Turnitin Manual

1. **Log on the turnitin website (http://www.turnitin.com)**
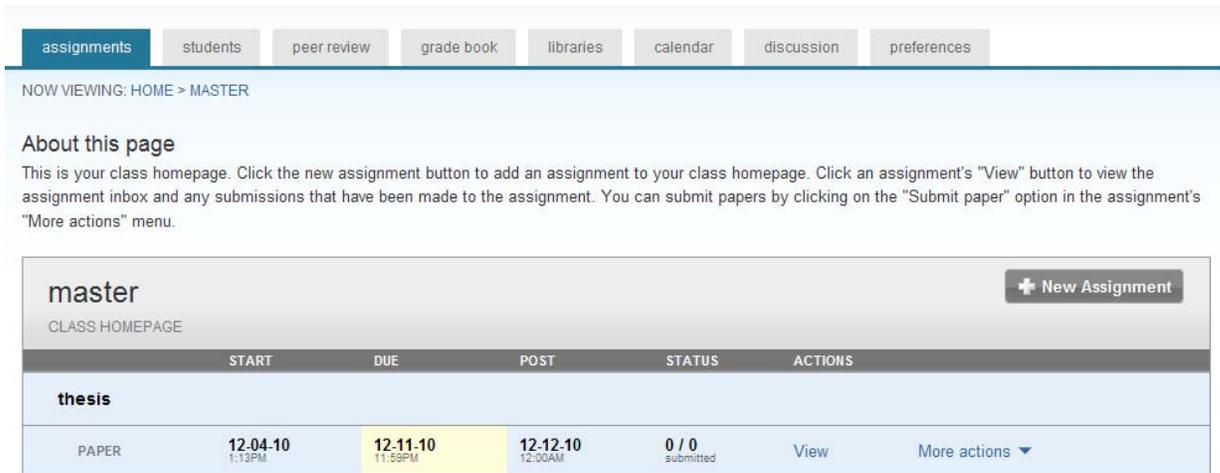2. **Enter your University email address in Login Field**
3. **Enter the password**
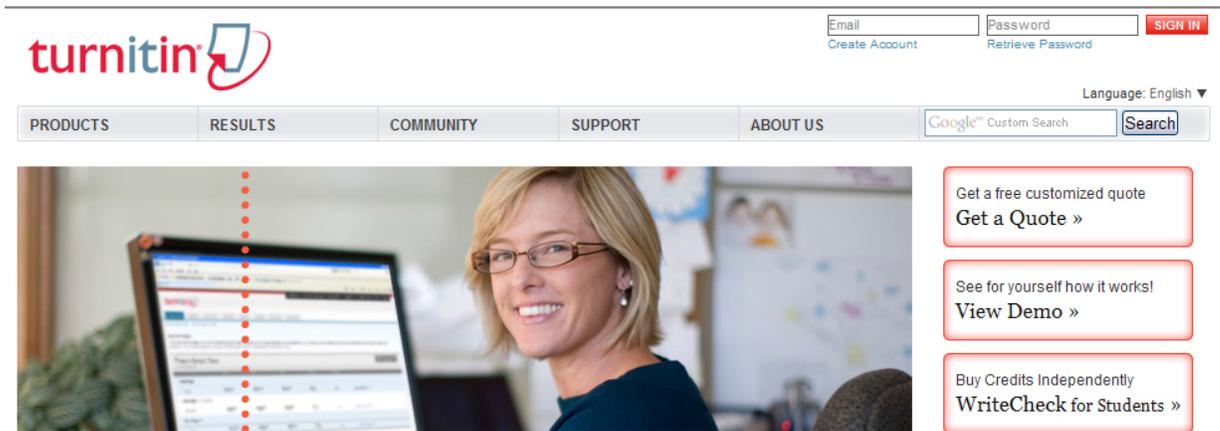
4. **To create a class, click on the "add a class" button**
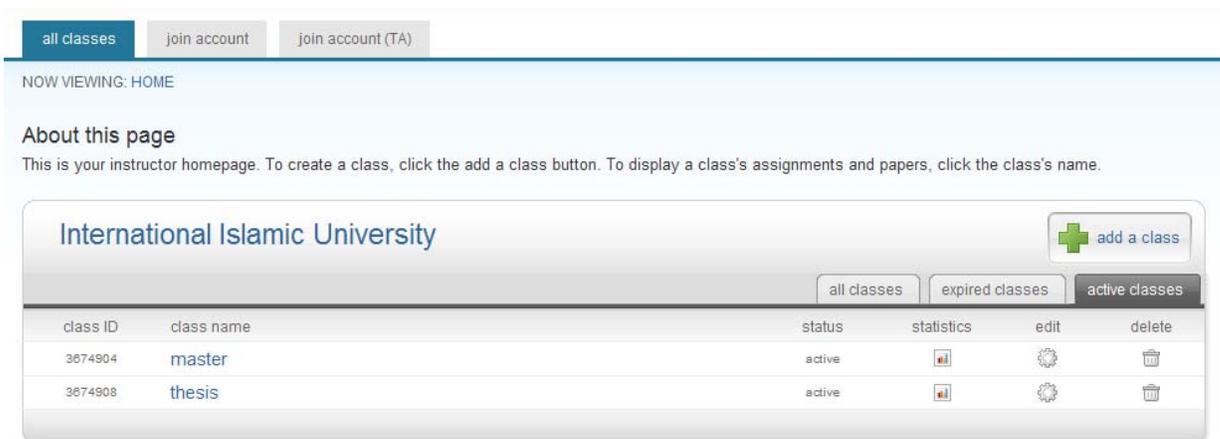
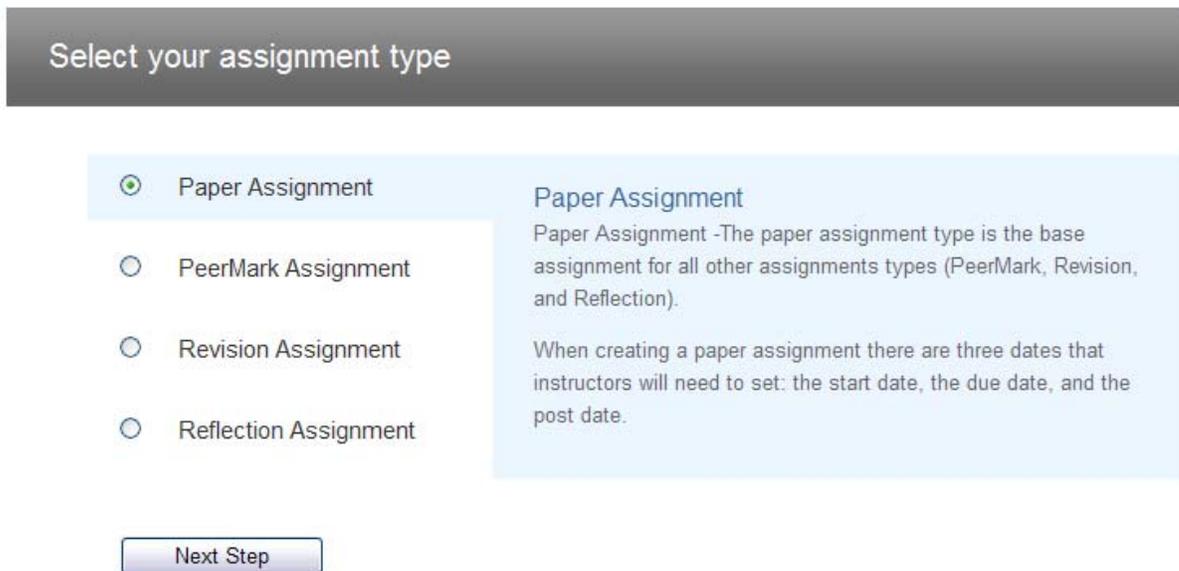**5. To create an assignment click on "New Assignment" button**

6. Select the appropriate option

7. **Enter the Assignment Title**
8. **Click on "More Option Button" located at the bottom of the page.**

New Assignment

general

assignment title *

point value

dates

start date *

Dec ∨ 11 ∨ 2010 ∨

at 13 ∨ : 08 ∨

due date *

Dec ∨ 18 ∨ 2010 ∨

at 23 ∨ : 59 ∨

post date *

Dec ∨ 19 ∨ 2010 ∨

at 0 ∨ : 00 ∨

+ more options

9. Select the highlighted option from the dropdown list

Enter special instructions

Would you like to select a QuickMark set?

no

Generate Originality Reports for submissions?

⦿ yes

◯ no

Generate Originality Reports for student submissions

immediately (can overwrite reports until due date)
immediately first report is final
immediately (can overwrite reports until due date)
on due date   for all papers in this assignment?

Bibliographic materials can also be included and excluded when viewing the Originality Report. This setting cannot be modified after the first paper has been submitted.

◯ yes

⦿ no

Exclude quoted materials from Similarity Index for all papers in this assignment?

10. Click on the class name which you have created
11. Select the "Submit paper" from "More action" link

| | assignments | students | peer review | grade book | libraries | calendar | discussion | preferences |

NOW VIEWING: HOME > MASTER

About this page

This is your class homepage. Click the new assignment button to add an assignment to your class homepage. Click an assignment's "View" button to view the assignment inbox and any submissions that have been made to the assignment. You can submit papers by clicking on the "Submit paper" option in the assignment's "More actions" menu.

master
CLASS HOMEPAGE

+ New Assignment

	START	DUE	POST	STATUS	ACTIONS	
thesis						
PAPER	12-04-10 1:13PM	12-11-10 11:59PM	12-12-10 12:00AM	0 / 0 submitted	View	More actions ▼

Edit settings
Submit paper
Delete assignment   thesis

12. Enter the First Name, Last Name of Student and submission title

13. Browse to the document which you want to check and click "Upload"

submit paper: by file upload (step 1 of 2)

choose a paper submission method:

single file upload ▾

author

non-enrolled student ▾

first name *

last name *

submission title *

The paper you are submitting will not be added to any paper repository.

Requirements for single file upload:

• File must be less than 20 MB

• File Types allowed: MS Word, WordPerfect, PostScript, PDF, HTML, RTF and plain text.

If your file exceeds 20 MB, read suggestions to meet requirements

browse for the file to upload *

Browse...

upload   cancel, go back

Turnitin Password reset

1. Open the website http://turnitin.com
2. Click the Retrieve password link just below the password filed or open the link (http://turnitin.com/password_reset1.asp)

3. Enter your University Email address (-------@iiu.edu.pk) and click NEXT

4.   Enter the Secret Question Answer (the answer you have written at the time of first logon)
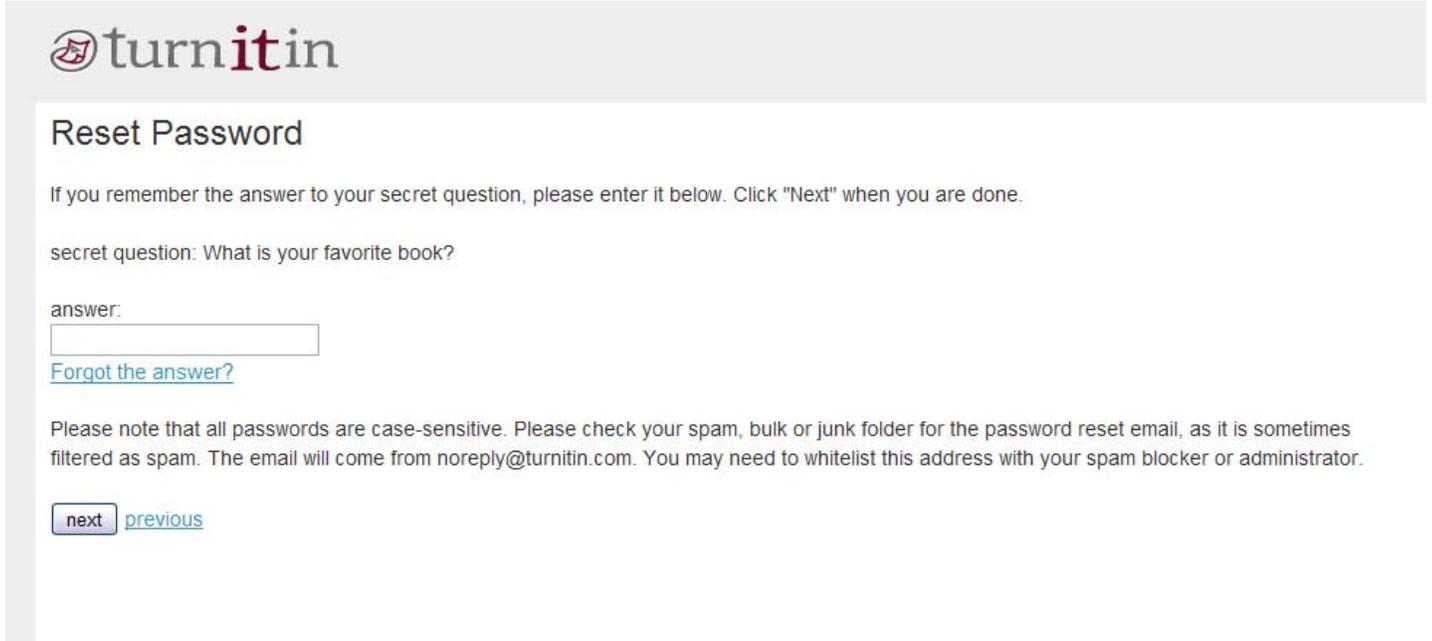
5.   Click Next
6.   Open your IIU email address (---@iiu.edu.pk)
7.   There will be an email from the Turnitin. Follow the instructions in the email. And Enter your new password