# Turnitin
# User Guide
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# Turnitin User Guide

Higher Education Commission (HEC) has provided Turnitin (Anti-Plagiarism Software) to Public and Private Universities since 2009 to improve writing skills and avoid plagiarism. I am here describing the simple steps for using the Turnitin for scanning the assignment, thesis or papers.

To scan the research work papers, thesis articles, paper, user need to follow the following steps to submit papers to check the similarity index.

### Step 1

Open your web browser and visit www.turnitin.com. Following web page will appear on your computer screen. Enter your Email and password, provided to you by the MUET Turnitin administrator in the highlighted area.
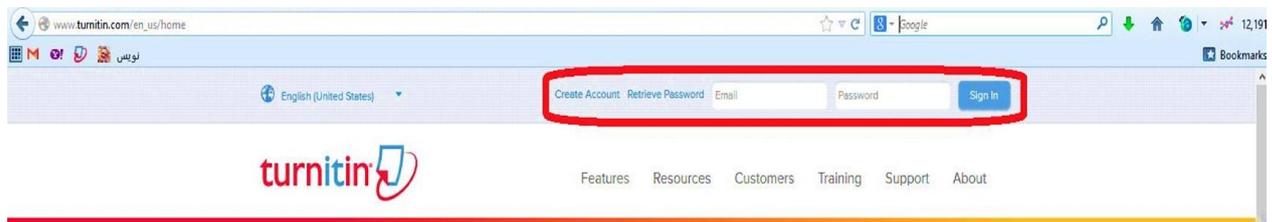


### Step 2

After login, the following screen will be displayed. 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 Class** button to add/create a new class.
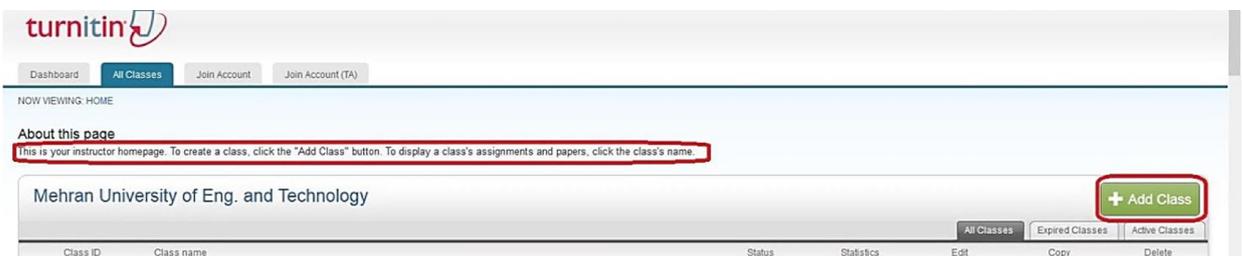


### Step 3

After clicking on **+ Add Class** button, following form will be displayed. Here you have to provide class name and its password i.e. class name **Test** and password **1234**. The class end date will be generated automatically. However you can input class ending date of your choice. After filling the form you need to press "Submit" button placed bellow.

In adding class you will see two type of classes, Master Class and Standard Class. If your class is comprised of several sections then you need to create master class otherwise standard class can be created.
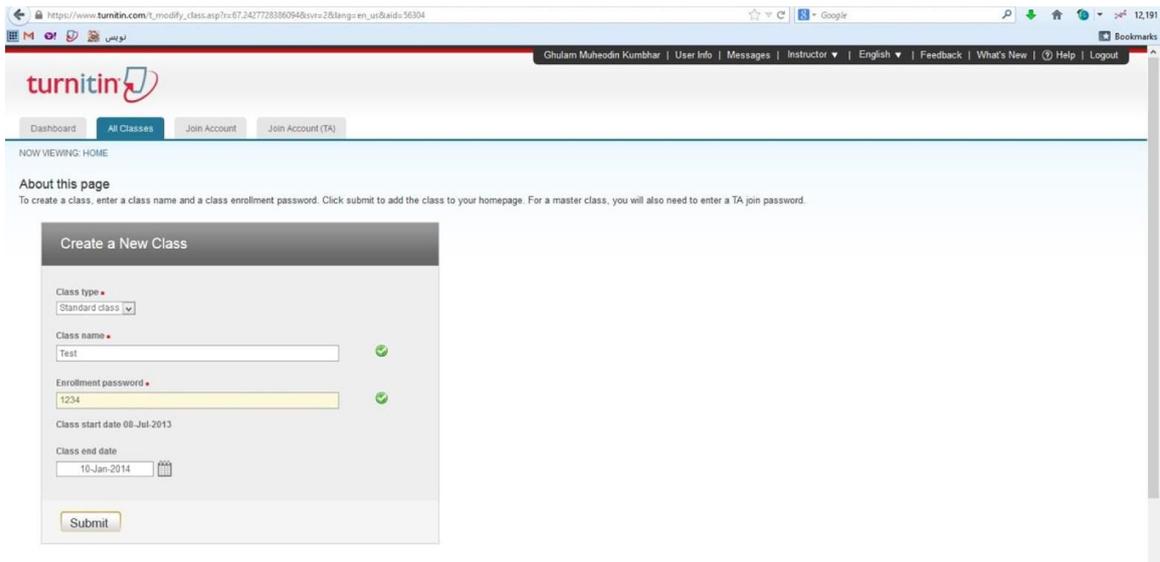


### Step 4

On click submit button you will return back to Home page. Here you will see new class **Test** has been added. You need to click the **Test** for submitting the thesis or paper.
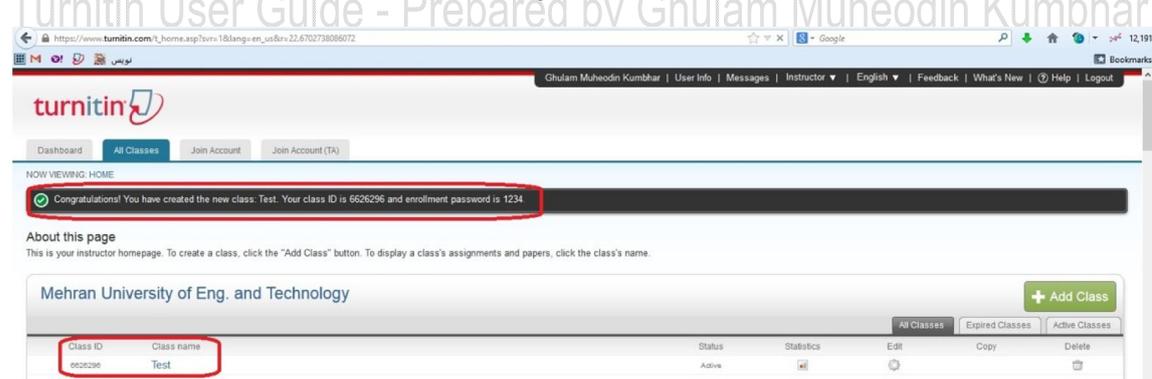


### Step 5

After clicking the test class you will see the following page. Now you have to add an assignment for scanning by clicking **Add Assignment** button.
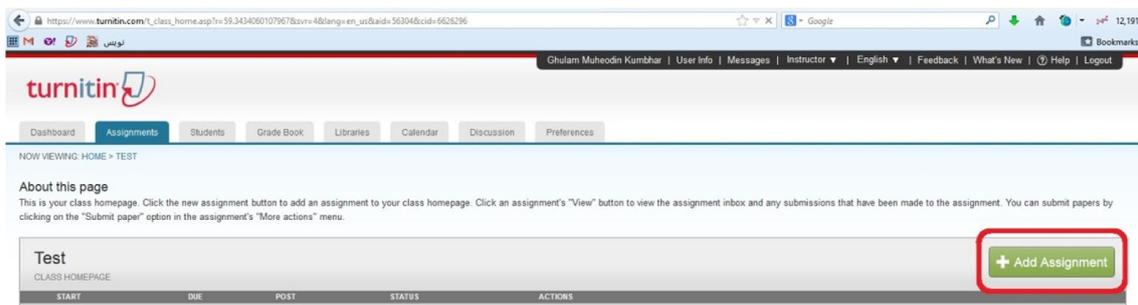
**Step 6**

Clicking **Add Assignment** will browse you to the following page. Here you will have to provide the assignment title and then press submit button. Assignment title could be your document title.

Most of the Turnitin users complain that when they scan their work in Turnitin, they face problem 100% similarity problem when their same work is scanned somewhere else (like paper submitted for publication), a simple way to avoid this situation is, when you add you assignment set your paper submission as *No Repository* from the Optional Settings right over the submission button in this section.
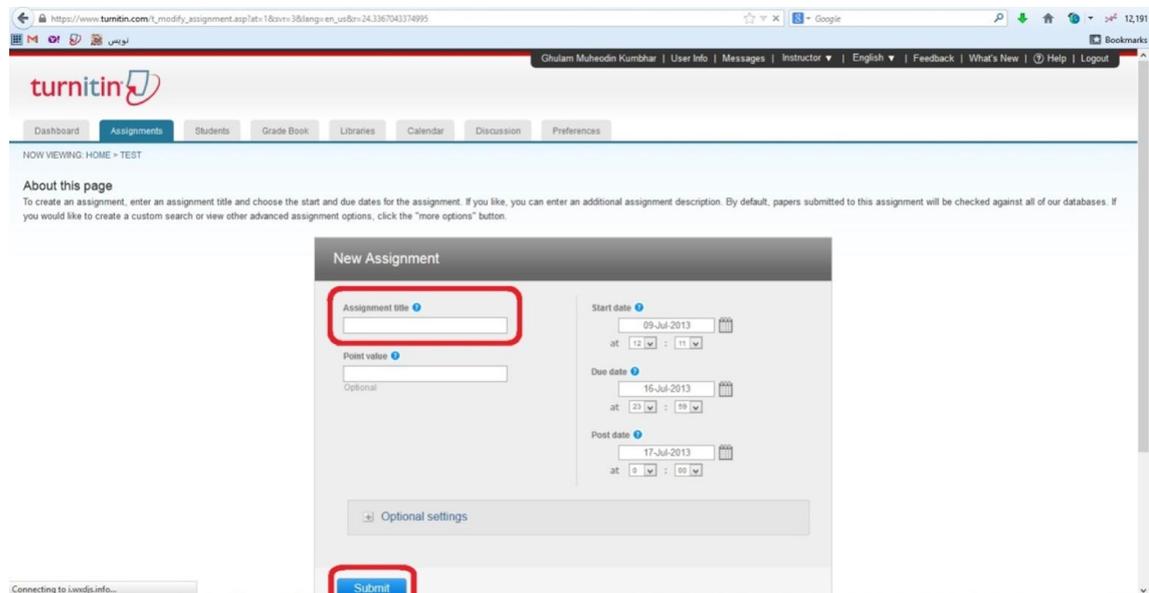


**Step 7**

After adding the assignment you will find the following page. Here we have created the `Test` assignment name as sample. For further process you need to click the view option in the page, as highlighted in the following snapshot.
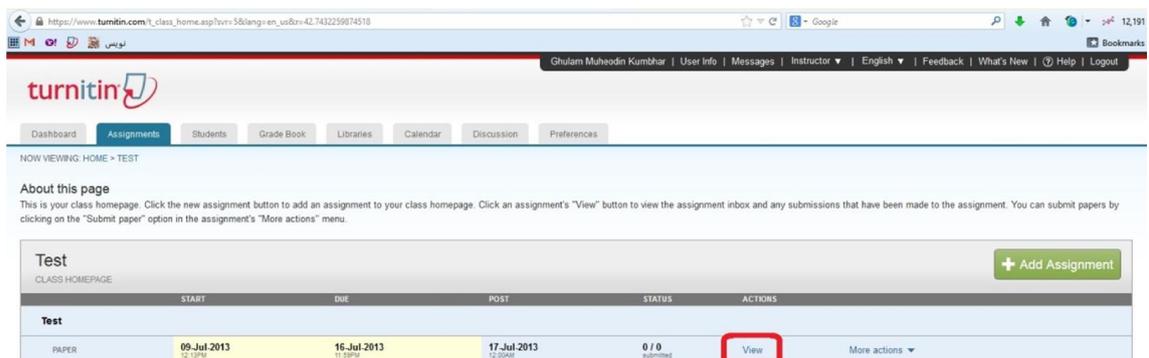
**Step 8**

After clicking the view the browser will navigate you to the following page, here you have to click the Submit Paper button as shown in the following image.
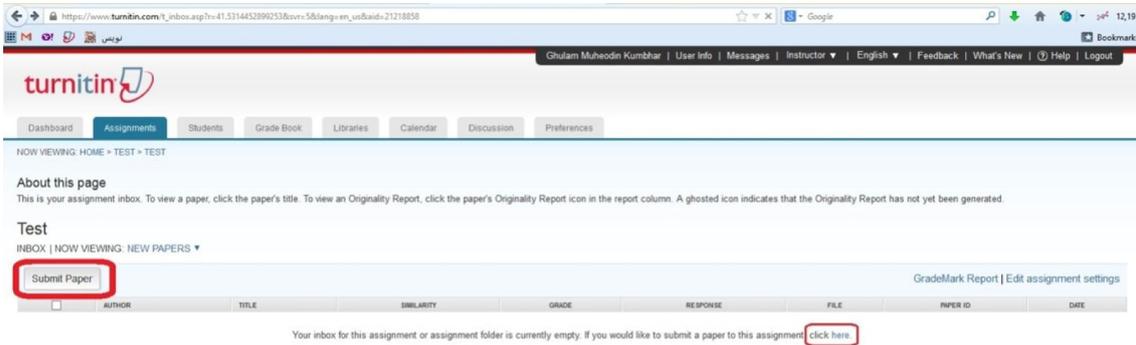


**Step 09**

Clicking the submit paper will display the following page, here you have to fill the required fields, first name (Author name), last name and submission title. After this you have click the browse button to upload the file and press upload button. Always mention Authors' names within the document so that it could also be mentioned in report as well.
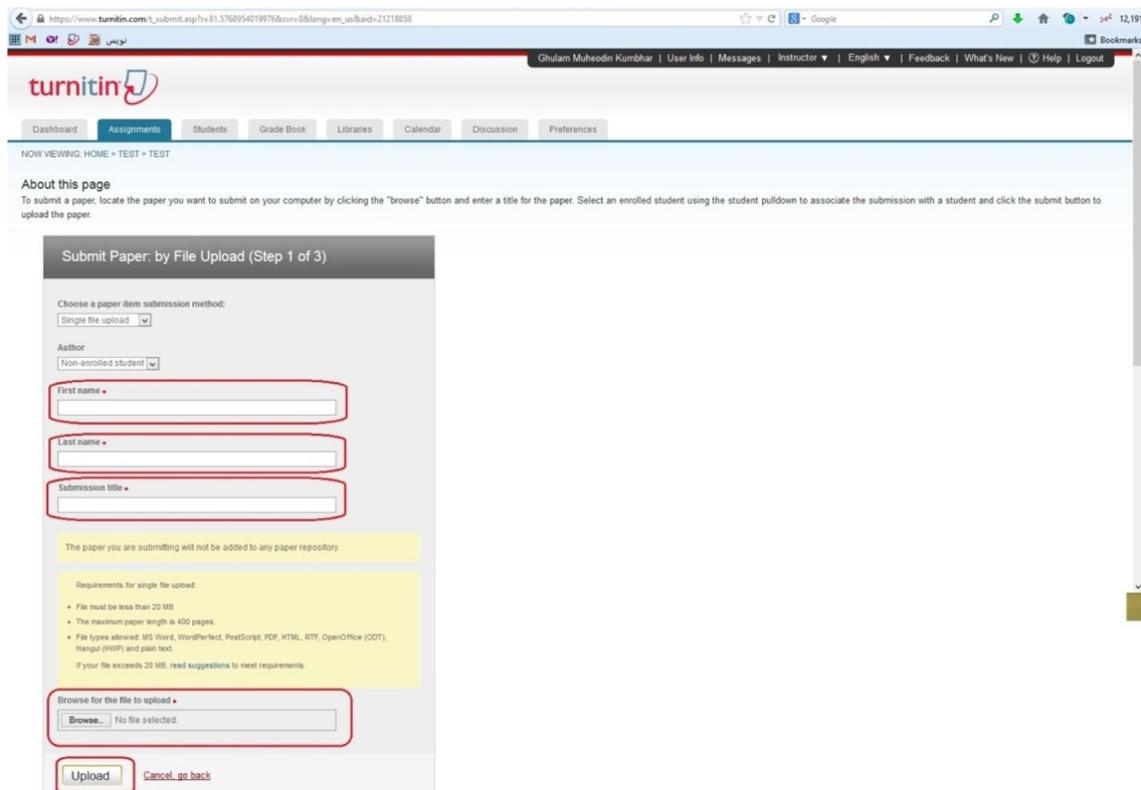
**Step 10**

In this step you will see your submission preview, for confirmation of your submitted paper. Here you will see two options, if you have to submit another paper you may proceed with that option otherwise you have to click Go to inbox option.
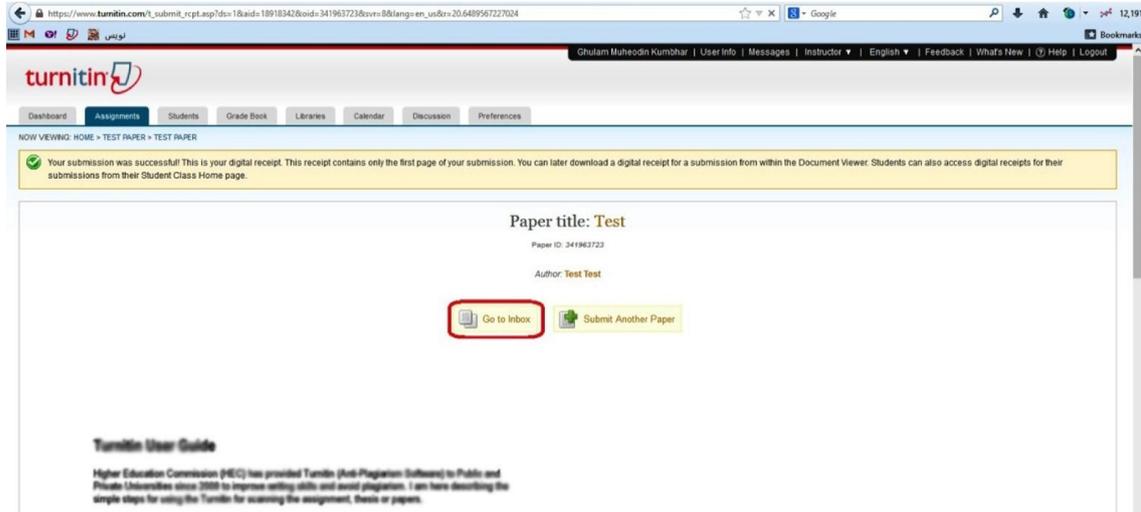


**Step 11**

Your inbox will show paper submitted with reports. Here you can see the similarity of your paper. As per HEC policy the overall similarity index should be <=19% and every single source similarity index shall be >= 5%.

For viewing the similarity report you need to click the percentage shown in the figure below under similarity heading.