

## Turnitin Instructor Quickstart

Hello UMass Amherst Faculty Member:

Welcome to the Turnitin Plagiarism Detection System!

Please note that this system compares the text of documents (which are copyrighted by the author) submitted by either the student or faculty member to the Turnitin system to documents in proprietary and subscription databases, the Internet, and a database of papers previously submitted at UMass Amherst. A few minutes after a paper is submitted, the instructor receives an "originality report," which indicates textual matches with other items. The Turnitin system does not determine if plagiarism is present; the instructor must review each match, evaluate it, and decide if follow-up with the student is appropriate.

Before you begin, print out the Instructor Quickstart Guide created by Turnitin:

[http://www.turnitin.com/static/pdf/tii\\_instructor\\_qs.pdf](http://www.turnitin.com/static/pdf/tii_instructor_qs.pdf)

And the Instructor Manual or Guide for detailed instructions:

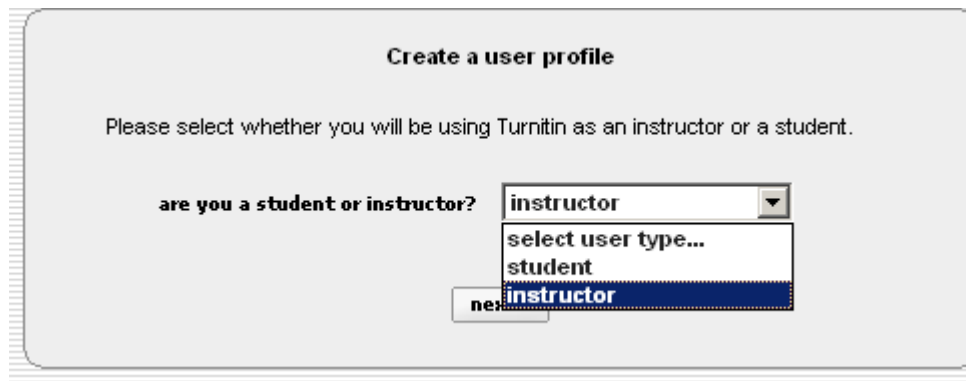
[http://www.turnitin.com/static/pdf/tii\\_instructor\\_guide.pdf](http://www.turnitin.com/static/pdf/tii_instructor_guide.pdf)

To set up your instructor account:

1. Visit <http://www.turnitin.com>
2. Click on "New Users" in the upper right hand corner of the screen.



3. Select user type...instructor from the drop down menu.



The screenshot shows the "Create a user profile" form. It asks the user to select whether they will be using Turnitin as an instructor or a student. The question is "are you a student or instructor?". The dropdown menu is open, showing the options "instructor", "select user type...", "student", and "instructor". The "instructor" option is selected.



4. Now you will create an instructor profile...

**Create a user profile**

To join a Turnitin account as an instructor you will need a password and ID combination, which you should have received either from your account administrator or from the instructor of the class for which you are a teaching assistant.


If you do not have this combination, or your combination appears to be incorrect, please contact your administrator or instructor.


Turnitin account/class ID:


Turnitin join password:


Contact Anne C. Moore, [annem@library.umass.edu](mailto:annem@library.umass.edu), (413) 545-0148 for the UMass Amherst Turnitin account/class ID and join password.

Click .

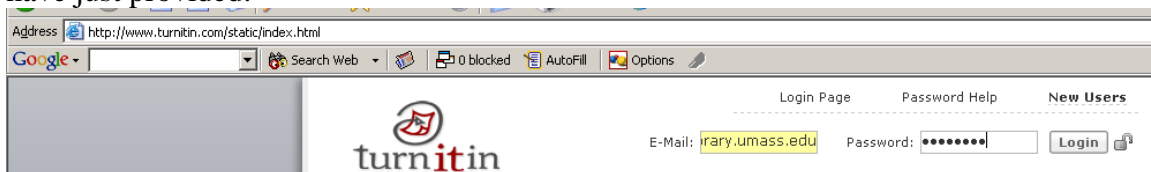
5. Enter your email address. Click .

6. Enter your desired password twice. Click .

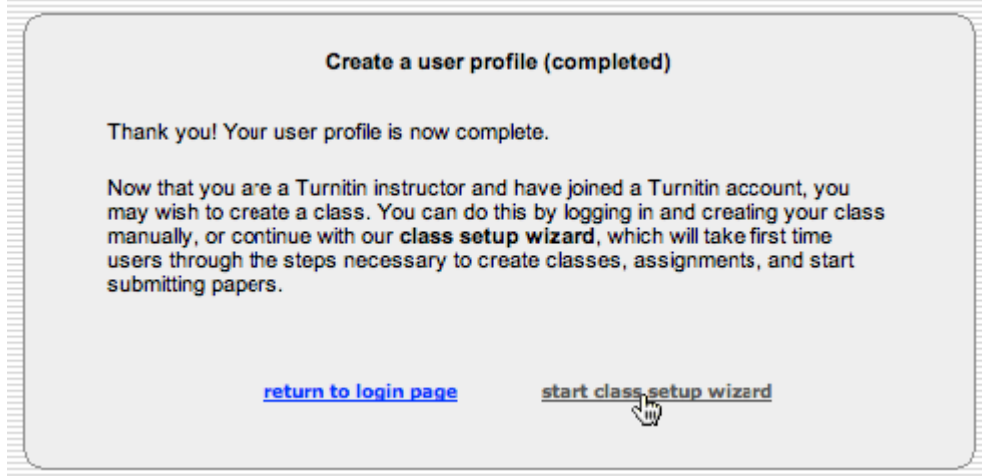
7. Select and provide your secret question. Click .


8. Enter your first and last names. Click .


9. Click "I agree-create profile." [Now you are registered as an instructor with Turnitin. Any time you wish to use your account, visit <http://www.turnitin.com> and enter the email address and password you have just provided:



10. Click "start class setup wizard" to set up a "class" in Turnitin.  
[If you have already used the "class setup wizard" to set up your first class and assignment and want to add classes and assignments without using the wizard, skip to 14b.]

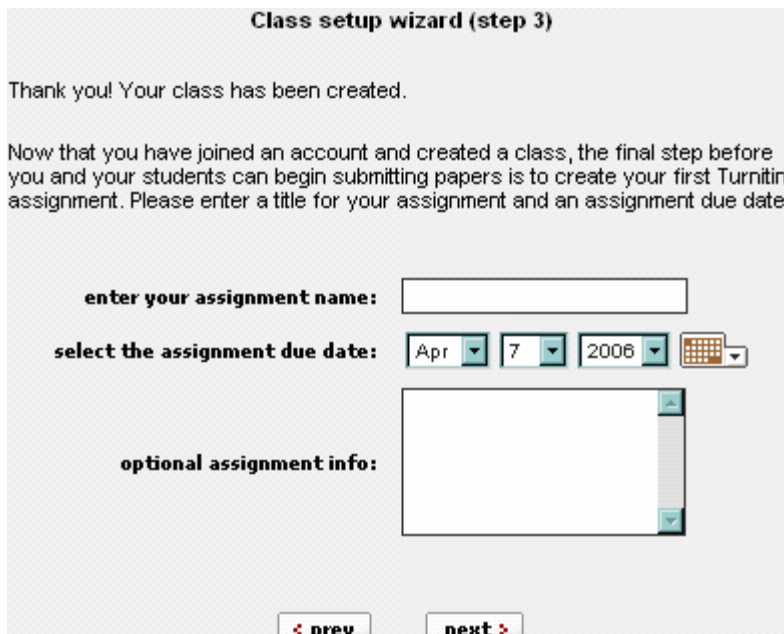


11. Enter your class (course) name. Click .

12. Write down your class ID number. Enter an easy-to-remember class enrollment password, which you will give to students to join or enroll in the class. Write this down as well. Click .

Choose an end date for your class. Once the end date has passed, the class will expire and will not be accessible to you or your students. Click . Your class/course is created.

13. Now create an assignment where students can submit papers. Enter the assignment name and due date (last possible date students can submit papers).



next >

Click .

14. Click "end wizard and log in" at the bottom of the Class setup wizard (completed) screen.



**Class setup wizard (completed)**

Congratulations! You have completed the class setup wizard, and are ready to start using Turnitin.

If you are going to have your students submit papers, please instruct them to create their own user profiles and login to Turnitin. Make sure your students have your class ID and enrollment password--they will need this information to create their user profiles.

If your students already have profiles with Turnitin, they can login and enroll in your class.

If you plan on submitting papers yourself, please login to Turnitin and click on the name of your new class. You will be taken to your class home page, which will look much like this:

#	assignment	inbox	submit
1	<a href="#">your new assignment</a>		

**click to submit**

Next to the name of your assignment will be a submit button to the right. You can click on the submit button to submit your first paper.

[end wizard and log in](#)

14b. These instructions are for those who want to set up classes and assignments without using the "class setup wizard." While you are logged into your Turnitin account, click on "add a class."

[add a class](#)    show:

to this account. To add your first class, click [here](#).

Enter your class name. Enter an easy-to-remember class enrollment password. Choose an end date for your class. Once the end date has passed, the class will expire and will not be accessible by you or your students. Change the drop-down menu to "Yes," if you wish to "let students view their own Originality Reports for all paper assignments in this class."

create a new:

class name:

enrollment password:

class start date: April 07, 2006

class end date:

Let students view their own Originality Reports for all paper assignments in this class?


Click

A new window will open with your class ID number and class enrollment password. Write down these two pieces of information to provide to your students, so they can join or enroll in the class.

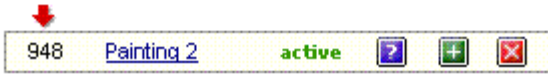
**new class confirmation**

You have just created the new class: **ethics**. For students to enroll in this class, they will need both the **enrollment password** you have chosen and the unique **class ID** generated by Turnitin:

**class ID:** 1505509  
**enrollment password:** ethics


If your students will be submitting papers to this class themselves, please distribute this information to them. If you will be submitting papers for your students, you can do so by entering this class from your class list and then clicking on the submit icon: 

**Note:** Should you ever forget the class ID, it is shown next to the name of this class on your class list, just like in this example:



Close the extra window. Your class/course is created.

Now **create an assignment** where students can submit papers. Click on “create a new assignment.”

create a new assignment:  [assign](#)

Before you or your students can submit a paper, you first need to create a

Enter your assignment title and due date (last possible date students can submit papers).

create a new: **paper assignment**

**assignment title:**

**start date:** Apr 7 2006 at 7 : 07 PM

**due date:** May 31 2006 at 11 : 59 PM

Enter any special assignment instructions (optional):

**Generate Originality Reports for submissions?**

**Show advanced assignment options?**

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**Generate Originality Reports for student submissions:**

**Allow submissions after the due date?**

**Allow other papers to be checked against submissions?**

**Compare submissions against these search targets:**

- student paper database
- current and archived internet
- Proquest
- Gale InfoTrac OneFile
- University of Massachusetts - Amherst

**Would you like to save these options as your defaults for future assignments?**

Select desired settings for the assignment. Click . Your class is set up.

15. You are ready to **add students**. Make sure you are logged into your Turnitin account and have clicked on the name of the class. Click on the gray (turns to yellow) "students" tab and on the next screen, the "add a student" link.

class home **students** libraries calendar discussion preferences

create a new assignment: assignment library:

#	assignment	inbox	submit	start	due	post	delete
1	<a href="#">assignment 1</a>			04-03-06	05-31-06	N/A	

[add student](#)      [upload student list](#)      [email all students](#)

enrolled ▾	student name ▾	user ID ▾	email address ▾	drop
<p><b>Welcome!</b> Currently, there are no students enrolled in this class. We recommend you have your students enroll themselves, using the class ID and class enrollment password you created. If you prefer, you can also enroll students in your class manually. To enroll your first student, click <a href="#">here</a>. To add additional students, click "add student" above.</p>				

You have two options here. A. Enter the first student's first and last names and email address.

**enroll a student**

To enroll a student, enter a first name, last name, and an email address and click submit.  
 If the student already has a Turnitin user profile, they will be notified and enrolled in your class immediately. If they do not have a profile, we will create one and send them an email notification with a temporary password.

**class name:** [University of Massachusetts - Amherst, LIS403](#)

**first name:**

**last name:**

**email (user name):**

Click

B. Alternatively, click the "upload student list" link and browse for a file of student names in text, Word, or Excel. A "click here" link leads to information on how to format the file of student information for the Turnitin system.

**Upload student list**

Your student list must contain a first name, last name, and email address for each student. If the students you are enrolling already have Turnitin user profiles, they will be notified and enrolled immediately. If they do not have profiles, we will create profiles for them and send out email notifications with temporary passwords.  
 Your file can be in either Word, Excel, or text format. To see templates of properly formatted files, [click here](#).

Browse for the file you want to upload:

Click

After "Is this the list you want to submit?" click

Once you have added the students, click on the red "my classes" at the top of the page.

<a href="#">my classes</a>	<a href="#">user info</a>	<a href="#">user type</a>	<a href="#">logout</a>	<a href="#">messages</a>	<a href="#">help</a>
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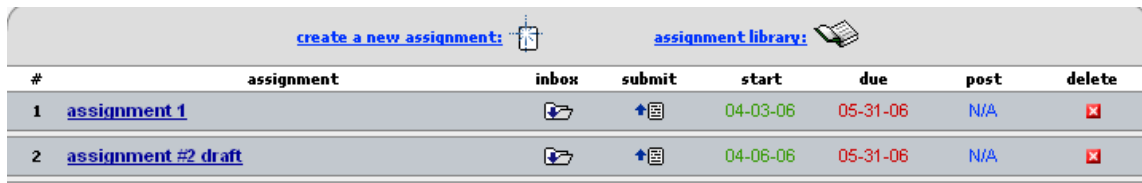
16. Click on the name of your class.



University of Massachusetts - Amherst      [add a class](#)      show: active classes

class ID	enter a class	status	stats	update	del
1491155	<a href="#">LIS403</a>	active			

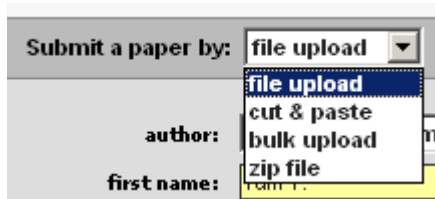
You will see the assignment you added. On the row for that assignment, click the icon in the column labeled "submit" to submit a paper.



[create a new assignment:](#)      [assignment library:](#)

#	assignment	inbox	submit	start	due	post	delete
1	<a href="#">assignment 1</a>			04-03-06	05-31-06	N/A	
2	<a href="#">assignment #2 draft</a>			04-06-06	05-31-06	N/A	

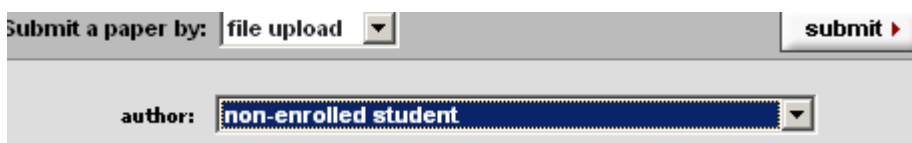
Select the method you will use to submit the paper from the "Submit a paper by:" drop-down menu.



Submit a paper by: file upload

- file upload
- cut & paste
- bulk upload
- zip file

Now select the author (student name) or "non-enrolled student" from the drop down menu and enter the title of the paper.



Submit a paper by: file upload      submit

author: non-enrolled student

Or

Submit a paper by: **file upload**

author: **Ha, Tam T. (totamtn@yahoo.com)**

first name:

last name:

submission title:

Browse for the file you want to upload:

Turnitin currently accepts the following file types:  
**MS Word, WordPerfect, PostScript, PDF, HTML, RTF, and plain text.**

Then browse for the assignment where you have stored it on your computer or network. Click

[no, go back](#)

You will receive a “Turnitin digital receipt.”

<b>Turnitin digital receipt</b>		paper title: <b>XXX</b>
inbox	submit again	paper id: <b>24885459</b>
		paper author: <b>Ivory, Gary</b>

Click on “Inbox.”

The paper is stored in your “Inbox” under the "file" column.

Inbox for: <b>Assign. #1: Assignment 1 Critical Analysis</b>						
author	title	report	gm	file	paper id	date
<a href="#">Davis, Tiffany</a>	<a href="#">Assignment 1 Draft</a>	13%	--	.doc	24593021	03-31-06
Dummy, Dummy	<a href="#">reliability validity</a>	--	--	.doc	24813751	04-06-06

When the report is ready in a few minutes (you may need to refresh your screen to see it), the color-coded match % will appear in the row for that paper under the "report" column. Click on it to see the "originality report.”

report	gm	file	paper id	date
100%		.rtf	18599052	07-18-05
85%		.doc	18599050	07-18-05
61%		.rtf	18599053	07-18-05

The report does not reflect Turnitin’s assessment of whether a paper has or has not been plagiarized. “Originality Reports” are simply tools to help you find sources that contain text similar to submitted papers. The decision to deem any work plagiarized must be made carefully, and only after examination

of both the submitted paper and the suspect sources. You will see the source document on the left and the matches on the right, which you can now evaluate. The report highlights any text matches, including direct quotations.

The Originality Report has three main sections:

- **Paper information**

The report header shows information about the submitted paper, including paper title, author, word count, and the date the report was processed.

- **Paper text**

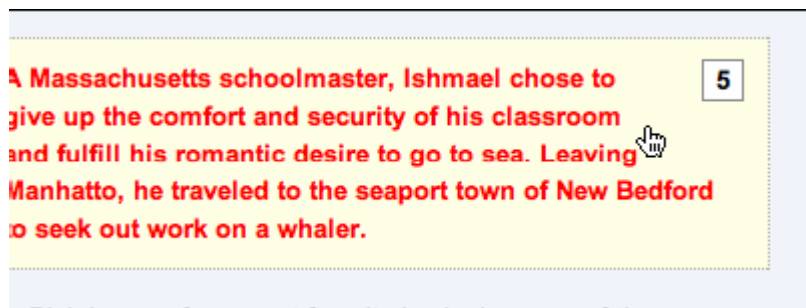
The left side of the report shows the text of the submitted paper. Matching text is highlighted in red and numbered to correspond with sources to the right.

- **Matching sources**

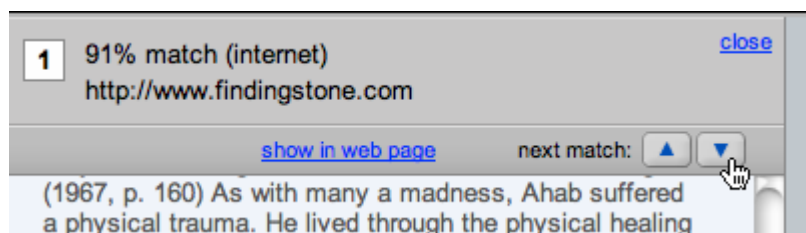
The right side of the report lists the sources of matching text.

### Direct Source Comparison

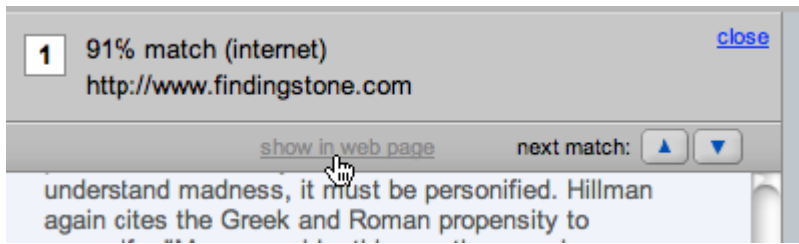
Direct Source Comparison lets you quickly compare matching text to its source. **Note:** You will only be able to view the paragraph (not the entire paper) that contains the matching text in a student paper submitted at another school.



To activate Direct Source Comparison, click a block of matching text. The source of matching text will open to the right.



If the source you are viewing contains multiple sources of matching text, you can quickly navigate between sources using the up/down arrows to the right of "next match." The text in the paper will automatically line up with the source for easy comparison.



If you want to view matching text from an Internet source in its original web context, you can do so by clicking the “show in web page” link.



When you are finished viewing a source, you can return to the list of matching sources by clicking the close link. Or you can immediately jump to another source by clicking on a new block of matching text.

For additional information on interpreting “Originality Reports,” review Chapter 2, Plagiarism Prevention, of the Instructor Guide: [http://www.turnitin.com/static/pdf/tii\\_instructor\\_guide.pdf](http://www.turnitin.com/static/pdf/tii_instructor_guide.pdf).

### **To have students submit papers:**

If you enroll students, they will receive an email with instructions by email directly from Turnitin on how to log into the service and submit papers. If you want them to set up their own account and submit papers, provide them with the Class ID# and password and the Web address of the Student Quickstart Guide:

[http://www.turnitin.com/static/pdf/tii\\_student\\_qs.pdf](http://www.turnitin.com/static/pdf/tii_student_qs.pdf). They will also visit <http://www.turnitin.com> and click on "New Users" in the upper right hand corner to set up their account. Once their account is set up and they login, they will click on the class name and then the assignment name. At the assignment, they click "submit" and upload their paper.

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To ensure your privacy, please do not share your account ID and account join password with anyone outside of UMass Amherst, and please do not post this information in a public forum.

Resources:

Instructor quickstart manual:

[http://www.turnitin.com/static/pdf/tii\\_instructor\\_qs.pdf](http://www.turnitin.com/static/pdf/tii_instructor_qs.pdf)

Instructor quickstart video:

[http://www.turnitin.com/static/videos/instructor\\_ppm\\_choice.html](http://www.turnitin.com/static/videos/instructor_ppm_choice.html)

Detailed instructor manual or guide:

[http://www.turnitin.com/static/pdf/tii\\_instructor\\_guide.pdf](http://www.turnitin.com/static/pdf/tii_instructor_guide.pdf)

All Quickstarts, videos, and manuals:

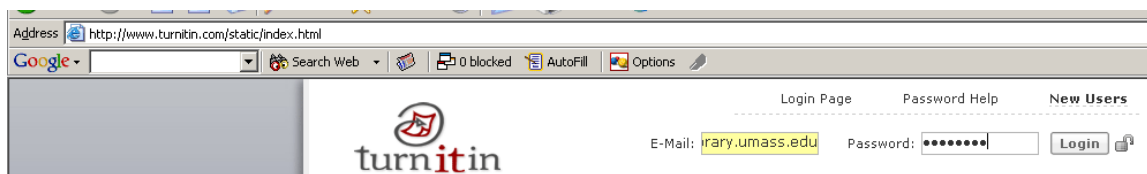
<http://www.turnitin.com/static/training.html#quickstarts> or click on the "Training Getting Started" button at <http://www.turnitin.com>

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For account information or support in using Turnitin at UMass Amherst, contact your Library representatives: Anne C. Moore, [annem@library.umass.edu](mailto:annem@library.umass.edu), 545-0148, or, Marilyn Billings, [mbillings@library.umass.edu](mailto:mbillings@library.umass.edu), 545-6891.

## Basic Instructor's Guide to Getting Started with Turnitin

- Go to [www.turnitin.com](http://www.turnitin.com)
- Click “new users” on the homepage  
Choose instructor as user type
- Enter the Account ID and Account Join Password (obtain these from Anne C. Moore, [annem@library.umass.edu](mailto:annem@library.umass.edu) or (413) 545-0148), email address, own personal password, secret question, and name (ONE TIME STEP)
- Follow the on-screen instructions
- Use the “wizard” to create your first class and your first assignment for that class.  
Turnitin will generate a class ID. You will create a class password.
- Log into your Turnitin homepage ([www.turnitin.com](http://www.turnitin.com)) with your email address and password that you created to add more classes and set up assignments.



- Submit papers
  - File upload
  - Bulk upload
  - Cut & Paste
  - Zip File
- File Types Accepted: MS Word, WordPerfect, Excel, PostScript, PDF, HTML, RTF, and plain text.
- To view the submitted papers, enter a class, and then click on the particular assignment that you wish to view.
- Click the Inbox to view the originality reports.

## Getting Students Started

- Give your students your class ID and class enrollment password (NOT the Account ID and Password).
- Students create their own user profiles, choose student as user type, enter the class id and class join password, name, email, own personal password (ONE TIME STEP)
- Student logs in to [www.turnitin.com](http://www.turnitin.com) and will see the various assignments for their class or classes and can submit papers (submit paper icon).

(If you prefer to manually enroll students in your class, you can add students individually or all at once.)

Student Quickstart Guide:

[http://www.turnitin.com/static/pdf/tii\\_student\\_qs.pdf](http://www.turnitin.com/static/pdf/tii_student_qs.pdf)

Student Quickstart Video:

[http://www.turnitin.com/static/training\\_support/student\\_training.html](http://www.turnitin.com/static/training_support/student_training.html)