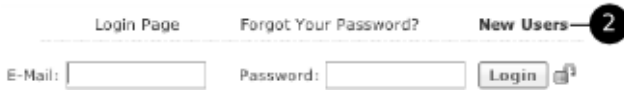




Rapid Reference: Introduction to TurnItIn

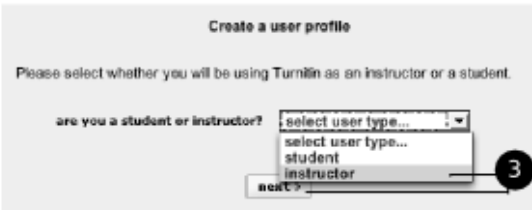
Getting Started

Creating a User Profile



1. Go to <http://www.turnitin.com>.

2. On the top right side of the page, click on the **New Users** link to create a user profile.



3. In the drop down menu, choose **instructor**. Click **Next**.



4. Fill in the **Turnitin Account/Class ID** and **Join Password** (provided to you in an email. To get it, contact the administrator). Click **Next**.



5. Fill in your **Rider email address**. Click **Next**.



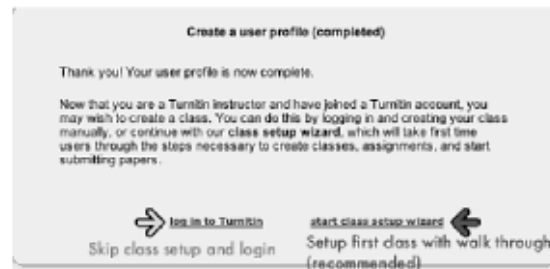
6. Enter a **password**. You will use this password to login everytime you want to access your TurnItIn account. Click **Next**.



7. Enter your **first** and **last name**. This name will appear at the top of your TurnItIn account webpage. Click **Next**.



8. Read the **user agreement** from TurnItIn. To complete the creation of your user profile, click **"I agree"**.



9. When you are done creating your User Profile, you will be asked if you want to use the instructor startup wizard to setup your first class. It is a good walk through if you choose to do it. After you setup your User Profile, you will be logged in.



Rapid Reference: Introduction to TurnItIn

Creating a Class

[Login Page](#) [Forgot Your Password?](#) [New Users](#)
 E-Mail: Password:

1. Go to <http://www.turnitin.com>.
2. Type in your Rider **email address** and **TurnItIn password**.
3. Click the **Login** button.

class ID	enter a class	status	stats	update	del
1538899	OUT 201	active	[icon]	[icon]	[icon]
1544138	OUT 301	active	[icon]	[icon]	[icon]
1788263	SCI 102 Spring 2007	active	[icon]	[icon]	[icon]

4. Click on the **add a class** link.

create a new:

class name:

enrollment password:

class start date: March 23, 2007

class end date:

Let students view their own Originality Reports for all paper assignments in this class?

5. Fill in a **class name** and **enrollment password** (must be between 4-12 characters). Choose a **class end date**. Choose if you want your **students to view originality reports**.

Note: An originality report is the report you receive that compares sources to the student's text for plagiarism.

6. Click **Submit**.

new class confirmation

You have just created the new class: English 101. For students to enroll in this class, they will need both the enrollment password you have chosen and the unique class ID provided to them.

class ID: 1531381
enrollment password: englishpassword

If your students will be submitting papers to this class themselves, please provide the instructions to them. If you will be submitting papers for your students, you can do so by enrolling this class from your class list and then clicking on the "enroll" icon.

Note: Should you ever forget the class ID, it is shown next to the name of the class in your class list, just like in this example:

343 **Enroll**

7. A new class confirmation pop-up box will appear. This is the **information you will send your students** so they can join and submit papers to TurnItIn.

Creating an Assignment

Rider University [add a class](#) show:

class ID	enter a class	status	stats	update	del
1567197	English 101	active	[icon]	[icon]	[icon]

1. Click on the **class** link you want to add an assignment.

[create a new assignment:](#)

2. Click on the **create a new assignment** link.

create a new:

assignment title:

point value:

start date:

due date:

post date:

Enter any special assignment instructions (optional):

Generate Originality Reports for submissions?

Show advanced assignment options?

3. Enter the **name** for the assignment. Enter a **point value** for the **assignment** (optional). Choose **start, due, and post dates**.

4. Enter any special **instructions**.

5. Choose if you want to **generate originality reports**.

6. Choose if you want to **show advanced options**.

7. Click **Submit**.

create a new assignment [enrollment links](#)

#	assignment	status	enroll	start	due	post	delete
1	Term Paper	[icon]	[icon]	03-23-07	03-30-07	03-31-07	[icon]

8. To **edit** the **assignment**, click on the **assignment title link**.

9. To view assignments your students submitted, click on the **inbox** icon to view them.

*Need help with TurnItIn? Please call 609-896-5000 **x7489** for help.