

## USER GUIDE

### Getting Started with Turnitin (For Students/Research Scholars)

To create a Turnitin account, a student/ research scholar will need a **Class ID** and **Enrollment Key** from an Instructor.

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 institution 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.

### Checking your Documents in Turnitin for Similarity

To check your documents for similarity, 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].

Indian Institute of Technology, Roorkee	
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.

2019					
CLASS HOMEPAGE   QUICKMARK BREAKDOWN					
	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	View More actions

5. Click on 'Submit File'.

Thesis & Papers  
INBOX | NOW VIEWING: NEW PAPERS

Submit File Online Grading Report | Edit assignment settings | Email

<input type="checkbox"/>	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID
--------------------------	--------	-------	------------	-------	----------	------	----------

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.

[What can I submit?](#)

Choose the file you want to upload to Turnitin:

Choose from this computer

Choose from Dropbox

Choose from Google Drive

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.

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

Upload Cancel

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

Confirm Cancel

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.

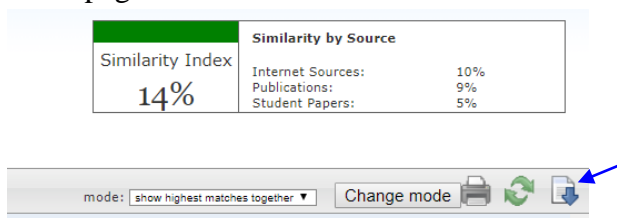
11. You can see the report by visiting the assignment page by clicking on ‘Go to assignment page’ or by following Step 3 & 4 as explained above.
12. Assignment page will look like the below image. The report can be seen by clicking on the TITLE of the submission or the SIMILARITY index [--%].

Online Grading Report   Edit assignment settings   Email non-submitters							
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.



IF FACED WITH ANY DIFFICULTY PLEASE CONTACT:  
Periodical Section, MGCL, [remind.mgcl@iitr.ac.in](mailto:remind.mgcl@iitr.ac.in) Extn. 4572