



Turnitin.com provides a Web-based plagiarism-detection service available to all LSCC faculty and staff. Turnitin's database comprises over one million submitted papers, a digitized version of the Gutenberg Collection of Literary Classics, and numerous papers pulled from either the Internet or various "paper mills" (i.e., services that sell term papers). Detailed information, description of functions, and further instructions are available at the Turnitin website: <http://www.turnitin.com>

Creating Your User Profile

1. Register and create a user profile by clicking on the *create a user profile* link near the top right of the page, if you are a new user. Otherwise, log in at the top right of the page.
2. Select *instructor* from the pull-down menu, and then click *next*.
3. Enter the following information:
Turnitin account/class ID: (Get from Library Staff)
Turnitin join password:
4. Once you have joined the LSCC account, enter your **email address**. This address will comprise your user name, and will be used to log on. Click *next*.
5. Create a **password**, which must include at least one letter and one number, and must be between 6-12 characters long. Click *next*.
6. Select an answer to a secret question, and then enter your first and last names.
7. Review the agreement, and then click *I agree*.
8. Click on *log in to turnitin*.

Creating an Assignment

1. To create an assignment, click the *create a new assignment* link on the Class homepage.
2. On the next page, enter an assignment title.
3. Select a start- and due-date for the assignment. If desired, specify times as well. Students may begin submitting papers toward an assignment upon the start date, but will be blocked from doing so once the due date has passed.
4. Enter any special instructions regarding the assignment, in the text box.
5. Choose whether you want to receive Originality Reports for papers submitted. (The default is *yes*.)
6. Click *submit* to add the assignment to your Class homepage.

Assignment Inbox and Originality Reports

1. Each assignment has an Inbox containing the papers that have been submitted for that particular assignment. To open an assignment's Inbox, click on the icon in the Inbox column on your Class homepage
 2. Every paper submitted can be viewed online by clicking on its title in the Inbox. You may download a paper to your computer in file format, by clicking on the File icon.
 3. Originality Reports document potential plagiarism. Any text from a submitted paper that matches other text in the Turnitin database is linked to the original source from which the duplicated text emanates.
 4. To access any paper's Originality Report, click on the Report icon for the desired paper.
 5. To open an Originality Report, click the icon in the Report column. The Originality Report will open in a new window.
 6. The sources listed in an Originality Report include the Internet, various databases, and other student papers previously submitted to Turnitin.
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Creating a Class

1. Once you have logged in, an Instructor homepage will appear. From this page, most of your activity will occur.
2. Click on *add a class*, which appears to the right of *Lake-Sumter Community College*.
3. On the Class Creation page, enter a **class name** and an **enrollment password**. Your students will use this password to enroll in your class, so pick a password which is easy for them to remember, utilizing all lowercase letters. The end date is that on which the class expires (the default is 6 months).
4. To allow students to view their own Originality Reports, select *yes* from the pull-down menu.
5. Click *submit* to add the class to your homepage.
6. The class name should now appear in your Class list beneath your account. The number to the left of your class name is the **class ID**. Students will use this ID, together with the **enrollment password**, to enroll in your class.
7. Click on the name of your class, to open the Class homepage.

Submitting Papers

1. To submit a paper, select *file upload* from the Submission pull-down menu. On the Paper-submission page, enter the paper's title as well as your first and last names.
2. To ready the paper for submission, click the *browse* button and locate the document in your computer. (Turnitin accepts submissions in the following formats: MS Word, WordPerfect, RTF, PDF, PostScript, HTML, and plain text.)
3. Upon selecting the document, in a compatible format, click the *submit* button to upload the paper.
4. On the following page, you will be asked to confirm the text for submission. Following evaluation and approval of the text, click *yes, submit* to complete the submission process.