



جامعة المجمعة
Majmaah University

عمادة الدراسات العليا
والبحث العلمي

Turnitin Guide for Instructors

**Deanship of Graduate Studies and
Scientific Research**

2024/2025

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Table of Content	Page No #
1/Get Started: Turnitin Registration	4
2/Setting Up Your Turnitin Account	5
3/Activating Quick Submit	9
4/Submitting Your Papers via Quick Submit	10
5/Managing Your Classes and Assignments	13
6/Adding Students to a Class	16
7/Creating an Assignment with the Blackboard Ultra Assignment Integration	21
8/Additional Resources	22

First: Turnitin Registration

Send your first name, last name, and email address to: gssr@mu.edu.sa or to Turnitin admin at: r.alshnaifi@mu.edu.sa
You will receive a welcoming email to set up your new account.
Don't have an email? Check your junk or spam folders before reaching out to your administrator.

If you cannot find the registration email:

1. Go to:

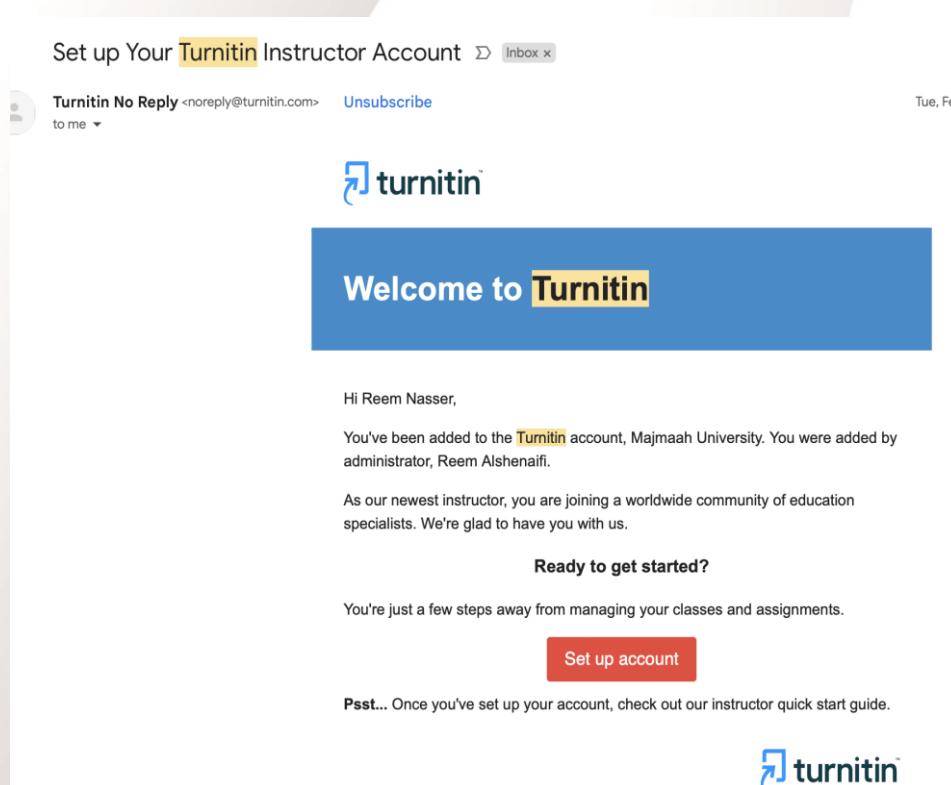
https://www.turnitin.com/login_page.asp?lang=en_us

2. Enter your email in the email box, then click **Forgot your password?**

Turnitin will send you an email to reset your password.

Second: Setting Up Your Turnitin Account

After your registration is completed by the deanship, you will receive a welcoming email from Turnitin in your inbox of junk mail. Note: Please add noreply@turnitin.com to your secure mail



Click on **Set up account**

-Note the last name in the email sent by the company, you will need to use the same last name in order to successfully finish setting up your account.



Welcome to Turnitin

Hi Reem Nasser,

You've been added to the Turnitin account, Majmaah University. You were added by administrator, Reem Alshenaifi.

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.

[Set up account](#)

Psst... Once you've set up your account, check out our instructor quick start guide.



Enter the official university email and the last name or family name as written in the welcoming email.



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.

[Next](#)

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Account Setup

To validate your account, we've sent an email to: r.alshnaifi@mu.edu.sa

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

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Turnitin Guide for Instructors

Welcome to Turnitin!

You have been added as an instructor to the account **Majmaah University**.

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 *

Secret question *

Question answer *

your first name *

your last name *

Next

Now your Turnitin account is ready for use! We hope you will make the most of it and use it according to the rules and regulations of the Graduate Studies and Scientific Research deanship.

Third: Activating Quick Submit

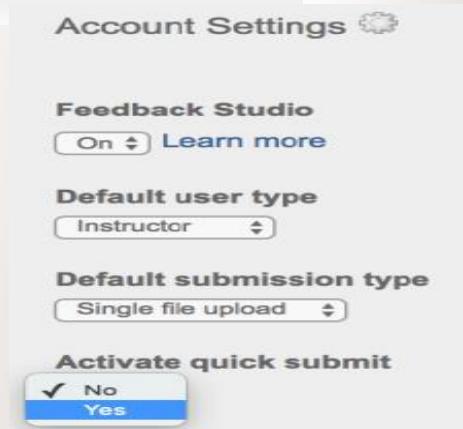
The quick submit feature allows instructors to submit papers and receive Similarity Reports without creating a class or an assignment. This is ideal for instructors who would like to use Turnitin to spot check submissions and have these papers in electronic format. Quick submit should not be used if the instructor desires to have students submit their own papers or plans on using Peer Review, GradeMark, or GradeBook.

1-To activate quick submit, click User Info from the top of the instructor homepage.



Joe Bloggs | User Info

2-On the preferences page, select yes from the activate quick submit drop-down menu.



Account Settings 

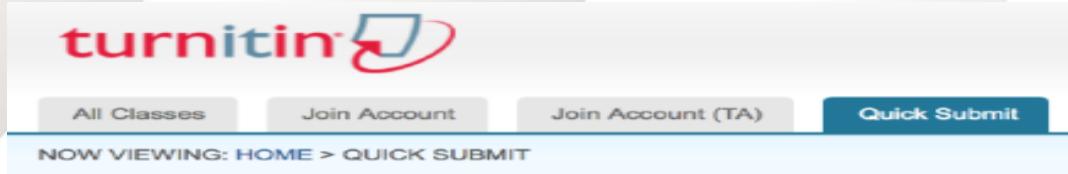
Feedback Studio
 [Learn more](#)

Default user type

Default submission type

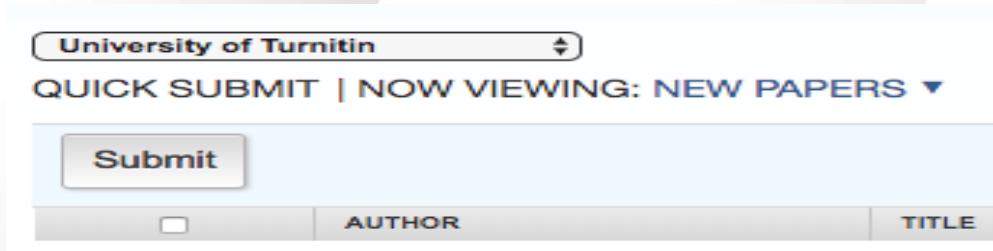
Activate quick submit

3-The quick submit tab will appear on the instructor homepage, making the quick submit inbox available for use.



Fourth: Submitting via Quick Submit

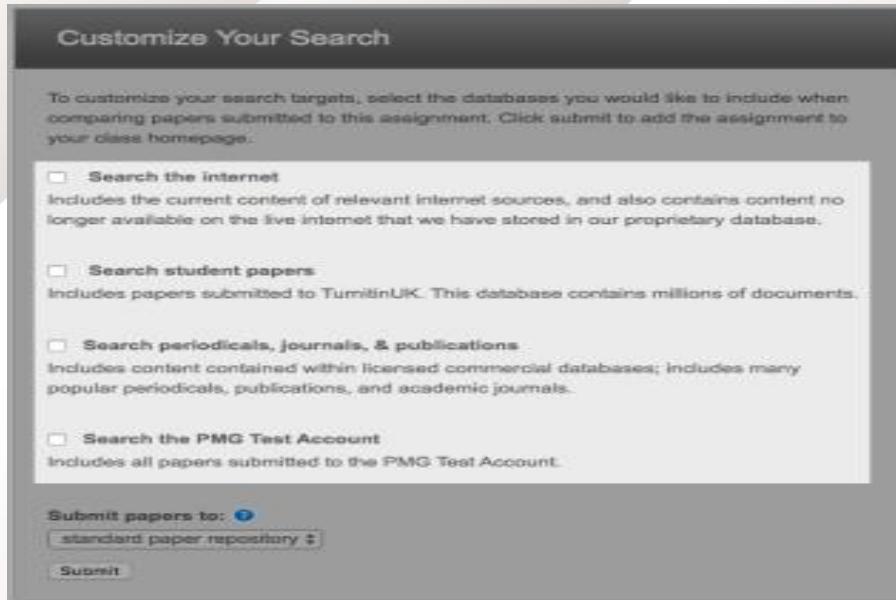
1/To start the upload process, click on Submit button in the top left corner of the quick submit inbox.



2/Select the databases that the submitted paper or papers will be checked against (Kindly select all).

The available sources are:

- a. Billions of web-pages from active sites and archived internet pages that may have been removed
- b. Previous submissions to the global Turnitin database
- c. A comprehensive collection of journals, periodicals, and publications



The screenshot shows the 'Customize Your Search' interface. It includes a title bar, an introductory paragraph, four search options with checkboxes, a 'Submit papers to:' dropdown menu, and a 'Submit' button.

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 TurnitinUK. 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 PMG Test Account**
Includes all papers submitted to the PMG Test Account.

Submit papers to: 

standard paper repository 

From the '**Submit Papers to:**' drop-down box , choose which repository you'd like the papers you are submitting to be stored in. If you would like future papers to not match against the file you will upload, choose **No Repository.**

Continue to the paper submission page by selecting the **Submit button**.

You are now able to upload to Turnitin using any of the methods you'll already be familiar with. You can upload a single file, upload a zip file containing multiple papers, or cut-and-paste. Complete all the details and upload your file.

Submit: Single File Upload ▾

First name

Reem

Last name

Alshenaifi

Submission title

IRB Proposal

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 only be shared with our third party partners so that we may offer our service.

Upload

Cancel

Accessing Similarity Reports via quick submit

Once a submission is completed, Similarity Report icons will appear for a submission after the report has generated.

You must refresh the view of the quick submit inbox for the icons to appear if a report has generated while the instructor is viewing the quick submit inbox.

Submit

<input type="checkbox"/>	AUTHOR	TITLE	SIMILARITY
<input type="checkbox"/>	Reem Alshenaifi	IRB Proposal	21% ■

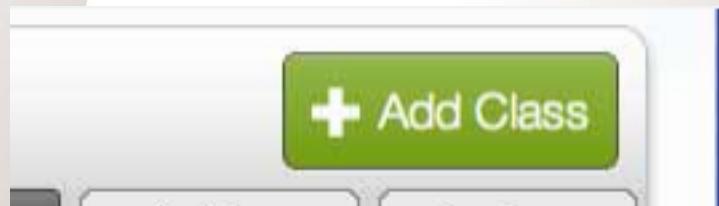
Fifth: Managing Your Classes and Assignments

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. Most instructor and student activity on Turnitin occurs within the class or classes created by an instructor.

A class and its assignments are fully available to the instructor between the date of the class creation and the selected expiration date. Once a class has expired, the information and assignments in the class are viewable, but no new submissions or assignments may be made. The instructor is capable of extending the expired class to reactivate it.

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

1/ Select the **Add Class button** on your instructor homepage.



2/On the next screen, enter the following information:

- a. **Class name** - The class name will appear on instructor and student homepages. It can be between 2 and 300 characters long.
- b. **Enrollment key** - The enrollment key is typically created by the instructor and must be between 4 and 20 characters long. Students use this enrollment key to join the class on Turnitin after it's created. You can view or change your enrollment key by editing the class.
- c. **Subject area(s)** e.g. science - The dropdown provides several options, and you may select more than one (clicking the "x" next to a selection will remove it). Choose "Other" if you don't find your subject area in the list.
- d. **Student level(s)** e.g. postgraduate - You can select more than one. Clicking the "x" next to a selection will remove it.

You should not share your enrollment keys with anyone outside your institution. With a Class ID and enrollment key, anyone at any institution will be able to join your class.

3. Select 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.
4. Select **Submit** to add the class. Class information will be displayed in a pop-up window containing the ID and enrollment key for confirmation.

Create an Assignment:

Once your class is ready, it's time to set up your first assignment. A Turnitin assignment forms the basis of accepting student submissions. Once your assignments are set up, you start adding students to your class.

1. Click the All Classes tab from any Turnitin page to direct you to the homepage
2. Click the relevant class name
3. From your class, click the green Add Assignment button
4. Enter an assignment title
5. Opt to only allow students to submit file types that generate Originality Reports or to allow any file type
6. Next, select your assignment's start date, end date, and post date; the assignment post date is the date from which your students can view your feedback
7. To customize your assignment further, click the optional settings button to reveal an array of options; each option will be accompanied with contextual help icons
8. Click Submit to add your assignment to your Turnitin class

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

About this page

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.

HCI

[CLASS HOMEPAGE](#) | [QUICKMARK BREAKDOWN](#)

[+ Add Assignment](#)

🔍 Title

Assignment Title

🔍 Max Grade

100

🔍 Instructions

Assignment instructions

🔍 Start Date

📅 2024-12-17 13:36

🔍 Due Date

📅 2024-12-24 13:36

🔍 Submit papers to

Standard paper repository

🔍 Feedback Release Date

📅 2024-12-24 13:36

Enable PeerMark

⚙️ Optional Settings

Submit

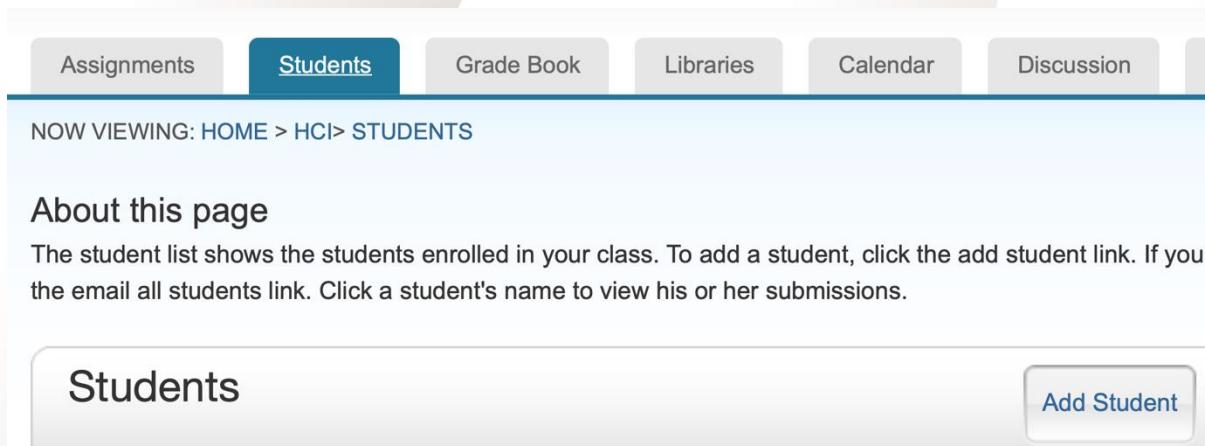
1. More instructions on optional assignment settings:

<https://guides.turnitin.com/hc/en-us/articles/23617707787149-Optional-assignment-settings>

Sixth: Adding Students to a Class

There are three routes available for adding students. You may find it convenient to add students one by one, or add a large portion of students at once by uploading a list. Alternatively, allowing your students to enroll themselves at their own pace.

Add Students One by One



Assignments **Students** Grade Book Libraries Calendar Discussion

NOW VIEWING: HOME > HCI > 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 click the email all students link. Click a student's name to view his or her submissions.

Students

Add Student

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: Majmaah University, HCI

First name

Last name

Email (User name)

You may prefer to use this method when adding fewer than ten students.

Click Home from any Turnitin page to direct you to the homepage

Click the relevant class name

From the Class homepage, click the Student tab at the top of the page

Click the Add Student button to the right

Enter the student's first name, last name, and email address

Click Submit to add the student

Upload a List of Students

Upload Student List

Choose a file to upload:

لم يتم تحديد أي ملف اختيار ملف

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

[More info...](#)

Upload List

For adding ten students or more, you may find it quicker and easier to upload a list.

1/In a Word™ or plain text file, each student should be written as: first name, last name, email address format with one student per line. In Excel™, separate the first name, last name, and email address into different cells in a column.

2/Click Home from any Turnitin page to direct you to the homepage

3/Click the relevant class name

4/From the Class homepage, click the Students tab at the top of the page

5/From the student list, click the Upload List button

6/Click the Choose file button and browse for the plain text, Word™, or Excel™ file that you wish to upload

7/Once the file has uploaded, click the Submit button to upload

8/Check the student details displayed on screen, then click yes, submit to add the students, or no, go back to amend the file

Allow Students to Self-Enroll

Majmaah University + Add Class

All Classes Expired Classes Active Classes

Class ID	Class name	Status	Start Date	End Date	Class Summary	Learning Analytics	Edit	Copy
45295830	مهارات الحاسب وتقنية المعلومات_محاضرة_INF110_02_10...	Active	28-Aug-2024	28-Aug-2025				

Class settings

* Class name

* Enrollment key

* Subject

* Student level(s)

Class start date 27-Aug-2024

* Class end date 

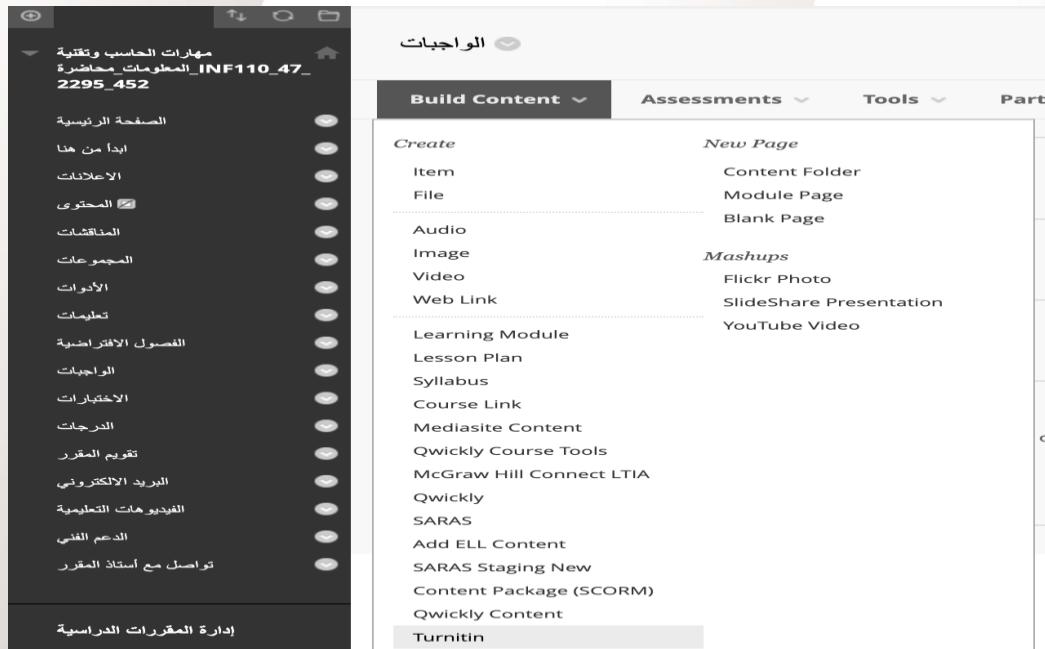
Allowing students to self-enroll can save you time.

- 1/ Click Home from any Turnitin page to direct you to the homepage
- 2/ Make a note of the seven-digit Class ID for the class you would like your students to join
- 3/ Next, select the cog icon under Edit
- 4/ From the Edit Class page, make a note of the enrollment password
- 5/ Pass the Class ID and enrollment password to your students
- 6/ Ensure this information is kept safe at all times

Seventh: Creating an Assignment with the Blackboard Ultra Assignment Integration

To add an assignment via Blackboard:

- 1 .Open the class via Blackboard
- 2 .Select Assignments from the left menu, then select Create Content and select Turnitin
- 3 .Specify Turnitin settings and assignment details such as title, maximum grade, whether you want to save submissions in the Turnitin database , etc.
- 4 .Click Submit
5. The assignment you created via Blackboard will appear with students' submissions and similarity reports on Turnitin.



Eighth: Additional Resources

Full Turnitin Guides

<https://guides.turnitin.com>

Link to a comprehensive training session provided to instructors at MU by a Turnitin consultant:

Password to open the recording: 9+J!B+!Y

https://turnitin.zoom.us/rec/component-page?action=viewdetailpage&sharelevel=meeting&useWhichPasswd=meeting&clusterId=aw1&componentName=need-password&meetingId=RVDm9IuyCFInSt5oEr4gsQydk2SAWQmpeVHSSp16KmLXefslcO2hZ0tdqBy3QMU.ioWXYfZfQUkPrCrF&originRequestUrl=https%3A%2F%2Fturnitin.zoom.us%2Frec%2Fshare%2FVJmrHGp3NKSAYV5KNMFdhXl3evQ5cxsA883gC0IFrnR8vQF_2bt7oauB7FPiXBA.c00JKQhDzptiM1In

Contact your Turnitin admin:

Dr. Reem Nasser Alshenaifi

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Ext. 1545 & 1377



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