**Creating a new account:**

1. Go to www.turnitin.com and select Create Account in the upper right hand corner
2. Under Create a New Account, select Student
3. Enter the required information and click I Agree - Create Profile at the bottom of the page
4. IMPORTANT! If you have a Turnitin account already, please do NOT create a new account! Instead, select Retrieve Password or ask your teacher or Mrs. Sandel (librarian) for help

**Enrolling in a Class:**

1. Go to www.turnitin.com and log in to your account
2. If you forgot your password, do NOT create a new account - select Retrieve Password or ask your teacher or Mrs. Sandel (librarian) for help!

1. Click on the *Enroll in a Class* tab on the student home page
2. Enter the class ID and enrollment password (case sensitive) for the new class
3. Click *submit* to enroll in the class and add it to the student user homepage

|  |  |  |
| --- | --- | --- |
| **Class/Hour** | **Class ID** | **Enrollment password** |
| U.S. History – 1st hour | 9341877 | Guysky1 |
| U.S. Civics – 3rd hour | 9354551 | Guysky3 |
| U.S. History – 5th hour | 9341905 | Guysky5 |
|  |  |  |

**Submitting a paper by single file upload:**

1. Log in to your account and click on the appropriate class name
2. Click on the *Submit* button to the right of the assignment name
3. Select *single file upload* from the *choose a paper submission method* pull down menu
4. Click the *Browse* button and select the file to upload. Fill the *submission title* field with the paper name
5. Click *upload* to upload the file. A status bar will appear displaying the upload progress
6. Review the preview panel. This is a text-only version of the paper being uploaded. Confirm that it is the correct version of the file to send
7. Click submit \*\*\*Warning! If you do not click *submit* your paper will not be uploaded!\*\*\*
8. If you submit the incorrect paper or something goes wrong, contact your teacher or Mrs. Sandel for help

**Submitting a paper by copy and paste:**

1. Log in to your account and click on the appropriate class name
2. Click on the *Submit* button to the right of the assignment name
3. Select *cut & paste upload* from the *choose a paper submission method* pull down menu
4. Fill in the *submission title* field and copy the text from the text document. Do **NOT** manually type an entire paper into the copy/paste field. It might time-out and you will lose any information you typed!
5. Click submit \*\*\*Warning! If you do not click *submit* your paper will not be uploaded!\*\*\*
6. If you submit the incorrect paper or something goes wrong, contact your teacher or Mrs. Sandel for help

**Originality Check:**

Depending on how your teacher has the assignment configured, you may be able to view your originality report soon after you submit an assignment. The Originality Report provides a summary of matching or similar areas of text found in a submitted paper.

When an Originality Report is available to be viewed, an icon is placed in the *Originality Report* column of the student class portfolio page. If the Originality Report has not finished generating, it will have a grayed out icon placed under the *Originality Report* column of the student class portfolio page. Check back in 5-10 minutes to view the completed Originality Report.

The Originality Report icon shows a percentage and a corresponding color indicating where this percentage falls in terms of matching content.

Once the Originality Report has been generated, clicking on the percentage/color will bring up the full Originality Report. Remember, direct quotations, citations, or bibliography areas of the paper are not automatically excluded! The percentage/color does NOT necessarily indicate plagiarism.

**Need help?**

If you need assistance using Turnitin.com, see your teacher or Mrs. Sandel in the library or visit http://www.turnitin.com/en\_us/training/student-training for great videos and tutorials