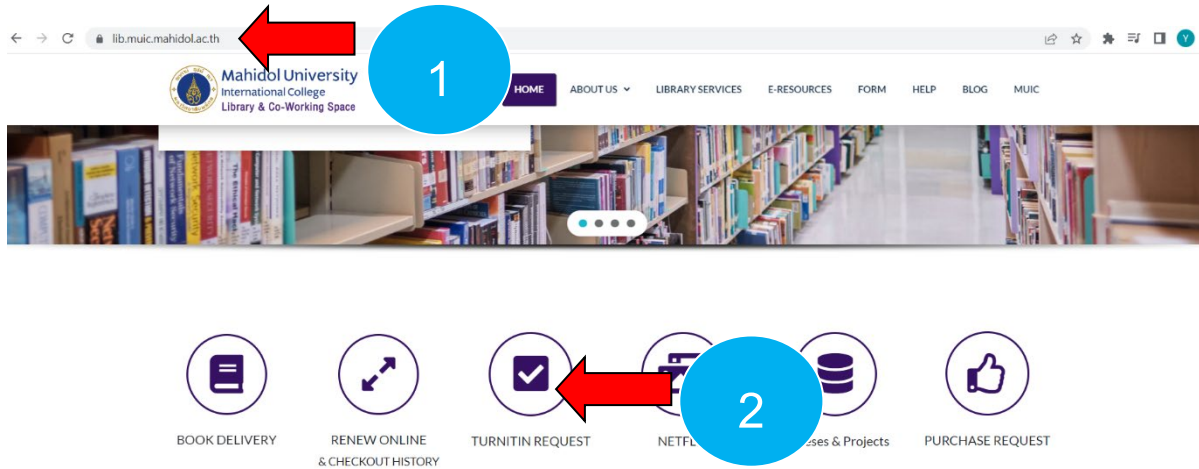




TURNITIN User Guide for Instructor

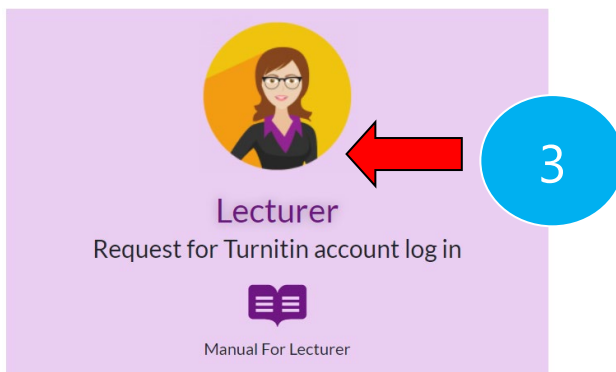
1. Joining an account as an instructor



Step 1 Go to muic library website <https://lib.muic.mahidol.ac.th/>

Step 2 Click on **TURNITIN REQUEST** icon

Step 3 Choose **Lecturer** icon



To join Turnitin as an instructor, you must receive a confirmation email from Turnitin administrator after your registration.

Start to use the program : Go to this link <https://www.turnitin.com/>

Quick Star Guide for Instructor (copy this link to open in new window) >> <https://lib.muic.mahidol.ac.th/wp-content/uploads/2021/02/instructor-QuickStart-Guide.pdf>



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2. Tips & Tricks for Instructor to create a new class

2.1 Set the due date 1 year for each course

Set the start date for 1 course as valid for 1 year (with a closed due date).

Instructors are recommended to **create new classes for each term** to ensure that inactive students are not included in the Turnitin applicable students' enrollment due to the account's limits. You also should clear the storage space in Turnitin with **a usage period of 1 year for each class.**

Example:

Update Paper Assignment

Assignment title ?

Point value ?

Optional

☒ Allow only file types that Turnitin can check for similarity

☐ Allow any file type ?


Start date ?

at :


Due date ?

at :

Post date ?



Start date



Due date



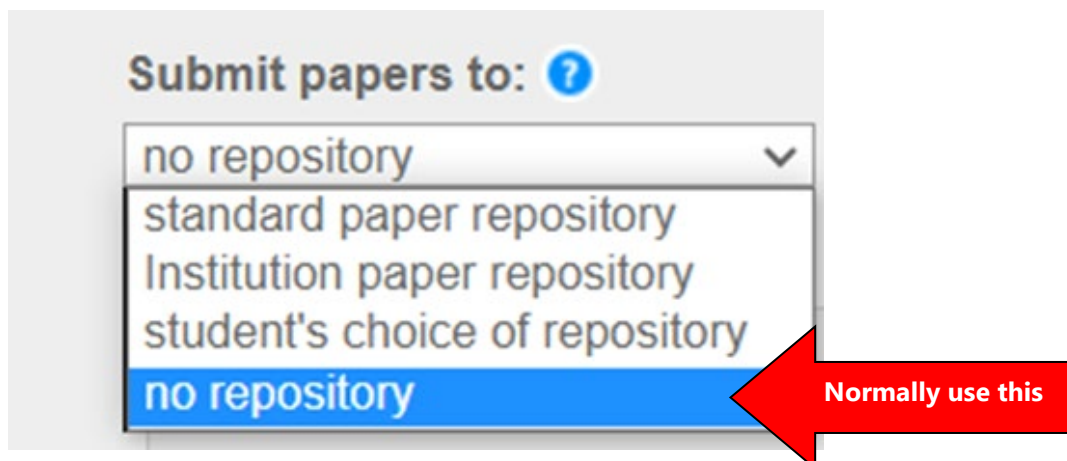
TURNITIN User Guide for Instructor

2.2 Submission storage options

You are able to choose three options for where papers are stored within Turnitin.

Submit paper to:

- **no repository:** A Similarity Report will still be generated for paper submissions, but your students' papers will not be indexed in the Turnitin standard paper repository or the institution's paper repository for future comparison.
- **standard paper repository:** Student papers will be indexed and checked against other institutions' student submissions.
- **Institution paper repository:** Student papers will be indexed but only be checked against other student papers within your institution. With this setting enabled, if a student from your institution submits a paper matching a paper of a student from another institution, Turnitin will not identify this match.
- **student's choice of repository:** This option allows students to compare their work against papers submitted by other students at their own institution. It helps identify any similarities or instances of potential plagiarism within the same academic community.





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2.3 Generate similarity report

Generate Similarity Reports for student submission.

Immediately (first report is final): submitting the assignment is allowed only once and cannot be edited.

Immediately (can overwrite reports until due date): editing the assignment is allowed, and multiple submissions are allowed until the due date.

On due date: submit the assignment only on the specified date.

A screenshot of the Turnitin interface. At the top, it says "Generate Similarity Reports for student submission" with a blue question mark icon. Below this is a dropdown menu with four options: "immediately (can overwrite reports until due date)", "immediately first report is final", "immediately (can overwrite reports until due date)" (which is highlighted in blue), and "on due date". To the right of the dropdown menu, there is a checkbox labeled "index for all papers in this assignment?" with a blue question mark icon.



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2.4 Edit class setting

turnitin

Assignments Students Grade Book Libraries Calendar Discussion Preferences

NOW VIEWING: HOME > MUIC LIB : CHECK PLAGIARISM 2023

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. You can make submissions by clicking on the "Submit" option in the assignment's "More actions" menu.

MUIC LIB : Check plagiarism 2023 + Add Assignment

CLASS HOMEPAGE | QUICKMARK BREAKDOWN

	START	DUE	POST	STATUS	ACTIONS
MUIC LIB : Check plagiarism 2023					
PAPER	06-Jan-2023 16:24PM	05-Jan-2024 23:59PM	14-Jan-2023 00:00AM	17 / 23 submitted	View More actions

Edit settings
Submit
Delete assignment

More actions

Update Paper Assignment

Assignment title ?
MUIC LIB : Check plagiarism 2023

Point value ?
0
Optional

☒ Allow only file types that Turnitin can check for similarity
☐ Allow any file type ?

Submit papers to: ?
no repository

Start date ?
06-Jan-2023
at 16 : 24

Due date ?
05-Jan-2024
at 23 : 59

Post date ?
14-Jan-2023
at 0 : 00

+ Optional settings

Submit

Click here