

 1885 <b>SMI</b> UNIVERSITY	Document Code: <b>SMIU/IT- Manual/PROCEDURE/003</b>	Version 1.0
	Title: <b>PROCEDURE MANUAL FOR EFFECTIVE USAGE OF TURNITIN</b>	

# Sindh Madressatul Islam University, Karachi

## Effective usage of Turnitin

	Name	Designation
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### **1. PURPOSE**

The purpose of this policy is to ensure that academic honesty and integrity is maintained and protected and should be read in conjunction with other policies of the university which have been implemented for the same purpose. HEC / SMIU has entered into a licensing agreement with Turnitin (<http://www.turnitin.com>) to ensure that students develop good academic practices and minimize the risk of submitting plagiarized work. Turnitin is a web-based service that provides a comprehensive checking of submitted student work for matching text on web pages, electronic journals and previously submitted student work.

### **2. SCOPE**

This policy applies to all Academic Departments and students of SMIU.

### **3. Note:**

**3.1 When will you submit submissions on turnitin. Please Remember / Note down your Class ID and Paper ID.**

**“avoid future misshapes.”**

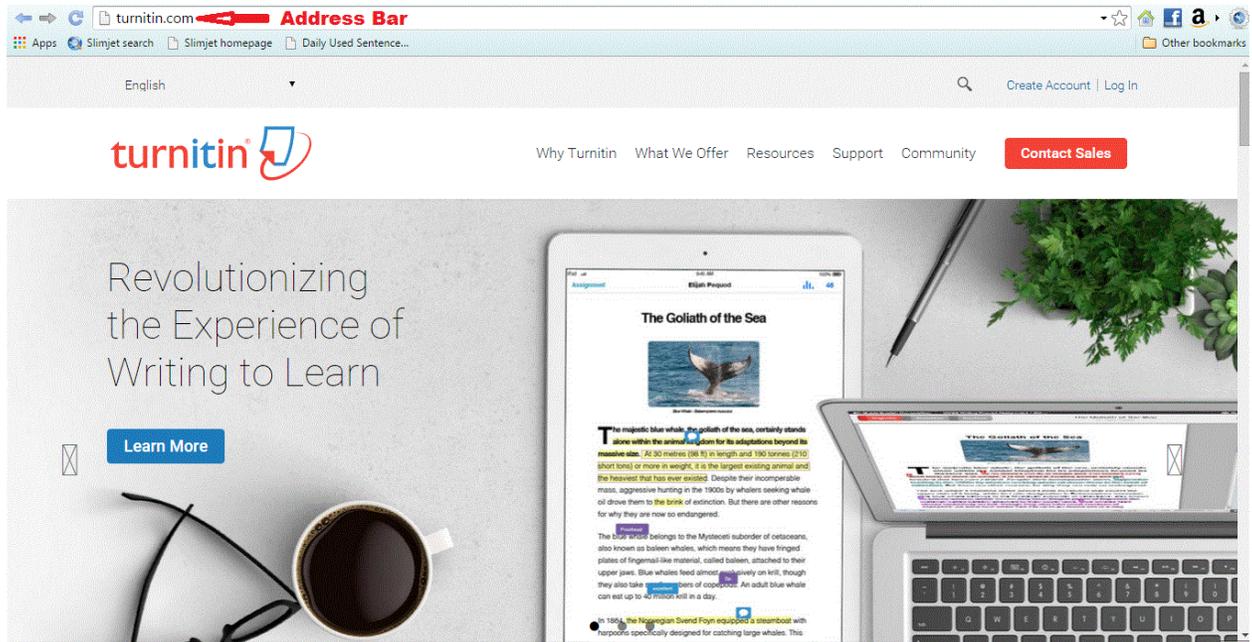
**3.2 When you create assignment be remember select option**

**Submit paper to = No Repository.**

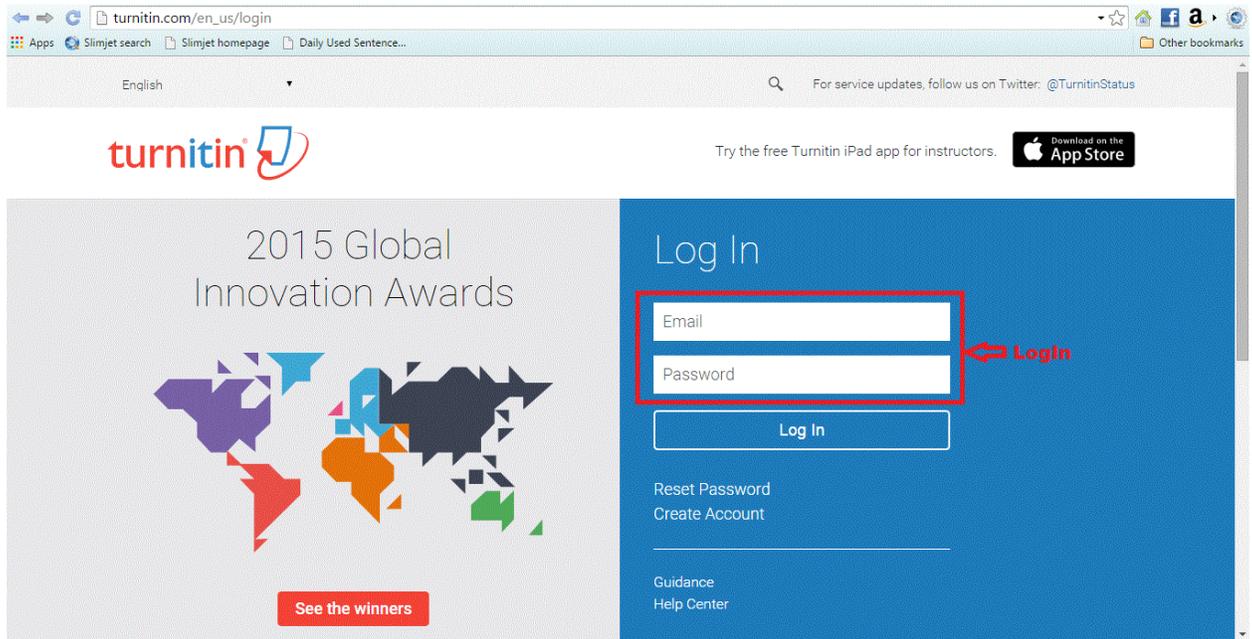
**Otherwise your submission will submit on HEC and Turnitin Repository and Turnitin will show 100% similarity on your submission.**

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1- Type Url [www.turnitin.com](http://www.turnitin.com) in browser address bar.

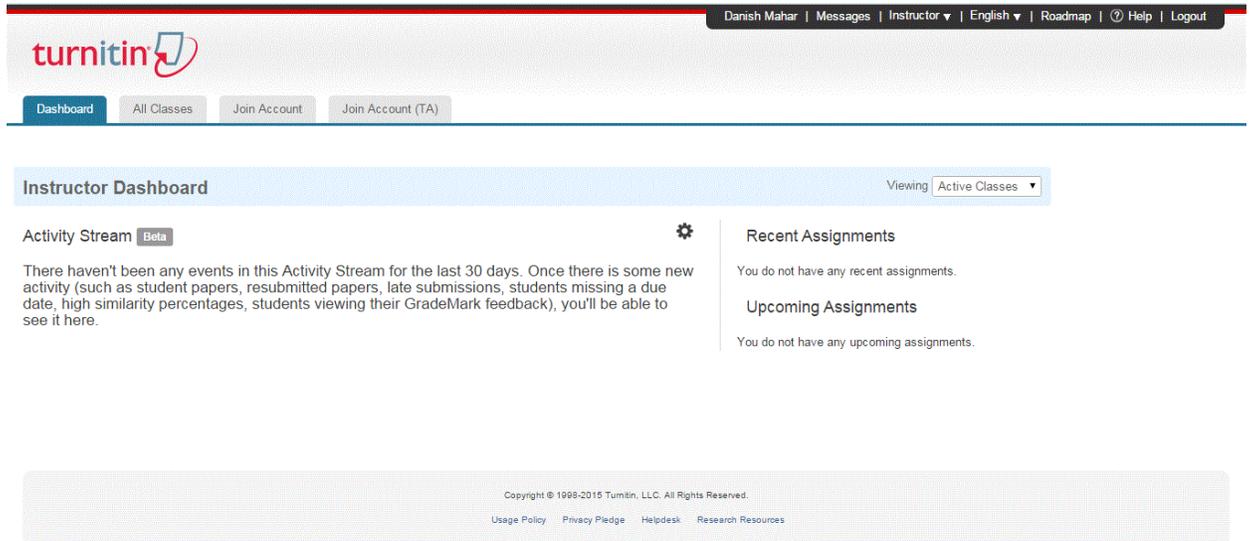


2- Enter User email for username and password.



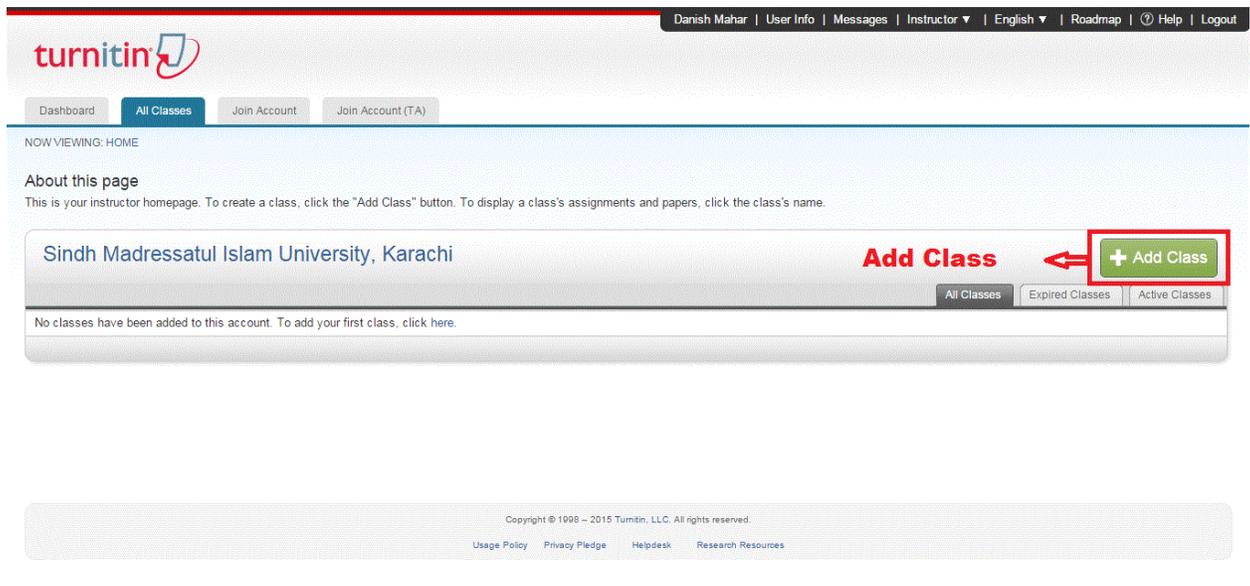
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3- Click on All Classes for class creation



The screenshot shows the Turnitin Instructor Dashboard. At the top right, there is a navigation bar with links for "Danish Mahar", "Messages", "Instructor", "English", "Roadmap", "Help", and "Logout". Below this is the Turnitin logo and a navigation menu with "Dashboard", "All Classes", "Join Account", and "Join Account (TA)". The main content area is titled "Instructor Dashboard" and includes a "Viewing" dropdown set to "Active Classes". There are three main sections: "Activity Stream" (Beta) with a message about no events in the last 30 days, "Recent Assignments" (no recent assignments), and "Upcoming Assignments" (no upcoming assignments). A footer contains copyright information and links for "Usage Policy", "Privacy Pledge", "Helpdesk", and "Research Resources".

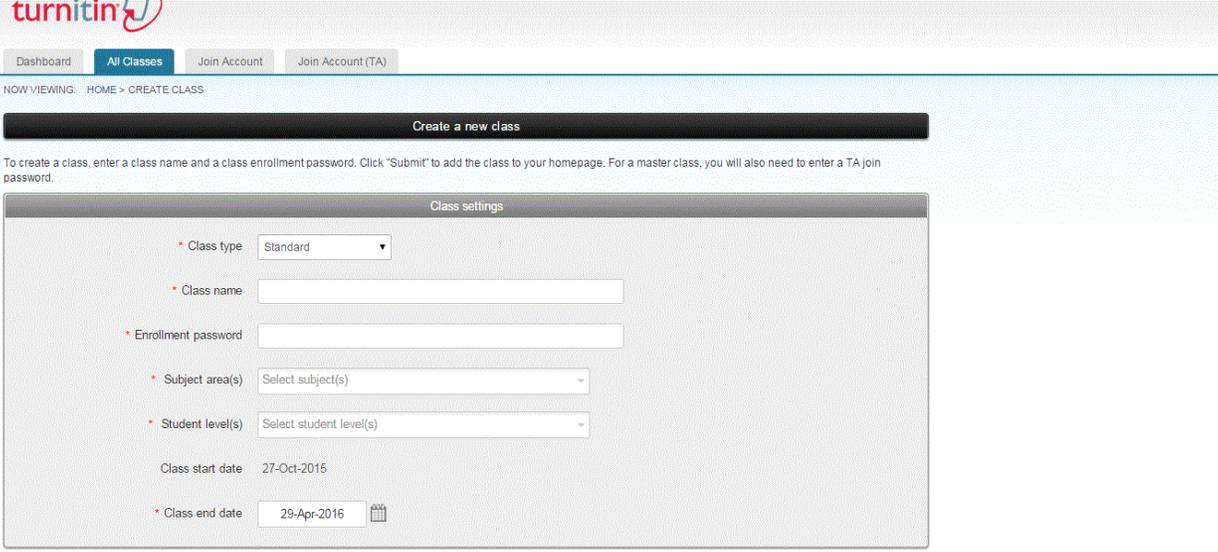
4- Add class for class creation



The screenshot shows the "All Classes" page in the Turnitin Instructor Dashboard. The navigation bar at the top right is the same as in the previous screenshot. The navigation menu now has "All Classes" selected. Below the navigation is the text "NOW VIEWING: HOME". The main content area is titled "About this page" and includes instructions: "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 header for "Sindh Madressatul Islam University, Karachi" with a red "Add Class" button and a green "+ Add Class" button highlighted with a red box and an arrow. There are also tabs for "All Classes", "Expired Classes", and "Active Classes". A message at the bottom states: "No classes have been added to this account. To add your first class, click here." The footer is the same as in the previous screenshot.

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### 5- Fill Information to Class creation



turnitin

Dashboard All Classes Join Account Join Account (TA)

NOW VIEWING: HOME > CREATE CLASS

Create a new class

To create a class, enter a class name and a class enrollment password. Click "Submit" to add the class to your homepage. For a master class, you will also need to enter a TA join password.

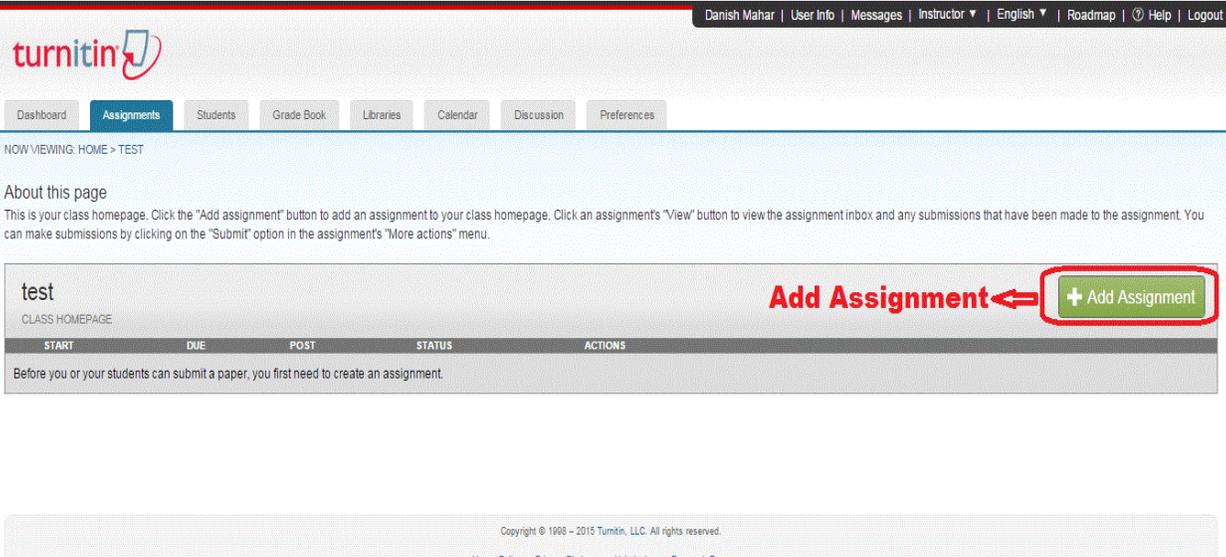
Class settings

- \* Class type: Standard
- \* Class name:
- \* Enrollment password:
- \* Subject area(s):
- \* Student level(s):
- Class start date: 27-Oct-2015
- \* Class end date: 29-Apr-2016

Cancel Submit

**⇒ Fill All Text Box and Submit**

### 6- Add Assignment



turnitin

Danish Mahar | User Info | Messages | Instructor | English | Roadmap | Help | Logout

Dashboard Assignments Students Grade Book Libraries Calendar Discussion Preferences

NOW VIEWING: HOME > TEST

About this page

This is your class homepage. Click the "Add assignment" button to add an assignment to your class homepage. Click an assignment's "View" button to view the assignment inbox and any submissions that have been made to the assignment. You can make submissions by clicking on the "Submit" option in the assignment's "More actions" menu.

test

CLASS HOMEPAGE

**Add Assignment** ←

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

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7- Fill Information for Assignment and Click submit.

Note : Remember select option from Submit paper to: No Repository

Otherwise your submission will submit on HEC and Turnitin Repository and turnitin will show 100% similarity on your submission.

Dashboard Assignments Students Grade Book Libraries Calendar Discussion Preferences

NOW VIEWING: HOME > TEST

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.

### New Assignment

Assignment title

Point value

Optional

Allow only file types that Turnitin can check for originality

Allow any file type

Start date  at  :

Due date  at  :

Post date  at  :

[Optional settings](#)

**Submit**

No

Allow students to see Originality Reports?  Yes  No

Submit papers for: **no repository** **Select This Option**

Search options:  Student paper repository  Current and archived internet  Periodicals, journals, & publications

GradeMark

Attach a rubric form to this assignment  
Note: students will be able to view the attached rubric form and its content prior to submitting.  
 [Launch Rubric/Form Manager](#)

[Find a rubric that's right for your assignment in Turnitin Teaching Tools](#)

ETS® e-rater® Settings (Beta)

Enable grammar checking using e-rater® technology?  Yes  No

Note: Turnitin for iPad® doesn't currently support ETS® e-rater®. All viewing and management of ETS® e-rater® results must be completed through Turnitin directly.

Would you like to save these options as your defaults for future assignments?



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8- Fill The Information before uploading the submission.

The screenshot shows a web browser window with the URL [https://turnitin.com/a\\_modify\\_account.asp?r=34.6285501745562&svr=10&lang=en\\_us&pid=65765](https://turnitin.com/a_modify_account.asp?r=34.6285501745562&svr=10&lang=en_us&pid=65765). The page title is "Add Account". The form contains the following fields and options:

- Account name:  ✓
- Join password:
- Add a sub-administrator to this account?
- Sub-administrator email address:  ✓
- Sub-administrator last name:  ✓
- Sub-administrator first name:  ✓
- Allow these features:
  - GradeMark
  - PeerMark
  - Grade book
  - Discussion boards
  - Grammar check using ETS® e-rater® technology



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9- Select Source where you may save

Submit: [Single File Upload](#) STEP ● ○ ○

Author  
Non-enrolled student ▼

First name

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 **← Select Source**
- Choose from Google Drive

 **Click Uplaoad Button**



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10- Click confirm for further process.

Submit: Single File Upload STEP ● ● ○

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

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<p><b>Author:</b> wajid memon</p> <p><b>Assignment title:</b> test thesis</p> <p><b>Submission title:</b> wajid dada</p> <p><b>File name:</b> test.docx</p> <p><b>File size:</b> 10.14K</p> <p><b>Page count:</b> 1</p> <p><b>Word count:</b> 70</p> <p><b>Character count:</b> 369</p>	<pre>1684 an you read 'out I don't see back up file. Error like that in Log file' Error 3041. Severity: 16, State: 1 BACKUP failed to complete the command BACKUP DATABASE ReportServerTempDB WITH DIFFERENTIAL. Check the backup media/paths for possible messages. Error: (Msg) Severity: 16, State: 1 BACKUP failed to complete the command BACKUP DATABASE Testlog WITH DIFFERENTIAL. Check the backup media/paths for possible messages.</pre>
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11- Click Go to assignment inbox button to check similarity.

STEP ● ● ●

**Submit: Single File Upload**

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

**Author:**  
wajid memon

**Assignment title:**  
test thesis

**Submission title:**  
wajid dada

**File name:**  
test.docx

**File size:**  
10.14K

**Page count:**  
1

**Word count:**  
70

**Character count:**  
369

**Submission date:**  
17-Nov-2015 11:39 PKT

**Submission ID:**  
601659980

« Page 1 »

1.684 ad processed, but I don't see back up file. Error: The Path to Log file "Error: 3541, Backup: 16, Step: 1 BACKUP failed to complete the command BACKUP DATABASE PaperMarkTempDB WITH DIFFERENTIAL, Check the backup destination for any extended messages. Error: 3541, Severity: 16, State: 1 BACKUP failed to complete the command BACKUP DATABASE Trading WITH DIFFERENTIAL, Check the backup destination log for extended messages.

Go to assignment inbox
Submit another file

12- Next window will show you similarity level in %age.

[Danish Mahar](#) | [User info](#) | [Messages](#) | [Instructor](#) | [English](#) | [Roadmap](#) | [Help](#) | [Logout](#)



Dashboard
Assignments
Students
Grade Book
Libraries
Calendar
Discussion
Preferences

NOW VIEWING: HOME > TEST THESIS > TEST THESIS

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

**test thesis**  
INBOX | NOW VIEWING: NEW PAPERS ▾

Submit File
GradeMark Report | Edit assignment settings | Email non-submitters

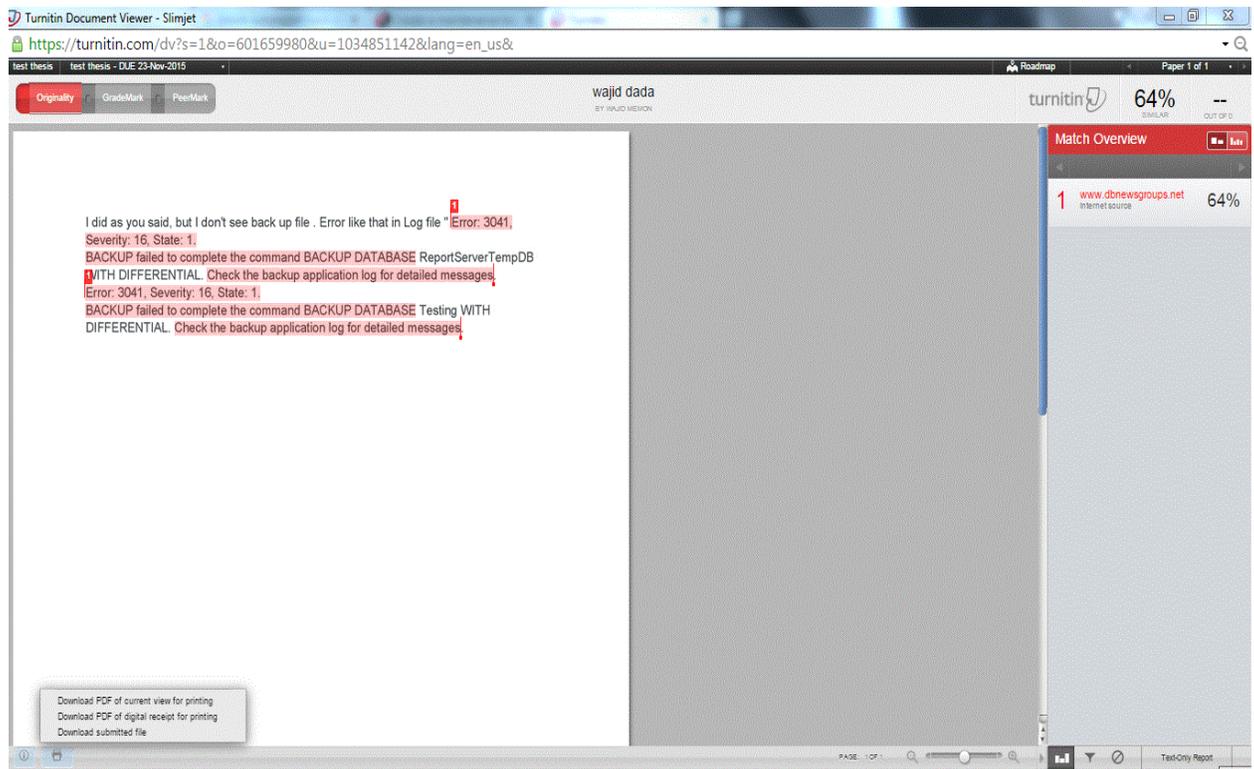
	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
📄	<b>ABC</b>	<b>XYZ</b>	64% <span style="color: orange;">■</span>	/	e	📄	601659980	17-Nov-2015

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13- If you want to see similarity taken from the source. Please click on similarity %age. Document will be open in pdf format. You can download this document also from bottom right corner.



===== Thank You =====