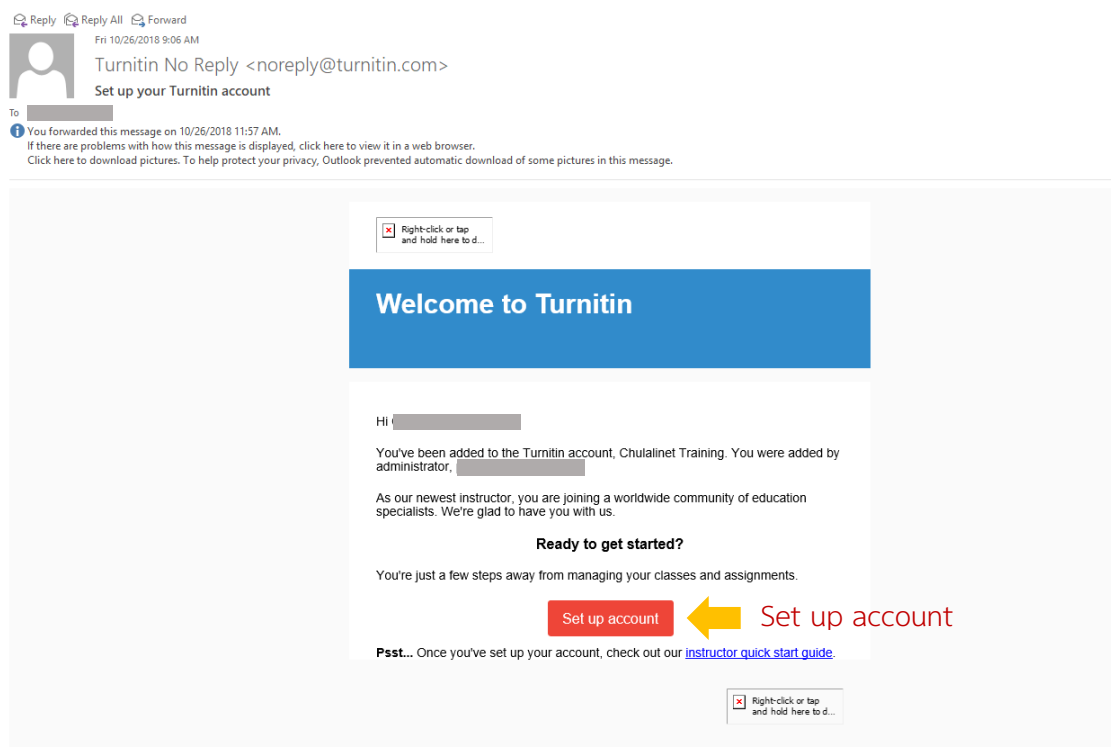


Turnitin for Instructor Application Guide

For Instructor who need to use Turnitin. Please send the request and information to email rss@car.chula.ac.th by providing as is below

- Name – Surname
- Position
- Affiliation
- Chula Email
- Contact info

After admin add your email to system, the email from Turnitin will be send to you in your Chula mailbox. For create new account please follow the step as is below.



The screenshot shows an email interface. At the top, there are icons for Reply, Reply All, and Forward. The sender is identified as 'Turnitin No Reply <noreply@turnitin.com>' with the subject 'Set up your Turnitin account'. The email body features a blue header with the text 'Welcome to Turnitin'. Below this, the message reads: 'Hi [redacted], You've been added to the Turnitin account, Chulalinet Training. You were added by administrator, [redacted]. As our newest instructor, you are joining a worldwide community of education specialists. We're glad to have you with us. **Ready to get started?** You're just a few steps away from managing your classes and assignments.' A red button labeled 'Set up account' is present, with a yellow arrow pointing to it from the text 'Set up account' written in red. At the bottom, a note says 'Psst... Once you've set up your account, check out our [instructor quick start guide](#).' There are also two small warning boxes with the text 'Right-click or tap and hold here to d...'.



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.



Click for next step

Full-screen Snip

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Account Setup

To validate your account, we've sent an email to:

You have 24 hours to click the link in your email to continue with your account setup.

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When this screen appears. The email from Turnitin system will be sent to set password.

Reply Reply All Forward



Fri 10/26/2018 12:00 PM

Turnitin No Reply <noreply@turnitin.com>

Create your Turnitin password

To Chanchanit Ketnoi

If there are problems with how this message is displayed, click here to view it in a web browser.

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

This is a screenshot of an email from Turnitin. At the top, there are icons for Reply, Reply All, and Forward. The sender is identified as 'Turnitin No Reply <noreply@turnitin.com>' with a profile icon. The subject of the email is 'Create your Turnitin password'. The recipient is 'Chanchanit Ketnoi'. Below the recipient name, there is a small information icon and a link to view the message in a web browser, and another link to download pictures. The main content of the email is a white box with a blue header that says 'Create your password'. Inside this box, it says 'Hi Chanchanit Ketnoi, Your account is almost set up. Click below to create your password.' Below this text is a red button labeled 'Create password'. A yellow arrow points from the text 'Create password' to this button. Below the button, it says 'The link in this email will expire after 24 hours. Click here to request a new link.' There are also two small error messages: 'Right-click or tap and hold here to d...'



This is a screenshot of the 'Create Your Password' form. The title is 'Create Your Password'. Below the title, it says 'To finish setting up your account, please enter a password.' and 'Your password must be between 6 and 12 characters in length, containing at least one letter and one number.' There are two input fields: 'Password' and 'Confirm Password', both containing the text 'Password'. Below the input fields is a button labeled 'Create Password'. A yellow arrow points from the text 'Create Password' to this button.

Welcome to Turnitin!

You have been added as an instructor to the account **Chulalinet Training**.

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 * ★ Check the information in the box mark ★

Secret question *

Please select a secret question. Select question

Question answer *

your first name * ★

your last name * ★

← Click for next step

User Agreement

Our user agreement has been updated. Please read our user agreement below and agree or disagree to its terms and conditions:

Turnitin End-User License Agreement

***Users who are not in the European Union refer to Section A only.**

****Users in the European Union refer to Section B.**

Protecting your personal data and privacy is our top priority. We are fully committed to transparency, accountability and using technology responsibly, no matter what changes emerge from our rapidly evolving digital world. We implement appropriate technical and organizational

↙ Click I Agree and Continue to next step

[I Disagree -- Logout](#)

turnitin

Chanchanit Ketnoi | User Info | Messages (1 new) | Instructor | English | Community | Help | Logout

All Classes | Join Account | Join Account (TA)

NOW VIEWING: HOME

Turnitin will have a scheduled system maintenance October 28th from 02:00 to 02:30 Pacific Time. Due to the maintenance, Turnitin may be unavailable between those times. Time zone converter

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.

Chulalinet Training

Click for Add Class → + Add Class

All Classes | Expired Classes | Active Classes

All of your classes have expired. To view and update your expired classes, select the "expired classes" tab. You can update and change a class's end date by clicking the class's "edit" icon.

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Privacy Policy | Privacy Pledge | Terms of Service | EU Data Protection Compliance | Copyright Protection | Legal FAQs | Helpdesk | Research Resources

After you register successfully, the screen will appear as above. And User Guide for Turnitin will sent to you in your email.

Reply | Reply All | Forward



Fri 10/26/2018 12:02 PM

Turnitin No Reply <noreply@turnitin.com>

Your Turnitin account is now set up

To

If there are problems with how this message is displayed, click here to view it in a web browser.

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Right-click or tap and hold here to d...

Your account is up and running

Hi Chanchanit Ketnoi,

Congratulations on creating your Turnitin account!

Here are your next steps...

Check out our easy-to-absorb quick start guides and learn more about the Turnitin experience.

Quick start guides ← Click for User Guide

Or... If you're ready to go, [log in now](#).

Right-click or tap and hold here to d...

Create Class

Create Class by click  and following the step as below

Create a new class

To create a class, enter a class name and a class enrollment key. Click "Submit" to add the class to your homepage. For a master class, you will also need to enter a TA join key.

Class settings

* Class type ← Select class type as Standard

* Class name

* Enrollment key

* Subject area(s) ← Select Subject area

* Student level(s) ← Select Education level

Class start date 26-Nov-2018

* Class end date ← Class end date

← Click submit for add class

Class created

Congratulations! You have just created the new class: Test
 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.

When creating a Class successfully, the screen will appear as above. Bring the Class ID and Enrollment key, provide to students for apply Turnitin to send their work.

Create Assignment

Create Assignment for students to send their work by click class name and click 

Then following the step as below

New Assignment

Assignment title ? Set Assignment name

 ↩

Start date ?

← Start date

at :

Point value ?

Optional

Allow only file types that Turnitin can check for similarity

Allow any file type ?

Due date ?

← Due date

at :

Post date ?

← Post date

at :

- Close options

Enter special instructions ?

Enter additional instructions (if available).

Allow submissions after the due date? ? ← Allow submissions after the due date?

Yes

No

Similarity Report

Generate Similarity Reports for submissions? ? ← Generate Similarity Reports (Select Yes)

Yes

No



Generate Similarity Reports for student submission ? ← Generate Similarity Reports

Select immediately (can overwrite reports until due date)


Exclude bibliographic materials from Similarity Index for all papers in this assignment? ? ↩ Exclude bibliographic materials from Similarity Index

Yes


No

Exclude quoted materials from Similarity Index for all papers in this assignment?  


Yes
 No Exclude quoted materials from Similarity Index

Exclude small sources?  ← Exclude small sources?

Yes
 No


Allow students to see Similarity Reports?  ← Allow students to see Similarity Reports?

Yes
 No

Submit papers to:  ← Submit papers to


standard paper repository

standard paper repository
standard paper repository
Institution paper repository
student's choice of repository
no repository

Search options: 

Student paper repository
 Institution paper repository
 Current and archived internet
 Periodicals, journals, & publications

Online grading _____

Attach a rubric/form to this assignment 

Note: students will be able to view the attached rubric/form and its content prior to submitting.

Create a rubric Launch Rubric/Form Manager

Find a rubric that's right for your assignment in Turnitin Teaching Tools

Would you like to save these options as your defaults for future assignments?

← Click Submit for create Assignment

To **save** students work in system, select Institution paper repository




To **unsaved** students work in system, select No repository

View Report

Click the class name and click view in homepage to view the report.

Test						
CLASS HOMEPAGE QUICKMARK BREAKDOWN						
START	DUE	POST	STATUS	ACTIONS		
Test						
PAPER	30-Nov-2018 17:05PM	07-Dec-2018 23:59PM	08-Dec-2018 00:00AM	1 / 1 submitted	View	More actions ▾

Click Similarity of each student to view the full report.

Test								
INBOX NOW VIEWING: NEW PAPERS ▾								
Submit File			Online Grading Report Edit assignment settings Email non-submitters					
<input type="checkbox"/>	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
<input type="checkbox"/>		Test	0% 		•		1047753079	30-Nov-2018