

TURNITIN - GETTING STARTED FOR FACULTY

LOGIN INFORMATION

To obtain your department's account ID and password, contact your department chair or contact Institutional Effectiveness at 601.266.5016 or turnitin@usm.edu.

GETTING STARTED FOR FACULTY

It is strongly recommended that course syllabi include a statement informing students about use of the Turnitin service. Visit the [syllabus information](#) page to learn more.

Use your Turnitin Login Information Form to help you keep track of your Turnitin passwords as you set up your account.

1. Get the login information for your department.

Your department chair should have this information. If not, please contact Institutional Effectiveness at 601.266.5016 or turnitin@usm.edu.

2. Create a user profile.
 - o Go to www.turnitin.com.
 - o Under Login, click Create account.
 - o At the next screen, under the New instructors start here section click on Create a User Profile link (You'll need an account ID and account password to join)
 - o This takes you to the Have You Ever Used Turnitin and the Create a New Account Page
 - o At the Create a New Account section at the bottom of the Page
 - o Select instructor
 - o Create a New Instructor Account
 - o Enter your department's account information
 - o The **Turnitin account/class ID** is a five-digit number.
 - o The **Turnitin join password** is a case-sensitive string of letters and numbers.
 - o Provide your e-mail address. (This does not have to be your university e-mail address, although that is recommended.)
 - o Create a password for yourself. This password will be case-sensitive and must be 6-12 characters in length and contain at least one letter and one number.
 - o Select a **secret question** from the drop-down menu and then type the answer to that question. This information will be used to confirm your identity if you ever forget your password.
 - o Type your first and last names in the appropriate boxes.
 - o You will then have the opportunity to read the user agreement. To use the service, you must click the **I agree -- create profile** link.

3. Create a class by clicking on the **start class setup wizard** link.

Upon completion of this wizard you will have created one Turnitin class. You may need to repeat these steps if you plan to use Turnitin for multiple courses. You should also plan to create new Turnitin classes at the start of each new term.

- **Enter your class name.** This may be in any format, such as ENG 102, English 102, or Composition Two. If you are teaching multiple sections of the same course, you may wish to include the section number or class day/time as part of the class name. You may also wish to include the term as part of the course name, for your future reference.
- Make note of the **class ID number** generated by Turnitin. **Your students will need this ID to enroll in the class!**
- Create a **class enrollment password**. Your students will need this password to enroll in the class, so it should be something easy for you and your students to remember.

4. Create an assignment.

You will need to repeat these steps if you plan to use Turnitin for more than one assignment in this course.

- Create a name for the assignment. To avoid confusing your students, you may wish to make the assignment name correspond to the name of the assignment in your syllabus.
- Set a due date for the assignment. By default, Turnitin will not allow students to submit an assignment after the due date, however, you may change this later by using the **advanced assignment options**.
- Optionally, you may enter a brief description of the assignment or other relevant information.

5. Learn more about the Turnitin system.

Faculty are encouraged to visit the [Turnitin Training Resources page](#) to download training videos, user manuals, and quick start guides.

WHAT TO TELL YOUR STUDENTS

It is strongly recommended that course syllabi include a statement informing students about use of the Turnitin service. Visit the [syllabus information](#) page to learn more.

1. Encourage your students to download the 3-page [Student QuickStart guide](#) from the [Turnitin Training Resources](#) page.
2. **Give the class ID and class password to your students** so they can create their own user profiles and enroll in the class. Each student will have only one e-mail/password combination to login to the system, although he or she may be enrolled in more than one Turnitin class. (Alternatively, you may enroll the students into your Turnitin class. For instructions, refer to the "Enrolling Your Students" section of Chapter 1: Getting Started in the [Turnitin Instructor User Guide](#).)
3. Direct students to go to www.turnitin.com. Students who have not used Turnitin before should begin by clicking the **create account** link under the Login box in, the upper right corner of the Turnitin home page; they will be guided through the new user registration process. Students who have created a Turnitin user profile for a different course should skip ahead to the class enrollment process.
 - o Turnitin does not require students to register using their Southern Miss e-mail address.
 - o Instructors may wish to remind students that their Turnitin password will be one of their own creation and not necessarily the same password used to access SOAR, Webmail, or WebCT.
4. Once enrolled, students may submit papers through the Turnitin Web site. (Alternatively, you may submit papers for your students. For instructions, refer to the "Submitting Papers" section of Chapter 1: Getting Started in the [Turnitin Instructor User Guide](#).)
 - o Login.
 - o Click the class name on your student homepage.
 - o Click the **submit** icon next to the assignment name.
 - o Choose to submit a paper by **file upload**. Verify that your name is correct and type a title for your paper.
 - o Click the **Browse...** button and locate the file on your computer. The file may be saved on your hard drive, a USB flash drive, a floppy disk, or elsewhere. Turnitin accepts the following file types: MS Word, WordPerfect, PostScript, PDF, HTML, RTF, and plain text. When you have located the correct file, click the **submit** button.
 - o The text of the document will display. Make sure this is the paper you want to turn in and then click the **yes, submit** button. Turnitin will issue a digital receipt, including paper id number, as proof that you submitted the paper.

WHAT ABOUT TEACHING ASSISTANTS?

For information on how to utilize teaching assistants (TAs), refer to http://www.turnitin.com/static/knowledge_base/assigning_master_class_section_TAs_newtii.htm.

Master classes are designed to allow instructors to create a class with sections. While the master class instructor can create and push assignments to sections and access all of the submissions to every section, each section of a master class can be assigned a TA who will also have the ability to oversee the assignments and submissions of the section. TAs can either join the master class using the master class id and TA join password thus creating a section for themselves or they can be assigned to an existing section by the master class instructor