

<b>Universiti Tunku Abdul Rahman</b>			
Guideline Title: Turnitin User Guide for Instructor			
Guideline Number: GD-SODEMC-Turnitin-002	Rev No: 1	Effective Date: 16/11/2012	Page No: Page 1 of 11

# Turnitin User Guide for Instructor

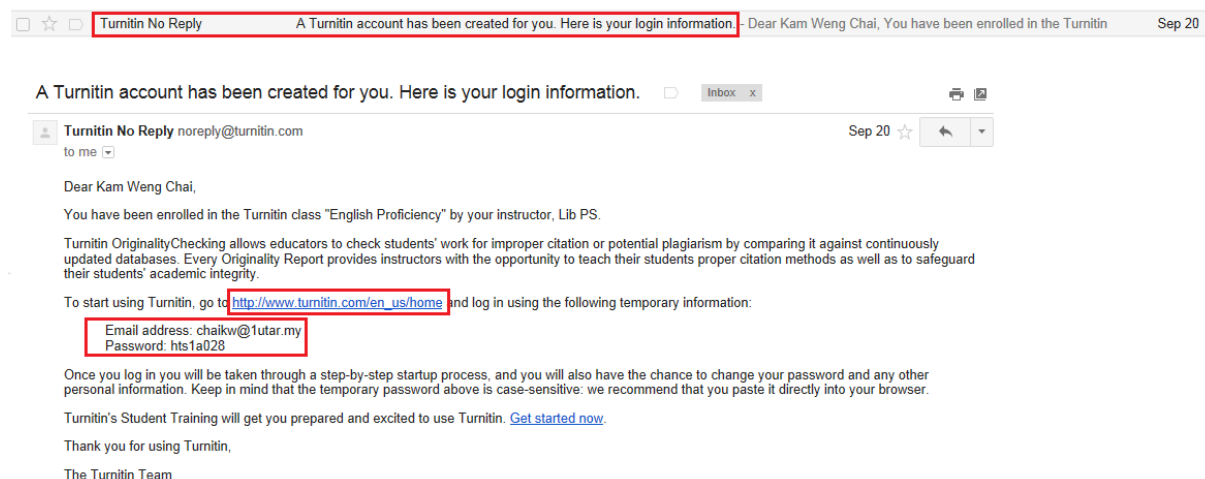
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## 1. Creating (Instructor) User Profile:

You will receive email notification/invitation to create your Turnitin account (User Profile):



On the login page, complete the steps below:

To create a user profile:		Remark:
Enter the user first name, last name, and a valid e-mail address to use as the login for Turnitin.	<p><b>your first name *</b></p> <input type="text"/> <p><b>your last name *</b></p> <input type="text"/> <p><b>email address *</b></p> <input type="text"/>	<ol style="list-style-type: none"> <li>1. First name refer to your given name</li> <li>2. Last name refer to your family name</li> <li>3. Use only UTAR staff email address (@utar.edu.my)</li> </ol>
Create a user password. Re-enter the password to confirm it.	<p><b>enter your password *</b></p> <input type="password"/> <p><b>confirm your password *</b></p> <input type="password"/>	The user password must be between six and twelve characters long and contain at least one letter and one number.

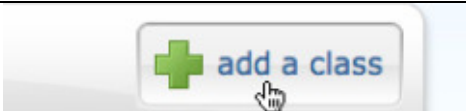
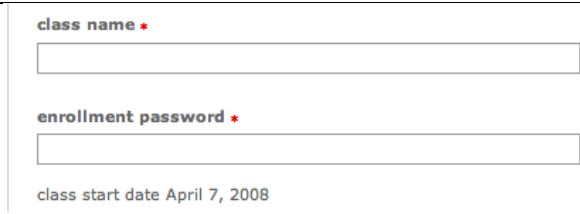

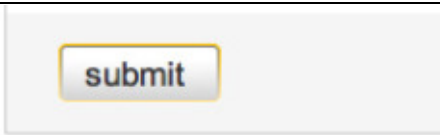
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Select a secret question from the dropdown menu. Enter the answer for the question.	<p><b>secret question *</b></p> <p>Please select a secret question ▼</p> <p><b>question answer *</b></p> <p></p>	Remember and keep this information. The answer is case and space sensitive.
Review the user agreement. To continue using Turnitin, click on I agree -- create profile.	<p>capacity and authority to enter into, this User Agreement; and (b) bound by all of its terms and conditions. You should review this carefully. If You breach the User Agreement, Your authorization may automatically terminate.</p> <p>I agree -- create profile      <a href="#">I disagree -- cancel</a></p>	
From the completed user profile creation page, click on Log in to Turnitin.	<p>Log in to Turnitin</p>	

\* More details on [http://www.turnitin.com/en\\_us/training/student-training/creating-a-new-user-profile](http://www.turnitin.com/en_us/training/student-training/creating-a-new-user-profile)

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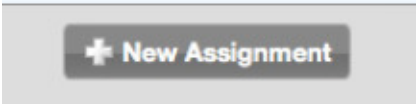
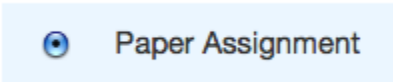
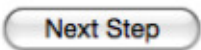
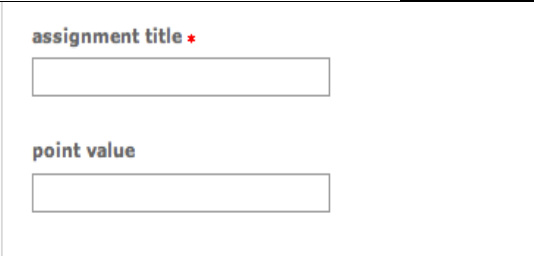
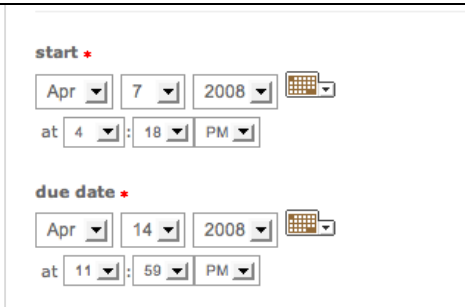
## 2. Creating Classes:

To create a class:		Remark:
1. Click the add a class button on your instructor homepage		
2. On the next screen enter the following information: <ul style="list-style-type: none"> <li>the name for the class</li> <li>the class enrollment password</li> </ul>		
3. Select the end date for the class.		Once the end date has passed, the class will not be accessible for submissions unless the class is reactivated.
4. Click submit to add the class.		Class information will be displayed in a pop-up window containing the ID and enrollment password for confirmation.


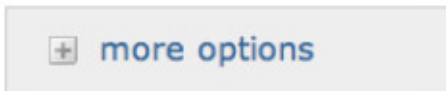
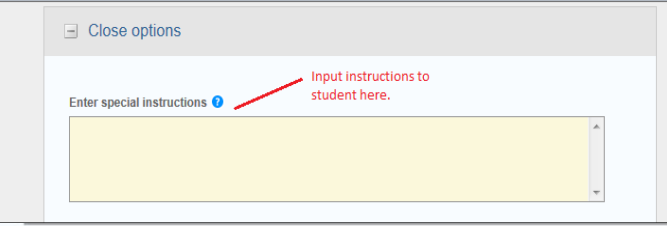
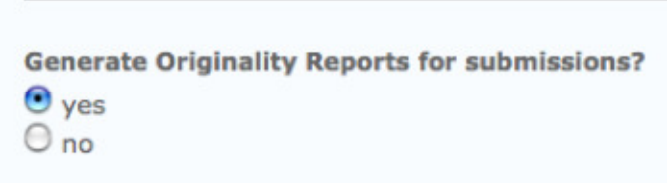
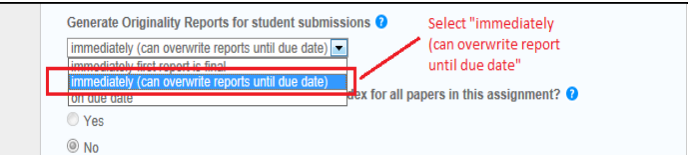
\* More details on [http://www.turnitin.com/en\\_us/training/instructor-training/creating-classes](http://www.turnitin.com/en_us/training/instructor-training/creating-classes)

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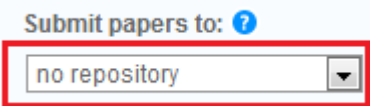
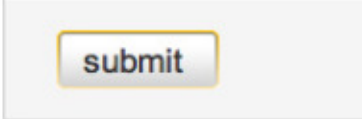
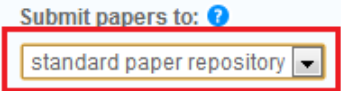
### 3. Creating Assignments (within a class):

To create a assignment:		Remark:
1. Click on the class to open up the class portfolio. Then click on the New Assignment button on the class portfolio.		
2. Select Paper Assignment by clicking on the radio button next to Paper Assignment.		
3. Click on the Next Step button.		
4. On the next page enter the following information: <ul style="list-style-type: none"> <li>assignment title</li> <li>(optional) point value for GradeBook users.</li> </ul>		
5. Select start and due dates for the assignment. Specific times are also selected.		Students are only able to submit once the start date and time has passed. After the due date and time, students will be blocked from submitting papers

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		unless late submissions are enabled.
6. GradeMark and GradeBook users must select a post date for the assignment.		The post date determines when marked papers or grades will be available for students to view. The post date can be set before the due date.
7. Clicking on the Optional settings more more options.		
8. Put your instructions about the assignment under the text box		
9. Select whether the assignment will create Originality Reports for submissions.		Use the radio buttons to select no, if you do not want Reports generated for this assignment. The default is yes.
10. Select the "immediately (can overwrite reports until due date) to allow student to resubmit until due		

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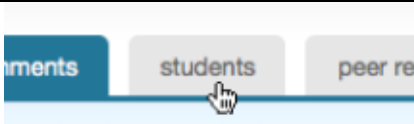
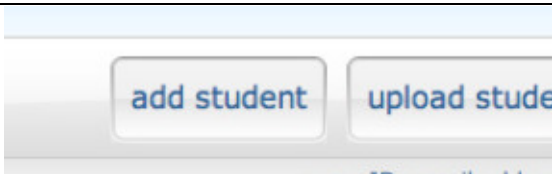
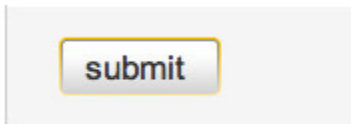
date.		
11. Select <b>“no repository”</b> so that the paper submitted will not be deposited to Turnitin database.		
12. Click submit to finalize the assignment. It will appear on the class homepage.		(Optional) The user may continue to the next step - Advanced Assignment Options - to select additional information before submitting the assignment.
13. After all assignments have been marked to the satisfactory level, change the [Submit papers to:] to <b>“standard paper repository”</b>		
14. Students are required to re-submit/re-upload the final & clean copy for final marking (note: this final copy will then be deposited into the Turnitin database.)		

\* More details on [http://www.turnitin.com/en\\_us/training/instructor-training/creating-assignments](http://www.turnitin.com/en_us/training/instructor-training/creating-assignments)

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## 4. Enrolling students to a class:

Students must enrol to a class in order to submit papers, access grades, or access peer review assignments.

Enrolling students one by one:		Remark:
1. From the class homepage click on the students tab to open the student list for the class		
2. Click the add student button		
3. Enter the required information - the student first name, last name, and e-mail address.	<p>add student to</p> <p>class name:University , American Literature</p> <p>first name</p> <input type="text"/> <p>last name</p> <input type="text"/> <p>email (user name)</p> <input type="text"/>	Student email address (@1utar.my) could be search via Web2> Student Portal » Registration » Student Information » Search (FYP) Student Information
4. Click submit to enroll the student. A welcome e-mail will be sent to the user.		

\* More details on [http://www.turnitin.com/en\\_us/training/instructor-training/enrolling-students](http://www.turnitin.com/en_us/training/instructor-training/enrolling-students)



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## 5. Marking papers:

Paper(file) submitted by student could be viewed on the assignment page:

UJMC2043 Public Speaking

CLASS HOMEPAGE

+ Add Assignment

	START	DUE	POST	STATUS	ACTIONS
Speech Outline					
PAPER	08-Nov-2012 3:50PM	15-Nov-2012 11:58PM	16-Nov-2012 12:00AM	1 / 1 submitted	<a href="#">View</a> More actions ▾
Speech Outline 2					
PAPER	08-Nov-2012 4:08PM	15-Nov-2012 11:58PM	16-Nov-2012 12:00AM	1 / 1 submitted	<a href="#">View</a> More actions ▾

Click View to view the submitted paper. Click the “Grade” to mark the paper.

<input type="checkbox"/>	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
<input type="checkbox"/>	Student_family_name,...	Public Speaking - Speech Outline 2	81%	<a href="#">Grade</a>	*		282849405	08-Nov-2012

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UJMC2043 Public Speaking Speech Outline 2 - DUE 15-Nov-2012

Public Speaking - Speech Outline 2

BY STUDENT\_GIVEN\_NAME STUDENT\_FAMILY\_NAME

turnitin 81% OUT OF 8

Match Overview

1	web.susla.edu Internet source	37%
2	Submitted to American ... Student paper	33%
3	Submitted to Laureate ... Student paper	11%

**Best Practices for Password Protection:**

- Always use strong passwords:
  - At least six characters long.
  - Does not contain your user name, real name, or company name.
  - Is significantly different from previous passwords. Passwords that increment (Password1, Password2, Password3 ...) are not strong.
  - Contains characters from each of the following four groups:
 

Group	Example
Uppercase letters	A, B, C ...
Lowercase letter	a, b, c ...
Numerals	0, 1, 2, 3, 4, 5, 6, 7, 8, 9
Symbols found on the keyboard (all keyboard characters not defined as letters or numerals)	' ~ ! @ # \$ % ^ & * ( ) _ + = { }   \ ; ' < > , . /
- If passwords must be written down on a piece of paper, store the paper in a secure place and destroy it when it is no longer needed.
- Never share passwords with anyone.
- Use different passwords for all user accounts.
- Change passwords immediately if they may have been compromised.
- Change passwords regularly.
- Do not respond to any (example via email) even from System Administrator, that asking for username & password.

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Text-Only Report

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UJMC2043 Public Speaking | Speech Outline - DUE 15-Nov-2012

What's New | Paper 1 of 1

Originality | GradeMark | PeerMark

Public Speaking - Speech Outline

BY STUDENT\_GIVEN\_NAME STUDENT\_FAMILY\_NAME

turnitin 69% SIMILAR OUT OF 9

Search QuickMark templates

Commonly Used

Comment Select text and click the Comment button to highlight text associated with a comment.

Awk. C/S Citation Needed

Commonly Confused Det

Improper Citation Insert

Missing " P/V Run-on Sp

Support Vague WC

Weak Transition

Click here

**Setup steps for Google Apps**

1. Sign up
2. Verify domain
3. Manage accounts
4. Activate email
5. Help your users
6. More options

**Step 1: Sign up and sign in**

From [www.google.com/a](http://www.google.com/a), click 'Get Started' and sign up for the edition that's right for you to access to the control panel.

Standard Edition includes all of the communication and collaboration applications, support for an unlimited number of user accounts each with 2 gigabytes of email storage, and it's free. If you don't already have an internet domain (like example.com), choose Standard Edition and we'll help you purchase one for \$10.

Premier Edition includes all the benefits of Standard Edition, plus an uptime guarantee for email service, 10 gigabytes of email storage per user, integration APIs and phone support for critical issues. Premier Edition is \$50 per user per year, but for

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UJMC2043 Public Speaking | Speech Outline - DUE 15-Nov-2012

What's New | Paper 1 of 1

Originality | GradeMark | PeerMark

Public Speaking - Speech Outline

BY STUDENT\_GIVEN\_NAME STUDENT\_FAMILY\_NAME

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Match Overview

- 1 datastorageweb.com 48% Internet source
- 2 youmastygirls.com 8% Internet source
- 3 epayvn.info 6% Internet source
- 4 zataka.com 3% Internet source
- 5 www.google.com 2% Internet source
- 6 googleapps.backupify.com 2% Internet source

View Match Breakdown

Click here

**Setup steps for Google Apps**

1. Sign up
2. Verify domain
3. Manage accounts
4. Activate email
5. Help your users
6. More options

**Step 1: Sign up and sign in**

From [www.google.com/a](http://www.google.com/a), click 'Get Started' and sign up for the edition that's right for you to access to the control panel.

Standard Edition includes all of the communication and collaboration applications, support for an unlimited number of user accounts each with 2 gigabytes of email storage, and it's free. If you don't already have an internet domain (like example.com), choose Standard Edition and we'll help you purchase one for \$10.

Premier Edition includes all the benefits of Standard Edition, plus an uptime guarantee for email service, 10 gigabytes of email storage per user, integration APIs and phone support for critical issues. Premier Edition is \$50 per user per year, but for

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✓ datastorageweb.com 3%

✓ googleapps.backupify.com 2%

✓ www.google.com 1%

Exclude (8) Cancel

Check & click the button

\* More details on [http://www.turnitin.com/en\\_us/training/instructor-training/grademark-overview](http://www.turnitin.com/en_us/training/instructor-training/grademark-overview)