

Turnitin.com Instructions for Students

Your FIRST visit to the site:

To begin. . .

- Type in www.turnitin.com. Then click on “new user.”
- On the next screen, select “student”.
- Type in the class ID for the hour you have English, and type in the enrollment password. The password is case sensitive!
- On the next screen, enter your class ID & Password
 - ___ hour – *Class ID* - password: *class name such as English*
 - ___ hour – *Class ID* - Password: *class name such as English*
 - ___ hour – *Class ID* - Password: *class name such as English*
 - ___ hour – *Class ID* - Password: *class name such as English*

Halfway there. . .

- On the next screen, enter your e-mail address and then click “next.”
- Then enter a familiar password so that you won’t forget and write it down in a safe place. Then click “next.”
- For a secret question, choose something for which there is only one answer.
- On the “personal information”, input your first and last names.
- Then, click on “I agree on the user agreement.”
- Click on “end wizard and log in.” You are now logged on to your teacher’s class on Turnitin.com

Submitting papers. . .

- Now you should see your class listed on your screen. Choose that class.
- Then, in the box that appears, choose the “submit” icon that is to the right hand side of the assignment you want to submit.
- In the next screen, input your name and the title you gave your assignment.

- On this same page, you can input your paper two ways:
 - Look at the top of the box to “submit your paper by” and click on the drop down arrow. Then choose one of the two options:
 - 1 – select file upload and then use the “browse” function to find the paper you have stored on your disk or computer
 - 2 – cut & paste the text from word processing into the available box.
- Then, at the top of the box, choose “submit.”
- Now you’re done, but you can return any time you want to check the status of your paper.

Once You Have Set Up Your Account:

- Go to www.turnitin.com
- Login, and your class should already be listed.
- Enter the class by clicking on it.
- You can see any of your previous assignments, or you can choose to submit another paper. The process is the same.

Papers are due to be submitted to the site by midnight
on the due date.

This does not exempt you from turning in a hard copy.

Introduction

This quickstart will help you get started with Turnitin and will walk you through the steps for submitting your first paper. To begin, you need to first register with Turnitin and create a user profile.

Step 1

To register and create a user profile, go to www.turnitin.com and click on the *New Users* at the top of the homepage ❶.

The screenshot shows the top navigation bar of the Turnitin website. It contains four links: 'Login Page', 'Helpdesk', 'Password Help', and 'New Users'. The 'New Users' link is highlighted with a mouse cursor. Below the navigation bar, there are two input fields: 'E-Mail:' and 'Password:'. To the right of the 'Password:' field is a 'Login' button with a lock icon.

❶ Click to register and create your user profile

The new user wizard will open and walk you through the profile creation process. To create a profile, you must have a **class ID** and an **enrollment password**. You can get this information from your instructor. Once you finish creating your profile, you will be logged in to Turnitin.

Step 2


Your class will show up on your homepage. Click on the name of your class to open your class portfolio ❷.

The New Art College: The New Art College				
class ID	enter a class	instructor	status	drop class
1216352	English 101	White, R.	active	<input type="checkbox"/>

❷ Click on the name of your class to open your portfolio

Step 3

Your class portfolio shows the assignments your instructor has created and your submissions to the class. To submit a paper, click the submit button next to the paper's assignment ③.

assignment list			your portfolio	
#	assignment	submit	title	submitted
1	Our First Assignment			
	11-16-04 11-16-04			

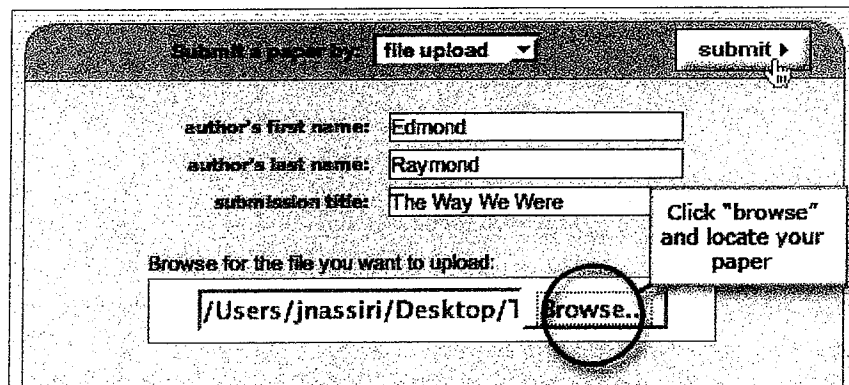
③ Click the submit icon to upload your paper

Step 4

The paper submission page will open. Enter a title for your paper. To select a paper for submission, click the *browse* button and locate the paper on your computer. We accept submissions in these formats:

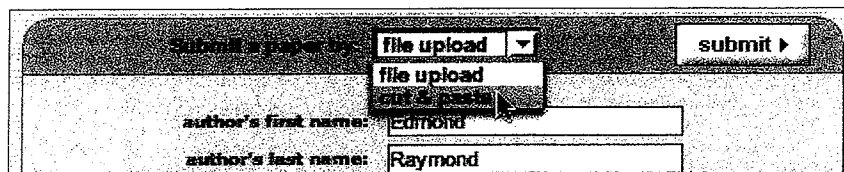
- MS Word, WordPerfect, RTF, PDF, PostScript, HTML, and plain text (.txt)

After entering a title for your paper and selecting a file, click *submit* to upload your paper ④.



④ Once you have located your paper and entered a title, click submit

If your paper is in a format that we do not accept, you can submit it by cut and paste. To submit a paper this way, select *cut & paste* using the pull-down at the top of the form ⑤.



⑤ Select cut & paste with the pull-down to submit a paper in a file format we do not accept

To submit a paper by cut and paste, copy the text of your paper from a word processing program and then paste it into the text box in the submission form. If you submit your paper using the cut and paste method,

you can skip the next step.

Step 5


The paper you chose to submit will be shown on the next page. Look over all the information and make sure that it is correct. To confirm the submission, click the *yes, submit* button ⑥.

is this the paper you want to submit?		yes, submit	no, go back
<p>Streisand, a political activist, and Redford, in the military, meet several times starting in college and form an unlikely relationship which is disapproved of by each of their peers.</p>			

⑥ Make sure you selected the correct paper; click "yes, submit" to finalize your submission

Step 6

After you confirm your submission, a digital receipt will be shown. This receipt will be e-mailed to you. To return to your portfolio and view your submission, click the portfolio button ⑦.

Turnitin digital receipt	paper title: The Way We Were
portfolio	paper id: 14920330
	paper author: Raymond, Edmond
<p>Streisand, a political activist, and Redford, in the military, meet several times starting in college and form an unlikely relationship which is disapproved of by each of their peers.</p>	

⑦ Click the portfolio icon to return to your portfolio and view your submission

I By default, students cannot see their own Originality Reports. If you do not see an Originality Report icon in your portfolio and want to see your report, contact your instructor.

If you need further assistance with Turnitin or would like to learn about the advanced features our system offers, please download our [student user manual](http://www.turnitin.com/static/pdf/tii_student_guide.pdf), which is available at http://www.turnitin.com/static/pdf/tii_student_guide.pdf

