



Final Submissions to University (Thesis/Dissertation/Project Reports)

by Students will be Screened by Library

Please email the manuscript to library@uohyd.ac.in

GUIDLEINES FOR USING ANTI-PLAGIARISM SOFTWARE

1. Library provides registration for Turnitin Anti-plagiarism software only to the faculty members as 'INSTRUCTOR' identified by the schools.
2. Research scholars should contact concerned Faculty/Instructor) for their anti-plagiarism screening work during writing process.
3. Registered Faculty member (Instructor) receives mail message to their e-mail account.
4. Please follow instructions given in the mail for completing the registration process.

Contact - I.T. Services, IGM Library

Phone (HCU Extension): 2616

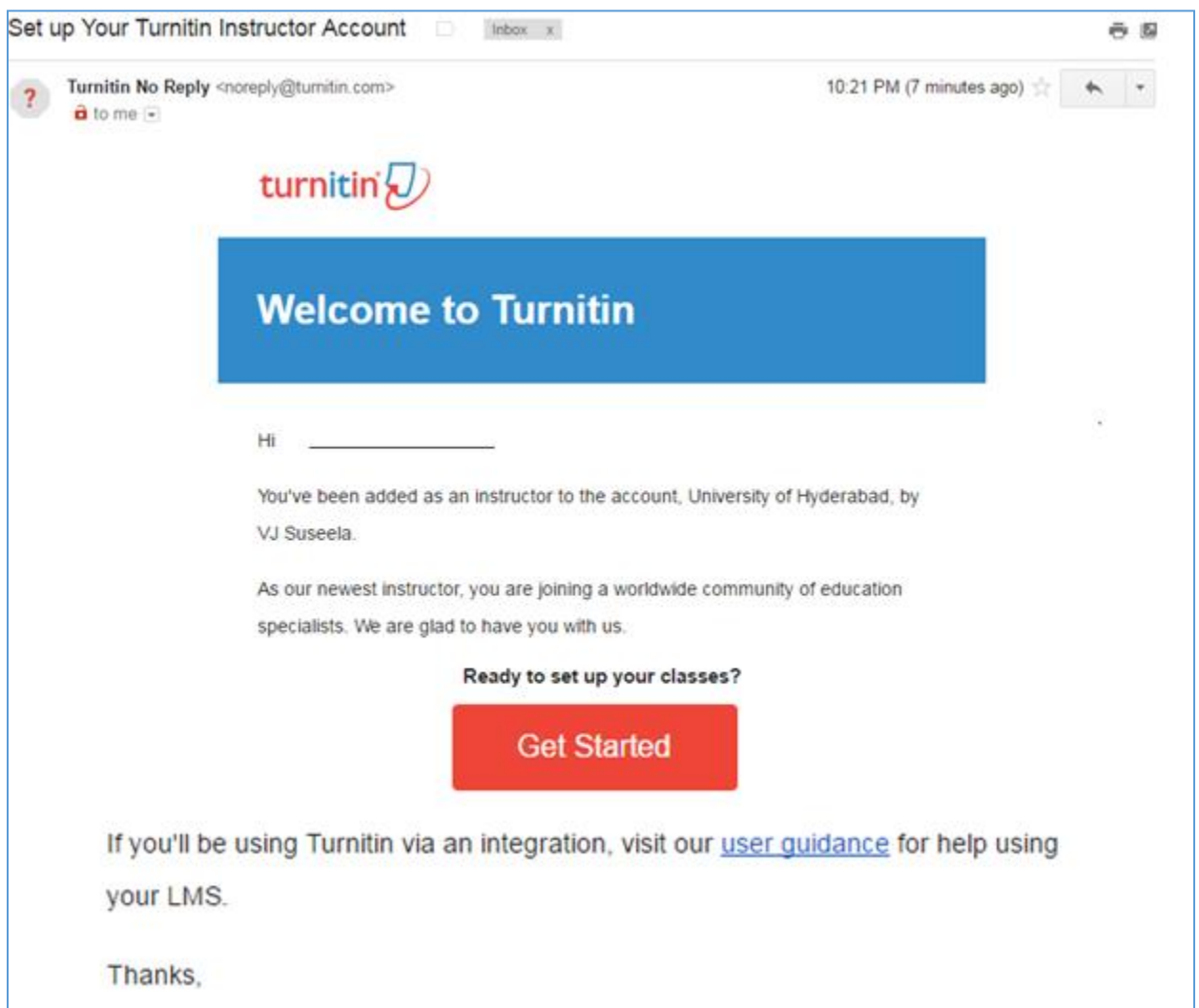
Email: vjslib@uohyd.ernet.in or nvrlib@uohyd.ernet.in

REGISTRATION PROCESS

Step 1

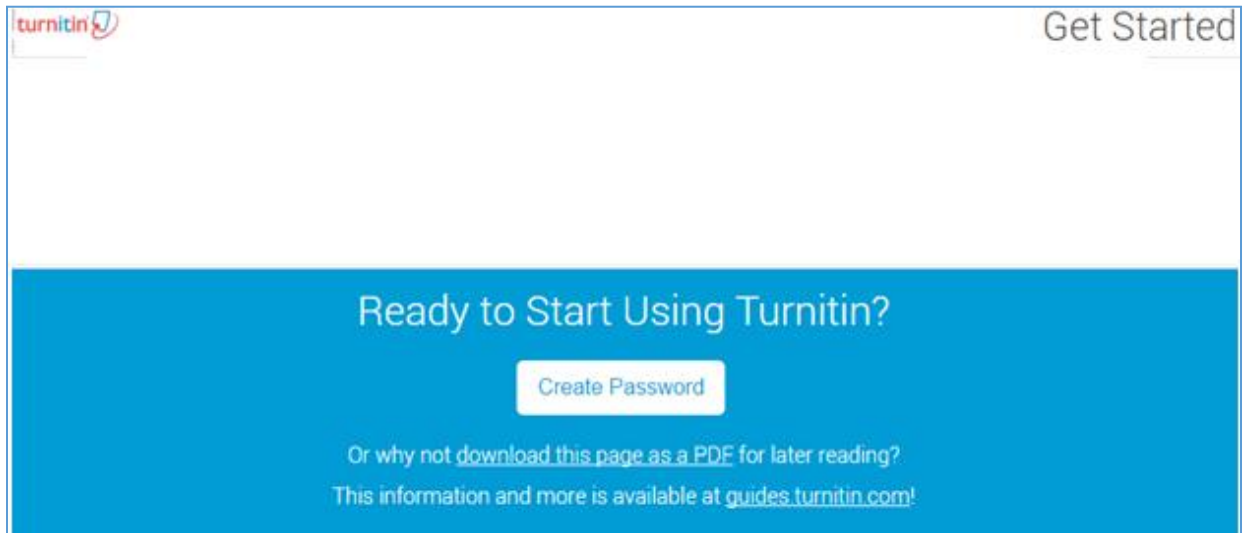
As soon as the name is registered as INSTRUCTOR, the following message will be received to your mail.

Please CLICK on **Get Started** Tab



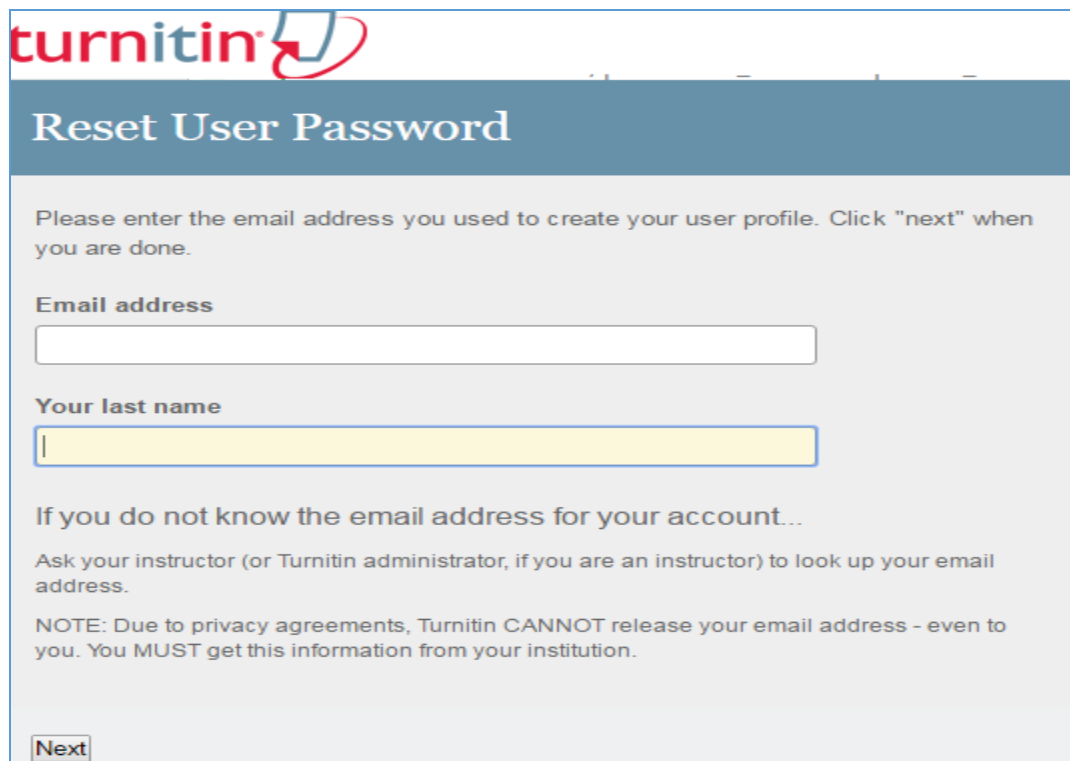
In the Following page – Scroll Down and CLICK ON **Create Password**

Step II



STEP III

It will open a Form. Please enter your Registered **Email** & **Last name** as appears in the mail received by you

A screenshot of the Turnitin 'Reset User Password' form. The form has a blue header with the Turnitin logo and the title 'Reset User Password'. Below the header, there is a text prompt: 'Please enter the email address you used to create your user profile. Click "next" when you are done.' There are two input fields: 'Email address' and 'Your last name'. Below the input fields, there is a section titled 'If you do not know the email address for your account...' with instructions to ask an instructor or administrator. A 'NOTE' states that Turnitin cannot release email addresses due to privacy agreements. At the bottom left, there is a 'Next' button.

Click on **Next** Tab to see the **Password Reset Instruction**



Reset User Password

The link to reset your password has been sent to [redacted]@gmail.com

You have 24 hours to change your password using the emailed link.

Step IV

Please check your mail Inbox **for Turnitin Communication**



Turnitin No Reply <noreply@turnitin.com>

11:17 PM (0 minutes ago)

to me

Dear _____,

To reset your Turnitin password, please click [here](#) and follow the instructions provided.

If you have trouble clicking on the link provided, you may copy and paste the following URL into your browser:

https://www.turnitin.com/login_reset.asp?lang=none&id=e9513962b9b80eab9405b594e8d78833

This link will expire in 24 hours. If you receive a message stating that the link has expired, please click [here](#) to request a new 'password reset' link.

You may also copy and paste the following URL into your browser to request a new 'password reset' link:

https://www.turnitin.com/password_reset1.asp?lang=none

Thank you for using Turnitin, - The Turnitin Team

Click on the **link** provided in your **mail** to **reset the Password**

Step V

From the link

The following Form opens to **enter your password and confirm the same**



Reset User Password

Thank you! Please enter your new password, and then confirm your new password. Your password must be at least six characters long and contain at least one letter and one number. Click "next" when you are done.

Enter password:

Confirm password:

[Cancel](#)

In the next screen you can see the **Reset Confirmation of PASSWORD**



Reset Password Complete

Thank you! Your password has been successfully reset. Please note your password for future use.

[Return to the homepage and log in](#)

You will receive the email confirmation also regarding **PASSWORD**

Login into your Account as INSTRUCTOR for Creating Classes, Adding Assignments, Uploading Documents and Saving / Printing Report.

➤ **Please Do not add students**

CREATING (ADDING) CLASSES

As **INSTRUCTOR**, the registered faculty member need (it is recommended) to create a **CLASS or CLASSES**

- Login to the Account with your user ID (email) and password
- Click on

+ ADD CLASS

The screenshot shows a web form titled "Create a new class". At the top, there is a header "Create a new class" and a sub-header "Class settings". Below the header, there is a instruction: "To create a class, enter a class name and a class enrollment password. Click 'Submit' to add the class to your homepage. For a master class, you will also need to enter a TA join password." The form contains several fields: "Class type" (a dropdown menu with "Standard" selected), "Class name" (a text input field), "Enrollment password" (a text input field), "Subject area(s)" (a dropdown menu with "Select subject(s)" selected), "Student level(s)" (a dropdown menu with "Select student level(s)" selected), "Class start date" (a text input field with "19-May-2014" entered), and "Class end date" (a text input field with "20-Nov-2014" entered and a calendar icon to its right). At the bottom of the form, there are two buttons: "Cancel" and "Submit".

- Choose CLASS TYPE – **Standard**
- Write CLASS name
- Provide Enrollment Password of your choice
- Select the Subject Area/s you are dealing with
- Select the Student Level/s in this Class
- Set the class start and end dates (**Start Date** is default date of creating class and **End Date** can be up to **30.6.2017**)

After clicking **Submit** button CLASS ID is generated by the SYSTEM

❖ **Classes Categorization - Some examples:**

- Multiple **CLASSES** can be created by you depending on your requirement.
- Under each class you can add **ASSIGNMENTS** (Submission of documents) **for Plagiarism Screening**
- By type of work - PhD, M. Phil, PG Projects, Chapters, Papers etc.
- By the name of student/research scholar / faculty
- By the name of Department if you are dealing with multiple departments.
- Any other categorization

ADDING ASSIGNMENTS (UPLOADING DOCUMENTS)

- Login to your Account
- List of Classes appears
- **CLICK** on the Class Name
- **CLICK** on Button

+ Add Assignment

Select your assignment type

- Paper Assignment
- PeerMark Assignment
- Revision Assignment
- Reflection Assignment

Paper Assignment
Paper Assignment -The paper assignment type is the base assignment for all other assignments types (PeerMark, Revision, and Reflection).
When creating a paper assignment there are three dates that instructors will need to set: the start date, the due date, and the post date.

Next Step

Click **Next Step** Tab

❖ Write **Assignment Title**

About this page

To create an assignment, enter an assignment title and choose the start and due dates for the assignment.

If you like, you can enter an additional assignment description.

By default, papers submitted to this assignment will be checked against all of our databases.

If you would like to create a custom search or view other advanced assignment options, click the "Optional settings" link.

New Assignment

Assignment title [?](#)

Allow only file types that Turnitin can check for originality


Allow any file type [?](#)

Start date [?](#)

26-May-2014 

at 11 : 56 AM

Due date [?](#)

02-Jun-2014 

at 11 : 59 PM

[+ Optional settings](#)

Submit


(* **Very Important**)

Before

Submit

Assignment Title, Please click the "**OPTIONAL SETTINGS**" link

ASSIGNMENT SETTINGS (While Adding Assignments in a 'Class')

 Close options

Enter special instructions [?](#)

Allow submissions after the due date? [?](#)

Yes

No


Originality Report

Generate Originality Reports for submissions? [?](#)

Yes

No

Generate Originality Reports for student submissions [?](#)

immediately first report is final 

Exclude bibliographic materials from Similarity Index for all papers in this assignment? [?](#)

Yes

No

Exclude quoted materials from Similarity Index for all papers in this assignment? [?](#)

Yes

No

Exclude small matches? ?

- Yes
 No

Exclude matches by:*

- Word Count: words
 Percentage: %

Allow students to see Originality Reports? ?

- Yes
 No

Submit papers to: ?

no repository

Search options: ?

- Student paper repository
 Institution paper repository
 Current and archived internet
 Periodicals, journals, & publications

GradeMark

Attach a rubric/form to this assignment ?

Note: students will be able to view the attached rubric/form and its content prior to submitting.

Launch Rubric/Form Manager


[Find a rubric that's right for your assignment in Turnitin Teaching Tools](#)

Would you like to save these options as your defaults for future assignments?

Submit

PLEASE SET THE FOLLOWING PREFERENCES (Library Applies Same Settings)
(Very important for screening your documents for similarity matching with other published content)

- ❖ Exclude bibliographic materials from Similarity Index for all papers in this assignment - **Select Yes**
- ❖ Exclude quoted materials from Similarity Index for all papers in this assignment - **Select Yes**
- ❖ Exclude small matches - **Select Yes**
- ❖ Word Count - **Set 5 words**
- ❖ Submit papers to: **Select No Repository** *(No repository is Very important, because the same content will be reflected at the time of FINAL SCREENING by the library and the Similarity score will be very high. Then only option left with Library is to request Turnitin support to delete all the earlier submissions done by you, which may take 3-7 working days)*

SEARCH OPTIONS:  **Select all the 4 options to provide you the real view of the similarity.**

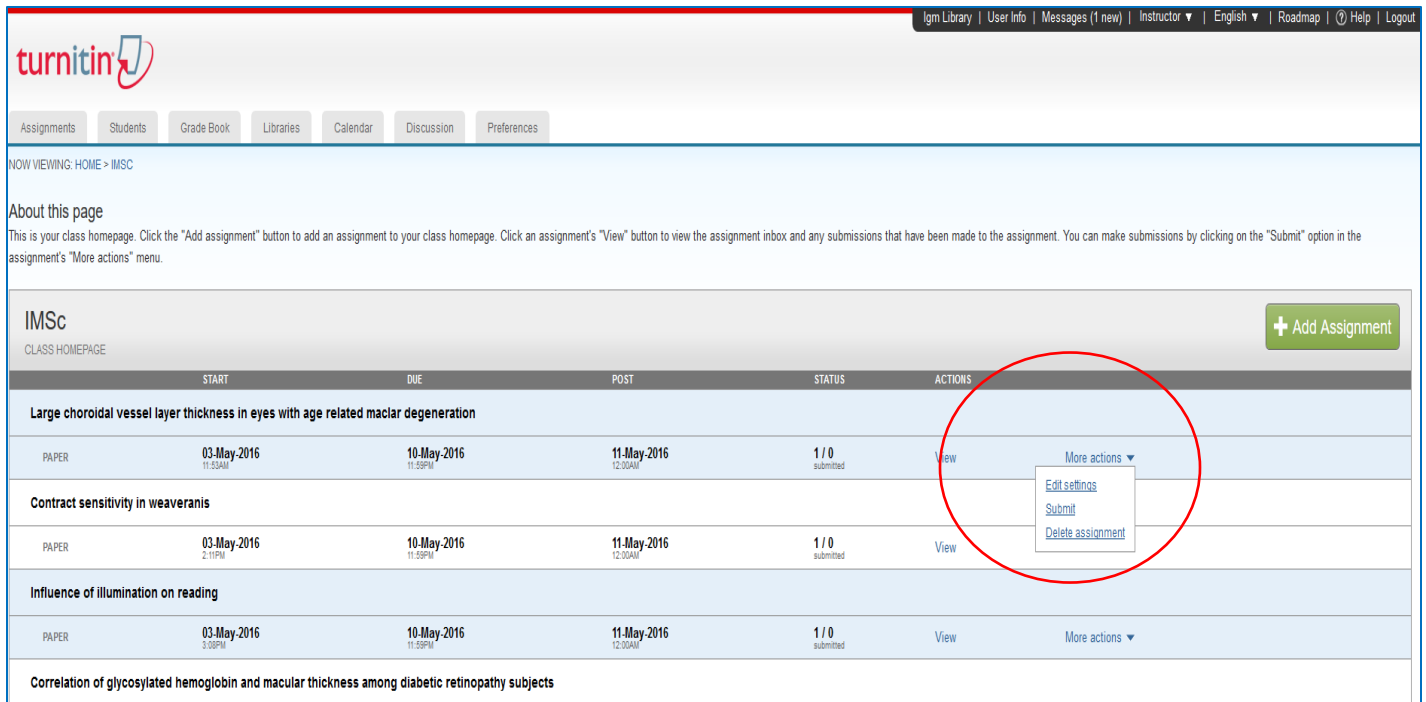
- Student paper repository
- Current and archived internet
- Periodicals, journals, & publications
- Would you like to save these options as your defaults for future assignments?

Submit

The Form

Submitting Document for Plagiarism (Similarity) Screening (In the Selected CLASS)

- You can view list of **ASSIGNMENT/S**
 - ❖ Select **ASSIGNMENT**
 - CLICK "**More Actions**" on the right side the assignment,
 - ❖ SELECT "**Submit**" (File Upload).



turnitin

Assignments Students Grade Book Libraries Calendar Discussion Preferences

NOW VIEWING: HOME > IMSc

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.

IMSc
CLASS HOMEPAGE + Add Assignment

	START	DUE	POST	STATUS	ACTIONS
Large choroidal vessel layer thickness in eyes with age related maclar degeneration					
PAPER	03-May-2016 11:53AM	10-May-2016 11:55PM	11-May-2016 12:30AM	1 / 0 submitted	View More actions ▼ Edit settings Submit Delete assignment
Contract sensitivity in weaveranis					
PAPER	03-May-2016 2:11PM	10-May-2016 11:55PM	11-May-2016 12:30AM	1 / 0 submitted	View
Influence of illumination on reading					
PAPER	03-May-2016 2:05PM	10-May-2016 11:55PM	11-May-2016 12:30AM	1 / 0 submitted	View More actions ▼
Correlation of glycosylated hemoglobin and macular thickness among diabetic retinopathy subjects					

'Submit' Form will be generated

- **Fill the Student (Author of Assignment) Information**
 - **Author - Non-enrolled student.**
 - ❖ **First Name and Last Name**
 - Write **Submission Title**
 - ✚ **Click on Choose from this computer or Dropbox or Google Drive**

Submit: **Single File Upload** ▾ STEP ● ○ ○

Author
Non-enrolled student ▾

First name

Last name

Submission title

[What can I submit?](#)

Choose the file you want to upload to Turnitin:

File Upload

The file must be less than 400 pages and less than 20 MB.

Microsoft Word or PDF

File can be selected to upload from

1. Computer hard drive
2. Storage device,
3. Dropbox.com account, or
4. Google Drive™ account.

Click

Upload

on

Submit: Single File Upload

Please confirm that this is the file you would like to submit...

Author:

Jai Krishna

Assignment title:

thesis - old submissions

Submission title:

thesis - old submissions 1

File name:

JAI_KRISHNA.doc

File size:

1.36M

Page count:

124

Word count:

40685

Character count:

227107

« Page 1 »



Confirm

Cancel

After satisfying with the upload by **number of pages** and **word count** and **size of the file**

❖ Click




Confirm

Click on Go to Assignments Inbox

❖ Select **ASSIGNMENT**

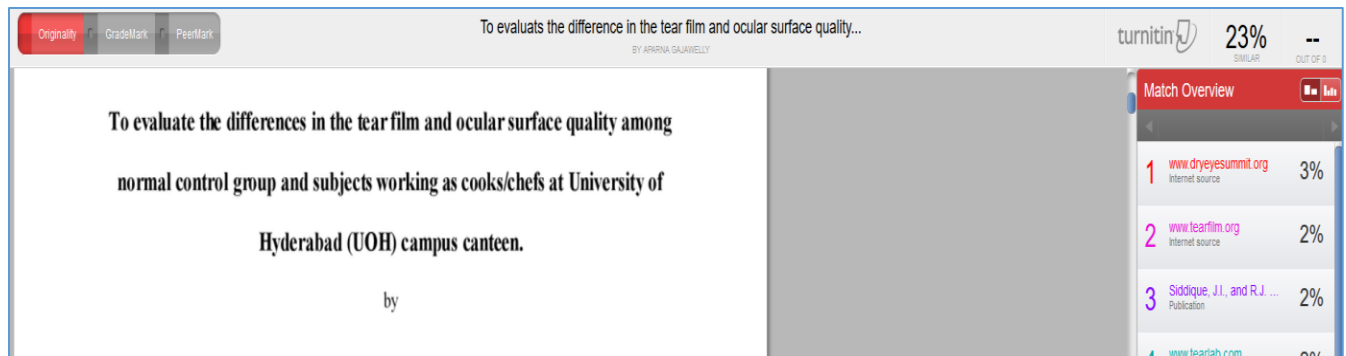
❖ Click "**View**" on the right side the assignment

❖ On the Assignment Page - Wait until the **SIMILARITY WINDOW (ICON)** gives its **Report**

	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE
<input type="checkbox"/>	Jai Krishna	thesis - old submissions 1	11% 		.	

❖ Click **SIMILARITY WINDOW (ICON)** for opening the **Report**

Left side **submitted document** with indication of **similarity in different colors** and right side **sources**



The screenshot shows the Turnitin Similarity Report interface. The top bar includes 'Originality', 'GradeMark', and 'PeerMark' tabs. The main content area displays the submitted text: 'To evaluate the differences in the tear film and ocular surface quality among normal control group and subjects working as cooks/chefs at University of Hyderabad (UOH) campus canteen. by'. On the right, a 'Match Overview' sidebar shows a list of sources with their similarity percentages: 1. www.dryeyesummit.org (3%), 2. www.tearfilm.org (2%), 3. Siddique, J.I., and R.J. ... (2%), and 4. www.tearlab.com (2%). The overall similarity score is 23%.

Click on the **PRINTER**  **ICON** to download the Report

Click on **Download Current View of PDF for printing** to save the file in the system.

❖ **Source: Turnitin website- <http://turnitin.com>**