



International Hellenic University
Library & Information Centre

Turnitin User Guide

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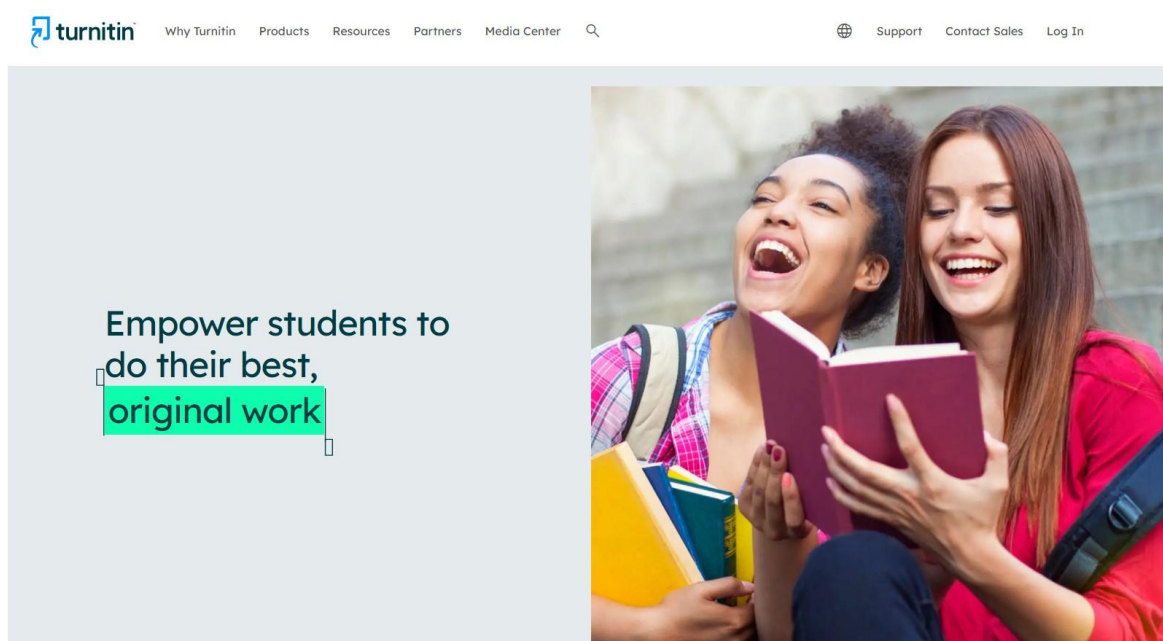
2025





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TURNITIN USER INSTRUCTIONS – FACULTY GUIDE



To use Turnitin, you must first create a user account. To do this, send an email from your institutional email account with the subject **"Registration to Turnitin"** to the librarian responsible for the campus where you work (Sindos, Thermi, Serres, Kilkis, or Katerini). Include the course(s) you teach and indicate whether you also teach through the e-learning platform. You will then receive a registration invitation.

To set up a login, enter your academic email address and fill in your last name. Use Latin characters if you are a member of the Sindos and Thermi campuses, and Greek characters if you are from the Serres, Kilkis, or Katerini campuses. Fill in your last name in Latin characters if you are a member of the campus of Sindos and Thermi, and in Greek for the campus of Serres, Katerini, and Kilkis.

To log in, use your **email** and the **password** you created



Log in to Turnitin

Email address

sofialib@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.

If you **have forgotten your password** or it has expired, you can **reset it** by selecting the password recovery option.



Log in to Turnitin

Email address

sofialib@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.



Reset User Password

Please enter the email address you used to create your user profile. Click "next" when you are done.

Email Address

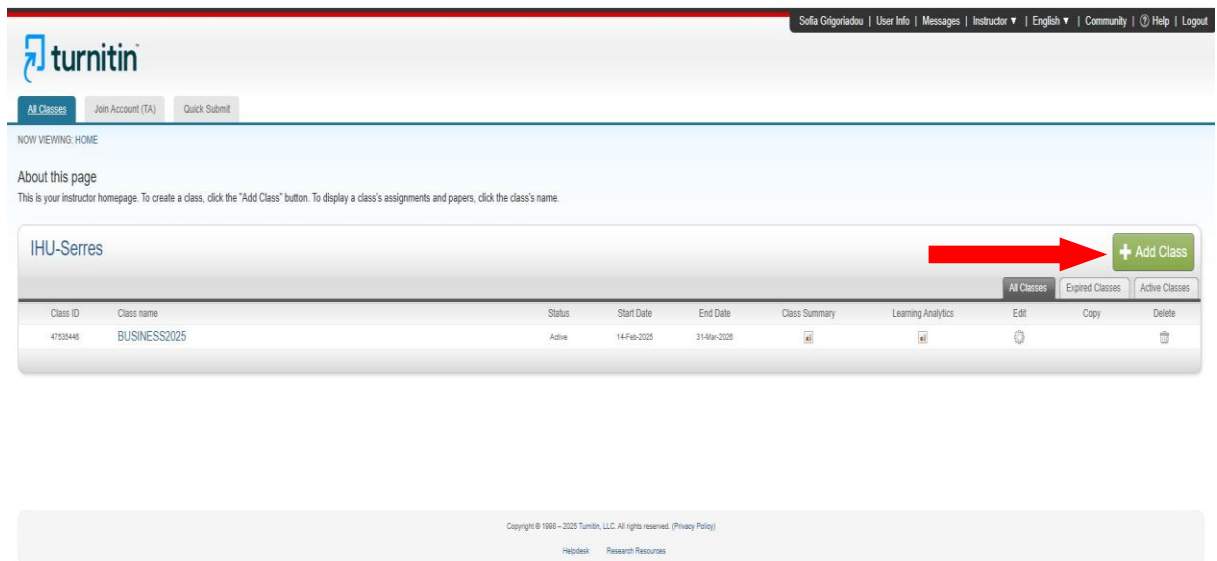
If you do not know the email address for your account...

Ask your instructor (or Turnitin administrator, if you are an instructor) to look up your email address.

NOTE: Due to privacy agreements, Turnitin CANNOT release your email address - even to you. You MUST get this information from your institution.

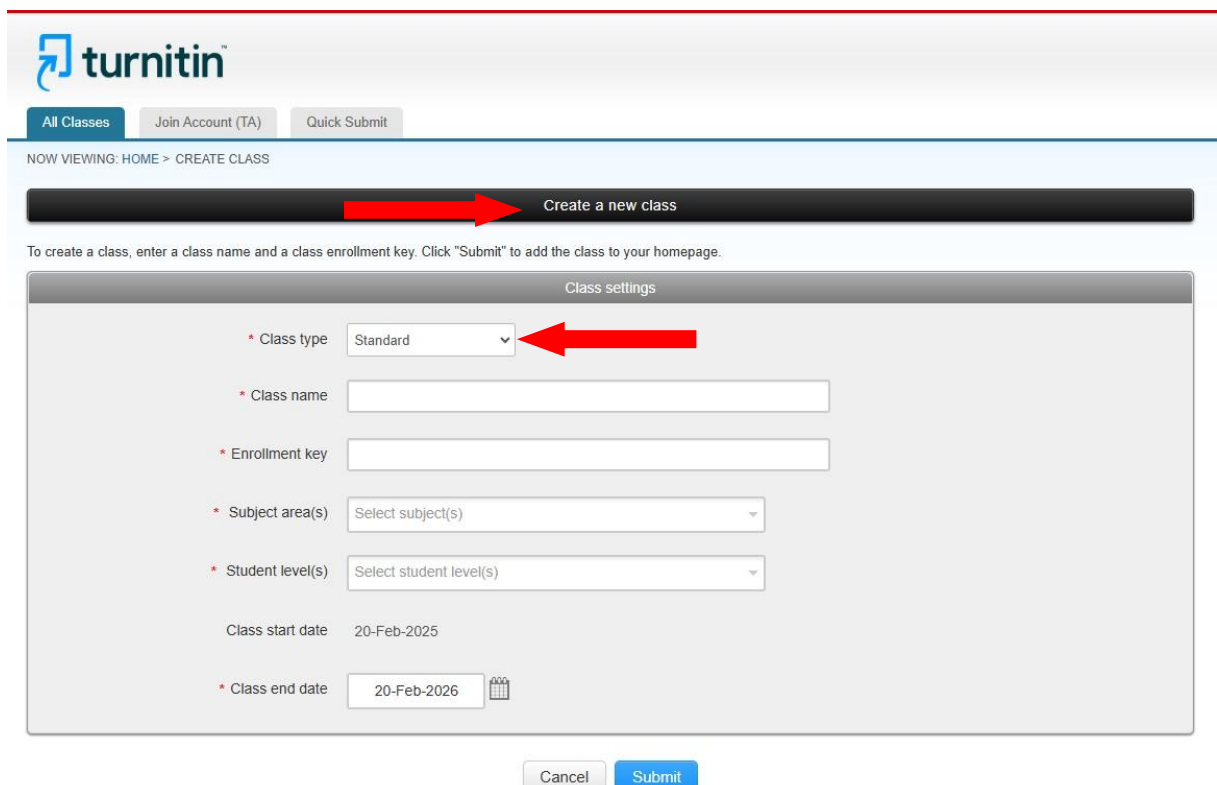
Next

To **add a class** (course), click on the **Add Class** button



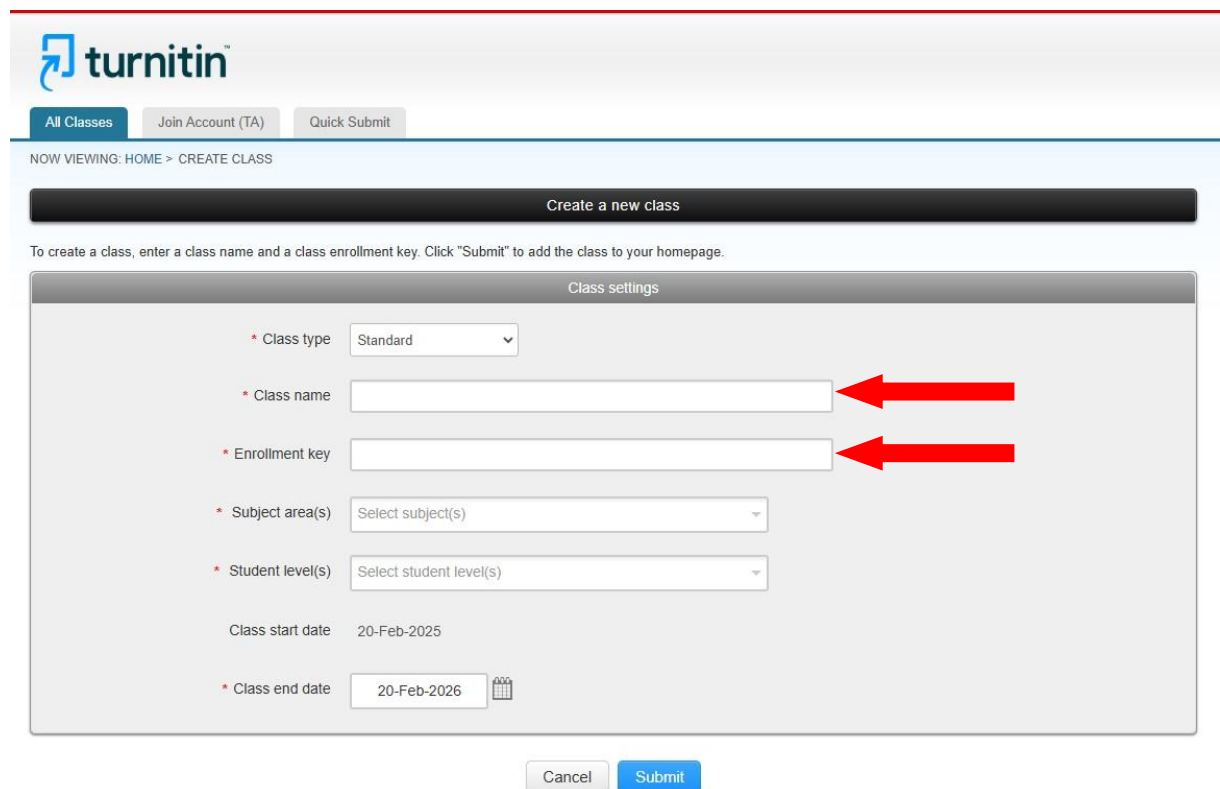
The screenshot shows the Turnitin instructor homepage. At the top right, there is a navigation bar with links: Sofia Grigoriadou | User Info | Messages | Instructor | English | Community | Help | Logout. Below this is the Turnitin logo and a navigation bar with 'All Classes', 'Join Account (TA)', and 'Quick Submit'. The main heading is 'NOW VIEWING: HOME'. Below this is a section 'About this page' with the text: '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.' Below this is a table with one class listed: 'IHU-Serres'. To the right of the table is a green '+ Add Class' button, which is highlighted with a red arrow. Below the table is a footer with copyright information: 'Copyright © 1999 - 2025 Turnitin, LLC. All rights reserved. (Privacy Policy)' and links for 'Helpdesk' and 'Research Resources'.

And then select **Create a New Class**. In the '**Class settings**' section, choose the **Class type**. It is recommended to select '**Standard**', as '**Master**' type classes refer to the case where access rights to the class will be granted to a co-instructor.



The screenshot shows the 'Create a new class' form in Turnitin. At the top, there is a navigation bar with 'All Classes', 'Join Account (TA)', and 'Quick Submit'. The main heading is 'NOW VIEWING: HOME > CREATE CLASS'. Below this is a black bar with a red arrow pointing to the 'Create a new class' button. Below the button is a section 'To create a class, enter a class name and a class enrollment key. Click "Submit" to add the class to your homepage.' Below this is a 'Class settings' form. The form has the following fields: 'Class type' (dropdown menu with 'Standard' selected, highlighted by a red arrow), 'Class name' (text input), 'Enrollment key' (text input), 'Subject area(s)' (dropdown menu with 'Select subject(s)' selected), 'Student level(s)' (dropdown menu with 'Select student level(s)' selected), 'Class start date' (text input with '20-Feb-2025'), and 'Class end date' (text input with '20-Feb-2026' and a calendar icon). At the bottom of the form are 'Cancel' and 'Submit' buttons.

Enter the **Class name** and the **Enrollment key**



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All Classes Join Account (TA) Quick Submit

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.

Class settings

- * Class type: Standard
- * Class name:
- * Enrollment key:
- * Subject area(s): Select subject(s)
- * Student level(s): Select student level(s)
- Class start date: 20-Feb-2025
- * Class end date: 20-Feb-2026

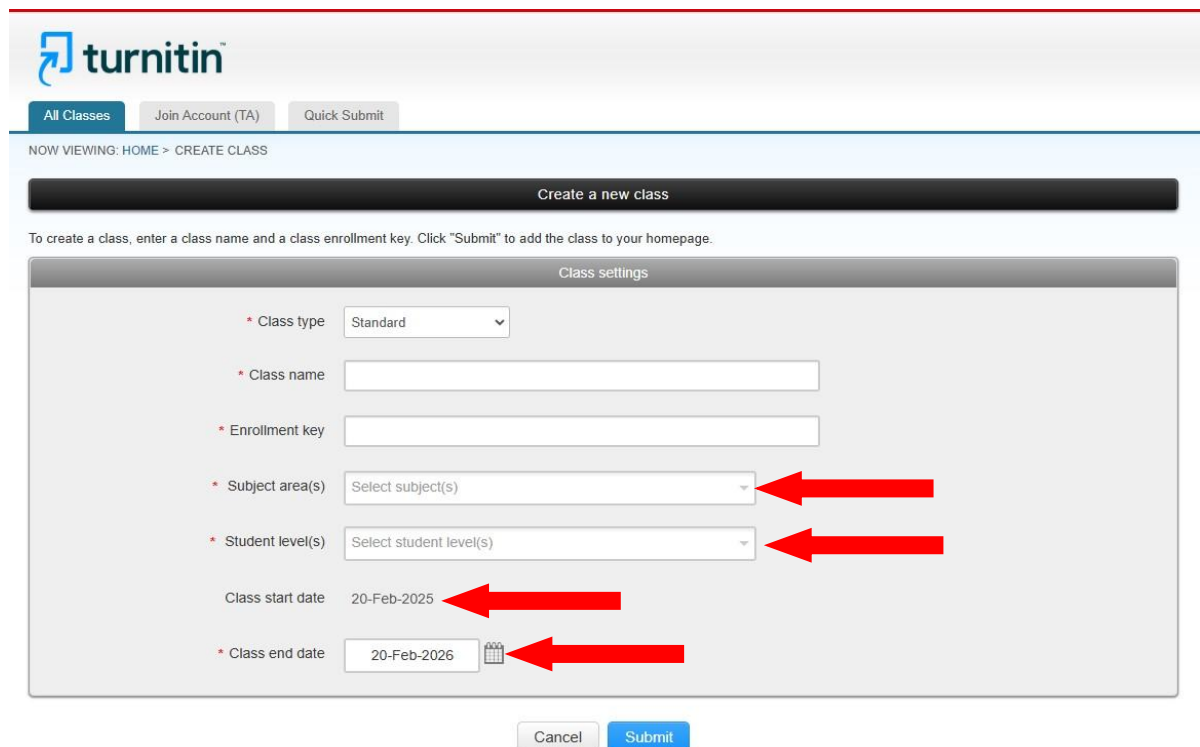
Cancel Submit

The enrollment key is mandatory and is used by students to join the class if they are submitting their own papers. Even if they're not, the field must still be filled in as required by the system.

Add relevant **Subject area(s)** and select the appropriate **Student level(s)**.

Set the class **start and end dates**, especially if students will be submitting assignments themselves.

After the end date, students can no longer enroll or submit. The default duration is six (6) months.

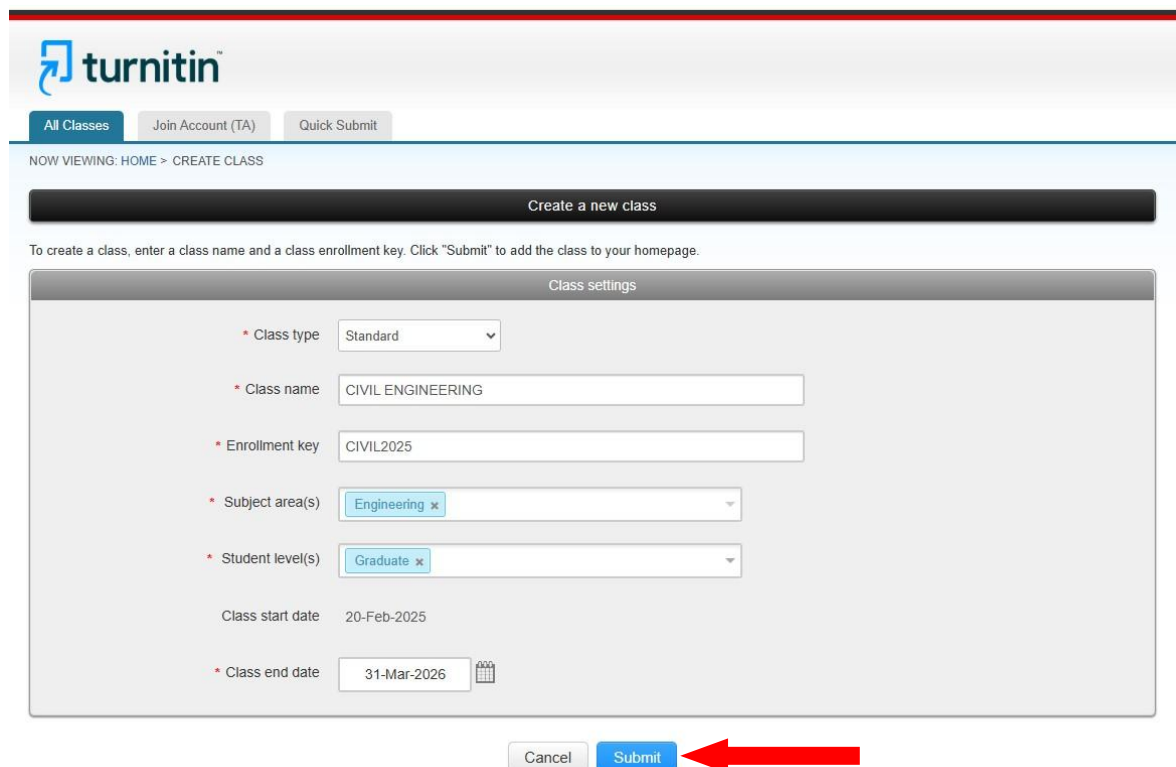


The screenshot shows the Turnitin 'Create a new class' form. The form is titled 'Create a new class' and includes a sub-header 'Class settings'. The form fields are as follows:

- * Class type: Standard (dropdown)
- * Class name: (text input)
- * Enrollment key: (text input)
- * Subject area(s): Select subject(s) (dropdown) ← Red arrow
- * Student level(s): Select student level(s) (dropdown) ← Red arrow
- Class start date: 20-Feb-2025 ← Red arrow
- * Class end date: 20-Feb-2026 (calendar icon) ← Red arrow

At the bottom of the form are two buttons: 'Cancel' and 'Submit'.

After clicking **Submit**



The screenshot shows the Turnitin 'Create a new class' form after clicking the 'Submit' button. The form is titled 'Create a new class' and includes a sub-header 'Class settings'. The form fields are as follows:

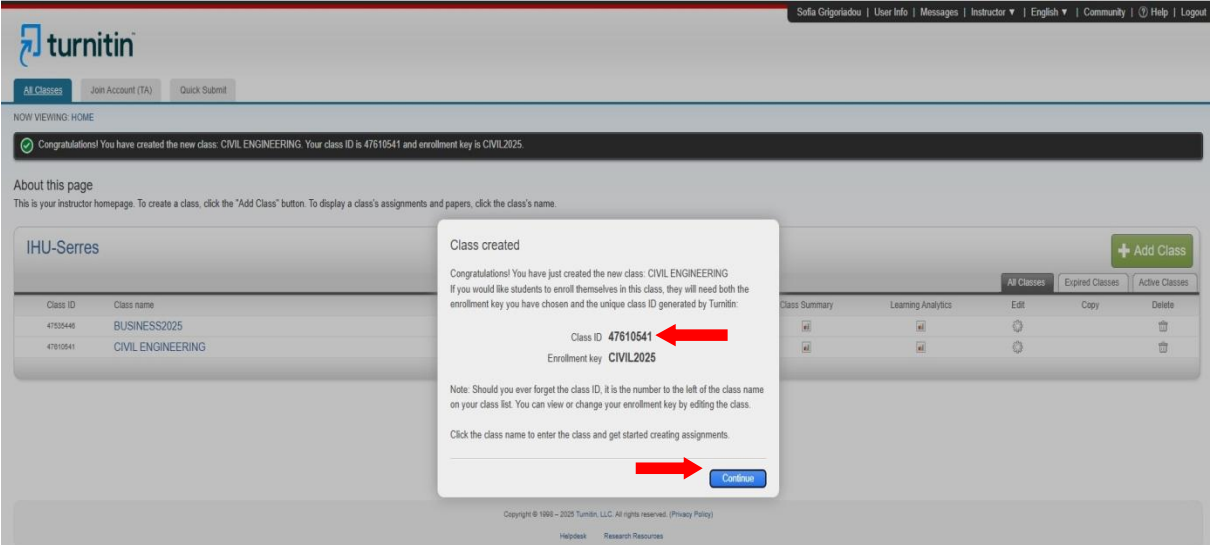
- * Class type: Standard (dropdown)
- * Class name: CIVIL ENGINEERING
- * Enrollment key: CIVIL2025
- * Subject area(s): Engineering x (dropdown)
- * Student level(s): Graduate x (dropdown)
- Class start date: 20-Feb-2025
- * Class end date: 31-Mar-2026 (calendar icon)

At the bottom of the form are two buttons: 'Cancel' and 'Submit'. A red arrow points to the 'Submit' button.

A window will display your **Class ID** and **Enrollment key**.
Click **Continue**.

Note: **Class ID** and **Enrollment key** can allow anyone to join your Class, including external users. Only share these with authorized participants.

Important! The **Enrollment key** is not a password! It is not encrypted and is visible to administrators and users with elevated permissions. Do not use personal passwords in this field.



The screenshot shows the Turnitin instructor interface. A modal window titled "Class created" is centered on the screen. It contains the following text:

Class created

Congratulations! You have just created the new class: CIVIL ENGINEERING

If you would like students to enroll themselves in this class, they will need both the enrollment key you have chosen and the unique class ID generated by Turnitin:

Class ID **47610541**

Enrollment key **CIVIL2025**

Note: Should you ever forget the class ID, it is the number to the left of the class name on your class list. You can view or change your enrollment key by editing the class.

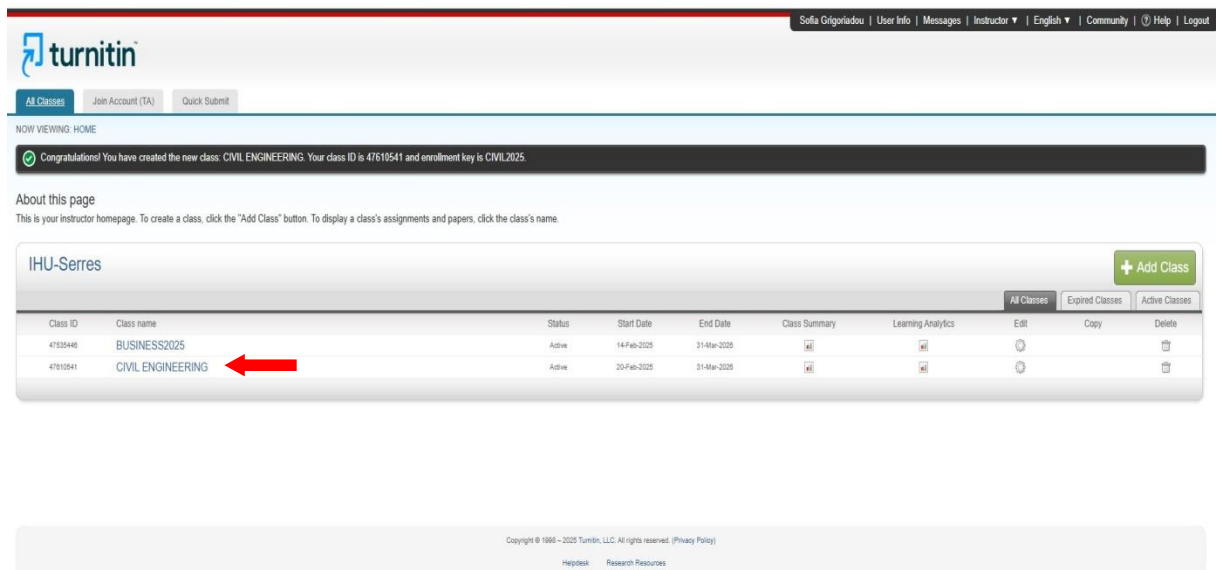
Click the class name to enter the class and get started creating assignments.

At the bottom of the modal is a "Continue" button. Red arrows in the image point to the Class ID, the Enrollment key, and the Continue button.

In the background, the Turnitin dashboard is visible, showing a table of classes:

Class ID	Class name
47520446	BUSINESS2025
47610541	CIVIL ENGINEERING

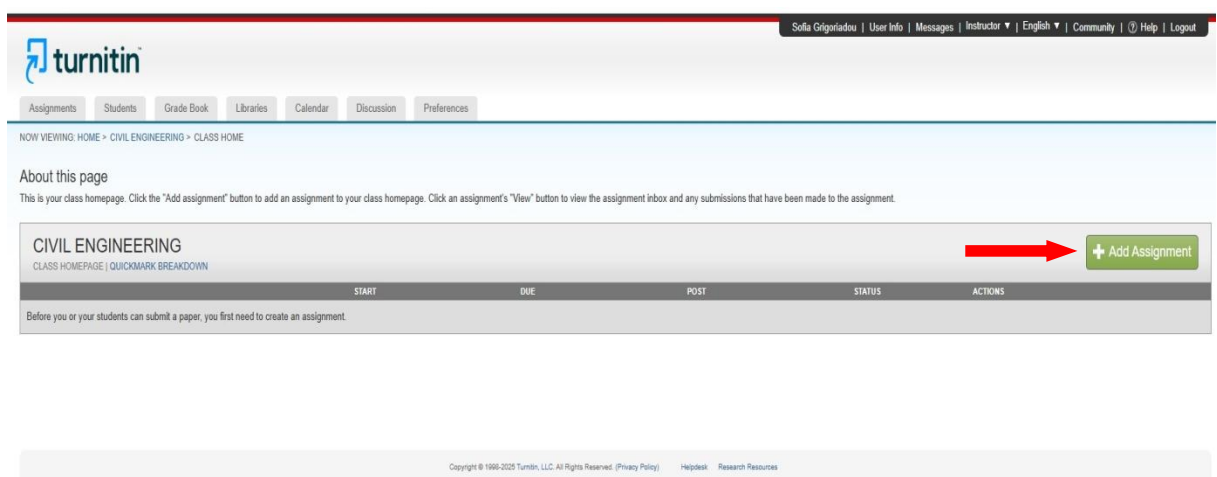
Once the **Class** is created, it will appear in your list of Classes.



The screenshot shows the Turnitin instructor dashboard. At the top, there's a navigation bar with the Turnitin logo and user information. Below it, a 'NOW VIEWING: HOME' section displays a congratulatory message for creating a new class. The main area is titled 'About this page' and contains a table of classes. A red arrow points to the 'CIVIL ENGINEERING' class in the table.

Class ID	Class name	Status	Start Date	End Date	Class Summary	Learning Analytics	Edit	Copy	Delete
47930446	BUSINESS2025	Active	14-Feb-2025	31-Mar-2026	[Icon]	[Icon]	[Icon]	[Icon]	[Icon]
47910541	CIVIL ENGINEERING	Active	20-Feb-2025	31-Mar-2026	[Icon]	[Icon]	[Icon]	[Icon]	[Icon]

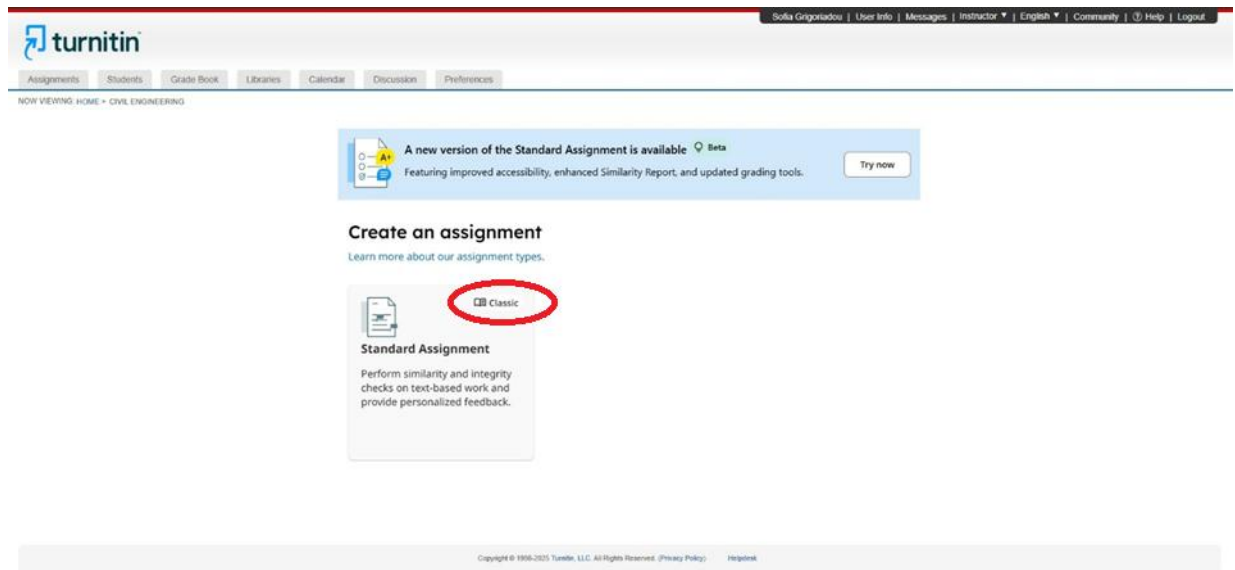
To allow students to submit an Assignment in a Class, you need to create the Assignment. First, select the Class, then click **Add Assignment**.



The screenshot shows the Turnitin instructor dashboard for the 'CIVIL ENGINEERING' class. The top navigation bar includes the Turnitin logo and user information. Below it, a 'NOW VIEWING: HOME > CIVIL ENGINEERING > CLASS HOME' section displays a message about the class homepage. The main area is titled 'About this page' and contains a table of assignments. A red arrow points to the 'Add Assignment' button in the top right corner.

START	DUE	POST	STATUS	ACTIONS
Before you or your students can submit a paper, you first need to create an assignment.				

Due to the upcoming Turnitin upgrade, you will be prompted to choose whether you want to create the assignment using the previous version (Classic edition) or the new version (New edition).



Note: It is recommended to use the Classic edition until the upgrade is completed and any potential issues have been resolved.

Enter a **title** and set **start** and **end dates** for submissions. These dates are especially important when students submit their own work. Otherwise, they are indicative and their completion is simply mandatory.

Important!: The “**Submit papers to**” option determines if the file of the paper will be stored in Turnitin’s database.

It is recommended to select “**Do not store submitted papers**”, especially when reviewing your own work or evaluating submissions in a peer-review context.

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Sofia Grigoriadou | User Info | Messages | Instructor ▼

Assignments Students Grade Book Libraries Calendar Discussion Preferences

NOW VIEWING: HOME > CIVIL ENGINEERING

About this page

To create an assignment, enter an assignment title and choose the start and due dates for the assignment. If you like, you can enter an additional assignment description. By default, papers submitted to this assignment will be checked against all of our databases. If you would like to create a custom search or view other advanced assignment options, click the "Optional settings" link.

Title
Assignment Title

Instructions
Assignment Instructions

Submit papers to
Do not store the submitted papers

☐ Enable PeerMark

Optional Settings

Max Grade
100

Start Date
2025-02-20 14:46

Due Date
2025-02-27 14:46

Feedback Release Date
2025-02-27 14:46

Submit

Optional settings: When creating or editing an assignment, you can further customize your assignment with the optional settings. These settings allow you to adjust the submission, similarity, and grading options to better suit the needs of your assignment – for example, by specifying allowed file types or excluding bibliography from similarity checks.

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Sofia Grigoriadou | User Info | Messages | Instructor ▼

Assignments Students Grade Book Libraries Calendar Discussion Preferences

NOW VIEWING: HOME > CIVIL ENGINEERING

About this page

To create an assignment, enter an assignment title and choose the start and due dates for the assignment. If you like, you can enter an additional assignment description. By default, papers submitted to this assignment will be checked against all of our databases. If you would like to create a custom search or view other advanced assignment options, click the "Optional settings" link.

Title
Assignment Title

Instructions
Assignment Instructions

Submit papers to
Do not store the submitted papers

☐ Enable PeerMark

Optional Settings

Max Grade
100


Start Date
2025-02-20 14:46

Due Date
2025-02-27 14:46

Feedback Release Date
2025-02-27 14:46

Submit

Next to each setting, a **question mark (?)** provides clarification and additional information.

 **Optional Settings**

Submission settings

- ☐ Allow submission of any file type ?
- ☐ Allow late submissions ?
- ☐ Attach a rubric ?

Similarity Report

- ☒ Generate Similarity Reports for student submission

Generate reports immediately (students cannot resubmit) ▾

- ☒ Enable Translated Matching [What languages does Translated Matching support?](#) ?
- ☐ Allow students to view Similarity Reports ?
- ☐ Exclude bibliographic materials ?
- ☐ Exclude quoted materials ?
- ☐ Exclude small sources ?

Compare against

- ☒ Student paper repository
- ☒ Current and archived web site content
- ☒ Periodicals, journals and publications

Exclude assignment template

Upload or create a template of text to be automatically excluded from the Similarity Report.

Upload Template

Create Custom Template

Note: Once a submission has been made to the assignment, templates can no longer be added or edited.

Additional settings

- ☐ Save these settings for future use ?

Submit

In particular:

a) Submission settings:

Choose whether to allow any file type or late submissions.

Select **“Attach a rubric”** if you wish to use pre-made grading rubrics for consistent assessment.

A screenshot of the 'Submission settings' interface. The title 'Submission settings' is at the top. Below it are three settings, each with a checkbox and a help icon (a question mark in a circle). The first two settings are checked: 'Allow submission of any file type' and 'Allow late submissions'. The third setting, 'Attach a rubric', is unchecked.

Submission settings

- ☒ Allow submission of any file type ?
- ☒ Allow late submissions ?
- ☐ Attach a rubric ?

b) Similarity Report:

Always enable **“Generate Similarity Reports for student submissions.”**

Optionally, **“Generate reports immediately (students can resubmit until due date)”** for student-controlled submissions.

You can **exclude quoted materials, bibliographies, or small sources** from similarity checks.

Enabling **“Translated Matching”** allows Turnitin to compare non-English content by translating it into English and checking for similarities.

Finally, the instructor has the option, by adjusting the setting **Allow students to see Similarity Reports**, to choose whether students can view the Similarity Reports for their assignment or not.

Similarity Report

☒ Generate Similarity Reports for student submission

Generate reports immediately (students can resubmit until due date): A ▼

☒ Enable Translated Matching [What languages does Translated Matching support?](#) ?

☐ Allow students to view Similarity Reports ?

☒ Exclude bibliographic materials ?

☐ Exclude quoted materials ?

☐ Exclude small sources ?

c) Compare against:

Define which sources to compare submissions against to detect possible plagiarism in the content of submitted papers. For example, you can exclude the content of student papers when evaluating scientific and research papers, or exclude journals when checking undergraduate papers.

Compare against

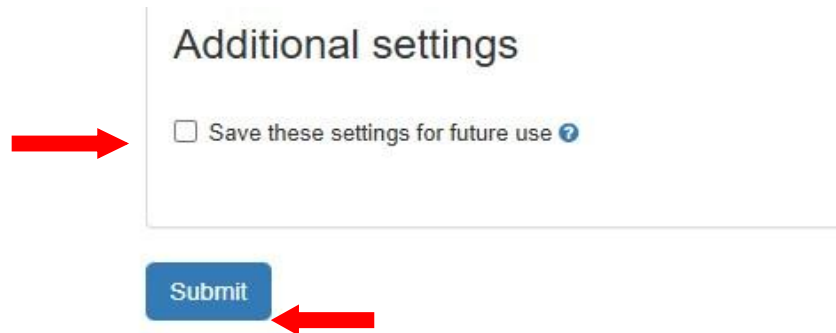
☒ Student paper repository

☒ Current and archived web site content

☒ Periodicals, journals and publications

Additional settings:

If you want to reuse your settings in future assignments, select **Save these settings for future use**.



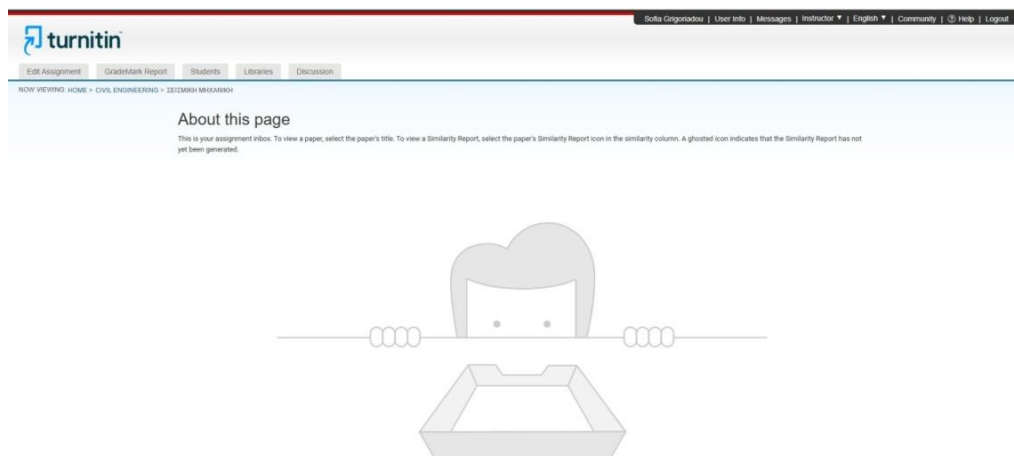
Additional settings

☐ Save these settings for future use ?

Submit

Click **Submit** to finalize the assignment.

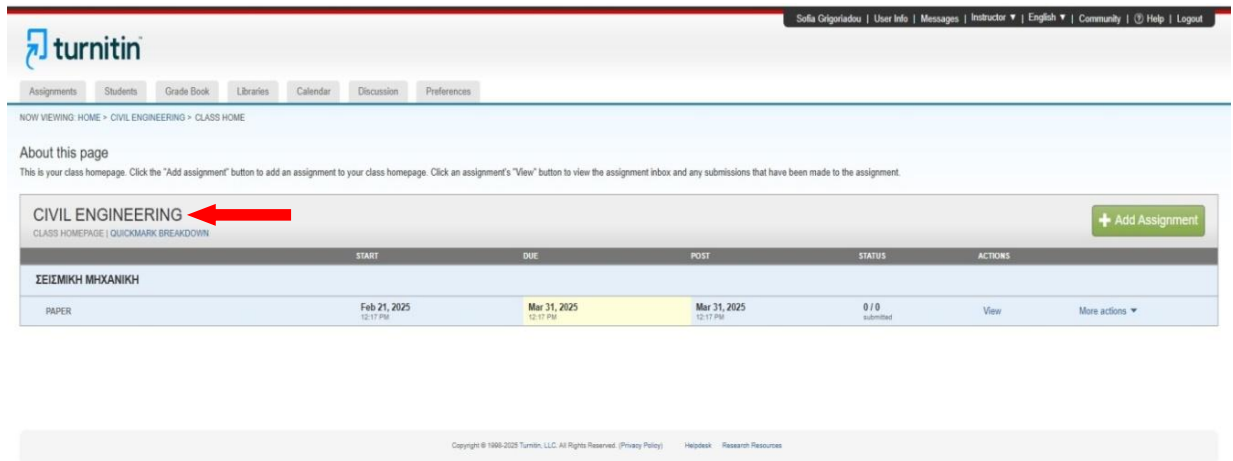
And then the following screen appears



UPLOADING A PAPER FOR SIMILARITY CHECK:

a) If the student has submitted the paper in Turnitin

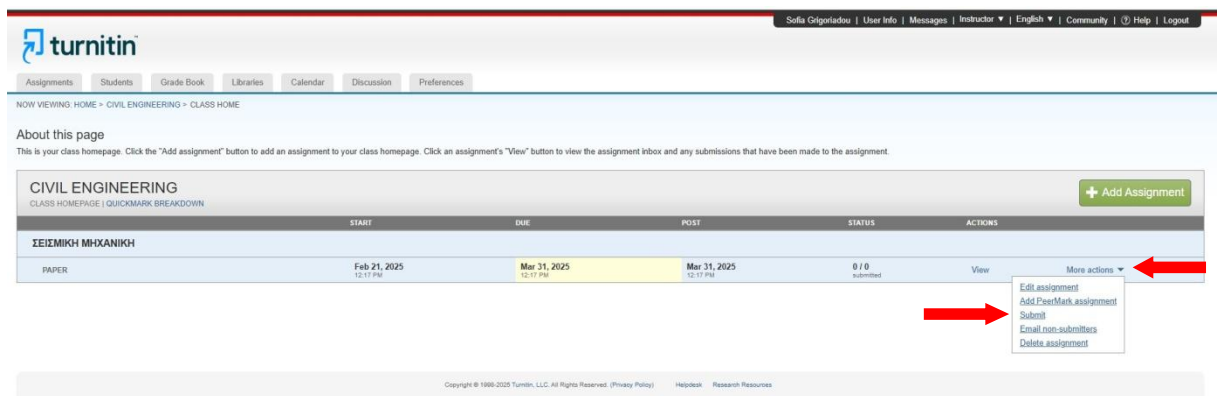
Select the new **Assignment** you created,



The screenshot shows the Turnitin interface for a class named 'CIVIL ENGINEERING'. The header 'CIVIL ENGINEERING' is highlighted with a red arrow. Below the header, there is a table with columns: START, DUE, POST, STATUS, and ACTIONS. The table contains one row for 'PAPER' with the following details:

	START	DUE	POST	STATUS	ACTIONS
PAPER	Feb 21, 2025 12:17 PM	Mar 31, 2025 12:17 PM	Mar 31, 2025 12:17 PM	0 / 0 submitted	View More actions

Select **More actions** and then click **Submit**.



The screenshot shows the Turnitin interface for a class named 'CIVIL ENGINEERING'. The 'More actions' dropdown menu is open, showing the following options:

- Edit assignment
- Add PeerMark assignment
- Submit
- Email non-submitters
- Delete assignment

Select the student's name from the drop-down menu, enter the title and upload the file

NOW VIEWING: HOME > CIVIL ENGINEERING> ΣΕΙΣΜΙΚΗ ΜΗΧΑΝΙΚΗ

Submit: **Single File Upload** STEP ● ○ ○

Author

Select student...
Select student...
Sofia Grigoriadou (sofiailib@ihu.gr)

Last name

Submission title

The file you are submitting will not be added to any repository.

What can I submit?

Choose the file you want to upload to Turnitin:

Choose from this computer
Choose from Dropbox
Choose from Google Drive

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.

Click **Confirm** to proceed with the similarity check for this file.

NOW VIEWING: HOME > QUICK SUBMIT

Submit: **Single File Upload** STEP ● ● ○

Please confirm that this is the file you would like to submit...

Author:
Sofia Grigoriadou

Assignment title:
Quick Submit

Submission title:
Total Quality Management

File name:
abstract.docx

File size:
13.07K

Page count:
2

Word count:
386

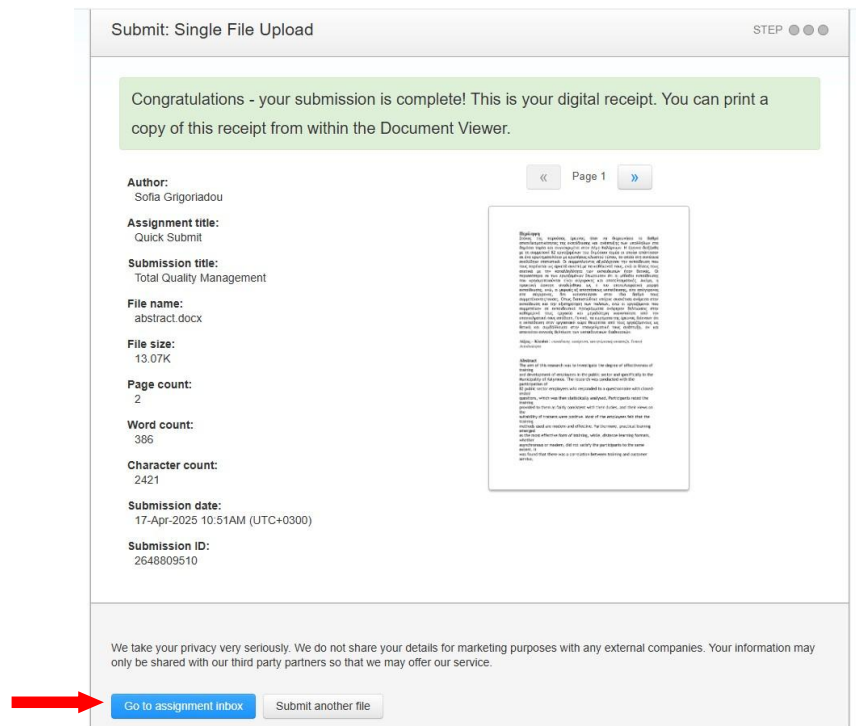
Character count:
2421

Page 1

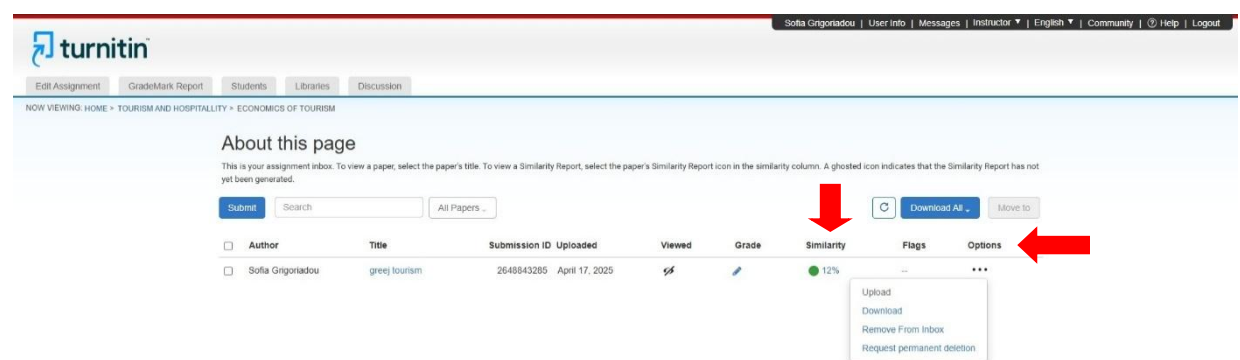
We take your privacy very seriously. We do not share your details for marketing purposes with any external companies. Your information may only be shared with our third party partners so that we may offer our service.

Confirm Cancel

Once submission is confirmed, click **Go to assignment inbox**.



In the **Similarity** column, you will see a percentage showing the result. Clicking on it opens a detailed view, while by clicking **Options**, you can **Download**, **Remove from Inbox** or **Request permanent deletion**.



b) If the student has not submitted the paper in Turnitin,
Activate **Quick Submit** via your profile settings. Select **Yes** in the **Activate quick submit** field.

About this page

This is your user profile. Use the form below to make changes to your personal information or user preferences. When you are done making changes, confirm your password and click submit.

User Information/Account Settings

User Information

User name
sofiatib@ihu.gr

[Change your email](#)

[Change your password](#)

Secret question
What song did you have your first slow dance to?

Question answer

Last name
Grigoriadou

First name
Sofia

Display names as
☒ First name (Space) Last name (example: John Smith)
☐ Last name (Space) First name (example: Smith John)
☐ Last name(No space)First name (example: SmithJohn)

Account Settings

Default user type
Instructor

Default submission type
Single file upload

Activate quick submit
☒

Items per page
25

File download format
Let me choose each time

Show page info
Yes

Send me email updates
Yes

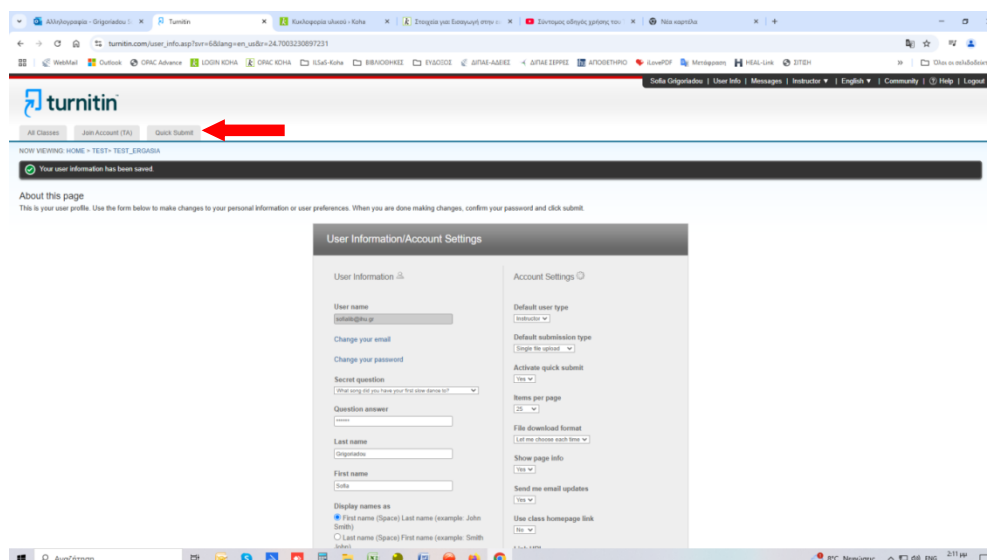
Use class homepage link
No

Link URL

Link name

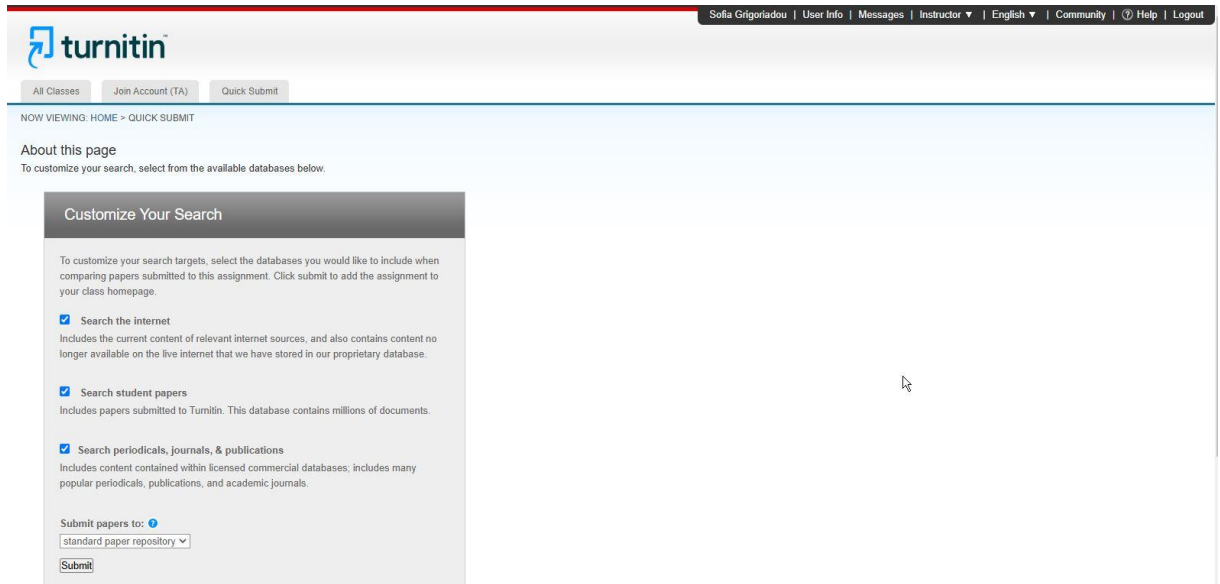
Submit

A new **Quick Submit** button will appear on the **homepage**



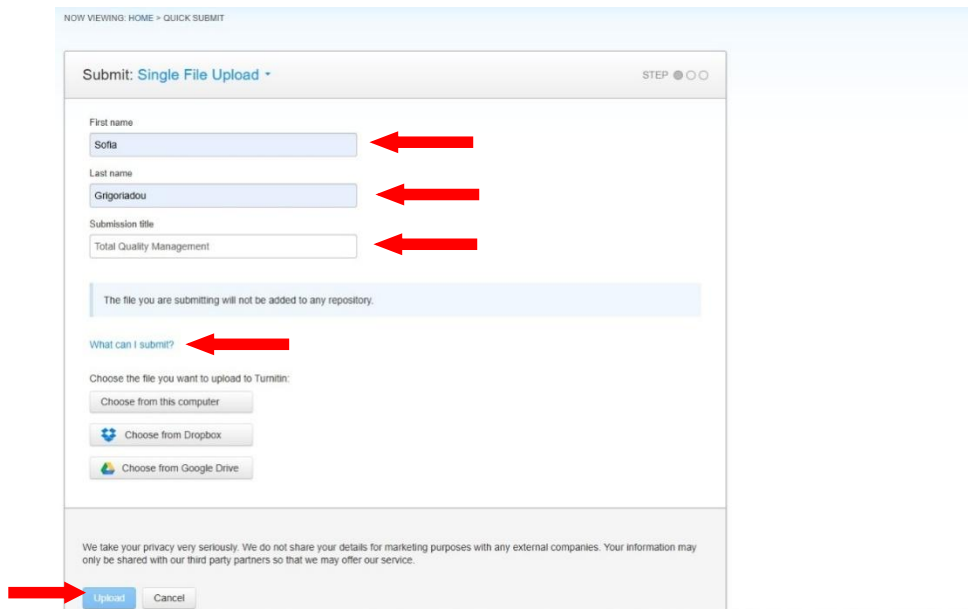
Choose comparison settings.

Please note that: a) if you do not want the document to remain in the database, select **No Repository**, and b) by selecting Quick Submit, possible plagiarism in translated text is no longer detected.



The screenshot shows the Turnitin 'Customize Your Search' page. At the top, there's a navigation bar with the Turnitin logo and links for 'Sofia Grigoriadou', 'User Info', 'Messages', 'Instructor', 'English', 'Community', 'Help', and 'Logout'. Below the navigation bar, there are tabs for 'All Classes', 'Join Account (TA)', and 'Quick Submit'. The main heading is 'NOW VIEWING: HOME > QUICK SUBMIT'. Underneath, there's a section 'About this page' with the text 'To customize your search, select from the available databases below.' The main content area is titled 'Customize Your Search' and contains three checked options: 'Search the internet', 'Search student papers', and 'Search periodicals, journals, & publications'. Each option has a brief description. At the bottom, there's a 'Submit papers to:' dropdown menu set to 'standard paper repository' and a 'Submit' button.

Enter student details, title and choose your file



The screenshot shows the Turnitin 'Submit: Single File Upload' form. The form has a title bar 'Submit: Single File Upload' and a progress indicator 'STEP 1 of 3'. The form contains several input fields: 'First name' (filled with 'Sofia'), 'Last name' (filled with 'Grigoriadou'), and 'Submission title' (filled with 'Total Quality Management'). Each of these fields has a red arrow pointing to it from the right. Below these fields, there's a light blue box with the text 'The file you are submitting will not be added to any repository.' Underneath this box, there's a link 'What can I submit?' with a red arrow pointing to it from the right. Below the link, there's a section 'Choose the file you want to upload to Turnitin:' with three buttons: 'Choose from this computer', 'Choose from Dropbox', and 'Choose from Google Drive'. At the bottom of the form, there's a privacy notice and two buttons: 'Upload' and 'Cancel'. A red arrow points to the 'Upload' button from the left.

Click **Upload**

Now Viewing: HOME > QUICK SUBMIT

Submit: **Single File Upload** STEP ● ○ ○

First name
Sofia

Last name
Grigoriadou

Submission title
New Business

The file you are submitting will not be added to any repository.

What can I submit?

abstract.docx Clear file

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.

Upload Cancel

Click **Confirm** to proceed with the similarity check for this file.

Now Viewing: HOME > QUICK SUBMIT

Submit: **Single File Upload** STEP ● ● ○

Please confirm that this is the file you would like to submit...

Author:
Sofia Grigoriadou

Assignment title:
Quick Submit

Submission title:
Total Quality Management

File name:
abstract.docx

File size:
13.07K

Page count:
2

Word count:
386

Character count:
2421

« Page 1 »

Confirm Cancel

Once submission is confirmed, click **Go to assignment inbox**.

Submit: Single File Upload

STEP ●●●

Congratulations - your submission is complete! This is your digital receipt. You can print a copy of this receipt from within the Document Viewer.

Author:
Sofia Grigoriadou

Assignment title:
Quick Submit

Submission title:
Total Quality Management

File name:
abstract.docx

File size:
13.07K

Page count:
2


Word count:
386

Character count:
2421

Submission date:
17-Apr-2025 10:51AM (UTC+0300)

Submission ID:
2648809510

« Page 1 »




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.

Go to assignment inbox

Submit another file

It then shows you in the **Similarity** column the result of the similarity check in percentage. By **clicking on it**, you can view the detailed report, while from **File** you can download the submitted file.


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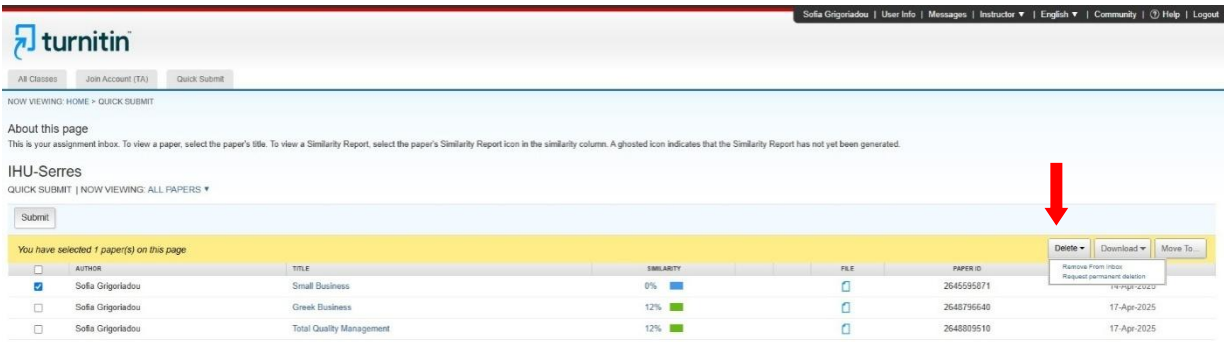
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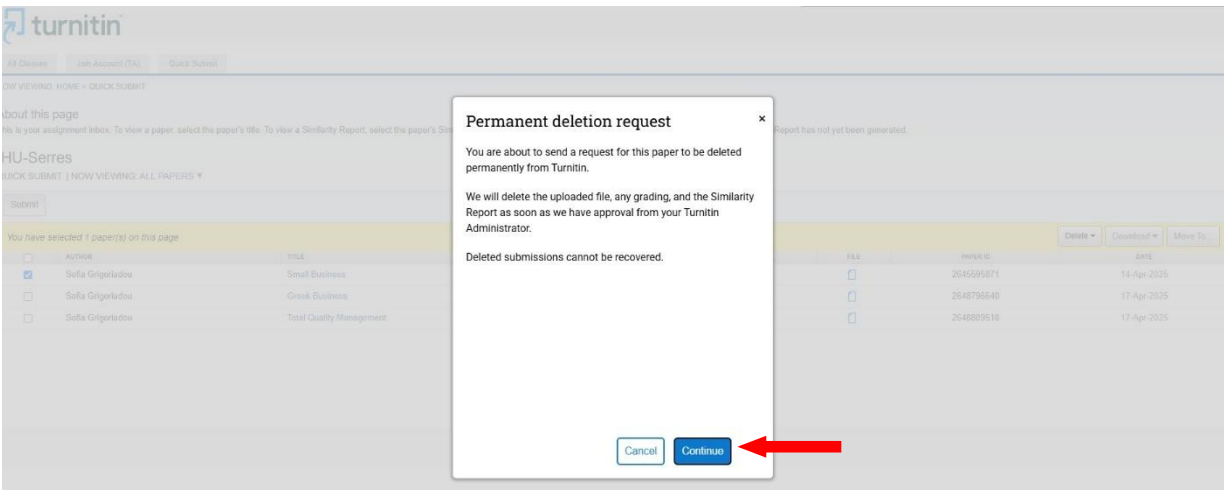
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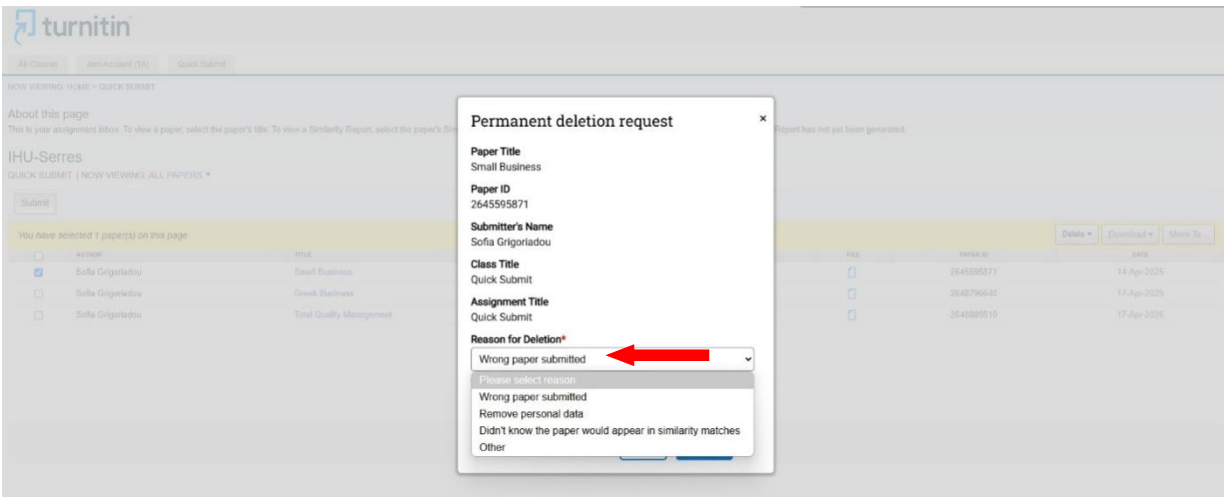
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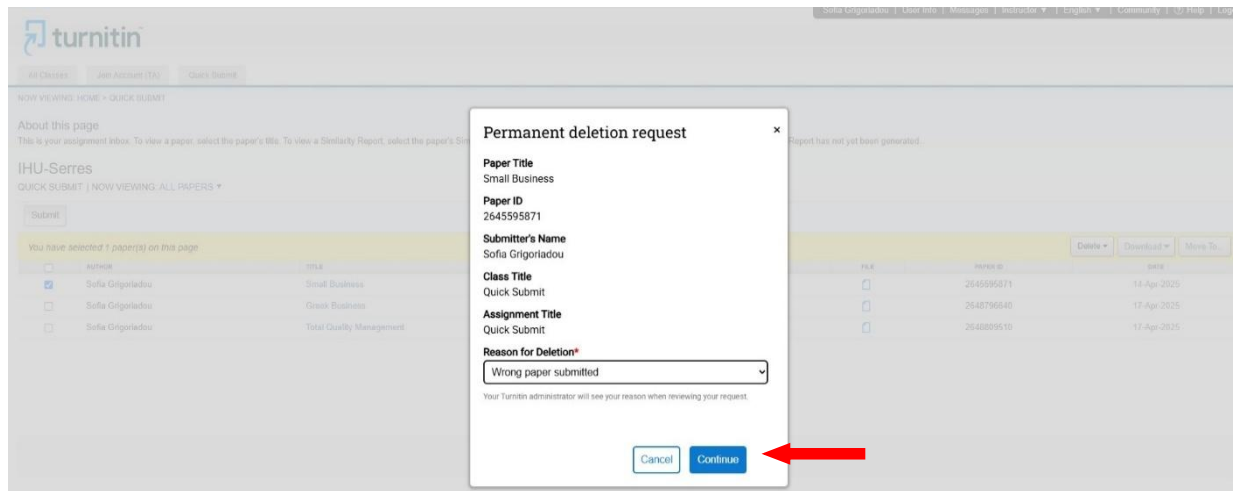
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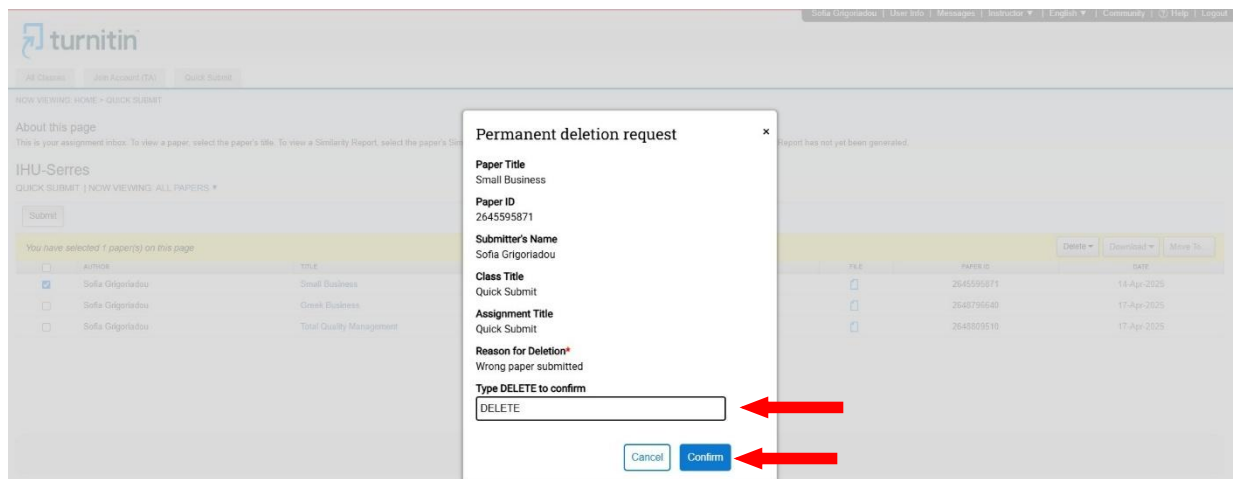
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