

ADMINISTRATOR USER GUIDE

UPDATED 11TH AUGUST 2005



 turnitin[®]UK

www.submit.ac.uk

JISC

Contents

1	Getting Started	3
	Logging In	3
	The Administrator Homepage	3
	User Profile	4
	Messages and Announcements	5
2	Setting Up Your Account	6
	Adding and Modifying Accounts	6
	Adding and Modifying Instructors	7
3	Managing Your Account	10
	Account Statistics	10
	Communicating with Instructors	11

1 Getting Started

Welcome to TurnitinUK! This user guide will introduce you to our service and help you get lecturers in your institution up and running with our plagiarism prevention service. TurnitinUK is available online at www.submit.ac.uk.

Logging In

To login to the TurnitinUK:

1. Go to www.submit.ac.uk.
2. Click the login button on the TurnitinUK homepage.
3. On the login page, enter your e-mail address and password **1**.
4. Click login to open your administrator homepage.



1 The login button on the TurnitinUK homepage.

The Administrator Homepage

Your administrator homepage displays all of your accounts **2**. Most TurnitinUK administrators will have a single account. Administrators at larger institutions, however, may manage accounts containing several sub-accounts and departments.

! If there are no accounts on your homepage, please make sure you are logging in with the e-mail address and password sent in the activation e-mail.



2 An administrator homepage containing an account.

Changing User Types

If you are an instructor in addition to an account administrator, you will need to switch to the instructor side of the system to submit papers. To change to an instructor user, click the user type button at the top of any page within your account **3**.

On the change user type page, select instructor as your user type and click submit. Your instructor page will open. From here, you can add a class, create assignments, and submit papers.



3 The system bar at the top of every page.

For more information on using the system as an instructor, please refer to our Instructor User Guide.

User Profile

Your user profile contains your personal information (including your e-mail address and password) and user preferences. Click the user info button on the system bar to open your user profile **1**.



1 Click user info on the system bar to open your user profile.

User Preferences

The user preferences section of your profile affects how information within your account is presented and sets defaults for commonly used functions. User preferences include:

- **default user type** – determines the type of user you log in as (administrator, instructor, or student); if you would like to change user types, you can do so using the user type button (see the section on *Changing User Types* on the previous page for more information).
- **default submission type** – select a default submission type: file upload, bulk upload, or cut and paste
- **activate quick submit** – select *yes* to turn quick submit on; refer to the chapter titled *Quick Submit* in the instructor user manual
- **items per page** – select the number of items you would like displayed per page
- **show page info** – toggles the info messages at the top of each page on and off
- **send me e-mail updates** – choose *yes* to receive e-mail updates from TurnitinUK
- **use homepage link** – choose *yes* to create a homepage link. To set up a link, enter a link name and URL below.

! If you make changes to either your personal information or user preferences, be sure to confirm your password and click submit.

Messages and Announcements

You can view important TurnitinUK messages and announcements by clicking on the *messages* button on the system bar **1**. An exclamation point next to the messages button indicates that you have new, unread messages or announcements.

! Urgent notifications including messages announcing scheduled downtime will appear both on your messages page and on your homepage.



1 Click to view TurnitinUK messages and announcements.

2 Setting Up Your Account

Adding and Modifying Accounts

If you would like, you can add departmental accounts. If your account is for a large university, for example, you might add departments to your account to better organise your instructor lists.

To add an account:

1. Click the new account button next to your account **1**.
2. On the next screen, enter the following:
 - an account name
 - an account join password that instructors will use to join the account
3. If you would like to assign a sub-administrator to your account, click the sub-administrator checkbox and enter the first name, last name, and e-mail address of the sub-administrator **2**.
4. Select the features that you want to allow instructors joined to the account to use. If a feature is greyed-out, it is not available.
5. Click submit to add the account to your homepage **3**.

Each account you add will have a new account id. For your instructors to join an account, you must provide them with the account id and join password.

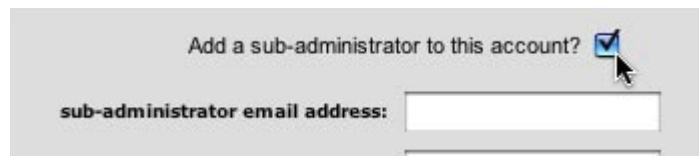
! By default, the join password for sub-accounts is the same as the join password for the primary account. You can change any account's password from the account update screen (see the section *updating accounts below*).

Deleting Accounts

When necessary, you can delete accounts that you have added by clicking the delete button **4**. Please note that deleting an account will prevent all instructors joined to the account from accessing their classes, papers, and student information.



- 1 Click the new account icon to add a sub-account.



- 2 Click to add a sub-administrator to your account.

The New Art College	
account ID	account name
15983	The New Art College
21233	History

- 3 An example of an account with an added sub-account.



- 4 Click to remove an account from your homepage.

Updating Accounts

If you need to change an existing account's name, join password, allowed features, or account administrator, you can update the account by clicking the update button ❶.



❶ Click the update icon to make changes to an account.

Adding and Modifying Instructors

Instructors must be joined to your account before you can begin using TurnitinUK. There are two ways instructors can join your account:

- Distribute your account id and join password to your instructors and have them login and join your account.
- Add instructors manually from your instructors page.

Having Instructors Join Accounts

For instructors to join your account, they will need the account id and join password that you selected when you registered for your TurnitinUK account. If you have forgotten this information, you can access it from within your account by clicking on the statistics button ❷.



❷ Click the stats icon to open an account's statistics page.

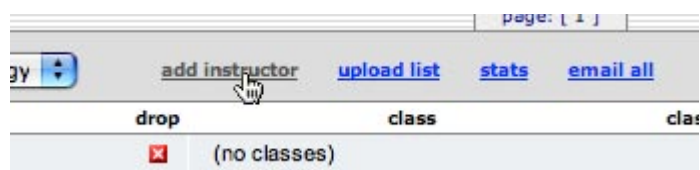
You will also need to send your instructors this link to the instructor quick start – www.submit.ac.uk/usage/jisc/JISC_instructor_quickstart.html.



❸ Click the instructors icon to open your instructor list.

Adding Instructors

You can add instructors to your account individually or all-at-once by uploading a list of instructors.



❹ Click the add instructor link to add an instructor.

To add an individual instructor to your account:

1. Click the instructor icon next to an account to open the account's instructor list ❸.
2. Click the *add instructor* link ❹.
3. On the add instructor page, enter the first name, last name, and e-mail address of the instructor you want to add and click *submit*. The instructor will be added to your instructor list ❺.



❺ The instructor list of an account with two joined instructors.

If you would like, you can enrol all of your instructors at once by submitting a list of instructors in a text, MS Word, or MS Excel file. Each instructor should be listed in this format (one instructor per line)::

Joe,Brown,jbrown@mydomain.com

Once you have put together a list of instructors, you can upload it to your account.

! Your instructor list will be rejected if it contains 100 or more instructors.

To add instructors all-at-once:

1. From your instructor list, click the *upload list* link **1**.
2. On the page that opens, click the *Browse* button and locate your instructor list. Click *submit* to upload the list.
3. The information from the file will be shown. If it is correct, click *yes, submit* **2**. If it is incorrect, click *no, go back* to select a different file.
4. The final screen displays the newly added instructors. To return to your instructor list, click the *finish* link **3**. To submit another list, click *resubmit* **4**.

The added instructors will appear on your instructor list. After instructors have been added to your account, they can log in and start using TurnitinUK.

Confirmation E-mails and Login Status

Once you add an instructor to your account a confirmation e-mail is sent to the instructor. The joined date next to the instructor's name will be highlighted in red until the instructor logs in for the first time **5**. Once the instructor logs in, the red highlight will disappear.

If you've entered an incorrect e-mail address for an instructor or if an instructor never received his or her confirmation e-mail, you can resend the e-mail by clicking on the joined date highlighted in red **5**. On the form that opens, you can resend the e-mail by clicking the *submit* button. If you entered an incorrect name or e-mail address for the instructor, you can



- 1** Click the *add instructor* link to add an instructor.



- 2** Click to *submit* your instructor list.



- 3** Click to return to your list of active instructors..



- 4** Click to *submit* another instructor list.

joined		instructor name	user ID	ema
03-11-05		Hernandez, Melissa	1696938	demo2@turnitin..
03-11-05		Jones, Jack	1696936	demo1@turnitin..
03-11-05		Preston, Billy	3299259	demo50@turnitin..

- 5** The red highlight shows that the instructor has not logged in.

change this information and click *submit* to send the confirmation e-mail to the new e-mail address.

Locking Instructors

Locking instructors prevents them from accessing their classes within your account.

To lock an instructor, click the green lock icon. The icon will toggle from green to red **1**. Toggle the icon back to green if you want to unlock the instructor.



user ID		instructor name	email
53023		Nassiri, John	jnassiri@iparadigms.com
1703829		Reynolds, Peter	jnassiri12@iparadigms.com

1 Click the green lock icon to lock an instructor.

Deleting Instructors

Deleting an instructor will remove the instructor from your account. To delete an instructor, click the delete button next to the instructor you want to delete **2**.

! Deleted instructors no longer have access to classes, papers, or student information.



name	email	drop	
Nassiri, John	jnassiri@iparadigms.com		new test
Reynolds, Peter	jnassiri12@iparadigms.com		(no classes)

2 Click the delete icon to permanently remove an instructor.

3 Managing Your Account

Account Statistics

Statistics are available for each of your accounts and instructors. Statistics tracked include:

- number of instructors joined to your account
- number of students enrolled in instructors' classes
- number of papers submitted to your account
- total Originality Reports generated with a breakdown by result

To display statistics for an account, either click the stats button next to an account **1** or click on the stats link from your instructor list **2**.

Statistic Views

When you click on a stats icon from your homepage, statistics are displayed for the selected account. From here you can use the pull-down menu to view statistics from other top-level accounts **3**.

The default view shows you account statistics for the life of your account. If you would like to view statistics for a given period of time using the show pull-down **4**. Next, select a date range and click *submit date range* **5**. Statistics for the selected range will be displayed.

If you have a consortium level account, schools in your account will be shown. You can view lower level accounts by clicking on an account name. When you view an account, instructors joined to the account will be shown. Clicking on an instructor's name will display stats for the instructor's classes.

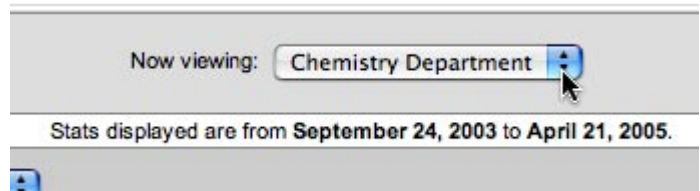
To download your account statistics in MS Excel format, click the *export to Excel* button **6**.



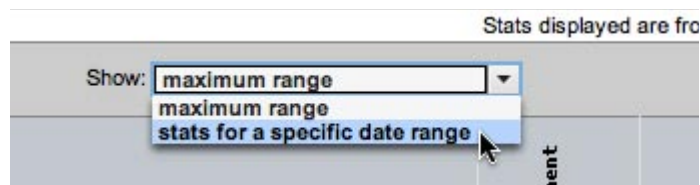
- 1** Click the stats icon to display statistics for an account.



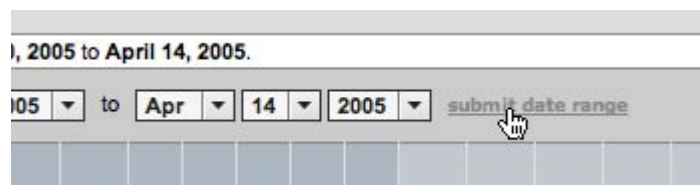
- 2** Click the stats link to display statistics for an account.



- 3** Use the pull-downs to view different sets of statistics.



- 4** Use the pull-down to view stats for a specific date range.



- 5** Once you have selected a date range, click submit date range.



- 6** Click to download your stats in MS Excel format.

Assigning Sub-Administrators

If you have added sub-accounts, you can assign a sub-administrator to the account. The sub-administrator will have access only to his or her assigned account.

To assign a sub-administrator:

1. From your homepage, click a sub-account's update button **1**.
2. On the modify account page, click the checkbox to add a sub-administrator **2**.
3. Enter the sub-administrator's e-mail address and first and last name.

Communicating with Instructors

From your instructor list, you can e-mail instructors joined to your account.

To e-mail an individual instructor:

- From your instructor list, click on an instructor's e-mail address **3**.

This will enable you to enter a message using your computer's default e-mail program.

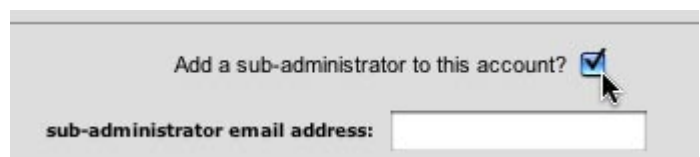
To e-mail all instructors:

1. From your instructor list, click the e-mail all link **4**.
2. On the following page, enter a message and click submit.

The message will be sent to all instructors joined to your account.



- 1** Click to update an account.



- 2** Click to add a sub-administrator to your account.

user ID	instructor name	email
53023	Nassiri, John	jnassiri@iparadigms.com
1703829	Reynolds, Peter	jnassiri12@iparadigms.com

- 3** To send an e-mail, click an instructor's e-mail address.



- 4** Click the e-mail all link to send a message to all instructors.