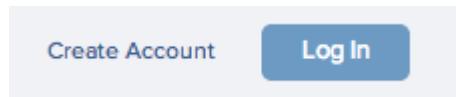


turnitin™

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**

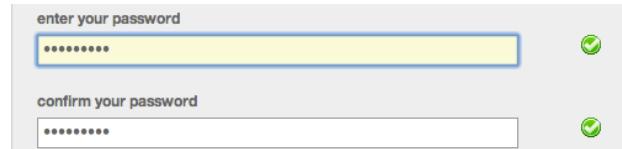
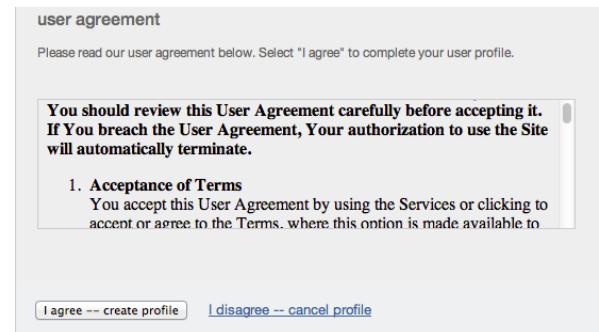
A screenshot of the 'Create a New Account' form. The title 'Create a New Account' is at the top. Below it is a note: 'Please select whether you will be using the service as an instructor or a student.' There are three options: 'Student' (underlined), 'Instructor' (selected and underlined), and 'Teaching assistant'.A screenshot of the account creation form showing the 'account ID' field containing '21876' and the 'join password' field containing '12345a'. Each field has a green checkmark icon to its right.

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

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



7. Create and enter **your password**.
8. Retype in your password in the **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.

Adding a Class

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



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.

Create a New Class

Class type • Standard class

Class name •

Enrollment password •

Class start date 28-Jan-2013

Class end date 01-Aug-2013

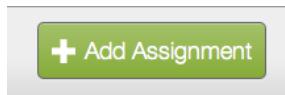
Note: It's a good idea to make the class name and enrollment password the **same**.

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.



Assignment title

Point value

Optional

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.

Start date **28-Jan-2013** at **10 : 38 AM**

Due date **04-Feb-2013** at **11 : 59 PM**

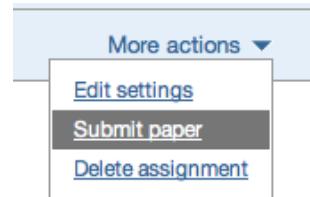
Post date **05-Feb-2013** at **12 : 00 AM**

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:
Single file upload

Author
Non-enrolled student

First name *

Last name *

Submission title *

7. Click the **Browse** to locate the file.

Browse for the file to upload *

Choose File no file selected

[Cancel, go back](#)

8. Click the **Upload** button to upload the file.
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.

[Dashboard](#) [All Classes](#)

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

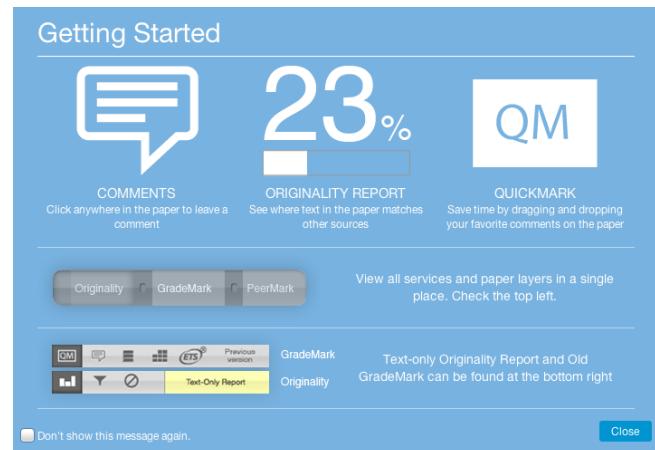
Mary-kate Najarian

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.