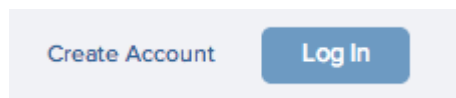


turnitin™

TURNITIN™ is a system to assist students in identifying areas within their papers that do not contain original material. It acts as a powerful deterrent to stop student plagiarism before it starts. It effectively checks student papers against a multitude of sources, including:

- Papers written by students at Montgomery County Community College, as well as students from other colleges.
- Published works from databases, Periodical Abstracts, and tens of thousands of electronic books, including the Gutenberg Collection of Literary Classics.
- The Internet.

Note: *If this is the first time you are using turnitin as an instructor, you must create a user profile. If you used Turnitin™ in the past, click Log In, enter your MCCC email address and turnitin password, and click the Log In button.*



Creating a User Profile

1. Go to the turnitin website: www.turnitin.com.
2. Click **Create Account**.
3. Click **instructor** in the **Create a New Account** area.
4. In the **account ID** field, enter **21876**.
5. In the **join password** field, enter **12345a**

Create a New Account

Please select whether you will be using the service as an instructor or a student.

[Student](#)
[Instructor](#)
[Teaching assistant](#)

account ID

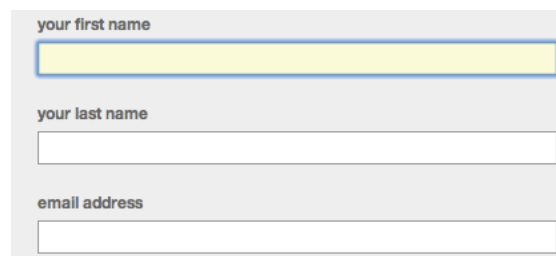
21876

join password

12345a

6. Enter your **first/last name** and your MCCC email address in the **email address**.

Note: Your turnitin™ username will be your email address.



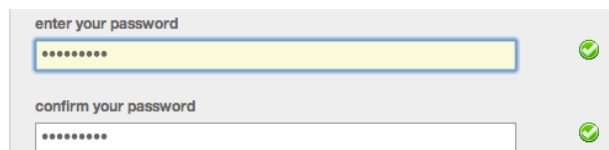
your first name

your last name

email address

7. Create and enter **your password**.

8. Retype in your password in the **Confirm your password**.



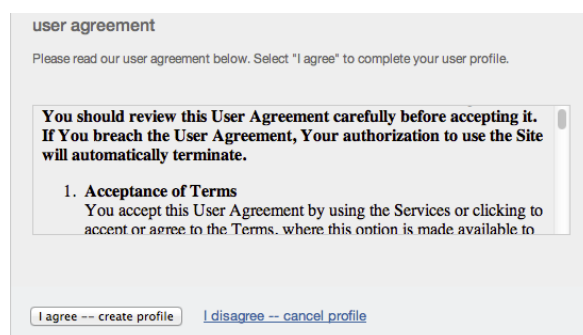
enter your password

confirm your password

9. For security purposes, select and enter a secret question from the drop down menu in the **secret question** field.

10. Read the user agreement.

11. Click the **I agree – create profile** button.



user agreement

Please read our user agreement below. Select "I agree" to complete your user profile.

You should review this User Agreement carefully before accepting it. If You breach the User Agreement, Your authorization to use the Site will automatically terminate.

1. Acceptance of Terms
You accept this User Agreement by using the Services or clicking to accept or agree to the Terms, where this option is made available to

I agree -- create profile I disagree -- cancel profile

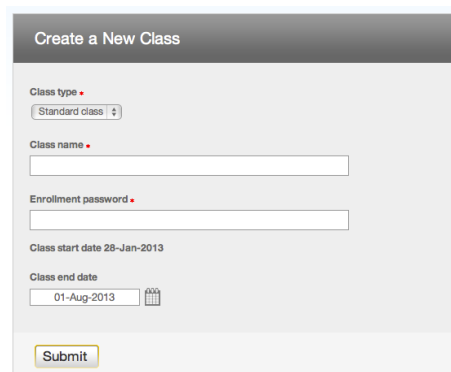
Adding a Class

1. In the right corner near the top, click the **Add Class** button.



+ Add Class

2. Class type → **“Standard class”**.
3. Enter the **Class name** with a year.
4. Create an **enrollment password**.
5. Identify the end date for the course.
6. When finished, click the **Submit** button.



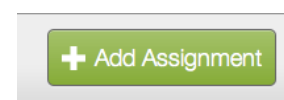
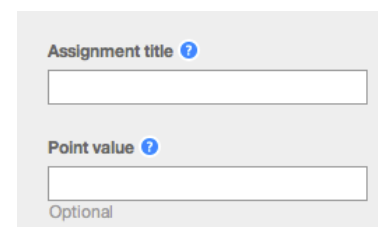
Note: *It's a good idea to make the class name and enrollment password the **same**.*

Note: *Class name and Enrollment password should be supplied to students to enroll in your class and submit their papers through turnitin.com.*

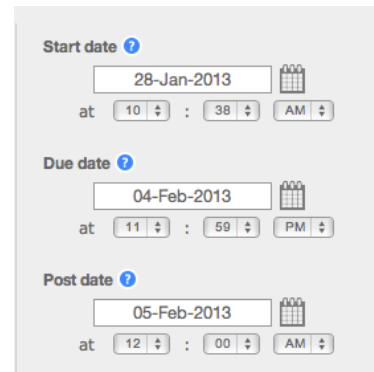
7. A new window will appear containing the verification that the course was created and information that will need to be given to the students (Class ID and Password).
8. When finished, click the **Continue** button.

Creating an Assignment

1. In the **class name** column, click on the class for which you want to create an assignment.
2. Click the **Add Assignment** button.
3. Enter the title of the assignment in the **assignment title** field.
4. If you choose, enter the point value of the assignment in the **point value** field.

5. Enter the date of when students can start submitting their papers in the **start date** field.
6. Enter the date of when the assignment ends in the **due date** field.
7. Enter the date that grades become available for students to view in the **post date** field.



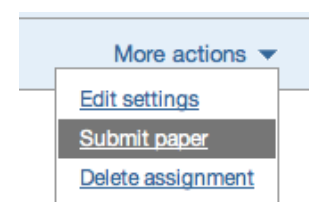
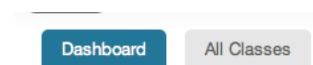
The screenshot shows the 'Start date' field set to 28-Jan-2013 at 10:38 AM. The 'Due date' field is set to 04-Feb-2013 at 11:59 PM. The 'Post date' field is set to 05-Feb-2013 at 12:00 AM. Each field includes a calendar icon and a time selector.

8. Click the more **options button** to add special instructions, allow late submissions and viewing or Originality Reports, and review other submission options.
9. When finished, click the **Submit** button.

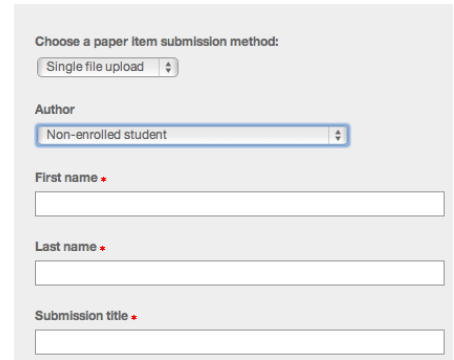
Note: *Instructors and students are the only user types capable of viewing Originality Reports. Instructors can view the Originality Reports for submissions to an assignment in the assignment's inbox. If the instructor has set the class preferences to allow students to view Originality Reports for their submissions, students will be able to access their Originality reports in their class assignment portfolio.*

Submitting a student's paper

1. Click the **All Classes** tab.
2. Click on the specific class name.
3. Click the **More Actions** drop down arrow.
4. From the drop down menu, select **Submit paper**.



5. Select an author from the drop down list of your students in the **author** field or you can enter the student's first and last name.
6. Enter the title of the paper in the **submission title** field.



Choose a paper item submission method:

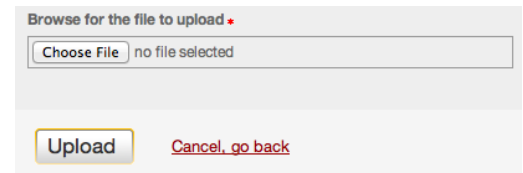
Author

First name *

Last name *

Submission title *

7. Click the **Browse** to locate the file.
8. Click the **Upload** button to upload the file.



Browse for the file to upload *

no file selected

[Cancel, go back](#)

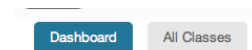
9. You will be taken to a screen where you can preview the paper and then when you are done, click the **Submit** button.
10. After the paper is submitted, you will receive a Digital Receipt, and you will have the option to go back to the inbox or to submit another paper.

Student View

After you create an assignment, students are able to submit their papers. Students will need to create a profile, similar to the process you went through as an instructors. You should distribute your class ID and enrollment password to your students so that they can enroll in your class and submit their papers. To see instructions for students, please use the following link: [Student Instructions](#)

Instructor's View of the Submissions

1. Click on the **Dashboard** tab to view students submissions.



2. Click on the student's file to show what the student paper results.
3. A drop down menu will appear, click the item that appears under the Title of the assignment.

Monday, January 28

▼ Mary-kate Najarian submitted to Demo of Assignment Submission

11:45 am

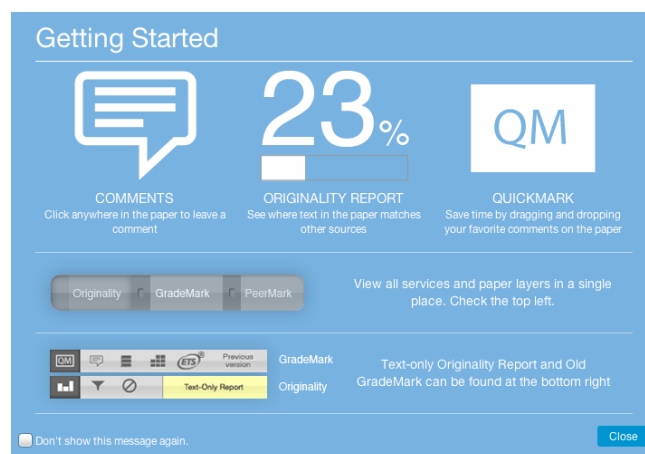
Mary-kate Najarian

Demo

40% 

Note: You will see when the student submitted the assignment (day and time), what they named the submission, and what percentage of similarity was used from other resources (Ex: 40%).

4. A new window will open, letting you know how to read the reports.
5. When finished, click the **Close** button.
6. The students work will be visible for you to view where the students words match a resource.



Note: After clicking on the Originality button, you will see areas highlighted on the page that have a number corresponding to them. Each highlight is a different color and has a number attached. These numbers correspond to resources identified by the tool as matching content within the paper.