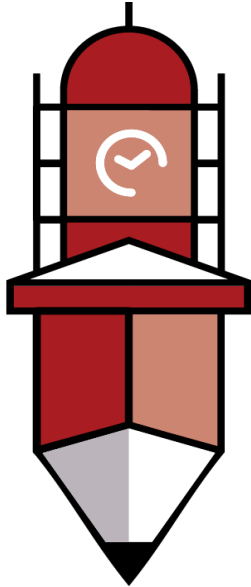


TURNITIN USER MANUAL

For TURNITIN Software Users Guideline



The University of Faisalabad

Bab ul ILM Library
The University of Faisalabad

Excellence with Global Recognition and Impact

★★★★★
WURI
The WORLD
UNIVERSITY
RANKINGS
FOR INNOVATION
296th Globally
among 1,253 Universities

Among top 500 Innovative Universities

36th
Digital & AI
Transformation

54th
Student Support &
Engagement

66th
Visionary
Leadership

96th
Empowerment-
Based Management



WORLD'S TOP 401–600
3rd among Private Sector
Universities in Pakistan



UI GreenMetric
325th among the Top 500
Universities, 184th in Asia and 10th
among Private Universities in
Pakistan



QS Asia ranking
Secured 651–700 Overall in Asia
University Rankings. Ranked 201st
among Southern Asian Universities



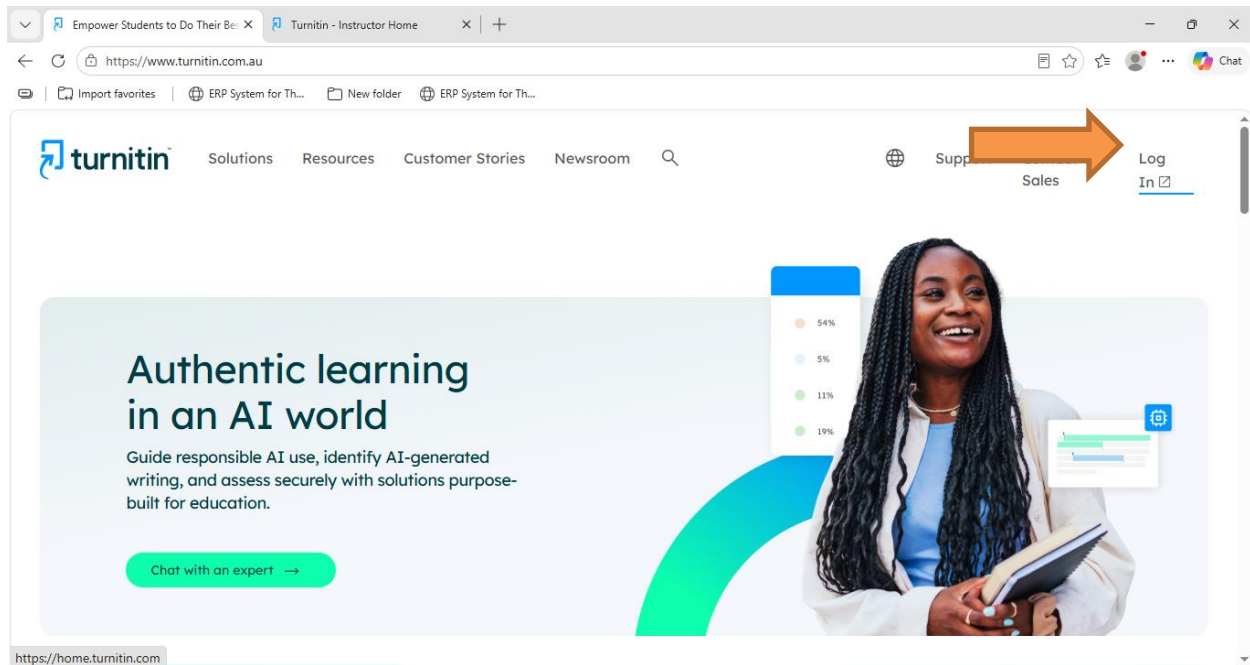
Visionary Leadership &
Ethics
Member of the United Nations
Academic Impact.

[Learn More About Our Impact →](#)

This user manual/guide will help you to “how to setup Turnitin account and check similarity/plagiarism from Turnitin software”?

Turnitin Software weblink:

<https://www.turnitin.com/regions/apac>

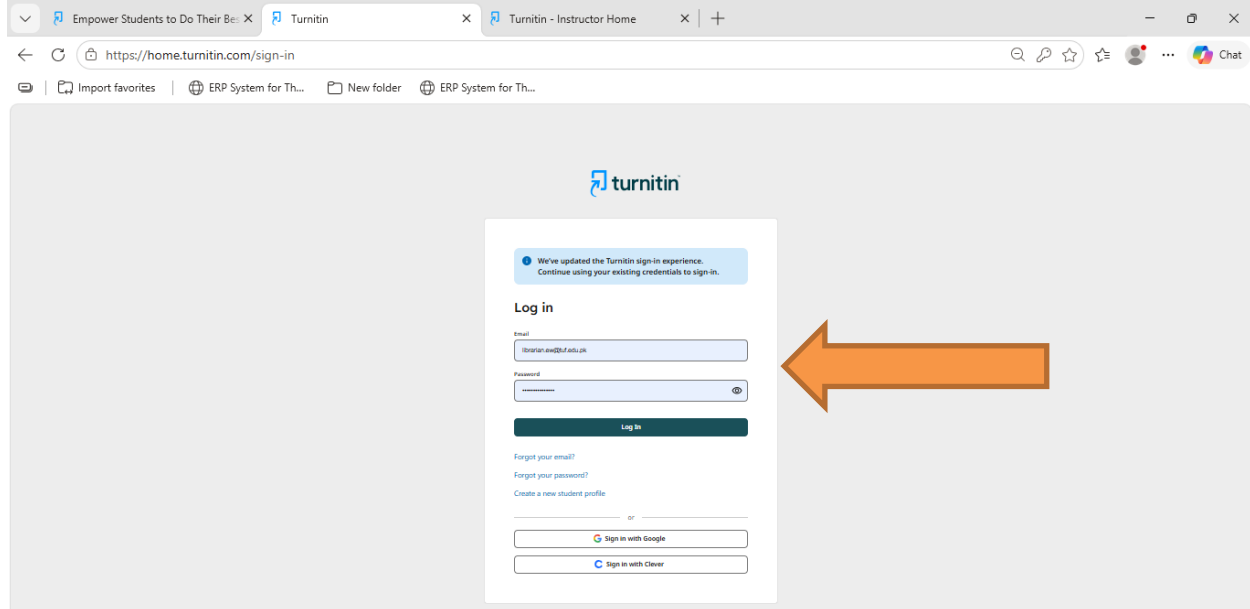


Step 1: Login to Turnitin Software:

Open the web link and click on the **Login** button at the top right corner.

Enter your official university email and password in the given fields.

[Note: Use your institutional credentials provided by The University of Faisalabad to log in.]



turnitin

We've updated the Turnitin sign-in experience. Continue using your existing credentials to sign in.

Log in

Email
librarian.ana@uof.edu.pk

Password

Log in

[Forgot your email?](#)
[Forgot your password?](#)
[Create a new student profile](#)

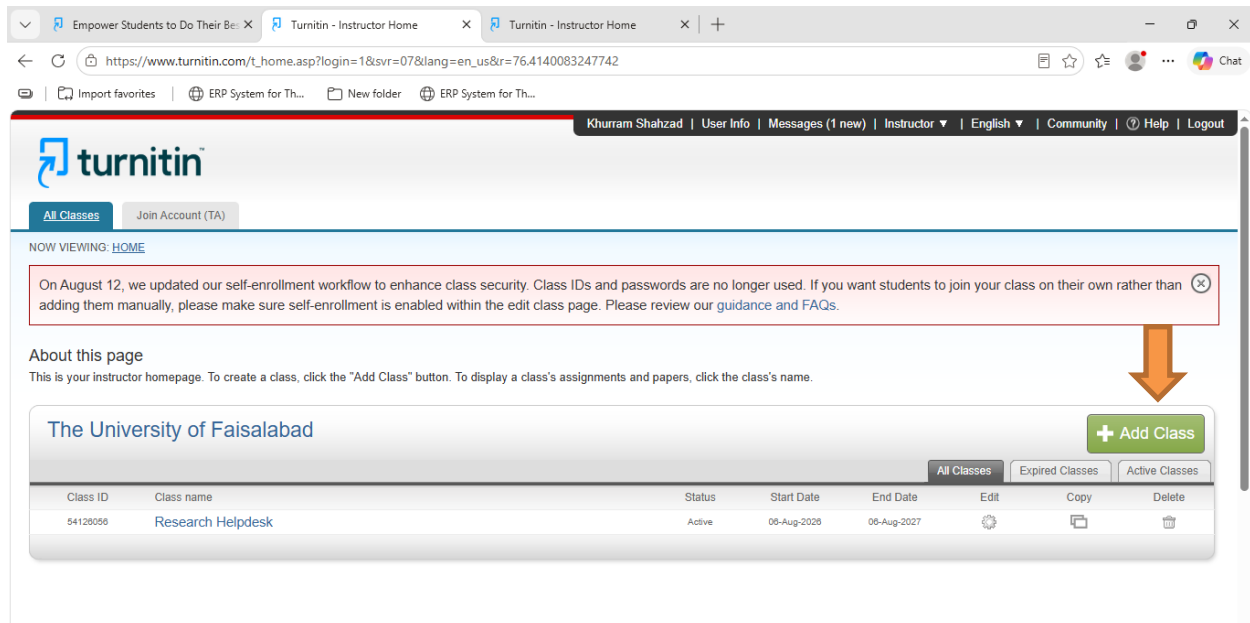
or

[Sign in with Google](#)
[Sign in with Clever](#)

Step 2: Create a New Class:

Once logged in, you will see your instructor homepage. Click on the "+ Add Class" button. Fill in the blank fields in the **Class Settings** window:

- **Class type:** Select "Standard" from the dropdown.
- **Class name:** Enter your desired name (e.g., Test or Course Name).
- **Enrollment key:** Set a secure key (e.g., 12345).
- **Subject area(s):** Select the relevant subject from the list.



turnitin

All Classes Join Account (TA)

NOW VIEWING: HOME

On August 12, we updated our self-enrollment workflow to enhance class security. Class IDs and passwords are no longer used. If you want students to join your class on their own rather than adding them manually, please make sure self-enrollment is enabled within the edit class page. Please review our [guidance](#) and [FAQs](#).

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.

The University of Faisalabad

+ Add Class

All Classes Expired Classes Active Classes

Class ID	Class name	Status	Start Date	End Date	Edit	Copy	Delete
54128056	Research Helpdesk	Active	06-Aug-2026	06-Aug-2027			

Step 3: Select Student Level

Select the appropriate student level from the given list (you can select multiple options if required):

- Undergraduate
- Graduate
- Postgraduate
- Career and Technical

After confirming the Class start date and Class end date, click on **Submit**.

The screenshot shows a web browser window with the URL https://www.turnitin.com/class?aid=56279&lang=en_us. The page has a navigation bar with 'All Classes', 'Join Account', and 'Join Account (TA)'. Below this, it says 'NOW VIEWING: HOME > CREATE CLASS'. The main heading is 'Create a new class'. A sub-heading reads: '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.' The 'Class settings' form contains the following fields:

- * Class type: Standard (dropdown menu)
- * Class name: [text input field]
- * Enrollment key: [text input field]
- * Subject area(s): Select subject(s) (dropdown menu)
- * Student level(s): Select student level(s) (dropdown menu)
- Class start date: 25-Sep-2018
- * Class end date: 29-Mar-2019 (with a calendar icon)

At the bottom of the form are 'Cancel' and 'Submit' buttons.

Step 4: Confirm Class Creation

Select the subject level from the given list; you can select multiple options also
A confirmation window will appear showing:

- **Class ID**
- **Enrollment key**

Click on **Continue** to move forward. Your class is now successfully created under your profile.
Click on the class name to open it.

← → ↻ https://www.turnitin.com/class?aid=56279&lang=en_us

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 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 Test

* Enrollment key 12345

* Subject area(s)

* Student level(s)

Class start date

* Class end date

Business/Economics
Career/Technical
Communications/Journalism
Composition
Computer Science/Programming
Engineering
Foreign Language

Cancel Submit

Select student level from the given list; you can select multiple options also

← → ↻ https://www.turnitin.com/class?aid=56279&lang=en_us

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 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 Test

* Enrollment key 12345

* Subject area(s) Select subject(s)

* Student level(s)

Class start date

* Class end date

Undergraduate
Graduate
Postgraduate
Career and Technical

Cancel Submit

Select Class end date from given calendar, depend on you

The screenshot shows the 'Class settings' form in Turnitin. The form includes fields for Class type (Standard), Class name (Test), Enrollment key (12345), Subject area(s), and Student level(s). The Class start date is 25-Sep-2018. The Class end date is set to 29-Mar-2019, with a calendar overlay showing the date selection. A 'Submit' button is visible next to the calendar.

S	M	T	W	T	F	S
24	25	26	27	28	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Class created then click on continue

The screenshot shows the Turnitin Instructor Home page. A modal dialog titled 'Class created' is displayed, providing details for the newly created class 'Test'. The modal includes the Class ID (54708189), the Enrollment key (GVEM-GSPG-EJTTZ-W39X), and instructions on how to manage the class. The background shows the Turnitin interface with a table of classes.

Class ID	Class name	Status	End Date	Edit	Copy	Delete
54126056	Research Helpdesk	Active	06-Aug-2027			
54708189	Test	Active	01-Sep-2026			

Now click on created class “Test”

The screenshot shows the Turnitin Instructor Home interface. At the top, there's a navigation bar with the Turnitin logo and user information. Below this, a message states: "On August 12, we updated our self-enrollment workflow to enhance class security. Class IDs and passwords are no longer used. If you want students to join your class on their own rather than adding them manually, please make sure self-enrollment is enabled within the edit class page. Please review our [guidance](#) and [FAQs](#)." Below the message, a green notification bar says: "Congratulations! You have created the new class: 'Test'. Your class ID is 54708189." The main section is titled "About this page" and explains that this is the instructor homepage. It features a section for "The University of Faisalabad" with an "Add Class" button. Below this, a table lists the classes. The "Test" class is highlighted, and an orange arrow points to it. The table has columns for Class ID, Class name, Status, Start Date, End Date, Edit, Copy, and Delete.

Class ID	Class name	Status	Start Date	End Date	Edit	Copy	Delete
54126056	Research Helpdesk	Active	06-Aug-2026	06-Aug-2027			
54708189	Test	Active	31-Aug-2026	01-Sep-2026			

Step 5: Add an Assignment

This window will open, and now click on “Add Assignment”

Inside your class homepage, click on the "**Add Assignment**" button to setup a slot for checking documents.

1. Enter the **Assignment title** (e.g., Project Management).
Enter the **Point value** (e.g., 1000).

The screenshot shows the Turnitin Class Home page for the "Test" class. The page has a navigation bar with the Turnitin logo and user information. Below this, a message states: "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." The main section is titled "Test" and includes a "View Enrollment Key" button and an "Add Assignment" button. Below this, a table lists the assignments. The table has columns for START, DUE, POST, STATUS, and ACTIONS. A message at the bottom states: "Before you or your students can submit a paper, you first need to create an assignment."

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

Fill the blank fields

Turnitin - Instructor Home

https://www.turnitin.com/assignment/type/tool/picker?cid=54708189&lang=en_us&svr=11&lang=en_us&r=27.2615528107266

Assignments Rubrics

Now viewing: [HOME](#) > [TEST](#)

Create assignment

Title (required)
Project Management

Start date (required)
08/31/2026 12:00 AM

Due date (required)
09/07/2026 11:59 PM

Feedback release date (required)
09/14/2026 11:59 PM

Max points (required)
100

Instructions

- Formatting: Use Times New Roman (Font size 12), 1.5 line spacing, and include a proper title page with your Name and Student ID.
- Group Submissions: (if applicable) Only one member from each group needs to upload the file. Make sure to write all group members' names on the title page.
- Deadline: Late submissions will automatically result in a grade deduction.

Template

Upload File

Grading and feedback settings

Rubric

Attach Rubric

☐ Hide student details for anonymous grading

☐ Hide grader details from students

Submission settings

Report settings

Cancel Create Assignment

Step 6: Configure Optional Settings (Crucial Step)

This is the most important step while creating a new assignment.

1. Click on "**Optional Settings**".
2. Scroll down to the "Submit papers to:" dropdown and select "**no repository**".

⚠ CRITICAL NOTE: Always select "**no repository**". Otherwise, your students' papers or theses will be permanently saved in the Turnitin database, causing 100% plagiarism if checked again in the future.

Click on **Submit** to finalize the assignment creation.

Turnitin - Class Home

https://www.turnitin.com/class/54708189/instructor_home?lang=en_us

Assignments Students

Now viewing: [HOME](#) > [TEST](#) > CLASS HOME

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.

Test

CLASS HOMEPAGE

View Enrollment Key

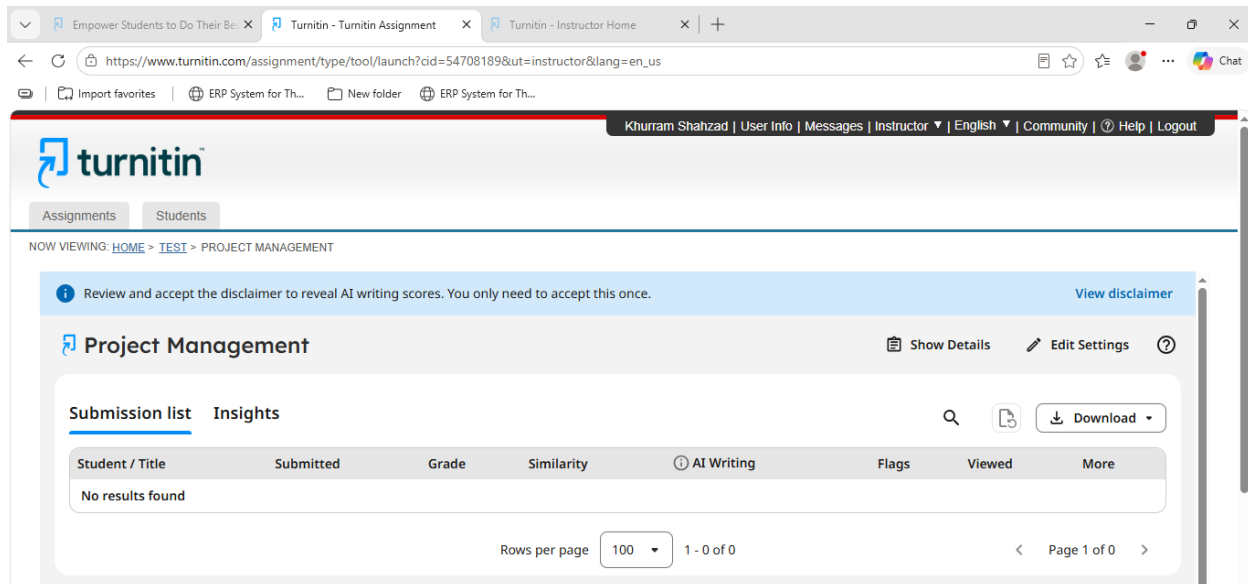
+ Add Assignment

	START	DUE	POST	STATUS	ACTIONS
Project Management					
STANDARD	Aug 31, 2026 12:00 AM	Sep 7, 2026 11:59 PM	N/A	0/0 submitted	View More actions

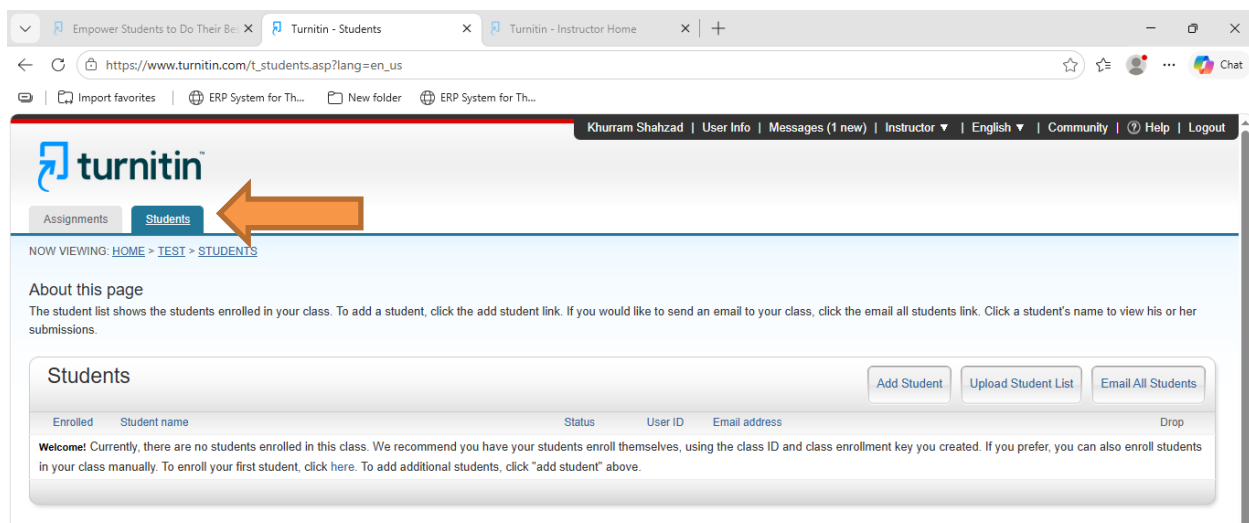
How to Check Plagiarism of a Document?

Once the assignment slot is created, follow these steps to upload a paper:

1. Click on the **"View"** button next to your assignment name.
2. Click on **"Submit File"**.
3. A form will open. Select "Non-enrolled student" (or student name) and enter the First name, Last name, and Submission title.
4. Verify that the system shows the message: *"The file you are submitting will not be added to any repository."*
5. Click **"Choose from this computer"** to select your document, then click **Upload**.



How to add Students for the Assignment



← → ↻ https://www.turnitin.com/t_submit.asp?r=87.7525952834187&svr=318&lang=en_us&aid=72634851

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

 Choose from Google Drive

Step 7: Cross Verification & Confirmation

This is confirmation message of your submission, now click on confirm

1. A review screen will appear showing the document details: **File name**, **File size**, **Page count**, **Word count**, and **Character count**.
2. Double-check the details and click **Confirm**.

← → ↻ https://www.turnitin.com/t_submit.asp?r=87.7525952834187&svr=318&lang=en_us&aid=72634851

NOW VIEWING: HOME > TEST > PROJECT MANAGEMENT

Submit: Single File Upload STEP ● ● ○

Processing: 1-IR459-81.pdf

Author:
Muhammad Ali

Assignment title:
Project Management

Submission title:
Research Paper



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 be shared with our third party partners ONLY so that we may offer our service.

This step for cross verification, then click on confirm

https://www.turnitin.com/t_submit.asp?r=87.7525952834187&svr=318&lang=en_us&aid=72634851

Author:
Muhammad Ali

Assignment title:
Project Management

Submission title:
Research Paper

File name:
1-IR459-81.pdf

File size:
335.83K

Page count:
23

Word count:
8384

Character count:
47191

<<Page 1>>

Marketing strategies for academic libraries in the 21st century

Muhammad Ali
Director of the University Library
University of Sindh
sindh.acad@uot.edu.pk

Abstract
The changing technology in libraries, expansion of electronic resources and research requires new marketing strategy for libraries in 21st century. It is necessary to the library to bring awareness to users in this technological world requires new marketing strategy for library services. This article focuses on how the library should market its services and resources in the new perspective of libraries in the 21st century. It is an attempt to provide library services from an electronic marketing point which would illustrate the new understanding of libraries as marketing is a marketing strategy for libraries and includes some suggestions of marketing strategy for libraries in 21st century.

Keywords: Academic Libraries, Strategic Planning, Marketing Strategies, Library Processes, Professional Ethics, Marketing Tools.

Introduction
There are several definitions of marketing. Kotler and Armstrong (2001) described marketing is an important activity in organizations. Marketing is defined as a process to determine and provide information to customers to create a good product and services which they want. Success of library service marketing is an essential component to provide library service to the library to increase awareness and use of library services and facilities among targeted users. Marketing may present a clear and consistent image in library services in terms of resources and services which are being offered to the users. Marketing is a process to create a consistent image. Marketing tools of the library is the best way to coordinate marketing activities for the library. Whether physical or digital, an academic library's collection and services would be visible in terms of library services that would enhance the image of collections and services are not only a reflection of how well

1 | International Research Journal of Library & Information Science Vol.8 No.3 May, 2018

We take your privacy very seriously. We do not share your details for marketing purposes with any external companies. Your information may be shared with our third party partners ONLY so that we may offer our service.

Confirm

Cancel

https://www.turnitin.com/t_submit.asp?r=87.7525952834187&svr=318&lang=en_us&aid=72634851

Author:
Muhammad Ali

Assignment title:
Project Management

Submission title:
Research Paper

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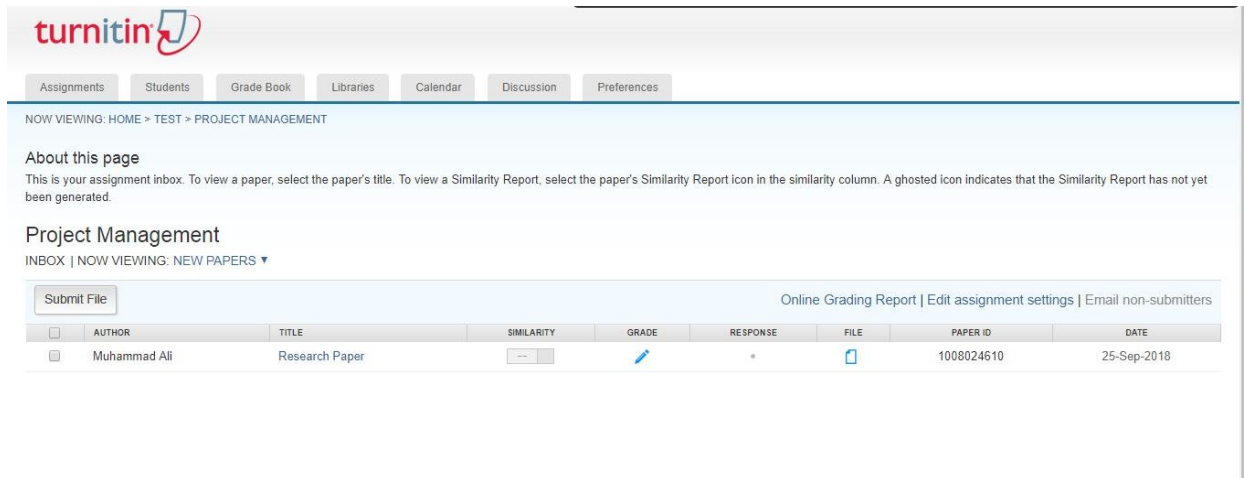
1 | International Research Journal of Library & Information Science Vol.8 No.3 May, 2018

We take your privacy very seriously. We do not share your details for marketing purposes with any external companies. Your information may be shared with our third party partners ONLY so that we may offer our service.

Confirm

Cancel

After confirming this page will open



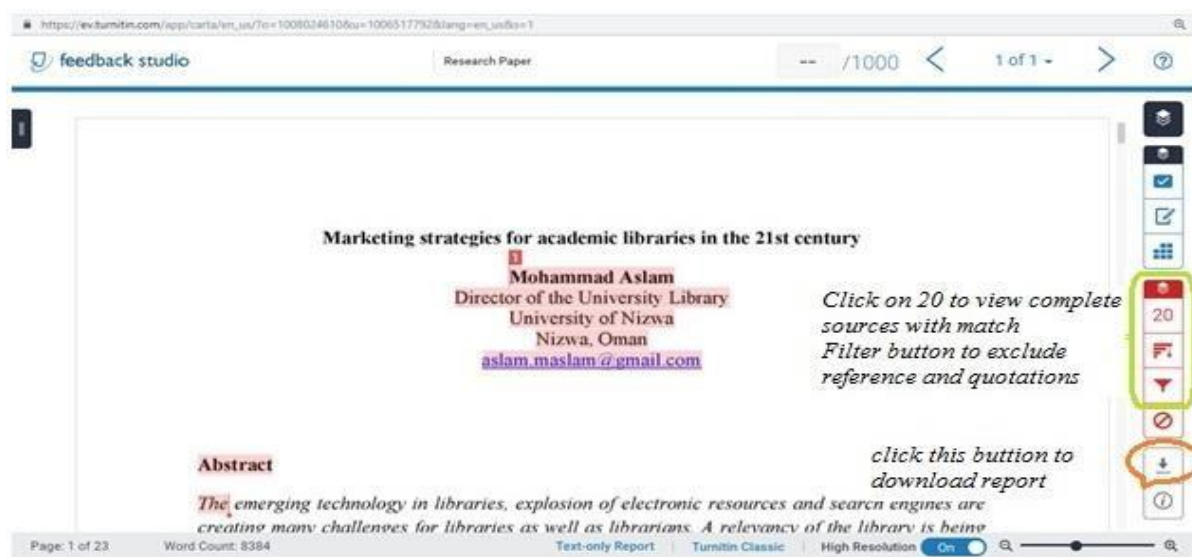
The screenshot shows the Turnitin Project Management interface. At the top is the Turnitin logo and a navigation bar with links: Assignments, Students, Grade Book, Libraries, Calendar, Discussion, and Preferences. Below this is a breadcrumb trail: NOW VIEWING: HOME > TEST > PROJECT MANAGEMENT. A section titled 'About this page' explains the assignment inbox. The 'Project Management' section shows 'INBOX | NOW VIEWING: NEW PAPERS'. A 'Submit File' button is on the left, and links for 'Online Grading Report', 'Edit assignment settings', and 'Email non-submitters' are on the right. A table lists submissions with columns: AUTHOR, TITLE, SIMILARITY, GRADE, RESPONSE, FILE, PAPER ID, and DATE. One submission is listed: Muhammad Ali, Research Paper, with a similarity score of --, a grade icon, a response icon, a file icon, paper ID 1008024610, and date 25-Sep-2018.

	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
☐	Muhammad Ali	Research Paper	--		*		1008024610	25-Sep-2018

This process takes 10-20 mints (depend on file size) to show similarity/result of the document

Always save the paper ID for future correspondence

A new window will appear with report: Then click on the “Similarity” button



I hope this user manual has sufficient information to setup a Turnitin account and check plagiarism from this software. If you still need more information about this, feel free to contact:

~~~~~  
**Khurram Shahzad**

Librarian, The University of Faisalabad

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**Phone:** (041) 8868326 Ext 318

**Address:** The University of Faisalabad - Amin Campus  
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