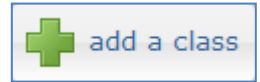


## CREATE A CLASS

Before students or instructors can submit a paper to Turnitin, a class must be created. In the Turnitin window, any items marked with a red asterisk (\*) are required fields. This means that the area has to have information input before the class can be created.

- ❖ On your **Turnitin Home Page**, click the **Add a Class** button (see illustration at right).
- ❖ The **Create a New Class** window will display (see illustration below).



create a new class

class type \*

class name \*

enrollment password \*

class start date September 16, 2009

class end date

- ❖ Under **Class Type**, leave the option at **Standard Class**.
- ❖ Input the name for the class in the **Class Name** box.
- ❖ In the **Enrollment Password** box, input the password that the students will need to access or enroll in the course.
- ❖ The **Class Start Date** defaults to the current date.
- ❖ To select a **Class End Date**, click the list arrows beside the appropriate boxes and select the month, day, and year.
- ❖ Click the **Submit** button to add the page to your **Home Page**.
- ❖ The class will now appear in the class list beneath your account.
  - The **Class ID** will appear to the left of the class name.
  - Students will use the **Class ID** and the **Class Enrollment Password** to enroll in the course.
  - The **Class ID** and **Class Enrollment Password** should be distributed to the students so they can enroll in the class and submit their papers.
  - It would be a good idea to include the link to the **Turnitin Training** Web page (<http://www.turnitin.com>) for the students to access information about Turnitin. Once you are in this page, click the **Support** tab.
  - With this information on this page, your students should have everything they need to get started with Turnitin.