

UNIVERSITY OF MAURITIUS
CENTRE FOR INFORMATION TECHNOLOGY & SYSTEMS

Turnitin Quick Reference Guide for Students

Turnitin is a cloud-based service for originality checking, online grading and peer review. The Turnitin System can be accessed at <http://www.turnitin.com> with a valid login/password.

The University has approved the provision of Turnitin Instructor Account to all final year students. CITS will create the accounts using student details together with University email accounts (umail).

Students are encouraged to access the online manual at http://www.turnitin.com/en_us/training/student-training

1. Activate Login

Once your student profile has been created in Turnitin, the system will notify you that your profile has been created via email with a temporary password. The system will prompt you to change the password at first login. Follow the system’s instructions to change the password.

2. Enroll in class

When the instructor has enrolled students in a class then the system will notify all students that they have been enrolled in a class via email. However, you may self-enroll in a class. In this particular case, the instructor must have communicated the Class ID and Enrollment password to you, prior to enrollment. The steps are illustrated below.

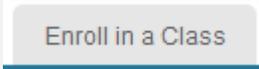
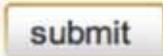
Self-enrollment:	
1. Type http://www.turnitin.com and enter your login credentials	
2. From the student homepage click on the <i>Enroll in a class</i> tab	
3. Enter Class ID and Enrollment password provided by the instructor.	
4. Click <i>submit</i> to enroll.	

Table 2.0

3. Submit an Assignment/Paper/Dissertation

You may submit assignments/papers/dissertations from the class portfolio page. To access the class portfolio page, follow these steps:

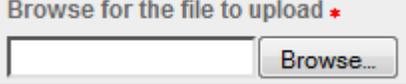
To access Class Portfolio Page:	
1. Type http://www.turnitin.com and enter your login credentials	
2. Click on <i>Class Name</i> from the Student homepage. The homepage shows the list of classes the student is enrolled in.	
3. The class portfolio page lists assignments created by the instructor for students to submit to.	
4. Click on <i>Submit</i> button. If the <i>Submit</i> button is grayed out, no submissions can be made. If resubmission is allowed then the button will read as <i>Re-submit</i> after the first has been made.	
5. Select single file upload from the drop down menu and Fill in the submission title field with the paper name.	
6. Click the <i>Browse</i> button and select the file to upload.	
7. Click <i>upload</i> to upload the file. A status bar will appear displaying the upload progress.	
8. Review the preview panel. This is a text only version of the paper being uploaded. Confirm it is the correct version of the file to send.	
9. Click the <i>Submit</i> button.	

Table 3.0

If there are no assignments listed, you will not be able to submit any assignments to the course until these are created. Ensure that the correct course is being accessed and contact your instructor if no assignments are available to submit to. Only the instructor controlling the class will be able to create assignments in the class.

Assignments may also reject submissions after the due date and time set by the instructor. To check the start date and due date information, either click on the name of the assignment in the class portfolio page or view the start and due dates located under the assignment name. This action opens a pop-up window showing assignment preference information, including start and due dates/times as well as other assignment information or special instructions.

4. Viewing Submitted Files

Every paper that has been submitted can be viewed by clicking on the "View" button next to the assignment name. This will open a new window in a separate screen that displays the paper information in the heading at the top and the full text of the paper beneath.

5. Downloading Submitted Papers

To download a file navigate to the portfolio page for the class the file was submitted to. Copies of submitted papers are downloaded by clicking on the download icon to the right of the assignment name. Some users may be prompted by pop-up windows or toolbar icons on their web browser to continue and approve the download or open the file.

Contact mishelpdesk@uom.ac.mu if you encounter any technical issue.