Turnitin User Guide

Plagiarism Detection Source

Islamabad Campus Library
To upload a paper, users need to create classes, assignments and then upload papers. Please follow the following steps to submit papers and get reports.

Step 1

Open plagiarism web site turnitin to enter www.turnitin.com in internet explorer. The following window will open. Enter user name and password that is provided you by library in the highlighted area.

![Turnitin Login Page]

Step 2

After login, the following screen will be displayed. Here a class "library" is already added. When you first time login, you may not find here any class. You have to add a class first to proceed. Please click on "Add a class" button to add/introduce new class.

![Turnitin Class List Page]
Step 3

To click on "Add a Class" button, the following form will be displayed. Give here class name and enrollment password as we given "library 2" as class name and "123456789" as enrollment password. The other information in boxes will remain same. Now click on "Submit" button.

![Image of create a new class form with class name as library 2 and enrollment password as 123456789]

Step 4

On click submit button, the following screen will display. New class "Library 2" has been added. Now click on "library 2" for further necessary action.

![Image of the screen showing the added class "Library 2"]
Step 5

This screen of class "library 2" will display. Now you need to add new assignment. Please click on "+ New Assignment" button.

Step 6

In this step, system asks your choice. You want to add paper assignment, peer mark assignment or other. In our license, we have access to check plagiarism only. So our choice will be "paper assignment" and click on "Next Step" button.

Step 7

In the new assignment step, give "assignment title" as you like. Leave as it is other fields and click on "Submit" button to proceed next.
Step 8

Here we created "MS Management Science" assignment name that is highlighted. Now you please click on "View" for next step.
Step 9

In this step, click on "submit paper".

Step 10

Please enter first name, last name and paper submission title. Now browse required paper from your computer and click on "upload" button. Before browsing, read highlighted instructions carefully.

Requirements for single file upload:
- File must be less than 20 MB
- The maximum paper length is 400 pages.
- File Types allowed: MS Word, WordPerfect, PostScript, PDF, HTML, RTF and plain text.
  If your file exceeds 20 MB, read suggestions to meet requirements.
Step 11

Your uploaded paper/article will display just for preview. If you assure, the preview paper is yours, click on "Submit" button.

Title Paper

Preview Paper

A comprehensive study of CIIT Islamabad Campus library collection: present state and future scenario

Abstract

In this paper, print material of COMSATS Institute of Information Technology (CIIT) Islamabad Campus Library is analyzed. The basic purpose of this study is to compare library collection against international standards and to know which department or discipline is enjoying sufficient availability of collection and which department or discipline is suffering with low or lesser availability of collection. There are about nine departments under five faculties in CIIT Islamabad Campus. The total collection is analyzed against the total no of users according to the departments and faculties respectively. The study shows that six departments are

Note: Because you are submitting this paper for a non-enrolled student (a student who is not a user and not enrolled in your class), this paper will be available for your use only, and will not be available for use with collaborative learning products such as Peer Review and GradeBook. If you are planning on using these products, please make sure (1) your students are all enrolled in your class and submit papers themselves, or (2) the papers you submit are for students who are properly enrolled.

submit  return to upload page
Step 12
This window will display paper submission. Here you have two options, "go to inbox" for next step or "submit another paper". If you submit only one paper, click on "go to inbox".

Step 13
Your inbox will show paper submitted with reports. Initially, highlighted area could be off or disable. The reason is that, report requires some time to compile. After 8 or 10 minutes, refresh internet explorer. Report will highlight with percentage. The percentage with green color is acceptable, others needs to modify. To view report in detail, click on highlighted report area.
Step 14

This is the plagiarism report view in detail. The following points explain more.

1- Exclude Quoted
   Click on "exclude quoted" to get report view without quoted contents.

2- Exclude bibliography
   Click on "exclude bibliography" to get report view without bibliography.

3- Exclude small matches
   Click on "exclude small matches" to get report view without small matches.

4- Download Report
   This extreme right side highlighted icon is to download report on your system.

Thanks