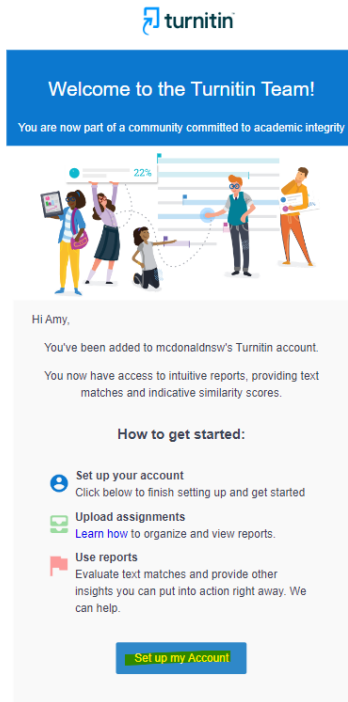# Turnitin instructions (for teacher only)

**Step 1:** Please apply for your Turnitin account from the IT department. After receiving your request, we will send you an invitation email.

**Step 2:** click on "**Set up my Account**" from the email to activate Turnitin Account



**Step 3:** create a password and click "**Create Account.**"

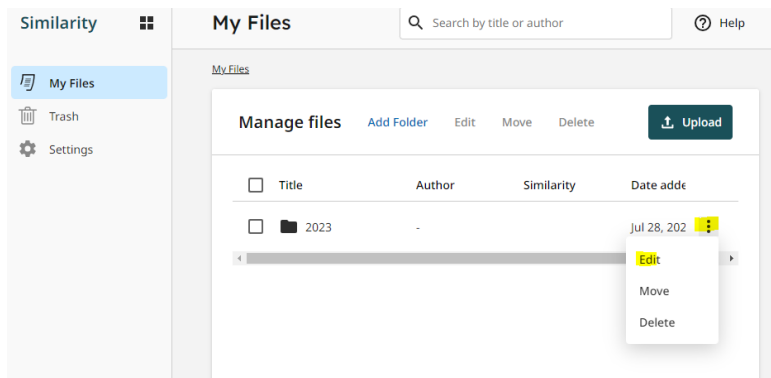**Step 4:** click on "**Launch**" from Turnitin Similarity section OR "Turnitin Similarity" from the icon next to Main Menu
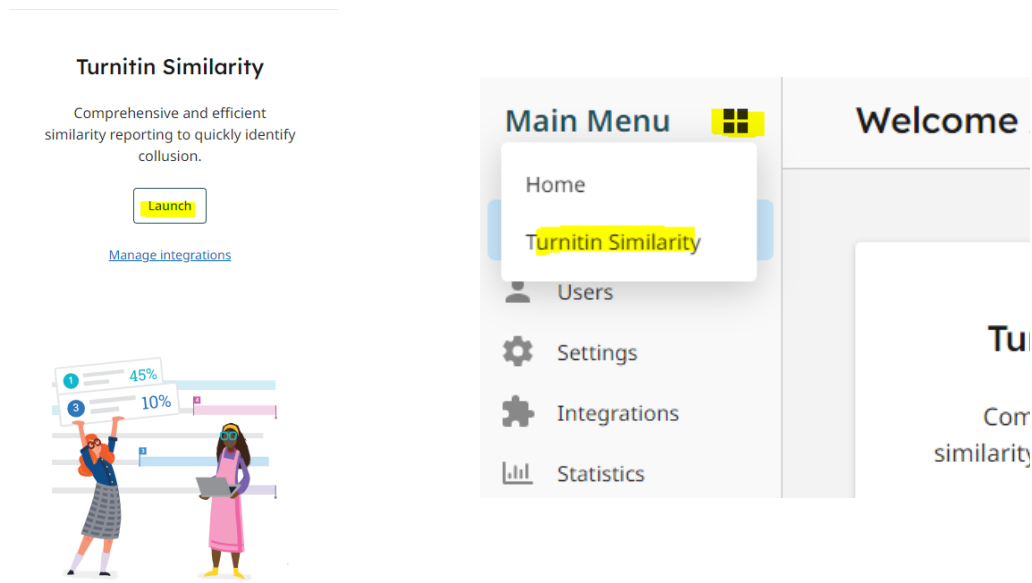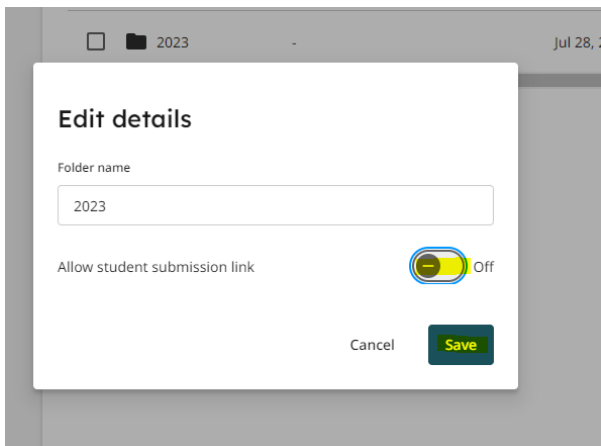


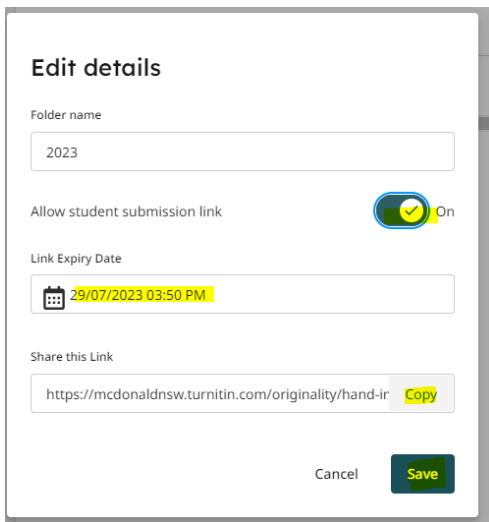**Step 5:** click on '**Add folder**' and create a folder name.
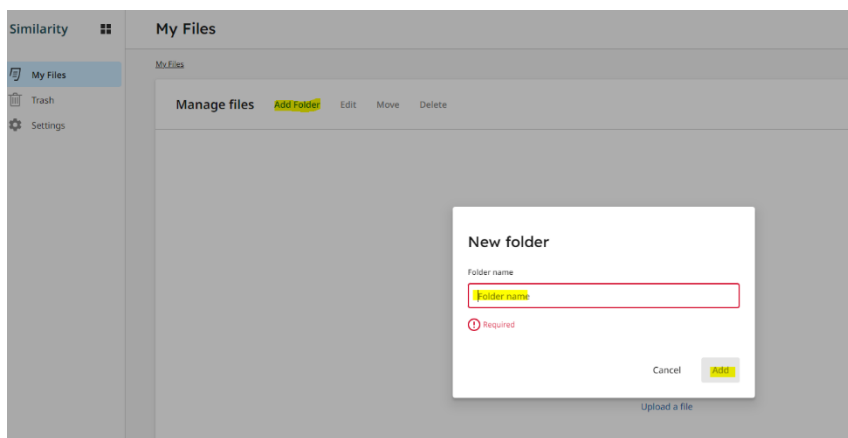


**Step 6:** click on 3 dots and then click **Edit.**

**Step 7:** Turn on '**Allow student submission link'.**



**Step 8:** Share the link with the students - copy and paste it to **OneNote** with your activity assessment. Make sure you set the 'link expiry date' - assessment due date. Click on 'Save'.



**Step 9:** Below is what students see once they click on the link. Students will need to fill in some details of their work. Once submission is made, you will find it in the folder just created with plagiarism reports.