

INSTRUCTIONS FOR SUBMITTING PAPERS TO TURNITIN.COM 08A

The SKHS English department requires that all students submit their research papers to Turnitin.com. This is an instructive tool that will help you as you move to higher education. Please see me if you have any questions or concerns.

Make sure you record the following information before attempting to use the website:

Class name: _____

Class ID #: _____

Class password: _____

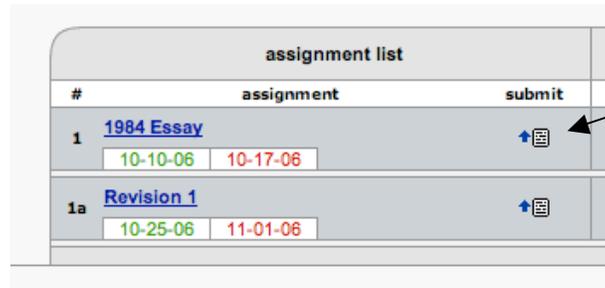
Directions for creating a user profile on Turnitin.com

- Go to Turnitin.com. (Are you still with me?)
- In the top right-hand corner of the window, there is a log-in prompt. Below that, click “Create a user profile.”
- You are a student, so select “Student” when prompted.
- Enter the class ID # and password which I gave you.
- Enter your e-mail address.
- Enter a password that you won't forget. If you have trouble, READ THE DIRECTIONS.
 - ✓ Your password must be between 6 and 12 characters long.
 - ✓ It must contain at least one letter and one number.
 - ✓ Passwords are case-sensitive.
- You will next be prompted to pick a personal verification question and write an answer, in case you forget your password.
- Enter your first and last name, country, and state. You shouldn't need my help on this part.
- Read and agree to the “User Agreement.”
- YOUR ARE READY TO SUBMIT!

See other side for instructions on uploading your paper.

Directions for uploading papers to Turnitin.com

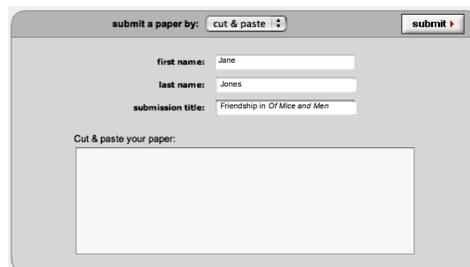
- ❑ Go to Turnitin.com.
- ❑ In the top right-hand corner of the window, there is a log-in prompt. Enter your email address and password.
- ❑ This will bring you to the student homepage. Click on your class.
- ❑ This will bring you to a list of assignments. Click the “submit” icon for the assignment you are going to upload.



- ❑ You will see a box in the middle of the screen

A screenshot of the Turnitin submission form for file upload. The title is "Submit a paper by:". There is a dropdown menu set to "file upload" and a "submit" button. Below this, there are three input fields: "first name:" with the value "John", "last name:" with the value "Smith", and "submission title:" with the value "The Truth of 1984". Below these fields, there is a section titled "Browse for the file you want to upload:" with a "Choose File" button and the text "no file selected". At the bottom, there is a note: "Turnitin currently accepts the following file types: MS Word, WordPerfect, PostScript, PDF, HTML, RTF, and plain text."

- ❑ Type in a title for your paper.
- ❑ If you are going to upload your file directly from your computer (the preferred method), then:
 - ✓ select “file upload” in the bar at the top of the box;
 - ✓ click the “Choose File” button; this will open a window that will enable you to select the paper you want to upload;
 - ✓ browse your file listings to find your paper;
 - ✓ click the “submit” button.
- ❑ If you are going to cut-and-paste your file, then:
 - ✓ in the bar next to “Submit a paper by:” select “cut and paste”;
 - ✓ copy the entire text of your essay from your word-processing file;
 - ✓ paste it in the box; and
 - ✓ click the “submit” button.

A screenshot of the Turnitin submission form for cut and paste. The title is "submit a paper by:". There is a dropdown menu set to "cut & paste" and a "submit" button. Below this, there are three input fields: "first name:" with the value "Jane", "last name:" with the value "Jones", and "submission title:" with the value "Friendship in Of Mice and Men". Below these fields, there is a section titled "Cut & paste your paper:" with a large empty text area.

- ❑ In the next window, click “yes, submit” (or “no, go back” if you need to)
- ❑ You should be all set!