Panduan Ringkas Pemakaian Turnitin

Universitas Andalas

Padang

1. Dimulai dengan menekan tombol "Get Started" pada email yang dikirimkan oleh Administrator Turnitin



2. Langkah yang akan dilalui. Hanya sampai pembuatan assignment, tanpa penambahan students.

rnitin IJ		Get Starte
	Setting up your Turnitin classes is easy when you know how. In just four quick steps, learn more about Turnitin's class managem tools and how to get your students started. At the end of this tutorial, you can put these simple steps into practice.	ent
	Create Your Password You'll need your email address and last name to create your Turnitin account password and set your security information; this information can be found in your welcome email. You can then log into Turnitin and begin customizing your account.	
	Create a Class The creation of a class is the first step towards using the Turnitin services available to your institution. A Turnitin class groups assignments, helping you to organize student submissions. Once your classes have been created, you can start creating assignments. Read More	
	3 Create an Assignment Once your class is ready, it's time to set up your first assignment. A Turnitin assignment forms the basis of accepting student submissions. Once your assignments are set up, you start adding students to your class. Read More	
	Add Students There are three routes available for adding students. You may find it convenient to add students one by one, or add a large portion of students at once by uploading a list. Alternatively, why not allow your students to enroll themselves at their own pace? Read More ▼ Buat passwork to be added as the students of the stu	ord untuk log in
	Ready to Stort Using Tranitin? Create Password Or why not a <u>unified this page as a PDE for</u> later reading? This information and more is available at <u>guides turnitin com</u> !	

 Lengkapi lagi data untuk konfirmasi akun. Gunakan email yang menerima pesan "Set up Your Turnitin Instructor Account" pada langkah
 1



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4. Email validasi akan dikirimkan dan hanya 24 jam untuk masa validasi



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5. Klik pada link "here" pada email validasi dari Turnitin. Tidak lebih dari 24 jam.



6. Buat password untuk login ke Turnitin. Gunakan password yang paling umum, untuk memudahkan.



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7. Setup awal selesai. Klik pada link "Log In Now"

turnitin

Account Setup Complete

You can now log in to your account using your email address and password.

Log in Now

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8. Log in ke Turnitin dengan password yang sudah dibuat sebelumnya



9. Lengkapi data yang diminta pada bagian ini untuk digunakan bila perlu reset password nantinya

turnitin	
	Welcome to Turnitin!
	You have been added as an instructor to the account Konferensi dan Seminar. Before you can get started, we want to confirm your user information and give you the chance to set up your secret question and answer. Please feel free to change any other information as needed. When you are done, click "next" to continue. your email • tegadm.unand.ae.id Secret question • Please select a secret question. ¢ Question answer • International your first name • Conference
	Next
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10. Persetujuan "User Agreement", klik pada tombol "I Agree – Continue"

turnitin		
	User Agreement	
	Our user agreement has been updated. Please read our user agreement below and agree or disagree to its terms and conditions:	
	Turnitin.com and its services (the "Site" or the "Services") are maintained by Turnitin, LLC ("Turnitin"), and offered to you, the user ("You" or "User"), conditioned upon Your acceptance of the terms, conditions, and notices contained herein without modification (the "User Agreement"). You should review this User Agreement carefully before accepting it. If You should review this User Agreement, Your authorization to use the Site will automatically terminate. 1. Acceptance of Terms You accept this User Agreement by using the Services or clicking to	
	I Agree Continue	

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11. Halaman utama user setelah setup selesai

turnitin	International Conference User Info Messages Instructor ▼ English ▼ Suggestions ⑦ Help Logout
All Classes Join Account Join Account (TA)	
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 a	ssignments and papers, click the class's name.
Konferensi dan Seminar	+ Add Class
	All Classes Active Classes Active Classes
All of your classes have expired. To view and update your expired classes, select the "expired classe	s" tab. You can update and change a class's end date by clicking the class's "edit" icon.

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Setup Awal Pemakaian Turnitin Selesai

Selanjutnya adalah pemakaian Turnitin untuk memeriksa plagiasi/kesamaan dengan dokumen lain yang ditemukan di Internet dan database lain

Analogi yang Digunakan

- Fungsi utama Turnitin adalah aplikasi untuk memeriksa dokumen tugas pada perkuliahan.
- Ada 3 kata kunci :
 - Kuliah (Class)
 - Tugas (Assignment)
 - Dokumen
- Kuliah/Class bisa dianalogikan kepada beragam kategori keperluan. Contoh kuliah/class adalah sebuah jurnal ilmiah
- Tugas/Assignment bisa dianalogikan sebagai kategori dokumen di dalam class. Contoh pada sebuah jurnal ilmiah ada edisi terbit
- Dokumen yang akan diperiksa bisa dianalogikan sebagai artikel pada edisi terbit tersebut pada point sebelumnya

Catatan Penting Sebelum Lebih Jauh

- Dokumen yang diperiksa silang dengan Originality Check Turnitin akan disimpan pada server Turnitin <u>bila diinginkan</u>
- Sehingga dokumen tersebut bisa menjadi patokan pemeriksaan selanjutnya oleh pengguna Turnitin lainnya di dunia
- Dengan pertimbangan itu, maka dokumen yang diunggah akan sangat baik bila sudah dalam format draft final dengan kesamaan maksimal 30%
- TETAPI sebelum final draft, bisa diperiksa TANPA mengunggah ke server Turnitin dan diiterasi sampai menjadi final draft dengan kesamaan maksimal 30% baru diunggah ke server Turnitin
- Tingkat kesamaan 30% adalah standard dari Turnitin. Pengaturan besar kesamaan ini diserahkan kepada kebijakan masing-masing unit kerja.

Jenis/Kelompok Dokumen

- Jenis atau kelompok dokumen yang bisa diperiksa antara lain (namun tidak terbatas kepada);
 - Skripsi, Thesis, Disertasi mahasiswa Unand
 - Draft artikel jurnal, konferensi, seminar oleh dosen Unand
 - Draft proposal penelitian, pengabdian masyakarat, paten, dll.
 - Draft proposal PKM
 - Artikel/Makalah yang dikirimkan oleh penulis luar Unand ke jurnal dan konferensi/seminar yang dikelola oleh Unand
 - Dokumen untuk keperluan kenaikan pangkat
 - Dokumen lain yang dirasa perlu pemeriksaan plagiasinya
- Jumlah dokumen tidak terbatas
- Besar sebuah file/dokumen sebaiknya kurang dari 20 MB

Contoh "Nomenklatur" Dokumen

- Untuk memudahkan pengelolaan dokumen, maka nomenklatur umum untuk penamaan dokumen diusulkan sebagai berikut (disesuaikan untuk tipe dokumen lainnya)
 - NamaDepanPenulis_NamaTipeDokumen_JudulDokumen_UnggahanKe
 - Contoh :

ikhwan_artikel jurnal_judul artikel jurnal_1

Ikhwan_proposal penelitian_judul penelitian_1

- NomorBPMahasiswa_TipeDokumen_JudulDokumen_UnggahanKe
 - Contoh

ikhwan_proposal PKM_judul proposal_1 ikhwan disertasi judul disertasi 1

 Penting untuk membuat nama dokumen teratur pada unit kerja, sebab memudahkan penelusuran ulang

1. Klik pada tombol "Add Class" untuk membuat Class/Kategori Dokumen

Administrasi Jurnal User Info Messages	Instructor ▼ English ▼ Suggestions ⑦ Help Logout
turnitin	
All Classes Join Account Join Account (TA)	
NOW VIEWING: HOME	
About this page This is your instructor homenage. To create a class, click the "Add Class" button. To display a class's assignments and papers, click the class's name	
lumal	
Sumai	
	All Classes Expired Classes Active Classes
All of your classes have expired. To view and update your expired classes, select the "expired classes" tab. You can update and change a class's end date	by clicking the class's "edit" icon.

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2. Isikan informasi Class tersebut. Atur tanggal berakhir sejauh mungkin untuk menghindari perulangan dalam waktu dekat untuk pembuatan class ketika kadaluarsa

	Administrasi Jurnal Messages Instructor 🔻 English 🄻 Suggestions 🕜 Help Logout
turnitin	
	TA)
OW VIEWING: HOME > CREATE CLASS	
	Create a new class
o create a class, enter a class name and a class er	rollment key. Click "Submit" to add the class to your homepage. For a master class, you will also need to enter a TA join key.
	Class settings
* Class type	Standard
* Class name	
* Enrollment key	
* Subject area(s)	Select subject(s)
• Chudent Invel/e)	
- Student level(s)	Select student level(s)
Class start date	27-Nov-2017
* Class end date	31-May-2018
	Cancel
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3. Setelah Class selesai, baru dibuat "Assignment" di dalam class tersebut

						Administrasi Jurnal	User Info M	Messages Ins	tructor 🔻	English 🔻	Suggestion	s 🕐 Help Logout
turnit	in											
Assignments	Students	Libraries	Calendar	Discussion	Preferences							
NOW VIEWING: HO	ME > JOSI											
About this page This is your class h made to the assign	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. You can make submissions by clicking on the "Submit" option in the assignment's "More actions" menu.											
JOSI											+ Add	Assignment
CLASS HOMEP	AGE QUICKMAR	K BREAKDOWN		070700	_		_	_		_		
Before you or yo	ur students can s	ubmit a paper, y	you first need to c	status create an assignr	nent.	ACTIONS						



4. Lengkapi informasi pada Assignment. Tetapi yang paling penting adalah pada judul dan tanggal saja. Settingan lain sudah diatur default biasanya. Namun bisa diubah sesuai keperluan.



5. Halaman "Assignment" ketika selesai dibuat

turnitin	Administrasi Jurnal User Info Messages Instructor ▼ English ▼ Suggestions ⑦ Help Logout						
Assignments Students Libraries Calendar Discussion Preferences							
NOW VIEWING: HOME > JOSI							
Congratulations! You have created your first assignment. To add students or view your student list click the "students" tab above.							

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. You can make submissions by clicking on the "Submit" option in the assignment's "More actions" menu.

JOSI CLASS HOMEPAGE QUICKN	IARK BREAKDOWN					+ Add Assignment
	START	DUE	POST	STATUS	ACTIONS	
JOSI Edisi 1 Tahun 2017	7					
PAPER	27-Nov-2017 1:32PM	31-Dec-2017 11:59PM	N/A N/A	0 / 0 submitted	View	More actions 💌



6. Unggah dokumen dengan klik pada link "More Actions" kemudian pilih "Submit"

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turnit	in 7												
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Assignments	Students	Libraries	Calendar	Discussion	Preferences								
NOW VIEWING: HOME > JOSI													
Congratulations! You have created your first assignment. To add students or view your student list click the "students" tab above.													

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. You can make submissions by clicking on the "Submit" option in the assignment's "More actions" menu.

JOSI							+ Add Assignment
CLASS HOMEPAGE QUICKM	IARK BREAKDOWN		\mathbf{N}				
	START	DUE	POST	STATUS	ACTIONS		
JOSI Edisi 1 Tahun 2017	,						
PAPER	27-Nov-2017 1:32PM	31-Dec-2017 11:59PM	N/A N/A	0 / 0 submitted	View	More actions 🔻	



7. Lengkapi informasi dokumen sesuai usulan nomenklatur sebelumnya. Ada beberapa pilihan julah dokumen yang diunggah. Tunggal, banyak dan dengan file zip.

File tunggal hanya untuk satu dokumen.

Multiple file, untuk banyak dokumen, tetapi dimasukkan satu per satu.

File zip untuk banyak dokumen dengan satu buah file terkompresi

		Administrasi Jurnal User Inf	o Messages Instructor	▼ English ▼ Suggestion	ns 🕜 Help Logout
urpitin(D)					
ssignments Students Grad	de Book Libraries Calendar Discus	sion Preferences			
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Congratulations! You have created you	r first assignment. To add students or view your student li	st click the "students" tab above.			
]		
Submit: Single File Uple	oad •		STEP OO		
Multiple File Up	load				
Author Cut & Paste Upl	load				
Non-enrol Zip File Upload	\$				
First name					
Last name					
Submission title					
The file you are submitting will n	to the added to any repository				
The life you are adomitting with	or be added to any repository.				
What can I submit?					
Choose the file you want to uploa	d to Turnitin:				
Choose from this computer					
😂 Choose from Dropbox					
Choose from Google Drive	9				
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we take your privacy very seriously be shared with our third party partn	ers ONLY so that we may offer our service.	uses with any external companies. '	rour mormation may		
Upload Cancel					
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8. Dokumen yang sudah diunggah akan tampil pada halaman "Assignment". Tunggu beberapa menit, baru kemudian di-refresh browser untuk melihat hasilnya.

	Administrasi Jurnal	User Info Messa	ges Instructor 🔻	English ▼ Suggesti	ons 🕐 Help Logout				
turnitin									
Assignments Students Grade Book Libraries Calendar Discussion	Preferences								
NOW VIEWING: HOME > JOSI > JOSI EDISI 1 TAHUN 2017									
About this page This is your assignment inbox. To view a paper, select the paper's title. To view a Similarity Report, select not yet been generated.	ect the paper's Similarity F	Report icon in the sin	ilarity column. A ghos	sted icon indicates that the	Similarity Report has				
JOSI Edisi 1 Tahun 2017 INBOX NOW VIEWING: NEW PAPERS V									
Submit File Online Grading Report Edit assignment settings Email non-submitters									
AUTHOR TITLE	SIMILARITY	GRADE	RESPONSE FIL	E PAPER ID	DATE				
Adi Nugroho Redesain Ruang Tunggu Penumpang Bus Tran		-	- 0	885509631	27-Nov-2017				

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9. Hasil pemeriksaan *similarity.* Besar persentase kesamaan. Warna hijau, batas aman. Klik pada batang hijau untuk melihat hasil pemeriksaan secara detail.

Administrasi Jurnal User Info Messages Instructor V English V Suggestions [®] Help Logout										
Assignments Studer	Grade Book	Libraries Calenda	ar Discussion	Preferences						
NOW VIEWING: HOME > JOSI > JOSI EDISI 1 TAHUN 2017										
About this page This is your assignment inbox. To view a paper, select the paper's title. To view a Similarity Report, select the paper's Similarity Report icon in the similarity column. A ghosted icon indicates that the Similarity Report has not yet been generated.										
JOSI Edisi 1 Tah	un 2017 EW PAPERS V									
Submit File					Online	Grading Report	Edit assignr	ment settings E	mail non-submitters	
AUTHOR	TITLE			SIMILARITY	GRADE	RESPONSE	FILE	PAPER ID	DATE	
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Halaman dokumen hasil pemeriksaan (1) Klik pada angka untuk melihat detail sumber dokumen



Dokumen dengan sumber kesamaan ditampilkan secara detail



Gunakan filter untuk menyaring bagian apa yang tidak perlu diperiksa Turnitin



Unduh dokumen sebagai bukti hasil pemeriksaan. Format dokumen adalah Adobe PDF. Klik pada tombol panah bawah di sisi kanan, kemudian klik pada link "Current View"



Ulangi untuk Dokumen Lainnya