

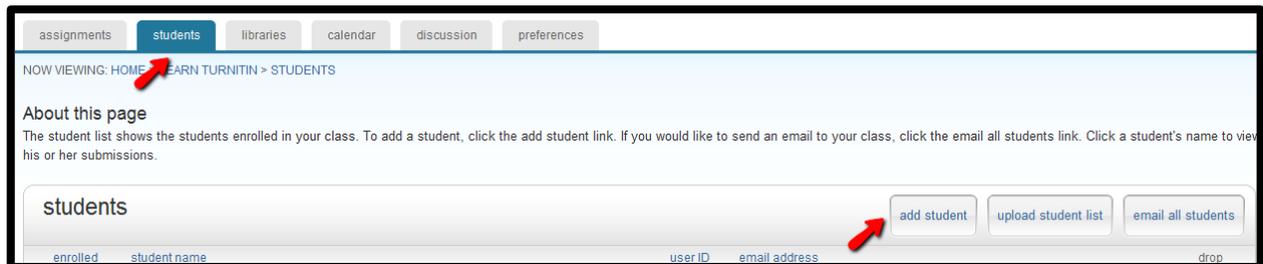
Populating Your Class in Turnitin

Once you have created your class and are ready for your students to begin submitting assignments, there are two different ways to get your course populated:

- Enroll them yourself, or
- Have the students create their own accounts on the Turnitin website (similar to the instructor's process) and enroll themselves in the course.

Manually Enrolling Your Students

1. Once you are logged in, select the course for which you want to enroll a student.
2. Click the name of the selected course. A series of tabs towards the top left of the interface loads.
3. Select the tab labeled **students**.



4. Fill in the fields for First Name, Last Name and Email (please use the student's @stthom.edu address).
5. Click the **submit** button. An email will be sent to the student informing them they have been enrolled in a class and a link to either register with Turnitin or sign in with an existing account.

Note: In the event you have a large number of students to enroll and wish to enroll them in bulk, Turnitin provides the option to upload a student list and [instructions on how to format a document to this](#).

Having Students Self-Enroll

1. Send the *Enrollment Password* you created when you initially made the course to your students along with the *class ID*, (not the *Class Name* you gave it). The *class ID* can be found on the left side of the interface just before the *Class Name*.



Note: If you have forgotten your Enrollment Password, you can see the password by clicking on the **edit** icon for the class.

2. Once the students have the Enrollment Password and the class ID, they can go to Turnitin.com and either login with an existing username or register for a username at no cost. They can then search for the course by its class ID and enroll themselves.

If you have any issues or questions, please feel free to submit a [support ticket request](#), and we will be happy to assist you. Or you can browse the helpful knowledge base at Turnitin.com.