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.

If you have received an e-mail from Turnitin with a temporary password, a user profile has already been created for you. To get started, log in to Turnitin with your e-mail address and password and proceed to Step 2 in this QuickStart.

Step 1 - Registration

To register and create a user profile, go to the top of the page 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. 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 instructor.

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 instructor has created and your submissions to the class.

Step 4 - Submitting a Paper

To submit a paper, click the "Submit" button next to the paper assignment.

The paper submission page will open. Enter a title for your paper.

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 paper and selecting a file, click 'Upload' to upload your paper.

If your paper is in a format that we do not accept, you can submit it by cut and paste. To submit a paper this way, select *cut & paste upload* using the pulldown at the top of the form.

Copy the text of your paper 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.

If the assignment is set to accept any file type, students may upload any file type to the assignment.

Step 5 - Submitting a Paper Confirmation

The paper 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.

By default, students cannot see their own Originality Reports. If you see the text 'Not Available' instead of an Originality Report icon in your portfolio, then your instructor has disabled the ability for students to view the Originality Report for this assignment. If you would like to view your report, contact your instructor.

Step 7 - Viewing Instructor Feedback in GradeMark

If the class instructor provided feedback on the assignment within GradeMark, students are able to view the feedback after the Post Date of the assignment.

When the Post Date passes, students are able to access the instructor feedback within GradeMark by clicking on the blue 'View' button.