


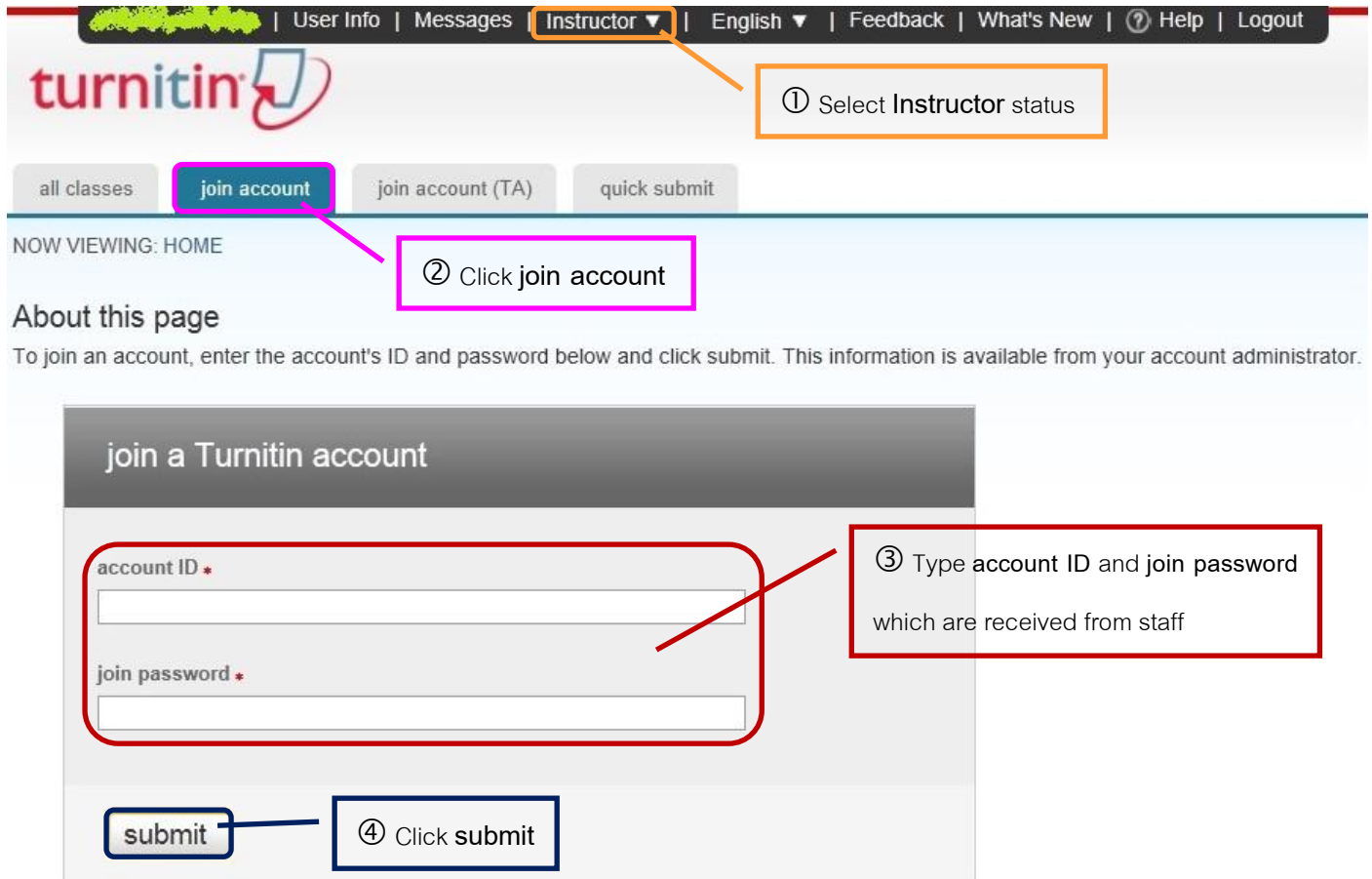
Turnitin Usage for Instructor

1. Go to <http://turnitin.com/>
2. Sign in and join account



1 Email Password SIGN IN
2 Create Account Retrieve Password

- 1 For old user: Type Chula e-mail (...@...chula.ac.th) and password, click SIGN IN and then do the following steps



User Info | Messages | Instructor | English | Feedback | What's New | Help | Logout

turnitin

all classes | join account | join account (TA) | quick submit

NOW VIEWING: HOME

2 Click join account

About this page

To join an account, enter the account's ID and password below and click submit. This information is available from your account administrator.

join a Turnitin account

account ID *

join password *

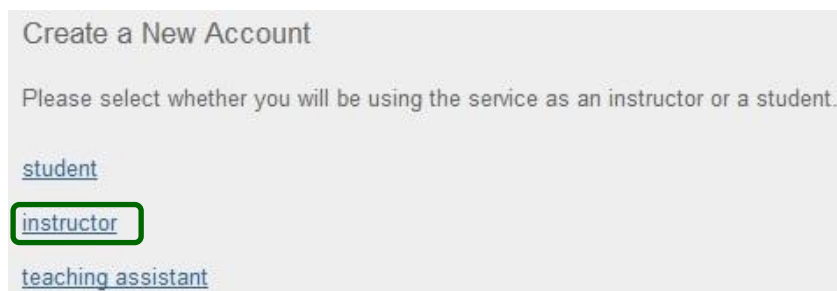
submit

3 Type account ID and join password which are received from staff

4 Click submit

And then go to No. 3.

- 2 For new user: Click [Create Account](#) and click instructor



Create a New Account

Please select whether you will be using the service as an instructor or a student.

[student](#)

[instructor](#)

[teaching assistant](#)

And then do the following steps

Create a New Instructor Account

account ID information

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



① Type account ID and join password which are received from staff

user information

your first name



your last name



email address



② Type first name in your first name box
Type last name in your last name box
Type Chula e-mail (...@...chula.ac.th) in email address box

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 an email address and password you can easily remember. Please write down your email address and password for future reference.

enter your password



confirm your password



③ Create password and type it in enter your password and confirm your password boxes

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



question answer



④ Select secret question and answer the question in question answer box (User will be asked when forget the password.)

user agreement

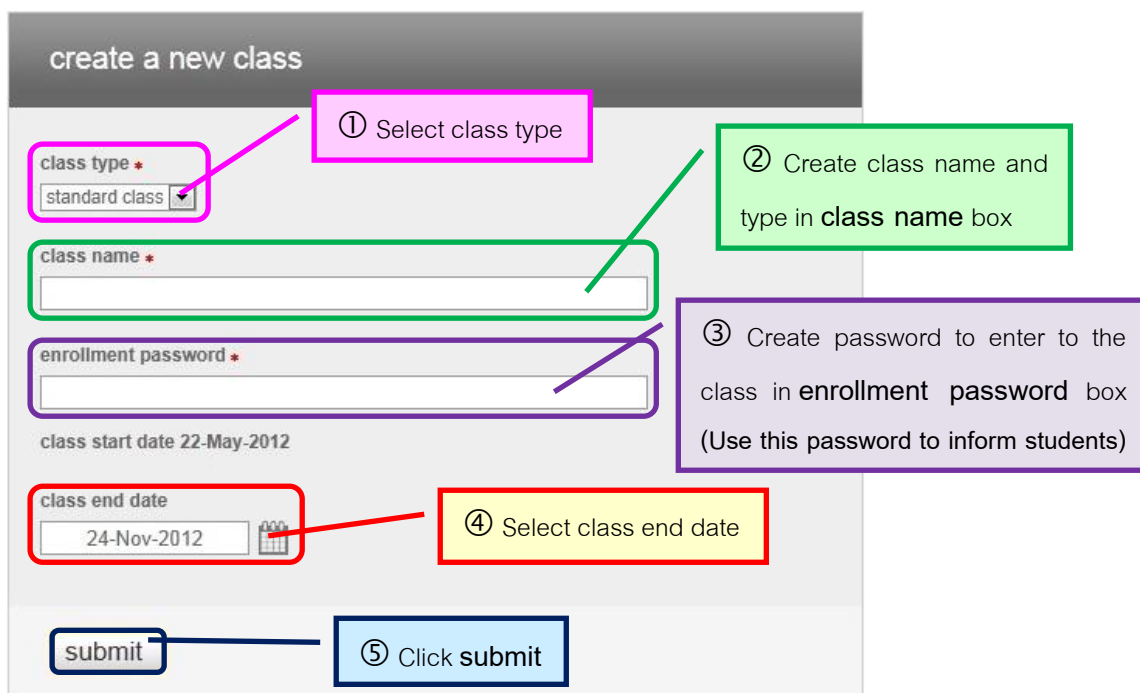
Please read our user agreement below. Select "I agree" to complete your user profile.

Turnitin.com and its services (the "Site" or the "Services") are maintained by iParadigms, LLC ("iParadigms"), and offered to you, the user ("You" or "User"), conditioned upon Your acceptance of the terms, conditions, and notices contained herein without modification (the "User Agreement").

You should review this User Agreement carefully before accepting

⑤ Click I agree – create profile

3. Create class: Click  and do the following steps



create a new class

class type *
standard class

class name *

enrollment password *

class start date 22-May-2012



class end date
24-Nov-2012



submit

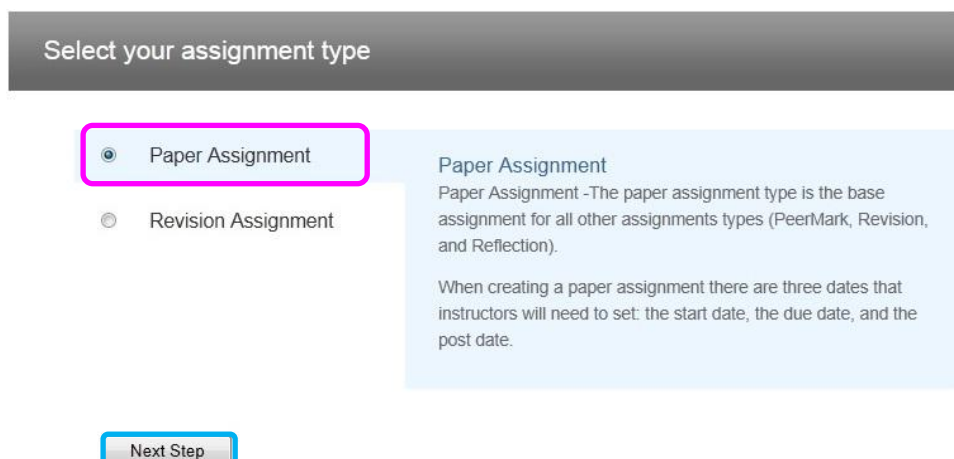
Click  and click statistics  on right side of class name

class ID	class name	status	statistics	edit	copy	delete
	Information Technology	active				

View class ID under ID and enrollment password under Join/ Enrollment password and inform students that class ID and join password to enter to the class

Name	Join/Enrollment password	ID	Students	Submissions	Originality Reports	75-100%	50-74%	25-49%	0-24%	No matches	Peer reviews	GradeMark	Graded papers	Discussion replies	Discussion topics	QuickMark breakdown
Information Technology			-	1	1	-	1	-	-	-	-	-	-	1	1	view

4. Click the class name to create assignment for student paper submission by click , select Paper Assignment and click 



Select your assignment type

Paper Assignment

Revision Assignment

Paper Assignment
Paper Assignment -The paper assignment type is the base assignment for all other assignments types (PeerMark, Revision, and Reflection).
When creating a paper assignment there are three dates that instructors will need to set: the start date, the due date, and the post date.

Next Step

There are 2 assignments should be created that are

4.1 Assignment for student paper resubmission and no repository

New assignment

Assignment title

Start date at :

Due date at :

Enter special instructions

Allow submissions after the due date? yes no

Originality Report

Generate Originality Reports for submissions? yes no

Generate Originality Reports for student submissions

Exclude bibliographic materials from Similarity Index for all papers in this assignment? yes no

Exclude quoted materials from Similarity Index for all papers in this assignment? yes no

Exclude small matches? yes no

Allow students to see Originality Reports? yes no

Submit papers to:

Search options: student paper repository institution paper repository current and archived internet periodicals, journals, & publications

Would you like to save these options as your defaults for future assignments?

4.1.1 Type assignment title

4.1.2 Select start date

4.1.3 Select due date

4.1.4 Type instruction about the assignment (if any)

4.1.5 Allow submissions after the due date?

4.1.6 Generate Originality Reports for submissions? Select **yes**

4.1.7 Generate Originality Reports for student submissions: Please select **immediately (can overwrite reports until due date)**

4.1.8 Exclude bibliographic materials from Similarity Index for all papers in this assignment?

4.1.9 Exclude quoted materials from Similarity Index for all papers in this assignment?

4.1.10 Exclude small matches?

4.1.11 Allow students to see Originality Reports? Please select **yes**

4.1.12 Submit paper to: Please select **no repository**

4.1.13 Select search options

4.1.14 Click **Submit**

4.2 Assignment for once student paper submission and institution paper repository: Submit a finished student paper to check similarity between other's papers and the finished student paper. The option setting is different from 4.1 as follow

Generate Originality Reports for student submissions: Select **immediately first report is final**



******* Submit paper to: Select **institution paper repository** (The data will be stored in the system within Chulalongkorn University account which outsiders can't view contents but can check similarity)



5. To view student paper, click class name and click **View** in the assignment

START	DUE	POST	STATUS	ACTIONS
test 13-6-55				
PAPER	13-Jun-2012 4:04PM	30-Jun-2013 11:59PM	N/A N/A	4 / 1 submitted View More actions ▾

Click percent under **SIMILARITY** to view the details

AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
[blurred]	[blurred]	5% [green bar]	--	--	[icon]	[blurred]	25-Jun-2012

To print Originality Report, click or to download file

When users click or , the screen will be shown text in a window as follow.

Please wait while your download is being prepared.

Papers over 75 pages may require more time to process.

Please wait for a while, when the screen shows text [Click here to download your file.](#), click that text, save file, and open file, print Originality Report (at almost the last page that show percent similarity report), and then sign name on the Originality Report for acceptance.

An example of Originality Report



ORIGINALITY REPORT

5 %

SIMILARITY INDEX

5 %

INTERNET SOURCES

1 %

PUBLICATIONS

3 %

STUDENT PAPERS

PRIMARY SOURCES

1 www.car.chula.ac.th
Internet Source

3%

2 www.library.uq.edu.au
Internet Source

1%

EXCLUDE QUOTES OFF
EXCLUDE BIBLIOGRAPHY OFF

EXCLUDE MATCHES OFF