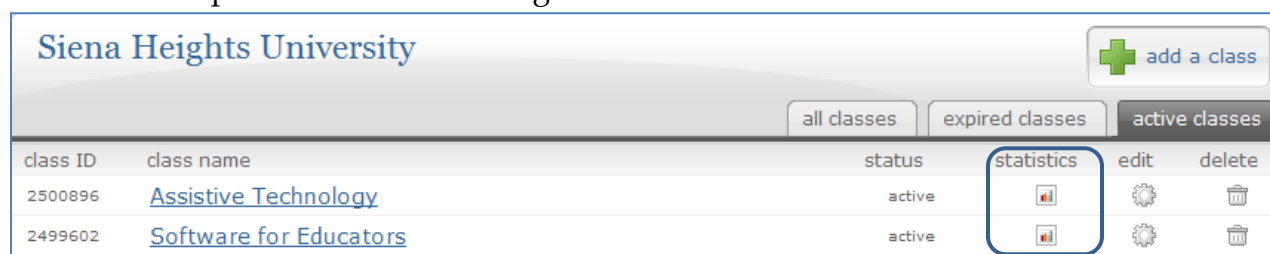


ENROLL STUDENTS

Students must be enrolled into a class to submit papers. Students can self-enroll in a class by creating a user profile using the class ID number and class enrollment password. The instructor can enroll students into a course one-by-one or by using a list of student names and email addresses. When a student is enrolled by the instructor, each student will be emailed a temporary password and login information. If students are to self-enroll, they must be given the class ID and enrollment password by the instructor. **The class ID and password should never be posted on a public Web site to ensure that only students in the course are enrolled.**

Check Enrollment Password

- ❖ On the **Instructor Home Page**, click the **Statistics** icon (see illustration below) for the **Course** for which the password is to be changed.



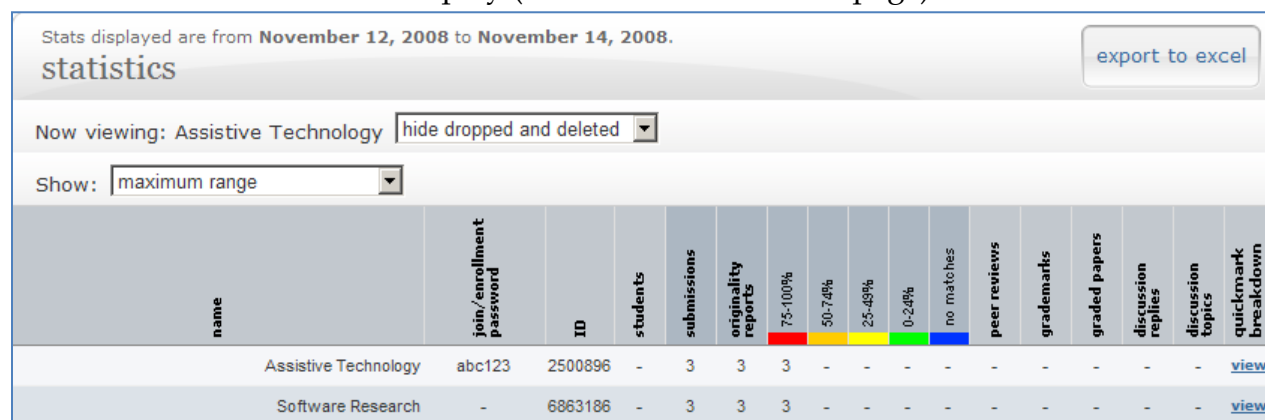
Siena Heights University

add a class

all classes | expired classes | active classes

class ID	class name	status	statistics	edit	delete
2500896	Assistive Technology	active			
2499602	Software for Educators	active			

- ❖ The **Statistics** window will display (see illustration on next page).



Stats displayed are from **November 12, 2008** to **November 14, 2008**.

statistics

export to excel

Now viewing: Assistive Technology | hide dropped and deleted

Show: maximum range

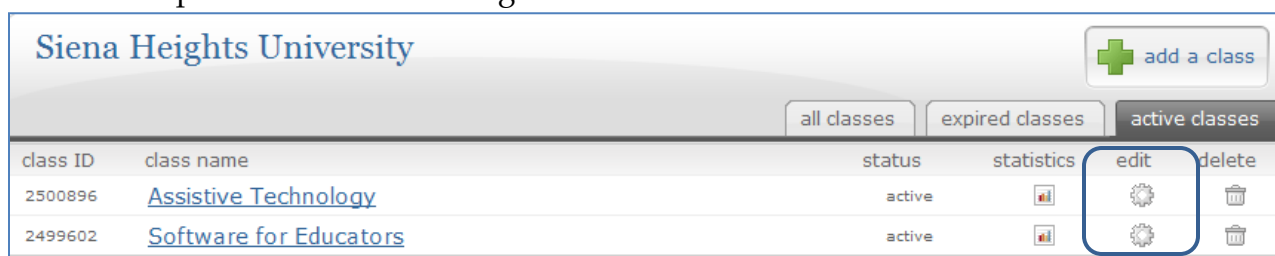
name	join/enrollment password	ID	students	submissions	originality reports	75-100%	50-74%	25-49%	0-24%	no matches	peer reviews	grademarks	graded papers	discussion replies	discussion topics	quickmark breakdown
Assistive Technology	abc123	2500896	-	3	3	3	-	-	-	-	-	-	-	-	-	view
Software Research	-	6863186	-	3	3	3	-	-	-	-	-	-	-	-	-	view

- ❖ The **Enrollment Password** and **Class ID** will appear in the columns directly to the right of the class name.

Change Enrollment Password

The Instructor can change the enrollment password to remove accidental capitalization that may cause enrollment issues for the students. Changing the password after student enrollment is completed can prevent students who have forgotten their passwords from enrolling multiple times.

- ❖ On the **Instructor Home Page**, click the **Edit** icon (see illustration below) for the **Course** for which the password is to be changed.



Siena Heights University

add a class

all classes | expired classes | active classes

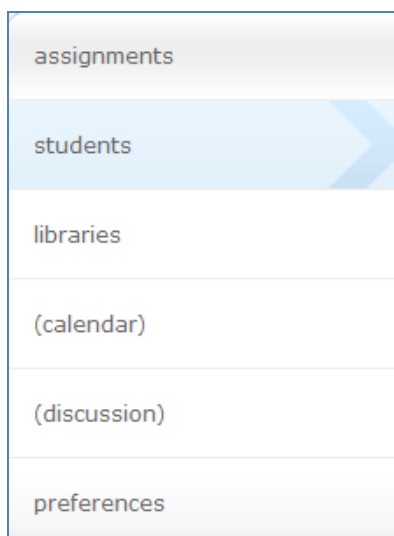
class ID	class name	status	statistics	edit	delete
2500896	Assistive Technology	active			
2499602	Software for Educators	active			

- ❖ The **Update Standard Class** window will display.
- ❖ In the **Enrollment Password** box, input the new password.
- ❖ Click the **Submit** button.

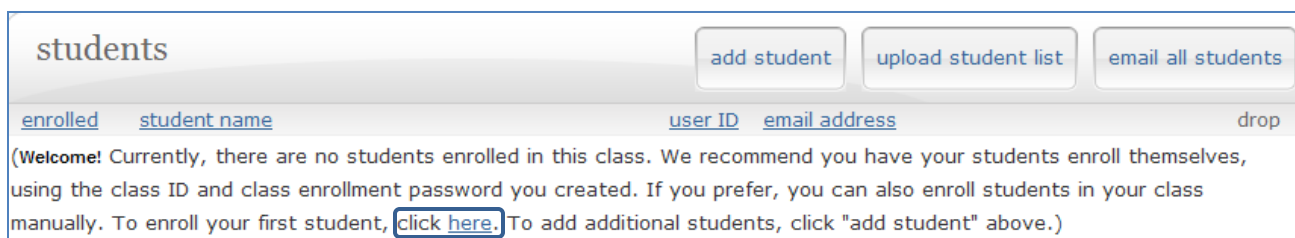
Enroll Students Manually

An Instructor can enroll students individually to a class. When a student is enrolled, the first name, last name, and email address must be provided. Once the student is enrolled, a welcome email will be sent to the student.

- ❖ On the **Class Home Page**, click the class into which the student is to be enrolled.
- ❖ In the list on the left side of the window, click the **Students** link (see illustration below).



- ❖ The **Students** window will display with a **Welcome** message (see illustration below).
- ❖ Do one of the following:
 - Click the **Here** link at the end of the message.
 - Click the **Add Student** tab.



- ❖ The **Enroll a Student** window will display (see illustration on next page).
- ❖ Read the information at the top of the window.
- ❖ Fill in the required information.
- ❖ Click the **Submit** button.
- ❖ The student will be added to the class list.

enroll a student

To enroll a student, enter a first name, last name, and an email address and click submit.

If the student already has a Turnitin user profile, they will be notified and enrolled in your class immediately. If they do not have a profile, we will create one and send them an email notification with a temporary password.

add student to
class name: Siena Heights University, Software for Educators

first name

last name

email (user name)

Enroll Students from a List

Instructors can upload students from a list. The student list can contain up to 100 entries and must be in Microsoft Word, Microsoft Excel or plain text (.txt) format. The formatting must be as follows:

Microsoft Word or Plain Text

John,Smith,jsmith@sienaheights.edu

Microsoft Excel

John	Smith	jsmith@sienaheights.edu
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Once the student list is formatted and saved, the list may be uploaded into the class.

- ❖ On the **Class Home Page**, click the class into which the students are to be enrolled.
- ❖ In the list on the left side of the window, click the **Students** link.
- ❖ The **Students** window will display with a **Welcome** message (see illustration below).
- ❖ Click the **Upload Student List** tab.

students

enrolled	student name	user ID	email address	drop
<p>(Welcome! Currently, there are no students enrolled in this class. We recommend you have your students enroll themselves, using the class ID and class enrollment password you created. If you prefer, you can also enroll students in your class manually. To enroll your first student, click here. To add additional students, click "add student" above.)</p>				

- ❖ The **Upload Student List** window will display (see illustration top of next page).
- ❖ Read the message below the **Browse** button.

Upload student list

browse for the file to upload:

Your student list must contain a first name, last name, and email address for each student. If the students you are enrolling already have Turnitin user profiles, they will be notified and enrolled immediately. If they do not have profiles, we will create profiles for them and send out email notifications with temporary passwords. Your file can be in either Word, Excel, or text format. To see templates of properly formatted files, [click here](#).

- ❖ To view a template of how to properly format the files for the upload, click the **Click Here** link.
- ❖ Click the **Browse** button.
- ❖ The **Choose File** window will display.
- ❖ Select the **Class List** from the area where it is stored.
- ❖ Do one of the following:
 - Click the document and then click **Open**.
 - Double-click on the document.
- ❖ The document name and the path where it was stored will appear in the **Browse for the File to Upload** box.
- ❖ Click the **Submit** button.
- ❖ A list of the students will appear in the next window (see illustration below).

first name	last name	email	accepted?
Robert	Metz	rmetz@sienaheights.edu	Yes
Wanda	House	whouse@sienaheights.edu	Yes
Lance	Gallop	lgallop@sienaheights.edu	Yes
Bob	Metz	bmetz@sienaheights.edu	Yes

- ❖ Check the list for errors.
- ❖ To submit the list as it is displayed, click the **Yes, Submit** tab.
- ❖ If the list is not correct, click the **No, Go Back** tab and select a different list.
- ❖ The results of the list upload will display with an explanation of the action that was taken (see illustration on next page).
 - If the student already has an account for Turnitin, the student will be enrolled in the class.
 - If the student had been enrolled in the class previously, the message will state that the student is already enrolled.

➤ If the student does not have a Turnitin account, a user profile will be created and the student will be enrolled in the class.

❖ Click the **Return to Students** tab to return to the class list.

(These are the results of your list upload.)		
email	name	message
rmetz@sienaheights.edu	Metz, Robert	This student was already enrolled in your class.
whouse@sienaheights.edu	House, Wanda	This student is now enrolled in your class.
lgallop@sienaheights.edu	Gallop, Lance	We have created a user profile for this student and enrolled the student in your class.
bmetz@sienaheights.edu	Metz, Bob	We have created a user profile for this student and enrolled the student in your class.

Enrollment Emails

Once a student has been enrolled in the course a confirmation email will be sent to the student notifying them that they are enrolled in the course. If the student has an existing user profile, the confirmation email will notify the student of his/her enrollment in the course. If the student email address was not from an existing student, the email message will contain a temporary password and login instructions. A pink highlight over the enrollment date to the left of the student name indicates that the student has never logged into Turnitin before.