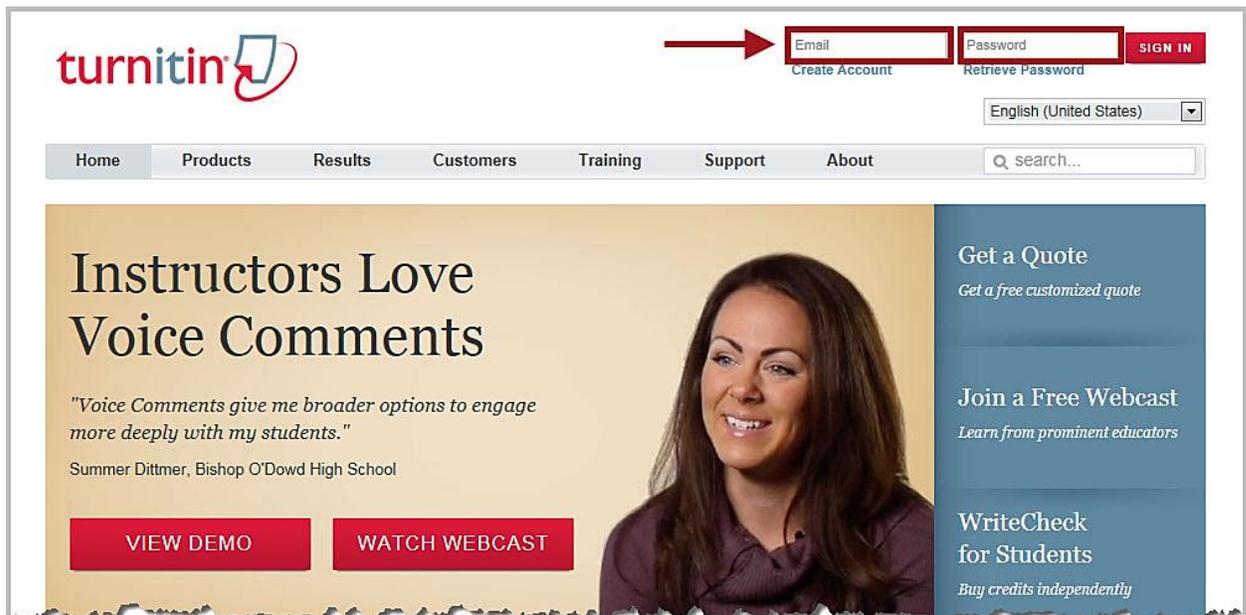


Faculty Tutorial:

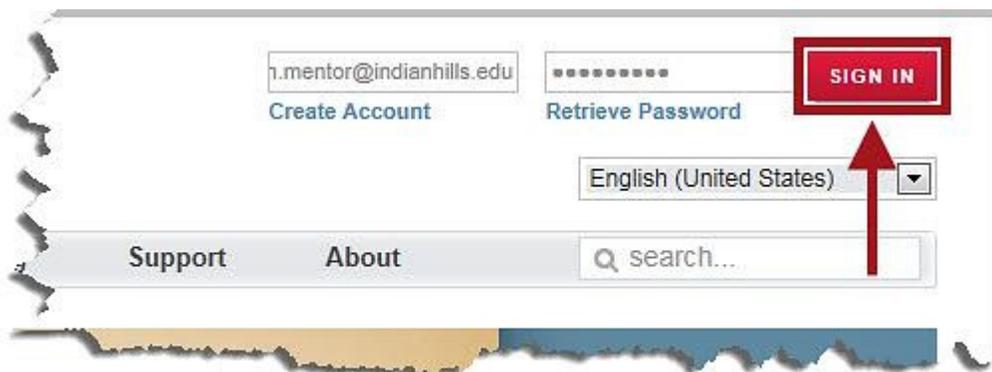
Set Up a Turnitin Account and Create a Class and an Assignment

Purpose: To demonstrate to faculty how to sign in to Turnitin and change their password, then add a class and add an assignment to that class.

Go to www.turnitin.com. Enter your Indian Hills email address and the Turnitin password you were given in the spaces provided.

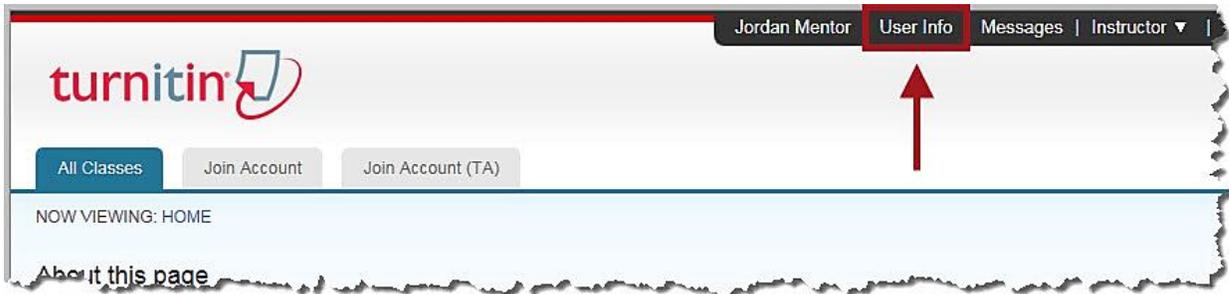


Then, click "Sign In."



To change your password, click “User Info” at the top of the page.

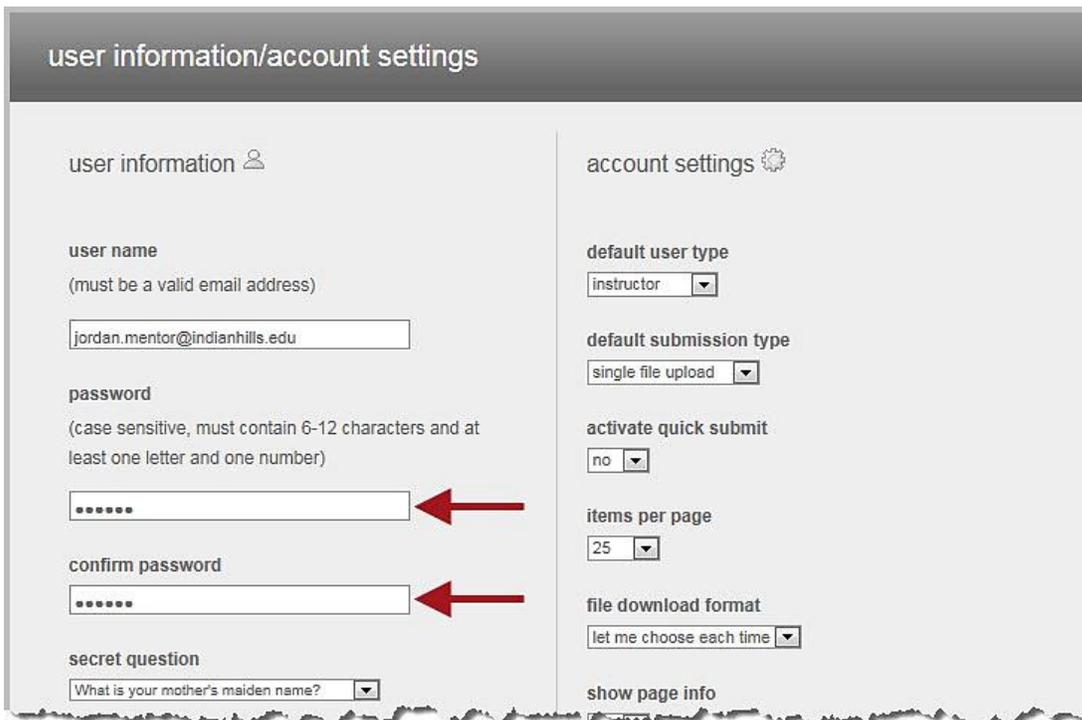
Note: It is recommended that you change your password the first time you log in to Turnitin.



The “user information/account settings” page will open.

Delete the dots (which represent the letters of your original password) in the box under “password” and type your *new* password in the box. Then, delete the dots in the box under “confirm password” and re-type your *new* password in the box.

Note: Each letter of your new password will appear as a dot when you type it in the boxes.



Next, choose a secret question from the drop-down menu.

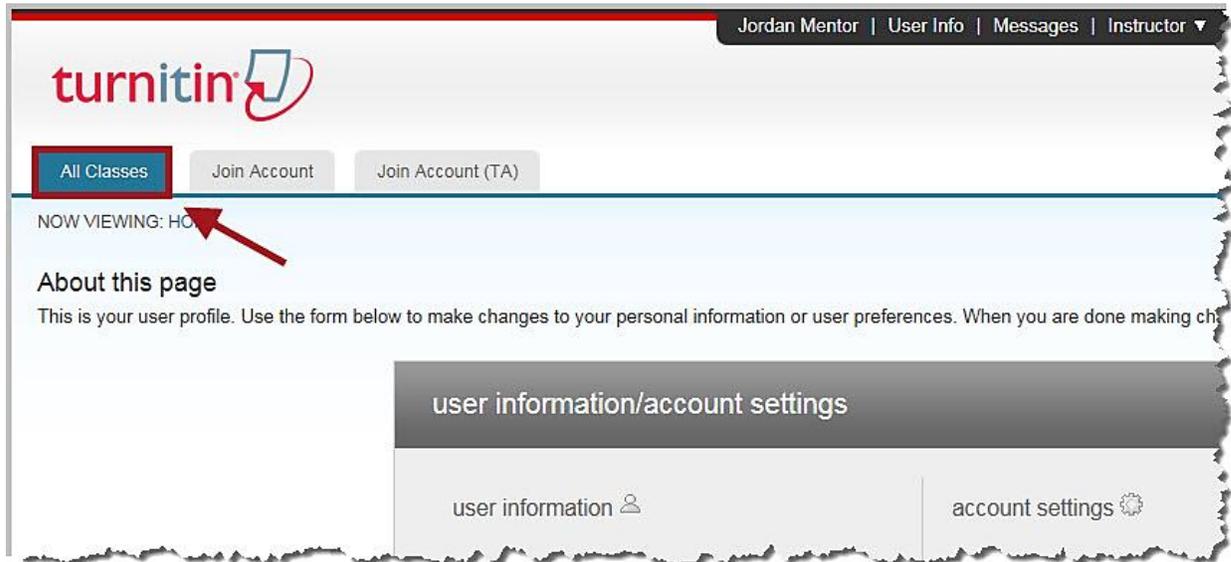
The screenshot shows a registration form with a 'secret question' dropdown menu open. A red arrow points to the dropdown menu. The dropdown menu lists several questions, with 'What is your mother's maiden name?' selected. Below the dropdown menu is a text input field containing the name 'Jordan'. To the right of the form are several other options: 'file download format' (set to 'let me choose each time'), 'show page info' (set to 'yes'), 'send me email updates' (set to 'yes'), and 'use class homepage link' (set to 'no'). Below these are input fields for 'link URL' and 'link name'. At the bottom left is a 'submit' button.

Delete the dots in the box under “question answer” and type your answer to the secret question you chose in the box. Then, click “submit.”

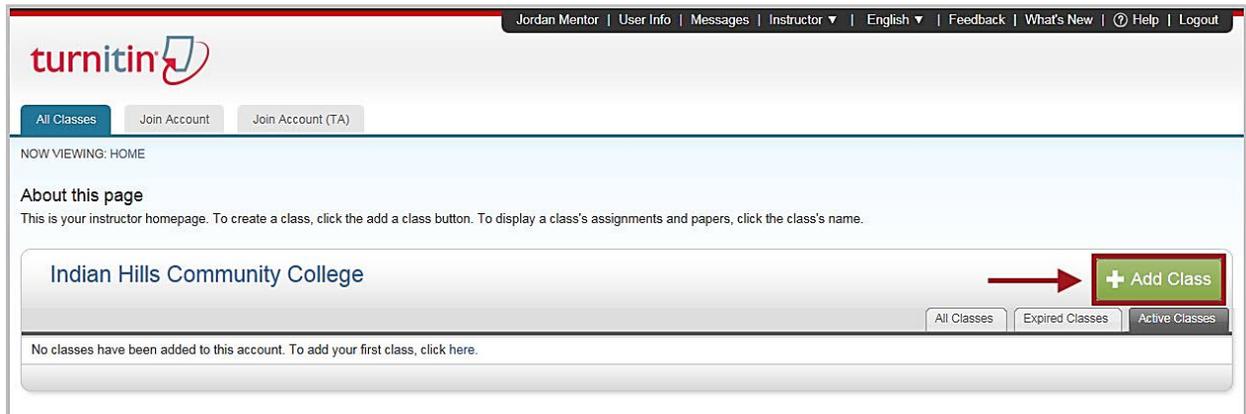
Note: Each letter of your answer will appear as an asterisk when you type it in the box.

The screenshot shows the same registration form, but now the 'question answer' field is filled with asterisks. A red arrow points to this field. The 'last name' field contains 'Mentor' and the 'first name' field contains 'Jordan'. The 'submit' button is now highlighted with a red box, and a red arrow points to it. The other options and fields remain the same as in the previous screenshot.

Next, add a class to your Turnitin account.
Return to the “All Classes” page by clicking the “All Classes” tab.



On the “All Classes” page, click “Add Class.”



For “Class Type” keep the default option “Standard class” selected. Enter a name for your class under “Class name” and enter a password for your class under “Enrollment password.” The password you enter here will be the “Enrollment password” that students are required to enter when they “Create a New Student Account.” A green checkmark will appear once these required fields are filled. You also have the option to change the “Class end date” if you choose.

Once you have filled out the required information, click “Submit.”

Note: It is suggested that your “Class name” be the title of the course you are teaching, along with the section number and term.

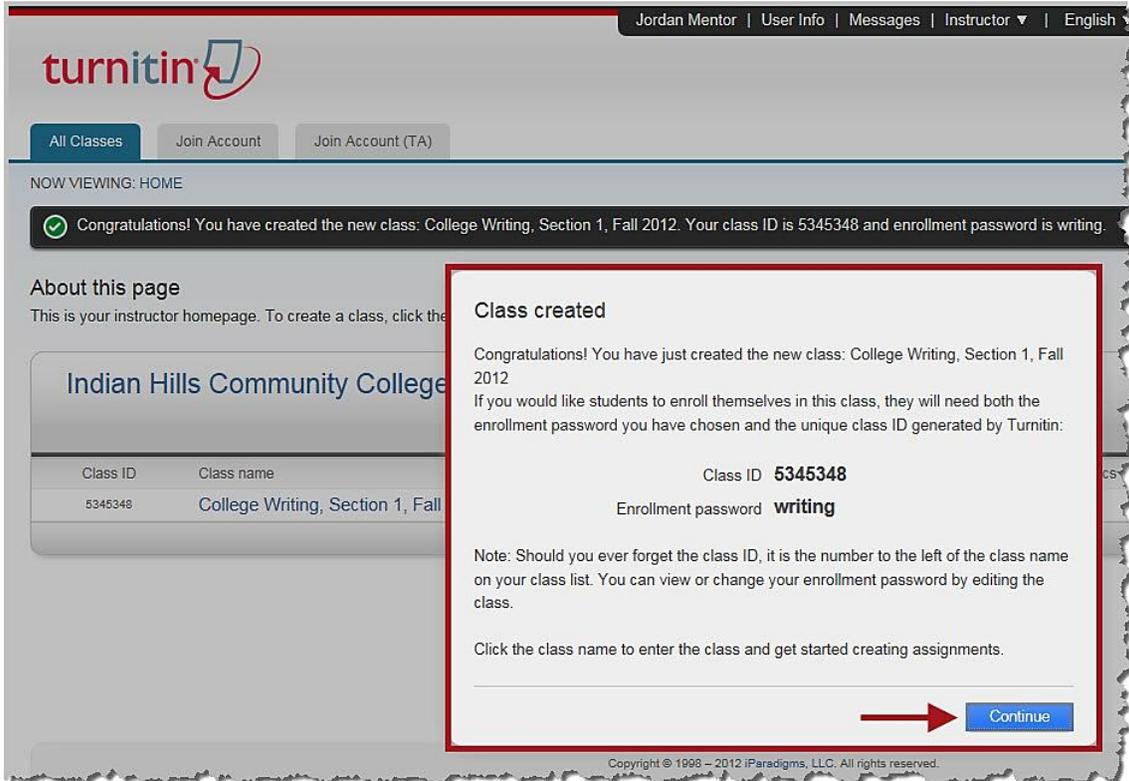
The screenshot shows the Turnitin user interface. At the top right, the user is identified as "Jordan Mentor". The Turnitin logo is on the left. Below the logo are navigation buttons: "All Classes", "Join Account", and "Join Account (TA)". The main content area is titled "NOW VIEWING: HOME" and "About this page". The "Create a New Class" form is the central focus. It contains the following fields and values:

- Class type ***: Standard class (dropdown menu)
- Class name ***: College Writing, Section 1, Fall 2012 (text input, with a green checkmark to the right)
- Enrollment password ***: writing (text input, with a green checkmark to the right)
- Class start date**: 14-Aug-2012 (pre-filled)
- Class end date**: 19-Nov-2012 (text input with a calendar icon)

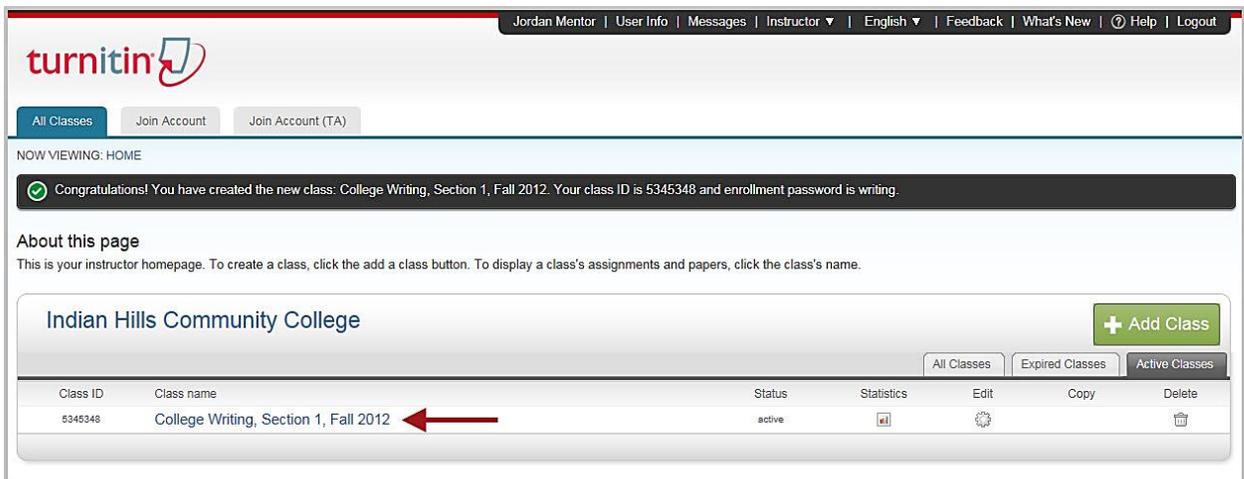
A red rectangular box highlights the "Submit" button at the bottom of the form, with a red arrow pointing to it from the right.

A "Class created" message will appear.
Click "Continue."

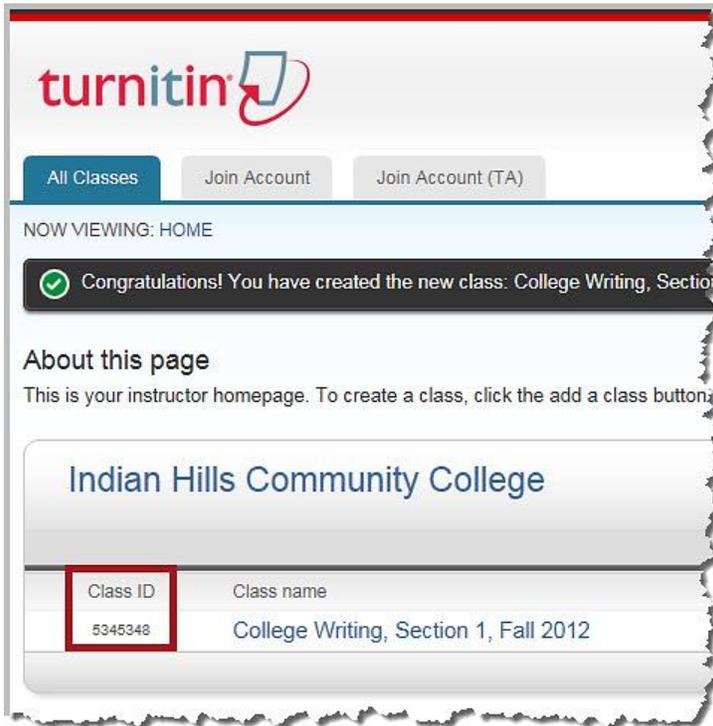
Note: You will need to give your students the "Class ID" number and the "Enrollment password" listed in this message. So, you may wish to write these down and keep them in a safe place. In this example, the "Class ID" is 5345348 and the "Enrollment password" is "writing."



Your class will appear under "Indian Hills Community College" on the "All Classes" page.



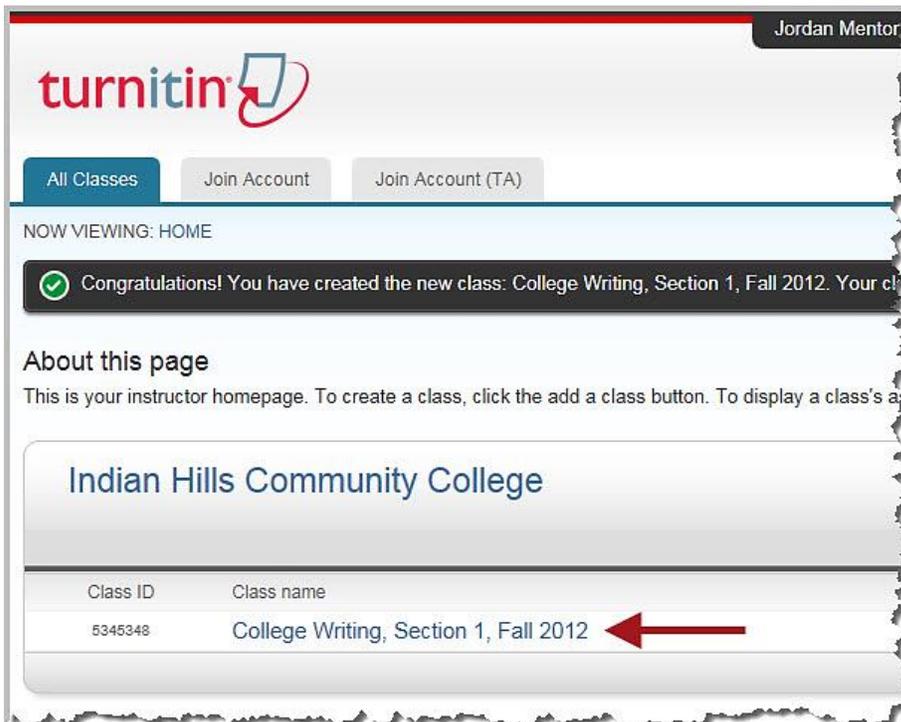
Note: The "Class ID" number is also listed on this page to the left of the "Class name."



The screenshot shows the Turnitin instructor interface. At the top left is the Turnitin logo. Below it are three buttons: "All Classes" (highlighted in blue), "Join Account", and "Join Account (TA)". A light blue bar indicates "NOW VIEWING: HOME". A dark green notification box with a checkmark says "Congratulations! You have created the new class: College Writing, Section 1, Fall 2012." Below this is the heading "About this page" with the text "This is your instructor homepage. To create a class, click the add a class button:". A large white box contains the text "Indian Hills Community College". At the bottom, a table lists the class details:

Class ID	Class name
5345348	College Writing, Section 1, Fall 2012

To create an assignment for a class, click the class name.



This screenshot is similar to the first one but includes a red arrow pointing to the class name in the table. The interface elements are the same, but the "All Classes" button is no longer highlighted. The notification box now says "Congratulations! You have created the new class: College Writing, Section 1, Fall 2012. Your class is ready for use." The text "About this page" now includes "To display a class's assignments, click the class name." The table at the bottom is the same, but a red arrow points to the class name "College Writing, Section 1, Fall 2012".

Class ID	Class name
5345348	College Writing, Section 1, Fall 2012

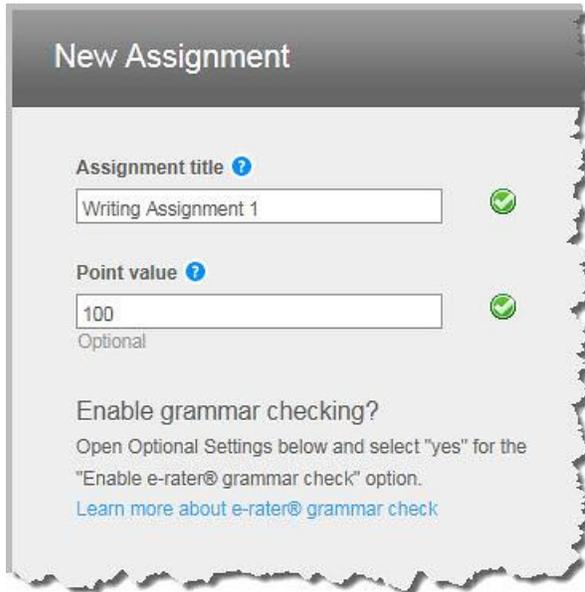
Then, click “Add Assignment.”

The screenshot shows the Turnitin user interface. At the top, there is a navigation bar with the Turnitin logo and user information: Jordan Mentor | User Info | Messages | Instructor | English | Feedback | What's New | Help | Logout. Below this is a menu with tabs for Assignments, Students, Grade Book, Libraries, Calendar, Discussion, and Preferences. The main content area is titled 'NOW VIEWING: HOME > COLLEGE WRITING, SECTION 1, FALL 2012'. Underneath, there is a section 'About this page' with a brief description. The primary focus is on the 'College Writing, Section 1, Fall 2012' class homepage. A table with columns for START, DUE, POST, STATUS, and ACTIONS is visible. A red arrow points to a green button labeled '+ Add Assignment' in the top right corner of the table area. Below the table, a note states: 'Before you or your students can submit a paper, you first need to create an assignment.'

On the “New Assignment” page, enter the “Assignment title” and the “Point value” for the assignment in the spaces provided.

The screenshot displays the 'New Assignment' form. The title 'New Assignment' is at the top. The form is divided into two main sections. On the left, there are two input fields: 'Assignment title' and 'Point value'. Both fields have red arrows pointing to them from the right. Below the 'Point value' field is the text 'Optional'. On the right side, there are three date and time selection fields: 'Start date' (14-Aug-2012 at 11:07 AM), 'Due date' (21-Aug-2012 at 11:59 PM), and 'Post date' (22-Aug-2012 at 12:00 AM). Each date field includes a calendar icon. Below these fields is a button labeled '+ Optional settings'. At the bottom left of the form is a blue 'Submit' button.

A **green** checkmark will appear once the “Assignment title” and the “Point value” are entered.



New Assignment

Assignment title ?
Writing Assignment 1

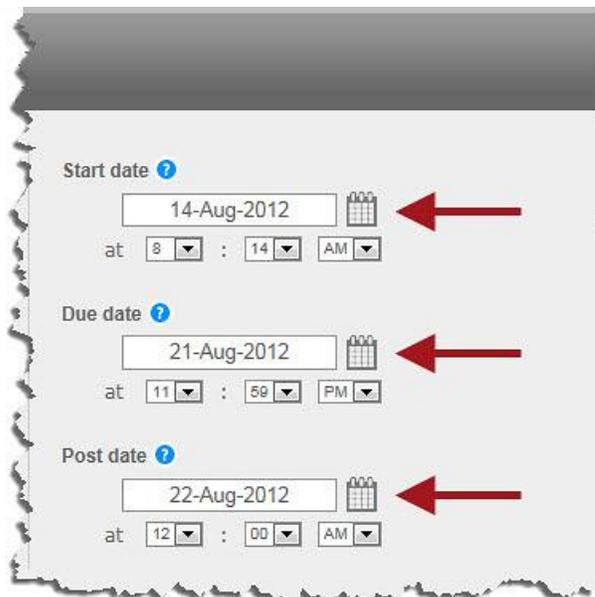
Point value ?
100
Optional

Enable grammar checking?
Open Optional Settings below and select "yes" for the "Enable e-rater@ grammar check" option.
[Learn more about e-rater@ grammar check](#)

Next, enter the “Start date,” “Due date,” and “Post date” for the assignment. Click inside the box or on the calendar icon to change the date.

The **“Start date”** gives the date and time at which students may start submitting the assignment. The **“Due date”** gives the date and time by which the assignment *must* be submitted. The **“Post date”** gives the date and time at which students can begin viewing comments and grades left by their instructor for the assignment.

Note: Current dates will appear in these fields by default.



Start date ?
14-Aug-2012  
at 8 : 14 AM

Due date ?
21-Aug-2012  
at 11 : 59 PM

Post date ?
22-Aug-2012  
at 12 : 00 AM

Once you enter the required information, click “Submit.”

New Assignment

Assignment title ?
 ✓

Point value ?
 ✓
Optional

Enable grammar checking?
Open Optional Settings below and select "yes" for the "Enable e-rater® grammar check" option.
[Learn more about e-rater® grammar check](#)

Start date ?

at : AM

Due date ?

at : PM

Post date ?

at : AM

←

Your assignment will now appear on the class page.

The screenshot shows the Turnitin interface for a class named "College Writing, Section 1, Fall 2012". At the top, there is a navigation bar with the Turnitin logo and user information: "Jordan Mentor | User Info | Messages | Instructor | English | Feedback | What's New | Help | Logout". Below this is a menu with tabs for "Assignments", "Students", "Grade Book", "Libraries", "Calendar", "Discussion", and "Preferences". A notification banner reads: "Congratulations! You have created your first assignment. To add students or view your student list click the 'students' tab above." Underneath, a section titled "About this page" explains that this is the class homepage and provides instructions on how to add assignments and view submissions. The main content area shows the class name "College Writing, Section 1, Fall 2012" and a "CLASS HOMEPAGE" label. A green "Add Assignment" button is visible. Below this is a table with columns for "START", "DUE", "POST", "STATUS", and "ACTIONS". The table contains one entry, "Writing Assignment 1", which is highlighted with a red arrow. The details for this assignment are: PAPER, START: 24-Sep-2012 8:14AM, DUE: 04-Oct-2012 11:59PM, POST: 15-Oct-2012 12:00AM, STATUS: 0 / 0 submitted, and ACTIONS: View, More actions.

	START	DUE	POST	STATUS	ACTIONS	
Writing Assignment 1						
PAPER	24-Sep-2012 8:14AM	04-Oct-2012 11:59PM	15-Oct-2012 12:00AM	0 / 0 submitted	View	More actions ▾

Congratulations! You now you know how to setup an assignment in Turnitin!

Office of Online Learning

Looking for more computer tutorials? Please visit: www.indianhills.edu/tutorials.

For further assistance on this topic or other technical issues, please contact the **IT Help Desk**
Phone: (641) 683-5333 | **Email:** helpdesk@indianhills.edu | **Web:** www.indianhills.edu/helpdesk