

JAYPEE UNIVERSITY OF INFORMATION TECHNOLOGY

(Established by H.P. State Legislature vide Act No. 14 of 2002)

TO CREATE YOUR TURNITIN INSTRUCTOR PROFILE

STEP 1:

- You will receive an email from Turnitin asking to set up your Instructor Account.
- Click on the 'Get Started' link given in the email.



Welcome to Turnitin

Hi Suresh Kumar,

You've been added as an instructor to the account, Jaypee University of Information Technology, by Suresh Kumar Chauhan.

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

Ready to set up your classes?

Get Started

This screen will appear and click on the 'Create your password'.

Click here to create your password.

1 Create Your Password

You'll need your email address and last name to create your Turnitin account password and set your security information; this information can be found in your welcome email. You can then log into Turnitin and begin customizing your account.

2 Create a Class

The creation of a class is the first step towards using the Turnitin services available to your institution. A Turnitin class groups assignments, helping you to organize student submissions. Once your classes have been created, you can start creating assignments.

[Read More](#)

3 Create an Assignment

Once your class is ready, it's time to set up your first assignment. A Turnitin assignment forms the basis of accepting student submissions. Once your assignments are set up, you start adding students to your class.

[Read More](#)

4 Add Students

There are three routes available for adding students. You may find it convenient to add students one by one, or add a large portion of students at once by uploading a list. Alternatively, why not allow your students to enroll themselves at their own pace?

This link prompts you to Account Setup

Please write your email ID and your Surname.

- After this you will receive an email to create your password. Follow the link
- The next screen prompts you to create your password. (Your password must be between 6 to 12 characters in length, containing at least one letter and one number.)

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

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Your Instructor 'Account Setup' is completed.

Account Setup Complete

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

[Log in Now](#)

Now login to Turnitin account

STEP 2:

Once you Login to the turnitin account. You need to update your profile and then click 'next' to continue.

Please accept user agreement by clicking on 'I Agree –Continue' option to move further.

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.

The screenshot shows the 'Class settings' form with the following fields:

- Class type: Standard
- Class name: B.Tech
- Enrollment password: 123456
- Subject area(s): Engineering x
- Student level(s): Graduate x
- Class start date: 12-Jan-2017
- Class end date: 16-Jul-2017

Buttons: Cancel, Submit

Now you will see this information at your Instructor Account homepage.

The screenshot shows the Turnitin Instructor Account homepage for Suresh Kumar Chauhan. The 'User Info' tab is circled in red. The page includes the Turnitin logo, navigation tabs (All Classes, Join Account, Join Account (TA)), and a section for 'About this page' with instructions on how to create a class. A green '+ Add Class' button is visible in the bottom right corner of the main content area.

Now, click at 'User Info' tab available at top right side of the screen.

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Please update the information if you want to.

The screenshot shows a web interface for 'User Information/Account Settings'. It is divided into two main sections: 'User Information' and 'Account Settings'.
User Information: Includes fields for 'User name' (with a note: '(Must be a valid email address)'), 'Password' (with a note: '(Case sensitive, must contain 6-12 characters and at least one letter and one number)'), 'Confirm password', and 'Secret question'.
Account Settings: Includes 'Feedback Studio' (set to 'Off'), 'Default user type' (set to 'Instructor'), 'Default submission type' (set to 'Single file upload'), 'Activate quick submit' (with a 'No' button highlighted by a red box), 'Items per page' (set to '25'), and 'File download format'.
A red box highlights the 'No' button under 'Activate quick submit', with a red arrow pointing to another red box containing the text: 'Please select 'No' to activate quick submit'.

If you will run any document for plagiarism check from this Quick Submit button, it will by default get saved in the turnitin repository.

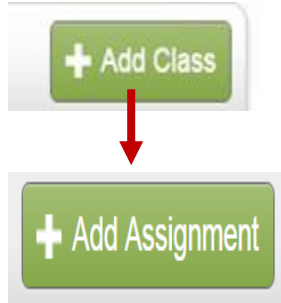
If you want that turnitin should not store checked paper in its repository then please follow STEP 3.

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STEP 3:

You need to create a 'class' and then 'assignment' to check projects and papers of students.



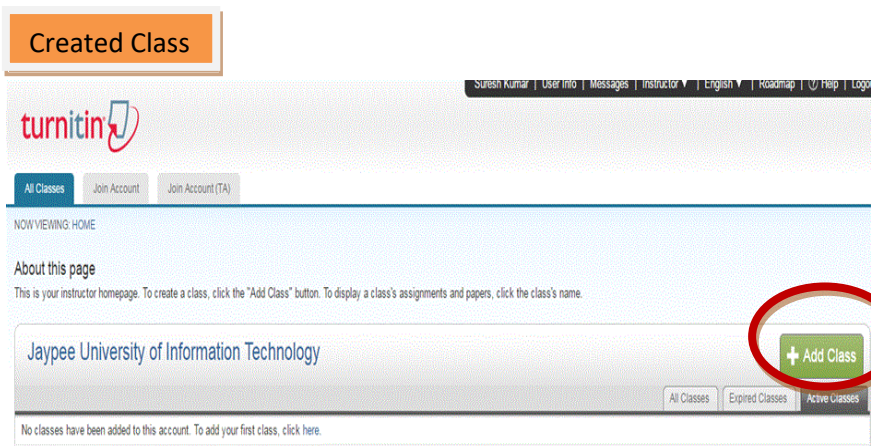
Add a Class:

Click the add class button on your instructor homepage.
Enter the name of the class and enrollment password on next screen.
Select the end date for class.

Add Assignment:

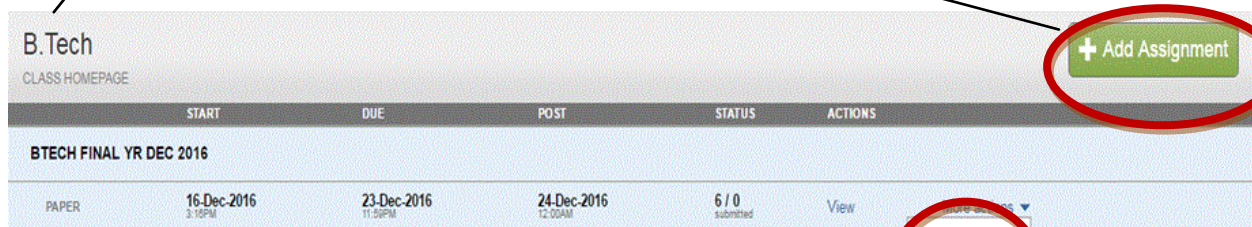
Open the class and click on Add Assignment button and follow the instructions.

While adding class, one can change '**optional setting**' option in which you can exclude some portion/s for plagiarism checking. The setting also gives an option whether you want to deposit report in the turnitin repository or not, please select '**No Repository**' option.



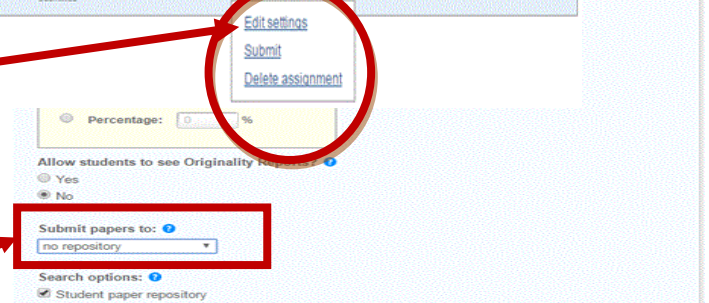
Please click at + Add Class for adding a class and fill-up the information as you need.

Once 'Class' is created, please 'add assignment'



'Edit Settings' option is to set what you want to include/exclude while running any document for plagiarism check.

Always keep 'no repository' option in settings so that checked document should not get stored in the final repository of Turnitin.

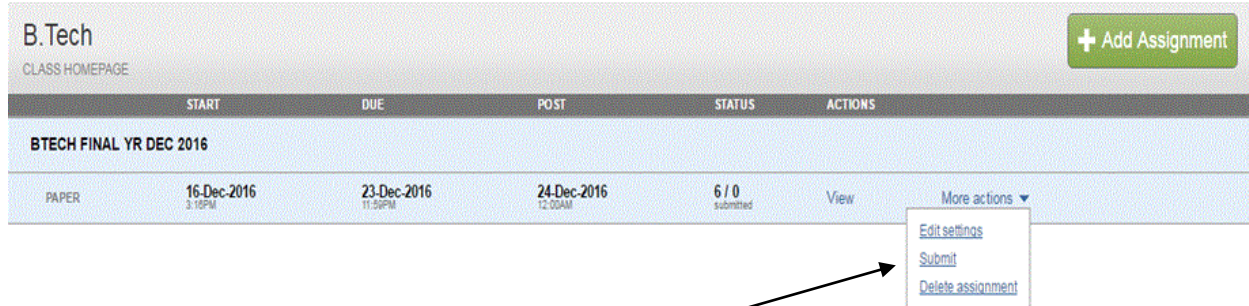


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STEP 4:

Submit a document for plagiarism check.



B.Tech
CLASS HOMEPAGE

+ Add Assignment

| | START | DUE | POST | STATUS | ACTIONS |
|--------------------------------|-----------------------|------------------------|------------------------|--------------------|------------------------|
| BTECH FINAL YR DEC 2016 | | | | | |
| PAPER | 16-Dec-2016 3:15PM | 23-Dec-2016 11:50PM | 24-Dec-2016 12:00AM | 6 / 0 submitted | View More actions ▾ |

- Edit settings
- Submit
- Delete assignment

Go to Class.

Chose 'submit' option from more Actions.

Following screen will appear.

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Submit: [Single File Upload](#) ▾

First name

Last name

Submission title

Fill in the author's name and title of the document. One can use short name/ title as well

[What can I submit?](#)

Choose the file you want to upload to Turnitin:

[Choose from this computer](#)

[Choose from Dropbox](#)

[Choose from Google Drive](#)

Select the file from its location and click at 'Upload'

[Upload](#)

[Cancel](#)

Confirm the document' at next screen

STEP 5:

Click here to check plagiarism report

| | TITLE | SIMILARITY | FILE | PAPER ID | DATE |
|-----|-------------------------------|------------|------|-----------|-------------|
| mar | 111 | 2% | | 746868593 | 03-Dec-2016 |
| jan | Research Paper for conference | 19% | | 756093393 | 27-Dec-2016 |

It can be seen at 'Quick Submit' option available at Instructor homepage.

OR

It is available under 'View' option under Class portfolio.

Following screen will appear.

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The screenshot displays the Turnitin 'User perspective' interface. The main document area contains text about literature reviews and library services. On the right, a 'Match Overview' panel lists 13 matches with their respective percentages, all below 1%. The bottom toolbar includes a download icon (circled in red) and a settings icon (also circled in red).

| Match | Source | Percentage |
|-------|--|------------|
| 5 | uir.unisa.ac.za Internet source | <1% |
| 6 | meritresearchjournals.org Internet source | <1% |
| 7 | en.wikipedia.org Internet source | <1% |
| 8 | Dahan, Suziyana Mat. ... Publication | <1% |
| 9 | www.tribuneindia.com Internet source | <1% |
| 10 | Submitted to Mzumbi ... Student paper | <1% |
| 11 | Submitted to Panjab U... Student paper | <1% |
| 12 | www.sciencepub.net Internet source | <1% |
| 13 | www.admissioncorner.c... Internet source | <1% |

Click here to download the report.

Click here to do change in the setting and apply changes to update the report.