

Student User Guide

This student user guide will walk you through the steps necessary to start submitting papers to your instructor's class.

Turnitin, an internet-based anti-plagiarism program, can “fingerprint” a submitted paper and compare them to in-house database and source on the Internet to preventing students from using the materials which are not their own. In *Turnitin* words:

compiled a massive database of digital material by continually cataloging and indexing the entire Internet using automated web robots. Online paper mills, academic sites and news sites are a major focus of our searches. We have also secured access to various proprietary databases, the content of which is included in our searches. Papers from participating institutions are also indexed and stored in our secure, in-house databases.

(http://www.turnitin.com/static/faqs/technology_faq.html)

GETTING STARTED WITH TURNITIN

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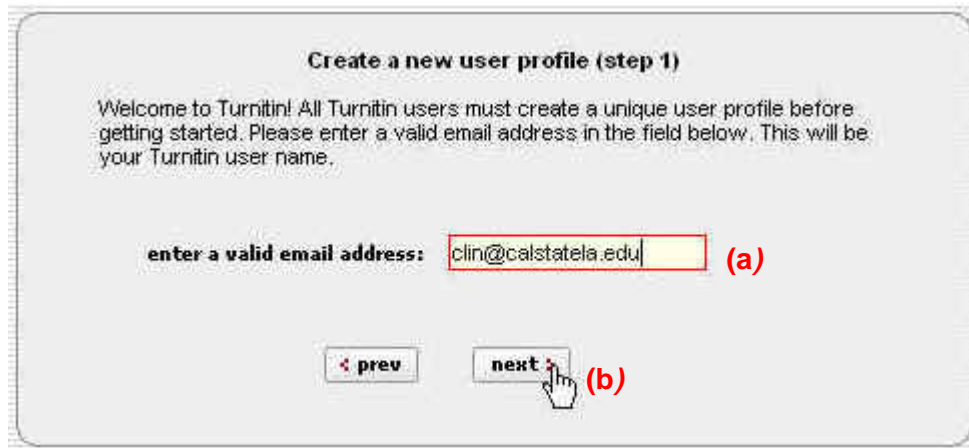
Step 1 – Setting Up Your User Profile

1. All Turnitin.com users must have a user profile.
2. Go to the Turnitin.com (www.turnitin.com)

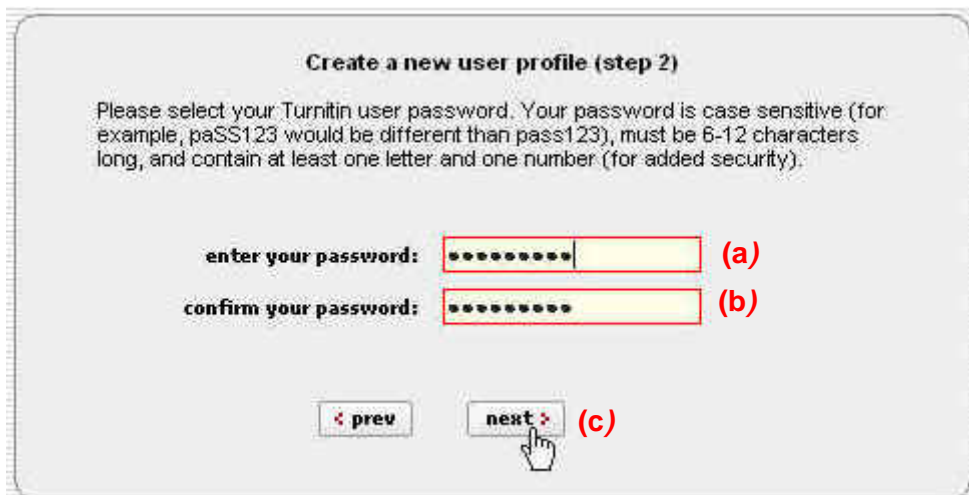
3. Click on the **“create a user profile”** button on the Turnitin.com homepage.



4. Enter an email address **(a)** that you check frequently. Then click the **“next”** button to continue. **(b)**

A screenshot of the 'Create a new user profile (step 1)' form. The form has a title 'Create a new user profile (step 1)' and a welcome message: 'Welcome to Turnitin! All Turnitin users must create a unique user profile before getting started. Please enter a valid email address in the field below. This will be your Turnitin user name.' Below the message is a label 'enter a valid email address:' followed by a text input field containing 'clin@calstatela.edu'. A red box highlights the input field, labeled '(a)'. Below the input field are two buttons: 'prev' and 'next'. A mouse cursor is pointing at the 'next' button, labeled '(b)'.

5. Type the password you wish to use with the Turnitin.com system in the password **(a)** and confirm password boxes **(b)** keeping in mind the following rules:
 - The password must include at least one letter and one number
 - The password must be between 6-12 characters.Then click the **“next”** button to continue. **(c)**

A screenshot of the 'Create a new user profile (step 2)' form. The form has a title 'Create a new user profile (step 2)' and a message: 'Please select your Turnitin user password. Your password is case sensitive (for example, paSS123 would be different than pass123), must be 6-12 characters long, and contain at least one letter and one number (for added security).' Below the message are two labels: 'enter your password:' and 'confirm your password:'. Each label is followed by a password input field filled with asterisks. A red box highlights the first input field, labeled '(a)', and another red box highlights the second input field, labeled '(b)'. Below the input fields are two buttons: 'prev' and 'next'. A mouse cursor is pointing at the 'next' button, labeled '(c)'.

6. Enter your first name, last name, (a) and choose the country and state of residence (b) in the following fields and click the “next” button to continue. (c)

Create a new user profile (step 3)

Please enter your name as you would like it to appear on your homepage, and your country of residence. Please disregard the state pulldown if you do not reside in the United States.

enter your first name: (a)

enter your last name: (a)

country of residence: (b)

state of residence: (b)

(c)

7. Select the preferred user type: student (a) from pull-down list. Then click the “next” button to continue. (b)

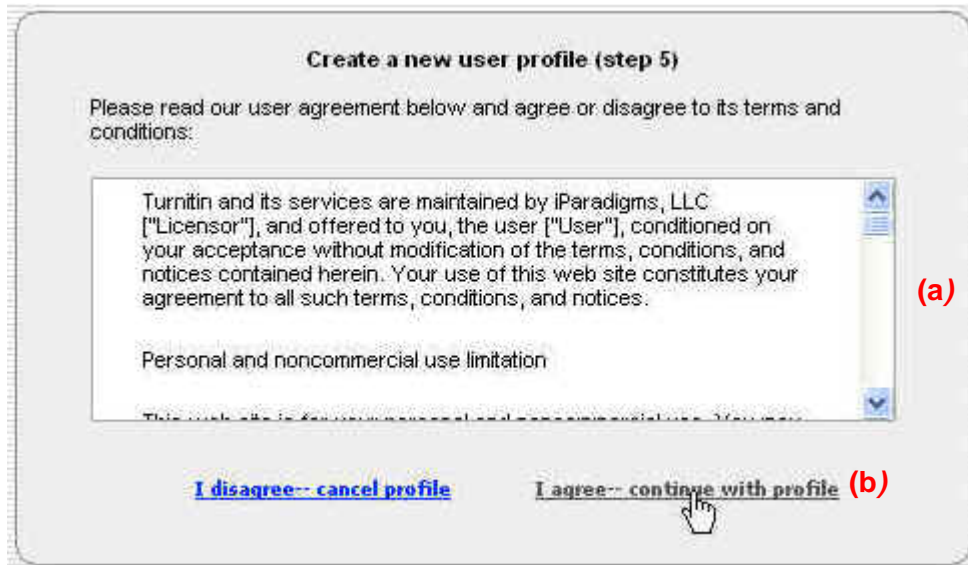
Create a new user profile (step 4)

Please select your preferred user type, which will be your default whenever you login to Turnitin. If you anticipate having more than one user type, choose the one you will use most frequently.

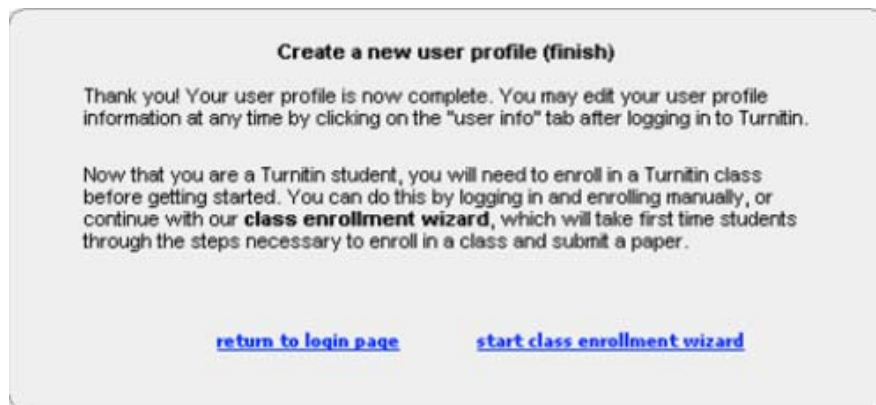
what type of user are you? (a)

(b)

8. Read the user agreement (a) and agree or disagree to its terms and conditions. If you agree, click on **"I agree -- continue with profile"**. (b)



9. When you see this screen, your user profile is completed. Then you can
 - return to login page or
 - start class enrollment wizard (new users can use this option to enroll in their class.)



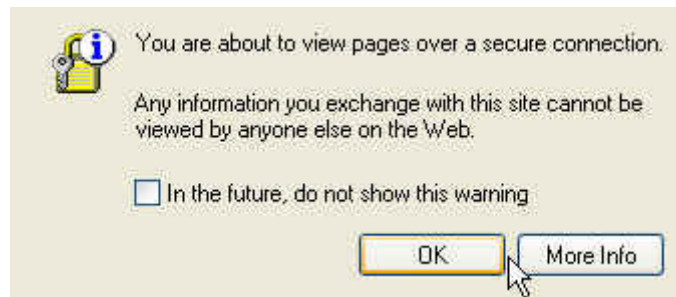
10. You will receive an e-mail message from postmaster@turnitin.com with the subject line, Turnitin User Profile confirming your Turnitin user name, which will be the same as your e-mail address.

Step 2 – Logging In

1. Before typing in your email address and password, make sure you see the red lock to ensure you are logging in with a secure Internet connection. If not, click on the “**green lock**” button.



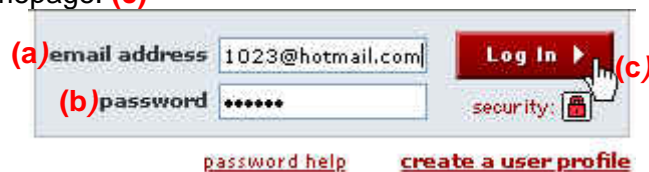
2. After clicking the “**green lock**” button, you will see a message window, and click “**OK**”.



3. Then you will see the “**red lock**”.



4. Key in your **email address** as your user name. **(a)**
5. Enter your Turnitin user password. **(b)**
6. Then either press Enter or click on the “**Log In**” button to open your Turnitin student homepage. **(c)**

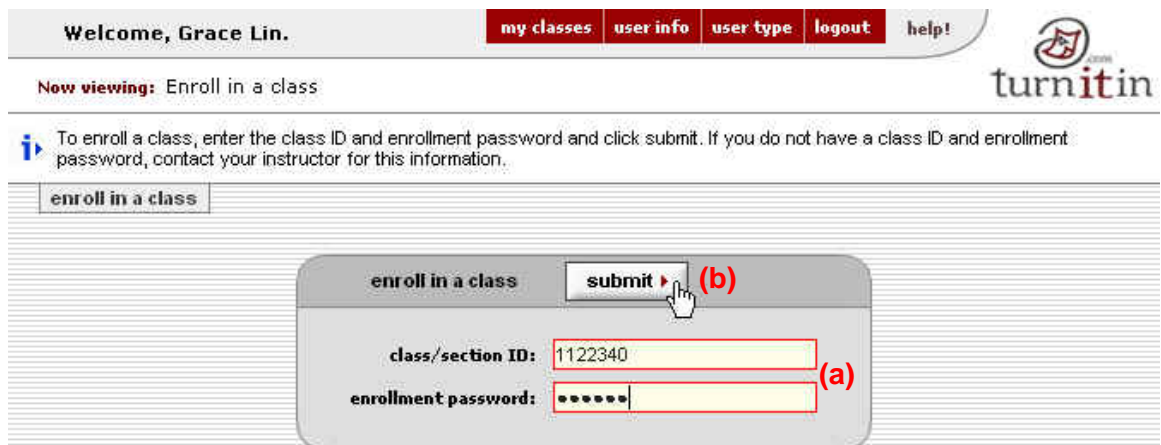


Step 3 – Enrolling in a Class

1. After logging into your account, you will see your student homepage, which lists your enrolled classes. If you are a new user, your homepage will be empty.
2. In the upper left-hand corner of the screen, click on the “enroll in a class” button.



3. You will be given a class/section ID number and enrollment password from your instructor before you can enroll in your class. If you do not have your class/section ID or enrollment password, you will need to contact your instructor.
4. On the next screen, enter the class/section ID and enrollment password (a) for your class, and click on the “submit” button. (b)



Step 4 – Submitting a Paper

1. Once you submit your papers to Turnitin.com, there is no way to change, edit, or update them. So make sure you spell-check, grammar-check and proofread your papers before submitting them.
2. While you log into your student homepage, you will see your enrolled classes. To open the portfolio for your class, click the name of the class.

Welcome, Grace Lin. [my classes](#) [user info](#) [user type](#) [logout](#) [help!](#)

Now viewing: All classes

This is your student homepage. The homepage shows your enrolled classes. To enroll in a new class, click the enroll in a class button. Click a class's name to open your portfolio for the class. From your portfolio, you can submit a paper.

[enroll in a class](#)

CSU, Los Angeles: CSU, Los Angeles			
class ID	enter a class	instructor	drop class
1122340	music class	Lin, G.	

3. On the class portfolio, you will see the assignments that your instructor has created, and then click on the “submit” button. (You may only submit one paper for each assignment.)

Welcome, Grace Lin. [my classes](#) [user info](#) [user type](#) [logout](#) [help!](#)

Now viewing: CSU, Los Angeles: music class

This is your class portfolio. The left column of your portfolio lists assignments and peer reviews. The right column shows your submissions. Click the submit button next to an assignment to submit a paper.

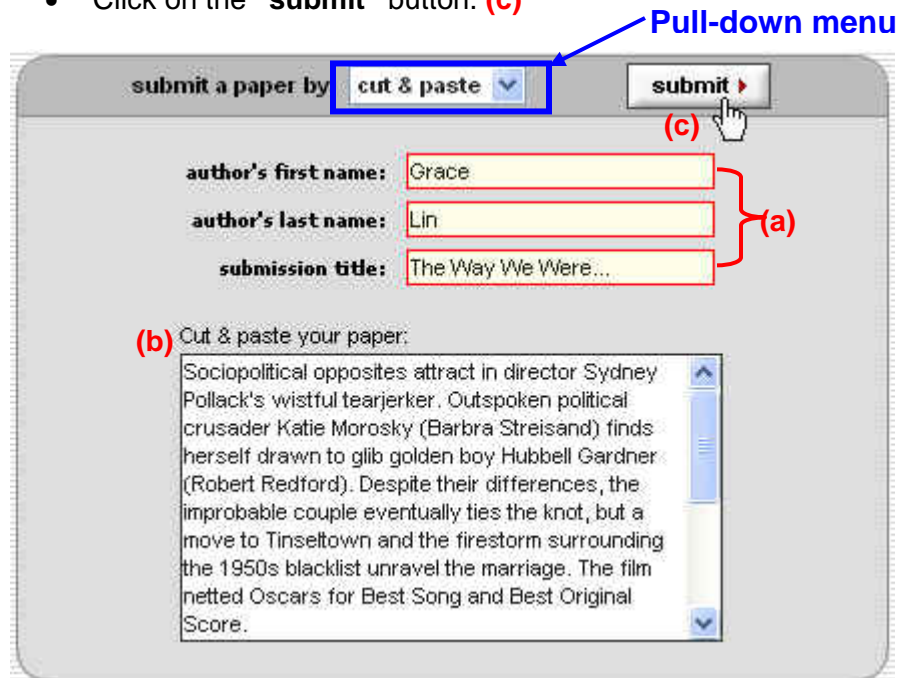
[class portfolio](#) [peer review](#) [calendar](#)

assignment list			your portfolio			
#	assignment	submit	title	submitted	contents	reviews
1	assignment1 01-27-04 01-28-04					

4. There are two ways to upload your papers. You can choose either way by using the pull-down menu.

- Option 1 - Cut and paste

- Click the pull-down menu to choose “**cut & paste**”.
- Enter your first name, last name and paper’s title. **(a)**
- Copy and paste the paper into the text box. **(b)**
 1. CTRL + A to select all text
 2. CTRL + C to copy selected text
 3. CTRL + V to paste copied text
- Click on the “**submit**” button. **(c)**



- Option 2 - File upload

- Click the pull-down menu to choose “**file upload**”.
- Enter your first name, last name and paper’s title. **(a)**
- Click on the “Browse” button and locate the paper on your computer or removable disc. **(b)**
- You can upload your paper as MS Word (.doc), WordPerfect, Adobe PostScript (.ps), Adobe Acrobat (.pdf), Web page (.html), Rich Text (.rtf), and plain text (.txt).

- Click on the “submit” button. (c) Pull-down menu

Submit a paper by: **file upload** ▼ submit ▶ (c)

author's first name: (a)

author's last name: (a)

submission title: (a)

Browse for the file you want to upload:

Browse... (b)

We currently accept the following file types:
MS Word, WordPerfect, PostScript, PDF, HTML, RTF, and plain text.

One of the following file types are required for GradelMark:
Word, Text.

5. Click the “yes, submit” button to confirm your submission.

Is this the paper you want to submit? yes, submit no, go back

Step 5 – Viewing Your Submissions

1. After submitting your paper, you will receive a digital receipt. This receipt will also be sent to you by email.

Turnitin digital receipt		paper title: <u>The Way We Were</u>
portfolio	submit again	paper id: 11539824
		paper author: Grace Lin

2. To return to your portfolio and view your submission, click on the “portfolio” button.
3. Then you will see your portfolio and the name of paper you submit. Every paper you submit can be viewed online by clicking on its title in your portfolio.