

Student Directions for Turnitin.com

<http://turnitin.com>

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TO CREATE A USER PROFILE (You only do this ONCE, the very first time you use Turnitin.com.)

Note: As you create an account, you will need to enter the **Class ID** and the **Class Enrollment password**. YOU NEED TO GET THESE TWO THINGS FROM YOUR TEACHER before you try to create an account.

From the Turnitin.com home page, click on **Create Account** at the upper-right. Then, in the section called **New students start here**, click on **Create a User profile**. On the next screen, under **Create a New Account**, select **student**. Then just follow the on-screen directions.

For those who have previously created a Turnitin account: TO ENROLL IN A NEW CLASS

[IF YOU FORGOT YOUR PASSWORD: On the Turnitin.com home page, click on the "Retrieve Password" link in the login area.]

After you're logged in, click on **enroll in a class** on the left side. Enter the **Class ID** and the **Class Enrollment password**. YOU NEED TO GET THESE TWO THINGS FROM YOUR TEACHER.

TO SUBMIT A PAPER

- 1) First you must be logged in. Click on the link for the class name. Then, to submit your paper, click on the **submit** button by the correct assignment.
- 2) From the pull-down menu, choose one of the following:
 - a) **Single file upload:** *Papers can be submitted this way only if they are in MS Word, WordPerfect, PDF, RTF, HTML, or plain text (.txt) formats.*
In the **submission title** box, enter the title of your paper (e.g., "The Ethics of Cloning"). Then click on the **Browse** button and locate your paper. When you've selected the paper, click on **upload**. After the page loads, look over the text of the paper to double-check that you submitted the correct one. If everything is OK, click the **submit** button.
 - b) **Cut & paste upload:** *Use this method if your paper is in any file type not listed in section (a) above.*
Enter the title of your paper (e.g., "The Ethics of Cloning"). Then just copy and paste the text of your paper into the text box. (Note: it says "cut and paste," but actually they mean "copy and paste.") Then click on **submit**.
- 3) Now your paper has been sent off to them. Your Originality Report will usually be ready within a minute or two, but may take longer, depending on how busy their server is. The report will be sent to your teacher as well as to you.

TO SEE YOUR ORIGINALITY REPORT:

Right after you've submitted your paper, click on the **go to portfolio** link to return to your class portfolio page. Under **STATUS**, it should confirm that your paper has been submitted. To see the Report, first click on **show details**, if needed, to expand the window.

Then click on the **color-coded report icon** (with a percentage amount) under **originality report** on the right. (Note: You will not see your Originality Report by clicking on the title of your paper; that just shows the text of your paper.) IF THE ICON IS GRAY, the report is not ready yet – try again by clicking on the Refresh toolbar button of your Web browser every 20-30 seconds or so. When the report is ready, the report icon will turn to a color (blue, green, yellow, orange, or red).

Note about resubmitting your paper: If you see that your Originality Report indicates problems, you might wish that you could fix those problems and have a chance to resubmit your paper. You can only resubmit your paper, though, if your teacher has given you rights to do that. If your teacher has, you'll see a **Resubmit** button by the assignment. (The new paper will overwrite the old one; your first submission will not be kept.) There will be a 24-hour delay in generating Originality Reports for any resubmissions. After the due date, you will no longer be able to resubmit your paper.