

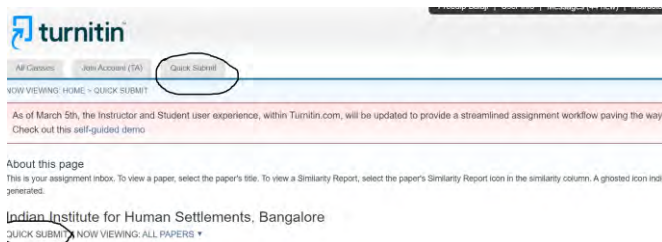
How to Guide: Quick submit

Step 1: Login to https://www.turnitin.com/login_page.asp

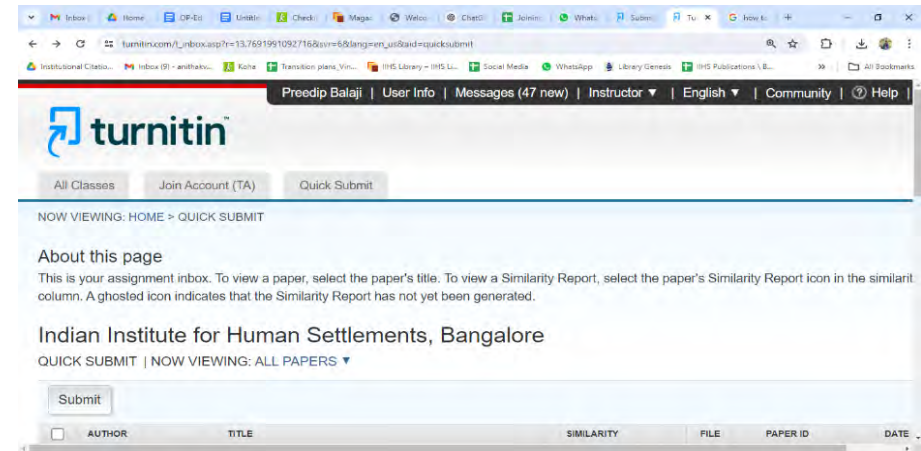


The quick submit option helps to submit a paper without creating class assignments.

Step 2: Click on quick submit tab



Step 3: Click on Submit



Step 4: Select all the search options as applicable. Choose the repository in which you will submit your paper. Choose 'no repository' if you expect to submit multiple versions of the same file in the future. If a submission needs to be deleted from the repository, you can request deletion with the Library team.

Subjects: plagiarism, research skills, writing, publishing

Tags: How to use Turnitin, originality report, research guide, submit a paper on Turnitin, Turnitin


Subject Librarian: Anitha K V | anithkv@iihs.ac.in | T+ 91 080 - 6760 662




Customize Your Search

To customize your search targets, select the databases you would like to include when comparing papers submitted to this assignment. Click submit to add the assignment to your class homepage.

- Search the internet**
Includes the current content of relevant internet sources, and also contains content no longer available on the live internet that we have stored in our proprietary database.
- Search student papers**
Includes papers submitted to Turnitin. This database contains millions of documents.
- Search periodicals, journals, & publications**
Includes content contained within licensed commercial databases; includes many popular periodicals, publications, and academic journals.
- Search the IIHS - Indian Institute for Human Settlements**
Includes all papers submitted to the IIHS - Indian Institute for Human Settlements.

Submit papers to: 

no repository 

Submit

Step 5: Fill in the first name, last name, and submission title. Choose the file you want to upload. And click on 'Upload'.

Submit: Single File Upload

STEP 1/3

First name



Last name

Submission title

The file you are submitting will not be added to any repository.

[What can I submit?](#)

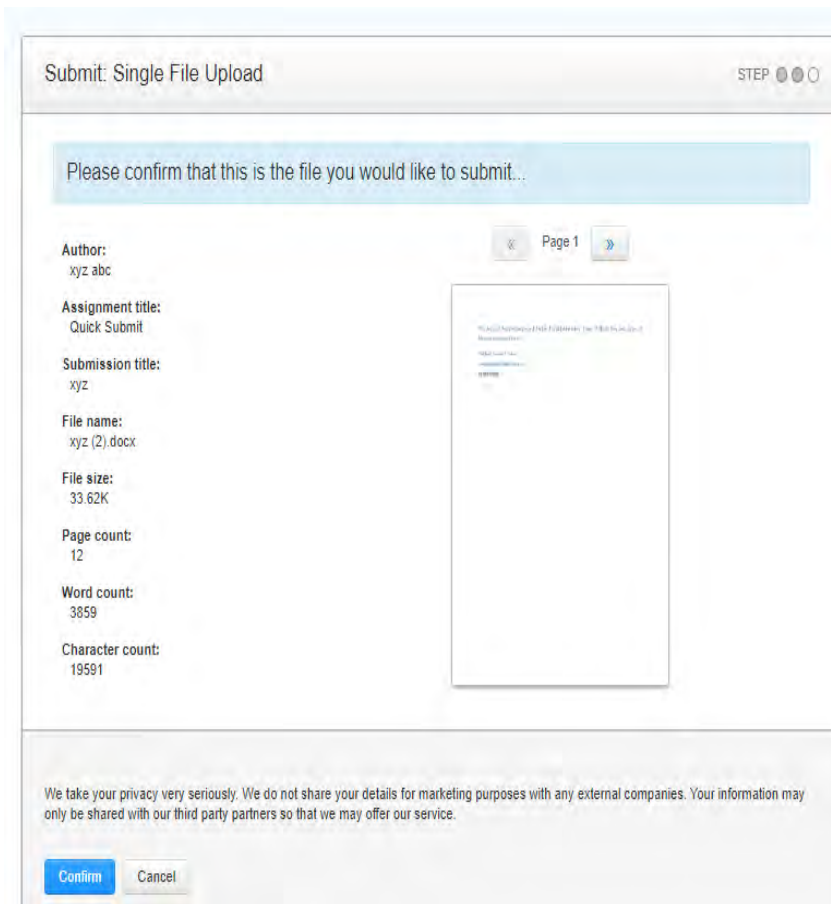
Choose the file you want to upload to Turnitin:

- Choose from this computer
-  Choose from Dropbox
-  Choose from Google Drive

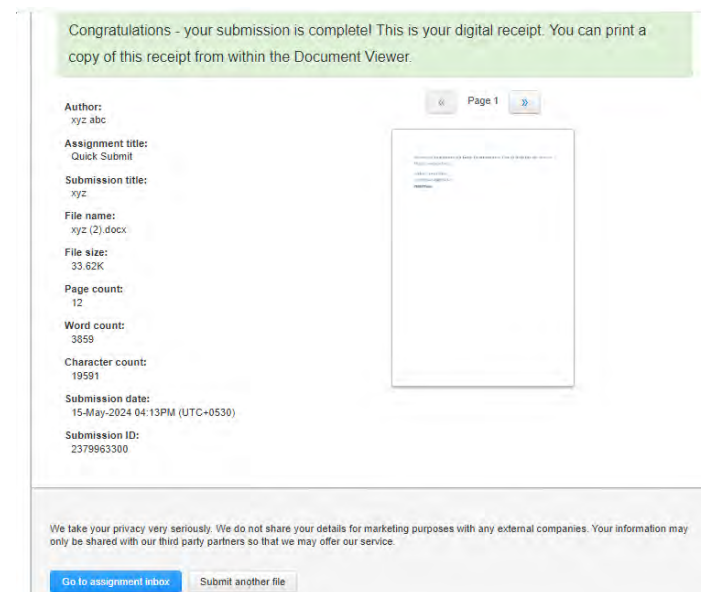
We take your privacy very seriously. We do not share your details for marketing purposes with any external companies. Your information may only be shared with our third party partners so that we may offer our service.

Upload Cancel

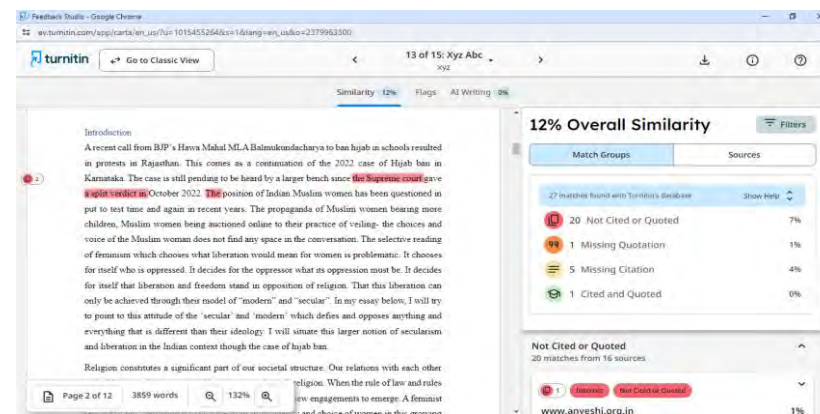
Step 6: Once the file is uploaded, click on 'Confirm'.



Step 7: Click on 'Go to assignment inbox'.



Step 8: Click on the submitted file to view the report.



View the [Library guide getting started with Turnitin here.](#)

Source: <https://help.turnitin.com/feedback-studio/turnitin-website/instructor/making-a-submission/activating-quick-submit.htm>

Using Turnitin for Assignment Submissions and Plagiarism Checks

Turnitin is an Internet-based electronic text matching system that compares text in student assignments, documents and research work against a database of sources. The database contains copies of the electronic text on the Internet, in published works, on commercial databases and in assignments previously submitted to Turnitin by students, faculty and researchers in universities all over the world.

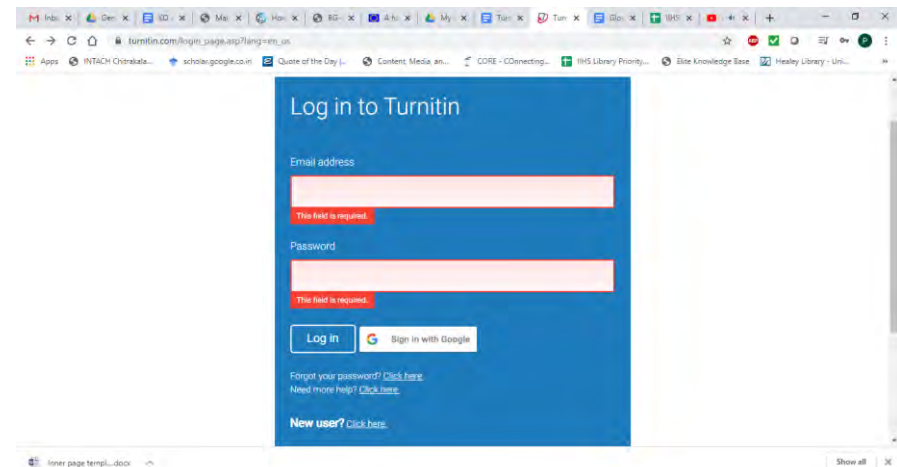
The IIHS Library provides Turnitin accounts for faculty to facilitate plagiarism checks.

There are three categories of users: Administrator, Instructor and Student.

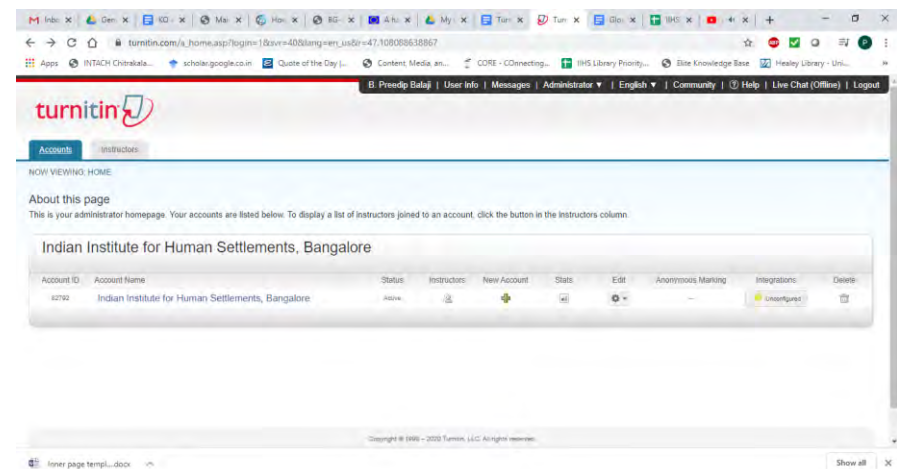
Guide 1. Administrator Guide

Create an Instructor Account

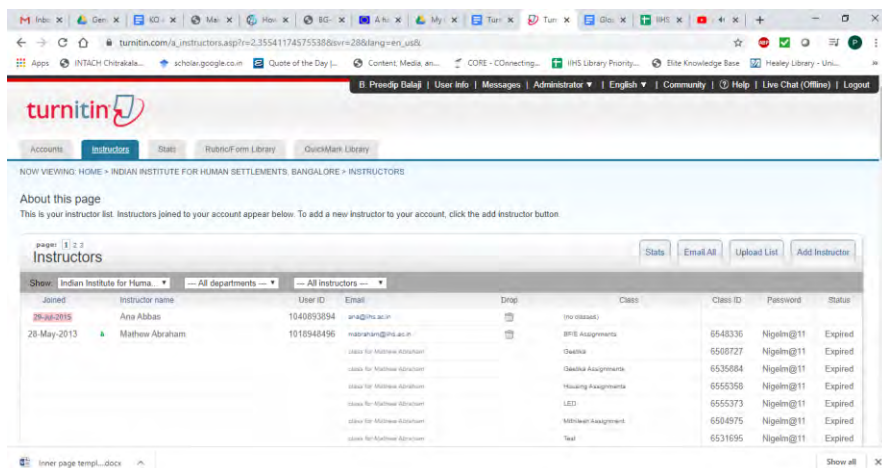
Step 1. Go to <https://www.turnitin.com/> and enter the email ID and password to log in.



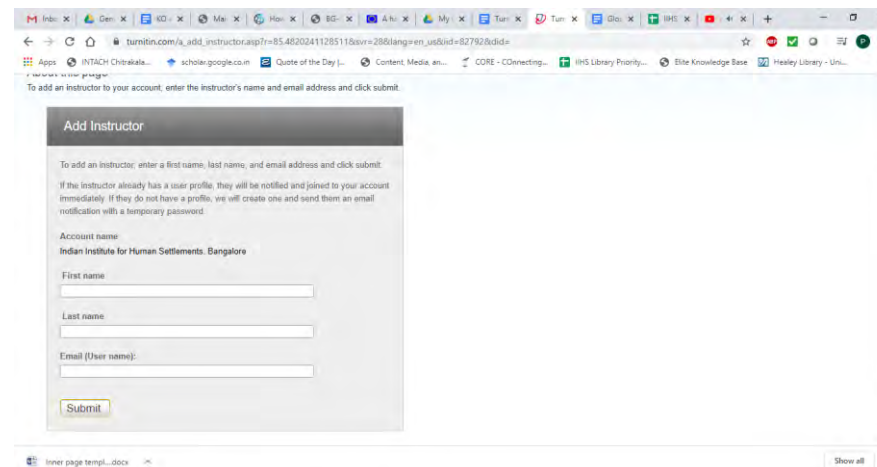
Step 2. Login as administrator to create accounts for users at IIHS.



Step 3. To add an instructor, select the 'Instructors' tab and click on 'Add Instructor'.



Step 4. Enter the instructor's name and email address, and click on 'Submit'. An email is sent to the faculty and they can create their profile.



Guide 2. Instructor Guide

Create a Class

The creation of a class on the Turnitin system is the first step in allowing an instructor and students to access and use the services available at their institution. Most instructor and student activity on Turnitin occurs within the class or classes created by an instructor.

New classes should be created each semester or school year when a new group of students is in a course.

Step 1. Click the 'Add Class' button on your instructor homepage.



Step 2. On the next screen, enter the following information: Class name, Enrollment key, Subject area(s), Student level(s) and the end date for the class. Once the end date has passed, the class will not be accessible for submissions unless the class is reactivated. Click on 'Submit' to add the class.

Step 3. Class information will be displayed in a pop-up window containing the ID and enrollment password for confirmation. Click on 'Continue'.

Create an Assignment

Step 1. This is your class homepage. Click the 'Add Assignment' button to add an assignment to your class homepage.

Step 2. Instructors may create different assignment types based on the Turnitin products that have been purchased. The assignment types available to IHS faculty is as follows: Paper Assignment, Revision Assignment, Reflection Assignment and Peermark Assignment. Select the assignment type and click on 'Next Step'.

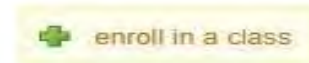
Step 3. Type the assignment title and set the start, due and post dates. Click on 'Optional Settings' to customise account parameter settings.

Step 4. Set the parameters as per your requirements and click on the 'Submit' button. **Note:** If you select the standard repository from the 'Submit papers to:' dropdown menu, then it will save the submission in the Turnitin database and any repeat submissions will match the previous submission and show a high percentage of similarity.

Guide 3. Student Guide

Enrol in a class

Step 1. Log into Turnitin with a student user profile. Select the 'Enroll in a class' tab on the student homepage.



Step 2. Enter the class ID and enrollment key for the new class. Select 'Submit' to enroll in the class and add it to the student user homepage.

Submit an assignment

Before getting started on submitting to an assignment, keep in mind the following file and submission requirements.

If an assignment is set to allow any file type, Turnitin will accept any file that

- is less than 100MB;
- has a minimum of 20 words; and
- is less than 800 pages.

If the assignment is set to allow only file types that Turnitin can check for similarity, Turnitin will only accept files that can generate Similarity Reports. This includes:

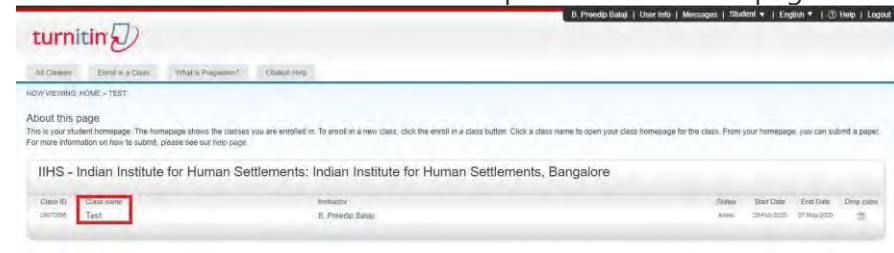
- Microsoft Word® (.doc/.docx)
- OpenOffice Text (.odt)
- WordPerfect® (.wpd)
- PostScript (.ps)
- HTML
- Hangul Word Processor file (.hwp)
- Rich text format (.rtf)
- Plain text (.txt)
- Google Docs via Google Drive
- Adobe PDF
- Microsoft PowerPoint® (.pptx, .ppt, .ppsx, and .pps)
- Microsoft Excel® (.xls and .xlsx)

Turnitin will not accept the following to generate Similarity Reports:

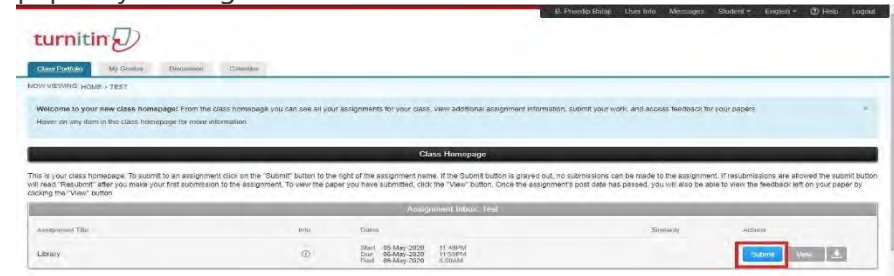
- Password protected files
- Microsoft® Works (.wps) files
- Microsoft Word 2007 macros-enabled .docm files
- OpenOffice Text (.odt) files created and downloaded from Google Docs online
- Document (.doc) files created using OpenOffice, as they are not 100% Microsoft Word equivalent
- Apple Pages
- Spreadsheets created outside of Microsoft Excel
- Text with visual effects

Assignments in Turnitin cannot accept student submissions until the assignment start date and time have passed. Assignments may also reject submissions after the due date and time set by the instructor. To check the start date and due date information, either click on the name of the assignment on the class homepage or view the start and due dates located under the assignment name. This action opens a pop-up window showing start and due dates/times as well as other assignment information or special instructions.

Step 1. The student user homepage shows the classes you are enrolled in. Click on a class name to open the class homepage.



Step 2. To submit to an assignment, click on the 'Submit' button to the right of the assignment name. To view the paper you have submitted, click the 'View' button. Once the assignment's post date has passed, you will also be able to view the feedback left on your paper by clicking the 'View' button.



Step 3. Enter a title for the submission.

Submit: Single File Upload STEP 1/3

First name
B. Preedip

Last name
Balaji

Submission title

Step 4. Click the 'What can I submit?' link to review the types of files and file sizes Turnitin can accept. The file can be uploaded from the computer you are using, Dropbox or Google Drive.

What can I submit?

Choose the file you want to upload to Turnitin:

Choose from this computer

Choose from Dropbox

Choose from Google Drive

Step 4. Once you have selected the file to be uploaded. Click the 'Upload' button on the file submission page.

What can I submit?

An assignment.pdf Clear file

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.

Upload Cancel

Step 5. Click on the 'Confirm' button to complete the submission.

Submit: Single File Upload STEP 2/3

Please confirm that this is the file you would like to submit...

Author: B. Preedip Balaji

Assignment title: Test

Submission title: Submission 1

File name: An assignment.pdf

File size: 145.51K

Page count: 3

Word count: 2493

Character count: 14849

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.

Confirm Cancel

Step 6. Click on 'Return to assignment list' or submit another file if you are submitting multiple files at a time.

Submit: Single File Upload

STEP

Congratulations - your submission is complete! This is your digital receipt. You can print a copy of this receipt from within the Document Viewer.

Author: B. Preedip Balaji
Assignment title: Test
Submission title: Submission 1
File name: An assignment.pdf
File size: 145.51K
Page count: 3
Word count: 2493
Character count: 14849
Submission date: 06-May-2020 09:42AM (UTC+0530)
Submission ID: 1317245910



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.

[Return to assignment list](#)

Guide 4. How to run a plagiarism check

Step 1. Once a submission has been uploaded, it takes a few minutes to complete processing, depending on file size, number of images and graphs, etc. Once processed, a similarity percentage will be visible for the submission as follows:

Blue : No matching words.

Green: 1% - 24% similarity index.

Yellow: 25% - 49% similarity index.

Orange: 50% - 74% similarity index.

Red: 75% - 100% similarity index.

Step 2. To view the report click on the 'View' button.

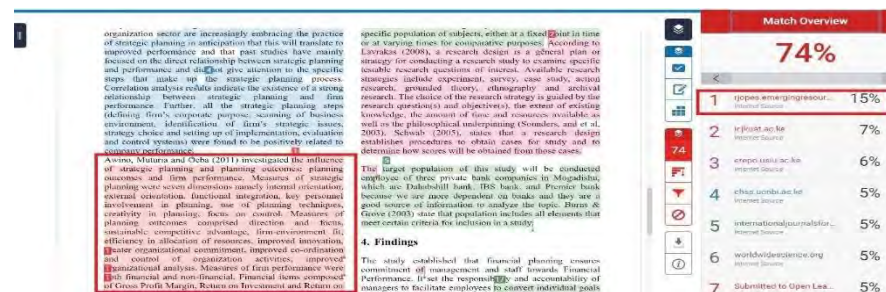
Class Homepage

This is your class homepage. To submit to an assignment click on the 'Submit' button to the right of the assignment name. If the 'Submit' button is grayed out, no submissions can be made to the assignment. If an instructor has blocked the submit button you will read 'Reasons' after you make your final submit to the assignment. To view the paper you have submitted, click the 'View' button. Once the assignment's post date has passed, you will also be able to view the feedback left on your paper by clicking the 'View' button.

Assignment Title	Info	Date	Similarity	Actions
Library		Start: 05-May-2020 2:02AM Due: 27-May-2020 11:59PM Post: 07-May-2020 12:00AM	81%	Resubmit View
Test		Start: 06-May-2020 2:07AM Due: 27-May-2020 11:59PM Post: 07-May-2020 02:05AM	14%	Resubmit View

Step 3. Click on the Match Overview option from the vertical menu to view matching sources.

Note: The Instructor can access the student's submissions and similarity reports. Only the Instructor can remove individual sources from the matching sources. Students can not access this option.



Match Overview

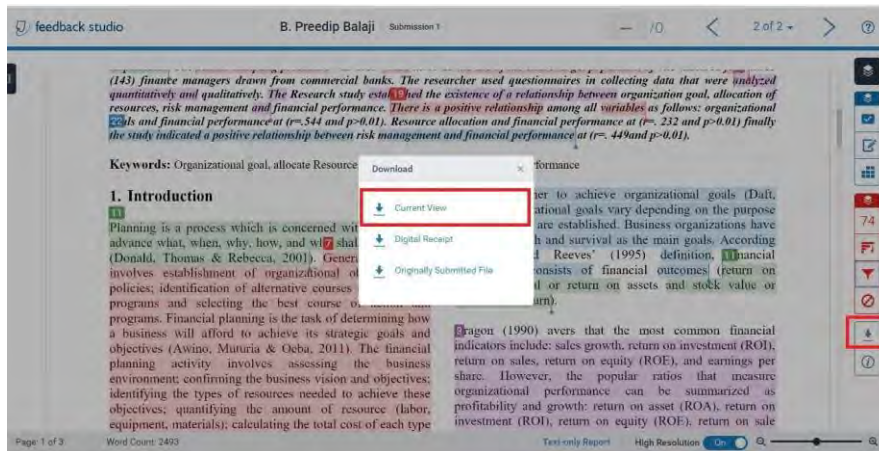
74%

Source	Similarity
1 types emergingresour...	15%
2 h front as; be	7%
3 errep; lmit; ac; An	6%
4 eth; j; r; d; e; l; f	5%
5 internationaljournal...	5%
6 worksho; e; n; d; e; n; g	5%
7 Submitted to Open Le...	5%

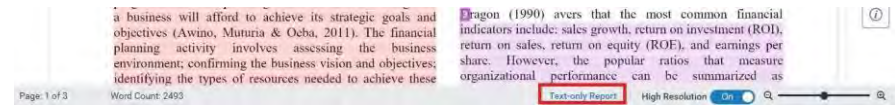
Step 4. Click on the filters and settings option from the vertical menu to exclude quotes and bibliography, and small matches by number of words and percentage of matches.



Step 5. Click on the download option from the vertical menu, click on current View to download the report in PDF format.



Step 9. To view the report in Text-only HTML format, click on the Text-only Report option.



Step 10. The text-only report opens in a new window, click on the 'download' link to save it as an HTML file.

