

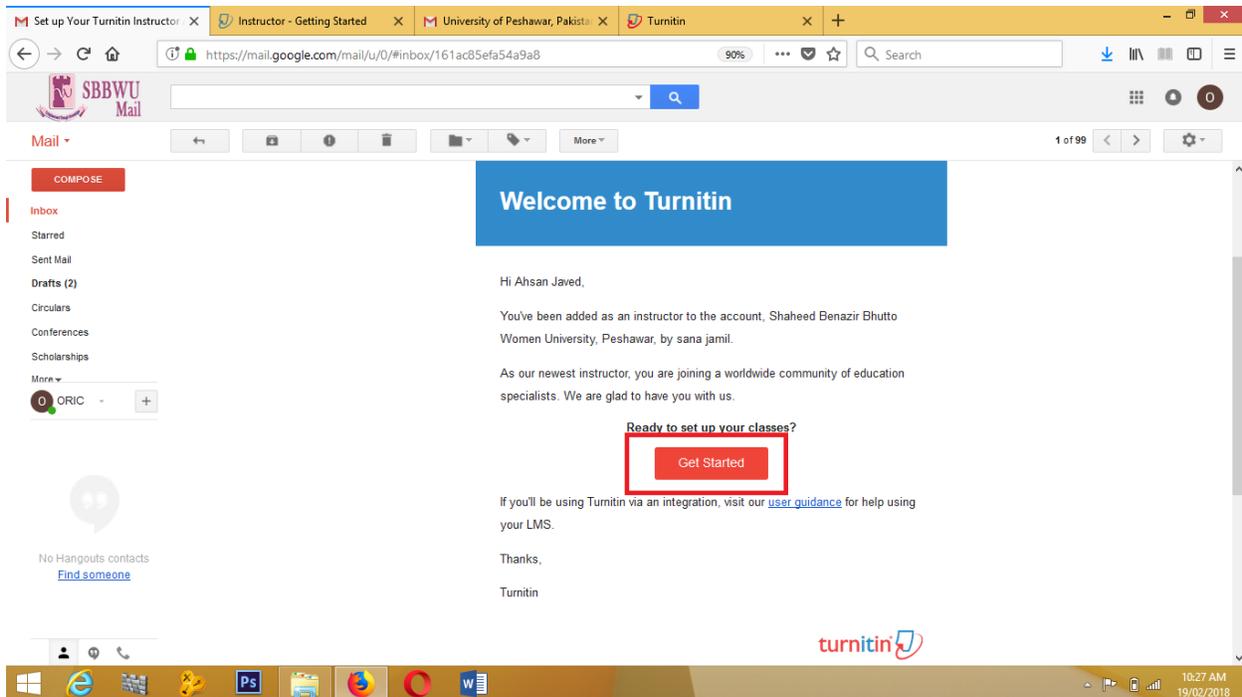


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## Turnitin User Creation Guide

1. Download the **Turnitin account creation form** from the SBBWU official website. It is available under ORIC section.
2. Fill out the form with your particulars and get approval from the HoD.
3. Submit the filled form duly signed by the HoD to ORIC office.
4. You will get confirmation email from the Turnitin for account creation after initial processing.



5. Open the confirmation email link and click on **Get Started** button.

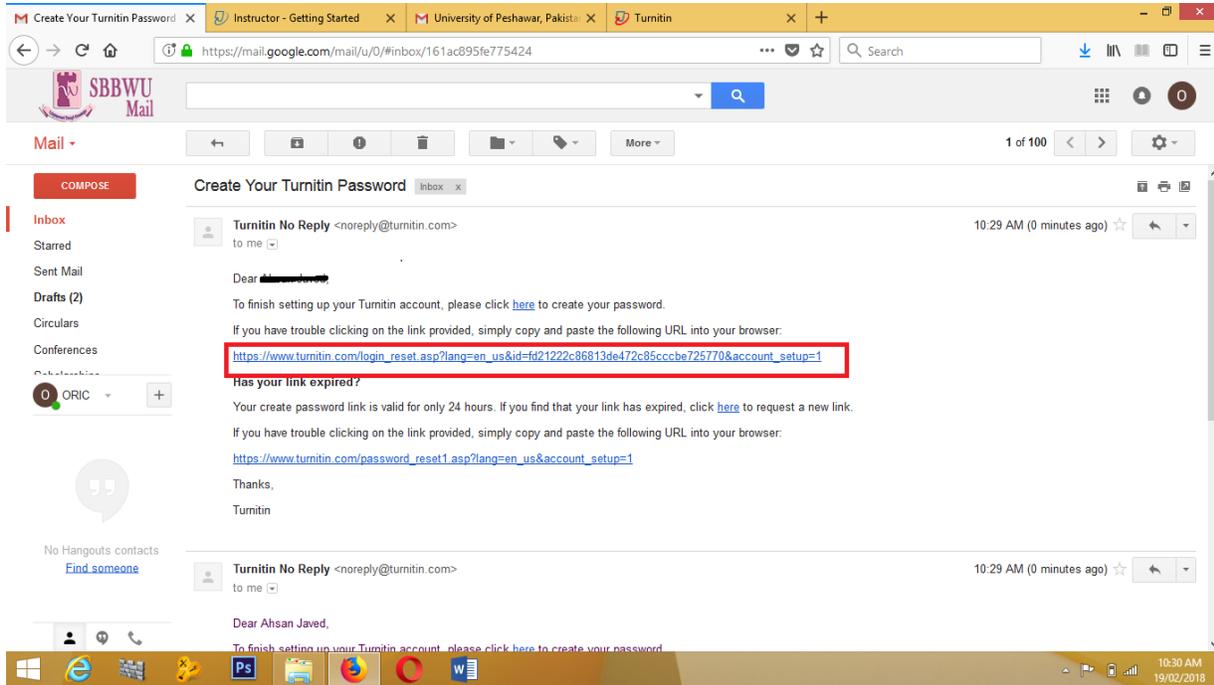
Setting up your Turnitin classes is easy when you know how. In just four quick steps, learn more about Turnitin's class management tools and how to get your students started. At the end of this tutorial, you can put these simple steps into practice.

- 1 Create Your Password**  
You'll need your email address and last name to create your Turnitin account password and set your security information; this information can be found in your welcome email. You can then log into Turnitin and begin customizing your account.
- 2 Create a Class**  
The creation of a class is the first step towards using the Turnitin services available to your institution. A Turnitin class groups assignments, helping you to organize student submissions. Once your classes have been created, you can start creating assignments.  
[Read More](#)
- 3 Create an Assignment**  
Once your class is ready, it's time to set up your first assignment. A Turnitin assignment forms the basis of accepting student submissions. Once your assignments are set up, you start adding students to your class.  
[Read More](#)
- 4 Add Students**  
There are three routes available for adding students. You may find it convenient to add students one by one, or add a large portion of students at once by uploading a list. Alternatively, why not allow your students to enroll themselves at their own pace?  
[Read More](#)

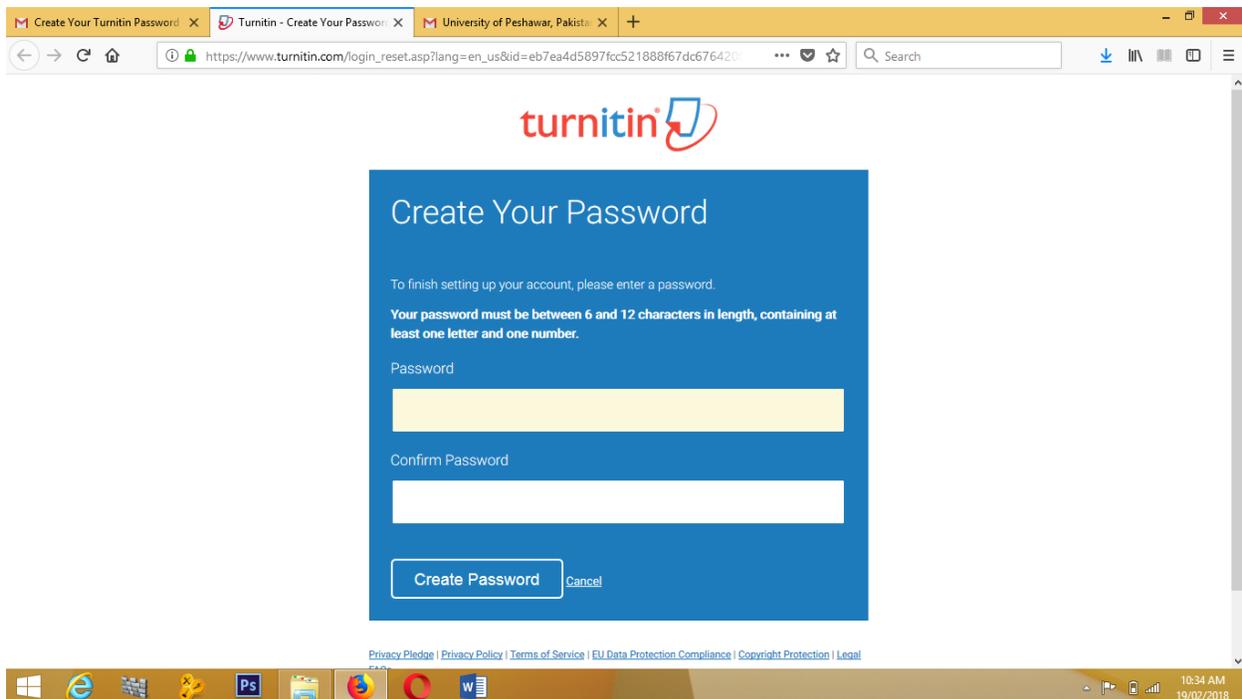
**Ready to Start Using Turnitin?**  
[Create Password](#)  
Or why not [download this page as a PDF](#) for later reading?  
 This information and more is available at [guides.turnitin.com/](https://guides.turnitin.com/)

- From here you will be directed to Create Password page. Click on **Create password** button to proceed.
- Enter your account details email and last name and click on **Next** button.

8. After completing the account request form, a validation email will be sent.
7. Click on the highlighted URL link to proceed further.



8. You will be prompted for password change. After setting password for your account, your account will be created finally and will be ready to use.



9. You have to fill out security questions needed in case of account password forgotten.

Welcome to Turnitin!

You have been added as an instructor to the account Shaheed Benazir Bhutto Women University, Peshawar.

Before you can get started, we want to confirm your user information and give you the chance to set up your secret question and answer. Please feel free to change any other information as needed.

When you are done, click "next" to continue.

your email \*

Secret question \*

Question answer \*

your first name \*

your last name \*

Next

10. Click on **I Agree** button and this will forward you to your account home page.

turnitin

### User Agreement

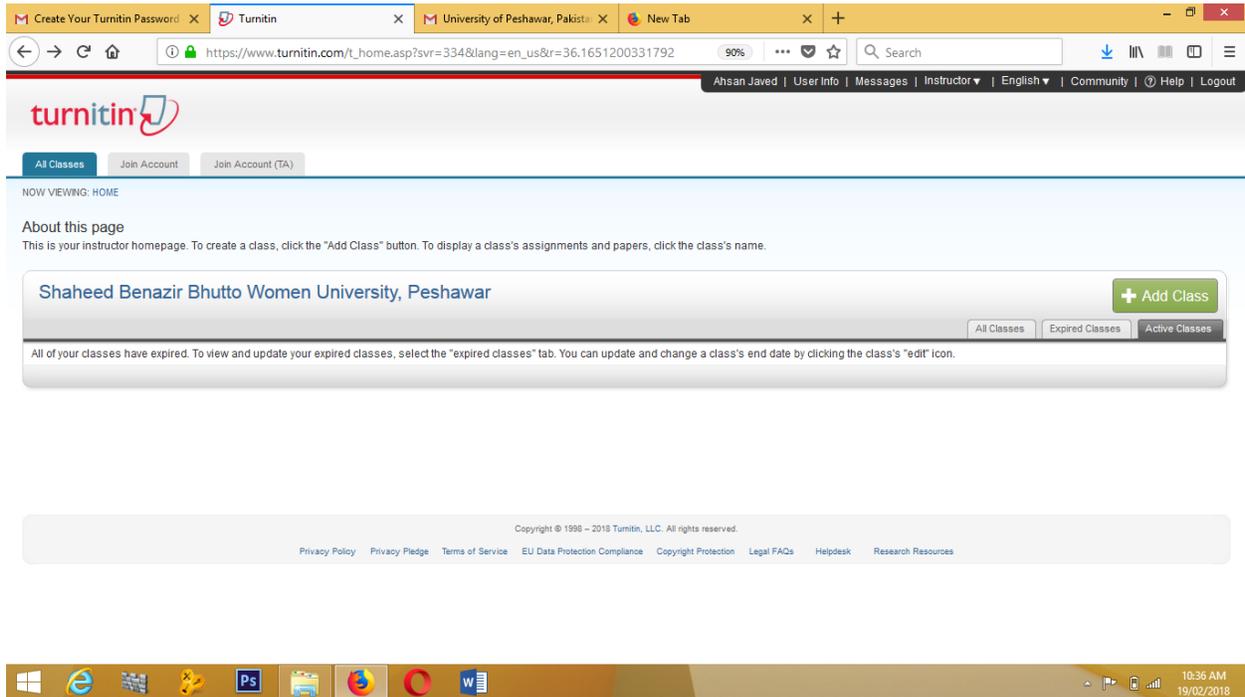
Our user agreement has been updated. Please read our user agreement below and agree or disagree to its terms and conditions:

appropriate decision about placement or performance has been made.

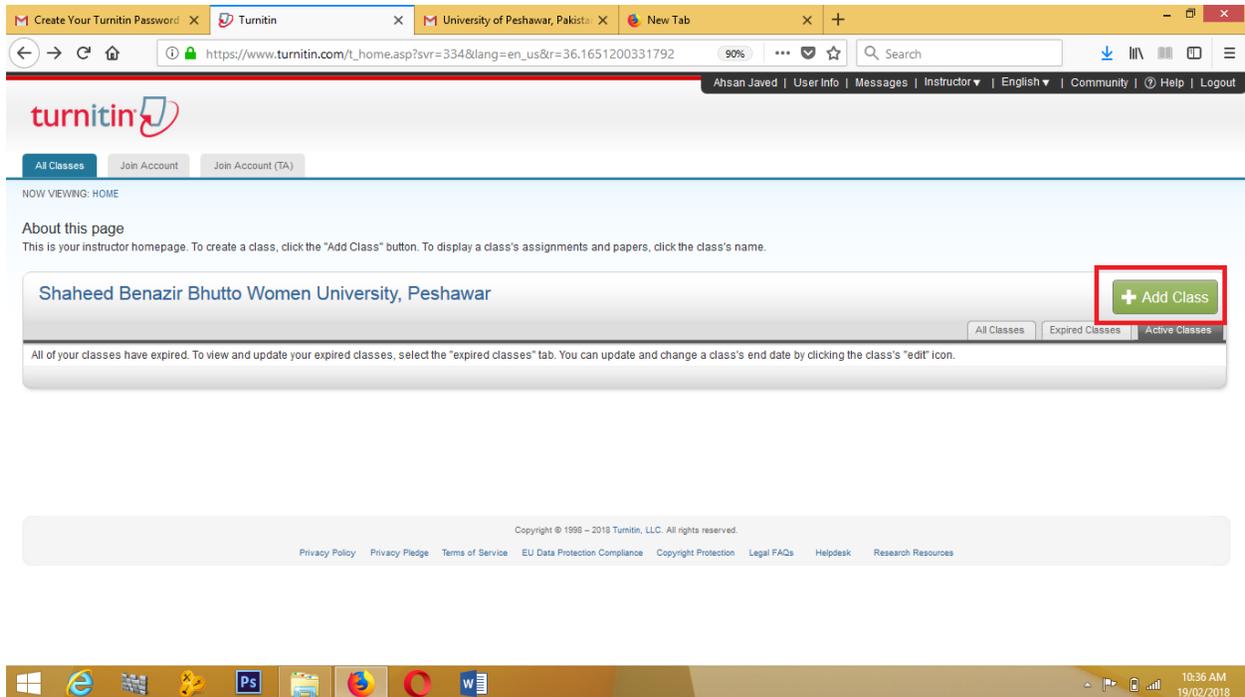
You understand and agree that the Service may not be used for any other purpose, or provided to any other party, than as described herein. You shall indemnify and hold Turnitin and its licensors, vendors, and service providers harmless from any and all claims arising out of Your use of the Service or use of the information to determine placement of, or grades for students, or for any other purpose.

**I Agree -- Continue**    [I Disagree -- Logout](#)

11. Now you will be directed to the home page of your class. The next step is create new class.



11. Click on **Add Class** button to create a class for you department.



12. Fill out the mandatory details as shown in the figure as per your requirements and save it. (Leave the class type to **Standard**).

Now viewing: HOME > CREATE CLASS

Create a new class

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: Department of Computer Science
- Enrollment key: sbbwu
- Subject area(s): Computer Science/Programming
- Student level(s): Postgraduate
- Class start date: 19-Feb-2018
- Class end date: 23-Aug-2018

13. On the main screen you will see your recently created class. The next step is to create an assignment.

Now viewing: HOME

✔ Congratulations! You have created the new class: Department of Computer Science. Your class ID is 17530591 and enrollment key is sbbwu.

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, click the class's name.

Shaheed Benazir Bhutto Women University, Peshawar + Add Class

Class ID	Class name	Status	Statistics	Edit	Copy	Delete
17530591	Department of Computer Science	Active				

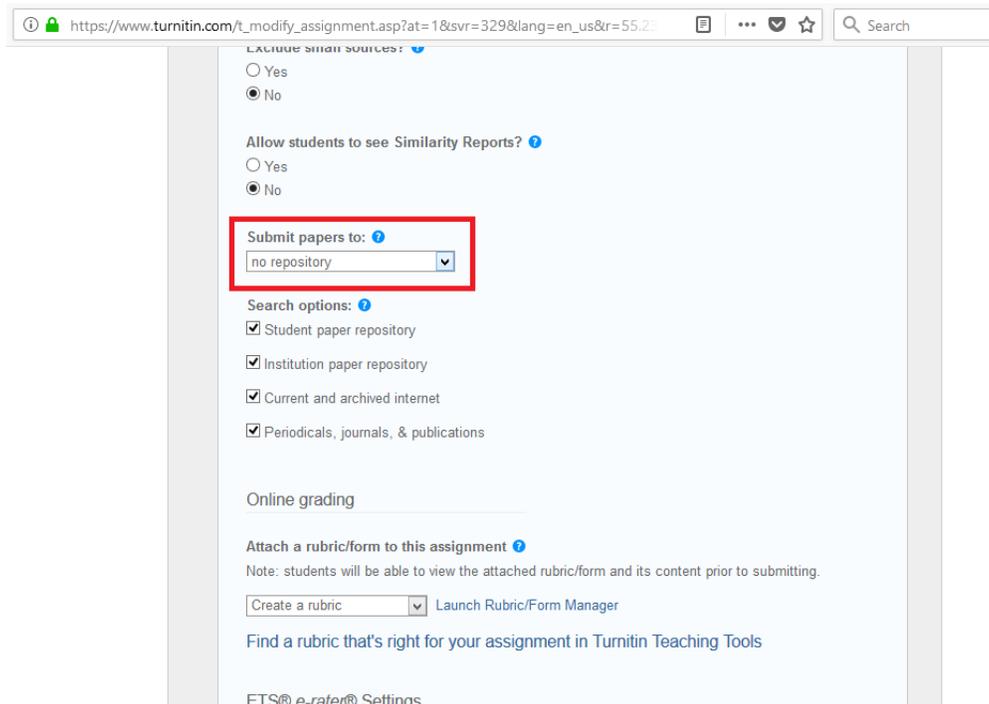
14. Click on **Add Assignment** class to add an assignment.

The screenshot shows the Turnitin user interface. At the top, there are navigation tabs for 'Assignments', 'Students', 'Grade Book', 'Libraries', 'Calendar', 'Discussion', and 'Preferences'. Below these, a message reads: 'NOW VIEWING: HOME > DEPARTMENT OF COMPUTER SCIENCE'. A section titled 'About this page' explains the class homepage. The main content area is titled 'Department of Computer Science' and includes a table with columns for 'START', 'DUE', 'POST', 'STATUS', and 'ACTIONS'. A message states: 'Before you or your students can submit a paper, you first need to create an assignment.' A green button with a plus sign and the text '+ Add Assignment' is highlighted with a red rectangular box. At the bottom, there is a copyright notice and various policy links.

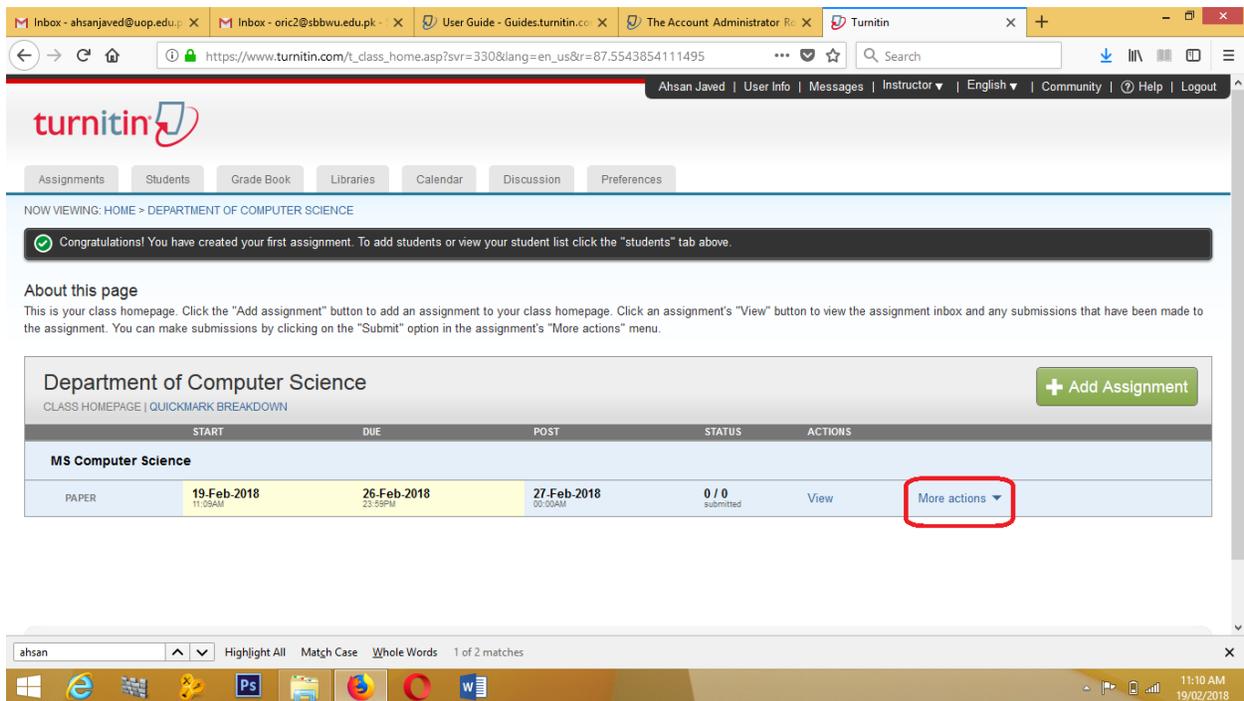
15. Enter your assignment title e.g. BS, MS/MPhil or PhD. And then click on **Optional settings** to view more options.

The screenshot shows the 'New Assignment' form in the Turnitin interface. The form has several input fields and options. The 'Assignment title' field contains the text 'MS Computer Science' and is highlighted with a red rectangular box. Below it is the 'Point value' field, which is currently empty. There are two radio button options: 'Allow only file types that Turnitin can check for similarity' (which is selected) and 'Allow any file type'. To the right of these fields are three date pickers for 'Start date' (19-Feb-2018), 'Due date' (26-Feb-2018), and 'Post date' (27-Feb-2018). At the bottom of the form, a button labeled '+ Optional settings' is highlighted with a red rectangular box. A 'Submit' button is located at the very bottom of the form. The browser's address bar shows the URL: 'https://www.turnitin.com/t\_modify\_assignment.asp?at=1&svr=329&lang=en\_us&r=55.2'. The Windows taskbar at the bottom shows the time as 11:09 AM on 19/02/2018.

16. In **Submit papers to:** option select **No Repository** from the list and save it. (Note this is important else your submission will be permanently stored in the repository)



17. Now from your home page of assignments created select your desired assignment and click on **More Actions** and choose submit file in order to submit an assignment.



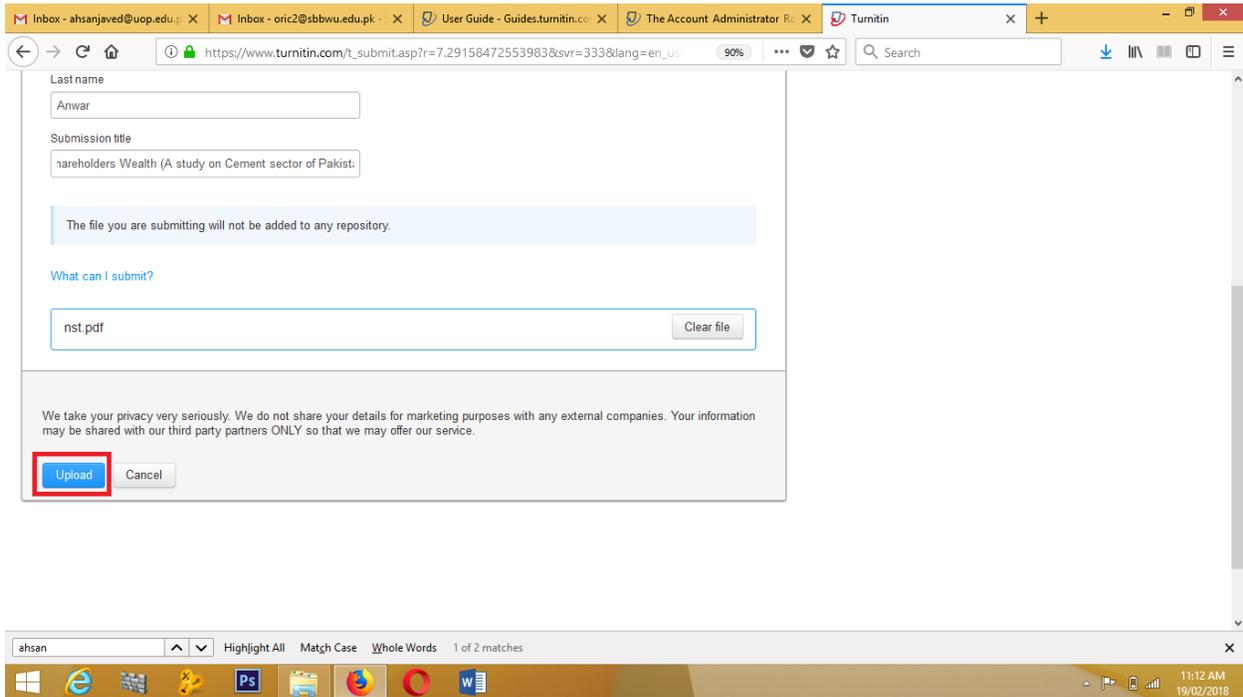
18. Click on submit file button.

The screenshot shows the Turnitin instructor interface. At the top, there are navigation tabs for Assignments, Students, Grade Book, Libraries, Calendar, Discussion, and Preferences. A notification banner reads: "Congratulations! You have created your first assignment. To add students or view your student list click the 'students' tab above." Below this, the page title is "MS Computer Science" and the sub-header is "INBOX | NOW VIEWING: NEW PAPERS". A "Submit File" button is highlighted with a red box. To the right of the button are links for "Online Grading Report", "Edit assignment settings", and "Email non-submitters". Below the button is a table with columns: AUTHOR, TITLE, SIMILARITY, GRADE, RESPONSE, FILE, PAPER ID, and DATE. A message below the table states: "Your inbox for this assignment or assignment folder is currently empty. If you would like to submit a paper to this assignment, click here."

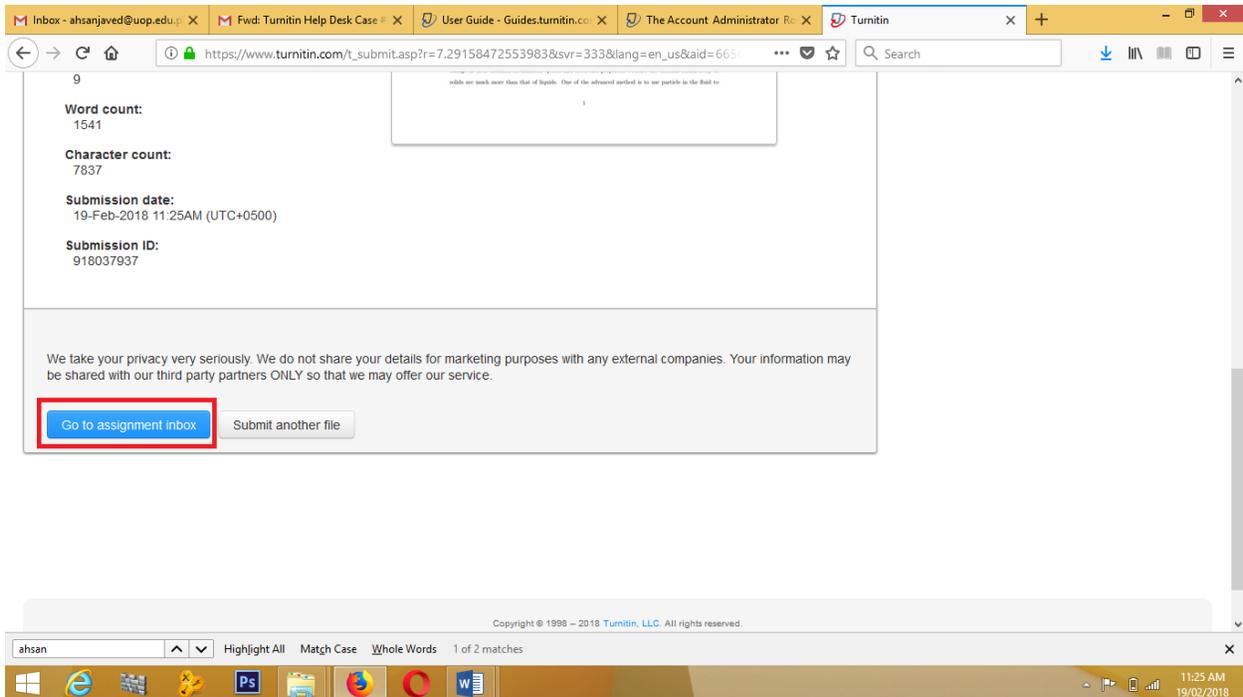
19. Just fill out all the fields like from author select **Non-enrolled student**, first and last name with submission title. Select **Choose from this computer** to upload the file.

The screenshot shows the Turnitin submission form titled "Submit: Single File Upload". The form has a progress indicator "STEP 1" and a "90%" completion status. The fields are: "Author" (dropdown menu with "Non-enrolled student" selected, highlighted with a red box and number 1), "First name" (text input with "MARYAM", highlighted with a red box and number 2), "Last name" (text input with "Anwar", highlighted with a red box and number 3), and "Submission title" (text input with "Shareholders Wealth (A study on Cement sector of Pakist.", highlighted with a red box and number 4). Below these fields is a message: "The file you are submitting will not be added to any repository." Under the heading "What can I submit?", there are three options: "Choose from this computer" (highlighted with a red box and number 5), "Choose from Dropbox", and "Choose from Google Drive".

20. Click on **Upload** button to upload the file to Turnitin repository.



21. Finally click on **Go to assignment inbox** to view your submission.



22. Wait 3 to 10 mins for the originality percentage. After getting percentage click on your submission for further processing.

The screenshot shows a web browser window with the Turnitin interface. The browser tabs include 'Inbox - ahsanjaved@uop.edu...', 'Fwd: Turnitin Help Desk Case #...', 'User Guide - Guides.turnitin.co...', 'The Account Administrator Re...', and 'Turnitin'. The address bar shows the URL: [https://www.turnitin.com/t\\_inbox.asp?aid=665663218&lang=en\\_us&session-id=04ac425df59bde](https://www.turnitin.com/t_inbox.asp?aid=665663218&lang=en_us&session-id=04ac425df59bde). The Turnitin logo is at the top left, and navigation tabs for 'Assignments', 'Students', 'Grade Book', 'Libraries', 'Calendar', 'Discussion', and 'Preferences' are below it. The breadcrumb trail reads 'NOW VIEWING: HOME > DEPARTMENT OF COMPUTER SCIENCE > MS COMPUTER SCIENCE'. A section titled 'About this page' explains the assignment inbox. Below that, the course 'MS Computer Science' is listed with 'INBOX | NOW VIEWING: NEW PAPERS'. A 'Submit File' button is on the left, and links for 'Online Grading Report | Edit assignment settings | Email non-submitters' are on the right. A table with the following columns is displayed: 

	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
<input type="checkbox"/>	Maryam Anwar	Impact Of Dividend Policy On Shareholder...	--		*		918037937	19-Feb-2018

At the bottom, a search bar contains 'ahsan' and shows '1 of 2 matches'. The Windows taskbar at the very bottom shows the time as 11:25 AM on 19/02/2018.