

Register and Join a Class in Turnitin.com

The papers you write for this class you are to submit to Turnitin.com [<http://turnitin.com>], an online plagiarism detection service. This system is designed to encourage academic integrity, accurate use of sources, and independent work in writing. Before you can submit your papers to this service, you need to go to Turnitin.com, join this class, and create a user profile. To get started, follow these steps:

- 1) Open a web browser and go to <http://turnitin.com/>
- 2) Click the "New Users" link, in the top right corner of the page.
- 4) Choose "student" as your user type and click "Next."
- 5) Enter the class ID number and class enrollment password (*see below*). Click "Next".

Class Name:	Class Time:
Class ID:	Enrollment Password:

- 6) Follow the next 3 steps to create your user profile, clicking the "next" button each time.
NOTE: you can register with either your IUN email account or an external email account (hotmail.com, etc.).
- 7) Read the entire user agreement. If you have questions, click the "I disagree – cancel profile" link and contact your instructor. If you understand the agreement and wish to continue, click "I agree – create profile."
- 8) Turnitin confirms that you have registered and joined this class. Click "Login".

Submit Work to Turnitin.com

If you are not already logged into Turnitin.com, log in from the homepage: <http://turnitin.com>

- 1) Click the name of the class for which you need to submit work.
- 2) Click the "submit" button next to the appropriate assignment.
- 3) In the "Submit a paper by" drop-down list, select either "file upload" or "cut & paste." Check with your instructor about which method you should use.

If submitting by "File Upload":

- Your first and last name should already be provided.
- Enter the title of your paper.
- Click the "Browse" button. Locate and double-click on your paper file.
- Make sure the name of the file appears in the "Browse" box.
- When all fields are completed, click the "Submit" button.
- Turnitin asks you to confirm. If what is displayed is correct, click the "Yes, submit" button. If not, click the "no, go back" link and repeat the previous step, selecting the correct file.
- When the file is submitted, Turnitin.com shows you a submission receipt on the screen and emails you a copy. Your instructor may ask you to print and hand in the receipt as proof of submission. Save the email receipt for your records.

If submitting by "Cut & Paste":

- Your first and last name should already be provided.
- Enter the title of your paper.
- Copy (don't cut!) the text of your paper from within your word processor, including the works cited list if required.
- Back in the Turnitin.com window, click in the large text box and paste. To paste, click Edit > Paste, or right-click in the box > Paste, or press Control-V (apple-V for Macs). *Note that when you paste your paper, Turnitin does not give you the option to confirm your submission.*
- Click the "submit" button.
- When the file is submitted, Turnitin.com shows you a submission receipt on the screen and emails you a copy. Your instructor may ask you to print and hand in the receipt as proof of submission. Save the email receipt for your records.