Go to TurnItIn.com in browser

Click on "create account," in upper right-hand corner

Underneath create a new account, click on

Type in the Account ID & Join Password

YOU HAVE SUCCESSFULLY CREATED AN ACCOUNT

Click

I agree -- create profile

Fill in all the required boxes
TurnItIn: Adding A Class

1. Click on 'Add a class' on the right-hand side.
2. Enter the class type:
   - Standard: regular class
   - Master: Must enter a TA Join Password (feature used in higher ed)
3. Enter the class name:
4. Enter the enrollment password:
5. Enter the class end date
6. Click 'Submit'
   - Create a 4-12 character password for students to gain access to the class.
TurnItIn: Copying A Class

1. Find the class that you want to copy.
2. Click.
3. Enter the class name.
4. Enter the enrollment password.
5. Change (optional).
6. First assignment start date.
7. Save.
TurnItIn: Add An Assignment

1. Click on the course section you want to add an assignment to.
2. Click on "New Assignment".
3. Select Assignment type:
   - Paper Assignment
4. Enter assignment title.
5. Enter assignment instructions.
6. Enter due date.
7. Enter the date when students can begin to view comments/grades made by the instructor.
8. Optional settings:
   - Provides additional options such as changing originality report preferences, allowing submissions after the due date, or creating grading rubrics.
9. Click "submit".
Select a student from drop-down box

TurnItIn: Submit A Paper

More actions

Edit settings

Submit paper

Delete assignment

Choose a paper item submission method:
- single file upload
- multiple file upload
- cut & paste upload
- zip file upload

Author

Non-enrolled student

Select a student from drop-down box

Submission title

Browse for the file to upload

Upload

First name

Last name
This shows the percentage of how much similarity was found in the paper.

Select the assignment

Select the student's paper you want to grade

You will see some items highlighted (multi-colored)

This shows the percentage of how much similarity was found in the paper

Enter the grade out of the percentage that you had set

TurnItIn: Originality Report

Click on below for Filters & Settings

Click on

Match Overview

shows the main sources the information came from.

All Sources

shows you additional sources that the information could have came from.
TurnItIn: QuickMark Manager

Click on GradeMark

Click on to open QuickMark Manager

Add Sets and Marks

Click on the set to add new marks

Click on the set to add new marks

Click on a set to view marks associated with it

Edit a comment

Search for the comment you created

Click on Edit which allows you to rename the comment & add/edit description
TurnItIn: Creating A Rubric

Click on

at the bottom of the page

Click on
to create a rubric

& select "create new rubric"

Name the rubric in the blue box

Enter rubric name here

Types of Rubrics (located at the bottom)

Standard

Custom: enter any value in the rubric

Qualitative: provides standard feedback but has no numeric scoring

To add a criteria and a scale, just click

and click

in the criteria/scale box to delete
TurnItIn: PeerMark- Set up Assignment

Click on the class name you want to add an assignment to.

Click on New Assignment

Select Assignment type PeerMark Assignment

Select an assignment you want to use PeerMark

Assignment Dates automatically fill in the dates you had set when you created the assignment you have chosen to attach a PeerMark assignment to.

Optional: Point value

if you want students to receive a grade for completing the PeerMark assignment

Save & Continue
TurnItIn: PeerMark- Distribution

Click on

Edit

Enter

Paper(s) automatically distributed by PeerMark

Optional: Enter the amount of
Paper(s) selected by the student

Optional:

Require self-review

Click

Save

Optional: Click on

Show more distribution options

if you want to

Pair Students or Exclude Students

Save & Continue
TurnItIn: PeerMark- Questions

Click Add Question

Free Response

Enter the Question

Enter Minimum answer length words

Click Add Question

Scale

Enter the Question

Select

Label each number

TurnItIn: PeerMark- Questions

Find the questions you want to add

Click Add this question

Questions you have saved in the database

Save & Finish

Save to library

Name of new library

Save
TurnItIn: View Peerview

Click

Overview

Questions & Answers

Comments List
Click on the class name you want to add an assignment to.

Click on New Assignment.

Select Assignment type Revision Assignment.

Select based on paper assignment.

Enter point value.

Enter start date, due date, and post date.

Select generate Originality Reports for student submissions.

Choose allow students to see Originality Reports.

Submit.
Click on the class name you want to add an assignment to

Click on New Assignment

Select Assignment type

Select Reflection Assignment

Select based on paper assignment

Enter assignment title

Enter point value

Enter start date,
due date,
post date:

Submit
Go to TurnItIn.com in browser

Click on "create account," in upper right-hand corner

Underneath create a new account, click on

Type in the Class ID & Class Enrollment Password

YOU HAVE SUCCESSFULLY CREATED AN ACCOUNT

Click

Fill in all the required boxes
TurnItIn: Students- Enrolling In A Class

Click on
enroll in a class tab

Enter
class/section ID:

enrollment password:

Click
submit
TurnItIn: Students- Submit A Paper

Click on the "Submit" next to the assignment to submit a paper.

Choose a paper item submission method:

Make sure your first & last name are filled in.

Submission title:

Browse for the file to upload:

Upload

Students: View A Paper

Click on the "View" next to the assignment to view your paper.

Click:

- Originality:
  Allows you to see your paper compared to others located in the database.
- GradeMark:
  Allows you to view your grade.
- PeerMark:
  Allows you to view other students' papers and answer questions based on their paper.