TURNITIN FACULTY TIP SHEET
TEXAS STATE UNIVERSITY-SAN MARCOS

GETTING STARTED
- Contact a Turnitin Administrator at Turnitin@txstate.edu or 512-245-2319
- The Turnitin Administrator will add you to the department account
- You will receive an email from the Turnitin help desk
- The email contains a temporary password

LOGGING IN TO TURNITIN
- Go to http://www.turnitin.com
- Type in your Texas State email address and temporary password
- Click the Log In button

CHANGING THE TEMPORARY PASSWORD
- Click the red User Info tab located at the top of the page
- Type in a new password and retype in the confirm password box
- Click submit
- Click the red My Classes tab

ADDING A CLASS
- Click the add a class link
- Type in the class name and enrollment password
- Select the class end date
- Select Yes to allow your students to view their own Originality Reports
- Click submit
- View the new class confirmation box which contains the Class ID and enrollment password

Note: Your students will need the class ID and enrollment password to log in and join your class
- Close the new class confirmation box

CREATING AN ASSIGNMENT
- Click the class name to view the class homepage (the class name is located beneath the account name and to the right of the class ID)
- Click create new assignment
- Type in the assignment title
- Select the assignment begin and due date
- Type in instructions
- Select Yes to allow originality reports
- Select Yes to show advanced options
- Scroll down the page to view more options
- Select the option to generate originality report immediately (first report is final), immediately (can over ride reports until due date), or on due date

Note: the last two options allow the students to submit a report several times
- Select Yes to allow other papers to be checked against submissions
- Select the search targets
- Click submit

VIEWING PAPERS AND ORGINALITY REPORTS
- Click the class name
- Click the Inbox (located to the right of the assignment title)
- Click the title of the assignment to view the paper submitted
- Click the Icon located beneath the Report column to view the originality report

For more information contact a Turnitin Administrator at Turnitin@txstate.edu or 512-245-2319. You can find the Instructor and student training manuals at http://www.turnitin.com/static/training_support