Instructor Training

- Introduction
- Creating a User Profile
- Adding a Class
- Class Information
- Creating a New Assignment
- Submitting a Paper as an Instructor
- Viewing Originality Reports
WHAT IS TURNITIN?

✔ Turnitin is the leading originality checking and plagiarism prevention service used by millions of students and faculty, and thousands of institutions worldwide.

✔ Turnitin encourages best practices for using and citing other people’s written material.

✔ The service offers a complete web-based service to manage the process of submitting and tracking papers electronically, providing better—and faster—feedback to students.
REMINDER

- If the instructor has used Turn-it-in previously and has an existing user profile, continue down to the “Log In” section.

- To create New Instructor account, please provides the following information:
  - Instructor Full Name (First Name, Last Name)
  - UniMAP e-mail address
Account Registration
FOR INSTRUCTORS
Turnitin Registration Form - Instructor

First Name (required)

Last Name (required)

UniMAP Email (required)

Mobile Phone (required)

School / Faculty (required)

Make a selection

Submission Category (required)
- Final Year Project
- Master & PhD Thesis
- Other
Login to Turnitin Account

PLEASE MAKE SURE YOUR ACCOUNT IS ACTIVE
Navigate to https://turnitin.com
Click ‘Log In’ to log to your account

Improve Writing. Prevent Plagiarism.

Turnitin creates technology to improve student writing and empower original thinking.

For K-12  For Higher Ed

Turnitin Global Innovation Awards 2017

Nominations now open!  Enter Now
Enter your username (unimap email) and password

Login to Turnitin

Email address
rujukan@unimap.edu.my

Password (Login to Turnitin)

Would you like to create your user profile? Click here.

Forgot your password? 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 be shared with our third party partners ONLY so that we may offer our service.

Login

Click Login
Oh No~ I Forgot my Turn-it-in Password!

WHAT SHOULD I DO?
If you forgot your password, click at the link provided.
Reset User Password

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

Email Address
rujukan@unimap.edu.my

Last Name or Family Name
UniMAP

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.

Next
Click here if you forgot your secret answer.
If you fail to change your new password within 24 Hours, you need to repeat the process.
Enter your new password and proceed to Login page after succeed.
Setting Class in Turnitin

YOUR CLASS CAN BE USED FOR SUBMITTING YOUR PERSONAL PAPERS, CONFERENCES, OR FOR YOUR UNDERGRADUATE STUDENTS (FYP) AND POSTGRADUATE STUDENTS (MASTERS, PHD)
This is your default view after login. You may check your progress of the class from 'All Classes', 'Expired Classes', or 'Active Classes'.
### Universiti Malaysia Perlis

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**Click Add Class to start**
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**: Standard
- **Class name**: Master
- **Enrollment key**: 
- **Subject area(s)**: Select subject(s)
- **Student level(s)**: Select student level(s)
- **Class start date**: 06-Aug-2017
- **Class end date**: 09-Feb-2018
Enter a name and enrollment key for the class. Click “Submit” to add the class to your homepage. For a master class, you will also need to enter a TA join key.

NOTE:
The enrollment password is the password that your students will be use to enroll in your class. Pick a password that is easy for your students to remember.
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**: Standard
- **Class name**: Standard Class
- **Enrollment key**: 1234
- **Subject area(s)**: Engineering
- **Student level(s)**: Undergraduate, Graduate, Postgraduate
- **Class end date**: Career and Technical

Select student level
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**: Standard
- **Class name**: Standard Class
- **Enrollment key**: 1234
- **Subject area(s)**: Engineering
- **Student level(s)**: Career and Technical
- **Class start date**: 08-Aug-2017
- **Class end date**: 09-Feb-2018

**NOTE:**
All the setting here can be change later from Standard → Master Class, Class Name change, and Class expiration date.

after all done, click submit
Congratulations! You have just created the new class: Standard Class. 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: 15856791
Enrollment key: 1234

Note: Should you ever forget the class ID, it is the number to the left of ‘Class’ on your class list. You can view or change your enrollment key at any time.

Click the class name to enter the class and get started creating assignments.
You can still view the class id of every classes.

Click at the class name to start submitting paper or to create new assignment.
Setting Assignment in Turnitin

Assignment can be set Chapter-by-Chapter submission or by Full Submission.
### Standard Class

CLASS HOMEPAGE | QUICKMARK BREAKDOWN

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<tbody>
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</table>

Before you or your students can submit a paper, you first need to create an assignment.

**NOTE:**
- For postgraduate Class, assignment must be created **Chapter by Chapter** as it is the requirement set by **CGS**.
- For undergraduate, assignment can be created by their name among group under each supervisor.
Enter the title of the Assignment

Date and Time student can begin submitting to the Assignment

Set the due date of Students’ paper submission

Date and Time student can begin viewing the comments and grade by instructor
To view the advanced assignment options click Optional Settings.
Enter special instructions

Allow submissions after the due date?
- Yes
- No

Originality Report

Generate Originality Reports for submissions?
- Yes
- No

Generate Originality Reports for student submissions:
- immediately (can overwrite reports until due date)
- immediately first report is final
- immediately (can overwrite reports until due date) on due date

Exclude quoted materials from Similarity Index for all papers in this assignment?
- Yes
- No

Change this option for your requirement. Library default is (can overwrite reports until due date)

Click the blue dot for more info about the selected field
Before the final submission, please choose 'no repository' setting. Click the blue dot for more explanation.

This setting will determine the result %, uncheck the boxes if you don’t want to cover for (example) Student paper and Internet.
Search options:
- Student paper repository
- Current and archived internet
- Periodicals, journals, & publications

GradeMark

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

ETS® e-rater® Settings
Enable grammar checking using e-rater® technology?
- Yes
- No

Note: Turnitin for iPad® doesn't currently support ETS® e-rater®. All viewing and management of ETS® e-rater® results must be completed through Turnitin directly.

Would you like to save these options as your defaults for future assignments?

Click Submit to create the assignment
Status ‘0/0 submitted’ indicates that there is still no student enrolled to the class and there is still no submission.

You can edit the assignment setting anytime from this option.
Submit a paper in Turnitin (as an Instructor)

Submit either PDF or MS Word files format.

You can also submit a paper on behalf of your student (in case student license is full).
If you want to submit your personal papers, click ‘More action’, then click ‘Submit paper’.
Choose submission option

Submit: Single File Upload

- Multiple File Upload
- Cut & Paste Upload
- Zip File Upload

The file you are submitting will not be added to any repository.
Fill in the information required.

Notify the message display here, regarding the setting from the assignment.
Locate your file(s) from options provided

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

Upload  Cancel
First name
Mohd Fadli

Last name
A. Rahim

Submission title
Workshop

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 third party partners, but with our third party partners ONLY so that we may offer our service.

Upload  Cancel
Make sure you submit the correct file(s)

budget_phase.pdf

Once confirm, click Upload

You can clear your files if the wrong paper/chapter uploaded

Upload  Cancel
Notify the message displayed.
Budget Phase

1. Budget Phase

1.1. Attend One of the Many Quality International Trade Shows

The International Machine Tool Show (IMTS) offers every 2 years at the McCormick Place in Chicago, Illinois. It is the premier machine tool trade show in the United States.

The European Machine Show (EMO), formerly the Disapraue (Wieland or Machine AS) European Machine Tool World Exhibition, is a biennial exhibition trade show. It is held every odd-numbered year, it is at the Hannover Messe in Hanover, Germany, for three weeks, and the Farnborough Exhibition Center in Farnborough, U.K., for two weeks.

The South Tae trade show is held annually in Greenville, South Carolina. It is a major gathering of leading companies such as manufacturers, suppliers, distributors, and equipment builders, both national and international. The exhibition also includes international exhibits.

The value of attending at least one or two of these events cannot be overstated. When purchasing any large machine tool, it is important to be exposed to the newest technologies and the latest products offered at these events. Export of machine tools from one country to another requires at least a minimum of travel, which is often time-consuming and challenging. It is necessary for those interested in purchasing a machine tool to visit these events in person.

It is essential to talk to the machine tool suppliers exhibiting at these shows. They can help you develop an original equipment manufacturer (OEM) list and find a suitable product for your specific needs.

We take your privacy seriously. We do not share your data with any external companies. Your information may be shared with your institution.
Similarity index will be displayed here.
Viewing Originality Reports

REPORT TIME WILL DIFFER ACCORDING TO EACH PAPER SUBMITTED IN TURN-IT-IN

NOTE: 1st SUBMISSION WILL GENERATE ALMOST IMMEDIATELY.

4th SUBMISSION WILL TAKE 24 hours TO GENERATE NEW REPORT
Click at the percentage to view the Similarity Index

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Budget Phase

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Workshop

by Mohd Fadlll A. Rahim

Submission date: 08-Aug-2017 06:48PM (UTC+0800)
Submission ID: 835845884
File name: budget_phase.pdf (253.6K)
Word count: 7765
Character count: 39184
Workshop

ORIGINALITY REPORT

5% SIMILARITY INDEX 4% INTERNET SOURCES 1% PUBLICATIONS 1% STUDENT PAPERS

PRIMARY SOURCES

1 3%

accessengineeringlibrary.com

Internet Source

2 1%
Setting Assignment in Turnitin

EXAMPLE ASSIGNMENT FROM POSTGRADUATE AND UNDERGRADUATE
Example assignment that is created by Chapter. This is to be use for Postgraduate.

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NOTE: For postgraduate student, each student must have their own account for easy submission and class setup.

Example assignment that is created base on student name of each supervisor.

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NOTE: For undergraduate student, each student can share one account among group to save account.
Setting Class in Turnitin

EXAMPLE FROM STANDARD CLASS AND MASTER CLASS
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**Standard Class:** Postgraduates - Centre for International Languages...

**Master Class:** POSTGRADUATES - IMK 2017
### Universiti Malaysia Perlis

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Guides for Instructors and Students
### Instructor

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### Instructor

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### Instructor

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Thank You

Any inquiries, please call or email us at:
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rujukan@unimap.edu.my