



ICT
DEPARTMENT

ST PAUL'S UNIVERSITY



TURNITIN STUDENT USER MANUAL |

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TURNITIN STUDENT USER MANUAL

Turnitin is an application that helps support the development of your skills in preparing written assignments which consists of three primary tools: Originality Check plagiarism prevention, Peer Mark peer review, and Grade Mark online grading.

The purpose of this handbook is to provide an in-depth guide to using Turnitin as a student. Student users on Turnitin can enrol in classes and submit files to assignments.

REQUIREMENTS

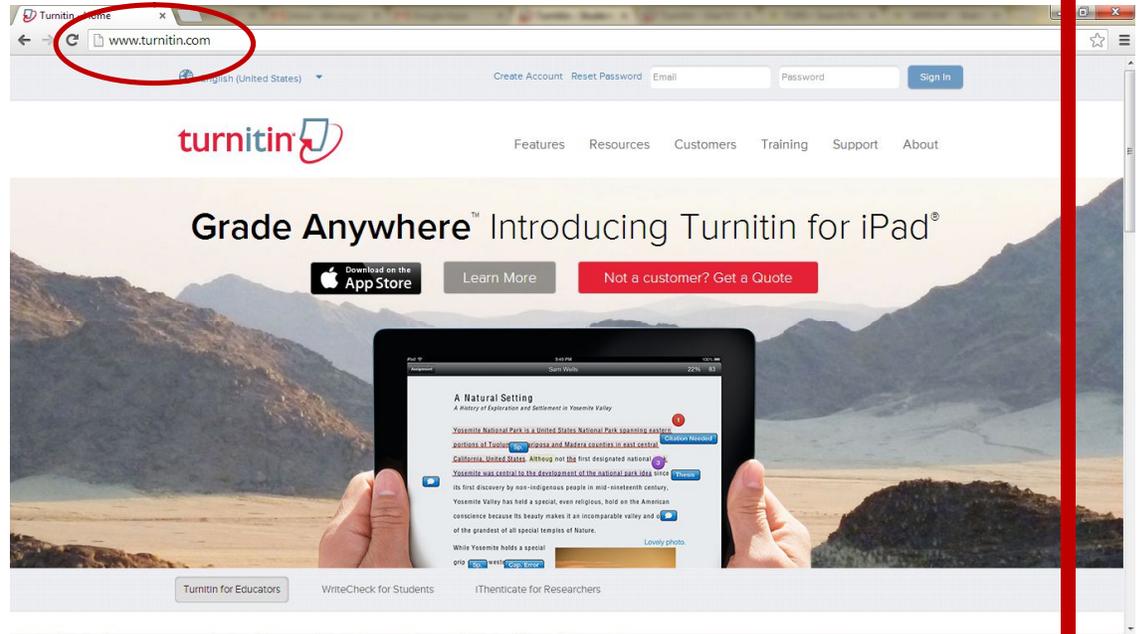
To get started to use your student turnitin account, there are a number of items that you will be required to have.

- An active SPU email address.
- Be a registered student with St. Pauls University with fully registered units.
- A lecturer for a particular unit.
- The CLASSID (provided by the lecturer)
- The class enrolment password. (provided by the lecturer)

STEP ONE:

ACCESSING TURNITIN

- Go to your browser (either Google chrome, Mozilla Firefox or Opera) on the desktop) and type in the address bar www.turnitin.com then press the enter key. (see image below)

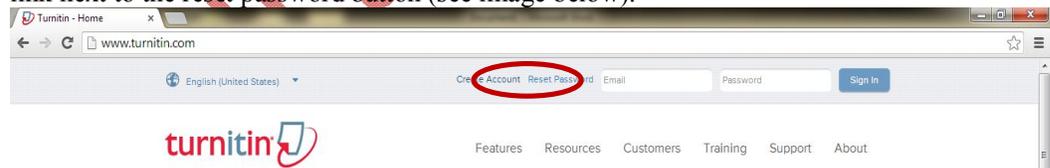


- At the top right of the turnitin homepage, you will be required to insert SPU email address and your turnitin password. For those without active turnitin account please proceed to step number two.

STEP TWO:

CREATING A NEW USER PROFILE

- Go to www.turnitin.com (refer to step one part one) and click on the Create account link next to the reset password button (see image below).



- Once on the create a user profile page, click on the student link at the bottom of the page, next to the lecturer link. (see image below)

- At this stage, you will be requested to insert your relevant details in order to be enrolled to a particular class. (N/B the CLASSID and the class enrolment password will be provided by the lecturer).

- Continue filling in the form with your official details (i.e. first name and last name). When providing your email address, strictly use your SPU email address. At the password omnibox, insert an independent password (your own password for your turnitin account). The user password must be between six and twelve characters long and contain at least one letter and one number. Re-enter the password to confirm it.
- N/B if there is a message that the e-mail provided is already in Turnitin, there is an existing profile under the e-mail you entered. Please use the Resetting Your Password instructions, if the password has been forgotten, to gain access to the user profile if you had a previously existing Turnitin user profile, or use an alternate e-mail address for your Turnitin access. (see step four)
- After completing filling in the form, click on I agree-create profile button at the bottom of the page. (see image below)



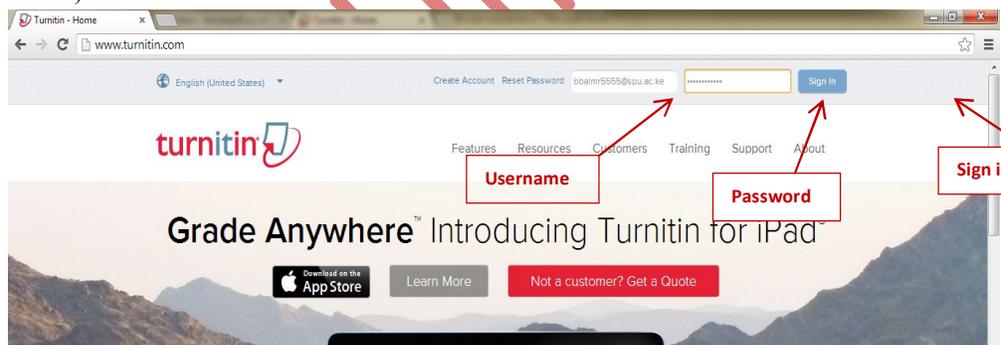
- From the completed user profile creation page, click on *Log in to Turnitin*.



STEP THREE:

LOGGING IN

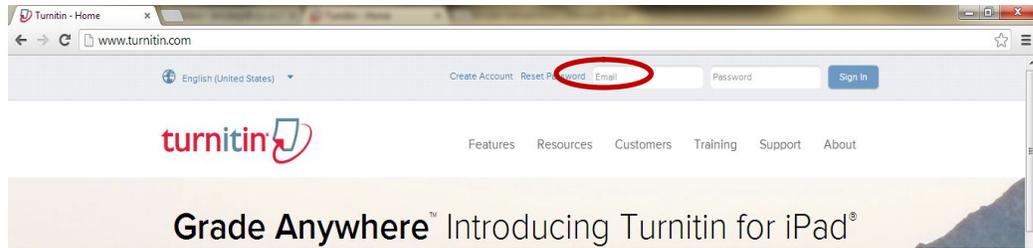
- Go to www.turnitin.com, and insert your email address (SPU email) and your turnitin user password. (Refer to step one.)
- After keying in the details, please proceed to click on the sign in button. (see image below)



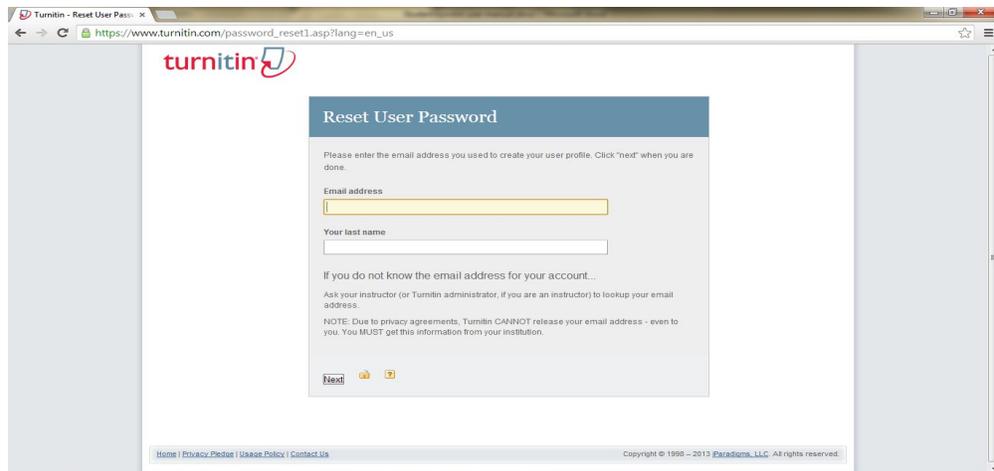
STEP FOUR:

RESETTING YOUR PASSWORD

- If a Turnitin user password is forgotten or the initial user welcome e-mail is not received, the password can be reset via secret question or e-mail. To reset a password via e-mail, your user information must contain a valid e-mail address. Turnitin cannot send password reset information to any other e-mail.
- Go to www.turnitin.com from your browser. (refer to step one)
- Click on *Retrieve password?* Link at the top of your screen. (see image below)



- You will be prompted to insert your SPU email account and your last name (the one you used to register for an account). Then click on the next button. (see image below)



- Either select the secret question for the user profile and enter the answer in the field provided and click *next*

secret question:

question answer:

- Or if you do not know the secret question/answer set for the user profile, click the link below labelled *Forgot the answer?* To have a link to a password reset sent via e-mail.

[Forgot the answer?](#)

- On the password reset page, you must enter a new password and log into Turnitin using the e-mail and new password for your profile.

enter password:

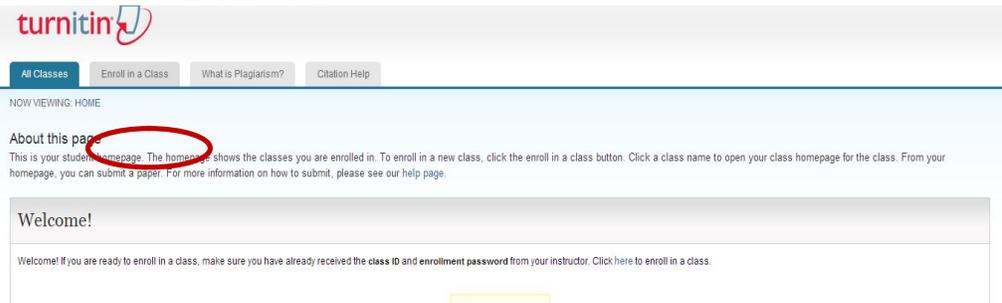
confirm password:

- Use the e-mail and new password for your user profile to log into Turnitin. (refer to step three)

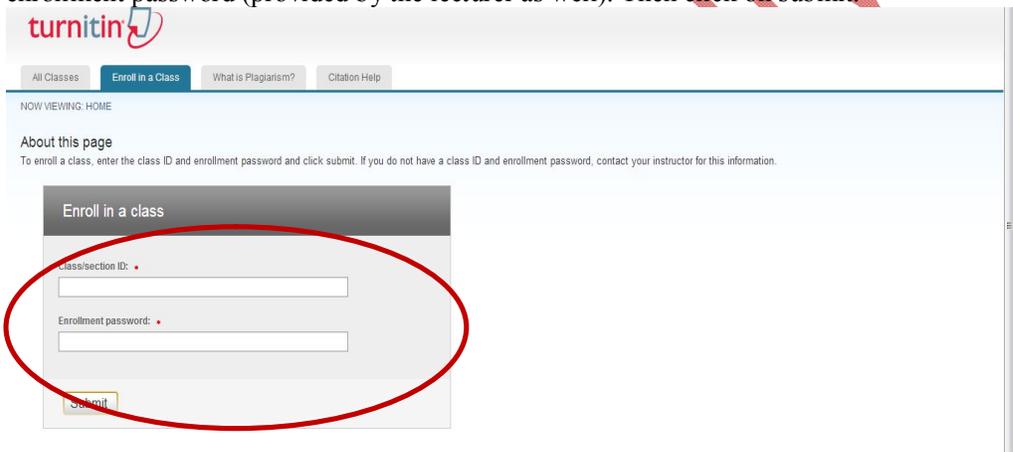
STEP FIVE:

ENROLLING IN A CLASS

- Log into Turnitin with a student user profile, once on the student homepage, click on the tab labelled enrol in a class.



- You will be then prompted to add a class ID (provided by the lecturer) and the enrollment password (provided by the lecturer as well). Then click on submit.

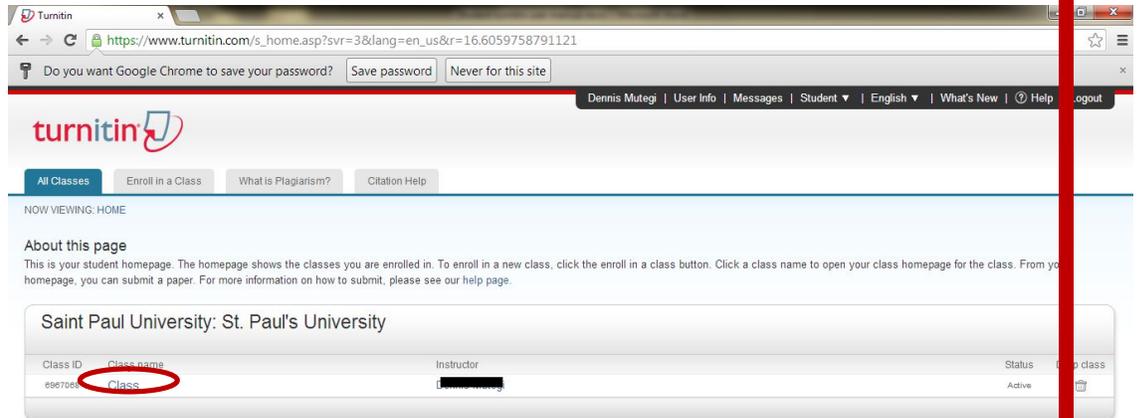


- At this stage you will now be enrolled to that particular class.

STEP SIX:

SUBMITTING A PAPER

- Student users of Turnitin submit papers to a class from the class portfolio page. The class portfolio page is viewed by clicking on the name of the class from the student homepage. The class portfolio page lists assignments created by the lecturer for students to submit to. (see image below)



- If there are no assignments listed, students will not be able to submit any papers to the course until the assignments are created. Ensure that the correct course is being accessed and contact the lecturer if no assignments are available to submit to. Only the lecturer controlling the class will be able to create assignments for students in the class.

NOTE: Turnitin currently accepts the following file types for upload into an assignment:

- Microsoft Word™ (DOC and DOCX)
- Corel WordPerfect®
- HTML
- Adobe PostScript®
- Plain text (TXT)
- Rich Text Format (RTF)
- Portable Document Format (PDF)
- OpenOffice (ODT)
- Hangul (HWP)

The file size may not exceed 20 MB. Files of larger size may be reduced in size by removal of non-text content or the lecturer may be contacted to request multiple assignments to submit the document in sections.

- To submit a paper to an assignment on Turnitin, the user must log in and upload a file to an existing assignment. Assignments on Turnitin cannot accept student submissions until the assignment start date and time has passed. Assignments may also reject submissions after the due date and time set by the lecturer.
- To check the start date and due date information, either click on the name of the assignment in the class portfolio page or view the start and due dates located under the assignment name. This action opens a pop-up window showing assignment preference information, including start and due dates/times as well as other assignment information or special instructions.

Submitting a paper by single file upload:

- Start by clicking on the class name you would like to submit to after logging in to Turnitin. Click on the *Submit* button to the right of the assignment name. (See image below).

turnitin

Class Portfolio Peer Review My Grades Discussion Calendar

NOW VIEWING: HOME > CLASS

Welcome to your new class homepage! From the class homepage you can see all your assignments for your class, view additional assignment information, submit your work, and access feedback for your papers.

Hover on any item in the class homepage for more information.

Class Homepage

This is your class homepage. To submit to an assignment click on the "Submit" button to the right of the assignment name. If the Submit button is grayed out, no submissions can be made to the assignment. If resubmissions are allowed the submit button will read "Resubmit" after you make your first submission to the assignment. To view the paper you have submitted, click the "View" button. Once the assignment's post date has passed, you will also be able to view the feedback left on your paper by clicking the "View" button.

Assignment Inbox: Class

Info	Dates	Similarity
Introduction	Start 11-Sep-2013 12:30PM Due 18-Sep-2013 11:59PM Post 19-Sep-2013 12:00AM	Submit View Download

- Select single file upload from the choose a paper submission method: pull down menu.

choose a paper submission method:

single file upload

- Click the *Browse* button and select the file to upload. Fill in the *submission title* field with the paper name.

browse for the file to upload *

Browse...

- Click *upload* to upload the file. A status bar will appear displaying the upload progress.

upload

[cancel, go back](#)

- Review the preview panel. This is a text only version of the paper being uploaded. Confirm it is the correct version of the file to send.

Author John Doe

Title Great Expectations

Preview Paper

An important theme in Dickens novel, Great Expectations, is the heart. Many characters experience the all to real emotion of a b

- Click *submit* at the bottom of the page.

submit

[return to upload page](#)

Submitting a paper by copy and paste:

- Start by clicking on the class name you would like to submit to after logging in to Turnitin.

class ID enter a class

2035960 [Class Demo \(Section 1\)](#)

- Click on the *Submit* button to the right of the assignment name.

- Select *cut & paste* upload from then *choose a paper submission method*: pull down menu

choose a paper submission method:

single file upload

single file upload

cut & paste upload

- Fill in the submission title field and copy the text from the text document. This must be done from a word processor able to open the file you wish to submit content from. Do **not** manually type an entire paper in the copy/paste field, which could cause the user login to time-out, losing all the entered data.

submission title: *

cut and paste your paper: *

- Click *submit* to complete the cut and paste submission of the text pasted into the content box.

STEP SEVEN:

VIEWING SUBMITTED FILES

- After a submission has been completed it will be immediately available to view from the class portfolio page for the student or the assignment inbox of the instructor. Submissions made previously can be viewed in any active or expired class that the student is still enrolled in on Turnitin. Instructors may delete classes or unenroll a student which prevents the student from viewing submissions that were made in the class.
- Every paper that has been submitted can be viewed by clicking on the *View* button next to the assignment name. This will open a new window in a separate screen that displays the paper information in the heading at the top and the full text of the paper beneath.

draft assignment ⓘ Start 01-Nov-2011 2:43PM
 Due 08-Nov-2011 11:59PM
 Post 01-Nov-2011 2:47PM

STEP EIGHT:

RESUBMITTING

- Some assignments may allow students the ability to overwrite their previous submissions until the due date and time set for the assignment, most probably due to high plagiarism percentages. This option can be set by the instructor on an assignment by assignment basis. If overwriting is not enabled, the instructor must manually delete a previous submission to allow the student user to submit a second file.
- If resubmission by overwrite has been enabled or an instructor has deleted the student user's first submission, resubmitting a paper is handled in an identical manner as a first time submission to an assignment. Follow the steps for a first time submission as listed in this handbook.

THE END

FOR ANY PROBLEMS, PLEASE CONTACT icthelpdesk@spu.ac.ke

THANK YOU AND MAY GOD BLESS YOU

YOUR UNIVERSITY OF CHOICE!

St. Paul's University