

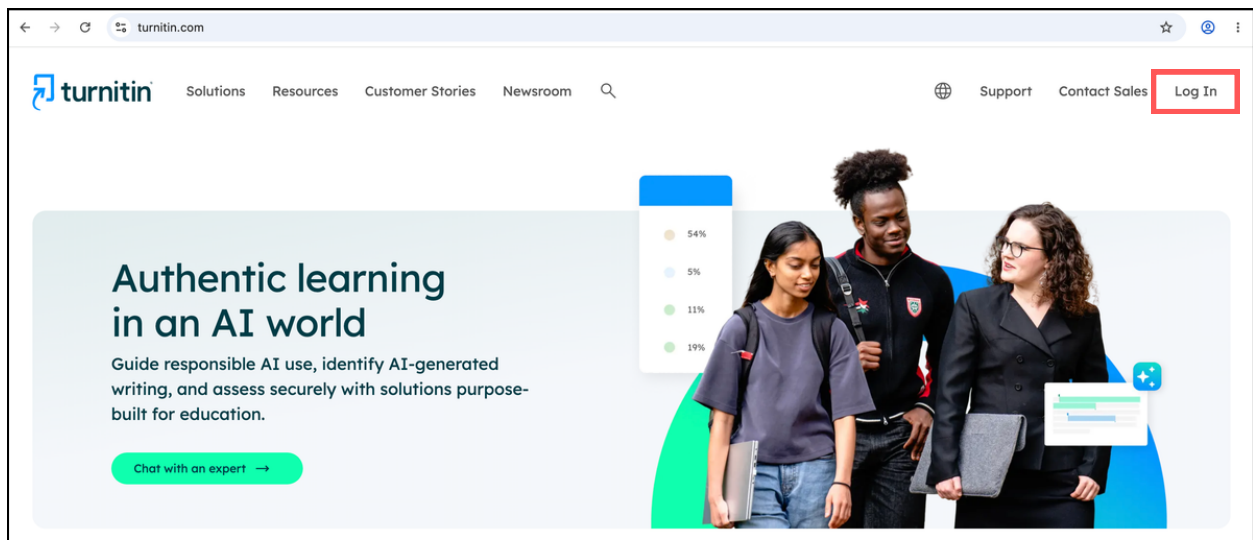


Turnitin Operations Manual for Students

1. Access the Turnitin website at www.turnitin.com

2. Creating a New Student Account

2.1 Click **Log In** in the upper-right corner of the screen.



2.2 Select **Create a new student profile**.

A screenshot of the Turnitin 'Log in' form. The form has a title 'Log in' and two input fields: 'Email' and 'Password'. Below the password field is a 'Log In' button. Underneath the button are three links: 'Forgot your email?', 'Forgot your password?', and 'Create a new student profile', which is highlighted with a red rectangle. At the bottom, there are two options for social login: 'Sign in with Google' and 'Sign in with Clever', separated by an 'or'.

2.3 Enter the required information to create a New Student Account.

Create a new student profile

You'll need a class enrollment key from your instructor to create your profile. Enrollment keys are case-sensitive, so be sure to enter the key exactly as provided. If you don't have a key or are having trouble using it, contact your instructor.

Class enrollment key

Enter the Class enrollment key provided by instructor.

Class enrollment key

First name

Enter the user's first name.

First name

Last name

Enter the user's last name.

Last name

Email address

Enter the user's AU email address.

Email address

Confirm email address

Re-enter the user's AU email address to confirm.

Confirm email address

Password

Create a password for the account.

Password

Password guidelines:

- Use at least one number
- Use at least one lowercase character
- Use a minimum of twelve characters

- Use at least one uppercase
- Use at least one special character
- Do not use spaces

Password Requirements:

- Must contain at least 1 number.
- Must contain at least 1 uppercase letter.
- Must contain at least 1 lowercase letter.
- Must contain at least 1 special character.
- Must be at least 12 characters long.
- Spaces are not allowed.

Confirm password

Confirm the password.

Confirm password

Both passwords match

Secret question

Select a question from the list to use for password recovery.

Select a secret question

Secret answer

Enter the answer to the selected security question.

Enter your answer

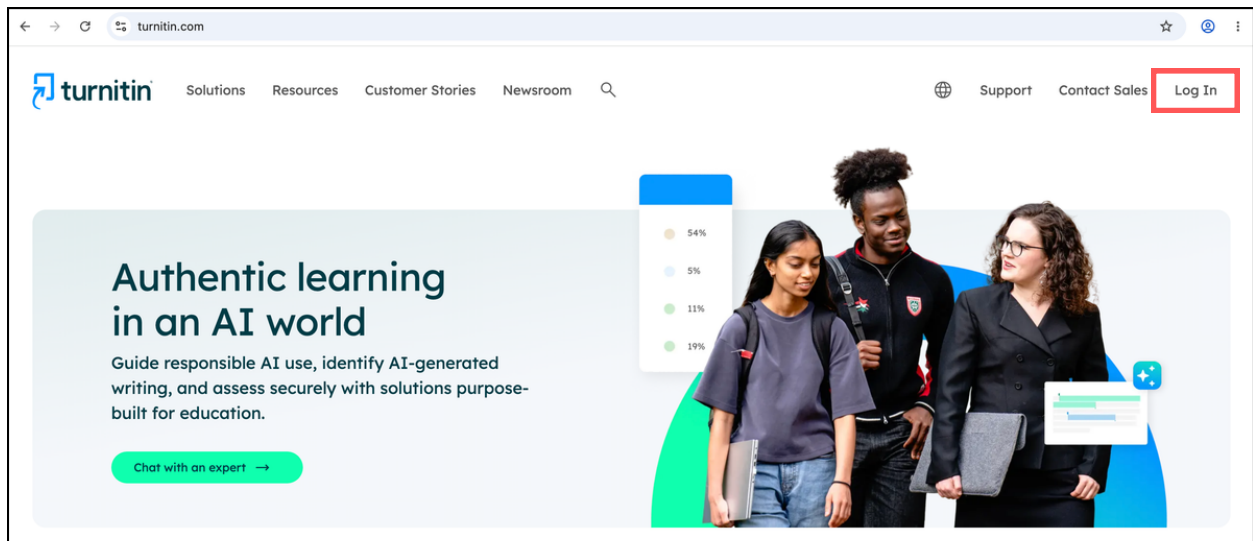
Cancel

Create Profile

Click Create Profile to create the new account.

3. Logging in to Turnitin

3.1 Click Log In.



3.2 Enter the **Email address** and **Password** associated with your registered Turnitin account.

3.3 Click Log in.

Log in

Email

Email

Password

Password

👁

Log In

[Forgot your email?](#)

[Forgot your password?](#)

[Create a new student profile](#)

or

 Sign in with Google

 Sign in with Clever

3.4 If you have forgotten your password:

Click **Forgot your password?** to begin the password reset process.

Log in

Email

Password

Log In

[Forgot your email?](#)

[Forgot your password?](#)

[Create a new student profile](#)

or

Sign in with Google

Sign in with Clever

3.5 Enter the **Email address** associated with your Turnitin account.

3.6 Click **Email**.

Forgot your password?

We'll email you instructions on how to reset your password.

Email

Email

Already have an account? [Log in](#)

3.7 Enter the answer to your security question in the **Answer** field.

3.8 Click **Next**.

Reset your password

If you remember the answer to your secret question, please enter it below.
Click "Next" when you are done.

If you selected your secret question in a language other than the one you are reading this in, please select your language from the list

en-US ▼

Secret Question:

Where was the first place that you traveled to?

Answer

Your Answer

[Forgot your answer?](#)

Please note that all passwords are case-sensitive. Please check your folder for the password reset email, as it sometimes filtered as spam from noreply@turnitin.com. You may need to whitelist this address or administrator

[Back](#) [Next](#)

Note: If you do not remember the answer, click [Forgot your answer?](#)

Then, check the Inbox of the email address registered with Turnitin.

You will receive an email from Turnitin.

Click the link provided in the email to reset your password.

3.9 Enter a **New Password**, then re-enter it to confirm.

3.10 Click **Save** to complete the password reset process.

Reset your password

New Password

Password guidelines:

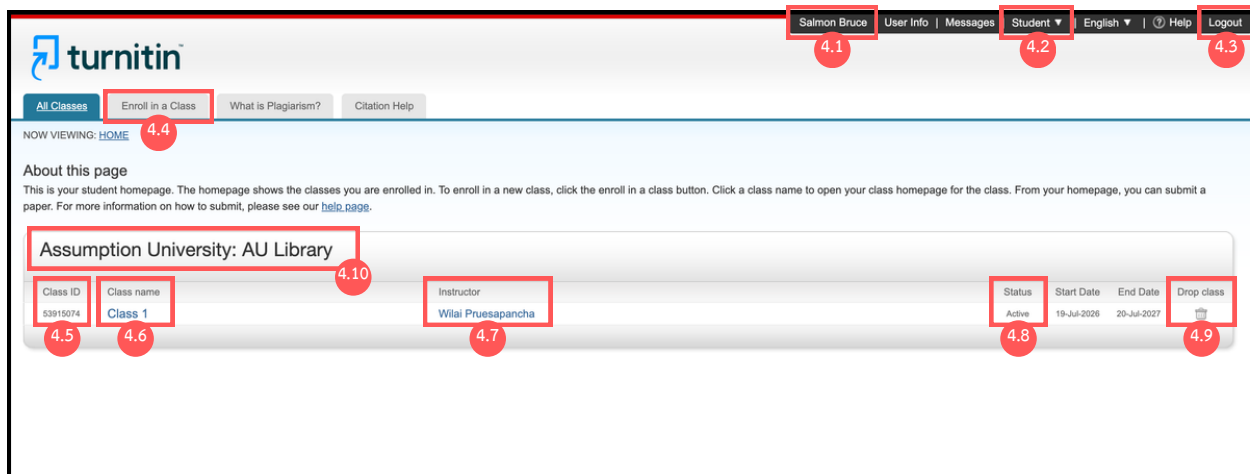
- ✓ Use at least one number
- ✓ Use at least one uppercase character
- ✓ Use at least one lowercase character
- ✓ Use at least one special character
- ✓ Use a minimum of twelve characters

Confirm Password

[Save](#)

Already have an account? [Log in](#)

4. Key Functions on the Turnitin Homepage



4.1 **User Account Name** – Click the account name to view, edit, or update user information.

4.2 **Account Type** – Displays the types of user account, which is Student.

4.3 **Logout** – Click Logout to securely exit your Turnitin account.

4.4 **Enroll in a Class** – Click Enroll in a Class to join a new class created by an instructor.

4.5 **Class ID** – Displays the unique identification number assigned to the enrolled class.

4.6 **Class Name** – Displays the name of the enrolled class.

4.7 **Instructor** – Displays the name of the instructor who created the class.

4.8 **Status** – Displays the current status of the class:

- Active – The class is currently available for use.
- Expired – The class has expired and is no longer available for use.

4.9 **Drop Class** – Removes a class from the list of enrolled classes.

Click the trash can icon corresponding to the class you want to remove.

4.10 **Institution / Organization** – Displays the name of the institution, university, faculty, or organization that created the class.

5. Enrolling in a New Class (Enroll in a Class)

Salmon Bruce | User Info | Messages | Student ▼ | English ▼ | ? Help | Logout

turnitin™

All Classes **Enroll in a Class** What is Plagiarism? Citation Help

NOW VIEWING: [HOME](#)

About this page

To enroll in a class, please enter the class enrollment key that you were given by your instructor. If you do not have this information, or the information you are entering appears to be incorrect, please contact your instructor.

Enroll in a class

Enrollment key:

Submit

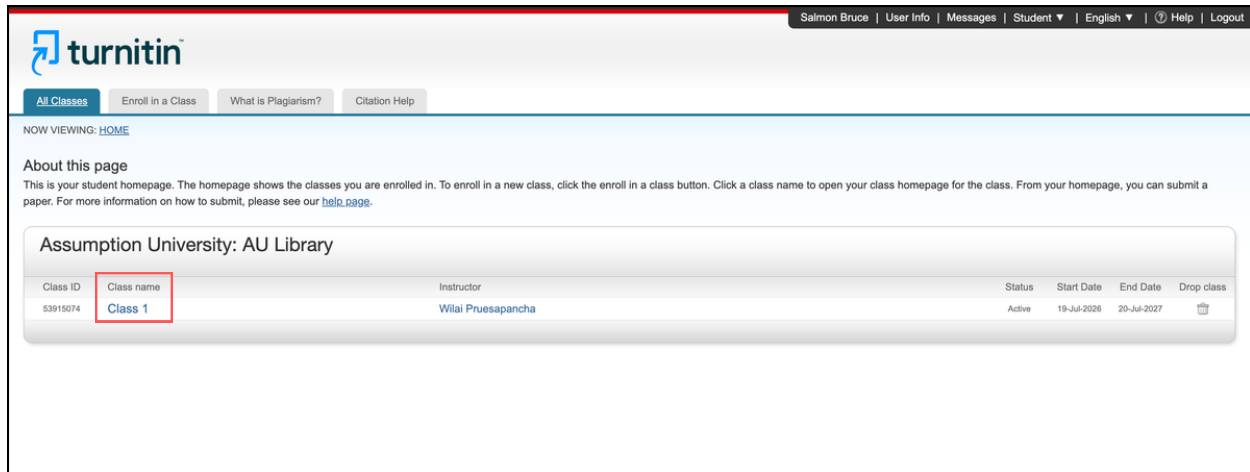
5.1 Click **Enroll in a Class**.

5.2 Enter the **Enrollment Key** provided by the instructor.

5.3 Click **Submit** to enroll in the class.

6. Submitting a File for Similarity Checking in Turnitin

6.1 Select the **Class** to which you want to submit your file.



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Salmon Bruce | User Info | Messages | Student | English | Help | Logout

All Classes Enroll in a Class What is Plagiarism? Citation Help

NOW VIEWING: [HOME](#)

About this page

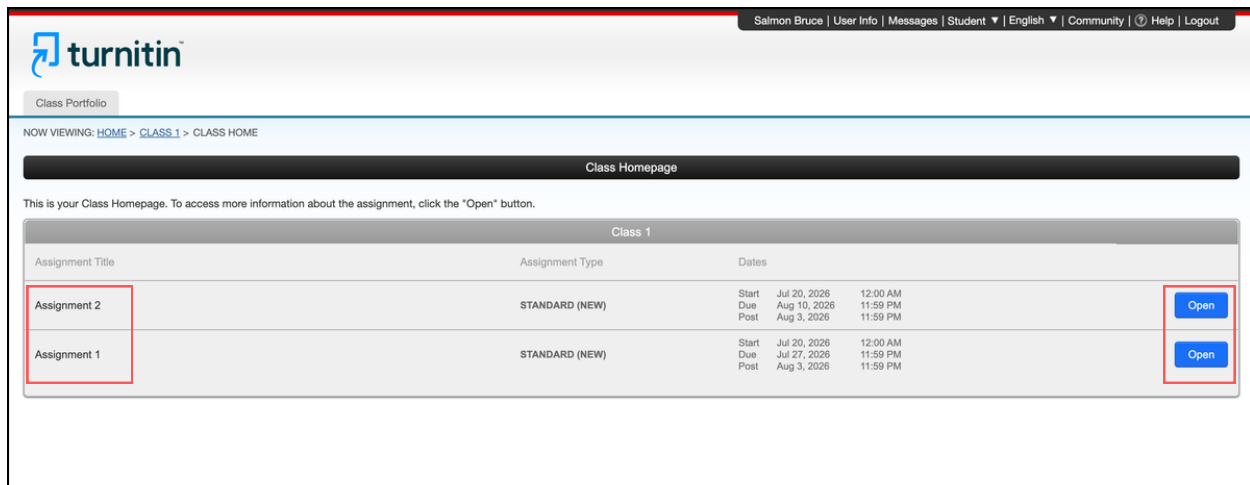
This is your student homepage. The homepage shows the classes you are enrolled in. To enroll in a new class, click the enroll in a class button. Click a class name to open your class homepage for the class. From your homepage, you can submit a paper. For more information on how to submit, please see our [help page](#).

Assumption University: AU Library

Class ID	Class name	Instructor	Status	Start Date	End Date	Drop class
53915074	Class 1	Wilai Priesapancha	Active	19-Jul-2026	20-Jul-2027	

6.2 Select the **Assignment** for which you want to submit the file.

6.3 Click **Open**.



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Salmon Bruce | User Info | Messages | Student | English | Community | Help | Logout

Class Portfolio

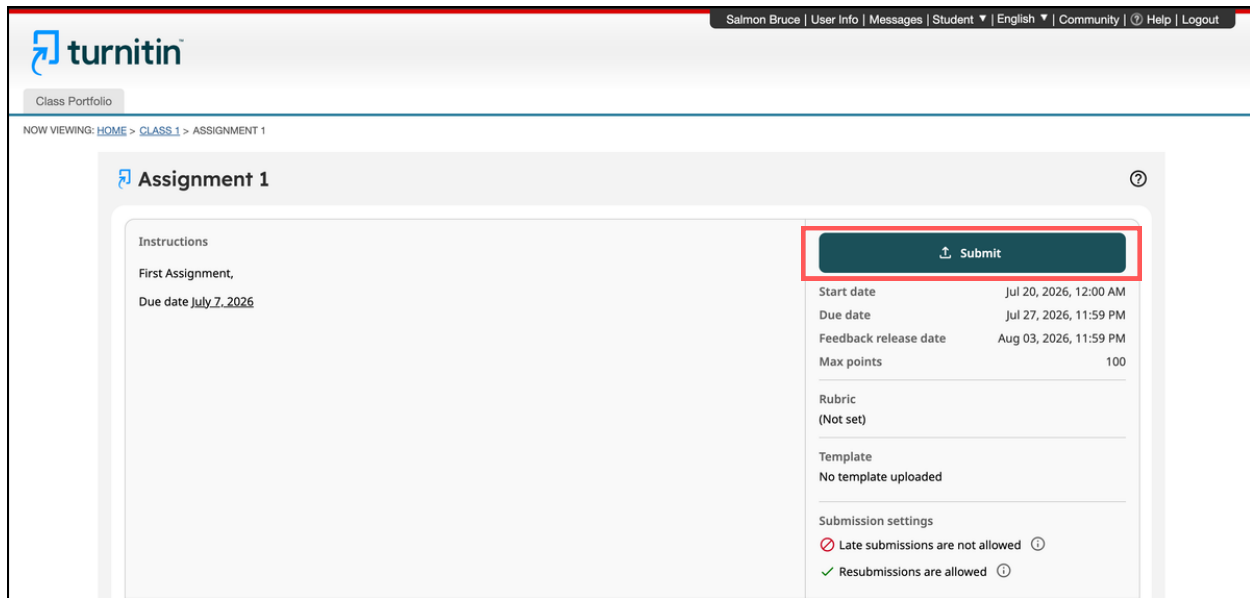
NOW VIEWING: [HOME](#) > [CLASS 1](#) > CLASS HOME

Class Homepage

This is your Class Homepage. To access more information about the assignment, click the "Open" button.

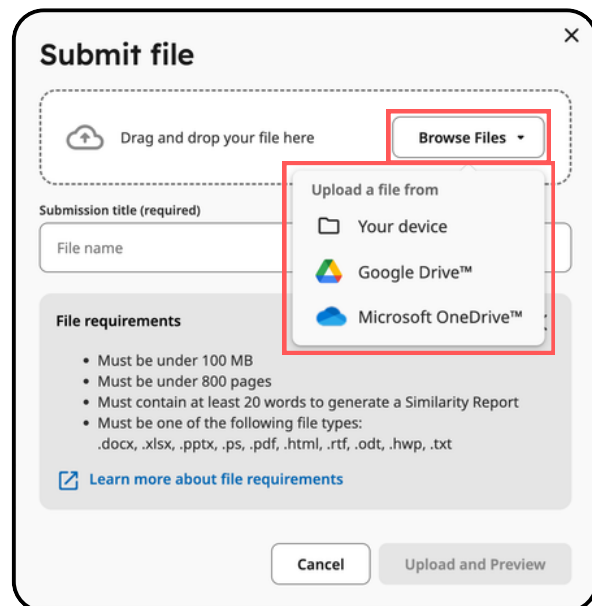
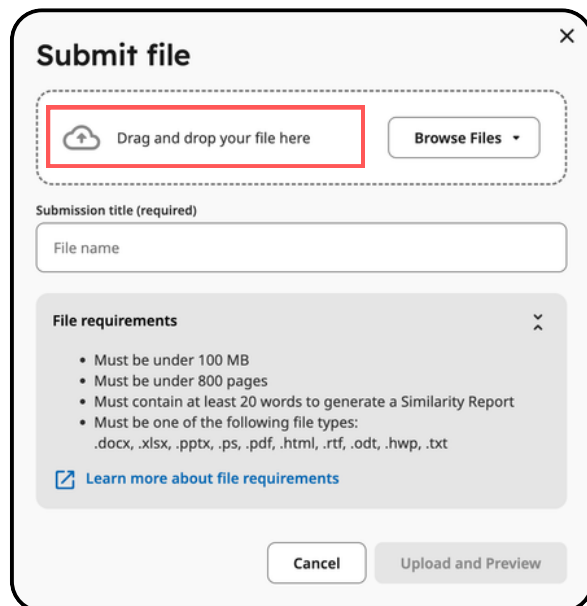
Assignment Title	Assignment Type	Dates	
Assignment 2	STANDARD (NEW)	Start Jul 20, 2026 Due Aug 10, 2026 Post Aug 3, 2026	Open
Assignment 1	STANDARD (NEW)	Start Jul 20, 2026 Due Jul 27, 2026 Post Aug 3, 2026	Open

6.4 Click Submit.



6.5 Select a method to Upload the file. There are 2 available methods:

- **Drag and Drop** – Drag the file into the designated upload area.
- **Browse Files** – Click Browse Files to select a file from one of the following sources:
 - The device you are currently using
 - Google Drive
 - Microsoft OneDrive



6.6 After selecting the file, the system will display the File name and the Submission title.

You may edit the Submission Title as needed.

6.7 Click **Upload and Preview**.

Submit file

Assignment 1_66X-XXXX.pdf69.4 KB

Submission title (required)
Assignment 1_66X-XXXX

File requirements

- Must be under 100 MB
- Must be under 800 pages
- Must contain at least 20 words to generate a Similarity Report
- Must be one of the following file types:
.docx, .xlsx, .pptx, .ps, .pdf, .html, .rtf, .odt, .hwp, .txt

[Learn more about file requirements](#)

CancelUpload and Preview

6.8 The system will display a **Preview** of the submitted file along with the following details:

- Submission title
- File size
- Word count

6.9 Click **Submit** to confirm the file submission.

Submit file

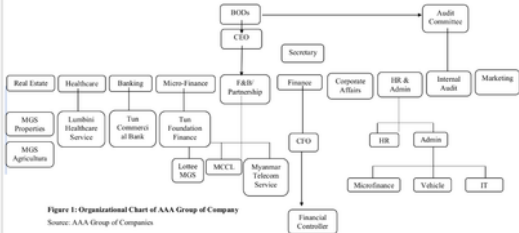


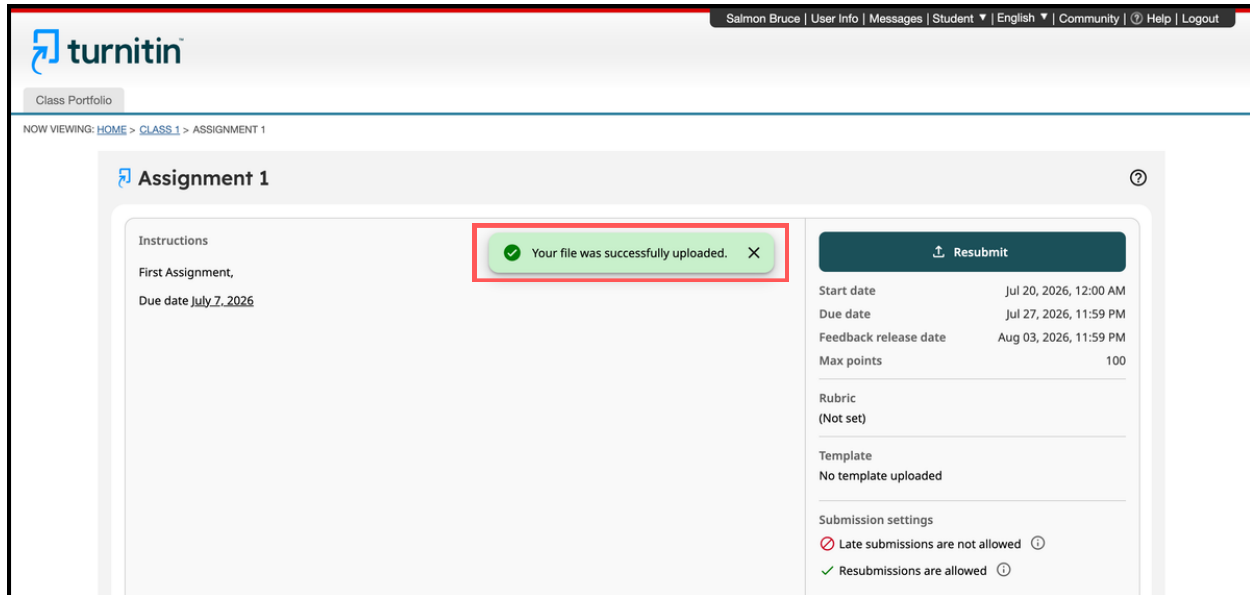
Figure 1: Organizational Chart of AAA Group of Company
Source: AAA Group of Companies

Submission title	File size	Word count
Assignment 1_66X-XXXX	69.4 KB	65

CancelSubmit

6.10 Once the file has been successfully submitted, the system will display the message

“Your file was successfully uploaded.”, confirming that the upload has been completed.



The screenshot displays the Turnitin user interface for an assignment submission. At the top, the Turnitin logo is on the left, and a navigation bar on the right contains the user's name 'Salmon Bruce' and links for 'User Info', 'Messages', 'Student', 'English', 'Community', 'Help', and 'Logout'. Below the logo, a 'Class Portfolio' tab is visible. The main content area is titled 'Assignment 1' and includes a breadcrumb trail: 'NOW VIEWING: HOME > CLASS 1 > ASSIGNMENT 1'. A green notification box with a checkmark icon and the text 'Your file was successfully uploaded.' is highlighted with a red rectangle. To the left of this message, under the 'Instructions' section, it says 'First Assignment,' and 'Due date July 7, 2026'. To the right of the notification, there is a 'Resubmit' button with an upward arrow icon. Below this button, a table lists submission details: 'Start date' (Jul 20, 2026, 12:00 AM), 'Due date' (Jul 27, 2026, 11:59 PM), 'Feedback release date' (Aug 03, 2026, 11:59 PM), and 'Max points' (100). Further down, it indicates 'Rubric (Not set)' and 'Template No template uploaded'. At the bottom, the 'Submission settings' section shows 'Late submissions are not allowed' with a red prohibition icon and 'Resubmissions are allowed' with a green checkmark icon.

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Salmon Bruce | User Info | Messages | Student | English | Community | Help | Logout

Class Portfolio

NOW VIEWING: HOME > CLASS 1 > ASSIGNMENT 1

Assignment 1

Instructions

First Assignment,

Due date July 7, 2026

✓ Your file was successfully uploaded. ✕

Resubmit

Start date Jul 20, 2026, 12:00 AM

Due date Jul 27, 2026, 11:59 PM

Feedback release date Aug 03, 2026, 11:59 PM

Max points 100

Rubric (Not set)

Template No template uploaded

Submission settings

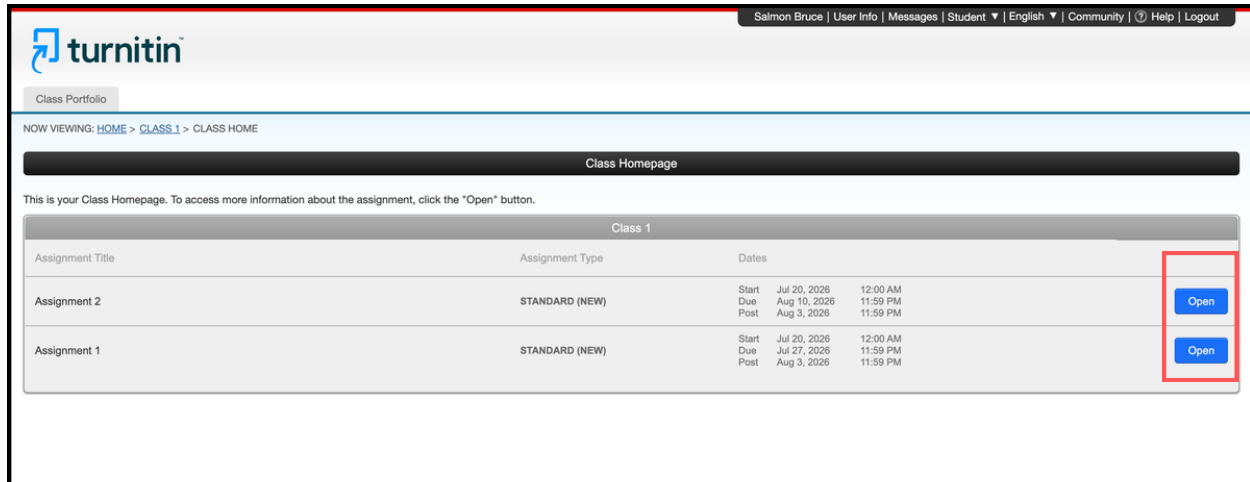
⊘ Late submissions are not allowed ⓘ

✓ Resubmissions are allowed ⓘ

7. Viewing the Similarity Report

7.1 Select the **Assignment** for which you want to view the similarity results.

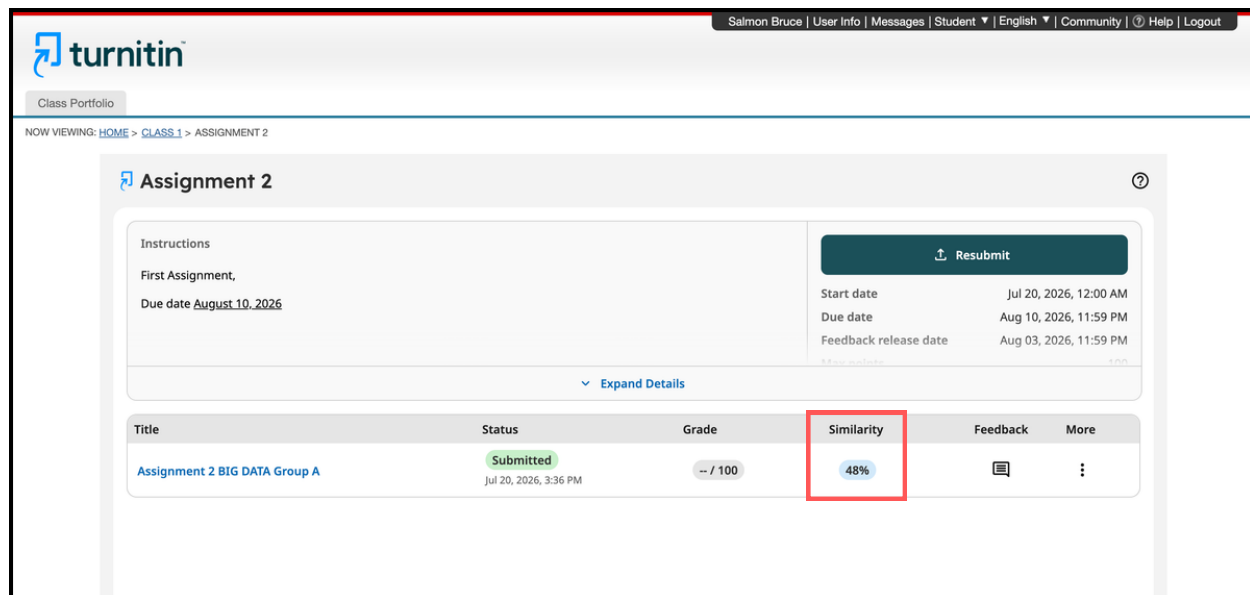
7.2 Click **Open**.



The screenshot shows the Turnitin interface for a class. At the top, the Turnitin logo is on the left, and a user menu on the right includes 'Salmon Bruce', 'User Info', 'Messages', 'Student', 'English', 'Community', 'Help', and 'Logout'. Below the header, a breadcrumb trail reads 'NOW VIEWING: HOME > CLASS.1 > CLASS HOME'. The main section is titled 'Class Homepage' and contains a message: 'This is your Class Homepage. To access more information about the assignment, click the "Open" button.' Below this is a table for 'Class 1' with columns for 'Assignment Title', 'Assignment Type', and 'Dates'. Two assignments are listed: 'Assignment 2' and 'Assignment 1', both of type 'STANDARD (NEW)'. Each row has an 'Open' button on the right, which is highlighted with a red rectangle in the original image.

Assignment Title	Assignment Type	Dates	
Assignment 2	STANDARD (NEW)	Start: Jul 20, 2026 12:00 AM Due: Aug 10, 2026 11:59 PM Post: Aug 3, 2026 11:59 PM	Open
Assignment 1	STANDARD (NEW)	Start: Jul 20, 2026 12:00 AM Due: Jul 27, 2026 11:59 PM Post: Aug 3, 2026 11:59 PM	Open

7.3 Click the **Similarity Percentage** to open the Similarity Report.



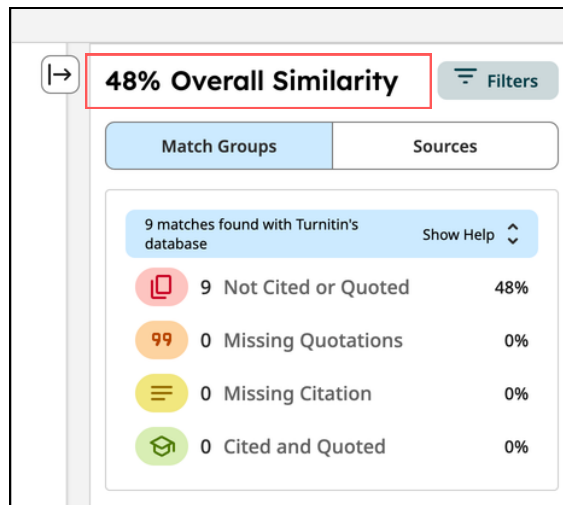
The screenshot shows the Turnitin interface for 'Assignment 2'. At the top, the Turnitin logo is on the left, and a user menu on the right includes 'Salmon Bruce', 'User Info', 'Messages', 'Student', 'English', 'Community', 'Help', and 'Logout'. Below the header, a breadcrumb trail reads 'NOW VIEWING: HOME > CLASS.1 > ASSIGNMENT 2'. The main section is titled 'Assignment 2' and contains a message: 'This is your Assignment 2 page. To access more information about the assignment, click the "Open" button.' Below this is a table for 'Assignment 2' with columns for 'Title', 'Status', 'Grade', 'Similarity', 'Feedback', and 'More'. One assignment is listed: 'Assignment 2 BIG DATA Group A'. The 'Similarity' column shows '48%', which is highlighted with a red rectangle in the original image.

Title	Status	Grade	Similarity	Feedback	More
Assignment 2 BIG DATA Group A	Submitted Jul 20, 2026, 3:36 PM	-- / 100	48%		

7.4 Overall Similarity

Overall Similarity displays the percentage of content in the submitted file that Turnitin has identified as matching or similar to information from various sources used for comparison, such as websites, publications, and other students' papers.

Title	Status	Grade	Similarity	Feedback	More
Assignment 2 BIG DATA Group A	Submitted Jul 20, 2026, 3:36 PM	-- / 100	48%		



48% Overall Similarity		
Match Groups		Sources
9 matches found with Turnitin's database Show Help		
	9 Not Cited or Quoted	48%
	0 Missing Quotations	0%
	0 Missing Citation	0%
	0 Cited and Quoted	0%

The percentage represents the proportion of matching text compared with the total content analyzed in the submitted file. For example, an Overall Similarity of 48% means that Turnitin identified matching text equivalent to 48% of the content analyzed.

Important:

The Similarity percentage does not indicate the percentage of plagiarism.

It only indicates the amount of text that matches information found in Turnitin's sources.

Users should review the matched text and corresponding sources to determine whether the content has been appropriately cited and presented.

7.5 Match Groups

Match Groups organizes the matching text identified by Turnitin according to how the text has been referenced. It displays the number of Matches found and categorizes them based on citation and quotation status, including:

- **Not Cited or Quoted**

Matching text has been identified, but there is no citation or quotation mark associated.

- **Missing Quotations**

Matching text has been identified and may require quotation marks to indicate that the text was taken directly from another source.

- **Missing Citation**

Matching text has been identified, but no citation has been provided to indicate the source.

- **Cited and Quoted**

Matching text has been identified and has been appropriately cited in quotation marks.

Each match is assigned a number and color corresponding to the highlighted text in the document. This allows users to identify which parts of the document match specific sources. Select a match to view additional details.

The screenshot displays the Turnitin interface for a document titled "Assignment 2 BIG DATA Group A" by "Salmon Bruce". The document is 480 words long, and the overall similarity is 48%. The document text is as follows:

Question:

1 You are hired as a systems analyst by an organization that is planning to redesign its website. Consider the following situations and describe the most appropriate sampling method for each of them.

a) To gauge employee perception towards website redesign, you post a notice on the intranet portal asking the employees to post their opinions.

b) You design a customer survey to find out which website features they wish to see redesigned.

c) You seek customer opinions through forms available at three of the company's 20 helpdesks.

Also, explain why the answer to each situation would vary.

2 a) To gauge employee perception towards website redesign, you post a notice on the intranet portal asking the employees to post their opinions.

The most appropriate sampling method is Convenience Sampling.

Because employees decide for themselves whether they want to participate or not. The systems analyst does not select specific employees but instead, the feedback is gathered from those who happen to see the notice and are willing to respond. The Convenience Sampling Method is easy, fast, unreliable, and inexpensive to implement because it requires little effort to recruit participants. But the results may not accurately represent the opinions of all employees. Employees who feel strongly about the website, either positively or negatively, may be more likely to respond, while others may ignore the notice.

8

7

2

5

4 b) You design a customer survey to find out which website features they wish to see redesigned.

The most appropriate sampling method is Simple Random Sampling.

Because the analyst can randomly select customers and invite them to complete the survey. Every customer has an equal chance of being selected, which helps reduce bias and improves the accuracy of the results (more reliable information for decision-making). Since website redesign affects all customers, obtaining opinions from a randomly selected group provides a better representation of the entire customer population.

4

3

ough forms available at three of the company's 20 helpdesks.

The Match Groups sidebar on the right shows the following data:

Match Groups	Sources
9 matches found with Turnitin's database	Show Help
9 Not Cited or Quoted	48%
0 Missing Quotations	0%
0 Missing Citation	0%
0 Cited and Quoted	0%

The "Not Cited or Quoted" section shows 9 matches from 8 sources:

- 1 Student papers: Australian Institute of Higher Educati... 23% (1 text block, 111 matched words)
- 2 Student papers: Australian Institute of Higher Educati... 9% (2 text blocks, 43 matched words)
- 3 Student papers: Australian Institute of Higher Educati... 5% (1 text block, 25 matched words)
- 4 Student papers

7.6 Sources

Sources displays a list of the sources that Turnitin has identified as containing matching or similar text to the submitted file. Each source may include details such as the source title, source type, and proportion of matching text.

Sources may come from different categories, including Internet Sources, Publications, and Student Papers. Each source is assigned a number and color corresponding to the highlighted text in the document. This allows users to identify which parts of the submitted file match each source.

Turnitin also provides details of the matching text, allowing users to compare the text in the submitted file with the corresponding text from the original source. This information can be used to determine whether the content has been appropriately cited, quoted, and presented.

The screenshot displays the Turnitin interface for a document titled "Assignment 2 BIG DATA Group A" by "Salmon Bruce". The document is 480 words long, with a similarity score of 48%. The interface shows a list of sources on the right side, which are categorized by color and number. The sources are:

- 1 Student papers (Australian Institute of Higher Educa... 23%)
- 2 Student papers (Australian Institute of Higher Educati... 9%)
- 3 Student papers (Australian Institute of Higher Educati... 5%)
- 4 Student papers (Southern New Hampshire University ... 3%)
- 5 Student papers (Australian Institute of Higher Educati... 2%)
- 6 Student papers (Australian Institute of Higher Educati... 2%)

The document text on the left includes a question about website redesign and several paragraphs of text. The sources on the right are listed with their respective titles, percentages, and the number of text blocks and matched words. The interface also includes a search bar, a page number (Page 1 of 2), and a word count (480 words).

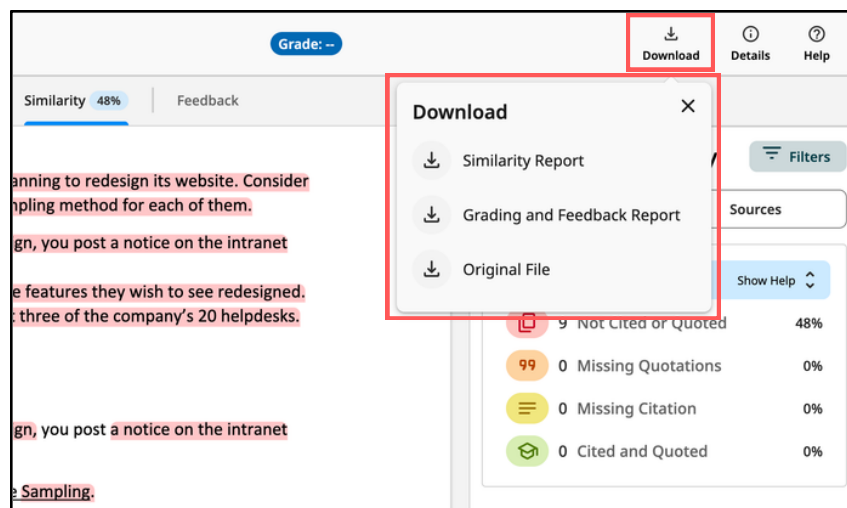
Displays the total number of pages and words in the submitted file.



Zoom in - Zoom out for enlarge or reduce the size of the document.

7.7 Downloading the Report

1. Click **Download**.
2. Select the report or file you want to download:
 - **Similarity Report** – The report showing the similarity results.
 - **Grading and Feedback Report** – The report containing grades and instructor feedback.
 - **Original File** – The original file submitted to Turnitin.



Example of Similarity Report

Salmon Bruce

Group A

Assignment 1

Document Details

Submission ID

trn:old::3618:148273448

Submission Date

Aug 14, 2026, 2:31 PM GMT+7

Download Date

Aug 14, 2026, 2:33 PM GMT+7

File Name

Group A.pdf

File Size

239.5 KB

2 Pages

588 Words

3,053 Characters

17% Overall Similarity

The combined total of all matches, including overlapping sources, for each database.

Match Groups

8

Not Cited or Quoted

17%

Matches with neither in-text citation nor quotation marks

0

Missing Quotations

0%

Matches that are still very similar to source material

0

Missing Citation

0%

Matches that have quotation marks, but no in-text citation

0

Cited and Quoted

0%

Matches with in-text citation present, but no quotation marks

Top Sources

0%

Internet sources

0%

Publications

17%

Submitted works (Student Papers)

Top Sources

The sources with the highest number of matches within the submission. Overlapping sources will not be displayed.

1

Student papers

AU Library on 2026-07-20

5%

2

Student papers

Australian Institute of Higher Education on 2024-06-15

3%

3

Student papers

Hult International Business School, Inc. on 2024-06-05

3%

4

Student papers

Baylor University on 2024-08-30

3%

5

Student papers

Indiana University on 2025-11-30

2%

6

Student papers

Saint Francis College on 2025-02-08

1%