

TURNITIN - STUDENT QUICKSTART GUIDE

Introduction

This Student Quickstart will help you get started with Turnitin and will walk you through the steps for submitting your first paper. To begin, you need to first register with Turnitin and create a user profile.

Step 1

To register and create a user profile, go to the top of the page (www.turnitin.com) and select your language from the drop down menu.

Click on the **'Create Account'** link on the homepage and the Create a User Profile page will open.

Click on the **'Student'** link at the bottom of the page. Fill in the required information in the new user profile form. In order to create a profile, you must have a class ID and an enrollment password. You can get this information from your tutor.

Once you have created your profile, click the **'I Agree'** button to log into Turnitin.

Step 2 - Student Homepage

Your class will show up on your *Student Homepage*. Click on the name of your class to open your class portfolio.

Step 3 - Class Portfolio

Your *Class Portfolio* shows the assignments your tutor has created and your submissions to the class.

Step 4 - Submitting a Paper

To submit an essay, click the **'Submit'** button next to the paper assignment. The paper submission page will open. Enter a title for your essay.

Students have a choice to upload a file from: the computer, Dropbox, or Google Drive. Click on one of the submission buttons **Choose from this computer**, **Choose from Dropbox**, or **Choose from Google Drive** and select the file for submission.

Turnitin accepts submissions in these formats:

- Microsoft Word (DOC and DOCX)
- Corel WordPerfect
- HTML
- Adobe PostScript
- Plain text (TXT)
- Rich Text Format (RTF)
- Portable Document Format (PDF)
- Microsoft PowerPoint (PPT, PPTX, and PPS)
- Hangul (HWP)

After entering a title for your essay and selecting a file, click 'Upload' to upload your paper.

If your essay is in a format that Turnitin does not accept, you can submit it by cut and paste. To submit a essay this way, select **cut & paste** upload using the pull-down at the top of the form.

Copy the text of your essay from a word processing program and then paste it into the text box in the submission form. If you submit your paper using the cut and paste method, you can skip the next step.

Step 5 - Submitting a Paper Confirmation

The essay you chose to submit will be in the preview. Look over all the information and make sure that it is correct. To confirm the submission, click the **'Confirm'** button.



After you confirm your submission, a digital receipt will be shown. A copy of the receipt will be e-mailed to you. To return to your portfolio and view your submission, click the **'Return to assignment list'** button.

Step 6 - Viewing an Originality Report

To view your Originality Report, click on the **'Originality Report'** icon to the right of the assignment. This will be available usually within 24 hours after submission.

Help

Turnitin has the Help Center to assist you with questions or guidance on **'how to'**. Just go to the page - www.turnitin.com/en_us/support/help-center - for more information.

Source: Turnitin, http://turnitin.com/en_us/training/student-training/student-quickstart-guide