

## Turnitin User Guide for Instructors

For instructors who wish to use Turnitin, please complete the request form at the provided URL <https://bit.ly/turnitin-register>

After submitting your request, the system will send an email to your Chulalongkorn University email address to initiate the creation of your Turnitin account. Once you receive the email, please follow the instructions below to complete the account setup process.



**Reset User Password**

Please enter the email address you used to create your user profile. Click "next" when you are done.

Email Address

**Enter Chula Email**

If you do not know the email address for your account...

Ask your instructor (or Turnitin administrator, if you are an instructor) to look up your email address.

NOTE: Due to privacy agreements, Turnitin CANNOT release your email address - even to you. You MUST get this information from your institution.

**Go to next step**

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You will then be prompted to **reset your password** to set a new password for login to Turnitin.



**Reset User Password**

**If the email you provided exists in our system you will soon receive an email containing a password reset link. Please check your inbox and spam folder.**

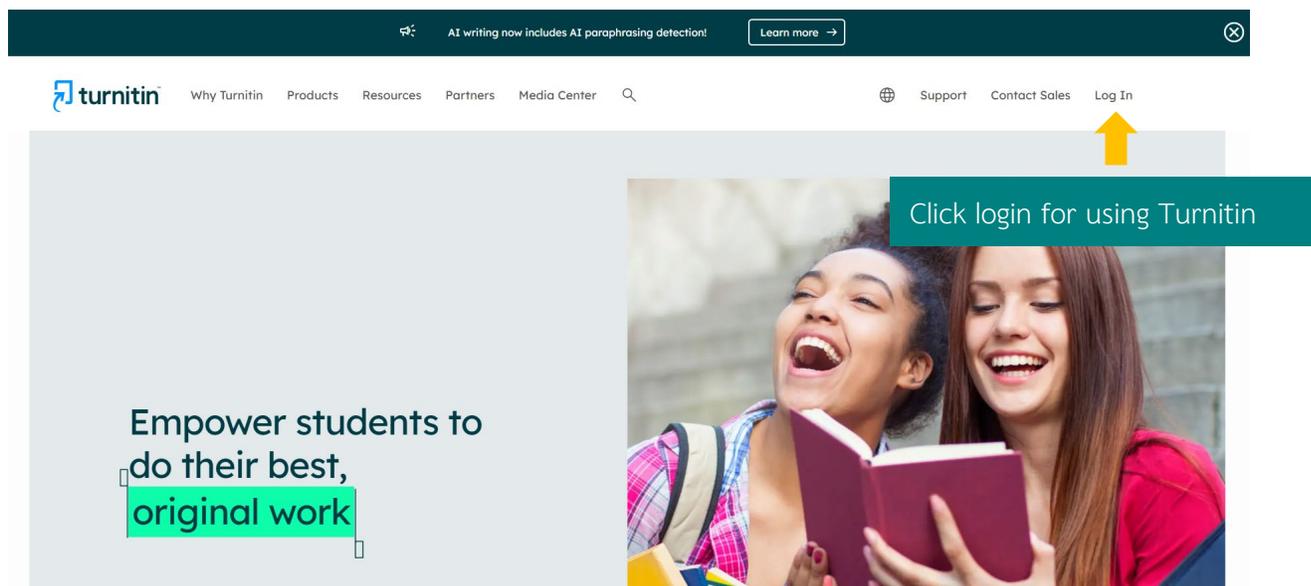
You have 24 hours to change your password using the emailed link.

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## Accessing Turnitin

For logins to Turnitin, go to <https://www.turnitin.com/>. The login page will appear as shown in the image below.



Click **Login**, then enter the registered **Email** and **Password** to access Turnitin.

A screenshot of the Turnitin login page. The page has a blue background. At the top is the Turnitin logo. Below it is the heading 'Log in to Turnitin'. There are two input fields: 'Email address' with a placeholder 'Enter email' and 'Password' with a placeholder 'Enter password'. Below these fields is a 'Log in' button. A yellow arrow points to the 'Log in' button, and a dark green callout box with white text and a yellow arrow points to the button, saying 'Click for login to Turnitin'. Below the 'Log in' button are two social login options: 'Sign in with Google' and 'Log in with Clever'. At the bottom, there are links for 'Forgot your password? Click here.', 'Need more help? Click here.', and 'New user? Click here.'. A 'Privacy Policy' link is also present with a short paragraph of text below it.

## Adding a Class

To add a class, click  and follow these steps.

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.

Class settings

\* Class type   Select class type as Standard

\* Class name

\* Enrollment key

\* Subject area(s)   Select subject area

\* Student level(s)   Select student level

Class start date 23-Sep-2022

\* Class end date    Set the class end date

 Click Submit for create 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.

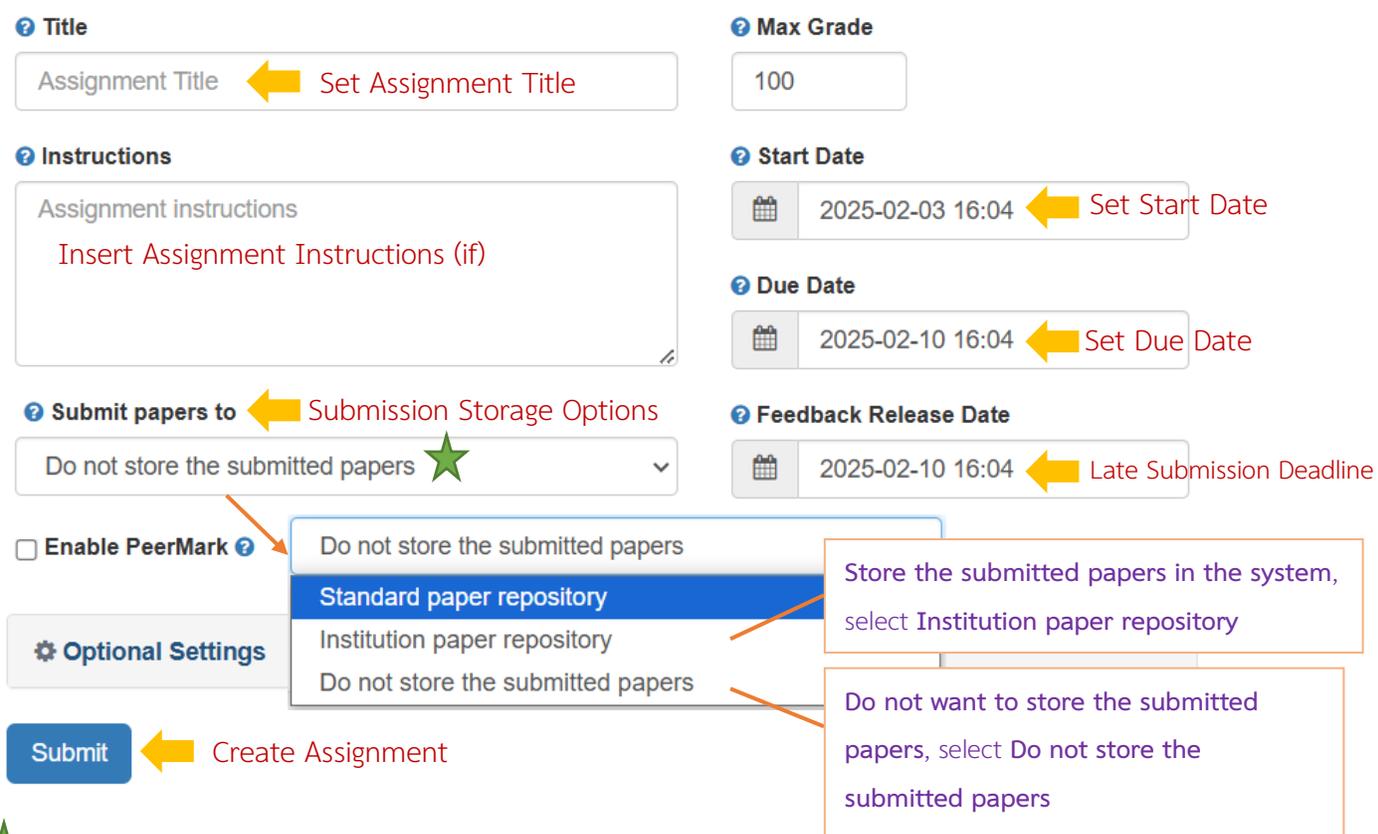
Once the class is successfully created, a window will appear as shown. Share the **Class ID** and **Enrollment Key** with students so they can register and submit their assignments.

## Creating an Assignment

To create an assignment for students to submit their work, click on the desired **Class Name**, then click  and follow these steps.

### About this page

To create an assignment, enter an assignment title and choose the start and due dates for the assignment. If you like, you can enter an additional assignment description. By default, papers submitted to this assignment will be checked against all of our databases. If you would like to create a custom search or view other advanced assignment options, click the "Optional settings" link.



The screenshot shows the assignment creation form with the following fields and annotations:

- Title:** A text input field containing "Assignment Title" with a yellow arrow pointing to it and the text "Set Assignment Title".
- Max Grade:** A text input field containing "100".
- Instructions:** A text area containing "Assignment instructions" and "Insert Assignment Instructions (if)".
- Start Date:** A date picker field showing "2025-02-03 16:04" with a yellow arrow pointing to it and the text "Set Start Date".
- Due Date:** A date picker field showing "2025-02-10 16:04" with a yellow arrow pointing to it and the text "Set Due Date".
- Submit papers to:** A dropdown menu showing "Do not store the submitted papers" with a green star next to it and a yellow arrow pointing to it with the text "Submission Storage Options".
- Feedback Release Date:** A date picker field showing "2025-02-10 16:04" with a yellow arrow pointing to it and the text "Late Submission Deadline".
- Enable PeerMark:** A checkbox that is unchecked.
- Optional Settings:** A button that is clicked, opening a dropdown menu with three options: "Do not store the submitted papers", "Standard paper repository", and "Institution paper repository".
  - An orange box points to "Standard paper repository" with the text: "Store the submitted papers in the system, select Institution paper repository".
  - Another orange box points to "Do not store the submitted papers" with the text: "Do not want to store the submitted papers, select Do not store the submitted papers".
- Submit:** A blue button with a yellow arrow pointing to it and the text "Create Assignment".

### ★ Note:

**Standard paper repository:** The submission will be stored in Chulalongkorn University's Turnitin repository. If the same paper is submitted again, it will show a similarity match with the previously submitted version.

**Institution paper repository:** The submission will be stored in Chulalongkorn University's Turnitin repository. If the same paper is submitted again, it will show a similarity match with the previous version. The similarity report will label it as "Student paper submitted to Chulalongkorn University."

**Do not store the submitted papers:** The submitted paper will **not** be stored in Chulalongkorn University's Turnitin repository. Allows for multiple submissions of the same paper without generating a similarity match.

## Optional Settings

### Submission settings Assignment Submission Settings

- Allow submission of any file type  Allow submission of any file type
- Allow late submissions  Allow late submissions, after due date
- Attach a rubric 

### Similarity Report

Select for Generate Similarity Reports

- Generate Similarity Reports for student submission  for student submission

Generate reports immediately (students can resubmit until due date): All 

- Generate reports immediately (students cannot resubmit)
- Generate reports immediately (students can resubmit until due date): After 3 resubmissions, reports generate after 24 hours
- Generate reports on due date (students can resubmit until due date)

-  Generate reports immediately (students cannot resubmit)
-  Generate reports immediately (students can resubmit until the due date): After 3 resubmissions, the similarity report will be generated 24 hours after submission.
-  Generate reports on the due date (students can resubmit until the due date)

- Allow students to view Similarity Reports  Select to allow students to view similarity
- Exclude bibliographic materials  Select to exclude bibliographic materials
- Exclude quoted materials  Select to exclude quoted materials
- Exclude small sources  Select to exclude small sources

## Compare against Select sources to compare against

- Student paper repository
- Institution student paper repository
- Current and archived web site content
- Periodicals, journals and publications

## Exclude assignment template

Upload or create a template of text to be automatically excluded from the Similarity Report.

Upload Template

Create Custom Template

**Note:** Once a submission has been made to the assignment, templates can no longer be added or edited.

[Template Requirements](#) 

## Additional settings

Save these settings for future use 

Submit

 Click Submit for create Assignment

## Adding Students to a Class

To allow students to submit assignments in turnitin, you need to add them to the class.

This can be done by clicking on the **Class**, selecting the **Assignment**, and following these steps:

turnitin

Assignments **Students** Grade Book Libraries Calendar Discussion Preferences

NOW VIEWING: HOME > CHECK TURNITIN > CLASS HOME

About this page **Click Student**

This is your class homepage. Click the "Add assignment" button to add an assignment to your class homepage. Click an assignment's "View" button to view the assignment inbox and any submissions that have been made to the assignment.

Check Turnitin + Add Assignment

CLASS HOMEPAGE | QUICKMARK BREAKDOWN

	START	DUE	POST	STATUS	ACTIONS
<b>Check paper</b>					
STANDARD (CLASSIC)	Sep 13, 2024 10:52 AM	Mar 31, 2025 10:00 AM	Mar 31, 2025 11:59 PM	1 / 1 submitted	View More actions ▾
<b>Re check paper</b>					
STANDARD (CLASSIC)	Sep 13, 2024 11:18 AM	Sep 30, 2024 11:18 AM	Oct 30, 2024 11:18 AM	1 / 1 submitted	View More actions ▾

The screen will appear as shown in the image below.

turnitin

Assignments **Students** Grade Book Libraries Calendar Discussion Preferences

NOW VIEWING: HOME > CHECK TURNITIN > STUDENTS

About this page

The student list shows the students enrolled in your class. To add a student, click the add student link. If you would like to send an email to your class, click the email all students link. Click a student's **1** name to view his or her **2** submissions.

Students Click for add student **Add Student** **Upload Student List** Email All Students

Enrolled	Student name	User ID	Email address	Drop
13-Sep-2024				

### About this page **1**

To add a student to your class, enter the student's name and email address and click submit.

**Enroll a Student**

To enroll a student, enter a first name, last name, and an email address and click submit.

If the student already has a Turnitin user profile, they will be notified and enrolled in your class immediately. If they do not have a profile, we will create one and send them an email notification with a temporary password.

**Add student to**  
Class name: Chulalinet Training, Check Turnitin

First name  **Enter Student's name**

Last name  **Enter Student's last name**

Email (User name)  **Enter Student's email**

**Click for add student**

### About this page **2**

To upload a student list, click the browse button and select a file. Click submit to upload the list of students.

**Upload Student List**

Choose a file to upload:  
 No file chosen **Choose student's list file**

File Formatting Guidelines

Your file can be in either **Excel** or **plain text** format. For each user in your list, you must include the user's first name, last name, and e-mail address in this order:  
first name, last name, email address

**Click for upload student's list**

You can choose to upload an **Excel** file or a **plain text** file containing the **first name**, **last name**, and **email address** of the students you wish to add to the class.

## Viewing the Similarity Report

From the **Home** page, click the name of the **Class** you want, then click **View** to see the report.

Check Turnitin						+ Add Assignment
CLASS HOMEPAGE   QUICKMARK BREAKDOWN						
	START	DUE	POST	STATUS	ACTIONS	
<b>Check paper</b>						
PAPER	Sep 13, 2024 10:32 AM	Mar 31, 2025 10:00 AM	Mar 31, 2025 11:59 PM	1 / 1 submitted	<b>View</b> More actions ▾	

Click on the **Similarity Score Percentage** for each student to open the full report.

### About this page

This is your assignment inbox. To view a paper, select the paper's title. To view a Similarity Report, select the paper's Similarity Report icon in the similarity column. A ghosted icon indicates that the Similarity Report has not yet been generated.

Submit Search All Papers ▾ Download All ▾ Move to

<input type="checkbox"/>	Author	Title	Submission ID	Uploaded	Viewed	Grade	Similarity	Flags	Options
<input type="checkbox"/>				September 13, 2024			20%	--	...

The report screen will appear as shown in the image below.

feedback studio Chanchanit Ketnoi Summary\_Wheat\_Gluten\_Research 1.docx -- /100 1 of 1

Match Overview

20%

1 app.gs.kku.ac.th Internet Source 4% >

2 Submitted to Kasetsart... Student Paper 3% >

3 Submitted to Chiang M... Student Paper 2% >

4 ph03.tci-thajjo.org Internet Source 2% >

5 gsbooks.gs.kku.ac.th Internet Source 2% >

6 sci.rmutp.ac.th Internet Source 2% >

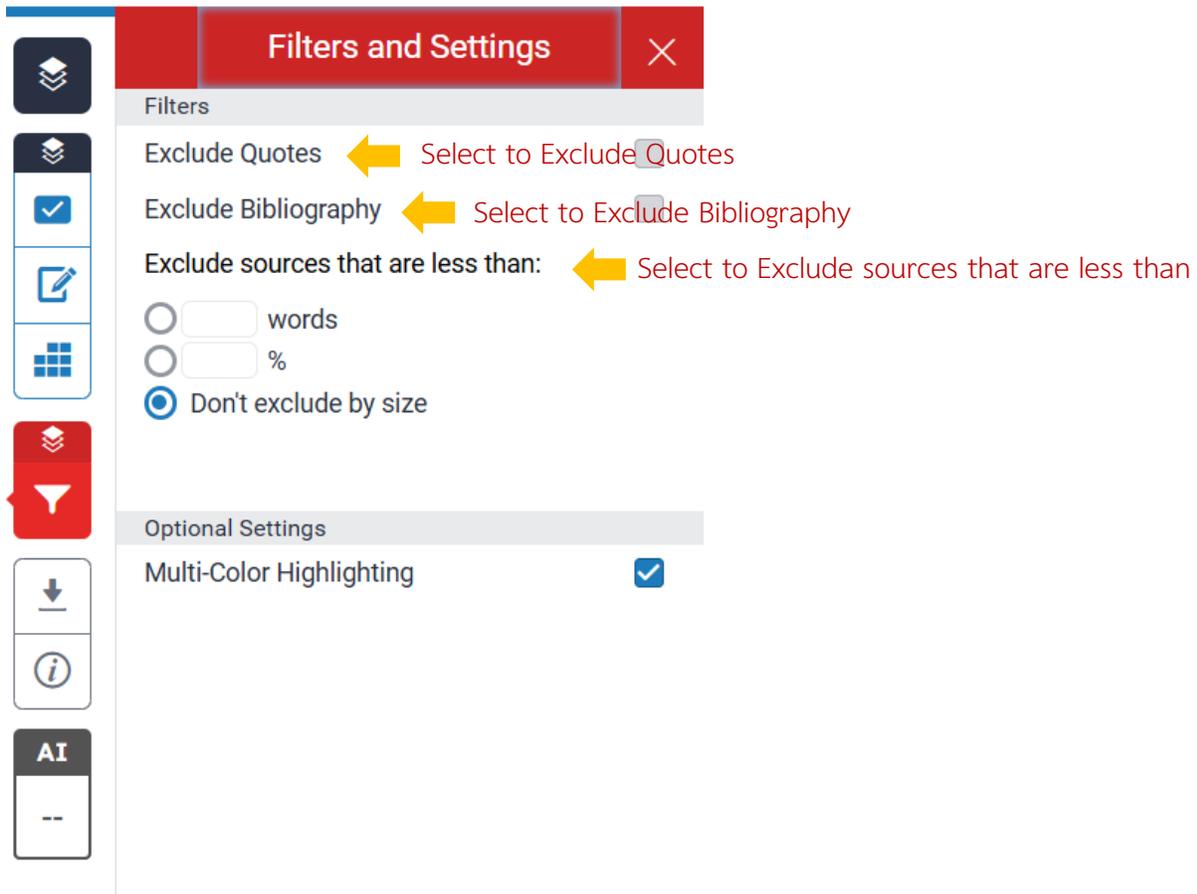
7 th.wikipedia.org Internet Source 2% >

8 www.chemistry.sc.chul... Internet Source 2% >

Page: 1 of 2 Word Count: 383 Text-Only Report High Resolution On

- 1 Similarity Score
- 2 Filters and Report Settings
- 3 Download the similarity report (Select **Current View** to download)
- 4 AI Detection Results (Available for English language submissions only)

To apply filters and adjust report settings, click  a settings toolbar will appear.



**Filters and Settings**

**Filters**

Exclude Quotes  Select to Exclude  Quotes

Exclude Bibliography  Select to Exclude  Bibliography

Exclude sources that are less than:  Select to Exclude sources that are less than

words

%

Don't exclude by size

**Optional Settings**

Multi-Color Highlighting

You can view the **final summary and matched sources** on the last page of the report file.

Summary\_Wheat\_Gluten\_Research 1.docx

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ORIGINALITY REPORT

---

<b>20%</b>	<b>17%</b>	<b>0%</b>	<b>5%</b>
SIMILARITY INDEX	INTERNET SOURCES	PUBLICATIONS	STUDENT PAPERS

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PRIMARY SOURCES

<b>1</b>	<b>app.gs.kku.ac.th</b> Internet Source	<b>4%</b>
<b>2</b>	<b>Submitted to Kasetsart University</b> Student Paper	<b>3%</b>
<b>3</b>	<b>Submitted to Chiang Mai University</b> Student Paper	<b>2%</b>
<b>4</b>	<b>ph03.tci-thaijo.org</b> Internet Source	<b>2%</b>

## Deleting a Report

Reports cannot be deleted manually by users. **Only a Turnitin administrator can permanently delete a report.** You can request deletion through the Turnitin system as follows:

**About this page**  
This is your assignment inbox. To view a paper, select the paper's title. To view a Similarity Report, select the paper's Similarity Report icon in the similarity column. A ghosted icon indicates that the Similarity Report has not yet been generated.

Submit Search All Papers Download Selected (1) Move to

	Author	Title	Submission ID	Uploaded	Viewed	Grade	Similarity	Flags	Options
1	<input checked="" type="checkbox"/>		Summary_Wheat_Gluten_...		September 13, 2024		20%		2 ...

Click the three-dot icon (...)

Select the file you want to delete.

Select Request permanent deletion

A confirmation window will appear as shown.

**Permanent deletion request**

You are about to send a request for this paper to be deleted permanently from Turnitin.

We will delete the uploaded file, any grading, and the Similarity Report as soon as we have approval from your Turnitin Administrator.

Administrators will not be able to recover papers after they have approved a deletion. After deletion approval, the paper is impossible to recover by your administrator or by Turnitin.

Click to continue

Select the reason for deleting the submission from the system.

The screenshot shows a dialog box titled "Permanent deletion request" with a close button (X) in the top right corner. The form contains the following fields:

- Title:** Summary\_Wheat\_Gluten\_Research 1.docx
- Submission ID:** [Redacted]
- Author:** [Redacted]
- Assignment title:** [Redacted]
- Reason for deletion\*:** A dropdown menu with the text "Please select reason" and a yellow arrow pointing to it with the text "Select reason".

Below the dropdown menu, there is a note: "Your Turnitin administrator will see your reason when reviewing your request." At the bottom right of the dialog box are two buttons: "Cancel" and "Continue". A yellow arrow points from the "Continue" button to the text "Click to proceed to the next step." To the left of the dialog box, a red arrow points from the "Reason for deletion" dropdown to a separate box that lists the available reasons:

- Please select reason
- Wrong paper submitted
- Remove personal data
- Didn't know the paper would appear in similarity matches
- Other

The screenshot shows the same "Permanent deletion request" dialog box, but now the "Reason for deletion\*" field is filled with "Remove personal data". Below this field, there is a new field labeled "Type DELETE to confirm" with a text input field containing "DELETE" and a yellow arrow pointing to it with the text "Type DELETE". At the bottom right of the dialog box are two buttons: "Cancel" and "Confirm". A yellow arrow points from the "Confirm" button to the text "Click to confirm the deletion".

If you encounter any issues while using Turnitin or need further assistance, please contact:

Piyathida Horpratoom Telephone: 02-2182932 Email: [Piyathida.h@car.chula.ac.th](mailto:Piyathida.h@car.chula.ac.th)