CREATE a CLASS

Before students or instructors can submit a paper to Turnitin, a class must be created. In the Turnitin window, any items marked with a red asterisk (*) are required fields. This means that the area has to have information input before the class can be created.

† On your Turnitin Home Page, click the Add Class button (see illustration at right).
† The Create a New Class window will display (see illustration below).

† Under Class Type, leave the option at Standard Class.
† Input the name for the class in the Class Name box.
† In the Enrollment Password box, input the password that the students will need to access or enroll in the course.
† The Class Start Date defaults to the current date.
† To select a Class End Date, click the Calendar icon (see illustration above) next to the box and select a date.
† Click the Submit button to add the page to your Home Page.
The Class Created message will appear (see illustration below).

![Class Created Message](image)

Click the Continue button.

The class will now appear in the class list beneath your account (see illustration below).

![Class List](image)

The Class ID will appear to the left of the class name.

Click the Edit button on the right side of the class name to make changes to the name or to view the Enrollment Password.

The Class ID and Class Enrollment Password should be distributed to the students so they can enroll in the class and submit their papers.

There are two resources available for students to learn about Turnitin.

- **Siena Training Web Site** - ([My Siena/Computer Services and Systems/Training Assistance Site](https://mysiena.com)). Once in the site, scroll down and click the Turnitin link.
- **Turnitin Training Web Page** - ([http://www.turnitin.com](http://www.turnitin.com)). Once you are in this page, click the Support tab and then the Training link.