



# **MAASAI MARA UNIVERSITY LIBRARY**

## **GUIDE ON USE OF TURNITIN SOFTWARE**

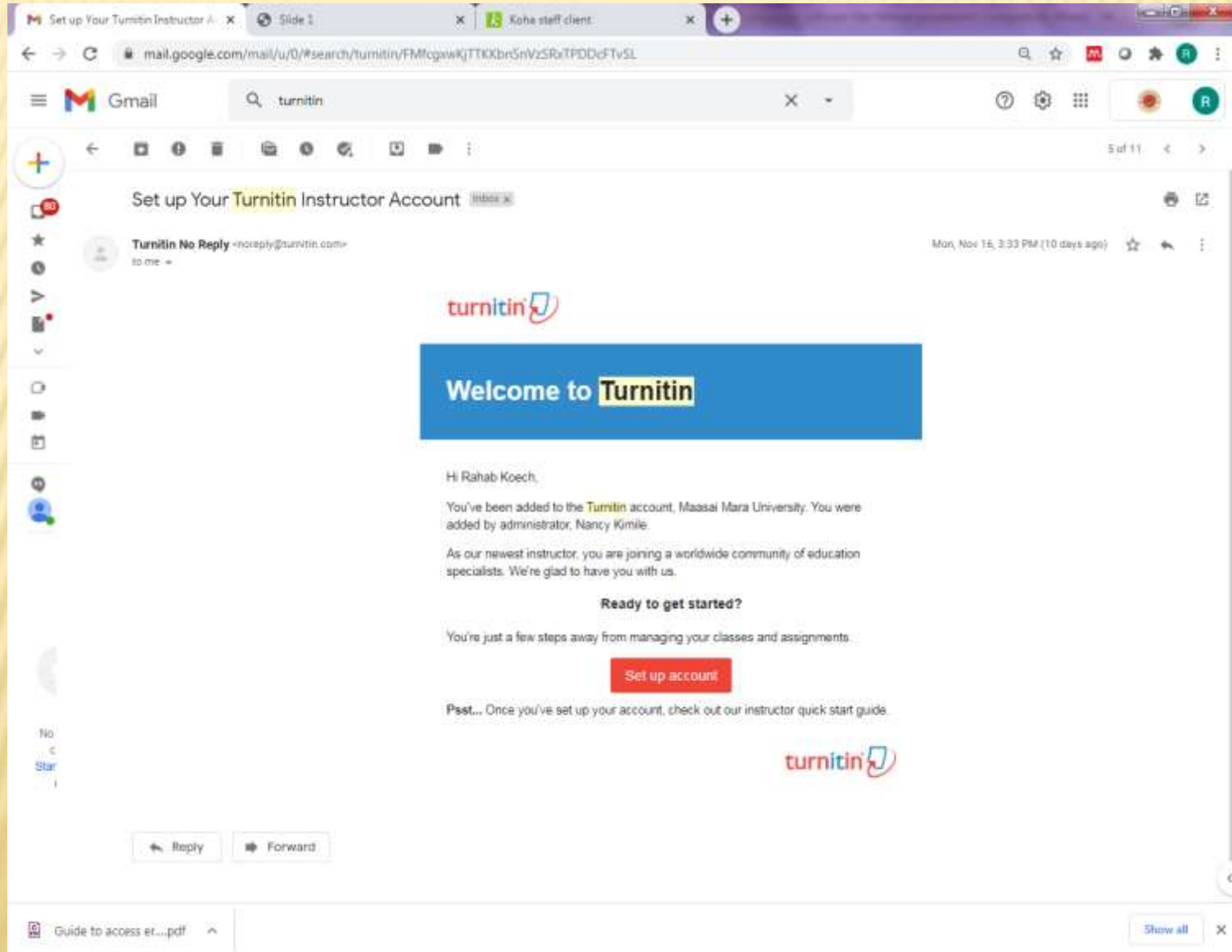
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# STEP 1 : CREATION OF INSTRUCTOR ACCOUNT BY ADMINISTRATOR

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- The administrator ONLY has the rights to create Instructors.
- After an Instructor has been created a welcoming email is sent to his/her university email.

# STEP 2 : WELCOME NOTE FROM TURNITIN (AS DISPLAYED BELOW)




The screenshot shows a Gmail interface with a search bar containing "turnitin". The email being viewed is titled "Set up Your Turnitin Instructor Account" and is from "Turnitin No Reply" (noreply@turnitin.com). The email content includes the Turnitin logo, a blue banner that says "Welcome to Turnitin", and a message to Rahab Koeh. The message states that she has been added to the Turnitin account at Maasai Mara University by administrator Nancy Kimile. It also mentions that she is joining a worldwide community of education specialists. A red button labeled "Set up account" is visible, along with a "Psst..." note about a quick start guide. At the bottom of the email, there are "Reply" and "Forward" buttons. The browser tabs at the top show "Set up Your Turnitin Instructor A...", "Slide 1", and "Kohe staff client".

Set up Your Turnitin Instructor Account

Turnitin No Reply <noreply@turnitin.com>  
to me

Mon, Nov 15, 3:33 PM (10 days ago)



**Welcome to Turnitin**

Hi Rahab Koeh,

You've been added to the Turnitin account, Maasai Mara University. You were added by administrator, Nancy Kimile.


As our newest instructor, you are joining a worldwide community of education specialists. We're glad to have you with us.

**Ready to get started?**

You're just a few steps away from managing your classes and assignments.

[Set up account](#)

Psst... Once you've set up your account, check out our instructor quick start guide.



Reply Forward

Guide to access er...pdf Show all

# STEP 3 : CREATION OF TURNITIN ACCOUNT PASSWORD

The screenshot shows a Gmail interface with an email from Turnitin. The email subject is "Create Your Turnitin Password". The email body contains the Turnitin logo, a blue button that says "Create your password", and a red button that says "Create password". Below the red button, there is a link that says "Click here to request a new link". An orange callout box with a white border and rounded corners is positioned to the right of the email, with an orange arrow pointing from the text "Click here to create your password" to the red "Create password" button.

# LOGGING IN INTO TURNITIN HOMEPAGE

Go to your internet browser and search Turnitin login

turnitin

## Log in to Turnitin

You must check the box that proves you're not a robot.

Email address

Password

Log in Sign in with Google

Forgot your password? [Click here.](#)  
Need more help? [Click here.](#)

**New user?** [Click here.](#)

Log in using your 'email address' and 'password'

# ADDING A CLASS AS AN INSTRUCTOR

turnitin

All Classes Join Account (TA)

NOW VIEWING: HOME

About this page  
This is your instructor homepage. To create a class, click the "Add Class" button. To display a class's assignments and papers, click the class's name.

Maasai Mara University

+ Add Class

All Classes Expired Classes Active Classes

Class ID	Class name	Status	Start Date	End Date	Statistics	Edit	Copy	Delete
27259604	Testing	Active	15-Nov-2020	20-May-2021				

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Click here to Add Class'

# FILL IN THE FORM TO CREATE A CLASS

The screenshot shows the Turnitin 'Create a new class' form. The form is titled 'Create a new class' and includes the following fields and options:

- Class type:** Standard (dropdown menu)
- Class name:** Thesis (text input field)
- Enrollment key:** EDU 100 (text input field)
- Subject area(s):** Other (dropdown menu)
- Student level(s):** Postgraduate (dropdown menu)
- Class start date:** 26-Nov-2020
- Class end date:** 30-May-2021 (with a calendar icon)

At the bottom of the form, there are two buttons: 'Cancel' and 'Submit'.

Annotations with arrows point to the following elements:

- 'Key in Class name' points to the 'Class name' field.
- 'Key in the Course Code of the Class name' points to the 'Enrollment key' field.
- 'Click "Submit" to add the class to your homepage' points to the 'Submit' button.

# CREATING A CLASS

The screenshot shows the Turnitin instructor dashboard. A modal dialog titled "Class created" is centered on the screen. The dialog contains the following text:

**Class created**

Congratulations! You have just created the new class: Thesis  
If you would like students to enroll themselves in this class, they will need both the enrollment key you have chosen and the unique class ID generated by Turnitin:

Class ID **27360769**  
Enrollment key **EDU100**

Note: Should you ever forget the class ID, it is the number to the left of the class name on your class list. You can view or change your enrollment key by editing the class.

Click the class name to enter the class and get started creating assignments.

At the bottom of the dialog is a blue "Continue" button. An orange callout box with a white border and an arrow pointing to the button contains the text: "Click continue to finish creating a class".

In the background, the Turnitin interface is visible. The top navigation bar includes the user name "Rahab Koeh", "User Info", "Messages (1 new)", "Instructor", "English", "Community", "Help", and "Logout". The main content area shows "NOW VIEWING: HOME" and a "Congratulations! You have created a new class" message. Below this, there is a section "About this page" and a table of classes:

Class ID	Class name
27259604	Testing
27360769	Thesis

The footer of the page includes copyright information: "Copyright © 1998 – 2020 Turnitin, LLC. All rights reserved." and various links like "Privacy Policy", "Terms of Service", etc.



# DISPLAYING CLASS ASSIGNMENT

turnitin

Rahab Koeh | User Info | Messages (1 new) | Instructor | English

All Classes | Join Account (TA)

NOW VIEWING: HOME

About this page  
This is your instructor homepage. To create a class, click the "Add Class" button. To display a class's assignments and papers, click the class's name.

Maasai Mara University [+ Add Class](#)

Class ID	Class name	Status	Start Date	End Date	Statistics	Edit	Copy	Delete
27259604	Testing	Active	16-Nov-2020	20-May-2021				
27360769	Thesis	Active	26-Nov-2020	30-May-2021				

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# ADDING AN ASSIGNMENT

The screenshot shows the Turnitin instructor interface. At the top, there is a navigation bar with the Turnitin logo and the user's name, Rahab Koeh. Below this is a menu with options: Assignments, Students, Libraries, Calendar, Discussion, and Preferences. The main content area is titled "NOW VIEWING: HOME > THESIS". Underneath, there is a section "About this page" with instructions on how to add and view assignments. The main part of the interface is a table for the "Thesis" class. The table has columns for START, DUE, POST, STATUS, and ACTIONS. A green button with a plus sign and the text "Add Assignment" is located in the top right corner of the table. An orange callout box with the text "Click to Add assignment" points to this button. At the bottom of the page, there is a footer with copyright information and links to Privacy Policy, Privacy Pledge, Terms of Service, EU Data Protection Compliance, Copyright Protection, Legal FAQs, Helpdesk, and Research Resources.

turnitin

Rahab Koeh | User Info | Messages (1 new) | Instructor | English | Community | Help | Logout

Assignments | Students | Libraries | Calendar | Discussion | Preferences

NOW VIEWING: HOME > THESIS

**About this page**  
This is your class homepage. Click the "Add assignment" button to add an assignment to your class homepage. Click an assignment's "View" button to view the assignment inbox and any submissions that have been made to the assignment. You can make submissions by clicking on the "Submit" option in the assignment's "More actions" menu.

**Thesis** [+ Add Assignment](#)

CLASS HOMEPAGE | QUICKMARK BREAKDOWN

START	DUE	POST	STATUS	ACTIONS
Before you or your students can submit a paper, you first need to create an assignment.				

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# ADDING AN ASSIGNMENT

The screenshot shows the Turnitin 'New Assignment' form. The browser address bar shows the URL: `turnitin.com/t_modify_assignment.aap?at=1&zvr=29&lang=en_us&r=87.8947971624431`. The user is logged in as 'Rahab Koehch'. The navigation menu includes 'Assignments', 'Students', 'Grade Book', 'Libraries', 'Calendar', 'Discussion', and 'Preferences'. The page title is 'NOW VIEWING: HOME > THESIS'. The 'About this page' section explains how to create an assignment. The 'New Assignment' form contains the following fields and options:

- Assignment title:** 'The Degree of Master of Education In' (with a green checkmark).
- Start date:** '26-Nov-2020' at '3:49 PM'.
- Due date:** '03-Dec-2020' at '11:59 PM'.
- File type options:**  'Allow only file types that Turnitin can check for similarity' and  'Allow any file type'.
- Optional settings:** A link with a plus icon to expand the settings.
- Submit:** A blue button to save the assignment.

Two orange callout boxes provide instructions:

- 'Click to edit settings' points to the 'Optional settings' link.
- 'Click submit to finish' points to the 'Submit' button.

At the bottom left, there is a small JavaScript snippet: `jQuery.extend(Collapse.prototype, {`

# OPTIONAL SETTINGS – WHAT TO EDIT

- ✘ Allow submissions after due date (yes)
- ✘ Generate similarity reports(yes)
- ✘ Generate student similarity immediately first report is final
- ✘ Exclude bibliographic materials from similarity index(yes)
- ✘ Exclude quoted materials from similarity index(yes)
- ✘ Exclude small sources (yes) - set source exclusion threshold to **5 words**
- ✘ Allow students to see similarity report (yes) for Postgraduate students, (no) undergraduate
- ✘ Allow translated matching(yes)
- ✘ Papers to be submitted – select no repository
- ✘ Search options – check (b) and (c)

**Note:** Save options as your defaults for future assignments by ticking

# CLASS HOMEPAGE

turnitin.com/t\_class\_home.asp?sw=235&lang=en\_us&r=4.8229055363926

Rahab Koech | User Info | Messages (1 new) | Instructor | English | Community | Help | Logout

turnitin

Assignments | Students | Libraries | Calendar | Discussion | Preferences

NOW VIEWING: HOME > THESIS

✔ Congratulations! You have created your first assignment. To add students or view your student list click the "students" tab above.

### About this page

This is your class homepage. Click the "Add assignment" button to add an assignment to your class homepage. Click an assignment's "View" button to view the assignment inbox and any submissions that have been made to the assignment. You can make submissions by clicking on the "Submit" option in the assignment's "More actions" menu.

## Thesis

CLASS HOMEPAGE | QUICKMARK BREAKDOWN

+ Add Assignment

	START	DUE	POST	STATUS	ACTIONS
<b>The Degree of Master of Education In Special Needs Education</b>					
PAPER	26-Nov-2020 3:49PM	03-Dec-2020 11:58PM	N/A N/A	0 / 0 submitted	View   More actions

Click view to submit and attach Thesis

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# UPLOADING THE THESIS

Turnitin x Koha - Circulation - Checking out x +

turnitin.com/t\_submit.asp?r=2.37589554555875&cvr=43&lang=en\_us&aid=100120404

Submit: **Single File Upload** STEP ● ○ ○

Author  
Non-enrolled student

First name  
Mary

Last name  
Githu

Submission title  
Effects of social context on educational enrolment of pre- s:

The file you are submitting will not be added to any repository.

[What can I submit?](#)

Choose the file you want to upload to Turnitin:

- Choose from this computer
- Choose from Dropbox
- Choose from Google Drive

**Choose the file and upload**

# SUBMISSION COMPLETE

Congratulations - your submission is complete! This is your digital receipt. You can print a copy of this receipt from within the Document Viewer.

Page 1

**Author:**  
Mary Githu

**Assignment title:**  
The Degree of Master of Education in Special Needs Education

**Submission title:**  
Effects of social context on educational enrolment of pre- school learners with physical challenges in integrated schools in riruta zone, nairobi county, kenya

**File name:**  
Thesis Master of Education in special needs.doc

**File size:**  
776K

**Page count:**  
109

**Word count:**  
23666

**Character count:**  
134892

**Submission date:**  
26-Nov-2020 04:05PM (UTC+0200)

**Submission ID:**  
1457591219

We take your privacy very seriously. We do not share your details for marketing purposes with any external companies. Your information may only be shared with our third party partners so that we may offer our service.

[Go to assignment inbox](#)

Go to assignment inbox and view grading

# SIMILARITY REPORT

turnitin.com/t\_inbox.asp?r=59.13783785862038&sr=35&lang=en\_us&aid=100120404

Rafiah Koech | User Info | Messages (1 new) | Instructor | English | Community | Help | Logout

turnitin

Assignments | Students | Grade Book | Libraries | Calendar | Discussion | Preferences

NOW VIEWING: HOME > THESES > THE DEGREE OF MASTER OF EDUCATION IN SPECIAL NEEDS EDUCATION

**About this page**  
This is your assignment inbox. To view a paper, select the paper's title. To view a Similarity Report, select the paper's Similarity Report icon in the similarity column. A ghosted icon indicates that the Similarity Report has not yet been generated.

**The Degree of Master of Education In Special Needs...**  
INBOX | NOW VIEWING: NEW PAPERS

Submit File | Online Grading Report | Edit assignment settings | Email non-submitters

<input type="checkbox"/>	AUTHOR	TITLE	SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE
<input type="checkbox"/>	Mary Githu	Effects of social context on educational...	30%	-	-		1457591219	26-Nov-2020

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**Similarity percentage – click on it to download report**



# DOWNLOADING REPORT

The screenshot displays the Turnitin Document Viewer interface. The main document area shows the title "Effects of social context on educational" by MARY GITHU. The author's name "GITHU .W. MARY" is centered. A highlighted section of text reads: "Thesis Submitted in Partial Fulfilment For The Requirements of The Award of The Degree of Master of Education In Special Needs Education of Maasai Mara University." Below this, the date "DECEMBER, 2019" is displayed. The sidebar on the right, titled "Match Overview", lists 12 sources with their respective similarity percentages. At the bottom left, a dropdown menu is open, showing three options: "Download PDF of current view for printing", "Download PDF of digital receipt for printing", and "Download submitted file". An orange arrow points from a callout box at the bottom center to the first option in the dropdown menu.

Turnitin Document Viewer - Google Chrome  
turnitin.com/dv?s=1&o=1457591219&u=1111061630&lang=en\_us&

Thesis The Degree of Master of Education In S... Roadmap Paper 1 of 1

Originality GradeMark PeerMark Effects of social context on educational BY MARY GITHU turnitin 30% SIMILAR OUT OF 0

GITHU .W. MARY

Thesis Submitted in Partial Fulfilment For The Requirements of The Award of The Degree of Master of Education In Special Needs Education of Maasai Mara University.

DECEMBER, 2019

Match Overview

Rank	Source	Similarity
1	M. W. Githu, S. Wailaul... Publication	8%
2	Submitted to Kenyatta ... Student paper	3%
3	www.sub.uni-hamburg.de Internet source	1%
4	erepository.uonbi.ac.ke Internet source	1%
5	Submitted to Mount Ke... Student paper	1%
6	siteresources.worldban... Internet source	1%
7	www.unicef.org Internet source	1%
8	www.nationalforum.com Internet source	1%
9	studylib.net Internet source	<1%
10	news.mak.ac.ug Internet source	<1%
11	link.springer.com Internet source	<1%
12	docplayer.net Internet source	<1%

Download PDF of current view for printing  
Download PDF of digital receipt for printing  
Download submitted file

PAGE 2 OF 100

Click on download pdf of current view for printing and

# USE OF THE SERVICE- AGREEMENT

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