

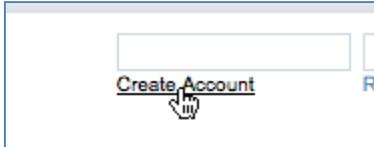
# TURNITIN TRAINING GUIDE

## GETTING STARTED (FOR INSTRUCTORS ONLY)

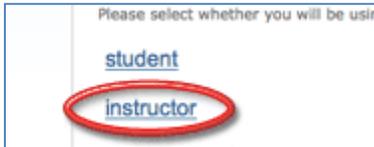
1. Create User Profile/Registration (one-time only)	3. Create Assignment
2. Create Class	4. Submit Paper

### 1 CREATE USER PROFILE (ONE-TIME ONLY)

1. Click **Create Account** link in the upper right corner of the Turnitin homepage



2. Click on the **instructor link** from the *Create a New Turnitin Account* screen



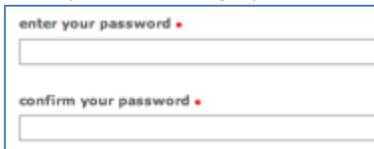
3. Enter your **Account ID** and **Join Password** in the appropriate fields



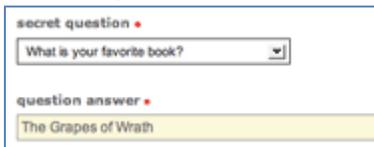
4. Enter your first name, your last name and the e-mail address you would like associated with your Turnitin account (this will be your user name)



5. Enter (and re-enter) the password you would like to use as your Turnitin login password



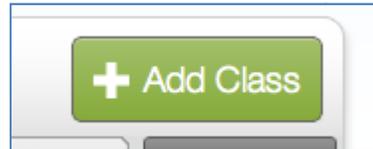
6. Select a secret question using the secret question pull down menu, enter an answer



7. Review the Turnitin user agreement and click **I agree** and finalize user profile creation

### 2 CREATE CLASS

1. Click **Add Class** button on your homepage



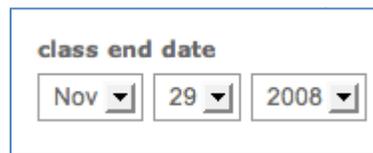
2. Enter a name and enrollment password for the class



**NOTE:**

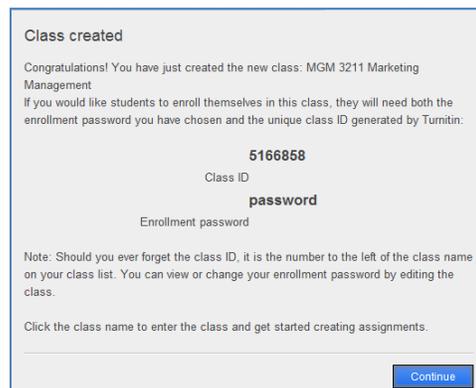
*The enrolment password is the password your students will use to enroll in your class. Pick a password that is easy for your students to remember*

3. Use the date pull down menus to set the class end date



4. Click **Submit** to create the class

5. A pop-up page will pop up on your homepage



**NOTE:**

*Please distribute your **Class ID and Enrolment Password** to your students so that they can enroll in your class and submit their papers*

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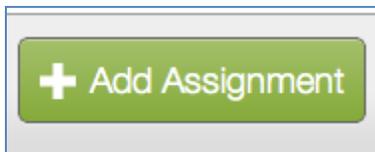
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### 3 CREATE ASSIGNMENT

1. Click on the **Class Name** on the homepage



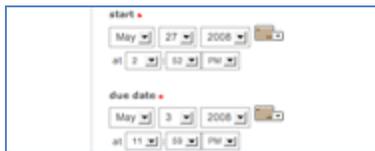
2. Click **Add Assignment** button



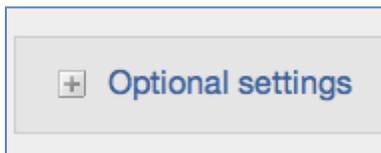
3. Create a title for the assignment



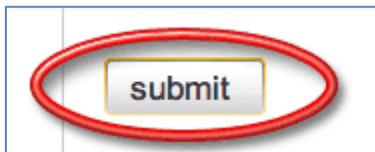
4. Set the assignment start and due dates and times using the date and time pull down menus



5. To view the advanced assignment options click **Optional Settings**



6. Click **Submit** to create the assignment



### 4 SUBMIT PAPER

#### Submit Paper – STUDENT

1. Students to submit their papers in their class assignment portfolio once enrolled in your class



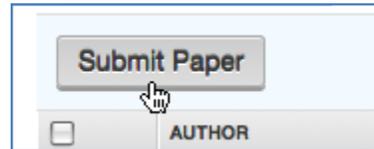
2. Instructor can view the students submissions by clicking the class name  
Then, click **View** to open the assignment inbox



#### Submit Paper – INSTRUCTOR

1. If you want to submit your personal papers, click **View** to open the assignment inbox

2. Click **Submit Paper** button to submit your papers



3. Select "single file upload" from the "choose a paper submission method:" pull down menu

4. Click **Browse** to find the file on your computer and click **Upload**

5. Review the file and click **Submit** to finalize your submission

