

1. If you do not yet have a Turnitin account please create one.
2. Create a new course called dissertation.
3. Create an assignment called dissertation (green +add assignment button on the right hand corner).
4. Under Actions, click View.
5. Click Submit File (button on right hand corner).
6. Use your name as the author.
7. Upload the file (from your computer, Dropbox, Google Drive).
8. To run the originality report click on the file.
9. On the right corner, the number in the first red box indicates the similarity index. You can exclude the bibliography by clicking in the filter symbol showing below the similarity index.
10. To download the report, click the download arrow in the gray box below the red panel.
11. The first and last page of the report needs to accompany the D5 form. If the similarity index is higher than 10%, please work with your student to re-write the appropriate parts.

FIU's: <http://ecampus.fiu.edu/faculty-turnitin-plagiarism-framework.html>

Official Turnitin Training Guides: [https://guides.turnitin.com/01\\_Manuals\\_and\\_Guides/Instructor\\_Guides/01\\_Quick\\_Start\\_Guide](https://guides.turnitin.com/01_Manuals_and_Guides/Instructor_Guides/01_Quick_Start_Guide)

1. Create a new course called dissertation.

turnitin

All Classes Join Account Join Account (TA)

NOW VIEWING: HOME

About this page  
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.

Florida International University

+ Add 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. For a master class, you will also need to enter a TA join key.

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: 01-Feb-2019
- \* Class end date: 05-Aug-2019

Cancel Submit

To complete class settings:

- a. Class type: Standard
- b. Class Name: Dissertation
- c. Enrollment Key: Enter whichever number you would like
- d. Subject Area:
- e. Student level: Graduate
- f. Class end date: You can enter the last day of the month, in which the term ends (or whichever date you decide)

The screenshot shows a 'Class settings' form with the following fields and annotations:

- \* Class type:** A dropdown menu with 'Standard' selected. A blue arrow points to it with the text 'a. Standard'.
- \* Class name:** A text input field containing 'Dissertation'. A blue arrow points to it with the text 'b. Dissertation or Thesis'.
- \* Enrollment key:** An empty text input field. A blue arrow points to it with the text 'c. Enter whichever number (4 -12 characters)'.
- \* Subject area(s):** A dropdown menu with 'Select subject(s)' selected. A blue arrow points to it with the text 'c. Complete this field based on your student's field (can be multiple)'.
- \* Student level(s):** A dropdown menu with 'Graduate' selected. A blue arrow points to it with the text 'd. Graduate'.
- Class start date:** A text input field containing '01-Feb-2019'.
- \* Class end date:** A text input field containing '30-Apr-2019' with a calendar icon to its right. A blue arrow points to it with the text 'e. Enter which ending date of the last day of the month in which the term ends (or which date you decide)'.

Once these are completed, click on Submit button



## Class created

Congratulations! You have just created the new class: Dissertation  
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 **20321478**

Enrollment key **1234**

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.

Continue

## 2. Create an Assignment

Select the course you just created and



- Assignments
- Students
- Grade Book
- Libraries
- Calendar
- Discussion
- Preferences

NOW VIEWING: HOME > DISSERTATION

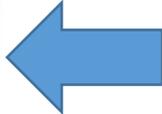
### About this page

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.

## Dissertation

CLASS HOMEPAGE | QUICKMARK BREAKDOWN

[+ Add Assignment](#)



START	DUE	POST	STATUS	ACTIONS
-------	-----	------	--------	---------

Before you or your students can submit a paper, you first need to create an assignment.

## New Assignment

Assignment title [?](#)

Point value [?](#)

Optional

- Allow only file types that Turnitin can check for similarity
- Allow any file type [?](#)

Start date [?](#)

01-Feb-2019



at 9 : 21 AM

Due date [?](#)

08-Feb-2019



at 11 : 59 PM

Post date [?](#)

09-Feb-2019



at 12 : 00 AM

[+ Optional settings](#)

Submit

## New Assignment

**Assignment title** [?](#)  
Dissertation 

**Point value** [?](#)  
100  
Optional

Allow only file types that Turnitin can check for similarity  
 Allow any file type [?](#)

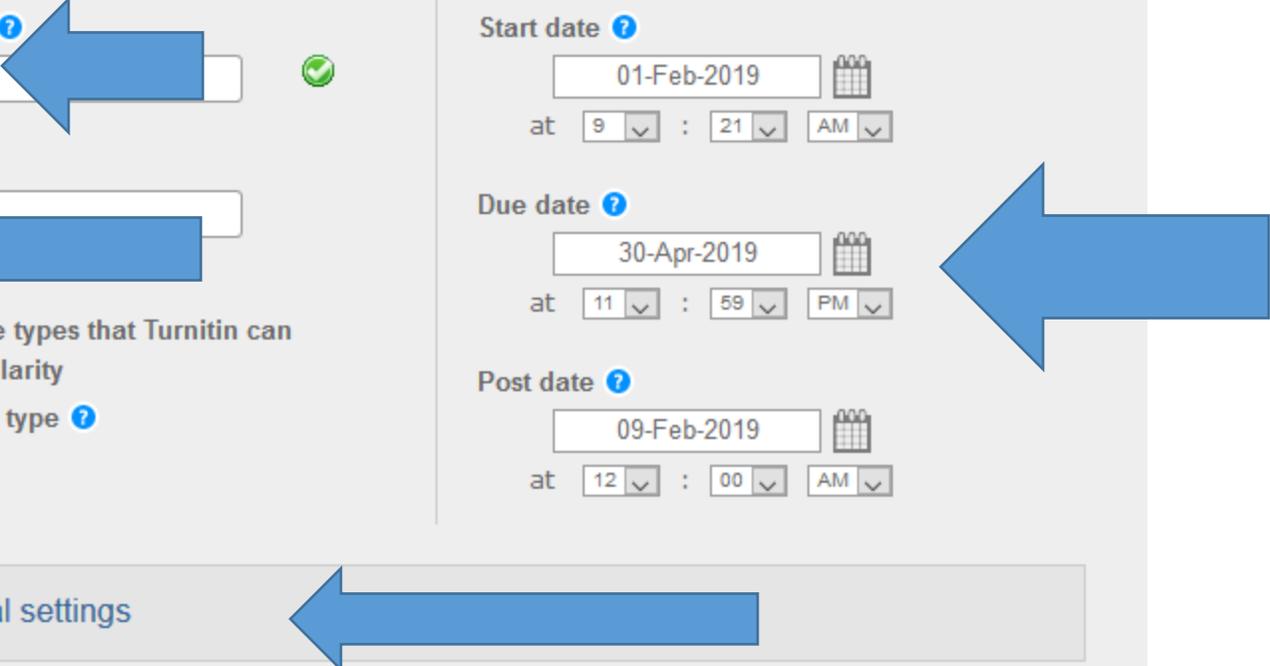
**Start date** [?](#)  
01-Feb-2019   
at 9 : 21 AM

**Due date** [?](#)  
30-Apr-2019   
at 11 : 59 PM

**Post date** [?](#)  
09-Feb-2019   
at 12 : 00 AM

 Optional settings

**Submit**



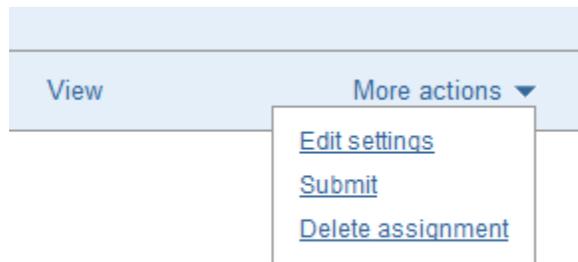
In Optional settings:

n the "Submit" option in the assignment's "More actions" menu.

Dissertation							<a href="#">+ Add Assignment</a>
CLASS HOMEPAGE   QUICKMARK BREAKDOWN							
	START	DUE	POST	STATUS	ACTIONS		
<b>Dissertation</b>							
PAPER	<b>01-Feb-2019</b> 9:21AM	<b>30-Apr-2019</b> 11:59PM	<b>09-Feb-2019</b> 12:00AM	<b>0 / 0</b> submitted	<a href="#">View</a>	<a href="#">More actions</a> ▼	



3. Upload your student's dissertation to run required similarity report. Under More Actions, choose Submit



Author

First name

Last name

Submission title



[What can I submit?](#)

Choose the file you want to upload to Turnitin:

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.

Processing: TurnitinDissertationCheck.pdf

**Author:**

Major Professor First Name Major Professor Last Name

**Assignment title:**

Dissertation

**Submission title:**

Title of my student's dissertation/Thesis



This should take no more than 2 minutes. Please wait... you will be asked to confirm to complete the process.

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

## To run similarity report:

NOW VIEWING: HOME > DISSERTATION > DISSERTATION

### 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 icon in the similarity column. A ghosted icon indicates that the Similarity Report has not yet been generated.

## Dissertation

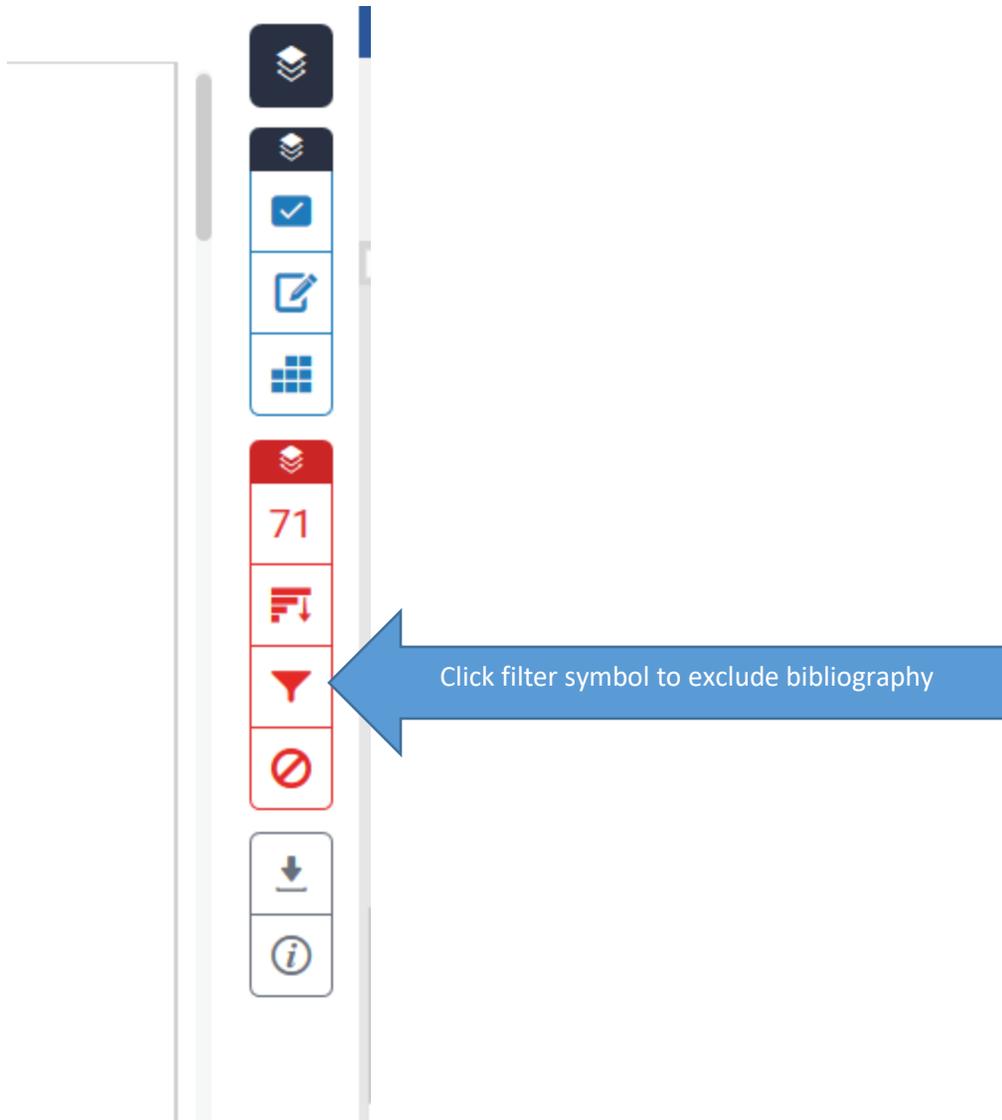
INBOX | NOW VIEWING: NEW PAPERS ▾

Submit File

[Online Grading Report](#) | [Edit assignment settings](#) | [Email non-subm](#)

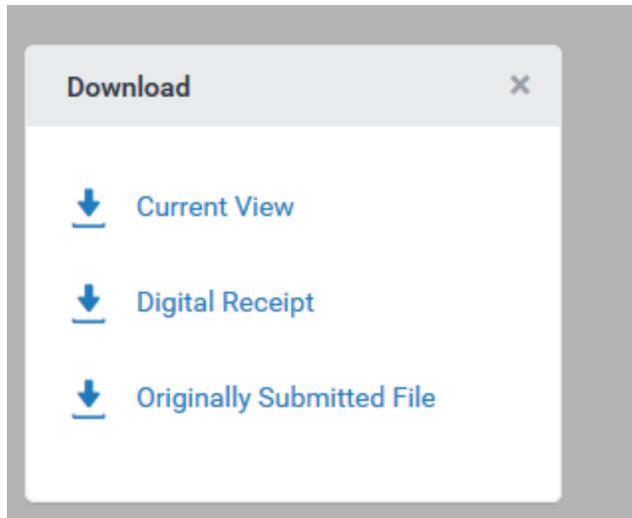
<input type="checkbox"/>	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
<input type="checkbox"/>		Title of my student's dissertation / the...	71% 		*		1071578253	01-Feb-2019

Major  
Professor





Download to obtain 1. Digital Receipt and Current View



Just need the first page and the Originality Report, which is included in the last page (s) of the submitted document

# Draft

*by* Major Professor First Name Major Professor Last Name

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**Submission date:** 01-Feb-2019 01:03PM (UTC-0500)  
**Submission ID:** 1071651526  
**File name:** MystudentdissertationorthesisdraftJUSTWORK.docx (6.68M)  
**Word count:** 22829  
**Character count:** 124462

## Draft

### ORIGINALITY REPORT

<b>39%</b>	<b>22%</b>	<b>17%</b>	<b>32%</b>
SIMILARITY INDEX	INTERNET SOURCES	PUBLICATIONS	STUDENT PAPERS

### PRIMARY SOURCES

<b>1</b>	<b>Submitted to Florida International University</b> Student Paper	<b>23%</b>
<b>2</b>	<b>lib.dr.iastate.edu</b> Internet Source	<b>2%</b>
<b>3</b>	<b>digitalcommons.fiu.edu</b> Internet Source	<b>1%</b>
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<b>8</b>	<b>Submitted to Lynn University</b> Student Paper	<b>1%</b>
<b>9</b>	<b>Submitted to University of Texas Health Science Center</b>	<b>&lt;1%</b>