



## GUIDE 1: HOW TO CREATE A CLASS ON TURNITIN

*(A guide for Lecturers)*

Lecturers must create a Class on Turnitin to enable them use Turnitin and assign accounts to their students. Follow these steps to create a Class on Turnitin.

**Step 1:** Once you are logged into Turnitin, from your profile page, select the **Add Class** button (coloured green) to start creating a class.

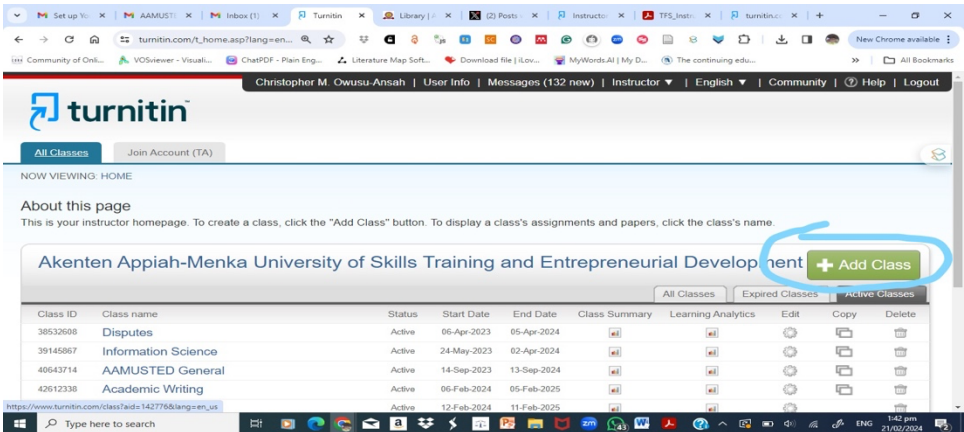


Figure 1: Adding a Class Interface

**Step 2:** On the next page, enter a **CLASS NAME** and **ENROLLMENT KEY** as well as other particulars of your class.

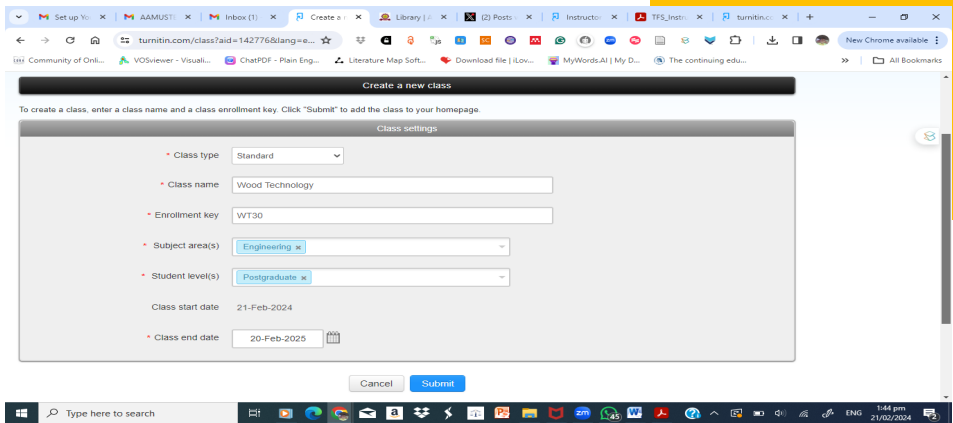


Figure 2: Form for Creating a Class on Turnitin

**Note: The class end date is the date that your class expire; Class Type is "Standard"**

**Step 3:** See the class interface with ID and Enrolment Key

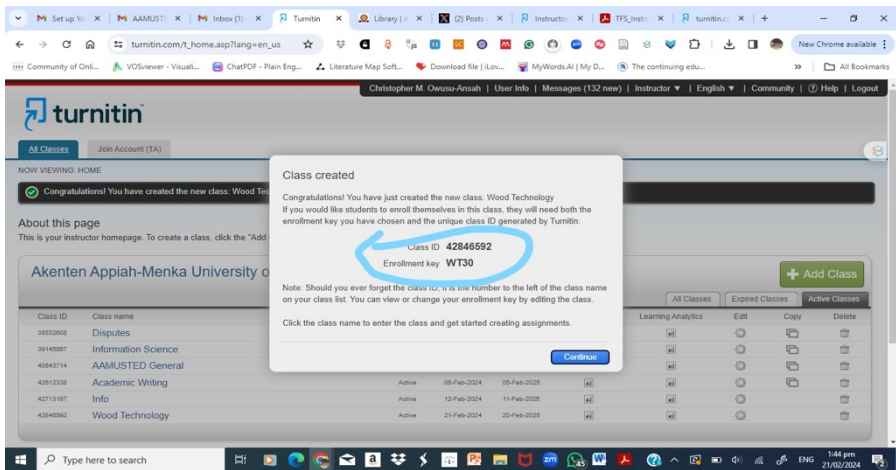


Figure 3: Created Class Interface with ID and Enrolment Key

**Note:** The **Class ID** and **Enrolment Key** are illustrated above. Every Lecturer must set a unique enrolment key, e.g VC10. The **Class ID** is, however, generated automatically.

**When a class expires, students can no longer submit papers or enroll in the class. The default duration for all classes is 6 months. If you want your class to last longer, you can change the end date at any time.**

**FINALLY, SELECT THE SUBMIT BUTTON TO ADD THE CLASS TO YOUR INSTRUCTOR HOMEPAGE.**

*If you encounter any challenges as you set up your account, contact the Virtual Services Librarian on 0249590545 or your Faculty Librarian*