Effective usage of Turnitin

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
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<tbody>
<tr>
<td>Prepared By:</td>
<td>Faheem Mustafa Mahar</td>
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<td>Director IT</td>
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1. PURPOSE
The purpose of this policy is to ensure that academic honesty and integrity is maintained and protected and should be read in conjunction with other policies of the university which have been implemented for the same purpose. HEC / SMIU has entered into a licensing agreement with Turnitin (http://www.turnitin.com) to ensure that students develop good academic practices and minimize the risk of submitting plagiarized work. Turnitin is a web-based service that provides a comprehensive checking of submitted student work for matching text on web pages, electronic journals and previously submitted student work.

2. SCOPE
This policy applies to all Academic Departments and students of SMIU.

3. Note:

3.1 When will you submit submissions on turnitin. Please Remember / Note down your Class ID and Paper ID. “avoid future misshapes.”

3.2 When you create assignment be remember select option
Submit paper to = No Repository.
Otherwise your submission will submit on HEC and Turnitin Repository and Turnitin will show 100% similarity on your submission.
1. Type URL [www.turnitin.com](http://www.turnitin.com) in browser address bar.

![Turnitin Website](image)

2. Enter User email for username and password.

![Turnitin Login](image)
3- Click on All Classes for class creation

4- Add class for class creation
5- Fill Information to Class creation

6- Add Assignment
7- Fill Information for Assignment and Click submit.

Note: Remember select option from Submit paper to: No Repository
Otherwise your submission will submit on HEC and Turnitin Repository and turnitin will show 100% similarity on your submission.
8. Fill the Information before uploading the submission.

![Turnitin Submission Page]

- Account name:
- Join password:
- Add a sub-administrator to this account?
- Sub-administrator email address:
- Sub-administrator last name:
- Sub-administrator first name:
- Allow these features:
  - Gradebook
  - Plagscan
  - Grade book
  - Discussion boards
  - Grammar check using ETS technology
9. Select Source where you may save

[Image of a webpage showing file upload options with highlighted text: Select Source, Choose from Dropbox, Choose from Google Drive, Click Upload Button]
10- Click confirm for further process.
11- Click Go to assignment inbox button to check similarity.

![Image of Turnitin submission success message]

12- Next window will show you similarity level in %age.

![Image of Turnitin similarity level dashboard]
13- If you want to see similarity taken from the source. Please click on similarity %age. Document will be open in pdf format. You can download this document also from bottom right corner.

=========================================== Thank You =================================