Turnitin Account and Setup Guide

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1. How to get a Turnitin Account?

If you don't have a Turnitin account,

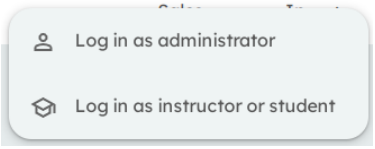
1. Please send an email request for Turnitin Account from your NITMN email id to centrallibrary@nitmanipur.ac.in with your full name.
2. Technical Team CL will create your account, and you will get an email from Turnitin.
3. Follow the instructions in the email sent by Turnitin to set your password and set up your account.

2. Creating 'Class' and 'Assignment' in Turnitin.

It is required to create at least one 'Class' and one 'Assignment' to start using Turnitin. The required steps are listed below.

Creating Class

1. Visit https://www.turnitin.com (it is not necessary to be on the campus to access it). Select Log in as Instructor or student option.



2. Login to your Turnitin user account using your **registered email id and password.**

3. To **create a class**, click on 

4. In the '**Class Settings'** form:
   a. Leave the **Class type** as '**Standard.**'
   b. Give a **Class name**, e.g. PhD, Master, MTN-522, etc.
   c. Enter an **Enrollment key** (this is required to allow your student(s) to independently upload a document to carry out similarity checking).
   d. Select '**Subject area(s)**' and **Students level(s)**.
   e. Select a '**Class end date**' (Semester-end or as far as necessary)
   f. Click on the **Submit** button to save your newly created Class.
   g. You can now see the newly created Class listed on the page.

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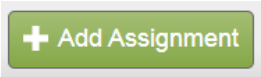
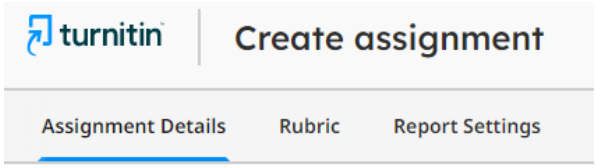
Creating Assignment

1. An **Assignment** is created within a **Class**.
2. Select a '**Class**' to create an assignment and click on 

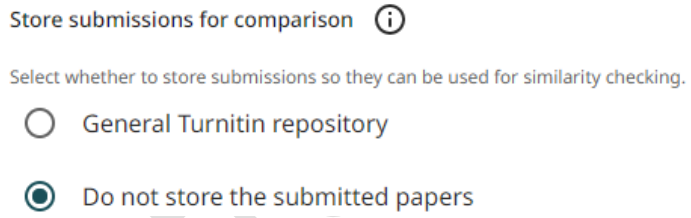
.
3. Click on 'Next Step' if prompted.



4. In the **Assignment Details**:
   a. Enter an **Assignment Title** like Thesis, Papers, Assignment_1, etc.
   b. **Select due date** (before the 'Class end date' selected in step 4e above in creating Class).
   c. Select the **Submission settings** (Allow late submissions, Allow resubmissions until due date).

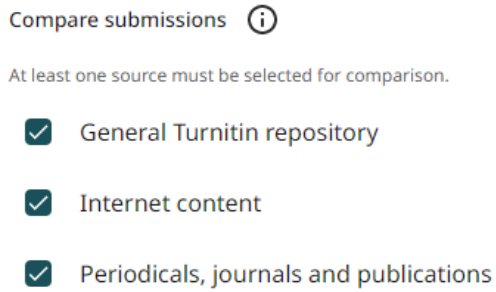
5. In the **Report Settings**:
   a. Make sure to select the **'Do not store the submitted papers'** in the store submissions for comparison option. By default, this is set to 'General Turnitin repository' that means the papers/theses submitted for checking in Turnitin will be added to its standard repository.
   And, therefore, on next checking the same content shows 100% similarity.

Please note, at times, it takes a lot of efforts and time to get the paper removed from the Turnitin repository.



Note: You may decide on the optional settings 5b, 5c, 5d and 5e listed below as per your requirements.

   b. Make sure to select the **relevant options for the comparing submissions**.



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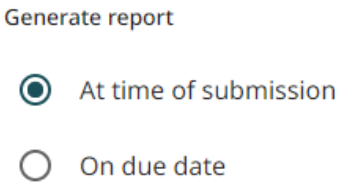
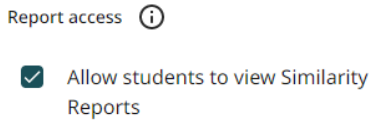
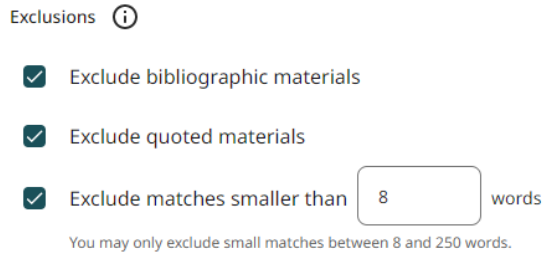
c. Make sure to select the **relevant option for report generation**.

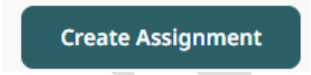


d. Make sure to select the **report access option**.



e. Make sure to select the **relevant exclusions for generating similarity report**.



6. Save the changes by clicking on  [available at the bottom].

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3. Customizing User Settings

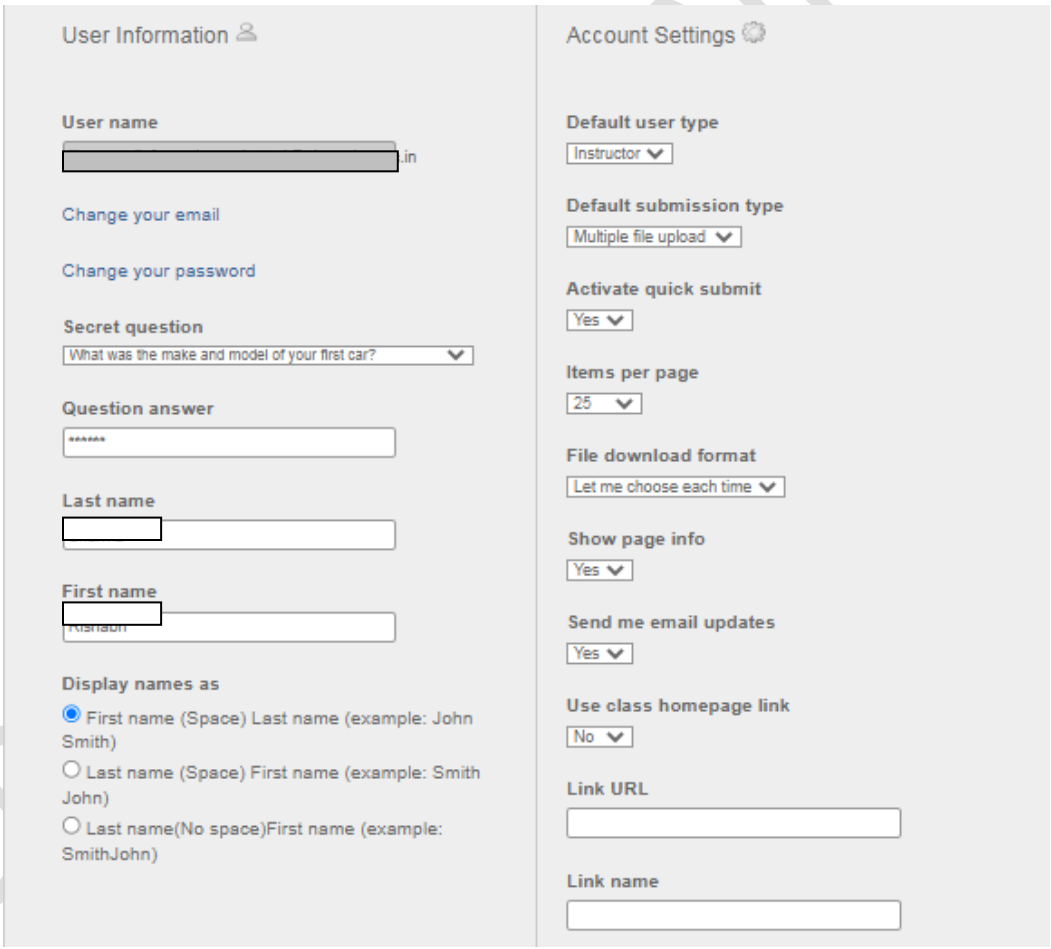
Additional Notes: These settings might slightly differ depending on whether you're an instructor or a student.

To customize user information in your Turnitin account and activate Quick Submit, set a default submission type, and choose a file download format, follow these steps:

1. Log In to Turnitin
2. Enter your username and password to log into your account.
3. After logging in, click on your user info icon (usually located at the top right of the page).



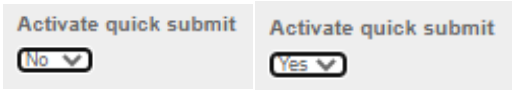
4. You will see various options such as your name, email address, and profile settings. Edit any personal information as necessary. For example, you can update your email address, password, and display name.



5. Activate Quick Submit

Quick Submit allows you to quickly upload files for checking without being linked to a specific class.

In the profile settings, look for the Quick Submit option.



6. Set Default Submission Type

Turnitin lets you choose a default file type for submissions (single file upload, multiple file upload, cup & paste upload, zip file upload). Save your changes once you've selected the desired default submission type.

7. Set File Download Format

To configure the format in which you want Turnitin to provide downloadable reports (The original format, PDF format, option to choose each time).

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4. Creating Turnitin Account for Scholars

The Turnitin accounts for students/research scholars can only be created with the permission of the instructors. For this, the Instructor will need to create a Class and an Assignment and share the 'class id' and 'enrollment key' with the students.

The required steps are listed below.

1. Visit https://www.turnitin.com
2. Login to your Turnitin user account using your registered email id and password.
3. Select an already created class.

OR

4. Create a new class by clicking 

(Note down the 'Class ID' and 'Enrollment Key'. 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 key by editing the class.

5. Create an Assignment in this Class.
6. Share the Class ID and Enrollment Key with the student/research scholar whom you require to access Turnitin independently and upload document(s) for similarity checking.
7. The steps to be followed by the student/research scholar to create Turnitin account by joining your Turnitin Class are described in the next section.

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5. Steps for Students/Scholars to get Turnitin Account

To be shared with students/scholars only after they have been added to the class.

After getting the Class ID and Enrollment Key from the Instructor, Student/Research Scholar will have to follow the below-mentioned steps to register for a Turnitin account.

1. Visit https://www.turnitin.com
2. Click on 'Create Account' at the top-right corner of the page.
3. On the next screen, select how you will be using Turnitin by clicking on 'student'.
4. In the 'Create a Student Profile' form, fill the following details:
    a. Class Id (received from the instructor)
    b. Class Enrollment Key (received from the instructor)
    c. First Name
    d. Last Name
    e. Email address: Enter your NIT Manipur email id
    f. Confirm email address
    g. Enter your password (longer than 7 characters; for Turnitin account)
    h. Confirm password
    i. Select a secret question
    j. Enter the answer to your selected question
    k. Browse through the 'User Agreement'
    l. Check the box 'I'm not a robot.
5. Click on I Agree—Create Profile to complete the account creation.

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