

HOW TO USE



**TURNITIN FOR
INSTRUCTOR
(Create Class &
Assignment)**

INTRODUCTION



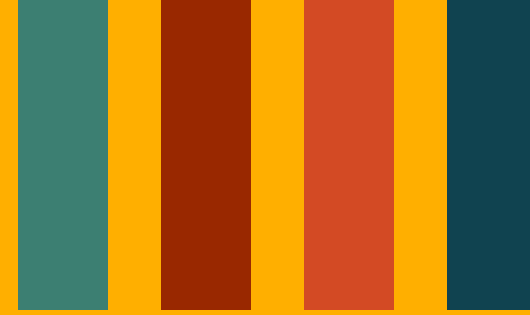
Turnitin is an originality checking and plagiarism prevention service that checks your writing for citation mistakes or inappropriate copying.

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 CREATE CLASS
- 2 CREATE ASSIGNMENT



CREATE CLASS



[How to Create a Class](#)



[Reactivating an Expired Class](#)

HOME

How to Create a Class

[BACK](#)

Creating a Class



1

The class is used to organise students and student submissions into groups. Usually, a class is created for each individual unit.

2

A class and its assignments are fully available to the instructor between the date of the class creation and the selected expiration date.

3

Once a class has expired, the information and assignments in the class are viewable but no new submissions or assignments may be made.

4

The instructor is capable of extending the expired class to reactivate it.

How to Create a Class

1 To create a class, make sure your role is an **Instructor**.

2 Click the **+ Add Class** to start creating a class.

The screenshot shows the Turnitin instructor dashboard. At the top right, there is a navigation bar with the user's name 'liza ab llah', 'User Info', 'Messages (49 new)', 'Instructor', 'English', 'Community', 'Help', and 'Logout'. The Turnitin logo is on the left. Below the logo, there are two tabs: 'All Classes' (selected) and 'Join Account (TA)'. The main content area is titled 'NOW VIEWING: HOME' and 'About this page'. It contains a message: '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.' Below this message, there is a card for 'Institut Pertanian Tropika & Sekuriti Makanan (ITAFoS)'. On the right side of this card, there is a green button labeled '+ Add Class' with a pink circle and the number '2' around it. Below the card, there are three tabs: 'All Classes', 'Expired Classes', and 'Active Classes'. At the bottom, there is a message: 'All of your classes have expired. To view and update your expired classes, select the "expired classes" tab. You can update and change a class's end date by clicking the class's "edit" icon.'

How to Create a Class

- 3 Select the **Standard** from Class Type.
- 4 Key in Class Name and Enrollment Key. Your student can use the **Enrollment Key** to join your class.
- 5 Select the **Subject Area(s)**.
- 6 Select the **Student Level(s)**.
- 7 The **Class End Date** is the date that your class is expires.
- 8 To add the class to your instructor homepage, click **Submit**.

Create a new class

To create a class, enter a class name and a class enrollment key. Click "Submit" to add the class to your homepage.

Class settings

* Class type 3

* Class name 4

* Enrollment key 4

* Subject area(s) 5

* Student level(s) 6

Class start date 24-Jan-2024

* Class end date 7

8

How to Create a Class

9 Please share the **Class ID** and **Enrollment Key** to the students so that they can enroll in your class and submit their papers.

10 Click **Continue**.

Class created

Congratulations! You have just created the new class: Assignment 2

If you would like students to enroll themselves in this class, they will need both the enrollment key you have chosen and the unique class ID generated by Turnitin:

Class ID **42360958**



Enrollment key **Asg1234**

Note: Should you ever forget the class ID, it is the number to the left of the class name on your class list. You can view or change your enrollment key by editing the class.

Click the class name to enter the class and get started creating assignments.



Continue



CLASS ID AND ENROLLMENT KEY

After creating the class, notify students of the Class ID and Enrollment Key information. This will allow them to enroll into the class you have created. However, they will not be able to submit an assignment until you create an assignment Dropbox within the class.

DO NOT POST THE ENROLLMENT KEY ON THE PUBLIC WEBSITE

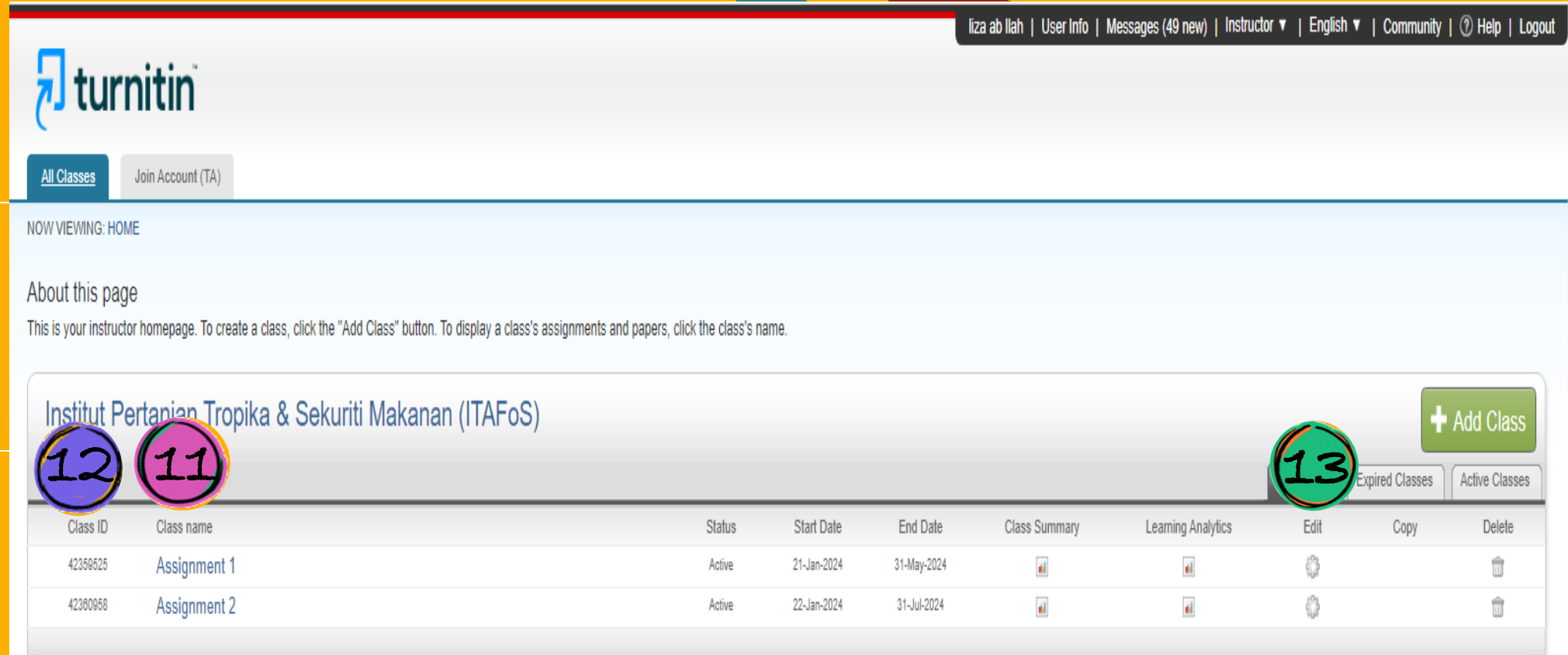
This is to ensure only your students enroll in your class. Changing the enrollment key once all students are enrolled in the class will prevent further unwanted enrollments.

How to Create a Class

11 The **Class Name** will now appear in your class list on the instructor homepage.

12 Student will use this **Class ID**, along with the **Enrollment Key** to enroll in your class.

13 You can view your class **Enrollment Key** and edit **Class End Date** at any time.



turnitin

liza ab ilah | User Info | Messages (49 new) | Instructor | English | Community | Help | Logout

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

Class ID	Class name	Status	Start Date	End Date	Class Summary	Learning Analytics	Edit	Copy	Delete
42368625	Assignment 1	Active	21-Jan-2024	31-May-2024					
42380068	Assignment 2	Active	22-Jan-2024	31-Jul-2024					

Reactivate the Expired Class

BACK

Reactivate the Expired Class



Every class created on Turnitin has an end date. When the end date is reached, the class expires and is limited to read-only access and will no longer appear on the active classes list.



Students and instructors will no longer be able to submit papers or create assignments, however instructors will still be able to view student submissions.



An expired class can be only reactivated by the instructor.



Reactivating an Expired Class

- 1 The **Edit** icon can be used to reactivate the course by giving it a new end date.
- 2 Change the **Class End Date**.
- 3 Click **Submit** to save the new end date and reactivate the class.

Universiti Putra Malaysia + Add Class

All Classes Expired Classes Active Classes

Class ID	Class name	Status	Start Date	End Date	Class Summary	Learning Analytics	Edit	Copy	Delete
38529855	MMG 234	Active	05-Apr-2023	31-Aug-2024					
14382506	ILS 4343	Expired	09-Jan-2017	31-Jul-2023					
25660787	Postgraduate students	Expired	03-Aug-2020	30-Apr-2022					
43834013	KIK 5678	Expired	06-May-2024	08-May-2024					

Update standard class

To create a class, enter a class name and a class enrollment key. Click "Submit" to add the class to your homepage.

Class settings

* Class name

* Enrollment key

* Subject

* Student level(s)

Class start date

* Class end date

Set reasonable end dates, eg. end of each semester. Expiring a class that is no longer required will maximize use for everyone.



CREATE ASSIGNMENT

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 [Extend an Assignment Deadline](#)

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Create an Assignment



Now that you've created a class and informed the students of the Class ID and Enrollment Key.



Next, you need to create an Assignment.

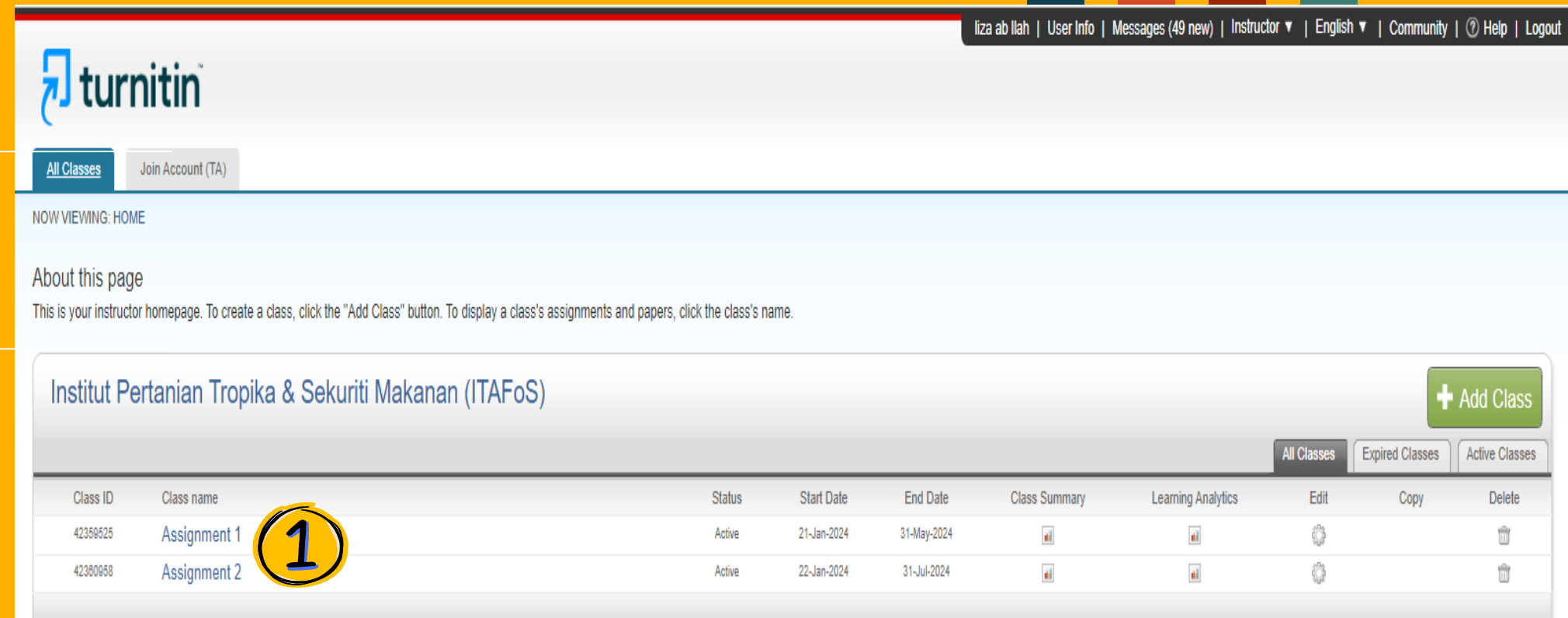


In order for Students to submit an assignment to Turnitin, Instructors must first create an assignment Dropbox within the class.



How to Create an Assignment

1 Click **Class Name** to create an assignment.



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liza ab ilah | User Info | Messages (49 new) | Instructor | English | Community | Help | Logout

All Classes Join Account (TA)

NOW VIEWING: HOME

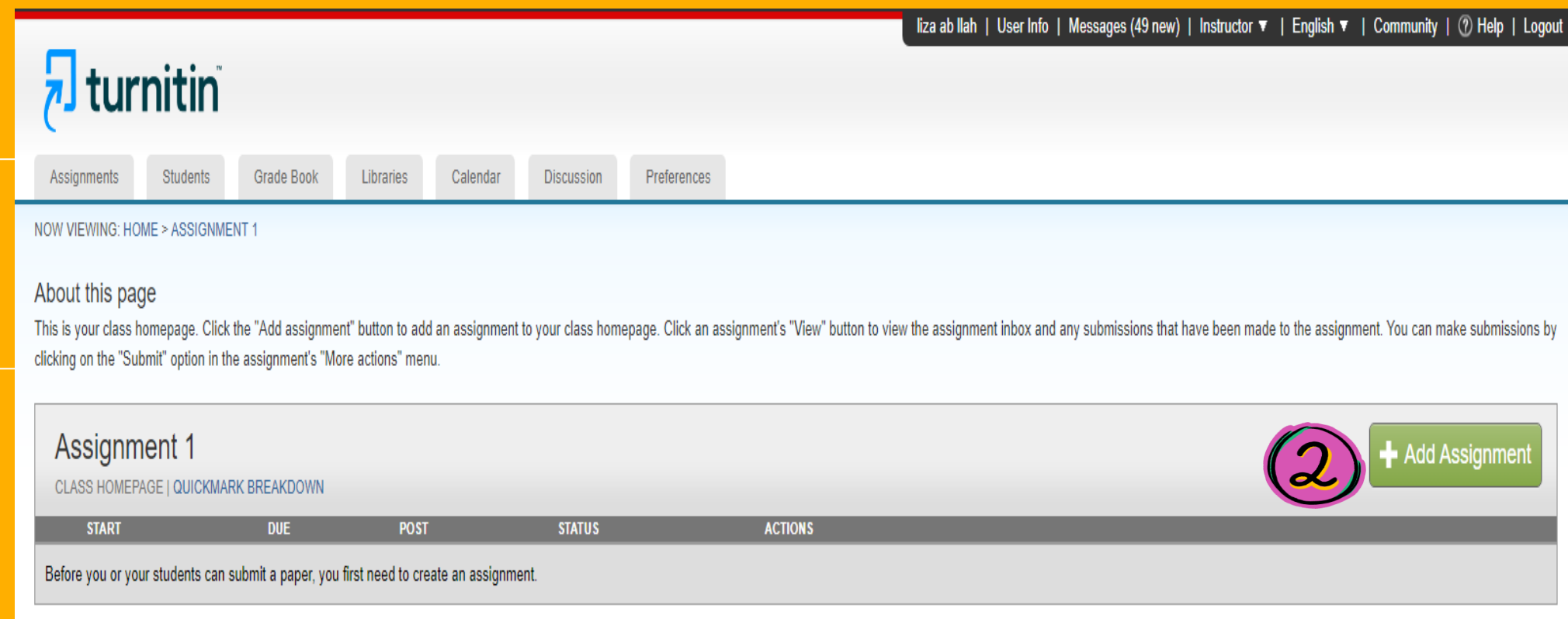
About this page
This is your instructor homepage. To create a class, click the "Add Class" button. To display a class's assignments and papers, click the class's name.

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
42369525	Assignment 1	Active	21-Jan-2024	31-May-2024					
42380958	Assignment 2	Active	22-Jan-2024	31-Jul-2024					

2 To create an assignment, click **+ Add Assignment**.



turnitin

liza ab ilah | User Info | Messages (49 new) | Instructor | English | Community | Help | Logout

Assignments Students Grade Book Libraries Calendar Discussion Preferences

NOW VIEWING: HOME > ASSIGNMENT 1

About this page
This is your class homepage. Click the "Add 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 make submissions by clicking on the "Submit" option in the assignment's "More actions" menu.

Assignment 1 [+ Add Assignment](#)

CLASS HOMEPAGE | QUICKMARK BREAKDOWN

START	DUE	POST	STATUS	ACTIONS
-------	-----	------	--------	---------

Before you or your students can submit a paper, you first need to create an assignment.

How to Create an Assignment

3 Key in the **Assignment Title**.

4 Choose the date and time by which students will have to have turned in their work in **Start, Due and Feedback Release Date**.

5 Select whether to add papers to the repository under **Submit Papers to**. **RECOMENDED** to select **Do not store the submitted papers**.

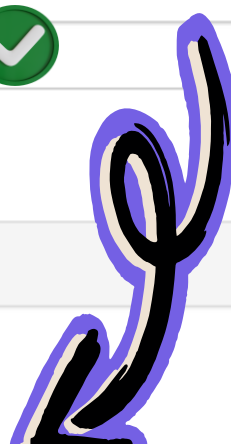
6 Click **Optional Settings** and set the preferences for your assignment.

About this page

To create an assignment, enter an assignment title and choose the start and due dates for the assignment. If you like, you can enter an additional assignment description. By default, papers submitted to this assignment will be checked against all of our databases. If you would like to create a custom search or view other advanced assignment options, click the "Optional settings" link.

Title	<input type="text" value="Assignment Title"/> 3	Max Grade	<input type="text" value="100"/>
Instructions	<input type="text" value="Assignment instructions"/>	Start Date	<input type="text" value="2024-04-05 11:28"/> ✓
Submit papers to	<input type="text" value="Do not store the submitted papers"/> 5	Due Date	<input type="text" value="2024-04-12 11:28"/> ✓ 4
Optional Settings	<input type="text" value="Optional Settings"/> 6	Feedback Release Date	<input type="text" value="2024-04-12 11:28"/> ✓

Submit



!

Feedback Release Date is a feature of Turnitin we may not use but is a mandatory field. It must be set to at least one day after the **Due Date**



Do not store the submitted papers

By choosing this option the paper will not be stored within the Turnitin database which will impact future ability to the service to look for collusion between submissions.

Standard paper repository

This option is the default option. It will include the submitted papers into Turnitin's database which will be indexed and checked against all other institution's student submissions.

Submit papers to

- Do not store the submitted papers
- Standard paper repository
- Do not store the submitted papers**

How to Create an Assignment

7 Submission Settings

Allow submission of any file type

If you enable this setting, it will allow students to submit any type of file to Turnitin.

Allow late submission

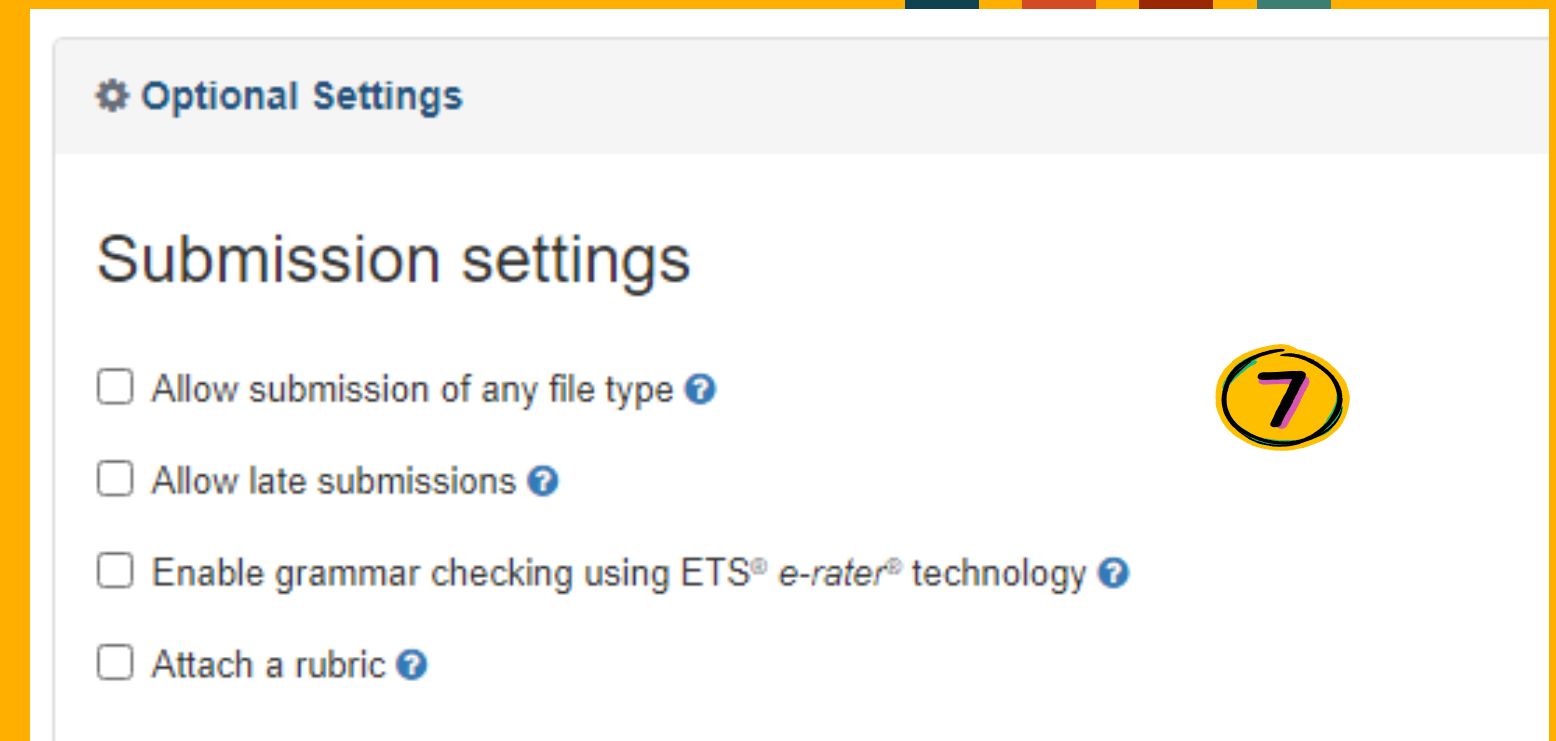
If you enable this setting, it will allow submissions after the due date.

Enable grammar checking using ETS® *e-rater*® technology

If you enabled e-rater for your assignment, you will receive your feedback on the assignment post-date along with the rest of your feedback.

Attach a rubric

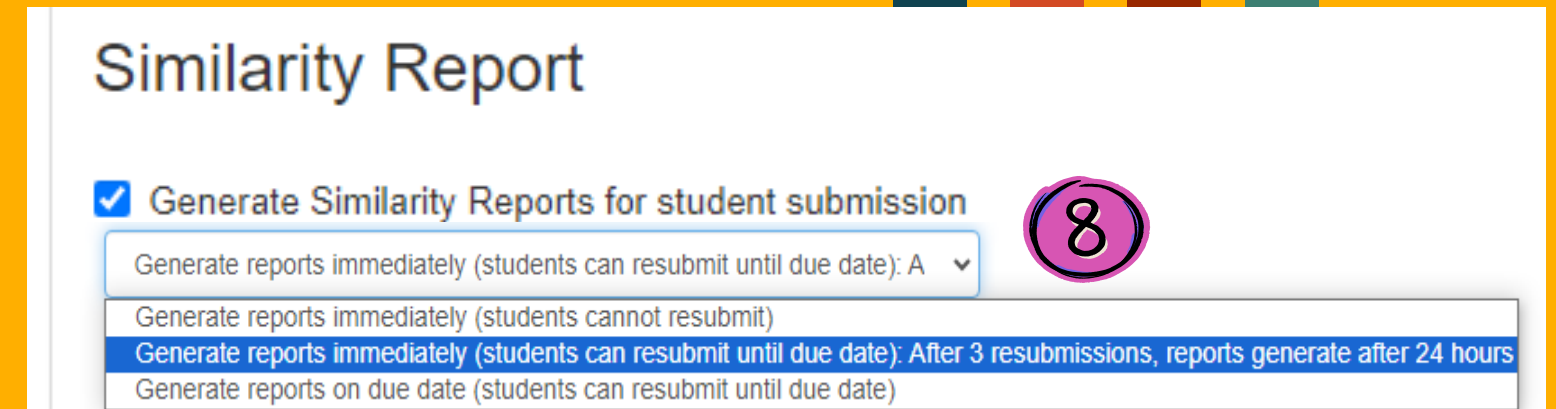
If you enable this setting, it will allow you to create and share grading requirements with your students before the assignment is active.



How to Create an Assignment

Similarity Reports

Similarity Reports for the initial submission, and the next three resubmissions, will generate immediately. After three attempts, a 24-hour wait is enforced to generate Similarity Reports for all subsequent resubmissions.



Similarity Report

Generate Similarity Reports for student submission 8

Generate reports immediately (students can resubmit until due date): A

Generate reports immediately (students cannot resubmit)

Generate reports immediately (students can resubmit until due date): After 3 resubmissions, reports generate after 24 hours

Generate reports on due date (students can resubmit until due date)

8 Tick **Generate Similarity Reports for student submission**

Generate reports immediately (students cannot resubmit)

Students cannot resubmit papers. Originality report is generated immediately.

Generate reports immediately (students can resubmit until due date)

Students may resubmit as often as they wish until the assignment due date. Only the latest submission will be available to the instructor and student. No resubmissions are allowed after the due date. The last report generated is the final report.

Generate reports on due date (students can submit until due date)

Originality reports will not be generated for any submission until the due date. Students may resubmit as many times as needed without receiving reports. Resubmissions may not be made after the due date.



RECOMMENDED
to choose this



How to Create an Assignment

9

Tick **Enable Translated Matching**

This function is to allow your students to submit content in a non-English language, while retaining the ability to match against our vast database of English-language content.

Tick **Allow students to view Similarity Reports**

To allow your students to see their originality reports.

Untick **Exclude bibliographic materials**

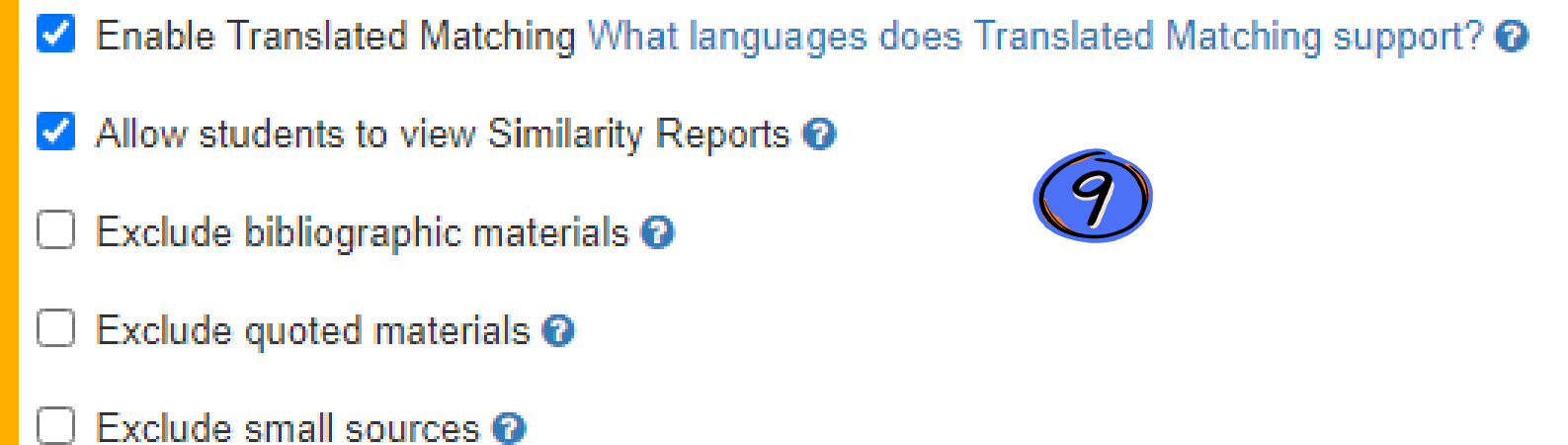
To include bibliographic material in the originality reports.

Untick **Exclude quoted materials**

To include quoted materials in the originality reports.

Untick **Exclude small sources**

To include small sources in the originality reports.



Enable Translated Matching [What languages does Translated Matching support? ?](#)

Allow students to view Similarity Reports [?](#)

Exclude bibliographic materials [?](#)

Exclude quoted materials [?](#)

Exclude small sources [?](#)

9

How to Create an Assignment

10

Compare against

Select specific repository source search options. The ticked options will be targeted in the search.

Compare against

- Student paper repository
- Current and archived web site content
- Periodicals, journals and publications



Exclude assignment template

Upload or create a template of text to be automatically excluded from the Similarity Report.

[Upload Template](#)

[Create Custom Template](#)

Note: Once a submission has been made to the assignment, templates can no longer be added or edited.

[Template Requirements](#) ^

How to Create an Assignment

11

Tick this box to save the current settings for future assignments. Settings can still be altered for each new assignment.

Additional settings

Save these settings for future use 



Submit



12

Click **Submit** to save and exit.

13

Your assignment already created, and you can add more assignment in this class.

IS220						+ Add Assignment
CLASS HOMEPAGE QUICKMARK BREAKDOWN						
	START	DUE	POST	STATUS	ACTIONS	
Master Student						
PAPER	24-Jan-2024 13:28PM	31-May-2024 23:58PM	01-Feb-2024 00:00AM	0 / 1 submitted	View More actions ▼	

Extend an *Assignment* Deadline

BACK

Extend an Assignment Deadline

1

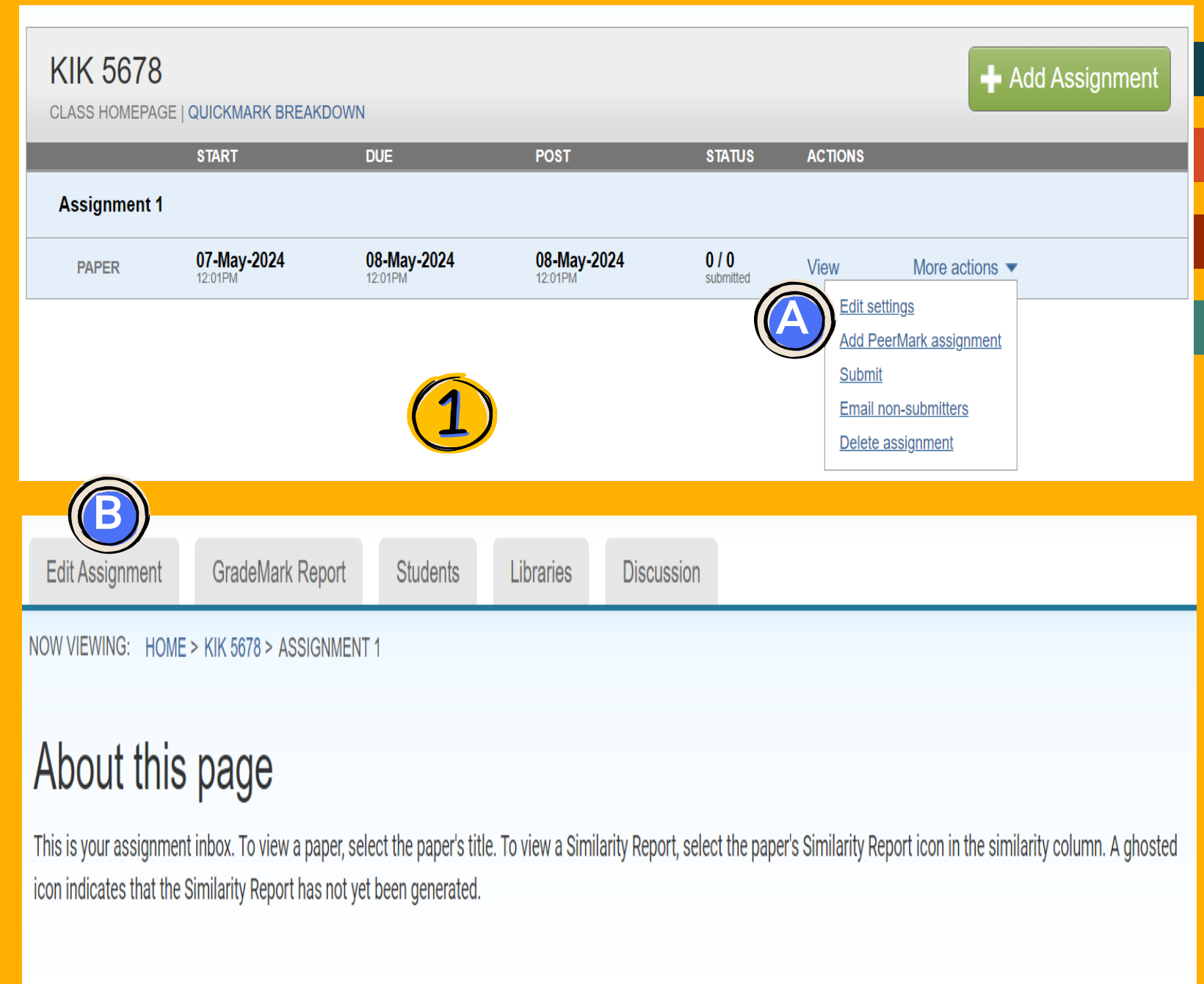
If you would like to extend the deadline of an assignment, first go to the assignment settings.

OPTION


- You can access the assignment settings by selecting the **More actions** dropdown for the assignment you want to edit in the class homepage. From this dropdown select **Edit settings**.


OPTION

- You also can access the assignment settings from the assignment inbox. Select the **Edit Assignment**.



The screenshot displays a class homepage for 'KIK 5678'. At the top right, there is a green '+ Add Assignment' button. Below the class name, there are navigation links for 'CLASS HOMEPAGE' and 'QUICKMARK BREAKDOWN'. A table lists assignments with columns for 'START', 'DUE', 'POST', 'STATUS', and 'ACTIONS'. The first row is for 'Assignment 1', which is a 'PAPER' due on '08-May-2024'. The 'ACTIONS' column for this assignment has a dropdown menu open, showing options: 'Edit settings', 'Add PeerMark assignment', 'Submit', 'Email non-submitters', and 'Delete assignment'. A yellow circle with the number '1' highlights the 'More actions' dropdown. Below the table, there is a navigation bar with buttons for 'Edit Assignment', 'GradeMark Report', 'Students', 'Libraries', and 'Discussion'. A blue circle with the letter 'B' highlights the 'Edit Assignment' button. Below the navigation bar, there is a breadcrumb trail: 'NOW VIEWING: HOME > KIK 5678 > ASSIGNMENT 1'. The main content area is titled 'About this page' and contains text explaining the assignment inbox and similarity reports.

	START	DUE	POST	STATUS	ACTIONS
Assignment 1					
PAPER	07-May-2024 12:01PM	08-May-2024 12:01PM	08-May-2024 12:01PM	0 / 0 submitted	View More actions ▾  Edit settings Add PeerMark assignment Submit Email non-submitters Delete assignment

 Edit Assignment GradeMark Report Students Libraries Discussion

NOW VIEWING: HOME > KIK 5678 > ASSIGNMENT 1

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.

Extend an Assignment Deadline

2

Once you have accessed the assignment settings, you can modify the **Due Date**. Specific times are also selected. After the due date and time, students will be blocked from submitting papers, unless late submissions are enabled.

About this page

To create an assignment, enter an assignment title and choose the start and due dates for the assignment. If you like, you can enter an additional assignment description. By default, papers submitted to this assignment will be checked against all of our databases. If you would like to create a custom search or view other advanced assignment options, click the "Optional settings" link.

Title

Max Grade

Instructions

Start Date

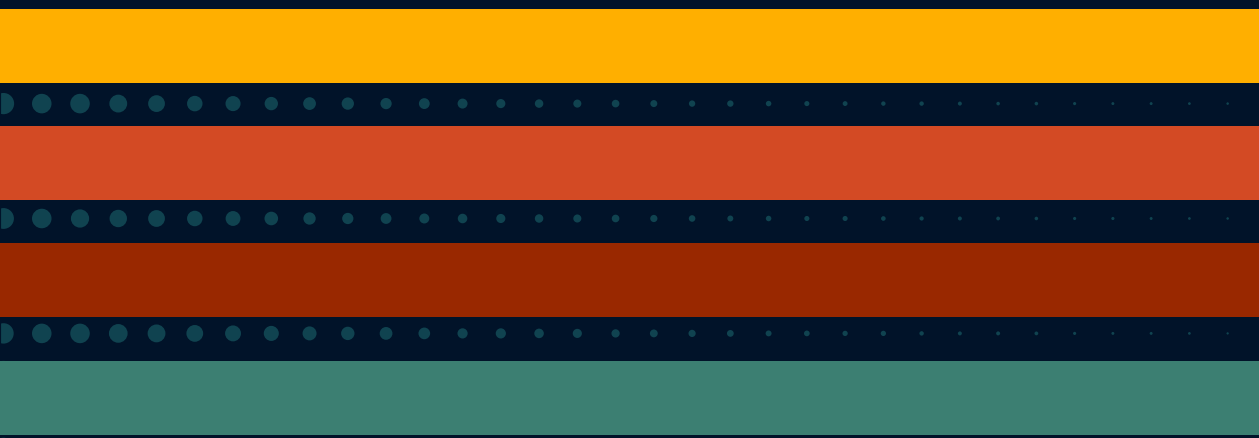
Due Date

2

Submit papers to

Feedback Release Date

 Enable PeerMark[Optional Settings](#)



THANK
YOU

