

# 3 Easy Steps to Turnitin for Instructors

Instructions created by eLearning Services

Medicine, Nursing and Health Sciences

[elearning.med.monash.edu.au](http://elearning.med.monash.edu.au)

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# 3 Easy Steps to Turnitin for Instructors

## STEP 1

### Creating a Class

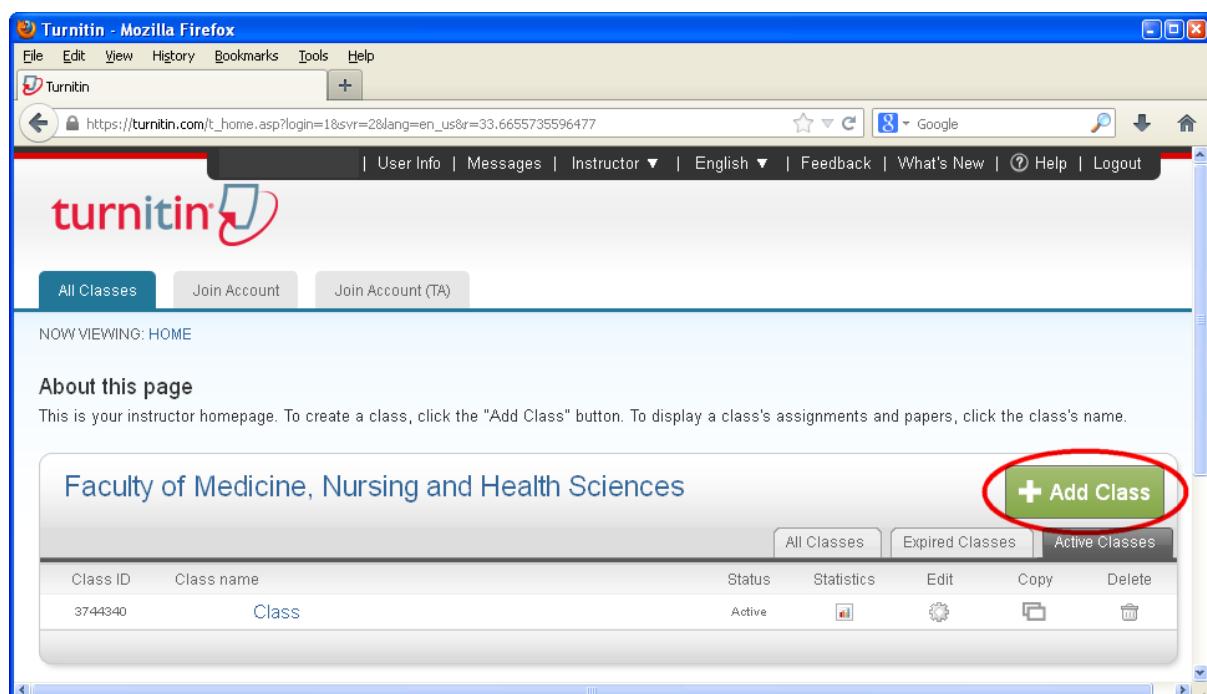
The class is used to organise students and student submissions into groups. Usually, a class is created for each individual unit.

A class and its assignments are fully available to the instructor between the date of the class creation and the selected expiration date. Once a class has expired, the information and assignments in the class are viewable but no new submissions or assignments may be made. The instructor is capable of extending the expired class to reactivate it.

#### **TO CREATE A CLASS**

**Login to your Turnitin account – [www.turnitin.com](http://www.turnitin.com)**

Click the "Add Class" button on your instructor homepage.



The screenshot shows a Mozilla Firefox browser window with the Turnitin homepage loaded. The URL in the address bar is [https://turnitin.com/t\\_home.asp?login=1&svr=2&lang=en\\_us&r=33.6655735596477](https://turnitin.com/t_home.asp?login=1&svr=2&lang=en_us&r=33.6655735596477). The page title is "Turnitin - Mozilla Firefox". The Turnitin logo is at the top left. The top navigation bar includes "User Info", "Messages", "Instructor", "English", "Feedback", "What's New", "Help", and "Logout". Below the navigation is a search bar and a "Logout" link. The main content area shows "NOW VIEWING: HOME". A sub-navigation bar at the top of this area includes "All Classes", "Join Account", and "Join Account (TA)". Below this is a section titled "About this page" with the text: "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." A large green button with a white plus sign and the text "Add Class" is prominently displayed. This button is circled in red. Below the "Add Class" button is a table with columns for "Class ID", "Class name", "Status", "Statistics", "Edit", "Copy", and "Delete". The table shows one row with Class ID 3744340 and Class name "Class". The "Status" column shows "Active".

On the next screen enter the following information:

- the name for the class
- the class enrolment password

Select the end date for the class. Once the end date has passed, the class will not be accessible for submissions unless the class is reactivated.

 **TIP:** Set reasonable end dates eg. end of each semester. Closing off classes that are no longer required will maximize use for everyone. Our Turnitin license depends on the number of active classes and students.

Turnitin - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Turnitin

https://turnitin.com/t\_modify\_class.asp?r=5.47950294463639&svr=3&lang=en\_us&aid=46277

User Info | Messages | Instructor | English | Feedback | What's New | Help | Logout

turnitin

All Classes Join Account Join Account (TA)

NOW VIEWING: HOME

**About this page**

To create a class, enter a class name and a class enrollment password. Click submit to add the class to your homepage. For a master class, you will also need to enter a TA join password.

**Create a New Class**

Class type \* **Class type**  
Standard class

Class name \* **Class name**  
Sample Class

Enrollment password \* **Password**  
2013sample

Class start date 08-Jul-2013

Class end date **Class end date**  
31-Dec-2013

**Submit**



Click "submit" to add the class. Class information will be displayed in a pop-up window containing the ID and enrolment password for confirmation.

All Classes Join Account Join Account (TA)

NOW VIEWING: HOME

**Congratulations! You have created a new class.**

**Class created**

Congratulations! You have just created the new class: Sample Class

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

**Faculty of Medicine**

Class ID 6625406  
Enrollment password 2013sample

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 password by editing the class.

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

**Continue**

**Add Class**

Created Classes Active Classes

Edit Copy Delete

[Watch a short video on How to Create a Class](#)

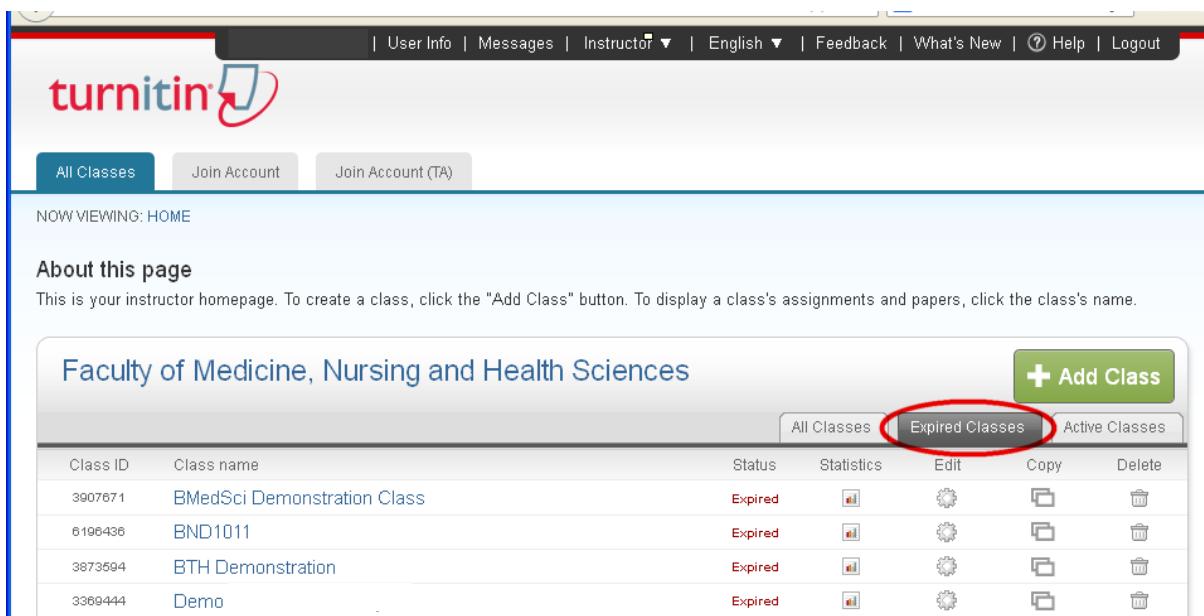
## NOTIFY STUDENTS OF CLASS ID AND PASSWORD

After creating the class, notify students of the Class ID and password information. This will allow them to enrol into the class you've created, however they will not be able to submit an assignment until you create an assignment dropbox within the class.

## EXPIRED CLASSES

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

When a class expires it no longer appears on the active classes list. To view expired classes only, click on the "expired classes" tab on the Turnitin instructor homepage. The 'all classes' tab will list both active and expired classes.



The screenshot shows the Turnitin instructor homepage. At the top, there is a navigation bar with links for User Info, Messages, Instructor, English, Feedback, What's New, Help, and Logout. Below the navigation bar, there is a logo for 'turnitin' and three buttons: 'All Classes', 'Join Account', and 'Join Account (TA)'. The text 'NOW VIEWING: HOME' is displayed. Under the heading 'About this page', 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.' Below this, there is a section titled 'Faculty of Medicine, Nursing and Health Sciences' with a 'Add Class' button. A table lists five classes: 'BMedSci Demonstration Class', 'BND1011', 'BTH Demonstration', and 'Demo', all of which are marked as 'Expired'. The 'Expired Classes' tab is highlighted with a red circle. The table has columns for Class ID, Class name, Status, Statistics, Edit, Copy, and Delete.

Class ID	Class name	Status	Statistics	Edit	Copy	Delete
3907671	BMedSci Demonstration Class	Expired				
6196436	BND1011	Expired				
3873694	BTH Demonstration	Expired				
3369444	Demo	Expired				

## REACTIVATING AN EXPIRED CLASS

An expired class can only be reactivated by the instructor. The "edit" icon can be used to reactivate the course by giving it a new end date. The instructor can change the end date of the class from the class update screen. Once the end date has been changed, the instructor must click on "submit" to save the new end date and reactivate the class.

#### 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.



Faculty of Medicine, Nursing and Health Sciences

**+ Add Class**

Class ID	Class name	Status	Statistics	Edit	Copy	Delete
3907671	<a href="#">BMedSci Demonstration Class</a>	Expired				
6196436	<a href="#">BND1011</a>	Expired				
3873594	<a href="#">BTH Demonstration</a>	Expired				
3369444	<a href="#">Demo</a>	Expired				

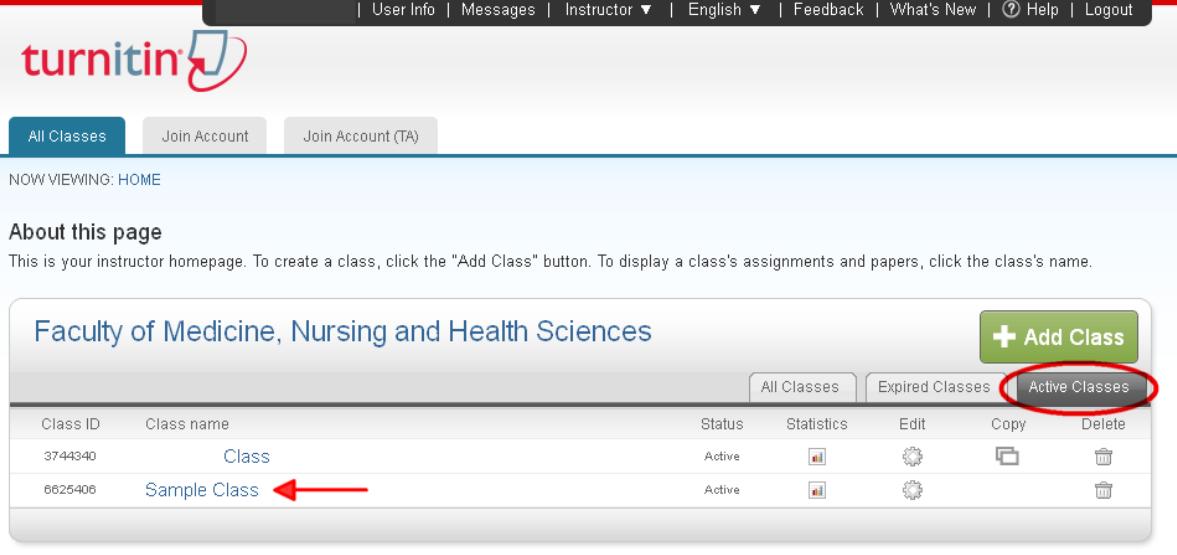
## STEP 2

### Adding an Assignment

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

To create an assignment:

- Click on the class name.



User Info | Messages | Instructor ▾ | English ▾ | Feedback | What's New | [Help](#) | Logout

turnitin

All Classes Join Account 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.

Faculty of Medicine, Nursing and Health Sciences

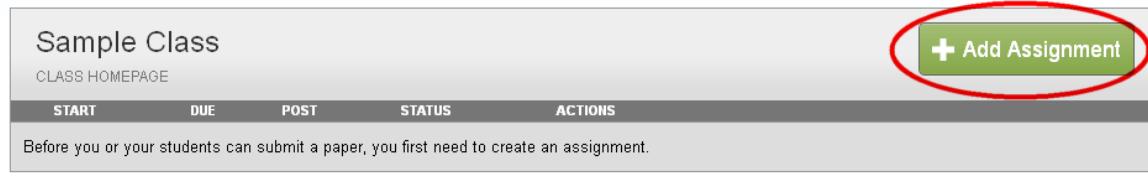
**+ Add Class**

All Classes	Expired Classes	Active Classes				
Class ID	Class name	Status	Statistics	Edit	Copy	Delete
3744340	<a href="#">Class</a>	Active				
6625406	<a href="#">Sample Class</a>	Active				

- Click on the "Add Assignment" link to the upper right hand corner of the screen.

### 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.



Sample Class  
CLASS HOMEPAGE

START DUE POST STATUS ACTIONS

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

**+ Add Assignment**

- Select "Paper Assignment" using the radio buttons, then "Next Step"
- Create a name for the assignment.
- Set the assignment Start, Due, and Post dates and times.

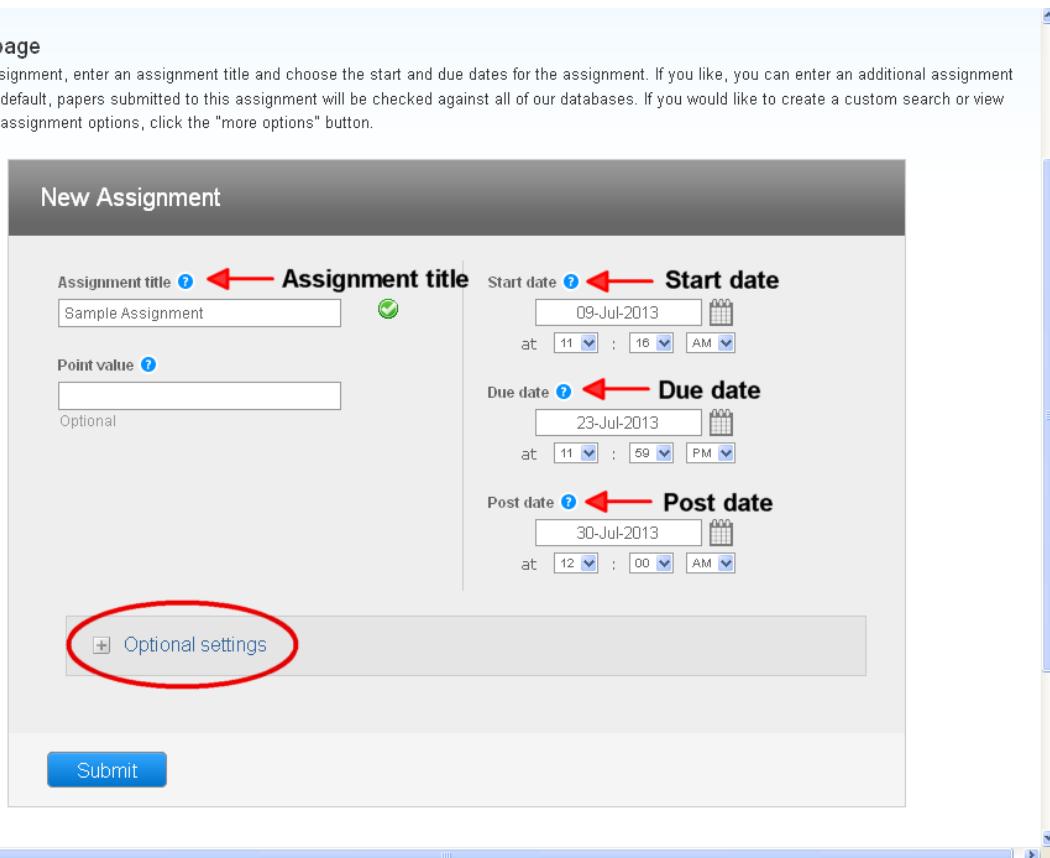


**NOTE:** Post dates is a feature of Turnitin we don't use but is a mandatory field. It must be set to at least one day after the Due Date.

- Click on the (+) link for "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 "more options" button.



New Assignment

Assignment title  **Assignment title**

Start date  **Start date**

at 11 : 16 AM

Due date  **Due date**

at 11 : 59 PM

Post date  **Post date**

at 12 : 00 AM

**[+] Optional settings**

Submit

Close options

Enter special instructions [?](#)

Allow submissions after the due date? [?](#)

Yes  
 No

Instructors can allow late submissions. These will be marked in red text in the date column of the inbox.

Originality Report [?](#)

Generate Originality Reports for submissions? [?](#)

Yes  
 No

Originality Report: Select YES to generate an originality report.

Generate Originality Reports for student submissions? [?](#)

Immediately (can overwrite reports until due date) [?](#)

Exclude bibliographic materials from Similarity Index for all papers in this assignment? [?](#)

Yes  
 No

Select NO to include bibliographic material in the originality report.

Exclude quoted materials from Similarity Index for all papers in this assignment? [?](#)

Yes  
 No

Select NO to include quoted materials in the originality report.

Exclude small matches? [?](#)

Yes  
 No

Select NO to include small matches in the originality report.

Allow students to see Originality Reports? [?](#)

Yes  
 No

Select YES to allow students to see their originality report.

Submit papers to: [?](#)

No repository [?](#)

Select whether to add papers to the repository or not

Search options: [?](#)

Student paper repository  
 Institution paper repository  
 Current and archived Internet  
 Periodicals, journals, & publications

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

Would you like to save these options as your defaults for future assignments?

**Submit**

**Optional Settings**

Special instructions: Add extra information regarding the assignment submission here.

Immediately (first report is final):  
 Students cannot resubmit papers. Originality report is generated immediately.

Immediately (can overwrite reports 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.

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

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

- Scroll to the bottom and click the Submit button to finish.

## STEP 3

### Originality Reports

#### INTERPRETING RESULTS

The Originality Reports provide a summary of the matching text found in a submitted paper. The percentage indicates the overall similarity index of the paper, based on how much matching text was found (as a percentage of the total text in the submission). A breakdown of the indexes with the colour code is listed below:

0% (a valid result)--Blue icon

1-24%--Green icon

25-49%--Yellow icon

50-74%--Orange icon

75-100%--Red icon

Once you see the percentage icon, it means that the report has generated. If you click on the icon, the report will load for you.

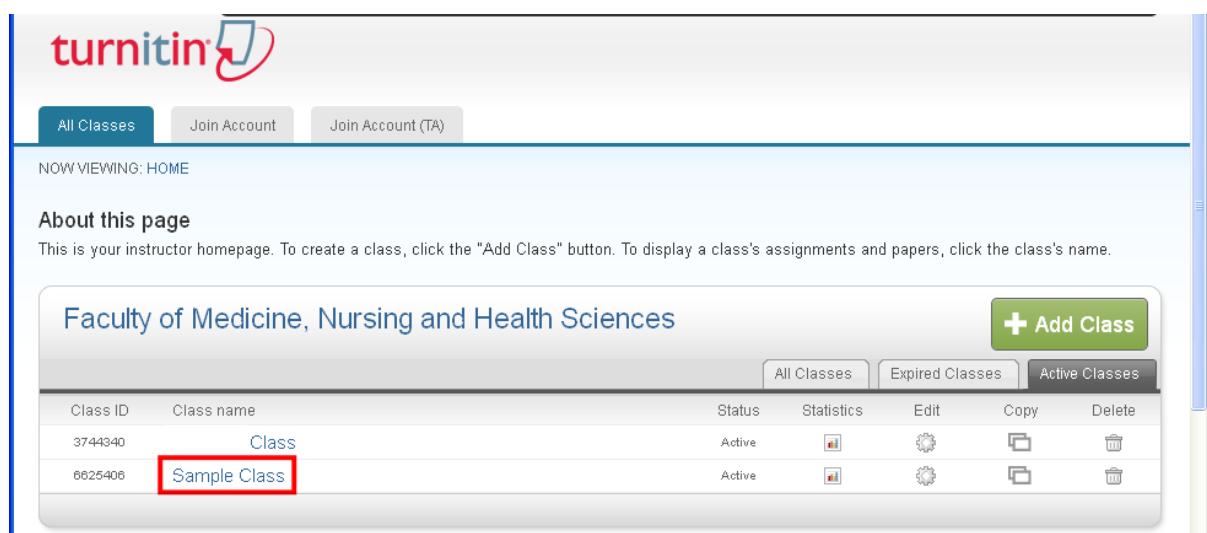
Turnitin does not determine whether a paper has or has not been plagiarised. Originality Reports are simply tools to help instructors locate potential sources of plagiarism, or text which may have been incorrectly cited. Therefore, only instructors can deem what is a "good" or "bad" score, as interpretation of the data can only be made by the instructor.

#### HOW DO I VIEW MY STUDENT'S ORIGINALITY REPORT?

Once students have submitted their papers to your class, Originality Reports will be generated for the submissions and you will be able to locate them within your Assignment inbox.

To view the Originality Reports for your students' submissions, please do the following:

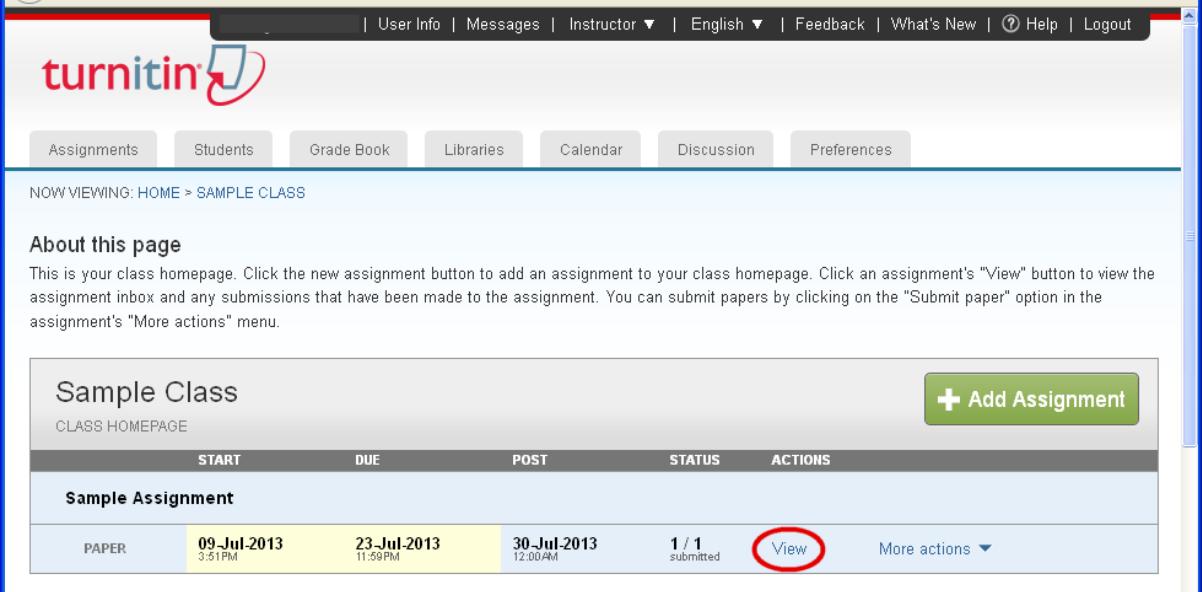
- Log into your Turnitin account
- Click on the class name



The screenshot shows the Turnitin Instructor homepage. At the top, there are buttons for 'All Classes', 'Join Account', and 'Join Account (TA)'. Below that, a message says 'NOW VIEWING: HOME'. Under 'About this page', 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.' A large green button labeled '+ Add Class' is visible. The main area is titled 'Faculty of Medicine, Nursing and Health Sciences'. Below it is a table with columns: Class ID, Class name, Status, Statistics, Edit, Copy, and Delete. Two rows are shown: one for 'Class' (Status: Active) and one for 'Sample Class' (Status: Active). The 'Sample Class' row is highlighted with a red box.

Class ID	Class name	Status	Statistics	Edit	Copy	Delete
3744340	Class	Active				
6625406	Sample Class	Active				

- Click on "view" for the assignment in question

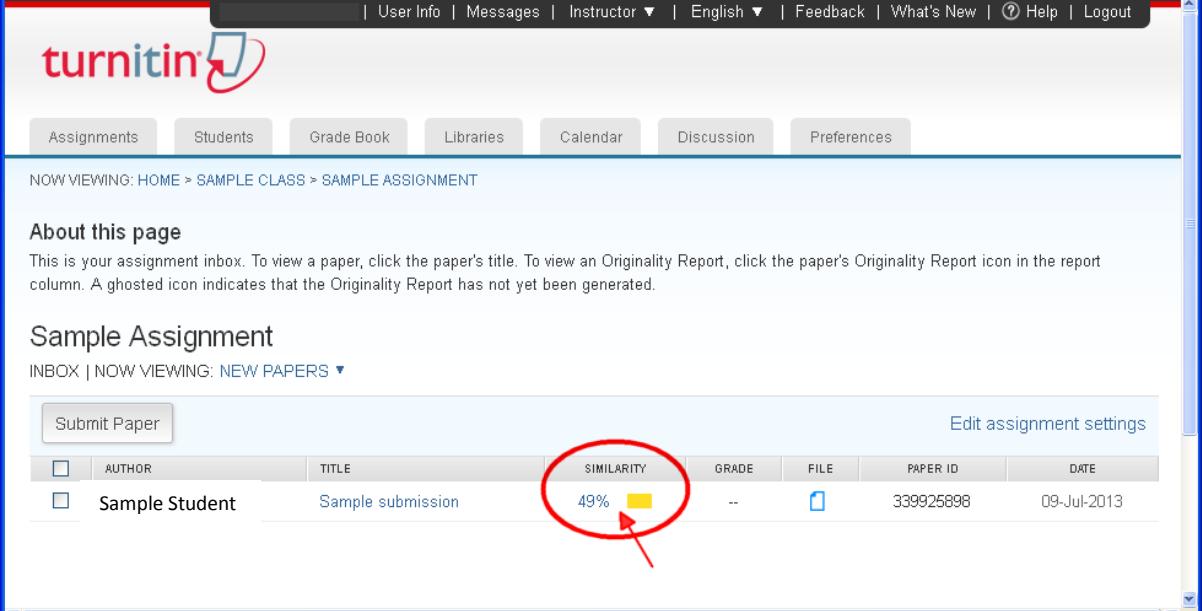


**Sample Class**

CLASS HOMEPAGE

	START	DUE	POST	STATUS	ACTIONS
<b>Sample Assignment</b>	09-Jul-2013 3:51PM	23-Jul-2013 11:59PM	30-Jul-2013 12:00AM	1 / 1 submitted	<a href="#">View</a> <a href="#">More actions ▾</a>

- Click on the percentage or colour-coded box under the "Similarity" heading. Do **not** click the title of the paper, as this will not open the Originality Report, and will instead open the paper in GradeMark.



**Sample Assignment**

INBOX | NOW VIEWING: NEW PAPERS ▾

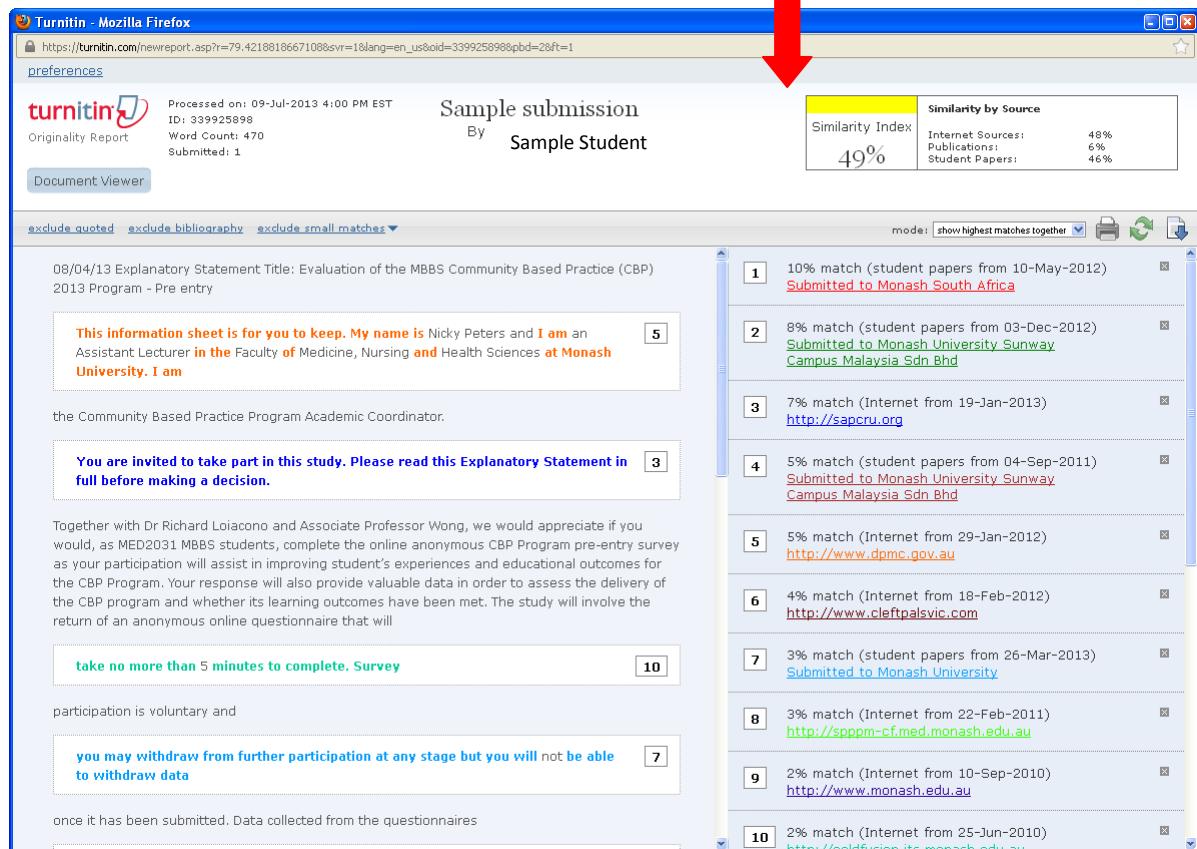
	AUTHOR	TITLE	SIMILARITY	GRADE	FILE	PAPER ID	DATE
<input type="checkbox"/>	Sample Student	Sample submission	49% 	--		339925898	09-Jul-2013

- The Originality Report will open in a new window. Please make sure to disable your pop-up blocker.

## Sample submission

By Sample Student

Similarity Index		Similarity by Source	
49%			
Internet Sources:	48%		
Publications:	6%		
Student Papers:	46%		



Turnitin - Mozilla Firefox  
https://turnitin.com/newreport.asp?i=79.421881866710&svr=1&lang=en\_us&old=339925898&pb=2&ft=1  
preferences

Turnitin Originality Report  
Processed on: 09-Jul-2013 4:00 PM EST  
ID: 339925898  
Word Count: 470  
Submitted: 1

Document Viewer  
exclude quoted exclude bibliography exclude small matches▼

Sample submission  
By Sample Student

Similarity Index  
49%

Similarity by Source

Internet Sources:	48%
Publications:	6%
Student Papers:	46%

08/04/13 Explanatory Statement Title: Evaluation of the MBBS Community Based Practice (CBP) 2013 Program - Pre entry

This information sheet is for you to keep. My name is Nicky Peters and I am an Assistant Lecturer in the Faculty of Medicine, Nursing and Health Sciences at Monash University. I am

the Community Based Practice Program Academic Coordinator.

You are invited to take part in this study. Please read this Explanatory Statement in full before making a decision.

Together with Dr Richard Loiacono and Associate Professor Wong, we would appreciate if you would, as MED2031 MBBS students, complete the online anonymous CBP Program pre-entry survey as your participation will assist in improving student's experiences and educational outcomes for the CBP Program. Your response will also provide valuable data in order to assess the delivery of the CBP program and whether its learning outcomes have been met. The study will involve the return of an anonymous online questionnaire that will

take no more than 5 minutes to complete. Survey

participation is voluntary and

you may withdraw from further participation at any stage but you will not be able to withdraw data

once it has been submitted. Data collected from the questionnaires

mode: show highest matches together

1 10% match (student papers from 10-May-2012)  
Submitted to Monash South Africa

2 8% match (student papers from 03-Dec-2012)  
Submitted to Monash University Sunway Campus Malaysia Sdn Bhd

3 7% match (Internet from 19-Jan-2013)  
http://sapcru.org

4 5% match (student papers from 04-Sep-2011)  
Submitted to Monash University Sunway Campus Malaysia Sdn Bhd

5 5% match (Internet from 29-Jan-2012)  
http://www.dpmc.gov.au

6 4% match (Internet from 18-Feb-2012)  
http://www.clefpalsvic.com

7 3% match (student papers from 26-Mar-2013)  
Submitted to Monash University

8 3% match (Internet from 22-Feb-2011)  
http://spppm-cf.med.monash.edu.au

9 2% match (Internet from 10-Sep-2010)  
http://www.monash.edu.au

10 2% match (Internet from 25-Jun-2010)  
http://coldfusion.its.monash.edu.au

If a student states that they have submitted a paper but it is not in your inbox, please request the digital receipt from your student.

### DEFINITION:

**Digital Receipt:** This automatically appears on-screen after a successful submission to Turnitin. The digital receipt is also emailed to the student. It includes a paper ID which can be used to track where the paper is. If a digital receipt is not received at any point, then the paper was not successfully submitted to Turnitin.

**FOR FURTHER INFORMATION:** [Turnitin Support Centre](#)