## STUDENTS SELF-ENROLLING INTO A TURNITIN CLASS

HELLO!

2023.08.update



# ACCOUNT SETUP SUBMITTING THE PAPERS DIGITAL RECEIPT FAQ

Please do not post the class ID & key on a publicly accessible website.

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# **1. Account Setup**

#### Please use NCHU mail

#### Library offers option 1

Two options to enroll students into a class. :

#### 1. Student Self Enrollment

2. Consult your teacher or department staff on how to applicate a account.



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# keyword "Turnitin"

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#### Create a New Student Profile

#### **Class ID Information**

All students must be enrolled in an active class. To enroll in a class, please enter the class ID number and class enrollment key that you were given by your instructor.

Please note that the key and pincode are case sensitive. If you do not have this information, or the information you are estering appears to be incorrect, please contact your instructor.



User Information

Your first name

豐

Your last name

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#### Display names as

O First name (Space) Last name (example: John Smith)

- Last name (Space) First name (example: Smith John).
- Last name(No space)First name (example: SmithJohn)



Click on the 2<sup>nd</sup> link Do not share your enrollment key publicly outside of your institution.

#### When off campus, you need to log in by NCHU Single Sign On account & password

#### and Authorize proxy access

#### User Login

拒絕 Decline

#### NCHU Single Sign On System

For current NCHU faculties, staff, and students, please login through NCHU Single Sign On system by clicking this link.

NCHU Single Sign On System

#### 請求許可 Request for Permission

Proxyone 想取用您的资訊...

授權 Authorize

Client Proxyone wy like to access this information of you ...

#### Click on the Create Account





#### Create a User Profile



ers must have a user profile to use the service. Please select how you will be furnitin:

Student Isocomy Assistant Instructor

Existing user?

If you've used the service before, there is no requirement to create a new user profile. Log in <u>here</u> with your old credentials.

#### Display names as

First name (Space) Last name (example: John Smith)
 Last name (Space) First name (example: Smith John)
 Last name(No space)First name (example: Smith John)

#### Email address

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Confirm email address
gdragon.nchu.edu.tw
Pasaword and Security
Please keep in mind that your password is case sensitive (for example, pa551234 would be different than pass1234) and must be at least II characters long.
Enter your password
Confirm your password
Next, please enter a secret question and answer combination. You will be asked for this combination if you ever forget your password and need to reset it.
Secret question
Where ions the Eral places that you traveled to? 👻
Question answer
korea

#### Please use NCHU mail

#### Enter and confirm you password

# It must be contains alphabet & numbers, at least 8 character long.

#### You have now added the class and ready to submit an assignment for checking.

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VI Classes	Enroll in a Class	What is Plagurum?	Citation Help					
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# 2. Submitting the papers

#### Click on "submit" button to upload your document

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# File Requirement

#### YES

Text Less than100 MB less than 800 pages

#### File types

word, excel, power point, PDF, html, RTF, ODT, HWP Chrome, Firefox

images, forms, graphics password protected LaTex

NO

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Choose the file you want to upload Choose from this computer Select your fi	<ul> <li>Requirements for single file upload</li> <li>File must be less than 100 MB (read suggestions to meet requirements)</li> <li>The maximum paper length is 800 pages</li> <li>All file types are allowed and can receive marks in GradeMark and PeerMark; however, only Microsoft Word, Powerl WordPerfect, PostScript, PDF, HTML, RTF, OpenOffice (ODT), Hangul (HWP), Google Docs, and plain text files with words of text will be eligible to receive Similarity Reports</li> </ul>

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# It can take 30 minutes to several hours to return your similarity report.

#### Please wait until the report is generated.

Assignment Inbox: 111-1學期(圖書館建置作業區適用於「仍需多次修改的文章草稿」,上傳的文章不會被儲存在Turnitin作為比對來源,可多次比對

Assignment Title	Info	Dates	Similarity	Actions
論文、報告比對1	0	Start         26-Jul-2022         4:57PM           Due         31-Jan-2023         11:59PM           Post         31-Jan-2023         11:59PM	Processing	Resubmit View

#### Click at the percentage score to view your report

Assignment Inbox: 111-1學期(圖書館建置作業區適用於「仍需多次修改的文章草稿」,上傳的文章不會被儲存在Turnitin作為比對來源,可多次比對)

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For each assignment, you are allowed **3 resubmission** attempts where the similarity report will generate immediately.

After 3 attempts, from the 4th time, you will have to wait 2-3 days before a new similarity report can be generated. You can use assignment 1-5 to save your time.

Assignment Inbox: 111-1學期(圖書館建置作業區適用於「仍需多次修改的文章草稿」,上傳的文章不會被儲存在Turnitin作為比對來源,可多次比對)

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論文、報告比對3	1	Start         01-Aug-2022         2:48PM           Due         31-Jan-2023         11:59PM           Post         31-Jan-2023         11:59PM		Submit View
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# **3. Digital Receipt** \*NCHU master/doctoral students are required to submit your printed digital receipt to the library in your school leaving procedure.

# Please fill out the full title of your dissertation when you submit your paper in Turnitin.



#### turnitin

#### **Digital Receipt**

This receipt acknowledges that Turnitin received your paper. Below you will find the receipt information regarding your submission.

The first page of your submissions is displayed below.

Submission author:	8
Assignment title:	論文、報告比對1
Submission title:	Analytics Play a Key Role-1st version
File name:	0226.docx
File size:	401.29K
Page count:	118
Word count:	82,910
Character count:	107,604
Submission date:	05-Aug-2022 10:19AM (UTC+0800)
Submission ID:	1878963973

福土中務大學圖書資訊學研究所 場士學作論文(草稿)

以篇章景文建稿四文明代的最七寸行祖時充 Feasibility of Baikling Journal Collections through Amche-Level Acquisitions

は年戦校: 藤島長博士 Dr. Sna-Chia Lo 時 現 北: 背景子 Hui-Fea Tieng





# Q1 · What do I do if I forgot my Turnitin password?

 $\rightarrow$ Click on the Login button at the top right of the homepage.  $\rightarrow$ Click the link alongside Forgot your password?

Create Account | Login

 $\rightarrow$ Enter the email address and last name associated with your Turnitin user profile, then click Next.

 $\rightarrow$ Type the answer to your secret question in the Answer box. If you have forgotten the answer to your secret question, click the link labelled Forgot your answer? This will send a link to reset your password to your registered Email address.



#### Log in to Turnitin

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#### Reset User Password

Please enter the email address you used to create your user profile. Click "next" when you are done.

Email Address

#### Enter the email address

Last Name or Family Name

#### Enter the last name

#### If you do not know the email address for your account...

Ask your instructor (or Turnitin administrator, if you are an instructor) to look up your email address.

NOTE: Due to privacy agreements, Turnitin CANNOT release your email address - even to you. You MUST get this information from your institution.

Next



Q2 • How much is too much percentage? You may use the filter to reduce the similarity score. Your teacher can also help you exclude certain SOURCES.(You have to submit a paper to your teacher' s Turnitin assignment.)

The best way is discussing the appropriate criteria with your department or your teacher.



If you require additional information or assistance, please contact me :

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wanjenchang@dragon.nchu.

<u>edu.tw</u>

THANK YOU!