

Turnitin Program Operating Manual for Instructors

1. Requesting to activate a new Instructor account, please report the request to the system administrator. (Administrator) Turnitin of Assumption University. Teachers must contact and request to use Turnitin through contact channels with the library such as Email, Line@, Facebook messenger, Phone, walk in, etc.

2. For the first use of Instructor after Administrator After the process has been completed, there will be a Turnitin welcome email for the person requesting activation. Go check the email sent from Turnitin and open that email. Then click on the Get Started button.



Welcome to Turnitin

Hi Joe Bloggs,

You've been added as an instructor to the account, University of Testing, by John Smith.

As our newest instructor, you are joining a worldwide community of education specialists. We are glad to have you with us.

Ready to set up your classes?

Get Started

If you'll be using Turnitin via an integration, visit our [user guidance](#) for help using your LMS.

Thanks,

Turnitin



3. Create your password after opening the email. Users are required to create a personal password to use Turnitin. Click on the Create password button.

4 Add Students

There are three routes available for adding students. You may find it convenient to add students one by one, or add a large portion of students at once by uploading a list. Alternatively, why not allow your students to enroll themselves at their own pace?

[Read More ▼](#)

Ready to Start Using Turnitin?

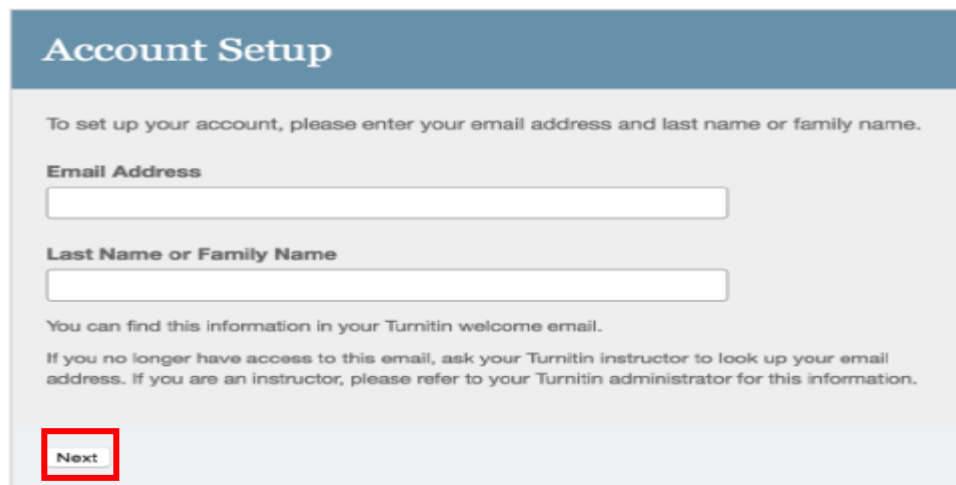
Create Password

Or why not [download this page as a PDF](#) for later reading?

This information and more is available at guides.turnitin.com/

4. Account Setup, type Email Address and type last name. As requested to register the user with Administrator Then click on the Next button.

A message confirms user setup is complete and asks the user to check their email again and click the link from the email sent from Turnitin within 24 hours to fully activate.



Account Setup

To set up your account, please enter your email address and last name or family name.

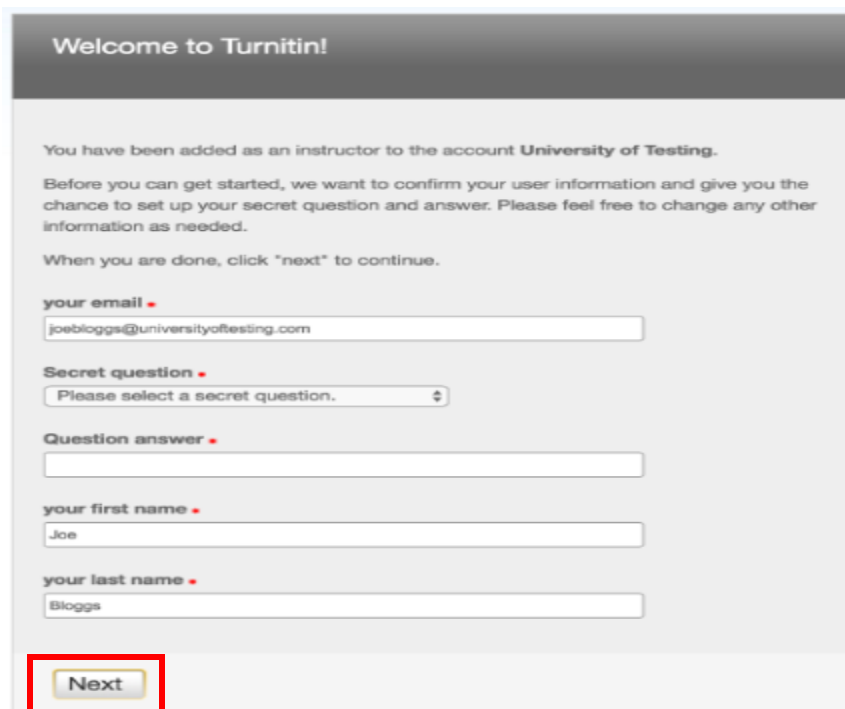
Email Address

Last Name or Family Name

You can find this information in your Turnitin welcome email.

If you no longer have access to this email, ask your Turnitin instructor to look up your email address. If you are an instructor, please refer to your Turnitin administrator for this information.

Next



Welcome to Turnitin!

You have been added as an instructor to the account **University of Testing**.

Before you can get started, we want to confirm your user information and give you the chance to set up your secret question and answer. Please feel free to change any other information as needed.

When you are done, click "next" to continue.

your email •

Secret question •

Question answer •

your first name •

your last name •

Next

When you receive a confirmation message, your Instructor account setup is complete and ready to use. Then click on the Log in button.

7. Log in steps: To access Turnitin, type the registered email address and enter the password that has been set. Then click on the Log in button.

Live demo: Responsible AI in Action: Turnitin Clarity Live Register now →

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Log in as administrator

Log in as instructor or student

Leading the next chapter of learning integrity

Guide responsible AI use, identify AI-generated writing, and deliver secure digital assessments with solutions designed with and for the global academic

54% 5% 11% 19%

turnitin.com/login_page.asp?lang=en-us

Log in to Turnitin

Email address

Password

Log in

Or

Sign in with Google Log in with Clever

Forgotten your password? [Click here.](#)
Need more help? [Click here.](#)
New user? [Click here.](#)

8. Creating a Class Click the Add Class button on the home page.

Benjaporn Anurwanitcha | User Info | Messages (1 new) | Instructor | English | Community | Help | Logout



All Classes

Join Account (TA)

Quick Submit

NOW VIEWING: HOME

From September 19th, students must be enrolled in a class before submitting to an assignment on their behalf. Check out our guidance on enrolling students or submitting on behalf of students. If your account has reached its student limit, contact your Turnitin account administrator.

About this page

This is your instructor homepage. To create a class, click the "Add Class" button. To display a class's assignments and papers, click the class's name.

AU Library

+ Add Class

All Classes | Expired Classes | Active Classes

Note: One or more of the products in this account are set to expire within 30 days. For more information, please click here or contact your account administrator.

Class ID	Class name	Status	Start Date	End Date	Class Summary	Learning Analytics	Edit	Copy	Delete
18100255	Check for Student	Active	15-May-2018	31-Dec-2023					
18100314	Check for Instructor	Active	15-May-2018	31-May-2024					
34556104	Graduate Studies 1/2023	Active	05-May-2022	31-Oct-2023					
27267448	My publication 2020-2021	Expired	16-Nov-2020	31-Dec-2021					
27267395	Thesis 1/2020	Expired	16-Nov-2020	31-Dec-2021					
36473551	Theses	Expired	11-Oct-2022	15-Apr-2023					

9. Creating Assignment

9.1 Click on the name of the class for which you want to create an Assignment from the home page.

9.2 After that, fill in the Assignment details to create the assigned work (Assignment) and press the Submit button.

Benjamin Anunwanitcha | Messages | Instructor ▼ | English ▼ | Community | Help | Log Out

All Classes | Join Account (TA) | Quick Submit

NOW VIEWING: HOME > CHECK FOR STUDENT > EDIT CLASS

Update standard class

To create a class, enter a class name and a class enrollment key. Click "Submit" to add the class to your homepage.

Class settings

* Class name: Check for Student

* Enrollment key: 12345

* Subject: Other

* Student level(s): Graduate

Class start date: 15-May-2018

* Class end date: 31-Dec-2023

Cancel Submit Convert to Master Class

Details of Class name Enrollment key of Assignment to send to Students to Enroll into Class.

Class settings

* Class name: Check for Student

* Enrollment key: 12345

After that, the message Classed Created appears, press the Continue button.

Class created

Congratulations! You have just created the new class: Ton Demo3
If you would like students to enroll themselves in this class, they will need both the enrollment key you have chosen and the unique class ID generated by Turnitin:

Class ID

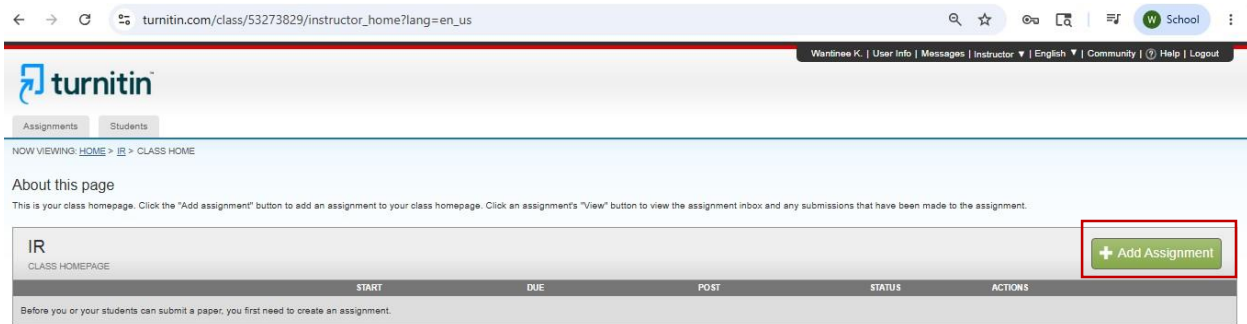
Enrollment key

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 key by editing the class.

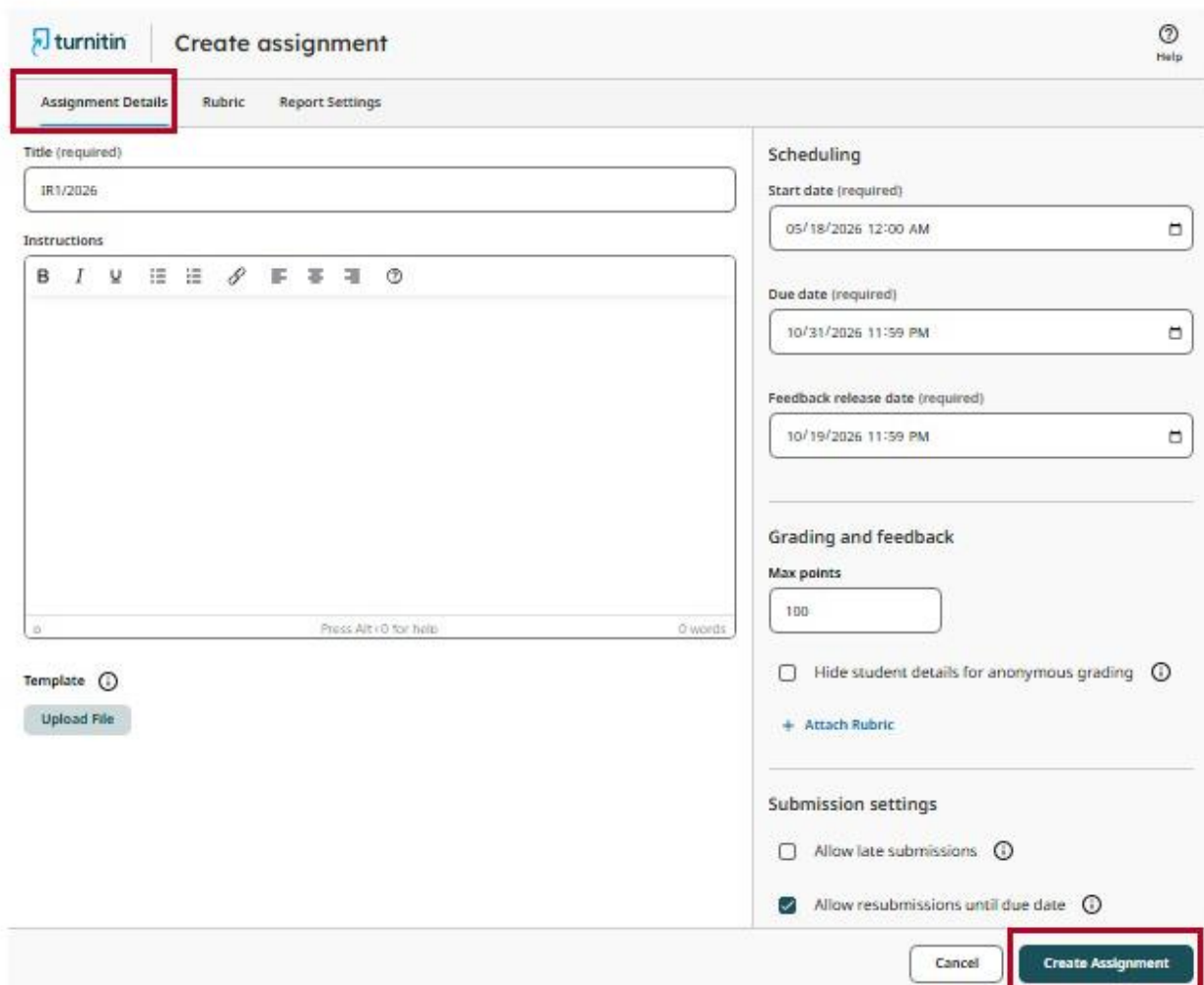
Click the class name to enter the class and get started creating assignments.

Continue

9.3 Configure settings for creating a new Assignment



The screenshot shows the Turnitin instructor homepage. At the top, there's a navigation bar with the Turnitin logo and user information. Below that, there's a section titled "About this page" with instructions. A table with columns "START", "DUE", "POST", "STATUS", and "ACTIONS" is visible. In the top right corner of the table, a green button labeled "+ Add Assignment" is highlighted with a red box.



The screenshot shows the "Create assignment" form. The "Assignment Details" tab is selected and highlighted with a red box. The form includes fields for "Title (required)" (containing "IR 1/2026"), "Instructions" (with a rich text editor), "Scheduling" (with fields for "Start date (required)" (05/18/2026 12:00 AM), "Due date (required)" (10/31/2026 11:59 PM), and "Feedback release date (required)" (10/19/2026 11:59 PM)), "Grading and feedback" (with "Max points" set to 100 and a checkbox for "Hide student details for anonymous grading"), and "Submission settings" (with checkboxes for "Allow late submissions" and "Allow resubmissions until due date"). At the bottom right, a "Create Assignment" button is highlighted with a red box.



Create assignment

[Assignment Details](#)[Rubric](#)[Report Settings](#)

These settings can be edited after creating your assignment

[Learn more](#)

Store submissions for comparison

Select whether to store submissions so they can be used for similarity checking.

- ☐ General Turnitin repository
- ☒ Do not store the submitted papers

Compare submissions

At least one source must be selected for comparison.

- ☒ General Turnitin repository
- ☒ Internet content
- ☒ Periodicals, journals and publications

Generate report

- ☒ At time of submission
- ☐ On due date

Report access

- ☒ Allow students to view Similarity Reports

Exclusions

- ☒ Exclude bibliographic materials
- ☒ Exclude quoted materials
- ☒ Exclude matches smaller than words

You may only exclude small matches between 6 and 250 words.

[Cancel](#)[Create Assignment](#)

10. Reading the plagiarism test report (Originality Report)

10.1 Click on the View button of the desired Assignment and click on the percentage of the desired work files.

To call and display the inspection report

i Review and accept the disclaimer to reveal AI writing scores. You only need to accept this once. [View disclaimer](#)

Submission list **Insights** 🔍 📄 Download ▾

Student / Title	Submitted	Grade	Similarity	AI Writing	Flags	Viewed	More
Wantinee K. Shanghai Delegation Strengthens Thailand-China Ties ...	May 19, 2026 12:57 PM		17%		0		

10.2 The page shows the report of the plagiarism test results.

History of the Disease

The disease was first described in 1929 and first reported in China in 1943. It has been referred to as hiangshaobing as well as huanglongbing. It is vectored and transmitted by the Asian citrus psyllid, *Diaphorina citri*, and the African citrus psyllid, *Trioza erytreae*.

It does occur in the United States, having reached Florida in 2005. Within three years, it had spread to the majority of citrus farms. The rapid increase in this disease has threatened the citrus industry not only in Florida, but the entire United States.

Match Overview
22%

1	en.wikipedia.org	Internet Source	5%
2	di.kurum.edu	Internet Source	3%
3	Submitted to SUNY Co...	Student Paper	2%
4	reportforthechangepro...	Internet Source	2%

11. Printing or downloading the plagiarism test report from Turnitin.

