



User guide Turnitin & Turnitin Draft Coach

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2025



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INSTRUCTIONS FOR STUDENTS

To create an account on **Turnitin**, click **New user**



Log in to Turnitin

Email address

Password

Log in

Or



Sign in with Google



Log in with Clever

Forgotten your password? [Click here.](#)

Need more help? [Click here.](#)

New user? [Click here.](#)



[Privacy Policy](#)

We take your privacy very seriously. We do not share your details for marketing purposes with any external companies. Your information may only be shared with our third party partners so that we may offer our service.

And then click **Student**



Create a User Profile

All users must have a user profile to use the service. Please select how you will be using Turnitin:

- [Student](#) 
- [Teaching Assistant](#)
- [Instructor](#)

Existing user?

If you've used the service before, there is no requirement to create a new user profile. Log in [here](#) with your old credentials.

To register, you will need two details which you must request from your instructor: **a) the Class ID** and **b) the Enrollment key**.



Create a New Student Profile

Class ID Information

All students must be enrolled in an active class. To enroll in a class, please enter the class ID number and class enrollment key that you were given by your instructor.

Please note that the key and pincode are case-sensitive. If you do not have this information, or the information you are entering appears to be incorrect, please contact your instructor.

Class ID



Class enrollment key



User Information

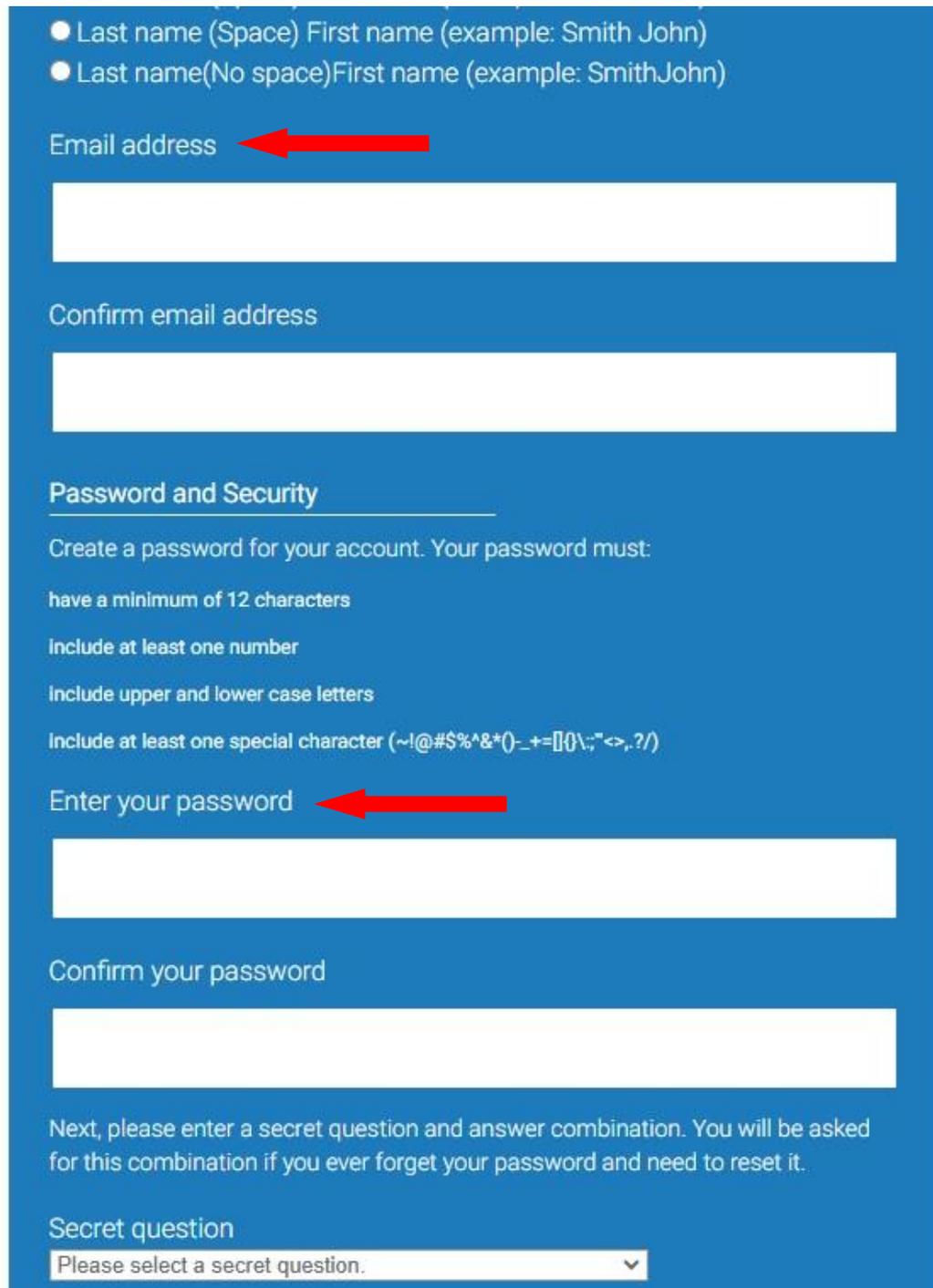
Your first name

Your last name

Display names as

First name (Space) Last name (example: John Smith)

After entering these details and your **full name**, in Greek for users from the campuses of Serres, Kilkis, and Katerini, and in Latin characters for users from the Sindos and Thermi campuses, proceed by entering your **institutional email address** and creating a **password**.



● Last name (Space) First name (example: Smith John)
● Last name(No space)First name (example: SmithJohn)

Email address 

Confirm email address

Password and Security

Create a password for your account. Your password must:

- have a minimum of 12 characters
- include at least one number
- include upper and lower case letters
- include at least one special character (~!@#\$%^&*()-_+=[]{}|;:'"<>.,?/)

Enter your password 

Confirm your password

Next, please enter a secret question and answer combination. You will be asked for this combination if you ever forget your password and need to reset it.

Secret question
Please select a secret question. 

Finally, click **I Agree -- Create Profile**

Question answer

User Agreement

Please read our user agreement below. Select "I agree" to complete your user profile.

Turnitin End-User License Agreement

***Users who are not in the European Union refer to Section A only.**

****Users in the European Union refer to Section B.**

Δεν είμαι ρομπότ


reCAPTCHA
Απόρρητο - Όροι

I Agree -- Create Profile [I Disagree -- Cancel Profile](#)

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Log in to your **account** to **submit** your assignment.



Log in to Turnitin

Email address

sofia@ihu.gr

Password

.....

Log in



Or



Sign in with Google



Log in with Clever

Forgotten your password? [Click here.](#)

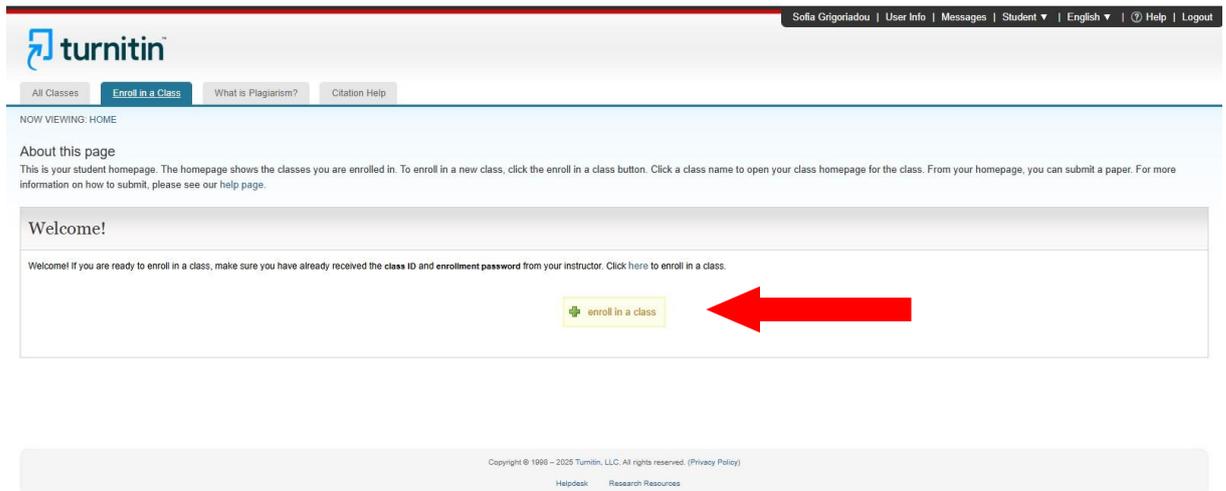
Need more help? [Click here.](#)

New user? [Click here.](#)

[Privacy Policy](#)

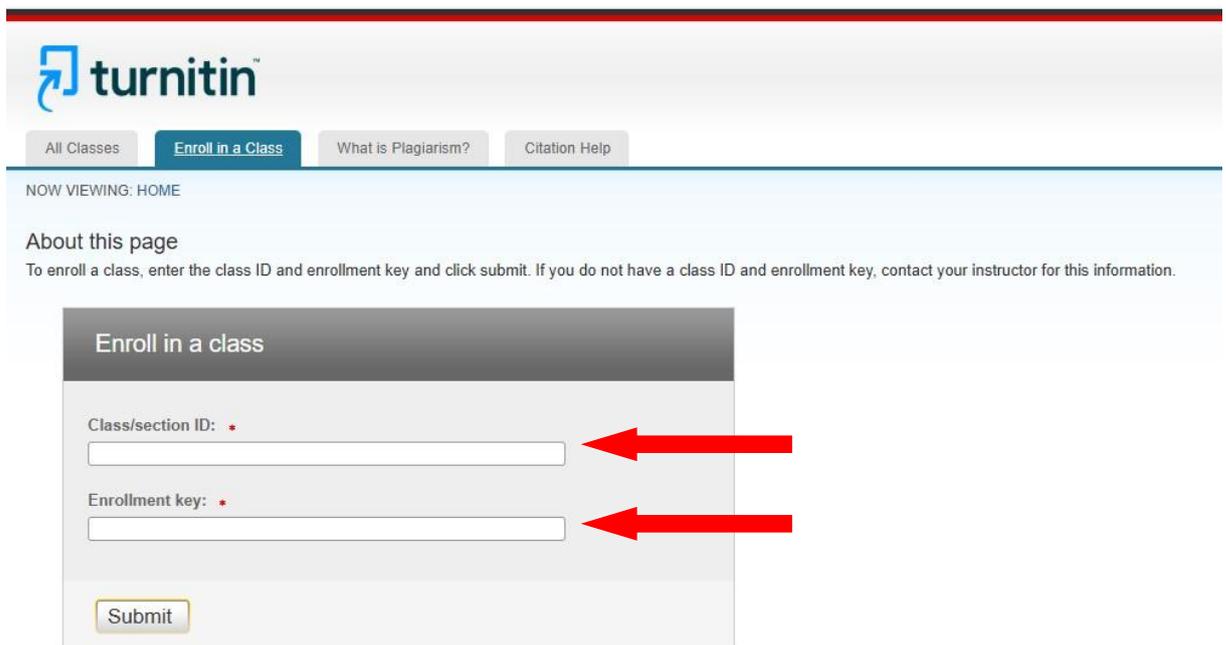
We take your privacy very seriously. We do not share your details for marketing purposes with any external companies. Your information may only be shared with our third party partners so that we may offer our service.

Select the Class



The screenshot shows the Turnitin student homepage. At the top right, there is a navigation bar with links for 'Sofia Grigoriadou', 'User Info', 'Messages', 'Student', 'English', 'Help', and 'Logout'. Below this is the Turnitin logo and a navigation menu with 'All Classes', 'Enroll in a Class', 'What is Plagiarism?', and 'Citation Help'. The main content area is titled 'NOW VIEWING: HOME' and 'About this page'. It contains a 'Welcome!' message and a paragraph of instructions. A yellow button labeled 'enroll in a class' is prominently displayed, with a large red arrow pointing to it from the right. At the bottom, there is a footer with copyright information and links for 'Helpdesk' and 'Research Resources'.

And fill in the **Class ID** and the **Enrollment key** provided by your instructor.



The screenshot shows the 'Enroll in a class' form on the Turnitin website. The form has a title bar 'Enroll in a class' and two input fields: 'Class/section ID: *' and 'Enrollment key: *'. Both input fields are empty and have a red arrow pointing to them from the right. Below the input fields is a 'Submit' button. The background of the page is the same as the previous screenshot, showing the Turnitin logo and navigation menu.

Choose the Assignment title and upload your file.

turnitin

Sofia Grigoriadou | User Info | Messages | Student | English | Community | Help | Logout

Class Portfolio | My Grades | Discussion | Calendar

NOW VIEWING: HOME > BUSINESS2025 > CLASS HOME

Class Homepage

This is your Class Homepage. To access more information about the assignment, click the "Open" button.

BUSINESS2025			
Assignment Title	Assignment Type	Dates	
Business administration	PAPER	Start	Mar 4, 2025 10:10 AM
		Due	Mar 11, 2025 10:10 AM
		Post	Mar 11, 2025 10:10 AM
Total Quality Management	PAPER	Start	Mar 4, 2025 9:33 AM
		Due	Mar 11, 2025 9:33 AM
		Post	Mar 11, 2025 9:33 AM

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Resubmission, review, and other access permissions are set by the instructors.

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Sofia Grigoriadou | User Info | Messages | Student | English | Community | Help | Logout

Class Portfolio | My Grades | Discussion | Calendar

NOW VIEWING: HOME > BUSINESS2025 > BUSINESS ADMINISTRATION

About this page

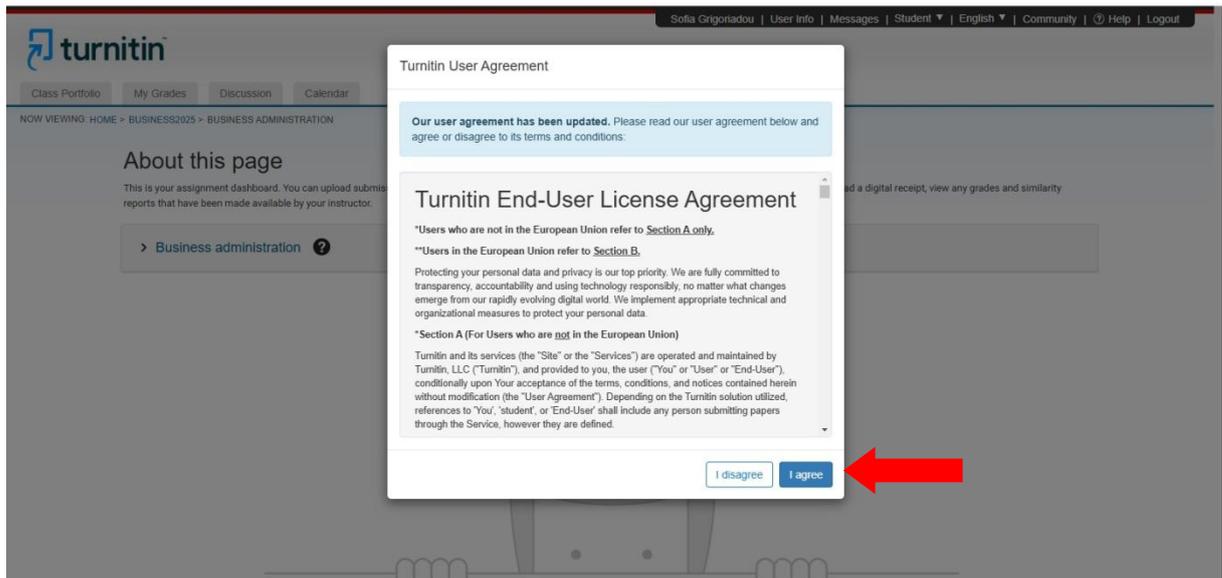
This is your assignment dashboard. You can upload submissions for your assignment from here. When a submission has been processed you will be able to download a digital receipt, view any grades and similarity reports that have been made available by your instructor.

> Business administration ?

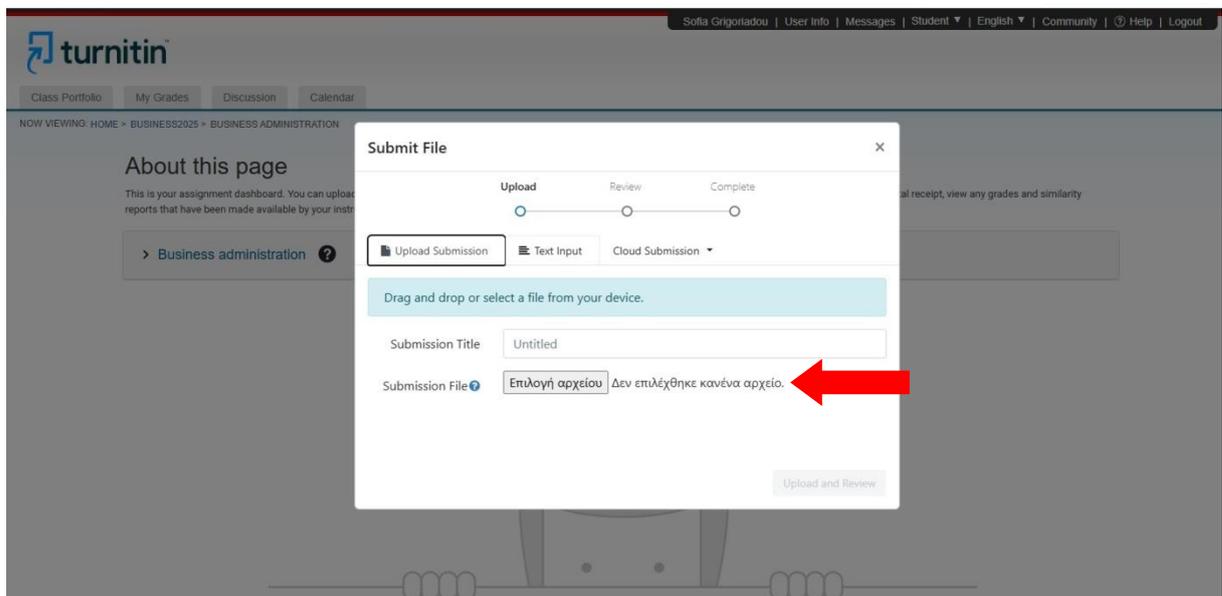
Upload Submission

https://www.turnitin.com/s_home.asp?lanq=en_us

After clicking **I agree** to accept Turnitin's terms of use,



A **form** will appear allowing you to **select** and upload your **assignment file**.

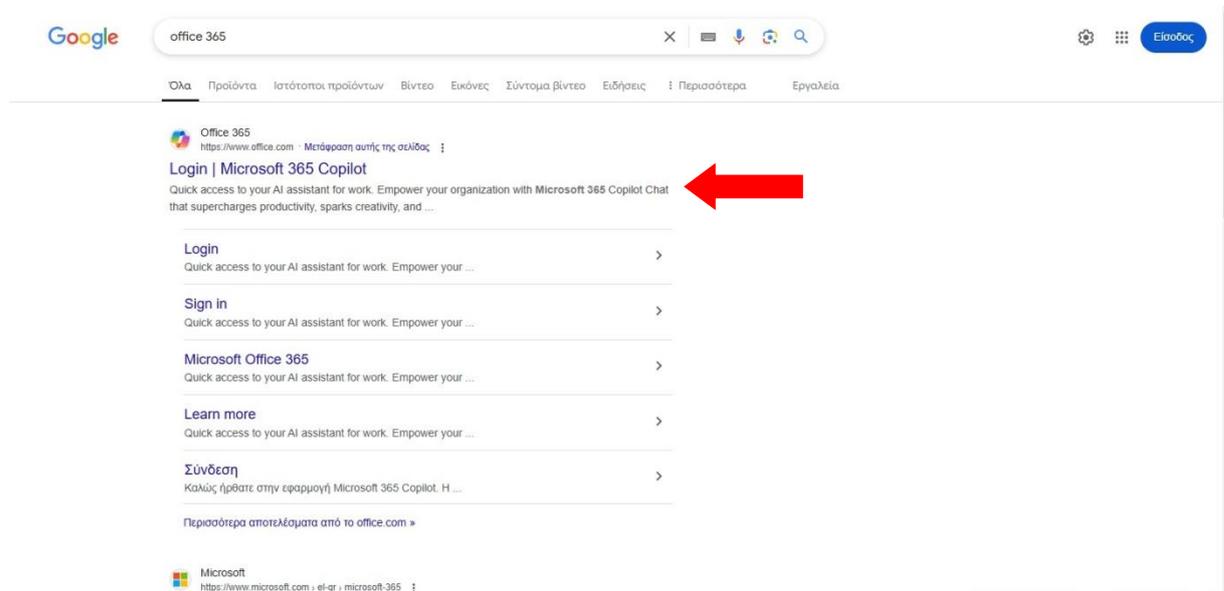


INSTRUCTIONS FOR USING TURNITIN DRAFT COACH

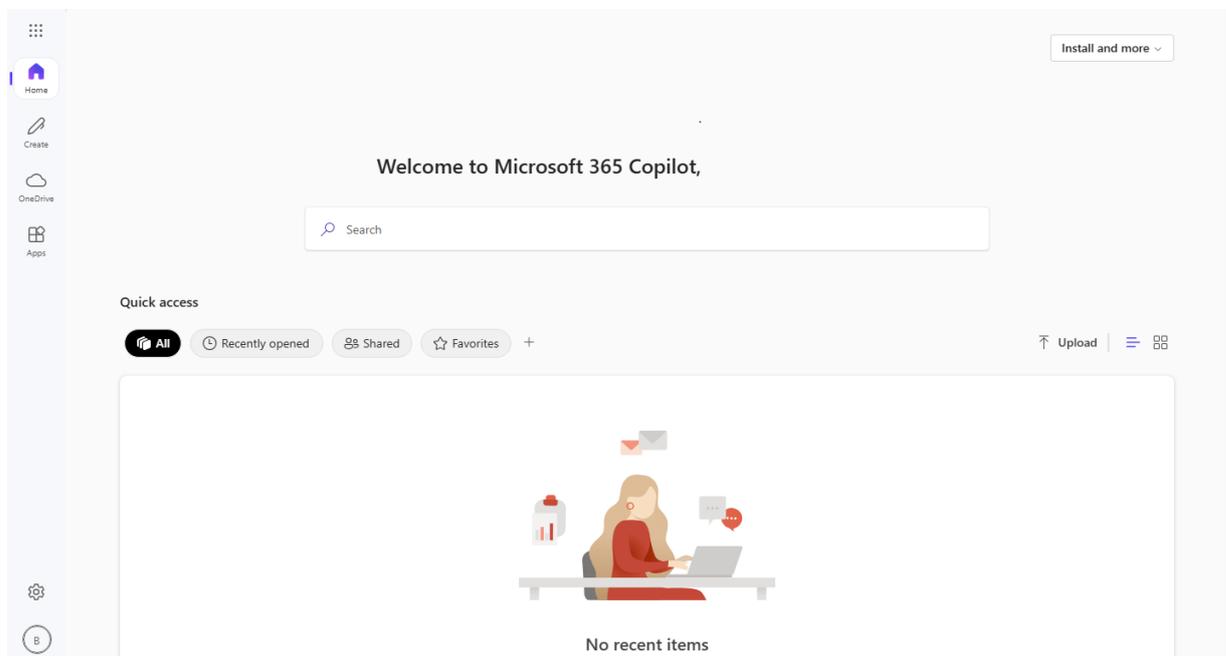
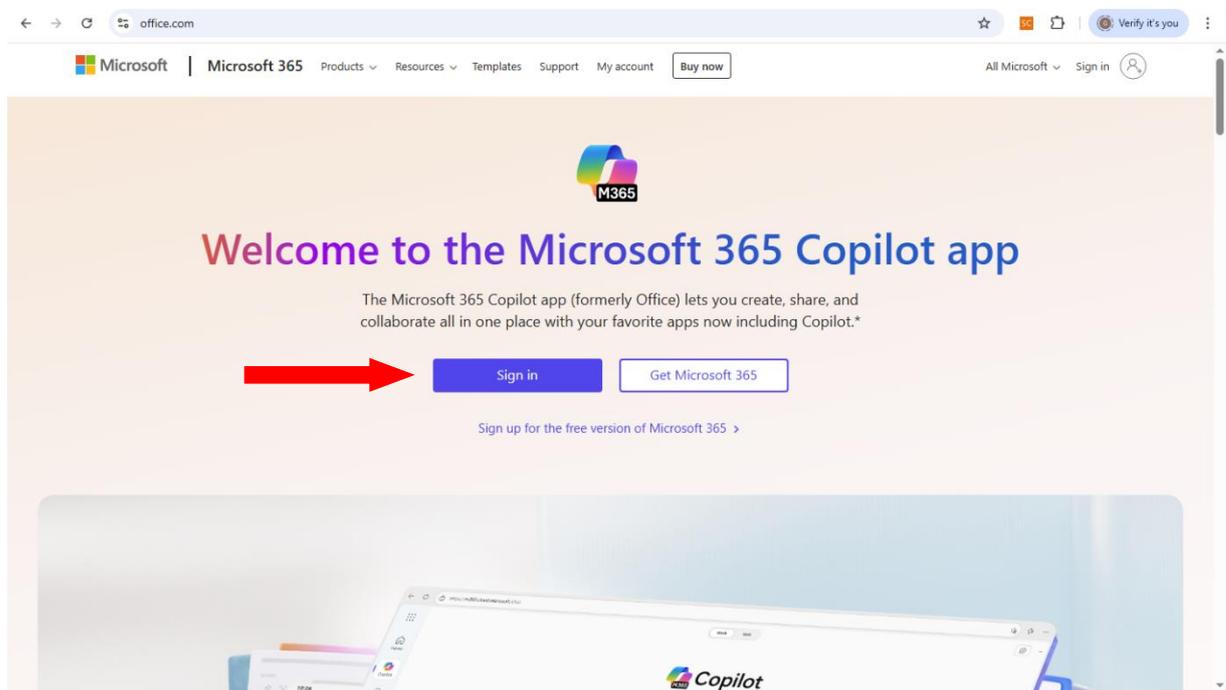
Turnitin Draft Coach can be used by students as an add-in to Microsoft Word Online. Access is provided via the **Microsoft 365** portal, allowing you to check your text.

Note! It is not available for the desktop version of Microsoft Word.

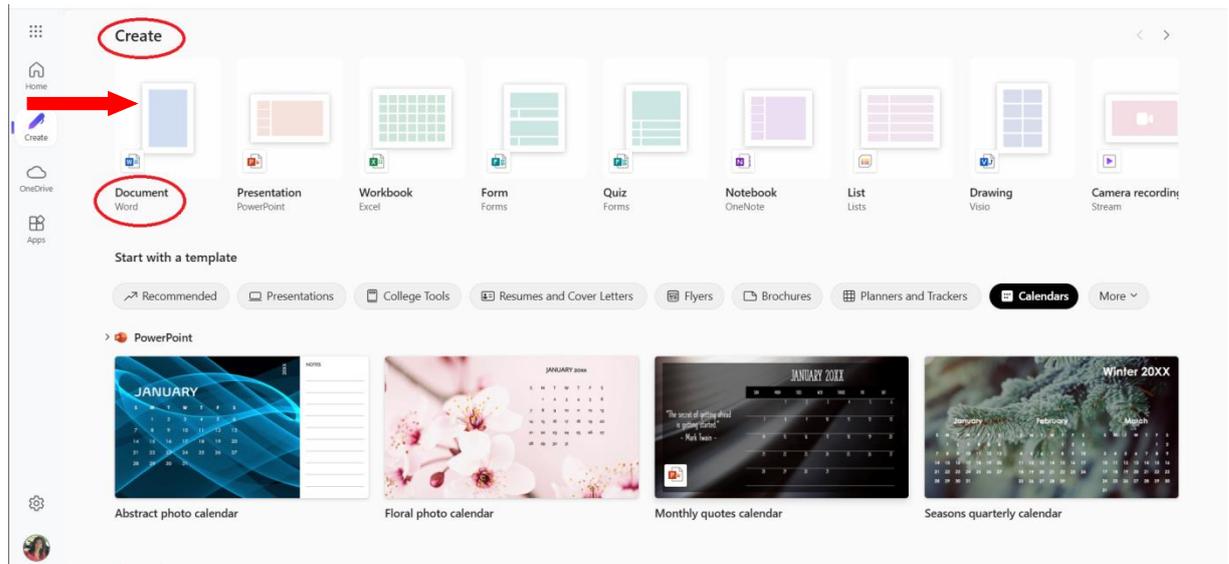
To use **Turnitin Draft Coach**, **create a Turnitin account** and install the add-in in Microsoft Word Online. Installation is done only once.



Log in to the **Microsoft Office 365** page using your **institutional credentials**.

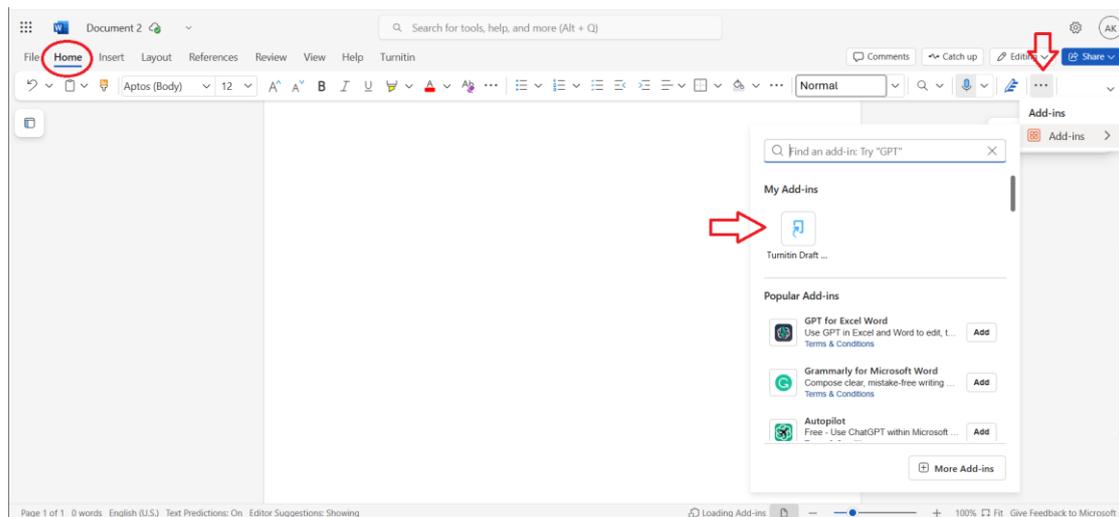


Open a new blank document in Word

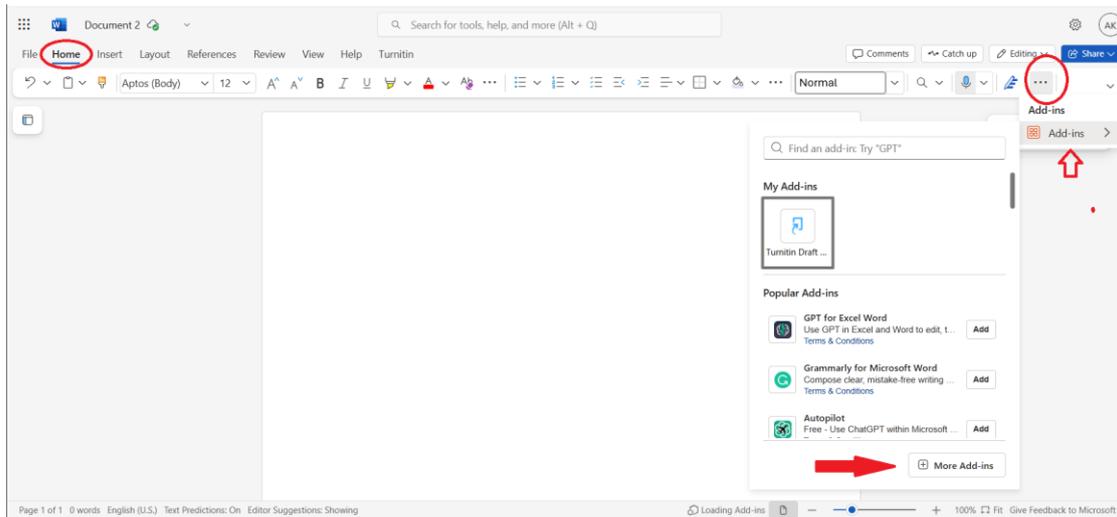


Go to **Home** and then **Add-ins**

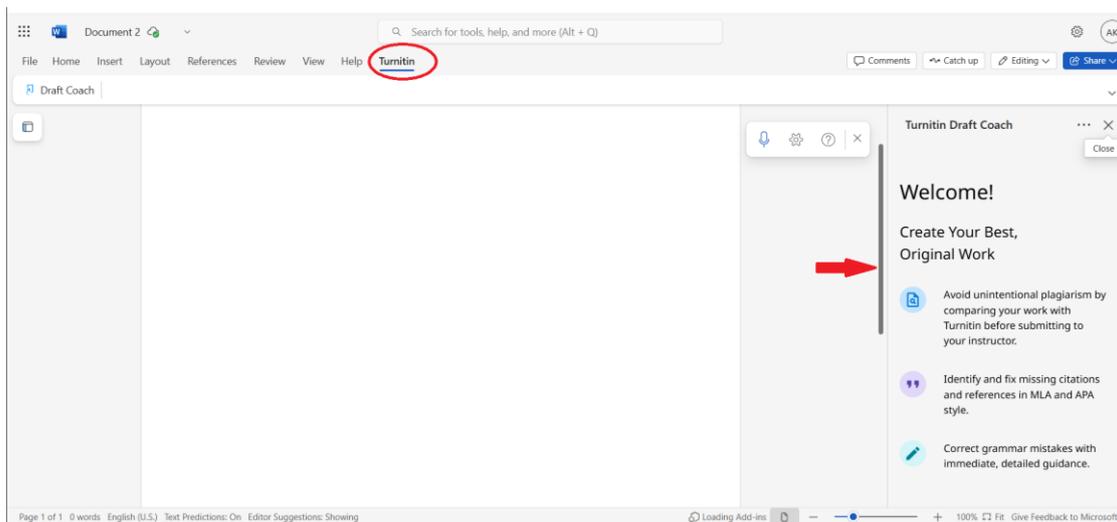
If **Draft Coach** does not appear, refresh the page



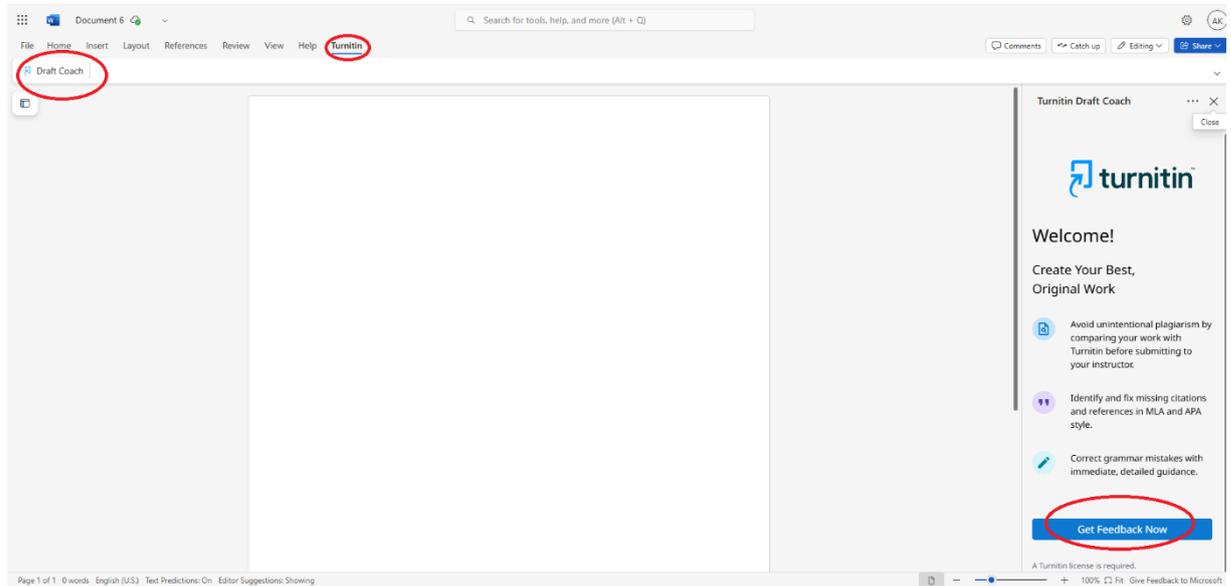
Otherwise, click **More Add-ins** and search for **Draft Coach**



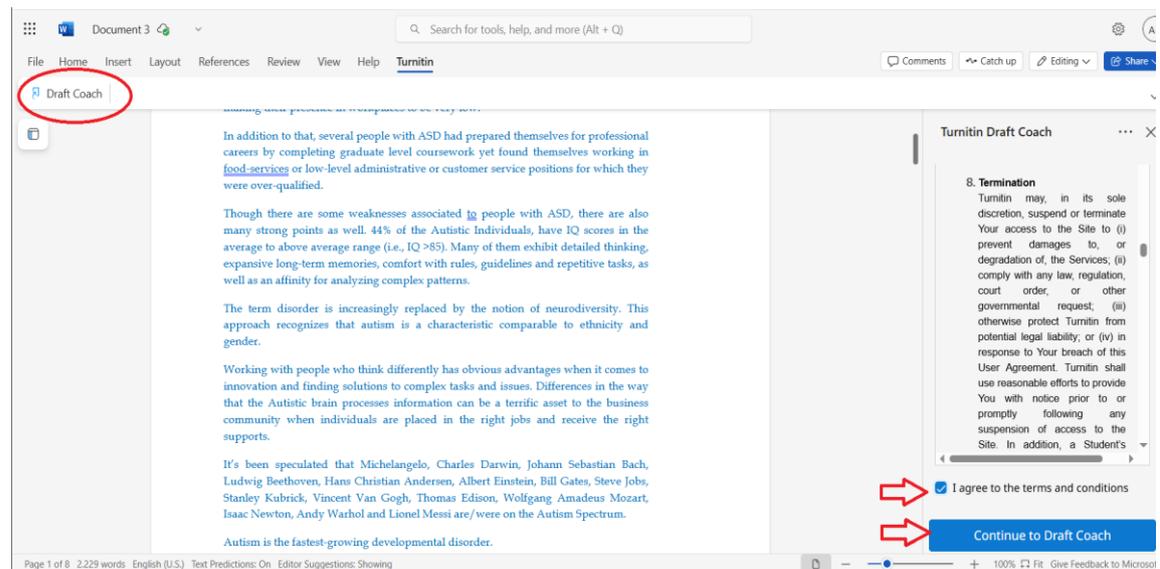
Once added, the **Turnitin Draft Coach** panel will appear on the right side of your document and will also be available from the menu bar.



To run a check on your paper: i) open Draft Coach add-in, ii) in the panel on the right, click **Get Feedback Now**.

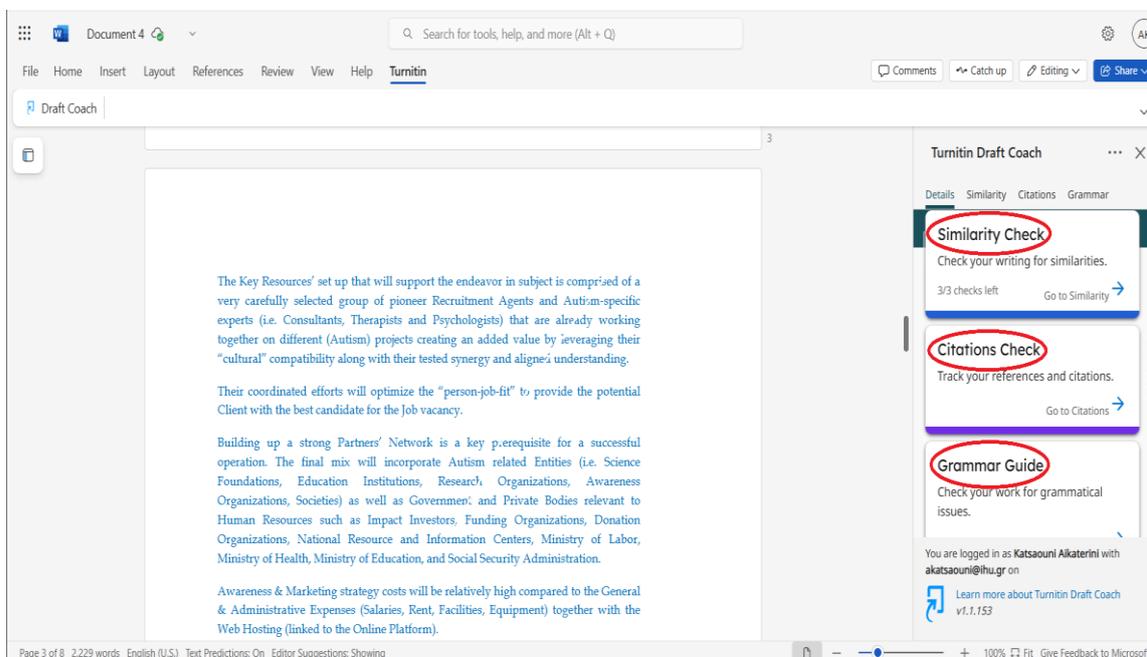


Accept the terms and click **Continue to Draft Coach**.



In the panel that appears you will see three available tools:

- 1. Similarity Check**
- 2. Citations Check**
- 3. Grammar Guide**



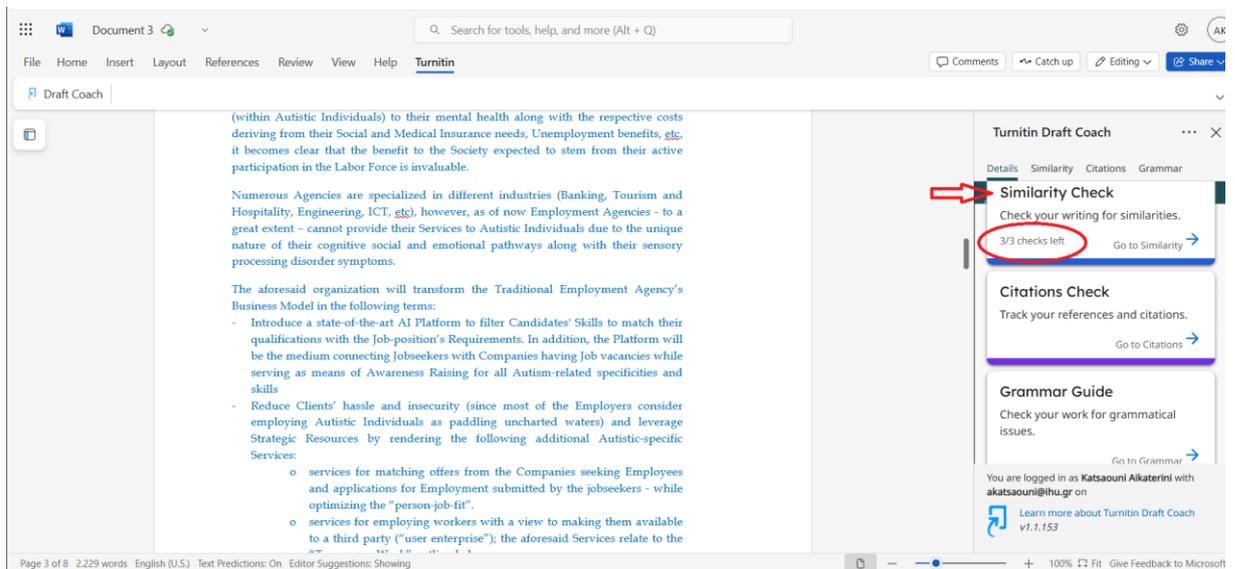
Important notes:

- 🚩 Reports are visible only to the person using Draft Coach
- 🚩 You may perform up to three (3) Similarity Checks per document
- 🚩 Unlimited Citations Checks are allowed
- 🚩 Unlimited Grammar Checks are allowed
- 🚩 Similarity Checks can be run on texts in Greek and English, but Grammar Checks only on texts in English

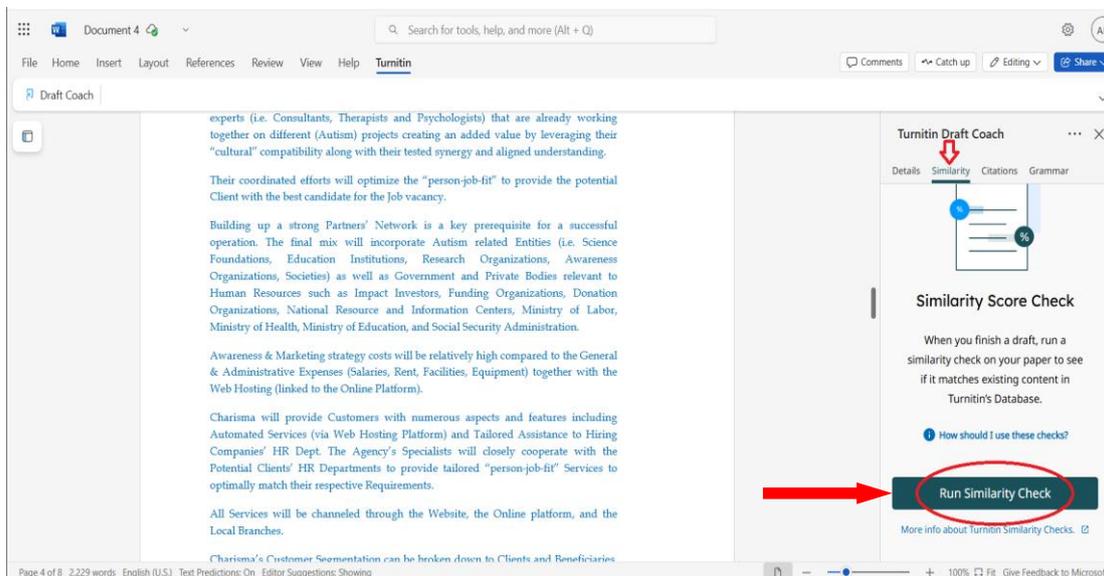
Similarity Check

To run a **Similarity Check**, click **Similarity Check** on the right-handed panel

You may run the Similarity Check a total of three (3) times per document.

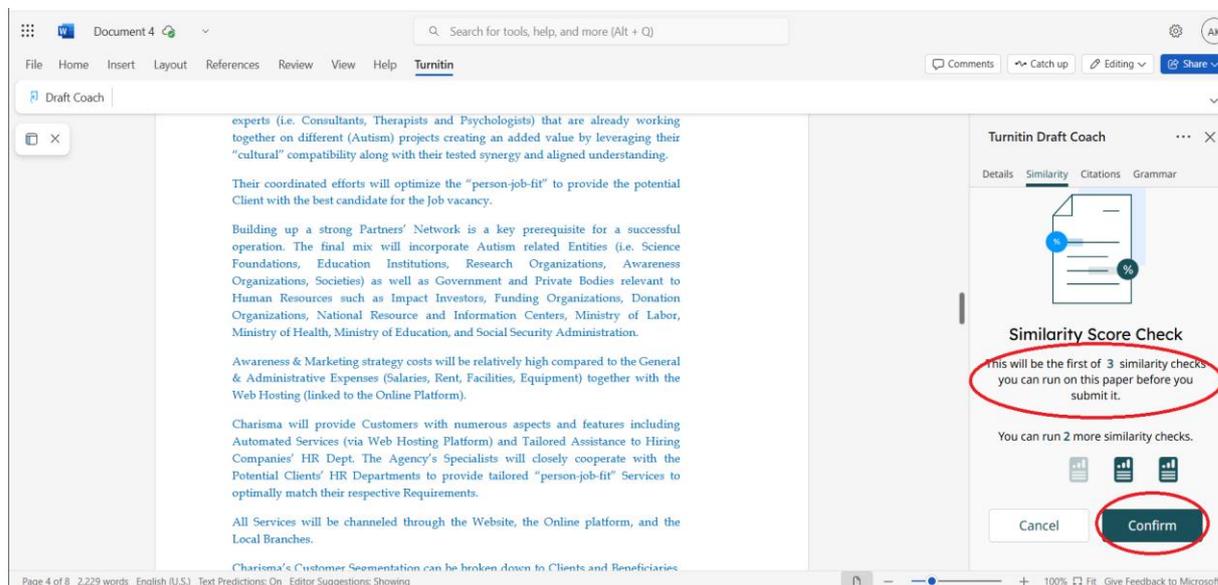


Then click **Run Similarity Check**



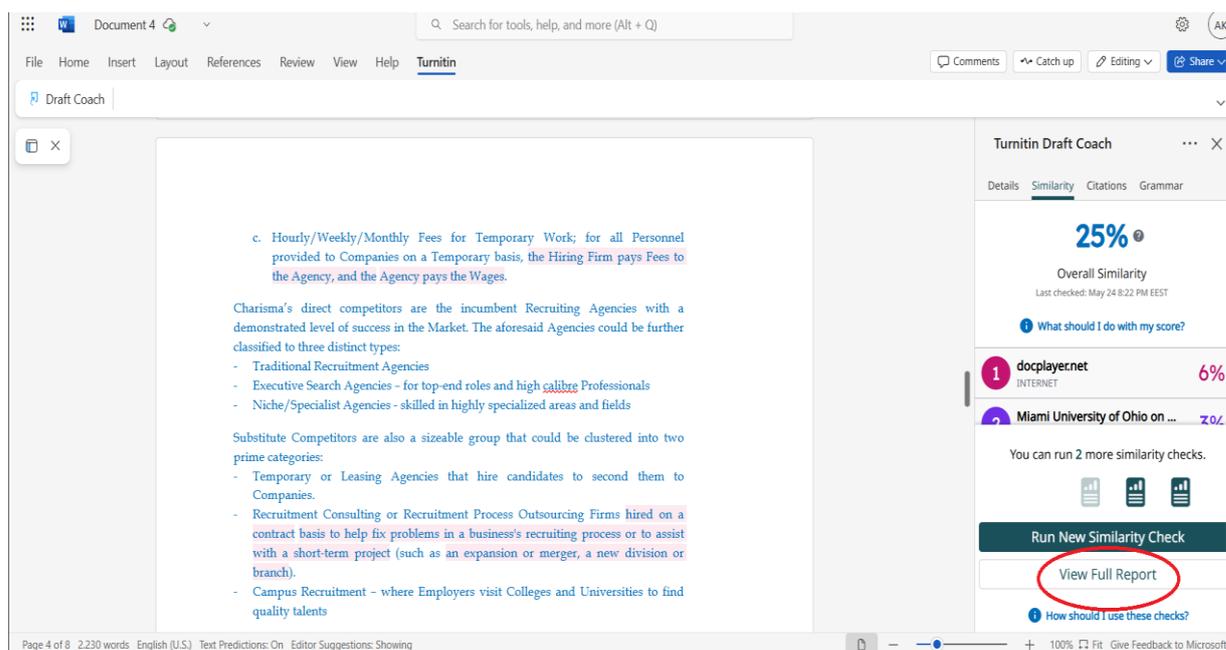
A message will notify you how many checks you have remaining.

Click **Confirm** to proceed or click **Cancel** to continue editing without checking



Note: It is **recommended** not to make changes to your document while the similarity check is running. You can edit it once the check is complete.

After running at least on check, you can view the full report by clicking **View Full Report**.



A new tab will open showing your **Similarity Report**, highlighting any **matched texts using color codes**.

This report does not alter your document. You may print or download it.

The screenshot shows a document editor interface. The main document area on the left contains Greek text. The right sidebar displays a similarity report with the following details:

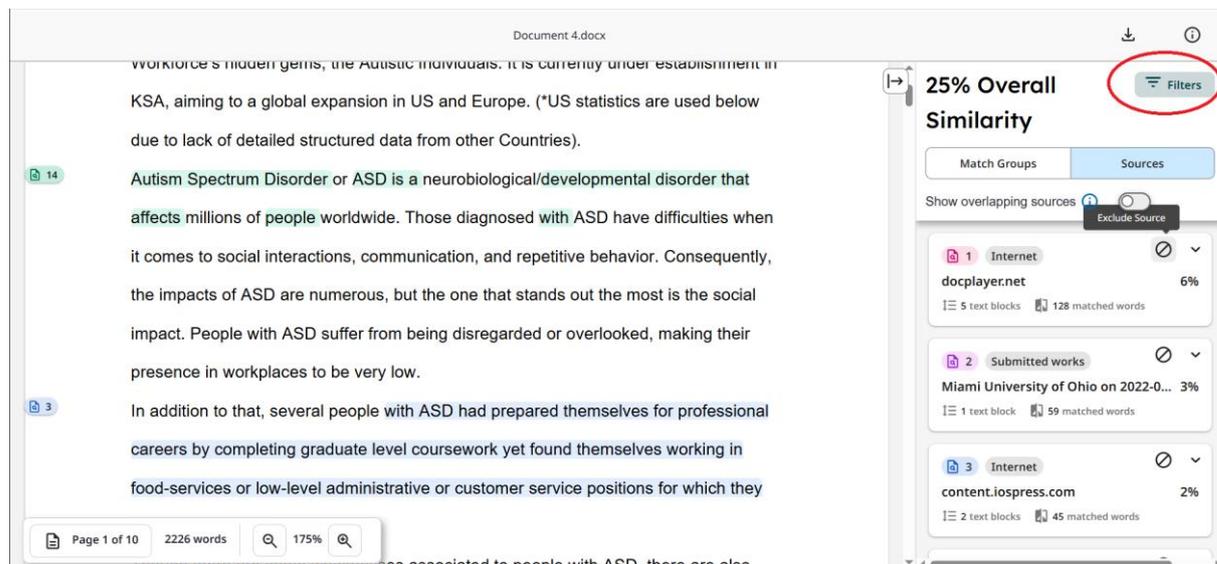
- 12% Overall Similarity**
- Sources** (Show overlapping sources):
 - 1 Submitted works: Graduate Technological Education Institute of Pirae... 4% (1 text block, 8 matched words)
 - 2 Internet: www.scribd.com 4% (1 text block, 8 matched words)
 - 3 Submitted works: Graduate Technological Education Institute of Pirae... 3% (1 text block, 6 matched words)

At the bottom of the document editor, a status bar shows: Page 1 of 1, 188 words, and a search magnifying glass icon with 167%.

Excluding content in the full report (View Full report)

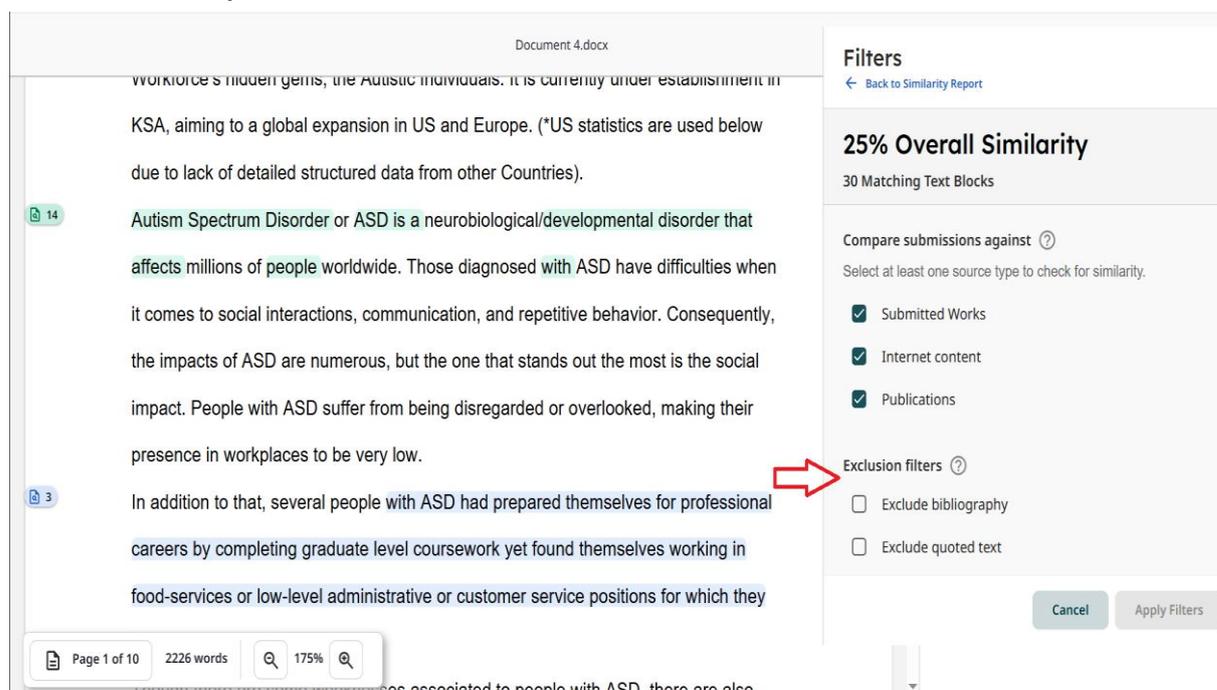
You can choose to **exclude certain content** from the Similarity Report, such as: **bibliography, citations, quoted text**.

In this case, when viewing the full Similarity Report (View Full report), select **Filters**.



The screenshot shows a document titled "Document 4.docx" with a 25% Overall Similarity score. The interface includes a sidebar with a "Filters" button circled in red. The main content area displays text with highlighted matches. The sidebar also shows a list of sources: "Internet" (docplayer.net, 6%), "Submitted works" (Miami University of Ohio on 2022-0..., 3%), and "Internet" (content.iospress.com, 2%).

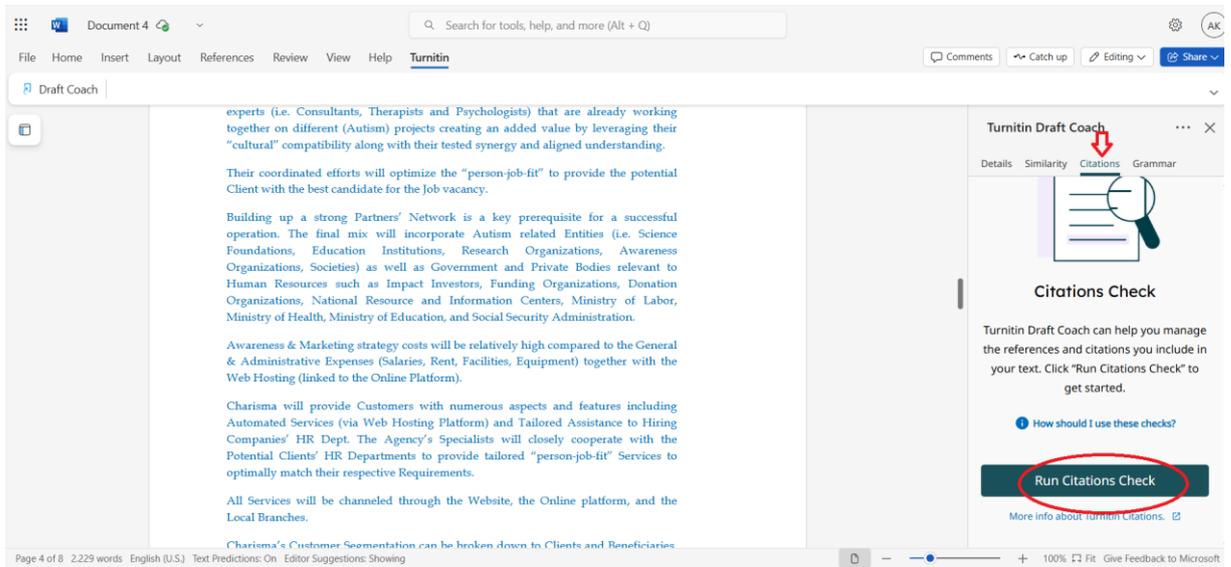
The **Exclusion Filters** section will appear, where you can select the types of the content you wish to exclude. Changes will be applied automatically.



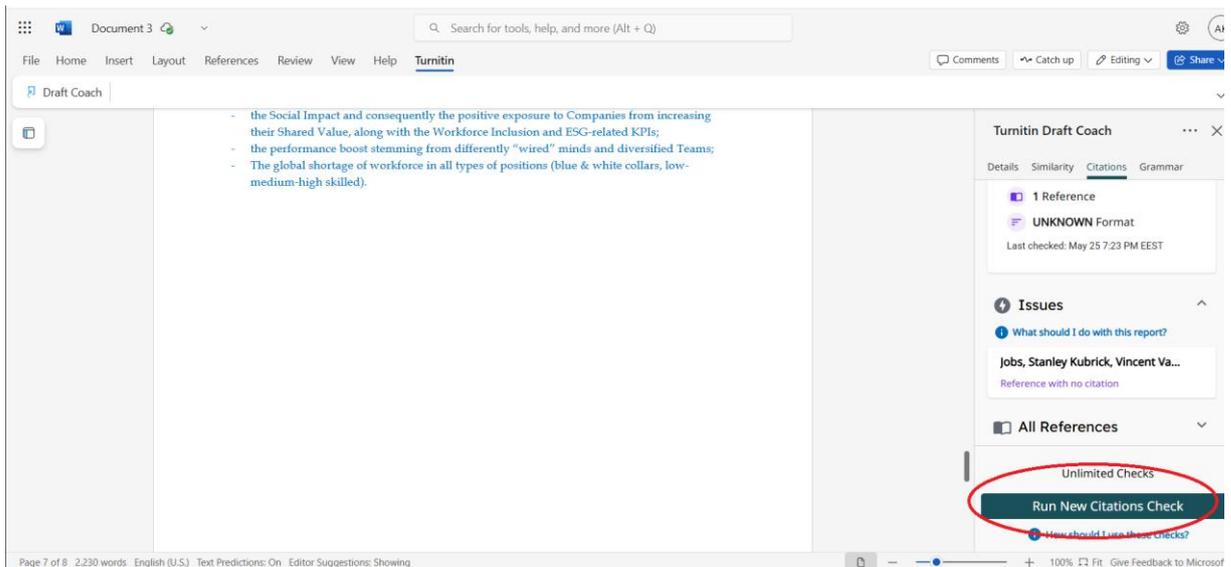
The screenshot shows the "Filters" section of the Similarity Report. The "Exclusion filters" section is highlighted with a red arrow. The "Exclusion filters" section includes checkboxes for "Exclude bibliography" and "Exclude quoted text". The "Compare submissions against" section is also visible, with checkboxes for "Submitted Works", "Internet content", and "Publications".

Citations Check

You can perform unlimited **Citations Checks** while drafting your paper. In the **Draft Coach** panel click **Citations Check** or **Citations** at the top. Then click **Run Citations Check**.



If you make changes and want to rerun the check, click **Run New Citations Check**.

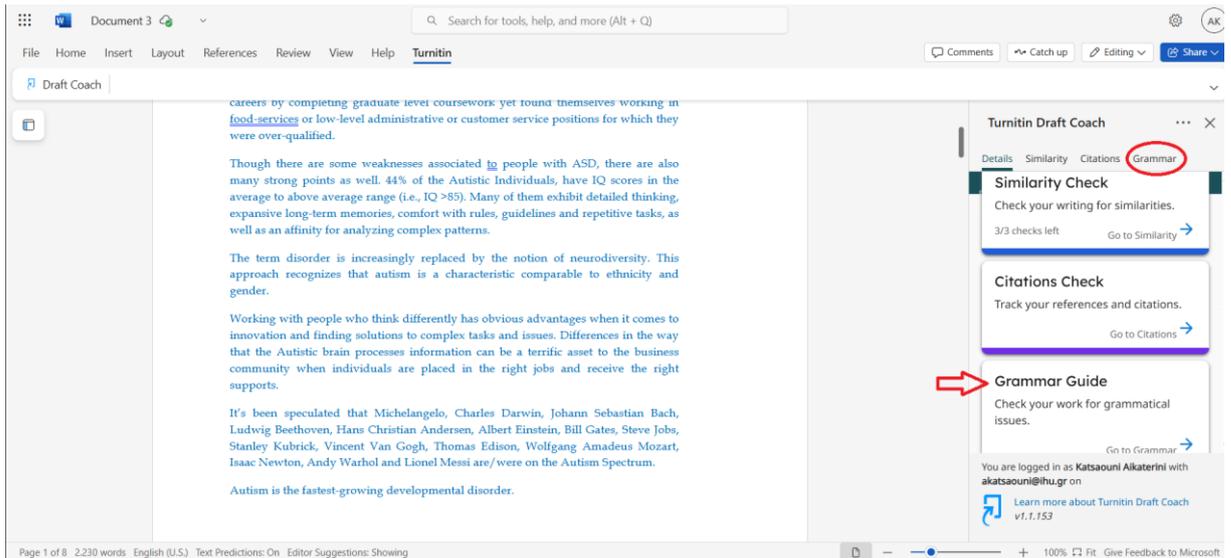


Grammar Guide

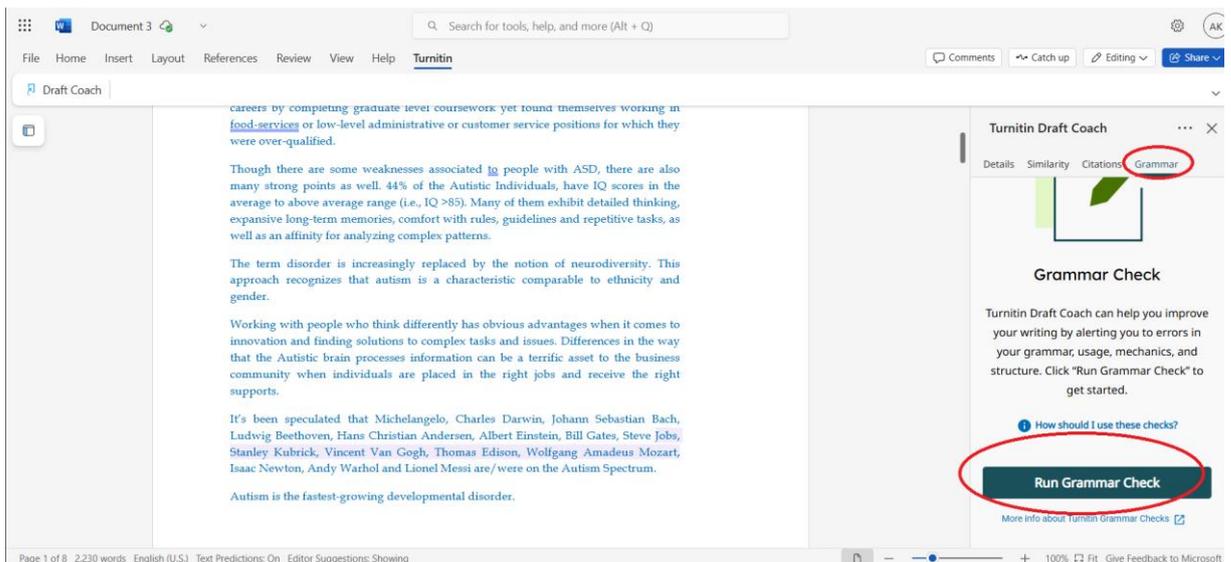
You can run unlimited grammar checks while drafting.

In the Draft Coach panel, click **Grammar Guide** or **Grammar** at the top. Then click **Run Grammar Check**.

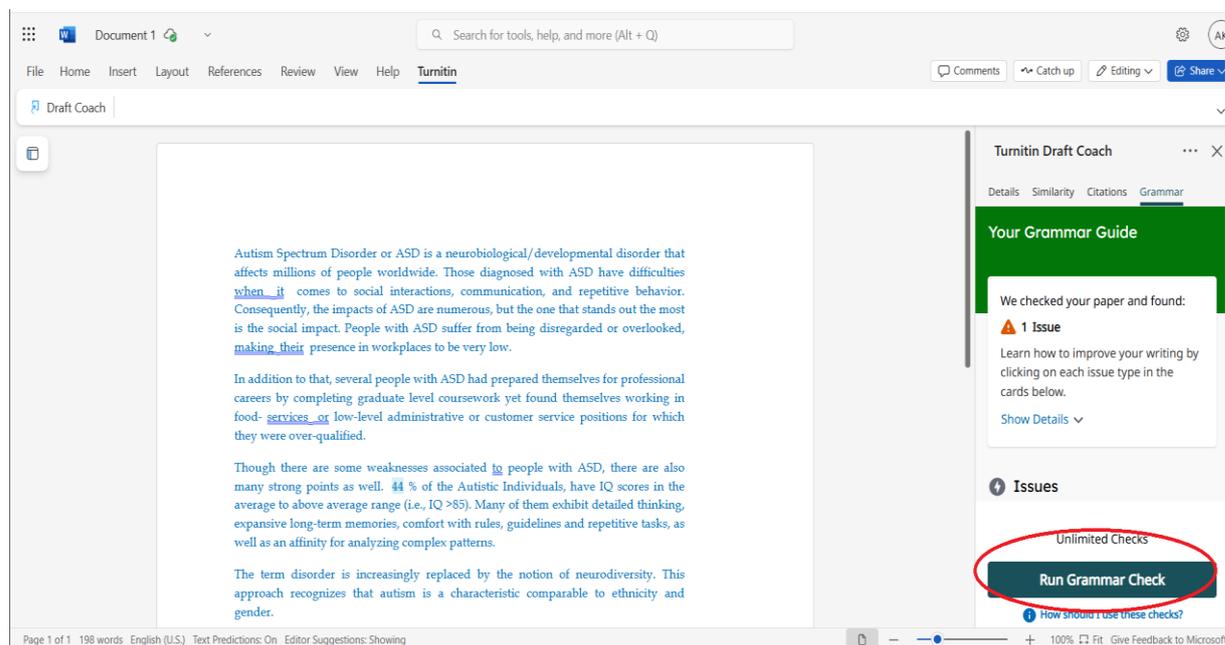
Note: Grammar checker checks your text using US-English grammar rules.



Then click **Run Grammar Check**.



If you make changes to your work and want to run the grammar check again, select **Run New Grammar Check**.



For questions or support:

a) Students at Sindos and Thermi campuses, Ms Katerina Katsaouni, Tel.: 2310 807566 -561, e-mail: akatsaouni@ihu.gr

b) Students at Serres, Kilkis and Katerini campuses Ms Sofia Grigoriadou, Tel.: 23210 49177, e-mail: sofialib@ihu.gr