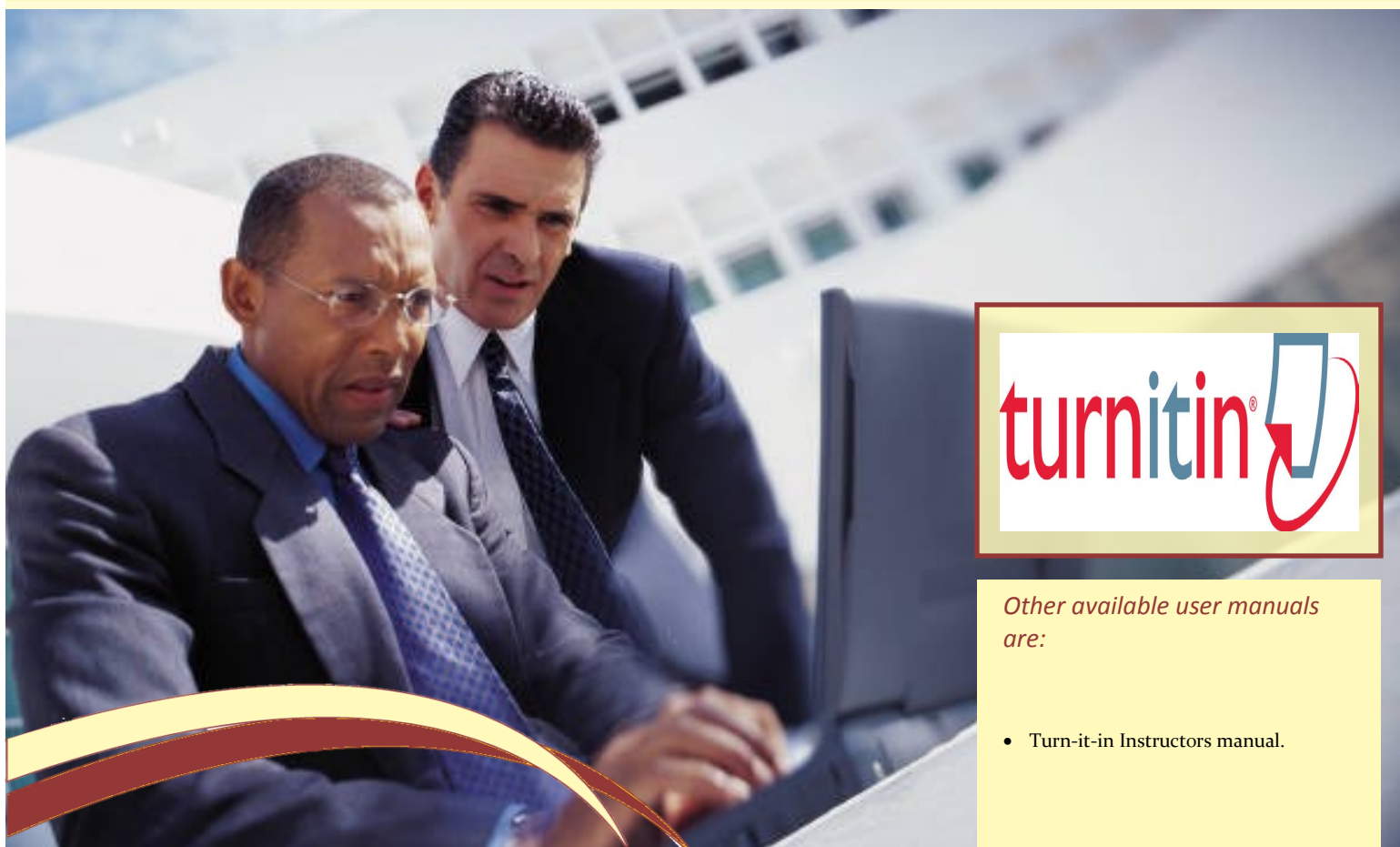




ST. PAUL'S UNIVERSITY

TURN-IT-IN INSTRUCTORS MANUAL

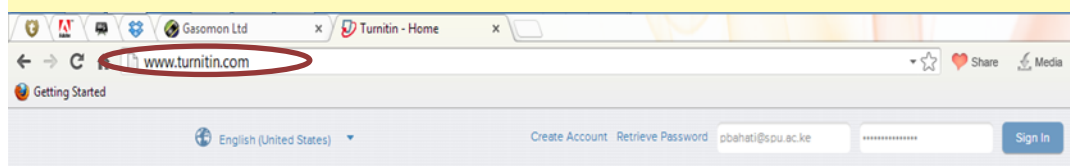


Other available user manuals are:

- Turn-it-in Instructors manual.
- Turn-it-in Students manual.
- Turn-it-in how to reset my password.
- How to set up a recovery email address.
- How to book or drop units.
- How to view your exam results.
- How to view your fee statement.

Step 1:

Open your browser. Either Firefox, Google Chrome or Opera.. Enter the following url in the Omni box as shown bellow. www.turnitin.com

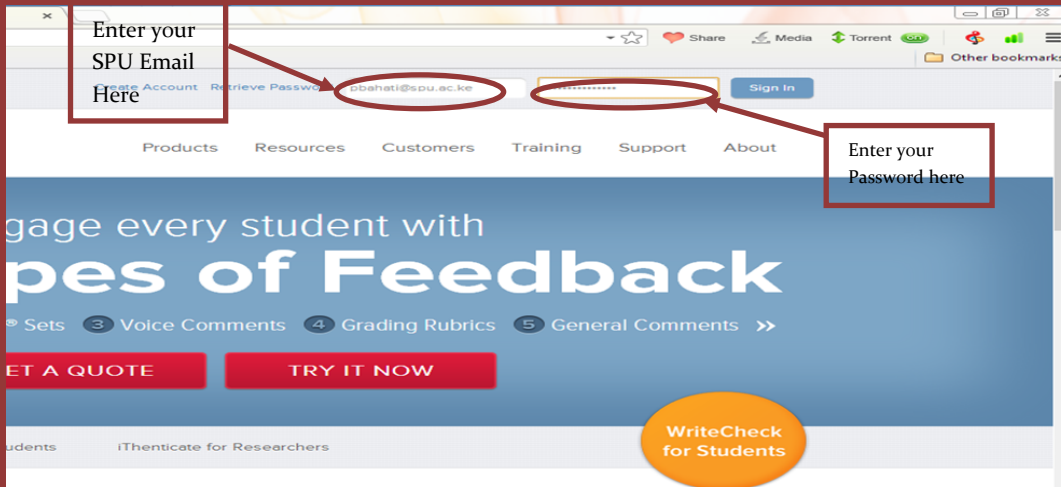


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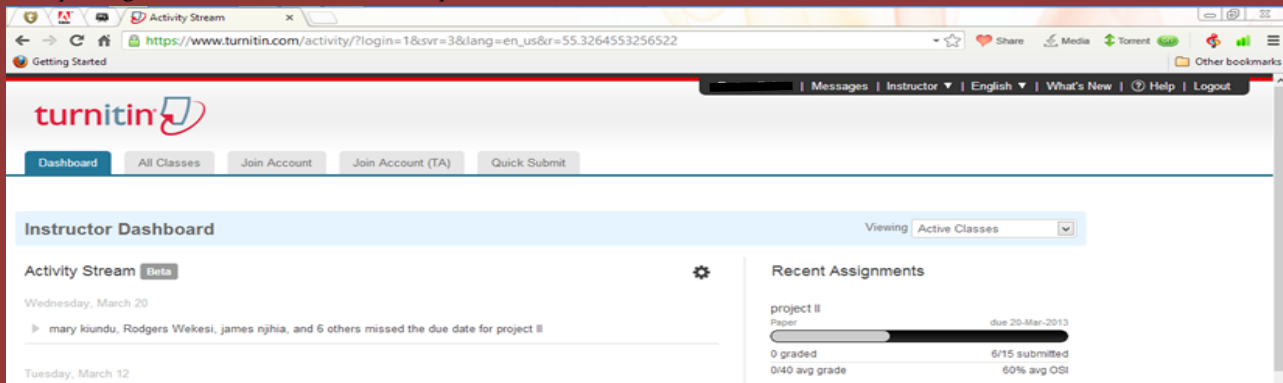
STEP 2:

Once it has load the page enter your email address and the password as shown in the image below.



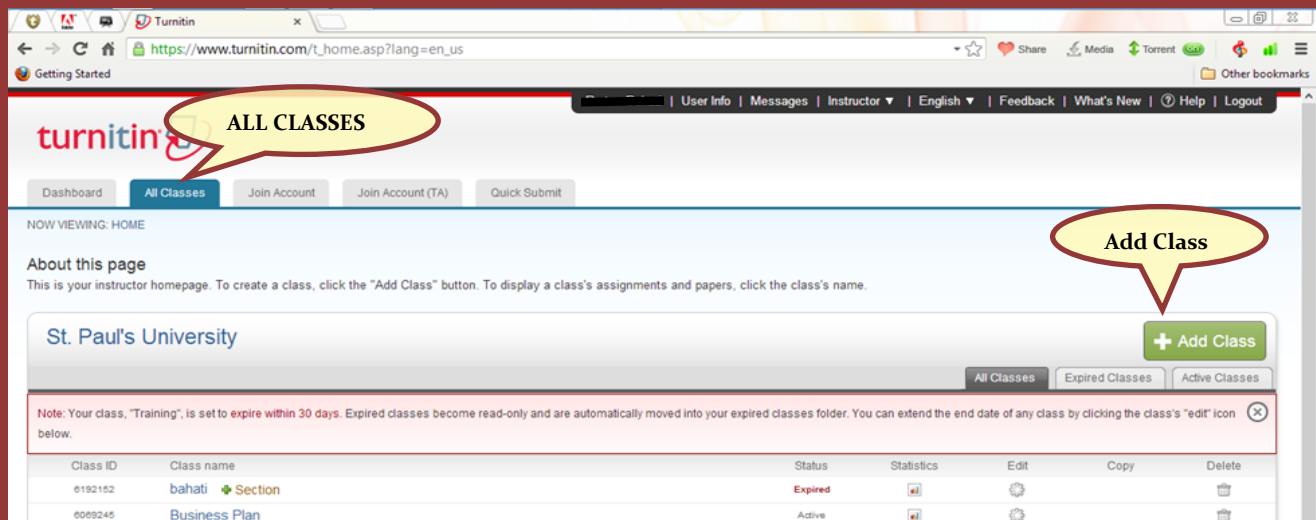
STEP 3:

Once you login. The screen below is what you will be able to see.



STEP 4:

click >>All Classes>> and then click >> +Add Class





STEP 5:

Create a class name and an enrollment password. Make sure you save the password and share it with the students. Once you finish with the setting of the class. Click Submit.

A screenshot of the 'Create a New Class' form. The form has a title bar 'Create a New Class'. Below it, there are several fields: 'Class type' with a dropdown menu set to 'Standard class'; 'Class name' with an empty text box; 'Enrollment password' with an empty text box; 'Class start date' set to '25-Mar-2013'; and 'Class end date' set to '26-Sep-2013'. A 'Submit' button is at the bottom.A screenshot of the 'Create a New Class' form, similar to the previous one, but with the 'Class name' field filled with 'BBIT 2011' and the 'Enrollment password' field filled with 'Bahati'. Both fields have green checkmarks to their right. The 'Submit' button is circled in red, and a red speech bubble with the word 'SUBMIT' in all caps points to it.

STEP 6:

The screen below displays the class id and the password that you should share with the student to enable them enroll to the class you have created. Click Continue to get to the class you have just created.

A screenshot of the 'Class created' confirmation screen. The title is 'Class created'. The text says: 'Congratulations! You have just created the new class: BBIT 2011. If you would like students to enroll themselves in this class, they will need both the enrollment password you have chosen and the unique class ID generated by Turnitin:'. Below this, it lists 'Class ID 6290433' and 'Enrollment password Bahati'. A note follows: 'Note: Should you ever forget the class ID, it is the number to the left of the class name on your class list. You can view or change your enrollment password by editing the class.'. At the bottom, there is a 'Continue' button. A yellow speech bubble with the word 'CONTINUE' in all caps points to the button.

STEP 7:

Click the class you have just created.

A screenshot of the Turnitin class homepage in a web browser. The browser address bar shows 'https://www.turnitin.com/t_class_home.asp?r=51.9491415948867&svr=6&lang=en_us&aid=81431&cid=6290433'. The page has a navigation bar with 'Dashboard', 'Assignments', 'Students', 'Grade Book', 'Libraries', 'Calendar', 'Discussion', and 'Preferences'. Below the navigation bar, it says 'NOW VIEWING: HOME > BBIT 2011'. There is a section 'About this page' with instructions. At the bottom, there is a table with columns 'START', 'DUE', 'POST', 'STATUS', and 'ACTIONS'. In the 'ACTIONS' column, there is a green button with a plus sign and the text 'Add Assignment'. A yellow speech bubble with the text 'CLICK TO ADD ASSIGNMENT' in all caps points to this button.



About Turn-it-in

Turn-it-in improves the student writing cycle by preventing plagiarism and providing rich feedback to students.

It as well provides a platform for students to be able to upload their assignments and for lecturers be able to look at them online as well as download them.

St. Paul's university has acquired licenses to use the turn-it-in web-based software for use by the students and the lecturers.

STEP 8:

Add details of the class you have created and the assignment which you want the students to submit the assignment.

STEP 9:

Finally you could add assignment of the students directly or you let the students add by themselves.

	START	DUE	POST	STATUS	ACTIONS
Take away Cat 1					
PAPER	25-Mar-2013 11:00	01-Apr-2013 11:00	02-Apr-2013 11:00	0 / 0 Papers	View More actions

THANK YOU AND GOD BLESS YOU.

YOUR UNIVERSITY OF CHOICE!!!

ICT DEPT
For any enquiries email us on icthelpdesk@spu.ac.ke