



International Hellenic University
Library & Information Centre

Turnitin User Guide

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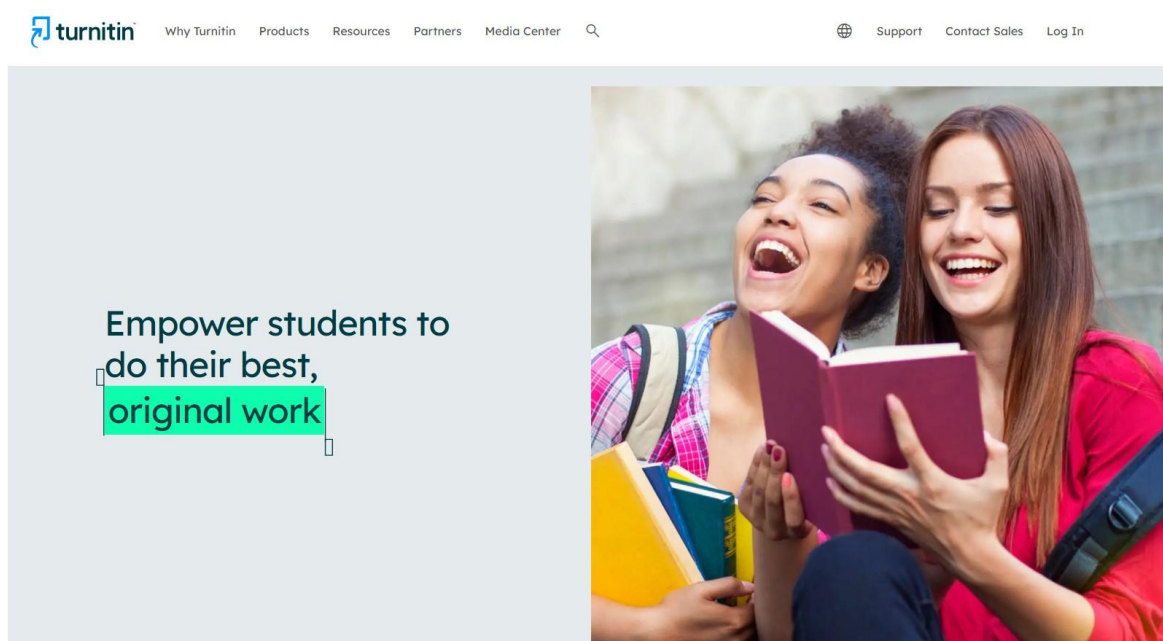
2025





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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

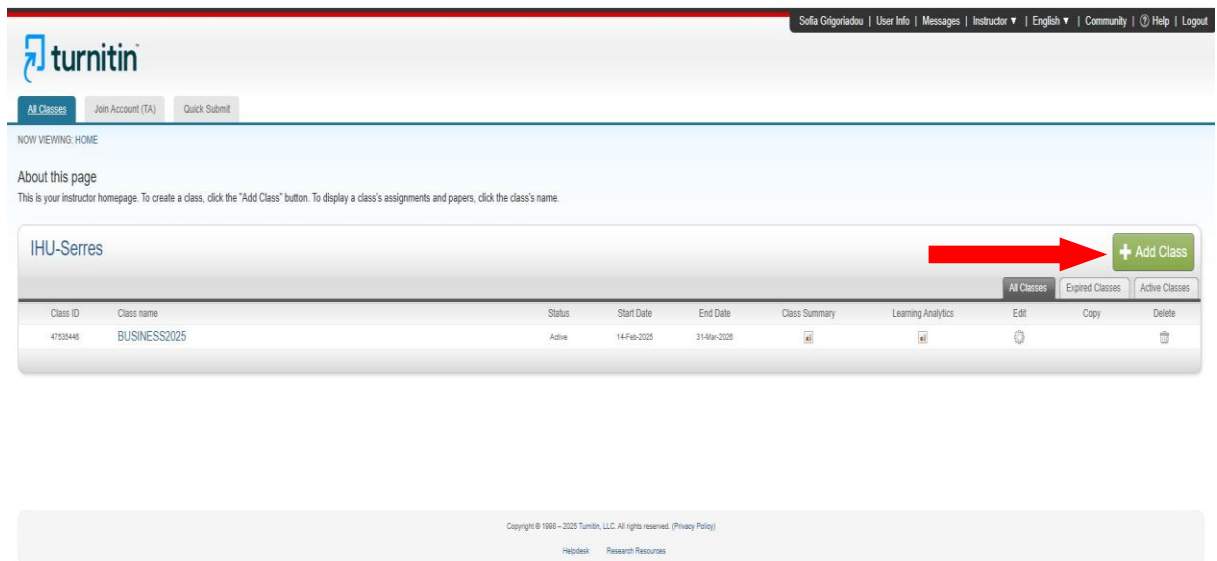
If you do not know the email address for your account...

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.

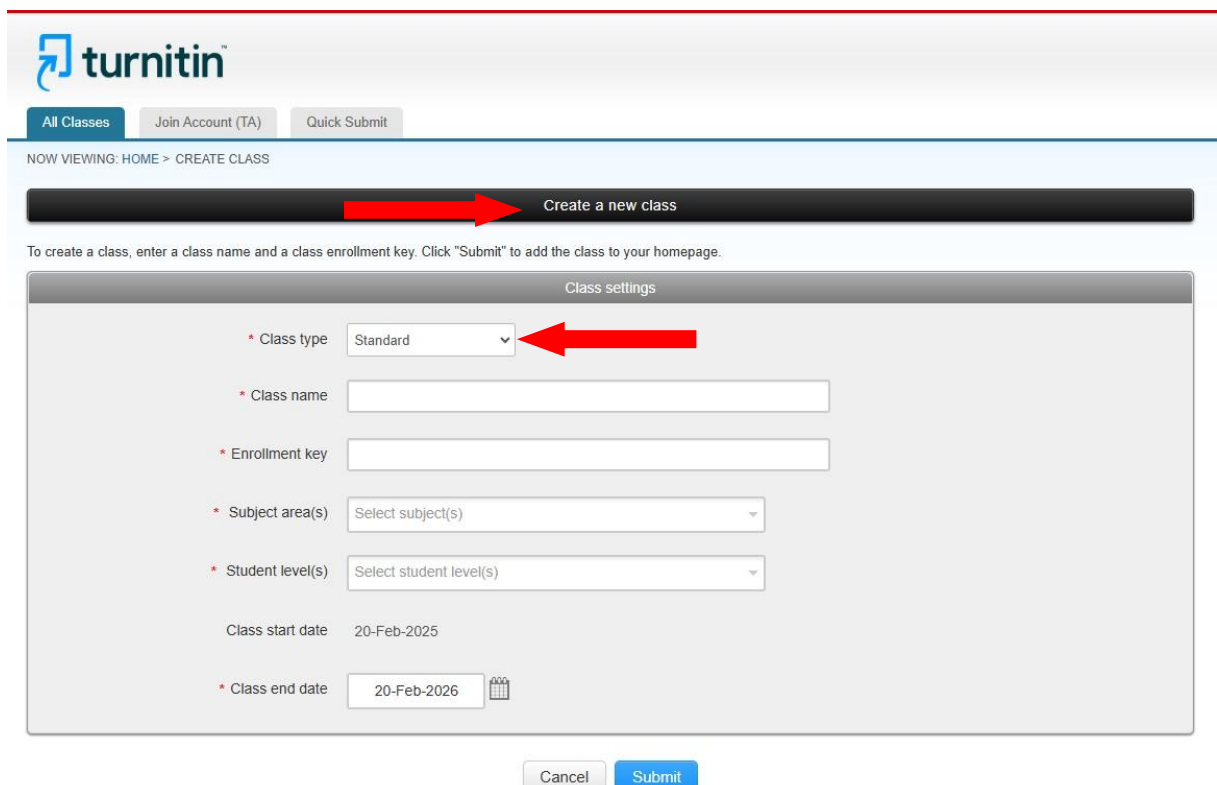
Next

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



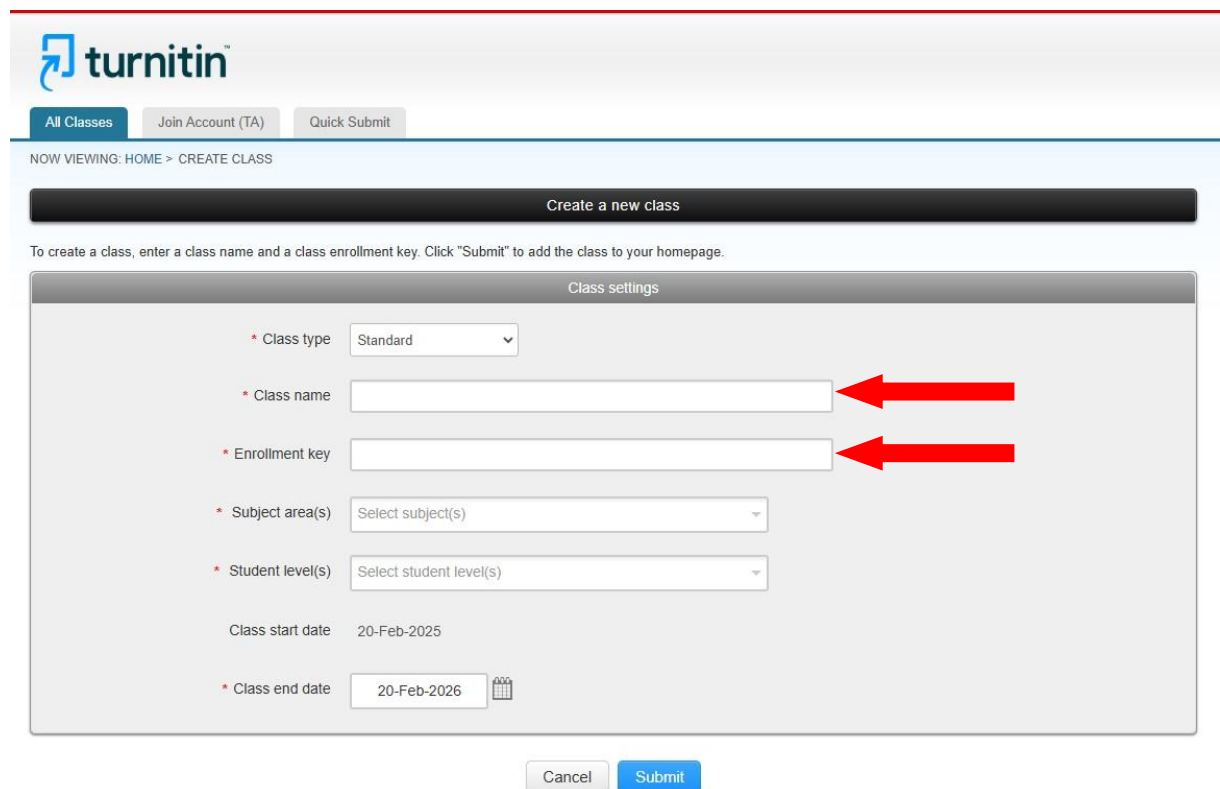
The screenshot shows the Turnitin instructor homepage. At the top right, there is a navigation bar with links: Sofia Grigoriadou | User Info | Messages | Instructor | English | Community | Help | Logout. Below this, the Turnitin logo is on the left, and navigation tabs include 'All Classes', 'Join Account (TA)', and 'Quick Submit'. The main heading is 'NOW VIEWING: HOME'. Below this, a section titled 'About this page' explains that this is the instructor's homepage and provides instructions on how to create a class or view assignments. A table lists existing classes, with the first entry being 'IHU-Serres' with Class ID '47335446' and Class name 'BUSINESS2025'. To the right of the table, there are tabs for 'All Classes', 'Expired Classes', and 'Active Classes'. A red arrow points to a green '+ Add Class' button located above the 'All Classes' tab. At the bottom of the page, there is a copyright notice: '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 the Turnitin interface. At the top, there is a navigation bar with links: Sofia Grigoriadou | User Info | Messages | Instructor | English | Community | Help | Logout. Below this, the Turnitin logo is on the left, and navigation tabs include 'All Classes', 'Join Account (TA)', and 'Quick Submit'. The main heading is 'NOW VIEWING: HOME > CREATE CLASS'. Below this, there is a black bar with a red arrow pointing to the text 'Create a new class'. Below the bar, there is a text box that says 'To create a class, enter a class name and a class enrollment key. Click "Submit" to add the class to your homepage.' Below this, there is a 'Class settings' section with the following fields: 'Class type' (dropdown menu set to 'Standard'), 'Class name' (text box), 'Enrollment key' (text box), 'Subject area(s)' (dropdown menu set to 'Select subject(s)'), 'Student level(s)' (dropdown menu set to 'Select student level(s)'), 'Class start date' (text box set to '20-Feb-2025'), and 'Class end date' (text box set to '20-Feb-2026' with a calendar icon). At the bottom of the form, there are 'Cancel' and 'Submit' buttons. A red arrow points to the 'Class type' dropdown menu.

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

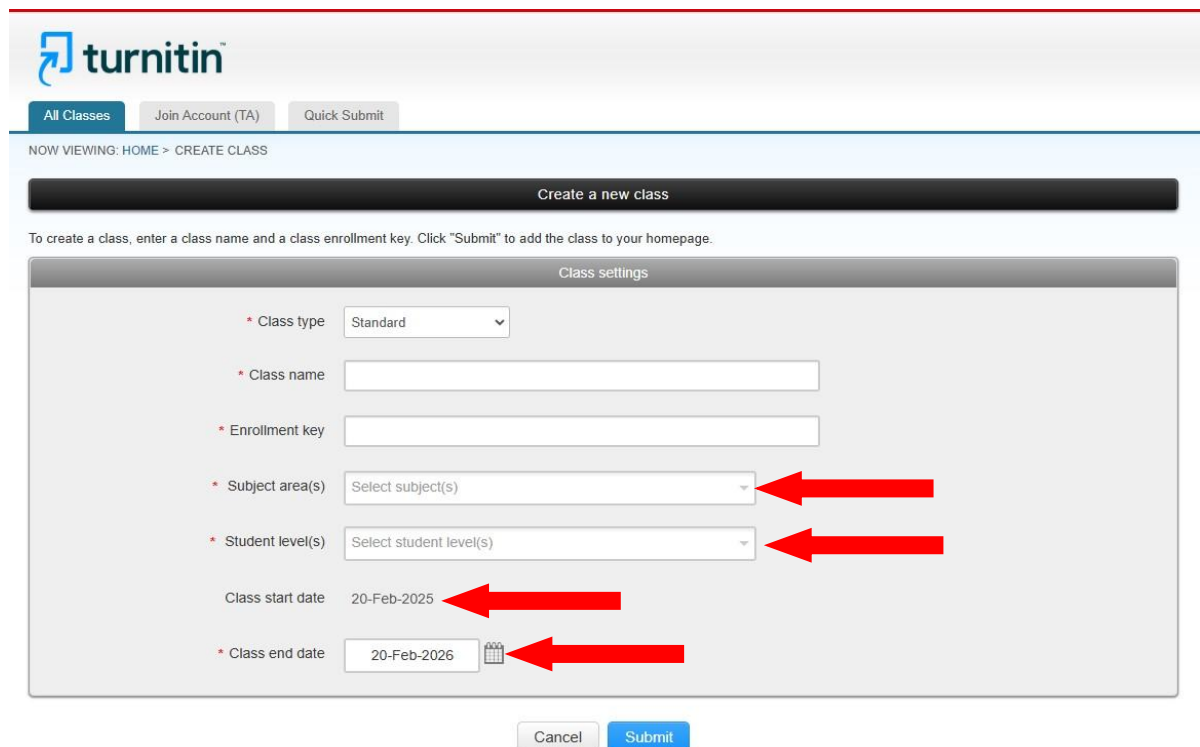
Cancel Submit

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.



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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)

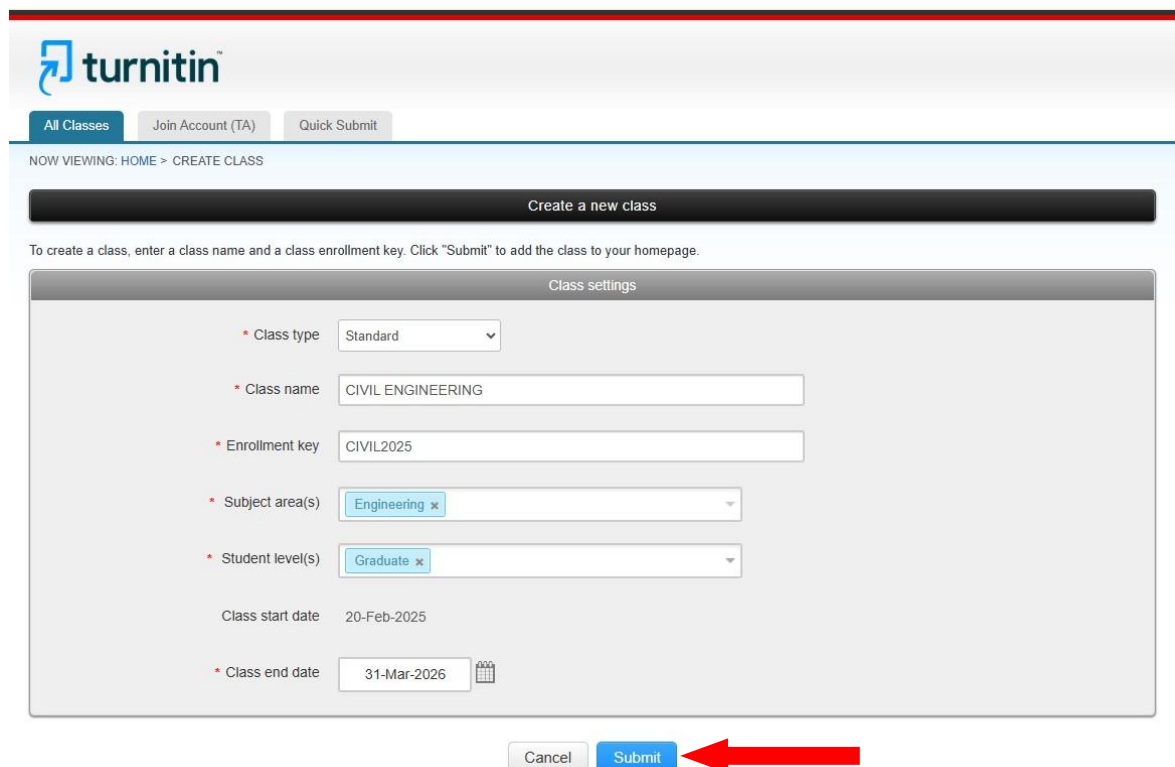
* Student level(s) Select student level(s)

Class start date 20-Feb-2025

* Class end date 20-Feb-2026

Cancel Submit

After clicking **Submit**



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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 CIVIL ENGINEERING

* Enrollment key CIVIL2025

* Subject area(s) Engineering x

* Student level(s) Graduate x

Class start date 20-Feb-2025

* Class end date 31-Mar-2026

Cancel Submit

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. The modal 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** ← (indicated by a red arrow)

Enrollment key **CIVIL2025**

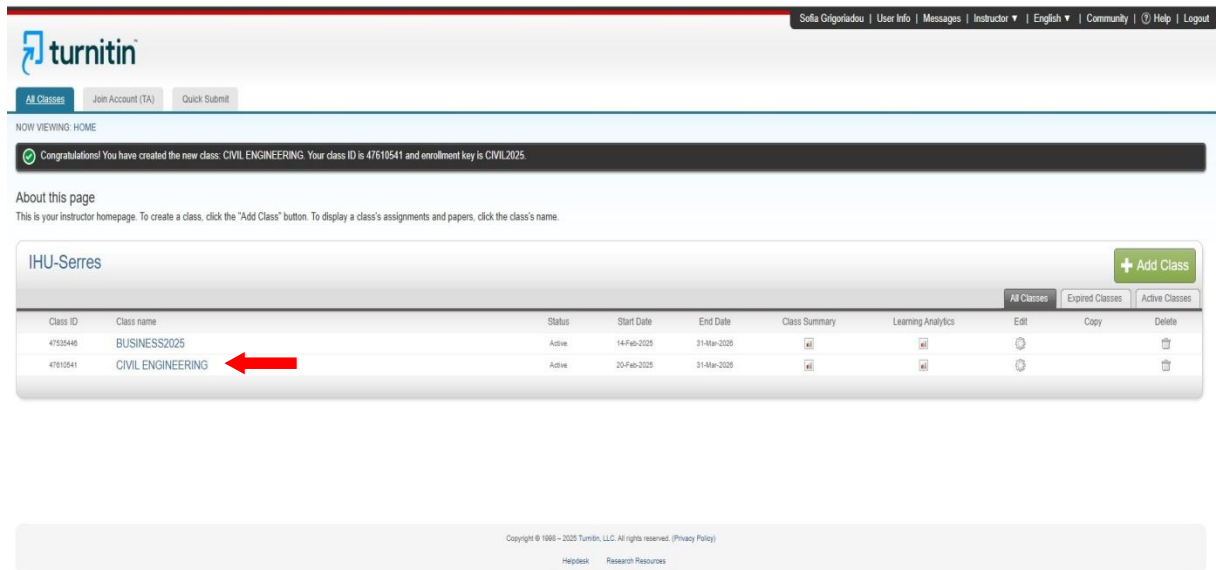
Note: Should you ever forget the class ID, it is the number to the left of the class name on your class list. You can view or change your enrollment key by editing the class.

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

→ (indicated by a red arrow) **Continue** button

In the background, the Turnitin interface is visible. The top navigation bar includes the Turnitin logo and links for Sofia Grigoriadou, User Info, Messages, Instructor, English, Community, Help, and Logout. The main content area shows a 'NOW VIEWING: HOME' section with a congratulatory message. Below this, there is a section titled 'About this page' and a table of classes. The table has columns for Class ID, Class name, and a status column. The classes listed are BUSINESS2025 and CIVIL ENGINEERING. A '+ Add Class' button is visible in the top right corner of the main content area.

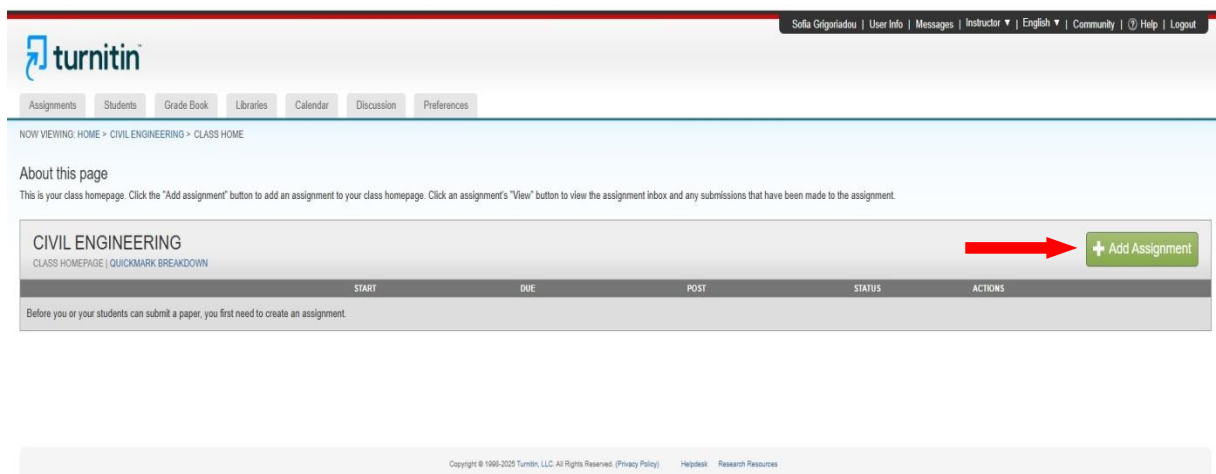
Once the **Class** is created, it will appear in your list of Classes.



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]

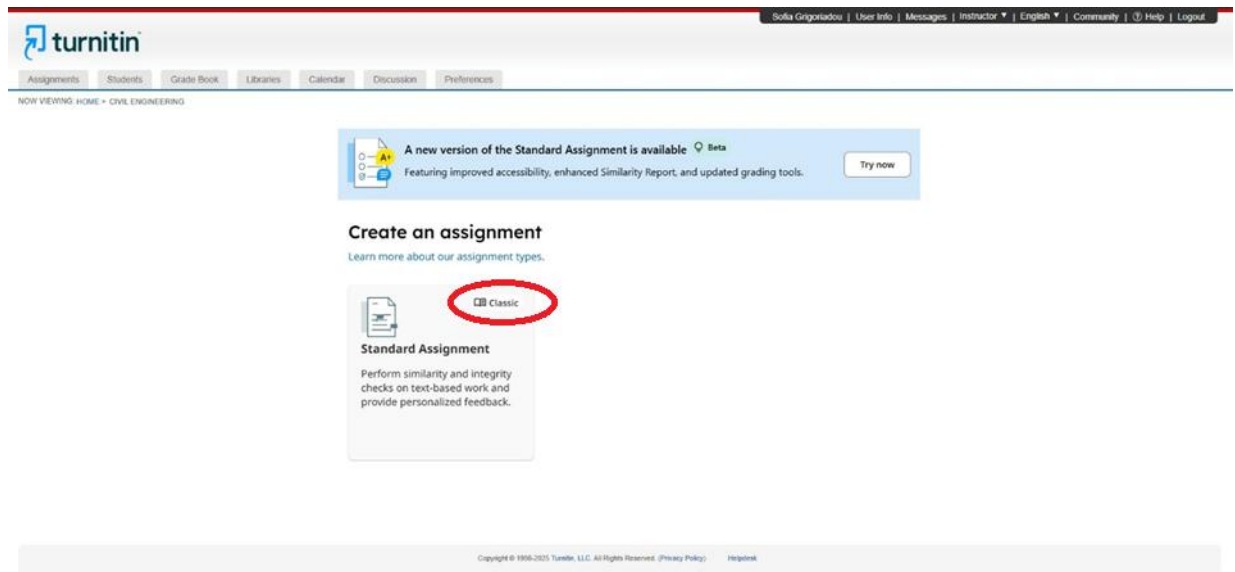
To allow students to submit an Assignment in a Class, you need to create the Assignment. First, select the Class, then click **Add Assignment**.



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).

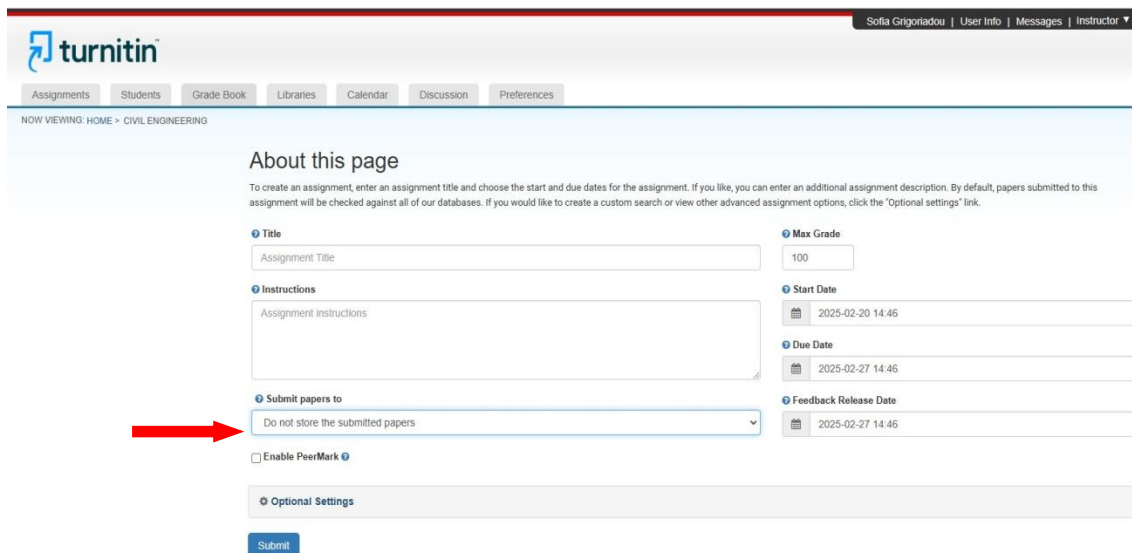


Note: It is recommended to use the Classic edition until the upgrade is completed and any potential issues have been resolved.

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.



turnitin

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

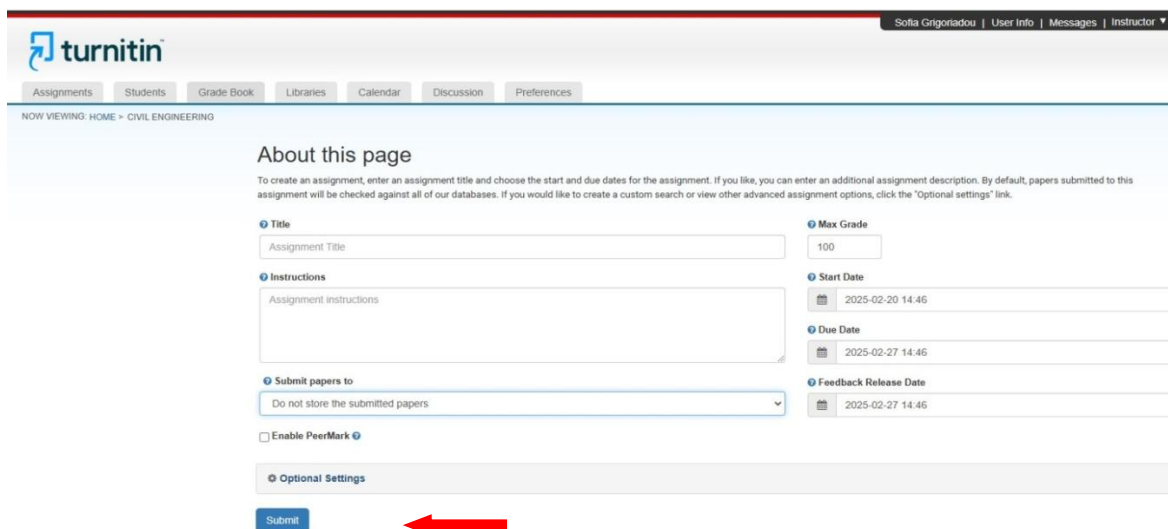
Start Date
2025-02-20 14:46

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:

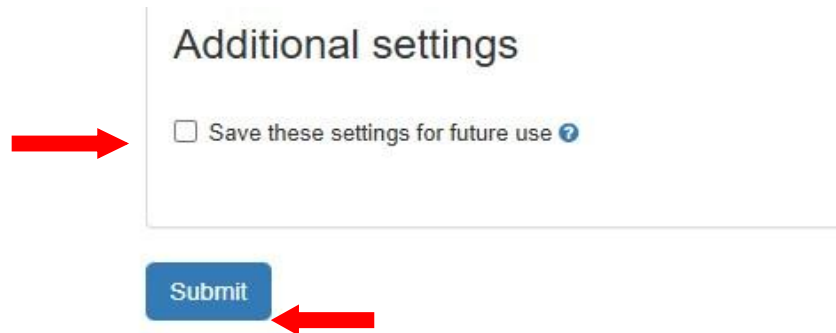
Define which sources to compare submissions against to detect possible plagiarism in the content of submitted papers. For example, you can exclude the content of student papers when evaluating scientific and research papers, or exclude journals when checking undergraduate papers.

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**.



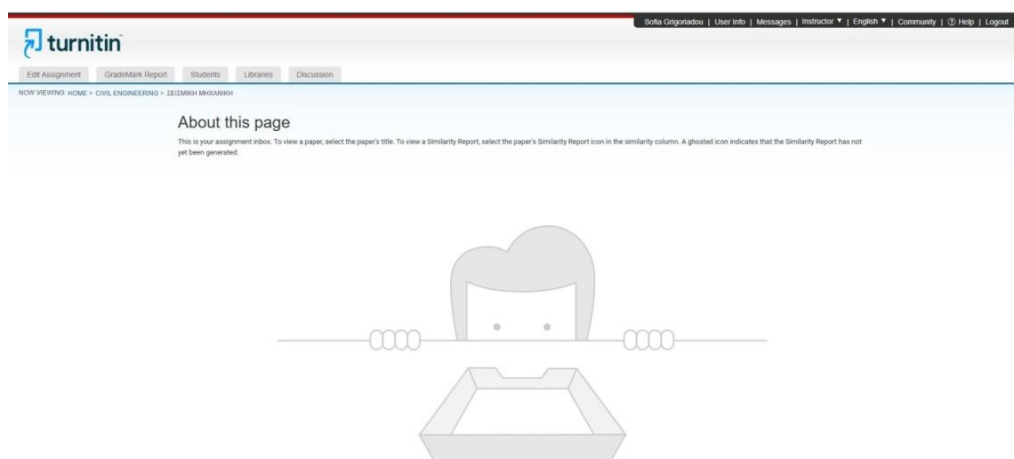
Additional settings

☐ Save these settings for future use ?

Submit

Click **Submit** to finalize the assignment.

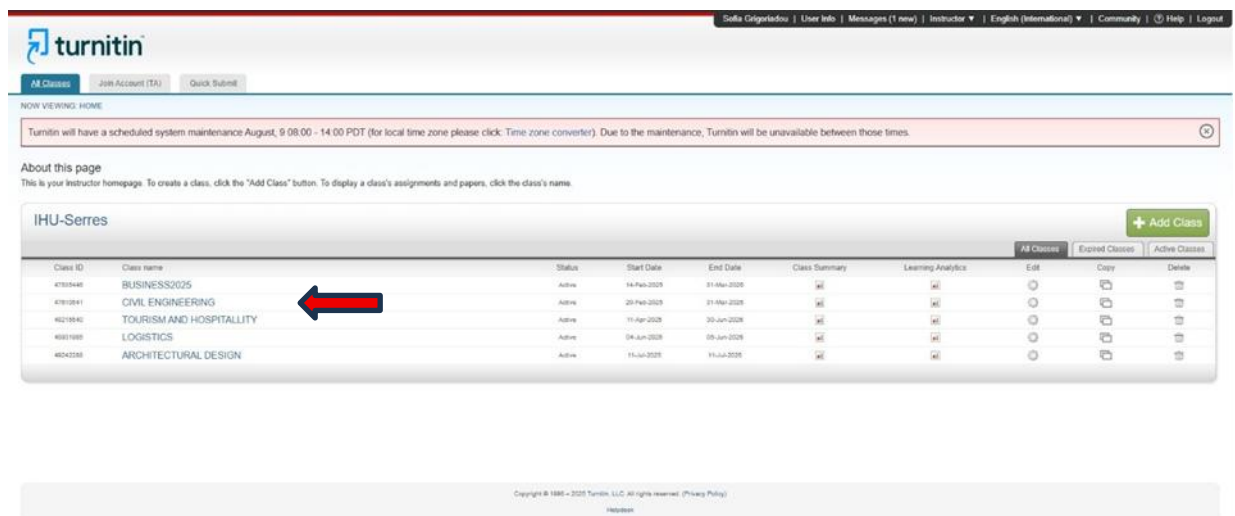
And then the following screen appears



UPLOADING A PAPER FOR SIMILARITY CHECK:

Before uploading an assignment to Turnitin, instructors must first **register students** in the Class by entering their full names and email addresses. This step enables the assignment submission functionality for the class.

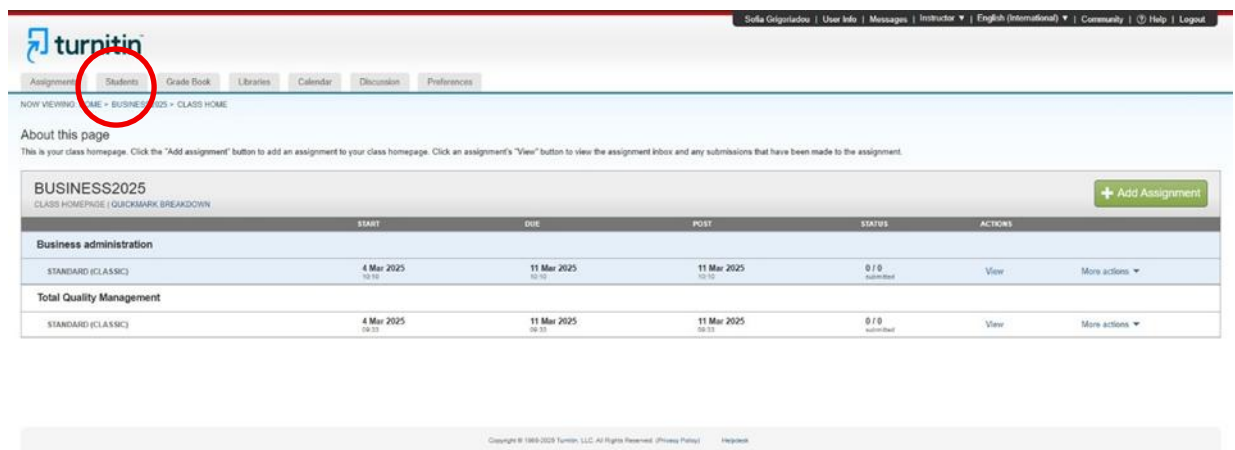
To add students individually: Select **Class**



The screenshot shows the Turnitin instructor dashboard. At the top, there's a navigation bar with links like 'Sofia Grigoriadou', 'User Info', 'Messages (1 new)', 'Instructor', 'English (International)', 'Community', 'Help', and 'Logout'. Below this, there's a 'NOW VIEWING: HOME' section. A message banner indicates a scheduled system maintenance on August 9, 08:00 - 14:00 PDT. The main section is titled 'About this page' and explains that this is the instructor homepage. Below this, there's a section for 'IHU-Serres' with a '+ Add Class' button. A table lists several classes, with 'BUSINESS2025' highlighted by a red arrow. The table columns include Class ID, Class name, Status, Start Date, End Date, Class Summary, Learning Analytics, and actions (Edit, Copy, Delete).

Class ID	Class name	Status	Start Date	End Date	Class Summary	Learning Analytics	Actions
4700440	BUSINESS2025	Active	14-Feb-2025	31-Mar-2025	[Summary]	[Analytics]	[Edit] [Copy] [Delete]
4700241	CIVIL ENGINEERING	Active	20-Feb-2025	31-Mar-2025	[Summary]	[Analytics]	[Edit] [Copy] [Delete]
4020840	TOURISM AND HOSPITALITY	Active	11-Apr-2025	30-Jun-2025	[Summary]	[Analytics]	[Edit] [Copy] [Delete]
4001988	LOGISTICS	Active	04-Jun-2025	08-Jun-2025	[Summary]	[Analytics]	[Edit] [Copy] [Delete]
4040208	ARCHITECTURAL DESIGN	Active	11-Jul-2025	11-Jul-2025	[Summary]	[Analytics]	[Edit] [Copy] [Delete]

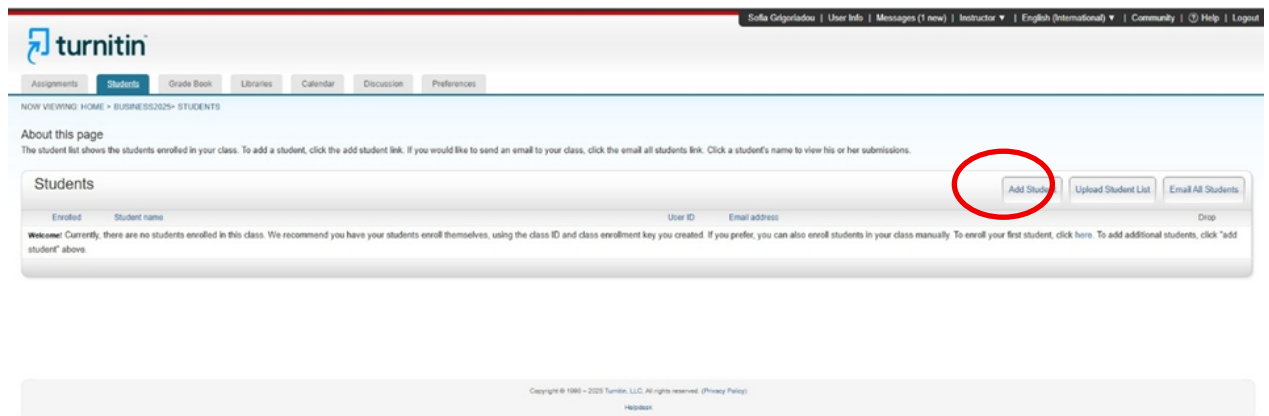
Click **Students**



The screenshot shows the Turnitin instructor dashboard with the 'Students' tab selected. The 'BUSINESS2025' class is selected, and the 'Students' tab is circled in red. The main section is titled 'About this page' and explains that this is the class homepage. Below this, there's a section for 'BUSINESS2025' with a '+ Add Assignment' button. A table lists assignments with columns for START, DUE, POST, STATUS, and ACTIONS. The table shows two assignments: 'Business administration' and 'Total Quality Management'.

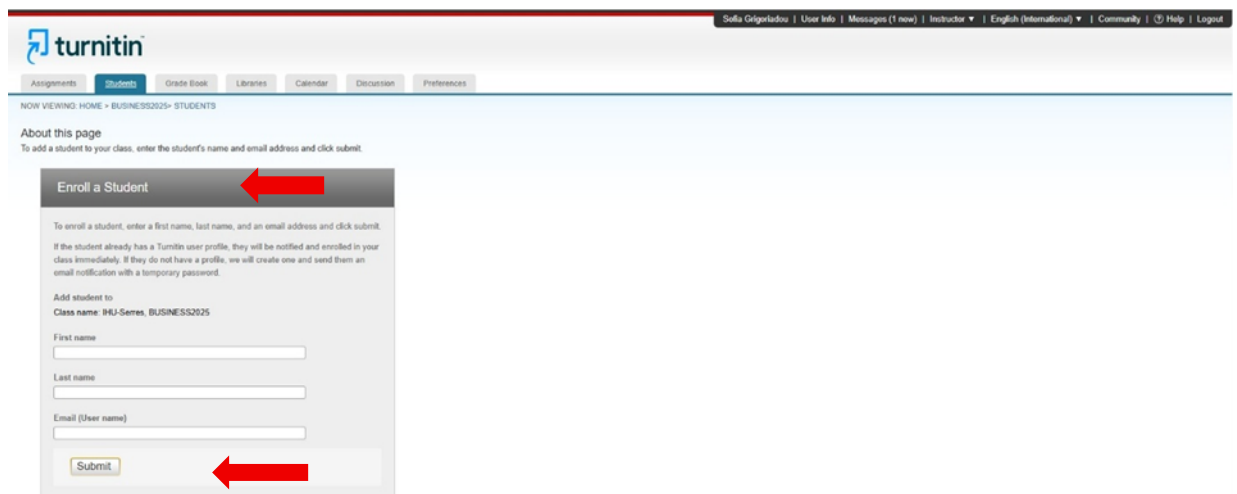
START	DUE	POST	STATUS	ACTIONS
4 Mar 2025 10:10	11 Mar 2025 10:10	11 Mar 2025 10:10	0/0 submitted	View More actions
4 Mar 2025 08:33	11 Mar 2025 08:33	11 Mar 2025 08:33	0/0 submitted	View More actions

Select Add Student



The screenshot shows the Turnitin interface for a class named 'BUSINESS2025'. The 'Students' tab is selected. In the top right corner of the 'Students' section, the 'Add Student' button is circled in red. Other buttons visible are 'Upload Student List' and 'Email All Students'. Below the buttons, a table header is visible with columns: 'Enrolled', 'Student name', 'User ID', 'Email address', and 'Drop'.

Enter the student's full name and email address, then click Submit

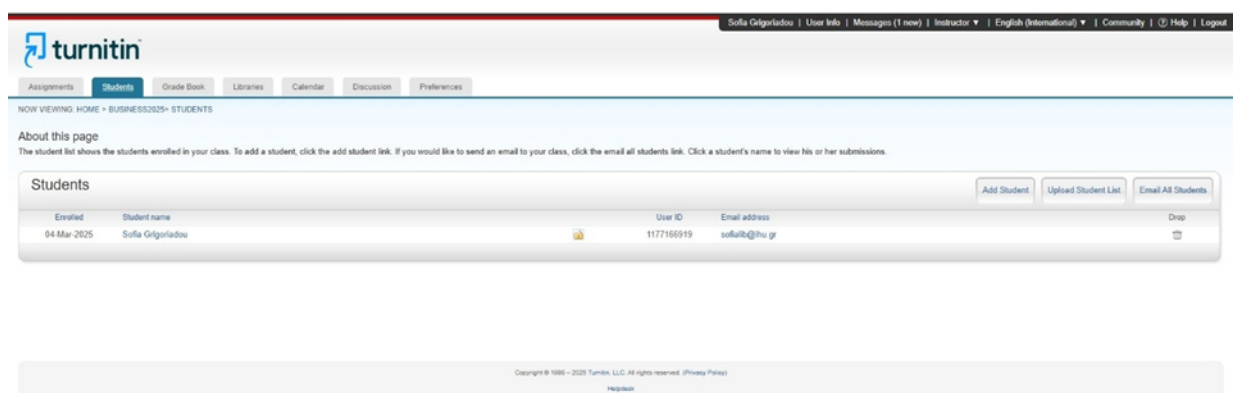


The screenshot shows the 'Enroll a Student' form. A red arrow points to the 'Enroll a Student' title. Another red arrow points to the 'Submit' button at the bottom of the form. The form contains the following fields:

- Class name: IHU-Series, BUSINESS2025
- First name:
- Last name:
- Email (User name):

The 'Submit' button is located at the bottom of the form.

The student information entered will then appear on the screen.
Repeat this process to register all course participants.

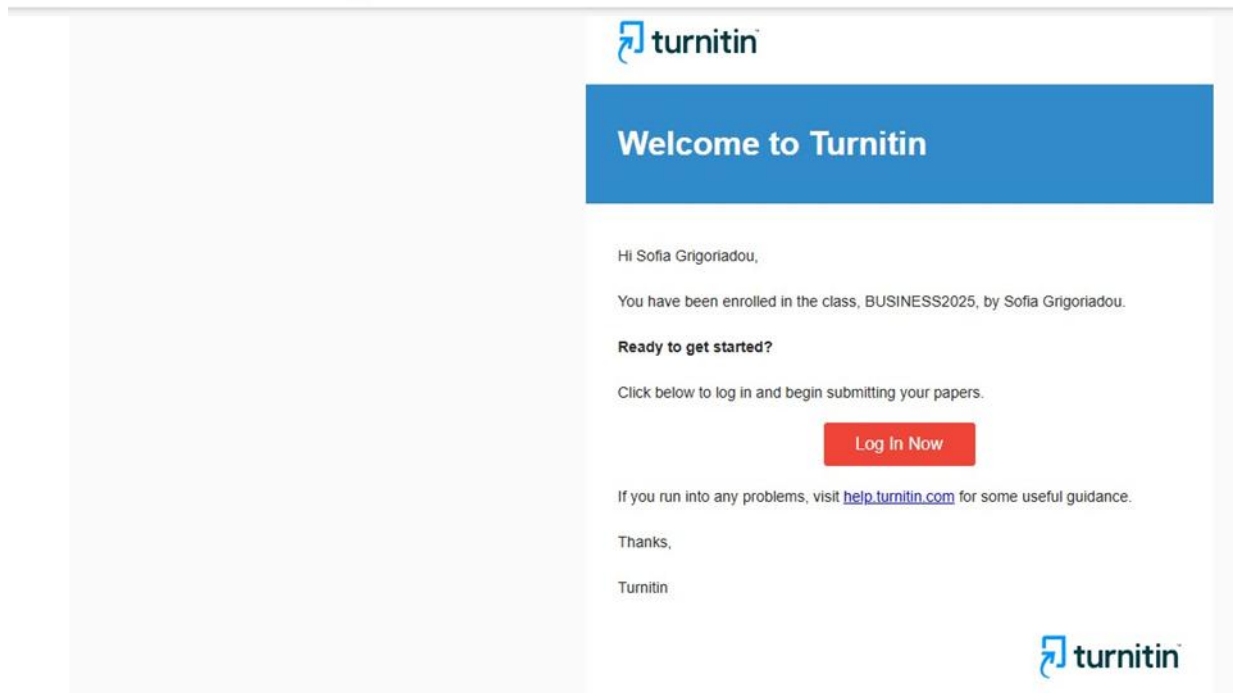


The screenshot shows the Turnitin interface after a student has been added. The 'Students' tab is selected. The 'Add Student' button is still visible. Below the buttons, a table lists the enrolled students:

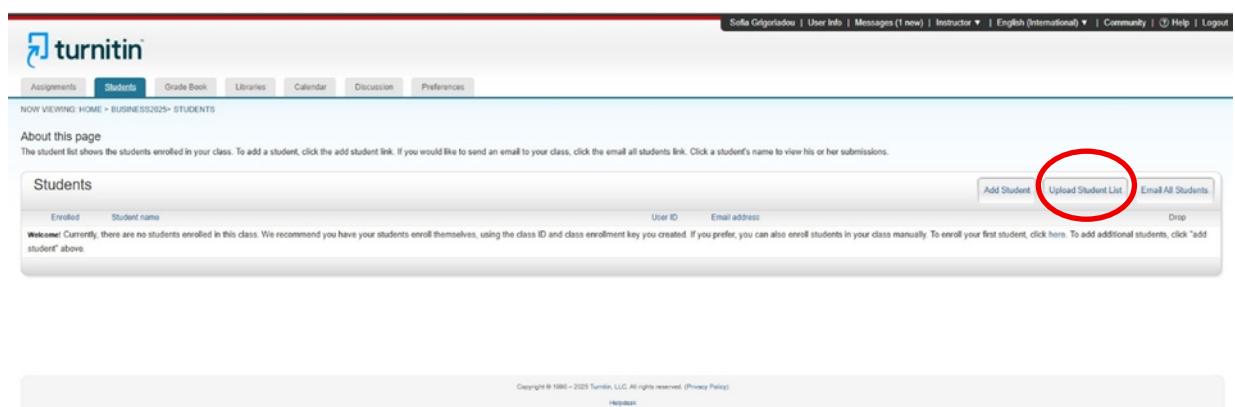
Enrolled	Student name	User ID	Email address	Drop
04-Mar-2025	Sofia Grigoridiou	1177156919	sofiaib@ihu.gr	

Upon successful registration, **Turnitin will automatically notify** each student via email that **they have been enrolled** in a Class.

You have been enrolled in a Turnitin class by your instructor



Alternatively, Click **Upload Student List** to add multiple students at once by uploading a file containing their details



This allows you to upload a file containing the full names and email addresses of all students in the **Class**

A screen will appear showing the required file format and specifications for a successful upload

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Softa Grigoriadou | User Info | Messages (1 new) | Instructor | English (International) | Community | Help | Logout

Assignments Students Grade Book Libraries Calendar Discussion Preferences

NOW VIEWING: HOME > BUSINESS0020> STUDENTS

About this page
To upload a student list, click the browse button and select a file. Click submit to upload the list of students.

Upload Student List

Choose a file to upload:
[Browse] [Remove] [Cancel]

File Formatting Guidelines

Your file can be in either Excel or plain text format. For each user in your list, you must include the user's first name, last name, and e-mail address in this order:
first name, last name, email address

Here is an example of a properly formatted list in each of the formats we accept (plain text and Excel):

Plain text (.txt)
Connie Williams, cwilliams@myschool.edu
Patricia Wong, pwong@myschool.edu

Excel (.xls)

A	B	C
Connie	Williams	cwilliams@myschool.edu
Patricia	Wong	pwong@myschool.edu

If the students you are enrolling already have Turnitin user profiles, they will be notified and enrolled immediately. If they do not have profiles, we will create profiles for them and send out email notifications with temporary passwords.

Upload List

The **Email All Students** option allows instructors to send a message simultaneously to all students enrolled in the class.

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Softa Grigoriadou | User Info | Messages (1 new) | Instructor | English (International) | Community | Help | Logout

Assignments Students Grade Book Libraries Calendar Discussion Preferences

NOW VIEWING: HOME > BUSINESS0020> STUDENTS

About this page
The student list shows the students enrolled in your class. To add a student, click the add student link. If you would like to send an email to your class, click the email of students link. Click a student's name to view his or her submissions.

Students

Enrolled Student name User ID Email address

Add Student Upload Student List **Email All Students**

Welcome! Currently, there are no students enrolled in this class. We recommend you have your students enroll themselves, using the class ID and class enrollment key you created. If you prefer, you can also enroll students in your class manually. To enroll your first student, click "add student" above.

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Report

turnitin

Softa Grigoriadou | User Info | Messages (1 new) | Instructor | English (International) | Community | Help | Logout

Assignments Students Grade Book Libraries Calendar Discussion Preferences

NOW VIEWING: HOME > BUSINESS0020> STUDENTS

About this page
Enter the message you would like to send your students and click submit.

email students

Your email address will be disclosed when emailing students, and they will be able to reply back to you.

View Info Pages, BUSINESS0020

Enter the subject line of your message:

Enter your message:

☐ Include me

send

a) Reviewing Submitted Assignments: If a student has already submitted an assignment to Turnitin, because the Instructor/Professor gave them the Class id and Enrollment key:

Select the relevant **Class**

The screenshot shows the Turnitin instructor dashboard. At the top, there's a navigation bar with links like 'Sofia Gergelidou', 'User Info', 'Messages (1 new)', 'Instructor', 'English (International)', 'Community', 'Help', and 'Logout'. Below this, there's a 'turnitin' logo and buttons for 'All Classes', 'Join Account (TA)', and 'Quick Submit'. A message banner indicates scheduled system maintenance on August 9th. The main section is titled 'About this page' and explains how to create a class. Below this, there's a table of classes under the heading 'IHU-Serres'. A red arrow points to the 'TOURISM AND HOSPITALITY' class row.

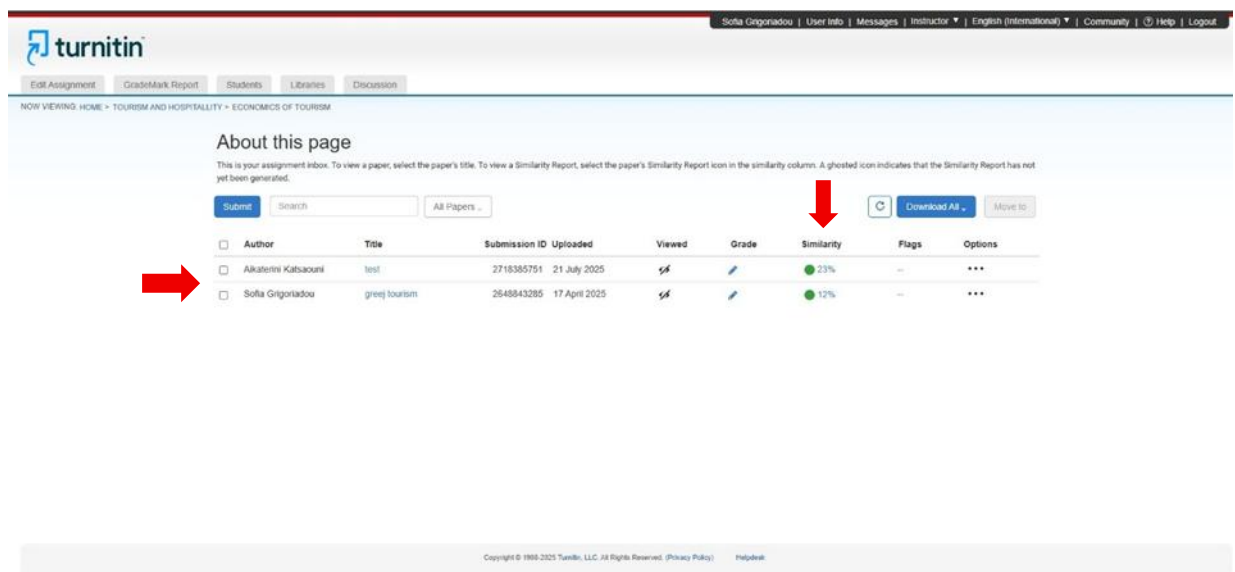
Class ID	Class Name	Status	Start Date	End Date	Class Summary	Learning Analytics	Edit	Copy	Delete
4700448	BUSINESS2025	Active	14-Feb-2025	31-Mar-2025	[X]	[X]	[X]	[X]	[X]
4700241	CIVIL ENGINEERING	Active	20-Feb-2025	31-Mar-2025	[X]	[X]	[X]	[X]	[X]
4620540	TOURISM AND HOSPITALITY	Active	11-Apr-2025	30-Jun-2025	[X]	[X]	[X]	[X]	[X]
4601988	LOGISTICS	Active	04-Jun-2025	05-Jun-2025	[X]	[X]	[X]	[X]	[X]
4604238	ARCHITECTURAL DESIGN	Active	11-Jul-2025	11-Jul-2025	[X]	[X]	[X]	[X]	[X]

and then **select the Assignment** you want and click **View**

The screenshot shows the Turnitin instructor dashboard for the 'TOURISM AND HOSPITALITY' class. At the top, there's a navigation bar with links like 'Sofia Gergelidou', 'User Info', 'Messages', 'Instructor', 'English (International)', 'Community', 'Help', and 'Logout'. Below this, there's a 'turnitin' logo and buttons for 'Assignments', 'Students', 'Grade Book', 'Libraries', 'Calendar', 'Discussion', and 'Preferences'. A message banner indicates this is the class homepage. The main section is titled 'About this page' and explains how to add an assignment. Below this, there's a table of assignments under the heading 'TOURISM AND HOSPITALITY'. A red arrow points to the 'Economics of tourism' assignment row, and a red circle highlights the 'View' button in the 'ACTIONS' column.

START	DUE	POST	STATUS	ACTIONS
11 Apr 2025 13:00	31 Aug 2025 13:00	31 Aug 2025 13:00	2 / 2 submitted	View More actions ▼

A list of **student** names who have submitted their work will appear.

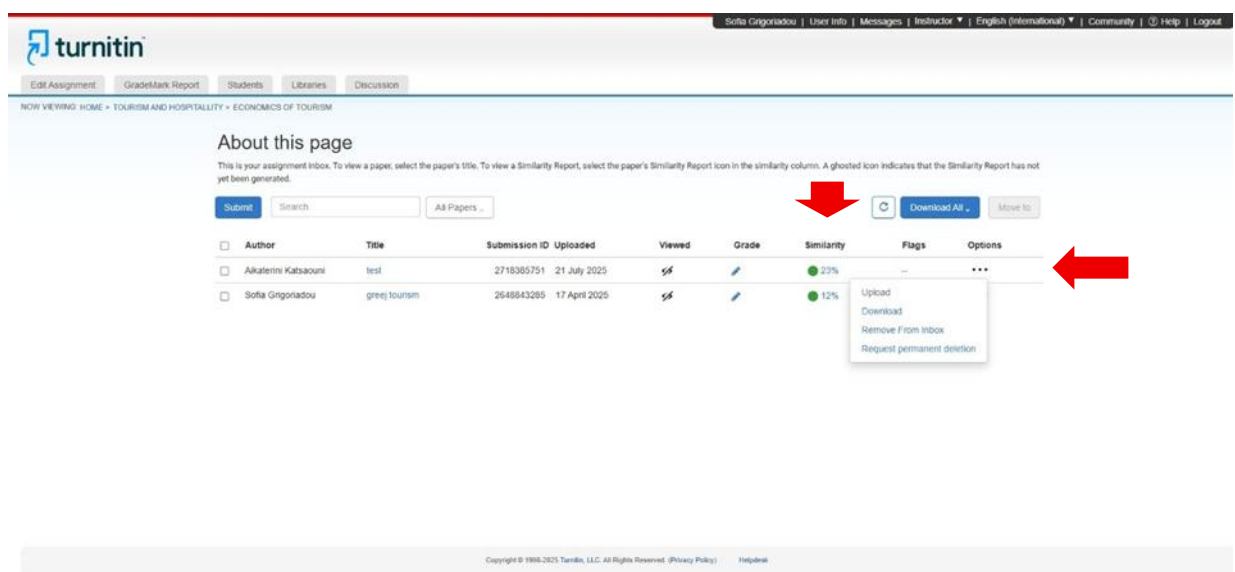


The screenshot shows the Turnitin interface for an instructor. At the top, the Turnitin logo is on the left, and user information (Sofia Grigoriadou) and navigation links (User Info, Messages, Instructor, English (International), Community, Help, Logout) are on the right. Below the header, there are tabs for 'Edit Assignment', 'GradeMark Report', 'Students', 'Libraries', and 'Discussion'. The main content area is titled 'About this page' and includes a 'Submit' button, a search bar, and a 'Download All' button. A table lists the submissions:

Author	Title	Submission ID	Uploaded	Viewed	Grade	Similarity	Flags	Options
<input type="checkbox"/> Alkaterini Katsaouni	test	2715385751	21 July 2025			23%	—	...
<input type="checkbox"/> Sofia Grigoriadou	greej tourism	2648843285	17 April 2025			12%	—	...

Red arrows point to the 'Submit' button and the 'Similarity' column header.

In the **Similarity** column, you will see the percentage result of the Similarity Check. Clicking on the percentage opens the full **Similarity Report**. From the **Options** menu, you can **Download** the Assignment, **Remove it from your Inbox**, or **Request its permanent deletion**.

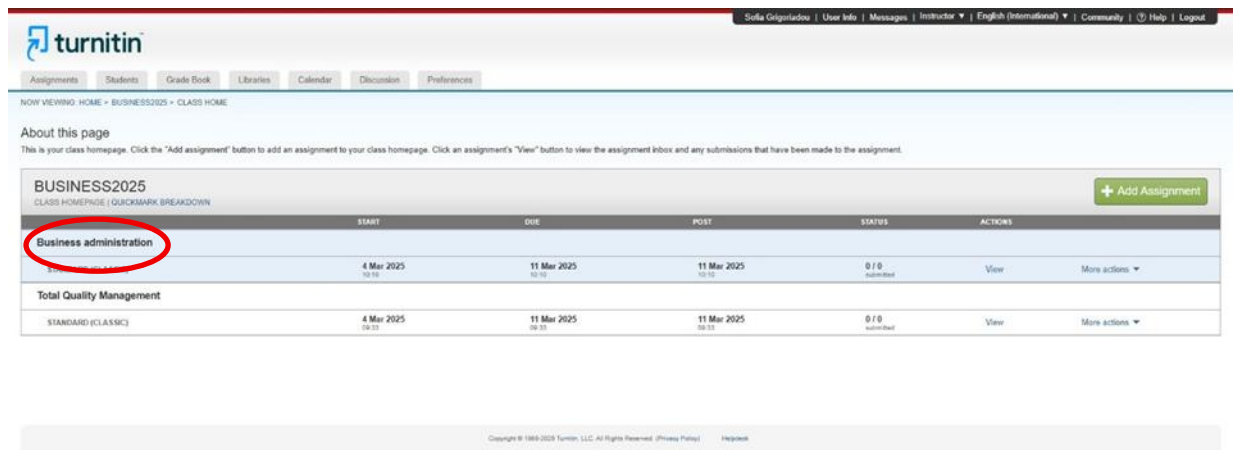


This screenshot shows the same Turnitin interface as the previous one, but with the 'Options' menu for the second submission (Sofia Grigoriadou) open. The menu includes the following options: 'Upload', 'Download', 'Remove From Inbox', and 'Request permanent deletion'. Red arrows point to the 'Similarity' column header, the '23%' and '12%' similarity percentages, and the 'Options' menu.

b) Uploading an Assignment on behalf of a student

Instructors also have the option to upload a student's assignment directly.

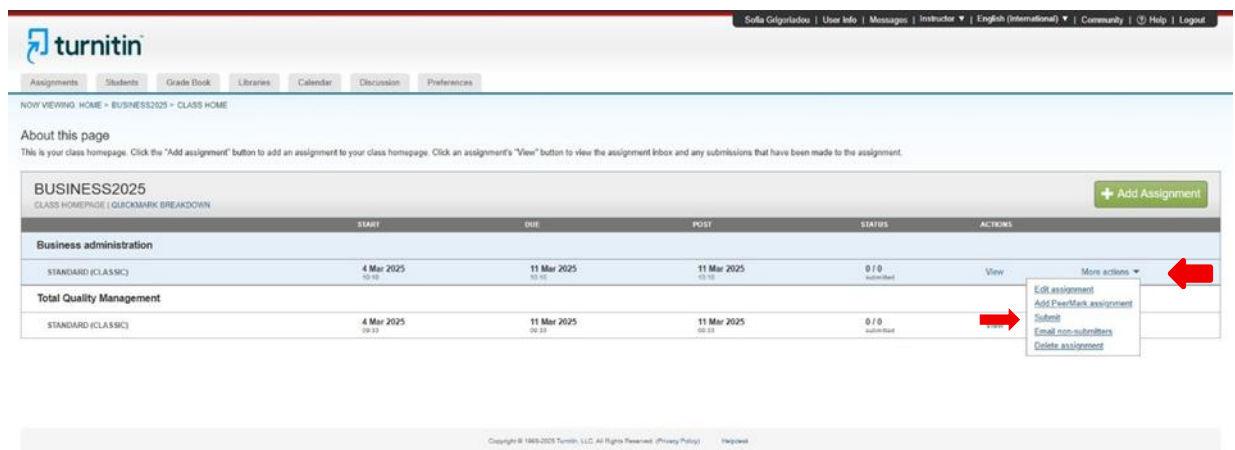
Navigate to the relevant assignment



The screenshot shows the Turnitin interface for a class named 'BUSINESS2025'. The 'Assignments' tab is selected. A table lists assignments with columns: START, DUE, POST, STATUS, and ACTIONS. The 'Business administration' assignment is highlighted with a red circle. The 'Total Quality Management' assignment is also listed below it. The 'More actions' dropdown for 'Business administration' is visible, showing options like 'Edit assignment', 'Add PeerMark assignment', 'Submit', 'Email non-submitters', and 'Delete assignment'.

ASSIGNMENT	START	DUE	POST	STATUS	ACTIONS
Business administration	4 Mar 2025 10:10	11 Mar 2025 10:10	11 Mar 2025 10:10	0 / 0 submitted	View More actions
Total Quality Management	4 Mar 2025 09:33	11 Mar 2025 09:33	11 Mar 2025 09:33	0 / 0 submitted	View More actions

Click **More Actions**, then select **Submit**



The screenshot shows the Turnitin interface for a class named 'BUSINESS2025'. The 'Assignments' tab is selected. A table lists assignments with columns: START, DUE, POST, STATUS, and ACTIONS. The 'Business administration' assignment is highlighted. The 'More actions' dropdown menu is open, showing options like 'Edit assignment', 'Add PeerMark assignment', 'Submit', 'Email non-submitters', and 'Delete assignment'. A red arrow points to the 'Submit' option.

ASSIGNMENT	START	DUE	POST	STATUS	ACTIONS
Business administration	4 Mar 2025 10:10	11 Mar 2025 10:10	11 Mar 2025 10:10	0 / 0 submitted	View More actions
Total Quality Management	4 Mar 2025 09:33	11 Mar 2025 09:33	11 Mar 2025 09:33	0 / 0 submitted	View More actions

Choose the student's name from the dropdown list, enter the Assignment title and upload the file.

NOW VIEWING: HOME > CIVIL ENGINEERING> ΣΕΙΣΜΙΚΗ ΜΗΧΑΝΙΚΗ

Submit: Single File Upload ▾ STEP ● ○ ○

Author

Select student... ▾

Select student...

Sofia Grigoriadou (sofiab@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 **Upload**

turnitin

Assignments Students Grade Book Libraries Calendar Discussion Preferences

NOW VIEWING: HOME > BUSINESS2025> BUSINESS ADMINISTRATION

Submit: Single File Upload ▾ STEP ● ○ ○

Author

Sofia Grigoriadou (sofiab@ihu.gr)

First name

Sofia

Last name

Grigoriadou

Submission title

International business

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

What can I submit?

ΟδγνδC_XpφρνC_Offline Circulation_Ver_2.pdf

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

Confirm the file selection by clicking **Confirm**

Submit: Single File Upload

STEP 1 ● ● ●

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 the submission is confirmed, click **Go to assignment inbox**

Submit: Single File Upload

STEP 2 ● ● ●

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)

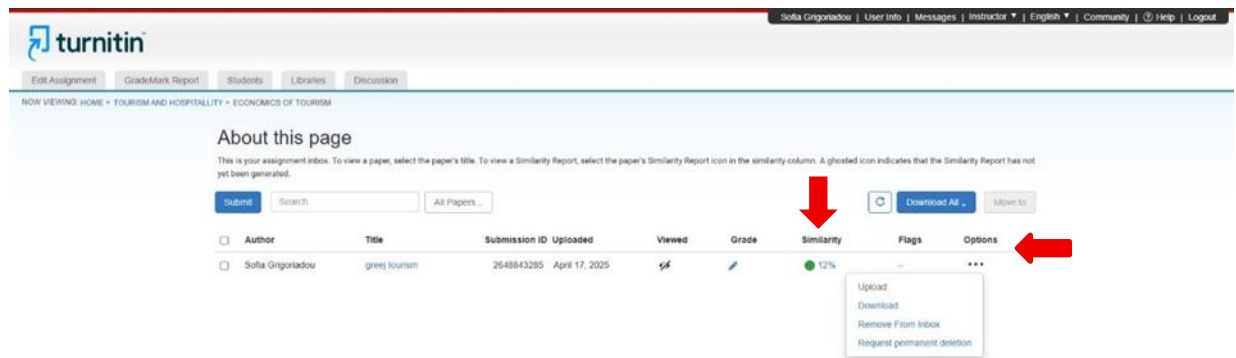
Submission ID:
2648809510

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

In the **Similarity Column** you will see the **percentage result** of the **Similarity Check**. Clicking on it, opens the full **Similarity Report**. From the **Options** menu, you can **Download** the file, **Remove it from Inbox** or **Request permanent deletion**.



Important notes!

This method of using Turnitin allows Instructors to independently review student work for originality. Moreover, Instructors may also utilize the platform to check their own academic work (e.g., prior to publication) or documents under peer review. In such cases, any email address—including personal ones—may be used to create a temporary account, enabling submission without affecting the functionality of official course accounts.

Please remember: when creating an Assignment for Similarity Checking (particularly for personal or non-student documents), ensure that submissions are not stored in the Turnitin repository.

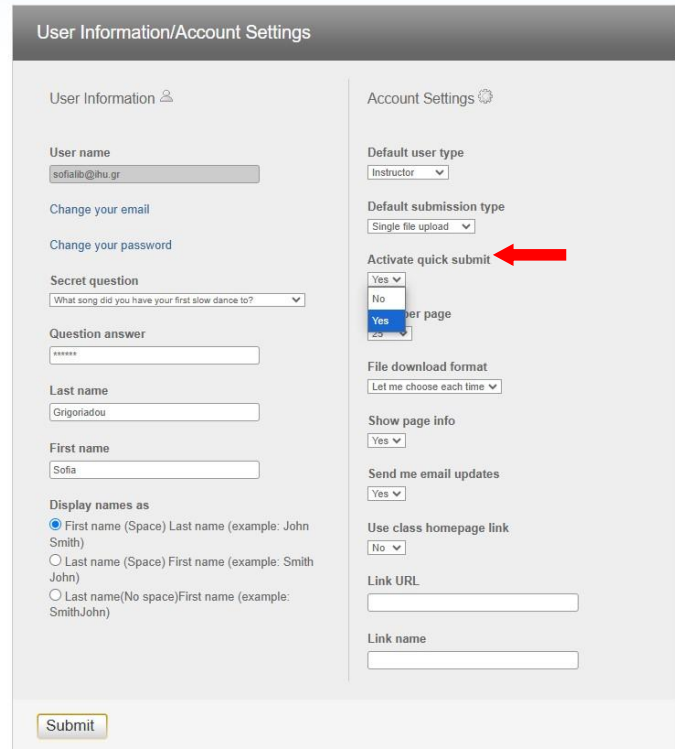
To do so, under “Submit papers to”, select the option: “no repository”.

SIMILARITY CHECK USING QUICK SUBMISSION

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: sofialb@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: **Yes**

Items per page: 25

File download format: Let me choose each time

Show page info: Yes

Send me email updates: Yes

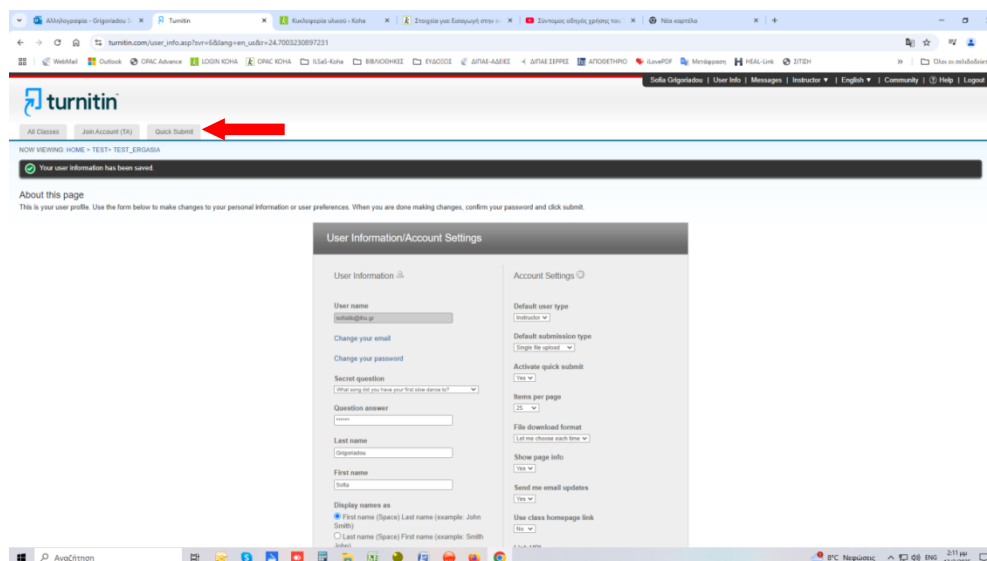
Use class homepage link: No

Link URL:

Link name:

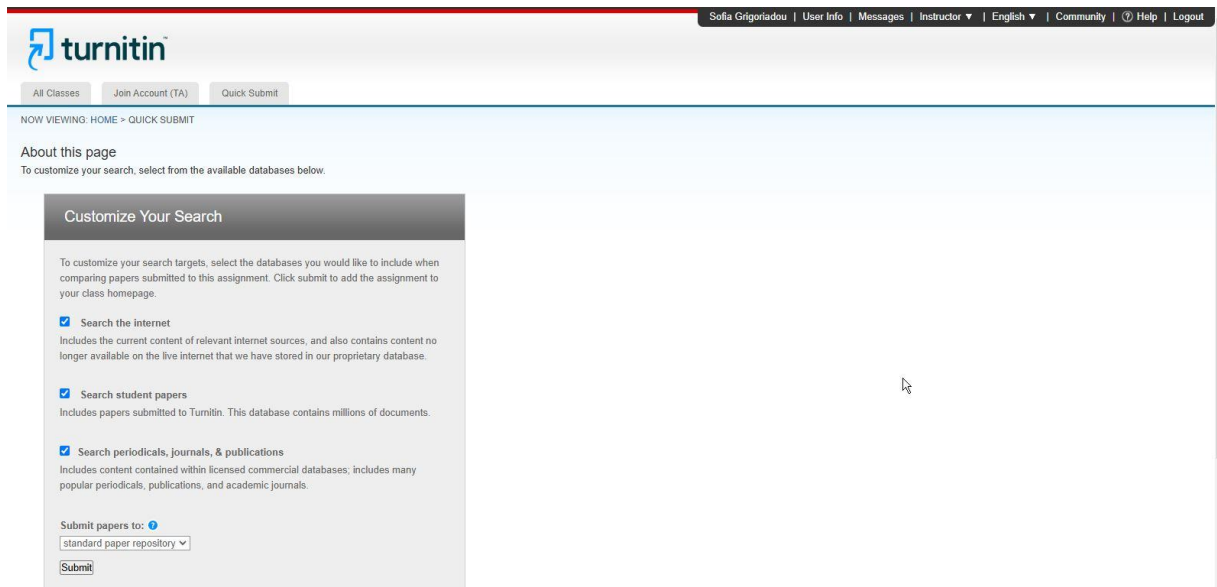
Submit

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



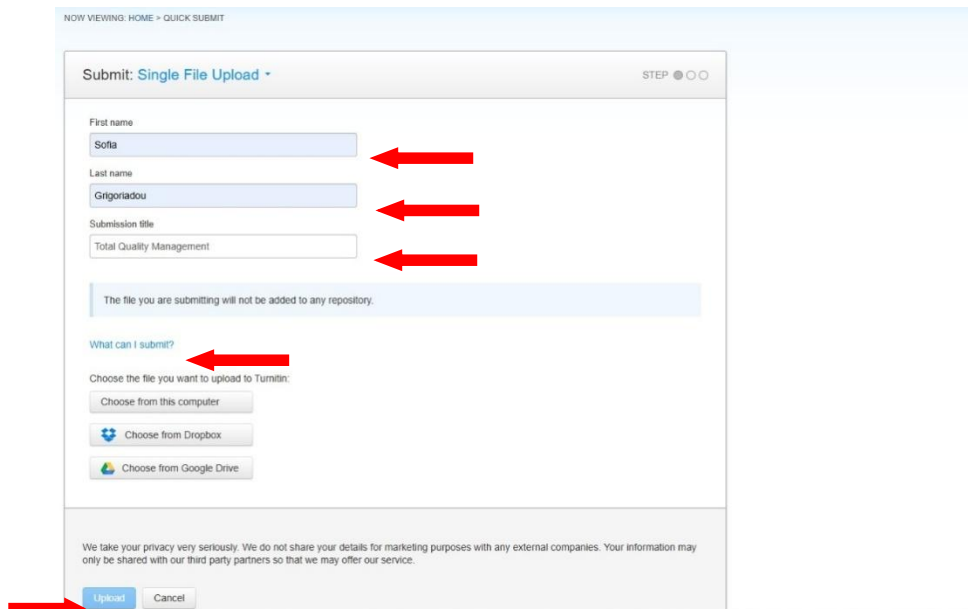
Choose comparison settings.

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 user information. 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 titled '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 section 'Submit papers to:' with a 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'). Red arrows point to each of these fields. Below the input fields, there's a message: 'The file you are submitting will not be added to any repository.' Underneath this message, there's a section titled 'What can I submit?' with a red arrow pointing to it. This section contains the text 'Choose the file you want to upload to Turnitin:' and 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.

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 »

Abstract

The aim of this research was to investigate the degree of effectiveness of the implementation of strategies in the public sector and specifically in the Municipality of Athens. The study was conducted with the participation of 10 public sector employees who responded to a questionnaire with closed questions, which was then statistically analysed. The results show that the implementation of strategies in the public sector is not always effective and that there is a need for further research in this area.

Keywords: strategies, public sector, effectiveness, implementation.

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.

turnitin

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

All Classes | Join Account (TA) | Quick Submit

NOW VIEWING: HOME > QUICK SUBMIT

About this page
This is your assignment inbox. To view a paper, select the paper's title. To view a Similarity Report, select the paper's Similarity icon in the similarity column. A ghosted icon indicates that the Similarity Report has not yet been generated.

IHU-Serres
QUICK SUBMIT | NOW VIEWING: ALL PAPERS

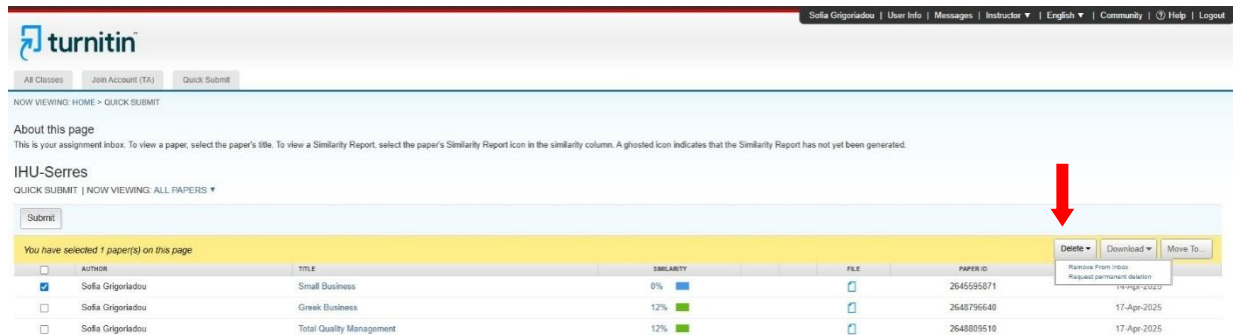
Submit

	AUTHOR	TITLE	SIMILARITY	FILE	PAPER ID	DATE
<input type="checkbox"/>	Sofia Grigoriadou	Small Business	0%		2645595871	14-Apr-2025
<input type="checkbox"/>	Sofia Grigoriadou	Greek Business	12%		2648796640	17-Apr-2025
<input type="checkbox"/>	Sofia Grigoriadou	Total Quality Management	12%		2648809510	17-Apr-2025

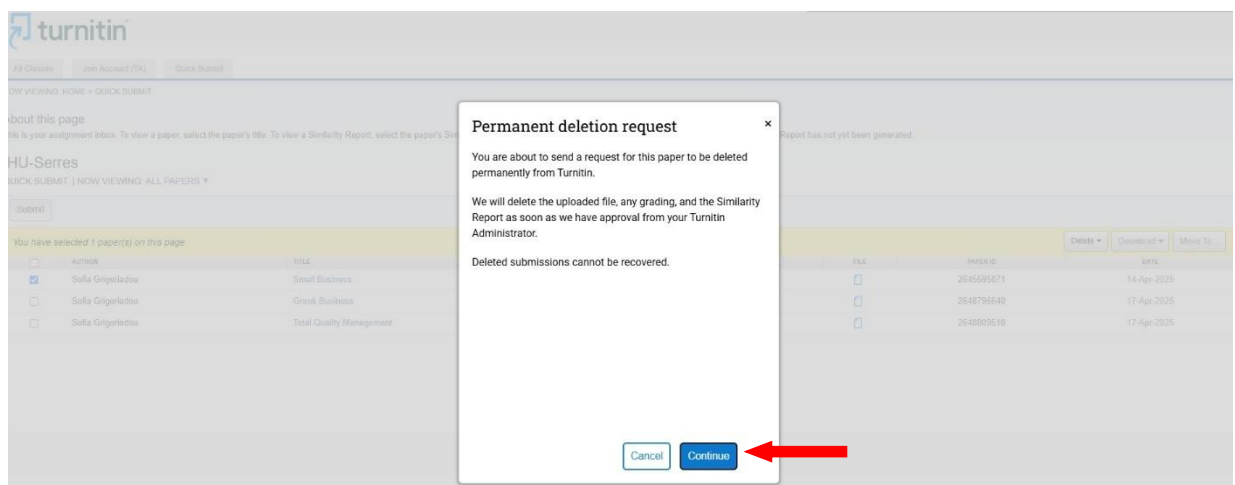
Copyright © 1995 - 2025 Turnitin, LLC. All rights reserved. (Privacy Policy)

Helpdesk | Research Resources

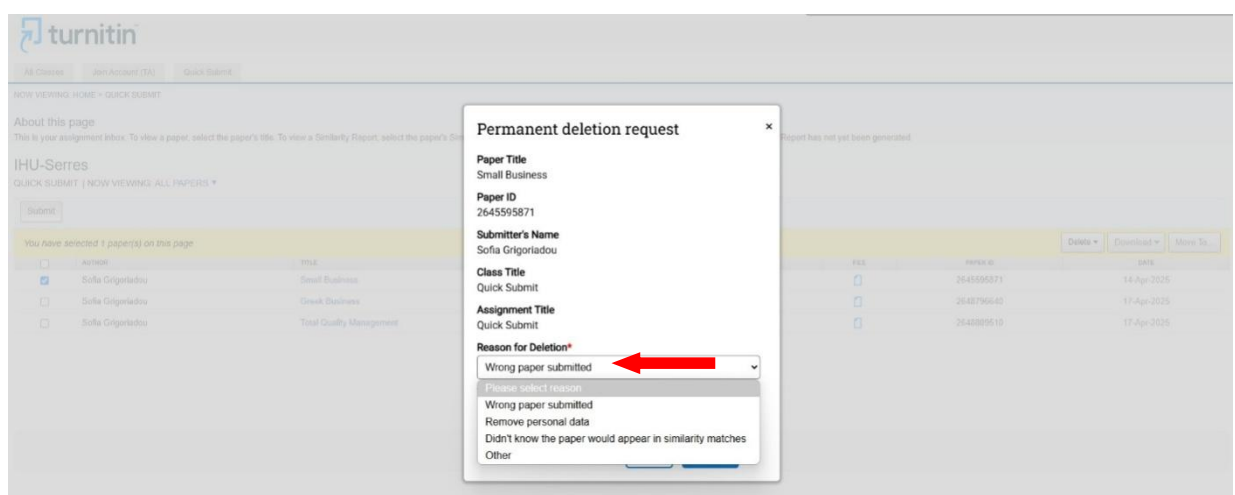
To permanently delete a file (in case you have not selected “no repository”), go to the **Assignment**, click **Delete** and then select **Request permanent deletion**.



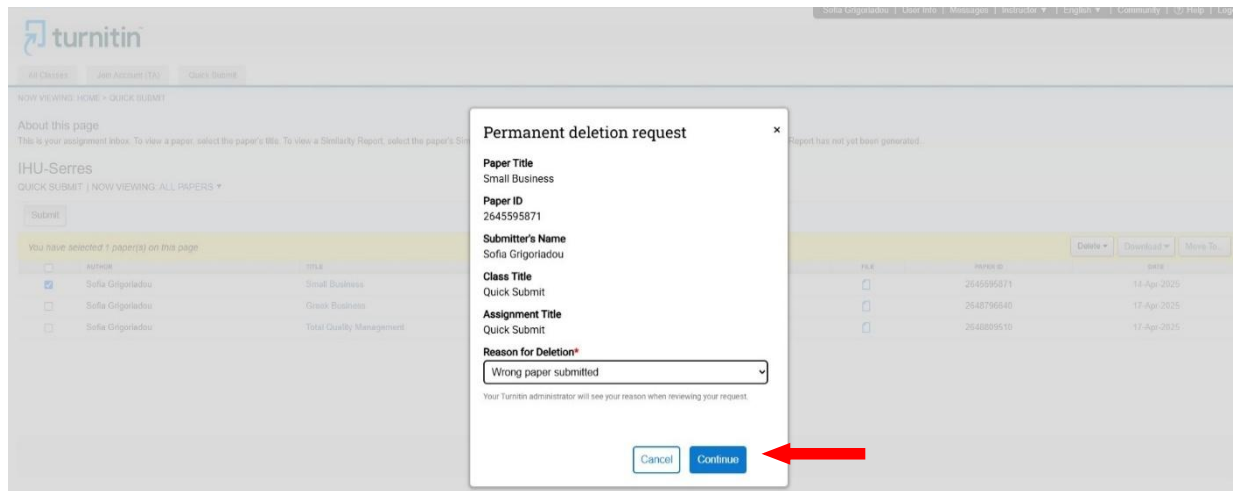
A dialog box will appear informing you about the permanent deletion. Click **Continue**.



Choose a **Reason for deletion**



Click **Continue**



turnitin

ALL PAPERS | My Account (TA) | Quick Submit

NOW VIEWING: HOME > QUICK SUBMIT

About this page
This is your assignment inbox. To view a paper, select the paper's title. To view a Similarity Report, select the paper's Similarity Report.

IHU-Serres
QUICK SUBMIT | NOW VIEWING: ALL PAPERS

Submit

You have selected 1 paper(s) on this page

<input type="checkbox"/>	AUTHOR	TITLE
<input checked="" type="checkbox"/>	Sofia Grigoriadou	Small Business
<input type="checkbox"/>	Sofia Grigoriadou	Greek Business
<input type="checkbox"/>	Sofia Grigoriadou	Total Quality Management

Permanent deletion request

Paper Title
Small Business

Paper ID
2645595871

Submitter's Name
Sofia Grigoriadou

Class Title
Quick Submit

Assignment Title
Quick Submit

Reason for Deletion*
Wrong paper submitted

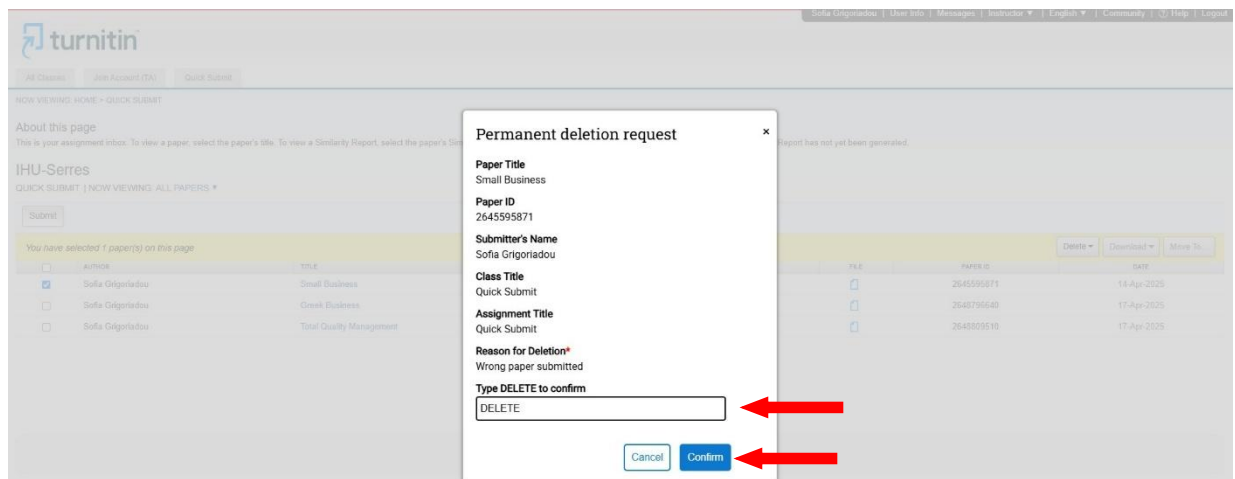
Your Turnitin administrator will see your reason when reviewing your request.

Cancel Continue

FILE	PAPER ID	DATE
<input type="checkbox"/>	2645595871	14-Apr-2025
<input type="checkbox"/>	2640795640	17-Apr-2025
<input type="checkbox"/>	2640809510	17-Apr-2025

Report has not yet been generated.

Type **DELETE** and Click **Confirm**.



turnitin

ALL PAPERS | My Account (TA) | Quick Submit

NOW VIEWING: HOME > QUICK SUBMIT

About this page
This is your assignment inbox. To view a paper, select the paper's title. To view a Similarity Report, select the paper's Similarity Report.

IHU-Serres
QUICK SUBMIT | NOW VIEWING: ALL PAPERS

Submit

You have selected 1 paper(s) on this page

<input type="checkbox"/>	AUTHOR	TITLE
<input checked="" type="checkbox"/>	Sofia Grigoriadou	Small Business
<input type="checkbox"/>	Sofia Grigoriadou	Greek Business
<input type="checkbox"/>	Sofia Grigoriadou	Total Quality Management

Permanent deletion request

Paper Title
Small Business

Paper ID
2645595871

Submitter's Name
Sofia Grigoriadou

Class Title
Quick Submit

Assignment Title
Quick Submit

Reason for Deletion*
Wrong paper submitted

Type DELETE to confirm
DELETE

Cancel Confirm

FILE	PAPER ID	DATE
<input type="checkbox"/>	2645595871	14-Apr-2025
<input type="checkbox"/>	2640795640	17-Apr-2025
<input type="checkbox"/>	2640809510	17-Apr-2025

Report has not yet been generated.

You will receive confirmation by email.

Notes:

- ✓ Files pending deletion will continue to appear.
- ✓ The file will be permanently deleted by the administrators upon the completion of the deletion request.
- ✓ Accidental deletions can be restored within 30 days.
- ✓ Please note that the **Remove from Inbox** option, does not delete the file from the system, but simply removes it from your workspace.
- ✓ Deletion is not available via e-Class – only via Turnitin directly.

For questions or support, please contact:

a) Sindos and Thessaloniki campuses: Ms. Katerina Katsaouni,

Tel.: 2310 807566 -561, E-mail: akatsaouni@ihu.gr

b) Serres, Kilkis, Katerini campuses: Ms. Sofia Grigoriadou,

Tel.: 23210 49177, E-mail: sofialib@ihu.gr