

योजना तथा वास्तुकला विद्यालय विजयवाड़ा

School of Planning and Architecture, Vijayawada

An Institute of National Importance, Ministry of Education, Govt. of India





PREPARED BY

Central Library

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For Students

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- O How can a registered student enroll to a new Class in Turnitin?

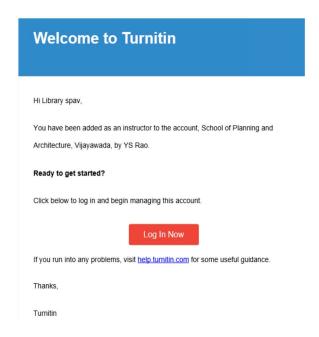
For Instructors (Faculty)

How to activate an Instructor Account in Turnitin?

How to activate an Instructor account in Turnitin?

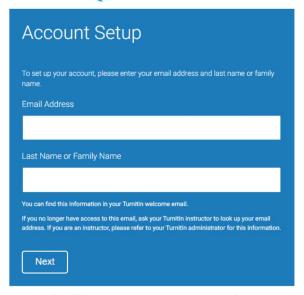
Step 1: You will receive an email from Turnitin (sent to your official email ID) once the Central Library adds you as an instructor.

If you've received a welcome email from Turnitin, it means your account is now active, or you have been added as an Instructor by the administrator. You can now access the Turnitin service. If you don't see the email in your primary inbox, please check your spam or junk folder.



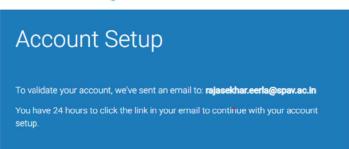
Step 2: Enter the details and click "Next".





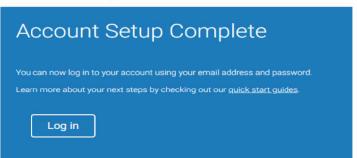
Note: To validate your account, an email will be sent to registered email id.





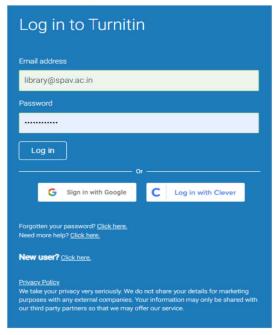
Step 3: Check your registered email and click the link to log in to your instructor account. Enter the "Basic Details" and "Password" and click submit (*Your User ID will be your registered email address*).



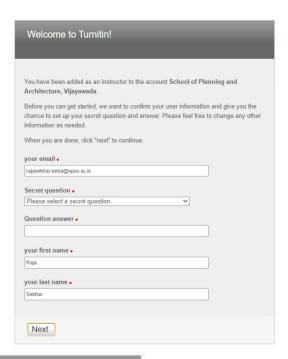




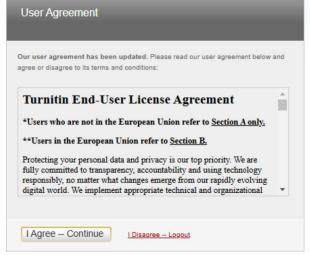
Step 4: Now again log in to Instructor Account with the new password.



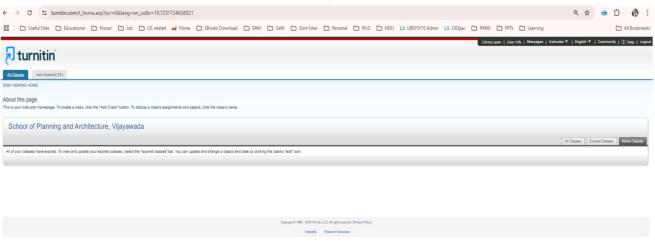
Step 5: Reconfirm the user information & setup the secret question to you Instructor Account. Click "Next"

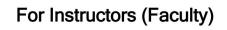


Step	6.	Click	"	Agre	<u>~</u> ′



Step 7: Your will be redirected to your Instructor Homepage.

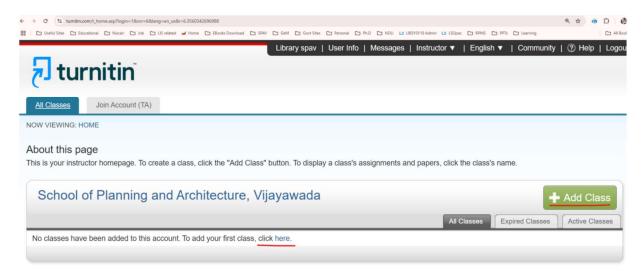




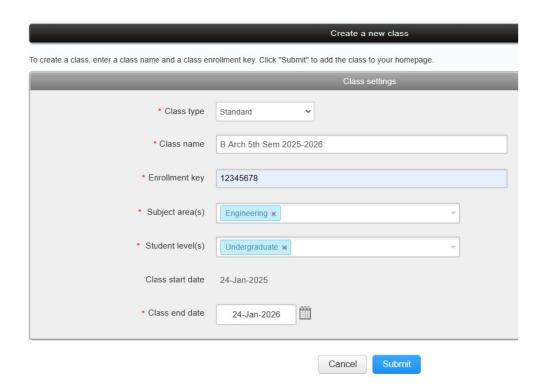
How to create a Class and Assignment in an Instructor Account?

How to create a Class and Assignment in an Instructor account?

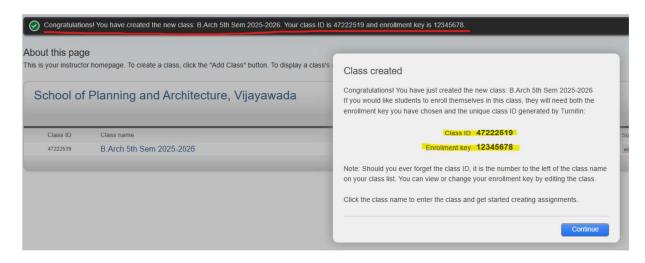
Step 1: Login as Instructor (https://www.turnitin.com/). Click "Add Class" to create a New Class.



Step 2: Add all the mandatory details and click submit.



Step 3: Note down the Class ID & Enrollment Key for student's account. Click on Continue.

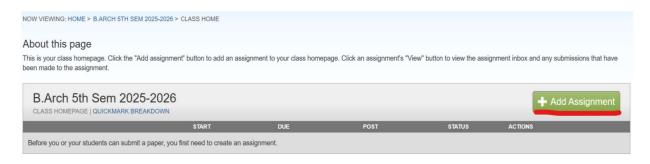


Note: The instructor must share the Class ID and Enrollment Key with students to enable them to submit assignments created in the Class.

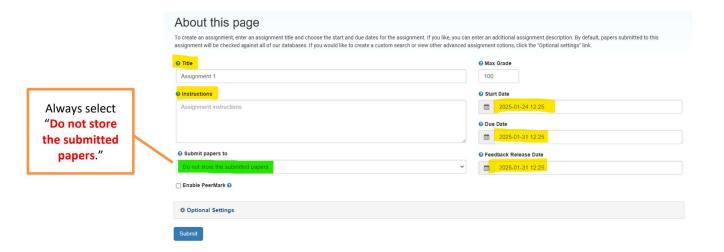
Step 4: Click on the newly created class name to View or Add Assignments.



Step 5: To create a new Assignment - Click "Add Assignment".

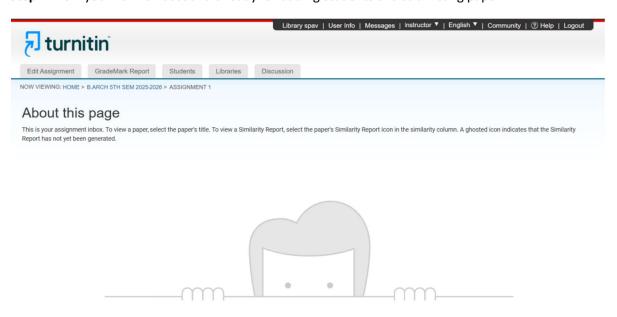


Step 6: Set the parameter as per your requirements; then click on submit.



If you choose any other option in the "Submit Paper To" field, the system will save the submission to the Turnitin database. This will result in a 100% plagiarism match for future submissions, and removing a file from the standard database is extremely difficult.

Step 7: Now your Turnitin account is ready for adding students and submitting paper.



Step 8: Students can be added to the Assignment Inbox for submitting their papers by two ways

Method 1: Students registering themselves in Turnitin

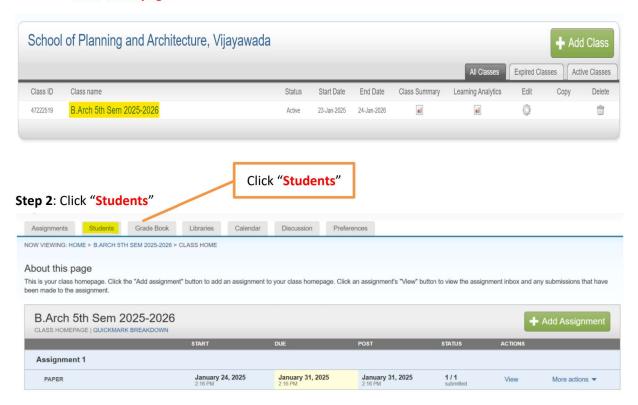
Method 2: Instructor adding the students in Class or Assignment

For Instructors (Faculty)

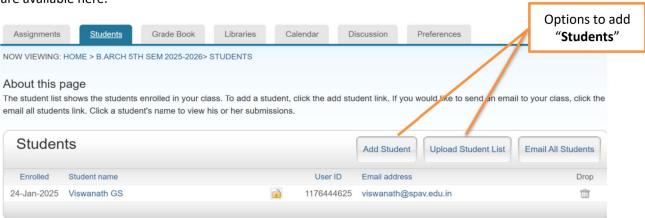
How to enroll a student in a Class by Instructor?

How to enroll a student in a Class by Instructor?

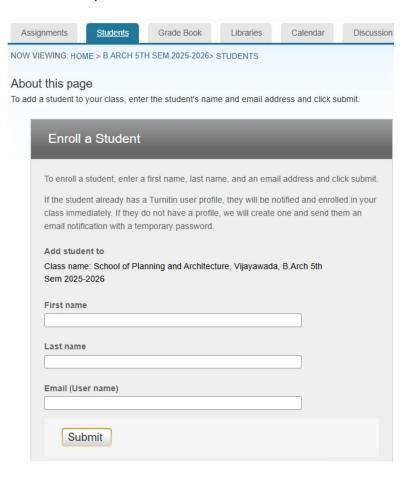
Step 1: Instruct has to first create a class, to enroll students. (*See slide how to create class in Turnitin*). Enter the Class Homepage.



Step 3: The new page list the students enrolled in a class. Various options to enroll students in the Class are available here.

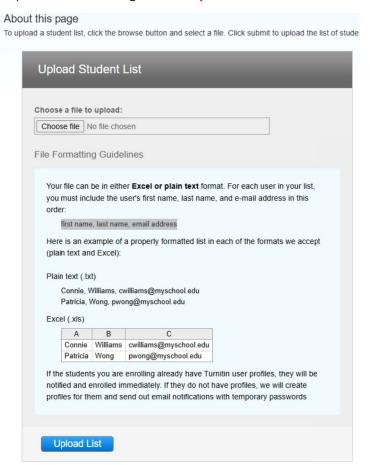


Step 4: To enroll students one by one select "Add Student".



- ♣ Enter the basic details and submit to add the student to the class. Once added, the student will receive a registration email at their registered email ID(s).
- The instructor can then either upload the student's assignment through their account or request the student to complete the registration via email and submit the assignment.

Step 4: To add multiple students in one go select "Upload Student List"



Create an Excel or plain text file with the basic details (first name, last name, and email address) and upload it. The student will then be added to the class and receive a registration email at their registered email ID(s).

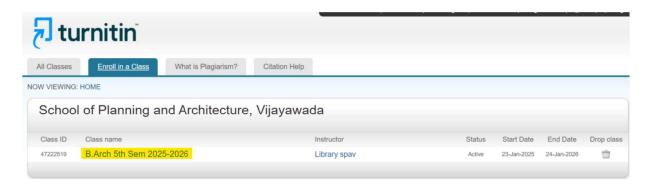


How to enroll in a Class and submit an assignment in Turnitin?

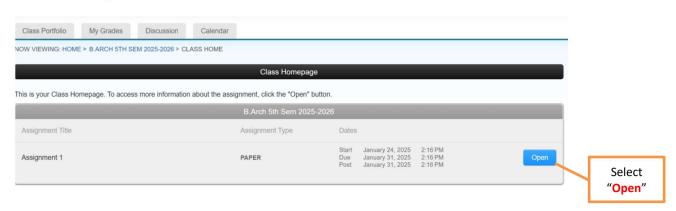
How to enroll in a Class and submit an assignment in Turnitin?

By enrolling in a class, the student will be able to upload the Log in to Turnitin assignment for checking the similarity. Class ID & Enrollment Key is mandatory to register in a specific class. Instructor or Faculty need to share the Class ID & Enrollment Log in Key to students. C Log in with Clever G Sign in with Google Step 1: Students need to register to Turnitin Step 1 (https://www.turnitin.com/). turnitin 🔂 Step 2 Create a User Profile Create a New Student Profile All users must have a user profile to use the service. Please select how you will be using Turnitin: Class ID Information All students must be enrolled in an active class. To enroll in a class, please enter the class ID number and class enrollment key that you were given by your Existing user? profile. Log in here with your old credentials. Step 3 47222519 12345678 Your first name Viswanath Note: The instructor must share the Class ID and Enrollment Key with students to enable them to submit assignments Your last name created in the Class. GS O First name (Space) Last name (example: John Smith)
Last name (Space) First name (example: Smith John)
Last name(No space) First name (example: Smith John) viswam.gs@gmail.com Confirm email address Step 4: Accept the terms & conditions and click submit. viswam.gs@gmail.com

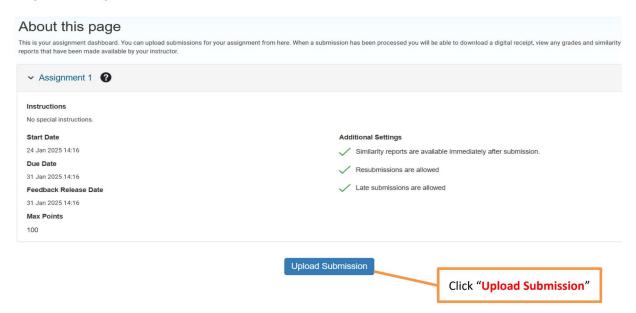
Step 5: Now the student Turnitin account is ready and the student is enrolled in the class. **Click on the class to which the assignment is to be submitted.**



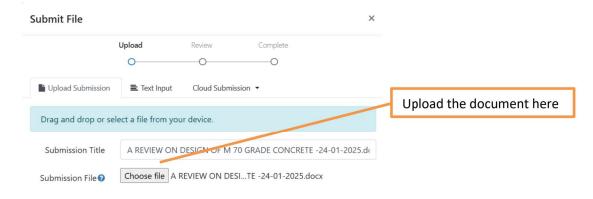
Step 6: Click "Open" to submit the document.



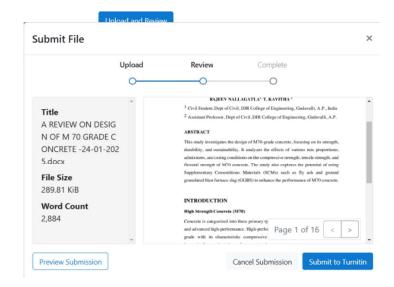
Step 6: Click "Upload Submission".



Step 7: Upload the document



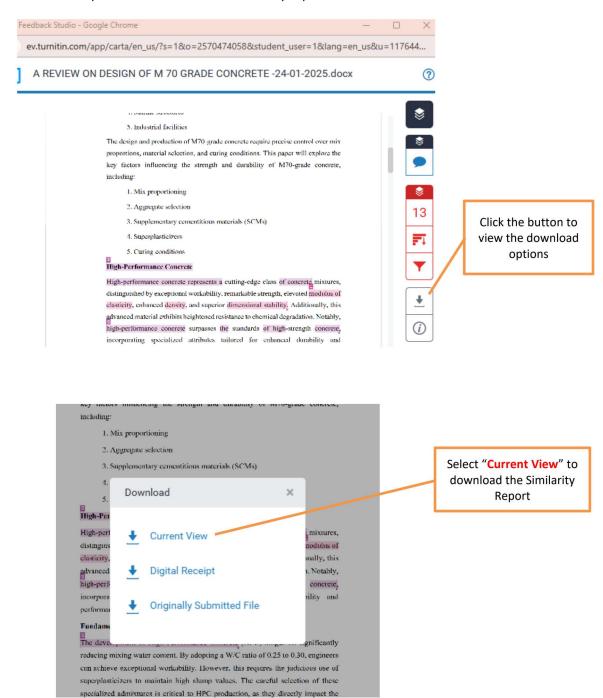
Step 8: Submit to Turnitin



Step 9: You will be redirected to the assignment dashboard. After some time refresh the page, the Similarity Report will be displayed on the right corner. To download the report, Click the Similarity Percentage (**Eg: 13%**).



Step 10: A new tab will be opened with the detailed similarity report.

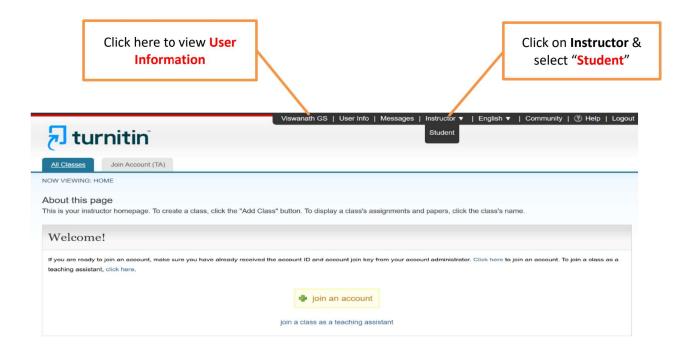


Note

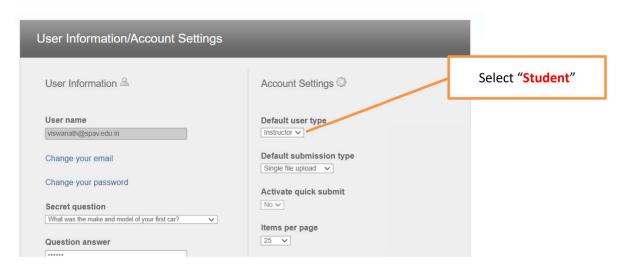
Once a document is submitted for an assignment, it cannot be deleted by the student. Only the instructor (faculty) who created the assignment can delete the submitted document.

Pointers

- Sometimes, when students log in to their account, the instructor page may appear. To access the student homepage, click on **Instructor** in the top right corner and select **Student**. (*Instructor features are not available* for students).
- To change the setting permanently, click on Student Name to go to User Information/Account Settings



In User Information/Account Settings under **Default user type**, select "Student" and submit.

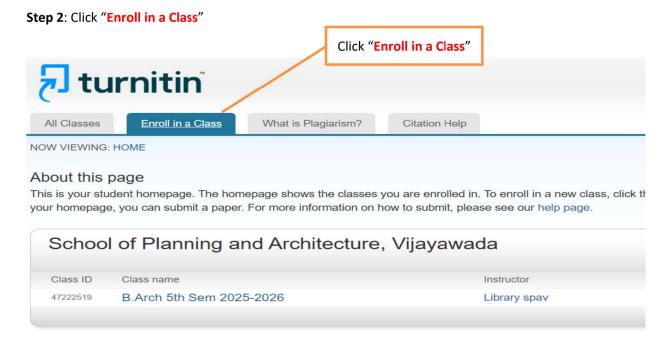


For Students

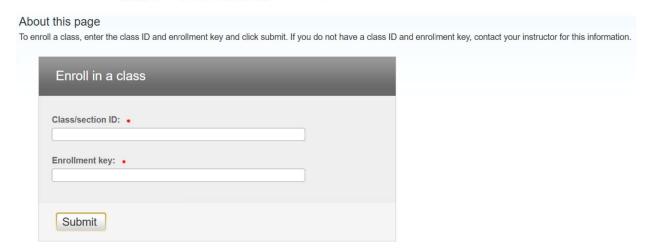
How can a registered student enroll to a new Class in Turnitin?

How can a registered student enroll to a new Class in Turnitin?

Step 1: Student need to login to their Turnitin account. (https://www.turnitin.com/).



Step 2: Enter the Class ID & Enrollment Key shared by the instructor and submit.



Step 3: Click on the new class added in the student homepage to which the assignment is to be submitted.

For Instructors (Faculty)

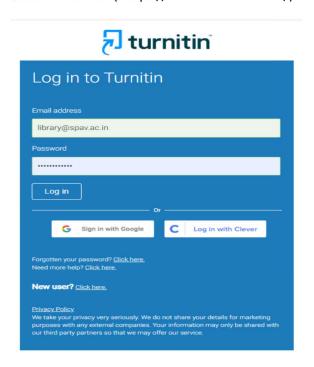
Turnitin Quick Submit Option

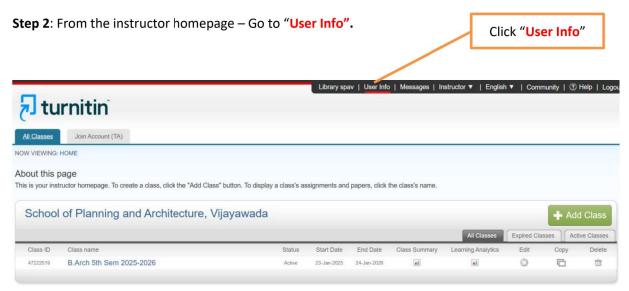
Turnitin Quick Submit Option

How to activate Quick Submit process on Turnitin?

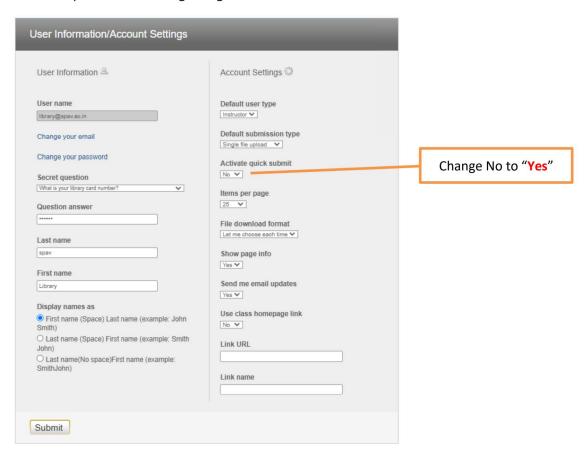
♣ The quick submit process is available for Instructors only. This feature may can used for personal submissions.

Step 1: Log in to Instructor account: Turnitin (htttps://www.turnitin.com/)

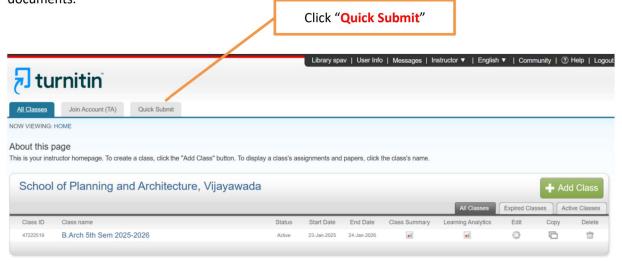




Step 3: In Activate quick submit setting change No to "Yes" and submit



Step 4: The Quick Submit tab will be activated on the top of instructor page. Click "Quick Submit" to upload documents.

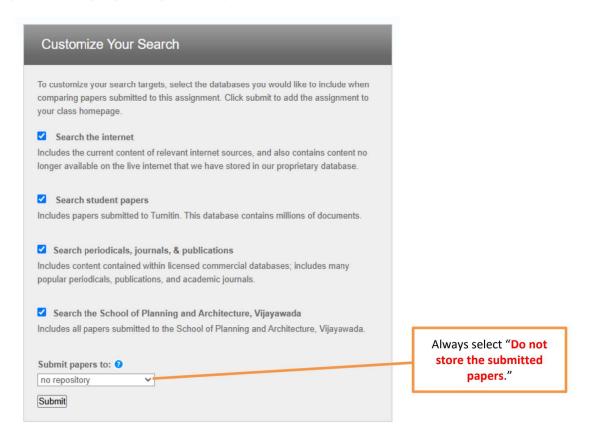


Step 5: Quick submit Assignment Inbox will be opened. Click "Submit" to upload documents.



Your inbox for this assignment or assignment folder is currently empty. If you would like to submit a paper to this assignment, click here.

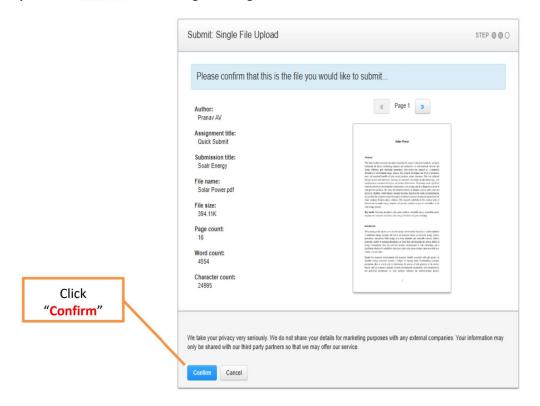
Step 6: Set the parameter as per your requirements; then click on submit.



Step 6: Enter the details and add the document Click "Upload" and then

	Submit: Single File Upload •	STEP 000
	First name Pranatv Last name AV Submission title Soalr Energy	
Clink "Unload"	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	
Click "Upload"	We take your privacy very seriously. We do not share your details for marketing purposes with any external companies. You only be shared with our third party partners so that we may offer our service. Upload Cancel	our information may

Step 7: Click "Confirm" and then go to assignment inbox.



Step 8: After some time refresh the page, the Similarity Report will be displayed on the right corner of the Assignment inbox. To download the report, Click the Similarity Percentage (**Eg.: 16%**).

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. School of Planning and Architecture, Vijayawada QUICK SUBMIT | NOW VIEWING: ALL PAPERS ▼ Submit

PAPER ID

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28-Jan-2025

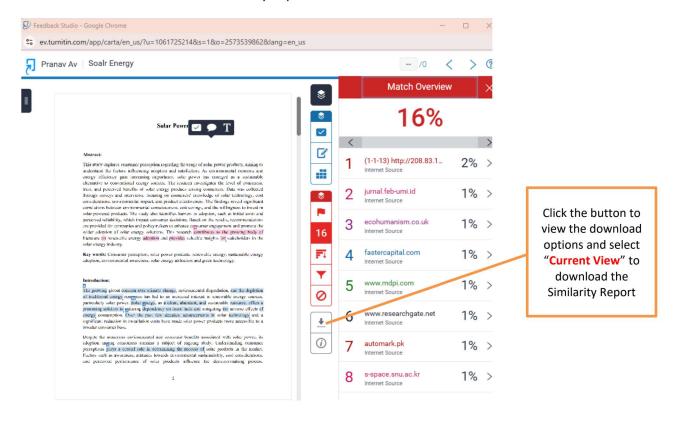
AUTHOR

Pranav Av

Soalr Energy

Step 9: A new tab will be opened with the detailed similarity report. Click the **download button** and select "**Current View**" to download the Similarity Report of the document submitted.

16%



Note: Please feel free to contact with Central Library, or you can email to library@spav.ac.in or viswanath@spav.ac.in for any clarifications.