Guide for using Turnitin:

Use the Turnitin link on the Lab Information page or http://www.turnitin.com

I. Signing in:

A. For students who do not have a user profile from another class:

1. Go to www.turnitin.com.
2. To the left of the **Log In** button in the upper right corner, click on the link "Create Account."
3. On the next window, "Create a New Account," fill in the information and choose "Student".
4. Enter your class id and enrollment password in the appropriate fields. Find your ClassID # and password in the list below.
5. Enter your first name, your last name, and the e-mail address you would like associated with your Turnitin account (this will be your user name)
6. Enter (and re-enter) the password you would like to use as your Turnitin login password
7. Select a secret question using the secret question pull down menu, enter an answer
8. Review the Turnitin user agreement and click to agree and finalize user profile creation
9. Click to exit the profile creation wizard and sign in to Turnitin
10. If you need further guidance with enrolling, use this link:
    http://www.turnitin.com/en_us/support/help-center In the Popular Articles list, Enrollment–New (Full Instructions)–Student (or search this phrase)

Class ID and enrollment password:

Section	Class ID	enrollment password
R1	11044330	mondayafter
R2	11044367	tuesmorning
R3	11044396	wedmorning
R4	11044405	wedevening
R5	11044347	monnight
R6	11044373	tuesnight

B. For students who have a user profile from another class:

1. After signing into Turnitin, click on the Enroll in a class tab on your student homepage.
2. Enter the class id and enrollment password from the table above.

II. Submitting your lab report:

Use this link for specific instructions:
http://www.turnitin.com/en_us/support/help-center Search using **Paper Submission.**

There are two ways to submit your report:

Option 1: YOUR FILE IS ALREADY IN AN ACCEPTABLE FORMAT
    See list of appropriate files types on next page.

1

Note!!!! "Turnitin will currently accept the following file types:

1. Microsoft Word® (.doc / .docx)*
2. OpenOffice (.odt)**
3. Google Docs via Google Drive™
4. WordPerfect® (.wpd)
5. PostScript (.ps/.eps)
6. Adobe® PDF
7. Microsoft PowerPoint® (.pptx, .ppt, .ppsx, and .pps)***
8. Microsoft Excel® (.xls and .xlsx)****
9. HTML
10. Rich text format (.rtf)
11. Plain text (.txt)
12. Hangul Word Processor file (.hwp)

The paper being submitted must contain more than 20 words, must be under 20MB (or approximately two million characters), must not exceed 400 pages in length, and must not contain spaces in between every letter (l i k e t h i s)."

*Note: We do not accept Microsoft Word 2007 macros-enabled (.docm) files (we do accept the standard .docx files). Whatever macro is encoded in the file is stripped away when submitted to Turnitin. For example, when using a "letter replacement macro," we strip the macro from the Wordfile, and whatever characters the student originally had in the file will appear (ex. "a~"). Also, we do NOT accept password protected files.

**Note: Turnitin will not accept .odt files created and downloaded from Google Docs online. Turnitin will not accept ".doc" files created using OpenOffice since OpenOffice ".doc" files are not 100% Microsoft Word equivalent.

***Note: It is possible to submit PowerPoint files through Turnitin.com, Submit.AC.UK, Turnitin Basic integrations, newer versions of the Turnitin Direct integrations, and LTI compliant integrations only. It not possible to submit PowerPoint files using other non-LTI compliant integrations.

****Note - Microsoft Excel: The version of the file that can be viewed in the Document Viewer will look the same as it would if the Excel file had been saved as a PDF and submitted to Turnitin. We highly recommend that users pay attention to the image preview provided in the single file submission to verify that the file is presented in an acceptable manner. Users can adjust the way the file looks by editing the page setup and print area settings for the file prior to saving it and submitting it to Turnitin.

If a file format issue is occurring, please re-open the file in a word processor, and save the file again using the "save as" function and choosing a different format from the file type pull down menu (try RTF or TXT as they are the most "safe").

If your paper is not in one of these formats, either convert it with your word-processing software or use Option 2 on the next page.

Start by logging in to Turnitin, then (from the site):

1. Click on the title of the Class you wish to submit to.
2. Click on the blue "Submit" button for the assignment you wish to submit to. If there is a grey "Submit" button, submissions are not allowed for this assignment. Please check the assignment start and due dates and the assignment info icon*.
3. From the "Submit" heading at the top of the page, select the "Single File Upload" option. If "Cut & Paste Upload" is showing, click on the arrow to select "Single File Upload."
4. Enter your Title of your paper.
5. Select an upload option.

   ◦"Choose from this computer" - Browse to a file saved on the computer. Select the file and then click "Open."

   ◦"Choose from dropbox" - Browse to a file saved to your Dropbox.com account and then click "Choose."

   ◦"Choose from Google Drive™" - Browse to a Document file from your Google Drive account and then click "Select." (You may need to click "Accept" before connecting).

6. Click the "Upload" button at the bottom.
7. **STOP, and WAIT** for the next page to appear.
8. Click "submit" to confirm your submission.

Important, after your paper is successfully submitted, your digital receipt will be displayed on screen. The digital receipt has a paper ID, which is confirmation that Turnitin has received your submission. If you do not see a digital receipt with a paper ID, then your paper was not successfully received by Turnitin. The digital receipt is also emailed to you as well.

For a video on how to submit a paper, please go the web address:
http://www.turnitin.com/en_us/training/student-training/submitting-a-paper

For More Help:
http://www.turnitin.com/en_us/support/help-center   Search this phrase:
Paper Submission - Submitting a paper via file upload - Student

Option 2: IF YOUR FILE IS NOT IN AN ACCEPTABLE FORMAT

You can use the Copy/Paste feature. From the website: "To submit a section of paper or an entire paper by cut and paste, please do the following:

1. Log into your account.
2. Click on the class you wish to submit to.
3. Click on the blue "Submit" button for the assignment you wish to submit to. If there is a grey "Submit" button, submissions are not allowed for this assignment. Please check the assignment start and due dates and the assignment info icon*.
4. Toward the top of the submission screen, click on the "Submit" pull-down menu and select "cut & paste upload". Note: the default submission method is by "Single File Upload" which you are changing to "cut & paste upload".
5. Fill in the relevant fields for the submission (eg. name and title).
6. Copy and paste the section of text you would like to submit in the large "cut & paste your paper:" field.
7. Click "upload".

Submitting a document by "cut & paste" method will only accept basic text. Fonts, formatting, pictures, multimedia, and anything else which is not "basic text" will be lost.

Note: Once you have uploaded the paper, you should print out or save the digital receipt, which is displayed automatically on your screen after you submit your paper. The digital receipt is an automated response to submissions, which cannot be manually reproduced. The receipt is also e-mailed to you. Please check your e-mail, including your junk, bulk or deleted file (it is sometimes filtered as spam) for the digital receipt email."

For More Help:
http://www.turnitin.com/en_us/support/help-center   **Select Paper Submission;**
Paper Submission - "Cut and Paste" upload - Student

==IN BOTH METHODS OF SUBMISSION:==

==1. Be sure to actually click on Submit==

==2. After submitting, you will receive an email receipt.== From the website:

"The digital receipt is an automated response to **successful** submissions. The receipt is e-mailed to you, as well as appearing on screen after you submit. Please check your e-mail, including your junk, bulk or deleted folders (it is sometimes filtered as spam) for the digital receipt mail. If you do not see a digital receipt, then your submission was **not** likely received by Turnitin.

In the event you've deleted the email with your digital receipt, you can also download and print it following the steps below:

1. Navigate to your submission and open it using the Document Viewer (eg. view the Originality Report).
2. Click on the "printer" icon to the far left corner of the Document Viewer. The icon is located next to the "information" icon.
3. Select the "Download PDF of Digital Receipt for printing" option.
4. A window may appear asking you to save the file. Please note where you save the file on your computer.
   The Digital Receipt will be saved as a PDF file.

Many students make the mistake of uploading the paper and thinking it's done. There is a 2nd step, which is to confirm submission. If the 2nd step isn't confirmed, the paper will not be submitted, and there will be no digital receipt."

==Important!! BE SURE TO SAVE THIS EMAIL RECEIPT==

This email receipt is your way to verify that you submitted your report if there are any problems.

3. Be sure that you actually receive your email receipt!

If you do not get a receipt, your report was not properly submitted and you need to return to the site and submit your report.

4. It is your responsibility to make sure that your report was submitted. Your work (draft Introduction or Lab Report) will not be graded without an on-time Submission to Turnitin.

For more detailed help, use this link:
http://www.turnitin.com/en_us/support/help-center

This page is available to you through the website and provide the imformation give above and more. From the login page, click the Help button and then the links under Students on the Help Center Articles page.