

## Turnitin users quick reference guide:

1. Login to your account with Email/password – Sign In  
(Site: <http://www.turnitin.com> for forgot password click at - Retrieve Password  
you will receive an email on your registered email (iima.ac.in/iimahd) account)
2. After login - select Role as an Instructor
3. Add Class - (+Add Class - Green box at left side)
  - Input Input-Class-type=Standard, Class Name, Enroll\_Password, Class End date
  - Click Submit, it will give a Class-ID & Password used for Student Assignments
4. Add Assignment (Green box at left)
  - Input-Assignment title, Points (optional), Dates: Start, Due and Post)
  - For more details click 'Optional setting' below Submit Paper  
(Standard paper repository/No repository\* - Search option - Student  
paper repository, Current and archived Internet, Periodicals, Journals & Publication,  
Turnitin repository)
5. Submit Paper/Document
  - In assignment click on 'More action' and 'Submit paper'
  - Choose/Fill paper submission method, Author Name, Sub. Title
  - Browse 'for file upload' and final Upload of the file at the bottom.
  - For upload (complete all 3 steps), after completion it will Preview  
the document, to continue select Go to Inbox, or Submit another Paper.
6. Checking the Originality of the Document
  - In inbox click on 'Document Title' click 'Close' on 'Getting started screen'
  - Click on 'Originality', 'GradeMark' or 'PeerMark' (message - No service available\*\*)
  - Click on Match overview – Headings (i.e. 1,2,3 (colour wise) to check its appearance in  
document file)
  - Increase/decrease plagiarism level - click Filter sign at bottom ('Match overview'-  
Exclude Quotes, Bibliography & Word size and other options - click 'New Report' )
7. For Print or Download file
  - Select Printer-icon or Download\_icon at the bottom of document
  - Click 'X' close at window (open browser page) to go back to Assignment list/screen.
8. Logout to Sign-out (Quit/Exit).

\* Select No repository if you do not want to add the paper to Turnitin site.

\*\* If 'No service available' its take some time to show report.

For more details/help please check site <http://www.turnitin.com>  
(click on Training Tab. and Drop down menu i.e. Instructor, Student Training)