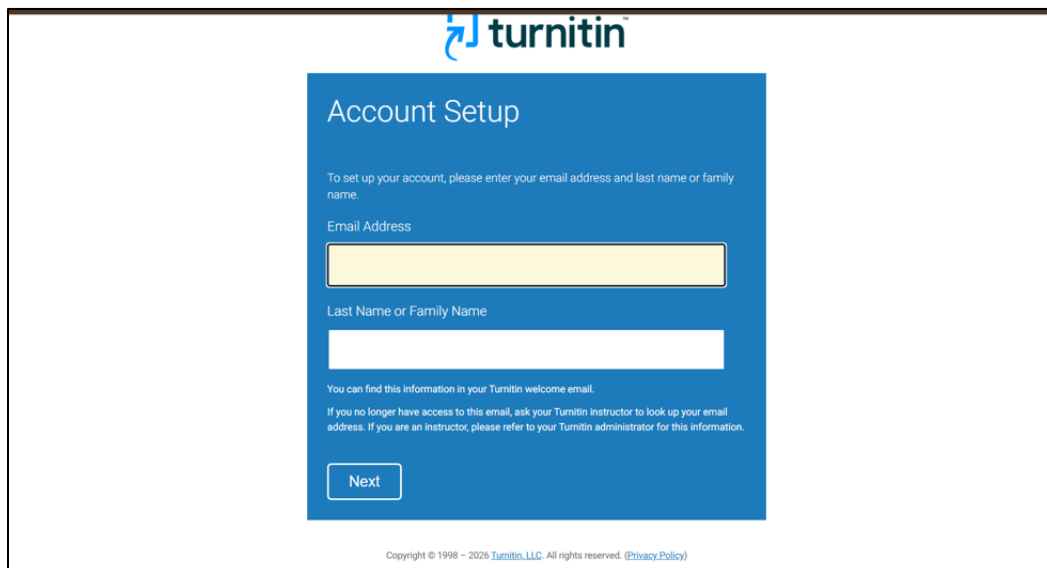




How to Setup and Submit an Assignment on Turnitin

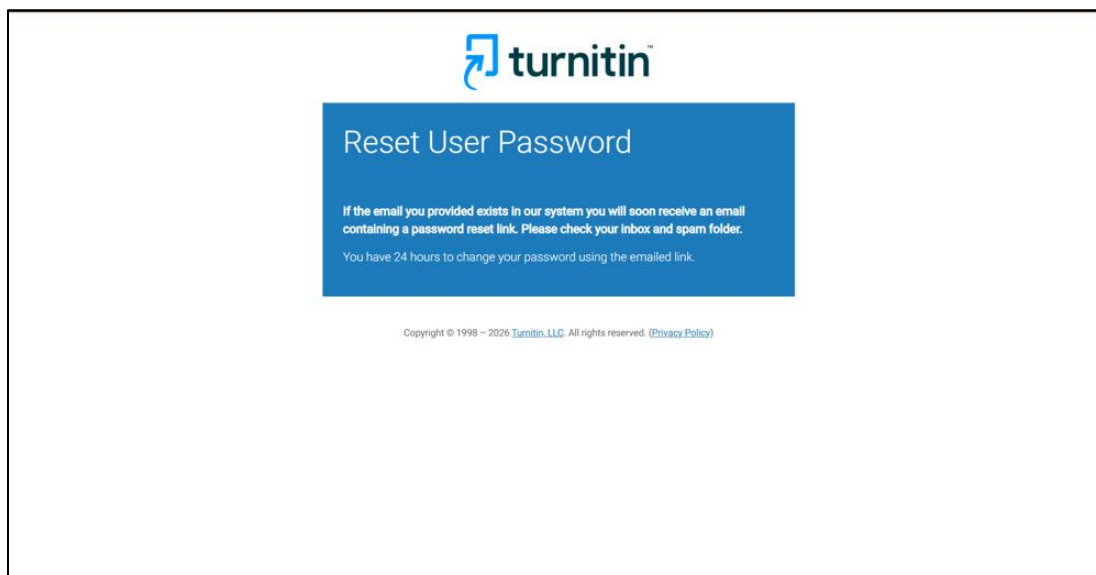
Powered by [Agile-Computer and Connectivity Club \(CCC\)](#)

1. You will receive a Turnitin welcome email with an [account setup link](#). Open the link, enter your Email Address and Last Name / Family Name, and click “Next”.



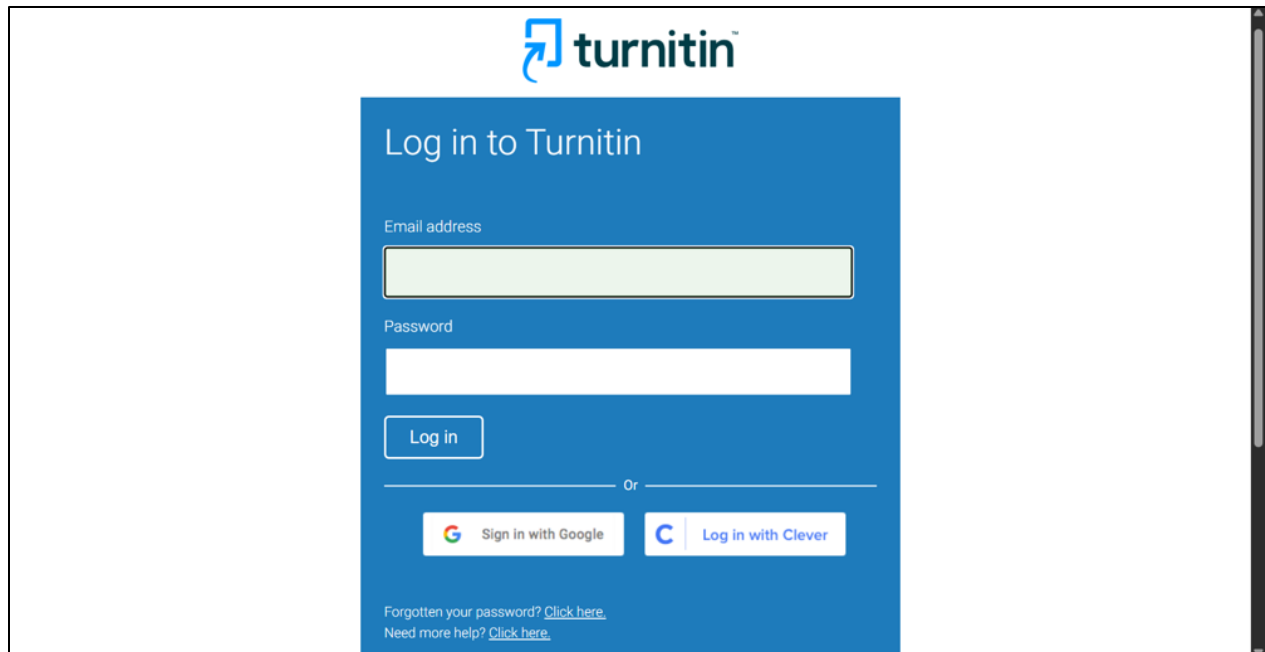
The image shows the Turnitin Account Setup page. At the top is the Turnitin logo. Below it is a blue box with the title "Account Setup". Inside the box, there is a message: "To set up your account, please enter your email address and last name or family name." Below this message are two input fields: "Email Address" and "Last Name or Family Name". Below the input fields is a "Next" button. At the bottom of the page, there is a copyright notice: "Copyright © 1998 – 2026 Turnitin, LLC. All rights reserved. (Privacy Policy)"

2. On the “Reset User Password” page, a confirmation message will appear stating that a password reset link has been emailed to you. Check your inbox (and spam folder) and use the link within 24 hours to set your password.



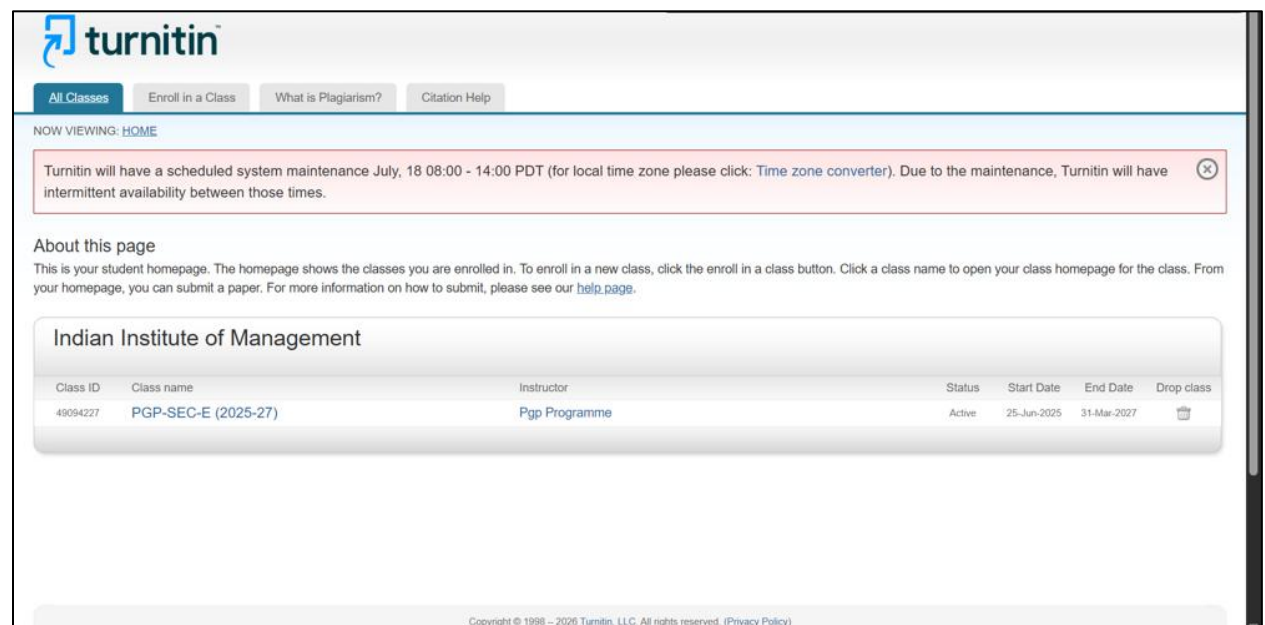
The image shows the Turnitin Reset User Password page. At the top is the Turnitin logo. Below it is a blue box with the title "Reset User Password". Inside the box, there is a message: "If the email you provided exists in our system you will soon receive an email containing a password reset link. Please check your inbox and spam folder." Below this message is another message: "You have 24 hours to change your password using the emailed link." At the bottom of the page, there is a copyright notice: "Copyright © 1998 – 2026 Turnitin, LLC. All rights reserved. (Privacy Policy)"

3. Go to the Turnitin [login page](#) and log in using your registered Email address and Password. DO NOT sign in using “Sign in with Google” or “Log in with Clever”.



The image shows the Turnitin login page. At the top is the Turnitin logo. Below it is a blue box with the text "Log in to Turnitin". Inside the box, there are two input fields: "Email address" and "Password". Below the "Password" field is a "Log in" button. Below the "Log in" button is a horizontal line with "Or" in the center. Below the line are two buttons: "Sign in with Google" and "Log in with Clever". At the bottom of the box, there are two links: "Forgotten your password? [Click here](#)" and "Need more help? [Click here](#)".

4. After logging in, you will land on your Turnitin homepage under the “All Classes” tab. This lists the classes you are enrolled in, e.g. “Indian Institute of Management”.

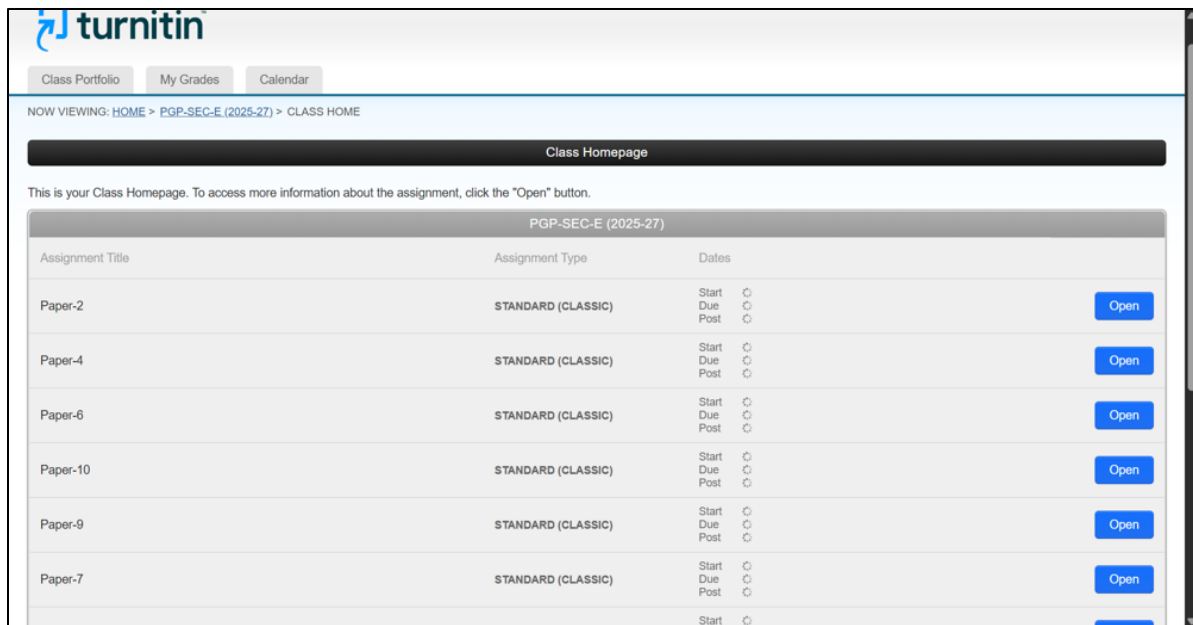


The image shows the Turnitin homepage. At the top is the Turnitin logo. Below it is a navigation bar with four tabs: "All Classes", "Enroll in a Class", "What is Plagiarism?", and "Citation Help". Below the navigation bar is a section titled "NOW VIEWING: HOME". Below this section is a message box that says: "Turnitin will have a scheduled system maintenance July, 18 08:00 - 14:00 PDT (for local time zone please click: [Time zone converter](#)). Due to the maintenance, Turnitin will have intermittent availability between those times." Below the message box is a section titled "About this page". Below this section is a section titled "Indian Institute of Management". Below this section is a table with the following data:

Class ID	Class name	Instructor	Status	Start Date	End Date	Drop class
49094227	PGP-SEC-E (2025-27)	Pgp Programme	Active	25-Jun-2025	31-Mar-2027	

At the bottom of the page is a footer that says: "Copyright © 1998 – 2026 Turnitin, LLC. All rights reserved. (Privacy Policy)"

5. Click on the class name to open the Class Portfolio / Class Homepage, which lists all assignments along with their type and dates. Locate any paper and click “Open”.



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Class Portfolio My Grades Calendar

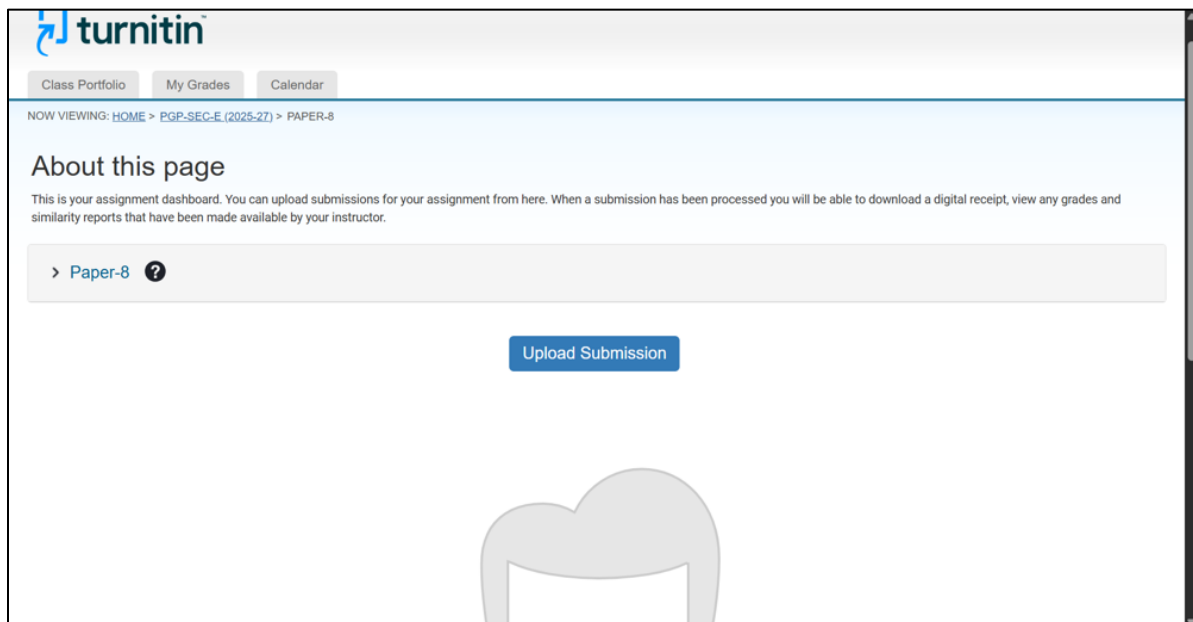
NOW VIEWING: [HOME](#) > [PGP-SEC-E \(2025-27\)](#) > CLASS HOME

Class Homepage

This is your Class Homepage. To access more information about the assignment, click the "Open" button.

Assignment Title	Assignment Type	Dates	
Paper-2	STANDARD (CLASSIC)	Start Due Post	Open
Paper-4	STANDARD (CLASSIC)	Start Due Post	Open
Paper-6	STANDARD (CLASSIC)	Start Due Post	Open
Paper-10	STANDARD (CLASSIC)	Start Due Post	Open
Paper-9	STANDARD (CLASSIC)	Start Due Post	Open
Paper-7	STANDARD (CLASSIC)	Start Due Post	Open

6. This opens the Assignment Dashboard for the selected paper. Click “Upload Submission” to begin submitting your file.



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Class Portfolio My Grades Calendar

NOW VIEWING: [HOME](#) > [PGP-SEC-E \(2025-27\)](#) > PAPER-8

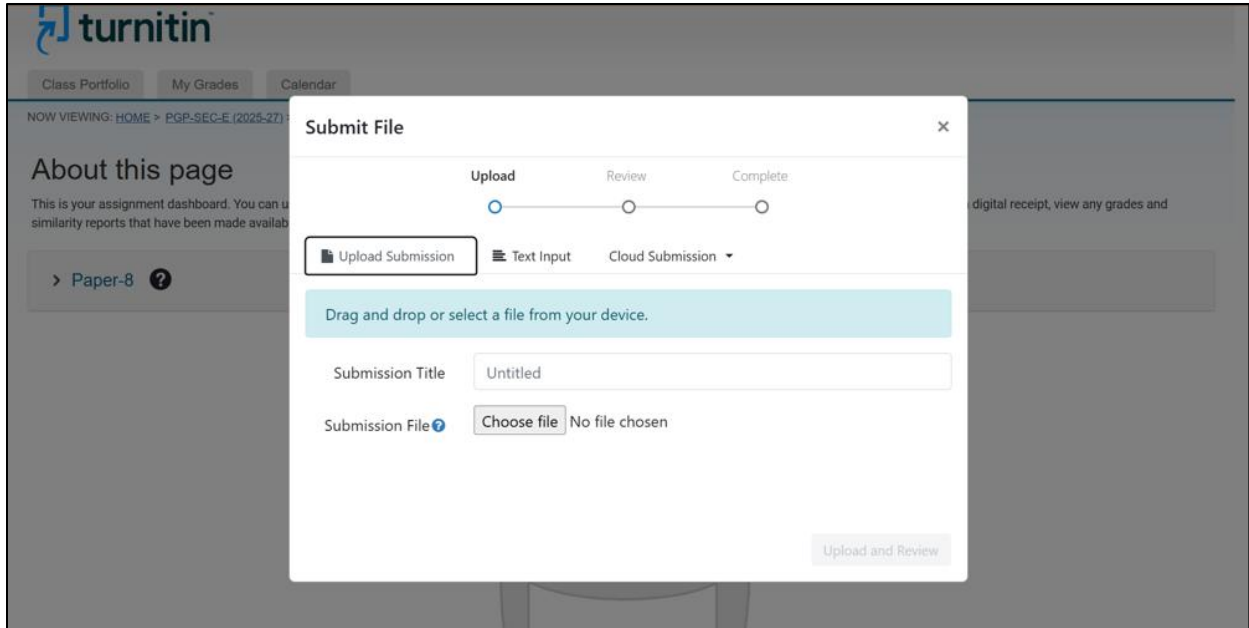
About this page

This is your assignment dashboard. You can upload submissions for your assignment from here. When a submission has been processed you will be able to download a digital receipt, view any grades and similarity reports that have been made available by your instructor.

> [Paper-8](#) ?

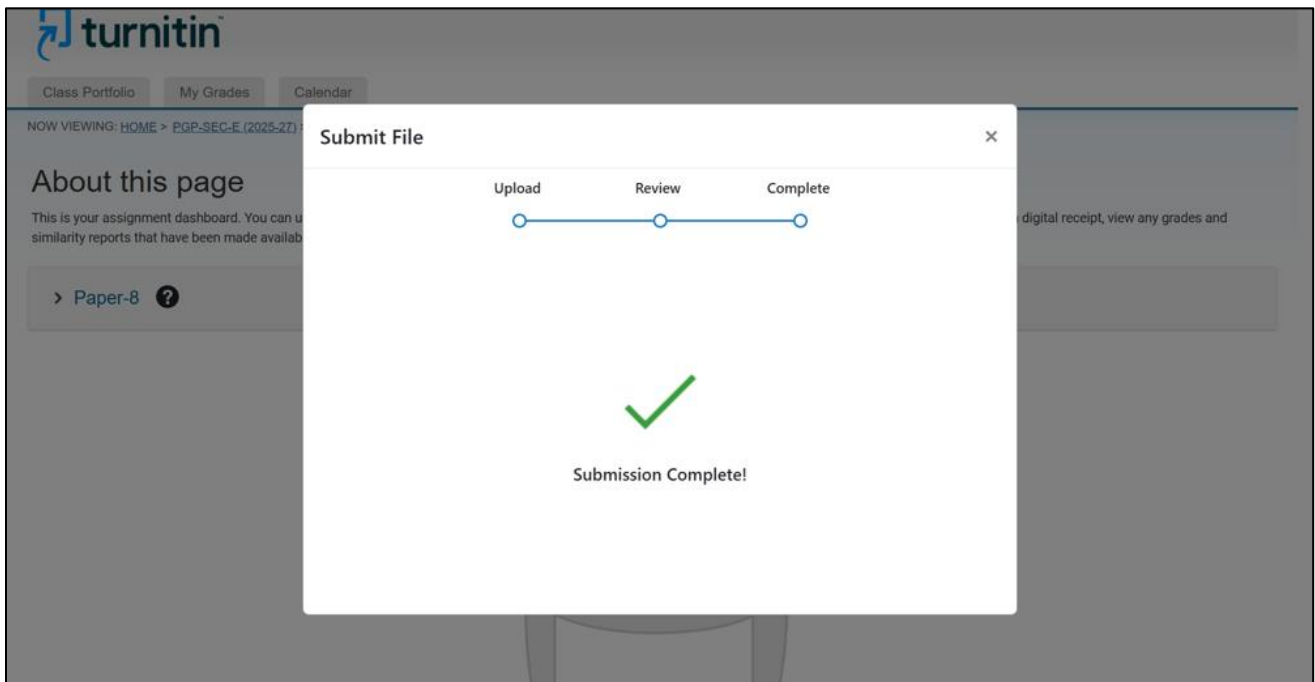
[Upload Submission](#)

7. In the “Submit File” window, keep the “Upload Submission” tab selected, enter a Submission Title, click “Choose file” to select your document from your device, and then click “Upload and Review”.



The screenshot shows the Turnitin 'Submit File' window. The window has a title bar with a close button (X). Below the title bar is a progress bar with three stages: 'Upload', 'Review', and 'Complete'. The 'Upload' stage is currently active, indicated by a blue circle. Below the progress bar are three tabs: 'Upload Submission' (selected), 'Text Input', and 'Cloud Submission'. A light blue box contains the text 'Drag and drop or select a file from your device.' Below this is a 'Submission Title' field with the text 'Untitled'. Underneath is a 'Submission File' section with a 'Choose file' button and the text 'No file chosen'. At the bottom right is an 'Upload and Review' button.

8. Wait for the file to upload and process. A “Submission Complete!” message with a green check mark confirms that your submission has gone through successfully.



The screenshot shows the Turnitin 'Submit File' window after the submission process is complete. The progress bar now shows the 'Complete' stage as active. A large green checkmark is displayed in the center of the window, with the text 'Submission Complete!' below it. The 'Upload Submission' tab remains selected.

9. Return to the Assignment Dashboard. Your submitted paper will now be listed with the upload date/time and a Similarity score once the report has been generated. Here a sample PDF has been uploaded.

The screenshot shows the Turnitin Assignment Dashboard. At the top, there are tabs for 'Class Portfolio', 'My Grades', and 'Calendar'. Below these, a breadcrumb trail reads 'NOW VIEWING: HOME > PGP-SEC-E (2025-27) > PAPER-8'. The main heading is 'About this page', followed by a description: 'This is your assignment dashboard. You can upload submissions for your assignment from here. When a submission has been processed you will be able to download a digital receipt, view any grades and similarity reports that have been made available by your instructor.' Below this is a section for 'Paper-8' with a question mark icon. A table lists the submission:

Paper Title	Uploaded	Grade	Similarity
leave_procedure.pdf	07/10/2026 12:22 PM	--	100%

10. Click on the Similarity percentage to open Feedback Studio, where you can review the similarity report, match groups, and sources for your submission.

The screenshot shows the Turnitin Feedback Studio interface. The main document is titled 'How to apply for Leave' and contains the following text:

1. Go Students Portal
<https://students.iima.ac.in/>

2. Click on LTP Portal, present on the home page.

STUDENTS' CORNER 2.0

3. Select PGP & FABM students / Courses.
4. Sign in with IIMA mail ID
5. Select Leave Application

Page 1 of 2 | 75 words | 135%

The right sidebar shows the '100% Overall Similarity' report. It includes a 'Match Groups' tab and a 'Sources' tab. The 'Match Groups' section shows '1 matches found with Turnitin's database'. The 'Sources' section shows '1 Not Cited or Quoted' (100%), '0 Missing Quotations' (0%), '0 Missing Citation' (0%), and '0 Cited and Quoted' (0%). The 'Not Cited or Quoted' section shows '1 match from 1 source' from 'Internet' (students.iima.ac.in) with 100% similarity. The match details show '1 text block' and '75 matched words'.

Note: The submitted paper should reflect on the Assignment Dashboard with its Similarity score once processing is complete.