

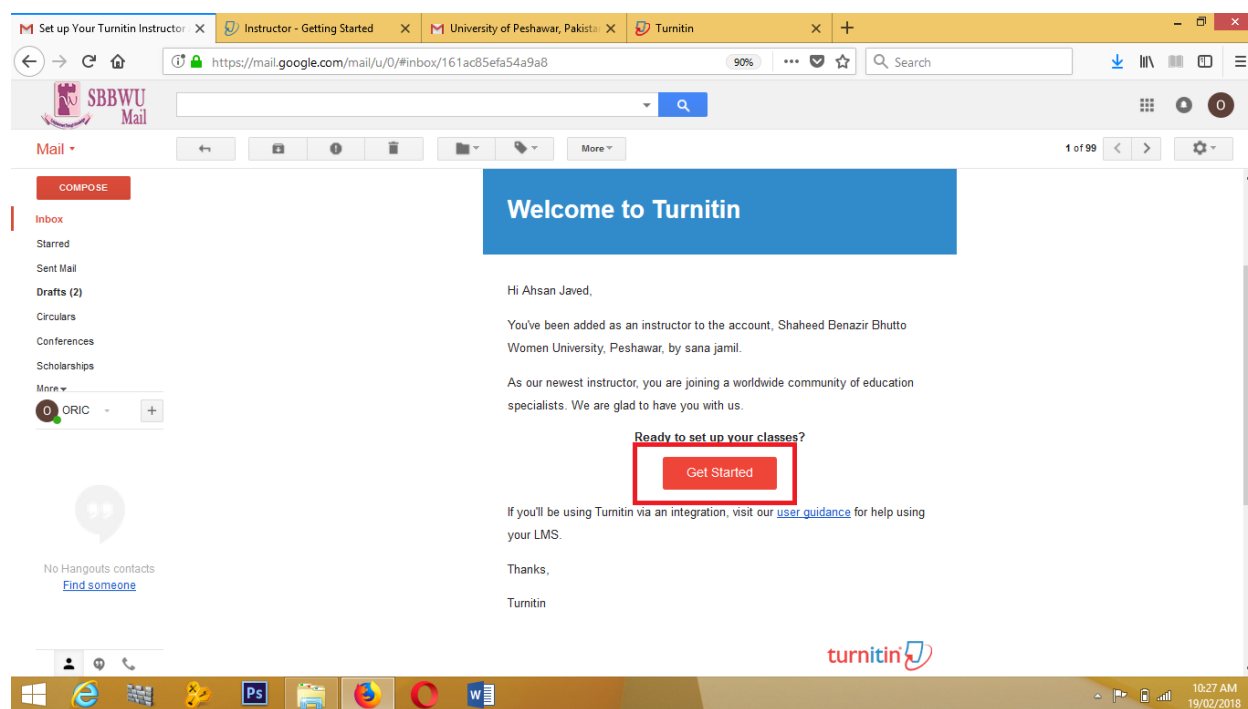


Shaheed Benazir Bhutto Women University, Peshawar
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Turnitin User Creation Guide

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/

- 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.

Account Setup

To set up your account, please enter your email address and last name or family name.

Email Address

xxxxxx@universityofpeshawar.edu.pk

Last Name or Family Name

xxxxxx

You can find this information in your Turnitin welcome email.

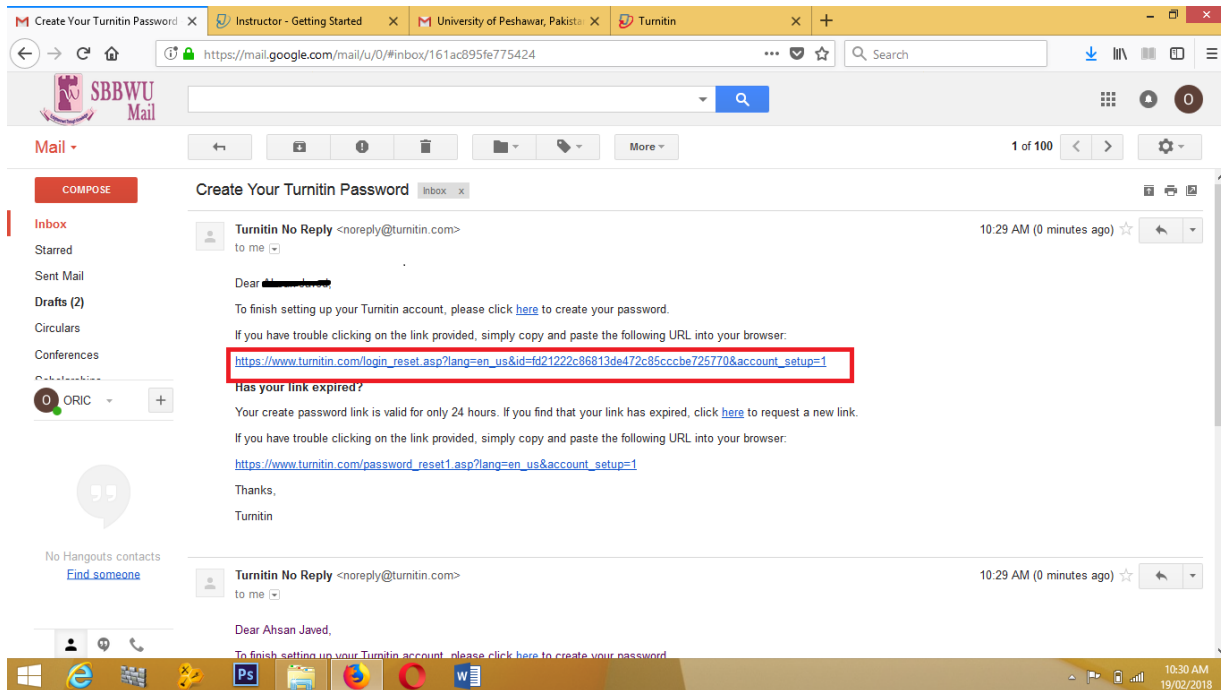
If you no longer have access to this email, ask your Turnitin instructor to look up your email address. If you are an instructor, please refer to your Turnitin administrator for this information.

[Next](#)

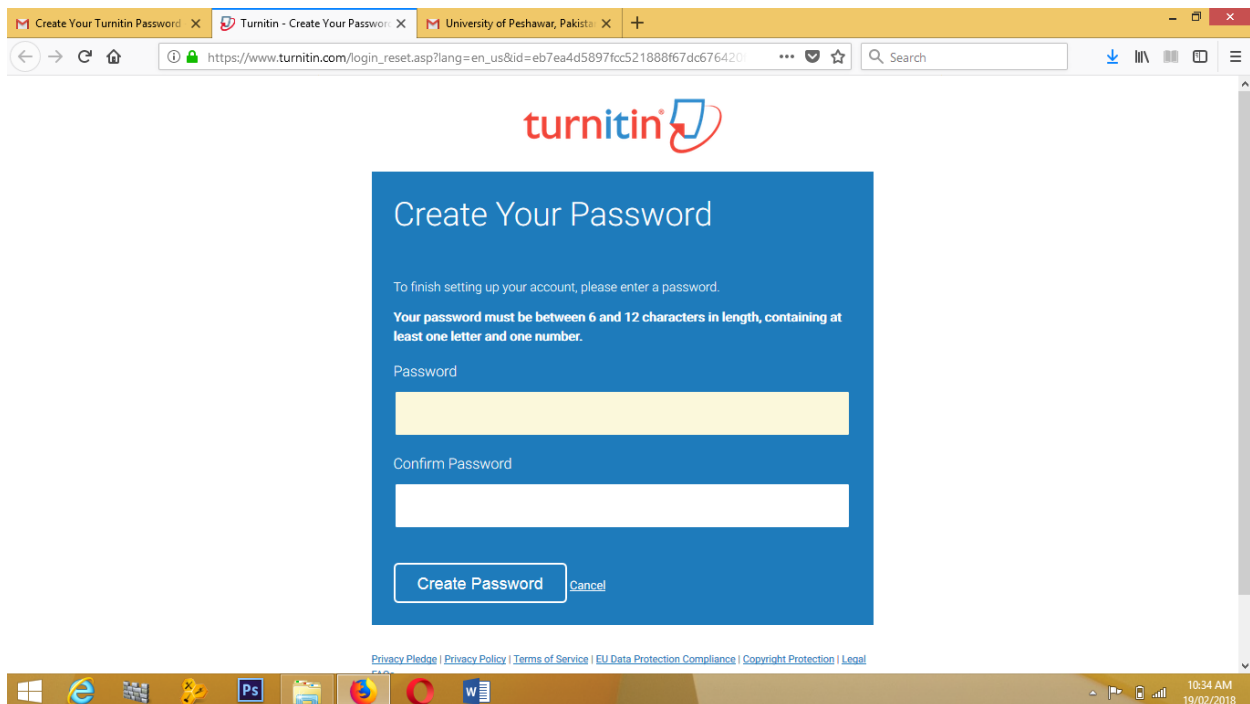
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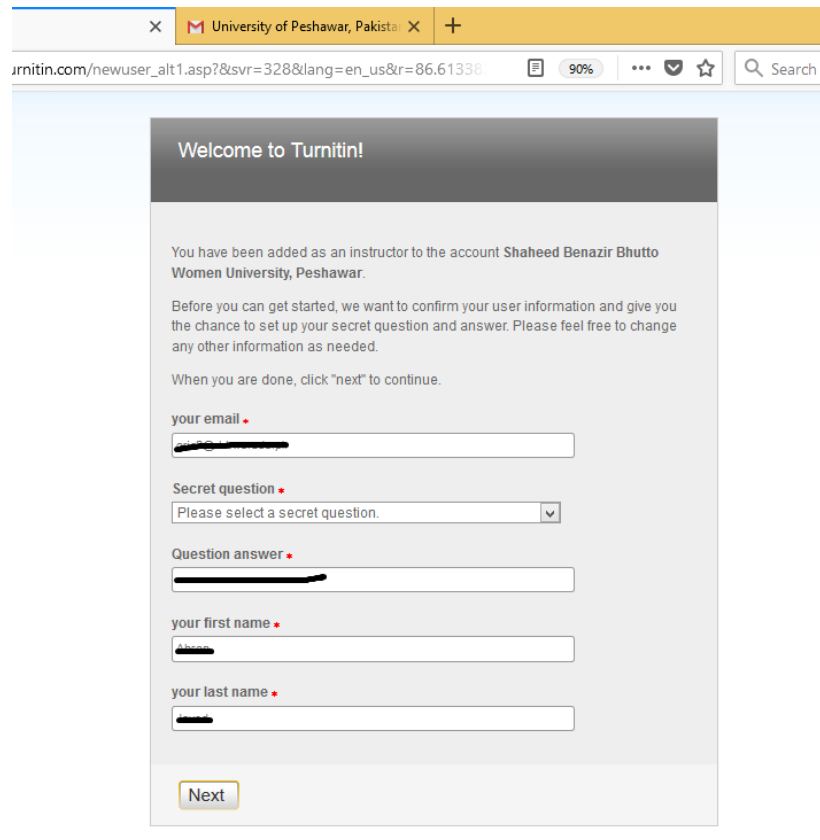
8. After completing the account request form, a validation email will be sent.
7. Click on the highlighted URL link to proceed further.



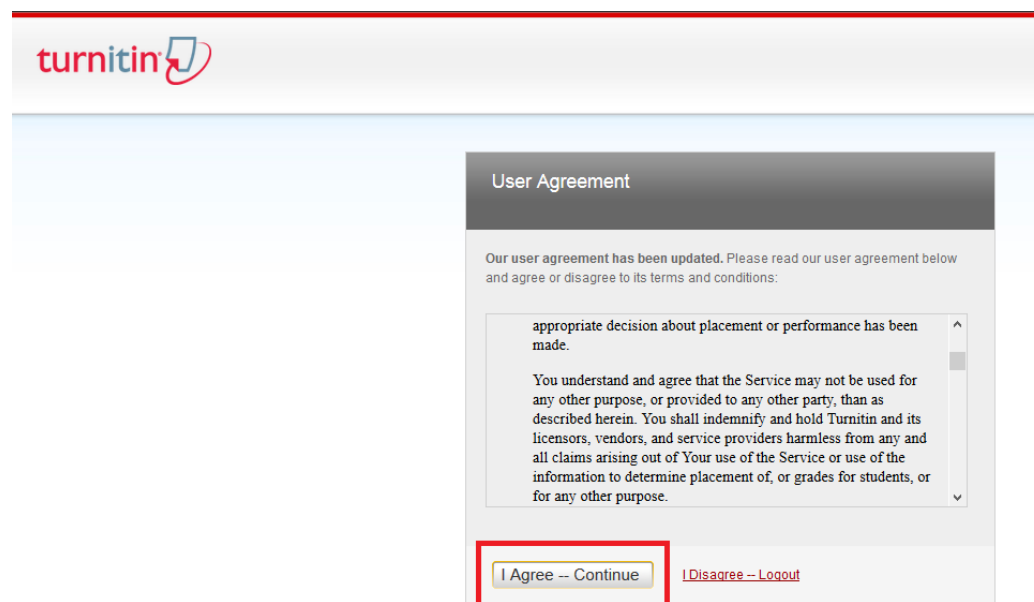
8. You will be prompted for password change. After setting password for your account, your account will be created finally and will be ready to use.



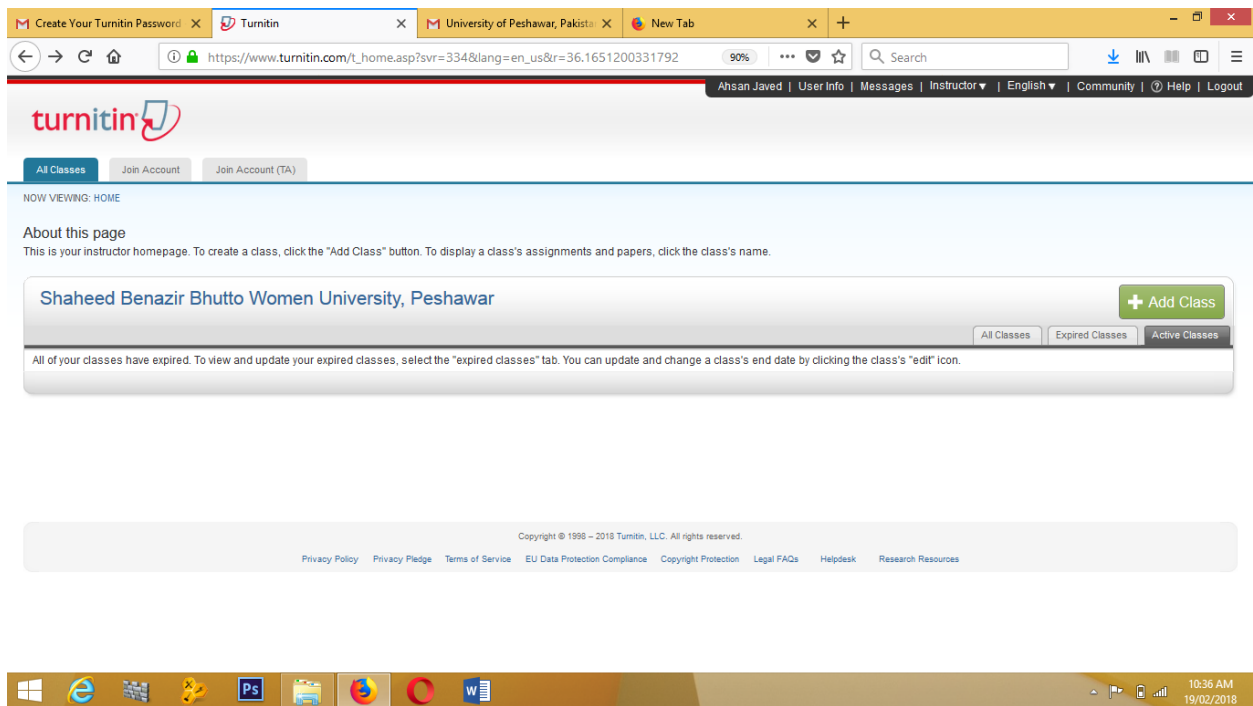
9. You have to fill out security questions needed in case of account password forgotten.



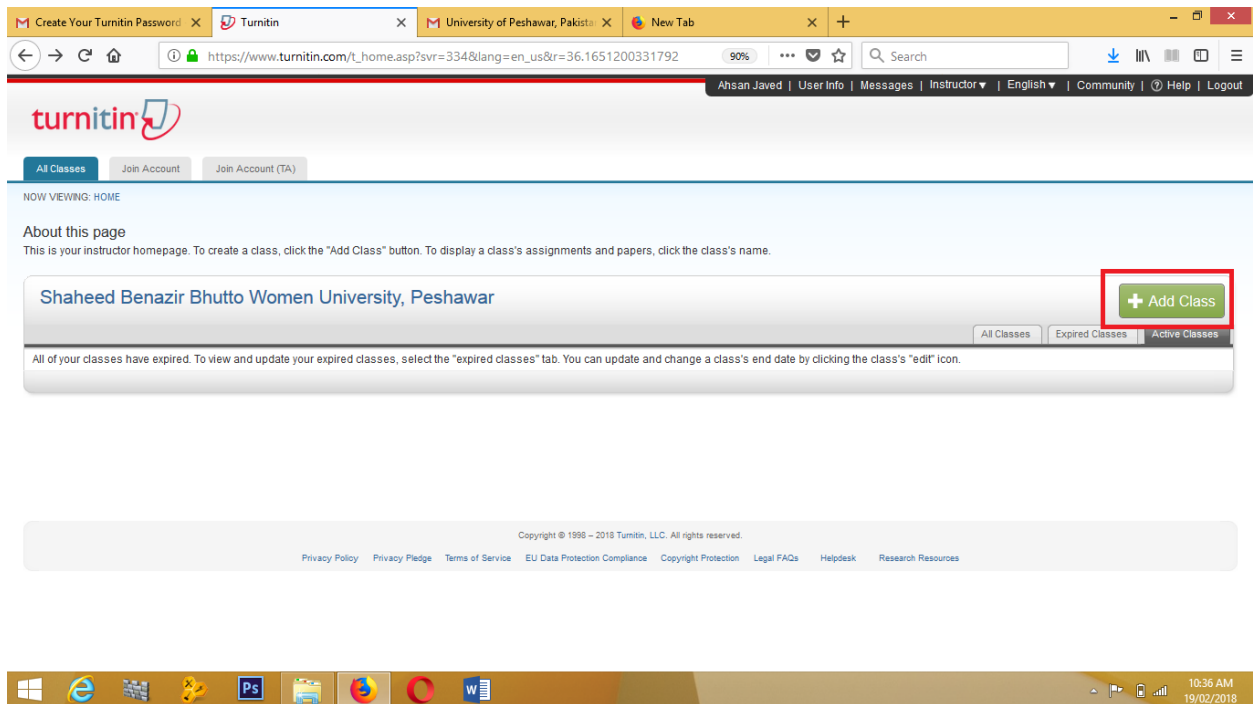
10. Click on **I Agree** button and this will forward you to your account home page.



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**).

The screenshot shows the 'Create a new class' form in the Turnitin interface. The form is titled 'Class settings' and contains the following fields:

- Class type:** A dropdown menu set to 'Standard'.
- Class name:** A text input field containing 'Department of Computer Science'.
- Enrollment key:** A text input field containing 'sbbwu'.
- Subject area(s):** A dropdown menu set to 'Computer Science/Programming'.
- Student level(s):** A dropdown menu set to 'Postgraduate'.
- Class start date:** A date field set to '19-Feb-2018'.
- Class end date:** A date field set to '23-Aug-2018'.

Below the form, there is a search bar with the text 'ahsan' and a search button. The bottom of the screenshot shows the Windows taskbar with various application icons and the system clock displaying '11:08 AM 19/02/2018'.

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

The screenshot shows the Turnitin main screen after a class has been created. The page displays a confirmation message: 'Congratulations! You have created the new class: Department of Computer Science. Your class ID is 17530591 and enrollment key is sbbwu.' Below this message, there is a section titled 'About this page' which states: '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.'

The main content area shows the university name 'Shaheed Benazir Bhutto Women University, Peshawar' and a green '+ Add Class' button. Below this, there is a table with the following columns: Class ID, Class name, Status, Statistics, Edit, Copy, and Delete. The table contains one row with the following data:

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

The 'Class name' cell is highlighted with a red rectangle. The bottom of the screenshot shows the Windows taskbar with various application icons and the system clock displaying '11:09 AM 19/02/2018'.

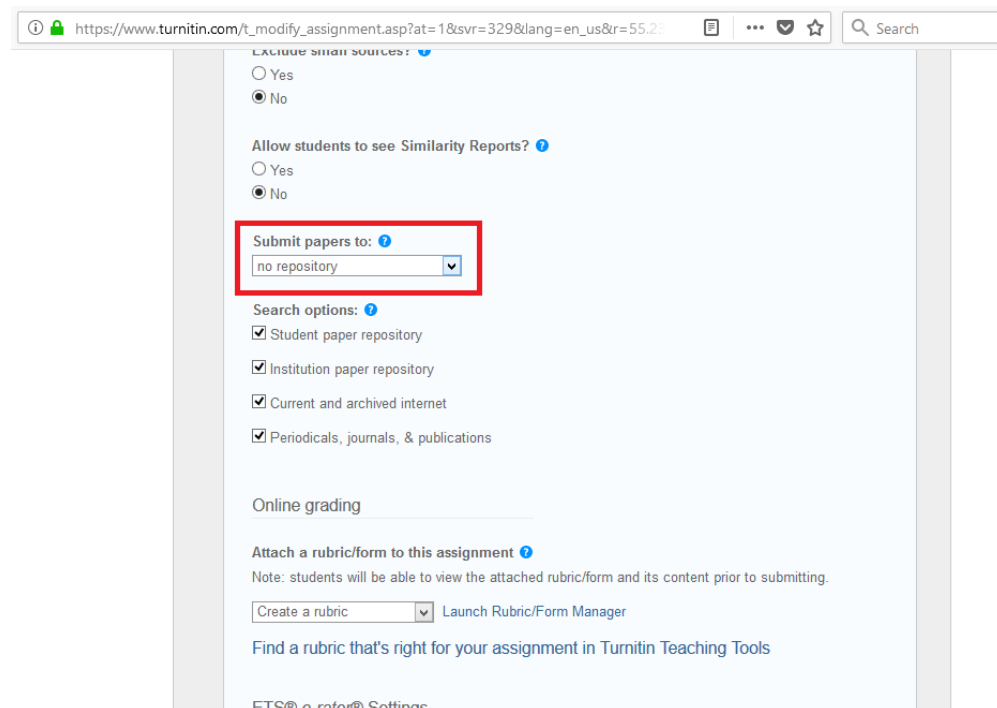
14. Click on **Add Assignment** class to add an assignment.

The screenshot shows the Turnitin interface for a class named 'Department of Computer Science'. At the top, there's a navigation bar with links like 'Assignments', 'Students', 'Grade Book', etc. Below this, a message states: 'Before you or your students can submit a paper, you first need to create an assignment.' On the right side of this message, a green button with a white plus icon and the text '+ Add Assignment' is highlighted with a red rectangular box. The bottom of the page shows 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 displays the 'New Assignment' form in Turnitin. The 'Assignment title' field, which contains the text 'MS Computer Science', is highlighted with a red box. To the right of this field is a green checkmark icon. Below the title field is a 'Point value' field with a yellow background and the word 'Optional' underneath it. Further down, 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 options 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 box. A 'Submit' button is located at the very bottom of the form. The background shows the same Turnitin interface as the previous screenshot.

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)



https://www.turnitin.com/t_modify_assignment.asp?at=1&svr=329&lang=en_us&r=55.23

Exclude similar sources? [?](#)

☐ Yes

☒ No

Allow students to see Similarity Reports? [?](#)

☐ Yes

☒ No

Submit papers to: [?](#)

no repository

Search options: [?](#)

☒ Student paper repository

☒ Institution paper repository

☒ Current and archived internet

☒ Periodicals, journals, & publications

Online grading

Attach a rubric/form to this assignment [?](#)

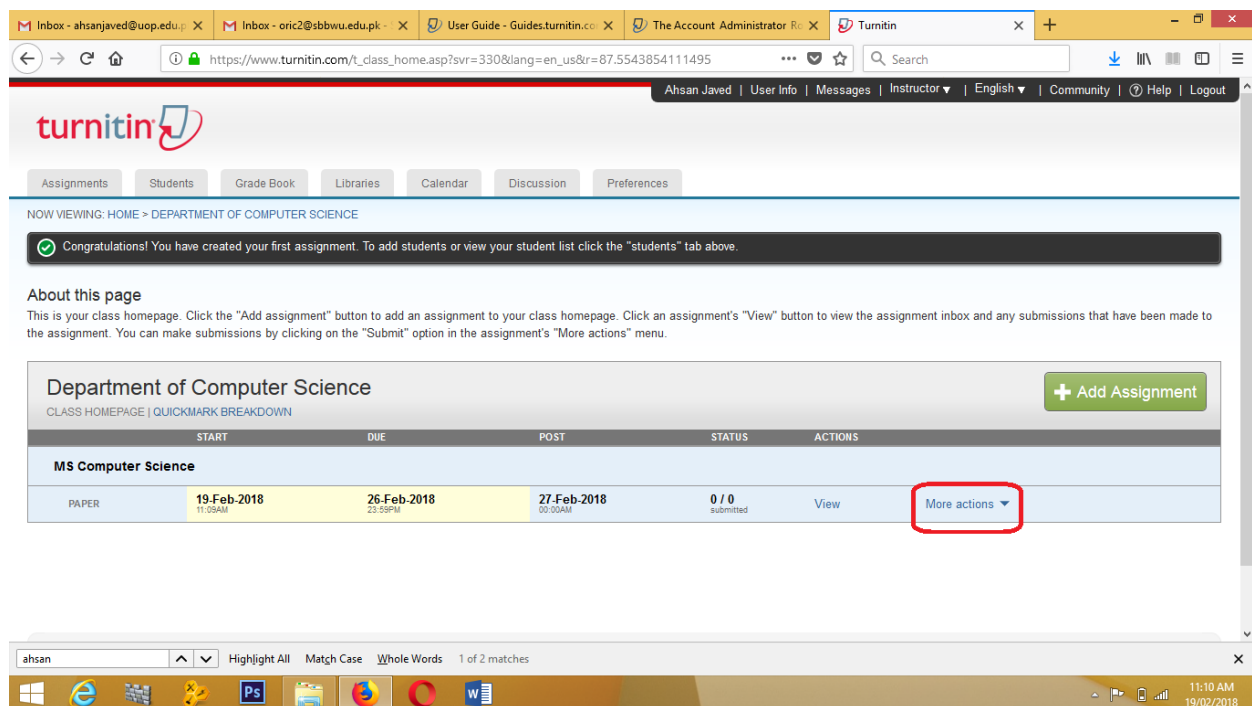
Note: students will be able to view the attached rubric/form and its content prior to submitting.

Create a rubric [?](#) Launch Rubric/Form Manager

[Find a rubric that's right for your assignment in Turnitin Teaching Tools](#)

ETS® e-rater® Settings

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.



Inbox - ahsanjaved@uop.edu.pk X Inbox - oric2@sbbwu.edu.pk X User Guide - Guides.turnitin.co X The Account Administrator R X Turnitin X

https://www.turnitin.com/t_class_home.asp?svr=330&lang=en_us&r=87.5543854111495

Ahsan Javed | User Info | Messages | Instructor | English | Community | Help | Logout

turnitin

Assignments Students Grade Book Libraries Calendar Discussion Preferences

NOW VIEWING: HOME > DEPARTMENT OF COMPUTER SCIENCE

✓ Congratulations! You have created your first assignment. To add students or view your student list click the "students" tab above.

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.

Department of Computer Science

CLASS HOMEPAGE | QUICKMARK BREAKDOWN

+ Add Assignment

	START	DUE	POST	STATUS	ACTIONS
MS Computer Science					
PAPER	19-Feb-2018 11:09AM	26-Feb-2018 23:58PM	27-Feb-2018 00:00AM	0 / 0 submitted	View More actions

ahsan Highlight All Match Case Whole Words 1 of 2 matches

11:10 AM 19/02/2018

18. Click on submit file button.

The screenshot shows the Turnitin interface for an instructor. At the top, there's a navigation bar with tabs for Assignments, Students, Grade Book, Libraries, Calendar, Discussion, and Preferences. Below this, a message states: "Congratulations! You have created your first assignment. To add students or view your student list click the 'students' tab above." The main heading is "About this page", followed by instructions on how to view papers and similarity reports. The assignment title "MS Computer Science" is displayed, along with a link to "NEW PAPERS". A red box highlights the "Submit File" button. Below the button is a table with columns: AUTHOR, TITLE, SIMILARITY, GRADE, RESPONSE, FILE, PAPER ID, and DATE. The table is currently empty. At the bottom, there's a message: "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 "Submit: Single File Upload" form. The form is divided into two main sections. The top section contains fields for: Author (a dropdown menu with "Non-enrolled student" selected, labeled 1), First name (a text box with "MARYAM" entered, labeled 2), Last name (a text box with "Anwar" entered, labeled 3), and Submission title (a text box with "Shareholders Wealth (A study on Cement sector of Pakistan)" entered, labeled 4). Below these fields is a message: "The file you are submitting will not be added to any repository." The bottom section is titled "What can I submit?" and contains a message: "Choose the file you want to upload to Turnitin:". Below this message are three buttons: "Choose from this computer" (labeled 5), "Choose from Dropbox", and "Choose from Google Drive".

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

The screenshot shows a web browser window with the Turnitin submission interface. The browser's address bar displays the URL: https://www.turnitin.com/t_submit.asp?r=7.29158472553983&svr=333&lang=en_us. The page contains a form with the following fields: "Last name" (filled with "Anwar"), "Submission title" (filled with "Shareholders Wealth (A study on Cement sector of Pakistan)"), and a file upload area where "nst.pdf" is listed. A message states: "The file you are submitting will not be added to any repository." Below the file list is a "Clear file" button. At the bottom of the form, there is a privacy notice and two buttons: "Upload" (highlighted with a red rectangle) and "Cancel".

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

The screenshot shows the Turnitin submission page after the file has been uploaded. The browser's address bar displays the URL: https://www.turnitin.com/t_submit.asp?r=7.29158472553983&svr=333&lang=en_us&aid=665. The page displays submission statistics: "Word count: 1541", "Character count: 7837", "Submission date: 19-Feb-2018 11:25AM (UTC+0500)", and "Submission ID: 918037937". Below the statistics is a privacy notice and two buttons: "Go to assignment inbox" (highlighted with a red rectangle) and "Submit another file".

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 multiple tabs. The active tab is Turnitin, displaying the URL https://www.turnitin.com/t_inbox.asp?aid=66566321&lang=en_us&session-id=04ac425df59bde. The page header includes the Turnitin logo and navigation links: Assignments, Students, Grade Book, Libraries, Calendar, Discussion, and Preferences. Below the header, the breadcrumb trail reads: NOW VIEWING: HOME > DEPARTMENT OF COMPUTER SCIENCE > MS COMPUTER SCIENCE. A section titled "About this page" explains the assignment inbox functionality. The main content area is titled "MS Computer Science" and "INBOX | NOW VIEWING: NEW PAPERS". It features a "Submit File" button and links for "Online Grading Report", "Edit assignment settings", and "Email non-submitters". A table lists the submitted papers:

<input type="checkbox"/>	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
<input type="checkbox"/>	Maryam Anwar	Impact Of Dividend Policy On Shareholder...	---		0		918037937	19-Feb-2018

At the bottom of the page, a search bar contains the text "ahsan", and the results show "1 of 2 matches". The Windows taskbar at the bottom displays the time as 11:25 AM on 19/02/2018.