

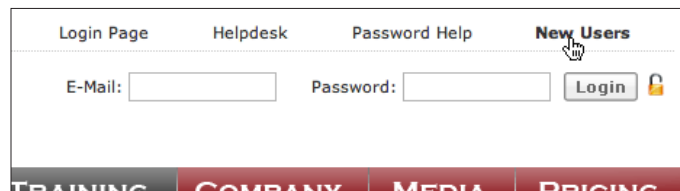
# Introduction

This quickstart will help you get started with Turnitin. To begin, you need to register with Turnitin and create a user profile.

**!** If you have received an e-mail from Turnitin with a temporary password, a user profile has already been created for you. To get started, log in to Turnitin with your e-mail address and password and proceed to Step 2 in this quickstart.

## Step 1

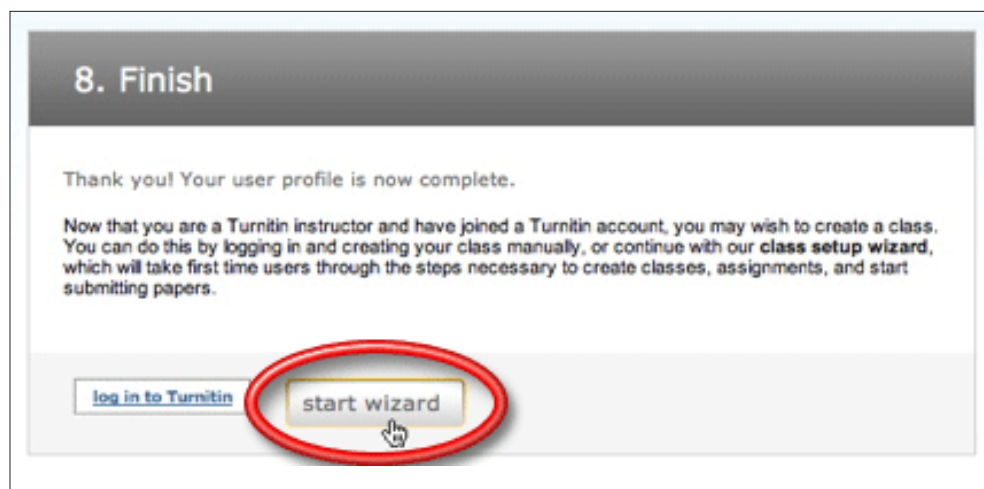
To register and create a user profile, go to [www.turnitin.com](http://www.turnitin.com) and click on the *New Users* link at the top of the homepage **1**.



**1** Click to register and create your user profile

The new user wizard will open and walk you through the profile creation process. In order to create a profile, you must have an **account ID** and an **account join password**. You can get this information from your institution's account administrator.

Once you have created your profile, click the *start wizard* link to use our class setup wizard to create your first class and assignment **2**.



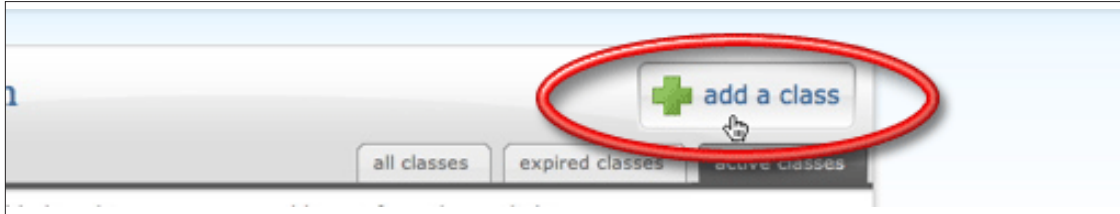
**2** Starts the class setup wizard

When you are finished creating your profile, you will be logged in to Turnitin.

## Step 2

On your homepage, you will see the class you created using the class setup wizard. If you want to create another class or if you did not use the class setup wizard, click the *add a class* button **3**.

**!** If you do not want to create a new class at this time, skip ahead to the next step.



**3** Adds a new class to your account

On the class creation page, enter a **class name** and an **enrollment password** **5**.

 A screenshot of the class creation form. It has two input fields. The first is labeled "class name" and contains the text "Demonstration". The second is labeled "enrollment password" and contains the text "Demo1". Both fields have a green checkmark to their right, indicating they are valid. Below the fields, it says "class start date April 23, 2008".

**5** Enter a class name and enrollment password

The enrollment password is the password your students will use to enroll in your class. Pick a password that is easy for your students to remember and that contains all lowercase letters.

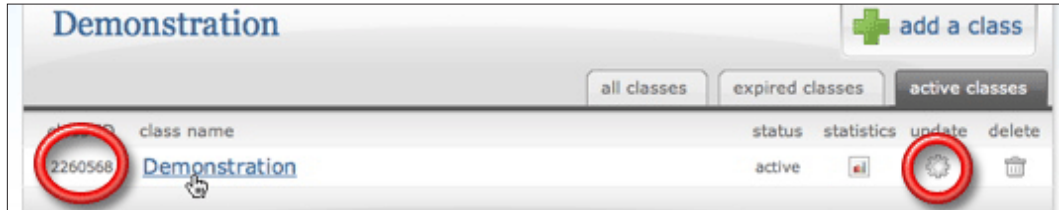
The end date is the date your class expires. When a class expires students can no longer submit papers or enroll in the class. The default duration for all classes is 6 months. If you want your class to last longer or shorter, you can change the end date.

If you want to let students enrolled in your class view their own Originality Reports, select *yes* using the pulldown. By default, students do not have access to their own reports.

Click *submit* to add the class to your homepage.

## Step 3

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 enrollment password** to enroll in your class. You can view your class enrollment password at any time by clicking the *update* button next to your class **6**.



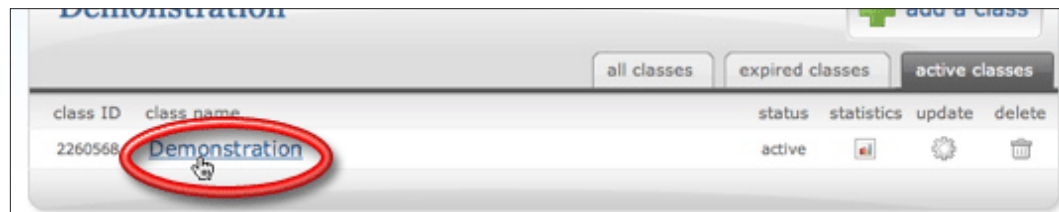
**6** The class ID is to the left of your class; to view your class enrollment password, click update

You should distribute your **class ID** and **enrollment password** to your students so that they can enroll in your class and submit their papers. Be sure to include this link to our student quickstart:

[http://www.turnitin.com/static/pdf/tii\\_student\\_qs.pdf](http://www.turnitin.com/static/pdf/tii_student_qs.pdf)

With this information, your students will have everything they need to get started with Turnitin.

Click on the name of your class to open your class homepage **7**.

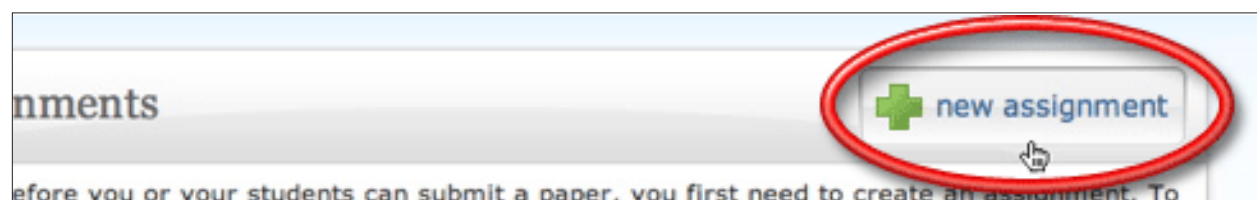


**7** Enter a class by clicking its name

## Step 4

You have now opened the homepage for your new class and you will see the assignment you created using the class setup wizard. If you did not create an assignment using the class setup wizard or if you want to create another assignment, click the *create a new assignment* button **8**.

**!** If you do not want to create a new assignment at this time, you can skip ahead to the next step.

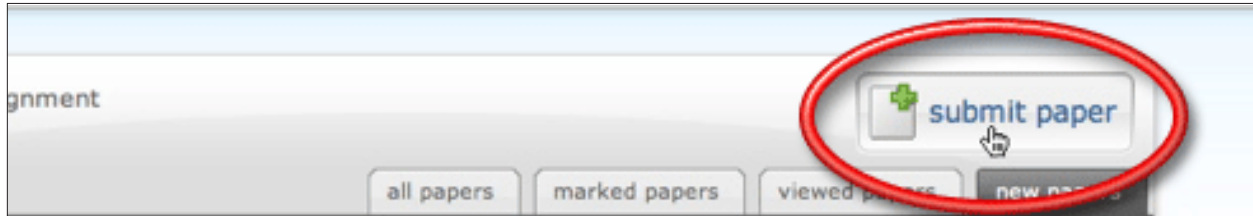


**8** Click to create a new assignment

To create an assignment, enter an assignment title and choose a start and due date for the assignment. Students will be able to submit their papers to the assignment starting on the start date and until the due date passes. Click submit to add the assignment to your class homepage.

## Step 5

If you want to submit papers yourself, click on the assignment name and then click *submit paper* button in your assignment inbox 9.



9 Click the icon in the submit column to upload a paper

On the paper submission page, enter the paper's title and its author's first and last names 1.

 A screenshot of the 'submit paper:' form. The form has a dark header with the text 'submit paper:'. Below the header, there are several sections:
 

- 'submit a paper by:' with a dropdown menu showing 'file upload'.
- 'author' with a dropdown menu showing 'non-enrolled student'.
- 'first name' with a text input field containing 'Demo'.
- 'last name' with a text input field containing 'Student'.
- 'submission title' with a text input field containing 'Demo Paper'.
- 'browse for the file to upload' with a text input field containing '/Users/Desktop/fulltext.p' and a 'Browse...' button.

1 Enter the paper's title and its author's first and last names

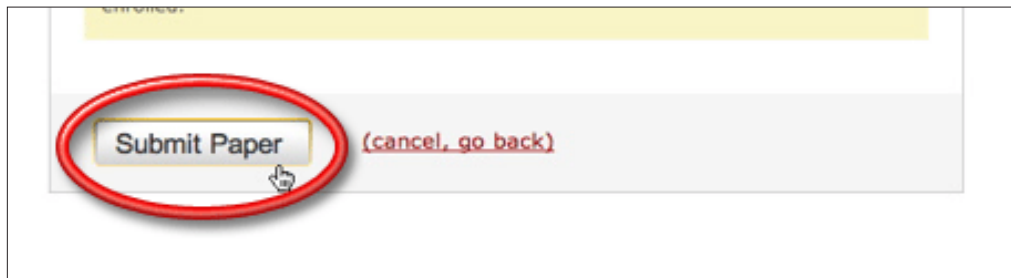
To select a paper for submission, click the *browse* button and locate the paper on your computer. We accept submissions in these formats:

- MS Word, WordPerfect, RTF, PDF, PostScript, HTML, plain text (.txt)

When you are done, click the *submit* button to upload the paper.

## Step 6

The paper you chose to submit will be shown on the next page. Look over all the information and make sure that it is correct. To confirm the submission, click the *Submit Paper* button **2**.



**2** Make sure you selected the correct paper; click "Submit Paper" to finalize your submission

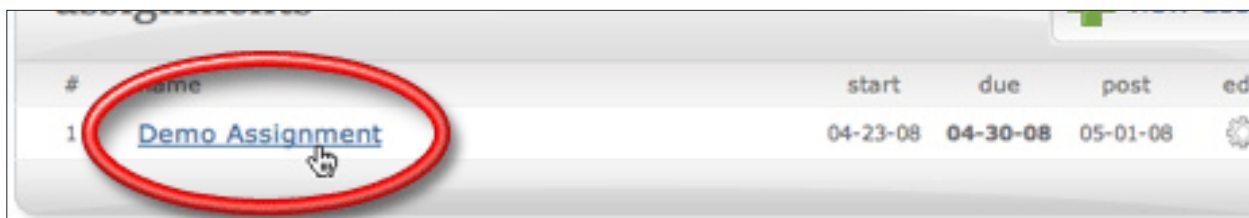
## Step 7

After you submit a paper, our system will begin processing the paper and will generate an Originality Report within minutes. To view the report, click the inbox button on submission confirmation page. Your assignment inbox will open **3**.



**3** Opens your assignment inbox containing submissions and Originality Reports

Please note that you can also open your assignment inbox from your class homepage by clicking on the assignment name **4**.



**4** Click to open your assignment inbox

## Step 8

Your assignment inbox shows submitted papers with their Originality Reports. To open the Originality Report for the paper you just submitted, click the report icon **5**. **Note:** A grayed out report icon indicates



or	title	report	plagiarism	file	paper ID
dent, Demo	<a href="#">Demo Paper</a>	100%			6632618

**5** *Opens your assignment inbox containing submissions and their Originality Reports*

that the report has not yet been generated. Please wait a few moments and click your browser's refresh button.