Setting up a Turnitin Class: in five easy steps

1. COMPLETE YOUR USER PROFILE
   • You have received an e-mail from Turnitin, click on the link to complete your User Profile.

2. ADDING A CLASS
   • Click the ‘Add Class’ button to create a class.
   • On the ‘Create a New Class’ page, enter a class name and an enrolment password.
   • The class enrolment password is the password your students will use to enrol in your class. Pick a password that is easy for your students to remember and that contains all lowercase letters.
   • Make appropriate selections in * mandatory fields
   • The end date is the date your class expires. When a class expires students can no longer submit papers or enrol in the class. The default duration for all classes is 6 months.
   • Click ‘Submit’ to add the class to your homepage.

3. CLASS INFORMATION
   • The class will now appear in your class list beneath your account. The number to the left of your class name is the class ID. Students will use this ID along with the class enrolment password to enrol in your class. You can view your class enrolment password at any time by clicking the edit icon to the right of your class.
   • You’ll need to distribute your class ID and enrolment password to your students so that they can enrol in your class and submit their papers.

4. CREATING A NEW ASSIGNMENT
   • Within your class homepage click on the ‘Add Assignment’ button to create a Paper Assignment.
   • Enter an assignment title and choose a start and due date for the assignment.
   • Keep the default “Allow only file types that Turnitin can check for originality”.
   • Click on the + Optional Settings. Follow the recommended settings over leaf.
   • Click ‘Submit’ to add the assignment to your class homepage.
   • To open the assignment inbox, click on View under Actions.

5. VIEWING ORIGINALITY REPORTS
   • Your assignment inbox shows submitted papers with their originality reports. To open the originality report, click the similarity column for each student to see their report.
   • The originality report will open in a new window called the document viewer.
   • All the top sources found to match the paper submission are in the sidebar to the right of the paper contents. Top sources are the sources that have the closest match (most matching words without variation) to the document’s text.
   • Additional support in understanding Originality Reports is available in Turnitin - Resources and FAQs on the Library’s Turnitin webpage.