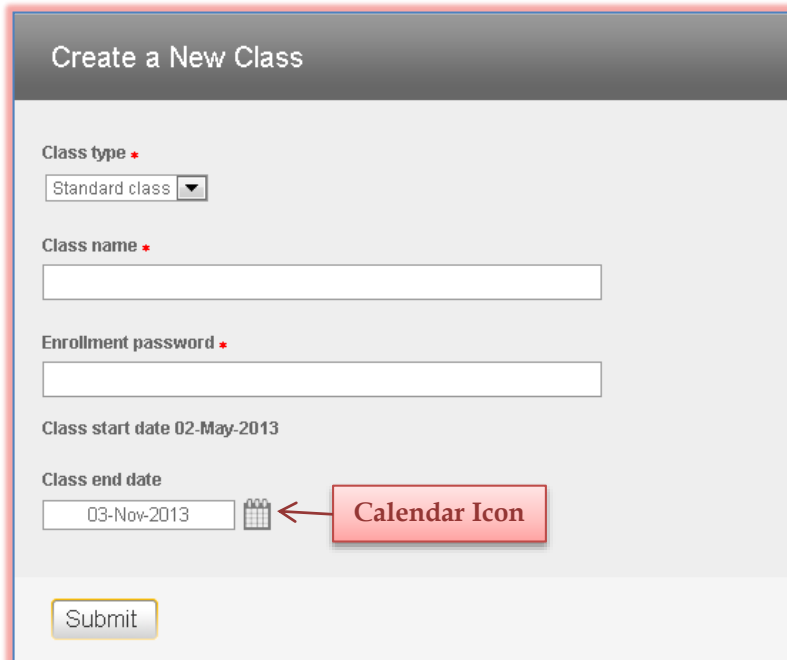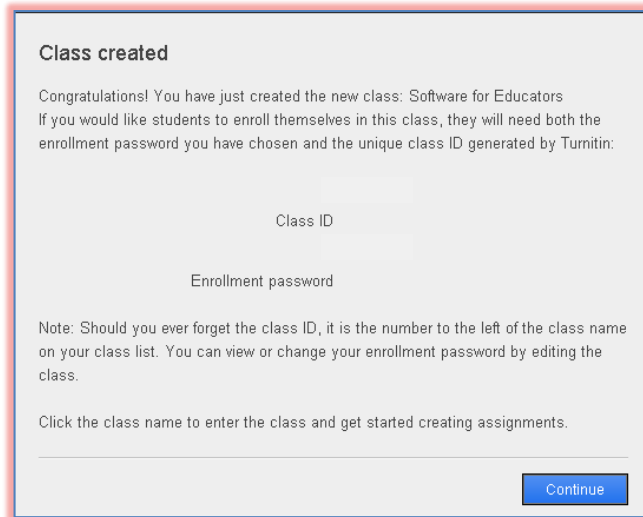# CREATE A CLASS

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).

Calendar Icon

✞ 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

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

Class ID

Enrollment password

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 password by editing the class.

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

Continue

✝ Click the **Continue** button.
✝ The class will now appear in the class list beneath your account (see illustration below).

Siena Heights University						+ Add Class
				All Classes	Expired Classes	Active Classes
Class ID	Class name	Status	Statistics	Edit	Copy	Delete
5104612	Assistive Technology	active	📊	⚙	🗐	🗑
5306767	Software for Educators	active	📊	⚙		🗑

Class ID   **Edit Button**
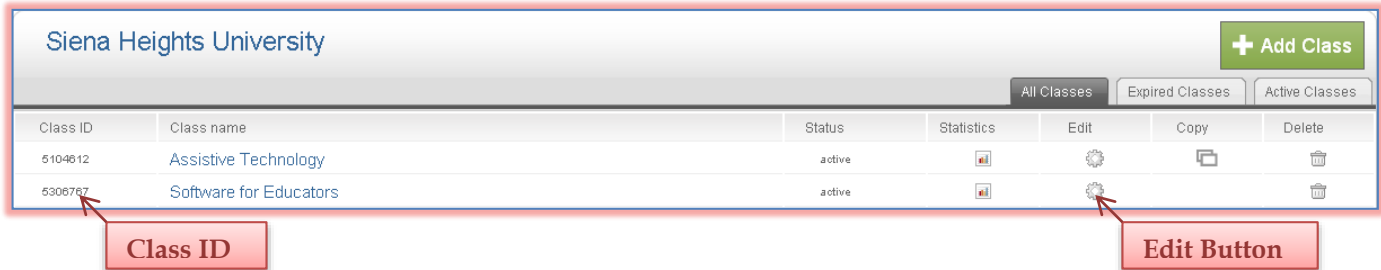
✦ The **Class ID** will appear to the left of the class name.
✦ Click the **Edit** button on the right side of the class name to make changes to the name or to view the **Enrollment Password**.
✦ The **Class ID** and **Class Enrollment Password** should be distributed to the students so they can enroll 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). Once in the site, scroll down and click the **Turnitin** link.
  ▪ **Turnitin Training Web Page** - (http://www.turnitin.com). Once you are in this page, click the **Support** tab and then the **Training** link.