Instructions for getting started with Turnitin

To create an assignment and enroll your students in Turnitin, faculty members follow the steps below. Once you add your students, they will also receive a welcome letter from Turnitin, unless another faculty member has added them previously, in which case they will receive a notification email. You also have the option to use **Quick Submit**.

Quick Submit Instructions
Instructors may use Quick Submit to submit a paper without first creating a class and assignment.
To activate the Quick Submit feature, please do the following:

1. Sign into your instructor account.

2. Click on the "User Info" tab at the top of the screen.

3. Select "Yes" from the "activate quick submit:" pull down menu.

4. Click "Submit".

5. To submit a paper to your Quick Submit inbox, please do the following:

6. Sign in to your account.

7. Click on the "Quick Submit" tab located towards the top of the screen.

8. Click the "Submit Paper" button to the upper left corner of the inbox.

9. Select the databases you wish to have your submission checked against (we suggest you check all the boxes).

10. Click "Submit."

11. Fill in the name of the student you wish to submit the paper for.

12. Fill in the title of the submission.

13. Select an upload option.

14. "Choose from this computer" - Browse to a file saved on the computer. Select the file and then click "Open."

15. "Choose from dropbox" - Browse to a file saved to your Dropbox.com account and then click "Choose."

16. "Choose from Google Drive™" - Browse to a Document file from your Google Drive account and then click "Select." (You may need to click "Accept" before connecting).

17. Click "Upload."

18. A new page will load with a preview window. Click "Confirm" to confirm your submission

Below are instructions for creating an assignment so that students can upload papers.

The process flow to create an assignment is: class > assignment > students. You can also use the Quick Submit feature if you have enabled it.

Instructions for Instructors.

1. **Create a Class**. (Suggested: name it something that indicates the term, like CJM 303 1314 F)

http://guides.turnitin.com/01_Manuals_and_Guides/Instructor/Instructor_User_Manual/11_Classes_in_Turnitin
   1. Sign into your account.
   2. Click on the green "+ Add Class" link toward the top right of the screen.
   3. Fill in the class name. The class name must be between 2-100 characters.
   4. Fill in a password and the class end date. Note that students **cannot** submit papers after the class end date has passed.
   5. Click on "Submit" to finalize the creation.

2. **Create the assignment**.

http://guides.turnitin.com/01_Manuals_and_Guides/Instructor/Instructor_User_Manual/13_Assignments

   a. Sign into your account.

   b. Click on the class name.

   c. Click on the "Add Assignment" link to the upper right hand corner of the screen.

   d. Create a name for the assignment.

   e. Set the assignment Start, Due, and Post dates and times.

   f. Click on the (+) link for "Optional Settings" and set the preferences for your assignment. For more details, please see the Help Center Solution titled *Optional Assignment Settings*.

   g. Scroll to the bottom and click the Submit button to finish.

3. **Add the students**

https://guides.turnitin.com/01_Manuals_and_Guides/Instructor/Instructor_User_Manual/15_Getting_Your_Students_Started
   #Adding_Students_to_a_Class

   a. Sign into your account.
   b. Click on the class name.
   c. Click on the "students" tab.
   d. Click on the "add student" button.
   e. Enter the student's information. Please ensure to use their student email address so that they will receive the welcome letter.

f. Click "submit".
g. As an alternative, students may enroll themselves. If they self-enroll, you will need to give them the **class ID** and the **password** that you created above.
h. Instructions are available at the link above.

To check the assignment inbox:

https://guides.turnitin.com/01_Manuals_and_Guides/Instructor/Instructor_User_Manual/13_Assignments#Accessing_the_Assignment_Inbox

Viewing Originality reports:

http://guides.turnitin.com/01_Manuals_and_Guides/Instructor/Instructor_User_Manual/21_Similarity_Check