

Instructor Quickstart

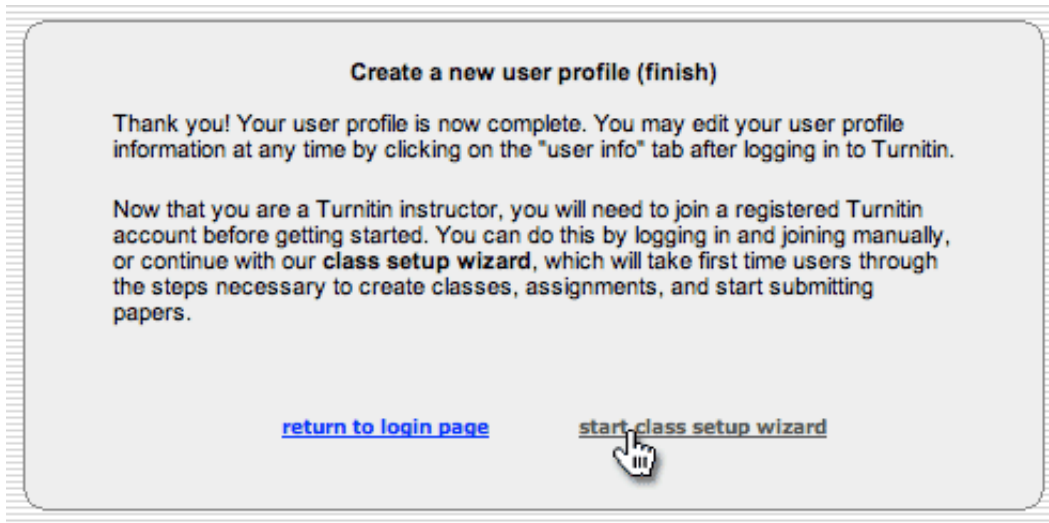
Introduction

This quickstart will help you get started with Turnitin (www.turnitin.com). If you would like more information on the services we offer, our [user manuals](#) provide an extensive overview of the system.

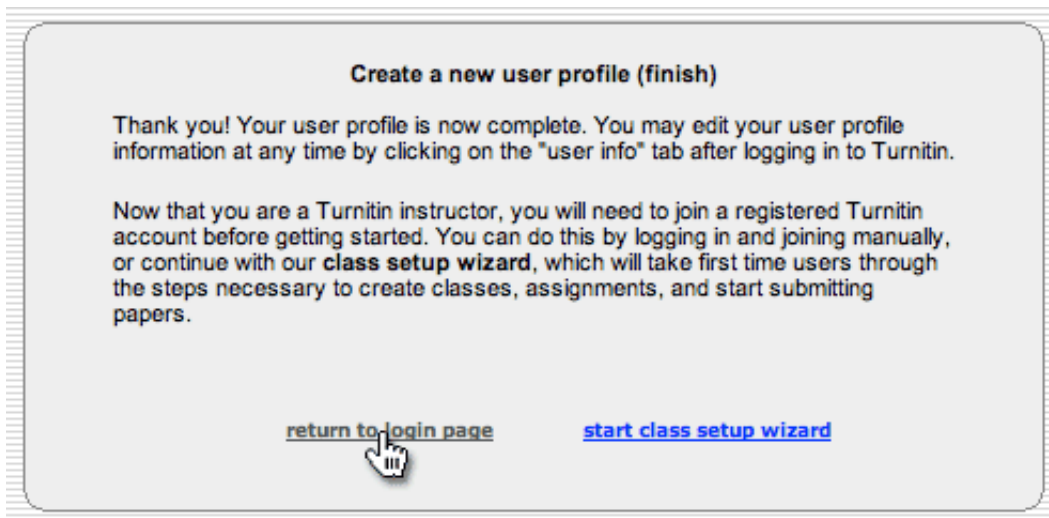
Step 1

All users new to Turnitin must have a user profile. To create a profile, click on the "create a user profile" at the top of www.turnitin.com or click [here](#). The new user wizard will open and walk you through the profile creation process. In order to create a profile, you must have an account id and an account join password. You can get this information from your school's account administrator.

Once you have created your profile, you can use our class setup wizard to set up your first class and assignment by clicking the "start class setup wizard" link. If you decide to use the wizard to setup your first class and assignment you can skip steps 3-4 and steps 6-7 of this guide.



If you would prefer to login and setup your first class and assignment manually, click the "return to login page" link.



Step 2

To login, enter your email address and password. Click login to open your instructor homepage.

email address security:

password [password help](#) [create a user profile](#)

Step 3

Your institution's account will appear on your homepage. To create your first class, click the "add a class" link.

[Turnitin University](#) [add a class](#) show:

No classes have been added to this account. To add your first class, click [here](#).

Step 4

Enter your class information on the add a class page. 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. The class end date is the date that your class expires. When a class is expired, students can no longer submit papers to the class. When you are done, click "submit" to add the class.

create a new:

class name:

enrollment password:

class end date:

Step 5

The class will now appear in your class list beneath your account. Click on the class name to "enter" the class and open your class homepage.

Note: the number in next to the class name is the class id, which students will use along with the class enrollment password to enroll in your class. Take note of this information so you can distribute it to your students.

The New Art College		add a class	show: <input type="text" value="active"/>		
class ID	enter a class	status	stats	update	del
60621	English	active			

Step 6

You have now opened the homepage for the class you just created. Click the "create a new assignment" link to create your first assignment.

[create a new assignment:](#)
[assignment library:](#)

Welcome! Before you or your students can submit a paper, you first need to create an assignment. To create your first assignment, click [here](#).

Step 7

To create an assignment, enter an assignment title and choose the start and due dates for the assignment. Students can begin submitting papers on the assignment's start date. Click submit to add the assignment to your class homepage.

create a new:

assignment title:

start date:

due date:

Step 8

Note: If you plan on having your students submit papers to your class, you can stop here. Just be sure to distribute the class id and enrollment password to your students. This link to our student quickstart will help your students get started and submit their papers to your class - www.turnitin.com/static/training_support/tii_student_quickstart.html.

If you are going to submit papers yourself, click the submit button next to your new assignment.

#	assignment	inbox	submit	start	due	post	delete
1	Assignment 1			09-03-03	09-16-03	N/A	

Step 9

The paper submission page will open. Enter a paper title and the author's first and last name. To select a paper for submission, click the "browse" button and locate the paper on your computer (papers can be submitted in MS Word, WordPerfect, RTF, PDF, PostScript, HTML, and plain text formats). When you are done, click the "submit" button.



Submit a paper by: **file upload** **submit**

author's first name:

author's last name:

submission title:

Browse for the file you want to upload:

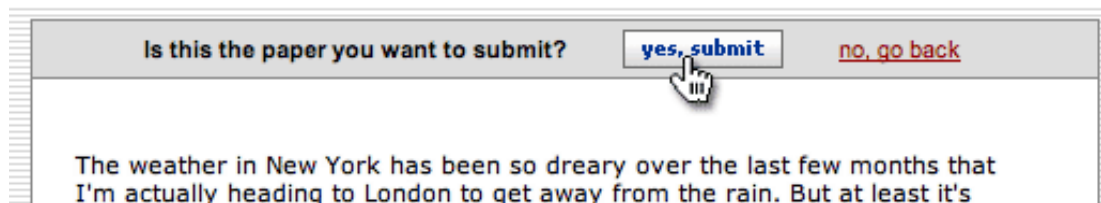
Browse...

We currently accept Word, Text, Postscript, HTML, and RTF.

click browse to locate a paper for submission

Step 10

On the following page, look over all the information to double-check that it is correct. If everything is okay, click the "yes, submit" button.





Is this the paper you want to submit? **yes, submit** [no, go back](#)

The weather in New York has been so dreary over the last few months that I'm actually heading to London to get away from the rain. But at least it's

Step 11

You will receive a digital receipt confirming your submission. Our system will begin processing the paper and will generate an Originality Report within minutes. To view the report, click the inbox button on the digital receipt page. Your assignment inbox will open.

Turnitin digital receipt		paper title: <u>The Way We Were</u>
inbox 	submit again 	paper id: 11539924
		paper author: Langley, Mitchell


The weather in New York has been so dreary over the last few months that I'm actually heading to London to get away from the rain. But at least it's

Step 12




Your assignment inbox shows papers that have been submitted along with their Originality Reports. To open the Originality Report for the paper you just submitted, click the report icon. **Note:** If a report is ghosted, it has not yet been generated. Please wait a few moments and reload your assignment inbox.

page: [1]

Inbox for: **Assign. #3: Assignment 1**

show these papers:  low % ↔ high %

delete move to... show: new

<input type="checkbox"/>	author	title	report	gm	file	paper id	date
<input type="checkbox"/>	Langley, Mitchell	The Way We Were			 .doc	11539924	09-03-03

If you need further assistance with Turnitin or would like to learn about the advanced features our system offers, please download our [user manuals](#).