

# Faculty Procedures for Using Turnitin

(Faculty and Staff only)

## 1. Join the UMUC Turnitin account and create your personal Turnitin profile

- Go to <http://www.turnitin.com>
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- Toward the upper right of the screen click **Create account**.
- Under **Create a New Account**, select **instructor** as your user type.
- Enter **UMUC's account ID**. (You will have to contact the library for this information. We cannot put it on this page which is accessible to the public).
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- Enter the **UMUC join password**. (You will have to contact the library for this information. We cannot put it on this page which is accessible to the public).
- Continue to fill out the form with your name and e-mail address. Create your personal login password and confirm it. Select a secret question and answer it. **Make a personal note of the information you fill out in this step**. Read through the user agreement and, if you agree, click **I agree – create profile**.

## 2. Create a class in Turnitin

- To continue setting up at this time, click on **log in to Turnitin**.
- To the right of the screen click **add a class**.
- Leave the default setting, class type, set as **standard class**. The other option, master class, should only be used if you are setting up a teaching assistant to work with your Turnitin account.
- Create a **Class Name** (e.g., Manager in Tech Society Fall 2008, or MGMT610, etc.).
- Create an **Enrollment Password** between 4 and 12 characters (e.g. 4Pomea). You must create this password for your class. It is not generated by Turnitin.
- Enter a **class end date**. You can enter the last date of the semester or term.
- Click **Submit**.

**Note:**

- **As you add classes, Turnitin will create a menu of your classes. If you want your students to submit their own papers to Turnitin, be sure to copy down the unique Turnitin class ID number that Turnitin assigns your class. You can find this number in your class menu next to the class name. Then give students the instructions in Step 5 below.**
- **If you also want them to view their own Originality Reports, complete ALL of Step 3 below and give students the instructions in Step 5 and Step 6b.**
- **Please do not direct them to the faculty and staff registration form at [https://prospero.umuc.edu/cgi-bin/turnitin/turn\\_req.pl](https://prospero.umuc.edu/cgi-bin/turnitin/turn_req.pl).**

**3. Creating an assignment area for your students' papers, including the option to let students submit their own papers, view their own Originality Reports, check their own work, and submit multiple drafts.**

- Click on **Class Name** for which you want to create an Assignment.
- To the right of the screen click on **new assignment**.
- Where it reads **select your assignment type**, leave **paper assignment** as the default.
- Click **Next Step**.
- Next, name the assignment, e.g., Paper One.
- Enter the **Start Date** and **Due Date** for the Assignment.
- If you **do** want students to submit their own papers and view their own Originality Reports, click **More Options**.
- If you **do not** want students to submit their own papers and view their own Originality Reports, click **Submit** and skip ahead to Step 4, **Loading students' assignments yourself**.
- After you click **More Options**, jump down to the line that begins with **Generate Originality Reports for submissions?** and select **yes**.
- At the line where you see **Generate Originality Reports for student submissions**, use the drop down menu to select **immediately (can overwrite reports until due date)**. Note that for the second and subsequent submissions there is a 24 hour delay before Turnitin can generate a new Originality Report.

- Where you see **Allow Students to See Originality Reports?** select **Yes**.
- Where you see (**submit papers to**), if you select **standard paper repository**, then the student's paper remains in the Turnitin database for the duration of UMUC's contract with Turnitin, after which the paper will be deleted. If you select **no repository**, then the student's paper is not included in Turnitin's database. This means, for example, that a future UMUC student in another class can submit that same paper but Turnitin will not find any matching text because the paper is not in their database. You have the option to use either the **standard paper repository** or **no repository**.
- Where you see (**search options**), you can specify what materials Turnitin will search. For the broadest possible Turnitin search you can put checkmarks next to **student repository**, **current and archived internet**, and **periodicals, journals, and publications**.
- Click **Submit**.
- The assignment will now be listed in your Turnitin class. You can always click **Edit** to the right of the assignment title in order to change the settings.

#### 4. Loading students' assignments yourself

- In your list of assignments, on the line for this particular assignment, use the drop down menu at **More Actions**.
- Click the **Submit paper** button or icon.
- At the next screen where you see **submit a paper by**, the default is to submit papers by **single file upload** one paper at a time. This is like attaching a file to a message in WebTycho. For help using any of the other loading options you can go to the instructor's manual by clicking **Training Materials** at the upper right of the screen.
- At the line where you see **author**, leave the default setting, **nonenrolled student**. At this time it is the only option. This is Turnitin's term for having a Turnitin account or not. It does not refer to a student who is not enrolled at UMUC.
- Enter an alias first and last name for your student. This will protect your student's anonymity within the Turnitin.com database. You can be creative with your aliases or you can simply name your students Student One, Student Two, etc. through Student Twenty Five, for example.
- Enter a title for the paper you are submitting.

- Upload a file by clicking on the **Browse** button, finding the paper on your disk, and clicking **Upload**.
- At the next screen you will see the student paper. Make sure it is the one you want to submit. If so, click **submit**. If not, click **return to upload page** and submit the correct file.
- The next screen will confirm that the paper has been received. You will see the paper title, the paper id, and the name of the paper's author.
- You can now submit additional papers or just return to your assignment inbox.

## **5. Give students these instructions to load their own assignments**

**(Do not refer students to Step 1 above. Give students the information in the 2 bullets below. Be sure to give students the Turnitin class ID number and the enrollment password that you created in Step 2. The Turnitin class ID number is located next to your class name in the Turnitin menu of all your classes.)**

- Tell students to follow the instructions at Turnitin: How Do Students Get Started? (<http://www.umuc.edu/library/libresources/turnitin.cfm#students>) to set up a Turnitin profile and to submit assignments.
- In addition to giving students the link in the first bullet, the faculty member should also give students the following information to access this class:
- Turnitin Class ID \_\_\_\_\_ (usually a 7 or 8 digit number, NOT the WebTycho designation for your class)
- Class Enrollment Password \_\_\_\_\_ (the enrollment password you created).

## **6a. For faculty: Reading Originality Reports (usually ready in less than minutes)**

- Log in at <http://www.turnitin.com>.
- Click your class title.
- Click the assignment title to enter your inbox.
- Under the column heading **Actions**, click **View**.
- You will see a list of the students who have submitted papers and the titles of their papers.

- In the **report column** you will see a percent match and a colored square for submitted papers. **Click the colored square** to see the Originality Report.
- A pop-up window will appear. Toward the lower right, click **Text-Only Report**.
- Toward the upper right of the Originality Report you can change the **mode** of the display. If you select **show highest matches one at a time**, you will see the text of the paper to the left and a list of matching sources to the right.
- For help with understanding and interpreting Originality Reports, see Turnitin: Originality Reports at <http://www.umuc.edu/library/libresources/turnitin.cfm#originality>

**6b. For students: Reading Originality Reports. Give students these instructions only if you have set them up in step 3 to read their own Originality Reports. If not, then these instructions do not apply. (usually ready in less than 10 minutes)**

- Follow the instructions at Turnitin: Reading your Originality Report (<http://www.umuc.edu/library/libresources/turnitin.cfm#originality>).