

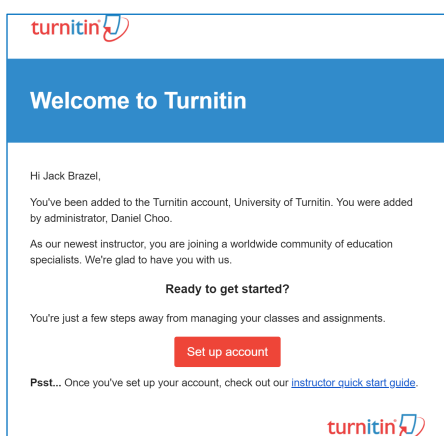
# TURNITIN TRAINING GUIDE

## GETTING STARTED (FOR INSTRUCTORS ONLY)

1. Setting Up New Account (one-time only)	3. Create Assignment
2. Create Class	4. Submit Paper

### 1 SETTING UP NEW ACCOUNT (ONE-TIME ONLY)

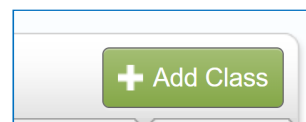
1. For NEW instructors: your new Turnitin account can only be added/registered by the institution's Turnitin Account Administrator.
2. For registration, there are three required pieces of information you must supply to the account administrator:
  - First Name
  - Last Name
  - Email Address
3. When an instructor is added, a confirmation email is sent to the email address provided for the instructor with the subject line 'Set up your Turnitin account'.



4. Click the **Set Up Account** button from your Turnitin welcome email.
5. From the Account Setup page, enter your **Email Address** and **Last Name**.
6. Turnitin will send you another email to validate your account, with the subject: 'Create your Turnitin Account'.
7. Follow the instructions in the email to finish setting up your Turnitin account with a new login password.

### 2 CREATE CLASS

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



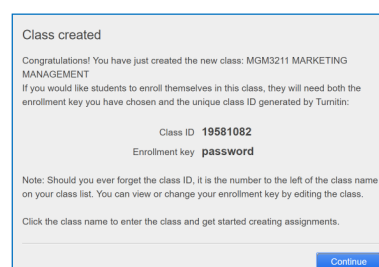
2. Enter a class name and enrolment key for the class.

#### NOTE:

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

3. Use the calendar 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 Key to your students so that they can enrol in your class and submit their papers.

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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 calendar 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 student's 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 File** button to submit your papers.

3. Select "**single file upload**" from the "**submit**" pull down menu.
4. Choose the file you want to upload to Turnitin; you can upload a file from your computer, Dropbox, or Google Drive.

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