

USER GUIDE

Getting Started with Turnitin (For Faculty)

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1. How to get a Turnitin Account?

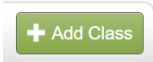
If you don't have a Turnitin account,

1. Please send an email from your IITR email id to remind.mgcl@iitr.ac.in or library@iitr.ac.in with your full name.
2. Team MGCL will create your account, and you will get an email from Turnitin.
3. Follow the instructions in the email sent by Turnitin to set your password and set up your account.


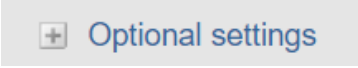
2. Creating 'Class' and 'Assignment' in Turnitin

It is required to create at least one 'Class' and one 'Assignment' to start using Turnitin. The required steps are listed below.

Creating Class

1. Visit <https://www.turnitin.com> (it is not necessary to be on the campus to access it).
2. Login to your Turnitin user account using your registered email id and password.
3. To create a class, click on 
4. In the '**Class Settings**' form:
 - a. Leave the Class type as 'Standard.'
 - b. Give a Class name, e.g. PhD, Master, MTN-522, etc.
 - c. Enter an Enrollment key (*this is required to allow your student(s) to independently upload a document to carry out similarity checking*).
 - d. Select 'Subject area(s)' and Students level(s).
 - e. Select a 'Class end date' (Semester-end or as far as necessary)
 - f. Click on the **Submit** button to save your newly created **Class**.
 - g. You can now see the newly created **Class** listed on the page.

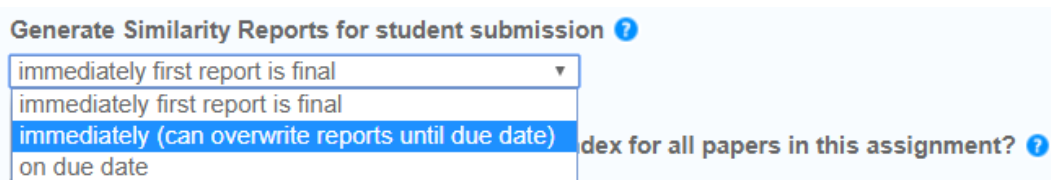
Creating Assignment

5. An **Assignment** is created within a **Class**.
6. Select a 'Class' to create an assignment and click on 'Add Assignment.' 
7. Click on 'Next Step' if prompted.
8. In the **Assignment** form:
 - a. Enter an Assignment Title like Thesis, Papers, Assignment_1, etc.
 - b. Select due date (before the 'Class end date' selected in step 3e above).
 - c. Click on 
 - d. These optional settings are **VERY IMPORTANT**.

Important Optional Settings

You may decide on the optional settings 9a, 9b, 9c and 9d listed below as per your requirements. *(The selected options shown below have been used by MGCL to check PhD theses for similarity since 2016).* **However, 9e must be selected as 'no repository'.**

9. In the 'Optional Settings' form, set the following options.
 - a. **Generate Similarity Reports for student submission**
If you wish to allow students to keep checking the similarity report and improve the assignment/thesis until due date, please select the second option i.e. "immediately can overwrite reports until due date".



Generate Similarity Reports for student submission ?

immediately first report is final

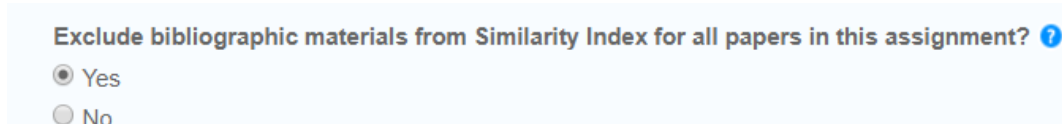
immediately first report is final

immediately (can overwrite reports until due date)

on due date

Index for all papers in this assignment? ?

- b. **Exclude bibliographic material** [Yes]

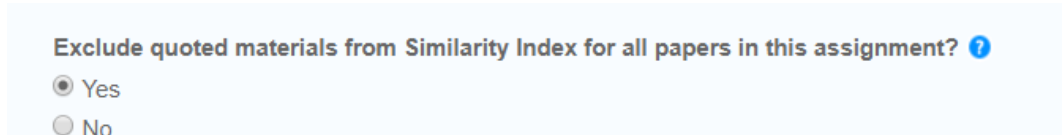


Exclude bibliographic materials from Similarity Index for all papers in this assignment? ?

☒ Yes

☐ No

- c. **Exclude quoted material** [Yes]

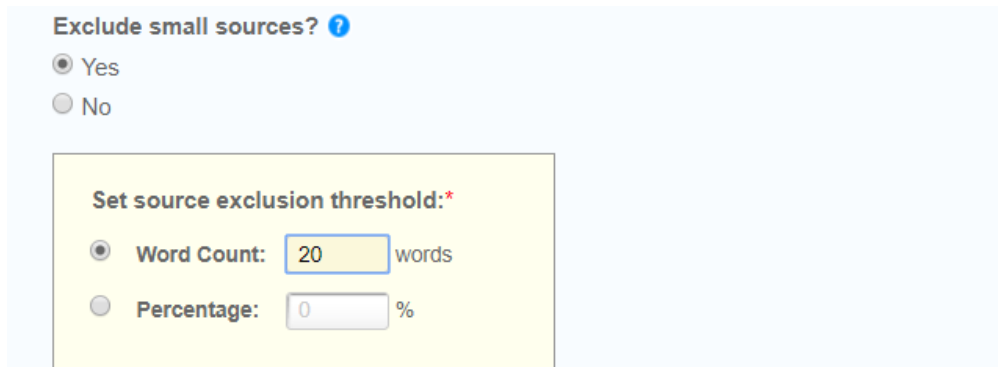


Exclude quoted materials from Similarity Index for all papers in this assignment? ?

☒ Yes

☐ No

- d. **Exclude small sources** [Yes]



Exclude small sources? ?

☒ Yes

☐ No

Set source exclusion threshold:*

☒ Word Count: 20 words

☐ Percentage: 0 %

- e. **Submit papers to:** [no repository].

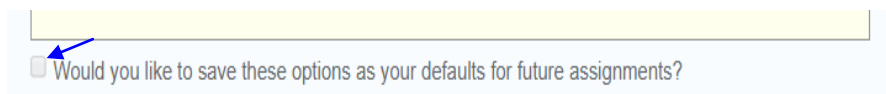
THIS OPTION IS VERY IMPORTANT.

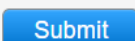


By default, this is set to 'standard repository' that means the papers/theses submitted for checking in Turnitin will be added to its standard repository. And, therefore, on next checking the same content shows **100%** similarity. Please note, at times, it takes a lot of efforts and time to get the paper removed from the Turnitin repository.

- f. **Save the selected options as your default...**

If you wish to use the above optional settings as default for all future assignments, check the box as shown below before clicking on the submit button. Doing so also ensures that **No repository** is your default setting for future Assignments that you create.

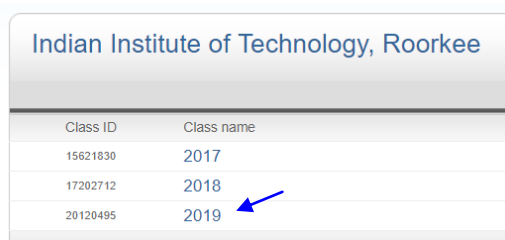


10. Save the changes by clicking on  button [available at the bottom].

3. Checking your Documents in Turnitin for Similarity

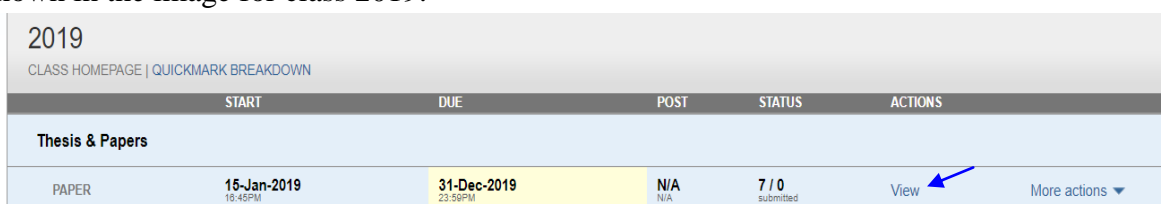
To check your documents for similarity, create a class and an assignment by following the steps mentioned above and then follow the steps shown below.

1. Visit <https://www.turnitin.com>
2. Login to your Turnitin user account using your credentials.
3. Select the class you want to use [listed below 'Class Name' as shown in the image].



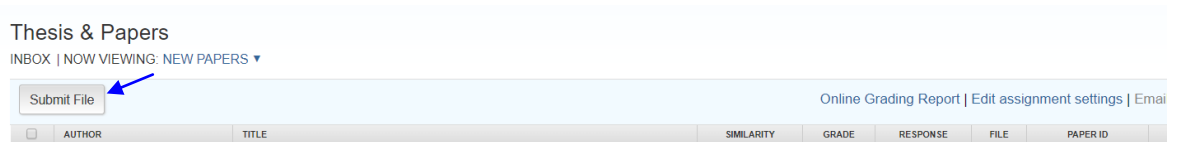
Class ID	Class name
15621830	2017
17202712	2018
20120495	2019

4. Select the Assignment you want to use by clicking on 'View'. For example, 'PAPER' as shown in the image for class 2019.



START	DUE	POST	STATUS	ACTIONS
Thesis & Papers				
PAPER	15-Jan-2019 10:45PM	31-Dec-2019 23:59PM	N/A N/A	7 / 0 submitted

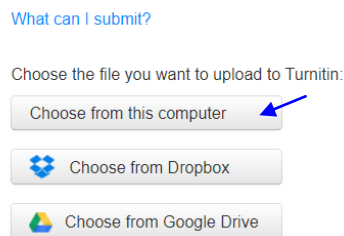
5. Click on 'Submit File'.



6. In the File upload form, fill the following details:

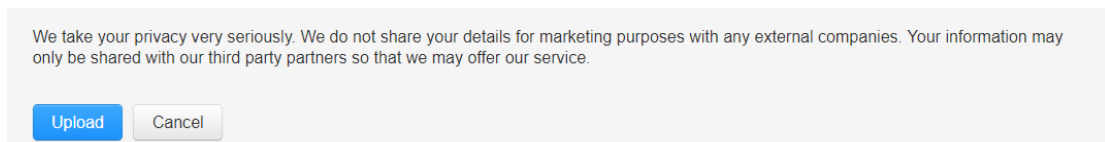
- Author [Non-enrolled student]
- First Name
- Last Name
- Submission Title

7. Click on 'Choose from this computer' as shown in the image.

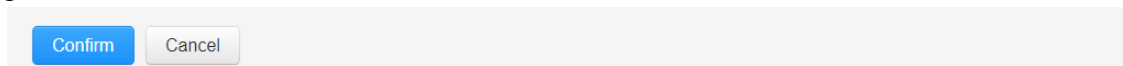


8. Browse and select the desired file you want to submit into Turnitin for checking.

9. Click on 'Upload'. You will be prompted to confirm the submission.



10. Click on 'Confirm'. The file will be uploaded on the Turnitin server, and the report will be generated in due course.



The time taken in generating the report depends on many factors like file size, server load etc. Normally it takes 5-10 minutes for papers and 20-30 minutes for thesis.

11. You can see the report by visiting the assignment page by clicking on 'Go to assignment page' or by following Step 3 & 4 as explained above.

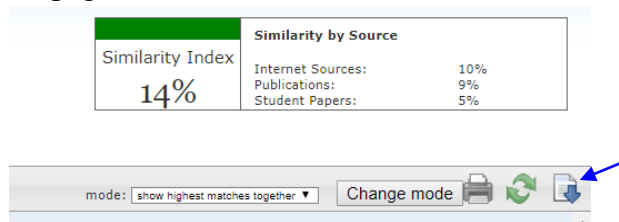
12. Assignment page will look like the below image. The report can be seen by clicking on the TITLE of the submission or the SIMILARITY index [--%].

TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
Application of thesauri in open reposito...	2%	--	--		1064786472	16-Jan-2019
Grammar	3%	--	--		1095845214	19-Mar-2019
Testing	5%	--	--		1127597876	09-May-2019
A STUDY ON STRATEGIC MARKETING PROSPECTS...	14%	--	--		1108869264	09-Apr-2019
Paper	16%	--	--		1078824378	16-Feb-2019
Paper	31%	--	--		1079552078	18-Feb-2019
Paper	45%	--	--		1064343869	15-Jan-2019
Paper 2	99%	--	--		1079568702	18-Feb-2019

Please note clicking on SIMILARITY index will show text-only report and clicking on the TITLE will give the report in PDF format.

13. Downloading the Similarity Report.

- a. **Text-only report:** Click on the download icon shown on the right-upper corner of the page.

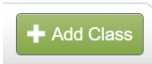


- b. **PDF report:** Click on the download icon shown on the right side of the page and select Current view in the pop-up window.



4. Creating Turnitin Account for Scholars

The Turnitin accounts for students/research scholars can only be created with the permission of the instructors. For this, the Instructor will need to create a **Class** and an **Assignment** and share the 'class id' and 'enrollment key' with the students. The required steps are listed below.

1. Visit <https://www.turnitin.com>
2. Login to your Turnitin user account using your registered email id and password.
3. Select an already created class, refer Step 4g below and go to Step 5 below OR
4. Create a new class by clicking 
5. In the 'Class Settings' form:
 - a. Leave the Class type as 'Standard.'
 - b. Give a Class name, e.g. PhD, Master, MTN-522, etc.
 - c. Enter an **Enrollment key** (*required if you wish to allow your student(s) to independently access Turnitin to upload a document and carry out similarity check*).
 - d. Select 'Subject area(s)' and Students level(s).
 - e. Select a 'Class end date' (Semester-end or as far as necessary)
 - f. Click on **Submit** button to save your newly created class.
 - g. Note down the '**Class ID**' and '**Enrollment Key**'. *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.*
 - h. You can now see the newly created class listed on the page.
 - i. Create an **Assignment** in this **Class** (refer to Section 2 above).
6. Share the **Class ID** and **Enrollment Key** with the student/research scholar whom you require to access Turnitin independently and upload document(s) for similarity checking.
7. The steps to be followed by the student/research scholar to create Turnitin account by joining your Turnitin Class are described in the next section.

5. Steps for Students/Scholars to get Turnitin Account

After getting the **Class ID** and **Enrollment Key** from the Instructor, Student/Research Scholar will have to follow the below-mentioned steps to register for a Turnitin account.

1. Visit <https://www.turnitin.com>
2. Click on 'Create Account' at the top-right corner of the page.
3. On the next screen, select how you will be using Turnitin by clicking on '**student**'.
4. In the 'Create a Student Profile' form, fill the following details:
 - a. Class Id (received from the instructor)
 - b. Class Enrollment Key (received from the instructor)
 - c. First Name
 - d. Last Name
 - e. Email address: Enter your IITR email id
 - f. Confirm email address
 - g. Enter your password (longer than 7 characters; for Turnitin account)
 - h. Confirm password
 - i. Select a secret question
 - j. Enter the answer to your selected question
 - k. Browse through the 'User Agreement'
 - l. Check the box 'I'm not a robot.'
5. Click on **I Agree—Create Profile** to complete the account creation.
6. Congratulations! Here is your Turnitin Account with the class you have enrolled.

IF FACED WITH ANY DIFFICULTY IN USING TURNITIN PLEASE CONTACT:
Periodical Section, MGCL, remind.mgcl@iitr.ac.in Extn. 4572