Turnitin Submission of Research Fund Proposals

I  Set up for submission

Step 1: Create a Standard Class
Step 2: Create Assignment

II  Submit document

Step 1: Note down Class ID and Enrolment password
Step 2: Enroll class as a student
Step 3: Submit document

Note:
This procedure will allow you to:
1. Make multiple submissions of the same document to Turnitin
2. Protect the document from future matching in the Turnitin database

October 2012
I  Create a Standard Class

Step 1: Create a Standard Class

1. Make sure you are viewing HOME.

2. Click on Add class.

3. Complete the details:
   - Choose standard class
   - Enter class name
   - Enter enrollment password
   - Specify class end date

4. Note down the class ID and enrollment password.
**Step 2:** Create an assignment

1. Make sure you are viewing **HOME**
2. Click on the **class name** just created

![Image showing Turnitin interface]

3. Click on **Add assignment**

![Image showing Turnitin interface]

4. Enter the **Assignment title**

5. Select **Due date** and **Post date**

   **Note:**
   1. Due date must be before class end date.
   2. Post date must be after the due date

![Image showing Turnitin interface]

6. Click on **Optional settings**

![Image showing Turnitin interface]
Under **Optional settings**, choose the following options:

- **Immediately (can overwrite reports until due date)**
  - Allows resubmissions until the due date.
  - Re-submissions require 24 hour processing time.
  - Only the latest submission is available.

- **No repository**
  The document will become part of the Turnitin database, but not available for future matching.

- **Search Options**
  The document will be matched against the 4 sections of the Turnitin database

Click on **Submit**.
Submit Document

**Step 1:** Note down the Class ID and Enrollment Password

1. Make sure you are viewing **HOME**

2. Note down the **class ID** next to the class name.

3. Click on **edit icon** to get the **Section enrollment password**
Step 2: Enroll class as a student

1. From the top bar menu, open the menu for Instructor and then select Student.

2. Click on the tab for Enroll in a Class.

3. Enter the class ID and the enrollment password recorded in Step II(1).
Step 3: Submit document

1. Click on the **Class name**

2. Click on the **Submit** button

3. Enter the **Submission title**

4. **Browse** for the document you’d like to submit

5. Click on the **upload** button
6. Check if everything is in good order. If so, click on the **Submit** button.

7. A **Digital Receipt** containing a **unique Paper ID** will be generated.

8. If you have revised your document and need to check again, come back to this page and click on the **Resubmit** button.