Turnitin.com

Enrolling in a Class

Students must enroll in a class before they can begin using Turnitin. In order to enroll in a class the student must have the class id and enrollment password which can only be distributed by the class instructor. Students can enroll in multiple classes from the same user profile.

How to create a new user profile and enroll in a class

1. Click the New User link to the left of the Sign in button on the Turnitin homepage

2. Click the Sign up for Turnitin link in the New Users column on the right of the web page

3. Click on the student link from the Create a New Turnitin Account screen

4. Enter your class id and enrollment password in the appropriate fields

Class ID	Class	Password
3621110	Biology per 1	
3621114	Biology per 2	paoli
3621115	Biology per 3	

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

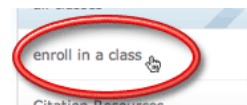7. Select a secret question using the secret question pull down menu, enter an answer

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

Students with pre-existing user profiles can use the enroll in a class tab to enroll in additional classes.

1. Click on the enroll in a class tab on your student homepage

2. Enter the class id and enrollment password

3. Click submit to enroll in the class
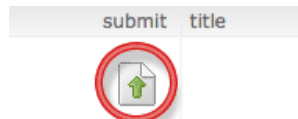
Additional Information

- All passwords in Turnitin are case sensitive

- Turnitin user login passwords must be between 6-12 character in length and contain both letters and numbers

- You will need to remember your secret question and answer if you forget your login password in the future. Please select the question with this in mind and answer the question with the correct response.

- Students enrolling in sections of Master classes must use the section id and enrollment password to enroll.
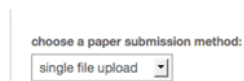
Submitting Papers as a Student

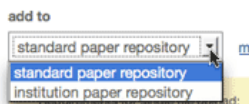## How to use the single file upload submission method

ID   class name

American Literature

77   Class Demo   ✚ add se

1. Click on the class name

submit   title

2. Click on the paper shaped submit icon to the right of the assignment name

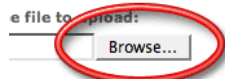choose a paper submission method:

single file upload ▾

3. Select "single file upload" from the "choose a paper submission method:" pull down menu

submission title *

4. Enter the paper title for the submission in the appropriate field

add to

standard paper repository ▾   m

standard paper repository
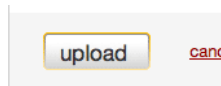institution paper repository

5. If your instructor has provided you with the option to select which repository you would like your paper stored in the "add to" option will appear within the submission screen. There are two options: either to add your paper to the standard paper repository or to the institution paper repository. Select which repository you would like your paper added to
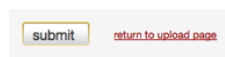
e file to upload:

Browse...

6. Click browse to find the file on your computer

Cancel   Open
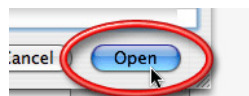
7. Find the file on your computer and click open

upload   canc

8. Click upload
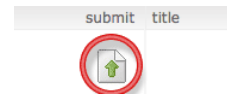
submit   return to upload page

9. Review the file and click on the "Submit" button to finalize the submission

If the student would like to submit only a section of text from a file, only has the file in an unaccepted file type or only has a hard copy of the paper he or she would like to submit, the student should use the cut and paste method of submission.
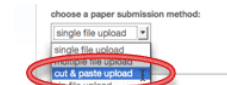
How to use the cut and paste method of submission as a student

ID   class name

American Literature

77   Class Demo   ✚ add se

1. Click on the class name

submit   title

2. Click on the paper shaped submit icon to the right of the assignment name

choose a paper submission method:

single file upload ▾
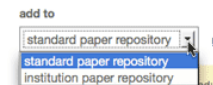single file upload
multiple file upload
cut & paste upload

3. Select "cut & paste" from the "choose a paper submission method:" pull down menu

submission title *

4. Enter the paper title for the submission in the appropriate field

cut and paste your paper: *

5. Either select the text you would like to submit from the source file on your computer, or type the text you would like to submit in the large "cut and paste" field

add to

standard paper repository ▾   m
standard paper repository
institution paper repository

6. If your instructor has provided you with the option to select which repository you would like your paper stored in the "add to" option will appear within the submission screen. There are two options: either to add your paper to the standard paper repository or to the institution paper repository. Select which repository you would like your paper added to

submit

7. Click submit to finalize the submission

Additional Information

- Students will receive a digital receipt containing a paper id both on screen and in e-mail for every successful submission. If the student does not receive a digital receipt for a submission, the submission was not successful.
- In the file upload method of submission step 8 is critical. If the student does not click the final "submit" the file will not be submitted.
- Turnitin currently accepts the following file types for submission: MS Word (.doc), WordPerfect (.wpd), PostScript (.eps), Portable Document Format (.pdf), HTML (.htm), Rich Text (.rtf) and Plain Text (.txt). All files submitted to Turnitin must be text based. Papers which have been scanned must be sent through Optical Character Recognition (OCR) software before they can be submitted to Turnitin.
- Only one file per student can exist for each assignment. Students who would like to submit multiple papers will need to either submit to multiple assignments or combine the papers into one file for submission.