TURNITIN.COM STUDENT PACKET

CONTENTS

BRAND NEW USERS

Student Instructions for Registering with Turnitin.com (<u>ONE TIME ONLY!</u>)

IF YOU <u>ALREADY HAVE AN ACCOUNT</u>, GO TO PAGE 3!!!!!!!!!!!!!!

1. Go to http://turnitin.com/static/index.html
2. Under the Login box, click on "Create Account"
3. Go to "New Students Start Here"
4. Click on "Create a User Profile"
5. In the box labeled Create a New Account, click "Student"
6. Fill in the information under Create a New Student Account
7. Enter the Class ID and Class Enrollment Password (supplied by teacher).

   Class ID _____ Class Password _____

8. Enter your first and last names
9. Enter your **email address**. This will be your **Username**.
   a. You should use a REAL email account, either yours or your parents' so you can access your reports via email. You can access them through Turnitin.com, too.
   b. *If you do not have an email address, create a fictional one in email address format OR get permission from your parents to set up a free email account through the various providers (i.e. gmail, yahoo, etc.).
   c. Example: dsmith@school.com
10. Passwords for ALL accounts will follow formula below:
    a. Passwords are case sensitive. DO NOT use all caps!
    b. Enter the letters **ch** and your **6-digit school ID number**.
    c. Example: ch999999

11. Select a secret question.
12. Supply the answer to the question.
13. Read the Term Agreement.
14. Click "I Agree – create profile."
15. You will now see a page that says "Finish." Read the info.
16. You may "Log in to Turnitin."
17. This is your homepage; this is what you will see when you log directly into the program.
18. You will have to click on the class you want to access.
19. You cannot submit a paper unless the teacher has created the assignment.
20. Log Out (in the upper right corner)
21. From now on, you will go to www.turnitin.com, and you will enter *your email address and your password* in the Log In boxes on the Turnitin.com homepage.

<u>NOTE:</u> You <u>WILL NOT</u> use the "create a user profile" again.
          If you do, you will be charged for another subscription!

<u>To Enroll in Other Classes</u>: From your homepage, there is a button on the left that is labeled "Enroll in a Class." Use this function to add other teachers who are asking you to use the program. *You will need a Class ID and Class Password from those teachers before you can attach their classes.

RETURNING USERS

****You MUST already have an existing account to use these instructions.
If you do not have an account, go back to page 2.**

NOTE: DO NOT create duplicate accounts!
If you do, you will be charged for another subscription!

1. Go to http://turnitin.com/static/index.html
2. Log in using your <u>existing</u> Email and Password; students who created accounts last year were told to use the password procedure explained in step 3b.
3. Once on your Homepage, you may update your profile if necessary. Follow the directions below. If this is not necessary, go to Step 4.

    a. From your Homepage, go to "User Info," located on a tab along the top of the page.
    b. Change your existing password to follow the format below:
        i. Passwords are case sensitive. DO NOT use all caps!
        ii. Enter the letters **ch** and your **6-digit school ID number**.
        iii. Example: ch999999
        iv. ALL passwords for CHS will follow this format.
    c. You may update or change any other information at this time. You are NOT required to give your home address, phone number, etc. so you do not need to fill these out.
    d. Account Settings should be okay the way they are. Ask before changing anything! You do not want to cause problems with the submission process!
    e. Submit your changes.
    f. Return to "My Classes," located on a tab along the top of the page.

4. Click "Enroll in a Class," located on the left side of your homepage.
5. Enter the Class ID and Class Enrollment Password (supplied by teacher).

    Class ID _____ Class Password _____

6. Click Submit.
7. If you have multiple classes, you will have to click on the class you want to access.
8. You cannot submit a paper unless the teacher has created the assignment.
9. Log Out (in the upper right corner)

Submitting Papers to Turnitin.com (Revised 2010)

1. Go to http://turnitin.com/static/index.html
2. Log In using your email address and password.
3. Open your class portfolio by clicking the class name on your homepage.
4. The class portfolio lists the assignments your instructor has created and your submissions to these assignments.
    a. If there are no assignments in your portfolio, your instructor has not yet created class assignments.
    b. Until your instructor creates an assignment, you will not be able to submit a paper.
    c. Each assignment will have a start date and due date. You will not be able to submit a paper before the start date or after the due date.
5. Click on the Submit icon next to the appropriate assignment.
    a. Your name should appear in the box.
    b. Enter the title of your paper.
    c. Next, attach your paper using one of the methods below:
6. There are two ways to submit a paper:
    a. By **file upload** (used to submit a paper as a computer file; turnitin.com currently accepts submissions in MS Word, Acrobat PDF, PostScript, Text, HTML, WordPerfect (WPD) and Rich Text Format).
    b. 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).
7. After clicking Submit, you will be asked to confirm the file that you have selected. If it is the correct document, click Yes, Submit.
8. The Receipt is the next thing you will see. This is NOT an Originality Report. The Receipt only confirms that you submitted a paper.
9. See page 5 for instructions for retrieving the Originality Report.

Re-Submitting Papers for the Same Assignment

WARNING! WARNING!

Papers may be resubmitted to "recheck" any corrections you have made; however, it may take **24 hours** to receive the Originality Report. You are only guaranteed that the first report will arrive almost immediately. When the program is busy, turnaround time may be longer. DO NOT get impatient and accidently resubmit your paper. ALWAYS check with your teacher before resubmitting. You may lose points off of your final grade if you cannot provide an Originality Report.

ORIGINALITY REPORTS

What is an Originality Report?
Originality Reports provide a summary of the matching text found in a submitted paper. You will only be able to view these reports if your instructor has given you permission to access them. When a report is available to view, an icon will appear under the Show Details link. Reports that are not finished are represented by a grayed-out icon.

What do the colors mean?
The color of the report icon indicates the overall similarity index of the paper, based on how much matching text was found. Possibilities are:

Blue (no matching words)
Green (1 word – 24% matching text)
Yellow (25 – 49% matching text)
Orange (50 – 74% matching text)
Red (75 – 100% matching text)

RETRIEVING THE ORIGINALITY REPORT:

1. To retrieve your Originality Report:
    a. After receiving your Digital Receipt, click on Go to Portfolio.
    b. From your Homepage, open the appropriate course.
2. Go to the assignment you wish to access.
3. If the paper has been submitted, you should see a green dot and "Submission for this assignment is complete."
4. Click on Show Details
5. Once the assignment is expanded, in the lower right corner, you should see a percentage and colored box under the heading Originality.
6. If there is no percentage or colored box, the report is not ready.
    IT MAY TAKE A FEW SECONDS TO A FEW MINUTES TO GET THE FIRST REPORT. DO NOT GET IMPATIENT AND ACCIDENTLY RESUBMIT YOUR PAPER!
7. When you see a color appear, click on it. This will open your report. **If there report is just highlighted in pink, this is the Document Viewer. You will need to click on Text Only Report in the lower right corner. This should take you to your Originality Report.**
8. The Originality Report will likely contain multi-colored highlighted sections and will have a link back to the Document Viewer at the top.
9. Print this report if instructed to do so by your teacher.
10. Compare the left side of the report (your paper) to the right side of the report (the sources that match your paper).
11. Some phrases and wording will be general, common phrases that all writers will use. **However, if you are unsure, see your teacher or fix them**.
12. For all other matches, check first to see if you have included quotation marks and a citation, giving credit to the source. If you have not, you should fix this match by paraphrasing and citing or by putting quotation marks around the borrowed wording and citing. Continue this process until you have corrected all of your errors.
13. If you do not correct the errors pointed out in the Originality Report, you could be facing the **penalties for plagiarism** set forth by your teacher.
14. Check with your teacher about whether or not you will be submitting your paper again. Most often, you will not be submitting again.
15. **Further submissions will take 24 hours to receive feedback (Plan ahead!).**