



---

# TURNITIN USER MANUAL

---

For Turnitin Software Users



JUNAID ZAIDI LIBRARY  
COMSATS University Islamabad

This user manual/guide will help you to “how to setup Turnitin account and check similarity/plagiarism from Turnitin software”?

Turnitin Software weblink:

<https://www.turnitin.com/regions/apac>

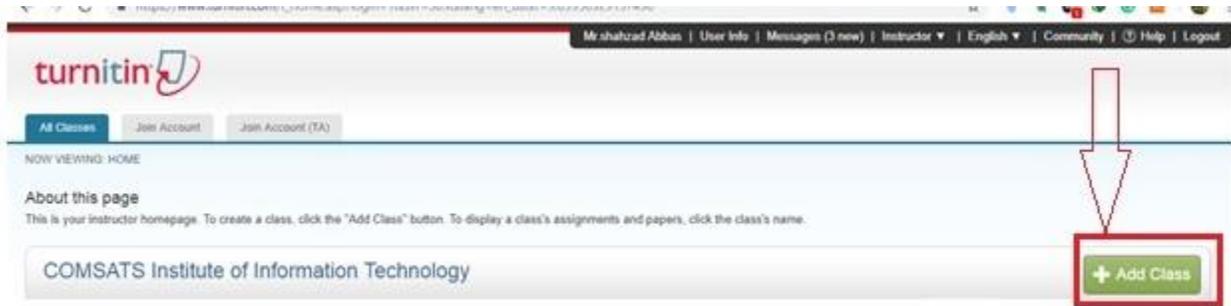
Login to Turnitin software



Enter your email and password in given fields

A screenshot of the Turnitin login page. The page has a blue background with the Turnitin logo at the top. The main heading is "Login to Turnitin". Below this, there are two input fields: "Email address" and "Password (Login to Turnitin)". The text "Type your email" and "type your password" is overlaid on these fields in a red font. Below the password field, there are links for "Would you like to create your user profile? Click here.", "Forgot your password? Click here.", and "Privacy Policy". At the bottom, there is a "Login" button. A small text at the bottom reads: "We take your privacy very seriously. We do not share your details for marketing purposes with any external companies. Your information may be shared with our third party partners ONLY so that we may offer our service."

Click on “Add Class” Tab:



Create a new class, Fill the blank fields

The screenshot shows the 'Create a new class' form in the Turnitin instructor interface. The browser address bar shows 'https://www.turnitin.com/class?aid=56279&lang=en\_us'. The page title is 'Create a new class'. Below the title, there is a black bar with the text 'Create a new class'. The main content area is titled 'Class settings' and contains the following fields:

- Class type: Standard (dropdown menu)
- Class name: [Text input field]
- Enrollment key: [Text input field]
- Subject area(s): Select subject(s) (dropdown menu)
- Student level(s): Select student level(s) (dropdown menu)
- Class start date: 25-Sep-2018
- Class end date: 29-Mar-2019 (with a calendar icon)

At the bottom of the form, there are two buttons: 'Cancel' and 'Submit'.

Select Subject level from given list; you can select multiple options also

The screenshot shows the 'Create a new class' form in Turnitin. The browser address bar displays 'https://www.turnitin.com/class?aid=56279&lang=en\_us'. The page has navigation tabs for 'All Classes', 'Join Account', and 'Join Account (TA)'. Below the navigation is a breadcrumb 'NOW VIEWING: HOME > CREATE CLASS' and a 'Create a new class' header. A sub-header reads: 'To create a class, enter a class name and a class enrollment key. Click "Submit" to add the class to your homepage. For a master class, you will also need to enter a TA join key.' The 'Class settings' section contains the following fields: 'Class type' (Standard), 'Class name' (Test), 'Enrollment key' (12345), 'Subject area(s)' (dropdown menu), 'Student level(s)' (dropdown menu), 'Class start date', and 'Class end date'. The 'Subject area(s)' dropdown is open, showing a list of options: Business/Economics (highlighted), Career/Technical, Communications/Journalism, Composition, Computer Science/Programming, Engineering, and Foreign Language. At the bottom are 'Cancel' and 'Submit' buttons.

Select student level from given list; you can select multiple options also

The screenshot shows the 'Create a new class' form in Turnitin, similar to the previous one. The browser address bar displays 'https://www.turnitin.com/class?aid=56279&lang=en\_us'. The page has navigation tabs for 'All Classes', 'Join Account', and 'Join Account (TA)'. Below the navigation is a breadcrumb 'NOW VIEWING: HOME > CREATE CLASS' and a 'Create a new class' header. A sub-header reads: 'To create a class, enter a class name and a class enrollment key. Click "Submit" to add the class to your homepage. For a master class, you will also need to enter a TA'. The 'Class settings' section contains the following fields: 'Class type' (Standard), 'Class name' (Test), 'Enrollment key' (12345), 'Subject area(s)' (Select subject(s)), 'Student level(s)' (dropdown menu), 'Class start date', and 'Class end date'. The 'Student level(s)' dropdown is open, showing a list of options: Undergraduate (highlighted), Graduate, Postgraduate, and Career and Technical. At the bottom are 'Cancel' and 'Submit' buttons.

Select Class end date from given calendar, depend on you

Class settings

\* Class type: Standard

\* Class name: Test

\* Enrollment key: 12345

\* Subject area(s): Select subject(s)

\* Student level(s): Select student level(s)

Class start date: 25-Sep-2018

\* Class end date: 29-Mar-2019

Submit

Class created then click on continue

Mr.shahzad Abbas | User Info | Messages (3 new) | Instructor | English | Community | Help | Logout

turnitin

All Classes | Join Account | Join Account (TA)

NOW VIEWING: HOME

✔ Congratulations! You have created the new class: Test. You

About this page  
This is your instructor homepage. To create a class, click the "Add

COMSATS Institute of Information T

Class ID 19217482  
Enrollment key 12345

Note: Should you ever forget the class ID, it is the number to the left of the class name on your class list. You can view or change your enrollment key by editing the class.

Click the class name to enter the class and get started creating assignments.

Continue

Class ID	Class name	Active	Edit	Copy	Delete
14789921	Dr. Fakhar Abbas				
12205421	Dr. Rizwan				
15308317	Dr. Shanawar Khalid				
18689025	MS & PhD Thesis				
11348205	Research Paper	Active			
14920498	Shahzad--Thesis	Active			
18320914	Tanveer Akhtar	Active			
19217482	Test	Active			
18000895	Z.Khan	Active			



Fill the blank fields

Assignment title e.g. Project Management

Point Value e.g. 1000

NOW VIEWING: HOME > TEST

About this page  
To create an assignment, enter an assignment title and choose the start and due dates for the assignment. If you like, you can enter an additional assignment description. By default, papers submitted to this assignment will be checked against all of our databases. If you would like to create a custom search or view other advanced assignment options, click the "Optional settings" link.

### New Assignment

Assignment title [?](#)

Point value [?](#)

Optional

Allow only file types that Turnitin can check for similarity  
 Allow any file type [?](#)

Start date [?](#)  
25-Sep-2018   
at 14 : 34

Due date [?](#)  
02-Oct-2018   
at 23 : 59

Post date [?](#)  
03-Oct-2018   
at 0 : 00

[Optional settings](#)

This is most important step while creating new assignment, click on **“Optional Setting”**

Select **“no repository”**

Otherwise your papers/theses will be uploaded/saved in Turnitin repository permanently

Then click on **“Submit”**

Yes  
 No

Enable Translated Matching? (Beta) [?](#)  
What languages does Translated Matching support?  
 Yes  
 No

Enable anonymous marking? [?](#)  
 Yes  
 No

Submit papers to: [?](#)  
standard paper repository   
standard paper repository  
institution paper repository  
student's choice of repository  
no repository

Institution paper repository  
 Current and archived internet  
 Periodicals, journals, & publications

Online grading

Attach a rubric/form to this assignment [?](#)  
Note: students will be able to view the attached rubric/form and its content prior to submitting.

Congratulations! Your assignment created, you can create multiple assignments in a class

Mr.shahzad Abbas | User Info | Messages (3 new) | Instructor | English | Community | Help | Logout

turnitin

Assignments | Students | Grade Book | Libraries | Calendar | Discussion | Preferences

NOW VIEWING: HOME > TEST

✔ Congratulations! You have created your first assignment. To add students or view your student list click the "students" tab above.

About this page  
This is your class homepage. Click the "Add assignment" button to add an assignment to your class homepage. Click an assignment's "View" button to view the assignment inbox and any submissions that have been made to the assignment. You can make submissions by clicking on the "Submit" option in the assignment's "More actions" menu.

Test + Add Assignment

CLASS HOMEPAGE | QUICKMARK BREAKDOWN

	START	DUE	POST	STATUS	ACTIONS	
<b>Project Management</b>						
PAPER	25-Sep-2018 14:34PM	02-Oct-2018 23:58PM	03-Oct-2018 00:00AM	0 / 0 submitted	View	More actions ▾

Copyright © 1998 – 2018 Turnitin, LLC. All rights reserved.

[Privacy Policy](#) | [Privacy Pledge](#) | [Terms of Service](#) | [EU Data Protection Compliance](#) | [Copyright Protection](#) | [Legal FAQs](#) | [Helpdesk](#) | [Research Resources](#)

How to check Plagiarism of document from Turnitin software?

Completing the above step now you can check plagiarism of your document/s

Click on the "view" button

Mr.shahzad Abbas | User Info | Messages (3 new) | Instructor | English | Community | Help | Logout

turnitin

Assignments | Students | Grade Book | Libraries | Calendar | Discussion | Preferences

NOW VIEWING: HOME > TEST

✔ Congratulations! You have created your first assignment. To add students or view your student list click the "students" tab above.

About this page  
This is your class homepage. Click the "Add assignment" button to add an assignment to your class homepage. Click an assignment's "View" button to view the assignment inbox and any submissions that have been made to the assignment. You can make submissions by clicking on the "Submit" option in the assignment's "More actions" menu.

Test + Add Assignment

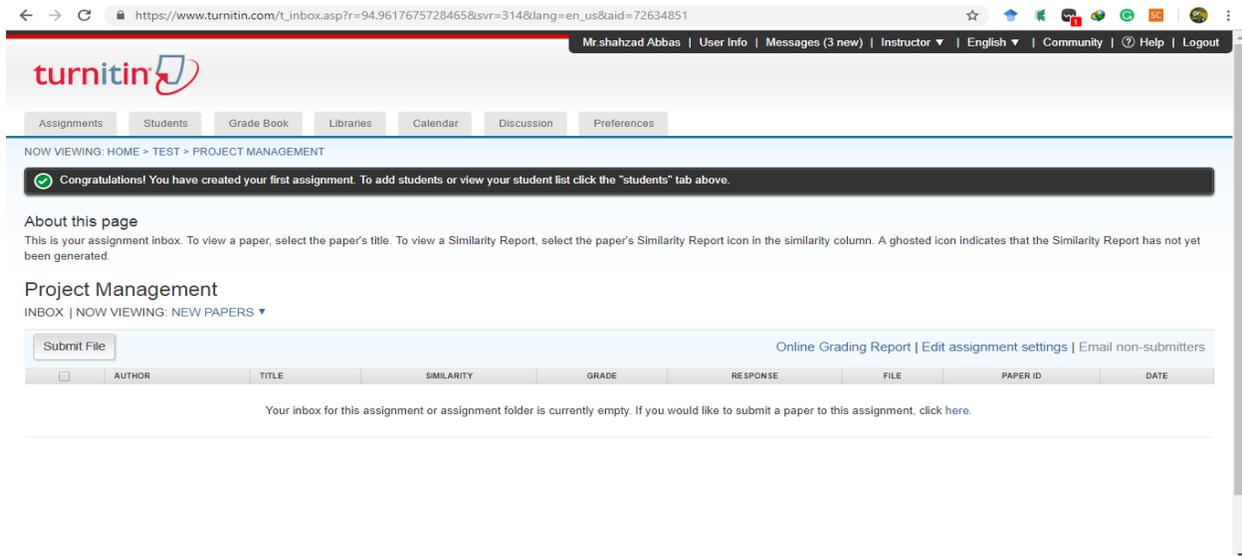
CLASS HOMEPAGE | QUICKMARK BREAKDOWN

	START	DUE	POST	STATUS	ACTIONS	
<b>Project Management</b>						
PAPER	25-Sep-2018 14:34PM	02-Oct-2018 23:58PM	03-Oct-2018 00:00AM	0 / 0 submitted	View	More actions ▾

Copyright © 1998 – 2018 Turnitin, LLC. All rights reserved.

[Privacy Policy](#) | [Privacy Pledge](#) | [Terms of Service](#) | [EU Data Protection Compliance](#) | [Copyright Protection](#) | [Legal FAQs](#) | [Helpdesk](#) | [Research Resources](#)

## Then Click of Submit File

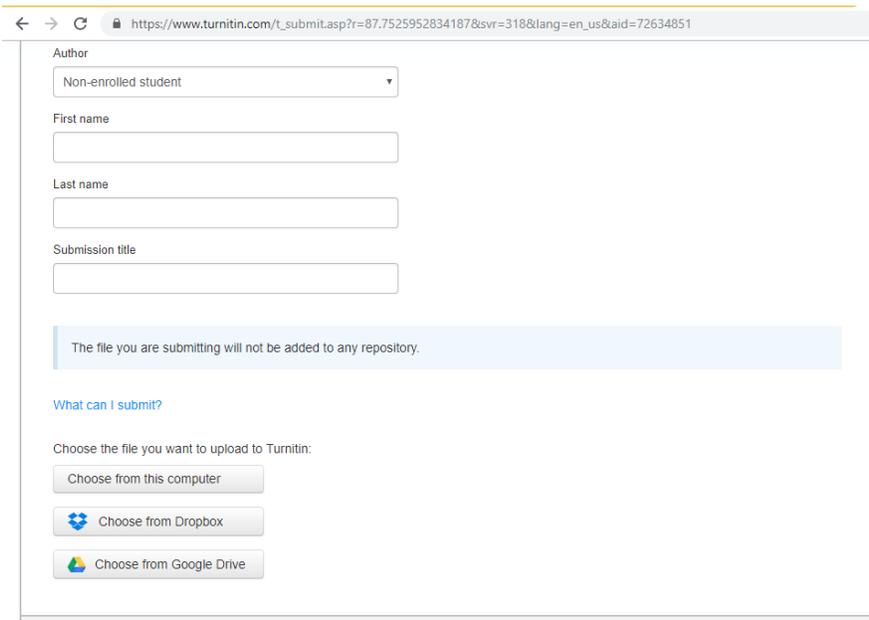


The screenshot shows the Turnitin interface. At the top, there's a navigation bar with the Turnitin logo and user information for Mr. Shahzad Abbas. Below that, there are tabs for Assignments, Students, Grade Book, Libraries, Calendar, Discussion, and Preferences. A message banner reads: "Congratulations! You have created your first assignment. To add students or view your student list click the 'students' tab above." Underneath, there's an "About this page" section explaining the assignment inbox. The main section is titled "Project Management" and shows an "INBOX | NOW VIEWING: NEW PAPERS" dropdown. A "Submit File" button is visible. Below it is a table with columns: AUTHOR, TITLE, SIMILARITY, GRADE, RESPONSE, FILE, PAPER ID, and DATE. The table is currently empty, with a message below it stating: "Your inbox for this assignment or assignment folder is currently empty. If you would like to submit a paper to this assignment, click here." On the right side of the table area, there are links for "Online Grading Report", "Edit assignment settings", and "Email non-submitters".

Form will be Open, Fill the required fields

Here a message appears "The file you are submitting will not be added to any repository" it mean you document will not be saved/uploaded in Turnitin repository

Then click on the submit button



The screenshot shows the Turnitin submission form. At the top, there's a navigation bar with the Turnitin logo and user information for Mr. Shahzad Abbas. Below that, there's a "Submit File" button. The form fields are: "Author" (a dropdown menu with "Non-enrolled student" selected), "First name" (a text input field), "Last name" (a text input field), and "Submission title" (a text input field). Below these fields, there's a message banner that reads: "The file you are submitting will not be added to any repository." Underneath, there's a link "What can I submit?". Below that, there's a section titled "Choose the file you want to upload to Turnitin:" with three buttons: "Choose from this computer", "Choose from Dropbox", and "Choose from Google Drive".

Your submission will complete in three steps

← → ↻ 🔒 https://www.turnitin.com/t\_submit.asp?r=87.7525952834187&svr=318&lang=en\_us&aid=72634851

NOW VIEWING: HOME > TEST > PROJECT MANAGEMENT

Submit: Single File Upload STEP ●●○

Processing: 1-IR459-81.pdf

**Author:**  
Muhammad Ali

**Assignment title:**  
Project Management

**Submission title:**  
Research Paper



This should take no more than 2 minutes. Please wait... you will be asked to confirm to complete the process.

We take your privacy very seriously. We do not share your details for marketing purposes with any external companies. Your information may be shared with our third party partners ONLY so that we may offer our service.

This step for cross verification, then click on confirm

← → ↻ 🔒 https://www.turnitin.com/t\_submit.asp?r=87.7525952834187&svr=318&lang=en\_us&aid=72634851

Author:  
Muhammad Ali

Assignment title:  
Project Management

Submission title:  
Research Paper

File name:  
1-IR459-81.pdf

File size:  
335.83K

Page count:  
23

Word count:  
8364

Character count:  
47191

Page 1



We take your privacy very seriously. We do not share your details for marketing purposes with any external companies. Your information may be shared with our third party partners ONLY so that we may offer our service.

This is confirmation message of your submission, now click on confirm

Author: Muhammad Ali

Assignment title: Project Management

Submission title: Research Paper

File name: 1-IR459-81.pdf

File size: 335.83K

Page count: 23

Word count: 8384

Character count: 47191

We take your privacy very seriously. We do not share your details for marketing purposes with any external companies. Your information may be shared with our third party partners ONLY so that we may offer our service.

[Confirm](#) [Cancel](#)

After confirming this page will open

Mr.shahzad Abbas | User Info | Messages (3 new) | Instructor | English | Community | Help | Logout

turnitin

Assignments | Students | Grade Book | Libraries | Calendar | Discussion | Preferences

NOW VIEWING: HOME > TEST > PROJECT MANAGEMENT

About this page  
This is your assignment inbox. To view a paper, select the paper's title. To view a Similarity Report, select the paper's Similarity Report icon in the similarity column. A ghosted icon indicates that the Similarity Report has not yet been generated.

Project Management  
INBOX | NOW VIEWING: NEW PAPERS ▾

Submit File Online Grading Report | Edit assignment settings | Email non-submitters

<input type="checkbox"/>	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
<input type="checkbox"/>	Muhammad Ali	Research Paper	---		*		1008024610	25-Sep-2018

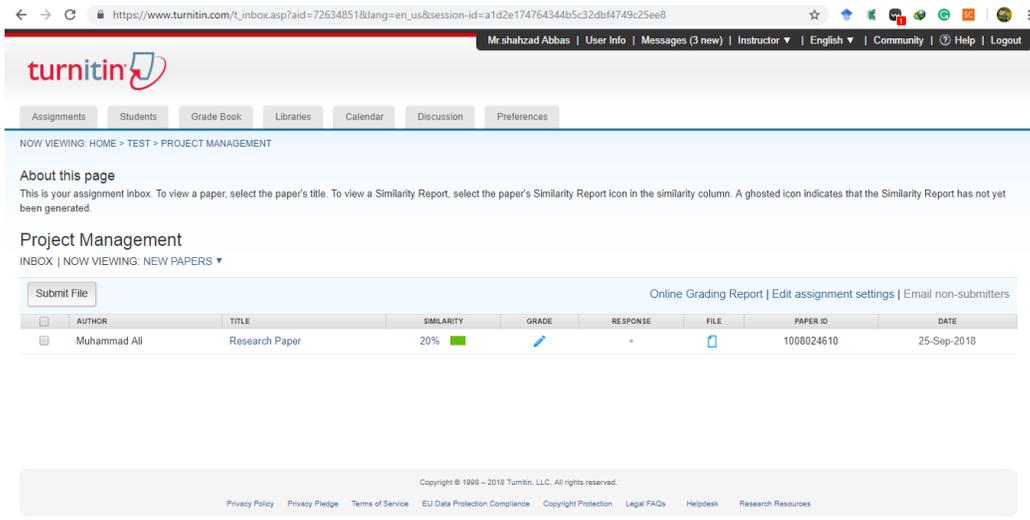
Copyright © 1998 – 2018 Turnitin, LLC. All rights reserved.

[Privacy Policy](#) [Privacy Pledge](#) [Terms of Service](#) [EU Data Protection Compliance](#) [Copyright Protection](#) [Legal FAQs](#) [Helpdesk](#) [Research Resources](#)

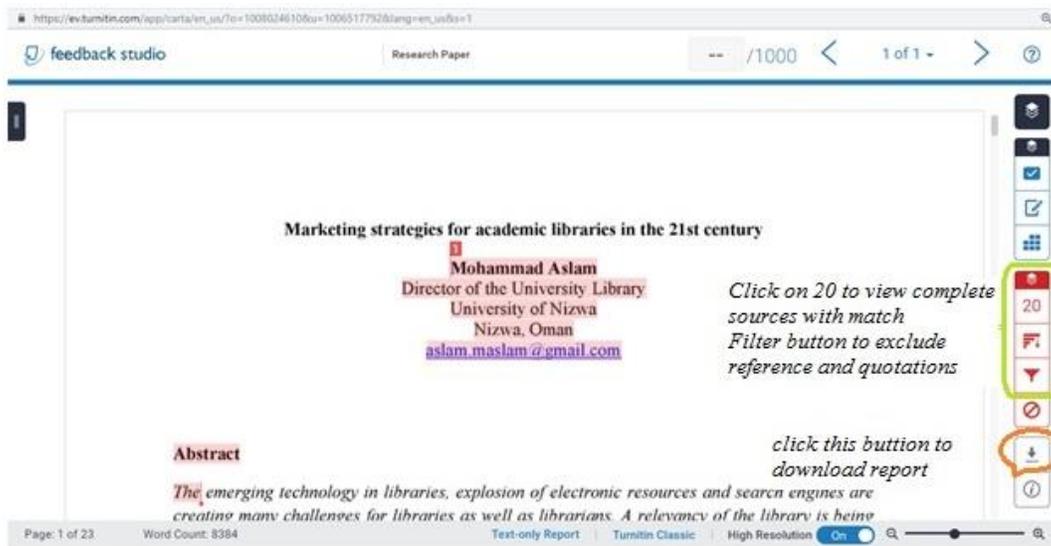
This process takes 10-20 mints(depend on file size) to show similarity/result of the document

Always save the paper ID for future correspondence

Then click on the “Similarity” button



A new window will appear with report



I hope this user manual will have sufficient information to setup Turnitin account and check plagiarism from this software. If you still need more information about this feel free to contact:

~~~~~

Shahzad Abbas

In-charge Digital & Electronic Resources

[shahzad\\_abbas@comsats.edu.pk](mailto:shahzad_abbas@comsats.edu.pk), Office No. 051-90495573

~~~~~