

Turnitin Student Start Up

To create a user profile:

1. Go to www.turnitin.com.
2. Click *New Users* on the Turnitin homepage.

Follow the on-screen instructions.

Use only one email address.

In order to create a profile, you will need a class id and enrollment password. If you don't have this information, please contact your instructor. When you are done creating your profile, you will be logged in to your account.

Logging In

1. Go to www.turnitin.com.
2. At the top, enter your e-mail address and user password.
3. Click *Log In* to open your Turnitin homepage

Enrolling in a Class

Your student homepage lists your enrolled classes. If you are a new user, you will see the class you enrolled in when you created your profile.

To enroll in additional classes:

1. Click the *enroll in a class* tab on your homepage.
2. Enter the class ID and enrollment password for your class.
3. Click *submit* to enroll in the class and add it to your homepage.

If you do not have a class ID and enrollment password, please contact your instructor.

Submitting a Paper

You will submit papers to your class from your class portfolio. To open your class portfolio, click a class name on your homepage.

The class portfolio lists the assignments your instructor has created and your submissions to these assignments.

You can submit a paper in two ways:

- by **file upload** (used to submit a paper as a computer file; we currently accept submissions in Microsoft Word, WordPerfect, RTF, PDF, PostScript, plain text, and HTML formats)
- by **cut and paste** (used to submit a paper in a file format we do not accept, by cutting and pasting the text into a text box)

To submit by file upload:

1. Click the submit icon next to the desired assignment in your class portfolio.
2. Select *file upload* from the submission pulldown menu.
3. Enter a title for your submission and an ID (optional).
4. Click the *Browse* button and locate the paper you want to submit.
5. Click *submit*.

On the following page you will be asked to confirm the text of your submission. If the text checks out, click *yes, submit* to finalize your submission.

After submitting a paper, you will receive a digital receipt. From this screen you can proceed to your class portfolio to view the submission.

To submit by cut and paste:

1. Click the submit icon next to the desired assignment in your class portfolio.
2. Select *cut and paste* from the submission pulldown menu.
3. Enter a title for your submission and an optional student ID.
4. Cut and paste your paper into the text box.

To cut and paste text, highlight the text of a paper in a word processing or text editing program and select *copy* from the edit menu. To transfer the text into your browser, place your mouse cursor in the text box of the submission page and select *paste* from your browser's edit menu.

5. Click *submit*.

After submitting your paper you will receive a digital receipt. From this screen, you can resubmit your paper, or proceed to your class portfolio to view the submission. Click the portfolio icon to return to your class portfolio and view your submission.

Viewing Your Submissions

After you submit a paper, it will appear in your class portfolio next to its assignment. Every paper you submit can be viewed online by clicking on its title in your portfolio. You can download a paper to your computer in file format by clicking on the file icon.