THE UNIVERSITY OF
MEMPHIS®
Information Technology Services

TurnItIn

Getting Started

Center for Teaching and Learning (CTL)

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umTech & The Center for Teaching & Learning

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Purpose

This documentation informs the audience of where to find basic information about TurnItIn.

Audience

This documentation is designed for University faculty and students that will be using TurnItIn.

TurnItIn Getting Started

Before you begin using TurnItIn, we strongly recommend that you go through a brief set of self-study training materials that we have assembled for you. Also, please familiarize yourself with the current policies regarding academic integrity that are listed in the student handbook and faculty handbook.

If you have any questions regarding TurnItIn, please contact the Center for Teaching and Learning at umtech@memphis.edu.

Getting Started

Read the Faculty Legal Advisory Statement provided by the Office of Legal Counsel regarding TurnItIn use by your students. You should also include this statement in your student syllabus.

- "Your written work may be submitted to Turnitin.com, or a similar electronic detection method, for an evaluation of the originality of your ideas and proper use and attribution of sources. As part of this process, you may be required to submit electronic as well as hard copies of your written work, or be given other instructions to follow. By taking this course, you agree that all assignments may undergo this review process and that the assignment may be included as a source document in Turnitin.com's restricted access database solely for detecting plagiarism in such documents. Any assignment not submitted according to the procedures given by the instructor may be penalized or may not be accepted at all." (Office of Legal Counsel, October 17, 2005)

Click here to access the TurnItIn Instructor's Manual.

Locating Help Resources

Upon completing the training covered in this course, faculty, staff, and students are able to receive additional training help and resources. Such help can be located as follows:

Service Desk Request

Submitting a Ticket

- Login URL:
  - [Here is a link to our service desk ticketing system](#)
  - After logging in, choose the link **Request Help or Services**.
  - Choose Request Help or Services.

Call the ITS Service Desk (901.678.8888) any day of the week! (Excluding Some Holidays)

- The ITS Service Desk hours will be as follows:
  - Monday – Friday 8:00 am – 8:00 pm
  - Saturday 10:00 am – 2:00 pm
  - Sunday 1:00 pm – 5:00 pm
- You can contact the Service Desk for assistance with technical login problems or issues. Incoming calls after hours will be handled by voicemail services. If you require assistance after 8:00 pm, please leave a message or submit a service request.

- Messages will be checked regularly and receive priority response the following business day. You may also email The Center for Teaching and Learning, umtech@memphis.edu (using this email will automatically generate a help desk ticket).

Important Links

- **[Explore the umTech Website](#)**
- **[Center for Teaching and Learning (CTL) Website](#)**
- **[Search our Training and Documentation](#)**