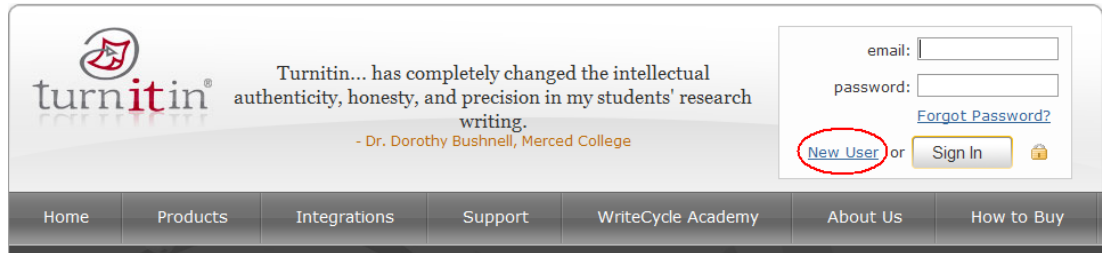


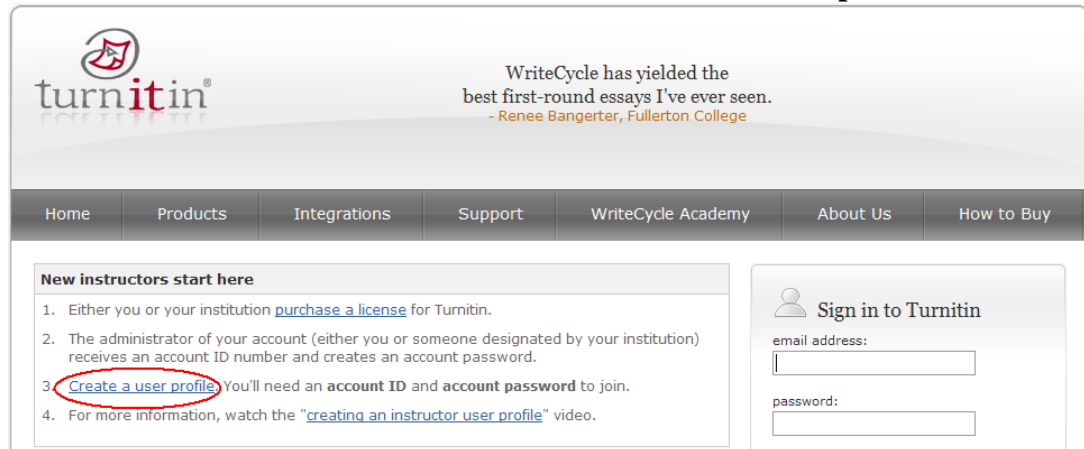


Turnitin – How to get started!

1. Go to the Turnitin's home page at <http://www.turnitin.com/static/index.html>.
2. Click the **New Users** button.



3. Click the **Create a user profile** link under **New Instructors Start Here** section. Your first time **Account ID** and **Join Password** are listed in **Step 5**.



4. Click the **Instructor** label to start the online form.



5. This create account procedure is required for all first time SJSU users, both for faculty and students. You will see a form primarily asking for your:

- a. SJSU first time join account ID and join password,

class ID

To join an account as an instructor you will need a password and ID combination, which you should have received either from your account administrator or from the instructor of the class for which you are a teaching assistant.

If you do not have this combination, or your combination appears to be incorrect, please contact your administrator or instructor.

account ID *

join password *

For faculty: **You can get your join account ID and password from the workshops at our Center or send an email via your SJSU account to waimei.fang@sjsu.edu.**

- b. Your email address (that you will use as your future log in name),

user information

your first name *

your last name *

email address *

- c. Your chosen password for future log in. Please read security measure when creating your password. Create your **secret question** and **answer** and read the user agreement. After you click the I agree button your profile will be created.

password and security

Please keep in mind that your password is case sensitive (for example, paSS123 would be different than pass123), must be 6-12 characters long, and contain at least one letter and one number (for added security).

enter your password *

confirm your password *

Next, please enter a secret question and answer combination. You will be asked for this combination if you ever forget your password and need to reset it.

secret question *

Please select a secret question

question answer *

user agreement

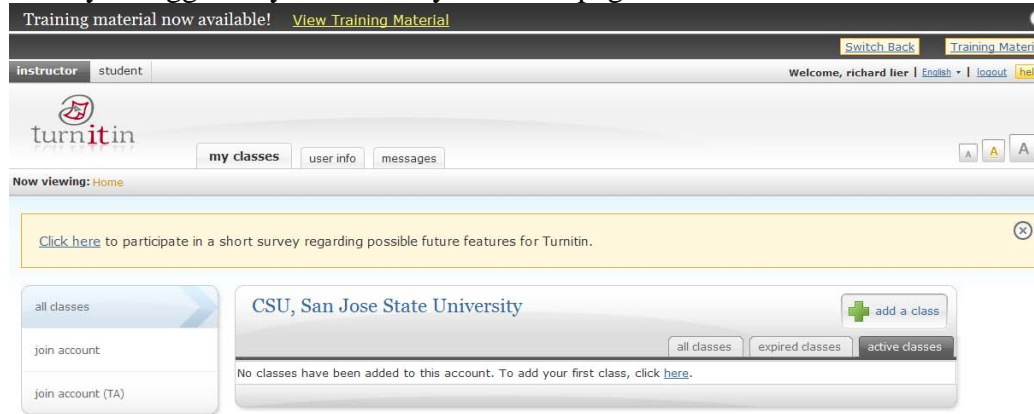
Please read our user agreement below. Select "I agree" to complete your user profile.

Finish

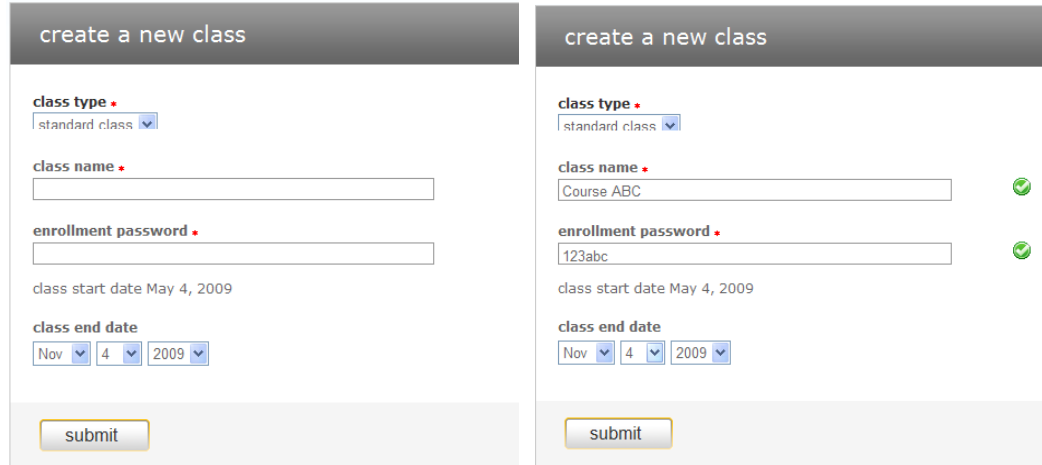
Thank you! Your user profile is now complete.

- d. For students: Students will create their own **New User Profile**, like you, but the **Class ID** and **Class password** will be generated and disseminated by you, the instructor.

6. After you logged in you will see your home page.

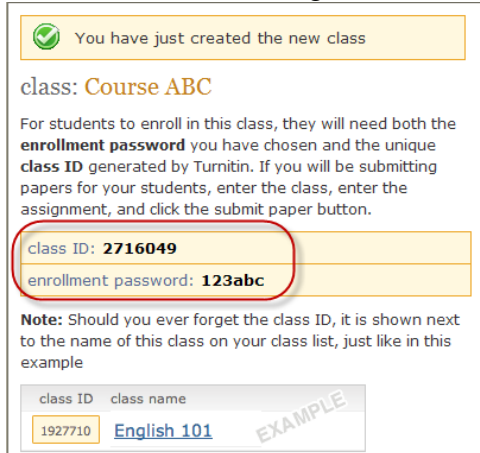


7. Click the **add a class** button  to create your class.



8. Click the **Submit** button when done.


9. You will see this message in a new window if your pop-up blocker allows it.






Otherwise you will see the information in your home page. Click the **Edit** button if changes need to be made.

How to create a new assignment

1. Click on your **Class Name** label **Course ABC** to go to the **Assignment** page.
2. To create an assignment, look for the “new assignment” button.  and the following dialog window will appear.
3. Click the **Submit** button to confirm settings.
4. Click the **Options** buttons if you want more advanced setting that relates to allowing students to see the originality report on plagiarism prevention.

How students would submit an assignment

1. To **submit a paper**, students will first click on the **Class** name and click on the **Assignment** name. The following window will appear.

assignment list		your portfolio	
#	assignment	submit	title
1	Assignment A start: 07-24-08 due: 07-31-08		My Paper

Fill out the form and browse for the paper to upload.

submit paper: by file upload

submit a paper by:

file upload

author

non-enrolled student

first name *

last name *





submission title *

browse for the file to upload *

We currently accept document files of the following types: MS Word, WordPerfect, PostScript, PDF, HTML, RTF, and plain text. File size limit: 10 MB

When done, click the “**submit**” button.

2. You will receive a digital **receipt** from Turnitin to confirm on the submission.
3. After paper is submitted, the student will see the paper and originality report index under the Content column if you allowed it in your More Options when creating the assignment.

assignment list		your portfolio			
#	assignment	submit	submitted	contents	reviews
1	Assignment 3 start: 02-11-08 due: 02-26-09		02-11-08	64%   	0

How to access the Originality Report

1. In the **Assignment List** page of each assignment, the following list will appear after students submitted their assignments. Click on the **percentage icon in different colors** under the **report** column to see the individual **Reports**.

author	title	report	gm	file	paper ID	date
Allen, Jim	Globalization	99%			12584391	02-13-04
Smith, Eileen	Dizzy Dean -- The Craziest Pitcher Ever?	99%			11617784	09-23-03
Jones, Jack	Napolean (Bonaparte) Was a Hero	97%			11617759	09-23-03
Newman, Shelly	Who Shot JFK?	91%			11617775	09-23-03
Hernandez, Melissa	Frederick Jackson Turner -- A Brief Blog...	89%			11617745	09-23-03
Walton, Roy	The Essential CRM	85%			14857609	11-12-04
Patterson, Billy	Harvey Milk, a Biography in Parts	0%			11617780	09-23-03
Patterson, Billy	The Life of Martin Luther King Jr.	0%			11630647	09-25-03
Andrew, Ryan	-- no submission --	--	--	--	--	(late)
Logan, Lee	-- no submission --	--	--	--	--	(late)
Sadsd, Sdasd	-- no submission --	--	--	--	--	(late)

2. The **Originality Report** for that paper will appear. You can click on the down arrow of the “**mode**” pop down menu to select your review mode on the direct comparison results.

Turnitin Originality Report

Globalization by Jim Allen
Processed on 08-22-07 2:37 PM PDT ID: 12584391 Word Count: 351

Overall Similarity Index: 99%

mode: show highest matches together

1 99% match (student papers from 11/09/04)
Submitted to Minnesota State University, Mankato

Because submitted papers remain the intellectual property of their authors, instructors, and respective institutions, we are unable to show you the content of this paper at this time.

If you would still like to view this paper, please use the button below to submit a permission request to the author's instructor. We will send the instructor an email detailing your request and include any information the instructor will need to respond if your request is accepted.

send a request to view this paper

To learn more about how to view the report please visit the self learning online demonstration of [Originality Report](http://www.turnitin.com/static/videos/or_vid.html) at http://www.turnitin.com/static/videos/or_vid.html.

How to get help and tutorials

To learn more about [Turnitin training services](http://www.turnitin.com/static/training.html), (<http://www.turnitin.com/static/training.html>) watch their multimedia tutorials for both students and instructors. Here are some resources from directly this web page:

The quickstart guides will help you get started with Turnitin by walking you through an easy step-by-step process.

- [Student Quickstart Guide](http://www.turnitin.com/resources/documentation/turnitin/training/en_us/qs_student_en_us.pdf)
(http://www.turnitin.com/resources/documentation/turnitin/training/en_us/qs_student_en_us.pdf . Updated June 16, 2009)
- [Instructor Quickstart Guide](http://www.turnitin.com/resources/documentation/turnitin/training/en_us/qs_instructor_en_us.pdf)
(http://www.turnitin.com/resources/documentation/turnitin/training/en_us/qs_instructor_en_us.pdf . Updated June 16, 2009)

Integrations Manuals

The Integration user manuals provide an in-depth guide to integrating Turnitin with popular Course Management or Learning Management Systems. Click [Integration User Manuals](#) to view

(http://www.turnitin.com/resources/documentation/turnitin/training/en_us/qs_instructor_en_us.pdf.)

Narrated Flash Videos *(updated November 21, 2008)*

Click on the flash video links below to help assist instructors and administrators in using Turnitin's features and functions.

- [Log-in and basic set-up for classes and assignments](http://www.turnitin.com/resources/documentation/turnitin/training/en_us/qs_instructor_en_us.pdf)
(http://www.turnitin.com/resources/documentation/turnitin/training/en_us/qs_instructor_en_us.pdf) (10min 46sec)
- [Turnitin Originality Reporting](http://www.turnitin.com/resources/documentation/turnitin/training/en_us/qs_instructor_en_us.pdf)
(http://www.turnitin.com/resources/documentation/turnitin/training/en_us/qs_instructor_en_us.pdf) (5min 34sec)
- [GradeMark and Gradebook](http://www.turnitin.com/resources/documentation/turnitin/training/en_us/qs_instructor_en_us.pdf)
(http://www.turnitin.com/resources/documentation/turnitin/training/en_us/qs_instructor_en_us.pdf) (7min 23sec)
- [Course Management Tools and wrap-up](http://www.turnitin.com/resources/documentation/turnitin/training/en_us/qs_instructor_en_us.pdf)
(http://www.turnitin.com/resources/documentation/turnitin/training/en_us/qs_instructor_en_us.pdf) (2min 1sec)

Flash Videos *(updated December 17, 2008)*

Click on the flash video links below to help assist you in using Turnitin's features and functions.

Student Training Videos

- [Creating a student user profile](http://www.turnitin.com/resources/documentation/turnitin/training/en_us/qs_instructor_en_us.pdf)
(http://www.turnitin.com/resources/documentation/turnitin/training/en_us/qs_instructor_en_us.pdf) (2min 12sec)
- [How to enroll in a class](http://www.turnitin.com/resources/documentation/turnitin/training/en_us/qs_instructor_en_us.pdf)
(http://www.turnitin.com/resources/documentation/turnitin/training/en_us/qs_instructor_en_us.pdf) (1min 15sec)
- [How to submit a paper](http://www.turnitin.com/resources/documentation/turnitin/training/en_us/qs_instructor_en_us.pdf)
(http://www.turnitin.com/resources/documentation/turnitin/training/en_us/qs_instructor_en_us.pdf) (2min 49sec)

Instructor Training Videos

- [Creating an instructor user profile](http://www.turnitin.com/resources/documentation/turnitin/training/en_us/qs_instructor_en_us.pdf)
(http://www.turnitin.com/resources/documentation/turnitin/training/en_us/qs_instructor_en_us.pdf) (3min 13sec)
- [Setting up a class](http://www.turnitin.com/resources/documentation/turnitin/training/en_us/qs_instructor_en_us.pdf)
(http://www.turnitin.com/resources/documentation/turnitin/training/en_us/qs_instructor_en_us.pdf) (1min 7sec)
- [Creating a student list](http://www.turnitin.com/resources/documentation/turnitin/training/en_us/qs_instructor_en_us.pdf)
(http://www.turnitin.com/resources/documentation/turnitin/training/en_us/qs_instructor_en_us.pdf) (3min 31sec)
- [Submitting a paper](http://www.turnitin.com/resources/documentation/turnitin/training/en_us/qs_instructor_en_us.pdf)
(http://www.turnitin.com/resources/documentation/turnitin/training/en_us/qs_instructor_en_us.pdf) (37sec)
- [Viewing a report](http://www.turnitin.com/resources/documentation/turnitin/training/en_us/qs_instructor_en_us.pdf)
(http://www.turnitin.com/resources/documentation/turnitin/training/en_us/qs_instructor_en_us.pdf) (7min 13sec)