

# HOW TO USE



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**TURNITIN FOR  
INSTRUCTOR  
(Submit Paper &  
Paper Deletion)**

# INTRODUCTION



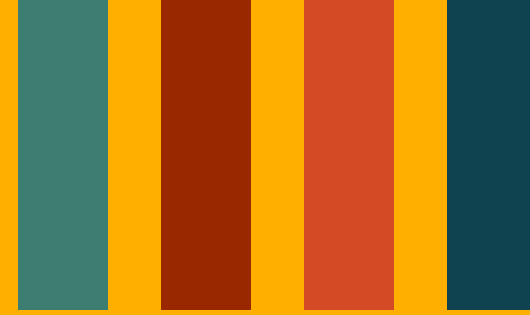
Turnitin is an originality checking and plagiarism prevention service that checks your writing for citation mistakes or inappropriate copying.

When you submit your paper, Turnitin compares it to text in its massive database of student work, websites, books, articles, etc.



# LET'S START!

- 1 SUBMIT PAPERS
- 2 PAPER DELETION



# SUBMIT PAPER



[Enrolling Students Individually](#)

**HOME**

## Enrolling Students Individually



Instructors can no longer upload assignment submissions on behalf of non-enrolled students. Therefore, the instructor's need to enroll their students into the Class.



This step also can be applied if you want to check your individual/personal paper.

# Enrolling Students Individually

**1** Click Class Name.

**2** Click Students.

**3** Click Add Student.

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All Classes Join Account (TA)

NOW VIEWING: HOME

About this page  
This is your instructor homepage. To create a class, click the "Add Class" button. To display a class's assignments and papers, click the class's name.

Institut Pertanian Tropika & Sekuriti Makanan (ITAFoS) + Add Class

All Classes Expired Classes Active Classes

Class ID	Class name	Status	Start Date	End Date	Class Summary	Learning Analytics	Edit	Copy	Delete
42356625	Assignment 1	Active	21-Jan-2024	31-May-2024					
42380658	Assignment 2	Active	22-Jan-2024	31-Jul-2024					

turnitin™

Assignments **Students** Grade Book Libraries Calendar Discussion Preferences

Students 3 Add Student Upload Student List Email All Students

Enrolled	Student name	User ID	Email address	Drop
02-Nov-2023	azira mohamed	1042550674	norazira.mohamed@gmail.com	

## Enrolling Students Individually

- 4 Enter the required information:
  - the student first name, last name, and Email address.
- 5 Click **Submit** to enroll the student. A welcome email will be sent to the user.

### Enroll a Student

To enroll a student, enter a first name, last name, and an email address and click submit.

If the student already has a Turnitin user profile, they will be notified and enrolled in your class immediately. If they do not have a profile, we will create one and send them an email notification with a temporary password.

Add student to  
Class name: School of Graduate Studies (SGS), IS220

First name

Last name

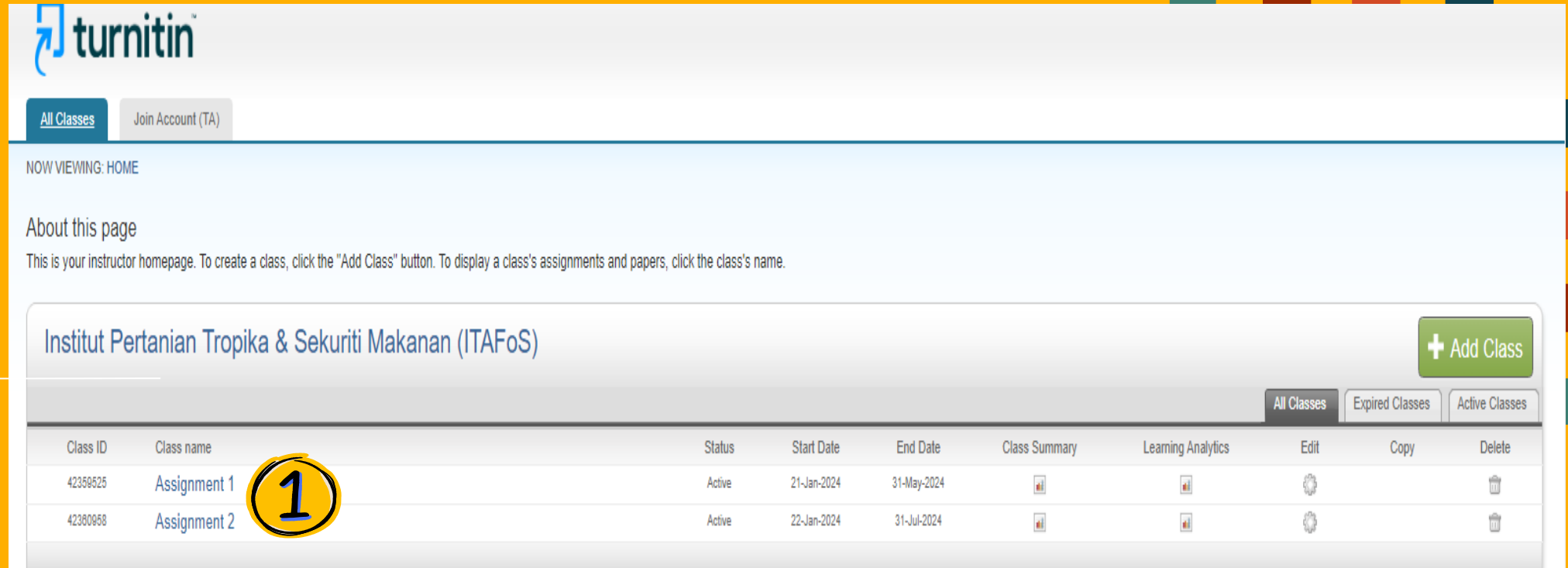
Email (User name)

# Submit Paper

**1** Click Class Name.

**2** Click More Actions from the drop-down menu.

**3** Select the Submit.



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All Classes Join Account (TA)

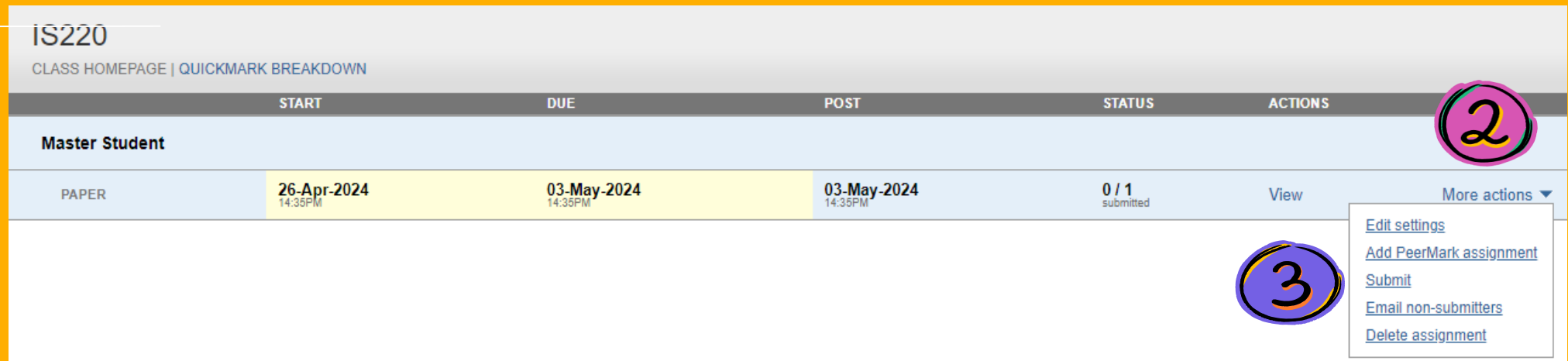
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Institut Pertanian Tropika & Sekuriti Makanan (ITAFoS) [+ Add Class](#)

All Classes Expired Classes Active Classes

Class ID	Class name	Status	Start Date	End Date	Class Summary	Learning Analytics	Edit	Copy	Delete
42360626	Assignment 1	Active	21-Jan-2024	31-May-2024					
42380968	Assignment 2	Active	22-Jan-2024	31-Jul-2024					



IS220  
CLASS HOMEPAGE | QUICKMARK BREAKDOWN

	START	DUE	POST	STATUS	ACTIONS
<b>Master Student</b>					
PAPER	26-Apr-2024 14:35PM	03-May-2024 14:35PM	03-May-2024 14:35PM	0 / 1 submitted	View

- Edit settings
- Add PeerMark assignment
- Submit
- Email non-submitters
- Delete assignment

# Submit Paper

**4** On the paper submission page, select the author's name from the **Author** drop-down menu of enrolled students.

**5** Enter the paper's title under the **Submission Title**.

**6** Upload the document either from your computer, Dropbox, or Google Drive.

**7** Select the **Upload** to upload the paper.

Submit: Single File Upload - STEP ●○○○

Author  
Select student... **4**

First name

Last name


Submission title  
 **5**


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

What can I submit?

Choose the file you want to upload to Turnitin:

Choose from this computer **6**

 Choose from Dropbox

 Choose from Google Drive

We take your privacy very seriously. We do not share your details for marketing purposes with any external companies. Your information may only be shared with our third party partners so that we may offer our service.

**7**

# Submit Paper

8 Click Confirm.

Submit: Single File Upload

STEP ●●○

Please confirm that this is the file you would like to submit...

**Author:**  
Najah Mohd Ali

**Assignment title:**  
Master Student

**Submission title:**  
Information Governance

**File name:**  
INFORMATION GOVERNANCE\_chapter 1-5.docx

**File size:**  
91K

**Page count:**  
48

**Word count:**  
11072

**Character count:**  
63460

« Page 1 »



We take your privacy very seriously. We do not share your details for marketing purposes with any external companies. Your information may be shared with our third party partners so that we may offer our service.

8

Confirm

Cancel

# Submit Paper

9

Click **Go to Assignment Inbox**. After you submit a paper, the system will begin processing the paper and will generate a **Similarity Report** within minutes for supported file types.

Submit: Single File Upload

STEP ●●●

Congratulations - your submission is complete! This is your digital receipt. You can print a copy of this receipt from within the Document Viewer.

Author:  
Najah Mohd Ali

Assignment title:  
Master Student

Submission title:  
Information Governance

File name:  
INFORMATION GOVERNANCE\_chapter 1-5.docx

File size:  
91K

Page count:  
48

Word count:  
11072

Character count:  
63460

Submission date:  
26-Apr-2024 03:14PM (UTC+0800)

Submission ID:  
2362399516

« Page 1 »



9

We take your privacy very seriously. We do not share your details for marketing purposes with any external companies. Your information may be shared with our third party partners so that we may offer our service.

[Go to assignment inbox](#)

[Submit another file](#)



# PAPER DELETION

Two types of deletions in Turnitin

- Requesting a Permanent Deletion
- Removing a Paper From the Inbox

**HOME**

# Type 1: Requesting a Permanent Deletion

[BACK](#)

# Requesting a Permanent Deletion



Permanent deletion requests only apply to papers that are submitted to the repository.



A request will be sent to your Turnitin administrator. They'll then review the request and approve it if they agree the paper should be deleted.



The paper will no longer appear in future similarity matches.



# Requesting a Permanent Deletion

**1** Tick the paper you would like to delete. Deletions can only be requested for one paper at a time to prevent accidental deletions.

**2** Click Options.

**3** Choose **Request permanent deletion**. A pop-ups instruction will appear to guide you through the rest of the process.

About this page

This is your assignment inbox. To view a paper, select the paper's title. To view a Similarity Report, select the paper's Similarity Report icon in the similarity column. A ghosted icon indicates that the Similarity Report has not yet been generated.

Submit Search All Papers Download Selected (1) More

<input type="checkbox"/>	Author	Paper Title	Uploaded	Viewed	Grade	Similarity	Flags	Options
<input checked="" type="checkbox"/>	Nabilah Mustapa	Data Steward	May 9th 2024, 12:35 PM			69%	--	


**1**

- Copy Paper ID
- Upload
- Download
- Remove From Inbox
- 3** Request permanent deletion

**2**

# Requesting a Permanent Deletion

4






Papers that have a pending request will still appear in your **Assignment Inbox**, but with an icon . This is to show they have been requested for deletion.



If the assignment settings were changed to **No Repository** after submission, the settings need to be restored to **Standard Paper Repository** to complete a paper deletion request.

## About this page

This is your assignment inbox. To view a paper, select the paper's title. To view a Similarity Report, select the paper's Similarity Report icon in the similarity column. A ghosted icon indicates that the Similarity Report has not yet been generated.

<input type="button" value="Submit"/>	<input type="text" value="Search"/>	<input type="button" value="All Papers"/>	<input type="button" value="Download All"/>	<input type="button" value="Move to"/>				
<input type="checkbox"/>	Author	Paper Title	 Uploaded	Viewed	Grade	Similarity	Flags	Options
<input type="checkbox"/>	Nabilah Mustapa	Data Steward	 May 9th 2024, 12:35 PM				--	...

# Type 2: Removing a Paper from the Inbox

**BACK**

## Removing a Paper from the Inbox



Papers will be removed from view, but not deleted from Turnitin.



It will still appear in Similarity matches.



# Removing a Paper from the Inbox

- 1 Tick the paper you would like to remove from the inbox.
- 2 Click Options.
- 3 Choose **Remove from Inbox**. The paper should no longer appear within the Assignment Inbox.

About this page

This is your assignment inbox. To view a paper, select the paper's title. To view a Similarity Report, select the paper's Similarity Report icon in the similarity column. A ghosted icon indicates that the Similarity Report has not yet been generated.

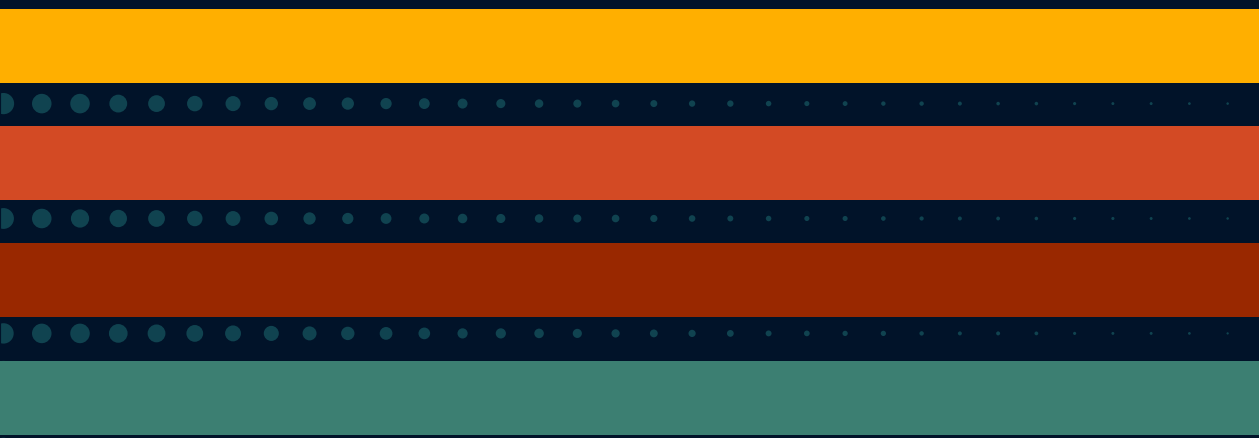
Submit Search All Papers Download Selected (1) More

<input type="checkbox"/>	Author	Paper Title	Uploaded	Viewed	Grade	Similarity	Flags	Options
<input checked="" type="checkbox"/>	Nabilah Mustapa	Data Steward	May 9th 2024, 12:35 PM			69%	--	⋮

1

- Copy Paper ID
- Upload
- Download
- Remove From Inbox
- Request permanent deletion

3



THANK  
YOU

