

INSTRUCTIONS FOR CREATING FACULTY ACCOUNTS WITH TURNITIN

Indiana University South Bend subscribes to turnitin, a web-based plagiarism detection program. This program is intended to help students learn to use and cite sources, paraphrase others' ideas, and quote references appropriately. It also helps to promote academic integrity.

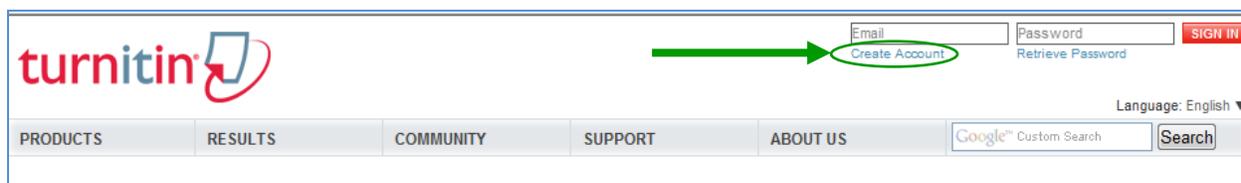
The University Center for Excellence in Teaching (UCET) has resources for you to use regarding academic integrity and turnitin. Please visit <http://www.iusb.edu/~ucet/AcademicIntegrity.shtml> where you can copy and paste text for your syllabus, and view links to resources from other IU campuses.

There are training resources for faculty and students via the turnitin website located at <http://www.turnitin.com/static/training.html>. These resources include quick start guides, an instructor user manual, a student user manual, and several video clips.

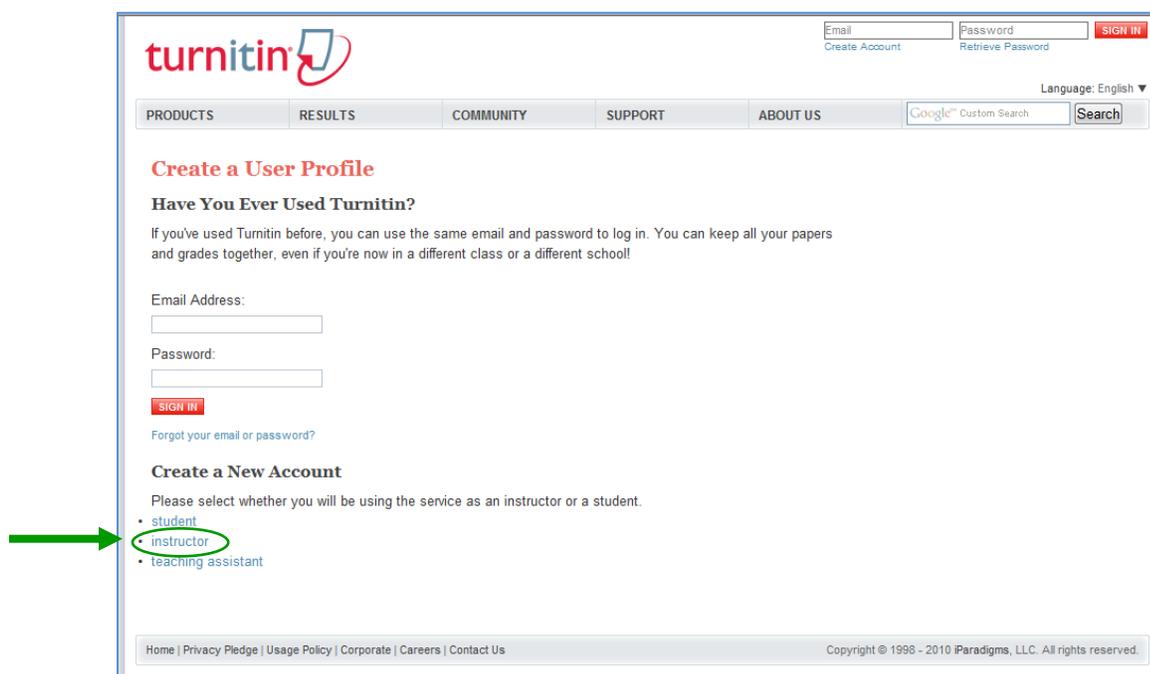
The following instructions were customized for Indiana University South Bend faculty. If you need more information or have questions, please contact our campus turnitin Administrator, Firm Faith Nelson via telephone at 574-520- 4825 or via e-mail at fsnelson@iusb.edu.

Step 1. Creating your turnitin account:

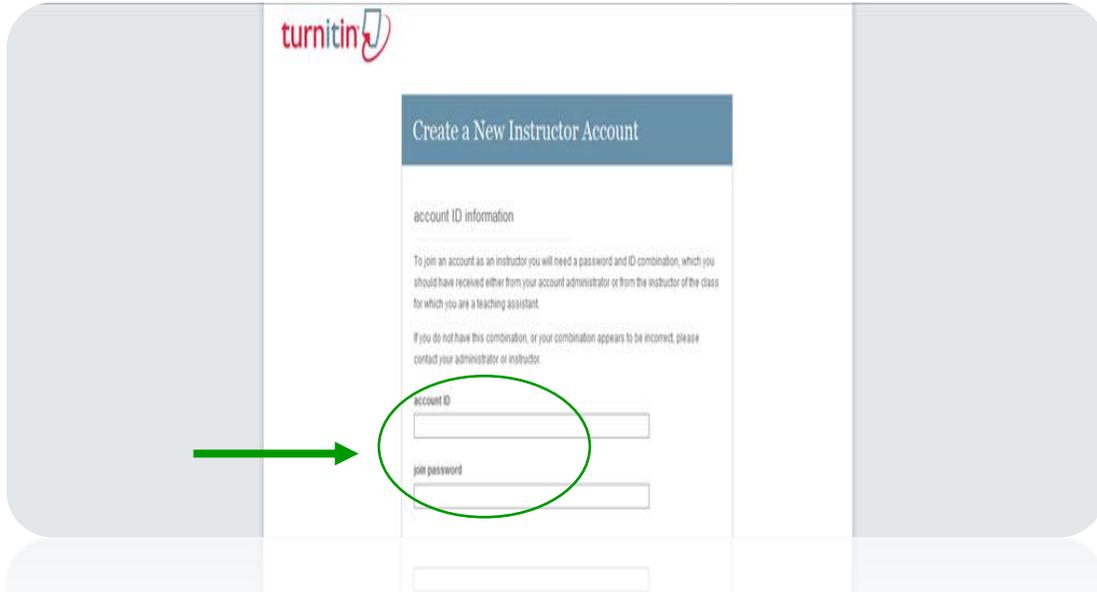
1a. Go to <http://www.turnitin.com>. In the upper right corner of the website, click once on the 'Create Account' icon to register and create your user profile.



1b. A window should open that looks like the image below. Please select the 'instructor' icon.

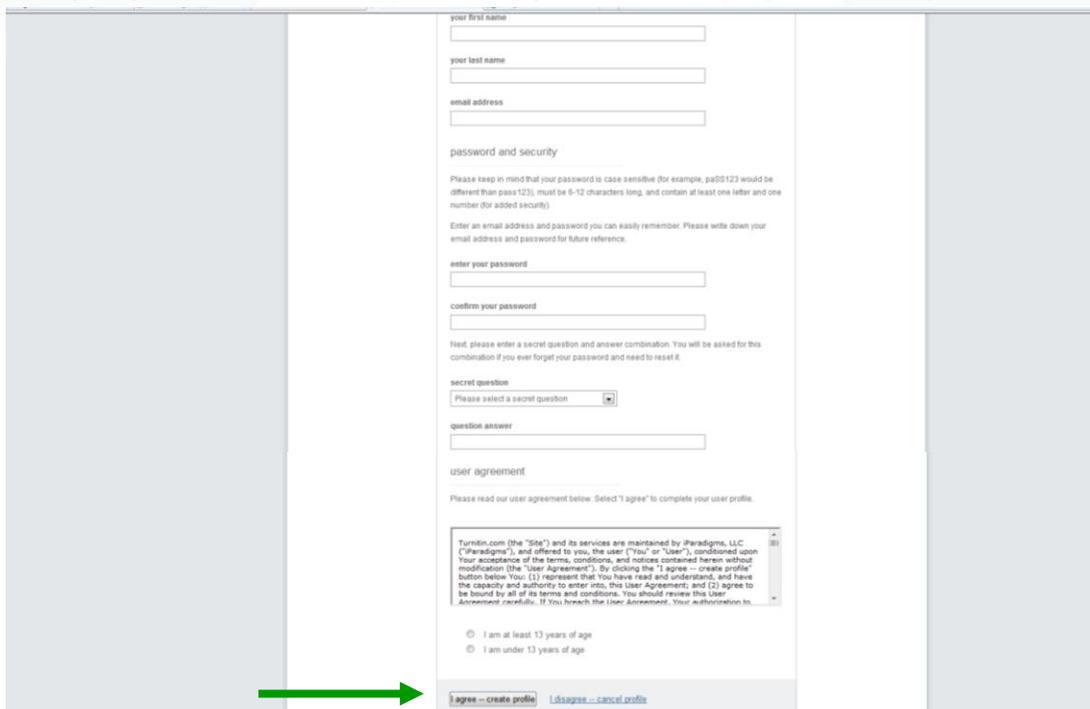


1c. To create a new instructor account, first type _____ in the ‘account ID’ field. Second, type _____ in the ‘join password’ field. Consider using small letters since the field is case-sensitive. Also, the last two digits are zero and five (**not** the letter “o” and 5). Please contact Firm Faith Nelson for the account ID and joint password information. On receipt of the password information, *please keep it confidential as anyone who has access to it could create a random course in our turnitin course website.*



The screenshot shows the 'Create a New Instructor Account' page on the Turnitin website. The page has a blue header with the Turnitin logo and the title 'Create a New Instructor Account'. Below the title, there is a section titled 'account ID information' with instructions: 'To join an account as an instructor you will need a password and ID combination, which you should have received either from your account administrator or from the instructor of the class for which you are a teaching assistant. If you do not have this combination, or your combination appears to be incorrect, please contact your administrator or instructor.' Below this text are two input fields: 'account ID' and 'join password'. Both fields are circled in green, and a green arrow points from the left towards the 'account ID' field.

1d. Enter your personal information in the fields provided. Click “I agree – create profile” when done.



The screenshot shows the 'Create a New Instructor Account' page with the 'personal information' section. It includes fields for 'your first name', 'your last name', and 'email address'. Below these is the 'password and security' section, which includes instructions on password requirements and fields for 'enter your password', 'confirm your password', and 'secret question'. There is also a 'question answer' field and a 'user agreement' section with a scrollable text area and radio buttons for 'I am at least 13 years of age' and 'I am under 13 years of age'. At the bottom, there are two buttons: 'I agree – create profile' and 'I disagree – cancel profile'. A green arrow points from the left towards the 'I agree – create profile' button.

1e. After creating your profile, you may *log in to turnitin* by clicking the ‘log in to turnitin’ button.

