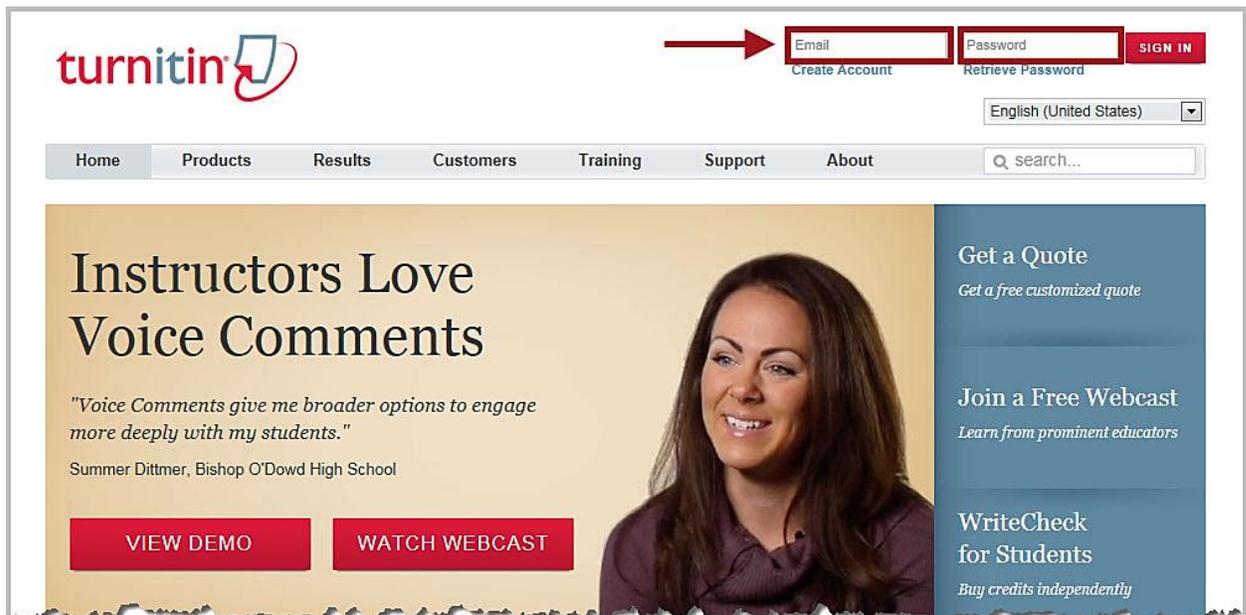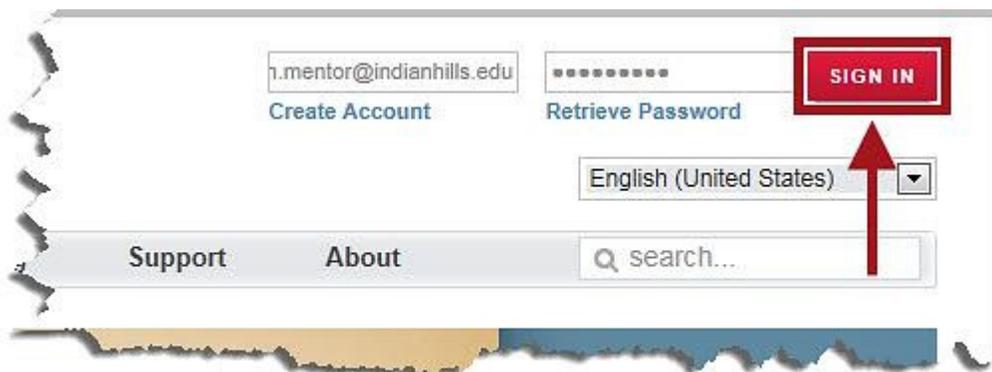**Faculty Tutorial:**

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.
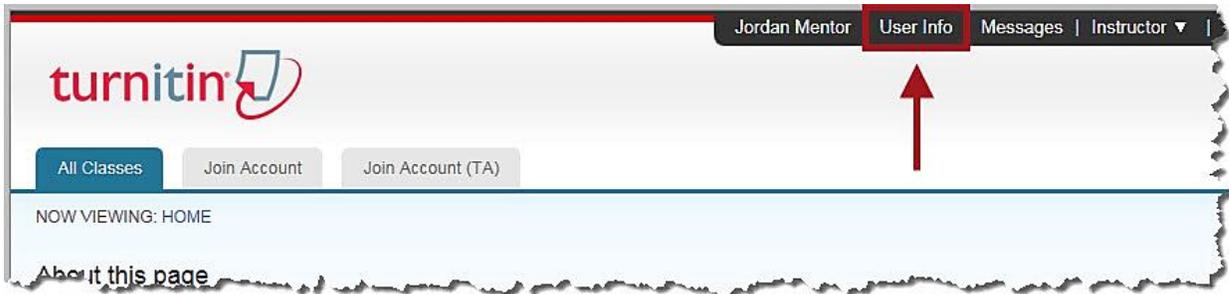

Then, click "**Sign In**."

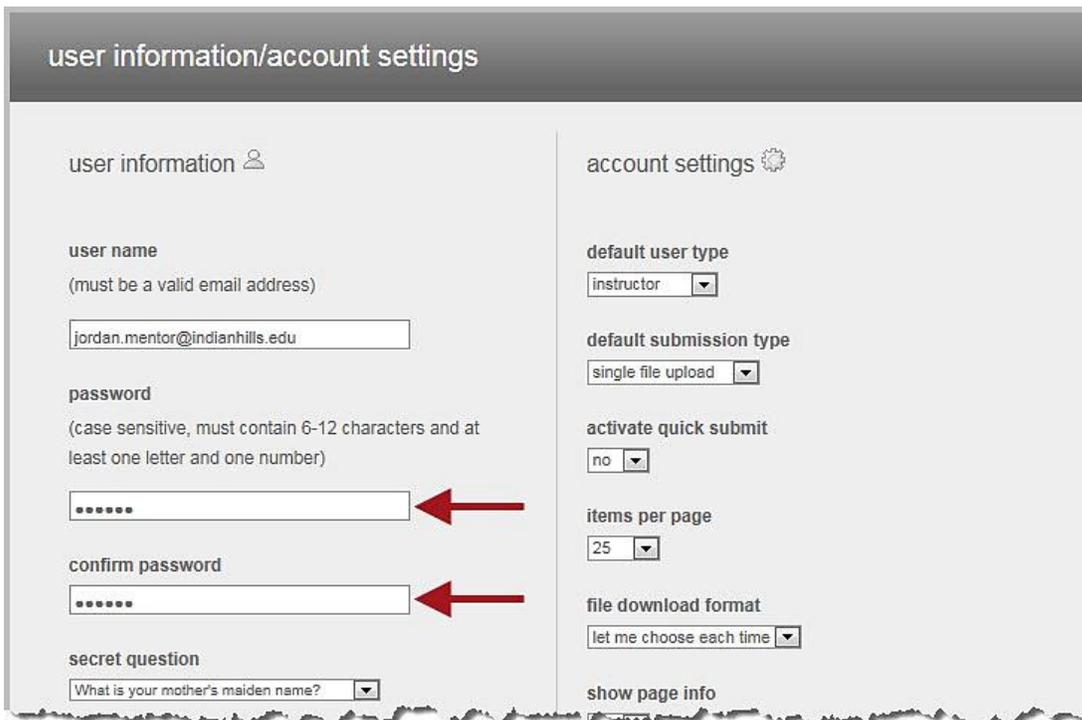To change your password, click "**User Info**" at the top of the page.

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.

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**."

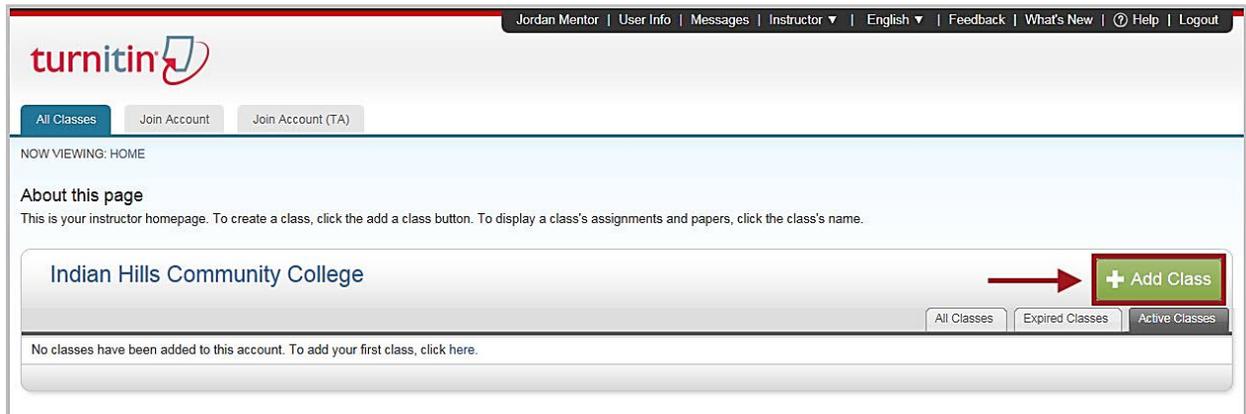**Note: Each letter of your answer will appear as an asterisk when you type it in the box.**

Next, add a class to your Turnitin account.
Return to the "All Classes" page by clicking the "**All Classes**" tab.
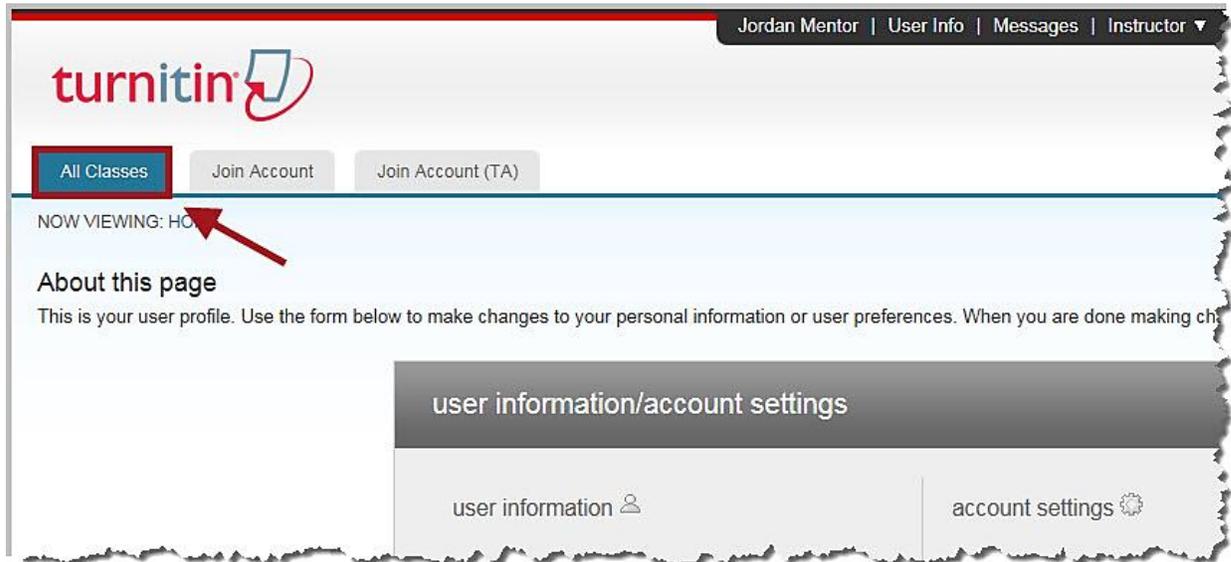
On the "All Classes" page, click "**Add Class**."

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.

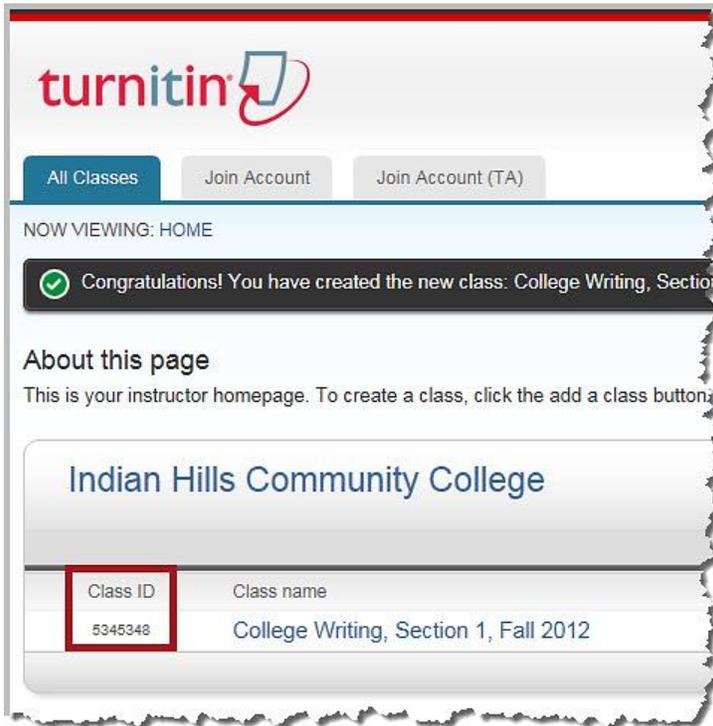A "Class created" message will appear.
Click "**Continue**."

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."
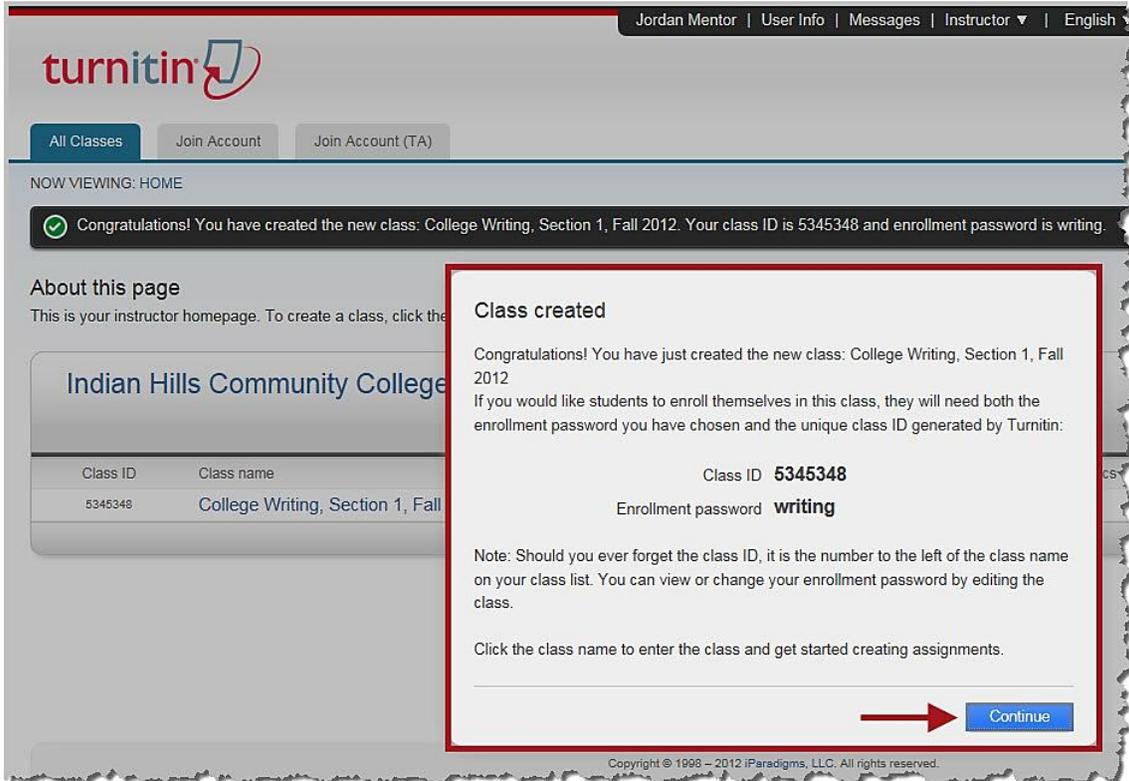
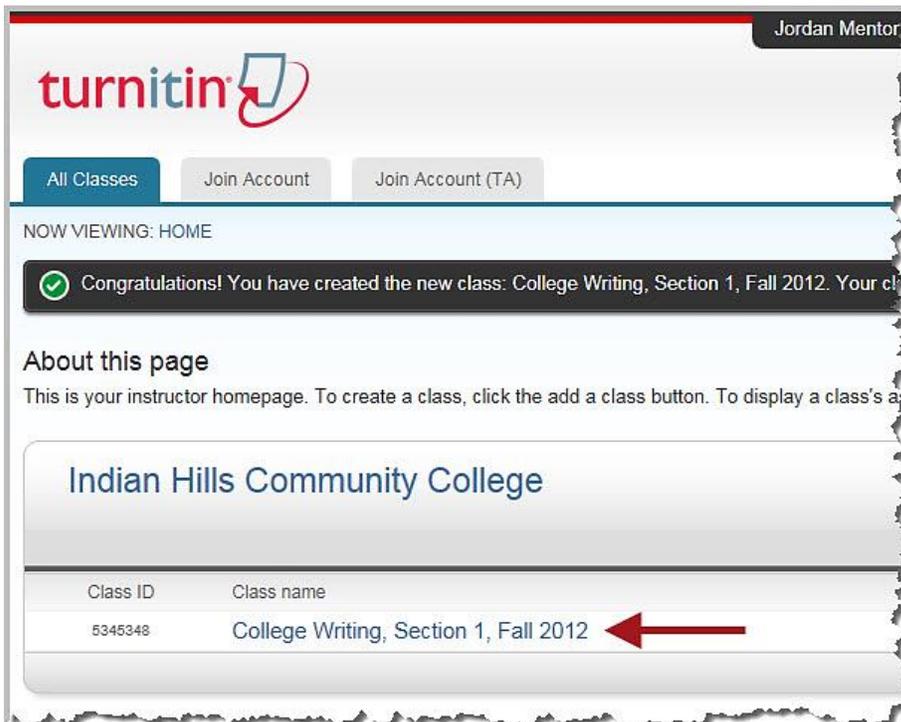Your class will appear under "Indian Hills Community College" on the "All Classes" page.
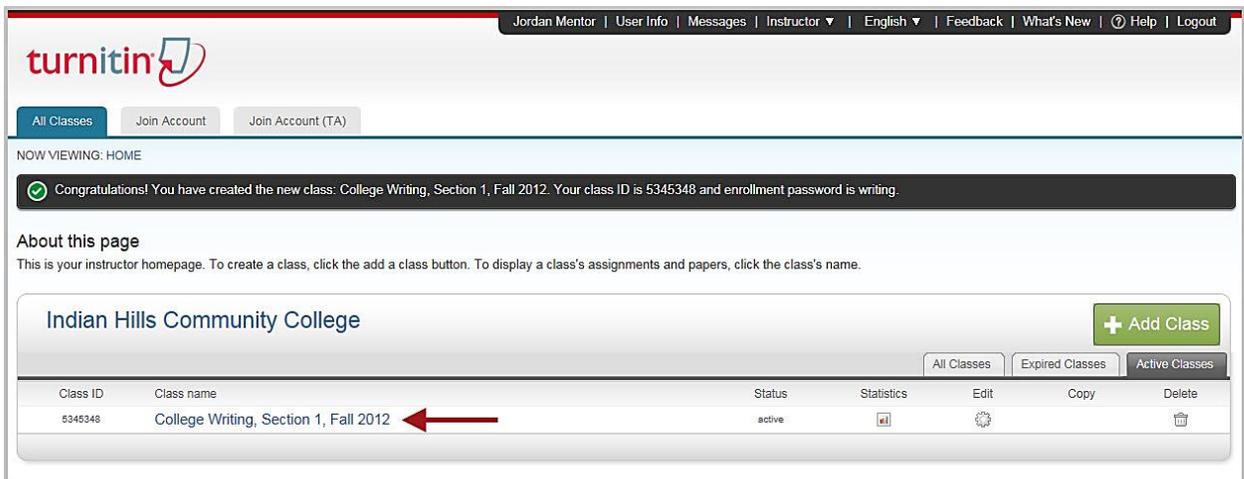
Note: The "Class ID" number is also listed on this page to the left of the "Class name."

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

Then, click "**Add Assignment**."

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

A **green** checkmark will appear once the "Assignment title" and the "Point value" are entered.
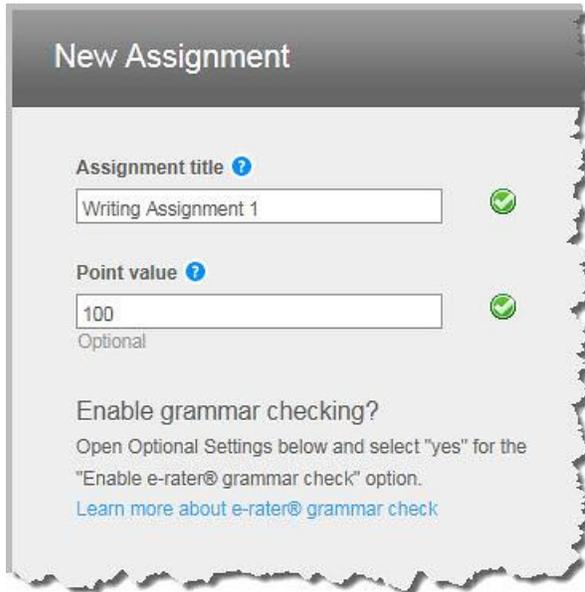
Next, enter the "Start date," "Due date," and "Post date" for the assignment. Click inside the box or on the calendar icon to change the date.

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.
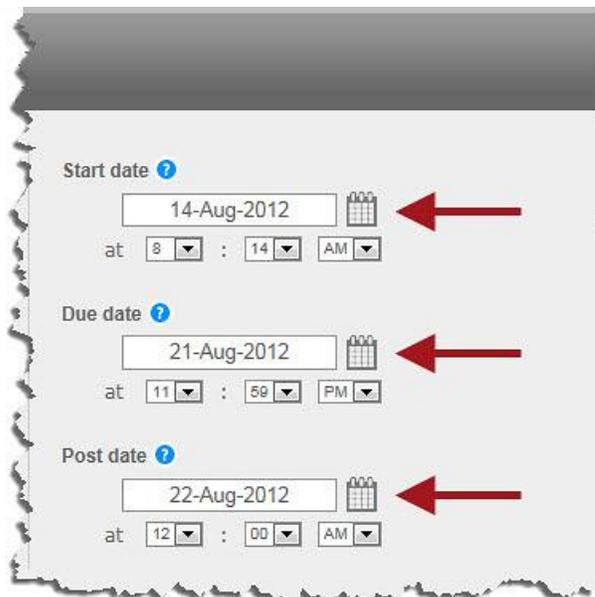
Once you enter the required information, click "**Submit**."

Your assignment will now appear on the class page.

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*