

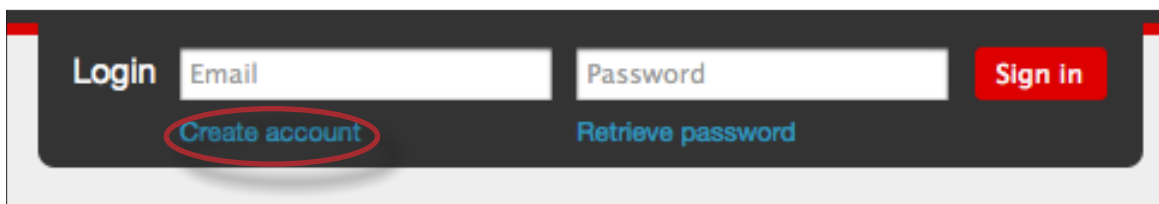
## Introduction

This quickstart will help you get started with Turnitin. To begin, you need to register with Turnitin and create a user profile.

**!** If you have received an e-mail from Turnitin with a temporary password, a user profile has already been created for you. To get started, log in to Turnitin with your e-mail address and password and proceed to Step 2 in this quickstart.

## Step 1

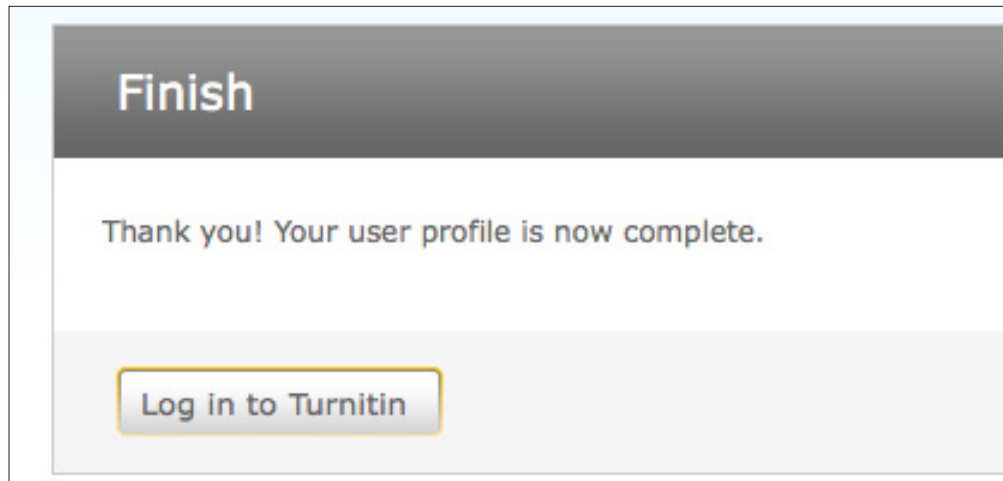
To register and create a user profile, go to [www.turnitin.com](http://www.turnitin.com) and click on the *Creat account* link to the left of the *Sign In* button on the homepage **1**.



**1** Click to register and create your user profile

The new user page will open click on *Create a user profile* in the *New instructors start here* section. Fill in the required information within the new user profile form. In order to create a profile, you must have an **account ID** and an **account join password**. You can get this information from your institution's account administrator.

Once you have created your profile, click the *Log in to Turnitin* button to log in to Turnitin **2**.

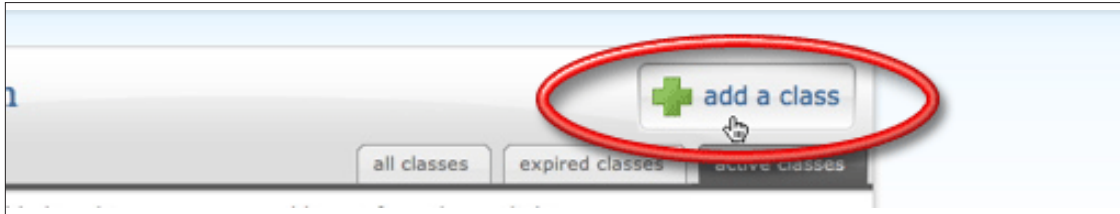


**2** Click the button to Log in to Turnitin

## Step 2

On your homepage, click the *add a class* button to create a class **3**.

**!** If you do not want to create a new class at this time, skip ahead to the next step.



**3** Adds a new class to your account

On the class creation page, enter a **class name** and an **enrollment password** **4**.

 A screenshot of the class creation form. It contains two input fields: 'class name' with the value 'Demonstration' and 'enrollment password' with the value 'Demo1'. Both fields have a green checkmark to their right, indicating they are valid. Below the fields, the text 'class start date April 23, 2008' is visible.

**4** Enter a class name and enrollment password

The 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 and that contains all lowercase letters.

The end date is the date your class expires. When a class expires students can no longer submit papers or enroll in the class. The default duration for all classes is 6 months. If you want your class to last longer or shorter, you can change the end date.

Click *submit* to add the class to your homepage.

## Step 3

The class will now appear in your class list beneath your account. The number to the left of your class name is the **class ID**. Students will use this ID along with the **class enrollment password** to enroll in your class. You can view your class enrollment password at any time by clicking the *edit* icon to the right of your class **5**.



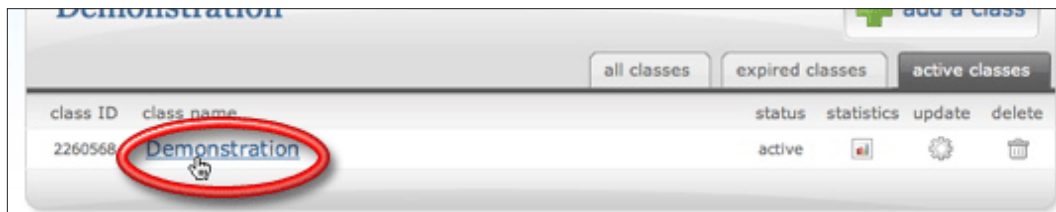
**5** The class ID is to the left of your class; to view your class enrollment password, click edit

You should distribute your **class ID** and **enrollment password** to your students so that they can enroll in your class and submit their papers. Be sure to include this link to our student quickstart:

[http://turnitin.com/resources/documentation/turnitin/training/en\\_us/qs\\_student\\_en\\_us.pdf](http://turnitin.com/resources/documentation/turnitin/training/en_us/qs_student_en_us.pdf)

With this information, your students will have everything they need to get started with Turnitin.

Click on the name of your class to open your class homepage **6**.

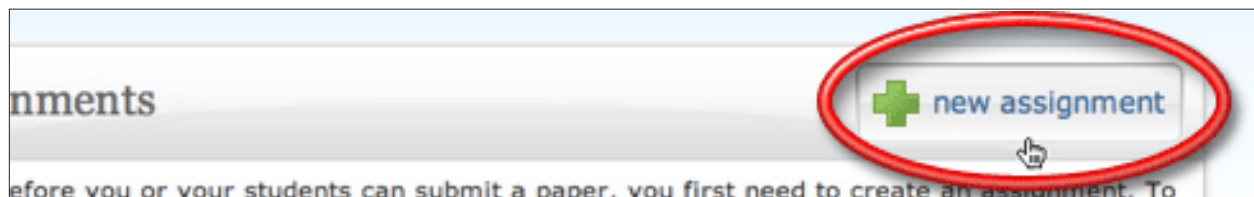


**6** Enter a class by clicking its name

## Step 4

Within your class homepage click on the New Assignment button to create an assignment **7**.

**!** If you do not want to create a new assignment at this time, you can skip ahead to the next step.

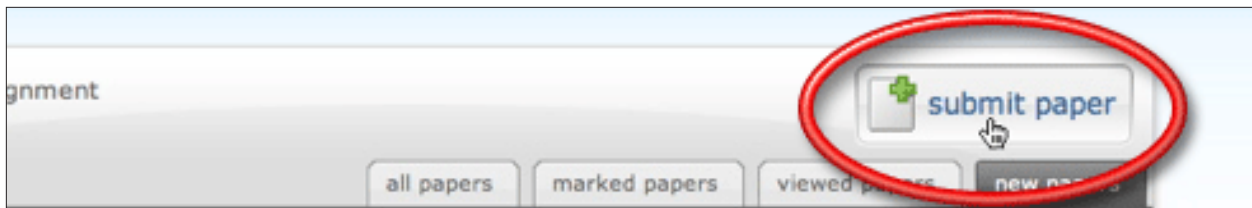


**7** Click the New Assignment button to create a new assignment

To create an assignment, enter an assignment title and choose a start and due date for the assignment. Students will be able to submit their papers to the assignment starting on the start date and until the due date passes. Click submit to add the assignment to your class homepage.

## Step 5

If you want to submit papers yourself, click on the *View* link to the right of the paper assignment to open the assignment inbox and then click on the *Submit Paper* button **8**.



**8** Click the *Submit Paper* button to upload a paper

On the paper submission page, enter the paper's title and select the author's name from the author pulldown menu for enrolled students **9**.

 A screenshot of the 'submit paper: by file upload (step 1 of 2)' form. The form includes a dropdown for 'choose a paper submission method' (set to 'single file upload'), an 'author' dropdown (set to 'non-enrolled student'), and text input fields for 'first name', 'last name', and 'submission title'. A yellow box contains requirements for single file upload: 'File must be less than 20 MB' and 'File Types allowed: MS Word, WordPerfect, PostScript, PDF, HTML, RTF and plain text.' Below this is a 'browse for the file to upload' section with a 'Browse...' button circled in red. At the bottom, there is an 'upload' button circled in red, along with 'cancel' and 'go back' links.

**9** Enter the paper's title and its author's first and last names

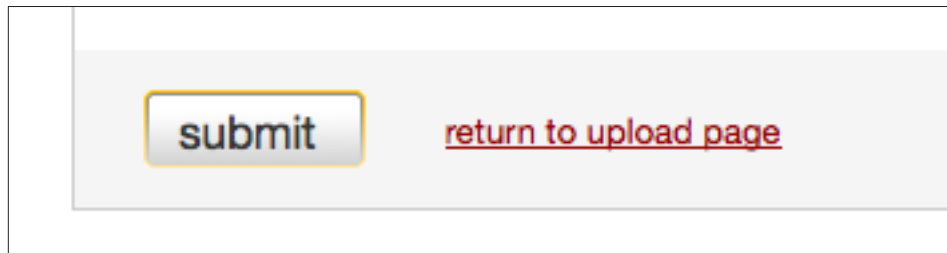
To select a paper for submission, click the *browse* button and locate the paper on your computer. We accept submissions in these formats:

- MS Word, WordPerfect, RTF, PDF, PostScript, HTML, plain text (.txt)

When you are done, click the *upload* button to upload the paper.

## Step 6

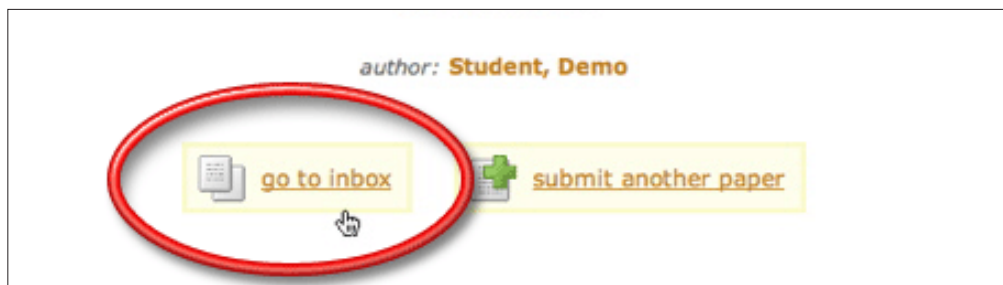
The paper you chose to submit will be shown on the next page. Look over all the information and make sure that it is correct. To confirm the submission, click the *submit* button **10**.



**10** Make sure you selected the correct paper; click “submit” to finalize your submission

## Step 7

After you submit a paper, our system will begin processing the paper and will generate an Originality Report within minutes. To view the report, click the inbox button on submission confirmation page. Your assignment inbox will open **11**.



**11** Opens your assignment inbox containing submissions and Originality Reports

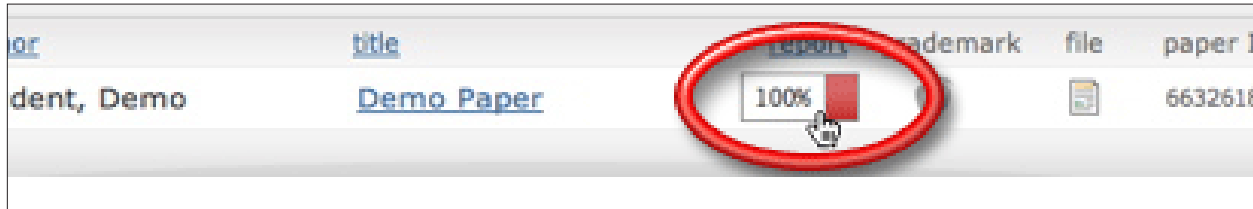
Please note that you can also open your assignment inbox from your class homepage by clicking on the *View* link in the *ACTIONS* column next to the paper assignment **12**.


	START	DUE	POST	STATUS	ACTIONS
<b>Demo Assignment</b>					
PAPER	11-10-09 9:03AM	11-17-09 11:59PM	11-18-09 12:00AM	1 / 2 submitted	<a href="#">View</a> <a href="#">More actions</a> ▼

**12** Click to open your assignment inbox

## Step 8

Your assignment inbox shows submitted papers with their Originality Reports. To open the Originality Report for the paper you just submitted, click the report icon **13**. **Note:** A grayed out report icon indicates that the report has not yet been generated. Please wait a few moments and click your browser's refresh button.



or	title	report	plagiarism	file	paper ID
dent, Demo	<a href="#">Demo Paper</a>	100%			6632618

**13** Click on the Originality Report icon to view the Originality Report

If you need further assistance with Turnitin or would like to learn about the advanced features our system offers, please download our [instructor user manual](#). You can view all of our user manuals and documentation at:

<http://www.turnitin.com/static/training.html>