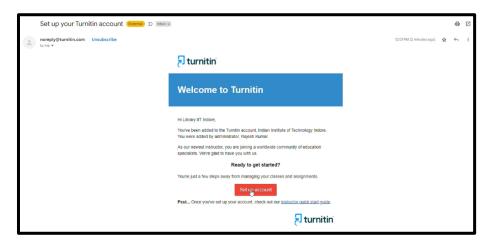
## MANUAL TO SETUP THE TURNITIN INSTRUCTOR ACCOUNT

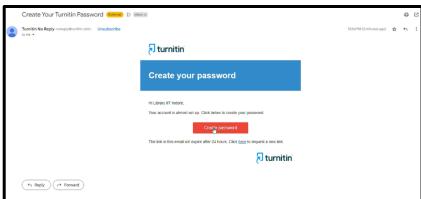


1. Click on the link received in the email from Turnitin Instructor Account setup



2. Enter your registered institutional email ID and name



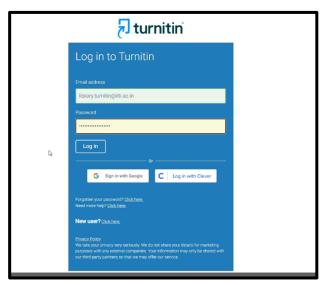


3. You will receive an email to set your password on registered email id.

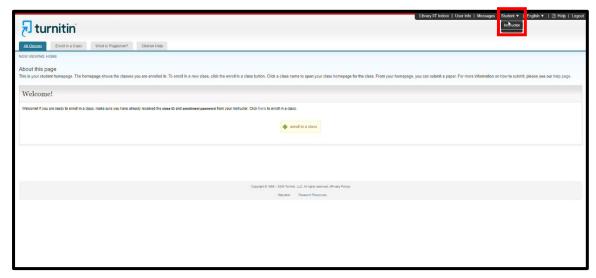


4. Click on the link and set your password.

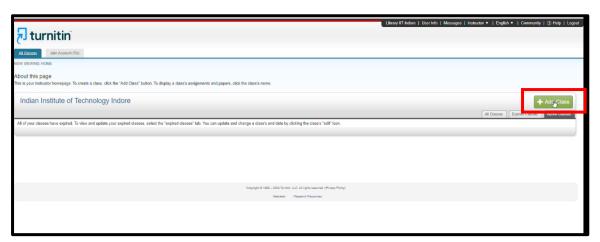




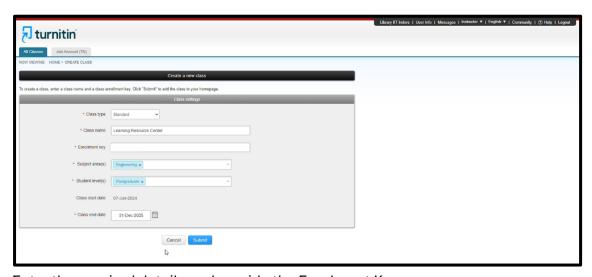
5. Login using the email id and password



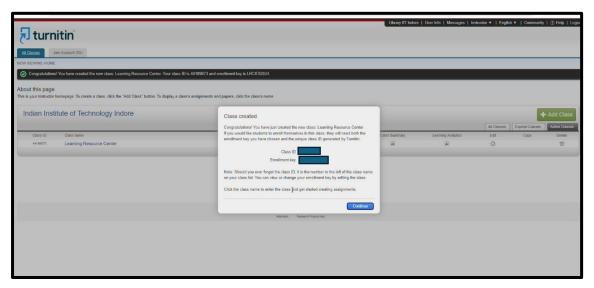
6. Change the interface from Student to Instructor



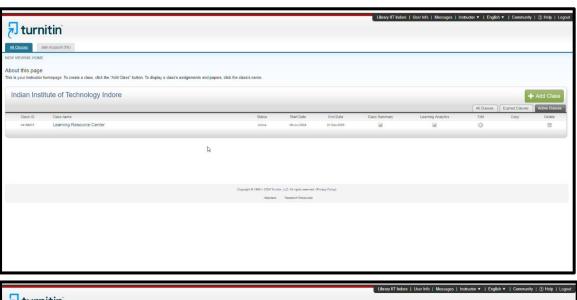
7. Click on "Add Class"

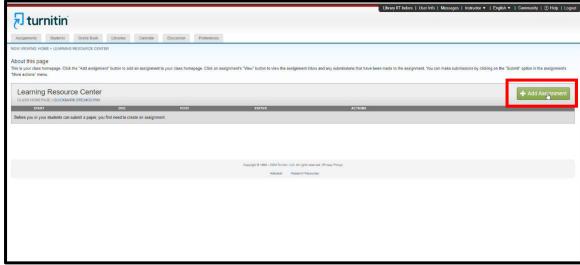


8. Enter the required details and provide the Enrolment Key.

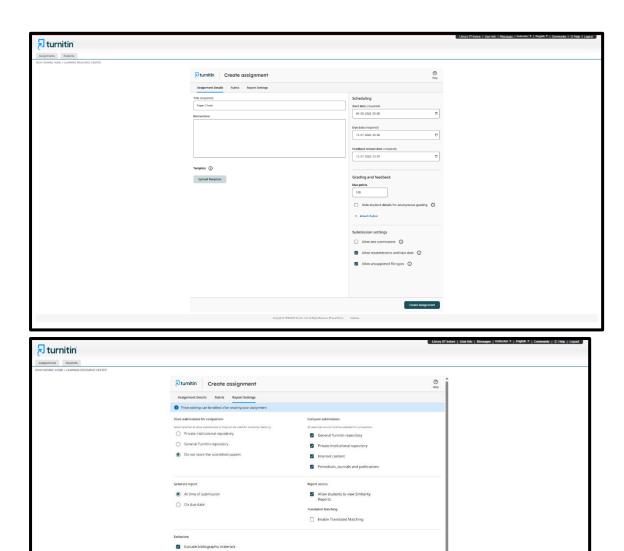


9. Write down the Class ID and Enrolment Key for future reference.



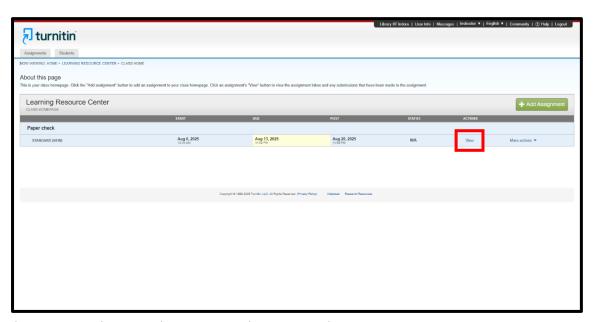


10. Open the class and "Add Assignment"

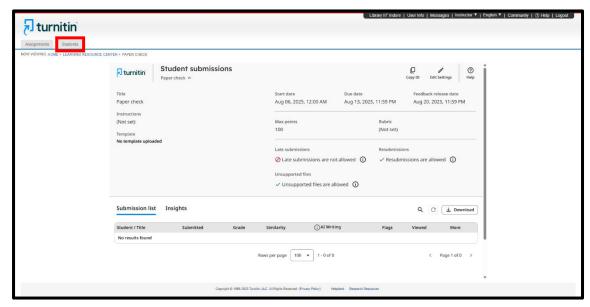


11. Fill up the details in the assignment as displayed and click Create Assignment.

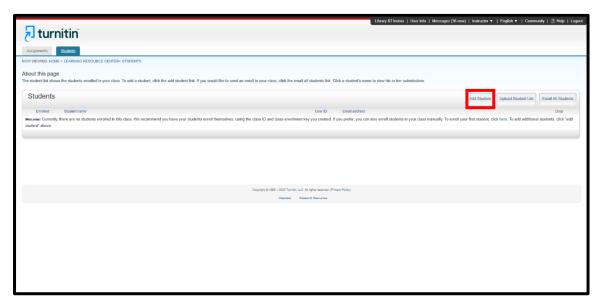
Exclude quoted materials
 Exclude matches smaller than 8 words



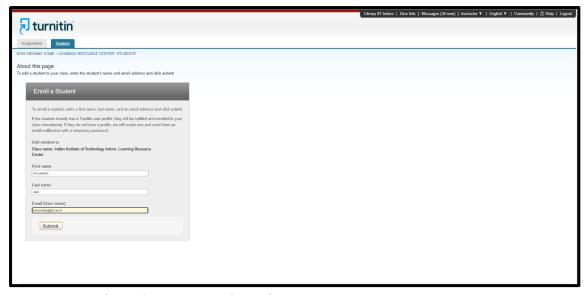
12. Once the assignment is created, click on the View.



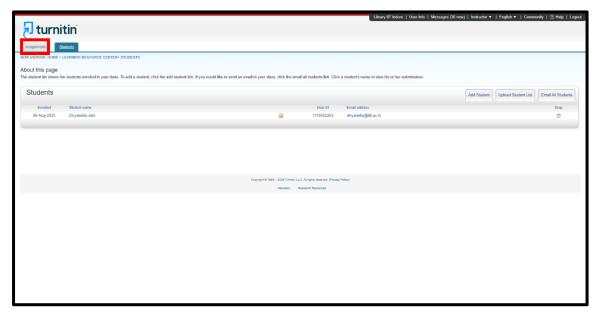
13. Open the assignment and go to "Student" Tab.



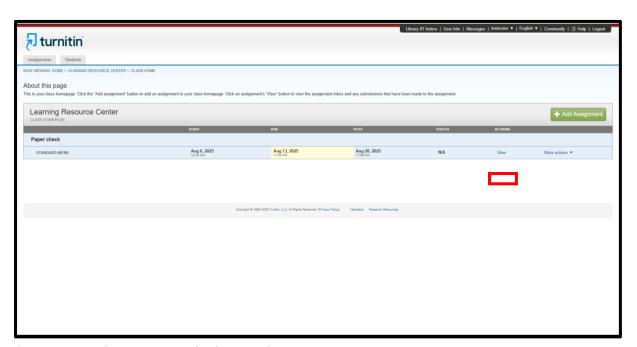
14. Click on "Add Student".



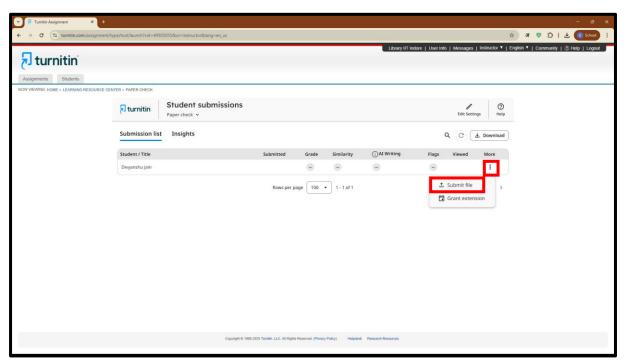
15. Enter the details of Student and Submit.



16. Go to Assignment Tab.

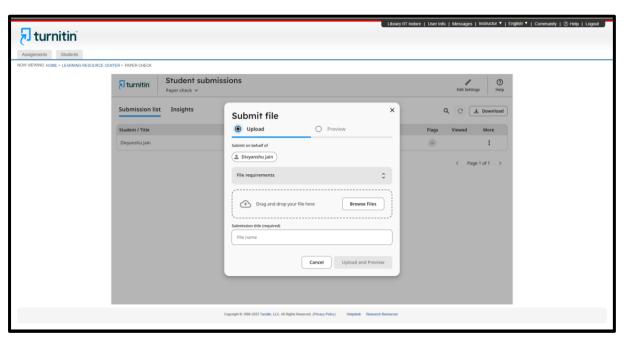


17. Open the assignment by clicking on view.

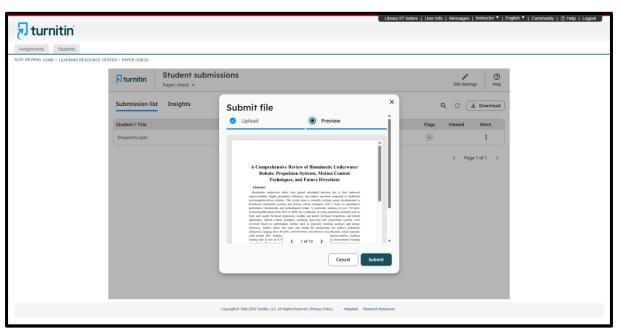


18. Click on three vertical dots and then Submit file against the name of respective users.

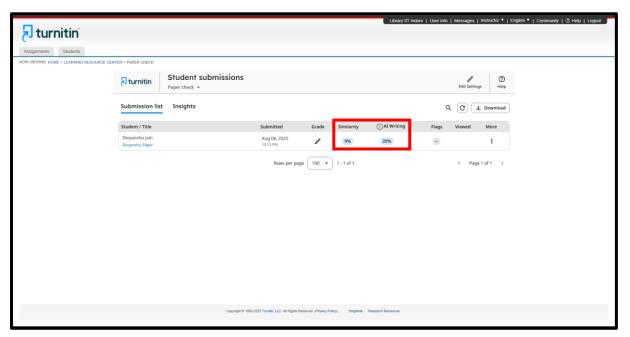
If there are so many students, the instructor can search their name by clicking on  $\P$ .



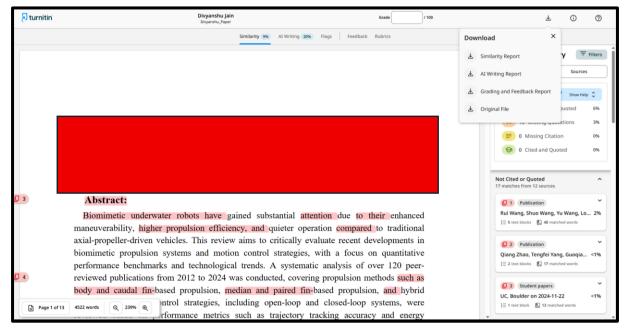
19. Once you click Submit File, you must Browse or Drag and drop the file to be check for similarity report and click on Upload and Preview.



20. After preview generated, click on Submit.



21. After some time of submission, Similarity report and AI Writing report will be generated. You can see the report by clicking on the percentage.



22. Once the report is open, it can be downloaded by clicking on the download button available on the top right corner of the screen.