttons.

Select Class end date from given calendar, depend on

Class settings

* Class type: Standard

* Class name: Test

* Enrollment key: 12345

* Subject area(s): Select subject(s)

* Student level(s): Select student level(s)

Class start date: 25-Sep-2018

* Class end date: 29-Mar-2019

Submit

Class created then click on continue

Mr shahzad Abbas | User Info | Messages (3 new) | Instructor | English | Community | Help | Logout

turnitin

All Classes | Join Account | Join Account (TA)

NOW VIEWING: HOME

✔ Congratulations! You have created the new class: Test. You

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

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Class ID 19217482
Enrollment key 12345

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.

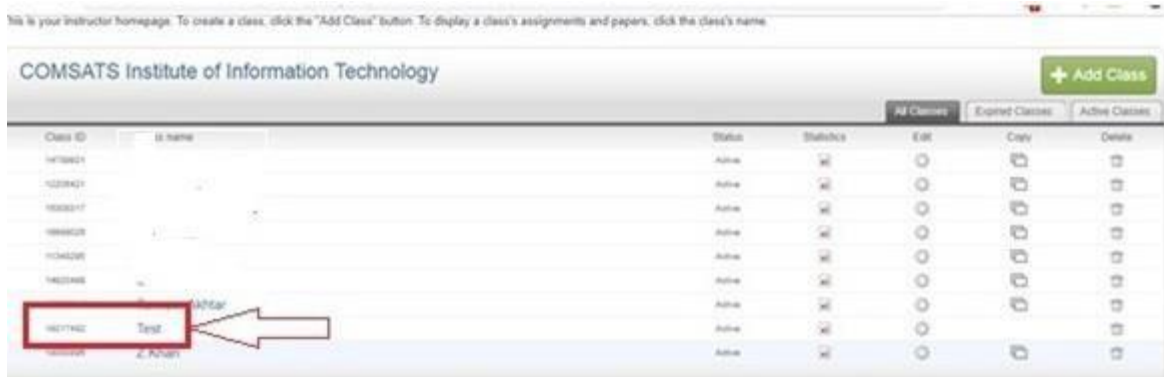
Click the class name to enter the class and get started creating assignments.

Continue

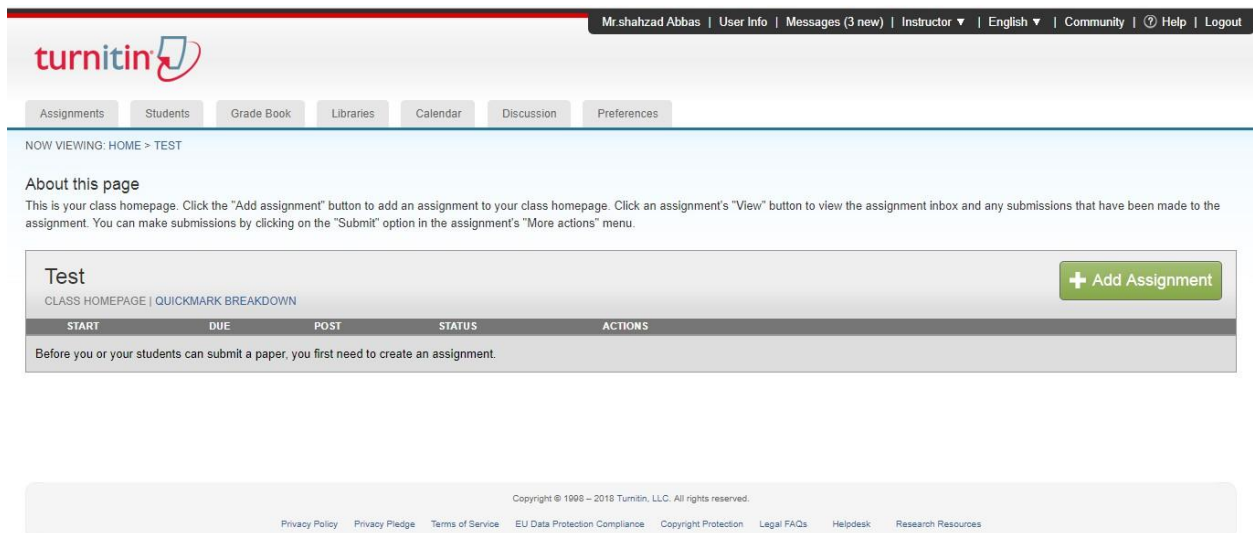
+ Add Class

Class ID	Class name	Status	Edit	Copy	Delete
14789921	Dr. Fakhar Abbas				
12205421	Dr. Rizwan				
19308317	Dr. Shanawar Khalid				
16690025	MS & PhD Thesis				
11348295	Research Paper	Active			
14620498	Shahzad--Thesis	Active			
18329814	Tanveer Akhtar	Active			
19217482	Test	Active			
18000895	Z.Khan	Active			

Now click on created class



This window will open and now click on "Add Assignment"



Fill the blank fields
Assignment title e.g. Project Management
Point Value e.g. 1000

NOW VIEWING: HOME > TEST

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 ? <input type="text"/>	Start date ? 25-Sep-2018 at 14 : 34
Point value ? <input type="text"/>	Due date ? 02-Oct-2018 at 23 : 59
Optional <input checked="" type="radio"/> Allow only file types that Turnitin can check for similarity <input type="radio"/> Allow any file type ?	Post date ? 03-Oct-2018 at 0 : 00

[Optional settings](#)

This is most important step while creating new assignment, click on “*Optional Setting*”
Select “*no repository*”

Otherwise your papers/theses will be uploaded/saved in Turnitin repository permanently
Then click on “Submit”

Yes
 No

Enable Translated Matching? (Beta) [?](#)
What languages does Translated Matching support?
 Yes
 No

Enable anonymous marking? [?](#)
 Yes
 No

Submit papers to: [?](#)
standard paper repository
standard paper repository
institution paper repository
student's choice of repository
no repository

Institution paper repository
 Current and archived internet
 Periodicals, journals, & publications

Online grading

Attach a rubric/form to this assignment [?](#)
Note: students will be able to view the attached rubric/form and its content prior to submitting.

Congratulations! Your assignment created, you can create multiple assignments in a class

https://www.turnitin.com/t_class_home.asp?svr=312&lang=en_us&r=54.0819423220405

Mr. shahzad Abbas | User Info | Messages (3 new) | Instructor | English | Community | Help | Logout

turnitin

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

NOW VIEWING: HOME > TEST

✔ 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 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.

Test + Add Assignment

CLASS HOMEPAGE | QUICKMARK BREAKDOWN

	START	DUE	POST	STATUS	ACTIONS	
Project Management						
PAPER	25-Sep-2018 14:34PM	02-Oct-2018 23:58PM	03-Oct-2018 00:00AM	0 / 0 submitted	View	More actions ▾

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How to check Plagiarism of document from Turnitin software?

Completing the above step now you can check plagiarism of your document/s

Click on the "view" button

https://www.turnitin.com/t_class_home.asp?svr=312&lang=en_us&r=54.0819423220405

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Test + Add Assignment

CLASS HOMEPAGE | QUICKMARK BREAKDOWN

	START	DUE	POST	STATUS	ACTIONS	
Project Management						
PAPER	25-Sep-2018 14:34PM	02-Oct-2018 23:58PM	03-Oct-2018 00:00AM	0 / 0 submitted	View	More actions ▾

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Then Click of Submit File

The screenshot shows the Turnitin interface for an assignment inbox. At the top, there is a navigation bar with the Turnitin logo and user information for Mr. Shahzad Abbas. Below this is a menu with tabs for Assignments, Students, Grade Book, Libraries, Calendar, Discussion, and Preferences. A breadcrumb trail indicates the current location: HOME > TEST > PROJECT MANAGEMENT. A green notification banner at the top states: "Congratulations! You have created your first assignment. To add students or view your student list click the 'students' tab above." Below the notification, there is a section titled "About this page" explaining the assignment inbox. The main section is "Project Management" with a sub-section "INBOX | NOW VIEWING: NEW PAPERS". A "Submit File" button is visible. Below the button is a table with columns: AUTHOR, TITLE, SIMILARITY, GRADE, RESPONSE, FILE, PAPER ID, and DATE. The table is currently empty, with a message below it stating: "Your inbox for this assignment or assignment folder is currently empty. If you would like to submit a paper to this assignment, click here." At the top right of the table area, there are links for "Online Grading Report", "Edit assignment settings", and "Email non-submitters".

Form will be Open, Fill the required fields

Here a message appears “The file you are submitting will not be added to any repository” it means you document will not be saved/uploaded in Turnitin repository

Then click on the submit button

The screenshot shows the Turnitin submission form. At the top, there is a navigation bar with the Turnitin logo and user information for Mr. Shahzad Abbas. Below this is a menu with tabs for Assignments, Students, Grade Book, Libraries, Calendar, Discussion, and Preferences. A breadcrumb trail indicates the current location: HOME > TEST > PROJECT MANAGEMENT. A green notification banner at the top states: "Congratulations! You have created your first assignment. To add students or view your student list click the 'students' tab above." Below the notification, there is a section titled "About this page" explaining the assignment inbox. The main section is "Project Management" with a sub-section "INBOX | NOW VIEWING: NEW PAPERS". A "Submit File" button is visible. Below the button is a table with columns: AUTHOR, TITLE, SIMILARITY, GRADE, RESPONSE, FILE, PAPER ID, and DATE. The table is currently empty, with a message below it stating: "Your inbox for this assignment or assignment folder is currently empty. If you would like to submit a paper to this assignment, click here." At the top right of the table area, there are links for "Online Grading Report", "Edit assignment settings", and "Email non-submitters".

Your submission will complete in three steps

← → ↻ 🔒 https://www.turnitin.com/t_submit.asp?r=87.7525952834187&svr=318&lang=en_us&aid=72634851

NOW VIEWING: HOME > TEST > PROJECT MANAGEMENT


Submit: Single File Upload STEP ●●○

Processing: 1-IR459-81.pdf

Author:
Muhammad Ali

Assignment title:
Project Management

Submission title:
Research Paper



This should take no more than 2 minutes. Please wait... you will be asked to confirm to complete the process.

We take your privacy very seriously. We do not share your details for marketing purposes with any external companies. Your information may be shared with our third party partners ONLY so that we may offer our service.

This step for cross verification, then click on confirm

← → ↻ 🔒 https://www.turnitin.com/t_submit.asp?r=87.7525952834187&svr=318&lang=en_us&aid=72634851

Author:
Muhammad Ali

Assignment title:
Project Management

Submission title:
Research Paper

File name:
1-IR459-81.pdf


File size:
335.83K

Page count:
23

Word count:
8384

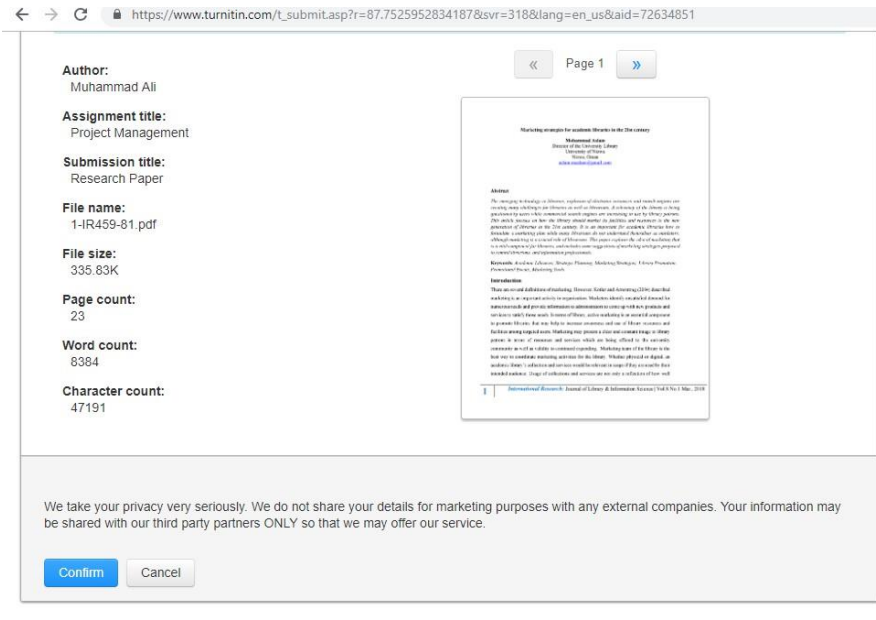
Character count:
47191

Page 1

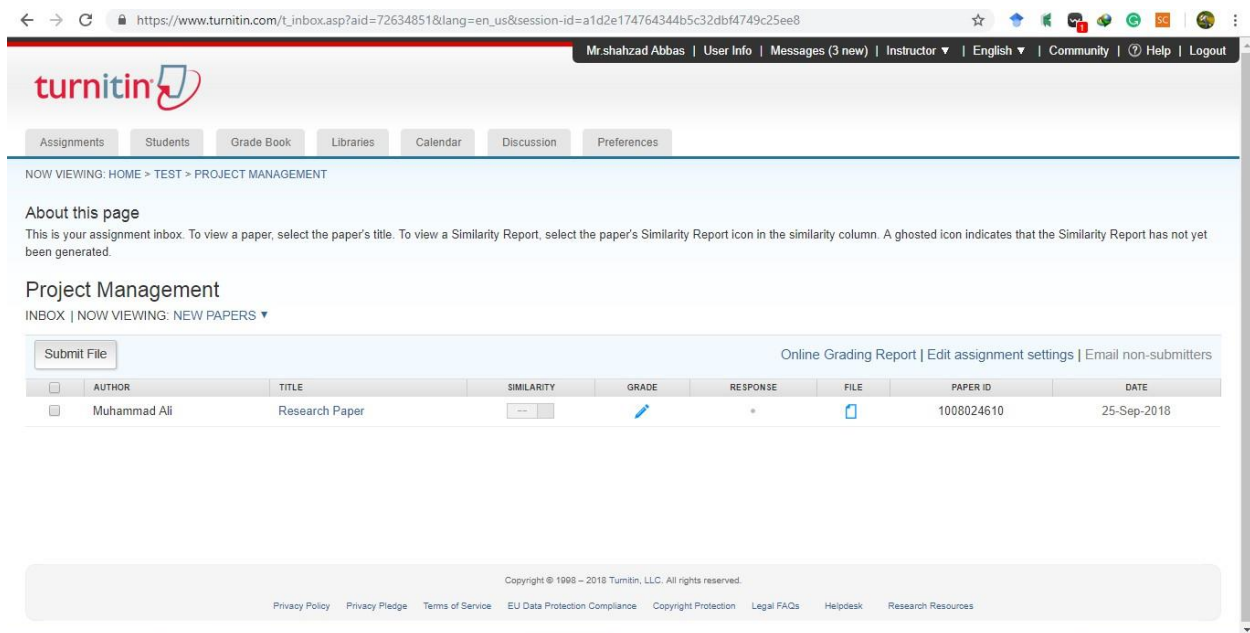


We take your privacy very seriously. We do not share your details for marketing purposes with any external companies. Your information may be shared with our third party partners ONLY so that we may offer our service.

This is confirmation message of your submission, now click on

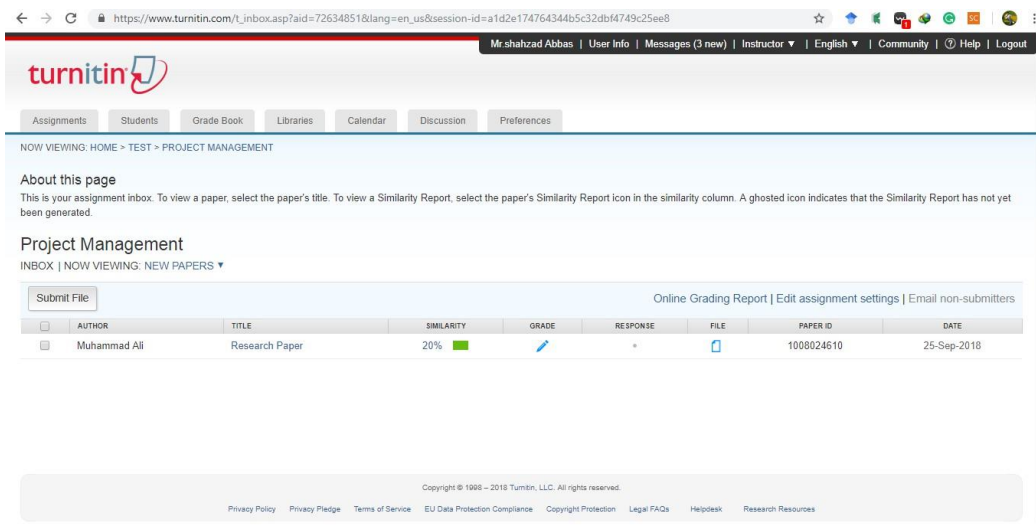


After confirming this page will open

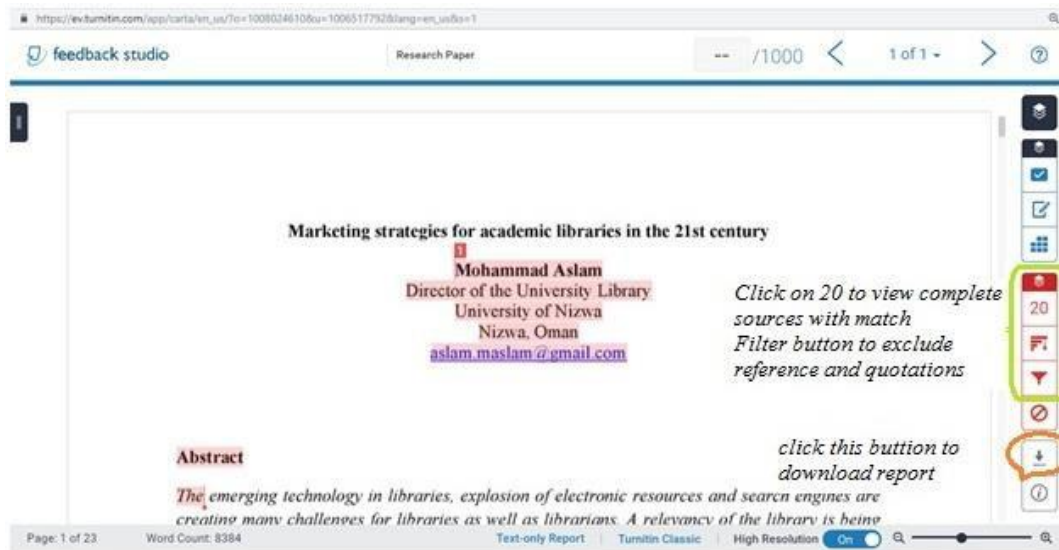


This process takes 10-20 mints(depend on file size) to show similarity/result of the document
Always save the paper ID for future correspondence

Then click on the “Similarity”



A new window will appear with report



If you have further questions, please feel free to contact us by email: abidahanif@cuivehari.edu.pk.

Dr. Abida Hanif,
Incharge Library & Information Services
COMSATS University Islamabad, Vehari Campus