FINAL SUBMISSIONS TO UNIVERSITY (Thesis/Dissertation/Project Reports) 
by Students will be Screened by Library 
Please email the manuscript to library@uohyd.ac.in

GUIDELINES 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**

![Image of Turnitin login page](image1)

**STEP III**

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

![Image of Turnitin password reset form](image2)

Click on Next Tab to see the Password Reset Instruction.
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:


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

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

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

➤ 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

![Select your assignment type]

**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.

**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
- 11:50 AM

Due date
- 02-Jun-2014
- 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’)

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: 5 words  
☐ Percentage: 0 %  

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.  

Create a rubric  
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).

‘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
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
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

<table>
<thead>
<tr>
<th>AUTHOR</th>
<th>TITLE</th>
<th>SIMILARITY</th>
<th>GRADE</th>
<th>RESPONSE</th>
<th>FILE</th>
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<td>thesis - old submissions 1</td>
<td>11%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Click SIMILARITY WINDOW (ICON) for opening the Report
  Left side submitted document with indication of similarity in different colors and right side sources

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