

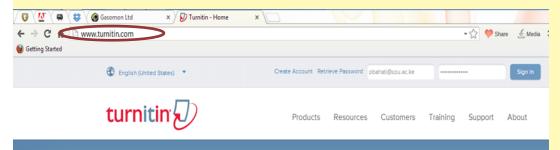
# **ST. PAUL'S UNIVERSITY**

## **TURN-IT-IN INSTRUCTORS MANUAL**



# Step 1:

Open your browser. Either Firefox, Google Chrome or Opera.. Enter the following url in the Omni box as shown bellow. www.turnitin.com



# Engage every student with Five Types of Feedback

- Turn-it-in how to reset my password.
- How to set up a recovery email address.
- How to book or drop units.
- How to view your exam results.
- How to view your fee statement.

Once it has load the page enter your email address and the password as shown in the image below.

×	Enter your SPU Email Here Account Re	trieve Passwo – Ob	pahati@spu.ac.ke	$\sim$	• ☆ ♥ sh	are 🏒 Media Sign In	Corrent Corret	101
	Products	Resources	Customers	Training	Support	About	Enter your Password here	
P <sup>®</sup> Sets	e every es ( 3 Voice Com	ments ④ Gr	ading Rubrics					
ET A (	QUOTE	TRY IT	NOW					
udents	iThenticate for	Researchers				eCheck students		

### STEP 3:

Once you login. The screen below is what you will be able to see							
🗘 🕅 💭 Activity Stream 🛛 🗙							
← → C n 🌐 https://www.turnitin.com/activity/?login=1&svr=3⟨=en_us&r=55.326455325652	22	- 🏫 🤎 Share 🔬 Media 🇘 Torrent 🥨 🔥 🛋 🚍					
€ Getting Started		C Other bookmarks					
turnitin		Messages   Instructor ♥   English ♥   What's New   ③ Help   Logout					
Dashboard All Classes Join Account Join Account (TA) Quick Submit							
Instructor Dashboard		Viewing Active Classes					
Activity Stream Bean Wednesday, March 20	۰	Recent Assignments					
mary kiundu, Rodgers Wekesi, james njihia, and 6 others missed the due date for project II		Paper due 20-Mar-2013					
- Tuesday, March 12		0 graded 6/15 submitted 0/40 avg grade 60% avg OSI					

### STEP 4:

### click >>All Classes>> and then click >> +Add Class

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← → C f lang=en_us		• sh 💙	👂 Share 🥳 Media	🗘 Torrent 🚥 🧳	\$ 🖬 🗄		
🥑 Getting Started				🗀 Oth	ner bookmark		
Dashboard Al Classes Join Account Join Account (TA) Quick Submit	lessages   Instructo	r▼   English ▼   F	eedback   What's t	New   ⑦ Help   Lo	gout		
NOW VIEWING: HOME			A	dd Class	>		
About this page This is your instructor homepage. To create a class, click the "Add Class" button. To display a class's assignments and papers, cli	ck the class's name.			V			
St. Paul's University				+ Add Clas	ss		
		All Cla	asses Expired Cla	asses Active Clas	ses		
Note: Your class, "Training", is set to expire within 30 days. Expired classes become read-only and are automatically moved into your expired classes folder. You can extend the end date of any class by clicking the class's "edit" icon 😒 below.							
Class ID Class name	Status	Statistics	Edit Co	py Delete	Ð		
6192162 bahati 🗣 Section	Expired		<b>\$</b>	±			
6068246 Business Plan	Active		<b>\$</b>	÷			



### STEP 5:

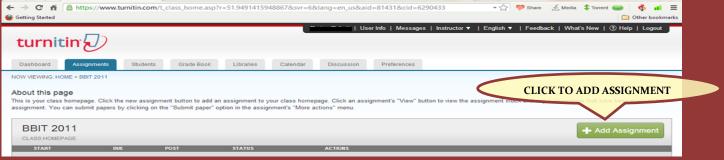
Create a class name and an enrollment password. Make sure you save the password and share it with the students. Once you finish with the setting of the class. Click Submit.

Create a New Class	Create a New Class	
Class type • Standard class v	Class type • Standard class 💌	
Class name •	Class name • BBIT 2011	
Enrollment password •	Enrollment password • Bahati Class start date 25-Mar-2013	<b>°</b>
Class start date 25-Mar-2013 Class end date 26-Sep-2013	Class end date	
Submit	Submit SUBMIT	

### **STEP 6:**

The screen below displays the class id and the password that you should share with the student to enable them enroll to the class you have created. Click Continue to get to the class you have just created.

	1	Class created
	de	Congratulations! You have just created the new class: BBIT 2011 If you would like students to enroll themselves in this class, they will need both the enrollment password you have chosen and the unique class ID generated by Turnitin:
		Class ID 6290433
		Enrollment password Bahati
	-	Note: Should you ever forget the class ID, it is the number to the left of the class of the class on your class list. You can view or change your enrollment password by editing the class.
		Click the class name to enter the class and get started creating assignments.
STEP 7:		Click the class name to enter the class and get started creating assignments.
STEP 7:		
<b>,</b>	the	
<b>,</b>	c the	Continue
Click	the	class you have just created.





### **STEP 8:**

Add details of the class you have created and the assignment which you want the students to submit the assignment.

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### **About Turn-it-in**

Turn-it-in improves the student writing cycle by preventing plagiarism and providing rich feedback to students.

It as well provides a platform for students to be able to upload their assignments and for lecturers be able to look at them online as well as download them.

St. Paul's university has acquired licenses to use the turn -it-in web-based software for use by the students and the lecturers.

### STEP 9:

Finally you could add assignment of the students directly or you let the students add by themselves.

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😻 Getting Started					Cther bookmarks		
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Dashboard Assignments Students Grade Book Libraries	Calendar Discussion Preferences						
NOW VEHNOL HOLE > Bit 2011							
About this page This your dass homepage. Click the new assignment button to add an assignment to your class homepage. Click an assignment's "Vew" button to view the assignment indox and any submissions that have been made to the assignment. You can submit papers by clicking on the "Submit paper" option in the assignment's "Afore actions" manu.							
BBIT 2011 CLASS HOMEPAGE					+ Add Assignment		
START	DUE POST	STATUS	ACTIONS				
Take away Cat I							
PAPER 25-Mar-2013	01-Apr-2013 02-Apr-2013	0 / 0 submitted	View N	fore actions 👻			

### THANK YOU AND GOD BLESS YOU.

# YOUR UNIVERSITY OF CHOICE!!!

ICT DEPT For any enquiries email us on icthelpdesk@spu.ac.ke