



PERPUSTAKAAN  
Universitas Andalas



# PANDUAN PENGGUNAAN AKUN TURNITIN (INSTRUCTOR) UNIVERSITAS ANDALAS

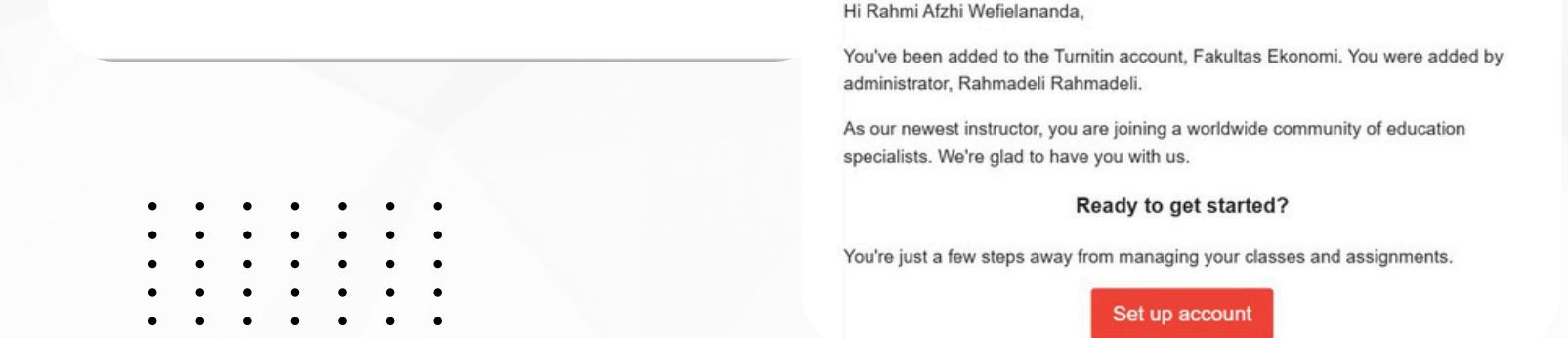
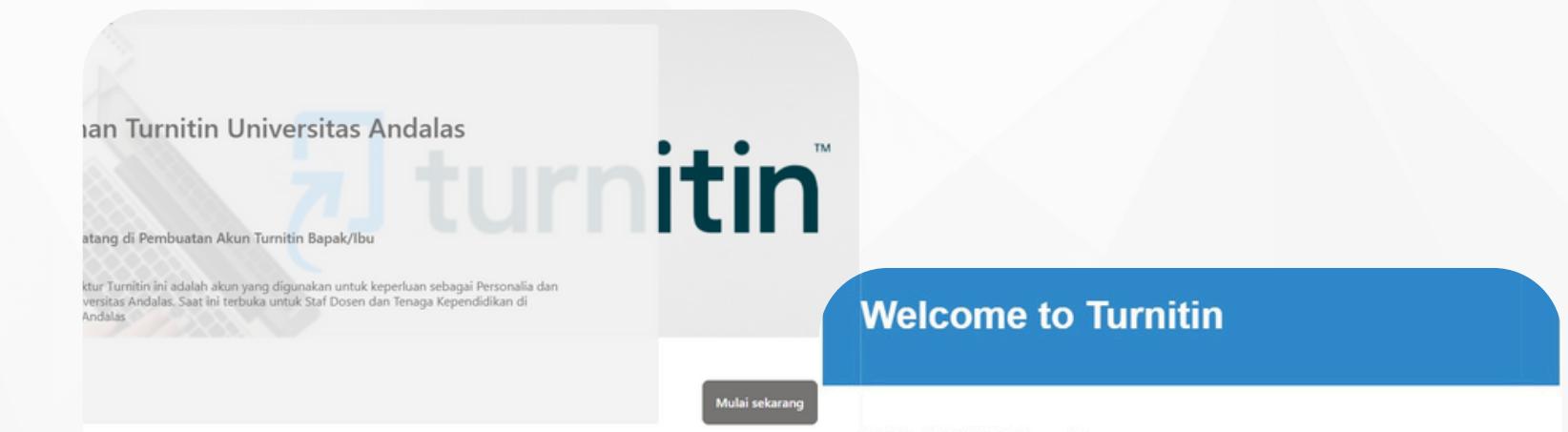
Admin Turnitin **Universitas Andalas**



# AKTIVASI AKUN TURNITIN

Bapak/Ibu yang belum mempunyai akun Turnitin, silahkan akses [lib.unand.ac.id/dosen-tendik/](http://lib.unand.ac.id/dosen-tendik/) kemudian klik Pendaftaran Akun Turnitin.

Isi data pada Ms. Form, Email yang digunakan harus Email Institusi. Setelah mengisi Form, akan ada notifikasi masuk dari Turnitin melalui Email Institusi Bapak/Ibu, selanjutnya Set up account dan ikuti langkahnya. Admin akan melakukan verifikasi data dalam waktu ± 24 jam selama jam kerja.





# LUPA KATA SANDI

Jika Bapak/Ibu Lupa Password silahkan klik “Click here” Pada “**Forgotten your password?**” Akan muncul tampilan seperti dibawah, kemudian akan ada notifikasi di Email Institusi dan ikuti langkahnya sesuai dengan instruksi yang dikirim.

Log in to Turnitin

Email address

Password

Log in

Or

Sign in with Google Log in with Clever

[Forgotten your password? Click here](#)

[Need more help? Click here](#)

Reset User Password

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

Email Address

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.

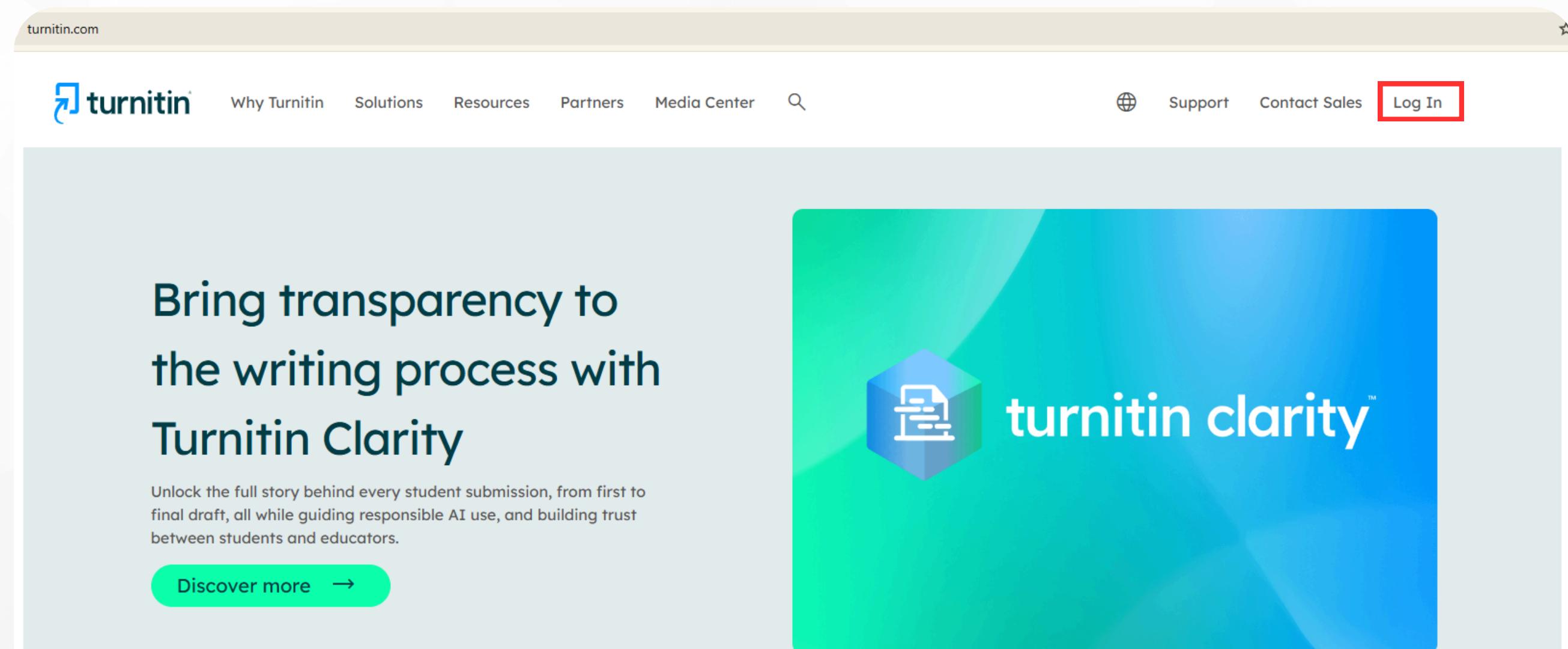
**Next**



# PENGGUNAAN AKUN TURNITIN (INSTRUCTOR)

## → Login Akun Turnitin

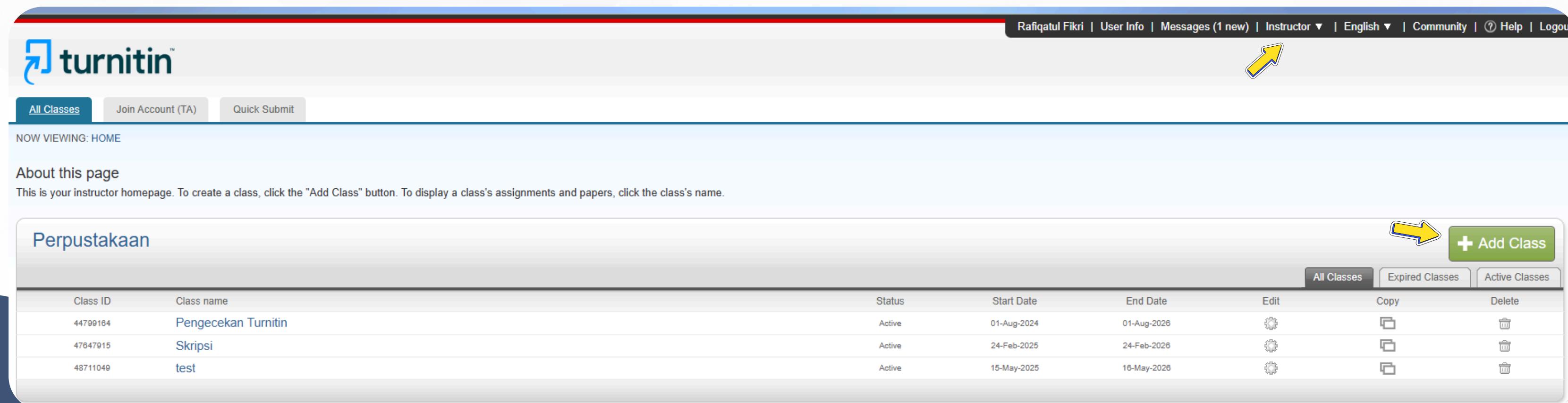
Silahkan akses [turnitin.com/](https://turnitin.com/) kemudian klik Log In



The screenshot shows the Turnitin homepage. At the top, there is a navigation bar with links for 'turnitin.com', 'turnitin', 'Why Turnitin', 'Solutions', 'Resources', 'Partners', 'Media Center', a search icon, and buttons for 'Support', 'Contact Sales', and 'Log In' (which is highlighted with a red box). Below the navigation, there is a large green and blue graphic with the text 'Bring transparency to the writing process with Turnitin Clarity' and a 'Discover more' button. To the right of this graphic is another graphic for 'turnitin clarity' featuring a blue hexagonal icon with a document symbol and the text 'turnitin clarity™'.



→ **Masuk Akun Instruktur,  
Kemudian Add Class**



The screenshot shows the Turnitin Instructor homepage. At the top, there is a navigation bar with links for 'Rafiqatul Fikri', 'User Info', 'Messages (1 new)', 'Instructor', 'English', 'Community', 'Help', and 'Logout'. A yellow arrow points to the 'Logout' link. Below the navigation bar, the Turnitin logo is displayed. There are three buttons: 'All Classes' (highlighted in blue), 'Join Account (TA)', and 'Quick Submit'. A yellow arrow points to the 'All Classes' button. The main content area is titled 'NOW VIEWING: HOME'. It contains a section titled 'About this page' with the text: 'This is your instructor homepage. To create a class, click the "Add Class" button. To display a class's assignments and papers, click the class's name.' Below this, there is a table titled 'Perpustakaan' (Library) with a yellow arrow pointing to it. The table has columns for 'Class ID', 'Class name', 'Status', 'Start Date', 'End Date', 'Edit', 'Copy', and 'Delete'. The table contains three rows of data:

Class ID	Class name	Status	Start Date	End Date	Edit	Copy	Delete
44799164	Pengecekan Turnitin	Active	01-Aug-2024	01-Aug-2026			
47647915	Skripsi	Active	24-Feb-2025	24-Feb-2026			
48711049	test	Active	15-May-2025	16-May-2026			

At the top right of the table, there is a green button with a white plus sign and the text '+ Add Class' with a yellow arrow pointing to it. There are also buttons for 'All Classes', 'Expired Classes', and 'Active Classes'.



## Membuat Class baru

Selanjutnya isi form yang disediakan sesuai kebutuhan, Class Name, Enrolment Key, Subject Area, Student Level, Kemudian **SUBMIT** dan **CONTINUE**

Create a new class

To create a class, enter a class name and a class enrollment key. Click "Submit" to add the class to your homepage.

Class settings

* Class type	Standard
* Class name	Jurnal 2025
* Enrollment key	jurnal2025
* Subject area(s)	Business/Economics
* Student level(s)	Graduate
Class start date	03-Oct-2025
* Class end date	03-Oct-2026

Cancel **Submit**

### Class created

Congratulations! You have just created the new class: Jurnal 2025  
If you would like students to enroll themselves in this class, they will need both the enrollment key you have chosen and the unique class ID generated by Turnitin:

Class ID **50427146**

Enrollment key **jurnal2025**

Note: Should you ever forget the class ID, it is the number to the left of the class name on your class list. You can view or change your enrollment key by editing the class.

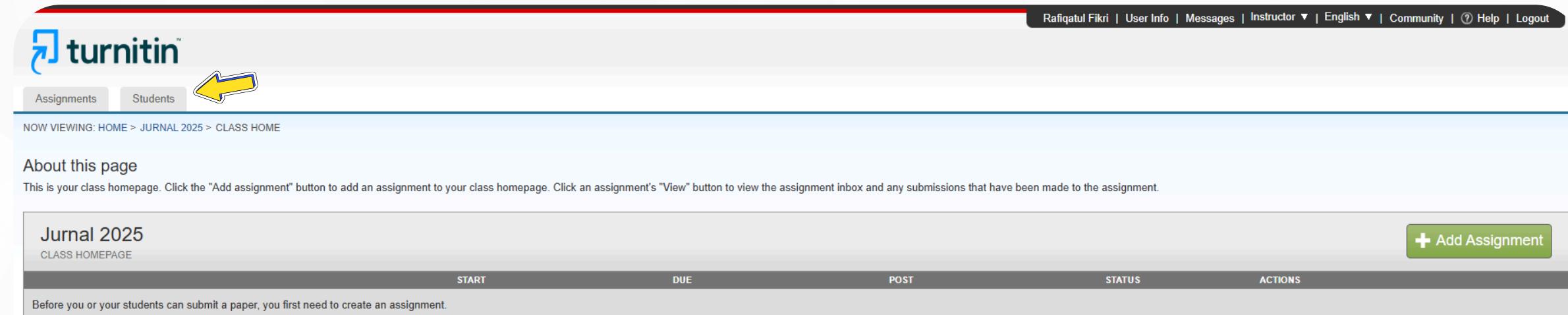
Click the class name to enter the class and get started creating assignments.

**Continue**



## Enroll Student

Selanjutnya kita akan menambahkan student, silahkan masuk pada Assigment yang baru saja dibuat, kemudian klik Student dan Add Student.



Turnitin™

Assignments Students 

NOW VIEWING: HOME > JURNAL 2025 > CLASS HOME

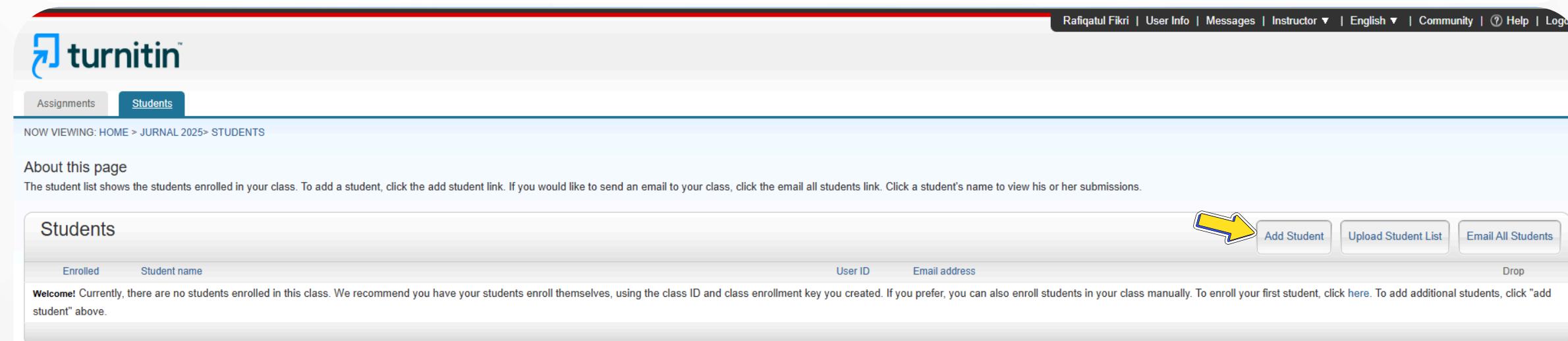
About this page

This is your class homepage. Click the "Add assignment" button to add an assignment to your class homepage. Click an assignment's "View" button to view the assignment inbox and any submissions that have been made to the assignment.

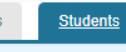
**Jurnal 2025**  
CLASS HOMEPAGE

START	DUUE	POST	STATUS	ACTIONS
Before you or your students can submit a paper, you first need to create an assignment.				

**+ Add Assignment**



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Assignments Students 

NOW VIEWING: HOME > JURNAL 2025 > STUDENTS

About this page

The student list shows the students enrolled in your class. To add a student, click the add student link. If you would like to send an email to your class, click the email all students link. Click a student's name to view his or her submissions.

**Students**

Enrolled	Student name	User ID	Email address	Drop
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 key you created. If you prefer, you can also enroll students in your class manually. To enroll your first student, click <a href="#">here</a> . To add additional students, click "add student" above.				

**Add Student** **Upload Student List** **Email All Students**



# PERPUSTAKAAN Universitas Andalas

## ➔ Enroll Student

Untuk Enroll Student silahkan hubungi 085212666821 Vivi Irawati / 082388779798 Rafiqatul Fikri. Karena keterbatasan lisensi, satu akun hanya bisa menambahkan satu student dan sesuaikan dengan Fakultas masing-masing. Akun yang melebihin satu student akan ter lock otomatis.



Assignments Students

NOW VIEWING: HOME > JURNAL 2025 > STUDENTS

### About this page

To add a student to your class, enter the student's name and email address and click submit.

### 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: Perpustakaan, Jurnal 2025

#### First name

Turnitin

#### Last name

Fakultas Pertanian

#### Email (User name)

tumitin\_pertanian@student.unand.ac.id

Submit



## → Add Assignment

Student sudah terdaftar, kemudian kembali ke Assignment, Add Assignment

Rafiqatul Fikri | User Info | Messages | Instructor | English | Community | Help | Logout

**turnitin™**

Assignments Students

NOW VIEWING: HOME > JURNAL 2025 > STUDENTS

About this page

The student list shows the students enrolled in your class. To add a student, click the add student link. If you would like to send an email to your class, click the email all students link. Click a student's name to view his or her submissions.

Students			
Enrolled	Student name	User ID	Email address
03-Oct-2025	Turnitin Fakultas Pe...	1153493977	turnitin_pertanian@student.una...

Add Student Upload Student List Email All Students Drop

Rafiqatul Fikri | User Info | Messages | Instructor | English | Community | Help | Logout

**turnitin™**

Assignments Students

NOW VIEWING: HOME > JURNAL 2025 > CLASS HOME

About this page

This is your class homepage. Click the "Add assignment" button to add an assignment to your class homepage. Click an assignment's "View" button to view the assignment inbox and any submissions that have been made to the assignment.

**Jurnal 2025**  
CLASS HOMEPAGE

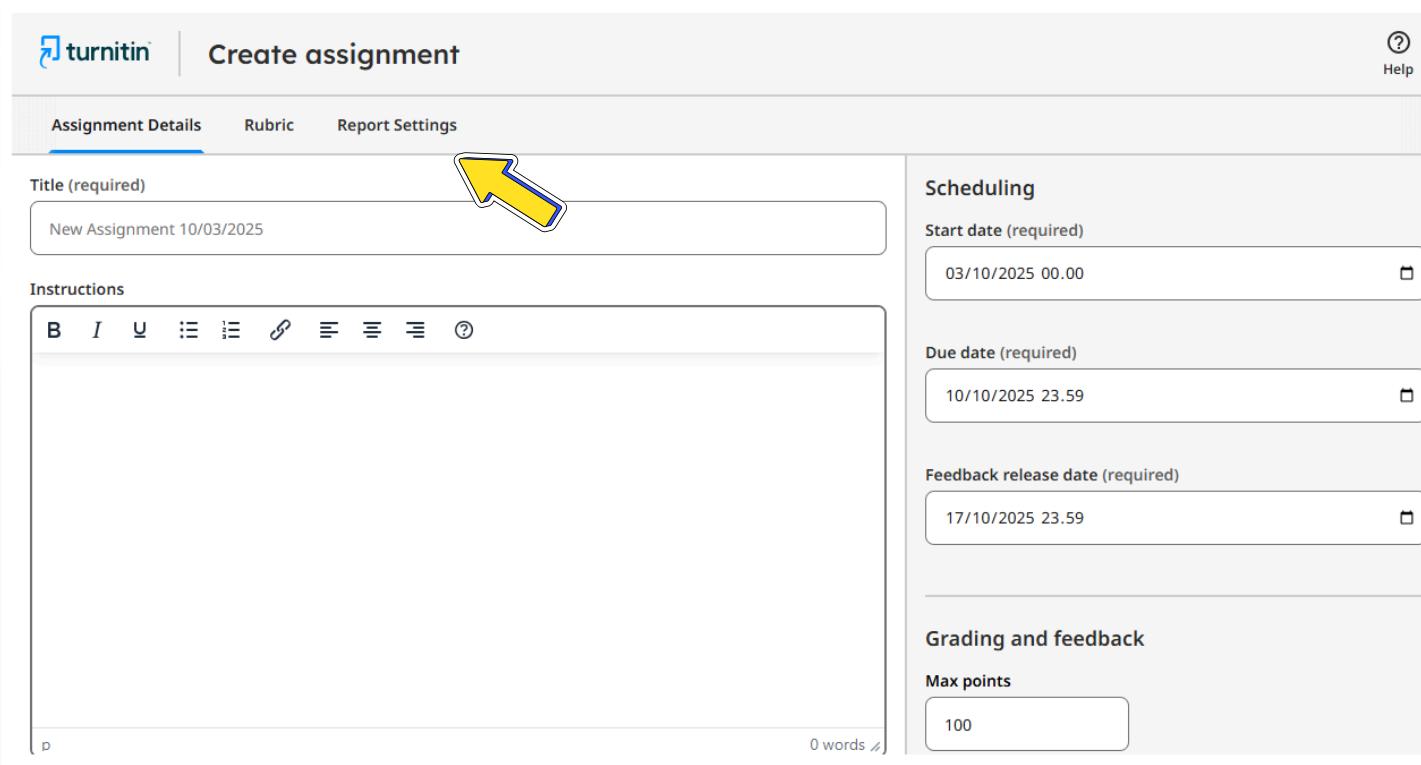
START	DUE	POST	STATUS	ACTIONS
Before you or your students can submit a paper, you first need to create an assignment.				

**Add Assignment**



## → Add Assignment

Silahkan isi Judul Assignment sesuai kebutuhan, dan isikan instructions. selanjutnya klik Report Setting. Pada Report Setting pastikan settingan nya **“Do not store submission papers”** selanjutnya Create Assignment.



turnitin Create assignment

Assignment Details Rubric Report Settings

Title (required)  
New Assignment 10/03/2025

Instructions

Scheduling

Start date (required)  
03/10/2025 00:00

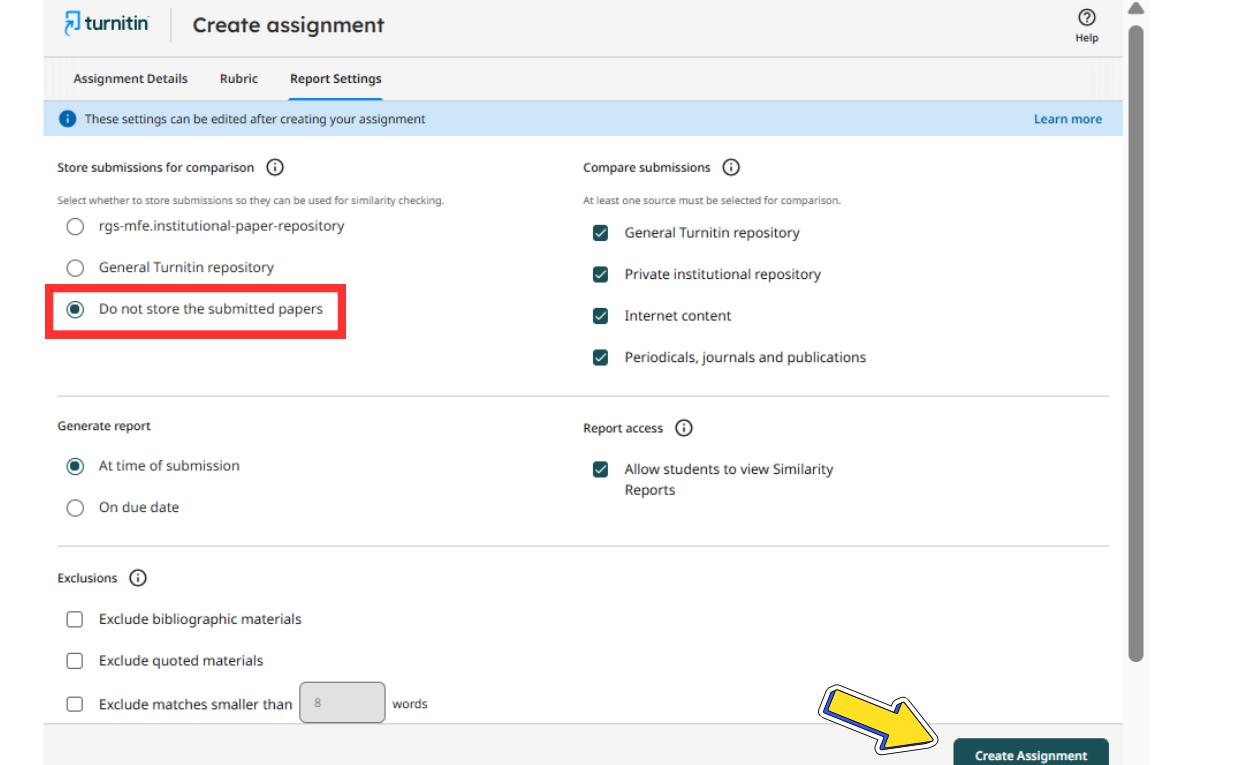
Due date (required)  
10/10/2025 23:59

Feedback release date (required)  
17/10/2025 23:59

Grading and feedback

Max points  
100

Help



turnitin Create assignment

Assignment Details Rubric Report Settings

These settings can be edited after creating your assignment

Store submissions for comparison ⓘ  
 rgs-mfe.institutional-paper-repository  
 General Turnitin repository  
 Do not store the submitted papers

Compare submissions ⓘ  
At least one source must be selected for comparison.  
 General Turnitin repository  
 Private institutional repository  
 Internet content  
 Periodicals, journals and publications

Generate report

At time of submission  
On due date

Report access ⓘ  
 Allow students to view Similarity Reports

Exclusions ⓘ  
 Exclude bibliographic materials  
 Exclude quoted materials  
 Exclude matches smaller than 8 words

Create Assignment



## Submit file

Assignment sudah terdaftar, kemudian klik view

Rafiqatul Fikri | User Info | Messages | Instructor ▾ | English ▾ | Community | ? Help |

**turnitin**

Assignments Students

NOW VIEWING: HOME > JURNAL 2025 > CLASS HOME

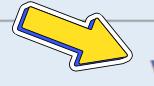
About this page

This is your class homepage. Click the "Add assignment" button to add an assignment to your class homepage. Click an assignment's "View" button to view the assignment inbox and any submissions that have been made to the assignment.

**Jurnal 2025**

CLASS HOMEPAGE

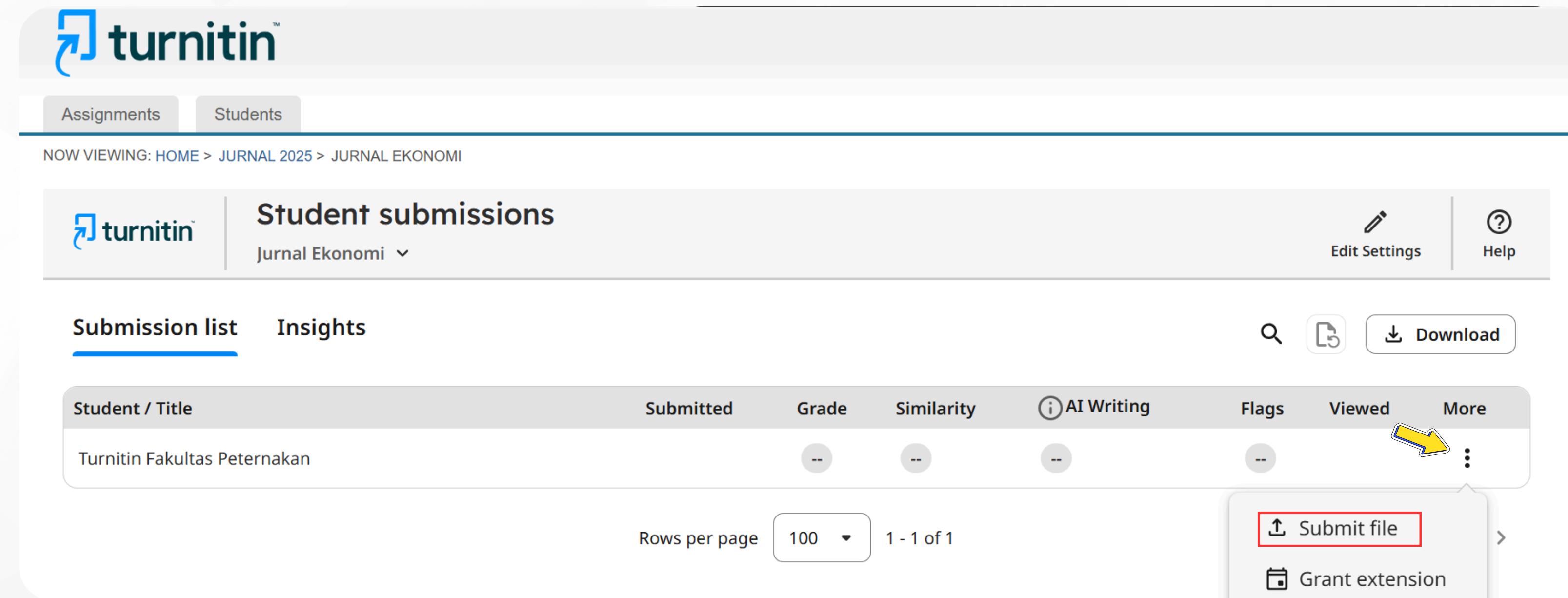
**Add Assignment**

	START	DUE	POST	STATUS	ACTIONS
<b>Jurnal Ekonomi</b>					
STANDARD (NEW)	Oct 21, 2025 12:00 AM	Oct 28, 2025 11:59 PM	Nov 4, 2025 11:59 PM	0 / 1 submitted	 View More actions



## ➔ Submit file

selanjutnya klik titik tiga dibawah more, “Submit file”



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Assignments Students

NOW VIEWING: HOME > JURNAL 2025 > JURNAL EKONOMI

turnitin Student submissions Jurnal Ekonomi ▾

Edit Settings Help

Submission list Insights

Student / Title Submitted Grade Similarity ⓘ AI Writing Flags Viewed More

Turnitin Fakultas Peternakan	--	--	--	--	--	--	...
------------------------------	----	----	----	----	----	----	-----

Rows per page 100 1 - 1 of 1

Submit file

Grant extension



## Submit file

scroll kebawah klik Browser filles, pilih file yang akan di cek.  
selanjutnya Upload and Preview, submit.

**Submit file**

- FILES MUST CONTAIN OVER 20 WORDS FOR A SIMILARITY REPORT.
- Supported file types for generating reports:  
.docx, .xlsx, .pptx, .ps, .pdf, .html, .rtf, .odt, .hwp, .txt

[Learn more about file requirements](#)

Drag and drop your file here

[Browse Files](#)

Submission title (required)

File name

[Cancel](#) [Upload and Preview](#)

**Submit file**

- Uploaded files must be less than 100 MB.
- Uploaded files must have less than 800 pages.
- Files must contain over 20 words for a Similarity Report.
- Supported file types for generating reports:  
.docx, .xlsx, .pptx, .ps, .pdf, .html, .rtf, .odt, .hwp, .txt

[Learn more about file requirements](#)

PANDUAN PENGISIAN KATALOG PENELITIA... .pdf 1.22 MB [X](#)

Submission title (required)

PANDUAN PENGISIAN KATALOG PENELITIAN DAN PENGABDIAN

[Cancel](#) [Upload and Preview](#)



## Submit file

selanjutnya klik hasil di bawah Similarity untuk melihat hasil turnitin.  
proses hasil turnitin tergantung banyak halaman file, silahkan refresh halaman,  
selanjutnya Continue.

The screenshot shows the Turnitin interface with the following elements:

- Header:** Rafiqatul Fikri | User Info | Messages | Instructor ▾ | English ▾ | Community | ? Help | Logout
- Logo:** turnitin™
- Navigation:** Assignments (selected) and Students
- Page Title:** NOW VIEWING: HOME > JURNAL 2025 > JURNAL EKONOMI
- Section:** Student submissions for Jurnal Ekonomi
- Submission Status:** File submitted successfully.
- Table Headers:** Student / Title, Submitted, Grade, Similarity, AI Writing, Flags, Viewed, More
- Table Data:** Turnitin Fakultas Peternakan, PANDUAN PENGISIAN KATALOG PENELITIAN DAN PE... (Submitted: Oct 21, 2025, 9:20 PM, Grade: 16%, Similarity: 16%, AI Writing: 0, Flags: 0)



## Similarity Report

selanjutnya untuk download hasil pengecekan, klik Download, Similarity Report

turnitin

Turnitin Fakultas Peternakan  
PANDUAN PENGISIAN KATALOG PENELITIAN DAN PENGABDIAN

Grade  / 100

Download 

Details Help

Similarity 16% AI Writing --% Flags Feedback

**Disusun Oleh:**  
Boy Cenly Dwi Sandes Pesella, S.Kom.

**Penerbit:**  
Lembaga Penelitian dan Pengabdian kepada Masyarakat (LPPM)  
Universitas Andalas

**Hak Cipta:**  
©2025 Lembaga Penelitian dan Pengabdian kepada Masyarakat.

**Download**

- Similarity Report**
- AI Writing Report
- Grading and Feedback Report
- Original File

**Filters**

Arif Ismul Hadi, M. Farid, Lindung Z... 3%  
Publication



**PERPUSTAKAAN**  
Universitas Andalas

# **SEKIAN DAN TERIMA KASIH**

Terima kasih atas kesempatan ini. Saya berharap  
kita dapat melanjutkan diskusi ini di lain waktu.  
Sampai jumpa!



**lib.unand**



**lib.unand.ac.id**



**Perpustakaan  
Universitas Andalas**