



GUIDE 3: ENROLLING STUDENTS ON TURNITIN

You cannot conduct a Similarity Test of a paper on Turnitin if you have not enrolled the student that owns the paper on Turnitin. Similarly, you can also enrol yourself as a student to enable you check your own work for similarity.

To enrol a student on Turnitin, follow the process below:

Step 1: From the top left corner of your Class page on Turnitin, Select “Students” (after Assignments)

Figure 1: Adding or enrolling Students on Turnitin

The screenshot shows the Turnitin interface for a class. The 'Students' tab is selected. Below the navigation menu, there are buttons for 'Add Student', 'Upload Student List', and 'Email All Students'. A table lists the following students:

Enrolled	Student name	User ID	Email address	Drop
09-Feb-2024	Patrick Addai	1159895034	addaipatrick@gmail.com	
09-Feb-2024	Philip Asiedu	1159896856	asieduphilip@gmail.com	
06-Feb-2024	Kofi Barima	1159724470	vobarima@aamusted.edu.gh	
19-Feb-2024	Ruphinus Bozie	1160395035	ruphinusbozie@gmail.com	
09-Feb-2024	Cynthia Darko	1159894917	cynthiadarko@gmail.com	
14-Feb-2024	EMMANUEL NYAMEKYE	1160150536	nyamekyee7@gmail.com	

Step 2: Select “Add Student” or “Upload Student List” (for bulk upload, your list must include the “First name”, “Last name” and institutional email). When using the “Add Student” option, complete the form with the “First name”, “Last name” and institutional email.

Figure 2: Form for enrolling a student

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: Akenten Appiah-Menka University of Skills Training and Entrepreneurial Development, Academic Writing

First name

Last name

Email (User name)

Step 3: **Submit** the form after filling it. The records are added to your list

For more information or assistance on Turnitin at AAMUSTED, call the Virtual Services Librarian, Mr Charles Mensah, on 0249590545