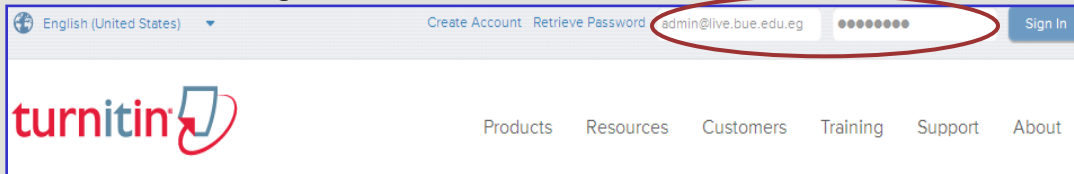


A Quick Guide for Instructors on Using Turnitin via Turnitin.com

1. Create an account on Turnitin

1. Contact your [Turnitin administrator](#) to have an account
2. Go to [Turnitin.com](#) & log on using the sent user name & password
3. Click on **Sign in**

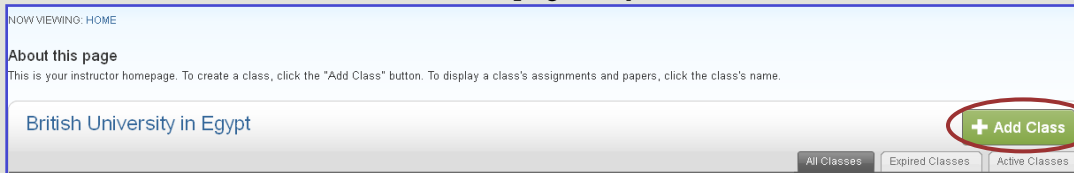


Note:

If you already have an account & forgot your password, kindly use **Retrieve Password** located above on Turnitin home page to get it

2. Create a Class (class is equal to course)

- Click on **Add Class** to create a page for your course



2.1 If you will be the sole instructor for this class without any TAs, choose **Standard Class** in the Class type

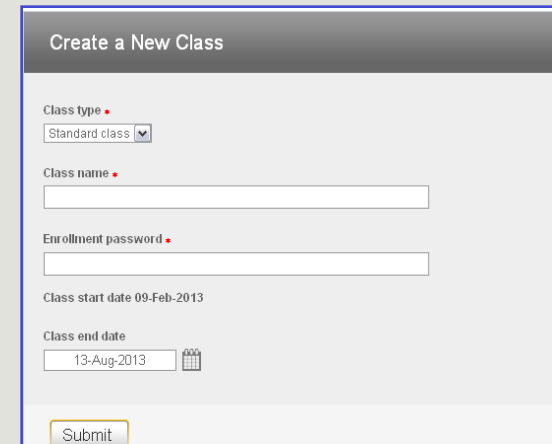
1. Enter the name for the class
2. Choose the class enrollment password
3. Select the end date for the class (for example the sem. end date)

Once the end date has passed, the class will be expired unless you reactivate it

4. Click on **submit** to add the class.
5. Class information will be displayed in a pop-up window containing the ID & enrollment password for confirmation

Note:

In case of using the standard class, students must be notified by the class ID and enrollment password to enroll in & submit their papers



2.2 If you want to share this account with a Teaching Assistant, choose the **Master Class** in the Class type

1. Enter the class name
2. Choose the class end date
3. Type the join password for your TA

Create a New Class

Class type •
Master class

Master class name •
Introduction to Physics

Class end date
31-Jul-2013

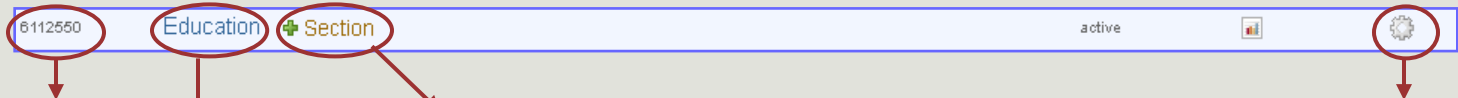
Note: There are two ways to add teaching sections to a master class: you can create sections yourself, or have your teaching assistants join your master class and create their own sections. To add sections yourself, click "submit" and then press the "add section" button next to the name of this master class on your home page. If you intend to have your assistants join themselves, please enter the password they will use below.

TA join password •

Submit

Master classes enable instructors to share their classes with TAs throughout sections. The master class instructor can divide an assignment into sections and access all of the submissions to every section, each section can be assigned to a TA who will have the ability to manage the assignments and submissions of his/her section only

3. How to view class information



Class ID

Class Name

As a master class instructor you can add your TA via clicking on the **section** icon to enter the TA information for the section.

Turnitin will automatically send a notification e-mail to the TA. If the TA has not previously used the system a temporary user password will be automatically generated for the TA and sent in the notification e-mail. If the TA has previously used the system, he or she will need to use his or her previous password to sign in to Turnitin.

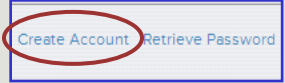
Edit Class: to view or change your class name or enrollment password or TA join password (for master class) or convert standard classes to master ones



TAs can either join the master class with the help of the master class instructor or by themselves using the master class ID & TA join password

4. How to join a master class and create a section as a TA Manually

1. Click the "Create Account" link located above on the Turnitin homepage



2. Click on the **Teaching assistant** link from the **Create a New Account** section

Create a New Account

Please select whether you will be using the service as an instructor or a student.

[Student](#)

[Instructor](#)

[Teaching assistant](#)

3. Enter the class ID, join password and section title, and then complete the rest of registration information to settle your account

class ID

join password



section title

TAs who have already Turnitin accounts can use the master class id and join password and click on the **join an account** tab in their existing Turnitin account to join another master class and create a section.

Note:

In case of using the master class, students must be notified by the section ID and enrollment password to enroll in & submit their papers

5. Create an assignment

- Click on **Add Assignment** button in your standard class home page  or **New Assignment** button  in your master class home page to create a new assignment
- For more information on creating assignments ; interpreting originality reports or using GradeMark , please refer to [Turnitin Instructor User Manual via E-Learning](#)

The master class instructor can choose to push assignments he/she has created to all or only some of the sections in the master class

For any inquiries, please contact Wessam El Abd at welabd@bue.edu.eg