# TURNITIN USER GUIDE – INSTRUCTOR / FACULTY

STEPS TO CREATE A CLASS ON THE TURNITIN:

The creation of a class on the Turnitin system is the first step in allowing an instructor and students to access and use the services available at their institution. The class is used by the instructor to organize students and student submissions into groups.

New classes should be created each semester or year when a new group of students is in a course.

1. Click the **Add Class button** on your instructor homepage.
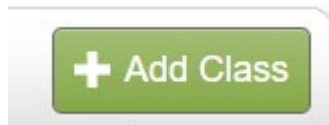
2. On the next screen, enter the following information:

   - Class name
   - Enrolment key
   - Subject area(s) e.g. science
   - Student level(s) e.g. postgraduate
   - Select the end date for the class

Click **submit** to add the class. Class information will be displayed in a pop-up window containing the ID and **enrolment key** for confirmation.

STEPS TO CREATE AN ASSIGNMENT UNDER A CLASS ON THE TURNITIN:

All submissions by students are made to assignments in a Turnitin class. Assignments for a given class are created, displayed, and modified from the class homepage.
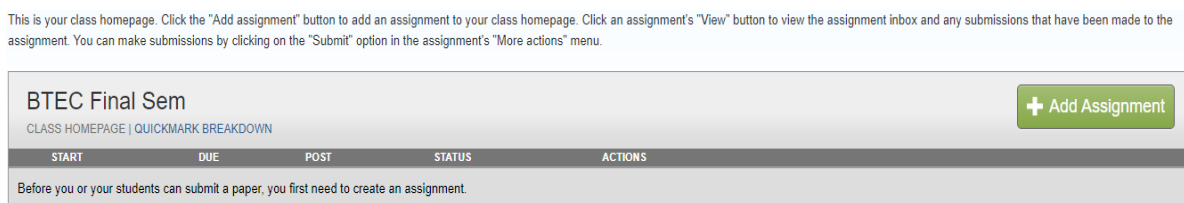
1. To reach the class homepage, you must firstly access the main homepage by clicking the All Classes tab from the top of any page.

2. From the main homepage, the instructor must click on the name of the class to view the class portfolio
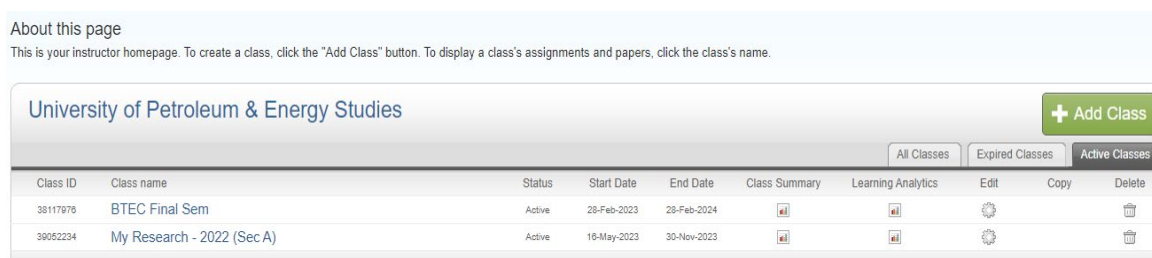
3. In the class portfolio, click on the Add Assignment button.

4. To create an assignment, **enter an assignment title** and choose the 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, unless late submissions are enabled.

If you like, you can enter an additional assignment description. By default, papers submitted to this assignment will be checked against all of our databases. If you would like to create a custom search or view other advanced assignment options, click the "Optional settings" link.

5. Select whether the assignment will require Similarity Reports for submissions or whether any file type can be uploaded.

6. Instructor may allow student to see similarity report.

7. Repository options are enabled for an instructor, four options will appear within the Submit papers to dropdown list. Select from the dropdown list where you would like papers to be submitted to.
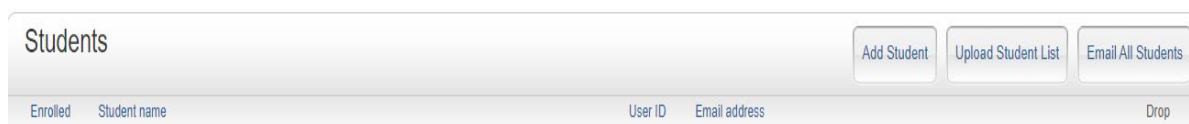
ACCESS OF TURNITIN TO STUDENTS (INCLUDING RESEARCH SCHOLARS):

Students can provide access of Turnitin by adding students under a Turnitin class.

1. From the Class homepage, the student list for a class is gained by clicking the students tab on the tab column.

2. The student list shows the students enrolled in your class.

3. To add a student, click the add student link. To add a student to your class, enter the student's name and email address and click submit.

4. Instructor may upload list of students. To upload a student list, click the browse button and select a file. Click submit to upload the list of students.
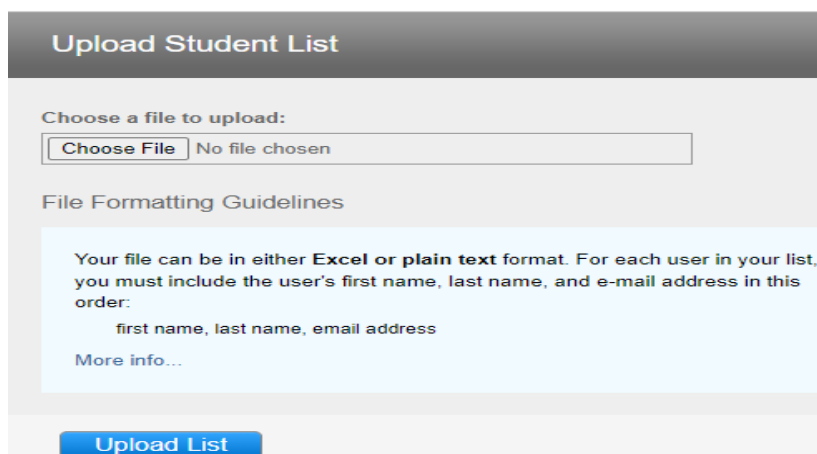
5. If you would like to send an email to your class, click the email all student's link.

➢ Turnitin user guide for instructors:
   https://help.turnitin.com/feedback-studio/turnitin-website/instructor/instructor-category.htm

➢ Turnitin user guide for students:
   https://help.turnitin.com/feedback-studio/turnitin-website/student/student-category.htm
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For more help, please write to us at librarian@ddn.upes.ac.in