

Getting Started with the TurnitinUK Service

This is basic introduction to getting started with the TurnitinUK Service. The TurnitinUK site at <http://www.submit.ac.uk> has a far more detailed help-sheet for the service. Please bear in mind the following:

- You will need to register for this site by contacting Jackie Brown (jackie.brown@ntu.ac.uk LLR – Boots Library) after which you will receive an email from TurnitinUK with your login details.
- You should let the students know what to expect.
- You can then set up a module (aka a "class").
- Then set up an assignment.
- Arrange some spot support for the students using the system.
- "Enrol" students in the "class", using a CSV download from the VLP, to save time (information needed: first name, last name, username@ntu.ac.uk). Please note that students will receive an auto-email when they are enrolled, so should be alerted to look out for the message and keep it safe.
- For team taught modules where marking is distributed between two or more members of staff it is possible to set up **sections** – please consult the LTSU for further help if this is required..

This help-sheet covers the following areas:

1. Logging in
2. Adding a Class
3. Adding an Assignment
4. Adding Students

1. Logging In

- To login to TurnitinUK:

1. Go to <http://www.submit.ac.uk>
2. Click the user login button.
3. On the login page, enter your **e-mail address** and your **user password** given to you in the TurnitinUK email.
4. Click **login** to open your **Instructor** homepage Accounts and Classes

email address: david.jeckells@ntu.ac.uk

password: *****
(case sensitive)

login ▶

security:

Forgot your password? [Click here.](#)

Would you like to download our user manuals? [Click here.](#)

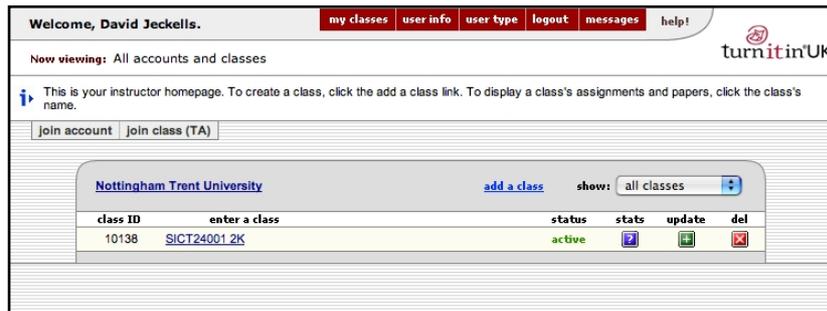
Would you like to view a demo of TurnitinUK? [Click here.](#)

Would you like to login through Athens? [Click here.](#)

2. Adding a Class

TurnitinUK has the following methodology:

- **Papers** are submitted to an **Assignment**
 - **Assignments** are part of a **Class**
- **To create a class:**
 1. Click the **add a class** link on your instructor homepage



2. The next page allows you to create a **standard class** from the drop down menu (for more details about creating a master class see the **Turnitin Instructor Guide**).
3. Enter the following:
 - a **class name**.
 - a **class enrolment password** (Students not automatically enrolled can use this password to enrol in your class. Take note of the password if you wish to pass it on to your students).
4. The default start date is the current date. This is not changeable.
5. Select a **class end date** for your class. Once the end date has passed, the class will expire and will not be accessible by your students. Staff can access archival classes.
6. If you want to let students view their own reports, select the menu next to the view **Originality Reports** option.
7. Click on the **submit** button to add the class. You will now see your new class homepage and a pop-up confirmation window (you may need to allow pop-ups from this site in your web browser), containing the TurnitinUK class ID for your class and a class name and link for your class.

Make a note of your **class ID** only if you are **not adding students yourself** as your students will need this number and your enrolment password to enrol in your class.

3. Adding a Assignment

All papers are submitted to assignments that you create. Assignments for a given class are created, displayed, and modified from the class homepage. Click on the name of a class to open its homepage.

- **To create an assignment:**

1. Click the **create a new assignment** link.

2. The drop-down menu **create a new:** is by default a **paper assignment**. For more details on other assignments see the **Turnitin Instructor Guide**

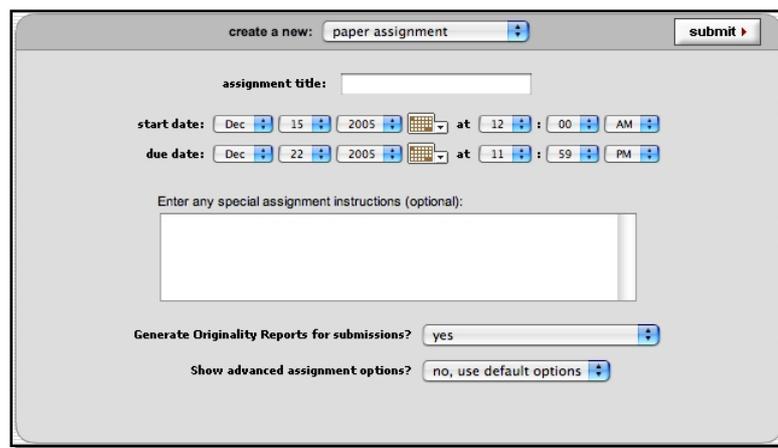
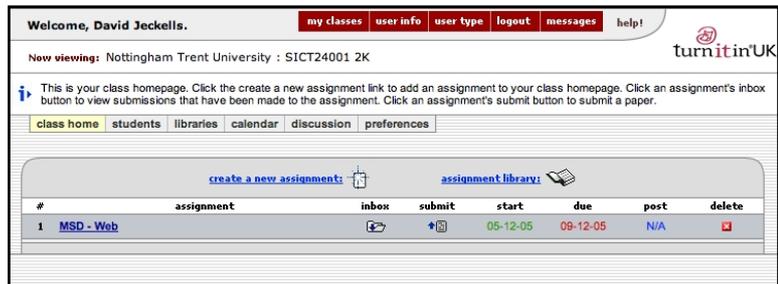
3. On the next page, enter an **assignment title**.

4. Select a **start date** (ie. when your students can start submitting work) and **due date** (the assessment deadline) for the assignment.

5. You can add specific **special assignment instructions** if you wish. Students can submit an assignment without necessarily seeing these instructions, so it may be best to email these to students or put them in the VLP.

6. The default for **originality reports** is **Yes**. For a simple single submission assignment accept the default assignment options. For more details on other assignments see the **Turnitin Instructor Guide**

7. Click **submit** to create an assignment.



4. Adding Students

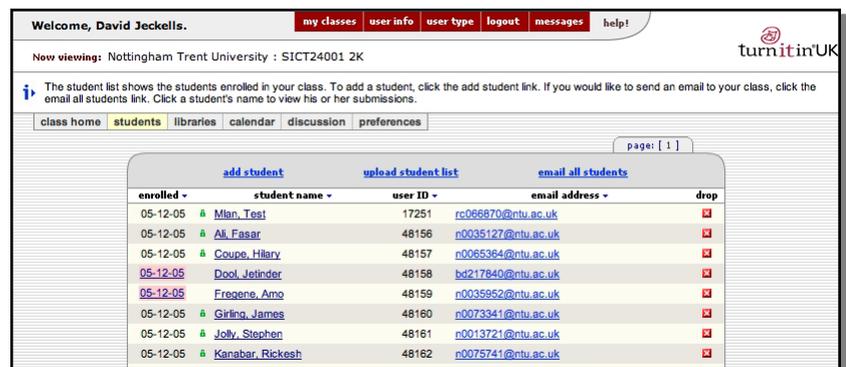
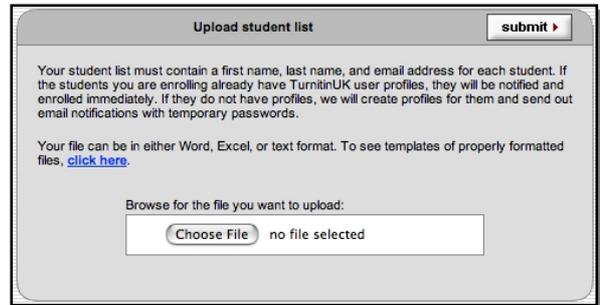
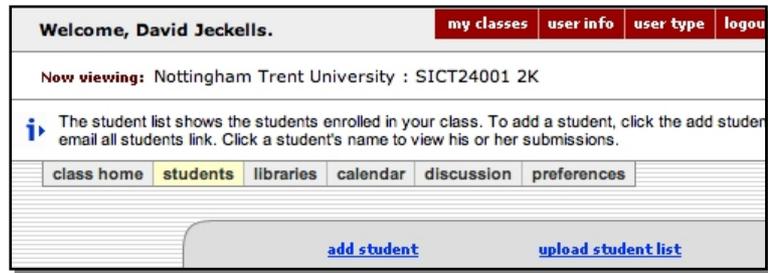
You can get students to add themselves to a class as mentioned above, though it is simpler to upload a MS Excel (.csv – Comma Separated Values format) file of your students to automatically enrol them in a class. You can also, if you wish, add students individually.

The class list needs to be a MS Excel file (saved in .csv format) in the format of **Firstname, Surname** and **email address** as shown opposite. To create a class list from the information in the VLP use the **Student List (JISC csv)** report available in the module admin tasks.

| | A | B | C | D |
|---|----------|-------------|--------------------|---|
| 1 | Fasar | Ali | N0035127@ntu.ac.uk | |
| 2 | Awyas | Ali | N0067389@ntu.ac.uk | |
| 3 | Muhammad | Arif | N0080274@ntu.ac.uk | |
| 4 | Jason | Asafu-Agyei | N0051678@ntu.ac.uk | |
| 5 | Priya | Bagga | N0068895@ntu.ac.uk | |
| 6 | Daniel | Breen | N0070914@ntu.ac.uk | |
| 7 | Jawani | Chudamani | N0070914@ntu.ac.uk | |

- To upload a student .csv list.

1. From your main Class page select the grey **students** tab
2. From your **students** page, click the **upload a student list** link
3. On the page that opens, click the **Browse** or **Choose File** button
4. Find your student list file on your PC.
5. Click on the **submit** button to upload the list. The information from the file will be shown. If it is correct, click on the **yes, submit** button. If it is incorrect, click **no, go back** to select a different file.
6. The final screen displays the newly enrolled students. To return to your student list, click the **finish** link. You will see a student list page as shown opposite.



Your students will have been added to your student list and can log in and begin submitting papers if an assignment has been set up.

Note: When you add a student to your class, a confirmation e-mail is sent to the student. Until the student logs in for the first time, the enrolment date next to the student's name is highlighted in pink. Once the student has logged in, the pink highlight will disappear.

If you entered an incorrect name or e-mail address for the student, or, if a student never received his or her enrolment e-mail, you can change this information and click submit to send the enrolment e-mail to the new email address.

For further information on looking at originality (possible plagiarism) in student submissions please refer to the **Checking for plagiarism with TurnitinUK.doc** available in ACC web resources.