

TURNITIN

Student Instructions

Creating a New User Profile

All Turnitin users have a unique user profile, which consists of an e-mail address, user password, personal user information, and user preferences.

To create a new user profile:

1. Go to www.turnitin.com.
2. Click *New Users* on the Turnitin homepage.
3. Follow the on-screen instructions. In order to create a profile, you will need a class ID and enrolment password which is provided by your lecturer before the submission of assignments.

Logging In (If you have a previous user profile)

To login to Turnitin:

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.

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 lecturer 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)

Only use your student ID as an identifier within the student paper for electronic submissions. Do not to include any other identifying personal details, such as student name and/or contact details, as a matter of privacy.

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 pull down menu
3. Enter a title for your submission and student Number
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 pull down menu.
3. Enter a title for your submission and an optional student ID.
4. Cut and paste your paper into the text box.
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.