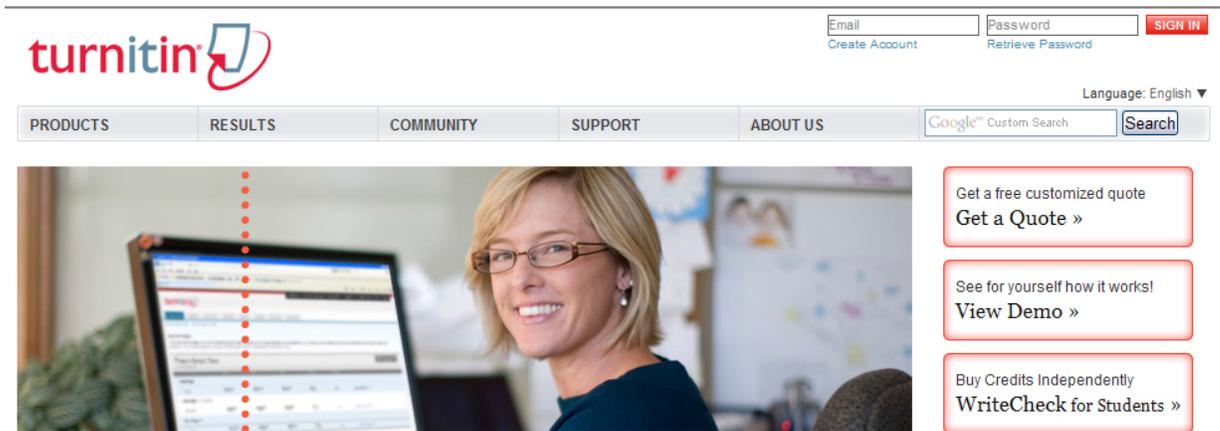
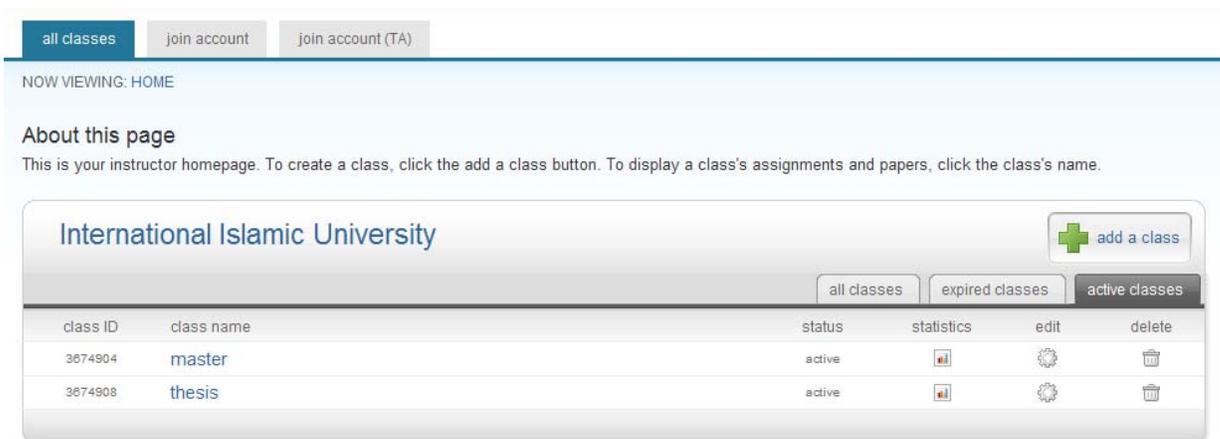


# Turnitin Manual

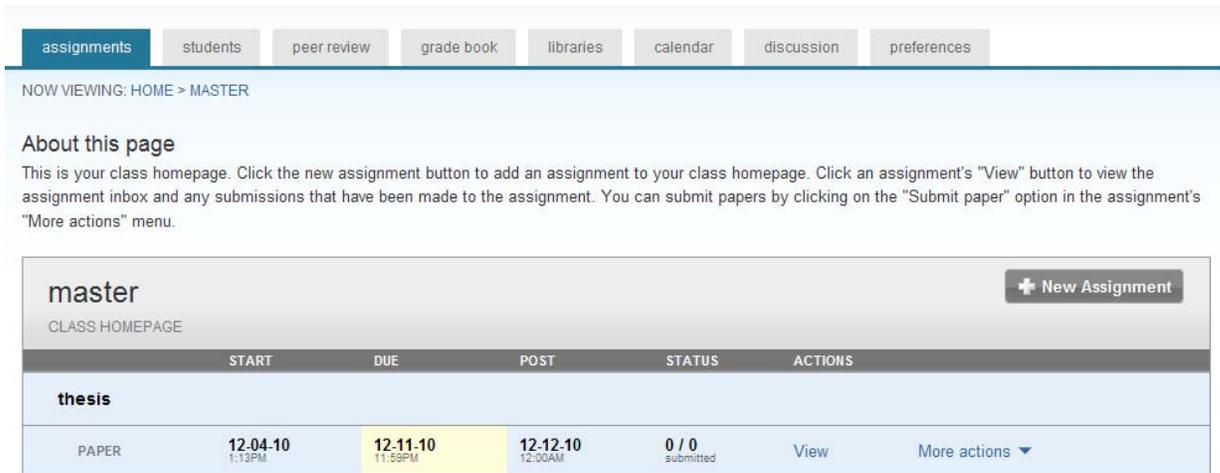
1. Log on the turnitin website  
(<http://www.turnitin.com>)
2. Enter your University email address in Login Field
3. Enter the password



4. To create a class, click on the “add a class” button



## 5. To create an assignment click on “New Assignment” button



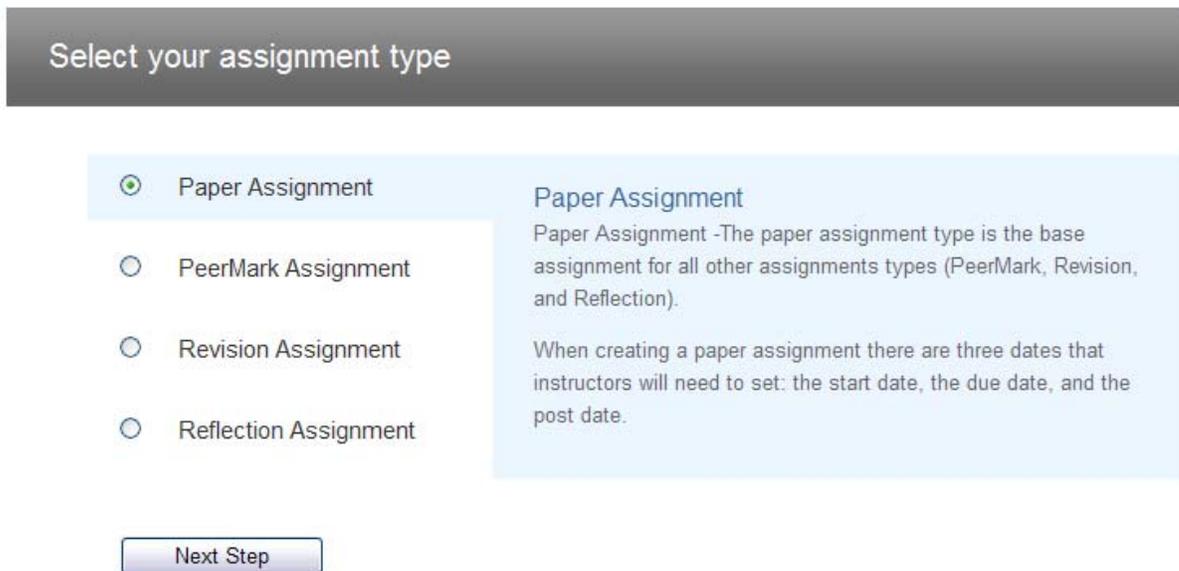
The screenshot shows a navigation bar with tabs for assignments, students, peer review, grade book, libraries, calendar, discussion, and preferences. Below the navigation bar, it says "NOW VIEWING: HOME > MASTER".

**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** + New Assignment  
CLASS HOMEPAGE

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

## 6. Select the appropriate option



**Select your assignment type**

- Paper Assignment
- PeerMark Assignment
- Revision Assignment
- Reflection Assignment

**Paper Assignment**  
Paper Assignment -The paper assignment type is the base assignment for all other assignments types (PeerMark, Revision, and Reflection).  
When creating a paper assignment there are three dates that instructors will need to set: the start date, the due date, and the post date.

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

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**  
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**master** + New Assignment

CLASS HOMEPAGE

	START	DUE	POST	STATUS	ACTIONS
<b>thesis</b>					
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

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 \*

[cancel, go back](#)

## Turnitin Password reset

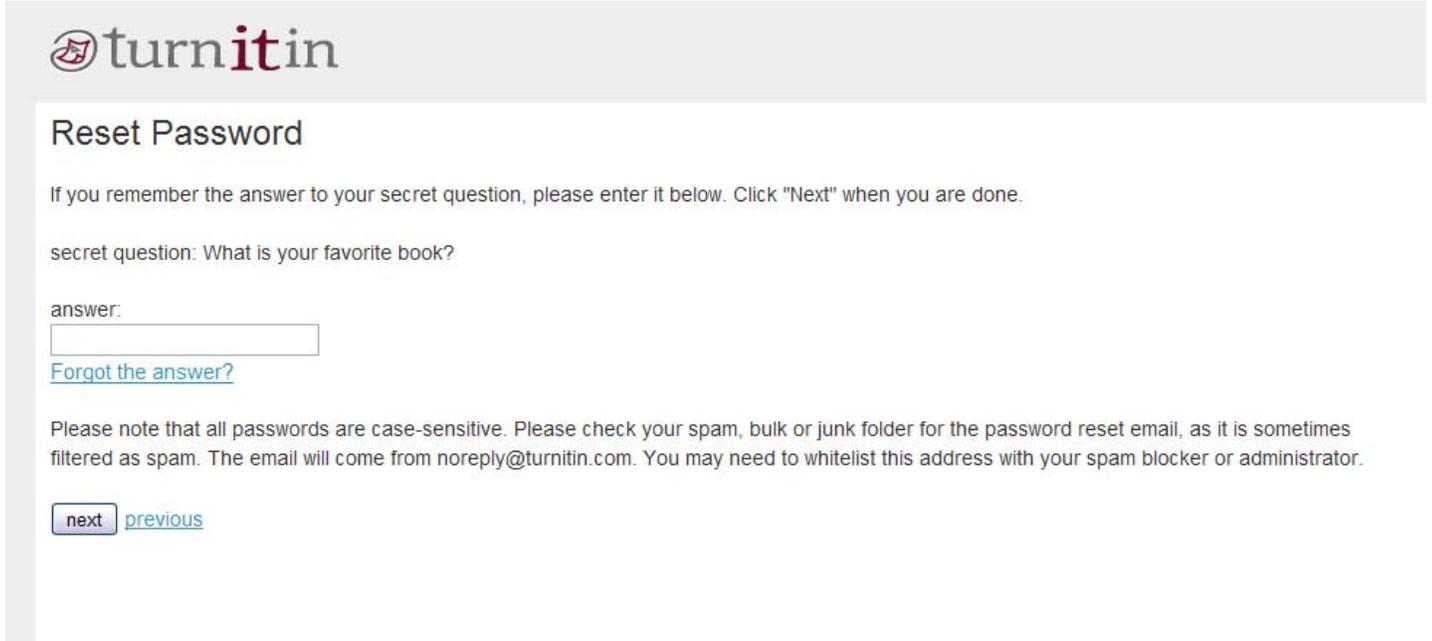
1. Open the website <http://turnitin.com>
2. Click the Retrieve password link just below the password field or open the link ([http://turnitin.com/password\\_reset1.asp](http://turnitin.com/password_reset1.asp))

The screenshot shows the Turnitin website interface. At the top left is the Turnitin logo. To the right is a login section with fields for 'Email' and 'Password', and a 'Sign in' button. Below the login section are navigation links for 'PRODUCTS', 'RESULTS', 'INTEGRATION', 'SUPPORT', 'ABOUT US', and 'BLOG'. The main content area features a large blue banner with the text 'Prevent plagiarism. Engage students.' and 'Deliver rich feedback on student work & check for potential plagiarism.' To the right of the banner is a sample report for 'Cochlear Implants' by Patrick Anderson. The report includes a 'Similarity Index' of 36% and a list of matches. The first match is '9% match (publication) Mario A. Svirsky, "Let Profoundly Deaf Children Hear: Cochlear Implants", Psychology Today, 2011'. The second match is '9% match (Internet) http://hearingloss.org'. The third match is '4% match (student) Submitted to CSU, ...'.

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

The screenshot shows the 'Reset user password' form on the Turnitin website. The form has a title 'Reset user password' and a sub-header 'Please enter the email address you used to create your user profile. Click "next" when you are done.' Below this is a text input field for 'email address:' with the text '@iiu.edu.pk' entered. Underneath the input field is a note: 'If you do not know the email address for your account... • Ask your instructor (or Turnitin administrator), who can lookup your email address.' Below the note is a 'NOTE: Due to privacy agreements, Turnitin CANNOT release your email address - even to you. You MUST get this information from your institution.' At the bottom of the form is a 'security:' label with a lock icon and a 'next' button.

4. Enter the Secret Question Answer (the answer you have written at the time of first logon)



 turnitin

## Reset Password

If you remember the answer to your secret question, please enter it below. Click "Next" when you are done.

secret question: What is your favorite book?

answer:

[Forgot the answer?](#)

Please note that all passwords are case-sensitive. Please check your spam, bulk or junk folder for the password reset email, as it is sometimes filtered as spam. The email will come from noreply@turnitin.com. You may need to whitelist this address with your spam blocker or administrator.

[previous](#)

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