International Hellenic University
Library & Information Centre

Turnitin User Guide

Edited by: Sofia Pr. Grigoriadou
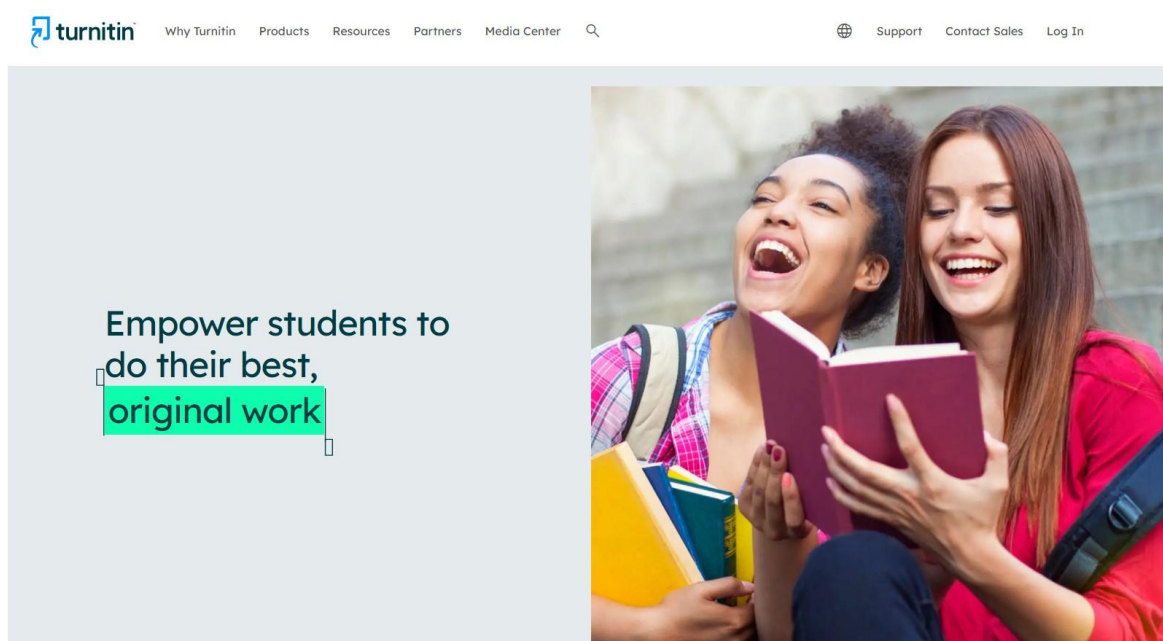**Translated by: Katerina Katsaouni**

2025

turnitin

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

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

Reset User Password ⬅

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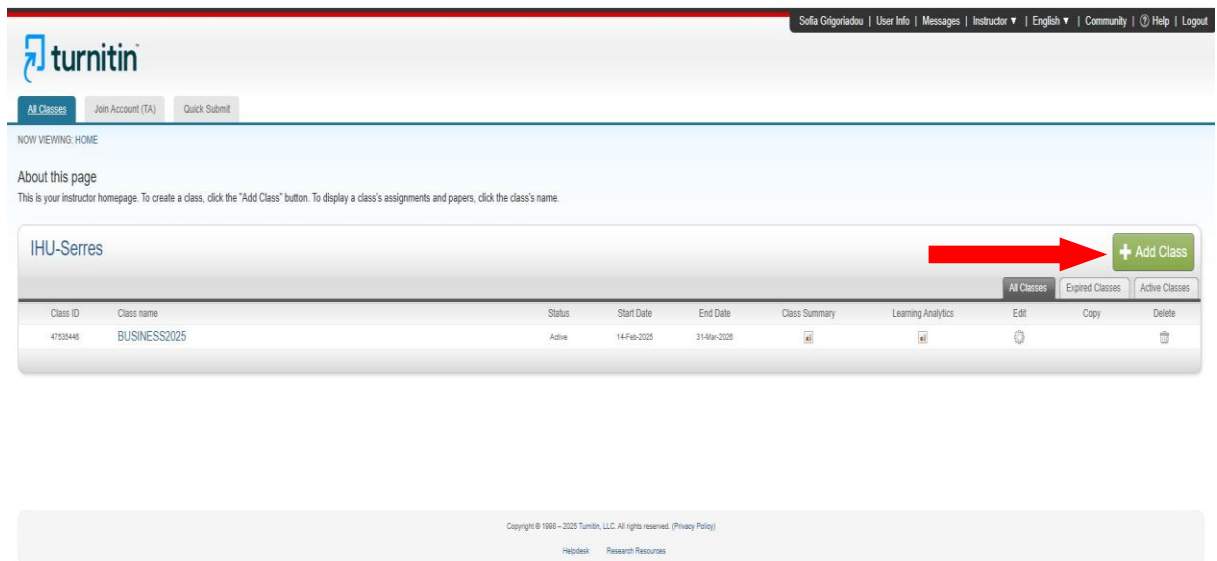
Email Address

[   ]

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.
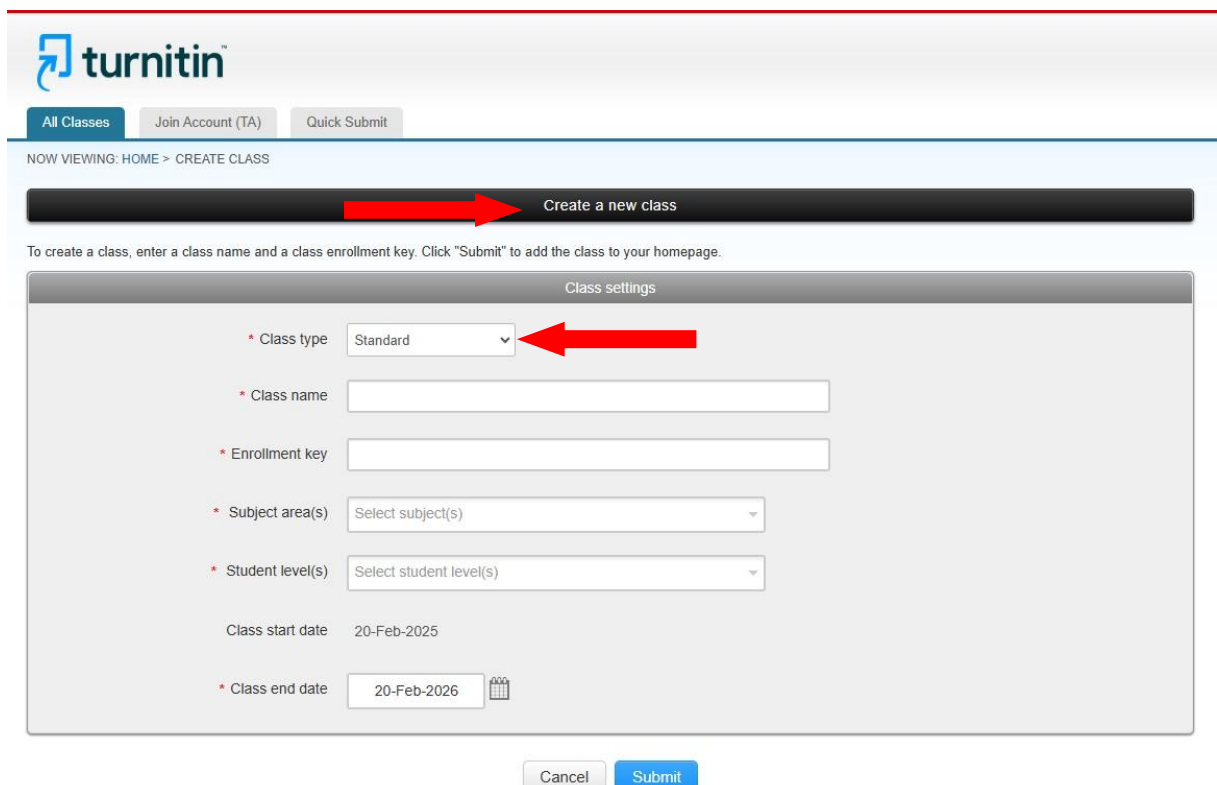
Next

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

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.

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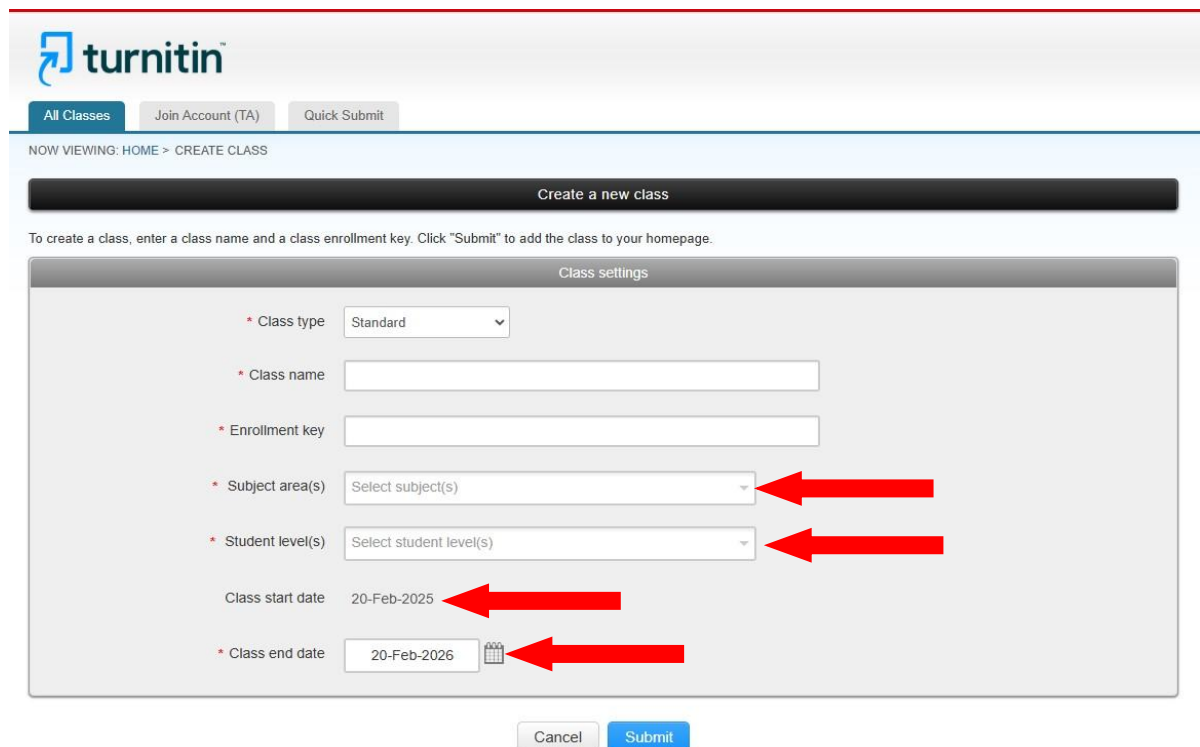
The enrollment key is mandatory and is used by students to join the class if they are submitting their own papers. Even if they're not, the field must still be filled in as required by the system.

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.

After clicking **Submit**

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

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

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.

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

To allow students to submit an Assignment in a Class, you need to create the Assignment. First, select the Class, then click **Add 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).
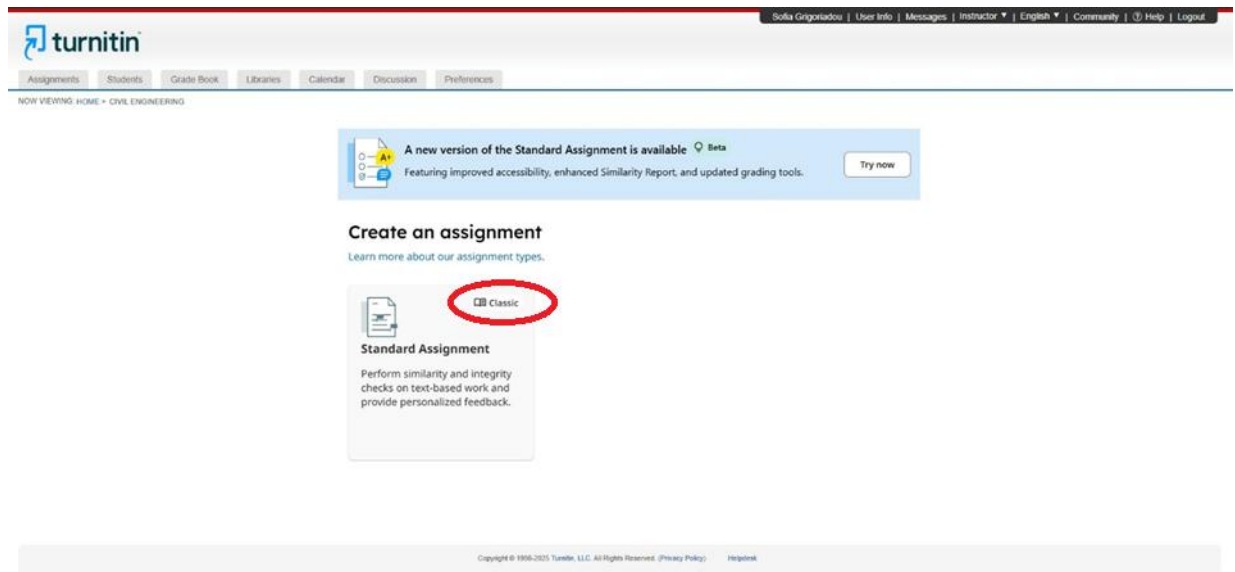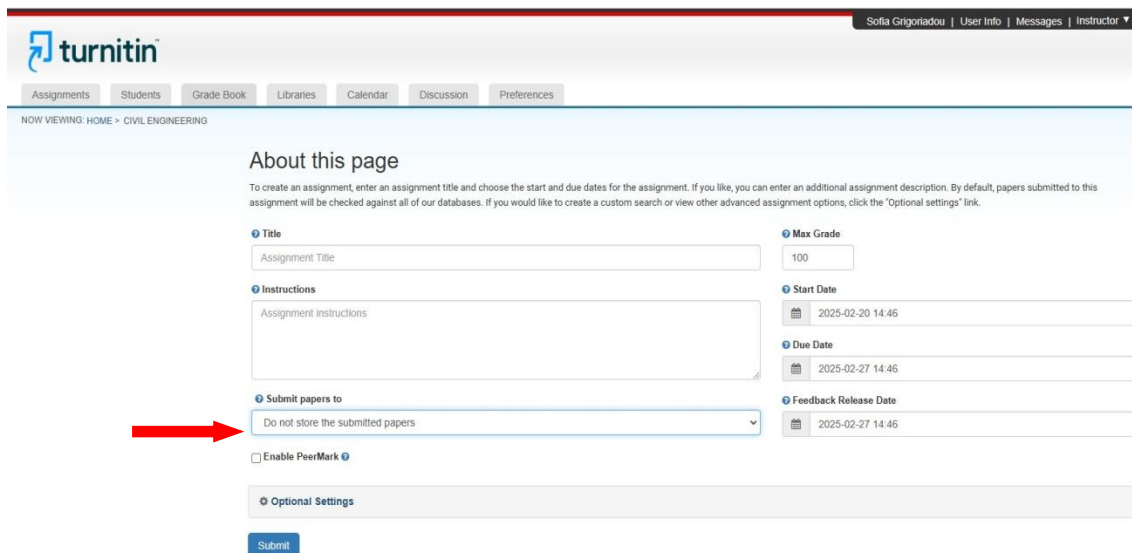
Note: **It is recommended to use the <u>Classic edition</u> until the upgrade is completed and any potential issues have been resolved.**

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

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.

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.

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

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.

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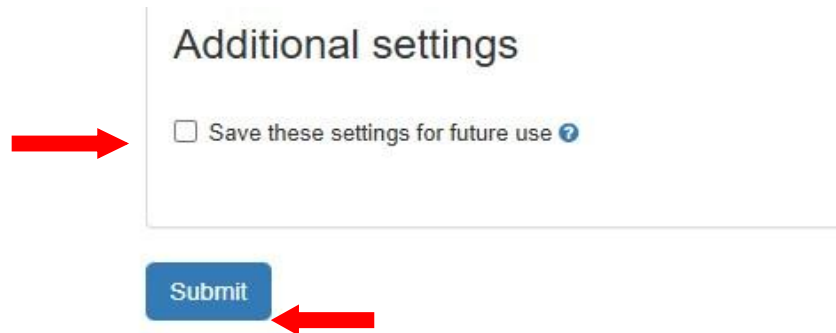
Define which sources to compare submissions against to detect possible plagiarism in the content of submitted papers. For example, you can exclude the content of student papers when evaluating scientific and research papers, or exclude journals when checking undergraduate papers.

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.**

Click **Submit** to finalize the assignment.
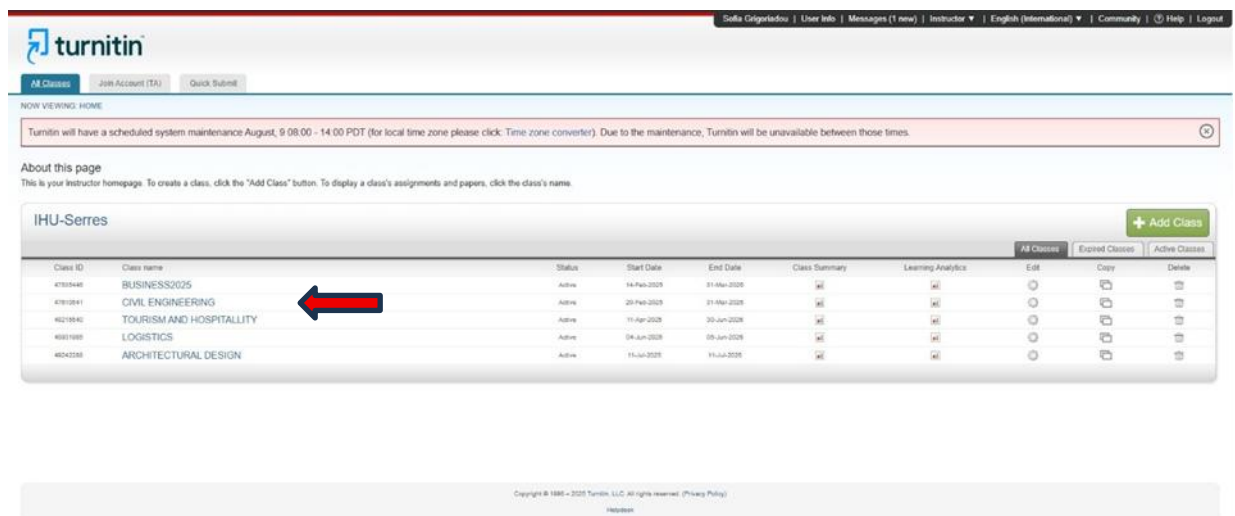
And then the following screen appears
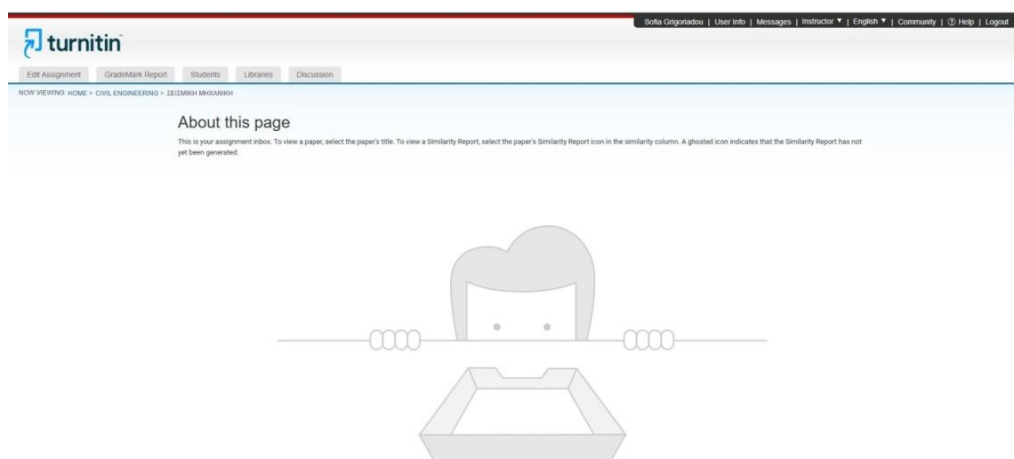
UPLOADING A PAPER FOR SIMILARITY CHECK:

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.
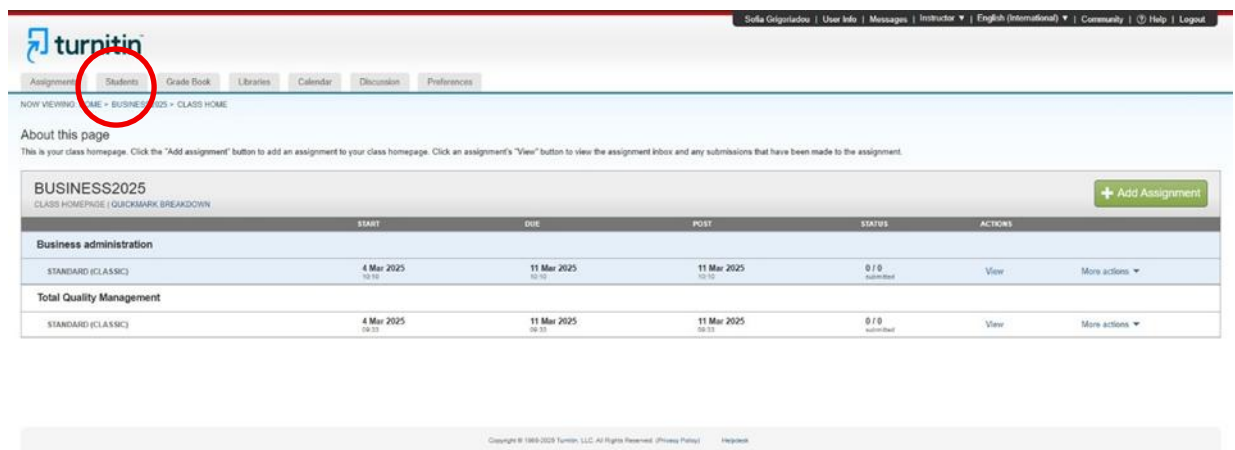
To add students individually: Select **Class**

Click **Students**

Select **Add Student**

Enter the student's **full name and email address**, then click **Submit**
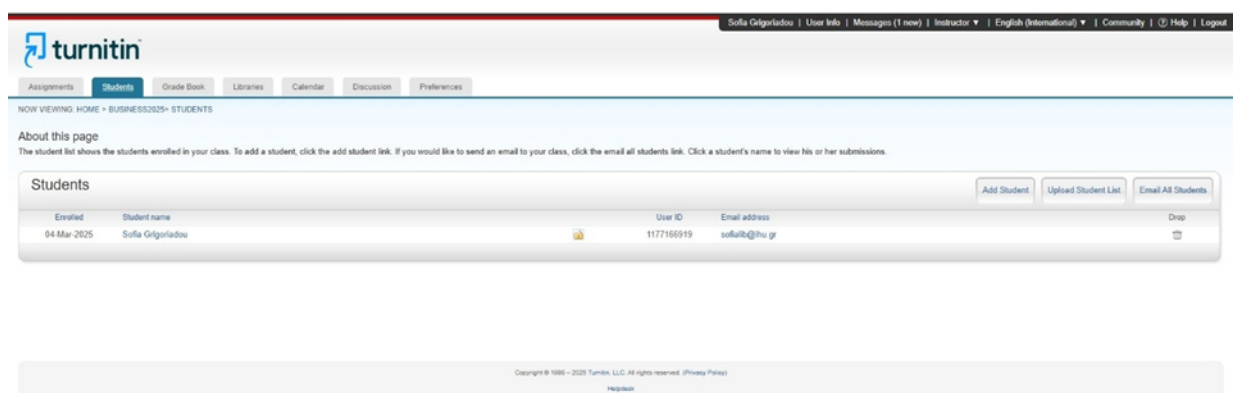
The student information entered will then appear on the screen. **Repeat this process to register all course participants.**

Upon successful registration, **Turnitin will automatically notify** each student via email that **they have been enrolled** in a Class.
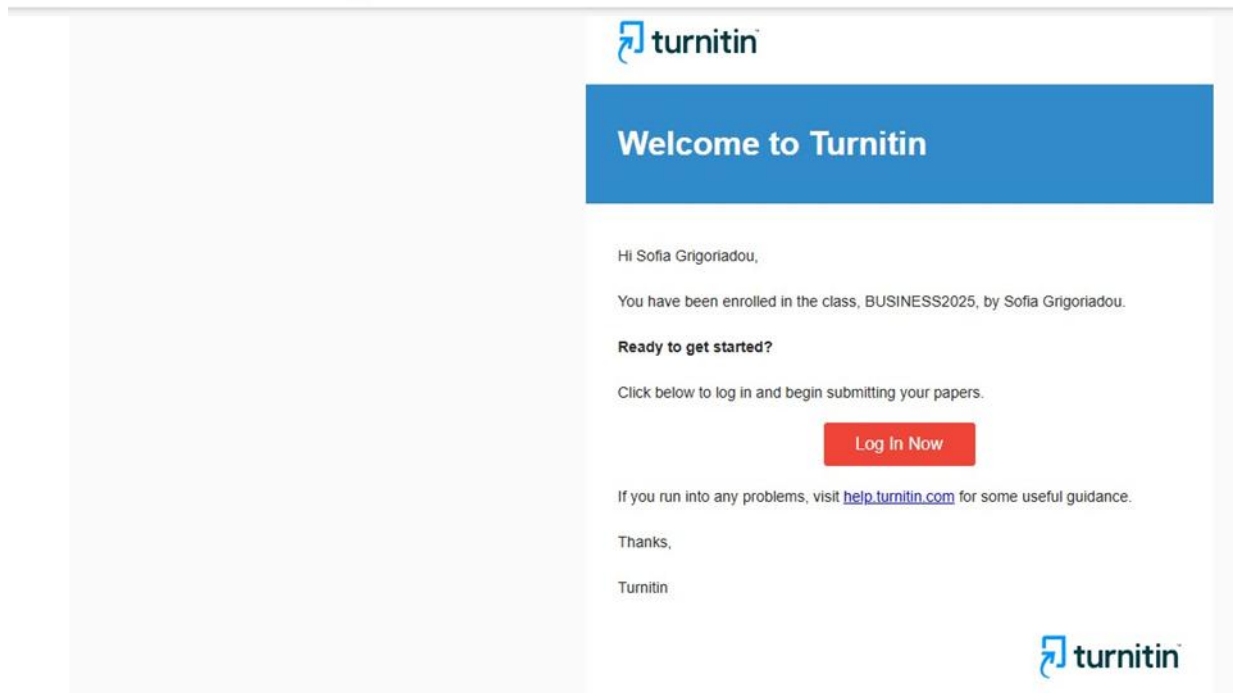
Alternatively, Click **Upload Student List** to add multiple students at once by uploading a file containing their details
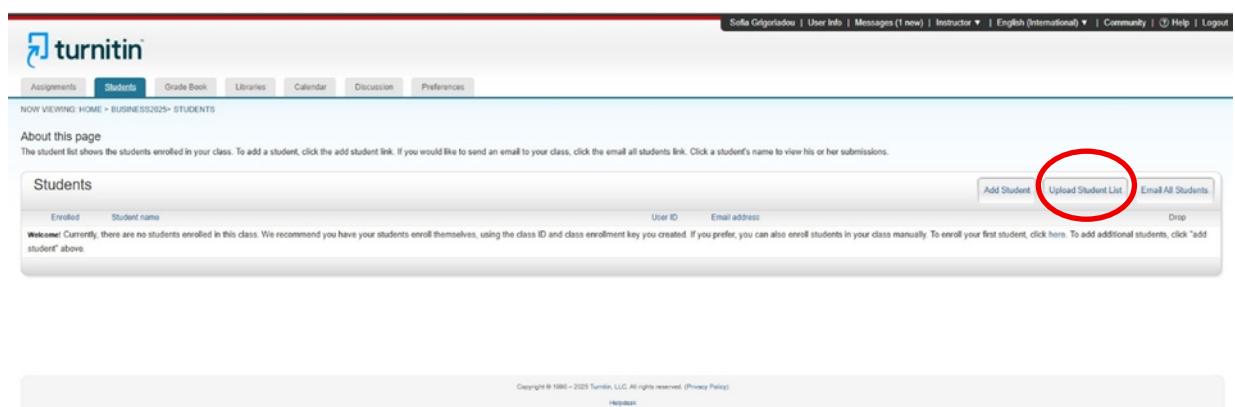
This allows you to upload a file containing the full names and email addresses of all students in the **Class**

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

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

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**

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

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

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**.
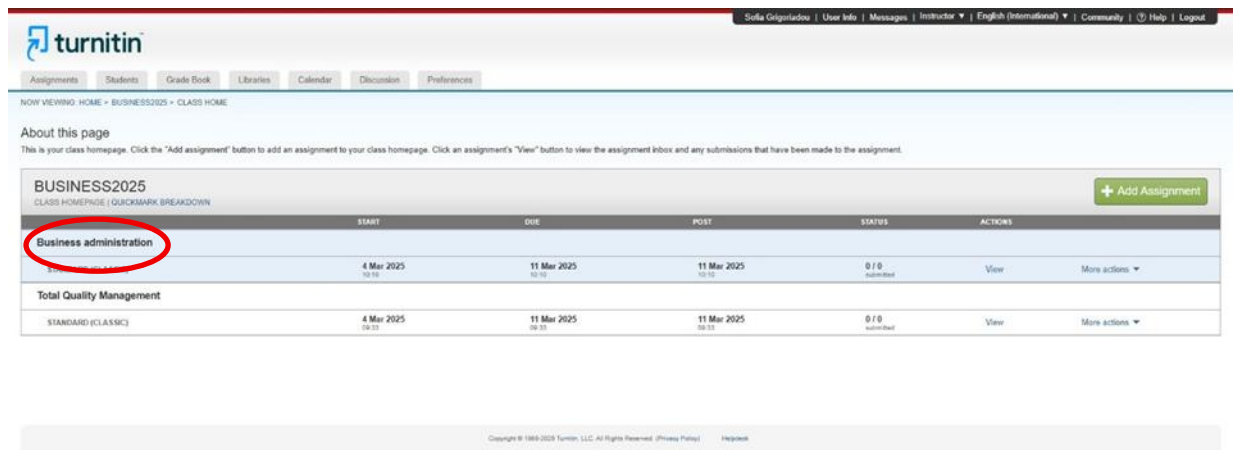
b) Uploading an Assignment on behalf of a student

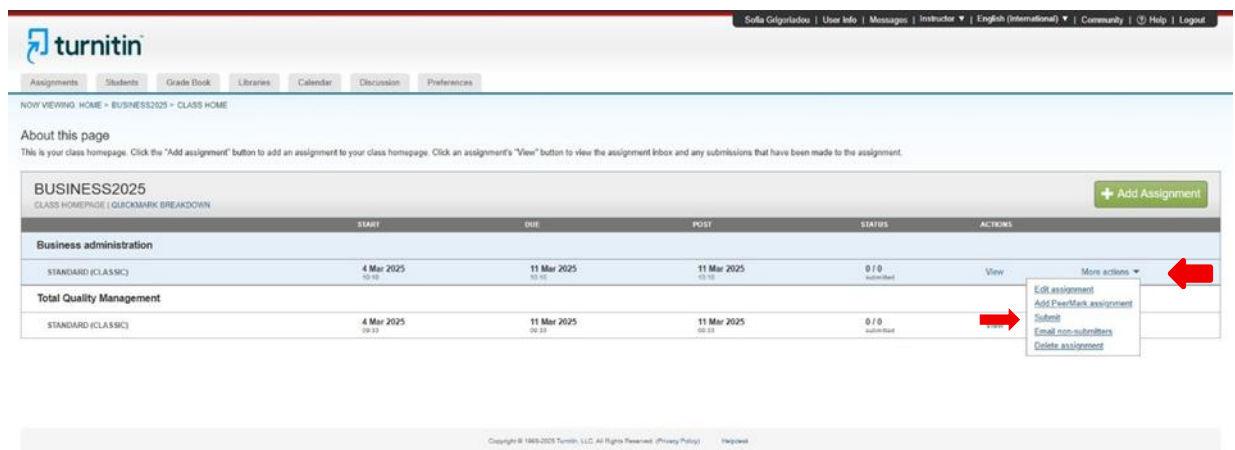**Instructors also have the option to upload a student's assignment directly.**

Navigate to the relevant assignment

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

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

Submit: Single File Upload ▾   STEP ● ○ ○

Author

Select student... ▾

| Select student... |
| Sofia Grigoriadou (sofialib@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

Submit: Single File Upload ▾   STEP ● ○ ○

Author

Sofia Grigoriadou (sofialib@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?

Οδηγός_Χρήσης_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**

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

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.**
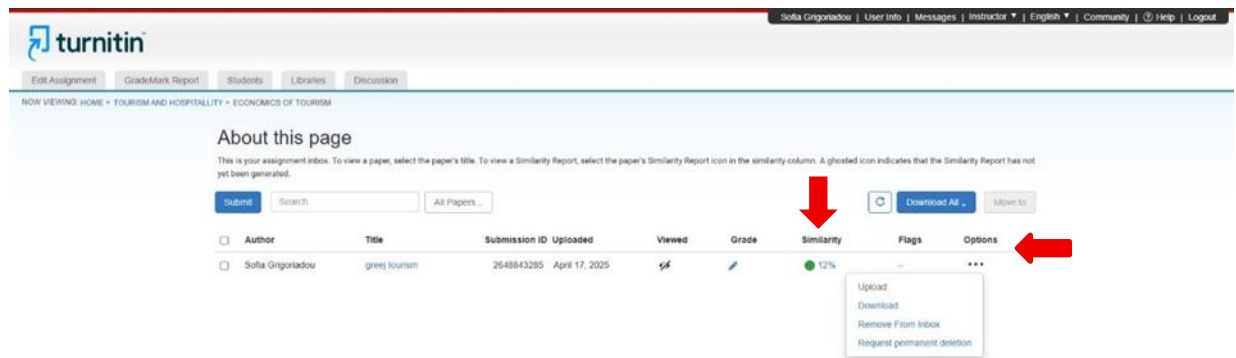
Important notes!

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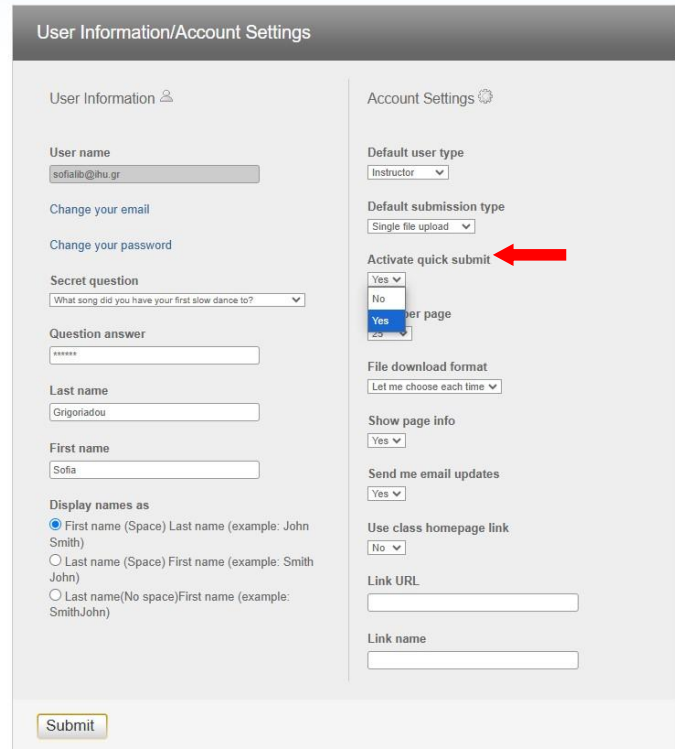
To do so, under "Submit papers to", select the option: "no repository".

SIMILARITY CHECK USING QUICK SUBMISSSION

Activate **Quick Submit** via your profile settings. Select **Yes** in the
Activate quick submit field.
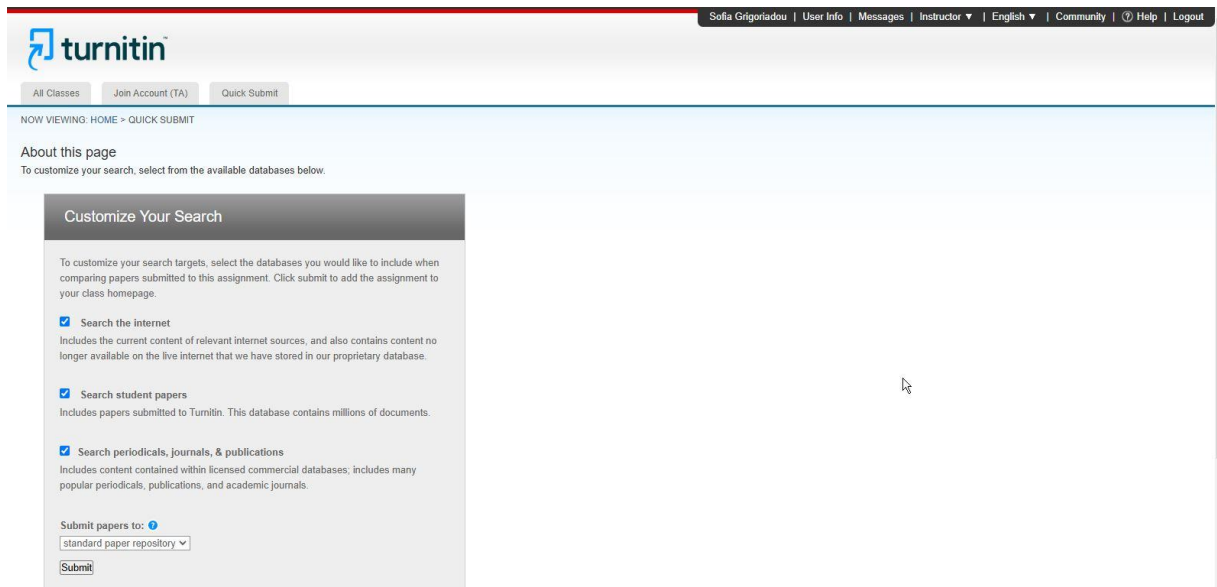

A new **Quick Submit** button will appear on the **homepage**
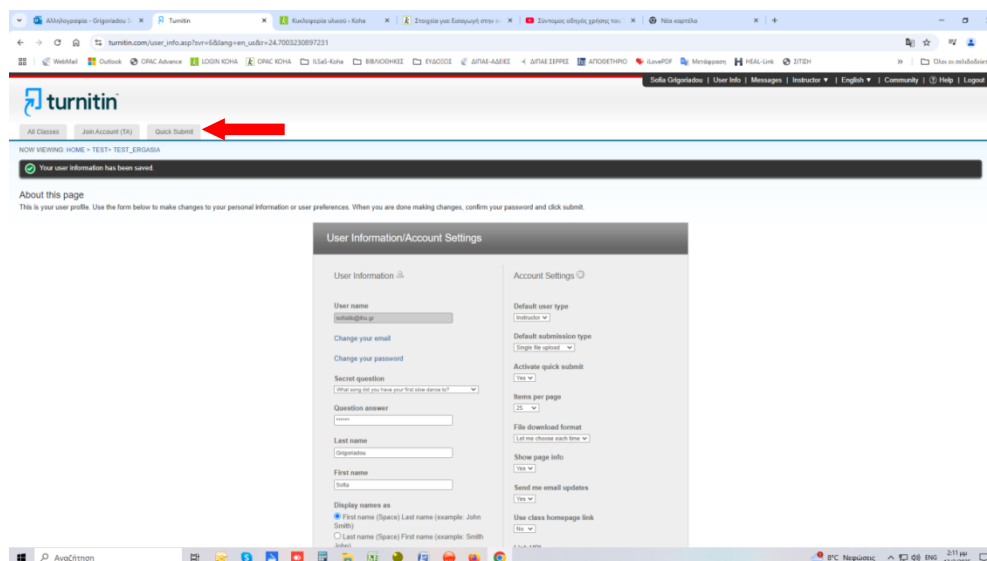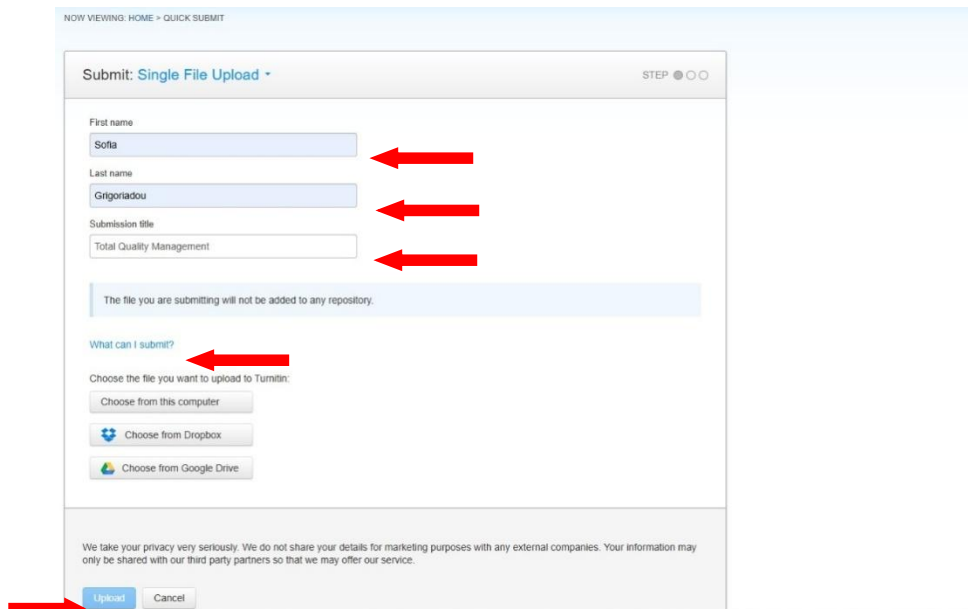
Choose comparison settings.

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.**

Enter student details, title and choose your file

Click **Upload**

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

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

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.

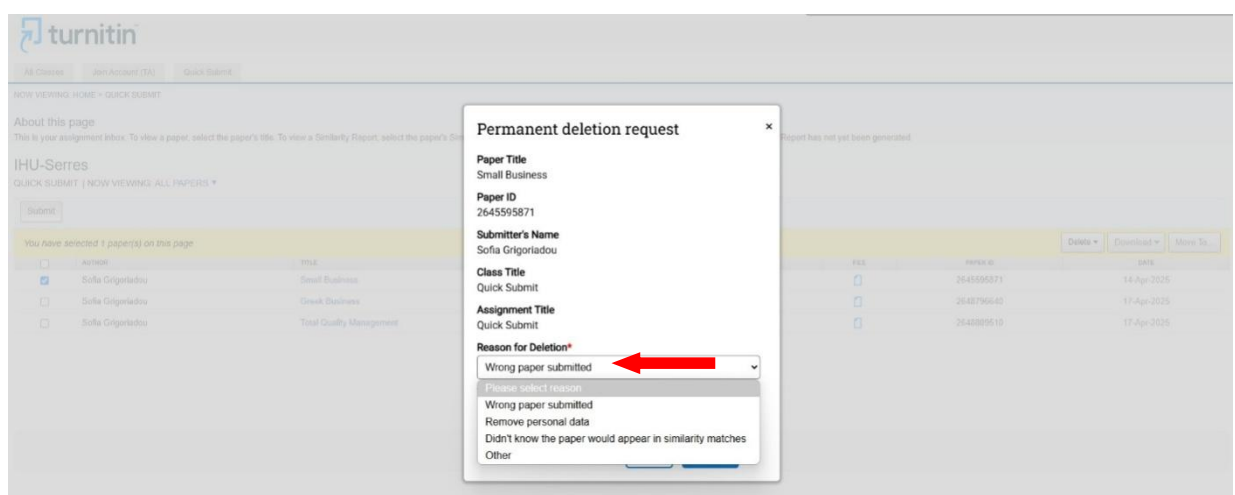To permanently delete a file **(in case you have not selected "no repository")**, go to the **Assignment**, click **Delete** and then select **Request permanent deletion**.
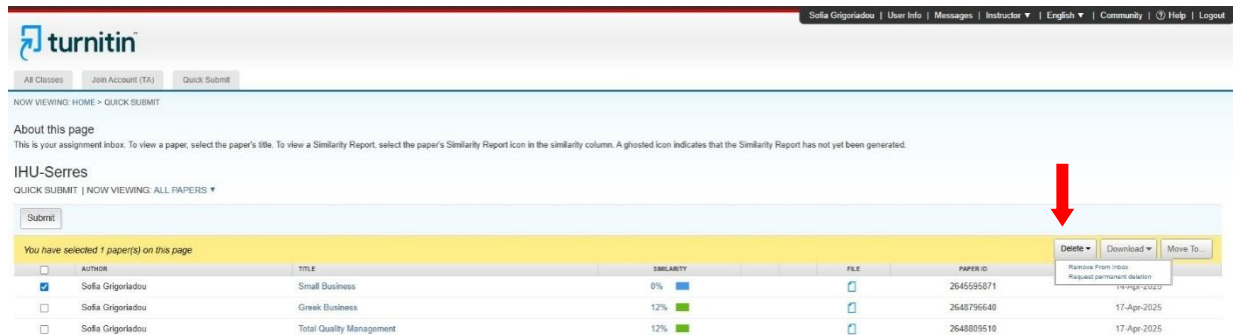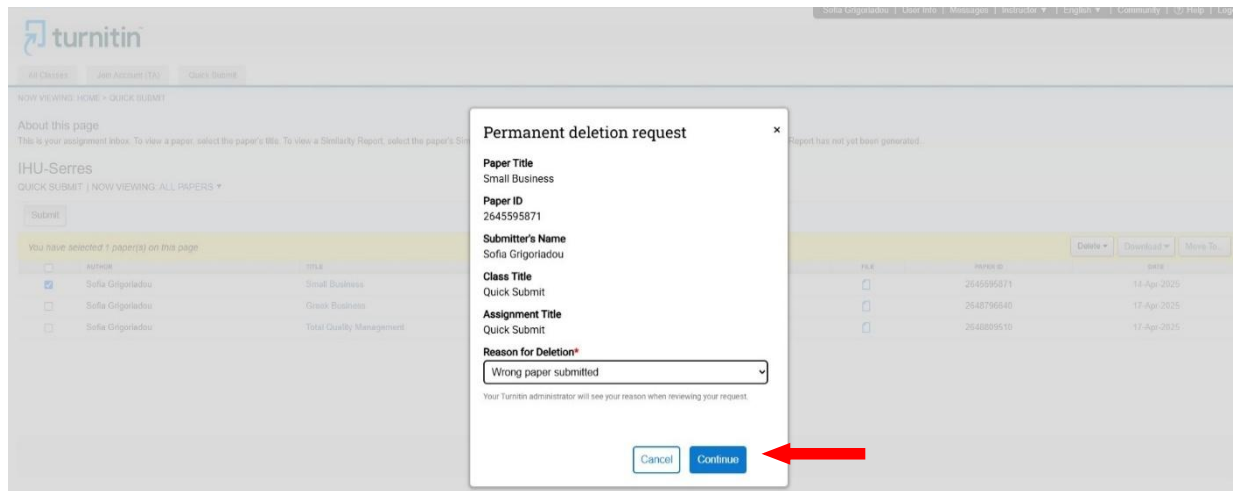

A dialog box will appear informing you about the permanent deletion. Click **Continue**.
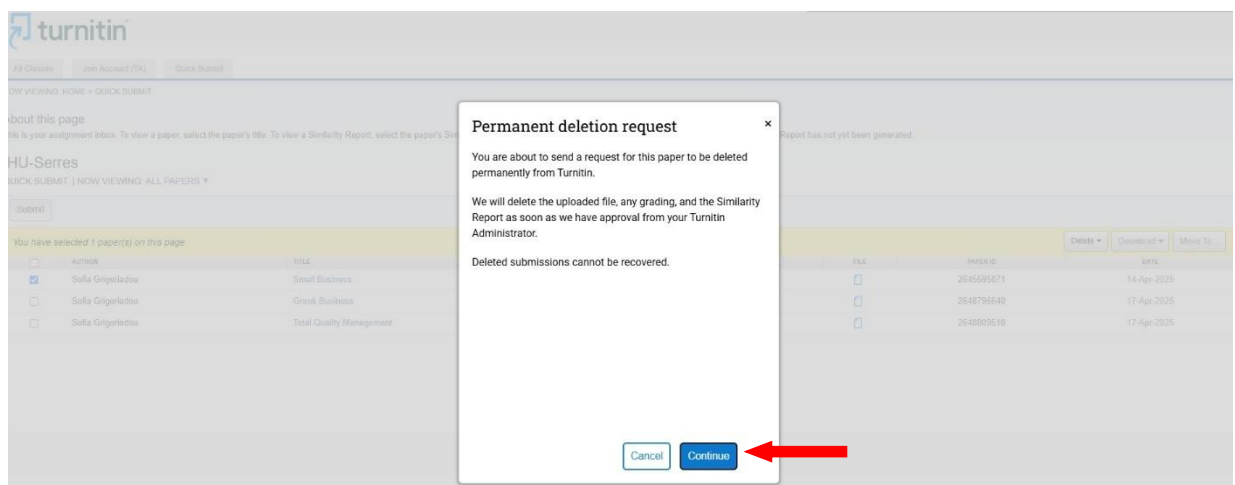
Choose a **Reason for deletion**

Click **Continue**

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

You will receive confirmation by email.

<u>Notes:</u>

- ✓ 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 Thermi campuses: Ms. Katerina Katsaouni,

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

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

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