Guide to check Papers and Thesis files for Plagiarism

Open the Turnitin webpage by using link (http://turnitin.com) and sign in by entering provided username and password.
Step 1: Click on All Classes to enroll students and follow the steps mentioned here after.

Step 2: Create a class of respective students by clicking on Add a class.
Step 3A: Add class particulars like name & type of class, and choose an enrollment password. This class will expire on end date which can be set to any value of choice.

Step 3B: On clicking submit button, class creation notification will appear, which contain class ID and enrollment password.

Click on continue to see newly created class page as shown in step 4.
Step 4: Creating class

Click here to access the class homepage (Shown below) and create assignments for plagiarism evaluation

Click here to create assignments
Step 5A: Creation of assignment page

About this page
To create an assignment, enter an assignment title and choose the start and due dates for the assignment. If you like, you can enter an additional assignment description. By default, papers submitted to this assignment will be checked against all of our databases. If you would like to create a custom search or view other advanced assignment options, click the "more options" button.

Choose appropriate title and starting and ending dates for submissions by students. At the post date student can view final report.

Expand optional settings button to choose important parameters as mentioned in step 6
Step 5B: Creation of assignment page; Selection of appropriate evaluation parameters.

Select immediately (can overwrite reports until due date) option

Select No Repository option instead of Standard Paper Repository

Select all four repositories for search

Note: Before clicking Submit button make sure that exact parameters are properly selected.
**Step 5C: Creation of assignment page; Assignment Page view**

From onward Instructors can use two options to check documents for similarity

![Assignment Page View](image)

**About this page**

This is your class homepage. Click the new assignment button to add an assignment to your class homepage. Click an assignment’s “View” button to view the assignment inbox and any submissions that have been made to the assignment. You can submit papers by clicking on the “Submit paper” option in the assignment’s “More actions” menu.

<table>
<thead>
<tr>
<th>M.Phil</th>
<th>+ Add Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>guide</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>START</th>
<th>DUE</th>
<th>POST</th>
<th>STATUS</th>
<th>ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>11 Apr 2012</td>
<td>11:30 AM</td>
<td>19 Apr 2012</td>
<td>11:30 AM</td>
<td>9/9 submitted</td>
</tr>
</tbody>
</table>

On this page one can directly submit document for evaluation by clicking on more actions link and selecting submit paper as shown below for enrolled and non enrolled students. If students are enrolled for this assignment then they can submit documents themselves by using enrollment passwords as mentioned in Step 7.
Step 6A: Document Submission: Uploading files

To submit a paper, locate the paper you want to submit on your computer by clicking the "browse" button to upload the paper with a student and click the submit button to upload the paper.

Select appropriate option

Select non-enrolled student option

Locate the respective document file (in any one of the compatible format) by click on browse button and finally upload the file.

Add here name of the student and title of the document (e.g Thesis)
Step 6B: Document Submission: Submission of data

After uploading files the below page will appear, click on Submit button to complete the document submission process.

After clicking Submit Button the below page will appear to acknowledge the receipt of submitted document.

Click on the go to inbox to view report for the submitted document. It can take time depending on the size of document.
Step 6C: Document Submission: Report

Similarity score of submitted document by author Xyz,Abc. Click on the colored box to view detailed report in a new window, as shown below.

One can also click on Document Viewer to access similarity report in a separate window.

One can select appropriate view option to see report in different ways.
Another Example of Similarity report generated by Turnitin

Click on respective number to view details of each match.

Carefully check for matches equal to and above 5%, which may indicate plagiarism.
Student Enrollment Guide

As alternate Students can be enrolled for a class and assignment and they can submit documents subject to enrollment in respective class. Details are as follow

Step 1: Click on all classes link to view all added classes and then select particular class (M.Phil in this case) for student enrollment.

The below page represent M.Phil class, for which we want to enroll students.

Click on students link to add students in this class.
One can individually add these students or alternatively we can upload a list of students for enrollment in this class.

Screen shot below page will guide for the addition of one student at a time.
By clicking here we can find details and similarity Report of this student.