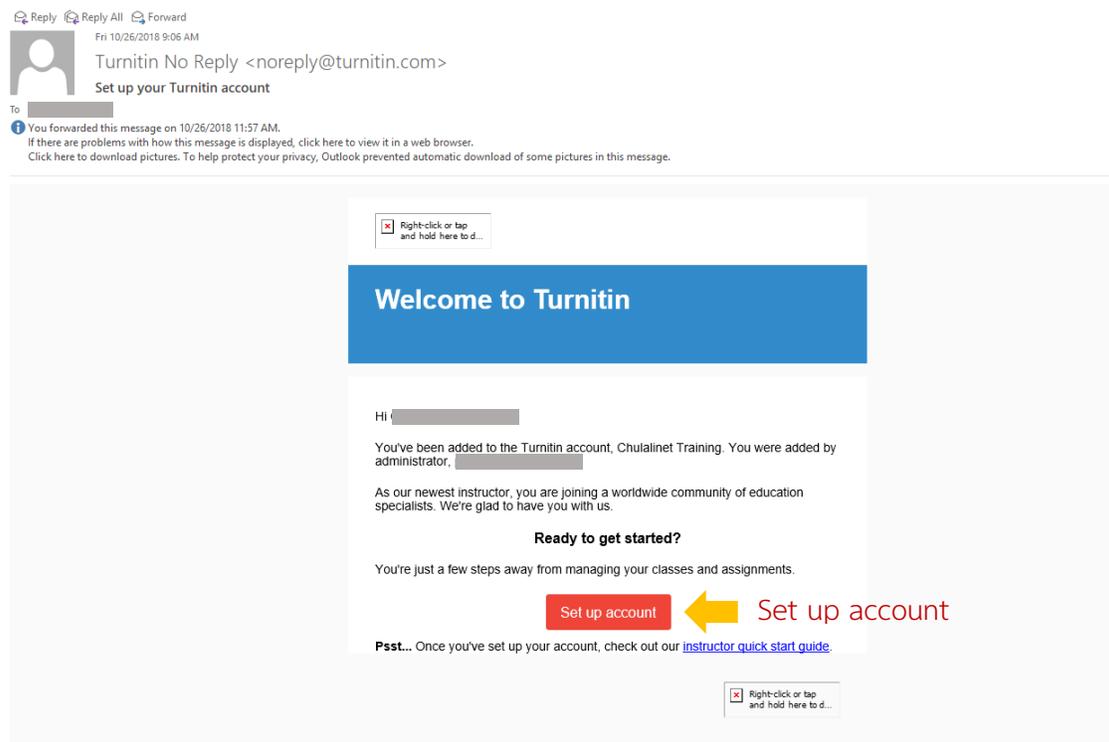


## Turnitin for Instructor Application Guide

For Instructor who need to use Turnitin. Please send the request and information by fill the request form via <https://forms.gle/kvJ2PW1Mx5n9xYue7>

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 with the following content:

- Reply, Reply All, Forward icons
- Date: Fri 10/26/2018 9:06 AM
- Sender: Turnitin No Reply <noreply@turnitin.com>
- Subject: Set up your Turnitin account
- To: [Redacted]
- Forwarded message notice: You forwarded this message on 10/26/2018 11:57 AM. 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.
- Header: Welcome to Turnitin
- Greeting: Hi [Redacted]
- Body text: 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.
- Section: **Ready to get started?**
- Text: You're just a few steps away from managing your classes and assignments.
- Button: A red button labeled "Set up account" is highlighted with a yellow arrow pointing to it from the text "Set up account" written in red.
- Text: **Psst...** Once you've set up your account, check out our [instructor quick start guide](#).
- Footer: 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

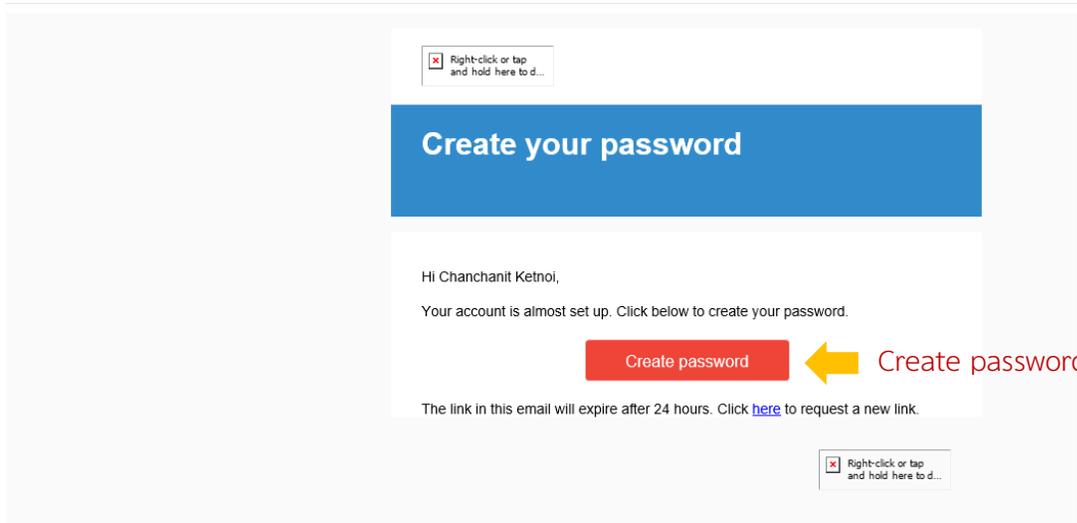
Turnitin No Reply <noreply@turnitin.com>

Create your Turnitin password

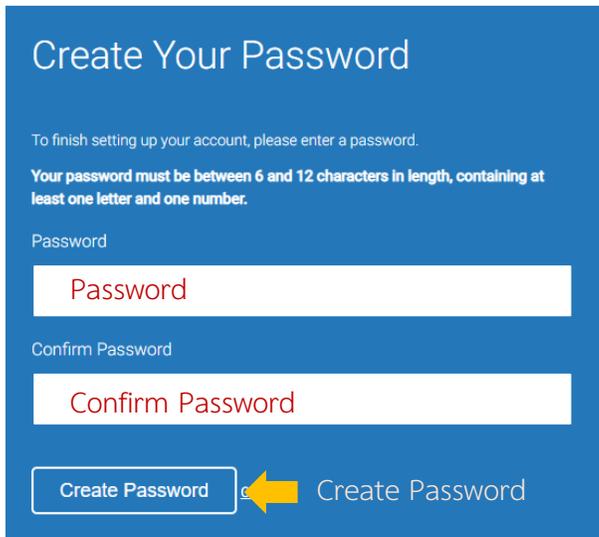
To Chanchanit Ketnoi

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. Below that is the sender information: Turnitin No Reply <noreply@turnitin.com>. The subject of the email is "Create your Turnitin password". The recipient is Chanchanit Ketnoi. 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". Below the header, it says "Hi Chanchanit Ketnoi, Your account is almost set up. Click below to create your password." There is a red button that says "Create password". A yellow arrow points to this button from the right, with the text "Create password" next to it. 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 background is blue. At the top, it says "Create Your Password". Below that, 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 fields have the text "Password" and "Confirm Password" respectively. Below the fields is a white button that says "Create Password". A yellow arrow points to this button from the right, with the text "Create Password" next to it.

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## 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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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

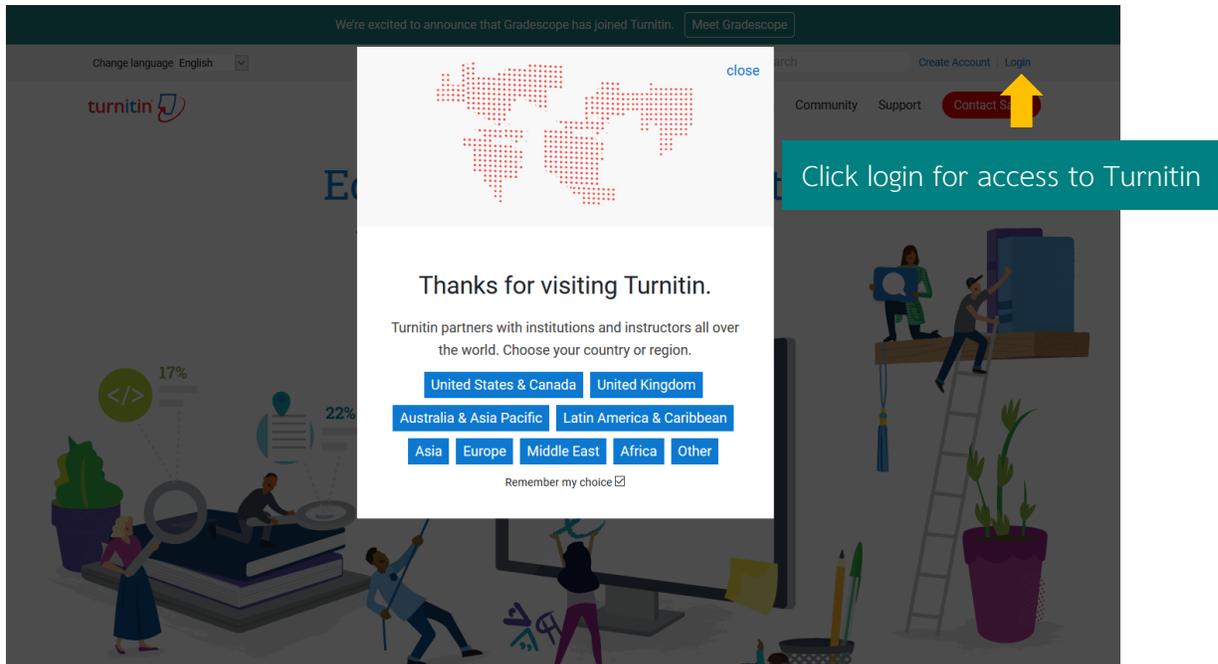
Click for User Guide

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

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

## Access to Turnitin

For access to Turnitin. Go to <https://www.turnitin.com/> The screen will appear as below.



If there is a popup, select the country as shown in the picture above, click to select United States & Canada, then click Login. Enter the Email and Password that is set to access Turnitin. If there is no popup, select the country. You can login to access Turnitin.



### Log in to Turnitin

Email address

Password

←

Click login for access to Turnitin

[Forgot your password? Click here.](#)  
[Need more help? Click here.](#)

**New user?** [Click here.](#)

[Privacy Policy](#)  
 We take your privacy very seriously. We do not share your details for marketing purposes with any external companies. Your information may only be shared with our third party partners so that we may offer our service.

## 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

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

To **unsaved** students work in system, select 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

 Note:

Standard paper repository: will keep the work in Turnitin's central system if the same work is submitted again. It will have a percentage that is a job previously submitted

No repository: Submitted work will not be stored in Turnitin's central system, allowing re-submissions for multiple checks.

## View Report

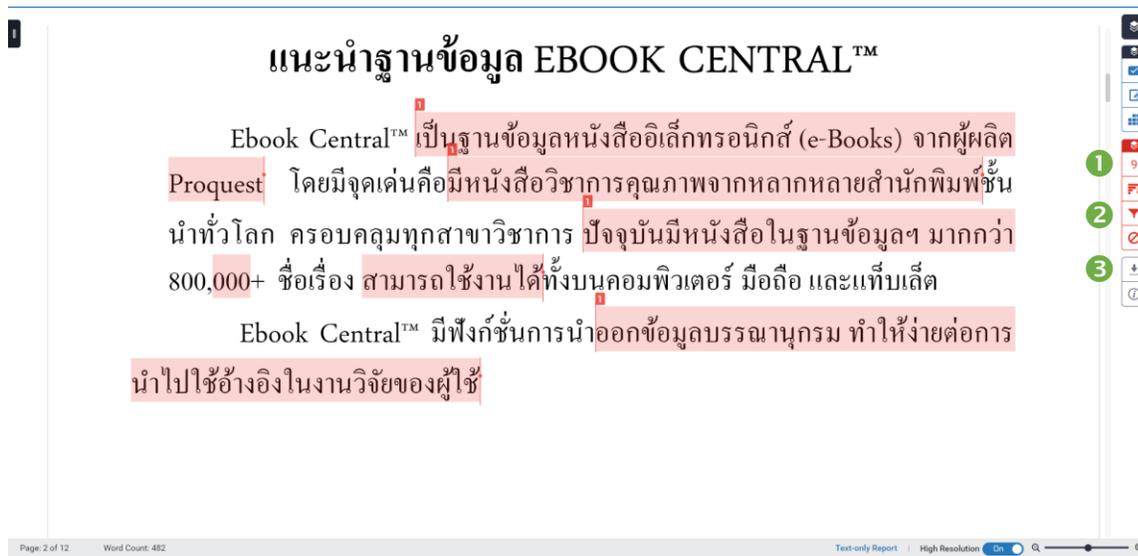
Click the class name and click view in homepage to view the report.

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

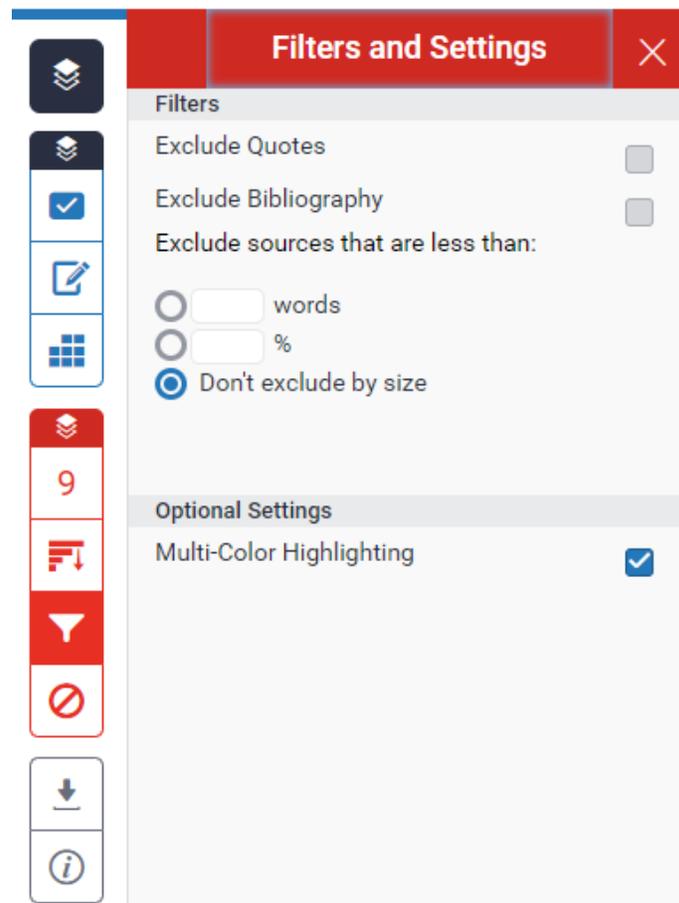
The screen will appear as below.



The screenshot shows a report viewer interface. The main content is a Thai text document titled "แนะนำฐานข้อมูล EBOOK CENTRAL™". The text describes Ebook Central as a provider of e-books and mentions Proquest. The document is highlighted with a pink background. On the right side, there is a vertical toolbar with three numbered buttons: 1 (Match Overview), 2 (Filters and Setting), and 3 (Download the report file). The bottom of the screen shows a footer with "Page: 2 of 12", "Word Count: 482", and "Text-only Report | High Resolution On".

- ❶ Match Overview (Copy percentage)
- ❷ Filters and Setting
- ❸ Download the report file (Choose to download as Current View)

If you want to filter results and setting a report. Click on the symbol  The toolbar will appear as in the picture.



### Delete the report

To delete the report cannot be deleted manually. Only the Admins of Turnitin will delete the reports. Instructor who is a class owner must Send a request to Ms. Piyathida Horpratoom via email [piyathida.h@car.chula.ac.th](mailto:piyathida.h@car.chula.ac.th) by providing as is below

- Name – Surname
- Position
- Affiliation
- Chula Email
- Contact info
- Class ID
- Paper ID / Submission ID