

Turnitin Feedback Studio

TUTORIAL AKUN INSTRUKTUR (DOSEN)



**UPT PERPUSTAKAAN
UNIVERSITAS MUHAMMADIYAH SUKABUMI
2025**



CONTENTS



- A. **Tutorial Set Up Account Turnitin**
Page 1-5
- B. **Tutorial Reset Password Turnitin**
Page 6-8
- C. **Tutorial Pembuatan Kelas & Assignment Kelas Bimbingan**
Page 9-16
- D. **Tutorial Mendaftarkan Mahasiswa ke Kelas Bimbingan (Add Students)**
Page 17-19
- E. **Tutorial Pembuatan Kelas & Assignment Kelas Pribadi Dosen**
Page 20-26
- F. **Tutorial Pengecekan File & Unduh FHP (File Hasil Pengecekan)**
Page 27-31
- G. **Tutorial Menghapus Kelas atau Akun Turnitin Mahasiswa Bimbingan**
Page 32-36
- H. **Tutorial Perpanjangan Tanggal Waktu Turnitin (Class End Date dan Assignment Due Date)**
Page 37-40



PROBLEM ?

SOLUTION !



@perpustakaanummi

0895-6088-28100

turnitin@ummi.ac.id

<https://perpustakaan.ummi.ac.id>

LIBRARY OF UMMI

A. TUTORIAL *SET UP ACCOUNT* TURNITIN

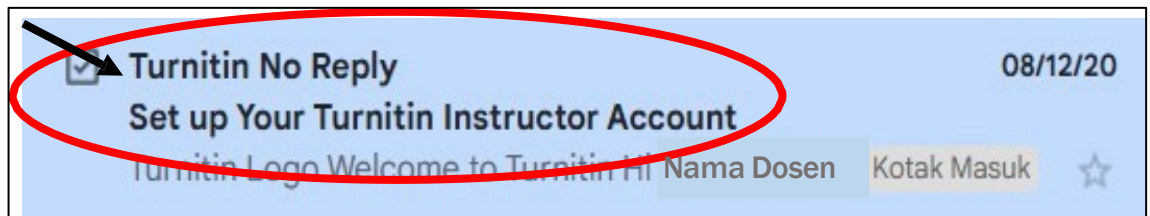
1. DAFTAR AKUN TURNITIN

Bagi Dosen : Silakan hubungi Admin Turnitin di Perpustakaan UMMI

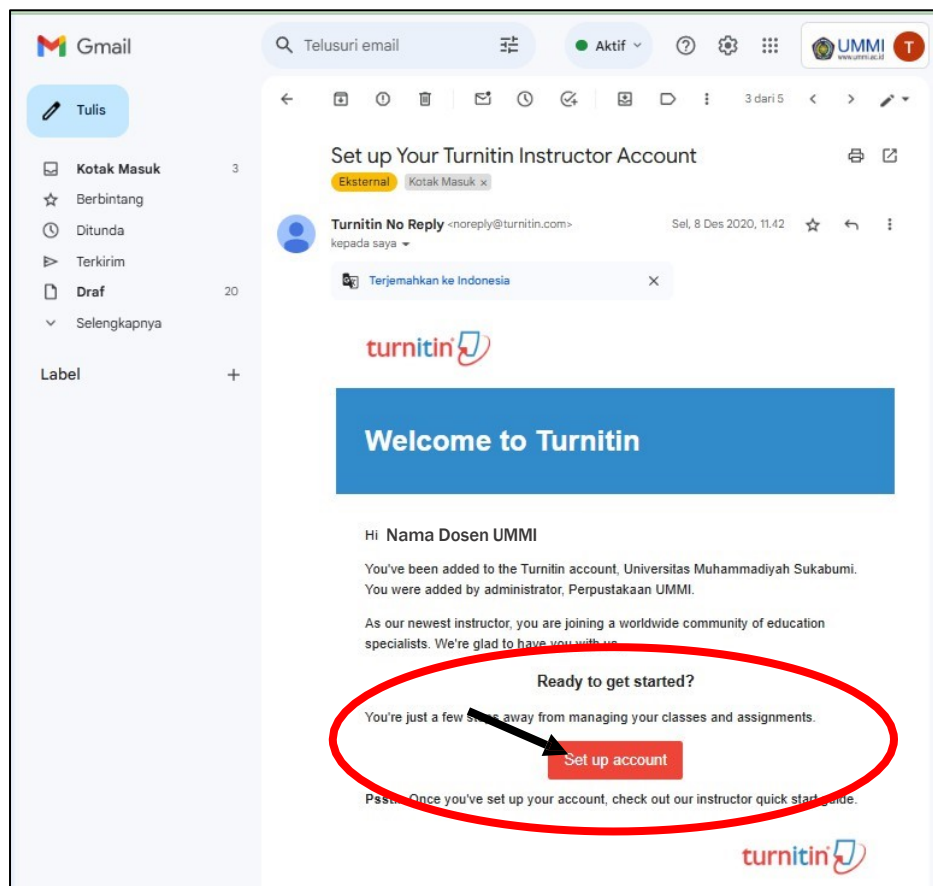
- Isi *link* pendaftaran: https://s.id/DaftarAkunTurnitin_Dosen_UMMI
- Konfirmasi ke *Hotline* Perpustakaan: 0895-6088-28100
- Admin Turnitin UMMI akan mendaftarkan akun Turnitin Dosen

2. LAKUKAN *SET UP ACCOUNT* TURNITIN

- Silakan cek **kotak masuk email domain *ummi.ac.id*** yang telah didaftarkan. Lalu, **Klik pesan** tersebut.



Selanjutnya klik **Set up account**



- b. Setelah itu, Turnitin akan mengarahkan ke laman *Account Setup*. Lengkapi sesuai dengan isian pada *link* pendaftaran. Lalu, klik

Next

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Account Setup

To set up your account, please enter your email address and last name or family name.

Email Address

email.dosen@ummi.ac.id

Last Name or Family Name

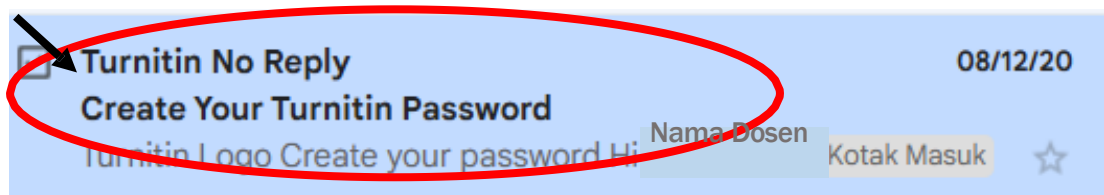
Nama Belakang Dosen

You can find this information in your Turnitin welcome email.

If you no longer have access to this email, ask your Turnitin instructor to look up your email address. If you are an instructor, please refer to your Turnitin administrator for this information.

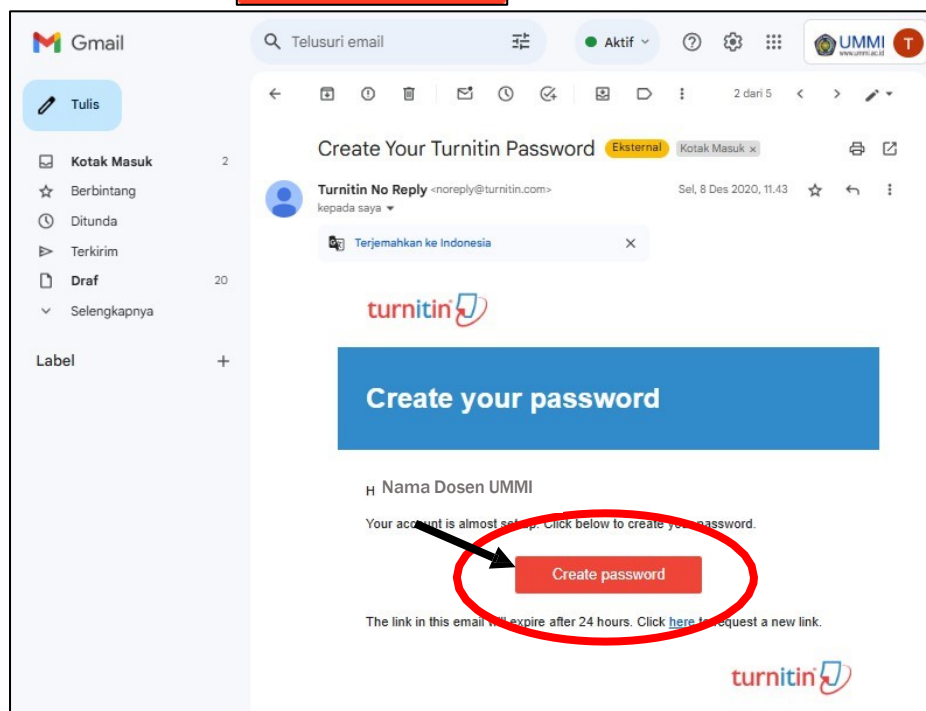
Next


- c. Setelah itu, cek kotak masuk *email domain ummi.ac.id* kembali.

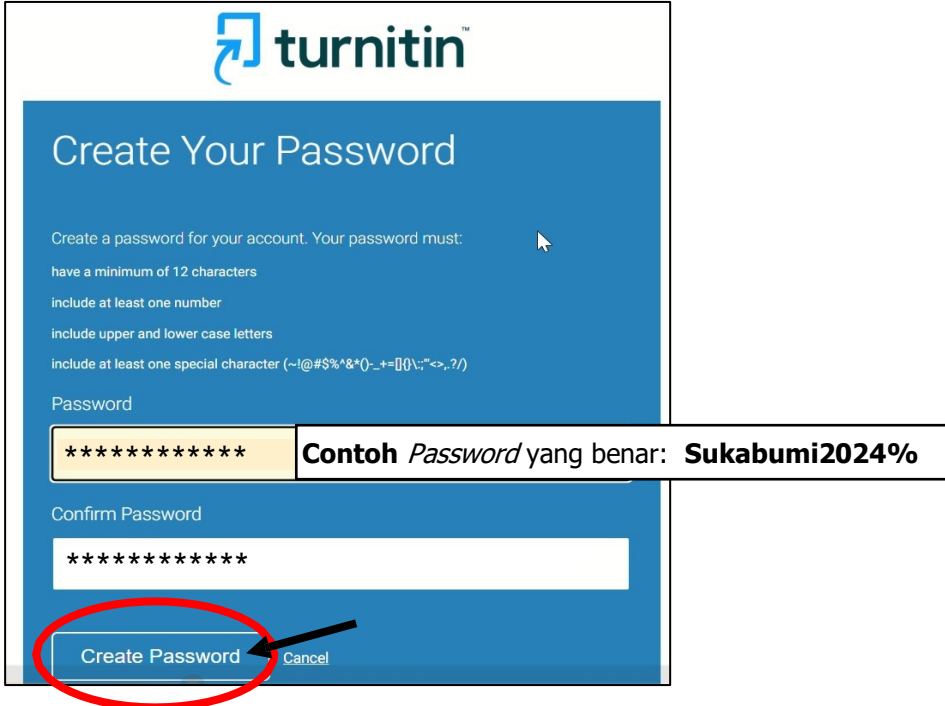


Selanjutnya, klik

Create password



- d. Silakan **buat password Turnitin** sesuai arahan Turnitin, **terdiri dari:** huruf kapital, huruf kecil, angka, dan karakter spesial (!@#\$%&?/.,-_~). Minimal 12 karakter. Lalu, klik 



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Create Your Password

Create a password for your account. Your password must:

- have a minimum of 12 characters
- include at least one number
- include upper and lower case letters
- include at least one special character (~!@#\$%^&*()-+=[]{};:'<>.,?/)

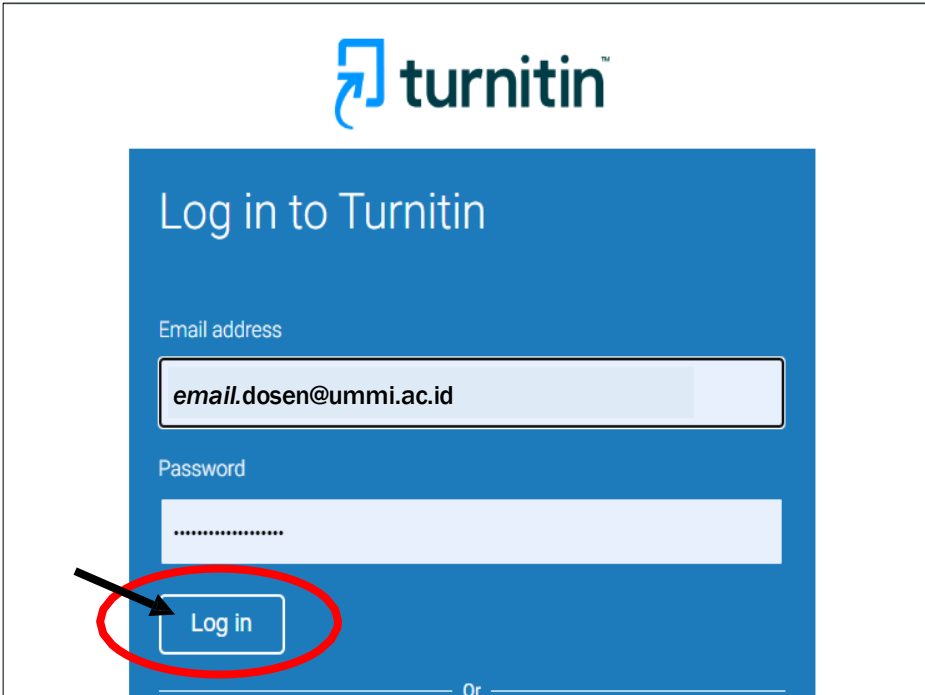
Password

Contoh Password yang benar: **Sukabumi2024%**

Confirm Password

Create Password Cancel

- e. Selanjutnya, silakan **login ke Turnitin** menggunakan **email** dan **password** yang telah didaftarkan di **Turnitin UMMI**.



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Log in to Turnitin


Email address

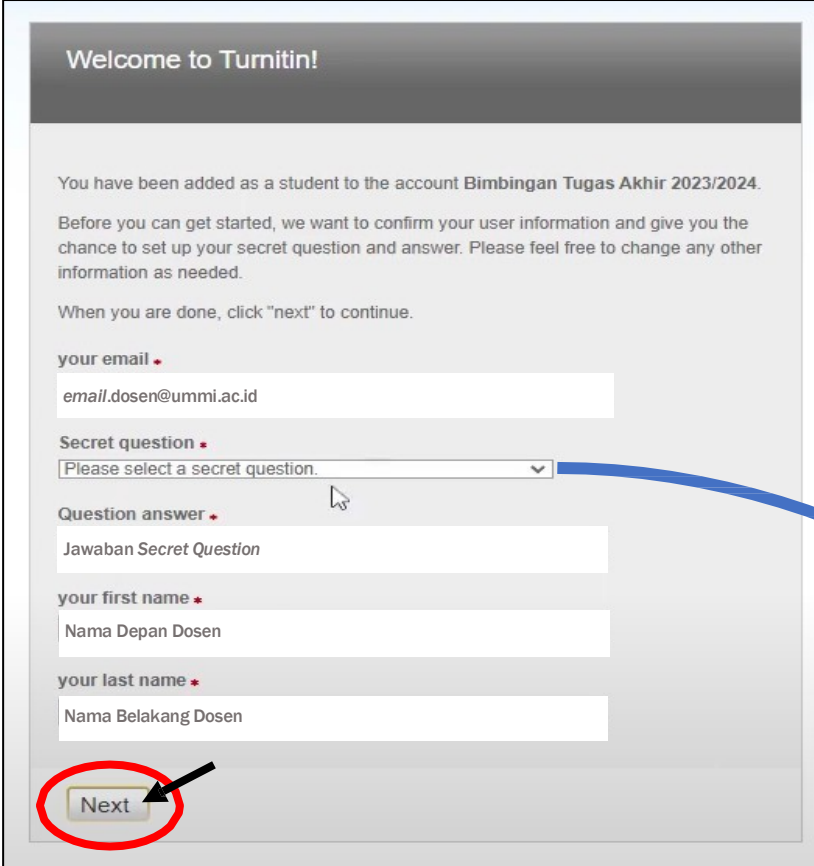
email.dosen@ummi.ac.id

Password

Log in

Or

- f. Setelah itu, Turnitin akan mengarahkan ke laman “*Welcome to Turnitin*”.
Silakan lengkapi isian sesuai dengan isian pada *link* pendaftaran. Lalu, klik 



Welcome to Turnitin!

You have been added as a student to the account **Bimbingan Tugas Akhir 2023/2024**.

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 *
email.dosen@ummi.ac.id

Secret question *
Please select a secret question. ▾

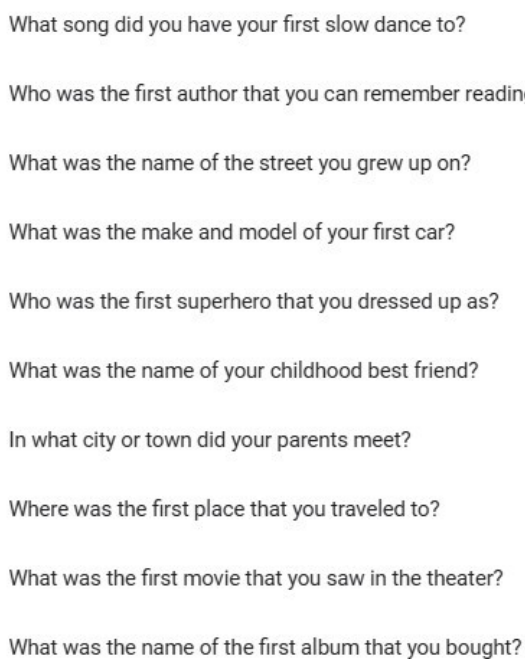
Question answer *
Jawaban Secret Question

your first name *
Nama Depan Dosen

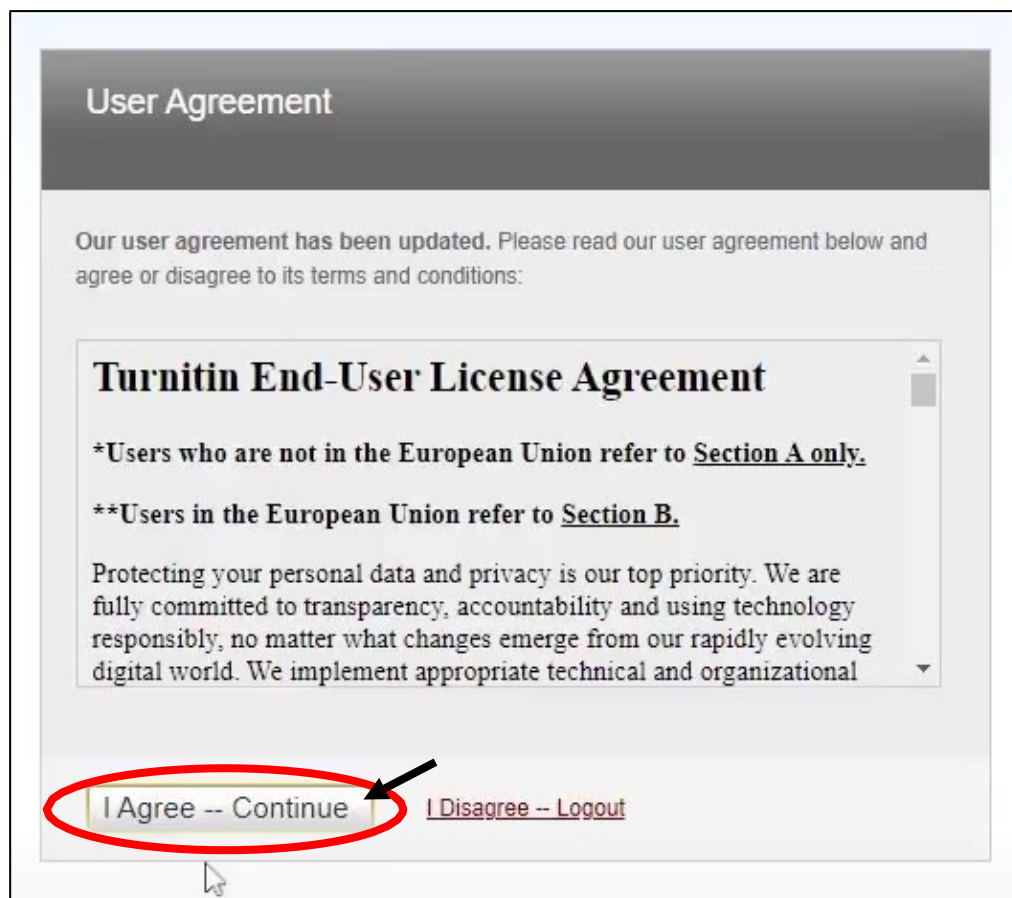
your last name *
Nama Belakang Dosen

Next

Di bagian “*Secret question*”, silakan pilih salah satu.
Lalu, jawab di bagian “*Question answer*” sesuai dengan pertanyaannya yang dipilih.

- 
- What song did you have your first slow dance to?
 - Who was the first author that you can remember reading?
 - What was the name of the street you grew up on?
 - What was the make and model of your first car?
 - Who was the first superhero that you dressed up as?
 - What was the name of your childhood best friend?
 - In what city or town did your parents meet?
 - Where was the first place that you traveled to?
 - What was the first movie that you saw in the theater?
 - What was the name of the first album that you bought?

- g. Setelah itu, Turnitin akan mengarahkan pada laman *User Agreement*. Silakan untuk dibaca dan dipahami, lalu klik



SELAMAT! Proses Set up Account berhasil.

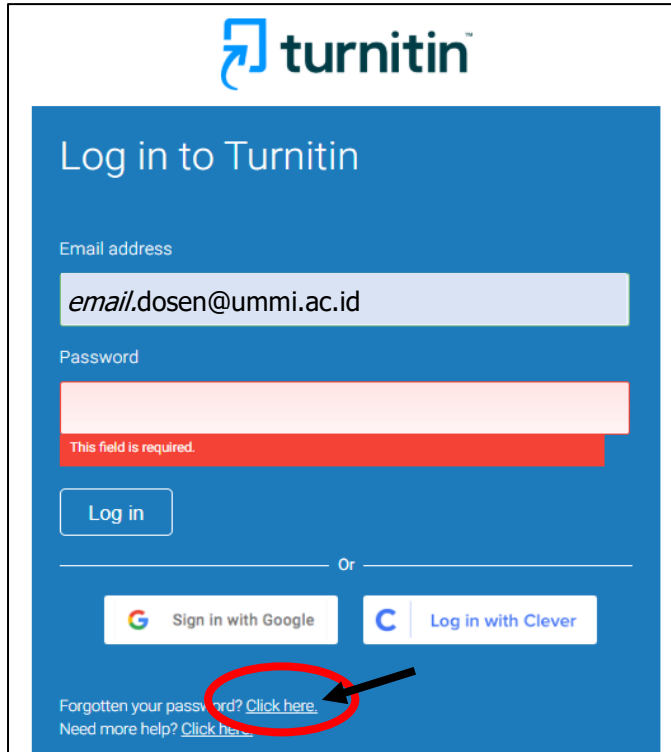
Selanjutnya untuk *login* ke Turnitin, silakan untuk menggunakan *email* dan *password* yang telah didaftarkan dan diaktivasi.

B. TUTORIAL *RESET PASSWORD* TURNITIN

1. KUNJUNGI LAMAN *LOGIN* TURNITIN

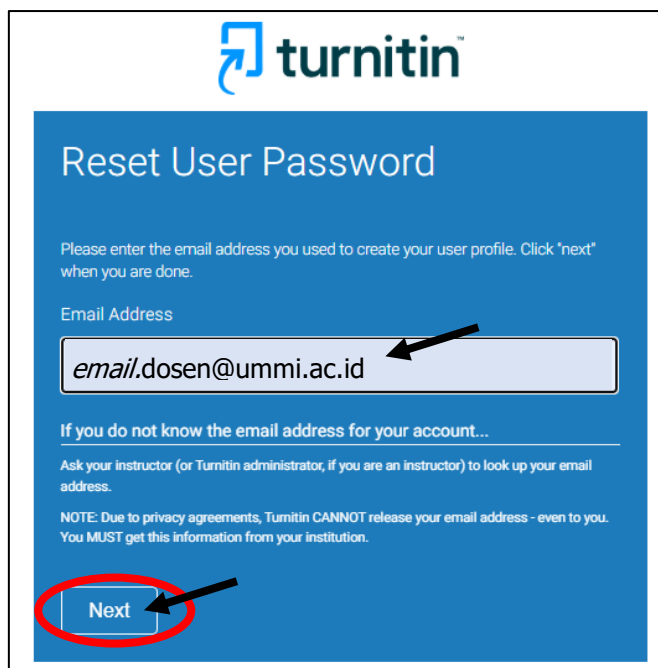
https://www.turnitin.com/login_page.asp?lang=en_us

- a. Silakan klik tulisan “*Click here*” pada laman *login*.

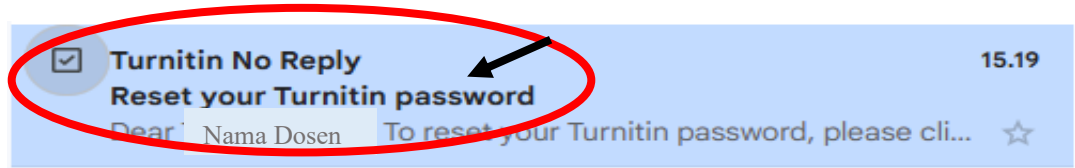


- b. Lengkapi *Email Address* sesuai dengan yang telah didaftarkan di Turnitin UMMI.

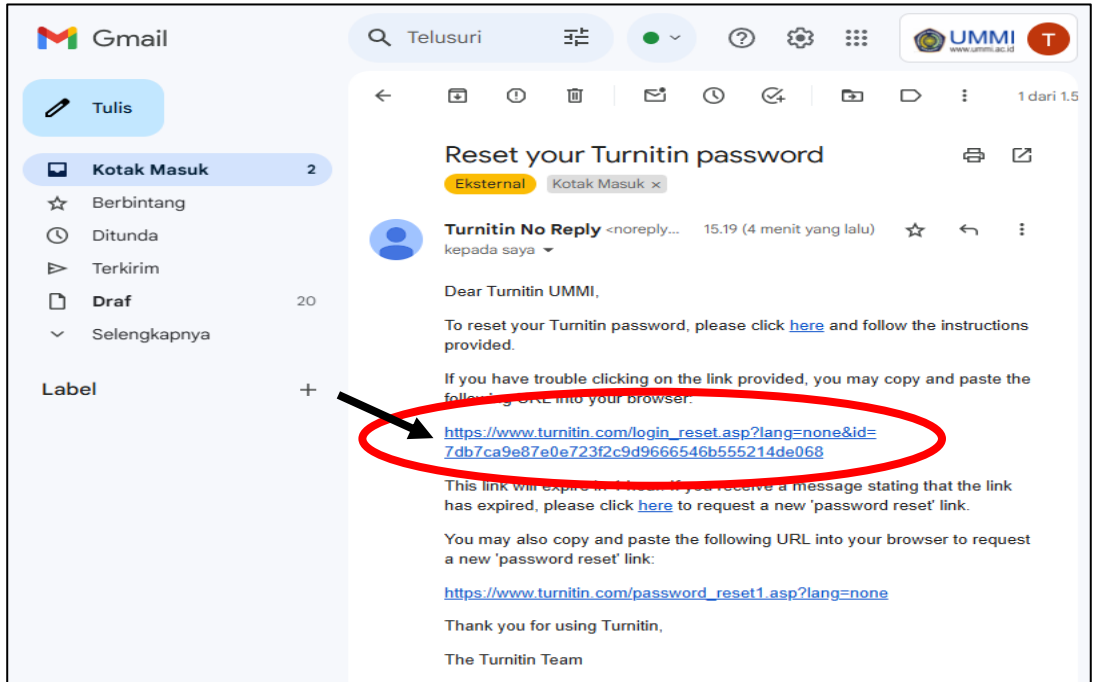
Lalu, klik



- c. Cek kotak masuk *email* domain *ummi.ac.id*, lalu buka pesan terbaru dari Turnitin.



Klik *link* berwarna biru (paling pertama)



- d. Setelah itu, silakan buat kembali *password* yang baru. Syaratnya terdiri dari: huruf kapital, huruf kecil, angka, dan karakter spesial (!@#%&*?/.,_~). Minimal 12.



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Reset User Password

Please enter your new password. Your password must:

- have a minimum of 12 characters
- include at least one number
- include upper and lower case letters
- include at least one special character (~!@#%&*?/.,_~)

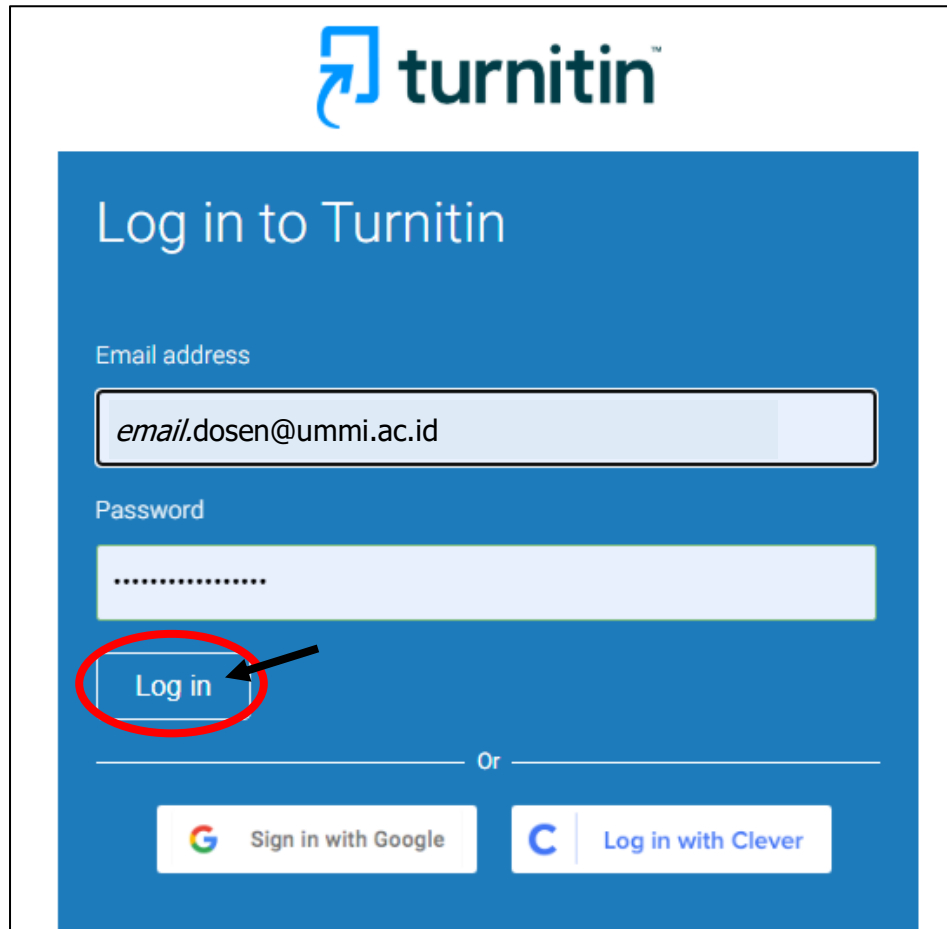
Password

Contoh *Password* yang benar: **Sukabumi2025%**

Confirm Password

Next Cancel

- e. Setelah berhasil, **coba lakukan *login*** kembali menggunakan ***password* terbaru**.



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Log in to Turnitin

Email address

email.dosen@ummi.ac.id

Password

.....

Log in

Or

Sign in with Google

Log in with Clever

Setelah berhasil untuk *login* ke Turnitin.

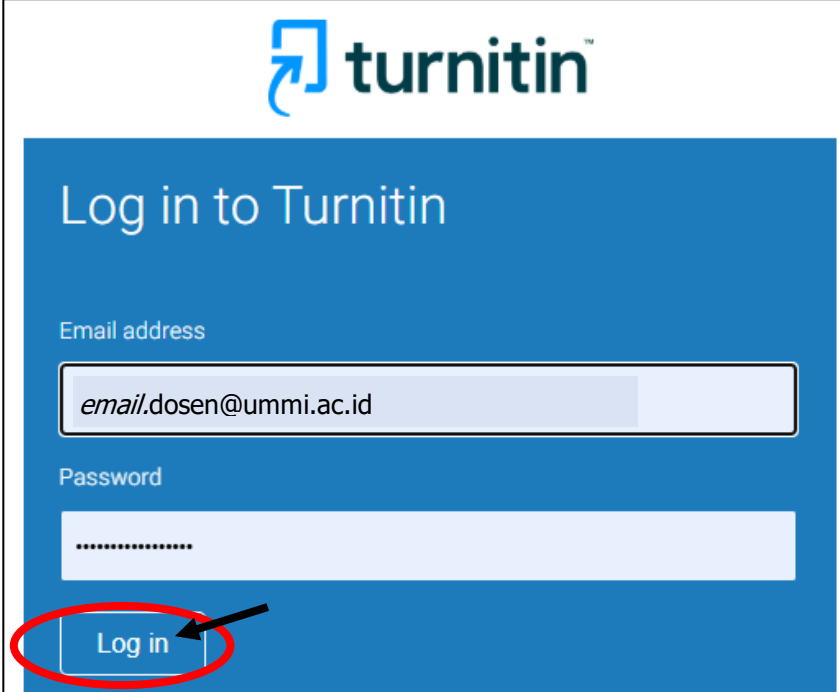
SELAMAT! Proses *Reset Password* berhasil.

Turnitin sudah dapat digunakan kembali.

(simpan *password* agar tidak lupa saat *login* ke Turnitin)

C. TUTORIAL PEMBUATAN KELAS & ASSIGNMENT: KELAS BIMBINGAN

1. LOGIN KE TURNITIN



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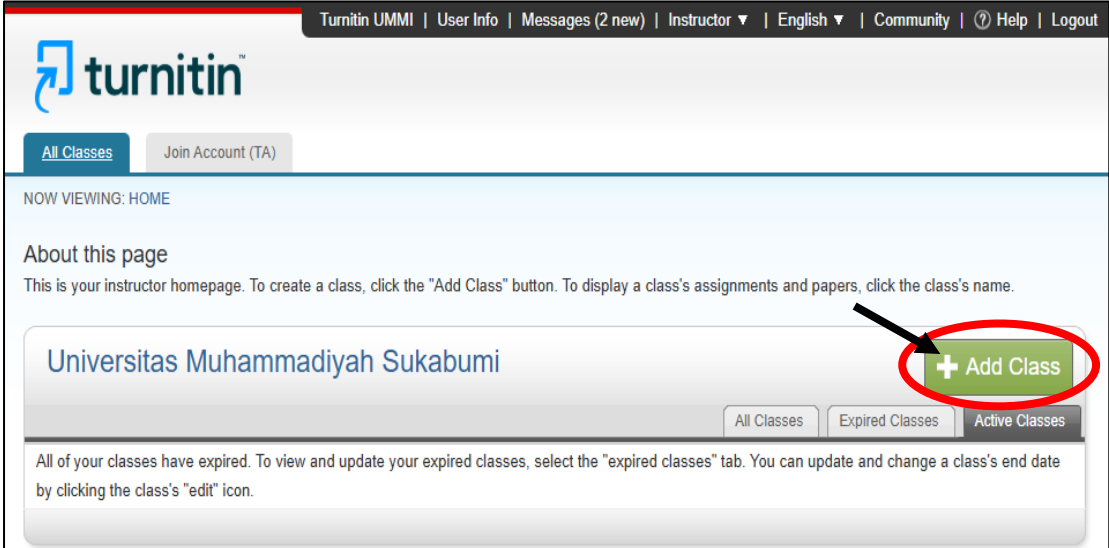
Log in to Turnitin

Email address

Password

2. MEMBUAT KELAS BIMBINGAN MAHASISWA AKHIR

- a. Klik



Turnitin UMMI | User Info | Messages (2 new) | Instructor | English | Community | Help | Logout

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All Classes | 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 assignments and papers, click the class's name.

Universitas Muhammadiyah Sukabumi

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.

b. Lengkapi isian di bawah ini, lalu klik **Submit**.

The screenshot shows the 'Create a new class' form in the Turnitin interface. The form includes the following fields and annotations:

- Class type:** Standard (dropdown menu). Annotation: **Pilih Standard**
- Class name:** Contoh: Bimbingan Mahasiswa Tingkat Akhir 2025 (text input). Annotation: **Contoh: Bimbingan Mahasiswa Tingkat Akhir 2025**
- Enrollment key:** Diisi dengan lima angka atau huruf. Contoh: 12345 (text input). Annotation: **Diisi dengan lima angka atau huruf. Contoh: 12345**
- Subject area(s):** Select subject(s) (dropdown menu). Annotation: **Pilih sesuai dengan Program Studi Bimbingan**
- Student level(s):** Select student level(s) (dropdown menu). Annotation: **Pilih sesuai dengan Latar Belakang Pendidikan Bimbingan Untuk mahasiswa bimbingan pilih "undergraduate" (untuk S1) atau "Graduate" (untuk S2)**
- Class start date:** 30-Dec-2024 (calendar icon)
- Class end date:** 31-Oct-2025 (calendar icon). Annotation: **Pilih sesuai dengan jadwal wisuda mahasiswa tersebut Jika masih belum pasti silakan pilih 31 Oktober 2025**
- Buttons:** Cancel and Submit (Submit is circled in red with an arrow pointing to it).

c. **SELAMAT!** Kelas Bimbingan Mahasiswa Tingkat Akhir sudah berhasil dibuat.

The screenshot shows the Turnitin instructor homepage. A green notification banner at the top reads: "Congratulations! You have created the new class: Bimbingan Mahasiswa Tingkat Akhir 2025. Your class ID is 46786942 and enrollment key is 12345." Below the notification, there is a section titled "About this page" with instructions. At the bottom, there is a table of classes with the following data:

Class ID	Class name	Status	Start Date	End Date	Class Summary	Learning Analytics	Edit	Copy	Delete
46786942	Bimbingan Mahasiswa Tingkat Akhir 2025	Active	29-Dec-2024	31-Oct-2025					

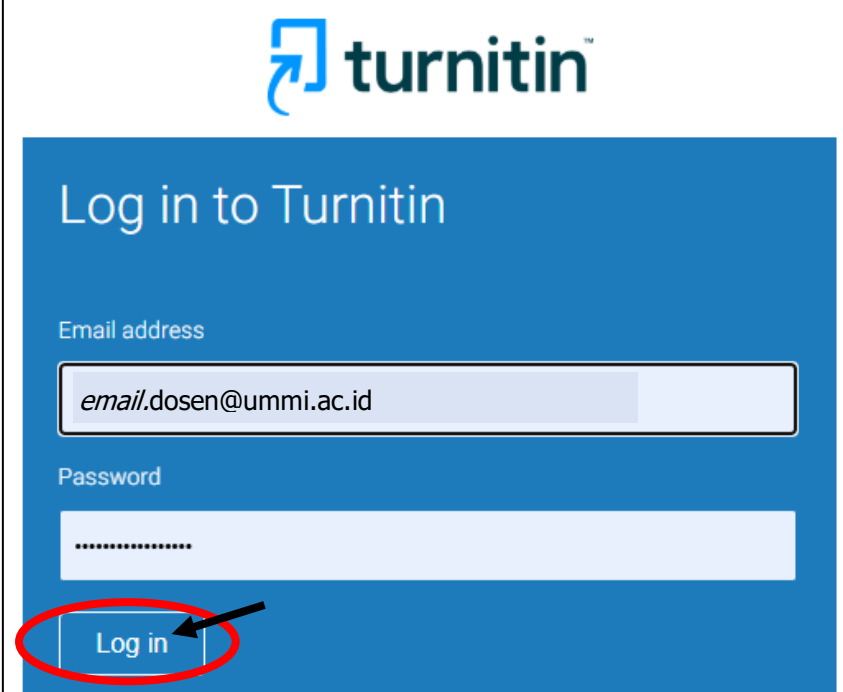
The class name "Bimbingan Mahasiswa Tingkat Akhir 2025" in the table is circled in red with an arrow pointing to it.

Selanjutnya, silakan buat **Assignment Class** dengan tutorial sebagai berikut.

3. TUTORIAL PEMBUATAN *ASSIGNMENT* KELAS BIMBINGAN

➤ Berikut ketentuan untuk membuat **assignment** – **SKRIPSI**:

a. *Login* ke Turnitin



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Log in to Turnitin

Email address

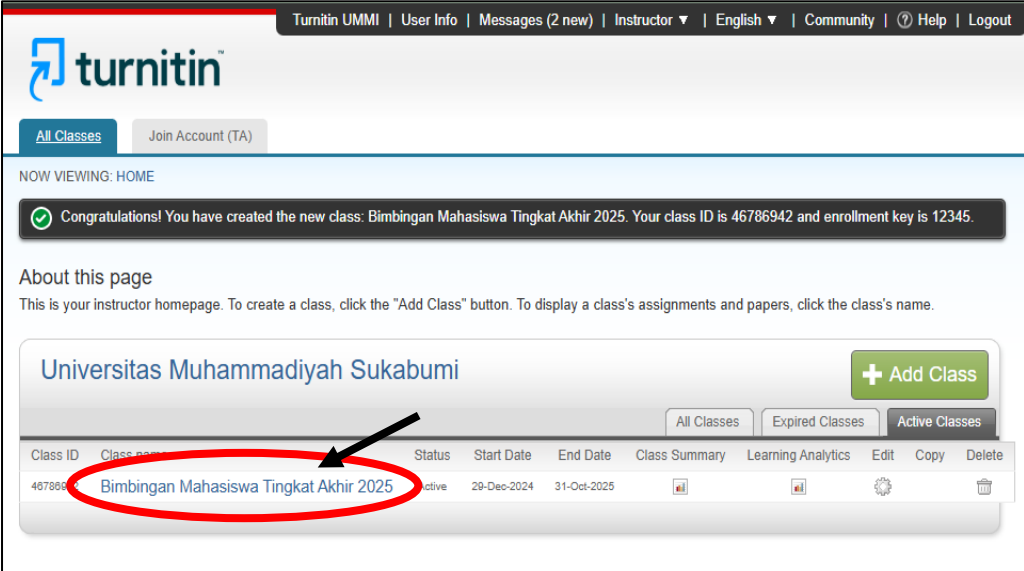
email.dosen@ummi.ac.id

Password

.....

Log in

b. Pilih Kelas Bimbingan Mahasiswa Tingkat Akhir



Turnitin UMMI | User Info | Messages (2 new) | Instructor | English | Community | Help | Logout

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All Classes Join Account (TA)

NOW VIEWING: HOME

✔ Congratulations! You have created the new class: Bimbingan Mahasiswa Tingkat Akhir 2025. Your class ID is 46786942 and enrollment key is 12345.

About this page
This is your instructor homepage. To create a class, click the "Add Class" button. To display a class's assignments and papers, click the class's name.

Universitas Muhammadiyah Sukabumi + Add Class

Class ID	Class name	Status	Start Date	End Date	Class Summary	Learning Analytics	Edit	Copy	Delete
46786942	Bimbingan Mahasiswa Tingkat Akhir 2025	Active	29-Dec-2024	31-Oct-2025					

- c. Klik **+ Add Assignment** untuk membuat *assignment* tugas akhir. Contoh: **SKRIPSI**.

The screenshot shows the Turnitin instructor interface. At the top, there is a navigation bar with 'Turnitin UMMI | User Info | Messages | Instructor | English | Community | Help | Logout'. Below this is a menu with 'Assignments', 'Students', 'Grade Book', 'Libraries', 'Calendar', 'Discussion', and 'Preferences'. The main content area shows 'NOW VIEWING: HOME > BIMBINGAN MAHASISWA TINGKAT AKHIR 2025 > CLASS HOME'. Under 'About this page', there is a description and a table with columns 'START', 'DUE', 'POST', 'STATUS', and 'ACTIONS'. A green '+ Add Assignment' button is highlighted with a red circle and an arrow pointing to it. Below the table, there is a note: 'Before you or your students can submit a paper, you first need to create an assignment.'

- d. Lengkapi isian pertama sesuai ketentuan sebagai berikut.

The screenshot shows the 'Add Assignment' form in Turnitin. The form includes several fields and options:

- Title:** Assignment Title (Contoh: **SKRIPSI**)
- Max Grade:** 100 (Diabaikan saja)
- Instructions:** Assignment instructions (Diisi dengan instruksi untuk mahasiswa bimbingan. Contoh: **Batas Maksimal Pengecekan Skripsi = 30%**)
- Start Date:** 2024-12-30 12:52 (Diabaikan saja)
- Due Date:** 2025-01-06 12:52 (Diisi sesuai dengan "Class End Date". Contoh: **31 Oktober 2025**)
- Submit papers to:** Do not store the submitted papers (WAJIB memilih pilihan pertama: "Do not store the submitted papers")
- Feedback Release Date:** 2025-01-06 12:52 (Diabaikan saja)
- Optional Settings:** A gear icon next to the text 'Optional Settings' is circled in red with an arrow pointing to it.

Selanjutnya, silakan klik **Optional Settings**

e. Lengkapi isian kedua sesuai ketentuan (KHUSUS LTA/KTI/SKRIPSI/TESIS)

Optional Settings

Submission settings

- Allow submission of any file type
- Allow late submissions
- Enable grammar checking using ETS® e-rater® technology

Similarity Report

- Generate Similarity Reports for student submission

Generate reports immediately (students can resubmit until due date): **Pilih pilihan kedua**

- Allow students to view Similarity Reports
- Exclude bibliographic materials
- Exclude quoted materials
- Exclude small sources

Small match exclusion type

Words Percentage

Set source exclusion threshold

%

Compare against

- Student paper repository
- Current and archived web site content
- Periodicals, journals and publications

Exclude assignment template

Upload or create a template of text to be automatically excluded from the Similarity Report.

Untuk mengecualikan *document/paragraph* yang tidak dapat diparafrase. Contoh: UU

Note: Once a submission has been made to the assignment, templates can no longer be added or edited.

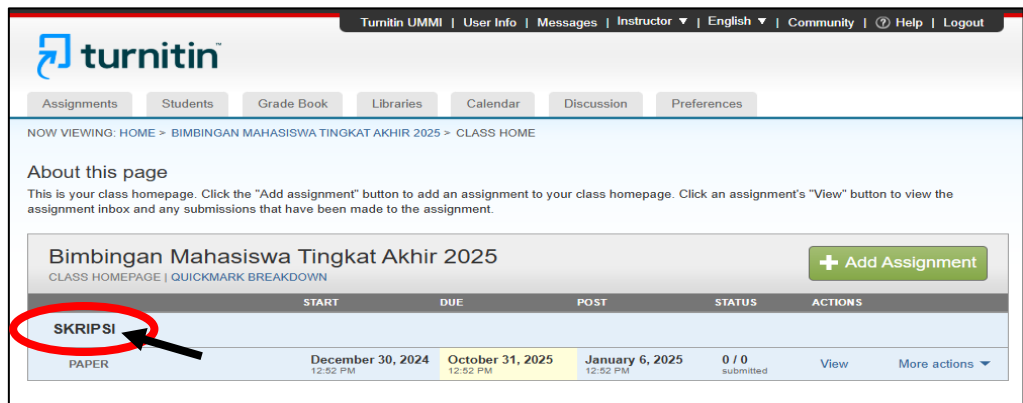
[Template Requirements](#)

Additional settings

- Save these settings for future use **Silakan centang untuk menyimpan aturan ini (*optional*)**

Submit

Silakan ikuti ketentuan di atas, lalu klik “*Submit*”.

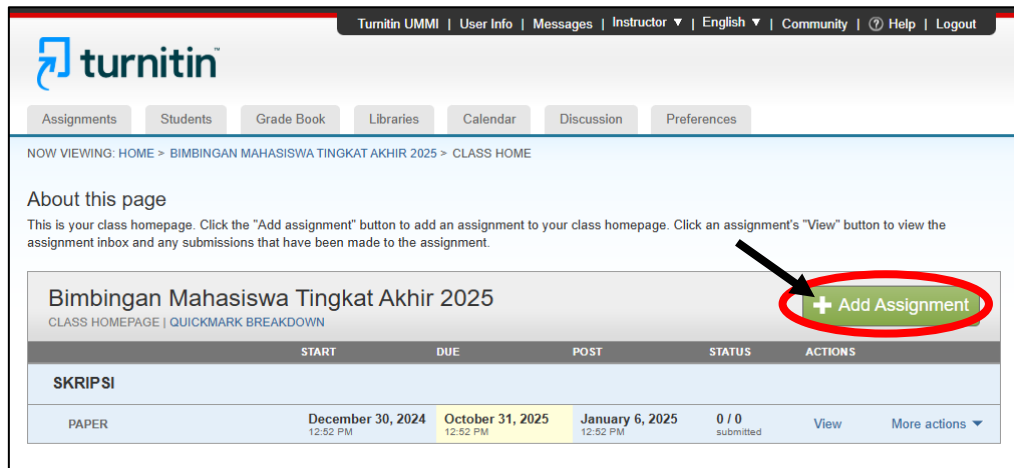


SELAMAT! Assignment untuk tugas akhir berhasil dibuat.

4. TUTORIAL PEMBUATAN ASSIGNMENT KELAS BIMBINGAN

➤ Berikut ketentuan untuk membuat assignment – ARTIKEL JURNAL:

a. Silakan klik kembali 



b. Lengkapi isian pertama sesuai ketentuan (KHUSUS ARTIKEL JURNAL)

Turnitin UMMI | User Info | Messages | Instructor | English | Community | Help | Logout

Assignments | Students | Grade Book | Libraries | Calendar | Discussion | Preferences

NOW VIEWING: HOME > BIMBINGAN MAHASISWA TINGKAT AKHIR 2025

About this page
To create an assignment, enter an assignment title and choose the start and due dates for the assignment. If you like, you can enter an additional assignment description. By default, papers submitted to this assignment will be checked against all of our databases. If you would like to create a custom search or view other advanced assignment options, click the "Optional settings" link.

Title
Assignment Title: **Contoh: ARTIKEL JURNAL**

Max Grade: **Diabaikan saja** (100)

Instructions
Diisi dengan instruksi untuk mahasiswa bimbingan
Contoh: Batas Maksimal Pengecekan Artikel = 20%

Start Date: **Diabaikan saja** (2024-12-30 13:50)

Due Date: **Diisi sesuai dengan "Class End Date". Contoh: 31 Oktober 2025** (2025-01-06 13:50)

Submit papers to
Do not store the submitted papers. **WAJIB memilih pilihan pertama: "Do not store the submitted papers"**

Feedback Release Date: **Diabaikan saja** (2025-01-06 13:50)

Optional Settings (highlighted with a red circle)

Submit

Selanjutnya Klik "Optional Settings"

c. **Lengkapi isian kedua sesuai ketentuan (KHUSUS ARTIKEL JURNAL)**

Optional Settings

Submission settings

- Allow submission of any file type ?
- Allow late submissions ?
- Enable grammar checking using ETS® e-rater® technology ?

Similarity Report

- Generate Similarity Reports for student submission

Generate reports immediately (students can resubmit until due date): **1** ▼

Pilih pilihan kedua

- Allow students to view Similarity Reports ?
- Exclude bibliographic materials ?
- Exclude quoted materials ?
- Exclude small sources ?

Compare against

- Student paper repository
- Current and archived web site content
- Periodicals, journals and publications

Exclude assignment template

Upload or create a template of text to be automatically excluded from the Similarity Report.

[Upload Template](#) [Create Custom Template](#)

Untuk mengecualikan *document/paragraph* yang tidak dapat diparafrase. Contoh: UU

Note: Once a submission has been made to the assignment, templates can no longer be added or edited.

[Template Requirements](#) ▲

Additional settings

- Save these settings for future use ?

Silakan centang untuk menyimpan aturan ini (*optional*)

Submit

Silakan ikuti ketentuan di atas, lalu klik “*Submit*”.

Turnitin UMMI | User Info | Messages | Instructor | English | Community | Help | Logout

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Assignments | Students | Grade Book | Libraries | Calendar | Discussion | Preferences

NOW VIEWING: HOME > BIMBINGAN MAHASISWA TINGKAT AKHIR 2025 > CLASS HOME

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.

Bimbingan Mahasiswa Tingkat Akhir 2025 + Add Assignment

CLASS HOMEPAGE | QUICKMARK BREAKDOWN

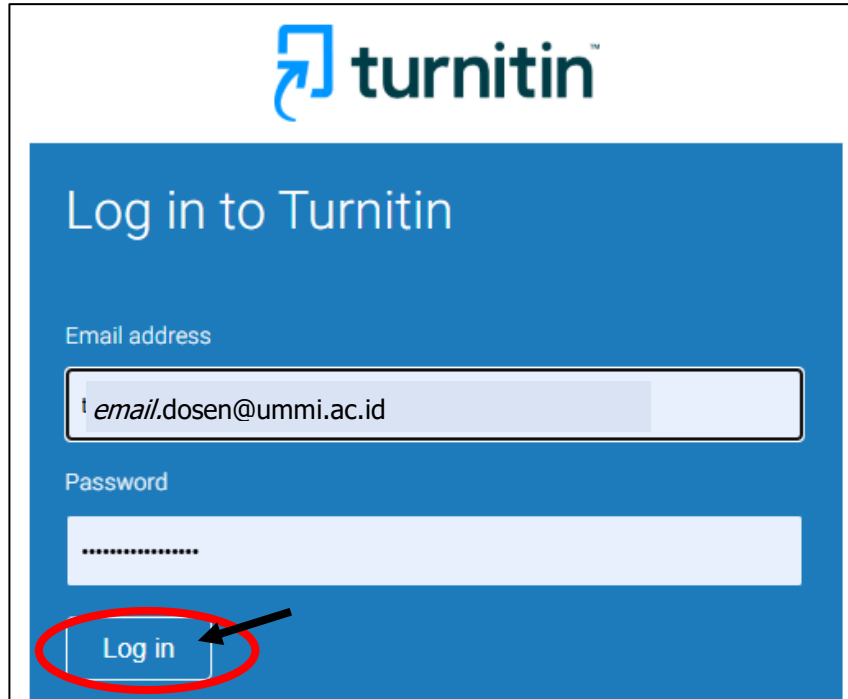
	START	DUE	POST	STATUS	ACTIONS
ARTIKEL JURNAL					
PAPER	December 30, 2024 1:50 PM	October 31, 2025 1:50 PM	January 6, 2025 1:50 PM	0 / 0 submitted	View More actions
SKRIPSI					
PAPER	December 30, 2024 12:52 PM	October 31, 2025 12:52 PM	January 6, 2025 12:52 PM	0 / 0 submitted	View More actions

***SELAMAT!* Assignment SKRIPSI dan ARTIKEL JURNAL berhasil dibuat.**

Selanjutnya silakan untuk mendaftarkan mahasiswa bimbingan.

D. TUTORIAL MENDAFTARKAN MAHASISWA KE KELAS BIMBINGAN (ADD STUDENTS)

1. LOGIN KE TURNITIN



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Log in to Turnitin

Email address

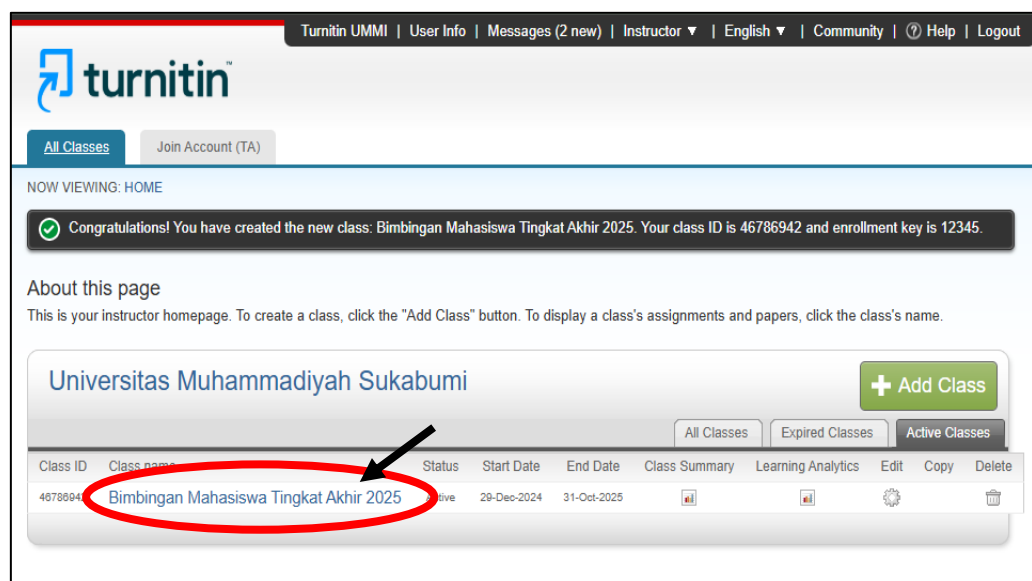
email.dosen@ummi.ac.id

Password

Log in

2. MASUK KE KELAS BIMBINGAN MAHASISWA AKHIR

a. Pilih Kelas Bimbingan Mahasiswa Tingkat Akhir



Turnitin UMMI | User Info | Messages (2 new) | Instructor | English | Community | Help | Logout

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All Classes | Join Account (TA)

NOW VIEWING: HOME

✔ Congratulations! You have created the new class: Bimbingan Mahasiswa Tingkat Akhir 2025. Your class ID is 46786942 and enrollment key is 12345.

About this page
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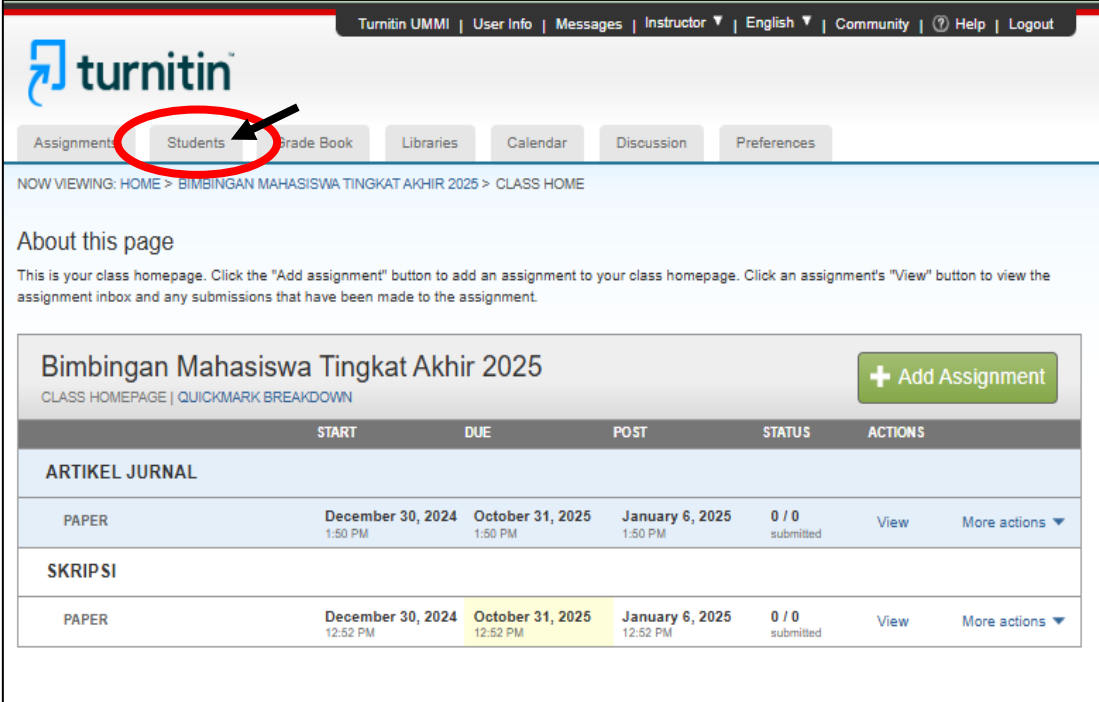
Universitas Muhammadiyah Sukabumi + Add Class

All Classes | Expired Classes | Active Classes

Class ID	Class name	Status	Start Date	End Date	Class Summary	Learning Analytics	Edit	Copy	Delete
46786942	Bimbingan Mahasiswa Tingkat Akhir 2025	Active	29-Dec-2024	31-Oct-2025					

b. Klik

Students



Turnitin UMMI | User Info | Messages | Instructor | English | Community | Help | Logout

turnitin

Assignments **Students** Grade Book Libraries Calendar Discussion Preferences

NOW VIEWING: HOME > BIMBINGAN MAHASISWA TINGKAT AKHIR 2025 > CLASS HOME

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.

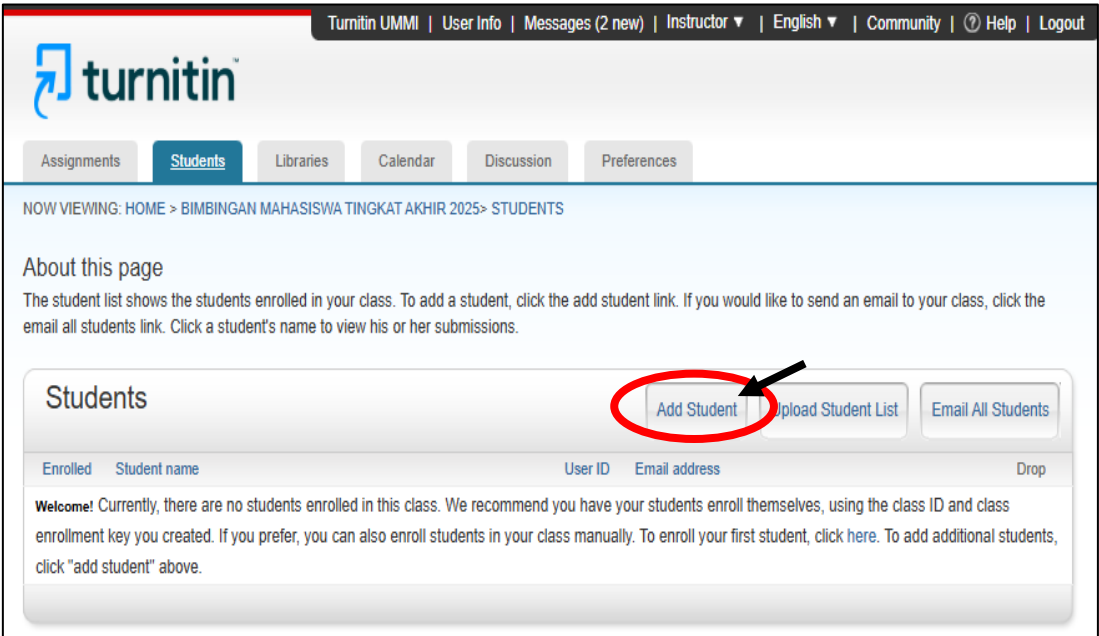
Bimbingan Mahasiswa Tingkat Akhir 2025 + Add Assignment

CLASS HOMEPAGE | QUICKMARK BREAKDOWN

	START	DUE	POST	STATUS	ACTIONS
ARTIKEL JURNAL					
PAPER	December 30, 2024 1:50 PM	October 31, 2025 1:50 PM	January 6, 2025 1:50 PM	0 / 0 submitted	View More actions
SKRIPSI					
PAPER	December 30, 2024 12:52 PM	October 31, 2025 12:52 PM	January 6, 2025 12:52 PM	0 / 0 submitted	View More actions

c. Klik

Add Student



Turnitin UMMI | User Info | Messages (2 new) | Instructor | English | Community | Help | Logout

turnitin

Assignments **Students** Libraries Calendar Discussion Preferences

NOW VIEWING: HOME > BIMBINGAN MAHASISWA TINGKAT AKHIR 2025 > STUDENTS

About this page
The student list shows the students enrolled in your class. To add a student, click the add student link. If you would like to send an email to your class, click the email all students link. Click a student's name to view his or her submissions.

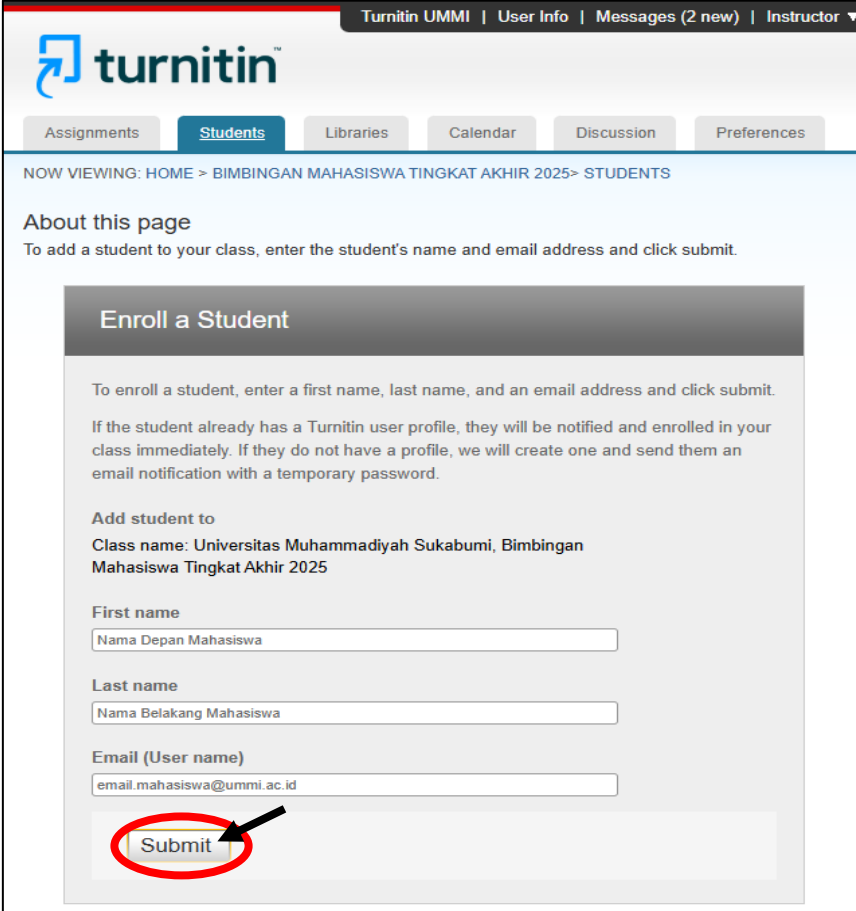
Students Add Student Upload Student List Email All Students

Enrolled	Student name	User ID	Email address	Drop
Welcome! Currently, there are no students enrolled in this class. We recommend you have your students enroll themselves, using the class ID and class enrollment key you created. If you prefer, you can also enroll students in your class manually. To enroll your first student, click here . To add additional students, click "add student" above.				

Sebelumnya mahasiswa bimbingan diharuskan **mengajukan format** pendaftaran akun Turnitin sebagai berikut.

1. **Nama Depan**
2. **Nama Belakang**
3. **Email domain *ummi.ac.id***

- d. Selanjutnya **lengkapi isian** berikut ini.
(silakan dilengkapi sesuai dengan format ajuan mahasiswa bimbingan)



Turnitin UMMI | User Info | Messages (2 new) | Instructor ▼

turnitin™

Assignments | **Students** | Libraries | Calendar | Discussion | Preferences

NOW VIEWING: HOME > BIMBINGAN MAHASISWA TINGKAT AKHIR 2025> STUDENTS

About this page
To add a student to your class, enter the student's name and email address and click submit.

Enroll a Student

To enroll a student, enter a first name, last name, and an email address and click submit.
If the student already has a Turnitin user profile, they will be notified and enrolled in your class immediately. If they do not have a profile, we will create one and send them an email notification with a temporary password.

Add student to
Class name: Universitas Muhammadiyah Sukabumi, Bimbingan Mahasiswa Tingkat Akhir 2025

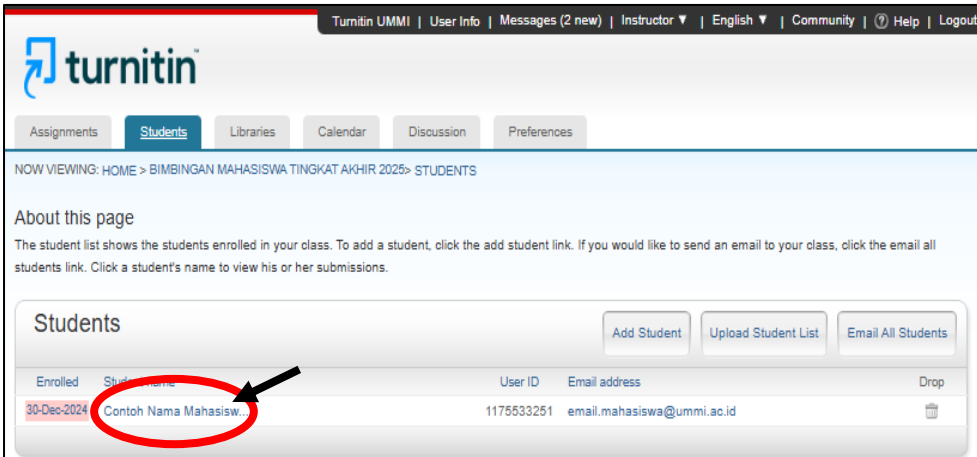
First name
Nama Depan Mahasiswa

Last name
Nama Belakang Mahasiswa

Email (User name)
email.mahasiswa@ummi.ac.id

Submit

- **Klik “Submit”** jika data sudah lengkap dan sesuai.
- **Lakukan hal yang sama** untuk mendaftarkan mahasiswa bimbingan lainnya.
- **Perhatikan penulisan agar sesuai**, karena jika tidak informasi *set up account* Turnitin tidak akan muncul di *email* mahasiswa bimbingan.



Turnitin UMMI | User Info | Messages (2 new) | Instructor ▼ | English ▼ | Community | Help | Logout

turnitin™

Assignments | **Students** | Libraries | Calendar | Discussion | Preferences

NOW VIEWING: HOME > BIMBINGAN MAHASISWA TINGKAT AKHIR 2025> STUDENTS

About this page
The student list shows the students enrolled in your class. To add a student, click the add student link. If you would like to send an email to your class, click the email all students link. Click a student's name to view his or her submissions.

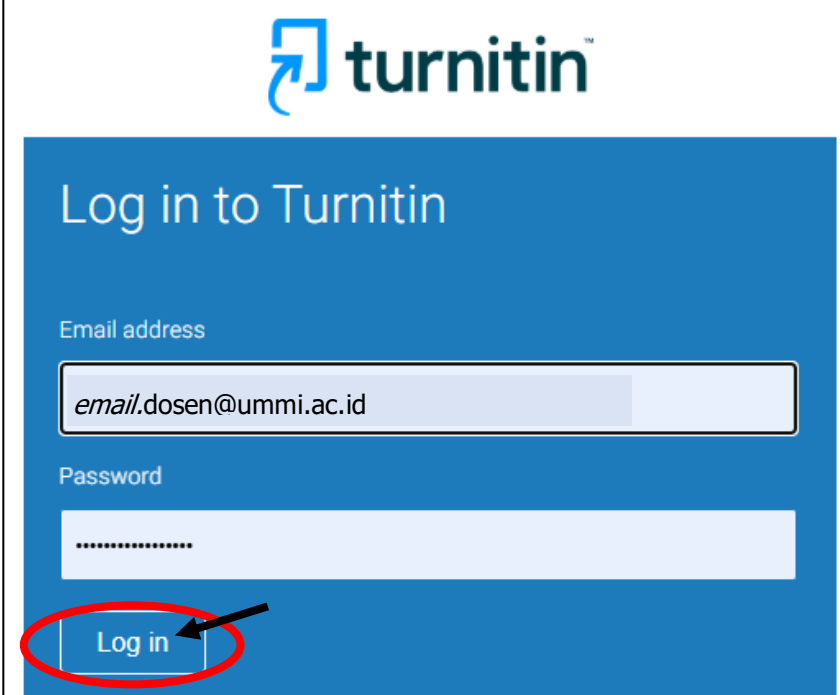
Students Add Student Upload Student List Email All Students

Enrolled	Student name	User ID	Email address	Drop
30-Dec-2024	Contoh Nama Mahasisw.	1175533251	email.mahasiswa@ummi.ac.id	

SELAMAT! Satu orang mahasiswa berhasil didaftarkan pada kelas bimbingan. Selanjutnya silakan arahkan mahasiswa untuk melakukan *set up account* Turnitin dengan mengecek kotak masuk *email* domain *ummi.ac.id* mahasiswa tersebut.

E. TUTORIAL PEMBUATAN KELAS & ASSIGNMENT: PENGECEKAN PRIBADI DOSEN

1. LOGIN KE TURNITIN



turnitin™

Log in to Turnitin

Email address

email.dosen@ummi.ac.id

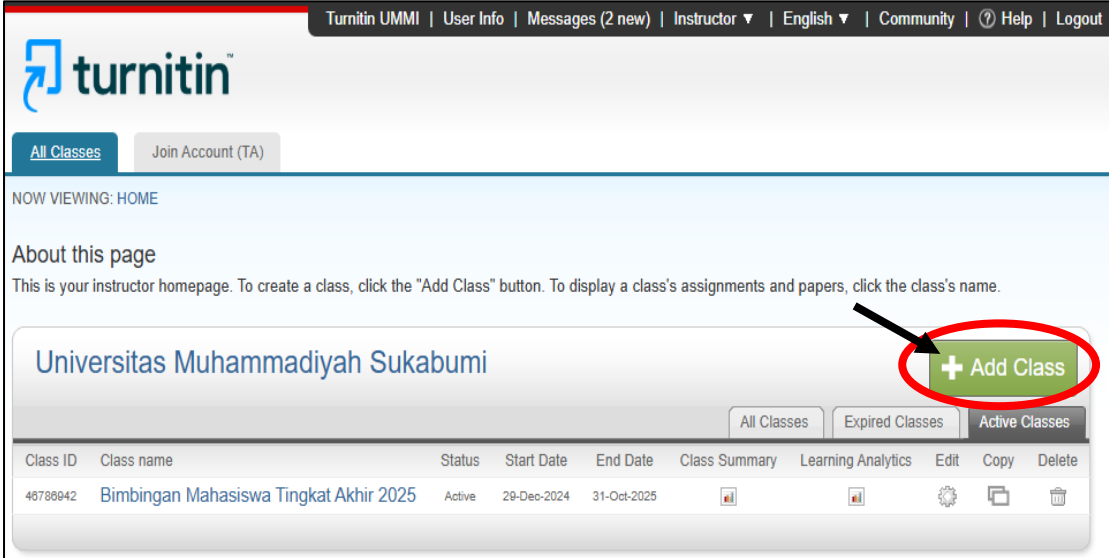
Password

.....

Log in

2. MEMBUAT KELAS PENGECEKAN PRIBADI DOSEN

a. Klik 



Turnitin UMMI | User Info | Messages (2 new) | Instructor | English | Community | Help | Logout

turnitin™

All Classes 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 assignments and papers, click the class's name.

Universitas Muhammadiyah Sukabumi

+ Add Class

All Classes Expired Classes Active Classes

Class ID	Class name	Status	Start Date	End Date	Class Summary	Learning Analytics	Edit	Copy	Delete
46786942	Bimbingan Mahasiswa Tingkat Akhir 2025	Active	29-Dec-2024	31-Oct-2025					

b. Lengkapi isian di bawah ini, lalu klik **Submit**.

The screenshot shows the 'Create a new class' form in the Turnitin interface. The form includes the following fields and annotations:

- Class type:** Standard (dropdown menu). Annotation: **Pilih Standard**
- Class name:** Contoh: Pengecekan Pribadi Dosen (text input). Annotation: **Contoh: Pengecekan Pribadi Dosen**
- Enrollment key:** Diisi dengan lima angka atau huruf. Contoh: 12345 (text input). Annotation: **Diisi dengan lima angka atau huruf. Contoh: 12345**
- Subject area(s):** Select subject(s) (dropdown menu). Annotation: **Pilih sesuai dengan Latar Pendidikan Dosen Dapat memilih lebih dari satu**
- Student level(s):** Select student level(s) (dropdown menu). Annotation: **Pilih sesuai dengan Jenjang Pendidikan Dosen Dapat memilih lebih dari satu termasuk "Career"**
- Class start date:** 30-Dec-2024 (text input)
- Class end date:** 31-Oct-2025 (text input). Annotation: **Disesuaikan dengan masa akhir langganan Turnitin UMMI: 31 Oktober 2025**
- Buttons:** Cancel and Submit (Submit is circled in red).

c. **SELAMAT!** Kelas Pengecekan Pribadi Dosen sudah berhasil dibuat.

The screenshot shows the Turnitin instructor homepage with a confirmation message: "Congratulations! You have created the new class: Pengecekan Pribadi Dosen. Your class ID is 46824725 and enrollment key is 12345." Below the message, there is a table of classes:

Class ID	Class name	Status	Start Date	End Date	Class Summary	Learning Analytics	Edit	Copy	Delete
46769042	Bimbingan Mahasiswa Tingkat Akhir 2025	Active	29-Dec-2024	31-Oct-2025					
46824725	Pengecekan Pribadi Dosen	Active	02-Jan-2025	31-Oct-2025					

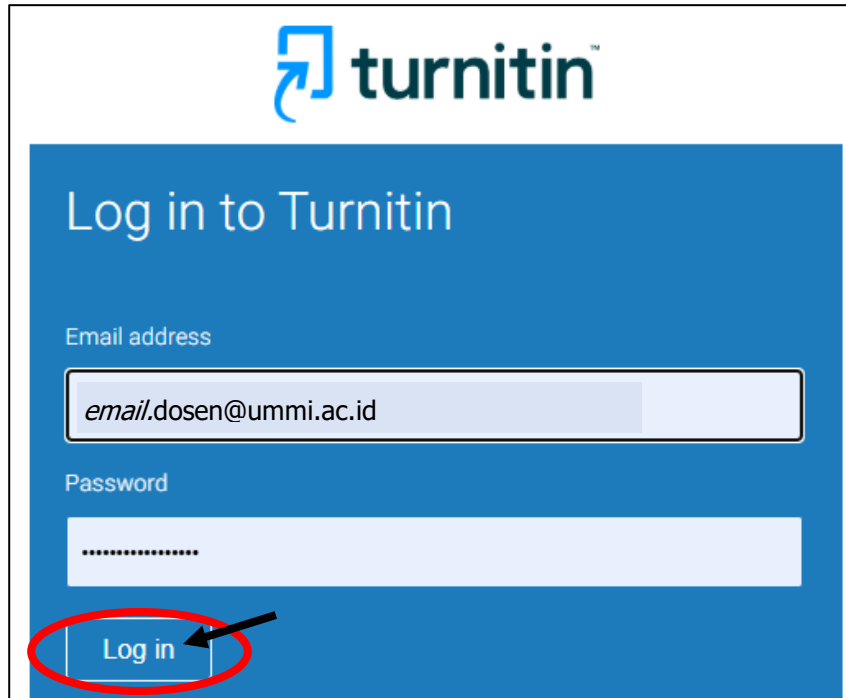
The class "Pengecekan Pribadi Dosen" is circled in red, and an arrow points to its name.

Selanjutnya, silakan buat **Assignment Class** dengan tutorial sebagai berikut.

3. TUTORIAL PEMBUATAN *ASSIGNMENT CLASS* PRIBADI DOSEN

➤ Berikut ketentuan untuk membuat *assignment* – ARTIKEL:

a. *LOGIN* KE TURNITIN



turnitin™

Log in to Turnitin

Email address

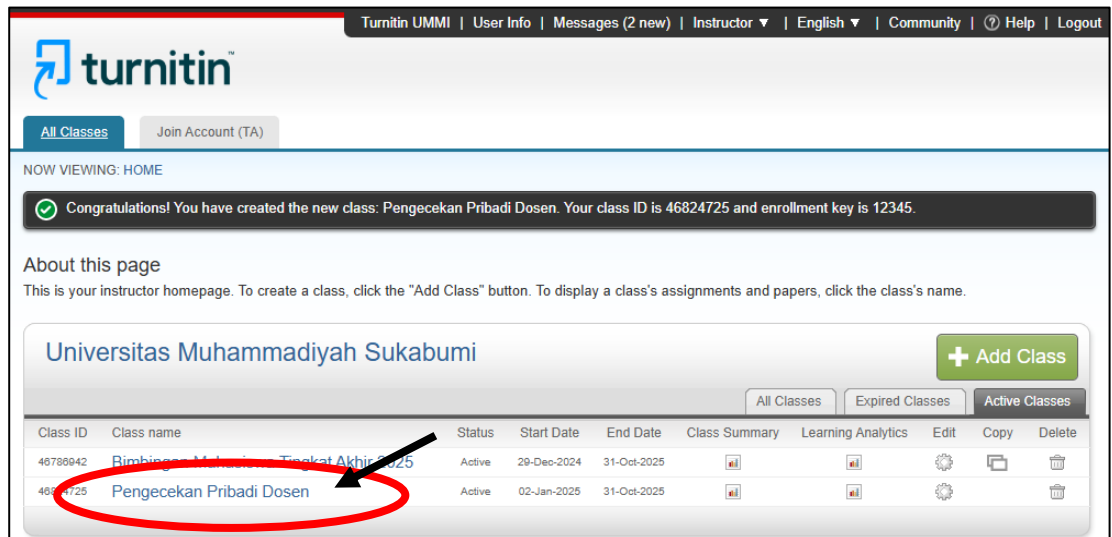
email.dosen@ummi.ac.id

Password

.....

Log in

b. Pilih Kelas Pengecekan Pribadi Dosen



Turnitin UMMI | User Info | Messages (2 new) | Instructor | English | Community | Help | Logout

turnitin™

All Classes Join Account (TA)

NOW VIEWING: HOME

✔ Congratulations! You have created the new class: Pengecekan Pribadi Dosen. Your class ID is 46824725 and enrollment key is 12345.

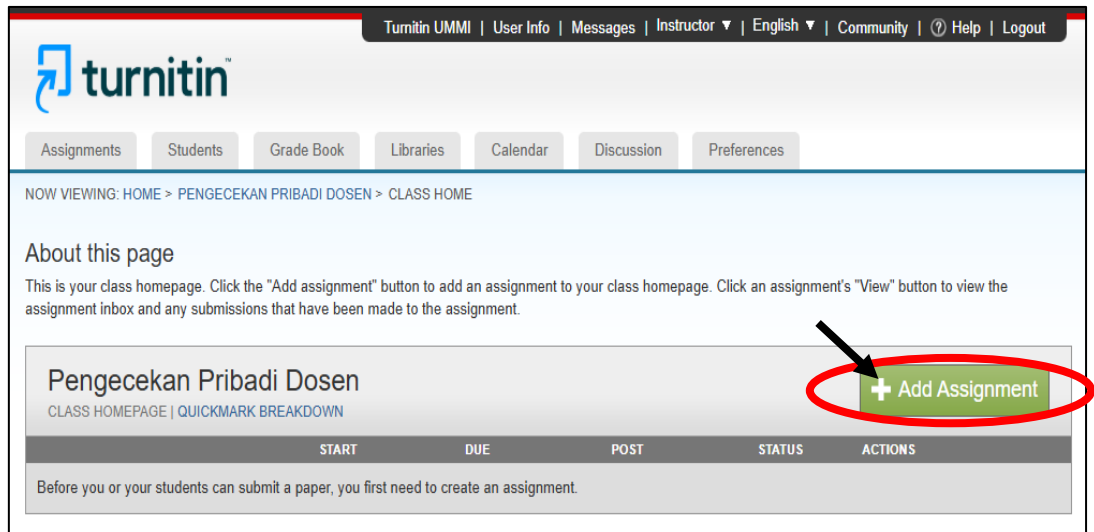
About this page
This is your instructor homepage. To create a class, click the "Add Class" button. To display a class's assignments and papers, click the class's name.

Universitas Muhammadiyah Sukabumi + Add Class

All Classes Expired Classes Active Classes

Class ID	Class name	Status	Start Date	End Date	Class Summary	Learning Analytics	Edit	Copy	Delete
46798942	Bimbingan Mahasiswa Tingkat Akhir 2025	Active	29-Dec-2024	31-Oct-2025					
46824725	Pengecekan Pribadi Dosen	Active	02-Jan-2025	31-Oct-2025					

- d. Klik **+ Add Assignment** untuk membuat *assignment* kelas dosen Contoh: **ARTIKEL**.



- e. Lengkapi isian pertama sesuai ketentuan sebagai berikut.

The screenshot shows the 'Add Assignment' form in Turnitin. The form is titled 'About this page' and contains instructions. The form fields are as follows:

- Title:** Assignment Title. Example: **Contoh: ARTIKEL**
- Max Grade:** 100. Example: **Diabaikan saja**
- Instructions:** Assignment instructions. Example: **Tidak perlu diisi, karena untuk pengecekan pribadi**
- Start Date:** 2025-01-03 09:40. Example: **Diabaikan saja**
- Due Date:** 2025-01-10 09:40. Example: **Diisi sesuai dengan "Class End Date" Contoh: 31 Oktober 2025**
- Submit papers to:** Do not store the submitted papers. Example: **WAJIB memilih pilihan pertama: "Do not store the submitted"**
- Feedback Release Date:** 2025-01-10 09:40. Example: **Diabaikan saja**

The 'Optional Settings' link is circled in red, and an arrow points to it. A 'Submit' button is at the bottom.

Selanjutnya, silakan klik **Optional Settings**

f. Lengkapi isian kedua sesuai ketentuan

Optional Settings

Submission settings

- Allow submission of any file type ?
- Allow late submissions ?

Similarity Report

- Generate Similarity Reports for student submission

Generate reports immediately (students can resubmit until due da ▼

- Allow students to view Similarity Reports ?
- Exclude bibliographic materials ?
- Exclude quoted materials ?
- Exclude small sources ?

Compare against

- Student paper repository
- Current and archived web site content
- Periodicals, journals and publications

Exclude assignment template

Upload or create a template of text to be automatically excluded from the Similarity Report.

[Upload Template](#) [Create Custom Template](#)

Note: Once a submission has been made to the assignment, templates can no longer be added or edited.

[Template Requirements](#) ▲

Additional settings

- Save these settings for future use ?

Submit

Silakan ikuti ketentuan di atas, lalu klik “*Submit*”.

Turnitin UMMI | User Info | Messages | Instructor | English | Community | Help | Logout

turnitin

Assignments **Students** Guide Book Libraries Calendar Discussion Preferences

NOW VIEWING: HOME > PENGECEKAN PRIBADI DOSEN > CLASS HOME

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.

Pengecekan Pribadi Dosen + Add Assignment

CLASS HOMEPAGE | QUICKMARK BREAKDOWN

	START	DUE	POST	STATUS	ACTIONS
ARTIKEL					
PAPER	January 3, 2025 9:40 AM	October 31, 2025 9:40 AM	January 10, 2025 9:40 AM	0 / 0 submitted	View More actions

SELAMAT! Assignment untuk **ARTIKEL** berhasil dibuat.

Selanjutnya klik Students

g. Selanjutnya silakan klik Add Student

Turnitin UMMI | User Info | Messages (2 new) | Instructor | English | Community | Help | Logout

turnitin

Assignments **Students** Libraries Calendar Discussion Preferences

NOW VIEWING: HOME > PENGECEKAN PRIBADI DOSEN > STUDENTS

About this page
The student list shows the students enrolled in your class. To add a student, click the add student link. If you would like to send an email to your class, click the email all students link. Click a student's name to view his or her submissions.

Students Add Student Upload Student List Email All Students

Enrolled	Student name	User ID	Email address	Drop
<p>Welcome! Currently, there are no students enrolled in this class. We recommend you have your students enroll themselves, using the class ID and class enrollment key you created. If you prefer, you can also enroll students in your class manually. To enroll your first student, click here. To add additional students, click "add student" above.</p>				

Turnitin UMMI | User Info | Messages (2 new) | Instructor | English | Community | Help | Logout

turnitin™

Assignments | **Students** | Libraries | Calendar | Discussion | Preferences

NOW VIEWING: HOME > PENGECEKAN PRIBADI DOSEN > STUDENTS

About this page

To add a student to your class, enter the student's name and email address and click submit.

Enroll a Student

To enroll a student, enter a first name, last name, and an email address and click submit.

If the student already has a Turnitin user profile, they will be notified and enrolled in your class immediately. If they do not have a profile, we will create one and send them an email notification with a temporary password.

Add student to
Class name: Universitas Muhammadiyah Sukabumi, Pengecekan Pribadi Dosen

First name

Last name

Email (User name)

Silakan lengkapi **“Enroll a Student”** sesuai dengan isian pada **Formulir Pendaftaran Turnitin Dosen** yang terdiri dari:

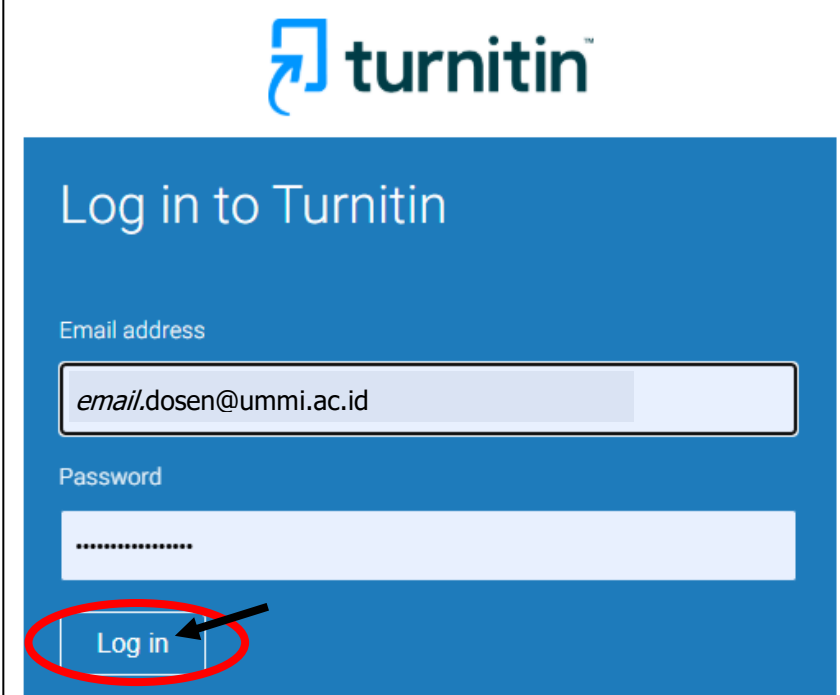
1. Nama Depan Dosen
2. Nama Belakang Dosen
3. *Email* domain *ummi.ac.id* milik Dosen

Keterangan:

- Untuk pembuatan kelas dan *assignment* lainnya, silakan untuk mengulangi tutorial di atas. Aturan untuk pembuatan kelas dan *assignment* lainnya sama dengan tutorial di atas.
- Jika ada yang ingin ditanyakan silakan hubungi *Hotline* Perpustakaan UMMI: 0895-6088-28100

F. TUTORIAL PENGECEKAN *FILE* & UNDUH FHP (*FILE* HASIL PENGECEKAN)

1. LOGIN KE TURNITIN



turnitin™

Log in to Turnitin

Email address

email.dosen@ummi.ac.id

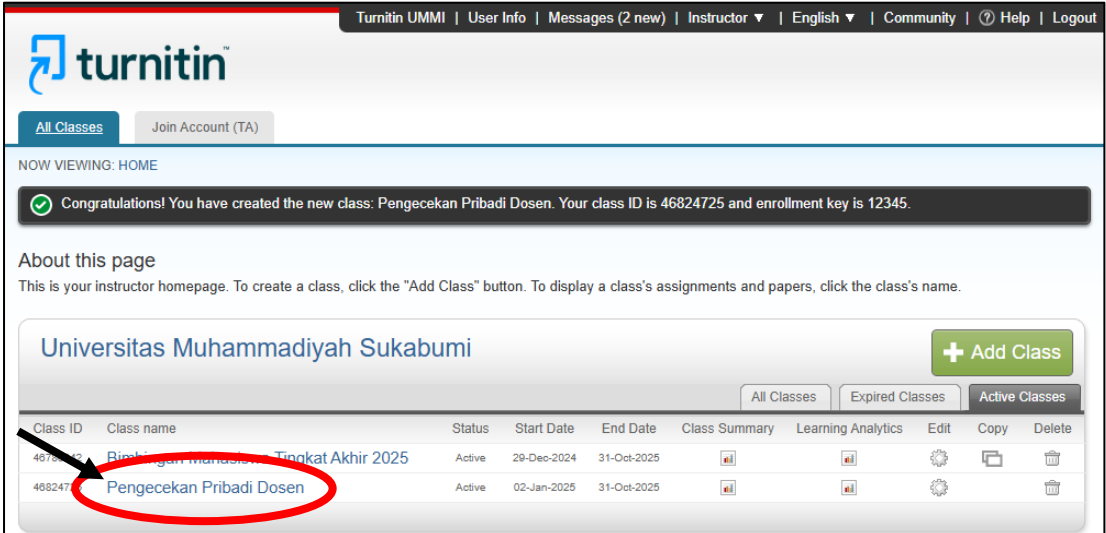
Password

.....

Log in

2. PENGECEKAN *FILE*

a. Klik Kelas: Pengecekan Pribadi Dosen



Turnitin UMMI | User Info | Messages (2 new) | Instructor ▼ | English ▼ | Community | Help | Logout

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All Classes Join Account (TA)

NOW VIEWING: HOME

✓ Congratulations! You have created the new class: Pengecekan Pribadi Dosen. Your class ID is 46824725 and enrollment key is 12345.

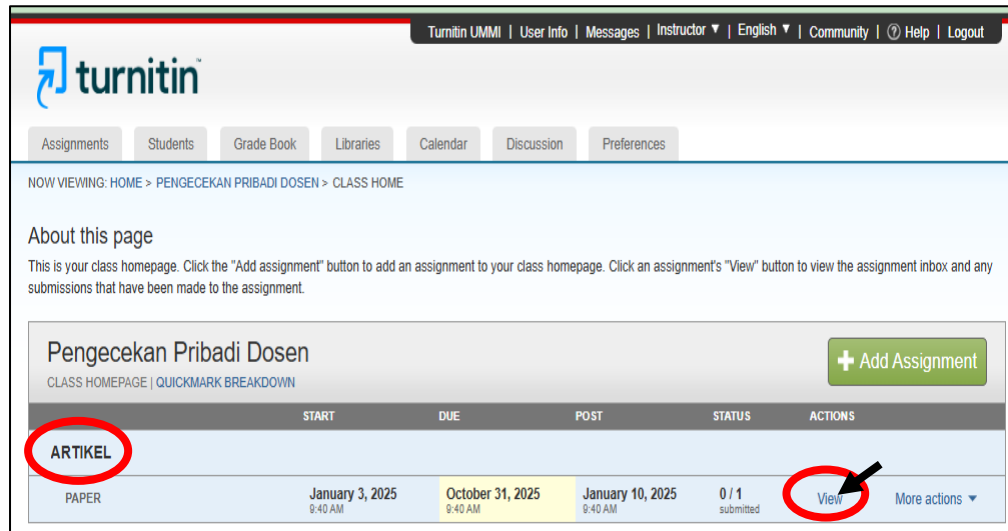
About this page
This is your instructor homepage. To create a class, click the "Add Class" button. To display a class's assignments and papers, click the class's name.

Universitas Muhammadiyah Sukabumi + Add Class

All Classes Expired Classes Active Classes

Class ID	Class name	Status	Start Date	End Date	Class Summary	Learning Analytics	Edit	Copy	Delete
46750016	Bimbingan Informatika Tingkat Akhir 2025	Active	29-Dec-2024	31-Oct-2025					
468247	Pengecekan Pribadi Dosen	Active	02-Jan-2025	31-Oct-2025					

- b. Pilih *Assignment* sesuai kebutuhan pengecekan Dosen (Contoh: ARTIKEL).
Lalu, klik “View”



Turnitin UMMI | User Info | Messages | Instructor | English | Community | Help | Logout

Assignments | Students | Grade Book | Libraries | Calendar | Discussion | Preferences


NOW VIEWING: HOME > PENGECEKAN PRIBADI DOSEN > CLASS HOME

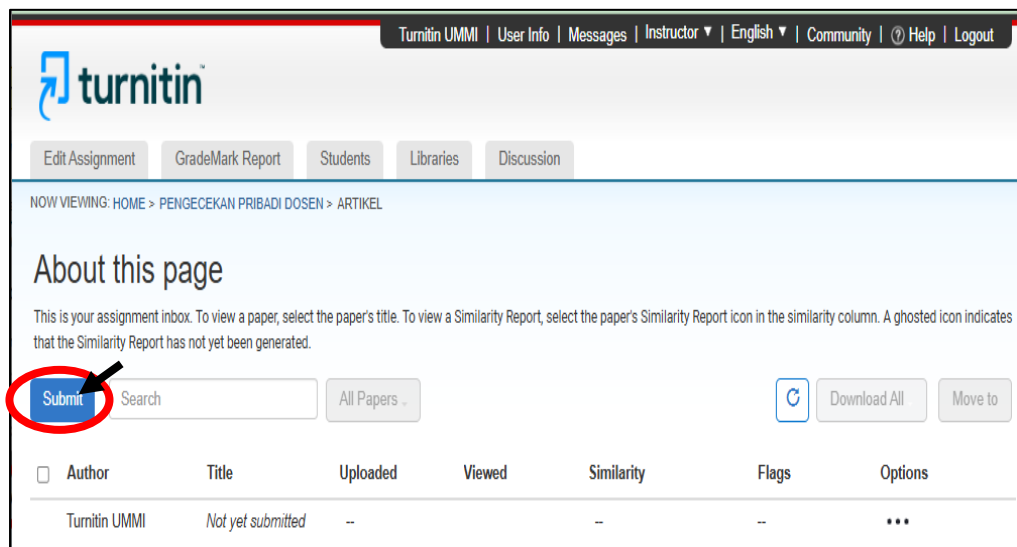
About this page
This is your class homepage. Click the "Add assignment" button to add an assignment to your class homepage. Click an assignment's "View" button to view the assignment inbox and any submissions that have been made to the assignment.

Pengecekan Pribadi Dosen + Add Assignment

CLASS HOMEPAGE | QUICKMARK BREAKDOWN

	START	DUE	POST	STATUS	ACTIONS
ARTIKEL					
PAPER	January 3, 2025 9:40 AM	October 31, 2025 9:40 AM	January 10, 2025 9:40 AM	0 / 1 submitted	View More actions

- c. Selanjutnya, klik 



Turnitin UMMI | User Info | Messages | Instructor | English | Community | Help | Logout

Edit Assignment | GradeMark Report | Students | Libraries | Discussion

NOW VIEWING: HOME > PENGECEKAN PRIBADI DOSEN > ARTIKEL

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.

Submit Search All Papers Download All Move to

<input type="checkbox"/>	Author	Title	Uploaded	Viewed	Similarity	Flags	Options
<input type="checkbox"/>	Turnitin UMMI	Not yet submitted	--		--	--	...

- d. Silakan **persiapkan file** yang akan dicek di Turnitin, lalu **lengkapi isian berikut ini**.

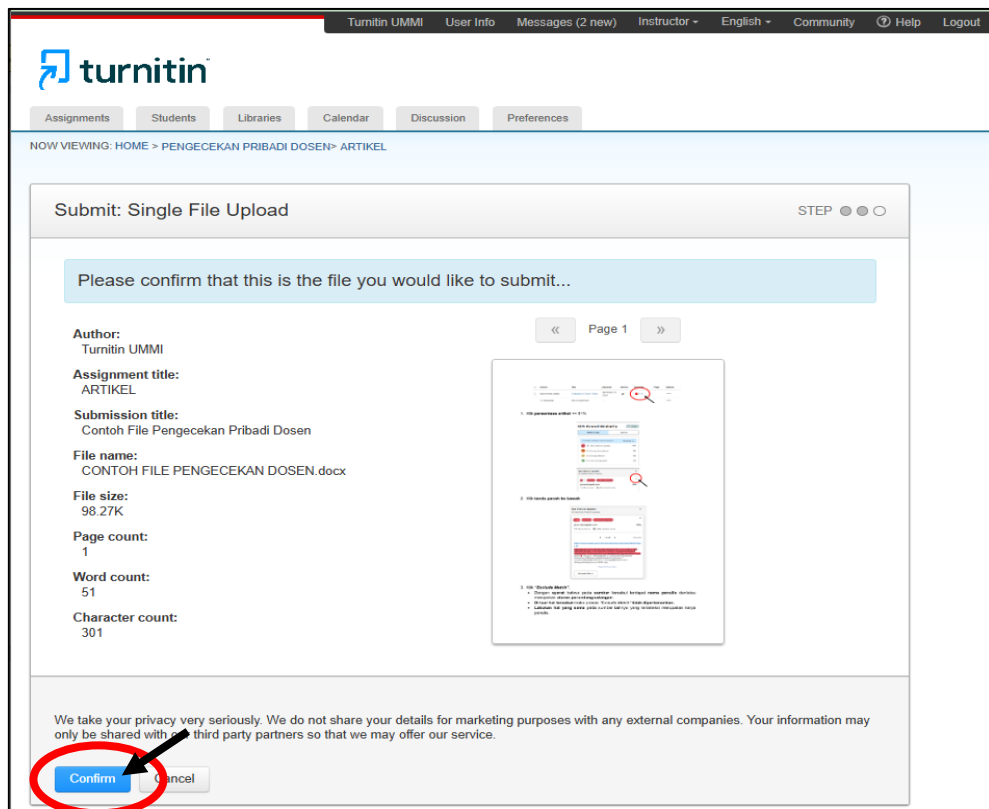
The screenshot shows the Turnitin submission page for a 'Single File Upload'. The page includes a navigation bar with 'Turnitin UMMI', 'User info', 'Messages (2 new)', 'Instructor', 'English', 'Community', 'Help', and 'Logout'. Below the navigation bar are tabs for 'Assignments', 'Students', 'Libraries', 'Calendar', 'Discussion', and 'Preferences'. The main content area shows the submission details for 'ARTIKEL'. The 'Author' dropdown is set to 'Select student...' with an annotation 'Pilih email.dosen@ummi.ac.id'. The 'First name' and 'Last name' fields are empty with an annotation 'Bagian ini akan terisi otomatis setelah memilih Author (email dosen)'. The 'Submission title' field is empty with an annotation 'Isi sesuai dengan judul file yang akan dicek'. A message states 'The file you are submitting will not be added to any repository.' Below this, there is a section 'What can I submit?' with the instruction 'Choose the file you want to upload to Turnitin:'. Three options are listed: 'Choose from this computer' (circled in red with an arrow pointing to it), 'Choose from Dropbox', and 'Choose from Google Drive'. An annotation 'Setelah melengkapi isian di atas, silakan pilih file yang akan dicek' points to the 'Choose from this computer' option.

Lalu, klik

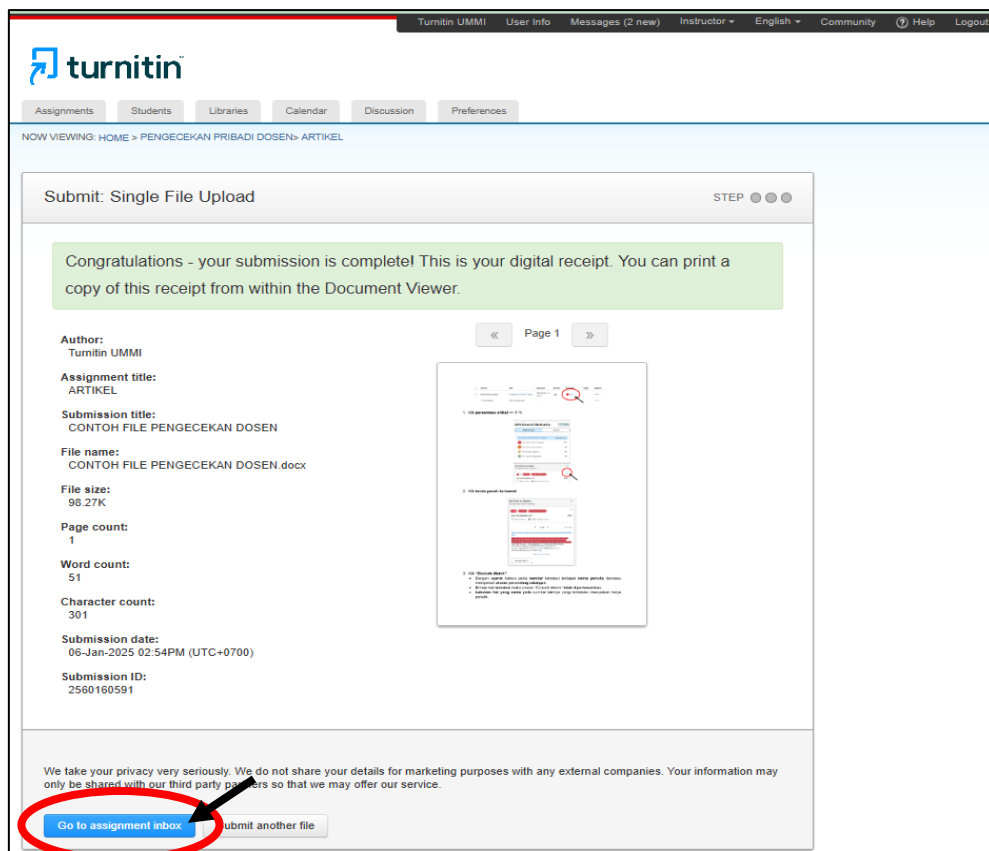
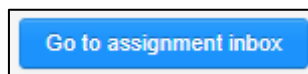
Upload

The screenshot shows the file upload step of the Turnitin submission process. The 'What can I submit?' section displays the file name 'CONTOH FILE PENGECEKAN DOSEN.docx' in a text box, with a 'Clear file' button to its right. Below this, a privacy notice states: 'We take your privacy very seriously. We do not share your details for marketing purposes with any external companies. Your information may only be shared with our third party partners so that we may offer our service.' At the bottom, there are two buttons: 'Upload' (circled in red with an arrow pointing to it) and 'Cancel'. An annotation 'Setelah itu klik "Upload"' points to the 'Upload' button.

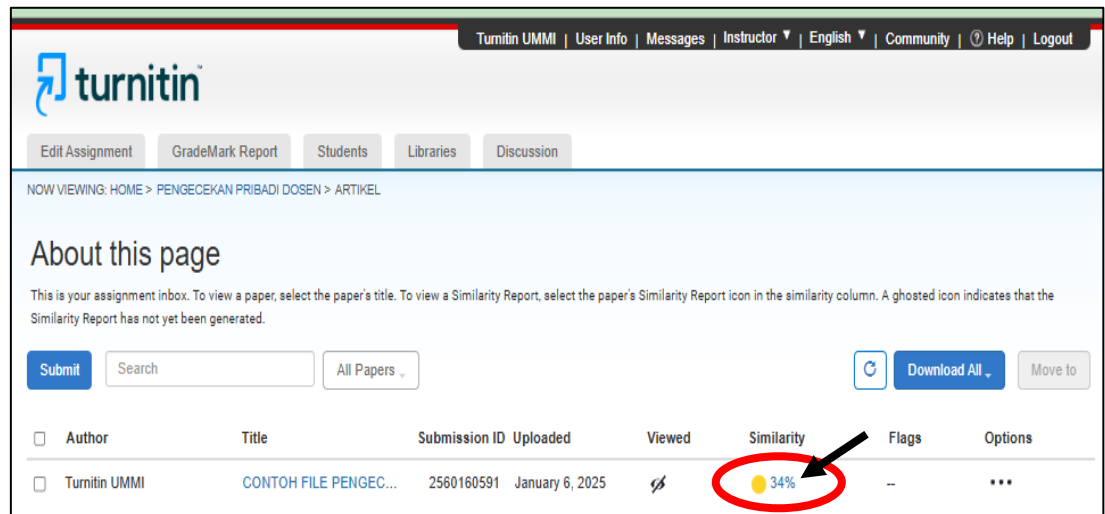
e. Jika *file* yang akan dicek sudah sesuai, selanjutnya klik



f. Lalu, klik



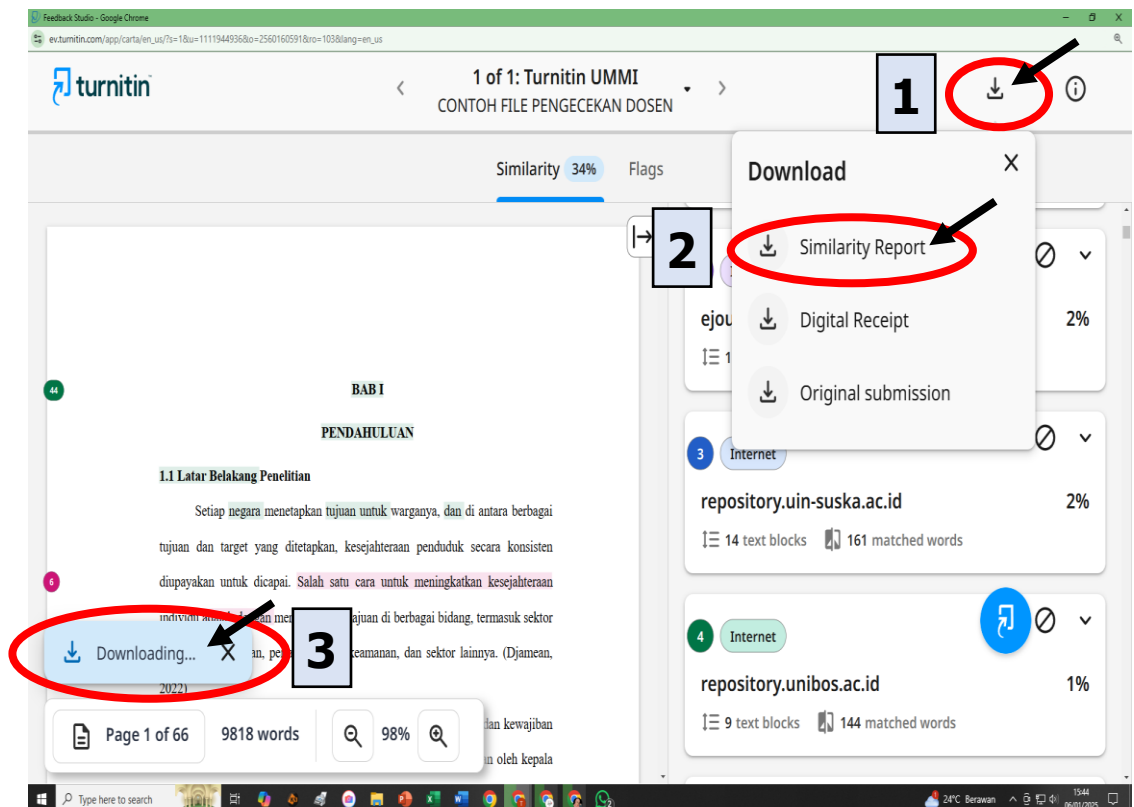
- g. Selanjutnya, **tunggu** beberapa saat hingga hasil **persentase muncul** (*refresh*) Untuk mengetahui **sumber yang terdeteksi kemiripan**, silakan **klik persentase**.




Setelah itu, maka akan terbuka **informasi seperti di bawah ini**.

Untuk **menyimpan File Hasil Pengecekan (FHP)**, silakan klik 

Pilih  Similarity Report . **Tunggu proses "Download" selesai**.

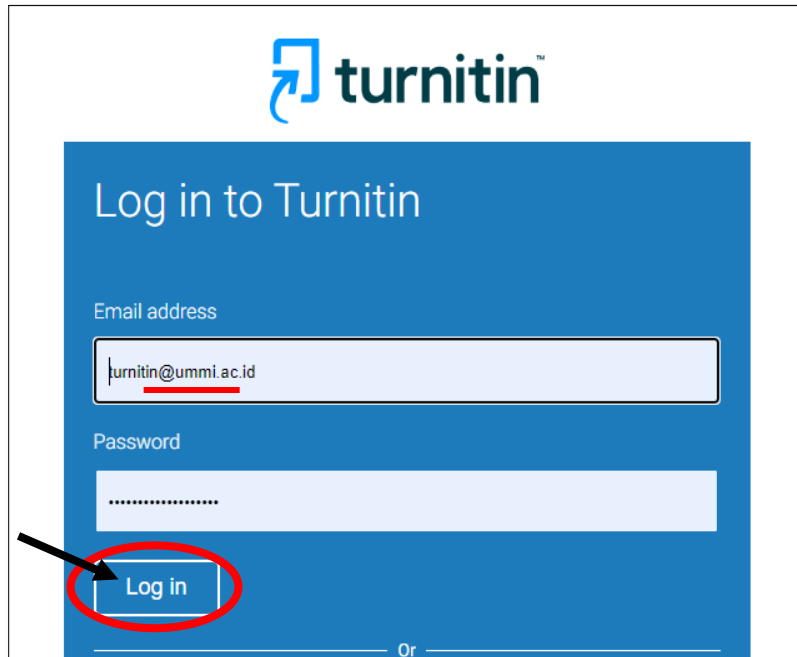


Setelah itu, silakan klik  **di ujung kanan atas** atau **cek folder Download** pada **PC** untuk **membuka FHP (File Hasil Pengecekan)** Turnitin. Jika persentase masih tinggi silakan lakukan perbaikan dan *re-submit* dengan mengikuti tutorial di atas.

G. TUTORIAL MENGHAPUS KELAS ATAU AKUN TURNITIN MAHASISWA BIMBINGAN

1. MENGHAPUS KELAS (OTOMATIS *STUDENT* TERHAPUS)

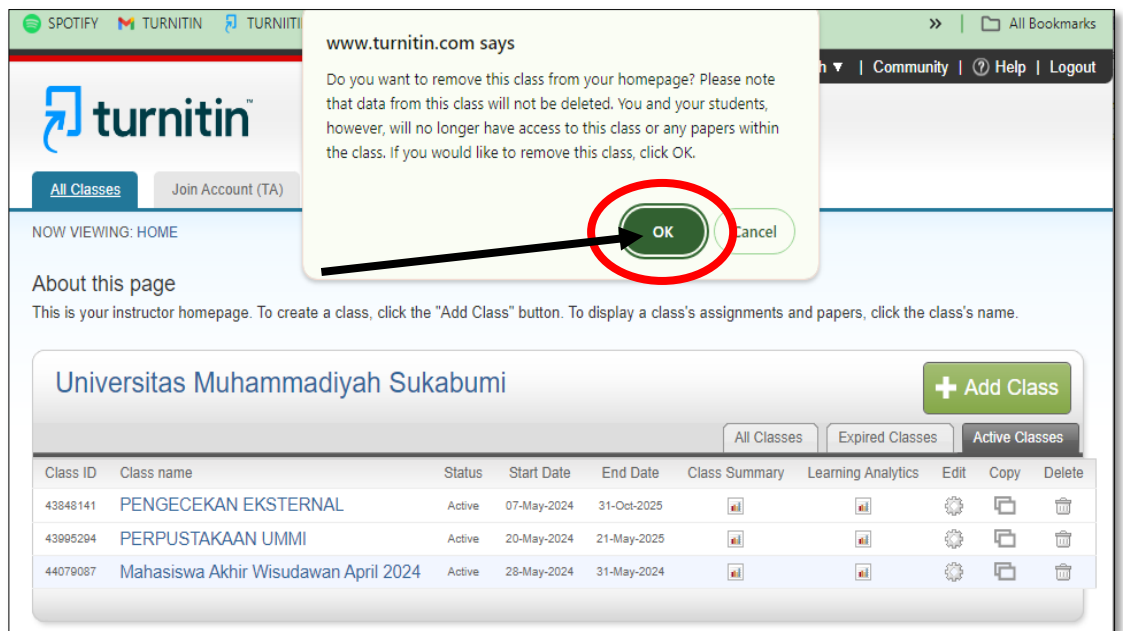
- a. Silakan **login** menggunakan akun Turnitin yang telah terdaftar di Turnitin UMMI.



- b. Pilih kelas mahasiswa akhir yang sudah wisuda/sudah lulus (sesuai kelas yang dibuat oleh Bapak/Ibu), lalu klik **icon tong sampah** di ujung kanan kelas tersebut.

Class ID	Class name	Status	Start Date	End Date	Class Summary	Learning Analytics	Edit	Copy	Delete
43848141	PENGECEKAN EKSTERNAL	Active	07-May-2024	31-Oct-2025					
43995294	PERPUSTAKAAN UMMI	Active	20-May-2024	21-May-2025					
4407344	Mahasiswa Akhir Wisudawan April 2024								

- c. Setelah itu klik “OK” untuk **menghapus kelas** tersebut.

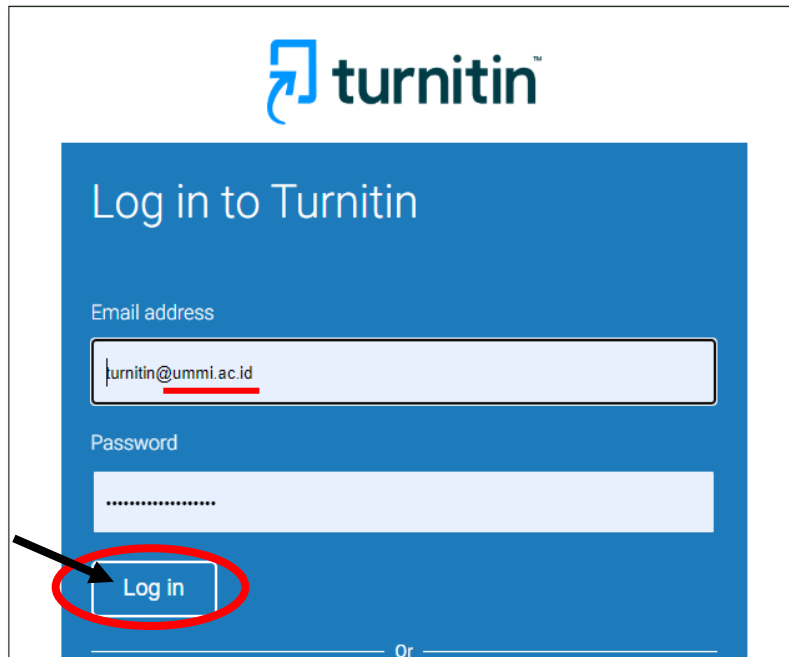


- d. **Kelas berhasil terhapus**, maka akun mahasiswa (*student*) mahasiswa akhir yang sudah wisuda/sudah lulus pada kelas tersebut telah ikut terhapus.

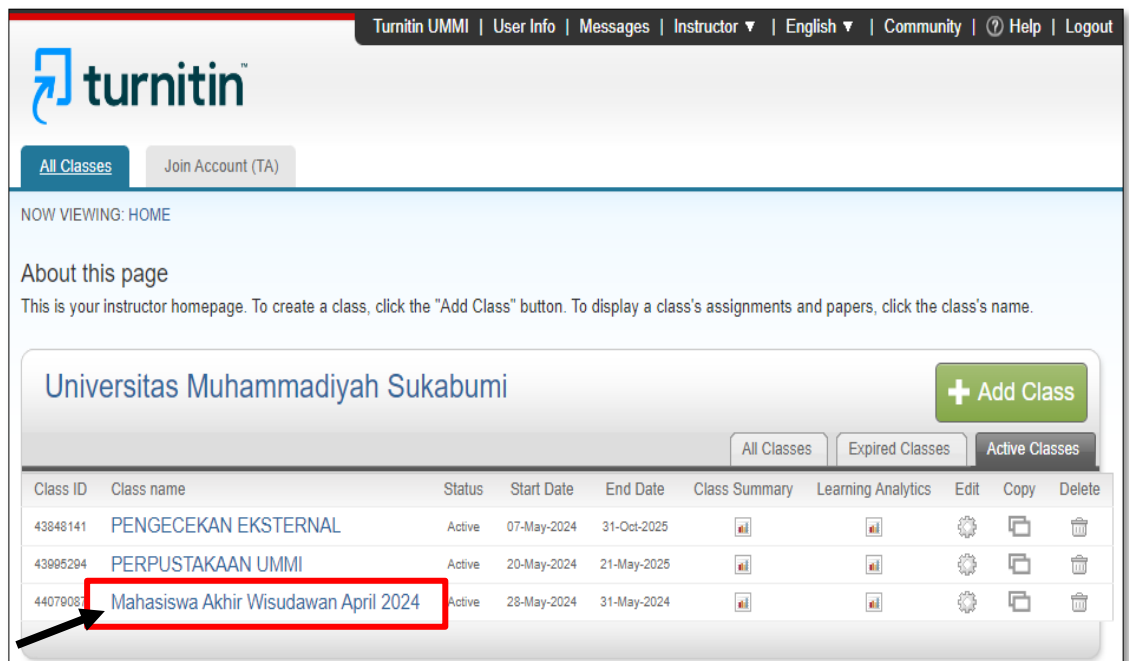


2. MENGHAPUS *STUDENT* SATU PER SATU (MENGHAPUS MANUAL)

- a. Silakan *login* menggunakan akun Turnitin yang telah terdaftar di Turnitin UMMI.



- b. Pilih dan Klik kelas mahasiswa akhir yang sudah wisuda/sudah lulus (sesuai kelas yang dibuat oleh Bapak/Ibu) hingga kelas terbuka.



- c. Klik bagian “Student” yang berada di atas *assignment* di dalam kelas tersebut.



Turnitin UMMI | User Info | Messages | Instructor ▼ | English ▼ | Community | ? Help | Logout

turnitin™

Assignments **Students** Libraries Calendar Discussion Preferences

NOW VIEWING: HOME > MAHASISWA AKHIR WISUDAWAN APRIL 2024

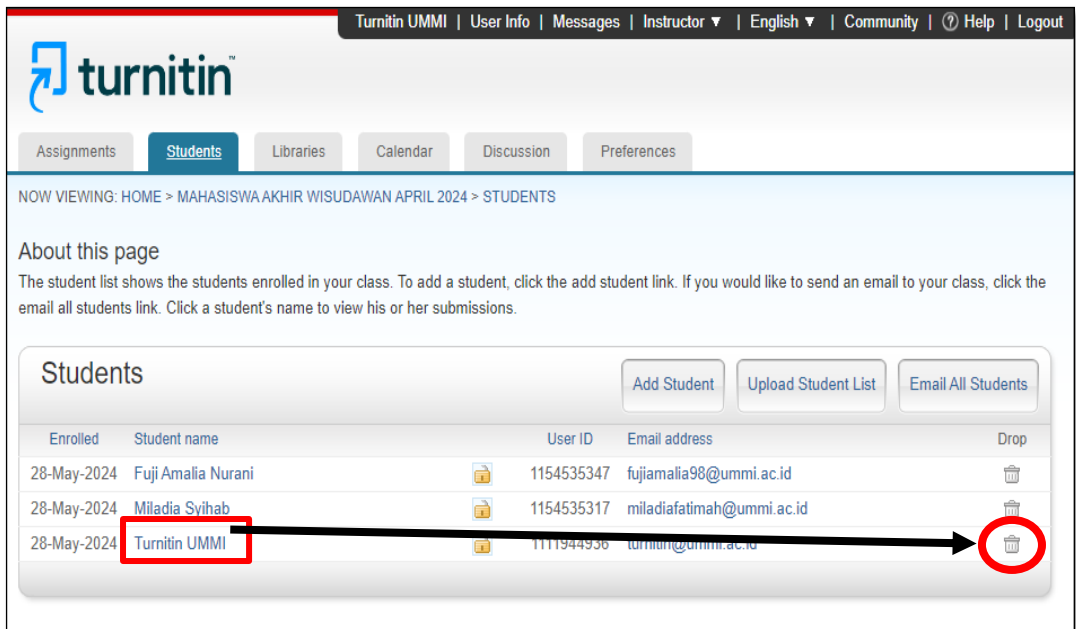
About this page
This is your class homepage. Click the "Add assignment" button to add an assignment to your class homepage. Click an assignment's "View" button to view the assignment inbox and any submissions that have been made to the assignment. You can make submissions by clicking on the "Submit" option in the assignment's "More actions" menu.

Mahasiswa Akhir Wisudawan April 2024 + Add Assignment

CLASS HOMEPAGE | QUICKMARK BREAKDOWN

	START	DUE	POST	STATUS	ACTIONS	
SKRIPSI						
PAPER	28-May-2024 3:24PM	31-May-2024 3:24PM	N/A N/A	0 / 3 submitted	View	More actions ▼

- d. Pilih akun mahasiswa (*student*) yang sudah wisuda/sudah lulus, lalu klik *icon tong sampah* di ujung kanan nama mahasiswa tersebut.



Turnitin UMMI | User Info | Messages | Instructor ▼ | English ▼ | Community | ? Help | Logout

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Assignments **Students** Libraries Calendar Discussion Preferences

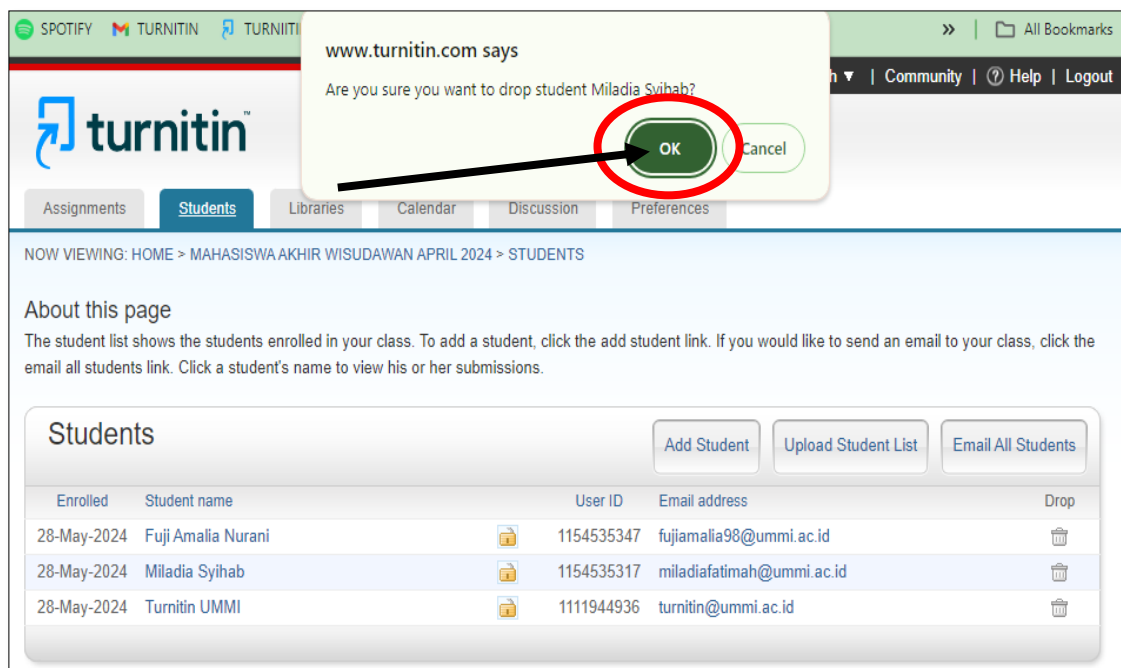
NOW VIEWING: HOME > MAHASISWA AKHIR WISUDAWAN APRIL 2024 > STUDENTS

About this page
The student list shows the students enrolled in your class. To add a student, click the add student link. If you would like to send an email to your class, click the email all students link. Click a student's name to view his or her submissions.

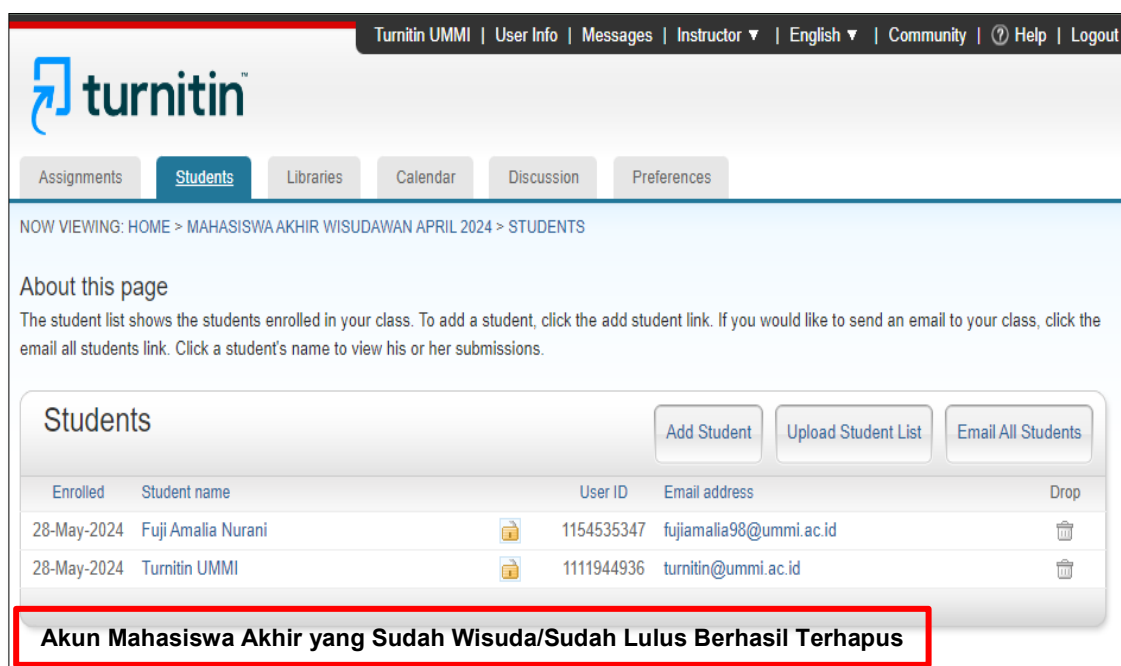
Students Add Student Upload Student List Email All Students

Enrolled	Student name	User ID	Email address	Drop
28-May-2024	Fuji Amalia Nurani	1154535347	fujiamalia98@ummi.ac.id	
28-May-2024	Miladia Syihab	1154535317	miladiatifatihah@ummi.ac.id	
28-May-2024	Turnitin UMMI	1111944936	turnitin@ummi.ac.id	

- e. Setelah itu klik “OK” untuk menghapus akun mahasiswa tersebut.



- f. Akun turnitin mahasiswa akhir yang sudah lulus/sudah wisuda berhasil terhapus.



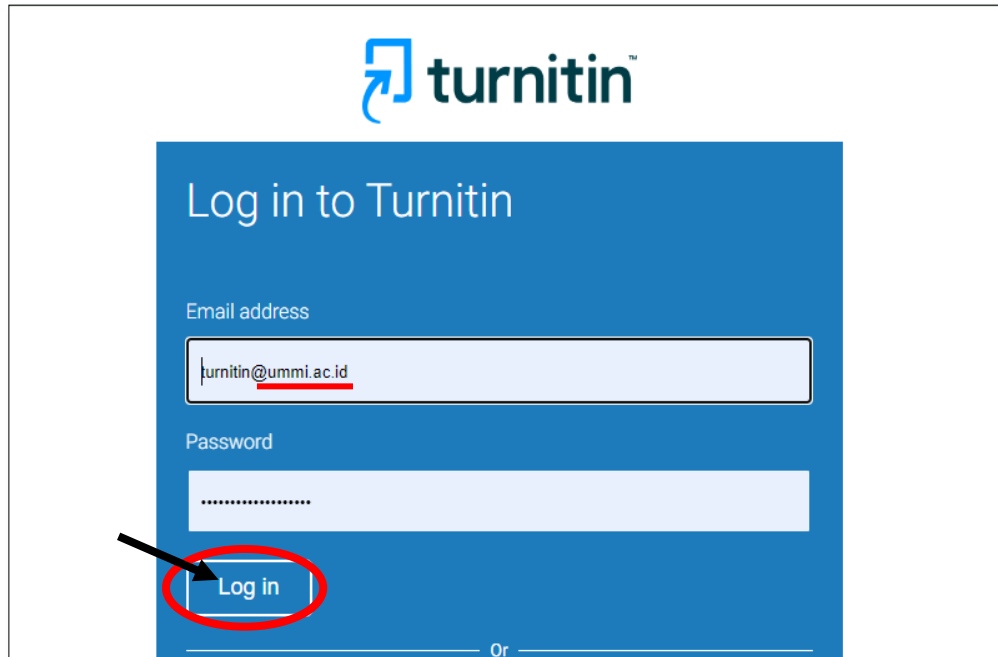
Catatan:


- Mengingat **Kuota Turnitin UMMI** hanya untuk **1000 akun**, maka dimohon untuk Bapak/Ibu Dosen Pembimbing segera menghapus *student* wisudawan yang telah lulus.
- Selanjutnya mohon untuk **mendaftarkan akun mahasiswa akhir dengan email domain *ummi.ac.id***, jika masih terdapat domain *gmail.com*, maka admin akan menghapusnya.
- Proses pembaharuan kuota Turnitin setelah penghapusan akun memerlukan waktu 1 x 24 jam.

H. TUTORIAL PERPANJANGAN TENGGAT WAKTU TURNITIN (CLASS END DATE DAN ASSIGNMENT DUE DATE)

1. PERPANJANGAN TENGGAT WAKTU **Class** (CLASS END DATE)

a. Silakan *login* menggunakan akun Turnitin yang telah terdaftar di Turnitin UMMI.



b. Pilih kelas yang sudah habis masa tenggatnya (*expired*). Klik tanda Edit 

Class ID	Class name	Status	Start Date	End Date	Class Summary	Learning Analytics	Edit	Copy	Delete
446867	Kelas Pribadi	Active	22-Jul-2024	2 31-Oct25					
428666	Kelas Percobaan	Expired	22-Feb-2024	31-Oct-2024					

Kelas dengan **end date 31-Oct-2024** harus diubah menjadi **31-Oct-2025**

c. Ubah *Class End Date* yang semula **31-Oct-2024** menjadi **31-Oct-2025**.

The screenshot shows the Turnitin 'Update standard class' interface. The 'Class settings' section contains the following fields:

- Class name: Wisudawan September 2024
- Enrollment key: 20232024
- Subject: Other x
- Student level(s): Undergraduate x, Graduate x
- Class start date: 22-Feb-2024
- Class end date: 31-Oct-2024

A calendar pop-up is displayed over the 'Class end date' field, showing the month of October 2025. The date 31 is highlighted in the calendar. A red circle is drawn around the calendar and the 'Submit' button.

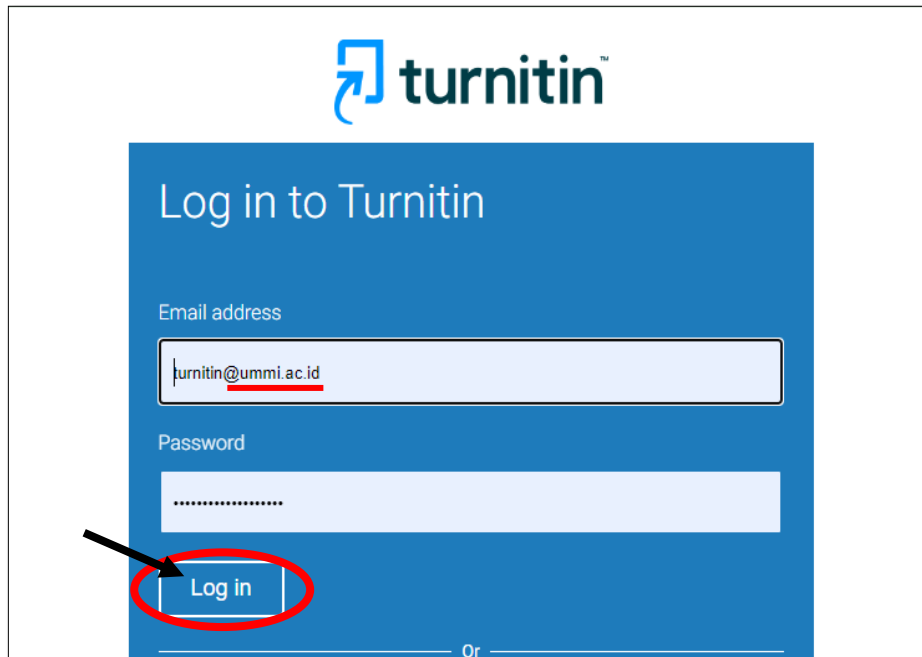
d. Setelah itu, klik *Submit*.

The screenshot shows the Turnitin 'Update standard class' interface after the date change. The 'Class end date' field now displays '31-Oct-2025' and is circled in red. The 'Submit' button at the bottom is also circled in red, with a black arrow pointing to it.

SELAMAT! Masa tenggat **Class** Anda berhasil diperbaharui.

2. PERPANJANGAN TENGGAT WAKTU **Assignment** (*ASSIGNMENT DUE DATE*)

- a. Silakan *login* menggunakan akun Turnitin yang telah terdaftar di Turnitin UMMI.



- b. Pilih kelas yang sudah habis masa tenggatnya (*expired*). Klik nama kelas terkait.

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User Info | Messages | Instructor | English | Community | Help | Logout

All Classes | 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 assignments and papers, click the class's name.

Universitas Muhammadiyah Sukabumi

+ Add Class

All Classes | Expired Classes | Active Classes

Class ID	Class name	Status	Start Date	End Date	Class Summary	Learning Analytics	Edit	Copy	Delete
44686	Kelas Pribadi	Active	22-Jul-2024	23-31-Oct-24					
428485	Kelas Percobaan	Expired	22-Feb-2024	31-Oct-2024					

- c. Setelah kelas terbuka, lalu klik **More actions - Edit assignment** pada **assignment** yang **sudah habis masa tenggatnya (expired)**.

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Assignments Students Grade Book Libraries Calendar Discussion Preferences

NOW VIEWING: HOME > WISUDAWAN SEPTEMBER 2024 > CLASS HOME

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.

No assignments, submissions, or students can be added or edited in this class because the class has expired and has become read-only. If you would like to extend the expiration date of this class, please return to your instructor home page and click on the 'edit' button for this class.

Wisudawan September 2024
CLASS HOMEPAGE | QUICKMARK BREAKDOWN

+ Add Assignment

	START	DUE	POST	STATUS	ACTIONS
Jurnal					
PAPER	February 25, 2024 6:25 PM	October 31, 2024 11:59 PM	March 3, 2024 11:59 PM	0 / 1 submitted	View More actions
UP					
PAPER	June 11, 2024 8:44 AM	October 31, 2024 8:44 AM	June 18, 2024 8:44 AM	0 / 1 submitted	View More actions
Skripsi					
PAPER	February 23, 2024 12:51 AM	March 1, 2024 11:59 PM	March 1, 2024 11:59 PM	0 / 1 submitted	View More actions

More actions dropdown menu:
Edit assignment
View StudentMark assignment
Submit
Email non-submitters
Delete assignment

- d. Ubah **Due Date** yang semula **31-Oct-2024** menjadi **31-Oct-2025**. Setelah itu, klik **Submit**.

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Assignment Inbox GradeMark Report Students Libraries Discussion

NOW VIEWING: HOME > WISUDAWAN SEPTEMBER 2024 > UP

No assignments, submissions, or students can be added or edited in this class because the class has expired and has become read-only. If you would like to extend the expiration date of this class, please return to your instructor home page and click on the 'edit' button for this class.

About this page
To create an assignment, enter an assignment title and choose the start and due dates for the assignment. If you like, you can enter an additional assignment description. By default, papers submitted to this assignment will be checked against all of our databases. If you would like to create a custom search or view other advanced assignment options, click the "Optional settings" link.

Title: UP
Max Grade: 100
Instructions: Assignment Instructions
Start Date: 2024-06-11 08:44
Due Date: 2025-10-31 08:44
Submit papers to: Do not store the submitted papers
Optional Settings

Submit

1

2

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SELAMAT! Masa tenggat **Assignment** Anda berhasil diperbaharui.