



PERPUSTAKAAN  
Universitas Andalas



# PANDUAN PENGUNAAN AKUN TURNITIN (INSTRUCTOR) UNIVERSITAS ANDALAS

Admin Turnitin **Universitas Andalas**



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# 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  $\pm$  24 jam selama jam kerja.



Home Profil Layanan News Panduan **Pintasan** Booking Ruangan Gallery

## Dosen / Tendik

Home / Dosen / Tendik

Pendaftaran Akun Turnitin

Pendaftaran Akun Grammarly

Pencarian Literatur

Usulan Pengadaan Koleksi

Survey Kebutuhan Layanan Pemustaka

Kotak Saran

Perpustakaan Turnitin Universitas Andalas

turnitin™

Langkah 1 dari Pembuatan Akun Turnitin Bapak/Ibu

Turnitin ini adalah akun yang digunakan untuk keperluan sebagai Personalia dan Staf Dosen dan Tenaga Kependidikan di Universitas Andalas. Saat ini terbuka untuk Staf Dosen dan Tenaga Kependidikan di Universitas Andalas.

Mulai sekarang

### Welcome to Turnitin

Hi Rahmi Afzhi Wefielananda,

You've been added to the Turnitin account, Fakultas Ekonomi. You were added by administrator, Rahmadeli Rahmadeli.

As our newest instructor, you are joining a worldwide community of education specialists. We're glad to have you with us.

Ready to get started?

You're just a few steps away from managing your classes and assignments.

Set up account



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# 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

rafiqatul@adm.unand.ac.id

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

rafiqatul@adm.unand.ac.id

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



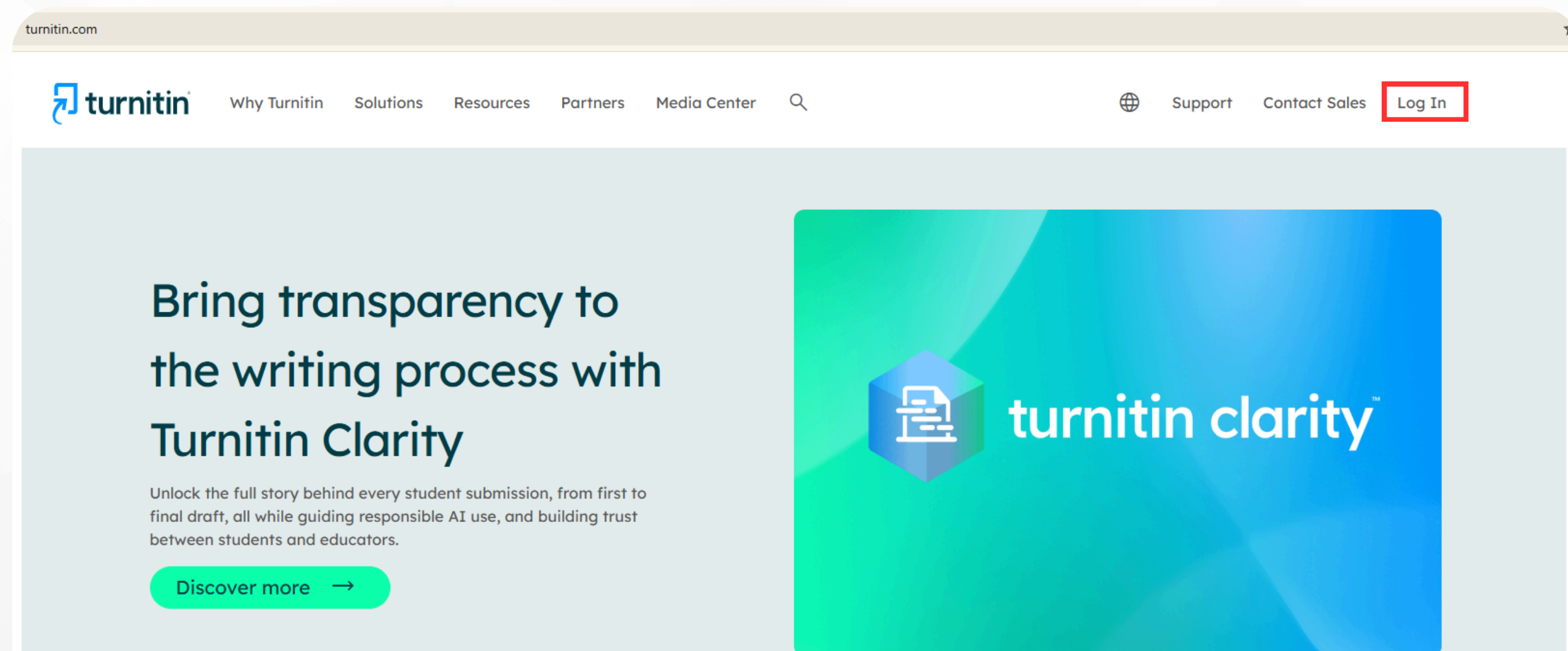


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# PENGUNAAN AKUN TURNITIN (INSTRUCTOR)

## ➔ Login Akun Turnitin

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







Masuk Akun Instruktur,  
Kemudian Add Class

turnitin™

All Classes

Join Account (TA)

Quick Submit

NOW VIEWING: HOME

About this page

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.

Perpustakaan

+ Add Class

All Classes

Expired Classes

Active Classes

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			





## ➔ 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 Assignment yang baru saja dibuat, kemudian klik Student dan Add Student.

The screenshot shows the Turnitin interface for a class named 'Jurnal 2025'. The top navigation bar includes the Turnitin logo, a user menu (Rafiqatul Fikri | User Info | Messages | Instructor | English | Community | Help | Logout), and tabs for 'Assignments' and 'Students'. The 'Students' tab is selected, indicated by a yellow arrow. Below the tabs, the breadcrumb trail reads 'NOW VIEWING: HOME > JURNAL 2025 > CLASS HOME'. The main content area has a heading 'About this page' and a description: '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.' Below this is a section for 'Jurnal 2025 CLASS HOMEPAGE' with a green '+ Add Assignment' button. A table with columns 'START', 'DUE', 'POST', 'STATUS', and 'ACTIONS' is shown, with a message: 'Before you or your students can submit a paper, you first need to create an assignment.' The bottom section shows the 'Students' tab selected, with a breadcrumb trail 'NOW VIEWING: HOME > JURNAL 2025 > STUDENTS'. The 'About this page' section states: '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.' Below this is a 'Students' section with buttons for 'Add Student', 'Upload Student List', and 'Email All Students'. A yellow arrow points to the 'Add Student' button. Below the buttons is a table with columns 'Enrolled', 'Student name', 'User ID', 'Email address', and 'Drop'. A welcome message at the bottom reads: '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 here. To add additional students, click "add student" above.'





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## 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 melebihi 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)

turnitin\_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

AssignmentsStudents

NOW VIEW  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

Add StudentUpload Student ListEmail All Students

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

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

AssignmentsStudents


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
Before you or your students can submit a paper, you first need to create an assignment.				



## ➔ Add Assignment

Silahkan isi Judul Assignment sesuai kebutuhan, dan isikan instructions. selanjutnya klik Report Setting. Pada Repport 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

0 words

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turnitin Create assignment

Assignment Details Rubric Report Settings

These settings can be edited after creating your assignment. Learn more

Store submissions for comparison

Select whether to store submissions so they can be used for similarity checking.

☐ 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

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## Submit file

Assignment sudah terdaftar, kemudian klik view



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
Jurnal Ekonomi					
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"



Assignments

Students


NOW VIEWING: HOME > JURNAL 2025 > JURNAL EKONOMI



### Student submissions

Jurnal Ekonomi ▾

 Edit Settings

 Help

Submission list

Insights




Download

Student / Title

Submitted

Grade

Similarity

 AI Writing

Flags

Viewed

More

Turnitin Fakultas Peternakan

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--


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⋮

Rows per page

100 ▾

1 - 1 of 1

 Submit file

 Grant extension



## → Submit file

scroll kebawah klik Browser files, 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 PENELITIAN... .pdf 1.22 MB

×

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.

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

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Assignments | Students

NOW VIEWING: HOME > JURNAL 2025 > JURNAL EKONOMI

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Student submissions

Jurnal Ekonomi ▾

Edit Settings

? Help

Submission list

Insights

✓ File submitted successfully. ✕

🔍 📄 ⬇️ Download

Student / Title	Submitted	Grade	Similarity	AI Writing	Flags	Viewed	More
Turnitin Fakultas Peternakan PANDUAN PENGISIAN KATALOG PENELITIAN DAN PE...	Oct 21, 2025 9:20 PM		16%		0		⋮



## ➔ Similarity Report

selanjutnya untuk download hasil pengecekan, klik Download, Similarity Report

The screenshot displays the Turnitin interface for a submission titled "Turnitin Fakultas Peternakan" with the subtitle "PANDUAN PENGISIAN KATALOG PENELITIAN DAN PENGABDIAN". The user's grade is shown as "Grade [ ] / 100". A yellow arrow points to the "Download" button in the top right corner. The main report area shows a similarity score of 16% and an AI Writing score of --%. The report content includes the author "Disusun Oleh: Boy Cenly Dwi Sandes Pesella, S.Kom.", the publisher "Penerbit: Lembaga Penelitian dan Pengabdian kepada Masyarakat (LPPM) Universitas Andalas", and the copyright "Hak Cipta: ©2025 Lembaga Penelitian dan Pengabdian kepada Masyarakat". A "Download" menu is open, showing options: "Similarity Report" (highlighted with a red box), "AI Writing Report", "Grading and Feedback Report", and "Original File". The right sidebar shows a list of sources with a similarity of 3%.

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

ndung Z... 3%

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



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# 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**



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Universitas Andalas**