

Faculty Procedures for Using Turnitin

1. Joining the UMUC Turnitin account **for faculty only** and creating a profile

- Go to <http://www.turnitin.com> and click the link in the upper right corner, **New Users**.
- Next screen, **are you a student or instructor?**, select **instructor** and click **Next**.
- Enter **Account ID** _____. (**Contact UMUC's Information and Library Services for this number**)
- Enter password _____ and click **Next**. (**Contact UMUC's Information and Library Services for this password**)
- Enter your e-mail address and click **Next**.
- Create your own password between 6 and 12 characters long and including at least one number and click **Next**.
- Select a secret question from the drop down menu and give the answer, then click **Next**.
- Fill out the form with your first name, last name, country, and state, then click **Next**.
- Read the user agreement and if you accept, click **I agree - create profile**.

2. Creating a class in Turnitin

- To continue setting up at this time, click on **log in to Turnitin** or **start wizard** . To continue at another time, go to the Turnitin home page at <http://www.turnitin.com> and enter your e-mail address and the password you created for your personal profile.
- On the line with **University of Maryland, University College** click **add a class**.
- Create a **Class Name**. Ex. Manager in Tech Society Fall 2007, or MGMT610, etc.
- Create an **Enrollment Password** between 4 and 12 characters. Ex. 4Pomea.
- Enter a **class end date**. You can enter the last date of the semester or term.
- At the line that begins **Let students view their own Originality Reports**, use the drop down menu to select **Yes**.
- Click **Submit**.
- A pop up window will appear with a **7-digit Turnitin class ID** number and the **enrollment password**. Record this information. If you ever want students to use Turnitin, you will need to give them Turnitin's 7 digit class ID and the enrollment password you created in this step. Use it in Step 5 below if you want students to use Turnitin.

Note: If you want your students to use Turnitin, Step 5 below has language you should give your students in order to join your account and submit papers. Please do not direct them to Step 1, to the UMUC Turnitin FAQ, or to the registration form at https://prospero.umuc.edu/cgi-bin/turnitin/turn_req.pl

Technically, students do not get Turnitin accounts. Rather, they create a Turnitin New User profile then they join a faculty member's account with the Turnitin Class ID and enrollment password mentioned in Step 2 above. If students contact the library requesting an account, the library can only refer the student back to the faculty member for his or her Turnitin Class ID and enrollment password.

3. Creating an assignment area for your students' papers

- Click on Class Name for which you want to create an Assignment.
- Click on the link to **create a new assignment**.
- Name the assignment, Ex. Paper One.
- Please enter the **Start Date** and **Due Date** for the Assignment.
- Jump down to the line that begins with **Generate Originality Reports for submissions?** and select **yes**.
- At the line that reads **Show advanced assignment options?** select **yes**.
- Click **Submit**.
- At the next screen, make your selections for the options at the lower part of the page: **Generate Originality Reports for student submissions**, **Allow submissions after the due date**, **Allow other papers to be checked against submissions**, and **Compare submissions against these targets**.
- Click **Submit**.
- **Multiple Drafts:** If you want to allow students to submit multiple drafts of a paper and check their own work before it is official, see the drop down menu that reads (immediately, first report is final). Use the drop down menu to select (immediately, can overwrite reports until due date.)
- **Broadest coverage:** For the broadest possible coverage check student paper database, current and archived Internet, and periodicals/journals/publications.
- Click **Submit**.

4. Loading students' assignments yourself

- Click the **Submit** button or icon on the line with the assignment.
- Enter an alias first and last name for your student. This will protect your students' anonymity within the Turnitin.com database. Ex. first name Student, last name One, then Student Two, etc.
- 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 **Submit**.
- At the next screen you will see the student paper. Make sure it is the one you want to submit. If so, click **yes, submit**. If not, click **no, go back** 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 author.

- You can now submit additional papers.

5. Give students these instructions to load their own assignments
(Do not refer students to Step 1 above. Use the Turnitin Class ID and enrollment password from Step 2 above)

- Go to <http://www.turnitin.com> and click on **New Users** to create your Turnitin profile.
- **are you a student or instructor?**, use the drop down menu to select **student** and click **Next**.
- To join the Turnitin account for this class enter this **Turnitin Class ID** _____ and this **class enrollment password** _____.
- Click the **Submit** button or icon on the line with the assignment.
- Enter the title of your paper.
- To upload a file click on the **Browse** button, find the paper on your disk, and click **Submit**.
- Be sure it is the paper you want to send, then click **yes, submit**

6a. Reading Originality Reports for faculty (ready circa 1 hour)

- Log in at <http://www.turnitin.com>.
- Click your class title.
- Click the assignment title.
- Click on the **Inbox Folder** icon. Students look in the portfolio column
- In the column marked **report**, you see a percent match and a colored square. Click the colored square to see the Originality Report.
- From the page with the Originality Report, the **help** button toward the upper right gives Turnitin's best information for working with and interpreting reports.

6b. Reading Originality Reports for students (ready circa 1 hour)

- Log in at <http://www.turnitin.com>.
- Click your class title.
- Click the assignment title.
- Look in the portfolio column under **Contents**
- In the column for **Contents**, you see a percent match and a colored square. Click the colored square to see the Originality Report.
- From the page with the Originality Report, the **help** button toward the upper right gives Turnitin's best information for working with and interpreting reports