

# 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, locate your paper, and click **Open**. Then 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.