

HOW TO UPLOAD A PAPER INTO TURNITIN.COM

Student Name: _____ Class Period: _____

When submitting papers in this class, you also have to submit it electronically to make sure it is not plagiarized. To do that, follow these steps:

If you are already a user of Turnitin.com, log in at the top of the home page where it asks for your e-mail and password and register for a new teacher when you get into your account by clicking on "Enroll in a Class." Then, enter your class id and password you got from your teacher. If you forgot your password, you can click on the link to retrieve/reset your password link. If all else fails, you can create a new account by following the steps below.

To create a new account:

1. Go to <http://www.turnitin.com> and click on "Create Account" hyperlink underneath the e-mail log on box in the upper right hand part of the page.
2. On the next page, under "Create a New Account," click on STUDENT.
3. On the next page, fill in all the information you are asked for:
 - You should have gotten a class id number and password from your teacher. The same screen will prompt you for these two items. Type them in and scroll down:

Class Id #: _____ Class Password: _____

- Next, enter your name and your e-mail address. Then, create your own password. You will be using an e-mail address as your username and a password that you create as your password to access your account. If you do not have an e-mail address, make one up that will be easy to remember such as firstname.lastname@yahoo.com (ex: suesmith@yahoo.com) For your password, use something you can remember such as your first name and your graduating year. You may have to use this account with other teachers in future years. Write it down below:

Your E-mail Account Name: _____

Your Password: _____

- When it asks you to choose a secret question, this is for you if you ever forget your password. Since this is a common event, we recommend that you choose a question near the top if you have an answer for it. Make sure your answer is something that won't change in future years. Write it down below so that you don't forget it:

Your Secret Question: _____

Your Answer to the Secret Question: _____

- Click I AGREE; CREATE PROFILE at the bottom of the page.
4. Once you click on the button, it will take you directly into your account. You should see the class name you are now enrolled in. Make sure you are enrolled in the right class.

SUMBITTING A PAPER INTO TURNITIN.COM:

5. To submit your paper, click on the name of the class (for example—5th Period Honors). You will get a screen displaying any assignments the instructor has created. Find the name of the paper your teacher wants uploaded and click on the **UPLOAD** button.
6. You will get a screen where you have options on how to upload your paper. If you are uploading from a flash drive or a file saved on your hard drive, just hit the **BROWSE** button and select your file. (If you typed your paper in Microsoft Works, you have to change the "Submit a Paper By:" box to **CUT AND PASTE** by clicking on the down arrow. Then, open the paper, copy the entire paper, and then paste it in the box provided on the turnitin.com screen.)
7. Once you have accessed the file, type the title of your paper in the Submission Title box and then hit the **SUBMIT** button.
8. You will get a receipt sent to your e-mail to confirm that you submitted the paper. You can go back to the main screen and click on the class name again and it will show you that you did submit the paper.
9. Your teacher will receive the paper in his/her inbox for the class and will get the report telling whether or not it is plagiarized. If your teacher allows it, you will also get that report.
10. Check with your teacher to make sure that the paper was received. It should have been received within seconds of your submission. You can e-mail your teacher from the main screen by clicking on your teacher's name.