1. LECTURER

If you do not have one already, register for a Turnitin account through the RMIT academic integrity webpage.

After you receive your RMIT registration details, go to Turnitin and create a new account by completing the new account form.

Login and add a class (standard class, or master class with sections). If you have tutors, give them the class ID and password for their sections.

[Go to Creating a Class for details]

Create an assignment and specify the type of Turnitin originality report required.

Enroll students yourself in the class, OR provide them with the class ID and temporary password for self-enrollment. (The latter is the preferred option)

After students submit their work, view the originality report for each one, and take appropriate action.

**Originality report similarity index**

- **BLUE**  - no matching words
- **GREEN**  - one matching word to 24% similarity
- **YELLOW**  - 25% to 49% similarity
- **ORANGE**  - 50% to 74% similarity
- **RED**  - 75% to 100% similarity

2. STUDENT

If students **do not have** a Turnitin account give them this link:

http://www.rmit.edu.au/browse;ID=f8hspqx4j4mc

Ask them to follow instructions in the pdf file to create and login to their new account.

If students **have** a Turnitin account, give them the class ID and class password so that they can enroll themselves into your class.

Students login, enter your Turnitin class and read your assignment instructions.

Students logout and complete assignment task.

Students login and submit their completed work (students can resubmit the work as often as they like up to the due date if you have set that option in the assignment settings)

For a single, or initial submission students can see the originality report almost immediately.

For resubmitted work they need to wait 24 hours.

Students with high similarity indices may require intervention from you.

**TRAINING RESOURCES FOR LECTURERS/TUTORS/STUDENTS**

Student and lecturer support material (Turnitin) https://turnitin.com/static/training/index.php

Applying for a Turnitin lecturer/tutor account (RMIT) http://www.rmit.edu.au/academicintegrity

Turnitin Student Quick Start (RMIT) http://www.rmit.edu.au/browse;ID=f8hspqx4j4mc
CREATING A CLASS

Add a **Standard class** designed to host all student’s work
Only you will be able to access this class as an instructor (unless you give other instructors your login details)

OR

Add a **Master class** and then either:
a) create the class sections yourself and add a tutor in each one, or
b) give tutors (Tas) the master class ID and password and let them self-enrol into their respective sections (see notes below)

NOTES

- When first registering with RMIT and Turnitin for an account, you have to specify a role, either student or instructor. This becomes your default role. It can be changed easily by clicking on a button at the top of the screen after you have logged in. There is no security implication with this because if a students changes his/her role to instructor, the program will require an ID and password to enrol in a class which normally would not be available to students.
- You cannot add other instructors to a standard class, but they can use your login to access it if you give it to them (this is not recommended).
- If you want to share a class with other instructors/tutors, create a master class with just one section. All students will be enrolled in this one section which can have several tutors associated with it.
- If you have many students managed by a number of tutors, create several sections in one master class. Student enrolment can then be distributed amongst the sections, perhaps representing the distribution of students in tutorial groups.
- In a **standard class** students should be given the **class ID** and enrolment password that were created when the class was setup. In a **master class** students need to be given the **section ID** and enrolment password, not the class ID.
- It is recommended that a new class be created for each teaching period by the person responsible for that class. This prevents confusion about class ownership and accounts used to access the class.
- In a master class you can create a section and enrol a TA into it yourself, or you can give the master class ID and password to one or more TAs and let them create their own sections – you will have full access and editing rights to all sections created in your master class. If a TA creates his/her own section the section ID and section password will need to be given to students for enrolment into that section. If you create the sections, you give the section IDs and passwords to students.
- **ASSIGNMENT DATES**: The **start date** is the date students can begin submitting to the assignment. The **due date** is the date the assignment ends. Unless the instructor has set the assignment to allow late submissions, no submissions can be made after an assignment's due date. The **post date** is only used if Turnitin’s grade management functionality is used – there are no plans currently to use this function at RMIT.