

Faculty Procedures for Using Turnitin

1. Join the UMUC Turnitin account **for faculty and staff only** and create your personal Turnitin profile

- Go to <http://www.turnitin.com> and click **New Users Click Here**.
- At the next screen in the box marked **New Instructors start here** click **Create a User Profile**.
- Select **instructor** as your user type.
- Enter **UMUC's Account ID**. **(Since this document is on a public server, this information is not included here. To see the UMUC Account ID and password for faculty and staff only, please register for an account at https://prospero.umuc.edu/cgi-bin/turnitin/turn_req.pl Once you register, e.g., verify that you are a UMUC faculty or staff member, these instructions - including the UMUC Account ID and password -- will appear on the protected server. If for some reason you cannot see the UMUC Account ID and password on the protected server, please contact the UMUC library directly for this information.)**
- Enter the **UMUC password** (see above).
- **Make a personal note of the information you fill out in this step.** 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. 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).
- Enter a **class end date**. You can enter the last date of the semester or term.
- Click **Submit**.
- A pop up window will appear with a **7-digit Turnitin class ID** number and the **enrollment password you created**. Important! Keep a record of 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 load their own papers in Turnitin.

Note: If you want your students to submit their own papers to Turnitin, give them 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 Step 1 of this document or to the registration form at

https://prospero.umuc.edu/cgi-bin/turnitin/turn_req.pl. Those are only for faculty and staff.

Technically speaking, in the vocabulary used by Turnitin, accounts are for faculty and staff only. Students do not get Turnitin accounts per se. Rather, students create a Turnitin New User profile then they join a faculty member's account with the Turnitin Class ID and enrollment password discussed in Step 2 above. If students contact the library requesting an account, the library can only refer them back to their faculty member for his or her Turnitin Class ID and enrollment password.

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 **create a new paper assignment**, leave **paper assignment** as the default.
- 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**.
- Where you see **Would you like to save these options as your defaults for future assignments?**, if you select **Yes**, then these settings will carry over and apply to future assignments you create. If you select **No**, then the next time you

- create an assignment you should click **More Options** and review your settings.
- 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

- Click the title of your assignment to enter the inbox for the assignment.
- Click the **Submit paper** button or icon toward the right of the screen.
- At the next screen where you see **submit a paper by**, the default is to submit papers by **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 **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 **cancel, 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'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. Fill in the blanks below with the Turnitin Class ID and enrollment password that you created in Step 2 above.)

- If you have never used Turnitin and do not already have a personal profile go to <http://www.turnitin.com> and click **New Users Click Here**.
- If you already have a Turnitin profile you can login with your personal Turnitin login information, click **enroll in class**, and enter your teacher's **Turnitin Class ID** and **class enrollment password**.
- At the next screen in the box marked **New Students start here** click **Create a User Profile**.
- Select **student** as your user type.
- To join the Turnitin account for this class click **enroll in a class** then enter this **Turnitin Class ID** _____ and this **class enrollment password** _____.

- Continue to fill out the form with your name and e-mail address. Create your personal Turnitin login password and confirm it. Select a secret question and answer it. Read through the user agreement and, if you agree, click **I agree – create profile**.
- To continue at this time click **Log in to Turnitin**. To continue at a later time just return to <http://www.turnitin.com> and login with your e-mail address and the personal login password you created for yourself.
- Once you login you will see a list of your classes. Click your class title to see the list of assignments associated with it.
- In the **assignment list** look for the title of your assignment. To the right of the title click the **Submit** icon.
- Where you see **submit a paper by**, leave the default setting **file upload**.
- Enter **submission title**, i.e., the title of your paper.
- To upload a file click on the **Browse** button, find the paper on your disk or computer, then click **Submit**.
- Be sure it is the paper you want to send, then click **yes, submit**.

6a. For faculty: Reading Originality Reports (ready in 10-15 minutes)

- Log in at <http://www.turnitin.com>.
- Click your class title.
- Click the assignment title to enter your inbox.
- 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.
- 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, on the page with the Originality Report click the **help** button toward the upper left. That gives Turnitin's best information for working with and interpreting reports.

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. (ready in 10-15 minutes)

- Log in at <http://www.turnitin.com>.
- Click your class title.
- Click the assignment title.
- In the column for **Contents** you will see a percent match and a colored square. **Click the colored square** to see the Originality 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 your paper to the left and a list of matching sources to the right.

- For help with understanding and interpreting Originality Reports, on the page with the Originality Report click the **help** button toward the upper left. That gives Turnitin's best information for working with and interpreting reports.