



HOW TO USE TURNITIN (FOR INSTRUCTOR)

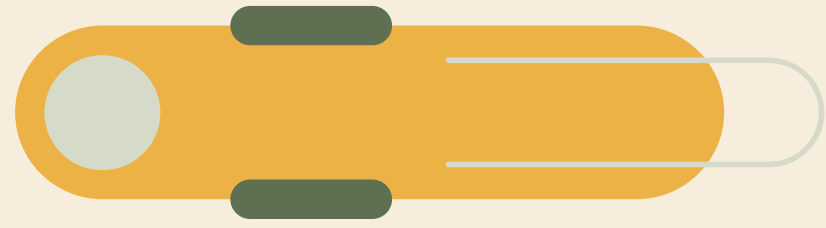
Create an Account

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!

- 01 Setup Turnitin Instructor Account
- 02 User Information / Account Setting
- 03 Log In Turnitin Account

SETUP TURNITIN INSTRUCTOR ACCOUNT



Setup Turnitin Instructor Account means the process of creating or activating an instructor's account in the Turnitin system so that lecturers can use Turnitin to check plagiarism.

SETUP TURNITIN INSTRUCTOR ACCOUNT



- 1 Contact your **Liaison Librarian** to add you (according to your official name) to your institution's account or to confirm your email address. Refer to your **Liaison Librarian**.
-



SETUP TURNITIN INSTRUCTOR ACCOUNT




2 Check your email for the subject line **Set up Your Turnitin Instructor Account.**

3 Click **Set up account** to get started.

Set up Your Turnitin Instructor Account External Inbox x **2**

Turnitin No Reply <noreply@turnitin.com> Unsubscribe
to me ▾



Welcome to Turnitin

Hi Teaching Turnitin,

You've been added to the Turnitin account, Universiti Putra Malaysia. You were added by administrator, Account Admin.

As our newest instructor, you are joining a worldwide community of education specialists. We're glad to have you with us.

Ready to get started?

You're just a few steps away from managing your classes and assignments.

Set up account **3**

SETUP TURNITIN INSTRUCTOR ACCOUNT



4 From the **Account Setup** page, key in your **Email Address** and **Last Name or Family Name**.

5 Click **Next**.

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Account Setup

To set up your account, please enter your email address and last name or family name.

Email Address

Last Name or Family Name

You can find this information in your Turnitin welcome email.

If you no longer have access to this email, ask your Turnitin instructor to look up your email address. If you are an instructor, please refer to your Turnitin administrator for this information.

Next

SETUP TURNITIN INSTRUCTOR ACCOUNT



6 You successfully setup your **Account Setup**.



Account Setup 6

To validate your account, we've sent an email to: psas_plm@upm.edu.my

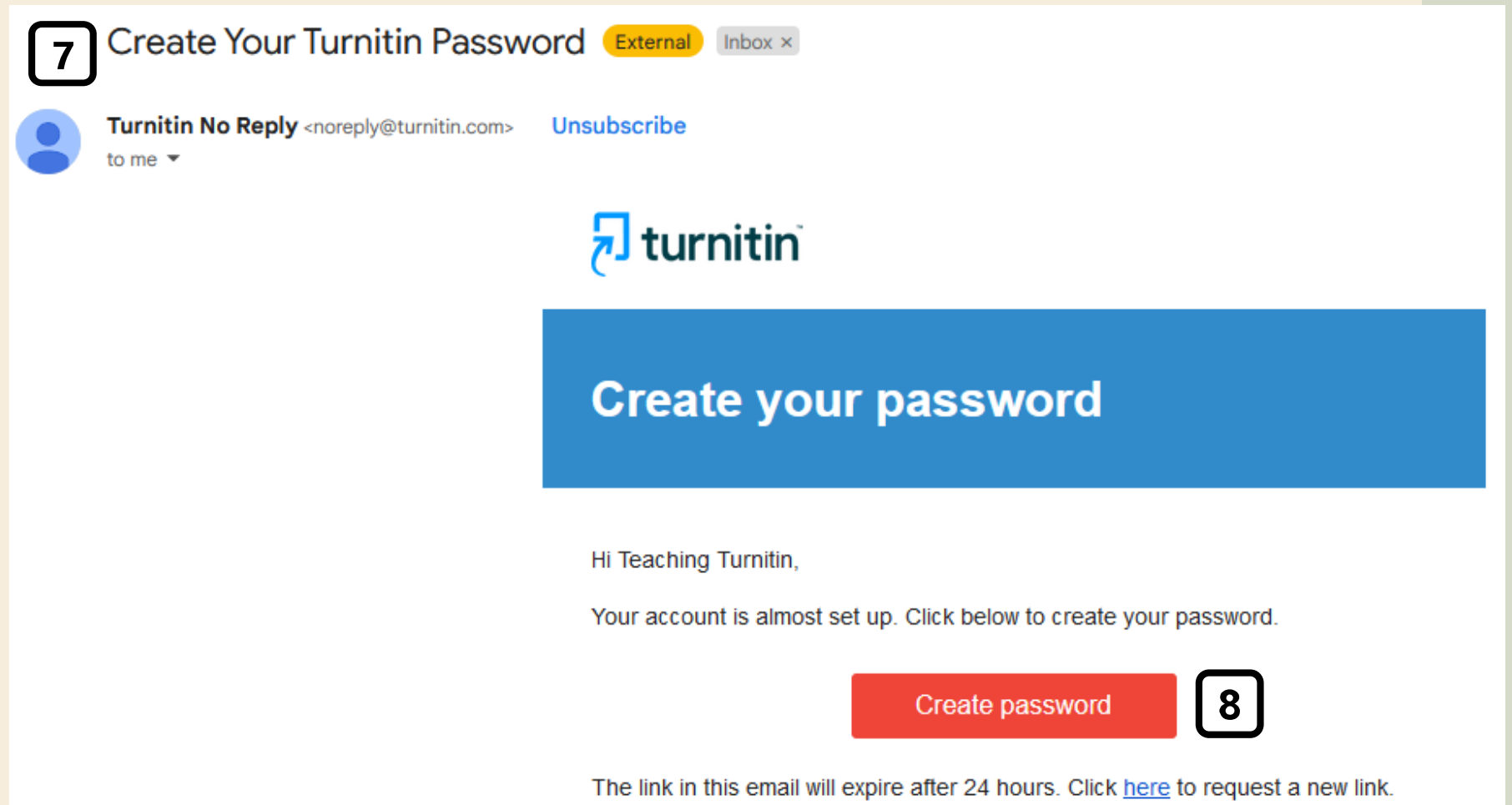
You have 24 hours to click the link in your email to continue with your account setup.

SETUP TURNITIN INSTRUCTOR ACCOUNT



7 Check your email for the subject line **Create Your Turnitin Password.**

8 Click **Create password.**



SETUP TURNITIN INSTRUCTOR ACCOUNT



9 Key in your **Password** and **Confirm Password**.

10 Click **Create Password**.

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Create Your Password

Create a password for your account. Your password must:

- have a minimum of 12 characters
- include at least one number
- include upper and lower case letters
- include at least one special character (~!@#\$%^&*()-_+=[]\|;:'"<>.,?/)

Password

Confirm Password

9

10 [Create Password](#) [Cancel](#)

SETUP TURNITIN INSTRUCTOR ACCOUNT



11 Your Account Setup Complete.

12 Click **Login**.



Account Setup Complete **11**

You can now log in to your account using your email address and password.

Learn more about your next steps by checking out our [quick start guides](#).

Log in

12



**DO NOT SHARE
YOUR TURNITIN
ACCOUNT
PASSWORD
WITH YOUR
STUDENTS**



SETUP TURNITIN INSTRUCTOR ACCOUNT



13 Welcome to Turnitin!. Choose your **Secret question** from the drop-down menu and key in your **Question answer**.

14 Then click **Next**.



Welcome to Turnitin!


You have been added as an instructor to the account **Universiti Putra Malaysia**.

Before you can get started, we want to confirm your user information and give you the chance to set up your secret question and answer. Please feel free to change any other information as needed.

When you are done, click "next" to continue.


your email *

Secret question *
  

Question answer *
 

your first name *

your last name *



SETUP TURNITIN INSTRUCTOR ACCOUNT



15 Click **I Agree – Continue** from the User Agreement page.

User Agreement

Our user agreement has been updated. Please read our user agreement below and agree or disagree to its terms and conditions:

Turnitin End-User License Agreement

***Users who are not in the European Union refer to Section A only.**

****Users in the European Union refer to Section B.**

Protecting your personal data and privacy is our top priority. We are fully committed to transparency, accountability and using technology responsibly, no matter what changes emerge from our rapidly evolving digital world. We implement appropriate technical and organizational

15

I Agree -- Continue

[I Disagree -- Logout](#)

SETUP TURNITIN INSTRUCTOR ACCOUNT



16 You're all set. Now, you can use the details you've just created to log in to the Turnitin.

The screenshot shows the Turnitin instructor interface. At the top right, there is a navigation bar with links for Teaching Turnitin, User Info, Messages, Instructor, English, Community, Help, and Logout. The Turnitin logo is on the left. Below the logo are three buttons: All Classes, Join Account (TA), and Quick Submit. The main content area has a light blue background and includes the text 'NOW VIEWING: HOME' and 'About this page'. Below this, it says '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.' At the bottom, there is a grey bar with the text 'Universiti Putra Malaysia' and a '16' badge. On the right side of this bar is a green '+ Add Class' button. At the bottom right, there are three buttons: All Classes, Expired Classes, and Active Classes.

SETUP TURNITIN INSTRUCTOR ACCOUNT



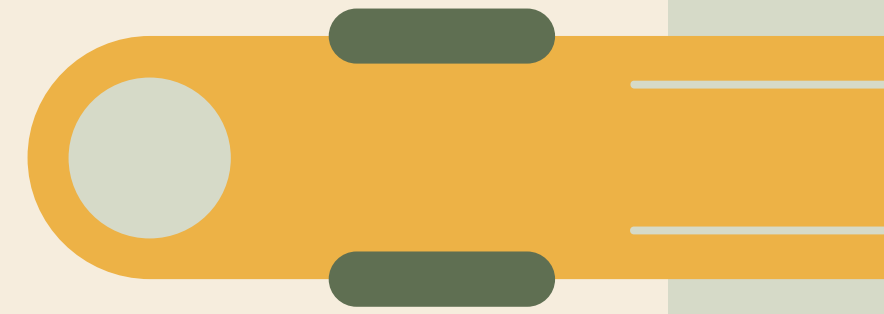
17 Check your email for the subject line **Your Account Is Now Set Up**.

18 Click **Quick Start Guides** for more details.

The screenshot shows an email interface. At the top, a notification box contains the number '17' and the subject line 'Your Account Is Now Set Up'. To the right of the subject line are labels for 'External' and 'Inbox x'. Below the subject line, the sender is identified as 'Turnitin No Reply <noreply@turnitin.com>' with an 'Unsubscribe' link and 'to me' text. The Turnitin logo is displayed below the sender information. A large blue banner contains the text 'Your account is up and running'. The main body of the email starts with 'Hi Teaching Turnitin,' followed by 'Congratulations on creating your Turnitin account!'. A section titled 'Here are your next steps...' contains the text 'Check out our easy-to-absorb quick start guides and learn more about the Turnitin experience.' Below this text is a red button labeled 'Quick start guides' with a '18' notification icon to its right. At the bottom, the text reads 'Or... If you're ready to go, [log in now](#).'



USER INFORMATION/ ACCOUNT SETTING



Used to manage your profile details and account preferences.

USER INFORMATION/ ACCOUNT SETTING



- 1 From your **Turnitin** homepage, click **User Info**.

Teaching Turnitin | **User Info** | Messages | Instructor ▾ | English ▾ | Community | ? Help | Logout

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All Classes | Join Account (TA) | Quick Submit

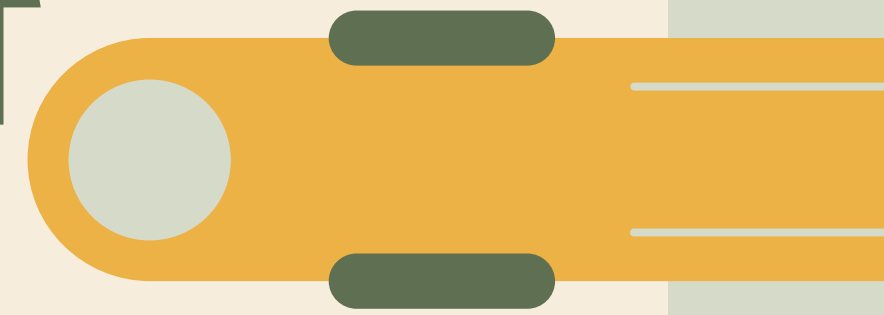
NOW VIEWING: [HOME](#)

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.

Universiti Putra Malaysia + Add Class

All Classes | Expired Classes | Active Classes

LOG IN TURNITIN ACCOUNT



This refers to the process of accessing your Turnitin account by entering your login credentials. Users need to provide their registered **email/username** and **password** to sign in to the Turnitin system.



After logging in, users can access the Turnitin dashboard to perform tasks such as **submitting assignments**, **checking similarity reports**, and **managing classes or papers**.

LOG IN TURNITIN ACCOUNT



1 Type **turnitin.com** from any web browser.

2 Click **Log In**.

3 Click **Log In as instructor or student**.

The screenshot shows the Turnitin website interface. Callout 1 points to the browser address bar containing 'turnitin.com'. Callout 2 points to the 'Log In' link in the top right navigation menu. Callout 3 points to the 'Log in as instructor or student' option in the dropdown menu that appears after clicking 'Log In'. The main content area features a large heading 'Leading the next chapter of learning integrity' and a 'Chat with an expert' button. A woman holding a book is visible on the right side of the page.

LOG IN TURNITIN ACCOUNT



4

Key in your **email address**. Please make sure you are registered for your Turnitin account.

5

Enter your **password**. Please remember your password for the first time you create Turnitin account.

6

Click the **Log in** button.

The screenshot shows the Turnitin login interface. At the top is the Turnitin logo. Below it is the heading "Log in to Turnitin". There are three input fields: "Email address" (with a yellow highlight and callout 4), "Password" (with a white highlight and callout 5), and a "Log in" button (with callout 6). Below the "Log in" button is an "Or" separator and two social login buttons: "Sign in with Google" and "Log in with Clever". At the bottom, there are links for "Forgotten your password? Click here.", "Need more help? Click here.", and "New user? Click here.", followed by a "Privacy Policy" link and a short privacy notice.

LOG IN TURNITIN ACCOUNT



7 You have successfully accessed Turnitin.

The screenshot shows the Turnitin instructor interface. At the top right, there is a navigation bar with links: Teaching Turnitin | User Info | Messages | Instructor | English | Community | Help | Logout. The Turnitin logo is on the left. Below the logo are three buttons: All Classes (highlighted), Join Account (TA), and Quick Submit. The main content area has a header 'NOW VIEWING: HOME' and a notification box with a '7' icon. Below this is the text 'About this page' and a description: '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.' The main content area is titled 'Universiti Putra Malaysia' and includes a '+ Add Class' button. Below this is a table with columns: Class ID, Class name, Status, Start Date, End Date, Edit, Copy, and Delete. The table contains one row for a 'Training Class' with ID 52082500, status 'Active', start date '19-Feb-2020', and end date '03-Apr-2020'. There are also tabs for 'All Classes', 'Expired Classes', and 'Active Classes'.

Class ID	Class name	Status	Start Date	End Date	Edit	Copy	Delete
52082500	Training Class	Active	19-Feb-2020	03-Apr-2020			





THANK YOU